

CHARTER TOWNSHIP OF PORTAGE BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 11, 2018

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, June 11, 2018, at the Doelle Senior Center.

**Call to Order:** The meeting was called to order by Bruce Petersen at 7:00 PM.

**Pledge of Allegiance:** Pledge of Allegiance was led by Bruce Petersen.

In attendance were Supervisor Bruce Petersen, Clerk Tressa Alvarado, Treasurer Betsy Smith, and Trustees Peggy Anderson, Bill Bingham, Bill Fink, and John Ollila.

**Additions or Changes to the Meeting Agenda:** Petersen requested an addition of Somero Sewer Agreement to Old Business. Petersen requested additions to correspondence – Michigan Opportunity Zone Webinar, WUPPDR support letter, MTA Cemeteries, Rukkila Negro Audit statement, Michigan Association of Clerks, and Speed survey for Peepsock Rd. Anderson requested an addition of interviewing days to New Business. Anderson requested an addition of making a decision on road oiling and UPPCO street lights situation to old business. A motion was made by Ollila and seconded by Fink to accept agenda with changes. The motion carried by a voice vote: Ayes 7, Nays 0.

**Approval of the Bd. of Trustees Previous Minutes:** A motion was made by Ollila and seconded by Anderson to approve the May 14 and May 29, 2018 meeting minutes. The motion carried by a voice vote: Ayes 7, Nays 0.

**Approval of the Bills:** A motion was made by Anderson and seconded by Ollila to approve the bills as audited. Election inspector training pay will be kept the same.

**Review Clerk's Report:** A date for the Election Committee meeting needs to be set between June 28-July 17, date TBD. During the audit process, Alvarado found payroll errors in 2017. Those affected have been contacted and errors are resolved or will be resolved in the near future.

**Review Treasurer's Report:** Betsy Smith was introduced as the new Treasurer. Treasurer is working with the Assessor to get tax information updates and has some appointments with Carol Little to get training. Smith is running as a non-partisan candidate for the Treasurer position in November.

**Review Zoning Adm. Report for May 2018:** Distributed, attached.

**Review Fire Departments:**

Otter Lake Fire Department – 4 Fire, 3 EMS. Jackets were received and embroidered. Held a fundraiser play in May at the Mission United Church in Pelkie, funds were split between the church, Pelkie FD, and OLF. Currently working on the July 4<sup>th</sup> parade fundraiser. Ted Soldan suggested that we might offer a lower amount for the Karvakko building and do floor and septic repair/replacement ourselves. No official offers have been submitted by the township for the building. Currently, waiting on electrical inspection results. The payment would be a down payment and then pay over several years, Karvakko is willing to match the rate we would get from a Rural Development loan. Discussed possibly proposing a

millage to pay for the repairs. Tapiola pavilion occasionally not cleaned after used, Soldan suggested we have anyone who wants to use the pavilion be required to send in a deposit which could be refunded if the pavilion is left in good condition.

Hurontown Fire Department – 6 Jaws, 3 Fire. Working getting all training and hose from DNR grant. Next they will pursue upgrading air packs for the tanks and recruiting new members.

**Review Assessor's Report:** Distributed, attached.

**Public Comments:** Roy Britz visited a property that has received several complaints and issued 30 day notice, not much improvement. Ollila and Bingham will send official warning letter. Britz announced his candidacy for the District 5 County Commissioner.

Soldan questioned why the township holds shorter business hours. Lack of public demand and personnel costs.

**Correspondence:** Natural Burial Cemetery Guide – Sent our Contact Info. as a “Green” Cemetery, Mich. Association of Municipal Parks, DEQ – PFAS Additional Water Sampling, Aspirus Letter – Mike (DPW)

**Old Business:**

A. Green Acres Rd Sewer & Dodgeville/Hurontown Sewer Infiltration Rd Grant – UPEA Design Survey This Fall. Waiting on environmental assessment for Rural Development and statement of pump usage.

B. DNR 2016 Passport Grant – Restroom Designs Accepted – Bids to be opened.

C. New Automated Water Meter Installations – Water/Sewer committee needs to meet to make a decision. DPW does not have the capability to install meters. Need to get an estimate for installation cost and will need to contact Rural Development for fund raising.

D. Adams Twp Contract – A motion was made by Bingham and seconded by Anderson to accept the Adams Twp contract. The motion carried by a voice vote: Ayes 7, Nays 0.

E. Oiling of the roads – wait to take action until next spring

F. UPPCO lights – Street lights will be replaced with LED lights by UPPCO. Petersen has a schematic of poles, which needs to be reviewed to ensure the township is not being charged for county lights.

**New Business:**

A. Bay Electric – High Frequency Drivers & Flo-Dar Meter Replacements (3) needed to extend life of the pumps. A motion was made by Petersen and seconded by Ollila to use Rural Development Repair and Replace fund to install High Frequency Drivers & Flo-Dar Meter Replacements by Bay Electric. The motion carried by a voice vote: Ayes 7, Nays 0.

B. Rental Ordinance/Forms – First Reading. Need a Rental Inspector Plus a Municipal Civil Infractions Bureau in Place Prior to Beginning Enforcement. Copy with corrections needs to be presented to the board.

C. Treasurer's & Deputy Treasurer & Water Clerk Vacancies. 4 applications have been received for the Water Clerk position. Amber Jackson's last day is June 14, 2018. Interview dates TBD.

D. DPW "Lead Person" – Medical Leave Until June 29, 2018.

E. Sand Sale to Bacco Const. – Houghton High School Football Field. Township withdrew sand sale statement.

F. Houghton County 5 Year Rec. Plan – Petersen was asked to serve on the committee.

**Meetings:**

A. DEQ – Doug Pascoe – Adams Twp. Breaks and CCR - 05/23/18

B. PAR Plan – Tom Lindeman – Risk Management – 05/22/18

C. U.P. Educational Summit – 05/7 & 8/2018 -

D. Personnel/Insurance Committee Meetings – Wage Recommendations to Bd. - 05/1 & 9/2018

E. Bd. of Trustees – Treasurer Interview – 05/29/2018

**Other Business:** A motion was made by Ollila and seconded by Anderson to accept the resignation of Jackson. The motion carried by a voice vote: Ayes 7, Nays 0.

Request for "Danger Slow Children" sign on Peepsock Rd. Township is free to do it, but will be liable for maintaining the sign. Petersen requested a speed study to be conducted by the Road Commission to determine the speed limit and then the county would post the signs.

**Public Comment:** Mike Wilmers is interested in starting composting in the township, may organize a citizens' committee. Petersen has spoken with Eric at City of Houghton to see if it is possible to do a joint effort to create a composting site.

A motion was made by Bingham and seconded by Anderson to adjourn at 8:30pm. The motion carried by a voice vote: Ayes 7, Nays 0.

**Public Attendance**

A. Jennifer Lorenz

E. Amy Skewes

B. Roy Britz

F. Kevin Skewes

C. Alice Soldan


G. Jared Ruotsala

D. Ted Soldan

**Attached**

A. Zoning Report

B. Assessor's Report

X 

Bruce Petersen  
Supervisor

X 

Tressa Alvarado  
Clerk

