

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

Special Teleconference Meeting

Due to the COVID-19 pandemic, including Federal, State and County emergency orders limiting crowds, this meeting is being held via teleconference.

Board members will likely be attending by phone.

Members of the Board, media and the public may attend by calling 425-436-6310.

You will then be prompted to enter an access code which is 329101#, and then you should be connected via telephone to the meeting.

You may be asked to mute your phones during the meeting.

AGENDA - Monday, April 20, 2020 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes; Confirm Actions at April 6, 2020 Board Meeting
4. Review/Approve Operator 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. COVID-19 Responses Discussion/Action
10. Committee Reports/Items for Action

Personnel Committee	Public Works Committee	Westport/Middleton JZC
Audit Committee	Town Plan Commission	Westport/Waunakee JPC
11. Administrative Matters
12. Miscellaneous Business/Forthcoming Events
13. Pay Current Bills
14. Board of Review Training
15. 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

Special Teleconference Meeting

Due to the COVID-19 pandemic, including Federal, State and County emergency orders limiting crowds, this meeting is being held via teleconference.

Audit Committee members will likely be attending by phone.

Members of the Audit Committee, media and the public may attend by calling 425-436-6310.

You will then be prompted to enter an access code which is 329101#, and then you should be connected via telephone to the meeting.

You may be asked to mute your phones during the meeting.

AGENDA - Monday, April 20, 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, April 6, 2020

The regular semi-monthly meeting of the Town Board was called to order at 7:00 p.m. by Chair Grosskopf by telephone conference using FreeConferenceCall.com. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of the March 23, 2020 regular meeting were approved as presented on a motion by Sipsma, second Cuccia.

For a brief Engineer Report, Wilson provided the Board with an update on the status of the construction for the CTH M Trail.

Wilson presented the Mary Lake Neighborhood Road Improvements (Reconstruct Gerend, La Buwi, Lavin, and Rainbow) Bid Award/Contract Approval Items, including the memo with bid tab and recommendation provided by the Town Engineer, and specifically thanking the contractors for very attractive bids. After discussion, the low bid from Raymond P. Catell contractors to include the Woodland Drive repair change order was approved as recommended by the Town Engineer, including necessary associated costs, with Wilson authorized to execute the contracts when in acceptable form on a motion by Sipsma, second Trotter. Wilson also provided some ideas to the Board on what to do with project costs savings and was provided ideas by the Board which he will submit as options to the Board on other potential projects and purchases at a later date for review and approval.

Wilson then presented various work and staffing items related to the COVID-19 Emergency Declarations, including the emergency cease small unnecessary construction order that was implemented which was confirmed on a motion by Trotter, second Enge, by a vote of 4-0-1 (Sipsma abstaining); election items; and, options for employees including paying those furloughed during the pendency of the emergency as other governments are and as budgeted (affirmed by consensus of the Board), and to consider at a later date potential options for rewarding other employees who have worked through these unusual circumstances.

Grosskopf 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 additional Administrative Matters raised. There were no Miscellaneous Business or Forthcoming Events raised.

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.

Because of the meeting being done by teleconference, the BOR training will be rescheduled.

Motion to adjourn by Sipsma, second Cuccia. The meeting adjourned at 7:49 p.m.

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #9:

COVID-19 Responses Discussion/Action

Town Board

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



Town of Westport

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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

COVID-19 (Coronavirus) Update for Westport (Update #8 - April 13, 2020)

The Town of Westport is continuing to monitor the status of the COVID-19 (Coronavirus) outbreak. At this point, we are encouraging the community to take the following measures regarding Westport business to reduce exposure. This updates our report from April 9, 2020.

GENERAL INQUIRY: THE TOWN HALL IS CLOSED TO THE PUBLIC. If you have a general service inquiry or need assistance from the Town staff, please call or email. We can be reached at (608) 849-4372, or by email at reception@townofwestport.org. Please do not come to the Town Office without contacting us first. We likely can complete your request or transaction without face-to-face interaction. Some Town staff have been partially furloughed or are working from home for the time being as recommended by the State and County Emergency Management agencies. Staff asks that you please be patient during this time period.

TOWN OFFICE: The Westport Administration offices are CLOSED to the public. **Please conduct your business without face-to-face contact with the Town Staff.** This caution is in the best interest of the community. Please see below for options related to your specific needs.

PARKS: Parks are open, however please remember to use appropriate social distancing in the parks. By the Governor's emergency order until April 24 at 8:00 a.m., individuals may not engage in team or contact sports such as by way of example and without limitation, basketball, ultimate frisbee, soccer, or football, as these activities do not comply with Social Distancing Requirements. Playgrounds including sandboxes are closed. Dane County Public Health is now requiring tennis courts to close, so effective immediately all Westport public tennis courts are closed and will be locked.

PAYMENTS: If you are looking to make a payment to a Westport Utility or the NECC for a utility/water bill or court citation please use our online programs to complete the payment. Links are available here: www.townofwestport.org. If you cannot use our online systems, please use the dropbox located just outside and to the right of the office entrance available 24/7. If you are looking to obtain a dog license, please utilize mail service or drop box and items will be returned via mail. Building permits and other licenses/permit information are also available online.

TOWN MEETINGS AND FACILITY USE: All non-essential Town committee meetings are cancelled indefinitely. Staff has eliminated contact at meetings and conferences. Westport facilities are closed for meetings and events. For the moment, Town Board meetings will continue, but they may be held by teleconference or video conference. The agendas will notice how the meetings will be held. The Town's Annual Meeting will still be held on April 21, but will be held by teleconference or video conference. Details will be posted and on the Town web site soon. If you have a question regarding any Town service, please call (608) 849-4372 or email reception@townofwestport.org. The Town offices will be open and humming, but the lobby is closed.

COURT INFORMATION (NECC): The Northeast Community Court meets at the Westport Community Meeting Room. Since all nonessential meetings or gatherings are prohibited in the facilities, Court sessions for the time being are postponed until May. We have instructed our officer to write citations for the May session (May 21).

BUILDING PERMITS/INSPECTIONS: In accordance with the Governor's "Safe at Home Orders," the Town of Westport Building Inspection Department will continue to perform building inspections and issue building permits as staffing permits. However, our inspectors will avoid entering occupied homes for interior projects where doing so may compromise their safety. The inspector will accept sufficient photos or video evidence in order to approve the project when the health-safety of our inspectors may be at risk. Building permits and information are also available online. Please call the Building Inspector desk phone at (608) 849-5613 to schedule inspections. You may also leave messages with building permit or zoning questions at the same number. For electrical permits and inspections please call Jeff Hoag at (608) 513-0510. There are emergency orders in place regarding construction, including Town Emergency Order #1 regarding construction in existing multi-family structures. You can see the complete order here at <http://townofwestport.org/Emergency%20Order%202020-01.pdf>. We appreciate your patience and cooperation in these uncertain times.

REFUSE & RECYCLING COLLECTION: Regular weekly pick up for garbage and recycling will continue. Large items and special/extra pickups are indefinitely postponed.

BRUSH PICKUP: Will proceed as scheduled for April. Please have your brush out by 6 am on April 20, 2020.

GENERAL COUNTY HEALTH INFO: Madison & Dane County Public Health have issued recommendations for individuals, families, and businesses to consider regarding COVID-19. That information is available here: <https://www.publichealthmdc.com/.../resources-by-.../coronavirus>

GOVERNOR'S EMERGENCY ORDER #12 ISSUED MARCH 24, 2020:
<https://wedc.org/wp-content/uploads/2020/03/Health-Order-12-Safer-At-Home.pdf>

Thank you for your patience during this time period. Also, thank you to all of the Town staff, contractors, consultants, and elected officials for their dedication to the Town during this critical time. The Town employees are outstanding!

Stay safe and well!