

Charter Township of Portage
Regular Board of Trustees Meeting

February 12, 2024

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, February 12, 2024.

Call to Order: The meeting was called to order by Bruce Petersen at 5:34 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:

Old Business – pocket colorimeter, retirement thank you letters, Sara Lynch SBBL Law – FOIA request, 425 property list

New Business – Water/sewer late fees

Meetings – February 10 personnel committee meeting

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 January 8, 2024 regular 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:

- Working on end of year stuff/adjustments
- All absentee ballots have been mailed.
- Attended a local clerk meeting on 1/17/24
- Pre-accuracy test was on 1/30/2024, accuracy test was on 2/6/2024
- Presidential Primary election will be Tuesday, February 27, 2024.

Review Treasurer's Report:

- Working on end of year and final balancing, final reconciliations
- Working with UaR for email upgrades

- Working with BSA for utility and financial cloud upgrades
- 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. 29.
 - After Feb. 29, taxes for Summer and Winter 2023 go to Houghton County (not Personal Property)

Review Zoning Administrator's Report for (January 2024)

ZONING APPLICATIONS:

A rare month – NO zoning applications!

INQUIRIES & COMPLAINTS:

1/10 – Discussion with new owner of acreage within Superior Location about zoning rules/regulations for R-2, 1/17 – Inquiry about renting an ancillary dwelling unit on Canal Road, 1/19 – Rules for rental in #2 Location, 1/22 – Inquiry, where might multiple units of small single-family homes be built within the township, 1/23 – Guidelines for replacing a deck in R-3, 1/30 – Inquiry about locating an airbnb in R-1 on US 41, 1/30 – Discussion about a 2nd pole barn/woodshed for Little Brothers.

OTHER ZONING ACTIVITIES:

Prep for January PC meeting. Conversation with MTA about correct makeup of ZBA membership. Locating and proofing the amended Stormwater Ordinance.

Correspondence: Gemini Group – Will do CCR's, MRWA Training – Basic Water Operations Week, MSU – Extension – Changes for Renewable Energy Permitting,

Review Fire Departments: none

Review Assessor's Report: A motion was made by Ollila to approve the assessor changing four Habitat for Humanity lots into three lots, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Trustees Reports/Updates: Anderson updated the board on the Planning commission meeting on March 14, 2024

Fink asked if the township should continue to participate in the green burial due to the long winters.

Public Comments: Many residents from Denton Road expressed concerns about the condition of the road. Ollila updated them regarding the process of funding for paving within the County and Township and how we work with the County Road Commission to prioritize fixing Denton Road. Two Township residents asked to be included in a Township/County meeting to formulate a plan and timeline.

Old Business:

- Green Acres Rd. Sewer Project –Is There is Start-Up & Hurontown Center Ditch?
- Dodgeville Rink UP and Running "Interior" Camera Install Proposal. A motion was made by Ollila to approve the new camera proposal from Up and Running, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith.
Nay: none
- Liquid Engineering Updated Roof Vent Proposal – Needs OK & Signature. A motion was made by Smith to accept the Liquid Engineering proposal in the amount of \$10185.00, seconded by

- Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith. Nay: none
- D. Job Duty Descriptions and Postings – DPW and Cemetery Positions. A motion was made by Ollila to increase the wage of the new cemetery sexton (Nathan Turcotte) by \$2.00 per hour on a trial basis this year, seconded by Smith. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith. Nay: none
 - E. Retirement Letters Signatures – Marty Heikkila and John Ligon.
 - F. Janelle Datto – Owner of Karvakkos in Tapiola – Applicant for P.C.
 - G. Township Purchase Order (P.O.) Update and Acceptance. A motion was made by Fink to approve the updated purchasing policy, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith. Nay: none
 - H. Road Repair Prioritization – Road Commission Update.
 - I. pocket colorimeter
 - J. Sara Lynch SBBL Law – FOIA request
 - K. 425 property list – Handed out by the treasurer

New Business:

- A. Amy Schultz – authorized to attend View Renewable Energy Permitting Webinar.
- B. Need a Five-Year Rd. Improvement Plan for the Co. Rd. Comm. – (Chassell Township Example).
- C. SAM & CAGE Code Updated Successful – Registration Activated for 2024.
- D. Water/sewer late fees. Bruce will see if there are limits to late fees and we will discuss next month.
- E. New Library board representative. A motion was made by Fink to appoint Will Cantrell as a township representative, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith. Nay: none
- F. 5-year Recreation plan. A motion was made by Bingham to approve the 5-year rec. plan, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith. Nay: none
- G. Cemetery Greens fee. A motion was made by Ollila to charge a \$150.00 fee for 'greens', seconded by Smith. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes and Smith. Nay: none

Public Comment: None

Meetings:

- A. January 11, 2024 - Houghton County Road Comm. – Rd. Comm. Office.
- B. January 29, 2024 – Job Descriptions - Twp. Personnel Comm. – Twp. Office.
- C. February 2, 2024 – EGLE Webinar – Revolving Fund – Overburdened People.
- D. February 10, 2024 - personnel committee meeting
- E. January 25, 2024 - Planning Commission Meeting

Adjourn: The meeting was adjourned at 7:15PM

Public Attendance:

Evan Lanese – WUPPDR

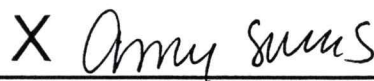
Jim Nakkala

Marty Raffaelli

Several Denton Road residents

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk