



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

June 11, 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, June 11, 2026**, in the Burlington Town Hall, 32288 Bushnell Road, Burlington, Racine County, Wisconsin. The meeting will begin which begins 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. Pledge of Allegiance
- b. Roll Call
- c. Verification of Posting

- ### 2. Public comment
- Please be advised per Wis Stats 19.84(2), comments should be addressed directly to the Town Board. This segment is placed early in the agenda so that the public may make their comments prior to discussion or action by the Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. Once the public input segment ends there will be no additional discussion from the audience. The Town Board may extend time or suspend this rule if deemed necessary.

3. Town Chairman and Supervisors Reports

4. Consent Agenda

Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, any item may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.

- a. Approval of meeting minutes
 - i. Regular meeting on May 14, 2026
 - ii. Board of Review minutes from May 14, 2026
- b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
- c. Liquor License Applications
- d. Tobacco License Applications
 - i. Amended Application Killer Instincts for the 2025-2026 term
 - ii. Applications for the 2026-2027 term
- e. Short-term Rental Applications
 - i. 34326 Spring Prairie Rd
 - ii. 33920 Lagoon Dr
 - iii. 241 Killdeer Ct

-
- 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

- f. Fireworks Display Applications
 - i. Browns Lake Venetian Fest – July 25, 2026
 - ii. Matt Gums – July 4, 2026

Action: *Approve/Deny the consent agenda*

5. Financial Reports

- a. Pre-paid vouchers
- b. Bills approximately as of June 11, 2026

Action: *Approve/Deny*

6. Presentation

- a. Experience Burlington

7. Driveway Permit for 30020 Arrow Dr

Action: *Discussion and Possible Action*

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

Action: *Discussion and Possible Action*

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

Action: *Discussion and Possible Action*

10. Town of Burlington Fire Department Auto Aid Agreements

- a. Village of Rochester Fire Department
- b. Town of Wheatland Fire Department

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 June 9

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: 06/09/2026 Time: 8:16 AM

2. Beachview Grocery Store, 33225 S Lakeshore Drive

Date: _____ Time: _____

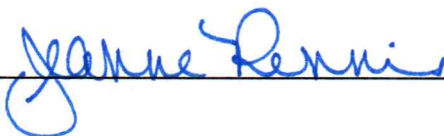
3. Al's Little Country Store, 30411 Durand Avenue

Date: _____ Time: _____

Additionally, all documents listed as follows have also been posted on the Town of Burlington's website: www.TownOfBurlingtonWI.gov

Date: 06/09/2026 Time: 8:20 AM

Documents posted:
2026 06 11 TB agenda

Signed:  Date: 06/09/2026

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
Paul Kobernick, Supervisor No 4

Town Board Minutes

32288 Bushnell Road / Burlington WI 53105

May 14, 2026

Call to order: Roll Call & Verification of Posting

Chairman Czaplewski called to order the regular meeting of the town board at 7:11PM. Czaplewski confirmed that the meeting was properly posted.

In attendance: Neal Czaplewski, Jeff Rice, Steve Swantz, Jason Ketterhagen and Paul Kobernick.

Public comment

Vicky View, 1322 S Teut Rd spoke regarding the short-term rental renewal process. She also spoke about the reasons allowed for a land use variance waiver.

Mary Kay Rybicki, 8020 Wheatland Rd spoke against the land division on the agenda.

Town Chairman and Supervisors Reports

The board members all welcomed Kobernick to the board as this was his first meeting since being elected at the Spring Election last month. The board members and town department heads reported on their activity for the month.

Consent Agenda: A. Approval of meeting minutes for the regular meetings on March 12, 2026 and April 9, 2026; B. Accept Monthly Reports: Highway, Sheriff, Marine, Fire

The temporary alcohol beverage license application and the short-term rental applications were removed from the consent agenda for separate discussion and approvals.

MOTION: Swantz motioned to approve items A&B on the consent agenda; Rice seconded the motion. Motion carried. Paul Kobernick abstained as he was not a board member for the dates of the meetings.

Temporary Alcohol Beverage License for the Browns Lake Waterski Club for July 23 & August 6, 2026

The waterski club has not yet paid the fees due for the licenses. The agent listed for the events has not yet completed the course required.

MOTION: Ketterhagen moved to approve the license applications contingent upon the club paying the fees and submitting an acceptable agent for the events; Swantz seconded the motion. Motion carried.

Short-term Rental Applications for 33609 Contour Dr, 1505 Crossway Rd, Lake St, 3410 Fischer Dr, 33619 Contour Dr, and 30217 Forest Dr

The board discussed the short-term rental application process, including the timing of the renewals.

MOTION: Swantz motioned to approve the short-term applications for all addresses listed; Kobernick seconded. Motion carried.

Financial Reports: Pre-paid vouchers and Bills approximately as of May 14, 2026

MOTION: Rice motioned to approve the financial reports; Ketterhagen seconded. Motion carried.

Plan Commission Recommendation: Land Division and Land Use Variance for Petitioner Dylan Rusch / Owner: Kathleen Mundo Parcel: 002-02-19-11-032-010 / Wheatland Rd

MOTION: Rice motioned to accept the recommendation to deny both applications; Swantz seconded the motion. Motion carried.

4th of July Boys Scouts Ceremony

Korducki requested to allow the boy scouts to hold their annual ceremony on the 3rd of July.

There was a consensus from the board to allow the ceremony and flag retirement be held at the Town Hall. The board thanked Korducki for supervising the event each year.

Auto-aid Agreement Between the Town of Burlington and the City of Burlington

Chief Vrchota stated that the agreements between the mutual aid municipalities are currently being updated. He also stated that the agreement has been reviewed by legal.

MOTION: Rice motioned to approve and sign the auto-aid agreement; Swantz seconded the motion. Motion carried.

Ordinance 2.28 Municipal Court

Naber discussed with the board the proposed changes to the existing Ordinance 2.28 Municipal Court. She stated that the updated ordinance has been reviewed by the town's attorney.

MOTION: Rice motioned to adopt the changes to Ordinance 2.28 Municipal Court; Ketterhagen seconded the motion. Motion carried.

Amendment to the 2026 Racine County Sheriff Contract

Naber stated that the Racine County Sheriff's Department requested the changes proposed. The contract would now be a 1-year agreement. The Racine County Sheriff's Department is standardizing the agreements made with all the municipalities they service. The contract has been reviewed by legal.

MOTION: Swantz moved to approve and sign the contract as presented; Ketterhagen seconded. 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

This item was tabled.

Adjournment

Rice motioned to adjourn at 7:50PM; Kobernick seconded. Motion carried unanimously.



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, May 2026

Board Members,

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

- *Number of citations issued for your municipality 137*
- *Number of arrests 20*
- *Number of warrants cleared 3*
- *Number of calls for service 186*
- *Number of extra attentions / crime preventions 209*
- *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*
Deputies are aware of issues with kids riding off road motorcycles and minibikes on the roadways.
Check community parks and businesses.
Attention to schools especially at arrival and dismissal.

Thank you for placing your trust in our agency as we continue to provide service and protection to your community.

Sheriff Christopher K. Schmaling
by Lt. C. Gehrand

"A Tradition Since 1836"

Visit us at www.RacineCounty.com or Facebook

Trip Count by Nature of Call

Trip Date IS BETWEEN 05/01/2026 AND 05/31/2026; AND Ordering Facility IS RACINE COUNTY SHERRIFF; AND Vehicles IS NOT CURTIS
 UNIVERSAL AMBULANCE: UnavMx OR CURTIS UNIVERSAL AMBULANCE: Unavai

CURTIS UNIVERSAL AMBULANCE

	EMT	Paramedic	Total
	2	0	2
<None>	1	0	1
Breathing Problems	3	0	3
Chest Pain	1	0	1
Choking	2	0	2
Convulsions/Seizures	1	0	1
DOA	1	0	1
Fall(s)	15	1	16
Injured Person	1	0	1
MVA	3	0	3
Other/Medical	5	0	5
Sick Person	5	0	5
Syncope/Unconscious	2	0	2
Unknown Problem	2	0	2
Total	44	1	45



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the Period From 5/1/2026 00:00 To 5/31/2026 23:59

Code	Description	# of Incidents
ACCPI	Accident Personal Injury	2
FIREA	Fire – Supervised Alarm S	1
INVASS	Invalid Assist	4
MABAS	Mutual Aid Box Alarm	2
PNB	Pulseless, Non – Breathing	2
RAO	Recip Aid Out Of City	2
FIREO	Single Engine Response	1
FIRE	Structure Fire	4
Grand Total		18

TOBFD volunteers had a total of 132.8 hours for calls to service in the month of May.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Upcoming Events:

- The department will be giving a station tour to a special interest group focused on the department's water rescue, lifesaving, and EMS capabilities. The tour will highlight our specialized rescue equipment, response procedures, training programs, and the role of EMS personnel in emergency water operations. Attendees will gain an overview of how the department prepares for and responds to emergencies. Several members of the group will also have the opportunity to observe and attend our water rescue dive training later this month.

Training:

- June training will focus on water rescue and dive operations and will include participation from the Town's Marine Division and Medics Ambulance. The training exercise will be based on a simulated subsurface victim rescue scenario requiring coordinated, multi-agency operations. Emphasis will be placed on developing and executing a clear operational plan, enhancing interagency communication, and strengthening teamwork between all responding personnel. The scenario is designed to improve response efficiency, operational continuity, and the ability to work together effectively in a time-sensitive rescue environment while ensuring all resources are integrated into a unified command structure.
- Last month members of TOBFD participated in joint training with the City of Burlington and Rochester Volunteer Fire Company at our Tri County training facility. The training focused on search and rescue, fire suppression, scene size up, pumping operations. Vertical and hydraulic ventilation was also something the groups worked on in between live fire scenarios.
- Department members continue to focus on driving and pumping with new Engine 922.

Racine County Radio Project:

- The County radio communications project continues to progress with a focus on standardized channel designations and enhanced interoperability among law enforcement, fire, and EMS agencies. Channel banks are being consolidated to improve operational efficiency, simplify radio usage, and promote consistency across all disciplines. This effort is to create a uniform radio template throughout the county, improving coordination, reducing confusion during multi-agency incidents, and enhancing overall communications effectiveness.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Membership:

The volunteer membership continues to make progress toward establishing its 501(c)(3) nonprofit organization. The organization has formally adopted the name Town of Burlington Volunteer Firefighters Association.

The Association held its first official meeting on June 2, 2026. During this meeting, members reviewed organizational documents, discussed the nonprofit formation process, and conducted officer elections.

- President: Rick Kivisto
- Vice President: Ken Remer
- Treasurer: Vicki Baumeister
- Secretary: Stephanie Sabin

The Association is currently working through the initial organizational requirements necessary for nonprofit formation. Current efforts include developing interim operating procedures, finalizing the Articles of Incorporation, and reviewing governing documents needed to establish the organization and apply for federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

The Association's leadership and membership remain committed to completing the nonprofit formation process and establishing a strong organizational framework that will support the mission of the Town of Burlington Volunteer Fire Department through fundraising, member support, recruitment and retention initiatives, equipment acquisition, training support, and community outreach activities.

Equipment:

- The emergency lighting installation on the new UTV 973 has been completed. The work was performed by one of our volunteers, who went above and beyond to ensure the project was completed professionally while keeping costs to a minimum as part of our ongoing fundraising and stewardship efforts. Currently, we are awaiting delivery of the skid unit and the completion of the graphics package.

Respectfully submitted,

Fire Chief

William R. Vrchota

06.11.2026

Memo

TO
Town Board

The current liquor licenses will expire on June 30th. The attached applications have been submitted to the Town.

FROM
Jeanne Rennie

I have completed the following:

1. Background checks for every member/officer/agent of the business.
2. Confirmed the Sales and Use tax are current with the State.
3. Confirmed that the Racine County Sheriff's Department does not have any concerns with the applications.
4. Confirmed that the Fire Department does not have any issues.
5. Collected the appropriate fees.
6. Published license applications in the paper per Wis. Stats.

RE
Agenda # 4c.

All licenses, if approved will be valid for one year beginning on July 1, 2026.

TOWN OF BURLINGTON

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



RENEWAL CLASS A BEER AND CLASS A LIQUOR LICENSES

Applicant: Al's International Enterprises,
30411 Durand Avenue, Burlington
Trade Name: Al's Little Country Store Gas and Beverages
Premises Location: 30411 Durand Avenue

Applicant: Sukhav Enterprises LLC, 7850 McHenry St, Burlington
Trade Name: Hunny Tree Mobil
Premises Location: 7850 McHenry Street

RENEWAL CLASS B BEER

Applicant: Burlington Conservation Club Inc,
PO Box 355, Burlington
Trade Name: Burlington Conservation Club
Premises Location: 6065 Brever Road

Applicant: The Rustic Barrel LLC, 7135 McHenry St, Burlington
Trade Name: The Rustic Barrel
Premises Location: 7135 McHenry Street

RENEWAL CLASS B BEER AND CLASS B LIQUOR LICENSES

Applicant: Beachview LLC, 30427 Durand Avenue, Burlington
Trade Name: Beachview
Premises Location: 30427 Durand Avenue

Applicant: Countryside Pub Inc, 8225 McHenry St, Burlington
Trade Name: Countryside Pub
Premises Location: 8225 McHenry Street

Applicant: The Landing 1841 LLC, 3640 Bieneman Rd, Burlington
Trade Name: 1841 Farms & Vineyard
Premises Location: 3640 Bieneman Road

Applicant: Brians Venture Inn LLC, 28006 Durand Avenue, Burlington
Trade Name: R Nest
Premises Location: 28006 Durand Avenue

Applicant: The Waterfront Building LLC, 31100 Weiler Rd, Burlington
Trade Name: The Waterfront
Premises Location: 31100 Weiler Road

Applicant: Buck Trail Archers, Inc, PO Box 5, Burlington
Trade Name: Buck Trail Archers
Premises Location: 32622 Yahnke Road

Applicant: Toor Liquor & Grocery LLC, 33225 S Lakeshore Dr, Burlington
Trade Name: Beachview Grocery
Premises Location: 33225 S Lakeshore Drive

Applicant: Ellite Ventures LLC, PO Box 4, Lyons
Trade Name: The Breakaway
Premises Location: 7305 McHenry Street

06.11.2026

Memo

TO
Town Board

At the April 9th Town Board meeting the board considered an application from Killer Instinct LLC for a tobacco and electronic vaping device license.

FROM
Jeanne Rennie

The application was granted contingent upon Wyatt Uttech, the Killer Instinct member, obtaining a distributor's permit.

RE
Agenda # 4 (dxi)
Tobacco License
Killer Instinct

Uttech will no longer be distributing his inventory as it will be shipped and stored directly at the vending machine location. The distributor's permit is no longer needed.

Please consider approving the license without the contingency.

TOWN OF BURLINGTON

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



06.11.2026

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Agenda # 4(d)(ii)
Tobacco Licenses

The following businesses have submitted applications for a Cigarette, Tobacco, and Electronic Vaping Device license with the Town of Burlington:

Renewals and their agents:

Al's Little Country Store – Shiekh A Ali

Hunny Tree Mobil – Avtar Singh

Beachview Grocery – Gurbinder Kaur

Killer Instinct, LLC – Wyatt Uttech

The current licenses will expire on June 30th. The new licenses will be valid for one year beginning on July 1, 2026.

I have completed the following:

1. Background checks for every member/officer/agent of the business.
2. Confirmed the Sales and Use tax are current with the State.
3. Collected the appropriate fees.

TOWN OF BURLINGTON

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



MEMORANDUM

Town Board of the Town of Burlington

TO: Town Board Members

FROM: Rachel Naber

DATE: June 5, 2026

RE: Short-Term Rental License Applications — Renewal and New

PURPOSE

This memorandum is submitted for Town Board consideration and action at the June 11, 2026 meeting regarding three (3) Short-Term Rental (STR) license applications: one (1) renewal and two (2) new applications. Staff has reviewed all submitted documentation and recommends approval of all three applications, subject to continued and ongoing compliance with applicable municipal ordinances and STR regulations.

APPLICATIONS

The following properties have submitted STR license applications for Board consideration:

#	Property Address	Application Type	Staff Recommendation
1	34326 Spring Prairie Rd	Renewal	Approve
2	33920 Lagoon Dr	New	Approve
3	241 Killdeer Ct	New	Approve

BACKGROUND

Renewal Application — 34326 Spring Prairie Rd

This property holds an existing Short-Term Rental license issued by the Town. Staff has confirmed all required renewal documentation has been received, fees have been paid, there are no outstanding code violations or unresolved complaints on record, and insurance documentation is current.

New Applications — 33920 Lagoon Dr and 241 Killdeer Ct

Both properties have submitted new STR license applications. Staff has reviewed each application and confirmed that all required documents have been received, including:

- Completed application form and applicable fees.
- Proof of property ownership or authorized agent documentation.
- Required liability insurance documentation.
- Local contact information as required by Town ordinance.

STAFF RECOMMENDATION

Staff recommends that the Town Board **approve** all three (3) Short-Term Rental license applications listed above.

ACTION REQUESTED

Board action to approve the Short-Term Rental license renewal for 34326 Spring Prairie Rd and new STR licenses for 33920 Lagoon Dr and 241 Killdeer Ct.

MEMO

To
Town Board

**Browns Lake Venetian Fest and Matt
Gums applications for a
Fireworks Display**

From
Jeanne Rennie
Clerk

Meeting Date
June 11, 2026

**Consent Agenda
Item # 4f**

Browns Lake Venetian Fest - Application and fee was submitted for a fireworks display to be held over Browns Lake on July 25th with an alternate date of July 5th provided.

Matt Gums – Application and fee was submitted for a fireworks display to be held over Browns Lake on July 4th with an alternate date of July 11th.

The Fire Department does not have any concerns with either display.

The Sheriff's Department does not have any concerns with either display.

Town of Burlington

Prepays

May 15 through June 9, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
Steve Beachem		05/27/2026			108000 · Community St BankGen Cking	
	740	05/27/2026	05/27/2026		443000 · Building Permits	-70.00
TOTAL						-70.00
QuickBooks Payroll Service		05/28/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-13,703.49
TOTAL						-13,703.49
AFLAC		05/15/2026			108000 · Community St BankGen Cking	
	ACH				24000 · Payroll Liabilities	-282.06
TOTAL						-282.06
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1		05/18/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-6,577.94
TOTAL						-6,577.94
DEPARTMENT OF EMPLOYEE TRUST FUNDS		05/19/2026			108000 · Community St BankGen Cking	
	ACH				24000 · Payroll Liabilities	-5,527.70
TOTAL						-5,527.70
VISA		06/01/2026			108000 · Community St BankGen Cking	
	ACH				108000 · Community St BankGen Cking	
		05/19/2026	06/18/2026		Visa - Clerk	-1,449.23
		05/21/2026	06/20/2026		Visa - Fire Department	-597.75
		05/28/2026	06/27/2026		Visa - Administrator	-3,317.14

Town of Burlington

Prepays

May 15 through June 9, 2026

Name		Num		Date	Due Date	Class	Account	Paid Amount
TOTAL								-5,364.12
SUN LIFE FINANCIAL								
	ACH			06/02/2026			108000 · Community St BankGen Cking	
TOTAL				06/02/2026	07/02/2026	General Fund	516118 · Insurance General	-137.46
WE ENERGIES (1)								
	ACH			06/02/2026			108000 · Community St BankGen Cking	
TOTAL				04/14/2026	04/29/2026	General Fund	516107 · Utilities General	-100.95
				05/19/2026	05/29/2026	General Fund	516107 · Utilities General	-101.96
TOTAL								-202.91
EFTPS/FEDERAL ELECTRONIC FILING								
	E-pay			05/19/2026			108000 · Community St BankGen Cking	
TOTAL								-5,616.48
							24000 · Payroll Liabilities	-5,616.48
WISCONSIN DEPT. OF REVENUE								
	E-pay			06/01/2026			108000 · Community St BankGen Cking	
TOTAL								-1,728.10
							24000 · Payroll Liabilities	-1,728.10
EFTPS/FEDERAL ELECTRONIC FILING								
	E-pay			06/01/2026			108000 · Community St BankGen Cking	
TOTAL								-5,039.84
							24000 · Payroll Liabilities	-5,039.84
WISCONSIN DEPT. OF REVENUE								
	E-pay			06/09/2026			108000 · Community St BankGen Cking	
TOTAL								-831.31
							24000 · Payroll Liabilities	-831.31

Town of Burlington
Prepays

May 15 through June 9, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL						-831.31

Town of Burlington
Unpaid Bills Detail
As of June 9, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
ACCURATE APPRAISAL, LLC							
Total ACCURATE APPRAISAL, LLC	6310	06/02/2026	06/12/2026		515201 · Assessor Fees		1,980.00
ASDA ENTERPRISES INC							1,980.00
Total ASDA ENTERPRISES INC	164002	06/09/2026	07/09/2026		535001 · Garbage/Recycling		48,351.75
ASPHALT CONTRACTORS INC (1)	BPL32145	06/09/2026	07/09/2026		533322 · Highway Patch/Crack Filling		48,351.75
Total ASPHALT CONTRACTORS INC (1)							1,462.50
Belle City Fire & Safety	91279	06/02/2026	07/02/2026		523013 · Gen Equipment Main/RepairFire		1,462.50
Total Belle City Fire & Safety							1,184.80
BROWNS LAKE SANITARY DISTRICT (1)							1,184.80
Total BROWNS LAKE SANITARY DISTRICT (1)	Q3-27-362-000-00	06/04/2026	07/04/2026		523017 · Utilities FH3		153.82
BUMPER TO BUMPER AUTO PARTS							153.82
Total BUMPER TO BUMPER AUTO PARTS	15660466128	06/02/2026	07/02/2026		523013 · Gen Equipment Main/RepairFire		104.26
BURLINGTON AREA SCHOOL DIST.							104.26
Total BURLINGTON AREA SCHOOL DIST.							
City of Burlington Fire Department					411400 · Trailer Taxes General		536.77
Total City of Burlington Fire Department	MAY2026	05/21/2026	06/20/2026		523008 · Dues & Fees Fire		536.77
CITY OF BURLINGTONDPW							150.00
Total CITY OF BURLINGTONDPW	601202602	06/04/2026	07/04/2026		523008 · Dues & Fees Fire		150.00
Conway Shield (1)							105.11
Total Conway Shield (1)	0553723	06/02/2026	07/02/2026		523030 · Firefighter Gear		105.11
CRETEX MATERIALS INC. (1)							183.00
Total CRETEX MATERIALS INC. (1)	209826	06/09/2026	07/09/2026		-SPLIT-		183.00
CULLIGAN OF BURLINGTON							365.96
Total CULLIGAN OF BURLINGTON	500X03419302	05/28/2026	06/27/2026		516107 · Utilities General		365.96
							57.60

Town of Burlington
Unpaid Bills Detail
As of June 9, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total CULLIGAN OF BURLINGTON CURTIS AMBULANCE SERVICE							57.60
Total CURTIS AMBULANCE SERVICE Dredge America, Inc	20260601-1	06/02/2026	06/12/2026		523100 · Ambulance Service		35,355.95
							35,355.95
Total Dredge America, Inc Experience Burlington	PAYMENT12	06/04/2026	06/14/2026		571405 · Dredging Project		294,952.42
							294,952.42
Total Experience Burlington FORWARD TS		05/19/2026	05/29/2026	General Fund	516106 · Dues & Fees General	11	1,427.60
							1,427.60
Total FORWARD TS Guard Street Partners, LLC	AR282391	05/19/2026	06/18/2026		516113 · Printing & Publishing General		237.57
							237.57
Total Guard Street Partners, LLC HJ FAUST	4493C	06/02/2026	06/12/2026		516119 · Computer & Software General		331.75
							331.75
Total HJ FAUST IPRINT TECHNOLOGIES	87047361	06/09/2026	06/19/2026		516114 · Building Repairs General		1,794.35
	87046334	06/09/2026	06/19/2026		523029 · Building Maintenance - FH3		511.78
	87061563	06/09/2026	06/19/2026		523028 · Building Maintenance - FH2		228.75
							2,534.88
Total IPRINT TECHNOLOGIES Itzin's Shoes & Repair, LLC	1304286	05/14/2026	05/24/2026		523009 · Supplies Fire	16	1,918.00
							1,918.00
Total Itzin's Shoes & Repair, LLC Jeanne Rennie	13720	06/02/2026	06/12/2026		523030 · Firefighter Gear		90.00
							90.00
Total Jeanne Rennie JERRY WILKOMM, INC	06.03.2026	06/04/2026	07/04/2026		511801 · Reimbursement Elections		60.90
							60.90
Total JERRY WILKOMM, INC KATHRYN WENZEL	326681	06/02/2026	06/12/2026		533311 · Vehicle Operating ExpHighway		2,410.55
	326680	06/02/2026	06/12/2026		533311 · Vehicle Operating ExpHighway		2,143.16
							4,553.81

Town of Burlington
Unpaid Bills Detail
As of June 9, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total KATHRYN WENZEL							
KWIK TRIP Extended Network							
	June 2026	06/04/2026	06/14/2026		516101 · Janitorial Services		670.00
							670.00
Total KWIK TRIP Extended Network							
	NP70538887	06/02/2026	07/02/2026		Kwik Trip - Fire Department		543.87
	NP70538830	06/09/2026	07/09/2026		Kwik Trip - Hwy Department		1,259.85
							1,803.72
Total LUDWIG, GRUHN & WISHAU S.C.							
	25986	05/19/2026	06/18/2026		511402 · Professional Legal Fees		1,305.00
							1,305.00
Total LUDWIG, GRUHN & WISHAU S.C.							
LYNCH & ASSOCIATES ENGINEERING CONSULT							
	15824	05/19/2026	06/18/2026		561004 · Engineering Fees P & Z		242.50
	15825	05/19/2026	06/18/2026		561004 · Engineering Fees P & Z		201.25
	15826	05/19/2026	06/18/2026		561004 · Engineering Fees P & Z		201.25
	15827	05/19/2026	06/18/2026		561004 · Engineering Fees P & Z		160.00
							805.00
Total LYNCH & ASSOCIATES ENGINEERING CONSULT							
MENARDS BURLINGTON							
	45776	05/19/2026	06/18/2026		522008 · Supplies Water Patrol		60.94
	45610	05/21/2026	06/20/2026		-SPLIT- General Fund		44.66
	45498	05/21/2026	06/20/2026		-SPLIT- General Fund		37.20
	46603	06/09/2026	07/09/2026		533310 · Supplies Highway		45.81
	47082	06/09/2026	07/09/2026		-SPLIT-		2.28
	47238	06/09/2026	07/09/2026		533322 · Highway Patch/Crack Filling		18.99
	47179	06/09/2026	07/09/2026		-SPLIT-		9.89
	47236	06/09/2026	07/09/2026		533350 · Misc. Highway		58.44
							278.21
Total MENARDS BURLINGTON							
OPC Pest Services							
	200296	06/02/2026	07/02/2026		516114 · Building Repairs General		158.00
							158.00
Total OPC Pest Services							
PATS SERVICES, INC.							
	87357	06/04/2026	06/10/2026		523028 · Building Maintenance - FH2		165.00
							165.00
Total PATS SERVICES, INC.							
QUILL CORPORATION							
	49089686	06/02/2026	07/02/2026		516111 · Supplies General		14.15
	49074233	06/02/2026	07/02/2026		516111 · Supplies General		169.88
							184.03
Total QUILL CORPORATION							

Town of Burlington
Unpaid Bills Detail
As of June 9, 2026

	<u>Num</u>	<u>Date</u>	<u>Due Date</u>	<u>Class</u>	<u>Split</u>	<u>Aging</u>	<u>Open Balance</u>
RACINE COUNTY FINANCE DEPT							
Total RACINE COUNTY FINANCE DEPT	05.11.2026	05/19/2026	05/26/2026		533320 · Road Salt Highway	14	783.00
raSmith							783.00
	195196	05/19/2026	06/18/2026		201002 · P & Z Bond Deposits Payable		772.50
	195204	05/19/2026	06/18/2026		201002 · P & Z Bond Deposits Payable		732.00
	195203	05/19/2026	06/18/2026		561004 · Engineering Fees P & Z		596.50
Total raSmith							2,101.00
Robert Jensen							
	05.13.2026	05/28/2026	06/07/2026		511304 · Training & Seminars Muri	2	612.58
Total Robert Jensen							612.58
SAFEbuilt, LLC							
	3744726	05/28/2026	06/27/2026		524050 · Misc. Building Inspector		14,983.21
	3913947	06/04/2026	07/04/2026		524050 · Misc. Building Inspector		6,640.78
Total SAFEbuilt, LLC							21,623.99
SHORT ELLIOTT HENDRICKSON INC							
	508779	05/19/2026	06/18/2026		201002 · P & Z Bond Deposits Payable		521.57
	508779	05/19/2026	06/18/2026		561004 · Engineering Fees P & Z		71.15
Total SHORT ELLIOTT HENDRICKSON INC							592.72
SOUTHERN LAKES NEWSPAPERS, LLC							
	486021	05/20/2026	05/30/2026		516113 · Printing & Publishing General	10	21.62
Total SOUTHERN LAKES NEWSPAPERS, LLC							21.62
Spectrum							
	050726	05/14/2026	06/13/2026		523017 · Utilities FH3		203.45
	052126	06/02/2026	06/20/2026		516107 · Utilities General		169.99
Total Spectrum							373.44
Terry & Nudo, LLC							
	2664	05/28/2026	06/27/2026		511309 · Prosecuting Attorney Fees		708.00
	2762	06/09/2026	07/09/2026		511309 · Prosecuting Attorney Fees		672.00
Total Terry & Nudo, LLC							1,380.00
The Horton Group, Inc. (1)							
	146752	06/09/2026	07/09/2026		516118 · Insurance General		896.00
Total The Horton Group, Inc. (1)							896.00
TRACTOR SUPPLY CREDIT PLAN							
	05.21.2026	06/09/2026	07/09/2026		533310 · Supplies Highway		63.96

Town of Burlington
Unpaid Bills Detail
As of June 9, 2026

	Num	Date	Due Date	Class	Split	Aging	Open Balance
Total TRACTOR SUPPLY CREDIT PLAN							
WATER WORKS PLUMBING							63.96
Total WATER WORKS PLUMBING							
WAUKESHA COUNTY TECHNICAL COLLEGE	I-14924-1	06/02/2026	07/02/2026		516114 - Building Repairs General		879.14
Total WAUKESHA COUNTY TECHNICAL COLLEGE							879.14
WESTERN CULVERT & SUPPLY INC	S0896245	06/02/2026	07/02/2026		522006 - Training & SeminarsWater Pair		35.57
Total WESTERN CULVERT & SUPPLY INC							35.57
WI Dept. of Transportation	075288	06/09/2026	07/09/2026		533323 - Highway Dept Culverts		2,691.24
Total WI Dept. of Transportation							2,691.24
WI STATE FIRE FIGHTERS ASSOC., INC.	437226	05/28/2026	05/31/2026		572403 - Highway Dept Black Topping	9	1,249.02
Total WI STATE FIRE FIGHTERS ASSOC., INC.	437225	05/28/2026	05/31/2026		572403 - Highway Dept Black Topping	9	1,565.51
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk							2,814.53
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk	2026-2027	06/09/2026	07/09/2026		523008 - Dues & Fees Fire		630.00
Wisconsin Humane Society	MAY2026	06/09/2026	07/09/2026		516116 - CIBREE		245.00
Total Wisconsin Humane Society	3723	06/04/2026	06/14/2026		541003 - Animal Control		235.00
TOTAL							235.00
							437,446.20

TOWN OF BURLINGTON

32288 Bushnell Road, Burlington, Wisconsin 53105

Phone: (262) 763-3070

MEMORANDUM

TO: Town of Burlington Board of Supervisors

FROM: Rachel Naber, Town Administrator

DATE: June 3, 2026

RE: Request for Approval of Third Driveway Access – 30020 Arrow Drive

Background

The Town has received a written request from John and Chrissy Minikowski of 30020 Arrow Drive, Burlington, WI 53105, seeking approval to install an additional driveway access point on the west side of their property. The proposed driveway would serve a new garage on the northwest side of the parcel, which has received tentative approval from Racine County.

It should be noted that the subject property currently has a circular driveway, which constitutes two existing access points to the public road. The applicants' request, if approved, would result in a total of three driveway access points on the parcel.

Ordinance Considerations

Under Town of Burlington Ordinance §12.14, only one driveway per parcel is permitted unless a variance is approved by the Town Board. A variance was already required to accommodate the existing circular driveway. Approval of the current request would constitute a further departure from the single-driveway standard.

Should the Board elect to approve this request, the following ordinance requirements must be satisfied by the proposed driveway:

- **Minimum 30-foot separation:** The edge of the proposed driveway, at the point of connection with the public road, must be no closer than 30 feet from the edge of any neighboring driveway at its point of connection with the public road (Ord. §12.14(M)).
- **Minimum 15-foot side lot line setback:** The edge of the driveway must be located at least 15 feet from the nearest side lot line (Ord. §12.14(H)).
- **Permit required:** A Driveway/Culvert Permit must be obtained from the Town prior to the start of any construction, and all work must be completed to the satisfaction of the Highway Superintendent (Ord. §12.14(I, J)).

Recommendation

This matter is presented to the Board for review and determination. Staff recommends the Board carefully consider whether the circumstances cited by the applicants — specifically, the impracticability of using the existing driveway to access the proposed garage without a significant grade change and loss of usable yard area — constitute sufficient grounds for granting a further variance under Ordinance 12.14.

The applicants have indicated a willingness to convert the existing circular driveway to a single-access driveway if required as a condition of approval, which the Board may wish to consider as a potential compromise.

Please do not hesitate to contact me with any questions prior to the Board meeting.

Respectfully submitted,

Rachel Naber

Town Administrator, Town of Burlington

Request for Approval of Additional Driveway

To Whom It May Concern,

We respectfully request approval to install an additional driveway on the west side of our property to provide access to a proposed garage on the northwest side of the property. The proposed garage has received tentative approval from Racine County.

Our property currently has a circular driveway that serves our existing garage. However, using the current driveway to access the proposed garage would require an approximately 90-degree turn and would significantly impact the usable area of our front yard. An additional driveway along the west side of the property would provide a safer, more practical, and less disruptive means of accessing the proposed garage.

We would prefer to keep the existing circular driveway because it provides safe and convenient access to our home. However, if necessary to obtain approval, we are willing to modify the circular driveway and convert it to a single driveway connected to our current garage.

We believe the proposed driveway is the most reasonable solution for providing safe access to the new garage while preserving the functionality, appearance, and usable green space of our property. We appreciate your consideration of this request and are happy to provide any additional information needed.

Sincerely,

John and Chrissy Minikowski
30020 Arrow Drive, Burlington, WI 53105

DRIVEWAY/CULVERT PERMIT

Town of Burlington

32288 Bushnell Road / Burlington, WI 53105

262.763.3070

Applicant

Name	John / Christine Minikowski
Address	30020 Arrow Drive
	Burlington WI 53105
Phone	262 909 1949

Owner (if different from above)

Name	(Same)
Address	
Phone	

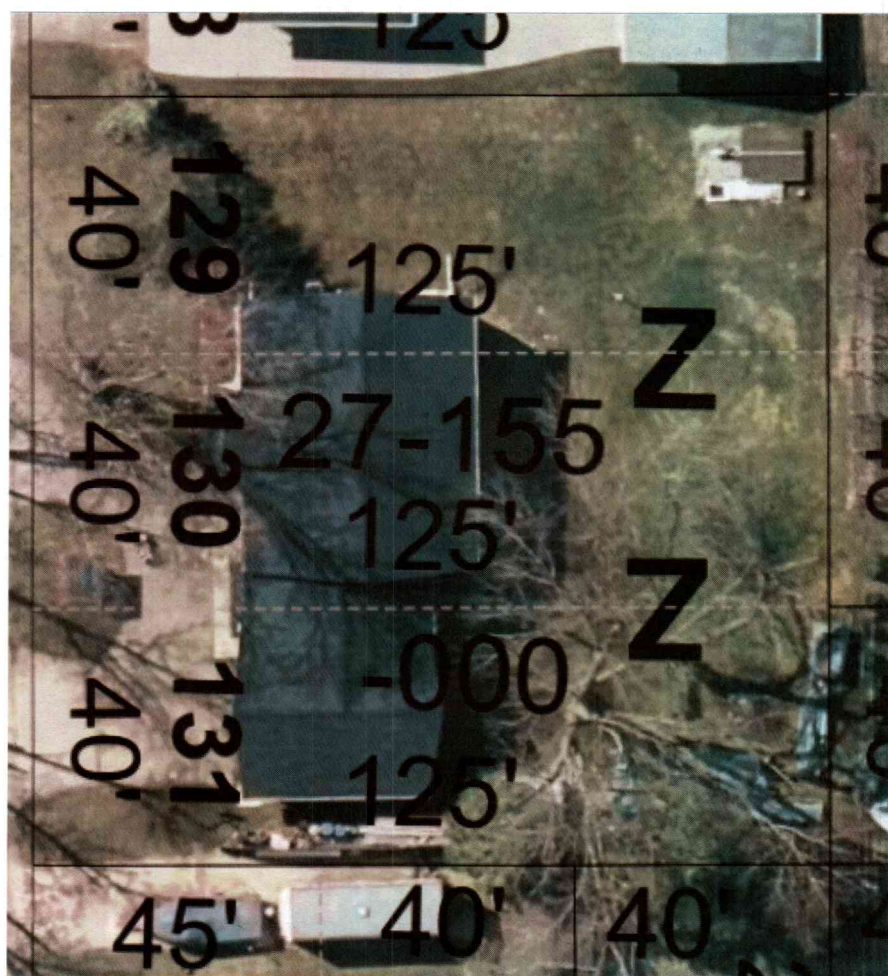
Project Location

Project Address	30020 Arrow Drive Burlington
Proposed Driveway/ Culvert Type and Size	

Fee – make check payable to the Town of Burlington - \$ 1,200.00 (\$1,000 Bond – Refundable)

Paid Date		Check #	
Applicant Signature		Date	

Approved Location / Culvert			
Approved or Denied	Highway Dept Signature	Date	
Date of Final Inspection			
Return Deposit	Yes or No	Amount Returned	\$



TOWN OF BURLINGTON

32288 Bushnell Road, Burlington, Wisconsin 53105

Phone: (262) 763-3070

MEMORANDUM

TO: Town of Burlington Board of Supervisors

FROM: Rachel Naber, Town Administrator

DATE: June 3, 2026

RE: Highway Department Building – West End Garage Door Replacement

Purpose

The purpose of this memo is to present the Board of Supervisors with information and bid quotes for the replacement of the first garage door on the west end of the Highway Department building.

Background

The garage door on the west end of the Highway Department building has reached the end of its serviceable life. Due to the age of both the door and the opener, repair is no longer a cost-effective option. It is recommended that the door and opener be replaced in their entirety.

Bids Received

Three (3) quotes were solicited and received for the replacement of the garage door and opener. All quotes include a 14'2" wide door, opener, installation, and applicable hardware. The quotes are summarized in the table below:

Vendor	Description	Total	Notes
Scotty P Garage Doors	14'2"x12' Haas 612 white w/ row windows, LiftMaster Maxum 12' opener (2 remotes), removal & disposal of old door/opener	\$7,000.00	Includes material, labor & weather seal
Halverson Door LLC	14'2"x12' Clopay Model 3720 brown, R-18.4, 4 insulated windows; 12' Trolley LiftMaster opener (4 transmitters), heavy hardware, 25K cycle springs	\$8,123.00	Includes delivery, installation, perimeter seals & taxes
M & L Garage Door Service	14'2"x12'1" Amarr 2742 brown, 4 insulated windows w/ black frames, LiftMaster Maxum operator w/ wall console & safety eyes	\$9,703.00	Includes standard 2" low headroom track & weatherstripping

Recommendation

Staff recommends awarding the contract to the lowest qualified bidder, Scotty P Garage Doors, at a total cost of \$7,000.00. This quote includes material, labor, removal and disposal of the existing door and opener, and weather seal. Staff requests Board authorization to proceed with the replacement.

Action Requested

The Board is asked to authorize staff to proceed with the garage door and opener replacement at the Highway Department building as recommended, at a cost not to exceed \$7,000.00.

Respectfully submitted,

Rachel Naber

Town Administrator, Town of Burlington

Rachel Naber - Town of Burlington

From: Jake Isaacson - Town of Burlington
Sent: Monday, June 1, 2026 7:26 AM
To: Rachel Naber - Town of Burlington
Subject: FW: Door quote

Last garage door quote be over later to discuss.

Jake Isaacson
Highway Supervisor
Town of Burlington
32288 Bushnell Rd, Burlington WI 53105
262-763-3070 ext 107
Jake.isaacson@townofburlingtonwi.gov
www.townofburlingtonwi.gov

-----Original Message-----

From: Scott Pontel <scottpontel@icloud.com>
Sent: Sunday, May 31, 2026 9:21 AM
To: Jake Isaacson - Town of Burlington <jake.isaacson@townofburlingtonwi.gov>
Subject: Door quote

Jake,
Here is the door and opener quote we discussed over the phone!

1- 14'2"x12' Haas 612 white with row windows in 3rd panel
\$5000

1- liftmaster maxum 12' opener with 2 remotes
\$1700

1- take out and disposal of old door and opener
\$300

Grand total \$7000

Prices include material, labor and weather seal

Thank you,
Scott Pontel
Scotty P Garage Doors
262-949-6521
Sent from my iPhone



7188 Madaus Street
Lake Geneva, WI 53147
Ph 262-248-9301
Email: dan@halversondoor.com

Estimate

Date	Estimate #
5/20/2026	4613

Quote for: TOWN OF BURLINGTON
32288 BUSCHENLL RD
BURLINGTON WI 53105

Job Site: TOWN OF BURLINGTON
32288 BUSCHNELL RD
BURLINGTON, WI 53105

P.O. No.	Customer Phone		
Description	Qty	Cost	Total
ESTIMATE FOR ONE NEW DOOR AT THE HWY DEPT. BUILDING.			
DOOR TO BE CLOPAY BRAND, MODEL 3720, BROWN, R-18.4, FOUR INSULATED WINDOWS, 24X12			
14'2"X12'0", 3720, BROWN, ONE ROW INS. WINDOWS, 24"X12", LHR TRACK, HEAVY HARDWARE, 25,000 CYCLE SPRINGS.	1	6,589.00	6,589.00
12' TROLLEY OPENER, MAXUM, TDC7S1BMC, WITH FOUR TRANSMITTERS.	1	1,378.00	1,378.00
3-Button Dip Switch - LiftMaster	4	39.00	156.00
PRICES INCLUDE DELIVERY, INSTALLATION, NEW PERIMETER SEALS AND ALL APPLICABLE TAXES.			
		Total	\$8,123.00

ESTIMATE VALID FOR 15 DAYS FROM ISSUE.

Door orders require 50% Deposit - Balance due when invoiced.

Check or Credit Card Accepted. There will be a 3% charge for processing credit cards.

Any alteration or deviation from the specifications herein agreed upon involving extra cost of labor and material will be become an extra charge over the sum mentioned in the Estimate.

Acceptance of Estimate: The aforementioned prices, specification, notices, payment schedules, conditions, disclaimer of implied warranties, limitation of liability, and obligations covered by warranty are satisfactory as contained herein and are hereby accepted. You are authorized to do the work as specified.

Quoted by:

Customer Signature: _____ Date: _____



Town Of Burlington
32288 Bushnell Rd
Burlington, WI 53105

(262) 763-3070
rachel.naber@townofburlington.com

ESTIMATE	#132
EXPIRATION DATE	May 24, 2026
TOTAL	\$9,703.00

CONTACT US
744 17th Ave
Union Grove, WI 53182

(262) 488-3777
sales@mlgaragedoors.com

ESTIMATE

Services	qty	unit price	amount
Garage Door and Operator Installation	1.0	\$9,703.00	\$9,703.00
Furnish and install 14'2" x 12'1" Amarr 2742 sectional garage door in brown. This door features a durable, low-maintenance steel construction with a pencil groove panel design.			
The door will include four (4) 24" x 12" insulated windows with black frames, designed to enhance natural light while maintaining thermal efficiency and a cohesive exterior appearance.			
The Amarr 2742 model offers high quality polyurethane insulation, quiet operation, and reinforced panel construction suitable for commercial applications.			
Includes standard 2" low headroom track and weatherstripping.			
-Furnish and install Liftmaster Maxum Operator. Operator includes wall console and electric safety eyes.			
Services subtotal:			\$9,703.00
Total			\$9,703.00

The above estimate is subject to change based upon unforeseen circumstances later discovered conditions. Any changes or revisions shall be provided in writing for the customer's approval. Payments are due upon receipt. Failure to pay will result in interest accruing at 1.5% per month. Contractor shall be entitled to recover its actual attorney's fees incurred in enforcing this contract. Pursuant to Wisconsin Construction Lien Law, contractor hereby notifies customer that persons or companies furnishing labor or material for the construction/improvements upon customer's land may have lien rights on customer's land and buildings if not paid. Those entitled to lien rights, in addition to this contractor, are those who contract directly with the customer or those who give the customer notice within 60 days after they furnish labor or materials for the construction.

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE TOWN OF BURLINGTON

AND

THE TOWN OF BURLINGTON VOLUNTEER FIREFIGHTER ASSOCIATION

Effective Date: As Approved by the Town of Burlington Town Board

1. PURPOSE

This Memorandum of Understanding ("MOU") is entered into by and between the Town of Burlington, a Wisconsin municipal corporation ("the Town"), and the Town of Burlington Volunteer Firefighter Association, a Wisconsin incorporated association in the process of obtaining nonprofit status ("the Association"). The purpose of this MOU is to authorize the Association to conduct charitable raffle activities under the Town's existing raffle license on a temporary basis. Under Wisconsin Statute § 563, an eligible organization must be in existence for at least one (1) year before it may apply for a raffle license. The Association is a newly incorporated organization that has not yet satisfied this one-year formation requirement and is therefore ineligible to obtain its own raffle license at this time. This MOU bridges that mandatory waiting period, allowing the Association to conduct raffle activities in support of its mission until it becomes eligible to apply for and obtain its own raffle license.

2. PARTIES

A. The Town of Burlington, located in Racine County, State of Wisconsin, is the holder of a valid raffle license issued by the State of Wisconsin ("Raffle License").

B. The Town of Burlington Volunteer Firefighter Association is a Wisconsin incorporated association operating within the Town of Burlington. The Association was recently formed and has not yet satisfied the one-year formation requirement under Wisconsin Statute § 563 necessary to apply for its own raffle license. The Association intends to apply for its own raffle license upon becoming eligible.

3. TERM

This MOU shall be effective as of the date first written above and shall remain in effect for a period of one (1) year, unless earlier terminated pursuant to Section 9 of this MOU, or unless extended by mutual written agreement of the parties. This MOU is intended to bridge the period during which the Association is actively pursuing nonprofit status and shall not be renewed beyond one (1) year without formal approval by the Town of Burlington Town Board.

4. AUTHORIZATION TO USE RAFFLE LICENSE

4.1 Subject to the terms and conditions of this MOU, the Town hereby grants the Association a limited, non-exclusive authorization to conduct raffle activities under the Town's Raffle License during the term of this MOU.

4.2 All raffle activities conducted by the Association under this MOU shall be carried out in strict compliance with Wisconsin Statute § 563 (Charitable Raffles), all regulations promulgated thereunder, and all conditions attached to the Town's Raffle License.

4.3 The Association acknowledges that it is acting under the authority of the Town's license and agrees that all raffle activities shall be conducted in a manner that protects and does not jeopardize the validity or good standing of the Town's Raffle License.

5. RESPONSIBILITIES OF THE ASSOCIATION

The Association agrees to:

- a) Submit a written raffle activity plan to the Town Administrator or designee at least fourteen (14) calendar days prior to conducting any raffle under this MOU, including the proposed dates, prizes, ticket pricing, and intended use of proceeds;
- b) Ensure that all raffle proceeds are used exclusively for the lawful purposes of the Association, specifically in support of volunteer fire association activities;
- c) Maintain complete and accurate records of all raffle activities conducted under this MOU, including ticket sales, receipts, prize distribution, and net proceeds;
- d) Provide the Town with a written financial accounting of each raffle event within thirty (30) calendar days of the conclusion of that event;
- e) Promptly notify the Town in writing upon becoming eligible to apply for its own raffle license under Wisconsin Statute § 563, and to provide the Town with a copy of any raffle license application and any license received;
- f) Indemnify, defend, and hold harmless the Town, its officers, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs arising out of or related to the Association's conduct of raffle activities under this MOU;
- g) Obtain its own raffle license upon receiving nonprofit status, and to immediately cease conducting raffles under the Town's license upon issuance of the Association's own license or upon the expiration of this MOU, whichever occurs first.

6. RESPONSIBILITIES OF THE TOWN

The Town agrees to:

- a) Cooperate with the Association in good faith to facilitate lawful raffle activities under this MOU;
- b) Provide the Association with a copy of the Town's current Raffle License and any conditions or limitations attached thereto;
- c) Promptly notify the Association of any changes to the Town's Raffle License, including any suspension, revocation, or modification;

d) Review and approve or deny the Association's raffle activity plans within seven (7) business days of submission.

7. LIMITATIONS

7.1 This MOU does not establish an employment, partnership, or agency relationship between the Town and the Association.

7.2 The Association shall not represent itself as an agent of the Town or imply Town endorsement of any raffle activity beyond the limited authorization set forth herein.

7.3 This MOU does not grant the Association any ownership interest in the Town's Raffle License.

7.4 The Association may not sub-authorize any third party to conduct raffle activities under this MOU.

8. RAFFLE LICENSE ELIGIBILITY OBLIGATION

The Association represents that it is a newly incorporated Wisconsin association and acknowledges that it is currently ineligible to apply for a raffle license under Wisconsin Statute § 563 due to the one-year formation requirement. The Association agrees to diligently pursue its own raffle license upon becoming eligible and to notify the Town in writing no later than thirty (30) days after its one-year formation anniversary. The Association further agrees to submit its raffle license application to the State of Wisconsin within sixty (60) days of becoming eligible. Upon the Association's receipt of its own raffle license, this MOU shall automatically terminate pursuant to Section 9.3. The Association shall provide the Town with a copy of any raffle license application submitted and any license received.

9. TERMINATION

9.1 Either party may terminate this MOU upon thirty (30) days written notice to the other party.

9.2 The Town may terminate this MOU immediately, without prior notice, if the Association:

- a) Violates any provision of Wisconsin law governing charitable raffles;
- b) Conducts any raffle activity that jeopardizes the Town's Raffle License;
- c) Fails to provide required financial accountings or raffle activity plans;
- d) Uses raffle proceeds for purposes other than those stated in approved raffle activity plans; or
- e) Is dissolved or otherwise ceases to operate.

9.3 This MOU shall automatically terminate upon the Association's receipt of its own raffle license.

10. AMENDMENTS

This MOU may be amended only by a written instrument signed by authorized representatives of both parties and approved by the Town of Burlington Town Board.

11. GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Wisconsin. Any disputes arising under this MOU shall be resolved in the courts of Racine County, Wisconsin.

12. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, warranties, and understandings of the parties with respect thereto.

13. SEVERABILITY

If any provision of this MOU is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF

The parties have executed this Memorandum of Understanding as of the date first written above.

TOWN OF BURLINGTON

Town Board Chair

Printed Name: _____

Title: _____

Date: _____

TOWN OF BURLINGTON VOLUNTEER FIREFIGHTER ASSOCIATION

Authorized Representative

Printed Name: _____

Title: _____

Date: _____

**AUTOMATIC AID AGREEMENT BETWEEN THE TOWN OF BURLINGTON, WISCONSIN
AND THE ROCHESTER VOLUNTEER FIRE COMPANY, ROCHESTER, WISCONSIN**

In accordance with the provisions of Sections 66.03125 and 66.0301 of the Wisconsin Statutes, which empower Wisconsin Municipalities to enter into "Mutual Aid Agreements", and in accordance with the Mutual Aid Box Alarm System (MABAS) agreement entered into by the Town of Burlington, Wisconsin, and the Rochester Volunteer Fire Company, Village of Rochester, Wisconsin, agree to provide automatic mutual aid to each other as follows:

GENERAL CONDITIONS

1. Fire apparatus responding on an automatic mutual aid response to the other jurisdiction shall have a minimum of one (1) personnel on a tender, three (3) personnel on an engine. Responding fire personnel shall be trained to the level of Fire Fighter I (FFI) in accordance with NFPA 1010: Standard on Professional Qualifications for Firefighters. All fire department personnel responding to the requesting community shall travel in a vehicle owned and insured by the municipality in question, and no personally owned vehicles shall be utilized for emergency response to the requesting community.
2. Only the designated units, in this agreement, from the Fire Department providing aid shall be required to respond at any one time. In the event that the unit due is unavailable (e.g., out of service, committed to another call), no back-up unit from another station shall be required to respond.
3. At all times, the municipality within which the emergency exists will be in charge and the assisting agency and personnel shall follow the requesting agencies' emergency operating procedures and directions.
4. Each municipality shall be responsible for providing a communications system which allows the immediate dispatching of all units due to respond from the assisting municipality, as well as apparatus to apparatus communications, while en route and while on the scene.
5. Each municipality agrees to provide and participate in semi-annual training between the two (2) departments.
6. Each municipality agrees that the general provisions of the "MABAS MUTUAL AID AGREEMENT" apply to this Agreement, except as modified by this Agreement. This Automatic Aid Agreement shall take the place of sending a piece of apparatus on the still alarm as outlined on each departments MABAS cards; no additional piece of equipment is required by the sending agency unless requested by the department in command of the emergency.
7. The following specific response shall be provided:

a) From the Town of Burlington, Wisconsin:

- An Tender (with minimum staffing of 1), shall be the primary automatic aid response for reports of smoke showing, reports of fire showing, or persons trapped at any address within the Rochester

Volunteer Fire Company's first due response area. An Engine (minimum staffing of 3) may also respond if staffing and apparatus availability permit. A Chief response shall be as available.

b) From the Rochester Volunteer Fire Company, Village of Rochester, Wisconsin:

- An Tender (with a minimum staffing of 1), shall be the primary automatic aid response for reports of smoke showing, reports of fire showing, or persons trapped at any address within the Town of Burlington's first due response area. An Engine (minimum staffing of 3) may also respond if staffing and apparatus availability permit. A Chief response shall be as available.

8. It is the express intent and agreement of the parties that:

a) Each municipality shall be solely responsible and liable for (i) the costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under this Agreement, and (ii) the actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under this agreement; and

b) The worker's compensation coverage of each municipality shall be solely responsible and provide coverage for any injury sustained by their own fire department personnel (and not the worker's compensation coverage of the other municipality).

Accordingly, each party HEREBY INDEMNIFIES AND HOLDS HARMLESS the other party from and against any and all claims, actions, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees) and liability of any other nature whatsoever, that may arise, directly or indirectly, as a result of

c) The costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under the provisions of this Agreement; and/or

d) The actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under the provisions of this Agreement; and/or

e) Any property damage and/or any bodily injury (including death) sustained by a member of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement; and/or

f) Any property damage and/or any bodily injury (including death) sustained by any third party, to the extent that such damage and/or injury was proximately caused by the actions and/or failures of action of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement.

9. Each party shall obtain, and at all times during the term of this Agreement maintain and keep in full force and effect, a policy(ies) of liability insurance covering the actions and/or failures of action of the party's fire and rescue department personnel. Each such policy(ies) of liability insurance shall have such coverage and terms as are mutually agreeable to the parties.

10. Either the Town of Burlington or the Rochester Volunteer Fire Company may terminate this Agreement with or without cause by giving written notice to the Village Board of the Village of Rochester or the Town Board of the Town of Burlington at least 90 days prior to the date of termination.
11. This Agreement shall be effective starting on the ____ day of _____, 2026 and shall continue in full force and effect for a period of one year. This Agreement will automatically renew for an additional one-year period unless either party provides notice of termination as described in item 10 above.

Town of Burlington Fire Department
TOWN OF BURLINGTON, WISCONSIN

By:

William R. Vrchota
Fire Chief
Town of Burlington Fire Department

TOWN OF BURLINGTON, WISCONSIN

By:

Neal Czaplewski
Town Chairman
Town of Burlington

Attest:

Jeanne Rennie
Town Clerk
Town of Burlington

Rochester Volunteer Fire Company
VILLAGE OF ROCHESTER, WISCONSIN

By:

Michael Vos
Fire Chief
Rochester Volunteer Fire Company

VILLAGE OF ROCHESTER, WISCONSIN

By:

Nick Ahlers
Village President
Village of Rochester

Attest:

Amber Jensen
Village Clerk
Village of Rochester

**AUTOMATIC RESPONSE AGREEMENT BETWEEN THE TOWN OF BURLINGTON, WISCONSIN
AND THE TOWN OF WHEATLAND, WISCONSIN**

In accordance with the provisions of Sections 66.03125 and 66.0301 of the Wisconsin Statutes, which empower Wisconsin Municipalities to enter into "Mutual Aid Agreements", and in accordance with the Mutual Aid Box Alarm System (MABAS) agreement entered into by the Town of Burlington, Wisconsin, and the Town of Wheatland, Wisconsin, the parties agree to establish a non-reciprocal automatic response arrangement as set forth below.

This Agreement establishes an automatic response arrangement whereby the Town of Wheatland Volunteer Fire Department shall serve as the responding agency and the Town of Burlington Fire Department shall serve as the requesting and receiving agency for the purposes outlined herein. Nothing contained within this Agreement shall be construed to create any reciprocal automatic response obligation on behalf of the Town of Burlington to respond automatically into the Town of Wheatland, unless specifically stated elsewhere within this Agreement.

GENERAL CONDITIONS

1. Fire apparatus responding on an automatic mutual aid response to the other jurisdiction shall have a minimum of three (3) personnel on an engine. Responding fire personnel shall be trained to the level of Fire Fighter I (FFI) in accordance with NFPA 1010: Standard on Professional Qualifications for Firefighters. All fire department personnel responding to the requesting community shall travel in a vehicle owned and insured by the municipality in question, and no personally owned vehicles shall be utilized for emergency response to the requesting community.
2. Only the designated units, in this agreement, from the Fire Department providing aid shall be required to respond at any one time. In the event that the unit due is unavailable (e.g., out of service, committed to another call), no back-up unit from another station shall be required to respond.
3. At all times, the municipality within which the emergency exists will be in charge and the assisting agency and personnel shall follow the requesting agencies' emergency operating procedures and directions.
4. Each municipality shall be responsible for providing a communications system which allows the immediate dispatching of all units due to respond from the assisting municipality, as well as apparatus to apparatus communications, while en route and while on the scene.
5. Each municipality agrees to provide and participate in semi-annual training between the two (2) departments.
6. Each municipality agrees that the general provisions of the "MABAS MUTUAL AID AGREEMENT" apply to this Agreement, except as modified by this Agreement. This Automatic Response Agreement shall take the place of sending a piece of apparatus on the still alarm as outlined on the Town of Burlington MABAS cards; no additional piece of equipment is required by the sending agency unless requested by the department in command of the emergency.

7. The following specific response shall be provided:

a) From the Town of Wheatland, Wisconsin:

- An Engine (with minimum staffing of 3) and a Chief (aide optional) for reports of smoke showing, reports of fire showing, or persons trapped at any address within the Town of Burlington's first due response area.

8. It is the express intent and agreement of the parties that:

a) Each municipality shall be solely responsible and liable for (i) the costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under this Agreement, and (ii) the actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under this agreement; and

b) The worker's compensation coverage of each municipality shall be solely responsible and provide coverage for any injury sustained by their own fire department personnel (and not the worker's compensation coverage of the other municipality).

Accordingly, each party HEREBY INDEMNIFIES AND HOLDS HARMLESS the other party from and against any and all claims, actions, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees) and liability of any other nature whatsoever, that may arise, directly or indirectly, as a result of

c) The costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under the provisions of this Agreement; and/or

d) The actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under the provisions of this Agreement; and/or

e) Any property damage and/or any bodily injury (including death) sustained by a member of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement; and/or

f) Any property damage and/or any bodily injury (including death) sustained by any third party, to the extent that such damage and/or injury was proximately caused by the actions and/or failures of action of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement.

9. Each party shall obtain, and at all times during the term of this Agreement maintain and keep in full force and effect, a policy(ies) of liability insurance covering the actions and/or failures of action of the party's fire and rescue department personnel. Each such policy(ies) of liability insurance shall have such coverage and terms as are mutually agreeable to the parties.

10. Either the Town of Burlington or the Town of Wheatland may terminate this Agreement with or without cause by giving written notice to the Town Board of the Town of Burlington or the Town Board of the Town of Wheatland at least 90 days prior to the date of termination.

11. This Agreement shall be effective starting on the ____ day of _____, 2026 and shall continue in full force and effect for a period of one year. This Agreement will automatically renew for an additional one-year period unless either party provides notice of termination as described in item 10 above

Town of Burlington Fire Department

BURLINGTON, WISCONSIN

By:

William R. Vrchota

Fire Chief

Town of Burlington Fire Department

Town of Wheatland Volunteer Fire Department

WHEATLAND, WISCONSIN

By:

Lou Denko

Fire Chief

Town of Wheatland Volunteer Fire Department

TOWN OF BURLINGTON, WISCONSIN

By:

Neal Czaplewski

Town Chairman

Town of Burlington

TOWN OF WHEATLAND, WISCONSIN

By:

Jeff Butler

Town Chairman

Town of Wheatland

Attest:

Jeanne Rennie

Town Clerk

Town of Burlington

Attest:

Katie Sweatman

Town Clerk

Town of Wheatland