

Charter Township of Portage
Regular Board of Trustees Meeting

December 14, 2020

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, December 14, 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:

Aire care reimbursement, Becia needs credits for operator's license

14F MIOSHA safety grant, 14C Recreational Marihuana application, 2021 meeting schedule, Copper Ridge Road letters, Trustee 2021 committee assignments, plowing bid for Tapiola

A motion was made by Ollila, seconded by Anderson 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 Smith to approve the November 9, 2020, November 11, 2020 and the December 7, 2020 meeting minutes with the addition of a comment made by Bingham at the December 7th meeting. 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

Anderson commented that the township received a penalty for 3 days of overages on the sewer bill from City of Houghton.

Review Clerk's Report:

- Working on balancing quickbooks for the end of the year.
- Need to get approval to pay all bills received by 12/31/2020 – There will be a final 2020 budget meeting on December 21, 2020 at 11 AM via zoom

Review Treasurer's Report:

- Taxes have been mailed for primary groups
- Courtesy mailing planned for those with taxes due from summer at this time
- Working to ensure current budget numbers are in the budget
- Made cemetery transfer
- End of season office hours on December 30, 9am to 3pm (for window service only).

Review Zoning Administrators' Report (John/Bill) for (Nov. 2020):

Dan Valentine Hurontown Storage Bldg. (approved)

Correspondence

Letter regarding junk cars & trailer on Woodland Rd

Letter regarding building w/o permits, Red Tagged (Tapiola area)

Questions regarding Home Business in a R-3 District

MTA response on Right to farm act (John)

Update on special use permit for a church (John)

Bill & John

Review Fire Departments:

OLFD: 4 EMS, 3 Fire

Ted Soldan commented that there was a Covid exposure to 3 EMS members during an EMS run in the Township.

The Otter Lake Fire department has a deficit, after discussion Bingham made a motion to loan money from the General fund to the Otter Lake Fire Department until the winter tax collection of 2021 when they can pay it back, seconded by Ollila. Motion carried by a roll call vote Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

Ted commented that Mark Little is interested in taking over the plowing in Tapiola, he will have him contact Bruce

HTFD: No report

Review Assessor's Report: A motion was made by Anderson to accept the new assessor's contract with the minor changes made by Ollila, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

Trustees Reports/Updates: None

Public Comments:

Joni Moore with OI Holdings has submitted an application and secured a building on US41 for recreational marihuana. Ollila notified her that she needs to stop in the office and get a zoning application.

Correspondence: Correspondence: Sewer and Water Charges Letter, OI Holdings LLC, e-mail Ryan Advent & Ordinances – City of Houghton, Copper Country Ford – Engine Replacement, Houghton County – 2020 Equalization Study for 2021, EGLE – Water Testing Reminder, POP Census Sent Back to Sup. Health & Life, WUPPDR Bill, Blue Cross Blue Shield – Alliance Rx Drug Coverage, Aire Care reimbursement check for Township payment made to Portage Lake Construction for work done on Green Acres Rd to repair Aire Care water line damage.

Old Business:

- A. Green Acres Rd. Sewer/Infiltration Joint Project – USDA – R.D. Response.
Chris Holmes petitioned MDOT to extend the permit.

Waiting on one easement

- B. Final 2021 review and budget acceptance. A motion was made by Bingham to accept the 2021 Budget with the additional changes as mentioned in the budget hearing, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none
- C. No. 148 – Adult use/Recreational Marihuana Establishment Ordinance.
- D. Personnel Policy Manual Final Review. Will be printed for all employees
- E. Opus Web – New Web Page Nearing Completion. Will have an assessor's tab
- F. MIOSHA Safety Grant. Bruce sis-understood the grant was not accepted
- G. Copper Ridge Road. Received 2 payments from residents. Will bill the remaining residents again

14. New Business:

- A. Shorewaves – KPBIZnet Contract for the DPW Office. Bruce gave a new contract for them to sign
- B. Mike Becia needs 2.02 credits for operators license

15. Meetings:

- A. Nov. 11, 2020 – Sp. Meeting – Health Ins. & P.C. Zoning App. Flowchart.
- B. Nov. 13 & 18, 2020 – Shorewaves DPW Internet Hookup.
- C. Nov. 16, 2020 - EGLE Telephone Conference – 5 yr. Review for Water System.
- D. December ? 2020 – Special Budget Mtg. 2020 Budget Finalization.
- E. December 10, 2020 – BOR Meeting – Doelle Senior Center.
- F. December 3, 2020 – Asset Management Meeting – WUPPDR/UPEA.
- G. December 7, 2020 – Sp. Mtg. – Personnel Manual & Cemetery Costs.

16. Other Business:

The board decided to meet on the 2nd Monday of the month for the 2021 year at 11 AM via zoom until COVID is under control and a vaccine is readily available, then go back to our normal scheduled time of 7 PM at the Township office. The board also agreed to meet via zoom is there is inclement weather instead of cancelling a meeting.

17. Public Comment: none

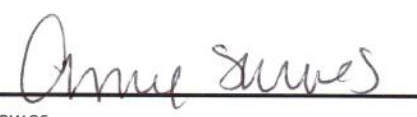
18. Adjourn: A motion was made by Bingham and seconded by Anderson to adjourn at 12:20 PM. All in favor, motion carried by voice vote.

Public Attendance:

Chris Holmes - UPEA
Joni Moore
Vanessa Dietz
Keith Garot
Melanie Watkins

X 

Bruce Petersen
Supervisor

X 

Amy skewes
Clerk

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
Income	
4101 · General Fund	
101-402 · Current property tax	136,000.00
101-403 · 425 monies	16,000.00
101-404 · CFR/Pilt tax	25,000.00
101-406 · Collections fees Schools	10,000.00
101-445 · Penalties and Interest on Taxes	500.00
101-447 · Building and Zoning	1,500.00
101-574 · State Shared Revenue	175,550.00
101-607 · Franchise Fees/Maintenance Fees	10,000.00
101-634 · Marihuana Fund	5,000.00
101-669 · Tower Fees	3,000.00
101-671 · Interest	150.00
101-676 · Reimbursements	1,000.00
101-678 · Land Division	300.00
101-685 · Administration fees-Taxes	30,000.00
101-687 · Refunds	500.00
Total 4101 · General Fund	414,500.00
4206 · Hurontown Fire Department	
206-402 · Current Property Tax	64,000.00
206-403 · 425 Monies HTFD	3,500.00
206-404 · HTFD Pilt Tax	0.00
206-450 · Jaws of Life	500.00
206-501 · Federal Grants	0.00
206-671 · Interest	100.00
Total 4206 · Hurontown Fire Department	68,100.00
4207 · Otter Lake Fire Department	
207-402 · Current Property Tax	41,000.00
207-403 · 425 Monies OLFD	2,200.00
207-450 · First Responders	500.00
207-671 · Interest	50.00
207-699 · Transfer from general fund	5,000.00
Total 4207 · Otter Lake Fire Department	48,750.00
4209 · Cemetery	
209-630 · Water	1,300.00
209-631 · Sprinkler	100.00
209-634 · Cartakers Fees	100.00
209-635 · Vault Storage	1,800.00
209-636 · Grave Openings	2,500.00
209-637 · Annual Care	1,000.00
209-638 · Grave Improvements	200.00
209-639 · Lot Sales	2,000.00
209-640 · Burials-Cremains	14,000.00
209-671 · Perpetual Care (Int Transfer)	50.00
Total 4209 · Cemetery	23,050.00
4212 · Liquor Law Enforcement	2,000.00
4590 · Portage Sewer Fund	
590-625 · Late fees	4,500.00
590-627 · Charges for Service-Township	220,000.00
Total 4590 · Portage Sewer Fund	224,500.00
4591 · Portage Water	
591-625 · Late fees	3,000.00
591-629 · Hook-up, on/off,house meter	200.00
591-642 · Charges for Services	185,000.00
591-671 · Interest income	75.00
Total 4591 · Portage Water	188,275.00

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
4592 · Dakota Water	
592-625 · Late Fees	250.00
592-629 · Hook-up, on/off, house meter	100.00
592-642 · Charges for services	30,000.00
592-671 · Interest income	200.00
Total 4592 · Dakota Water	30,550.00
4593 · Woodland Water	
593-625 · Late Fees	200.00
593-629 · Hook-up, on/off, house meter	200.00
593-642 · Charges for Services	30,000.00
593-671 · Interest income	150.00
Total 4593 · Woodland Water	30,550.00
4594 · Dakota Sewer	
594-625 · Late Fees	500.00
594-629 · Hook-ups	200.00
594-642 · Charges for Service O&M	37,000.00
594-672 · Interest Income	150.00
Total 4594 · Dakota Sewer	37,850.00
4711 · Perpetual Care Revenue	
711-640 · Perpetual Care Sales	9,000.00
Total 4711 · Perpetual Care Revenue	9,000.00
Total Income	1,077,125.00
Expense	
6101 · General Expenses	
101 · Township Board	
101-705 · Salaries	8,200.00
101-727 · Operating Supplies	150.00
101-881 · Contributions	500.00
101-955 · Education/Workshops	400.00
Total 101 · Township Board	9,250.00
171 · Supervisor	
171-705 · Salaries	27,000.00
171-727 · Supplies	200.00
171-853 · phone bill	900.00
171-860 · Travel Expense	200.00
171-955 · Education/Workshops	200.00
171-977 · Equipment & Repair	2,000.00
Total 171 · Supervisor	30,500.00
191 · Elections	
191-707 · Salaries	1,000.00
191-727 · Operating Supplies	500.00
191-860 · Travel Expense	150.00
191-900 · Printing & Publishing	80.00
191-955 · Education/Workshops	300.00
Total 191 · Elections	2,030.00
210 · Assessor	
210-705 · Salaries	40,000.00
210-710 · Hospitalization insurance	1,200.00
210-713 · Accident Fund workman's comp	900.00
210-728 · Supplies	2,000.00
210-803 · Contracted Labor	300.00
210-860 · Travel Expense	150.00
210-955 · Education/Workshops	400.00
210-977 · Equipment & Repair	1,000.00

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
Total 210 · Assessor	45,950.00
215 · Clerk	
215-705 · Salaries	27,000.00
215-707 · Deputy Salary	8,000.00
215-727 · Supplies	1,500.00
215-860 · Travel Expense	500.00
215-955 · Education/Workshops	150.00
215-977 · Equipment	2,000.00
Total 215 · Clerk	39,150.00
248 · General Services	
248-727 · Supplies	500.00
248-801 · Professional Service	10,000.00
248-941 · Tower Rent	1,200.00
248-943 · Tower Power	2,000.00
248-958 · Dues & Membership	3,500.00
Total 248 · General Services	17,200.00
253 · Treasurer	
253-705 · Salaries	27,000.00
253-707 · Deputy Salary	8,000.00
253-727 · Supplies	400.00
253-728 · Tax Supplies	2,000.00
253-860 · Travel Expense	200.00
253-955 · Education/Workshops	300.00
253-958 · Dues & Memberships	50.00
253-977 · Equipment	2,000.00
Total 253 · Treasurer	39,950.00
256 · Town Hall	
256-707 · Salaries	18,000.00
256-727 · Supplies	2,500.00
256-731 · Ground & Build Maintenance	300.00
256-800 · Contractual Services	2,500.00
256-850 · Web page Development	1,500.00
256-853 · Telephone	900.00
256-920 · Lights	2,200.00
256-923 · Heat	1,000.00
256-924 · Water	300.00
256-977 · Equipment & Repair	1,500.00
Total 256 · Town Hall	30,700.00
265 · Maintenance Building	
265-707 · Salaries	17,500.00
265-740 · Operating Supplies	6,000.00
265-853 · Telephone	1,000.00
265-920 · Lights	2,000.00
265-923 · Heat	1,500.00
265-927 · Water/Sewer	1,000.00
265-931 · Ground & Build Maintenance	800.00
265-970 · Capital Outlay	1,500.00
265-977 · Equipment & Repair	3,000.00
Total 265 · Maintenance Building	34,300.00
294 · Other Activity	
294-707 · Salaries	18,000.00
294-708 · Medicare	3,000.00
294-709 · FICA	11,000.00
294-710 · Hospitalization	28,000.00
294-711 · Life Insurance	5,000.00
294-712 · Retirement	7,000.00
294-713 · Worker's Comp	14,000.00
294-714 · Unemployment	14,000.00

