



Town Board Meeting Minutes

November 13, 2025

Neal Czaplewski, Chairman

Jeff Rice, Supervisor No 1

Steve Swantz, Supervisor No 2

Jason Ketterhagen, Supervisor No 3

vacant, Supervisor No 4

Call to order

Before calling the meeting to order, Czaplewski announced that Brandon Fliss will be an honorary member for the remainder of his father's term who stepped down effective October 1, 2025.

At 7:07 PM Chairman Neal Czaplewski called to order the meeting of the Town Board.

Neal Czaplewski, Jeff Rice, Steve Swantz, Jason Ketterhagen and honorary member Brandon Fliss were in attendance.

Public comment

- Vicky View, 1322 S Teut Rd – spoke about extra-territorial platting and zoning; deed restrictions; and street numbering.
- Kelly Kasper 30968 Weiler Rd – spoke on wake boats. She suggested a new way to look at this topic and possibly adjust the times of what is allowed on the lakes.
- Joe Busch – 2830 Knollcrest Dr – commented on a conversation with Robin Vos who said that the state is looking at the issue of wake boats.

Town Chairman and Supervisors Reports

The chairman and supervisors provided reports on their activities.

Consent Agenda

1. Approval of meeting minutes
 - a. Regular meeting on October 9, 2025
 - b. Budget Review meeting on October 8, 2025
 - c. Budget Review meeting on October 14, 2025
2. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
3. Approval of Temporary Alcohol license for Browns Lake Waterski Club, for February 21, 2026 and for June 20, 2026

Swantz motioned to approve the consent agenda as presented. The motion was seconded by Ketterhagen. Motion carried.

Financial Reports

- a. Pre-paid vouchers
- b. Bills approximately as of November 13, 2025

Ketterhagen motioned to approve the financial reports as presented; Rice seconded the motion. Motion carried.

Plan Commission Recommendation

Land Division

- a. **Petitioner/Owner Terry Weis /Parcel: 002-03-19-36-005-000 / 28503 Durand Ave**
- b. **Petitioner/Owner Terry Weis Parcel: 002-03-19-25-006-001 / 2813 Crossway Rd**

Swantz motioned to approve the land division for 28503 Durand Avenue; Ketterhagen seconded. Motion carried.

Swantz motioned to approve the land division for 2813 Crossway Rd; Rice seconded. Motion carried.

Birchwood Lowering of LOC

As construction continues, Birchwood Development requested to lower their letter of credit.

Robert Wielgos spoke about the letter of credit. He recommended keeping a small balance for some certain projects. He stated that the letter of credit could be reduced by \$503,544.45 leaving \$496,800.00.

Ketterhagen motioned to approve the request to lower their letter of credit to \$496,800.00; The motion was seconded by Swantz. Motion carried.

Wake Enhancing Boating

Czaplewski stated that there has not been any new information on the topic since the board last discussed it. The board has received a lot of community feedback. The state is currently looking at this topic.

There was a consensus by the board to wait before taking any possible action.

Recycling Ordinance Amendment

Clerk Rennie stated that there are a few minor changes to the ordinance per the DNR, who recently updated their sample ordinance.

Ketterhagen motioned to approve the recycling ordinance amendments as presented; Swantz seconded the motion. Motion carried.

Special Election to fill Municipal Judge office

The municipal judge office has been temporarily filled by Taylor Wishau. The office will need to be filled permanently per Wis Stats 8.50(4)(fm)

Rice motioned to adopt Resolution 11.13a to call for a special election to fill the municipal judge office. The election will be held concurrently with the spring election on April 7, 2026; The motion was seconded by Swantz. Motion carried.

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If a primary is needed it will be held along with the Spring Primary on February 17, 2026.

Change Polling Location for Wards 8-11 to Fire Station #2, 7211 McHenry Street

Rennie stated that there are several benefits to using the fire station as a polling location including a generator backup and less transporting of the election equipment. She

Swantz motioned to adopt Resolution 2025-11.13b to change the polling location for Wards 8-11 to Fire Station #2, 7211 McHenry Street; Rice seconded the motion. Motion carried.

Town Policy Update

Czaplewski commented on Naber's efforts to create policies for the Town. The board reviewed the Part-Time Employee Hours Policy and the Technology Acceptable Use Policy.

Ketterhagen motioned to adopt Resolutions 2025-11.13c & 2025-11.13d, the Part-time Employee Hours and Technology Acceptable Use policies. The motion was seconded by Swantz. Motion carried.

Ordinance Codification

The town board discussed the need for codification of the town's ordinances. The town has received a proposal from General Code for the service. There was no action taken.

UTV/ATV on Town Roads

The town board discussed the idea of UTV/ATVs on town roads. There was interest in researching this topic further.

Czaplewski created a committee to do further research. Ketterhagen will head this committee. The board asked anyone interested in being on the committee to contact the town.

Adjournment

Rice motioned to adjourn at 8:12 PM; Swantz seconded the motion. Motion carried.

Approved 2025 December 11

Jeanne Rennie, Clerk