



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

August 14, 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, August 14, 2025**, in the Burlington Town Hall, 32288 Bushnell Road, Burlington, Racine County, Wisconsin. The meeting will begin after the Planning & Zoning meeting which begins 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. Plan Commission Recommendation

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

Action: *Accept or Decline recommendation*

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 July 10, 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 August 14, 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. Reappointment of Taylor Wishau to a 5-year term for the Police and Fire Commission ending September 1, 2030
Action: *Discussion and possible action*
8. Set Tuesday, November 18th at 6:30PM for the Public Hearing, Special Town Meeting, and Special Town Board Meeting
Action: *Discussion and possible action*
9. Update on Municipal Court Receivables
Action: *Discussion only*
10. Fire and EMS Committee Update
Action: *Discussion only*
11. Amendment of Ordinance 6.07 Chickens
Action: *Discussion and possible action*
12. Amendment of Ordinance 11.20 Wharves and Piers
Action: *Discussion and possible action*
13. Ordinance 5.14 Cemetery Clarification
Action: *Discussion only*
14. Adjournment

Jeanne Rennie, Clerk

12th August 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 Meeting Minutes
32288 Bushnell Road / Burlington WI 53105

July 10, 2025 / 6:30PM

1. Call to order

At 6:30PM Chairman Czaplewski called to order the regular meeting of the Town of Burlington supervisors. Everyone present stood and recited the pledge of allegiance.

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 6:31PM.

Bev Gill, 6641 Wheatland Road – spoke about the donation of 2 benches from the Lions Club to the Cemetery Association. She thanked Fliss for any part he had in the donation. She reported on the repair work on the mausoleum in the cemetery.

The following citizens spoke about wakeboard boats:

Paul Schultz, 33101 Cardinal Trail; Bob Sutter, 7791 Lakeview Dr; Dennis Lynch, 30620 S Browns Lake Dr; Kim Deriaz, 3011 S Browns Lake Dr; Colleen Welke, 33814 S Lakeshore Dr.

Having no other citizens that wished to speak, Czaplewski closed public comments at 6:50PM.

3. Presentations

Wisconsin State Budget for 2025-27 by Speaker Robin Vos

Czaplewski stated that Speaker Vos was not able to attend. He also stated that \$5M in the state's budget was designated for the Browns Lake dredging project along with \$10M to the City of Burlington Echo Dam restoration project.

Wake Boat Presentation

The Wisconsin Watersports Coalition gave a presentation on wakeboard boats and their effect on lakes.

4. Town Chairman and Supervisors Reports

Czaplewski – the town is being sued by Towers, LLC.

Rice – attended the flag raising on July 4th. He also reminded everyone of the Fire Dept raffles.

Swantz – nothing to report

Ketterhagen – he wanted to commend Jake Isaacson with the bridge construction projects.

Fliss – attended the Fire Dept meeting. Czaplewski read a letter from Fliss who is resigning from the board as of October 1, 2025, due to his ALS diagnosis.

Highway – provided a written report.

Fire – provided a report of calls during the month.

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

Sheriff – provided a written report of the calls.

Marine – no report was provided.

Administration – Administrator Naber said that the Spring Prairie bridge and Mt Tom bridge projects are on schedule. The Lake St project has started, and the Ketterhagen Rd project has been completed.

5. Consent Agenda

a. Approval of meeting minutes

i. Regular meeting on June 12, 2025

ii. Special meeting on June 30, 2025

b. Accept Monthly Reports: Highway, Sherrif, Marine, Fire

c. Short-Term Rental Application

i. 33800 Lagoon Dr

d. Fireworks Display

i. Grace Church – August 9, 2025

Ketterhagen and Swantz recused themselves as they were not in attendance of the special meeting on June 30, 2025. Rice motioned to approve the consent agenda; Fliss seconded. Motion carried. Rice asked that the neighboring farm be notified of the date of the display. He also said that the farm was not opposed to the display.

6. Financial Reports

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

7. Reappointment of Town Treasurer

Ketterhagen motioned to reappoint Rachel Naber as Treasurer; Fliss seconded the motion. Motion carried unanimously.

8. Reappointment of Town Clerk

Swantz motioned to reappoint Jeanne Rennie as Clerk; Rice seconded the motion. Motion carried unanimously.

9. Appointment of Fire/EMS Committee

Czaplewski appointed himself along with Jeff Rice, Fire Chief Bill Vrchota, Assistant Chief Scott Wingreen, Deputy Chief Devin Chart, & Sara Van Dusseldorp to the committee. He requested the committee to meet weekly starting in July or August to develop an in-house EMS program.

10. Town Branding and Awareness

The board discussed town branding, with conformity of the logo used. They also discussed using

11. Town Assessor Contract for 2026 -2028

Naber stated that an RFP was posted, and 2 proposals were received from Associated Appraisal, our current assessor, and Accurate Assessor.

The board discussed the proposals along with the how to best keep the town in compliance with state assessment requirements.

Swantz motioned to accept the proposal of \$71,400 with Accurate Assessor; Rice seconded.
Motion carried unanimously.

12. White Oak Park / Lagoon Beach

Naber did not have any new information to share. The board will continue to discuss this topic. The town will continue to research the piers.

13. Adjournment

Rice motioned to adjourn at 7:45PM; Fliss seconded. Motion carried unanimously.

Respectfully submitted,

Jeanne Rennie, Clerk

Approved 2025 August ____



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 Schmaling

Chief Deputy James P. Weidner

Town of Burlington's Monthly Activity Report, July 2025

Board Members,

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

- *Number of citations issued for your municipality 101*
- *Number of arrests 11*
- *Number of warrants cleared 8*
- *Number of calls for service 177*
- *Number of extra attentions / crime preventions 242*
- *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. Schmaling
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
- Repaired section of Fish Hatchery Rd. with hotmix asphalt
- Trimmed branches
- Inspected 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 properties
- Weed control around town signs and fences, sprayed string trimmed
- Dragged sand at town beach
- Removed seaweed at town beach

Equipment

- Brake job on pickup truck
- Sharpen mower blades on ditch mower
- Replaced/sharpened blades on small mowers

Snow/Wind

- 7/4 tree down on russet
- 7/7 tree down on Glendale
- 7/18 branches down on Wheatland, Crossway Rds and Front St.



Jake Isaacson, Highway Department Foreman

Town of Burlington, Wisconsin

32288 Bushnell Road · Burlington, WI 53105

Phone: (262) 763-3070 · Fax: (262) 763-2118

E-Mail: jake.isaacson@townofburlington.com | www.TownofBurlington.com

Town of Burlington

Prepays

July 11 through August 12, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
QuickBooks Payroll Service		07/11/2025			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-3,432.56
TOTAL						-3,432.56
KKDS TOOL SOURCE		07/21/2025			108000 · Community St BankGen Cking	
	510	07/21/2025	07/21/2025		201000 · Culvert Bond Payable	-1,000.00
TOTAL						-1,000.00
QuickBooks Payroll Service		07/24/2025			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-16,958.02
TOTAL						-16,958.02
Seth and Emily Scott		08/05/2025			108000 · Community St BankGen Cking	
	437	05/21/2025	06/20/2025		201002 · P & Z Bond Deposits Payable	-641.49
					201001 · P&Z Sign Deposits Payable	-64.15
TOTAL						-705.64
QuickBooks Payroll Service		08/07/2025			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-18,783.09
TOTAL						-18,783.09
DEPARTMENT OF EMPLOYEE TRUST FUNDS	ACH	07/21/2025			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-5,411.00
TOTAL						-5,411.00

Town of Burlington

Prepays

July 11 through August 12, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1 ACH		07/21/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-6,058.30
						-6,058.30
AFLAC	ACH	07/21/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-282.06
						-282.06
SUN LIFE FINANCIAL	ACH	08/01/2025			108000 · Community St BankGen Cking	
TOTAL					516118 · Insurance General	-137.46
						-137.46
VISA	ACH	08/01/2025			108000 · Community St BankGen Cking	
		07/14/2025	08/13/2025		Visa - Clerk	-38.99
		07/14/2025	08/13/2025		Visa - Hwy Department	-265.36
		07/22/2025	08/21/2025		Visa - Administrator	-4,398.55
		07/22/2025	08/21/2025		Visa - Fire Department	-459.34
TOTAL						-5,162.24
Spectrum	ACH	08/01/2025			108000 · Community St BankGen Cking	
TOTAL					523017 · Utilities FH3	-194.98
						-194.98
Spectrum	ACH	08/01/2025			108000 · Community St BankGen Cking	

Town of Burlington

Prepays

July 11 through August 12, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL	07212025	07/29/2025	08/28/2025		516107 · Utilities General	-169.99
						-169.99
KWIK TRIP Extended Network	ACH	08/01/2025			108000 · Community St BankGen Cking	
TOTAL		07/15/2025	08/14/2025		Kwik Trip - Hwy Department	-1,376.34
						-1,376.34
WISCONSIN DEPT. OF REVENUE	E-pay	07/11/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-893.44
						-893.44
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	07/11/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-5,625.54
						-5,625.54
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	07/16/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-772.32
						-772.32
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	07/28/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-6,073.94
						-6,073.94
WISCONSIN DEPT. OF REVENUE	E-pay	07/28/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-931.23
						-931.23

Town of Burlington

Prepays

July 11 through August 12, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL						-931.23
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	08/01/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-15.62
						-15.62
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	08/11/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-6,286.66
						-6,286.66
CULLIGAN OF BURLINGTON	31899	07/11/2025			108000 · Community St BankGen Cking	
TOTAL	500X03284102	07/09/2025	08/08/2025		516107 · Utilities General	-55.00
						-55.00
NOBIUS PRESS	31900	07/11/2025			108000 · Community St BankGen Cking	
TOTAL	1552	07/09/2025	08/08/2025		511306 · Supplies Muni Court	-662.50
						-662.50
RACINE COUNTY SHERIFF'S OFFICE	31901	07/11/2025			108000 · Community St BankGen Cking	
TOTAL	2769	07/08/2025	08/07/2025		521040 · Racine County Police Contract	-69,026.07
						-69,026.07

Town of Burlington Unpaid Bills Detail

As of August 12, 2025

	Num	Date	Due Date	Split	Open Balance
A TO Z REFRIGERATION					
Total A TO Z REFRIGERATION	10001356	08/12/2025	09/11/2025	523013 · Gen Equipment Main/RepairFire	623.18
ASDA ENTERPRISES INC					623.18
Total ASDA ENTERPRISES INC	148116	08/04/2025	09/03/2025	-SPLIT-	46,270.35
ASSOCIATED APPRAISAL CONSULTANTS INC					46,270.35
Total ASSOCIATED APPRAISAL CONSULTANTS INC	181530	07/29/2025	08/28/2025	515201 · Assessor Fees	1,166.67
AURORA HEALTH CARE					1,166.67
Total AURORA HEALTH CARE	1572586	07/29/2025	07/29/2025	522018 · Hiring Expense	111.00
Baxter & Woodman	1734655	08/12/2025	08/12/2025	523022 · Physicals Fire	181.00
Total Baxter & Woodman	0474835	07/29/2025	08/08/2025	572403 · Highway Dept Black Topping	292.00
Baycom					1,000.00
Total Baycom	57656	07/22/2025	08/21/2025	523011 · Vehicle Maint/Repair Fire	1,015.00
Burlington Ace Hardware					1,015.00
Total Burlington Ace Hardware	05292025	06/05/2025	06/15/2025	-SPLIT-	149.00
COMPLETE TREE SERVICE	245289	08/08/2025	08/18/2025	533322 · Highway Patch/Crack Filling	55.66
Total COMPLETE TREE SERVICE	245490	08/08/2025	08/18/2025	533322 · Highway Patch/Crack Filling	35.96
CULLIGAN OF BURLINGTON					240.62
Total CULLIGAN OF BURLINGTON	212626	08/12/2025	09/11/2025	551050 · Misc. Parks	100.00
CURTIS AMBULANCE SERVICE					100.00
Total CURTIS AMBULANCE SERVICE	500X03299308	08/08/2025	09/07/2025	516111 · Supplies General	96.00
					96.00

Town of Burlington Unpaid Bills Detail As of August 12, 2025

	Num	Date	Due Date	Split	Open Balance
Total CURTIS AMBULANCE SERVICE					
Dredge America, Inc	08012025	08/12/2025	08/22/2025	523100 · Ambulance Service	35,355.95
					35,355.95
Total Dredge America, Inc					569,637.94
EAGLE ENGRAVING	07312025 pay7	08/12/2025	08/22/2025	571405 · Dredging Project	569,637.94
Total EAGLE ENGRAVING	2025-4758	07/22/2025	08/01/2025	523030 · Firefighter Gear	141.46
Emergency Services Marketing Corp. Inc.	inv11006	08/12/2025	09/11/2025	523008 · Dues & Fees Fire	141.46
Total Emergency Services Marketing Corp. Inc.					735.00
FORWARD TS	AR260806	08/06/2025	09/05/2025	516113 · Printing & Publishing General	735.00
Total FORWARD TS					211.51
Guard Street Partners, LLC	3661A	08/12/2025	08/22/2025	516119 · Computer & Software General	211.51
Total Guard Street Partners, LLC					324.44
HEARTLAND BUSINESS SYSTEMS, LLC	810871-H	07/29/2025	08/08/2025	516119 · Computer & Software General	324.44
Total HEARTLAND BUSINESS SYSTEMS, LLC					401.17
HJ FAUST	31851	06/25/2025		108000 · Community St BankGen Cking	401.17
Total HJ FAUST					-121.39
KATHRYN WENZEL	Aug 2025 Cleaning	08/11/2025	08/21/2025	-SPLIT-	-121.39
Total KATHRYN WENZEL					675.24
KWIK TRIP Extended Network					675.24
Total KWIK TRIP Extended Network					1,212.44
LAKES AREA MARINE, INC.					737.41
Total LAKES AREA MARINE, INC.					1,949.85

Town of Burlington Unpaid Bills Detail As of August 12, 2025

	Num	Date	Due Date	Split	Open Balance
Total LAKES AREA MARINE, INC. LANGE ENTERPRISES, INC.	11182022	07/22/2025	08/21/2025	522008 · Supplies Water Patrol	87.00 87.00
Total LANGE ENTERPRISES, INC. LYNCH & ASSOCIATES ENGINEERING CONSULT	91880	07/14/2025	08/13/2025	533317 · Signs Highway	519.84 519.84
Total LYNCH & ASSOCIATES ENGINEERING CONSULT MENARDS BURLINGTON	143304 14931	12/30/2024 08/12/2025	01/29/2025 09/11/2025	524050 · Misc. Building Inspector 561004 · Engineering Fees P & Z	504.50 360.00 864.50
Total MENARDS BURLINGTON MILLER MOTOR SALES, INC.	28298 28688 29347 29141 29144 29371	07/14/2025 07/15/2025 07/22/2025 07/24/2025 07/24/2025 07/24/2025	08/13/2025 08/14/2025 08/21/2025 08/23/2025 08/23/2025 08/23/2025	533322 · Highway Patch/Crack Filling 533322 · Highway Patch/Crack Filling 523009 · Supplies Fire 533317 · Signs Highway 522009 · Vehicle Operating ExpWater Pt 533322 · Highway Patch/Crack Filling	18.96 26.98 123.24 105.13 14.99 18.99 308.29
Total MILLER MOTOR SALES, INC. MOTOR PARTS COMPANY	12656	07/22/2025	08/21/2025	523011 · Vehicle Maint/Repair Fire	106.27 106.27
Total MOTOR PARTS COMPANY OPC Pest Services	397675 397693	08/08/2025 08/08/2025	09/02/2025 09/02/2025	533312 · Vehicle Maint/RepairHighway 533312 · Vehicle Maint/RepairHighway	61.57 24.48 86.05
Total OPC Pest Services raSmith	166095	07/29/2025	08/28/2025	516114 · Building Repairs General	149.00 149.00
	189057 189064 189063	07/22/2025 07/22/2025 07/22/2025	08/21/2025 08/21/2025 08/21/2025	201002 · P & Z Bond Deposits Payable 561004 · Engineering Fees P & Z 561004 · Engineering Fees P & Z	597.00 228.75 320.25

Town of Burlington
Unpaid Bills Detail

As of August 12, 2025

Num	Date	Due Date	Split	Open Balance
189748	08/12/2025	09/11/2025	201002 · P & Z Bond Deposits Payable	457.50
189743	08/12/2025	09/11/2025	201002 · P & Z Bond Deposits Payable	244.75
				<u>1,848.25</u>
Total raSmith				
SAFEbuilt, LLC				
2015222	08/12/2025	09/11/2025	524050 · Misc. Building Inspector	18,544.19
2165676	08/12/2025	09/11/2025	524050 · Misc. Building Inspector	16,755.48
				<u>35,299.67</u>
Total SAFEbuilt, LLC				
SCHOLZE, LUDWIG, GRUHN & WISHAU				
23118	07/22/2025	08/21/2025	511402 · Professional Legal Fees	720.00
				<u>720.00</u>
Total SCHOLZE, LUDWIG, GRUHN & WISHAU				
SIREN SERVICES				
aug2025	08/12/2025	09/11/2025	-SPLIT-	4,276.52
				<u>4,276.52</u>
Total SIREN SERVICES				
Terry & Nudo, LLC				
1587	08/12/2025	09/11/2025	511309 · Prosecuting Attorney Fees	216.00
				<u>216.00</u>
Total Terry & Nudo, LLC				
THE POLICE AND SHERIFFS PRESS				
121645	07/22/2025	08/21/2025	522018 · Hiring Expense	20.00
				<u>20.00</u>
Total THE POLICE AND SHERIFFS PRESS				
TRACTOR SUPPLY CREDIT PLAN				
06052025	07/14/2025	08/13/2025	533312 · Vehicle Maint/RepairHighway	42.56
9487 July 25	08/08/2025	08/24/2025	533317 · Signs Highway	54.99
				<u>97.55</u>
Total TRACTOR SUPPLY CREDIT PLAN				
TRAVIS FIX.				
712101	07/22/2025	08/01/2025	522009 · Vehicle Operating ExpWater Pt	7.88
				<u>7.88</u>
Total TRAVIS FIX.				
United Laboratories				
inv440511	08/08/2025	09/07/2025	533312 · Vehicle Maint/RepairHighway	769.32
				<u>769.32</u>
Total United Laboratories				
VERIZON WIRELESS				
6119264419	07/31/2025	08/30/2025	533316 · Utilities Highway	41.19
				<u>41.19</u>

Town of Burlington

Unpaid Bills Detail

As of August 12, 2025

	Num	Date	Due Date	Split	Open Balance
Total VERIZON WIRELESS					41.19
Vicki Baumeister					
Total Vicki Baumeister	PO3095	07/22/2025	08/21/2025	523008 · Dues & Fees Fire	104.00
WE ENERGIES (1)					104.00
	5540985275	07/22/2025	08/06/2025	516107 · Utilities General	98.00
	716952482	08/04/2025	08/19/2025	-SPLIT-	4,934.70
	0716952482	08/11/2025	08/26/2025	516107 · Utilities General	98.98
Total WE ENERGIES (1)					5,131.68
WI DEPT OF JUSTICE Police Dpt					
	18469	07/14/2025	08/13/2025	521025 · CIBREE(1)	114.75
Total WI DEPT OF JUSTICE Police Dpt					114.75
WI Dept. of Transportation					
	402878	07/22/2025	08/21/2025	572403 · Highway Dept Black Topping	95,882.96
	402879	07/22/2025	08/21/2025	572412 · Grant Projects	2,831.40
Total WI Dept. of Transportation					98,714.36
WI MUNICIPAL CLERKS ASSOCIATION					
	dues	07/29/2025	08/28/2025	511305 · Dues & Fees Muni Court	110.00
Total WI MUNICIPAL CLERKS ASSOCIATION					110.00
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk					
	G2085 202507	08/05/2025	09/04/2025	516116 · CIBREE	42.00
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk					42.00
Wisconsin Humane Society					
	3360	08/12/2025	08/22/2025	541003 · Animal Control	275.00
Total Wisconsin Humane Society					275.00
TOTAL					810,024.11



Town of Burlington

32288 Bushnell Road • Burlington, WI 53105

Phone: (262) 763-3070

E-Mail: rachel.naber@townofburlingtonwi.gov

Website: www.townofburlingtonwi.gov

To: Town of Burlington Board

From: Rachel Naber, Town Administrator

Date: August 11, 2025

Subject: Recommendation to Amend Chicken Ordinance

In recent months, the Town has received several complaints from residents living in subdivisions zoned A-2 (Agricultural Land District) concerning roosters crowing throughout the day. These complaints primarily come from areas where parcels are smaller and homes are in closer proximity, leading to repeated noise disturbances that affect neighboring properties.

Currently, our ordinance allows the keeping of roosters on A-2 zoned properties without regard to parcel size. Given the increase in complaints and the suburban nature of many A-2 subdivisions, I am recommending an amendment to the ordinance that would prohibit the keeping of roosters on agricultural parcels that are **less than five (5) acres** in size.

A copy of the proposed ordinance with the recommended changes is attached for your review. I believe this amendment provides a reasonable compromise between supporting agricultural activities and maintaining a peaceful environment for residents in more densely populated areas.

Chapter 6.07

CHICKENS

Sections

6.07.010	Purpose.
6.07.020	Keeping of chickens in single-family residence districts.
6.07.030	Keeping of hens.
6.07.040	Definitions.
6.07.050	Prohibitions.
6.07.060	Requirements.
6.07.070	Permit; Application and Review Process.
6.07.080	Plan Review.
6.07.090	Approval.

6.07.010 Purpose.

The purpose of this section is to regulate chickens located on property zoned single-family Residential and Agricultural zoned land less than 5 acres, in the Town of Burlington.

6.07.020 Keeping of chickens in single-family residence districts.

6.07.030 Keeping of hens.

The keeping of hens is allowed by permit under this Section in single-family residential zoning and Agricultural zoned land that is less than 5 acres, as defined in the Racine County zoning code, provided the parcel contains an occupied single-family dwelling and provided such hens are kept in compliance with this Section. This ordinance is adopted under the Racine County Sheriff's power for the health, safety and welfare of its residence and for the protection of property.

6.07.040 Definitions

- A. **Chicken.** "Chicken," in this Section, means both hens and roosters generally.
- B. **Hen.** "Hen," in this Section, means a female chicken.
- C. **Rooster.** "Rooster," in this Section, means a male chicken.

6.07.050 Prohibitions.

A. Roosters Not Allowed.

Roosters may not be kept on any residential zoned property or any property zoned A2 or otherwise that is in a residential area and is less than 5 acres in size unless authorized by the Town Board.

August 2025

~~A. Roosters may not be kept on any residential-zoned property within the Town.~~

- B. **Bird Fighting.** The raising or keeping of chickens for fighting purposes, and the instigation of chicken fighting, is prohibited, as per § 951.08, Wis. Stats.
- C. **Business Or Commercial Use Prohibited.** Nothing herein shall be interpreted to authorize the conduct of a business or commercial use on a residential property. No sales of eggs, chicks, chickens, or chicken meat shall be made from any residential property.

6.07.060 Requirements.

- A. **Where allowed.** Hens may be allowed only in single-family residential zoned and only on parcels that contain an occupied single-family dwelling. Hens shall not be allowed to roam freely on or off a permitted property and must be contained to coops and runs as set forth below.
- B. **Maximum number of hens.**
 - <1/2 acre – 3 hens
 - ½ - 1 acre – 6 hens
 - 1 – ~~5~~4 acres – 12 hens
- C. **Feed.** All feed for hens must be kept in airtight containers that are out of reach of wild animals
- D. **Coops.** Hen coops are required to house the hens on a property in compliance with this ordinance. An accessory building permit is required for all hen coops and runs. A coop is a building structure that provides housing/shelter for hens and shall meet the following requirements:
 - a. Hens must be provided at least 2 square feet of floor space each.
 - b. A coop must have minimum dimensions of 2 feet long by two feet wide by 4 feet tall.
 - c. There must be at least one nesting box per two (2) hens.
 - d. Coops must include at least one elevated perch to ensure chickens are able to rest in their natural position.
 - e. Coops must be structurally sound, insulated, moisture proof and kept in good repair.
 - f. Coops must have vents to ensure proper ventilation during all times of the year.
 - g. There must be a minimum of one square foot of window for each 10 feet of wall space.
 - h. Coops must be clean, dry and kept in a neat and sanitary condition at all times and exist in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
 - i. Coops must be cleared of waste, including

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fecal matter, dropped food and feathers, and other waste, in order to prevent a buildup of odors and to ensure a healthy environment.

E. During the winter months to protect from inclement weather:

- a. Water must not be allowed to freeze in the winter.
- b. Coops must provide direct access to the chicken run.
- c. No coop shall be located closer than 10 feet to any residential lot line and 25 feet from a neighboring house. Coops (and their runs) may only be located in the rear yard
- d. Bedding needs to be placed in the coop floor to absorb moisture from droppings, water spills, limit odors, and facilitate coop cleaning.

F. Chicken Runs. Hens must have access to an outdoor fenced chicken run, meaning a structure that meets the following requirements:

- a. Each hen shall have at least 2 square feet of space each in the run.
- b. Minimum dimensions - 3 feet wide by 2 feet long by 3 feet tall.
- c. Fencing must have spacing of no more than 1 inch.
- d. Top of the run must also be covered with fencing with spacing of one inch or less.
- e. The run shall be built such that neither hens nor predators are able to get under the run's fencing.

G. General care requirements. Hens must be properly cared for.

- a. Feed must be provided daily and must be proper for hens in accordance with § 951.13.(1), Wis. Stats.
- b. Clean water must be provided at all times and changed daily in accordance with § 951.13.(2), Wis. Stats.
- c. All enclosures for the keeping of hens shall be so constructed and maintained as to prevent rats, mice, other rodents, and animals from being harbored underneath or within the enclosure.

6.07.070 Permit: Application and Review Process.

A permit from the Town is required in order to keep hens on property as provided for under this ordinance. Only one permit shall be issued to each parcel number. Permits expire December 31 of each year. Applications shall be made prior to December 1st of each year including for renewals. Late fees will

apply after January 31st of each year. Applicant shall submit the following to the Town office:

- a. Completed initial or renewal permit application.
- b. A copy of the proof of registration of the property where hens will be kept with the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- c. A plan that includes a scaled drawing of the parcel showing the proposed location of the coop and run. The drawing shall include dwelling units on properties within 100 feet of the proposed coop and run location.
- d. Fees as may be applicable
- e. Review and Approval.

6.07.080 Plan Review.

Prior to approval of the initial permit, the plan and location shall be reviewed and approved. Renewal applications do not require resubmission of the plan.

6.07.090 Approval.

Initial and renewal permit applications shall be reviewed by the Town. The Town shall approve or deny such application or may, in their discretion, refer the application for review and action by the Town Board. Upon referral, the Town Board may approve or deny the application utilizing the same criteria under this Subsection. An "initial" application under this Section shall mean an application by a person who has not previously received a permit under this Section for the applied-for location. A renewal application shall mean an application by a current permittee for the same site with the same plans.

A. Private Restrictions. At the time of application, residents shall be advised that obtaining a permit from the Town to own hens does not override any applicable deed restriction, covenant, or homeowners association rule prohibiting chicken ownership, and shall be advised to review any private restrictions applicable to their properties and/or to consult with their HOAs before applying.

B. Application and Permit fee. All fees under this ordinance shall be as set forth in the fee schedule as set by the Town Board by Resolution from time-to-time.

C. Complaints; Revocation. Any complaints about Chickens on property, whether for noncompliance, noise or nuisance, shall be made to the Town Hall. Whenever the Town,

through its agents or employees, upon inspection of the property complained of, finds the condition of the property to be in violation of this Section, an order shall be issued by the Administrator or their designee, to the owner of the property (and occupant if different from owner) to correct said condition within ten (10) business days. If the order is not complied with or the requirements of this Section are not met, the Town may refuse to approve or renew a permit under the Section. The Town may also revoke any permit granted for noncompliance after providing ten (10) business day notice of the basis for the revocation and opportunity for hearing. Any permittee facing revocation may request a hearing before the Town Board. If a permit is revoked, a permit shall not be reissued for three years. Any person who violates this chapter shall be subject to a penalty as provided in Chapter 1.20 of this code.



Town of Burlington
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To: Town Board
From: Rachel Naber
Date: August 12, 2025
Subject: Proposed Amended Wharves and Piers Ordinance

The purpose of this memo is to provide an overview of the proposed amendments to the Town's Wharves and Piers Ordinance.

Key Changes in the Proposed Amendment

1. **Expanded Coverage** – The ordinance will now apply to both **Browns Lake** and **Bohners Lake**. Previously, the Town only issued pier permits for Browns Lake. This change ensures consistent regulation of pier placement and maintenance across both lakes.
2. **Alignment with Wisconsin DNR Standards** – The amended ordinance has been reviewed and updated to conform with current Wisconsin Department of Natural Resources (DNR) pier standards, ensuring compliance with state requirements.
3. **Permit Approvals** – Normal pier permits will be issued administratively and will **not** require prior Town Board approval.
4. **Variance Requests** – Any pier variance request will require Town Board approval before being granted.

Purpose of the Amendment

The changes are intended to improve consistency in enforcement, ensure state compliance, and clarify the permit review process, while maintaining Town Board oversight on non-standard (variance) requests.

If approved, the amended ordinance will provide clearer guidelines for residents and help protect the long-term environmental and recreational value of both Browns Lake and Bohners Lake.

Chapter 11.20

WHARVES AND PIERS

Sections:

- 11.20.010 Policy.**
- 11.20.020 Definitions.**
- 11.20.030 Establishment of pierhead line.**
- 11.20.040 Permit Requirements.**
- 11.20.045 Swim Rafts.**
- 11.20.050 Registration and numbering requirements.**
- 11.20.060 Variances.**
- 11.20.070 Prohibition and exceptions.**
- 11.20.080 Violation--Penalty.**

11.20.010 Policy.

The town, pursuant to Chapter 30 of the Wisconsin Statutes, is empowered to regulate wharfs and piers and to establish a pierhead line. It is in the interest of the town to preserve and protect the property within the town at the same time as preserving and protecting public rights in navigable waters and nonuniformity with respect to wharfs and piers in Browns Lake and Bohners Lake can be detrimental to these interests. It is in the interest of the town and the public to establish uniform requirements for the establishment of piers and wharfs on Browns Lake and Bohners Lake, Racine County, Wisconsin. (Ord. dated 9/88: prior code § 20.18(1))

11.20.020 Definitions.

The definitions set forth in Wisconsin Statutes Section 30.01, as amended, shall apply to this chapter unless otherwise specified.

11.20.030 Establishment of pierhead line.

A pierhead line is established at a distance of forty-eight (48) feet channelward from the ordinary high water mark, except in areas where wetlands extend twenty-six (26) feet or more channelward, in which case, the pierhead line is set five (5) feet beyond the wetland edge. No pier or wharf may extend beyond these limits unless a permit under Section 30.12(2) of the Wisconsin Statutes is obtained, or an exception under Section 30.13 applies. If a four-foot depth cannot be achieved at the established pierhead line, the Town Board may grant an exception.

11.20.040 Procedure for Construction.

A. Permit Process.

1. A permit is required for any property owner, tenant, agent, business, or person to construct, place, extend, enlarge, reconfigure, or replace (except seasonal replacement) a pier.
2. Permit applications shall include property details, pier dimensions, materials, and setback distances, along with necessary drawings and any other documentation requested by the Town.
3. The Town pier inspector shall approve permits that meet ordinance requirements. If a variance is needed, the Town Board will review the application.
4. No permit shall be granted if the pier does not conform to this ordinance or Wisconsin DNR regulations.
5. Permits may be revoked if a pier is not constructed in accordance with the approved plans or is used in a manner detrimental to public or riparian interests.

B. General Requirements.

1. Riparian proprietors may construct piers in aid of navigation, provided they do not interfere with public rights or neighboring properties.
2. Piers must allow water flow underneath and not contribute to land formation.
3. Piers must comply with established pierhead lines
4. Mooring buoys must be white with a blue band and cannot extend beyond the pierhead line.
5. Piers must be maintained to prevent obstruction or navigation hazards.
6. Riparian rights shall be determined based on perpendicular property line extensions into the lake.
7. Non-compliant piers are deemed public nuisances and may be removed.
8. Piers that existed prior to the effective date of this ordinance and are properly registered shall be considered legally nonconforming and deemed compliant. However, they may not be expanded beyond their existing nonconforming footprint or configuration.
 - For Browns Lake, piers to existing on or before July 5, 1992
 - For Bohners Lake piers to be existing on or before August 13, 2025
9. The number of boat slips, berths, and mooring spaces permitted on a property is based on the shoreline owned:
 - Up to **two (2) boat slips** are allowed for the first **fifty (50) feet** of shoreline owned.
 - **One (1) additional slip** is allowed for each additional full **fifty (50) feet** of shoreline.
10. No pier or wharf may exceed a width greater than 5 feet
11. A minimum setback of seven (7) feet from the property lines of adjacent riparian owners must be maintained for all piers and mooring structures.

11.20.045 Swim Rafts.

1. A permit is required to place a swim raft or water trampoline in Browns Lake or Bohners Lake if it does not meet exemption criteria set by the Wisconsin DNR.
2. All swim rafts, whether they require a permit or not, must be placed within forty-eight (48) feet of shore and may only be placed by a waterfront property owner.
3. Swim rafts may not interfere with public rights in navigable waters or the rights of other property owners.

11.20.050 Registration and Numbering Requirements.

Property owners must register pier dimensions and setbacks with the Town. House numbers must be posted at the pier end, visible from the lake.

11.20.060 Variances.

The Town Board may review variance requests. Appeals must be filed within ninety (90) days of a decision and include:

1. Applicant and neighboring property owner information.
2. A detailed map prepared by a registered land surveyor.
3. Any additional documentation required by the Town Board.

Variance approvals must meet the following conditions:

1. The variance aligns with the intent of this ordinance.
2. Exceptional circumstances exist that do not generally apply to other properties.
3. Economic hardship alone is not grounds for variance.
4. The variance is necessary to preserve property rights.

5. The variance does not create substantial detriment to adjacent properties or contradict public interest.

11.20.070 Prohibition and Exceptions.

A pier extending beyond the pierhead line without a Wisconsin Statute Section 30.12(2) permit is an unlawful obstruction unless registered before July 5, 1992.

11.20.080 Violation—Penalty.

Violations of this chapter are subject to penalties outlined in Chapter 1.20 of the Town Code.

Chapter 5.14

CEMETERY ORDINANCE

Sections:

5.14.010	Purpose.
5.14.020	Authority.
5.14.030	Definitions.
5.14.040	Statement of Policy.
5.14.050	New Burials, Cemeteries, and Cemetery Lots and New or Expanded Cemetery Operations.
5.14.060	Cemetery Monuments and Markers
5.14.070	Miscellaneous.
5.14.080	Penalties
5.14.090	Severability
5.14.100	Effective Date

5.14.010 – Purpose.

The purpose of this Ordinance is to regulate the construction, management, operation, and platting of a cemetery; the burial of human corpses; and other cemetery uses and activities in the town.

5.14.020 - Authority.

The Town Board of the Town of Burlington has the specific authority under s. 157.50 (2), Wis. Stats., and general authority under its village powers under s. 60.22, Wis. Stats., to adopt this ordinance.

5.14.030 - Definitions.

In this ordinance:

- A. “Burial” means entombment, inurnment, or interment and “bury” means to entomb, inurn, or inter.
- B. “Cemetery” means any location for burial of human remains in the town.
- C. “Human remains” means the body of a deceased individual that is in any stage of decomposition or has been cremated.
- D. “Lot” means a single grave lot platted in accordance with Section VI, whether or not occupied by a grave.
- E. “Outer burial container” means any container that is placed or intended to be placed into the burial excavation of a grave and into which a casket is placed or intended to be placed at the time of burial.

- F. “Town” means the Town of Burlington, Racine County, Wisconsin.
- G. “Town board” means the board of supervisors for the Town of Burlington, Racine County, Wisconsin, and includes designees of the board authorized to act for the board.
- H. “Town chair” means the chairperson of the Town of Burlington, Racine County, Wisconsin.
- I. “Town clerk” means the clerk of the Town of Burlington, Racine County, Wisconsin.
- J. “Town treasurer” means the treasurer of the Town of Burlington, Racine County, Wisconsin.
- K. “Wis. Stats.” means the Wisconsin Statutes, including successor provisions to cited statutes.

5.14.040 - Statement of Policy.

This ordinance, adopted pursuant to s. 157.50 (2), Wis. Stats., governs the construction, management, administration, platting, maintenance, and operation of any town cemetery and of any new cemetery or expanded cemetery of any other type in the town, including cemeteries operated by associations, religious orders and societies, and privately owned, controlled, operated, and maintained cemeteries.

5.14.050 - New Burials, Cemeteries, and Cemetery Lots and New or Expanded Cemetery Operations.

A. Platting.

Before any new block of any existing town cemetery or any other new or expanded cemetery in the town is opened for the sale of cemetery lots for burial of human remains after the effective date of this ordinance, the town board or the sexton for a town cemetery and any person or agent for any other cemetery in the town that is subject to s. 157.065, Wis. Stats., shall cause the blocks and lots to be platted and recorded in the Office of the Register of Deeds for Racine County, Wisconsin, in accordance with s. 157.065, Wis. Stats.

B. New or Expanded Cemeteries.

I. No person or authorized agent of any cemetery may conduct any burial, or construct, manage, plat, or operate any new or expanded cemetery of any type in the town, after the date of adoption of this ordinance, without written permit approval of the town board. Approval, approval on condition, or denial of a permit shall only be made after a public hearing with a class 2 notice under chapter 985, Wis. Stats. Any new or expanded

cemetery to be approved by the town board shall be, at minimum, properly platted and filed with the town clerk and recorded in the Office of the Register of Deeds for Racine County, Wisconsin. No cemetery shall be located, established, or dedicated contrary to s. 157.065 or 157.128, Wis. Stats. The minimum cemetery acreage must be at least 20 contiguous acres at platting dedication. No cemetery shall be located, established, or dedicated in violation of a town, county, or other zoning ordinance.

2. After the date of adoption of this ordinance, any place in the town where human remains are buried on private or public land without written permit approval of the town board and not timely removed within 10 days after receipt of written notice from the town board to remove said remains is declared to be a public nuisance. In addition to commencing an action for penalties as provided in this ordinance, the town may take action to abate the nuisance and recover its costs of doing so, as provided in sec. 8.24 of these ordinances. This paragraph does not apply to any established cemetery or burial site grounds approved, owned, and operated in accordance with chapter 157, Wis. Stats., and this ordinance.

C. Burial on private land

Burial of human remains on private land in the Town of Burlington is prohibited.

5.14.060 –Cemetery Vaults and Mausoleums

Construction of above ground vaults and mausoleums in any cemetery is prohibited unless approved in writing by the town board. Any mausoleum or above ground vault, which is approved by the town board, will be required to establish a special endowed care trust fund, earmarked for future maintenance of the structure.

5.14.070 – Miscellaneous.

A. Amendment of Ordinance.

The town board reserves the right to amend this ordinance to conform with newly developed cemetery practices or any other legal purpose that the town board deems necessary and appropriate. Before this ordinance is amended, a public hearing shall be held on the proposed amendment before the town board. Notice of the public hearing shall be published in a local newspaper at least 10 days prior

to the hearing.

5.14.080 - Penalties

A. Citation.

The town board may establish a citation ordinance for enforcement of violations of this ordinance and for any bylaws or regulations.

B. Abatement.

1. In lieu of or in addition to any other penalty for a violation of this ordinance, if the violation consists of a physical condition, the town board may issue a written notice to the person responsible for the violation, if known, requiring the person responsible to [abate or remove] the violation within 14 days of receipt of the notice. Service of notice shall be by personal service or registered mail with return receipt requested.

2. If the person responsible for the violation of this ordinance is unknown or the person responsible has not [abated or removed] the violation within 14 days of receipt of the notice described in paragraph 1., the sexton, or some other person designated by the town board, may immediately abate or remove the violation in a manner approved by the town board. The cost of the abatement or removal may be recovered from the person responsible for the violation.

C. Injunctive Relief.

In lieu of or in addition to any other penalty for a violation of this ordinance the town board may seek to enjoin any continuing violation of this ordinance as provided in Ch. 813, Wis. Stats.

5.14.090 – Severability

If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

5.14.100 -Effective Date

This ordinance is effective on publication or posting. The town clerk shall properly post or publish this ordinance, as required under s. 60.80, Wis. Stats.

Adopted this 10 day of April, 2025.