

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
August 14, 2023, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, August 14, 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: July 10, 2023 Jt Plan-Board Meeting
 - d. Approval of Check Register & Treasurer's Report for July 2023
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business
 - a. Discuss/Consider Operator Licenses for August 15, 2023 – June 30, 2024.
 - b. Discuss/Consider Temporary Closing of Parkway Dr for Neighborhood Gathering
 - c. Discuss/Consider Happy Valley Rd Cautionary Traffic Signage Surrounding Golf Course Entrance
 - d. Discuss/Consider Non-Resident Renting of Town Facilities
 - e. Overview/Discuss Comprehensive Plan Update with CARPC.
- 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: 8-10-2023 Town Hall and website.

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July 10, 2023, at 5:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 5:02pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Planning Commission Members Present: Steve Schwartz, Sandy Dulin, Travis Larson, Al Rogers, Jim Ringelstetter, Keith Arnold and Brian Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: JUNE 6, SPECIAL BOARD MTG & JUNE 12, 2023 BOARD MTG

Board - Motioned by Willison and seconded by Grove to approve June 6, 2023 Special Board meeting minutes as written. All ayes, motion carried. Board – Motioned by Willison and seconded by Grove to approve June 12, 2023, Board meeting minutes as written. All ayes, motion carried.

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

Motioned by Willison and seconded by Grove to approve the June 2023 check register. All ayes, motion carried. Motioned by Grove and seconded by Willison to approve June 2023 Treasurer's report. All ayes, motion carried.

BUSINESS

a. MOVE TO CLOSED SESSION UNDER WI STATS. SEC. 19.85(1) FOR PURPOSES OF EMPLOYMENT, COMPENSATION, OR PERFORMANCE EVALUATION OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY AND TO CONSIDER LEGAL COUNSEL ISSUES.

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

b. RETURN TO OPEN SESSION TO CONSIDER ANY ACTION NECESSARY FROM 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. The Board discussed the Club Bristol agreement dated June 25, 2021 and will hold an Informational Meeting (DTBD) for listening to public input.

c. DISCUSS/CONSIDER OPERATOR LICENSES FOR JULY 11, 2023 – JUNE 30, 2024

All five applications were submitted with appropriate paperwork and paid. No concerns were found with background checks. Motion by Grove and second by Willison to approve Kevyn Quamme, Jacey Bellefeuille, Ellie Michaels, Leah Hamilton, and Britt Schumann Operator Licenses for July 11, 2023 – June 30, 2024. All ayes, motion carried.

d. DISCUSS/CONSIDER CREATING BEST PRACTICE LIST OF STORMWATER SYSTEMS

Nahn & Associates is recommending creating a best practice list of Bristol's stormwater systems which will support the DNR requirements for the town's stormwater permit. Motion by Willison and second by Grove to approve Nahn & Associates creating a best practice list of stormwater systems in the Town of Bristol. All ayes, motion carried.

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e. DISCUSS/CONSIDER FLY DANE 2024

Fly Dane is an arial photography of Dane County in a three-inch resolution imagery. Motion by Willison and second by Derr to approve the town to join in acquiring the Fly Dane 2024 project. 2 aye; 1 nay. Motion passed. Grove expressed he would like to see what the value is of the information before approving.

f. DISCUSS/CONSIDER HAPPY VALLEY RD CAUTIONARY TRAFFIC SIGNAGE SURROUNDING GOLF COURSE ENTRANCE

With the reopening of the golf course on Happy Valley Rd there has been an increase in traffic. A cautionary sign of some kind, speed board and rumble strips were suggestions to alert travelers of the golf course entrance. The board agreed to have Public Works to obtain estimates of the options suggested.

g. DISCUSS/CONSIDER TRI-COUNTY QUOTE ON DRIVEWAY CUT-OUT

Tri County Paving gave a proposal to fix a driveway connection to the road on Happy Valley that needs to be repaired. Motion by Grove and second by Willison to approve the proposal from Tri County Paving to fix the driveway/road connection at 2982 Happy Valley Rd.

h. DISCUSS/CONSIDER ADDING ELDER LANE TO THE CRACK FILLING QUOTE

Discussion occurred to add Elder Lane to the Crack Filling quote for 2023. Motion by Grove and second by Willison to not add Elder Lane to the 2023 crack filling list at this time. All ayes, motion carried.

i. DISCUSS/CONSIDER MOVING FORWARD WITH THE TWIN LANE RD CONSTRUCTION SCHEDULE

Joe from MSA Engineering recommends starting a construction schedule for the Twin Lane Rd project for 2024 as winter bidding will give the best pricing. Twin Lane has larger farm equipment frequently traveling on the road which helped it qualify for the grant. Motion by Willison and second by Grove to approve MSA to begin scheduling the Twin Lane project. All ayes, motion carried.

j. OVERVIEW/DISCUSS OF COMPREHENSIVE PLAN UPDATE WITH CARPC

Sean Higgins presented a map of the town's developed areas.

PUBLIC COMMENT

Kolby Hirth expressed her concern of the. Bird & Edgre development where street lights were installed with no shielding. Hirth requested to have the topic on next month's agenda in discussing a smart growth plan. The board discussed options of talking with the developers and sending a letter to the City of Sun Prairie.

PARKS COMMITTEE REPORT

No parks report was given.

CHAIRPERSONS REPORT

Patrick Marsh Presentation by Birrenkott
Marked out cemetery lots and refreshed entrance gates with paint
Attended AccessDane meeting
Scheduled road wedging for season

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SET FUTURE MEETINGS AND AGENDAS

August 14, 2023, at 6:00pm - Jt. Plan-Board meeting, includes Comp. Plan update workshop

ADJOURN

Planning - Motioned by Willison and seconded by Larson to adjourn at 8:30pm. All ayes, Motion carried.

Board - Motioned by Willison and seconded by Grove to adjourn at 8:30pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

DRAFT

Town of Bristol
Treasurer's Report
July 2023

General Fund

Beginning Balance 7/1/2023		\$58,258.05
Deposits	\$26,851.50	
Transfers from other accounts	\$110,000.00	
Withdrawals	\$ (132,155.32)	
Ending Balance 7/31/2023		<u>\$62,954.23</u>

Money Market

Beginning Balance 7/1/2023		\$7,786.08
Interest	\$0.40	
Transfer to General Fund	\$ -	
Ending Balance 7/31/2023		<u>\$7,786.48</u>

ICS Account

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

General

Beginning Balance 7/1/2023		\$278,048.46
DOT Trans Aid	\$53,436.03	
2% Fire Dues	\$29,128.51	
Computer Aid	\$72.75	
Interest	\$1,195.77	
Transfer to General Fund	\$ (110,000.00)	
Ending Balance 7/31/2023		<u>\$251,881.52</u>

Parks

Beginning Balance 7/1/2023		\$81,423.43
Interest Earned	\$356.29	
Ending Balance 7/31/2023		<u>\$81,779.72</u>

Equipment

Beginning Balance 7/1/2023		\$4.60
Interest Earned	\$0.02	
Ending Balance 7/31/2023		<u>\$4.62</u>

Total Funds As July 31, 2023 \$406,258.93

Parks Fund - LGIP -\$81,779.72
ARPA Funds Available -\$165,678.71

Total Funds Available \$158,800.50

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

a.

CCAP ☒ New
DOJ ☒

Town of Bristol
Application for an "Operator's" License

I, the undersigned, hereby make application to the local governing body of the Town of Bristol in Dane County, for an "Operator's" License as provided by WI Statute 125.17, for the license year _____ through June 30, 2024.

I certify that I am 18 years of age, and am familiar with the laws, ordinances, and regulations governing the sale and service of alcoholic beverages, and agree, if granted this license, to obey all provisions of local and state laws governing such sale and service.

Name Winger Jayden K Date of Birth 2005
Last First Middle
Drivers License # 03 Social Security # _____
Current Address 453 London Road Deerfield WI Phone # _____
Street Address, City, State, Zip

List all prior addresses for the last 5 years:

Street Address	City	State	Zip	From	To
453 London Rd	Deerfield	WI	53531	2022	2023
322 Klein St	Deerfield	WI	53531	2005	2022

City and State where you were born: Deerfield WI

Name of Employer's Business Prairie Pines Phone # _____

HAVE you ever held an alcohol or operator's license from the Town of Bristol? _____ Yes ☒ No

HAVE you ever held an alcohol or operator's license from another municipality/township? _____ Yes ☒ No
If Yes, specify where and when: _____

HAVE you EVER been convicted of ANY offenses in ANY State? _____ Yes ☒ No

If Yes:

For what? _____

When _____ Which Court? _____

For what? _____

When _____ Which Court? _____

HAVE you completed the state-required "Beverage Server" Course? ☒ Yes _____ No. If yes, please provide a copy of the certificate of completion with this application. If No, we will issue a Provisional License for 60 days (if you pass the background check), within which time you must complete this course and provide the certificate of completion.

I hereby affirm that the above questions have been truthfully answered. I also authorize the Town of Bristol to review and check the information on this application and to refer this application for a full background investigation. I further understand that any incomplete, inaccurate or false answers will constitute sufficient reason for rejection, denial or revocation of the license.

Jayden Winger
Applicant's Signature

07/06/2023
Date

Subscribed and sworn to before me this 6th day of July, 2023

[Signature]
Signature: Clerk / Notary

FEES:

Operator's -	\$25.00	Cash	<input checked="" type="checkbox"/> Ck
Provisional -	\$10.00	Cash	<input checked="" type="checkbox"/> Ck
Background Check -	\$25.00	Cash	<input checked="" type="checkbox"/> Ck

For Office Use:

Approved _____ Rejected _____ at Town Board meeting on _____

Date

23/24-37P

Certif
on
File

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

b.

No Packet Material For This Item

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

c.

No Packet Material For This Item

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

d.

No Packet Material For This Item

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

e.

No Packet Material For This Item