



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

April 9, 2026

Call to order: Roll Call / Pledge of Allegiance / Verification of Posting

At 6:30 PM Chairman Czaplewski called to order the regular meeting of the town board at 6:30 PM. The meeting was held in the auditorium of the town hall at 32288 Bushnell Road. Everyone stood and recited the pledge of allegiance.

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

Public comment

Royce Fortier – 1513 Mila Way – spoke regarding his previous application for an oversized garage.

Town Chairman and Supervisors Reports

Czaplewski spoke about the upcoming annual meeting for the Town of Burlington electors on April 21, 2026. He also disclosed his new business GovTrue.

Rice spoke of the meetings he has attended for the Bohners Lake Sanitary District and the UTV/ATV meetings. He also commented that Jake Isaacson has done a great job with the various responsibilities of the highway department. He thanked Brandon Fliss for sitting with the board for the past few months.

Ketterhagen spoke on the final UTV/ATV meeting. He stated that the fundraising for the signs has exceeded expectations. The signs have been ordered.

Fliss – thanked the board for allowing him to complete his father's term.

Consent Agenda: Approval of regular meeting minutes on March 12, 2026 / Accept Monthly Reports: Highway, Sheriff, Marine, Fire

Rice moved to approve the consent agenda; Czaplewski seconded the motion. Ketterhagen abstained. Motion carried.

This item was revisited. Czaplewski moved to postpone; Rice seconded. Motion carried.

Financial Reports: Pre-paid vouchers / Bills approximately as of April 9, 2026

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

Presentation: Burlington Cemetery 2026 Budget

Paul Edwards – presented the 2026 budget for the Burlington Cemetery.

Tobacco License application – Killer Instinct, LLC – 28006 Durand Avenue

Wyatt Uttech 28910 Durand Avenue, spoke about his application for the tobacco license. He will be installing vending machine in R-Nest.

Rice moved to approve the license contingent upon Uttech obtaining a Distributor's Permit from Wisconsin Department of Revenue. Ketterhagen seconded the motion. Motion carried.

Potential Pilot with GovTrue for Municipal Tools

Czaplewski allowed time for the other board members and the public to ask questions regarding GovTrue.

Land Division: Land Division for Petitioner/Owner: Eric Lundstrom / Parcel: 002-02-19-08-004-000 / Yahnke Rd

The application for a land division from petitioner Eric Lundstrom was tabled at the March 12, 2026 Plan Commission meeting. The modification to the certified survey map that were requested have not been submitted. Rice moved to deny the land division for 002-02-19-08-004-000 Yahnke Road; Ketterhagen seconded the motion. Motion carried.

Resolution 2026-04.09a Adopting a bond/schedule for violations of chapter 10.18 – ATV and UTV operations

Administrator Naber spoke about the Bond Schedule which was reviewed at the last ATV/UTV committee. Rice moved to adopt Resolution 2026-04.09a. The motion was seconded by Ketterhagen. Motion carried.

Resolution 2026-04.09b Vacating and Discontinuing an undeveloped platted street right-of-way known as Fulton Street

Administrator Naber spoke about a petition received from a couple of neighbors that abut an undeveloped platted street right-of-way.

Ketterhagen moved to approve Resolution 2026-04.09b to vacate and discontinue an undeveloped platted street right-of-way; Rice seconded the motion. Motion carried.

Plan Commission re/appointments: Reappointment: Keith Nielsen and Appointment

The terms for Keith Nielsen and Larry Lettow are expiring April 30, 2026. Lettow will not seek reappointment. Rice moved to reappoint Nielsen. The motion was seconded by Ketterhagen. Motion carried.

Czaplewski stated that Ben Kerr who submitted an application within the last year for the plan commission is still interested in serving on the commission. Ketterhagen moved to appoint Ben Kerr to the commission, which was seconded by Rice. Motion carried. Ben Kerr will serve a 3-year term on the Plan Commission beginning May 1, 2026.

Adjournment

Rice moved to adjourn at 7:02 PM; Ketterhagen seconded the motion. Motion carried.

Jeanne Rennie, Clerk