

Portland Township  
Ionia County, MI  
P.O. Box 314  
Portland MI 48875  
Portlandtownship.org

The Portland Township board met on Tuesday, March 25, 2025 at the Portland Township Hall at 6pm for the end of the year fiscal meeting.

Supervisor Jensen called the meeting to order and the Pledge of Allegiance was recited.

All board members were present.

Treasurer Schneider motioned to approve the meeting minutes for the March 26, 2024 meeting seconded by Trustee Simon and carried.

Assessor Kohagen gave his report.

Zoning Administrator Schneider was not present- no business to attend to.

Treasurer Schneider presented the agreements for 6 entities for authorization to waive the retention of interest on tax collections. Supervisor Jensen and Clerk Keilen signed the agreements. An update was given on the mutual fund's investment product.

Supervisor Jensen gave his report, 3 board members will be attending the MTA conference next week- topics of interest were noted.

A resolution was offered by Trustee Simon and seconded by Treasurer Schneider to approve the balanced budget of 1, 190,372.15 for the fiscal year 2025-2026. A roll call vote was taken; 5-yes, 0-no, motion carried.

A resolution was offered by Trustee Simon and seconded by Treasurer Schneider to hold the depositories listed for Portland Township funds: Huntington Bank, Independent Bank, Portland Federal Credit Union, Union Bank and MSU Federal Credit Union. A roll call vote was taken; 5-yes, 0-no, motion carried.

A resolution was offered by Trustee Simon and seconded by Treasurer Schneider to hold the Township board meetings for the fiscal year 2025-2026 on the third Tuesday of the month at 6:00 pm on the following dates: 2025- April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16, 2026- January 20, February 17, March 17, and March 24. A roll call vote was taken; 5-yes, 0-no, motion carried. Any change in meeting dates will be posted at the Township Hall.

A resolution was offered by Trustee Simon to retain the ½ mill levy for the road tax, seconded by Trustee Kerekes. A roll call vote was taken; 5-yes, 0-no, motion carried.

A resolution was offered by Trustee Simon to levy the maximum allowable millage under Headlee for operating seconded by Trustee Kerekes. A roll call vote was taken; 5-yes, 0-no, motion carried.

A resolution was offered by Trustee Kerekes to pay the Assessor \$75 to process a land split for a parcel and an additional \$25 for an additional parcel, effective May 1, 2025 seconded by Trustee Simon and carried. This will be the new amount charged to a resident for a land split.

Trustee Simon motioned to approve resolution #3-25-25 to authorize special assessment district No: 1 for road improvements on Jennifer Lane; a resolution of intent and to make notice of a public hearing for a special assessment for Jennifer Lane in Portland Township seconded by Trustee Kerekes. A roll call vote was taken; 5-yes, 0-no, motion carried.

Clerk Keilen gave an update on the Clerk's desktop and election laptops needing to upgrade to Windows 11.

Trustee Simon motioned to authorize and pay Sue VanLente for services for future newsletters for the Township seconded by Treasurer Schneider and carried.

No other action was taken on old business items

Trustee Simon motioned to pay the expenditures submitted by Clerk Keilen seconded by Treasurer Schneider and carried.

Supervisor Jensen motioned to adjourn at 6:38 pm seconded by Trustee Simon and carried.

Charlene Keilen  
Portland Township Clerk