

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

**Monday, December 18, 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 Tom Hall

**ABSENT:** Trustee Steve Kline

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

**CONSENT AGENDA APPROVAL:**

- Motion by Tom, seconded by Ray to approve the minutes of the November 21, 2023 regular meeting and the minutes of both the November 27 and December 11 strategic planning meetings. Motion passed unanimously.
- Treasurers' Report. Motion by Wanda, seconded by Ray to accept the treasurers report. Motion passed unanimously.
- Motion by Ray, seconded by Tom to approve payment of bills. Motion passed unanimously via roll call.

**BUDGET AMENDMENTS:** \$450 to be added to accounting in the general fund. \$231.99 to be added to election supplies in the general fund. \$53.38 to be added to the Township Board supplies in the general fund. Motion by Tom, seconded Mary to approve the budget amendments. Motion passed unanimously.

**CORRESPONDENCE:**

- Board members were provided with an email from Catherine A. Mulhaupt, Staff Attorney MTA, in answer to the question: is it necessary to have at least 5 Townships in every county in Michigan. In summary, she stated that after extensive review, there is no documentation in Michigan law requiring a specific number of Townships in a county.
- Board of Review training: MTA has published dates for BOR training in February. BOR members may either choose an onsite training in Marquette on February 20 or take an online course. Registration forms were provided. Motion by Wanda, seconded by Mary to enroll members of the BOR in the required training to be held in February and remit payment for the training. Motion passed unanimously.
- USPS correspondence confirming the return address for ballot mail received.
- IRS reduction of electronic filing threshold. The IRS has reduced the electronic filing threshold from 250 W2's to 10 beginning January 1, 2024.
- EGLE: 2022 Consumer Confidence Report. Mel has been notified of a deficiency on this years CCR. The 90<sup>th</sup> percentile values for lead and copper were missing from the CCR. Mel reported to Wanda that he will correct this.
- EGLE: Revised service line inventory requirements and deadlines. There is a new more stringent deadline of October 16, 2024 and the inventory must be made publicly available.

## **New Business**

- Mark Harrick, Senior Account Executive, Waste Management was available to answer question related to curbside pickup. Available for 9 months because of road restrictions. He was unable to answer specific questions related to cost since numbers of participants is not known. There is a program for seasonal residents, but they would have to commit to a specific number of months up to 6. There were many concerns related to roads and safety. Mark informed the board that there may be a requirement by 2025 that recycling must be made available in the county. The board discussed possibly moving the dumpster and the use of an enclosure. The board was cautioned regarding zoning. Mark advised the board to obtain a GIS Map which would identify homes so that WM could work out a possible plan. WM will return at another date with additional information if requested.
- CLK/CCISD 2024 summer school tax collection. Motion by Mary, seconded by Ray that the township collects the summer 2024 taxes for the CLK and CCISD schools at \$5.50 per tax bill. Motion passed unanimously.
- Front Street ROW and related matters. Since there has been no action by the KCRC, this is tabled until the January meeting.
- Financial Statements: Review and explanation of the Accountants Compilation Report was provided.
- Water Ordinance: Our attorney has requested an additional one hour of time to provide additional information to the ordinance. Motion by Wanda, seconded by Ray to allow an additional one hour for the attorney to review. Motion passed unanimously.
- AARPA funds: Motion by Ray, seconded by Mary to allow the expenditure of \$109.38 for a 2-drawer file cabinet and \$44.00 for an adding machine. Motion passed unanimously. Motion by Wanda, seconded Tom to allow budgeting for the expenditure. Motion passed unanimously.

## **DEPARTMENT REPORT**

- Assessing: Sara Huuki was not available. It was reported by Elaine Hall, BOR chairman that a meeting of the BOR occurred on December 12, 2023. Wanda will contact Sara regarding posting requirements.
- Water Department: Mel Jones was not available. Wanda indicated she will contact Mel related to the Revised Service Line Inventory Requirements.
- Cemetery: Wanda Kolb. No report.
- Elections: Wanda reported that the Michigan absent voter ballot application will be sent out by December 29. Postcards to all voters informing about early voting to be sent out by 1/13/24. MI law requires that individual households receive this mailing. Early voting will be in Eagle Harbor from February 17-25, 9 a.m. - 5 p.m. Houghton township is responsible for staffing February 19 and 24, We are responsible for paying our pole workers and providing a meal. The Eagle Harbor Township Clerk will be there every day during early voting. Wanda will be there when our pole workers are present. There will be an early voting training on January 31 at 10 a.m. for all pole workers. A new Election Inspectors Procedure

Manual is available and Wanda will print and make available to pole workers. The new drop box and camera have arrived and will be installed in January, 2024.

Ray commented on a possible millage for building and grounds maintenance for the community building which may appear on the August ballot.

- General Maintenance: Dave Schumacher: no report.
- Parks: Dan Steck: the park is closed.

#### **Unfinished Business**

- Strategic Planning meetings were summarized by Wanda. A SWOT analysis was completed, objectives and goals set, along with identification of time line and responsible person. Meeting minutes will be posted. Next planning meeting January 8, 2024 at the Community Building, 6 p.m. Purpose: begin budget work.
- Community Center Grant: a new time line has been set for 2024.
- Employee meetings with Supervisor. Board members are encouraged to provide input if desired.

#### **Public Comment**

Dave Schumacher indicated that he felt the Township board members should receive a raise since none has been given for many years.

**Adjournment:** Motion by Tom, seconded by Mary to adjourn at 7:04 p.m. Motion passed unanimously.

Next regular meeting – January 15, 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 18th day of December, 2023.

---

Wanda Kolb, Clerk, Houghton Township