



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608) 837-2511
FAX (608) 825-6879
Website www.cityofsunprairie.com

Public Notice of the City of Sun Prairie, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

COMMON COUNCIL

DATE: TUESDAY, APRIL 21, 2026 **TIME: 7:00 PM**

LOCATION: CITY HALL COUNCIL CHAMBERS/ZOOM AVAILABLE
300 EAST MAIN STREET
SUN PRAIRIE, WI 53590

Please use the below instructions to participate and watch the meeting remotely. The vast majority of meetings air and stream live through the Sun Prairie Media Center. In the case of simultaneously scheduled meetings, some meetings may only be available to stream on demand later at sunprairiemediacenter.com or on the Sun Prairie Media Center app.

1. **WRITTEN COMMENTS:** You can send comments on agenda items to councilandmayor@cityofsunprairie.com
2. **WATCH THE MEETING:** You can watch the meeting in several ways:
 - Television: Watch on Roku, Amazon Fire TV, Apple TV, channel 983 on Spectrum, or channels 13 or 1013 on TDS.
 - Online: Stream at sunprairiemediacenter.com or on the Sun Prairie Media Center app.
 - Webinar: <https://us02web.zoom.us/j/86856894751>
3. **PUBLIC COMMENTS:** You can register your public comment through our electronic submission system. To submit a public comment, please click on the following link: <https://cityofsunprairie.com/Comments/CommonCouncil>
The survey will close for public comment 30 minutes before the meeting. All comments will be included for consideration during the meeting.

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CITY CLERK'S CERTIFICATION OF THE APRIL 7, 2026 SPRING ELECTION**

- A. **Certification of April 7, 2026 Spring Election Results**
- B. **Certification of Municipal Board of Canvassers totals from the April 7, 2026 Spring Election**

4. **CEREMONIAL OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS**

5. **CONSENT AGENDA**

All items listed under "Consent Agenda" will be approved in one motion without discussion unless any Council or City staff member requests that the item be removed for individual discussion and possible action. Any item so removed shall be considered individually after approval of the balance of the "Consent Agenda".

A. **APPROVAL OF MINUTES**

- a. March 17, 2026 Common Council meeting minutes

B. **BILLS PRESENTED FOR PAYMENT**

- a. Warrant Dated 4/21/2026 Totaling \$6,250,313.97

C. **APPOINTMENT TO BOARDS AND COMMISSIONS**

- a. April 21, 2026 Appointments

D. **OTHER CONSENT AGENDA ITEMS**

- a. Application from the Downtown Sun Prairie Business Improvement District for 18 Temporary Class B Retailer's licenses to sell Wine Beverages for the Wine Walk on May 7, 2026
This item would authorize wine be sold at this event, as recommended by staff.
- b. Resolution approving a Change in Agent for Kwik Trip #496, located at 2599 Ironwood Drive, Agent: Carrie Swenson
This is a routine item from the City Clerk's office approving a new agent for an established liquor license, as recommended by staff.
- c. Application approving a Special Event Permit for the Sun Prairie Kids Triathlon event being held on June 13, 2026
This item would issue a permit authorizing this special event to occur, as recommended by staff.

6. **PETITIONS AND COMMUNICATIONS**

A. CITIZEN APPEARANCES/PUBLIC COMMENT

7. **BUSINESS OF THE MAYOR**

A. PROCLAMATIONS

- a. Month of the Military Child Proclamation
- b. National Volunteer Appreciation Week Proclamation
- c. Professional Municipal Clerks Week Proclamation

8. **COMMITTEE REPORTS**

A. COMMITTEE OF THE WHOLE

- a. Confirmation of Council Officers and Representatives to Committees and Commissions
 - a. Election of City Council President
 - b. Election of City Council Vice-President
 - c. Election of City Council Representative to Plan Commission
 - d. Election of City Council Representative to Sun Prairie Utilities Commission
 - e. Election of City Council Representative to Sustainability Committee
 - f. Election of City Council Representative(s) to Housing Committee (Up to two members)

- b. Adoption of Code of Conduct for Elected Officials
 - Staff Recommendation: Staff recommends Common Council adopt the code of conduct.
 - Committee Recommendation: Committee recommendation will be presented at the meeting.
 - Fiscal Impact: N/A
 - Presented by: Kathleen McDaniel, City Attorney

- c. Adoption of Council Rules
 - Staff Recommendation: Staff recommends Common Council move to adopt the Council rules.

Committee Recommendation: The Committee recommendation will be presented at the meeting.

Fiscal Impact: N/A

Presented by: Kathleen McDaniel, City Attorney

- d. Approval of the 2025 Year-End Budget Amendments
Staff Recommendation: Staff recommends Common Council approve the budget amendment listed.
Committee Recommendation: The Committee recommendation will be presented at the meeting.
Fiscal Impact: \$4,741,992 overall. \$129,000 within General Fund.
Presented by: Renee Schwass, Finance Director

B. FINANCE COMMITTEE

- a. Resolution approving the write-off of 1st quarter ambulance receivables
Staff Recommendation: Staff recommends Common Council move to approve the write-off of 1st quarter ambulance receivables.
Committee Recommendation: The Finance Committee concurred with the Staff Recommendation.
Fiscal Impact: \$19,801.73
Presented by: Renee Schwass, Finance Director
- b. Approval of revised Grant Application Policy
Staff Recommendation: Staff recommends Common Council move to approve the updates to the Grant Application Policy.
Committee Recommendation: The Finance Committee concurred with the Staff Recommendation.
Fiscal Impact: N/A
Presented by: Renee Schwass, Finance Director
- c. Approval of the Year-End Operating Results
Staff Recommendation: Staff recommends Common Council move to approve the 2025 Year-End Operating Results.
Committee Recommendation: The Finance Committee concurred with the Staff Recommendation.
Fiscal Impact: N/A
Presented by: Renee Schwass, Finance Director

C. PERSONNEL COMMITTEE

- a. Resolution Approving Job Descriptions and Classifications
Staff Recommendation: Staff recommend Council adopt the

resolution.

Committee Recommendation: Personnel Committee referred the matter to Council for approval.

Fiscal Impact: N/A

Presented by: Aaron Oppenheimer, City Administrator

D. PLAN COMMISSION

- a. First Reading: Ordinance Amending the Official Zoning Ordinance to amend Chapter 17.16.140 Accessory Uses, pertaining to Accessory Dwelling Units

No action required. The second reading and possible adoption would occur at the May 5, 2026 Common Council meeting.

Staff Recommendation: Staff recommends Common Council discuss the proposed Ordinance.

Committee Recommendation: The Plan Commission concurred with the Staff Recommendation.

Fiscal Impact: N/A

Presented by: Josh Clements, Planning Director

- b. Resolution approving a Conditional Use Permit (CUP) for a for Julian H. Tattoos, LLC located at 120 Jackson Street
Staff Recommendation: Staff recommend conditional approval of the Conditional Use Permit for a tattoo studio at 120 Jackson Street

Committee Recommendation: The Plan Commission concurred with the Staff Recommendation.

Fiscal Impact: N/A

Presented by: Josh Clements, Planning Director

E. PUBLIC SAFETY COMMITTEE

F. PUBLIC WORKS COMMITTEE

- a. Approving Contract 26002: Emerald Terrace - Coral Drive - Garnet Drive Reconstruction & Diamond Court Rehabilitation Project

Staff Recommendation: Staff recommend the award to the low responsive bidder, which was determined to be Parisi Construction, Inc. Parisi Construction, Inc.

Committee Recommendation: The Public Works Committee concurred with the Staff Recommendation.

Fiscal Impact:The fiscal impact of this item will be \$2,678,131.05 as included in the 2026 Capital Improvement Project (CIP) budget

Presented by: Tom Veith, Interim City Engineer

- b. Approving Contract 26001: Montana Ave - Walmar Drive Reconstruction and Main Street Sidewalk Project
Staff Recommendation: Staff recommend the award to the low responsive bidder, which was determined to be S&L Underground, Inc. S&L Underground, Inc.
Committee Recommendation: The Public Works Committee concurred with the Staff Recommendation.
Fiscal Impact: The fiscal impact of this item will be \$1,198,469.00 as included in the 2026 Capital Improvement Project (CIP) budget
Presented by: Tom Veith, Interim City Engineer

G. PARKS, RECREATION & FORESTRY COMMISSION

- a. Approval of Memorandum of Understanding Renewal with the Sun Prairie Piranhas Swim Team
Staff Recommendation: Staff recommends Common Council move to approve the item.
Committee Recommendation: The Parks, Recreation & Forestry Commission concurred with the Staff Recommendation.
Fiscal Impact: N/A
Presented by: Chad Shelton, Recreation Director

9. **REPORTS OF THE CITY OFFICERS - NONE**

10. **UNFINISHED BUSINESS/REFERRED ITEMS**

- A. ACTION REQUIRED
- B. NO ACTION REQUIRED

11. **NEW BUSINESS**

- A. ACTION REQUIRED
 - a. Resolution approving an application for a "Class B" Fermented Malt and Intoxicating Liquor License for Eddie's Alehouse, located at 238 E Main Street
Staff Recommendation: Staff recommends Common Council move to approve a "Class B" Fermented Malt and Intoxicating Liquor License for Eddie's Alehouse, located at 238 E Main Street
Committee Recommendation: N/A

Fiscal Impact: N/A
Presented by: Elena Hilby, City Clerk

- b. Approval of a Development Agreement for Smith's Crossing McCoy Addition, Phase 12
Staff Recommendation: Staff recommends that Common Council move to approve the item.
Fiscal Impact: N/A
Presented by: Josh Clements, Planning Director

- c. Approval of a Development Agreement for Turn Key Construction, LLC - Cardinal Crossing
Staff Recommendation: Staff recommends that Common Council move to approve the item.
Fiscal Impact: N/A
Presented by: Josh Clements, Planning Director

- d. First Reading: Ordinance Amending Section 2.32.010(J) Regarding Municipal Court Costs
No action required. The second reading and possible adoption would occur at the May 5, 2026 Common Council meeting.
Staff Recommendation: Staff recommends Common Council discuss the proposed Ordinance.
Fiscal Impact: Anticipated increase to court revenue by approximately \$17,400 a year.
Presented by: Kathleen McDaniel, City Attorney

B. NO ACTION REQUIRED

12. REFERRALS TO COMMITTEE OF THE WHOLE

13. ANNOUNCEMENTS

14. ADJOURNMENT

Posted: April 16, 2026

Posted: Sun Prairie City Hall
300 East Main Street

Sun Prairie Public Library
1350 Linnerud Drive

City of Sun Prairie Website
www.cityofsunprairie.com

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through

appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.