

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
January 8, 2024, at 6:00 pm

The Bristol Town Board will hold a regular monthly town board meeting on Monday, January 8, 2024, at 6:00 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- I. Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes from December 11, 2024, Board Meeting
 - d. Approval of Check Register & Treasurer's Report for December 2023
- II. Public Comment – items not on the agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business
 - a. Discuss/Consider Method To Notify Residents of Public Open House for Comprehensive Plan Update
 - b. Discuss/Consider Commitment of Final ARPA Fund Expenditures
- VI. Set Future Meetings and Agendas
 - January 30, 2023 – Open House for Comprehensive Plan Update
 - February 12, 2023 – Public Hearing to Vacate Section of Old Stone Quarry Rd and Jt. Plan-Board Meeting
- VII. Adjourn.

Notice is hereby given that it is possible that a majority of other governmental body may be present at the above meeting of the Town Board to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Town Board will take formal action at the above meeting.

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

Kim Grob, Town Clerk-Treasurer

Certified Posting: 1-4-2024 Town Hall and website.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
December 11, 2023, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:02pm by Chairman Derr. Board Members Present –Derr and Willison, Absent: Grove. Planning Commission Members Present: Sandy Dulin, Al Rogers, Jim Ringelstetter and Brian Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM NOVEMBER 13, 2023, BOARD MEETING

Motioned by Willison and seconded by Derr to approve November 13, 2023, Board minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER & TREASURER'S REPORT FOR NOVEMBER 2023

Motioned by Willison and seconded by Derr to approve November 2023 check register. All ayes, Motion carried. Motioned by Willison and seconded by Derr to approve November 2023 Treasurer's Report. All ayes, Motion carried.

PUBLIC COMMENT - NONE

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported the boards for the ice rink are installed and will be working on making ice as weather cooperates. The Committee is still working with the soccer club on a contract for use of the field and plan to have something in place by spring. The next meeting is planned for January 30, 2024 with spring clean-up for the parks being their main topic.

CHAIRPERSON REPORT

- Continued planning for the Twin Lane Rd project with MSA.
- There was an incident at Club Bristol that was reported and waiting to hear more details.

BUSINESS

a. DISCUSSION ON OPTIONS FOR THE EVERSON PROPERTY, BRANCH RD OUTBUILDING LOCATION

Dan Everson explained the location where he wants to build conflicts with the current Ordinance. A Board of Adjustment meeting is scheduled for the end of January where they will be considering changing the Ordinance on location of outbuildings.

b. DISCUSS/CONSIDER E-INSTALLING LITTLE LIBRARY AT BRISTOL RIDGE PARK

Tamara asked the board for their approval of installing a little library at Bristol Ridge Park. No park in the surrounding area has one and it is suggested to place it next to the pavilion. Motioned by Derr and seconded by Willison to accept the donation of the little library and for it to be installed where Public Works seems appropriate. All ayes, Motion carried.

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c. DISCUSS/CONSIDER BY PLANNING COMMISSION REQUEST TO VACATE SECTION OF OLD STONE QUARRY ROAD & SET DATE FOR PUBLIC HEARING BY THE BOARD

Motioned by Ringelstetter and seconded by Rogers to approve moving ahead to vacate Old Stone Quarry Rd and allow to have a Public Hearing on February 12, 2024. All ayes, Motion carried.

d. DISCUSS/CONSIDER RENEWAL OF ELECTION INSPECTORS FOR TERM 2024-2025

The 2024-2025 list of Poll Workers was presented. Motioned by Willison and seconded by Derr to approve poll workers as listed for the 2024-2025 term with the correction of grammatical errors on the list. All ayes, Motion carried.

e. DISCUSS/CONSIDER E-MAIL MANAGEMENT SERVICES BY TOWNWEB

Kim Grob reported that Horstman Network has agreed to manage the town e-mails and will work on obtaining a discounted rate through TechSoup and the costs will be \$12.50/user/mth or lower. Motioned by Willison and seconded by Derr to approve Horstman managing town e-mails and accepts obtaining a TechSoup account for a possible reduced rate. All ayes, Motion carried.

f. DISCUSS/CONSIDER COMPREHENSIVE PLAN UPDATE BY CARPC

The Open House for residents to review and comment on the preliminary Comprehensive Plan is scheduled for January 30, 2024, at 5:00pm. Discussion occurred on the existing plan goals in comparison to the survey results.

SET FUTURE MEETINGS AND AGENDAS

January 8, 2023 at 6:00pm – Board Meeting

ADJOURN

Motioned by Willison and seconded by Derr to adjourn at 8:52 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

Town of Bristol
Treasurer's Report
December 2023

General Fund

Beginning Balance 12/1/2023			\$71,841.12
Deposits	\$ 3,399,086.12		
Transfer from LGIP	\$ -		
Withdrawals		\$ 199,975.85	
Transfer to ICS Account		\$ 750,000.00	
Ending Balance 12/30/2023			<u>\$2,520,951.39</u>

Money Market

Beginning Balance 12/1/2023			\$81,974.06
Interest	\$ 13.50		
Transfer to General Fund		\$ 79,974.06	
Ending Balance 12/30/2023			<u>\$2,013.50</u>

ICS Account

Beginning Balance 12/1/2023			\$1,852.36
Transfer from General Fund	\$ 750,000.00		
Interest	\$ 114.38		
Ending Balance 12/30/2023			<u>\$751,966.74</u>

LGIP Fund

General

Beginning Balance 12/1/2023			\$68,198.18
Interest	\$ -		
Transfer to General Fund		\$ -	
Ending Balance 12/30/2023			<u>\$68,198.18</u>

Parks

Beginning Balance 12/1/2023			\$83,253.20
Interest Earned	\$ -		
Ending Balance 12/30/2023			<u>\$83,253.20</u>

Equipment

Beginning Balance 12/1/2023			\$4.70
Interest Earned	\$ -		
Ending Balance 12/30/2023			<u>\$4.70</u>

Total Funds As December 30, 2023 **\$3,426,387.71**

Parks Fund - LGIP -\$83,253.20
 ARPA Funds Available -\$165,678.71

Total Funds **\$3,177,455.80**

The Town of Bristol
Account QuickReport
As of December 31, 2023

Type	Date	Num	Name	Memo	Amount
Liability Check	12/06/2023	E-pay	United States Treasury	39-6005805 QB Tracking # -810128102	-1,763.92
Liability Check	12/07/2023		QuickBooks Payroll Service	Created by Payroll Service on 12/06/2023	-7,128.57
Bill Pmt -Check	12/11/2023	29645	Alliant Energy/WPL	Parks, TwnHall, Recycle, St Lights	-1,279.54
Bill Pmt -Check	12/11/2023	29646	Associated Appraisal Consultants, Inc.	Inv. #171529, Dec Svcs	-1,792.16
Bill Pmt -Check	12/11/2023	29647	Axley Brynelson, LLP	Inv. #958197 - October 2023 Svcs	-1,132.00
Bill Pmt -Check	12/11/2023	29648	Burke Truck & Equipment	Truck Repair	-900.28
Bill Pmt -Check	12/11/2023	29649	CyberReef	Inv. #28642 - Dec Svcs	-60.00
Bill Pmt -Check	12/11/2023	29650	Dom True Value Hardware	Acct #16671, Shop Supplies	-45.29
Bill Pmt -Check	12/11/2023	29651	Fahrner Asphalt Sealers, Inc.	Inv. #8300016559 - Egre Rd, N. Bird, Happy Valley	-111,080.00
Bill Pmt -Check	12/11/2023	29652	Frontier	December 2023 Internet Svcs	-76.53
Bill Pmt -Check	12/11/2023	29653	Horstman Networks	Inv. #2051152, December Mgmt Svcs	-65.00
Bill Pmt -Check	12/11/2023	29654	JOHNSON BLOCK	Inv. 512199, 2022Audit, Form CT Preperation	-10,450.00
Bill Pmt -Check	12/11/2023	29655	LRS, LLC	Portable Restrooms	-438.90
Bill Pmt -Check	12/11/2023	29656	MG&E	November 2023 Svcs	-332.03
Bill Pmt -Check	12/11/2023	29657	MSA Professional Services Inc	Twin Lane Rd Reconst Project	-24,799.25
Bill Pmt -Check	12/11/2023	29658	Nahn and Associates, LLC	Stormwater Mgmt	-340.00
Bill Pmt -Check	12/11/2023	29659	Pellitteri Waste Systems	Inv. #4160389, Nov Trash & Dec Recycle	-4,511.73
Bill Pmt -Check	12/11/2023	29660	Sun Prairie Lawn Care LLC	Inv. #15823, October Svcs	-3,480.00
Bill Pmt -Check	12/11/2023	29661	Sundance BioClean Inc.	Inv. #2702, November Svcs	-320.00
Bill Pmt -Check	12/11/2023	29662	Terminator Pest Control, LLC	Inv. #234980, November Svcs	-55.00
Bill Pmt -Check	12/11/2023	29663	US Cellular	Inv. #0618775939, November Svcs	-188.24
Bill Pmt -Check	12/11/2023	29664	Weber Tires	Inv. #30790, Tire Purchase & Install	-875.00
Bill Pmt -Check	12/11/2023	29665	Yes Equipment & Services, Inc.	INV00448840 Equip Parts	-715.91
Liability Check	12/20/2023	E-pay	United States Treasury	39-6005805 QB Tracking # -644076102	-1,541.20
Liability Check	12/20/2023	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -643987102	-559.00
Liability Check	12/21/2023		QuickBooks Payroll Service	Created by Payroll Service on 12/20/2023	-5,633.04
Liability Check	12/22/2023	DEBIT	North Shore Bank	010-7001187	-100.00
Liability Check	12/26/2023	DEBIT	WRS	Pre-Tax Health Ins.	-268.68
Liability Check	12/26/2023	DEBIT	WRS	Muni Pd Health Ins.	-1,696.92
Liability Check	12/29/2023	DEBIT	WRS	69-036-0118-000	-1,772.94
Bill Pmt -Check	12/29/2023	29666	Axley Brynelson, LLP	General Munici Matters	-228.60
Bill Pmt -Check	12/29/2023	29667	Business Communication Solutions, LLC	2023 Tax Bill Mailing	-772.30
Bill Pmt -Check	12/29/2023	29668	DANE COUNTY TREASURER	November 2023 Svcs	-5,209.24
Bill Pmt -Check	12/29/2023	29669	Horstman Networks	Email Mgmt Asst	-625.00
Bill Pmt -Check	12/29/2023	29670	Insight FS	Fuel	-1,681.40
Bill Pmt -Check	12/29/2023	29671	Kasieta Legal Group LLC	Nov. Svcs. Ordinance/Zoning	-189.59
Bill Pmt -Check	12/29/2023	29672	Visa - Cardmember Service	Rd Sign Battery, Shop & Office Supplies, Postage	-704.19
Bill Pmt -Check	12/29/2023	29673	Weber Tires	Dec. Svcs, 15 tire disp, tractor tire repair	-153.90
Bill Pmt -Check	12/29/2023	29674	Wisconsin Towns Assoc - TAC	2024 Town Advocacy Council Membership	-1,120.25
					-194,085.60
					-194,085.60

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

a.

No Packet Material For This Item

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

b.

No Packet Material For This Item