

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD

Monday, August 21, 2023

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, Trustee Tom Hall, Treasurer Mary Long, Trustee Steve Kline

ABSENT: None

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

CONSENT AGENDA APPROVAL:

- Motion by Steve, seconded by Tom, to approve minutes of July 17, 2023 Regular Meeting and the August 14, 2023 Special Meeting. Motion passed unanimously.
- Treasures Report. Report unavailable due to a corrupt file in Quick Books. Intuit (Quick Books) has been contacted, files uploaded and they are working to correct the problem. Financial information will be provided at the September meeting.

Motion by Tom, seconded Steve to approve payment of bills. Motion passed unanimously via roll call.

- General Fund: Check: #5791 to Metro Act Funds for \$1,321.21, # 5792 to The Office Planning Group for \$138.75, #5793 to Steve Kline for \$78.50, #5794 to Mary Long for \$831.07, #5795 to Ray Chase for \$387.87, #5796 to Sara Huuki for \$549.29, #5797 to Tom Hall for \$78.50, #5798 to Wanda Kolb for \$507.92, #5799 to Dave Schumacher for \$457.13, #5800 to Fastenal for \$369.76, AP to UPPCO for 219.85, AP to UPPCO for \$180, AP to Delux deposit slips for \$20, AP to Waste Management for \$589.31, AP to Verizon for \$29.14, AP to Waste Management for \$975 (Total: \$6,733.30)
- Water Fund: Check: #1737 void, #1738 to Whitewater Assoc for \$40, #1739 to JE Hendrickson Excavating for \$682.35, #1740 to Whitewater Associates for \$40, #1741 to Whitewater Associates for \$820.00, #1742 to Mel Jones for \$166.23, #1743 to Mary Long for \$51.95, #1744 to Dave Schumacher for \$41.56, AP to UPPCO for \$131.58 (Total: \$1973.67)
- Cemetery Fund: Check: #1172 to Dave Schumacher for \$187.02 (Total: \$187.02)
- For a final total of: \$8893.99

BUDGET AMENDMENT: Will be submitted at the September meeting.

CORRESPONDENCE

The following was provided by Wanda for information:

Workers Compensation Audit request for information: completed and returned to Accident Fund on July 28, 2023 and again on August 21, 2023. We were notified that the first submission was not received.

PAR plan risk assessment review: A risk assessor from MTA was in the office on August 3 and submitted a summary of findings. The letter was forwarded to all board members prior to the meeting. Wanda summarized for attendees. There is a need for a documented inspection program for the park/playground. All contracts for services must be reviewed by legal council and have hold-harmless language designed to indemnify the Township.

Certificates of insurance should be obtained prior to commencing of service. Carbon Monoxide Detectors are needed as well as emergency lighting and lit exit signs. A personnel handbook should include an at-will statement and key personnel policies. Volunteer waiver forms should be used. A social media policy is needed. A concealed carry weapon policy is needed. Fire extinguishers should be tested at least annually or replaced. Resources were provided. Wanda indicated that a personnel handbook is being written and these policies will be included. A correction plan is needed and will be discussed at the September meeting.

EGLE information about backflow prevention testing credentials requirement. According to a recent memo received Testers now must also be a master plumber, journey plumber, or an apprentice plumber under the direct supervision of a journey or master plumber. Wanda to review memo with Mel.

NEW BUSINESS:

- Approval of New Millage rate: Motion by Mary, seconded Steve to levy the maximum allowable millage of 2 mills. Motion carried unanimously.

- Keweenaw County Planning Document Input: Steve reported on the document he updated for Keweenaw County. It was read aloud and had been sent to board members in advance to review. Motion by Wanda, seconded by Tom to accept the revisions presented. The revisions were provided to Dan Steck who is a member of the Keweenaw County Planning Committee.
- Water Project Update (DWSRF FY 2024) Lin provided an update to all present. We have been scored at 70. The range is 35 to 95. We should hear in September if we will receive grant funding vs loan vs none. There were over 200 applicants.
- Community Center Grant Progress/Community Outreach. Steve reported that there is over 69 million dollars available in this grant. The grant is due on August 31. Our request is for \$580,000 to improve for deficiencies in fire safety, electrical, heating, an elevator, and better utilization of space.
- Posting of Meetings/Regular Schedule. There was a discussion regarding the need to notify the clerk of any special meetings so that these meetings can be posted. Minutes should be taken. It was suggested that a calendar be put on the website where all events can be publicized. The clerk will work on this.
- Pavilion Grand Opening Update/Resolution. It was agreed that the open house was a success. A resolution was read which had been presented to Dan and Joan Steck at the grand opening to thank them for their generous support of the park. Motion by Wanda, seconded by Mary to accept the resolution. Motion carried unanimously.
- Pioneer Plaques/Board approval needed, run purchase through general fund and reimburse Dan Steck at the current plaque price. Motion by Wanda, seconded by Mary to run the purchase through the general fund and reimburse Dan Steck at the current plaque price. Motion carried unanimously.
- Authorize purchase of a dehumidifier and shredder (consider using unused ARPA funds). Mary explained that a purchase could not be voted on based on vague purchase costs. Specific costs will be provided at the September meeting.
- Accept donation of 5 books with a market value of \$75.00 from Steve and Mary: Motion by Wanda, seconded by Tom to accept the donation of 5 books with a market value of \$75.00 from Steve and Mary Motion passed unanimously
- Accept donation from park grand opening committee of \$181 and determine use. Motion by Wanda, seconded Steve to accept the donation of \$181.00 from the park grand opening committee and utilize the money for community building enhancements. Motion carried unanimously.

DEPARTMENT REPORTS.

Assessing – Sara Huuki: No report

Water Department – Mel Jones: Wanda reported for Mel who was unable to attend. A leak was identified and fixed at the Deer Park. All water samples have come back negative including PFAS

Cemetery/Committee – Wanda Kolb/Steve Kline– Wanda named and thanked the many volunteers who worked to place markers at the cemetery. Steve reported on the cemetery committee meeting. A map identifying where markers are placed will greatly improve identifying lots. More will be placed later in the year. Four orange plastic stakes have been placed on the North (M-26) end of the active cemetery to mark the proposed location of the previously discussed information and memorial sign.

Elections – Wanda Kolb: An update of new election rules was provided. There will now be required nine days of early voting including weekends staffed 8 hours/day for residents next year. The county need only provide one spot for the extended days, but all townships must provide staffing. There are stringent rules regarding drop boxes. All townships must have the new boxes. Grants will be available to cover the cost. Julie Carlson, Keweenaw County Clerk, is planning a meeting to review details. Wanda announced that deputy clerk Lin Paradiso will head up voting with the clerk.

General Maintenance – Dave Schumacher – Routine maintenance being provided. The only issue currently is the lawn mower. Ray and Dave will confer and decide to either have fixed or if too expensive, purchase new.

Parks – Dan Steck: Dan reemphasized the positive feedback from the grand opening, thanking all who helped. Although numbers are difficult to estimate, between 100 -200 people attended.

UNFINISHED BUSINESS:

- Job description: finalized and distributed to board members prior to the meeting. Motion by Steve, seconded by Tom to accept the job descriptions as presented. Motion carried unanimously.

- Superior National Bank authorized signatures. Mary reported this is complete.
- Curbside Trash pickup: Tom reported on findings following a discussion with Allouez Township. Allouez Township Treasurer indicated there are many problems with billing. The bill for curbside pickup is on the tax bill but not a tax. People who choose not to pay the pick up fee cannot be forced to do so and the Township is absorbing the fee. Waste Management is meeting with Allouez Township on September 13. To be discussed is the possibility of Waste Management billing customers rather than the township. Tom will attend this meeting. Concerns discussed included the number of rentals in town and having trash placed at any time on the curb. Destruction by animals would occur. Also discussed was would we have enough people participating in the program. Those who did not participate would have to dispose of trash at Waste Management.
- Establishing a Bridge Committee: Some residents who were involved in saving the bridge are researching the inspection and maintenance requirements and recommendations and will report back with finding.
- Corrected tax bills: The 1% administrative fee was missed on school debt millage on Non PRE parcels was identified on August 11, with corrected bills sent out on August 17.
- **PUBLIC COMMENT**: Elaine Hall reported that KCHS would be meeting on August 22 at the Community Building.

Meeting adjourned: Meeting adjourned at 7:14 p.m. Motion by Tom, seconded by Steve, passed unanimously.
Next regular meeting – September 18, 2023 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 19th day of June, 2023.

Wanda Kolb, Clerk, Houghton Township