

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting

The Bristol Town Board will hold a regular monthly town board meeting on Monday, November 14, 2022, at 5:00 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- I. Order of Business
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Approval of Minutes from October 17, 2022 Board Meeting
 - d. Approval of Check Register for October 2022 & Treasurer's Report
- II. Public Comment – items not on the agenda
- III. Parks Committee Report
- IV. Business
 - a. Discuss/Consider Approval of Resolution To Name Private Drive in Drumlin Creek
- V. Set Future Meetings and Agendas
- VI. Public Works Update
- VII. Clerk Update
November 8, 2022 Election Results
- VIII. Adjourn.

Notice is hereby given that it is possible that a majority of other governmental body may be present at the above meeting of the Town Board to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Town Board will take formal action at the above meeting.

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

Kim Grob, Town Clerk-Treasurer

Certified Posting: 11-11-2022 Town Hall and website.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
October 17, 2022, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 5:59pm by Chairman Derr. Board Members Present –Derr and Willison. Absent: Grove. Planning Commission Members Present: Steve Schwartzter, Sandy Dulin, Al Rogers, Jim Ringelstetter and Brian Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM SEPTEMBER 12, 2022 JT. PLAN-BOARD MEETING

Planning - Motioned by Schwartzter and seconded by Dulin to approve September 12, 2022, Jt. Planning-Board minutes as written. All ayes, Motion carried.

Board - Motioned by Willison and seconded by Derr to approve the September 12, 2022, Jt. Planning-Board minutes with adding "\$500,000" for the pledge amount by the Library Foundation. All ayes, Motion carried.

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

Motioned by Willison and seconded by Derr to approve September 2022 check register. All ayes, Motion - carried. Motioned by Willison and seconded by Derr to approve the treasurer's report. All ayes, Motion carried.

PUBLIC COMMENT

Public comment included: A resident commented on the gravel patches on Vinburn & Wilburn that are becoming a bump for traveling over.

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported the new signs are ready to be installed and delivery plans for the shelters are being figured out.

BUSINESS

a. DISCUSSION/CONSIDER REZONE ON PARCEL 0911-183-8660-5, 7254 MILE RD, FROM R-1A TO SFR

Jon Valdez explained the rezone request to meet the required rear setback for a three-season porch.

Planning – Motioned by Dulin and seconded by Rogers to recommend to the board for approval of the rezone on parcel 0911-183-8660-5, 7254 Mile Rd from R-1A to SFR. All ayes, Motion carried. Board –

Motioned by Willison and seconded by Derr to approve the rezone on parcel 0911-183-8660-5, 7254 Mile Rd, From R-1A to SFR. All ayes, Motion carried.

b. DISCUSS/CONSIDER REZONE APPROVAL OF TOWN OF SPRINGFIELD JOINING THE NORTHEAST COMMUNITY COURT

Town of Springfield is asking to join the Northeast Community Court. All members of the court need to approve this for Springfield to join. There are a couple of towns that will be diminished in the near future and adding Springfield will help disburse operating costs of the court. All ayes, Motion carried.

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Jt. Plan Commission and Town Board Meeting
October 17, 2022, at 6:00 pm

CLERK UPDATE

In-Person Absentee Voting starts October 25 with set hours can be found on the calendar of the towns website.

SET FUTURE MEETINGS AND AGENDAS

Town Board Meeting – November 14, 2022 at 5:00 pm

Jt. Planning-Board Meeting – November 14, 2022 at 6:00 pm to meet with CARPC on the Town's Comprehensive Plan

ADJOURN

Planning – Motioned by Dulin and seconded by Rogers to adjourn at 6:48 p.m. All ayes, Motion carried.

Board - Motioned by Willison and seconded by Derr to adjourn at 6:48 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

11/11/22

The Town of Bristol

Account QuickReport

As of October 31, 2022

Type	Date	Num	Name	Memo	Amount
1001 - Bank of SP - cash & investments					
100 - General Fund					
Bill Pmt -Check	10/01/2022	29105	APG of Southern Wisconsin	#51419 - August Election Publication	-26.08
Bill Pmt -Check	10/01/2022	29106	Frontier	#514062 - Internet Service 9/17/22 - 10/16/22	-76.53
Bill Pmt -Check	10/01/2022	29107	General Engineering Com...		-765.00
Bill Pmt -Check	10/01/2022	29108	Horstman Networks	#514062 - September IT Service Charge	-68.30
Bill Pmt -Check	10/01/2022	29109	Insight FS	#53302 - August Fuel	-1,528.37
Bill Pmt -Check	10/01/2022	29110	Northeast Dane County Fir...	#52101 - 4th Quarter Fire Protection	-55,342.26
Bill Pmt -Check	10/01/2022	29111	Sun Prairie Lawn Care	552011 - August Lawn Care	-3,480.00
Bill Pmt -Check	10/01/2022	29112	Visa		-2,404.52
Bill Pmt -Check	10/01/2022	29113	Water Wells Inc.	VOID: Vendor Lost Check #51603 - Water ...	0.00
Bill Pmt -Check	10/01/2022	29114	Wingra Stone Company	#53308 - Recycled Asphalt	-420.97
Bill Pmt -Check	10/01/2022	29115	Yes Equipment & Services...	#53307 Truck Maintenance/Repair	-379.77
Bill Pmt -Check	10/11/2022	29116	Pellitteri Waste Systems	53604 - Recycling & 53606 - Non Recycling	-3,273.68
Liability Check	10/13/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/12/2022	-4,747.74
Liability Check	10/13/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/12/2022	-300.14
Paycheck	10/14/2022	DD2314	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	10/14/2022	DD2316	Ward, James R	Direct Deposit	0.00
Paycheck	10/14/2022	DD2317	Winters, Michael J	Direct Deposit	0.00
Paycheck	10/14/2022	DD2315	Ward, Dustin	Direct Deposit	0.00
Paycheck	10/14/2022	DD2318	Willison, Brian L	Direct Deposit	0.00
Bill Pmt -Check	10/14/2022	29117	Alliant Energy/WPL		-1,505.24
Bill Pmt -Check	10/14/2022	29118	Associated Appraisal Cons...	51501 - October Mntly Charges, 2023 Reval...	-16,375.48
Bill Pmt -Check	10/14/2022	29119	Corex Excavation & Constr...	#533192 Culvert Replace Branch Rd	-13,150.00
Bill Pmt -Check	10/14/2022	29120	CyberReef		-120.00
Bill Pmt -Check	10/14/2022	29121	Cynthia Mestelle	51416 - August 9 Election, Hazard Pay, Chi...	-419.50
Bill Pmt -Check	10/14/2022	29122	DANE COUNTY TREASU...	52600 - August Police Services	-5,332.28
Bill Pmt -Check	10/14/2022	29123	Dave Jones, Inc.	43790 - ARPA Grant - Touchless Toilets	-112.00
Bill Pmt -Check	10/14/2022	29124	Horstman Networks		-130.00
Bill Pmt -Check	10/14/2022	29125	JOHNSON BLOCK	51502 - 2021 Audit Progress billing & Accou...	-4,237.50
Bill Pmt -Check	10/14/2022	29126	LRs		-407.00
Bill Pmt -Check	10/14/2022	29127	MAX-R	43790 - ARPA Grant - New Signs For Parks	-11,104.00
Bill Pmt -Check	10/14/2022	29128	MG&E	51602 Gas & Electric for Town Hall	-280.84
Bill Pmt -Check	10/14/2022	29129	Napa Auto Parts	53307 Truck Maintenance	-125.87
Bill Pmt -Check	10/14/2022	29130	Office Depot Business Credit	51407 - Office Supplies, 9/28/22 Stmt	-130.47
Bill Pmt -Check	10/14/2022	29131	Srb's Trees	43790 - ARPA Grant - Trees for Parks	-14,250.00
Bill Pmt -Check	10/14/2022	29132	Sun Prairie Lawn Care	552011 - September Lawn Care	-4,350.00
Bill Pmt -Check	10/14/2022	29133	Sundance BioClean Inc.		-424.00
Bill Pmt -Check	10/14/2022	29134	Terminator Pest Control, L...	51603 - Sept Pest Control - Town Hall	-52.00
Bill Pmt -Check	10/14/2022	29135	Truck Country	53307 - Truck Repair	-467.03
Bill Pmt -Check	10/14/2022	29136	US Cellular	514061 - Cell Phone	-159.40
Bill Pmt -Check	10/14/2022	29137	Wingra Stone Company	53308 - Recycled Asphalt	-760.22
Bill Pmt -Check	10/17/2022	29138	General Engineering Com...		-19,685.01
Liability Check	10/17/2022	E-pay	United States Treasury	39-6005805 QB Tracking # -1779764918	-1,409.14
Liability Check	10/20/2022	20220527	WRS	0118000	-271.02
Liability Check	10/20/2022	20220528	WRS	Town of Bristol	-2,253.04
Liability Check	10/26/2022	E-pay	United States Treasury	39-6005805 QB Tracking # -1471171918	-1,640.92
Liability Check	10/26/2022	E-pay	Wisconsin Department of ...	39-6005805 QB Tracking # -1470337918	-782.94
Liability Check	10/27/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/26/2022	-5,319.37
Liability Check	10/27/2022		QuickBooks Payroll Service	Created by Payroll Service on 10/26/2022	-1,170.44
Paycheck	10/28/2022	DD2319	Grob, Kimberly M	Direct Deposit	0.00
Paycheck	10/28/2022	DD2320	Johnson, Lynnette R	Direct Deposit	0.00
Paycheck	10/28/2022	DD2322	Ward, James R	Direct Deposit	0.00
Paycheck	10/28/2022	DD2321	Ward, Dustin	Direct Deposit	0.00
Paycheck	10/28/2022	DD2323	Winters, Michael J	Direct Deposit	0.00
Paycheck	10/28/2022	DD2324	Derr, Gerald H	Direct Deposit	0.00
Liability Check	10/31/2022	DEBIT	WRS	69-036-0118-000	-2,417.76
Bill Pmt -Check	10/31/2022	29139	EB3SNOWREMOVAL LLC	55200 - Parks, Tree Removal & Stump Grin...	-2,597.00
Bill Pmt -Check	10/31/2022	29140	Frontier	514062 Town Hall Phone & Internet	-76.53
Bill Pmt -Check	10/31/2022	29141	General Engineering Com...	52403 - Bldg Insp Fees; 56903 - Land Use ...	-4,305.80
Bill Pmt -Check	10/31/2022	29142	Insight FS	53302 - September Fuel	-1,262.05
Bill Pmt -Check	10/31/2022	29143	John Deere Financial	53306 Machine Repair	-115.08
Bill Pmt -Check	10/31/2022	29144	Kasieta Legal Group LLC	51320 Legal Services - Zoning Opt-out	-189.56
Bill Pmt -Check	10/31/2022	29145	Prairie Glass Co. Inc.	51603 Building & Maintenance	-70.20
Bill Pmt -Check	10/31/2022	29146	Sundance BioClean Inc.	51603 - September Town Hall Cleaning	-212.00
Bill Pmt -Check	10/31/2022	29147	Truck Country	53307 Truck Maintenance / Repair	-357.91
Bill Pmt -Check	10/31/2022	29148	Visa	51603 Bldg/Maint, 51418 Election Postage, ...	-281.00
Bill Pmt -Check	10/31/2022	29149	Water Wells Inc.	#51603 - Water Pressure For Building	-417.64

11/11/22

The Town of Bristol
Account QuickReport
As of October 31, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/31/2022	29150	Wingra Stone Company	53317 - Recycled Asphalt	-204.98
Bill Pmt -Check	10/31/2022	29151	Yes Equipment & Services...	53307 - Truck Maintenance/Repair	-494.40
Total 100 · General Fund					-192,239.98
Total 1001 · Bank of SP - cash & investments					-192,239.98
TOTAL					-192,239.98

Town of Bristol
Treasurer's Report
November 11, 2022

General Fund		
Ending Balance	\$	15,340.70

Money Market		
Ending Balance	\$	7,724.83

ICS Account		
Ending Balance	\$	1,852.36

LGIP Fund		
<u>General</u>		
Current Balance	\$	475,396.85
<u>Parks</u>		
Current Balance	\$	79,028.63
<u>Equipment</u>		
Current Balance	\$	<u>4.45</u>

Total Funds As November 11, 2022 \$ 579,347.82

Parks Fund - LGIP	(79,028.63)
ARPA Funds	<u>(246,274.92)</u>

Total Funds Available \$ 254,044.27

Town of Bristol
Estimated Remainder of Cost for 2022

Description	Parks - LGIP	ARPA Funds				Available General Funds	Total Available Funds
		Debit	Total	Debit	Credit		
November 11, 2022 Balances	\$78,833.84		\$412,917.44			\$292,793.41	\$784,544.69
Porter Corp - Park Shelters		(\$109,169.50)	\$303,747.94			\$292,793.41	\$596,541.35
MAX-R - Park Signs		(\$11,104.00)	\$292,643.94			\$292,793.41	\$585,437.35
AAA State of Play - Play Structure		(\$32,119.02)	\$260,524.92			\$292,793.41	\$553,318.33
November Shared Revenue			\$260,524.92		\$31,255.37	\$324,048.78	\$584,573.70
SRB Trees		(\$14,250.00)	\$246,274.92			\$324,048.78	\$570,323.70
Scott's Construction			\$246,274.92	(\$210,078.75)		\$113,970.03	\$360,244.95
Outstanding Checks			\$246,274.92	(\$19,115.04)		\$94,854.99	\$341,129.91
Estimated Remainder Cost 2022			\$246,274.92	(\$122,697.59)		-\$27,842.60	\$218,432.32
			\$246,274.92			-\$27,842.60	\$218,432.32
			\$246,274.92			-\$27,842.60	\$218,432.32
Totals		(\$166,642.52)	\$246,274.92	(\$351,891.38)	\$31,255.37	(\$27,842.60)	

11/11/2022

TOWN OF BRISTOL

Cover Sheet for Agenda Packet Section

IV. Business

a.

TOWN OF BRISTOL

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF BRISTOL

WHEREAS, a Declaration of Pedestrian and Vehicular Ingress and Egress Easement Affecting Lots 66-72 and 74-78, Drumlin Creek, Town of Bristol, Dane County, Wisconsin, was executed by all of the affected lot owners on or about July 28, 2022, and recorded in the office of the Dane County, Wisconsin Register of Deeds on August 4, 2022, as Document No. 5833147, which easement created an unnamed private driveway serving such lots; and

WHEREAS, the owners of the aforesaid lots and the Town of Bristol, with the consent of the Dane County Department of Planning and development have determined that **"Drumlin Creek Court"** is an appropriate name for such private driveway in compliance with all applicable ordinances; and

WHEREAS, the street name sign for such private driveway shall be purchased and installed by the developer of such subdivision, being Paulson Development, LLC, and the owners of the lots identified above shall agree by written agreement that after the installation of such street name sign by the developer, the owners of all of such lots will maintain such street name sign in a workmanlike manner in compliance with all applicable laws, ordinances and regulations; Now, therefore,

BE IT HEREBY RESOLVED BY THE TOWN BOARD OF THE TOWN OF BRISTOL that the foregoing Recitals are made part of this Resolution and are approved by the Town Board; and

BE IT FURTHER RESOLVED BY THE TOWN BOARD OF THE TOWN OF BRISTOL that the private drive described in the aforesaid easement shall be and is hereby named **"Drumlin Creek Court"**, and the Town Clerk is directed to notify the Dane County Department of Planning and Development and all other necessary governmental agencies of this determination; and

BE IT FURTHER RESOLVED BY THE TOWN BOARD OF THE TOWN OF BRISTOL that the developer of the affected lots, Paulson Development, LLC, shall purchase and install an official street name sign for such private driveway as soon as reasonably possible, at the expense of developer, and that the owners of the affected lots shall execute and record an agreement agreeing to the assumption of the maintenance obligation for such official street name sign as provided for herein.

Dated this _____ day of November, 2022.

G.H. Derr, Town Chair, Town of Bristol

Kim Grob, Town Clerk, Town of Bristol

STATE OF WISCONSIN)

) ss.

COUNTY OF DANE)

On this _____ day of November, 2022, before me, a Notary Public, personally appeared G.D. Derr and Kim Grob, to me known, who being by me duly sworn, did depose and say that they executed said document on behalf of the Town of Bristol, as the Town Chair and Town Clerk thereof, respectively.

Notary Public, State of Wisconsin

My Commission expires: _____

This instrument drafted by Michael J. Lawton.