

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 6, 2020 7:00 p.m.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
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. Mary Lake Neighborhood Road Improvements (Reconstruct Gerend, La Buwi, Lavin,
and Rainbow) Bid Award/Contract Approval Discussion/Action
10. COVID-19 Responses Discussion/Action
11. Committee Reports/Items for Action
Personnel Committee Public Works Committee Westport/Middleton JZC
Audit Committee Town Plan Commission Westport/Waunakee JPC
12. Administrative Matters
13. Miscellaneous Business/Forthcoming Events
14. Pay Current Bills
15. Board of Review Training
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

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 425-436-631.

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 6, 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, March 23, 2020

The regular semi-monthly meeting of the Town Board was called to order at 6:00 p.m. by Chair Grosskopf by telephone conference using FreeConferenceCall.com. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Tim Wohlers and Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of the February 17, 2020 regular meeting were approved as presented on a motion by Sipsma, second Cuccia.

For a brief Engineer Report, Wilson provided the Board with updates on the status of the Mary Lake Neighborhood road bidding and the construction for the CTH M Trail.

After a presentation by Wilson, the Rezone (County R-1 to Village R-1), Adjust Rear Setback for Home Addition, Budeau, 6091 Imperial Drive, was recommended for approval with the restrictions as recommended by the Town Plan Commission and JPC, on a motion by Sipsma, second Enge.

After a presentation by Wilson and discussion, Resolution 20-01 [Approve Land Division (Create One Additional Residential Lot), Napralla, 5531 Sunset Trail] was adopted as presented and with the conditions and restrictions as recommended by the Town Plan Commission and JPC on a motion by Cuccia, second Sipsma. Grosskopf authorized Wilson to execute the document on his behalf.

After a presentation by Wilson and discussion, including various work and staffing items related to the COVID-19 Emergency Declarations, Resolution 20-02 (COVID-19 Emergency Declaration) was adopted as presented on a motion by Sipsma, second Trotter.

Wilson and 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. For Miscellaneous Business or Forthcoming Events raised, Grosskopf wished all well and to stay safe.

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

Motion to adjourn by Sipsma, second Cuccia. The meeting adjourned at 6:25 p.m.

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #9:

Mary Lake Neighborhood Road Improvements
(Reconstruct Gerend, La Buwi, Lavin and Rainbow)
Bid Award/Contract Approval Discussion/Action

FW: Mary Lake Road Project Bids - Westport 2020 roads

Tom Wilson <twilson@townofwestport.org>

Wed 4/1/2020 10:43 AM

To: Jessica Frey <jfrey@townofwestport.org>

From: Kevin Even <kevin@waunakee.com>

Sent: Wednesday, April 1, 2020 10:02 AM

To: Tom Wilson <twilson@townofwestport.org>

Cc: Robert Anderson <banderson@townofwestport.org>

Subject: Mary Lake Road Project Bids - Westport 2020 roads

Tom - Below is a letter of recommendation and bid tab for awarding the 2020 Westport Road projects. The bid is substantially lower than the Engineer's estimate. We used 2019 bid item cost for the estimate. We haven't seen this low of bid numbers in many years. Oil prices are at record lows and contributing to the lower cost. The Engineer's estimate was for \$750,000 plus engineering and contingency. I would recommend we also move forward with the Village's alternate bid for repairing Woodland Drive. The bumps that were repaired last fall have faired well this winter/spring session.

