

Charter Township of Portage
Regular Board of Trustees Meeting
May 13, 2019

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, May 13, 2019 at the Portage Township Hall.

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

Pledge Allegiance: Pledge of Allegiance was led by Bruce Petersen

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

Additions or Changes to the Meeting Agenda:

Vanessa Dietz wants to attend BS&A Training July 30th. Include lunch, mileage and pay

MTA local training June 11th

Bingham receiving calls about spring cleanup.

ZBA discussion, appointment needed – for May 30, 2019

Metro Act AT&T allows major installers to coordinate public service commission. The Township needs to sign the Metro Act. Fink Motioned for the township to sign the Metro Act, Seconded by Ollila. All in favor.

Ollila made a motion to accept the agenda with additions, seconded by Fink. All in favor

Approval of the Bd. of Trustees Previous Minutes: A motion was made by Ollila and seconded by Bingham to approve the April 8, 2019 meeting minutes. All in favor, motion carried by a voice vote.

Approval of the Bills: Comment made by Anderson about township being over on sewer usage 19 days in a row in April to the City of Houghton. Bingham asked about life insurance for cemetery workers. Petersen said it's because they're part year employees. Bingham wants to review bills on the third working day of the month.

A motion was made by Anderson and seconded by Fink to approve the bills as audited. Aye: Fink, Ollila, Petersen, Skewes, Smith. Nay: none Motion carried by voice vote

Review Clerk's Report:

Attended QVF training in Escanaba. Working with Betsy on accounts receivables. Wex gas cards are being used. Signed up for Accreditation for elections officials training in Marquette on 6/20/19 and 6/21/19

Review Treasurer's Report:

Working primarily on Audit. Balanced all investment and tax account for 2018. General fund is in process and has payments in QB up to date for 2018. Worked with Deb Bradford to clean up accounts and move

monies around to ensure minimum balances are maintained and monies in the right accounts. (more detailed work done on this after the audit) The treasurer's report should contain correct amounts for all accounts in 2018 (pending balancing with clerk for May-Dec)

Review Zoning Administrator's Report (John/Bill) for (January 2019):

The junkyard on Haataja road was sent a letter.

Review Fire Departments:

OLFD: Fires, 1 EMS. 2

Ollila made a motion to allow Otter Lake Fire Department spend \$10,000.00 - \$15,000.00 to get started on the remodel of the new fire hall. Seconded by Fink. Motion carried by roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None.

Review Assessor's Report: Distributed. Attached.

Public Comments:

Roy Britz commented about home on Broemer Rd. with Junk. He delivered a letter last year. John & Bill Bingham will look at ordinance and give 30 day notice.

Correspondence:

2019 AMAR Follow-up, Neil Stevenson Jr. DEQ – Mandatory Lead and Copper Sampling, Rec. and Permit for Paradise Road Restoration, Marijuana Ord. KBIZnet – Liability Insurance, PHF – Letter of Inquiry, Neal Stevenson - PAAR Plan – Hydrant Insurance Loss. Compliment for Bill Fink from Calumet Twp. regarding Medical Marijuana ordinance. Very nicely written and they have used it.

Old Business:

- A. Green Acres Rd. Sewer & Infiltration Joint project – Eng. & Design Bid progress. Easement deeds are being worked in for the lift stations.
- B. Houghton County Jail Task Force – Alternate. Eric Forsberg – Houghton Co. Jail Taskforce. Bingham out, Anderson interested in serving. Fink made a motion for Anderson to be on the taskforce, seconded by Ollila. All In favor.
- C. 2016 DNR Grant – DPW/Twp Match – Removed front of Bldg. and Asphalt. All gravel removed, Chris Holmes sent a survey crew to ascertain where sewer outlets should go.
- D. FEMA Category B grant Contract from State Police – 25% paid for by the state. We have received the check, apply to sewer accounts for city treatment costs.
- E. Remote i-Pearl Sensus water meter purchase and installation. We received 4 bids. Hydro \$95.00 MTM (Mike Manderfield) \$64.00. Aircare \$198.00. Hyrkas \$155.00. A motion was made by Ollila and seconded by Bingham to accept the bid by MTM (Mike Manderfield) of \$64.00 per meter. Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None Bingham commented that he doesn't know if getting new meters will make a difference, he heard there's only a 7% savings.
- F. Commercial Sewer and Water Rates Establishment Review – BS&A Billing. New commercial water and sewer rate for Commercial/Business customers (Attached are the new rates) A motion was made by Fink to adopt the new Commercial rate structure (effective in July) seconded by Smith.

Motion carried by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith.
Nay: None

- G. Guilbault – Water line moving/installation to prevent future freezing. The township will re-route the line to the home. The homeowners are asking for the township to reimburse them for thawing the frozen pipe that was under main street. They said the ordinance states that anything off of the property is the township's responsibility. Fink said we would like to research further and get back to them. Right now the main concern is fixing the problem. Fink motioned to look at best way to get new water line to home, seconded by Ollila. Motion carried by Voice vote. Aye: Anderson, Fink, Ollila, Peterson, Skewes, Smith Nay: Bingham. Bingham voted no because he thinks the township should reimburse them for the cost of thawing out the water pipe. Ron Guilbault asked if the township is going pay for the new water service hook up into their home, Fink replied Yes.

14. New Business:

- A. Otter Lake Sportman's club 300' x 300' Land purchase – Old Fire Dept. site. Ollila motioned to sell the site for \$2000.00 to the Otter Lake Sportman's club, seconded by Smith. Motion passed by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Peterson, Skewes, Smith. Nay: None
- B. KRB Land swap – Property adjacent to DPW Building – Closing costs. KRB is offering to swap land with Township, in exchange Mike Becia has put in water services for Duplex. They are requesting the Township cover the closing costs of \$2000.00 to Century 21. Fink motioned to make the swap and pay the closing costs of \$2000.00 to Century 21, seconded by Bingham. Motion passed by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Peterson, Skewes, Smith. Nay: None
- C. Cemetery Meeting – New Winter Green Grave Opening Charge & Locations. Township discussed new green cemetery locations and winter burials. Township would have to open the road adjacent the vault, up to the "green area" for a winter burial. Additional charge for winter snow removal to gain access to the green burial area will be \$500.00. There will also be a \$400.00 grave opening fee.
- D. Damaged fire hydrant insurance claim. Insurance check is \$809.99 to replace hydrant.

15. Meetings:

A. MTA – District meeting – 4/25/2019

B. P.C. Special Meeting – Pilgrim Estates Condo Plat Review – 5/8/2019

C. City of Houghton – FEMA Grant – Flood Hazard Mapping – 5/1/2019

D. City of Houghton – P.C. – Meijers Site Plan Review – 4/30/2019

16. Other Business:

Ollila Made a motion to charge \$500.00 for Planning Commission site review meetings, seconded by Anderson. Motion passed by a roll call vote. Aye: Anderson, Bingham, Fink, Ollila, Petersen, Skewes, Smith. Nay: None

17. Public Comment: Petersen asked if the township should have a emergency relief ordinance for extremely high water bills. After discussion the trustees decided that there was no where to get the money from to have such an ordinance.

Peterson Explained water issue on Abramson property on Green Acres Road. He is looking into getting an easement for a new water line so the township can avoid working in their yard so no further issues show up in the future.

18. Adjourn: A motion was made by Skewes and seconded by Smith to adjourn at 9:12 PM. All in favor, motion carried by voice vote.

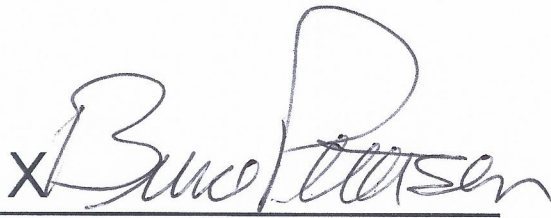
Public Attendance:

Rod Guilbault

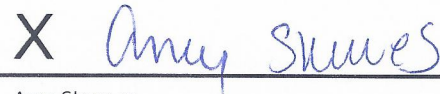
Deb Guilbault

Roy Britz

Tom Heider

X 

Bruce Petersen
Supervisor

X 

Amy Skewes
Clerk