

# Charter Township of Portage

## June 26, 2017 Special Board Meeting Minutes

### To Discuss

### Interim Clerk & Deputy Clerk Vacancies

### and White Pine Lane Water Extension

47420 Green Acres Road  
Houghton, MI 49931  
(906) 482-4310

**Called to Order:** 3:00 P.M. and Township Offices

**In Attendance:** Supervisor, Bruce Petersen, Treasurer Carol Little, and Trustees; Peggy Anderson, Bill Bingham, John Ollila, and Bill Fink.

**Absent:** Clerk – Heidi Paoli Riutta

**Public Present:** Derek Bustos

#### **Discussion Items:**

- Discussed Clerk's interim vacancy (6 to 8 weeks in length) as well as the Deputy Clerk's resignation. The existing Clerk will have to fill the Deputy Clerk position. The Board decided to hire an "Interim Assistant Clerk" for this interim period – until the existing Clerk can once again assume her duties. There was much discussion as to the credentials/experience needed to step in and fill that position without the need for much on-the-job training. The Board came to a consensus to offer Debbie Francis, who has spent a number of years assisting the Township, the Interim Assistant Clerk Position. The job parameters would be; \$15.00 per hour, two days per week at six hours per day. To lessen the work load during this interim period, the Twp. will have Rukkila/Negro do our payroll. John Ollila made the motion to offer the interim position, based on the parameters mentioned above, to Debbie Francis. Bill Bingham seconded and it was passed unanimously. Ann Vollrath from the City of Houghton, Beth Salmela from Calumet Township and Jennifer Lorenz from the County have volunteered to assist the Township with the up-coming election for ISD mileage.
- In discussion with Heidi – she has been in contact with three individuals that have voiced an interest in serving as a Deputy Clerk.
- Discussed the water-line extension down White Pine Lane (200'). Discussed the various alternatives available to the Twp. and Derek Bustos. Mike Becia from our DPW staff has supplied material cost estimates for 6" dia. ductile pipe = \$6,489.70 + shipping and Installation & for 6" dia. DR-18 plastic pipe = \$5,033.70 + shipping and installation. Both costs include the installation of a Waterous fire hydrant. Derek was going to talk with Mr. Carlson about the sharing of a six-inch diameter line installation from Green Acres Road. If they could not come to an amenable agreement; Derek was going to put in a 1.5" dia. line from Green Acres Road to his property line and the Twp. would be charging him \$1,200.00 for a new house hookup.

**Public Comments:** Derek participated in the White Pine Lane Discussion

**Adjourned:** John Ollila – First, Bill Fink – Seconded adjourned at 4:15 PM:

Respectfully Submitted:

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Bruce Petersen, Twp. Supervisor