

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

Town Board Meeting
May 19th, 2025 Minutes

The May 19th, 2025 Sugar Creek Town Board meeting was called to order at 6:30p.m., at the Town Hall, 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 Clarbour, Town Clerk – Sara Morin, Absent Treasurer - Sharri Loveless.

Also present: Attorney - Koch, Road Supervisor – Greg Walbrandt, Sergeant – Nick Yohanek and 8 visitors.

Approval of Minutes: Supervisor – Jamie Morin made a motion to approve the April 21st, 2025 minutes as presented. Supervisor - David Clarbour second the motion. Motion carried unanimously.

Treasurer's Report: \$1,496,786.97 in cash assets as of May 19th, 2025 per Clerk – Sara Morin.

Approval of Bills: Supervisor - David Clarbour made a motion to approve as presented. Chairman – David Robers seconded the motion. Motion carried unanimously.

Clerk report: None.

Fire Chief's Report: None.

Road Report: Road Supervisor – Greg Walbrandt he's been cleaning up Millard Cemetery, working on the roads, and will be clearing dead trees. He's been prepping the lawn mower for the ditches.

Public comment: Resident would like to add Briggs Road to the next agenda for full discussion.

Open Road Bids: The Board reviewed all the bids that were submitted. Chairman – David Robers made a motion to accept Scott Construction's bids for twelve roads not to exceed \$215,000. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Hintz – Vacate Private Road: Mr. Hintz followed the proper procedures with his attorney to have the road vacated due to the unmaintained road running through the middle of both his properties. Attorney – Steve Koch filed the proper paperwork. Chairman – David Robers motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Rezone Request – Lawrence J Nettesheim Trust (Applicants: Charles W. Pollard of Stuart, Tokarz, Soberalski & Pollard LLC), Tax Parcel # G SC2500002, N5531 Voss Road Elkhorn, WI 53121. The rezone request is to change the current zoning of A-1 to A-4. Chairman – David Robers motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Conditional Use Permit – Lawrence J Nettesheim Trust (Applicants: Charles W. Pollard of Stuart, Tokarz, Soberalski & Pollard LLC), Tax Parcel # G SC2500002, N5531 Voss Road Elkhorn, WI 53121. The conditional use permit narrative: Beef processing & market store (Hours 8-5) Production of animal and marine fat oils. Preparation of feeds for animals and fowl. Poultry and small game dressing & packaging providing that all operations be conducted within enclosed buildings. Milling of soy bean oil. Directional signs (exceeding three). Retail sales related to

those agricultural uses listed in A-4, Farm food service. Chairman – David Robers motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Plantation Road – Excessive Speeding: No residents to discuss.

Stallman Road Speed Limit Reduction: Nothing submitted. Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Walworth County Ordinance No. 1362-04/25: Discussed.

Personnel Handbook: Reviewed. Chairman - David Robers motioned to table. Supervisor – David Clarbourn seconded the motion. Motion carried unanimously.

ADM Policy: Supervisor – David Clarbourn to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Provisional License: Silver Lake Inn - Michelle Salter & Morgan Daniels, Blue Roadhouse – Robert King, River Jacks – Kimberly Winkelman. Supervisor – Jamie Morin motioned to approve as presented. Supervisor – David Clarbourn seconded the motion. Motion carried unanimously.

Kalt Computer Consulting – Update Approval Amount: Corrected approval amount not to exceed \$5,400.00. Supervisor – David Clarbourn motioned to approve. Chairman – David Robers seconded the motion. Motion carried unanimously.

Health Insurance 2024 Payments: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Administrative Procedures: Approve to pay bills with a credit card. Chairman – David Robers motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously. Change to QB online. Supervisor – Jamie Morin motion to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Resolutions: Cost Recovery Agreement, Alcohol Licenses, & Fireworks: Chairman – David Robers motioned to approve the cost recovery agreement. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously. Chairman - David Robers motioned to table cost recovery resolution. Jamie Morin seconded the motion. Motion carried unanimously. Chairman – David Robers motioned to approve the alcohol license fee schedule and firework agreement resolution. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Next Town Board Meeting date: June 16th, 2025 at 6:30 p.m.

Closed session, the Town Board will meet in closed session pursuant to Wis. Stats. Sec. 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Re: Claim Against Accurate Appraisal. Closed session the Town Board will meet in closed session pursuant to Wis. Stats. Sec.19.85 (1) (c) Considering employment, of any appointed employee over which the governmental body has jurisdiction or exercises responsibility. Re: Treasurer & Clerk:

Roll Call Vote to Close Session; Chairman – David Robers – Yes, Supervisor – Jamie Morin – Yes, Supervisor – David Clarbourn – Yes.

*** Closed Session***

Discussed. Roll Call Vote to Open Session; Chairman – David Robers – Yes, Supervisor – Jamie Morin – Yes, Supervisor – David Clarbourn – Yes.

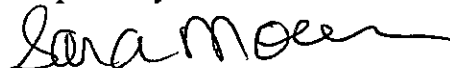
Open Session

Closed session items, Re: Accurate Appraisal, Treasurer, & Clerk: Chairman – David Robers made a motion for Attorney – Steve Koch to start the litigation process with Accurate Appraisal. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously. Chairman - David Robers motioned to table Treasurer. Supervisor – David Clarbourn seconded the motion. Motion carried unanimously. Chairman – David Robers motioned to approve Clerk salary plus benefits. \$347.36 stipend per year paid monthly for health insurance or Clerk to pay weekly copay of \$6.68 adjusted yearly. Supervisor – David Clarbourn seconded. Motioned carried unanimously.

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

Meeting Adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sara Morin", with a stylized, flowing script.

Sara Morin