

Town of Trenton
Draft of Official Minutes from the Town Board Meeting
Town of Trenton Town Hall, 1071 Highway 33 East, West Bend, WI 53095
December 16, 2024, 7:00 PM

Item
06

Present: Chairman Mike Lipscomb, Supervisor Barb Davies, Supervisor Ed Doerr, Administrator/Deputy Clerk Cindy Komro, Clerk Heather Krueger.

Excused: Treasurer Nicole Cozzuli-Meer

Chairman Lipscomb called the Meeting to order at 7:00 PM

Lipscomb asked those in attendance to stand and recite the Pledge of Allegiance.

Affidavit of Posting:

Lipscomb read the affidavit of posting, stating that the December 16, 2024, Town Board Meeting agenda was properly posted before the meeting on the Town Bulletin Board and the Town's official website and sent to the Washington County Daily News and WIBD Radio.

Approve November 18, 2024, Town Board Minutes. **Davies moved to approve the November 18, 2024, Town Board Minutes as presented, seconded by Doerr. Motion carried 3-0.**

Approve December 6, 2024 Special Town Board Meeting Minutes. **Davies moved to approve the December 6, 2024, Special Town Board Minutes as presented, seconded by Doerr. Motion carried 3-0.**

Approve Board of Review May 30, 2024, First Meeting Minutes. **Davies moved to approve the May 20, 2024, Board of Review minutes, seconded by Doerr. Motion carried 3-0**

Public Comments:

George Spaeth, 5786 River Rd. I want to know why the town is posting additional Deer Crossing signs. According to DPW Director Schmidt, the additional signage was added at a resident's request.

Review and Accept Agenda: **Davies moved to accept the agenda as presented, seconded by Doerr. Motion carried 3-0.**

November Bank Statement Reconciliation. **Davies moved to approve the October Bank Reconciliations, seconded by Doerr. Motion carried 3-0**

Ordinance Z2024.12.01 Amending Zoning Code Regarding Accessory Structures. Per Komro, the Plan Commission recommended approval. Per Davies, Cindy did a lot of work on this ordinance, merging confusing information about the accessory structures. **Davies moved to approve Ordinance Z2024.12.01 as presented, seconded by Doerr. The motion carried 3-0.**

Ordinance Z2024.12.02 Amending Zoning Code regarding EA Setbacks. Per Komro, the Plan Commission recommended approval. **Davies moved to approve Ordinance Z2024.12.02 Amending the Zoning Code regarding EA Setbacks, seconded by Doerr. Motion carried 3-0.** Lipscomb appreciated all the time and effort the Plan Commission and Komro put into this ordinance.

Wausaukee Road Speed Limit. Instead of conducting a speed study on Wausaukee Rd, Lipscomb sent a letter to all 17 residents asking if they felt the speed limit should remain the same or be changed. Thirteen residents responded, all in favor of reducing the speed limit by 10 mph. The Town will pass an ordinance to lower the speed limit from 55 to 45 mph with advisory speed around the curve at 30 mph. The town will post the new speed limit signs but not enforce them for 30 days.

Resolution 2024.12.01 Amending 2024 Town Budget **Davies moved to approve Resolution 2024.12.01 Amending the 2024 Town Budget, seconded by Doerr. Motion carried 3-0.**

Resolutions 2024.12.02 Establishing Police Chief 2025 Compensation, 2024.12.03 Establishing Town Administrator 2025 Compensation, 2024.12.04 Establishing Town Clerk 2025 Compensation, 2024.12.05 Establishing Town Treasurer 2025 Compensation. **Davies moved to approved Resolutions 2024.12.02, 2024.12.03, 2024.12.04, 2024.12.05 Town Employee Compensation for 2025, seconded by Doerr. Motion carried 3-0,**

Resolution 2024.12.06 Adopting 2025 Town Budget. **Davies moved to approve Resolution 2024.12.06, Adopting the 2025 Town Budget, seconded by Doerr. Motion carried 3-0.**

Previous Month Correspondence and Department Reports:

Police: November Patrol Activity included 155 calls for service, 40 Traffic stops, and 37 traffic citations. Chief Mammen received a letter from Cape Cod Community College congratulating him on a well-written Policies and Procedures Manual for the Town of Trenton Police Department. Lipscomb commented that the town is fortunate to have such quality and experienced police department.

Public Works: Per Schmidt, all of the 2024 funds issued to the town from Washington County Shared Services have been used up. Next year, the town will be receiving around \$36,000. The No-Parking signs have been installed, and the lights at the town hall sign have been repaired. Discuss the purchase of a new snow plow, as all the current plows are aging.

Treasurer: Cozzuli-Meer: submitted the November sales summary and monthly payroll reports. Tax bills have been sent out, and residents are starting to submit payments.

Clerk: Cleaning up November election records and year-end filing.

Building Inspector: One new home in November, still busy but slowing down.

Town Administrator/Zoning Administrator: The town will no longer have a post office box, which will be discontinued by the end of December. Receiving all the mail at the town hall will save time and mileage. Komro put together an explanation of property taxes for residents who want to understand the significant increase in their property taxes.

Komro is reviewing each section of the zoning map for the Plan Commission so they can see the ownership and acreage of all Agricultural Parcels, including EA Exclusive Agriculture, A-1 Agricultural and AT Agricultural Transition.

County Supervisor Thoma: None

Supervisor Doerr: After over 30 years on the town board, he will not run for town supervisor in spring 2025.

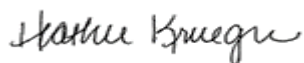
Supervisor Davies: The town is reviewing the map it received from Washington County for Farmland Preservation. A review of the map and a presentation from Washington County will occur on January 27, 2025. Any size parcel that generates over \$6,000 in revenue in one year or \$18,000 in 3 years qualifies to claim the credit. All parcels currently on the draft map will be included unless the owner asks to be removed for just cause. Any owner wanting to add a parcel not on the draft map will need to contact the town and present a reason for being included. Being on the map does not change the zoning or anything else related to their property. It allows them to claim that credit if they otherwise qualify. Once the County adopts the plan, a parcel not on the map will have to work with the County to be added.

Chairman: Lipscomb is finalizing communication to the community after the first of the year regarding roads targeted to be repaired in 2025, 2026 and 2027. The letter will also communicate election results, zoning, and other highlights to residents. Lipscomb will be working with the building inspector regarding communication and paperwork in 2025,

Payment of bills: Lipscomb went through all the bills and will follow up on several. **Davies moved to pay the November bills for \$56,674.83, seconded by Doerr. Motion carried 3-0.**

Lipscomb adjourned the December Town Board meeting at 7:38 PM.

Respectfully submitted,



Heather Krueger, Clerk

Affidavit of Posting: These minutes were approved at the January 20, 2025 Town Board meeting and were posted on the town's official website on January ____, 2025.

TOWN OF TRENTON
WASHINGTON COUNTY, WISCONSIN
ORDINANCE NO. 2025.____.____
AMENDING §368-7 SPEED LIMITS

Item
10

WHEREAS, the Town Code states that the Town Board shall have the authority to enact and amend ordinances; and

WHEREAS, the Town of Trenton has adopted the provisions of Wis. Stats. §§346.57, 346.58 and 346.59, relating to the maximum and minimum speed of vehicles; and

WHEREAS, Wis. Stats. §349.11(3)(c) allows decreased speed limits where the Town Board has determined that the statutory speed limits are unreasonable, unsafe and imprudent; and

WHEREAS, the Town Board has determined that the statutory speed limit on St. Augustine Rd is unreasonable, unsafe and imprudent.

NOW, THEREFORE, the Town of Trenton Board hereby ordains as follows:

1. Section 368-7G. Forty-five miles per hour shall be amended as follows:
Add Name of Street "Wausaukee Road from Washington Drive to Pleasant Hill Drive" and Number of Signs "____"
2. This ordinance shall be effective upon posting or publication.

Adopted this _____ day of _____, _____.

In favor:____ Opposed:____ Abstain:____ Absent:____

_____ss/____ Mike Lipscomb, Town Chairperson

_____ss/____ Ed Doerr, Town Supervisor

_____ss/____ Barbara Davies, Town Supervisor

_____ss/____ Attest, Heather Krueger, Town Clerk

Posted: ____/____/____

Item 12

User-Centered Planning

Whether you're designing an application form, creating a departmental web page, or implementing a digital solution, it should all start with the user.

ByTIM SCHWECKE, AICP
Illustrations by ANDERS WENNGREN

SUCCESSFUL BUSINESSES meet the needs of their customers by creating products and services that fill an existing or yet-to-be-realized need and by serving up those goods in a convenient way. This customer-centered focus—often referred to in other industries as Design Thinking or User-Based Design—permeates everything in their business, including their mission statement, brand identity, product development, marketing, sales channels, and client interactions.

Businesses that lack a customer-centered focus come and go. Even well-established companies that don't adapt to a changing consumer market will fail. Remember Sears? Early in its history, it was innovative and dominated the retail market for decades. No more.

Like their larger cousins, local governments are created to meet the common needs of their residents (or their customers). They are in the business of promoting the public good and local planning and zoning departments are often (or should be) front and center in that effort. Plans are written, programs established, and land-use regulations adopted to promote the public well-being.

However, many local planning departments struggle to really fulfill their purpose of promoting the public good. Why? Plans and zoning codes tend to be voluminous and are typically hard to decipher, even for staff. Sometimes they are undertaken to fill an institutional need or simply comply with a state mandate. Not

surprisingly, these documents and the departments that serve them up aren't fully focused on the residents—their customers.

For far too long, resident-customers have written off their local government's lackluster performance as “well that's government.” No longer. Now they are asking for a customer experience that mirrors what they enjoy in the private sector.

Local officials and planners must take notice. The good news is there are steps your department can take to reinvent, reboot, or revise your products and services to become more user-centered, regardless of your budget or current digital presence.

Land-use regulations are a perfect place to start. This is because zoning affects each and every local property owner, not to mention real estate agents, builders, developers, and design professionals working on projects in the community.

“User-centered zoning” is a mindset that permeates every aspect of the zoning code (the product) and the delivery of related services (customer interactions). The framework outlined in the following pages is intended to help planning departments become more user-centered as a strategy to achieve their missions.

This journey starts with—you guessed it—the user.

Tim Schwecke is a planning consultant specializing in zoning regulations. He is the cofounder of ZoningHub, a digital platform to “make zoning simple.”

A PROCESS FOR BECOMING MORE USER-CENTERED

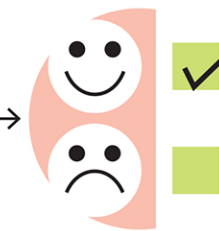
PHASE 1:

Thinking like an executive at Google or a Main Street retailer, first research your customers and learn about their needs—not just the actual code, plan, or regulation but also how it's delivered. Then identify how you can meet those needs and expectations.



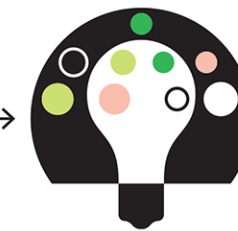
1. IDENTIFY YOUR USERS

Identifying the people that come into contact with zoning regulations is pretty straightforward. But think deeper and identify subgroups—or customer segments. For example, a homeowner seeking to build an accessory dwelling unit is very different from a developer looking to build a multifamily development.



2. EVALUATE THEIR NEEDS AND EXPECTATIONS

Take the time to fully understand your residents' needs and pain points. While some of these may be obvious, don't assume. Ask them. You'll soon realize that each user group, and perhaps segments within the group, have different needs and expectations.



3. BRAINSTORM IDEAS

Whether yours is a department of one or many, make sure everyone is involved in this exercise. Put everything on the table as a possibility. Depending on the setting, this can be done at the staff level or with a planning commission or the governing body.



4. EVALUATE YOUR CAPABILITIES AND BARRIERS

Take stock of what you are able to do. We all operate with limited resources and a few too many roadblocks. Be honest about barriers but also remain open to opportunities.

CUSTOMER TOUCH POINTS

Every interaction with a citizen is a touch point (a point at which a person makes judgments about the city, department, staff, procedures, policies, etc.). Reactions can range from complimentary to indifferent to hostile.

Let's say you mail a public meeting notice to 20 neighbors about a proposed project. Each letter acts as a touch point and will result in a different outcome. For example, some recipients may seek more details but abandon the effort when they have trouble finding the information on your website. Others may toss the notice altogether because it is poorly written or doesn't include the basic facts.

While it's impossible to control every outcome (even Starbucks gets bad reviews), you can set the stage for positive interactions by focusing on residents' needs and expectations.

NUDGE IDEAS

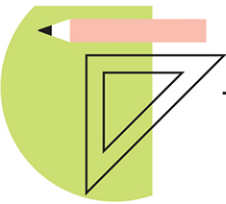
- Track the number and type of citizen touch points for a month or two. Share the results with your elected officials as a measurable metric. It may come as a surprise just how many there really are!
- Partner up with a planning department in another city to share resources.
- Although it's tempting, don't jump into a digital solution until your department has a user-centered mission statement that puts residents front and center.
- Start small and pick the low-lying fruit—projects that can be started and completed in short order without a lot of controversy. Little successes build a track record to tackle larger projects.
- Pick projects that are readily visible to residents.
- Prioritize projects that address a pain point for more than one of your user groups.

CUSTOMER PAIN POINT

In the business world, a pain point is a specific problem that a current or prospective client experiences. When applied to a local planning office, pain points can be created when resident-customers are forced to fit bureaucratic systems or outdated service delivery channels.

PHASE 2:

After your brainstorming session, chances are you will have a long list of things that could be done. Now it's time to organize and prioritize them.



5. DEVISE YOUR WORK PLAN

The framework to the right will help you map your ideas according to the type of deliverable and the level of effort required. Your to-do list may have more or fewer items and different groupings. That's okay. These are just some examples to help get you started.

TRY THIS! IN PRACTICE

Before you dig into Step 5, consider adopting a user-centered mission statement.

For example:
The zoning code should achieve the city's future-oriented development goals and also make sense to members of the public with little to no planning or development experience.
or
Administration of the zoning code from end to end should be easy and accessible for everyone.

TRY THIS!

IN PRACTICE

As you design your work plan, be sure to include testable objectives whenever possible.
For example, let's say you want to rewrite your zoning code. To make it truly user-centered, you must think beyond the generic goal of "writing in plain language" to how you can make citizens' interaction with the code as easy and useful as possible.
Therefore, your new goal might be: "A person should be able to find and submit an application for a home occupation in less than one hour" or "A person should be able to find zoning details about their property in five minutes or less (without calling staff)."

PHASE 3:

You've got a road map to move forward. Now it's time to implement!



6. EXECUTE YOUR PLAN

Your entire plan may take a long time to fully implement. That's okay. Starting is often the most difficult part. Start with one project and don't waver from your commitment to move the needle. To help get you started, check out codeforamerica.org for a list of tools and best practices.

7. EVALUATE AND TWEAK

Once you've rolled out one of your projects, be sure to evaluate whether it hits the mark. Take the time to tweak or revise until it's just right. While it may be difficult to do, estimate the return on investment. "We spent X to produce Y."

8. SHOW AND TELL

Don't assume everyone will know the great work you've accomplished. Tell and retell your story with targeted messages to your residents, elected officials, planning commissioners, and others. Take charge of your brand identity and promote it proactively. ■



SUCCESS!

