



Neal Czaplewski, Chairman
Jeff Rice, Supervisor No 1
Steve Swantz, Supervisor No 2
Jason Ketterhagen, Supervisor No 3
Brian Fliss, Supervisor No 4

Town Board Agenda

32288 Bushnell Road / Burlington WI 53105

Amended

September 11, 2025 / 6:30PM

Notice is hereby given that a regular meeting of the Town Board of the Town of Burlington will be held on **Thursday, September 11, 2025**, in the Burlington Town Hall, 32288 Bushnell Road, Burlington, Racine County, Wisconsin. The meeting will begin at 6:30PM.

If you would like to join via conference call, **please call 701.802.5429** and use **Access Code 6330779#** or go to **www.freeconferencecall.com** and use meeting code **tob5**.

1. Call to order/Pledge

- a. Roll Call
- b. Verification of Posting

2. Public comment – Please be advised per Wis Stats 19.84(2), comments should be addressed directly to the Town Board. This segment is placed early in the agenda so that the public may make their comments prior to discussion or action by the Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. Once the public input segment ends there will be no additional discussion from the audience. The Town Board may extend time or suspend this rule if deemed necessary.

3. Presentations

- a. Concerned Citizen Presentation on enhanced Wake Boating

4. Town Chairman and Supervisors Reports

5. Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, any item may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.

- a. Approval of meeting minutes
 - i. Regular meeting on August 14, 2025
 - ii. Special meeting on August 26, 2025
 - iii. Committee of the Whole on August 14, 2025
- b. Accept Monthly Reports: Highway, Sherrif, Marine, Fire

Action: Approve/Deny the consent agenda

6. Financial Reports

- a. Pre-paid vouchers
- b. Bills approximately as of September 11, 2025

Action: Approve/Deny

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- Agenda is subject to change
 - Discussion and action may occur on any agenda item
 - All meetings are subject to the Open Meetings law and will be recorded
 - If you are disabled and have accessibility needs or need information interpreted for you, please call Town Office at 262.763.3070 at least 24 hours prior to the meeting

7. Discussion around Planning and Zoning Committee and Future Direction

Action: *Discussion only*

8. Town of Burlington 2024 Financial Audit Presentation - Lucida

Action: *Discussion and possible action*

9. White Oak Park / Lagoon Beach Piers Discussion

Action: *Discussion and possible action*

10. Amendment to Ordinance 8.20 Recycling

Action: *Discussion and possible action*

11. Adjournment

Jeanne Rennie, Clerk

8th September 2025

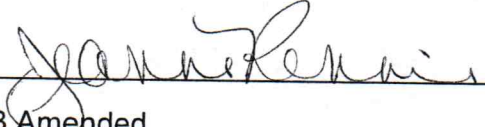
Attest to Posting of Public Notices

State of Wisconsin
County of Racine
Town of Burlington

I, Jeanne Rennie, attest that this instrument of posting has been properly and duly signed before me.

I posted a true and complete copy/copies of the Town of Burlington Notice(s), Town of Burlington Ordinance(s) attached hereto in the following public places located within the Town of Burlington, Racine County, State of Wisconsin.

1. Town of Burlington Town Hall, 32288 Bushnell Road
Date: 09/09/2025 Time: 1:12 PM
2. Town Website www.townofburlington.com
Date: 09/09/2025 Time: 1:16 PM
3. Beachview Grocery Store, 33225 S Lakeshore Drive
Date: _____ Time: _____
4. Al's Little Country Store, 30411 Durand Avenue
Date: _____ Time: _____

Signed:  Date: 09/09/2025
09/09/2025 TB Amended

Three physical locations or one physical location and Town website required.



Neal Czaplewski, Chairman
Jeff Rice, Supervisor No 1
Steve Swantz, Supervisor No 2
Jason Ketterhagen, Supervisor No 3
Brian Fliss, Supervisor No 4

Town Board Meeting Minutes

32288 Bushnell Road / Burlington WI 53105

August 14, 2025 / 6:30PM

1. Call to order

At 7:01 PM Chairman Czaplewski called to order the regular meeting of the Town of Burlington supervisors.

Chairman Neal Czaplewski and Supervisors Jeff Rice, Steve Swantz, Jason Ketterhagen, and Brian Fliss were present.

Czaplewski confirmed that the meeting was properly posted.

2. Public comment

Chairman Czaplewski opened the floor for public comment at 7:02PM.

Dennis Lynch, 30620 Durand Ave – spoke about wake boats on the lakes.

Nancy Bast, 1711 S Browns Lake Dr – spoke about lawns that have tall grass. She would like to see an ordinance to regulate this.

Bev Gill, 6641 Wheatland Road – spoke about the change in financials provided in the meeting packets and the time which it is provided to the public. Czaplewski stated the agenda sometimes is very fluid and information is not always available early, but are still posted in compliance with state statutes. He also commented that since the financials are unaudited, they are no longer part of the monthly packets.

Emily Scott, 30201 Plank Rd- spoke about Birchwood Reserve development, weeds, and drainage.

Dave Pfanzelter, 33605 Contour Dr – spoke about wake boats.

Michael Beckemaier, 2424 Fairfield Ln – also spoke about wakeboats. He encouraged the board to look at physical evidence and not theoretical evidence.

Buck Newholm, 7626 McHenry St – spoke about his concerns with well contamination. He was directed to contact the DNR regarding his concerns.

Having no other citizens that wished to speak, Czaplewski closed public comments at 7:19PM.

3. Plan Commission Recommendation

a. Variance – Oversized Garage and Pole Barn – Petitioner/Owner: Royce Fortier – 1513 Mila Way

The Plan Commission's recommendation was to deny the variance application.

Swantz motioned to accept the recommendation to deny the application for an oversized garage/pole barn; Rice seconded the motion.

Motion carried in a 5 to 0 vote.

4. Town Chairman and Supervisors Reports

Czaplewski – spoke about the EMS committee meetings. He attended the fire department's pancake breakfast fundraiser. He has also received several calls regarding noise and smell from the Brown's Lake dredging project.

Rice – attended the EMS committee meetings.

Swantz – spoke about the Town of Port Washington that was experience annexation. He is interested in protecting the Town's land from annexation.

Ketterhagen – attended the Cemetery Committee meeting and the pancake breakfast fundraiser.

Fliss – attended the Fire Dept pancake breakfast also.

Highway – provided a written report.

Fire – provided a report of calls during the month. Chief Vrchota also announced the blood drive happening next week and reported on a grant received from WE Energies.

EMS – written report provided of the calls during the month of July.

Sheriff – provided a report for the activity for month of July.

Marine – no report was provided.

Administration – Administrator Naber gave an update on some road construction projects including Mt Tom that wrapped up around Labor Day and Lake Street paving next Tuesday.

5. Consent Agenda

- a. **Approval of meeting minutes**
 - i. **Regular meeting on July 10, 2025**
- b. **Accept Monthly Reports: Highway, Sherrif, Marine, Fire**
- c. **Short-Term Rental Application**
 - i. **31014 Weiler Rd**

Fliss motioned to approve the consent agenda. Swantz seconded. Motion carried 5-0.

6. Financial Reports

Ketterhagen motioned to approve the financial reports; Fliss seconded the motion. Motion carried unanimously.

7. Reappointment of John Vos to a 5-year term for the Police and Fire Commission ending September 1, 2030

Rice motioned to reappoint Johnny Vos to a 5-year term for the Police and Fire Commission ending September 1, 2030; Fliss seconded the motion. Motion carried unanimously.

8. Set Tuesday, November 18, 2025 at 6:30PM for the Public Hearing, Special Town Meeting and Special Town Board Meeting

Swantz motioned to set the Public Hearing for the 2026 Proposed Budget, Special Town Meeting and Special Town Board Meeting for 6:30PM on Tuesday, November 18, 2025; Ketterhagen seconded the motion. Motion carried unanimously.

9. Update on Municipal Court Receivables

Naber gave an update on the receivables due the municipal court. Jenny Fliss, our court clerk has been concentrating on collections. The town has seen an increase in collections by 1.85%.

10. Fire and EMS Committee Update

The Committee has started the process of looking into an inhouse EMS program.

11. Amendment of Ordinance 6.07 Chickens

The board has received a lot of feedback regarding this topic. There was no decision made. The town may look into amending this ordinance as well as the nuisance ordinance.

12. Ordinance 5.14 Cemetery clarification

Ketterhagen spoke on the adoption of the ordinance earlier this year. The ordinance was approved per clarification of section 5.14.060. The board discussed the section with Bev Gill from the Cemetery Committee. There was conversation surrounding the ordinance changes to what was presented at the meeting when adopted.

Gill would like to see the current ordinance approved at a future meeting.

13. Adjournment

Rice motioned to adjourn at 7:41 PM; Fliss seconded. Motion carried unanimously.

Respectfully submitted,
Jeanne Rennie, Clerk

Approved 2025 _____



Neal Czaplewski, Chairman
Jeff Rice, Supervisor No 1
Steve Swantz, Supervisor No 2
Jason Ketterhagen, Supervisor No 3
Brian Fliss, Supervisor No 4

Town Board Minutes

32288 Bushnell Road / Burlington WI 53105

August 26, 2025 / 2:00 PM

1. Call to order

At 2:00PM Chairman Czaplewski called to order a special meeting of the Town of Burlington supervisors. The meeting was held virtually. Neal Czaplewski, Jeff Rice, Steve Swantz, Jason Ketterhagen, and Brian Fliss were all in attendance.

Clerk Rennie confirmed that the meeting was posted properly.

2. Alcohol Beverage License applications

- a. The Breakaway – 7305 McHenry St
- b. Tony's Bar & Lounge – 7850 McHenry St

Fliss motioned to approve the applications for The Breakaway and Tony's Bar & Lounge contingent upon receiving payment for the applications; Swantz seconded the motion.
Motion carried unanimously.

3. Appointment of Agents

- a. The Breakaway – Joshua Bourdo
- b. Tony's Bar & Grill – Avtar Singh

After confirming the background checks have been completed on the agents, Swantz motioned to approve the agents as listed above; Rice seconded.
Motion carried unanimously.

4. Adjournment

Having no further business, Swantz motioned to adjourn at 2:06PM; Fliss seconded.
Motion carried.

Respectfully submitted,
Jeanne Rennie, Clerk

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Neal Czaplewski, Chairman
Jeff Rice, Supervisor No 1
Steve Swantz, Supervisor No 2
Jason Ketterhagen, Supervisor No 3
Brian Fliss, Supervisor No 4

Committee of the Whole Meeting Minutes

32288 Bushnell Road / Burlington WI 53105

August 14, 2025 / 6:30PM

1. Call to order

At 5:00PM Chairman Czaplewski called to order the Committee of the Whole meeting. Chairman Neal Czaplewski and Supervisors Jeff Rice, Steve Swantz, Jason Ketterhagen, and Brian Fliss were present. Everyone present stood and recited the pledge of allegiance. Czaplewski confirmed that the meeting was properly posted.

2. White Oak Park / Lagoon Beach

Administrator Naber provided background as to the question of the private piers that are currently in White Oak Park. She stated that no residents have provided documentation of either an easement or a long-term lease agreement between the town and previous pier owners. The board discussed the history along with potential actions that can be taken.

She provided this timeline of events that have led to this topic:

1928 – White Oak Park platted

1937-1956 – Lagoon area was dredged.

1997 – The Town Board established pier rules for Lagoon Beach piers with the intention of the piers sunsetting.

1998 – Pier owners were listed and a wait list was provided at the annual town meeting

Feb 2025 – A resident, who gave up a pier previously, requested a pier.

May 2025 – Letter sent to all current pier owners asking for documentation regarding pier rights.

Naber laid out a few options available: Current owners retain piers with annual leases; remove all private piers from Town land; or allow electors to decide of a potential sale of that land.

3. Budget Priorities

The item was not discussed.

4. Ordinance 6.07 Chickens

The board discussed the current ordinance along with possible changes to be made to this ordinance along with the nuisance ordinance.

5. Ordinance 11.20 Wharves and Piers

Naber talked with the board about the current ordinance and the need to make changes to comply with current laws. There were several residents that spoke regarding this topic.

6. Adjournment

Rice motioned to adjourn at 6:20PM; Swantz seconded. Motion carried unanimously.

Respectfully submitted,

Jeanne Rennie, Clerk / Approved 2025 _____



RACINE COUNTY SHERIFF'S OFFICE

717 Wisconsin Avenue, Racine, WI 53403-1237
(262) 886-2300 FAX (262) 637-5279
Waterford (262) 534-5166 Burlington (262) 763-9558

Sheriff Christopher Schmalings

Chief Deputy James P. Weidner

Town of Burlington's Monthly Activity Report, August 2025

Board Members,

For the month of August, the following was completed on your municipality's behalf in accordance with your contract with our agency:

- *Number of citations issued for your municipality 166*
- *Number of arrests 14*
- *Number of warrants cleared 1*
- *Number of calls for service 177*
- *Number of extra attentions / crime preventions 218*
- *List any significant calls.*
- *List any crime trends/ known issues or areas of concern that we are focusing on.*
 - *Areas of Traffic concerns.*
Speed on 142, CTH P, STH 11, and bypass.
 - *Areas of vandalism.*
Nothing recent.
 - *Areas of burglaries or thefts.*
Nothing recent.
 - *Miscellaneous*
Check community parks, businesses, and bar checks.

Thank you for placing your trust in our agency as we continue to provide service and protection to your community.

*Sheriff Christopher K. Schmalings
by Lt. C. Gehrand*

"A Tradition Since 1836"

Visit us at www.RacineCounty.com or Facebook

Town of Burlington Highway Report

For the time period of 7/1-7/31/2025

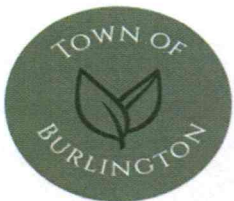
- Emptied trash cans in the parks and boat launch
- Tested water at beaches
- Mowed right of ways
- Filled potholes
- Trimmed branches
- Shouldered and restored Lake St. project
- Assisted boat patrol with fueling of boats
- Moved cutter and transporter for Bohners Lake weed cutting
- Attended bridge and road project meetings
- Mowed all town parks and town properties
- Lake St. road projects
- Dragged sand at town beach
- Removed seaweed at town beach

Equipment

- Started and checked snowplow trucks in storage
- Cleaned all mowers and small trucks
- New front tires on loader.

Snow/Wind

- None



Jake Isaacson, Highway Department Foreman

Town of Burlington, Wisconsin

32288 Bushnell Road · Burlington, WI 53105

Phone: (262) 763-3070 ·

E-Mail: jake.isaacson@townofburlingtonwi.gov | www.TownofBurlingtonWI.gov

Town of Burlington

Prepays

August 15 through September 9, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
QuickBooks Payroll Service		8/21/2025			108000 - Community St BankGen Cking	
QuickBooks Payroll Service					2110 - Direct Deposit Liabilities	\$ (16,126.88)
TOTAL						\$ (16,126.88)
QuickBooks Payroll Service		9/4/2025			108000 - Community St BankGen Cking	
QuickBooks Payroll Service					2110 - Direct Deposit Liabilities	\$ (19,932.86)
TOTAL						\$ (19,932.86)
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1)	ACH	8/18/2025			108000 - Community St BankGen Cking	
TOTAL					24000 - Payroll Liabilities	\$ (6,058.30)
						\$ (6,058.30)
AFLAC	ACH	8/20/2025			108000 - Community St BankGen Cking	
TOTAL					24000 - Payroll Liabilities	\$ (282.06)
						\$ (282.06)
DEPARTMENT OF EMPLOYEE TRUST FUNDS	ACH	8/20/2025			108000 - Community St BankGen Cking	
TOTAL					24000 - Payroll Liabilities	\$ (4,940.76)
						\$ (4,940.76)
VISA	ACH	8/29/2025			108000 - Community St BankGen Cking	
		8/19/2025	9/18/2025		Visa - Clerk	\$ (934.87)
		8/19/2025	9/18/2025		Visa - Administrator	\$ (1,169.60)
		8/29/2025	9/28/2025		Visa - Fire Department	\$ (318.01)
TOTAL						\$ (2,422.48)
MAVERICK HOVEY	Cash	8/26/2025			108000 - Community St BankGen Cking	
MAVERICK HOVEY	417	8/26/2025			131000 - Accounts Receivable	\$ (4.95)
TOTAL						\$ (4.95)
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	8/25/2025			108000 - Community St BankGen Cking	
TOTAL					24000 - Payroll Liabilities	\$ (5,728.80)
						\$ (5,728.80)

Town of Burlington
Prepays
August 15 through September 9, 2025

WISCONSIN DEPT. OF REVENUE	E-pay	8/25/2025	108000 · Community St BankGen Cking	
TOTAL			24000 · Payroll Liabilities	\$ (879.47)
				\$ (879.47)
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	8/29/2025	108000 · Community St BankGen Cking	
TOTAL			24000 · Payroll Liabilities	\$ (14.70)
				\$ (14.70)
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	9/4/2025	108000 · Community St BankGen Cking	
TOTAL			24000 · Payroll Liabilities	\$ (7,345.69)
				\$ (7,345.69)
WE ENERGIES (1)	31950	8/15/2025	108000 · Community St BankGen Cking	
	716952482	8/4/2025	516107 · Utilities General	\$ (21.97)
		8/19/2025	516107 · Utilities General	\$ (298.40)
			523017 · Utilities FH3	\$ (15.38)
			523017 · Utilities FH3	\$ (236.55)
			533316 · Utilities Highway	\$ (24.16)
			533316 · Utilities Highway	\$ (10.56)
			516107 · Utilities General	\$ (1,065.53)
			523016 · Utilities FH2	\$ (358.93)
			516107 · Utilities General	\$ (32.77)
			534004 · Utilities Landfill	\$ (16.25)
			533340 · Street Lighting	\$ (2,876.17)
	5540749765	8/15/2025	516107 · Utilities General	\$ (1.30)
		8/30/2025	516107 · Utilities General	\$ (21.91)
			523017 · Utilities FH3	\$ (0.92)
			523017 · Utilities FH3	\$ (16.96)
			533316 · Utilities Highway	\$ (1.45)
			533316 · Utilities Highway	\$ (0.61)
			516107 · Utilities General	\$ (69.22)
			523016 · Utilities FH2	\$ (25.92)
			534004 · Utilities Landfill	\$ (0.94)
			533340 · Street Lighting	\$ (85.80)
TOTAL				\$ (5,181.70)
Royce & Andrea Fortier	31951	8/15/2025	108000 · Community St BankGen Cking	
TOTAL	525	8/15/2025	201001 · P&Z Sign Deposits Payable	\$ (150.00)
		8/15/2025		\$ (150.00)

Town of Burlington
Unpaid Bills

As of September 9, 2025

Num	Date	Due Date	Class	Split	Aging	Open Balance
ACTION MARINE						
37974	8/28/2025	9/7/2025	522010 · Vehicle Maint/Repair	Water Ptr	2	\$ 220.33
37973	8/28/2025	9/7/2025	522010 · Vehicle Maint/Repair	Water Ptr	2	\$ 165.00
Total ACTION MARINE						\$ 385.33
ASDA ENTERPRISES INC						
149531	9/4/2025	10/4/2025	-SPLIT-			\$ 46,270.35
Total ASDA ENTERPRISES INC						\$ 46,270.35
ASPHALT CONTRACTORS INC (1)						
141797-01	9/9/2025	10/9/2025	516114 · Building Repairs	General		\$ 13,700.00
140702-1	9/9/2025	10/9/2025	572403 · Highway Dept	Black Topping		\$ 315,598.04
140702-2	9/9/2025	10/9/2025	572403 · Highway Dept	Black Topping		\$ 28,382.00
Total ASPHALT CONTRACTORS INC (1)						\$ 357,680.04
ASSOCIATED APPRAISAL CONSULTANTS INC						
182029	8/28/2025	9/27/2025	515201 · Assessor Fees			\$ 1,166.67
Total ASSOCIATED APPRAISAL CONSULTANTS INC						\$ 1,166.67
AURORA HEALTH CARE						
1892845	8/28/2025	8/28/2025	533350 · Misc. Highway		12	\$ 53.00
PO3115	9/4/2025	9/11/2025	523022 · Physicals	Fire		\$ 181.00
Total AURORA HEALTH CARE						\$ 234.00
Baxter & Woodman						
275733	9/9/2025	9/19/2025	572403 · Highway Dept	Black Topping		\$ 1,000.00
Total Baxter & Woodman						\$ 1,000.00
BROWNS LAKE SANITARY DISTRICT (1)						
Q4 2025 27-362-000-0	9/8/2025	10/8/2025	523017 · Utilities	FH3		\$ 153.82
Total BROWNS LAKE SANITARY DISTRICT (1)						\$ 153.82
Burlington Ace Hardware						
fire invoice	9/4/2025	9/14/2025	523013 · Gen Equipment Main/Repair	Fire		\$ 60.47
245798	9/8/2025	9/18/2025	533312 · Vehicle Maint/Repair	Highway		\$ 17.99
Total Burlington Ace Hardware						\$ 78.46
CRETEX MATERIALS INC. (1)						
206132	9/8/2025	10/8/2025	533321 · Highway Dept	Gravel and Stone		\$ 1,900.55
Total CRETEX MATERIALS INC. (1)						\$ 1,900.55
CULLIGAN OF BURLINGTON						
500X03314008	9/8/2025	10/8/2025	516107 · Utilities	General		\$ 55.00
Total CULLIGAN OF BURLINGTON						\$ 55.00

[illegible]

Town of Burlington

Unpaid Bills

As of September 9, 2025

Total LUCIDA	224580	8/28/2025	8/29/2025	515102 · Auditor Fees	11	\$	5,812.50
MENARDS BURLINGTON						\$	5,812.50
	30889	8/19/2025	9/18/2025	523013 · Gen Equipment Main/RepairFire		\$	39.99
	30921	8/19/2025	9/18/2025	523009 · Supplies Fire		\$	12.35
	30657	8/19/2025	9/18/2025	523013 · Gen Equipment Main/RepairFire		\$	158.66
	30637	8/25/2025	9/24/2025	533320 · Road Salt Highway		\$	15.99
	30629	8/28/2025	9/27/2025	551050 · Misc. Parks		\$	46.72
	31776	9/8/2025	10/8/2025	533322 · Highway Patch/Crack Filling		\$	13.47
	31437	9/8/2025	10/8/2025	522008 · Supplies Water Patrol		\$	14.99
	31643	9/8/2025	10/8/2025	533317 · Signs Highway		\$	13.98
	32160	9/9/2025	10/9/2025	533317 · Signs Highway		\$	19.65
	32206	9/9/2025	10/9/2025	533322 · Highway Patch/Crack Filling		\$	149.82
Total MENARDS BURLINGTON						\$	485.62
MILLER MOTOR SALES, INC.							
PO3104		8/28/2025	9/27/2025	523011 · Vehicle Maint/Repair Fire		\$	597.33
Total MILLER MOTOR SALES, INC.						\$	597.33
MOTOR PARTS COMPANY							
398174		9/8/2025	10/3/2025	533312 · Vehicle Maint/RepairHighway		\$	12.18
Total MOTOR PARTS COMPANY						\$	12.18
PATS SERVICES, INC.							
1059686		8/21/2025	9/20/2025	533318 · Contract Material/LaborHwy		\$	437.50
Total PATS SERVICES, INC.						\$	437.50
PATS TIRE SALES & SERVICE INC							
1-88812		9/9/2025	10/9/2025	533312 · Vehicle Maint/RepairHighway		\$	3,532.00
Total PATS TIRE SALES & SERVICE INC						\$	3,532.00
QUILL CORPORATION							
45163586		8/19/2025	9/18/2025	516111 · Supplies General		\$	74.93
45472611		9/4/2025	9/24/2025	516111 · Supplies General		\$	56.95
45491246		9/4/2025	9/25/2025	516111 · Supplies General		\$	16.14
45357019		8/28/2025	9/27/2025	516111 · Supplies General		\$	69.99
Total QUILL CORPORATION						\$	218.01
RACINE COUNTY SHERIFF'S OFFICE							
2776		8/12/2025	9/11/2025	521040 · Racine County Police Contract		\$	69,026.07
2794		9/4/2025	10/4/2025	521040 · Racine County Police Contract		\$	69,026.07
Total RACINE COUNTY SHERIFF'S OFFICE						\$	138,052.14

Town of Burlington

Unpaid Bills

As of September 9, 2025

SAFEbuilt, LLC

1826502	8/21/2025	9/20/2025	524050 · Misc. Building Inspector	\$	11,719.55
A0095152-IN	9/9/2025	10/9/2025	524050 · Misc. Building Inspector	\$	1,286.58
0088299-IN	9/9/2025	10/9/2025	524050 · Misc. Building Inspector	\$	611.55
2326054	9/9/2025	10/9/2025	524050 · Misc. Building Inspector	\$	17,641.29
Total SAFEbuilt, LLC				\$	31,258.97

SCHOLZE, LUDWIG, GRUHN & WISHAU

23437	8/19/2025	9/18/2025	511402 · Professional Legal Fees	\$	511.95
23572	9/5/2025	10/5/2025	-SPLIT-	\$	880.00
Total SCHOLZE, LUDWIG, GRUHN & WISHAU				\$	1,391.95

SHORT ELLIOTT HENDRICKSON INC

492346	8/28/2025	9/27/2025	561004 · Engineering Fees P & Z	\$	68.57
492346A	9/9/2025	10/9/2025	201002 · P & Z Bond Deposits Payable	\$	330.91
Total SHORT ELLIOTT HENDRICKSON INC				\$	399.48

SIREN SERVICES

PO3110	8/28/2025	9/27/2025	523011 · Vehicle Maint/Repair Fire	\$	2,908.75
Total SIREN SERVICES				\$	2,908.75

SOUTHERN LAKES NEWSPAPERS, LLC

475683	8/25/2025	9/4/2025	516113 · Printing & Publishing General	\$	28.50
Total SOUTHERN LAKES NEWSPAPERS, LLC				\$	28.50

Spectrum

82125	8/28/2025	9/27/2025	516107 · Utilities General	\$	169.99
Total Spectrum				\$	169.99

TRACTOR SUPPLY CREDIT PLAN

6.0353E+15	9/8/2025	10/8/2025	533312 · Vehicle Maint/Repair Highway	\$	52.95
Total TRACTOR SUPPLY CREDIT PLAN				\$	52.95

Transcendent Technologies

m8188	8/14/2025	9/13/2025	-SPLIT-	\$	1,172.00
Total Transcendent Technologies				\$	1,172.00

Village of Genoa City

2025-1074	9/8/2025	10/8/2025	551050 · Misc. Parks	\$	1,600.00
Total Village of Genoa City				\$	1,600.00

WI Dept. of Transportation

406549	8/28/2025	9/27/2025	572403 · Highway Dept Black Topping	\$	4,379.48
406548	8/28/2025	9/27/2025	572403 · Highway Dept Black Topping	\$	200.29
Total WI Dept. of Transportation				\$	4,579.77

Town of Burlington

Unpaid Bills

As of September 9, 2025

WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk

202508 G2085

9/5/2025

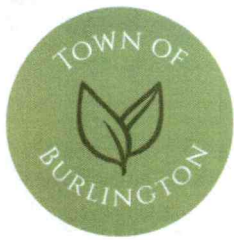
10/5/2025

516116 - CIBREE

Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk

TOTAL

\$ 35.00
\$ 35.00
\$ 1,332,400.72



Town of Burlington

32288 Bushnell Road • Burlington, WI 53105

Phone: (262) 763-3070

E-Mail: rachel.naber@townofburlingtonwi.gov

Website: www.townofburlingtonwi.gov

MEMORANDUM

To: Town of Burlington Board

From: Rachel Naber

Date: September 8, 2025

Subject: Piers at Lagoon Beach (White Oak Park)

Over the past several months, I have been reviewing the history and current status of the private piers located on Town-owned land at Lagoon Beach, also known as White Oak Park. To ensure clarity for the Board, below is a summary of the historical record and recent actions:

Background and Historical Timeline

- **1928 – White Oak Park Platted:** The land now known as Lagoon Beach was dedicated for public use as part of the White Oak Park subdivision plat.
- **1937–1956 – Lagoon Area Dredged:** The lagoon was dredged during this period, shaping its current form and making it suitable for piers, as seen in aerial imagery.
- **1997 – Town Board Establishes Pier Use Rules:**
 - Residents required to obtain an annual permit from the Town to maintain a pier.
 - Residents responsible for pier maintenance.
 - Piers required to display the resident's address.
 - Proof of insurance required for each pier.
 - According to a former board member, piers were intended to be gradually phased out ("sunsetting") and were not to transfer with property ownership.
- **April 1998 – Pier Owner List and Waiting List:** A list of existing pier owners and a waiting list was presented at the Annual Town meeting.
- **February 2025 – Resident Inquiry:** A resident contacted the Town inquiring about the availability of a pier, noting they had previously given theirs up.
- **May 22, 2025 – Town Requests Documentation:** A letter was sent to all current pier holders requesting documentation of their rights or authorization to maintain a pier. To date, no documentation has been provided.

Current Issue

Under **Wisconsin State Statute § 30.131**, private piers are not permitted on public land. The existence of private piers at Lagoon Beach is not in compliance with state law, and no documentation has been produced to validate their continued use.

Options for the Board

To bring the Town into compliance, the Board has two potential courses of action:

1. **Remove the private piers** currently located on Town property.
2. **Install Town-owned piers** and lease them to interested residents.

The Board's decision on which path to pursue will determine the next steps for compliance and implementation.

Memo

To: Town Board Chairman and Supervisors

From: Jeanne Rennie, Clerk

Meeting: 2025 September 11

Item #10 Recycling Ordinance amendment

The DNR is updating the requirements to ensure RU's (Responsible Units) maintain an effective recycling program. The DNR provided an updated sample ordinance.

I sent the Sample Ordinance to Peter Ludwig, the town's attorney, to compare against our current ordinance. The proposed ordinance amendment reflects those changes.

I also updated 8.20.120(D) to reflect the current collection site information.

**AN ORDINANCE TO RE-CREATE
SECTION 8.20 OF THE CODE OF
GENERAL ORDINANCES OF THE
TOWN OF BURLINGTON, RACINE
COUNTY.**

The Town Board of the Town of Burlington, Racine County, Wisconsin does hereby re-create Ordinance 8.20 to read as follows:

Chapter 8.20

RECYCLING

Sections:

- 8.20.010 Short title.**
- 8.20.020 Purpose.**
- 8.20.030 Statutory authority.**
- 8.20.040 Abrogation and greater restrictions.**
- 8.20.050 Interpretation.**
- 8.20.060 Applicability.**
- 8.20.070 Administration.**
- 8.20.080 Definitions.**
- 8.20.090 Separation of recyclable materials.**
- 8.20.100 Separation requirements exempted.**
- 8.20.110 Care of separated recyclable materials.**
- 8.20.120 Management of lead acid batteries, major appliances, waste oil and yard waste.**
- 8.20.130 Preparation and collection of recyclable materials.**
- 8.20.140 Responsibilities of owners or designated agents of multiple-family dwellings.**
- 8.20.150 Responsibilities of owners or designated agents of nonresidential facilities and properties.**
- 8.20.160 Prohibitions on scavenging.**
- 8.20.170 Prohibitions on use of nontransparent containers.**

8.20.180 Prohibitions on disposal of recyclable materials.

8.20.190 Enforcement.

8.20.010 Short title.

This chapter shall be known as the “recycling ordinance for the town of Burlington.” (Ord. dated 4/28/94: prior code § 11.08(1))

8.20.020 Purpose.

The purpose of this chapter is to promote recycling, composting, and resource recovery through the administration of an effective recycling program, as provided in Section 287.11, Wis. Stats., and Chapter NR 544, Wis. Administrative Code. (Ord. dated 9/2011: prior code § 159.09(3)(b))

8.20.030 Statutory authority.

This chapter is adopted as authorized under Section 287.09(3)(b), Wis. Stats., and the town. (Ord. dated 9/2011: prior code § 159.09(3)(b))

8.20.040 Abrogation and greater restrictions.

It is not intended by this chapter to repeal, abrogate, annul, impair or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this chapter imposes greater restrictions, the provisions of this chapter shall apply. (Ord. dated 4/28/94: prior code § 11/08(4))

8.20.050 Interpretation.

In their interpretation and application, the provisions of this chapter shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this

chapter may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this chapter is required by Wisconsin Statutes, or by a standard in Chapter NR.544, Wis. Administrative Code, and where the chapter provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the Chapter NR 544 standards in effect on the date of the adoption of the ordinance codified in this chapter, or in effect on the date of the most recent text amendment to this chapter. (Ord. dated 4/28/94: prior code § 11.08(5))

8.20.060 Applicability.

The requirements of this chapter apply to all persons within the town. (Ord. dated 4/28/94: prior code § 11.08(7))

8.20.070 Administration.

The provisions of this chapter shall be administered by the town board. (Ord. dated 4/28/94: prior code § 11.08(8))

8.20.080 Definitions.

For the purposes of this chapter:

“Bi-metal container” means a container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.

“Container board” means corrugated paperboard used in the manufacture of shipping containers and related products.

“Foam polystyrene packaging” means packaging made primarily from foam polystyrene that satisfies one of the following criteria:

- a) Is designed for serving food or beverages.
- b) Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
- c) Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.

“Glass Container” means a glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.

“HDPE” means high density polyethylene plastic containers marked by the SPI code No. 2.

“LDPE” means low density polyethylene plastic containers marked by the SPI code No. 4.

“Magazines” means magazines and other materials printed on similar paper.

“Major appliance” means a residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, furnace, boiler, dehumidifier, water heater, or stove.

“Mixed or other plastic resin types” means plastic containers marked by the SPI code No. 7.

“Multiple-family dwelling” means a property containing five or more residential units, including those which are occupied seasonally.

“Newspaper” means a newspaper and other materials printed on newsprint.

“Nonresidential facilities and property” means commercial, retail, industrial, institutional and governmental facilities and properties. This term does not include multiple-family dwellings.

“Office paper” means high grade printing and writing papers from offices in non-residential facilities and properties. Printed white ledger and computer printout are examples of office paper generally accepted as high grade. This term does not include industrial process waste.

“Person” includes any individual, corporation, partnership, association, local governmental unit, as defined in Section

66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.

“PETE” or “PET” means polyethylene terephthalate plastic containers marked by the SPI code No. 1.

“Post-consumer waste” means solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in Section 291.01(7), Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in s. 289.01(17), Wis. Stats.

“PP” means polypropylene plastic containers marked by the SPI code No. 5.

“PS” means polystyrene plastic containers marked by the SPI code No. 6.

“PVC” means polyvinyl chloride plastic containers marked by the SPI code No. 3.

“Recyclable materials” includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass container; magazines; newspapers; office paper; plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS, and mixed or other plastic resin types; steel containers; waste tires; and bi-metal containers.

“Solid waste” has the meaning specified in Section 289.01(33) Wis. Stats.

“Solid waste facility” has the meaning specified in Section 289.01(35), Wis. Stats.

“Solid waste treatment” means any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. “Treatment” includes incineration.

“Waste tire” means a tire that is no longer suitable for its original purpose because of wear, damage or defect.

“Yard waste” means leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than six inches in diameter. This term does not include stumps, roots, or

shrubs in intact root balls. (Ord. dated 9/2011: prior code § 144.44(7)(a); 144.01(15); 144.43(5))

8.20.090 Separation of recyclable materials.

Occupants of single-family and two-to-four-unit residences, multiple-family dwellings and nonresidential facilities and properties shall separate the following materials from post-consumer waste:

- A. Lead acid batteries;
- B. Major appliances;
- C. Waste oil;
- D. Yard waste;
- E. Aluminum containers;
- F. Bi-metal containers;
- G. Corrugated paper or other container board;
- H. Foam polystyrene packaging;
- I. Glass containers;
- J. Magazines or other materials printed on similar paper;
- K. Newspapers or other materials printed on newsprint;
- L. Office paper;
- M. Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and mixed or other plastic resin types;
- N. Steel containers;
- O. Waste tires. (Ord. dated 4/28/94: prior code § 11.08(11))

8.20.100 Separation requirements exempted.

These separation requirements of Section 8.20.090 do not apply to the following:

- A. Occupants of single-family and two-to-four-unit residences, multiple-family dwellings and nonresidential facilities and properties that send their post-consumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in Section 8.20.090 from solid waste in as pure a form as is technically feasible;

B. Solid waste which is burned as a supplemental fuel at a facility if less than thirty (30) percent of the heat input of the facility is derived from the solid waste burned as supplemental fuel;

C. A recyclable material specified in Section 8.20.090 for which a variance or exemption has been granted by the Department of Natural Resources under Section 287.11(2m) Wis. Stats., or Section NR 544.14, Wis. Administrative Code. (Ord. dated 9/2011: prior code § 159.11(2m))

8.20.110 Care of separated recyclable materials.

To the greatest extent practicable, the recyclable materials separated in accordance with Section 8.20.090 shall be clean and kept free of contaminants such as food or product residue, oil or grease, or other nonrecyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner which protects them from wind, rain, and other inclement weather conditions. (Ord. dated 4/28/94: prior code §11.08(13))

8.20.120 Management of lead acid batteries, major appliances, waste oil and yard waste.

Occupants of single-family and two-to-four-unit residences, multiple-family dwellings and nonresidential facilities and properties shall manage lead acid batteries, major appliances, waste oil, and yard waste as follows:

A. Lead acid batteries will not be accepted by the town;

B. Major appliances shall be accepted only at times and places designated, from time to time, by the town;

C. Waste oil shall be accepted only at times and places designated, from time to time, by the town;

D. Yard waste shall be accepted by the town at the collection site during its designated operating hours. (Editorially amended during 2001 codification; Ord. dated 4/28/94: prior code § 11.08(14))

8.20.130 Preparation and collection of recyclable materials.

Except as otherwise directed by the town, occupants of single-family and two-to-four-unit residences shall do the following for the preparation and collection of the separated materials specified in Section 8.20.090(E) through (O).

A. Aluminum containers shall be clean; flattened if possible.

B. Bi-metal containers shall be clean; paper removed; ends removed and flattened, if possible.

C. Corrugated paper or other container board shall be cut and flattened; metal removed.

D. Foam polystyrene packaging shall be clean. Check with attendant on items currently acceptable.

E. Glass containers shall be clean with metal rings and caps removed.

F. Magazines or other materials printed on similar paper shall be bundled using paper bags. No plastic or string.

G. Newspapers or other materials printed on newsprint shall be bundled using paper bags. No plastic or string.

H. Office paper shall not be accepted by the town.

I. Rigid plastic containers shall be prepared and collected as follows:

1. Plastic containers made of PETE, including milk jugs and other such containers shall be cleaned and flattened.

2. Plastic containers made of HDPE, limited to soda bottles, shall be cleaned and flattened.

3. Plastic containers made of PVC, LDPE, PP and PS or made of other resins or

multiple resins will not be accepted by the town.

J. Steel containers shall be clean; paper removed; ended removed; flattened.

K. Waste tires shall be accepted with required fee at transfer site when attendant is on duty. (Ord. dated 4/28/94: prior code § 11.08(15))

8.20.140 Responsibilities of owners or designated agents of multiple-family dwellings.

A. Owners or designated agents of multiple-family dwellings shall do all of the following for recycling the materials specified in Section 8.20.090(E) through (O):

1. Provide adequate, separate containers for the recyclable materials. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:

- a. The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.

- b. The ratio of trash container volume to recycling container volume is at most 2:1.

- c. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.

2. Notify tenants in writing at the time of renting or leasing the dwelling and at least semiannually thereafter about the established recycling program;

3. Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility;

4. Notify tenants of reason to reduce and recycle solid waste, which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, locations of

drop-off collection sites to recycle materials not collected on-site.

B. The requirements specified in subsection A of this section do not apply to the owners or designated agents of multiple-family dwellings if the post-consumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in Section 8.20.090(E) through (O) from solid waste in as pure a form as is technically feasible. (Ord. dated 4/28/94: prior code § 11.08(16))

8.20.150 Responsibilities of owners or designated agents of nonresidential facilities and properties.

A. Owners or designated agents of non-residential facilities and properties shall do all of the following for recycling the materials specified in Section 8.20.090(E) through (O):

1. Provide adequate, separate containers for the recyclable materials. The total volume of recycling containers shall be sufficient to avoid overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility;

2. Notify in writing, at least semi-annually, all users, tenants and occupants of the properties about the established recycling program;

3. Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility;

4. Notify users, tenants and occupants of reasons to reduce and recycle, which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, and locations of drop-off collection sites to recycle materials not collected on-site.

B. The requirements specified in subsection A of this section do not apply to the owners or designated agents of nonresidential facilities and properties if the post-consumer waste generated within the facility or property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in Section 8.20.090(E) through (O) from solid waste in as pure a form as is technically feasible. (Ord. dated 4/28/94: prior code § 11.08(17))

8.20.160 Prohibitions on scavenging.

It is unlawful for any person, firm or corporation to take, remove, scavenge or glean any recyclable materials that have been delivered to the town for storage, disposal, or recycling or to remove, without the express written authority of the town board, any recyclable materials from any recycling collection center or place situated within the town including materials that have been placed at roadside for pick up and disposal in front of any residence, business, or facility within the town. This prohibition shall not apply to anyone with whom the town has contracted for the collection and disposal recyclable materials. (Ord. dated 9/22/11).

8.20.170 Prohibitions on use of nontransparent containers.

No person may dispose of in a solid waste disposal facility, private collection center, or recycling center, any materials that are not contained in a transparent container. (Ord. dated 4/28/94: prior code § 11.080(18)(part))

8.20.180 Prohibitions on disposal of recyclable materials.

No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in Section 8.20.090(E) through (O)

which have been separated for recycling, except waste tires may be burned with energy recovery in a solid waste treatment facility. (Ord. dated 4/28/94: prior code § 11.080(19))

8.20.190 Enforcement.

A. Any authorized officer, employee or representative of the town may inspect recyclable materials separated for recycling, post-consumer waste intended for disposal, collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and non-residential facilities and properties, solid waste disposal facilities and solid waste treatment facilities, and any records relating to recycling activities, for the purpose of ascertaining compliance with the provisions of this chapter. No person may refuse access to any authorized officer, employee or authorized representative of the town who requests access for purposes of inspection, and who presents appropriate credentials. No person may obstruct, hamper or interfere with such an inspection.

B. Any person who violates a provision of this chapter may be issued a citation by the town to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this subsection.

C. Penalties for violating this chapter may be assessed as follows:

1. Any person who violates Section 8.20.160 may be required to forfeit fifty dollars (\$50.00), plus costs, for a first violation, two hundred dollars (\$200.00), plus costs, for a second violation and not more than two thousand dollars (\$2,000.00), plus costs, for a third or subsequent violation.

2. Any person who violates a provision of this chapter, except Section 8.20.160, may be required to forfeit not less than ten dollars (\$10.00), plus costs, nor more than one thousand dollars (\$1,000.00), plus costs, for each violation. (Ord. dated 4/28/94: prior code § 11.08(20))

Introduced and adopted this 11th day of September, 2025 by the Town Board of the Town of Burlington, Racine County, Wisconsin.

TOWN OF BURLINGTON

BY:

Neal Czaplewski, Chairman

ATTEST:

Jeanne Rennie, Clerk

Tips for Responsible Units



Basic Requirements for RU Recycling Programs



This document summarizes the requirements to ensure RUs maintain an effective recycling program according to ch. NR 544, Wis. Adm. Code.

The six basic components are:

- A local recycling ordinance
- An education program
- A residential recycling collection and processing system
- A Compliance Assurance Plan (CAP)
- An annual report to DNR
- Notification to the DNR of program changes

Responsible units play an integral role in making Wisconsin a national leader in recycling. Our residents' strong support for recycling is based on your commitment to providing convenient and comprehensive recycling options to your communities. Here in Wisconsin, recycling is the law, but more importantly, it's what our residents expect.

Responsible Units and Wisconsin Law

Wisconsin law bans the disposal or incineration of many recyclable materials. It also requires municipalities to operate recycling programs in order to facilitate recycling throughout the state. Each municipality is designated as the local government recycling "responsible unit" (RU), unless they have entered into an agreement to become part of a consolidated RU, and must comply with the basic components to maintain its status as a DNR approved recycling program. The DNR seeks to ensure compliance through technical assistance and outreach efforts. To date, no RU program has been disqualified.

Recycling Means Business

Did you know that recycling not only conserves our resources, but also contributes to job creation and economic development in Wisconsin and all around the world? Each year, over 400,000 tons of residential recyclables are collected and processed in Wisconsin, which employs thousands of people in recycling-related activities throughout the state.

Wisconsin's recycling programs also support industry. They supply vital raw materials to companies in our state and all over the world. Manufacturers rely on the materials your community collects and recycles to make a wide variety of paper, metal and plastic based products. Producers are relying on **you** to keep their factories running and their people employed.



Six Components of an Effective RU Rec

“Recyclables” required to be collected refers to materials banned from landfills under s. 287.07(4):

- aluminum containers
- corrugated cardboard and other container board
- foam polystyrene packaging*
- glass containers
- magazines and newspapers
- #1 & #2 plastic bottles and jars**
- steel and bi-metal containers

Many RUs collect other materials for recycling in addition to these recyclables.

* currently exempted under state variance

**plastics # 3-7 currently exempted under state variance

See DNR publication *Wisconsin Recycles* for a complete list of banned materials

Once an RU is approved, there are six basic components necessary to maintain an effective program. This document summarizes the requirements to ensure RUs maintain an effective recycling program according to ch. NR 544, Wis. Adm. Code. Many programs exceed the minimum requirements.

- Remember that member municipalities of a consolidated RU must meet requirements not directly fulfilled by the RU.
- This document does not cover all the details in the law. If you have questions, refer to s. NR 544.04, Wis. Adm. Code or contact recycling program staff (contact information on the back side of this document).

1. Pass a local recycling ordinance with the following components:

- ✓ Requires residents to separate recyclables for recycling.
- ✓ Requires owners of multi-family housing and non-residential properties to:
 - Provide adequate containers for the collection of recyclables.
 - Inform tenants (upon leasing and semi-annually thereafter) what to recycle, where and how.
 - Ensure that those recyclables are taken to a recycling facility.
- ✓ Prohibits disposal of recyclables that have been separated for recycling.
- ✓ Contains provisions for enforcement that create the authority to verify compliance and assess penalties for non-compliance.

2. Have an education program that provides:

- ✓ Information on what recyclables are collected, where and how to recycle.
- ✓ Information on recycling or composting options for other materials banned from landfill disposal: lead acid batteries, major appliances, used oil, waste tires, yard materials and electronics.

3. Provide a program for collecting, processing and marketing recyclables from single family and 2-4 unit residences. This system may be operated directly or contracted for by the RU and must address all of the following:

- ✓ Recyclables are separated from solid waste.
- ✓ Recyclables maintain their marketable condition.
- ✓ RUs that don't provide or contract for collection service must be able to demonstrate that their residents have convenient access to privately contracted collection service.

The population of a municipality determines the collection system.

- **Urban municipalities - population of 5,000 or greater and average density of 70 persons per square mile:**
 - Collect at least 106.6 lbs of recyclables per person per year.
 - Provide curbside recycling that is picked up at least once a month.



Recycling Program

- **Rural municipalities - do not meet the population requirements for Urban:**

- Collect at least 82.4 lbs of recyclables per person per year.
- Provide a collection service that is curbside, drop-off, or a combination of the two. If drop-off service is provided, it shall be open at least 2 days each month for a minimum of 5 hours each day.

✓ Verify with your hauler or materials recovery facility (MRF) that materials are processed in a DNR self-certified MRF.

4. Implement a Compliance Assurance Plan that:

- ✓ Describes the procedures to address at least one commonly encountered non-compliance issue with your recycling ordinance.
- ✓ Is updated as you encounter other non-compliance issues.

5. Submit an annual report to DNR by April 30 of each year reporting on your program and collection. Every RU must do this, whether or not they receive a recycling grant. Look for email reminders sent out early each year.

The following information should be tracked throughout the year so that it can be included in your annual report:

- ✓ Compliance issues:
 - The number of complaints received, inspections, citations and written or verbal warnings issued for residential and non-residential facilities.
- ✓ Weights of recyclables collected:
 - If you contract with a private hauler, the contract should stipulate that they report the tonnage of recyclables collected for you in time for the annual report submittal.
 - If one or more private haulers collect recyclables through household subscription services, you need to report tonnages they collect from single family and 2-4 unit residences. One option is to have a local ordinance requiring haulers working within an RU to report weights of recyclables collected.

6. Notify DNR of program changes by contacting the recycling program staff (see back for more info).

- ✓ Changes in contact information
 - This is essential so that you receive important notices regarding recycling grants and annual reports.
- ✓ Significant changes to your program such as:
 - Consolidation, or dissolution of a consolidation, with another RU.
 - Switch from providing collection service to requiring individual household subscription service.
 - Significant change to your recycling ordinance.



Resources

For additional information on recycling in Wisconsin, contact the DNR Waste and Materials Management Program at DNRRecycling@wisconsin.gov.

Associated Recyclers of Wisconsin

A nonprofit association of business, government, nonprofits and trade associations.

arow-online.org

(715) 343-0722

Recycle More Wisconsin

A program of the Associated Recyclers of Wisconsin, aims to bring together communities across Wisconsin with recycling education and outreach tools.

recyclemorewisconsin.org

(715) 347-5979

The Recycling Partnership

A nonprofit dedicated to providing grants, technical assistance, and tools to community recycling programs.

recyclingpartnership.org

info@recyclingpartnership.org

WasteCap Resources, Inc.

A nonprofit dedicated to providing waste reduction and recycling assistance for the benefit of business and the environment.

wastecap.org

wastecap@wastecap.org

(414) 961-1100

Wisconsin Recycling Markets Directory

A detailed directory of recyclers, haulers and contractors throughout the state. Enter the item you would like to recycle to see a list of recyclers in your area.

uwgb.edu/solid-hazardous-waste-education-center/



To download the poster above, as well as other outreach and educational materials:

dnr.wi.gov and search "recycling outreach"

For resources for responsible units, including a sample recycling ordinance and compliance assurance plan:

dnr.wi.gov and search "RU"

For more information on recycling in Wisconsin:

dnr.wi.gov and search "recycling"

Subscribe to Recycling Updates, as well as other waste-related newsletters at:

dnr.wi.gov and search "waste"

Contact us at DNRRecycling@wisconsin.gov



PUB # WA1593 2019

Waste and Materials Management Program

P.O. Box 7921

Madison, WI 53707-7921

DNRRecycling@wisconsin.gov

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