

Charter Township of Portage  
Regular Board of Trustees Meeting

July 13, 2020

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, July 13, 2020 via Zoom meeting.

**Call to Order:** The meeting was called to order by Bruce Petersen at 11:00 AM

**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:**

Copper Ridge Road pump station

A motion was made by Ollila, seconded by Fink to approve the meeting agenda. Motion carried by a voice vote.

**Approval of the Bd. of Trustees Previous Minutes:** A motion was made by Ollila and seconded by Bingham to approve the June 8, 2020 meeting minutes. Motion carried by a voice vote.

**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:**

I have been working primarily on absentee ballots. 508 Ballots have been mailed out as of 7/7/2020

I would like to have my pre-accuracy test on 7/16/2020 at 11 A.M. and my Public test on 7/22/2020 at 11 A.M.

**Review Treasurer's Report:**

- **Water committee meeting:** see RD notes; fee increases per district based on deficits are recommended in order to not incur more audit reporting issues.
- **Cemetery Account:** we transferred \$50,000 this year from perpetual care to cemetery. The board needs to keep a close eye on this fund. This year, investments did well but with the changes in our economy, the Board should be concerned for the difference between the general revenue and expenses. The interest funds transferred are supposed to only cover Perpetual care grave sites. In the past the state had the treasurer prove the expenditures were for "only" perpetual care. We want to avoid this process.
  - This year if we keep spending at the current rates, we will be at a deficit at the end of the year without a transfer, the only thing we might be able to transfer \$30,000, this past year we needed to transfer \$50,000 so we need to figure out how to decrease expenses whether it is staff, supplies, etc. (principal cannot be touched) – not sure if this is a Supervisor issue where the supervisor needs to manage the expenses and staffing,

or an HR Committee issue if our organizational structure needs to be trimmed in the Cemetery in order to decrease costs

- **RD accounts:** we are getting reported on many for not having appropriate balances. The balance adjustments come from O&M, this shows that fees should be increased or we will continue to go into the “hole” regarding those accounts.
- **Taxes:** notices have been posted for all tax information on the door, on the website, and an announcement was made with the papers. Tax bills have been printed and mailed. Taxes were committed on 6.30.2020. No in-person tax collection will take place by appointment until plexiglass installed as per the plan the Supervisor has.

#### **Review Zoning Administrators’ Report (John/Bill) for (May 2020):**

Zoning Report for June 2020

Mickey Jarvi Tapiola Rd Patio Deck (approved fee double)

Steve Byler Moscow Rd New Home (approved)

Sam Jenkins Hwy M-26 Patio Deck (approved fee double)

Traci Welch Main Street Hurontown New Home (approved)

Anthong Papke Onkalos Corner New Garage (approved)

David Onkalo Tapiola Rd Patio Deck (approved fee doubled)

Vic Betterly Elsie Rd New Garage (approved)

Brent Peterson Tapiola Rd New Storage Building (approved)

Communications

John Pekkala Building within 500 feet of a stream

Century 21 Zoning on Hwy 41

Century 21 Policy on removable of gasoline tank (refer DEQ)

Rental policy on homes in Royalwood/woodland area

Bill & John

#### **Review Fire Departments:**

**OLFD:** Fires, 1 EMS. 1

Would like to look into grant opportunities for a poly tank to fill tankers. Bruce will assist.

**HTFD:** We had 4 calls in the month of June. We had the county prisoners paint the garage floor and all exterior trim. We are still currently working with the grant to see if we can change from the rescue rig to battery operated Jaws. We were having issues due to the member who submitted the grant is no longer on the department. If the grant will not let us change to the Jaws we may try to purchase them from our budget and roll over fund.

#### **Review Assessor’s Report:**

July Board of Review will be held on Monday, July 20, 2020 at the Doelle senior center in Tapiola at 10 AM.

We had our AMAR review on July 6, 2020 and we passed

We were officially served with the tribunal case

**Trustees Reports/Updates:** Ollila would like clarification on what happens after a citation is issued by Roy Britz, is it the judgement of the board and/or the constable on the timeline for the next step for action to be taken?

**Public Comments:**

A resident in Hurontown wanted an update on what can be done with the speed of vehicles on Main street in Hurontown. Bruce will check to see if we can possibly get a speed indicator. Fink suggested rumble strips.

**Old Business:**

- A. Green Acres Rd. Sewer & Infiltration R. D. –Chris Holmes received an email from Pat Greeley regarding title documents for easements, there are a few outstanding mortgages. Otherwise everything looks good.
- B. Car and Junk Enforcement in Dodgeville/Hurontown starting with Maple St.  
Ollila noted that this duty does not fall under zoning and all board members should drive around and make a secondary list of violations for a second round of letters. Anderson agreed
- C. Recreational Marihuana special public meeting – chart review.  
Will get the chart posted to the website for residents to review before public meeting
- D. Lift Station Flat Roof Repair – UPEA Design includes an overhang
- E. Sleeman Construction – Proposal – Warming House/Bathroom Tapiola
- F. Joint clarification of item #21 within Waste Water Treatment Contract with the City of Houghton.  
Bruce received an email from Eric Waara, is still working on it
- G. Dust Abatement Program – Houghton Co. Road Commission. 2 participants. One has paid, waiting on payment from the other.
- H. Twp COVID-19 response Plan – Future office Re-opening Forms distributed
- I. E-Mail Addresses for Board of Trustees.
- J. Legal Council for Township – Kendricks/Bordeau – Pat Greeley.  
Ollila made a motion to employ Pat Greeley on an hourly basis, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None
- K. Stormwater Ordinance – Review/Comments. A final draft will be sent to everyone
- L. Copper Ridge Road Pump Station. Still have problems with the flushing of rags which is causing problems at the pump station.  
Will send another letter along with the cost of unplugging the pump being split among residents on Copper Ridge road, as the original letter had stated if the flushing of rags persisted.

**14. New Business:**

- A. Superior and Boundary Road cost share/FEMA/Millage funded paving.  
No new update
- B. Lengthy Cons. Confidence Report (CCR) Distributed and Published
- C. Houghton County Rec. Authority – Sign Articles of Incorporation  
Ollila recommends taking time to read the document before signing. He also wants clarification on motorized traffic in the plan for the trail systems between Houghton and Chassell, he noted

that Portage Township residents do not want motorized traffic on the trail. Petersen suggested a meeting with the recreation authority.

D. Twp. Office Re-Opening Scenario – Needed Items & OK questionnaire.

E. (2) Mils for Road Repair/Upkeep – County will levy on Winter 2021 Tax Bill.

**15. Meetings:**

A. July 2020 – Water/Sewer Committee meeting – July 20, 2020. 1 P.M.

B. June 23, 2020 WUPPDR Full Commission Meeting

C. June 26, 2020 – EGLE On-Site @ Soccer Site – Wetlands Review/Outcome

D. July 6, 2020 – 5 Year AMAR Review – City Center

**16. Other Business:**

Our next regular meeting will be held on August 10, 2020 at 11:00 A.M. Via Zoom

**17. Public Comment:**

None

**18. Adjourn:** A motion was made by Petersen and seconded by Smith to adjourn at 3:05 PM. All in favor, motion carried by voice vote.

**Public Attendance:**

Ted Soldan - Otterlake FD

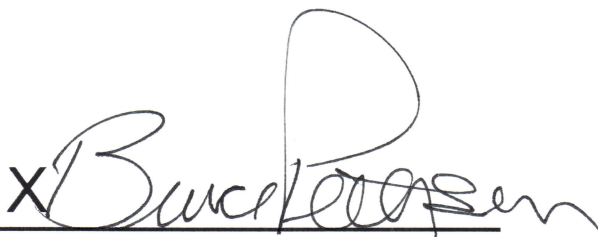
Jackie Chandler

Chris Holmes - UPEA

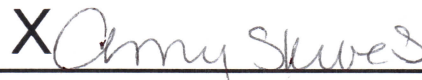
Laura Earhart - Assessor

Roy Britz

Vanessa Dietz

X 

Bruce Petersen  
Supervisor

X 

Amy Skewes  
Clerk