

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD

Monday, July 17, 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 Mary, seconded by Tom to approve the agenda as written.

Motion passed unanimously.

CONSENT AGENDA APPROVAL:

- Motion by Tom, seconded by Steve, to approve minutes of June 19, 2023 Regular Meeting and the June 28, 2023 Special meeting. Motion passed unanimously.
- Motion by Wanda, seconded by Tom, to accept Treasures Report. Motion passed unanimously.
- Motion by Ray, seconded by Tom to approve Payment of Bills. Motion passed unanimously via roll call.
- General Fund: Check: #5772 void <\$470.99>, #5773 void, #5774 to Dave Schumacher for \$193.94 (June payroll) #5775 to Hannula Agency for \$2855.00, #5776 to Accident Fund for \$331.00, #5777 to United States Treasury for \$1012.72, #5778 to Tom Hall for \$78.50, #5779 Void, #5780 Void, #5781 to Steve Kline for \$78.49, #5782 Void, #5783 to Mary Long for \$677.47, #5784 to Ray Chase for \$387.87, #5785 to Sara Huuki for \$369.40, #5786 to Wanda Kolb for \$507.93, #5787 to Mel Jones for \$98.68, #5788 Void, #5789 to Dave Schumacher for \$352.26, #5790 to State of Michigan for \$20, AP to Waste Management for \$210.30, AP to Verizon for \$29.09 (Total: \$6731.66)
- Water Fund: #1732 to Hannula Agency for \$922.00, #1733 to Accident Fund for \$377.00, #1734 to United States Treasury for \$178.98, #1735 to Mary Long for \$145.45, #1736 to Mel Jones for \$240.11 AP to UPPCO for \$95.84 (Total: \$1959.38)
- Cemetery Fund: #1165 void <\$547.17>, #1166 void, #1167 \$270.12 (June payroll), #1168 to Hannula Agency for \$110.00, #1169 to Accident Fund for \$50.00, #1170 to United States Treasury for \$58.54, #1171 to Dave Schumacher for \$249.34 (Total: \$190.83)
- Bridge Fund: #1102 to Hannula Agency for \$110.00 (Total \$110.00)
- Park Fund: #1041 to Dan Steck for \$1,758.43 (Total: \$1,758.43)
- For a Final Total of \$10,750.30

CORRESPONDENCE

The following was provided by Wanda for information:

State of Michigan Department of Labor and Opportunity Unemployment Insurance Agency: Letters dated 6/20/2023 – Notices of quarterly wage/tax reports for periods: 06/30/21, 09/30/21, 12/31/21, 03/31/22, 06/30/22, 09/30/22, 12/31/22, and 03/31/23. Letter dated 06/27/2023 with determination of penalty/interest on account totaling \$7,420. Wanda made a request to the state for waiver on June 30, 2023. A follow up email received on July 17, 2023 from the State of Michigan indicated the penalty and interest has been waived. A total of \$20 was owed to the State.

MTA Membership Renewal. Board members were informed that the membership dues for MTA are paid. A letter from MTA suggested that board members access the MTA website, update their profile and review the site frequently for new and updated information.

BUDGET AMENDMENTS: An amendment to the General Fund “Insurance”: \$155 due to an increase in premium. Motion by Ray, seconded by Steve to approve the budget amendment. Motion passed unanimously.

NEW BUSINESS:

- Acceptance of donations to township from Self Conducted Walking Tour Books/restricted funds for building improvement: Mary explained that she and Steve have written a book that is for sale at the Eagle River Museum. Their intention is to donate all proceeds from the sale of these books to a specified fund for Township Building improvements. This would be a separate line item in the budget. Motion by Tom seconded by Wanda to accept the donations from Mary and Steve from the Eagle River Self Conducted Walking Tour Book sales. Motion carried with Steve and Mary abstaining.
- Community Center Grant Webinar: Steve attended an on-line Webinar explaining that a total of \$60,000,000 which includes both State and Federal Funding through AARPA and SLFRF is available through the Community Center Grant. Grant filing deadline is August 31, 2023. Grant money would be utilized for township building improvements including: improving energy efficiency, ADA compliance, improvements to outside of building etc. The board asked Steve to pursue writing this grant.
- Establishing a bridge committee: Steve requested that a bridge committee be established to review ongoing maintenance needs and suggest fund raising activities. The board requested volunteers from the audience. Gary Bays, Mike and Wanda Kolb, and Steve Kline did volunteer. Kathy Harri McEvers will ask Mark McEvers if he would be interested in volunteering since he has worked in the past with bridge issues. Anyone else interested in volunteering should contact Steve. Motion by Steve, seconded by Mary to establish a bridge committee. Motion carried unanimously.
- Curbside Trash pick-up: Tom provided information related to the cost of curbside trash pick-up. The charge for the service is currently \$20/month. Township residents would have the right to opt out of the program. Residents could choose one of two packages: all year pick up or 6 month pick up. Those who choose to opt out would be responsible for disposing of garbage at Waste Management in Houghton. After discussion of pros and cons and the possible methods for billing many questions required further investigation. Tom was asked to accept questions from residents, continue to investigate and report back at the August meeting.
- Flower purchase approval: Motion by Wanda, seconded by Tom to approve the purchase of flowers planted at the Township Building. Motion carried.
- Pavilion Grand Opening Update. Dan reported that an email has been sent to all persons who have indicated that they will help with the Pavilion Grand Opening updating them with what has been done to date and what are the volunteer needs. Dan has arranged and will pay for music and a food truck. Concern was raised as to whether or not local vendors were contacted. They were not. Wanda requested that a committee meet to review and coordinate volunteer needs. Linda Kline will email volunteers and set up a meeting.

DEPARTMENT REPORTS:

- **Assessing – Sara Huuki:** Sara reported that taxes have not yet been sent out due to a clerical error. The Board of Review will meet on Tuesday evening to resolve. Mary will receive the information necessary to prepare the taxes on Wednesday evening. The taxes will then be sent out as soon as possible.
- **Water Department – Mel Jones:** Mel reported no major leaks in the system. Of the 28 homes which are turned on in the spring, all but 2 have been done. We should receive word regarding the grant application in August. The PFAS report has still not been received. He will again follow up. All other reports negative. Steve commented that there is a hole in the dam which is a concern since our water system runs through the area. Pictures have been taken and submitted to EGLE. They have indicated that these will be considered as part of the grant application.
- **Cemetery/Committee – Wanda Kolb** –Wanda requested that the cemetery committee meet to update her regarding their activity. A meeting will be scheduled prior to the next board meeting. The committee chairperson will provide an updated report at the August meeting.
- **Elections – Wanda Kolb:** Nothing to report.

- **General Maintenance – Dave Schumacher** – Routine maintenance being provided. No issues or concerns
- **Parks – Dan Steck:** Invitations to the event have been sent out in water bills. Invitations will also be sent out in taxes. The public is welcome. Dan is currently working on two projects: benches are in place and permanent footings will soon be done. The permanent display case which will hold plaque name plates of pioneers to the area is progressing. The criteria in defining a pioneer are those who immigrated prior to 1920 or those who were born in the area before 1900. Forms for submitting names to be included are now available and can be obtained in the Township Office.

UNFINISHED BUSINESS:

- QVF account deactivation: Wanda has completed the initial online education to be able to access the site and has signed up for an online certification course. This course must be completed within 6 months.
- American Foundation thank you letter has been written by Steve, signed by Ray and sent.
- Job description: on-going project. Wanda thanked all officials and employees for submitting requested paperwork. Job descriptions will be finalized and the supervisor and clerk will then review with the employee.
- Superior National Bank authorized signatures. All signers were asked to sign paperwork at the bank since the e-sign failed due to the number and size of files.

PUBLIC COMMENT: Edward Cole commented that it is nice that the township is having a park grand opening. He voiced concern that local vendors were not approached to provide food, specifically those located in Houghton Township. He indicated that awarding concessions without board approval was unfortunate and wrong.

Meeting adjourned: Meeting adjourned at 6:45 p.m.

Next regular meeting – August 21, 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