



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

September 10, 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, September 10, 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 August 13, 2026
- b. Accept Monthly Reports: Highway, Sheriff, Marine, Fire
- c. Poll worker applications

Action: Approve/Deny the consent agenda

5. Financial Reports

- a. Pre-paid vouchers
- b. Bills approximately as of September 10, 2026

Action: Approve/Deny

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- 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

6. Confirmation of New Member on the Town of Burlington Fire Department
Action: *Discussion and Possible Action*
7. Purchase of Turnout Gear and Boots for the Town of Burlington Fire Department
Action: *Discussion and Possible Action*
8. The Town of Burlington Fire Department Starting Fire Service Exploring Program
Action: *Discussion and Possible Action*
9. Resolution 2026-09a Adopting Service Award Program Qualification Standards
Action: *Discussion and Possible Action*
10. Set Tuesday, November 17, 2026, at 6:30PM for the Public Hearing on the 2027 Budget, Special Town Meeting, and Special Town Board Meeting
11. Adjournment

Jeanne Rennie, Clerk
2026 September 8



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

August 13, 2026

Before the meeting, Czaplewski announced the passing of a former Town Board Supervisor Brian Fliss and asked everyone to observe a moment of silence.

Call to order Pledge of Allegiance; Roll Call; and Verification of Posting

At 6:30PM Chairman Neal Czaplewski called to order the meeting of the Town Board for the Town of Burlington. The meeting was held in the auditorium of the Town Hall at 32288 Bushnell Road. Everyone in attendance stood and said the pledge of allegiance.

The meeting was posted in accordance with Wis. Stats. 19.84(2).

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

Absent: Paul Kobernick

Public comment

At 6:35 PM Chairman Czaplewski opened the floor for public comment.

Bob Sivak spoke about increasing the marine patrol presence on Bohners Lake. He is concerned about safety.

Jean Gruenert spoke about a battery storage plant coming to Kenosha County. She is concerned about it and would like to stop it from being built.

Having no one else that wanted to speak, the public comment section was closed at 6:45 PM.

Town Chairman and Supervisors Reports

Rice announced the Fire Department's upcoming blood drive and the recent appreciation dinner for the department.

Swantz spoke about the flock camera on Hwy 36.

Ketterhagen spoke about the cemetery meeting.

Czaplewski also spoke about the flock camera and the battery plant. He stated the Town has no jurisdiction in either of them.

Consent Agenda: Approval of meeting minutes from Regular meeting on July 9, 2026; Accept Monthly Reports: Highway, Sheriff, Marine, Fire; Poll worker applications; Short-term Rental Applications for 30114 Arrow Dr, 8801 McHenry St, and 31014 Weiler Rd

Swantz motioned to approve the consent agenda as presented; Rice seconded the motion. Motion carried.

Financial Reports Pre-paid vouchers and Bills approximately as of August 13, 2026

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

Liquor License Premise Description Revision

R-Nest submitted an application to expand the premises description for their liquor license. The board reviewed the request. There was discussion regarding the proposed expansion. The board tabled the license revision until clarification was received.

Driveway Permit for 30020 Arrow Dr

John Minikowski provided a drawing of his revised application for another driveway. The board discussed the application and the report provided by raSmith, the Town's engineer, which cited drainage concerns and the driveway placement.

The board requested a grading plan. Naber will put the applicant in contact with raSmith to discuss this request. There was a consensus to table this item.

Municipal Judge Request for Armed Guard or Officer at Court

Judge Jensen spoke to the board. He is requesting a guard for the next couple of months or on an as needed basis. He is requesting the deputy on duty to be in court when in session. The board discussed and did not object to the request.

Naber will review the contract to confirm this request falls within the current contract. The court should contact the administrator when a deputy is requested.

Formation of a Bohners Lake and Browns Lake Public Safety Committee

Czaplewski spoke of the citizen concerns regarding safety on the lakes. He formed the Bohners Lake and Browns Lake Public Safety Committee. He appointed Swantz to chair the committee. The board would like to see a total of 4 additional members, including 2 from the Bohners Lake area and 2 from the Browns Lake area. Anyone interested in becoming a committee member can reach out to the Town. The Committee will have their first meeting in September.

Adjournment

Rice moved to adjourn at 7:30PM; Swantz seconded.
Motion carried.

Jeanne Rennie



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

For the Period From 08/01/2026 00:00 To 08/31/2026 23:59

Code	Description	# of Incidents
ACCPT	Accident - Persons Trapped	1
ACCPI	Accident Personal Injury	2
MABAS	Mutual Aid Box Alarm	2
RAO	Recip Aid Out of City	1
FIREO	Single Engine Response	1
FIRE	Structure Fire	4
Grand Total		11

TOBFD volunteers had a total of 56 hours for calls to service in August.



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Membership:

- Recommendation and Town Board approval of Peter Kroening Jr as a new volunteer member for the Town of Burlington Fire Department.
- Discussion and possible action regarding the Town Board's support and approval for establishing a Explorer Program in partnership with the Boy Scouts of America.

Upcoming Events:

- Saturday, September 12th from 9am to noon, the TOBFD will be at the Burlington Walmart and the Burlington Pick N Save to collect donations for the 2026 MDA Fill the Boot campaign.

Training:

- September will have two training nights. The first being a Damage Assessment class through Racine County Emergency management. The second being a live fire training at the Tri County Training Center. Our Auto Aid partners, City of Burlington, Rochester, and Wheatland have also been invited to train with us.

Racine County Radio Project:

- Currently we are identifying structures that could potentially present a connectivity issue with portable radios in our coverage area. These identified structures will be compiled in a list at the county for review and possible recommendation for further testing.

Equipment:

- Annual maintenance has been completed on all our apparatus. Safety issues that have been identified are being evaluated and prioritized to schedule for further repairs.

Event Updates:

The Town of Burlington Fire Department's blood drive on August 17th had 35 donors registered. Every whole blood unit collected has the potential to save up to three lives. Thirty-six units were collected, touching 108 lives. Without the help of our community, this would not have been possible.

Thank you for your continued support.

Respectfully submitted,

Fire Chief

William R. Vrchota

Trip Count by Nature of Call

Trip Date IS BETWEEN 08/01/2026 AND 08/31/2026; AND Ordering Facility IS RACINE COUNTY SHERRIFF; AND Vehicles IS NOT CURTIS
 UNIVERSAL AMBULANCE: UnavMx OR CURTIS UNIVERSAL AMBULANCE: Unavai

CURTIS UNIVERSAL AMBULANCE

	AEMT	EMT	Paramedic	Total
	0	4	0	4
Abdominal Pain	0	1	0	1
Allergic Reaction	0	1	0	1
Breathing Problems	0	13	1	14
Chest Pain	0	3	1	4
Diabetic Problems	0	1	0	1
Fall(s)	0	19	0	19
Hemorrhage/Lacerations	0	1	0	1
MVA	0	2	0	2
Other/Medical	0	7	0	7
Psychiatric/Suicide Attempt	0	1	1	2
Sick Person	0	2	1	3
Standby	0	1	0	1
Stroke/CVA	0	1	0	1
Syncope/Unconscious	1	2	0	3
Transfer	0	1	0	1
Unknown Problem	0	2	1	3
Total	1	62	5	68

Town of Burlington Highway Report

For the month of 8/1-8/31/26

- Emptied trash cans in the parks and boat launch
- Testing water at Bohners lake beaches
- Burned brush at landfill
- Fueled boats
- Cleaned up remaining brush from July storms
- Sprayed weed around guardrails and bridges
- Filled potholes
- Mowed all town property
- Raked and cleaned up weeds at beach
- Replaced/installed road signs
- Setup/took down voting booths
- Repaired washouts on lakeshore and lake streets

Equipment

- Sharpened/replaced blades on ROW mower
- Sharpened all mower blades

Storm/wind

- none



Jake Isaacson, Highway Department Foreman

32288 Bushnell Road · Burlington, WI 53105

Phone: (262) 763-3070

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

Town of Burlington Prepays

August 14 through September 8, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
QuickBooks Payroll Service		08/20/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-18,315.75
TOTAL						-18,315.75
QuickBooks Payroll Service		09/03/2026			108000 · Community St BankGen Cking	
QuickBooks Payroll Service					2110 · Direct Deposit Liabilities	-20,253.81
TOTAL						-20,253.81
AFLAC		08/18/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-282.06
TOTAL						-282.06
DEPARTMENT OF EMPLOYEE TRUST FUNDS (1) ACH		08/18/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-10,934.32
TOTAL						-10,934.32
DEPARTMENT OF EMPLOYEE TRUST FUNDS ACH		08/24/2026			108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-5,391.40
TOTAL						-5,391.40
WE ENERGIES (1) ACH		08/28/2026			108000 · Community St BankGen Cking	
	6031220536	08/19/2026	09/03/2026		516107 · Utilities General	-132.27
					523017 · Utilities FH3	-144.16
					533316 · Utilities Highway	-0.89

**Town of Burlington
Prepays**

August 14 through September 8, 2026

Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL					516107 · Utilities General	-499.72
					523016 · Utilities FH2	-206.18
					534004 · Utilities Landfill	-1.35
						-984.57
VISA	ACH	08/28/2026			108000 · Community St BankGen Cking	
		08.07.2026	08/19/2026	09/18/2026	Visa - Clerk	-226.13
			08/19/2026	09/18/2026	Visa - Administrator	-2,325.10
			08/20/2026	09/19/2026	Visa - Fire Department	-824.27
TOTAL		08.07.2026	08/25/2026	09/24/2026	Visa - Hwy Department	-109.63
						-3,485.13
SUN LIFE FINANCIAL	ACH	09/01/2026			108000 · Community St BankGen Cking	
			08/20/2026	09/19/2026	516118 · Insurance General	-137.46
						-137.46
TOTAL					108000 · Community St BankGen Cking	
					443000 · Building Permits	-70.00
						-70.00
TOTAL					108000 · Community St BankGen Cking	
					443000 · Building Permits	-70.00
						-70.00
TOTAL					108000 · Community St BankGen Cking	
					24000 · Payroll Liabilities	-5,666.16

**Town of Burlington
Prepays**

August 14 through September 8, 2026

	Name	Nun	Date	Due Date	Class	Account	Paid Amount
TOTAL							-5,666.16
	WISCONSIN DEPT. OF REVENUE	E-pay	08/24/2026			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-954.98
TOTAL							-954.98
	EFTPS/FEDERAL ELECTRONIC FILING	E-pay	09/07/2026			108000 · Community St BankGen Cking	
						24000 · Payroll Liabilities	-6,872.60
TOTAL							-6,872.60
	Jeanne Rennie	32558	08/14/2026			108000 · Community St BankGen Cking	
						511801 · Reimbursement Elections	-39.15
TOTAL							-39.15
	MIENARDS BURLINGTON	32559	08/14/2026			108000 · Community St BankGen Cking	
						533310 · Supplies Highway	-13.47
		50856	08/13/2026	09/12/2026		533317 · Signs Highway	-44.24
TOTAL							-57.71
	MIDSTATE	32560	08/14/2026			108000 · Community St BankGen Cking	
						533312 · Vehicle Maint/RepairHighway	-67.89
TOTAL							-67.89
	raSmith	32561	08/14/2026			108000 · Community St BankGen Cking	
						561004 · Engineering Fees P & Z	-617.50
TOTAL							-617.50

Town of Burlington
Prepays

August 14 through September 8, 2026

Name		Num	Date	Due Date	Class	Account	Paid Amount
TOTAL		197067	08/13/2026	09/12/2026		201002 · P & Z Bond Deposits Payable	-285.00
		197074	08/13/2026	09/12/2026		201002 · P & Z Bond Deposits Payable	-259.54
		197080	08/13/2026	09/12/2026		201002 · P & Z Bond Deposits Payable	-349.22
							-1,511.26
SHORT ELLIOTT HENDRICKSON INC		32562	08/14/2026			108000 · Community St BankGen Cking	
TOTAL		513147-5	08/13/2026	09/12/2026		201002 · P & Z Bond Deposits Payable	-308.70
		513147-6	08/13/2026	09/12/2026		201002 · P & Z Bond Deposits Payable	-349.20
		513147-7	08/13/2026	09/12/2026		561004 · Engineering Fees P & Z	-359.57
		513147-1	08/13/2026	09/12/2026		561004 · Engineering Fees P & Z	-638.15
TOTAL							-1,655.62
WI Dept. of Transportation		32563	08/14/2026			108000 · Community St BankGen Cking	
TOTAL		449149	08/13/2026	09/12/2026		572403 · Highway Dept Black Topping	-99,266.37
							-99,266.37
MIDSTATE		32564	08/14/2026			108000 · Community St BankGen Cking	
TOTAL		N49180	08/13/2026	09/12/2026		533312 · Vehicle Maint/Repair-Highway	-686.61
							-686.61
SHERWIN INDUSTRIES, INC.		32565	08/14/2026			108000 · Community St BankGen Cking	
TOTAL		sc055946	08/13/2026	09/12/2026		533322 · Highway Patch/Crack Filling	-365.50
							-365.50
Village of Genoa City		32566	08/14/2026			108000 · Community St BankGen Cking	
TOTAL		2025-1305	08/13/2026	09/12/2026		551050 · Misc. Parks	-480.00
							-480.00

**Town of Burlington
Prepays**

August 14 through September 8, 2026

	Name	Num	Date	Due Date	Class	Account	Paid Amount
TOTAL							-480.00
	Bond Trust Services Corporation	32584	08/24/2026			108000 · Community St BankGen Cking	
		107286	08/13/2026	08/23/2026		599012 · GO Note Payment	-532,900.00
TOTAL							-532,900.00
	Bond Trust Services Corporation	32585	08/24/2026			108000 · Community St BankGen Cking	
		107294	08/13/2026	08/23/2026		516106 · Dues & Fees General	-400.00
TOTAL							-400.00

Town of Burlington
Unpaid Bills Detail
As of September 8, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
ACCURATE APPRAISAL, LLC						
	Bill	09/03/2026	CM-8.20.26.55	09/13/2026		1,980.00
Total ACCURATE APPRAISAL, LLC						1,980.00
ASDA ENTERPRISES INC						
	Bill	09/03/2026	0000168940	10/03/2026		48,351.75
Total ASDA ENTERPRISES INC						48,351.75
Burlington Ace Hardware						
	Bill	09/01/2026	251430	09/11/2026		19.12
	Bill	09/03/2026	251367	09/13/2026		63.74
Total Burlington Ace Hardware						82.86
CRETEX MATERIALS INC. (1)						
	Bill	08/27/2026	211273	09/26/2026		56.94
	Bill	09/01/2026	211406	10/01/2026		74.78
Total CRETEX MATERIALS INC. (1)						131.72
CULLIGAN OF BURLINGTON						
	Bill	09/08/2026	500X03502909	09/20/2026		55.00
Total CULLIGAN OF BURLINGTON						55.00
CURTIS AMBULANCE SERVICE						
	Bill	09/08/2026	20260901-1	09/18/2026		35,355.95
Total CURTIS AMBULANCE SERVICE						35,355.95
Dredge America, Inc						
	Bill	08/19/2026	pay#14	08/29/2026	10	553,713.65
Total Dredge America, Inc						553,713.65
Fire Prevention Services LLC						
	Bill	08/20/2026	08.19.2026	09/19/2026		1,955.00
Total Fire Prevention Services LLC						1,955.00
Guard Street Partners, LLC						
	Bill	09/03/2026	4745C	09/13/2026		331.75
Total Guard Street Partners, LLC						331.75
Jeanne Rennie						
	Bill	08/25/2026	08.18.2026	09/24/2026		246.50

Town of Burlington
Unpaid Bills Detail
As of September 8, 2026

	Type	Date	Numb	Due Date	Aging	Open Balance
Total Jeanne Rennie JERRY WILLKOMM, INC						246.50
	Bill	09/08/2026	329837	09/18/2026		2,777.50
	Bill	09/08/2026	329838	09/18/2026		493.03
						<u>3,270.53</u>
Total JERRY WILLKOMM, INC KATHRYN WENZEL						
	Bill	09/08/2026	Sept 2026	09/18/2026		684.99
						<u>684.99</u>
Total KATHRYN WENZEL MENARDS BURLINGTON						
	Bill	08/25/2026	51415	09/24/2026		10.74
	Bill	08/25/2026	51351	09/24/2026		17.31
	Bill	08/27/2026	50995	09/26/2026		15.76
	Bill	09/01/2026	51691	10/01/2026		18.99
	Bill	09/08/2026	51880	10/08/2026		56.94
						<u>119.74</u>
Total MENARDS BURLINGTON MIDSTATE						
	Bill	09/01/2026	V30556	10/01/2026		25.54
						<u>25.54</u>
Total MIDSTATE Oshkosh Fire & Police Equipment						
	Bill	09/01/2026	200811	09/11/2026		506.00
						<u>506.00</u>
Total Oshkosh Fire & Police Equipment QUILL CORPORATION						
	Bill	09/03/2026	50092991	10/03/2026		18.99
	Bill	09/08/2026	50210898	10/08/2026		136.92
						<u>155.91</u>
Total QUILL CORPORATION RACINE COUNTY FINANCE DEPT						
	Bill	09/08/2026	08.11.2026	09/11/2026		1,350.00
						<u>1,350.00</u>
Total RACINE COUNTY FINANCE DEPT RACINE COUNTY SHERIFF'S OFFICE						
	Bill	08/27/2026	3015	09/26/2026		71,619.47
						<u>71,619.47</u>
Total RACINE COUNTY SHERIFF'S OFFICE						71,619.47

Town of Burlington
Unpaid Bills Detail
As of September 8, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
RapidsOS						
Bill		09/03/2026	Q-07930	09/13/2026		882.00
Total RapidsOS						882.00
SAFEbuilt, LLC						
Bill		08/27/2026		09/26/2026		68.21
Bill		09/03/2026	4530923	10/03/2026		8,089.50
Total SAFEbuilt, LLC						8,157.71
SIREN SERVICES						
Bill		09/01/2026	5404	10/01/2026		1,307.96
Bill		09/01/2026	5401	10/01/2026		1,358.41
Bill		09/01/2026	5406	10/01/2026		597.69
Bill		09/01/2026	5405	10/01/2026		406.73
Bill		09/01/2026	5402	10/01/2026		1,381.54
Bill		09/01/2026	5403	10/01/2026		2,724.00
Total SIREN SERVICES						7,776.33
Spectrum						
Bill		08/27/2026	082126	09/26/2026		180.54
Total Spectrum						180.54
Terry & Nudo, LLC						
Bill		08/19/2026	3046	09/18/2026		1,476.00
Total Terry & Nudo, LLC						1,476.00
Town Web Design, LLC						
Bill		09/01/2026	10278	10/01/2026		2,040.00
Total Town Web Design, LLC						2,040.00
Transcendent Technologies						
Bill		08/25/2026	m9542	09/24/2026		1,239.00
Total Transcendent Technologies						1,239.00
WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk						
Bill		09/08/2026	202608	10/08/2026		35.00
Total WISCONSIN DEPT. OF JUSTICE - Bkgrd Chk						35.00
Wisconsin Humane Society						

Total Wisconsin Humane Society
TOTAL

Town of Burlington					Unpaid Bills Detail	
As of September 8, 2026						
Type	Date	Num	Due Date	Aging	Open Balance	
Bill	09/08/2026	3853	09/18/2026		235.00	
					235.00	
					741,957.94	

9.10.2026

Memo

TO
Town Board

We received applications from Jean Dal Porto and Kerry Bieneman to be election inspectors for the remaining 2026-2027 term.

FROM
Jeanne Rennie

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

RE
Agenda # 4c

**Appoint Poll
Workers for the
remaining
2026 – 2027 term**



Town Of Burlington

Fire Department

32288 Bushnell Rd. Burlington, WI 53105

Memorandum

To: Town Board

From: Town of Burlington Fire Department- Chief William R. Vrchota

Date: 09/02/2026

Subject: Recommendation for Approval of New Volunteer

The Chief Officers of the Town of Burlington Fire Department recommend the approval of Peter Kroening Jr as a new volunteer member of the Town of Burlington Fire Department.

Peter has successfully completed the background check, drug screening, and all related onboarding paperwork. Completion of these requirements confirms his eligibility for consideration and approval by the Town Board.

Upon approval, Peter's assigned station will be Station Two in Bohner's Lake.

Respectfully submitted,

William R. Vrchota

Fire Chief

Town of Burlington Fire Department

TOWN OF BURLINGTON

MEMORANDUM

To: Town of Burlington Board of Supervisors

From: Rachel Naber, Town Administrator

Date: September 8, 2026

Re: Approval to Purchase Innotex Turnout Gear and Structural Fire Boots – Fire Department

Request

I am requesting Board approval to purchase two (2) new sets of Innotex turnout gear (coat and pants) and four (4) pairs of structural fire boots for the Fire Department. This equipment replaces gear that has reached the end of its NFPA-compliant service life and is needed to keep all responding personnel properly and safely outfitted. Attached are two written quotes from Jefferson Fire and Safety, Inc. the department's established turnout gear and equipment supplier, totaling \$8,530.00.

Why This Is a Single-Vendor Purchase

The fire service equipment industry operates differently than most municipal purchasing categories, and I want to explain that clearly for the Board's benefit. Manufacturers such as Innotex do not sell turnout gear directly to fire departments or allow open competition among any dealer who wishes to carry the product. Instead, each manufacturer assigns a single authorized representative or dealer to a defined geographic territory. Jefferson Fire and Safety is Innotex's assigned representative for our area of Wisconsin, and other companies that also sell Innotex products are not permitted to sell into our territory and cannot quote or compete for this purchase, regardless of price. This is standard practice across the industry and is why departments across the state and country routinely purchase turnout gear from a single regional dealer rather than through a multi-vendor competitive bid process.

Because of this territorial dealer structure, soliciting competing bids for this specific brand of gear would not produce genuine competition – no other vendor is authorized to sell Innotex product to the Town of Burlington. Jefferson Fire and Safety is therefore the only legitimate source for this equipment, and I am asking the Board to approve this purchase as a sole-source procurement on that basis.

Quote Summary

Jefferson Fire and Safety, Inc.,– Quotes dated 8/28/2026 (Order Nos. 255220 and 255219), Net 20 Days.

Item Description	Vendor / Item No.	Qty	Unit Price	Ext. Price
Innotex Energy Armor AP Nom/Kev Coat, Khaki	INN ENERGY-AP-CK	2	\$2,148.00	\$4,296.00
Innotex Energy Armor AP Nom/Kev Pants, Khaki	INN ENERGY-AP-PK	2	\$1,357.00	\$2,714.00
Freight (turnout gear, Order #255220)	—	2	\$40.00	\$80.00
Rocky Code Red Structure NFPA Fire Boot, 9.5M	ROC RKD0087-9.5M	1	\$330.00	\$330.00
Rocky Code Red Structure NFPA Fire Boot, 12.5W	ROC RKD0087-12.5W	2	\$330.00	\$660.00

Rocky Code Red Structure NFPA Fire Boot, 11W	ROC RKD0087-11W	1	\$330.00	\$330.00
Freight (boots, Order #255219)	—	4	\$30.00	\$120.00
TOTAL REQUESTED				\$8,530.00

Recommendation

I respectfully request that the Board approve the purchase of the above turnout gear and fire boots from Jefferson Fire and Safety, Inc. in the total amount of \$8,530.00, as a sole-source purchase for the reasons outlined above, and authorize me to proceed with the order.



Jefferson Fire and Safety, Inc.
7620 Donna Drive
Middleton, WI, 53562
Phone: 608-836-0068
Web: www.jeffersonfire.com

Quote

Order No: 255220
Order Date: 8/28/2026
Due Date: 8/28/2026
Salesperson: Shane Conant
Customer ID: 02793

BILL TO:		SHIP TO:		
Town of Burlington Fire Dept. 32288 Bushnell Road Burlington WI 53105		Town of Burlington Fire Dept. 32288 Bushnell Road Burlington WI 53105		
CUSTOMER P.O. NO.		TERMS	CONTACT	
		Net 20 Days	Devin Chart	
FOB POINT		SHIPPING TERMS	SHIP VIA	
			UPS	
ITEM	ITEM DESCRIPTION	QTY.	UNIT PRICE	EXT PRICE
INN ENERGY-AP-CK	Innotex Energy Armor AP Nom / Kev Coat Khaki	2.00	2,148.00	4,296.00
NOTE: Quote ID # QUO-121155-S8C7S				
INN ENERGY-AP-PK	Innotex Energy Armor AP Nom / Kev Pants Khaki	2.00	1,357.00	2,714.00
FREIGHT	Freight / Shipping Charges	2.00	40.00	80.00

Signature

Date

Where applicable, freight and/or tariff surcharge will be added to the invoice. All returns must be received within 30 days of delivery and may be subject to a 25% restocking fee. Custom orders cannot be returned. Visit our website for complete details:
www.jeffersonfire.com

*** Credit card payments will incur a 3% processing fee ***

Sales Total:	7,090.00
Freight:	0.00
Tax Total:	0.00
Total (USD):	7,090.00



Jefferson Fire and Safety, Inc.
7620 Donna Drive
Middleton, WI, 53562
Phone: 608-836-0068
Web: www.jeffersonfire.com

