

## **TOWN OF PORTLAND BOARD MEETING**

**Thursday, November 20, 2025**

**Portland Town Hall**

**7:00 P.M.**

Town Chairman Jeffrey Spoke called the Town of Portland Board's November 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, Supervisor Thomas Crave, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson.

Other persons present during at least a portion of the meeting: Dale T. Hensler and Colton and Kaitlin Butzine.

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 Sup. Crave, to approve the agenda as posted. Keach's motion carried 3-0 on a voice vote.

Motion by Sup. Keach, seconded by Sup. Crave, to approve the minutes from the Board's October 16, 2025, monthly Town Board meeting and the minutes from the Board's October 28, 2025, budget work meeting as presented. Keach's motion carried 3-0 on a voice vote.

During the Public Input section of the meeting, Colton and Kaitlin Butzine updated the Board regarding their property on Dalman Road. They noted that they had originally hoped to combine their two parcels but learned that Dodge County no longer permits combining of parcels across a road. As a result, the Butzine's are having their property surveyed next week into two tax parcels:

an east lot and a west lot, with the hope (weather permitting) of having a modular home built on one of the lots in March or April. In response to questions, the Butzine's said that they understood the process to follow going forward and knew who to contact for required permits, etc., though Dodge County will not allow them to pull any permits until their property is surveyed and ready to go.

Clerk Thompson reported that General Engineering had issued the following permits since the Board's October monthly meeting:

Briana Gregg	N2242 River Oaks Rd.	Electric	Estim cost \$ 8,590.00
George & Melisa Peterson	N1233 County Rd BB	Single family home	\$700,000.00

Dennis Buss	N1887 Cty Rd. T	Electric	2,500.00
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In addition, Thompson had received copy of a Land Use Permit issued to Jeffrey Spoke/Northcrest for ag ditch cleanout and field tile installation at an estimated cost of \$40,000.00.

When addressing the Board's first item of Unfinished Business, a minor subdivision letter of intent filed on behalf of the Ralph & Jean Finkler Irrevocable Trust which had been tabled from the Board's October monthly meeting due to not meeting Town regulations, Thompson noted receipt of a revised letter of intent. That creates a new lot of 10 acres (which includes the road right of way), with the remaining 3.720 acres from the original subdivision letter of intent conveyed to both Nick and Molly Finkler, the current owners of adjoining lands through survey, with a deed restriction specifying that those 3.720 acres can't be sold separately. With approval of the 10-acre land division, the two development rights eligible for the parent parcel will be used.

Following discussion and review of the new CSM, motion by Sup. Crave, seconded by Sup. Keach, to recommend to Dodge County Land Resources and Parks Department approval of the revised minor land division letter of intent filed on behalf of the Ralph & Jean Finkler Irrevocable Trust which splits off ten acres from a parent parcel of 50.589 acres at N2007 Baker Road). Crave's motion carried 3-0 on a voice vote.

Chr. Spoke then reported that he had recently spoken with county personnel regarding the Board's continuing interest in adopting county zoning. Jesse O'Neill is currently updating the Town's zoning map. Once that map has been completed, Spoke would like to have Nate Olson attend a Town informational meeting. Following that meeting, a public hearing would be scheduled, with Board action eventually taken. Spoke asked Thompson to notify the Town's attorney of the Board's pursuit of county zoning and the need for possible legal assistance as the process moves forward.

The first item of New Business was possible action on a conditional use permit application submitted by Joshua Strauss to build a farm residence, with plans to also build future farming structures, in Section 36 along County Road G on tax parcel 036-0913-3624-001. Following review of the application and General Engineering's report regarding such, Board members still had questions. Since the applicant was not present to answer those questions, motion by Sup. Crave, seconded by Sup. Keach, to table action on Strauss's conditional use permit application to the Board's December monthly meeting. Crave's motion carried 3-0 on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Crave, to accept the proposed contract from Keach's Lawn Service for mowing, trimming, and blowing (as needed) of the Town's cemeteries in 2026, 2027, and 2028 at an annual cost of \$1,500.00. Spoke's motion carried 2-0-1 (Keach) on a voice vote.

Motion by Chr. Spoke, seconded by Sup. Keach, to amend the Town's 2025 budget as follows:

Increasing budgeted Board, Legal, Assessment, & Elections expenditures from \$60,000.00 to \$70,000.00

Increasing budgeted Town Hall expenditures from \$23,400.00 to \$28,000.00

Increasing budgeted Street Lighting expenditures from \$2,600.00 to \$2,700.00

Increasing budgeted Conservation & Development expenditures from \$6,000.00 to \$7,300.00

Decreasing budgeted Highway & Street Maintenance expenditures from \$246,150.00 to \$240,150.00, and

Decreasing budgeted Snow Removal expenditures from \$70,000.00 to \$60,000.00.

Spoke's motion carried 3-0 on a roll call vote with Spoke, Keach, and Crave all voting "Yes."

Chr. Spoke reported that he had spoken with Troy Lauersdorf regarding needed cutting/grinding of trees within the Town's right of ways. Motion by Sup. Keach, seconded by Sup. Crave, to contract with Lauersdorf Excavating on a time and materials basis for needed tree cutting/grinding on Tri County, Sullivan, Yerges, and Baker roads. Keach's motion carried 3-0 on a voice vote.

No action was taken to replace the town hall's furnace due to one expected proposal not being received prior to the meeting.

Chr. Spoke then reported that he had spoken with recycling site attendant Joe Pantely regarding possible needed fee changes at the site. Pantely suggested instituting a fee for large canister type oil filters. Motion by Sup. Crave, seconded by Sup. Keach, to retain the current \$.50 fee for small oil filters and to approve adding a \$2.00 fee for large canister type filters effective January 1, 2026. Crave's motion carried 3-0 on a voice vote.

The Board then identified possible information for inclusion in this year's tax bill insert.

Items noted for inclusion on the agenda for the Board's December monthly meeting were the Strauss conditional use permit application, replacement of the town hall furnace, appointment of 2026-2027 election inspectors, continued discussion of town vs. county zoning, adoption of the Town's 2026 budget, and an amendment (if needed) of the Town's 2025 budget. That meeting will be conducted on December 18, 2025, at the town hall beginning at 7:00 P.M.

Treasurer Benninger's monthly report showed October receipts of \$40,129.14 and October expenditures of \$59,154.42. With the addition of November receipts to November 10, 2025, of \$1,508.00, and the transfer of \$1,300.00 from savings to checking to pay needed bills, the total in the savings account as of November 10, 2025, was \$196,906.13 and the balance in the checking account was \$ 2,292.65 for a total in both accounts as of that date of \$199,198.78. Benninger added, however, that since she had distributed her report, she had received the Town's last shared revenue payment from the state, additional recycling site revenue, and payment from the Town of Shields for mowing and snow removal. With those additions, the

new combined balance is \$261,943.75. In addition, \$642.90 remains in the Town's computer savings account.

(Sup. Keach left the meeting at this time due to health issues.)

Motion by Chr. Spoke, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the November bills presented. Spoke'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 October monthly meeting:

1. State Farm's check for needed repairs/replacement of street sign due to auto accident
2. Copy of minutes from the Columbus Rural Fire Group's April 24, 2025, annual meeting as well as notice of the agenda for the group's October 30 budget meeting
3. Fire inspection report from Waterloo Fire & Rescue showing no violations noted at the time at the Town's recycling site
4. Copy of signed agreement for fire and ambulance service from the Waterloo Fire Department
5. Copy of unaudited July 1, 2025, to September 30, 2025, Investment Activity Report and Investment Option Summary from Nationwide
6. Tax levy certification from Madison Area Technical College (\$111,940.69), Portland Sanitary District # 1 (\$10,500.00), Columbus School District (\$55,835.95), Waterloo School District (\$1,275,277.01, and state and county (\$664,522.67) along with the listing of 2025-2026 debt and non-recurring operating referenda allowing each of the Columbus and Waterloo School Districts to exceed its revenue limit
7. Thank you from Lifestar EMS for the Town's renewal of its EMS contract for an additional five years
8. Second notification from the Wisconsin Department of Revenue of the Town's Non-Compliance with state assessment requirements for five consecutive years
9. Wisconsin Towns Association November 2025
10. October Waterloo Fire & Rescue report
11. Department of Revenue notification of its approval of the Town's 2025 chargeback requests (\$909.33) from Dodge County, Waterloo School District, and Madison Area Technical College to be paid by February 15, 2026
12. Copy of Carleen Benninger's resignation from the Portland Sanitary District # 1 as of January 1, 2026, along with a copy of the District's Code of Ordinances
13. October CAEMS report
14. Copy of the Waterloo School District's Type A notice for the April 7, 2026, school board election
15. Forwarded link from Kris Keith regarding post office postmark changes potentially leading to "late mail"
16. Listing of February 1- October 6, 2025, building permit applications submitted to General Engineering Company

17. Wisconsin Department of Revenue notification of the 2025 Shared Revenue amount (\$62,128.87) to be distributed to the Town on November 17, 2025
18. Information from the Wisconsin Towns Association regarding 2026-2027 dues
19. Furnace proposal from Klecker's Heating & Air Conditioning Inc.
20. Wisconsin DOT notification that the Town's PASER ratings have not been submitted as required by Wis. Stat. 86.302(2) and of the December 15, 2025, due date for the Town's WISLR Local Road Certification
21. E-mailed property update from Kaitlin and Colton Butzine
22. Wisconsin DOR notification of the Town's School Levy Tax Credit and Major State Aids, Lottery and Gaming Credit 2025 maximum credit value, and First Dollar Credit 2025 maximum credit value for the 2025 taxes payable in 2026
23. Copy of GEC's staff report regarding the Strauss conditional use permit application
24. Copy from Jeff Butzke of Letter of Intent for Conveyance to Adjoining Landowner, Letter of Intent – Sale to an Adjoiner, and revised CSM with new Letter of Intent with Conveyance Exhibit and Description regarding the minor land subdivision letter of intent filed on behalf of the Ralph & Jean Finkler Irrevocable Trust
25. Notification from Kurt Keach of the tax levy/special charge resolution approved by the Sanitary District's Board of Commissioners
26. Notification from Inter-Quest that as of January 1, 2026, the workstation support contract for Treasurer Benninger will switch to a 3-month (rather than monthly) billing cycle
27. Information from Danielle Van Egtern regarding the 2026 Interoperable Radio Grant program.

Sup. Crave reported that Trek had contacted personnel at the cheese factory regarding a collegiate bike race to be held over three days next May-- requesting the closure of Torpy Road for that race. The factory denied the request due to needed access by feed trucks, employees, etc. those same days.

With no other business needing to be addressed by the Board at the time, motion by Chr. Spoke, seconded by Sup. Crave, to adjourn. Spoke's motion carried 2-0 on a voice vote at 8:20 P.M.

### **NOVEMBER 2025 BILLS AUTHORIZED FOR PAYMENT**

5264 GFL Environmental	\$ 892.92
5265 We Energies	42.18
5266 Waterloo Utilities	469.34
5267 Orkin	350.00
5268 Joseph Pantely	490.41
5269 General Engineering Company	2,703.00
5270 Inter-Quest, Corp.	59.95
5271 Lange Enterprises of Wisconsin, Inc.	193.08

5272 APG of Southern Wisconsin	31.77
5273 USPS	78.00
5274 Catalis Tax & CAMA	14,400.00
5275 Nicole Toay	52.64
5276 Steve Battenberg	46.17
5277 Chad Yerges	34.17
5278 Clayton Weihert	34.17
5279 Jeff Robbins	184.70
5280 Sheehy Express, Inc.	3,612.65
5281 DPL Maintenance LLC	6,201.75
5282 Liberty Tire Services LLC	<u>847.44</u>

TOTAL: \$ 30,724.34

Nancy L. Thompson, Clerk







