

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

**Monday, December 20th, 2021**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

Clerk Marjie Marshall called the regular meeting to order at 6:00 p.m.

The Board and those in attendance recited the Pledge of Allegiance

**MEMBERS PRESENT:** Treasurer Mary Long, Clerk Marjie Marshall, Trustee Kathy Harri-McEvers.

**ABSENT:** Supervisor Jim Vivian, Trustee Carol Treganowan

**GUEST PRESENT:** Mark Bonenfant, Tom and Elaine Hall, Dave Schumacher, and Linda and Steve Kline.

**APPOINT MEETING MODERATOR:** Motion by Kathy, seconded by Mary for Marjie to moderate the meeting. Motion passed unanimously.

**CONSENT AGENDA APPROVAL:**

- Motion by Mary, seconded by Kathy to approve minutes of November 15th, 2021 Regular Meeting. Motion passed unanimously.
- Motion by Kathy, seconded by Mary to accept Treasures Report. Motion passed unanimously.
- Motion by Kathy, seconded by Mary to approve Payment of Bills. Motion passed unanimously.
  - General Fund: Check # 5487 to Verizon for \$25.96, #5488 to UPPCO for \$166.00, #5489 to Houghton Township Square Park for \$119.79, #5490 to UPPCO for \$481.28, #5491 VOID, #5492 to Keweenaw County Treasurer for \$296.74, #5493 to Marjie Marshall for \$766.50, #5494 to Kathy Harri-McEvers for \$78.50, #5495 to Mark Bonenfant for \$184.70, #5496 to Sara Huuki for \$184.70, #5497 to Jim Vivian for \$129.29, #5498 VOID, #5499 to Dave Schumacher for \$134.26, #5500 to Mary Long for 636.02, #5501 to Postmaster for \$58.00 (Total \$3,261.74)
  - Water Fund: Check #1631 VOID #1632 to Whitewater for \$34.00, #1633 to UPPCO for \$53.09, #1634 to Carquest for \$.27, #1635 to Whitewater for \$17.00, #1636 to Whitewater for \$34.00, #1637 to Mel Jones for \$303.28, #1638 to UPPCO for \$48.36, #1639 to Mary Long for \$24.24. (Total \$514.24)
  - Cemetery Fund: No Activity
  - Bridge Fund: No Activity
  - Park Fund: No Activity
  - For a Final Total of \$3,775.98.

**BUDGET AMENDMENTS:**

- Motion by Kathy, seconded by Mary, to increase General Fund Accounting Professional Services by \$50.00. Motion passed unanimously.

**NEW BUSINESS:**

- CCISD/CLK Schools 2022 Collection. Motion by Kathy, seconded by Marjie, to collect the taxes at the rate of \$5.50/tax bill. Motion passed unanimously.
- Waste Management Bills-Waste Management will start charging us \$8.50 /bill unless we enroll in auto pay. Motion by Kathy, seconded by Mary to enroll in auto pay. Motion passed unanimously.
- Meeting dates-In order to have a quorum we need to change the March 2022 meeting date. Motion by Mary, seconded by Kathy to move the meeting date from March 21<sup>st</sup> to March 14<sup>th</sup> at 6:00pm. The preliminary budget meeting will take place On February 21<sup>st</sup> at 5:00pm. Motion passed unanimously.
- Pavilion insurance-The new pavilion is not included in our current insurance policy. Dan Steck submitted information regarding square footage and estimated replacement costs for the pavilion, deck, stage, and tables. Marjie will contact our insurance agent for coverage recommendations. Tabled until January meeting
- Clerk's Office computer-Marjie is requesting a new computer to meet the work demands of the office. I received a ballpark of \$800.00 from Up and Running the last time they worked on the current computer. Motion by Mary, seconded by Kathy, to approve purchase of new computer not to exceed \$900.00. Motion passed unanimously.
- McGann Account-we received a credit from McGann for \$140.73 for prompt payment. We either need to request a check for that amount or leave it in the account for future purchases. The Board decided to request the check.

**DEPARTMENT REPORTS:**

- Assessing – Mark Bonenfant: We need to find a replacement for Mike Dudenas for the Board of Review as soon as possible. Training for members of the Board is held in February. Mike retired and will not be attending the March meeting. If we are unable to find a replacement, there is the option of combining our Board of Review with the Board of another township.
- Water Department – Mel was not in attendance but let Marjie know prior to the meeting that our raw water tested positive twice for coliform. He worked with the DEQ on the matter, contacted water customers regarding the issue, chlorinated the water, and we issued a temporary boil water order. He received notice from White Water that the third sample tested negative. The boil water order is lifted.
- Cemetery – Marjie Marshall: We sold 2 plots in the green burial section.
- Elections – Marjie Marshall: Nothing to report.

- General Maintenance – Dave Schumacher: Nothing to report.
- Parks – Dan Steck: Nothing to report.

**UNFINISHED BUSINESS:**

- Conflict of Interest Policy-Kathy provided a few changes to our existing policy, which we reviewed. Motion by Marjie, seconded by Kathy, to adopt the revised policy with the rewording in paragraph 7 from “shall not participate in” to “shall not conduct”, and the addition of revision/date at the bottom of the document. Motion passed unanimously.
- Cemetery Memorial- Steve Kline submitted suggestions/drawings for a memorial at the cemetery.

**PUBLIC COMMENT:**

None

Meeting adjourned at 6:37 p.m.

Next regular meeting – January 17th, 2022 at 6:00 p.m.

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Marjie Marshall, Clerk  
Houghton Township

CERTIFICATION

I, the undersigned, Marjie Marshall, 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 July, 2021.

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Marjie Marshall, Clerk, Houghton Township