

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
October 14, 2024, at 6:00 pm

The Bristol Town Board will hold a Joint meeting on Monday, October 14, 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: September 9, 2024, Meetings
 - d. Approval of Check Register & Treasurer's Report for September 2024
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business for Town Board
 - a. Discuss/Consider Approval for Parks Committee to Apply for Tree Grant Through Alliant Energy
 - b. Discuss/Consider Payne & Dolan Pay Request #1 for Twin Lane Rd Improvement Project
 - c. Discuss/Consider Fall Burn Dates
 - d. Discuss/Consider Approval of Election Inspectors for November Election
 - e. Discuss/Consider Approval for Town Office to be Closed to the Public November 6, 2024
 - f. Discuss/Consider Remaining ARPA Funds Obligation
- 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: 10-11-2024 Town Hall and website.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning -Town Board Meeting
September 09, 2024, 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, Grove and Willison. Planning: Steve Schwartzer, Sandy Dulin, Chuck Kvalo and Brian Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTE: AUGUST 15, 19, 23 & 26, 2024 MEETINGS

Motioned by Willison and seconded by Grove to approve August 15, 19, 23 & 26, 2024, minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER & TREASURER'S REPORT FOR AUGUST 2024

Motioned by Willison and seconded by Grove to approve August 2024 check register. All ayes, motion carried. Motioned by Grove and seconded by Willison to approve August 2024 Treasurer's Report. All ayes, motion carried.

PUBLIC COMMENT

Town roads opening to ATV/UTV traveling were discussed with 21 entry signs and 31 end signs being needed for the town at a cost of approximately \$1,100. Volunteers would be available to install the signs. Tamara asked about fall burn dates and people burning leaves in their campfire pits. Fall burn dates will be set at the October meeting.

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported that the committee is continuing to work on the Alliant Energy Tree grant and focusing on Sunset Meadow Park with placement of trees. The suggestion currently is ornamental trees in front and larger trees towards the back of the park. Tamara and office staff are meetings with scheduling program companies for ball field park reservations.

CHAIRPERSON REPORT

- Public Works has been working on mowing ditches and shouldering of roads. Chip sealing of assigned roads is being completed.

BUSINESS FOR PLANNING COMMISSION & TOWN BOARD

a. DISCUSSION/CONSIDER ZONING CHANGE/C.U.P. REVIEW FOR PARCEL 09911-292-8080-5, 2825 HAPPY VALLEY RD REZONE FROM A-1(EX)(LEGACY) TO SFR AND C.U.P. APPROVAL TO ADD PLUMBING FIXTURES TO A NEW ACCESSORY STRUCTURE

Steve Knause gave a review of his proposed zoning change and Conditional Use Permit request with a bathroom in an accessory building. Planning: Motioned by Kvalo and seconded by Dunlin to accept the rezone from A-1 (EX)(Legacy) to SFR and C.U.P. of adding plumbing fixtures to a new accessory structure. All ayes, motion carried. Board: Motioned by Grove and seconded by Willison to accept the Planning Commissions recommendation for approving 2825 Happy Valley Rd rezone from A-1 (EX)(Legacy) to SFR and C.U.P. of adding plumbing fixtures to a new accessory structure. All ayes, motion carried.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning -Town Board Meeting
September 09, 2024, at 6:00 pm

BUSINESS FOR TOWN BOARD

a. DISCUSSION/CONSIDER DRAINAGE OPTIONS ALONG 6697 TWIN LANE RD SOUTH TO PARCEL #0911-253-8551-0

Joe DeYoung from MSA gave a review of his findings for the ongoing drainage issues for the corner of Twin Lane Rd and Greenway. Two options were presented with a two-culvert option or a one culvert with shaping and cleaning out the drainage ditch on the east side of the road, staying within the right-of-way. The second option costs less and does not require approval from the landowner on the east side of the road. Motioned by Willison and seconded by Grove to approve obtaining a quote to install one 36" pipe and to reshape and cleaning out the ditch on the east side of the road with the understanding that this project will be compliant with the Twin Lane Rd project and the town will contribute up to \$21,000 beyond grant contribution. All ayes, motioned carried.

b. DISCUSS/CONSIDER AMENDMENT APPROVAL OF ZONING ORDINANCE 1.0620, HOME-BASED BUSINESS: SECONDARY STANDARDS

Town of Sun Prairie is requesting approval amending Chapter 1.0620, Home-based business-secondary standard of the Zoning Ordinance. This amendment provides structure for properties that may fall under the category of larger scale home-based businesses. Motioned by Willison and seconded by Grove to approve the amendment of Zoning Ordinance Chapter 1.620, Home-Based Business: Secondary Standards. All ayes, motion carried.

c. DISCUSS/CONSIDER APPROVAL OF ROAD LINE PAINTING QUOTE FROM DANE COUNTY HWY DEPT. FOR SECTIONS OF EGRE RD, N. BIRD ST, HAPPY VALLEY RD AND VINBURN RD

Motioned by Grove and seconded by Willison to approve Dane Co. Hwy Dept. quote for center line painting with zones up to 10% increase from quote for 2025 rate increase: condition with contract approval by board; to include sections of Egge Rd, N. Bird St, Happy Valley Rd, Vinburn Rd and the addition of Twin Lane Rd from Hwy 151 north to new paved section. All ayes, motioned carried.

d. DISCUSS/CONSIDER ELECTION SYSTEMS & SOFTWARE QUOTE FOR RENTAL OF DS200 MACHINE FOR THE NOVEMBER 5, 2024, ELECTION

In preparing for the anticipated large November election turnout, Clerk Kim Grob is requesting to rent a second DS200 tabulator machine. The last presidential election in 2020 the town had 2844 voters out of 3,030 registered voters at the time and participation is expected to be similar with current registered voters at 3,086. Motioned by Grove and seconded by Willison to rent a DS200 tabulator machine for the November 5, 2024, election. All ayes, Motion carried.

SET FUTURE MEETINGS AND AGENDAS

October 14, 2024 – Board Meeting

ADJOURN

Planning: Motioned by Dulin and seconded by Kvalo to adjourn at 7:38pm. All ayes, Motion carried.
Board: Motioned by Grove and seconded by Willison to adjourn at 7:38pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol
Account QuickReport
As of September 30, 2024

Type	Date	Num	Name	Memo	Amount
Check	09/03/2024	DEBIT	UpNet Wisconsin	September Srvc Twn Hall Internet	-89.99
Bill Pmt -Check	09/05/2024	29976	Barry Thoma	16 Hrs Election Day	-320.00
Bill Pmt -Check	09/05/2024	29977	Cynthia Mestelle	16 Hrs Election Day	-320.00
Bill Pmt -Check	09/05/2024	29978	Dave Suchomel	6.75 Hrs Election Day	-101.25
Bill Pmt -Check	09/05/2024	29979	Diane Mosso	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29980	Harold Silvester	7 Hrs Election Day	-105.00
Bill Pmt -Check	09/05/2024	29981	Julie Skemp	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29982	Kay Radke	7 Hrs Election Day	-105.00
Bill Pmt -Check	09/05/2024	29983	Kurt DeGroot	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29984	Lisa Rickert	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29985	Louise Kubista	6.75 Hrs Election Day	-101.25
Bill Pmt -Check	09/05/2024	29986	Lynnette Johnson	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29987	Marcia Forbes	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29988	Marilyn Silvester 1	5.75 Hrs Election Day	-86.25
Bill Pmt -Check	09/05/2024	29989	Rachel Gallagher	7 Hrs Election Day	-105.00
Bill Pmt -Check	09/05/2024	29990	Sandra Dulin	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29991	Steve Vale	9.25 Hrs Election Day	-138.75
Bill Pmt -Check	09/05/2024	29992	Sue Sewell	6.75 Hrs Election Day	-101.25
Bill Pmt -Check	09/05/2024	29993	Sue Suchomel	6.75 Hrs Election Day	-101.25
Bill Pmt -Check	09/09/2024	29994	Alliant Energy/WPL	Twn Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rinf	-1,352.17
Bill Pmt -Check	09/09/2024	29995	Associated Appraisal Consultants, Inc.	Inv. #176026 - Sept. 2024 Srvc	-1,409.79
Bill Pmt -Check	09/09/2024	29996	CyberReef	Inv. #30779 - August Phone/Internet Srvc	-60.00
Bill Pmt -Check	09/09/2024	29997	Frontier	September 2024 Srvc	-92.21
Bill Pmt -Check	09/09/2024	29998	General Engineering Company	Inv #00013 & 76-July Bldg & Land Use	-7,802.31
Bill Pmt -Check	09/09/2024	29999	Insight FS	Fuel	-3,650.57
Bill Pmt -Check	09/09/2024	30000	JOHNSON BLOCK	2023 Audit Progress Billing	-1,800.00
Bill Pmt -Check	09/09/2024	30001	LRS, LLC	August Srvc Bristol Gardens	-278.30
Bill Pmt -Check	09/09/2024	30002	Office Depot Business Credit	August 2024 Stmt - Office Supplies	-216.55
Bill Pmt -Check	09/09/2024	30003	Terminator Pest Control, LLC	Inv. #243822 - August Srvc	-55.00
Bill Pmt -Check	09/09/2024	30004	US Cellular	Inv. #0674451274 - September Srvc	-64.71
Bill Pmt -Check	09/09/2024	30005	Wingra Stone Company	96.71 tn - 1.25" Recycled Asphalt	-701.16
Bill Pmt -Check	09/09/2024	30006	Yes Equipment & Services, Inc.	INV00465220 - Maching Maintenance	-938.43
Liability Check	09/11/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 2146594814	-1,905.06
Liability Check	09/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/11/2024	-7,569.86
Bill Pmt -Check	09/19/2024	30007	Kasieta Legal Group LLC	Stmt #14147	-54.16
Bill Pmt -Check	09/19/2024	30008	MG&E	August Stmt	-31.21
Bill Pmt -Check	09/19/2024	30009	Paulson & Associates	August Srvc	-2,033.78
Bill Pmt -Check	09/19/2024	30010	Pellitteri Waste Systems	Inv. #5134621	-4,718.82
Bill Pmt -Check	09/19/2024	30011	Sun Prairie Lawn Care LLC	August Srvc	-4,350.00
Bill Pmt -Check	09/19/2024	30012	Sundance BioClean Inc.	Inv. #2863	-335.00
Bill Pmt -Check	09/19/2024	30013	Wingra Stone Company	139.99 tn - 1.25" Recycled Asphalt	-1,014.94
Check	09/24/2024	DEBIT	NUSO LLC	September Srvc Phone System	-183.47
Liability Check	09/24/2024	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,300.52
Liability Check	09/25/2024	E-pay	United States Treasury	39-6005805 QB Tracking # 1290127010	-1,688.66
Liability Check	09/26/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/25/2024	-6,301.48
Liability Check	09/26/2024	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # 1316109010	-882.33
Liability Check	09/27/2024	DEBIT	North Shore Bank	010-7001187	-100.00
Liability Check	09/30/2024	DEBIT	WRS	69-036-0118-000	-2,807.10
					<u>-59,343.83</u>

Total Funds **\$1,097,374.32**

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

a.

Clerk Treasurer

From: Tamara Sondgeroth <tamsond@live.com>
Sent: Tuesday, October 8, 2024 1:13 PM
To: Lindsay Earhart; gabe lubenau
Cc: Suzanne Cone; snox857@aol.com; Nancy BAULING; palwisc@gmail.com; mankes@msn.com; nickmason2001@gmail.com; Clerk Treasurer; David VonBehren; Cyndi Voeck
Subject: MEETING CANCELLED
Attachments: BRW106FD93019F0_000130.pdf

Hello Parks Committee/Reps,

There are numerous people unable to make it to the tonight's meeting. I have decided to cancel this meeting and try for Tuesday, October 22.

We do have one time-sensitive item. The tree grant must be submitted before November 1. To submit it, we require approval from the town board, which must be next week to meet the deadline. Please take a look at the attached documents. Here are a few highlights:

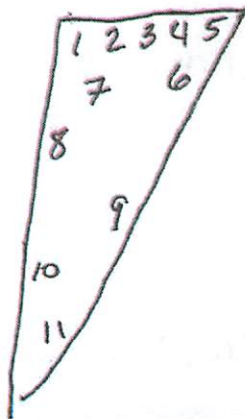
- Grant requests funding for 26 trees.
- Trees will be planted at Pearl Court, Brooks Ridge Trail, and Sunset Meadows.
- Trees were selected based on being aesthetically pleasing and those that will grow to create a forested area.
- Two quotes are attached.
- Planting will be done by volunteers during the park clean-up in April 2025. We would need the town to rent a tractor attachment to dig the holes and allocate time for Dustin to dig the holes.

I need your approval to move forward with the board this next week. I will make the motion to purchase 26 trees from Jungs for \$2032.71, if grant is funded by Alliant Energy. I need a second and "Aye" or "Nay" from committee members.

Thanks,
Tamara



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 50 ft



- 1) Apple
- 2) Cherry
- 3) Apple
- 4) Cherry
- 5) Apple
- 6) Japanese Tree Lilac
- 7) Swamp ^{white} Oak
- 8) White Pine
- 9) Japanes Tree Lilac
- 10) White Pine
- 11) Swamp White Oak

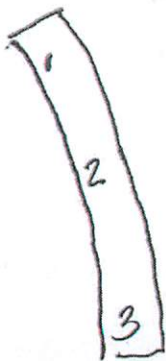
Google Maps

2869 Brooks Ridge
Drive

Brooks Ridge Park - Nature
trail



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024 50 ft



Swamp White Oak - 3



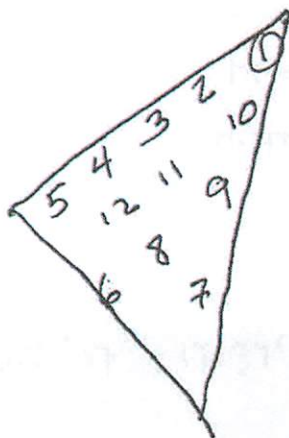
1747 Tam O Shanter Trail

Sunset Meadow Park



Imagery ©2024 Airbus, Maxar Technologies, Map data ©2024

50 ft



- 1) Apple
- 2) Cherry
- 3) Apple
- 4) Cherry
- 5) Apple
- 6) Norway Pine
- 7) Swamp White Oak
- 8) Norway Pine
- 9) Swamp White Oak
- 10) Norway Pine
- 11) Japanese Tree Lilac
- 12) Japanese Tree Lilac



Quote Prepared 9/18/2024
Pick up: 1123 N Bristol St. Sun Prairie, WI 53590

SKU	Description	Size	Retail	Qty	
30552-5M	Malus Liberty Apple	5 Gallon	\$69.99	3	\$209.97
30520-5M	Malus Empire Apple	5 Gallon	\$69.99	3	\$209.97
30746-5M	Prunus Bing Cherry	5 Gallon	\$72.99	2	\$145.98
30744-5M	Prunus Black Tartian Cherry	5 Gallon	\$72.99	2	\$145.98
	5ft Syringia Ivory Silk Japanese				\$399.96
21096/5R	Lilac	5 Gallon	\$99.99	4	
22504-5M	Quercus Swamp White Oak	5 Gallon	\$65.99	7	\$461.93
22932-7M	Pinus White Pine	7 Gallon	\$81.99	2	\$163.98
22832-5M	Picea Norway Spruce	5 Gallon	\$62.99	3	\$188.97

Sub Total	\$1,926.74
Sale Tax	\$105.97

Total	\$2,032.71
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QUOTE

SRB'S TREES

2779 Star Crest Trail
Sun Prairie, WI 53590
Phone: (608) 444-1321

SEPTEMBER 12, 2024

Town of Bristol
Parks

CUSTOMER PHONE	CUSTOMER EMAIL	
Tamara 608-335-2816	Tamsond@live.com	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
6	1.5" Apple Tree	195	1,170
4	1.5" Cherry	195	780
4	1.5" Japanese Tree lilac	195	780
7	1.5" Swamp White Oak	195	1,365
2	White Pine	195	390
3	Norway Pine	195	585
	All tree will come in 5-10 Gallon Buckets		

SUBTOTAL	5,070
SALES TAX	
TOTAL DUE	\$5,070

Make all checks payable to SRB'S TREES.

If you have any questions concerning this invoice, contact: Brian Srb, (608) 444-1321, briansrb2@icloud.com

Not responsible for dog fences or irrigation

THANK YOU FOR YOUR BUSINESS!



Permission to Plant on City Property

The city/town of _____, recognizing the
benefits of trees including for energy efficiency, wildlife habitat, and carbon sequestration
hereby grants permission to plant trees on public property for this tree planting project.

Name of tree planting project

Print Name

Date

Signature

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

b.

Contractor's Application for Payment

Owner: <u>Town of Bristol</u> Engineer: <u>MSA Professional Services, Inc.</u> Contractor: <u>Payne & Dolan, Inc.</u> Project: <u>Twin Lane Road Improvements</u> Contract: <u>Public Works</u>	Owner's Project No.: _____ Engineer's Project No.: <u>07530019</u> Contractor's Project No.: _____
Application No.: <u>1</u> Application Date: <u>10/9/2024</u> Application Period: From <u>4/4/2024</u> to <u>10/9/2024</u>	

1. Original Contract Price	\$ 921,168.20
2. Net change by Change Orders	\$ 32,986.21
3. Current Contract Price (Line 1 + Line 2)	\$ 954,154.41
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 772,067.44
5. Retainage	
a. 5% X \$ 772,067.44 Work Completed	\$ 38,603.37
b. _____ X \$ - Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 38,603.37
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 733,464.07
7. Less previous payments (Line 6 from prior application)	\$ -
8. Amount due this application	\$ 733,464.07
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 182,086.97

Initial
MG

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Payne & Dolan, Inc. Signed by: _____
Signature: *Sam Billhorn* **Date:** 10/9/2024

Recommended by Engineer By: <u><i>Mark W...</i></u> Title: <u>Project Engineer</u> Date: <u>10/10/2024</u>	Approved by Owner By: _____ Title: _____ Date: _____
Approved by Funding Agency By: _____ Title: _____ Date: _____	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: Town of Bristol
 Engineer: MSA Professional Services, Inc.
 Contractor: Payne & Dolan, Inc.
 Project: Twin Lane Road Improvements
 Contract: Public Works

Owner's Project No.: _____
 Engineer's Project No.: 07530019
 Contractor's Project No.: _____

Application No.: 1		Application Period:		From	04/04/24	to	10/09/24	Application Date: 10/09/24			
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
1	Mobilization, Bonds & Insurance	1.00	LS	7,350.00	7,350.00	1.00	7,350.00		7,350.00	100%	-
2	Traffic Control	1.00	LS	6,750.00	6,750.00	1.00	6,750.00		6,750.00	100%	-
3	Driveway Removal - Asphalt	115.00	SY	10.00	1,150.00	142.00	1,420.00		1,420.00	123%	(270.00)
4	Driveway Removal - Concrete	145.00	SY	10.00	1,450.00	102.00	1,020.00		1,020.00	70%	430.00
5	Remove Existing Culvert	410.00	LF	11.00	4,510.00	393.00	4,323.00		4,323.00	96%	187.00
6	Pulverize & Regrade Ex. Asphalt Pavement	28,515.00	SY	1.25	35,643.75	28,515.00	35,643.75		35,643.75	100%	-
7	Remove, Salvage, & Relocate Existing Mailboxes	1.00	LS	500.00	500.00	1.00	500.00		500.00	100%	-
8	Excavation Below Subgrade (EBS)	1,925.00	CY	17.10	32,917.50	-	-		-	0%	32,917.50
9	Breaker Run	3,850.00	TN	11.90	45,815.00	-	-		-	0%	45,815.00
10	Trucked-In Fill	250.00	CY	14.80	3,700.00	432.00	6,393.60		6,393.60	173%	(2,693.60)
11	Dense Graded Base	7,900.00	TN	13.60	107,440.00	4,440.42	60,389.71		60,389.71	56%	47,050.29
12	Ditch Grading	295.00	LF	20.00	5,900.00	835.00	16,700.00		16,700.00	283%	(10,800.00)
13	Dense Graded Base Shoulder, 2-FT Width	21,884.00	LF	1.40	30,637.60	21,884.00	30,637.60		30,637.60	100%	-
14	Asphaltic Concrete Pavement, Lower Layer, Type 3 LT 58-28 S (2.25-Inch Depth)	3,975.00	TN	63.40	252,015.00	3,896.30	247,025.42		247,025.42	98%	4,989.58
15	Asphaltic Concrete Pavement, Upper Layer, Type 4 MT 58-28 S (1.75-Inch Depth)	3,100.00	TN	64.40	199,640.00	2,910.50	187,436.20		187,436.20	94%	12,203.80
16	Asphalt Pavement Driveway, 3.0-Inch Thick	25.00	TN	110.00	2,750.00	-	-		-	0%	2,750.00
17	Concrete Driveway, 7.0-Inch Thick	145.00	SY	89.90	13,035.50	67.50	6,068.25		6,068.25	47%	6,967.25
18	18-Inch CMP Culvert	338.00	LF	57.80	19,536.40	274.00	15,837.20		15,837.20	81%	3,699.20
19	18-Inch CMP Apron Endwall	22.00	EA	280.00	6,160.00	18.00	5,040.00		5,040.00	82%	1,120.00
20	24-Inch CMP Culvert	78.00	LF	131.60	10,264.80	40.00	5,264.00		5,264.00	51%	5,000.80
21	24-Inch CMP Apron Endwall	4.00	EA	1,004.00	4,016.00	2.00	2,008.00		2,008.00	50%	2,008.00
22	48-Inch CMP Culvert	40.00	LF	228.50	9,140.00	100.00	22,850.00		22,850.00	250%	(13,710.00)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: Town of Bristol
 Engineer: MSA Professional Services, Inc.
 Contractor: Payne & Dolan, Inc.
 Project: Twin Lane Road Improvements
 Contract: Public Works

Owner's Project No.:
 Engineer's Project No.: 07530019
 Contractor's Project No.:

Application No.: 1		Application Period: From 04/04/24 to 10/09/24		Application Date: 10/09/24							
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
23	48-Inch CMP Apron Endwall	2.00	EA	3,162.00	6,324.00	-	-	-	-	0%	6,324.00
24	48-Inch RCP Culvert	16.00	LF	668.90	10,702.40	-	-	-	-	0%	10,702.40
25	Culvert Stakes	14.00	EA	55.00	770.00	4.00	220.00	-	220.00	29%	550.00
26	Storm Extension Site Grading	1.00	LS	4,850.00	4,850.00	1.00	4,850.00	-	4,850.00	100%	-
27	Topsoil, Seed, & Erosion Mat, Urban, Class I Type B	17,653.00	SY	5.25	92,678.25	22,050.00	115,762.50	-	115,762.50	125%	(23,084.25)
28	Ditch Check, Undistributed	10.00	EA	115.00	1,150.00	6.00	690.00	-	690.00	60%	460.00
29	Rip Rap, Medium	32.00	CY	121.00	3,872.00	22.00	2,662.00	-	2,662.00	69%	1,210.00
30	Culvert Pipe Check	25.00	EA	20.00	500.00	11.00	220.00	-	220.00	44%	280.00
Original Contract Totals					\$ 921,168.20		\$ 787,061.23	\$ -	\$ 787,061.23	85%	\$ 134,106.97
Change Orders											
CO1	Additional Traffic Control	1.00	LS	630.00	630.00	1.00	630.00	-	630.00	100%	-
CO1	Excavation Below Subgrade - Unit Price Adjustment	24.00	CY	51.30	1,231.20	24.00	1,231.20	-	1,231.20	100%	-
CO1	Breaker Run - Unit Price Adjustment	33.52	TON	33.52	1,123.59	33.52	1,123.59	-	1,123.59	100%	-
CO1	Dense Graded Base - Unit Price Adjustment	4,440.42	TON	2.20	9,768.92	4,440.42	9,768.92	-	9,768.92	100%	-
CO1	Additional Rip Rap, Medium	2.50	TON	363.00	907.50	2.50	907.50	-	907.50	100%	-
CO2	Pavement Markings	1.00	LS	14,315.00	14,315.00	1.00	14,315.00	-	14,315.00	100%	-
CO3.1A	Mobilization, Bonds & Insurance	1.00	LS	6,000.00	6,000.00	-	-	-	-	0%	6,000.00
CO3.2A	Traffic Control	1.00	LS	1,000.00	1,000.00	-	-	-	-	0%	1,000.00
CO3.3A	Remove Asphalt Pavement	150.00	SY	11.00	1,650.00	-	-	-	-	0%	1,650.00
CO3.4A	Ditch Grading	750.00	LF	22.00	16,500.00	-	-	-	-	0%	16,500.00
CO3.5A	Dense Graded Base Shoulder, 2-FT Width	60.00	LF	15.00	900.00	-	-	-	-	0%	900.00
CO3.6A	Asphaltic Pavement, Lower, Type 3 LT 58-28 S (2.25-Inch)	25.00	TON	90.00	2,250.00	-	-	-	-	0%	2,250.00
CO3.7A	Asphaltic Pavement, Upper, Type 4 MT 58-28 S (1.75-Inch)	20.00	TON	95.00	1,900.00	-	-	-	-	0%	1,900.00
CO3.8A	Culvert Stakes	2.00	EA	55.00	110.00	-	-	-	-	0%	110.00
CO3.9A	42-Inch x 29-Inch CMP Culvert	44.00	LF	130.00	5,720.00	-	-	-	-	0%	5,720.00
CO3.10A	42-Inch x 29-Inch CMP Apron Endwall	2.00	EA	900.00	1,800.00	-	-	-	-	0%	1,800.00
CO3.11A	Topsoil, Seed, & Erosion Mat, Urban, Class I Type B	2,000.00	SY	4.95	9,900.00	-	-	-	-	0%	9,900.00
CO3.12A	Ditch Check, Undistributed	2.00	EA	115.00	230.00	-	-	-	-	0%	230.00
CO3.13A	Culvert Pipe Check	1.00	EA	20.00	20.00	-	-	-	-	0%	20.00
CO4	Restoration Credit	1.00	LS	(42,970.00)	(42,970.00)	1.00	(42,970.00)	-	(42,970.00)	100%	-
Change Order Totals					\$ 32,986.21		\$ (14,993.79)	\$ -	\$ (14,993.79)	-45%	\$ 47,980.00
Original Contract and Change Orders											
Project Totals					\$ 954,154.41		\$ 772,067.44	\$ -	\$ 772,067.44	81%	\$ 182,086.97

CHANGE ORDER NO.: 1

Owner: Town of Bristol
 Engineer: MSA Professional Services, Inc.
 Contractor: Payne & Dolan
 Project: Twin Lane Road Improvements
 Contract Name: Twin Lane Road Improvements
 Date Issued:
 8/27/2024

Owner's Project No.:
 Engineer's Project No.: 07530019
 Contractor's Project No.:

Effective Date of Change Order:
 8/27/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

Addition of 1 LS of Additional Traffic Control Barricades (Unit Price: \$630.00) totaling \$630.00. Additional Traffic Control added during construction activities in response to local traffic confusion and concerns. Addition of 24 CY of Excavation Below Subgrade – Unit Price Adjustment (Unit Price: \$51.30) totaling \$1,231.20. Addition of 33.52 TON of Breaker Run – Unit Price Adjustment (Unit Price: \$33.52) totaling \$1,123.59. Addition of 4,440.42 TON of Dense Graded Base – Unit Price Adjustment (Unit Price: \$2.20) totaling \$9,768.92. Items added for Unit Price Adjustments due item underruns compared to bid quantity. Addition of 2.5 TON of Additional Rip Rap, Medium (Unit Price: \$363.00) totaling \$907.50. Additional Rip Rap added due to later timing of work completion. Total increase in Contract Price for Change Order 1 is \$13,661.21.

Attachments:

None.

Change in Contract Times
 [State Contract Times as either a specific date or a number of days]

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 921,168.20		Substantial Completion:	
		Ready for final payment:	
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1:		[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]:	
\$ 0.00		Substantial Completion:	
		Ready for final payment:	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 921,168.20		Substantial Completion:	
		Ready for final payment:	
[Increase] [Decrease] this Change Order:		[Increase] [Decrease] this Change Order:	
\$ 13,661.21		Substantial Completion:	
		Ready for final payment:	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 934,829.41		Substantial Completion:	
		Ready for final payment:	

Initial
 MG

CHANGE ORDER NO.: 2

Owner: Town of Bristol
 Engineer: MSA Professional Services, Inc.
 Contractor: Payne & Dolan
 Project: Twin Lane Road Improvements
 Contract Name: Twin Lane Road Improvements
 Date Issued:
 10/01/2024

Owner's Project No.:
 Engineer's Project No.: 07530019
 Contractor's Project No.:

Effective Date of Change Order:
 10/01/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

Addition of 1 LS of Pavement Markings (Unit Price: \$14,315.00) totaling \$14,315.00.

Attachments:

None.

Change in Contract Times [State Contract Times as either a specific date or a number of days]

Change in Contract Price

Original Contract Price: \$ 921,168.20	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 1: \$ 13,661.21	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 934,829.41	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] this Change Order: \$ 14,315.00	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price Incorporating this Change Order: \$ 949,144.41	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Initial

MG

CHANGE ORDER NO.: 3

Owner: Town of Bristol
 Engineer: MSA Professional Services, Inc.
 Contractor: Payne & Dolan
 Project: Twin Lane Road Improvements
 Contract Name: Twin Lane Road Improvements
 Date Issued:
 10/01/2024

Owner's Project No.:
 Engineer's Project No.: 07530019
 Contractor's Project No.:

Effective Date of Change Order:
 10/01/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

Addition of Additional Culvert Installation and Ditching totaling \$47,980.00. See Attachment for full cost breakdown.

Attachments:

See attached Engineer's Estimate, Items #1A-#13A.

Change in Contract Times
 [State Contract Times as either a specific date or a number of days]

Change in Contract Price

Original Contract Price: \$ 921,168.20	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 2: \$ 27,976.21	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 949,144.41	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] this Change Order: \$ 47,980.00	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 997,124.41	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Initial
 MG

CHANGE ORDER NO.: 4

Owner: Town of Bristol
 Engineer: MSA Professional Services, Inc.
 Contractor: Payne & Dolan
 Project: Twin Lane Road Improvements
 Contract Name: Twin Lane Road Improvements
 Date Issued:
 10/09/2024

Owner's Project No.:
 Engineer's Project No.: 07530019
 Contractor's Project No.:
 Effective Date of Change Order:
 10/09/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

Credit for unused erosion matting portion of Item #27, 1 LS of Restoration Credit (Unit Price: (\$42,970.00)) totaling (\$42,970.00). Erosion matting used in only select areas.

Attachments:

None

Change in Contract Times
 [State Contract Times as either a specific date or a number of days]

Change in Contract Price

Original Contract Price: \$ 921,168.20	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 2: \$ 75,956.21	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 997,124.41	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
[Increase] [Decrease] this Change Order: \$ 42,970.00	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 954,154.41	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Initial
 MG

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

c.

Subdivision
Fall 2024 Open Burn Dates

The Town has set the following dates as designated open burning weekends for yard clean-up (note – weekends extend from Thursday through Sunday to accommodate people who work on weekends):

October 17 – 20

October 31 - November 3

November 14 – 17

December 5 - 8

Please remember that only **dry** yard waste (grass, leaves, and plant material) as well as clean wood can be burned. Burning is only allowable during daylight hours and you **must** attend your fire.

To participate in the open burning dates, you must first contact the Sun Prairie Fire Dept. **before** burning. Call SPFD at 608-837-5066 and follow the prompts to leave your burning information.

Please follow the WI DNR Current Fire Guidelines at
dnr.wi.gov/topic/openburning

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

d.

**Additional
Poll Workers 2024-2025**

Name		Address
1	Ginger Anderle	7026 Briar Ln., Sun Prairie, WI 53590
2	Pat Behling	7026 Briar Ln., Sun Prairie, WI 53590
3	Steve Bretzman	3029 Bunker View, Sun Prairie, WI 53590
4	Ben Giese	6829 Moonlight Cir., Sun Prairie, WI 53590
5	Bobbie Krenz	3073 Wendt Way, Sun Prairie WI 53590
6	Bethany Nitehawk	3076 Bruin Rd, Sun Prairie, WI 53590
7	Michelle Porter	2978 Craig Ln., Sun Prairie, WI 53590
8	Dawn Willison	2953 Kiltie Dr., Sun Prairie, WI 53590

TOWN OF BRISTOL
Cover Sheet for Agenda Packet Section

V. Business

e.

No Packet Material For This Item

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

f.

TOWN OF BRISTOL

ARPA Funds

Description	Description	Total Allocated Expense	Balance of Grant	Expenses Paid	Date Paid	Remaining Expense to Pay
	ARPA Funds		\$412,917.44			
Town Web Design LLC	Town Website	(\$4,660.00)	\$408,257.44	(\$4,660.00)	10/18/2021	\$0.00
Town Web Design LLC	Online Payment System For Website	(\$299.00)	\$407,958.44	(\$299.00)	12/27/2021	\$0.00
Town Web Design LLC	E-mail Address	(\$433.44)	\$407,525.00	(\$433.44)	1/6/2022	\$0.00
Town Web Design LLC	2023 Annual Renewal Cost	(\$2,308.44)	\$405,216.56	(\$2,308.44)	1/9/2023	\$0.00
AAA State of Play	Play Structure for Bristol Ridge Park	(\$31,423.80)	\$373,792.76	(\$31,423.80)	8/1/2022	\$0.00
Porter Corp.	3 Park Shelters	(\$48,427.00)	\$325,365.76	(\$48,427.00)	8/1/2022	\$0.00
Benninger Concrete Co.	Concrete Work for Park Shelters	(\$62,110.00)	\$263,255.76	(\$62,110.00)	12/12/22, 5/8/23	\$0.00
MAX-R	11 Park Signs	(\$11,104.00)	\$252,151.76	(\$11,104.00)	10/14/2022	\$0.00
SRB's Trees	30 Trees for four Parks	(\$14,250.00)	\$237,901.76	(\$14,250.00)	10/2/2022	\$0.00
Mike Winters	Public Works Asst Position Added	(\$59,623.05)	\$178,278.71	(\$59,623.05)	3/26/2023	\$0.00
Election Workers	Premium Pay for Election Workers 2021 & 2022	(\$12,600.00)	\$165,678.71	(\$12,600.00)	3/26/2023	\$0.00
LifeVac	LifeVac for Choking -Home Kit Bundle & Wall Mount	(\$70.00)	\$165,608.71		Proposed	
Zoll Inc.	(AED) Automated External Defibrillator	(\$2,112.00)	\$163,496.71		Proposed	
A. Rifkin Co.	"Vote Here" Sign for outside	(\$250.00)	\$163,246.71		Proposed	
A. Rifkin Co.	Election Storage Containers (2)	(\$589.00)	\$162,657.71		Proposed	
???	New Parking Lot at Town Hall	\$0.00	\$162,657.71		Proposed	
???	New Tables for Conference Room	\$0.00	\$162,657.71		Proposed	
???	Badger Books for Voting (4)	(\$8,349.00)	\$154,308.71		Proposed	
???	Office Copier	\$0.00	\$154,308.71		Proposed	
???	Cameras for Town Hall & Recycle Center	(\$3,024.00)	\$151,284.71		Proposed	
	Grand Total Allocated Expenses:	(\$261,632.73)				

-\$247,238.73

Remaining ARPA Funds: \$165,678.71