

# **CORRESPONDENCE**

FOR  
MISSIONS  
COMICS  
-JACKET

10/8/25

To the Houghton County Board of Commissioners,

Having covered the board for nearly 10 years as a reporter and editor with The Daily Mining Gazette in the late '80s to the mid-'90s, I'm confident in assuring you that the leaders who came before you would be aghast at your preoccupation with matters that pull you away from serving the citizens of your county—as you were elected to do. They would be the last to say that they made perfect decisions and they often disagreed, but they'd be united on this front: Why on God's green Earth are you wasting your time and irritating taxpayers with a needless and nonsensical resolution related to sex and gender? It's your duty to worry about what's in pocketbooks, not pants.

While I understand federal political pressure being brought to bear, as is the case with any presidential administration, this matter of gender and equity has already been settled at the state level. There's no need for Houghton County to insert itself into the conversation. There is a State of Michigan buffer that offers legal protection. Explore those resources if you feel we need a firewall, but please quit wasting our time by focusing on a contentious situation that has nothing to do with the health and well-being of our county and its residents.

The Houghton County Board and administrators that I knew worked to address the very challenging economic and developmental priorities required to serve the citizens of Houghton County. They very passionately debated issues that mattered within the purview of their duties related to the facilities and services that the county provides to taxpayers:

**On the profitable or at least break-even side of the ledger:**

- They worked together to run Houghton County Airport safely and efficiently, maximizing fuel sales, hangar rentals, terminal services, etc.
- They worked to keep the State Waterways Commission-sanctioned Houghton County Marina profitable, through fuel sales, and seasonal and transient dockage. For decades there has been a seasonal waiting list for slips.
- They worked to keep tipping fees reasonable and to operate the Houghton County Transfer Station sustainably.

**On the expense side of the ledger:**

- They worked to ensure the Houghton County Road Commission was adequately funded and that all external funding sources were pursued with the utmost degree of diligence and accuracy.
- Most of all, they worked to meet the promise that the county has made to its residents regarding the establishment and operation of Houghton County Medical Care Facility. To a person, this commitment was of the utmost importance to all our commissioners, regardless of district, because they realized it is the heart and soul of what we as a

county care about. This dedication to caring for our own here in their home county is intrinsic to who we are.

- Finally, commissioners through the years have worked—and struggled as you have—to address the systemic issues that have plagued the Houghton County Sheriff's Department and Jail. Sure, there were times when we had the capacity to house inmates from other areas to bring in needed revenue. But like you, commissioners never got this pressing issue of the outdated facility solved. Unlike you, they didn't put the cart before the horse and buy a jumbo white elephant without the consensus of the citizenry.

If I was a reporter today at a daily paper that was still functioning at a high civic level and I interviewed you about all of this, I suspect you'd tell me that it's *different* now—federal funding cuts, state funding cuts, the money just isn't there, grants have dried up, these issues are a political football, etc. Commissioners have been saying these things—and grappling with these concerns—for decades. It never changes. Please take heart in that. This is an eternal problem and we're still here in Houghton County doing our best to address it. That's another thing about Houghton County, or at least it used to be: We don't give up. We come together to figure it out.

Instead of sparking a public debate with a nonsensical and poorly written resolution that amounts to biological baloney, please turn your attention, time, and talent to what's at stake.

Little things add up. I'll close with a couple of examples from the marina, because I know it best as a long-time seasonal slip holder and wife of the previous harbormaster:

You could ensure that the personnel you hire take measures to maintain the aesthetics of what has long been rated one of the prettiest and most hospitable marinas on Lake Superior—and one of the essential fuel stops on the entire lake—rather than cutting down all the trees. You could also implement efficiencies, like turning off the marina lights during the winter to save on the power bill.

This practical approach, applied to assets the county owns and operates, is what we asked of you when you were elected to represent us. It's what we expect of our hired administrators as well. Being an elected official isn't easy, I appreciate the hard work that you all put in and look forward to seeing you get back to business. There's a lot to accomplish!

Thanks for the opportunity to share my perspectives,

Cyndi Perkins

  
cmperkin@mtu.edu

1-906-370-5689

47646 1st Street

Houghton, Michigan

49931



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: Richard A Buchko Jr.
- Department/Organization (if applicable): N/A
- Phone Number: 906-281-9861
- Email Address: richardbuchko@gmail.com

Agenda Item Details:

- Title of Agenda Item: Refuting Resolution 25-032
- Requested Meeting Date: January 5, 2026
- Brief Description of the Item (include any decisions needed):

*RESOLUTION 25-032 IS SCIENTIFICALLY  
INCORRECT, AND SO FAR OUTSIDE THE SCOPE  
OF YOUR RESPONSIBILITIES, THAT IT SHOULD  
BE REJECTED ON ITS FACE*

- Are you requesting time to speak at the meeting?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

- Supporting Documents Attached?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

(If yes, please list): Will provide 10 days prior to meeting

*I WILL BRING  
THE SCIENCE.*

Signature: Richard A Buchko

Date: 12-7-25

# **NEW BUSINESS**

## RULES OF ORDER

Adopted April 26, 1988

### BOARD OF COMMISSIONERS HOUGHTON COUNTY, MICHIGAN

The great purpose of all rules and forms is to subserve the will of the assembly, rather than to restrain it; to facilitate, and not to obstruct, the expression of their deliberate sense.

#### RULE 1

At the first meeting of the Board of Commissioners held in January of each odd numbered year, the County Clerk shall open the meeting, call the roll, and if a quorum is found to be present, the Board shall proceed to nominate and elect one of their number as chairperson. The commissioner receiving the majority of all votes cast shall be Chairperson of said Board, and immediately assume the duties thereof. At the January meeting of each year, the Chairperson shall first proceed to the election of a Vice-Chairperson by a roll call vote.

#### RULE 2

During the January organizational meeting, the Commission shall review and revise, if deemed necessary, the Rules of Order.

#### RULE 3

The committees of the Board of Commissioners shall be as follows:

<b>Standing Committees of the County:</b>		<b>Other Committees (Cont.):</b>	
1. Finance	2	16. Revolving Loan Fund Board	2
2. Building & Grounds	1	17. U.P.C.A.P.	1
3. Bargaining	5	18. RC & D Council	2
4. Equalization	1	19. Ho. / Kew. Conservation Dist.	1
5. Law Enforcement	2	20. Main Street Calumet	1
6. Marina	1	21. Keweenaw Natl. Hist. Park	1
<b>Other Committees:</b>			
1. CC Mental Health	1	22. Trails	1
2. W.U.P.D.H.D.	3	23. Bridge Outage	1
3. Dept. of Human Services	1	24. Personnel Committee	2
4. Michigan Works	2	25. 911 Committee	1
5. Airport Zoning Bd. Appeals	5	26. Portage Lake Multi-Education	1
6. Parks and Recreation	1	27. BHK Headstart	1
7. Fair Board	1	28. MSU Cooperative Extension	1
8. Planning Comm. (2 yr term)	1	29. U.P. Econ. Devel. Alliance	1
9. W.U.P.P.D.R	3	30. Brownfield Authority	1
10. Road Commission	1	31. Dam Committee	3
11. Airport Committee	3	33. Northwood Rail	2
		34. U.P. Energy Workgroup	2

(c) The purpose of this meeting of the Committee of the Whole shall be for the informal discussion of matters then before the Board of Commissioners, any Committee of the Board, or of matters then put to the Committee of the Whole by any member.

(d) When meeting as a Committee of the Whole, the Board is strictly prohibited from taking any formal or final action on any business then before the Board or any Committee of the Board; unless the entire Board (5 members) is present and agree by unanimous vote to take formal and final action.

(e) The Committee of the Whole may vote to refer any matter to any other Committee of the Board, or to the Board of Commissioners for formal, or final action. Such reference to a committee of the Board may be accompanied by a recommendation as to policy or disposition.

(f) The Chairperson shall call the Committee of the Whole to order at the time, place and date set for its meeting.

(g) A tentative agenda for this meeting shall be drawn up by the County Clerk, County Controller and Chairperson. Prior to the meeting, any item for discussion shall be placed on the agenda at the request of any Commissioner of the Board.

(h) Matters not placed on the tentative agenda may be raised under new business at this meeting after completion of discussion of items on the agenda.

(i) The Chairperson shall conduct order of the committee in a reasonable manner so as to permit free and informal discussions of all matters by all members of the committee. On motions to refer matters to the Board or other committee, the Chair shall state the motion and call for a vote.

**RULE 10**

When the Board shall decide to go into Committee of the Whole, the Chairperson may preside or, if he/she chooses, name another member of the Board to preside.

**RULE 11**

Dates for committee meetings shall not be changed from the adopted schedule unless all members of the committee are polled and a majority agree to the change.

**RULE 12**

Powers and Duties of the Chairperson:

The Chairperson shall take the Chair precisely on the day and at the hour to which the Board adjourned at the preceding session. He/She shall immediately call the members to order, and on the appearance of a quorum from a call of the roll, he/she shall cause the minutes of the preceding session to be approved unless otherwise ordered by the Board.

**RULE 13**

It shall be the duty of the Chair to preserve order, and to call to his/her aid for that purpose the Sheriff of the County or his Deputy. The Chair shall suppress any disorderly conduct and shall strictly enforce the rules and regulations of the Board.

**RULE 14**

The Chairperson of the Board is authorized to send to any meeting, convention or function deemed important to the conduct of county business, those persons he/she deems necessary, in numbers appropriate to the occasion; said members shall travel by the mode of transportation most suited to the situation. Action taken by the Chairperson shall be subject to later review by the County Board of Commissioners, and when the occasion warrants, it is expected that a written or oral report concerning participation in such activities will be submitted to the full board by a designated participating delegate.

**RULE 15**

Power and Duties of the Vice-Chairperson:

When the Chairperson is absent from Board meetings or otherwise incapacitated, during interim the Vice-Chairperson shall assume all the duties and obligations of the Chairperson.

**RULE 16**

Both the Chairperson and Vice-Chairperson, when presiding, shall have the right to name any member of the Board to perform the duties and obligations of the Chair temporarily.

**RULE 17**

Rights and Duties of Members:

Quorum: Three members of all commissioners duly elected and/or qualified shall constitute a quorum for the transaction of business.

**RULE 18**

The order of business of the Board of Commissioners shall be as follows:

1. Calling to order.
2. Salute to the Flag and Pledge of Allegiance.
3. Roll Call
4. Approval of the minutes of preceding regular and special meetings.
5. Approval of the Agenda.
6. Public Comment (Time limit of 5 minutes per person).
7. Public Hearings.
8. Approval of Bills
9. Presentation of Claims, Petitions and Communications.
10. Reports of the Standing Committees.
11. Reports of Special Committees.
12. Reports of County Officers.
13. Late additions to the agenda.
14. Unfinished Business.

5. New Business.
6. Public Comment.
7. Announcements.
8. Adjournment.

**RULE 19**

The County Clerk or his/her Deputy shall attend all full board meetings of the County Board and shall keep a correct journal of the Board's proceedings. Minutes of each meeting shall be provided according to the Open Meeting Act of the State of Michigan. The meetings shall be tape recorded and retained by the Clerk's or Controller's office.

**RULE 20**

At a meeting called for any special business, such business shall be given first consideration by the Board, and shall have the right of way over all other matters taken up by the Board at such special session.

**RULE 21**

No member shall speak a second time on a question until all others who wish to have had an opportunity to speak once.

**RULE 22**

When two or more members address the Chair at the same time, the Chairperson shall designate the member who is first to speak; but in all other cases the member who shall first address the Chair shall speak first.

**RULE 23**

Only members of the Board of Commissioners shall be given the right to speak during any Board meeting except:

1. Any person with the consent of the majority of the Board members present.
2. Any member of the public speaking under the privilege of Public Comment.
3. Any staff person, when requested by any member of the Board.
4. Any member of the public, speaking during a Public Hearing.
5. The Chairperson may limit each speaker to 5 minutes, if in his judgment, the discussion will be lengthy.

**RULE 24**

A member called to order shall immediately relinquish the floor, unless permitted to explain, and the Board, if appealed to, shall decide the case. If an appeal is not made, the decision of the Chair shall stand. On an appeal, no member shall speak more than once without the consent of the Board.

**RULE 25**

If a question in debate contains several points, any member may ask for and have the same divided.

**RULE 26**

No rule of the Board shall be suspended, altered or amended without the concurrence of four-fifths of the members present at a meeting.

**RULE 27**

The rules of parliamentary practice comprised in "Robert's Rules of Order Revised" shall govern the Board in all cases to which they are applicable, providing they are not in conflict with the Board's rules or the laws of the State of Michigan.

**RULE 28**

When a question is under debate, no motion shall be received or entertained but the following:

- To adjourn.
- To close debate on the pending question.
- To lay on the table.
- To postpone to a certain day.
- To commit, amend or substitute.
- To refer back to committee.

Several motions shall have precedence in the order in which they stand arranged.

**RULE 29**

The motion to adjourn shall always be in order; that and the motion to lay on the table, shall be decided without debate.

**RULE 30**

A motion for reconsideration of a decision shall be in order when:

1. The motion is made at the same meeting or the following meeting.
2. The motion is made by one who voted with the majority on the original motion.

**RULE 31**

No motion or resolution shall be debated or put to the Board unless the same has seconded and, before voting, stated by the Chair, and any such motion or resolution shall be reduced to writing if the Chair, Clerk or any member so desires. Any motion or resolution so reduced to writing by a member of the Board of Commissioners shall be spread verbatim on the minutes of the meeting.

**RULE 32**

After a motion has been stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn at any time before amended or otherwise acted upon.

**RULE 33**

A roll call vote shall proceed according to district from the person making the motion. Every member who is present when a question is last stated by the Chair, and no other, shall vote for or against the same, unless the Board shall excuse him/her, or unless he/she be immediately, financially interested in the question.

**RULE 34**

A roll call vote shall be taken on any question when called for by any member of the Board.

**RULE 35**

Upon a roll call vote, the names of those who voted for or against the same shall be entered according to district on the journal, and each member called upon, unless for special reasons he/she shall be excused by unanimous consent of the Board, shall declare openly and without debate his/her assent or dissent to the question.

**RULE 36**

The Chairperson must vote on all roll call questions unless excused by a unanimous vote of the Board. He/she may vote on all questions before the Board, except on appeal from his/her own decisions.

RULE 37

All officers elected by the Board shall receive a vote of the majority of the members elected. All members of the County Commissions elected by the Board shall be nominated and appointed according to the County Board's appointment policy resolutions per Rule 42.

RULE 38

Public Hearings Rules of Procedure:

(a) Whenever a public hearing on any issue is convened by the Houghton County Board of Commissioners or committee thereof, the Chairperson shall commence the public hearing by:

1. Stating the purpose of the hearing.
2. Advising the public in attendance on the rules procedure set forth in this rule.

(b) The Chairperson shall be responsible for order and procedure at all public hearings, and enforce this rule, as well as the general rules of order of the County Board of Commissioners to the extent applicable.

(c) All persons, organizations, firms, partnerships, corporations, or other such entities shall have the right to address the Board either individually or by agent or representative. Each person addressing the Board must give his name and the name of any organization if he is speaking on behalf of that organization.

(d) All presentations to the Board during a public hearing shall be limited to a reasonable time length by the Board, if necessary.

(e) Those parties addressing the Board may also submit such written materials, documents, petitions, and exhibits to support their presentation. They shall be in quantities sufficient so that each Board member shall have a copy.

(f) Following each presentation, each board member may question the individual making the presentation.

(g) The Board shall receive any additional written comments from interested persons or parties on the subject matter of the hearing for up to thirty days following the date of the hearing.

RULE 39

Should meetings continue until a very late hour, the Clerk may be instructed to stop the clock at one minute to midnight to make it unnecessary to pay per diem to members for two days.

RULE 40

For items to appear on the agenda of the regular monthly meeting, finance, or special meeting, they must be presented to the Clerk or the Controller by noon on the Tuesday preceding the meeting. A copy of the proposed agenda and supporting documents for the regular monthly and finance meetings shall be e-mailed to each commissioner five days prior to said meeting. The agenda of the meeting shall be posted in the same manner as prescribed for meeting notices not later than the start of business on the day preceding the meeting. Copies of the agenda shall be made available to the press as soon as they are available for posting. The Clerk shall cause to be printed notices of meetings as provided for in the Open Meetings Act of Michigan. The entire board packet shall be posted on the County website by 12:00 p.m. on the Friday immediately preceding the meeting.

RULE 41

The Board may occasionally be faced with problems, on which it needs additional input from individuals with expertise concerning ways to solve the problem. When these situations arise, the Board may create an Ad Hoc Committee to study the problem and make recommendations on the resolution of the problem.

The Ad Hoc Committee shall cease to exist once it has given its report unless the County Board wishes to charge the Committee with new direction.

Appendix A attached shall prescribe the Ad Hoc Rules of Order.

**RULE 42**

**Board Appointments:**

Appointments to the various boards, committees and commissions appointed by the County Board shall be announced at a regular meeting prior to making such appointments.

An application must be filed prior to an individual's consideration for appointment by the County Board. Applications shall be in writing, dated, signed, and are to be submitted to the County Controller's Office by 4:00 P.M. of the Wednesday preceding the Finance Committee meeting of the County Board.

