

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

Town Board Meeting
August 18th, 2025 Minutes

The August 18th, 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, and Treasurer - Sharri Loveless.

Also present: Attorney - Steve Koch, Road Supervisor – Greg Walbrandt, Deputy - Mathew Ludowise and 4 visitors.

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

Treasurer's Report: \$1,130,591.81 in cash assets as of August 18th, 2025 per Treasurer - Sharri Loveless.

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

Clerk report: None.

Fire Chief's Report: None.

Road Report: Road Supervisor – Greg Walbrandt has been keeping up with mowing the ditches and brush clearing. Seal coating for the selected roads will begin soon. The plow truck is built and being shipped sooner. No payment is required at this time. Berk indicated there could be a cost increase due to the tariffs. He'll schedule for a final number.

Public comment: None

Fire DUEs: Attorney – Steve Koch explained he is currently working on a solution with Accurate. This should be finalized soon. The DUEs are calculated by each tax parcels acreage, building's square footage etc.

Appraiser – Quotes Approval: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Rezone Request – Vernon & Susan Gray: Tax Parcel #GA55800001, W5836 Hazel Ridge Rd. Elkhorn, WI 53121. The rezone request is to change the current zoning of A4/A1 to A5 single family. The property is not being used for commercial use. Chairman – David Robers motioned to approve the rezone request. Supervisor – David Clarbour seconded the motion. Motion carried unanimously.

Conditional Use Amendment – Steven & Judith Jacobson: Tax Parcel #GA395700001, W6384 Sugar Creek Rd. Elkhorn, WI 53121. The amendment is to add the sale of wine and/or cider cocktails including liquor. Request is to make a cocktail with our apple cider made on-site. Liquor will be purchased from a distributor. The plan is to sell and serve the cocktails to the

customer in a disposable cup. All staff are trained and licensed. Permits are in place yearly with the State of WI DOR and DATCP. We currently are licensed to make wine and hard cider. Licenses are attached to the application and include: Approved Wine Permit and Approved Full-Service Retail Permit which is currently allowed at the State of WI level. Town of Sugar Creek Licensing current each year. Chairman – David Robers motioned to approve the conditional use amendment. Supervisor – David Clarbour seconded the motion. Motion carried unanimously.

Sale of Old Mower: Roads Supervisor – Greg Walbrandt would like to purchase the mower for \$750.00. Supervisor – Jamie Morin motioned to approve. Chairman – David Robers seconded the motion. Motion carried unanimously.

J. Ruegsegger – Tippecanoe Paving: Resident would like to pave the road. Chairman – David Robers motioned to have the resident get a survey completed and present it to the Board. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Investment Policy: Supervisor – Jamie Morin motioned to approve. Chairman – David Robers seconded the motion. Motion carried unanimously.

Fire Department Service Agreement: Attorney – Steve Koch will revisit the agreement.

Lucida Report & Statement: Supervisor – Jamie Morin made a motion to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Credit Card – Bill Pay: Supervisor – Jamie Morin made a motion to table. Supervisor – David Clarbour seconded the motion. Motion carried unanimously.

TDS Email – Cancel: Supervisor – David Clarbour made a motion to approve along with getting the account locked and an auto send reply indicating the correct email to use. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Frost Solutions: Chairman – David Robers made a motion to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Plantation Road – Speed Bumps: Chairman – David Robers made a motion to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

New Street - Yeild/Stop Signs @ Elm, Forest & Park Streets: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Administrative Procedures – Real Estate Taxes/QB Online: Supervisor – Jamie Morin made a motion to table the real estate taxes. Chairman – David Robers seconded the motion. Motion carried unanimously. Supervisor – David Clarbour made a motion to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Cemetery Committee – Create: Supervisor – Jamie Morin made a motion to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Operator's License's: Silver Lake Inn: Nicole Key: Supervisor – Jamie Morin made a motion to approve as presented. Supervisor – David Clarbour seconded the motion. Motion carried unanimously.

Payment on Advia Loan: Chairman – David Robers motioned to approve payment of \$30,000. Supervisor – Jamie Morin seconded the motion. Motioned carried unanimously.

Next Town Board Meeting date: September 15th, 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: Accurate & Fire DUEs: Supervisor – Jamie Morin made a motion to go into closed session. Chairman – David Robers seconded the motion. Motion carried unanimously.

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

*** Closed Session***

The Board discussed with Attorney – Steve Koch.

Supervisor – Jamie Morin made a motion to go into open session. Chairman – David Robers seconded the motion. Motion carried unanimously.

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/Fire DUEs: Supervisor – Jamie Morin made a motion to pay Accurate Appraisal in the amount of \$15,990 on the condition they'll complete OB & BOR. Chairman – David Robers seconded the motion. Motion carried unanimously.

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

Meeting Adjourned.

Respectfully Submitted


Sara Morin