

Charter Township of Portage
Regular Board of Trustees Meeting
August 13, 2018

The Charter Township of Portage held a Regular Board of Trustees Meeting on Monday, June 11, 2018 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 Tressa Alvarado, and Trustees Peggy Anderson, Bill Bingham, Bill Fink, and John Ollila. Absent: Treasurer Betsy Smith

Additions or Changes to the Meeting Agenda: Added to Old Business: DNR Progress Report. Added to Correspondence: DEQ Flood Insurance. Added to Public Comment: Speed limit in Tapiola. Added to New Business: Election results. A motion was made by Ollila and seconded by Anderson to accept the agenda with changes. All in favor, motion carried by a voice vote.

Approval of the Bd. of Trustees Previous Minutes: Change "board" to "bureau" on July 9, 2018 meeting minutes. A motion was made by Ollila and seconded by Anderson to approve the July 9th and July 18th, 2018 meeting minutes with corrections. All in favor, motion carried by a voice vote.

Approval of the Bills: A motion was made by Anderson and seconded by Fink to approve the bills as audited. All in favor, motion carried by a voice vote.

Review Clerks' Report: The primary election went well. Precinct 2 is requesting that we give them 5 election inspectors instead of 4, because they were overwhelmed for most of the day. Would like approval to have 5 election inspectors in precinct 2 for the November election. A motion was made by Fink and seconded by Ollila to increase number of election inspectors to 5 in precinct 2 for the November 2018 election. All in favor, motion carried by a voice vote.

Budget meeting was scheduled for August 29th at 3pm at the Township Hall.

Review Treasurers' Report: Smith plans to return from leave on August 14th.

Review Zoning Adm. Report (John/Bill) for (June 2018): Distributed. Attached.

Review Fire Departments: OLFD will have a meeting with the Fire Committee on August 16th at 6pm regarding the Karvakko building purchase. 3 Fires, 1 EMS. Fire Hall had a sewer back up, the GFI outlet failed and was replaced. Also, having problems with the well and will be repaired by Karvakko. OLFD would like to hire Karvakko to oversee the design and upgrade of the well. New building OLFD is looking to purchase, does need an formal appraisal. A motion was made by Ollila and seconded by Alvarado to allow OLFD to proceed as they choose regarding the well at the fire hall. All in favor, motion carried by a voice vote.

Review Assessors' Report: Distributed. Attached.

Public Comments: Roy Britz received a complaint about loud music and spoke with the owner and cited the ordinance violation. The Municipal Civil Infractions Ordinance sets the fine schedule and steps to be followed.

Brian Irizarry with Copper Country Soccer Association is interested in opening indoor soccer in the same location that the township is pursuing for the DNR grant. If the township got the grant, we might be able to work together. The township will need to investigate how the grant will be affected.

Melissa Davis presented the New Power Tour energy forum and is recruiting members. Energy meetings are once a month, next meeting to be held Monday, August 20th at 5:30pm.

Correspondence:

Kathryn Roberts – Water Bill payment has not been made or payment plan arranged. Will be notified of water shutoff on Friday.

Kew. Chamber of Commerce – Thank you

DEQ – CCR Deficiencies – Water sample information was mailed to residents and consumer confidence report will be published in the newspaper.

Compliance Comm., Operator Seminar, & Landfill – Inspection of landfill found ATV trail over cap. Put brush over train and cap and bulldoze shut to deter ATV.

U.S. Dept of Labor – FMLA Response

D. Bradford – Uniform Guidance – New Federal Guidelines of how contractors should be paid and bidders selected when we get grants.

Flood insurance information was sent by DEQ

Old Business:

- A. Project Plan Approval for KRB Properties – Duplex Development – KRB Properties came before the planning commission and presented plans. Planning Commission suggested adding a detention basin. KRB did hydrology study and added a detention basin to their plans. This satisfied the concerns of the planning commission and project plan was approved.
- B. Green Acres Rd Sewer & Infiltration R.D. Grant – Application Progress – Letter from Randy Conroy was received which helps to get poverty interest rate. Waiting until the township receives a confirmed interest rate. Determined that it is excluded from environmental, because it is within a mile of a sanitary sewer system.
- C. Sign – Huron Recreational Area – Waiting for Trust Fund Outcome to put the sign up.
- D. New Automated Water Meter Installations – Bill Hyrkas will be sending us a General Quote
- E. Bay Electric – Repaired (3) Flo-Dar Meters Upper Units & Crane Eng. – (2) VFD's and installed rebuilt Sulzer Pump. Awaiting (2) 4" check valves.

- F. Zoning Manual Updates Acceptance – Houghton Co. Planning Commission No Response to Ancillary Buildings, Numerical Chart, & Health Dept. Approval for Tiny Houses – Some grammatical errors were fixed on Municipal Civil Infractions Ordinance. Official second reading of rental ordinance. A motion was made by Bingham and seconded by Fink to approve rental ordinance as corrected. All in favor, motion carried by a voice vote. A motion was made by Fink and seconded by Anderson that the municipal violations bureau each get paid the \$30 meeting fee for conducting committee business. All in favor, motion carried by a voice vote.

- G. Twp. Stormwater Ordinance – City of Houghton Has One – Planning Commission Continued Work – states that each site will meter out the water from that developed site at the same rate as an undeveloped state

- H. Ford 250 FWD for DPW from Copper Co. Ford – Here by end of August 2018

14. New Business:

- A. B.O.R. Vacancy – John Quinn has resigned

- B. MDEQ Water Quality Sampling Citation & Amended CCR Laboratory Findings

- C. DPW Employee – Leave Thru August 16, 2018 – waiting for response from employee. If unable to return, the township may need to look into a temporary replacement.

- D. Need to Purchase (2) Zoeller 2 HP, 230 Volt Chopper Pumps – Cost is \$2000 each. A motion was made by Fink and seconded by Ollila to authorize the replacement of the 2 Zoeller pumps. All in favor, motion carried by a voice vote. Cost can come out of Repair and Replace fund.

- E. Mini-Excavator for DPW and Cemetery – Discounted Price available through Sourcewell, gives an additional 3% off MiBid and has already gone through the formal bidding process.

15. Meetings:

- A. DNR - Merrie Carlock – Trust Fund Grant – 7/3/2018

- B. Twp B.O.R. Regular Meeting – 7/16/2018

- C. Bd. Of Trustees Sp. Meeting – (3) Ordinance Semantics – 7/18/2018

- D. Chassell to Houghton Trail Committee – Alt. Routes to No. 3 – 7/25/2018

- E. Pilgrim River Watershed – Final Ceremony – 7/24/2018

F. Houghton County Five Year Rec. Plan Committee – Flood Progress – 7/12/2018

16. Other Business: Anderson presented election results.

17. Public Comment: A speed limit needs to be established in Tapiola due to the activity in the area. Township needs to write a letter to initiate the process.

18. Adjourn: A motion was made by Ollila and seconded by Alvarado to adjourn at 9:10PM. All in favor, motion carried by voice vote.

Public Attendance:

Roy Britz

Chris Holmes

Lou Meyeette

Ted Soldan

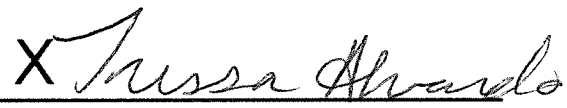
Brian Irizarry

Melissa Davis

Carol Weissbach

X 

Bruce Petersen
Supervisor

X 

Tressa Alvarado
Clerk

Zoning Report July 2018

Eric & Nina Ollis Paradise Rd Repair/Replace (approved)

Shawn & Shari Tapani Pilgrim Rd New Home (approved)

Alan Paavola Chassell/Painesdale Rd New Home (approved)
(temporary on hold, property description)

John & Savanna Juntunen Paradise Rd New Home (approved)

Arlene Vuorinen Calverly Street Garage (approved)

Davis Johnson CC Ford Parking lot over 12 acre (approved)

Communications

Century 21 Zoning of property on Hwy 41

Bill & John

August 2018 Assessor Report

We received a Commercial Forest (CFR) notice of Public Hearing for Ford River Land Company property on Luoto Road. Generally we there is nothing we can add to the process, however, I will be notifying the DNR that there is a structure on the property (collapsing, yet none the less there). I would like to propose to the DNR that prior to allowing the property into the CFR program they require the property owner to demo and remove the house. (property with structures are not allowed in the program.)

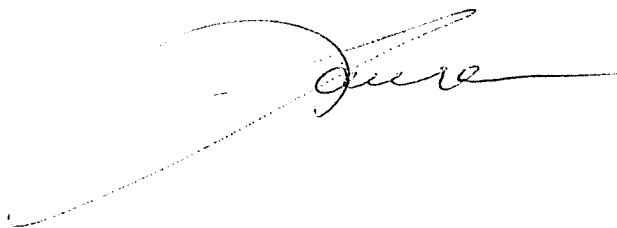
There have been a few people over the last month with concerns as to where their tax bills were sent. In checking my database, the bills were not sent to the address I have on record. The most recent was a couple who stopped in today, and there was a sticker with an address over the correct address (on the tax bill, placed there before mailing – mailed to their son, who almost threw it away since it wasn't for him). Not sure why this is happening. There is a process by which addresses for mailings are changed. The process is for the protection of the property owners' rights.

A copy of our address Change Form is attached.

This month I start the second course (in a series of 7) in pursuit of my Michigan Advanced Assessing Officer (MAAO).

Otherwise, business as usual, phone calls, field visits, permits, property transfers, meetings with property owners ...

~Laura Erhart, Assessor

A handwritten signature in black ink, appearing to read "Laura Erhart", written over a horizontal line.

ADDRESS CHANGE FORM

Dear Property Owner / Taxpayer:

If you are requesting a permanent change of address for property listed in your name, please fill out and return this form to the office at the address listed above. Upon receipt, your request will be processed to insure all future mailing concerning your property are sent to the correct address. If you have any questions, please contact our office.

NOTE: Failure to notify the assessor of your correct address may result in correspondence concerning your property to be returned to our office as undeliverable. In Michigan it is the taxpayer's responsibility to know when the taxing periods are, and if a tax bill is not received, it is the taxpayer's responsibility to inquire and obtain a copy of their tax bill (MCL 211.44(s)).

Please provide the following information.

Owner: _____

Property (Parcel) Number (Tax Id): _____

List one parcel id per line _____

Current mailing address on record:

New mailing address:

Property OWNER'S signature

Date:
