

Town of Trenton
Official Minutes from the Town Board Meeting
Town of Trenton Town Hall, 1071 Highway 33 East, West Bend, WI 53095
February 16, 2026 at 7:00 p.m.

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

Members of the Public: 14

Chairperson Lipscomb called the meeting to order at 7:00 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 February 16, 2026 Town Board meeting agenda was properly posted on the Town Hall bulletin board and the Town's official website.

Approve November 17, 2025 public hearing minutes (Discontinuance of "Shorecrest Circle"): Davies moved to approve the November 17, 2025 Public Hearing Minutes, seconded by Thoma. Motion carried 3-0.

Approve January 19, 2026 Town Board meeting minutes: Davies moved to approve the January 19, 2026 Town Board Meeting Minutes, seconded by Thoma. Motion carried 3-0.

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

January bank statement reconciliations: Davies moved to approve the January Bank Statement Reconciliations, seconded by Thoma. Motion carried 3-0.

Consider culvert waiver application: Robert & Tamara Glodowski at 2347 Wallace Lake Road: Davies moved to approve/deny the culvert waiver application for 2347 Wallace Lake Road, seconded by Lipscomb. Motion carried 3-0.

Approve open book and board of review dates: Davies moved to approve Open Book for Tuesday, April 14 from 2-4pm (via email and phone) and Board of Review for Tuesday, May 12 from 5-7pm, seconded by Thoma. Motion carried 3-0.

Set date to open and consider sealed 2026 road work bids: Davies moved to open and consider sealed 2026 road work bids at the March 16 Town Board meeting at 7pm, seconded by Thoma. Motion carried 3-0.

Capital improvement: ADA automatic doors: Per Komro, no additional quotes were received. Recommend approving the office door. Davies moved to approve the installation of the ADA accessible door for the office space, seconded by Thoma. Motion carried 3-0.

Appoint Election Inspectors for 2026-2027 election cycle: Rebecka Shayhorn, Renee Smale (Unaffiliated): Davies moved to appoint Election Inspectors for 2026-2027 Election Cycle as presented, seconded by Lipscomb. Motion carried 3-0.

Establish 2026 athletics fields use donation amount: Per Lipscomb, recommend \$2,500 per group to assist with maintenance costs. **Davies moved to establish the 2026 Athletics Fields Use Donation Amount at \$2,500 per group, seconded by Lipscomb. Motion carried 3-0.**

Consider recommendation from Plan Commission regarding Zoning Map Amendment from EA Exclusive Agricultural to AE Agricultural Enterprise of parcels T11_065200C and T11_064200E totaling 141.37 acres (Rob n Cin Farms LLC at 5545 County Hwy Y): Per Komro, the Plan Commission recommends approval. **Davies moved to approve Ordinance Z2026.02.01 approving the zoning map amendment, seconded by Thoma. Motion carried 3-0.**

Previous Month Correspondence and Department Reports:

Police Department January Activity: 265 service calls, 49 traffic stops.

Building Inspector Report: Total permits issued through January: 10.

Town Treasurer Nicole Cozzuli-Meer: Summary of activity was distributed. Komro: tax season went very well.

Town Administrator Komro: Distributed Administrator, Zoning and Clerk activity, highlighting upcoming election preparation. Asked about timing for water testing

Supervisor Davies: Reported on repeating the well water testing assistance for residents that was offered in October 2025.

Supervisor Thoma: Ozaukee Christian School is moving forward with purchasing the UWM-WC campus property. Washington County purchased the property from the City of West Bend and will work with OCS for the sale. Asked about whether the cost of the sign damage was paid.

Chairman Lipscomb: Introduced Cass Walker, currently Office Assistant. Shared the "Did You Know" flyer that is being widely distributed to Town residents and clarified the facts that were not shared. The Board will be discussing health insurance costs in closed session this evening. Lipscomb has been researching the claims presented in the flyer, including meetings with officials from surrounding municipalities and with the County Sheriff. Lipscomb shared actual expense numbers from 2025, highlighting where the town came in under budget.

Approve vendor bill payments: **Davies moved to approve payment of vendor bills presented in the amount of \$79,717.76, property tax refunds of \$1,810.65, dog license overpayments of \$20.00, escrow refunds of \$780.05 and February property tax settlement payments of \$1,339,522.92 seconded by Thoma. Motion carried 3-0.**

Entertain a motion enter inter closed session for the purpose of discussing employee compensation with respect to the employee benefits including the shared cost of health insurance, overtime and vacation guidelines. This session will be closed pursuant to Wisconsin Statutes Sec. 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.: **Thoma moved to enter closed session at 8:04 p.m., seconded by Davies. Motion carried by roll call vote in favor: Davies, Thoma, Lipscomb. Opposed: None.**

Reconvene into open session.: **Davies moved to reconvene into open session at 9:31 p.m., seconded by Thoma. Motion carried by roll call vote: Davies, Thoma, Lipscomb.**

Action taken as a result of closed session: **Davies moved to adopt the following employee benefit guidelines for full-time employees, seconded by Thoma:**

- Public Works full-time employees' regular work week, April 1 through October 31: Monday-Thursday 6:00am-4:00pm
- Public Works full-time employees' regular work week, November 1 through March 31: Monday-Friday 7:00am-3:00pm
- Vacation tiers, with no carryover:
 - First year of full-time employment: up to 80 hours vacation earned through December 31 (3.08 hours earned per bi-weekly pay period)
 - Second through fifth year of full-time employment: 80 hours vacation January to December (3.08 hours earned per bi-weekly pay period)
 - Sixth through tenth year of full-time employment: 120 hours vacation January to December (4.62 hours earned per bi-weekly pay period)
 - Eleventh year of full-time employment and beyond: 160 hours vacation January to December (6.15 hours earned per bi-weekly pay period)
 - Personal time each year of full-time employment: 32 hours available at January 1
 - Funeral leave for immediate family: 24 hours
 - Holidays during full-time employment, at a rate of 8 or 10 hours, depending on when they occur within the specified work weeks defined above:
 - New Year's Day (8 hours)
 - Good Friday (8 or 10 hours)
 - Memorial Day (10 hours)
 - Independence Day (10 hours)
 - Labor Day (10 hours)
 - Thanksgiving Day (8 hours)
 - Day after Thanksgiving (8 hours)
 - Christmas Eve (8 hours)
 - Christmas Day (8 hours)
 - New Year's Eve (8 hours)
 - If a holiday falls on a Saturday or Sunday, employee may choose alternative day
- Health Insurance employer/employee contributions beginning calendar year 2027, Wisconsin Employee Trust Funds (etf) Health Plan P02 (including Dental):
 - Employee contribution 35%
 - Employer contribution 65%
 - Employer contribution limited to maximum set forth by etf

Motion carried 3-0.

Lipscomb adjourned the Town Board meeting at 9:37 p.m.

Affidavit of Posting: These minutes were approved at the March 16, 2026 Town Board meeting and were posted on the town's official website on March 17, 2026.



Town of Trenton

Washington County, Wisconsin

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

ADMINISTRATOR REPORT FEBRUARY 2026

JANUARY 2026 ACTIVITY

Administrator Activity

- Payroll related tasks completed:
 - Filed Federal Form 941 – 4th quarter 2025
 - Filed Wisconsin Form UCT-101 (Unemployment Compensation) – 4th quarter 2025
 - Filed 2025 Annual Forms W-2
 - Filed 2025 Annual Wisconsin Form WT7
 - Filed Annual Wisconsin Retirement Employee Trust Funds Reconciliation
- Gathered and transmitted Workers' Compensation Audit materials to auditor
- Filed/Mailed 2025 Forms 1099-NEC
- Filed Annual Tier II Hazardous Chemicals Report
- Filed Wisconsin DSPS Annual Injury Report
- Filed DNR E-Cycle Wisconsin annual report with the DNR
- Filed LRIP Grant Application for Washington Drive reconstruction
- Website:
 - Posted approved minutes, resolutions, notices
 - Posted warning of zoning scam
 - Removed outdated forms and notices
- Gathered and uploaded requested documents to auditor for Town Financial Review and Completion of Form CT
- Applied to attend Wisconsin Women in Government Leadership Seminar in Madison
- Mailed accident invoice to recover costs of sign replacement
- Filed public comments (2025 resolutions) with Public Service Commission regarding opposition to high-powered lines
- Destroyed records from 2018 based on records retention schedule
- Sent invoice to Newburg Fire Department for assistance with January 23 Congress Drive fire
- Requested quote for health insurance
- Responded to Fire/EMS data request

Zoning Administrator Activity

- Excavation Permits processed: 2
- Zoning Permits processed: 0
- Discovered zoning map error dating back to 2009; communicated to County for correction
- Zoning Actions APPROVED, sent ordinance to General Code and Washington County GIS:
 - Wentz Zoning Map Amendment
 - Ciriacks Zoning Map Amendment/CSM
- Zoning Actions IN PROCESS:
 - Rob n Cin Zoning Map Amendment/CUP
- Responded to Zoning Requests and Questions:
 - Meier Land Division (Pleasant Hill Drive)
 - Stockhausen General (North Oak Road/Mapledale Drive)
 - Pat Groth accessory structure (5440 Maple Road)
 - Pier on Wallace Lake
 - Land Division (Quitclaim Deed on Decorah Road)
 - Land Division (Paradise Drive)
 - CAFO-related
 - Accessory structure requirements
 - Residences (setbacks)
 - Animals allowed on properties for sale in the town
 - Roadside stand

Clerk Activity

- Filed Statement of Taxes Worksheet with Wisconsin DOR
- Completed four hours of Municipal Clerk Election Training (six hours required)
- Communicated election schedule and training reminder to election inspectors
- Submitted Self-Certification for Fire Dues
- Prepared for election inspector training

