

Charter Township of Portage
Regular Board of Trustees Meeting

November 9, 2020

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, November 9, 2020 via Zoom meeting.

Call to Order: The meeting was called to order by Bruce Petersen at 11:00 AM

In attendance were Supervisor Bruce Petersen, Clerk Amy Skewes, Treasurer Betsy Smith and Trustees Peggy Anderson, Bill Bingham, Bill Fink, and John Ollila as stated by roll call

Additions or Changes to the Meeting Agenda:

MIOSHA, Houghton County Recreation Authority Letter, Paul Strack Plowing bid

A motion was made by Ollila, seconded by Fink to approve the meeting agenda. Motion carried by a voice vote.

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Fink to approve the October 12, 2020 and the October 19, 2020 meeting minutes. Motion carried by a voice vote.

Approval of the Bills: A motion was made by Anderson and seconded by Bingham to approve the bills as audited. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

Bingham questioned why we used the City of Houghton to repair a water leak, Bruce said because they had the correct equipment. Bingham noted that the bill from Adams Township for water usage was really high last month.

Review Clerk's Report:

Election Complete, everything went smoothly.

Portage Township Election Results

- President: Joe Biden 751, Donald Trump 1038
- US Senator: Gary Peters- 760, John James – 1033
- Representative Dist. 1: Dana Ferguson – 682, Jack Bergman – 1095
- Representative 110th: Metsa – 762, Markkanen - 972
- Houghton County Sheriff: McLean – 1211, Saaranen – 133, Sullivan – 89
- Houghton County Clerk: Kelly – 1012, Kasieta – 732
- Houghton County Treasurer: Mattila – 1182
- Portage Twp. Supervisor: Petersen – 1142
- Portage Twp. Clerk: Skewes – 1349

- Portage Twp. Treasurer: Smith – 1098
- Portage Twp. Trustees: Anderson – 867, Fink – 850, Ollila – 860, Bigham – 1167
- Constables: Britz – 1218, Laux - 1082

Review Treasurer’s Report:

- Collecting late taxes
- Working to ensure current budget numbers are in the budget
- Planning to make cemetery transfer (at least \$40,000K)
 - o Cemetery committee needs to review cemetery staff structure/fees to keep this interest transfer lower & allow a cushion to develop. Additionally, the transfer can *only* cover work done for perpetual care activities – how is tracking going on this? I need to know what number covers perpetual care activities in order to make a transfer by next week of possible
 - We have 3 DPW workers that cover the entire township, and in months it runs, have 4 cemetery workers who are full time.
 - o Should workers be full time? Should they be part time during the week and on call for weekend services
 - o How do we get costs down in the cemetery?
 - o What trends are happening that we capitalize on? Ex: more cremations?

SEPT 2007 Initiated with Edward Jones - Perp Care Interest	
2007	\$ 11,839.44
2008	\$ 29,483.27
2009	\$ 32,307.88
2010	\$ 27,295.22
Transferred to Cemetery	\$ (40,000.00)
2011	\$ 30,449.44
2012	\$ 26,830.50
2013	\$ 23,151.38
2014	\$ 21,941.05
Transferred to Cemetery	\$ (40,000.00)
2015	\$ 22,765.00
	\$ (50,000.00)
2016	\$ 25,964.00
transfer 2017	\$ (50,000.00)
2017	\$ 26,809.81
transfer in 2018	\$ (40,000.00)
2018	\$ 29,571.42
transfer in 2019	\$ -
2019	\$ 31,475.64
2020	\$ 49,792.05
	\$ (50,000.00)
TOTAL	\$ 119,676.10

\$8k bought in 2017	
\$4k bought in 2018	
\$11000 bought in 2019	
\$8000 bought in 2020	

Review Zoning Administrators' Report (John/Bill) for (Oct. 2020):

Continue to see more permits in the southern part of the Township (Portage Lake, the Canal, Tapiola).
Bill & John

Review Fire Departments:

OLFD: No report

HTFD: No report

Review Assessor's Report: Health insurance request.

Will have a meeting on December 7, 2020 at 11AM via Zoom to discuss cemetery, assessor's health insurance request and the personnel manual.

Trustees Reports/Updates: A motion was made by Smith to increase the Trustees salary from \$70.00 per month to \$120.00 per month, beginning in January 2021. Seconded by Skewes. Motion carried by a roll call vote. Aye Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None.

Public Comments:

None

Correspondence: Correspondence: MIOSHA – CET COVID Safety Grants, Miller Canfield – Senate Bill – 1108, Thank You Note – Copper Country Christen School, United States Bankruptcy Court – J.C. Penney Co., City of Houghton Hearings for Ord. 314 & 315.

Received a plowing bid from Paul Strack for \$55.00 per plowing event for the 2020/2021 winter season. A motion was made by Ollila and seconded by Fink to accept the plowing bid. Motion carried by a roll call vote. Aye Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None.

Old Business:

- A. Green Acres Rd. Sewer/Infiltration Joint Project – USDA – R.D. Response.
Received 2 of the 4 easements. Working on getting banks to give the clear title with properties with the grinder stations
Working on item #21 with Pat Greeley and the City of Houghton
Chris Holmes notified the board there is a substantial EGLE grant available for anything done in asset management plan for water systems and needs to be turned in by 1/1/2021. A motion was made by Bingham to support the application submission, seconded by Anderson. Motion carried by a roll call vote. Aye Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None.
- B. Boundary Rd. - FEMA/Millage Funded Paving – Borrowing for Spring

Bruce has not followed up yet. Bingham commented that after the USDA grant is final and it pays back the general fund, the General Fund could possibly pay for the road project until the road millage is being collected instead of borrowing the money and paying interest.

- C. Personnel Manual 2020 – Updates – FFCRA - Adopt.
Ollila and Smith would like Bruce to update the policy with their changes before adopting.
Meeting scheduled on December 7, 2020 at 11 AM via Zoom
- D. Cemetery Rates – Cemetery Cost Update Recommendations.
- E. Matt Kelly (CCSA) – Access Point Gates. The copper country soccer association is donating money to put up gates at the fields.
- F. Houghton County Recreation Authority – Initial Meeting Representatives.
Dan Dalquist, Bruce and we need 3 more to be a representative in the meeting scheduled in the first week of December.
- G. Adult Rec. Marijuana Ordinance – 2nd Reading - Approval by Board. With the minor changes Ollila will get to Bruce, Ollila made a motion to accept the 2nd reading of the marihuana ordinance effective January 2021. Seconded by Fink. Motion carried by a roll call vote. Aye Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None.

14. New Business:

- A. Aire-Care Letter – Waterline.
Letter sent requesting reimbursement on 10/12/2020, have not heard a response yet.
- B. Superior Health and Life – 2021 Health Insurance Quote.
3.1 % increase for the 2021 year. Will have a meeting to review insurance on November 11, 2020 at 2:30 PM via Zoom
- C. P.C. Recommendation – Remove M-1 from Mixed Use (MU) & Administrative - Steps During Zoning Application.
Ollila made a motion to adopt the recommended Planning Commission change in the zoning ordinance section 3.15 – item 2A to read “All uses permitted in the B1 and B2 districts, seconded by Bingham. Motion carried by a roll call vote. Aye Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None.
- D. 2021 Proposed Budget Review – Prior to Hearing/Approval in December.
- E. Land Donation to Twp. – Richard Leinonen - Tapiola Baseball Fields.
- F. Portable Radar Speed Control Sign – Shared Cost with the City of Houghton.
- G. DPW Office - WiFi Hookup on November 13, 2020 – Shorewaves.
To be completed on Friday
- H. EGLE Violation – Late Water Sample Test.
Tests were two days late so we received a fine of \$400.00

15. Meetings:

- A. October 19, 2020 – Sp. Twp. Meeting – Adult Marijuana Usage Ordinance.
- B. October 29, 2020 - EGLE – Tom Flamineo – Three Yr. Water Facility Review.
- C. October 14, 2020 - Brian Miller – Superior Health & Life – Insurance.
- D. October 15, 2020 - P.C. Meeting – Soccer Site Approval.

16. Other Business:

Our next regular meeting will be held on December 14, 2020 at 11:00 A.M. Via Zoom

17. Public Comment:

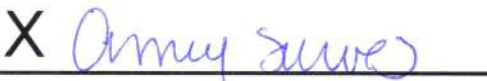
None

18. Adjourn: A motion was made by Bingham and seconded by Anderson to adjourn at 12:20 PM. All in favor, motion carried by voice vote.

Public Attendance:
Chris Holmes - UPEA
Roy Britz
Vanessa Dietz

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk