

**REGULAR MEETING MINUTES
HOUGHTON TOWNSHIP BOARD
MONDAY, DECEMBER 18, 2017
HOUGHTON TOWNSHIP COMMUNITY BUILDING**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

SUPERVISOR SHARI CHASE CALLED THE REGULAR MEETING TO ORDER AT 7 P.M.
THE BOARD AND THOSE IN ATTENDANCE RECITED THE PLEDGE OF ALLEGIANCE.

MEMBERS PRESENT: SUPERVISOR SHARI CHASE, CLERK CAROL JONES, TREASURER MARY LONG, AND TRUSTEES KATHY MCEVERS AND JACK TREGANOWAN

MEMBERS ABSENT: NONE

GUESTS PRESENT: TO HALL, DAN STECK, JOHN BOTTO, GARY ERICKSON, DAVE SCHUMACHER, MEL JONES AND ASSESSOR CAROL LITTLE

CONSENT AGENDA APPROVAL/ ADDITIONS TO AGENDA

- APPROVE MINUTES OF NOVEMBER 20, 2017 REGULAR MEETING
- ACCEPT FINANCIAL REPORTS – TREASURER AND CLERK
- FUND BALANCES AS OF TODAY'S MEETING:
 - GENERAL FUND – 25,651.01 WATER FUND – 19355.80
 - CEMETERY FUND – 3636.38 BRIDGE FUND – 3180.40
- APPROVE PAYMENT OF BILLS FOR ALL FUNDS – GENERAL FUND (CH #4666 -4677: \$3839.18/
WATER DEPARTMENT (CH #1351 – 1354: \$671.06/ CEMETERY FUND (CH# 1102 – \$8.02)
- ADOPT AGENDA FOR TONIGHT'S MEETING

MOTION BY LONG, SECONDED BY TREGANOWAN, TO APPROVE THE CONSENT AGENDA. MOTION PASSED UNANIMOUSLY.
ASSESSOR POSITION – JOHN BOTTO (12 YEARS EXPERIENCE/ LEVEL 2) DISCUSSED THE POSITION WITH THE BOARD. A NEW COMPUTER WITH AT LEAST 500 GB STORAGE WILL NEED TO BE PURCHASED BY THE TOWNSHIP FOR THE ASSESSOR DEPT. BS&A WOULD DOWNLOAD ASSESSING AND TAX PROGRAMS. JOHN WILL GET BACK TO THE BOARD CONCERNING ACCEPTANCE OF THE POSITION.

OLD BUSINESS –

- NATURAL BURIALS – DRAFT OF DOCUMENT REVISED AT THE DEC 11 WORK SESSION WILL BE REVIEWED AT THE JANUARY MEETING.
- MAINTENANCE POSITION – JOB DESCRIPTION REVIEWED
MOTION BY MCEVERS, SECONDED BY LONG, THAT DAVE SCHUMACHER BE EMPLOYED FOR THE TOWNSHIP MAINTENANCE POSITION, TO START IMMEDIATELY, WITH PAY OF \$15 PER HOUR. MOTION PASSED UNANIMOUSLY.

NEW BUSINESS –

- RETAINING ATTORNEY – BOARD AUTHORIZED CLERK JONES TO CHECK WITH CHARLES MILLER

SUPERVISOR'S REPORT – SHARI WILL BEGIN WORKING ON THE BUDGET FOR 2018/2019

TREASURER'S REPORT – BOX A HAS DE-ICER IF NEEDED TO OPEN MAILBOX; CLK PUBLIC SCHOOL AND CCISD HAVE REQUESTED THAT THE TOWNSHIP COLLECT TAXES FOR THEM. THE BOARD AGREED TO CONTINUE THAT SERVICE AT THE RATE OF \$5.00 PER TAX BILL.

MEETING ADJOURNED AT 8:10 P.M.

NEXT REGULAR MEETING – MONDAY, JANUARY 22, 2018 AT 7 P.M.

CAROL JONES, CLERK-
HOUGHTON TOWNSHIP

-CERTIFICATION-

I, THE UNDERSIGNED, CAROL JONES, THE DULY QUALIFIED AND ELECTED 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, 2017

CAROL JONES, CLERK, HOUGHTON TOWNSHIP