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 Minutes

32288 Bushnell Road / Burlington WI 53105

June 11, 2026 / 6:30PM

Call to order: Pledge of Allegiance, Roll Call and Verification of Posting

At 6:30PM Chairman Neal Czaplewski called to order the regular meeting of the Town Board. The meeting was held in the auditorium of the Town Hall at 32288 Bushnell Road, Burlington.

Everyone in attendance stood and recited the pledge of allegiance.

In Attendance: Neal Czaplewski, Jeff Rice, Steve Swantz, Jason Ketterhagen and Paul Kobernick along with Administrator Rachel Naber and Clerk Jeanne Rennie.

Czaplewski confirmed that the meeting was posted per Wis Stats 19.84 (1)(b)2.

Public comment

There were no public comments.

Town Chairman and Supervisors Reports

The highway department, fire department, sheriff's department, and EMS department submitted written reports. The chairman and supervisors gave their reports which included an update on the dredging project and the Bohner Drive road project.

Consent Agenda: Approval of meeting minutes for regular meeting on May 14, 2026 and Board of Review minutes from May 14, 2026; Accept Monthly Reports: Highway, Sheriff, Marine, Fire; Short-term Rental Applications for 34326 Spring Prairie Rd, 33920 Lagoon Dr, and 241 Killdeer Ct; and Fireworks Display Applications for Browns Lake Venetian Fest – July 25, 2026 and Matt Gums – July 4, 2026

Czaplewski removed the Liquor licenses renewal applications and the amended tobacco license application for Killer Instinct.

Swantz motioned to approve the remaining items of the consent agenda; Rice seconded the motion. Motion carried.

Liquor License Applications; Tobacco License Applications: Amended Application Killer Instinct for the 2025-2026 term and Applications for the 2026-2027 term

There was a payment returned NSF from The Breakaway liquor license application.

Ketterhagen moved to approve all liquor licenses with The Breakaway's license contingent upon receiving the fee by June 17th; Kobernick seconded the motion. Motion carried.

The board discussed the amended application for Killer Instinct who will no longer need a distributor's License from the Wisconsin Department of Revenue.

Ketterhagen moved to approve the amended license; Kobernick seconded the motion. Motion carried.

Financial Reports: Pre-paid vouchers and Bills approximately as of June 11, 2026

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

Presentation from Experience Burlington

MT Boyle was not able to attend due to the weather. This item was tabled.

Driveway Permit for 30020 Arrow Dr

Naber introduced the application received to install a third driveway at 30020 Arrow Drive.

John and Christine Minikowski, 30020 Arrow Drive, would like to add a garage. They would like to add a driveway to the garage which will be located in the back of the parcel.

The board considered this application and whether is conforms to the driveway ordinance. They also discussed other possibilities with the applicants. The applicants will reconsider their application.

Approval of the replacement of one garage door on the Highway Building

Naber discussed the garage door that has broken. Replacement is recommended per quotes received.

Rice motioned to accept the quote from Scotty P Garage Doors for $7,000 provided the door will be brown; Swantz seconded the motion. Motion carried.

Approval of MOU between the Town and Town of Burlington Firefighters Association

The Fire Department has created a 501c3 association for fundraising. The board discussed the new association with Administrator Naber.

Swantz motioned to approve the Memorandum of Understanding between the Town of Burlington and the Town of Burlington Firefighters Association; Kobernick seconded the motion. Motion carried.

Town of Burlington Fire Department Auto Aid Agreements with the Village of Rochester Fire Department and the Town of Wheatland Fire Department

The Town of Burlington has been updating the auto aid agreements with nearby municipalities to align expectations with them when called for aid.

Swantz motioned to approve both the Village of Rochester agreement and the Town of Wheatland agreement; Rice seconded the motion. Motion carried.

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. – White Oak Park/Lagoon Beach

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

At 7:24PM the town board unanimously agreed to convene in closed session via a roll call vote to confer with legal counsel.

Motion to adjourn closed session and reconvene in open session
Action: ***Motion to adjourn closed session and reconvene in open session***
At 7:39PM Swantz moved to adjourn closed session; Ketterhagen seconded the motion. Motion carried.

Possible action from Closed Session
There was no action taken.

Adjournment
At 7:39PM Rice motioned to adjourn the meeting; Kobernick seconded. Motion carried.

Approved 2026 Jul 9
Jeanne Rennie, Clerk