

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
March 10, 2025, at 6:00 pm

The Bristol Town Board will hold a meeting on Monday, March 10, 2025, 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: February 10, 2025, Meeting
 - d. Approval of Check Register & Treasurer's Report for February 2025
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Business
 - a. Discuss/Consider Right-Of-Way (ROW) Ordinance
 - b. Discuss/Consider Approval for Developing an ATV/UTV Ordinance
 - c. Discuss/Consider Approval for Developing a Golf Cart Ordinance
 - d. Discussion on Land Inquiries: 3006 Vinburn, 2042 Branch, 3039 Happy Valley, 7382 Norway
 - e. Review Opt-Out Towns Zoning Topics: Double Frontage Lots, Fireworks Stands, Homebased Businesses
 - f. Discuss Dane Co. Hwy V Improvement Project - N. Bristol Curb Cost Allocation
 - g. Review Technical Error in Development Plan
 - h. Review ARPA Funding Status
 - i. Discuss/Consider Changing Regular Town Board Meeting Date
- V. Set Future Meetings and Agendas
- VI. Adjourn.

Notice is hereby given that it is possible that a majority of the Town Board or 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 of the Town Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Planning Commission and 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: 3-7-2025 Town Hall and website.

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February 10, 2025, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:00pm by Chairman Willison. Board Members Present – Willison, and Kvalo. Absent: Grove. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: JANUARY 13, 2025, MEETING

Motioned by Willison and seconded by Kvalo to approve January 13, minutes with the change of a paragraph format and grammatical error. All ayes, motion carried.

d. APPROVAL OF JANUARY 2025 CHECK REGISTER & DECEMBER 2024 & January 2025 TREASURER'S REPORT

Motioned by Kvalo and seconded by Willison to approve January 2025 check register. All ayes, motion carried. Motioned by Kvalo and seconded by Willison to approve the December 2024 treasurer's report. All ayes, motion carried. Motioned by Kvalo and seconded by Willison to approve the January 2025 treasurer's report. All ayes, motion carried.

PUBLIC COMMENT

Rochelle Chadwick, owner of NV Corners, inquired about the specifics of the Hwy N reconstruction that is planned for 2025 and the status of the town passing an ATV/UTV ordinance. Bristol does not have specific reconstruction details of the Hwy N project. Willison relayed that the board is considering the pros and cons of an ATV/UTV ordinance. The board will continue to review and will make a decision, but no timeline will be set for a verdict.

Todd Menzel inquired about the loose chipseal gravel from last summer's road repair; as the excess gravel was not swept. Willison will talk with Dustin about the excess chipseal gravel.

Annie Tremaine asked if the board could talk with the Village of Windsor about repairing a section of Mile Road near the gravel pit that is in poor condition.

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported the town has been awarded an Alliant Energy Grant for 26 trees to be planted in the parks. The Parks Committee will start planning a community event for the actual planting of the trees as it is a condition of the grant and Public Works will be asked for their assistance as needed. Sondgeroth has been in contact with CARPC on their donation towards a Jerry Derr memorial area in a park. The MOU for ball fields has been reviewed by the town's attorney. The committee will be responsible for approving MOU's to each organization with the Town Chairperson completing a final review for approval. Reassessing the developers lot payment was discussed as it was requested for the fees to be increased.

BUSINESS

a. DISCUSS/CONSIDER GUTTER REPAIR FOR TOWN HALL BUILDING

Gutters on the eastside of the town hall building are in need of repair. The town received one quote from The Gardner Company. Motioned by Kvalo and seconded by Willison to table until additional quotes could be received. All ayes, motion carried.

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b. DISCUSS/CONSIDER TOWN RETENTION POND CONTROL BURN CORNER OF NORWAY RD & VINBURN RD

The retention pond at Norway Rd and Vinburn Rd needs to have the dead vegetation burned off so the drainage cages can be assessed for proper drainage. All three companies who gave quotes are members of the WI Prescribed Fire Counsel. Motioned by Kvalo and seconded by Willison to accept the Good Oak Ecological Services quote, to follow all WI DNR burning regulations, work with the City of Sun Prairie Fire Chief for timing and date of the burn and to accept the HOA donation of \$200 towards the cost of the burn. All ayes, motion carried.

c. DISCUSS/CONSIDER ELECTRONICS RECYCLING SERVICE BY COM2 RECYCLING SOLUTIONS

COM2 Recycling Solutions provides electronic recycling services with no cost to municipalities. There would be two options for the town, with one having an agreement for the company to provide regular service at the recycling center or second, have a one-day electronic collection event. Motioned by Willison and seconded by Kvalo to pursue a one-day event for town residents to dispose of electronics. All ayes, motion carried.

SET FUTURE MEETINGS AND AGENDAS

March 10, 2025 – Board Meeting

ADJOURN

Board: Motioned by Kvalo and seconded by Willison to adjourn at 8:50pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol
Account QuickReport
As of February 28, 2025

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/10/2025	30215	Alliant Energy/WPL	Twñ Hall, Recycle Cntr, Egre Pk, St. Lights, Ice Rink	-1,392.56
Bill Pmt -Check	02/10/2025	30216	APG of Southern Wisconsin	Inv. #28887-0125	-87.31
Bill Pmt -Check	02/10/2025	30217	Associated Appraisal Consultants, Inc.	Inv. #178525 - February Services	-1,424.34
Bill Pmt -Check	02/10/2025	30218	Axley Brynelson, LLP	Inv. #1006718 - NEDFU	-290.40
Bill Pmt -Check	02/10/2025	30219	Best Brine LLC	Road Treatment Brine - 500 gal	-225.00
Bill Pmt -Check	02/10/2025	30220	DANE COUNTY TREASURER	July-December 2024 DaneCom	-2,253.00
Bill Pmt -Check	02/10/2025	30221	Dorn True Value Hardware	January 2025 Stmt - Misc building supplies	-30.99
Bill Pmt -Check	02/10/2025	30222	General Engineering Company	Inv. #81 - December Bldg & Land Use Permits	-5,388.14
Bill Pmt -Check	02/10/2025	30223	Horstman Networks	February IT Mgmt & Email Svcs, Computer Setup	-400.75
Bill Pmt -Check	02/10/2025	30224	Kim Grob	2024 Mileage Reimbursement	-154.56
Bill Pmt -Check	02/10/2025	30225	LRS, LLC	January Bristol Gardens & Recycling Svcs	-398.90
Bill Pmt -Check	02/10/2025	30226	MG&E	January 2025 Stmt	-903.45
Bill Pmt -Check	02/10/2025	30227	NAPA Auto Parts	January 2025 Stmt	-1,113.74
Bill Pmt -Check	02/10/2025	30228	Pellitteri Waste Systems	Inv. #5620632 - Feb Recycle & Jan Trash Svcs	-4,615.55
Bill Pmt -Check	02/10/2025	30229	Rhyme Business Products	February25 Maint. Charge	-24.97
Bill Pmt -Check	02/10/2025	30230	Sundance BioClean Inc.	Inv. #2951 January Janitorial Svcs	-335.00
Bill Pmt -Check	02/10/2025	30231	Tamara Sondgeroth	Town survey - interest for town wide collection	-99.00
Bill Pmt -Check	02/10/2025	30232	Terminator Pest Control, LLC	Inv. #248765 - January Svcs	-55.00
Bill Pmt -Check	02/10/2025	30233	US Cellular	February Svcs	-16.59
Liability Check	02/12/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1980173878	-2,039.34
Liability Check	02/13/2025		QuickBooks Payroll Service	Created by Payroll Service on 02/12/2025	-7,949.33
Bill Pmt -Check	02/17/2025	30234	Columbus School District	2025 February Tax Settlement	-235,170.92
Bill Pmt -Check	02/17/2025	30235	Dane County Treasurer's Office	2025 February Settlement	-1,129,393.80
Bill Pmt -Check	02/17/2025	30236	DeForest Area School District	2025 February Tax Settlement	-12,947.93
Bill Pmt -Check	02/17/2025	30237	Madison Area Tech. College	2025 February Tax Settlement	-241,102.89
Bill Pmt -Check	02/17/2025	30238	Sun Prairie School District	2025 February Tax Settlement	-3,500,080.25
Bill Pmt -Check	02/17/2025	30240	Dane County Treasurer's Office	2024 Farm Drainage	-8,039.88
Bill Pmt -Check	02/19/2025	30239	Dane County Treasurer's Office	2024 Ag Conversion	-820.72
Bill Pmt -Check	02/19/2025	30241	Dane County Treasurer's Office	Tax Entry for County to Enter	-64.08
Liability Check	02/26/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1878251878	-1,921.00
Liability Check	02/27/2025		QuickBooks Payroll Service	Created by Payroll Service on 02/26/2025	-6,801.70
Liability Check	02/28/2025	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -1979914878	-885.00
Paycheck	02/28/2025	DEBIT-1081	Schultz, Daryl A	Snowplowing	-530.62
Bill Pmt -Check	02/28/2025	30242	Alexandra & Nathan Truckenbrod	Refund for 2024 Taxes	-8,248.50
Bill Pmt -Check	02/28/2025	30243	Clark W Langley	Reimburse of 2024 Tax overpayment	-508.48
Bill Pmt -Check	02/28/2025	30244	Cory Ballweg and Tasneem Rahman	2024 Tax Reimbursement t	-5,330.45
Bill Pmt -Check	02/28/2025	30245	David Darling and Daniel Horan	Reimburse 2024 Tax Overpayment	-4,343.55
Bill Pmt -Check	02/28/2025	30246	Marvelle Strand	Reimburse for 2024 Tax Overpayment	-40.00
Bill Pmt -Check	02/28/2025	30247	Ton Fong Vang and My Yia Vang	Reimburse 2024 Tax Payment for parcel0911-181-4060	-7.21
Bill Pmt -Check	02/28/2025	30248	Bobbie Krenz	8.0 hrs Election Day	-120.00
Bill Pmt -Check	02/28/2025	30249	Bonnie Schmidt	6.5 hrs Election Day	-97.50
Bill Pmt -Check	02/28/2025	30250	Cory Vander Steeg	7.75 hrs Election Day	-116.25
Bill Pmt -Check	02/28/2025	30251	Cynthia Mestelle	14.5 hrs Election Day	-290.00
Bill Pmt -Check	02/28/2025	30252	Diane Mosso	6.75 hrs Election Day	-101.25
Bill Pmt -Check	02/28/2025	30253	Julie Mailder	7.75 hrs Election Day	-116.25
Bill Pmt -Check	02/28/2025	30254	Lisa Rickert	7.75 hrs Election Day	-116.25
Bill Pmt -Check	02/28/2025	30255	Marcia Forbes	6.75 hrs Election Day	-101.25
Bill Pmt -Check	02/28/2025	30256	Pete Vickerman	6.5 hrs Election Day	-97.50
Bill Pmt -Check	02/28/2025	30257	Sandra Dulin	7.75 hrs Election Day	-116.25
Bill Pmt -Check	02/28/2025	30258	Steve Bretzman	6.5 hrs Election Day	-97.50
Bill Pmt -Check	02/28/2025	30259	Steve Vale	6.5 hrs Election Day	-97.50
Total 100 - General Fund					-5,186,682.40

Town of Bristol
Treasurer's Report
February 2025

General Fund

Beginning Balance 2/01/2025			\$927,558.21
Deposits	\$	182,010.84	
Transfer from ICS Account	\$	5,000,000.00	
Withdrawals			\$ 4,930,579.86
Ending Balance 2/28/2025			\$1,178,989.19

Money Market

Beginning Balance 2/01/2025				\$2,010.94
Interest	\$	0.09		
Transfer to General Fund			\$ -	
Ending Balance 2/28/2025				<u>\$2,011.03</u>

ICS Account

Beginning Balance 2/01/2025			\$5,037,199.65
Transfer from General Fund	\$	-	
Interest	\$	14,257.54	
Transfer to General Fund			\$ 5,000,000.00
Ending Balance 2/28/2025			<u>\$51,457.19</u>

LGIP Fund

General

Beginning Balance 2/01/2025			\$169,294.32
Interest	\$	572.00	
Transfer to General Fund		\$	-
Ending Balance 2/28/2025			\$169,866.32

Parks

Beginning Balance 2/01/2025		\$88,435.61
Interest Earned	\$ 298.80	
Ending Balance 2/28/2025		\$88,734.41

Equipment

Beginning Balance 2/01/2025		\$4.98
Interest Earned	\$ 0.02	
Ending Balance 2/28/2025		\$5.00

Total Funds As February 28, 2025 \$1,491,063.14

Parks Fund - LGIP	-\$88,734.41
ARPA Funds Available	-\$165,678.71

Total Funds **\$1,236,650.02**

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

a.

TOWN OF BRISTOL
ORDINANCE 2025-XX

REGULATING CONSTRUCTION IN A TOWN RIGHT OF WAY

WHEREAS, after review and recommendation from town staff, the Town Board deems it to be in the public interest to regulate construction within the Town rights of way.

NOW, THEREFORE, the Town Board of the Town of Bristol, Dane County, Wisconsin, does hereby ordain as follows:

- A. Permit Required. No person, utility, entity, contractor or subcontractor shall perform any work, nor make or cause to be made any excavation on property owned or controlled by the Town of Bristol or, in, over or under any right-of-way, street, alley or sidewalk in the Town without first obtaining a permit from the **Town Public Works Director** or their designee.
- B. Requirements for Permit. The **Town Public Works Director** or their designee may, at his or her discretion, direct the Town Engineer to review projects prior to approving an application if deemed necessary to determine the impact to the Town property. Any costs incurred by the Town for review and inspection of facilities or improvements shall be paid by the applicant. In addition, permits shall be issued only upon satisfaction of the following:
 - 1. Completion of an application for construction permit along with the submission of the applicable fee.
 - 2. Posting with the Town Clerk of a bond or other surety in a form acceptable to the Town Attorney, in an amount determined necessary by the **Town Public Works Director** or designee not to exceed 150% of the actual cost of the construction, operation, maintenance or repair of facilities or improvements.
 - 3. Prior to commencing work the applicant shall file with the **Town Public Works Director** or designee certificates of insurance demonstrating:
 - a. Public liability insurance with a general liability aggregate limit of not less than \$2,000,000, naming the Town as an additional insured; and
 - b. Workmen's compensation and/or employer's liability insurance for all employees employed at the work site as required by Wisconsin Statutes.
 - c. The applicant shall require all subcontractors performing work to obtain and maintain similar policies with the same limits set forth above and provide a certificate of insurance to the **Town Public Works Director** or their designee prior to commencing work.
 - 4. Applicant to Hold Town Harmless. The application shall contain an agreement that the applicant will pay all damages to persons or property, public or private, caused

by the applicant, the applicant's agents, employees or servants in performing the work for which the permit is granted, and that the applicant will indemnify and save the Town free and harmless of any damages or claims against it by reason of the execution of the work for which the permit is granted.

- C. Form of Application. The application for a permit shall be in writing and signed by the applicant or his or her agent. The applicant shall submit to the **Town Public Works Director** or designee, at the time of application, information clearly and completely describing the location and nature of the work and the method applicant proposes to be used to perform the work.
- D. Fee. **The permit fee shall be \$300** or as may be amended from time to time by the Town Board. The permit fees shall double for all work commenced prior to issuance of all required permits. The **Town Public Works Director** or designee may order all work commenced prior to issuance of all required permits to immediately cease until all fees paid and such permits have been issued.
- E. Exceptions. The Town Board may, at its discretion, waive permit requirements as necessary. Emergency repairs of facilities or improvements may be made as needed, provided a permit is applied for within five working days after the commencement of emergency repairs.
- F. Permit Does Not Grant Occupancy Privilege. No permit for an excavation granted under this section shall convey or grant any privilege to occupy the space within or below any street or sidewalk or any utility, vault, pipe, drain or any other thing.
- G. Size and Closing of Excavations. When excavations are made under the provisions of this section, the excavation shall not be larger, and shall not be left open longer, than necessary.
- H. Materials from excavation not to interfere with public. In opening any street or other public way, all materials for paving or ballasting shall be removed with the least possible injury or loss and, together with the excavated material from the trenches, shall be placed where the least practicable inconvenience to the public will be caused.
- I. Openings to Have Protection. All openings made in the public streets or alleys in accordance with permission given pursuant hereto shall be enclosed with sufficient barriers, approved lights or flashers, which shall be maintained upon the same at night, and all necessary precautions shall be taken to prevent accidents.
- J. Restoration of Existing Improved Surfaces. The applicant shall restore all permanent type pavements, sidewalks, driveways, trees, shrubbery, lawns, fences, poles and other property and surface structures removed or disturbed during, or as a result of, construction operations to a condition that existed before the work began. The surface of all improvements shall be constructed of the same conditions and match in appearance the surface of the improvements which were removed.
 - 1. Materials to be Replaced. In opening a trench on any street or lot, the sidewalk materials, sand, gravel and earth, or whatever material is removed or penetrated, shall be replaced in a manner satisfactory to the **Town Public Works Director** or designee and any remainder promptly removed, leaving the street or sidewalk in its

condition prior to commencement of the work. The applicant shall warrant all work for a period of one year after completion. In addition, all gas, water and electric lines or conduits shall be protected from injury or settling in a manner satisfactory to the **Town Public Works Director** or designee. In refilling the excavation, all earth, stone and screenings shall be thoroughly and properly tamped and the surface of the street, sidewalk or alley left in as good condition as the same was in before the excavation was made.

2. Paved Streets. When any excavation is made in a permanently paved road or street or in any road or street which at any time is to be permanently paved, all clay or hardpan must be removed and the excavation entirely backfilled with sand or gravel or other required material thoroughly wet and consolidated or tamped in six-inch layers. The excavation requirements set forth in § SPS 332.38, Wis. Adm. Code, and 29 CFR 1926.651, as may be amended from time to time, are hereby incorporated by reference and shall govern such construction.

K.

- L. This ordinance shall take effect upon passage and publication as provided by law.

The above and foregoing ordinance was duly adopted at a meeting of the Town Board of the Town of Bristol on the ____ day of _____, 2025, by a vote of ____ in favor and ____ opposed.

TOWN OF BRISTOL

Brian Willison, Town Chairman

Attested by:

Kimberly M. Grob, Town Clerk-Treasurer

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

b.

No Packet Material For This Item

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

c.

No Packet Material For This Item

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

d.

No Packet Material For This Item

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

e.

No Packet Material For This Item

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

f.

No Packet Material For This Item

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

g.

No Packet Material For This Item

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

h.

ARPA Funds

[illegible]

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

IV. Business

i.

No Packet Material For This Item