

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD

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

ABSENT: none

AGENDA ADDITIONS/APPROVAL: Wanda requested an addition to the agenda. An error was discovered in the August 21, 2023 meeting minutes. Under new business, approval of new millage rate: The sentence should read: Motion by Mary, seconded Steve to levy the maximum allowable millage of 2 millages (not 2 mills as written) Motion by Ray, second Steve to correct the August 21, 2023 meeting minutes as indicated. Motion carried unanimously.

CONSENT AGENDA APPROVAL:

- Motion by Tom, seconded by Steve to approve the agenda with addition and consent agenda. Motion carried unanimously.
 - Motion by Tom, seconded by Steve, to approve minutes of October 23, 2023 regular Meeting. Motion passed unanimously.
 - Treasurers' Report. Motion by Ray, seconded by Steve to accept the treasurers report. Motion passed unanimously.
 - Motion by Steve, seconded by Tom to approve payment of bills. Motion passed unanimously via roll call
 - General Fund: Check: #5823 to Postmaster for \$145.20, #5824 to Keweenaw Fire Sales and Service for \$36.00, #5825 to Ace Hardware for \$12.07, #5826 to Domain Networks for \$289.00, #5827 to BS&A for \$402.00, #5828 to Marjie Marshall for \$264.00, #5829 to Wanda Kolb for \$24.19, #5830 to Steve Kline for \$78.50, #5831 Void, #5832 to Tom Hall for \$78.50, #5833 to Ray Chase for \$387.87, #5834 to Sara Huuki for \$369.40, # 5835 to Wanda Kolb for \$507.92, # 5836 to Dave Schumacher for \$138.52, # 5837 to Mary Long for \$605.29, #5838 to Michigan Association of Municipal Clerks for \$75.00, #5839 to Susan Sanford for \$1,600, AP Verizon for \$29.23, AP UPPCO for \$180.00, AP UPPCO for \$190.47, AP INTUIT for \$689.00, AP Waste Management for \$510.91. (Total: \$6,613.07)
 - Water Fund: Check: #1753 to EGLE \$809.03, #1754 to Mel Jones for \$332.46, #1755 to Mary Long for \$48.49, AP UPPCO for \$185.78(Total: \$1,375.76)
 - Cemetery Fund: No activity
 - Park Fund: No activity
 - For a final total of: \$7,988.83

BUDGET AMENDMENTS

A budget amendment of 99 cents to Township Square and Pavilion, Facilities and Equipment.

Motion by Steve seconded by Tom to approve the 99-cent budget amendment. Motion carried.

CORRESPONDENCE

- Letter dated 11/03/2023, received 11/16/2023 from the Social Security Administration regarding wage reports submitted for 2022. They may be incorrect. There is a discrepancy in wage totals between the amount reported on the W-3 and the amount processed by the IRS. The difference is \$6,177.09. Wanda will investigate and send in completed questionnaire.

- Email received from Julia Peterson asking if Houghton Township would like to provide a representative for the Heartlands advisory committee. She requests that the person be a board member or a deputy. There were no volunteers. Wanda will notify Ms. Peterson.
- Email received from Michigan Bureau of Elections indicating that the 2024 Presidential Primary will take place on February 27, 2024.

NEW BUSINESS

- Front street ROW and related matters. Comments from the floor included concerns related to precedence and legality. Trustee Steve stated that the township is not involved in zoning or roads, consequently we have no standing in the original issue. Our only involvement is due to our ownership of 1/3 of the adjacent beach property. Supervisor Ray indicated we will wait for the public meeting on December 12 before any action is taken by the township. The road commission votes after the public meeting. If they vote against the abandonment of the road in question, no action by the township will be necessary. If they vote to abandon, we will then need to address the issue by a vote. Prior to any action by the township, we will ask our attorney to review the situation and advise.
- Financial Statements have been received from our auditor, Susan Sanford and distributed to board members for review. If there are concerns they will be addressed at the December meeting.
- Employee meetings with supervisor: packets of information for employees were distributed to those employees who were present. Packets included: employee handbook and acknowledgement of receipt, job description, at will statement and performance review form which is to be completed with the supervisor. Ray will contact employees to set up a date to do the evaluation.

DEPARTMENT REPORTS

- Assessing – Sara Huuki: No report
- Water Department – Mel Jones: No report
- Cemetery – Wanda Kolb/Steve Kline: Will need to address the cemetery ordinance and rates in the future.
- Elections – Wanda Kolb/Linda Paradiso: Proceeding with preparing for the February election and updating the Qualified Voter File (QVF).
- General Maintenance – Dave Schumacher asked if there has been notification of a request to place corner markers at a gravesite as they are laying at a site, unburied. Wanda and Steve will look into it.
- Parks – Dan Steck has placed a weather station at the park. It is possible to go on line and download an app (ambientweather.net) to access the weather information. Dan will assist Wanda to put a link on the township website.

UNFINISHED BUSINESS

- Water Ordinance – Steve made a motion to authorize up to 2 hours for our attorney to review the new ordinance, rate structure and original ordinance. Seconded by Ray and passed unanimously.
- Curbside trash pickup – the Waste Management representative will be at the December meeting to answer questions.
- PAR plan suggestion follow up – fire extinguishers have been inspected.
- Strategic Planning – handouts were provided for the November 27 meeting. Community members are encouraged to attend. The meeting date will be posted.

- Community Center Grant – The notification date has been moved to December. Two additional letters of support from the Nature Conservancy and Gitchee Gumme were submitted.
- Donation of additional Walking Tour Books – Motion by Wanda, seconded by Ray to accept additional books to a total of 30 valued at \$450. Motion carried unanimously.

PUBLIC COMMENT: Jim Houvinen commended the treasurer and clerk for their hours of service.

ADJOURNMENT: Motion by Ray, seconded by Wanda to adjourn at 6:38 p.m. Motion carried unanimously

Next regular meeting – December 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 21st day of November, 2023.

Wanda Kolb, Clerk, Houghton Township