

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

AGENDA - Monday, March 7, 2022 7:00 p.m

1. Call to Order
2. Town Board Reorganizational Matters/Clerk-Treasurer Appointment Discussion/Action
3. Public Comment On Matters Not On the Agenda
4. Approve Minutes
5. Review/Approve Operator Licenses
6. Driveway/Access/Utility/Road Opening Permits
7. Water Utility/Fire Protection Utility  
Miscellaneous
8. Sewer Utility  
Miscellaneous
9. Engineer Report  
Miscellaneous Ongoing Projects
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. 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 employee contract items and Town commission/committee/board/liaison appointments.
15. Reconvene in Open Session
16. Employee Contract Items Discussion/Action
17. Town Commission/Committee/Board/Liaison/Appointments Discussion/Action
18. 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, March 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, February 21, 2022

The regular semi-monthly meeting of the Town Board was called to order at 7:05 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 Sipsma. Members Absent: Trotter. Also Present: Tim Wohlers, and Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of February 7, 2022 regular meeting were approved as presented on a motion by Sipsma, second Enge.

Regular Operator Licenses for several individuals as on file with the Clerk and presented were granted subject to all state and local requirements 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 Wilson after questions were answered.

For Administrative Matters, Wilson requested to continue as the Town's representative on Yahara WINS after his retirement so he can remain on the Executive Board through his current term, and the Board confirmed this on a motion by Sipsma, second Enge. For Miscellaneous Business, or Forthcoming Events raised, Wilson reminded the Board of the CTH M design public hearings set up virtually and in person on March 15 and 16, 2022, and Cuccia will join for the virtual sign system pre-bid meeting later this week.

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.

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 Town Plan Commission Appointments, on a motion by Sipsma, second Enge, by a unanimous vote, at 7:20 p.m.

Grosskopf left the closed session at 7:33 p.m. and Sipsma then acted as the Chair. Grosskopf returned to the closed session at 8:05 p.m. The Board returned to Open Session after discussion with the Town Attorney in closed session at 8:16 p.m., on a motion by Enge, second Cuccia, by a unanimous vote.

For the Administrator/Clerk-Treasurer Position item, Wilson was instructed to proceed as directed in closed session regarding an agreement, with Sipsma and Wilson authorized to execute the agreement if acceptable, on a motion by Enge, second Cuccia (Grosskopf had recused himself for this item).

Grosskopf then resumed as Chair.

For Town Plan Commission Appointments, the Board reappointed Chris Ohm and Cyndi Kennedy for another 3 year term as citizen members, including Kennedy's appointment to the Middleton/Westport Joint Zoning Committee, and authorized staff to proceed on advertising for other open citizen committee/commission positions, on a motion by Sipsma, second Enge.

Motion to adjourn by Sipsma, second Cuccia. The meeting adjourned at 8:24 p.m.

Thomas G. Wilson  
Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #4:

Review/Approve Operator Licenses

**OPERATOR LICENSE APPLICATION**

New X Renewal \_\_\_\_\_ Employed by American Legion 481  
Regular X (\$10.00) Provisional \_\_\_\_\_ (\$10.00) Temp \_\_\_\_\_ (\$5.00)

Lic # \_\_\_\_\_ Lic # \_\_\_\_\_ Lic # \_\_\_\_\_

Date 2/20/22, 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 Ryan Johnson

Address 117 Knutson DR City, State, Zip Madison WI 53704

Date of Birth 10/16/1973 Age 48 Phone # 608-512-8969

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? NO Municipality \_\_\_\_\_ 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.

\_\_\_\_\_, 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]  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public  
My commission expires \_\_\_\_\_

# Serving Alcohol

is proud to present this certificate to

**Ryan Johnson**

for successful completion of the online course

## Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- \* CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- \* OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- \* RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- \* DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECARD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- \* ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.



Verify online at  
[servingalcohol.com](http://servingalcohol.com)

Verification Code  
**n4laWjNmaj**

Date Issued  
**Feb 20th, 2022**

**VALID FOR 2 YEARS**

**This is not a Wisconsin operators/bartenders license.**

**This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.**

**Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>**

### Wisconsin Alcohol Seller/Server Course

**Name: Ryan Johnson**

**Certification Date: Feb 20th, 2022**

**Certificate Code: n4laWjNmaj**

**Verify Online: [servingalcohol.com](http://servingalcohol.com)**

**125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.**

**SERVING ALCOHOL INC**

**VALID FOR 2 YEARS**

**Learn more about this wallet card at <http://servingalcohol.com/wallet-card>**



# OPERATOR LICENSE APPLICATION

New ☒ Renewal ☐ Employed by AMERICAN LEGION 481

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

Lic #  Lic #  Lic #

Date 2-28-21 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 Kenneth Kalbecer

Address 4510 White Aspen Rd City, State, Zip Madison WI 53704

Date of Birth 7/29/59 Age 62 Phone # 608 658 8654

Have you registered for an approved responsible beverage server training course? No (attach registration)

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

Have you been licensed before? Yes Municipality WI State Date of most recent license 1997

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,      
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.

Kenneth Kalbecer  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_

# Serving Alcohol

is proud to present this certificate to

**Kenneth Kalberer**

for successful completion of the online course



## Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at  
[servingalcohol.com](http://servingalcohol.com)

Verification Code  
**RNwgOY4Iqg**

Date Issued  
**Feb 27th, 2022**

**VALID FOR 2 YEARS**

**This is not a Wisconsin operators/bartenders license.**

**This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.**

**Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>**

### Wisconsin Alcohol Seller/Server Course

**Name: Kenneth Kalberer**

**Certification Date: Feb 27th, 2022**

**Certificate Code: RNwgOY4Iqg**

**Verify Online: [servingalcohol.com](http://servingalcohol.com)**

**125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.**

**SERVING ALCOHOL INC**  
**VALID FOR 2 YEARS**

**Learn more about this wallet card at <http://servingalcohol.com/wallet-card>**