

Charter Township of Portage
Regular Board of Trustees Meeting

April 8, 2024

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, April 8, 2024.

Call to Order: The meeting was called to order by Bruce Petersen at 6:00 PM.

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

Additions or Changes to the Meeting Agenda:

PAAR Plan Frant application app risk reduction, Vent pipe on hydrosphere, Supervisor salary

A motion was made by Ollila, seconded by Anderson to approve the meeting agenda. Motion carried by a roll call vote. Aye: Anderson, Bingham, 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 March 11, 2024 regular meeting minutes and the March 18, 2024 Special meeting minutes with Bingham's comment about possibly having a Deputy Supervisor. Motion carried by a roll call vote. Aye: Anderson, Bingham, 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, Ollila, Petersen, Skewes, Smith. Nay: none.

Review Clerk's Report:

- Worked with auditor in office on March 28, 2024
- We should store Planning Commission minutes in the Township Office
- We need to commit the ARPA money. We have \$205,857.46 to spend.
- Working on switching to BS&A

Review Treasurer's Report:

- Working on year-end balancing/reconciliations: getting changes in before our data transition to BSA from Quickbooks. All data in as of 3/31/24. Next month's reports may not be fully ready due to software transition timelines.
- Property Tax Tax collection for past due 2023 property taxes is now at the county.
- Treasurer out of office/town: 4/26-4/30
- Township Floor Repair Updates?

Review Zoning Administrator's Report for (March 2024)

ZONING APPLICATIONS:

3/14 – 18530 Askel Road, new home, approved. 3/14 – 15174 Horoscope Road, new storage

building, approved. 3/22 – 15885 Tihinen Road, addition to existing home, approved. 3/28 -- 47023 Scout Camp Road, new overhead door business, will be referred to Planning Commission for site plan review.

INQUIRIES & COMPLAINTS:

3/4 – Questions about new house and garage on Horoscope Road,
3/8 – Inquiry about long term rental in R-1, 3/15 – Permit to replace older mobile home in Hurontown,
3/19 – Questions about potential rental on Jefferson Street, 3/22 – Is permit required to reside an existing outbuilding,
3/27 – Inquiry about 2nd business on same site as Patrick's Plumbing and Heating, 3/28 – Upgrading the size of the sewer line serving the duplexes near the high school.

OTHER ZONING ACTIVITIES:

Multiple phone calls and emails with Equalization and Assessor to help answer questions from residents. Conversations with MTA for guidance in correcting shortcomings and changes in the Zoning Ordinance.

Correspondence: Michigan Rural Water Association – Hydrant and Valve Maintenance Training, Charter Communications – Franchise Fee Payment, BCBS – Questionnaire for Prescription Drug Data Collection, Mich. Twp. Insights – BEAD State Challenge Process, US Dept. of Treasury SLFRF Newsletter

Review Fire Departments: none

Review Assessor's Report: Distributed

Trustees Reports/Updates:

Ollila updated the board on MTA guidelines regarding a Township Manager and lowering the salary of the Supervisor. The board could lower the supervisor's salary effective 11/20 or at any time with the consent of the Supervisor.

Bingham commented that the water/sewer readings are way off, four times as much sewage as water billing.

A special meeting was scheduled for to go over water/sewer and ARPA on April 11, 2024 at 3PM

Public Comments: Portage Lake Little League requested use of the fields. Board gave permission.

Jennifer Kelly asked if the recreation committee will look at updating the playground in Tapiola. She also stated that she understands why the board is looking into a Township Manager but would like the board to look into a Deputy Supervisor.

Roy Britz stated he would like to see someone assigned to and the day-to-day operations and be available to the public.

Old Business:

- A. Green Acres Rd. Sewer Project – What was been Completed This Fall & If There is Start-Up & Hurontown Center Ditch? A motion was made by Bingham to approve the 18th draw in the

amount of \$5258.06, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: None

- B. Incredible Bank Loan for Gaffney and Denton Road Repair in 2025. Approved by the bank, waiting on signatures.
- C. Amy Schultz – Petition or Annexation Would be the Preferable Method for the New Location of the new Justice Center & Easement for Well Use and Maintenance.
- D. Purchase Order (P.O. Policy) – Updated to Include Wording for Emergency Purchases.
- E. PAAR Plan grant app risk reduction. Sent
- F. Supervisor Salary. Bingham made a motion to keep the Supervisor salary the same until the 11/2024 election, seconded by Anderson. Motion Failed. Aye: Anderson, Bingham. Nay: Ollila, Petersen, Skewes Smith.

Skewes commented that she doesn't think this is needed because as stated under Trustee reports, there are 2 ways to lower the salary and the current salary is already approved through the end of the year.

New Business:

- A. Five-Year Rd. Improvement Plan for the Co. Rd. Committee.
- B. Keith Wanhaaho – To Fill Bill Bingham's Term. A motion was made by Petersen to appoint Keith Wanhaaho to fill the remaining term of Bingham, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: None
- C. Road Commission Abandonment of Bear Creek Road – Letter and Petitions.
- D. Brian Kangas With Twp. Permission Wants to enlarge the sewer line for the duplexes from 4" → 6" diameter. Line for the Duplexes. Plus he Would like to Purchase the SW Corner, Near old Stamp Mill Foundation. The site will be identified with stakes –The board will decide next month.
- E. Vent pipe on the hydrosphere- installed.

Public Comment: None

Meetings:

- A. B.O.R. – Early/Late Meetings at Doelle Senior Center & Finalization Meeting – at the Township Office – March 18, 2024.
- B. WUPPDR Regional Tourism Impact Analysis – Bonfire Banquet Rm. – April 17, 2024

Adjourn: The meeting was adjourned at 7:30PM

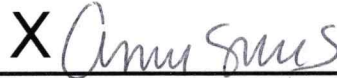
Public Attendance:

Ted Soldan
Roy Britz
Chris Holmes – UPEA
Jennifer Kelly
Keith Wanhaaho
Beth Parzych
Art Parzych

Jason Colombe
Tony Laux
Daron Durocher

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk