

Charter Township of Portage  
Regular Board Meeting  
May 9, 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 Heidi Paoli Riutta, 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. Peggy Anderson seconded, all voted in favor, and the motion carried.

Minutes from the March 14, 2016 meeting, Motion made by John Ollila to accept March minutes.

Minutes for the April 11, 2016 Zoning administrator was to be shared by Bill Bingham and John Ollila. Motion made by Andrew Kemper to have both Bill Bingham and John Ollila share the zoning administrator work until October 31, 2016 when applications are also due. John Ollila seconded, all voted in favor, and the motion carried. Needs to be added to the April minutes. Motion made by John Ollila and Bill Bingham seconded, all voted in favor, and the motion carried.

Motion made by Peggy Anderson, seconded by John Ollila, 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 be reminded again that when the Township exceeds over 100,000 gallons in usage. Supervisor Petersen will instruct the Maintenance Supervisor again to do so and to possibly note the weather at the time of the reading.

**Clerk's Report:** Some work has not been completed since January. Asked board to approve Deputy Clerk to work at least 1 extra day a week more than the 2 days a week already designated, as a majority of her time is spent on water billing and collections. She still needs to learn Elections and payroll to support the Clerk when she is out of the office. Motion made by John Ollila and Peggy Anderson supported, all voted in favor and motion carried that Deputy Clerk is allowed to have an extra day of work until August 31, 2016.

**Treasurer's Report:** Treasurer's reports were distributed. Helping Clerk get caught up and get water reports done.

**Zoning Administrator's Report:** The April 2016 written report was read aloud by Supervisor Bruce Petersen. John Ollila spoke on the benefit of two Zoning Administrators. The Zoning applications and county actions to be put in a three ring binder in office. Will be coming up with a checklist.

**Fire Departments Report:**

**OLFD** – Fire Chief Ted Soldan reported that the Fire Department made five EMS runs and four fire calls. Helicopter landed at MTU field Firemen were able to have training on how to land, etc. if they have a mass casualty training. OLFD was represented there. Next week National EMS week.

**HTFD** – Fire Chief Marty Raffaelli reported four jaws of life and one fire.

**Assessor's Report:** The Assessor's report was distributed.

**Public Comments:** Marty Raffaelli – as a board it's your responsibility to notice the little details.

**Correspondence:**

Support letter for the Green Acres Road sewer project. UPPCO notice of hearing, City or Hancock is initiating a process to begin their master plan. Chamber of commerce asking for donations, Bridgefest.

**Old Business:**

- A) Chris Holmes - Mr. Holmes and Duane Ried concur that the debt ratios need to be leveled out. They recommended that Portage water and sewer accounts should have a small base rate increase.
- B) D) Reviewed Audit – Debbie Bradford with Rukkila. Nothing done from January until present. Giving Deputy Clerk one extra day will help. Pay attention to Public Act 2. Deficit eliminations. Running a Due to and Due from Report. Motion made by Bill Bingham to accept the audit seconded by Carol Little, all voted in favor, motion carried.
- C) Nick Daavettella – will present Civil Infractions and How they function at the next board meeting in June at the Doelle Senior Center.
- D) Zoning Vacancy to be posted on website and board with ending date of October 31<sup>st</sup>. Post everywhere in September.
- E) E) WUPPDR – charging Portage Township \$1000.00 to assist with the administration, survey the land, and public outreach needed to complete our 2017 to 2023 Rec Plan. Motion made by John Ollila and seconded by Peggy Anderson to approve to have WUPPDR do it assist Township, all voted in favor, motion carried.
- F) Green Burials – Put on website – Advertise Availability

**New Business:**

- A) June 13, 2016 Board meeting will be at the Doelle Senior Center in Tapiola.
- B) Portage Lake District Library, Barry Pegg was our long standing rep and along with Laura Rep, Suggested Sylvia Matthews to serve on our behalf. Motion made by Bruce Petersen and seconded by John Ollila, all in favor, motion carried.
- C) Boundary Road Pavement – Save money over time to do.
- D) Hydrants – Mike wanted 4 new hydrants – needs more research and looking at budget.
- E) Water/Sewer: No change of rates or hookups, to be discussed with the Sewer & Water Committee tomorrow, May 10, 2016 at 10am to decide.
- F) Overtime for employees and miles – needs to be looked at. More details on timecards for overtime. Possibly look at GPS's in vehicles?

- G) Dodgeville Ice Rink – Replace Flag
- H)

Ordinance (Fines): #134 – dangerous buildings for John Ollila and Bill Bingham.

**Committee Meetings and Updates:**

A) Planning Commission Meeting – Somewhere in the future to get more of an adequate map of the Zoning of the rural residential and residential. Safety issues, Range Bank’s lights will be on all of the time. Signs by Koski and landscaping by Halonen. By late fall, hope to be open for business.

The meeting adjourned at 8:54 p.m. on a motion by Bill Bingham, seconded by Peggy Anderson.

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Supervisor, Bruce Petersen

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Clerk, Heidi P Riutta