



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

Town Board Agenda

32288 Bushnell Road / Burlington WI 53105

May 14, 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, May 14, 2026**, in the Burlington Town Hall, 32288 Bushnell Road, Burlington, Racine County, Wisconsin. The meeting will begin after the Board of Review that starts after the Plan Commission at 6:30 PM.

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 March 12, 2026
 - ii. Regular meeting on April 9, 2026
- b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
- c. Temporary Alcohol Beverage License – Browns Lake Waterski Club for July 23 & August 6, 2026
- d. Short-term Rental Applications
 - i. 33609 Contour Dr
 - ii. 1505 Crossway Dr
 - iii. Lake St
 - iv. 3410 Fischer Dr
 - v. 33619 Contour Dr
 - vi. 30217 Forest Dr

Action: Approve/Deny the consent agenda

- 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

5. Financial Reports
 - a. Pre-paid vouchers
 - b. Bills approximately as of May 14, 2026**Action:** *Approve/Deny*
6. Plan Commission Recommendation
 - a. Land Division and Land Use Variance
 - i. Petitioner Dylan Rusch
Owner: Kathleen Mundo
Parcel: 002-02-19-11-032-010 / Wheatland Rd**Action:** *Accept or Decline Recommendation*
7. 4th of July Boys Scouts Ceremony
Action: *Discussion and Possible Action*
8. Auto-aid Agreement Between the Town of Burlington and the City of Burlington
Action: *Discussion and Possible Action*
9. Ordinance 2.28 Municipal Court
Action: *Discussion and Possible Action*
10. Amendment to the 2026 Racine County Sheriff Contract
Action: *Discussion and Possible Action*
11. Closed Session
 - a. Motion to enter Closed Session under Wis Stats 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved. –
White Oak Park/Lagoon Beach
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*
12. Possible action from Closed Session
13. Adjournment

Jeanne Rennie, Clerk
2026 May 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: 05/11/2026 Time: 9:26 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: 05/11/2026 Time: 9:23 AM

Documents posted:
TB agenda 05/14/2026

Signed: Jeanne Rennie Date: 05/11/2026

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 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



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

March 12, 2026

Call to order: Roll Call and Verification of Posting

Chairman Czaplewski called the Town Board meeting to order at 7:18PM. The meeting was held at 32288 Bushnell Road, Burlington in the town hall auditorium.

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

Also in attendance: Administrator Rachel Naber, Chief Bill Vrchota, Highway foreman Jake Isaacson, and Attorney Peter Ludwig.

Public comment

Mario Denoto introduced himself as a candidate for the Burlington Area School Board.

Ellen Schutt introduced herself as a candidate for Representative to Assembly District 33.

Colleen Welke, 33814 S Lakeshore Dr, requested that the Marine Chief be placed on future agendas to report on lake activity.

Vicky View, 1322 S Teut Rd, offered a suggestion regarding the Plan Commission land division application on Yahnke Road. She suggested a deed restriction prohibiting future division.

Zach Naber, 30228 Ketterhagen Rd, spoke of Birchwood Reserve causing drainage issues

Town Chairman and Supervisors Reports

Czaplewski spoke about capital outlays and future expenses.

Rice commended the Fire Department on the success of their recent bowling fundraiser.

Swantz spoke on river flooding after recent storms.

Fliss had no comment.

Consent Agenda: Approval of meeting minutes from regular meeting on February 12, 2026 and to accept monthly Reports: Highway, Sheriff, Marine, Fire

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

Financial Reports Pre-paid vouchers and bills approximately as of March 12, 2026

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

Plan Commission Recommendation Land Division - Parcel: 002-02-19-08-004-000 / Yahnke Rd

Petitioner/Owner: Eric Lundstrom

The Plan Commission tabled the application at its meeting; therefore no action was taken.

Aquaducks Petition

The Aquaducks submitted their annual petition to be exempted from the provisions of the ordinances related to water skiing of the Town.

Rice moved to approve the petition as presented; Swantz seconded the motion. Motion carried.

Resolution 2026-03.12a Lower Speed Limit on Spring Prairie Rd

Swantz moved to approve Resolution 2026-03.12a; Rice seconded the motion. Motion carried.

Presentations

Burlington Cemetery 2026 Budget

Not in attendance.

Town Roads Financial Outlook

Isaacson spoke about recent grants that have provided for road improvements. He spoke of several roads that are in need of repair and commented that the town is currently on a 75-year road plan. Naber presented 2 options for increasing funding, which were an increase to the levy and debt.

The board discussed the options. Czaplewski is interested in forming a committee to further explore the options.

Annual Fire Department Banquet

Czaplewski spoke about the upcoming annual banquet for the fire department. He also explained that due to recently implemented policies, any expenses over \$5,000 must be approved by the board.

Swantz moved to approve the fire department banquet not to exceed \$5,500 from monies raised by the department; Rice seconded the motion. Motion carried.

Purchase of trailer for the Town of Burlington Fire Department

Chief Vrchota spoke about the request to purchase a 7x14 trailer for \$5,469 from A+ Power Sports & Trailer Sales for the fire department. Captain Ken Remer spoke about the funds raised and the bids on differing trailers.

Rice moved to approve the purchase of a 7X14 trailer from A+ Power Sports & Trailer Sales in the amount of \$5,469; Swantz seconded the motion. Motion carried.

Road Bids: Mill and Overlay Maple Grove and Seal Coating

Swantz moved to award the bids from Asphalt Contractors \$86,000 and Scott Construction \$18,368; Czaplewski seconded the motion. Motion carried.

Ordinance 10.18 UTV/ATV

Naber read a message from Ketterhagen the chair of the UTV/ATV committee which summarized the committee meetings. The committee will meet again on March 31st to discuss bond schedule and signage.

Rice stated that he would like to see the funding for signs to come from donations or fundraising. Rice moved to pass Ordinance 10.18; Swantz seconded the motion. Motion carried. The ordinance will become effective after signage is in place.

State Action on Wake Boat Update

Czaplewski provided an update on the state action. There are legal proceedings regarding wake boats in the state of Wisconsin. The board will not take action until this is completed.

Closed Session

Motion to enter Closed Session under Wis Stats 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved. - Town property and/or property not in compliance with Town Ordinance

At 8:21PM Swantz moved to enter closed session under Wis Stats 19.85(1)(g) to confer with legal counsel regarding strategy concerning Town property and/or property not in compliance with Town Ordinances; Rice seconded the motion.

Roll Call Vote:

Jeff Rice – Aye

Steve Swantz – Aye

Neal Czaplewski – Aye

Motion to adjourn closed session and reconvene in open session

At 8:46PM Swantz moved to adjourn closed session and return to open session; Rice seconded the motion. Motion carried.

Possible action from Closed Session

There was no action taken.

Adjournment

Rice moved to adjourn the meeting at 8:46PM; The motion was seconded by Czaplewski. Motion carried.

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 Schmalting

Chief Deputy James P. Weidner

Town of Burlington's Monthly Activity Report, April 2026

Board Members,

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

- *Number of citations issued for your municipality 101*
- *Number of arrests 8*
- *Number of warrants cleared 1*
- *Number of calls for service 239*
- *Number of extra attentions / crime preventions 211*
- *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. Schmalting
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 04/01/2026 AND 04/30/2026; 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	1	0	1
Breathing Problems	0	5	0	5
Chest Pain	0	1	0	1
Choking	0	1	0	1
Convulsions/Seizures	0	1	0	1
Fall(s)	0	14	1	15
Heart Problems	0	1	1	2
Hemorrhage/Lacerations	1	0	0	1
MVA	0	4	0	4
Other/Medical	0	3	0	3
Overdose/Poisoning	0	1	0	1
Psychiatric/Suicide Attempt	0	3	0	3
Sick Person	0	6	1	7
Standby	0	1	0	1
Stroke/CVA	1	0	0	1
Syncope/Unconscious	0	1	0	1
Unknown Problem	0	1	0	1
Total	2	47	3	52

Town of Burlington Highway Report

For the month of 4/1-30/26

- Emptied trash cans in the parks and boat launch
- Burned brush at landfill
- Pumped/cleaned catch basins throughout town
- Washed-removed plows/salters from trucks for summer use
- Attended countywide meeting on hwy departments radios
- Filled potholes
- Set up and took down voting booths
- Paved and shouldered Maple Grove
- Assisted Browns Lake sanitary moving weed harvester
- Received 87 tons of salt

Equipment

- Prepped air compressor and tar kettle for use
- Repaired truck #88 salter controls
- Replaced Wheel studs on truck #83 (Lyons Truck)
- Repaired coolant leak in loader

Snow/Wind

- 4/9 branches down in Bohners Lake area
- 4/14-18 town received 7 in rain
- 4/17-27 water over road on Wheatland and Brever
- 4/18-20 water over Bieneman
- Repaired numerous washouts from heavy rains
- 4/17-18 trees down on Ketterhagen, Park, Bayview, and Hilltop
- 4/27 multiple trees and branches down in windstorm. 3 day clean up
- Swept debris off flooded roads with skid steer broom.



Jake Isaacson, Highway Department Foreman

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 04/01/2026 00:00 To 04/30/2026 23:59

Code	Description	# of Incidents
ACCPI	Accident Personal Injury	3
FIREA	Fire - Supervised Alarm S	1
INVASS	Invalid Assist	4
MANPWR	Manpower Needed	1
MABAS	Mutual Aid Box Alarm System	2
PNB	Pulseless, Non-Breathing	1
RAO	Recipe Aid Out Of City	1
FIREO	Single Engine Response	6
FIRE	Structure Fire	3
GRAND TOTAL		22

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



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Upcoming Events:

- Annual hose testing will be finished up this month.

Training:

- Training for May will continue to have the membership become proficient with driving and pumping new engine 922.
- May 26th, we have a live burn training with the City of Burlington and Rochester Volunteer Fire Company at our Tri-County Training Center.
- Last month five of our members attended an extra training hosted by the Rochester Volunteer Fire Company. This class was on motorcycle accident scene management and motorcycle trauma put on by a group called Road Guardians.
- Last month some of our town EMT's attended the Aurora quarterly training at Lyons Fire and Rescue. This training consisted of difficult airway management and a child drowning scenario. This was a good review of water related incidents as we get ready for the swimming and boating season.

Racine County Radio Project: Nothing new to report.

Membership:

- A. Lowe successfully passed his Hazmat Ops and Firefighter 1 class and the certification test.
- J. Mampe successfully passed his Hazmat Ops and Firefighter 1 class and the certification test.
- V. Baumeister successfully passed her Driver Operator Pumper class and the certification test.

With Lowe and Mampe's certifications, that now puts the department having 20 of its 22 members at a State Certified Firefighter 1 level.

Equipment:

- The new UTV trailer came in, and we now have that at Station 3.
- Delivery of the new UTV skid should be around the beginning of June due to the 14-week lead time.
- The membership continues to set up the cabinets of new engine 922, incorporating equipment from engines 921 and old 922.
- Annual apparatus maintenance will be starting in the next month or so.

Respectfully submitted,

Fire Chief

William R. Vrchota

MEMORANDUM

Town Board of the Town of Burlington

TO: Town Board Members
FROM: Rachel Naber
DATE: May 12, 2026
RE: Short-Term Rental License — Renewal Applications

PURPOSE

This memorandum is submitted for Town Board consideration and action regarding the following six (6) Short-Term Rental (STR) license renewal applications. Staff has reviewed each application and recommends approval of all renewals, subject to continued compliance with applicable municipal ordinances and STR regulations.

RENEWAL APPLICATIONS

The following properties have submitted timely renewal applications:

1. 33609 Contour Dr
2. 1505 Crossway Dr
3. 3721 Lake St
4. 3410 Fischer Dr
5. 33619 Contour Dr
6. 30217 Forest Dr

BACKGROUND

Each of the above properties holds an existing Short-Term Rental license issued by the Town. Renewal applications have been submitted in accordance with the Town's STR licensing requirements. Staff has confirmed the following with respect to each application:

- Application and renewal fee received in full.
- No outstanding code violations or unresolved complaints on record.
- Required insurance documentation is current and on file.
- Property information and local contact details have been verified.

STAFF RECOMMENDATION

Staff recommends that the Town Board **approve** the Short-Term Rental license renewals for all six (6) properties listed above, conditioned upon the following:

ACTION REQUESTED

Board action to approve the Short-Term Rental license renewals for the six (6) properties identified herein.

Town of Burlington
Prepays

April 10 through May 11, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
QuickBooks Payroll Service		04/16/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-14,819.31
TOTAL						-14,819.31
QuickBooks Payroll Service		04/30/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-14,101.40
TOTAL						-14,101.40
Kwik Trip Extended Network	ACH	04/13/2026			108000 · Community St BankGen Cking	
					Kwik Trip - Hwy Department	-1,281.01
TOTAL		MAR 2026	04/09/2026	05/09/2026		-1,281.01
AFLAC	ACH	04/15/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-282.06
TOTAL						-282.06
DEPARTMENT OF EMPLOYEE TRUST FUNDS	ACH	04/15/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-5,865.26
TOTAL						-5,865.26
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1 ACH		04/16/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-6,577.94
TOTAL						-6,577.94
WE ENERGIES (1)	ACH	04/27/2026			108000 · Community St BankGen Cking	

Town of Burlington
Prepays

April 10 through May 11, 2026

Name		Num	Date	Due Date	Class	Account	Paid Amount
		5879608087	04/14/2026	04/29/2026	General Fund	516107 · Utilities General	-22.93
					General Fund	516107 · Utilities General	-271.44
					General Fund	523017 · Utilities FH3	-332.17
					General Fund	523017 · Utilities FH3	-362.22
					General Fund	533316 · Utilities Highway	-27.71
					General Fund	533316 · Utilities Highway	-378.29
					General Fund	516107 · Utilities General	-661.54
					General Fund	523016 · Utilities FH2	-644.24
					General Fund	516107 · Utilities General	-596.08
					General Fund	534004 · Utilities Landfill	-15.75
					General Fund	533340 · Street Lighting	-1,578.80
TOTAL							-4,891.17
VISA		ACH	05/01/2026			108000 · Community St BankGen Cking	
			04/14/2026	05/14/2026	Visa - Clerk		-306.08
			04/17/2026	05/17/2026	Visa - Administrator		-1,722.96
			04/21/2026	05/21/2026	Visa - Hwy Department		-137.30
			04/27/2026	05/27/2026	Visa - Fire Department		-177.30
TOTAL							-2,343.64
WISCONSIN DEPT. OF REVENUE		E-pay	04/10/2026			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-859.09
TOTAL							-859.09
EFTPS/FEDERAL ELECTRONIC FILING		E-pay	04/16/2026			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-5,234.14
TOTAL							-5,234.14
WISCONSIN DEPT. OF REVENUE		E-pay	04/29/2026			108000 · Community St BankGen Cking	

Town of Burlington
Prepays

April 10 through May 11, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL					24000 · Payroll Liabilities	-985.06
						-985.06
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	05/05/2026			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-5,245.92
						-5,245.92
WISCONSIN DEPT. OF REVENUE	E-pay	05/11/2026			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	-888.79
						-888.79

Town of Burlington
Unpaid Bills Detail

As of May 12, 2026

A TO Z REFRIGERATION					
Type	Date	Num	Due Date	Aging	Open Balance
Total A TO Z REFRIGERATION					
Bill	05/07/2026	31017	05/15/2026		350.95
ACCURATE APPRAISAL, LLC					350.95
Total ACCURATE APPRAISAL, LLC					
Bill	05/07/2026	6224	05/31/2026		1,980.00
Adams Electric					1,980.00
Total Adams Electric					
ASDA ENTERPRISES INC					
Bill	05/07/2026	0162443	06/06/2026		48,351.75
Total ASDA ENTERPRISES INC					48,351.75
ASPHALT CONTRACTORS INC (1)					
Bill	05/07/2026	150359-01	05/24/2026		86,400.00
Total ASPHALT CONTRACTORS INC (1)					86,400.00
Belle City Fire & Safety					
Bill	05/07/2026	91182	06/06/2026		1,588.50
Bill	05/07/2026	91180	06/06/2026		1,770.20
Bill	05/07/2026	91181	06/06/2026		140.25
Bill	05/07/2026	91183	06/06/2026		220.50
Bill	05/07/2026	91179	06/06/2026		97.25
Bill	05/07/2026	91185	06/06/2026		10.75
Total Belle City Fire & Safety					3,827.45
Burlington Ace Hardware					
Bill	05/07/2026	249695	05/17/2026		32.99
Total Burlington Ace Hardware					32.99
BURLINGTON AREA SCHOOL DIST.					
Bill	04/14/2026		04/24/2026	18	536.77
Bill	05/11/2026		05/21/2026		536.77
Total BURLINGTON AREA SCHOOL DIST.					1,073.54
CARGILL					

Town of Burlington
Unpaid Bills Detail
As of May 12, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Total CARGILL						
Conway Shield (1)	Bill	04/21/2026	2912294212	05/01/2026	11	7,606.77
						7,606.77
Total Conway Shield (1)						
CRETEX MATERIALS INC. (1)	Bill	04/09/2026	0551119	05/09/2026	3	59.00
						59.00
Total CRETEX MATERIALS INC. (1)						
CULLIGAN OF BURLINGTON	Bill	04/09/2026	208818	05/09/2026	3	65.45
	Bill	05/07/2026	209189	05/25/2026		320.15
						385.60
Total CULLIGAN OF BURLINGTON						
CURTIS AMBULANCE SERVICE	Bill	05/07/2026	500X03435902	06/06/2026		55.00
						55.00
Total CURTIS AMBULANCE SERVICE						
GENERAL CODE	Bill	05/07/2026	MAY2026	05/17/2026		35,355.95
						35,355.95
Total GENERAL CODE						
Guard Street Partners, LLC	Bill	05/07/2026	PG000046443	05/29/2026		1,488.00
						1,488.00
Total Guard Street Partners, LLC						
HEARTLAND BUSINESS SYSTEMS, LLC	Bill	05/07/2026	4413C	05/15/2026		329.31
						329.31
Total HEARTLAND BUSINESS SYSTEMS, LLC						
Jeanne Rennie	Bill	04/23/2026	877327-H	05/03/2026	9	405.37
						405.37
Total HEARTLAND BUSINESS SYSTEMS, LLC						
Total Jeanne Rennie						
KATHRYN WENZEL	Bill	04/14/2026	04092026	05/14/2026		39.15
	Bill	05/07/2026	05012026	06/06/2026		77.00
						116.15
Total KATHRYN WENZEL						
KIMTEK CORPORATION	Bill	05/11/2026	May 2026	05/21/2026		692.41
						692.41
Total KIMTEK CORPORATION						

Town of Burlington
Unpaid Bills Detail
As of May 12, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Total KIMTEK CORPORATION						
KWIK TRIP Extended Network						
	Bill	04/23/2026	PO-TB-031626	05/23/2026		300.00
						300.00
Total KIMTEK CORPORATION						
KWIK TRIP Extended Network						
	Bill	05/07/2026		06/06/2026		1,202.60
	Bill	05/08/2026		06/07/2026		894.02
						2,096.62
Total KWIK TRIP Extended Network						
LANGE ENTERPRISES, INC.						
	Bill	04/09/2026	93992	05/09/2026	3	100.05
	Bill	05/07/2026	94960	06/06/2026		294.00
	Bill	05/12/2026	94956	06/11/2026		2,292.15
						2,686.20
Total LANGE ENTERPRISES, INC.						
LUDWIG, GRUHN & WISHAU S.C.						
	Bill	04/23/2026	25646	05/23/2026		1,525.00
						1,525.00
Total LUDWIG, GRUHN & WISHAU S.C.						
LYNCH & ASSOCIATES ENGINEERING CONSULT						
	Bill	04/14/2026	15721	05/14/2026		160.00
						160.00
Total LYNCH & ASSOCIATES ENGINEERING CONSULT						
Lyons Truck Parts Inc						
	Bill	04/21/2026	154505	05/01/2026	11	2,315.07
						2,315.07
Total Lyons Truck Parts Inc						
MENARDS BURLINGTON						
	Bill	04/09/2026	43474	05/09/2026	3	38.91
	Bill	04/09/2026	43562	05/09/2026	3	32.21
	Bill	04/13/2026	43491	05/13/2026		25.99
	Bill	04/21/2026	44418	05/21/2026		33.65
	Bill	04/21/2026	44351	05/21/2026		6.99
	Bill	04/21/2026	44467	05/21/2026		39.91
	Bill	04/27/2026	44087	05/27/2026		111.13
	Bill	05/07/2026	45227	06/06/2026		48.87
	Bill	05/07/2026	44673	06/06/2026		15.83
						353.49
Total MENARDS BURLINGTON						
MINUTEMAN PRESS						

Town of Burlington
Unpaid Bills Detail
As of May 12, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Total MINUTEMAN PRESS						
MOTOR PARTS COMPANY						
Bill		05/07/2026	63437	05/22/2026		231.22
						231.22
Total MOTOR PARTS COMPANY						
OFFICE PRO						
Bill		04/14/2026	763777-0	04/24/2026	18	195.64
						195.64
Total OFFICE PRO						
OTTER SALES & SERVICE, INC.						
Bill		05/07/2026	1063203	06/06/2026		372.21
						372.21
Total OTTER SALES & SERVICE, INC.						
PATS SERVICES, INC.						
Bill		04/23/2026	1082988	05/23/2026		187.18
						187.18
Total PATS SERVICES, INC.						
QUILL CORPORATION						
Bill		04/14/2026	48356562	05/14/2026		114.75
Bill		05/07/2026	48652815	05/22/2026		115.89
						230.64
Total QUILL CORPORATION						
RACINE COUNTY CLERK						
Bill		05/04/2026	2026 Elect Lic & agr	05/04/2026	8	974.50
						974.50
Total RACINE COUNTY CLERK						
RACINE COUNTY FINANCE DEPT						
Bill		04/23/2026	03.31.2026	05/23/2026		517.00
						517.00
Total RACINE COUNTY FINANCE DEPT						
raSmith						
Bill		04/14/2026	194549	05/14/2026		2,220.00
Bill		04/14/2026	194557	05/14/2026		666.00

Town of Burlington
Unpaid Bills Detail
As of May 12, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Total raSmith RELIANT FIRE APPARATUS	Bill	04/14/2026	194556	05/14/2026		427.50
	Bill	04/14/2026	194555	05/14/2026		950.00
						4,263.50
Total RELIANT FIRE APPARATUS SHERWIN INDUSTRIES, INC.	Bill	04/23/2026	SO-WI-1880	05/23/2026		33,640.31
						33,640.31
	Bill	05/07/2026	SC055432	06/06/2026		346.80
Total SHERWIN INDUSTRIES, INC. SOUTHERN LAKES NEWSPAPERS, LLC	Bill	04/27/2026	485172	05/07/2026	5	162.98
						162.98
	Bill	04/14/2026	2523	05/14/2026		1,176.00
Total Terry & Nudo, LLC The Horton Group, Inc. (1)	Bill	04/23/2026	145128	05/23/2026		307.00
	Bill	05/07/2026	145404	06/06/2026		144.00
						451.00
Total The Horton Group, Inc. (1) Vicki Baumeister	Bill	04/09/2026	04.08.2026	05/09/2026	3	197.00
	Bill	04/23/2026	04.15.2026	05/23/2026		107.48
						304.48
Total Vicki Baumeister WE ENERGIES (1)	Bill	04/14/2026	5880408238	04/29/2026	13	100.95
	Bill	05/11/2026	5917465713	05/26/2026		3,977.80
						4,078.75
Total WE ENERGIES (1) WELDERS SUPPLY COMPANY	Bill	04/21/2026	3293913	05/21/2026		86.64
						86.64
	Bill	04/17/2026	19878	05/17/2026		102.00

Town of Burlington
Unpaid Bills Detail
As of May 12, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Total WI DEPT OF JUSTICE Police Dpt						102.00
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk	Bill	05/05/2026	G2085 202604	06/04/2026		28.00
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk						28.00
Wisconsin Humane Society						
Total Wisconsin Humane Society						
WISCONSIN TOWNS ASSOCIATION	Bill	04/14/2026	3636	04/24/2026	18	235.00
	Bill	05/07/2026	3680	05/17/2026		235.00
						470.00
Total WISCONSIN TOWNS ASSOCIATION	Bill	04/09/2026	26-27 dues	06/15/2026		1,790.00
						1,790.00
TOTAL						249,241.85

**TOWN OF BURLINGTON
RACINE COUNTY, WISCONSIN**

**CHAPTER 2.28
MUNICIPAL COURT**

*Adopted by Ordinance No. _____ on _____, 20____
Repeals and replaces all prior versions of Chapter 2.28 in their entirety*

SECTIONS:

2.28.010	Municipal Judge
2.28.020	Municipal Court Established
2.28.025	Municipal Court Budget
2.28.030	Court Sessions, Location, and Facilities
2.28.035	Court Clerk and Personnel
2.28.040	Court Software and Records Management
2.28.050	Payment Collection — Roles and Procedures
2.28.060	Deposit of Public Funds
2.28.070	Reporting Requirements
2.28.080	Delinquent Account Collection
2.28.090	Contempt of Court
2.28.100	Budget Administration and Expenditure Controls
2.28.110	Municipal Assistance to the Court
2.28.120	Court Surcharges
2.28.130	Deposit Schedule for Violations
2.28.140	Illness, Absence, and Vacancy
2.28.150	Abolition of Court

WHEREAS, the Town of Burlington is a Wisconsin municipality authorized under Chapter 755, Wis. Stats., to establish and maintain a municipal court; and

WHEREAS, the current Chapter 2.28 was adopted in 1993 and last codified in 2001, and no longer reflects current state law, financial controls best practices, or guidance from the Wisconsin Supreme Court Director of State Courts; and

WHEREAS, the Town Board finds it necessary to repeal and replace Chapter 2.28 in its entirety to bring the Town into full compliance with 2023-24 Wisconsin Statutes, including 2025 Wis. Act 113, and to establish sound internal financial controls for court operations; and

WHEREAS, the Town Board has reviewed this ordinance with the Town's municipal attorney;

NOW THEREFORE, the Town Board of the Town of Burlington does hereby ordain as follows:

2.28.010 MUNICIPAL JUDGE.

A. Office Created.

Pursuant to Section 755.01(1), Wis. Stats., there is hereby created the office of Municipal Judge for the Town of Burlington Municipal Court. The municipal court constitutes an independent judicial branch of municipal government and is subject to the superintending authority of the Wisconsin Supreme Court through the Chief Judge of the judicial administrative district.

B. Qualifications — Residency.

The municipal judge shall be a qualified elector residing within the Town of Burlington at the time of election or appointment and throughout the term of service, as required by Article VII, Section 10 of the Wisconsin Constitution and Section 60.30(2)(a), Wis. Stats.

C. Election — Term.

The municipal judge shall be elected at large at the spring election in even-numbered years for a term of four (4) years, commencing on May 1 following the election, or until a successor is elected and qualified. Any permanent vacancy in the office of municipal judge shall be filled pursuant to Section 8.50(4)(fm), Wis. Stats. All terms begin on May 1 following the spring election.

D. Salary.

The salary of the municipal judge shall be fixed by resolution of the Town Board pursuant to Section 755.04, Wis. Stats., and shall be in lieu of all fees and costs. The salary may be increased by the Town Board before the start of the second or any subsequent year of service of the term, but shall not be decreased during a term. No salary shall be paid for any period during which the municipal judge has not executed and filed the required official bond and oath. The amount of the official bond shall be two thousand dollars (\$2,000.00), or such other amount as may be established by Town Board resolution.

E. Bond and Oath.

The municipal judge shall, after election or appointment to fill a vacancy, execute and file the official oath as prescribed by Section 757.02(1), Wis. Stats. The judge shall file the oath with the Clerk of the Circuit Court for Racine County and shall file a certified copy with the Office of the Director of State Courts within ten (10) days after taking the oath, pursuant to Section 755.03(2), Wis. Stats. The judge shall also execute and file an official bond in the penal sum established by the Town Board. The judge shall not perform any judicial duties until both the oath and bond have been filed as required by law.

F. Jurisdiction.

The municipal judge shall have jurisdiction as provided by law, including Section 755.045, Wis. Stats., and shall have exclusive jurisdiction over violations of Town of Burlington ordinances. The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court, inspection warrants under Section 66.0119, Wis. Stats., and may order restitution pursuant to Section 755.045(3) and Section 800.093, Wis. Stats. Municipal court actions shall be conducted as civil actions under Section 800.02, Wis. Stats.

G. Code of Judicial Conduct.

The municipal judge is governed by the Wisconsin Code of Judicial Conduct, SCR Chapter 60. The municipal judge shall not personally receive or handle any payments from defendants, including cash, checks, money orders, or electronic payments, as doing so conflicts with the judge's adjudicatory role and violates required financial accountability safeguards.

2.28.020 MUNICIPAL COURT ESTABLISHED.

The Municipal Court for the Town of Burlington is hereby established pursuant to Chapter 755, Wis. Stats. The municipal court is not a court of record. The court shall be maintained at the expense of the Town as required by Section 755.04(1), Wis. Stats. The court shall become operative and function upon: (a) adoption

of this ordinance; (b) receipt of certification from the Chief Judge of Judicial Administrative District II that the court meets the requirements of Sections 755.09, 755.10, 755.11, and 755.17, Wis. Stats.; and (c) notification to the Director of State Courts.

2.28.025 MUNICIPAL COURT BUDGET.

A. Town Board Authority.

The Town Board shall determine the amount budgeted for court maintenance and operations. The budget of the municipal court shall be maintained as a separate line item, independent of the budgets of all other municipal departments, including the municipal prosecuting attorney and the municipal law enforcement agency.

B. Line Item Compliance Required.

The municipal court and municipal judge shall operate within the approved budget line items as adopted by the Town Board. No reallocation of funds between line items may occur without prior Town Board approval, regardless of dollar amount. Any requested budget amendment or line-item transfer shall be submitted to the Town Board for approval before expenditure.

C. Budget Preparation.

The municipal judge, or the court clerk at the judge's direction, shall submit a proposed budget to the Town Clerk no later than September 1 of each year for the following calendar year, for Town Board consideration during the annual budget process. The proposed budget shall be itemized by expenditure category.

D. Expenditure Approval.

All court purchases and expenditures shall comply with the Town of Burlington Purchasing Policy, as adopted and amended by the Town Board from time to time. The municipal judge serves as the Department Head for the municipal court for purposes of the Purchasing Policy.

2.28.030 COURT SESSIONS, LOCATION, AND FACILITIES.

A. Court Sessions.

The municipal court shall be open at such times as determined by the municipal judge and approved by the Town Board, pursuant to Section 755.06, Wis. Stats. The judge shall not unilaterally change court session schedules without Town Board approval.

B. Courtroom Location.

The municipal court shall be held in the Town Hall or such other adequate public facility as provided by the Town Board. The courtroom shall be in an area separate from the police department by design or signage and shall be designed and furnished to promote the proper atmosphere of dignity, safety, and decorum for the operation of the court. All courtroom facilities shall comply with applicable state and federal accessibility requirements. Upon request of the municipal judge, the Town Board shall provide an armed guard or officer for court sessions.

C. Appropriate Workspace.

The Town Board shall provide the municipal judge with appropriate workspace in a location other than a tavern or room where intoxicating liquors are sold, as required by Section 755.09, Wis. Stats. The judge may issue process and perform ministerial functions at any place in the county.

D. Separate Telephone.

The municipal court shall maintain a publicly listed telephone number or extension separate from the telephone number or extension of any other municipal department, as required by Section 755.17(4), Wis. Stats.

E. Court Procedure.

The procedure in municipal court shall be as provided by this chapter and state law, including without limitation Chapters 755, 800, 23.66 to 23.99, and 345.20 to 345.53, Wis. Stats.

2.28.035 COURT CLERK AND PERSONNEL.

A. Authorization. The Town Board shall authorize at least one (1) court clerk for the municipal court. The Town Board may authorize additional court personnel as it deems necessary and shall fix the salaries of all court personnel. Court personnel authorized as part-time shall be subject to the Town of Burlington Part-Time Employee Hours Policy, as adopted and amended by the Town Board from time to time. The municipal judge, as Department Head for the municipal court, is responsible for monitoring compliance with that policy during hours assigned to the court.

B. Appointment. The municipal judge shall, in writing, appoint the court personnel authorized and funded by the Town Board. The hiring, termination, hours of employment, and work responsibilities of such personnel during hours assigned to the court shall be under the judge's authority, subject to applicable Town personnel policies and budgetary authorization by the Town Board.

C. Oath and Bond of Clerk. Each court clerk shall, before entering upon the duties of the office, take and file the official oath as provided by Section 19.01, Wis. Stats., with the municipal clerk. If required by the Town Board, the clerk shall also execute a bond. The cost of any required clerk bond shall be paid by the Town.

D. Primary Payment Function. The court clerk is the designated payment collection officer for the municipal court. The court clerk shall receive all payments from defendants, issue receipts, post payments in the court's case management software, and prepare deposit packages for transfer to the Town Treasurer. The municipal judge shall not receive or handle any payments from defendants, and no other municipal official shall accept court payments except as expressly authorized in this chapter.

E. Continuing Education. Court clerks shall participate in continuing education as required by the Wisconsin Supreme Court and the Director of State Courts, including requirements under SCR 33 and Section 755.18, Wis. Stats. The Town shall bear the cost of required education programs.

2.28.040 COURT SOFTWARE AND RECORDS MANAGEMENT.

A. Judge Approval Authority. The purchase or implementation of any electronic records management system used by the municipal court shall require the written approval of the municipal judge, pursuant to Section 755.11, Wis. Stats. Such purchases and implementations shall also comply with the Town's purchasing and procurement policies and any applicable budgetary approvals by the Town Board.

B. Record Keeping. The municipal judge shall file and keep together all records in each action, separate from all other records. Records shall be stored in the office of the court clerk or in another appropriate facility designated by the Town Board. Access to court records shall be restricted to court personnel except as authorized by the judge or by law.

C. Security and Confidentiality. Any electronic records management system shall include appropriate security, access controls, and audit logging to protect confidential information and to ensure the integrity of court records. The Town and court shall comply with applicable state and federal laws governing privacy and records security.

D. Records Retention. Court records shall be retained in accordance with applicable Wisconsin Supreme Court records retention schedules under SCR Chapter 72 and any applicable state law.

2.28.050**PAYMENT COLLECTION — ROLES AND PROCEDURES.**

A. Purpose. This section establishes the payment collection process for the municipal court, incorporating statutory requirements and financial controls best practices to protect public funds, protect court and municipal officials from allegations of impropriety, and ensure full accountability of all moneys collected.

B. Receipt Required at Point of Payment. A receipt shall be issued to every defendant at the time any payment is received, regardless of payment method. Each receipt shall include a unique identifying number, the amount received, the date of payment, the case number, and the name of the person receiving the payment. A record of the receipt shall be retained by the court. No payment shall be accepted without a corresponding receipt being issued.

C. Accepted Payment Methods. The municipal court shall accept payment by cash, check made payable to the Town of Burlington Municipal Court, money order, or such electronic payment methods as approved by the Town Board. The court clerk shall not accept partial payments without prior written authorization from the municipal judge.

D. Posting Payments in Court Software. Immediately upon receiving payment and issuing a receipt, the court clerk shall post the payment in the court's case management software. The software record shall include the case number, defendant name, date of payment, amount received, payment method, and receipt number. The court clerk or deputy clerk is the only authorized person to post payments in the court software.

E. Daily Reconciliation. At the close of each business day on which any payments are received, the court clerk shall: (1) Total all receipts issued for the day and verify the total matches the cash and checks on hand; (2) Print or generate a daily transaction report from the court software; (3) Prepare a sealed deposit package containing all cash, checks, the deposit slip, and a copy of the daily transaction report; and (4) Secure the deposit package for transfer to the Town Treasurer. The court clerk shall not transport the deposit package to the bank. Any discrepancy between receipts and funds on hand shall be immediately reported to the municipal judge and Town Clerk.

F. Court Cost Fees. Pursuant to Section 814.65(1), Wis. Stats., as amended by 2025 Wis. Act 113 (effective March 22, 2026), the municipal judge shall collect a court cost fee of not less than fifteen dollars (\$15.00) nor more than forty-eight dollars (\$48.00) on each separate matter, whether on default of appearance, a plea of guilty or no contest, on issuance of a warrant or summons, or the action is tried as a contested matter. Of each fee collected, the Town Treasurer shall pay five dollars (\$5.00) monthly to the Secretary of Administration for deposit in the state general fund, and retain the balance for the Town.

G. Surcharges. The court shall collect all applicable surcharges as required by state law, including without limitation: the penalty surcharge under Section 757.05, Wis. Stats.; the jail surcharge under Section 302.46, Wis. Stats.; the crime lab and drug enforcement surcharge under Section 165.755, Wis. Stats.; and any ignition interlock surcharge under Section 343.301(5), Wis. Stats. Each surcharge shall be collected, tracked, and remitted as required by its governing statute.

2.28.060**DEPOSIT OF PUBLIC FUNDS.**

A. Treasurer's Role. The Town Treasurer is the designated official responsible for receiving court funds from the court clerk and depositing those funds in the Town's public depository. The court clerk shall not make bank deposits on behalf of the municipal court. This separation of the collection function (court clerk) from the deposit function (treasurer) is a required internal control.

B. Transfer to Treasurer. The court clerk shall transfer the sealed daily deposit package to the Town Treasurer or a designated deputy treasurer within five (5) business days of receipt of the funds. For any single payment or aggregate daily receipts exceeding five hundred dollars (\$500.00), the deposit package shall be transferred to the treasurer on the next business day.

C. Treasurer Verification. Upon receiving the deposit package from the court clerk, the Treasurer or deputy treasurer shall independently count and verify the funds against the deposit slip and the court clerk's daily transaction report before proceeding to the bank. Any discrepancy shall be immediately reported to the Town Clerk and Town Chairman.

D. Bank Deposit. The Treasurer or designated deputy shall deposit all court funds in the name of the Town of Burlington in the public depository designated by the Town Board, promptly upon receipt from the court clerk. Pursuant to Section 62.09(9)(e), Wis. Stats., failure to deposit public funds promptly is prima facie grounds for removal from office.

E. Statutory Outer Limit. Notwithstanding the five-day standard in subsection B, all forfeitures, fees, surcharges, and costs shall in no event be held by the municipal court for more than thirty (30) days after receipt, as required by Section 800.10(2), Wis. Stats. The five-day standard in subsection B is the Town's policy standard; thirty days is the absolute statutory deadline.

F. Validated Deposit Receipt. Following each bank deposit, the Treasurer shall provide the validated bank deposit receipt to the court clerk for retention in the court's records. This closes the reconciliation loop between court records and bank records.

2.28.070 REPORTING REQUIREMENTS.

A. Monthly Report — Court to Treasurer and Clerk. On or before the fifth (5th) day of each month, the municipal court clerk shall submit to the Town Treasurer and Town Clerk a written monthly report covering the preceding calendar month. The monthly report shall include all of the following information for the reporting period:

1. Case information: the case number, case title, and defendant name for each action concluded during the reporting period.
2. Offense description: the nature of each offense charged.
3. Judgments imposed: the total amount of each judgment imposed, itemized by forfeitures, fees, surcharges, and court costs.
4. Collections remitted: the total amount of moneys collected and remitted to the Treasurer during the reporting period, itemized by case.
5. Reconciliation: a reconciliation showing the difference between judgments imposed and amounts collected, with an explanation for any variance.
6. Outstanding judgments: a complete list of all judgments for which payment remains outstanding, including defendant name, case number, amount owed, date judgment was entered, and the date the account was referred for collection if applicable.
7. Bail and bond: the amount and disposition of any bail or bond received during the period.
8. Contempt record: a record of any contempt convictions entered during the period, including case number, defendant, and penalty imposed.
9. Court cost remittance: the total court cost fees collected and the aggregate amount due to the State under Section 814.65(1), Wis. Stats., including the \$5.00 per matter amount remitted to the Secretary of Administration.
10. The monthly report shall be signed by the court clerk and shall include supporting documentation (daily transaction reports, deposit slips, and validated bank deposit receipts) sufficient to permit independent verification by the Treasurer.

B. Monthly Report — Treasurer to Town Board. The Town Treasurer shall present a monthly report to the Town Board at its first regular meeting of each month. The Treasurer's report shall include a reconciliation of amounts received from the court against bank deposit records, identification of any discrepancies and corrective actions taken, and the current balance of outstanding court judgments.

C. Annual Report to Town Board. On or before January 31 of each year, the municipal judge or court clerk shall submit to the Town Board a written annual report covering the preceding calendar year. The annual report shall include:

1. Total number of cases filed, resolved, and pending;
2. Total forfeitures, fees, and surcharges imposed and collected;
3. Total amounts remitted to the Town Treasurer;
4. Total amounts outstanding and referred to collection;
5. A summary of contempt proceedings;
6. Court budget — actual expenditures vs. appropriated amounts by line item; and
7. Any other information requested by the Town Board.

D. Treasurer's Demand for Records. Pursuant to Section 778.14, Wis. Stats., the Town Treasurer may at any time demand that the municipal judge or court clerk produce all records of collections for inspection. The municipal court shall comply with such demand promptly and in no event later than five (5) business days after the demand is made. The municipal judge shall not impede or delay the Treasurer's statutory inspection authority.

2.28.080 DELINQUENT ACCOUNT COLLECTION.

A. Town Treasurer — Primary Demand Authority. Pursuant to Section 778.14, Wis. Stats., the Town Treasurer shall demand payment of any forfeiture, fee, or cost that remains unpaid following the deadline established by the court. Upon receipt of the monthly outstanding balance list from the court clerk, the Treasurer shall initiate demand proceedings on all accounts more than thirty (30) days past due and shall document all demand efforts.

B. Town Chairman — Duty to Pursue. Pursuant to Section 778.11, Wis. Stats., the Town Chairman shall cause an action to be commenced for the recovery of any forfeiture which he or she knows or has reason to believe has been incurred and remains unpaid. Every other town officer who knows or has reason to believe that a forfeiture has been incurred and not collected shall forthwith notify the Town Chairman.

C. Revenue Disposition. Pursuant to Section 778.105, Wis. Stats., all revenues from forfeitures imposed for violations of Town of Burlington ordinances shall be paid to the Town. All forfeiture revenues are Town funds and shall be deposited in the general fund unless otherwise directed by the Town Board.

D. Collection Agency — Optional Tool. The Town Board or the court may, pursuant to Section 755.21, Wis. Stats., contract with a collection agency for the collection of unpaid forfeitures, assessments, and surcharges. Collection agency referral shall not begin until the court formally refers the case. The collection agency shall be compensated from the proceeds it recovers. Prior to referral, the court shall determine and document the distribution percentages required by Section 755.21, Wis. Stats., and shall provide that information to the Treasurer and the collection agency.

E. District Attorney Referral. Pursuant to Section 778.12, Wis. Stats., the Town Chairman shall notify the District Attorney of any forfeiture that cannot be recovered before the municipal court, and the District Attorney shall cause an action to be commenced for recovery.

2.28.090 CONTEMPT OF COURT.

A. Definition.

For purposes of this section, 'contempt of court' means any of the following intentional acts:

1. Misconduct in the presence of the court that interferes with the court proceeding or with the administration of justice, or that impairs the respect due the court; or
2. Refusal of a witness to appear without reasonable excuse.

B. Penalties. The municipal judge may, upon finding any person guilty of contempt of court, impose the following penalties consistent with Section 800.12, Wis. Stats.:

1. Forfeiture. A forfeiture of not more than two hundred dollars (\$200.00).
2. Imprisonment — Misconduct. For contempt consisting of misconduct in the presence of the court (subsection A(1)), the judge may additionally impose imprisonment in the county jail for not more than seven (7) days. Such penalties shall be imposed immediately after the contempt has occurred only for the purpose of preserving order and protecting the authority and dignity of the court, and only after the person has been given an opportunity to address the court.
3. Witness Refusal. For contempt consisting of a witness's refusal to appear (subsection A(2)), the judge may issue a warrant to bring the witness before the court and may additionally order the witness to pay the costs of apprehension.

C. Due Process. Before imposing any contempt sanction, the judge shall provide the alleged contemnor an opportunity to be heard and shall make findings on the record supporting the contempt determination and the penalty imposed.

2.28.100 BUDGET ADMINISTRATION AND EXPENDITURE CONTROLS.

A. Compliance with Line Items. All court expenditures shall be made in accordance with the line items approved by the Town Board in the annual budget. The municipal judge does not have authority to expend the full court budget as a lump sum or to transfer appropriations between budget lines without prior Town Board approval.

B. Purchase Authorization. All court purchases shall follow the Town's adopted Purchasing Policy (Resolution No. 25-10.9a). Budget line item transfers and expenditures exceeding the total court budget require prior Town Board approval and do not fall within the judge's departmental authority. The following additional controls apply to the court:

1. **Budget line item transfers:** require prior Town Board approval regardless of dollar amount.
2. **Expenditures exceeding the total approved court budget:** require Town Board amendment of the budget before the obligation is incurred.
3. **Court software purchases or changes:** require written approval of the municipal judge per Section 755.11, Wis. Stats., in addition to any Purchasing Policy and Town Board budgetary requirements.
4. **Service contracts:** shall be reviewed at least annually by the judge and Town Board to determine if re-solicitation or quotation gathering is needed.

C. Claims Process. All court expenditures shall be processed through the Town's normal claims procedure. No invoice shall be paid without a properly completed claim form reviewed by the Town Clerk and approved by the Town Board.

D. Judge Salary — Fixed in Lieu of Fees. The municipal judge's salary shall be fixed in lieu of all fees and costs, as required by Section 755.04, Wis. Stats. The judge may not receive any fee, cost, or other compensation from court proceedings beyond the fixed salary.

2.28.110 MUNICIPAL ASSISTANCE TO THE COURT.

State law authorizes and, in some instances, requires the Town to provide the following assistance to the municipal court. *The Town shall provide such assistance in a manner consistent with state law, the Town's budgetary authority, and applicable Town policies.*

A. Courtroom and Facilities. The Town Board shall provide a courtroom in an adequate public facility, located in an area separate from the police department by design or signage, and furnished to promote dignity, safety, and decorum. All courtroom facilities shall comply with applicable state and federal accessibility requirements. Upon request of the municipal judge, the Town Board shall provide an armed guard or officer for court sessions when, in the Town Board's judgment, such security is necessary for safety or order.

B. Court Personnel. The Town Board shall authorize at least one court clerk, fix all court personnel salaries, and pay the cost of any required clerk bond. Court personnel positions shall be authorized and funded by the Town Board; the municipal judge shall appoint and supervise personnel for hours assigned to the court consistent with Town personnel policies.

C. Continuing Education. The Town shall bear the cost of continuing education required of the municipal judge and court clerks by the Wisconsin Supreme Court, including education required under Section 755.18, Wis. Stats., and SCR 33. The Town shall pay registration, travel, lodging, and related expenses for required educational programs as budgeted.

D. Witness and Interpreter Fees. The Town shall pay witness fees for prosecution witnesses and interpreter fees as required by Section 814.67, Wis. Stats., and shall reimburse other statutorily required witness or interpreter expenses in accordance with Town policy.

E. Other Assistance. The Town Board may provide additional administrative, clerical, or technological assistance to the municipal court as authorized by law and budgeted by the Town Board.

F. Collection Agency Contracting. The Town Board or court may contract with a collection agency for collection of unpaid forfeitures pursuant to Section 755.21, Wis. Stats. The agency shall be compensated from recovered proceeds.

2.28.120 COURT SURCHARGES.

The municipal court shall collect and remit all surcharges required by state law. Without limiting the foregoing, the court shall collect and remit the following surcharges where applicable:

1. Penalty surcharge under Section 757.05, Wis. Stats.;
2. Jail surcharge under Section 302.46, Wis. Stats.;
3. Crime lab and drug enforcement surcharge under Section 165.755, Wis. Stats.; and
4. Ignition interlock surcharge under Section 343.301(5), Wis. Stats.

The court clerk shall track each surcharge separately in the court's accounting records and shall remit collected surcharges to the appropriate state or local entity in accordance with the governing statute and any applicable remittance schedule. The court shall maintain documentation supporting surcharge calculations and remittances.

2.28.130 DEPOSIT SCHEDULE FOR VIOLATIONS.

The Town Board shall adopt and maintain a deposit schedule for violations of Town ordinances. The deposit schedule shall specify the amount of deposit required for each ordinance violation and shall be posted in the municipal court office and on the Town's official website. The deposit schedule may be amended by Town Board resolution. The deposit schedule shall be consistent with state law and shall not exceed statutory maximums where applicable.

2.28.140 ILLNESS, ABSENCE, AND VACANCY.

A. Temporary Absence or Illness. If the municipal judge is temporarily unable to perform judicial duties due to illness, disability, or other temporary absence, the Town Board may appoint a qualified substitute judge to serve during the period of absence in accordance with Section 755.02, Wis. Stats., and any applicable rules of the Director of State Courts. The substitute judge shall have the same powers and duties as the municipal judge for the duration of the appointment.

B. Vacancy. Any permanent vacancy in the office of municipal judge shall be filled pursuant to Section 8.50(4)(fm), Wis. Stats., and Section 755.02, Wis. Stats., or other applicable law. The Town Clerk shall promptly notify the Director of State Courts of any vacancy and the appointment or election of a successor.

C. Continuity of Court Operations. During any absence or vacancy, the Town Board shall ensure that court operations continue without interruption, including provision of a qualified substitute judge, court clerk coverage, and access to court records and facilities.

2.28.150 ABOLITION OF COURT.

The Town Board may abolish the municipal court only in accordance with state law. Prior to abolition, the Town Board shall provide notice to the Director of State Courts and shall make arrangements for the disposition of pending cases, records, funds, and any outstanding judgments in a manner consistent with state law and the orders of the Director of State Courts. All court records shall be transferred or retained in accordance with SCR Chapter 72 and any applicable state law.

SECTION 2 — REPEAL.

All prior ordinances, resolutions, or parts thereof that are inconsistent with the provisions of this Chapter 2.28 are hereby repealed to the extent of such inconsistency.

SECTION 3 — SEVERABILITY.

If any provision, clause, sentence, or paragraph of this Chapter 2.28 or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions or applications of this Chapter which can be given effect without the invalid provision or application, and to this end the provisions of this Chapter are declared to be severable.

SECTION 4 — EFFECTIVE DATE.

This ordinance shall take effect upon passage and publication as provided by law, and upon any other conditions required by state law for the municipal court to become operative, including certification by the Chief Judge of the Judicial Administrative District and notification to the Director of State Courts.

ADOPTED by the Town Board of the Town of Burlington, Racine County, Wisconsin, this _____ day
of _____, 20____.

Town Chairman

Supervisor

Supervisor

Supervisor

Supervisor

Attest:

Town Clerk