

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD
Monday, October 21, 2024

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

Clerk Wanda Kolb called the regular meeting to order at 6:00 p.m.
The Board and those in attendance recited the Pledge of Allegiance

MEMBERS PRESENT: Clerk Wanda Kolb, Treasurer Mary Long, Trustee Tom Hall, Trustee Steve Kline

ABSENT: Supervisor Ray Chase

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

CONSENT AGENDA APPROVAL:

- Motion by Tom, seconded by Mary to approve the minutes of the September 16, 2024 Regular Meeting, and the minutes of the October 10, 2024 Special Election Committee Meeting. Motion passed unanimously.
- Motion by Steve, seconded by Tom to accept the Treasurer's Report. Motion passed unanimously.
- Motion by Tom, seconded by Mary to approve the payment of bills. Motion passed unanimously by roll call.

BUDGET AMENDMENTS:

Motion by Tom, seconded by Mary to make a budget amendment in the General Fund to Printing Department 227727 supplies: add \$208.97. Motion passed unanimously.

Motion by Mary, seconded by Tom, to make a budget amendment in the General Fund to Clerk Printing and Advertising 215901: add \$16. Motion passed unanimously.

Motion by Tom, seconded by Steve to make budget amendments in the Cemetery Fund add \$42.00 to wages and \$3.21 to FICA /MC. Motion passed unanimously.

Motion by Wanda, seconded by Steve to budget \$3012.00 to professional services in the Cemetery Fund. Motion passed unanimously.

CORRESPONDENCE:

1. Email from the Michigan Department of Treasury regarding delinquent audit and delinquent F65 explained. Audit submitted to Houghton Township today (due September 30) by auditor for review and approval. The auditor is responsible for timely submission.
2. UP Engineering Bridge Inspection. Bridge closed immediately upon notice of the bridge being unsafe for pedestrian traffic. Signs and caution tape placed. Maintenance to place snow fence before winter. The board is in agreement that we wish to preserve the bridge. Grant funding and fundraising will be necessary. Motion by Steve, seconded by Wanda to proceed with the load test contingent on the ability to borrow up to \$5,000 from the general fund savings. Motion passed unanimously. Will question our auditor if borrowing from the general fund savings for this test would be acceptable.

3. Response from attorney regarding possible board modifications: highlights of letter read. Suggestions from board and residents: get input and request assistance from Chuck Miller, Keweenaw County Prosecuting Attorney, send emails to Representative Markkanen and Senator McBroom to see if any exceptions can be made under dire circumstances of no Clerk or Treasurer on the ballot, contact the Bureau of Elections, Secretary of State and Attorney General for guidance following the October 25 deadline for write in candidates. Contact MTA. Wanda will follow up.
4. EGLE: MiEHDWIS Certifier Agreement: Linda Kline now is certified to submit test results from Mel Jones to EGLE.

NEW BUSINESS:

1. Strategic Plan Review: Summary presented by Wanda
2. Contributions: Mary Long explained that Bud Cole has requested that people hunting on his property contribute \$100 to the historical building fund. Motion by Wanda, seconded by Steve to accept contributions to the historical building fund. Motion passed unanimously.
3. USDA RD funding for improvements to our water system. Linda Kline explained the need to pursue loans through the USDA RD funding as EGLE DWSRF has rejected our applications twice. Communities with lead pipes and PFOS/PFAS take priority. Motion by Wanda, seconded by Steve to allow Linda to begin the process. No money is to be spent without authorization of the Township Board.
4. Rural Readiness Network: Linda Kline has met a number of times with this committee and has submitted a grant request to the Mi Office of Rural Prosperity for \$30K for the Houghton Township Community Center to hire a licensed AE firm to develop a priority plan, identify project phases and identify specific costs with each phase.
5. Audit Review and Approval: Motion by Wanda, seconded by Steve to approve the Houghton Township audit for submission to the state. Motion passed unanimously.

DEPARTMENT REPORTS

- Assessing: Mark Erhart. Not present. Report read.
- Water Department: Mel Jones reports no problems.
- Cemetery: Wanda/Steve: Survey done, corner stakes placed, CAD drawing to be updated. 300+ empty plots remain.
- Elections: Preparing for November election and early voting. AV ballots continue to be sent out and received.
- General Maintenance: Merry Go Round secured with snow fence.
- Park: No problems. Fence around flower garden to be placed. Water will be shut off November 1.

UNFINISHED BUSINESS

1. Cemetery Ordinance: Motion by Steve, seconded by Tom to approve the Cemetery Ordinance and attachments. All board members present voted in the affirmative. All

decorations to be removed by October 1. A sign should be placed at the cemetery indicating this. Linda Kline will follow up.

2. Water system training to be done on October 22.
3. Deer Park cleanup: Some trees taken down. Much more to complete the project.
4. Leak Freeze Sensor: Not working. Discontinue use.
5. Dumpster relocation and enclosure: Waste Management has approved plan. Tom will follow up with the Road Commission. Budget for project in next fiscal year.
6. Water Ordinance: Wanda will have printed in Gazette and file with courthouse before next meeting. Effective January 1.

PUBLIC COMMENT:

Mel Jones indicated he would be willing to be the Deputy Clerk if that would be helpful.

ADJOURNMENT: Motion by Tom, seconded by Steve to adjourn the meeting at 7:20 pm. Motion passed unanimously.

Next regular meeting – November 18, 2024 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 October 2024.

Wanda Kolb, Clerk, Houghton Township