FINANCIAL REPORT OF THE TOWN OF PORTLAND DODGE COUNTY, WISCONSIN

For Year Ending December 31, 2022

TOWN BOARD

Jeffrey Spoke, Chairperson Kurt Keach, Supervisor I Thomas Crave, Supervisor II Carleen Benninger, Treasurer Nancy L. Thompson, Clerk

ANNUAL MEETING April 18, 2023 – 7:30 P.M. Portland Town Hall

I, Nancy L. Thompson, Clerk of the Town of Portland, County of Dodge, State of Wisconsin, submit the following financial status of the Town as taken from the Town records of the fiscal year January 1, 2022, through December 31, 2022.

Nancy L. Thompson Town Clerk

We, the undersigned officers of the Town of Portland, have examined the records of the Town Clerk and the Town Treasurer, have found them true and correct to the best of our knowledge and ability, and approve said records.

> Jeffrey Spoke, Chairperson Kurt Keach, Supervisor I Thomas Crave, Supervisor II

Dated this day, the 16th day of February, 2023

IMPORTANT TOWN INFORMATION

TOWN BOARD MEETINGS

Monthly Town Board meetings are typically held at the Portland Town Hall on the third Thursday of each month beginning at 7:00 PM. Anyone wishing to have an item placed on the agenda for one of the monthly Board meetings must contact the Town Chairperson or Town Clerk no later than the second Thursday of that particular month.

Notices of meetings and/or meeting agenda are posted at the following locations:

Corner of Port Road and Highway BB

Portland Town Hall – W 11720 Taylor Street

Town Solid Waste/Recycling Site – Witt Lane

In addition, most meeting notices are also posted on the Town website (www.townofportlandwi.org).

MEETING/HEARING FEES

Anyone requesting a **Special Town Board Meeting** to be held must pay a \$250.00 fee before the meeting will be scheduled.

Anyone applying for a **zoning change, conditional use permit, variance**, or (in some cases) **land division** must pay both a Town fee (\$350.00) AND the pertinent General Engineering fee BEFORE the needed hearing/meeting will be scheduled.

All such fees are non-refundable.

VOTING INFORMATION

Elections are conducted at the Portland Town Hall located at W 11720 Taylor Street. All electors must be registered voters in the Town of Portland, must have resided in the Town of Portland for at least 28 days prior to the specific election, and must provide proof of identification at the polls. More information regarding voting is available from Town Clerk Nancy Thompson (920-478-3724 or portlandtownclerk@gmail.com), the Wisconsin Elections Commission website (https://elections.wi.gov), or the Elections Commission Help Desk (608-261-2028).

ZONING REGULATIONS

Anyone purchasing or selling property in the Town of Portland is encouraged to contact Kory Anderson at General Engineering Company for information about Town zoning regulations that affect the property. Anderson can be reached at 608-742-2169, 608-697-8001, or kanderson@generalengineering.net.

Both the Town's Zoning Ordinance (which was last updated in 2011) and the Town's Comprehensive Plan (which was last updated in 2015) are posted on the Town's website (www.townofportlandwi.org) under Information/Notices/Reports, Plans, Maps.

LAND USE, BUILDING, ELECTRICAL, AND DRIVEWAY PERMITS

Any person desiring to have a one or two-family residence constructed, a mobile/manufactured home or other residential dwelling moved onto a Town site, or planning any other new construction or remodeling project must secure the required permit(s) prior to initiating such project. Follow-up inspection is also required. Any needed driveway must be completed and approved before any associated building permit will be issued. In addition, all electrical service for commercial entities (which include agricultural operations), as well as other electrical service requires permitting and inspection.

Any person failing to secure any required land use, building, electrical, and/or driveway permit(s) <u>prior to beginning any new construction or remodeling project</u> will be subject to payment of double the associated fees.

Questions regarding permit applications, fee amounts, and other related issues should be directed to Building Inspector Dion Okeson. He can be reached by phone or text at 608-697-3737or by email at dokeson@generalengineering.net).

ROAD EASEMENTS

Due to the Town's ever-increasing liability exposure, Town roadway easements will be enforced. Crops kept less than thirty-three feet (33 feet) back from the centerline of a road will be cut.

BURNING REGULATIONS/PERMITS

Any person wishing to burn any leaves, grass, brush, clean wood, or other vegetative debris on his/her property **MUST** obtain a **burning permit** and then call the Dodge County Dispatcher (920-386-3726) before lighting the fire. The burning permit can be accessed by logging into the Town's website (www.townofportlandwi.org) and following the directions under "Burning Permits/Wood-Fired Furnaces." There is no fee for that permit.

WOOD-FIRED FURNACES

Anyone wanting to install an outdoor wood-fired furnace must obtain a permit from General Engineering Company (dokeson@generalengineering.net or 608-697-3737). The furnace must have an appropriate length of stack--no short stacks are allowed. The Town Board reserves the right to designate the location for any such furnace.

DOG LICENSES

All dogs (<u>including house dogs</u>) five (5) months of age or older must be licensed. Current licensing fees and required license application forms are available from Town Treasurer Carleen Benninger (920-927-5244). A current rabies certificate must also be provided before any dog license will be issued.

Households with more than four (4) dogs must apply for a kennel license by providing Treasurer Benninger with current rabies certificates for all the dogs, along with a \$50.00 kennel license fee. She will then present the kennel application to the Town Board for consideration and possible approval at its next monthly meeting.

STRAY ANIMALS

The Town of Portland utilizes the Fond du Lac Humane Society for **STRAY DOG** (no other animals) services. Permission must be granted by a Town Board member prior to asking the Fond du Lac Humane Society to pick up any stray dog(s). Without such prior authorization, no dog(s) will be accepted.

SOLID WASTE DISPOSAL/RECYCLING SITE OPERATION AND FEES

The Town operates a site located on Witt Lane for disposal of recyclables and solid waste. The site is for the use of Town of Portland residents only and is typically open from 9:00 A.M. to 4:00 P.M. each Saturday, though hours are subject to change upon posting. Town residents must sign in EACH TIME they use the site.

CURRENT fees for permitted non-recyclable materials are as follows:

\$ 2.00 per 15-gallon trash bag

\$ 3.00 per 30-gallon trash bag

\$ 5.00 per 55-gallon trash bag/barrel

\$35.00 per level pickup load of loose garbage materials

\$55.00 per full pickup load of loose garbage materials

\$10.00 per load of construction materials

CURRENT fees for disposal of other items are as follows:

Paint cans \$ 1.00 per can

Tires \$ 4.00 - \$30.00 each

Appliance containing Freon: \$ 30.00 each Appliance without Freon: \$ 5.00 each

Televisions \$.75 per pound

Large/ "stuffed" chair \$ 10.00 each Sofa/couch \$ 25.00 each Hide-a-beds \$ 25.00 each

Mattresses/Box springs \$ 10.00-\$20.00 each (+\$5.00 more if pillow top)

Florescent bulbs \$.25-\$1.00 each

Residents need to contact site attendant Joseph Pantely (920-219-0903) with questions on whether any other items will be accepted and, if so, the fee for such.

A clean area is also available at the site for dumping stones, cement blocks, bricks, and other similar items <u>if approved in advance by the site attendant</u>. A "clean burn pit" is also available for burning raw wood and brush. There is no fee for such.

State law bans placement of oil filters in the ground. Such filters are not to be commingled with anything else but may be taken to the site and given to the center attendant for disposal. The current fee for such is \$.50-\$1.00 per filter.

PLEASE NOTE: All Town fees listed on the previous pages are subject to change at any time deemed appropriate by the Town Board. Similarly, the Town Board may institute additional new fees whenever the need arises.

TOWN WEBSITE

Town meeting agendas, approved meeting minutes, annual report, the zoning ordinance, comprehensive plan, zoning map, and selected additional information can be found on the Town's website (www.townofportlandwi.org).

TOWN CONTACT PERSONS

Jeffrey Spoke	Town Chairperson	920-988-2848
Kurt Keach	Town Supervisor # 1	608-333-1811
Thomas Crave	Town Supervisor # 2	920-478-2233
Carleen Benninger	Town Treasurer	920-927-5244
Nancy L. Thompson	Town Clerk	920-478-3724
Joseph Pantely	Sol.Waste/Rec.Site Attendant	920-219-0903
General Engineering	Permits & Inspections	608-697-3737
	Zoning Issues	dokeson@generalengineering.net 608-742-2169 or 608-697-8001 kanderson@generalengineering.net
Gardiner Appraisal	Assessor	608-943-8009
Steve Battenberg	Plan Commission Chairperson	920-927-1897
Nikki Toay	Plan Commission Secretary	608-669-0763
Kevin Dorn	Board of Appeals Chairperson	608-516-5708

2022 STATEMENT OF ASSESSMENT

REAL	EST	ATE:
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	Acres	Value of Land	Value of Improvements	Total Value
Residential	879	\$ 13,586,300	\$ 54,464,100	\$ 68,050,400
Commercial	14	393,800	1,696,200	2,090,000
Manufacturing	127	649,200	1,838,600	2,487,800
Agricultural	15,614	4,179,800		4,179,800
Undeveloped	2,258	1,767,800		1,767,800
Agricultural Fore	est 1,192	1,430,900		1,430,900
Forest Lands	261	627,500		627,500
Other	<u>229</u>	3,920,500	<u>26,605,200</u>	30,525,700
TOTALS:	20,574	\$26,555,800	\$ 84,604,100	\$ 111,159,900

PERSONAL PROPERTY:

	Locally Assessed	<u>Manufacturing</u>		<u>Merged</u>
Machinery, Tools, & Parts	\$	\$ 421,500	\$	421,500
Furniture, Fixtures, & Equip.	33,400	14,900		48,300
All Other P.P. Not Exempt	182,000	2,600		184,600
TOTALS:	\$ 215,400	\$ 439,000	¢	654,400
IUIALS.	\$ 213, 4 00	\$ 439,000	Ф	034,400

AGGREGATE ASSESSED VALUE OF ALL PROPERTY IN 2022: \$111,814,300

AGGREGATE ASSESSED VALUE OF ALL PROPERTY IN 2021: \$111,790,900

FOREST CROP AND OTHER EXEMPT LAND:

	Acres	Assessed Value
Managed Forest Lands – Entered before 2005 - Closed	1 117.53	49,800
Managed Forest Lands – Entered after 2004 - Closed	59.00	82,900
State Acres	1,803.08	
Other Acres	22.95	

SCHOOL DISTRICT VALUATION FOR 2022:

Columbus School District	\$ 4,593,800
Waterloo School District	107,220,500
Madison Area Technical College District	111,814,300

2022 STATEMENT OF TAXES

STATE TAX	\$ 0.00
COUNTY TAX	600,366.49
TOWN OF PORTLAND TAX	270,256.00
SCHOOL TAX	
Columbus School District	47,343.98
Waterloo School District	951,084.24
Madison Area Technical College District	100,193.01
MANAGED FOREST LANDS (Code 8) - closed before 2005	205.67
MANAGED FOREST LANDS (Code 6) - closed after 2004	601.80
OVERRUN	.04
TOTAL AMOUNT OF TAX ROLL:	\$ 1,970,775.98

SCHOOL DISTRICT TAX LEVY (base levy) FOR 2022:

	Assessed Value	Levy	Mill Rate
Columbus School District	\$ 4,593,800	\$ 47,343.98	.010306060
Waterloo School District	107,220,500	951,084.24	.008870358

2022 FINANCIAL SUMMARY

Cash on Hand 01-01-2022

Savings Account* \$691,064.56* Checking Account 1,451.46

\$ 692,516.02

2022 Receipts \$1,557,820.15

2022 Disbursements \$1,712,440.29

\$537,895.88

Cash on Hand 12-31-2022

Savings Account 537,181.25**
Checking Account 714.63

TOTAL CASH ON HAND \$537,895.88

- * Includes \$605,840.47 of 2021 (Payable in 2022) Tax and Dog Licensing Receipts+
 - \$ 55,212.66 of Designated ARPA Grant Reserves+
 - \$ 17,268.45 of Designated "Tower" Reserves
- **Includes \$410,669.76 of 2022 (Payable in 2023) Tax and Dog Licensing Receipts+
 - \$ 65,378.71 of Designated ARPA Grant Reserves+
 - \$ 16,959.30 of Designated "Tower" Reserves+
 - \$ 5,000.00 Designated for Future Town Re-valuation

COMPUTER ACCOUNT

Balance 01-01-2022 \$ 554.37

Interest Earned in 2022 7.71

Balance 12-31-2022 \$ 562.08

2022 RECEIPTS SUMMARY

002-40000 January 2022 Tax Collections	\$	797,739.84
Delinquent Personal Property Tax Collection	_	23.54
004-40000 December 2022Tax Collections (Advance for 2023)		410,321.35
005-40000 Lottery Credit		11,797.41
010-40000 August Settlement from Dodge County		76,687.14
103-43213 Federal ARPA Grant		55,212.66
103-43410 State Shared Revenues		23,189.04
Personal Property Aid		539.37
103-43420 State Fire Insurance Tax (2% Fire Dues Payment)		4,752.49
103-43430 Tax Exempt Computer Aid		36.37
103-43531 General Transportation Aids		115,390.24
103-43545 State Recycling Grant		2,296.84
103-43620 April PILT (Payment in Lieu of Taxes) Payment on State		
Conservation Land		5,576.21
103-43650 Managed Forest Land Payment from State		35.31
103-43660 January PILT Payment on State Conservation Land		8,458.13
105-44100 Business and Occupational Licenses		1,074.00
105-44200 Nonbusiness Licenses (Dog Licenses and County Dog		
Refund)		1,794.46
December 2022 Dog Licenses (Advance for 2023)		347.50
105-44300 Building Permits and Inspection Fees		18,349.00
105-44400 Zoning Permits and Fees		4,100.00
107-45100 Late Dog License Fees		25.00
109-46100 General Government (Form & Publication Fees)		375.00
109-46431 Solid Waste Disposal		13,375.00
111-47331 Reimbursement from Town of Shields for Snow Removal		
and Roadside Mowing		1,350.00
113-48110 Interest on Savings Account		3,384.43
113-48307 Sale of Recyclable Materials		826.68
113-48900 Miscellaneous Revenues		
Overpayment of 2021 Taxes Payable in 2022		672.23
Overpayment of 2022 Taxes Payable in 2023		.91
Overpayment of Dog License Fee		15.00
Workers Compensation Insurance Refund		50.00
Town Hall Rental		25.00

TOTAL OF 2022 RECEIPTS:

2022 DISBURSEMENT SUMMARY

022-50000 TAX COLLECTIONS PAID TO DODG	E COUNTY	\$	413,605.95
025-50000 DOG LICENSE FEES PAID TO DODG	E COUNTY		857.00
028-50000 TAX COLLECTIONS PAID TO COLUMN WATERLOO SCHOOL DISTRICTS		,	736,911.83
030-50000 <u>TAX COLLECTIONS PAID TO MADIS</u> <u>TECHNICAL COLLEGE DISTRICT</u>			66,853.27
103-43650 MANAGED FOREST LAND AID PAID	TO DODGE COU	NT	Y 7.06
103-43660 PILT DISTRIBUTION PAID TO DODG	GE COUNTY		2,505.58
PILT DIST. PAID TO WATERLOO SC	HOOL DISTRICT		4,452.17
PILT DISTRIBUTION PAID TO MADI TECHNICAL COLLEGE DISTRICT			405.34
118-51100 LEGISLATIVE (BOARD			
Chairperson – Jeffrey Spoke Salary Per Diems Food Reimbursement Payroll Withholding		\$	2,700.00 798.00 36.90 (267.58)
	TOTAL:	\$	3,267.32
Supervisor # 1 – Kurt Keach Salary Per Diems Mileage Reimbursement Payroll Withholding			900.00 882.00 71.88 (136.33)
	TOTAL:	\$	1,717.55
Supervisor # 2 - Thomas Crave Salary Per Diems Mileage Reimbursement Payroll Withholding	ГОТАL:	\$	900.00 756.00 50.31 (150.70) 1,555.61

Dues & Registration Fees Savings Deposit Box Rental APG of Southern Wisconsin - Pub. of Annual Meeting Notice US Treasury - Medicare & Social Security Payments Nationwide Retirement Solutions - Alt. Retirement Payments	1,222.42 15.00 16.84 855.86 126.68
LEGISLATIVE (BOARD) TOTAL:	\$ 8,777.28
118-51300 <u>LEGAL</u> – Strohschein & Green	\$ 1,031.25
118-51400 GENERAL ADMINISTRATION AND ELECTIONS	
Clerk – Nancy L. Thompson	
Salary	\$ 10,815.00
Per Diems	1,890.00
Mileage Reimbursement	1,218.92
Postage & Fax	58.18
Supplies	247.48
Convention Parking & Food Reimbursement	44.54
Internet Service Reimbursement	454.96
Payroll Withholding	(6,531.22)
TOTAL:	\$ 8,197.86
Kerber Rose Technology, Inc. – Microsoft 365 & Tech Suppor	t 399.60
Dues & Registration Fees	395.00
Country Inn & Suites – Convention Lodging	180.00
United States Postal Service	160.16
Publication Expense	54.89
US Treasury - Medicare Payments	368.44
Nationwide Retirement Solutions - Alt. Retirement Payments	6,347.00
Elections	3,597.04
GENERAL ADMINISTRATION AND ELECTIONS TOTAL:	\$19,699.99
118-51500 FINANCIAL ADMINISTRATION (TREASURER AND	ASSESSOR)
The common Coults of Decorio	
Treasurer – Carleen Benninger	¢ 7 210 00
Salary Per Diems	\$ 7,210.00
	672.00 113.00
Dog Licensing Mileage Reimbursement	113.00
Supplies	389.99
Postage & Fax	389.99 194.12
1 Ustage & Tax	174.12

Payroll Withholding TOTAL:	\$	(611.63) 8,078.78
Nationwide Retirement Solutions - Alt. Retirement Partie O'Brien Agency – Tax Envelopes Tax Bill Stamps GCS Software, Inc. – Property Tax Collection Software, Blank Checks		611.63 95.15 349.30 367.50 188.66
Assessment Gardiner Appraisal Service WI Dept. of Revenue - Assessment of Manuf. Propert Board of Review	\$ y	7,136.86 234.47 130.43
FINANCIAL ADMINISTRATION TOTAL:	\$	17,192.78
118-51600 <u>TOWN HALL</u>		
WE Energies - Heat Waterloo Utilities - Electricity Waterloo Utilities - Water Waterloo Utilities - Sewer Service Waterloo Utilities - E-Waste Cintas - Fire Extinguisher Service Kurt E Keach, LLC - Snow Removal Nancy Thompson - Snow Removal & Cleaning Salary \$22.00; Payroll Withholding \$6.32 Jeffrey Robbins - Lawn Mowing & Weed Control Salary \$120.00; Payroll Withholding \$9.18 US Treasury - Medicare & Social Security Payments Nationwide Retirement Solutions - Alt. Retirement Pay	\$ ment	417.64 309.64 195.16 1,012.75 12.00 30.00 20.00 15.68 110.82
•	\$	
TOWN HALL TOTAL:	·	2,148.69
118-51938 INSURANCE - The Horton Group, Inc. \$5,434.00 Bitco Insurance Companies 986.00	\$	6,420.00
120-52200 <u>FIRE PROTECTION</u> (includes Waterloo Ambulance Service & Radio Upgrades)	\$1	55,749.25
120-52300 <u>AMBULANCE</u> – City of Columbus (Lifestar)	\$	5,915.00

120-52400 BUILDING INSPECTION – General Engineering Compa	ny \$	15,537.00
120-52609 EMERGENCY COMMUNICATIONS DPL Maintenance LLC – Sign Installation \$172.93 Lange Enterprises, Inc. – Signs, Posts, &Hardware 531.73		704.66
122-53311 HIGHWAY AND STREET MAINTENANCE		
MR Concrete, LLC - Snow Removal Kurt & Kyle Skalitzky – Bulk Road Salt Robbie Weinfurter – Mailbox Damage Dunneisen Excavating, LLC – Material Delivery + Grading Wolf Sand & Gravel, LLC- Roadside Mowing Wolff Paving & Excavating - Patching Material DPL Maintenance, LLC- Sign Replacement, Brushing, Patc Scott Construction – Sealcoating & Wedging Kurt E. Keach, LLC – Cut up Trees Dodge County Highway Department – Bridge Inspections Kurt Keach – Reimbursement for Posts Lange Enterprises – Signs, Posts, & Brackets APG of Southern Wisconsin – Pub. of Requested Road Bids	hing	58,641.94 2,970.00 75.00 5,470.80 14,737.50 340.60 5,102.27 130,981.00 200.00 224.36 360.00 1,431.50 31.71
HIGHWAY AND STREET MAINTENANCE TOTAL:	\$	20,566.68
122-53420 STREET LIGHTING – Waterloo Utilities	\$	2,358.14
122-53631 SOLID WASTE DISPOSAL		
Joseph Pantely – Site Attendant Salary & Extra Hours LP Gas Payroll Withholding	\$	1,772.04 31.36 (135.55)
TOTAL: Kurt Keach – Mowing Salary \$60.00; Payroll Withholding \$4.59	\$	1,667.85 55.41
DPL Maintenance – Tire Pickup Axel's Tree & Stump Removal – Site Cleanup GFL Environmental – Pickup of Solid Waste Prairie Power Center – Share of Lawn Tractor Cost Cintas – Annual Inspection We Energies – Building Electricity (from "Tower" Reserved US Treasury - Medicare & Social Security Payments	s)	220.96 625.00 5,888.11 600.00 7.50 77.27 280.28
SOLID WASTE DISPOSAL TOTAL:	\$	9,422.38

122-53635 **RECYCLING**

	Joseph Pantely – Site Attendant			
	Salary & Extra Hours		\$	4,416.00
	LP Gas & Fuel for Mowing			94.09
	Payroll Withholding	- CAL:	Ф	(337.80) 4,172.29
	101	AL.	Ф	4,172.29
	Kurt Keach - Mowing Salary \$180.00; Payroll Withholding \$13.	77		166.23
	GFL Environmental – Pickup of Recyclables			2,660.85
	Liberty Tire Recycling, LLC – Pickup of Tires			1,047.60
	Prairie Power Center – Share of Lawn Tractor			1,800.00
	We Energies – Building Electricity (from "Tov	ver" Reserves)		231.88
	Cintas – Annual Inspection			22.50
	US Treasury - Medicare & Social Security Pay	ments		703.14
RECYCLI	NG TOTAL:		\$1	10,804.49
124-54910	CEMETERY MOWING - Kurt E. Keach, L.	LC	\$	1,500.00
126-55110	<u>LIBRARY</u> – Karl Junginger Memorial Librar	y Donation	\$	2,500.00
126-55300	REC PROGRAMS - Swim Lessons at Waterl	oo District Pool	\$	240.00
128-56900	CONSERVATION AND DEVELOPMENT	<u>r</u> (ZONING & 1	LA	ND USE)
	Steve Battenberg – Plan Commission Chair Salary \$200.00; Payroll Withholding \$1	5.31	\$	184.69
	Angela Byers-Krantz – Plan Commission Se Salary \$57.00; Payroll Withholding \$4	•		52.64
	Nancy Thompson – Interim Plan Commission Salary \$213.00; Payroll Withholding			103.90
	Clayton Weihert – Plan Commission Salary \$148.00; Payroll Withholding	\$11.32		136.68
	Chad Yerges – Plan Commission Salary \$111.00; Payroll Withholding	8.49		102.51
	Thomas Crave - Plan Commission Salary \$126.00; Payroll Withholding	\$11.47		114.53

Nikki Toay – Plan Commission Salary \$37.00 Payroll Withholding \$2.83	\$	34.17
General Engineering Company – Zoning Consultation APG of Southern Wisconsin – Publication of Legal Notices Nationwide Retirement Solutions - Alt. Retire. Payments US Treasury - Medicare & Social Security Payments	_	4,425.75 201.97 115.64 94.48
CONSERVATION & DEVELOPMENT TOTAL:	\$	5,566.96
134-59900 <u>OTHER FINANCING USES</u>		
Refunding of 2021Tax (Payable in 2022) Overpayments Refunding of 2022 Tax (Payable in 2023) Overpayments Refunding of Dog License Overpayment Refunding of Operator's License Fee	\$	672.23 .91 15.00
20.00		
OTHER FINANCING USES TOTAL:	\$	708.14