

- ~~Draft~~ Approved

Charter Township of Portage
 Regular Board Meeting
 June 10, 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, Trustees Andrew Kemper, Peggy Anderson, John Ollila, Bill Bingham, Treasurer Carol Little and Clerk Jamie Solka.

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. Policy timeliness for meeting agenda, correspondences with 2 or more pages, any hand outs for monthly meeting - Resolutions
2. Payroll – Clerks Report
3. Green Cemetery – Other Business
4. KISMA Species – Committee Meeting
5. Green Acres Sewer Meeting Thursday June 27 at 7:00 – Other Business
6. Meet with Sanitarian on 2 sites Dodgeville – Other Business
7. Todd Lareau posted a home Hurontown – Other Business
8. WUPPDUR meeting June 17 – Other Business

Motion made by John Ollila, second by Peggy Anderson to approve May 13, 2013 meeting minutes with corrections – all voting yes. Motion carried.

The Bills were approved as presented at the meeting, a motion by Carol Little seconded by John Ollila. All voting in favor. Motion carried.

Clerks Report – Rukkila/Negro gave a quote to do our payroll, direct deposit, taxes, monthly, quarterly, and yearly reports. \$1800.00 per year, plus \$210.00 one time set up fee. We will no longer need QuickBooks-payroll which will eliminate \$345.00 per year. Jamie Solka – will deduct from her

adopt payroll/deputy clerk hours to pay for this fee. John Ollila made motion to ~~adapt~~ adopt this system from Rukkila/Negro and support the clerk's salary and Deputy Clerks hours to be reduced beginning July 1, 2013, second by Andrew Kemper, Poll vote yes – Bruce Petersen, Andrew Kemper, John Ollila, Carol Little, Bill Bingham and Jamie Solka. Poll vote no – Peggy Anderson. Motion carried

Treasurer's report – New 972 Senate Bill passed starting June 1, 2013 if you have any delinquent taxes it will now show up on Township, City and County tax forms. For more information you will need to contact the County Treasurer.

Zoning Administrator's report – Read by Supervisor Bruce Petersen

HTFD – Reported by Marty Raffaelli - 1 Fire Call

Assessor's report – All have copies

Correspondence:

- A. DEQ
- B. Drinking Water Management
- C. Moyle/ VVQ Information packet sent – Bruce Petersen & John Pekkala will meet with Ed Marcotte to follow up with the consent judgment

Unfinished Business:

- A) Website & Logo Creation Contract – Bruce Petersen supplied OpusWeb.com with lots of data for the body of the website
- B) Cemetery Degraded Trees – 17 or 18 trees have been marked to be cut
- C) Oiled roads – 8,209 gallons spread – about a total of 119 Shots - \$22,000.00 spent
- D) UPPCO Letter – Meeting with Sewer & Water Committee, follow up letter/bill was sent to UPPCO stating \$34,500 in treatment cost we accrued.

corrected

- E) Employee Job Duty Descriptions - John Ollila made a motion to pass the^ job descriptions with Bruce Petersen to go through job duty descriptions with all employees, second by Bill Bingham – all voting in favor. Motion passed

New Business:

- A) Health Insurance Premiums up 16% - Bill Bingham made a motion to not Retro Bill employees for January – June 2013 for the 16% increase, seconded by John Ollila, all voting in favor. Motion passed.
- B) Bill Marlor Resignation – Bill Bingham made motion to accept Bill Marlor's Resignation from Planning Commission, second by Peggy Anderson, all voting in favor. Motion passed.
- C) Bruce Petersen made motion to except Melanie Kueber Watkins to be the replacement on the Planning Commission, second by Peggy Anderson, Poll vote yes – Bruce Petersen, Peggy Anderson, Andrew Kemper, John Ollila, Carol Little, and Jamie Solka. Poll vote no – Bill Bingham. Motion carried
- D) PAAR Planning Schedule – Increased the insured amount for the contents of Maintenance Building from \$5,000. to \$10,000. and Dodgeville Restroom from \$19,500. to \$60,000.
- E) Zoning Warning letter drafted by Nick Daavettala went out to a home in Peepsock Circle.
- F) Makkonen Response Letter by Nick Daavettala sent out May 15, 2013.

Committee Meeting

- A) MTA Meeting June 4, 2013 – See Other Business
- B) Water & Sewer Committee Meeting June 4, 2013
- C) DEQ – Closed Township Landfill – Sampling the landfill in July, removed the tires, pipes and metal. Cutting trees off the Cap
- D) KISMA species meeting – Chassell Township has funded a study for Eurasian Milfoil in Pike Bay

Other Business

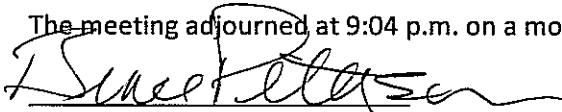
- A) Detroit Free Press FOIA Request sent to Supervisor Bruce Petersen for expense report on November 7, 2012
- B) MTA Principles of Governance initiated in 2008 – Signed by all board members
- C) MTA Suggested Resolution Concerning Township Bidding Process – Carol Little made motion to pass resolution to follow Public Act 342, John Ollila second, all voting in favor – Motion passed
- D) Bill Bingham made motion to pass a policy for timeliness of Agenda, Monthly Reports, and any Correspondence if it's reflected on the agenda to be ready for review by the end of day Wednesday before Township Meetings.
- E) Pat Coleman to participate with Chassell Township – Public On-site trail meeting date to be announced
- F) Green Acres Public Meeting on June 27, 2013 7:00 p.m. to discuss sewer on Green Acres Road
- G) Bruce Petersen met with Sanitarian to address concerns on 2 sites letter was sent to Health Department
- H) WUPPUDR Meeting on June 17, 2013

Public Comment:

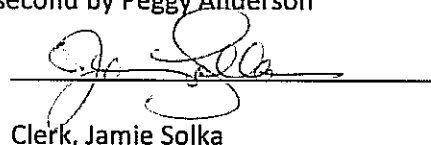
- a. Will the Chassell Township – Public On-site trail meeting be advertised in the paper
- b. Concern with the tree removal at the cemetery with the streets being so narrow
- c. Water & Sewer has there been any transfers to either accounts from the General fund
- d. Four people under the health insurance, quite a bit of an increase for the township employees
- e. Water & Sewer committee are a great source of information for the township to use
- f. How many new water customers have been added in the last 2 years

Attendance sign in: Helen Wuthrich, Dale Belanger, Mark Kemppainen, & Melanie Kueber Watkins

The meeting adjourned at 9:04 p.m. on a motion by John Ollila second by Peggy Anderson



Supervisor, Bruce Petersen



Clerk, Jamie Solka