Quote

Order No: 255219
Order Date: 8/28/2026
Due Date: 8/28/2026
Salesperson: Shane Conant
Customer ID: 02793

BILL TO:		SHIP TO:		
Town of Burlington Fire Dept. 32288 Bushnell Road Burlington WI 53105		Town of Burlington Fire Dept. 32288 Bushnell Road Burlington WI 53105		
CUSTOMER P.O. NO.		TERMS	CONTACT	
		Net 20 Days	Devin Chart	
FOB POINT		SHIPPING TERMS	SHIP VIA	
			UPS	
ITEM	ITEM DESCRIPTION	QTY.	UNIT PRICE	EXT PRICE
ROC RKD0087-9.5M	Rocky Code Red Structure NFPA Rated Composite Toe Fire Boot - 9.5M	1.00	330.00	330.00
ROC RKD0087-12.5W	Rocky Code Red Structure NFPA Rated Composite Toe Fire Boot -12.5W	2.00	330.00	660.00
ROC RKD0087-11W	Rocky Code Red Structure NFPA Rated Composite Toe Fire Boot - 11W	1.00	330.00	330.00
FREIGHT	Freight / Shipping Charges	4.00	30.00	120.00

Signature

Date

Where applicable, freight and/or tariff surcharge will be added to the invoice. All returns must be received within 30 days of delivery and may be subject to a 25% restocking fee. Custom orders cannot be returned. Visit our website for complete details:
www.jeffersonfire.com

*** Credit card payments will incur a 3% processing fee ***

Sales Total:	1,440.00
Freight:	0.00
Tax Total:	0.00
Total (USD):	1,440.00

TOWN OF BURLINGTON MEMORANDUM

DATE: September 10, 2026
TO: Town Board, Town of Burlington
FROM: Rachel Naber, Town Administrator
RE: Adoption of Service Award Program Qualification Standards

Purpose

This memo transmits proposed Qualification Standards for the Town's volunteer firefighter Service Award Program ("SAP" or the "Program"), together with a resolution adopting them. I recommend the Board adopt the resolution at its upcoming meeting.

Background

The Town sponsors the Program under Wis. Stat. § 16.25 and ch. Adm 95 of the Wisconsin Administrative Code, pursuant to our VFIS Adoption Agreement (effective January 1, 2001; restated January 1, 2020). Under the Program, the State Department of Administration provides a match equal to twice the Town's annual municipal contribution for each qualifying volunteer, up to the amount appropriated by the State.

To receive credit and contributions, § Adm 95.04(3) and Section 5.2 of the Adoption Agreement require the Town to develop its own written standards for the service a volunteer must perform to qualify for a Year of Service credit and an annual contribution. The attached Qualification Standards satisfy that requirement and give the Fire Department, members, and the Program Administrator (VFIS) a clear, uniform basis for determining who qualifies each year.

What the standards do

The Qualification Standards address, in summary:

- **Member eligibility** — who may participate and the conditions for remaining in good standing.
- **Annual participation standards** — the activity a member must complete each Program Year to qualify, including a combined weighted participation threshold currently set at 20%.
- **Partial-year service** — how credit is treated for new members, retirements, separations, and death during a Program Year.
- **Leaves of absence** — a military leave of absence continues with no time limit until the member returns from active service, while all other leaves of absence are capped at twelve (12) months.
- **Termination** — defines when a member is "Terminated" (consistent with Article 4(q) of the Adoption Agreement) and how the account is then handled under Article 7 and the vesting rules.
- **Records and certification** — the Department's recordkeeping duties and the Town's annual sworn certification of qualifying members.

Relationship to DOA guidance

The termination provisions align our local standards with the Department of Administration's April 10, 2020 guidance memorandum, which advised that a partially vested volunteer is not "actively on the rolls" once they no longer qualify for service credit or an annual contribution, and left it to each municipality to make that determination. Defining termination in our standards gives the Town a consistent basis for applying that guidance.

Policy decisions still needed

Several items in the draft remain bracketed as Board decisions — for example, the remaining participation thresholds, the certification review date, the certification grace period for new members, and the effective year. I can finalize these once the Board provides direction.

Recommended action

That the Board adopt Resolution No. 2026-09a, adopting the Service Award Program Qualification Standards effective January 1, 2026, and directing that a copy be filed with VFIS and retained with the Town's Program records.

Attachments:

1. Service Award Program Qualification Standards (draft)
2. Resolution Adopting Service Award Program Qualification Standards

**TOWN OF BURLINGTON
RACINE COUNTY, WISCONSIN
RESOLUTION NO. 2026-09a**

A RESOLUTION ADOPTING SERVICE AWARD PROGRAM QUALIFICATION STANDARDS

WHEREAS, the Town of Burlington (the "Town") participates in the State of Wisconsin Service Award Program (the "Program") established under Wis. Stat. § 16.25 and ch. Adm 95, Wis. Admin. Code, pursuant to the VFIS Adoption Agreement establishing the Town of Burlington Service Award Program, effective January 1, 2001 and restated January 1, 2020; and

WHEREAS, § Adm 95.04(3), Wis. Admin. Code, and Section 5.2 of the Adoption Agreement require the Town to develop standards for determining the service required of the volunteer firefighters it sponsors under the Program in order to qualify for a Year of Service credit and an annual municipal contribution; and

WHEREAS, the Town Board has reviewed proposed Service Award Program Qualification Standards that establish member eligibility, annual participation standards, the treatment of partial-year service, excused absences and leaves of absence, termination, and recordkeeping and certification requirements for the Program; and

WHEREAS, the Town Board finds that adoption of these Qualification Standards will promote the fair and uniform administration of the Program and further its purpose of attracting and retaining competent volunteer firefighters;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Burlington, Racine County, Wisconsin, as follows:

1. The Service Award Program Qualification Standards, in the form attached hereto and incorporated herein by reference, are hereby adopted.
2. The Qualification Standards shall take effect January 1, 2026, and shall apply beginning with the Program Year commencing on that date. They shall not apply retroactively to any prior Program Year.
3. The Town Clerk shall provide a copy of this Resolution and the adopted Qualification Standards to the Program Administrator (VFIS) and shall retain a copy with the Town's Program records.
4. The Town Chairperson, Town Clerk, and other appropriate Town officials are authorized and directed to take all actions necessary to carry out the intent of this Resolution.
5. All prior resolutions and policies of the Town in conflict with this Resolution are, to the extent of the conflict, hereby repealed.

BE IT FURTHER RESOLVED that this Resolution shall take effect upon passage and posting or publication as provided by law.

Adopted this _____ day of September, 2026, by a roll-call vote of _____ in favor and _____ opposed.

Town Chairperson

ATTEST:

Town Clerk

TOWN OF BURLINGTON, WISCONSIN
Service Award Program Qualification Standards
Adopted by Resolution of the Town Board • Effective January 1, 2026

Section 1. Purpose and Authority

The Town of Burlington (the “Town”) participates in the State of Wisconsin Service Award Program (the “Program”) under Wis. Stat. § 16.25 and ch. Adm 95, Wis. Admin. Code, pursuant to the VFIS Adoption Agreement establishing the Town of Burlington Service Award Program (restated January 1, 2020).

Section Adm 95.04(3), Wis. Admin. Code, and Section 5.2 of the Adoption Agreement require the Town to develop standards for determining the service required of the volunteer firefighters it sponsors in order to qualify for credit and an annual contribution. This policy establishes those standards.

The Town contracts for emergency medical services; the only members sponsored by the Town under the Program are the volunteer (paid-on-call) firefighters of the Town of Burlington Fire Department (the “Department”).

Section 2. Definitions

Terms used in this policy have the meanings given in the Adoption Agreement and ch. Adm 95, Wis. Admin. Code. In addition:

- “Program Year” means the calendar year (January 1 through December 31).
- “Active Period” means the portion of a Program Year during which an individual is an appointed member of the Department in good standing and not on an approved leave of absence.
- “Qualifying Activities” means emergency calls, regular Department meetings, scheduled training sessions, and assigned truck checks, as recorded by the Department.
- “Firefighter I Certification” means certification as Firefighter I (or its successor Entry Level Firefighter certification) recognized by the Wisconsin Department of Safety and Professional Services.
- “Terminated” has the meaning given in Article 4(q) of the Adoption Agreement: a member who has ceased to perform creditable active service for twelve (12) months or more, or who fails to meet any other requirement of this policy or the Program, unless a supervisor has granted the member a leave of absence for that period.

Section 3. Member Eligibility

To be eligible for a Year of Service credit and an annual Town contribution for a Program Year, a member must satisfy all of the following:

1. **Appointment and good standing.** The individual must be a duly appointed volunteer firefighter of the Department and must remain a member in good standing throughout their Active Period, in accordance with Department SOGs and policies.
2. **Certification.** The member must hold Firefighter I Certification. A newly appointed member who does not yet hold Firefighter I Certification shall have **24 months** from the date of appointment to

obtain it. A member within this grace period who meets the participation standards of Section 4 shall qualify for credit and contribution during the grace period; a member who fails to obtain certification within the grace period shall not qualify for further credit or contributions until certified.

3. **Participation.** The member must meet the participation standards of Section 4, as pro-rated under Section 5 where applicable.

Section 4. Annual Participation Standards

For each Program Year, a member qualifies for credit and an annual contribution if the member satisfies either subsection (1) or subsection (2) below, measured over the member's Active Period:

1. **Minimum participation thresholds.** The member must, during the Active Period:
 - a. respond to at least **15%** of the Department's emergency calls;
 - b. attend at least **50%** of regular Department meetings;
 - c. attend at least **50%** of scheduled training sessions; and
 - d. complete at least **50%** of assigned truck checks; or
2. **Combined weighted participation score.** In the alternative, the member's combined weighted participation score must equal or exceed **20%**. The combined weighted participation score is calculated using the Department's established paid-on-call weighting: the member's percentage of calls attended multiplied by 0.15, plus the percentage of meetings attended multiplied by 0.30, plus the percentage of trainings attended multiplied by 0.30, plus the percentage of truck checks completed multiplied by 0.25.

Percentages under this Section are calculated against the number of Qualifying Activities that occurred during the member's Active Period, not against the full Program Year, except where the member was active for the full Program Year.

Section 5. Partial-Year Service

1. **Whole-year credit.** Service credit under the Program is awarded in whole Program Years; no fractional Year of Service credit may be awarded.
2. **Mid-year appointment.** A member appointed during a Program Year who holds Firefighter I Certification shall be evaluated against the participation standards of Section 4 measured only over the member's Active Period. A member who satisfies those pro-rated standards qualifies for the full Year of Service credit for that Program Year. A member must have an Active Period of at least **6 months** in a Program Year to qualify for credit for that year.
3. **Mid-year retirement or separation in good standing.** A member who retires or separates from the Department in good standing during a Program Year shall be evaluated against the participation standards of Section 4 measured only over the member's Active Period through the date of separation, subject to the same **6-month** minimum Active Period. A member who satisfies those pro-rated standards qualifies for the full Year of Service credit for that Program Year.

4. **Contribution amount for partial-year members.** For a member who qualifies for credit under subsection (2) or (3) of this Section, the Town shall contribute [**Option A: the full annual contribution amount**] [**Option B: a pro-rated contribution equal to one-twelfth (1/12) of the annual contribution amount for each full or partial calendar month in the member's Active Period**]. *The Board shall select one option before adoption.*
5. **Separation not in good standing.** A member dismissed for cause does not qualify for credit or a contribution for the Program Year of dismissal.
6. **Death or disability.** Nothing in this Section limits the death and disability benefit provisions of Sections 5.3 and 5.4 of the Adoption Agreement or §§ Adm 95.10, Wis. Admin. Code. For purposes of determining whether a deceased member was "actively on the rolls," the Town shall apply the standards of this policy consistent with the Wisconsin Department of Administration memorandum dated April 10, 2020.
7. **Administrator confirmation.** The Clerk shall confirm with the Program Administrator (VFIS) the reporting treatment of members credited for a partial-year Active Period before submitting the first annual statement of service under this policy.

Section 6. Excused Absences, Leaves of Absence, and Termination

1. Absences due to documented illness or injury, military service, or other absences excused in advance by the Fire Chief shall be excluded from both the numerator and denominator when calculating participation percentages under Section 4.
2. **Leaves of absence generally.** The Town Board may grant a member a leave of absence consistent with Article 7 of the Adoption Agreement. A leave of absence shall be granted in writing on or before December 31 of the calendar year in which it is to take effect. Time on an approved leave of absence is excluded from the member's Active Period; a member on leave for an entire Program Year receives no credit or contribution for that year, but the member's account is protected from closure as provided in Article 7. A leave of absence is subject to the durational limits in subsections (3) and (4) below.
3. **Military leave of absence.** A leave of absence granted for military service shall have no maximum duration and shall continue until the member returns from active service. Throughout a military leave of absence the member retains membership status and the member's account remains protected from closure under Article 7, regardless of the length of the leave.
4. **All other leaves of absence.** A leave of absence granted for any reason other than military service shall not exceed twelve (12) months. A member who does not resume active service upon expiration of such a leave, and who has not been granted a further leave of absence in writing, shall be treated as having ceased creditable active service as of the end of the leave and shall be subject to termination under subsection (5).
5. **Termination.** A member who becomes Terminated, as defined in Section 2, no longer qualifies for a Year of Service credit or an annual contribution. The Terminated member's account shall be administered in accordance with Article 7 of the Adoption Agreement: the account of a member who has performed fewer than 10 Years of Service is closed and its value forfeited and distributed among the other open accounts the Town sponsors, while the account of a member

who has vested under Section 5.5 of the Adoption Agreement is administered under the applicable vesting and distribution provisions.

Section 7. Records and Annual Certification

1. The Department shall maintain detailed and accurate records of each member's Qualifying Activities, certification status, appointment date, and any separation date or approved leave, consistent with § Adm 95.11(1), Wis. Admin. Code.
2. Annually, on or before January 31, the Town shall submit under oath a statement of service to the Program Administrator listing all members who qualified for credit for the preceding Program Year under this policy, and shall post the statement in a conspicuous place for a minimum of 30 days, consistent with § Adm 95.11(2), Wis. Admin. Code.
3. The Fire Chief shall review preliminary participation results with members no later than December 15 of each Program Year so that any recordkeeping discrepancies may be resolved before certification.

Section 8. Administration, Appeals, and Amendment

The Fire Chief shall administer this policy and make initial qualification determinations. A member may appeal a determination in writing to the Town Board within 30 days of the posting of the annual statement of service; the Board's decision is final, subject to any appeal rights under § Adm 95.16, Wis. Admin. Code. The Town Board may amend this policy by resolution at any time, prospectively, consistent with Article 9 of the Adoption Agreement and applicable law. A copy of this policy and any amendment shall be provided to the Program Administrator and retained with the Town's Program records.

Section 9. Effective Date

This policy applies beginning with the Program Year commencing January 1, 2026, and does not apply retroactively to any prior Program Year. Members of the Department as of the effective date who do not hold Firefighter I Certification shall have 24 months from the effective date to obtain certification, during which time subsection 3(2)'s grace-period treatment applies.

Adopted by the Town Board of the Town of Burlington this ____ day of _____, 20____.

Town Chairperson

Attest: Town Clerk