

Charter Township of Portage  
Regular Board of Trustees Meeting

April 10, 2023

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, April 10, 2023.

**Call to Order:** The meeting was called to order by Bill Fink at 6:00 PM.

**In attendance** were Treasurer Betsy Smith and Trustees Peggy Anderson, Bill Bingham, Bill Fink and John Ollila as stated by roll call. Absent: Supervisor Bruce Petersen, Clerk Amy Skewes

**Additions or Changes to the Meeting Agenda:**

Meetings – Election Committee Meeting, Planning Commission Meeting

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

**Approval of the Bd. of Trustees Previous Minutes:** A motion was made by Ollila and seconded by Anderson to approve the March 13, 2023 regular meeting minutes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Smith. Nay: none.

**Approval of the Bills:**

Bingham commented that general attorney bills need to be distinguished from the Onagaming lawsuit bills from the Onagaming lawsuit for reimbursement from the insurance company. Ollila will email to get a detailed amount for these 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, Smith. Nay: none.

**Review Clerk's Report:**

- Working on end of year stuff/adjustments, met with the Auditor in office on 4/5/23 and 4/6/23
- Had to re-schedule the Pre-Accuracy test and election committee meeting to 4/7/2023 at 12PM
- Had to re-schedule the Accuracy test to 4/17/2023 at 11AM

**Review Treasurer's Report:**

- Property Tax all over due property taxes are now payable to Houghton County except for personal property, parcels starting in 010-900 are personal property parcels
- Working on audit
- New Website Request Form: there is a new form that Amy emailed to the board, please submit to Vanessa with at least 24 business hours' notice prior to your deadline, this will help ensure that things are posted in the appropriate manner and in the correct place and will help alleviate calls/stress on the office manager role

Betsy commented that there are reporting requirements for the ARPA money and she doesn't know if Bruce has submitted those.

#### **Review Zoning Administrator's Report for (March 2023)**

##### **Zoning Applications:**

There were ZERO (0) applications for buildings. One application for a pair of billboards in MU along M-26, approved.

##### **Inquiries & Complaints:**

3/1 – Inquiry about billboards in MU. 3/6 – Posting requirements for P.C. meetings. 3/7 – Inquiry about side-by-side billboards in MU.

3/9 – Request to merge two lots in Hurontown. 3/10 – Inquiry about the location of the river trails site.

3/16 – Complaint about illegal business still operating in R-1. 3/21 – Inquiry about guidelines for siting a boxcar in Dodgeville. 3/23 – Continuing complaint about rooster in Hurontown

##### **Other Zoning Activity:**

Numerous conversations with developer of the residential site east of Lahti Road to assist with his presentation to the P.C. 3/9 – Presentation to the P.C. about irrelevant text in Z.O. Sec 12.1 – 12.4, specifically those portions which date from the time the township had its own building inspector. 3/16 – Conversation with MTA about what exactly constitutes 'merely' editorial changes in the Z.O. 3/21 – Another letter, now warning of \$500 fine to illegal business in R-1. 3/23 – Attended P.C. meeting to assist P.C. with background info and to make a recommendation. 3/28 – Letter about building w/o permit in Hurontown.

Ollila updated the board on the stormwater ordinance, he hopes to have something to present at our next meeting.

**Correspondence:** MRWA – Mastering the Sanitary Sewer, MKUSCO Lighting – Benefits of LED Lights, Travis Pihlaja Letter – Parking on Madeline Street,

**Review Fire Departments:** No report

**Review Assessor's Report:** Distributed

**Trustees Reports/Updates:** none

**Public Comments:** Fink read a letter from Jan Wieber regarding the speed on Green Acres Rd. The board discussed the risk of requesting a speed study. The speed could be raised. There is a bill in the legislature that would make it easier for Townships to change speed without a speed study.

##### **Old Business:**

- A. Green Acres Rd. Sewer Project – Payment Submittal & Startup date
- B. (2) Job Duty Descriptions Distributed – DPW General Maintenance Worker & Cemetery Grounds Keeper - Will be Needed for this Spring.

##### **New Business:**

- A. New Signs Ordered from Road Comm. for: (→ Pilgrim Road) & (Dodgeville).
- B. Lisa McKenzie Presentation – Assist. Regional Planner @ WUPPDR – Housing activities. Not here

- C. Proposed New B.O.R Member – Connie Touhima – Replaces Linda Rulison. A motion was made by Ollila to appoint Connie Touhima to the Board of Review, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Smith. Nay: None  
Bingham requested that in the future the Board should post all openings to our boards and committees to reach a broader pool of applicants.
- D. Tom Dorvinen Cost Reimbursement – Used Personnel Truck – One Month. A motion was made by Bingham to reimburse Tom Dorvinen \$200.00 for use of his personal truck for Township Business and Plowing, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Smith. Nay: None
- E. Federal Procurement – Conflict of Interest Policy When Using ARPA Money. A motion was made by Ollila to adopt the Conflict-of-Interest Policy when using ARPA money, seconded by Bingham. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Smith. Nay: None
- F. Total Energy Systems Maintenance Agreement for Lift Stations Needs Signing. A motion was made by Ollila to sign the Total Energy Systems Maintenance Agreement, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Smith. Nay: None
- G. Millage for Cemetery ¼ Mill, Would Pay for Long-term, Annual Shortfall. Fink updated the board to explore a millage proposal for the cemetery of ¼ mil which would bring in roughly \$25,000 to \$30,000 annually. The board will discuss this later

**Public Comment:** None

**Meetings:**

- A. B.O.R. March 7, 14, 16 & 20, 2023 – Doelle Senior Center & Twp. Office.
- B. WUPPDR – Full Commission Meeting – March 20, 2023 – Twin Lanes.
- C. Cemetery Comm. – Twp. Office – Funding Possibilities - March 29, 2023.
- D. UPEA Meeting – River Run Development Storm Water – March 20, 2023.
- E. Amy Schultz – Discuss OMA/425 – April 7, 2023 – L’Anse.
- F. Election Committee Meeting – April 7, 2023
- G. Planning Commission Meeting – March 23, 2023

**Other Business:**

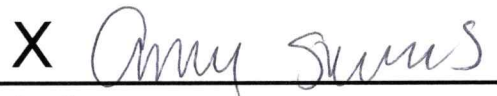
**Adjourn:** The meeting was adjourned at 7:15PM

**Public Attendance:**

Chris Holmes – UPEA

X 

Bruce Petersen  
Supervisor

X 

Amy Skewes  
Clerk