



File Code: 1560; 2720
Date: January 9, 2025

Tom Tikkanen
Chairman
Houghton County Board of Commissioners
401 East Houghton Avenue
Houghton, MI 49931

Dear Mr. Tikkanen:

We would like to notify you that we received two projects proposing a to install Buried Fiber Optic Cable on the Bergland and Kenton Ranger Districts, for which we like to offer you the opportunity to comment on. The proposed activities would result in issuing a special use authorization for a Telcom providers to construct and maintain Fiber Optic Cable in their already permitted right-of-way on the National Forest System. They are proposing to use industry standard methods of plowing or directional boring to achieve their project goals.

Ontonagon County Telephone Company Fiber Optic Project Proposal: This project is on the Bergland Ranger District and proposes the installation of Fiber Optic Cable on the East side of State Highway M-64 located at T50N, R42W, NW1/4NW1/4, Section 28, Ontonagon County, Michigan. This project will not authorize the removal of trees and is not located within the boundaries of the Wild and Scenic Corridors or the Lac Vieux Desert -L'Anse Trail Corridor. The project area is 358 feet (0.06 miles) in length by 10 feet wide for approximately 0.08 acres.

Midway Telephone Company Fiber Optic Project Proposal: This project is on the Kenton Ranger District and proposes the installation of Fiber Optic Cable on the East side of Forest Road 2200 located at T48N, R35W, W1/2NW, Section 33, Houghton County, Michigan. This project will not authorize the removal of trees and is not located within the boundaries of the Wild and Scenic Corridors or the Lac Vieux Desert -L'Anse Trail Corridor. The project area is 1,313 feet (0.24 miles) in length by 10 feet wide for approximately 0.30 acres.

I anticipate the preparation of a Decision Memo for these special use authorizations. The Decision Memo will also document required measures needed to prevent adverse environmental effects of the proposed activities. If you have comments about this proposed action, please submit them no later than March 1, 2025. Comments should be specific to the proposed project name "2025 North Zone Fiber Optic Project Proposal" and if necessary which project area. These comments will be reviewed by the Responsible Official and used to determine whether or not there are any unresolved conflicts with the proposed action. Comments may be addressed to: USDA Forest Service, Attn: Jeremy Erickson, 4810 E. M28, Kenton, MI 49967. They may alternately be sent to Jeremy.erickson@usda.gov, or by fax to (906) 852-3618.

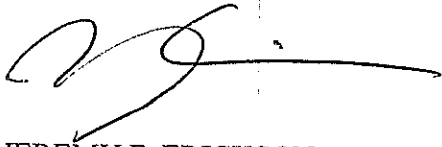


Tom Tikkanen

2

If you have any questions or would like more information about the project, please contact Shawn Brown, Realty Specialist, at (906) 366-0076 or shawn.brownl@usda.gov.

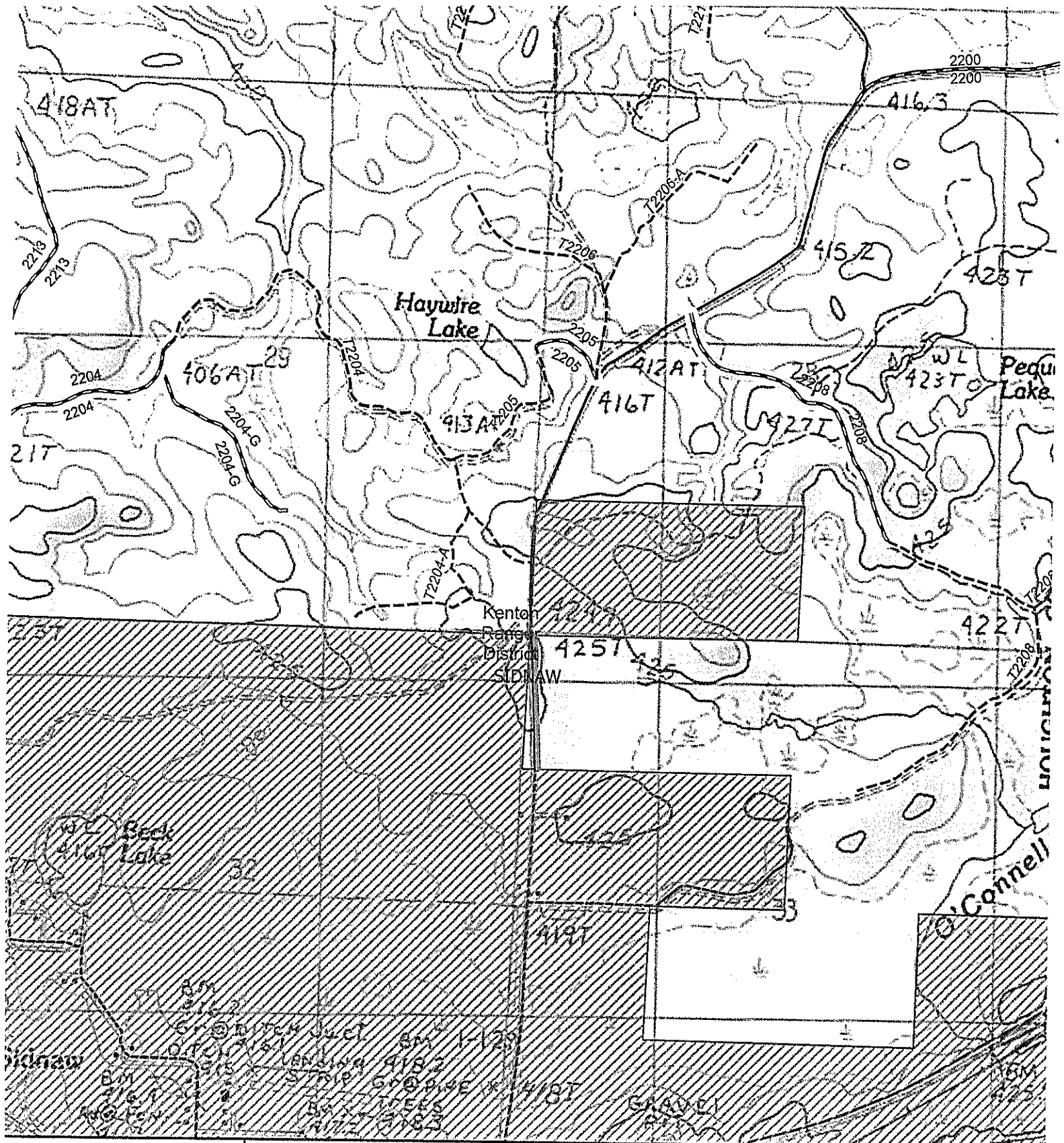
Sincerely,

A handwritten signature in black ink, appearing to read 'J. Erickson', with a long horizontal flourish extending to the right.

JEREMY F. ERICKSON
Acting District Ranger

Enclosure: Project Map

cc:

