

# Charter Township of Portage

## October 2, 2017 Special Board Meeting Minutes To Review/Interview for Clerk Vacancy

47420 Green Acres Road  
Houghton, MI 49931

**Called to Order:** 11:00 A.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:** Nicole Reenders Arens & Tressa Alvarado

### Discussion Items:

Board had three candidates who applied for the now vacant Twp. Clerk position. Tressa Alvarado, Nicole Reenders Arens and Anna Raskind.

All three were informed of the interviews today – approximately fifteen minutes apart.

Anna Raskind did not show up for her interview.

Interviewed Nicole Reenders Arens – Board asked a number of questions and seemed to be very satisfied with the answers. Asked her if she could start immediately – she indicated that she could. She was dismissed.

Discussed the qualifications of Tressa and after due deliberation and the board voted to offer her the position To Nicole. John Ollila made the motion and it was seconded by Bill Bingham. All present voted in favor.

Called Nicole's cell approximately fifteen minutes after her interview and the subsequent vote. She declined the position.

John motioned to offer Tressa Alvarado the Clerical position, Bill Bingham seconded, passed unanimously. Called Tressa's cell number and she accepted the Clerical position. She will start October 12<sup>th</sup> (Friday). She came in and was formally sworn in at 12:15 PM today as the Clerk.

**Public Comments:** None Present

**Adjournment:** 12:10 PM: 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