

TOWN OF PORTLAND BOARD MEETING

Thursday, September 18, 2025

Portland Town Hall

7:00 P.M.

In the absence of Town Chairman Jeffrey Spoke, Supervisor # 2 Thomas Crave called the Town of Portland Board's September monthly meeting to order at 7:13 P.M. and all persons present joined in the Pledge of Allegiance.

Town Board Members Present: Supervisor Kurt Keach, Supervisor Thomas Crave, Treasurer Carleen Benninger, and Clerk Nancy L. Thompson.

No other persons were present during the meeting.

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 2-0 on a voice vote.

Due to Chr. Spoke's absence and the fact that Sup. Crave had been absent from the Board's August 21, 2025, monthly meeting, action to approve the minutes for that meeting was tabled until the Board's October monthly meeting.

There was no Public Input.

Clerk Thompson reported that General Engineering Company had issued the following building and/or land use permits since the Board's August monthly meeting:

Allen Beal	N269 County Road I	Elec. upgrade & generator Est. cost	\$30,585.00
Shane Sauer	W11031 State Rd 19	Electric	2,500.00
Mark Crave	W11555 Torpy Road	Multiple additions and renovations	10,000,000.00
Lyle Medenwaldt	W11036 State Rd 19	Electric	1,000.00
Tammy Stuelke	W11734 Second Street	Land Use Permit for single-family home	
Mark Crave	W11555 Torpy Rd	Zoning/Land Use Permit for Crave Brothers Farmstead Cheese for building addition.	

In addressing the Board's only item of Unfinished Business, Sup. Keach moved to table again the Board's recommendation on the minor subdivision letter of intent submitted to Dodge County Land Resources and Parks Department by Jacquelynn Fox at N2440 Mulvaney Lane, Reeseville. Fox requested that tabling again apparently due to her plan to change her original minor land division request. Sup. Crave seconded Keach's motion and it carried 2-0 on a voice vote.

As its first item of New Business, the Board reviewed proposals received from Sheehy Excavating for work on Clarkson Road and Hickory Lane. Following brief discussion, motion by Sup. Keach, seconded by Sup. Crave, to accept the proposals from Sheehy Excavating for ditching with seeding and erosion control on Clarkson Rd (\$3,441.28) and culvert replacement, ditching, grading, seeding, and erosion control at the intersection of Hickory Lane and Clarkson Road (\$3,784.01). Keach's motion carried 2-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve a contract with the City of Waterloo for fire and ambulance service for the next three years. Crave's motion carried 2-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve Budget Resolution 2025-4 specifying the following changes to the Town's 2025 budget:

Increasing budgeted Insurance Expenditures from \$7,650.00 to \$7,665.00
Increasing budgeted Other Financing Uses Expenditures from \$12,900.00 to \$13,900.00
AND
Decreasing budgeted Public Safety Expenditures from \$150,000.00 to \$148,985.00.

Crave's motion carried 2-0 on a roll call vote with both Crave and Keach voting "Yes."

The Board then adopted the following 2026 Town of Portland budget timeline:

October 16 – Distribution by Clerk Thompson of budget materials/information
October 28 – Finalization of proposed 2026 Town of Portland budget
November 3 – Posting of proposed 2026 budget
November 18 – Budget Hearing and Special Meeting of Town Electors
November 26-December 1 – Submission of mill rates and related materials to county.

Board members briefly discussed what they had learned at a recent meeting with Nate Olson and other Dodge County Land Resources and Parks Department staff regarding town zoning versus county zoning. Sup. Crave then moved to continue pursuing a transition from Town zoning to county zoning. Sup. Keach seconded Crave's motion and it carried 2-0 on a voice vote.

Items identified for inclusion on the agenda for the Board's October monthly meeting included approval of the minutes from the Board's August and September monthly meetings, possible recommendation regarding a minor land division letter of intent from Jacquelynn Fox, and continued discussion and action as appropriate regarding Town of Portland zoning vs. county zoning. That October meeting was scheduled for Thursday, October 16, 2025, at the Portland Town Hall beginning at 7:00 P.M.

Treasurer Benninger's monthly financial report noted August receipts of \$79,451.82 and August expenditures of \$99,821.03. With the addition of September receipts to September 13, 2025, of \$16,836.00 and the transfer of \$2,300.00 from the savings account to the checking account

on September 9, 2025, the total in both accounts as of September 13, 2025, was \$255,609.30. In addition, \$635.91 remains in the Town's computer savings account.

Motion by Sup. Keach, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the September 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 August monthly meeting:

1. Copy of application submitted by Allen Beal for underground service upgrade and 18kw Generac generator at N269 County Road I, Waterloo
2. Special assessment form from Chicago Title for property owned by Ross Brown
3. Notification from Catalis that the Town's new assessor is Alex Kroeninger who can be reached at either 608-563-9807 or alex.kroeninger@catalisgov.com
4. Emergency Medical Services Program verification request from Waterloo Fire Department
5. Request from Aly Bushkie (City of Columbus) for the Town's EMS population covered by Lifestar
6. Copy of workers comp audit summary covering 08/01/2024 to 08/01/25 from Chris Robinson
7. Phone call from Kaitlyn Butzine regarding combining two parcels owned by her husband and her
8. Waterloo Fire & Rescue August department activity report and # of fire and rescue calls per area January – August 2025 report from Jason Butzine
9. Request (for budgeting purposes) from Dave Stange for the Town's 2024 equalized value of properties included in the Columbus Rural Fire Group
10. Wisconsin Towns Association September 2025
11. Agenda from Linda Henning for CAEMS September 10 meeting plus copy of draft May 7 meeting minutes
12. 2025 Municipal Levy Limit Worksheet from DOR
13. Copy of proposed 2026 budget for Columbus Area EMS District, with the Town's share of the Lifestar ambulance contract being \$7,803.45
14. Notice of and agenda for September 17 meeting of the Portland Sanitary District Board
15. Copy of final Bitco 2024-2025 workers comp. audit which resulted in an additional \$32.00 insurance premium
16. Copy of conditional use permit application from Joshua Strauss for a barndominium-style farm residence in the A-1 zoning district
17. Copy of June, July, and August Lifestar EMS reports
18. Copy of 911 Joint Powers Agreement January 1, 2026, through December 31, 2026, for Town signing
19. Listing of 2025 Town building permit applications submitted to General Engineering Company 02/02/2025 through 08/08/2025.

Sup. Keach reported that he had picked up a dog on Highway G, with the dog eventually reclaimed by its owner. He also noted that he had dropped off the bill for expenses incurred by the Town in response to the recent Port Road accident at the driver's home and that Scott Construction had redone some of the chipsealing on Clarkson Road at the company's expense.

Sup. Crave reported that a limb on a big tree on Yerges Road hangs over the road and needs to be removed. He also noted that a Town resident had called to express concern over the number of trucks, cars, etc. that are using Dalman Road from County I as a way to bypass Waterloo. Crave also noted that two spots on Stark Road by Weihert's farm pit need to be repaired.

Treasurer Benninger reported that a pot hole exists on Glory Road west of Charles Crave's driveway and that the pothole on Mulvaney Lane noted at the Board's August meeting still hasn't been repaired.

With no other business needing to be addressed by the Board at the time, motion by Sup. Crave, seconded by Sup. Keach, to adjourn. Crave's motion carried 2-0 on a voice vote at 8:25 P.M.

SEPTEMBER 2025 BILLS AUTHORIZED FOR PAYMENT

5223 GFL Environmental	\$ 833.07
5224 Robert M. Weiland	1,025.43
5225 We Energies	42.31
5226 Waterloo School District	374.00
5227 General Engineering Company	405.00
5228 Joseph Pantely	467.30
5229 Waterloo Utilities	464.55
5230 Bitco Insurance Companies	32.00
5231 Kurt E. Keach LLC	560.00
5232 Kurt Keach	620.59
5233 Sheehy Express, Inc.	8,400.00
5234 Carleen Benninger	2,562.71
5235 Nationwide Retirement Solutions	2,299.11
5236 County of Dodge	1,424.98
5237 DPL Maintenance LLC	2,170.86
5238 Nancy L. Thompson	2,359.00
5239 Wisconsin Towns Association	255.00
5240 General Engineering Company	14,831.33
5241 Thomas Crave	<u>626.30</u>
TOTAL:	\$39,753.54

Nancy L. Thompson, Clerk

