

**TOWN OF SUN PRAIRIE**  
**Regular Town Board Meeting**  
**June 27, 2022**

**Call to Order:** Chairman L Updike called the board meeting to order at 4:00 p.m. at the Town Hall, 5556 Twin Lane Road. Supervisor D Yelk, Supervisor J Seltzner, Patrolman J Schuster, Assistant Patrolman B Dodge, Clerk R Wiedenbeck, and Treasurer K Weisensel were present. Guests: Mike Jacobs, District 36, Kirk Upperman from Charter Communications, Chad Fisher from Lakeshore Construction, Dave Dinkel from The Property Shop Realty.

**Statement of Public Notice:** Record in the minutes that the notice of this meeting was posted on the three Town bulletin boards on June 23, 2022.

**Pledge of Allegiance:** Treasurer Kay Weisensel led the pledge.

**Approve Minutes of Prior Meetings:** 6-13-22 Special & Regular Town Board Meeting. Supervisor D Yelk motioned to approve minutes from 6-13-22, Special & Regular Town Board Meeting. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Presentation from the Public:** Mike Jacobson, a candidate for State Assembly Seat. He stated he was here to learn more about what happening here in the Town of Sun Prairie. Several questions were asked about his views on annexations, levy limits, abortions, and ballot drop boxes. Also discussed road project and water run off issues.

**Road Report:** Patrolman J Schuster reported that Runaround Road, Deer Creek Run, and Berlin Road were paved. We received a letter with final decision from the Office of the Commissioner of Railroads Docket# 9170-RX-405. Supervisor D Yelk requested that we contact Wisconsin Towns Association (WTA) lawyers for advice. Chairman L Updike requested that we prepare a letter stating that we object to their order of putting up the stop signs at the railroad crossing on Twin Lane Road. Clerk R Wiedenbeck will contact WTA and prepare the letter.

**Consider and Take Action:** Approve CSM for Joan L. Veith Irrevocable Trust for 5833 Town Hall Dr. Supervisor D Yelk motioned to approve. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Approve the request from Lakeshore Construction and Charter Communications to rezone Parcel #0811-222-8000-7, located at 2256 County Hwy T. This lot is 4.119 acres and currently zoned A-1EX (Exclusive Agriculture), Dan & Lori Kvalheim want to split this into 2 lots and sell 1 lot to Charter Communications. Charter Communications currently leases this whole parcel and has a small communications' building on it. They would like to build a new updated communications building and possibly a 30' communication tower. The Kvalheims would like to keep the other parcel and clean it up. Supervisor D Yelk motioned to approve rezone of Lot #1 to IND(Industrial) with a CUP (Conditional Use Permit), and Lot #2 will be zoned EA (Exclusive Agriculture), 1.455 acres and remain with the farm. The CUP for Charter Communications includes the following verbiage:

- Size of new communications building is to be no bigger than 2,000 sq. ft.
- A communications tower is to be no higher than 30 ft. unless a new Conditional Use Permit is issued.
- Old communications building is to be tore down by December 31, 2025.
- Low outdoor lighting for security purposes only.

Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

Supervisor D Yelk made a motion to approve the above CSM (Certified Survey Map) based upon the preliminary map provided to the Town of Sun Prairie with the neighboring use language. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Charter Spectrum Internet Service Project within the Township. Kirk Upperman from Charter Communications explained that they have received a Rural Digital Opportunity Fund Federal Grant, to extend fiber optic internet service to rural residents. Charter was awarded certain areas through- out the state. He provided a basic overview map of the township with the areas that Charter is required to serve shown in blue. Kirk also asked about the permits Charter would be required to obtain through the Town. Bore permits will be required at \$150 each. Chairman L Updike requested a more detail staging plan, and for Kirk to work with our Patrolman J Schuster and Assistant Patrolman B Dodge on this. Several items were discussed, but no action was taken at this time.

**Consider and Take Action:** ANR Pipeline Project in the Township. ANR Pipeline was wanting to know if there were any environmental permits needed for this project. Chairman L Updike stated that there are no environmental permits needed for the Town, but he would like a copy of the Dane County's permission letter. Treasurer K Weisensel will do letter to Dane County Land & Water Resources requesting this. No action was taken.

