

Charter Township of Portage
Regular Board of Trustees Meeting

December 12, 2022

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, December 12, 2022.

Call to Order: The meeting was called to order by Bruce Petersen at 5:54 PM.

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:

New Business: expired 425's, Insurance 80/20 opt out, staff rate increases

Meetings: Board of Review

A motion was made by Ollila, seconded by Anderson to approve the meeting agenda. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Anderson to approve the November 14, 2022 regular meeting minutes and the November 28, 2022 budget meeting minutes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, 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, Petersen, Skewes, Smith. Nay: none.

Review Clerk's Report:

- Need to approve paying the bills through the end of the year

A motion was made by Ollila to authorize Skewes to pay all bills that arrive by 12/31/2021, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

- Received several FOIA's for election information, the election is still secured so I cannot release any information until the security is released.

Review Treasurer's Report:

- BSA-Budget Meeting Question: we have a project that needs to be done, involving the universal state mandated chart of accounts, if we continue to use Quickbooks we can almost never be in compliance. If we do not do this proposal, our township will incur costs in other ways through: accountant and auditor increased time if we do a manual input into existing software, and staff to input the numbers

- Proposal to use BSA Bill Pay (online payment processing that would synch with water and tax accounts, potentially cemetery too)
- BSA General Ledger
- BSA Payroll
- We have researched with other townships, and the recommendation is to move in this direction. The chart of accounts and work we do within quickbooks is complex and why not set future treasurers and clerks up for success with giving them the right tools to do their jobs
- It will ease the customer experience and streamline bill pay, currently we spend time processing refunds people make for the Portage Township in Curtis MI, and this will be eliminated too
- Bill pay and the financial pieces will synch more streamlining our processes after we finish
- General budget proposal: \$66,460, this includes a potential \$1500 we do not have to pay if Up and Running does the same cloud-based hosting, and a potential \$16,565 of travel expenses we can save on if we do the installation virtually
- Water/Sewer Committee: See new data below
- Cemetery: currently is -\$47,426.19
 - Total operating expenses for Cemetery to date (from P&L budget to date): \$87,362.03, 55% of this (it may grow) is \$48,049.12, we can potentially transfer this amount from interest earned on Perpetual Care to the Cemetery Fund to cover expenses
 - Total income for Cemetery to date (from P&L budget to date): \$37,835.00; if you subtract income from expenses, there is a difference of \$49,827.03, this does not account for remaining accident fund bills or plowing expenses that will be incurred for the next few weeks prior to yearend, so \$55,000 might be the right amount needed total to transfer
 - Recommended transfer:
 - \$40,000 from perpetual care to cemetery, we have potentially \$56,000 available to use from the running total of interest, this leaves only \$16,000 approximately for future years
 - \$15,000 as a due to due from general fund

A motion was made by Ollila to allow Smith to make the necessary transfers for the cemetery and water/sewer funds so they are in the positive, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

Review Zoning Administrator's Report (John) for (November 2022)

Zoning Applications:

11/1 – 27283 Lahti Road, new home, approved; 11/14 – 47023 Scout Camp Road, two shipping containers for storage, approved; 11/17 – 34106 Tapiola Road, new (very deluxe!) sauna, approved.

Correspondence:

11/3 – Two illegal buildings reported on Tapiola Road; 11/4 – Inquiry about whether or not hunting is permitted on the township land on Boundary Road;

11/7 – Complaint because owner cannot build a garage on a vacant lot in Hurontown; 11/7 – Lot and frontage requirements for potential duplex in Hurontown; 11/7 – Inquiry about setbacks in Hurontown; 11/14 – Inquiry about rental cabins in LAR; 11/15 – Inquiry about potential uses for vacant lot on corner of Frederick and Manitou in Hurontown.

Correspondence: Lapeer Co. Dept. of Veteran's Affairs, Karvako Agreement, Habitat for Humanity – Grinder Pump

Review Fire Departments: A motion was made by Ollila to hire Steve Karvako to plow the OLFD and the Rec. Building at the rate of \$100.00 per event, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Review Assessor's Report: Attached
Trustees Reports/Updates:

Bingham addressed concerns with EGLE violation notices, Skewes commented that she has been forwarding EGLE emails requesting information and violations to Bruce without a reply. Bruce stated these were taken care of.

Old Business:

- A. Green Acres Rd. Sewer Project – Payment Submittal & County Pavement Agreement – Drinking Water Asset Management (DWAM) Grant Response Submitted to Identify Our Sewer and Water Facilities.

A motion was made by Bingham to approve the 10th draw from the USDA grant in the amount of \$13,600.06, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

- B. 5 Year Rec. Plan Update – Manuscript out for Review.
Will get the rec plan to the board to review and approve
- C. Forest Hill Cemetery Regulations for Sign – OK'ed?

New Business:

- A. Review and accept the 2023 Annual Budget.

A motion was made by Smith to approve the proposed 2023 Budget, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

- B. Committee Assignments, Bank Acceptance, Board Meeting Dates, Legal Counsel.

A motion was made by Ollila to hire Amy Schultz as the Township attorney, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

A motion was made by Skewes to continue with the same committee assignments, banks, auditor and 2nd Monday of the month at 6PM meeting dates, seconded by Smith. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

A motion was made by Smith to have the same Fire Chiefs (Jared Ruotsala and Anders Kalungi), the same BOR members and the same ZBA members, seconded by Skewes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

- C. Personnel Manual Legal Comments Incorporated Plus Assessor's Job Description. Ollila updated the board and will get copies of the personnel manual for approval
- D. 425 expiration – There is one 425 agreement with the City of Houghton which is expiring on 12/31/22.
- E. Health Insurance - Bingham made a motion to opt out of the health insurance 80/20 rule, seconded by Smith. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None

Meetings:

- A. EGLE – Webinar – UP Engineers – 11/30/2022
- B. Composting Grant – Susan Burak & WUPDR On—Site – 11/29/2022
- C. Board of Review 12/12/22
- D. 2022 Final Budget Meeting – 12/29/22 at 3PM

Other Business:

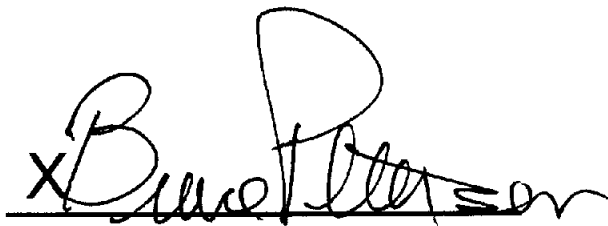
A motion was made by Ollila to increase the rate of pay for the deputy clerk, deputy treasurer and Tom Heider to \$18.00 per hour beginning the first pay period in 2023, seconded by Skewes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None

A motion was made by Ollila to increase the receptionist to \$21.00 per hour beginning the first pay period in 2023, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None

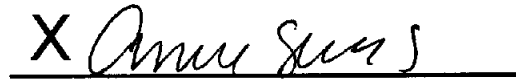
Adjourn: The meeting was adjourned at 7:35PM

Public Attendance: Chris Holmes – UPEA

Chris Holmes - UPEA
 Carol Sowards
 Tim Dawson
 Sue Schwenk
 Rodney Sowards
 Roy Britz



Bruce Petersen
 Supervisor



Amy Skewes
 Clerk