TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Jt. Planning-Town Board Meeting
September 28, 2026, at 6:00pm

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. Planning was called to order by Dan Everson. Planning: Scott Manke, Travis Larson, Daniel Everson, and Chuck Kvalo. Sign-in sheet on file in the Clerk's office.

b. PLEDGE OF ALLEGIANCE – RECITED

c. APPROVAL OF MINUTES: AUGUST 17 & 26, 2026, MEETINGS

Motioned by Kvalo and seconded by Grove to approve August 17 & 26, 2026, minutes as written. All aye's, motion carried.

d. APPROVAL OF CHECK REGISTER AND TREASURER'S REPORT FOR AUGUST 2026

Motioned by Kvalo and seconded by Grove to approve August 2026 check register. All aye's, motion carried. Motioned by Kvalo and seconded by Grove to approve August 2026 treasurer's report. All aye's, motion carried.

PUBLIC COMMENT

Lynn Wendler requested the town to have the adjoining property owner to the south cut their weeds along the fence line.

PARKS COMMITTEE REPORT

Ben Grove reported that the committee met in September and worked on a new tree grant which would request 30 trees in four different parks. Baseball field maintenance at Lyman's field was discussed with a family who offered to assist with ongoing upkeep.

BUSINESS FOR PLANNING COMMISSION & TOWN BOARD

a. DISCUSS/CONSIDER PRELIMINARY/FINAL PLAT FOR THE CREATION OF PORTER HOLLOW SUBDIVISION AT 3126 HAPPY VALLEY ROAD, PARCELS #0911-193-9020-0 AND #0911-193-8501-0

Town Engineer Joe DeYoung of MSA reviewed his findings on the project. The potential increased traffic volume and extension of Angelica Trail to the north was evaluated following the WisDOT's TIA guidelines; MSA does not recommend requiring the developer to complete any TIA study, feeling it would not result in a change with the intersection design. The plans currently have a west bound taper lane entering the Porter Hollow subdivision. Throughout discussions it was agreed by the developer to have roads constructed at 12" aggregate base and 4" asphalt. Discussion occurred on having the full road of Angelica Trail in the Town of Bristol. There is one stormwater plan covering both areas in Bristol and Windsor and will be overseen by Dane County Land & Water.

Plan: Motioned by Manke and seconded by Larson to approve a zoning change from A-1 to SFR for parcels #0911-193-9002-0 and #0911-193-8501-0 totaling 50.994 acres and conditional approval of plat based on the conditions listed. All ayes, motion carried. Board: Motioned by Kvalo and seconded by Grove to approve a zoning change from A-1 to SFR for parcel #0911-193-9002-0 and #0911-193-8501-0 totaling 50.994 acres and conditional approval of plat based on the condition listed. All ayes, motion carried.

APPROVED

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Conditional Approval Items:

- Completion of Wetland delineation
- Obtaining DNR permit
- Land & Water Management Approval
- Developer Agreement approval by town
- Creation of HOA
- Documented how the HOA is responsible for continued stormwater management and compliance with Land & Water Management requirements
- HOA needs to include that the town maintains no oversight, enforcement or operational responsibility of the HOA
- HOA needs to include that it should exist in perpetuity and cannot dissolve without the town boards approval
- Vision clearance of 30 ft north and south on Lot 1
- No driveways on Happy Valley Road, Lots 1-5
- Road to be built at 4" asphalt and 12" of base.
- Town's engineers to review/approve
- Town's attorney reviewing developer agreement
- Agreement between developer and town on offsetting costs for Angelica Trail
- MSA items in their September 24 memo to be addressed/resolved
- GEC review report from August 17 listing zoning change items to be addressed/resolved
- All outbuildings must be demolished, and home trailer must be removed from the property before the Plat is signed by the town and recorded at the Register of Deeds

b. DISCUSS/CONSIDER CREATION OF A 5.0974 ACRE PARCEL BY CSM AND REZONE FROM A-1 TO AG FROM PARCEL #0911-152-8001-0, MULLER ROAD

This item is returning from the August 17, 2026 meeting with increasing acreage to 5.0974 so it qualifies to be AG zoning. Plan: Motioned by Manke and seconded by Larson to approve the CSM creating a 5.0974-acre parcel and zoning change from A-1 to AG from parcel #0911-152-8001-0, Muller Road. All ayes, motion carried. Board: Motioned by Grove and seconded by Kvalo to approve the CSM creating a 5.0974-acre parcel and zoning change from A-1 to AG from parcel #0911-152-8001-0, Muller Road. All ayes, motion carried.

BUSINESS FOR TOWN BOARD

a. DISCUSS/CONSIDER APPROVAL FOR PURCHASE OF MAINTENANCE SUPPLIES FOR THE LYMAN BASEBALL DIAMOND FOR THE AMOUNT OF $2,000

Grove explained the money would be used for infield mix material, outfield fence topper, landscape rake and a drag for the Lyman ball field. Motioned by Kvalo and seconded by Grove to approve the request for the supplies listed for maintenance at the Lyman ball field, not to exceed $2,000. All aye's, motion carried.

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b. DISCUSS/CONSIDER MINIMUM REFUND RESOLUTION

Resolution was presented by the Clerk explaining that tracking and issuing refund checks of $10 and less is not cost-effective as most go uncashed. Motioned by Grove and seconded by Kvalo to approve Resolution 2026-04 TO LIMIT THE REFUND AMOUNT OF OVERPAYMENTS with the addition of a 90-day limit for requesting a refund at $10 and under. All aye's, motion carried.

c. DISCUSS/CONSIDER 2026 FALL BURN DATES

Motioned by Grove and seconded by Kvalo to approve the fall burn dates for subdivisions starting October 8 and going through November 22, following every other weekend. Dates will be listed on the town hall posting board and website. All aye's, motion carried.

BOARD SUPERVISOR BEIEFING ON DANE CO. TOWNS ASSOC. MEETING & DANECOM

Supervisor Kvalo shared that at the Dane County Towns Association meeting, it was reviewed how the 911 center coordinates ambulance and fire support. This includes matching skill level of the ambulance crew based on the severity of the pain/injury described during a call. They coordinate coverage across multiple communities within the county. This includes using backup ambulances (2) within the county, and the ability to assign ambulances and crew based on proximity and need.

SET FUTURE MEETINGS AND AGENDAS

October 15, 2026 at 9:00am - Budget
October 19, 2026 – Jt. Planning – Board Meeting
November 16, 2026 – Board Meeting

ADJOURN

Planning: Motioned by Manke and seconded by Larson to adjourn at 8:43pm. All aye's, motion carried.
Board: Motioned by Kvalo and seconded by Grove to adjourn at 8:43pm. All aye's, Motion carried.

Submitted by Kim Grob, Clerk-Treasurer

APPROVED