**Consider and Take Action:** Dane County Urban County Consortium, Amendment to Cooperation Agreement. Supervisor D Yelk motioned to authorize Chairman L Updike to sign this Amendment to Cooperation Agreement. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Review invoices from Wolf Paving for work completed as of today. Supervisor D Yelk motioned to approve Wolf Paving bill as presented. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Applications for Class A and Class B Fermented Malt Beverages, Liquor and Tobacco Licenses.

Crossroads BP, aka Wisconsin Fuel: Supervisor D Yelk motioned to approve Class "A" and "Class A" Retail License, and Cigarette License & Tobacco Product License. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

The Oaks Golf Course: Supervisor D Yelk motioned to approve Class "B" and "Class B" Retail License, and Cigarette License & Tobacco Product License. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

Circle C LLC DBA Chicken Licks: Supervisor J Seltzner motioned to approve Class "B" and "Class B" Retail License. Supervisor D Yelk seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Applications for Annual Operator Licenses.

Circle C, LLC, DBA Chicken Licks: Supervisor D Yelk motioned to approve all operator licenses. Seconded by Supervisor J Seltzner. (Martha L Beinborn, Blake R Franklin, Stephanie-lynn M McGuire, Taralyn N. Pysher, Dan I. Ross-Moore, Allison L Tenpas). Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

The Oaks Golf Course: Supervisor J Seltzner motioned to approve all operator licenses. Seconded by Chairman L Updike. (Taylor Woodward, Brayton A Weisensel, Olivia Voelker, Emily J Thompson, Alyssa Ruehlow, Shayla K Rost, Avery Potter, Melissa A Parker, Mikayla J Oertel, Quinn M Myers, Megan Mathies, Alyssa M Majewski, Maddy C McMahon, Michael J.A. MacKinnon, Ella Luxford, Liz J Loppnow, Kelly M Yelk, Christopher M Blaser, Jessica M Blaska, Shaelyn R Clostermery, Shaun R Finley, Jordan C Fischer, Leah M Hamilton, Taylor J Knudtson, Chris T Lander, Katie J Lee). Aye Votes: L Updike, J Seltzner. Abstain: D Yelk. Nay Votes: None. Motion carries.

Wisconsin Fuel LLC, DBA Crossroads BP: Supervisor D Yelk motioned to approve all operator licenses with the exception of Ashley M. Campbell Storm, who will be issued a 90 Day Provisional License. Seconded by J Seltzner. (Sarah J Laverty, Christina M Bradney, Jessica R Brown, Shannon G Greeno, Denise L Lafler). Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Review of Employee Handbook. Supervisor D Yelk motioned to approve the Employee Handbook effective January 1, 2022. Supervisor J Seltzner seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carries.

**Consider and Take Action:** Review of Fence Ordinance. Discussed and Tabled until next board meeting.

**Committee Updates:**

- a. **EMS:** Meeting tomorrow 6-28-22.
- b. **Parks:** Had a meeting on 6-14-22. Assistant Patrolman B Dodge made a cut through from the top of the hill down to the path. Still need to recruit new members for the Park Committee.
- c. **Fire:** New Fire Truck arrived. Training has started.
- d. **Town Zoning:** None.
- e. **Planning Commission:** None.

**Audit and Pay Bills:** Supervisor J Seltzner made a motion to approve the bills to include the \$12.01 for the Directories. Supervisor D Yelk seconded. Aye Votes: L Updike, D Yelk, J Seltzner. Nay Votes: None. Motion carried.

**Old Business/New Business:**

Treasurer K Weisensel asked about purchasing more mulch. The board said no, that the season was over.

Treasurer K Weisensel brought up the usage and cost of the copier machine. Discussed ways to reduce the cost. No action was taken.

Patrolman J Schuster talked to the security camera guy and he is about 2 to 3 months out for installing the cameras.

Supervisor D Yelk asked about the status of the non-traffic citation book. Treasurer K Weisensel stated the citation book is at Insty-Prints for printing.

**Correspondence:** Chairman L Updike brought up that the Village of Cottage Grove would like to meet with him and Supervisor D Yelk to discuss the Amendment of the Village's Urban Service Area. Clerk R Wiedenbeck will email Erin at the Village of Cottage Grove with dates they are available.

**Items for next meeting agenda:** Fence Ordinance, dollar amounts for zoning violations.

**Adjournment.** Supervisor D Yelk moved to adjourn the meeting. Meeting adjourned at 7:32 p.m. Next meeting will be on July 12, 2022 at 4 p.m. and July 25, 2022 at 4 p.m.

Rhonda L Wiedenbeck, Clerk  
Town of Sun Prairie