

Charter Township of Portage  
Regular Board Meeting  
October 12, 2015  
Township Office  
47240 Green Acres Rd  
Houghton, MI 49931  
(906) 482-4310

The meeting was called to Order at 7:10 p.m. Those in attendance were Supervisor Bruce Petersen, Clerk Sherry Rivard, Trustees Peggy Anderson, Bill Bingham, Andrew Kemper and John Ollila. Treasurer Carol Little was absent.

The Pledge of Allegiance was said.

Motion Made by Bill Bingham to accept the agenda with one addition of a comment to be made by John Ollila under Other Business, seconded by John Ollila, all voted in favor, motion carried.

Motion made by John Ollila, seconded by Peggy Anderson to approve the Regular and Special September Board meeting minutes as submitted, all voted in favor, motion carried.

Motion made by Peggy Anderson, seconded by John Ollila, to approve the bills as audited prior to the meeting. Peggy Anderson's suggestion that Board members fill out payment slips for Special Board meetings was met with a positive response.

**Clerk's Report:** Year-to-date Budget to Actual reports distributed. The Treasurer and Clerk are working on balancing their independent accounting systems.

**Treasurer's Report:** Treasurer's reports were distributed.

**Zoning Administrator's report:** September 2015 reports read aloud by Supervisor Bruce Petersen. PDF of prior year building permits received from Zoning Administrator.

**Fire Departments Report:**

OLFD – Ted Soldan, Assistant Fire Chief, reported that the Fire Department responded to three fire calls, and made two EMS runs. Fire Chief attended UP Fire Chiefs meeting in Iron Mountain and UP EMS conference in Marquette. Clarification made regarding the ongoing process of looking into building a new fire hall.

HTFD – Fire Chief Marty Raffaelli reported one fire call and one Jaws of Life call. In response to a question from Bill Bingham, Chief Raffaelli assured that the Fire Department has a special tool to assist with newer cars.

**Assessor's Report:** Report handed out to all board members. Bruce Petersen reported learning at a recent MTA that the Township shows a history of following up with including assessments from 2013 and 2014 building permits on the tax rolls.

**Public Comments:**

There were no public comments.

**Correspondence:**

Supervisor Bruce Petersen discussed correspondence from USDA, UPPCO, Keweenaw Chamber of Commerce, and Michigan Townships Association. USDA Rural Development has waived the loan requirement of quarterly report submission.

**Old Business:**

- A) Chris Holmes/UPEA – The proposed Green Acres and Dodgeville/Hurontown combination Rural Development application was discussed. Maximum benefit with the least cost to residents was sought in developing the proposal. Andrew Kemper motioned that UPEA proceed with the grant application and work in conjunction with the water and sewer committee prior to review at the next Board meeting, John Ollila seconded. The motion passed with five yes votes and one no vote from Bill Bingham.
- B) Dodgeville Ice Rink Cement Pour Progress – Concrete has been poured and cut with excellent quality by John Coponen Construction. Thank you letters will be sent to Portage Health Foundation, Somero, Valley View Quarry, and Superior Block for donations. Two of six free halogen lights from Michigan Technological University will be installed at the rink.
- C) Zoning Manual/Map Resolution – Bill Bingham made a motion to formally offer the first reading of the Zoning Manual, Peggy Anderson seconded, all voted in favor and the motion passed.

**New Business:**

- A) Resolution concerning (2) Constable Positions – Constable versus Code Enforcement Officer position was discussed. Resolution was tabled.
- B) Board of Review Nomination – Bruce Petersen nominated Jim Rivard to the Board of Review, John Ollila seconded, all voted in favor and the motion passed.
- C) Planning Commission Resignations – Bill Bingham motioned to accept Rob Witting's resignation from the Planning Commission effective 9/15/15 and Bernie Carr's resignation from the Planning Commission effective 12/31/15, Andrew Kemper seconded, all voted in favor and the motion passed. A letter of thanks will be sent to Mr. Witting and Mr. Carr for their service.
- E) DPW Callout – Andrew Kemper motioned to accept the Personnel Committee's fee schedule of \$50 for the first two hours of callout plus \$25 per additional hour, Peggy Anderson seconded, all voted in favor and the motion passed.

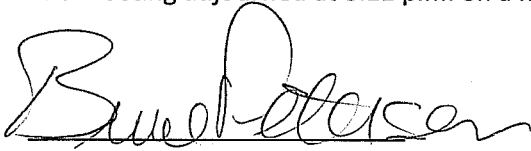
**Committee Meetings:**

- A) Planning Commission – The Planning Commission met on 9/23/15 to review the Zoning Manual.
- B) Personnel/Insurance Committee - The Personnel and Insurance Committee met on 9/23 and 10/08/15. They are currently reviewing Ordinance 111 (Junk Ordinance) and are planning to continue reviewing outdated ordinances.
- C) Water/Sewer Committee – The water and sewer committee met on 9/28 and 10/5/15.
- D) Zoning Board of Appeals – A side yard offset was granted on 9/30/15 as it was ultimately found to be a non-issue.
- E) Portage Health Foundation Grant Award – Portage Health Foundation presented a check to the Township on 10/ 1/15 for grant funding of the Dodgeville Ice Rink improvements.
- F) WUPPDR Annual meeting – Bruce Petersen attended the Western Upper Peninsula Planning and Development Region annual meeting on 9/21/15.
- G) MTA Quarterly meeting – Bruce Petersen attended the Michigan Townships' Association quarterly meeting on 9/30/15.

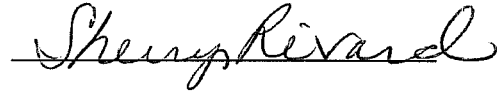
**Other Business:**

A) John Ollila proposed a resolution to modify one sentence and add an additional sentence to the Hospitalization Insurance section of the Personnel Manual, Bill Bingham seconded, all voted in favor and the resolution passed.

The meeting adjourned at 8:11 p.m. on a motion by Andrew Kemper.

A handwritten signature in cursive script, appearing to read "Bruce Petersen".

Supervisor, Bruce Petersen

A handwritten signature in cursive script, appearing to read "Sherry Rivard".

Clerk, Sherry Rivard