

~~Draft~~    Approved  
Charter Township of Portage  
Regular Board Meeting  
June 9, 2014  
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, Andrew Kemper, John Ollila, Bill Bingham and Clerk Jamie Solka

The Pledge of Allegiance was said.

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

**Additions include:**

1. Chris Holmes – Unfinished Business
2. Summer Roads and Oiling – Unfinished Business
3. Liquid Engineering – New Business
4. Assessor Record Cards Process – New Business
5. Overtime Weekend Meter Reading – Public Comments
6. Zoning Manual suggestions – Unfinished Business
7. Treasurer/New Deputy – Treasurers Report
8. Clerk/New Deputy – Clerk’s Report

Motion made by John Ollila, second by Andrew Kemper to approve meeting minutes with corrections from Regular Meeting minutes from May 12, 2014, Special Meeting minutes from May 15, & May 19, 2014 – All voting yes. Motion carried.

The Bills were approved as presented at the meeting with addition, motion made by Andrew Kemper second by John Ollila, to pay all bill with the exception of the City of Houghton water bill in the amount of \$35,695.55 until the Water & Sewer Committee meets with the City of Houghton. All voting in favor. Motion carried.

Clerk’s Report – Jamie Puuri was hired as the new Deputy. Clerk Jamie Solka is still working with Auditor on list of adjustments

Treasurer’s report – All have copies. Carol Little stated that the Sewer Fund showed our operating and maintenance is \$383.00 to the good, but this does not reflect the bill of \$39,000.00 from the City of Houghton so we will have a \$40,000.00 deficit after this bill is paid. She also talked to the school and is hoping to have millage request from School and ISD by middle of the month so she can print tax bills. Debbie Francis was hired as the new Deputy Treasurer

Zoning Administrator’s report – Supervisor Bruce Petersen read report.

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

Assessor’s report – All have copies.

**Public Comments:**

Andrew Kemper made a suggestion that Zoning Administrator, Assessor, Maintenance Supervisor and all paid positions come to the monthly meeting.

**Correspondence:**

- A. Mike Eaton with Little Brothers - will take cemetery wood
- B. ZBA training – June 16, 2014/Ironwood
- C. Katie Beattie provided township with Tax Parcel – Bill Bingham made motion to decline the purchase regarding Portage Township property in foreclosure as presented by Houghton County documentation second by Andrew Kemper. All voting in favor, motion passed.

Gale gave his resignation.

- D. Jim ~~Letter was sent to~~ Letter was given to Kevin Harju – Drainage issues on Copper Ridge Road
- E. DNR open house – June 5, 2014/ Baraga MI
- F. Portage Township Contract – Coast Guard housed a piece of equipment to use GPS on our Hydrosphere, this contract will be up on July 19, 2014 they will not be renewing due to this equipment being outdated.

**Unfinished Business:**

- A) Green Acres Sewer Project – Chris Holmes from UPEA gave an update on the Green Acres Sewer manhole Project and the ~~manhole~~ survey
- B) City Treatment Costs – Supervisor Bruce Petersen is taking to Eric Waara to set a water and sewer committee meeting for rate changes on the contract \*with the city of Houghton the Consent
- C) Moyle dropped off Valley View Quarry View documentation required in ~~the~~ Judgment final order
- D) Zoning Manual Review – Maps to be redone with Pat Coleman’s assistant
- E) Green Cemetery Area – contacted Health Department they will put together criteria that our Cemetery will have to meet in order to have a Green Cemetery
- F) Hurontown Fire Hall Roof – Bid Process
- G) Emergency directors winter cost collection tools – need to provide the cost for winter \*let run water Policy
- H) Houghton Country Road Commission can be contracted by individual home owners to purchase oil the roads recommendations
- I) John Ollila made a suggestion that the board get together to make a list of ~~the~~ ~~top~~ present to the Planning Commission \*for the zoning manual update

**New Business:**

- A) Tikky’s Tree Service will be working in cemetery after Memorial day to remove 16 to 17 trees
- B) MIOSHA shared training with the City of Houghton – June 27, 2014
- C) Liquid engineering – July & August
- D) Assessor’s process for record cards when she’s not available – Email Assessor or we can direct them to the county
- F) Nick Daavettilla – Bill Bingham made motion to take Dylan O’connell at 20033 Fredrick Street Houghton MI to small claims court for \$700.00 past due water bill second by Peggy Anderson. All voting in favor, motion passed.

**Committee Meeting:**

- A) Personnel/Insurance Committee Meeting – 3/18/14
- B) WUJPPDR General Council – 3/17/14
- C) Sewer/Water Committee Meetings – 3/18/14 and 4/3/14. Treasurer Carol Little wanted to go on record to state the Township Board needs to have the final vote when refunding money for any water/sewer customers, the Sewer/Water Committee does not have authority to make this call.
- D) MTA Local Chapter @ New Quincy/Franklin Fire Hall – 3/25/14
- E) Special Board Meeting to consider DNR Passport Grant – 3/31/14

**Other Business:**

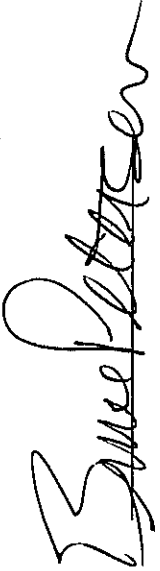
- A) Motion made by Andrew Kemper no overtime to be paid for reading of water/sewer meters over weekend, second by Jamie Solka. All voting in favor, motion passed.
- B) Office windows will be replaced – getting bids
- C) Personnel Manual to be revised

**Public Comments:**

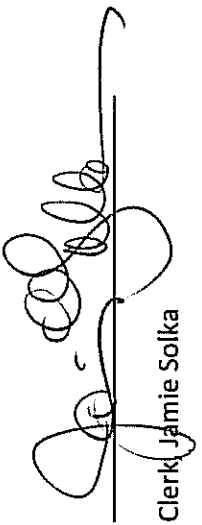
None

Attendance: No sign in's

The meeting adjourned at 8:45 p.m. on a motion by Bruce Petersen second by Carol Little



Supervisor, Bruce Petersen



Clerk, Jamie Solka

\*Added