

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

**Monday, March 20th, 2023**

**BUDGET PUBLIC HEARING HELD AT 5:30 P.M. FOLLOWED BY THE REGULAR BOARD MEETING  
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 Marjie Marshall, Trustee Tom Hall, Trustee Steve Kline, Treasurer Mary Long

**ABSENT:**

**AGENDA ADDITIONS/APPROVAL:** Motion by Marjie, seconded by Ray, move the Open Skies Presentation to the top of new business. Motion passed unanimously.

**CONSENT AGENDA APPROVAL:**

- Motion by Ray, seconded by Steve, to approve minutes of February 20th, 2023 Regular Meeting. Motion passed unanimously.
- Motion by Tom, seconded by Marjie, to accept Treasures Report. Motion passed unanimously.
- Motion by Steve, seconded by Mary, to approve Payment of Bills. Motion passed unanimously via roll call.
  - General Fund: Check # 5724 to UPPCO for \$202.00, #5725 to Apex for \$235.00, #5726 to Harter Supply for \$38.00, #5727 VOID, #5728 to Keweenaw Overhead Door for \$246.00, #5729 to Dave Schumacher for \$332.46, #5730 to Elaine Hall for \$277.05, #5731 to Mary Long for \$579.51, #5732 to Ray Chase for \$387.87, #5733 to Sara Huuki for \$369.40, #5734 to Tom Hall for \$78.50, #5735 to Linda Paradiso for \$277.05, #5736 to Dave Schumacher for \$277.05, #5737 to Marjie Marshall for \$521.13, #5738 to Steve Kline for \$78.50, A/P to Verizon for \$29.37, A/P to UPPCO for \$485.50, A/P to Waste Management for \$218.13. (Total \$4,632.52)
  - Water Fund: Check #1719 to Whitewater for \$40.00, #1718 to UPPCO for \$52.06, #1720 to Mel Jones for \$92.35, #1721 to Mary Long for \$20.08 (Total \$205.39)
  - Cemetery Fund: No Activity
  - Bridge Fund: No Activity
  - Park Fund: No ActivityFor a Final Total of \$4,837.91

**BUDGET AMENDMENTS:**

- Motion by Marjie, seconded by Steve, to increase General Fund Election/miscellaneous line item by \$2.04. Motion passed unanimously.
- Motion by Tom, seconded by Steve, to increase General Fund Clerk/Deputy Clerk line item by \$578.30. Motion passed unanimously.
- Motion by Marjie, seconded by Ray, to increase General Fund Township Building wages line item by \$285.00. Motion passed unanimously.
- Motion by Ray, seconded by Marjie to increase General Fund Township Building utilities line item by \$480.00. Motion passed unanimously.
- Motion by Ray, seconded by Marjie, to increase General Fund Township Building repairs and maintenance line item by \$300.48. Motion passed unanimously.
- Motion by Ray, seconded by Marjie, to increase General Fund Parks and recreation maintenance line item by \$38.00. Motion passed unanimously.
- Motion by Ray, seconded by Marjie, to increase Water Fund utilities line item by \$50.00. Motion passed unanimously.
- Motion by Ray, seconded by Marjie, to increase Bridge Fund insurance line item by \$5.00. Motion passed unanimously.

## NEW BUSINESS:

- Motion by Mary, seconded by Ray, to reaffirm Superior National Bank as the Township Bank for fiscal year 2023-2024. Motion passed unanimously.
- Motion by Ray, seconded by Marjie to continue holding the regular township meetings on the third Monday of each month at 6:00 p.m., with the budget hearing to be held 30 minutes prior to the March meeting. Motion passed unanimously.
- Motion by Mary, seconded by Marjie to reaffirm Susan Sanford as Township Auditor for fiscal year 2023-2024. Motion passed unanimously.
- Motion by Ray, seconded by Marjie, to continue transferring \$125.00 per month from the General Fund to the Savings account. Motion passed unanimously.
- Motion by Marjie, seconded by Steve, to continue the annual transfer of \$620.00 from retained earnings to park retained earnings. Motion passed unanimously.
- Motion by Mary, seconded by Ray, to reaffirm Allouez Township as the provider of fire protection for the fiscal year 2023-2024.
- Ray advised that Keweenaw County is developing a Short Term Rental Ordinance and would like input from Houghton Township residents. Any input should be directed to the Keweenaw County Planning Commission.
- Ian Sorensen from the Open Skies Project requested a resolution letter from the Township Board in support of their efforts to obtain grant funding for remediation at the former Air Force Base. The grant money will come from the state and the application is being submitted through Eagle Harbor Township. The Board held a voice vote, support passed unanimously.
- The camera system in the park was brought up during the February meeting; specifically, the monitoring of the system. Currently Dan Steck monitors the camera system if an incident occurs in the park. The Board feels that Dan has done an excellent job with the park and spends a lot of his time taking care of it. The cameras are an asset, if not a necessity, to the Township. The Board agrees that having Dan available to review the cameras if an incident occurs is also an asset and will keep things the way they are.
- Motion by Steve, seconded by Ray, to adopt the revised Capital Improvement Plan, version 1.9.2. Adoption date 03/20/23. Motion passed unanimously.
- Steve advised that he applied for a grant for the Cemetery from Visit Keweenaw but the awards have not been announced yet. He is exploring other grant opportunities as well

## DEPARTMENT REPORTS:

- **Assessing – Sara Huuki:** The Board of Review met last week and nobody showed for it. Sara completed the books and sent them to the County for review.
- **Water Department – Mel Jones/Linda:** The water samples for the well water and distribution came back clear. The committee continues to work on the water project grant. Dick Supina submitted a draft report to the committee for review and Linda forwarded the draft to the Board for input. The committee reviewed the draft and sent back suggested edits. The report will be submitted to EGLE by the end of March. Motion by Mary, seconded by Steve, to include an informational letter with the March water bills. Motion passed unanimously. The grant project will be included as an agenda item at the regular meeting on April 17<sup>th</sup> 2023 with the goal of submitting the final report by June 1<sup>st</sup>.
- **Cemetery/Committee – Marjie Marshall:** Nothing to report.
- **Elections – Marjie Marshall:** Nothing to report.
- **General Maintenance – Dave Schumacher:** Nothing to report.
- **Parks – Dan Steck:** Dan is starting to plan a dedication ceremony for the park in early August and suggests that it would be a good time to take a look at fund raising possibilities.

UNFINISHED BUSINESS: None

## PUBLIC COMMENT:

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

Next regular meeting – April 17<sup>th</sup>, 2023 at 6:00 p.m.

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Marjie Marshall, Clerk  
Houghton Township

CERTIFICATION

I, the undersigned, Marjie Marshall, 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 September, 2022.

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Marjie Marshall, Clerk, Houghton Township