

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

AGENDA - Monday, January 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. St. Mary of the Lake Church Temporary Class "B"/Class "B" Retailer's Licenses (1/28, 2/25, and 3/24/2020), St. Mary of the Lake Church, 5464 Mary Lake Road, and Related Operator Licenses, 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. Adjourn to closed session pursuant to section 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and Section 19.85(1)(f), Wis. Stats., to consider financial, medical, social, or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, to consider/review Personnel Sick Leave Policies
14. Reconvene in Open Session
15. Personnel Sick Leave Policies Discussion/Action
16. Pay Current Bills
17. 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

AGENDA - Monday, January 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, December 16, 2019

The regular semi-monthly meeting of the Town Board was called to order in the Community Meeting Room of the Bernard J. Kennedy Administration Building at 7:01 p.m. by Chair Grosskopf. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Amy Bernards, Tim Wohlers, and Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of the December 2, 2019 regular meeting were approved as presented on a motion by Trotter, second Cuccia.

A Regular Operator License for Jordan Pullen as on file with the Clerk and presented was granted subject all state and local requirements on a motion by Sipsma, second Trotter.

After a presentation by Wilson and discussion, Ordinance 19-04 [Approve Rezone, County RH-2 and County LC-1 to SFR (Single Family Residential with Home Business and Animal Units), Single Residence and Retail Sale of Various Business Items, Lake Life Company/Bernards, 4895 Easy Street (Town Zoning), With Restrictions] was adopted as presented on a motion by Cuccia, second Enge, to be effective upon recording of the required restriction agreement for the parcel.

At this time due to a personal request by the Chair, the Board discussed reordering the agenda. Taking up Item 15 at this time and then continuing on items in order from Item 10 was approved after further discussion on a motion by Grosskopf, second Sipsma.

After reviewing the confidential memo of Wilson and discussion, the Personnel Pay for 2020 as presented and recommended by the Personnel Committee was approved on a motion by Sipsma, second Enge.

Chair Grosskopf then left the meeting at 7:10 p.m. and Vice Chair Sipsma then assumed the Chair. The Board continued business back to Item 10.

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

For Administrative Matters raised, Wilson advised that Dane County Highway staff will be proposing new speeds on CTH M at almost all 45 m.p.h. with a less than one mile area near Borchers Beach at 55, and that park contributions are coming from the Town's annual tax newsletter request.

For Miscellaneous Business or Forthcoming Events raised, Wilson advised the Board members that St. Mary of the Lake Church applied for picnic beer licenses for its bingo events on 1/28, 2/25, and 3/24/2020 which will be on the next agenda for review and action; and, Cuccia asked about the procedure for Design Guidelines changes for noise issues, which Board members told him to work with Wilson after reviewing current ordinances for any suggested changes.

The Board did not Adjourn to closed session since the matter at issue was handled previously in the meeting.

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

Motion to adjourn by Trotter, second Enge. The meeting adjourned at 7:20 p.m.

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

AGENDA ITEM #9:

St. Mary of the Lake Church Temporary Class “B”/Class
“B” Retailer’s Licenses (1/28, 2/25, and 3/24/2020),
St. Mary of the Lake Church, 5464 Mary Lake
Road, and Related Operator Licenses,
Discussion/Action

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 12.5.19

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 1.28.2020 and ending 1.28.2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club ☐ Church ☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

(a) Name Saint Mary of the Lake Catholic Church

(b) Address 5460 Mary Lake Rd, Westport, WI 53597
(Street) ☒ Town ☐ Village ☐ City

(c) Date organized 11.05.1865

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President Rev Msgr James Gunn 209 South St Waukegan, WI 53597

Secretary Theresa Alt, 5589 Auchter Lane, Waukegan WI 53597

Treasurer Janette Hermanson 802 W Main St #23 Waukegan WI

(g) Name and address of manager or person in charge of affair: Theresa Alt, 5589 Auchter Lane Waukegan, WI 53597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5464 Mary Lake Rd

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Saint Mary Bingo

(b) Dates of event 1.28.2020

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]
(Signature/date)

Officer _____
(Signature/date)

Saint Mary of the Lake Church
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 12.5.19

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2.25.2020 and ending 2.25.2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club ☐ Church ☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

(a) Name Saint Mary of the Lake Catholic Church

(b) Address 5460 Mary Lake Rd Westport WI 53597
(Street) ☒ Town ☐ Village ☐ City

(c) Date organized 11.05.1865

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

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Vice President Rev Msgr James Gunn 209 South St Wausaukee, WI 53597

Secretary Theresa Alt 5589 Auchter Lane Wausaukee WI 53597

Treasurer Janette Hermanson 802 W Main St #23 Wausaukee WI

(g) Name and address of manager or person in charge of affair: Theresa Alt, 5589 Auchter Lane, WI 53597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5464 Mary Lake Rd

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Saint Mary Bingo

(b) Dates of event 2.25.2020

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Saint Mary of Lake Church
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 12.5.19

☒ Town ☐ Village ☐ City of Westport

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 3.24.2020 and ending 3.24.2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Saint Mary of the Lake Catholic church

(b) Address 5460 Mary Lake Rd Westport WI 53597
(Street) ☒ Town ☐ Village ☐ City

(c) Date organized 11.05.1865

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President Rev Msgr James Gunn 209 South St Waukegan WI

Secretary Theresa Ait 5589 Auchter Lane Waukegan WI 53597

Treasurer Janette Herman 802 W Main St #23 Waukegan WI

(g) Name and address of manager or person in charge of affair: Theresa Ait, 5589 Auchter Lane Waukegan WI 53597

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 5464 Mary Lake Rd

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Saint Mary Bingo

(b) Dates of event 3.24.2020

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Saint Mary of the Lake church.
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

OPERATOR LICENSE APPLICATION

New _____ Renewal X Employed by _____

Regular _____ (\$10.00) Provisional _____ (\$10.00) Temp _____ (\$5.00)

Lic # _____ Lic # _____ Lic # _____

Date _____, To the Town Board of the Town of Westport, Wisconsin:

I hereby apply for a License to serve, from date hereof to June 30, 20____, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me. I understand by signing below, I may be subject to a background check(s).

Answer the following questions fully and completely:

Name of Applicant Theresa Alt

Address 5589 Auchter Lane City, State, Zip Wauwaukee WI 53597

Date of Birth 9.23.1948 Age 71 Phone # 849-4026

Have you registered for an approved responsible beverage server training course? _____ (attach registration)

Have you completed an approved responsible beverage server training course? _____ (attach certificate)

Have you been licensed before? X Municipality Town of Westport Date of most recent license _____

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States? NO

Date of such conviction _____ Name of Court _____

Nature of offense _____

Have you been convicted of violating any license law or ordinance regulating the sale of fermented malt beverages or intoxicating liquors? NO

State of Wisconsin, ss.
Dane County.

Theresa S. Alt, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

Theresa S. Alt
Signature of Applicant

Subscribed and sworn to before me this 12 day of December 2020

[Signature]
Notary Public
My commission expires May 30, 2023