

Charter Township of Portage
Regular Board of Trustees Meeting

December 9, 2024

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, December 9, 2024.

Call to Order: The meeting was called to order by Brandon Scholie at 5:43 PM.

In attendance were Supervisor Brandon Scholie, Clerk Amy Skewes, Treasurer Betsy Smith and Trustees Dale Belanger, Janelle Datto, Nick Lanctot and Amber Voght as stated by roll call.

Additions or Changes to the Meeting Agenda:

New Business - 2025 Budget

A motion was made by Smith, seconded by Voght to approve the meeting agenda. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None

Approval of the Bd. of Trustees Previous Minutes:

A motion was made by Voght and seconded by Smith to approve Nov. 11, 2024 and the Nov. 21, 2024 meeting minutes. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None

Approval of the Bills:

A motion was made by Voght and seconded by Lanctot to approve the bills as audited. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None

Review Clerk's Report:

- I would like to welcome all newly elected officials
- Working on getting new board set up with their new roles
- Sounds like there may be an election next year for the jail

Review Treasurer's Report:

- Taxes have been mailed, no courtesy mailing for summer payments due b/c bills have a spot showing summer past due amounts
- Working to ensure current budget numbers are in the budget
- ARPA and Rural Development reporting – working with the supervisor to help get numbers for reports due by month end that the prior supervisor should have submitted
- End of season office hours on December 30, 9am to 3pm
- Rural Development balances – do we need to increase fees more than 5% for Portage Sewer and Dakota Sewer to eliminate deficits and allow for payback of due to/due from?
 - o **Portage Sewer (~450)** owes general fund ~\$74,000, and will need a potential bailout this year of ~\$20,000 to ensure the account is in the positive; this account is already on a

plan with a payback schedule with a deficit reduction plan for 4 years that was supposed to start this year but the schedule will have to be in three years and may potentially have to include the payback from what is borrowed this year (RD needs to be checked with this regarding our plan)

- \$208.88/person is the deficit
- Payback of \$31,300/year is needed in 2025, 2026, and 2027 to satisfy the deficit reduction plan
- **Portage Water (~440)** has a positive balance of ~\$50,000, and should start payback this year with the ~\$44,000 due to general fund
 - Pay back \$20,000? Or the number recommended by w/s committee
- **Dakota Water (~55)** has a positive balance of ~\$13,000 and no due to general fund
 - \$236.36/person deficit
- **Dakota Sewer (~50)** has a negative balance of ~\$5,000, and owes general fund \$25,000
 - \$600/person is the deficit
 - Payback needed over 3 years? – would be \$10,000/year

Review Zoning Administrator's Report for (November 2024)

ZONING APPLICATIONS:

11/1 – 45080 U.S. 41, new home, approved.

11/1 – Tapiola Road, new home, approved.

11/4 – 46530 Maple Street, new home, approved.

11/9 – 2nd Street #2 Location, mobile home with attached shed, approved.

11/12 – 19066 Boundary Road, roof over existing deck, approved.

11/13 – Scout Camp Road, new home, approved.

INQUIRIES & COMPLAINTS:

11/1 – Does the township issue rental licenses, 11/5 – Is a permit needed for basement repair, 11/8 – Setbacks for mobile home on small lot,

11/12 – Utah company wants to help township manage rentals in the future,

11/15 – Is there any site in the township suitable for a community garden,

11/20 – Minimum lot size in RUR, 11/21 – Complaint about new mobile home in #2 Location, 11/22 –

Complaint about continually barking dog in Hurontown, 11/25 – Possible uses for vacant acreage behind ABE supply,

11/26 – Is a permit required for a concrete pad beneath an RV in RUR.

OTHER ZONING ACTIVITIES:

Continuing conversations with MTA for guidance about inconsistencies in the Zoning Ordinance. Met again with new assessor to discuss zoning/assessing coordination. Wrote letter to County Building Dept. to clarify Usitalo/Colomb lot transfer. Prep for December Planning Commission meeting, including posting notice of public hearing about proposed ZO amendment in the Gazette.

Review Fire Departments: OLFD – 4 EMS, 1 Fire

Review Assessor's Report: distributed

DPW Report – Kody Maki – sold equipment at auction, water main break in Hurontown (fixed).

Public Comments: none

Old Business:

- A. B.O.R member needed
- B. Water Valve Replacement Dakota Heights – A motion was made by Skewes to approve the valve replacement in the amount of \$18,332.00, seconded by Lanctot. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None
- C. Moving Meter on Douglass/Edwards – will discuss in January
- D. Sewer Customers Not Hooked Up x4 – Will discuss with the Township Attorney
- E. House on M-26

New Business:

- A. From Bay Ambulance – Bay Ambulance is asking for an additional \$1,000 per year in 2025
- B. DPW Laptop/Printer – A motion was made by Belanger to approve the purchase of a laptop and printer for DPW in the amount of \$1,977.00, seconded by Scholie. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None
- C. Stipend for Trustee Phones. A motion was made by Skewes to pay each trustee \$50.00 per month for the use of their personal phone, seconded by Smith. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None
- D. Commercial Fee Rates Water/Sewer. A motion was made by Smith to approve the new rate sheet effective 1/1/25, seconded by Lanctot. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None
- E. Weekend Plowing HFR, Ice Rink, Twp Office, OLFD – will discuss options
- F. Town and Fire Dept. Signs – A motion was made by Lanctot to purchase signs for the Township, seconded by Datto. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None
- G. MDOT Resolution – A motion was made by smith to approve the performance resolution with MDOT, seconded by Voght. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None
- H. Vote on the 2025 Budget – A motion was made by Belanger to approve the 2025 Budget, seconded by Lanctot. Motion was carried by a roll call vote. Aye Belanger, Datto, Lanctot, Scholie, Skewes, Smith and Voght. Nay: None

Public Comment: none

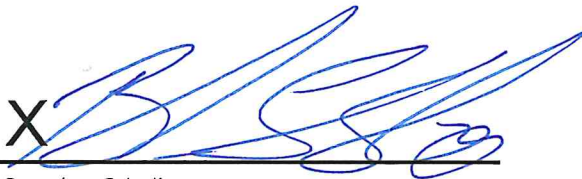
Meetings:

- A. Board of Review – December 10th, 2024, 10:00am
- B. Planning Commission - December 12th, 2024
- C. WUPPDR Meeting December 16th, 2024, 12:30pm-2:00pm
- D. 2024 Final Budget Meeting scheduled at 3PM on December 30, 2024

Adjourn: The meeting was adjourned at 6:48 P.M.

Public Attendance:

Ted Sohlden
Chris Holmes – UPEA
Jason Colombe
Liz Karvakko
Tony Laux

X 

Brandon Scholie
Supervisor

X 

Amy Skewes
Clerk