

TOWN OF PORTLAND BOARD MEETING

Thursday, October 16, 2025

Portland Town Hall

7:00 P.M.

Town Chairman Jeffrey Spoke called the Town of Portland Board's October 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, and Clerk Nancy L. Thompson.

Other persons present during a portion of the meeting: Jacki Fox, Dale T. Hensler, and Jeff Butzke (Compass Surveying, LLC).

Clerk Thompson verified that proper meeting notices had been posted at the three designated locations as required by law.

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 Chr. Spoke, to approve the minutes from the Board's August 21, 2025, monthly Board meeting as presented. Keach's motion carried 2-0-1 (Crave) on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to approve the minutes from the Board's September 18, 2025, monthly Town Board meeting as presented. Crave's motion carried 2-0-1 (Spoke) on a voice vote.

There was no Public Input.

Clerk Thompson reported that since the Board's September monthly meeting General Engineering Company had issued a land use permit for a single-family residence to George & Melissa Peterson at N1233 County Road BB. Thompson also noted that the following two applications are "in process": zoning for an accessory structure at W12050 Glory Road and a permit for a 200 amp underground service upgrade at N2243 River Oaks Road, Reeseville.

During the Unfinished Business section of the meeting, the Board addressed a minor subdivision letter of intent submitted to Dodge County Land Resources and Parks Department by Jacquelynn Fox at N2440 Mulvaney Lane, Reeseville which had been tabled at the Board's August monthly meeting. Action on that letter of intent was tabled again at the Board's September monthly meeting at the request of the applicant who noted that she intended to submit a new application for a minor land division. Since a revised letter of intent (2025-0968)

was filed in Juneau and sent to the Town for its recommendation, the Board took no action on the original letter of intent (2025-0734) but instead reviewed the new letter of intent (2025-0968) which proposes to split off 2.5 acres from a parent parcel of 10.2 acres at N2440 Mulvaney Lane. Questions had been raised regarding whether that proposed division would landlock other property. After Board review, motion by Chr. Spoke, seconded by Sup. Crave, to recommend approval of 2025-0968 to Dodge County Land Resources and Parks Department. Spoke's motion carried 3-0 on a voice vote.

Motion by Sup. Crave, seconded by Sup. Keach, to rescind September Board action approving two proposals for ditching and culvert work on Clarkson Road. (That work had not been commenced.) Crave's motion carried 3-0 on a voice vote.

Following the rescission of the Board's September action, motion by Sup. Spoke, seconded by Sup. Keach, to accept a proposal from Sheehy Excavating for culvert replacement, ditching, grading, seeding, and erosion control at the intersection of Hickory Lane and Clarkson Road for a total project cost of \$3,612.65. Spoke's motion carried 3-0 on a voice vote.

The Board then continued the previous month's discussion of county vs. Town zoning. Chr. Spoke noted that he had requested an updated zoning map from Kory Anderson (General Engineering). In response, General Engineering contacted Dodge County Land Resources and Parks Department (Jesse O'Neill) for its assistance. Since O'Neill noted that its current Town of Portland zoning map didn't seem to reflect all of the rezones that the Town Board has approved in the past few years, he emailed Clerk Thompson identifying the two main zoning map options for the Board's consideration: 1) If the Town chooses to retain its own zoning, any rezoning changes that possibly have not been submitted to the county would need to be submitted prior to O'Neill's creation of an updated zoning map. Creation of that map would cost \$50.00 an hour, with O'Neill stating his belief that such work could probably be completed in 5-10 hours. 2) If the Town decides to adopt county zoning, any zoning discrepancies from the last few years could be corrected as part of the adoption process, with all mapping work performed for county zoning free of charge for the town. Clerk Thompson shared O'Neill's entire e-mail with the Board. Following brief discussion, no specific action was taken, though Board members expressed continuing interest in working toward adoption of county zoning.

Next the Board addressed its first item of New Business: a minor subdivision letter of intent (2025-0885) filed on behalf of the Ralph & Jean Finkler Irrevocable Trust (splitting off 13.7203 acres from a parent parcel of 50.589 acres at N2007 Baker Road). Chr. Spoke noted that Town density standards specify two splits as being eligible for a parent parcel of 45-90 acres but that no lot created could exceed five acres in lot area. Those standards also specify that a landowner can use two development rights to create a lot larger than five acres in area but in no case more than ten acres. In response to a question from the surveyor who is working on the proposed split, Spoke noted that the road right of way would be considered part of the ten acres. The surveyor then indicated that he would revise the minor land division application and associated CSM to meet Town specifications. Accordingly, Sup. Crave moved to table Board action on 2025-0885 until the Board's November meeting. The surveyor was encouraged to contact

Dodge County to see if a new minor land division application needs to be submitted to the county and then sent to the Town.

Due to a wasp problem that surfaced during the remodeling of the town hall's bathroom facilities, the Board reviewed three proposals submitted by Orkin for town hall pest control: 1) a 1-time wasp nest treatment for \$350.00, with free follow up treatment within 30 days, if required, 2) exterior power spray treatment 3 times yearly—spring, summer, and fall (suggested after wasp treatment as a preventative barrier) for \$750.00, and 3) monthly interior and exterior pest control service with free callback services in between the regular monthly services as needed for \$1,165.00. Following discussion, motion by Sup. Keach, seconded by Sup. Crave, to approve a 1-time wasp nest treatment for \$350.00. Keach's motion carried 3-0 on a voice vote.

No action was taken on the proposed 2026 Dodge County Humane Society contract for stray animal services.

Clerk Thompson then distributed budget planning financial information she had gathered for the Board's use at its October 28 meeting at which time a proposed 2026 Town of Portland budget will be finalized for presentation at the Town of Portland Budget Hearing and Special Meeting of the Electors on November 18, 2025.

Items identified for inclusion on the agenda for the Board's November monthly meeting included action on a revised minor land division from the Ralph and Jean Finkler Revocable Trust, action on a conditional use permit application from Joshua Strauss, continued discussion/action regarding town vs. county zoning, and possible action to approve needed tree removal in the Town. That November meeting was scheduled for Thursday, November 20, 2025, at the Portland Town Hall beginning at 7:00 P.M.

Treasurer Benninger had submitted her monthly report in advance to all Board members. That monthly report noted September receipts of \$18,770.24 and September expenditures of \$40,827.48. With the addition of October receipts to October 7, 2025, of \$37,928.66, the total in the savings account as of that date was \$252,726.01 and the total in the checking account was \$1,918.71 for a total in both accounts of \$254,644.72. In addition, \$642.90 is in the Town's computer savings account.

Motion by Sup. Keach, seconded by Sup. Crave, to authorize Clerk Thompson to pay all of the October bills presented. Keach's motion carried 3-0 on a voice vote.

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

1. Copy of minor land division letters of intent filed by Ralph & Jean Finkler Irrevocable Trust and Jacquelynn Fox from Dodge County Land Resources and Parks Department
2. 2025 Municipal Debt Limit report from the Wisconsin Department of Revenue

3. Proposed 2026 DCHS contract
4. "The GEC Chronicle" – Issue 3 Fall 2025
5. Notice of the Town's estimated 2026 General Transportation Aids and Connecting Highway Aids from Wisconsin DOT: \$126,107.20
6. Flyer advertising last public involvement meeting and open house for Dodge County's 2045 comprehensive plan update
7. Copy of land use permit for new home for George and Melissa Peterson, submitted application from Briana & Patti Gregg & Rocha for service upgrade, and submitted land use permit for accessory structure from Jordan Crave
8. Waterloo School District notification that it is no longer sustainable to serve as the fiscal agent for township swimming lesson reimbursements
9. Confirmation from Nationwide of the receipt and investment of \$2,299.11 on September 26, 2025
10. Copy of Gracier Ridge Landfill disposal ticket
11. Special assessments form from Guaranty Closing & Title Services, Inc. for eleven properties owned by Albert Benninger and Jennifer L. Albrecht (co-trustees of Lorie L. Benninger Revocable Trust) to be purchased by Albert and Carleen Benninger, Trustees of the Benninger Living Trust
12. Reminder from Bitco Insurance Companies to submit reports of work-related injuries or illnesses directly to its field claims offices
13. Copy of Columbus EMS 2026-2030 agreement
14. Notification of October 28 public hearing and associated materials on proposed amendments to Dane County's Comprehensive Plan from Amy Trublic
15. Copy of proposed Waterloo Fire Department 2026 budget, shares for each municipality served, and 5-year plan, plus notice of planned meeting with Waterloo's mayor and Finance Committee later that same night
16. Copy of the Town's Social Security Replacement Plan Document Restatement from Nationwide
17. Agenda for October 6th CLR Governing Committee meeting
18. Inquiry from Columbus School District of whether the Town is having a revaluation in either 2025 or 2026
19. Notification of the Town's estimated 2026 computer aid: \$36.37
20. Waterloo Fire Department September report and Waterloo Fire & EMS September financial report
21. Notification that the Columbia County Board of Supervisors approved a designated map amendment to the county's comprehensive plan at its September 17 meeting
22. Wisconsin Towns Association October 2025
23. Notification from Dodge County Highway Commission of the October 16 meeting to discuss the 2026-2027 Local Road Improvement Program plus resource sharing, minimizing duplication of equipment, and other possibilities for cooperative efforts
24. Notification from Wisconsin Department of Revenue of the Town's municipal fee for manufacturing property assessment (\$277.24) which is due by March 31, 2026
25. Notification of the October 30 meeting of the Columbus Rural Fire Group

26. W-9 for Orkin, LLC plus a copy of its certificate of liability insurance
27. Notification of the cancellation of the October 15 meeting of the Dodge County Unit of the WTA
28. "Rock River Reflections" Fall 2025 Volume 28 Number 2
29. Notification from Demographic Services Center of the final estimate of the Town's January 1, 2025, population: 1,099 of which 886 are estimated to be of voting age
30. Listing of February 1, 2025, through September 25, 2025, building permit applications submitted to General Engineering Company.

Chr. Spoke noted receipt of a call from Matt Johnson. His company is trying to put a solar project in the Town of York. That project might "spill into" the Town of Portland. Spoke also noted a big data center going in near DeForest.

Sup. Keach reported on the CLR Governing Committee meeting he recently attended in Reeseville.

Clerk Thompson reported on the budget meeting held by the Waterloo Fire Department, as well as the meeting with City of Waterloo officials which followed. She also noted receipt of a phone call from an individual who would like the Town to consider providing stray cat services.

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 3-0 on a voice vote at 8:35 P.M.

OCTOBER 2025 BILLS AUTHORIZED FOR PAYMENT

5242 Jeffrey Spoke (actually dated September 29)	\$ 1,073.94
5243 GFL Environmental	462.00
5244 Neuberger, Griggs, Sweet, & Froehle, LLP	497.50
5245 Wolf Paving Co., Inc.	1,126.50
5246 Scott Construction, Inc.	3,520.00
5247 General Engineering Company	427.50
5248 We Energies	34.76
5249 City of Columbus	1,448.54
5250 MR Concrete, LLC	18,000.00
5251 City of Waterloo	29,488.00
5252 GFL Environmental Services USA, LLC	62.48
5253 United States Treasury	690.18
5254 Joseph Pantely	598.23
5255 Inter-Quest, Corp.	59.95
5256 Lange Enterprises of WI, Inc.	475.58
5257 Dodge County	237.50
5258 Cintas Fire	242.74

5259 Nancy L. Thompson	\$ 258.00
5260 Axel's Services	281.25
5261 Waterloo Utilities	460.42
5262 Inter-Quest, Corp	249.95
5263 General Engineering Company	<u>533.34</u>

TOTAL: \$ 60,228.36

Nancy L. Thompson, Clerk

