



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

July 10, 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, July 10, 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. Wake Boat Presentation by Wisconsin Watersports Coalition

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 June 12, 2025
 - ii. Special meeting on June 30, 2025
- b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
- c. Short-Term Rental Application
 - i. 33800 Lagoon Dr
- d. Fireworks Display
 - i. Grace Church – August 9, 2025

Action: Approve/Deny the consent agenda

-
- 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

6. Financial Reports
 - a. Pre-paid vouchers
 - b. Bills approximately as of July 10, 2025

Action: *Approve/Deny*

7. Reappointment of Town Treasurer

Action: *Discussion and possible action*

8. Reappointment of Town Clerk

Action: *Discussion and possible action*

9. Appointment of Fire/EMS Committee

Action: *Discussion and possible appointment*

10. Town Branding and Awareness

Action: *Discussion*

11. Town Assessor Contract for 2026 -2028

Action: *Discussion and possible action*

12. White Oak Park / Lagoon Beach

Action: *Discussion only*

13. Adjournment

Jeanne Rennie, Clerk

8th June 2025

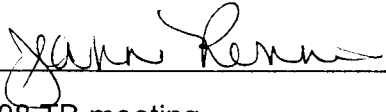
Attest to Posting of Public Notices

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: 07/08/2025 Time: 8:24 AM
2. Town Website www.townofburlington.com
Date: 07/08/2025 Time: 8:20 AM
3. Beachview Grocery Store, 33225 S Lakeshore Drive
Date: _____ Time: _____
4. Al's Little Country Store, 30411 Durand Avenue
Date: _____ Time: _____

Signed:  Date: 07/08/2025
2025 Jul 08 TB meeting

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



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Calls for the period from 06/01/2025 to 06/30/2025

ACCP	Accident Personal Injury	1
ALS	Advanced Life Support	11
ALS 1	ALS Station 1	16
BLS	Basic Life Support	13
FIREA	Fire Supervised Alarm	2
INVASS	Invalid Assist	3
MABAS	Mutual Aid Box Alarm	2
CRBMN	Possible Carbon Monoxide	1
PNB	Pulseless, Non-Breathing	1
RAO	Recip Aid out of City	1
NGLEAK	Reported Natural Gas Leak	1
FIREO	Single Engine Response	2
FIRE	Structure Fire	1



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Upcoming Events:

- TOBFD annual pancake breakfast on Sunday August 3rd, 7-10 at Station 3. Two raffles being drawn that day. The ATV raffle winner will be drawn at 11:30am and the annual raffle winners at noon.
- 5 TOBFD members that hold an EMT license were credentialed with Mercy Walworth on Tuesday as part of the onboarding process with Medix. This is part of the multi-step process for the TOBFD future EMS services.
- Appreciation luncheon and extrication demonstration for the \$45,000.00 grant we received from the Demoon Family Fund to purchase battery operated extrication equipment on July 19th.

Training:

- Training for the month will be the driving portion of our EVOC (Emergency Vehicle Operator Course). Last month we had the lecture portion of the class.
- Additional joint training will be on water rescue/dive operations and comms on Browns Lake with the Marine Division and Medix.
- Training with Medix is continuing and with Lyons Fire for their monthly EMS training to continuously build our skills.

Equipment:

- All annual maintenance has been finished on our apparatus. Engines 921 and 922 did not pass their annual pump testing. There are valves on each truck failing the vacuum test. This means the valves either need to be rebuilt or replaced to pass the pump test. Siren Services are working on estimates for repairs.
- Looking into the 2026 budget, there may be a truck or two that per the NFPA standard 10-year life cycle may need tires replaced. The equipment committee is working on that.

Membership:

- We have one perspective member and received a phone call this week from a second. We are waiting to hear back to see when they can meet with us.
- Looking into the potential for joining Rochester and the City of Burlington, with their existing Explorer program. I am currently reviewing the legalities and requirements for the program.

Respectfully submitted,

William R. Vrchota

Fire Chief

Trip Count by Nature of Call

Trip Date IS BETWEEN 06/01/2025 AND 06/30/2025; AND Ordering Facility IS RACINE COUNTY SHERRIFF; AND Vehicles IS NOT CURTIS
 UNIVERSAL AMBULANCE: UnavMx OR CURTIS UNIVERSAL AMBULANCE: Unavai

CURTIS UNIVERSAL AMBULANCE

	EMT	Paramedic	Total
<None>	2	0	2
Back Pain	1	0	1
Breathing Problems	3	0	3
Cardiac/Resp Arrest	1	0	1
Chest Pain	2	0	2
Fall(s)	13	0	13
Injured Person	1	0	1
MVA	0	1	1
Other/Medical	6	0	6
Psychiatric/Suicide Attempt	2	0	2
Sick Person	7	1	8
Syncope/Unconscious	1	0	1
Unknown Problem	4	0	4
Total	43	2	45

Town of Burlington Highway Report

For the time period of 6/1-6/30/2025

- Emptied trash cans in the parks and boat launch
- Tested water at beaches
- Mowed right of ways
- Filled potholes
- Trimmed branches
- Cleaned and cleared catch basins and culverts
- 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
- Sprayed guardrails and sign posts for weeds
- Collected water samples for Bohners lake beaches
- Adjusted and replaced signs throughout town

Equipment

- Transmission sensor replacement on truck 85, cloverleaf
- Sharpen mower blades

Snow/Wind

- 6/10 multiple branches down
Red Oak, Fishman, Park, Crossway, and Lake Hills
- 6/18 Trees, branches down Highland, Euclid, Waveland, Fishman



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



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

June 12, 2025 / 6:30PM

1. Call to order

Chairman Czaplewski called the meeting to order at 6:30PM. The meeting was held in the town hall auditorium at 32288 Bushnell Road, Burlington WI 53105. Czaplewski led everyone in the pledge of allegiance.

Neal Czaplewski, Jeff Rice, Steve Swantz, Jason Ketterhagen, and Brian Fliss were in attendance.

The meeting was posted according to open meeting laws.

2. Public comment

Bev Gill – 6641 Wheatland Rd – spoke about the cemetery ordinance. Czaplewski commented that he believes the final version of the ordinance is what was approved earlier this year.

Scott Ecker – 33900 Lagoon Dr – introduced himself since he has been communicating with the board regarding the piers on White Oak Park.

Joseph Volcain – read a letter regarding the piers on White Oak Park. He is interested in finding a resolution.

Bob Sutter – 7791 Lakeview Dr – spoke about wake surfing on Bohners Lake. He would like to see wake boating be banned on Bohners Lake.

Scott Matkus – 33014 Bohner Dr – spoke against wake boats Bohners Lake.

Colleen Welke – 33814 S Lakeshore Dr – commended the board for attending the lake committee meetings. She appreciated their involvement in listening to the community.

3. Presentations - Chief Vrchota, EMS

Chief Vrchota presented the challenges currently faced with Emergency Medical Services. He gave several options for the future, which included the Racine County West End EMS; partnering with other municipalities; using a private contractor; and developing an in-house EMS program. The board discussed the options and future steps to take.

4. Planning & Zoning Committee Vacancy

Jeff Rice won the Supervisor No 1 seat in the spring election. He accepted the seat and resigned from the Planning & Zoning Committee. The town received 2 applications. The board spoke with the applicants: Keith Nielsen and Ben Kerr.

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Czaplewski appointed Keith Nielsen. Swantz motioned to approve the appointment; Fliss seconded. Unanimous roll call vote to approve the appointment.

5. Town Chairman and Supervisors Reports

Czaplewski and the supervisors provided a report of their monthly activity.

