

Charter Township of Portage
Regular Board of Trustees Meeting

August 8, 2022

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, August 8, 2022.

Call to Order: The meeting was called to order by Bruce Petersen at 6:00 PM.

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:

Public comments - Cemetery public committee, Green Acres Road repair

Old business Follow up on cemetery response

Closed session at end of meeting

Meetings – Board of Review

Add budget meeting on July 25, 2022 to approval of minutes

A motion was made by Ollila, seconded by Bingham to approve the meeting agenda. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Anderson to approve the July 11, 2022 regular meeting minutes and the July 25, 2022 budget meeting minutes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

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:

- Election went well, there were 595 total voters

August 2, 2022 Election results

Governor

Gretchen Whitmer - 212

Representative in Congress

Bob Lorinser - 212

State Senator

John Bramse - 212

Representative in State Legislature

Casey VerBerkmoes - 208

Governor

Ryan Kelly -102

Ralph Rebandt - 13

Kevin Rinke - 50

Garrett Soldano - 58

Tudor Dixon - 136

Representative in Congress

Jack Bergman - 324

State Senator

Matthew Furyke - 45

Edward McBroom - 271

Kayla Wikstrom - 41

Representative in State Legislature

Gregory Markkanen - 320

Sheriff

Joshua Saaranen - 325

County Commissioner

Roy Britz - 297

Review Treasurer's Report:

- Water/Sewer Committee Follow Up: What is the follow up from Water/Sewer and Cemetery Meetings regarding my request to increase fees and look at budget deficits for both areas?
- Motion to remove 425 funding from Fire Departments' budgets because they now receive much more than 1 mil of 425 incomes from City of Houghton through the newly billed millage
- Cemetery: Does our cemetery ordinance need to be amended for our increase of fees for perpetual care/lots sold/burials or inclusion of perpetual care w/lot sales? What is the status of the rates/rate sheet? Does Marty have what he needs? (Confusion over rates for lots, burials, perpetual care that have changed)
- Summer tax collection in process
- Rural Development/Portage Sewer working on confirmation of min. account balances for new PS RD loans
 - o Portage sewer is currently negative and will need "bail out" – from the general fund at year end

- Two anticipated payments shown circled below will add to the deficit, potentially taking the account to -\$75,353.28 (does not take into account other expenses/income for this year)
- Currently PS due to general fund is \$48,336.32
 - there was a plan to decrease this due to General Fund starting in 2021 by \$20,000/year
 - SSI monies decreased previous due to General Fund, but the other fees will create a potential due to General Fund of \$123,689 by year end if fees are not increased leaks not fixed

COA number		7/31/2022	balance (O&M is remainder)	future payment due (est.)	date of future pmt	should be on 12/31/22	estimated final, not incl user fees
11590.2	PS OM	92-09	-32,608.51			0.00	-32,608.51
11590.3	PS BI		7,281.00			7,281.00	7,281.00
11590.4	PS BR		14,500.00			14,500.00	14,500.00
11590.5	PS RR		18,175.00			18,175.00	18,175.00
11690.3	PS BI A	92-13	22,800.00	37168.79	12/1/2022?	22,800.00	22,800.00
11690.4	PS BR A		3,200.00			3,200.00	3,200.00
11690.5	PS RR A		0.00			0.00	0.00
11790.3	PS BI B	92-15	2,712.00	5575.98	12/1/2022?	2,712.00	2,712.00
11790.4	PS BR B		700.00			700.00	700.00
11790.5	PS RR B		8,600.00			8,600.00	8,600.00
591.2	PW OM	91-08	44,017.40				49,953.76
591.3	PW BI		17,967.57			17,967.57	17,967.57
591.4	PW BR		36,500.00			36,500.00	36,500.00
591.5	PW RR		20,700.00			20,700.00	20,700.00
592.2	DW OM	91-04	22,751.14				22,720.28
592.3	DW BI		2,667.50			2,667.50	2,667.50
592.4	DW BR		11,000.00			11,000.00	11,000.00
592.5	DW RR		29,041.00			29,041.00	29,041.00
594.2	DS OM	92-11	-6,333.60				-6,351.45
594.3	DS BI		5,278.00			5,278.00	5,278.00
594.4	DS BR		10,725.00			10,725.00	10,725.00
594.5	DS RR		24,150.00			24,150.00	24,150.00

- Investment Accounts:** Booking meetings with Edward Jones and Superior National (from previous meeting feedback) regarding our investments and what can be done
 - Bruce – MTA perpetual care research – need findings of this related to “is perpetual care agreement valid because we are not a private cemetery”

- Cemetery committee needs guidance re: “what does our ordinance state surrounding perpetual care investments and types of investments we should be using”?
- Can Treasurer get a digital or hard copy of the Perpetual care Ordinance?
 - Deputy Treasurer is working primarily with cemetery/perpetual care other than our Sexton, and a copy on hand may be beneficial
 - We still need interpretation/confirmation of statutes.

Smith made a motion to eliminate the previous 1 mil allocation of the 425 monies to the fire departments because they now receive significantly more funding from the millage voted in the 2020 election, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Review Zoning Administrator’s Report (John) for (July 2022)

Zoning Applications:

7/3 – 34423 Lake Ave., new home, approved. Also met four different landowners on their future building sites to discuss setbacks and options.

Zoning Correspondence:

7/5 – Inquiry about new house site on Boundary Road; informed him he was in Chassell Twp., 7/6 – Inquiry about site plan application procedure, 7/7 – Inquiry about process for zoning inspection; told him corners must be marked with stakes, 7/11 – Rules & setbacks for condominium plat, 7/11 – Inquiry about parking an RV along Portage Lake, 7/25 – Inquiry about width of easements, 7/25 – Solar installation requirements, 7/26 – Demolition and replacement of an attached garage, 7/28 – Inquiry about zoning rules for new home in Portage Twp. (the other Portage Twp. near Curtis in Mackinac County), 7/29 – Higher Love business has not yet heard back from the county about the sign I approved long ago.

Correspondence: Rob Olson/Bruce Petersen – Signage in Tapiola, PAR Plan News

Review Fire Departments: No reports

Review Assessor’s Report: Attached

A motion was made by Ollila to obtain 3 lockable file cabinets for the Assessor, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Trustees Reports/Updates: Anderson asked if there were any estimates submitted for new steps in front of the township office. Bruce said not yet.

Anderson commented that there were 4 Green Acred Road residents asking about reducing the speed on the road.

Public Comments:

Residents voiced concern of the trucks traveling on Green Acres Road and stated that there is a bump on the road that causes their homes to shake when heavy trucks drive over it. They stated that the bump is from Semco replacing a line about 15 years ago. Bruce will call Semco.

A resident on Royalwood voiced concern of trucks driving through the neighborhood, using it as a short cut from US41 to Sharon Ave, he is asking if it’s possible to get a “no through traffic sign”.

Ollila was asked if he had received a zoning application for the Onagaming property, he said he has received an application for resort development which includes septic relocation, parking lot

improvement and construction, rental cottages and a duplex. Ollila has forwarded the application to the Planning Commission for site plan review.

Old Business:

- A. Green Acres Rd. Sewer Project –6th Draw – Green Acres Road Sewer Project began 7/26/2022. Plastic Barrier in Low Points of Green Acres Road Required.
A motion was made by Bingham to approve the 6th draw from the USDA grant in the amount of \$10,454.20, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- B. Neil Ahola Request – Perpetual Care – 15 more families, some with previously Purchased lots.
Julie Riolo from the cemetery improvement group met with Bruce to go over a new rate schedule and stressed that the Board needs to approve this soon and get the information out.
The full board will meet on August 11, 2022 at 3PM for a meeting to update fees.
- C. Keweenaw Chev. 2023 3500HD Price Quote – Price Increase – Still waiting for build date.
Bruce will go and talk to them about the price increase
- D. Tapiola Blinking Intersection Light – Address for UPPCO Billing Issued.
- E. Calcium Chloride for Dust Abatement Done – 1,013 Gallons.
- F. Auditor needs a response from the state regarding our Cemetery reduction plan. Bruce will get it to Betsy and the auditor as soon as he gets it.

New Business:

- A. Updated Forest Hill Cemetery Fee/Rate Schedule.
- B. New Shutoff Meter Installed by DPW – Shortly Thereafter Bill Paid.
- C. New Sand Purchase from Bacco Const.– Approx. 3,000 yds. @ \$2.50 per Yard.
- D. Co-Signed a Letter from Rob Olson for a Speed Study for Tapiola
- E. 5 Year Recreation Plan Update - Survey on Web-Page And at WUPPDR.

Meetings:

- A. August 5, 2022 – Sewer & Water Comm. Meeting – Twp. Office.
- B. August 1, 2022 – Cemetery Improvement Committee.
- C. July 25, 2022 – Special Budget Meeting – Twp. Office.
- D. July 18, 2022 – Board of Review

Public Comment: A resident would like the Township to request the road commission to install a “no through traffic” sign for Royalwood.

Other Business: The meeting went into Closed session at 7:43 to discuss water/sewer issues
The board returned to open session at 8:10PM

Adjourn: The meeting was adjourned at 8:15PM

Public Attendance:

Julie Riolo

Chris Holmes - UPEA

Susan Schwenk

Geoff Miziak

Gina Carver

Roy Britz

Jeffrey Loman

Clayton Adams

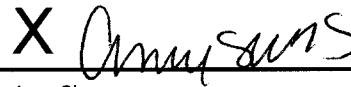
Todd Arney

M. carver

Scott MacInnes

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk

Assessor's Report

August 2022

- Board of Review / Late requests for Principal Residence Exemptions (PREs)

Public Act 141 of 2022 (copy attached) was passed a week before July's Board of Review. It significantly impacted the scope of review by the July and December Boards of Review (BOR) in that the granting of late PRE requests (filed after June 1st for the summer levy and after November 1st for the winter levy) will no longer be handled by the BOR, rather the assessor is now able to process the requests immediately upon a complete affidavit being received – sending the information to the Treasurer in possession of the particular year's roll for an immediate rebill / refund as appropriate.

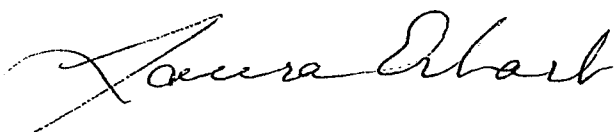
This will be of great benefit as we had many pending PRE updates waiting for BOR to approve, and there will no longer be a wait for our taxpayers.

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- Records Retention: clean up the boxes of assessing documents stored in the basement

Records Retention for Assessing is enhanced by the filing of the mainstream documents by parcel number. I have done this with my other unit, and we were able to cut the storage space for assessing in half.

Assessing has 2 filing cabinets in the Assessor's room – 4 drawer, one of which locks, there are assessing documents that are required to be kept confidential, locking cabinets are important. Both cabinets are fully in use, and a third cabinet, lockable, is needed. The majority of the assessing documents are in the basement, it would be ideal to move the two existing cabinets plus the new cabinet into the basement where the unfilled documents are, and then begin the process of emptying the boxes marked assessing, and sort the paperwork into their parcel files.

In reviewing the basement area, there is a space against the wall at the bottom of the stairs that would accommodate the cabinets if that is acceptable to the Board. There appears to be about a ½ of shelving unit currently occupied by assessing documents. All of the boxes on the shelves would be gone through with the goal that the documents would be stored in the cabinets, or disposed of per assessing records retention guidelines.

 08/01/2022