

Charter Township of Portage Regular Board of Trustees Meeting

May 12, 2025

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, May 12, 2025.

Call to Order:

The meeting was called to order by Brandon Scholie at 6:00 pm.

Roll Call:

In attendance were Supervisor Brandon Scholie, Clerk Amy Skewes, Treasurer Betsy Smith, and Trustees Dale Belanger, Janelle Datto, Nick Lanctot, and Amber Voght as stated by roll call.

Additions or Changes to the Meeting Agenda:

- New Business – Accept treasurer resignation, appoint new treasurer

A motion was made by Smith and seconded by Voght to approve the meeting agenda. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.

Approval of the Board of Trustees Previous Minutes:

A motion was made by Lanctot and seconded by Belanger to approve the meeting minutes from last month's Regular Board of Trustees Meeting, held on April 14, 2025. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.

Approval of the Bills:

A motion was made by Belanger and seconded by Lanctot to approve the bills as audited. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.

Review Clerk's Report:

- Quiet month, working on year-end/audit
- There will be an election on August 5, 2025

Review Treasurer's Report:

- Working on year-end balancing/reconciliations
- Treasurer's final anticipated day June 14, 2025
- Working on the audit with the auditor
- Rural development final numbers for 2024 are included, have been slightly adjusted up since the last meeting
- Rural Development 2025 chart with new minimum balances
- Future payments are included in all amounts for this year
- Future payments are in bold/italic in columns K-O

- Are there any recommendations for rate increases based on the numbers we see?
 - Water and Sewer Committee made note, and will make recommendations in the future.

Review Zoning Administrator's Report for April 2025:

ZONING APPLICATIONS:

- April 22 – Bedrock Lane, fire # TBD, new duplex, approved.
- There are quite a few Zoning Applications already scheduled for early May.

INQUIRIES & COMPLAINTS:

- April 5 – Permitting requirements for previously proposed indoor soccer pavilion in Hurontown
- April 7 – Questions about locating business signs in the township
- April 9 – Query about how to locate geothermal unit installed on property years ago, any township records?
- April 15 – How does a person get a permit for remote well and septic
- April 17 – Guidelines for temporary mobile home in FF
- April 21 – Minimum size of structure with well and septic in FF
- April 25 – What uses are permitted on the GLSV property in RUR
- April 26 – What permits are required for an accessory building on Broemer Road,
- 4/28 – Multiple complaints about illegal signs, 4/30 – Can a lot in Peepsock Circle be split.

OTHER ZONING ACTIVITIES:

- Continuing conversations with MTA for guidance about inconsistencies in the Zoning Ordinance, for questions about the Master Plan update, and for guidance about the procedure for subdivision plats.
- The Master Plan update is going well: the narrative is nearly complete, info from the 2020 Census is being incorporated into the appropriate township data tables, and false information is being removed.
- The late April PC work session to work on the body of the Master Plan text was very productive, and another work session was held May 8.
- Ted Solden and I met with the Township attorney on April 16 to review the updated version of the Municipal Civil Infraction Ordinance.
- Still trying to nail down the procedure for developing a subdivision plat adjacent to Dodgeville.

Review Fire Departments:

- Otter Lake Fire Department (OLFD) 4EMS, 1 Fire
 - 4th of July Parade. A motion was made by Skewes to donate \$500.00 annually for each the Otter Lake Fire Dept. and the Hurontown Fire Dept. for community events,

seconded by Scholie. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.

- Hurontown Fire Department (HTFD)
 - 1 Jaws call
 - Applied for a grant
 - Pumper training

Review Assessor's Report:

Distributed

Trustee Reports:

- Voght:
 - Last Planning Commission regular meeting was on April 10.
 - Held two Special Meeting on April 24 and May 8 to continue work on the Master Plan and addition of the CREO into the Zoning Ordinance.
- Belanger:
 - Work on Otter Lake ball field to begin this week or next.

Pasi Lautala & Brian Hutzler MTU – Hurontown Soccer Fields – Looking for Township support to apply for grants on the Soccer Fields in Hurontown.

1st Reading – Revised Ordinances – proposed changes will be posted in the office for review and we will vote on adopting the changes next month.

DPW Report:

Kody Maki updated the board:

- Water projects ongoing.
- Bulldozer bids end May 16, 2025. So far, no bids. Reserve is \$30,000.
- Working on Ballfields, water issues and will be improving the fields in Tapiola.
- Peninsula will be running fiber under M-26 – offer for service line during this.

Public Comments:

- Mr. Liu, owner of Portage Plaza is asking the board to review the \$500.00 penalty per month for not hooking up to the sewer, he says he never received two letters. The board agreed to reduce the penalty to \$100.00 as long as the building is hooked up by June 9, 2025.
- Ted Soldan is wondering if the township could get a projector to use for meetings.
- A resident asked if the township is flushing fire hydrants.

Old Business:

- None

New Business:

- Computers – Up and Running – Microsoft has announced Windows 10 end of support is effective October 14, 2025. We need to upgrade the two election laptops as well as the Assessor computer.
 - A motion was made by Skewes to approve the purchase of a new computer and laptops in the amount of \$4304.99, seconded by Belanger. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.
- Accept Treasurer resignation
 - A motion was made by Skewes to accept the Treasurer resignation effective June 14, 2025, seconded by Lanctot. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.
- Appoint new treasurer
 - A motion was made by Lanctot to appoint Amy Skewes as Treasurer, effective June 15, 2025, seconded by Datto. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.
- Appoint new Clerk
 - A motion was made by Skewes to appoint Janelle Datto as Clerk, effective June 15, 2025, seconded by Voght. Motion was carried by a roll call vote. Aye: Belanger, Datto, Lanctot, Scholie, Skewes, Smith, and Voght. Nay: None.
- Need new Trustee

Public Comment:

- None

Meetings:

- Planning Commission Special Meeting – May 19, 2025 at 5:00 pm. During this meeting, a public hearing will be held to consider three zoning amendments.
- Regular Board of Trustees Meeting – June 9, 2025 at 6:00 pm.
- Planning Commission Meeting – June 19, 2025 at 5:00 pm.

Adjourn:

The meeting was adjourned at 7:15 pm.

Public Attendance:

- Kody Maki
- Amy Hjerstedt
- Karen Timonen
- Roy Duquette
- Mike Roth
- Ted Soldan
- Michael Liu
- Bryant Weathouse
- Jason Colombe
- Tony Laux

X 

Brandon Scholie
Supervisor

X 

Amy Skewes
Clerk