

Charter Township of Portage
Regular Board of Trustees Meeting

February 13, 2023

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, February 13, 2023.

Call to Order: The meeting was called to order by Bruce Petersen at 5:32 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:

Correspondence - John Ligon letter of resignation.

Old Business – Service Agreement Houghton County

Meetings – Board of Review Training

Add 1-9-23 and 1-31-23 for meeting minutes to approve

A motion was made by Ollila, seconded by Fink 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 Fink to approve the January 9, 2023 regular and rec hearing minutes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

A motion was made by Anderson to approve the January 31, 2023 special meeting minutes, seconded by Fink. 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:

- Working on end of year stuff/adjustments
- The election committee passed a resolution to temporarily combine precincts for the May 2, 2023 election, all voters will vote at Hurontown Fire Hall. We Mailed out letters and AV applications to all voters in Precinct 4.
- Sent out a total of 716 absentee applications

Review Treasurer's Report:

- Working on year-end balancing/reconciliations; all bank account interest is entered through 12/31/22, year-end balances are on track for most accounts. Perpetual care numbers are up to date through 1.31.23.
- Tax Deadline: Feb. 14 from 9am to 3pm, Treasurer/Deputy will be in the office
 - After this date, there are penalties for taxes collected through Feb. 28.
 - After Feb. 28, taxes for Summer and Winter 2022 go to Houghton County (not Personal Property)
- Demo - Zoom for communication tools for website to decrease phone calls, 2/15/23 at 2pm. Bruce and Amy were invited via email.
- Roads Settlement Amount (requested last meeting): for this year, Township Roads should receive \$241,402.91. The clerk wrote the check to Danielson for road improvements for \$165,454.05; it shows a negative balance until it is replenished through tax collection.

Review Zoning Administrator's Report for (January 2023)

Zoning Applications:

1/10 – 46675 Golf Drive, new house, approved.

Correspondence:

1/3 – Zoning permit procedure in Pilgrim Hills condo plat, 1/15 – Inquiry about future condo plat E of Lahti Rd. and invitation to tour site, 1/18 – Inquiry about licensing for Day Care on Green Acres Rd., 1/24 – Inquiry about permit required to remove rickety building, 1/26 – Inquiry about airbnb rules in Tapiola area,
1/30 – Inquiry from Atlanta GA about setbacks in R-3 and RUR, 1/31 – Inquiry about rules for honeybees on neighbor's adjacent land.

Correspondence: Termination Letter to Patrick Greeley, EGLE Letter – PFAS Testing at Boundary Road Landfill, American Transmission Co. – Powerline Easements, MI Dept. of Licensing – Higher Love License Approval, Co. Minutes – Wording Change, Tactical Pipeline Response Training, MISS DIG 811 – Membership Fee, PAR Plan,

John Ligon resignation letter. A motion was made by Bingham to regretfully accept the resignation letter from John Ligon, Seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none. Bruce will send a letter from the Township board thanking Mr. Ligon for his decades of service.

Review Fire Departments: OLFD – 3 EMS runs, 1 Fire. Using new Truck purchased from Chassell; looking into a grant for a water tank; waiting on a grant for AED for members and a CPR machine

Review Assessor's Report: Attached

Trustees Reports/Updates: Anderson asked if anyone from DPW went to the Miss Dig training, Bruce said no

Planning commission meeting for site plan review was scheduled on February 23, 2023, the site plan review has been moved to the March 23, 2023 planning commission meeting. The February 23, 2023 meeting will still occur with other agenda items.

Public Comments: none

Old Business:

- A. Copper Country Habitat for Humanity House – Green Acres Rd. – Grinder Pump. Steven Cadeau is requesting the Township pay for the grinder pump for the Habitat for Humanity homes being built on Green acres Road because the expense is very high and the home owners might not be able to afford the pumps. Bingham commented that the homes were not in the original plans and the sewer fund does not have extra money. We will revisit the request to see if there are extra funds once the project is complete.
- B. Green Acres Rd. Sewer Project – Payment Submittal & County Pavement Agreement – Drinking Water Asset Mgmt. (DWAM) Grant Response Sent.
- C. 5 Year Rec. Plan Update – Manuscript out for Review.
A motion was made by Fink to adopt the 5-year rec plan as revised by WUPPDR, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- D. General Counsel – Amy Schultz has Agreed – See Signed Engagement Letter General Council
- E. Personnel Manual - Legal Comments Used Plus New Assessors Job Description. A motion was made by Ollila to approve the personnel manual, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none
- F. DPW Trucks – 1 Ton GMC Built and a Second $\frac{3}{4}$ Ton Used Truck Available. A motion was made by Ollila to approve the purchase of a $\frac{3}{4}$ ton truck from Keweenaw Chevy for \$55,000.00, seconded by Skewes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none
- G. Service agreement with Houghton County – ARPA funds. A motion was made by Bingham to sign the service agreement with the County, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

New Business:

- A. 4' x 8' Regulations Sign for Cemetery – One Correction - Being Fabricated.
- B. Year – End USDA – RD Compliance Review sent to Gladstone (2/9/22).
- C. Tom Heider Retiring – Tapiola Rec. Maintenance. A motion was made by Ollila to Hire Randy Malone to take over the cleaning duties at the Otter Lake fire Department and the rec hall, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none
- D. Hire Full-Time Employee with CDL – Summer – $\frac{1}{2}$ Cemetery & $\frac{1}{2}$ DPW. The Personnel Committee will meet to discuss.
- E. Jerry Jackovich – Dodgeville Rink Manager – Open & Close – Has New Key. Stipend yet to be determined.

Public Comment: None

Meetings:

- A. MDOT Corridor – Houghton City Center 1/12/2023
- B. 425 Work session – Township office – 1/31/2023

C. Circuit Court – Summarily Disposition – 1/26/2023

D. BOR training

Other Business: A motion was made by Petersen to appoint Adam Griffis to the Planning Commission, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

Adjourn: The meeting was adjourned at 7:54PM

Public Attendance:

Evan Lanese – WUPPDR

Abby Pettit – WUPPDR

Randy Malone

Steven Cadeau

Chris Holmes – UPEA

Carol Sowards

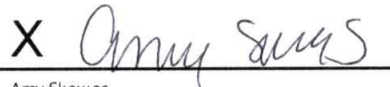
Sue Schwenk

Jacquelin Dawson

Kevin Harju – Houghton County Road Commission

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk