

Charter Township of Portage
Regular Board of Trustees Meeting

August 14, 2023

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, August 14, 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 – Midyear budget adjustments

Old Business – Front Steps, sand pit operations

Meetings – Planning Commission meeting

Correspondence – EGLE scrap tire grant, DNR letter response

A motion was made by Ollila, seconded by Fink 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: Bingham requested amending the minutes to reflect we were going to initiate the process to abandon the alley near Calverley St. A motion was made by Ollila to approve the amendments with Bingham's correction and seconded by Fink to approve the July 10, 2023 regular meeting minutes. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Approval of the Bills:

Anderson commented that the sewer was over 6 days last month in the amount of \$1667.63. Fink suggested re-negotiating the contract with the City of Houghton.

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:

- Met with clerks at the City of Houghton to help develop an agreement to have the County run the early voting centers on 8/10/2023
- Reminder to all Employees/Fire Departments that we need receipts when purchasing items

Review Treasurer's Report:

- **Summer Taxes** are in collection
- **Rural development:** Dakota Sewer is at a deficit, what needs to happen to get this account out of the hole?

Review Zoning Administrator's Report for (July 2023)

Zoning Applications:

7/12 – 17595 Lake Ave., new garage, approved, 7/19 – 46559 Hildebrant replace entrance to house, approved, 7/24 – 21090 Broemer Road, new garage, approved, 7/27 – Valley Road, new pole barn, approved,

7/28 – Short Road, new pole barn, approved.

INQUIRIES & COMPLAINTS:

7/4 – Additional complaints about squatters south of Tapiola,

7/5 – Need to clarify permitting process about duplexes by the H.S. for the building dept., 7/6 – Phone call regarding DNR letter about fictional railroad grade encroachment, Twp. & PC role, 7/10 – Sheriff, littering enforcement & penalties, 7/12 – Lake Ave., garage permit questions, 7/12 – River Trails, Health Dept. disputes UPEA wetland designation, 7/18 – Shed type addition to a house in Dodgeville, 7/19 – Pike River Rd, new owner from South Carolina, setbacks on 1 acre lot and water hookup, 7/19 – Zoning of Superior Rd./Paradise Rd junction. MQT realtor, 7/21 – Illegal roadside signs in Dodgeville, 7/24 – Setbacks and minimum lots size in Hurontown,

7/25 – Rules for signs at mall, 7/26 – Follow up call from Sheriff about action on littering in Tapiola, 7/27 – Is a permit required to tear down only a portion of an old building, 7/29 – Questions regarding future cabin on Conservation Road.

OTHER ZONING ACTIVITIES:

Conversation with Catherine @ MTA about Municipal Civil Infraction Guidelines. Conversations with Sheriff and DNR (EGLE) about litter enforcement. Communications with County Drain Commissioner about Zoning Applications requiring soil erosion permits. Discussion with County Building Dept. about whether or not a deck in Hurontown was new.

Correspondence: UPPCO Yearly Tree Hazard Warning, WUPPDR – 54th Annual Meeting, MRWA Fall Training Classes, EGLE scrap tire grant

Review Fire Departments: OLFD – 2 EMS runs, 1 Fire. The new first responder vehicle is now operational and legal.

No report from Hurontown FD

Review Assessor's Report: Assessor updated the board on the process for alley abandonment. A motion was made by Bingham to have Ollila write a letter of intent to all home owners in the area, seconded by Fink.

The assessor stated that people should not say she works from home as she believes this prevents residents from calling her at her remote office.

Assessor would like her salary increased to \$46,800

Trustees Reports/Updates: Bingham commented that there are still issues with water/sewer. Charges for water purchased in woodland do not match the expenses.

Bruce asked Payne and Dolan to pave the tennis court in September, will be getting an estimate

Public Comments: none

Old Business:

- A. Green Acres Road Sewer Project – Payment Submittal & Progress Since Start-Up.

- B. Personnel – Still Need a “Shadow” DPW Worker – (2) Days per Week. The Cemetery employee is going to work up to 40 hours a week through the cemetery season to help DPW
- C. 2022 Audit CAP and needed resolution to be tendered to MI Dept. of Treasury. Cemetery Operating Budget Placed Under General Funds. A motion was made by Ollila to adopt the 2022 audit deficit reduction plan once remaining board members have reviewed, seconded by Fink. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- D. Dodgeville Ice Rink Inside and Outside Security Cameras have been installed.
- E. Zoning Manual Amendments – Review Amendments - Vote Needed. A motion was made by Ollila to adopt the zoning manual amendments which had been approved by the Planning Commission, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- F. 425 City Agreement, With the City, Written by our General Council. The board will hold a public hearing on the 425 agreements on September 11, 2023 at 5:30 PM. Copies were sent to the City and County.
- G. Front Steps - Anderson asked if any contractor has looked at the front steps yet. Anderson recommended ice melting products which are kinder to concrete.
- H. Sand pit on Boundary rd. - The original agreement was for selling sand for projects only in the Portage Township
- I. DNR Letter about pilgrim point – Bingham asked if the developers responded to the DNR letter about Pilgrim point. Ollila said the Township wouldn't know since we were merely copied on the original letter.

New Business:

- A. HAZ-MAT Pickup Day Sponsorship with Other Twps. and the City of Houghton? We would support.
- B. Community Building Grant – WUPPDR is Unable to do – UPEA can Assist.
- C. Midyear budget adjustments - A motion was made by Ollila to accept the attached budget adjustments, seconded by Bingham. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.

Public Comment: none

Meetings:

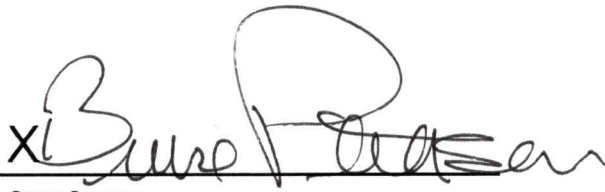
- A. Personnel Committee – DPW & Cemetery Staffing - August 2, 2023.
- B. Assessor Mtg. With Transnation – “Original” Signature Affidavit – Aug. 7, 2023
- C. August 24, 2023 – planning commission meeting cancelled

Adjourn: The meeting was adjourned at 8:15PM

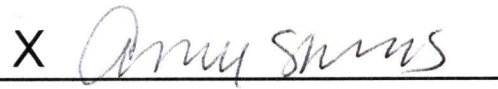
Public Attendance:

Randy Malone - OLFD

Roy Britz
Chris Holmes – UPEA
Laura Erhart - Assessor
Tim Ryan

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk