

**TOWN OF BRISTOL**  
*7747 County Road N, Sun Prairie WI 53590*  
**Town Board Meeting**  
**January 13, 2025, at 6:00 pm**

**ORDER OF BUSINESS**

**a. CALL TO ORDER**

The meeting was called to order at 6:01pm by Chairman Willison. Board Members Present – Willison, Grove and Kvalo. Sign-in sheet on file in Clerk’s office.

**b. PLEDGE OF ALLEGIANCE – RECITED**

**c. APPROVAL OF MINUTES: DECEMBER 9 & 13, 2024, MEETINGS**

Motioned by Grove and seconded by Kvalo to approve December 9, minutes as written. All ayes, motion carried. Motioned by Kvalo and seconded by Grove to approve December 13 minutes with the correction of grammatical errors. All ayes, Motion carried.

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

Motioned by Grove and seconded by Kvalo to approve December 2024 check register. All ayes, motion carried. Motioned by Kvalo and seconded by Grove to table the December 2024 treasurer’s reports for posting/mathematical errors. All ayes, motion carried.

**PUBLIC COMMENT**

Craig and Jodi White noted they did not receive an update from the Chairperson as stated during the December 9, 2024, meeting. Willison did send an email and would check on the address that he sent it to and resend it. Willison continued to explain that he did visit the neighbors’ yard where the material was removed from the easement area. A landscaping mat was placed in the disturbed area. It is understood by the homeowner of 3057 Viking Pass that any continued work in the spring will stay outside of the easement. The White’s requested to have an elevation report at the finish point of the work to show the sloping is correct and water drains to the driveway culvert.

Cindy Voeck asked who should be contacted for water drainage issues on their side lot, by their bridge and it was suggested for her to contact Jason Tuggle with Land & Water Resources.

**PARKS COMMITTEE REPORT**

Tamara Sondgeroth reported the committee would like additional information on the tree donation from CARPC before deciding what type of tree would be given.

**BUSINESS FOR TOWN BOARD**

**a. DISCUSS/CONSIDER APPROVAL FOR SOCCER & BASEBALL MOU FOR USE OF TOWN BALL FIELDS**

Tamara Sondgeroth explained that the committee decided to go with one year for soccer & baseball MOU as it would give the town time to establish long-lasting terms and conditions. Motioned by Kvalo and seconded by Grove to approve having the town’s legal counsel review the MOU in time for the February 2025 meeting. All ayes, motion carried.

**b. DISCUSS TOWN SURVEY RESULTS ON CURBSIDE GARBAGE/RECYCLE COLLECTION & ATV/UTV USE ON TOWN ROADS**

Survey results were reviewed with a total of 295 surveys completed. Discussion continued mostly on the curbside garbage/recycle collection topic. No decision was made by the board.

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**c. DISCUSS/CONSIDER ZONING ORDINANCE ENFORCEMENT PROCEDURES**

Mitchell Bortz from General Engineering Company gave an overview of the zoning enforcement policy for Bristol. Possible violation is investigated by GEC. Once violation is recognized a letter will be issued to the property owner requesting to come into compliance with ordinance. If a resolution does not occur, then the town's attorney will get involved with possible municipal citation being issued. Residents can contact Mitchell directly with any zoning or zoning enforcement questions.

**d. DISCUSS/CONSIDER ADOPTION OF THE UPDATED COMPREHENSIVE PLAN**

Motioned by Kvalo and seconded by Grove to adopt the 2025 – 2055 Comprehensive Plan as updated. All ayes, motion carried.

**e. DISCUSS/CONSIDER RIGHT-OF-WAY (ROW) PERMITTING PROCEDURES**

Fiberoptic installation in the road right-of-way has increased in Bristol in the last couple years. Currently the town does not have a ROW ordinance. The board discussed taking a proactive approach in creating an ordinance to have knowledge and more control over the work being completed in the towns right-of-way. Motioned by Kvalo and seconded by Grove to approve moving forward in creating a Right-of-Way Ordinance. All ayes, motion carried.

**SET FUTURE MEETINGS AND AGENDAS**

February 10, 2025 – Board Meeting

**ADJOURN**

Board: Motioned by Kvalo and seconded by Grove to adjourn at 8:16pm. All ayes, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer