

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
***Jt. Plan Commission and Town Board Meeting***  
**May 8, 2023, at 6:00 pm**

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, May 8, 2023, 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: April 6, Special Jt. Plan-Board Mtg and April 10, 2023 Board Mtg
  - d. Approval of Check Register & Treasurer's Report for April 2023
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Chairpersons Report
- V. Business
  - a. Discuss/Consider 2023 Road Work Bids.
  - b. Overview/Discuss of Comprehensive Plan Update.
- VI. Set Future Meetings and Agendas
- VII. 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: 5-4-2023 Town Hall and website.*

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Special Jt. Plan Commission and Town Board Meeting**  
**April 06, 2023, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:01pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Planning Commission Members Present: Steve Schwartz, Sandy Dulin, Jim Ringelstetter, Al Rogers, Travis Larson, and Brian Willison. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**PUBLIC COMMENT**

Doug Tjugum congratulated town candidates who won the April 4 election.

**BUSINESS**

**a. DISCUSSION/CONSIDER APPROVAL OF LIQUOR LICENSE FOR PRAIRIE ATHLETIC GOLF COURSE D.B.A. PRAIRIE PINES FOR APRIL 8, 2023 – JUNE 30, 2023**

Pete & Jennifer Simon purchased the Sun Prairie Golf Course and are applying for their liquor license through June 30, 2023. Background checks were conducted and came out clear. Derr recently met with Pete Simon and there are lots of improvements planned for the property. Motioned by Willison and seconded by Grove to approve the liquor license for Prairie Athletic Golf Course D.B.A. Prairie Pines through June 30, 2023. All ayes, Motion carried.

**b. DISCUSS/CONSIDER APPROVAL OF REZONE/CSM ON 3047 SCOTLAND PARKWAY TO COMBINE PARCELS 0911-301-1008-2 & 0911-301-6274-3 AND CHANGE THE TWO ZONINGS FROM A-1 TO SFR**

Corey Radlund is requesting to combine a small lot to the south that adjoins his lot to gain some additional space and to change the zonings from A-1 to SFR. Planning – Motioned by Sandy Dulin and seconded by Al Rogers to approve the CSM and rezone of parcels 0911-301-1008-2 and 0911-301-6274-3, 3047 Scotland Parkway combining the two parcels and changing the zoning of both to SFR. All ayes, Motion carried. Board – Motioned by Grove and seconded by Willison to approve as the Planning Commission recommended, combining parcels 0911-301-1008-2 and 0911-301-6274-3, 3047 Scotland Parkway combining the two parcels and changing the zoning of both to SFR. All ayes, Motion carried.

**c. INFORMATIONAL / SCHEDULING FUTURE MEETINGS FOR UPDATING THE TOWN'S COMPREHENSIVE PLAN WITH CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC).**

Sean Higgins from CARPC lead the "kick-off" discussion of updating the Comprehensive Plan. Discussion occurred on the best ways to communicate with the Planning Commission, Board members and CARPC staff. Higgins reviewed the steps of the updating process and set a mid-May goal to get a survey out to the public. There will be a working session on current issues in June 12 after the regular board meeting.

**ADJOURN**

Planning - Motioned by Dulin and seconded by Rogers to adjourn at 7:28 p.m. All ayes, Motion carried.  
Board - Motioned by Grove and seconded by Willison to adjourn at 7:28 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer



**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Town Board Meeting**  
**April 10, 2023, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:05pm 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 MARCH 13, 2023, BOARD MEETING**

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

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

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

**PUBLIC COMMENT**

Gilbert Bradley inquired of the annual meeting date and by State Statue annual meetings are the third Tuesday of April unless scheduled differently at the prior year's annual meeting. Bradley also asked about the broadband installation update and Upnet is still working on installation down Hwy V. It is hard to get the interest of broadband providers to bring service to rural areas because the numbers of service destinations (homes and business) are not plentiful enough and spread out too far for them to justify the cost that it would incur. Kolby Hirth made recommendations for the Chairperson's report, check register and Treasurer's Report and posting of the Comprehensive Plan update meetings. Scott Construction has been in communication with Public Works and plan to come the week of April 17 to scrape the bumps on various roads in an effort to correct their error from last summer.

**PARKS COMMITTEE REPORT**

Public Works are getting mulch delivered to parks. Play structure staff will now be helping with the installation on May 6 & 7 at no cost to the town. The new park signs are marked out and ready for installation.

**BUSINESS**

**a. DISCUSSION/CONSIDER APPROVAL OF PRAIRIE PINES GOLF COURSE OPERATOR LICENSES FOR APRIL 11, 2023 TO JUNE 30, 2023**

There are a total of six applicants submitted. All required paperwork was submitted and reviewed. Background checks were completed with no issues to report. Motioned by Grove and seconded by Willison to approve Operator License's for Peter Simon, Jennifer Simon, Carter Simon, Carly Simon, Michael Hornung and Erin Ruland through June 30, 2023. All ayes, Motion carried.

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Town Board Meeting**  
**April 10, 2023, at 6:00 pm**

- b. **MOVE TO CLOSED SESSION UNDER WI STATS. SEC. 19.85 (1)( C ) FOR PURPOSES OF EMPLOYMENT, COMPENSATION, OR PERFORMANCE EVALUATION OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNEMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. FOR THE PURPOSE, IS TO CONDUCT AN INTERVIEW FOR A TOWN ADMINISTRATIVE ASSISTANT POSITION.**

Motion by Willison and seconded by Grove to move to closed session. Roll call: Gerald Derr, aye; Brian Willison, aye and Ben Grove, aye. All ayes, Motion carried.

- c. **RETURN TO OPEN SESSION TO FORMALLY DISPOSE OF ANY DISCUSSION IN CLOSED SESSION**

Motioned by Willison and seconded by Grove to move to open session. Roll call: Gerald Derr, aye; Brian Willison, aye and Ben Grove, aye. All ayes, Motion carried. Motioned by Willison and seconded by Grove to offer the Administrative Assistant position to Karen Weidner starting pay at \$19/hr with a 90 day review and possibly raising to \$20/hr at that time, Part-time positions are a non-benefit position.

**SET FUTURE MEETINGS AND AGENDAS**

Board & Comprehensive Plan Update Meeting – May 8, 2023

**ADJOURN**

Motioned by Grove and seconded by Willison to adjourn at 9:15 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer



**The Town of Bristol**  
**Account QuickReport**  
As of April 30, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/05/2023	29397	Arbor Green Inc.	53317 - Guardrail for Happy Valley & Briar Rd Intersection	-2,000.00
Bill Pmt -Check	04/11/2023	29398	Alliant Energy/WPL	March Services for five accounts	-1,284.95
Bill Pmt -Check	04/11/2023	29399	APG of Southern Wisconsin	Invoice #28887-0323	-207.55
Bill Pmt -Check	04/11/2023	29400	Associated Appraisal Consultants, Inc.	Inv #167529	-8,271.98
Bill Pmt -Check	04/11/2023	29401	Axley Brynson, LLP	Inv. #925765	-1,140.78
Bill Pmt -Check	04/11/2023	29402	CyberReef	Invoice #26629	-60.00
Bill Pmt -Check	04/11/2023	29403	DANE COUNTY TREASURER	Inv. #43418 March Police Contracted Services	-7,063.61
Bill Pmt -Check	04/11/2023	29404	General Engineering Company	Inv #15 & 59	-6,004.63
Bill Pmt -Check	04/11/2023	29405	Horstman Networks	Inv. #2050139 April IT Services	-65.00
Bill Pmt -Check	04/11/2023	29406	Kasieta Legal Group LLC	Statement #12710	-81.25
Bill Pmt -Check	04/11/2023	29407	MG&E	51602 - March Gas & Electric	-571.45
Bill Pmt -Check	04/11/2023	29408	Municipal Treasurers Assn of Wisconsin In	Inv. #4163 (Ad for Admin Asst)	-60.00
Bill Pmt -Check	04/11/2023	29409	Nahn and Associates, LLC	Inv. #2055	-1,785.00
Bill Pmt -Check	04/11/2023	29410	Pellitteri Waste Systems	Inv. #3590237	-3,394.51
Bill Pmt -Check	04/11/2023	29411	Sundance BioClean Inc.	Inv. #2558	-320.00
Bill Pmt -Check	04/11/2023	29412	Terminator Pest Control, LLC	Inv. #224289	-55.00
Bill Pmt -Check	04/11/2023	29413	US Cellular	51406 - Telephone Svcs	-158.05
Bill Pmt -Check	04/11/2023	29414	Barry Thoma	4/4/2023 Election Wages	-250.00
Bill Pmt -Check	04/11/2023	29415	Bonnie Schmidt	4/4/2023 Election Wages	-97.50
Bill Pmt -Check	04/11/2023	29416	Cynthia Mestelle	4/4/2023 Election Wages	-335.00
Bill Pmt -Check	04/11/2023	29417	Dave Suchomel	4/4/2023 Election Wages	-131.25
Bill Pmt -Check	04/11/2023	29418	Diane Mosso	4/4/2023 Election Wages	-131.25
Bill Pmt -Check	04/11/2023	29419	Harold Silvester	4/4/2023 Election Wages	-97.50
Bill Pmt -Check	04/11/2023	29420	Janet Storch	4/4/2023 Election Wages	-135.00
Bill Pmt -Check	04/11/2023	29421	Julie Malder	4/4/2023 Election Wages	-131.25
Bill Pmt -Check	04/11/2023	29422	Julie Marshall	4/4/2023 Election Wages	-86.25
Bill Pmt -Check	04/11/2023	29423	Julie Skemp	4/4/2023 Election Wages	-131.25
Bill Pmt -Check	04/11/2023	29424	Kay Radke	4/4/2023 Election Wages	-97.50
Bill Pmt -Check	04/11/2023	29425	Lisa Rickert	4/4/2023 Election Wages	-131.25
Bill Pmt -Check	04/11/2023	29426	Louise Kubista	4/4/2023 Election Wages	-127.50
Bill Pmt -Check	04/11/2023	29427	Marcia Forbes	4/4/2023 Election Wages	-127.50
Bill Pmt -Check	04/11/2023	29428	Marilyn Silvester 1	4/4/2023 Election Wages	-127.44
Bill Pmt -Check	04/11/2023	29429	Pete Vickerman	4/4/2023 Election Wages	-101.25
Bill Pmt -Check	04/11/2023	29430	Sam Skemp	4/4/2023 Election Wages	-247.50
Bill Pmt -Check	04/11/2023	29431	Sandra Dulin	4/4/2023 Election Wages	-127.50
Bill Pmt -Check	04/11/2023	29432	Sue Sewell	4/4/2023 Election Wages	-97.50
Bill Pmt -Check	04/11/2023	29433	Sue Weirough	4/4/2023 Election Wages	-97.50
Liability Check	04/12/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 1767235886	-2,043.92
Liability Check	04/13/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/12/2023	-6,290.19
Liability Check	04/13/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/12/2023	-1,727.97
Paycheck	04/14/2023	29434	Schultz, Daryl A	Snowplowing 3.19.23 - 4.01.23	-198.48
Liability Check	04/25/2023	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -898156410	-868.20
Bill Pmt -Check	04/26/2023	29435	AAA State of Play	Park Play Structure - Final Payment	-17,853.94
Bill Pmt -Check	04/26/2023	29436	Frontier	Acct #608-837-5844-071720-5	-76.53
Bill Pmt -Check	04/26/2023	29437	Insight FS	Fuel	-1,800.48
Bill Pmt -Check	04/26/2023	29438	JR's Mulch Sales	Certified Playmat Mulch for Parks	-2,850.00
Bill Pmt -Check	04/26/2023	29439	Kasieta Legal Group LLC	Stmnt #12767	-243.75
Bill Pmt -Check	04/26/2023	29440	LRS	Inv #0003596963 & #0003596964	-407.00
Bill Pmt -Check	04/26/2023	29441	Visa - Cardmember Service	April Election Cost, Rackspace, Flags for Town Hall, Maint T.H.	-476.69
Bill Pmt -Check	04/26/2023	29442	Wisconsin Department of Administration	Acct #MUNI000762	-455.00
Liability Check	04/26/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 656663490	-1,693.80
Liability Check	04/26/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 662947490	-246.33
Liability Check	04/27/2023		QuickBooks Payroll Service	Created by Payroll Service on 04/26/2023	-6,118.50
					-78,683.23
					-78,683.23
					-78,683.23

Town of Bristol  
Treasurer's Report  
April 2023

**General Fund**

Beginning Balance 4/1/2023		\$211,325.61
Deposits	\$27,711.17	
Withdrawals		\$ (76,018.79)
Ending Balance 4/28/2023		<u>\$163,017.99</u>

**Money Market**

Beginning Balance 4/1/2023		\$107,746.14
Interest	\$28.93	
Ending Balance 4/28/2023		<u>\$107,775.07</u>

**ICS Account**

Ending Balance		<u>\$1,852.36</u>
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**LGIP Fund**

**General**

Beginning Balance 4/1/2023		\$184,339.79
4/3/23 DOT TRANS AID	\$53,436.03	
4/14/23 Lottery Settlement	\$34,031.49	
4/30/23 Interest	\$999.78	
Ending Balance 4/30/2023		<u>\$272,807.09</u>

**Parks**

Beginning Balance 4/1/2023		\$80,423.51
Interest Earned	\$317.19	
Ending Balance 4/30/2023		<u>\$80,740.70</u>

**Equipment**

Beginning Balance 4/1/2023		\$4.54
Interest Earned	\$0.02	
Ending Balance 4/30/2023		<u>\$4.56</u>

**Total Funds As April 30, 2023    \$626,197.77**

Parks Fund - LGIP	\$80,740.70
ARPA Funds Available	<u>-\$143,900.99</u>

**Total Funds Available    \$563,037.48**

## 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