Budget for 2020

Westport Mary Lake Bid	592,000
Westport Mary Lake contingency	100,000
Construction Management	45,000
Woodland Drive – share	60,000
Additional Maintenance Road projects	<u>200,000</u>
 TOTAL	 \$997,000

Kevin

Woodland Drive humps

We have tried two different methods for the Woodland Drive humps. In 2018 we attempted to heat the asphalt and then reshape the humps. This was a minimal cost of a few thousand dollars. As everyone saw, that method failed. In 2019 we attempted to repair 4 humps by removing the asphalt and recompact the sub base. We also included what is called a Michigan joint that is an overlapping layer of asphalt that does a better job of keeping water getting into the sub base. As part of that repair we found recycled concrete in the base. We suspect that the water has been getting into the base and the water is in contact with cement from the recycled concrete and heaving the roadway. The 2019 repair appears to be holding up well. We do have an uneven roadway as a result of the repair, but the hump did not appear to move much. The 2020 bid includes repairing the remaining humps with the 2019 method and then resurface the entire roadway with a 2 inch overlay and restripe the entire roadway. The cost for the project is \$102,000 and divided evenly between Westport and Waunakee. This section of roadway will require continued maintenance to seal any cracks to avoid any water into the subbase. The other alternative is to reconstruct the roadway from curb to curb. The estimated cost for this option is around \$450,000.

March 28, 2020

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer
Town of Westport (Dane County, WI)

VIA EMAIL

RE: Town of Westport Road Project – 2020 Mary Lake Roads

Dear Mr. Wilson:

Bids for the above-referenced project were opened on March 26, 2020. Two bids were received. The low base bid of \$591,824.70 was substantially less than ENGINEER's opinion of probable construction cost.

Raymond P. Cattell, Inc. of Madison was the apparent low bidder for the base bid. The bid included a bid bond for 10 percent.

Bid Tab

2020 Town of Westport Road Projects

Bid Opening - March 26, 2020 3pm

Bidder	Bid Bond	Amount
Raymond P. Catel	yes	\$ 591,824.75
Tri- County Paving	yes	\$ 599,617.50

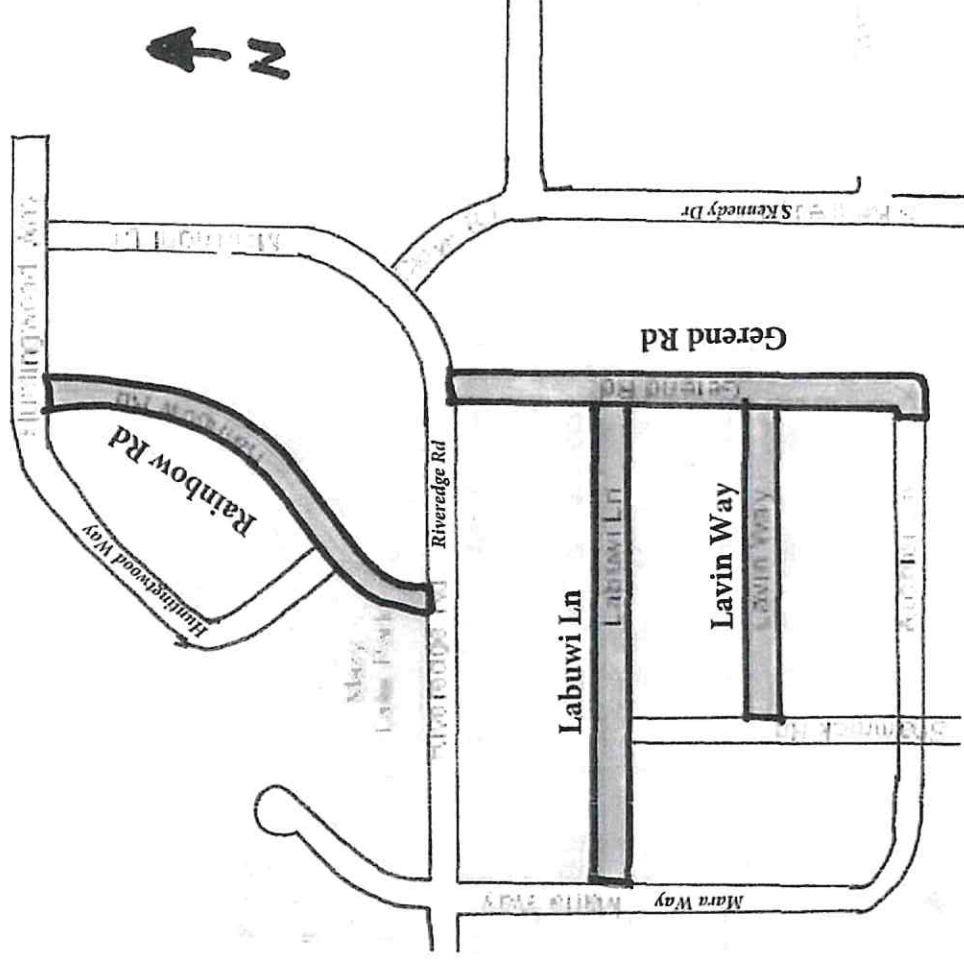
We have previously worked with Raymond P. Cattell, Inc. on projects for the Town and Village of Waunakee. Based on our previous experience with this contractor, we have found Raymond P. Cattell, Inc. to be responsible.

Sincerely,

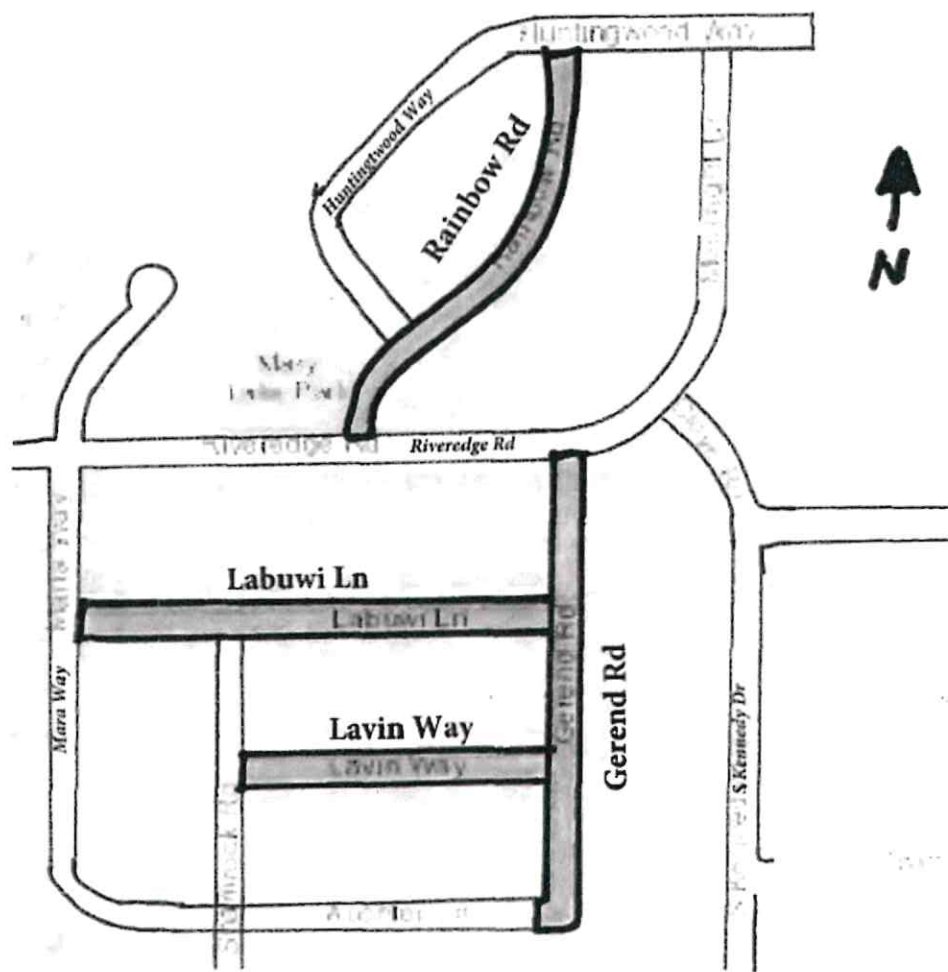
Kevin A. Even, P.E.
Consulting Town Engineer

2020 Road Improvement Projects Town of Westport

Gerend Rd
Labuwi Ln
Lavin Way
Rainbow Rd



By: Kevin A. Even, P.E.
(608) 345-1094
Date MARCH, 2020



AGENDA ITEM #10:

COVID-19 Responses Discussion/Action

TOWN OF WESTPORT
EMERGENCY ORDER NO. 20-01

AN EMERGENCY ORDER REGARDING CERTAIN CONSTRUCTION ACTIVITY
DURING THE COVID-19 PANDEMIC EMERGENCY IN TOWN OF WESTPORT, DANE
COUNTY, WISCONSIN
(Avoiding Optional or Aesthetic Construction in Multi-Family Structures)

WHEREAS, An emergency, namely the COVID-19 Pandemic, has impacted the Town of Westport; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes, the chief administrative officer of the Municipality of Town of Westport proclaimed a state of emergency in effect from March 14, 2020 until the Board could meet; and,

WHEREAS, on March 23, 2020, the Town Board of the Town of Westport ratified the Administrator's Emergency Proclamation due to the COVID-19 Pandemic by Resolution 20-01, which continued that emergency situation until July 30, 2020 if necessary; and,

WHEREAS, the Governor of the State of Wisconsin issued Emergency Order #12 titled "Safer at Home" on March 24, 2020 to be effective until April 24, 2020; and,

WHEREAS, Section 1 of that Order commences with the following: "All individuals present with the State of Wisconsin are ordered to stay at home or at their place of residence...;" and,

WHEREAS, Section 10 of that Order provided an exception for Essential Infrastructure, which included: "housing construction except that *optional or aesthetic construction should be avoided*" (emphasis added); and,

WHEREAS, Town of Westport Code, Sec. 9-6-1, Public Nuisances Prohibited, provides that "No person shall erect, contrive, cause, continue, maintain or permit to exist any public nuisance within the Town of Westport, and Town of Westport Code, Sec. 9-6-2, Public Nuisances Defined provides that (a) In any way render the public insecure in life or in the use of property; (b) Greatly offend the public morals or decency; (c) Unlawfully and substantially interfere with, obstruct or tend to obstruct or render dangerous for passage any street, alley, highway, navigable body of water or other public way or the use of public property;" and,

WHEREAS, the Dane County Code at Section 34.04 provides: "PROHIBITION OF EXCESSIVE NOISE DISTURBING THE PUBLIC PEACE.

(1) Excessive noise defined. Excessive noise, as used in this section, shall mean any sound or level of sound of sufficient loudness that it tends unreasonably to disturb the peace, comfort, quiet or repose of persons in the vicinity of the noise including, but not limited to, any such noise produced in the operation or use of any radio, phonograph, tape or disc player, television or other mechanical or electrical device, machine or motor vehicle.

(2) No person shall cause or participate in the production of any excessive noise, and no owner, user, occupier or other person having charge of any property within Dane County may cause, suffer, permit or participate in the production of excessive noise as defined in sub. (1) above;" and,

WHEREAS, there are situations, depending on the totality of the circumstances considering all facts, in which optional or aesthetic construction in multi-family living situations (apartments and condominiums) does not provide for the ability of people to shelter at home in a peaceable manner, and which substantially annoys, injures, or endangers the comfort, health, repose or safety of the person complying with the Governor's Order, or the noise coming from the construction is such that it tends to unreasonably disturb the peace, comfort, and repose of persons in the vicinity of the noise who are complying with the Governor's Order.

NOW, THEREFORE, IT IS HEREBY ORDERED, under the authority provided to the Chief Executive Official of the Town of Westport, and hereby delegated to the Town Administrator, by the Town's Emergency Resolution and in interpretation of and reliance on the Governor's Emergency Order #12, as follows:

1. The Town Administrator or the Town Building Inspector are hereby given the authority to determine which optional or aesthetic construction must be avoided on a case-by-case basis in their discretion considering the relevant circumstances (and as related to the other directives, goals and intents of the Governor's Order) to provide for the peace and comfort of those residing nearby whose peace and comfort will be unreasonably be disturbed should that construction continue in light of the Governor's Order that requires the people of Wisconsin to remain in their residences during this emergency; and,
2. Based on the above and in combination with the Governor's stay at home orders, such described construction may be deemed in violation of the Order in this emergency and so can be stopped or "red tagged" until the expiration of that Order on April 24, 2020, or as extended, by the authority of the Town Building Inspector or Town Administrator; and,
3. If such contractor does not comply with the stop work order noted above, then additionally the Town Building Inspector has the authority to order the ceasing of construction activity for all other permits that such contractor may be working on in the Town or not allow that contractor to obtain additional permits as a habitual offender until compliance.
4. Under the Governor's Order, in addition to all other remedies available including equitable remedies, such violations shall be enforced by local law enforcement as responsible for enforcing the Governor's Order, and each violation is punishable by up to 30 days imprisonment or up to \$250 fine.

The above and foregoing Order was duly issued by the Town Board Chair of the Town of Westport, Dane County, Wisconsin on March 25, 2020 and shall be in effect until emergency orders providing for the shelter in place of residents in the Town are no longer in effect, but at a minimum until April 24, 2020.

TOWN OF WESTPORT

By:

Dean A. Grosskopf
Dean A. Grosskopf, Town Board Chair

Attest:

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

APPROVED: 3/25/2020
POSTED: 3/26/2020

Town Board

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



Kennedy Administration Building
5387 Mary Lake Road
Waunakee, WI 53597
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www.townofwestport.org

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

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

Jessica J. Frey
Executive Assistant

MEMORANDUM

Date: 04/01/20

To: TGW

From: BA/JF

RE: Election Day COVID Safety Measures

Due to COVID-19 we are taking the following Safety Measures.

- We will limit the number of voters in the building at one time by having a greeter at the main doors. The limit will be no more than 3 voters at a time.
- We will disinfect as often as necessary assuming we can acquire supplies.
- We will enforce social distancing between electors and poll workers.
- We will have 2 boxes one with disinfected pens for voters to use, and one for voters to place used pens in until we disinfect them.
- We will have people place their ID face up on the table and ask them to step back behind the line until we are ready for them to sign the poll book.
- We will have a greeter at the door that will limit how many voters are in the building at one time. We will allow up to 3 people at a time and if there are more they will have to wait outside. If raining we will keep them under the overhang. We will also verify they have no COVID-19 symptoms.
- We will limit the number of poll workers and will not have anyone over 60 years of age.
- We will disinfect the doors as people come and go, they did suggest propping the doors open but that will be weather dependent.

Town Board

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



Town of Westport

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MEMORANDUM

Date: 04/01/20

To: Town of Westport Voter

From: Town of Westport Election Staff

RE: Absentee Ballot Receipt Timing Tips

To ensure that your absentee ballot is received by the deadline of 8:00 p.m. on April 7, we ask you to please consider the following:

- Hand deliver your completed absentee ballot to the drop box on or before Election Day (April 7) at the Westport Kennedy Administration Building, 5387 Mary Lake Road. The drop box is located to the right of the office entrance (small white wooden door).
- Please make sure that your Absentee envelope is signed by you and a witness.
- If you are considering mailing your ballot back, please do so as soon as possible. The U.S. Postal Service is advising that in some locations mail delivery can take between 2-7 days.

Thank you again for your participation in the April 7 election. If you have any questions, please contact Jessica Frey, jfrey@townofwestport.org or (608) 849-4372.