

Charter Township of Portage
Regular Board of Trustees Meeting

July 14, 2025

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, July 14, 2025.

Call to Order:

The meeting was called to order by Brandon Scholie at 6:00 pm.

Roll Call:

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

Additions or Changes to the Meeting Agenda:

- Board Committee Changes
- Christina won't be here until next week to go over the Audit

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

Approval of the Board of Trustees Previous Minutes:

A motion was made by Voght and seconded by Lanctot to approve the meeting minutes from last month's Regular Board of Trustees Meeting, June 9, 2025. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.

Approval of the Bills:

A motion was made by Raffaelli with the exception of the Fire Department bill for Level UP to purchase clothing and seconded by Lactot to approve the bills as audited. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.

- Post Audit List must be created to vote on bills before they are paid.

Review Clerk's Report:

- Completed training for QVF
- Getting ready for the Election on August 5th
- New voting equipment will be required in two years

Review Treasurer's Report:

- Mailed out tax bills – due 9/15/2025
- Worked with Carol Little on BS&A
- Will "go live" with BS&A cloud tax and assessing on 9/29/2025

Review Zoning Administrator's Report for June 2025:

ZONING APPLICATIONS:

6/4 – 45056 U S 41, New garage, approved. 6/4 – 37584 Tapiola Road, new home, approved. 6/19 – 46840 Green Acres road, new home, approved. 6/19 -- Caribou Street, Hurontown, new storage building, approved. 6/25 – 33210 Tapiola Road, new home, Approved. 6/25 – 35796 River Road, new garage, approved. 6/27 – 22109 River Trails, new home, approved. 6/27 – 46372 Fairway view Drive, New garage, approved.

INQUIRIES & COMPLAINTS:

6/2 – Width of U S 41 right-of-way and width of rail grade easement,

6/4 – Rules for temporary advertising signs in Chassell Twp., 6/4 – Is a permit needed for an outdoor composting toilet, 6/9 – Can there be 3 rentals on the same lot, 6/11 – Rules for storage buildings on S River Road,

6/17 – Questions about fences in R-1 and along U S 41, 6/18 – What can be done about drift from Neighbor's pesticides, 6/27 – Complaints about quarry noise, 2 different callers.

OTHER ZONING ACTIVITIES:

Continuing conversations with MTA for guidance about inconsistencies in the Zoning Ordinance and for questions about the Master Plan update. Discussion with township attorney about the procedure for subdivision plats (should note here that the long term plan referenced by the Master Plan for the potential subdivision area in question was residential development). Conversation with the Chassell Twp. Supervisor about how their twp. addresses illegal roadside business signs. The narrative for the Master Plan update is nearly complete, and at the next PC meeting long term goals and objectives will be reviewed. Additionally, info from the 2020 Census is being incorporated into the appropriate township data tables, and false information & irrelevant information are being removed.

- Discussed making a distinction between short term and long-term rentals in our Township. The ordinance says that it can be family plus one unrelated. Suggested to change to family plus two unrelated. Find a way to regulate Air B&B's as well. The board will form committee to find a solution.

Review Assessor's Report:

Distributed

Planning Commission Report:

- Suggested getting a TV for the meetings to help share documents.
- There is goal to have the Master Plan presented soon.

Review Fire Departments:

- Otter Lake Fire Department (OLFD)
 - 6 EMS runs & 2 Fires in June, July seems to be slowing down.
 - New Fire Marshall hired
 - Fourth of July Parade was a success
- Hurontown Fire Department (HTFD)
 - 1 Jaws call
 - Attended the Fire Tournament, 15 members marched
 - Pumper Training this month

Trustee Reports:

- Welcome Marty Raffaelli to the township board, who was voted in on July 9th.

DPW Report:

- One watermain leak on Canal Road, that Adams Township came in to give a hand.
- Adams Township also helped on the Snowmobile club road, sewer main clogged. Fixed with no concerns – will monitor.
- Motion made by Lanctot to Accept the bid for the John Deere Backhoe for \$38,500 and seconded by Voght. Motion was Carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.

Public Comments:

- Discussion about the speed on the Tapiola Road getting reduced.

Old Business:

- Hiring for Public Works/ Summer Help
 - Personnel Committee will meet to go through the applications.
- Green Acres Road Sewer Project
 - A motion was made by Skewes and seconded by Voght to approve the 24th Draw with payments totaling \$139,640.15. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.
 - A motion was made by Skewes and seconded by Voght to approve the Substantial Completion date of July 2, 2025. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.

New Business:

- 2nd Reading – Open Storage of Junk Ordinance #150
 - A motion was made by Voght and seconded by Lanctot to approve the Open Storage of Junk Ordinance. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.
- Retirement Plan Resolution
 - A motion was made by Skewes and seconded by Raffaelli to approve the resolution for the retirement plan of 5% to include all wages beginning January 1st. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Raffaelli, and Voght. Nay: None.
- Committee Changes
 - Committee creation of the Housing Committee to include, Voght, Lanctot and Scholie.
 - Added Raffaelli to Cemetery, Personnel, Road, Finance, and Election Committee, Voght to Recreation.
- Deficit elimination plan will be created to get the water out of the red.

Public Comment:

- Office looks nice & neat
- Board appears to be less distracted and focused during meetings

Meetings:

- **Trustees Meeting** (August 11th, 2025 - 6:00pm Township Office)
- **Board of Review Meeting** (July 21st, 2025 – 10:00am Township Office)

Adjourn:

The meeting was adjourned at 6:49 pm.

Public Attendance:

- Kody Maki
- Karen Timonen
- Chris Holmes - UPEA
- Roy Britz
- Ted Soldan - OLFD
- Jason Colombe
- Dave Trewartha -UPEA

X

Brandon Scholie
Supervisor

X

Janelle Datto
Clerk