5A. THE CODE (OR PLAN)

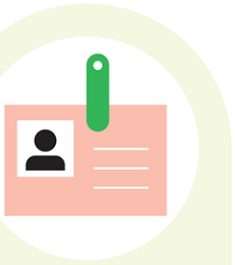
Consider what it says and how it says it. Both are equally important.



Any good writer knows their audience and writes accordingly. The trick is to organize the content well and speak clearly. This is really hard work but well worth the effort.

5B. ELEMENTS OF SERVICE DELIVERY

These areas make up the user experience. To achieve desired outcomes, you need to be strategic about how you interact with citizens (and vice versa).



PEOPLE
This category includes each and every staff member, the plan commission, and elected officials.



IN- AND OUTBOUND COMMUNICATIONS
Two-way communication is critical and includes effective strategies and channels for sharing information with residents and obtaining resident feedback.



INTERNAL SYSTEMS AND POLICIES
Look at the entire workings of the department, including any unwritten procedures and policies.



PUBLIC INPUT—ENGAGEMENT
Take a holistic view of how the public is involved in the zoning process, including "involuntary" participants like neighbors.



TRANSACTIONAL
Transactions can range from someone looking for information to navigating the review process or providing neighborhood feedback on a pending project.

LEVEL OF EFFORT	REVISE					REBOOT					REINVENT				
	Adopt minor code amendments to clear up any internal conflicts and/or unanswered questions.					Add "customer effectiveness" to employee reviews to establish a formal structure for accountability.					- Streamline procedures in the code by removing any unnecessary or cumbersome steps. - Add the "why" into each item in the code to help users understand what the city is trying to accomplish.				
	Rewrite the entire code to fully align with your user-based mission statement.					- Adopt a customer-first attitude and mission statement. - Train yourself and your staff to always be aware of what your messaging is saying and how it comes across to others.					- Change the name of the department. - Hire more staff. - Create an ombudsman position to help resolve disputes. - Keep the office open "after hours" to increase accessibility.				
		- Add a comment form to your website. - Create how-to or FAQ resources. - Revise the format of staff reports for pending applications for easy reading.				- Send out proactive press releases and/or tweets to keep users engaged. - Create a regular video or podcast, like a quarterly "from the planning director" message, to help build your brand.					Add chatbots or live chat functionality to department's website to create opportunities for positive real-time interactions.				
		Let applicants and the general public know upfront what criteria will be used in evaluating an application.				Revise your application forms to be as short and simple as possible.					Give staff more decision-making authority to expedite development reviews.				
		Have plans and materials translated for your community's non-English-speaking residents.				Conduct online public meetings to make them more accessible to the public.					- Implement an online citizen engagement platform to improve two-way communication. - Create public-facing ArcGIS StoryMaps to tell a compelling story about your department's work.				
		- Accept online payments. - Allow for submission of application forms online.				Go paperless with online forms.					Implement an enterprise-wide online permitting platform to make the development review process easier for everyone, including staff.				

Town of Trenton, Washington County, Wisconsin
Resolution 2025.____.____

Item 13

Resolution Authorizing the Washington County Geographic Information Systems (GIS) Department to Provide GIS Services to the Town of Trenton as Part of the Washington County Shared Revenue Grant Program

WHEREAS, the Washington County Board of Supervisors supports the sharing of services among municipalities in order to create efficiencies in the operation of local government; and

WHEREAS, Washington County and the Town of Trenton see value in the County providing Geographic Information Systems (GIS) Services as a means by which such efficiencies can be created; and

WHEREAS, the Town of Trenton and Washington County desire to enter into a shared services agreement whereby Washington County will provide GIS support for the City; and

WHEREAS, it is expected that the services Washington County provides can include assistance with application development, GIS analysis, training, and overall assistance with complex or unique situations related to GIS data and map production; and

WHEREAS, in order to serve the Town, the County will extend its existing infrastructure to cover the Town, the cost of which is considered part of Shared Revenue Grant Program; and

WHEREAS, it is anticipated that the standardization of technology and cost structure will help protect the citizens of the Town and the County and will allow for savings in overall personnel costs due to economies of scale they would not otherwise recognize separately;

NOW, THEREFORE, BE IT RESOLVED that the Town of Trenton agrees to enter into negotiations with Washington County to develop a shared services agreement to carry out the purpose of this Resolution.

RESOLUTION SUMMARY: Resolution authorizing the GIS Department to provide GIS services to the Town of Trenton through the Washington County Shared Revenue Grant Program. ADOPTED this _____ day of _____, 2025.

By the Town Board:

Attested by Town Clerk:

Mike Lipscomb, Town Chairman

Heather Krueger, Town Clerk

Posted: ____/____/____

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is entered into between Washington County (“County”) and (CITY/VILLAGE/TOWN) (“City/Village/Town”) pursuant to Wis. Stat. §66.0301 for the purpose of allowing the County’s Geographic Information Systems Department to provide Geographic Information Systems services to the (City/Village/Town) as set forth below and shall become effective on the date of the last signature to be affixed hereto.

STATEMENT OF WORK

County agrees to provide Geographic Information Systems Services (“Services”) to the (City/Village/Town) in accordance with terms and conditions set forth herein. Services shall include but shall not be limited to GIS software installation and patching, application development, data analysis, data editing, map production, training, and working with third party vendors on data, software, and hardware issues. The County shall be the exclusive provider of Services under this Agreement. The County agrees to employ industry standards in performing services under this Agreement consistent with the professional skills and care ordinarily provided by firms in the same profession under same and similar conditions.

CONSIDERATION

The (City/Village/Town) recognizes that the services provided by the County are valuable and worthwhile as it is anticipated that the standardization of technology and cost structure will allow for a cost savings for the parties. It is anticipated that the sharing of services will result in price breaks the parties would not receive separately. The (City/Village/Town) recognizes that costs incurred by the County for personnel and equipment are estimated at approximately \$X per year, and such expenses are eligible for a County Shared Revenue Grant of an equal amount which shall be approved annually by the (City/Village/Town) Board. The (City/Village/Town) also recognizes that any material hardware or software costs beyond those needed to incorporate the (City/Village/Town) into County systems shall be invoiced and paid for by the (City/Village/Town).

EQUIPMENT

All software, hardware, and other materials required for the County to perform its obligations under this agreement shall be purchased and provided by the (City/Village/Town). In the event the County determines that additional software, hardware, or other materials are required to complete or perform services, it shall advise the (City/Village/Town) in writing. The (City/Village/Town) agrees to reimburse the County for any purchases the County makes or costs the County incurs under this agreement provided that the County shall make no such purchases or incur such costs without the prior written consent of the (City/Village/Town). The (City/Village/Town) agrees to maintain service contracts with manufacturers and vendors for all information software and hardware. The (City/Village/Town) agrees to purchase hardware and maintain licensing to allow for the County to provide services.

DATA OWNERSHIP

The (City/Village/Town) will retain ownership of all data and maps the County creates under this Agreement. The (City/Village/Town) shall be responsible for any open records requests related to the created records. When applicable, the County will retain copies of the records produced and assist the (City/Village/Town) as requested to fill requests to the (City/Village/Town) for information.

WARRANTY

The County agrees to follow all manufacturer installation and service recommendations and practices. However, the County shall provide no warranties of any kind under this agreement.

TERMINATION

This Agreement shall remain in effect unless a party wishing to terminate provides thirty (30) days written notice of the intent to terminate.

Either party may terminate this agreement for any reason by providing thirty (30) days written notice to the other party as follows:

Washington County GIS Dept.
432 E. Washington Street
West Bend, WI 53095

(City/Village/Town)
(Street Address)
(City, State, Zip Code)

NATURE OF RELATIONSHIP

Nothing in this agreement shall be construed as creating a partnership or joint venture of any kind between the parties. When providing services under this agreement, employees of the County shall not be considered employees of the (City/Village/Town).

