



## Town of Burlington

32288 Bushnell Road / Burlington WI 53105  
262-763-3070 / TownofBurlington.com

### Town Board Meeting Minutes February 13, 2025

---

#### 1 Call to order and roll call

---

At 7:05 PM Chair Russ Egan called the Town Board meeting to order. The meeting was held at the Town Hall, 32288 Bushnell Road, Burlington.

Chairman Russ Egan and Supervisors Neal Czaplewski, Jason Ketterhagen, and Brian Fliss were present. Steve Swantz was not in attendance.

---

#### 2 Verify posting of meeting

---

The Affidavit of Posting was supplied to the town board chairman.

---

#### 3 Citizen Comments

---

Jennifer Fliss – 32873 Bayview Dr – stated that Brian Fliss will be receiving a communication device at the end of the month.

Seth and Emily Scott – 30201 Plank Rd – spoke about their frustration with the construction at Birchwood Reserve. They asked about how to resolve the issue.

Vicky View – 1322 S Teut Rd – spoke about trash left on Teut Road.

---

#### 4 Minutes from the following town board meetings: Regular town board meeting on January 9, 2025 Special Meeting on January 16, 2025

---

**Ketterhagen motioned to approve the minutes as presented; Fliss seconded.  
Motion carried.**

---

#### 5 Reports

---

**Egan** – nothing to report.

**Czaplewski** – nothing to report.

**Ketterhagen** – drove through subdivision and noticed trash. He attended the Land Use Plan meeting.

**Fliss** – attended the Land Use Plan meeting.

**Highway** – Isaacson was not in attendance but provided a written report about the activity from the previous month.

**Fire** – Chief Vrchota gave an update on the calls during the previous month. He also reminded everyone of the bowling fundraiser later this month.

**Sheriff's Department** – provided a written report for the month of January.

**Administrator** – Naber did not have anything to report.

**Clerk** – gave an update on the Spring Primary.

---

#### **6 Bills as of February 13, 2025**

---

**Czaplewski moved to pay the bills as of February 13, 2025; Fliss seconded. Motion carried unanimously.**

---

#### **7 January 2025 financials**

---

**Czaplewski moved to accept the financials as presented; Fliss seconded. Motion carried unanimously.**

---

#### **8 Planning & Zoning Recommendation**

##### **a. Conditional Use**

- i. Petitioner/Owner: The Towers, LLC/DUG Development  
Parcel: 002-03-19-21-023-000**
- 

**Fliss motioned to accept the recommendation of the Planning & Zoning Committee to deny the conditional use permit; Czaplewski seconded.**

The board discussed the application and what constituted “substantial evidence” to deny it with Attorney Ludwig. Ludwig stated that the Town's reasoning would support the denial.

**Motion carried.**

---

**9 Discussion and possible action on approving phase 2 of the drainage plan for 30510 Forest Dr**

---

The board continued their discussion of phase 2 of the drainage plan agreement.

Robert Wielgos, raSmith, spoke about the possibilities that were presented at the previous meeting. He reviewed his report and recommended the plan that was presented on December 11, 2024 meets the requirements.

The board discussed phase 2 with Wielgos and Attorney Ludwig. The discussion included maintenance and cleaning of the catch basins along with a new agreement with the property owners. Wielgos recommended cleaning of the basins twice a year.

The board allowed the following citizens to speak:  
Heidi Cole, 30516 Forest Drive – spoke about the Lynch Engineering recommendation of a pump and a pipe.

Mitch Cole, 30516 Forest Drive – asked how it would be determined that the project has been returned to the original state. Wielgos stated that there is no standard for this type of project.

**Czaplewski motioned to approve phase 2 as of 12/11/2024 by town engineer contingent upon updated agreement that includes maintenance and a recorded drainage easement with the property owners; Fliss seconded. Motion carried.**

Vicky View, 1322 S Teut Rd – urged the town to record on title with the street address and tax key number.

---

**10 Presentation of Burlington Cemetery 2025 budget**

---

This item was tabled.

---

**11 Discussion and possible action on approving the first amendment to the intergovernmental agreement between the Town of Burlington, the City of Burlington and the Burlington Cemetery Association**

---

The board discussed the intergovernmental agreement with Bev Gill of the Cemetery Association. The agreement has not yet been approved by the City of Burlington or the Cemetery Association.

No decision was made.

---

### **12 Update on Town Land Use Plan Revision Committee**

---

There will be a public hearing on the proposed changes to the Land Use Plan. The public hearing will be held at the Town Hall auditorium on March 13, 2025, from 4:00 – 6:00 PM.

The map and land use plan will be available on the Town's website.

---

### **13 Adjourn**

---

**Ketterhagen motioned to adjourn at 8:20 PM; Czaplewski seconded.  
Motion carried.**

Approved this 13<sup>th</sup> day of March 2025  
Jeanne Rennie, Clerk