

Town Board Meeting
January 20th, 2025 Minutes

The January 20th, 2025 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 Clarbour, Town Clerk – Sara Morin, Treasurer - Sharri Loveless.

Also present: Attorney - Koch, Road Supervisor – Greg Walbrandt, Sheriff, 4 visitors.

Approval of Minutes: Supervisor – Jamie Morin made a motion to approve the December 31st, 2024 minutes as presented. Supervisor - David Clarbour second the motion. Motion carried unanimously.

Treasurer’s Report: \$2,798,259.67 in cash assets as of January 20th, 2025 per Treasurer - Sharri Loveless. Chairman – David Robers motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Fire Chief’s Report: None.

Road Report: Road Supervisor - Greg Walbrandt advised him and Mike Muzatko have been clearing brush in the area. He explained this will be helpful for mowing the ditches. Millard Cemetery has a burial coming up. He coordinated with the family where the site is located. He mentioned the salt and sand supply is good due to lack of snow.

Plow Truck Estimates: Road Supervisor – Greg Walbrandt explained Lakeside International’s proposal is the best of all five. He stated the plow truck will take a minimum of two years to be completed. They can get the plow truck on the schedule at the end of December 2025. No payment will be due until 2026. Chairman – David Robers made a motion to accept the Lakeside International’s proposal not to exceed \$330,000.00. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Chipper: Road Supervisor – Greg Walbrandt said he has a \$500.00 credit at Bobcat of Janesville and would like approval to purchase a winch for the chipper. The cost is roughly \$8,000.00 minus the credit. He explained this will help him clear the fallen trees that are tangled together easier. He will install the winch. Supervisor – Jamie Morin approved not to exceed \$9,000.00. Supervisor - David Clarbour seconded the motion. Motion carried unanimously.

Employee Payroll App – Buddy Punch: Clerk – Sara Morin explained how the app works for the employees. The program has report options. Supervisor – Jamie Morin suggested using excel instead due to the cost.

Platted Road – Zach Hintz – GI 00481: Zach Hintz explained the roadway goes through the middle of his property and he would like it vacated. Attorney – Steve Koch will get the correct documents in order.

Operator’s License – Camp Wandawega: Tereasa Surratt. Blue Roadhouse: Patricia Yakes, Kiel Bedward, & Joel Ohman: Supervisor – Jamie Morin made a motion to approve the operator’s licenses as presented. Chairman - David Robers second the motion. Motion carried unanimously.

“Class B” Liquor/Class “B” Beer License – Camp Wandawega, Tereasa Surratt & David Hernandez: Supervisor – David Clarbour motioned to approve the license as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Kalt Computer Consulting – PC/Laptop Estimates & Installation: Supervisor – David Clarbour motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

City of Burlington – “Class B” Reserve License Purchase: Jamie Morin motioned to relinquish one of the four “Class B” reserves to the City of Burlington in the amount of \$10,000 plus the Towns fees. Supervisor – David Clarbour seconded the motion. Motion carried unanimously. Attorney – Steve Koch will get everything in order to proceed.

Order Approval: Television W/Rolling Stand & Microphone, & Filing Cabinet: The board reviewed several options presented. Supervisor – Jamie Morin motioned to approved not to exceed \$850.00. Supervisor – David Clarbour seconded the motion. Motion carried unanimously.

Election Officials – Appointment: Chairman – David Robers appointed the Election Officials for the term 2025-2027 as follows:

The following are nominees for appointment as Election Officials nominated by the Republican Party of Walworth County per WI 7.30(4b) (4c), for a 2-year term beginning January 1st, 2025 and ending December 31st, 2027, per WI 2005 Act 451.

Republican Party

Patti Twist-Chief Election Inspector
Peggy Bushey-Chief Election Inspector
Donna Emelity
Kimberly Collins
Christopher Collins
Linda Schneider
Kathy Kostock
Dennis Bushey
Jim Tollar

The following are nominees for appointment as Election Officials nominated by the Democratic Party of Walworth County per WI 7.30(4b) (4c), for a 2-year term beginning January 1st, 2025 and ending December 31st, 2027, per WI 2005 Act 451.

Democratic Party

Ellen Holly
Gwen Wharry Cole
Maria Sharpe
Angela Havlik

The following individuals are nominated for appointment as “Unaffiliated” Election Officials without regard to party affiliation.

Non-Partisan Party

Linda Cheney
Lynda Suskey

Chairman – David Robers motioned to approve the Election Official nominations and the Resolution Pursuant to WI 6.55(6), it is hereby RESOLVED that the Clerk of Elections (Sara Morin, Town Clerk) may, by appointment prior to each election, designate any qualified elector of the Town of Sugar Creek, Walworth County, WI, to act as a Special Registration Deputy whose duty will be to register new voters at a location designated by the Clerk and at the polling place on Election Day.

Be it further RESOLVED, pursuant to WI 7.32 that the minimum number of Election Officials required to work at the polling place during a town election is (7); however, the Clerk may assign additional Election Officials if she believes they are needed for a given election. The number of Election Officials assigned to work an election shall always be an odd number. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Public comment: None.

Clerk report: Clerk – Sara Morin stated there is a Primary Election on February 18th, 2025. The Lucida audit is scheduled for March 6th, 2025.

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

Next Town Board Meeting: February 17th, 2025 at 6:30 p.m.

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. Closed session the Town Board will meet in closed session pursuant to section 19.85 (1) (c) Considering employment, of any appointed employee over which the governmental body has jurisdiction or exercises responsibility. Re: Personnel Handbook. 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. The Board discussed the Personnel Handbook.

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

Open Session

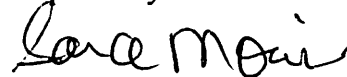
Closed session items, Re: Fire dues: David Robers made a motion to have Attorney – Steve Koch send a letter to the appraisal company explaining their error. And to reimburse the tax parcels for overpayment. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously. Closed session items, Re: Personnel Handbook: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Building Inspector – Approval for Quotes: The Board would like to put an ad in the paper and post on the website to get quotes from Building Inspector Companies for the Town. Supervisor – Jamie Morin motioned to approve. Chairman – David Robers seconded the motion. Motion carried unanimously.

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

Meeting Adjourned.

Respectfully Submitted



Sara Morin