

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

AGENDA - Monday, February 7, 2022 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. Committee Reports/Items for Action

Personnel Committee	Public Works Committee	Westport/Middleton JZC
Audit Committee	Town Plan Commission	Westport/Waunakee JPC
10. Administrative Matters
11. Miscellaneous Business/Forthcoming Events
12. Pay Current Bills
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, regarding the administrator/clerk-treasurer position and education funding.
14. Reconvene in Open Session
15. Administrator/Clerk-Treasurer Position Discussion/Action
16. Education Funding Discussion/Action
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, February 7, 2022 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, January 17, 2022

The regular semi-monthly meeting of the Town Board was called to order at 7:04 p.m. by Chair Grosskopf in the Community Meeting Room of the Bernard J. Kennedy Administration Building/Town Hall. Members Present: Cuccia, Enge, Grosskopf, and Trotter. Members Absent: Sipsma. Also Present: Tim Wohlers, and Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of January 3, 2022 regular meeting were approved as presented on a motion by Trotter, second Enge.

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.

For Administrative Matters raised, Wilson advised the Board that he has been working with The Community of Bishops Bay developers on fixing the silos since they were almost totally unsafe and it made more sense to build a new one with a similar look, with which Grosskopf and Joe Pichette (HPC) agreed at the Town Plan Commission meeting, and the Board confirmed that action on a motion by Cuccia, second Trotter, to include work on a sewer alarm repeater antenna as part of the construction as well; Wilson informed the Board that he has been working with Waunakee staff on a necessary 5 year update to the CORP which will be done by the two park committees with recommendations to the plan commissions and boards, but will likely not start until April and will cost the Town about \$4,000; and, Cuccia noted working with staff on finalizing the sign system RFP.

No Miscellaneous Business or Forthcoming Events were raised. Current bills were paid as presented by Wilson and recommended by the Audit Committee after questions were answered on a motion by Enge, second Trotter.

After the nature of the business was announced by the Chair, the Board adjourned 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, regarding the administrator/clerk-treasurer position and education funding, on a motion by Enge, second Cuccia, by a unanimous vote, at 7:17 p.m.

Grosskopf left the closed session at 7:33 p.m. and Enge then acted as the Chair.

The Board returned to Open Session after discussion with the Town Attorney in closed session at 8:19 p.m., on a motion by Trotter, second Cuccia, by a unanimous vote.

For the Administrator/Clerk-Treasurer Position item, Wilson was instructed to proceed as directed in closed session on a motion by Trotter, second Cuccia.

For the Education Funding request, Wilson was instructed to proceed as directed in closed session and to work on an agreement for the same on a motion by Trotter, second Cuccia.

Motion to adjourn by Cuccia, second Trotter. The meeting adjourned at 8:23 p.m.

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

TOWN OF WESTPORT

TOWN BOARD - Monday, January 24, 2022

A special meeting of the Town Board was called to order at 5:02 p.m. by Vice Chair Sipsma in the Community Meeting Room of the Bernard J. Kennedy Administration Building/Town Hall. Members Present: Cuccia, Enge, Sipsma, and Trotter. Members Absent: Grosskopf. Also Present: Two confidential individual applicants, and Tom Wilson.

After the nature of the business was announced by the Vice Chair, the Board adjourned 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, regarding the administrator/clerk-treasurer position, on a motion by Sipsma, second Enge, by a unanimous vote, at 5:04 p.m.

The Board returned to Open Session after discussion with the Town Attorney and meeting with two confidential applicants in closed session at 6:44 p.m., on a motion by Trotter, second Enge, by a unanimous vote.

Motion to adjourn by Enge, second Cuccia. The meeting adjourned at 6:45 p.m.

Thomas G. Wilson Attorney/Administrator/Clerk-Treasurer

TOWN OF WESTPORT

TOWN BOARD - Monday, January 31, 2022

A special meeting of the Town Board was called to order at 5:00 p.m. by Vice Chair Sipsma in the Community Meeting Room of the Bernard J. Kennedy Administration Building/Town Hall. Members Present: Cuccia, Enge, Sipsma, and Trotter. Members Absent: Grosskopf. Also Present: Two confidential individual applicants, and Tom Wilson.

After the nature of the business was announced by the Vice Chair, the Board adjourned 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, regarding the administrator/clerk-treasurer position, on a motion by Sipsma, second Enge, by a unanimous vote, at 5:00 p.m.

Enge left the meeting at 6:15 p.m.

The Board returned to Open Session after discussion with the Town Attorney and meeting with two confidential applicants in closed session at 6:27 p.m., on a motion by Sipsma, second Cuccia, by a unanimous vote.

Motion to adjourn by Trotter, second Cuccia. The meeting adjourned at 6:28 p.m.

Thomas G. Wilson Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #4:

Review/Approve Operator Licenses

OPERATOR LICENSE APPLICATION

New ☒ Renewal ☐ Employed by Willows Tavern

Regular ☒ (\$10.00) Provisional ☐ (\$10.00) Temp ☐ (\$5.00)

Lic # Lic # Lic #

Date 12/15, 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 Hailey Schneider

Address 5440 Willow Rd City, State, Zip Wausau, WI 54987

Date of Birth 07/23/1998 Age 23 Phone # 608-370-0441

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

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

Have you been licensed before? X Municipality Dane Date of most recent license Aug 2011

Have you been convicted of violating any law of Dane Co, the State of WI 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.

_____, 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.

Hailey Schneider
Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public
My commission expires _____

Rev 04/20

OPERATOR LICENSE APPLICATION

New ☒

Renewal ☐

Employed by

Willows Tavern

Regular ☒

(\$10.00)

Provisional ☐

(\$10.00)

Temp ☐

(\$5.00)

Lic #

Lic #

Lic #

Date 9/15

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

Alisha M Schroeder

Address

5440 Willow Rd Apt 23

City, State, Zip

Wauwatosa, WI 53597

Date of Birth

07/23/1998

Age

23

Phone #

608-957-9978

Have you registered for an approved responsible beverage server training course?

yes

(attach registration)

Have you completed an approved responsible beverage server training course?

yes

(attach certificate)

Have you been licensed before?

yes

Municipality

Dane

Date of most recent license

11/2020

Have you been convicted of violating any law of Dane Co, the State of WI or of the United States?

yes

Date of such conviction

10/2020

Name of Court

Village of Wauwatosa

Nature of offense

Open Intoxicant

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.

_____, 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.

Signature of Applicant

Alisha M Schroeder

Subscribed and sworn to before me this ____ day of _____, 20____

Notary Public

My commission expires _____

Rev 04/20