

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning -Town Board Meeting
September 09, 2024, 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, Grove and Willison. Planning: Steve Schwartz, Sandy Dulin, Chuck Kvalo and Brian Willison. Sign-in sheet on file in Clerk’s office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTE: AUGUST 15, 19, 23 & 26, 2024 MEETINGS

Motioned by Willison and seconded by Grove to approve August 15, 19, 23 & 26, 2024, minutes as written. All ayes, Motion carried.

d. APPROVAL OF CHECK REGISTER & TREASURER’S REPORT FOR AUGUST 2024

Motioned by Willison and seconded by Grove to approve August 2024 check register. All ayes, motion carried. Motioned by Grove and seconded by Willison to approve August 2024 Treasurer’s Report. All ayes, motion carried.

PUBLIC COMMENT

Town roads opening to ATV/UTV traveling were discussed with 21 entry signs and 31 end signs being needed for the town at a cost of approximately \$1,100. Volunteers would be available to install the signs. Tamara asked about fall burn dates and people burning leaves in their campfire pits. Fall burn dates will be set at the October meeting.

PARKS COMMITTEE REPORT

Tamara Sondgeroth reported that the committee is continuing to work on the Alliant Energy Tree grant and focusing on Sunset Meadow Park with placement of trees. The suggestion currently is ornamental trees in front and larger trees towards the back of the park. Tamara and office staff are meetings with scheduling program companies for ball field park reservations.

CHAIRPERSON REPORT

- Public Works has been working on mowing ditches and shouldering of roads. Chip sealing of assigned roads is being completed.

BUSINESS FOR PLANNING COMMISSION & TOWN BOARD

a. DISCUSSION/CONSIDER ZONING CHANGE/C.U.P. REVIEW FOR PARCEL 0911-292-8080-5, 2825 HAPPY VALLEY RD REZONE FROM A-1(EX)(LEGACY) TO SFR AND C.U.P. APPROVAL TO ADD PLUMBING FIXTURES TO A NEW ACCESSORY STRUCTURE

Steve Knause gave a review of his proposed zoning change and Conditional Use Permit request with a bathroom in an accessory building. Planning: Motioned by Kvalo and seconded by Dunlin to accept the rezone from A-1 (EX)(Legacy) to SFR and C.U.P. of adding plumbing fixtures to a new accessory structure. All ayes, motion carried. Board: Motioned by Grove and seconded by Willison to accept the Planning Commission’s recommendation for approving 2825 Happy Valley Rd rezone from A-1 (EX)(Legacy) to SFR and C.U.P. of adding plumbing fixtures to a new accessory structure. All ayes, motion carried.

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BUSINESS FOR TOWN BOARD

a. DISCUSSION/CONSIDER DRAINAGE OPTIONS ALONG 6697 TWIN LANE RD SOUTH TO PARCEL #0911-253-8551-0

Joe DeYoung from MSA gave a review of his findings for the ongoing drainage issues for the corner of Twin Lane Rd and Greenway. Two options were presented with a two-culvert option or a one culvert with shaping and cleaning out the drainage ditch on the east side of the road, staying within the right-of-way. The second option costs less and does not require approval from the landowner on the east side of the road. Motioned by Willison and seconded by Grove to approve obtaining a quote to install one 36" pipe and to reshape and cleaning out the ditch on the east side of the road with the understanding that this project will be compliant with the Twin Lane Rd project and the town will contribute up to \$21,000 beyond grant contribution. All ayes, motioned carried.

b. DISCUSS/CONSIDER AMENDMENT APPROVAL OF ZONING ORDINANCE 1.0620, HOME-BASED BUSINESS: SECONDARY STANDARDS

Town of Sun Prairie is requesting approval amending Chapter 1.0620, Home-based business-secondary standard of the Zoning Ordinance. This amendment provides structure for properties that may fall under the category of larger scale home-based businesses. Motioned by Willison and seconded by Grove to approve the amendment of Zoning Ordinance Chapter 1.620, Home-Based Business: Secondary Standards. All ayes, motion carried.

c. DISCUSS/CONSIDER APPROVAL OF ROAD LINE PAINTING QUOTE FROM DANE COUNTY HWY DEPT. FOR SECTIONS OF EGRE RD, N. BIRD ST, HAPPY VALLEY RD AND VINBURN RD

Motioned by Grove and seconded by Willison to approve Dane Co. Hwy Dept. quote for center line painting with zones up to 10% increase from quote for 2025 rate increase: condition with contract approval by board; to include sections of Egre Rd, N. Bird St, Happy Valley Rd, Vinburn Rd and the addition of Twin Lane Rd from Hwy 151 south to new paved section. All ayes, motioned carried.

d. DISCUSS/CONSIDER ELECTION SYSTEMS & SOFTWARE QUOTE FOR RENTAL OF DS200 MACHINE FOR THE NOVEMBER 5, 2024, ELECTION

In preparing for the anticipated large November election turnout, Clerk Kim Grob is requesting to rent a second DS200 tabulator machine. The last presidential election in 2020 the town had 2844 voters out of 3,030 registered voters at the time and participation is expected to be similar with current registered voters at 3,086. Motioned by Grove and seconded by Willison to rent a DS200 tabulator machine for the November 5, 2024, election. All ayes, Motion carried.

SET FUTURE MEETINGS AND AGENDAS

October 14, 2024 – Board Meeting

ADJOURN

Planning: Motioned by Dulin and seconded by Kvalo to adjourn at 7:38pm. All ayes, Motion carried.
Board: Motioned by Grove and seconded by Willison to adjourn at 7:38pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer