

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590

NOTICE OF PUBLIC HEARING REGARDING PROPOSED

PLEASE TAKE NOTICE that a public hearing will be held on **November 11, 2024, at 6:00 p.m.**, at the Town of Bristol Hall, 7747 County Road N, Sun Prairie, WI 53590, at a Town Plan Commission meeting, regarding purposed items below.

Public Hearing to discuss the proposed Town of Bristol Comprehensive Plan in summary contains the following changes from the existing (2003) Comprehensive Plan: New document layout; updated data, maps, and analysis using current information and covering document elements required un s. 66.1001 "Comprehensive Planning"; new or revised and restructured goals, objectives, and strategies.

- a) *Presentation of Comprehensive Plan by Capital Area RPC staff*
- b) *Open Public Hearing*
- c) *Close Public Hearing*
- d) *Discuss/Consider recommending Town Board adoption of the document entitled Town of Bristol Comprehensive Plan Ordinance under s.66.1001 (4)(c), Wis. Stats.*

Jt. Plan Commission and Town Board Meeting

The Bristol Town Board and Planning Commission will hold a Joint meeting on Monday, November 11, 2024, **immediately following the Public Hearing**, 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. Honoring of Veterans Day
 - d. Approval of Minutes: October 2 & October 14, 2024, Jt. Plan-Board Mtg
 - e. Approval of Check Register & Treasurer's Report for October 2024
- II. Public Comment – Items Not on The Agenda
- III. Parks Committee Report
- IV. Business for Town Board
 - a. Recognition of the Passing of Chairman Jerry Derr and Town Board Placements
 - b. Discuss/Consider Scheduling Software for Town Recreational Fields and Town Hall
- V. Business for Planning Commission and Town Board
 - a. Discuss/Consider Zoning Ordinance Amendment Treatment of Double Frontage Lots for Setback Purposes
- 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.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Special Town Board Meeting
October 02, 2024, at 11:30 am

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 11:30am by Chairman Derr. Board Members Present – Derr, Grove and Willison. Additional Attendees: Karen Weidner, Administrative Assistant. Sign in Sheet available in clerk's office.

BUSINESS

a. REVIEW/CONSIDER SITE STAKING FOR RESTORING DRAINAGE SWALE AT 3057 VIKING PASS

Chairman Derr stated cost estimate from Paulson for site staking original swale is \$500 to \$1000. Jerry will let HOA know the estimate provided. Grove made a motion for the town to assume no responsibility at this time, Willison seconded the motion. Vote 3-0 Motion carried.

b. REVIEW/CONSIDER CULVERT INSTALL BY 6697 TWIN LANE RD

Estimate provided by MSA and Payne and Dolan for continued Twin Lane Road project with addition of culvert, road marking and ditch cleaning/reshaping. Grove made motion to approve cost and additional culvert. Willison seconded the motion. 3-0 Motion carried.

c. REVIEW/CONSIDER CITY OF SUN PRAIRIE REQUEST FOR DITCH CLEANING BY EGRE RD & N. BIRD ST.

Grove made motion to agree that cleaning can happen however Town of Bristol will not take on any cost or responsibility in project the City of Sun Prairie is proposing. Willison seconded motion. 3-0 Motion carries

d. REVIEW/CONSIDER DITCH DRAINAGE ALTERNATIVES NEAR 6809 WILBURN RD

Culvert appears to be working as expected. Willison made motion that if the landowner has a proposed project of something they want to change they need to present it to the board. Town will change nothing at this time. Grove seconded motion. 3-0 Motion carries

ADJOURN

Motioned by Willison and seconded by Grove to adjourn at 12:57pm. All ayes, motion carried.

Submitted by Karen Weidner, Admin. Assist.

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

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:02pm by Chairman Derr. Board Members Present – Derr, Grove and Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: SEPTEMBER 9, 2024, MEETING

Motioned by Willison and seconded by Grove to approve September 9, 2024, minutes with the correction as noted on item VI.(c), line four to read "Hwy 151 south". All ayes, Motion carried.

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

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

PUBLIC COMMENT

Theresa Stevens from the Sun Prairie Library Foundation reported a grant of \$500,000 was awarded for the expansion of the library. Theresa thanked the town for their past support and asked for a consideration to pledge for the expansion in the 2025 town budget. Todd Menzel inquired if the town currently has guidelines or future goals to have 55+ living development in the town.

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported that the tree grant is in its final stages. Tamara and office staff have met with scheduling software companies and plans to have the item come before the board by the end of 2024.

CHAIRPERSON REPORT

- Twin Lane Road project is being finished and pay request one is being processed. The ARIP grant for Bristol Road between Hwy N and Hwy VV has been submitted. Derr met with the Town of Hampden and Cedar Corp. on a small section of Bristol Rd that falls into the Town of Hampton. Hampden is willing to work with Bristol to do a joint grant application.

BUSINESS FOR TOWN BOARD

a. DISCUSS/CONSIDER APPROVAL FOR PARKS COMMITTEE TO APPLY FOR TREE GRANT THROUGH ALLIANT ENERGY

Tamara Sondgeroth gave a review of the Alliant Energy Tree Grant where it is focusing on planting trees as a community event. The Parks Committee is applying for 26 trees with placement in Pearl Court, Brooks Ridge Trail and Sunset Meadows. Motioned by Grove and seconded by Willison to approve the Jung Garden Center quote for 26 trees (minus the sales tax) to be applied toward the Alliant Energy Tree Grant and to give permission to plant the trees on public property (Pearl Court, Brooks Ridge Trail and Sunset Meadows). All ayes, motion carried.

b. DISCUSS/CONSIDER PAYNE & DOLAN PAY REQUEST #1 FOR TWIN LANE RD IMPROVEMENT PROJECT

Pay Application #1, dated 10/9/2024 for the Twin Lane Road project has been submitted. This pay request includes change orders 1-4, and a 5% retainage is being held. Motioned by Willison and seconded by Grove to approve pay application #1, dated 10/9/2024, paying the amount \$733,464.07 for the Twin Lane Road project. All ayes, motion carried.

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

c. DISCUSS/CONSIDER FALL BURN DATES

Motioned by Willison and seconded by Grove to approve the fall burn dates for subdivisions starting October 17 and going through December 8. Dates will be listed on the website and town hall posting board. The WI DNR website will be listed for residents to check County notices. All ayes, Motion carried.

d. DISCUSS/CONSIDER APPROVAL OF ELECTION INSPECTORS FOR NOVEMBER ELECTION

Clerk Grob is requesting to have additional poll workers approved in preparation for the November 5 election. Additional workstations are going to be added to ensure efficiency in the anticipation of the high volume of voters. Motioned by Grove and seconded by Willison to approve the additional election workers for the November 5, 2024, election. All ayes, motion carried.

e. DISCUSS/CONSIDER APPROVAL FOR TOWN OFFICE TO BE CLOSED TO THE PUBLIC NOVEMBER 6, 2024

Clerk Grob is asking for the town hall to be closed to the public on November 6, 2024, to have uninterrupted time for closing out the November 5 election. Motioned by Willison and seconded by Grove to approve the town hall office to be closed to the public on November 6, 2024. All ayes, motion carried.

f. DISCUSS/CONSIDER REMAINING ARPA FUNDS OBLIGATION

Discussion occurred on how to use the remaining ARPA funds. Motioned by Grove and seconded by Willison to move forward with obtaining quotes on items discussed. All ayes, motion carried.

