

Charter Township of Portage
Regular Board of Trustees Meeting

June 10, 2024

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, June 10, 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 Fink, John Ollila and Keith Wanhaaho as stated by roll call.

Additions or Changes to the Meeting Agenda:

Old Business – Annexation of Kestner park

Correspondence – Road Commission

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

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Anderson to approve May 13, Reg. & May 17 Special meeting minutes. Motion carried by a roll call vote. Aye: Anderson, Fink, Ollila, Petersen, Skewes, Smith, Wanhaaho. Nay: none.

Approval of the Bills:

Anderson commented that the Township was over for sewer usage one day in March with a penalty of \$236.58 and over six days in April with penalties of \$209.70 and 4 days of penalties in May in the amount of \$567.67 totaling \$1013.95

A motion was made by Anderson and seconded by Fink to approve the bills as audited. Motion carried by a roll call vote. Aye: Anderson, Fink, Ollila, Petersen, Skewes, Smith, Wanhaaho. Nay: none.

Review Clerk's Report:

- If anyone needs a project done or help with research, please make an appointment with the receptionist if this is going to take longer than a few minutes.
- State required training for elections is at Franklin Township on June 18, 2024.
- Mailed out all remaining AV letters, this will be the last time we mail these out due to the permanent AV ballot list.
- Deficits in water/sewer accounts need a plan. The water/sewer committee needs to meet and do something with rates and develop a plan.
- It has been brought up that the cemetery is getting requests for pictures and research on burials that are very time consuming.

Review Treasurer's Report:

- **Monthly Technology Report:** see attached, "P" drive = public drive all computers from our township can access for shared files

- **Township floor repair** – updates? (follow up from prior meetings)
- **BSA transition** – still in process
- **Taxes:** mailed in first week after available, if not rec'd call the township office or email for a resend; address changes do not happen in live time
 - o Summer: available 7/1/24, due 9/16/24
 - o Winter: available 12/1/24, due 2/14/24
- **Audit:** Audit is complete for treasurer. Auditor had final questions about "due to/due froms," for the Supervisor, see clerk note above
 - o Because of the final transfers we made in 2023, we may have accounts with expenses exceeding expenditures which will cause a consequence of some sort.
 - o Should we invite the auditor to present the audit once it is complete?
 - o Last year in every report from the treasurer there were RD amounts, and questions for W/S committee about rates and decreases in balances. We need rate increases immediately to put into effect (board votes, residents notified, next billing cycle is new rate) to start recouping those missing incomes.
 - Other work is being done to trouble shoot, but regardless, the monies will not automatically be raised until increased rates bring in more monies.
- **Rural development:** see balances on balance sheets, the usual chart will be updated for the next meeting. Payments are on June 1 and July 1 so the next reports will reflect those and the current state of accounts. This is last month's state of accounts.

Review Zoning Administrator's Report for (May 2024)

ZONING APPLICATIONS:

5/10 – Former Pilgrim River Steakhouse, NO permit required for interior remodeling, check returned.
 5/10 – 44310 US-41, new deck, approved.
 5/20 – 34243 Manninen Road, addition to existing home, approved.
 5/20 – 47409 US 41, covered boat house, EGLE & Corps Oks, approved. 5/24 – 47153 Snowmobile Club Road, new pole barn, approved.
 5/24 – 47023 Girl Scout Camp Road, Atlantic Overhead Door, new business, referred to PC for Site Plan Review. 5/28 – 16673 S River Road, new home, approved. 5/29 – M-26, fire # to be determined, new Up and Running site, referred to PC for Site Plan Review.

INQUIRIES & COMPLAINTS:

5/1 – Inquiry about building site S of Kallungi farm, 5/6 – Permitting rules for deck near Portage Lake LAR District, 5/8 – Complaint about illegal signs. 5/12 – Procedure for getting a culvert, 5/14 & 5/15 – New equipment on Verizon tower, questions about zoning rules, 5/20 – Inquiry about fences in Royalwood, 5/24 – Another complaint about illegal signs, 5/28 – Is a permit required for a 2nd driveway access, 5/28 – Is a permit required for interior remodeling, 5/31 – Inquiry, how to get a fire #.

OTHER ZONING ACTIVITIES:

Continuing conversations with MTA for guidance in correcting shortcomings in the Zoning Ordinance. Prep with Atlantic Overhead Door for upcoming site plan review. Discussions and meeting with Traverse Engineering about site plan reviews for Up and Running and subdivision W of Fairway View Drive. Prepared info sheet for the upcoming PC meeting.

Correspondence:

Ben Johnson – Thank You, Michael Westra (EGLE) – Hydrosphere Update, Thank You For Flowers in Township Sign, Letters (2) Sent Out to M-26 New Sewer Customers, Mich. Rural Water Assoc., Thomas Pintar Letter, Vandalism E-Mail, road commission abandonment of Bear Creek Road

Review Fire Departments: OLFD – 5 EMS, 2 fire calls

The Otter Lake Fire department is thinking of purchasing a portable pump.

Randy Malone would like a duties list for the rec center in Tapiola. The personnel committee will provide Mr. Malone with an update.

Review Assessor's Report: Distributed**Trustees Reports/Updates:** Updated the committee list

Public Comments: updates on Denton Road – Bruce commented that we need a service agreement with the Road Commission. Bruce is working on getting it.

A resident asked who is responsible for damage to vehicles due to bad roads, Bruce said the road commission is responsible for safe roads.

Old Business:

- A. Green Acres Rd. Sewer Project – What Has been Completed This Fall & If There is Start-Up & Hurontown Center Ditch.
Water meters needed in homes with wells on M26 - A motion was made by Fink to create a change order through the sewer grant to use unspent RDA money to cover the cost of installing the water meters, seconded by Ollila. Motion carried by a roll call vote. Aye: Anderson, Fink, Ollila, Petersen, Skewes, Smith, Wanhaaho. Nay: none.
- B. Sermon Road Infiltration – 4" to 6" Stub - Broken/Leaking Coupling Shown on Camera.
Bruce stated that MJO will repair the broken sewer pipe junction with the home on Sermon Road which is pumping water into the sewer system. If the repair is not made within 2 weeks from today's meeting, the homeowner will be fined according to the fee schedule in the water/sewer ordinance.
- C. Office Flooring Costs Carpet "Plank" Replacement. Bruce obtained a quote for new flooring from Kirkish Furniture for approximately \$5688.00. A motion was made by Ollila to approve the purchase the new flooring, seconded by Wanhaaho. Motion carried by a roll call vote. Aye: Anderson, Fink, Ollila, Petersen, Skewes, Smith, Wanhaaho. Nay: none.
- D. Updated "Qualifying Statement" to Dept. of Treasury – Borrowing Money
- E. Water Line Repair/Access Adjacent to Gundlach Road for New Church. The group is requesting the township pay a portion of the cost for their water/sewer hookup. The water/sewer committee will meet to develop a recommendation on whether or not the township will contribute funds.

F. Annexation of Kestner park

New Business:

- A. UPSET Request for Continued Support.
- B. Cemetery Rate Schedule – Transfer of Deed for Plot Ownership.
- C. Tapiola Play Area – Recreation Equipment Purchased
- D. “Smart Phone” for Sexton – Nathan – At Cemetery. Bruce will get an upgraded smart phone and a cemetery email address.
- E. Manderfield Long-Term Water for Free – in return for perpetual water line easement
- F. Property Owners with Wells along M-26 – Sewer Hookup/Billing Process??
- G. Vandalism at the Tapiola Warming House Bathroom.

Public Comment: Bill Bingham email:

Regarding the infiltration problem which was discovered from a Home on Sermon Road, I trust a letter to notify the homeowner, was sent and after 30 days a penalty of \$100.00 per day should be assessed, & once the problem is corrected, a penalty should be assessed on the amount of infiltration that was a result of the issue. The penalty should be retroactive to August of 2023. All penalties should be the responsibility of the homeowner, not the contractor, it is the homeowner responsibility, for all water/sewer connections. Let the homeowner and contractor, settle the dispute, if there is one.

Please add this e mail to the communications on the June 10, 2024 regular monthly meeting.

Thank you,

Bill Bingham

Resident Portage Township

Green Acres Road

Meetings:

- A. Traverse Engineering – John Paul - 5/28/24 – On-Site.

Adjourn: The meeting was adjourned at 7:50 PM

Public Attendance:

Randy Malone

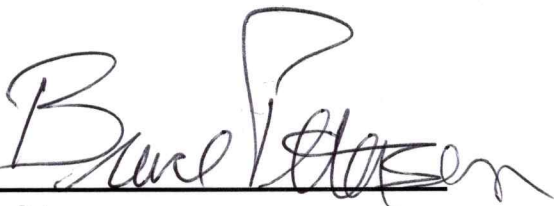
Andrea Malone

Roy Britz

Mark Larsen

John Paul Pietela

Tony Laux
Marty Raffaelli
Chris Holmes – UPEA

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk