



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 September 11