

Charter Township of Portage
Regular Board Meeting
September 11, 2017
Township Hall
47240 Green Acres Road
Houghton, MI 49931
(906) 482-4310

The meeting was called to order at 7:01 PM. Those in attendance were Supervisor Bruce Petersen, Treasurer Carol Little, and Trustees Peggy Anderson, Bill Bingham, Bill Fink, John Ollila. Absent: Clerk Heidi Riutta

The Pledge of Allegiance was said.

Additions and changes to agenda: Added to New Business: Zoning Manual Changes, letter to be drafted to Michigan Tech regarding Cemetery Road from Daniel Hts. to Mill Road maintenance responsibility. Added to Correspondence: Discuss Shuffleboard, DEQ Bacterial monitoring, and letter AMAR follow up response. Added to Zoning Report: Royalewood/Woodland. Added to Committee Meetings and Updates: Planning Commission Meeting and Election. Added to Treasurer's Report: Bill B. to make a comment, and Houghton County Drain Commission regarding Otter Lake Special Assessment. John Ollila motioned to accept the agenda with changes, Bill Fink seconded. All in favor, motion carried.

Approval of Minutes: August 14 (Regular Board) and August 22 (Budget), 2017. Board notes only August 14th minutes available. John Ollila motioned to approve August 14th minutes, Bill Fink seconded. All in favor, motion carried.

Approval of Bills: Having issues with late charges on Verizon. 5 slips missing for Exxon Mobil invoice. Old bills coming back that were approved, but not paid. Some utility bills crossing payment and may be getting paid twice. Carol is working with Deb Bradford in preparation for the audit so we won't be late this year; discusses possibility of getting onto budget payment with UPPCO, Semco, Charter, and other utilities that offer this option. This would allow direct withdrawal of payment from the bank. Bill Bingham discussed MTA software accounting that delineates accounts, and checks/balances between Treasurer/Clerk/Board. Late payment charges from IRS, because some payments were made late—more will be coming, per Sherry Faull. IRS late charges are applied generally versus specific accounts that may be affected. Peggy Anderson motioned to approve bills, Bill Bingham seconded. All in favor, motion carried.

Clerk's Report: Carol standing in for clerk. Shows example of balance (showing last year/this year) sheet attempting to answer Bill Bingham's request. Bill states he is looking for the expenses that have been charged for the month of August specifically. This was not available for this meeting. We used to get all the individual month's charges so we could look at them and see the full expenses, even if some bills were not yet approved, they would be in a "holding pattern"—they would be included in the whole month for a big picture. Used to get it, then it

Correspondence:

- A. Emma Hitch – Tiny House
- B. WUPHD/Twp
- C. Revolving Loan Fund
- D. Care Track—HR Training
- E. Dept. of Treasury—AMAR followup (Assessment of Minimal Assessment Requirements) Letter—3 items deficient with responses
- F. Joshua Myles—email/photos of trail (Hillside Restaurant down to park); maintenance crew brushed it ,positive response. Question about who was ultimately responsible for the trail maintenance. Irrelevant. it's township property.
- G. Shuffle Board Tapiola—additional funds requested. \$139 from recreation fund for second set of shuffle board equipment purchase (have one set, but two side by side courts).
- H. DEQ monitoring: Month of July bacteria samples were not taken while Mike was on vacation. This must be reflected in next year's consumer confidence report.

Old Business:

- A. Green Acres Road Sewer and Dodgeville/Hurontown Sewer Infiltration—Joint Application Posting and USDA—RD Grant Submitted/Response Chris from UPEA here to discuss. Standard practice with regard to audit: wishlist—earmarking money towards the project--\$398,000. If these funds are not already earmarked, we need to do that. Bill Bingham asks if water meters can be included in this loan. Hancock has done this. Chris responded: It's a different loan. General Fund versus Enterprise versus public works. Chris will check on this and get back to board. Restrooms in Dodgeville question. Can also say we're saving money towards a particular project(s). Meeting set up for 10am on Thursday to discuss this further. Lift station permit/deed question for US 41 site between Manderfield and Matt's Auto Glass, opposite side. Fair market appraisal for 40x40 site. Need GIS coordinates/logistics so the township can talk with him. John Ollila volunteered to discuss this with the property owner.
- B. Water Meter Trials—10 trial locations. Mike is ordering 6 more accurate digital ones to add to the 4 existing ones. Selecting some old, new and high, low use homes to collect data to show that there will be a definite payback in terms of accurate water useage and metering. There is some belief that residents may be disconnecting their meters during the month. The new meters have a disconnection warning feature. Meeting set for Tuesday, noon to discuss further.
- C. Amended Ordinance 111 – Open Storage of Junk--First Reading. John Ollila motioned to accept this as the official first reading of Amended Ordinance 111, Bill Bingham seconded. All in favor, motion carried.
- D. Ordinance 144—Municipal Civil Infractions--First Reading—John Ollila motioned to accept this document as the first reading and that John, Bill B. and Bruce will go over it and make error corrections; then to be read for the second time at the October meeting. Bill Fink seconded. All in favor, motion carried.

Attached:

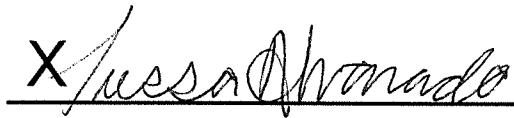
- A. August Zoning Report 2017

Public Attendance:

- 1. Ted Soldan – OLFD Fire Chief
- 2. Marty Rafaelli – HFD Fire Chief
- 3. Alice Soldan, Marty Rafaelli
- 4. Carolyn
- 5. Chris – UPEA

X 

Bruce Petersen
Township Supervisor

X 

Tressa Alvarado
Township Clerk

August Zoning Report 2017

James Flood Permit for a storage shed (approved)
Hurontown

Lois Heltonen Permit for a roof over a mobile home (approved)
Hwy US 41

Todd Dalman Permit for a storage building (pending)
SESC permit required (500 feet from the lake)
HWY US 41

Correspondence

E-mail/letter A1 Pest Mangement
Advertising signs alon roadways

Letter to Tapiols Diner Advertising signs

Zoning questions Century 21
Volin Road
Dodgeville

AT & T Communication Tower (changes)

Zoning & building in the Tapiola area (Askel Hill)

Zoning & building size Tapiola/otter lake

Bill & John