

**AGENDA**  
**HOUGHTON COUNTY BOARD OF COMMISSIONERS**  
**PUBLIC HEARING & REGULAR MEETING**  
**February 13, 2024 - 4:00 PM**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Hearing- CDBG Loan Program (CLP)
  - a. Open Hearing
  - b. Discussion and Public Comment
  - c. Close Hearing
- E. Approval of Minutes January 17, 2024 Regular Meeting
- F. Approval of Agenda/Additions
- G. Public Comments – Agenda Items only \*(5 minute limit)
- H. Approval of Bills - \$1,807,555.75
- I. Correspondence
- J. Reports
  - 1. Standing Committees
  - 2. Special Committees
  - 3. County Officers
- K. Old Business
  - 1.
  - 2.
- L. New Business
  - 1. HCRLF Committee Recommendation
  - 2. Resolution 23-02 CLP Authorizing Resolution
  - 3. Lot 2 Repurchase Agreement
  - 4. Resolution 23-03 Repurchase Lot 2
  - 5. Fire Alarm Bid
  - 6. River Trails LLC Letter of Support Request
  - 7. Copper Country Mental Health Re-Appointments
  - 8. Resolution 24-04 Renaming Portion of M-26 in Honor of Private Wesley Karna
  - 9. County Designated Assessor
  - 10. MDNR Stanton Township Letter of Support for Recreational Trail Repairs to Freda Grade
  - 11.
  - 12. Travel
    - a. District Court- Certified Court Manager’s Program (Multiple Parts) \$2,459.00
    - b.
    - c.
  - 13. Appropriations
    - a. Northcare Liquor Tax Oct. Dec 2023 \$9,048.50
    - b. UPCAP 2024 Dues- \$1,100.00
    - c. KEDA 2024 Membership Support- \$20,000.00
- M. Public Comments - \*(5 minute limit)
- N. Announcements
- O. Adjournment

# Microsoft Teams meeting

## Houghton County Commissioners Regular Meeting Tuesday February 13, 2024 4:00PM EST

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Meeting ID: 235 459 225 260

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**Houghton County**  
**NOTICE OF PUBLIC HEARING**

Houghton County will conduct a public hearing on February 13, 2024 at 4:00 pm or as soon thereafter as possible at the Houghton County Courthouse, 401 East Houghton, Houghton, Michigan for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) loan to assist the expansion of Peak Metal Roofing Products, LLC. The Houghton County Board of Commissioners will consider submitting an application for approval to lend \$45,000 from the Houghton County RLF. The loan will assist Peak Metal Roofing Products, LLC by providing permanent working capital and benefit at least 51% of low to moderate-income persons hired. No persons will be displaced as a result of the proposed project.

Further information, including a copy of Houghton County's community development plan and CDBG application is available for review during normal business hours of 8:00 am to 4:30 pm Monday-Friday at the County Controller's office, 5<sup>th</sup> floor, 401 East Houghton, Houghton, Michigan. Comments may be submitted in writing through February 12 or made in person at the public hearing.

Jennifer Kelly  
Houghton County Clerk  
(906) 482-1150

Houghton County Revolving Loan Fund Committee  
January 22, 2024  
Minutes

In Attendance: Glenn Anderson, Gretchen Janssen, Ethan Johnson, Traci Ward, Nathan Sturos, and Jeff Ratcliffe

Meeting called to order at 4:17 p.m.

Motion by Anderson, supported by Janssen to recommend approval of a \$45,000 permanent working capital loan to Peak Metal Roofing Products, LLC. The loan will carry an interest rate of 7% with an amortization term of ten years. The loan will be due and payable in five years. Collateral in the form of UCC1 on all machinery and equipment (subsidiary position), corporate and personal guarantees from owners. In addition to normal loan conditions that include meeting all MEDC Community Development Block Grant requirements including provision of job creation certification, providing financial statements quarterly for at least the first two years, a default interest charge of 3% over the loan interest, maintaining all liability and property insurance, and engaging with third party consultants such as MMTC, SBDC or others identified by the loan fund administrator on at least semi-annual basis with confirmation and consent for sharing of their consultations, owners must also maintain a minimum debt service coverage ratio of 1.25 after the draw, to be evaluated quarterly. Ayes Anderson, Janssen, Ward, and Sturos. Johnson abstained.

Meeting adjourned at 4:30 p.m.



TO: Ben Larsen, Administrator & Tom Tikkanen, Chairman  
Houghton County Board of Commissioners  
FROM: Jeff Ratcliffe, Executive Director & HCRLF Administrator  
Keweenaw Economic Development Alliance  
RE: Houghton County Revolving Loan Fund (HCRLF) Loan Recommendation  
DATE: January 29, 2024

The Houghton County RLF review committee at its January 22 meeting reviewed and is recommending approval of a \$45,000 working capital loan to Peak Metal Roofing Products, LLC, a metal roof and siding panel manufacturer located on Quincy Hill outside of Hancock and submitting the appropriate Community Development Block Grant (CDBG) Application to the Michigan Economic Development Corporation (MEDC).

The HCRLF loan will represent half of a \$90,000 permanent working capital loan request that is being split with the Keweenaw Revolving Loan Fund. The KRLF approved their half at their January 22 review committee meeting.

This project is a startup manufacturing operation that will supply into our local and regional residential and commercial construction markets. The project will create two new jobs.

If the County Board is in favor of making this loan, then the following approvals will be needed to comply with current MEDC guidelines for Houghton County's CDBG capitalized fund:

1. Approve the HCRLF committee's recommendation to make a \$45,000 permanent working capital loan to Peak Metal Roofing Products, LLC under the terms and conditions approved by the Review Committee in their attached minutes.
2. Approve the attached Authorizing Resolution to submit the CDBG Application to the MEDC.

**Houghton County Board of Commissioners**

Houghton County Courthouse  
401 East Houghton Avenue  
Houghton, MI 49931  
(906) 482-8307



Tom Tikkanen *Chairman*  
*District 1*  
Roy Britz *Vice Chairman*  
*District 5*  
Joel Keranen *Commissioner*  
*District 2*  
Glenn Anderson *Commissioner*  
*District 3*  
Gretchen Janssen *Commissioner*  
*District 4*

**HOUGHTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT LOAN PROGRAM  
(CLP) AUTHORIZING RESOLUTION**

**24-02**

**WHEREAS**, assisting the startup, expansion, or location of companies that create new jobs is a priority for Houghton County; and,

**WHEREAS**, the proposed Peak Metal Roofing Products, LLC will assist the creation of new manufacturing jobs in the County; and, **WHEREAS**, the Michigan Economic Development Corporation (MEDC) offers loans for assisting companies with permanent working capital; and

**WHEREAS**, Houghton County has requested Community Development Block Grant Loan Program funding authorization in the amount of \$45,000 from the MEDC; and,

**WHEREAS**, the proposed project is consistent with the local community development plan as described in the application and that at least 51% of the beneficiaries of the proposed project would be low and moderate income persons; and,

**WHEREAS**, no project costs will be incurred prior to a formal loan award, completion of the environmental review procedures and a formal, written authorization to incur costs is received from the MEDC.

**THEREFORE, BE IT RESOLVED** that the Houghton County Board of Commissioners authorizes submission of a CDBG Application in the amount of \$45,000 for the Peak Metal Roofing Products, LLC project.

**FURTHER, BE IT RESOLVED** that Lisa Mattila, County Treasurer, is authorized to execute the application form and attachments on behalf of the County, sign the Loan agreement, and serve as the certifying officer for the environmental review.

Moved by Commissioner:

Supported by Commissioner:

Roll Call Vote:

Yes:

No:

Motion Carried.

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Tom Tikkanen, Chairman  
Houghton County Board of Commission

\_\_\_\_\_  
Date

I, Jennifer Kelly, County Clerk of Houghton County, do hereby certify and set my seal to the above Resolution as adopted February 13, 2024, at the Houghton County Courthouse, 401 East Houghton Avenue, Houghton, MI 49931.

\_\_\_\_\_  
Jennifer Kelly, Houghton County Clerk

## REPURCHASE AGREEMENT

THIS AGREEMENT, by and between ROYALE AIR SERVICE, INC., a Minnesota corporation, whose address is 21125 Royce Road, Ripley, MI 49930, hereinafter "Seller," and THE COUNTY OF HOUGHTON, a municipal corporate body, organized and existing pursuant to Article VII, Section 1 of the Michigan Constitution of 1963, as successor in interest to the dissolved Houghton County Airport Authority, whose address is Houghton County Courthouse, 401 East Houghton Avenue, Houghton, MI 49931, hereinafter "Purchaser":

**WITNESSETH:**

1. **Property to be Sold:**

The Seller's predecessor in title previously purchased property from the Purchaser, which the Purchaser agrees to repurchase from the Seller upon the terms and conditions more fully set forth in this Repurchase Agreement. The Seller agrees to sell, and the Purchaser agrees to repurchase that real estate, including all improvements and appurtenances, if any, situated in the Township of Franklin, County of Houghton, and State of Michigan, more particularly described as follows:

Lot 2 of the Houghton County Airpark, a/k/a Houghton County Airport Plat, Franklin Township, Houghton County, Michigan, according to the recorded Plat thereof, said Plat being recorded in Plat Cabinet 1, Folio Number 88, Houghton County Records.

Subject to any and all restrictions, reservations, easements, rights-of-way, and covenants appearing in the record chain of title, including any and all restrictions or covenants adopted August 31, 1973 by the Houghton County Airport Authority, and recorded September 12, 1973, in Liber 23 of Misc. Records, at Page 157, Houghton County Register of Deeds Records, and as subsequently amended.



2. **Purchase Price and Terms of Payment:**

The purchase price of the property shall be the total sum of Forty Thousand and 00/100 Dollars (\$40,000.00), in cash at the time of closing.

3. **Present Title of Seller:**

It is understood that the Seller owns the property free and clear of material encumbrances, except any which will be discharged at or before closing.

4. **Taxes and Assessments:**

All taxes and assessments which have become a lien upon the property, whether recorded or not recorded, at the date of closing shall be paid by Seller. Current taxes will be prorated between the Purchaser and Seller as of the closing date. The parties acknowledge that Purchaser is a tax exempt entity.

5. **Evidence of Title:**

The Seller shall, no later than fourteen (14) days prior to the date of closing, deliver to Purchaser a title insurance commitment containing a current tax history, certified to a day subsequent to the day of this Purchase Agreement, in the full amount of the purchase price, to be issued subsequent to closing at no cost to the Purchaser.

6. **Title Failure:**

The Seller shall be allowed a reasonable extension of time for correction of defects in title, if any. In the event the Seller is unable, after using its best and reasonable efforts, to convey marketable title free and clear of encumbrances to said property at the time of closing or at such extended time as the parties may by supplemental agreement agree upon, then neither party shall be bound hereby, unless Purchaser elects to accept the property subject to such encumbrances, and this Agreement shall be deemed terminated.

7. **Conveyance:**

Conveyance shall be by Warranty Deed executed by the Seller to the Purchaser, together with and subject to any and all restrictions, reservations, easements or rights-of-way appearing in the record chain of title, including any and all restrictions or covenants adopted August 31, 1973, by the Houghton County Airport Authority, and recorded September 12, 1973, in Liber 23 of Misc. Records at page 157, Houghton County Register of Deeds Records, and as subsequently amended.

8. **Access, Time for Closing and Possession:**

This sale shall be closed at a mutually agreed time and day during the month of March 2024 unless extended by written agreement of the parties. Possession and ownership shall transfer to Purchaser upon closing.

9. **Miscellaneous Costs:**

To accommodate the repurchase, Seller shall pay all closing costs, including the cost of title insurance, all costs required to clear title, remove encumbrances, and/or other documents necessary to convey clear title, cost of preparing this Repurchase Agreement, Warranty Deed, recording cost, real estate transfer taxes and the customary closing fees charged by the title company upon closing the transaction.

10. **Real Estate Brokers:**

The parties represent to one another that no real estate brokers are involved in this transaction. Each party indemnifies the other against the claims of any brokers and sales people who allege that they represented a party or are entitled to a commission or fee as a result of the transaction.

Purchaser hereby discloses that two members of its governing Board of Commissioners, Tom Tikkanen and Gretchen Janssen, are licensed realtors in the State of Michigan, but further disclose that they possess no personal ownership interest in the property which is subject to this Purchase Agreement, and are not providing professional services in their capacity as licensed realtors in this transaction.

11. **Notices:**

All notices required by this Agreement shall be sent to the other party in writing. The notices shall be delivered either personally or by first class mail.

12. **Time is of the Essence:**

Time is of the essence in the performance of this Agreement.

13. **Amendment:**

This Agreement may not be amended except in writing by the party against whom enforcement of any waiver, change or discharge is sought.

14. **Entire Agreement:**

This Agreement contains all the representations by each party to the other and expresses the entire understanding between the parties with respect to the contemplated transaction. All prior communications concerning the subject matter are merged in or replaced by this Agreement.

15. **Applicable Law:**

This Agreement shall be construed and enforced according to Michigan law. Any action to enforce this Agreement shall be brought in Houghton County, Michigan.

16. **Conditions:**

The conditions of this Purchase Agreement extend to and bind the heirs, administrators, successors and assigns of the parties hereto.

Executed by the Seller on this \_\_\_\_\_ day of \_\_\_\_\_, 2024:

ROYALE AIR SERVICE, INC.

\_\_\_\_\_  
By: JONATHAN RECTOR  
Its: Director of Operations

*This area intentionally left blank.*

Executed by the Purchaser on this \_\_\_\_\_ day of February, 2024:

COUNTY OF HOUGHTON

---

TOM TIKKANEN, Chair  
Houghton County Board of Commissioners

This Instrument Prepared By:

Roger W. Zappa  
BENSINGER, COTANT & MENKES, P.C.  
122 West Bluff Street  
Marquette, MI 49855  
(906) 225-1000

**Houghton County Board of Commissioners**

Houghton County Courthouse  
401 East Houghton Avenue  
Houghton, MI 49931  
(906) 482-8307



Tom Tikkanen *Chairman*  
*District 1*  
Roy Britz *Vice Chairman*  
*District 5*  
Joel Keranen *Commissioner*  
*District 2*  
Glenn Anderson *Commissioner*  
*District 3*  
Gretchen Janssen *Commissioner*  
*District 4*

**REPURCHASE OF LOT 2 FROM ROYALE AIR SERVICE, INC.**

**24-03**

**WHEREAS**, the Houghton County Board of Commissioners, as successor in interest to the dissolved Houghton County Airport Authority on July 24, 1989, is authorized to all rights of interest and statutory authority granted to the dissolved Houghton County Airport Authority.

**WHEREAS**, the Houghton County Memorial Airport Committee, created on July 26, 1989, under the authority of the Houghton County Board of Commissioners, pursuant to Act 73 of the Public Acts of 1970 and Act 327 of the Public Acts of 1945, and pursuant to the authority vested in the County of Houghton by the Aeronautics Code of the State of Michigan, has the authority to adopt rules and regulations for the management, government and use of said Airport property.

**NOW THEREFORE, BE IT RESOLVED**, Tom Tikkanen, Houghton County Board Chair, is authorized to sign all documents necessary to complete and close upon the repurchase of Lot 2 of Houghton County Airpark Plat from Royale Air Service, Inc., a Minnesota corporation.

**BE IT FURTHER RESOLVED**, that the terms and conditions of a Repurchase Agreement presented to and considered by the Houghton County Board of Commissioners at its February 13, 2024, meeting are approved.

**BE IT FURTHER RESOLVED**, that at a Houghton County Board of Commissioners meeting held on February 13, 2024, the County of Houghton was hereby authorized to repurchase Lot 2 of the Airpark Plat for the purchase price of forty thousand and 00/100 dollars (\$40,000.00) pursuant to the foregoing Repurchase Agreement and pursuant to the Airport Industrial Park Covenants Section 5, Resale Rights, contained within the Houghton County Airpark Plat, recorded September 12, 1973, in Liber 23, Page 157, of Miscellaneous Records, Houghton County Register of Deeds.

Moved by Commissioner:

Supported by Commissioner:

Roll Call Vote:

Yes:

No:

Motion Carried.

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Tom Tikkanen, Chairman  
Houghton County Board of Commission

\_\_\_\_\_  
Date

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF HOUGHTON        )

I, Jennifer Kelly, County Clerk of Houghton County, do hereby certify and set my seal to the above Resolution as adopted February 13, 2024, at the Houghton County Courthouse, 401 East Houghton Avenue, Houghton, MI 49931.

\_\_\_\_\_  
Jennifer Kelly, Houghton County Clerk

**BID FORM**

**Project: Houghton County Courthouse  
Fire Alarm Upgrades**

CONTRACTOR:           Keweenaw Power & Lite          

ADDRESS:           19666 Campus Drive          

          Hancock, MI 49930          

PHONE:           906-370-8020          

EMAIL:           martyh@kplelectric.com          

SIGNATURE:           *Marty H*          

          Owner            
(Title)

          02/01/2024            
(Date)

**TOTAL BASE BID**

          Sixty Eight Thousand Dollars           (\$           68,000.00           )  
(Words) (Figures)

ADDENDUM ACKNOWLEDGEMENT

Bidder acknowledges receipt of the following Addenda, which are reflected in the Bid Price.

Addendum No. . Date: \_\_\_\_\_

Addendum No. . Date: \_\_\_\_\_

Addendum No. . Date: \_\_\_\_\_



Keweenaw Power & Lite  
19666 Campus drive  
Hancock, MI. 49930  
(906) 481-8020

## SCOPE LETTER / PROPOSAL

<b>Proposal To:</b>	UPEA	<b>Project Name:</b>	Houghton County Courthouse Fire Alarm Upgrades
<b>Date:</b>	02/01/2024	<b>Project Location</b>	401 E Houghton Ave Houghton, MI
<b>Architect:</b>	UPEA	<b>Bid Date / Time:</b>	02/01/2024 2PM
<b>Engineer:</b>	UPEA	<b>Bid Valid Until:</b>	30 days

Following is our proposal on the above-mentioned project and scope of work as listed below:

Drawings	G001, E101-E105, E501, E502
Specs	Bid set specs
Addenda	Keweenaw Power & Lite acknowledges (0) addenda.

**Electrical installation of new construction project per above listed documents and specific inclusions / exclusions below.**

### Specific Inclusions:

- 1) Electrical Permit
- 2) Wiremold wiring methods
- 3) Demo existing fire alarm devices as per drawings
- 4) Install fire alarm system and devices provided by owner
- 5) Provide conduits, wire-mold, boxes and cable
- 6) Provide electrical connection to existing fire alarm panels and devices to remain
- 7) New devices to match existing device heights and layouts
- 8) Testing and training
- 9) Fire caulking
- 10) Patching and painting as required
- 11) Core drilling
- 12) Payment and Performance bonding
- 13) We propose to do the project starting the beginning of April 2024 and finishing in June 2024

### Specific Exclusions:

- 1) Utility fees
- 2) Fire alarm device
- 3) Fire alarm panels
- 4) Delays due to courthouse sessions and access to areas preventing work

<b>BASE BID:</b>	<b>\$ 68,000.00</b>
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Electrical work as described above.

Acceptance Signature:

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Authorized Signature / Keweenaw Power & Lite:

*Marty Hammerstrom*

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Bond Number: 2565833

# Bid Bond

KNOW ALL BY THESE PRESENTS, That We, Keweenaw Power & Lite as Principal, and WEST BEND MUTUAL INSURANCE COMPANY, a corporation organized under the laws of the State of Wisconsin and having its principal office in West Bend, Wisconsin, in said State, as Surety, are held and firmly bound unto Houghton County as Owner, in the full and just sum of Five Percent ( 5 %) of amount bid for the payment whereof said Principal binds its heirs, administrators, and executors and said Surety binds itself, its successors and assigns firmly by these presents

WHEREAS, said Principal has submitted to said Owner a bid or proposal for HOUGHTON COUNTY COURTHOUSE FIRE ALARM UPGRADES

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if within Sixty days hereof and in accordance with said proposal a contract shall be awarded to said Principal and the said Principal shall enter into a contract for said work and shall furnish bond with surety as required for its faithful performance then this obligation shall be void, otherwise remain in full force and virtue.

Signed and Sealed this 1 day of February, 2024

**Principal:**

Keweenaw Power & Lite

By: *Marty Hammerstrom* (SEAL)

Name Typed: Marty Hammerstrom, President

Title

Witness: *[Signature]*

**Surety:**

West Bend Mutual Insurance Company

By: *Michael S. Mikkola* (SEAL)

Name Typed: Michael S Mikkola

Title

Witness: *Rebecca Shover*

Agency Name: THE TERVO AGENCY, INC.

Address: 230 QUINCY STREET

HANCOCK, MI 49930

Phone Number: (906) 482-0080

MICHIGAN ONLY: This policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218 and MCL 500.2236.

**POWER OF ATTORNEY**

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Michael S Mikkola

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of:

Twenty Million Dollars (\$20,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21<sup>st</sup> day of December, 1999.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 17th day of August, 2021.

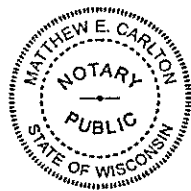
Attest Christopher C. Zwygart  
Christopher C. Zwygart  
Secretary



Kevin A. Steiner  
Kevin A. Steiner  
Chief Executive Officer/President

State of Wisconsin  
County of Washington

On the 17th day of August, 2021, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Matthew E. Carlton  
Matthew E. Carlton  
Senior Corporate Attorney  
Notary Public, Washington Co., WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 1st day of February, 2024.



Heather A. Dunn  
Heather Dunn  
Vice President – Chief Financial Officer

Notice: Any questions concerning this Power of Attorney may be directed to the Bond Manager at West Bend Mutual Insurance Company.



Ben Larson <administrator@houghtoncounty.net>

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**Fw: Houghton County Courthouse Fire Alarm Revised**

1 message

Tue, Feb 6, 2024 at 11:36 AM

**Paul Marttila** <pmarttila@upea.com>

To: "administrator@houghtoncounty.net" <administrator@houghtoncounty.net>

Cc: Karin Cooper <kcooper@upea.com>

Ben -

Please see attached for revised quote from Keweenaw Power & Lite

Paul Marttila, P.E.

Electrical Engineer

**U.P. Engineers & Architects, Inc.**

100 Portage Street

Houghton, MI 49931

906-482-4810 Office

906-315-1342 Direct

www.upea.com

---

**From:** Marty Hammerstrom <martyh@kplelectric.com>

**Sent:** Tuesday, February 6, 2024 11:27 AM

**To:** Paul Marttila <pmarttila@upea.com>

**Subject:** Houghton County Courthouse Fire Alarm Revised

You don't often get email from martyh@kplelectric.com. Learn why this is important

Please see the attached proposal:

Please call with any questions

Thanks

**Marty Hammerstrom**



906-370-8020



**Houghton County Courthouse Fire Alarm Cost Savings - KPL Electrical Proposal.pdf**

35K



Keweenaw Power & Lite  
 19666 Campus drive  
 Hancock, MI. 49930  
 (906) 481-8020

# SCOPE LETTER / PROPOSAL

## COST SAVINGS

<b>Proposal To:</b>	UPEA	<b>Project Name:</b>	Houghton County Courthouse Fire Alarm Upgrades
<b>Date:</b>	02/06/2024	<b>Project Location</b>	401 E Houghton Ave Houghton, MI
<b>Architect:</b>	UPEA	<b>Bid Date / Time:</b>	02/01/2024 2PM
<b>Engineer:</b>	UPEA	<b>Bid Valid Until:</b>	30 days

Following is our proposal on the above-mentioned project and scope of work as listed below:

Drawings	G001, E101-E105, E501, E502
Specs	Bid set specs
Addenda	Keweenaw Power & Lite acknowledges (0) addenda.

**Electrical installation of new construction project per above listed documents and specific inclusions / exclusions below.**

**Specific Inclusions:**

- 1) Electrical Permit
- 2) Wiremold wiring methods for areas needing concealed raceway
- 3) Free cable in areas above ceiling
- 4) Demo existing fire alarm devices as per drawings
- 5) Install fire alarm system and devices provided by owner
- 6) Provide conduits, wire-mold, boxes and cable
- 7) Provide electrical connection to existing fire alarm panels and devices to remain
- 8) New devices to match existing device heights and layouts
- 9) Testing and training
- 10) Fire caulking
- 11) Patching and painting as required
- 12) Core drilling
- 13) Payment and Performance bonding
- 14) We propose to do the project starting the beginning of April 2024 and finishing in June 2024

**Specific Exclusions:**

- 1) Utility fees
- 2) Fire alarm devices
- 3) Fire alarm panels
- 4) Delays due to courthouse sessions and access to areas preventing work

<b>BASE BID:</b>	<b>\$ 59,865.00</b>
------------------	---------------------

Electrical work as described above.

Acceptance Signature:

Authorized Signature / Keweenaw Power & Lite:

*Marty Hammerstrom*

**Houghton County Board of Commissioners**

Houghton County Courthouse  
401 East Houghton Avenue  
Houghton, MI 49931  
(906) 482-8307



Tom Tikkanen *Chairman*  
*District 1*  
Roy Britz *Vice Chairman*  
*District 5*  
Joel Keranen *Commissioner*  
*District 2*  
Glenn Anderson *Commissioner*  
*District 3*  
Gretchen Janssen *Commissioner*  
*District 4*

February 13, 2024

Rob Wolfe, Environmental Quality Analyst, Michigan Department of Environment, Great Lakes and Energy  
Marquette District Office  
1504 West Washington Street  
Marquette 49855

RE: Support for the River Trails, LLC Site Condominium Request for Variance for On-Site Well Uranium Levels and Capacity

Dear Mr. Wolfe:

The Houghton County Board of Commissioners is writing in support of a Request for Variance submitted on January 29, 2024, by Traverse Engineering on behalf of the River Trails, LLC site condominium project to allow for approval of the site condominium with individual on-site wells with deed restrictions to address likely uranium in the ground water and well capacity requirements contained in the applicable administrative rules.

The River Trails residential development, a 47 lot single family home development on a 126 acre site southeast of the City of Houghton and Michigan Technological University will provide much needed housing for professionals taking jobs at MTU and our growing manufacturing and technology companies.

Our understanding is that the developer has agreed to have appropriate conditions/restrictions placed in the development's Condominium By-Laws and Master Deed to require filtration of uranium found above EPA criteria and capacity requirements for individual wells and has provided drafts of both as part of his variance request. We feel that the developer has exercised good faith throughout his effort to secure approval of his site condominium plan and will ensure that this development meets the necessary public health and environmental safety standards required.

If you have any questions, please contact Ben Larson, Administrator at 906-482-8307.

Sincerely,

Houghton County Board of Commission

CC: State Senator Ed McBroom, State Representative Greg Markkanen

Phillip Roos, Director, EGLE



# COPPER COUNTRY MENTAL HEALTH SERVICES

SERVING BARAGA, HOUGHTON, KEWEENAW & ONTONAGON COUNTIES

January 29, 2024

Ms. Jennifer Kelly, Houghton County Clerk  
Houghton County Courthouse  
401 E. Houghton Avenue  
Houghton, MI 49931

RE: Copper Country Mental Health Board Member Re-Appointment(s)

Dear Ms. Kelly,

The terms for **Barry Fink, Pat Rozich, James Tervo, Richard Herrala, and Julie Farmer**, as members of the Copper Country Mental Health Services Board of Directors, expires on March 31, 2024. Each of these Board members have provided years of valuable service as a Board member for our agency and are willing to continue serving.

**Copper Country Mental Health Services is requesting that the Houghton County Commissioners re-appoint Barry Fink, Pat Rozich, James Tervo, Richard Herrala, and Julie Farmer for a three-year term beginning April 1, 2024 and ending March 31, 2027.**

Please feel free to contact me at (906) 482-9400 or [admindept@cccmh.org](mailto:admindept@cccmh.org) if you have any questions or need any further information. Thank you for your assistance in this process.

Sincerely,

Mike Bach, Executive Director  
Copper Country Mental Health Services

/ac

---

Baraga County	Houghton County	Keweenaw County	Ontonagon County	Training & Prevention
BARAGA CO. CENTER 15644 Skanee Road L'Anse, MI 49946 (906) 524-5885 Fax: (906) 524-5866	RICE MEMORIAL CENTER 901 West Memorial Drive Houghton, MI 49931 (906) 482-9400 Fax: (906)-482-9794	CALUMET (CLK) CENTER 56938 Calumet Avenue Calumet, MI 49913 (906) 337-5810 Fax: (906) 337-2108	ONTONAGON CO. CENTER 515 Quartz Street Ontonagon, MI 49953 (906) 884-4804 Fax: (906) 884-4856	THE INSTITUTE 900 West Sharon Avenue Houghton, MI 49931 (906) 482-4880 Fax: (906) 482-7657

**Houghton County Board of Commissioners**

Houghton County Courthouse  
401 East Houghton Avenue  
Houghton, MI 49931  
(906) 482-8307



Tom Tikkanen *Chairman*  
*District 1*  
Roy Britz *Vice Chairman*  
*District 5*  
Joel Keranen *Commissioner*  
*District 2*  
Glenn Anderson *Commissioner*  
*District 3*  
Gretchen Janssen *Commissioner*  
*District 4*

**RESOLUTION IN SUPPORT OF RENAMING A PORTION OF MICHIGAN HIGHWAY 26  
IN HOUGHTON COUNTY, MICHIGAN IN HONOR OF PRIVATE WESLEY KARNA  
24-04**

**WHEREAS**, it is with deep respect that we remember the life and sacrifice of Private Wesley Karna, a brave American soldier born on August 24, 1922 in Painesdale, Michigan, and

**WHEREAS**, Private Wesley Karna was one of nine children born to Erick and Ida Karna, Finnish immigrants, and

**WHEREAS**, Private Wesley Karna worked at a young age to provide for his family, having lost his father in a mining accident when Wesley was only seven years old, and

**WHEREAS**, Private Wesley Karna served his country with honor and distinction in the United States Army during World War II, specifically in the Fifth Army, 91st Infantry, 362nd Regiment, F Company in Italy, and

**WHEREAS**, Private Wesley Karna, at the age of only 22 years, exhibited exceptional courage, bravery, and selflessness in the face of perilous danger, never faltering in his allegiance to protect and defend not only his brothers in arms, but also the nation he loved, and

**WHEREAS**, tragically, on September 22, 1944, while fighting in northern Italy against the Gothic Line, Private Wesley Karna made the ultimate sacrifice for his country; he was Killed in Action (KIA), leaving behind a legacy of valor and earning the gratitude of a nation, and

**WHEREAS**, Private Wesley Karna's dedication to duty and unwavering commitment to the principles of freedom, democracy, and justice render him one of the truest examples of the Greatest Generation, and

**WHEREAS**, in recognition of his sacrifice, Private Wesley Karna earned a Purple Heart from a nation indebted to his service, and

**WHEREAS**, Private Wesley Karna was killed before he had children, thus leaving no direct descendants, and

**WHEREAS**, Private Wesley Karna's remains were temporarily interred in Italy before being returned to his family and buried in Mountain View Cemetery in South Range, Michigan in 1948, and

**WHEREAS**, it is fitting and proper to commemorate the exceptional life and great sacrifice of Private Wesley Karna, ensuring that his memory endures as an inspiration to future generations, and

**WHEREAS**, the section of M26 in Houghton County, Michigan, stretching from the southern Painesdale limit to Academy Street in South Range, MI, represents the journey from the place of Private Wesley Karna's birth to his final resting place, and

**WHEREAS**, renaming this section of M26 as the "Private Wesley Karna Memorial Highway" will serve as a lasting tribute to Private Wesley Karna's heroism and sacrifice, reminding all who traverse the highway of the extraordinary sacrifices for our freedom displayed by this local soldier and all his compatriots who bravely served in World War II,

**NOW, THEREFORE, BE IT RESOLVED**, that we, the undersigned representatives of The Village of South Range/Adams Township/Houghton County, Michigan, do hereby support the renaming of the section of M26 from the southern limit or Painesdale, Michigan to the northern village limit of South Range, MI, the "Private Wesley Karna Memorial Highway," in honor of Private Wesley Karna's selfless service and his ultimate sacrifice for our nation.

**BE IT FURTHER RESOLVED**, that we convey this resolution to State Senator Ed McBroom and State Representative Gregory Markkanen, requesting their support and cooperation in erecting the necessary signage and markers along the highway, ensuring that Private Wesley Karna's name and legacy are forever etched in the hearts and minds of our community.

Moved by Commissioner:

Supported by Commissioner:

Roll Call Vote:

Yes:

No:



Motion Carried.

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Tom Tikkanen, Chairman  
Houghton County Board of Commission

\_\_\_\_\_  
Date

I, Jennifer Kelly, County Clerk of Houghton County, do hereby certify and set my seal to the above Resolution as adopted February 13, 2024, at the Houghton County Courthouse, 401 East Houghton Avenue, Houghton, MI 49931.

\_\_\_\_\_  
Jennifer Kelly, Houghton County Clerk

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

## State Tax Commission Petition for Approval of County Designated Assessor

Issued under authority of Public Act 206 of 1893, as amended by 660 of 2018. Filing is mandatory.

Following the enactment of Public Act 660 of 2018, every county must have a Designated Assessor on file with the State Tax Commission by December 31, 2020. To designate an assessor as a Designated Assessor, this petition, along with an interlocal agreement executed by the majority of the local units within the county, the County Board of Commissioners and the proposed Designated Assessor must be submitted to the State Tax Commission. In the event that a new Designated Assessor must be approved, the county shall submit a new petition and required interlocal agreement to the State Tax Commission.

The State Tax Commission will conduct a review of the petition and interlocal agreement to determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit within the county that contracts with them.

COUNTY INFORMATION			
Name of County Houghton County		Required Certification Level of County (MAAO, MMAO) MAAO	
Name of County Board of Commissioners Chairperson Thomas Tikkanen		E-mail Address jaikob@houghtoncounty.net	Telephone Number 906-482-0250
Name of Current Equalization Director Jaikob Djerf		Certificate Number R- 9739	Certification Level (MAAO, MMAO) MAAO
DESIGNATED ASSESSOR INFORMATION			
Name of Proposed Designated Assessor TAG Consulting (Mildred Ann Gasperich)		Certificate Number R- 9384	Certification Level (MAAO, MMAO) MAAO
Mailing Address 58807 Lakeshore Dr		City Calumet	State MI
Telephone Number 906-281-2009		ZIP Code 49913	
Current Place of Employment Breitung Township		E-mail Address timanng@gmail.com	
Current Title/Position Deputy Assessor			
Past Assessing Experience (attach additional pages as necessary) Calumet Township, Keweenaw County Equalization, see attached resume			
REQUIRED INTERLOCAL AGREEMENT (attach agreement and check ALL appropriate boxes)			
<input checked="" type="checkbox"/> Interlocal Agreement designates the individual who will serve as the County's Designated Assessor <input checked="" type="checkbox"/> Interlocal Agreement executed by the County Board of Commissioners <input checked="" type="checkbox"/> Interlocal Agreement executed by a majority of assessing districts within the named county <input checked="" type="checkbox"/> Interlocal Agreement executed by the individual who will serve as the County's Designated Assessor			
CERTIFICATION			
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.</i>			
Signature of Designated Assessor		Date	
Signature of County Equalization Director		Date	

Mail or E-mail the completed application and required documentation to:

State Tax Commission  
Designated Assessor  
PO Box 30471  
Lansing, MI 48909

State-Tax-Commission@michigan.gov

## **Interlocal Agreement for Houghton County to Approve the Designated Assessor for the period March 1, 2024 through December 31, 2026**

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners for Houghton County, a majority of the assessing districts in Houghton County, and the individual put forth as the proposed Designated Assessor. Houghton County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties."

### **RECITALS**

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Houghton, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq.*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

### **BACKGROUND INFORMATION**

Houghton County proposes that **TAG Consulting** represented by assessors:

Mildred Ann Gasperich, MAAO R-9384 [Designated Assessor] & Timothy Paul Gasperich, MCAO R-9281 [Assistant, as needed] serve as the Designated Assessor for the following assessing districts within Houghton County:

TOWNSHIP/CITY	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	TIMBER CUTOVER	DEVELOPMENTAL	TOTAL REAL	TOTAL PERSONAL	TOTAL REAL & PERSONAL	DNR-PILT	CFR	EXEMPT	SPECIAL ACTS
ADAMS TWP	0	85	13	1,452	1	0	1,551	56	1,607	20	107	142	133
CALUMET TWP	0	335	41	3,873	46	0	4,295	233	4,528	4	48	394	60
CHASSELL TWP	71	60	0	1,370	29	0	1,530	45	1,575	8	31	112	10
DUNCAN TWP	11	24	0	556	74	0	665	26	691	15	69	222	85
ELM RIVER TWP	0	19	7	531	0	0	557	24	581	26	253	72	279
FRANKLIN TWP	3	79	28	977	0	0	1,087	59	1,146	7	6	137	16
HANCOCK TWP	0	5	0	495	0	0	500	11	511	2	20	24	20
LAIRD TWP	40	7	0	999	26	0	1,072	17	1,089	3	73	218	75
OSCEOLA TWP	10	60	24	1,212	18	0	1,324	63	1,387	7	28	160	35
PORTAGE TWP	82	130	22	2,216	156	0	2,606	106	2,712	9	150	254	160
QUINCY TWP	0	12	3	188	0	0	203	16	219	3	1	25	4
SCHOOLCRAFT TWP	34	71	0	1,334	99	0	1,538	64	1,602	3	28	124	31
STANTON TWP	43	9	3	1,593	8	0	1,656	21	1,677	13	290	61	290
TORCH LAKE TWP	16	36	4	2,365	167	0	2,588	58	2,646	15	235	145	251
HANCOCK CITY	0	435	16	1,315	0	0	1,766	181	1,947	4	0	197	5
HOUGHTON CITY	0	298	7	1,562	0	15	1,882	292	2,174	0	0	424	1
<b>COUNTY TOTALS</b>	<b>310</b>	<b>1,665</b>	<b>168</b>	<b>22,038</b>	<b>624</b>	<b>15</b>	<b>24,820</b>	<b>1,272</b>	<b>26,092</b>	<b>139</b>	<b>1,339</b>	<b>2,651</b>	<b>1,468</b>

Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an assessing district is subject to the designated assessor process.

### **QUALIFICATIONS OF DESIGNATED ASSESSOR**

Included as an addendum to this AGREEMENT, the Houghton County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:

1. Resume providing the Designated Assessor's current employment status as well as additional details regarding the Designated Assessor's current assessing responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Houghton County.
2. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.
3. Proposed Fee Schedule.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an assessing district in Houghton County shall act as the Assessor of Record for that assessing district. When acting as the Assessor of Record for an assessing district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

## **DUTIES AND RESPONSIBILITIES OF HOUGHTON COUNTY AND ASSESSING DISTRICTS WITHIN HOUGHTON COUNTY**

The Parties to this AGREEMENT understand and agree that the assessing districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, to the following:

1. Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the assessor of record for the assessing district and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
2. Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the assessing district's assessor of record.
3. Provide any technology, equipment, and workspace necessary for the Designated Assessor to carry out their requirements under this Agreement.

## **DESIGNATED ASSESSOR COMPENSATION**

The Designated Assessor shall charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

Payment terms and fee structure (i.e. payor, timeline for payment or payments, reimbursement terms, hourly rate, dollar/parcel amount / assessed value) are established by the assessment districts. All fees and expense reimbursements will be paid by the assessment districts to the Designated Assessor according to the attached Designated Annual Reimbursement.

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF HOUGHTON

\_\_\_\_\_  
Thomas Tikkanen, Chairperson

\_\_\_\_\_  
Date

COUNTY BOARD OF COMMISSIONERS

ADAMS TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CHASSELL TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

DUNCAN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

ELM RIVER TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FRANKLIN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

HANCOCK TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

LAIRD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

OSCEOLA TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF HOUGHTON

\_\_\_\_\_  
Thomas Tikkanen, Chairperson

\_\_\_\_\_  
Date

COUNTY BOARD OF COMMISSIONERS

ADAMS TOWNSHIP

*Gerald Heikkinen*  
Supervisor

*Dec 4, 2023*  
Date

CHASSELL TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

DUNCAN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

ELM RIVER TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FRANKLIN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

HANCOCK TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

LAIRD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

OSCEOLA TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF HOUGHTON


\_\_\_\_\_  
Thomas Tikkanen, Chairperson  
COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Date

ADAMS TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CHASSELL TOWNSHIP  
  
\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
11/8/23  
Date

DUNCAN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

ELM RIVER TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FRANKLIN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

HANCOCK TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

LAIRD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

OSCEOLA TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF HOUGHTON

\_\_\_\_\_  
Thomas Tikkanen, Chairperson

\_\_\_\_\_  
Date

COUNTY BOARD OF COMMISSIONERS

ADAMS TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CHASSELL TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

DUNCAN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

ELM RIVER TOWNSHIP



\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
12-7-2023  
Date

FRANKLIN TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

HANCOCK TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

LAIRD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

OSCEOLA TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF HOUGHTON

\_\_\_\_\_  
Thomas Tikkanen, Chairperson Date

COUNTY BOARD OF COMMISSIONERS

ADAMS TOWNSHIP

\_\_\_\_\_  
Supervisor Date

CHASSELL TOWNSHIP

\_\_\_\_\_  
Supervisor Date

DUNCAN TOWNSHIP

\_\_\_\_\_  
Supervisor Date

ELM RIVER TOWNSHIP

\_\_\_\_\_  
Supervisor Date

FRANKLIN TOWNSHIP

\_\_\_\_\_  
Supervisor Date

HANCOCK TOWNSHIP



\_\_\_\_\_  
Date  
12/11/23

LAIRD TOWNSHIP

\_\_\_\_\_  
Supervisor Date

OSCEOLA TOWNSHIP

\_\_\_\_\_  
Supervisor Date

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF HOUGHTON

\_\_\_\_\_  
Thomas Tikkanen, Chairperson Date

COUNTY BOARD OF COMMISSIONERS

ADAMS TOWNSHIP

\_\_\_\_\_  
Supervisor Date

CHASSELL TOWNSHIP

\_\_\_\_\_  
Supervisor Date

DUNCAN TOWNSHIP

\_\_\_\_\_  
Supervisor Date

ELM RIVER TOWNSHIP

\_\_\_\_\_  
Supervisor Date

FRANKLIN TOWNSHIP

\_\_\_\_\_  
Supervisor Date

HANCOCK TOWNSHIP

\_\_\_\_\_  
Supervisor Date

LAIRD TOWNSHIP

Patricia Spencer  
Supervisor Date 11-27-2023

OSCEOLA TOWNSHIP

\_\_\_\_\_  
Supervisor Date

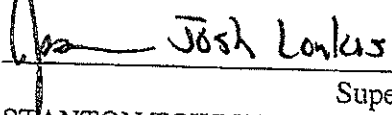
PORTAGE TOWNSHIP

\_\_\_\_\_  
Supervisor  
QUINCY TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
SCHOOLCRAFT TOWNSHIP

\_\_\_\_\_  
Date

  
Supervisor  
STANTON TOWNSHIP

2/9/2024  
Date

\_\_\_\_\_  
Supervisor  
TORCH LAKE TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
HANCOCK CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager  
HOUGHTON CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_  
Mildred Ann Gasperich, for  
TAG Consulting

\_\_\_\_\_  
Date

PORTAGE TOWNSHIP

\_\_\_\_\_  
Supervisor  
QUINCY TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
SCHOOLCRAFT TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
STANTON TOWNSHIP

\_\_\_\_\_  
Date

*Mary Ann*

*11/01/2023*

\_\_\_\_\_  
Supervisor  
TORCH LAKE TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
HANCOCK CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager  
HOUGHTON CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_  
Mildred Ann Gasperich, for  
TAG Consulting

\_\_\_\_\_  
Date

PORTAGE TOWNSHIP

\_\_\_\_\_  
Supervisor  
QUINCY TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
SCHOOLCRAFT TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
STANTON TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
TORCH LAKE TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

HANCOCK CITY

Mary Babcock  
Manager

12/20/2023  
Date

HOUGHTON CITY

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_  
Mildred Ann Gasperich, for  
TAG Consulting

\_\_\_\_\_  
Date

PORTAGE TOWNSHIP

\_\_\_\_\_  
Supervisor  
QUINCY TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
SCHOOLCRAFT TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
STANTON TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
TORCH LAKE TOWNSHIP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
HANCOCK CITY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

HOUGHTON CITY



Eric T. Waara      Manager

09 Nov 2023  
Date

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_  
Mildred Ann Gasperich, for  
TAG Consulting

\_\_\_\_\_  
Date



## Disclosure

CALUMET TOWNSHIP will not be signing the interlocal agreement. Tim Gasperich is their current assessor. This is a conflict of interest.

# TAG Consulting

Timothy Paul Gasperich  
Mildred Ann Gasperich

## Relevant Experience

### R-9281

### Timothy Paul Gasperich

### MCAO 2012

2019 ~ Current Supervisor & Assessor of Record Charter Township of Calumet  
Oversee all operations of the Township. As the Assessor of Record, supervise the preparation of the assessment roll, verifying all requirements of MCL 211.10d(9) are complete. Work in conjunction with the assessor to research, evaluate and determine oddities as they arise. Review all land division requests, verify correct classification for all parcels. Work with local industry to receive, review and process the Industrial Facilities Exemptions (IFE) to support keeping business in the Township. Successfully processed IFE's for Royale Inc., REL Inc., and Calumet Electronics Corporation.

2011 ~ 2019 Assessor of Calumet

Work in conjunction with the Assessor of Record to conduct field work, verification of effective age, class, and updating the photos and sketches as necessary. Understand the location and classes within the township to support equitable assessments of all parcels. Assist staff with Land Sales and ECF studies, Verify new construction, determine value using the current State Tax Commission approved assessor manual, and implementation. Respond to customer inquiries in a timely manner. Conduct annual personal property canvass, verify and enter personal property statements including all EMPP's. Prepare for signature in a timely fashion all required forms and documents to the County and the State.

2010 ~ 2019 Trustee Township of Calumet

1989 ~ 2018 Research Associate Michigan Technological University

### R-9384

### Mildred Ann Gasperich

### MAAO 2021

2019 ~ Current Deputy Assessor Charter Township of Breitung

Work in conjunction with the Assessor to ensure accurate, uniform and equitable assessments for all parcels in all classes. Primary duties include Land Sales and ECF studies and analysis, determinations and implementation. Respond to customer inquiries for documents and answer questions providing a high level of customer service. Conduct field work for the 20% review, recent sales, building permits and personal property canvass. Provide staff support regarding training and education for consistent data entry. Assist staff with entering of property transfer data, processing PRE's and determining when an uncapping should occur. Prepare and participate in July, December and March Board of Review. Conduct split/combine applications of parcel(s) as approved by the assessor. Assists in analysis of Michigan Tax Tribunal cases. Attend Township Board meetings as requested.

2010 ~ 2021 Equalization Assistant Keweenaw County

Assist in maintaining the Countywide database. Provide excellent customer service regarding inquiries of parcels. Process property transfer records and send out Real Property Statements to new buyers. Review and process land division requests, for splits or combinations, including creating new legals if necessary. County liaison with the County wide GIS and Addressing.

2011 ~ 2021 Deputy Assessor Charter Township of Calumet

Work in conjunction with the Assessor. Conduct evaluations, appraisals and assessments on the parcels within the township. Review annually the land value guide and conduct the Land Value and ECF analysis. Assist in the personal property canvass. Proof submittals for the tax tribunals. Verify property class, process PRE's, enter many different methods of property transfers, follow up questionable transactions with property owner or deed preparer. Review and process land divisions per the township and state requirements. Follow up with surveyors as appropriate.

1989 ~ 2004 Dispatch Director/Emergency Management Coordinator Houghton County

## Conflict of Interest

As the Assessor of Record and Supervisor, the Charter Township of Calumet will not sign the agreement.

**Annual Retainer**

The County will financially support the required recertification fees of the assessors listed above, including fees and lodging associated with class room continuing education.

**Failed Audit  
PA 660**

In the case of a substantial or technological failure determination made by the State Tax Commission with a requirement of services of a designated assessor, to assist the assessor of record with implementation of a corrective action plan, mentoring, regularly scheduled on-site work sessions an hourly fee of \$50.00 will be billed by TAG Consulting to the Township.

**Class or  
Complete  
Reappraisal  
Required**

In the case of a determination for a classification or complete reappraisal or reevaluation the attached fee schedule will be billed by TAG Consulting to the Township.

See attachment A for further detail.

**Misc Township  
Expenses**

The Township is responsible for providing licensing for the BS&A Assessing software, Apex, GIS integration for both BS&A and Pivot Point as well as a laptop and tablet, to be retained by the Township. The Township is expected to pay for all costs associated with the proper distribution of the annual notice of change mailed in February. Township will provide all other necessary materials.

## Attachment A

### Fee Schedule

#### Annual Per parcel Fees:

Fee charged will be the general fee listed unless a parcel fits into a category listed under alternate fees.

##### General per parcel fees

Agricultural:	\$18.00
Commercial and Industrial:	\$18.00
Developmental:	\$18.00
Residential:	\$18.00
Timber Cutover:	\$ 6.00
Personal Property (All Classes):	\$ 6.00

##### Alternate per parcel fees:

Exempt (no value)	\$5.00
DNR PILT	\$5.00
Parcels with Abatement or Exemption Certificates	\$50.00
Reference Parcels	\$0.00

##### Services included in the above per parcel fees:

- 20% Annual Field work including, Apex sketches, inspection date entry, and attached photos
- Sales & Permit Entry
- Document processing including PRE affidavits & rescissions, PTAs, RPS, PP Statements, exemption applications
- Taxpayer assistance, from county office
- Preparation and filing of all standard STC forms and reports
- Attendance at BOR meetings, as necessary
- Attendance at township meetings, as requested
- Canvass for personal property
- MTT Small Claims case representation and preparation

\*Parcel counts for determining fees will be based on the most recent L-4022 ad valorem and special acts reports for the Assessing District receiving services.

##### Additional fees:

Tax Increment Financing Authority (DDA/Brownfield):	\$600.00 annually per authority
Misc. work by MAAO:	\$50.00 per hour
Misc. work by MCAO:	\$45.00 per hour
Misc. work by support:	\$40.00 per hour
Residential Improved Reappraisal:	\$60.00 additional per parcel
COM/IND/AG Improved Reappraisal:	\$75.00 additional per parcel
Vacant Reappraisal:	\$25.00 additional per parcel
Mileage : IRS standard business rate	

##### Services charged based on the additional fees:

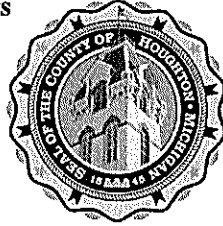
- Office hours at Township or City Hall
- STC reporting requirements, specific to DAs, if any
- Post-disaster reappraisals & reporting
- Travel (excluding travel for services listed as included in per parcel fees) will be paid at both the appropriate hourly and mileage rates

##### Items to be billed at cost:

- Attorney, appraisal, and accommodation costs for full tribunal cases
- Costs associated with online records requirements of assessing reform
- Public notice fees
- Printing & postage fees, including but not limited to change notices, tax bills, assessment rolls, and personal property statements
- Software licensing (APEX, Pivot Point, BS&A)
- Tech equipment costs (laptop, tablet etc.)

**Houghton County Board of Commissioners**

Houghton County Courthouse  
401 East Houghton Avenue  
Houghton, MI 49931  
(906) 482-8307



Tom Tikkanen *Chairman*  
*District 1*  
Roy Britz *Vice Chairman*  
*District 5*  
Joel Keranen *Commissioner*  
*District 2*  
Glenn Anderson *Commissioner*  
*District 3*  
Gretchen Janssen *Commissioner*  
*District 4*

February 13, 2024

Stanton Township  
50960 Canal Road  
Houghton, MI 49931

Supervisor Marty Rajala and Stanton Township Board of Trustees:

The Houghton County Board of Commission pledges their support for the request made to the Michigan DNR by Stanton Township to repair, restore, reopen, and possibly upgrade trails #120 and #121 (a.k.a, The Frida Grade and/or the Freda Loop) which were devastated and closed due to the "Father's Day Flood" of 2018.

The trail system is vital to the economic support of Stanton Township businesses and the enjoyment of the local trail enthusiasts. Houghton County is a four-season Destination for both motorized and non-motorized with the largest Trail System in the Midwest, and this portion of Trails in Stanton Township is the remaining segment that still needs addressing and repair to bring it back to pre-Flood conditions. Having fully reopened trail systems brings many tourists to all of our local lodging units, restaurants, and merchants, and it helps to keep this area visible, accessible, and open to all. We are excited to see the progress of getting the trail reopened between Dollar Bay and Lake Linden, and we hope that the Freda Grade will get the same soon.

Please consider the requested funding and investment in the Freda Grade reopening to keep the outdoors and this beautiful landscape along the Freda Grade open and accessible to all users.

Respectfully,

Houghton County Board of Commission

**COUNTY OF HOUGHTON  
Conference or Other Travel Request**

Reason for Travel: Certified Court Managers Program  
 Dates of Travel: 2-25-24 through 3-2-24 Pt 4 & 5  
6-3-24 through 6/7/24 Pt 6

Check any of the following as applicable for this travel request:

Required Training		Conference Attendance:		Association Meeting:	
Needed for License		Annual		Annual	
Needed for Certification	X	Bi-Annual		Bi-Annual	
State or Other Mandate		Other		Other	
Seminar				Training Not Required	

This request is included in the Department Budget:  Yes  No

Estimated costs to be requested for payment from Houghton County

2,459.00

Portion of costs to be paid other than by Houghton County: 0

Submitted by: Michele Jellman Title Court Administrator Date 2/6/24

\*\*\*\*\*  
 \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved by the Houghton County Board of  
 Commissioners at their meeting held on \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



## Upper Peninsula Commission for Area Progress

P.O. Box 606 • Escanaba, Michigan 49829

(906) 786-4701 • Fax (906) 786-5853

[www.upcap.org](http://www.upcap.org)

February 5, 2024

Elizabeth Bjorn  
Houghton County Administrator  
401 E. Houghton Ave  
Houghton, MI 49931

Dear Ms. Bjorn:

BILL FOR UPCAP SERVICES, INC., DUES - 2024: \$1,100.00

The above-requested dues amount was submitted to you on August 21, 2023, for inclusion in your budget. Your remittance will be appreciated.

NOTE: Would you kindly mail your check to UPCAP Services, Inc., P.O. Box 606, Escanaba, Michigan 49829. If you have any questions, please do not hesitate to call. Thank you for continuing your membership with UPCAP. We look forward to serving you this year and in the years to follow.

Sincerely,

Jonathan Mead  
Executive Director

JM:tl

The Upper Peninsula Commission for Area Progress (UPCAP) is a regional 501 (c) (3) charitable organization, responsible for development, coordination, and provision of human, social, and community resources within the Upper Peninsula of Michigan. In 1974, UPCAP was designated as the Region XI (U.P.) Area Agency on Aging whose purpose is to advocate for and provide services to older adults residing in the 15 counties of the Upper Peninsula.

Keweenaw Economic Development Alliance

P.O. Box 724

Houghton, MI 49931

# Invoice

Date	Invoice #
1/30/2024	1914

Bill To
Houghton County Ben Larson, Administrator 401 E. Houghton Ave. Houghton, MI 49931

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			1/30/2024			

Quantity	Item Code	Description	Price Each	Amount
1	Membership	2024 KEDA Membership Support	20,000.00	20,000.00

<b>Total</b>	\$20,000.00
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101-750-959.001





February 2, 2024

Ben Larson, Administrator  
Houghton County  
401 E. Houghton Ave.  
Houghton, MI 49931

**RE: 2024 Keweenaw Economic Development Alliance (KEDA) Membership Support**

Dear Mr. Larson:

Attached is your invoice for the 2024 Keweenaw Economic Development Alliance membership dues. 2023 was another year of growth in our area economy and KEDA continued doing its part to keep this growth moving forward. Your continued support provides the resources that will ensure that we can continue our effort through what will continue to be a productive year for the Keweenaw.

**Key Highlights of 2023:**

- 440+ retention and outreach visits to area companies with follow up as well as referrals to SBDC, Michigan Works!, MEDC, PTAC, MDARD and others
- Completion of the \$4.3 million Hancock Business & Technology Park that we initiated with the City of Hancock in 20219 including securing an additional \$969k of MEDC Strategic Site Readiness funding to cover additional costs
- Prepared assessment of the economic impact of the failure of the Adams Township water transmission main due to failure of the Bill Nichols Rail Trail drainage infrastructure to support a FEMA application by the DNR
- Three non-traditional developer assisted building rehab projects in downtown Calumet were completed totaling over \$3 million; a fourth \$738k assisted project in Calumet had its funding approved and is under construction; a fifth \$831k assisted redevelopment project in Hancock is in final stage of the funding process and a \$3.4 million assisted redevelopment project in Houghton is in the pre-application review process for MEDC funding
- Assisted the Houghton County Land Bank Authority to complete the \$516k demolition of nine structures supported by a \$200k SLB grant and Houghton County ARPA funds
- Raised another \$6,000 towards the Portage Health Foundation education endowment fund that will support permanent funding for the annual Copper Shores-KEDA CTE Scholarship program
- Completed the review and updating of the Keweenaw Economic Development Strategic Plan

Our annual report is attached.

In addition to our primary focus on delivering economic development services to our companies and communities, KEDA continues to work collaboratively with the members of Team Peninsula, Houghton County Land Bank Authority, WUPPDR, InvestUP and many others to move forward economic development initiatives that will have a regional impact.

Please do not hesitate to call or e-mail me if you have questions about the organization, are looking for information, or have business or community development issues you need assistance with. I can be reached at 989-350-1206 or at [jeff@kedabiz.com](mailto:jeff@kedabiz.com).

Reminder, KEDA is a 501(c)(3) non-profit organization. Contributions to KEDA are tax deductible to the extent allowed by law. If you wish to charge your dues, please call me at (989) 350-1206 and I will take your information over the phone.

Sincerely,



Jeff Ratcliffe  
Executive Director