



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

Town Board Meeting Minutes

32288 Bushnell Road / Burlington WI 53105

December 11, 2025

Call to order

At 6:30 PM Chairman Czaplewski called to order the regular meeting of the Town of Burlington board. The meeting was held in the auditorium of town hall at 32288 Bushnell Road. Everyone in attendance stood and recited the pledge of allegiance. The meeting agenda was properly posted according to Wis Stats 19.4(4).

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

Public comment

Phil Paustian, 33115 Cardinal Trl – spoke about Bohners Lake and would like to see the town consider dredging the lagoon.

Town Chairman and Supervisors Reports

Czaplewski and the supervisors spoke about the meetings they have attended during the previous month, which included the first meeting of the ATV/UTV committee. Ketterhagen commented that the committee made a lot of progress at the meeting.

Consent Agenda – Approval of meeting minutes from regular meeting on November 13, 2025, and special meeting on November 18, 2025; Accept Monthly Reports: Highway, Sheriff, Marine, Fire; Approve poll workers for the 2026-2027 term; and Mobile Home license renewal application; and temporary liquor license for Burlington Lions Club.

Rice motioned to approve the consent agenda as presented; Swantz seconded the motion. Motion carried 4-0.

Financial Reports – pre-paid vouchers and bills approximately as of December 11, 2025

Ketterhagen motioned to approve the financial reports as presented; Swantz seconded the motion. Motion carried 4-0.

Quarry, Gravel Pit, Sand Pit, Asphalt and Tar Paving Mix Plants, Concrete Ready-Mix Plant, Target Range or Dump renewal applications for Owners and Operators

Owners: Asphalt Contractors – 34215 Market St; Asphalt Contractors – 7148 McHenry St; Burlington Spring Valley – 1235 Spring Valley Rd; Cretex Materials – 5731 Brever Rd; TTT Real Estate, DBA Hillside Aggregates – 7126 McHenry St; Trenton Ventures, DBA Pine Lake Materials – 29331 Durand Ave; Wanasek Corp – 29606 Durand Ave; and Baumeister Trust – 5065 Warren Rd

Operators: Asphalt Contractors – 34215 Market St; Asphalt Contractors – 7148 McHenry St; Burlington Spring Valley – 1235 Spring Valley Rd; Cretex Materials – 5731 Brever Rd; TTT Real Estate, DBA Hillside Aggregates – 7126 McHenry St; Trenton Ventures, DBA Pine Lake Materials – 29331 Durand Ave; Wanasek Corp – 29606 Durand Ave and Reesman Excavating & Grading – 5065 Warren Rd

Czaplewski commented that the Town has received complaints regarding dust from Cretex. The Town is exploring possible solutions for residents located near the area.

Swantz motioned to approve all the licenses; Rice seconded. Motion carried 4-0.

Fire Department Fundraising and Milestones for 2026

Chief Vrchota spoke about the fundraising efforts of the fire department. He requested the town to incorporate insurance and maintenance into the fire department's budget. The town board discussed the current ordinance and policy with Administrator Naber and Chief Vrchota.

Swantz motioned to approve the purchase of the UTV; Rice seconded. Motion carried.

Town Policy Update – Vehicle and Equipment Policy

Naber spoke about the current policy and the changes proposed. It has been updated to include equipment along with vehicles and it has been aligned with current practices. The board discussed a section of the policy regarding the full-time employees using the plow trucks to plow their home driveways. Jake Isaacson, Highway Foreman, discussed this with the board. The board added "At the discretion of the Highway Superintendent" to the policy under usage and add a "Hold Harmless agreement."

Rice motioned to adopt Resolution 2025-12.11a Vehicle and Equipment Policy with the suggested changes; Swantz seconded the motion. Motion carried 4-0.

Discussion on Town Owned Piers at White Oak Park/Lagoon Beach

Naber spoke about the previous motion by the board to have all private piers removed from town property. The pier owners have been notified and will have until May 1st to remove them. She also discussed possible types of piers to have installed. Each pier would have 2 slips. The board discussed installing piers at the lagoon and potentially entering into an intergovernmental agreement with the Bohners Lake Sanitary District to dredge the area.

Naber will research pier installation along with an intergovernmental agreement and leasing of the piers for the January meeting when the board will continue this discussion.

Closed Session Motion to enter Closed Session under Wis Stats **19.85 (c)** considering employment and compensation of a public employee reasons require a closed session – Employee Compensation
2025 12 11

Swantz motioned to enter closed session at 7:25PM; Ketterhagen seconded the motion. Roll call vote was unanimous.

Motion to adjourn closed session and reconvene in open session

Rice motioned to adjourn closed session and reconvene in open session at 8:54PM. This motion was seconded by Swantz. Motion carried.

Possible action from Closed Session

Swantz motioned to approve the compensation increases as discussed in closed session; Rice seconded. Motion carried 4-0.

Adjournment

Swantz motioned to adjourn at 8:55 PM; Rice seconded the motion. Motion carried unanimously.

Respectfully submitted,
Jeanne Rennie, Clerk