

TOWN OF WESTPORT
REGULAR BOARD MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

Virtual Meeting Via GoToMeeting

PLEASE TAKE NOTICE that this meeting will take place virtually via GoToMeeting.

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AGENDA - Monday, June 1, 2020 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
4. Review/Approve Liquor, Operator and Related Licenses
5. Driveway/Access/Utility/Road Opening Permits
6. Water Utility/Fire Protection Utility
Miscellaneous
7. Sewer Utility
Miscellaneous
8. Engineer Report
Miscellaneous Ongoing Projects
9. Town Highway Construction/Maintenance and Financing Discussion/Action
10. Refuse/Recycle Contract Proposal Acceptance/Approval Discussion/Action
11. COVID-19 Responses, Including Allowing Second Installment Property Tax Deferral,
Discussion/Action
12. Committee Reports/Items for Action

Personnel Committee	Public Works Committee	Westport/Middleton JZC
Audit Committee	Town Plan Commission	Westport/Waunakee JPC
13. Administrative Matters
14. Miscellaneous Business/Forthcoming Events
15. Pay Current Bills
16. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT
AUDIT COMMITTEE MEETING
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

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AGENDA - Monday, June 1, 2020 6:30 p.m.

This meeting is being noticed as a possible gathering of a quorum of the Westport Town Board due to the possible attendance of Supervisors not appointed to the Committee. Supervisors may discuss items on this agenda, or gather information on these items, but no action will be taken on these items as the Town Board.

1. Call to order
2. Approve minutes
3. Review/approve bills for payment
4. Adjourn

If you need reasonable accommodations to access this meeting, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

TOWN OF WESTPORT

TOWN BOARD - Monday, May 18, 2020

The regular semi-monthly meeting of the Town Board was called to order at 7:02 p.m. by Chair Grosskopf using video conferencing via GoToMeeting.com. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Tim Wohlers, Quala Champagne, Jim Jansen, and Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of the May 4, 2020 regular meeting were approved as presented on a motion by Sipsma, second Enge.

For the Engineer Report, Wilson provided the Board with an update on the Mary Lake neighborhood road work, the status of other road work approved (FEMA work and general maintenance, the bids for which are out and due June 4 to then come back to the Board), and that staff and consultants are reviewing other projects to meet the approximate \$250,000 funding remaining to go forward after financing proposals are received and approved.

The status of the Town Highway Construction/Maintenance and Financing Discussion/Action matter was covered by Wilson during the Engineer Report.

Wilson then presented various work and staffing items related to the COVID-19 Emergency Declarations, including opening up the Administrative Offices more, and on the option offered by the State and County to defer second installment property tax payments, which Wilson was authorized to prepare a draft Resolution and obtain more information for the Board to review at its next meeting.

Grosskopf and Wilson reported on items before the plan commission/committees. The Audit Committee recommended payment of bills as presented by Wilson after questions were answered.

There were no Administrative Matters raised. For Miscellaneous Business or Forthcoming Events raised, liquor and related licenses all filed indicating no changes and will be on the June 1 Board meeting agenda for review and action.

Current bills were paid as presented by Wilson and recommended by the Audit Committee after questions were answered on a motion by Sipsma, second Enge.

Motion to adjourn by Sipsma, second Trotter. The meeting adjourned at 7:25 p.m.

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #4

Review/Approve Liquor, Operator and Related Licenses

Town Board

Dean A Grosskopf, Chair
Terry Enge
Kenneth R. Sipsma
John Cuccia
Mark Trotter



Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson
Utility, Finance & IS Manager

Jessica Frey
Administrative Assistant

Kennedy Administration Building
5387 Mary Lake Road
Waunakee, WI 53597
Office: (608)849-4372 * Fax: (608)849-9657
www.townofwestport.org

May 5, 2020

Waunakee Tribune

BY EMAIL ONLY

Please print the following in the Waunakee Tribune on May 14, 2020.

