

TOWN OF SUN PRAIRIE
Regular Town Board Meeting
December 11, 2023

Call to Order: Supervisor D Yelk called the board meeting to order at 4:00 p.m. at the Town Hall, 5556 Twin Lane Road. Supervisor J Seltzner, Clerk R Wiedenbeck, Treasurer K Weisensel, and Patrolman J Schuster were present. Absent: Chairman L Updike. Guests: Resident Felix Jaramillo.

Statement of Public Notice: Record in the minutes that the notice of this meeting was posted on the three Town bulletin boards on December 7, 2023.

Pledge of Allegiance: Resident Felix Jaramillo led the pledge.

Approve Minutes of Prior Meetings: Supervisor J Seltzner motioned to approve minutes from 11-27-2023 with changes. Supervisor D Yelk seconded. Aye Votes: D Yelk, J Seltzner. Nay Votes: None. Motion carries.

Presentation from the Public: None.

Consider and Take Action: Approve the Conditional Use Permit for Felix Jaramillo, Parcel # 0811-313-8500-2 to provide temporary housing for farm employees. Supervisor D Yelk motioned to approve Conditional Use Permit for Felix Jaramillo with the following conditions:

1. Conditional Use shall be for Temporary Secondary Dwelling for Agricultural use. This is not a permanent dwelling.
2. Secondary standards and requirements for these temporary dwellings are listed in Section 1.0640 of the zoning ordinance. In summary, a detached temporary secondary dwelling must be on the same lot, between 400SF and 800SF in living space, comply with setbacks, and meet occupancy limits. Specific requirements for farm operations can be found in paragraph (4) of this ordinance section.
3. Plumbing fixtures shall drain to an approved on-site waste treatment system or sewer and shall meet all plumbing code requirements.
4. Secondary Dwelling may not be occupied by more than 2 unrelated persons, except that the dwelling may provide space for a family when used in conjunction with a farming operation.
5. A building permit shall be obtained for all plumbing improvements or modifications.
6. The temporary secondary dwelling requires a land use permit along with the recording of a notice of temporary permit besides the CUP.
7. An affidavit confirming the need for continuing the temporary secondary dwelling shall be provided to the Town Zoning Administrator every 3 years.
8. Requires removal of Secondary Dwelling if temporary workers are no longer needed.
9. No garage at this time.

Supervisor J Seltzner seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Approve and Adopt Ordinance Amendment No. 2003-2, Ordinance on Jurisdiction & Duties of the Town Constable. Supervisor J Seltzner motioned to approve Ordinance Amendment No. 2003-2. Supervisor D Yelk seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Approve and Adopt Resolution 2021-11-8, To Adopt Ward Plans and to Combine Municipal Wards for Voting Purposes. Supervisor J Seltzner motioned to approve and adopt Resolution 2021-11-8, To Adopt Ward Plans and to Combine Municipal Wards for Voting Purposes. Supervisor D Yelk seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Approve Rural Mutual Insurance quote with changes. Supervisor J Seltzner motioned to approve Rural Mutual Insurance quote with changes.

1. Blanket Building Limit: Increased to \$852,200 from \$644,679.
2. Added Road Sign Inventory.
3. Increase Towing from \$750 to \$1500. This is per incident and the \$500 deductible does not apply.
4. 2003 IHC 7400 Plow Truck: Decreased value from \$102,278 to \$60,000.

Supervisor D Yelk seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Authorize the Clerk and Treasurer to pay expenses through 12-31-23. Supervisor J Seltzner motioned to authorize the Clerk and Treasurer to pay expenses through 12-31-23. Supervisor D Yelk seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Appointment of Election Officials for the 2-year term of 1-1-24 thru 12-31-25. Supervisor J Seltzner motioned to approve the Appointment of Election Officials on the list provided. Supervisor D Yelk seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Discuss Town Bulletin Boards. Approve/Disapprove to only post agendas/notices, etc., on the Town's official website and the bulletin board at the Town Hall, versus posting to the three Town bulletin boards which are located at: the Town Hall, Lonely Lane, and 4167 Hwy TT at Homburg's. Supervisor J Seltzner motioned to approve that effective March 1, 2024, we only post agendas/notices, etc., to the Town's official website and the bulletin board located outside at the Town Hall. We will no longer post on the bulletin boards at the Lonely Lane and 4167 Hwy TT at Homburg's locations. Supervisor D Yelk seconded. Aye votes: D Yelk, J Seltzner. Nay votes: None. Motion carries.

Consider and Take Action: Discuss the possibility of issuing another Liquor License in the Town of Sun Prairie. This was discussed. The Town of Sun Prairie needs interested party to submit an application. No action was taken.

Road Report: Patrolman J Schuster reported that everything is going good with roads. Will be mowing ditches this week, depending on weather.

Committee Updates:

EMS: Nothing to report.

Parks: Completed a burn for evasive weeds and are in process of cleaning it up at Generations Park.

Fire: Work Session Meeting on Wednesday, December 20, 2023 at 7 a.m.

Town Zoning: Nothing to report.

Planning Commission: Meeting next Monday, December 18, 2023 at 5:30 p.m.

Audit and Pay Bills: Supervisor J Seltzner motioned to approve bills as presented. Supervisor D Yelk seconded. Aye Votes: D Yelk, J Seltzner. Nay Votes: None. Motion carries.

Old Business/New Business: None.

Correspondence: None.

Items for next meeting agenda: None.

Set Next Meeting Date: The next town board meeting will be January 8, 2024 at 4:00 p.m.

Adjournment: Supervisor J Seltzner moved to adjourn the meeting. Meeting adjourned at 5:17 p.m.

Rhonda Wiedenbeck, Clerk
Town of Sun Prairie