TOWN OF BRISTOL

7747 County Road N, Sun Prairie WI 53590

Jt. Plan Commission and Town Board Meeting

December 11, 2023, at 6:00 pm

The Bristol Town Board and Planning Commission will hold a joint meeting on Monday, December 11, 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 November 13, 2023, Board Meeting
   d. Approval of Check Register & Treasurer's Report for November 2023

II. Public Comment – items not on the agenda

III. Parks Committee Report

IV. Chairperson Report

V. Business
   a. Discussion on Options for the Everson Property, Branch Rd Outbuilding Location
   b. Discuss/Consider Installing Little Library at Bristol Ridge Park
   c. Discuss/Consider By Planning Commission Request to Vacate Section of Old Stone Quarry Road & Set Date for Public Hearing By the Board
   d. Discuss/Consider Renewal of Election Inspectors for Term 2024-2025
   e. Discuss/Consider E-mail Management Services by TownWeb
   f. Discuss/Consider Comprehensive Plan Update by CARPC

VI. Set Future Meetings and Agendas
   January 8, 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: 12-8-2023 Town Hall and website.

TOWN OF BRISTOL

7747 County Road N, Sun Prairie WI 53590

Jt. Plan Commission and Town Board Meeting

November 11, 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 Schwartzer, Travis Larson, Sandy Dulin, Al Rogers, Keith Arnold and Brian Willison. Sign-in sheet on file in Clerk's office.

b. **PLEDGE OF ALLEGIANCE – RECITED**

c. **APPROVAL OF MINUTES FROM OCTOBER 9, 2023, BOARD MEETING**

Motioned by Willison and seconded by Grove to approve October 9, 2023, Board minutes as written. All ayes, Motion carried.

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

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

PUBLIC COMMENT - NONE

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported that the Committee is looking to fill one seat. There are three families who have committed to taking care of the ice rink this winter. A "little library" has been donated to Bristol and the Committee would like to have the board's permission to place it in Bristol Ridge Park with the help and advice of placement from Bristol Public Works. The board agreed to have the item on December's agenda. Sondgeroth went through the committee approved ten-year plan for parks. The playground at Star Crest Park is being proposed not to be replaced when it is at the end of its useful life. The committee is working with Sun Prairie Soccer club to create a contract for use of the fields. Parks hope to have the funds generated to be reserved for equipment repairs. There are no plans, as of now, for any tree removal in 2024. A resident is inquiring to establish a fishing area at the retention pond in the Wellington Trace Development. The board stated that the retention pond is managed by the HOA and it was suggested to contact the developer, Randy Martin.

CHAIRPERSON REPORT

- Continued communication on Town Hall Rd annexation by the City.
- Plans are being discussed for MSA to start the bidding process in late December or early January for the Twin Lane Rd project.
- November 27 at 5:00pm is the Budget Hearing meeting.

BUSINESS

a. **DISCUSSION/CONSIDER REQUEST TO VACATE SECTION OF OLD STONE QUARRY ROAD**

Motioned by Derr and seconded by Willison to accept the request from Tom Hanley to vacate Old Stone Quarry Rd. All ayes, Motion carried.

TOWN OF BRISTOL

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Jt. Plan Commission and Town Board Meeting

November 11, 2023, at 6:00 pm

b. DISCUSS/CONSIDER E-MAIL MANAGEMENT SERVICES BY TOWNWEB

Kim Grob explained that the town's website provider is changing email hosts, and the town has some choices on how to handle emails. It was suggested for the town to check with Horstman Networks on their email host options. Motioned by Grove and seconded by Willison to table this item until December. All ayes, Motion carried.

c. DISCUSS/CONSIDER COMPREHENSIVE PLAN UPDATE BY CARPC

Sean Higgins from CARPC reviewed the survey results. There were 283 survey responses. The survey results will be displayed on the town's website.

SET FUTURE MEETINGS AND AGENDAS

November 27, 2023, at 5:00pm – Budget Hearing
December 11, 2023 at 6:00pm – Jt. Plan – Board Meeting

ADJOURN

Motioned by Grove and seconded by Willison to adjourn at 7:24 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

The Town of Bristol
Account QuickReport
As of November 30, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/01/2023	29616	Frontier	November Srvcs	-76.53
Bill Pmt -Check	11/01/2023	29617	JOHNSON BLOCK	2021 Audit - Final Billing	-2,850.00
Bill Pmt -Check	11/01/2023	29618	Visa - Cardmember Service	October Statement	-186.71
Bill Pmt -Check	11/01/2023	29619	Wisconsin Dept. of Revenue	2023 Muni Fee for Assessment of Manufacturing Property	-86.63
Bill Pmt -Check	11/01/2023	29620	Wolf Paving & Excavating of Madison, Inc.	Cold Mix Material	-637.50
Bill Pmt -Check	11/08/2023	29621	Alliant Energy/WPL	TwnHall, Recycle Cntr, Street Lights, Parks	-1,278.45
Bill Pmt -Check	11/08/2023	29622	Associated Appraisal Consultants, Inc.	Inv. #171027 November Srvcs	-1,392.16
Bill Pmt -Check	11/08/2023	29623	Business Communication Solutions, LLC	2023 Tax Bill Printing Deposit	-950.00
Bill Pmt -Check	11/08/2023	29624	CyberReef	October Srvcs Town Hall Internet	-60.00
Bill Pmt -Check	11/08/2023	29625	Dorn True Value Hardware	October Statement	-35.79
Bill Pmt -Check	11/08/2023	29626	Horstman Networks	November Town Hall It Srvcs	-65.00
Bill Pmt -Check	11/08/2023	29627	Insight FS	Fuel	-2,160.53
Bill Pmt -Check	11/08/2023	29628	LRS, LLC	Portable Restrooms	-438.90
Bill Pmt -Check	11/08/2023	29629	MG&E	October Services	-101.01
Bill Pmt -Check	11/08/2023	29630	NAPA Auto Parts	October Stmt	-72.70
Bill Pmt -Check	11/08/2023	29631	Northeast Community Court	Axley Inv. #952504	-168.00
Bill Pmt -Check	11/08/2023	29632	Pellitteri Waste Systems	Inv. #4083076 Recycle Center	-4,474.84
Bill Pmt -Check	11/08/2023	29633	Stranders Sanitary Service LLC	Inv. 68364	-189.20
Bill Pmt -Check	11/08/2023	29634	Sundance BioClean Inc.	Inv. #2684 - October Srvcs	-320.00
Bill Pmt -Check	11/08/2023	29635	Terminator Pest Control, LLC	October Srvcs	-52.00
Bill Pmt -Check	11/08/2023	29636	US Cellular	Inv. 0612616181	-188.24
Bill Pmt -Check	11/08/2023	29637	Wingra Stone Company	Inv. #30241 Road Material	-381.72
Bill Pmt -Check	11/08/2023	29638	Yes Equipment & Services, Inc.	INV00448507 Equip Part	-143.00
Liability Check	11/08/2023	E-pay	United States Treasury	39-6005805 QB Tracking # -1080997102	-1,810.98
Liability Check	11/09/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/08/2023	-5,895.62
Liability Check	11/09/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/08/2023	-1,439.36
Liability Check	11/21/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 169393998	-1,640.48
Liability Check	11/21/2023	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # 171383998	-561.03
Liability Check	11/22/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/21/2023	-6,244.73
Liability Check	11/22/2023	DEBIT	WRS	Pre-Tax Health Ins.	-268.68
Liability Check	11/22/2023	DEBIT	WRS	Muni Pd Health Ins.	-1,696.92
Bill Pmt -Check	11/27/2023	29639	Capital Area Regional Planning Commission	Inv. #1037, Q3 2023 Billing 2023-24 Comp Plan Agreement	-4,648.88
Bill Pmt -Check	11/27/2023	29640	DANE COUNTY TREASURER	Inv. #44327 - October Police Srvcs	-5,664.69
Bill Pmt -Check	11/27/2023	29641	DeGolier Printing, Inc.	Inv. #15629 - 2024 Recycling Hangers (800 qty)	-988.34
Bill Pmt -Check	11/27/2023	29642	General Engineering Company	Inv. #67 - October Srvcs	-6,827.79
Bill Pmt -Check	11/27/2023	29643	John Deere Financial	October Statement	-304.51
Bill Pmt -Check	11/27/2023	29644	Visa - Cardmember Service	Postage, Office supplies (toner, etc.), Bldg supplies	-550.34
Liability Check	11/30/2023	Debit	WRS	69-036-0118-000 - October WRS Submittal	-1,769.40
					-56,620.66
					-56,620.66

Town of Bristol
Treasurer's Report
November 2023

General Fund

Beginning Balance 11/1/2023			$70,212.93
Deposits	$ 5,430.44		
Transfer from LGIP	$ 100,000.00		
Withdrawls		$ 103,802.25	
Ending Balance 11/30/2023			$71,841.12

Money Market

Beginning Balance 11/1/2023			$1,989.27
Interest	$ 4.79		
Deposit from BCPL Loan	$ 80,000.00		
Service Charge - Wire Fee		$ 20.00	
Ending Balance 11/30/2023			$81,974.06

ICS Account

Ending Balance			$1,852.36

LGIP Fund

General

Beginning Balance 11/1/2023			$167,706.13
Interest	$ 492.05		
Transfer to General Fund		$ (100,000.00)	
Ending Balance 11/30/2023			$68,198.18

Parks

Beginning Balance 11/1/2023			$82,885.91
Interest Earned	$ 367.29		
Ending Balance 11/30/2023			$83,253.20

Equipment

Beginning Balance 11/1/2023			$4.68
Interest Earned	$ 0.02		
Ending Balance 11/30/2023			$4.70

Total Funds As November 30, 2023	**$307,123.62**
Parks Fund - LGIP	-$83,253.20
ARPA Funds Available	-$165,678.71
Total Funds Available	**$58,191.71**

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

a.

standards and storm and wastewater permit discharge requirements.

(7) Abandonment of water wells must be done in accordance with local, state, and federal laws, and a performance bond may be required to assure that the well will be properly abandoned.

1.0646 Wholesale distribution facility: secondary standards. All wholesale distribution facilities shall meet the vegetative screening requirements of s. 1.0642.

1.0647 Subdivision standard: Rural Residential.

A Rural Residential Subdivision shall be a subdivision which has lots of 1.0 acres but less than 3.0 acres; and has common open space areas of at least five percent of the gross area.

1.0648 Subdivision standard: Suburban Residential. A suburban residential subdivision which has lots in excess of 20,000 square feet; 10,000 square feet if served by a public wastewater treatment system, and has common area open spaces of at least ten percent of the gross area.

1.0649 Subdivision standard: Conservancy Residential. A conservancy residential subdivision which has small lots and large common areas, which has an average density of one residence per acre, and is served by a wastewater treatment system with features such as a shared drain field which can properly accommodate the number and size of lots. The commons areas shall be outlots open to shared use of the lot owners.

SUBCHAPTER VII. DIMENSIONAL STANDARDS

1.0700 Purpose. The purpose of this subchapter is to establish lot area, lot coverage, height, and density requirements.

1.071 Lot area, lot coverage, setbacks, floor area, and building height.

(1) All lots created shall meet minimum lot area requirements. Except as otherwise provided under this Ordinance, lot area, width, setbacks, and building height shall be in accordance with the regulations applicable to each zoning district, including regulations contained in the Dane County Shoreland or Floodplain ordinances, if the land is subject to such ordinances.

(2) Buildings used in whole, or in part, for residential purposes shall have a floor area of not less than 500 square feet per dwelling, calculated pursuant to the definition of floor area in this chapter, unless otherwise specified by this chapter. Mobile or manufactured homes located within a mobile home park are exempt from this requirement.

(3) Dwellings may be increased in height by not more than 10 feet when all yards and other required open spaces are increased by 1 foot for each foot by which such building exceeds the height limit of the district in which it is located.

(4) Churches, schools, hospitals, sanitariums and other public and quasi-public buildings may be erected to a height not exceeding 75 feet, provided the front, side and rear yards required in the district in which the building is to be located are each increased at least one foot for each foot of additional height over the limit otherwise established for the district in which the building is to be located.

(5) Structures for agricultural uses may be erected to a height exceeding 75 feet provided the front, side, and rear yards in the district in

which the structure is to be located are increased at least 1.05 feet from the minimum setback requirement for each additional one foot of height greater than 75 feet in height of any agriculture structure that exceeds 75 feet in height.

(6) For purposes of subch. VII, if a lot was originally created by certified survey map or subdivision plat, lot lines may only be modified by a new certified survey map or subdivision plat.

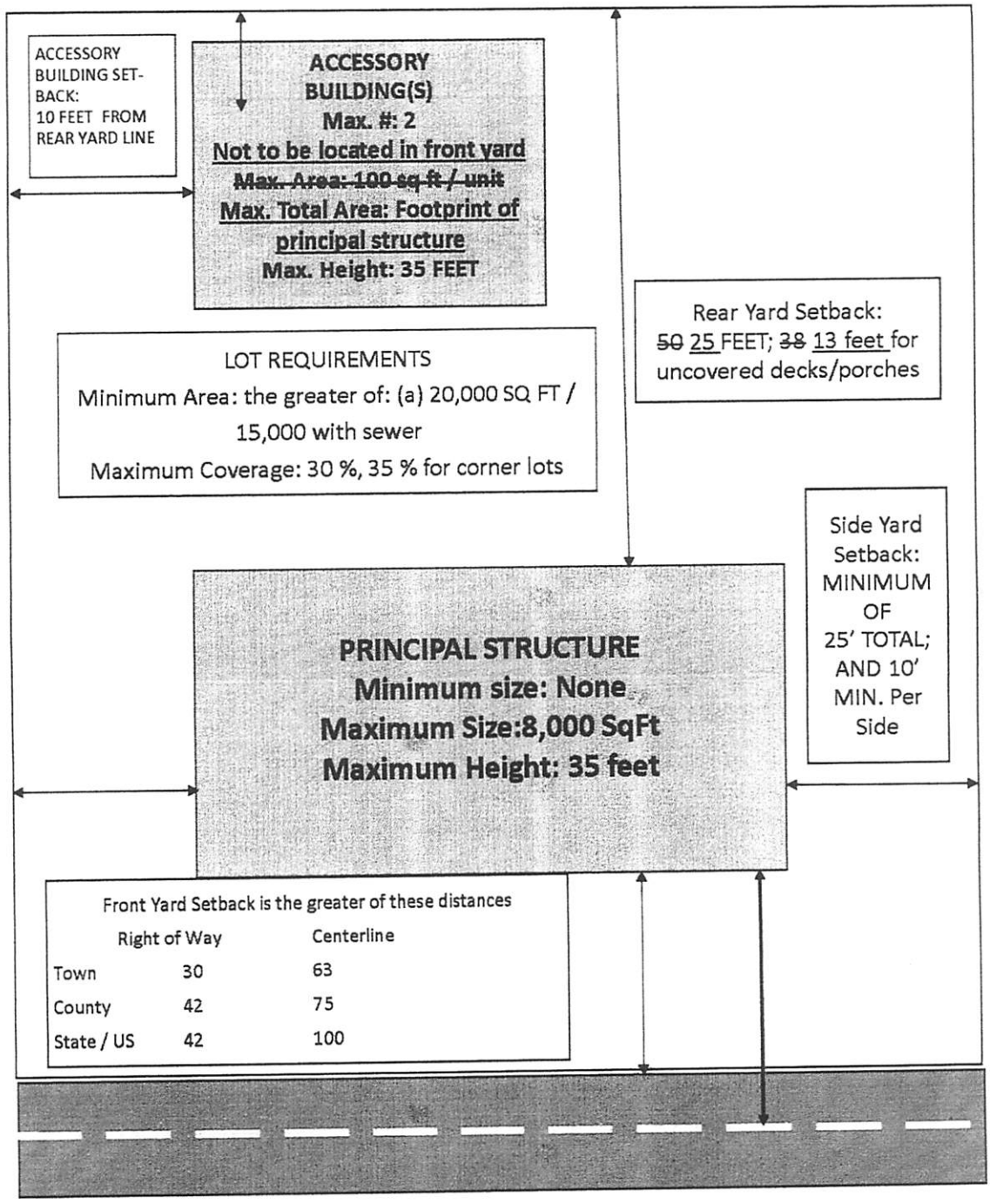
(7) Zoning District Dimensional Requirements.

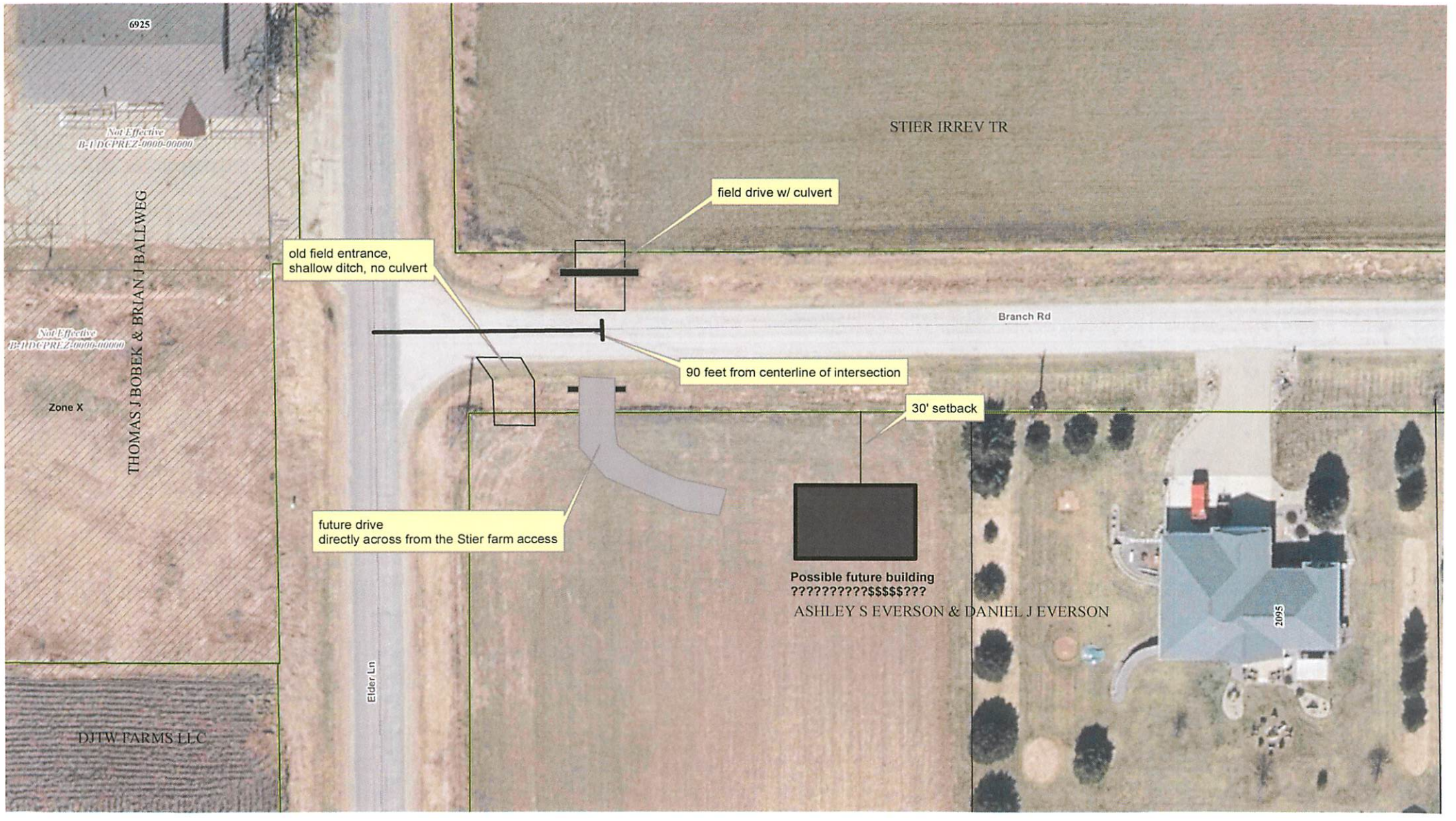
(a) The graphics in secs (8) through (21) identify the dimensional requirements which apply to each of the zoning districts in this ordinance,

(b) Where a secondary standard or other provision of this Ordinance provides a greater setback, the greater setback controls.

(8) Agriculture
(9) Exclusive Agriculture
(10) Agricultural Enterprise
(11) Resource Conservancy
(12) Nature-Based Recreation
(13) Planned Rural Development
(14) Commercial
(15) Industrial
(16) Neigborhood Retail
(17) Recreational Commercial
(18) Rural-Based Businesses
(19) Rural Community District
(20) Planned Unit Development
(21) Single Family Residential
(22) Multi-Family Residential

Zoning District: Single-Family Residence	Sec. 1.0324	NOT TO SCALE!!	




6925
Not Effective
B-1DGPREZ-0000-00000
Not Effective
B-1DGPREZ-0000-00000
THOMAS J BOBEK & BRIAN J BALLWEG
Zone X
DJTW FARMS LLC
Elder Ln
STIER IRREV TR
field drive w/ culvert
old field entrance,
shallow ditch, no culvert
Branch Rd
90 feet from centerline of intersection
30' setback
future drive
directly across from the Stier farm access
Possible future building
??????????$$$$$???
ASHLEY S EVERSON & DANIEL J EVERSON
2095

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.

TOWN of BRISTOL

7747 CR N

SUN PRAIRIE WI 53590

Oct 13, 2023

ATTN: TOWN BOARD

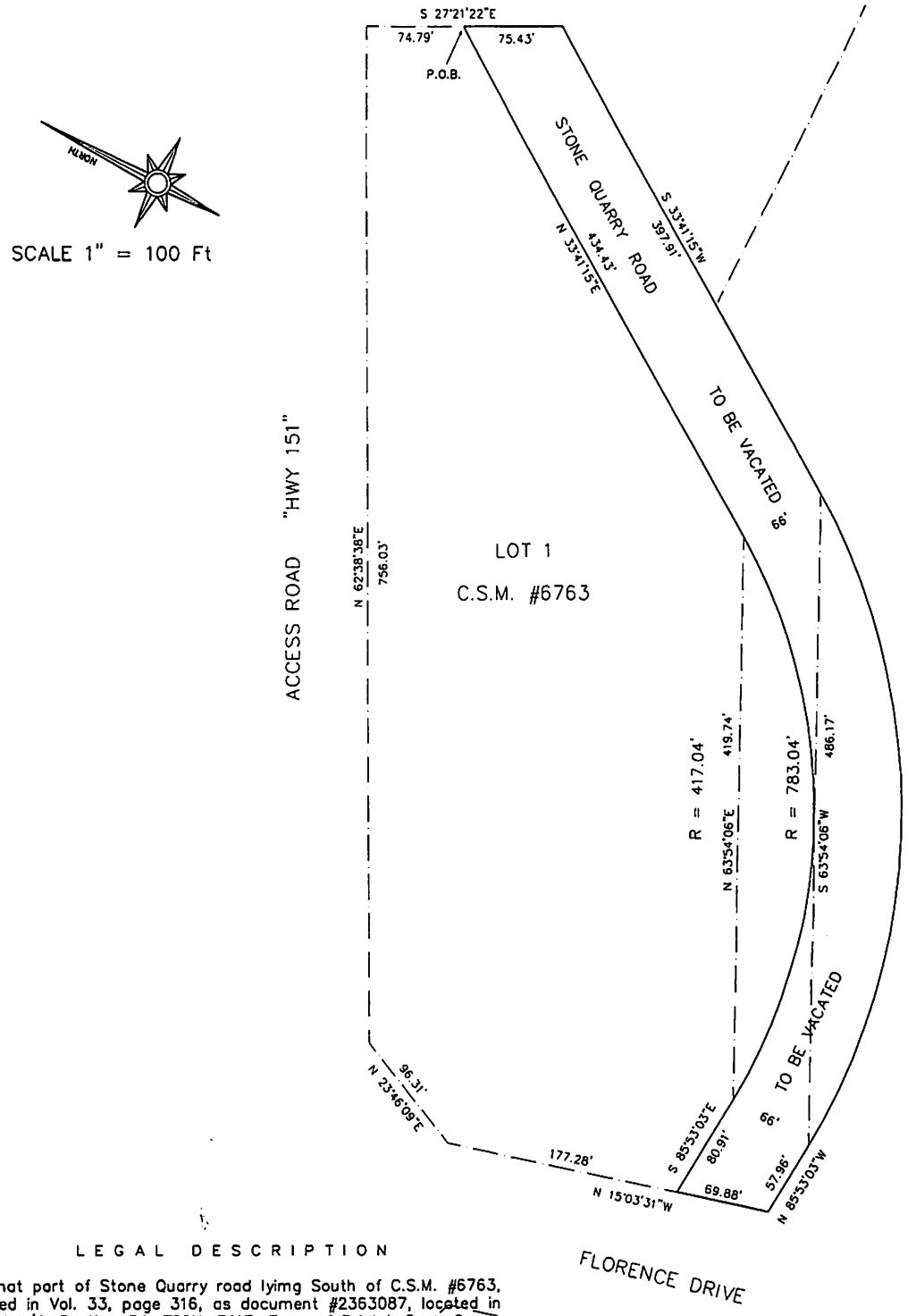
DEAR SIRS

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 Hanley



LEGAL DESCRIPTION

That part of Stone Quarry road lyimg 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

6763th

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

That part of Stone Quarry road lyimg 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;

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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

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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


151
151
151
151
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151
Stone Quarry Rd
Stone Quarry Rd
Stone Quarry Rd
Stone Quarry Rd
982 ft
Florence Dr
Esri Community Maps Contributors, County of Dane, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGra

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

d.

