

Charter Township of Portage
Regular Board of Trustees Meeting

September 11, 2023

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

Old Business – stormwater ordinance

Meetings – Planning Commission meeting – September 14, 2023

Correspondence – EGLE water quality, EGLE water quality testing

A motion was made by Ollila to approve the meeting agenda, seconded by Fink. 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 to approve the August 14, 2023 and August 31, 2023 meeting minutes, seconded by Anderson. 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:

- Placed an order for new envelopes for absentee voting for next year
- Working on putting the cemetery under the general fund
- Election inspector training will be on Saturday, October 7, 2023 at the Township office

Review Treasurer's Report:

- **Summer Taxes** are in collection, 9/14 due
- **BSA Project:** underway, tracking my time devoted to project management because it is taking a considerable amount of time and coordination to be the point person and there are many mandatory meetings and dates for data combined with current responsibilities
- **Deficit reduction plan Cemetery COA change:** this is in progress; we have consulted with the accountant and auditor and are intentionally making the changes so we do not redistribute any monies incorrectly
- **Rural development:** Dakota Sewer is at a deficit, what needs to happen to get this account out of the hole?

- This account has been in the negative for the entire year.
- It is negative after being positive at year end, then mandatory payments go through; what does the water/sewer committee recommend as far as rate changes?

Review Zoning Administrator's Report for (August 2023)

Zoning Applications:

8/7 – 18633 Chassell/Painesdale Rd., new house & storage, approved,
 8/11 – 47301 Janosky Rd., enlargement & replacement of fire destroyed workshop, approved, 8/16 – 18454 Moscow Rd, new barn, approved,
 8/24 – Gundlach Rd., final two duplexes in site by H.S., approved.

INQUIRIES & COMPLAINTS:

8/4 – Permit requirements to remodel former Pilgrim River Steakhouse,
 8/9 – Are permits required to replace a fire damaged structure, 8/13 – Illegal business sign @ Main and Superior Rd., 8/16 – Mackinac Co. realtor, Green Acres Rd. inquiry, 8/17 – Required frontage in R-3 where municipal services exist, 8/17 – 2nd letter sent to Seckler about the mess his squatters left behind, 8/21 – Inquiry whether dwelling in LAR near Broemer can be rented.
 8/21 – Are permits required for seawall & covered boat slip on south U.S. 41. 8/21 – Realtor questioning where in the Z.O. can rental info be found,
 8/23 – Questions about the smallest size house that can be built in the township, 8/24 – Regulations for a new pole barn, 8/27 – Is a township permit required for a well.

OTHER ZONING ACTIVITIES:

Conversations with Catherine and Cindy @ MTA about Municipal Civil Infraction guidelines.
 Correspondence with MQT Township Manager about zoning enforcement and civil infractions. Called two different contractors to remove their illegal road shoulder business signs.

Correspondence: Mich. Rural Water Assoc. Training, Western UP Planning and Dev. Region – Emerge Municipal Measurement Program, Charter Communications Franchise Quarterly Fee Payment

Review Fire Departments: OLFD – 4 EMS runs, 0 Fire.

Hurontown FD - Purchased 8 new Drager SCBA's (Airpacks) and masks.

Have a new 3,250 Gallon Freightliner Tanker on order through OSCO Trucks, hoping to be delivered by the end of 2023.

Submitted a Grant to FEMA to hopefully replace our current rescue truck and other supplies and equipment.

Submitted a Grant to the Michigan Treasury to help replace radios.

Submitted a Grant to Chemtrek to help replace outdated PPE.

Submitted a Grant to the Michigan DNR to hopefully replace all the nozzles for our hose lines.

Currently have 16 members.

Have had a total of 29 Fire and Extrications Calls for 2023 so far.

The board will take up the request for new concrete next month

Review Assessor's Report: distributed. Ollila and Fink asked Petersen to find out from the assessor in who's favor was the tax tribunal appeal resolved, the township or the sandpit operation.

Trustees Reports/Updates: Bingham alerted the board to the sewer bills for Green Acres rd. from the City of Houghton, he said there is way too much going through the meter and hopes there is not anyone

using the sewer system for sump pumps. Bingham commented that Bruce again used his personal email and noted that all township correspondence should be from the township email.

Anderson asked about an article in the newspaper referencing a parcel of land west of the Houghton development park plot, she's wondering where it is.

Anderson voiced her concerns again about getting the front steps repaired. No contractors have yet responded.

Public Comments: none

Old Business:

- A. Green Acres Road Sewer Project – Who is Hooked Up; Base Fee instigated, when is Start-Up & Hurontown Center Ditch.
A motion was made by Fink to approve the 13th draw on the rural development loan in the amount of \$9641.34, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- B. Dodgeville Ice Rink Inside and Outside Security Cameras.
- C. MI Dept. of Treasury 2022 Budget Deficit Reduction Plan Resolution. A motion was made by Fink to approve the deficit resolution plan, seconded by Ollila. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- D. Municipal Civil Infractions – will continue to research and will take up later
- E. 425 – City of Houghton Formal Review. A public hearing will be held on October 9, 2023 at 5:30 PM
- F. Stormwater ordinance – Ollila commented that non-zoning ordinance changes can be made by board resolution, there are 2 changes that need to be made in the stormwater ordinance, he recommended two changes for the board to vote on next month. These will be available for review at the township office.

New Business:

- A. HAZ-MAT Pickup Day Sponsorship with Other Twps. and the City of Houghton? We would participate.
- B. Jeff Koski P.C. Resignation – John Ligon is Proposed Replacement
A motion was made by Ollila to appoint John Ligon to the Planning Commission, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- C. Cemetery Seasonal Staff - Working as a DPW Worker – Rate of Pay? A motion was made by Bingham to increase pay to the DPW hourly wage when a cemetery employee works in the maintenance department, seconded by Smith. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: none.
- D. Kangas 6" dia., Approx. 600-Foot-Long Sewer Line Extension for Duplex's - Brian Kangas is requesting a 600-foot extension of sewer line for the duplexes he is building near Gundlach Road. Bingham said that previously the homeowners have paid the any extension of sewer lines. The water/sewer committee will look into and make a recommendation.
- E. State of Michigan - BHK Water Payment Program Extended.

Public Comment:

Meetings:

- A. BS&A – Transition to Cloud Data Storage – Twp. Office - Sept. 4 & 6, 2023.
- B. Municipal Civil Infractions Progress – Twp Office – Sept. 4, 2023.
- C. Planning Commission meeting – September 14, 2023 7PM

Adjourn: The meeting was adjourned at 8:00 PM

Public Attendance:

Brandon Scholie - HTFD

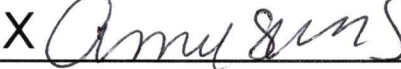
Roy Britz

Chris Holmes – UPEA

Brian Kangas

X 

Bruce Petersen
Supervisor

X 

amy Skewes
Clerk