

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 Board of Commissioners:

Action is needed to accept / decline the adoption of Benefit E Cola for existing retirees of division 02 (Sheriff Other). If acceptance is granted, the County must pay \$195,071.00. This is an annual item that is presented to the BOC.

A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator



Ben Larson <administrator@houghtoncounty.net>

E COLA Results & Paperwork - Houghton Co

1 message

Stephanie Kazmierski <skazmierski@mersofmich.com>
To: "ben@houghtoncounty.net" <ben@houghtoncounty.net>

Tue, Aug 20, 2024 at 9:38 AM

Good morning –

Please find the attached results of the certified report for adopting Benefit E COLA for existing retirees of division 02 (Sheriff Other). Page 5 shows the increase in the actuarial accrued liability for adopting this benefit, as \$195,071. The County is required to pay this amount up front before adopting the COLA benefit for the retirees. If you would like we can set up a time to go over the results.

If you wish to move forward, please submit the amount indicated above to MERS at the address listed below, along with the attached DB Adoption Agreement. I have prepopulated the form with the COLA information and highlighted any sections that require your attention, you do not need to complete any other sections on the form.

Once the board approves, you may sign the form as the Authorized Signer; there is no need to send the board minutes. The paperwork and the check must be received by year end to ensure the COLA will be applied for the January payment. Please let me know if you have any questions

Stephanie Kazmierski

Benefit Plan Coordinator

Municipal Employees' Retirement System of Michigan

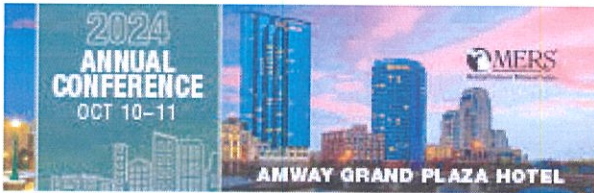
1134 Municipal Way

Lansing, MI 48917

Phone 517.703.1328

www.mersofmich.com





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2 attachments



Amended DB Adoption Agreement - 3102 Houghton Co.pdf

244K



3102-02_2024-08-13_BenefitE.pdf

196K



August 13, 2024

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

Subject: Supplemental Valuation for Houghton Co (3102), Division 02

The purpose of this report is to show the financial implications to the employer of a change to the Current Retiree COLA provision as noted in the table below.

<u>Division</u>	<u>Proposed Change in Benefit</u>
Sheriff Other (02)	Benefit E 2%; COLA Effective 1/1/2025

This report was prepared at the request of MERS staff on behalf of the municipality and is intended for use by the municipality and those designated or approved by the municipality. **The report may be provided to parties other than the municipality only in its entirety.** GRS is not responsible for unauthorized use of this report.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The valuation was based upon information furnished by MERS staff, concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the municipality and MERS staff.

The Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. This report was prepared using certain assumptions approved by the Board. The MERS Board adopted the actuarial assumptions based on the recommendations of the actuary. A description of these assumptions and methods can be found as follows:

- Plan Document, v01012024,
- Actuarial Policy, DOC 8062 (2023-06-16), and
- 2023 Appendix to the Annual Actuarial Valuation Report.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of the municipality as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices and in conformity with the Actuarial Standards of Practice issued by the Actuarial Standards Board.

Shana M. Neeson and Kurt Dosson are members of the American Academy of Actuaries and meet the Academy's Qualification Standards to render the actuarial opinions contained herein.

The signing actuaries are independent of the plan sponsor.

Sincerely,
Gabriel, Roeder, Smith & Company



Shana M. Neeson, ASA, FCA, MAAA



Kurt Dosson, ASA, FCA, MAAA



Important Comments

1. Unless otherwise indicated, a funded status measurement presented in this report is based upon the actuarial accrued liability and the actuarial value of assets. The measurement is:
 - a. Inappropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations.
 - b. Inappropriate for assessing benefit security for the membership.
 - c. Dependent upon the actuarial cost method which, in combination with the amortization policy and asset valuation method, affects the timing and amounts of future contributions. The amounts of future contributions will differ from those assumed in this report due to future actual experience differing from assumed.

A funded status measurement in this report of 100% is not synonymous with no required future contributions. If the funded status were 100%, the Plan would still require future normal cost contributions (i.e., the cost of the active membership accruing an additional year of service credit).

2. This report describes the financial effect of the proposed benefit plan. No statement contained within is a recommendation in favor of or in opposition to the proposed benefit plan.
3. The funded status shows the relationship of the assets to the amount needed to fund past service benefits, the actuarial accrued liability, under valuation assumptions.
4. The results do not show the potential impact on other post-employment benefits (such as retiree health care insurance) or ancillary benefits (such as life insurance).
5. The results of separate actuarial valuations generally cannot be added together to produce a correct estimate of the employer contributions. The total can be considerably greater than the sum of the parts due to the interaction of various plan provisions and assumptions used.
6. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.
7. The calculations are based upon assumptions regarding future events, which may or may not materialize and proposed plan provisions. The actual impact of proposed plan change(s) will change over time as actual experience emerges. Contact your MERS representative at 800-767-MERS if you believe that:
 - a. The assumptions are unreasonable,
 - b. The plan provisions are missing or incorrectly described,
 - c. Conditions have changed since the calculations were made,
 - d. The information provided in this report is inaccurate or is in any way incomplete, or
 - e. You need further information to make an informed decision.

