

TOWN OF PORTLAND BOARD MEETING

Thursday, August 21, 2025

Portland Town Hall

7:00 P.M.

Town Chairman Jeffrey Spoke called the Town of Portland Board's August monthly meeting to order at 7:00 P.M. and all persons present joined in the Pledge of Allegiance.

Town Board Members Present: Chairman Jeffrey Spoke, Supervisor Kurt Keach, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson.

Others present during a portion of the meeting: Al Gausmann, Obiaku Anyasor, Christopher Weber, Jacki Fox and her daughter, and James Schoen.

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law, as well as posted on the Town's website.

Motion by Sup. Keach, seconded by Chr. Spoke, to approve the agenda as posted. Keach's motion carried 2-0 on a voice vote.

Motion by Sup. Keach, seconded by Chr. Spoke, to approve the minutes of the July 17, 2025, monthly Town Board meeting and the July 30, 2025, second meeting of the Town's 2025 Board of Review as presented. Keach's motion carried 2-0 on a voice vote.

No one present requested to speak during the Public Input section of the meeting.

Clerk Thompson reported that General Engineering Company had issued a building permit to Jesus Cruz Quintana for a garage rebuild (estimated cost of \$2,500.00) at W11655 State Road 19 and that she had received a copy of Kevin Stenulson's permit application and associated fee for a generator (estimated finished project value of \$19,119.00) at N1307 Dalman Road as well as a copy of the Land Use Permit issued by Dodge County Land Resources and Parks Department to SpotOn Properties for a deck (estimated cost of \$6,000.00) at N2006 River Oaks Road.

Thompson also noted that she had issued an operator's license effective July 19, 2025, through June 30, 2027, to Chloe Burbach.

In addressing the Board's first item of Unfinished Business (the rezoning and conditional use permit applications submitted by Alan Gausmann and Obiaku Anyasor for an adult family home at W12115 Longview Circle, Waterloo that had been tabled at the Board's July meeting), Chr. Spoke noted that Board research and discussion and interpretation of state statutes with the Town's attorney resulted in Board members learning that the proposed adult family home is totally allowable by law and that no rezoning of the property at W12115 Longview Circle,

Waterloo nor conditional use permit was needed. Accordingly, no Board action was taken. Obiaku Anyasor presented a letter to Chairman Spoke and thanked Board members for “hearing her and Mr. Gausmann out” and for researching their proposal with the Town’s attorney prior to taking any action.

In other Unfinished Business, Sup. Keach reported that shouldering of Tri County Road remains undone and that Scott Construction will look at and supposedly repair the alleged defects in the work done on the section of Clarkson Road from Highway 89 to County I last year.

Jacki Fox noted that a “giant pothole” by Mulvaney and County I needs to be repaired.

Moving onto New Business, the Board reviewed an application that had been submitted by George & Melisa Peterson to have 4.907 acres at N1233 County BB, Reeseville rezoned from A-1 to A-2. The Town’s Plan Commission had conducted a public hearing on the rezoning application on August 6, 2025, and in a meeting following that public hearing had voted 4-0 to recommend Board approval of the requested zoning change. (Board members had been given a copy of the draft minutes from that Plan Commission meeting as well as a copy of General Engineering Zoning Administrator’s review report on the rezoning application.) Hearing no Board member concerns regarding the requested rezoning, Chr. Spoke moved to approve rezoning 4.907 acres at N1233 County BB from A-1 to A-2. Sup. Keach seconded Spoke’s motion and it carried 2-0 on a voice vote.

Following Board review of the application for a conditional use permit to build a new single-family home on the property at N1233 County BB which the Board had just approved to be rezoned, Chr. Spoke moved to approve issuance of the requested conditional use permit contingent on the following:

- 1) The applicant shall obtain a driveway permit from Dodge County for the new driveway to the proposed home off County Road BB.
- 2) The applicant shall obtain a land use permit and a building permit for the proposed future principal structure.
- 3) All Town of Portland zoning regulations must be followed.

Sup. Keach seconded Spoke’s motion and it carried 2-0 on a voice vote.

Next the Board reviewed a minor subdivision letter of intent (#2025-0734) submitted to Dodge County Land Resources and Parks Department by Jacquelynn Fox at N2440 Mulvaney Lane, Reeseville. Using maps of the area, Fox explained her proposed subdivision (basically dividing the property (25.91 acres) currently in three different parcels into two relatively equal parcels.

Spoke noted several “complications” to the land division as presented. Some of the land is in the Town of Lowell. In addition, Fox is only eligible for one split, with that split needing to consist of five or fewer acres to meet Town of Portland regulations. Possible solutions were identified, with Fox encouraged to re-submit a proposal after meeting with Town of Lowell

officials. Ultimately Chr. Spoke moved to table Board recommendation to Dodge County's Land Resources & Parks Department regarding the minor land division to the Board's September monthly meeting pending a likely application change. Sup. Keach seconded Spoke's motion and it carried 2-0 on a voice vote.

Board members then reviewed a copy of the Town's Future Land Use Map as prepared by Dodge County as part of its comprehensive plan update. The only requested change Board members noted was to mark the area in Section 21 on Torpy Road as Industrial rather than as Commercial, since that area had been rezoned recently.

Board members noted that property at N669 County Road G, Reeseville, appears to be in violation of the Town's zoning ordinance and directed Clerk Thompson to send a certified letter to the property owner requesting that the property be brought into compliance with the Town's zoning regulations by the Board's September 2025 meeting.

Treasurer Benninger then shared service contract proposals she had received from Inter-Quest. She noted that the Town had purchased her treasurer's computer in December of 2024 and that she has been unable to print on four different occasions since then. Generally any time electricity at her home flickers, her printer goes off-line and she is unable to personally get it back on. Without a service contract, she gets billed anytime she needs help from the company. After reviewing the three different service options available and discussing those options with other area treasurers, she recommended that the Board approve the Over-Watch Support - Workstation option at a \$59.95 monthly cost, in addition to a \$249.95 onboarding fee. A one-year contract is required. Chr. Spoke suggested that she consider getting a battery back-up to deal with her electricity problems. He also moved to approve the Town's entering into a service contract with Inter-Quest for one year. Sup. Keach seconded Spoke's motion and it carried 2-0 on a voice vote.

Board members raised no questions and made no recommendations regarding the proposed 2026-2030 Lifestar/CAEMS agreement that will probably be acted upon sometime in September.

Items identified for inclusion on the agenda for the Board's September monthly meeting included recommendation regarding a possible Fox minor land division, possible action to replace the culvert going into Hickory Lane, adoption of the Board's 2026 budget timeline, and action as appropriate following Board meeting with Nate Olson regarding possible adoption of county zoning. That September meeting will be held on Thursday, September 18, 2025, at the Portland Town Hall beginning at 7:00 P.M.

Treasurer Benninger's monthly financial report noted July receipts of \$51,409.22 and July expenditures of \$98,990.21. With the addition of August receipts to August 15, 2025, of \$72,944.27 (tax settlement from Dodge County) and the transfer of \$98,000.00 from the savings account to the checking account needed to pay August bills, the total in the savings account was \$233,094.13 and the total in the checking account was \$98,992.65 for a total in both

accounts as of August 15, 2025, of \$332,086.78. In addition, \$635.91 remains in the Town's computer savings account.

Motion by Sup. Keach, seconded by Chr. Spoke, to authorize Clerk Thompson to pay all of the August bills presented. Keach's motion carried 2-0 on a voice vote.

Board members then reviewed the following listing of correspondence Thompson had received since the Board's July monthly meeting:

1. Request from True North Title in Fond du Lac for information for the company's data base
2. Copy of signed and stamped conditional approval from General Engineering Company for plumbing at Crave Brothers Farmstead Cheese, along with notation that all required permits need to be obtained prior to construction/installation/operation
3. Copy of GFL Environmental Disposal Ticket from Glacier Ridge Landfill
4. Proposed 2026-2030 renewal Lifestar/CAEMS contract, December Lifestar report (covering all of 2024), and May Lifestar report (covering first 5 months of 2025) from Linda Henning
5. Unaudited Investment Activity Report for the Town's OBRA-PST Plan April 1, 2025, to June 30, 2025, from Nationwide
6. Thank you from Scott Construction, along with its request for comments on the company's service
7. Notification from Wisconsin Department of Revenue of the Town's July 28 Exempt Computer Aid distribution (\$36.37), July 28 Shared Revenue payment (\$10,963.91) along with notice of the School Levy Tax Credit to be paid to Dodge County for distribution on or before August 20 and the First Dollar Credit Dodge County will receive for the Town on or before July 28
8. Affidavit-proof of publication for August 6 Plan Commission hearing and meeting from Hometown News
9. Copy of approved Land Use Permit application filed by Todd Strauss (SpotOnProperties) for replacement of deck at N2006 River Oaks Road, Reeseville
10. W-9 for Kartechner Brothers LLC plus copy of the company's certificate of liability insurance
11. Investment Option Summary April 1, 2025, to June 30, 2025, plus Participant Account Values by Investment Option for the same time period from Nationwide Retirement Solutions
12. "Finals" from Dodge County Land Resources and Parks Department for verification prior to electronic submission of the Town's Statement of Assessment
13. 2025-2026 WTA membership cards
14. Wisconsin Towns Association August 2025
15. Contact information as well as information regarding Acceptable vs Unacceptable items for recycling from Alter Trading Corporation
16. Copy of minor subdivision letter of intent submitted to Dodge County Land Resources and Parks Department by Jacquelynn Fox

17. Notification of August 7th tax settlement from Dodge County (\$72,944.27)
18. Notification from Wisconsin Demographic Services Center of the Town's January 1, 2025, estimated population (1,099) with approximately 886 estimated to be of voting age
19. Resignation letter from Bruce Gardiner Appraisal Service, LLC effective 8-8-2025
20. Information regarding Buy Local, Buy Wisconsin grants from Dodge County Land Resources and Parks Department
21. Listing of February-July 2025 building permit applications submitted to General Engineering Company
22. Information related to proposed work by We Energies at County Road II & Hughes Rd
23. July activity and financial reports for Waterloo Fire & Rescue
24. Notification from Wisconsin Department of Revenue of 2026 estimated 2023 WI Act 12 Personal Property aid (\$2,236.52) and estimated 2026 Personal P
25. roperty aid (\$539.37) plus copy of County Equalization Report, Assessed/Sales Ratio Analysis, and Fielded Sales Summary Report
26. Copy of Wisconsin Motor Vehicle Crash Report for crash on 07/30/2025.

Chr. Spoke noted that R. Hensen had contacted him regarding a proposed lean-to on his property.

Treasurer Benninger suggested that information should be included in this year's tax bills regarding who and when to contact if buildings are taken down on one's property.

Clerk Thompson noted that the transition from Bruce Gardiner Appraisal LLC to Catalis Tax & CAMA, Inc. would take place the following day. She also reminded Board members of the September 16 meeting in Juneau with Land Resources and Parks Department personnel, of the September 12 date to submit their third quarter bills, and of the need to notify her if anyone desires to be registered for WTA's annual convention.

With no other business needing to be addressed by the Board at the time, motion by Chr. Spoke, seconded by Sup. Keach, to adjourn. Spoke's motion carried 2-0 on a voice vote at 8:22 P.M.

AUGUST 2025 BILLS AUTHORIZED FOR PAYMENT

5207 GFL Environmental	\$ 868.98
5208 General Engineering Company	393.60
5209 Bruce Gardiner Appraisal Service, LLC	2,033.22
5210 CLR Fire & Rescue Group	2,461.57
5211 The Horton Group, Inc.	6,676.00
5212 Kartechner Brothers LLC	85,958.40
5213 Joseph Pantely	528.91
5214 We Energies	35.84
5215 APG of Southern Wisconsin	32.77

5216 Nicole Toay	52.64
5217 Steve Battenberg	46.17
5218 Waterloo Utilities	448.52
5219 General Engineering Company	175.00
5220 Dodge County Treasurer	5.24
5221 Wisconsin Towns Association	70.00
5222 Clayton Weihert	<u>34.17</u>

TOTAL:	\$99,821.03
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Nancy L. Thompson, Clerk

