

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
November 13, 2023, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a joint meeting on Monday, November 13, 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 from October 9, 2023, Board Meeting
 - d. Approval of Check Register & Treasurer's Report for October 2023
- II. Public Comment – items not on the agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business
 - a. Discuss/Consider Request to Vacate Section of Old Stone Quarry Road
 - b. Discuss/Consider E-mail Management Services By TownWeb
 - c. Discuss/Consider Comprehensive Plan Update by CARPC
- VI. Set Future Meetings and Agendas
 - November 30, 2023 – Budget Hearing
 - December 11, 2023 – Board Meeting
- VII. Adjourn.

Notice is hereby given that it is possible that a majority of 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 other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the 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: 11-10-2023 Town Hall and website.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
October 9, 2023, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:00pm 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 SEPTEMBER 11, 2023, BOARD MEETING

Motioned by Willison and seconded by Grove to approve September 11, 2023, Board minutes as written. All ayes, Motion carried.

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

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

PUBLIC COMMENT

Dane Co. Supervisor-District 20, Jeff Weigand introduced himself and gave an overview of current topics the board is currently working on. Copy of presentation slides will be available through the Town Clerk. Kolby Hirth asked why the County Supervisor could not have given enough notice to be an agenda item. Hirth also questioned why Joe Chase knew about the Lov-It Brands Campus development before our town representatives did. Ruth Carl submitted to the Town Clerk a write-up of concerns on the Lov-It Brand Campus development. Copy of Carl's submittal is available through the Town Clerk.

PARKS COMMITTEE REPORT – NO REPORT

CHAIRPERSON REPORT

- Discussion with MSA Professional Services on the beginning process of Twin Lane Rd project for 2024.
- A Norway Estates stormwater site meeting at (Norway Rd & Vinburn) with Tamara Songeroth, Norway Estates HOA members, Jason Tuggle from Dane Co. Land & Water to discuss drainage issues. It was explained by Tuggle that the site is draining as it should and cattails with standing water is the proper circumstance for this site. Any alterations to the process could have a reverse effect.
- Patrick Marsh annexation into the city is still in process.
- The Town is waiting for Tom Hanley to submit a letter of request to vacate the Old Stone Quarry Rd section.
- There is no new information from the City or Fire Department regarding their change to a city owned department. The required 18-month notice needs to be addressed.
- Discussion occurred with the owner of Prairie Pines Golf Course and the current changes being planned for the near future. Moving the driving range away from Happy Valley Rd. The owners will be working with the Fire Dept. on possibly completing a large burn of brush from the removal of trees.
- There is a Dane Co Sheriff pilot program of body cameras being considered.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
October 9, 2023, at 6:00 pm

BUSINESS

a. DISCUSSION/CONSIDER FALL OPEN BURN DATES FOR SUBDIVISIONS

Motioned by Willison and seconded by Grove to approve the fall burn dates for subdivisions starting October 19 and running every other weekend Thursday – Sunday until December 3. All ayes, Motion carried. Schedule will be posted on the town website.

b. DISCUSS/CONSIDER PLANNING COMMISSION SEAT RENEWALS.

Motioned by Grove and seconded by Willison to retain all current Planning Commission members. All ayes, Motion carried.

c. DISCUSS/CONSIDER SCHEDULE FOR 2024 BUDGET WORKSHOP

Motioned by Grove and seconded by Willison to set October 23 at 9:00am for a 2024 Budget Workshop. All ayes, Motion carried.

d. DISCUSS/CONSIDER END OF YEAR OPERATING SHORT TERM LOAN

Treasurer Kim Grob reported that there are some budget items which have gone over budget due to charges coming in higher than expected. She requested approval for a short-term end-of-year loan to cover the costs. Motioned by Grove and seconded by Willison to approve a short-term loan up to \$100,000 to cover 2023 expenses. All ayes, Motion carried.

SET FUTURE MEETINGS AND AGENDAS

October 23, 2023, at 9:00am – 2024 Budget Workshop
November 13, 2023, at 6:00pm – Jt. Plan-Board Meeting

ADJOURN

Motioned by Grove and seconded by Willison to adjourn at 7:37 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol
Account QuickReport
As of October 31, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/03/2023	29591	Alliant Energy/WPL	September Srvc	-1,222.72
Bill Pmt -Check	10/03/2023	29592	Associated Appraisal Consultants, Inc.	October Srvc	-1,492.96
Bill Pmt -Check	10/03/2023	29593	CyberReef	Inv. #28188 - Town Hall Phone/Internet	-60.00
Bill Pmt -Check	10/03/2023	29594	Frontier	Oct 2023 Srvc	-76.53
Bill Pmt -Check	10/03/2023	29595	General Engineering Company	August Srvc Land Use & Building Permits	-6,991.66
Bill Pmt -Check	10/03/2023	29596	Horstman Networks	Inv. #2050911 - October 2023 Srvc	-65.00
Bill Pmt -Check	10/03/2023	29597	LRS, LLC	Portable Restrooms - Bristol Gardens, Recycle	-438.90
Bill Pmt -Check	10/03/2023	29598	MID-STATE	Inv. #P87908 - Machine Part	-3.16
Bill Pmt -Check	10/03/2023	29599	Sundance BioClean Inc.	September Town Hall Janitorial Srvc	-320.00
Bill Pmt -Check	10/03/2023	29600	Wingra Stone Company	Recycled Asphalt Road Material	-1,057.43
Bill Pmt -Check	10/05/2023	29601	Dorn True Value Hardware	September statement	-21.57
Bill Pmt -Check	10/05/2023	29602	Sun Prairie Lawn Care LLC	Inv. #15688 - Sept. Lawn Care Srvc	-3,480.00
Bill Pmt -Check	10/05/2023	29603	US Cellular	Inv. #0606560788 - October Srvc	-187.71
Bill Pmt -Check	10/09/2023	29604	Pellitteri Waste Systems	Inv. #4012099 - Oct Srvc Recycle, Sept Trash Srvc	-3,972.30
Liability Check	10/12/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/11/2023	-5,882.82
Liability Check	10/12/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/11/2023	-1,350.54
Liability Check	10/16/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 1506758294	-1,798.98
Bill Pmt -Check	10/23/2023	29605	Aring Equipment Company, Inc.	Inv #D26681 - Hyundai Loader Repair Front Axle	-2,362.20
Bill Pmt -Check	10/23/2023	29606	Axley Brynson, LLP	Inv. #948831 - Club Bristol, General Srvc	-2,284.18
Bill Pmt -Check	10/23/2023	29607	DANE COUNTY TREASURER	Inv. #44225 - September 2023 Police Services	-5,999.84
Bill Pmt -Check	10/23/2023	29608	Decker Supply Company	Inv. #925288 & #925287	-962.75
Bill Pmt -Check	10/23/2023	29609	DeGoller Printing, Inc.	Inv. #15524 - Public Survey Postcards Printing	-182.74
Bill Pmt -Check	10/23/2023	29610	General Engineering Company	September Srvc - Bldg & Land Use Permit	-4,496.82
Bill Pmt -Check	10/23/2023	29611	Kasieta Legal Group LLC	Inv. #13256 - September Srvc	-162.50
Bill Pmt -Check	10/23/2023	29612	MG&E	September Services	-36.25
Bill Pmt -Check	10/23/2023	29613	Northeast Dane County Fire Unit	Inv. #2023-4 - th Qtr 2023 Fire Protection	-61,759.50
Bill Pmt -Check	10/23/2023	29614	Stranders Sanitary Service LLC	Inv. #68204 - Service Town Hall Septic Tank	-280.00
Bill Pmt -Check	10/23/2023	29615	Wolf Paving & Excavating of Madison, Inc.	Inv. #73576 - Cold Mix	-1,776.00
Liability Check	10/24/2023	E-pay	United States Treasury	39-6005805 QB Tracking # -1303427002	-1,605.38
Liability Check	10/24/2023	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -1303255002	-809.33
Liability Check	10/24/2023	E-pay	United States Treasury	39-6005805 QB Tracking # -1302994002	-24.51
Liability Check	10/25/2023	E-pay	United States Treasury	39-6005805 QB Tracking # -1255146102	-49.72
Liability Check	10/26/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/24/2023	-6,947.85
Liability Check	10/26/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/25/2023	-300.14
Liability Check	10/31/2023	DEBIT	WRS	69-036-0118-000	-2,654.10
					-121,116.09
					-121,116.09
					-121,116.09

Town of Bristol
Treasurer's Report
October 2023

General Fund

Beginning Balance 10/1/2023		\$12,243.12
Deposits	\$ 10,641.80	
Transfer from LGIP	\$ 107,546.96	
Withdrawals	\$ 60,218.95	
Ending Balance 10/31/2023		<u>\$70,212.93</u>

Money Market

Beginning Balance 10/1/2023		\$989.17
Interest	\$ 0.10	
Transfer to Keep Min. Bal Current	\$ 1,000.00	
Service Charge	\$ 11.00	
Ending Balance 10/31/2023		<u>\$2,000.27</u>

ICS Account

Ending Balance		<u>\$1,852.36</u>
----------------	--	-------------------

LGIP Fund

General

Beginning Balance 10/1/2023		\$221,016.84
DOT Muni Trnsp Aid	\$ 53,436.03	
Interest	\$ 800.22	
Transfer to General Fund	\$ (107,546.96)	
Ending Balance 10/31/2023		<u>\$167,706.13</u>

Parks

Beginning Balance 10/1/2023		\$82,509.89
Interest Earned	\$ 376.02	
Ending Balance 10/31/2023		<u>\$82,885.91</u>

Equipment

Beginning Balance 10/1/2023		\$4.66
Interest Earned	\$ 0.02	
Ending Balance 10/31/2023		<u>\$4.68</u>

Total Funds As October 31, 2023 \$324,662.28

Parks Fund - LGIP	- \$82,885.91
ARPA Funds Available	- \$165,678.71

Total Funds Available \$76,097.66

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

a.

TOWN OF BRISTOL

OCT 13, 2023

7747 CR N

SUN PRAIRIE WI 53590

ATTN: TOWN BOARD

DEAR SIRS

I AM REQUESTING THE
VACATION OF STONE QUARRY RD
CONNECT.

LEGAL DESCRIPTION HAS BEEN
SUBMITTED TO YOU AND WILL BE
ATTACHED TO CSM 6763

ANY QUESTION PLEASE ADVISE

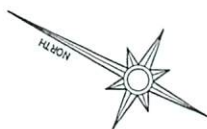
Thomas J. Healey

RECEIVED

OCT 16 2023

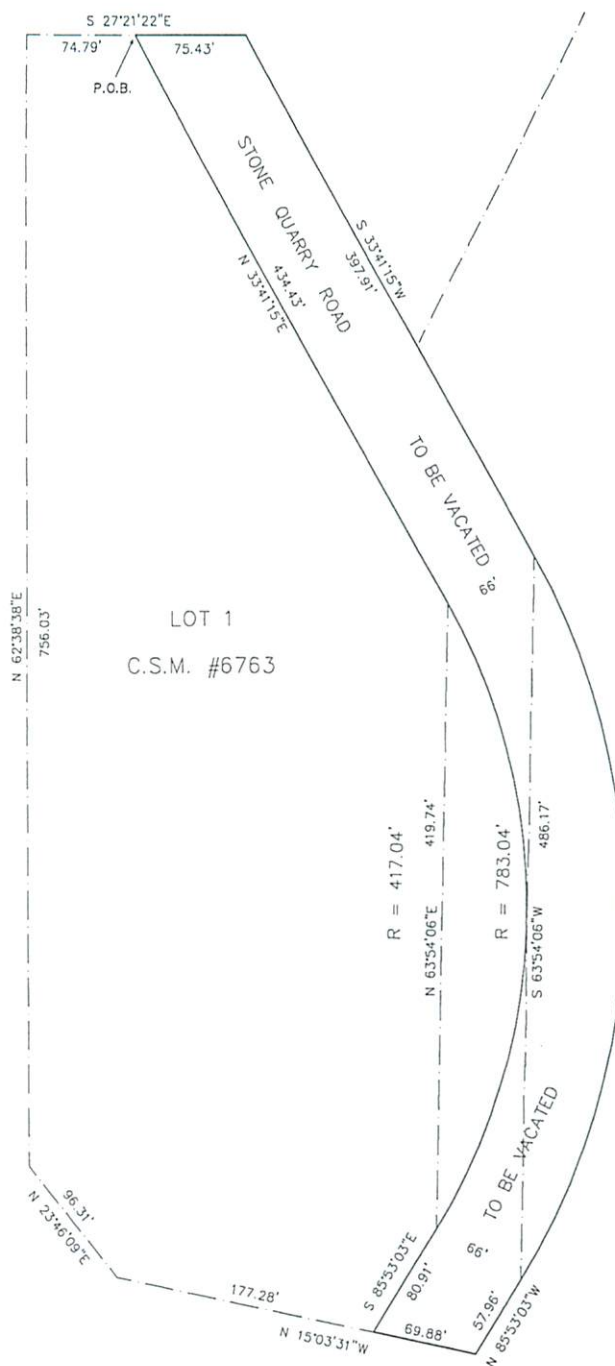
TOWN OF BRISTOL

RECEIVED
OCT 18 2023
TOWN OF BRISTOL



SCALE 1" = 100 Ft

ACCESS ROAD "HWY 151"



LEGAL DESCRIPTION

That part of Stone Quarry road lying South of C.S.M. #6763, recorded in Vol. 33, page 316, as document #2363087, located in the NW 1/4, Section 34, T09N, R11E, Town of Bristol, Dane County, Wisconsin more fully described as follows;

Commencing at the NE corner of said C.S.M. #6763

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 74.79 feet to the point of beginning

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 75.43 feet

THENCE South 33 degrees 41 minutes 15 seconds West for a distance of 397.91 feet

THENCE along a curve to the right having a radius of 483.04 feet and an arc length of 509.45 feet, being subtended by a chord of South 63 degrees 54 minutes 06 seconds West for a distance of 486.17 feet

THENCE North 85 degrees 53 minutes 03 seconds West for a distance of 57.96 feet

THENCE North 15 degrees 03 minutes 31 seconds West for a distance of 69.88 feet

THENCE South 85 degrees 53 minutes 03 seconds East for a distance of 80.91 feet

THENCE along a curve to the left having a radius of 417.04 feet and an arc length of 439.84 feet, being subtended by a chord of North 63 degrees 54 minutes 06 seconds East for a distance of

6763th
L E G A L D E S C R I P T I O N

That part of Stone Quarry road lying South of C.S.M. #6763, recorded in Vol. 33, page 316, as document #2363087, located in the NW 1/4, Section 34, T09N, R11E, Town of Bristol, Dane County, Wisconsin more fully described as follows;

Commencing at the NE corner of said C.S.M. #6763

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 74.79 feet to the point of beginning

THENCE South 27 degrees 21 minutes 22 seconds East for a distance of 75.43 feet

THENCE South 33 degrees 41 minutes 15 seconds West for a distance of 397.91 feet

THENCE along a curve to the right having a radius of 483.04 feet and an arc length of 509.45 feet, being subtended by a chord of South 63 degrees 54 minutes 06 seconds West for a distance of 486.17 feet

THENCE North 85 degrees 53 minutes 03 seconds West for a distance of 57.96 feet

THENCE North 15 degrees 03 minutes 31 seconds West for a distance of 69.88 feet

THENCE South 85 degrees 53 minutes 03 seconds East for a distance of 80.91 feet

THENCE along a curve to the left having a radius of 417.04 feet and an arc length of 439.84 feet, being subtended by a chord of North 63 degrees 54 minutes 06 seconds East for a distance of 419.74 feet

THENCE North 33 degrees 41 minutes 15 seconds East for a distance of 434.43 feet to the point of beginning



Esri Community Maps Contributors, County of Dane, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGra



TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

b.

TOWN WEB DESIGN
1360 REGENT STREET #355
MADISON, WI 53715

*****AUTO**MIXED AADC 130
TOWN OF BRISTOL
7747 COUNTY ROAD N
SUN PRAIRIE WI 53590-9502

PL1 T9 P1 S3456

RECEIVED

OCT 26 2023

TOWN OF BRISTOL



Dear Town of Bristol,

Town Web has previously reached out to you. As one of our trusted clients, it is essential that you are aware of the upcoming changes.

To ensure that you receive the best possible service, Town Web is transitioning from Rackspace to Google Workspace as our email vendor. Unfortunately, Rackspace did not meet the reliability, security, and uptime standards we expected. We have carefully selected Google Workspace to provide you with superior service in these aspects.

Please note that this transition may require upfront planning and password resets for your email users. Additionally, it's important to mention that Google Workspace comes at a higher cost compared to Rackspace.

To accommodate this change, Town Web is offering you three options for moving forward. You have the flexibility to choose the option and price that suits your municipality best.

Following are the three options

Option 1. Town Web migrates you from Rackspace to Google Workspace. Town Web remains your main point of contact for email support.

If you decide to migrate over to Google Workspace, the new email cost will be the following (including the Town Web support fee):

- Google Workspace with archiving: \$18/mo/user = \$216/year/user
- Google Workspace without archiving: \$9/mo/user = \$108/year/user

\$ 1,296.00 / yr cost

Town Web will remain your primary contact for email and archiving support.

Option 2. Your organization can pick an alternative email vendor. This new email vendor will be your main point of contact for email support.

You can select an alternate email vendor. Town Web will provide guidance and assistance to migrate your email addresses from Rackspace to an alternate vendor. You should expect the email vendor to migrate your emails from Rackspace to their service.

LGL5253A05A0AAA.003456.01.03.0000000



If your municipality has already pre-paid for your Rackspace email addresses through Town Web, we will keep your email active throughout the term. However, you would need to switch to a new vendor by your next billing cycle.

Your Rackspace emails will remain active through Town Web until December 31, 2023, or up to the length for which you have pre-paid, whichever is later.

If you switch to an alternate email vendor prior to your term ending with the Rackspace emails, we will credit your account. The credit will be applied to your next hosting bill.

Option 3. You stick with Rackspace. Rackspace remains your vendor, and they become your main point of contact for email support.

Should you wish to go this route, you will need to appoint an individual from your municipality as the main point of contact with Rackspace. Your emails with Rackspace will then transfer from Town Web's account with Rackspace and be changed so that you will have your own dedicated account with Rackspace. This means your billing and support would be directly with Rackspace.

Your Rackspace emails will remain active through Town Web until December 31, 2023, or up to the length for which you have pre-paid, whichever is later. You just need to set up your account with Rackspace ahead of time.

Yearly cost with R-Kiving \$503.28

Next step: please fill out the **Email Migration Questionnaire**. It is located at <https://townweb.com/emails>.

We are hosting a live webinar on **October 25, 2023**. It will be an "AMA" (Ask Me Anything) Style of Webinar. Town Web's tech and support team will be on the call and will provide technical assistance and answer any questions. If you want to register for the webinar and get more details, just visit the page: <https://townweb.com/emails>.

Visit the Email Page landing page for more information, for all details (or scan in the QR Code)



During this process, please first visit the page here: townweb.com/emails. It will have more instructions, comprehensive answers for FAQs, and links to knowledge-base articles.



Below are details of your email account

Email Domain: tn.bristol.wi.gov

Email Usernames: chair, clerktreasurer, clerktreasurer2, shop, supervisor1, supervisor2

Number of Email Users: 6

Number of Email Users with Email Archiving: 6

Next Billing Date for Email Addresses: 2024-01-01

Current Annual Cost for Emails: \$433.44

Future Costs for 6 emails with Archiving & Support with Google Workspace and Town Web: \$1,296.00

Future Costs for 6 emails without Archiving & Support with Google Workspace and Town Web: \$648.00

The TLDR; Summary!

- Town Web aims to provide you with great service. Our previous email vendor (Rackspace) became less-than-stellar in the past year. As such, Town Web is moving away from Rackspace and is offering to migrate clients to Google Workspace.
- You are currently using Rackspace emails. You are given one of three paths for email migration. You must visit **townweb.com/emails** to fill out the **Email Migration Questionnaire** to let us know which path you wish to take.
- Town Web began performing migrations on **September 1, 2023**. Your email will need to be migrated to Google Workspace (or to a new vendor or a separate Rackspace account) before **December 29, 2023**.
- Attend the upcoming webinar about the Email Migration to learn more & ask questions.

Visit the landing page for more information and the next steps: <https://townweb.com/emails>

Sincerely,



Dustin Overbeck, President/Founder
Town Web Design, LLC



TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

c.

No Packet Material For This Item