

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Town Board Meeting
July 8, 2025, at 6:00 pm

ORDER OF BUSINESS

a. CALL TO ORDER

The meeting was called to order at 6:00pm 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: JUNE 10, 2025, MEETING

Motioned by Grove and seconded by Kvalo to approve June 10, 2025, minutes with the correction to Business a. adding “All aye’s, motion carried”. All aye’s, motion carried.

d. APPROVAL OF CHECK REGISTER AND TREASURER’S REPORT FOR JUNE 2025

Motioned by Grove and seconded by Kvalo to approve June 2025 check register. All aye’s, motion carried.
Motioned by Kvalo and seconded by Grove to approve June 2025 treasurer’s report. All aye’s, motion carried.

PUBLIC COMMENT - NONE

PARKS COMMITTEE REPORT - NONE

BUSINESS

a. DISCUSS/CONSIDER WILBURN ROAD CULVERT QUOTE

This is a double metal pipe with a box culvert at a diagonal placement. Recommendation by Nahn & Associates to replace the existing structure and install two – 48” metal pipes at an angle with end walls and sloped rip rap. Motioned by Grove and seconded by Kvalo to approve Skalitzky Drainage LLC estimate, \$28,000 for Wilburn Road culvert work. All aye’s, motion carried.

b. DISCUSS/CONSIDER CULVERT INVENTORY PROGRAM

Discussion occurred for the town to obtain a company for implementing a culvert inventory, assessment and mapping program. This would benefit the town in having knowledgeable staff reviewing and tracking all town culverts and knowing when they need replacement. Motioned by Kvalo and seconded by Grove to accept Delmore Consulting Comprehensive Culvert Service proposal for \$14,000. All aye’s, motion carried.

c. DISCUSS/CONSIDER SCOTT’S CONSTRUCTION QUOTE FOR ROAD WEDGING

The board reviewed Scott’s Construction wedging quote for the 2025 season. Motioned by Grove and seconded by Kvalo to deny Scott’s Construction wedging quote and publish a second request for wedging. All aye’s, motion carried.

d. DISCUSS/CONSIDER PASER RATING PROPOSALS

WI DOT requires town road PASER (Pavement Surface Evaluation and Rating) ratings to be completed every odd numbered year. Motioned by Kvalo and seconded by Grove to accept agreement by MSA for \$2,710.17 to complete and submit this report to the WI DOT on behalf of the town. All aye’s, motion carried.

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e. DISCUSS/CONSIDER OPERATOR LICENSES FOR DAWN KARTMAN, SARAH NELSON, TIZANNA SANNINO, AND CHLOE MILLER

All applicants submitted the required paperwork and were deemed satisfactory. Motioned by Kvalo and seconded by Grove to approve the operator licenses for Dawn Kartman, Sarah Nelson, Tizanna Sannino and Chloe Miller. All ayes, motion carried.

f. REPORT DATE SET FOR SEPTEMBER 6, 2025, ELECTRONIC RECYCLING EVENT

The town has contracted with COM2 Recycling Solutions to hold a free electronic recycling collection event on September 6, 2025, 8:00am – 12:00pm at the Bristol Town Hall. An announcement will be posted on the town’s website.

g. UPDATE LOV-It BRANDS CAMPUS PROJECT

Jim Arneson from FoxArneson presented a summary of passed topics that were discussed including evergreen trees that will be planted along the south side of the parking area as the phases are completed, lighting will be designed for dark sky compliant, and WI DOT and DNR requirements are being met. Attorney Lawton will draft a developer’s agreement to include LOV-IT Brands responsible for reconstructing Russ & Mary Ct to specification required for large truck traveling, along with widening the entrance for the ease of tractor-trailers entering/exiting, and a bypass on Twin Lane Rd to be built at phase two. Maintenance (including winer plowing) on Russ & Mary Ct is to be completed by Lov-It Brands Campus. The current plan is to submit a Certified Survey Map for the September joint Planning-Board meeting for approval.

SET FUTURE MEETINGS AND AGENDAS

July 15, 2025 – 10:00am Special Board Meeting
August 12, 2025 – Jt. Planning and Board Meeting
September 9, 2025 – Jt. Planning and Board Meeting

ADJOURN

Motioned by Grove and seconded by Kvalo to adjourn at 7:42pm. All aye’s, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer