

Charter Township of Portage
Regular Board of Trustees Meeting

January 11, 2021

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, January 11, 2021 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:

Doelle Senior Center, Question from Bill Bingham, Adams Township paying for portion of water break on Green Acres Rd.

A motion was made by Ollila, seconded by Bingham 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 December 14, 2020 budget hearing, December 14, 2020 regular meeting and the December 21, 2020 and December 30 special budget review 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:

- Working on balancing quickbooks for 2020.
- All final budget information is entered from 2 budget meetings

Review Treasurer's Report:

- Working on end of year and final balancing
- Made cemetery transfers

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

Zoning Report December 2020

Bill Heikkinen Sleeply Hollow Rd New Garage (approved)
fee doubled

Sarah Heikkinen Superior Rd Addition to a garage (approved)
Communications

Houghton County Building Dept.

Laura Assessor

Zoning questions in a R-1 District (Houghton Canal)

Bill & John

Review Fire Departments:

OLFD: 3 EMS, 0 Fire

New recruit added to the Fire Department

HTFD: No report

Review Assessor's Report: Notice of assessments will be going out

Board of review dates are March 2, March 8 from 3-9 and March 11 from 9-3. In person meetings will be held at the Doelle Senior Center in Tapiola.

A motion was made by Ollila to reappoint Abraham Romney, Chuck VanKarsen and Linda Rulison for a two-year term to the board of review, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none

Trustees Reports/Updates: None

Public Comments: None

Correspondence: Correspondence: Houghton Co. - Ben Larson – Co. Designated Assessor, MI Rural Water Association – Membership, BCBS – Pre-Authorization – Spine Surgeries, MTU – Support for Stream Gauge, True Value – Thank You, Bridgefest Request, SEMCO Energy – Pipeline Education, Kevin Harju – Houghton County Road Comm.

Old Business:

- A. Green Acres Rd. Sewer/Infiltration Joint Project – USDA – R.D. Response.
Chris Holmes said we received all easements, could submit and get advertised soon
- B. Signed PAAR Plan 2021 Health Insurance Binder on 01/04/2021.
- C. Service Agreement - Houghton County Road Commission – Boundary Road.
- D. Personnel Policy Manual Final Review. Will be printed for all employees
- E. UP-And-Running will be training staff 1/11/2021 on basic email.
- F. Ollila commented that Adams Township should pay half of the repair for the water break on Green Acres Road, suggests that we bill them for half. Bingham said to look for the agreement and send them a bill

14. New Business:

- A. Spectrum Business – Internet/Phone Bundle – Challenge to Get Hooked Up
- B. EGLE Water Service Asset Management Grant.
Grant has been submitted and received.
- C. Water Line Replacement on Green Acres Road – Applied for EGLE Permit.
- D. DPW Office – Internet/Computerization – EGLE and MISS Dig Notifications.
- E. Ice Rink Restroom Remaining Closed – COVID Guidelines.
- F. OI Holdings – Marijuana Retail Establishment Application.
- G. Senate Bill 241 – Gov. Signed – Cannot Shutoff Water Until March 31, 2021.

15. Meetings:

- A. Dec. 7, 2020 – Sp. Trustee Meeting – Personnel Manual/Forest Hill Cemetery.
- B. Dec. 14, 2020 – Trustee Hearing 2021 Budget and Regular Meeting.
- C. Dec. 21, 2020 – Sp. Trustee Work Session – 2020 Budget.
- D. Jan. 28, 2021 – MTA Local Chapter @ 7:00 pm – Road Comm. Will Speak.
- E. Jan. 11, 2021 – Houghton Co. Rd. Comm. @ 1:30 am – 5 Yr. Transportation Plan.
- F. Jan. 11, 2021 – Houghton Co. Recreation Authority @ 11:00 am.
- G. Jan. 11, 2021 – UP and Running @ DPW Office for Set-Up.

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 if there is inclement weather instead of cancelling a meeting.

Anderson asked about the broken meter at Dakota Heights, Bruce stated that Mike said it's going to be repaired.

Anderson asked about flushing on the pump on copper Ridge Road, Bruce said it is still getting flushed but that it's normal maintenance. Anderson also asked about the billing to customers on Copper Ridge Road, he said Vanessa can bill them.

Ollila wants to go to a closed session after the public leaves to speak about a personnel matter

17. Public Comment: none

18. Adjourn: A motion was made by Bingham and seconded by Anderson to adjourn at 12:45 PM. All in favor, motion carried by voice vote.

Public Attendance:

Chris Holmes - UPEA
Laura Erhart - Assessor
Ted Soldan – OLFD
Barry Fink
Vanessa Dietz
Roy Britz

X Bruce Petersen

Bruce Petersen
Supervisor

X Amy Skewes

Amy Skewes
Clerk