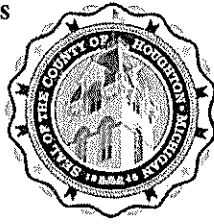


Houghton County Board of Commissioners

Houghton County Courthouse
401 East Houghton Avenue
Houghton, MI 49931



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

AGENDA
HOUGHTON COUNTY BOARD OF COMMISSIONERS
Work Session
June 2, 2025 - 10:00 AM

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Agenda Additions
- E. Public Comments – Agenda Items only *(3 minute limit)
- F. Houghton County Board of Commissioners Work Session
 - 1. BOC 2025 Meeting Schedule
 - 2. Jail Millage
 - 3. Agenda Item Request Process
 - 4. VC3
 - 5. Wage Study Progress
 - 6. Telephone System
- G. Public Comments - *(3 minute limit)
- H. Announcements
- I. Adjournment

The meeting will take place in person in the Commissioners' Hall and will also be accessible via Microsoft Teams. A link to join virtually will be posted in the News section of the County website.

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Houghton County Board of Commissioners Schedule of Meetings 2025

The Work Sessions for the Board of Commissioners for the County of Houghton will be held in the Conference Room on the fifth floor of the Houghton County Courthouse on the 1st Monday of each month. All meetings will commence at 10:00 A.M.

March 31 st	June 2 nd	September 1 st	December 1 st
April – None	July 7 th	October 6 th	
May 5 th	August 4 th	November 3 rd	

The Regular Meetings for the Board of Commissioners for the County of Houghton will be held in the Conference Room on the fifth floor of the Houghton County Courthouse on the 2nd Tuesday following the 1st Monday of each month. All meetings will commence at 3:00 P.M.

January 14 th	May 13 th	September 9 th
February 11 th	June 10 th	October 14 th
March 11 th	July 8 th	November 12 th
April 8 th	August 12 th	December 9 th

In the event of a change to the scheduled meeting dates or times, or the calling of a special meeting, notice shall be duly posted, and if required, published in accordance with applicable legal requirements.



County of Houghton, Michigan

Board of Commissioners Agenda Item Process

Purpose:

To establish a standardized process for submitting items to be considered for inclusion on the agenda of the regular monthly board meetings.

Policy Statement:

All individuals or departments wishing to submit a request to have an item added to the agenda for the monthly board meeting must do so in writing using the official Agenda Item Request Form.

Submission Deadline:

Requests must be submitted **no later than 7 calendar days prior to the scheduled board meeting date**. Late submissions will be considered for the following month's agenda unless deemed urgent by the Board Chair.

Submission Process:

1. Complete the **Agenda Item Request Form**.
2. Submit the completed form by one of the following methods:
 - **Email** to administrator@houghtoncounty.gov (please include the words "**Agenda Item**" in the subject line of the email)
 - **Paper mail** to the Houghton County Administrator's Office
401 East Houghton Ave
Houghton, MI 49931
 - **Hand delivery** to the Houghton County Administrator's Office
3. You will receive confirmation of receipt and whether your request has been approved for the upcoming agenda.

Approval:

Agenda requests are reviewed and approved by the Board Chair based on relevance, time availability, and alignment with board priorities.



**Houghton County
Board of Commissioners
Agenda Item Request Form**

Please fill out the following form to request an item be added to the agenda for the upcoming Houghton County Board of Commissioners meeting.

Submitter Information:

- **Name:** _____
- **Department/Organization (if applicable):** _____
- **Phone Number:** _____
- **Email Address:** _____

Agenda Item Details:

- **Title of Agenda Item:** _____
- **Requested Meeting Date:** _____
- **Brief Description of the Item (include any decisions needed):**

- **Are you requesting time to speak at the meeting?**

☐ Yes

☐ No

- **Supporting Documents Attached?**

☐ Yes

☐ No

(If yes, please list): _____

Signature: _____

Date: _____

Progress Update – VC3 Transition, Phone System, and Wage Study

Prepared by Teresa Hill, HR & Operations Manager

Work Session – Monday, June 2, 2025

1. VC3 Transition Process

- VC3 initially believed they had granted me manager-level access to the ticket portal, but on Friday, May 30, they discovered that access had not been properly set up. They have confirmed this will be corrected today.
- I have a scheduled meeting with VC3 on Tuesday, June 3 at 2:00 PM to discuss current issues, including portal access and ongoing service concerns expressed by staff.

2. Phone System Coordination

- I have reached out to Baraga Phone multiple times to request a formal quote for services, as directed. Despite these repeated attempts, I have not received a response.
- At Baraga Phone's suggestion, I coordinated a meeting with Up and Running to assess our needs. Following that meeting, I obtained a formal quote from them and have it on file for review.
- I will continue to follow up with Baraga Phone and will share any new information as soon as it becomes available.

3. Wage & Job Classification Study

- I have received a bid from Gallagher in the amount of \$50,000. Gallagher is our current health benefits provider and indicated that if we select their proposal without soliciting additional RFPs, the total cost would be \$50,000.
- I also received a bid from MGT Consulting in the amount of \$58,000.
- Progress on this project was temporarily paused due to my assignment to the Jail Bond Task Force Committee, but I plan to resume work on this initiative following the June 3 VC3 meeting.