

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Plan Commission and Town Board Meeting**  
**September 12, 2022 at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:00pm by Chairman Derr. Board Members Present –Derr, Willison and Grove. Planning Commission Members Present: Steve Schwartz, AL Rogers, Sandy Dulin, Keith Arnold and Brian Willison. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM AUGUST 1, 2022 BOARD MTG & AUGUST 22, 2022 SPECIAL BOARD MTG**

Motioned by Willison and seconded by Grove to approve August 1, 2022 Board minutes as written. All ayes, Motion carried. Motioned by Grove and seconded by Willison to approve the August 22, 2022 Special Board minutes as written. All ayes, Motion carried.

**d. APPROVAL OF CHECK REGISTER FOR AUGUST 2022 & TREASURER'S REPORT**

Motioned by Willison and seconded by Grove to approve August 2022 check register and treasurer's report. All ayes, Motion carried.

**PUBLIC COMMENT**

Public comment included: It was inquired about if the check register was in the packet on the website and the Clerk confirmed it was.

**PARKS COMMITTEE REPORT**

Tamara Sondgeroth reported that new tree locations are being marked and planting is scheduled for the last week in September. Park signs and shelters are ordered, with shelters expected to be built this fall. Electrical work was completed at Bristol Gardens and some pollinator flower gardens have been planted.

**PRESENTATION BY THE SUN PRAIRIE PUBLIC LIBRARY FOUNDATION ON THEIR CAPITAL CAMPAIGN FOR THE LIBRARY'S EXPANSION AND RENOVATION PROJECT**

Svetha Hetzler and Theresa Stevens presented the Capital Campaign Proposal for the Library expansion. The Foundation hopes to have a pledge of \$500,000 from the Town before the end of 2022.

**BUSINESS**

**a. DISCUSSION/CONSIDER TEMPORARY LIQUOR LICENSE FOR ST. JOSEPH FALL FESTIVAL TO BE HELD ON SEPTEMBER 17 & 18, 2022**

St. Joseph submitted the required forms and paid the fee. Motioned by Willison and seconded by Grove to approve the Temporary Liquor License for St Joseph Fall Festival on September 17 & 18. All ayes, Motion carried.

**b. DISCUSS/CONSIDER REZONE ON PARCEL 0911-292-7178-0, LOT 38, NORTH STAR CIRCLE FROM R-1 TO SFR**

James Babb explained his request to rezone his lot 38 at North Star Circle to SFR resulting in a smaller setback for their new house. Planning: Motioned by Rogers and seconded by Dulin to recommend to the board for approval of the rezone 0911-292-7178-0, Lot 38, North Star Circle. All ayes, Motion carried.

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Plan Commission and Town Board Meeting**  
**September 12, 2022 at 6:00 pm**

Board: Motioned Grove and seconded by Willison to approve the rezone of 0911-292-7178-0, Lot 38, North Star Circle to SFR. All ayes, Motion carried.

**c. DISCUSS/CONSIDER REZONE ON PARCEL 0911-194-7185-0, 2916 PEBBLE VALLEY COURT, FROM R-1 TO SFR**

Marten Builders represented the Hart's. The Hart's wish to change the zoning so they are able to build an addition onto their existing detached garage that is taller than what the R-1 zoning allows. Planning: Motioned by Dulin and seconded by Rogers to recommend to the board approval of the rezone 0911-194-7185-0, 2916 Pebble Valley Ct to the SFR zoning. All ayes, Motion carried. Board: Motioned by Grove and seconded by Willison to approve the rezone of 0911-194-7185-0, 2916 Pebble Valley Court to SFR. All ayes, Motion carried.

**d. DISCUSS/CONSIDER REZONE & CSM APPROVAL OF THE KAY JENSEN & PAUL EHRHARDT FARM, 6837 ELDER LANE**

The Jensen/Ehrhardt's request is to create five parcels and rezone on their farm. Planning: Motioned by Schwartzer and seconded by Dulin to recommend approval to the board of the CSM, creating the five parcels and rezone (remnant parcel remain A-1) with a deed restriction of no further splits. All ayes, Motion carried. Board: Motioned by Grove and seconded by Willison to approve the CSM and Rezone for Kay Jensen & Paul Ehrhardt Farm, 6837 Elder Lane with remnant parcel remaining A-1 and deed restriction of no further splits. All ayes, Motion carried.

**e. DISCUSS/CONSIDER TIMELINE OF COMPREHENSIVE PLAN & SCHEDULE THE FIRST INFORMATIONAL MEETING WITH CARPC**

Discussion occurred about available dates for the Planning & Board members. Derr will schedule a future meeting with CARPC.

**f. REVIEW PROPOSAL FROM NAHN & ASSOCIATES ON THE INFILTRATION TESTING**

The Board reviewed the proposal from Nahn & Associates and decided more information was needed. No action was taken.

**g. DISCUSS/CONSIDER ADOPTING A CODE OF ETHICS ORDINANCE 2022-01 & THE STATES PROCUREMENT STANDARDS ORDINANCE 2022-02 FOR THE PURPOSE OF THE ARPA GRANT**

The ARPA Grant is provided by the U.S. Treasury Department and it is recommended to adopt a Code of Ethics and Procurement Ordinances. Motioned by Grove and seconded by Willison to approve Ordinance 2022-01 Code of Ethics. All ayes, Motion carried. Motioned by Grove and seconded by Willison to approve Ordinance 2022-02 State Procurement Standards. All ayes, Motion carried.

**CLERK UPDATE**

Purchasing of 2022 Dog License has ended, and reports have been submitted to the County. 2023 Dog Tags will be available in December. Ballots for the November 8 election is anticipated to be delivered by

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Plan Commission and Town Board Meeting**  
**September 12, 2022 at 6:00 pm**

the 19<sup>st</sup> of September. The most recent change in Election ruling is that disabled voters who require assistance with mailing or delivering their absentee ballot can choose a person of their choice for delivery.

**SET FUTURE MEETINGS AND AGENDAS**

Town Board Meeting – October 17, 2022 due to WI Towns Association Annual Convention

**ADJOURN**

Planning – Motioned by Schwartzer and seconded by Dulin to adjourn at 7:48 p.m. All ayes, Motion carried.

Board - Motioned by Grove and seconded by Willison to adjourn at 7:48 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

APPROVED