

Charter Township of Portage
Regular Board of Trustees Meeting
March 12, 2018
Township Hall
47240 Green Acres Road
Houghton, MI 49931
(906) 482-4310

The meeting was called to order at 7:00 PM. Those in attendance were Supervisor Bruce Petersen, Clerk Tressa Alvarado, Treasurer Christine Abramson, and Trustees Peggy Anderson, Bill Bingham, John Ollila, and Bill Fink.

Pledge Allegiance was said.

Additions or Changes to the Meeting Agenda: Added to Old Business: plat books update previous ad, Review Fire Department Phase I building report, Peggy had 2 additions to follow up from previous meeting discussions. Added to Public comments: Water issue with Somero property. Added to Approval of the Bd. Of Trustees Previous Minutes: September 11, 2017 minutes to be approved. Zoning: John had two comments to add to the zoning report. John O. motioned to accept the agenda with changes, Peggy seconded. All in favor, motion carried.

Approval of the Bd. of Trustees Previous Minutes: John O. motioned to accept September 11, 2017 minutes and February 12, 2018 minutes, Bill Fink seconded. All in favor, motion carried.

Approval of the Bills: Per email from Steve Karvacko, rent began in November. Discussion regarding bill approval cutoff date, previously done day of meeting, but Clerk would like to change to cut off last business day of the month. John O motioned that bill approval cut off to be on the last business day of the month, Bill F. seconded. All in favor, motion carried. Peggy motioned to approve the bills, Bill B seconded. All in favor, motion carried.

Clerk's Report:

- A. Informed by Jennifer Lorenz that the laptops used as e-pollbooks cannot be used for other township business. Tressa is currently using her personal laptop for typing minutes, QVF is going to be a web based program and because it is frequently backlogged may end up having the deputy working on QVF on the laptop while clerk continues working on bills and payroll. If that is the case, depending on the frequency of this need, we may consider buying a laptop for the clerk office so that both Clerk and Deputy can be working at the same time.
- B. Found time sheet for Tom Heider from June 2017, after checking over documentation found this time was not paid and will be paid on the next payroll.
- C. Audit is due June 30th, the only thing left is to balance the cash accounts between the treasurer and the clerk and then Deb Bradford will come do the field audit.
- D. New monthly budget reports are going to be now distributed regularly per audit requirements.
- E. Quarterly budget meeting was scheduled April 4th at 3pm
- F. Date for a personnel committee meeting is to be decided. The up to date employee handbook is the 2015 version

- G. ACH and Electronic Payment Resolution was presented, board will review and discuss at April meeting.

Treasurer's Report: 2017 tax data is complete and balanced. Chris is working with Carol to finish balancing January and February 2018. Karen Jackovic has been appointed the new Deputy Treasurer. Chris will work with Amber to cross train Karen to be able to allow her to fill in if Amber uses her sick and vacation time. Discussed that the Clerk cannot take incoming funds due to the requirement of segregation of duties.

Zoning Adm. Report: Distributed, attached. Bill B. indicated an out of area buyer potentially interested in acreage on the corner of M-26 and Sharon Ave. John O. updated everyone on letter sent to twp attorney about dangerous snow slide from a garage roof and a problem outdoor wood burner.

Fire Department's Report: OLFD: 2 Fires, 2 EMS. Phase I part of Karvako property. The electrical inspection has not been completed, we are waiting on the property owner who wants to do some electrical work first. OLFD needs to make some budget adjustments and will email Tressa on other adjustments to be presented at budget meeting. The fire department wants to order new matching jackets for when they are in public and will determine where that should be paid out of in their budget.

Assessor's Report: None.

Correspondence: State Tax Commission – Mandatory Assessor Training, Plat Book Ad, Thank You Houghton Middle School, Upper Peninsula Water Works Institute – Water Systems Exams, US Census Bureau – Changes to Twp., MI DEQ – Water Rates Survey

Old Business:

- A. Green Acres Rd Sewer & Dodgeville/Hurontown Sewer Infiltration Rd Grant
- B. DNR Passport Grant – Restrooms – Schedule/Plans Submitted – Built the Summer
- C. Platbooks – Bruce suggested removing Progress Our Goal, update hours, and add website
- D. Discussed whether to require a permit for patios, this will be decided on at the April board meeting
- E. Discussed requesting bids for 2019 calendar year to complete 2018 audit, we will put out a bid request in August and make a decision in October.

New Business:

- A. New District Library Resolution and Agreement: Resolution Approving Amended and Restated District Library Agreement was presented (attached). Bill B. motioned to accept, John O. seconded. All in favor, motion carried.
- B. Mi – Dept of Treasury – Assessor Mandatory Training – Official Order
- C. Acquire a Used Truck for DPW – Chuck
- D. New Deputy Treasurer – Karen Jackovic

Committee/Meetings and Updates:

- A. Public Hearing – Medical Marijuana No. 145 – Feb 12, 2018
- B. Board of Review – March 12, 2018

Other Business:

- A. Bill B. made a motion that Bruce pursue a grant for land adjacent in existing soccer fields in Hurontown, Bill Fink seconded. All in favor, motion carried.

Public Comment: None.

Meeting was adjourned at 8:43 pm

Public Attendance


Chris Holmes, UPEA

Ted Soldan, Fire Chief, Otter Lake Fire Department

Karen Jackovic, Deputy Treasurer

Attached

- A. Resolution for ACH and Electronic Transactions
- B. Zoning Report

X 

Bruce Petersen
Township Supervisor

X 

Tressa Alvarado
Township Clerk

RESOLUTION FOR ACH and ELECTRONIC TRANSACTIONS

At a regular meeting of the Board of Trustees of the Charter Township of Portage held at the Townhall on _____, 2018, at ____ P.M.

Present:

Absent:

The following resolution was offered by _____ and seconded by _____:

WHEREAS, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use electronic transactions by designated officers of the local government; and

WHEREAS, the Board of Trustees deems that it is in the best interest of the Charter Township of Portage to make certain financial transactions by using electronic transactions as described in the Act;

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic transactions:

- (a) The Treasurer shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The Treasurer shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- (c) The Treasurer shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced ;
- (e) All ACH transactions shall be approved by the Treasurer BEFORE payment is made.

Ayes:

Nays:

Abstentions:

Absent:

STATE OF MICHIGAN

COUNTY OF Houghton

I, the undersigned, the duly qualified and sworn Clerk of the Charter Township of Portage, Houghton County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution enacted by the Board of Trustees at a regular meeting held on the ___ day of _____, 2018, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this __ day of _____, 2018.

Clerk

ACH AND ELECTRONIC TRANSACTIONS POLICY

_____, 2018

The following policy shall govern the use of electronic transactions and ACH arrangements for the Charter Township of Portage:

1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds

The Treasurer may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Charter Township of Portage shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the township.

2. Responsibility for ACH Agreements.

The treasurer shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The treasurer shall submit to the Board of Trustees documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- a. The treasurer shall be responsible for the establishment of ACH agreements. The treasurer shall notify the clerk of those accounts to be paid by ACH or electronic transfers.
- b. Upon receipt of an invoice for payment for accounts paid by ACH, the clerk shall approve payment and notify the treasurer of the date of debit to the township accounts. Accounts payable by this method may include utility payments, regularly occurring bills, and payroll liability payments. These payments shall be included on the report of payments to the Board of Trustees. All other invoices approved by the clerk and payable by ACH may be paid in that matter if deemed in the best interest of the township, e.g. to avoid a late fee.
- c. For payment of State and Federal payroll taxes, the clerk shall initiate payment to the proper authority upon approval by the treasurer using the established EFTPS and state program.
- d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the treasurer shall obtain the amount of the deposit and send an advice to the clerk for accounting records.
- e. All invoices shall be held by the clerk along with copies of payment advices

LIST OF APPROVED VENDORS

The following vendors are approved by the Treasurer for ACH or electronic payment:

Aramark

Blue Cross Blue Shield

Electronic Federal Tax Payment System (EFTPS)

Michigan Treasury Online (MTO)

Michigan Unemployment Insurance Agency (MiWAM)

Nationwide

River Valley State Bank

Semco Energy Gas Company

UP.net (Baraga Telephone Company)

Upper Peninsula Power Co.

Verizon