

Town Board Meeting
December 16th, 2024, Minutes

The December 16th, 2024, Sugar Creek Town Board meeting was called to Order at 6:30p.m., at 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 Clarbourn, Town Clerk – Sara Morin, Treasurer - Sharri Loveless.

Also present: Attorney - Koch, Sergeant – Nick Yohanek, Fire Chief – Trent Eichmann and 5 visitors.

Supervisor – Jamie Morin made a motion to approve the November 29th, 2024; Public Budget Hearing, Special Town Elector Meeting, and Special Town Board Meeting minutes as presented, Supervisor - David Clarbourn seconded the motion. Motion carried unanimously.

Treasurer's Report: \$1,002,326.61 in cash assets as of December 16th, 2024 per Treasurer - Sharri Loveless. Chairman – David Robers motioned to approve. Supervisor - David Clarbourn seconded the motion. Motion carried unanimously.

Road Report: None.

Plow Truck Estimates: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Foster Road Bridge/Culvert Inspection: The Board reviewed the inspection report and invoice. Supervisor – Jamie Morin made a motion to approve payment for the invoice in the amount of \$417.20. Supervisor - David Clarbourn seconded the motion. Motion carried unanimously. The state approved another culvert to be added for inspection to begin in spring of 2025.

Lot Certified Survey Map – N5088 County Road O, Parcel GSC 3200006 (Farm Structure Separation): The Board reviewed the survey. Chairman – David Robers motioned to approve. Supervisor – David Clarbourn seconded the motion. Motion carried unanimously.

Employee Bank Hours: Attorney – Koch reviewed the personnel manual. Only full-time employees are able to bank hours. This option is not available for part-time employees.

Personnel Manual – TSC Employees – Update: Attorney will draft a new personnel manual to present at the January 20th, 2025 meeting.

Fire Chief's Report: Fire Chief – Trent Eichmann explained the fire station transitioned from on-call volunteers department to full-time employees. They've had 2,300 calls this year.

Ladder Truck Cost Increase – New City of Elkhorn Contract with a Two-Year Payment Plan to Include Interest Incurred the Second Year: Fire Chief – Trent Eichmann stated the interest has been taken off the MOU agreement. He has been authorized to purchase the new ladder truck. It will be delivered late January early February, 2025. Chairman – David Robers motioned to approve subject the new MOU agreement is updated with zero interest. Supervisor – Jamie Morin seconded the motion with Attorney – Steve Koch's approval. Motion carried unanimously.

Occupational Health Rate Increases: The Board reviewed the rate increases. Chairman – David Robers stated the rated increased minimal amounts. Chairman – David Robers motioned to approve. Supervisor - David Clarbourn second the motion. Motion carried unanimously.

Basic Financial Handbook: The Treasurer, Clerk and Supervisor II currently have the books.

Unightly Debris County Road H – Follow-Up: Chairman – David Robers explained the resident cleaned up the property. The cost incurred from the company that was to dispose of the debris has an invoice for \$600.00 which will go on the resident’s tax bill for 2026.

Review and Update on the Current Standing of Sugar Creek’s Class “A”, Class “B”, “Class A”, “Class B”, License Details.: Supervisor – David Clarbour explained he completed several hours of research to figure out how many “Class B” licenses the town has available. Based on documentation/form that was used in 1998 also using data as far back as 1939. In conclusion the town has 7 “Class B” licenses available at our standard fee and 4 reserve “Class B” licenses for purchase which will require a \$10,000 fee along with our standard fee. Presently 6 of the 7 are currently being used. In conclusion 1 regular “Class B” license is available for purchase at our standard town fee and 4 reserves are available.

Research New Website Options: Supervisor – David Clarbour motioned to table to January 20th, 2025 meeting. He would like to schedule a live demo with the company. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Tri-County Annual Dues: David Robers motioned to approve. Supervisor - David Clarbour second the motion. Motion carried unanimously.

Advia Credit Card – Supervisors I & II: Treasurer – Sharri Loveless would like both Supervisors to have their own credit cards with a credit limit of \$1,000.00. Chairman – David Robers motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Public comment: None.

Clerk report: None.

Approval of bills: Supervisor – David Clarbour made a motion to approve as presented. Supervisor – Jamie Morin second the motion. Motion carried unanimously.

Next Town Board Meeting: January 20th, 2025 at 6:30 pm.

Supervisor – Jamie Morin made a motion to adjourn. Chairman – David Robers second the motion. Motion carried unanimously.

Closed session, the Town Board will meet in closed session pursuant to section 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: Fire dues issue.: Roll Call Vote to Close Session; Chairman – David Robers – Yes, Supervisor – Jamie Morin – Yes, Supervisor – David Clarbour – Yes.

*** Closed Session***

The Board discussed the fire DUEs with Ryan Cardinal from Cardinal Surveying.

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

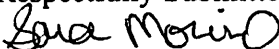
Open Session

Closed session items, Re: Fire dues: Tabled.

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

Meeting Adjourned.

Respectfully Submitted


Sara Morin