TOWN OF WESTPORT Notice is hereby given that the following applications have been filed at the office of the Town Clerk for the sale of fermented malt beverages and intoxicating liquor in said Town and for such licenses and such premises respectively, as indicated after the name of the applicant.

"Class A" Retail Fermented Malt Beverage and Intoxicating Liquor License:

Bruce Taylor, Taylor Liquor Store 5331 W. River Rd

"Class A" Retail Fermented Malt Beverage and Cider License:

Kwik Trip Inc, David Doelger, Agent, 5420 Willow Rd

Class "A" Retail Fermented Malt Beverage License:

Kelley Williamson Company, Suzanne Dorsey-Sterling, Agent, 5418 Blue Bill Park Dr

"Class B" Retail Fermented Malt Beverage and Intoxicating Liquor License:

Mariner's Inn, Inc., Jack von Rutenberg, Agent, 5339 Lighthouse Bay Dr.

Nau-Ti-Gal, Inc., Jack von Rutenberg, Agent, 5360 Westport Road

Cherokee Park, Inc., Dennis B. Tiziani, Agent, 5000 North Sherman Ave

Willows Tavern, Inc., Nancy Wipperfurth, Agent, 5485 Willow Road

Bishops Bay Country Club, Inc., Jeff Murray, Agent, 3500 Bishops Dr

MMMC LLC, Chad Franklin Agent, 5344 Northport Dr

Trader Gus Inc, Andrew Ziegler, Agent, 5430 Willow Rd

American Legion Post 481, Dermot Eyre, Agent, 5337 W River Rd

"Class B" Retail Intoxicating Liquor License (Wine Only):

Drumlin Ridge Winery LLC. David Korb, Agent, 6000 River Rd

Class "B" Retail Fermented Malt Beverage License:

Mazanet Marina, Inc., Howard Mazanet, Agent, 5320 Blue Bill Park Dr.

Above applications will be considered at the regular Town Board meeting on June 1, 2020 at 7:00 P.M.

Thomas G. Wilson, Clerk
Town of Westport

AGENDA ITEM #9:

Town Highway Construction/Maintenance and
Financing Discussion/Action

Town Board

Dean A. Grosskopf, Chair
Terry Enge
Kenneth R. Sipsma
Mark A. Trotter
John Cuccia



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Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson
Utility, Finance, IS Manager, Deputy
Clerk/Treasurer

Jessica J. Frey
Executive Assistant

To: TGW

From: Bob

Date: May 26, 2020

Re: 2020 Borrowing Proposals

We received 2 very competitive proposals for our 1.5 million borrowing package for 2020. So competitive in fact that they are identical in every way. Both MSB and SBCP submitted proposals for 1.5 million at 2% for the entire 7 years. Both banks also stated no closing costs or prepayment penalties.

We did receive 1 additional proposal a little past the requested deadline but it was at 3.29%

Since the 2 best proposals are identical it is hard to make a choice. I am recommending that we go with SBCP this year since we went with MSB last year. The only reason for that recommendation is to spread the business out between the banks. We have a great relationship with both banks.

AGENDA ITEM #10

Refuse/Recycle Contract Proposal Acceptance/Approval
Discussion/Action

Town Board

Dean A. Grosskopf, Chair
Terry Enge
Kenneth R. Sipsma
Mark A. Trotter
John Cuccia



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Clerk/Treasurer

Jessica J. Frey
Executive Assistant

To: TGW

From: RA

Re: Revised refuse/recycle rfp

Date May 27, 2020

We received 3 responses to our rfp, Pelliteri, Advanced and Badgerland.

I have reviewed all 3 and asked follow up questions where necessary. Based on the numbers which I have attached Badgerland is the lowest cost. The savings over 10 years is just under \$80,000.

The advantage in going with Badgerland is a lower cost and every resident gets a brand new cart for both garbage and recycling. The disadvantage is the hassle of changing over carts in the winter.

The advantage to staying with Advanced is not having to switch out carts which can be a hassle, especially in December and the allowance of large item pickup for each household on a weekly basis. The value of this pickup outweighs the 8k in savings

After reviewing the proposals I feel that the proposal from Advanced with the large item pickup is the best route for us to go and I would recommend negotiating a 10 year contract with Advanced to maximize on the cost savings.

2020 refuse/recycle

Pellitteri

5yr

refuse recycle total

2021	9.12	4.68	13.8
2022			
2023			
2024			

10 yr

refuse recycle total

8.71	4.26	12.97
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Advanced

5yr

refuse recycle total

2021	8.96	2.57	11.53
2022	9.23	2.65	11.88
2023	9.51	2.73	12.24
2024	9.79	2.81	12.60
2025	10.08	2.89	12.97
2026			
2027			
2028			
2028			
2030			

7 yr

refuse recycle total

8.96	2.57	11.53
9.21	2.64	11.85
9.46	2.71	12.17
9.72	2.79	12.51
9.99	2.86	12.85
10.29	2.95	13.24
10.60	3.04	13.64

10 yr

refuse recycle total

8.96	2.57	11.53
9.16	2.63	11.79
9.37	2.69	12.06
9.58	2.75	12.33
9.79	2.81	12.60
10.04	2.88	12.92
10.29	2.95	13.24
10.55	3.03	13.57
10.84	3.11	13.95
11.14	3.19	14.33

207,540
212,220
217,080
221,940
226,800
232,560
238,320
244,260
251,100
257,940

Badgerland

5 yr

refuse recycle total

2021	6.34	4.98	11.32
2022	6.59	5.18	11.77
2023	6.86	5.39	12.25
2024	7.13	5.60	12.73
2025	7.42	5.83	13.25
2026			
2027			
2028			
2029			
2030			

10 yr

refuse recycle total

6.10	4.71	10.81
6.28	4.85	11.13
6.47	5.00	11.47
6.67	5.15	11.82
6.87	5.30	12.17
7.07	5.46	12.53
7.28	5.62	12.90
7.50	5.79	13.29
7.73	5.97	13.70
7.96	6.15	14.11

2,309,760

2,230,740



Advanced Disposal

SERVICES PROPOSED

Roadside/Curbside Garbage Service

1. Weekly Collection based on current service schedule utilizing existing ADSW carts
2. Garbage must be placed curbside the night before collection day, or prior to 7 a.m. on collection day
3. Items NOT accepted for pickup include: hazardous waste, special waste, electronic waste, such as TVs, computer equipment, microwaves, DVD players, stereo equipment, or other WI landfill-banned items

Roadside/Curbside Recycling Service

1. Pickup bi-weekly (every-other-week) based on current service schedule utilizing existing ADSW carts
 - a. Weekly service is optional
2. Recyclables must be placed curbside the night before collection day, or prior to 7 a.m. on collection day
3. Items accepted for pickup include: plastics 1-7, PET, HDPE, glass, cardboard, mixed paper, newspaper, tin, steel and aluminum cans. Single stream so no sorting required.

Roadside/Curbside Bulk Collection (NEW)

1. Each household will receive weekly collection limited to one (1) bulky waste item
2. Customers shall contact Advanced Disposal to schedule pickup
3. Items eligible for collection
 - a. Furniture
 - b. Appliance
 - c. Door/window
 - d. Countertop/cabinet
 - i. Not to exceed 6ft in length
 - e. Mattress/box spring
 - f. E-waste (TVs, VCR/DVD, computers, monitors, etc)
 - g. Other landfill-eligible items that do not fit into carts
4. Items not included for collection

AGENDA ITEM #11

COVID-19 Responses, Including Allowing Second
Installment Property Tax Deferral,
Discussion/Action

