

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

**Virtual Meeting Via GoToMeeting**

PLEASE TAKE NOTICE that this meeting will take place virtually via GoToMeeting. Please join the meeting from your computer, tablet or smartphone by visiting <http://global.gotomeeting.com/join/905008845>. You can also participate by phone by dialing +1 (571) 317-3122 and use access code: 905-008-845. If you are new to GoToMeeting, get the app and be ready when the meeting starts. You may be muted or be asked to mute your device.

**AGENDA - Monday, September 21, 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. Cross Lutheran Church Assessment Deferral Request Discussion/Action
10. Waunakee Area Fire District Fire Truck Budgeting/Borrowing Discussion/Action
11. Historic Preservation Commission Membership Discussion/Action
12. COVID-19 Responses Discussion/Action
13. Committee Reports/Items for Action
  - Personnel Committee                      Public Works Committee                      Westport/Middleton JZC
  - Audit Committee                      Town Plan Commission                      Westport/Waunakee JPC
14. Administrative Matters
15. Miscellaneous Business/Forthcoming Events
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

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**AGENDA** - Monday, September 21, 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, August 17, 2020

The regular semi-monthly meeting of the Town Board was called to order at 7:02 p.m. by Chair Grosskopf using video conferencing via GoToMeeting.com. Members present: Cuccia, Enge, Grosskopf, Sipsma, and Trotter. Members absent: None. Also Present: Tom Wilson.

There was no Public Comment On Matters Not On the Agenda. The minutes of the August 3, 2020 regular meeting were approved as presented on a motion by Sipsma, second Cuccia.

Regular Operator Licenses for Zeehay Posso (new) and Jarrell Homesly (in packet) as on file with the Clerk and presented were granted subject all state and local requirements, on a motion by Sipsma, second Cuccia.

For the Engineer Report, Wilson provided the Board with an update on current projects: Mary Lake neighborhood work which will begin again soon, FEMA road work which has started already, and the completion of the sewer lift station upgrades.

After a presentation by Wilson and discussion, two Ordinances were adopted as presented [Town Zoning Code Revisions, Kennel Location (Ordinance 20-01) and Variance Standard for Building Errors (Ordinance 20-02)] on a single motion by Sipsma, second Trotter.

Wilson reported to the Board on various items related to the Town's COVID-19 Response, including updating again the masking and cleaning policy for the office staff and visitors, Pharo working on the ionization additions to the furnaces, the web site work will be done by CivicPlus which does many other local government sites as well at the cost in the range approved at the previous meeting for upgrading and maintenance (both are CARES act reimbursement eligible), and Wilson gave a report on the election and comments regarding the same were made.

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, Wilson advised that the Labor Day meeting will be cancelled as in the past and if something comes up he will try to schedule a special meeting, and Wilson reported on the 2020 equalized value for the Town now over \$950 million.

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 Enge, second Sipsma. The meeting adjourned at 7:20 p.m.

Thomas G. Wilson  
Attorney/Administrator/Clerk-Treasurer

## AGENDA ITEM #4

Review/Approve Operator Licenses



## OPERATOR LICENSE APPLICATION

New ☒

Renewal ☐

Employed by Bishops Bay Country Club

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 Steven Roy

Address 1310 Okesha Ave #315 City, State, Zip Sun Prairie WI 53590

Date of Birth 9/29/1988 Age 31 Phone # 443 9359694

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 Sun Prairie Date of most recent license 2018-2019

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 N/A Name of Court N/A

Nature of offense N/A

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.

Steven Roy, 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.

x Steven Roy  
Signature of Applicant

Subscribed and sworn to before me this 9<sup>th</sup> day of September, 2020

Daniel M. Anderson  
Notary Public  
My commission expires January 29, 2021

F:\MyFiles\wp6data\LIQUOR\Forms\Operator License Application.WPD



## AGENDA ITEM #9

Cross Lutheran Church Assessment Request  
Discussion/Action



CROSS LUTHERAN CHURCH  
The Lutheran Church—Missouri Synod

300 Broadway Drive, Sun Prairie, WI 53590  
Office: (608) 218-4797 [office@crosslutheran.church](mailto:office@crosslutheran.church)  
Website: [www.crosslutheran.church](http://www.crosslutheran.church)  
"Discover God, Grow Faith, Live Love"

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Cross Lutheran Church  
Pastor Joel Brandt  
300 Broadway Dr.  
Sun Prairie, WI 53590

09/10/2020

Tom Wilson  
Town Attorney/Administrator/Clerk/Treasurer  
5387 Mark Lake Rd.  
Waunakee, WI 53597

RE: Utility Fee Deferral Request

Dear Mr. Wilson,

Our congregation, Cross Lutheran Church, has been working for some time on a plan to build a church facility on the east side of the Community of Bishops Bay along Hwy M with access through Texas Longhorn Dr. We would like to appeal to the City and Town and ask for permission to defer a portion of our fees relating to the future water lines, sewer lines, and pump station which would serve our site for a period of ten years during which time we would be able to budget and save for the utility assessment fee.

To summarize, we plan to purchase 1.5 acres of land outright for phase 1 of our facility construction and simultaneously approve a land contract to purchase another 1.5 acres for phase 2 to be paid ten years later. We respectfully appeal to both the city and the town, for permission to defer utility payments on both 1.5-acre parcels for phases 1 and 2 for the previously mentioned ten year period.

Since the new utility services for the north side of The Community of Bishops Bay have yet to be installed, we will be connecting to existing facilities with temporary and longer service lines. We will of course pay construction and installation of those services. However, because these are just temporary arrangements, we would request permission to defer payment of our assessment share of the water and sewer lines. Cross Lutheran Church remains responsible for utility costs associated with the subject property as part of the purchase agreement with the seller. We would of course pay for any MMSD costs and fees which would result from the temporary planned water and sewer services extended to the Phase 1 construction of our facility and would serve it until the future pump station and finalized utility lines are installed.

We respectfully submit this request with the assurance that we will willingly pay for the remainder of our utility assessment fees when the ten years have been completed. Please understand that we are only making this appeal because we know that if we were obligated to pay all our fees upfront, it will end up costing us over \$105,000 which cuts into the funds that we have available for the construction of our facility. This would be over and above the cost of the temporary service lines we need to install and connect to current services. We are seeking to make the best and most appropriate use of our resources along all of the phases of our facility construction.

Thank you for your consideration,

Pastor Joel Brandt

AGENDA ITEM #10:

Waunakee Area Fire District Fire Truck  
Budegting/Borrowing Discussion/Action





**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** 08/17/2020

**ITEM:** NEW BUSINESS

**PRESENTER:** Renee Meinholz, Finance Director

**TITLE:** Discuss potential financing arrangements for replacement of Engine 2 by Waunakee Area Fire District

**PREVIOUS ACTION:** None

**ISSUE SUMMARY:** Engine 2 is scheduled to be replaced in 2021. At the August meeting of the Waunakee Area Fire District board, it is expected that the District Board will consider how Engine 2 will be financed. There is some money set aside in a Truck Replacement account that can be put toward Engine 2. However, there are additional funds that will need to be borrowed.

In general, the options are 1) for the District to borrow the money and then include the debt service over the repayment period in the annual budget each year or 2) for the individual municipalities to borrow their respective shares to pay for Engine 2. The Village of Waunakee makes up approximately 72% of the Fire District and its share would be about \$360,000 for Engine 2 (not including any interest).

The advantage to option #1 is that the Village of Waunakee would not need to incur additional debt that would go against our debt limit. The Village does have sufficient capacity within our debt policy to borrow if needed, though. However, since the Fire District budget for 2021 has not yet been drafted, we do not know how much the Village's share of the 2021 budget will be. If there is a significant increase, the Village could run into issues in complying with its levy limit and could be forced to cut expenses in other areas. In addition, the debt service will go on for several years and it is unknown what future budgets will look like.

The advantage to option #2 is that the Village can increase its levy, if needed, to cover the debt service payments each year. Debt service is "exempt" from the state mandated levy limit. Also, under option #2, the Village could consider using some portion of fund balance toward our share and thus reduce the amount borrowed.

This is an opportunity for the full Village Board to discuss the matter prior to the August Fire District Board meeting.

**BUDGET IMPACT:** None at this time

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** None

**STAFF RECOMMENDATION:** None

**RECOMMENDED MOTION:** No action will be taken

**ATTACHMENT(S):**

**FOR MORE INFORMATION CONTACT:** Renee Meinholz, 850-6622 or [rmeinholz@waunakee.com](mailto:rmeinholz@waunakee.com)

## Jessica Frey

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**From:** Brian Adler <badler@waunakeefire.net>  
**Sent:** Tuesday, September 15, 2020 1:54 PM  
**To:** Jessica Frey  
**Subject:** WFD Engine 2 Replacement

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Jessica,

The Waunakee Fire Department is looking to replace our 1991 Peterbilt pumper apparatus. We received a bid from Reliant Fire Apparatus (Pierce) in the amount of \$784K and has a prepayment price of \$748K. This is our front line attack engine or what would be considered our main piece of firefighting apparatus. The truck has seating for 6 firefighters, 1000 gallon on-board water tank, 1750 gpm pump, and a full assortment of NFPA compliant ladders. It will carry 600' of 5" supply hose, 600' of 2.5" supply/attack hose, and three preconnected 1.75" attack hose lines. We are also planning on supplying this truck with battery operated extrication tools to assist in removing people who have been in motor vehicle accidents. We are including the tools on this truck because we know that someday in the future we may be limited on the number of daytime available firefighters and this may be the only truck that initially responds to a call.

Please let me know if anyone has any additional questions about the truck.

Respectfully,

Capt. Brian T. Adler  
Fire Prevention Inspector  
Waunakee Area Fire District  
(608) 849-5488  
badler@waunakeefire.net

## AGENDA ITEM #11

Historic Preservation Commission Membership  
Discussion/Action

## Jessica Frey

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**From:** Marianne Bloch <marianne.bloch@gmail.com>  
**Sent:** Thursday, September 3, 2020 11:40 AM  
**To:** Jessica Frey  
**Cc:** Chris Moore; Janette Hermanson (jhhhermanson@hotmail.com); Joe Pichette (joep@aesindustrial.com); Michelle Wing; Rosa Ropers  
**Subject:** Re: Documents for the HPC Meeting 9/3/20

Dear Committee Members,

As this is the first meeting, I believe, since at least June 2020, I must tender my resignation. I sold my house in Westport mid-June and have moved to a west Madison location--closer to my daughter. Over the past decade, my husband Peter, and after his death in 2015, and then I have enjoyed being a member of this portant committee. The work is very important and interesting

If you need a quorum Tonight, I am able to come and tender my resignation in person. Please accept my gratitude for all that I learned, and my wishes for your health and work in the future.

Mimi Bloch  
608354-5001  
(

Sent from my iPhone

On Sep 3, 2020, at 10:18 AM, Jessica Frey <jfrey@townofwestport.org> wrote:

Good Morning,

Attached are documents for tonight's HPC meeting.

Thank you

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

<Siberz Home.pdf>  
<Briggs Road Siberz.pdf>  
<Dormitory Siberz.pdf>  
<relewisiberzwestport (1).zip>  
<Mary of the Lake.pdf>