6. Consent Agenda

- a. Approval of meeting minutes
 - i. Regular meeting on May 8, 2025
 - ii. Board of Review on May 13, 2025
- b. Accept Monthly Reports: Highway, Sherrif, Marine, Fire
- c. Alcohol Beverage License applications
 - i. Al's Little Country Store Gas and Beverages – 30411 Durand Ave
 - ii. Hunny Tree Mobil – 7850 McHenry St
 - iii. Beachview – 30427 Durand Ave
 - iv. Countryside Pub – 8225 McHenry St
 - v. The Landing 1871 – 3640 Bieneman Rd
 - vi. Venture Inn – 28006 Durand Ave
 - vii. The Waterfront – 31100 Weiler Rd
 - viii. Buck Trail Archers – 32622 Yahnke Rd
 - ix. Beachview Grocery – 32255 S Lakeshore Dr
 - x. Sunny Bar & Grill – 7305 McHenry St
 - xi. Burlington Conservation Club – 6065 Brever Rd
 - xii. The Rustic Barrel – 7135 McHenry St
- d. Cigarette, Tobacco, and Electronic Vaping Device license applications
 - i. Al's Little Country Store Gas and Beverages – 30411 Durand Ave
 - ii. Hunny Tree Mobil – 7850 McHenry St
 - iii. Beachview Grocery – 32255 S Lakeshore Dr
 - iv. Sunny Bar & Grill – 7305 McHenry St
- e. Temporary Alcohol Beverage License applications
 - i. Browns Lake Aquaducks – July 24, 2025
 - ii. Browns Lake Aquaducks – August 7, 2025
 - iii. Browns Lake Venetian Fest – July 5, 2025
- f. Fireworks Display
 - i. Browns Lake Venetian Fest – July 5, 2025
- g. Short-Term Rental Applications
 - i. 34326 Spring Prairie Rd
 - ii. 1505 Crossway Rd
 - iii. 3410 Fischer Dr
 - iv. 33619 Contour Dr
 - v. 30217 Forest Dr
 - vi. 33609 Contour Dr

Rice motioned to approve the consent agenda; Fliss seconded. Motion carried.

7. Financial Reports

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

8. Street Closure – portion of Beach Drive on June 21, 2025

The town received a request to close a portion of Beach Drive between Shore Drive and Fischer Drive. Both the highway and fire departments did not have any concerns with the request as long as emergency vehicles could still maneuver the street, if needed.

Ketterhagen motioned to approve the street closure pending the road being open for emergency vehicles; seconded by Swantz. Motion carried.

The highway department will provide street closed signs.

9. We Energies – Permanent Easement Mt Tom Bridge Project

Naber stated that WE Energies has purchased an easement for the Mt Tom bridge project. They would now like to be reimbursed for the easement.

The board discussed the request but is not interested in repaying WE energies.

10. ASDA Garbage Contract Extension

The current contract is ending this year. Andy Naber, ASDA, would like a 5-year extension to the contract. The board discussed the proposal.

Swantz motioned to approve the ASDA contract extension for the years 2026-2030 as presented; Fliss seconded. Motion carried.

11. White Oak Park / Lagoon Beach Piers

The board continued a discussion regarding the private piers on the public park. Naber provided an update. A letter was sent to who the town believed owned one of those piers. The town will continue to research this park.

12. Municipal Court Receivables Update

Czaplewski talked about the high number of receivables. He further talked about the steps that the town is taking to increase collections.

13. Adjournment:

Rice motioned to adjourn the meeting at 8:10 PM; Swantz seconded. Motion carried.

Approved _____ July 2025

Jeanne Rennie, Clerk



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

June 30, 2025 /3:00PM

1. Call to order

Chairman Czaplewski called the special town board meeting to order at 3:06PM. The meeting was held in the town hall auditorium at 32288 Bushnell Road, Burlington, Wisconsin.

Chairman Neal Czaplewski and Supervisor Brian Fliss were present by phone and Jeff Rice was in person. Supervisor Steve Swantz and Jason Ketterhagen were absent.

Clerk Rennie confirmed that the meeting was posted properly.

2. Retail Sales Application - Low Daily LLC, July 5, 2025, at Browns Lake Venetian Fest Low Daily LLC submitted a request to sell alcohol at the Venetian Fest on July 5, 2025.

Supervisor Rice motioned to approve the retail sales application. Fliss seconded the motion.

Czaplewski asked regarding which type of alcohol was going to be sold. Rennie stated that the application stated beer, wine and intoxicating liquor. The board did not impose any restrictions or limits on the sales.

Motion carried.

3. Adjournment

Rice motioned to adjourn at 3:10PM. The motion was seconded by Fliss.

Motion carried.

Approved ____ July 2025

Jeanne Rennie, Clerk

Initial Short Term Rental Application- Fee \$1,000.00
Renewal Short Term Rental Application- Fee \$500.00
***Late Filing Fee \$2,000.00**

For the license period beginning _____ 20 _____
Ending April 30th 20 _____

Date Filed:		Permit Number:	
Check Number:		Approval Date:	
Payment Received:		Registration Fee:	



Town of Burlington

32288 Bushnell Road • Burlington, WI 53105

Phone: (262) 763-3070 x102 • Fax: (262) 763-2118

E-Mail: office@townofburlington.com

www.TownofBurlington.com

PAID

JUN 26 2025

TOWN OF BURLINGTON

Fireworks Display Permit Application

Fee:	\$35.00	Date	6/26/25
Applicant	Grace Church / John Maguire	Date of Birth	3/14/62
Address	30623 Plank Rd Burlington, WI 53105	Telephone	
Date of display	Saturday, 8/9/25	Alternate Date	None

NOTE: Hours of Display restricted to: Dusk to 11:00PM

Date of anticipated purchase/delivery of fireworks	Some time in early August
Type and quantity of fireworks (please attach copy of order receipt, which denotes type and quantity) Must be attached once permit is approved	Typical backyard consumer items: roman candles, bottle rockets, fountains.

Where will the fireworks be stored prior to the display?

Name	Private residence
Address	
City	Rochester, WI
Phone number	
Where will they be stored at this property	N/A - items will be ~~sent~~ delivered, setup, & used the night of 8/9.

Where will the fireworks display take place?

30623 Plank Rd	Burlington, WI 53105
Is there a secondary location for the fireworks display:	
No	Burlington, WI 53105

Who will be in charge of the display?

Name	Sam Morsy, Church Member
Address	
Telephone	
Qualifications	He has done several backyard displays of this scale previously

Name of liability co.	Guidestone Mutual Ins.
Policyholder name	Grace Church of Burlington
Policyholder address	30025 Plank Rd
Policyholder city	Burlington WI 53105

****NOTE**** Minimum Limits of \$1,000,000 required
 Attach copy of policy indicating Town of Burlington as an insured

The above information is true and correct to the best of my knowledge.

Applicant	<i>[Signature]</i> for Mortgage for Grace Church	Date	6/26/25
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Fire Department Inspector Report

Date display site inspected	
Approved	Denied

Date storage site inspected	
Approved	Denied

Recommendations/Comments/Remarks:

Fire Inspector		Date	
Fire Chief		Date	

Application and Permit	Approved	Denied
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Fire Inspector		Date	
Fire Chief		Date	

*No concerns
 from Fire Dept
 or Sheriff's Dept*

Town of Burlington
Prepays

June 13 through July 8, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
QuickBooks Payroll Service		06/26/2025			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-22,776.93
TOTAL						-22,776.93
AFLAC		06/17/2025			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-423.09
TOTAL						-423.09
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1 ACH		06/23/2025			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-6,058.30
TOTAL						-6,058.30
DEPARTMENT OF EMPLOYEE TRUST FUNDS		06/23/2025			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-7,489.56
TOTAL						-7,489.56
VISA		06/25/2025			108000 · Community St BankGen Cking	
		06/16/2025	07/16/2025		Visa - Clerk	-278.99
		06/19/2025	07/19/2025		Visa - Administrator	-2,336.72
		06/24/2025	07/24/2025		Visa - Fire Department	-750.72
		06/24/2025	07/24/2025		Visa - Hwy Department	-29.71
TOTAL						-3,396.14
WE ENERGIES (1)		06/25/2025			108000 · Community St BankGen Cking	

Town of Burlington
Prepays

June 13 through July 8, 2025

	Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL		5503793507	06/17/2025	07/02/2025		533340 · Street Lighting	-97.99
							-97.99
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	06/17/2025				108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-7,581.72
							-7,581.72
WISCONSIN DEPT. OF REVENUE	E-pay	06/30/2025				108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-1,138.72
							-1,138.72
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	06/30/2025				108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-5,727.86
							-5,727.86
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	07/03/2025				108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-5,629.40
							-5,629.40
Air One Equipment, Inc.	31848	06/25/2025				108000 · Community St BankGen Cking	
	222794	06/24/2025	07/24/2025			523013 · Gen Equipment Main/RepairFire	-1,096.00
							-1,096.00
AURORA HEALTH CARE	31849	06/25/2025				108000 · Community St BankGen Cking	

