

**Town of West Bend Staff Meeting Minutes
December 3, 2025**

Chairman Zagel called the Town of West Bend **staff meeting to order at 8:30 A.M.** at the town hall.

Chairman Zagel read the **Call of the Meeting**.

Roll Call was taken. Present: Chairman Troy Zagel, Supervisor Mark Wagor, Supervisor Steve Lindley, DPW Director Dennis Roethle, Clerk Julie Ihlenfeld, Treasurer Kerry Brandner, Deputy Clerk Carole Ciriacks, and Office Assistant Adriana Heipp.

Approval of Minutes of October 29, 2025, Meeting. Approval of minutes will be on the Town Board meeting agenda December 9, 2025.

Public Works Projects & Status. Discussed tree cutting on Boettcher Drive and N Lake Drive. Agenda item to obtain quotes and authorize town road surveys regarding tree cutting will be added to the December 9, 2025 Town Board meeting. A notice will go on the website reminding people to never push snow into the roadway.

Financial/Budget Issues & Status. Tax bills were mailed and are online. Discussed budget amendment.

Workload Coverage, Communications & Customer Service. There will be increased office coverage for tax payments, dog licenses, and leaf and yard waste permits.

Office Equipment & Support Systems. None.

Constituents Concerns & Issues. Discussed fireworks violation letters.

Motion by Zagel to adjourn, seconded by Lindley. Motion carried unanimously to adjourn the meeting at 9:45 A.M.

Respectfully Submitted this 4th day of December 2025.

Julie Ihlenfeld, Clerk