

Charter Township of Portage  
Regular Board of Trustees Meeting

February 8, 2021

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, February 8, 2021 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:** No Changes

A motion was made by Ollila, seconded by Bingham 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 Smith to approve the January 11, 2021 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

**Review Clerk's Report:**

- There was an accidental charge to some election employees of FICA taxes, it is fixed and refunds have been issued

**Review Treasurer's Report:**

- Finishing up taxes; final date is Feb.16 and March 1 due to the holidays/week ends
- Working towards audit prep

**Review Zoning Administrators' Report (John/Bill) for (Jan. 2021):**

Ollila stated that the City of Houghton would be meeting regarding the sea plane taking off near Naumkeg and wants Bruce to send those residents a letter informing them of these plans.

**Zoning Report January 2021**

Dan Johnson Hwy 41 Addition (sun porch) (approved)

Ed Simonsen Canal Rd Addition & New (approved)

Communications

Real Estate firm regarding signage along Hwy M-26

Properties with additions & no zoning permits (3) Laura

3 zoning permits pending inspections

Bill & John

**Review Fire Departments:**

**OLFD:** 3 EMS, 2 Fire

Fire Department has a new member. Ted would like clarification on his budget, Bingham will work with him in April and explain the reports

**HTFD:** No report

**Review Assessor's Report:** Laura Erhart reviewed the Township website and made recommended changes

Bruce updated the board regarding the assessor mileage reimbursement, she will begin tracking mileage at the first stop in the Township and stop when she exits the Township.

A motion was made by Bingham to accept the assessor's mileage proposal as explained, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

**Trustees Reports/Updates:** Anderson commented that there is a May election and if the Township would like to put a cemetery millage on the ballot, the deadline is today but we could put a millage on the ballot in August or November. We will look into this further.

**Public Comments:**

Pete Torola is a new Houghton County Road commissioner and joined to introduce himself

**Correspondence:** Correspondence: Houghton Co. Rd. Commission – Boundary Road Costs, Roy Britz – Constable – Rental Issues & Chassell/Houghton Trail, MDOT Road Projects Map, City of Houghton P.C. – Ordinance Amendment, MTU – Donations

**Old Business:**

- A. Green Acres Rd. Sewer/Infiltration Joint Project – Budget Approved – Easements.  
Chris Holmes spoke to Pay Greeley, still waiting on one mortgage company for a release on one mortgage, then they should be able to sign the right of way package which will then go to Rural Development.
- B. Service Agreement Pending - Houghton Co. Road Commission – Boundary Road. Bingham made a to accept the Boundary Road contract and have the board sign it, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none
- C. UP and Running Training DPW Staff.  
There is a laptop and WIFI installed at the DPW office, each DWP employee will be assigned an email. Bruce spoke to EGLE and MISS DIG, DPW will then receive the requests. They are being trained on email now.
- D. Adams Twp. Letter – Sharing Repair Costs Sent 1/13/21 (See Attachments).
- E. Signed the Interlocal County "Designated Assessor Agreement".
- F. New Telephone Formatted Web-Page – Now Active - <http://portagetownship.info>
- G. Assessor Millage – Rationale

**14. New Business:**

- A. Annual MDOT Right-A-Way Permit for 2021 Issued.

B. EGLE Permit Application (EQP5877) – Green Acres Rd. Water Line Const. Sent and Follow up Response Done by UPEA.

**15. Meetings:**

- A. 1/13/21 - Chassell Twp. Meeting – Boundary Road.
- B. 1/28/21 - PAAR Plan Zoom Mtg. – Risk Reduction Work Session.
- C. 128/21 – MTA Local Chapter - Zoom Meeting

**16. Other Business:**

The board decided to meet on the 2<sup>nd</sup> Monday of the month for the 2021 year at 11 AM via zoom until COVID is under control and a vaccine is readily available, then go back to our normal scheduled time of 7 PM at the Township office. The board also agreed to meet via zoom if there is inclement weather instead of cancelling a meeting.

**17. Public Comment:** none

**18. Adjourn:** A motion was made by Bingham and seconded by Anderson to adjourn at 12:05 PM. All in favor, motion carried by voice vote.

**Public Attendance:**

Chris Holmes - UPEA  
Barry Fink  
Vanessa Dietz  
Laura Erhart - Assessor  
Pete Torola  
Ted Soldan – OLFD



Bruce Petersen  
Supervisor



Amy Skewes  
Clerk