

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
***Jt. Plan Commission and Town Board Meeting***  
**August 12, 2025, at 6:00 pm**

The Bristol Town Board and Planning Commission will hold a Joint meeting on Tuesday, August 10, 2025, 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: July 8, 15, 23 & 31 2025, Meetings
  - d. Approval of Check Register & Treasurer's Report for July 2025
- II. Public Comment -- Items Not on The Agenda
- III. Parks Committee Report
- IV. Business for Planning Commission & Town Board
  - a. Discuss/Consider Rezone from A-1 (Legacy) to AG for parcel 0911-233-9680-8, 2042 Branch Rd
  - b. Discuss/Consider Rezone from A-1 (Legacy) to AG and Preliminary CSM for parcel #0911-184-9001-0, 3006 Vinburn Road
  - c. Acknowledgment of Annexation for Parcels 0911-331-8572-2 and 0911-331-8501-7 to the City of Sun Prairie
- V. Business for Town Board
  - a. Discuss/Consider Temporary Liquor License for St. Joseph Fall Festival to Be Held on September 20 & 21, 2025
  - b. Discuss/Consider Change in Service Company for Portable Restrooms at Recycle Center and Bristol Gardens
  - c. Discuss/Consider Updating 2025 Road Repairs
  - d. Discuss/Consider Approval of BCPL Loan for End of Year Financing Operation
- 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**  
**Jt. Planning-Town Board Meeting**  
**July 8, 2025, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:00pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES: JUNE 10, 2025, MEETING**

Motioned by Grove and seconded by Kvalo to approve June 10, 2025, minutes with the correction to Business a. adding "All aye's, motion carried". All aye's, motion carried.

**d. APPROVAL OF CHECK REGISTER AND TREASURER'S REPORT FOR JUNE 2025**

Motioned by Grove and seconded by Kvalo to approve June 2025 check register. All aye's, motion carried.

Motioned by Kvalo and seconded by Grove to approve June 2025 treasurer's report. All aye's, motion carried.

**PUBLIC COMMENT - NONE**

**PARKS COMMITTEE REPORT - NONE**

**BUSINESS**

**a. DISCUSS/CONSIDER WILBURN ROAD CULVERT QUOTE**

This is a double metal pipe with a box culvert at a diagonal placement. Recommendation by Nahn & Associates to replace the existing structure and install two – 48" metal pipes at an angle with end walls and sloped rip rap. Motioned by Grove and seconded by Kvalo to approve Skallitzky Drainage LLC estimate, \$28,000 for Wilburn Road culvert work. All aye's, motion carried.

**b. DISCUSS/CONSIDER CULVERT INVENTORY PROGRAM**

Discussion occurred for the town to obtain a company for implementing a culvert inventory, assessment and mapping program. This would benefit the town in having knowledgeable staff reviewing and tracking all town culverts and knowing when they need replacement. Motioned by Kvalo and seconded by Grove to accept Delmore Consulting Comprehensive Culvert Service proposal for \$14,000. All aye's, motion carried.

**c. DISCUSS/CONSIDER SCOTT'S CONSTRUCTION QUOTE FOR ROAD WEDGING**

The board reviewed Scott's Construction wedging quote for the 2025 season. Motioned by Grove and seconded by Kvalo to deny Scott's Construction wedging quote and publish a second request for wedging. All aye's, motion carried.

**d. DISCUSS/CONSIDER PASER RATING PROPOSALS**

WI DOT requires town road PASER (Pavement Surface Evaluation and Rating) ratings to be completed every odd numbered year. Motioned by Kvalo and seconded by Grove to accept agreement by MSA for \$2,710.17 to complete and submit this report to the WI DOT on behalf of the town. All aye's, motion carried.

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
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**July 8, 2025, at 6:00 pm**

**e. DISCUSS/CONSIDER OPERATOR LICENSES FOR DAWN KARTMAN, SARAH NELSON, TIZANNA SANNINO, AND CHLOE MILLER**

All applicants submitted the required paperwork and were deemed satisfactory. Motioned by Kvalo and seconded by Grove to approve the operator licenses for Dawn Kartman, Sarah Nelson, Tizanna Sannino and Chloe Miller. All ayes, motion carried.

**f. REPORT DATE SET FOR SEPTEMBER 6, 2025, ELECTRONIC RECYCLING EVENT**

The town has contracted with COM2 Recycling Solutions to hold a free electronic recycling collection event on September 6, 2025, 8:00am – 12:00pm at the Bristol Town Hall. An announcement will be posted on the town's website.

**g. UPDATE LOV-IT BRANDS CAMPUS PROJECT**

Jim Arneson from FoxArneson presented a summary of passed topics that were discussed including evergreen trees that will be planted along the south side of the parking area as the phases are completed, lighting will be designed for dark sky compliant, and WI DOT and DNR requirements are being met. Attorney Lawton will draft a developer's agreement to include LOV-IT Brands responsible for reconstructing Russ & Mary Ct to specification required for large truck traveling, along with widening the entrance for the ease of tractor-trailers entering/exiting, and a bypass on Twin Lane Rd to be built at phase two. Maintenance (including winter plowing) on Russ & Mary Ct is to be completed by Lov It Brands Campus. The current plan is to submit a Certified Survey Map for the September joint Planning-Board meeting for approval.

**SET FUTURE MEETINGS AND AGENDAS**

July 15, 2025 – 10:00am Special Board Meeting  
August 12, 2025 – Jt. Planning and Board Meeting  
September 9, 2025 – Jt. Planning and Board Meeting

**ADJOURN**

Motioned by Grove and seconded by Kvalo to adjourn at 7:42pm. All aye's, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Special Town Board Meeting**  
**July 15, 2025, at 10:00 am**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 10:06 am by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Additional Attendees: Steve Schwartz and Kim Grob. Public attendees: Kay Jensen

**BUSINESS**

**a. DISCUSSION/CONSIDER CULVERT QUOTE FOR WILBURN/VINBURN RD**

Motioned by Kvalo and seconded by Grove to approve the bid by Skalitzky Drainage to repair the Wilburn Rd culvert. All aye's, motion carried.

**b. WORK GROUP ON BOUNDARY AGREEMENT RENEWAL BETWEEN CITY OF SUN PRAIRIE AND TOWN OF BRISTOL**

Motioned by Kvalo and seconded by Grove to approve Resolution 2025-01 Amending the Intergovernmental Agreement with the City of Sun Prairie to Extend the Termination Date to December 31, 2026. All aye's, motion carried. Discussion occurred on concepts to bring the agreement up to date for a future vision of the town. Kay Jensen explained her current challenges with her land being in the "no land division" zone of the current boundary agreement. A future work-group meeting was discussed but the date is yet to be determined.

**ADJOURN**

Motioned by Kvalo and seconded by Grove to adjourn at 11:46 a.m. All aye's, motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Special Town Board Meeting**  
**July 23, 2025, at 10:00 am**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 10:05 am by Chairman Willison. Board Members Present – Willison and Kvalo. Absent: Grove. Sign in sheet on file in Clerk's office.

**BUSINESS**

**a. DISCUSSION/CONSIDER 2025 Road Wedging Bids**

Sealed bids were opened and reviewed. Motioned by Kvalo and seconded by Willison to table 2025 road wedging bids until additional information can be gathered. All aye's, motion carried.

**ADJOURN**

Motioned by Kvalo and seconded by Willison to adjourn at 11:38pm. All aye's, motion carried.

Submitted by Kim Grob, Clerk-Treasurer

**TOWN OF BRISTOL**  
**7747 County Road N, Sun Prairie WI 53590**  
**Special Town Board Meeting**  
**July 31, 2025, at 10:00 am**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 10:05 am by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Additional attendees: Kim Grob and Jim Tate. Sign in sheet on file in Clerk's office.

**BUSINESS**

**a. DISCUSS/CONSIDER 2025 ROAD WEDGING BIDS**

Discussion occurred on road wedging for the three roads selected and the quantities that may be needed. Motioned by Grove and seconded by Kvalo to approve Tri-County Paving wedging bid set at a limit of \$50,000 at \$98/ton. All aye's, motion carried.

**b. DISCUSS/CONSIDER END OF YEAR FINANCIALS**

Current financials were reviewed, and discussion occurred for a year-end projection. Motioned by Grove and seconded by Kvalo to approve the Clerk-Treasurer to seek a \$100,000 plus interest short term loan from Board of Commissioners of Public Lands. All aye's, motion carried.

**ADJOURN**

Motioned by Kvalo and seconded by Grove to adjourn at 12:35pm. All aye's, motion carried.

Submitted by Kim Grob, Clerk-Treasurer

08/07/25

**The Town of Bristol**  
**Account QuickReport**  
**As of July 31, 2025**

Type	Date	Num	Name	Memo	Amount
Liability Check	07/02/2025		QuickBooks Payroll Service	Created by Payroll Service on 06/30/2025	-5,120.20
Check	07/02/2025	DEBIT	Upnet Wisconsin	Town Hall Internet	-89.99
Bill Pmt -Check	07/03/2025	30401	Associated Appraisal Consultants, Inc.	Inv. #181025 -July Services	-1,424.34
Bill Pmt -Check	07/03/2025	30402	Axley Brynerson, LLP	ROW Ord., NEDFU, Pellitteri Rd Permt, SpAsmt	-928.20
Bill Pmt -Check	07/03/2025	30403	Decker Supply Company	Inv. #932947 - Street Name Sign	-36.55
Bill Pmt -Check	07/03/2025	30404	General Engineering Company	Inv. #86 - May Bldg & Land Use Permits	-4,015.89
Bill Pmt -Check	07/03/2025	30405	Horstman Networks	Inv. #2053895 - July Monthly IT/Email Svcs	-140.00
Bill Pmt -Check	07/03/2025	30406	MSA Professional Services Inc	Inv. #017787 - Twin Lane Rd Improvement	-273.40
Bill Pmt -Check	07/03/2025	30407	Rhyme Business Products	July2025 Maint. Charge	-24.97
Bill Pmt -Check	07/03/2025	30408	Sundance BioClean Inc.	Inv. #3045 June Janitorial Svcs	-335.00
Bill Pmt -Check	07/03/2025	30409	Visa - Elan Financial Services	Tree planting materials, Bldg material, Office Supplies	-361.36
Liability Check	07/03/2025	DEBIT	North Shore Bank	010-7001187	-100.00
Bill Pmt -Check	07/08/2025	30410	Alliant Energy/WPL	Twn Hall, Recycle Cntr, Egge Pk, St. Lights, Ice Rink	-1,370.04
Bill Pmt -Check	07/08/2025	30411	GFL Environmental	June Bristol Gardens & Recycling Svcs	-438.90
Bill Pmt -Check	07/08/2025	30412	MG&E	June2025 Stmt	-45.26
Bill Pmt -Check	07/08/2025	30413	Nahn and Associates, LLC	Wilburn Rd Culvert Modification	-678.52
Bill Pmt -Check	07/08/2025	30414	Public Health Madison & Dane County	2024 Septic Maintenance	-18,820.82
Bill Pmt -Check	07/08/2025	30415	Sun Prairie Lawn Care LLC	Inv. #17933 - June Svcs	-3,480.00
Bill Pmt -Check	07/08/2025	30416	Weber Tires	Inv. #32498 - Tractor tires Michelin(2), disposal, valve stem	-2,881.90
Liability Check	07/16/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -2137113470	-1,629.00
Liability Check	07/17/2025		QuickBooks Payroll Service	Created by Payroll Service on 07/16/2025	-6,811.34
Liability Check	07/17/2025		QuickBooks Payroll Service	Created by Payroll Service on 07/16/2025	-346.32
Liability Check	07/18/2025	DEBIT	North Shore Bank	010-7001187	-200.00
Liability Check	07/21/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1751977470	-57.36
Bill Pmt -Check	07/22/2025	30417	Axley Brynerson, LLP	Zoning violation correspondence	-136.50
Bill Pmt -Check	07/22/2025	30418	General Engineering Company	Two Rezones	-765.00
Bill Pmt -Check	07/22/2025	30419	Insight FS	June Fuel	-1,519.48
Bill Pmt -Check	07/22/2025	30420	Michael Lashley	Reimburse half of park rental from 6/28/25	-25.00
Bill Pmt -Check	07/22/2025	30421	Nutrien Ag Solutions, Inc.	Inv. #57165673 - Weed Spray	-220.00
Bill Pmt -Check	07/22/2025	30422	Pellitteri Waste Systems	Inv. #6033800 - July Recycle & June Trash Svcs	-5,104.50
Bill Pmt -Check	07/22/2025	30423	Sun Prairie, City of	EMS 2nd Qtr 2025	-44,896.75
Bill Pmt -Check	07/22/2025	30424	Terminator Pest Control, LLC	Inv. #255063 - July Svcs	-55.00
Bill Pmt -Check	07/22/2025	30425	Visa - Elan Financial Services	DOJ,, Fuel, Bldg Supplies	-153.27
Bill Pmt -Check	07/22/2025	30426	Weld Riley S.C.	June 2025 Svcs	-189.51
Bill Pmt -Check	07/22/2025	30427	Wingra Stone Company	Inv. #37450 - 29.49 tn, 1.25" Recycled Asphalt	-228.55
Bill Pmt -Check	07/22/2025	30428	Wisconsin DNR-Environmental Fees	2025 Woodburning Site Lic #3365	-165.00
Liability Check	07/23/2025	E-pay	Wisconsin Department of Revenue	39-6005805 QB Tracking # -1430253470	-422.76
Check	07/24/2025	DEBIT	NUSO LLC	Phone Storage	-148.32
Liability Check	07/24/2025	DEBIT	WRS	Pre-Tax Health Ins., Muni Pd Health Ins.	-4,628.96
Liability Check	07/23/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1430190470	-48.32
Liability Check	07/30/2025	E-pay	United States Treasury	39-6005805 QB Tracking # -1421787666	-1,334.48
Liability Check	07/31/2025	DEBIT	WRS	69-036-0118-000	-1,297.04
Liability Check	07/31/2025		QuickBooks Payroll Service	Created by Payroll Service on 07/30/2025	-5,246.48
<b>Total 100 - General Fund</b>					<b>-116,194.08</b>

Town of Bristol  
Treasurer's Report  
July 2025

**General Fund**

Beginning Balance 7/01/2025			\$28,002.51
Deposits	\$	20,803.62	
Transfer from ICS Account	\$	30,000.00	
Withdrawals		\$	107,660.47
Ending Balance 7/31/2025			<u><u>-\$28,854.34</u></u>

**Money Market**

Beginning Balance 7/01/2025			\$2,011.43
Interest	\$	0.10	
Transfer to General Fund		\$	-
Ending Balance 7/31/2025			<u><u>\$2,011.53</u></u>

**ICS Account**

Beginning Balance 7/01/2025			\$59,980.78
Interest	\$	157.92	
Transfer to General Fund		\$	30,000.00
Ending Balance 7/31/2025			<u><u>\$30,138.70</u></u>

**LGIP Fund**

**General**

Beginning Balance 7/01/2025			\$93,904.61
DOT Transportation Aid	\$	53,271.99	
2% Fire Dues	\$	37,456.89	
Shared Revenue	\$	21,739.13	
Computer Aid	\$	72.75	
Interest	\$	611.67	
Ending Balance 7/31/2025			<u><u>\$207,057.04</u></u>

**Parks**

Beginning Balance 7/01/2025			\$90,038.92
Interest Earned	\$	333.67	
Ending Balance 7/31/2025			<u><u>\$90,372.59</u></u>

**Equipment**

Beginning Balance 7/01/2025			\$5.08
Interest Earned	\$	0.02	
Ending Balance 7/31/2025			<u><u>\$5.10</u></u>

**Total Funds As July 31, 2025      \$300,730.62**

Parks Fund - LGIP      **-\$90,372.59**  
 ARPA Funds Expenses Outstanding      **-\$4,869.68**

**Total Funds      \$205,488.35**



**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**IV. Business**

**a.**

General Engineering Company  
P.O. Box 340  
916 Silver Lake Drive  
Portage, WI 53901



608-742-2169 (Office)  
608-742-2592 (Fax)  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

*Engineers • Consultants • Inspectors*

**ZONING ADMINISTRATOR REVIEW REPORT**

**TO:** Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer

**FROM:** Kory D. Anderson, P.E., Town of Bristol Zoning Administrator  
Mitchell Bortz, Assistant Town of Bristol Zoning Administrator

**DATE:** (for) August 12, 2025 Plan Commission/Town Board Meeting

**SUBJECT:** Zoning Change for Kiefer  
Tax Parcel 0911-233-9680-8

**GEC NO.:** 2-0124-41D

**Background Information**

Owner/Applicant: Luke Kiefer  
925 Park Street #101  
Oregon, WI 53575

Agent/Contractor: N/A

Location: 2042 Branch Road  
In part of the SE ¼ and SW ¼ of Section 23, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

Request: Zoning Change Approval

Existing Zoning:	Tax Parcel 0911-233-9680-8	A-1	5.20 Acres
		Total	5.20 Acres

Existing Land Use: The property had a single-family home with a driveway connecting to Branch Road. The home was destroyed in a fire and has since been razed. There are still several accessory buildings on the property. The rest of the property is primarily wooded area with no improvements. There are steep slopes associated with the lot located in the northern section of the parcel. There are no streams/lakes associated with the lot. The southwestern portion of the property appears to have shoreland zoning as well as wetland indicators/ wetlands in the southwestern section of the property.

Adjacent Land Uses: North: Branch Road, Agricultural  
West: Branch Road, Residential  
East: US Highway 151  
South: Agricultural

**Proposal**

Zoning Change:	Tax Parcel 0911-233-9680-8	AG	5.20 Acres
		Total	5.20 Acres

Applicant submitted information for a zoning change of Tax Parcel 0911-233-9680-8 from zoning A-1 Agriculture District (Legacy) to AG Agricultural Zoning District. The intention of this zoning change is so the owner can build a new home on a different area of the property as the previous home was razed.

**Portage • Black River Falls • La Crosse**



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services  
Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



The rezone will bring the parcel into compliance with the Town's zoning ordinance. Rezoning to Agriculture (AG) in the newer Town's ordinance allows for less restrictive setbacks for principal structures. The property currently has a few other accessory structures still on the property. A new accessory structure could potentially be built in the future and would allow for this accessory building to be built with less restrictive height requirements. Should the applicant require plumbing fixtures added to this accessory structure, a conditional use permit would be required.

#### **Submittals/Attachments**

1. Zoning Change Application, received April 4, 2025.
2. Jurisdictional Review Form, received April 4, 2025.
3. Site Plan showing proposed new home, received April 4, 2025.
4. Wetland Delineation Map, received July 2, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

#### **Comprehensive Plan**

The planned future land use for this parcel is woodland Area. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. There is extraterritorial review authority for this property by the City of Sun Prairie.

#### **Town Ordinances**

##### **1. General**

No proposed construction is planned until April of 2026. When that time comes, the applicant will need to apply for a land use permit for the new home. The Town ordinance for setbacks in the AG zoning district were recently changed to reflect the same side yard setback requirements as the Single-Family Residential (SFR) zoning district. Setbacks will be verified as part of the land use permit process.

##### **2. Wetland Delineation**

The proposed site of the new principal structure is located near wetlands. Dane County requires a minimum setback of 75 feet from wetland areas. A professional field delineation was completed to verify the location of the wetland area prior to construction of the principal structure. The applicable Dane County Permits will need to be approved prior to the issuance of a land use permit.

##### **3. Well & Septic**

Prior to issuance of a land use permit for the house, the applicant will need approval of a septic system from Dane County Public Health.

##### **4. Driveway Access**

Driveway access permit from the Town may be needed for access to Branch Road as it is proposed that the new home will be built in a different location from the previously existing home/ driveway location.

#### **Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0911-233-9680-8 from zoning A-1 Agriculture District (Legacy) to AG Agriculture Zoning District, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town's Attorney shall be addressed.
3. Applicant obtains a land use permit and building permit for the new home location.

# ZONING CHANGE APPLICATION

TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590  
PHONE (608) 837-6494 • FAX (608) 834-6494 • [www.tn.bristol.wi.gov](http://www.tn.bristol.wi.gov)

PERMIT #:

Permit Fee: \$ \_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date: / /

Items that must be submitted with your application:


➤ **Written Legal Description of the Proposed Zoning Boundaries**

Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

➤ **Scaled Drawing of the Location of the Proposed Zoning Boundaries**

The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME Luke Kiefer	CONTACT NAME Luke Kiefer
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable)
MAILING ADDRESS 925 Park Street Unit 101	MAILING ADDRESS 925 Park Street Unit 101
CITY, STATE, ZIP Oregon, WI 53575	CITY, STATE, ZIP Oregon, WI 53575
DAYTIME PHONE # (608) 358-4105	DAYTIME PHONE # (608) 358-4105
EMAIL lukekiefer21@gmail.com	EMAIL lukekiefer21@gmail.com

LAND INFORMATION	
Town: Bristol	Parcel Numbers Affected: 0811-233-9880-8
Section:	Property Address or Location: 2042 Branch Rd. Sun Prairie, WI 53590
Zoning District Change (To / From / # of acres) I believe the property is currently in the A-1 legacy zoning. My intention would be to build a home on the property. With it being over 5 acres, I'd like to zone it as Agricultural with the understanding that the Agricultural side yard setbacks are being amended to reflect SFR.	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input checked="" type="checkbox"/> Separation of buildings from farmland	<input type="checkbox"/> Creation of a residential lot
<input checked="" type="checkbox"/> Compliance for existing structures and/or land uses	<input checked="" type="checkbox"/> Other
There was an existing modular home that burned down on the property in August of 2024 so the property was listed for sale. On 3/31/2025 I legally closed on the property. My goal would be to build a roughly 1,600 - 2,000 SF ranch style home on the property (see attached mark-ups for the location).	
Anticipated construction start date: April 2028	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: 	Date: 7/2/2025

# SITE PLAN

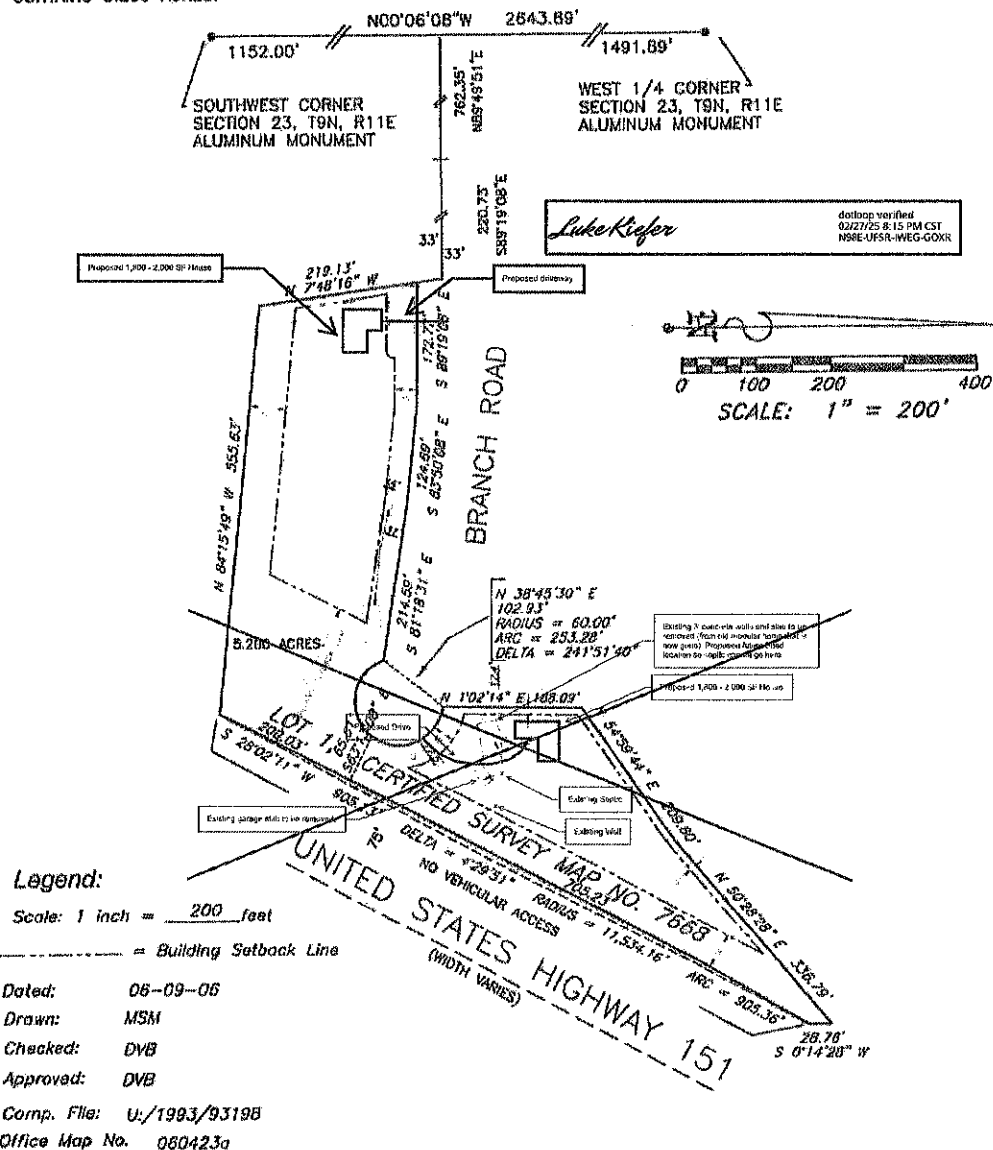


**BIRRENKOTT  
SURVEYING, INC.**

P.O. Box 237  
1677 N. Bristol Street  
Sun Prairie, WI. 53590  
Phone (608) 837-7463  
Fax (608) 837-1081

**DESCRIPTION:**

LOT 1, CERTIFIED SURVEY MAP NO. 7668, PART LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 23, T9N, R11E, TOWN OF BRISTOL, DANE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 23; THENCE N0°06'08"W ALONG THE WEST LINE OF SAID SOUTHWEST 1/4, 1152.00 FEET; THENCE N89°49'51"E ALONG THE CENTER LINE OF BRANCH ROAD, 762.35 FEET; THENCE S89°19'08"E ALONG THE CENTER LINE OF BRANCH ROAD, 220.73 FEET; THENCE S07°48'16"E, 33.37 FEET TO THE SOUTH RIGHT OF WAY OF SAID BRANCH ROAD AND THE POINT OF BEGINNING; THENCE ALONG SAID RIGHT OF WAY LINE, S89°19'08"E, 172.77 FEET; THENCE S83°50'08"E ALONG SAID SOUTH RIGHT OF WAY LINE, 124.69 FEET; THENCE S81°18'31"E ALONG SAID SOUTH RIGHT OF WAY LINE, 214.59 FEET TO A POINT ON A CURVE; THENCE ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 80.00 FEET AND A LONG CHORD BEARING AND DISTANCE OF N38°45'30"E, 102.93 FEET; THENCE N01°02'14"E, 188.09 FEET; THENCE N54°39'44"E, 209.80 FEET; THENCE N50°28'28"E, 336.79 FEET TO THE NORTHWESTERLY RIGHT OF WAY LINE OF UNITED STATES HIGHWAY "151"; THENCE S0°14'28"W ALONG SAID NORTHWESTERLY RIGHT OF WAY LINE OF UNITED STATES HIGHWAY "151", 28.76 FEET AND A POINT ON A CURVE; THENCE ALONG SAID NORTHWESTERLY RIGHT OF WAY LINE OF UNITED STATES HIGHWAY "151", ALONG A CURVE TO THE LEFT WITH A RADIUS OF 11,534.16 FEET AND A LONG CHORD BEARING AND DISTANCE OF S28°02'11"W, 905.13 FEET; THENCE N84°15'49"W, 555.63 FEET; THENCE N07°48'16"W, 219.13 FEET TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF SAID BRANCH ROAD AND THE POINT OF BEGINNING. SAID PARCEL CONTAINS 5.200 ACRES.







- Study Area (3.08 ac)
- Dane Co 1' Contours
- Field Delineated Wetlands (0.56 ac)
- 75-foot Wetland Setback

### Sample Points

- Upland
- Wetland

0 100  
Ft

**Heartland**  
ECOLOGICAL GROUP INC

### Figure 8. 75-foot Wetland Setbacks

2042 Branch Rd  
Project 20251516  
T9N, R11E, S23  
T Bristol, Dane Co

2024 Orthophoto  
Dane Co, HEG  
LRR: NCNE

Figure Created: 6/17/2025



**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**IV. Business**

**b.**

General Engineering Company  
P.O. Box 340  
916 Silver Lake Drive  
Portage, WI 53901



*Engineers • Consultants • Inspectors*

608-742-2169 (Office)  
608-742-2592 (Fax)  
[gec@generalengineering.net](mailto:gec@generalengineering.net)  
[www.generalengineering.net](http://www.generalengineering.net)

### ZONING ADMINISTRATOR REVIEW REPORT

**TO:** Town of Bristol Plan Commission, Town Board, Town Clerk/Treasurer

**FROM:** Kory D. Anderson, P.E., Town of Bristol Zoning Administrator  
Mitchell Bortz, Town of Bristol Assistant Zoning Administrator

**DATE:** (for) August 12, 2025: Plan Commission/Town Board Meeting

**SUBJECT:** Zoning Change/ Preliminary CSM Review for Porter  
Tax Parcel 0911-184-9001-0

**GEC NO.:** 2-0125-41F

#### Background Information

**Owner/Applicant:** Patrick Porter  
3006 Vinburn Road  
Sun Prairie, WI 53590

**Agent/Surveyor** Birrenkott Surveying, Inc.  
Attn: Chris Casson  
PO Box 237, 1677 N. Bristol St.  
Sun Prairie, WI 53590

**Location:** 3006 Vinburn Road  
In part of the SW ¼ of the SE ¼ of Section 18, all in T9N, R11E, Town of Bristol,  
Dane County, WI.

**Request:** Zoning Change / Preliminary CSM Approval

**Existing Zoning:**

Tax Parcel 0911-184-9001-0	A-1	39.40 Acres
Total		39.40 Acres

**Existing Land Use:** Tax parcel 0911-184-9001-0 currently contains a home with several farm buildings located along southwestern most part of the property. The rest of the acreage is primarily agricultural fields. There are gentle sloping terrain located throughout the property. There appears to be an intermittent stream on the property. There are a few places on the property with mapped wetlands, shoreland zoning areas and hydric soils. The wetlands most affecting this property is in the northwestern portion of the property, but there is a spot in the southeastern corner that will prevent development in that area.

**Adjacent Land Uses:** North: Agricultural  
West: Agricultural  
East: Norway Road  
South: Vinburn Road

#### Proposal

**Zoning Change:**

Proposed Lot 1	AG	5.10 Acres
Remnant Parcel	AG	34.30 Acres
Total		39.40 Acres

**Portage • Black River Falls • La Crosse**



Consulting Engineering • Structural Engineering • Building Design • Environmental Services • Building Inspection • GIS Services  
Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services





Applicant submitted information for a zoning change of the Tax Parcel 0911-184-9001-0 from zoning A-1 Agriculture District (Legacy) to AG Agriculture Zoning District in the newer Town Zoning Ordinance. The intention of this zoning change and CSM is to create a new lot for a future home. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas.

**Submittals/Attachments**

1. Zoning Change Application, received July 31, 2025.
2. Jurisdictional Review Form, received July 31, 2025.
3. Preliminary CSM from Birrenkott Surveying, Inc., received July 31, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

**Comprehensive Plan**

The planned future land use for this parcel is Single Family Residential. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. There may be extraterritorial review authority by the Village of Windsor for this property.

**Town Ordinances**

1. **General**  
The provided map does not include detail regarding information on the footprint of the proposed home for Lot 1. When applying for the land use permit, required setbacks will need to be verified, especially setbacks for the shoreland/ wetland requirements for Dane County due to the mapped wetland area shown on the Preliminary CSM. The applicable Dane County Permits, if any, will need to be approved prior to the issuance of a land use permit.
2. **Preliminary CSM**  
The provided preliminary CSM appears correct and meets the Town Land Division Ordinance.
3. **Well & Septic**  
Prior to issuance of a land use permit for Lot 1, the applicant will need approval of a septic system from Dane County Public Health.
4. **Driveway Access**  
Driveway access permit from the Town for Lot 1 is needed for access to Vinburn Road.

**Recommendation**

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of the two proposed lots on Tax Parcel 0911-184-9001-0 from zoning A-1 Agriculture District (Legacy) to AG Agriculture Zoning District in the newer Town Zoning Ordinance, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Towns Attorney shall be addressed.
3. The applicant shall provide a copy of the recorded certified survey map to the Clerk within ten (10) days after the certified survey map is recorded.

# ZONING CHANGE APPLICATION

TOWN OF BRISTOL • 7747 COUNTY ROAD N • SUN PRAIRIE, WI 53590  
PHONE (608) 837-6494 • FAX (608) 834-6494 • [www.tn.bristol.wi.gov](http://www.tn.bristol.wi.gov)

PERMIT #:

Permit Fee: \$ \_\_\_\_\_ Fee Paid: ☐

Approved By: \_\_\_\_\_

Approval Date:        /        /

Items that must be submitted with your application:


➤ **Written Legal Description of the Proposed Zoning Boundaries**

Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

➤ **Scaled Drawing of the Location of the Proposed Zoning Boundaries**

The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME Patrick D Porter	CONTACT NAME Daniel Badertscher
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) Danton Craftsman & Design LLC
MAILING ADDRESS 3006 Vinburn Rd	MAILING ADDRESS 3988 Windsor Rd
CITY, STATE, ZIP Sun Prairie, WI 53590	CITY, STATE, ZIP DeForest, WI 53532
DAYTIME PHONE # 608-516-4150	DAYTIME PHONE # 608-566-9029
EMAIL porter22@charter.net	EMAIL dan@dantoncs.com

LAND INFORMATION	
Town: Bristol	Parcel Numbers Affected: 012/0911-184-9001-0
Section: 18	Property Address or Location: 3006 Vinburn Rd
Zoning District Change (To / From / # of acres) G4/G4,G5,G7/ 5.1023	
Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: _____ % Other: _____ %	
Narrative: (reason for change, intended land use, size of farm, time schedule)	
<input type="checkbox"/> Separation of buildings from farmland	<input type="checkbox"/> Creation of a residential lot
<input type="checkbox"/> Compliance for existing structures and/or land uses	<input checked="" type="checkbox"/> Other
Intend to split off 5 acres from the main farm parcel to build a new home for the owner.	
I authorize that I am the owner or have permission to act on behalf of the owner of the property.	
Signature: 	Date: 7/29/25

**TOWN OF BRISTOL JURISDICTION REVIEW FORM****COMPLETE THIS FORM BEFORE STARTING THE ZONING APPLICATION**

If your property is subject to Dane County's jurisdiction, the Town cannot grant your zoning change without Dane County's approval. If the answer to any of the Jurisdictional Questions is "Yes", the Town cannot proceed with your application unless Dane County indicates that the County does not have jurisdiction over zoning the parcel.

Applicant/Agent/Contractor: Patrick Porter Email: \_\_\_\_\_  
Address: 3006 Vinburn Rd City/State/Zip: Sun Prairie, WI 53590 Phone: 608-516-4150

Parcel ID Number(s): 012/0911-184-9001-0

CSM or Plat Information, if any: \_\_\_\_\_

Proposed activity on the property: Split off 5 acres from main farm parcel to build a new home.

Is the property enrolled in CRP or any other farm programs? ☒ No ☐ Yes

If "Yes" is checked, identify the program and file identification number(s): \_\_\_\_\_

**JURISDICTIONAL QUESTIONS**

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?  
☒ No ☐ Yes
2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?  
☒ No ☐ Yes
3. Is your proposed project located within a floodplain? ☒ No ☐ Yes
4. Is your proposed project located within a wetland? ☒ No ☐ Yes
5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?  
☒ No ☐ Yes (If Yes, you may need a Dane County erosion control and/or stormwater permit)
6. Do the maps showing wetlands, floodplains and shorelands at <https://dcimapapps.countyofdane.com/lwrviewer/> indicate that there are any floodplain, wetland or shoreland areas on your property or an adjacent parcel?  
☐ No ☐ Yes

**STATEMENT OF APPLICANT**

The answers above were made after reviewing the facts pertaining to my property. I am aware that if my proposed project is located within a floodplain, shoreland or wetland area, the project must be reviewed by Dane County. Any approvals obtained in error will be void, and all expenses incurred in seeking those approvals will be lost.

Dated: 7/29/25 By: Daniel Badertscher

If the answer to any jurisdictional question is "Yes," the applicant must submit this request to the Dane County Department of Planning and Development for a determination of whether the project is subject to Dane County Jurisdiction.

**DETERMINATION BY DANE COUNTY**

The undersigned, acting by authority of Dane County, indicates that the parcel identified in this Jurisdictional Review Form is not subject to shoreland, floodplain or wetland zoning regulations of Dane County.

Dated: \_\_\_\_\_ By: \_\_\_\_\_

# BIRRENKOTT SURVEYING



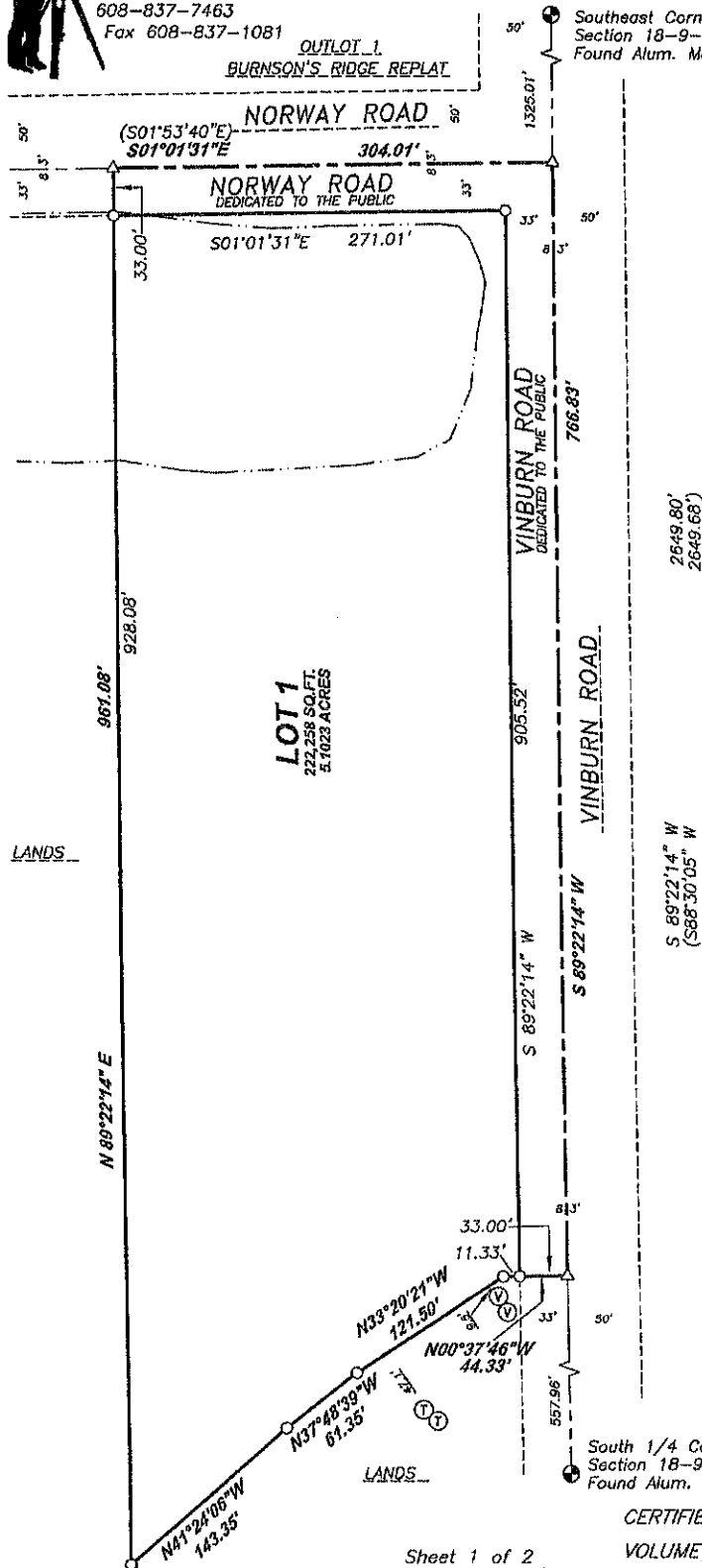
BIRRENKOTT SURVEYING  
1677 N. BRISTOL STREET  
SUN PRAIRIE, WIS. 53590  
608-837-7463  
Fax 608-837-1081

OUTLOT 1

BURNSON'S RIDGE REPLAT

## CERTIFIED SURVEY MAP

Part of the Northeast 1/4 of the Southwest 1/4 and the  
Southeast 1/4 of the Northwest 1/4, Section 15 all in T5N,  
R10E, Town of Rutland, Dane County, Wisconsin.



0 100 200  
Scale: 1" = 100'

Bearings referenced to the South  
line of the Southeast 1/4 of  
Section 18, bearing S89°22'14"W

### Legend:

- = Section Corner
- = 3/4"x24" Iron Bar set  
wt.=1.50#/ln.ft.
- △ = Set Mag Nail
- ⊙ = Septic Vent
- Ⓢ = Septic Tank
- = Approx. Wetland from WIDNR

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_

DOCUMENT NO. \_\_\_\_\_

Sheet 1 of 2  
Office Map No. 250533



# CERTIFIED SURVEY MAP

DATED: July 21, 2025

## Birrenkott Surveying

P.O. Box 237  
1677 N. Bristol Street  
Sun Prairie, Wisconsin 53590  
Phone (608) 837-7463  
Fax (608) 837-1081

### Surveyor's Certificate:

I, Chris K. Casson, hereby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Chris K. Casson, Professional Land Surveyor No. S-3264

### Description:

Part of the Southwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$ , Section 18, T9N, R11E, Town of Bristol, Dane County, Wisconsin more fully described as follows; Commencing at the Southeast corner of Section 18, thence S89°22'14"W, 1325.01 feet along the South line of the Southeast  $\frac{1}{4}$  and the centerline of Vinburn Road to the point of beginning; thence S89°22'14"W, 766.83 feet along said South line and centerline of Vinburn Road; thence N00°37'46"W, 44.33 feet; thence N33°20'21"W, 121.50 feet; thence N37°48'39"W, 61.35 feet; thence N41°24'06"W, 143.35 feet; thence N89°22'14"E, 961.08 feet to the Centerline of Norway Road; thence S01°01'31"E, 304.01 feet along the Centerline of Norway Road and to the point of beginning. Containing 256,503 square feet or 5.889 acres.

### Owners Certificate:

As owners, Patrick D. Porter, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided, and mapped. I also certify that this Certified Survey Map is required to be submitted to the Town of Bristol as a required approving authority.

Patrick D. Porter, Owner

### State of Wisconsin )

### Dane County ) ss

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025,  
the above-named Patrick D. Porter, to me known to be the persons  
who executed the foregoing instrument and acknowledged the same.

My Commission Expires \_\_\_\_\_

Notary Public, Dane County, Wisconsin.

Printed name

### Town of Bristol Approval Certificate:

Resolved, that this Certified Survey Map is hereby acknowledged and accepted and is approved for recording by the Town of Bristol this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Kim Grob, Clerk  
Town of Bristol

Dated \_\_\_\_\_

### Notes:

- Utility Easement: No poles or buried cables are to be placed on any lot line or corner.
- The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
- This survey is subject to any and all easements and agreements both recorded and unrecorded.
- Wetlands, if present have not been delineated.
- This survey shows visible, above-ground improvements only. No guarantee is made for below-ground structures.

### Surveyed for Owner/Divider:

Danton Craftsman and Design  
3988 Windsor Road  
DeForest, WI 53532  
608-566-9029

Surveyed: CJL  
Drawn: BTS  
Checked: CKC  
Approved: CKC  
Field book: 387/126-127  
Tape/File: J:\250533

### Register of Deeds Certificate:

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2025

at \_\_\_\_\_ o'clock \_\_\_\_\_ m and recorded in Volume \_\_\_\_\_ of Certified Survey

Maps of Dane County on Pages \_\_\_\_\_.

Kristi Chlebowski, Register of Deeds

Document No. \_\_\_\_\_

Certified Survey Map No. \_\_\_\_\_, Volume \_\_\_\_\_, Page \_\_\_\_\_





Bettcher Masonry  
Chimney Specialist



# TOWN OF BRISTOL

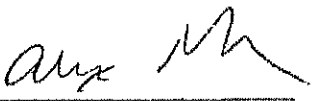
## Cover Sheet for Agenda Packet Section

### IV. Business

#### c.

**PETITION FOR DIRECT ANNEXATION**

Pursuant to Wis. Stat. § 66.0217(2), the undersigned, being the owner of all of the lands both in area and assessed valuation, and there being no electors within the territories which are shown on the scale map attached hereto as Exhibit A, and legally described on the attached Exhibit B, does hereby petition to annex said territory from the Town of Bristol, Dane County, Wisconsin, to the City of Sun Prairie, Dane County, Wisconsin. The population of said territory is zero (0) and there are zero (0) electors residing within the territory.

	<u>PROPERTY OWNER</u>	<u>ELECTOR</u>
By: 	<u>X</u>	<u>                    </u>
Alexander Renk, Member JBA Land, LLC 6809 Wilburn Road Sun Prairie, WI 53590		

Date: June 30, 2025



Exhibit A

Scale Map  
(See attached.)

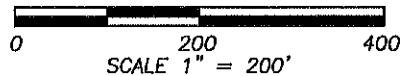


# BIRRENKOTT SURVEYING

P.O. Box 237  
1677 N. Bristol Street  
Sun Prairie, WI. 53590  
Phone (608) 837-7463  
Fax (608) 837-1081

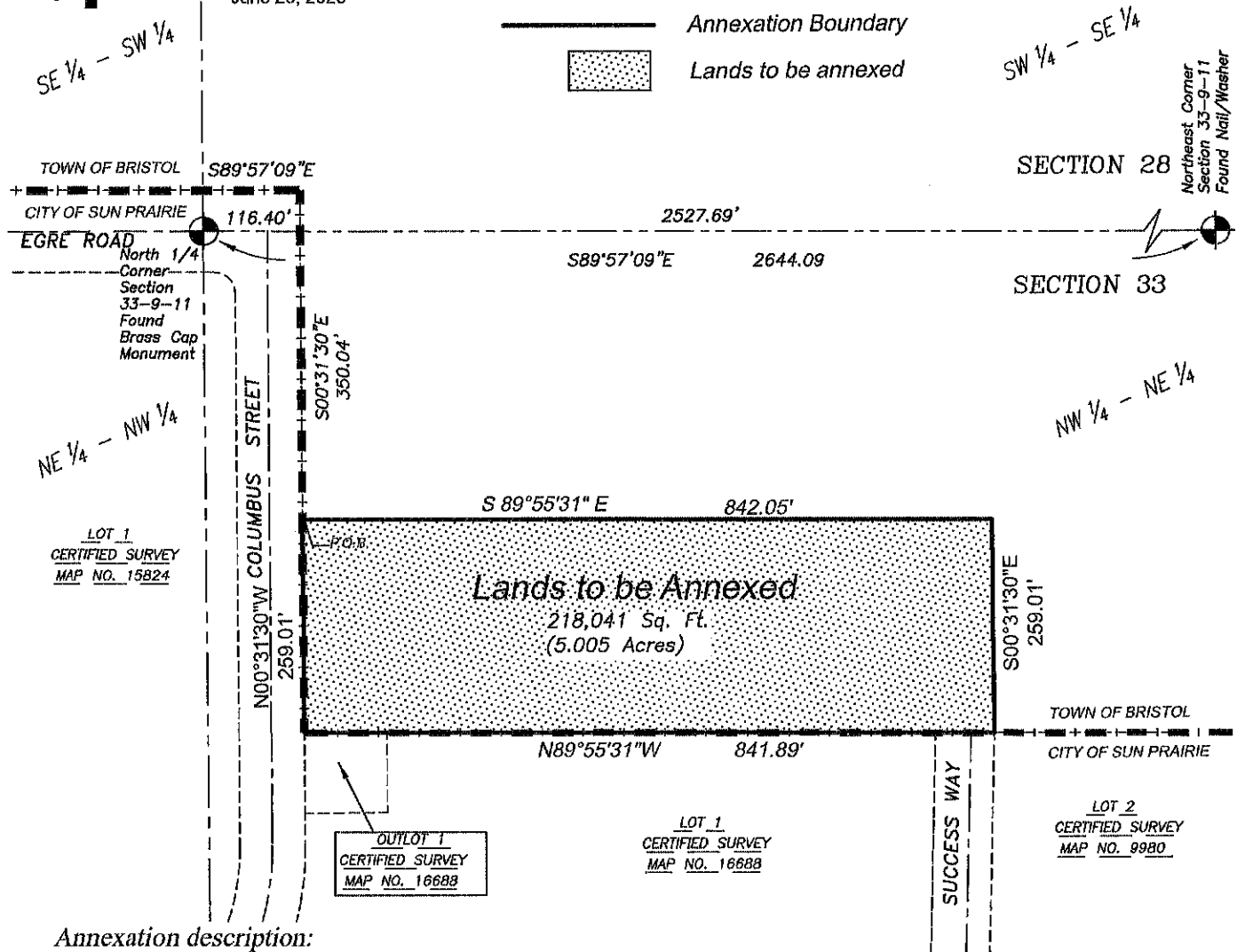
June 25, 2025

## ANNEXATION MAP



### Legend

- Corporate Boundary
- Annexation Boundary
- Lands to be annexed



### Annexation description:

Part of the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 33, T9N, R11E, Town of Bristol, Dane County, Wisconsin, described as follows:  
Commencing at the North  $\frac{1}{4}$  Corner of said Section 33; thence S89°57'09"E, 116.40 feet along the North Line of said Northeast  $\frac{1}{4}$ , thence S00°31'30"E, 350.04 feet to the point of beginning; thence S89°55'31"E, 842.05 feet; thence S00°31'30"E, 259.01 feet to the Northwest corner of Lot 2, Certified Survey Map No. 9980; thence N89°55'31"W, 841.89 feet along the North right-of-way line of Success Way and the North line of Lot 1 Certified Survey Map 16688 to the East right-of-way line of Columbus Street; thence N00°31'30"W, 259.01 feet along said right-of-way line to point of beginning; Containing 218,041 square feet, or 5.005 acres.



Exhibit B

Legal Description

*Part of the Northwest ¼ of the Northeast ¼ of Section 33, T9N, R11E, Town of Bristol, Dane County, Wisconsin, described as follows:*

*Commencing at the North ¼ Corner of said Section 33; thence S89°57'09"E, 116.40 feet along the North Line of said Northeast ¼, thence S00°31'30"E, 350.04 feet to the point of beginning; thence S89°55'31"E, 842.05 feet; thence S00°31'30"E, 259.01 feet to the Northwest corner of Lot 2, Certified Survey Map No. 9980; thence N89°55'31"W, 841.89 feet along the North right-of-way line of Success Way and the North line of Lot 1 Certified Survey Map 16688 to the East right-of-way line of Columbus Street; thence N00°31'30"W, 259.01 feet along said right-of-way line to point of beginning; Containing 218,041 square feet, or 5.005 acres.*

**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**V. Business**

**a.**

**TOWN OF BRISTOL  
TEMPORARY LICENSE  
SEPTEMBER 20, 2025 - SEPTEMBER 21, 2025**

St. Joseph's Catholic Church  
Sarah Dahl  
1935 County Hwy V  
Sun Prairie, WI 53590

## 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.

No Packet Material for This Item

**TOWN OF BRISTOL**  
**Cover Sheet for Agenda Packet Section**

**V. Business**

**d.**

- - -

- - -





Sarah Godlewski, *Secretary of State*  
John Leiber, *State Treasurer*  
Joshua L. Kaul, *Attorney General*

101 E. Wilson Street  
2<sup>nd</sup> Floor  
PO Box 8943  
Madison, WI 53708-8943

(608) 266-1370 INFORMATION  
(608) 266-0034 LOANS  
(608) 267-2787 FAX  
bcpl.wisconsin.gov

Thomas P. German, *Executive Secretary*

July 31, 2025

Ms. Kim Grob  
Town of Bristol  
7747 County Rd N  
Sun Prairie, WI 53590

ID# 05606187

Dear Ms. Grob:

Thank you for requesting a loan application from the BCPL State Trust Fund Loan Program. Your application is attached, along with associated forms and directions. Please look through these documents and call us with any questions.

Please check your application to confirm the correct amount, rate, term, and purpose of the loan. The application interest rate should correspond to the current interest rates for BCPL General Obligation Trust Fund loans:

**General Obligation Loan Rates:**

2 Years	5.50%
3 – 5 Years	5.50%
6 – 10 Years	6.00%
11 – 20 Years	6.50%

Your interest rate is now locked at the above level for 60 days. To maintain that interest rate lock and prevent the possibility of needing to re-start the loan process from the beginning, BCPL needs to receive a properly completed loan application within 60 days from the date of this letter.

Following approval of the Application and Borrowing Resolution by your Board, the application must be completed and returned to BCPL along with the meeting minutes and the Anticipated Schedule of Disbursements. To provide enough time for internal reviews, loan processing, and assembling of our Board agenda materials, completed documents must be received a minimum of eight (8) calendar days before the next BCPL board meeting. The BCPL Board meets the first and third Tuesdays of each month.

BCPL requests that all Borrowers provide digital photographs of the projects that we finance (if applicable). We use these photos for promotional materials regarding the BCPL State Trust Fund Loan Program. Please remember to email a few high-resolution digital photographs and be sure to include photographer credit information. We thank you in advance.

If you have questions regarding any of the documentation required by BCPL, the application process or the status of your application, please call me at 608-266-0034 or email me at [richard.sneider@wisconsin.gov](mailto:richard.sneider@wisconsin.gov).

Sincerely,

Richard Sneider, CFA, CIPM  
Chief Investment Officer

Enclosures: 1) Application Form – Town 20 Year Maximum  
2) Checklist for Application Review  
3) Anticipated Schedule of Disbursements

Rev. 04/2012

**STATE OF WISCONSIN**  
**BOARD OF COMMISSIONERS OF PUBLIC LANDS**  
**101 EAST WILSON STREET, 2<sup>ND</sup> FLOOR**  
**POST OFFICE BOX 8943**  
**MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN**  
**TOWN - 20 YEAR MAXIMUM**  
**Chapter 24 Wisconsin Statutes**

**TOWN OF BRISTOL**

**Date sent: July 31, 2025**

**Received and filed in Madison, Wisconsin:**

---

**ID # 05606187**

**RAS**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned town board of supervisors of the Town of **Bristol**, in the County(ies) of **Dane**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **One Hundred Thousand And 00/100 Dollars (\$100,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing operations**.

The loan is to be continued for a term of **2** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **5.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the Town with the provisions and regulations of the statutes above referred to as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the Town Board of the Town of **Bristol**, in the County(ies) of **Dane**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the Town Board approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **One Hundred Thousand And 00/100 Dollars (\$100,000.00)** from the Trust Funds of the State of Wisconsin to the Town of **Bristol** in the County(ies) of **Dane**, Wisconsin, for the purpose of **financing operations**. That at the same time and place, the Town Board of the Town of **Bristol** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the Town, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the Town of **Bristol** certified to by the clerk, accompanies this application.

Given under our hands in the Town of **Bristol**, County(ies) of **Dane**, Wisconsin; this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman, Town of **Bristol** (Signature)

\_\_\_\_\_  
Clerk, Town of **Bristol** (Signature)

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

Chairman and supervisors, please sign in space provided and type or print name below the signature.)

	<u>OFFICER</u>	<u>ADDRESS OF EACH OFFICER</u>
1.	_____	_____
	Chairman (Signature)	
	_____	_____
	Type or Print Name	
2.	_____	_____
	Supervisor (Signature)	
	_____	_____
	Type or Print Name	
3.	_____	_____
	Supervisor (Signature)	
	_____	_____
	Type or Print Name	
4.	_____	_____
	Supervisor (Signature)	
	_____	_____
	Type or Print Name	
5.	_____	_____
	Supervisor (Signature)	
	_____	_____
	Type or Print Name	

Town Board of Supervisors of the Town of **Bristol**, County(ies) of **Dane**, Wisconsin.

STATE OF WISCONSIN  
County(ies) of **Dane**

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named persons known to me as the Town Board of Supervisors of the Town of **Bristol**, in **Dane** County, Wisconsin, and who are the persons who executed the foregoing application and acknowledged same.

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

Town of **Bristol**  
County(ies) of **Dane**, Wisconsin

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FORM OF RECORD

The following preamble and resolutions were presented by Supervisor \_\_\_\_\_ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Town of **Bristol**, in the County(ies) of **Dane**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **One Hundred Thousand And 00/100 Dollars (\$100,000.00)** for the purpose of **financing operations** and for no other purpose.

The loan is to be payable within **2** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **5.50** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Town of **Bristol**, in the County(ies) of **Dane**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Town of **Bristol** by such loan from the state be applied or paid out for any purpose except **financing operations** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the Town of **Bristol**, in the County(ies) of **Dane**, Wisconsin, are authorized and empowered, in the name of the Town to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Town pursuant to this resolution. The chairman and clerk of the Town will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Town forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Supervisor \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

1.	Chairman	_____	voted	_____
2.	Supervisor	_____	voted	_____
3.	Supervisor	_____	voted	_____
4.	Supervisor	_____	voted	_____
5.	Supervisor	_____	voted	_____

A majority of the Town Board of the Town of **Bristol**, in the County(ies) of **Dane**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

STATE OF WISCONSIN

County(ies) of **Dane**

I, \_\_\_\_\_, Clerk of the Town of **Bristol**, County(ies) of **Dane**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the Town Board of the Town of **Bristol** at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the Town Board of the Town of **Bristol**, County(ies) of **Dane**, is constituted by law to have \_\_\_\_\_ members, and that the original of said preamble and resolutions was adopted at the meeting of the Town Board by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the Town.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Town of **Bristol** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

Town of **Bristol**

County(ies) of **Dane**

State of Wisconsin

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STATE OF WISCONSIN  
 COUNTY(IES) OF **Dane**  
 TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, \_\_\_\_\_, Clerk of the Town of **Bristol**, County(ies) of **Dane**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the Town of **Bristol** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20\_\_\_\_ \* \$ \_\_\_\_\_

\* Latest year available

I further certify that the whole existing indebtedness of the Town of **Bristol**, County(ies) of **Dane**, State of Wisconsin, is as follows: (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ <u>_____</u>

\_\_\_\_\_  
 Clerk (Signature)

\_\_\_\_\_  
 Clerk (Print or Type Name)

Clerk in the Town of **Bristol**

County(ies) of **Dane**, Wisconsin

\_\_\_\_\_, 20\_\_\_\_  
 Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

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