

CHARTER TOWNSHIP OF PORTAGE BOARD OF TRUSTEES
REGULAR MEETING
MAY 14, 2018

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, May 14, 2018, at the Portage Charter Township Hall.

Call to Order: The meeting was called to order by Bill Fink at 7:00 PM.

Pledge of Allegiance: Pledge Allegiance was led by Bill Fink.

In attendance were Clerk Tressa Alvarado, Treasurer Christine Abramson, and Trustees John Ollila, Bill Bingham, Bill Fink, and Peggy Anderson. Absent: Bruce Petersen

Additions or Changes to the Meeting Agenda: Bingham requested an addition of Auditor Bidding to Other Business. Ollila requested an addition of an extended statement regarding Personal Committee Meeting decision to Committee/Meetings and Updates. Anderson requested an addition of May 1st, 2018 minutes to Approval of the Bd. Of Trustees Previous Minutes.

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Anderson to approve April 9th, April 17th, and May 1st minutes. The Motion carried by a voice vote: Ayes 6, Nays 0.

Approval of the Bills: Swift True Value bill for \$25.30 was billed to the Township in error and that amount was credited to our account. A motion was made by Anderson and seconded by Ollila to approve the bills as audited. The motion carried by a voice vote. Ayes 6, Nays 0.

Review Clerk's Report:

A motion was made by Alvarado, seconded by Ollila to approve payment of invoice submitted by Carol Little for Hours to Assist Treasurer's Office in the amount of \$435. The Motion carried by a voice vote: Ayes 6, Nays 0.

A motion was made by Ollila, seconded by Alvarado to approve travel request for Anne Newcombe for the Election Accreditation class in Marquette pending Jennifer Lorenz's response regarding whether this is necessary. Motion failed by the following vote.

YES: Ollila, Alvarado, Fink

NO: Abramson, Bingham, Anderson.

Review Treasurer's Report: Treasurer Update, Attached.

Review Zoning Adm. Report: Zoning Report for April 2018 report, Attached.

Review Fire Department's Reports: OLFD: 5 fires, 1 EMS. Steve Karvakko continuing progress on building inspection. Phase I report from UPEA has been received. Waiting for Karvakko to finish the electrical to isolate building from other property. Once that is complete an electrical inspector will be brought in. Board members can look at the building and give opinions at next board meeting. Planning

to have a side door enlarged so the vehicles can go in and out of both doors and negotiating an easement with Karvakko so vehicles can drive through the driveway. Working on July 4th parade, there will be a meeting on Saturday, May 19th regarding that and the annual fundraiser. Ted Soldan spoke with Mark Hannula about coverage for commandeered vehicles, the current maximum coverage would be \$50,000. Hannula will look into possibly increasing.

Assessor's Report: None.

Public Comments: None.

Correspondence: Michigan Rural Water Association is hosting a number of courses downstate; Baraga Phone Co. Equipment Warranty signature needed to extend, tabled until next meeting when Bruce Petersen will be present to explain costs; UPPCO Tree Trimming; e-Waste Pickup – Houghton County Recycling Comm.; Houghton Education Summit; Kew. Chamber of Commerce – Rick Snyder Visit; Houghton County Rd Comm. – Dust Control for Units of Government considering to assist with purchase, supervisor will obtain 2018 price rate, tabled for next meeting; County Treasurer's Office - State of Michigan has not reviewed nor rejected parcels foreclosed April 2nd the Township has the option to put in a bid or decline the property, tabled for June meeting; U.P. Education Summit 2018 June 6-8th at the Magnuson Hotel, Bingham will go and give a report at the June meeting.

Old Business:

A. Green Acres Rd. Sewer and Dodgeville/Hurontown Sewer Infiltration Rd Grant – UPEA did some draw down tests to see how much the pumps run and determine flow rate. Working to coordinate with the DEQ to get a letter so that the Township can get the lowest interest rate. UPEA is going to do an infiltration study to show that it is about 250 gallons per day per capita and the DEQ can issue a letter on that. UPEA to begin Design Survey this fall for the Green Acres Rd. project, possibly before USDA Rural Development gives the final approval of grant application, the township can be reimbursed for those expenses. Projecting 2019 to begin construction.

B. DNR Trust Fund Grant Successfully Submitted – Adm. Being Reviewed. Need to match 25% of the grant request. This summer they will be on-site to review the grant with us and then assign a tentative score. After that score is released the township can submit supplemental information.

C. DPW Truck Purchase – Placed with Copper Country Ford on 5/2/2018, expecting delivery in a couple months.

D. Clerk – Laptop for QVF Voter Bar Code Registration

E. New Automated Water Meter Installations – The township currently has 5 new meters running, 4 histories are non-conclusive because of variables of rental properties. The Water/Sewer committee needs to see the reports from the water meter trials. Bids have not yet been presented for the cost of installing all new meters from the company we currently use or the one who installed the meters in Hancock. Discussed holding a Water/Sewer committee meeting prior to the Board Meeting in June. Need to decide on the company and begin the purchase of the needed software/hardware and the automated meters. This project could be done incrementally – starting in Hurontown/Dodgeville or maybe areas where we think the oldest water meters are located.