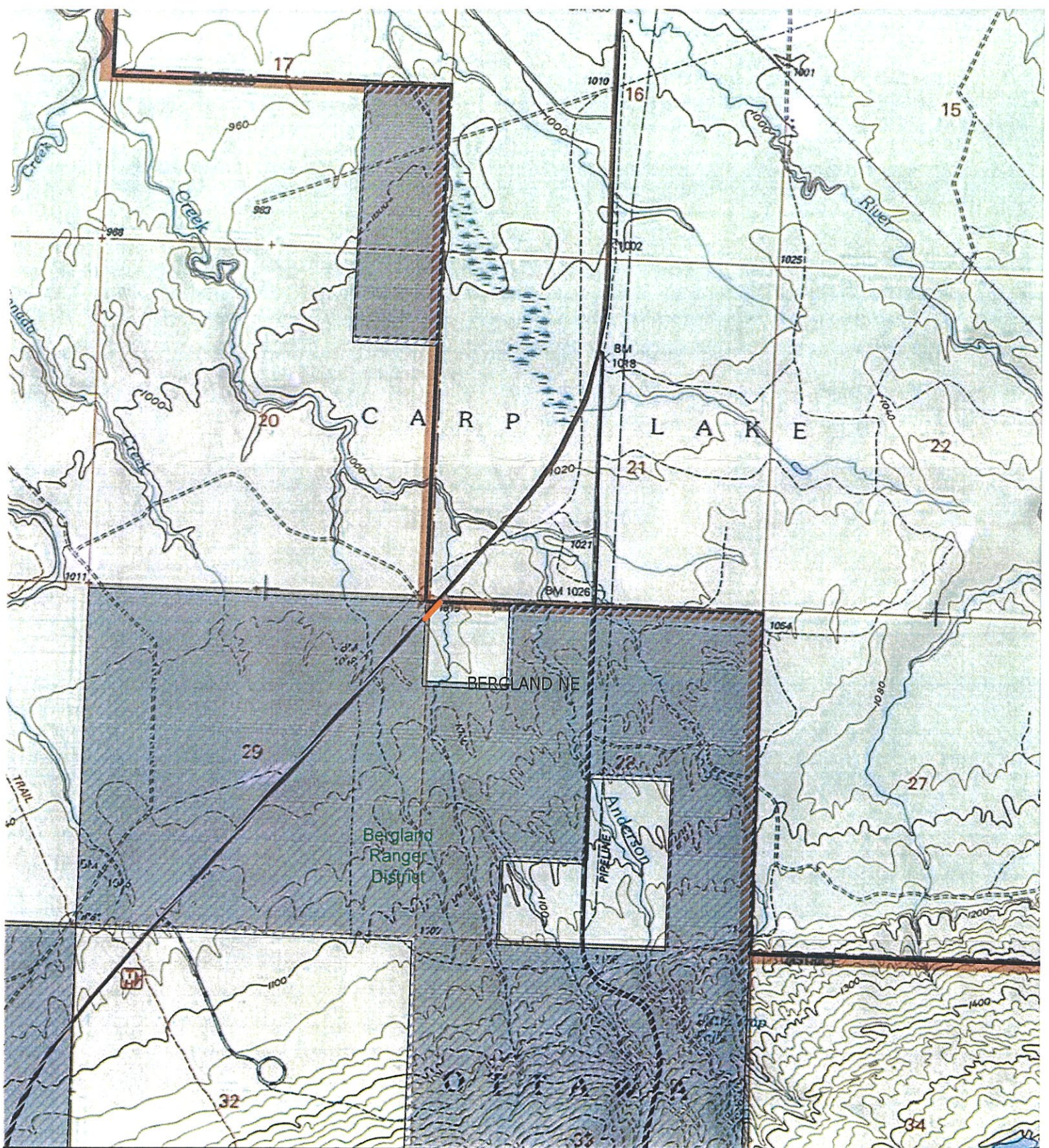


Basic Ownership
 WNERCLASSIFICATI
 [Diagonal Line Symbol] NON-FS
 [Dashed Line Symbol] 2025 Midway Telephone
 Fiber Optic Project

**2025 Midway Telephone Fiber Optic Project, T48N,
 R35W, Sec 33, Houghton County, Michigan. Kenton
 Ranger District.**



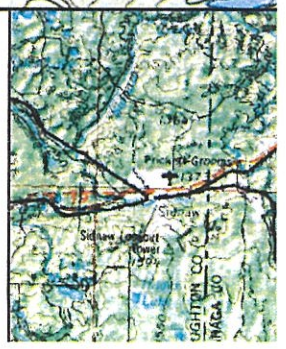
0 0.070.15 0.3



Basic Ownership
 OWNER CLASSIFICATION
 [Light Blue Shaded Area] NON-FS
 [Dark Blue Shaded Area] 2025 OCTC Fiber Optic Project

2025 Ontonagon County Telephone Company Fiber Optic Project, T50N, R42W, Sec 28, Ontonagon County, Michigan. Bergland Ranger District.

0 0.130.25 0.5



**RESOLUTION ADOPTING COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE HOUGHTON COUNTY BOARD OF COMMISSIONERS
AND THE
HOUGHTON COUNTY AIRPORT EMPLOYEES
CHAPTER OF LOCAL #226
AFFILIATED WITH AFSCME MICHIGAN COUNCIL #25,
AMERICAN FEDERATION OF STATE, COUNTY, MUNICIPAL
EMPLOYEES, AFL-CIO
Resolution #25-03**

WHEREAS, the Houghton County Courthouse Employees Chapter of Local #226, affiliated with AFSCME Michigan, American Federation of State, County, Municipal Employees, AFL-CIO, is recognized by the Michigan Employment Relations Commission and the County of Houghton as the exclusive representative of certain employees of the County of Houghton, Michigan; and,

WHEREAS, the parties have bargained mutually acceptable terms and conditions.

NOW, THEREFORE, pursuant to the recommendation made to the Board of Commissioners, the County resolves that the Tentative Agreement amending the collective bargaining agreement for the period January 1, 2025 – December 31, 2027, is hereby approved. It is further resolved that the Board Chairperson is authorized to take all necessary administrative actions to implement this resolution.

Upon a call of the roll, the vote was as follows:

Moved by Commissioner:

Supported by Commissioner:

Roll Call Vote:

Yes:

No:

Motion Carried.

Tom Tikkanen, Chairman
Houghton County Board of Commission

Date

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss.
COUNTY OF HOUGHTON)

I, the undersigned, the duly qualified County Clerk of the County of Houghton, State of Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of the County of Houghton at its Regular meeting held on March 11, 2025, the original of which Resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 11th day of March, 2025.

Jennifer Kelly, County Clerk
County of Houghton



COUNTY OF HOUGHTON
Resolution # 25-04

A Resolution to Transfer Human Resources and Accounts Payable Responsibilities from the Clerk's Office to the Administration Office

WHEREAS, the Houghton County Board of Commissioners has conducted a comprehensive review of departmental responsibilities to enhance operational efficiency and accountability; and

WHEREAS, it has been determined that the functions of Human Resources (HR) and Accounts Payable should be consolidated under the Administration Office to ensure consistency, compliance, transparency, and effective management of these essential services; and

WHEREAS, to achieve this goal, all HR and Accounts Payable responsibilities, including but not limited to employee record management, benefits administration, payroll processing, accounts payable transactions, and associated documentation, shall be transferred from the Clerk's Office to the Administration Office; and

WHEREAS these duties shall henceforth be overseen by the County Administrator or their designee to promote streamlined operations and centralized oversight.

NOW, THEREFORE, BE IT RESOLVED, that the Houghton County Board of Commissioners formally transfers all Human Resources and Accounts Payable duties from the Clerk's Office to the Administration Office, effective immediately; and

BE IT FURTHER RESOLVED that all access rights, permissions, and system controls related to HR and Accounts Payable shall be transferred from the Clerk's Office and reassigned to designated personnel within the Administration Office; and

BE IT FURTHER RESOLVED that the Clerk's Office and Administration Office shall collaborate to facilitate a seamless transition, including data transfer, staff training, and ongoing support to maintain continuity of services; and

BE IT FURTHER RESOLVED that all County personnel and departments shall direct any HR or Accounts Payable matters exclusively to the Administration Office from this date forward; and

BE IT FURTHER RESOLVED that this resolution shall take effect on **March 11, 2025**, and all future HR and Accounts Payable functions shall be managed solely under the Administration Office.

Upon a call of the roll, the vote was as follows:

Moved by Commissioner:

Supported by Commissioner:

Roll Call Vote:

Yes:

No:

Motion _____.

Tom Tikkanen, Chairman
Houghton County Board of Commission

Date

RESOLUTION DECLARED _____.

STATE OF MICHIGAN)
)ss.
COUNTY OF HOUGHTON)

I, the undersigned, the duly qualified County Clerk of the County of Houghton, State of Michigan do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the County Board of the County of Houghton at its Regular meeting held on March 11, 2025, the original of which Resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 11th day of March, 2025.

Jennifer Kelly, County Clerk
County of Houghton

County of Houghton, Michigan
Job Opening: Finance Manager

Job Title: Finance Manager

Location: Houghton County Courthouse, Houghton, Michigan

Position Overview: Houghton County is seeking a skilled and dedicated Finance Manager to join our team. The ideal candidate will have a strong background in financial management and a passion for public service. In this role, you will be responsible for overseeing the County's financial operations, ensuring fiscal integrity, and helping to shape the financial strategies that support the County's long-term goals. This role requires a proactive individual who can handle multiple tasks, maintain confidentiality, and communicate effectively.

Key Responsibilities: Included but not limited to the following:

- Manage the County's financial operations, including budgeting, forecasting, and financial reporting.
- Supervise the preparation of monthly, quarterly, and annual financial statements and reports.
- Ensure compliance with all local, state, and federal financial regulations and policies.
- Provide guidance and support to department heads on budgetary matters.
- Prepare and monitor cash flow projections.
- Lead financial audits and assist in the preparation of the County's Comprehensive Annual Financial Report (CAFR).
- Develop and implement financial policies and procedures to ensure efficient and effective financial management.
- Analyze financial data and make recommendations for improvements or changes to increase efficiency and effectiveness.
- Process bi-weekly/monthly payroll for all employees, ensuring accuracy and compliance with company policies and regulations.
- Ensure compliance with applicable laws and regulations, including tax withholding and reporting.
- Assist with year-end payroll processes, including W-2 preparation and filing.
- Coordinate with HR to ensure accurate employee records, including new hires, terminations, and changes in employment status.
- Process Accounts Payable & Accounts Receivable.
- Collaborate with the County Administrator, providing administrative support, and financial suggestions.

Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field required at minimum.
- Previous experience in finance, accounting or related roles, with preference to public sector finance.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Ability to analyze complex financial data, and present clear insights.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information.
- Strong problem-solving skills and a proactive approach to tasks.
- Team-oriented with a positive attitude.

What we offer:

- An excellent and comprehensive healthcare and fringe benefit package, including access to the County's 4 option Blue Cross Blue Shield plans on the first day of employment.
- A 5% Defined Contribution MERS Retirement Plan.
- A negotiable salary of \$58,000 to \$72,000, dependent on the successful candidate's qualifications, education, and experience

How to Apply:

Interested candidates should submit their application, resume and cover letter to Houghton County Administrator Chelsea Rheault; 401 E Houghton Ave, Houghton, MI 49931, or email the requested documents to chelsea@houghtoncounty.gov. All applications must also complete an application for employment, which is located under the "Employment" tab on the County website: www.houghtoncounty.net

Application Deadline:

Please submit accurate and complete applications by _____.

ELDER NUTRITION MILLAGE

Shall the limitation on the total taxes which may be assessed against all property in the County of Houghton, Michigan, thus creating a new Elder Nutrition millage, be limited for the period of four (4) years (2025, 2026, 2027 and inclusive of 2028) and shall not exceed 1.0 mills which will result in an estimated tax revenue collection of \$1,237,399.25 in the first year the millage is levied for a period of four (4) years?

Said revenue, of which will be specifically allocated to the Meals on Wheels program, will be used exclusively to support Elder Nutrition services including food purchases, meal preparation, delivery and established congregate meal sites serving elderly residents age sixty (60) years and older residing in Houghton County.



COPPER SHORES
MEALS ON WHEELS

- **No senior should feel the indignity of being without access**
- **to nutritious meals and social connection**



In Houghton County, like so many other communities, a significant portion of our population is silently struggling. Our elderly residents, most of whom spent their lives contributing to the vibrancy and resilience of our community, now face the difficult challenge of accessing and affording nutritious foods. An unacceptable number of our elderly citizens are afflicted with nutrition insecurity and are going hungry.

∴ The Need in Houghton County



Over the past 30 years, seniors have been receiving home-delivered meals, but the demand has increased exponentially – doubling in the last three years, and exceeding current organizational capacity. Interestingly, within the state of Michigan, only five counties do not have a millage to support senior nutritional services: Copper Shores Meals on Wheels serves two of those counties – Houghton and Keweenaw. These are the only two counties in Michigan's Upper Peninsula without millage support.



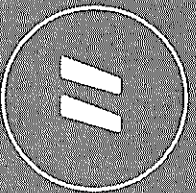
It is noted, in part, that the rise in demand is related to the growing elderly population in Houghton County. Approximately one in five residents of Houghton County are over the age of 65. [1] and almost half live alone. Adding to this, approximately 25 percent have a disability[1]. This demographic shift underscores the importance of addressing the specific needs of our seniors who often face unique challenges related to health, mobility and access to essential services. These risk factors should also highlight the limited or non-existent rural transportation options, and a limited number of grocery stores within the county's 1,500 square miles combined with the constraints of limited financial means.

Adundant Poverty

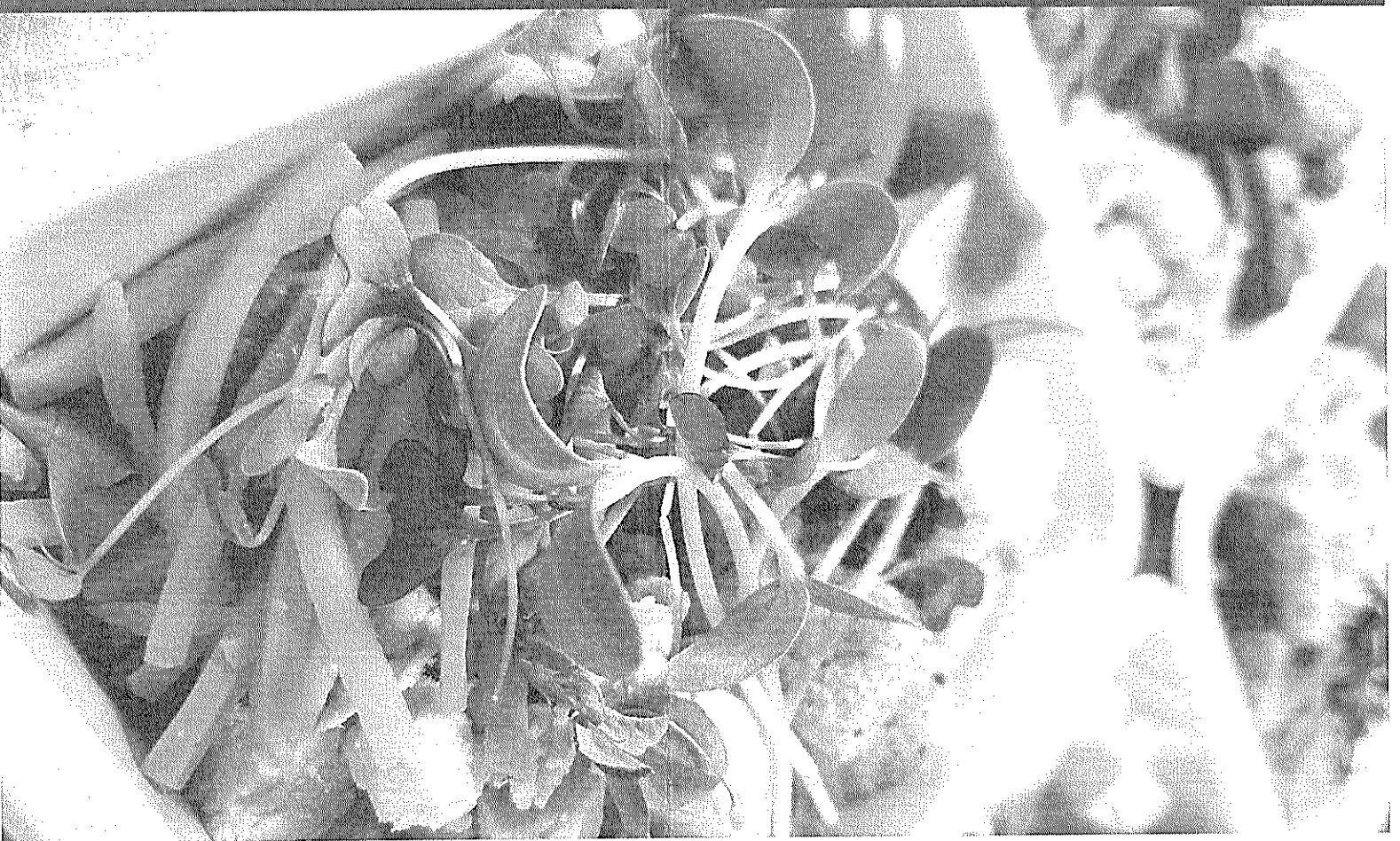
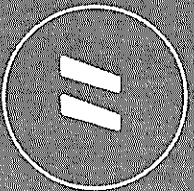


One in six area seniors live in poverty [1] and many of these same residents experience food insecurity. They lack consistent access to the basic daily allowance of nutritious foods needed to be healthy. These statistics highlight the vulnerability of our elderly residents and the critical need for broader community intervention and collaboration.

The consequences of inaction are dire as seniors without adequate nutrition are at a higher risk of chronic health conditions that diminish quality of life, exacerbate their financial capabilities, and deteriorate and contribute to poor individual health.

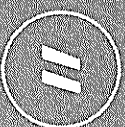


I have to choose between food or paying for my electric bill so that I can breathe. To balance this, I keep my oxygen on a lower level so I use less electricity and this allows me to still have some money to buy food. - Robert J., Copper Shores Meals on Wheels Participant



Living in a Food Desert

Rural communities with limited access to grocery stores are referred to as "food deserts." In Houghton County, approximately 25 percent of seniors reside in such areas [7]. Where the nearest store is often miles away and public transportation options are scarce, if available at all.



We live south of Houghton in a rural area and I can no longer drive or get around very well as

I'm in a wheelchair and on oxygen. My husband goes to town once a week to pick up our meals and I'm grateful he can still get around. – Helen K.,
Copper Shores Meals on Wheels Participant



Transportation Woes

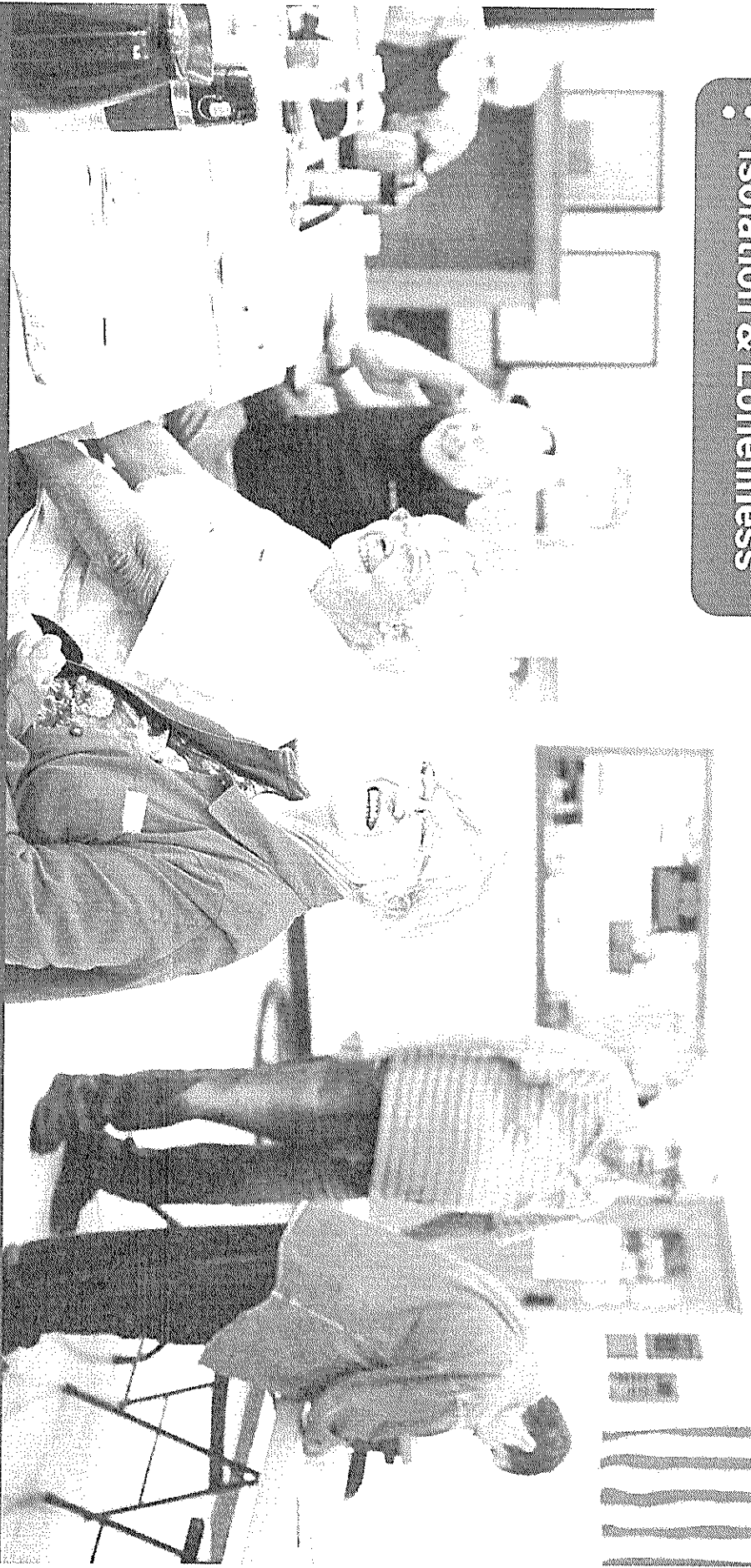
Transportation is a critical factor in ensuring food security. However, roughly 50 percent of seniors in Houghton County lack reliable transportation [1] [4] and public options are limited, inaccessible or unaffordable for most under-resourced seniors. This limitation not only hinders their ability to access grocery stores, but also restricts their participation in community programs and social activities that can improve their overall well-being and combat the sense of loneliness and isolation many of our elder community feel.



My father's dementia and deteriorating vision has impacted his ability to drive and leave the house. The home delivered meals are essential in helping him continue to live at home. – Laura T., daughter of a Copper Shores Meals on Wheels Participant



Isolation & Loneliness



In 2023, the U.S. Surgeon General issued a report titled *Our Epidemic of Loneliness and Isolation*. The report states, "Over four decades of research has produced robust evidence that lacking social connection – and in particular, scoring high on measures of social isolation – is associated with a significantly increased risk of early death from all causes. The physical health consequences of poor or insufficient connection include a 29 percent increased risk of heart disease; a 32 percent increased risk of stroke; and a 50 percent increased risk of developing dementia for older adults. Additionally, lacking social connection increases risk of premature death by more than 60 percent."

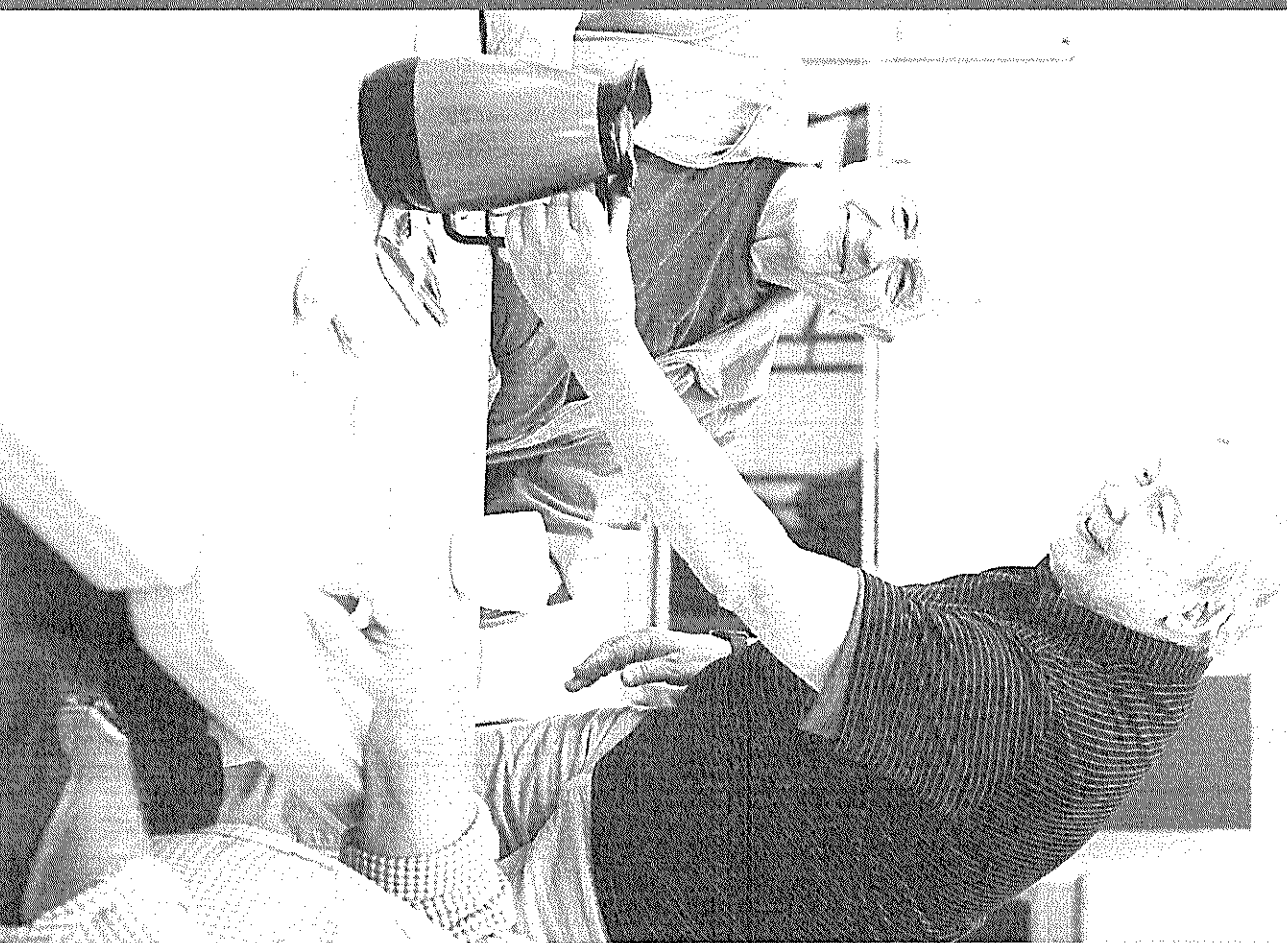
Key factors that shape social connection are individual health, relationships, community and society. "Lacking social connection is as dangerous as smoking up to 15 cigarettes a day." Within Houghton County, 45 percent of our seniors live alone.

To combat these statistics, Copper Shores Meals on Wheels hosts three Meet & Eat sites in Houghton County, providing seniors with opportunities for social interactions and connections. In addition to a fresh hot meal, seniors are provided an opportunity for interaction, friendship, and to be part of a community that has not forgotten them.

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Attending the Meet & Eat meal site has helped me out of my depression. I've made new friends and enjoy getting out of my house each day. It's been such a help to have something to look forward to each day. - John P., Copper Shores Meals on Wheels Participant

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Essential Services

Many local seniors have stated that their daily home delivered meals are essential and without them, they are certain they wouldn't be alive today. They often express gratitude for the delicious meals and daily visits from a caring person who checks on them. A national Meals on Wheels survey found that 77 percent of the seniors say that the meals improve their health and 85 percent feel more secure knowing someone is coming to check on them. An astounding 92 percent say the meal deliveries help them live independently at home. In a county known for its sisu, these statistics are worth noting.

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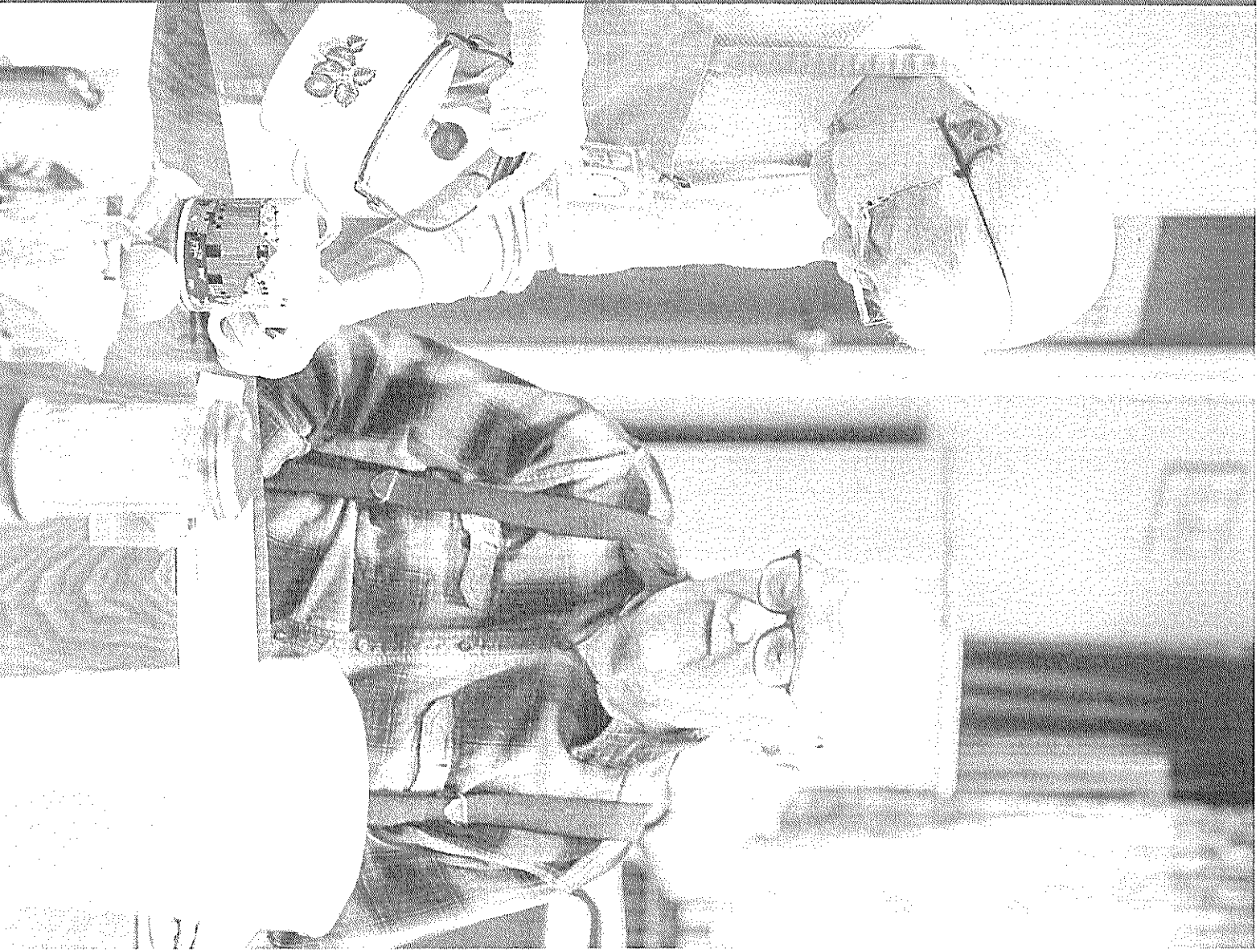
I look forward to seeing my meal delivery driver each day. I often have a cup of coffee waiting for them as I enjoy the 5-10 minutes they spend talking with me. I don't feel so forgotten. - Mark L., Copper Shores Meals on Wheels Participant

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Underfunding Our Seniors

Waiting lists for such programs are becoming more common across the country as aging populations increase, and federal/state funding fails to keep pace with rising operating expenses. One out of three meals programs (nationally) have a waiting list with an average wait time of 90-days. Unfortunately, Copper Shores Meals on Wheels program falls into that statistical norm and currently has a waiting list, further complicating the aforementioned statistics and delaying access to nutritious foods and needed visits. While mail ordered meals are an option, such programs don't provide fresh, hot meals nor do they address the social isolation, loneliness and safety concerns many of our seniors face.





••• The Solution

Elderly people you know are currently struggling to put basic food necessities on the table. This could be a neighbor, a friend or a parent. Collectively, we can eliminate this problem by providing Meals on Wheels access to all eligible seniors. Support of a Houghton County Millage for Elder Nutritional Services would do the following:

1. Immediately address the current waiting list and eliminate the likelihood of a waiting list in the future
2. Ensure the continuation of home-delivered meal services within existing routes and allow for the exploration and implementation of additional service areas.
3. Provide more options for meal pick-up locations within Houghton County.
4. Enhance and increase the number of Meet & Eat locations throughout Houghton County.



•• Copper Shores is a Committed Foundation

Copper Shores Community Health Foundation is a nonprofit dedicated to identifying and finding solutions to our community's pressing health concerns. Through its Copper Shores Meals on Wheels program, we are committed to alleviating senior hunger and providing social connections that help seniors age in place. To be clear, a millage passage will not excuse Copper Shores from providing appropriate funding support for elder programming. In addition to continued financial support for the meals program, capital investments in needed facilities, staffing, and other services will remain an organizational priority.

Programs like Copper Shores Meals on Wheels play a vital role in supporting senior nutrition, mental health, and mitigating chronic and acute illnesses. The data demonstrates and supports the need to urgently and collectively address elder nutrition insecurity in Houghton County. By collaboratively investing in our elders, we can make a difference in their lives and contribute to the health of the community for everyone. Together, we can create a healthier, more secure future for the seniors of Houghton County.

Our seniors, who have given so much to our community, deserve to live with dignity and to be supported by a community that is grateful for their contributions without going to bed hungry every night.



I used to cook the home delivered meals for this area years ago and WOW - the meals have changed!

They are so fresh, colorful, and varied. I love these meals and I tell everyone about them! - Angela K.,
Copper Shores Meals on Wheels
Participant



Copper Shores Meals on Wheels is committed to the creation of a sustainable future that ensures all Houghton County seniors are able to age in place, while having access to nutritious meals, social connections, and wellness checks.



I can't express how much I appreciate your Meals on Wheels program. My father lives alone and I live in another state and it's reassuring to know that he's getting a nutritious meal everyday and being checked on by a trusting individual. Because of this service, he's able to continue living at home for longer than we anticipated. We are extremely grateful for this service." – Allison J., Child of Copper Shores Meals on Wheels Participant



Sources

1. American Community Survey, U.S. Census Bureau. (2023). "Demographic and Housing Estimates for Houghton County, Michigan." Retrieved from American Community Survey
2. Feeding America. (2023). "Map the Meal Gap: Food Insecurity in Michigan." Retrieved from Feeding America
3. Michigan Department of Health and Human Services. (2023). "Health Statistics for Houghton County." Retrieved from MDHHS
4. Houghton County Health Department. (2023). "Community Health Assessment Report." Retrieved from Houghton County Health Department
5. National Council on Aging. (2023). "Senior Hunger and Nutrition: Key Facts and Statistics." Retrieved from NCOA
6. Meals on Wheels America. (2023). "The Importance of Home-Delivered Meals for Seniors." Retrieved from Meals on Wheels America
7. USDA Economic Research Service. (2023). "Food Access Research Atlas." Retrieved from USDA ERS
8. U.S. Surgeon General's Advisory on Loneliness.

BENSINGER, COTANT & MENKES, P.C.
308 W. MAIN STREET
GAYLORD, MI 49735
(989) 732-7536
FED TAX ID NO. 38-2236270

RECEIVED

MAR 04 2025

HOUGHTON COUNTY
401 E. HOUGHTON AVE.
HOUGHTON MI 49931

Page: 1
02/26/2025
ACCOUNT NO: HOUGHCO-0001M
INVOICE NO: 66

ATTN: CHELSEA RHEAULT

HOUGHTON COUNTY GENERAL

181390.80

Received on

MAR 06 2025

County Clerk

		Rate	HOURS	
02/13/2025				
RWZ	Review of correspondence received from County Clerk regarding question on ballot proposal language.	145.00	0.10	14.50
RWZ	Verified Copper Shores Community Health Foundation domestic non-profit corporation status with Michigan Department of Licensing and Regulatory Affairs.	145.00	0.20	29.00
02/14/2025				
RWZ	Telephone conference with County Clerk to obtain additional background information on other May 2025 local and Countywide ballot questions, August ballot proposals and lack of formal Board of Commissioner action prior to deadline for submission to State Bureau of Elections.	145.00	0.30	43.50
RWZ	Redacted Non-related Cost			
RWZ	Legal research regarding multiple issues affecting Copper Shores Community Health Foundation millage request.	145.00	4.60	667.00
RWZ	Drafted opinion to County Clerk, Equalization Director and Administrator regarding Copper Shores Community Health Foundation ballot proposal.	145.00	1.90	275.50

HOUGHTON COUNTY

ACCOUNT NO: HOUGHCO-0001M

INVOICE NO: 66

HOUGHTON COUNTY GENERAL

181390.80

Rate HOURS

02/17/2025

RWZ

Redacted
Non-related
Cost

RWZ

RWZ Revised opinion on elder services ballot proposal to include additional legal rationale and statutory authority for conclusions.

145.00 0.50 72.50

FOR CURRENT SERVICES RENDERED

8.40 1,218.00

RECAPITULATION

TIMEKEEPER	Title	HOURS	HOURLY RATE	TOTAL
ROGER W. ZAPPA	PARTNER	8.40	\$145.00	\$1,218.00

TOTAL CURRENT WORK 1,218.00

BALANCE DUE \$1,218.00

Billing History

FEES	Hours	EXPENSES	ADVANCES	FINANCE CHARGE	PAYMENTS
89,130.00	672.30	16.18	90.00	0.00	88,018.18

Copper shores
= \$1,102.00

MAKE CHECK PAYABLE TO: BENSINGER, COTANT & MENKES

OR PAY BY CREDIT CARD:

NAME ON CREDIT CARD: _____

___MC ___VISA # _____

Exp. _____ AMOUNT TO PAY \$ _____ 3-digit code _____



Building homes, community and hope

Feb. 26, 2025

Chelsea Rheault, Administrator
Houghton County Administration, 5th Floor
401 E. Houghton Ave.
Houghton, MI 49931

Dear Chelsea,

Copper Country Habitat for Humanity is applying for the MSHDA MI-Neighborhood Program Grant and would like a letter of support from the County of Houghton.

The County helped us with a letter of support for the MI-HOPE Program. We received a MI-Hope grant for \$500,000. We have served over 20 homes with this grant, providing new roofing, furnaces, insulation, windows, doors, security lighting, appliances and even new hot water heaters. The recipients will realize an annual energy savings of up to \$1300, over \$5,000 in total energy savings.

We are planning to do similar work with the MI-Neighborhood Program, as well as using \$200,000 of the \$500,000 requested to assist us build two new Habitat homes. This will continue to help us achieve our goal of helping more people have a decent place to live.

Would you please help us again by sending us a letter of support? You can email it to steve@copperh4h.org . Please reply by March 6, 2025.

Thank you,

Steven J. Cadeau
Director of Grant Management

P.O. Box 231, Houghton, MI 49931 | 906-482-5376 | www.copperh4h.org

Equal Housing Opportunity



Building homes, community and hope

Feb. 26, 2025

Copper Country Habitat for Humanity

Attn: Steven J. Cadeau

Director of Grant Management

P. O. BOX 231

Houghton, MI 49931

The _____ expresses its full support for the Copper Country Habitat for Humanity's application for the MSHDA MI-Neighborhood Program Grant.

Baraga, Houghton, and Keweenaw Counties are experiencing a critical shortage of affordable housing. Our Board wholeheartedly supports all initiatives that promote energy-saving housing restoration and the development of new housing opportunities. We believe this grant would be of great benefit to many members of our community.

Please do not hesitate to contact me at _____ or via email at _____ if you have any questions.

Sincerely,

P.O. Box 231, Houghton, MI 49931 | 906-482-5376 | www.copperh4h.org

Equal Housing Opportunity

Houghton County Marina Bids

From Shane Pakkala <spakkala@upea.com>

Date Wed 3/5/2025 2:53 PM

To Chelsea Rheault <chelsea@houghtoncounty.gov>

Cc Tom Tikkanen <tom.tikkanen@houghtoncounty.gov>; Todd LaRoux <inspector@houghtoncounty.gov>; Tom Bingham <tom.bingham@houghtoncounty.gov>

 1 attachment (283 KB)

Houghton County Marina Bid Tab.pdf;

CAUTION: This email originated from outside the organization of Houghton County. Exercise **EXTREME** caution when opening external attachments or links from unknown senders.

Hello,

Attached is a bid tabulation sheet for the marina project.

We received five bids and all were very close.

The low bidder is Wuebben Construction with a bid of \$265,896.23

I reviewed the bid and they provided all necessary documents.

I realize the bid is over the projected budget. If there are funds to make up this difference, I would provide you with a recommendation letter to accept Wuebben Construction's bid.

They also had a very reasonable time schedule. Approximately a month and a half from start to finish. They could start as early as tomorrow.

Please review and give me a call if you would like to discuss.

I have also scanned in all bidders documents if you would like to have any.

Thank you,

Shane Pakkala, P.E.

U.P. Engineers & Architects, Inc.

100 Portage Street

Houghton, MI 49931

906-482-4810 Office

906-315-1375 Direct

906-370-2217 Cell

www.upea.com

Houghton County
 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

Request for Proposal	Job Classification & Wage Study	Issue Date	3/11/2025
County	Houghton County, MI	Responses Due by	Click or tap to enter a date.

Introduction
 Houghton County, Michigan, is seeking proposals from qualified consulting firms to conduct a comprehensive Job Classification and Wage Study. The purpose of this study is to analyze the County's job classifications, pay structure, and benefits to ensure internal equity, external competitiveness, and compliance with applicable laws and best practices.

Background
 Houghton County employs approximately 145 employees across multiple departments, including administration, public works, public safety, health and human services, and others. The County's compensation and classification system needs a thorough evaluation to ensure that job descriptions accurately reflect duties, salaries are competitive with comparable public and private sector organizations, and employees are compensated fairly.

Objectives
The County seeks a consultant to:

- Review and analyze current job classifications and descriptions.
- Conduct a comprehensive wage survey comparing Houghton County's salaries and benefits with similar sized counties, municipalities, and private sector organizations.
- Identify pay disparities and recommend adjustments.
- Provide a recommended salary structure, including pay grades and salary ranges.
- Ensure compliance with state and federal employment laws.
- Evaluate and recommend potential performance-based compensation models.

Scope of Work
The selected consultant will be responsible for:

- 1. Job Classification Review**
 - Assess existing job descriptions and classification structures.
 - Conduct interviews or surveys with employees and department heads to understand job duties.
 - Identify any positions that may need reclassification.
- 2. Market Wage Survey**
 - Identify comparable counties, municipalities, and private sector organizations.
 - Collect and analyze wage data for similar positions.
 - Evaluate salary trends and cost-of-living considerations.
 - Provide a summary of how Houghton County salaries compare to market rates.
- 3. Compensation Analysis & Recommendations**
 - Propose a revised salary structure with pay grades and ranges.
 - Recommend adjustments to pay scales to improve equity and competitiveness.
 - Provide an implementation plan, including estimated costs.
 - Suggest strategies for maintaining competitive wages over time.
- 4. Legal Compliance Review**
 - Ensure recommendations align with FLSA, EEOC, ADA, and Michigan labor laws.
 - Address potential pay equity concerns.
- 5. Final Report & Presentation**
 - Deliver a comprehensive written report summarizing findings and recommendations.
 - Present results to County Administration and the Board of Commissioners.
 - Provide training or guidance for future compensation adjustments.

Houghton County
 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

Proposal Requirements

Interested firms must submit a proposal that includes the following:

- 1. Cover Letter**
 - Brief introduction and summary of experience.
- 2. Company Profile**
 - Name, address, contact information, and key personnel.
 - History and experience in conducting similar studies.
 - Client references (minimum three) from government agencies.
- 3. Project Approach & Methodology**
 - Description of how the consultant will complete the study.
 - Timeline and milestones.
 - Proposed engagement methods (surveys, interviews, etc.).
- 4. Project Team**
 - Names, qualifications, and roles of key personnel.
- 5. Deliverables**
 - Summary of all reports, recommendations, and presentations.
- 6. Cost Proposal**
 - Detailed breakdown of all costs, including labor, travel, and other expenses.
- 7. Legal & Compliance Statements**
 - Proof of insurance, business licenses, and conflict-of-interest disclosures.

Proposal Submission Instructions

Deadline: Proposals must be submitted no later than [Insert Date].
Submission Method: Proposals must be submitted via email to accounting@houghtoncounty.net
Mailed/delivered to: County Administrator
 401 East Houghton Avenue
 Houghton, MI 49931

Evaluation Criteria

- Proposals will be evaluated based on the following:
- Experience and Qualifications (30%) – Relevant expertise and past work in government compensation analysis.
 - Project Approach & Methodology (25%) – Clear, effective plan for completing the study.
 - Cost Proposal (20%) – Competitive and reasonable pricing.
 - References & Past Performance (15%) – Feedback from previous government clients.
 - Timeline & Deliverables (10%) – Feasibility of proposed timeline and quality of deliverables.

Anticipated Timeline

Milestone	Click or tap to enter a date.
RFP Issued	Click or tap to enter a date.
Deadline for Questions	Click or tap to enter a date.
Proposal Submission Deadline	Click or tap to enter a date.
Consultant Selection	Click or tap to enter a date.
Contract Award & Start Date	Click or tap to enter a date.
Draft Report Due	Click or tap to enter a date.
Final Report & Presentation	Click or tap to enter a date.

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401 East Houghton Avenue
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District 4

Terms & Conditions

- The County reserves the right to reject any or all proposals.
- Submission of a proposal does not guarantee a contract award.
- Houghton County is not responsible for any costs incurred in preparing a proposal.
- The selected firm must comply with all applicable federal, state, and local laws.



HOUGHTON COUNTY FAIR

1500 Birch Street, Hancock, MI 49930

Phone (906)482-6200

www.houghtoncountyfair.com

houghtoncountyfair@hotmail.com

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

February 18, 2025

Board of Commissioners:

The Houghton County Fair Board of Directors is very appreciative of your generous sponsorship of \$10,000 for the 2025 Houghton County Fair. The Board is requesting the 2024-25 county budget appropriation of funds at this time.

Our federal tax-exempt ID is 38-2466952 should you need it for your records.

Sincerely,

Carol Saari
Fair Manager
Houghton County Fair



SEBRIGHT PRODUCTS INC.
 Manufacturing solutions based waste
 handling and recycling equipment since
 1984.

REMIT TO:
 PO Box 296 127 N. Water St
 Hopkins, MI 49328
 Phone: 269-793-7183

517-000-934.000 CMJ

Invoice 44012-CP

Customer
 Houghton Transfer Station
 401 E. Houghton Avenue
 Houghton, MI 49931

Bill To
 Houghton Transfer Station
 401 E. Houghton Avenue
 Houghton, MI 49931

Ship To
 Houghton Transfer Station
 17808 Erickson Drive
 Atlantic Mine, MI 49905

Attn.
 Jason Carnes

Attn.
 Jason Carnes

Attn.
 Jason Carnes

Processed Date	Processed By	Created By	Purchase Order Number
2024-12-18	Josh Walker	Josh Walker	verbal
Carrier	Service	Shipping Terms	Prepayment Required
Deliver	Deliver	Prepaid and Add	[None]

#	Part	Description	Qty	Unit Price	Price Adjustments	Total Price
1	Labor	Two technicians travel & onsite	1	\$12,000.00	N/A	\$12,000.00
2	Expenses	Tolls, lodging, meals etc	1	\$1,875.00	N/A	\$1,875.00
3	Plate .5 x 18.375 x 44.875	Two rear end repair plates	2	\$518.73	N/A	\$1,037.46
4	CBMA-2-7-76	CYLINDER BASE MOUNT ASSEMBLY - 2 - 7" BORE CYLINDER - 76" WIDE	1	\$2,081.05	N/A	\$2,081.05
6	HCY7014645	7" BORE X 146" STROKE X 4.5" ROD X 164" COLLAPSED LENGTH	2	\$9,380.00	N/A	\$18,760.00
7	Freight	Machine to ship from site to Sebright shop & return	1	\$5,000.00	N/A	\$5,000.00
8	plate 1.00 astm a36	Ram bottom plate	1	\$1,053.88	N/A	\$1,053.88
9	PLATE 0.500 AR235	chamber floor liner	1	\$3,701.38	N/A	\$3,701.38
10	HO8	MegaFlow HVI AW 32 Blanket Hydraulic Oil	300	\$28.43	N/A	\$8,529.00
11	HPG121	SUCTION STRAINER 3-INCH P100 3 100	2	\$111.25	N/A	\$222.50
12	HPG113	SUCTION STRAINER 1-1/4 100 MESH	1	\$61.00	N/A	\$61.00
13	EMCI5H	COUPLING INSERT 570 HYTREL	1	\$55.80	N/A	\$55.80
14	HPG181E	RETURN FILTER ELEMENT PARKER	1	\$165.00	N/A	\$165.00
15	HPG116F	BREATHER FILTER	1	\$80.98	N/A	\$80.98
16	TSSA-011614-84	TRIPLE SECTION SCRAPER ASS'Y FOR 84" WIDE MACHINES	1	\$1,047.70	N/A	\$1,047.70
17	VSM-040908-LH	ANGLE 6 X 6 X .5 X 12.75 VERTICAL SHOE MOUNT - LEFT HAND	1	\$92.08	N/A	\$92.08
18	LSM-082808-LH	ANGLE 6 X 6 X 5.75 X .5 - LOWER SHOE MOUNT - LEFT HAND	1	\$58.56	N/A	\$58.56
19	CSMA-101606	CYLINDER SUPPORT MOUNT ADJUSTMENT	2	\$32.75	N/A	\$65.50
20	FNH12CG8	NUT HEX .75-10 GRADE 8	4	\$0.83	N/A	\$3.32
21	FWL12G8	WASHER LOCK .75 GRADE 8	2	\$0.53	N/A	\$1.06
22	FBU08140C196	FASTENER BOLT-U 1/2"-16 X 12 1/4" X 8 3/4" X 4" THREADS / LOW CARBON PLANE FINISH ROUND	2	\$19.23	N/A	\$38.46
23	HCP175900	BAR ROUND 1.75 OD X 9 - HYDRAULIC CYLINDER PIN	2	\$140.78	N/A	\$281.56


#	Part	Description	Qty	Unit Price	Price Adjustments	Total Price
24	FPC0432SS	FASTENER PIN COTTER 1/4" X 4" - STAINLESS STEEL	4	\$4.73	N/A	\$18.92
25	FBS12C80G8	SHCS .75-10 X 10 LG GRADE 8	4	\$15.30	N/A	\$61.20
26	FNN12CG8	NUT NYLON LOCK .75-10 GRADE 8	4	\$1.05	N/A	\$4.20
27	ECF1021	.5 CORD GRIP - RED (.19-.25 CORD)	4	\$13.95	N/A	\$55.80
28	HPGX101	CLAMPING UNIT HYDROCRAFT - 2 HOLE	11	\$27.65	N/A	\$304.15
29	HPGX135	SOCKET HEAD STACKING NUT FOR MULTI-CLAMP	10	\$2.58	N/A	\$25.80
30	RS12084-2	RAM SHOE 1-1/4 X 3-3/4 X 10	4	\$228.83	N/A	\$915.32
31	RS12084-1	RAM SHOES	2	\$89.10	N/A	\$178.20
32	HF209608	1/2" COUPLING	1	\$4.90	N/A	\$4.90
33	HF209608	1/2" COUPLING	1	\$4.90	N/A	\$4.90
34	HF204608	1/2" ADAPTER (FEMALE TO SWIVEL)	2	\$7.23	N/A	\$14.46
35	FBH08C16G8	HHCS .5-13 X 2 LG GRADE 8	8	\$1.08	N/A	\$8.64
36	FBH08C10G8	HHCS .5-13 X 1.25 LG GRADE 8	16	\$0.70	N/A	\$11.20
37	FWL08G8	WASHER LOCK .5 GRADE 8	24	\$0.15	N/A	\$3.60
38	BARGSS1	RAM GUIDE SHOE SHIM (SHEET .0747 CUT TO PRINT)	16	\$25.93	N/A	\$414.88
39	FWL06G8	WASHER LOCK .375 GRADE 8	12	\$0.08	N/A	\$0.96
40	FBH06C10	HHCS .375-16 X 1.25 GRADE 5	12	\$0.30	N/A	\$3.60
41	PIPE SCH. 080 X 0.500 BLACK PIPE	PIPE SCH. 080 X 0.500 BLACK PIPE	48	\$0.53	N/A	\$25.44
42	HH24044P25	1.5 MP x 1.5 MP X 44 2500psi hose	2	\$814.45	N/A	\$1,628.90
43	HH24120P25	1.5 MP X 1.5 MP X 120 HYDRAULIC HOSE	2	\$1,117.40	N/A	\$2,234.80
44	SHEET 0.1196 (#11 GAUGE) ASTM A36 Steel	Rear cover sheets	1	\$1.25	N/A	\$1.25

Subtotal: \$62,132.41

Total: \$62,132.41

Travel Requests for Board Meeting

From Sara Huuki <building@houghtoncounty.gov>
Date Tue 3/4/2025 11:20 AM
To Chelsea Rheault <chelsea@houghtoncounty.gov>
Cc Teresa Hill <teresa.hill@houghtoncounty.gov>

 1 attachment (216 KB)
Xerox Scan_03042025112039.PDF;

Hello Chelsea,

Attached are three travel requests forms.

Chad Hammerstrom has two conferences that he needs to attend, one for plumbing and one for mechanical.

Todd has his COCM conference.

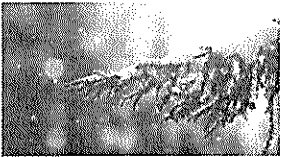
These are all within our budget.

Please let me know if you need anything else.

Thank you,

Sara Huuki

Building Department Manager
Accounting Assistant
Marina Accounts Receivable & Contract Specialist



401 E Houghton Ave
Houghton MI 49931
(906) 482-2260

www.houghtoncounty.net

2.5% service fee on all card transactions with a minimum of \$1.95.

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

Reason for Travel: IAEI Spring Conference Brian Kangas & Stephen Zapolnik
 Dates of Travel: 03/05/2025-03/07/2025

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

Required Training		Conference Attendance:		Association Meeting:	
Needed for License	<input checked="" type="checkbox"/>	Annual	<input checked="" type="checkbox"/>	Annual	
Needed for Certification		Bi-		Bi-	
State or Other Mandate		Annual		Annual	
Seminar		Other		Other	
				Training Not Required	

This request is included in the Department Budget: X Yes No

Estimated costs to be requested for payment from Houghton County
\$900.00

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

Submitted by: Sara Huuki Title Building Dept Mgr Date 02/19/2025

 _____ Approved _____ Disapproved by the Houghton County Board of
 Commissioners at their meeting held on _____

Signed: _____ Title: _____
 Date: _____

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

Reason for Travel: PIAM Spring Conference -Plumbing Inspector

Dates of Travel: 04/16/2025 - 04/18/2025

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

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

This request is included in the Department Budget: X Yes No

Estimated costs to be requested for payment from Houghton County
\$500.00

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

Submitted by: Sara Huuki Title Building Dept Mgr. Date 03/04/2025

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

Signed: _____ Title: _____

Date: _____

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

Reason for Travel: MIAM Spring Conference -Mechanical Inspector
 Dates of Travel: 05/07/2025-05/09/2025

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

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

This request is included in the Department Budget: X Yes No

Estimated costs to be requested for payment from Houghton County
\$625.00

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

Submitted by: Sara Huuki Title Building Dept Mgr. Date 03/04/2025

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

Signed: _____ Title: _____
 Date: _____

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

Reason for Travel: COCM Conference

Dates of Travel: ~~02/27/2025-04/30/2025~~

04/27/2025 - 04/30/2025

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

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

This request is included in the Department Budget: Yes No

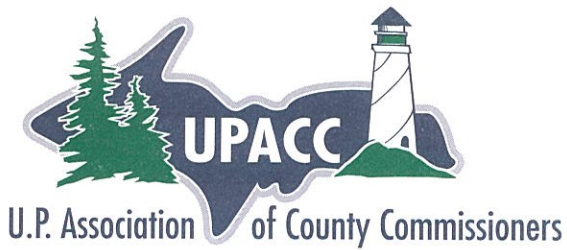
Estimated costs to be requested for payment from Houghton County
\$600.00

Portion of costs to be paid other than by Houghton County: COCM Conference is at no charge. Cost is hotel and travel

Submitted by: *David Taylor* Title DEPUTY OFFICIAL
Date _____

_____ Approved _____ Disapproved by the Houghton County Board of
Commissioners at their meeting held on _____

Signed: _____ Title: _____
Date: _____



P.O. Box 606
2501 14th Avenue South
Escanaba, MI 49829

906.786.4701 • Fax 906.786.5853
www.upcap.org

February 4, 2025

**TO: Chelsea Rheault
Houghton County Administrator
401 E. Houghton Avenue
Houghton, MI 49931**

**FROM: Upper Peninsula Association of County Commissioners
P.O. Box 606
Escanaba, MI 49829**

INVOICE FOR UPACC DUES - 2025:

\$174.00



STATEMENT

Copper Country Community Mental Health
 901 W. Memorial Drive
 Houghton MI 49931

(906) 482-9400 Ext. 0146

Date:	1/31/2025
Account:	00052

Amount Paid:	
--------------	--

HOUGHTON COUNTY TREASURER

 401 E HOUGHTON AVENUE
 HOUGHTON MI 49931

Payment Terms: NET 30

Deposits Received: \$0.00

^Please return this portion with your payment^

Document No.	Date	Code	Description	Amount	Balance
INV00000030000000169	12/28/2024	SLS	1/12th Appropriation	\$13,707.91	\$13,707.91
PYMNT000000015816	1/28/2025	PMT	Applied: INV00000030000000169	-\$13,707.91	\$0.00
INV00000030000000170	1/28/2025	SLS	1/12th Appropriation	\$13,707.91	\$13,707.91
				Amount Due:	\$13,707.91

<u>Current</u>	<u>1-30 Days</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>Over 90 Days</u>
\$13,707.91	\$0.00	\$0.00	\$0.00	\$0.00

Codes: SLS = Sales / Invoices CR = Credit Memos PMT = Payments
 DR = Debit Memos RTN = Returns