

Charter Township of Portage
Regular Board of Trustees Meeting

January 8, 2024

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, January 8, 2024.

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 and John Ollila as stated by roll call. Absent: Bill Fink

Additions or Changes to the Meeting Agenda:

No changes

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

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila to approve the December 11, 2023 public hearing and regular minutes with the change to the draw number to the 16th draw for the Green Acres sewer project and December 29, 2023 budget minutes, seconded by Anderson. Motion carried by a roll call vote. Aye: Anderson, Bingham, 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, Ollila, Petersen, Skewes, Smith. Nay: none.

Review Clerk's Report:

- Working on end of year stuff/adjustments
- Mailed out over 700 AV applications
- Posted the new meeting dates on the website, in the glass case and at the newspaper
- Dropped off backup for W-2's and 1099's at Superior Tax and Accounting
- Budget is updated in QuickBooks, please review for anything that might look off

Review Treasurer's Report:

- Working on end of year and final balancing, final reconciliations; all bank accounts have had interest added into QuickBooks, so year end balances are close (perpetual care may have small changes once the Edward Jones report is received)
- Year-end tax time went smoothly

Review Zoning Administrator's Report for (December 2023)

Zoning Applications:

12/3 – Haarala Road, new house, approved. 12/13 – U.S. 41, Higher Love, new business sign, approved.

INQUIRIES & COMPLAINTS:

12/5 – Questions about lot split on Conservation Drive, Otter Lake,
12/7 – Building a pole barn in LAR, what is setback from U.S. 41,
12/7 – Complaint about junk cars Broemer Road, 12/13 – Lengthy, spirited complaint about township board raising his assessed value. Wanted to know what exactly did we discuss. Informed the caller that the Board of Review is a different group of people, 12/18 – Inquiry about side and front setbacks on Paradise Road, 12/21, 22, and 23 – Multiple inquiries about houses for sale on Green Acres Road, in Hurontown, and on Superior Road, 12/27 – Can a house in Hurontown be rented to a 'single' individual. Caller mistakenly thought he could only rent to a 'family.'

OTHER ZONING ACTIVITIES:

Ongoing preparation about deficiencies in the Z.O. for the first Planning Commission meeting of 2024.

Correspondence: Cyndi Perkins – E-Mail Dev. Near Houghton High School, Merrie Carlock (DNR) – Final Rec. Plan Update Acceptance – Need Another Public Hearing – Prior to February Mtg., Houghton C. – Rec. and Master Plan Update, City of Hancock – Master Plan Update, EGLE – Revised Service Line Inventory Requirements & Deadline

Public Hearing to approve the rec. plan will be by 2/12/2024 at 5:30PM

Review Fire Departments: no report

Hurontown FD – No report

Review Assessor's Report: distributed.

Trustees Reports/Updates: Bingham requested the board meet with the Houghton County Road Commission to review road improvements for the Township. Bruce will schedule a meeting.

Anderson stated the first Planning Commission meeting is scheduled for January 25, 2024 at 7PM

Public Comments: none

Old Business:

- A. Green Acres Road Sewer Project – Who is Hooked Up; Base Fee Instigated - When and If there is Start-Up & Hurontown Center Ditch?

A motion was made by Bingham to approve the 17th draw on the rural development loan in the amount of \$443,087.12, seconded by Anderson. Motion was carried by a roll call vote.

Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: none.

A motion was made by Bingham to approve a change order engineering amendment for the Green Acres Rd sewer project, seconded by Anderson. Motion was carried by a roll call vote.

Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: none.

- B. Dodgeville Rink Interior Camera Install Proposal. Will be getting a quote from Up and Running
- C. Brad O'Connell – Plowing Hurontown Fire on the Weekends? Bruce will find out if someone else is plowing.
- D. Legal Fees Sent to Hannula PAAR Plan Ins. – Cover Legal Costs for Lawsuits – Does that mean Legal Assignment Only?? And 2024 PAAR PLAN Insurance Cost.

- E. MI 6040 Requesting Payment for \$9,111.08 – Otter Lake – Helmets, Gloves, Boots.
Expenditure was previously approved by the board.
- F. 2024 Committee Assignments & Meeting Dates and Zoom Protocols

New Business:

- A. John Ligon P.C. Resignation – Health Reasons – Possible Replacement. A motion was made by Bingham to accept John Ligon's resignation, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: none.
- B. B.O.R. (PA660) – Payment for On-Line Training for Chuck Van Karsen.
- C. WUPPDR Representative Motion Needed. A motion was made by Ollila to appoint Bruce Petersen as Township representative to WUPPDR, seconded by Anderson. Motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: none.
- D. Superior Health and Life – Mutual of Omaha - Life and Disability Quote.
- E. Updated Service Line "freeze-up" Policy – Review and Accept. Policy will be posted on glass case and on the Township Website.
- F. Need New Library Bd. Member – Replaces Tom Suchenek. Vacancy will be posted on website.
- G. New Hires – DPW – 1 or 2 & Cemetery Sexton – (2) Job Descriptions for DPW. Will review and discuss at the next meeting.
- H. Letter of Intent to Apply – Drinking Water State Revolving Fund – 1938 Line.
- I. FOIA Request – FOIA Professional Services – INT- #'s 27415 & 28372 answered

Public Comment:

Meetings:

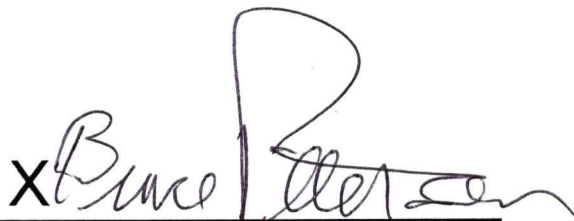
- A. EGLE – DWSRF Meeting at UPEA Office – Intent to Apply – December 19, 2023.
- B. EGLE/WUPPDR – Coastal Zone Workshop – Gr. Lks. Res. Center – Dec. 12, 2023.
- C. Personnel Committee Meeting – Future Vacancies – Twp. Office – Jan. 4, 2024.

Adjourn: The meeting was adjourned at 7:35 PM

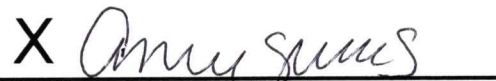
Public Attendance:

Marty Raffaelli

Chris Holmes – UPEA

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk



47240 Green Acres Road, Houghton, Michigan 49931

Service line “Freeze-Up” Policy

- 1.) All water and sewer service line freeze-ups from the curb stop in shall be thawed at the property owner's expense.
- 2.) The property owner must notify the Township that a private contractor has thawed the respective service line. The date of service and by whom should be conveyed to the Township.
- 3.) To guard against future freeze-ups the residence/structure should run a small, pencil lead thickness, at the owner's expense until the subsurface frost hazard has abated.
- 4.) Historic “dead-end” service locations that annually posse historic freeze-up problems – the last resident on that line should contact the Twp. and make arraignments for a Township assisted “let run” water flow.
- 5.) Exceptions to this policy can be conveyed to the Board of Trustees who can then act on any form of agreed to assistance.

EFFECTIVE THIS 8TH DAY OF JANUARY 2024, BY THE CHARTER TOWNSHIP OF
PORTAGE BOARD ACTION.

Bruce Petersen
Township Supervisor

Amy Skewes
Township Clerk

47240 Green Acres Road, Houghton, Michigan 49931

Phone: (906) 482-4310 Fax: (906) 482-4942

MI Tax Exempt Number: 38-600-6265

The Charter Township of Portage is an Equal Opportunity Provider and Employer