

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Jt. Plan Commission and Town Board Meeting**  
**November 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 Schwartz, Travis Larson, Sandy Dulin, Al Rogers, Keith Arnold and Brian Willison. Sign-in sheet on file in Clerk's office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES FROM OCTOBER 9, 2023, BOARD MEETING**

Motioned by Willison and seconded by Grove to approve October 9, 2023, Board minutes as written. All ayes, Motion carried.

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

Motioned by Grove and seconded by Willison to approve October 2023 check register. All ayes, Motion carried. Motioned by Willison and seconded by Grove to approve October 2023 Treasurer's Report. All ayes, Motion carried.

**PUBLIC COMMENT - NONE**

**PARKS COMMITTEE REPORT**

Tamara Sondgeroth reported that the Committee is looking to fill one seat. There are three families who have committed to taking care of the ice rink this winter. A "little library" has been donated to Bristol and the Committee would like to have the board's permission to place it in Bristol Ridge Park with the help and advice of placement from Bristol Public Works. The board agreed to have the item on December's agenda. Sondgeroth went through the committee approved ten-year plan for parks. The playground at Star Crest Park is being proposed not to be replaced when it is at the end of its useful life. The committee is working with Sun Prairie Soccer club to create a contract for use of the fields. Parks hope to have the funds generated to be reserved for equipment repairs. There are no plans, as of now, for any tree removal in 2024. A resident is inquiring to establish a fishing area at the retention pond in the Wellington Trace Development. The board stated that the retention pond is managed by the HOA and it was suggested to contact the developer, Randy Martin.

**CHAIRPERSON REPORT**

- Continued communication on Town Hall Rd annexation by the City.
- Plans are being discussed for MSA to start the bidding process in late December or early January for the Twin Lane Rd project.
- November 27 at 5:00pm is the Budget Hearing meeting.

**BUSINESS**

**a. DISCUSSION/CONSIDER REQUEST TO VACATE SECTION OF OLD STONE QUARRY ROAD**

Motioned by Derr and seconded by Willison to accept the request from Tom Hanley to vacate Old Stone Quarry Rd. All ayes, Motion carried.

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**b. DISCUSS/CONSIDER E-MAIL MANAGEMENT SERVICES BY TOWNWEB**

Kim Grob explained that the town's website provider is changing email hosts, and the town has some choices on how to handle emails. It was suggested for the town to check with Horstman Networks on their email host options. Motioned by Grove and seconded by Willison to table this item until December. All ayes, Motion carried.

**c. DISCUSS/CONSIDER COMPREHENSIVE PLAN UPDATE BY CARPC**

Sean Higgins from CARPC reviewed the survey results. There were 283 survey responses. The survey results will be displayed on the town's website.

**SET FUTURE MEETINGS AND AGENDAS**

November 27, 2023, at 5:00pm – Budget Hearing

December 11, 2023 at 6:00pm – Jt. Plan – Board Meeting

**ADJOURN**

Motioned by Grove and seconded by Willison to adjourn at 7:24 p.m. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer