



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

Town Board Agenda

32288 Bushnell Road / Burlington WI 53105

November 13, 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, November 13, 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

- 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. Town Chairman and Supervisors Reports

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

Action: *Approve/Deny the consent agenda*

5. Financial Reports

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

Action: *Approve/Deny*

-
- 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. Plan Commission Recommendation

a. Land Division

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

Action: *Accept or Decline recommendation*

7. Birchwood Lowering of LOC

Action: *Discussion and possible action*

8. Wake Enhancing Boating

Action: *Discussion Only*

9. Recycling Ordinance Amendment

Action: *Discussion and possible action*

10. Special Election to fill Municipal Judge office

Action: *Discussion and possible action*

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

Action: *Discussion and possible action*

12. Town Policy Update

- a. Part-time Employee
- b. Acceptable Use

Action: *Discussion and possible action*

13. Ordinance Codification

Action: *Discussion and possible action*

14. UTV/ATV on Town Roads

Action: *Discussion Only*

15. Adjournment

Jeanne Rennie, Clerk
2025 November 10th



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

Town Board Minutes

32288 Bushnell Road / Burlington WI 53105

October 9, 2025

Call to order

At 6:30 PM Chairman Czaplewski called to order the regular meeting of the Town of Burlington. Everyone stood and recited the pledge of allegiance. Chairman Neal Czaplewski and Supervisors Jeff Rice, Jason Ketterhagen and Steve Swantz were present. Czaplewski confirmed that the meeting was properly posted.

Public comment

There were no comments.

Presentations

Browns Lake Sanitary Update on Dredging Project – Claude Lois, Browns Lake Sanitary District gave an update on the progress made on the dredging. The project is on schedule and work for this year continue until November. He also reported that the grant money has not yet been received. Once received they will be held until the completion of the project.

River Gauge project – Racine County Emergency Manager Lorenzo Santos spoke about the gauge replacement project in the City of Burlington. The gauge has not been in operation since 2023. It will cost \$16,500 for new gauge with a \$12,000 yearly maintenance cost. There is a proposal to split the maintenance cost between the City of Burlington, the Town of Burlington and Racine County. This will be discussed at a future meeting.

Town Chairman and Supervisors Reports

Czaplewski, Rice, Swantz and Ketterhagen all gave reports on meetings they have attended. Rice also mentioned that the fire department will be having a blood drive at Fire Station #2 on October 20th. Swantz also gave an update from the highway department. He reported that the bridge projects are complete along with the Lake Street project. He also spoke with the Coles who reported that they have seen a improvements after phase 2 by Mark & Laura Gerber, 30514 Forest Drive.

Supervisor IV Vacancy

Brian Fliss has resigned from the board, effective October 1, 2025. The board discussed their options to leave the seat vacant until the 2026 Spring Election, appoint someone or hold a special election. There was interest in leaving it open until the Spring Election.

Consent Agenda

Approval of meeting minutes for the meetings held on September 11, 2025; September 17, 2025; September 25, 2025; September 29, 2025; and accept Monthly Reports: Highway, Sheriff, Marine, and Fire.

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

Financial Reports

Pre-paid vouchers and bills approximately as of October 9, 2025

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

White Oak Park / Lagoon Beach Piers Discussion

Naber stated that the town's attorney did not recommend the Town selling off the land which was discussed at a prior meeting. She stated that the 2 remaining options were to remove private piers or to lease piers. The board discussed the options with Naber. Several citizens shared their thoughts and concerns with the board.

Rice motioned to start the process to remove piers from town property; Swantz seconded the motion. Motion carried.

Naber will work with the Town's attorney on next steps.

Fire Chief Updates

Chief Vrchota provided an update on the topics of recruitment; Engine 922; and Racine County Radio project.

He attended 2 events at the Hero Center where he was able to talk to potential recruits. The Fire Department currently has 22 volunteers. This is about 4 more than last year. He is looking into other ways to recruit. The board asked to see his recruitment plan.

He just approved the final details of Engine 922 which is scheduled for delivery in the first quarter of 2026. The final cost is approximately \$924,000.

He also discussed the Racine County radio project. They will be replacing outdated radios. The targeted time is 4th quarter 2026 – first quarter of 2027.

Town Policy Update

Czaplewski stated that Naber has worked on establishing policies for the Town. Resolution 2025-10.9 A-F establishes policies for anti-fraud, credit card usage, expense reimbursement, purchasing and tax overpayment.

Ketterhagen motioned to approve Resolution 2025-10.9 A-F pending legal review; Swantz seconded. Motion carried.

Racine County Sheriff Department Contract Renewal

The Town received a 3-year renewal agreement from the Racine County Sheriffs Department. The board discussed the details of the new contract. **Rice motioned to accept the proposal and renew our contract; Ketterhagen seconded. Motion carried.**

Possible Closed Session

The board did not enter into closed session.

Adjournment

Swantz motioned to adjourn at 7:58PM; the motion was seconded by Rice. Motion carried.

Jeanne Rennie, Clerk

Approved _____ 2025



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

Budget Working Session Minutes

32288 Bushnell Road / Burlington WI 53105

October 8, 2025

1. Call to order

The working session for the 2026 Budget was called to order by Chairman Czaplewski at 6:00PM. In attendance were Jeff Rice, Steve Swantz, Jason Ketterhagen, Neal Czaplewski, Administrator Rachel Naber, Jake Isaacson, Assistant Fire Chief Devin Chart and Fire Chief Bill Vrchota.

Czaplewski confirmed that the meeting was properly posted.

2. Working session for the 2026 budget

The board continued to review the proposed budget for 2026. The board discussed the 2026 budgets for the highway and fire departments with the department heads.

3. Adjournment

Ketterhagen motioned to adjourn at 7:02PM; Swantz seconded the motion. Motion carried unanimously.

Respectfully submitted,
Jeanne Rennie, Clerk
Approved _____



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

Budget Working Session Minutes

32288 Bushnell Road / Burlington WI 53105

October 14, 2025

Call to order

The working session for the 2026 Budget was called to order by Chairman Czaplewski at 6:01PM. Along with Neal Czaplewski, Supervisors Jeff Rice, Steve Swantz, Jason Ketterhagen and Administrator Rachel Naber were in attendance.

The clerk provided a document showing that the meeting had been properly posted.

Working session for the 2026 budget

The board and administrator reviewed the proposed budget for 2026.

Adjournment

Rice motioned to adjourn at 7:19PM; Swantz seconded the motion. Motion carried unanimously.

Respectfully submitted,

Jeanne Rennie, Clerk

Approved _____

Town of Burlington Highway Report

For the time period of 10/1-10/31/2025

- Emptied trash cans in the parks and boat launch
- Attended LRIP meeting for road grants
- Mowed right of ways
- Filled potholes
- Trimmed branches
- Removed seaweed at the town beach
- Worked with Nate on the boy scout flag retirement pit
- Shingled the salt shed roof
- Shouldered roads in the town
- Mowed all town parks and town properties
- Burned landfill
- Set up traffic counter on Fish Hatchery and Fisher Dr.
- Updated the Passer ratings for WISLR
- Worked on the 2026 budget

Equipment

- Worked on hydraulic leaks on the grader
- Picked up boats after they were winterized and put them in storage
- Changed oil filters on the mowing tractor

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



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



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, October 2025

Board Members,

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

- *Number of citations issued for your municipality 165*
- *Number of arrests 11*
- *Number of warrants cleared 0*
- *Number of calls for service 176*
- *Number of extra attentions / crime preventions 253*
- *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 and businesses.
Attention to schools especially at arrival and dismissal.

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

Trip Count by Nature of Call

Trip Date IS BETWEEN 10/01/2025 AND 10/31/2025; 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
Assault/Rape	1	0	1
Bite/Stings	1	0	1
Breathing Problems	3	1	4
Chest Pain	1	0	1
CO2/Inhale/Hazmat	2	0	2
Convulsions/Seizures	3	0	3
Fall(s)	5	1	6
MVA	2	0	2
Other/Medical	4	0	4
Psychiatric/Suicide Attempt	1	0	1
Sick Person	5	2	7
Stroke/CVA	2	0	2
Unknown Problem	2	1	3
Total	32	5	37



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the Period From 10/01/2025 00:00 To 10/31/2025 23:59

Code	Description	# of Incidents
ACCP	Accident - Persons Trapped	1
ACCP	Accident Personal Injury	1
ALS	Advanced Life Support	8
ALS1	ALS Station 1	17
BLS	Basic Life Support	5
DROWN	Drowning/water Accident	1
FIREA Fire -	Supervised Alarm	3
CRBMON	Possible Carbon Monoxide	2
NGLEAK	Reported Natural Gas Leak	1
FIREO	Single Engine Response	1
FIRE	Structure Fire	1
Grand Total		41

TOBFD embers had a total of 1089 hours for calls to service in the month of October.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

	EMT	Paramedic	Total
Assault/Rape	1	0	1
Bite/Stings	1	0	1
Breathing Problems	3	1	4
Chest Pain	1	0	1
CO2/Inhale/Hazmat	2	0	2
Convulsions/Seizures	3	0	3
Fall(s)	5	1	6
MVA	2	0	2
Other/Medical	4	0	4
Psychiatric/Suicide Attempt	1	0	1
Sick Person	5	2	7
Stroke/CVA	2	0	2
Unknown Problem	2	1	3
Total	32	5	37



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Membership: Nothing to report.

River Gauge:

I cannot stress enough the importance of entering a partnership with the City of Burlington and Racine County Emergency Management for the Fox River gauge installation and annual maintenance. This initiative represents more than shared equipment—it is a shared commitment to protecting our community and the people who call Burlington home.

When the last major flood struck, our town faced devastating and lasting impacts. Homes were damaged, roads were closed, and daily life came to a standstill. Yet, amid those challenges, the data from the river gauge became one of our most valuable tools. It allowed us to see what was coming, anticipate changes, and respond with precision. Having access to real-time and projected river data improved our decision-making, resource deployment, and communication with residents. Simply put, it helped us protect people and property when it mattered most.

By entering into this cost-sharing agreement—where the Town of Burlington, City of Burlington, and Racine County each contribute equally—we ensure that this critical system remains operational and accurate for years to come. The \$4,933.33 annual investment per partner is minimal compared to the cost of being unprepared for the next major flood.

This partnership demonstrates responsible stewardship and regional collaboration, but above all, it reflects our commitment to the safety and well-being of our citizens. Reliable data saves time, money, and, potentially, lives.

When the gauge is operational, the town and Burlington community benefit from:

- Short-term precision – HEFS can forecast river level changes hours to days in advance, allowing for immediate preparation and response to potential flooding.
- Seasonal awareness – The 3-month outlook helps community planners and emergency managers assess ongoing flood risk well in advance of seasonal snowmelt or prolonged wet patterns.
- Identify neighborhoods at imminent risk
- Stage resources for rescues and evacuations
- Evacuate homeowners in advance of rising waters



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

- Coordinate with regional partners for mutual aid

My recommendation as the Fire Chief and Emergency Manager for the Town of Burlington is to enter into a shared cost agreement for the annual maintenance of the Fox River gauge.

Racine County Radio Project: Nothing to report

Upcoming Events:

- Training for November will be Rescue Task Force refresher and Stop the Bleed training with the Racine County Sheriff's Department.
- Driver training and pump operations for the new members and refresher for our senior people.

Equipment:

- Request to replace three sets of structural fire gear. Please see attached memo.

Form
AB-220

Temporary Alcohol Beverage License

Municipality
Town of Burlington

License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Browns Lake Waterski club		
2. Organization Permanent Address Fischer Park		
3. City Burlington	4. State WI	5. Zip Code 53105
6. Mailing Address (if different from permanent address) PO Box 84		
7. FEIN 39-1534353	8. Date of Organization/Incorporation 05/31/76	9. State of Organization/Incorporation WI
10. Phone (262) 758-3005	11. Email gesicaz@live.com	
12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

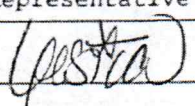
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Vos	Jamie	President	(262) 903-3625
Rogers	Patti	Past President	(262) 930-1817
Legois	Denice	Treasurer	(262) 498-9930
Wyatt	Carrie	Vice President	(262) 210-2156
Zelechowski	Gesica	Skier Rep	(262) 758-3005

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Ice Fishing Jamboree Fundraiser			
2. Dates of Operation February 21, 2026		3. Hours of Operation 6AM-5PM	
4. Premises Address 30422 Durand Ave			
5. City Burlington		6. State WI	7. Zip Code 53105
8. County Racine	9. Governing Municipality ☐ City ☒ Town ☐ Village of Burlington		10. Aldermanic District N/A
11. Organizer of Event (if not the named applicant) Gesica Zelechowski		12. Email and/or Phone Number for Organizer of Event gesicaz@live.com / 2627583005	
13. Organizer Website aquaducks.org		14. Event Website Browns Lake Aquaducks facebook page	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. A 20 x 40 Tent will be set up near the boat launch at Fischer Park on Browns Lake. Beverages will be kept in a cooler in an area blocked by tables set up as a bar within the tent. Beer and seltzer drinks will be sold at the event.			

Part D: Attestation		
Who must sign this application? • one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name Zelechowski	First Name Gesica	M.I. A
Title Skier Representative	Email gesicaz@live.com	Phone (262) 758-3005
Signature 		Date 10/09/25

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 10-14-25 Paid 	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Form
AB-220

Temporary Alcohol Beverage License

Municipality
Town of Burlington

License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information

1. Organization Name Browns Lake Waterski club		
2. Organization Permanent Address Fischer Park		
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12. Organization type (check one) ☒ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☐ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

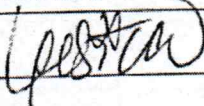
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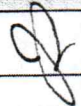
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Wyatt	Carrie	Vice President	(262) 210-2156
Zelechowski	Gesica	Skier Rep	(262) 758-3005

Continued →

Part C: Event Information			
1. Name of Event (if applicable) 50th Anniversary show			
2. Dates of Operation June 20, 2026		3. Hours of Operation 12PM - 11PM	
4. Premises Address 30422 Durand Ave			
5. City Burlington		6. State WI	7. Zip Code 53105
8. County Racine	9. Governing Municipality ☐ City ☒ Town ☐ Village of Burlington		10. Aldermanic District N/A
11. Organizer of Event (if not the named applicant) Gesica Zelechowski		12. Email and/or Phone Number for Organizer of Event gesicaz@live.com / 2627583005	
13. Organizer Website aquaducks.org		14. Event Website Browns Lake Aquaducks facebook page	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. A 20 x 40 Tent will be set up in the grass near the boat launch at Fischer Park on Browns Lake. Beverages will be kept in a cooler in an area blocked by tables set up as a bar within the tent. Beer and seltzer drinks will be sold at the event.			

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Last Name Zelechowski	First Name Gesica	M.I. A
Title Skier Representative	Email gesicaz@live.com	Phone (262) 758-3005
Signature 		Date 10/09/25

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 10-14-25 Paid 	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Town of Burlington
Prepays

October 10 through November 10, 2025

	Name	Num	Date	Due Date	Class	Account	Paid Amount
	QuickBooks Payroll Service		10/16/2025			108000 · Community St BankGen Cking	
	QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-13,631.08
TOTAL							-13,631.08
	QuickBooks Payroll Service		10/30/2025			108000 · Community St BankGen Cking	
	QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-13,624.75
TOTAL							-13,624.75
	Kwik TRIP Extended Network		10/10/2025			108000 · Community St BankGen Cking	
		NP69192524	10/09/2025	11/08/2025		Kwik Trip - Hwy Department	-1,168.43
TOTAL							-1,168.43
	Spectrum		10/10/2025			108000 · Community St BankGen Cking	
		ACH					
		152416501090725	09/12/2025	10/12/2025		523017 · Utilities FH3	-194.98
TOTAL							-194.98
	AFLAC		10/16/2025			108000 · Community St BankGen Cking	
		ACH					
						24000 · Payroll Liabilities	-282.06
TOTAL							-282.06
	DEPARTMENT OF EMPLOYEE TRUST FUNDS (1 ACH		10/16/2025			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-6,058.30
TOTAL							-6,058.30
	DEPARTMENT OF EMPLOYEE TRUST FUNDS	ACH	10/16/2025			108000 · Community St BankGen Cking	

Town of Burlington
Prepays

October 10 through November 10, 2025

	Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL						24000 · Payroll Liabilities	-5,414.12
							-5,414.12
VISA		ACH	10/30/2025			108000 · Community St BankGen Cking	
			10/14/2025	11/13/2025	Visa - Clerk		-279.55
			10/16/2025	11/15/2025	Visa - Administrator		-2,309.19
			10/21/2025	11/20/2025	Visa - Fire Department		-115.44
			10/21/2025	11/20/2025	Visa - Hwy Department		-84.38
TOTAL							-2,788.56
SUN LIFE FINANCIAL		ACH	11/01/2025			108000 · Community St BankGen Cking	
			10/20/2025	11/19/2025	516118 · Insurance General		-137.46
TOTAL							-137.46
EFTPS/FEDERAL ELECTRONIC FILING		E-pay	10/16/2025			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-4,965.64
TOTAL							-4,965.64
WISCONSIN DEPT. OF REVENUE		E-pay	10/27/2025			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-838.10
TOTAL							-838.10
EFTPS/FEDERAL ELECTRONIC FILING		E-pay	10/28/2025			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-4,949.02
TOTAL							-4,949.02
CRETEX MATERIALS INC. (1)		32045	10/10/2025			108000 · Community St BankGen Cking	

Town of Burlington
Prepays

October 10 through November 10, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
	206813	10/09/2025	11/08/2025		533321 · Highway Dept Gravel and Stone	-572.04
TOTAL						-572.04
MENARDS BURLINGTON	32046	10/10/2025			108000 · Community St BankGen Cking	
	31596	10/09/2025	11/08/2025		551050 · Misc. Parks	-30.92
	33708	10/09/2025	11/08/2025		533312 · Vehicle Maintr/RepairHighway	-9.97
TOTAL						-40.89
QUILL CORPORATION	32047	10/10/2025			108000 · Community St BankGen Cking	
	46079864	10/08/2025	11/07/2025		516111 · Supplies General	-81.12
TOTAL						-81.12
RACINE COUNTY SHERIFF'S OFFICE	32048	10/10/2025			108000 · Community St BankGen Cking	
	2833	10/09/2025	11/08/2025		521040 · Racine County Police Contract	-69,026.07
TOTAL						-69,026.07
TRACTOR SUPPLY CREDIT PLAN	32049	10/10/2025			108000 · Community St BankGen Cking	
	Sept2025	10/09/2025	11/08/2025		533312 · Vehicle Maintr/RepairHighway	-23.97
TOTAL						-23.97

Town of Burlington
Unpaid Bills Detail
As of November 10, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
ACTION MARINE							
Total ACTION MARINE	38454	10/16/2025	10/26/2025		522010 - Vehicle Maint/Repair/Water Ptr	15	754.02
ASDA ENTERPRISES INC							754.02
Total ASDA ENTERPRISES INC	152984	11/06/2025	12/06/2025		535001 - Garbage/Recycling		46,270.35
ASPHALT CONTRACTORS INC (1)							46,270.35
Total ASPHALT CONTRACTORS INC (1)	BPL30677	10/30/2025	11/29/2025		533322 - Highway Patch/Crack Filling		378.81
ASSOCIATED APPRAISAL CONSULTANTS INC							378.81
Total ASSOCIATED APPRAISAL CONSULTANTS INC	183028	10/30/2025	11/29/2025		515201 - Assessor Fees		1,166.67
AT&T (1)							1,166.67
Total AT&T (1)	10202025	10/21/2025	11/20/2025		523010 - Vehicle Operating Expense/Fire		132.96
CITY OF BURLINGTON (1)							132.96
Total CITY OF BURLINGTON (1)	830204659	11/06/2025	11/16/2025		535003 - Clean Sweep		1,568.15
COMMAND CENTRAL							1,568.15
Total COMMAND CENTRAL	36190	11/06/2025	12/06/2025		511805 - Programming/Coding Services		850.00
CRETEX MATERIALS INC. (1)							850.00
Total CRETEX MATERIALS INC. (1)	206941	10/30/2025	11/29/2025		533321 - Highway Dept Gravel and Stone		437.47
CULLIGAN OF BURLINGTON							437.47
Total CULLIGAN OF BURLINGTON	207061	10/30/2025	11/29/2025		533321 - Highway Dept Gravel and Stone		287.97
CURTIS AMBULANCE SERVICE							287.97
Total CURTIS AMBULANCE SERVICE	207172	10/30/2025	11/29/2025		533321 - Highway Dept Gravel and Stone		187.05
Dredge America, Inc							187.05
Total Dredge America, Inc	500X0343106	11/07/2025	12/20/2025		516107 - Utilities General		912.49
							55.00
							55.00
							35,355.95
							35,355.95
							458,341.73
							177,524.41
							635,866.14

Town of Burlington
Unpaid Bills Detail
As of November 10, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Farah Soudah							
Total Farah Soudah	10.13.2025	10/16/2025	10/26/2025		522006 · Training & SeminarsWater Patr	15	6.86
FIRE SAFETY USA							6.86
Total FIRE SAFETY USA	INV207907	11/06/2025	11/16/2025		523030 · Firefighter Gear		2,129.95
FORWARD TS							2,129.95
Total FIRE SAFETY USA	AR267899	11/06/2025	12/06/2025		516113 · Printing & Publishing General		151.54
FORWARD TS							151.54
Total FORWARD TS							151.54
Guard Street Partners, LLC							
Total Guard Street Partners, LLC	3888A	11/06/2025	11/16/2025		516119 · Computer & Software General		324.44
HEARTLAND BUSINESS SYSTEMS, LLC							324.44
Total HEARTLAND BUSINESS SYSTEMS, LLC	834881-H	10/28/2025	11/07/2025		516119 · Computer & Software General	3	406.63
HJ FAUST							406.63
Total HJ FAUST	31851	06/25/2025			108000 · Community St BankGen Cking		-121.39
Jeanne Rennie							-121.39
Total Jeanne Rennie	10.23.2025	10/28/2025	11/27/2025		511650 · Expense Clerk		46.20
JERRY WILLKOMM, INC							46.20
Total JERRY WILLKOMM, INC	434138	10/30/2025	11/09/2025		533311 · Vehicle Operating ExpHighway	1	1,070.30
KWIK TRIP Extended Network							1,070.30
Total KWIK TRIP Extended Network							1,070.30
LANGE ENTERPRISES, INC.							
Total KWIK TRIP Extended Network	93135	10/30/2025	11/29/2025		533317 · Signs Highway		520.60
LANGE ENTERPRISES, INC.	93117	10/30/2025	11/29/2025		533317 · Signs Highway		991.28
Total LANGE ENTERPRISES, INC.							1,511.88
LYNCH & ASSOCIATES ENGINEERING CONSULT							
Total LYNCH & ASSOCIATES ENGINEERING CONSULT	15189	10/28/2025	11/27/2025		561004 · Engineering Fees P & Z		160.00
	15188	10/28/2025	11/27/2025		561004 · Engineering Fees P & Z		160.00
	15190	10/28/2025	11/27/2025		561004 · Engineering Fees P & Z		160.00
Total LYNCH & ASSOCIATES ENGINEERING CONSULT							480.00

Town of Burlington
Unpaid Bills Detail
As of November 10, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
MAV Hydraulics							
Total MAV Hydraulics							
MENARDS BURLINGTON							
	250408	10/30/2025	11/09/2025		533312 · Vehicle Maint/RepairHighway	1	71.16
							71.16
	35338	10/30/2025			516114 · Building Repairs General		-17.99
	34115	10/14/2025	11/13/2025		516114 · Building Repairs General		1,415.07
	34109	10/14/2025	11/13/2025		516114 · Building Repairs General		186.86
	34242	10/14/2025	11/13/2025		533310 · Supplies Highway		26.92
	34265	10/14/2025	11/13/2025		516114 · Building Repairs General		18.54
	34417	10/21/2025	11/20/2025		533317 · Signs Highway		36.57
	34625	10/28/2025	11/27/2025		516114 · Building Repairs General		97.71
	34510	10/28/2025	11/27/2025		516114 · Building Repairs General		29.56
	34583	10/30/2025	11/29/2025		516114 · Building Repairs General		293.13
	34571	10/30/2025	11/29/2025		516114 · Building Repairs General		39.13
	34811	10/30/2025	11/29/2025		533312 · Vehicle Maint/RepairHighway		25.16
	34808	10/30/2025	11/29/2025		533323 · Highway Dept Culverts		92.97
	35330	10/30/2025	11/29/2025		516114 · Building Repairs General		17.99
	35338	10/30/2025	11/29/2025		516114 · Building Repairs General		11.58
	35318	10/30/2025	11/29/2025		551050 · Misc. Parks		35.99
Total MENARDS BURLINGTON							2,311.19
MIDSTATE							
	V15157	10/28/2025	11/27/2025		533312 · Vehicle Maint/RepairHighway		19.99
	LATECH	11/07/2025	12/07/2025		533312 · Vehicle Maint/RepairHighway		0.30
Total MIDSTATE							20.29
MISC (1)							
	371	12/31/2024			571405 · Dredging Project		-1,222.939.60
	372	12/31/2024			650-571 · Dredging Project		1,222.939.60
Total MISC (1)							0.00
QUILL CORPORATION							
	46322417	11/03/2025	12/03/2025		516111 · Supplies General		3.19
Total QUILL CORPORATION							3.19
Rachel Naber							
	10.08.2025	10/14/2025	10/24/2025		511305 · Dues & Fees Muni Court	17	177.80
Total Rachel Naber							177.80
raSmith							
	191100	10/16/2025	11/15/2025		201001 · P&Z Sign Deposits Payable		841.75

Town of Burlington
Unpaid Bills Detail
As of November 10, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total rasSmith REACT CENTER	191105	10/16/2025	11/15/2025		561004 · Engineering Fees P & Z		982.20
							1,823.95
Total REACT CENTER SAFEbuilt, LLC	pc3133	10/14/2025	10/24/2025		523007 · Training & Seminars Fire	17	300.00
							300.00
Total SAFEbuilt, LLC SERVE IMPLEMENT	2691551	11/10/2025	12/10/2025		524050 · Misc. Building Inspector		16,971.06
							16,971.06
Total SERVE IMPLEMENT SIREN SERVICES	12632	10/30/2025	11/09/2025		533312 · Vehicle Maint/RepairHighway	1	132.41
							132.41
Total SIREN SERVICES SOUTHERN LAKES NEWSPAPERS, LLC	6418	10/09/2025	11/08/2025		523011 · Vehicle Maint/Repair Fire	2	614.60
							614.60
Total SOUTHERN LAKES NEWSPAPERS, LLC Spectrum	478752	11/03/2025	11/13/2025		516113 · Printing & Publishing General		254.64
							254.64
Total Spectrum Terry & Nudo, LLC	102125	10/28/2025	11/27/2025		516107 · Utilities General		169.99
							169.99
Total Terry & Nudo, LLC Vicki Baumeister	511309	10/28/2025	11/27/2025		511309 · Prosecuting Attorney Fees		714.00
							714.00
Total Vicki Baumeister WE ENERGIES (1)	PO3136	10/21/2025	11/20/2025		523013 · Gen Equipment Main/RepairFire		47.72
							47.72
Total WE ENERGIES (1) WI DEPT OF JUSTICE Police Dpt	5653967276	10/16/2025	10/31/2025		-SPLIT-	10	2,792.59
	5692814304	11/06/2025	11/21/2025		516107 · Utilities General		98.00
							2,890.59
Total WI DEPT OF JUSTICE Police Dpt WI Dept. of Transportation	18852	10/16/2025	11/15/2025		521025 · CIBREE(1)		114.75
							114.75
	395-0000411409	10/28/2025	11/27/2025		572403 · Highway Dept Black Topping		159,910.20
	395-0000406550	10/28/2025	11/27/2025		572403 · Highway Dept Black Topping		438.42

Town of Burlington
Unpaid Bills Detail
As of November 10, 2025

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total WI Dept. of Transportation	402880	10/30/2025	11/29/2025		572403 · Highway Dept Black Topping		416.52
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk							160,765.14
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk	202510	11/06/2025	12/06/2025		516116 · CIBREE		28.00
Wisconsin Humane Society							28.00
Total Wisconsin Humane Society	3462	11/10/2025	11/20/2025		541003 · Animal Control		275.00
TOTAL							275.00
							917,417.44

Birchwood Reserve Subdivision - Town of Burlington										
Engineer Estimated Cost			Letter of Credit Reductions							
Description/Work Category	Engineer Estimated Amount	Letter of Credit Amount (Amount + 20%)	3/24 Reduction	Remaining after 3/24	8/24 Reduction	Remaining after 8/24	12/24 Reduction	Remaining after 12/24	11/25 Reduction	Remaining after 11/25
Site Preparation	\$ 38,500.00	\$ 46,200.00	\$ 231,897.30	\$ 46,200.00	\$ 46,200.00	\$ 46,200.00	\$ 46,200.00	\$ -	\$ -	\$ -
Lot Grading/SWM/Pond/Erosion Control	\$ 715,000.00	\$ 858,000.00	\$ 626,102.70	\$ 626,102.70	\$ 626,102.70	\$ 500,000.00	\$ 126,102.70	\$ 50,000.00	\$ 76,102.70	\$ 50,000.00
Sanitary Sewer	\$ 880,848.00	\$ 186,120.00	\$ 880,848.00	\$ 186,120.00	\$ 736,487.00	\$ 144,361.00	\$ -	\$ 144,361.00	\$ 94,361.00	\$ 50,000.00
Storm Sewer	\$ 155,100.00	\$ 349,200.00	\$ 419,040.00	\$ 186,120.00	\$ 186,487.00	\$ 186,120.00	\$ 170,000.00	\$ 16,120.00	\$ 16,120.00	\$ -
Base Aggregate (including Shoulders)	\$ 419,040.00	\$ 419,040.00	\$ 419,040.00	\$ 419,040.00	\$ 419,040.00	\$ 325,000.00	\$ 94,040.00	\$ 54,040.00	\$ 54,040.00	\$ 40,000.00
Curb and gutter	\$ 60,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00	\$ 65,000.00	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00
HMA Pavement	\$ 541,500.00	\$ 649,800.00	\$ 649,800.00	\$ 649,800.00	\$ 649,800.00	\$ 300,000.00	\$ 349,800.00	\$ -	\$ -	\$ 349,800.00
CTH A Improvements	\$ 30,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ 25,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -
Site Restoration	\$ 427,000.00	\$ 512,400.00	\$ 512,400.00	\$ 512,400.00	\$ 10,479.25	\$ 501,920.75	\$ 250,000.00	\$ 251,920.75	\$ 251,920.75	\$ -
Totals	\$ 3,050,340.00	\$ 3,660,408.00	\$ 231,897.30	\$ 3,428,510.70	\$ 746,966.25	\$ 2,681,544.45	\$ 1,681,200.00	\$ 1,000,344.45	\$ 503,544.45	\$ 496,800.00

11.13.2025

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Agenda # 9

Recycling Ordinance amendments

After listening to a webinar stating that recycling ordinance would need to be updated to stay in compliance with the DNR, I pulled the sample ordinance from their site. The sample I used was last revised in July 2025.

After the board approved the amended ordinance at the September 11, 2025 meeting, I sent the ordinance to the DNR. Jennifer Semrau, Waste Reduction and Diversion Coordinator replied with changes and sent me a sample ordinance dated August 2025. The difference between the 2 samples was mostly in the definitions.

ASDA also had a few suggestions to the ordinance that are municipality specific.

All changes are highlighted in yellow.

TOWN OF BURLINGTON

32288 Bushnell Road, Burlington WI 53105
Tel 262.763.3070
www.TownOfBurlingtonWI.gov



**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 non-residential 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:

1. "Bi-metal container" means a container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
2. "Container board" means corrugated paperboard used in the manufacture of shipping containers and related products.
3. "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.

4. "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.
5. "HDPE" means high density polyethylene labeled by the resin code # 2.
6. "LDPE" means low density polyethylene labeled by the resin code # 4.
7. "Magazines" means magazines and other materials printed on similar paper.
8. "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.
9. "Multiple-family dwelling" means a structure containing 5 or more residential units, including units that are occupied seasonally.
10. "Newspaper" means a newspaper and other materials printed on newsprint.
11. "Non-residential facilities and property" means commercial, retail, industrial, institutional and government facilities and properties. Non-residential facilities and properties includes any location at which goods or services are provided or manufactured, including locations under construction, demolition, or remodeling, or used for special

events such as fairs, festivals, sport venues, conferences, and exhibits. This term does not include multiple family dwellings.

12. "Office paper" means a variety of high-grade printing and writing papers. This term does not include industrial process waste, newspaper or packaging.
13. "Other resins or multiple resins" mean plastic resins labeled by the resin code #7.
14. "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.
15. "PETE" or "PET" means polyethylene terephthalate, labeled by the resin code # 1.
16. "Plastic container" means an individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
17. "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.
18. "PP" means polypropylene, labeled by the resin code # 5.
19. "PS" means polystyrene, labeled by the resin code # 6.
20. "PVC" means polyvinyl chloride, labeled by the resin code # 3.
21. "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.

22. "Solid waste" has the meaning specified in Section 289.01(33) Wis. Stats.
23. "Solid waste facility" has the meaning specified in Section 289.01(35), Wis. Stats.
24. "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.
25. "Waste tire" means a tire that is no longer suitable for its original purpose because of wear, damage or defect.
26. "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 non-residential 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 non-residential 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 non-residential facilities and properties shall manage lead acid batteries, major appliances, waste oil, and yard waste as follows:

A. Lead acid batteries will be accepted only at times and places designated, from time to time, 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; completely empty and as flat as possible.

B. Bi-metal containers shall be clean; completely empty and as flat as possible.

C. Corrugated paper or other container board shall be as flat as possible.

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

E. Glass containers shall be clean and completely empty.

F. Magazines or other materials printed on similar paper shall be in paper bags or loose in recycling container.

G. Newspapers or other materials printed on newsprint shall be in paper bags or loose in recycling container.

H. Office paper shall be in paper bags or loose in recycling container.

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, 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 unless mandated by the state.

J. Steel containers shall be clean.

K. Waste Tires will be accepted at times and places designated, from time to time by the town; 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 users, tenants and occupants 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 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 non-residential 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 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 non-residential 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 8.20.180 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 8.20.180, 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 13th day of November 2025 by the Town Board of the Town of Burlington, Racine County, Wisconsin.

Neal Czaplewski, Chairman

Jeanne Rennie, Clerk

November 2025

11.13.2025

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Agenda # 10

Resolution to call for a Special Election to fill the Municipal Judge position

Per Wis Stats 8.50(4)(fm) we are required to hold a "special" election to permanently fill the municipal judge position which has been temporarily filled by Taylor Wishau.

The special election can be held concurrently with the spring election. The spring election will be held on April 7, 2026 and the primary (if needed) will be on February 17, 2026.

TOWN OF BURLINGTON

32288 Bushnell Road, Burlington WI 53105
Tel 262.763.3070
www.TownOfBurlingtonWI.gov



RESOLUTION #2025 - _____

**RESOLUTION TO CALL A SPECIAL ELECTION TO FILL THE MUNICIPAL
JUDGE POSITION**

WHEREAS, Richard Scholze was elected to the position of Municipal Judge at the Spring Election in 2024;

WHEREAS, he resigned from the position effective April 1, 2025;

WHEREAS, Taylor Wishau was temporarily appointed Municipal Judge on April 10, 2025;

WHEREAS, Wisconsin Statutes 8.50(4)(fm) requires a special election to fill the resulting vacancy permanently;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF BURLINGTON, as follows:

1. a special election is hereby called to fill the remainder of the Municipal Judge's term, which expires on April 30, 2028.
2. The special election shall be held concurrently with the spring election on April 7, 2026.
3. If a primary election is necessary, it shall be held on February 17, 2026.
4. All appropriate election officials are hereby authorized and directed to take all necessary steps to ensure the proper administration of both the primary (if required) and the special election.

Adopted this 13th day of November 2025.

X

Neal Czaplewski
Chairman

X

Jason Ketterhagen
Supervisor No 3

X

Jeff Rice
Supervisor No 1

X

Attest: Jeanne Rennie
Clerk

X

Steve Swantz
Supervisor No 2

11.13.2025

Memo

TO
Town Board

Resolution to change polling location for wards 8 – 11

FROM
Jeanne Rennie

The Town has 2 polling locations Town Hall for wards 1 – 7 and the Pathway Church for Wards 8-11.

RE
Agenda # 11

I would like to change the polling location for Wards 8-11 to Fire Station #2 – 7211 McHenry Street.

There are several benefits to this change: less moving around of the equipment; no rental fee; and a generator in emergencies.

TOWN OF BURLINGTON

32288 Bushnell Road, Burlington WI 53105
Tel 262.763.3070
www.TownOfBurlingtonWI.gov



RESOLUTION #2025 - _____

RESOLUTION TO CHANGE THE POLLING LOCATION FOR WARDS 8 – 11

WHEREAS, the polling location for Wards 8 – 11 is currently at the Pathway Church Burlington; and

WHEREAS, relocating the polling place to a municipal building offers several advantages, including the elimination of rental payments, access to generator backup and reduced equipment transportation;

NOW THEREFORE, BE IT RESOLVED, that the polling location for Wards 8 – 11 shall be changed to Fire Station #2, 7211 McHenry Street, Burlington, WI 53105;

AND BE IT FURTHER RESOLVED this change shall take effect with the next scheduled election.

Adopted this 13th day of November 2025.

X

Neal Czaplewski
Chairman

X

Jason Ketterhagen
Supervisor No 3

X

Jeff Rice
Supervisor No 1

X

Attest: Jeanne Rennie
Clerk

X

Steve Swantz
Supervisor No 2

TOWN OF BURLINGTON

PART-TIME EMPLOYEE HOURS POLICY

Resolution No. _____

Purpose

The purpose of this policy is to establish a clear limit on the number of hours that part-time employees may work in a calendar year. This limit ensures compliance with applicable state and federal employment laws and aligns with the Town's personnel and budgetary practices.

Policy

1. Definition of Part-Time Employee

A part-time employee is defined as an individual who is hired by the Town of Burlington to perform services on a continuing or seasonal basis but is scheduled to work fewer hours than a full-time employee.

2. Annual Hour Limit

Part-time employees shall not work more than 1,199 hours in any calendar year (January 1 through December 31).

3. Monitoring of Hours

- Part-time employees are responsible for monitoring their total hours worked to ensure compliance with this policy.
- Department heads shall monitor the total hours worked by each part-time employee to ensure compliance with this policy.
- The Town Clerk or designee shall review payroll reports periodically to track hours worked and notify department heads as employees approach the annual limit.

4. Scheduling and Overtime

- Part-time employees shall not be scheduled or permitted to work beyond the 1,199-hour annual limit.
- Overtime is not authorized for part-time employees.

5. Multiple Positions

If a part-time employee holds more than one position within the Town, the combined total of hours worked across all positions shall not exceed 1,199 hours per calendar year.

6. Exceptions

Any exception to this policy must be approved in advance by the Town Board. Exceptions will be considered only in extraordinary circumstances and must be documented in the employee's personnel file.

7. Effective Date

This policy shall take effect immediately upon adoption by the Town Board of the Town of Burlington.

APPROVED this ____ day of _____, 20__ by the Town Board of Burlington.

Chairman

Supervisor

Supervisor

Supervisor

Attest:

Town Clerk

TOWN OF BURLINGTON

TECHNOLOGY ACCEPTABLE USE POLICY

Resolution No. _____

1. Overview

The Town of Burlington's Acceptable Use Policy establishes standards for the appropriate use of the Town's technology resources. The Town encourages openness, trust, and integrity in the use of information systems while protecting employees, residents, and Town assets from misuse, data loss, and security risks.

All technology systems — including computers, software, email, internet access, storage media, mobile devices, and network accounts — are the property of the Town of Burlington. These systems are to be used primarily for legitimate Town business purposes.

Effective cybersecurity and data integrity are shared responsibilities. Each user is responsible for understanding and following this policy to safeguard Town information and systems.

2. Purpose

The purpose of this policy is to outline acceptable and prohibited uses of the Town's technology and information systems. These rules protect the Town, its employees, and its residents from risks and legal liability.

3. Scope

This policy applies to all Town of Burlington employees, elected officials, contractors, consultants, temporary staff, and volunteers who use or access Town-owned or leased technology systems. It applies regardless of whether equipment is owned by the Town, the employee, or a third party when used to access Town networks or information. Use of Town systems constitutes consent to monitoring and enforcement under this policy.

4. Policy

4.1 General Use and Ownership

1. All data created, transmitted, or stored on Town systems is the property of the Town of Burlington and subject to Wisconsin Public Records Law.
2. Employees must protect Town proprietary and confidential information in accordance with the Town's Data Protection and Records Retention policies.
3. Users must immediately report the loss, theft, compromised credentials, or unauthorized disclosure of Town information or equipment to the Administrator
4. Authorized Town personnel may monitor, access, or audit systems and network activity at any time to ensure compliance and security.
5. The Town reserves the right to restrict or revoke access for security or policy violations.

4.2 Security and Confidentiality

6. All devices connecting to Town networks must comply with the Town's Minimum Access and Password Policies, including use of strong passwords and multi-factor authentication (where available).
7. Passwords must not be shared or reused across systems. Users are responsible for safeguarding their login credentials.
8. Devices must lock automatically after 10 minutes of inactivity, and users must lock or log off when unattended.
9. Employees must use caution when opening email attachments or links from unknown senders.
10. Remote access must occur only through approved secure methods (e.g., VPN).
11. Town email or communications must not be used to conduct personal business or political activity.

4.3 Unacceptable Use

System and Network Activities

12. Installing, copying, or distributing unlicensed or unauthorized software.
13. Introducing malicious programs or disabling security features.
14. Accessing, modifying, or destroying data without authorization.
15. Circumventing user authentication or network security.
16. Sharing passwords or allowing others to use your Town account.
17. Using Town systems for illegal activities. Including harassment, discrimination, or viewing downloading obscene content.
18. Disclosing internal employee lists or confidential data to outside parties without authorization.

Email and Communication Activities

19. Sending unsolicited or inappropriate mass emails ("spam").
20. Harassing or threatening others through electronic communications.
21. Creating or forwarding chain letters, hoaxes, or pyramid schemes.
22. Misrepresenting your identity or affiliation when communicating electronically.
23. Using Town systems to endorse or oppose political candidates or ballot measures.

Social Media and Blogging

24. Employees who post on personal accounts must not represent their views as those of the Town.
25. Employees authorized to post on official Town accounts must follow Town communication guidelines and obtain approval from the Administrator.
26. Employees must not share confidential, non-public, or proprietary Town information.
27. Employees must avoid posting content that could harm the Town's reputation, violate confidentiality, or constitute harassment or discrimination.
28. Town logos, seals, or trademarks may not be used for personal purposes.

5. Compliance and Enforcement

5.1 Monitoring and Compliance

The Town Administrator may monitor technology use, review logs, or perform audits to verify compliance.

5.2 Exceptions

Any exception to this policy must be approved in advance by the Town Board or its designee and documented in writing.

5.3 Violations

Violations of this policy may result in disciplinary action up to and including termination of employment, revocation of system access, and potential civil or criminal penalties.

6. Effective Date

This policy shall take effect immediately upon adoption by the Town Board of the Town of Burlington.

APPROVED this ____ day of _____, 20__ by the Town Board of Burlington.

Chairman

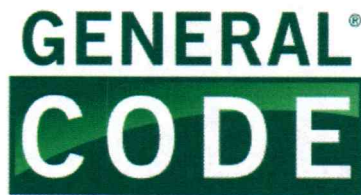
Supervisor

Supervisor

Supervisor

Attest:

Town Clerk



Proposal for Codification Services

PREPARED FOR:

Town of Burlington, Wisconsin

PREPARED BY:

FAYE MOORE

CODIFICATION ACCOUNT MANAGER

fmoore@generalcode.com

800.836.8834

DATE:

September 22, 2025

(Valid for six months)

Table of Contents

Executive Summary	2
<i>General Code</i> , America's Next-Generation Codifier	4
<i>General Code's</i> Approach to Codification	5
The <i>General Code</i> Recommended Solution and Process	6
Project Materials	10
Investment Details and Options	11
Performance and Payment Schedule	13
Authorization and Agreement	14
Appendix.....	15
Wisconsin Communities We Serve	15
eCode360 Platform.....	15
Additional Online Services.....	19
Formatting & Style.....	20
Ongoing Code Maintenance	22