



Town of Burlington

32288 Bushnell Road / Burlington WI 53105
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**Town Board
Meeting Minutes
April 11, 2024**

1 Call to order and roll call

At 6:50 PM Chair Russ Egan called to order the regular meeting of the Town of Burlington Board of Supervisors. The meeting was held at the Town Hall, 32288 Bushnell Road, Burlington.

Chairman Russ Egan and Supervisors Steve Swantz, Neal Czaplewski, Jason Ketterhagen, and Brian Fliss were present.

2 Verify posting of meeting

Egan confirmed that the meeting was properly posted.

3 Citizen Comments

Claude Lois – 30620 Durand Avenue, Unit 12, thanked Paul Naber for his dedication to the Browns Lake Sanitary District. Naber has resigned his office as commissioner.

4 Minutes from the Regular Meeting held on March 14, 2024

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

5 Reports

Egan – had nothing to report.

Swantz – had nothing to report.

Czaplewski – nothing to report.

Ketterhagen – nothing to report.

Fliss – nothing to report.

Highway – Isaacson provided a written report for the month. He also summarized the continuing activity of the department.

Fire – Chief Vrchota commented on the continuing activity of the fire department.

Marine – no report.

Emergency – no report.

Sheriff's Department – provided a written report.

Experience Burlington – not in attendance.

Administrator – Naber reported on a couple topics including the upcoming Highway W closure and the fire at Wehmhoff Preserve.

Clerk – Rennie commented on the spring election. Everyone elected for the municipal offices has signed their oaths. She also updated the board regarding Open Book and Board of Review. The dates should be finalized soon.

6 Bills as of April 11, 2024

Fliss moved to pay the bills as of April 11, 2024; Ketterhagen seconded.
Motion carried.

7 March 2024 financials

Fliss moved to accept the financials as presented; Swantz seconded.
Motion carried.

8 Planning & Zoning recommendation – Land Division
Kurt Petrie / 002-02-19-26-002-010 / 29235 Ketterhagen Rd

Czaplewski moved to accept recommendation to approve the land division;
Fliss seconded. Motion carried.

9 Discussion and possible action on a Driveway Ordinance

Czaplewski motioned to approve the ordinance; Swantz seconded. Fliss questioned if it has been reviewed by legal. Naber commented that it was reviewed by the town attorney.

Motion carried.

10 Discussion and possible action on approving policies for “Autistic Child Area,” “Blind Child Area,” and “Deaf Child Area” signage

Naber and Isaacson have worked on creating policies and applications for the posting of signs for autistic child area, blind child area, and deaf child area.

Czaplewski moved to approve the policies for all 3 signs; Ketterhagen seconded.

Motion carried.

11 Discussion about the Town possibly taking over Coyote Ridge roads

The roads in the Coyote Ridge subdivision are currently private. There have been questions regarding the town possibly taking over the roads. There was a discussion by the town board, administrator, and highway supervisor regarding the current condition of the roads and signage as well as what would be required by the town before taking over the roads. Several citizens voiced their thoughts on the matter.

12 Discussion and possible action on approving the lowering of Birchwood Reserve LOC

Naber stated that there is a request to lower the line of credit for the work that has already been completed.

Claude Lois – Browns Lake Sanitary District – requested to keep the sanitary district amount the same at \$102,172.50.

Robert Wielgos, raSmith – reviewed the numbers. He recommended lowering the line of credit by \$231,897.30. The line of credit will now be \$3,428,510.70.

Czaplewski moved to lower the line of credit by \$231,897.30; Swantz seconded.
Motion carried.

13 Temporary liquor license for the Browns Lake Aquaducks for the following dates: July 11th and July 25th

**Czaplewski motioned to approve the temporary liquor licenses for the Browns Lake Aquaducks; Swantz seconded.
Motion carried.**

14 Approval of Browns Lake Sanitary District appointment of Eric Weis

Paul Naber is moving out of the sanitary district and has resigned his position as commissioner.

Eric Weis – 2815 Knollcrest Rd – spoke about his desire to serve on the Sanitary District.

**Fliss motioned to appoint Eric Weis to Browns Lake Sanitary District commissioner; Ketterhagen seconded.
Motion carried.**

15 Discussion and possible action on approving Browns Lake Sanitary District temporary dredging hours of operation

Claude Lois – Browns Lake Sanitary District – spoke about the bids the sanitary district has received for dredging and the possible hours.

There was a discussion regarding the possibility of the effect a 7:00AM – 7:00PM schedule would have on the project. This included the cost, length of time and the inconvenience to the users of the lake.

There was a consensus to start with this schedule and address any concerns as they may arise.

16 Reappoint Phil Peterson to a 3-year term for Planning & Zoning Committee, ending April 30, 2027

**Swantz motioned to reappoint Phil Peterson; Fliss seconded.
Motion carried.**

17 Discussion and possible action on appointing a person to the Planning and Zoning Committee for a 3-year term starting May 1, 2024 and ending April 30, 2027

The open position is a result of Joe Ketterhagen's term expiring. Ketterhagen does not wish to renew his term.

Egan appointed Joe Greeter to a 3-year term to the planning & zoning committee.

18 Discussion and possible action on approving a holding tank at 29208 Plank Road

Milostan Investments, LLC requested a holding tank be installed at 29208 Plank Road. There was a discussion regarding the application. It is required before he can move forward with a conditional use permit with Racine County.

**Czaplewski motioned to approve the application for a holding tank; Swantz seconded.
Motion carried.**

15 Adjourn

**Czaplewski motioned to adjourn at 8:00 PM; Fliss seconded.
Motion carried.**

Approved this 9th day of May 2024
Jeanne Rennie, Clerk