

**REGULAR MEETING MINUTES**  
**HOUGHTON TOWNSHIP BOARD**

**Monday, January 15, 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 Mary, seconded by Wanda to approve the agenda as written. Motion passed unanimously.

**CONSENT AGENDA APPROVAL:**

- Motion by Tom, seconded by Mary to approve the minutes of the December 18, 2023 regular meeting and the minutes of the January 8, 2024 budget planning meeting. Motion passed unanimously.
- Treasurers' Report. Motion by Wanda, seconded by Tom 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:** An amendment to the general fund account #191730 election supplies for \$546.65. An amendment to the general fund account # 191965 miscellaneous for \$68.35. An amendment to the general fund account #851861 payroll taxes for \$20. Motion by Mary, seconded Tom to approve the budget amendments. Motion passed unanimously.

**CORRESPONDENCE:** The clerk spoke with MTA related to regular and special meeting of the Board. Members are reminded that all regular and special meetings must be posted. Minutes of all meetings must be posted on the website.

**NEW BUSINESS:**

- Water Ordinance: The Water Ordinance has been reviewed and revised by our attorney. There were no comments or concerns raised. The ordinance will be voted on at a later date.
- Millage: There was a discussion related to the possible need for a millage to maintain the community building with replacement of some siding and painting. Two millages would yield \$24,149, one millage \$12,074. A decision may be needed at the February meeting in order to have the request on the August ballot.
- Front Street ROW and related matters. Motion by Wanda, seconded by Ray to send the following information to our attorney for a legal opinion related to the ROW issue involving the Fitzgerald's Restaurant. Motion passed unanimously. Are there any ramifications/repercussions related to abandoning vs. not abandoning the requested roadway?  
Information to be sent to the Township Attorney by Houghton Township Clerk:  
1. The attachment to Mike LaMott's' January 11 email to Houghton Township Clerk.  
2. The research provided to Houghton Township Greg Kingstrom,

Engineer/Manager, Keweenaw County Road Commission at the October 16, 2023 meeting of the Houghton Township Board. 3. A copy of the drawing that was provided to Keweenaw County with the original permit application.

- Mi. Infrastructure Office technical assistance for grant identification and writing application. It was emphasized that there is no cost associated with the application for assistance in grant identification. Motion by Mary, seconded by Ray to allow Linda Paradiso to submit the application whenever possible to do so. Motion passed unanimously.
- 2024 Mileage Rate. Motion by Wanda, seconded Tom to adopt the current federal standard mileage rate for authorized travel of \$0.67. Motion passed unanimously.
- Budget Public Hearing Notice. Motion by Mary, seconded Wanda to set the Budget Public Hearing for March 18, 2024 at 5:30 pm at the community building prior to the March regular meeting. Motion passed unanimously.

#### **DEPARTMENT REPORTS**

- Assessing – Sara Huuki. Sara requested that the Board consider upgrading her laptop by purchasing Microsoft Office, and other work by UP and Running including a PC computer tune up and ESET Endpoint Security totaling \$388.99. Currently she does not have Excel on the laptop and requires it to export from BSA. Motion by Mary, seconded Ray to approve the purchase. Motion carried unanimously. The pre-BOR audit will be March 5 with the BOR scheduled for March 11 and 12. Dates will be published. The PA 660 audit will be done in 2026. A great deal of preparation is needed prior. Sara has already attended multiple education sessions related to this.
- Water Department – Mel Jones: not present
- Cemetery – Wanda Kolb: no report
- Elections – Wanda Kolb: The following has been done as required by law: Election drop box is mounted and a pavilion camera is monitoring. A separate camera will be mounted in the near future. Absentee voter applications were sent out. Early voting notices were sent to households. Ballots have been received for the Presidential primary. Ballots will be sent to absentee voters starting on January 16. The QVF file is being updated on an ongoing basis. Election Source has sent out Tabulator and VAT instructions. Wanda will meet with the Keweenaw County Clerk starting on January 16 to proceed with the process of doing a preliminary test.
- General Maintenance – Dave Schumacher: not present
- Park – Dan Steck: Closed. No report.

#### **UNFINISHED BUSINESS**

- Summary of budget meeting provided. An initial budget plan was developed at the January 8, 2024 planning meeting with consideration for salary increases and recommendations from the CIP and Strategic Plan. The Clerk and Treasurer will follow up on any Income and Expense questions raised during the meeting. The next budget planning meeting is at 6 pm on February 12, 2024 at the community building.

- Community Center Grant: no news yet.
- Employee meeting with Supervisor: Meetings are ongoing with 2 completed and two more to complete.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

ADJOURNMENT: Motion by Tom, seconded by Mary to adjourn the meeting at 6:29 pm.  
Motion carried.

Next regular\_meeting – February 19, 2024 at 6:00 p.m.

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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 15th day of January, 2024

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Wanda Kolb, Clerk, Houghton Township