



**OFFICE OF THE CITY CLERK**

300 East Main Street  
Sun Prairie, WI 53590-2227  
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Website [www.cityofsunprairie.com](http://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, JUNE 02, 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](http://sunprairiemediacenter.com) or on the Sun Prairie Media Center app.

- 1. WRITTEN COMMENTS:** You can send comments on agenda items to [councilandmayor@cityofsunprairie.com](mailto: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](http://sunprairiemediacenter.com) or on the Sun Prairie Media Center app.
  - Webinar: <https://us02web.zoom.us/j/84983285564>
- 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.

The Mayor will impose a time limit for all speakers prior to the beginning of public input.

1. **CALL TO ORDER AND ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **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. May 19, 2026 Common Council meeting minutes

B. **BILLS PRESENTED FOR PAYMENT**

- a. Warrant Dated 06/02/2026 Totaling \$2,286,079.21

C. **APPOINTMENT TO BOARDS AND COMMISSIONS**

D. **OTHER CONSENT AGENDA ITEMS**

- a. Resolution approving an application for a Temporary Class "B"/ "Class B" License to sell fermented malt and wine beverages for The Colonial Club for Strawberry Fest being held on June 20, 2026  
*This item would authorize beer and wine be sold at this event, as recommended by staff.*
- b. Resolution approving an application for a Temporary Class "B"/ "Class B" License, submitted by Epiphany of the Lord Parish, to sell fermented malt and wine beverages for Epiphany Summer Fest being held on June 13, 2026  
*This item would authorize beer and wine be sold at this event, as recommended by staff.*

4. **PETITIONS AND COMMUNICATIONS**

A. **CITIZEN APPEARANCES/PUBLIC COMMENT**

5. **BUSINESS OF THE MAYOR**

A. PROCLAMATIONS

- a. Woods Girl Scout Gold Award Proclamation
- b. Wear Orange/National Gun Violence Awareness Day Proclamation
- c. Pride Month Proclamation
- d. Arts Month Proclamation

6. COMMITTEE REPORTS

A. COMMITTEE OF THE WHOLE

B. FINANCE COMMITTEE

C. PERSONNEL COMMITTEE

D. PLAN COMMISSION

E. PUBLIC SAFETY COMMITTEE

F. PUBLIC WORKS COMMITTEE

G. MEDIA CENTER COMMISSION

- a. Approval of Media Center Staffing  
Staff Recommendation: Staff recommends Common Council move to approve the staffing structure and direct staff to implement.  
Committee Recommendation: The Media Center Commission recommended the Council make a motion to approve the staffing structure of 1 FT Senior Production Manager and 2 PT Production Managers working 20 hours a week.  
Fiscal Impact: The Financial Management Plan predicts that the Media Center will be operating in a budget deficit beginning in 2028 with this approved staffing structure.  
Staff Representative: Ashley Manthei, Communications Manager

7. REPORTS OF THE CITY OFFICERS - NONE

8. UNFINISHED BUSINESS/REFERRED ITEMS

A. ACTION REQUIRED

- a. Second Reading: Approving an Ordinance amending 9.08.020 regulating throwing or shooting of arrows to allow for archery at private schools  
*The first reading occurred at the May 19, 2026 Common Council meeting*  
Staff Recommendation: Staff recommends the Common Council move to adopt the ordinance amending 9.08.020 regulating throwing or shooting of arrows to allow for archery at private schools.  
Committee Recommendation: The Public Safety Committee concurred with the staff recommendation.  
Fiscal Impact: N/A  
Staff Representative: Kevin Warych, Chief of Police
  
- b. Second Reading: Approving an Ordinance Repealing and Recreating Section 1.12.020 - Elections  
*The first reading occurred at the May 19, 2026 Common Council meeting*  
Staff Recommendation: Staff recommends Common Council move to adopt the ordinance repealing and recreating section 1.12.020 - Elections  
Committee Recommendation: The Committee of the Whole voted unanimously to refer the item to the Common Council for approval.  
Fiscal Impact: Estimated staffing savings of approximately \$25,000 to \$30,000 every two years. Additional operational efficiencies are expected.  
Staff Representative: Elena Hilby, City Clerk
  
- c. Approval of Updated 2026 Nonunion Pay Plan and updated job descriptions  
Staff Recommendation: Staff recommend that Common Council move to adopt the 2026 Nonunion Pay Plan and updated job descriptions.  
Committee Recommendation: The Personnel Committee concurred with the staff recommendation.  
Fiscal Impact: The updated 2026 Nonunion Pay Plan realizes the budget savings presented in December following the organizational structure  
Staff Representative: Rose Simon-Silva, Interim HR Director

B. NO ACTION REQUIRED

9. **NEW BUSINESS**

A. ACTION REQUIRED

- a. Resolution approving the renewal of Liquor and Fermented Malt Beverage and Nightclub Licenses for 2026-2027  
Staff Recommendation: Staff recommends Common Council move to approve the renewal of Liquor and Fermented Malt Beverage and Nightclub Licenses for 2026-2027.  
Fiscal Impact: N/A  
Staff Representative: Elena Hilby, City Clerk
  
- b. Resolution approving an application for Transfer of Retail Licenses for Sale of Fermented Malt Beverages and/or Intoxicating Liquor for Om Asian Market, from 934 W Main Street, to 35 N Walker Way  
Staff Recommendation: Staff recommends Common Council move to approve the application for Transfer of Retail Licenses for Sale of Fermented Malt Beverages and/or Intoxicating Liquor for Om Asian Market, from 934 W Main Street, to 35 N Walker Way.  
Fiscal Impact: N/A  
Staff Representative: Elena Hilby, City Clerk
  
- c. Approval of a Development Agreement for Providence, Phase 3B  
Staff Recommendation: Staff recommends that Common Council move to approve the item.  
Fiscal Impact: N/A  
Staff Representative: Josh Clements, Planning Director

B. NO ACTION REQUIRED

10. REFERRALS TO COMMITTEE OF THE WHOLE

11. ANNOUNCEMENTS

12. ADJOURNMENT

Posted: May 28, 2026

Posted: Sun Prairie City Hall  
Prairie Website

Sun Prairie Public Library

City of Sun

300 East Main Street

1350 Linnerud Drive

[www.cityofsunprairie.com](http://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.*