



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

February 12, 2026 / 6:30PM

Notice is hereby given that a regular meeting of the Town Board of the Town of Burlington will be held on **Thursday, February 12th, 2026**, 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 January 8, 2026
- b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire

Action: Approve/Deny the consent agenda

5. Financial Reports

- a. Pre-paid vouchers
- b. Bills approximately as of February 12, 2026

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. Conditional Use
 - i. Petitioner/Owner: Cretex
Parcel: 002-02-19-04-006-000
30561 Bushnell Rd
Action: *Accept or Decline Recommendation*
7. Speed Limit for Spring Prairie Rd
Action: *Discussion and Possible Action*
8. Confirmation of Town of Burlington Fire Department Officer
Action: *Discussion and Possible Action*
9. Confirmation of New Volunteer Firefighter
Action: *Discussion and Possible Action*
10. Purchase of a UTV Skid Unit
Action: *Discussion and Possible Action*
11. Ordinance 1.20.090 Cost of Collection
Action: *Discussion and Possible Action*
12. Ordinance 2.12 Plan Commission
Action: *Discussion and Possible Action*
13. Ordinance 10.18 UTV/ATV
Action: *Discussion Only*
14. Burlington Cemetery Agreement
Action: *Discussion and Possible Action*
15. Discussion on Town Owned Piers at White Oak Park/Lagoon Beach
Action: *Discussion Only*
16. Adjournment

Jeanne Rennie, Clerk
2026 February 11

Attest to Posting of Public Notices

State of Wisconsin
County of Racine
Town of Burlington

I, Jeanne Rennie, hereby certify that I posted a true and correct copy of the following item(s) on the bulletin board(s) at the locations indicated below. Said posting was accomplished by pinning the document(s) to the bulletin board.

1. Town of Burlington Town Hall, 32288 Bushnell Road
Date: 02/11/2026 Time: 9:05 AM

2. Beachview Grocery Store, 33225 S Lakeshore Drive
Date: _____ Time: _____

3. Al's Little Country Store, 30411 Durand Avenue
Date: _____ Time: _____

Additionally, all documents listed as follows have also been posted on the Town of Burlington's website: www.TownOfBurlingtonWI.gov
Date: 02/11/2026 Time: 9:06 AM

Documents posted:

02/12/2026 - TB agenda Amended

Signed: Jeanne Rennie Date: 02/11/2026

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



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

February 12, 2026

Call to order – Roll Call and Verification of Posting

At 6:47 PM Chairman Czaplewski called to order the Town Board Meeting. The meeting was held in the Town Hall auditorium located at 32288 Bushnell Road, Burlington.

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

Czaplewski confirmed that the meeting was properly posted.

Public comment

Bill Korducki – 31010 Plank Rd – spoke about the logos submitted.

Town Chairman and Supervisors Reports

Czaplewski, Swantz, and Ketterhagen did not have anything to report this month. Fliss shared details on the Fire Department bowling fundraiser in February.

Consent Agenda – Minutes 12/11/25/ & 12/23/25 / Reports / and S/T Rental

Approval of meeting minutes: Regular meeting on December 11, 2025 and Special meeting on December 23, 2025; Accept Monthly Reports: Highway, Sheriff, Marine, Fire; and Short-term rental application

Ketterhagen motioned at approve the consent agenda; Swantz seconded the motion. Motion carried 3-0

Financial Reports – Prepaid Vouchers & Bills as of 01/08/2026

Swantz motioned to approve the financial reports as of January 8, 2026; Ketterhagen seconded the motion. Motion carried unanimously.

Plan Commission Recommendation

Land Division: Petitioner/Owner: Keri Brinkman / Parcel: 002-03-19-20-002-020 / Maple Lane

Rezone: Petitioner/Owner: Keri Brinkman / Parcel: 002-03-19-20-002-020 / Maple Lane

Swantz motioned to accept the recommendation of the plan commission to approve the land division and rezone; Ketterhagen seconded the motion. Motion carried 3-0.

Confirmation of Town of Burlington Fire Department Officers

Chief Vrchota spoke about the positions and proposed the following members be appointed for the 2026 – 2027 term: Ken Remer to Captain for Station Three; Rick Kivisto to Captain for Station Two; and Vicki Baumeister to Captain, as Safety Officer to an unlimited term.

The board thanked the volunteers for their dedication to the town. Swantz motioned to accept the recommendations; the motion was seconded by Ketterhagen. Motion carried unanimously.

Chairman Czaplewski swore in the new officers and the captains received their badges.

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

Administrator Naber gave an update on the subject. Dredging cannot be completed before the summer months. She also spoke about shoreline erosion. Discussion followed.

The board would like to see pricing for the various options discussed.

Town Logo

The town received several logo submissions. They were displayed for viewing. The board discussed the submissions. The board will continue to explore ideas.

Adjournment

Swantz motioned to adjourn at 7:22PM; Ketterhagen seconded the motion. Motion carried.

Respectfully submitted,
Jeanne Rennie, Clerk



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, January 2026

Board Members,

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

- *Number of citations issued for your municipality 140*
- *Number of arrests 12*
- *Number of warrants cleared 0*
- *Number of calls for service 219*
- *Number of extra attentions / crime preventions 263*
- *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



CAD Summary Report

Printed On: 02/04/26 07:34

Racine County

	01/26	Total
Accident - Hit & Run	1	1
Accident - Injury	1	1
Accident - Property Damage	10	10
Aid Motorist	14	14
Animal Complaint	2	2
Animal Injured	4	4
Animal Mistreatment	1	1
Annoying Phone Calls	1	1
Assist Other Jurisdiction-Not Urgent	1	1
Assist Other Jurisdiction-Urgent	1	1
Assistance Requested-Citizen	2	2
Assist-Other Department	1	1
Building Check	40	40
Carbon Monoxide	3	3
Civil Trouble	3	3
Crime Prevention	188	188
Crosswalk Enforcement	1	1
Damaged Sign	2	2
Debris In Roadway	4	4
Extra Attention	8	8
Family Trouble	2	2
Fire	1	1
Fraud	3	3
Information	2	2
Man With A Gun	1	1
MCSAP Inspection	1	1
Mental Subject	4	4
Natural Gas Leak	1	1
Open/Close Business Check	4	4
Operating Vehicle While Intoxicated	2	2



CAD Summary Report

Printed On: 02/04/26 07:34

	01/26	Total
Ordinance Violation	4	4
Paper Service	3	3
Reckless Driving	10	10
Rescue Run	27	27
Suspicious Circumstances	5	5
Suspicious Vehicle	1	1
Theft From Vehicle	1	1
Traffic Hazard	7	7
Traffic Incident	1	1
Traffic Violation	244	244
Tree Or Branch Down	1	1
Trouble With Kids	1	1
Vandalism To Property	1	1
Vehicle In Ditch	6	6
Wanted Person	1	1
Welfare Check	2	2
Total	624	624

Trip Count by Nature of Call

Trip Date IS BETWEEN 01/01/2026 AND 01/31/2026; AND Ordering Facility IS RACINE COUNTY SHERRIFF; AND Vehicles IS NOT CURTIS
 UNIVERSAL AMBULANCE: UnavMx OR CURTIS UNIVERSAL AMBULANCE: Unavai

CURTIS UNIVERSAL AMBULANCE

	AEMT	EMT	Paramedic	Total
	0	3	0	3
Abdominal Pain	0	2	0	2
Back Pain	0	0	1	1
Breathing Problems	0	3	1	4
Chest Pain	0	2	0	2
CO2/Inhale/Hazmat	0	1	0	1
Convulsions/Seizures	1	1	0	2
Diabetic Problems	0	0	1	1
Fall(s)	1	10	1	12
Heart Problems	0	0	1	1
Injured Person	0	1	1	2
MVA	0	1	0	1
Other/Medical	0	3	0	3
Overdose/Poisoning	0	1	0	1
Sick Person	0	5	2	7
Standby	0	2	0	2
Syncope/Unconscious	1	1	0	2
Unknown Problem	0	1	1	2
Total	3	37	9	49

Town of Burlington Highway Report

For the month of 1/31/26

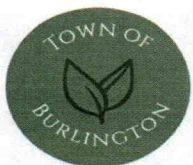
- Emptied trash cans in the parks and boat launch
- Repaired mailbox plow damage
- Hot tar on troublesome manholes
- Assisted Rachel with cleaning out office for sheriff dept
- Received 350 tons of salt
- Cleaned all drains and catch basins
- Cleaned up landfill
- Picked up and mixed 31 tons of sand with salt
- Repaired 4 manhole covers hit by plows
- Washed trucks
- Cleared snow off bridge decks

Equipment

- Replaced cutting edges on truck 88 and 83
- Fixed leaky tire on 81
- Started working on 83 power steering pump

Snow/Wind

- 1/10 2" snow
- 1/11 salt
- 1/14 1" snow
- 1/16 3" snow
- 1/17 2" snow
- 1/19 1" blowing snow
- 1/ 20 drifting
- 1/21 2" snow
- 1/22,23,26,27,28 Checked for drifting in the am



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



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the Period from 01/01/2026 00:00 To 01/31/2026 23:59

Code	Description	# of Incidents
ACCPI	Accident Personal Injury	3
ALS1	ALS Station 1	1
MANPWR	Manpower Needed	2
MABAS	Mutal Aid Box Alarm	2
CRBMON	Possible Carbon Monoxide	3
PNB	Pulseless, Non-Breathing	1
NGLEAK	Reported Natural Gas Leak	1
FIREO	Single Engine Response	1
FIRE	Structure Fire	4
Grand Total		18

TOBFD volunteers had a total of 117 hours for calls to service in the month of January.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Trip Count by Nature of Call CURTIS UNIVERSAL AMBULANCE

	AEMT	EMT	Paramedic	Total
Abdominal Pain	0	2	0	2
Back Pain	0	0	1	1
Breathing Problems	0	3	1	4
Chest Pain	0	2	0	2
CO2/Inhale/Hazmat	0	1	0	1
Convulsions/Seizures	1	1	0	2
Diabetic Problems	0	0	1	1
Fall(s)	1	10	1	12
Heart Problems	0	0	1	1
Injured Person	0	1	1	2
MVA	0	1	0	1
Other/Medical	0	3	0	3
Overdose/Poisoning	0	1	0	1
Sick Person	0	5	2	7
Standby	0	2	0	2
Syncope/Unconscious	1	1	0	2
Unknown Problem	0	1	1	2
TOTAL	3	34	9	46



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Membership:

- Recommendation and approval of Ethan Kerr for the vacant Lieutenant position at Station 2 for the remainder of 2026.
- We have a new member finishing up the onboarding process. She will be assigned to Station 3.
- DC Chart has a meeting with a perspective member next week.
- We currently have two members in FF1/Hazmat Ops class.

Upcoming Events:

- Annual Bowling Fundraiser on Sunday February 22nd at Towne and Country Lanes in Burlington. Registration starts at eleven and bowling starts at noon. Currently all 18 lanes are filled, and a waiting list has been started.
- Training for February is Ice Rescue.

Equipment:

- Progress on the build out of new engine 922 continues to get closer to being completed

Town of Burlington
Prepays
January 9 through February 9, 2026

	Name	Num	Date	Due Date	Class	Account	Paid Amount
	QuickBooks Payroll Service		01/14/2026			108000 · Community St BankGen Cking	
	QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-48.03
TOTAL							-48.03
	QuickBooks Payroll Service		01/22/2026			108000 · Community St BankGen Cking	
	QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-15,617.69
TOTAL							-15,617.69
	QuickBooks Payroll Service		02/05/2026			108000 · Community St BankGen Cking	
	QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-19,656.11
TOTAL							-19,656.11
	AFLAC		01/14/2026			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-282.06
TOTAL							-282.06
	DEPARTMENT OF EMPLOYEE TRUST FUNDS		01/14/2026			108000 · Community St BankGen Cking	
		ACH				24000 · Payroll Liabilities	-5,826.62
TOTAL							-5,826.62
	DEPARTMENT OF EMPLOYEE TRUST FUNDS		01/20/2026			108000 · Community St BankGen Cking	
		ACH				24000 · Payroll Liabilities	-6,577.94
TOTAL							-6,577.94
	VISA		01/31/2026			108000 · Community St BankGen Cking	
						Visa - Clerk	-189.46
						Visa - Administrator	-5,865.00
						Visa - Hwy Department	-190.97
TOTAL							-6,245.43

Town of Burlington
Prepays
January 9 through February 9, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount															
WE ENERGIES (1)	ACH	01/31/2026	02/04/2026		108000 · Community St BankGen Cking																
					516107 · Utilities General	-22.20															
					516107 · Utilities General	-298.90															
					523017 · Utilities FH3	-683.78															
					523017 · Utilities FH3	-389.09															
					533316 · Utilities Highway	-19.50															
					533316 · Utilities Highway	-873.72															
					523016 · Utilities FH2	-890.03															
					516107 · Utilities General	-1,181.16															
					534004 · Utilities Landfill	-15.38															
TOTAL						-1,441.25															
SUN LIFE FINANCIAL	ACH	02/01/2026	02/20/2026		108000 · Community St BankGen Cking																
					516118 · Insurance General	-137.46															
					TOTAL						-137.46										
					KWIK TRIP Extended Network	ACH	02/03/2026	02/07/2026		108000 · Community St BankGen Cking											
										NP69714336	-1,352.17										
										TOTAL						-1,352.17					
										EFTPS/FEDERAL ELECTRONIC FILING	E-pay	01/12/2026			108000 · Community St BankGen Cking						
															24000 · Payroll Liabilities	-6,305.72					
															TOTAL						-6,305.72
															WISCONSIN DEPT. OF REVENUE	E-pay	01/12/2026			108000 · Community St BankGen Cking	
24000 · Payroll Liabilities	-910.58																				
TOTAL																				-910.58	
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	01/14/2026																		108000 · Community St BankGen Cking	
					TOTAL															-910.58	

Town of Burlington
Prepays

January 9 through February 9, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL					24000 · Payroll Liabilities	-7.94
						-7.94
WISCONSIN DEPT. OF REVENUE	E-pay	01/20/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-918.65
TOTAL						-918.65
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	01/23/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-6,072.80
TOTAL						-6,072.80
TOWN OF BURLINGTON (1)	32210	01/30/2026			108000 · Community St BankGen Cking	
	2025taxbill	01/20/2026	02/19/2026		516121 · Drainage Assessments	-589.94
TOTAL						-589.94

Town of Burlington
Unpaid Bills Detail
As of February 10, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
ACCURATE APPRAISAL, LLC	5884	01/20/2026	01/30/2026		515201 · Assessor Fees	11	1,980.00
	5974	02/02/2026	03/03/2026		515201 · Assessor Fees		1,980.00
							3,960.00
Total ACCURATE APPRAISAL, LLC							
ASDA ENTERPRISES INC	157795	02/09/2026	03/11/2026		535001 · Garbage/Recycling		48,351.75
Total ASDA ENTERPRISES INC							48,351.75
AURORA HEALTH CARE	679200581	01/20/2026	01/20/2026		523022 · Physicals Fire	21	370.00
	679208092	01/20/2026	01/20/2026		523022 · Physicals Fire	21	370.00
	680810067	01/20/2026	01/20/2026		523022 · Physicals Fire	21	250.00
Total AURORA HEALTH CARE							990.00
BOARD OF COMM OF PUBLIC LANDS							
Total BOARD OF COMM OF PUBLIC LANDS	2026	01/30/2026	03/01/2026		-SPLIT-		160,604.33
BURLINGTON AREA SCHOOL DIST.							160,604.33
Total BURLINGTON AREA SCHOOL DIST.							3,885.24
CARGILL							3,885.24
Total CARGILL	2911905708	01/13/2026	02/06/2026		533320 · Road Salt Highway	4	9,631.15
	2911940857	01/29/2026	02/08/2026		533320 · Road Salt Highway	2	8,858.39
	2911983500	02/09/2026	02/19/2026		533320 · Road Salt Highway		7,614.76
	2911999857	02/09/2026	02/19/2026		533320 · Road Salt Highway		7,511.81
Total CARGILL							33,616.11
CRETEX MATERIALS INC. (1)							
Total CRETEX MATERIALS INC. (1)	208064	01/20/2026	02/19/2026		533320 · Road Salt Highway		166.09
	208174	02/09/2026	03/11/2026		533320 · Road Salt Highway		29.95
CULLIGAN OF BURLINGTON							196.04
Total CULLIGAN OF BURLINGTON	500X03373103	01/13/2026	01/20/2026		516107 · Utilities General	21	96.00
CURTIS AMBULANCE SERVICE	500X03388002	02/09/2026	02/18/2026		516107 · Utilities General		55.00
Total CURTIS AMBULANCE SERVICE							151.00
FORWARD TS	20260202-1	02/03/2026	02/13/2026		523100 · Ambulance Service		35,355.95
Total FORWARD TS							35,355.95

Town of Burlington
Unpaid Bills Detail
As of February 10, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total FORWARD TS							
GATEWAY TECH COLLEGE DIST BOARD	AR274706	02/05/2026	03/07/2026		516113 · Printing & Publishing General		154.30
							154.30
Total GATEWAY TECH COLLEGE DIST BOARD							
Glatfelter Specialty Benefits/VFIS		02/03/2026	03/05/2026		436600 · Payment in Lieu of Taxes DNR		303.90
							303.90
Total GATEWAY TECH COLLEGE DIST BOARD							
Glatfelter Specialty Benefits/VFIS		01/30/2026	02/24/2026		523032 · Service Award Program		9,272.96
							9,272.96
Guard Street Partners, LLC	4147A	02/03/2026	02/13/2026		516119 · Computer & Software General		326.88
							326.88
Total Guard Street Partners, LLC							
HJ FAUST	81687461	01/08/2026	01/18/2026		523029 · Building Maintenance - FH3	23	375.00
							375.00
Total HJ FAUST							
JERRY WILLKOMM, INC	323441	01/08/2026	01/18/2026		533311 · Vehicle Operating ExpHighway	23	1,237.05
	323560	01/22/2026	02/01/2026		533311 · Vehicle Operating ExpHighway	9	1,162.13
							2,399.18
Total JERRY WILLKOMM, INC							
KATHRYN WENZEL		Feb 2026	02/09/2026	02/19/2026	516101 · Janitorial Services		670.00
							670.00
Total KATHRYN WENZEL							
KWIK TRIP Extended Network	Jan2026	02/03/2026	03/05/2026		Kwik Trip - Fire Department		326.02
		02/05/2026	03/07/2026		Kwik Trip - Hwy Department		1,133.71
							1,459.73
Total KWIK TRIP Extended Network							
LAKESIDE INTERNATIONAL TRUCKS INC	2381412P	02/09/2026	03/11/2026		533312 · Vehicle Maint/Repair-Highway		3,466.46
							3,466.46
Total LAKESIDE INTERNATIONAL TRUCKS INC							
MENARDS BURLINGTON	39571	01/20/2026	02/19/2026		-SPLIT-		138.78
	39307	01/20/2026	02/19/2026		533350 · Misc. Highway		37.57
	39145	01/20/2026	02/19/2026		533312 · Vehicle Maint/Repair-Highway		37.86
	39891	01/29/2026	02/28/2026		533322 · Highway Patch/Crack Filling		83.22
	39805	01/29/2026	02/28/2026		533312 · Vehicle Maint/Repair-Highway		71.36
	40009	01/29/2026	02/28/2026		533320 · Road Salt Highway		27.79
	39879	01/29/2026	02/28/2026		-SPLIT-		8.52

Town of Burlington
Unpaid Bills Detail
As of February 10, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total MENARDS BURLINGTON							
MISC (1)	37302	02/09/2026	03/11/2026		533320 · Road Salt Highway		56.94
	40803	02/09/2026	03/11/2026		533312 · Vehicle Maint/Repair-Highway		4.52
	40754	02/09/2026	03/11/2026		516114 · Building Repairs General		474.13
	40755	02/09/2026	03/11/2026		516114 · Building Repairs General		25.40
							966.09
Total MISC (1)	371	12/31/2024			571405 · Dredging Project		-1,222,939.60
MOTOR PARTS COMPANY	372	12/31/2024			650-571 · Dredging Project		1,222,939.60
							0.00
Total MOTOR PARTS COMPANY	401819	01/08/2026	02/02/2026		-SPLIT-	8	250.88
OPC Pest Services	188310	01/20/2026	02/19/2026		516114 · Building Repairs General		158.00
							158.00
Total OPC Pest Services	20101103	01/22/2026	02/21/2026		511312 · Computers & Software Muni Ct		1,200.00
PRAXIS CONSULTING							1,200.00
Total PRAXIS CONSULTING	47307947	01/13/2026	02/12/2026		516111 · Supplies General		69.55
QUILL CORPORATION							69.55
Total QUILL CORPORATION	5180	01/30/2026	03/01/2026		533320 · Road Salt Highway		270.70
RACINE CO. PUBLIC WORKS							270.70
Total RACINE CO. PUBLIC WORKS	25-TOB-101	01/20/2026	02/19/2026		516113 · Printing & Publishing General		4,185.10
RACINE COUNTY FINANCE DEPT	NOV2025	02/10/2026	03/12/2026		516119 · Computer & Software General		625.00
	OCTOBER2025	02/10/2026	03/12/2026		516119 · Computer & Software General		1,017.00
							5,827.10
Total RACINE COUNTY FINANCE DEPT	2876	01/20/2026	02/19/2026		521040 · Racine County Police Contract		69,026.07
RACINE COUNTY SHERIFF'S OFFICE							69,026.07
Total RACINE COUNTY SHERIFF'S OFFICE		02/03/2026	03/05/2026		436600 · Payment In Lieu of Taxes DNR		1,542.04
Racine County Treasurer							1,542.04
Total Racine County Treasurer							1,542.04
raSmith							

Town of Burlington
Unpaid Bills Detail
As of February 10, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total raSmith SAFEbuilt, LLC	192934	01/20/2026	02/19/2026		-SPLIT-		1,143.75
	192935	01/20/2026	02/19/2026		201002 · P & Z Bond Deposits Payable		456.50
							1,600.25
Total SAFEbuilt, LLC SCHOLZE, LUDWIG, GRUHN & WISHAU	3241549	02/05/2026	03/07/2026		524050 · Misc. Building Inspector		4,270.02
							4,270.02
	24817	01/08/2026	02/07/2026		511402 · Professional Legal Fees	3	1,860.00
Total SCHOLZE, LUDWIG, GRUHN & WISHAU SHERWIN INDUSTRIES, INC.	25064	02/09/2026	03/11/2026		511402 · Professional Legal Fees		440.00
							2,300.00
	SC054981	01/20/2026	02/19/2026		533322 · Highway Patch/Crack Filling		163.20
Total SHERWIN INDUSTRIES, INC. SHORT ELLIOTT HENDRICKSON INC							163.20
	501180A	01/20/2026	02/19/2026		561004 · Engineering Fees P & Z		69.86
	501180B	01/20/2026	02/19/2026		201002 · P & Z Bond Deposits Payable		407.00
Total SHORT ELLIOTT HENDRICKSON INC SIREN SERVICES	501180C	01/20/2026	02/19/2026		201002 · P & Z Bond Deposits Payable		444.00
	502756A	02/10/2026	03/12/2026		201002 · P & Z Bond Deposits Payable		346.40
	502756B	02/10/2026	03/12/2026		201002 · P & Z Bond Deposits Payable		330.15
	502759A	02/10/2026	03/12/2026		201002 · P & Z Bond Deposits Payable		238.07
	502759B	02/10/2026	03/12/2026		561004 · Engineering Fees P & Z		259.85
							2,095.33
Total SIREN SERVICES SOUTHERN LAKES NEWSPAPERS, LLC	4819	01/22/2026	02/21/2026		523011 · Vehicle Maint/Repair Fire		1,705.88
							1,705.88
	82184	02/09/2026	02/19/2026		516113 · Printing & Publishing General		20.14
Total SOUTHERN LAKES NEWSPAPERS, LLC Spectrum							20.14
	152416501010726	01/13/2026	02/06/2026		523017 · Utilities FH3	4	194.98
	012126	02/03/2026	03/05/2026		516107 · Utilities General		169.99
Total Spectrum Terry & Nudo, LLC							364.97
Total Terry & Nudo, LLC The Horton Group, Inc. (1)	2202	01/20/2026	02/19/2026		511309 · Prosecuting Attorney Fees		624.00
							624.00
							624.00

Town of Burlington
Unpaid Bills Detail
As of February 10, 2026

	<u>Num</u>	<u>Date</u>	<u>Due Date</u>	<u>Class</u>	<u>Split</u>	<u>Aging</u>	<u>Open Balance</u>
Total The Horton Group, Inc. (1) TRACTOR SUPPLY CREDIT PLAN	141271	01/08/2026	02/07/2026		516118 · Insurance General	3	2,170.00
	141635	01/20/2026	02/19/2026		516118 · Insurance General		71,930.20
							74,100.20
Total TRACTOR SUPPLY CREDIT PLAN VISA	864323	01/08/2026	02/07/2026		533320 · Road Salt Highway	3	13.98
	9487 Jan 2026	02/09/2026	02/24/2026		533321 · Highway Dept Gravel and Stone		9.98
							23.96
Total VISA		02/10/2026	03/12/2026		Visa - Clerk		237.99
WAUSAU EQUIPMENT COMPANY, INC.							237.99
Total WAUSAU EQUIPMENT COMPANY, INC.							
WE ENERGIES (1)	9761519	01/13/2026	02/12/2026		533312 · Vehicle Maint/Repair-Highway		522.72
							522.72
Total WE ENERGIES (1)							
WELDERS SUPPLY COMPANY	ACH	12/30/2025			108000 · Community St BankGen Cking		-0.21
	5804848148	02/09/2026	02/27/2026		516107 · Utilities General		100.74
							100.53
Total WELDERS SUPPLY COMPANY							
WI DEPT OF JUSTICE POLICE COMPANY WI DEPT OF JUSTICE Police Dpt	3274031	02/09/2026	03/11/2026		533312 · Vehicle Maint/Repair-Highway		29.90
							29.90
Total WI DEPT OF JUSTICE Police Dpt							
WI Dept. of Transportation	19507	01/20/2026	02/19/2026		521025 · CIBREE(1)		102.00
							102.00
Total WI Dept. of Transportation	395-0000421266	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		343.11
	395-0000421265	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		13,994.79
	395-0000421264	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		33.36
	395-0000421263	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		16.97
	395-0000421262	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		216.90
	395-0000421261	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		149.11
	395-0000425789	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		23,723.05
	395-0000425788	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		15,460.69
	395-0000411408	02/03/2026	03/05/2026		572403 · Highway Dept Black Topping		37.31
	428553	02/09/2026	03/11/2026		572403 · Highway Dept Black Topping		7,143.91
	428552	02/09/2026	03/11/2026		572403 · Highway Dept Black Topping		4,745.51
Total WI Dept. of Transportation							65,864.71

Town of Burlington
Unpaid Bills Detail
As of February 10, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
WI MUNICIPAL CLERKS ASSOCIATION							
Total WI MUNICIPAL CLERKS ASSOCIATION	2026 ANNUAL	01/08/2026	02/07/2026	511305 - Dues & Fees Muni Court		3	55.00
WI MUNICIPAL JUDGES ASSOC.							55.00
Total WI MUNICIPAL JUDGES ASSOC.	2026DUES	01/20/2026	01/20/2026	511305 - Dues & Fees Muni Court		21	150.00
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk	202601	02/05/2026	03/07/2026	516116 - CIBREE			150.00
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk							21.00
Wisconsin Humane Society	3479	01/20/2026	01/30/2026	541003 - Animal Control		11	275.00
Total Wisconsin Humane Society							275.00
TOTAL							539,476.06



CREATIVITY BEYOND ENGINEERING

MEMORANDUM

DATE: February 2, 2026

TO: Rachel Naber, Town Administrator, Town of Burlington

FR: Pat Hawley, PE, PTOE, RSP₁

CC: Robert Wielgos, PE

RE: Spring Prairie Road Speed Study

Spring Prairie Road is a rural two-lane roadway spanning from WIS 11 on the west to South Honey Lake Road on the east, for a total length of about six miles. The existing speed limit is 45 miles per hour (mph) west of County DD. East of County DD, there are no speed limit signs. The fixed speed limit for unmarked town roads is 55 mph per Wisconsin state statutes 346.57(4). Towns have the authority to reduce the speed limit by up to 10 mph (45 mph) when evaluated and recommended through an engineering study under state statutes 349.11(3).

The Town of Burlington received a request to lower the speed limit along Spring Prairie Road between County DD and South Honey Lake Road. The Town retained raSmith to conduct a speed study to evaluate whether a change in speed limit was justified. Existing speed data is a primary element in helping to review speed limits under the principle most motorists will drive the speed they feel safely comfortable traveling for a given section of road. The roadway geometry, traffic control and adjacent speed limits should also be considered in evaluating speed limits. It should be noted the speed study is a holistic assessment of all the data and does not rely on one element.

Speed Data

The primary speed characteristics documented for this study include the 85th percentile speed, average speed, and 10 mph pace range. While many factors are used to identify an appropriate speed limit, the 85th percentile speed is a key metric because most motorists generally drive at or below this level. National guidance recommends the posted speed limit should be within 5 mph of field-recorded 85th percentile speed. The 10 mph pace is the speed range at which the majority of motorists are traveling, typically 70-75% of all vehicles. The average speed is not a determining factor in speed limit evaluations but it provides a point of reference and is included in the data.

Table 1 shows the speed data collected along Spring Prairie Road from August 24 through September 5, 2024. The speed recorders were located at 34610 Spring Prairie Road, approximately three quarters of a mile west of South Honey Lake Road near Bieneman Road.

Table 1
Spring Prairie Road Speed Data Summary
Collected August/September 2024 near Bieneman Road

Speed Characteristic	Measured Travel Speeds (mph)		
	Westbound	Eastbound	Combined
Speed Limit	55		
85 th Percentile Speed	53	57	55
Average	46.0	50.4	48.2
10 mph Pace Range	42-51 (48.5%)	46-55 (46.7%)	44-53 (47.5%)
Vehicles Travelling Above 55 mph	5.3%	21.5%	13.3%
Vehicles Travelling Above 65 mph	0.2%	2.3%	1.2%

The speed data shows distinctly different characteristics for eastbound and westbound vehicles. The eastbound 85th percentile speed, average speed and 10 mph paces are about 4 mph higher than the westbound direction. This is likely due to two factors related to the location where the speed data was collected.

- 1) The speed data was collected about three quarters of a mile west of the T-intersection with South Honey Lake Road. Vehicles leaving this intersection would initiate the westbound movement from a slow turning speed.
- 2) There are horizontal and vertical curves located to the east of the data collection site, which could impact westbound travel speeds. The roadway is relatively flat and straight west of the data collection site, and eastbound vehicles could feel more comfortable travelling at a higher rate of speed.

The 85th percentile speed data suggests the speed limit could be 50-55 mph, while the 10 mph pace suggests the speed limit could be 45-50 mph. It should be noted the 10-mph pace comprises only 47.5% of the vehicles, which is much lower than most roadways. This low percentage suggests there is greater speed variance along Spring Prairie Road than most other roadways.

In the westbound direction, only 5.3% of the vehicles are travelling above the speed limit, which means 94.7% of the vehicles are travelling below 55 mph. The eastbound percentage of speeders increases dramatically with 21.5% of motorists traveling above 55 mph.

Other factors

Posted speed limit consistency should be considered in this situation. The roadway geometry, adjacent land uses and driveway density is consistent along the entire stretch of Spring Prairie Road. The western two-thirds of the corridor is signed at 45 mph. Reducing the eastern third to 45 mph would create a consistent corridor.

The Canadian National at grade railroad crossing is located within the existing 55 mph speed limit zone. The crossing is raised and not at the same elevation as the approach roadway. While not a critical element, slower

speeds at the crossing would create a more comfortable drive. No crashes have been reported at the crossing in the past five years (2021-2025).

Conclusions and Recommendations

Based on the existing speeds in this stretch of Spring Prairie Road, the roadway geometry and the existing 45 mph speed limit to the west, raSmith recommends lowering the speed limit to 45 mph between County DD and South Honey Lake Road. The following signage changes should be incorporated:

- Add 45 mph speed limit signs along Spring Prairie Road at two locations: 1) west of South Honey Lake Road, facing east for westbound traffic. 2) east of County DD, facing west for eastbound traffic. Both signs are to be located based on field conditions and are anticipated to be placed 200-400 feet from the adjacent intersections. Consider adding temporary flags to the new signs to draw attention to the change in speed limit.
- Remove the existing 45-mph speed limit ahead warning sign currently located immediately west of the County DD intersection. Consideration could be given to replacing the speed limit ahead sign with a 45-mph speed limit sign.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Memorandum

To: Town Board

From: Town of Burlington Fire Department – Chief William R Vrchota

Date: 01/04/2026

Subject: Recommendation for Appointment of Station Lieutenant

The Chief Officers of the Town of Burlington Fire Department respectfully submit the following recommendation for the appointment of Station Two's vacant Lieutenant position.

We recommend and seek approval for the appointment of Ethan Kerr.

We believe this individual exemplifies the leadership, experience, and commitment necessary to support the mission and continued success of the Town of Burlington Fire Department.

Respectfully submitted,

William R. Vrchota

Fire Chief

Town of Burlington Fire Department



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Memorandum

To: Town Board

From: Town of Burlington Fire Department- Chief William R. Vrchota

Date: 02/10/2026

Subject: Recommendation for Approval of New Volunteer

The Chief Officers of the Town of Burlington Fire Department recommend the approval of Kaitlynn M. Galvan as a new volunteer member of the Town of Burlington Fire Department.

Kaitlynn has successfully completed the background check, drug screening, and all related onboarding paperwork. Completion of these requirements confirms her eligibility for consideration and approval by the Town Board.

Upon approval, Kaitlynn's assigned station will be Station Three in Browns Lake, based on her proximity to that station.

Respectfully submitted,

William R. Vrchota

Fire Chief

Town of Burlington Fire Department



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Memorandum

To: Town Board

From: Chief William R. Vrchota

Date: 01/04/2026

Subject: Discussion and Approval of UTV Skid Purchase and Maintenance

Board Members,

The department submitted a grant application for a skid unit for the new UTV through the Demoon Family in the amount of \$10,045. The department was awarded the grant in the amount of \$10,500.00.

In January's board packet, I mentioned that we would be applying for the grant and if approved we would be seeking approval in February.

Listed below are the quotes we have received for Ultra High Pressure (UHP) skid units.

Kimtek UHP EMS- \$9,795.00

CET Skeeter UHP NON-EMS- \$19,559.00

Qtacfire UHP NON-EMS- \$12,229.00

The request is for approval to purchase the Kimtek Firelite Ultra High Pressure FCAT-209 with Rescue Area for a stokes basket for \$9,795.00 and the annual maintenance be incorporated into our operating budget.

Respectfully submitted,

William R. Vrchota

KIMTEK CORPORATION

QUOTE

"HOME OF THE AFFORDABLE SKID UNIT!"

326 INDUSTRIAL PARK LANE
ORLEANS, VT 05860
Phone 1-888-546-8358 Fax 1-802-754-2300

DATE: October 14, 2025
QUOTE #: TB-101425
FOR: FIRELITE Ultra High Pressure FCAT-209

Quote To:

Town of Burlington Fire Dept
Burlington, WI 53105
Zachary Maerzke
(262) 206-8459



DESCRIPTION	AMOUNT
1- FIRELITE Ultra High Pressure FCAT-209/ CAT UHP pump with 5 gal. foam induction system ideal for Class A concentrates / 9 HP Honda gas engine with electric start / Hannay Reel 1500 Series UHP electric rewind reel / 100' of 1/2" high pressure rated hose / CAT Dual-Strike UHP nozzle for water or foam / 55 or 68 gallon poly water tank/ Foam injection percentage from 0.5% to 6.0% / Pressure gauge / Inlet filter / Primary & secondary pressure relief / Purging system / 4 Quick release tie down turnbuckles to secure unit in cargo bed area supplied. <i>All to fit - Please indicate year, make & model of UTV.</i>	9,250.00
1- Add rescue area	285.00
1- Crating & Shipping	510.00
1- Return Customer Discount	(250.00)
<i>Shipping charges quoted do not include accessorial charges such as but not limited to: Liftgate service \$65, call prior to delivery \$25, etc. Please add these charges to your budget as you see fit. For any additional services, please call for a quote.</i>	
TOTAL	\$ 9,795.00

SALES OFFICE HOURS: MON-THURS 8AM-3PM EST

Make all checks payable to **KIMTEK CORPORATION**

If you have any questions concerning this quote, contact:

Kimball Johnson, President 1-888-546-8358 or email sales@kimtekresearch.com

A Finance Charge of 1.5% (18 Annum) Will Be Charged To Invoice Past Due 30 Days.

Prices subject to change without notice. All quotes good for up to 30 days.

THANK YOU FOR YOUR BUSINESS!



Jefferson Fire and Safety, Inc.
7620 Donna Drive
Middleton, WI, 53562
Phone: 608-836-0068
Web: www.jeffersonfire.com

Quote

Order No: 245542
Order Date: 1/23/2026
Due Date: 1/23/2026
Salesperson: Shane Conant
Customer ID: 02793

BILL TO:		SHIP TO:		
Town of Burlington Fire Dept. 32288 Bushnell Road Burlington WI 53105		Town of Burlington Fire Dept. 32288 Bushnell Road Burlington WI 53105		
CUSTOMER P.O. NO.		TERMS	CONTACT	
		Net 20 Days	Devin Chart	
FOB POINT		SHIPPING TERMS	SHIP VIA	
			UPS	
ITEM	ITEM DESCRIPTION	QTY.	UNIT PRICE	EXT PRICE
CET SKEETER	CET Skeeter Space Pac Skid Unit, Custom	1.00	19,559.00	19,559.00

NOTE: Freight Included in pricing

Signature

Date

Where applicable, freight and/or tariff surcharge will be added to the invoice. All returns must be received within 30 days of delivery and may be subject to a 25% restocking fee. Custom orders cannot be returned. Visit our website for complete details:
www.jeffersonfire.com

*** Credit card payments will incur a 3% processing fee ***

Sales Total:	19,559.00
Freight:	0.00
Tax Total:	0.00
Total (USD):	19,559.00

MTECH Inc.
 1072 MARAUDER STREET
 SUITE 210
 CHICO, CA 95973
 Phone: 530-894-5091
 Fax: 530-894-5092

Quotation

Quote Burlington Fire Department
 To: Burlington, WI
 United States

Quote Number: 18832	Contact: Matt Trexel
Quote Date: 01/12/2026	Expires: 02/11/2026
Customer: BURLINGTONF	Inquiry:
Salesman: House	Terms: UNKNOWN...
Ship Via: FREE FREIGHT	Phone: 319-753-8396
FOB: CHICO, CA	FAX: 319-753-8731

1. This is an estimate only. Modification to line items may affect final pricing.
2. Price does not include sales tax (if applicable), crating or freight charges.
3. Commercial address with a forklift or loading dock is required to qualify for QTAC UTV skid flat rate shipping.

Item	Part Number Description	Revision	Quantity	Price
1	2300.005-02 QTAC 85EMS-C High Pressure Pump Build, Electric Hose Reel, Includes: - Welded, 85-gallon PolyTough internally baffled tank - Honda GX200, 5.5 HP manual start engine - Waterax Versax 6 2-stage pump (Max 105 GPM, 120 PSI) - Hannay electric hose reel - Black Commercial Grade Rubber Reel Hose, 3/4" X 75' - Brass Bullseye Nozzle w/ 1/4" turn shut off, 3/4" - 1-1/2" drain - 4" fill tower - 1" gated auxiliary discharge - Auxiliary draft suction (draft hose kit sold separately) - Water level sight tube - Grab rails and folding, convertible rescue litter platform - Red with white graphics	REVISION	1	\$9,235.0000 /EA
2	2250.025-03 QTAC Riser Platform, Weld-on, Polaris, For 85HP, EMS-C, 85S, 75UHP, 125HP		1	\$255.0000 /EA
3	2250.003-04 CAPACITY RESTRICTOR WITH ANTI-SLOSH, 2", FITS 4" FILL TOWER 75 GALLONS		1	\$99.0000 /EA
4	2250.007-04 Around-the-Pump Foam, for EMS-C V6, 2.5-Gallon, Includes: - PolyTough 2.5-gallon foam cell - Scotty 4072 foam proportioner - Scotty 15 GPM air aspirating nozzle - All plumbing and hardware, factory installed and tested		1	\$1,095.0000 /EA
5	2250.091 QTAC MOUNTING KIT, POLARIS XD1500 FOR 85HP, EMS-C, EMS-R, 75UHP		1	\$745.0000 /EA

Item	Part Number	Description	Revision	Quantity	Price
6	FR800	QTAC (Central/Eastern) flat rate shipping fee to a commercial address within the Contiguous U.S. Additional services such as lift gate, appointment requests, school, secure location, military base, or farm delivery will require additional fees.		1	\$800.0000 / EA

Total: \$12,229.00

Steve Kleppe
skleppe@qtacfire.com
1-888-797-5100 EXT 166

By _____
MTECH Inc.

**AN ORDINANCE TO CREATE
SECTION 1.20.090 OF THE CODE OF
ORDINANCES OF THE TOWN OF
BURLINGTON, RACINE COUNTY,
WISCONSIN RELATED TO COST OF
COLLECTION.**

The Town Board of the Town of Burlington,
Racine County, Wisconsin does hereby
create Section 1.20.090 of the Code of
Ordinances for the Town of Burlington as
follows:

Chapter 1.20.090

COST OF COLLECTION

1.20.090 Cost of Collection

The town of Burlington reserves the
right to place any outstanding debts,
fines, forfeitures or other amounts owed
to the Town of Burlington in collections
with an outside collection agency; in the
event the Town, in it's sole discretion,
determines that a particular obligation
should be placed into collection. The
Town may add a collection fee of 35%
(thirty-five percent) to any debt listed for
collection, which amount shall then be
included as part of the obligation

Introduced and adopted this ____ day
January, 2026 by the Town Board of the
Town of Burlington, Racine County,
Wisconsin.
TOWN OF BURLINGTON
BY:

Chairman

ATTEST:

Clerk

Chapter 2.12

PLAN COMMISSION

Sections:

- 2.12.010 Purpose.**
- 2.12.020 Establishment.**
- 2.12.030 Membership.**
- 2.12.040 Organization.**
- 2.12.050 Powers.**
- 2.12.060 Duties.**
- 2.12.070 Referrals.**
- 2.12.080 Additional powers and duties.**
- 2.12.090 Sign posting required when.**

2.12.010 Purpose

The purpose of this ordinance is to establish a Town of Burlington Plan Commission and set forth its organization, powers and duties, to further the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through the adoption and implementation of comprehensive planning with significant citizen involvement.

2.12.020 Establishment.

The Town Board of the Town of Burlington, having been authorized by the Town meeting under sec. 60.10(2)(c), Wis. Stats., to exercise village powers, hereby exercises village powers under sec. 60.22(3), Wis. Stats., and establishes a seven (7) member Plan Commission under secs. 61.35 and 62.23, Wis. Stats. The Plan Commission shall be considered the "Town Planning Agency" under secs. 236.02(13) and 236.45, Wis. Stats., which authorize, but do not require, Town adoption of a subdivision or other land division ordinance

2.12.030 Membership.

The town plan commission shall consist of seven members, all members shall be

residents of the town with one member being the town chairman. In addition, a representative from the City of Burlington may be included as a non-voting representative (they shall not be considered a member). Other than the chairman, the other members shall be of recognized experience and qualifications appointed by the town chairman subject to the confirmation of the town board. The resident members shall serve with compensation. The non-resident representative shall serve without compensation. Non-attendance to meetings and training, as well as failure to follow guidelines, could be grounds for termination. Each year when appointments are made, all plan commission and town board members are required to attend training to be held at the town hall presented by a professional planner. Members are also encouraged to attend additional training sessions. The town will reimburse members for classes attended which are approved by the town board. (Ord. dated 1/14/10)

A. Presiding Officer. The town chairman.

B. Secretary. The town clerk.

C. Official Oaths. Official oaths shall be taken by all members in accordance with Section 19.01, Wis. Stats., within ten (10) days of receiving notice of their appointments.

D. Terms. The citizen members shall serve staggered three year terms. (Ord. dated 5/11/06). (Ord. dated 8/22/02: editorially amended during 2001 codification; § 1.20(2))

2.12.040 Organization.

The town plan commission shall organize and adopt rules for its own government in accordance with the provisions of this chapter.

A. Meetings. Meetings shall be held monthly or at the call of the presiding officer

or a majority of the full board and shall be open to the public.

B. Standing and Special Committees. Standing and special committees may be appointed by the chairman.

C. Quorum. The quorum shall be represented by a majority (four members) of the board. If there is not a quorum of appointed members at a particular meeting, a substitute, who may be a town board member or town employee, may be appointed for the limited purpose of serving on the P&Z board, by the town chairman. This limited appointment is to establish a quorum only. (Ord. dated 5/11/06)

D. Written Record. Written records shall be kept showing all actions taken, resolutions, findings, determinations, transactions and recommendations made; and a copy shall be filed with the town clerk as a public record. (Ord. dated 9/9/04; editorially amended during 2001 codification; prior code § 1.20(3))

2.12.050 Powers.

The plan commission shall have such powers as may be necessary to enable it to perform its functions under state statutes 60.61 and 62.23. Such powers shall include the following:

A. Employment of Experts and Staff. Employ and pay experts and staff for their services, supplies and such other expenses as may be necessary and proper, not to exceed the appropriations and regulations made by the town board, and the initial annual budget of the plan commission shall be as established by the town board and amended from time to time.

B. Make Reports and Recommendations. Make reports and recommendations relating to the plan and development of the municipality to public officials, agencies, utilities and other organizations and citizens.

C. Recommend Public Improvement Programs. Recommendations of and financing public improvement programs to the town board or town chairman.

D. Request Available Information. Request available information from any public official to be furnished within a reasonable time.

E. Enter Upon Any Land. The plan commission, its members and employees, may enter upon any land in the performance of its functions, make examinations and surveys and place and maintain necessary monuments and marks thereon, except that in such event, the plan commission, its members and employees shall be responsible and make restitution for any damages sustained by a property owner or occupant by virtue of such entry and shall forthwith pay the same. (Editorially amended during 2001 codification; prior code § 1.20(4))

2.12.060 Duties.

The town plan commission shall have the following functions and duties:

A. To Make and Recommend a Comprehensive Plan and amendments thereto to the Town Board for the physical development of the Town in accordance with Section 66.1001 of the Wisconsin Statutes. The Plan Commission's recommendation shall be in the form of a resolution approved by a majority of the full membership of the Commission.

B. Make and Recommend an Official Map. An official map shall be recommended to the town board in accordance with Section 62.23(6), Wis. Stats.

C. To Propose or Review and Recommend Text and Map Amendments to the Racine County Zoning Ordinance for consideration by the Town Board and County Board.

D. Prepare and Recommend Land Division Regulations. Preparation and recommendation of land division regulations shall be presented to the town board in accordance with Section 236.45, Wis. Stats.

E. Make Any Changes to Comprehensive Plan. Any changes deemed necessary or desirable to the comprehensive plan shall be made by the plan commission and it shall recommend any changes or amendments to the town board that it deems necessary or desirable concerning the official map, , land division and fire prevention ordinances.

F. Consider and Report or Make Recommendations. All matters referred to the plan commission shall be considered and reports or recommendations shall be made to the town board. (Editorially amended during 2001 codification; prior code § 1.20(5))

2.12.070 Referrals.

The town board or other public body or officer of the town having final authority thereon shall refer to the town plan commission for its consideration and report before final action is taken, the following matters:

A. Location and Architectural Design. The location and architectural design of any public building.

B. Location of Any Statue or Other Memorial.

C. The location, acceptance, extension, alteration, vacation, abandonment, change of use sale, acquisition or lease of land for any street, alley or other public way, park, playground, airport, parking area or other memorial or public grounds.

D. Location, Extension, Abandonment. The location, extension, abandonment or authorization for any public utility, whether publicly or privately owned.

E. Location, Character and Extent. The location, character and extent or acquisition,

leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion or vacation camps for children.

F. Proposed Fire Prevention Regulations.

G. All Annexations. All annexations, incorporations or consolidations affecting the town.

H. All Divisions of Lands. All divisions of lands within the town's platting jurisdiction.

I. All Proposed or Requested Changes and Amendments. All proposed or requested changes and amendments to the town's comprehensive plan, official map, , land division and fire prevention ordinances. (Editorially amended during 2001 codification; prior code § 1.20(6))

2.12.080 Additional powers and duties.

The plan commission shall have all additional powers and duties granted or signed by the town board or town, provided they do not conflict with §§ 60.61–62.23, Wis. Stats. (Editorially amended during 2001 codification; prior code § 1.20(7))

2.12.090 Sign posting required when.

Any person who shall appear before the plan commission with a request for a conditional use, land division, rezone, land use plan variance, oversize garage, or any other purpose, shall be required to pay all appropriate fees and deposits, and to post a sign on the property affected at least three weeks prior to the date of the hearing before the plan commission. The sign shall be picked up at the town hall and posted in a conspicuous place on the property adjacent to the street, which is visible to the public, on the property affected by the request. Failure to properly post the sign may result in adjournment of the hearing or denial of the application or request. The person required to post such sign shall pay the town

the sum of one hundred fifty dollars (\$150.00) as a deposit to guarantee return of the sign by that person to the town after final board action. Failure to return the sign by Wednesday of the week following final board action, shall result in the applicant forfeiting the \$150.00 deposit and the Town retrieving the sign from the property. (Ord. dated 7/12/07)

TOWN OF BURLINGTON
RACINE COUNTY, WISCONSIN

ORDINANCE NO. 10.18

AN ORDINANCE CREATING CHAPTER 10.18 OF THE TOWN OF BURLINGTON
MUNICIPAL CODE RELATING TO THE OPERATION OF ALL-TERRAIN VEHICLES
(ATVs) AND UTILITY TERRAIN VEHICLES (UTVs)

WHEREAS, Wisconsin Statutes § 23.33 authorizes towns to designate highways under their jurisdiction for the operation of All-Terrain Vehicles (ATVs) and Utility Terrain Vehicles (UTVs) and to regulate such operation in the interest of public safety; and

WHEREAS, the Town Board of the Town of Burlington seeks to authorize limited ATV/UTV use on Town roadways in a manner that is enforceable by the Racine County Sheriff's Office using existing traffic and forfeiture procedures; and

WHEREAS, the Town Board finds that regulating ATV/UTV operation in a manner consistent with surrounding municipalities promotes regional consistency, safety, and clarity of enforcement;

NOW, THEREFORE, the Town Board of the Town of Burlington, Racine County, Wisconsin, does ordain as follows:

10.18.010. PURPOSE

The purpose of this Chapter is to establish all-terrain vehicle (ATV) and utility-terrain vehicle (UTV) routes and to regulate the operation of ATVs and UTVs on such routes within the Town of Burlington. Any ATV and UTV operation is at the operator's own risk, and the Town of Burlington makes no warranty, expressed or implied, that any routes, crossings, or trails are safe for the operation of such vehicles.

10.18.020. AUTHORITY AND APPLICABILITY

This section is adopted pursuant to Wis. Stat. § 23.33 and 60.22.

10.18.030. DEFINITIONS

For purposes of this Chapter, the statutory provisions establishing definitions and regulations with respect to vehicles, ATVs, and UTVs, as found in Wis. Stats. Chs. 23, 340 to 348, and 350 and Wis. Admin. Code Ch. NR 64, All-Terrain Vehicles, as well as any future amendments, revisions or modifications thereto, are adopted and incorporated herein by reference, including but not limited to, the definitions of ATV and UTV.

All-Terrain Vehicle (ATV) - A commercially designed and manufactured motor-driven device that does not meet federal motor vehicle safety standards effective July 1, 2012, that is not a low speed vehicle, neighborhood electric vehicle, golf cart, dune buggy, mini-truck, or tracked vehicle, that is designed to be used primarily off of a paved road, and that has, and was manufactured with, all of the following:

1. A weight, *without* fluids, of 900 pounds or less.

2. Four or more tires.
3. A steering handlebar, single or dual headlights, a tail and brake light.
4. A width of no more than 50 inches.

Utility-Terrain Vehicle (UTV) - A commercially designed and manufactured motor-driven device that does not meet federal motor vehicle safety standards effective July 1, 2012, that is not a low speed vehicle, neighborhood electric vehicle, golf cart, dune buggy, mini-truck, or tracked vehicle, that is designed to be used primarily off of a highway, and that has, and was manufactured with, all of the following:

1. A weight, without fluids, of 3,000 pounds or less.
2. Four or more tires.
3. A cargo box installed by the manufacturer measured laterally between the outermost wheel run on each side of the vehicle, exclusive of tires, mirrors, and accessories that are not essential to the vehicle's basic operation.
4. A steering wheel, tail and brake lights, and two headlights.
5. A width of no more than 65 inches.
6. A system of seat belts, or similar system, for restraining each occupant of the device in the event of a collision.
7. A system of structural members designed to reduce the likelihood that an occupant would be crushed as a result of a rollover of the device (roll bars).

Golf Cart - A golf cart is not an ATV or UTV. Operation of golf carts on public roads within the Town of Burlington is prohibited.

10.18.040. GENERAL AUTHORIZATION

ATV and UTV operation is permitted on all Town highways under the jurisdiction of the Town of Burlington, except those highways or portions thereof expressly prohibited or restricted by the Town Board and posted accordingly.

10.18.050 ROUTE SIGNS

Signage shall be posted in accordance with Wisconsin Administrative Code section NR 64.12(7) and WIS State § 23.33(8)(e). No person may erect, obscure, deface, damage or remove any official designated route sign without written authorization from the Town of Burlington Board.

10.18.060. OPERATOR REQUIREMENTS

- a. Operators must be at least sixteen (16) years old and possess a valid Wisconsin driver's license.
- b. Any operator born on or after January 1, 1988, shall possess and carry a valid ATV or UTV safety certificate.

10.18.070. VEHICLE REQUIREMENTS

- a. All ATVs/UTVs must be registered with the Wisconsin Department of Natural Resources
- b. shall carry general liability insurance or other insurance with the same minimum liability coverage amounts for property damage and injury or death as are required by state law for the operation of a motor vehicle on a public highway, and shall also carry proof of such insurance.

10.18.080. RULES FOR USE OF ROUTES

In addition to the provisions of § 23.33, the following limitations apply on all areas designated as an ATV/UTV route under this chapter:

- a. ATVs/UTVs shall not be operated at a speed greater than 35 MPH, nor above any slower speed where posted at a lower limit.
- b. ATVs/UTVs shall be operated single file on the extreme right side of the roadway or paved surface, except that left turns shall be made from any portion of the road that is safe under the circumstances
- c. ATVs/UTVs may be operated on paved surfaces only, unless yielding the right of way.
- d. All traffic laws under Wis. Stat. ch. 346 apply. Reckless operation and impaired operation are prohibited. Open intoxicants are prohibited while operating on any trail designated by this Chapter.
- e. Headlights and taillights shall be present and on at all times while operating an ATV or UTV.
- e. ATVs and UTVs shall yield the right-of-way to non-motorized vehicles, such as bicycles and pedestrians.
- f. No person shall leave or allow an ATV or UTV owned or operated by him/her to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.
- g. No person may operate or be a passenger on an ATV or UTV without wearing protective headgear of the type required by 347.485(1)(a) and with the chin strap properly fastened unless the person is at least 18 years old, subject to the expectations in § 23.33(3g)

10.18.090. PROHIBITED AREAS

ATVs and UTVs may not operate on sidewalks, trails, private property without permission, or posted closed roads.

10.18.100. HOURS OF OPERATION

ATV/UTV operation is permitted between 5:00 a.m. and 11:00 p.m.

10.18.110. ENFORCEMENT AND PENALTIES

This ordinance shall be enforced by the Racine County Sheriff's Office. Violations are subject to the Town's general penalty provisions.

10.18.120. EFFECTIVE DATE

This ordinance shall take effect upon passage and publication as required by law.

10.18.130. ROUTE MAINTENANCE

The designation of any highway as an ATV/UTV route does not impose upon the Town or any other authority a greater duty of care or responsibility for maintenance of such highway.

Operators of ATVs or UTVs on public streets assume all risks of riding the vehicle. The Town accepts no liability for the operation of ATVs or UTVs on any route designated under this Chapter. In establishing ATV and UTV ordinances under this Chapter, the Town specifically intends to be acting under the immunity and liability protections afforded by Wis. Stat. § 895.52, however the Town does not waive any other liability exemption, immunity, or defense otherwise available to it.

ADOPTED this ____ day of _____, 2026.

TOWN OF BURLINGTON

Town Chair

ATTEST:

Town Clerk

(Final 1.21.26)

**FIRST AMENDMENT TO THE INTERGOVERNMENTAL
AGREEMENT REGARDING THE BURLINGTON CEMETERY**

This First Amendment ("Amendment") to the Intergovernmental Agreement Regarding the Burlington Cemetery ("Agreement") is made and entered into this _____ day of 2026, among:

- a) The **CITY OF BURLINGTON, WISCONSIN**, being a Wisconsin municipal corporation with its City Hall located at 300 North Pine Street, Burlington, Wisconsin 53105 ("City"); and
- b) The **TOWN OF BURLINGTON, WISCONSIN**, being a Town organized under the laws of the State of Wisconsin, with its Town Hall located at 32288 Bushnell Road, Burlington, Wisconsin 53105 ("Town"); and
- c) The **BURLINGTON CEMETERY ASSOCIATION, INC.**, being a cemetery association organized under Section 157.062 of the Wisconsin Statutes (and/or its predecessor statute(s)), and a Wisconsin not-for-profit corporation ("Association") with a business address of 441 Milwaukee Avenue, Burlington, Wisconsin 53105.

Introduction to Amendment

Whereas, the Parties entered into the Agreement on July 21, 2015. Attached as Exhibit A, and incorporated herein by reference, is a copy of the executed Agreement; and

Whereas, the Association owns and operates a cemetery located at 701 Browns Lake Drive, Burlington, Wisconsin, 53105 known as the Burlington Cemetery ("Cemetery"); and

Whereas, the City and Town recognize the passion and commitment that the Association, acting through its Association Board, has shown in maintaining, operating and owning the

Cemetery that serves residents and their families in both the City and Town; and

Whereas, the parties acknowledge that though the City and Town are not financially obligated to provide taxpayer dollars and/or in-kind services to the Association, the Association continues to need such assistance from the City and Town due to financial difficulties that threaten its operations and financial solvency; and

Whereas, the Association will continue to use volunteers where possible for any in-kind work and coordinate with the City/Town; and

Whereas, as set forth below, the City, Town and Association desire more defined roles and responsibilities for all parties pertaining to future in-kind and financial support to be provided by the City and Town. Further, that in exchange for such support, the Association will identify and implement a proposed sustainable funding model to both the City Council and Town Board effective January 1, 2025, that will include a future financial exit strategy for both municipalities; and

Whereas, except as set forth in this Amendment to the Agreement, the Agreement shall remain in full force and effect .

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES CONTAINED HEREIN, THE ABOVE-NAMED PARTIES HEREBY AGREE AS FOLLOWS:

1. The foregoing "Introduction to Amendment" is correct and is hereby incorporated into this Amendment by reference.

2. The "Introduction" set forth in the attached Agreement is amended to reflect that the Association Board currently has 11 members made up of the Association's 9 members, plus 1 from the City and 1 from the Town in accordance with Wis Statute SS157.062 and amendment (157.062 (2).

3. Section 2. and Section 4. of the original Intergovernmental Agreement (Exhibit

A) entitled “Joint City, and Town Responsibilities and Additional City Responsibilities” is amended in its entirety to read as follows: The City and Town shall, on a shared basis, coordinate with each other and the Association, to provide the services set forth below (collectively, the “Joint Services”) to the Association on an as-needed basis, as soon as reasonably possible. However, if the City/Town are unable to provide the service due to capacity (including but not limited to lack of available workers or equipment), or within the Association’s expectations, the Association can select a contractor of their choice and pay for such services.

a) Lawn maintenance that will include in-kind mowing, trimming around headstones, and fall leaf collection.

b) Tree trimming or removal will be performed at the discretion of the City/Town as appropriate.

c) Basic snow plowing during snow events for the Cemetery's main roadways, and additional snow plowing as needed for burials.

d) Basic road maintenance shall be defined as pothole patching.

e) Trash Collection and Disposal as periodically performed.

4. Association Responsibility –This section replaces Section 8 within the Agreement entitled *Financial Records* in its entirety and amends Section 6 of the Agreement, entitled *City and Town Approvals*. The Association shall, at its own cost and expense:

a) Provide, identify, and implement a proposed sustainable funding model and detailed business plan (“Association’s Plan”) to both the City Council and Town Boards, effective January 1, 2025, that will also include a future financial exit strategy for both municipalities. The Association’s Plan shall include references to and incorporation of the pertinent provisions of Section 157.062 of the Wisconsin Statutes Attached as Exhibit B. and incorporated herein by reference, is a copy of the Association’s Plan, as approved by the City and Town.

b) Provide to the City and Town approved minutes and written monthly and annualized financial

reports following each Cemetery Association meeting when the financial report is available to the Association Board; and when approved meeting minutes are available.

- c) Provide to the City and Town, on or before April 30 of each year, an annual financial statement, prepared by a Wisconsin-licensed certified public accountant reporting on the financial condition of the Cemetery Association and the Cemetery operations for the prior calendar year).
- d) Prepare a detailed line-item annual budget each year for the operation of the Cemetery, such annual budget to be prepared no later than November 30 of the prior year, with a copy of the annual budget to then be delivered to both Administrators and presented to both the City and Town on or before November 30 of the said prior year. Among other things, each annual budget shall include:
 - 1. Detailed revenues including anticipated donations.
 - 2. Detailed expenditures including:
 - a. services performed and estimated costs for each service,
 - b. costs of the cemetery business operations, including:
 - i. burial costs,
 - ii. utility expense,
 - iii. the City/ Town's in-kind services (e.g., snow removal, lawn maintenance, trimming, tree maintenance, and other items listed above in Section 3),
 - iv. sexton salary,
 - v. insurance premium(s),
 - vi. perpetual fund for ongoing maintenance of the Cemetery,
 - vii. reserve fund and
 - viii. other normal, ongoing expenses,
 - 3. A capital infrastructure improvement plan outlining each project over \$5,000 (to the extent that any infrastructure improvements are reasonably required and/or desired by the

Association), and

4. Annual report on lot occupancy.
 5. The detailed line-item budget presented of the Association's financial operations for the Cemetery for the said year must be satisfactory to the City and Town representatives. If the Association receives donated funds not accounted for within the annual budget and/or if the Association would like to expend donated funds not anticipated within the annual budget, the Association must seek approval from both the City and Town Boards for any expenditures over \$2500. In cases of emergency where the Cemetery Association must make an expenditure over \$5,000 and approval was not obtained via the annual budget, the Cemetery Association is required to send to the City and Town Administrators documentation of the necessitated emergency of such purchase and at the following Common Council and Town Board meetings advise the elected bodies of such emergency.
- e). Provide an annual excel worksheet, in the form of Exhibit C which is attached and incorporated by reference, to both the City and Town reflecting a cemetery map of those spaces that are sold with burials/ cremains, spaces that have been sold without burials/ cremains, and spaces for sale without burials/cremains.
 - f). Any future plat of any cemetery grounds needs the approval of both the City and Town. Prior to future platting in the Town, provide both the City and Town appropriate notification that sufficient funding for the maintenance and operation of the potentially platted section of the Cemetery is self-supporting.
 - g). The Association is responsible for all other items not identified within this and/or the original agreement.

5. Term of Agreement. The first sentence of Section 9 of the Agreement, entitled "Term of Agreement" is amended to read as follows: "The Agreement, and this First Amendment shall terminate on December 31, 2030 unless either party elects to terminate this Agreement by giving a written notice of such termination

to the other parties at least ninety (90) days prior to the date of the termination stated in the said notice.”

6. Notifications. The Association shall provide the documentation discussed above via electronic correspondence, US mail or hand delivery to the City and Town Representatives on the Cemetery Board, with copies delivered to the City and Town Administrators.

CITY OF BURLINGTON, WISCONSIN

By: _____

Jon Schultz Mayor

Attest: _____

Diahnn Halbach
City Clerk

BURLINGTON CEMETERY
ASSOCIATION, INC

By: Michelle Bink

Michelle Bink
Vice President

TOWN OF BURLINGTON, WISCONSIN

By: _____

Neal Czaplewski
Town Chairman

Attest: _____

Jeanne Rennie
Town Clerk

By: Deb Everett Locurto

Deb Everett Locurto
Secretary