

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Plan Commission and Town Board Meeting
February 13, 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 Schwartzter, Sandy Dulin, Jim Ringelstetter, Travis Larson, Al Rogers and Brian Willison. Sign-in sheet on file in Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES FROM JANUARY 9, 2023, JT. PLAN-BOARD MEETING

Motioned by Schwartzter and seconded by Dulin to approve January 9, 2023, Jt. Plan-Board minutes as written. All ayes, Motion carried. Motioned by Willison and seconded by Grove to approve January 9, 2023, Jt. Plan-Board minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER FOR JANUARY 2023

Motioned by Grove and seconded by Willison to approve January 2023 check register. All ayes, Motion - carried.

PUBLIC COMMENT

Golf Course Representative, Matt Sheahan from Midwest Land Group, stated the Veith's will be opening in the spring for business, and they plan to list the property for sale as a golf course. Kolby Hirth requested that more detailed information be included in the minutes and financial reports and for a Chairman & Supervisors report be added to the agenda. Doug Tjugum wanted to discuss transfer of building rights. Madonna Bigelow expressed appreciation to the Board and Parks Committee for their support towards recent maintenance/improvements to the skating rink as it is being used more than it has been in many years.

PARKS COMMITTEE REPORT

Park report was combined with the two business items to follow.

BUSINESS

a. DISCUSSION/CONSIDER APPROVAL OF MEMORIAL BENCH AT PEARL COURT PARK BY FRIEDHOFF FAMILY

Tamara Sondgeroth explained the request from the Friedhoff family to donate a bench in memory of David Friedhoff. The bench would be made of recycled plastic, installed with a concrete pad and the Friedhoff family will be purchasing and installing the bench. The Parks Committee recommends to the Board for approval of the bench. Motioned by Willison and seconded by Grove to approve the acceptance of a park bench gift by the David Friedhoff family for Pearl Court Park. All ayes, Motion carried.

b. DISCUSS/CONSIDER BROOKS PARK BOUNDARY ENCROACHMENT LETTER TO RESIDENTS

The Parks Committee is requesting the board to review and approve a letter to be sent to residents surrounding Brooks Park to reclaim encroached park land by residents. This is a second letter giving notice to remove their property from the park area and this letter will inform the residents that if they do not comply by the date listed; they will be responsible for costs incurred for the removal of the items. Motioned by Grove and seconded by Willison to approve the letter to Brooks Park residents. All ayes, Motion carried.

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c. DISCUSS/CONSIDER C.U.P. PERMIT TO HOUSE CONTRACTOR SUITES FOR PARCEL #0911-122-8080-0, 1773 COUNTY HWY V

The C.U.P. application is to have three contractor office suites located in one of the storage buildings at 1773 County Hwy V. Schwartzer opened the item for public comment. There is drain tile that runs through the middle of the property, but finding the exact location has been unsuccessful. Test holes are planned to establish the location. The drain tile will be routed along the east property line with an easement created for the tile. Schwartzer read the Findings of Facts for Committee approval and all six findings received: all ayes, motions carried.

Plan - Motioned by Willison and seconded by Ringelstetter approve the C.U.P. application as it met the six findings plus the five conditions and approve the possible uses recommended by General Engineering Co.:

- Animal grooming, vet clinic
- Auto body, vehicle repair & maintenance
- Fabrication and assembly of parts
- Lab or research facilities
- Landscaping and general construction contractor
- Metal wood fabrication
- Office buildings two or fewer stories in height
- Places of worship
- Retail establishment and service, indoor
- Roadside stand and farmer's market

All ayes, Motion carried. Board – Motioned by Willison and seconded by Grove accepting recommendation from the Planning Committee and approves the C.U.P. application for the contractor suites with the Finding of Facts, five conditions and the list of possible uses for parcel #0911-122-8080-0, 1773 County Hwy V. All ayes, motion carried.

d. DISCUSS/CONSIDER CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC) AGREEMENT FOR RENEWAL OF ZONING MAPPING AND DATA SERVICES

Motioned by Grove and seconded by Willison to approve the CARPC agreement for renewal of the zoning mapping and data services agreement. All ayes, Motion carried.

e. DISCUSS/CONSIDER CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC) AGREEMENT FOR UPDATING THE TOWN'S COMPREHENSIVE PLAN

Motioned by Grove and seconded by Willison to approve the CARPC agreement for updating the town's Comprehensive plan. All ayes, Motion carried.

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f. DISCUSS/CONSIDER EMS CONTRACT RENEWAL THROUGH DECEMBER 31, 2028

Motioned by Willison and seconded by Grove to approve the EMS contract renewal with the exception to check with the town's insurance agent for their consent for coverage regarding section 1.07 *To Pay Deductible Portion of Insured Property Losses* for their consent. All ayes, motion carried.

g. DISCUSS/CONSIDER GRANT APPLICATION FOR STORMWATER ANALYSIS

Chuck Nahn, Nahn & Associates is requesting board's approval to apply for a DNR grant for completing a stormwater analysis. Motioned by Grove and seconded by Willison to approve Nahn & Associates to apply for a DNR grant on behalf of the Town of Bristol. All ayes, motion carried.

h. DISCUSS/CONSIDER FINAL DECISION FOR WI DOT TRID PROJECT

This is a \$14,000 grant awarded to the town for work on Russet Rd. with a project completion date of June 30, 2023. Derr learned that the TRID grant is non-transferable, and the project scope cannot be reduced unless an application is resubmitted. There would not be enough time to resubmit an application and complete a new project by June 30, 2023. Motioned by Willison and seconded by Grove to forfeit the \$14,000 TRID grant for Russet Rd due to the town's portion of the road cost and short timeframe of resubmitting a new application. All ayes, motion carried.

i. DISCUSS ROAD WORK COMPLETED ON TAM O'SHANTER IN 2022

Nancy Bauling expressed her concern of road work completed last fall that left bumpy road conditions on various roads within the town. Derr explained the contractor is aware of the situation and is committed to fixing the areas this spring/early summer.

SET FUTURE MEETINGS AND AGENDAS

Board Meeting – March 13, 2023, at 6:00 pm

ADJOURN

Planning - Motioned by Dulin and seconded by Ringelstetter to adjourn at 8:34 p.m. All ayes, Motion carried.

Board - Motioned by Grove and seconded by Willison to adjourn at 8:34 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer