

Charter Township of Portage  
Regular Board Meeting  
April 11, 2016  
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 accept the agenda with additions. Bill Bingham seconded, all voted in favor, and the motion carried.

Minutes from the March 14, 2016 meeting were unavailable due to a virus on the Clerk's computer.

Motion made by Peggy Anderson, seconded by Bill Bingham, to approve the bills as audited prior to the meeting. All voted in favor and the motion carried. Mrs. Anderson noted that The City of Houghton water bill showed overages and gave a reminder that the Maintenance Supervisor must notify the Township Supervisor each day that the Township exceeds 100,000 gallons in usage. Supervisor Petersen will instruct the Maintenance Supervisor to do so and to note the weather at the time of the reading.

**Clerk's Report:** A report was not available due to the computer virus.

**Treasurer's Report:** Treasurer's reports were distributed. Treasurer Little reported that tax collection season is over and everything has been turned over to the County.

**Zoning Administrator's Report:** The March 2016 report was read aloud by Supervisor Bruce Petersen. Zoning Administrator Jon Marshall submitted his resignation but agreed to continue in the position until a suitable replacement is found. Supervisor Petersen will advertise for the position. A motion was made by Andrew Kemper to have John Ollila and Bill Bingham to serve as the Zoning Administrators until October 31<sup>st</sup>, seconded by John Ollila, all voted in favor, motion passed.

**Fire Departments Report:**

**OLFD** – Fire Chief Ted Soldan reported that the Fire Department made two EMS runs. The Department is exploring all options for a new Fire Hall. Chief Soldan thanked the Hurontown Fire Department for a surplus hose.

**HTFD** – Fire Chief Marty Raffaelli reported four fire calls.

**Assessor's Report:** The Assessors report was distributed. Assessor Erhart will correct land table values due to water and roadside frontage. All parcels are currently valued at the same amount per acre.

**Public Comments:**

Axel Rivera and Chris Llamas from 212 Business Ventures addressed the Board regarding a proposal to rent the Dodgeville Recreation Area for mission-based laser tag. They requested a decision by April 20, 2016. Recreation Committee will meet and make a decision then they will be notified.

### **Correspondence:**

Michigan Rural Water Association and Tri-County Community Corrections were discussed. PAAR Plan recommendations were also received.

### **Old Business:**

A) Chris Holmes - Mr. Holmes reported that he is working on securing a letter from the Western Upper Peninsula Health Department and is finalizing the preliminary engineering report for the Green Acres Sewer project.

B) Quit Claim Deed – The signed and notarized Quit Claim Deed for the donated property adjacent to the Hurontown Fire Hall has been received.

C) Bernie Carr – An acknowledgement letter for Mr. Carr’s service on the Planning Commission and Board of Review will be sent. John Ollila made a motion to support the nomination of Abraham Romney to the Board of Review, Bill Bingham seconded, all voted in favor, and the motion carried.

D) 2016 DNR Grants – John Ollila made a motion to accept the resolution to apply for a matching Recreation Grant for restrooms at the Dodgeville rink, Bill Bingham seconded, all voted in favor, and the motion passed.

E) AMAR 2016 Review – The Assessors Corrective Action Plan was accepted as submitted.

### **New Business:**

A) Constable Duties – Roy Britz discussed his duties as one of the Township’s two Constables. He stressed that the Township must be willing to enforce ordinances for the Constables to be most effective. Mr. Britz agreed to attend and give updates at quarterly Township Board meetings. Township will retain two constables due to the short time frame for notification base on the Primary Election.

B) Copy Machine Replacement – Supervisor Petersen provided a quote of \$4400 to replace the Township office copier. The decision was made to postpone the purchase as long as the current machine continues to work efficiently and parts are still available.

C) Temporary Office Help – Leslie Manderfield has agreed to work in the Township office during the absence of the Deputy Clerk and the Deputy Treasurer.

D) Fees and Fines – A Special Board meeting to review Township fees and fines will be held on March 21, 2016 at 3:00 p.m. Fee changes accepted from workshop meeting –

Assessor: Original \$100.00/split; New \$125.00 initially up to 3 splits then each additional split is \$25.00.

Recreation: no charge and a sign in book for the Dodgeville Rink and Tapiola Recreation is at the township hall and A & M Welding in Tapiola.

Zoning/Building: Original \$20.00; Beginning June 1, 2016 - \$50.00 initial filing fee. \$200.00 Board of Appeals, \$250.00 for Planning Committee review and will help pay for advertisements.

Water/Sewer: No change of rates or hookups. Remain the same, \$1500.00 Commercial & \$1200.00 Private Hook-ups.

Ordinance (Fines): will be addressed as ordinances are written. Civil Infractions – Nick Daavettila will be at next meeting to discuss.

Cemetery: 1 grave lot for annual care is \$50.00 listed.

**Committee Meetings:**

**Other Business:**

A) MDOT – upcoming projects including the installation of a stoplight by Walmart in August 2016 and the Hancock streetscape project were discussed.

The meeting adjourned at 8:27 p.m. on a motion by Andrew Kemper.

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Supervisor, Bruce Petersen

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Clerk, Sherry Rivard