

Charter Township of Portage

Minutes From the April 17, 2018 Board of Trustees Work Session for the First Quarter of the 2018 Budget

47420 Green Acres Road
Houghton, MI 49931
(906) 482-4310

Called to Order: 3:00 P.M. at Township Office

In Attendance: Supervisor Bruce Petersen, Treasurer Christine Abramson, Trustees Peggy Anderson, Bill Bingham, Bill Fink and John Ollila.

Absent: Clerk Tressa Alvarado

Public Present: None

Discussion Items:

1.) Discussed with Christine the electronic transaction of funds (electronic bill paying). Discussed what she had gleaned from MTA, the Resolution to Authorize Use of Automated Clearing House (ACH), who will authorize e-payments, and lastly discussed the need to have a detailed, eligible vendors list with the # of accounts for each vendor and the scheduled pull date. John indicated that we have been paying UPPCO bills electronically for years. Debbie Bradford recommended that we focus our energies right now on the 2017 audit. Ultimately the Board decided to have a meeting with Tressa, Christine, Peggy and Bruce to go over the “detailed” vendor list in preparation for its enactment in the future.

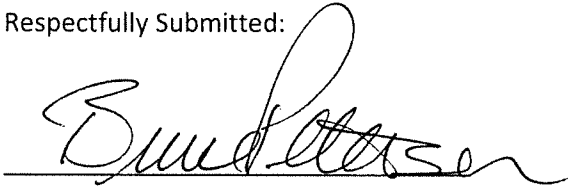
2.) Board reviewed 2018 Proposed budget thru the first quarter of 2018 using the 04/16/18 version of the “Profit and Loss Budget vs Actual” spreadsheet. Reviewed the items that had well exceeded the 25% and discussed the reason/reasons for their exceeding 25%, moved money within individual accounts to more evidence need through the first quarter and later in to the year. Some of the more notable changes were:

- The Treasurer’s Deputies budget was adjusted to \$6,300 to match the Deputy Clerk’s. They have been authorized to work as needed up to two days a week – totaling 12 hours.
- In the motor vehicle pool – increased the fuel budget and decided to see if Festival Food has a fuel fleet rate and would they be forced to charge tax on fuel purchases. Retained the \$25,000.00 in the pool for the purchase of a work truck. The Board wanted the Supervisor to get price quotes for ½ ton trucks and compare to the ¾ ton truck prices.
- Discussed the Otter Lake Fire Depts. Search for a new building – Karvakko well drilling and UPEA’s charges for review of that site.
- Under Professional Services in our “enterprise funds” there is an equal charge for \$1,318.33 charge for professional services – they wanted to ascertain the origination of that proration.

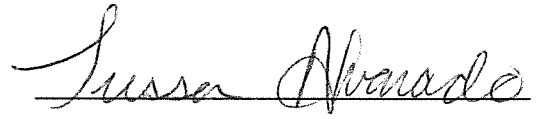
Public Comments: None Present

Adjournment: 4:20 P.M - Peggy Motioned, John Seconded, all were in favor.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Bruce Petersen". The signature is written in black ink and is positioned above a horizontal line.

Twp. Supervisor, Bruce Petersen

A handwritten signature in cursive script that reads "Tressa Alvarado". The signature is written in black ink and is positioned above a horizontal line.

Twp. Clerk, Tressa Alvarado