

Draft– Approved
Charter Township of Portage
Regular Board Meeting
September 8, 2014
Township Office
47240 Green Acres Rd
Houghton, MI 49931
(906) 482-4310

The meeting was called to Order at 7:08 p.m. Those in attendance were Supervisor Bruce Petersen, Trustees Peggy Anderson, Andrew Kemper, John Ollila, Bill Bingham and Clerk Jamie Solka
Absent from Meeting: Treasurer Carol Little

The Pledge of Allegiance was said.

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

Additions include:

1. UPPCO - Correspondence
2. WUPPDR Annual Meeting is Sept 15, 2014 - Correspondence
3. Charter Renewal Franchise Agreement - Correspondence
4. Portage Plaza Easement Proposal – Unfinished Business
5. Black Top Plant Location – New Business
6. Insurance – New Business
7. Office Employee Front Desk Position – New Business
8. Adams Township Water Feed – New Business
9. Debbie Bradford – Moved to earlier in agenda

Motion made by Bill Bingham, second by Peggy Anderson to approve meeting minutes with corrections from August 11, 2014 – All voting yes. Motion carried.

Auditor Report – Debbie Bradford with Rukkila & Negro Associates gave the 2013 Audit review. Stated that we need to work on having the audit done in a timely matter, that budgets need to be adopted by 12/31, and that all supplies need to be allocated to the correct funds. Bill Bingham made a motion to accept the Audit Report for 2013, second by Andrew Kemper, all voting in favor, motion carried.

Motion made by Peggy Anderson, second by Andrew Kemper to approve bills as presented at the meeting, with some changes, All voting in favor. Motion carried.

Clerk's Report – All have copies.

Treasurer's report – All have copies.

Zoning Administrator's report – Read by Supervisor Bruce Petersen

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

Assessor's report – All have copies.

Public Comments:

- 1) Mark Kemppainen – Asked about public comments, can individuals speak on agenda items at the time the item is brought up? If so this rule should be applied the same way for everyone.

Correspondence:

Supervisor Bruce Petersen handed out all correspondence with additions.

Unfinished Business:

- A) 1. Cemetery Rate Increase – Motion made by Bill Bingham to approve the increase and add include the cemetery rates in Ordinance #119, new rates to go into effect on October 1, 2014. Second by Andrew Kemper. All voting in favor. Motion carried
2. Portage Sewer & Dakota Heights Sewer increase base fee. John Ollila made motion to increase base rate to \$2.50 which was recommended by Rural Development, second by Andrew Kemper. Yes vote: Trustee John Ollila, Supervisor Bruce Petersen. No Vote: Clerk Jamie Solka, Trustees Andrew Kemper, Bill Bingham, and Peggy Anderson. \$2.50 Base Rate increase not supported.
- B) Debbie Bradford/Audit Review – See above
- C) Hurontown Fire Hall Roof & Truss Repair – Bid Packet Received and opened on 9/8/14 cost between \$40,375. - \$25,400. John Ollila made a motion to have Ed's North Country Builders repair the roof at HTFD. for \$25,400. in addition to require Ed's North Country to include 1 year labor/workmanship warranty plus manufacture warranty on materials and builders insurance. Second by Andrew Kemper, all voting in favor. Motion carried.
- D) Ray Satio/County Signage for Compression Breaking – Supervisor Bruce Petersen contacted Ray to find out about the Compression Break sign. This is being looked into.
- E) County Reply – 47769 Huron Street. Portage Township must enforce our Ordinance #134. Bruce is seeking impartial hearing officer.
- F) UPEA/Chris Holmes – Gave an update on the Green Acres Sewer Project. Motion made by Andrew Kemper to send out Green Acres Sewer Questionnaire mailer next week. Second by Jamie Solka. All voting in favor. Motion carried. Sewer and Water committee to meet and write questionnaire
- G) MJO Directional drill on Erickson Drive has been done. Bill Bingham made a recommendation to the Water and Sewer Committee to update and amend the water/sewer hookup fees.
- H) VVQ Tour – Supervisor Bruce Petersen went on tour to confirm the Earthen Berm had been completed, seeded and augmented with stock piled materials.
- I) 2014 Budget presented at the last meeting – John Ollila made a motion to make the budget adjustments that were purposed at last month's meeting. Second by Andrew Kemper, all in favor. Motion passed.
- J) Dodgeville Mail Box Placement/Township would have to fund the boxes. Supervisor Bruce Petersen sent correspondence and will wait to hear back from the residents. John Ollila suggested the residents pay for boxes as do canal residents.
- K) Portage Plaza Easement Proposal – Board was not interested in fixing the Portage Plaza water leak in exchange for an easement to their fire hydrant. Water and Sewer Committee will discuss requirements that customers fix leaks which are their responsibility in a timely manner and bring a recommendation to the board.

New Business:

- A) Land line at Maintenance and Cemetery buildings – John Ollila made a motion to cancel AT&T land line phones. Second by Peggy Anderson. All voting in favor. Motion passed.
- B) Hydrosphere inspection by Liquid Engineering was on 8/11/14.
- C) R.D. Security Inspection – Also Ascertained that we were increasing rates
- D) Bigger slot in drop box to accept absentee ballots.
- E) Black Top Plant Location. Bill Bingham made a motion to move black top plant to section 10 for safety issues. Supervisor Bruce Petersen will contact Nick Daavettilla to make sure there is no issue with the plant being located to section 10. Second by Andrew Kemper. All voting in favor. Motion carried.
- F) Employee Health Care Plan/3 options to comply with letter of the law – Andrew Kemper made a motion that Portage Township Board be in compliance by December 2014. Second by Bill Bingham. All voting in favor. Motion carried.
- G) Employee Job Description – Trustee Andrew Kemper suggested that cleaning the Township Office be added to the front desk position.
- H) Adams Township Water Feed – potential upcoming problems with the water line.

Committee Meeting:

- A) MTA UP Summit in Marquette – 8/27/14 & 8/28/14
- B) Green Acres Road Public Meeting with UPEA – 8/26/14
- C) P.C. Meeting 9/3/14 – Trustee Peggy Anderson gave an update on the Zoning Manual
- D) Insurance/Personnel Committee Meeting – 4:00 on September 15, 2014
- E) Budget Meeting – 4:00 on October 6, 2014

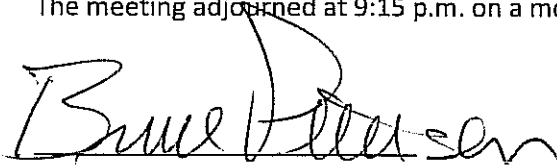
Other Business:

- A) Personnel Manual – is unwieldy.

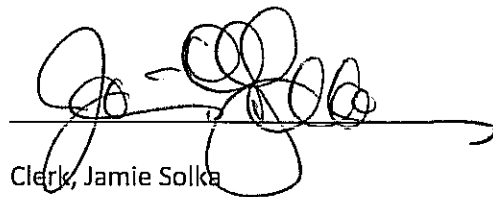
Public Comment

Attendance: Mark Kemppainen, Joe Lett, & Chris Holmes/UPEA

The meeting adjourned at 9:15 p.m. on a motion by John Ollila second by Peggy Anderson



Supervisor, Bruce Petersen



Clerk, Jamie Solka