Important Comments (Continued)

8. The proposed change may affect the risk profile of the Plan. At this time, we do not believe additional risk assessment is necessary.
9. Valuation results are developed through the use of multiple models.

Valuation liabilities were prepared using ProVal's valuation model, a software product of Winklevoss Technologies. We are relying on the ProVal model. We performed tests of the ProVal model with this assignment and made a reasonable attempt to understand the developer's intended purpose of, general operation of, major sensitivities and dependencies within, and key strengths and limitations of the ProVal model. In our professional judgment, the ProVal valuation model has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses.

Financial results were prepared using our financing and projection model which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Houghton Co **Municipality #:** 3102

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 02), the effective date shall be the first day of 01/2025 (mm/yy). *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** (Defined Benefit division number(s) _____), select one of the following:

This is a **temporary Benefit Window** with a duration of 2-6 months. Effective dates are from ___/01/___ through the last day of ___/20___ (mm/yy). Complete provisions as applicable under Section IV of this form.

This is a **temporary Lump Sum Buyout Program** for terminated vested participants with a duration of 6-24 months. Effective dates are from ___/01/___ through the last day of ___/20___ (mm/yy). Payout will reflect ___% (1-100%) of the participant's present value of accrued benefit. For example, if 40% is used, the payout will be 40% of the present value of the benefit. This percentage cannot be changed once adopted.

Defined Benefit Plan Adoption Agreement

- D. If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.
- F. If this is an amendment to close Defined Benefit division(s) # _____, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

- G. If this is to close Defined Contribution or Hybrid division # _____ with its current and/or future active participants enrolling in existing DB division # _____ (previously closed, now re-opened), the effective date shall be the first of _____, 20____.

Please complete all subsequent sections of this Defined Benefit Adoption Agreement (including all provisions in effect) and the [Addendum for Plan Freeze, Closure and Conversions](#).

- H. If this is to close Defined Contribution or Hybrid division # _____ with its current and/or future active participants enrolling in a new Defined Benefit division, the effective date shall be the first of _____, 20____.

Please complete all subsequent sections of this Defined Benefit Adoption Agreement (including all provisions in effect) and the [Addendum for Plan Freeze, Closure and Conversions](#).

Defined Benefit Plan Adoption Agreement

III. Plan Eligibility

Division Title: _____

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): Yes No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating “70 hours” will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) _____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee’s current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees’ hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers’ Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

Defined Benefit Plan Adoption Agreement

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages
- Box 1 Wages of W-2
- Gross Wages
- Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. Valuation-Required Provisions

Valuation Date: August 13, 2024

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the _____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I Benjamin Larson
County Administrator (Name) (Title) waive the right for a presentation of the results.

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

Defined Benefit Plan Adoption Agreement

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) _____ years

4. **Vesting** (5 -10 yrs, increments of 1 yr) _____ years

5. **Normal Retirement Age** will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. **Required employee contribution** (Increments of 0.01%) _____ %

7. **Unreduced Early Retirement/Service Requirements:**

Age 50 – 54 _____ Service between 25 and 30 years _____

Age 55 – 65 _____ Service between 15 and 30 years _____

Service only (must be any number from 20 – 30 years accrued service): _____

Age + Service Points (total must be from 70 – 90): _____ points

8. **Other**

Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)

Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)

Deferred Retirement Option Program (DROP) – If selected, complete the following:

- Credited interest rate: _____% (please select either 0 or 3%)
- The employer, if selected, will delay a Cost of Living Adjustment (COLA) during the DROP period (skip if not applicable): Yes No
- Credited payment percentage will be: _____% (enter a number from 1-100% in increments of 1%) throughout the duration of the DROP period.

Defined Benefit Plan Adoption Agreement

- Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

- Interest rate for employee contributions as determined by the Retirement Board, or
 MERS' assumed rate of return as of the date of the distribution.

9. Cost-of-Living Adjustment

<input checked="" type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ____/01/____ and ____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of <u>2.0</u> % or \$ ____ per month	Increase of ____ % or \$ ____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input checked="" type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input checked="" type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired <u>6</u> months (6-12 months, increments of 1 month)	Employees must be retired ____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

10. Service Credit Purchase Estimates are:

- Not permitted
 Permitted

VI. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VII. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

Defined Benefit Plan Adoption Agreement

VIII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

IX. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Houghton County on
the ____ day of _____, 20____.
(Name of Approving Employer)

Authorized signature: _____

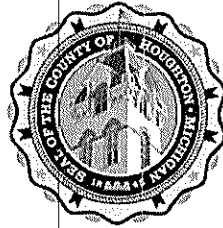
Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Houghton County Board of Commissioners

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



Tom Tikkanen *Chairman*
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Houghton County Board of Commissioners:

Bernard Kluskens, Director of IT, prepared a drafted update that would amend Article 32 of the Houghton County Personnel Policy, to meet current standards.

A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

32.1: General Use and Ownership

32.1.1: All staff must take reasonable steps to protect data stored on computing devices. These include but are not limited to using an encrypted storage device, not sharing account information, and not leaving an accessible device unattended or unlocked.

32.1.2: You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of HOCO proprietary information.

32.1.3: You may access, use, or share HOCO proprietary information only to the extent authorized and necessary to fulfill your assigned job duties.

32.1.4: It is the policy of the Houghton County Information Technology Department to not actively monitor the content of a user's workstation or other computing device. However, any computer resource (electronic, telephonic, etc.) within the scope of responsibility of the IT Department may be monitored and audited when it is deemed appropriate. Data created on any IT equipment, software, or network is the property of Houghton County. Any person using equipment or systems owned by HOCO shall have no expectation of privacy when using such equipment or systems.

32.1.5: All IT equipment is the property of Houghton County managed by the IT Department

32.1.6: Systems undergo both automated and/or manual inspections during routine administrative tasks including, but not limited to; security compliance; system configuration; review of authorized and unauthorized software; illegal or prohibited information; policy violations or to ensure that the use is authorized and the system is secure.

32.1.7: Information Technology staff reserve the right to audit networks and systems to ensure compliance with this policy.

32.1.8: The use of any software and business equipment, including but not limited to telecopies, computers and copy machines, for private purposes is strictly forbidden unless expressly authorized by a member of the Information Technology Department.

32.1.9: Users are not permitted to purchase, install, or dispose of any networking device, computer software/hardware, or peripheral equipment without authorization from the Information Technology Department. Hardware/software must be thoroughly vetted before approval to ensure compliance with all CJIS/Federal/State/Local requirements.

32.1.10: Users are not permitted to connect non-IT-issued software/hardware to any network, except the guest Wi-Fi Network, which has no access to county resources. Employees are to not connect GFE devices to the guest Wi-Fi network.

32.1.11: Users will use only authorized Houghton County collaboration tools. Users will not use commercial personal collaboration tools (e.g. Google Docs, OneDrive), to include file sharing or peer-to-peer software. Users will not use any unapproved Internet "chat" services.

32.1.12: All Houghton County data is to be stored on HOCO servers which are backed up. Mobile workstations, desktops, etc. are considered disposable and are not backed up. The IT department reserves the right at any time to remote wipe any workstation, desktop, laptop, etc. to protect the data and network of Houghton County.

32.1.13: The Houghton County network and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, wireless access points, and physical data jacks.

32.1.14: Personal Network Hardware (e.g. switches, routers, or wireless access points) may not be connected to the Houghton County Network and may not be used to retransmit Internet access.

32.1.15: Users will report all out of state/country travel to the IT department before taking GFE with them. Out of country VPN access is prohibited without explicit authorization from the board of commissioners and the director of information technology and for a specific county

purpose. Out of country access is restricted to NATO members. Authorization is required 6 weeks in advance to ensure proper data protection and separate travel devices are prepared.

32.1.16: The IT Department and OEM (Office of Emergency Measures) are the sole issuers of computing technology and can repurpose and/or upgrade hardware at any time.

32.2: Security and Proprietary Information

32.2.1: No mobile or computing device may connect to the intranet without prior authorization from the Information Technology Department. Approved mobile and computing devices that connect to the intranet shall be configured with reasonable protections to limit unauthorized access to information. These may include but are not limited to a password/passcode, 2fa, mobile device manager and endpoint management software as determined by the department of information technology.

32.2.2: System-level and user-level passwords must comply with the HOCO password policies. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited (including sharing of passwords/2fa tokens without authorization of the Information Technology Department). Tokens and other security devices are to be protected at the highest classification level of data it provides access to. Users will not reveal authenticators to anyone nor will passwords be stored in written or electronic form unless stored in software approved by the IT department.

32.2.3: Electronic devices, including mobile devices that can be used to access Employer data assets (including email, documents, etc.) shall be secured with a password or PIN-protected lock screen with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended. If the device is owned by an employee, it must be configured to lock after not more than 10 minutes of inactivity and require a password/passcode/PIN to use the device

32.2.4: When a computer/mobile device/2fa token/badge/etc. is lost or stolen it is the responsibility of the employee to notify the Information Technology department as soon as possible. Rapid notification allows IT staff to respond quickly and temporarily disable login accounts that allow VPN and/or email access. Any employee granted access to Employer data assets via an employee-owned device is considered to have granted the Employer the right to initiate a "remote wipe" in the event of loss, theft, suspension, or termination. The employee must verify that personal information is backed up from the device to a personal computer or cloud storage service so that if a remote wipe is necessary personal information such as contacts, photos, etc. can be restored. Employees are not to store HOCO data on their personal devices. This includes downloading documents from email, etc.

32.2.5: If a user suspects that an ID, password, or computer resource has been compromised or hacked, they must immediately notify the IT Department so that appropriate action can be taken.

32.2.6: The IT Department maintains the right to block access to any internet resource deemed inappropriate/compromised. Internet resources will be monitored and controlled.

32.2.7: Use of non-county email services, such as Gmail or Outlook on Houghton County's network is prohibited unless authorized by IT. Any email conducted with the use of a Houghton County domain, shall remain professional in manner and never for personal purposes.

32.2.8: Users will utilize social media sites (e.g. Facebook, YouTube, Instagram) only as authorized by job or duty description in the performance of their official business)

32.2.9: Users will follow procedures to report abnormal behavior; system or application errors; suspicious activity; spam; virus warnings; missing equipment; or the presence of unknown installed programs to the it department. Users will immediately report any discrepancies in system operations following any anti-virus definition update, protective security application configuration, system update, or failures.

32.3: Unacceptable Use

Under no circumstances is an employee of HOCO authorized to engage in any illegal activity under local, state, federal or international law while utilizing HOCO-owned resources (including guest Wi-Fi).

The lists below are by no means exhaustive but attempt to provide a framework for activities that fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

32.3.1: Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by HOCO.

32.3.2: Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which HOCO or the end user does not have an active license is strictly prohibited.

32.3.3: Accessing data, a server, or an account for any purpose other than conducting HOCO business, even if you have authorized access, is prohibited.

32.3.4: Exporting software, technical information, encryption software, or technology that violates international or regional export control laws, is illegal. The appropriate stakeholders should be consulted prior to the export of any material that is in question.

32.3.5: The introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

32.3.6: Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home. This includes reusing the same password on personal accounts. Users will not reveal authenticators (passwords, 2fa tokens, badges) to anyone nor will they be stored in written or electronic form. Users will use separate and unique passwords for all accounts.

43.4.7: Users will use only authorized hardware and software. Users will not download, install, or use any personally owned, commercial off-the-shelf or public domain hardware, software, shareware, freeware, file-sharing software (including MP3 music and video files), peer-to-peer software, games or devices on a Houghton County System.

32.3.7: Using HOCO equipment or systems to engage in procuring or transmitting material that violates HOCO policies prohibiting harassment, discrimination or retaliation, or that violates any applicable laws.

32.3.8: Effecting security breaches or disruptions of network communication. Security breaches include but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

32.3.9: Port scanning or security scanning is expressly prohibited unless authorized by the Director of Information Technology

32.3.10: Circumventing user authentication or security of any host, network, or account is expressly prohibited unless authorized by the Director of Information Technology

32.3.11: Executing any form of network monitoring that will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.

32.3.12: Introducing crypto mining, honeypots, honeynets, or similar technology on the HOCO network

32.3.13: Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

32.3.14: Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

32.3.15: Each employee is responsible for his/her actions involving information technology; any use involving materials or language that is obscene, pornographic, sexually explicit or sexually suggestive, vulgar or profane is strictly prohibited and can result in termination.

32.4: Training

32.4.1: Users must complete required IT-approved Security Awareness Training at the time of employment and once a calendar year. Employees are also subject to phishing simulations via email and other electronic methods performed by the IT department. It is the user's responsibility to ensure that this training is completed.

32.4.2: Users failing phishing simulations must retake the Security Awareness Training within five working days of each instance of failing the simulation. If training is not completed within five working days, all network access will be revoked until training has been completed.

32.4.3 IT reserves the right to assign additional training at any time. If training is not completed within ten working days, all network access will be revoked until training has been completed.

32.5: Final

32.5.1: An employee in violation of this policy is subject to disciplinary action up to and including discharge.

32.5.2: The County Administrator and/or the Board of Commissioners reserves the right and authority to modify, amend and correct policy, procedure, rules and regulations without addition to the accumulation policy statements contained herein. It is understood that all such modifications, amendments and corrections to policy, procedure, rules and regulations shall be considered as addendums to these accumulative policy statements.

32.5.3: The Department of Information Technology can delegate authority to a Managed Security Service Provider (MSSP).

Houghton County Board of Commissioners

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



Tom Tikkanen *Chairman*
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Joel Keranen *Commissioner*
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Gretchen Janssen *Commissioner*
District 4

Houghton County Board of Commissioners:

The Board of the County Road Commissioners presented their Annual Compensation and Benefits Package.

A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

BOARD OF
County Road Commissioners
HOUGHTON COUNTY

PETE TOROLA, Chairman
Chassell Township
WILLIAM H. SILER, Vice Chairman
Torch Lake Township
GENE LONDO, Member
Calumet Township

20140 Gagnon Circle, M-26, Ripley
P.O. Box 269
Hancock, MI 49930
Office • 1-906-482-3600
Fax • 1-906-482-9600
Web • www.houghtoncountyroads.org

KEVIN P. HARJU, P.E.
County Highway Engineer
ROBERT P. TARVIS
Office Manager

October 21, 2024

Mr. Tom Tikkanen, Chairman
Houghton County Courthouse
Houghton, MI 49931

Dear Mr. Tikkanen:

The Road Commission received a directive from the Michigan Department of Treasury stating that the county board of commissioners must approve and allocate funds for compensation and benefits for the road commission board members on an annual basis.

Below is listed the 2024 compensation and benefits for road commissioners for consideration by the county board. This list and the statement that "The cost of all compensation and benefits for the road commissioners is to be paid from the county road fund and approved in the annual Houghton County Road Commission General Appropriations Act," should be included in the county board's authorization.

HOUGHTON COUNTY BOARD OF ROAD COMMISSIONERS
COMPENSATION PACKAGE
01/01/2024

Salary	\$2,000.00
Life insurance	\$5,000 policy from carrier of Commissioner's choice
Bill Siler	\$17.90/month
Gene Londo	*\$62.50/quarter
Pete Torola	*\$62.50/quarter
Mileage reimbursement for use of own car	67.0 cents per mile for 2024 or current I.R.S. rate

*Per Houghton County Board action 06/11/01, \$250.00/year compensation in lieu of life insurance for all new road commissioners thereafter.

Mr. Tom Tikkanen

Page 2

October 21, 2024

Health Insurance:

1. Any employee, if permitted by the plan, may decline coverage, and would be paid in lieu of this health insurance coverage, an increase in compensation of \$600.00 per month.
2. The Houghton County Road Commission contribution toward health care insurance will be determined by the annually adjusted hard cap or 80% / 20% option as set forth in PA 152 of 2011. The annual adjustment based on the change in the medical care component of the C.P.I. will occur on January 1 of each year. Currently the employees are paying \$88.48 or \$194.73/employee/pay period for 2024. The cost for 2025 will not exceed the 80% / 20% option set by PA 152 of 2011 which will make the employee contribution \$188.95/employee every two weeks.

Other business expenses

See enclosed standard employee policy

The cost of all compensation and benefits for the road commissioners is to be paid from the county road fund and approved in the annual Houghton County Road Commission General Appropriations Act.

EMPLOYEE BUSINESS EXPENSE REIMBURSEMENT POLICY

For business meetings only, an employee may be reimbursed by either claiming individual meal actual expenditures for part or whole day participation, or in case of whole day meal expense only, may elect to claim a \$60.00 per day flat rate meal reimbursement. All other business related expenses included but not necessarily limited to, room rent, cab fare, car rental and air fare are reimbursable for the actual expenses incurred.

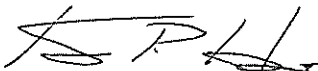
For business use of a personal automobile, an employee will be reimbursed the current I.R.S. approved mileage rate which includes all operating expenses such as gas, oil, parts or insurance.

All expenses to be reimbursed shall be itemized on the current applicable travel expense report and signed by the employee.

Employees shall be permitted to charge business expenses on a road commission approved credit card.

Very truly yours,

BOARD OF COUNTY ROAD COMMISSIONERS



Kevin P. Harju, P.E.
County Highway Engineer

KPH/lb

Houghton County Board of Commissioners

Houghton County Courthouse
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Houghton County Board of Commissioners:

Jerald Wuorenmaa, Executive Director for WUPPDR has made a request for a letter of support for Franklin Township DNR Grant Application.

A letter of support has been drafted. Action is required if support is granted.

Respectfully,

Chelsea Rheault, County Administrator

From: Jerald Wuorenmaa <jwuorenmaa@wuppd.org>

Sent: Thursday, November 7, 2024 10:35:58 AM

Subject: Request for Letter of Support for Franklin Township DNR grant application for trail route scoping

Houghton County Rec Authority and Interested Parties:

Franklin Township and the Rec Authority are requesting letters of support for the Township to apply for DNR funds for "scoping" of the proposed nonmotorized trail corridor on the DNR rail grade within the township, along M-26. Scoping essentially means finalizing the detailed alignment and design of the trail route to get it to build-ready state.

A template is attached. If willing, please put on your organization's letterhead and sign, and e-mail to me and Mary Sears, Township Supervisor, who is CC'd. If possible, please send letters by the end of next week, but we will continue to accept them later.

Although this has not been and will not be a quick process, this grant application will be the biggest step to date to get a trail built. The more letters of support, the better the Township will be positioned to receive the funds.

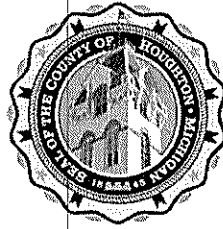
(The reason the Township will be the grant applicant is that the Authority does not have financial (budget and cashflow) capacity to carry a DNR grant, and the entire route segment in question is within Franklin Township.)

Please let me and/or Mary know if you have any questions.

Jerald (Jerry) Wuorenmaa, Executive Director
Western U.P. Planning & Development Region (WUPPDR)
400 Quincy St 8th Floor, Hancock, MI 49930
Working primarily remotely in Bergland, MI
(906) 482-7205 x111, jwuorenmaa@wuppd.org

Houghton County Board of Commissioners

Houghton County Courthouse
401 East Houghton Avenue
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Houghton County Board of Commissioners
County of Houghton
401 E Houghton Ave
Houghton, MI 49931

November 12, 2024

Mary Sears, Supervisor
Franklin Township
49850 US Hwy 41
Hancock, MI 49930
franklintownshipsupervisor@gmail.com

Dear Ms. Sears:

I am writing on behalf of the County of Houghton to express support for Franklin Township's forthcoming Recreation Improvement Fund (RIF) grant application to the Michigan Department of Natural Resources (DNR).

We understand that the RIF grant, if awarded, would cover the cost of "scoping" (detailed design) of the DNR rail grade right-of-way within Franklin Township as a basis for the grade's development into an accessible nonmotorized trail. Franklin Township indicated its willingness to apply for the grant in lieu of an application from the Houghton County Recreation Authority (HCRA). HCRA, comprising multiple townships, cities, villages, and Houghton County itself, has worked toward development of this trail for years but lacks financial capacity to apply for and receive a RIF grant.

The Keweenaw Peninsula has very few dedicated nonmotorized trails of a nature that can be used for long-distance commuting and recreational transportation for users of all abilities. The portion of rail grade to be scoped within Franklin Township could be just the beginning of a longer planned trail route extending from Hancock to Lake Linden and incorporated into a larger network. Such trails are an important element of our community health, quality of life, and visitor economy.

We wish you the best in the RIF application and look forward to the benefits this project will produce for Franklin Township and surrounding communities.

Sincerely,

Chairman Tikkanen, On behalf of the Houghton County Board of Commissioners

Houghton County Board of Commissioners

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Houghton County Board of Commissioners:

In an email addressed to County Clerk Jennifer Kelly, Timothy Sears made a request for reappointment to the Houghton County Planning Commission Board.

A Motion is needed to reappoint Timothy Sears to the HCPC Board.

Respectfully,

Chelsea Rheault, County Administrator



Ben Larson <administrator@houghtoncounty.net>

Re: Planning Commission Reappointment

1 message

Ben Larson <administrator@houghtoncounty.net>

Wed, Sep 25, 2024 at
1:53 PM

To: Jennifer Kelly <countyclerk@houghtoncounty.net>

Cc: Chelsea Rheault <chelsea@houghtoncounty.net>, Ben Larson
<ben@houghtoncounty.net>

Good. Make this a December item with my successor. I will leave a note about this too, and plan to review the PC with whoever the Board picks as one of the 156+ things I will be teaching him/her

Ben Larson
Administrator
County of Houghton, Michigan
401 E. Houghton Avenue
Houghton, MI 49931
906-482-8307 office
administrator@houghtoncounty.net

On Wed, Sep 25, 2024 at 12:05 PM Jennifer Kelly
<countyclerk@houghtoncounty.net> wrote:

This is the first response I received from the expiring HCPC Board members. I will forward any others for the 10/15 meeting. Thank you.

Jennifer Kelly
Houghton County Clerk/Register of Deeds
401 E. Houghton Avenue
Houghton, MI 49931
(906)482-1150
fax: (906)483-0364

----- Forwarded message -----

From: <timothyoddsears@protonmail.com>

Date: Wed, Sep 25, 2024 at 11:52 AM

Subject: Planning Commission Reappointment
To: countyclerk <countyclerk@houghtoncounty.net>

Hi Jennifer

I wish to request Reappointment to the planning Commission. Hopefully this will suffice as my request. Can you forward to the county commissioners for consideration?

Let me know if you need anything else

Thanks

Timothy Sears
Sent from Proton Mail Android

Houghton County Board of Commissioners

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Houghton County Board of Commissioners:

During a regular Houghton County Brownfield Redevelopment Authority meeting, on November 6, 2024, a motion was made to recommend the appointment of Chelsea Rheault as Chairperson of HCBRA to the Houghton County Board of Commissioners.

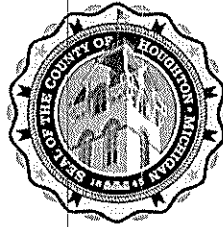
A Motion is needed to appoint Chelsea Rheault to the HCBRA Board.

Respectfully,

Chelsea Rheault, County Administrator

Houghton County Board of Commissioners

Houghton County Courthouse
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Houghton County Board of Commissioners:

County Clerk Jennifer Kelly has made a request to approve the payment for 3rd day partial pay for the Canvassers in the amount of \$40.

Action may be required.

Respectfully,

Chelsea Rheault, County Administrator

 Outlook

11/12 BOC meeting

From Jennifer Kelly <countyclerk@houghtoncounty.net>

Date Tue 11/5/2024 2:29 PM

To Chelsea Rheault <chelsea@houghtoncounty.net>; Tom Tikkanen <tom.tikkanen@houghtoncounty.net>

I just spoke to Chairman Tikkanen in the hallway. Please put on the Agenda for the 11/12/24 BOC meeting to have the Commissioner approve a 3rd day partial pay for the Canvassers of \$40. I am hoping the BOC will approve my request. These Canvassers truly deserve the compensation.

The Canvassers are now required to come back after 6 days from the Election to review any military & overseas ballots and any signature cured ballots that arrive at the City/Township Clerk's offices that are postmarked by today's date.

Once that is done, I have to manually enter all the votes into my EMS computer, then I can run official totals, and post them on our County website. I will have Unofficial results on there as soon as Opus can on Wednesday.

Thank you so much.

If you have any questions, or need further assistance, please let me know.

Sincerely,

Jennifer Kelly
Houghton County Clerk/Register of Deeds

Houghton County Board of Commissioners

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Houghton County Board of Commissioners:

Sheriff's Office request for purchase of two Dodge Durango AWD vehicles from Lafontaine Chrysler Dodge Jeep & Ram of Lansing.

Vehicle #1 in the amount of \$44,706.00

Vehicle #2 in the amount of \$44,706.00

There is a strong need to replace existing patrol cars, and the cost of purchase for both vehicles is included in the Sheriff Office's approved 2024-2025 budget.

A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

VEHICLE INVOICE

LAFONTAINE CHRYSLER DODGE JEEP RAM OF LANSING
 6131 S PENNSYLVANIA AVE
 LANSING MI 48911

CUST # 34945
 DEAL # 31517

SOLD TO: COUNTY OF HOUGHTON
Address: 403 E HOUGHTON AVE
 HOUGHTON MI 49931

DATE 10/17/2024

P.O. #

SALESMAN: MICHELLE M DEACON

MAKE DODGE **MODEL** DURANGO AWD **NEW OR USED** NEW **VIN** **YEAR** 24 **KEY NO.**

PRICE OF VEHICLE 44691.00

SOLD STR # RC242729

OPTIONAL EQUIP. & ACCESS.

INSURANCE COVERAGE INCLUDES:

- FIRE AND THEFT
- COLLISION - AMT. DEDUCT.
- PUBLIC LIABILITY - AMT.
- PROPERTY DAMAGE - AMT.

OPTIONAL EQUIPMENT AND ACCESSORIES

GROUP **DESCRIPTION** **PRICE**

FORM SA-131N_e (1-97)
 Reynolds and Reynolds ORDER TOLL FREE: 1-800-344-0996 FAX: 1-800-571-9059

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.

LIENHOLDER:

SALES TAX	N/A
LICENSE AND TITLE	15.00
TOTAL CASH PRICE	44706.00
FINANCING	N/A
INSURANCE	N/A
TOTAL TIME PRICE	44706.00
SETTLEMENT:	
DEPOSIT	N/A
CASH ON DELIVERY	44706.00
TRADE-IN	N/A
LESS LIEN	N/A
TYPE	
VIN	
PAYMENTS	N/A
TOTAL	44706.00

VEHICLE INVOICE

LAFONTAINE CHRYSLER DODGE JEEP RAM OF LANSING
 6131 S PENNSYLVANIA AVE
 LANSING MI 48911

CUST # 34945
 DEAL # 31516

SOLD TO: COUNTY OF HOUGHTON
ADDRESS: 403 E HOUGHTON AVE
 HOUGHTON MI 49931

DATE 10/17/2024

P.O. #

SALESMAN: MICHELLE M DEACON
SOLD STR # RC254445

MAKE	MODEL	NEW OR USED	VIN	YEAR	KEY NO.
DODGE	DURANGO AWD	NEW		24	

- INSURANCE COVERAGE INCLUDES:**
- FIRE AND THEFT
 - COLLISION - AMT. DEDUCT.
 - PUBLIC LIABILITY - AMT.
 - PROPERTY DAMAGE - AMT.

OPTIONAL EQUIPMENT AND ACCESSORIES

GROUP DESCRIPTION PRICE
 PLEASE NOTE PAYMENT IS DUE BY 11/17/2024. AN

SALES TAX		N/A
LICENSE AND TITLE		15.00
TOTAL CASH PRICE		44706.00
FINANCING	N/A	
INSURANCE	N/A	
TOTAL TIME PRICE		44706.00
SETTLEMENT:		
DEPOSIT	N/A	
CASH ON DELIVERY	44706.00	
TRADE-IN	N/A	
LESS LIEN	N/A	
TYPE		
VIN		
PAYMENTS	N/A	
1 @	N/A	
TOTAL		44706.00

LIENHOLDER:

FORM SA-131N_e (1-97)

Reynolds and Reynolds ORDER TOLL FREE: 1-800-344-0096 FAX: 1-800-531-9625

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL

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Houghton County Board of Commissioners:

Sheriff's Office request for purchase of OCV, LLC Mobile App Development, Annual Support, Year One Inmate Search, and a Custom Marketing Kit, in the total amount of \$16,189.50.

The Sheriff's Office 2024-2025 budget supports this purchase.

A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

OCV, LLC
 PO Box 2010
 Opelika, AL 36803
 800-381-8321
 accounts@myocv.com
 http://www.myocv.com

Invoice



Received on
 OCT 23 2024
 County Clerk

BILL TO
 Houghton County Sheriff's Office
 403 East Houghton Ave
 Houghton, MI 49931

PAPER CHECK
 TRAC 10/23/24

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
F10-5746	10/17/2024	\$16,189.50	11/16/2024	Net 30	

DESCRIPTION	ACTIVITY	QTY	RATE	AMOUNT
One time fee for iOS and Android app development	Mobile app development	1	9,531.00	9,531.00
Support fee to maintain app and upgrade to current iOS and Android standards, host any internal feeds and database structures, and provide customer support. (9/16/2024 - 9/30/2025)	First Year Annual Support	1	4,765.50	4,765.50
Year One Inmate Search Integration Support & Maintenance	Year One Inmate Search	1	895.50	895.50
Premium Digital + Printed Marketing Kit	Custom Marketing Kit	1	997.50	997.50

BALANCE DUE **\$16,189.50**

101-351-806.000

TRAC

Houghton County Board of Commissioners

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Houghton County Board of Commissioners:

Sheriff's Office request for purchase of annual Solidcircle service, in the total amount of \$19,253.76.

The Sheriff's Office 2024-2025 budget supports this annual purchase.

A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

INVOICE

Solid Design Software Solution LLC
455 Washington Ave
Holland, MI 49423

accounts@solidcircle.com
(616) 928-2259
www.solidcircle.com



Sheriffs Office
Yearly Renewal
fee

Bill to
Sheriff Joshua B. Saaranen
Houghton County Sheriff Office
403 E. Houghton Avenue
Houghton, Mi 49931

Invoice details

Invoice no.: SC11026
Terms: Net 30
Invoice date: 11/01/2024
Due date: 12/01/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Annual Maintenance	Hosting, Support and Maintenance price for 32 users: 5% increase as per contract.	32	\$601.68	\$19,253.76

Total \$19,253.76

Ways to pay

BANK

Note to customer

We are so grateful for your business and continued support.

View and pay

LINE ITEM → 101-301-730.001

LINE ITEM → 101-351-730.001

~~\$~~ 9,626.88 - Jon Heon
9,626.88 [Signature]

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District 2
Glenn Anderson *Commissioner*
District 3
Gretchen Janssen *Commissioner*
District 4

Houghton County Board of Commissioners

Sheriff's Office request for purchase of 3-year Warranty for SolidCircle Implementation to JMS.
Expense will be fully reimbursed by the Michigan Department of Health and Human Services.

A motion may be required.

Respectfully,

Chelsea Rheault, County Administrator



Outlook

Re: Reimbursement

From Travis Dessellier <tdessellier@houghtonsheriff.com>

Date Mon 11/11/2024 11:12 AM

To Chelsea Rheault <chelsea@houghtoncounty.net>

 2 attachments (82 KB)

K6 Questionnaire Module 0001.pdf; Blank Rural Reimbursement Form0001.pdf;

Please see attached quote from Solid Circle for the K6 implementation into our JMS. I also attached the reimbursement form. Do I need to attend this meeting? Again this is fully reimbursed through a grant by the Michigan Dept. of Health and Human services to help with mental health service. I'd be pulling the funds out of the betterment of the inmates fund 225-000-729.000. Thanks,

Travis M. Dessellier, Captain
Houghton County Sheriff Office
403 East Houghton Ave.
Houghton, MI. 49931
Office: 1-906-482-0055
Cell: 1-906-370-0792
Fax: 1-906-487-5949

SolidCircle.
 455 Washington Ave
 Holland, MI 49423
 616.928.2249
www.solidcircle.com

Company Representative
 Cole Watson

Expires On:
 01/31/2025



Houghton County Change Order #002
 K6 Questionnaire

Description	Cost
K6 Questionnaire Module SolidCircle will implement the K6 Questionnaire Module that is a part of the booking process in the SolidCircle JMS application. See next page for detailed description of the scope of work for this module.	\$5,875
Software Warranty <ul style="list-style-type: none"> • The K6 Questionnaire Module comes with a 2 or 3 year software warranty that covers the support and maintenance for the SolidCircle K6 Questionnaire Module. • This warranty covers defects/issues with the developed K6 Module within the scope of functionality defined in this document. • Any new functionality or issues with the software that are out of scope of this Change Order will not be covered under this warranty. • Support and maintenance for the K6 Module will expire 2 or 3 years after the signature date below unless renewed. 	
2 Year Warranty	\$1,500
3 Year Warranty	\$2,250
Total Cost with 2 Year Warranty	\$7,375
Total Cost with 3 Year Warranty	\$8,125

All costs listed above are non-refundable. By signing below, you agree to the cost and scope of the functionality details listed in this document.

Warranty Selection (Select One): 2-Year Warranty 3-Year Warranty

Signature _____

Name _____ Date _____

Statement of Confidentiality

This estimate and supporting materials contain confidential and proprietary business information of SolidCircle. These materials may be printed or photocopied for use in evaluating the agreement but are not to be shared with other parties.

NOV. 2024 BOC Item

INVOICE

BILL TO
Ben Larson
Houghton County
401 East Houghton
Houghton, MI 49931

INVOICE
DATE

m2942
06/20/2024

DESCRIPTION	AMOUNT
2024-2025 County Dues	5,343.64

Please remit checks to:
Michigan Association of Counties
110 W Michigan Ave., Suite 200
Lansing, MI 48933

ACH Payments:
Contact pemberton@micounties.org

BALANCE DUE

Annual Dues

\$5,343.64

Pay Invoice



Upper Peninsula Commission for Area Progress

P.O. Box 606 • Escanaba, Michigan 49829

(906) 786-4701 • Fax (906) 786-5853

www.upcap.org

October 30, 2024

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

Dear Ms. Kelly

Re: 2025 UPCAP Services, Inc., Dues from Houghton County

We are reminded that county budgets are now being set up for 2025. We are requesting that UPCAP be included in your budget again.

The following request is identical to last year's dues, which have remained unchanged since 1974:

Dues requested for 2025 amount to \$1,100

The dues amount to a "good faith" effort on each county's part to demonstrate its support for the UPCAP organization and its mission. They are based upon a per-capita population formula and, as indicated, have been frozen since 1974.

Dues received from the 15 counties are used primarily to match state and federal grants and/or to reimburse Board members' travel to UPCAP meetings.

Should you have any questions or require additional documentation, please do not hesitate to contact the UPCAP office.

Sincerely,

Jonathan Mead
President

JM:tl

cc: Gretchen Janssen, UPCAP Board Member

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.