

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD
Monday, March 18, 2024

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Supervisor Ray Chase called the regular meeting to order at 6:00 p.m.
The Board and those in attendance recited the Pledge of Allegiance

MEMBERS PRESENT: Supervisor Ray Chase, Clerk Wanda Kolb, Treasurer Mary Long, Trustee Tom Hall

ABSENT: Trustee Steve Kline

AGENDA ADDITIONS/APPROVAL: Motion by Tom, seconded by Mary to approve the agenda as written. Motion passed unanimously.

CONSENT AGENDA APPROVAL:

- Motion by Tom, seconded by Mary to approve the minutes of the February 19, 2024 regular meeting. Motion passed unanimously.
- Motion by Tom, seconded by Mary to approve the March 12, 2024 special meeting minutes. Motion passed unanimously.
- Motion by Mary, seconded by Tom to approve the March 12, 2024 closed meeting minutes. Motion passed unanimously.
- Treasurers' Report. Motion by Tom seconded by Wanda to accept the treasurers' report. Motion passed unanimously.
- Motion by Mary, seconded by Tom to approve payment of bills. Motion passed unanimously via roll call.

BUDGET AMENDMENTS:

Budget amendments to the general fund: account #191860 election mileage for \$194.30; account #191702 election wages for \$1524; account #191901 election printing and advertising for \$167.21; and account #191965 election miscellaneous for \$161.48. Motion by Wanda, seconded by Mary to approve the election budget amendments. Motion passed unanimously.

Budget amendments to the general fund: account #209727 assessor supplies for \$153.42; account #209730 assessor postage for \$112.79; and account #209965 assessor miscellaneous for \$394.99. Motion by Mary, seconded Ray to approve the assessor budget amendments. Motion passed unanimously.

Budget amendment to the general fund: account #215727 clerk's supplies for \$934.39. Motion by Mary, seconded Tom to approve the clerk budget amendment. Motion passed unanimously.

Budget amendments to the general fund: account #247901 Board of Review Printing and Advertising for \$23.76, and account #247860 Board of Review mileage for \$174.20. Motion by Tom, seconded Mary to approve the Board of Review budget amendments. Motion passed unanimously.

Budget amendment to the general fund: account #525727 sanitary landfill supplies for \$195.00. Motion by Tom, seconded Mary to approve the sanitary landfill budget amendment. Motion passed unanimously.

Budget amendment to the general fund: account # 201210 professional services for \$1550.00
Motion by Tom, seconded Mary to approve the professional services budget amendment.
Motion passed unanimously.

Budget amendment to the water fund professional services \$823.00. Motion by Mary,
seconded Tom to approve the professional services budget water fund amendment. Motion
passed unanimously.

Budget amendment to the water fund licenses and registration for \$39.03. Motion by Mary,
second Tom to approve water fund professional services budget amendment. Motion passed
unanimously.

CORRESPONDENCE:

1. A request was received to file the 2024 Asset Forfeiture Report. This was completed by the clerk on 02/25/24.
2. SAM.gov (System for Award Management) was updated. Due date of 05/01/24. This was done early as we were notified that data was missing on our prior registration. The clerk has received conflicting information as to whether the problem with data is resolved.
3. The Board of Election has notified townships that the August election filing deadline is Tuesday, April 23 at 4 pm. Anyone wishing to be on the ballot for any township office must have paperwork completed and given to the Township Clerk by the April 23 date. See the clerk for appropriate forms.
4. MTA has notified townships that they have until the end of 2024 to obligate township funds. However, we want to complete using funds this fiscal year. Motion by Wanda, seconded by Ray to budget the remaining \$188.94 of ARPA funds to account #209965 Assessor Maintenance Renewal for Apex. Motion passed unanimously. Motion by Mary, seconded by Ray to spend \$188.94 on the APEX bill utilizing ARPA funds. Motion passed unanimously.
5. MTA announced that the CDC has dropped it's 5-day isolation requirement for COVID and now is in line with how to avoid transmitting flu: resume normal activity 24 hours after being fever free.
6. Senator Gary Peters' office sent an email with the FY 2025 Appropriations Handbook. The information was sent too late to respond. The township clerk recommended responding next year. The clerk has a copy of the handbook or can provide the email to anyone interested.
7. WUPPDR: Contact the clerk if interested in challenging the broadband coverage data. Contact the clerk if interested in attending the Regional Tourism Economic Impact Analysis meeting in Houghton.
8. MTA fact sheet regarding clerks' duties. Wanda will send this document to board members for their review. The clerk suggests considering decreasing the clerks' duties in an attempt to attract people to the position.

NEW BUSINESS:

ROW issues: Ray announced that we are tabling the Fitzgerald ROW issue. Motion by Ray, second Wanda to table the ROW issue and hold a public

hearing on May 13 at 6 p.m. Motion passed unanimously. A vote on the issue will occur at the May 20 regular meeting

- Township Hall request by Shirley Huestis: Wanda reported that a request has been received from Shirley Huestis to occupy the township hall main floor from July 27 – August 4, 2024 for a musical workshop. She has done this multiple times in the past gratis in exchange for a community concert and tuning of the main floor piano. Motion by Wanda, seconded by Tom to allow Shirley Huestis to utilize the main floor of the Houghton Township Hall from July 27 – August 4 free of charge with the understanding that there will be a community concert and she will tune the main floor piano. Motion passed with Mary abstaining.
- Motion by Ray, seconded by Wanda to approve the extension of the Metro Act Right of Way Permit as requested by AT&T. Motion passed unanimously.
- Motion by Wanda, seconded by Ray to reaffirm Superior National Bank as the township bank for fiscal year 2024-2025. Motion passed unanimously.
- Motion by Mary, seconded by Ray to continue transferring \$125 per month from the General Fund to the Savings Account. Motion passed unanimously.
- Motion by Ray, seconded by Wanda to set the regular township meeting on the 3rd Monday of the month at 6 pm. Motion passed unanimously.
- Motion by Wanda, seconded by Ray to set the preliminary budget work on the 3rd Monday of March 2025 at 5:30 p.m. Motion passed unanimously.
- Motion by Ray, seconded by Wanda to reaffirm Susan Sanford as the Township Auditor for fiscal year 2024-2025. Motion passed unanimously.
- Motion by Ray, seconded by Mary to reaffirm Susan Sanford as the person who does the ARPA reporting for Houghton Township. Motion passed unanimously.
- Motion by Wanda, seconded by Tom to reaffirm Allouez Township as the provider of fire protection for the fiscal year 2024-2025. Motion passed unanimously.
- Motion by Mary, seconded by Ray to continue the annual transfer of \$620.00 from retained earnings to park restricted earnings. Motion passed unanimously.
- Motion by Wanda, seconded by Ray to establish the Deputy Treasurer's pay at \$16.00/hour. Motion passed unanimously.
- Motion by Wanda, seconded by Ray to establish the Deputy Clerk's pay at \$16.00/hour. Motion passed unanimously.
- Motion by Wanda, seconded by Mary to establish the Water Department Head pay at \$21.00/hour. Motion passed unanimously.
- Motion by Ray, seconded by Wanda to establish the maintenance pay at \$16.00/hour. Motion passed unanimously.
- Motion by Wanda, seconded by Mary to establish the election worker's pay at \$16.00/hour. Motion passed unanimously.
- Motion by Mary, seconded by Wanda to establish the Assessor's pay at \$450.00/month. Motion passed unanimously.

- Motion by Ray, seconded by Wanda to establish the Water Billing Clerks pay at \$16.00/hour. Motion passed unanimously.
- 2024-2025 Budget Houghton Township General Fund: Motion by Wanda, seconded by Ray to approve the general fund income of \$81,301.00 and expense of \$79,625.63. Motion passed unanimously.
2024-2025 Budget Houghton Township Water Fund: Motion by Wanda, seconded by Ray to approve the water fund income of \$21,050.00 and expenses of \$20,971.00. Motion passed unanimously.
2024-2025 Budget Houghton Township Cemetery Fund: Motion by Wanda, seconded by Mary to approve the cemetery fund income of \$1,403.00 and expenses of \$1402.98. Motion passed unanimously.
2024-2025 Budget Houghton Township Park Fund: Motion by Wanda, seconded by Ray to approve the park fund income of \$0.50 and expense of \$800.00. Motion passed unanimously. We have money in checking to cover the expense.
2024-2025 Budget Houghton Township Bridge Fund. Motion by Wanda, seconded by Mary to approve the bridge fund income of \$0.00 and expense of \$2,115.00. Motion passed unanimously. We have money in checking to cover the expense.
- copier – Wanda reported that the office copier is broken and may not be able to be fixed because of the age. Parts may not be available. Wanda has requested quotes for used and new copiers from Office Planning Group and will also contact UP and Running for quotes. If our copier can be fixed that will also be considered.

DEPARTMENT REPORTS

- Assessing: Sara Huuki reported that the Board of Review's meetings were held on March 11 and 12. Sara informed the board that she may not be able to continue in her role as she does not feel the pay is adequate for her position.
- Water Department: Mel reported that annual water samples were driven to Amasa. He also reported that he provides ongoing reports as required. Mel reported on the recent power outage and failure of the back-up generator due to battery failure. A new battery was installed. Dave and Mel were able to handle the situation. There was a discussion regarding the training of local volunteers to respond to water emergencies. It was agreed that Robby Fisher will video the instructions provided by Mel. Volunteers included Robby Fisher, Tom Hall, and Jim Huovinen. A date will be set in the spring to begin instruction. Mel also agreed to provide a list of possible problems and procedures to follow when they occur. Mel will contact the Eagle Harbor water department to see if their certified director would be available if Mel were no longer able to fulfil his duties. It was stated that a firm such as Northern Michigan Water may be far too expensive to hire.
- Cemetery: No report

- Election: Early voting was successful but minimally attended. Wanda reported that statewide early voting was minimal. There were no issues on election day. Wanda thanked election workers.
- General Maintenance: Dave Schumacher. No report
- Park: Dan Steck. No report.

UNFINISHED BUSINESS

Millage: Ray stated he had nothing to report. Tom Hall reported that he has been in contact with John Arnold from the National Park. John will do an evaluation of the building in the next week making suggestions related to historic preservation and providing grant information.

PUBLIC COMMENT: Jim Houvinen asked if consideration had been given to volunteers painting the building in order to save money. Ray indicated that the township will not be using volunteers due to the extent of the project and liability concerns.

ADJOURNMENT: Motion by Tom, seconded Wanda to adjourn at 7:07 pm. Motion passed unanimously.

Next regular meeting – April 20, 2024 at 6:00 p.m.

Wanda Kolb, Clerk
Houghton Township

CERTIFICATION

I, the undersigned, Wanda Kolb, the appointed Clerk for the Township of Houghton, Keweenaw County, Michigan, DO CERTIFY that the foregoing is a true and complete copy of the certain proceedings taken by the Township Board of said Township at a regular board meeting held on the 18th day of March, 2024

Wanda Kolb, Clerk, Houghton Township