Poll Workers 2024-2025

	Name	Address
1	Lynn Johnson	6730 Starburst Dr. Sun Prairie, WI 53590
2	Barry Thoma	7340 Wilburn Rd. Sun Prairie, WI 53590
3	Cindy Mestelle	2721 Hilltop Dr. Sun Prairie, WI 53590
4	Marilyn Silvester	7015 Fawn Ln. Sun Prairie, WI 53590
5	Harold Silvester	7015 Fawn Ln. Sun Prairie, WI 53590
6	Bonnie Schmidt	3018 Happy Valley Rd. Sun Prairie, WI 53590
7	Cindy Mestelle	2721 Hilltop Dr. Sun Prairie, WI 53590
8	Janet Storch	1960 E. Branch Rd. Sun Prairie, WI 53590
9	Diane Mosso	6724 Sam Hill Dr. Sun Prairie, WI 53590
10	Bill Weirough	1750 Tam O Shanter Trl. Sun Prairie, WI 53590
11	Sue Weirough	1750 Tam O Shanter Trl. Sun Prairie, WI 53590
12	Sue Sewell	1705 Tam O Shanter Trl. Sun Prairie, WI 53590
13	Marcia Forbes	2948 Kiltie Dr. Sun Prairie, WI 53590
14	Julie Mallder	3161 Lorrabud Ln. Sun Prairie, WI 53590
15	Sam Skemp	2950 Grandview Dr. Sun Prairie, WI 53590
17	Lisa Rickert	3155 Lorrabud Ln. Sun Prairie, WI 53590
18	Rachel Gallagher	6790 Moonlight Sun Prairie, WI 53590
19	Pete Vickerman	7575 Suffolk Down Sun Prairie, WI 53590
20	Kay Radke	1737 Muller Rd. Sun Prairie, WI 53590
21	Sany Dulin	7066 Norway Rd Sun Prairie, WI 53590
22	Dave Suchomel	6691 Sam Hill Dr. Sun Prairie, WI 53590
23	Sue Suchomel	6691 Sam Hill Dr. Sun Prairie, WI 53590
24	Sue Suchomel	6691 Sam Hill Dr. Sun Prairie, WI 53590
25	Julie Skemp	2950 Grandview Cir Sun Prairie, WI 53590
26	Julie Marshall	2712 Hilltop Dr Sun Prairie, WI 53590
27	Kurt DeGroot	3099 Lyman's Run Sun Prairie, WI 53590
28	Corey Vander Steeg	6830 Moonlight Cir Sun Prairie, WI 53590
29	Annette Wiemann	1817 Tam O' Shanter Trl Sun Prairie, WI 53590
30	Kathlyn Voegeli	1005 Stanford Dr Waunakee, WI 53597

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

e.

clerktreasurer@tn.bristol.wi.gov

From: Horstman Networks Inc. <helpdesk@horstmanit.com>
Sent: Tuesday, December 5, 2023 5:05 PM
To: clerktreasurer@tn.bristol.wi.gov
Subject: TownWeb Info. & Tax Exempt (message id: 74962436)

Hi Kim Grob!

You have an update from Horstman Networks Inc. for your ticket 16356

Update Subject: Contact

jason@horstmanit.com

Tue 12-05-23 05:04 PM

Hey Kim,

Tech Soup gives us the discount.

We are still waiting for Microsoft Non Profit division to determine whether or not you get free or reduced cost licensing. Here is the latest screen shot.
They don't move fast but it is worth the wait if you end up getting it free or reduced. I understand time is money, if you don't want to wait, the regular price is $12.50 per user per month.

[image: image.png] $900/yr

Horstmann manages e-mails and gives support.

--

*Jason Horstman**President*

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

**********AUTO**MIXED AADC 130 PL1 T9 P1 S3456

TOWN OF BRISTOL
7747 COUNTY ROAD N
SUN PRAIRIE WI 53590-9502

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 $1,296.00/yr cost
- Google Workspace without archiving: $9/mo/user = $108/year/user

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.

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-Kiring $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

Dustin Overbeck, President/Founder
Town Web Design, LLC

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Cover Sheet for Agenda Packet Section

V. Business

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No Packet Material For This Item