

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

***Town Board Meeting***

The Bristol Town Board will hold a regular monthly town board meeting on Monday, October 9, 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 September 11, 2023, Board Meeting
  - d. Approval of Check Register & Treasurer's Report for September 2023
- II. Public Comment – items not on the agenda
- III. Parks Committee Report
- IV. Chairperson Report
- V. Business
  - a. Discuss/Consider Fall Open Burn Dates for Subdivisions
  - b. Discuss/Consider Planning Commission Seat Renewals
  - c. Discuss/Consider Schedule for 2024 Budget Workshop
  - d. Discuss/Consider End of Year Operating Short Term Loan
- VI. Set Future Meetings and Agendas
- 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: 10-6-2023 Town Hall and website.*



**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Jt. Plan Commission and Town Board Meeting**  
**September 11, 2023, Immediately Followed Public Hearing**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 7:01pm by Chairman Derr. Board Members Present –Derr, Grove and Willison. Planning Commission Members Present: Steve Schwartz, Sandy Dulin, Al Rogers, Travis Larson, Jim Ringelstetter and Brian Willison. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES: AUGUST 14, 2023 JT PLAN- BOARD MEETING**

Board - Motioned by Grove and seconded by Willison to approve August 14, 2023 Jt. Plan- Board meeting minutes as written. All ayes, motion carried.

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

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

**PUBLIC COMMENT – ITEMS NOT ON THE AGENDA**

Tom Bobek expressed his concern about the recently completed assessments and how it will affect the mill rate. Kolby Hirth expressed her concern for the notice given of the rezone application for Lov-It Brands Campus LLC. Hirth continued to explain that the speed of the request does not give adequate time for neighbors to learn of the request.

**PARKS COMMITTEE REPORT - NONE**

**CHAIRPERSON REPORT**

- Derr met with Chuck Nahn and Public Works Lead to create a plan/schedule for cleaning some stormwater retention ponds.
- Cautionary signs east & west of the Prairie Pines Golf Course entrance on Happy Valley Road have been installed.
- Public Works employee, Mike Winters is out on medical leave with an injury that occurred out of work hours.
- The vacating of Old Stone Quarry Rd is in process.
- Talks continue with the City of Sun Prairie regarding their take-over of Patrick Marsh. Ground Swell now owns Patrick Marsh and it is planned to have it annexed into the City but there is no time table for when it will be finalized. Another meeting is planned for this week to continue discussions.
- August 30 was the Club Bristol listening session from residents to the Board on how to proceed now that the Settlement Agreement has expired.
- The Sun Prairie Fire & Rescue members unanimously voted to have the organization move to the City of Sun Prairie owned fire department.



**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Plan Commission and Town Board Meeting**  
**September 11, 2023, Immediately Followed Public Hearing**

**BUSINESS**

- a. **DISCUSS/CONSIDER REZONE REQUEST FROM A-1 TO PUD ON 101.29 ACRES, SOUTH SIDE USH 151 AT TWIN LANE ROAD, PARCELS 0911-131-9210—9, 0911-132-9830-8, 0911-133-8000-3, 0911-133-8830-9, 0911-133-9201-8, 0911-133-9230-3, 0911-133-9500-6, TO CREATE FUTURE BUSINESS LOCATION FOR LOV-IT BRANDS CAMPUS, LLC**

Planning – Motioned by Dulin and seconded by Ringelstetter to approve Lov-It Brands Campus LLC request for a rezone from A-1 to PUD and includes the General Development Plan (GDP) for 101.29 acres, South Side USH 151 at Twin Lane Rd, Parcels 0911-131-9210-9, 0911-132-9830-8, 0911-133-8000-3, 0911-133-8830-9, 0911-133-9201-8, 0911-133-9230-3, 0911-133-9500-6. All ayes, motion carried.

Board – Motion by Willison and seconded by Grove to accept the Planning Commission recommendation to approve the rezone request by Lov-It Brands Campus LLC. All ayes, motion carried.

**SET FUTURE MEETINGS AND AGENDAS**

September 21, 2023, at 5:00pm – Board of Review

October 9, 2023, at 6:00pm – Town Board Meeting

**ADJOURN**

Planning – Motioned by Dulin and seconded by Rogers to adjourn at 7:31pm. All ayes, motion carried.

Board - Motioned by Grove and seconded by Willison to adjourn at 7:31pm. All ayes, motion carried.

Submitted by Kim Grob, Clerk-Treasurer



10/05/23

**The Town of Bristol**  
**Account QuickReport**  
 As of September 30, 2023

Type	Date	Num	Name	Memo	Amount
Liability Check	09/01/2023		QuickBooks Payroll Service	Created by Payroll Service on 08/31/2023	-253.96
Bill Pmt -Check	09/07/2023	29563	Alliant Energy/WPL	Twñ Hall, Recycle Cntr, Egre Pk, St. Lights, Ice Rink	-1,346.28
Bill Pmt -Check	09/07/2023	29564	Arbor Green Inc.	Guardrail Replacement Happy Valley Rd	-2,000.00
Bill Pmt -Check	09/07/2023	29565	Associated Appraisal Consultants, Inc.	2023 Reval Pymt, Mnthly Maint.	-17,359.08
Bill Pmt -Check	09/07/2023	29566	CyberReef	Inv. #27897 Sept. Srvc	-60.00
Bill Pmt -Check	09/07/2023	29567	Dorn True Value Hardware	August Statment	-67.89
Bill Pmt -Check	09/07/2023	29568	Horstman Networks	Inv. #2050781 September 2023 IT Services	-65.00
Bill Pmt -Check	09/07/2023	29569	Insight FS	Fuel	-3,123.03
Bill Pmt -Check	09/07/2023	29570	LRS	Portable Restrooms-Recycle Cntr & Bristol Gardens	-504.90
Bill Pmt -Check	09/07/2023	29571	MG&E	August Srvc - Gas & Electric for Town Hall	-33.08
Bill Pmt -Check	09/07/2023	29572	Nahn and Associates, LLC	Inv. #2090 - Permit Work on Stormwater Inventory/Inspection	-8,038.59
Bill Pmt -Check	09/07/2023	29573	Northeast Community Court	Axley Inv #945127 - July Srvc	-24.00
Bill Pmt -Check	09/07/2023	29574	Office Depot Business Credit	Office Supplies	-44.97
Bill Pmt -Check	09/07/2023	29575	Pellitteri Waste Systems	Inv. #39400817	-4,186.73
Bill Pmt -Check	09/07/2023	29576	Skallitzky Drainage LLC	Inv. 1607 - Muller Rd Culvert Replacement (4)	-20,948.00
Bill Pmt -Check	09/07/2023	29577	Sun Prairie Lawn Care LLC	Inv. #15574 - August Srvc Mowing	-4,350.00
Bill Pmt -Check	09/07/2023	29578	Sundance BioClean Inc.	August Cleaning Services	-320.00
Bill Pmt -Check	09/07/2023	29579	US Cellular	September Cell Phone Srvc	-187.71
Bill Pmt -Check	09/07/2023	29580	Weber Tires	Inv. #30442 - Tire Repair on 8/7/23	-6.00
Bill Pmt -Check	09/07/2023	29581	Wingra Stone Company	Recycled Asphalt for Shouldering	-2,492.50
Bill Pmt -Check	09/11/2023	29582	Dane County Treasurer's Office	2023 Dog License	-3,648.00
Bill Pmt -Check	09/11/2023	29583	Crack Filling Service, Corp	2023 Road Work	-45,000.00
Liability Check	09/13/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 88265294	-1,862.40
Liability Check	09/14/2023		QuickBooks Payroll Service	Created by Payroll Service on 09/13/2023	-7,677.27
Liability Check	09/20/2023	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # 1454763194	-533.43
Bill Pmt -Check	09/20/2023	29584	APG of Southern Wisconsin	August Services - BOR Notices	-96.79
Bill Pmt -Check	09/20/2023	29585	DANE COUNTY TREASURER	Inv. # 44073 - August Police Srvc	-6,584.38
Bill Pmt -Check	09/20/2023	29586	Kasieta Legal Group LLC	Stmt #13193 - August Srvc Zoning Ord.	-54.16
Bill Pmt -Check	09/20/2023	29587	Public Health Madison & Dane County	2022 Septic Maintenance	-14,920.56
Bill Pmt -Check	09/20/2023	29588	Superior Chemical Corp.	Inv. #372447 - Shop Supplies	-482.87
Bill Pmt -Check	09/21/2023	29589	Terminator Pest Control, LLC	Inv. #232323	-55.00
Bill Pmt -Check	09/21/2023	29590	Visa - Cardmember Service	Microsoft Yrly Subscription, Office Supplies	-443.01
Liability Check	09/22/2023	DEBIT	WRS	Pre-Tax Health Ins.	-268.68
Liability Check	09/22/2023	DEBIT	WRS	Muni Pd Health Ins.	-1,696.92
Liability Check	09/27/2023	E-pay	United States Treasury	39-6005805 QB Tracking # 1628062194	-1,524.60
Liability Check	09/28/2023		QuickBooks Payroll Service	Created by Payroll Service on 09/27/2023	-5,614.08
Liability Check	09/29/2023	DEBIT	WRS	69-036-0118-000	-1,769.40
					-157,643.27
					<u>-157,643.27</u>



Town of Bristol  
Treasurer's Report  
September 2023

### General Fund

Beginning Balance 9/1/2023		\$26,281.46
Deposits	\$160,933.28	
Withdrawals	\$ 174,971.62	
Ending Balance 9/30/2023		\$12,243.12

## Money Market

Beginning Balance 9/1/2023				\$7,786.88
Interest	\$0.17			
Transfer to General Fund		\$	6,786.88	
Service Charge		\$	(11.00)	
Ending Balance 9/30/2023				\$989.17

### ICS Account

Ending Balance	\$1,852.36
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**LGIP Fund**

## **General**

Beginning Balance 9/1/2023		\$368,370.62
2022 Tax Specials Paid	\$1,419.02	
Interest	\$0.00	
Transfer to General Fund	\$ (150,000.00)	
Ending Balance 9/30/2023		\$219,789.64

## ***Parks***

Beginning Balance 9/1/2023		\$82,148.72
Interest Earned	\$0.00	
Ending Balance 9/30/2023		\$82,148.72

### Equipment

Beginning Balance 9/1/2023		\$4.64
Interest Earned	\$0.00	
Ending Balance 9/30/2023		\$4.64

**Total Funds As September 20, 2023      \$317,027.65**

Parks Fund - LGIP	- \$82,148.72
ARPA Funds Available	- \$165,678.71

**Total Funds Available      \$69,200.22**



# TOWN OF BRISTOL

## Cover Sheet for Agenda Packet Section

### V. Business

#### a.



**Subdivision**  
**Fall 2023 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 19 – 22**

**November 2 – 5**

**November 16 – 19**

**November 30 – December 3**

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](https://dnr.wi.gov/topic/openburning)



TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

V. Business

b.



# TOWN OF BRISTOL

## Cover Sheet for Agenda Packet Section

### V. Business

c.



TOWN OF BRISTOL  
Cover Sheet for Agenda Packet Section

V. Business

d.