

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

**Monday, March 14th, 2022**

**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:** Treasurer Mary Long, Clerk Marjie Marshall, Trustee Kathy Harri-McEvers, Trustee Tom Hall.

**ABSENT:** None

**AGENDA ADDITIONS/APPROVAL:** Add approval of 2022-2023 budgets for all funds

**CONSENT AGENDA APPROVAL:**

- Motion by Kathy, seconded by Tom, to approve minutes of February 21<sup>st</sup>, 2022 Regular Meeting. Motion passed unanimously.
- Motion by Kathy, seconded by Tom, to accept Treasures Report. Motion passed unanimously.
- Motion by Tom, seconded by Mary to approve Payment of Bills. Motion passed unanimously.
  - General Fund: Check # 5533 to Verizon for \$25.70, #5534 to UPPCO for \$160.34, #5535 to Apex Software for \$215.00, #5536 to UPPCO for \$494.13, #5537 to Keweenaw County Equalization for \$90.00, #5538 to Marjie Marshall for \$507.92, #5539 to Mary Long for \$580.93, #5540 to Tom Hall for \$78.50, #5541 to Kathy Harri-McEvers for \$78.50, #5542 to Mark Bonenfant for \$184.70, #5543 to Mark McEvers for \$277.05, #5544 to Elaine Hall for \$277.05, #5545 to James Houvinen for \$277.05, #5546 to Sara Huuki for \$184.70, #5547 to Dave Schumacher for \$277.05, #5548 to Ray Chase for \$387.87, #5549 VOID, #5550 to Dave Schumacher for \$200.85. (Total \$4,297.34)
  - Water Fund: Check #1652 to BWMS Training for \$165.00, #1653 to U.S. Postmaster for \$58.00. (Total \$233.00)
  - Cemetery Fund: No Activity
  - Bridge Fund: No Activity
  - Park Fund: No Activity
- For a Final Total of \$4,530.34.

**BUDGET AMENDMENTS:**

- Motion by Marjie, seconded by Tom, to increase Board of Review School & Education by \$225.00. Motion passed unanimously.
- Motion by Marjie, seconded by Kathy, to increase the Township Building wages by \$840.00. Motion passed unanimously.
- Motion by Kathy, seconded by Marjie, to increase the Water Fund School & Education fund by \$15.00. Motion passed unanimously.

**NEW BUSINESS:**

- Approve Budgets for 2022-2023:
  - Motion by Kathy, seconded by Tom, to approve the General Fund Budget as written. Motion passed unanimously by voice vote.
  - Motion by Kathy, seconded by Marjie, to approve the Water Fund Budget as written. Motion passed unanimously by voice vote.
  - Motion by Kathy, seconded by Marjie, to approve the Cemetery Fund Budget as written. Motion passed unanimously by voice vote.
  - Motion by Kathy, seconded by Tom, to approve the Town Square Park & Pavilion Fund Budget as written. Motion passed unanimously by voice vote.
  - Motion by Kathy, seconded by Marjie, to approve the Bridge Fund Budget as written. Motion passed unanimously by voice vote.
- Name Township Banks: Motion by Tom, seconded by Marjie to remain with Superior National Bank. Motion passed unanimously.
- Set Meeting Dates: Regular meetings will remain on the 3<sup>rd</sup> Monday of the month at 6:00pm. The preliminary budget meeting will be held at 5:30pm prior to the March Regular Meeting.

- Howard & Howard/Rodger Kershner: Motion by Mary, seconded by Kathy, to reaffirm Rodger Kershner of Howard & Howard as the township attorney. Motion passed unanimously.
- Susan Sanford: Motion by Mary, seconded by Kathy, to reaffirm Susan Sanford as the township Auditor. Motion passed unanimously.
- \$125.00 transfer to savings: Motion by Mary, seconded by Kathy, to continue transferring \$125.00 from the checking account to the savings account.
- \$620.00 set aside: Motion by Mary, seconded by Kathy, to set aside \$620.00 for future repairs and/or replacements of the Pavilion/park, per attachment. Motion passed unanimously.
- Fire Protection: Motion by Mary, seconded by Marjie, to reaffirm Allouez Fire Department as fire protection for Houghton Township. Motion passed unanimously.
- ARPA Funds: Motion by Mary, seconded by Marjie, to utilize Susan Sanford to process the ARPA paperwork. Motion passed unanimously.

**DEPARTMENT REPORTS:**

- Assessing – Nothing to report
- Water Department – Dave advised that the most recent water tests came back negative and there are no problems with the water system.
- Cemetery – Marjie Marshall: Nothing to report
- Elections – Marjie Marshall: Nothing to report
- General Maintenance – Dave Schumacher: Road restrictions start tomorrow so everyone needs to put their garbage in the garage.
- Parks – Dan Steck: Nothing to report.

**UNFINISHED BUSINESS:**

- None

**PUBLIC COMMENT:** The Heritage Home Project sent in some informational pamphlets which will be available in the Township Hall to any interested people.

**Meeting adjourned:** Motion by Marjie, seconded by Tom, to adjourn at 6:15 p.m. Motion passed unanimously.

**Next regular meeting** – April 19th, 2022 at 6:00 p.m.

---

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 14th day of March, 2022.

---

Marjie Marshall, Clerk, Houghton Township

**TRIP PAVILION FUND**

Approved March 14<sup>th</sup>, 2022

Maintenance Assumptions	Daily Tasks	Weekly Tasks	Seasonal Tasks
150 day season	Lock/Unlock	Outside trash	Open/Close PAV
Labor @\$15/hr	Pavilion pickup	Outside cleanup	Setup/Takedown Sports
15	Restroom check	Restroom Clean	Move and store furniture
	Security check		Inspect and Repair

Labor Costs	\$ 30	\$ 15	\$ 225
Supplies		\$ 10	\$ 100
Season Totals	\$ 4,500	\$ 500	\$ 325

\$ 5,325

Minimum Alternative 100d/1 day/weekly \$ 1,500

\$ 2,325

Repair/Replace	5 year	10 year	20 yr
Outside furniture	300		
Path surface	200		
Pavilion surfaces	100		
Parking posts/signs	200		
Restroom fixtures	500		
Parking surface		500	
Roof			5000
Septic	300		
Set aside \$/yr	620		