INDEMNIFICATION AND INSURANCE

Each party shall indemnify and hold harmless the other, their officers, agents, elected officials, and employees from any and all liability, obligation, damages, loss, costs, claims, or demands of any nature, including attorney fees, and costs arising directly or indirectly from action taken, direction given, or omission made by the other party under this agreement.

IMMUNITY

Nothing in this agreement shall constitute a waiver of either party's sovereign immunity, notice of claim procedures set forth in Chapter 893 of the Wisconsin statutes or any other protection afforded under the law.

ENTIRE AGREEMENT

The terms of this Agreement constitute the entire agreement of the parties as it relates to the subject matter herein. This Agreement may only be amended by a writing signed and dated by both parties. Any disputes arising that cannot be informally resolved to the satisfaction of the parties shall be heard in the Circuit Court of Washington County, Wisconsin.

WASHINGTON COUNTY**[MUNICIPALITY]**

Josh Schoemann

County Executive

Date

[Name]

[Title]

Date

Road Work Bid Notice

To be published in the West Bend Daily News on ____/____/____ and ____/____/____

STATE OF WISCONSIN
WASHINGTON COUNTY
TOWN OF TRENTON
OFFICIAL NOTICE TO CONTRACTORS

Upcoming board meeting dates:
 February 17, March 17, April 21

NOTICE IS HEREBY GIVEN by the undersigned that sealed bids will be received in the office of the Town Clerk, 1071 Highway 33 East, West Bend, WI 53095 until 7:00 p.m. on _____, 2025. The Town Board will open and publicly read bids at 7:00 p.m. on _____, 2025 at the Town Hall, Town of Trenton, 1071 Highway 33 East, West Bend, WI 53095 for the following work and materials. ALL BIDDERS MUST CALL Charles Schmidt at 262-675-6019, 7:00-7:30 AM FOR A LISTING OF STANDARDS AND SPECIFICATIONS TO BE MET FOR THIS WORK. Bids must certify that the State of Wisconsin and the Town's specifications and standards will be met. Bids not meeting the State DOT and Town's specifications and standards will not be considered.

- 1) Hot Mix Asphalt (including wedging). SEE NOTICE RE: STANDARDS AND SPECIFICATIONS ABOVE. MATERIALS MIX STANDARDS ARE INCLUDED IN THESE SPECIFICATIONS. Bidder to quote price per ton laid down, also price per ton at plant. Bidders should submit TWO bids: (1) quoting virgin material; and (2) quoting recycled material.
- 2) Pulverize, grade and roll old road surface. SEE NOTICE RE: STANDARDS AND SPECIFICATIONS ABOVE. Bidder to quote price per square yard.
- 3) Gravel. Rolled, compacted, graded and watered. Bidder to quote price per ton.
- 4) Shoulder gravel (TB) or alternative. Bidder to quote price per ton. Delivered to Town or pickup by Town.
- 5) Crackfilling and cracksealing (MAY BE BID SEPARATELY). SEE NOTICE RE: STANDARDS AND SPECIFICATIONS ABOVE. Bidder to quote price PER ROAD TO BE CRACKFILLED. Material to be used should be the vendor's highest quality crack sealant. Cracks to be routed to approximately 1:1 ratio. Crack sealant to be applied must meet or exceed Specification ASTM D 3405.
- 6) Chipsealing (MAY BE BID SEPARATELY). SEE NOTICE RE: STANDARDS AND SEPCIFICATIONS ABOVE. Bidder to quote price PER ROAD TO BE CHIPSEALED. Note that all work must be completed within 7-10 days, including sweeping/cleaning of road surfaces. Bids to include black slag or limestone chips. Contact Charles Schmidt at 262.675.6019 between 7:00-7:30 AM for a listing of Town roads to include in the bid.
- 7) Backhoe - Price per hour with or without operator.