Town Board

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Clerk/Treasurer

Jessica J. Frey
Executive Assistant

MEMORANDUM

Date: 05/26/20

To: Town Board/TGW

From: Jessica Frey

RE: Town of Westport Measures being taken regarding COVID-19

- Staffing is limited. We are splitting shifts to cut down on the amount of employees in the office at one time.
- Daily cleaning procedures have been implemented for all employees.
- Plexiglass has been installed in the lobby area for protection.
- Items on the counter have been limited for the time being.
- Face masks have been purchased for employee use as needed.
- A hand sanitizing station has been installed in the lobby area.
- Lobby will remain locked. If there are needs that can't be met some other way, we will assist them by appointment only.
- We will consider opening up the lobby to limited customers when Forward Dane Phase 2 protocols are met, which is consistent with most close-by local governments.

**TOWN OF WESTPORT
RESOLUTION NO. 20- 03**

**A RESOLUTION WAIVING INTEREST ON PROPERTY TAX PAYMENTS
DUE BY JULY, 31, 2020 FOR THE TOWN OF WESTPORT, DANE COUNTY,
WISCONSIN**

WHEREAS, in December, 2019, a novel strain of Coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including the United States and the State of Wisconsin ("COVID-19 Pandemic"); and

WHEREAS, the federal, state, local, and individual responses to the COVID-19 Pandemic and the uncertainty as to the effectiveness of those responses in mitigating the duration of the COVID-19 Pandemic have created economic hardship and uncertainty in the local business community, households throughout the community, and for every property taxpayer in the Town of Westport; and

WHEREAS, in response to the COVID-19 Pandemic, on April 15, 2020, the Wisconsin Legislature enacted 2019 Wisconsin Act 185 ("Act 185"), which Governor Evers signed on April 16, 2020; and

WHEREAS, on May 7, 2020, the Dane County Board adopted its Resolution 2020 RES-020 authorizing all taxation districts in Dane County to waive interest and penalties as provided in 2019 Act 185; and

WHEREAS, the plain language of Section 105(25) of Act 185 allows for either a general or a "case-by-case" finding of hardship to qualify for the above-referenced waiver of interest and penalties; and

WHEREAS, the County Resolution authorizes the waiver of interest and penalties for all property taxpayers in the county on a finding of general hardship based upon current and anticipated economic conditions; and

WHEREAS, this Resolution is intended to be "similar" to The County Resolution for purposes of Section 105(25) of Act 185; and

WHEREAS, the interest rate on delinquent general property taxes, special charges, special assessments, and special taxes included in the tax roll for collection is 1.0% per month or fraction of a month pursuant to Wisconsin Statute §74.47(1).

NOW THEREFORE BE IT RESOLVED that pursuant to Section 105(25) of Act 185, and as authorized by Dane County, the Town Board hereby finds and authorizes the following:

Because of the COVID-19 Pandemic, the various federal laws and regulations implemented as a result of the COVID-19 Pandemic, the various emergency orders and regulations implemented by state and local governments, and Act 185, the Town Board finds that all property taxpayers are experiencing hardship as that term is used in Section 105(25) of Act 185.

Accordingly, as allowed by law and referenced above, the Town of Westport waives the interest that would otherwise accrue on late property tax payments due and payable after July 31, 2020, as provided in Section 105(25) of Act 185 and enabled by The County Resolution.

BE IT FURTHER RESOLVED that all actions were heretofore taken by the Board and other appropriate public officers and agents of the Town of Westport with respect to the matters contemplated under this Resolution are hereby ratified, confirmed, and approved.

The above and foregoing Resolution was duly adopted by the Town Board of Supervisors of the Town of Westport, Dane County, Wisconsin at a regular meeting held on June 1, 2020 by a vote of ____ ayes, ____ nays, ____ abstaining, and ____ not voting (absent).

TOWN OF WESTPORT

By: _____
Dean A. Grosskopf, Town Board Chair

Attest: _____
Thomas G. Wilson,
Town Attorney/Administrator/Clerk-Treasurer

APPROVED: _____
POSTED: _____