

Town of Trenton
Official Minutes from the Town Board Meeting
Town of Trenton Town Hall, 1071 Highway 33 East, West Bend, WI 53095
May 18, 2026, at 7:00 p.m.

Present: Chairman Mike Lipscomb, Supervisor Barb Davies, Supervisor Tony Thoma, Administrator/Clerk Cindy Komro, Deputy Clerk Cass Walker. Excused: Treasurer Nicole Cozzuli-Meer.

Members of the Public: 10

Lipscomb called the meeting to order at 7:04 p.m.

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 Town Board meeting agenda was properly posted on the Town Hall bulletin board and the Town's official website.

Approve April 20th, 2026, Public Hearing Minutes: Litrell: **Davies moved to approve the April 20, 2026 public hearing minutes (Litrell), seconded by Thoma. Motion carried 3-0.**

Approve April 20th, 2026, Town Board meeting: Praefke: **Davies moved to approve the April 20, 2026 public hearing minutes (Praefke), seconded by Thoma. Motion carried 3-0.**

Approve April 20th, 2026, Town Board meeting minutes: **Davies moved to approve the April 20, 2026 Town Board regular meeting minutes, seconded by Thoma. Motion carried 3-0.**

Approve May 12, 2026 Town Board Special meeting minutes: **Davies moved to approve the May 12, 2026 Town Board special meeting minutes, seconded by Thoma. Motion carried 3-0.**

Approve May 12, 2026 Board of Review first meeting minutes: **Davies moved to approve the May 12, 2026 Board of Review minutes, seconded by Thoma. Motion carried 3-0.**

Public Comments: None.

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

April bank statement reconciliations: **Davies moved to approve the April bank statement reconciliations, seconded by Thoma. Motion carried 3-0.**

Consider operator's license application for Michael Mering: **Davies moved to approve the operator's license for Michael Mering, seconded by Thoma. Motion carried 3-0.**

Approve Wallace Lake Sanitary District Commissioner Clint Fettig: **Davies moved to approve the appointment of Clint Fettig as a Wallace Lake Sanitary District Commissioner, seconded by Thoma. Motion carried 3-0.**

Ordinance amending the town zoning code §380-53 regarding districts designated for large-scale solar conditional use permits:

Komro explained that the Town used a model solar ordinance that recommended allowing large-scale solar projects through a conditional use permit in conservancy districts, along with agricultural and industrial districts. Conservancy was unintentionally left out of the ordinance, noting that the proposed amendment would add it as a district where a conditional use permit application can be considered. Komro clarified that approving the amendment would not approve any solar project. It would only allow the town to accept and review a future conditional use permit application. The actual conditional use permit application would be considered separately in June. The public will have the opportunity to speak at that time as well. Komro emphasized that the Board's role is to evaluate whether a specific

conditional use permit is appropriate under the ordinance, not to decide whether a property owner should be allowed to use their land in a legal way that they see fit.

Lipscomb reiterated that any future solar project on conservancy land would still require review and approval by the Plan Commission and Town Board. The property under discussion is a 40-acre parcel. Lipscomb believes the parcel is otherwise at risk of being annexed and developed for housing by the neighboring city of West Bend, like nearby properties. From his perspective, the solar proposal serves as a strategic way for the Town of Trenton to keep control of the land, protect current municipal boundaries, and preserve more favorable land use options. He noted that the project would reclaim the land without permanently damaging it or covering it with concrete. Further stating that he would not support placing solar fields in visible locations that would negatively affect residents' views and believes the property's current location makes it a fair choice.

Davies noted that the proposal was brought forth by a property owner in the Town of Trenton who wants to keep their property in the town rather than be annexed by the City of West Bend. She explained that about 28 acres of the southern part of the property would potentially be used for solar panels. The property is located near Paradise Drive and River Road, surrounded by areas that have already been developed by the City of West Bend. She noted that much of the neighboring land is wetland or screened in by tree lines, which limits the desire for any future solar installation.

Komro also emphasized that the solar panels would not cover the entire property and that pollinator friendly plants would remain underneath the panels. She clarified that larger questions about the solar company's plans, financial impacts to ratepayers, and project details would be discussed at a later meeting during the conditional use permit review. Komro explained that the exclusion of Conservancy zoning from the original solar ordinance was an oversight when the ordinance was adopted two years earlier. The amendment is intended to correct that omission.

Davies moved to approve the amendment pursuant to the Plan Commission's recommendation to do so with the full understanding that it grants no one a permit without a conditional use permit, seconded by Thoma. Motion carried 3-0.

Ordinance amending town code §368-9 designating stop intersections:

Komro explained that the ordinance update began after a resident reported a missing stop sign that was supposed to be after the "Stop Ahead" sign on Thull Court. After coordinating with Public Works Director Charlie Schmidt, the staff determined that the sign may have been stolen or knocked down, which led to a review of the town's official sign inventory. During that review, Charlie was able to identify a misnamed street that was "Strawberry Court" instead of "Barney Court" and two missing stop sign designations in the Paradise Hills subdivision, which is newer.

Davies moved to approve amendment §368-9, designating stop sign intersections, seconded by Thoma. Motion carried 3-0.

Ordinance amending town code Chapter 237, intoxicating liquor and fermented malt beverages:

Komro explained that several key updates were made in the revised version. On page two, a new section was added to include provisions for provisional liquor licenses. This language was taken from the Wisconsin Towns Association website. On page three, the ordinance was updated to clarify that all provisional license types are included, rather than only provisional Class B licenses. It also removes specific dollar amounts and instead references the town's official fee schedule, since all provisional licenses are subject to the same fee structure and are capped at \$15. On page ten, the section regarding provisional operator's licenses was also revised. Komro believed the original language was acceptable but improved it by expanding the provisions and aligning it more closely with guidance from the Wisconsin Towns Association. Additionally, there were formatting and numbering errors near the bottom of page ten and the top of page eleven, which would be corrected before the document is sent to general code.

Komro also addressed that these revisions are meant to bring the ordinance into compliance with Wisconsin Act 73, which is now in effect. This law impacts licensing for specific facilities, like wedding

barns, and applies to businesses such as Waller's, the golf course in Trenton, and wedding venues like Elderberry Manor.

Komro clarified that the town does not currently have any reserve liquor licenses available, even though those are still referenced in the ordinance. Reserve licenses are based on an older population calculation from 1997 and carry a \$10,000 fee structure. However, the town is not eligible to issue any. The town currently has four regular liquor licenses available, and if an additional license is approved for Elderberry Farms/Manor, one remaining license would still be available for applicants.

Davies moved to approve amending town code Chapter 237 intoxicating liquor and fermented malt beverages, seconded by Thoma. Motion carried 3-0.

Ordinance revising town code §368-22 engine braking prohibited on Highway 33:

Cindy explained that the town is amending an ordinance related to how fees are described when working with the state. The main change is updating the previous language so that the ordinance correctly reflects that fees are based on bond fees. This adjustment is needed to ensure the town can properly issue citations for noncompliance.

The discussion shifted to signage and enforcement of an engine braking restriction on Highway 33. Cindy clarified that the ordinance specifically prohibits engine braking on Highway 33. As a result, the town must post signs at key entry points to the town along that highway. The signage is to notify drivers traveling on Highway 33 as they enter the town boundaries. Some discussion followed about whether additional signs would be needed on other intersecting roads, such as County M, Oak, Trenton Road, and Poplar. Cindy explained that because the ordinance is specific to Highway 33, the signage requirement would only apply to that road's entry points rather than every intersecting road. She further noted that drivers entering from other roads are still subject to the ordinance; enforcement does not depend solely on signage, since legal responsibility applies regardless of whether a driver sees the sign.

Davies moved to approve §368-22 engine braking prohibited on Highway 33, seconded by Thoma. Motion carried 3-0.

Resolution revising the 2026 town fee schedule:

Komro explained that the ordinance is revised to expand provisional alcohol licensing fees. Originally, only provisional Class B licenses were included, but the update now adds all types of provisional licenses. These include provisional retailer's licenses, temporary Class B wine licenses, retail reserve Class B licenses, and provisional operator's licenses, with most of the provisional fees set at \$15. She mentioned that some of these license types, such as reserve Class B licenses with a \$10,000 fee, are unlikely to be used often or at all.

She highlighted that the addition of provisional operator's licenses is important because applicants have requested them in the past. While they were previously listed in the ordinances, they were not actively issued. Given that the town only meets once a month, Komro felt that allowing provisional operator's licenses would allow people to begin working sooner without waiting for approval at the next meeting.

Komro also discussed changes to escrow language. The goal is to make applicants aware up front that they may be responsible for covering costs related to services such as conditional use permits, which are often handled by outside experts like Graef.

Davies moved to approve the resolution revising the 2026 town fee schedule to include provisional alcohol and operator's licenses, and the escrows, seconded by Thoma. Motion carried 3-0.

Road maintenance sealer binder option

Lipscomb mentioned several road areas for consideration, including Paradise to S Church, sections of Highway M, Wausaukee to Wallace Lake, and Rusco to County NN. He explained that some treatments are better suited for roads 2 to 3 years old, while others are geared towards 4 to 5-year-old

pavement. Reiterating that sealing is a preventive tool like a protective coating that keeps water from penetrating asphalt. The board discussed options for road maintenance using various sealers and binder treatments to extend the life of recently paved roads.

Komro clarified that projects under \$25,000 do not require formal bidding. However, the town cannot split purchases across roads or meetings to stay under the threshold. Therefore, any higher combined costs would still call for proper bidding procedures.

Lipscomb stated that different sealing methods would include clear rejuvenating sealers, which do not require line striping, and darker tar-based sealers, which do. He noted the town has about \$29,000 in county credits that could be used for line striping. He also stressed the importance of proactive maintenance actions, especially crack filling, to prevent more expensive road maintenance or the need for reconstruction in the future.

Lipscomb also mentioned a demonstration project that will be taking place on a section of Washington Drive that is extremely damaged. The demonstration will be using a leveling/crack treatment method designed by a contractor named Brock and his father. The board expressed interest in observing the demonstration before deciding whether to pursue the treatment on additional sections of road. He also raised concerns about relying on county crews for crack filling or mastic work, arguing they may be less efficient and more expensive.

Davies moved to postpone any further consideration and award of these two to the Town Board meeting on June 16th, seconded by Thoma. Motion carried 3-0.

Previous Month Correspondence and Department Reports:

Police Department January Activity: 240 service calls, 95 traffic stops, 56 traffic citations.

The majority of citations were for speeding, with 42 issued. Lipscomb coordinated with the county liaison, Hope, to increase deputy presence in the area during peak times such as summer evenings and weekends between 4:00 and 6:00 p.m. For this month, there was a welfare check on April 6th, which was resolved, a dispatched response to a burglar alarm on April 17th, and on April 20th, an incident occurred where assistance was requested by a lost person who was later determined to be suffering from early-stage dementia; they were returned home. A report was also made that involved illegal alcohol sales taking place in Newburg on April 24th, and one accident on April 28th. The detailed reports are available for review.

Town Administrator Komro: Komro noted the meeting for next Tuesday is cancelled. It was originally intended to review Elderberry Manor's application, but due to an ordinance change, a 60-day provisional approval can be issued instead. The application can now be considered at the regular June 16 meeting, which covers the next year. Komro also distributed the Administrator Report for this month. She spoke about several highlights, including the transition to QuickBooks Online for the general ledger, and the payroll function is moving to ISolved because QuickBooks' payroll system cannot meet Wisconsin Retirement System requirements. The change is expected to save money this year, and the transition has been smooth so far. The new system will also eliminate the issues that have been occurring with QuickBooks Desktop. Komro also mentioned that the recent election was successful, and staff are gaining valuable experience with election administration. She shared that Cass has been learning about elections and is working on submitting feedback on the WisVote system for the new WisVote 2.0 program, which is expected to be ready in 2028 or 2029.

Supervisor Davies: None.

Supervisor Thoma: None.

Chairman Lipscomb: Lipscomb reported on noxious weeds and the procedures for each person who owns, occupies, or controls land in the Town of Trenton to destroy all noxious weeds on said property before plants bloom, as required by law.

Approve vendor bill payments:

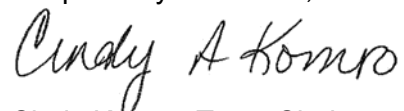
Specific clarifications were requested and provided.

Supervisor Thoma also asked about the 2026 Dog Settlement with Washington County. Cindy explained that the municipality collects dog license fees and remits a portion of those fees to Washington County, which is standard procedure.

Davies moved to approve payment of vendor bills presented in the amount of \$142,178.63 plus a payment to the Wallace Lake Sanitary District received \$1,503.80, seconded by Thoma. Motion carried 3-0.

Lipscomb adjourned the Town Board meeting at 7:59 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Cindy A Komro". The signature is written in a cursive, flowing style.

Cindy Komro, Town Clerk

Affidavit of Posting: *These minutes were approved at the June 16, 2026 Town Board meeting and were posted on the town's official website on June 19, 2026.*



Town of Trenton

Washington County, Wisconsin

TownofTrenton.wi.gov
1071 Highway 33
West Bend, WI 53095
262.675.6009

ADMINISTRATOR REPORT MAY 2026

APRIL 2026 ACTIVITY

Administrator Activity

- Website:
 - Posted approved minutes, resolutions, notices
 - Removed outdated forms and notices
- Final review of annual financial statements and Form CT prepared by auditor
- Prepared for April 21 Town Annual Meeting of Electors
- Filed monthly payroll reports and payments:
 - Wisconsin income tax withholding
 - Wisconsin retirement contributions
 - Health insurance payment
- Filed quarterly payroll reports:
 - Federal Form 941
 - Wisconsin Form UCT-101 Unemployment Insurance
- Transitioned to QuickBooks online accounting platform for general ledger
- Began preparing for payroll transition to isolved
- Renewed SAM.gov entity registration

Zoning Administrator Activity

- Year to date zoning income: \$5,607
- Excavation Permits processed: 0 (12 year-to-date)
- Zoning Permits processed: 2 (12 year-to-date)
- Responded to public records request regarding Rob n Cin Farms action
- Zoning Actions APPROVED, sent ordinance to General Code and Washington County GIS:
 - Rob n Cin Farms Conditional Use Permit – also sent to DATCP
 - Praefke (Paradise Drive) zoning map amendment and land division
 - Littrel (Wausaukee Road) zoning map amendment and land division
- Zoning Actions in process or being researched:
 - Land Division (Meier Pleasant Hill Drive)
 - Large-scale solar system in C-1 Conservancy
 - Legacy structure permit
- Responded to Zoning Requests and Questions:
 - Residences (setbacks)
 - Animals allowed on properties for sale in the town

Clerk Activity

- Spring Election April 7, 2026
- Deputy Clerk Training on WisVote State System
 - Uploading Badger Book participation files
 - Entering EL-103 Inspector Statement
 - Post-election activities
 - Movers list
 - Registration list alerts
 - DMV checks
 - Letters for failure to return ballot
 - Voter registration
 - New address input
- Filed annual Reporting Unit Recycling Report with DNR
- Sent Road resolution to state representatives
- Attended webinar (two 3-hour sessions) regarding new alcohol beverage licensing laws

