

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Parks Committee Meeting

The Bristol Parks Committee will hold a meeting on Monday, April 4, 2022, at 5:30 p.m., located at the Bristol Town Hall, 7747 County Road N, Sun Prairie WI 53590.

AGENDA

- I. Call to Order
- II. Review and Approval of Minutes from March 8, 2022 meeting
- III. Update on the Mowing Contract Proposals
- IV. Review Proposed Changes to Code of Ordinances, Page 48, Section (2) Public Sites and Open Spaces
- V. Review Recent Park Tour Notes, Prioritize List of Maintenance Items
- VI. Organize Future Activities to Engage Neighbors
- VII. Discuss Plans to Review the Parks Handbook for Website
 - a. Request Copy of the Current Bristol Land Use Plan
 - b. Request Copy of the Last Bristol Needs Assessment
 - c. Request Copy of Soccer Field/Baseball Use Fees/Agreements

Notice is hereby given that it is possible that a majority of the Town Board or other governmental body may be present at the above meeting of the Town Board to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Town Board or other governmental body *under* Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the Town Board will take formal action at the above meeting.

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the clerk at 608-837-6494, 7747 County Road N, Sun Prairie, WI 53590, at least 24 hours prior to the meeting so the necessary arrangements can be made to accommodate each request.

TOWN OF BRISTOL
7747 County Road N, Sun Prairie WI 53590
Parks & Rec. Committee Meeting
March 8, 2022

Call to order by 5:30

Present: Mark Jurvic (committee member 1993-2001), Tom Voeck (4 years on committee), Tamara Sondgeroth, Cristine Reid, Kristen Lubenau in Bristol Ridge, Krista Scott by Bristol Ridge, Joe Kott on Hilltop drive, Kim Grob treasurer for the town of Bristol, Ben Grove Board Supervisor for town of Bristol, Kim Moermond

Discussion of Budgets for Parks

The \$750 fee is collected in the Local Government Investment Pool (LGIP) in an interest-bearing account at the township level. The current total is \$78,292. There is no time limit on utilizing these funds. There is no anticipated substantial increase in this reserve fund. The fee is from code of ordinances, page 48, which states the \$750 will be paid per lot by subdivider. The original was written in 1995 or 1996. The amount was an arbitrary number. The intention was to build funds to develop parks. Consider the language here and the fee. Needs to have rewording and fee refinement. Land dedication and build a park or contribute \$750 in lieu of land dedication. Perhaps get the comprehensive plan update timing. Look at adjusting the scaling. Land should be graded and have turf grass. Tamara Sondgeroth to draft for next committee meeting.

The annual budget for the parks is under the Culture and Recreation category of expenses (55200) and income is recorded under public charges for services (46100). Normal budgeted income is \$7,500. The only budgeted expense was for utilities. All other expenses incurred were paid for by the general budget. In 2021 park equipment, lawn mowing services, mulch, painting services, playmats, portable restrooms, tree removal services, and a tennis court net were purchased under the 55000 and 55200 expense categories. The total income for 2021 was \$21,000. The total expenses paid in 2021 were \$42,998.82.

The third possible way of funding capital expenditures is from ARPA funding. It was noted that the town council would be open to ideas to promote utilization of our outdoor park areas. The township has or will receive about \$400,000 in ARPA funds. There is a limit on the time allotted to spend those funds. It was guessed that time was 2 to 3 years. The committee should have a list of recommended improvements for the council to consider by mid-summer 2022.

Discussion of Maintenance and Improvement Plans

October is budget time for the town. Going forward, the committee should submit suggested budgets for the parks department prior to the budgeting sessions in October.

Mark Jurvic has a general park plan from 1999. Kim Grob will scan and email that document. All participants are to review that prior to the next meeting. It was agreed that it would be much easier to develop a comprehensive plan based on a good historical document. This year Bristol Gardens tennis court needs upgrade \$12,000 to \$13,000.

Ben Grove advised the committee that there are 2 pending projects for 2022. The first is to refinish the floor of the tennis court in Bristol Gardens and add lines for pickle ball. The second was to add some trees to replace the trees removed last year, but perhaps not in the same place.

The committee agreed that we needed to visit each of the parks and evaluate their current needs, and future opportunities. Cristine Reid collected possible park visit dates from the group and will create a sign-up for

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park visits. Tamara Sondgeroth is to develop an evaluation tool that should help us objectively look at each park. We hope to do this in the month of March, assuming the snow continues to melt.

Discussion of Future Activities

After the park evaluation is completed, there will need to be some type of prioritized lists. The lists should be separated into annual maintenance requirements and capital improvements desired.

For annual maintenance, the following were submitted as ideas:

Portable toilets & trash cans

Mulch and weed block

For capital improvements, the following were submitted as ideas:

Gable roof shelters with concrete pads at some parks (Tom Voeck offered to help with pricing)

Bike paths

The committee discussed the lawn mowing contract, which is the biggest annual expense historically. We decided that Dustin should look at the lawn mowing contract and request comparative quotes. We requested an update next meeting.

There are no procedures for the park sports facilities usage. We noted that should be included in the comprehensive plan after approval of the town council.

Next meeting

The next meeting is April 4, 5:30.

Designation of Chairpersons

The committee agreed that Co-Chairpersons are Tamara Sondgeroth and Cristine Reid.

Adjournment

The meeting was adjourned at 7:00 pm.

From: DUSTIN WARD
Sent: Thursday, March 24, 2022 1:05 PM
To: Town of Bristol
Subject: Fw: Park & Cemetery Mowing

Dustin Ward
Town of Bristol Department of Public Works

----- Forwarded Message -----

From: Edwin Bublitz <eb3snowremoval@att.net>
To: DUSTIN WARD
Sent: Monday, March 14, 2022, 07:20:45 AM CDT
Subject: Re: Park & Cemetery Mowing

Good Morning!

I would do them \$100 a piece. If that interests the board I will write up a contract for each individual one, with extra services if so desired.

Thanks Ed

EB3Snowremoval 608-209-2185

On Wednesday, March 9, 2022, 12:43:26 PM CST, DUSTIN WARD

1. 6797 Starburst Dr. Bristol Ridge Park
2. 2869 Brooks Ridge Park and trails across the road
3. 7747 County Hwy N Town Hall
4. 3121 Lymans Run Bristol Gardens Park
5. 3015 Wyndwood Way Norway rd Estates Park
6. 1747 Tam O Shanter Trail Fox Hills Park
7. 1661 Tam O Shanter Trail Drumlin Creek Park
8. 2725 Happy Valley Rd. Starcrest Park
9. Pearl Court Park between 2753 & 2754
10. Cemetery on Highway N near Hilltop Dr. East Side of Road
11. Cemetery on Highway V between Highway N and Wilburn Rd. South Side of Road
12. Cemetery on Cemetery Rd.

Dustin Ward
Town of Bristol Department of Public Works

On Wednesday, March 9, 2022, 11:11:05 AM CST, Edwin Bublitz <eb3snowremoval@att.net> wrote:

Please send the properties you need quoted and Ill get you an estimate.

Thanks Ed

EB3Snowremoval 608-209-2185

On Wednesday, March 9, 2022, 10:18:55 AM CST, DUSTIN WARD <rac9w@yahoo.com> wrote:

We are looking to quote out our park & cemetery mowing. Our current guy is doing great job, but we have some residents that want to make sure we are getting the best deal also. So if you're interested in quoting this for us, let me know.

Dustin Ward
Town of Bristol Department of Public Works
920-382-4455

Agenda Item III

Estimate

Sun Prairie Lawn Care LLC

Jason Mikula
2663 Happy Valley Rd
Sun Prairie, WI 53590

Date	Estimate
3/8/22	276

Name / Address
Bristol Township Parks Committee Attention: Gerry Derr 7747 Cty Rd N Sun Prairie WI 53590

Terms
Net 30

Description	Per Service Rate
Contract for Lawn Care Service - For 2022 and 2023 Season for the following Bristol property locations	870.00
Cemeteries - Sweet, Baker and West Bristol	0.00
Parks - Tam O Shanter, Starcrest, Brooks Ridge + Walking Paths, Bristol Ridge Community Park, Scottish Highland + Soccer/Lax Field, Bristol Garden Park, Norway Estate Park, Pearl Court Park	0.00
Bristol Town Hall	0.00
The above rates are the same as 2021 season rates and are good through the 2023 season. The services will include mowing, trimming every 2 weeks and blowing of grass clippings off of all walkway areas and drives. Thank you for your business and any questions regarding the estimate please give me a call at 608.212.3128	
Sincerely,	
Jason Mikula Sun Prairie Lawn Care Owner	

		Sales Tax (5.5%)	\$0.00
		Total	\$870.00

Phone #	608-212-3138
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Signature _____

Proposed Change to Code of Ordinances Page 48, Section (2) Public Sites and Open Spaces

b. All subdividers shall be required to dedicate developable land to the Town for park, school or other public uses, other than streets or drainageways, at a rate of four-hundredths (.04) acres (1,750 square feet) per dwelling unit. Whenever a proposed playground, park, or other public area, other than streets or drainageways, designated in the Master Plan or Master Plan component of the Town of Bristol is embraced, or in part, in the tract of land to be subdivided, these lands shall be made part of the required land dedication. The Town Board, upon the recommendations of the Plan Commission, shall have sole authority to determine the suitability and adequacy of park lands proposed for dedication. Drainageways, wetlands or areas reserved for streets shall not be considered as satisfying land dedication requirements.

c. Where, in the opinion of the Town Board, there is no land suitable for parks within the proposed subdivision or the dedication of land would not be compatible with the Town's comprehensive development or park plan, or Town officials determine that a cash contribution would better serve the public interest, the Board may require the subdivider to contribute a cash payment in lieu of land at a rate of ~~\$750~~\$1,500 for each proposed dwelling unit. The fee imposed shall be used for park land acquisition and park equipment.