

**Charter Township of Portage**  
**Minutes From the**  
**December 29, 2022 Board of Trustees Work Session**  
**Of the 2022 Budget**

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

The Charter Township of Portage held a Budget Meeting on Thursday, December 29, 2022

**Call to Order:** The meeting was called to order by Bruce Petersen at 3:00 P.M.

In attendance were Supervisor Bruce Petersen, Clerk Amy Skewes, Treasurer Betsy Smith and Trustees Peggy Anderson, Bill Bingham John Ollila. Absent: Bill Fink

Board reviewed 2022 Proposed budget through December of 2022 using the 12/31/2022 version of the "Profit and Loss Budget vs Actual" spreadsheet. Reviewed the items that had exceeded the budgeted yearly amount. Discussed the reason/reasons for the line items exceeding the budgeted amounts.

- A motion was made by Anderson, seconded by Bingham to accept the final adjustments to match the attached amounts. The motion was carried by a roll call vote. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: None
- The board reviewed the new assessor job description.  
A motion was made by Ollila to approve the updated Assessor job description with the following changes (Item 3 – change to 2 business days, and on page 3 add "all Township employees"), seconded by Smith. Aye: Anderson, Bingham, Ollila, Petersen, Skewes, Smith. Nay: None

**Public Attendance:**

None

**Adjourn:** The meeting was adjourned at 3:30 PM All in favor.



Bruce Petersen  
Supervisor



Amy Skewes  
Clerk