

~~Draft~~ Approved
 Charter Township of Portage
 Regular Board Meeting
 December 9, 2013
 Township Office
 47240 Green Acres Rd
 Houghton, MI 49931
 (906) 482-4310

The meeting was called to Order at 7:00 p.m. Those in attendance were Supervisor Bruce Petersen, Treasurer Carol Little, Trustees Peggy Anderson, John Ollila, Bill Bingham and Clerk Jamie Solka

Absent: Trustee Andrew Kemper

The Pledge of Allegiance was said.

Motion Made by John Ollila to amend the agenda, seconded by Peggy Anderson, all voted in favor, motion carried.

Additions include:

- 1) Request to pay bills - Other Business
- 2) Subscription to Gazette – Other Business
- 3) Cleaning – Other Business

Motion made by John Ollila, second by Peggy Anderson to approve meeting minutes from November 11, 2013 with corrections – all voting yes. Motion carried.

The Bills were approved as presented at the meeting with a motion by Bill Bingham second by John Ollila. All voting in favor. Motion carried.

Clerk's Report – Budget to Actual report handed out

Treasurer's report – Tax bills went out. Printing error was made for Baraga School District tax bills, they are calculated correctly but the millage tables did not print out completely so they are missing some of the millage's.

Zoning Administrator's report – Nothing to Report

HTFD – Reported by Marty Raffaelli – 4 Fire call, 2 Jaws calls

Assessor's report – All have copies.

Public Comments: None

Correspondence:

- A) KEDA sent Thank You Card & Membership Campaign
- B) JoAnne Stimac Thank You Card – Drainage issue resolved
- C) Keweenaw Nation Park's Historic Preservations Plan – Book will be available in office
- D) U.S. Dept. of Commerce Suspension of the 2014 Boundary and Annexation Survey/Questionnaire Form from UP Engineers
- E) MDEQ Permit Application for the Keweenaw Land Associations

Unfinished Business:

- A) Portage Township Website is up and running – Went online on October 18, 2013 announcements location is <http://www.portagetownship.info>
- B) Budget - December 9, 2013 at 6:00 Workshop took place to review and discuss the proposed 2014 Budget. The board will finalize the budget on January 13, 2014 at 6:30
- C) Master Plan – Planning Commission meeting on January 8, 2014
- D) Open Meeting Act – What constitutes a violation – email from Jim Beelen, copy handed out to board members
- E) MIOSHA – Follow up letter sent

New Business:

- A) Alleys can be deeded back to owners
- B) Direct deposit for Employees and Board Members has been set up
- C) Zoning Code Violations – Need a written formal complaint form filled out. Forms located on at office and online

Committee Meeting:

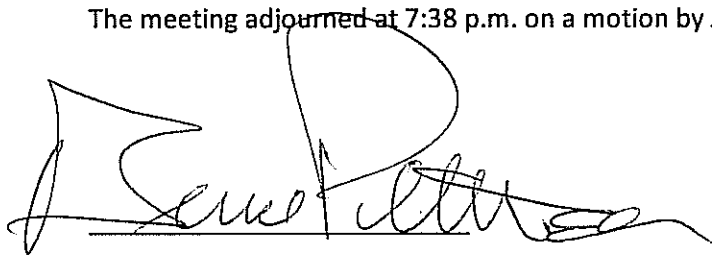
- A) Chassell to Houghton Trail & Recreation Committee Meeting – December 5, 2013
- B) Board of Review Meeting – December 10, 2013
- C) Planning Commission Meeting – January 8, 2014 – Further corrections added. Need to send back for more corrections

Other Business:

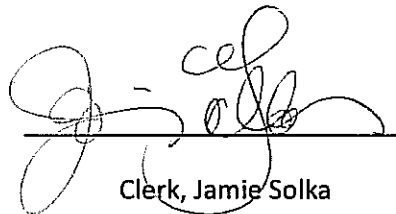
- A) Carol Little made motion to pay all bills from 2013 by year end, second by John Ollila, all voted in favor, motion carried.
- B) Gazette – look on line
- C) Cleaning – May be able to cut \$200.00 per month as officials could clean their own offices

Attendance: No one signed in

The meeting adjourned at 7:38 p.m. on a motion by John Ollila second by Peggy Anderson



Supervisor, Bruce Petersen



Clerk, Jamie Solka