Town of Burlington
Prepays
June 13 through July 8, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL	06.04.2025	06/24/2025	06/24/2025		523022 · Physicals - Fire	-262.00
						-262.00
BROWNS LAKE SANITARY DISTRICT (1)	31850	06/25/2025			108000 · Community St BankGen Cking	
	Q3 statement	06/24/2025	07/24/2025		523017 · Utilities - FH3	-153.82
						-153.82
HU FAUST	31851	06/25/2025			108000 · Community St BankGen Cking	
	67616363	06/16/2025	06/26/2025		516110 · Repairs/Mtce/General Equipment	-1,484.63
	67620683	06/16/2025	06/26/2025		523028 · Building Maintenance - FH2	-336.65
	67616615	06/16/2025	06/26/2025		523029 · Building Maintenance - FH3	-385.90
						-2,207.18
TOTAL						
Itzin's Shoes & Repair, LLC	31852	06/25/2025			108000 · Community St BankGen Cking	
	13394	06/16/2025	06/26/2025		523030 · Firefighter Gear	-90.00
						-90.00
TOTAL						
Jeanne Rennie	31853	06/25/2025			108000 · Community St BankGen Cking	
	JUN17-18	06/19/2025	07/19/2025		511850 · Misc. Elections	-56.28
						-56.28
TOTAL						
Jefferson Fire & Safety, Inc.	31854	06/25/2025			108000 · Community St BankGen Cking	
	PO 3070	06/16/2025	07/16/2025		523013 · Gen Equipment Main/RepairFire	-514.00
						-514.00
TOTAL						
MENARDS BURLINGTON	31855	06/25/2025			108000 · Community St BankGen Cking	

Town of Burlington
Prepays

June 13 through July 8, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
	26538	06/16/2025	07/16/2025		533310 · Supplies Highway	-49.21
	26659	06/16/2025	07/16/2025		533311 · Vehicle Operating ExpHighway	-44.95
	25847	06/17/2025	07/17/2025		523009 · Supplies Fire	-87.86
	27414	06/24/2025	07/24/2025		533317 · Signs Highway	-89.00
	27320	06/24/2025	07/24/2025		533350 · Misc. Highway	-18.18
TOTAL	26965	06/24/2025	07/24/2025		533350 · Misc. Highway	-83.47
	26563	06/24/2025	07/24/2025		523010 · Vehicle Operating ExpenseFire	-53.92
						-426.59
PATS SERVICES, INC.						
	31856	06/25/2025			108000 · Community St BankGen Cking	
TOTAL	50269	06/05/2025	07/05/2025		533318 · Contract Material/LaborHwy	-285.00
						-285.00
raSmith						
	31857	06/25/2025			108000 · Community St BankGen Cking	
TOTAL	188430	06/16/2025	07/16/2025		561004 · Engineering Fees P & Z	-45.75
					561004 · Engineering Fees P & Z	-45.75
						-91.50
THE POLICE AND SHERIFFS PRESS						
	31858	06/25/2025			108000 · Community St BankGen Cking	
TOTAL	119870	06/16/2025	07/16/2025		522018 · Hiring Expense	-49.05
						-49.05
TRACTOR SUPPLY CREDIT PLAN						
	31859	06/25/2025			108000 · Community St BankGen Cking	
TOTAL	100832320	06/16/2025	07/16/2025		533312 · Vehicle Maint/RepairHighway	-110.90
						-110.90

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Town of Burlington
Unpaid Bills Detail
As of July 8, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total FIRE RESCUE SUPPLY, LLC							1,425.00
GALLS	031459074	06/24/2025	07/04/2025	523030 · Firefighter Gear		4	325.69
Total GALLS							325.69
Guard Street Partners, LLC	3573A	07/03/2025	07/13/2025	516119 · Computer & Software General			283.00
Total Guard Street Partners, LLC							283.00
HEARTLAND BUSINESS SYSTEMS, LLC	804332-H	06/24/2025	07/04/2025	516119 · Computer & Software General		4	371.45
Total HEARTLAND BUSINESS SYSTEMS, LLC							371.45
HJ FAUST	31851	06/25/2025		108000 · Community St BankGen Cking			-121.39
Total HJ FAUST							-121.39
IPRINT TECHNOLOGIES	1232035	06/13/2025	06/23/2025	-SPLIT-		15	2,313.00
	1233442	06/17/2025	06/27/2025	523009 · Supplies Fire		11	392.00
Total IPRINT TECHNOLOGIES							2,705.00
JERRY WILLKOMM, INC	06262025	07/01/2025	07/11/2025	533311 · Vehicle Operating ExpHighway			1,326.70
	6262025	07/01/2025	07/11/2025	533311 · Vehicle Operating ExpHighway			1,389.92
Total JERRY WILLKOMM, INC							2,716.62
KASEYA US LLC	CI_1618576	07/08/2025	07/18/2025	516119 · Computer & Software General			443.12
Total KASEYA US LLC							443.12
KATHRYN WENZEL	July 25 cleaning	07/07/2025	07/17/2025	-SPLIT-			793.68
Total KATHRYN WENZEL							793.68
KWIK TRIP Extended Network		07/08/2025	08/07/2025	Kwik Trip - Fire Department			342.48
Total KWIK TRIP Extended Network							342.48
LUCIDA	222046	06/16/2025	06/26/2025	515102 · Auditor Fees		12	600.00
Total LUCIDA							600.00
LYNCH & ASSOCIATES ENGINEERING CONSULT	14837	07/01/2025	07/31/2025	561004 · Engineering Fees P & Z			200.00

Town of Burlington
Unpaid Bills Detail
As of July 8, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total LYNCH & ASSOCIATES ENGINEERING CONSULT							200.00
MENARDS BURLINGTON							
Total MENARDS BURLINGTON	27995	07/01/2025	07/31/2025	523009 · Supplies Fire			16.99
OFFICE PRO							16.99
Total OFFICE PRO	736265-0	06/30/2025	07/10/2025	516111 · Supplies General			108.65
OPC Pest Services							108.65
Total OPC Pest Services							
PRAxis CONSULTING							
Total PRAxis CONSULTING	162468	06/24/2025	07/24/2025	523028 · Building Maintenance - FH2			129.00
	158782	06/24/2025	07/24/2025	516114 · Building Repairs General			149.00
							278.00
QUILL CORPORATION							
Total QUILL CORPORATION	20101029	06/24/2025	07/24/2025	511312 · Computers & Software Muni Ct			1,200.00
							1,200.00
SCHOLZE, LUDWIG, GRUHN & WISHAU							
Total SCHOLZE, LUDWIG, GRUHN & WISHAU	44673028	07/07/2025	08/06/2025	516111 · Supplies General			75.03
	44681859	07/07/2025	08/06/2025	516111 · Supplies General			118.44
	44673316	07/07/2025	08/06/2025	516111 · Supplies General			21.75
							215.22
SCOTT WINGREEN (1)							
Total SCOTT WINGREEN (1)	PO3075	07/01/2025	07/31/2025	523007 · Training & Seminars Fire			59.39
							59.39
SHORT ELLIOTT HENDRICKSON INC							
Total SHORT ELLIOTT HENDRICKSON INC	488841	06/24/2025	07/24/2025	201002 · P & Z Bond Deposits Payable			345.00
							345.00
Southern Wisconsin Appraisal							
Total Southern Wisconsin Appraisal		07/08/2025	07/18/2025	572412 · Grant Projects			19,100.00
Spectrum							19,100.00
Total Spectrum	152416501060725	06/13/2025	07/07/2025	516107 · Utilities General	1		169.97
	062125	06/27/2025	07/27/2025	516107 · Utilities General			169.99
							339.96

Town of Burlington
Unpaid Bills Detail
As of July 8, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Terry & Nudo, LLC							
Total Terry & Nudo, LLC	1492	07/08/2025	08/07/2025		511309 · Prosecuting Attorney Fees		1,452.00
THE POLICE AND SHERIFFS PRESS							1,452.00
Total THE POLICE AND SHERIFFS PRESS	121063	07/01/2025	07/31/2025		522018 · Hiring Expense		40.00
TRAVIS FIX.							40.00
Total TRAVIS FIX.	6610-164470	07/01/2025	07/11/2025		522009 · Vehicle Operating ExpWater Pl		15.81
VERIZON WIRELESS							15.81
Total VERIZON WIRELESS	6116747927	07/01/2025	07/31/2025		533316 · Utilities Highway		41.19
Village of Genoa City							41.19
Total Village of Genoa City	2025-1030	07/01/2025	07/31/2025		551050 · Misc. Parks		120.00
WI Dept. of Transportation							120.00
Total WI Dept. of Transportation	0000397457	06/16/2025	07/16/2025		572412 · Grant Projects		1,921.27
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk	0000397456	06/16/2025	07/16/2025		572403 · Highway Dept Black Topping		24,258.96
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk	0000397455	06/16/2025	07/16/2025		572403 · Highway Dept Black Topping		630.92
Wisconsin Humane Society							26,811.15
Total Wisconsin Humane Society	G2085 Jun 25	07/07/2025	07/31/2025		516116 · CIBREE		105.00
Wisconsin Municipal Court Clerk Associati							105.00
Total Wisconsin Municipal Court Clerk Associati	3330	07/07/2025	07/17/2025		541003 · Animal Control		275.00
Wisconsin Municipal Court Clerk Associati							275.00
Total Wisconsin Municipal Court Clerk Associati	07/07/2025	07/17/2025			511304 · Training & Seminars Muni		300.00
TOTAL							300.00
							386,273.87



Town of Burlington
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Phone: (262) 763-3070
E-Mail: rachel.naber@townofburlingtonwi.gov
Website: www.townofburlingtonwi.gov

To: Town Board
From: Rachel Naber
Date: July 8, 2025
Subject: Assessment Services Proposals for 2026-2028

Dear Board Members,

We have received two proposals for property assessment services for the 2026–2028 contract period. As part of the evaluation process, it's important to consider both the cost and the need to comply with state law regarding property assessment accuracy.

What is a Market Update?

A **market update** is a process of reviewing and adjusting assessed property values to reflect current real estate market conditions. This ensures properties are assessed equitably and in compliance with state guidelines, which require values to remain close to full market value.

State Requirement

Under **Wisconsin state law (sec. 70.05(5)(b), Wis. Stats.)**, each municipality is required to assess all major classes of property within **10% of full market value** at least once every **five years**.

In **2024**, the Town's **assessment ratio was 85.68%**, indicating that properties are valued below full market value. If this trend continues, a market update will be necessary by 2028 to remain compliant with state law.

Proposal Summaries:

1. **Accurate Appraisal, LLC**
 - **Total Cost (2026–2028): \$71,400**
 - Includes full assessment maintenance and a market update as part of the base cost.
2. **Associated Appraisal Consultants, Inc.**
 - **Assessment Maintenance (2026–2028): \$90,000**
 - **Market Update (additional): \$30,000**
 - **Total Cost (with market update): \$120,000**

Both vendors include a market update in their service scope, though Accurate Appraisal includes it in their base cost, while Associated Appraisal charges it separately.

Please review the attached proposal details for more information. Let me know if you would like to discuss the options further or invite vendor presentations.

White Oak Park / Lagoon Beach 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 area was **dredged** during this period, shaping its current form and suitability for piers.

1997

- **Town Board Establishes Pier Use Rules**
 - The lagoon piers were brought back into discussion.
 - The Town Board decided:
 - **Residents must obtain an annual permit** from the Town to maintain a pier.
 - **Residents are responsible for pier maintenance.**
 - Piers must have the **resident's address displayed.**
 - **Proof of insurance** for each pier is required.
 - According to a former board member, the piers were to be **gradually phased out** ("sunsetted") and **would not transfer with property ownership.**

April 1998

- **Pier Owner List and Waiting List Provided**
 - A **list of existing pier owners and a waiting list** was submitted at a **Town Board meeting**, reflecting an organized tracking and allocation system.

February 2025

- **Resident Inquires About Pier Availability**
 - A **resident contacted the Town** to ask whether a pier was available at Lagoon Beach, explaining that they had **given theirs up years ago.**

May 22, 2025

- **Town Requests Documentation from Pier Holders**
 - A **letter was sent to all current pier holders** requesting **documentation of their pier rights or related materials.**