The letting of the contract shall be subject to the provisions of Chapter 66.29, Wisconsin Statutes. No bid bond is required. All bidders shall submit a **certificate of liability insurance coverage, proof of Workers Compensation insurance, and a Form W9 with the bid.**

The Town Board reserves the right to reject any and all bids, to waive any informalities on the bidding or to accept such bid or bids as will in its opinion be most advantageous to the Town of Trenton.

Bids to be submitted by mail should be addressed to *(please specify reconstruction, crackfilling, chipsealing and/or backhoe):*

Town of Trenton
Attn: Sealed 2025 Road Work Bid
1071 Highway 33 East
West Bend, WI 53095

REPLIES TO ANY OTHER ADDRESS WILL NOT BE CONSIDERED. This notice has been published in the West Bend Daily News, the Town of Trenton's official newspaper. The Town of Trenton is not responsible for replies to incomplete versions of this notice which may run in other publications.

By order of the Town Board.

Dated this _____ day of _____, 2025

Cindy Komro, Town Administrator

To be published in the Washington County Daily News on ____/____/____

STATE OF WISCONSIN
WASHINGTON COUNTY
TOWN OF TRENTON
OFFICIAL NOTICE TO CONTRACTORS

**Upcoming board meeting dates:
February 17, March 17, April 21**

NOTICE IS HEREBY GIVEN by the undersigned that sealed bids will be received in the office of the Town Clerk, 1071 Highway 33 East, West Bend, WI 53095 on or before _____, 2025 until 5:00 P.M. The Town Board will open and publicly read bids at 5:00 P.M. on February 20, 2023 at the Town of Trenton Town Hall, 1071 Highway 33 East, West Bend, WI 53095 for Lawn Care, including Grass Cutting and Trimming the entire grounds at the following locations in the Town of Trenton

- (1) Town Hall and the Town of Trenton Town Park, located at 1071 Highway 33
- (2) Town Cemetery, located on the Southeast corner lot at the intersection of N. Trenton and Wallace Lake Roads
- (3) Stockhausen Park located on Beck Lane
- (4) Vivian Stockhausen Park located on the corner of Cecelia Drive and Bernadine Circle

Bidders must bid all four locations and must specify a separate bid amount for each location. Bidders shall provide a bid for a one-year contract and a separate bid for a two-year contract. The Town Board will have the option to award a one-year or a two-year contract.

The winning bidder agrees to the following:

- (1) Cut and trim the entire grounds at each location when deemed necessary, or when Town of Trenton advises
- (2) Notify the Town Administrator of each cutting, via phone (262.675.6009), email (townadmin@townoftrenton.wi.gov), or by placing a note in the Town Hall drop box
- (3) Submit an invoice no later than the 10th day of each month following the rendering of services, specifying the dates the grass cutting and trimming services were rendered at each location

Failure to comply with any of the above specifications may terminate the contract and the Town will award the remainder of the contract to another bidder to be selected from the bids received ____/____/2025. In the event another bidder cannot be selected, a new bid notice shall be published

The letting of the contract shall be subject to the provisions of Chapter 66.29, Wisconsin Statutes. No bid bond is required. All bidders shall submit the following WITH the bid: Certificate of Liability Insurance coverage, completed Form W-9 with a valid tax identification number (TIN).

The Town Board reserves the right to reject any and all bids, to waive any formality of bidding or to accept such bid or bids as will in its opinion be most advantageous to the Town of Trenton. Questions can be directed to the Town Administrator at 262.675.6009. Submit sealed bids to:

Town of Trenton
Attn: 2025 Lawn Care Sealed Bid
1071 Highway 33
West Bend, WI 53095

REPLIES TO ANY OTHER ADDRESS WILL NOT BE CONSIDERED. This notice is published in the Washington County Daily News, the Town of Trenton's official newspaper. The Town of Trenton is not responsible for replies to incomplete versions of this notice which may run in other publications.

By order of the Town Board
Dated this ____ day of January, 2025
Cindy A. Komro, Town Administrator/Clerk
Publish: ____/____/2025