SET FUTURE MEETINGS AND AGENDAS

November 11, 2024 – Board Meeting

ADJOURN

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

Submitted by Kim Grob, Clerk-Treasurer

11/08/24

The Town of Bristol
Account QuickReport
As of October 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/02/2024	30014	Associated Appraisal Consultants, Inc.	Inv. #176525 - Oct. 2024 Srvc	-1,409.79
Bill Pmt -Check	10/02/2024	30015	Axley Brynson, LLP	Low-It Brands SIP Review	-2,049.60
Bill Pmt -Check	10/02/2024	30016	CyberReef	Inv. #31099 - September Phone/Internet Srvc	-60.00
Bill Pmt -Check	10/02/2024	30017	Decker Supply Company	Road Posts & Signs	-1,710.90
Bill Pmt -Check	10/02/2024	30018	Delmore Consulting	WisDOT 6-20 Culvet Inventory	-1,300.00
Bill Pmt -Check	10/02/2024	30019	ESS&S - Election Systems & Software	DS200 tabulator machine rental for 11/5/24 election	-2,139.00
Bill Pmt -Check	10/02/2024	30020	Frontier	Oct 2024 Final Srvc	-22.49
Bill Pmt -Check	10/02/2024	30021	General Engineering Company	Invoices 4,11,12,14,15	-2,971.50
Bill Pmt -Check	10/02/2024	30022	Horstman Networks	Connect equipt. to fiber service	-447.00
Bill Pmt -Check	10/02/2024	30023	LRS, LLC	September Srvc	-278.30
Bill Pmt -Check	10/02/2024	30024	Visa - Cardmember Service	Bldg Supplies, Stamps, Microsoft Annual Sub	-890.77
Bill Pmt -Check	10/02/2024	30025	Wingra Stone Company	101.94 tn - 1.25" Recycled Asphalt	-739.09
Check	10/03/2024	DEBIT	Upnet Wisconsin	October Srvc Twn Hall Internet	-89.99
Liability Check	10/09/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -2135787286	-2,031.92
Liability Check	10/10/2024		QuickBooks Payroll Service	Created by Payroll Service on 10/09/2024	-8,181.17
Bill Pmt -Check	10/14/2024	30026	Alliant Energy/WPL	Twn Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rink	-1,260.28
Bill Pmt -Check	10/14/2024	30027	APG of Southern Wisconsin	Inv. #351804 - Comp Plan	-35.99
Bill Pmt -Check	10/14/2024	30028	Bear Graphics	Election Absentee Envelopes	-560.94
Bill Pmt -Check	10/14/2024	30029	Capital Area Regional Planning Commission	Inv. #2097 - GIS Services	-58.34
Bill Pmt -Check	10/14/2024	30030	Cedar Corporation	Inv. #121407 - Bristol Rd ARIP Grant Application	-3,500.00
Bill Pmt -Check	10/14/2024	30031	Dorn True Value Hardware	September 2024 Stmt	-48.84
Bill Pmt -Check	10/14/2024	30032	DSK Services	Camera Install-TwnHall/Recycle	-3,024.00
Bill Pmt -Check	10/14/2024	30033	General Engineering Company	Inv. #77 - August Building & Land Use Permits	-6,819.31
Bill Pmt -Check	10/14/2024	30034	Horstman Networks	Sept. & Oct Mthly Maint., Phone connections	-354.50
Bill Pmt -Check	10/14/2024	30035	JOHNSON BLOCK	Inv. #520494 - 2023 Audit Progres Billing	-3,400.00
Bill Pmt -Check	10/14/2024	30036	Kasieta Legal Group LLC	Stmt #14222 -September Srvc	-135.41
Bill Pmt -Check	10/14/2024	30037	MG&E	September Stmt	-32.13
Bill Pmt -Check	10/14/2024	30038	Nahn and Associates, LLC	Inv. #2171 - 2024 IDDE Testing	-757.29
Bill Pmt -Check	10/14/2024	30039	Office Depot Business Credit	Sept 2024 Office Supplies (toner)	-255.69
Bill Pmt -Check	10/14/2024	30040	Payne & Dolan, Inc.	Twin Lane Road Project - Application 1	-733,464.07
Bill Pmt -Check	10/14/2024	30041	Pellitteri Waste Systems	Inv. #5281450 - Oct Recycle & Sept Trash	-4,097.07
Bill Pmt -Check	10/14/2024	30042	Skallitzky Drainage LLC	Inv. #1785 - Five Culverts Replace Muller Rd	-29,225.00
Bill Pmt -Check	10/14/2024	30043	Sun Prairie, City of	Inv. #20240357-EMS Srvc - 3rd Qtr 2024	-45,819.75
Bill Pmt -Check	10/14/2024	30044	Sundance BioClean Inc.	Inv. #2880 - September Srvc	-335.00
Bill Pmt -Check	10/14/2024	30045	Terminator Pest Control, LLC	Inv. #244948 - September Srvc	-55.00
Bill Pmt -Check	10/14/2024	30046	US Cellular	Inv. #0680778273 - October Srvc	-64.71
Bill Pmt -Check	10/14/2024	30047	Wisconsin DNR-Environmental Fees	2024 Stormwater Municipal Permit	-500.00
Bill Pmt -Check	10/14/2024	30048	Wolf Paving & Excavating of Madison, Inc.	Inv. #48881 - 3.76 tn Coldmix	-564.00
Liability Check	10/23/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -872992482	-1,753.56
Liability Check	10/23/2024	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -872527482	-564.59
Liability Check	10/24/2024		QuickBooks Payroll Service	Created by Payroll Service on 10/23/2024	-6,397.86
Liability Check	10/24/2024	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,300.52
Check	10/24/2024	DEBIT	NUSO LLC	October Srvc Phone System	-183.66
Liability Check	10/25/2024	DEBIT	North Shore Bank	010-7001187	-100.00
Liability Check	10/31/2024	DEBIT	WRS	69-036-0118-000	-1,853.00
Liability Check	10/31/2024	E-pay	United States Treasury	39-6005805 QB Tracking # -872737482	-31.91
Total 100 - General Fund					-873,873.94

Town of Bristol
Treasurer's Report
October 2024

General Fund

Beginning Balance 10/01/2024			\$444,291.67
Deposits	\$	10,378.07	
Transfer from ICS Account	\$	435,000.00	
Withdrawals			\$ 843,774.28
Ending Balance 10/31/2024			<u>\$45,895.46</u>

Money Market

Beginning Balance 10/01/2024			\$2,010.53
Interest	\$	0.10	
Transfer to General Fund			\$ -
Ending Balance 10/31/2024			<u>\$2,010.63</u>

ICS Account

Beginning Balance 10/01/2024			\$701,788.98
Interest	\$	2,215.90	
Transfer to General Fund			\$ 435,000.00
Ending Balance 10/31/2024			<u>\$269,004.88</u>

LGIP Fund

General

Beginning Balance 10/01/2024			\$114,956.95
DOT Muni Trn Aid	\$	53,436.03	
County Collected 2023 Specials	\$	3,624.05	
Interest	\$	672.71	
Transfer to General Fund			\$ -
Ending Balance 10/31/2024			<u>\$172,689.74</u>

Parks

Beginning Balance 10/01/2024			\$87,062.77
Interest Earned	\$	363.84	
Ending Balance 10/31/2024			<u>\$87,426.61</u>

Equipment

Beginning Balance 10/01/2024			\$4.90
Interest Earned	\$	0.02	
Ending Balance 10/31/2024			<u>\$4.92</u>

Total Funds As September 30, 2024 **\$577,032.24**

Parks Fund - LGIP

-\$87,426.61

ARPA Funds Available

-\$165,678.71

Total Funds **\$323,926.92**

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

a.

No Packet Material For This Item

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

V. Business

a.

TREATMENT OF DOUBLE FRONTAGE LOTS FOR SETBACK PURPOSES

(Aerial photo of property included herein is for illustration only. No comment on that property is made or intended.)



Alternative 1: In new lots, which is the front yard is determined by which street has access; in existing lots, owner gets to choose a front yard. The other yard is the rear yard.

1.071 (6a) is created to read:

(6a) Double Frontage Lots. (a) As used in this Code, a “double frontage lot” means a lot less than 5 acres in area with frontage on two streets which are parallel or which do not intersect, and on which vehicular access is normally restricted to only one of the streets.

(b) There shall be only one front yard in a double frontage lot. In creating any new double frontage lots after the effective date of this ordinance (insert date), the front yard shall be the street on which access is permitted. In the case of double frontage lots which existed on the effective date of this ordinance, the owner may elect to treat one of the streetside yards as the front yard but may not have two front yards. The other streetside yard shall be the rear yard. The front yard designation may not be changed once made.

Alternative two: The front yard is the side where the property accesses the street.

1.071 (6a) is created to read:

(6a) Double Frontage Lots. (a) As used in this Code, a “double frontage lot” means a lot less than 5 acres in area with frontage on two streets which are parallel or which do not intersect, and on which vehicular access is normally restricted to only one of the streets.

(b) There shall be only one front yard in a double frontage lot. In creating any new double frontage lots after the effective date of this ordinance (insert date), the front yard shall be the street on which access is permitted. In the case of double frontage lots which existed on the effective date of this ordinance, the front yard shall be the yard with access to a public street. If both streetside yards have access, the yard on which access was constructed shall be the front yard.