New Business:

- A. Plat Book Ad submitted
- B. UPPCO – Five Year Light Upgrade Cycle – LED Installation on All Lights. There would be a savings of \$1500 per year. There is not a time frame for when these lights installation would be completed. Dan Crane has a blue print that might be used to find any poles that the township is paying for that are actually county lights.
- C. Rental Ordinance/Forms – First Reading. Need a Rental Inspector plus a Municipal Civil Infractions Bureau in Place Prior to Beginning Enforcement. The first reading is deferred to the June because the notification was not posted. Need to advertise first reading of rental ordinance twice before June meeting.
- D. A motion was made by Bingham, seconded by Alvarado to sign the Adams Township Five Year Sewage Line Contract. The Motion carried by a voice vote. Ayes 6, Nays 0.
- E. Cemetery returned to work on April 30, 2018
- F. Treasurer’s Resignation – Job has been posted, the last day for accepting resumes is May 17th. A motion was made by Bingham, seconded by Anderson motion to accept resignation. Motion carried by the following vote:
 - Yes: Anderson, Alvarado, Bingham, Fink
 - No: Ollila
 - Abramson abstained from voting
- G. Lift Station No. 2 – Pump Failure – 3rd one to fail in three years – Pump Controller Needed to Control Pump Startup. Broken pump is the one that was installed by Crane Engineering out of Kimberly, WI in July 2017, need to find out if it is still covered by a warranty. Bay Electric recommended a variable frequency drive be installed on both pumps in lift station 2.

Committee/Meetings and Updates:

- A. Twp. Board First Qtr. Budget Workshop – April 17, 2018
- B. Sewer & Water Committee Meeting – April 19, 2018 – Township does not have responsibility for sewage backup or excessive water usage. Committee decided to deny refund, but forgave the interest on the account and 5 months to pay back the \$500 on the water bill.
- C. Personnel/Insurance Committee Meetings – May 1 & 9, 2018 –DPW accrues 2 hours of sick time per pay period and Amber Jackson accrues 1.25 hrs sick time per pay period, both capped at 40 days. Jackson to be increased to 2.5 hrs per pay period for vacation. The township owes Jackson 15 hours of vacation. Vacation is unlimited accrual. Committee recommended to increase Jackson, deputies, and Tom Heider wages to \$12.50 per hour. Soldan stated that Otter Lake Fire Department will also agree to match Heider’s pay at \$12.50 per hour for his time cleaning at the fire department. Cemetery increase wages \$0.50 per hour. DPW increase wages for Chuck Saari and Tom Dorvinen’s to \$15.25 per hour and Mike Becia to \$16 per hour. All changes to take effect in June 2018. A motion was made by Ollila, seconded by Alvarado to accept the wage rate increases. The Motion carried by a voice vote. Ayes 6, Nays 0.

Other Business:

- A. Audit bidding. Bingham suggested we stay with the same auditor 2018 and perhaps seek bids for the following year.

- B. Discussion about doing a collection for Becia and sending a sympathy card from personal contributions.

Public Comment: None.

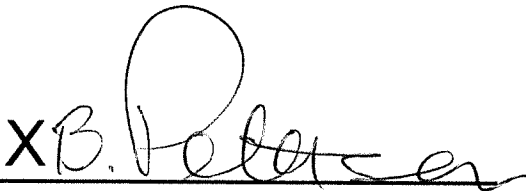
A Motion was made by Ollila, seconded by Anderson to adjourn at 8:25 PM. The Motion was carried by a voice vote. Ayes 6, Nays 0.

Public Attendance

- A. Ted Soldan
- B. Alice Soldan
- C. Chris Holmes

Attached

- A. Treasurer's Report
- B. Zoning Report

A handwritten signature in black ink, appearing to read "X B. Petersen", written over a horizontal line.

Bruce Petersen
Twp. Supervisor

A handwritten signature in black ink, appearing to read "X Tressa Alvarado", written over a horizontal line.

Tressa Alvarado
Twp. Clerk

Treasurer Update

May 14, 2018

Last day of employment: May 18, 2018

New employment begins: May 21, 2018
Copper Country United Way
Office Manager/Campaign Coordinator,

Completed

Treasurer Office has satisfied 2017 Audit needs
Deputy Treasurer has been trained to deposits monies
2018 file organization established for expenses, tax disbursement, water
Assessor will feed information to treasurer late May to create 2018 data base
Shared information folder system in place for Clerk & Treasurer Offices.
Bond Interest Payment (2017 paid)

Pending

Quickbooks (2018) data entry

Zoning Report for April 2018

3 Zoning permits received during April, cannot inspect due to snowfall. E-mail correspondence with with applicants regarding with inspection dates & times.

Inspected a collapsed building located at 47664 Mill Rd. Refer to the Dangerous Building Ordinance.

Inspected a collapsed garage located at 46629 Main Street Dodgeville Refer to the Dangerous Building Ordinance.

Reviewed the Zoning Ordinance regarding if permits are required for construction of decks. The zoning ordinance definition of a deck: An unroofed structure built above ground platform, either freestanding or attached to a building and supported by pillars or posts. Recommendation to the Twp. Board at the May meeting.

Building permits are not required for decks unless over 1 story high. Decks are a taxable.

Would like a ad in the newspaper regarding zoning permits that are required in the Township.

Bill & John