

Charter Township of Portage
Regular Board Meeting
August 10, 2015
Township Office
47240 Green Acres Rd
Houghton, MI 49931
(906) 482-4310

The meeting was called to Order at 7:00 p.m. Those in attendance were Supervisor Bruce Petersen, Treasurer Carol Little, Clerk Sherry Rivard, Trustees Peggy Anderson, Bill Bingham, Andrew Kemper, and John Ollila.

The Pledge of Allegiance was said.

Motion Made by John Ollila to amend the agenda, seconded by Andrew Kemper, all voted in favor, motion carried.

Additions include:

1. Move presentations by Chris Holmes of UPEA and Debbie Bradford of Rukkila, Negro and Associates to follow Fire Department Reports
2. Additional correspondence
3. Discuss Assessor Travel Request – Assessor's Report
4. Discuss budget changes to Enterprise Funds – Following Rukkila, Negro and Associates report
5. Motion required accepting Sherry Rivard as Clerk – Treasurer's Report
6. Motion required passing resolution for updated bank signatories
7. Recycling discussion – New Business
8. Insurance question – New Business
9. Clerk training request – Clerk's Report

Motion made by John Ollila, seconded by Peggy Anderson to approve Regular July Board meeting minutes and Special July 22, 2015 Board meeting minutes as presented, all voted in favor, motion carried.

Motion made by Bill Bingham, seconded by Andrew Kemper to approve checks previously cut but not mailed in the amount of \$6779.58. Motion made by John Ollila, seconded by Bill Bingham to pay additional verified bills to date, all voted in favor, motion carried.

Clerk's Report: Request made to attend Accreditation Classes for New Election Officials and Qualified Voter File Hands on Class September 9-11, 2015 in Marquette. Motion made by Carol Little, seconded by Bill Bingham to pay hotel, mileage, and per diem following Federal guidelines. All voted in favor, motion carried.

Treasurer's Report: Report handed out to all board members. Carol Little moved to approve Treasurer Carol Little, Deputy Clerk Deborah Francis, Clerk Sherry Rivard, and Deputy Clerk Sharon Faull as signatory on all bank accounts and to adopt bank resolution to that effect. Costs will be moved from the General Fund to the Professional Services line item in the Enterprise Fund for infiltration study expenses.

Zoning Administrator's report: May and June 2015 reports read aloud by Supervisor Bruce Petersen.

Fire Departments Report:

OLFD—Reported by Fire Chief Ted Soldan—2 Fire calls, 5 EMS runs. The picnic fundraiser on August 2 was successful.

HTFD—Reported by Fire Chief Marty Raffaelli – 1 Jaws call. Question asked as to why 911 is not paying to use the Township tower.

Chris Holmes/UPEA – Gave an update on the infiltration issue and the Green Acres project. He will bring the results of his investigation into using Tunnel Vision to more accurately appraise the cost of the project to the Water and Sewer Committee meeting.

Debbie Bradford/ Rukkila, Negro and Associates: The 2014 Audit Report was presented. The report was late this year due to difficulty getting information and balancing accounts. Suggestion to institute a new procedure of balancing accounts monthly throughout the year. Cautioned to monitor budgets and consider accruals for current and future fiscal years.

Motion made by John Ollila to amend the Enterprise Fund Budget with an adjustment in the Portage Water income amount to \$168,000, seconded by Peggy Anderson, all voted in favor, motion passed.

Gary Wadaga/Bay Ambulance: Request to consider Township support for Bay Ambulance service in southern Portage Township due to increased usage. The Board will research the issue further.

Assessor's Report: Report handed out to all board members. Motion by Carol Little, seconded by John Ollila to allow Assessor to use budgeted continuing education funds at her discretion for assessor related training. Board will investigate possibility of adding Assessor to Township group health insurance at her own expense.

Public Comments:

John Hanner requested a Question and Answer session on the Green Acres Road Grant and Infiltration Study including survey results before the next regular meeting.

Ted Soldan spoke in support of the quality of the Bay Ambulance service in Southern Portage Township. Marty Raffaelli suggested starting with finding out what obligation Mercy Ambulance has to serve that area, pointing out that HTFD provides Jaws of Life service in Baraga County.

Joe asked what information UPEA still needs regarding the Green Acres Road Grant and Infiltration Study.

Correspondence:

Supervisor Bruce Petersen discussed correspondence. Portage Health Foundation funding for the ice rink was denied due to disbursement of all funds. The Township was complimented on the application and will reapply. New plat book received from Mapping Solutions. A blighted residence notification was filed with the Township and the Constable has been notified.

Old Business:

- A) Cemetery Ordinance 119 Amended – Bill Bingham made a motion to adopt the revised cemetery ordinance, Andrew Kemper seconded, all voted in favor, motion passed.
- B) Personnel Manual – John Ollila made a motion to approve the new Personnel Manual excluding job descriptions. Bill Bingham seconded. All voted in favor. Motion carried.
- C) Dodgeville Ice Rink Progress – New sand is in. Somero will donate a screed and bring down a screed operator. Andrew may be able to recruit professionals to donate their time to lay the floor. Andrew will contact companies to request donated concrete. Bids will be put out if necessary.
- D) New Mower Purchase – New mower was purchased. A commercial mower was purchased at \$200 over approved amount for a lawn tractor.
- E) Tikky's Tree Service – Two additional trees were removed in the cemetery. One more will be taken out. That will exhaust the cemetery tree removal budget.

New Business:

- A) Generator Hookup – Bid received from MTM. Two additional bids are expected to come in. No action taken at this time.
- B) Thank you letter – Photo of Isle Royale Estates Sign shown. Thank you letter will be sent to Phil Bustos.
- C) Pence FOIA Request – Request for minutes from a meeting fulfilled directly and with the website posting.
- D) Special Board – a new Township Clerk was appointed at the meeting held on July 22, 2015.
- E) Recycling – Waste Management now charges for recycling. The Houghton County Transfer Station will take cans for free and Ed's Used Parts will also take them if they are clean.
- F) Houghton County Dam Rails – Residents want to block public access rather than replace the rails.
- G) KEDA Economic Summit – Supervisor Petersen attends these ongoing meetings with the purpose of generating ideas to make the community more economically viable.
- H) Board will need to meet to consider additional budget amendments once expenses-to-date are paid and budget to actual reports are generated.

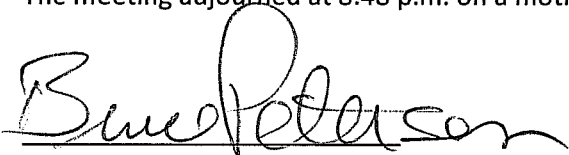
Committee Meeting:

- A) Board of Review occurred on July 21, 2015.
- B) Planning Commission Public Hearing for Zoning Manual/Map – August 12, 2015

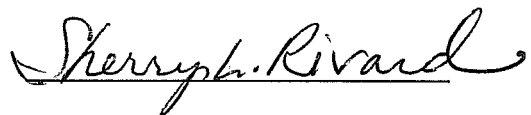
Other Business:

There is a person who may be interested in serving on the Zoning Board of Appeals.

The meeting adjourned at 8:48 p.m. on a motion by Peggy Anderson.



Supervisor, Bruce Petersen



Clerk, Sherry Rivard