

REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD

Monday, June 19, 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 Tom, seconded by Steve to approve the agenda as written. Motion passed unanimously.

CONSENT AGENDA APPROVAL:

- Motion by Ray, seconded by Tom, to approve minutes of May 15, 2023 Regular Meeting. Motion passed unanimously.
- Motion by Steve, seconded by Tom, to accept Treasures Report. Motion passed unanimously.
- Motion by Steve, seconded by Tom to approve Payment of Bills. Motion passed unanimously via roll call.
 - General Fund: Check #5761 to Michigan Township Association for \$233.68, #5762 to Allouez Township or \$1,250.00, #5763, void, #5764 Steve Kline for \$78.50, #5765 Mary Long for \$551.89, #5766 to Ray Chase for \$387.87, #5767 to Sara Huuki for \$369.40, #5768 to Tom Hall for \$115.20, #5769 void, #5770 void, #5771 Wanda Kolb for \$507.92, #5772 Dave Schumacher for \$470.99. A/P to UPPCO for \$202.00, A/P to UPPCO \$491.90, A/P Verizon\$29.76 (Total \$4689.11)
 - Water Fund: Check #1729 \$40 to White Water Associated, #1730 Mel Jones for \$443.28, #1731 Mel Jones for \$180.00, A/P to UPPCO for \$53.61 (total \$716.89)
 - Cemetery Fund: #1165 Dave Schumacher for \$547.17 (total \$547.17)
 - Bridge Fund: No Activity
 - Park Fund: No Activity
 - For a Final Total of (\$5953.17)

CORRESPONDENCE

The following was provided by Wanda for information:

- Notice of MTPP Insurance policy change: The endorsement excludes coverage for any liability or damages arising out of or related to Perfluorinated Compounds (PFC)/Per-and Polyfluoroalkyl (PFAS)
- Allouez Township is reviewing the rate they charge for fire coverage. Currently we pay \$5,000 annually.
- A reminder from EGLE that the 2022 CCR is due to be delivered to bill-paying customers by July 1, 2023. Mel reported that since we are such a small township, posting results is acceptable. He has already posted the 2022 CCR.
- UPPCO is informing customers that they have contracted with Karcz Utility Services to complete an inspection of their equipment some time between May and November of this year.

BUDGET AMENDMENTS: None

NEW BUSINESS:

- Notice of Inactivation –Wanda explained that the State of Michigan Unemployment Agency notified Houghton Township by letter that because we had not submitted payroll data for 12 quarters, we were no longer active in their system and liable for \$250 penalties per quarter. Contact was made and appropriate forms submitted to reactivate the account. The account is now reactivated and data must be submitted within 30 days. A request to waive penalties can be made once data is received by the state.
- Clerks Computer- Wanda reported that the clerk's computer was at the manufacturer for 3 weeks to replace the mother board. Although the computer was out of warranty by two weeks, the manufacturer did honor the warranty and there was no charge to replace the mother board.
- QVF account deactivation – Voter education must be completed by Wanda prior to the state reactivating the Qualified Voter File. It is necessary to sign into the web site each month in order to keep the sight activated.

- American Foundation Grant. The grant was unsuccessful. Steve requested that a letter be sent thanking them for considering our grant application.
- Drinking water application was submitted at the end of May by Linda Paradiso.
- Job Descriptions/Duties/Code of Conduct/Personnel Requirements. Wanda provided a packet of information to board members and employees. Job descriptions were provided to all requesting that board members and staff review what is written, add any additional activities and return to Wanda. Ray will review and a final copy will be provided for employee signature. Code of Conduct form was provided to all board members for signature. Anyone who is missing personnel forms such as I9 forms, W4's both state and federal were provided with forms and asked to complete and return to Wanda.
- Purchase request. Mary discussed the need for a new vacuum cleaner. The Shark vacuum requested is \$149. Motion by Mary second Steve to purchase the vacuum. Motion passed unanimously via roll call.
- Superior National Bank authorized signatures. The following statement was approved by voice count unanimously. "Because of the change of officers effective 5-15-2023 add Wanda Mae Kolb (clerk) and Linda Paradiso (deputy clerk) as authorized signatures on all of Houghton Townships bank accounts at Superior National Bank. Remove Marjorie Marshall (former clerk) and Carol A Jones (former deputy clerk) as authorized signatures on all Houghton Township's bank accounts at Superior National Bank.
- Keweenaw County Master Plan Revision- Dan Steck provided a hand out specific to Houghton Township for board member to review. Comments are due by August 31, 2023

DEPARTMENT REPORTS:

- **Assessing – Sara Huuki:** not present but emailed a report to Mary. She is currently working on the 20% of property visits that she does each year.
- **Water Department – Mel Jones/Linda:** Mel submitted all water samples. Still waiting results on PFAS. All other results in and acceptable. Bacteria negative. Nearly all water has been turned on, only 2 left to do. No leaks have been identified. We are using approximately 5,000 gallons of water/day. During the peak of summer, we use approximately 18,000 with our capacity at approximately 28,000 gallons.
- **Cemetery/Committee – Wanda Kolb –** Steve commented that the cemetery committee will be placing markers.
- **Elections – Wanda Kolb:** Nothing to report.
- **General Maintenance – Dave Schumacher –** busy with general maintenance, mowing and clean up.
- **Parks – Dan Steck:** August 20 is the date set for the park celebration. 2 to 3 hours of Eclectic/Ethnic music has been arranged with Oren Tikkanen. The event will be open to the public. People will have the opportunity to purchase small plaques identifying pioneer families of Houghton Township. Dan will call a meeting of interested persons to assist with planning.

UNFINISHED BUSINESS: None

PUBLIC COMMENT: Elaine Hall reported that the museum will open on Wednesday, June 21.

Meeting adjourned: Meeting adjourned at 6:35 p.m.

Next regular meeting – July 17, 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

