

**TOWN OF SUGAR CREEK
WALWORTH COUNTY, WISCONSIN**

Town Board Meeting
December 15th, 2025 Minutes

The December 15th, 2025 Sugar Creek Town Board meeting was called to order at 6:30p.m., at the Town Hall, located at N6641 County Road H, by Chairman – David Robers.

All open meeting laws have been complied with for this meeting.

Present were: Chairman – David Robers, Supervisor – Jamie Morin, Supervisor – David Clarbourn, Town Clerk – Sara Morin, and Treasurer - Sharri Loveless.

Also present: Attorney - Steve Koch, Road Supervisor – Greg Walbrandt, Deputy Sheriff – Mathew Ludowise, and 5 visitors.

Approval of Minutes: Supervisor – Jamie Morin made a motion to approve the November 17th, 2025 minutes as presented. Chairman – David Robers second the motion. Motion carried unanimously.

Treasurer's Report: \$627,303.79 in cash assets as of December 15th, 2025 per Treasurer - Sharri Loveless. She explained the insurance company needs to have a board member oversee the bank accounts and reconciliations. Supervisor – Jamie Morin made a motion to approve Supervisor – David Clarbourn to be the designee and that all the board members learn the process. Chairman – David Robers seconded the motion. Motion carried unanimously.

Approval of Bills: Supervisor – David Clarbourn made a motion to approve as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Clerk report: None.

Fire Chief's Report: None.

Road Report: Road Supervisor – Greg Walbrandt explained they have been plowing snow. The plow truck needed a regen repair. The lights on the 550 were not working properly and needed to be fixed. The trucks need maintenance and to be pressure washed.

Public comment: John Perryman introduced himself. He plans on running for the Wisconsin State Assembly next year.

Unightly Debris – W5428 Cty Rd. A: Resident discussed with the board. Chairman – David Robers motioned to approve Attorney – Steve Koch to send a letter to the resident. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

New Stop Signs - Briarwood Rd. and Hillview Rd.: A resident that lives on Hillview Rd. would like a stop sign on Briarwood Rd. and Hillview Rd. on the southeast corner. He was walking his dog and saw two vehicles almost collide. He has noticed issues in the past as well. Supervisor – Jamie Morin made a motion to place a stop sign at Briarwood Rd. and Hillview Rd. on the southeast corner. Chairman – David Robers seconded the motion. Motioned carried unanimously.

Rural Mutual Insurance – Bill & New Agent: Treasurer – Sharri Loveless explained cyber security insurance is very expensive. The public official bond needs to be updated. Workers compensation insurance is at a normal rate of \$100,000.00. She would like a new agent assigned. She's been working with Aaron Reznicek. He will come to the next town board meeting to introduce himself and discuss the cyber security insurance etc. Supervisor – Jamie Morin made a motion to replace current agent with Aaron Reznicek. Chairman – David Robers seconded the motion. Motioned carried unanimously.

Board Laptops – Microsoft Office Installation: Supervisor – David Clarbours explained the board should use the laptops for all town business. He would like to get more information about Microsoft Office installation costs. Chairman – David Robers made a motion to get the cost for installation and per year. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Accurate Contract Invoice: Supervisor – Jamie Morin made a motion to pay as presented. Supervisor – David Clarbours seconded the motion to approve the contract for \$19,680.00.

Lucida Contact – Audit 2026: Chairman – David Robers made a motion to approve the contract for \$19,000.00. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Plow Truck Loan: Supervisor – David Clarbours made a motion to amend the 2026 budget to include the final total of the plow truck once received. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Tax Bill Refund Limit: Treasurer – Sharri Loveless explained some residents pay more for taxes by error. She would like to know what limit should the town reimburse for overpayment. Attorney – Steve Koch stated there's a statutory limit. He will do the research and get back to the board.

Revised Recycling Ordinance: Chairman – David Robers made a motion to approve the ordinance. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Room Tax – AirBnBs, B&Bs, VRBOs, Hotels & Motels: Walworth County Visitors Bureau – Chris Clapper explained if the town has more than ten registered with the county the board would need to approve an ordinance. The town would keep 28% of the income. 2% goes to the registered owner of the business. 70% goes to the county for tourism promotions. Supervisor – Jamie Morin motioned to approve Attorney – Steve Koch to draft an ordinance for the board to review at the next town meeting. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

Fire Dues: Letter & Expense Allocation: Supervisor – Jamie Morin motioned to approve the presented letter. Chairman – David Robers seconded the motion. Motion carried unanimously. Supervisor – Jamie Morin motioned to table the fire expense allocation. Chairman – David Robers seconded the motion. Motion carried unanimously.

Walworth County - 2050 Comprehensive Land Use Plan Text Amendment: Chairman – David Robers explained the plan commission approved the amendment without any concerns. Chairman – David Robers motioned to approve the presented amendment from the county. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

Operator's License: Pike & Spikes – Amy Hughes: Supervisor – Jamie Morin motioned to approve the operator's license. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

Election Officials Nominations: Chairman – David Robers made a motion to approve the Republican and Democratic party nominees as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Next Town Board Meeting date: January 19th, 2025 at 6:30 p.m.

Motion to Adjourn: Supervisor – Jamie Morin motioned to adjourn. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

Meeting Adjourned.

Respectfully Submitted

Sara Morin