

Charter Township of Portage
Regular Board of Trustees Meeting

March 13, 2023

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, March 13, 2023.

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:

New Business – Houghton County mitigation, FEMA mitigation resolution

Meetings – Board of Review, Planning Commission meeting

A motion was made by Fink, 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 February 13, 2023 regular and rec hearing 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:

- Working on end of year stuff/adjustments
- Pre-Accuracy test and election committee meeting set for 4/11/2023 at 11AM
- Accuracy test – 4/12/2023 at 11AM

Review Treasurer's Report:

- Working on year-end balancing/reconciliations
- Property Tax we have turned tax collection for past due 2022 property taxes to the county. We are working on final year end disbursements.
- Marijuana Revenue Sharing: \$51K rec'd end of February (coded separately)
- Regular Revenue Sharing: rec'd end of February
- 425 Monies: received a check that is deposited in March, copies of the 425 parcels were included for each board member
- Treasurer out of office/town: 3/23 & 3/24

Review Zoning Administrator's Report for (February 2023)

Zoning Applications:

2/21 – 39794 Tapiola Road, storage building, approved. 2/21 – 39794 Tapiola Road, new garage, approved.

Inquiries & Complaints:

2/6 – Questions about site plan review contents checklist, 2/7 – Inquiry about form needed to authorize a Day Care home business on Green Acres Road,
2/9 – Inquiry about the % of agricultural land in the township, 2/14 – Inquiry about the rules for renting in FF, 2/18 – Still a noisy rooster in Hurontown,
2/27 – One illegal business owner in R-1 will cease operations, 2/28 – Owner of mobile home w/o permits will pay fees and send in application.

Other Zoning Activity:

Three letters mailed to two different owners of illegal businesses in R-1. Letter mailed to landowner who built a storage building and a garage w/o permits. Multiple meetings to assist landowner with application and preparation for Special Use application for Lahti Road residential development. Met with Bill B. and Bruce to identify text within Z.O. Sec. 12.1 and 12.2 which dealt with duties of the township building inspector and are thus no longer relevant – the county now performs all building inspector duties.

Ollila Made a motion to include a sentence from the Z.O. on the fee schedule sheet. Since the Z.O. requires a permit for signs, business signs and billboards will now require a \$20.00 fee, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

A motion was made by Fink to appoint Petersen, Ollila and Bingham to a Zoning Committee, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Correspondence: PAR Plan – Bd/ of Directors, MRWA – Annual Mtg., MI Extension Service – Citizen Planner Training, EGLE – Drinking Water Testing Schedule & Cons. Confidence Report, EGLE – DWAM Grant Agreement, EGLE – Annual Lead Service Line Report, SEMCO – Report This Years Construction Projects, Lora Repp – Would Like to Continue on the Portage Lake District Library Board.

A motion was made by Fink to appoint Lora Repp to a new term to the Portage Lake District library, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Bruce read letters from residents on Green Acres Rd. regarding the bump in the road causing damage to their homes as well as again requesting the speed reduced on Green Acres Rd.

Bruce will forward the letters to the road commission to notify them about the bump.

The board is reluctant to request a speed study because the speed will likely stay the same or increase on Green Acres Rd. Bruce will put our caution sign on Green Acres Rd.

Review Fire Departments: OLFD – 3 EMS runs, 0 Fire.

Because the old Otter Lake Fire Hall is used for 4H meetings in the winter and the well is used to flood the rink, Bingham made the motion to use township rec funds to split the cost of better insulating the

area with the OLFD to split the cost 50/50, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Review Assessor's Report: Attached

Trustees Reports/Updates: Ollila noted that the Township website should include upcoming meeting dates for the planning commission under the meetings/minutes tab.

Cemetery committee meeting set up for March 29, 2023 at 3PM

Public Comments: Brian Irizarry updated the board on the soccer field schedule for the 2023 year

Old Business:

- A. Green Acres Rd. Sewer Project – Payment Submittal & County Pavement.

A motion was made by Fink to approve the 12th draw from the USDA grant in the amount of \$2,231.70, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

A motion was made by Bingham to require any new pump ordered by a new home on Green Acres Rd to purchase pumps by the same manufacturer as the Township already uses. If this is done, then the Township would maintain the pump for normal wear and tear, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: Fink.

- B. 1 ton and ¾ ton Keweenaw Chevy Trucks. – Purchased new trucks for the Township DPW. Anderson spoke to the DPW and they stated that the Township should have ordered bedliners and a new tool box for Mikes truck. A motion was made by Bingham to purchase 2 bedliners and a new tool box for the DPW truck seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none
- C. MI Dept. of Treasury – Marijuana Distribution Approx. \$51,000.00.
- D. Rink Manger Weekly/Monthly Reimbursement. A motion was made by to pay Jackovich \$100.00 per month, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none
- E. 5 Year Recreation Plan Update – WUPPDR Submitted.

New Business:

- A. SAM's Number Renewed through 2/24 & Dun's Number through 2/2028
- B. FEMA – Fire Fighter Grant Submitted - EMW-2022-FG-02603.
- C. Rukkila – Negro Service Letter for 2023 Year Audit. A motion was made by Smith to approve signature of the agreement, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none
- D. Portage Health Foundation – 2023 Safe & Healthful Comm. Grant. Bruce will submit the application for re-surfacing for the peepsock court. Ollila made a motion to submit the grant, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none

- E. Houghton County Hazard Mitigation Plan – WUPPDR. A motion was made by Fink to endorse the Houghton County Hazard Mitigation Plan, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none
A motion was made by Fink to endorse the FEMA hazard mitigation resolution, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none
- F. (2) Job Duty Descriptions – Will be Needed for this Spring. Personnel committee meeting to be scheduled
- G. U.P.S.E.T. – Agreement for Law Enforcement Services. A motion was made by Fink to contribute \$3000.00 for 2023 year and \$2000.00 for the 2022 year to support UPSET, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Fink, Petersen, Skewes, Smith. Nay: none

Public Comment: None

Meetings:

- A. Kevin Harju – Road Comm. – Signage & Signed Service Agreement – 2-25-2023.
- B. Amy Schultz – Onagaming Complaint – March 3, 2023.
- C. BOR – 3/14 9AM – 3PM, 3-16 3PM – 9PM, 3-20
- D. March 9, 2023 – Planning Commission Meeting


Other Business: A motion was made by Ollila to go into closed session at 7:43, seconded by Fink. All in favor.

The meeting returned to open session at 7:52 PM

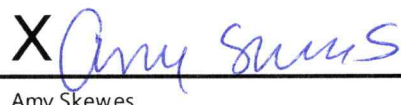
Adjourn: The meeting was adjourned at 7:53PM

Public Attendance:

Brian Irizarry
Randy Malone
Brian Hutsler - CCSA
Chris Holmes – UPEA
Roy Britz



Bruce Petersen
Supervisor



Amy Skewes
Clerk