

Charter Township of Portage  
Regular Board of Trustees Meeting  
April 9, 2018  
Township Hall  
47240 Green Acres Road  
Houghton, MI 49931  
(906) 482-4310

The meeting was called to order at 7:00 PM. Those in attendance were Clerk Tressa Alvarado, Treasurer Christine Abramson, and Trustees John Ollila, Bill Bingham, Bill Fink, and Peggy Anderson. Absent: Bruce Petersen

Pledge Allegiance was said

**Additions or Changes to the Meeting Agenda:** Added to Other Business: Comments from John and Bill Bingham. Added to Old Business: Comments from Peggy. John motioned to accept agenda with changes, Peggy seconded. All in favor, motion carried.

**Approval of the Bd. of Trustees Previous Minutes:** John motioned to approve March 12, 2018 minutes, Peggy seconded. All in favor, motion carried.

**Approval of the Bills:** Peggy expressed concern about the purchase of upholstery towels that were on the Zep bill. Peggy motioned to approve bills as audited, John O seconded. All in favor, motion carried.

**Review Clerk's Report:** Still working with the Treasurer on the audit and is going well. We have caught up on the voter registration, Deputy Anne is focusing on working on QVF related work and Clerk is doing the bills, etc. Waiting to see how the August election goes regarding the possible need for a second computer or laptop for the clerk office, clerk will continue to use her personal laptop for taking minutes. Bill Bingham raised concern as to why the salaries were higher than expected in March and requested that the clerk look into it.

**Review Treasurer's Report:** Attached.

**Review Zoning Adm. Report:** Distributed March 2018 report, Attached.

**Review Fire Department's Reports:** OLFD: 1 fire, 1 EMS. Ted Soldan was re-elected as Chief at OLFD. Bruce to contact lawyer to find out if insurance would cover community member equipment if is damaged when commandeered by the township. Phase I for Karvakko building is almost complete.

**Assessor's Report:** Attached.

**Public Comments:** None.

**Correspondence:** Michigan Association of Municipal Cemeteries, Inc. – Annual Meeting \$35 per year, DEQ approved Reliability Study, Capital Improvement Plan & Emergency Response Plan, Miss-Dig – Excavation Handbook to DPW, Property owners should be getting information from UPPCO regarding tree trimming

**Old Business:**

A. Green Acres Rd. Sewer and Dodgeville/Hurontown Sewer Infiltration - USDA RD Joint Application. Making some progress, not yet finished, need a letter from DEQ to get lowest possible interest rate. Sewer line agreement with Adams Twp has expired, just needs to be renewed.

B. Medical Marijuana – Annual Filing Fee – Phil Vasquez requesting a refund for the application see. Ordinance says this is a non-refundable fee. Fee is valid for a year from date it was originally paid.

C. MDNR Trust Fund Grant Submitted on 3/28/18.

D. New Plat Book - Ad Submitted.

E. DPW New Truck Purchase – Fleet Rate Bids Reviewed/Accepted. Bruce got some quotes for new and used vehicles. 3 bids: Copper Country Ford. Inquire about F-150. Table until the April 17<sup>th</sup> meeting.

F. Need a decision regarding whether patio permit is needed. Zoning committee will discuss with the assessor.

G. Water Meters study, only 3 or 4 installed and we haven't received any reports. Water Sewer committee meeting to discuss.

**New Business:**

- A. ACH Resolution – Electronic Bill Paying. Reviewed and concern regarding wording “Treasurer approves”. Clerk and Treasurer will work with accountant to work on the language of the document.
- B. Monthly Meeting Announcement Procedure – Bruce contacted Jennifer Lorenz who stated that it would be sufficient to post minutes on the website and in the townhall. Clerk to contact MTA to confirm whether notification needs to be once per month or per year.
- C. New Office Programable Thermostat – Weekend Heat Demand Drops. Also, investigate electronic locks

**Committee/Meetings and Updates:**

- A. Public Meeting & Special Board Mtg. – 3/26/18 (Minutes Already Approved)
- B. Copper Country Soccer Assoc. – 3/23/18 – Match Amount Dedicated
- C. B.O.R. – March 12 & 13 (Public Mtg.) March 19 & 26 (Work Sessions)
- D. Reminder: 2018 Qtr. Budget Meeting – April 17, 2018 – 3:00PM. At the budget meeting we will need to discuss budgeting for Deputy Treasurer and Personnel committee concerns to be discussed at budget meeting

**Other Business:**

- A. Country treasurer informed us that our Municipal Civil Infraction Ordinance is sufficient to allow unpaid fines to be collected on tax bills if we fully document the progression of steps we have taken
- B. Bill B. suggested we get copies of correspondence prior to the meeting

**Public Comment:**

- A. Kathryn Roberts states that her water meter is broken and was overcharged. Water/Sewer committee will meet to discuss.

- B. Invoice submitted by Dodgeville resident Zach Wenglikowski to pay for basement clean up for sewage back up due to blockage in Main line

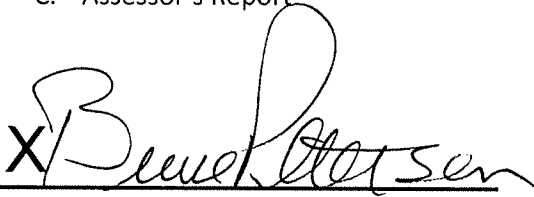
Peggy motioned to adjourn, Bill B. seconded. All in favor, motion carried. Meeting was adjourned at 8:25 PM.

**Public Attendance**

- A. Zach Wenglikowski
- B. Kathryn Roberts
- C. Ted Soldan
- D. Shirley Roberts

**Attached**

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

A handwritten signature in cursive script, starting with a large 'B' and ending with 'Petersen'. A large 'X' is written to the left of the signature.

Bruce Petersen  
Supervisor

A handwritten signature in cursive script, starting with a large 'T' and ending with 'Alvarado'. A large 'X' is written to the left of the signature.

Tressa Alvarado  
Clerk

# Supervisor's Report

## For

### April 9, 2018 Regular Meeting

At meeting time I am coming back from Rio Gatos, Mexico and the Ex Balaam ruins in hopes I can catch the late ferry at Playa del Carmen to Cozumel – hopefully this one doesn't blow up??!! Be back on the 11<sup>th</sup> of April (Weds.)

#### **Just a few comments Concerning Agenda Items:**

- 13A Hopefully, Duane has had time to look over this so any further corrections/additions that are needed can be submitted so the UPEA final design phases can start to move forward.
- 13B Phil Vasquez is asking to have his annual fee reimbursed – the facility he envisioned and was working towards is not going to come about, at least in the near term.
- 13C I submitted our Trust Fund land acquisition grant on 03/28/18; four days in advance of the deadline on April 1<sup>st</sup>. Ultimately, I asked for \$187,500.00 grant monies from the fund while supplying \$64,700.00 in matching money, \$37,200.00 Copper Country Soccer Assoc., \$4,000.00 the three Church consortium and our match for \$23,500.00). The “key” to this grant is just what the “State Appraiser” comes up with as a “market value” for the Wuthrich's 8.7 acre property. That will ultimately dictate just what the grant amount will be from the DNR. I also committed the Twp. to pay for the State Appraisal cost which should be \$3,000.00 to \$4,000.00. Hopefully, we should know in a couple months if we made the first cut and can move on to hiring a State Certified Appraiser. It would be great if this property came in around \$200,000.00 and the Wuthrich's would accept something around that figure.
- 13D I spoke with Joan Dostalor and submitted our new plat book add which now includes our Web-Site address. Before the plat book goes to publication – we will receive a “proof” of our add to review prior to publication.
- 13E Chuck has been using the cemeteries vehicle while he awaits our decision and the arrival of his new truck. If we use our “fleet discount number” the price of a new vehicle versus one that already has 40,000 to 80,000 miles is within a couple thousand

## Zoning Report March 2018

No zoning permits requested for March 2018

### Correspondence

Information requested regarding demolition of a garage & construction of a new storage building, Tapiola area.

Information requested on a new Pole Barn Tapiola area

Information requested on building a hunting camp in the Tapiola area.

Information requested on additions to cabins & building a apartment building on property located on Hwy 41.  
Property zoned B-2

Phone conversation with property owners who has a problem with a neighbors out-door wood burner.  
Letter sent to home owner with the out-door wood burner.

Phone conversation with property owner with the out-door wood burner, regarding the letter.  
Received a memo from the owner that the wood burner was installed in 2007. Will sent a letter with a recommendation to modify the stack.  
Inspected the site 4 times, 3/13, 3/16, 3/17, & 3/18

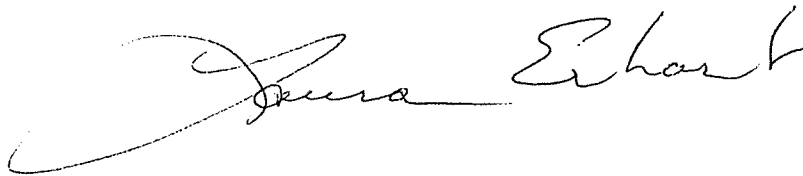
Phone call regarding rental homes in the woodland area.

Letter to the Township attorney regarding wood-burner issue & snowfall off of a roof to the neighbors property.

Bill & John

# April 2018 Assessor's Report

- March Board of Review
  - 49 Petitions
    - 9 Disabled Veteran's Exemption Petitions
    - 1 late Personal Property Exemption Petition
    - 1 Property Tax Exemption Petition (Poverty Exemption Petition)
    - +/- 60% of the petitions dealt with property owner concerns regarding their land value.
  - A copy of the Assessing Land Value and ECF studies are in the Board of Review - 2018 binder on the table by my door.
- April is County Equalization Month; all required reports have been submitted to and accepted by the County and the State.

A handwritten signature in black ink, appearing to read "Jura Ehart". The signature is written in a cursive style with a large, sweeping initial "J" and a long horizontal stroke extending to the left.

# Treasurer Update

April 9, 2018

## Completed

2017 Property Taxes

- Disbursements
- Database sent to County
- Settlement spreadsheet

River Valley Bank Deposit Process

Closing end of property tax process with County Treasurer Office

## Ongoing

Assisting with 2017 budget discrepancies, Clerk identifying

Training and Preparing for beginning 2018 Tax Year

- Assessor feeds 2018 tax data
- Bill: print, send
- ACH Tax Pay set up
- Spreadsheet settlement sheet 2018

Training Deputy Treasurer to ensure smooth operation

Upcoming responsibilities in accordance to MTA (3months on the job to date)

Communication with Assessor

Quick Books

## Pending

Financial 2018monthly account balance with Clerk

QuickBooks

Training for Deputy Treasurer to cover office (Amber) as needed

(Coordination between shared responsibilities of deputy & office staff)

ACH & Water Pay in BS&A

Add Deputy Treasurer to Bond Insurance/Mark Hannula

Arrangements to become Notary Public

## Expectations

Process accounting transactions in Quick Books