



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

AMENDED

August 13, 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, August 13, 2026**, in the Burlington Town Hall, 32288 Bushnell Road, Burlington, Racine County, Wisconsin. The meeting will begin 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 July 9, 2026
- b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
- c. Poll worker applications
- d. Short-term Rental Applications
 - i. 30114 Arrow Dr
 - ii. 8801 McHenry St
 - iii. 31014 Weiler Rd

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 August 13, 2026

Action: *Approve/Deny*

6. Liquor License Premise Description Revision

Action: *Discussion and Possible Action*

7. Driveway Permit for 30020 Arrow Dr

Action: *Discussion and Possible Action*

8. Municipal Judge Request for Armed Guard or Officer at Court

Action: *Discussion and Possible Action*

9. Formation of a Bohners Lake and Browns Lake Public Safety Committee

Action: *Discussion and Possible Action*

10. Adjournment

Rachel Naber, Deputy Clerk

2026 August 12

Attest to Posting of Public Notices

State of Wisconsin
County of Racine
Town of Burlington

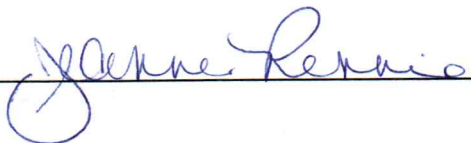
I, Jeanne Rennie, hereby certify that I posted a true and correct copy of the following item(s) on the bulletin board(s) at the locations indicated below. Said posting was accomplished by pinning the document(s) to the bulletin board.

1. Town of Burlington Town Hall, 32288 Bushnell Road
Date: 08/11/2026 Time: 11:56 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: 08/11/2026 Time: 11:54 AM

Documents posted:
08/13/2026 TB agenda

Signed:  Date: 08/11/2026

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
Paul Kobernick, Supervisor No 4

Town Board Minutes

32288 Bushnell Road / Burlington WI 53105

July 09, 2026

Call to order: Roll Call and Verification of Posting

Chairman Neal Czaplewski called to order the town board at 6:56PM. The meeting was held in the auditorium of the town hall located at 32288 Bushnell Road, Burlington.

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

Also in attendance: Administrator Rachel Naber, Clerk Jeanne Rennie, Chief Bill Vrchota and Highway Supervisor Jake Isaacson.

Public comment

At 6:56PM Chairman Czaplewski opened the floor for a public comment.

Colleen Welke addressed the board regarding public safety. She commended Lt. Gehrand on actions taken in the Bohners Lake area. She also commended Chief Vrchota on his efforts to promote fire safety. She further voiced her disappointment on the lack of marine patrol on Bohners Lake.

Russ Bostick spoke about violations on Bohner Lake. He would like to see the marine patrol on the lake to correct and educate boaters.

Rick Bailey introduced himself to the Town. He is running for Representative to the Assembly District 33.

Eric Weis asked the board about the oversized garage that is on the agenda.

Andrew Tucker spoke to the board about the recent storm and losing power. He voiced his concern over the permit fee for installing a generator (UPDATE: He had been looking at the City of Burlington's fees. He was contacted on 07/10/2026)

Vicky View thanked public works for their storm cleanup efforts.

Town Chairman and Supervisors Reports

The Board thanked the highway department for the response and timely cleanup from the recent storm. They also reported on various meetings they have attended.

Jake Isaacson thanked Larry Henning, Jeff Busch and the Browns Lake Sanitary District who all assisted in the storm cleanup.

Consent Agenda: Approval of minutes from the meeting on June 11, 2026 and accept Monthly Reports: Highway, Sheriff, Marine, Fire.

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

Financial Reports: Pre-paid vouchers and Bills approximately as of July 9, 2026

Ketterhagen motioned to approve; Swantz seconded the motion. Motion carried unanimously.

Plan Commission Recommendations

Land Division: Petitioner: Nick & Danyel Koldeway / **Owner:** Daniel E Koldeway & Dorothy M Koldeway
Revocable Trust for Parcel: 002-02-19-13-006-000 / 7601 Wheatland Rd

Rice moved to approve the land division per the Plan Commission's recommendation that the CSM shall be approved by Racine County prior to recording, including county review for compliance with the Racine County Zoning Ordinance, A-2 District standards, and land division regulations; Swantz seconded the motion. Ketterhagen recused himself. Motion carried.

Oversized Garage: **Petitioner:** Neil Demant (3D Construction) / **Owner:** Mark Pekelnicky for Parcel: 002-02-19-34-055-000 / 30936 Weiler Rd

Swantz amended the motion to approve the oversized garage per the Plan Commission's recommendation that a Grading and Drainage plan including the rain garden for proposed work be submitted and approved by the town's engineer; Rice seconded the motion.

The board discussed the application with the petitioner, owner and Eric Weis from the Browns Lake Sanitary District. Weis stated that the Sanitary District received an inquiry regarding hookup. There was a concern of potentially a living space included in the garage. This is prohibited per zoning ordinance.

Motion carried.

Administrator – Town Goals

Administrator Naber discussed goals for the Town that she and Chairman Czaplewski have been creating. The goals include developing a long-term plan; improving public communication; transparency; and to align with regulations. The board discussed the goals and next steps.

Adjournment

At 7:32PM Rice moved to adjourn. Swantz seconded the motion. Motion carried unanimously.

Jeanne Rennie, Clerk

Town of Burlington Highway Report

For the month of 7/1-7/31/26

- Emptied trash cans in the parks and boat launch
- Testing water at Bohners lake beaches
- Burned brush at landfill
- Fueled boats
- Finished Bohner Lake paving project
- Cleaned up from the July 3rd storm Multiple day cleanup (see below)
- Filled potholes
- Mowed all town property
- Raked and cleaned up weeds at beach

Equipment

- Chipper clutch and cutterbar adjust
- Coolant hose on bucket truck
- Tire repair on loader

Storm/wind

- 3rd major wind, multiple down lines in roadway. North end of Wheatland, closed for 2 days. Honey lane, Park, Lakeshore, Highland, Waveland closed for 24 hours. Henning Landscape and Countyline Contractors brought in for cleanup on the night of the storm. Henning had a loader out for 2 hours. County line had 2 skid steers with operators and a dumpster truck for 4 hours. Both donated labor. 2 parttime workers were brought in for 4 days for cleanup, 7 total days for cleanup.
- 8th tree down on Yahnkee
- 22nd tree down on Karcher
- 27th, 28th tree down/branches Hoosier Creek, Park, Lakeshore, Evergreen Terrace



Jake Isaacson, Highway Department Foreman

32288 Bushnell Road · Burlington, WI 53105

Phone: (262) 763-3070

E-Mail: jake.isaacson@townofburlingtonwi.gov | www.TownofBurlingtonWI.gov



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, July 2026

Board Members,

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

- *Number of citations issued for your municipality 158*
- *Number of arrests*
- *Number of warrants cleared*
- *Number of calls for service*
- *Number of extra attentions / crime preventions*
- *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



CAD Summary Report

Printed On: 08/06/26 06:33

Racine County

	07/26	Total
911 Hangup/Disconnect	2	2
Abandoned Vehicle	2	2
Accident - Fleet	1	1
Accident - Injury	3	3
Accident - Personal Injury Trapped	1	1
Accident - Property Damage	8	8
Accident Unknown	1	1
Aid Motorist	15	15
Alarm Burglary	3	3
Alarm Fire	1	1
Animal At Large	4	4
Animal Barking	1	1
Animal Bite	1	1
Animal Carcass	3	3
Animal Injured	2	2
Animal Pick Up	1	1
Assault In Progress	1	1
Assist Other Jurisdiction-Not Urgent	1	1
Assistance Requested-Citizen	11	11
Assist-Other Department	3	3
Building Check	7	7
Carbon Monoxide	3	3
CIB Hit	1	1
Civil Trouble	6	6
Community Engagement	1	1
Crime Prevention	181	181
Damaged Sign	2	2
Damaged/Down Stop Sign	2	2
Debris In Roadway	4	4
Domestic Abuse	1	1



CAD Summary Report

Printed On: 08/06/26 06:33

	07/26	Total
Extra Attention	5	5
Family Trouble	1	1
Fire	4	4
Fire Brush	1	1
Fire-Supervised Alarm	6	6
Fireworks Violation	12	12
Flock Alert/Hit	1	1
Found Articles	1	1
Fraud	3	3
Information	1	1
Intoxicated Adult	1	1
Loud Music	2	2
MCSAP Inspection	2	2
Medication Collection	1	1
Natural Gas Leak	2	2
Open/Close Business Check	2	2
Ordinance Violation	4	4
Paper Service	1	1
Parking Permission	1	1
Parking Violation	8	8
Pursuit	1	1
Reckless Driving	22	22
Recreation Vehicle Compl	4	4
Rescue Run	43	43
Suspicious Circumstances	3	3
Suspicious Vehicle	5	5
Theft	2	2
Traffic Hazard	4	4
Traffic Violation	266	266
Tree Or Branch Down	15	15
Trespassing	1	1



CAD Summary Report

Printed On: 08/06/26 06:33

	07/26	Total
Unwanted Party	1	1
Vessel In Distress	1	1
Welfare Check	14	14
Wire Down	14	14
Total	728	728



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the Period From 07/01/2026 00:00 To 07/31/2026 23:59

Code	Description	# of Incidents
ACCPT	Accident - Persons Trapped	2
ACCPI	Accident Personal Injury	6
FIREA	Fire – Supervised Alarm S	7
INVASS	Invalid Assist	2
MABAS	Mutal Aid Box Alarm	4
CRBMON	Possible Carbon Monoxide	4
NGLEAK	Reported Natural Gas Leak	2
FIREO	Single Engine Response	15
FIRE	Structure Fire	4
Grand Total		46

TOBFD volunteers had a total of 316.4 hours for calls to service in the month of July.

We had a structure fire on Park St that lasted throughout the night and into the morning hours. With our Auto Aid response and MABAS requests, we were assisted by 14 departments.

On July third, we had 15 calls within 5 hours due to severe weather. 25 calls total for the holiday weekend.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Upcoming Events:

- Monday, August 17th at Station 2 in Bohners Lake from 3pm-7pm is our Blood Drive.

Training:

- August's training will be on vehicle extrication.
- Members continue to train on our new engine.
- The station officers have been working closely with our team and dedicating additional time to ensuring they receive the required training and feel comfortable and confident operating all department equipment.

Racine County Radio Project: Nothing to report.

Equipment:

- Annual apparatus maintenance will start this month.

Event Updates:

The TOBFD's annual Pancake Breakfast was once again a success. This would not have been possible without the generous support and donations from our community and the many hours contributed by our dedicated volunteers. We sincerely thank everyone for their continued support of our department.

The Burlington Youth Library group's tour of Station Two was a great opportunity to educate parents while allowing the children to have fun at the different activity stations organized by the library directors. We are excited to become part of the library's regular tour schedule and look forward to continuing this partnership in 2027.

The Town of Burlington Marine Division and Fire Department partnered during Venetian Night to help keep everyone safe on Browns Lake. Working together, crews maintained the required safety zone around the fireworks barge while ensuring boaters could safely enjoy the show.

The TOBFD team would like to thank the Town Board and its partners for providing a meal for our volunteers and their families. The time spent together were greatly appreciated by everyone. Thank you for supporting us.

Respectfully submitted,

Fire Chief

William R. Vrchota

Trip Count by Nature of Call

Trip Date IS BETWEEN 07/01/2026 AND 07/31/2026; 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
	7	1	8
Abdominal Pain	1	0	1
Allergic Reaction	1	0	1
Breathing Problems	11	1	12
Burn(s)	1	0	1
Chest Pain	1	0	1
Convulsions/Seizures	1	0	1
Eye Problems/Injuries	1	0	1
Fall(s)	9	0	9
Headache	1	0	1
Injured Person	1	0	1
MVA	6	2	8
Other/Medical	15	0	15
Psychiatric/Suicide Attempt	3	0	3
Sick Person	9	1	10
Standby	5	0	5
Unknown Problem	4	0	4
Total	77	5	82

11.13.2025

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Consent
Agenda #4c

4c. New Poll Workers

We received applications from Dawn Grode and Nicholas Mantych to become election inspectors.

They are currently registered voters and meet the requirements to be added to our list of eligible poll workers.

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
DATE: August 11, 2026
RE: Short-Term Rental License Applications — Renewal and New

PURPOSE

This memorandum is submitted for Town Board consideration and action at the August 13, 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	31014 Weiler Rd	Renewal	Approve
2	30114 Arrow Dr	New	Approve
3	8801 McHenry St	New	Approve

BACKGROUND

Renewal Application — 31014 Weiler Rd

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

New Applications — 30114 Arrow Dr and 8801 McHenry St

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, conditioned upon the following:

- Each licensee shall remain in compliance with all Town STR ordinances and applicable state regulations throughout the license term.
- Any substantiated complaint or code violation during the license term may result in suspension or revocation of the license.

ACTION REQUESTED

Board action to approve the Short-Term Rental license renewal for 31014 Weiler Rd and new STR licenses for 30114 Arrow Dr and 8801 McHenry St

Town of Burlington
Unpaid Bills Detail
As of August 11, 2026

Num	Date	Due Date	Class	Split	Open Balance
ACCURATE APPRAISAL, LLC					
6503	8/4/2026	8/14/2026		515201 · Assessor Fees	\$ 1,980.00
Total ACCURATE APPRAISAL, LLC					\$ 1,980.00
ASDA ENTERPRISES INC					
167359	8/5/2026	9/4/2026		535001 · Garbage/Recycling	\$ 48,351.75
Total ASDA ENTERPRISES INC					\$ 48,351.75
AURORA HEALTH CARE					
1496386	7/15/2026	7/15/2026		523022 · Physicals Fire	\$ 590.00
1648404	8/4/2026	8/4/2026		522018 · Hiring Expense	\$ 111.00
1819258	8/4/2026	8/4/2026		523022 · Physicals Fire	\$ 200.00
Total AURORA HEALTH CARE					\$ 901.00
Burlington Ace Hardware					
250675	7/9/2026	7/19/2026		533310 · Supplies Highway	\$ 365.28
250847	8/6/2026	8/16/2026		533317 · Signs Highway	\$ 15.28
Total Burlington Ace Hardware					\$ 380.56
COAST TO COAST					
A2918982	7/16/2026	8/15/2026		516111 · Supplies General	\$ 1,108.02
Total COAST TO COAST					\$ 1,108.02
Conway Shield (1)					
55047	7/23/2026	8/22/2026		523030 · Firefighter Gear	\$ 33.00
Total Conway Shield (1)					\$ 33.00
COUNTYLINE CONTRACTORS LLC					
1476	7/9/2026	7/19/2026		533318 · Contract Material/LaborHwy	\$ 565.00
1477	7/9/2026	7/19/2026		533318 · Contract Material/LaborHwy	\$ 1,385.00
Total COUNTYLINE CONTRACTORS LLC					\$ 1,950.00
CRETEX MATERIALS INC. (1)					
210355	7/9/2026	8/8/2026		533321 · Highway Dept Gravel and Stone	\$ 208.36
210356	7/9/2026	8/8/2026		533321 · Highway Dept Gravel and Stone	\$ 98.98
210462	7/9/2026	8/8/2026		533321 · Highway Dept Gravel and Stone	\$ 56.18
Total CRETEX MATERIALS INC. (1)					\$ 363.52

CULLIGAN OF BURLINGTON	8/11/2026	9/10/2026	516107 · Utilities General	\$	55.00
500X03485105				\$	55.00
Total CULLIGAN OF BURLINGTON					
CUMMINS SALES & SERVICE					
F6-260723091	7/23/2026	8/2/2026	523011 · Vehicle Maint/Repair Fire	\$	2,407.06
Total CUMMINS SALES & SERVICE				\$	2,407.06
CURTIS AMBULANCE SERVICE					
Aug-26	8/11/2026	8/21/2026	523100 · Ambulance Service	\$	35,355.95
Total CURTIS AMBULANCE SERVICE				\$	35,355.95
Dredge America, Inc					
PAYMENT13	7/9/2026	7/19/2026	571405 · Dredging Project	\$	612,885.49
Total Dredge America, Inc				\$	612,885.49
GENERAL CODE					
pg000048166	8/4/2026	8/14/2026	571403 · Technology / Infrastructure	\$	5,580.00
pg000048129	8/4/2026	8/14/2026	571403 · Technology / Infrastructure	\$	1,392.00
Total GENERAL CODE				\$	6,972.00
Grove Concrete & Supply, Inc.					
81144	7/9/2026	8/8/2026	533323 · Highway Dept Culverts	\$	473.64
Total Grove Concrete & Supply, Inc.				\$	473.64
Guard Street Partners, LLC					
4663C	8/4/2026	8/14/2026	516119 · Computer & Software General	\$	331.75
Total Guard Street Partners, LLC				\$	331.75
HEARTLAND BUSINESS SYSTEMS, LLC					
891354-H	7/23/2026	8/2/2026	516119 · Computer & Software General	\$	4,287.02
898534-H	7/28/2026	8/7/2026	516119 · Computer & Software General	\$	45.60
884761-H	8/5/2026	8/15/2026	516119 · Computer & Software General	\$	97.88
Total HEARTLAND BUSINESS SYSTEMS, LLC				\$	4,430.50
KATHRYN WENZEL					
Aug-26	8/11/2026	8/21/2026	516101 · Janitorial Services	\$	670.00
Total KATHRYN WENZEL				\$	670.00
KWIK TRIP Extended Network					

Town of Burlington
Unpaid Bills Detail
As of August 11, 2026

np70864645	8/6/2026	9/5/2026	Kwik Trip - Fire Department	\$	1,199.58
70864588	8/6/2026	9/5/2026	Kwik Trip - Hwy Department	\$	1,448.27
Total KWIK TRIP Extended Network				\$	2,647.85
LANGE ENTERPRISES, INC.					
96010	8/4/2026	9/3/2026	533317 · Signs Highway	\$	705.44
Total LANGE ENTERPRISES, INC.				\$	705.44
LDV, INC.					
218948	7/28/2026	8/27/2026	523011 · Vehicle Maint/Repair Fire	\$	10.90
Total LDV, INC.				\$	10.90
LUDWIG, GRUHN & WISHAU S.C.					
26683	7/28/2026	8/27/2026	511402 · Professional Legal Fees	\$	1,690.00
Total LUDWIG, GRUHN & WISHAU S.C.				\$	1,690.00
LYNCH & ASSOCIATES ENGINEERING CONSULT					
16038	7/28/2026	8/27/2026	561004 · Engineering Fees P & Z	\$	247.50
Total LYNCH & ASSOCIATES ENGINEERING CONSULT				\$	247.50
MENARDS BURLINGTON					
48767	7/9/2026	8/8/2026	533322 · Highway Patch/Crack Filling	\$	33.61
49611	7/23/2026	8/22/2026	572403 · Highway Dept Black Topping	\$	39.99
49409	7/23/2026	8/22/2026	533317 · Signs Highway	\$	7.77
49452	8/4/2026	9/3/2026	-SPLIT-	\$	90.86
50431	8/6/2026	9/5/2026	533310 · Supplies Highway	\$	59.47
50594	8/11/2026	9/10/2026	523029 · Building Maintenance - FH3	\$	34.99
Total MENARDS BURLINGTON				\$	266.69
MOTOR PARTS COMPANY					
406053	7/9/2026	8/3/2026	533312 · Vehicle Maint/RepairHighway	\$	139.46
407222	8/6/2026	8/31/2026	533312 · Vehicle Maint/RepairHighway	\$	125.94
4407407	8/6/2026	8/31/2026	533312 · Vehicle Maint/RepairHighway	\$	9.49
Total MOTOR PARTS COMPANY				\$	274.89
OFFICE PRO					
771274-0	7/9/2026	7/19/2026	516111 · Supplies General	\$	202.14
771274-1	7/9/2026	7/19/2026	516111 · Supplies General	\$	82.12

Town of Burlington
Unpaid Bills Detail
As of August 11, 2026

Total OFFICE PRO				\$	284.26
OPC Pest Services					
	207958	7/23/2026	8/22/2026		
	204469	7/23/2026	8/22/2026		
Total OPC Pest Services				\$	287.00
OTTER SALES & SERVICE, INC.					
BUR-1065522		7/23/2026	8/22/2026		
	1065674	7/28/2026	8/27/2026		
	1065136	8/6/2026	9/5/2026		
Total OTTER SALES & SERVICE, INC.				\$	126.11
Pete's Tire Service					
	19508	7/28/2026	8/7/2026		
Total Pete's Tire Service				\$	732.50
POURED WALLS PLUS, INC				\$	732.50
	7162026	7/23/2026	8/2/2026		
Total POURED WALLS PLUS, INC				\$	6,250.00
QUILL CORPORATION					
	49411354	7/13/2026	8/12/2026		
	49733794	8/11/2026	9/10/2026		
Total QUILL CORPORATION				\$	145.80
RACINE COUNTY SHERIFF'S OFFICE					
	2996	7/21/2026	8/20/2026		
	2997	7/21/2026	8/20/2026		
	2998	7/21/2026	8/20/2026		
	2999	7/21/2026	8/20/2026		
	3000	7/21/2026	8/20/2026		
	3001	7/21/2026	8/20/2026		
Total RACINE COUNTY SHERIFF'S OFFICE				\$	429,716.82
raSmith					
	196408	7/28/2026	8/27/2026		
	196409	7/28/2026	8/27/2026		
	561004	Engineering Fees P & Z		\$	807.50
	201002	P & Z Bond Deposits Payable		\$	332.50

Town of Burlington
Unpaid Bills Detail
As of August 11, 2026

Total raSmith SAFEbuilt, LLC	196404	7/28/2026	8/27/2026	201002 · P & Z Bond Deposits Payable	\$	426.50
					\$	1,566.50
Total SAFEbuilt, LLC	4323721	8/6/2026	9/5/2026	524050 · Misc. Building Inspector	\$	8,758.08
					\$	8,758.08
Scotty P Garage Doors, LLC						
	08.03.2026	8/4/2026	9/3/2026	571400 · General Buildings Outlay	\$	7,000.00
Total Scotty P Garage Doors, LLC					\$	7,000.00
SERWE IMPLEMENT						
	13013 fm 4/23/26	7/10/2026	7/20/2026	533312 · Vehicle Maint/RepairHighway	\$	517.28
TotalSERWE IMPLEMENT					\$	517.28
SOUTHERN LAKES NEWSPAPERS, LLC						
	488134	7/13/2026	7/23/2026	511803 · Printing & PublishingElect	\$	80.52
	488363	7/21/2026	7/31/2026	516113 · Printing & Publishing General	\$	14.25
	488337	7/21/2026	7/31/2026	511803 · Printing & PublishingElect	\$	48.12
	488651	7/27/2026	8/6/2026	516113 · Printing & Publishing General	\$	20.14
Total SOUTHERN LAKES NEWSPAPERS, LLC					\$	163.03
Spectrum						
	1.52417E+14	7/13/2026	8/12/2026	523017 · Utilities FH3	\$	203.59
Total Spectrum	72126	8/4/2026	9/3/2026	516107 · Utilities General	\$	180.54
					\$	384.13
Terry & Nudo, LLC						
	3001	8/4/2026	9/3/2026	511309 · Prosecuting Attorney Fees	\$	1,428.00
Total Terry & Nudo, LLC					\$	1,428.00
The Horton Group, Inc. (1)						
	147220	7/23/2026	8/22/2026	516118 · Insurance General	\$	654.00
Total The Horton Group, Inc. (1)					\$	654.00
VERIZON WIRELESS						
	6149339537	8/4/2026	9/3/2026	533316 · Utilities Highway	\$	38.20
Total VERIZON WIRELESS					\$	38.20
Village of Genoa City						

Town of Burlington
Unpaid Bills Detail
As of August 11, 2026

2025-1279	7/21/2026	8/20/2026	551050 · Misc. Parks	\$	680.00
Total Village of Genoa City				\$	680.00
WE ENERGIES (1)					
6032582912	8/11/2026	8/26/2026	516107 · Utilities General	\$	100.96
Total WE ENERGIES (1)				\$	100.96
WI DEPT OF JUSTICE Police Dpt					
455TIME-0000020262	7/20/2026	8/9/2026	521025 · CIBREE(1)	\$	102.00
19652 7/28/2026	8/27/2026		521025 · CIBREE(1)	\$	1,125.00
Total WI DEPT OF JUSTICE Police Dpt				\$	1,227.00
WI Dept. of Transportation					
445163	7/28/2026	8/27/2026	572403 · Highway Dept Black Topping	\$	13,048.83
40445164	7/28/2026	8/27/2026	572403 · Highway Dept Black Topping	\$	15,567.68
445165	7/28/2026	8/27/2026	572403 · Highway Dept Black Topping	\$	615.95
445166	7/28/2026	8/27/2026	572403 · Highway Dept Black Topping	\$	255.50
Total WI Dept. of Transportation				\$	29,487.96
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk					
202607	8/5/2026	9/4/2026	516116 · CIBREE	\$	42.00
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk				\$	42.00
Wisconsin Humane Society					
3784	7/9/2026	7/19/2026	541003 · Animal Control	\$	235.00
3810	8/11/2026	8/21/2026	541003 · Animal Control	\$	235.00
Total Wisconsin Humane Society				\$	470.00
TOTAL				\$	1,214,552.14

Town of Burlington

Prepays

July 10, 2026 through August 11, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
QuickBooks Payroll Service		7/13/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	\$ (3,629.96)
TOTAL						\$ (3,629.96)
QuickBooks Payroll Service		7/23/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	\$ (16,708.06)
TOTAL						\$ (16,708.06)
QuickBooks Payroll Service		8/6/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	\$ (20,015.33)
TOTAL						\$ (20,015.33)
KWIK TRIP Extended Network	ACH	7/16/2026			108000 · Community St BankGen Cking	
TOTAL	06.28.2026	7/7/2026	8/6/2026		Kwik Trip - Fire Department	\$ (1,152.69)
						\$ (1,152.69)
AFLAC	ACH	7/20/2026			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	\$ (282.06)
						\$ (282.06)
DEPARTMENT OF EMPLOYEE TRUST FUNDS	ACH	7/21/2026			108000 · Community St BankGen Cking	
TOTAL					24000 · Payroll Liabilities	\$ (5,900.74)
						\$ (5,900.74)

Town of Burlington

Prepays

July 10, 2026 through August 11, 2026

KWIK TRIP Extended Network	ACH	7/24/2026	108000 · Community St BankGen Cking	
TOTAL			Kwik Trip - Hwy Department	\$ (2,212.75)
		7/9/2026		\$ (2,212.75)
WE ENERGIES (1)	ACH	7/27/2026	108000 · Community St BankGen Cking	
	5.99E+09	7/15/2026	516107 · Utilities General	\$ (45.82)
		7/30/2026	516107 · Utilities General	\$ (486.67)
			523017 · Utilities FH3	\$ (84.30)
			523017 · Utilities FH3	\$ (649.34)
			533316 · Utilities Highway	\$ (46.49)
			533316 · Utilities Highway	\$ (75.54)
			516107 · Utilities General	\$ (1,496.03)
			523016 · Utilities FH2	\$ (536.05)
			516107 · Utilities General	\$ (133.27)
			534004 · Utilities Landfill	\$ (29.97)
			533340 · Street Lighting	\$ (3,039.16)
TOTAL				\$ (6,622.64)
WE ENERGIES (1)	ACH	7/27/2026	108000 · Community St BankGen Cking	
	5.99E+09	7/13/2026	516107 · Utilities General	\$ (100.96)
TOTAL				\$ (100.96)
VISA	ACH	7/27/2026	108000 · Community St BankGen Cking	
		7/23/2026	Visa - Fire Department	\$ (178.09)
	Jun-26	7/23/2026	Visa - Clerk	\$ (46.39)
	Jun-26	7/23/2026	Visa - Administrator	\$ (3,673.18)

Town of Burlington
Prepays

July 10, 2026 through August 11, 2026

TOTAL					\$ (3,897.66)
SUN LIFE FINANCIAL	ACH	8/1/2026	108000 · Community St BankGen Cking		
TOTAL		7/22/2026	General Fu 516118 · Insurance General	\$ (137.46)	\$ (137.46)
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	7/14/2026	108000 · Community St BankGen Cking		
TOTAL			24000 · Payroll Liabilities	\$ (6,099.10)	\$ (6,099.10)
WISCONSIN DEPT. OF REVENUE	E-pay	7/14/2026	108000 · Community St BankGen Cking		
TOTAL			24000 · Payroll Liabilities	\$ (1,043.42)	\$ (1,043.42)
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	7/20/2026	108000 · Community St BankGen Cking		
TOTAL			24000 · Payroll Liabilities	\$ (739.98)	\$ (739.98)
EFTPS/FEDERAL ELECTRONIC FILING	E-pay	7/24/2026	108000 · Community St BankGen Cking		
TOTAL			24000 · Payroll Liabilities	\$ (6,177.08)	\$ (6,177.08)
WISCONSIN DEPT. OF REVENUE	E-pay	7/24/2026	108000 · Community St BankGen Cking		
TOTAL			24000 · Payroll Liabilities	\$ (986.71)	\$ (986.71)

Town of Burlington

Prepays

July 10, 2026 through August 11, 2026

EFTPS/FEDERAL ELECTRONIC FILING	E-pay	8/10/2026	108000 · Community St BankGen Cking	
TOTAL			24000 · Payroll Liabilities	\$ (6,357.42) \$ (6,357.42)
AURORA HEALTH CARE	32504	7/10/2026	108000 · Community St BankGen Cking	
TOTAL	133819	7/7/2026	522018 · Hiring Expense	\$ (111.00) \$ (111.00)
BUMPER TO BUMPER AUTO PARTS	32505	7/10/2026	108000 · Community St BankGen Cking	
TOTAL	466475 & 4	7/7/2026	523011 · Vehicle Maint/Repair Fire 523011 · Vehicle Maint/Repair Fire	\$ (291.90) \$ (486.20) \$ (778.10)
CULLIGAN OF BURLINGTON	32506	7/10/2026	108000 · Community St BankGen Cking	
TOTAL	500X03465	7/7/2026	516107 · Utilities General 516107 · Utilities General	\$ (55.00) \$ (42.24) \$ (97.24)
SAFEbuilt, LLC	32507	7/10/2026	108000 · Community St BankGen Cking	
TOTAL	4135745	7/7/2026	524050 · Misc. Building Inspector	\$ (7,344.51) \$ (7,344.51)

11.13.2025

Memo

TO
Town Board

FROM
Jeanne Rennie

RE
Agenda #6

6. Liquor License Premise Description Revision

R-Nest submitted a revised application to expand their premises description to accommodate future events.

The description will now include a patio and the perimeter of the building.

TOWN OF BURLINGTON

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



Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality Town of Burlington
License Period July 1 2026 - June 30 2027

Application Type (check one)

☐ Initial (New) ☐ Renewal

License(s) Requested: (up to two boxes may be checked)

☐ Class "A" Beer \$ 100 ☐ Class "B" Beer \$ 100
☐ "Class A" Liquor \$ 500 ☐ Regular "Class B" Liquor \$ 500
☐ "Class A" Liquor (cider only) \$ ☐ Reserve "Class B" Liquor \$
☐ "Class C" Liquor (wine only) \$ 100 ☐ Above-Quota "Class B" Liquor \$

Fees

License Fee(s)	\$
Background Check Fee	\$
Publication Fee	\$ 10
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) BRIANS VENTURE INN LLC			
2. Business Trade Name or DBA BRIANS VENTURE INN LLC			
3. FEIN		4. Wisconsin Seller's Permit Number	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization			
6. If the applicant business is an LLC, are the controlling members other LLCs or corporations? ☐ Yes ☐ No If yes, the members, managers, officers and directors of those business entities must be listed in Part C and provide a Form AB-100.			
7. State of Organization WISCONSIN		8. Date of Organization	
9. Wisconsin DFI Registration Number			
10. Premises Address 28006 DURAND AVENUE			
11. City Burlington		12. State WI	13. Zip Code 53105
14. County Racine	15. Governing Municipality: ☐ City ☒ Town ☐ Village of: Burlington		16. Aldermanic District N/A
17. Premises Phone 262 332 7941		18. Premises Email delaviantfurniture@yahoo.com	
19. Website			
20. Premises Description Initial (New Applicants Only): Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Renewal Applicants Only: I am renewing a license and by checking the box following this statement, I affirm that I have reviewed the last issued license certificate and the premises description remains the same. ☒ Additional: Consumption of alcohol on patio outside of the bar. Consumption of alcohol around perimeter of building.			
21. Mailing Address (if different from premises address)			
22. City		23. State	24. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☐ No
If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or wholesaler? . . . ☐ Yes ☐ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☐ Yes ☐ No

5. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☐ No

6. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☐ No

Part C: Individual Information

Check each box to attest that you have provided the appropriate supplementary information to complete your application. See the instructions for Part C of this application, beginning on page 2, to complete this section.

☐ I have accurately listed and provided contact and personal information for all required persons involved in the applicant business and any business identified in Part A, Question 6 using Form AB-200AA.

☐ I have provided an accurate Form AB-100 for each person listed in Form AB-200AA.

☐ (For corporations, limited liability companies, and nonprofit organizations only) I have provided an accurate Form AB-101 to appoint an agent on behalf of my business.

☐ I understand that my application is not complete until this supplementary paperwork is received by the municipal clerk where I am applying for an alcohol beverage license.

Part D: Attestation

One of the following must sign and attest to this application:
☐ sole proprietor ☐ one general partner of a partnership ☐ one corporate officer ☐ one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name		First Name		M.I.
Title		Email		Phone
Signature			Date	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

MEMORANDUM

TO: Town of Burlington Board of Supervisors
FROM: Rachel Naber, Town Administrator
DATE: August 6, 2026
RE: Driveway Variance Request – 30020 Arrow Drive (John & Christine Minikowski)

I. Background

John and Christine Minikowski of 30020 Arrow Drive, Burlington, WI 53105 have submitted a Request for Approval of an Additional Driveway and a Driveway/Culvert Permit application to add a new access point on the west side of their property. The proposed driveway would serve a future garage on the northwest corner of the parcel, which has received tentative approval from Racine County.

The property currently has a circular driveway connecting to Arrow Drive via two road access points. That circular driveway was installed prior to the adoption of Ordinance 12.14 (effective April 19, 2024) and is grandfathered under the prior regulations. The applicants' proposal would add a new, separate driveway — constituting a third access point to the public road from this parcel.

The applicants have proposed to remove one of the two existing circular driveway access points in exchange for approval of the new driveway access. If approved, the total number of road access points on the parcel would remain at two.

II. Ordinance Requirements & Staff Analysis

The Town's engineer (Robert Wielgos, P.E., raSmith) reviewed the proposal on July 27, 2026, and identified the following ordinance concerns:

A. Driveway Count / Variance Requirement

Under Ordinance §12.14, only one driveway per parcel is permitted unless a variance is approved by the Town Board. While the Town counts every road access point as a driveway, the existing circular driveway's two access points are grandfathered. The proposed new driveway is a separate and distinct access point, requiring Board approval as a variance. A variance is therefore required regardless of the grandfathered status of the circular driveway.

B. Side Lot Line Setback – Potential Non-Compliance

Ordinance §12.14 requires the edge of all private driveways to be located at least 15 feet from the nearest side lot line. The engineer's review of the submitted site plan found that while most of the proposed driveway meets or exceeds the 15-foot setback, the driveway encroaches inside the 15-foot setback at the point where it connects to the proposed garage. In the engineer's opinion, the proposal as drawn does not meet the ordinance in this respect.

C. Neighbor Driveway Separation

Per Ordinance §12.14, the edge of any new driveway at the point of connection with the public road must be a minimum of 30 feet from the edge of any neighboring driveway at its road connection point, and at least 15 feet from the nearest side lot line. The applicants' site plan notes the proposed driveway is 35 feet from the property line and 30 feet from the neighbor's driveway. The Board should verify these measurements are met before any approval.

III. Drainage Concerns

Drainage is the most significant concern raised by both the Town's engineer and the Highway Department, and staff believes it warrants serious consideration by the Board.

Engineer's Findings (Robert Wielgos, P.E. – raSmith, July 27, 2026):

The property slopes from east to west. The addition of a new impervious driveway surface will increase stormwater runoff. The engineer expressed concern that without a proper drainage solution, runoff could be conveyed directly onto the neighboring property to the west and impact existing structures. Specific findings include:

- A grading plan with existing and proposed contours is needed to detail how drainage will be managed.
- It is uncertain whether the proposal can avoid drainage impacts to the west without an underground storm sewer or other engineered means to redirect runoff away from neighboring structures.
- If storm sewer is installed, routing would likely need to follow the Arrow Drive right-of-way downhill to the ditching at Fischer Drive — though even that option has limited capacity.
- The engineer recommends the applicants retain a licensed engineer to develop and evaluate drainage alternatives, as this is a constrained location.

Highway Department Concerns:

The Highway Department has separately raised concerns about the downstream drainage impacts beyond the immediately adjacent property. Because the property sits atop a hill, stormwater does not only affect the immediate neighbor to the west — it flows further downhill and could impact neighboring properties at lower elevations. The Highway Department is not satisfied that the current proposal adequately addresses these downstream effects.

IV. Conditions if the Board Elects to Approve

Should the Board determine that a variance is warranted, staff recommends the following conditions be attached to any approval:

1. The applicant must submit a grading plan prepared by a licensed engineer showing existing and proposed contours and demonstrating how all additional runoff will be managed on-site or routed without impact to neighboring properties.
2. The drainage plan must be reviewed and approved by the Town's engineer prior to issuance of any permit.
3. The proposed driveway must maintain a minimum 15-foot setback from the side lot line for its entire length, including at the garage connection. The site plan must be revised to demonstrate compliance before a permit is issued.

4. The edge of the new driveway at the road connection point must be at least 30 feet from the edge of the neighboring driveway at its road connection point.
5. A Driveway Permit (\$1,200 fee including \$1,000 refundable bond) must be obtained from the Town prior to any construction, and all work completed to the satisfaction of the Highway Superintendent.

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	

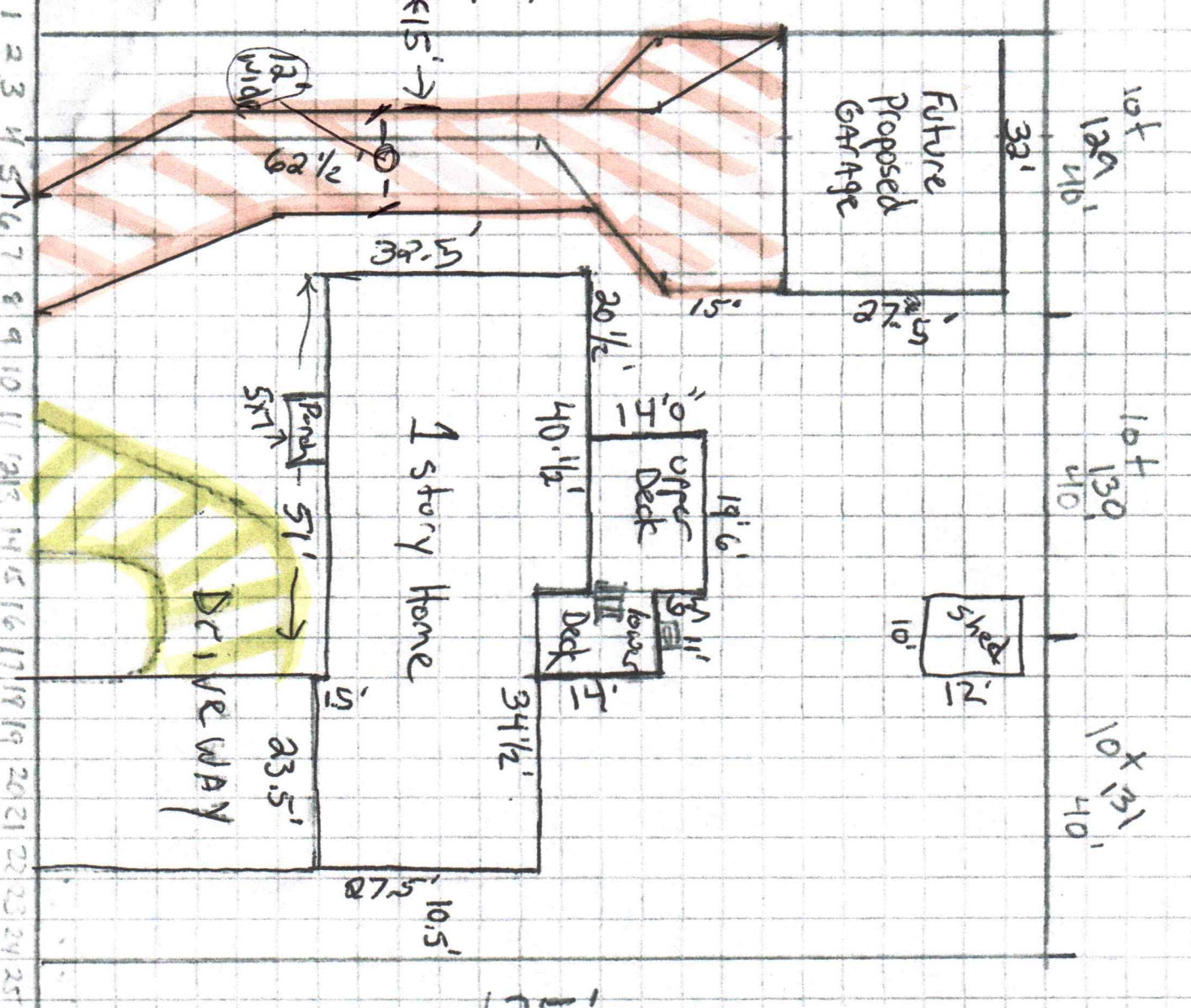
Fee – make check payable to the Town of Burlington - \$ 1,200.00 (\$1,000 Bond – Refundable)

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	\$

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

30' From Neighbors Drive



John + Christine Minkowski

3002D Arrow Dr

Christine

Burlington WI

53105

909

1949

Cedar Park Estates

5'x5'

Proposed New Drive to Garage

Remove Existing Drive

Rachel Naber - Town of Burlington

From: Wielgos, Robert <Robert.Wielgos@raSmith.com>
Sent: Monday, July 27, 2026 3:19 PM
To: Rachel Naber - Town of Burlington
Subject: RE: 30020 Arrow Dr

Follow Up Flag: Follow up
Flag Status: Flagged

Rachel,

Drainage is also my biggest concern. They should prepare a grading plan with existing and proposed contours that details how the drainage is being managed. I am uncertain how they will be able to avoid impacts to the property to the west without some kind of underground storm sewer or other means to direct the added runoff away from existing neighboring structures.

Even if they installed storm sewer, it's not straightforward as to where it would be routed. What makes the most sense is to route it into the Arrow Drive R/W and downhill into the ditching at Fischer Drive. Even at that point there isn't much of a ditch but it would at least give the runoff some room to infiltrate. That's just one idea – but the bottom line would be that there needs to be some solution that manages the added runoff properly.

It might be prudent for them to retain an engineer and develop some possible alternatives, as this is a very constrained location with respect to drainage.

Thanks,

Robert Wielgos, P.E.
Project Manager



16745 West Bluemound Road, Brookfield, WI 53005-5938
direct: 262-901-2216

Our Cedarburg office has moved to N70W5185 Columbia Road, Suite 200, Cedarburg, WI 53012.

From: Rachel Naber - Town of Burlington <rachel.naber@townofburlingtonwi.gov>
Sent: Monday, July 27, 2026 2:57 PM
To: Wielgos, Robert <Robert.Wielgos@raSmith.com>
Subject: RE: 30020 Arrow Dr

Robert,

1. I wanted to know your concerns as the property is on top of a hill and he may not have water issues but that can affect the neighboring property.

2. The town looks at every access point as a driveway.
3. The biggest concern is the drainage. The neighbors right next to him may not be concerned, but I am not positive how much water the neighbors at the bottom of the hill can handle.



Rachel Naber | Town Administrator

Town of Burlington, Wisconsin

32288 Bushnell Road • Burlington, WI 53105

Phone: (262) 763-3070

E-Mail: rachel.naber@townofburlingtonwi.gov | www.TownofBurlington.com

From: Wielgos, Robert <Robert.Wielgos@raSmith.com>

Sent: Monday, July 27, 2026 2:46 PM

To: Rachel Naber - Town of Burlington <rachel.naber@townofburlingtonwi.gov>

Subject: RE: 30020 Arrow Dr

Rachel – I have a few concerns with this proposal:

1. Driveway Ordinance. Town's ordinance states that the edge of all private driveways shall be located at least 15 feet from the nearest side lot line. While most of this driveway stays either at or outside that 15-foot setback, it encroaches inside 15 feet at the garage. In my opinion this does not meet the ordinance.
2. Driveway Ordinance. The Town only allows one driveway per parcel unless a variance is approved by the Town Board. I realize that two access points exist today; however, those two access points are connected on private property and this proposal would add another driveway altogether. I would contend that there is one existing driveway to this parcel and that a variance would be needed here.
3. Drainage. The property slopes from east to west, and there will be an increase in impervious area with this proposal. How will the additional runoff be managed? Conveying directly to the neighboring property/structures to the west should not be acceptable.

Let me know your thoughts on any of these, especially #2 as it isn't explicitly defined how to count the number of driveways in the ordinance.

Thanks,

Robert Wielgos, P.E.

Project Manager



16745 West Bluemound Road, Brookfield, WI 53005-5938

direct: 262-901-2216

Our Cedarburg office has moved to N70W5185 Columbia Road, Suite 200, Cedarburg, WI 53012.

From: Rachel Naber - Town of Burlington <rachel.naber@townofburlingtonwi.gov>

Sent: Monday, July 27, 2026 11:20 AM

To: Wielgos, Robert <Robert.Wielgos@raSmith.com>

Subject: 30020 Arrow Dr

Robert,

The owners of 30020 Arrow Dr are requesting moving one of their existing driveways. Can you review the proposal and let me know of any of your concerns.

Thank you,



Rachel Naber | Town Administrator

Town of Burlington, Wisconsin

32288 Bushnell Road • Burlington, WI 53105

Phone: (262) 763-3070

E-Mail: rachel.naber@townofburlingtonwi.gov | www.TownofBurlington.com

Municipal Court Security — Recommendation & Proposed Authorization

Prepared for: Town Board

Re: Meeting the court security request under Wis. Stat. § 755.17(2)

Purpose

The municipal judge has requested an armed presence for court sessions. Under Wis. Stat. § 755.17(2), when a municipal judge makes that request, the governing body **shall provide an armed guard or officer for court sessions** — a mandatory duty. Board action is required both to authorize the security and to set how the cost is budgeted. This memo summarizes the legal review, compares the two staffing options, and presents a motion for adoption.

Legal Review Summary

- A **licensed private armed guard satisfies § 755.17(2)**; a sworn officer is not required.
- An armed guard or officer **may be armed in the courtroom**, consistent with standard courthouse practice.
- The security cost is a **court-related expense** and may be booked either to the Sheriff's Department contract line (preferred) or the municipal court budget line; both are acceptable notwithstanding the § 755.01(1) separation requirement.
- If a Racine County deputy is pulled from patrol for a session, **that officer's time and cost may be allocated to the court**.
- **Board action is required** to authorize the security; the budget treatment should be decided in the same action.

Reflects guidance from the Town Attorney, summarized by staff.

Staffing Options

	Racine County Deputy	Licensed Private Armed Guard
Meets § 755.17(2)?	Yes — qualifies as "officer"	Yes — qualifies as "armed guard" (attorney-confirmed)
Legal authority	Full peace-officer authority: arrest powers, can act on active warrants, handle escalation	Limited: citizen's-arrest authority only; can detain and summon law enforcement
Rough cost (get quotes)	Typically higher; also pulls an officer off road coverage	Typically lower per hour; does not draw down road coverage
Best suited for	Sessions with a specific safety concern requiring enforcement authority	Routine sessions where a visible, trained, armed deterrent is the need

Cost figures are directional. Obtain a current per-session quote from the Racine County Sheriff's Department and at least one licensed private security agency.

Budget Placement

Per the attorney, the cost is a court-related expense and either line is acceptable. **Recommended:** book to the Racine County Sheriff's Department contract line (regular patrol) as the first choice; if that does not work operationally, book to the municipal court budget line, which is also proper. Whichever line is used, it **cannot operate as a cap** on the § 755.17(2) duty — if the line is exhausted, the Town must still provide security when the

judge requests it. Because Board action is required to authorize the security, the budget treatment is decided in the same motion below.

Recommendation

Authorize meeting the request now. Pursue a licensed private armed guard as the standing arrangement for routine sessions (likely lower cost, preserves road coverage), reserving a Racine County deputy for any session where the judge identifies a specific enforcement need. Authorize the security now; quotes are being obtained and the final per-session cost will be reported back at the next meeting.

Proposed Motion

Motion to authorize court security under Wis. Stat. § 755.17(2) and set its budget treatment:

"Move to authorize the Town Administrator to provide an armed guard or officer for municipal court sessions upon the request of the municipal judge, as required by Wis. Stat. § 755.17(2); to obtain quotes from a licensed private armed security agency and from the Racine County Sheriff's Department and to proceed with the lower-cost option that meets the need for each session; to allocate the associated cost to the [Racine County Sheriff's Department contract line / municipal court budget line]; to authorize any budget transfer or amendment necessary to effect that allocation; and to direct the Administrator to report the final per-session cost to the Board at the next regular meeting."

This motion authorizes the security now and defers the final figure; quotes are pending and will be reported back. Select the budget line the Board approves.

For internal planning. Reflects Town Attorney guidance as summarized by staff; confirm final figures before adoption.