

Charter Township of Portage
Regular Board of Trustees Meeting

February 23, 2022

The Charter Township of Portage held a Regular Board of Trustees Meeting on Wednesday, February 23, 2022. The board of trustees attended in person at the Township office and the public logged in via zoom.

Call to Order: The meeting was called to order by Bill Fink at 6:00 PM

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

Additions or Changes to the Meeting Agenda: None

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Bingham to approve the January 10, 2022 regular meeting minutes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Skewes, Smith. Nay: none.

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, Skewes, Smith. Nay: none.

Review Clerk's Report:

- W-2's and 1099's was completed by Superior tax and accounting and have been mailed out
- The FOIA request by Teresa Kariniemi has been withdrawn.

Review Treasurer's Report:

- Collecting/processing late Summer Prop. Tax pmts until 2/28/22 before pmts are sent to Houghton County.
- Accounting Update: Both treasurer and clerk met w/Sue Sanford; working through our questions, there may be more initial work up front as we are clearing up questions that date back to last April
- Email Dual Authentication from Up and Running \$36/month, \$432 for the year
 - o Email fraud and check fraud and email check fraud ("familiar" people requesting info or money is a way municipalities and businesses have been duped into sending monies to the wrong people) See the two examples below
 - o This would create a two-factor authentication for anyone who uses a smart phone. It protects your email account from fraudulent logins. There is bypass ability for non-smart phone users.

Smith made a motion to hold off on distributing 425 monies to the Fire Departments until we see if they need the additional money since the passage of the additional .5 mil, seconded by Skewes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Skewes, Smith. Nay: none.

Review Zoning Administrators' Report (John) for (Jan. 2022)

Permits: 1/13 – half of former J.C. Penny bldg. to Harbor Freight, approved

Zoning Correspondence:

1/3 – call & email to 46569 Paradise Rd., no response yet on Nov. application,
1/5 – call from Alabama about seaplane, 1/6 – lot restrictions & mobile home on Denton and Fairview, 1/9 – lengthy call about Pilgrim Point concerns, 1/12 – call about Harbor Freight in mall, 1/17 – question about township services available on Green Acres Road

Correspondence:

ARPA – Bonus Letter Sent to Fire Depts./Cemetery/DPW Employees, DNR Surplus Property, PAAR Plan News, Adams Twp. Public Hearing for Their Proposed Zoning Ordinance, Bridgefest Sponsorship, MRWA – Wastewater Collection System Maintenance Training Session,

Review Fire Departments:

OLFD: No Report

HTFD: No report

Review Assessor's Report: Needs Camera for Our Twp. Solely. No written report

A motion was made by Ollila to buy a wide-angle camera (up to \$125.00) for the Township, seconded by Smith. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Skewes, Smith. Nay: none. This camera will be Township Property and is to be kept in the Township vault.

Trustees Reports/Updates: Anderson commented that she read two articles in the Gazette referring to the Planning Commission date as December 17th and the correct date was December 15th. She wanted it clarified to the public that the Planning Commission only held one meeting in December 2021 on the 15th.

Public Comments: Residents voiced concerns regarding the proposed seaplane site, they do not want it being added to the B2 zoning district.

Old Business:

- A. Green Acres Rd. Sewer Project – Engineering Agreement #1 Approved & Pre-Construction Site Showing Scheduled for Feb. 25, 2022
A motion was made by Bingham to pass the resolution to withdraw funds from the Rural Development account in the amount of \$25,931.07, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Skewes, Smith. Nay: none.
- B. Bay Electric – Blinking Light Tapiola – Informed Bay Electric to Proceed.
- C. PHF – Pickle Ball – Letter of Inquiry & Form Submitted for Grant Funding. The Township has made it past the first round of the grant process.
- D. Twp. Soccer & Baseball Fields Scheduling for both CCSA & Houghton FC.
Recreation committee will schedule a meeting with all interested parties to go over scheduling.
- E. Extra Dual Authentication Security Quote - \$36.00/Month from Up-And-Running.

A motion was made by Smith to enroll in the Dual Authentication Email Security, seconded by Skewes. Aye: Anderson, Bingham, Fink, Ollila, Skewes, Smith. Nay: none.

New Business:

- A. Sent Agreement for Funding Unpaid Sewer/Water Low Income Users to BHK.
- B. The Twp. Needs Another Regular B.O.R. Member – Presently Have (2 regular plus 1 alternate) but need (3).

Township will put an ad in the Newspaper to seek applicants. The board thanked Abraham Romney for his service.

- C. Graybill and Mead – Amy Schultz – Zoning & Planning – Agreement.

Meetings:

- A. Jan. 24, 2022 – Amy Schultz Attorney – P.C. Administrative Review.
- B. Jan. 26, 2022 – Road Com. – 5 yr. Pln. – 3 Miles of Superior Road in 2025.
- C. Feb. 25, 2022 – Pre-Construction Conference - Green Acres Rd Sewer Project.

Other Business:

Public Comment: None

Adjourn: The meeting was adjourned at 7:10 PM.

Public Attendance:

Chris Holmes – UPEA
Bruce Petersen
Ted Soldan
Clayton Adams
Camil Thomez
Jon Rector
Brian Irizarry

David Aittama
Brian Hutzler - CCSA
Sue Schwenk
Carol & Rodney Sowards
Roy Britz
CJ Perez

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk