

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 <https://global.gotomeeting.com/join/274983229>. You can also participate by phone by dialing +1 (646) 749-3122 and use access code: 274-983-229. 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, July 20, 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. COVID-19 Responses 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. Pay Current Bills
14. 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

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 <https://global.gotomeeting.com/join/274983229>. You can also participate by phone by dialing +1 (646) 749-3122 and use access code: 274-983-229. 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, July 20, 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, July 6, 2020

The regular semi-monthly meeting of the Town Board was called to order at 7:01 p.m. by Vice Chair Sipsma using video conferencing via GoToMeeting.com. Members present: Cuccia, Enge, Sipsma, and Trotter. Members absent: Grosskopf. Also Present: Tim Wohlers, and Tom Wilson.

For Public Comment On Matters Not On the Agenda, Sipsma passed on birthday wishes to Chair Grosskopf. The minutes of the June 15, 2020 regular meeting were approved as presented on a motion by Trotter, second Cuccia.

Regular Operator Licenses for several applicants as on file with the Clerk and presented were granted subject all state and local requirements, including obtaining proper signatures as needed, on a motion by Enge, second Cuccia.

For the Engineer Report, Wilson provided the Board with an update on the Mary Lake neighborhood road work and the Woodland Drive project.

Wilson gave a report on the status of the Zoning Amendment, GIP Amendment, Relocate 13 Residential Lots for Church and School, The Community of Bishops Bay, Cross Lutheran Church, Texas Longhorn Drive (Middleton ETZ), which was recommended for approval by the Middleton City Plan Commission and Middleton/Westport JZC with the same contingencies that the Town recommended, with the addition of the Church showing any proposed playing fields in its initial SIP filing.

Wilson reported to the Board on various items related to the Town's COVID-19 Response.

Wilson and Sipsma 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 further Administrative Matters raised. For Miscellaneous Business or Forthcoming Events raised. Wilson again reminded the Board members of BOR on July 15 at 5:30 p.m., in person at the meeting room, and Enge passed on the WAFD compliments to Barry Buckwalter, Town Public Works Supervisor, for his fine assistance during the apartment fire event on Westport Road recently.

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

Motion to adjourn by Cuccia, second Trotter. The meeting adjourned at 7:23 p.m.

Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #9

COVID-19 Responses Discussion/Action

**TOWN OF WESTPORT
RESOLUTION NO. 20-**

A RESOLUTION TO EXTEND THE EMERGENCY DECLARATION APPROVED BY
TOWN BOARD OF SUPERVISORS PERTAINING TO THE COVID-19 PANDEMIC AND
CONTINUATION OF EMERGENCY POWERS IN THE TOWN OF WESTPORT, DANE
COUNTY, WISCONSIN
(EXTENDING TOWN RESOLUTION 20-02)

WHEREAS, an emergency, namely the COVID-19 Pandemic, has impacted and is anticipated to continue to impact the Town of Westport for some time; and,

WHEREAS, at the Town Board meeting Monday, March 23, 2020 the Town adopted Resolution 20-02 ("March Resolution") declaring a public health emergency in the Town; and,

WHEREAS, the State of Wisconsin's public health emergency declaration has lapsed due to conditions beyond the Town's control; and,

WHEREAS, notwithstanding the lapse of the State's declaration, it is still the case that the 2019 novel strain of corona virus, known as COVID-19, presents an imminent threat of disaster that will continue to impact medical care and other critical systems within the Town.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Wisconsin Statutes §§ 323.11 and 323.14(4)(a) and (b), and the Town Board of the Town of Westport hereby states as follows:

1. The Declaration of Local State of Emergency declared initially in the March Resolution be extended 90 days until and through October 31, 2020.
2. All other terms and conditions of the March Resolution shall continue to remain in full force and effect, including, but not limited to, the authorization for the Town Administrator to have executive authority to implement measures as determined necessary in response to the COVID-19 outbreak.

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 July 20, 2020 by a vote of ____ ayes, ____ nays, ____ abstaining, and ____ not voting (absent).

TOWN OF WESTPORT

APPROVED: _____
POSTED: _____

By: _____
Dean A. Grosskopf, Town Board Chair

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

TOWN OF WESTPORT
RESOLUTION NO. 20-02

A RESOLUTION TO RATIFY THE EMERGENCY PROCLAMATION APPROVED BY
TOWN BOARD OF SUPERVISORS PERTAINING TO THE COVID-19 PANDEMIC AND
DECLARATION OF EMERGENCY TOWN OF WESTPORT, DANE COUNTY,
WISCONSIN

WHEREAS, An emergency, namely the COVID-19 Pandemic, has impacted or is anticipated to impact the Town of Westport; and

WHEREAS, because of such emergency conditions, the Town Board is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes, as the chief executive officer of the Municipality of Town of Westport proclaimed a state of emergency in effect from March 14, 2020 until the Board could meet.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Westport does hereby ratify the Administrator's Emergency Proclamation due to the COVID-19 Pandemic, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Westport hereby declares a State of Emergency, which continues and extends the powers granted by the Administrator's Proclamation dated March 16, 2020, to July 31, 2020.

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 March 23, 2020 by a vote of 5 ayes, 0 nays, 0 abstaining, and 0 not voting (absent).

TOWN OF WESTPORT

By: Dean A. Grosskopf
Dean A. Grosskopf, Town Board Chair

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

APPROVED: 3/23/2020
POSTED: 3/24/2020

**TOWN OF WESTPORT
PROCLAMATION NO. 20- 01**

**A PROCLAMATION BY THE TOWN OF WESTPORT
ADMINISTRATOR DECLARING A STATE OF EMERGENCY IN THE
TOWN OF WESTPORT, DANE COUNTY, WISCONSIN**

WHEREAS, the World Health Organization designated the 2019 novel Coronavirus outbreak as a Public Health Emergency of International Concern; the United States Health and Human Services Secretary Alex M. Azar II declared a Public Health Emergency for the entire United States to aid the nation's healthcare community in responding to the 2019 novel Coronavirus "COVID-19." COVID-19 is a contagious, and at times fatal, respiratory disease; the worldwide outbreak of COVID-19 and the effects of its extreme risk of a person-to-person transmission throughout the United States, significantly affect the lives and health of our people, as well as the economy, and is a disaster that impacts the health, security and safety of the public; and

WHEREAS, on or about March 13, 2020, the State of Wisconsin and the federal government declared a State of Emergency, due to the COVID-19 pandemic; and

WHEREAS, because of emergency conditions, the Town Board is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes it is necessary and expedient for the health, safety, welfare and good order of the Town of Westport to proclaim that emergency conditions exist; and

WHEREAS, the emergency has caused the Town of Westport to extend, commit and exhaust its pertinent available resources; and

WHEREAS, the Town of Westport requests State assistance and advises the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to Sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes, as Administrator of the Town of Westport, I hereby proclaim a State of Emergency, and hereby

- Authorize emergency purchases of goods and materials
- Authorize emergency purchases of services
- Authorize emergency costs to the labor force

This Proclamation shall take effect immediately and shall continue in effect until April 20, 2020 at 11:59 p.m. or such earlier time as a quorum of the Town Board convenes and rescinds the Proclamation.

Dated: March 16, 2020.

TOWN OF WESTPORT

Approved: Thomas G. Wilson
Thomas G. Wilson,
Town Attorney/Administrator/Clerk-Treasurer

AGENDA ITEM #10:

Committee Reports/Items for Action

TOWN OF WESTPORT

PLAN COMMISSION – July 13, 2020

The regular monthly meeting of the Plan Commission was called to order at 7:03 p.m. via GoToMeeting.com virtual video conference by Chair Grosskopf. Members present: Bruskewitz, Cuccia, Grosskopf, Kennedy, Manering, and Pichette. Members absent: Ohm. Also attending, Tom Wilson.

No one was present For Public Comment on Matters not on the Agenda. The minutes of the June 8, 2020 regular meeting were approved as presented on a motion by Pichette, second Bruskewitz.

After a presentation by Wilson and comments by the Commission members, proceeding to public hearing with the Proposed Town Zoning Code Revisions, Kennel Location and Variance Standard for Building Errors, as presented was approved on a motion by Bruskewitz, second Manering.

Wilson reported on the work of the Park Committee. Pichette reported on the work of the Historic Preservation Commission. Grosskopf and Wilson reported on items before the Waunakee/Westport Joint Planning Committee and the Middleton/Westport Joint Zoning Committee.

There were no Miscellaneous Matters or Forthcoming Events raised.

Motion to adjourn by Manering, second Bruskewitz. The meeting adjourned at 7:25 p.m.

Mary Manering, Secretary

From: Tom Wilson <twilson@townofwestport.org>

Sent: Wednesday, July 8, 2020 11:21 AM

To: Chris Ohm State email (chris.ohm@dot.state.wi.us) <chris.ohm@dot.state.wi.us>; Cynthia Anne Kennedy (cyndi.a.kennedy@gmail.com) <cyndi.a.kennedy@gmail.com>; Dean Grosskopf - (deana.grosskopf@gmail.com) <deana.grosskopf@gmail.com>; Eileen Bruskewitz (eileenbz@gmail.com) <eileenbz@gmail.com>; jac9450@gmail.com; Joe Pichette (joep@aesindustrial.com) <joep@aesindustrial.com>; Mary Manering email (Manering@tds.net) <Manering@tds.net>

Cc: Robert Anderson <banderson@townofwestport.org>; Jessica Frey <jfrey@townofwestport.org>; Kevin and Leslie Even - Waunakee (kevin@waunakee.com) <kevin@waunakee.com>; Abby Attoun-Tucker (aattoun@ci.middleton.wi.us) <aattoun@ci.middleton.wi.us>; Mark Opitz (mopitz@ci.middleton.wi.us) <mopitz@ci.middleton.wi.us>; Tracy Meinholz (tmeinholz@waunakee.com) <tmeinholz@waunakee.com>; Tom Wilson <twilson@townofwestport.org>; Kenneth Sipsma <ksipsma@steinhilberswanson.com>; Mark Trotter (moxietrot@tds.net) <moxietrot@tds.net>; Terry Enge (jtenge2@gmail.com) <jtenge2@gmail.com>

Subject: Town Plan Commission Monday Meeting Staff Report

I am just going to do an email since there really isn't much on the agenda for the meeting and I suspect it will be a short one. Please use the GoToMeeting link sent to you in the calendar invite a few minute before 7 pm so we are ready to start on time and can make any last second adjustments if needed.

We do have minutes to approve.

The item for the zoning code revisions is for our Town Zoning Area. Remember that all six towns need to have the same code. The Town of Sun Prairie noticed an error in the code regarding the placement of kennels versus a residence. The current Code provides for 1,000 feet. We have no idea how that number was arrived at since the current County Code, and the one that we tried to carry through at the time, had a distance of 100 feet. So we believe it is clearly a typo and should be fixed to provide for 100 feet instead of 1,000 feet. This is consistent with what we did for the Pine View Vet. Clinic which kennels, so it makes sense and I would recommend we proceed to public hearing on the change next month. The other change was requested by the Town of Berry since they have now had two minor variances of less than 6 inches where buildings were placed after measuring and the builders were certain they were correct, until surveys were done and the building inspectors reviewed for final approval, and they were, of course, off by inches. Now keep in mind that these were done on lots of over 15 acres with rear setbacks at issue in both of them, with a set back of 50 feet. There were topographical challenges as well (Berry is very hilly in western Dane County). The language seems reasonable to avoid an issue of non-consideration of these errors at the Board of Adjustment, and would allow these minor errors to be considered in the final decision on allowing a variance, but I added language at the group meeting that provided this change does not mean an automatic variance, just consideration. Seems there may be circumstances that you might just have to fix the small error and not depend on a variance. I recommend we take this change to public hearing, too. All six town representatives on the zoning group that reviews these changes recommended approval as written, and I believe a couple of the towns have already approved these. Note this is not a final approval or recommendation, but simply in the nature of a consult to move the two changes to a public hearing next month. Also, this applies ONLY in those two areas of the town where town zoning exists, so the use of these two provisions for us is VERY limited, if at all or ever frankly, but it will help some other towns out in our zoning coalition.

Otherwise, I really have nothing else. No Parks, HPC or JPC meetings. The Middleton/Westport JZC recommended the Church GIP amendment in CBB just as you did last month, with the additional requirement that the Church showing playing field locations with it first SIP. That goes to the Council on 7/21. All actions have been unanimous so far, so I expect passage as recommended.

That is all I have. Remember not to reply all to this email, but simply email me if you have particular questions.

Thank you. Stay safe!

Thomas G. Wilson

Attorney/Administrator/Clerk-Treasurer
Town of Westport (Dane County, WI)
Population 4,037

5387 Mary Lake Road
Waunakee, WI 53597

twilson@townofwestport.org

www.townofwestport.org

<http://twitter.com/TownofWestport>

<http://www.facebook.com/pages/Town-of-Westport-Dane-County-Wisconsin/115029421892435?v=wall>

(608) 849-4372

(608) 849-9657 FAX



The information contained in this transmission is intended only for the personal and confidential use of the recipient(s) designated above. This transmission may be an attorney-client communication and, as such, is a privileged and confidential communication. If any recipient of this transmission is not a designated recipient, or an agent responsible for delivering this transmission to a designated recipient, such recipient is hereby notified that this transmission has been received in error, and that any review, dissemination, distribution or copying of this transmission is strictly prohibited. If you have received this transmission and are not designated above as a recipient, please immediately call (608) 849-4372 and delete this transmission from your system.

All e-mail sent to the Town of Westport is subject to the Wisconsin open records law.

IF THIS MESSAGE IS TO THE ENTIRE MEMBERSHIP OF A GOVERNMENTAL BODY, *you are advised* that this email should be treated as a one-way communication and that responses "to all" should be avoided because those responses could create a "walking quorum" of the body in violation of the open meetings law (Office of the Wisconsin Attorney General Letter of 3/19/2010).