

**Charter Township of Portage**  
**August 22, 2017 Special Board Meeting Minutes**  
**To Set Up the Process for Filing the Clerk Vacancy**  
**And**  
**Review the 2017 Mid-Year Budget**

47420 Green Acres Road  
Houghton, MI 49931

**Called to Order:** 3:00 P.M. and Township Offices

**In Attendance:** Supervisor, Bruce Petersen, Treasurer Carol Little, and Trustees; Peggy Anderson, Bill Bingham, John Ollila, and Bill Fink.

**Absent:** Clerk – Heidi Paoli Riutta

**Public Present:** None

**Discussion Items:**

- The Board went through line by line the mid-year 2017 budget using the latest information from the Treasurer. Looked closely at the enterprise funds. Monetary changes were made based on the latest figures and the time remaining in the calendar year.
- The Clerk tendered her resignation on August 18, 2017 via e-mail after a 73 day absence. The Board of Trustees unanimously accepted her resignation effective today. The Board instructed the Supervisor to post on the web-page, in the newspaper, at the Twp. office and at Michigan Works in Hancock a vacancy announcement for the Clerk’s position. The new incumbent will fill out Heidi’s term.

**Public Comments:** None Present

**Adjournment:** 3:55 P.M. John Motioned, Carol Seconded, all were in favor.

Respectfully Submitted:

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Twp. Supervisor,      Bruce Petersen

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Twp. Clerk,                      Tressa Alavarado