

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**February 12, 2024, at 6:00 pm**

**NOTICE OF PUBLIC HEARING REGARDING PROPOSED**

PLEASE TAKE NOTICE that a public hearing will be held on February 12, 2024, at 5:45 p.m., at the Town of Bristol Town Hall, 7747 County Road N, Sun Prairie, WI 53590, for a meeting of the Town of Bristol Town Board, regarding purposed items below.

Vacating A Section of “Old” Stone Quarry Road, Lying South of “Active” Stone Quarry Road,  
C.S.M. #6763 and East of Florence Dr.

**TOWN BOARD MEETING**

The Bristol Town Board will hold a regular monthly town board meeting on Monday, February 12, 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 January 8, 2024, Board Meeting and February 5, 2024, Special Board Meeting
  - d. Approval of Check Register & Treasurer’s Report for January 2024
- II. Public Comment – items not on the agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business
  - a. Discuss/Consider Resolution No. 2024-01 to Vacate a Section of “Old” Stone Quarry Road Lying South of “Active” Stone Quarry Road, C.S.M. #6763 and East of Florence Dr.
  - b. Discuss/Consider WI DOT 6-20 ft Culvert and Bridge Inventory Program and Completing the First Step of the Program.
  - c. Discuss/Consider Creating a Policy for Remote Meeting Access and Teleconferences
- VI. Set Future Meetings and Agendas
  - March 11, 2024 – Regular 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.

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

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:06pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Sign-in sheet on file in Clerk’s office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM DECEMBER 11, 2023, BOARD MEETING**

Motioned by Willison and seconded by Grove to approve December 11, 2023, Board minutes as written. All ayes, Motion carried.

**d. APPROVAL OF CHECK REGISTER & TREASURER’S REPORT FOR DECEMBER 2023**

Motioned by Willison and seconded by Grove to approve December 2023 check register. All ayes, Motion carried. Motioned by Grove and seconded by Willison to approve December 2023 Treasurer’s Report. All ayes, Motion carried.

**PUBLIC COMMENT**

Dan Everson complimented how well the Recycle Center is being run.

**PARKS COMMITTEE REPORT - NONE**

**CHAIRPERSON REPORT**

- Conversation with MSA about driveway replacements and bidding for the Twin Lane Rd project.
- There was an incident at Club Bristol, reporting an altercation between employees.
- There was a meeting between NEDCFU and City of Sun Prairie officials discussing the new contract for services. The City will be working on a new formula for the charging of services.

**BUSINESS**

**a. DISCUSSION/CONSIDER METHOD TO NOTIFY RESIDENTS OF PUBLIC OPEN HOUSE FOR COMPREHENSIVE PLAN UPDATE**

Notices have been posted on the town’s website and will be refreshed as we get closer to the Open House. A notice on the town’s Facebook page and other Bristol neighborhood pages will be posted with the announcement.

**b. DISCUSS/CONSIDER COMMITMENT OF FINAL ARPA FUND EXPENDITURES**

Discussion occurred on resurfacing the town hall parking lot and purchasing software to track culvert and bridge data.

**SET FUTURE MEETINGS AND AGENDAS**

January 30, 2024 at 5:00pm-8:00pm – Open House for Comprehensive Plan Update  
February 12, 2024 at 5:45pm – Public Hearing to Vacate Section of Old Stone Quarry Rd and Jt. Plan-Board Meeting

**ADJOURN**

Motioned by Willison and seconded by Grove to adjourn at 7:25 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Special Town Board Meeting**  
**February 5, 2024, at 9:00 am**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 9:00am by Chairman Derr. Board Members Present –Derr, Willison and Grove. Sign-in sheet on file in Clerk's office.

**BUSINESS**

**a. DISCUSSION/CONSIDER ACCEPTANCE OF THE WINNING BID FOR THE TWIN LANE ROAD PROJECT**

Joe DeYoung and Matt Wathke from MSA reviewed the two-mile Twin Lane Road project and the County grant associated with the project. It is a complete reconstructing with pulverized overlay, 4" gravel and 4" asphalt. The grant is a 70% County and 30% Town grant and MSA fees can be included in the final grant calculation. The lowest bidder was Payne & Dolan coming in at \$921,168.20. Motioned by Willison and seconded by Grove to approve Payne & Dolan's bid for the two-mile reconstructing of Twin Lane Road. All ayes, Motion carried.

**b. DISCUSS/CONSIDER FINANCING FOR THE TWIN LANE ROAD PROJECT**

Discussion occurred on the various options of financing available. Motioned by Grove and seconded by Willison to approve a loan through Board of Commissioners of Public Lands (BCPL) with a commitment of \$1,050,000. All ayes Motion carried.

**c. DISCUSS INTERGOVERNMENTAL AGREEMENT FOR FIRE SERVICES WITH THE CITY OF SUN PRAIRIE AND ATTORNEY WILLIAM COLE, AXLEY BRYNELSON'S REVIEWING**

Northeast Fire Unit of Dane Co. (NEFUDC) has requested that Attorney William Cole review the revised agreement on behalf of NEFUDC. NEFUDC will take care of all expenses incurred for the review. Attendees of the meeting suggested having conversations with surrounding fire departments to see if it is possible to contract with them for services.

**d. DISCUSS PROPERTY MAINTENANCE ORDINANCE**

There are several properties in the town that have stagnant items and/or dangerous buildings accumulating, which has become unsightly or a hazard. It was discussed that we create an Ordinance for property maintenance.

**e. DISCUSS/CONSIDER CULVERT INVENTORY PROGRAM**

The State recently enacted a Local Bridge and Culvert Inventory and Assessment Program for 6 to 20 feet in length, which Bristol has some that fall within those sizes. It was agreed to reach out to Delmore Consulting to have them submit a quote for completing an inventory of the town's bridges/culverts.

**ADJOURN**

Motioned by Willison and seconded by Grove to adjourn at 10:47 a.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**The Town of Bristol**  
**Account QuickReport**  
As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/03/2024	29675	Alan Rogers 1	8 mtgs Planning Comm 2023	-400.00
Bill Pmt -Check	01/03/2024	29676	James Ringelstetter	7 mtgs Planning Comm 2023	-350.00
Bill Pmt -Check	01/03/2024	29677	Keith Arnold	2 mtgs Planning Comm 2023	-100.00
Bill Pmt -Check	01/03/2024	29678	Kim Grob	2023 Mileage Reimbursement	-140.81
Bill Pmt -Check	01/03/2024	29679	Sandra Dulin	9 mtgs Planning Comm 2023	-450.00
Bill Pmt -Check	01/03/2024	29680	Steven Schwartzner	8 mtgs Planning Comm 2023	-400.00
Bill Pmt -Check	01/03/2024	29681	Travis Larson	8 mtgs Planning Comm 2023	-400.00
Liability Check	01/03/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 121997898	-1,999.84
Liability Check	01/04/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/03/2024	-7,995.55
Bill Pmt -Check	01/08/2024	29682	Alliant Energy/WPL	Twn Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rink	-1,077.31
Bill Pmt -Check	01/08/2024	29683	Associated Appraisal Consultants, Inc.	Inv #172029, January Svcs	-1,409.83
Bill Pmt -Check	01/08/2024	29684	Bear Graphics	Absentee Envelopes	-710.60
Bill Pmt -Check	01/08/2024	29685	CyberReef	Inv. #28902 January Svcs	-60.00
Bill Pmt -Check	01/08/2024	29686	Frontier	January 2024 Svcs	-91.68
Bill Pmt -Check	01/08/2024	29687	Horstman Networks	Inv #2051294 January Svcs w/emails	-140.00
Bill Pmt -Check	01/08/2024	29688	JOHNSON BLOCK	Inv. #512608, Final Billing for 2022 Audit	-2,650.00
Bill Pmt -Check	01/08/2024	29689	LRS, LLC	Portable Restrooms-Recycle Cntr & Bristol Gardens	-478.90
Bill Pmt -Check	01/08/2024	29690	MG&E	December Services	-584.88
Bill Pmt -Check	01/08/2024	29691	Pellitteri Waste Systems	Jan. Recycle & Dec. Trash Svcs	-3,651.99
Bill Pmt -Check	01/08/2024	29692	Sundance BioClean Inc.	Inv #2720, December Svcs	-335.00
Bill Pmt -Check	01/08/2024	29693	Terminator Pest Control, LLC	Inv #235471, December Svcs	-55.00
Bill Pmt -Check	01/08/2024	29694	Town of Bristol 1	Septic Fee 2023 Tax Bill	-9.54
Bill Pmt -Check	01/08/2024	29695	Wisconsin Dept. of Revenue	Business Tax Registration Renewal 2024-2026	-10.00
Bill Pmt -Check	01/08/2024	29696	Dane County Treasurer's Office	2022 Personal Property Leased Land	-3,425.56
Bill Pmt -Check	01/08/2024	29697	Columbus School District	January Settlement	-208,981.16
Bill Pmt -Check	01/08/2024	29698	Dane County Treasurer's Office	January Settlement	-1,056,383.67
Bill Pmt -Check	01/08/2024	29699	DeForest Area School District	January Settlement	-12,130.02
Bill Pmt -Check	01/08/2024	29700	Madison Area Tech. College	January Settlement	-223,862.53
Bill Pmt -Check	01/08/2024	29701	Sun Prairie School District	January Settlement	-3,042,034.11
Liability Check	01/18/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/17/2024	-6,160.04
Paycheck	01/19/2024	29703	Schultz, Daryl A	Snowplowing	-83.11
Liability Check	01/19/2024	DEBIT	North Shore Bank	010-7001187	-50.00
Liability Check	01/22/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -1525691398	-1,648.72
Bill Pmt -Check	01/23/2024	29704	COLONIAL CLUB	2024 Support Contribution	-8,000.00
Bill Pmt -Check	01/23/2024	29705	Dane County Highway Department	Inv.#30132 December Rd Brine Purchase	-176.00
Bill Pmt -Check	01/23/2024	29706	DANE COUNTY TREASURER	Inv. #44575 December Police Svcs	-6,275.02
Bill Pmt -Check	01/23/2024	29707	Dorn True Value Hardware	December Statement	-10.79
Bill Pmt -Check	01/23/2024	29708	Insight FS	Fuel - December Stmt	-1,098.19
Bill Pmt -Check	01/23/2024	29709	John Deere Financial	Inv #S67250	-763.24
Bill Pmt -Check	01/23/2024	29710	Prairie Land Towing	Inv. #240000387 - 1/9/24 Plow Trk Assistance	-788.10
Bill Pmt -Check	01/23/2024	29711	US Cellular	Inv. #0624934356 January Svcs	-188.24
Bill Pmt -Check	01/23/2024	29712	Visa - Cardmember Service	TV Disposals, Stamps/Office Supplies, Recycle Misc	-279.79
Liability Check	01/24/2024	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-2,150.26
Liability Check	01/25/2024	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -453617398	-529.35
Liability Check	01/26/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -453959398	-13.78
Bill Pmt -Check	01/30/2024	29713	Town Web Design LLC	2024 Hosting, Maint & Support	-1,860.00
Liability Check	01/31/2024	Debit	WRS	69-036-0118-000	-1,769.40
Liability Check	01/31/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 234757406	-19.70
Liability Check	01/31/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 234962406	-2,304.54
					<u>-4,604,486.25</u>
					<u>-4,604,486.25</u>

Town of Bristol  
Treasurer's Report  
January 2024

**General Fund**

Beginning Balance 12/30/2023		\$2,520,951.39
Deposits	\$ 4,648,515.68	
Transfer from LGIP	\$ -	
Transfer from ICS Account	\$ 4,523,471.50	
Withdrawals	\$ 4,602,081.09	
Transfer to ICS Account	\$ 7,071,609.86	
Ending Balance 1/31/2024		<u>\$19,247.62</u>

**Money Market**

Beginning Balance 12/30/2023		\$2,013.50
Interest	\$ 0.11	
Transfer to General Fund	\$ -	
Ending Balance 1/31/2024		<u>\$2,013.61</u>

**ICS Account**

Beginning Balance 12/30/2023		\$751,966.74
Transfer from General Fund	\$ 7,071,609.86	
Interest	\$ 18,848.31	
Transfer to General Fund	\$ 4,523,471.50	
Ending Balance 1/30/2024		<u>\$3,318,953.41</u>

**LGIP Fund**

<b><u>General</u></b>		
Beginning Balance 12/30/2023		\$68,509.92
Interest	\$ 548.95	
DOT Muni Trn Aid	\$ 53,436.03	
Transfer to General Fund	\$ -	
Ending Balance 1/30/2024		<u>\$122,494.90</u>

**Parks**

Beginning Balance 12/30/2023		\$83,633.75
Interest Earned	\$ 381.88	
Ending Balance 1/30/2024		<u>\$84,015.63</u>

**Equipment**

Beginning Balance 12/30/2023		\$4.72
Interest Earned	\$ 0.02	
Ending Balance 1/30/2024		<u>\$4.74</u>

**Total Funds As January 30, 2024      \$3,546,729.91**

Parks Fund - LGIP      -\$84,015.63  
ARPA Funds Available      -\$165,678.71

**Total Funds      \$3,297,035.57**

**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**V. Business**

**a.**

**TOWN OF BRISTOL  
RESOLUTION NO. 2024 - 01**

**A RESOLUTION TO VACATE A PORTION OF STONE QUARRY ROAD IN THE TOWN  
OF BRISTOL**

WHEREAS, the Town Board of the Town of Bristol has the power to discontinue the whole or any part of any street within the corporate limits of the Town pursuant to sec. 66.1003(4)(a), Wis. Stats., when the public interest requires it; and

WHEREAS, vacation of the portion of the below described public way will not result in a landlocked parcel or property; and

WHEREAS, Thomas J. Hanley (“**Hanley**”) is the owner of parcel number 012/0911-342-9570-9, which is the property immediately south of the below described public way. Hanley has requested that the Town vacate said portion of the right of way; and

WHEREAS, the Town Board of the Town of Bristol has considered whether such vacation would be in the public interest, and hereby determines that it is in the public interest to vacate, abandon and discontinue said portion of the below described public way because it is no longer necessary for use as a public right of way, is of no public utility and should therefore be added to the tax rolls; and

WHEREAS, upon such vacation of said portion of the below described public way, the Town finds it to be in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Bristol, pursuant to sec. 66.1003(4), Wis. Stats., that the portion of the public way described in the attached Exhibits A and B is hereby vacated and discontinued as required by the public interest.

The above described public way had been acquired and held by the Town for public purposes and, therefore, in accordance with sec. 66.1005, Wis. Stats., all easements and rights incidental to the easements that belong to any county, school district, town, village, city, utility, or person that relate to any underground or overground structures, improvements, or services and all rights of entrance, maintenance, construction, and repair of the structures, improvements, or services shall continue. The Town of Bristol does not consent to the discontinuance of any such easements and rights.

BE IT FURTHER RESOLVED, that the Town of Bristol shall file a certified copy of this Resolution with the Register of Deeds for Dane County.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BY ORDER OF THE TOWN BOARD

By: \_\_\_\_\_  
Gerald Derr, Town Chairman

ATTEST: \_\_\_\_\_  
Kim Grob, Town Clerk-Treasurer

Date Introduced: \_\_\_\_\_

Date Adopted: \_\_\_\_\_

TOWN OF BRISTOL

OCT 13, 2023

7747 CR N

SUN PRAIRIE WI 53590

ATTN: TOWN BOARD

DEAR SIRS

I AM REQUESTING THE  
VACATION OF STONE QUARRY RD  
CONNECT.

LEGAL DESCRIPTION HAS BEEN  
SUBMITTED TO YOU AND WILL BE  
ATTACHED TO CSM 6763

ANY QUESTION PLEASE ADVISE

Thomas Hawley

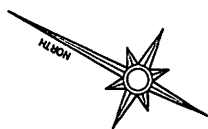
RECEIVED

OCT 16 2023

TOWN OF BRISTOL

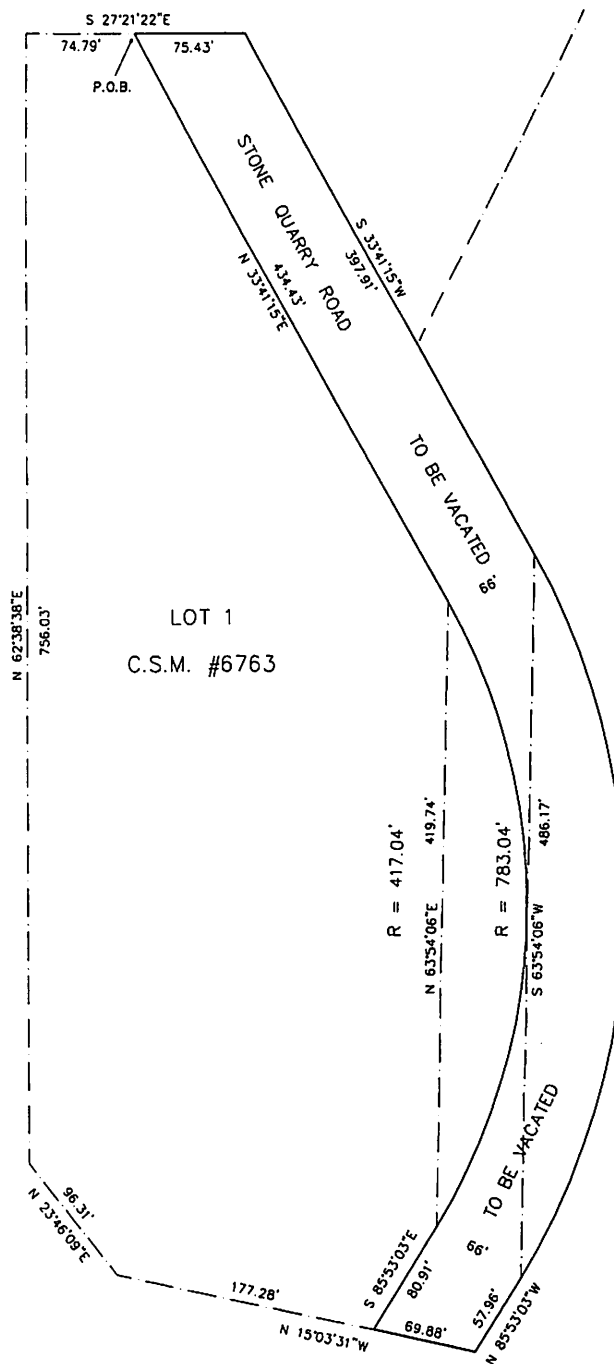


RECEIVED  
OCT 18 2023  
TOWN OF BRISTOL



SCALE 1" = 100 Ft

ACCESS ROAD "HWY 151"



# LEGAL DESCRIPTION

That part of Stone Quarry road lying South of C.S.M. #6763, recorded in Vol. 33, page 316, as document #2363087, located in the NW 1/4, Section 34, T09N, R11E, Town of Bristol, Dane County, Wisconsin more fully described as follows;

Commencing at the NE corner of said C.S.M. #6763

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 74.79 feet to the point of beginning

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 75.43 feet

THENCE South 33 degrees 41 minutes 15 seconds West for a distance of 397.91 feet

THENCE along a curve to the right having a radius of 483.04 feet and an arc length of 509.45 feet, being subtended by a chord of South 63 degrees 54 minutes 06 seconds West for a distance of 486.17 feet

THENCE North 85 degrees 53 minutes 03 seconds West for a distance of 57.96 feet

THENCE North 15 degrees 03 minutes 31 seconds West for a distance of 69.88 feet

THENCE South 85 degrees 53 minutes 03 seconds East for a distance of 80.91 feet

THENCE along a curve to the left having a radius of 417.04 feet and an arc length of 439.84 feet, being subtended by a chord of North 63 degrees 54 minutes 06 seconds East for a distance of

6763th

6763th  
L E G A L   D E S C R I P T I O N

That part of Stone Quarry road lying south of C.S.M. #6763, recorded in Vol. 33, page 316, as document #2363087, located in the NW 1/4, Section 34, T09N, R11E, Town of Bristol, Dane County, Wisconsin more fully described as follows;

Commencing at the NE corner of said C.S.M. #6763

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 74.79 feet to the point of beginning

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 75.43 feet

THENCE South 33 degrees 41 minutes 15 seconds West for a distance of 397.91 feet

THENCE along a curve to the right having a radius of 483.04 feet and an arc length of 509.45 feet, being subtended by a chord of South 63 degrees 54 minutes 06 seconds West for a distance of 486.17 feet

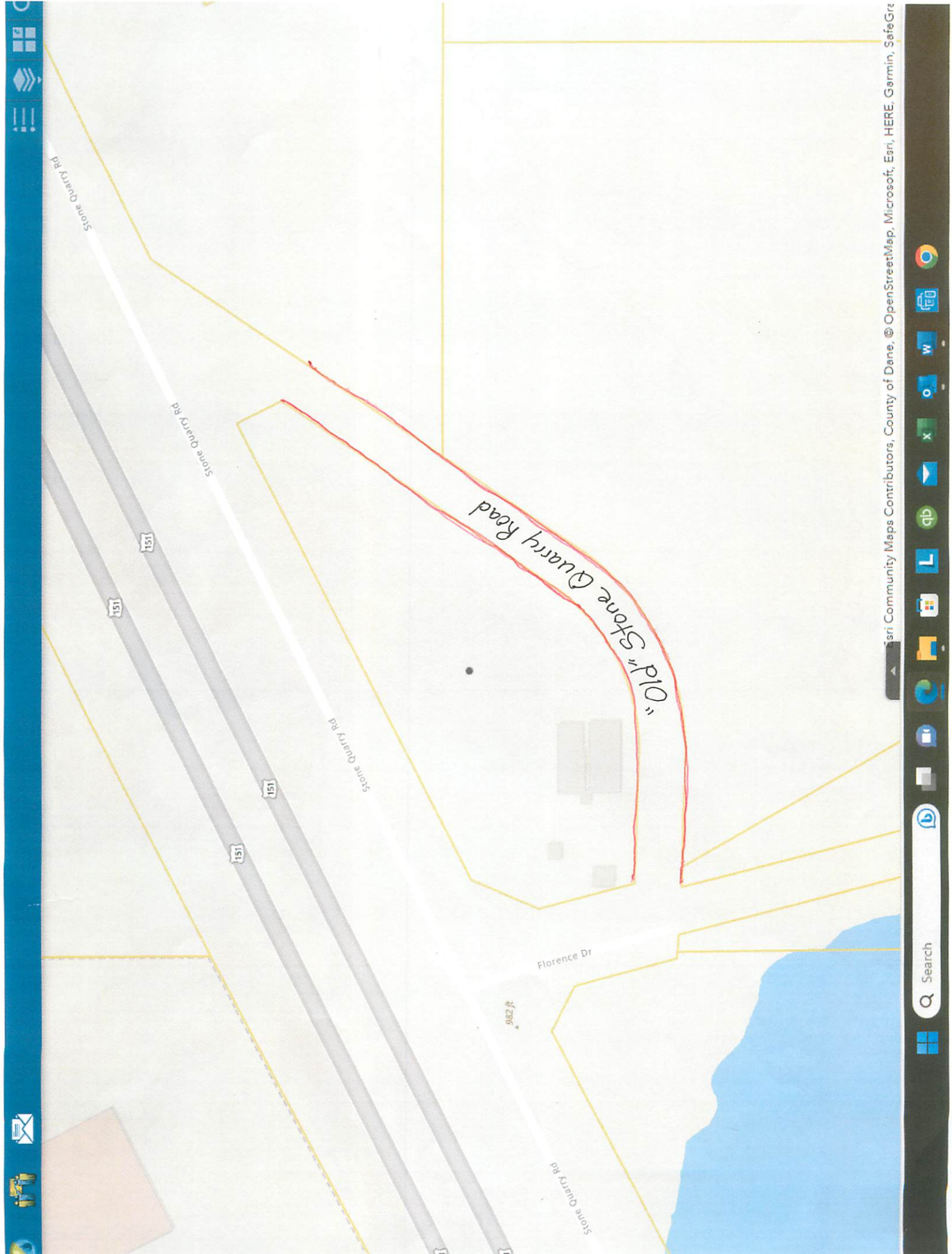
THENCE North 85 degrees 53 minutes 03 seconds West for a distance of 57.96 feet

THENCE North 15 degrees 03 minutes 31 seconds West for a distance of 69.88 feet

THENCE South 85 degrees 53 minutes 03 seconds East for a distance of 80.91 feet

THENCE along a curve to the left having a radius of 417.04 feet and an arc length of 439.84 feet, being subtended by a chord of North 63 degrees 54 minutes 06 seconds East for a distance of 419.74 feet

THENCE North 33 degrees 41 minutes 15 seconds East for a distance of 434.43 feet to the point of beginning



# **TOWN OF BRISTOL**

## **Cover Sheet for Agenda Packet Section**

### **V. Business**

#### **b.**





## Local Structures 6 – 20ft: Program Overview

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*The WisDOT 2023-25 budget includes the following language:*

*Provide \$12,500,000 to the Joint Committee on Finance SEG supplemental biennial appropriation in 2023-24 for assessment of local bridges and culverts that are less than 20 feet in length and create a biennial DOT SEG appropriation that could receive the funds. Direct DOT to develop a program for counties to assess local bridges and culverts that are 20 feet or under in length, but greater than six feet in length.*

*WisDOT has developed details to administer the program identified above and has discussed with the following local owner representatives:*

- *Wisconsin Towns Association (WTA)*
- *League of Wisconsin of Municipalities (LWM)*
- *Wisconsin County Highway Association (WCHA)*
- *Wisconsin Counties Association (WCA)*

*Below is a summary of the program to date.*

### **Program Overview**

- WisDOT estimates that there are approximately 25,000 structures that meet the definition in the budget language.
  - This estimate is based on GIS information of local roads, mapped waterways, and previous culvert inventory efforts. This estimate aligns with survey information from local owners.
- WisDOT is proposing a phased approach:
  - Phase 1: Inventory
  - Phase 2: Assessment

### **Phase 1: Inventory**

- There are no personnel qualifications necessary to collect inventory information.
- Effort is focused on locating structures and gathering basic inventory information.
  - Goal is to gather as much relevant information that can be efficiently done by personnel with no technical background.
- WisDOT will provide guidance/direction on collecting the information noted below and will be available to answer questions as needed.
- WisDOT will provide information on identified *possible* structure locations to aid the inventory collection effort.
- Information will be uploaded into the Highway Structures Information System (HSIS), an on-line database used to store all Wisconsin bridge information.

### ***Inventory Items to be Collected***

- Name of person completing the inventory
- Date of inventory
- Owner
- County
- Municipality



- Road name
- Number of lanes on structure
- Feature under (waterway, dry terrain, pathway, other)
- Latitude/Longitude
- Location description (distance from an intersection)
- Total structure length
- Structure type (pipe culvert, box culvert, girder bridge, etc.)
- Structure material (concrete, steel, etc.)
- Weight limit (if posted)
- Concerns/photos (Intended to identify any critical issues noticed that should be brought to the immediate attention of the owner)

## **Phase 2: Assessment**

### ***Inspections***

- Collect condition information on identified structures.
- Work is done by Wisconsin-certified bridge inspectors and submitted to WisDOT via the Highway Structures Information System (HSIS) application.
- WisDOT will provide guidance/direction on collecting the information noted below and will be available to answer questions as needed.
- Condition information will be based on the National Bridge Inspection (NBI) 0 – 9 scale, commonly used for bridges.
  - 7 – 9: Good condition
  - 5 – 6: Fair condition
  - 3 – 4: Poor condition
  - 0 – 2: Severe condition
- For a bridge-like structure, the inspector will rate the superstructure, substructure, and deck based on the NBI scale noted above.
- For a culvert-like structure, the inspector will record a single rating for the structure based on the NBI scale noted above.
- Inspector to supplement NBI rating with notes and photographs detailing significant findings.
- Other items to be collected during the inspection:
  - Structure geometric measurements – dependent on structure type
    - For culvert-type structures: height, barrel length, number of cells
    - For bridge-like structures: deck width, deck thickness, girder dimensions (if present)
  - Approach roadway width
  - Evidence of flooding, structure inundation
    - Supplement with notes and photographs (as appropriate) to support findings.

### ***Load Rating***

- As funding allows, structures will be load rated to verify their capacity to safely carry legal-weight traffic.
  - Only bridge-like structures will be considered for a load rating.
  - Load ratings may be prioritized based on condition.
- Load ratings will be performed by a professional engineer or under the supervision of a professional engineer.
- If capacity is found to be inadequate, the structure is load posted or closed.





## **Program Funding & Administration**

The goal is to distribute funding as equitably and efficiently as possible, based on the number of structures in a given county, city, town, or village.

### ***Inventory***

- WisDOT and local owner representatives agree on the following payment structure:
  - Local owners reimbursed \$100 per structure inventory that meet the parameters of the budget item as defined by WisDOT.
- Individual local owners will have three options to collect and submit the inventory information:
  - Use their own staff to collect the required information.
  - Coordinate with their respective County Highway Commissioner to have their county collect the required information.
  - Contract with a private-sector agency to collect the required information.
- Regardless of the resourcing method, inventory information will be sent to the County Highway Commissioners for submittal to WisDOT.
- WisDOT will reimburse County Highway Commissioners based on the number of structure inventories received for their respective county. The County Highway Commissioners will be responsible for distributing those funds to local owners, as applicable.

### ***Assessment: Inspections***

- WisDOT and local owner representatives agree on the following payment structure:
  - Reimbursement will be \$350 per structure inspection.
- Options to collect and submit inspection information include:
  - Municipalities with staff certified as bridge inspectors and the capacity to resource the effort may inspect structures in their jurisdiction.
  - County Highway Commissioners with county staff certified as bridge inspectors and the capacity to resource the effort will inspect all local structures within their county.
  - If the County Highway Commissioner does not have certified bridge inspectors on staff or does not have capacity to resource the effort, private sector certified bridge inspectors will be used.
- In the case where municipality staff certified as bridge inspectors are used:
  - WisDOT will reimburse County Highway Commissioners based on the number of structure inspections performed, who will then distribute to the appropriate municipality.
- In the case where county staff certified as bridge inspectors are used:
  - WisDOT will reimburse County Highway Commissioners based on the number of structure inspections performed by their staff and uploaded to HSIS.
- In the cases where private sector certified bridge inspectors are used:
  - The Wisconsin Counties Association (WCA) will coordinate with the other local owner organizations (WCHA, WTA, and WLM) to develop scope and execute contracts with private sector inspectors.
    - WCA et al. will coordinate across county lines to take advantage of economy of scale and most efficiently complete the work.
  - WisDOT will reimburse WCA based on the number of structure inspections performed by consultant inspectors and uploaded to HSIS.





### ***Assessment: Load Rating***

- WisDOT will coordinate with local owner representatives to develop specific direction for the load rating effort.
  - Scope of the load rating effort will be dependent on available funding.
- Load rating will be performed by private sector structural engineers.
- Reimbursement for load ratings will be on a lump sum basis.
- It is expected that contracting and reimbursement will be similar to the process described above for private sector inspections.

### **Program Timeline**

Expected timeline for this effort is as follows.

- Inventory phase:
  - Start: Pending Joint Finance Committee approval, the intent is to start as soon as possible.
    - Local owners must decide on resourcing and inform their County Highway Commissioner by April 15, 2024. To recap, options for resourcing are:
      - Use their own staff.
      - Have county staff collect information.
      - Have an executed contract with a private sector agency to perform the inventory work.
    - WCHA will develop and distribute a form for local municipalities to complete indicating their resourcing choice.
  - Complete: By December 31, 2024
    - Work performed and information submitted to the County Highway Commissioner and WisDOT.
- Assessment phase (inspection):
  - Start: No later than January 1, 2025, possibly concurrent with the inventory phase.
    - Municipalities with staff certified as bridge inspectors must decide on resourcing and communicate to their respective County Highway Commissioner by February 1<sup>st</sup>, 2024.
    - County Highway Commissioners must decide on resourcing and communicate to Wisconsin Counties Association by February 15<sup>th</sup>, 2024. To recap, options for resourcing are:
      - Use county bridge inspectors to complete all required inspections in their respective county.
      - Use private sector bridge inspectors, with Wisconsin Counties Association (WCA) executing the consultant contract.
  - Complete: Funds must be encumbered for the inspection effort by June 30, 2025.
  - Target December 31, 2025 to complete all inspections.
- Assessment phase (load rating):
  - Start: To be determined, based on available funding.
  - Complete: Funds must be encumbered for the load rating effort by June 30, 2025.



# Delmore Consulting

Comprehensive Road Management Services



WISCONSIN TOWNS  
ASSOCIATION

Empowering Town Officials

January 22, 2024

Attention: Town Board

## WISDOT 6 -20 FOOT CULVERT INVENTORY

As highlighted by WisDOT, all Towns in Wisconsin must give notice as to who will be completing the inventory of the 6-20 foot diameter culvert/small bridge inventory by April 15th.

As recommended service providers of the Wisconsin Towns Association, Delmore Consulting and Paladin Project Management have been exclusively endorsed by the WTA to conduct the inventory phase of the program.

We know that as Board Members your time is valuable, so we ensure that our service includes all aspects of the program so that all is required of the Town is to sign the 2 attached agreements and return to us by mail or email. We will notify the WTA as well as your County Highway Commissioner on your behalf.

As the program ends Dec 31, 2024, we recommend that you return these forms to us quickly so we can schedule your inventory. Please sign both forms and email to [info@delmoreconsulting.com](mailto:info@delmoreconsulting.com) or mail to Delmore Consulting before April 15th and we will ensure it is forwarded to your County Highway Commissioner and the WTA on your behalf.

Thank you

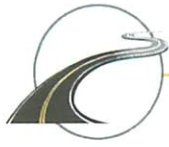
Delmore Consulting/Paladin Project Management

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Email: [info@delmoreconsulting.com](mailto:info@delmoreconsulting.com) · Website: [www.delmoreconsulting.com](http://www.delmoreconsulting.com)





**Delmore Consulting**

Comprehensive Road Management Services



**Paladin Project  
Management LLC**

## WISDOT 6 - 20 FOOT CULVERT INVENTORY AGREEMENT

As recommended service providers of the Wisconsin Towns Association, Delmore Consulting has partnered with Paladin Project Management Group and have been exclusively endorsed by the WTA to conduct the inventory phase of the WisDOT 6-20 foot Culvert/Small Bridge program.

The Delmore/Paladin partnership will ensure that all aspects off the program are complete, including driving the entire road network of the Town, locating and collecting **16** data points required by WisDOT on each 6-20 foot culvert and small bridge structures. This will include collecting the GPS coordinates. Coordinating with WisDOT, the information will then be entered into the Highway Structures Information System (HSIS). As an added benefit, exclusive to the Towns selecting the Delmore/Paladin team, we will provide the Town with a map link of all inventoried culverts and bridges. This is not part of the inventory program requirements and is exclusive to Towns working with Delmore/Paladin at no additional cost.

We know that as Board members your time is valuable, so we ensure that our service includes all aspects of the program so that all is required of the Town is to sign the 2 attached agreements and return to us my mail or email. We will notify the WTA and your County Highway Commissioner on your behalf.

Delmore Consulting will invoice the Town \$100 per structure and submit all required paperwork to your County Highway Commissioner and WisDOT for the complete reimbursement of funds to the Town. There are no additional costs.

### Acceptance of Proposal

\_\_\_\_\_  
Authorized Local Government Official

\_\_\_\_\_  
Delmore Consulting LLC

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Please sign both forms and **email to [info@delmoreconsulting.com](mailto:info@delmoreconsulting.com)** or **mail to Delmore Consulting** before April 15th and we will ensure it is forwarded to your County Highway Commissioner and the WTA on your behalf.



**WISCONSIN TOWNS  
ASSOCIATION**  
Empowering Town Officials

# **TOWN OF BRISTOL**

## **Cover Sheet for Agenda Packet Section**

### **V. Business**

#### **c.**

**No Packet Material For This Item**