

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

AGENDA - Monday, July 1, 2019 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
CMAR Resolution Discussion/Action
Miscellaneous
8. Engineer Report
Miscellaneous Ongoing Projects
9. Six Mile Creek Bridge Repair (Mill Road) Bid/Contract Award Discussion/Action
10. Historic Preservation Commissioner Appointment 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. 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, July 1, 2019 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, June 17, 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 7:03 p.m. by Chair Grosskopf. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Tim Wohlers, and Tom Wilson.

No one was present for Public Comment On Matters Not On the Agenda. The minutes of the June 3, 2019 regular meeting were approved as presented on a motion by Sipsma, second Cuccia.

Several Regular Operator Licenses as on file with the Clerk and presented were granted subject all state and local requirements on a motion by Sipsma, second Enge.

The Waunakee Community Foundation Temporary Class "B"/"Class B" Retailer's License (September 12-15, 2019), Endres Manufacturing Grounds, 802 S. Century Avenue, and associated temporary operator licenses, were approved as presented and as on file with the Clerk on a motion by Trotter, second Cuccia, conditioned on satisfaction of all state and local requirements.

Resolution 19-03 [Approve and Recommend Approval with Conditions and Restrictions, Rezone and CSM (2 Lots, A1-Ex to Conservancy and A-1), Groundswell/O'Malley, Hellenbrand Road at STH 19, Waunakee ETZ] was adopted as presented with restrictions and conditions as recommended by the Town Plan Commission and JPC on a motion by Sipsma, second Cuccia.

Grosskopf 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.

There were no Administrative Matters raised. For Miscellaneous Business or Forthcoming Events raised, Board members confirmed with Wilson the next Board of Review date and time (July 15 at 6:45 p.m.).

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

Motion to adjourn by Sipsma, second Cuccia. The meeting adjourned at 7:22 p.m.

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

AGENDA ITEM #7:

Sewer Utility

CMAR Resolution Discussion/Action

TOWN OF WESTPORT

RESOLUTION NO. 19-__

**A RESOLUTION BY THE TOWN OF WESTPORT BOARD OF SUPERVISORS
TO APPROVE THE TOWN OF WESTPORT SEWER UTILITY DISTRICT
2018 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR)
IN THE TOWN OF WESTPORT**

BE IT RESOLVED by the Town Board of Supervisors of the Town of Westport, that the 2018 Compliance Maintenance Annual Report (CMAR) is accepted and approved as attached.

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 1st day of July, 2019, by a vote of __ ayes and __ nays, __ abstaining, and __ not voting (absent).

APPROVED:

By: _____
Dean A. Grosskopf, Town Board Chair

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

Approved: _____
Posted: _____

Wisconsin Department of Natural Resources

Status :

InProgress

Compliance Maintenance Annual Report[Logout](#)

SECTIONS

[Financial](#)[Collection](#)[Summary](#)[Resolution](#)

Westport Town And Cherokee Club Utility Dist

WPDES No:

0047341

Reporting For

2018

Grading Summary

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:**A = Voluntary Range (Response Optional)****B = Voluntary Range (Response Optional)****C = Recommendation Range (Response Required)****D = Action Range (Response Required)****F = Action Range (Response Required)**

INFO

[SectionInstructions](#)[CMAR Website](#)

OPTIONS

Report Issue

Submit

Save

Validate

Print

Return

The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 .
608.266.2621

AGENDA ITEM #9:

Six Mile Creek Bridge Repair (Mill Road) Bid/Contract
Award Discussion/Action

ADVERTISEMENT TO BID

Town Road Reconstruction

Town of Westport, Waunakee, Wisconsin

The Town of Westport will receive sealed Bids for the ***Six Mile Creek Bridge Repairs*** until **1:30 pm, Thursday, June 20, 2019** at the Town of Westport, Kennedy Administration Building, 5387 Mary Lake Road, Waunakee, Wisconsin, at which time they will be publicly opened and read aloud.

The project scope is make bridge repairs as identified in a DOT inspection report. The project will include various concrete repair, rip rap and restoration.

Bidding Documents may be obtained and/or examined at the Town of Westport, Kennedy Administration Building, 5387 Mary Lake Road, Waunakee, Wisconsin, 53597, (608) 849-4372. A non-refundable fee of \$50.00 is required. Overnight mailing will not be provided.

Bids shall be addressed to the Town of Westport, Kennedy Administration Building, 5387 Mary Lake Road, Waunakee, Wisconsin, 53597, (608) 849-4372, and shall be marked "**Sealed Bid – 2014 Town Road Improvements**". No Bids shall be received unless accompanied by a cashiers, certified, or bank check, or Bid Bond equal to at least ten percent of the maximum Bid, payable to the Owner as a guarantee that after a Bid is accepted, Bidder will execute and file the Agreement and 100% Performance and Payment Bonds within fifteen days after the Notice of Award.

Bidders shall comply with all provisions of the Wisconsin Statutes with respect to wage scales.

The Town of Westport reserves the right to reject any and all Bids, to waive any irregularities and to accept any Bid which it deems advantageous. All Bids shall remain subject to acceptance for 90 days after the time set for the opening of Bids.

Published by the authority of the Town of Westport.

Thomas G. Wilson

Attorney/Administrator/Clerk-Treasurer

Publish: May 23, 2019
 May 30, 2019

ADDENDUM NO. 1
PROJECT MANUAL
TOWN OF WESTPORT
SIX MILE CREEK BRIDGE REPAIRS

NOTE: Change in Bid Date.

Bids will be received until **3 P.M., local time**, June 27th 2019.

**BIDDERS SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE
SPACE PROVIDED IN THE BID FORM**

Dated at Madison, Wisconsin
June 10th, 2019

AGENDA ITEM #10:

Historic Preservation Commissioner Appointment
Discussion/Action

Tom Wilson

From: Jessica Frey
Sent: Wednesday, June 19, 2019 8:24 AM
To: Tom Wilson
Subject: FW: Question regarding historic preservation commission

This was sent to me last night.

Thank you

Jessica Frey
Executive Assistant
Town of Westport
5387 Mary Lake Road
Waunakee, WI 53597
608-849-4372

-----Original Message-----

From: Chris Moore [<mailto:chris@zebradog.com>]
Sent: Tuesday, June 18, 2019 7:51 PM
To: Jessica Frey
Subject: Question regarding historic preservation commission

Hello,

I am a (recent!) Westport resident and saw a posting seeking commission members with backgrounds in various related areas of expertise.

I would be interested to learn more about the needs of the commission, as my professional experience may be of use based on the overview.

I work in the design profession related to the combination of architecture, public spaces, and history / storytelling. I have been involved in various preservation-based projects in my professional career.

If I can be of assistance please let me know!

Thank you,
Chris Moore
608-338-5813

Sent from my iPhone

Jessica Frey

From: Rosa Ropers <rosa.m.ropers@gmail.com>
Sent: Monday, May 20, 2019 9:59 PM
To: Jessica Frey
Subject: Rosa Ropers Application for Historic Preservation Commission Member
Attachments: 19-05-20 Rosa Ropers Cover letter to Westport Historical Preservation Commission.docx; 19-05-20 Rosa Ropers Resume'.docx

Hi Jessica,

Find my attached cover letter and resume applying for the Historic Preservation Commission.

If you have questions please don't hesitate to contact me.

Rosa Ropers

May 21, 2019

Town of Westport
Attn: Tom Wilson
5387 Mary Lake Road
Waunakee, WI 53597

Dear Tom and Village of Westport Board,

It is with pleasure that I am applying to be a member of the Westport Historic Preservation Commission. I have already attended several meetings as a guest in hopes of creating a greater awareness between the Westport Historic Preservation Commission and Schumacher Farm Park. The Preservation Commission has already accomplish much, but there is always so much more one can do.

I enjoy history and recognize its importance and relevancy to future generations. Planning today is necessary to meet that goal.

I have great interest in promoting the history of Westport and look forward to working on the Commission as they continue the historical preservation efforts in our Town.

Sincerely,

Rosa M. Ropers

Rosa M. Ropers

5643 Conway Glen
Waunakee, WI 53597
608-260-5335
rosa.m.ropers@gmail.com

ORGANIZATIONS

Friends of Schumacher Farm, Inc.
Wisconsin Historical Society
Master Gardener
Dane County Historical Society
Madison Council of Catholic Women
Waunakee Lions Club

LEADERSHIP

President of Friends of Schumacher Farm 2014-2019
Chair of Executive Committee
Chair of the Accessioning Comm.
Organized retreats for board
Events Committee Member
Co Chair Gardening at Schumacher Farm
Contacts with various leaders of Historic Museums/Homes
Docent and Tour Guide at the farm
Worked with members of Dane County Park Staff
Chair several committees relevant to the Capital Campaign
Representing Schumacher Farm Park at various
programs/meetings
Past President - Madison Diocese Council of Catholic Women
President - West Dane Vicariate Council of Catholic Women

RESEARCH

Historic plants and gardens
Marcella Schumacher Pendall and Family, 1920's-1930's Era
Attended Workshops, seminars, webinars dealing with historical subjects
Wisconsin Historical Society Conferences
Creating historical displays