

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

AMENDED

December 11, 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, December 13, 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

- a. Pledge of allegiance
- b. Roll Call
- c. 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 November 13, 2025
 - ii. Special meeting on November 18, 2025
 - b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
 - c. Approve poll workers for the 2026-2027 term
 - d. Mobile Home license renewal application
 - e. Application Temporary liquor license – Burlington Lions Club, January 31, 2026, Fischer Park
- Action: Approve/Deny the consent agenda**

5. Financial Reports

- a. Pre-paid vouchers
- b. Bills approximately as of December 11, 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. 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

a. Owners

- i. Asphalt Contractors – 34215 Market St
- ii. Asphalt Contractors – 7148 McHenry St
- iii. Burlington Spring Valley – 1235 Spring Valley Rd
- iv. Cretex Materials – 5731 Brever Rd
- v. TTT Real Estate, DBA Hillside Aggregates – 7126 McHenry St
- vi. Trenton Ventures, DBA Pine Lake Materials – 29331 Durand Ave
- vii. Wanasek Corp – 29606 Durand Ave
- viii. Baumeister Trust – 5065 Warren Rd

b. Operators

- i. Asphalt Contractors – 34215 Market St
- ii. Asphalt Contractors – 7148 McHenry St
- iii. Burlington Spring Valley – 1235 Spring Valley Rd
- iv. Cretex Materials – 5731 Brever Rd
- v. TTT Real Estate, DBA Hillside Aggregates – 7126 McHenry St
- vi. Trenton Ventures, DBA Pine Lake Materials – 29331 Durand Ave
- vii. Wanasek Corp – 29606 Durand Ave
- viii. Reesman Excavating & Grading – 5065 Warren Rd

Action: Approve/Deny

7. Fire Department Fundraising and Milestones for 2026

a. **UTV purchase and approval**

Action: Discussion and possible action

8. Town Policy Update

a. Vehicle and Equipment Policy

Action: Discussion and possible action

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

Action: Discussion Only

10. Closed Session

- a. 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

Action: Motion to convene in closed session (Roll call vote)

- b. Motion to adjourn closed session and reconvene in open session

Action: Motion to adjourn closed session and reconvene in open session

11. Possible action from Closed Session

12. Adjournment

Jeanne Rennie, Clerk

2025 December 8th



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.

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

Town Board Meeting Minutes
November 13, 2025

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.

Respectfully submitted,
Jeanne Rennie, Clerk



Public Hearing and Special Town Board Meeting Minutes

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

32288 Bushnell Road / Burlington WI 53105

November 18, 2025

Public Hearing – Town of Burlington 2026 Budget

At 6:30PM Chairman Neal Czaplewski opened the public hearing on the Town of Burlington 2026 budget.

Administrator Rachel Naber reviewed the details of the budget. Naber and the board answered questions from the residents.

Having no further questions or comments, Czaplewski closed the hearing at 6:42 PM.

Special Town Board Meeting Minutes

Call to order:

At 6:45PM Chairman Czaplewski called the special meeting of the town board to order.

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

Adoption of the 2026 Town Budget

Swantz motioned to adopt the 2026 town budget as presented; The motion was seconded by Ketterhagen. Motion carried unanimously.

Ordinance Codification

The board discussed a proposal received from General Code to codify our ordinances.

Swantz motioned to accept the General Code proposal for \$16,450 to codify the town ordinances; Rice seconded the motion. Motion carried unanimously.

Purchase of Structural Fire Gear and Boots

Naber explained the fire department's need to purchase new fire gear and boots. Discussion followed, including what gear was needed, the expected life of the gear and the cost.

Rice motioned to purchase the fire gear \$7,944; Ketterhagen seconded the motion. Motion carried.

Adjournment

Swantz motioned to adjourn at 7:01 PM; Rice seconded the motion. Motion carried.

Respectfully submitted,
Jeanne Rennie, Clerk

Town of Burlington Highway Report

For the month of 11/1-11/30/25

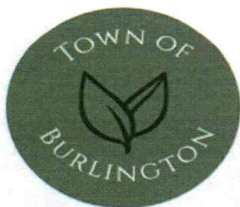
- Emptied trash cans in the parks and boat launch
- Trimmed brush in right of ways
- Finished mowing roadside ditches
- Filled potholes
- Cleaned up leaves at parks and cemetery
- Cleaned all drains and catch basins
- Cleaned up landfill
- Patched approach on Bieneman bridge
- Shouldered roadsides
- Cleaned ditches in Bohners Lake area
- Checked progress of paving Birchwood subdivision
- Replaced Skylights in cold storage shed
- Brushed Wehmoff park trail

Equipment

- Replaced batteries on truck #85
- Worked plow lights on truck #80
- Finished setting up trucks for winter operations
- Repaired brake light truck #88

Snow/Wind

- 11/26 trees down Wheatland Rd. and Browns Lake area
- 11/29,30 13 inches of snow



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, November 2025

Board Members,

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

- *Number of citations issued for your municipality 115*
- *Number of arrests 11*
- *Number of warrants cleared 1*
- *Number of calls for service 191*
- *Number of extra attentions / crime preventions 208*
- *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 11/01/2025 AND 11/30/2025; 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
	1	0	1
<None>	1	0	1
Abdominal Pain	1	0	1
Breathing Problems	6	1	7
Chest Pain	2	0	2
Diabetic Problems	1	0	1
Fall(s)	10	0	10
Injured Person	1	0	1
MVA	2	1	3
Other/Medical	7	0	7
Psychiatric/Suicide Attempt	1	0	1
Sick Person	9	0	9
Standby	2	0	2
Syncope/Unconscious	1	0	1
Transfer	1	0	1
Unknown Problem	2	0	2
Total	48	2	50



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the Period from 11/01/2025 00:00 To 11/30/2025 23:59

Code	Description	# of Incidents
ACCPI	Accident Personal Injury	2
ALS	Advanced Life Support	11
ALS 1	ALS Station 1	18
BLS	Basic Life Support	8
DROWN	Drowning/Water Accident	1
FIREA	Fire – Supervised Alarm	1
INVASS	Invalid Assist	1
MABAS	Mutual Aid Box Alarm	4
CRBMON	Possible Carbon Monoxide	1
RAO	Recip Aid Out of City	1
NGLEAK	Reported Natural Gas Leak	2
FIREO	Single Engine Response	3
FIRE	Structure Fire	3
Grand Total		56

TOBFD members had a total of 261 hours for calls to service in the month of November.

We had two working structure fires of our own for the month.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the period between 11/01/2025 To 11/30/2025

	EMT	Paramedic	Total
	1	0	1
<None>	1	0	1
Abdominal Pain	1	0	1
Breathing Problems	6	1	7
Chest Pain	2	0	2
Diabetic Problems	1	0	1
Fall(s)	10	0	10
Injured Person	1	0	1
MVA	2	1	3
Other/Medical	7	0	7
Psychiatric/Suicide Attempt	1	0	1
Sick Person	9	0	9
Standby	2	0	2
Syncope/Unconscious	1	0	1
Transfer	1	0	1
Unknown Problem	2	0	2
Total	48	2	50



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Membership:

In the last couple of months, we have had a member and his family from Station 3 move out of the township to the Twin Lakes area. He is still an active member of the department and is the current Captain. He has chosen to finish his term and not reapply for the position, which is up at the end of December, and he will continue as a member.

Another Station 3 member will also be moving out of the township in next couple of weeks and has purchased a house south of Hwy 50. His intent is to remain an active member and is the current LT at Station 3.

Affordable housing for young families seems to be one of the driving factors for current and past members choosing to move out of the area.

We recently had a meet and greet with a young man who currently is enrolled in the Gateway EMT program looking for volunteer EMT position with us. Unfortunately, he lives in Lake Geneva, and we suggested he look into either Randal or the Lake Geneva FD.

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.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

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 (Hydraulic Ensemble Forecast System) 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
- Coordinate with regional partners for mutual aid.

Estimated Costs and Responsibilities:

- The total annual maintenance cost is projected at \$14,800.00.
- Each partner (Town of Burlington, City of Burlington, and Racine County) would contribute approximately \$4,933.33 annually, or 1/3rd the total cost.

Given the proven importance of this system and the cooperative nature of the proposed agreement, both Racine County and the City of Burlington have expressed support in principle for this collaborative approach.

I am requesting that the Town Board review the information and provide a formal decision on whether the Town of Burlington should proceed with entering into this partnership agreement for the annual Fox River Gauge maintenance.

My recommendation is that the Town Board approve entering a partnership with the City of Burlington and Racine County as proposed in the intergovernmental agreement that each party is responsible for 1/3rd of the Annual Cost. This collaboration ensures continued access to vital flood prediction data, strengthens interagency coordination, and enhances the Town's ability to safeguard its residents and infrastructure during future flood events.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Upcoming Events:

- Training for January is CPR recert for the department

Equipment:

- Progress continues to be made with manufacturing and build out of new engine 922.
- Request for the annual maintenance and insurance for the new UTV and trailer be incorporated into the fire department's annual operating budget. Please see attached memo

12.11.2025

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Agenda # 4c

**Appoint Poll
Workers for the
2026 – 2027 term**

Per Wis Stats 7.30(4)(a) The following people can be appointed to serve as election officials for the 2026-2027 term:

Affiliated Poll Workers:

Republican:

Isabelle Heater
James Schmitz
Patricia Schmitz

Democrat:

Russell Hayes

Unaffiliated:

Patricia Barczak
Don Bence
Lenore Bence
Donna Bilyeu
Tamara Brever
Marjorie Brown
Sarah Calkins
Carolyn Cass
Pam Cass
Erick Crager
Mike Dawson
JoAnne Fell
Beverly Gill
Timothy Goodman
Margaret Haag
Angela Klauck
Cheryl Loos
Christine Lupella
Barbara Mills
Pat Naber
John Park
Donna Ann Roberts
Ellen Voslar

12.11.2025

Memo

TO
Town Board

Brown's Lake Mobile Home Court, LLC has applied to renew their mobile home park license.

FROM
Jeanne Rennie

The fee has been paid
Their taxes are current.

RE
Agenda # 4d

The sheriff's department and the fire department have no concerns with the application

Mobile Home
Park License

TOWN OF BURLINGTON

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



Town of Burlington
Prepays
November 14 through December 8, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
MENARDS BURLINGTON		11/20/2025			108000 · Community St BankGen Cking	
MENARDS BURLINGTON	36162	11/20/2025	12/20/2025		533310 · Supplies Highway	-112.17
TOTAL						-112.17
QuickBooks Payroll Service		11/26/2025			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-13,222.62
TOTAL						-13,222.62
Baumeister Trust		12/04/2025			108000 · Community St BankGen Cking	
REESEMAN'S EXCAVATING & GRADING, INC.	105653	12/01/2025			12000 · Undeposited Funds	2,500.00
CHICAGO TITLE INSURANCE CO.	105654	12/01/2025			12000 · Undeposited Funds	2,500.00
FIDELITY TITLE	2497	12/02/2025	12/02/2025		12000 · Undeposited Funds	35.00
FIDELITY TITLE	2498	12/02/2025	12/02/2025		12000 · Undeposited Funds	140.00
FIDELITY TITLE	2499	12/04/2025	12/04/2025		12000 · Undeposited Funds	35.00
TOTAL						5,210.00
AFLAC		11/19/2025			108000 · Community St BankGen Cking	
	ACH				24000 · Payroll Liabilities	-423.09
TOTAL						-423.09
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1) ACH		11/21/2025			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-6,058.30
TOTAL						-6,058.30
DEPARTMENT OF EMPLOYEE TRUST FUNDS		11/21/2025			108000 · Community St BankGen Cking	
	ACH				24000 · Payroll Liabilities	-7,345.50
TOTAL						-7,345.50
SUN LIFE FINANCIAL		12/01/2025			108000 · Community St BankGen Cking	
	ACH					

Town of Burlington

Prepays

November 14 through December 8, 2025

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL		11/19/2025	12/19/2025		516118 · Insurance General	-137.46
						-137.46
VISA	ACH	12/01/2025			108000 · Community St BankGen Cking	
		11/18/2025	12/18/2025	Visa - Clerk		-189.13
		11/18/2025	12/18/2025	Visa - Administrator		-1,043.28
		11/18/2025	12/18/2025	Visa - Fire Department		-115.45
		11/20/2025	12/20/2025	Visa - Hwy Department		-36.93
TOTAL						-1,384.79
WISCONSIN DEPT. OF REVENUE	E-pay	11/17/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-1,648.86
						-1,648.86
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	11/17/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-5,682.80
						-5,682.80
WISCONSIN DEPT. OF REVENUE	E-pay	11/26/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-852.88
						-852.88
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	11/26/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-4,930.14
						-4,930.14
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	12/01/2025			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-36.72
						-36.72

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

	Num	Date	Due Date	Class	Split	Aging	Open Balance
AMERICAN POWER EQUIPMENT, INC.							
Total AMERICAN POWER EQUIPMENT, INC.							
ASDA ENTERPRISES INC	200354	11/11/2025	12/11/2025		533310 · Supplies Highway		13.18
							13.18
Total ASDA ENTERPRISES INC	154680	12/04/2025	01/03/2026		535001 · Garbage/Recycling		46,270.35
ASSOCIATED APPRAISAL CONSULTANTS INC							46,270.35
Total ASSOCIATED APPRAISAL CONSULTANTS INC	183530	12/02/2025	01/01/2026		515201 · Assessor Fees		2,226.67
AT&T (1)							2,226.67
Total AT&T (1)	11202025	11/26/2025	12/26/2025		-SPLIT-		132.96
BROWNS LAKE SANITARY DISTRICT (1)							132.96
Total BROWNS LAKE SANITARY DISTRICT (1)	27-362-000-00 Q1 26	12/08/2025	01/07/2026		523017 · Utilities FH3		153.82
BUMPER TO BUMPER AUTO PARTS							153.82
Total BUMPER TO BUMPER AUTO PARTS	11566-458953	12/02/2025	01/01/2026		523013 · Gen Equipment Main/RepairFire		25.43
Burlington Ace Hardware							25.43
Total Burlington Ace Hardware	246933	11/11/2025	11/21/2025		533310 · Supplies Highway	17	48.37
CRETEX MATERIALS INC. (1)							48.37
Total CRETEX MATERIALS INC. (1)	207305	11/11/2025	12/11/2025		533321 · Highway Dept Gravel and Stone		41.91
CULLIGAN OF BURLINGTON	207553	11/20/2025	12/20/2025		533321 · Highway Dept Gravel and Stone		63.51
Total CULLIGAN OF BURLINGTON	500X03358104	12/08/2025	01/07/2026		516107 · Utilities General		105.42
CURTIS AMBULANCE SERVICE							55.00
Total CURTIS AMBULANCE SERVICE	20251201-1	12/02/2025	12/12/2025		523100 · Ambulance Service		55.00
FARM #5/HOOSIER CRK FARM DRAINAGE DIST							35,355.95
Total FARM #5/HOOSIER CRK FARM DRAINAGE DIST	11.14.2025	11/26/2025	12/26/2025		516121 · Drainage Assessments		35,355.95
GENERAL CODE							1,248.78
							1,248.78

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

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total GENERAL CODE							
Guard Street Partners, LLC	PG000044232	12/02/2025	12/12/2025		571403 · Surveillance and Fob System		2,790.00
							2,790.00
Total Guard Street Partners, LLC	3970A	12/02/2025	12/12/2025		516119 · Computer & Software General		326.88
							326.88
HEARTLAND BUSINESS SYSTEMS, LLC	843454-H	12/02/2025	12/12/2025		516119 · Computer & Software General		405.40
							405.40
Total HEARTLAND BUSINESS SYSTEMS, LLC	823914	12/04/2025	12/14/2025		533311 · Vehicle Operating ExpHighway		1,549.26
JERRY WILLKOMM, INC	822959	12/04/2025	12/14/2025		533311 · Vehicle Operating ExpHighway		1,254.40
							2,803.66
Total JERRY WILLKOMM, INC	NOV 2025 cleaning	11/11/2025	11/21/2025		516101 · Janitorial Services	17	670.00
KATHRYN WENZEL	2025 Dec	12/08/2025	12/18/2025		-SPLIT-		679.16
							1,349.16
Total KATHRYN WENZEL							
KWIK TRIP Extended Network					Kwik Trip - Hwy Department		616.60
					Kwik Trip - Fire Department		495.39
							1,111.99
Total KWIK TRIP Extended Network	93535	11/18/2025	12/18/2025		533317 · Signs Highway		43.89
LANGE ENTERPRISES, INC.	92363	11/24/2025	12/24/2025		533317 · Signs Highway		167.54
							211.43
Total LANGE ENTERPRISES, INC.	229609	11/20/2025	11/30/2025		515102 · Auditor Fees	8	275.00
LUCIDA							275.00
Total LUCIDA							
MENARDS BURLINGTON	35681	11/11/2025	12/11/2025		533312 · Vehicle Maint/RepairHighway		28.33
	35822	11/11/2025	12/11/2025		533350 · Misc. Highway		46.21
	35844	11/11/2025	12/11/2025		533300 · HIGHWAY DEPARTMENT		8.56
	36425	11/26/2025	12/26/2025		533317 · Signs Highway		60.32
	36553	12/02/2025	01/01/2026		523011 · Vehicle Maint/Repair Fire		8.48
							151.90
Total MENARDS BURLINGTON							
MIDSTATE							

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

	Num	Date	Due Date	Class	Split	Aging	Open Balance
	V18059	11/13/2025	12/13/2025		533312 · Vehicle Maint/RepairHighway		127.60
	V17942	11/20/2025	12/20/2025		533312 · Vehicle Maint/RepairHighway		136.74
Total MIDSTATE							264.34
MOTOR PARTS COMPANY							
	399962&400240	11/11/2025	12/06/2025		-SPLIT-	2	110.98
	400680	11/11/2025	12/06/2025		533312 · Vehicle Maint/RepairHighway	2	13.96
Total MOTOR PARTS COMPANY							124.94
OFFICE PRO							
	750213-0	12/02/2025	12/12/2025		516111 · Supplies General		265.82
Total OFFICE PRO							265.82
OPC Pest Services							
	182835	11/20/2025	12/20/2025		516114 · Building Repairs General		149.00
Total OPC Pest Services							149.00
OTTER SALES & SERVICE, INC.							
	BUR-1061219	11/20/2025	12/20/2025		533312 · Vehicle Maint/RepairHighway		212.33
Total OTTER SALES & SERVICE, INC.							212.33
PATS SERVICES, INC.							
	71155	12/04/2025	01/03/2026		523016 · Utilities FH2		165.00
Total PATS SERVICES, INC.							165.00
RACINE COUNTY SHERIFF'S OFFICE							
	2840	11/18/2025	12/18/2025		521040 · Racine County Police Contract		69,026.07
Total RACINE COUNTY SHERIFF'S OFFICE							69,026.07
SAFEbuilt, LLC							
	28933557	12/04/2025	01/03/2026		524050 · Misc. Building Inspector		5,902.85
Total SAFEbuilt, LLC							5,902.85
SCBAS Inc							
	129552	12/02/2025	01/01/2026		523013 · Gen Equipment Main/RepairFire		457.52
Total SCBAS Inc							457.52
SCHOLZE, LUDWIG, GRUHN & WISHAU							
	24355	11/26/2025	12/26/2025		511402 · Professional Legal Fees		170.00
Total SCHOLZE, LUDWIG, GRUHN & WISHAU							170.00
SOUTHERN LAKES NEWSPAPERS, LLC							
	479590	11/24/2025	12/04/2025		516113 · Printing & Publishing General	4	19.82
	479592	11/24/2025	12/04/2025		511803 · Printing & PublishingElect	4	67.22
Total SOUTHERN LAKES NEWSPAPERS, LLC							87.04

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

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Spectrum							
	152416501110725	11/18/2025	12/18/2025		523017 · Utilities FH3		194.98
Total Spectrum	112125	12/02/2025	01/01/2026		516107 · Utilities General		169.99
							364.97
TRACTOR SUPPLY CREDIT PLAN							
	100856070	11/11/2025	12/11/2025		533310 · Supplies Highway		25.98
Total TRACTOR SUPPLY CREDIT PLAN							25.98
United Laboratories							
	INV448717	11/20/2025	12/20/2025		533312 · Vehicle Maint/RepairHighway		921.52
Total United Laboratories							921.52
WATER WORKS PLUMBING							
	I-13032-1	11/20/2025	12/20/2025		516114 · Building Repairs General		1,222.75
Total WATER WORKS PLUMBING							1,222.75
WE ENERGIES (1)							
	5691609882	11/13/2025	11/28/2025		-SPLIT-	10	3,126.21
Total WE ENERGIES (1)							3,126.21
WELDERS SUPPLY COMPANY							
	3251670	11/26/2025	12/26/2025		533312 · Vehicle Maint/RepairHighway		85.64
	3252099	11/26/2025	12/26/2025		533312 · Vehicle Maint/RepairHighway		96.79
Total WELDERS SUPPLY COMPANY							182.43
WI Dept. of Transportation							
	417117	12/02/2025	01/01/2026		572403 · Highway Dept Black Topping		88,273.02
	417116	12/02/2025	01/01/2026		572403 · Highway Dept Black Topping		16,693.53
	417115	12/02/2025	01/01/2026		572403 · Highway Dept Black Topping		1,110.11
Total WI Dept. of Transportation							106,076.66
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk							
	202511	12/05/2025	01/04/2026		516116 · CIBREE		14.00
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk							14.00
Wisconsin Humane Society							
	3491	12/05/2025	12/15/2025		541003 · Animal Control		275.00
Total Wisconsin Humane Society							275.00
WISCONSIN TOWNS ASSOCIATION							
	DUES 26-27	11/20/2025	11/20/2025		516106 · Dues & Fees General	18	1,540.00
Total WISCONSIN TOWNS ASSOCIATION							1,540.00
TOTAL							285,635.78

12.11.2025

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Agenda # 6a & b

**Renewal
Applications for
the Quarries and
Pits**

The following renewal applications have been submitted for 2026.

The fees have been paid

Their taxes are current.

The sheriff's department and the fire department have no concerns with the application

Owners:

Asphalt - Asphalt Contractors – 34215 Market St

Gravel – Asphalt Contractors – 7148 McHenry St

Gravel – Burlington Spring Valley – 1235 Spring Valley Rd

Limestone – Cretex Materials – 5731 Brever Rd

Gravel – TTT Real Estate, DBA Hillside Aggregates – 7126 McHenry St

Gravel – Trenton Ventures, DBA Pine Lake Materials – 29331 Durand Ave

Concrete, Gravel & Asphalt – Wanasek Corp – 29606 Durand Ave

Sand & Gravel – Baumeister Trust – 5065 Warren Rd

Operators:

Asphalt – Asphalt Contractors – 34215 Market St

Gravel – Asphalt Contractors – 7148 McHenry St

Gravel – Burlington Spring Valley – 1235 Spring Valley Rd

Limestone – Cretex Materials – 5731 Brever Rd

Gravel – TTT Real Estate, DBA Hillside Aggregates – 7126 McHenry St

Gravel – Trenton Ventures, DBA Pine Lake Materials – 29331 Durand Ave

Concrete, Gravel & Asphalt – Wanasek Corp – 29606 Durand Ave

Sand & Gravel – Reesman Excavating – 5065 Warren Rd

TOWN OF BURLINGTON

32288 Bushnell Road, Burlington WI 53105

Tel 262.763.3070

www.TownOfBurlingtonWI.gov





Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

To: Town Board

From: Chief William R. Vrchota

Date: December 5th, 2025

Subject: Discussion and Decision of Annual UTV and Trailer Maintenance and Insurance

Board Members,

As you know, our volunteers took great pride in funding the purchase of this equipment through multiple fundraisers. We intentionally avoided the use of taxpayer dollars for the acquisition because we believed strongly in providing this resource to our community without adding financial burden. Their dedication reflects the core values of our department's service, responsibility, and respect for the financial impact on our residents.

The only ongoing expenses associated with this equipment are routine maintenance and insurance. In house maintenance with minimal supplies will further reduce the costs.

This request is simply for the basic upkeep and insurance to be incorporated into the fire department's annual operating budget.

Respectfully submitted,

Chief William R. Vrchota

TOWN OF BURLINGTON

VEHICLE AND EQUIPMENT USE POLICY

Resolution No. 2025- 12.11a

Purpose

To set forth the guidelines under which Town vehicles and equipment are authorized to Town personnel, the guidelines under which Town vehicles and equipment may be used, and the conditions for personal use of vehicles.

Policy

It is the policy of the Town of Burlington that certain positions require employee access to municipal vehicles and equipment, either during the work shift, on a 24-hour on-call basis, or for travel to and from the Town Hall.

Town vehicles and equipment are not personal property and shall not be used for personal purposes. These assets belong to the citizens of Burlington and are assigned solely for purposes consistent with providing services to those citizens.

Employees may use personal vehicles or equipment for Town business at the discretion of the Town.

Procedure

Assignment of Vehicles and Equipment

- Highway Department: The Highway Department Supervisor assigns vehicles consistent with departmental workload and employee function. A CDL is required for operation of snowplow trucks over 26,000 pounds. The Supervisor is assigned a pickup truck for 24-hour use for after-hours calls and road inspections. Equipment such as skid steers, loaders, brush cutters, mowers, trailers, and similar items shall be used only for Town-related tasks
- Emergency Management: Personnel appointed by the Town Board may use their assigned vehicle for training, meetings, and emergency situations.
- Administrative Staff: May use a Town vehicle for errands (e.g., post office, bank, office supply purchasing, meetings) on an as-needed basis.
- Marine Law Enforcement: May use an assigned pickup truck for hauling boats, and fuel as required.

Usage

- Town-owned vehicles and equipment are to be used for official Town business only.
- Full-time Highway Department employees may plow a pass through their own driveway while plowing Town roads.
- Only Town employees or individuals on official Town business may ride in Town vehicles or operate Town equipment. Family members shall not be transported or permitted to operate equipment.
- Exceptions:
 - 1) Approved volunteers assisting in snow plowing or off-hour calls (insurance list on file).
 - 2) Parades or special events approved by the Town.
- Alcoholic beverages are not permitted in Town vehicles at any time.

Driver Responsibilities

- Must possess a valid Wisconsin driver's license appropriate for the vehicle type; CDL required for vehicles over 26,000 lbs or when otherwise required by law.

- Must be properly trained and authorized before operating any Town equipment.
- May not operate any vehicle under the influence of alcohol or drugs that impair driving ability.
- Must wear seatbelts when operating vehicles and comply with required safety procedures when operating equipment.
- Must park or store assigned vehicles and equipment in safe locations when used for commuting or job duties.
- The Town is not liable for personal property in Town vehicles or equipment.
- Report any malfunctions, damage, or accidents immediately.
- Obey all traffic laws. Violations, citations, and fines are the employee's responsibility and must be reported immediately to a supervisor or the Administrator.
- Violations may result in disciplinary action, up to and including dismissal.

Personal Vehicle Use

- Employees using personal vehicles for Town business must:
 - 1) Have a valid driver's license and comply with state law,
 - 2) Not operate vehicles under the influence of alcohol or impairing substances,
 - 3) Wear seatbelts,
 - 4) Maintain liability insurance. Proof may be requested by the Town.
- The employee's insurance is primary and the Town's insurance is secondary.
- Any accident while on Town business must be reported immediately to a supervisor or the Administrator.

Special Circumstances

This policy provides a general framework for vehicle use but cannot address every situation. Department-specific procedures may apply. Employees seeking clarification or exceptions should contact the Administrator, who may authorize deviations when justified.

Sanctions

Failure to comply with this policy may result in disciplinary action, up to and including removal of vehicle or equipment privileges, suspension, or termination from Town employment.

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

Attest:

Town Clerk

Supervisor

Supervisor

Supervisor

Memorandum

To: Town Board

From: Rachel Naber

Date: December 8, 2025

Re: Lagoon Pier Options and Considerations for Town-Owned Piers

As the Board discusses **whether the Town should install Town-owned piers and lease pier slips**, this memorandum is intended to outline material options, cost considerations, and potential revenue recovery to assist with that discussion.

Available options include **wooden, aluminum, and composite piers**, each with distinct advantages and disadvantages, as summarized below.

Wooden Docks

The classic, rustic appeal of nature

Pros:

- **Natural Beauty:** Wooden docks provide a traditional appearance that blends well with the lagoon and surrounding environment.
- **Customizability:** Wood can be stained or painted to match aesthetic preferences.
- **Repairability:** Individual boards can often be replaced without requiring full dock replacement.

Cons:

- **Maintenance:** Requires regular sealing and treatment to prevent rot, decay, and UV damage.
 - **Durability:** Without consistent maintenance, wood may warp, splinter, or rot over time.
-

Aluminum Docks

The modern, resilient option

Pros:

- **Durability:** Aluminum is rust-proof and designed to withstand long-term exposure to water and weather.
- **Low Maintenance:** Minimal upkeep compared to wood.
- **Lightweight:** Easier installation and future adjustment.

Cons:

- **Heat Retention:** Can become hot in direct sunlight.
 - **Higher Initial Cost:** Purchase price is typically higher than wood options.
-

Composite Docks

A balance of durability and appearance

Pros:

- **Low Maintenance:** Resistant to rot, decay, and insects.
- **Aesthetic Flexibility:** Available in multiple finishes, including wood-like appearances.
- **Environmentally Friendly:** Often manufactured from recycled materials.

Cons:

- **Cost:** Higher upfront investment than wood.
 - **Weight:** Heavier material may affect installation logistics.
 - **Heat Absorption:** Can become warm in direct sunlight.
-

Cost and Lease Revenue Considerations

If the Board chooses to proceed with **Town-owned piers**, the current concept includes **eight (8) aluminum permanent piers**, each **24 feet in length**. The estimated cost per pier ranges from **\$6,500 to \$7,500**, excluding installation labor.

The annual lease rate for pier slips in the area range from **\$1,000 to \$2,700 per slip**. Each pier would provide **two slips**. Based on these figures, the Town could anticipate an estimated **5- to 6-year cost recovery period**, depending on final pricing and lease rates.

Additional Consideration

Additionally, I will be recommending that the Board consider purchasing **nine (9) piers instead of eight (8)**. This would allow the replacement of the **Marine Division pier** at the same time.