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
294-802 · Bd of Review	
294-901 · Printing & Publishing	400.00
294-955 · Education/Workshops	400.00
707 · BR Salary	1,400.00
Total 294-802 · Bd of Review	2,200.00
294-810 · Insurance MTPP Hannula	16,500.00
294-900 · Printing & Publishing	800.00
294-926 · Street Lights	21,000.00
294-931 · Ground & Building Maint HTFD	1,000.00
Total 294 · Other Activity	141,500.00
295 · Motor Vehicle Pool	
295-707 · Salaries	3,500.00
295-740 · Operating Supplies	300.00
295-751 · Fuel	4,000.00
295-977 · Equipment & Repair	5,000.00
Total 295 · Motor Vehicle Pool	12,800.00
301 · Constable	
301-703 · Salaries	3,100.00
301-727 · Supplies	50.00
301-810 · Insurance	250.00
Total 301 · Constable	3,400.00
410 · Zoning and Planning	
410-703 · Salaries	5,000.00
410-707 · Salary	3,600.00
410-727 · Supplies	250.00
410-801 · Professional services	250.00
410-803 · Contract Labor	150.00
410-860 · Travel Expense	350.00
410-900 · Printing & Publishing	150.00
Total 410 · Zoning and Planning	9,750.00
446 · Roads and Streets	
446-707 · Salaries	700.00
446-740 · Supplies	500.00
446-935 · Oiling	1,000.00
446-936 · Signs	2,500.00
446-937 · Paving	2,000.00
Total 446 · Roads and Streets	6,700.00
751 · Recreation	
751-707 · Salaries	15,000.00
751-740 · Supplies	2,500.00
751-800 · Contractual Services	10,000.00
751-801 · Professional Services	1,000.00
751-900 · Printing & Publishing	150.00
751-920 · Lights	1,800.00
751-923 · Heat	750.00
751-927 · Water/Sewer	1,800.00
751-970 · Recreation Capitol Outlay	250.00
751-977 · Equipment & Repair	5,000.00
Total 751 · Recreation	38,250.00
850-999 · Transfer to Other Funds	
850-207 · Transfer to Other Funds - OLFD	5,000.00
Total 850-999 · Transfer to Other Funds	5,000.00
Total 6101 · General Expenses	466,430.00

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
6209 · Cemetery Expenses	
209-706 · Prisoners	100.00
209-707 · Salaries	42,000.00
209-708 · Medicare	700.00
209-709 · FICA	2,500.00
209-712 · Retirement	3,000.00
209-713 · Workers Comp	3,200.00
209-740 · Operating Supplies	2,100.00
209-751 · Fuel	800.00
209-810 · Cemetery Insurance	2,400.00
209-853 · Telephone	550.00
209-900 · Printing & Publishing	50.00
209-920 · Lights	700.00
209-923 · Heat	75.00
209-924 · Water Charges	1,000.00
209-930 · Ground & Building Repairs	500.00
209-955 · Education-Training	150.00
209-977 · Cemetery equip & rep	1,000.00
Total 6209 · Cemetery Expenses	60,825.00
6212 · Liquor Law Expenses	
212-707 · Salaries	2,050.00
212-708 · Medicare	50.00
212-709 · FICA	150.00
212-713 · Workers Comp	100.00
Total 6212 · Liquor Law Expenses	2,350.00
6500 · Hurontown Fire Expenses	
500-705 · Salaries	5,040.00
500-708 · Medicare	80.00
500-709 · FICA	350.00
500-713 · Workers Comp-Accident fund	1,800.00
500-740 · Supplies	1,000.00
500-751 · Fuel	2,000.00
500-803 · Contract Labor	500.00
500-810 · Insurance-Hannula	5,600.00
500-853 · Telephone/internet/TV	1,260.00
500-860 · Travel Expense	450.00
500-920 · Lights	2,500.00
500-923 · Heat	4,500.00
500-927 · Water/Sewer	1,600.00
500-950 · Building Upkeep	500.00
500-955 · Education/Training	1,000.00
500-958 · Membership & Dues	550.00
500-977 · Equipment & Repairs	36,740.00
Total 6500 · Hurontown Fire Expenses	65,470.00
6501 · Otter Lake Fire Expenses	
501-705 · Salaries	2,500.00
501-708 · Medicare	70.00
501-709 · FICA	200.00
501-713 · Worker's Comp-Accident Fund	900.00
501-726 · First Responders Supplies	800.00
501-740 · Supplies	800.00
501-751 · Fuel	600.00
501-801 · Contractual Services	1,000.00
501-810 · Insurance-Hannula	3,200.00
501-853 · Telephone/Internet	2,000.00
501-860 · Travel Expense	400.00
501-920 · Lights	1,900.00
501-923 · Heat	3,900.00
501-950 · Building Upkeep	1,500.00
501-955 · Education	1,000.00
501-958 · Membership & Dues	60.00

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
501-977 · Equipment & Repairs	2,500.00
Total 6501 · Otter Lake Fire Expenses	23,330.00
6590 · Portage Sewer Expenses	
590-707 · Salaries	18,000.00
590-708 · Medicare	425.00
590-709 · FICA	1,400.00
590-710 · Hospitalization	4,500.00
590-711 · Life Insurance	450.00
590-712 · Sewer Retirement	1,000.00
590-713 · Workmen's Comp	500.00
590-740 · Operating Supplies	4,500.00
590-751 · Fuel	1,000.00
590-801 · Professional Services	1,000.00
590-810 · Insurance	1,400.00
590-832 · RD Principal and Interest	13,892.00
590-900 · Printing & Publishing	50.00
590-921 · Power	6,500.00
590-923 · Heat Main St Lift Stations	600.00
590-927 · Use Billing	170,000.00
590-977 · Equipment & Repairs	7,000.00
Total 6590 · Portage Sewer Expenses	232,217.00
6591 · Portage Water Expenses	
591-707 · Salaries	16,000.00
591-708 · Medicare	400.00
591-709 · FICA	1,300.00
591-710 · Hospitalization	8,000.00
591-711 · Life Insurance	450.00
591-712 · Retirement	1,300.00
591-713 · Worker's Comp	1,500.00
591-740 · Operating Supplies	4,000.00
591-751 · Fuel	1,900.00
591-801 · Professional Services	1,000.00
591-810 · PW Insurance	3,200.00
591-824 · Water Purchased	56,000.00
591-830 · RV Principal & Interest	36,000.00
591-901 · Printing & Publishing	1,200.00
591-944 · State Required Sampling	2,000.00
591-955 · Education	100.00
591-958 · Memberships & Dues	500.00
591-977 · Equipment and Repair	700.00
Total 6591 · Portage Water Expenses	135,550.00
6592 · Dakota Water Expense	
592-707 · Salaries	2,200.00
592-708 · Medicare	50.00
592-709 · FICA	180.00
592-710 · Hospitalization	500.00
592-712 · Retirement	200.00
592-713 · Worker's Comp	200.00
592-740 · Operating Supplies	750.00
592-751 · Fuel	250.00
592-801 · Professional Services	275.00
592-810 · DW insurance	325.00
592-824 · Water Purchased	1,300.00
592-830 · DH Water Interest	6,300.00
592-831 · RD Loan Principle	4,000.00
592-901 · Printing & Publishing	50.00
592-944 · State Required Sampling	300.00
Total 6592 · Dakota Water Expense	16,880.00
6593 · Woodland Expenses	
593-707 · Salaries	1,800.00

2:48 PM

01/11/21

Accrual Basis

Charter Township of Portage

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
593-708 · Medicare	60.00
593-709 · FICA	175.00
593-710 · Hospitalization	600.00
593-712 · Retirement	160.00
593-713 · Worker's Comp	450.00
593-740 · Operating Supplies	450.00
593-751 · Fuel	400.00
593-801 · Professional Services	300.00
593-810 · insurance	300.00
593-824 · Water Purchased	26,000.00
593-944 · State Required Sampling	250.00
593-977 · Equipment & Repairs	450.00
Total 6593 · Woodland Expenses	31,395.00
6594 · Dakota Heights Sewer	
594-707 · Salaries	3,500.00
594-708 · Medicare	60.00
594-709 · FICA	250.00
594-710 · Hospitalization	600.00
594-712 · DH Sewer Retirement	200.00
594-713 · Worker's Comp Accident Fund	250.00
594-740 · Operating Supplies	350.00
594-751 · Fuel	250.00
594-801 · Professional Services	100.00
594-810 · DH Sewer insurance	225.00
594-832 · RD Loan Interest	10,300.00
594-921 · Power	700.00
594-927 · Use Billing	16,000.00
594-930 · Equipment & Repairs	400.00
Total 6594 · Dakota Heights Sewer	33,185.00
6711 · Perpetual Care Expenses	
711-883 · Transfer to - Cemetery Fund	3,000.00
Total 6711 · Perpetual Care Expenses	3,000.00
Total Expense	1,070,632.00
Net Income	6,493.00