

CHARTER TOWNSHIP OF PORTAGE BOARD OF TRUSTEES
REGULAR MEETING
JULY 9, 2018

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, July 9, 2018, at the Portage Charter Township Hall.

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, and Trustees Peggy Anderson, Bill Bingham, Bill Fink, and John Ollila. Treasurer Betsy Smith was absent.

Additions or Changes to the Meeting Agenda: Add to correspondence a letter from DEQ regarding a fine. Move OHM and Debbie B. up from New Business to Public Comments. Add to old business regarding 911 Tower Rental and sales tax. A motion was made by Ollila and seconded by Fink to accept agenda with changes. All in favor, motion carried.

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Bingham and seconded by Anderson to approve June 11 and 27 meeting minutes. All in favor, motion carried.

Approval of the Bills: Blue Cross bill has not yet been reduced. The township has switched to purchasing fuel from Festival Foods, tax exempt status was confirmed. A motion was made by Anderson and seconded by Ollila to approve the bills. All in favor, motion carried.

Review Clerk's Report: Election committee meeting will be July 11th @ 3pm. Currently in the process of balancing Quickbooks for 2018 with the Treasurer's office. Budget review/adjustment meeting to be scheduled at the board meeting next month.

Review Treasurer's Report: Deputy Treasurer Carol Little gave Treasurer's report. Working on getting bank accounts balanced and tax bills are printed. Little will be available to collect taxes and answer questions Tuesday and Thursday 3-6 PM.

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

Review Fire Departments:

Otter Lake Fire Department – 3 EMS, 1 Fire. 4th of July picnic was successful. Contacted DEQ in Lansing to determine how to dispose of foam from pumper truck.

Review Assessor's Report: Distributed, attached.

Public Comments:

2017 Audit – Debbie Bradford – Letter to Local Audit & Financial Div. - Debbie Bradford presented audit report. Cemetery and General Fund were over budget, so a letter needs to be signed and sent to the Treasury Department. A motion was made by Bingham and seconded by Ollila to accept audit report. All

in favor, motion carried. A motion was made by Ollila and seconded by Fink to send the letter to the Treasury Department regarding the over spending on the budget. All in favor, motion carried.

OHM – Zane Hyrkas – Encroachments - On Behalf of the KRB Development - OHM representative for KRB to present plan to purchase and develop property surrounded by Gundlach, Gaffney, 1st, and Pilgrim Rd at next planning commission meeting. Proposed possibly extending waterline from 1st St and installing a fire hydrant on that line. Survey found that the property line is 4 inches from the edge of the school, the school has been contacted to see if they would like to purchase a portion of that property. Property extends east across the road and 10 private property owners that are crossing KRB property to access the road. The assessor cannot do the splits, the splits need to be written by a surveyor. KRB does not want money for the property that is being crossed, but wants the private property owners to pay for the surveyor costs to write the description. Ollila will draft a letter to the private property owners regarding the issue.

Green Acres Rd Sewer & Dodgeville/Hurontown Sewer Infiltration Rd Grant – UPEA Design Survey This Fall & Environmental Study Progress. Chris Holmes from UPEA is working on a map to determine the level of environmental that is needed.

Correspondence:

PAR Plan Letter – Risk Reduction Grant Program

Dept. of Treasury Letter – Requesting Information (Replied to by Assessor)

VVQ Letter – Outlining need for extended hours due to flood repair demands

DEQ letter stating two water samples need to be sent, township paying a \$200 fine for only sending one sample

Old Business:

DNR 2016 Passport Grant Bid Results – Recommended Action – received 3 bids, we have until end of 2019 to complete work, township will advertise for bids again in Spring 2019

DNR 2018 Trust Fund Grant – On-Site Review– Land acquisition grant for soccer field, next year the township will apply for a land development grant. ADA compliant signs for natural area viewing to be added.

Bay Electric – High Frequency Drivers & Flo-Dar Meter Replacements (3) – Gave the okay to install flo-dar meter and high frequency drivers

New Automated Water Meter Installations – When to Start? - \$90,000 quote for new meters, need quote for installation

Rental Ordinance Form 2nd Reading. Need a Rental Inspector Plus a Civil Infractions Board Bureau in Place Prior to Beginning Civil Infraction Enforcement – Meeting Tuesday, July 17th at 3PM to make corrections to Rental Ordinance and Municipal Civil Infractions Ordinance.

New Business:

Treasurer's & Deputy Treasurer & Water Clerk Hires – Treasurer: Betsy Smith, Deputy Treasurer: Carol Little, Water Clerk: Vanessa Dietz

Cathryn Roberts – Water Bill - Issue with resident delinquent account, township needs to receive payment plan and show of good faith by staying current to prevent water shut off

L-4029 Millage – Vote to Accept mileage Break downs – A motion was made by Fink and seconded by Ollila to accept millage request. All in favor, motion carried.

Tower Rental from the Fire Dept from Superior Sand and Gravel and the money from 911 fee was received. Need to look into agreement with Superior Sand and Gravel to see if that needs to be renewed.

County Storm Damage Report – Twp. Infrastructure – FEMA Application - Township reported \$6475 damage, township will apply for assistance from FEMA to cover damages.

Naumkeg Shores/Canal Rd Sewer Base Fee – Dakota Heights funded hook-ups. 5 homes were also hooked up on Naumkeg Shores using excess funds and have not been charged the base fee. A motion was made by Bingham and seconded by John to send a letter to residents affected. All in favor, motion carried.

Meetings:

DEQ Revolving Loan Fund – 1938 pipeline – 06/21/2018 needs to be replaced, possibly look into connecting with City of Hancock line.

Bid Opening – 2016 Passport Grant at UPEA – 06/19/2018

Chassell to Houghton Trail Committee – Chassell Fire Hall – 06/27/2018

Twp. Water Clerk/Receptionist Interviews – 06/27/2018

DNR Merrie Carlock – 2018 Trust Fund Grant On-Site Inspection – 06/21/2018

Valley View Quarry – Annual On-Site Inspection – 07/03/2018

Other Business: None.

Public Comment: None.

Adjourn: A motion was made by Ollila, seconded by Alvarado to adjourn at 8:59 PM.

Public Attendance

Debbie Bradford, Auditor

Christ Holmes, UPEA

Lou Meyette, OHM

Ted Soldan, Otter Lake Fire Dept

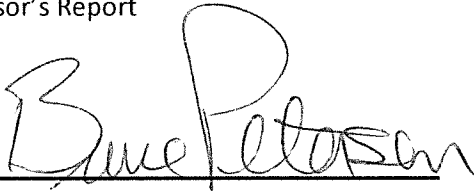
Alice Soldan

Kevin Skewes

Amy Skewes

Attached

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

X 

Bruce Petersen
Supervisor

X 

Tressa Alvarado
Clerk