

**Town of West Bend Staff Meeting Minutes
January 28, 2026**

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, Clerk Julie Ihlenfeld, Treasurer Kerry Brandner, Deputy Clerk Carole Ciriacks, and Office Assistant Adriana Heipp.

Approval of Minutes of January 7, 2026 Meeting. Motion by Lindley to approve minutes of January 7, 2026 meeting. Seconded by Wagor. Motion carried.

Public Works Projects & Status. The town has 600 tons of salt on order. Surveying on Boettcher Drive begins February 12, 2026 weather permitting. Discussed payment of outfitting snowplow truck.

Financial/Budget Issues & Status. Discussed tax payments, adding legal fees as separate line item on summary budget, and process for hiring vendors.

Workload Coverage, Communications & Customer Service. Discussed public hearing notification distance, countywide EMS resolution, updating the Short-term Rental ordinance with recycling requirements.

Office Equipment & Support Systems. None.

Constituents Concerns & Issues. Discussed town newsletter.

Motion by Zagel to adjourn, seconded by Lindley. Motion carried unanimously to adjourn the meeting at 9:30 A.M.

Respectfully Submitted this 29th day of January 2026.

Julie Ihlenfeld, Clerk