Each member of the Board of Commissioners shall be mailed copies of all applications, complete with any and all supporting documents, by Friday preceding the Finance meeting.

If more applications are received for a particular position than positions are available, all applicants may be interviewed by the County Board if the Board deems it necessary by majority vote. This rule will not apply to appointments made under Rule 41.

Applications will be retained by the Controller's Office for one year.

**RULE 43**

Board members shall perform their duties free from conflicts of interest.

No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the County.

When a Board member determines that the possibility of a personal interest conflict exists, he/she should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the County.

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

Any contract in which there is a conflict of interest as defined by this rule must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

using the Agenda Item Request form. Agenda item requests for regular meetings should be reviewed during the preceding Work Session for transparency and planning purposes. Final agenda approval shall remain with the Board of Commissioners. Late additions may be added to the agenda under a designated “Late Additions” section and clearly identified as such. The County Administrator shall coordinate agenda preparation and posting but shall not determine agenda content.

- Rule 40- Suggested revision to align with Michigan OMA, which does *not* require posting packets by a specific time. Protects staff from technical delays or late submissions. Maintains transparency without creating noncompliance risk.
  - The agenda packet is intended to be posted to the County website in advance of the meeting, typically by the end of the business week preceding the meeting, when practicable and in compliance with the Open Meetings Act.
  - Depending on the agreed agenda item process, update the deadline for agenda item requests, and the method the Administrator is to use to distribute requests to the BOC.
    - Current BOC approved agenda item request policy is that requests be submitted no later than 7 calendar days prior to the scheduled board meeting date—if agreed change to by 9:00 AM EST on the date of the BOC Monthly Work Sessions

Respectfully,

Chelsea Rheault, MBA  
County Administrator

## **HOUGHTON COUNTY BOARD OF COMMISSIONERS**

### **Schedule of Work Sessions 2026**

Public Work Sessions of the Houghton County Board of Commissioners shall be held in the Conference Room located on the fifth floor of the Houghton County Courthouse. Meetings will convene at 10:00 A.M. on the first Monday of each month.

January	Monday	5 <sup>th</sup>	July	Monday	6 <sup>th</sup>
February	Monday	2 <sup>nd</sup>	August	Monday	3 <sup>rd</sup>
March	Monday	2 <sup>nd</sup>	September	Tuesday	8 <sup>th</sup>
April	Monday	6 <sup>th</sup>	October	Monday	5 <sup>th</sup>
May	Monday	4 <sup>th</sup>	November	Monday	2 <sup>nd</sup>
June	Monday	1 <sup>st</sup>	December	Monday	7 <sup>th</sup>

In the event of changes of dates for meetings, or any Special Meeting, the change or other meeting date will be posted, and if necessary, it will be advertised.

Jennifer Kelly  
Houghton County Clerk/Register of Deeds

VETERANS 0.1461  
ROADS 1.3540  
SEN MEALS 1,0000  
2025 MILLAGE APPORTION

2025 MILLAGE APPORTIONMENT REPORT [AD VALOREM MINUS VET EX]		COL 401 HOL HOL
VETERANS	0.1461	
ROADS	1.3540	
SEN MEALS	1.0000	

COUNTY OF HOUGHTON  
401 E. HOUGHTON AVENUE  
HOUGHTON, MICHIGAN 49931

TAXABLE VALUES  
AS OF 05/27/2025

AMENDED  
2025

COUNTY OF Houghton  
401 E Houghton Avenue  
HOUGHTON, MICHIGAN 49931

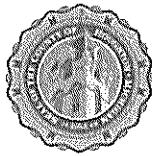
PAGE 2

COUNTY OF Houghton

2025 MILLAGE APPORTIONMENT REPORT [AD VALOREM MINUS VET EX]  
HIC

HOUGHTON, MICHIGAN 49931

TOWNSHIPS CITIES SCHOOL DISTRICTS		COUNTY		TOWNSHIP & CITIES										LOCAL SCHOOLS						
		HMSD	NON-HMSD	ALLOC.	OPER.	MED.	VETERANS	STREET	REFUSE	OTHER	LIBRARY	SE	OPER.	DEBT	CCISD	SPEC-ED	TOTAL	CCISD	VOC-ED	MILLAGE
CITY OF HANCOCK		153,727,223		6,2464	2,2087	2,5001	13,1707													
01 HANCK SCH				6,2464	2,2087	2,5001	13,1707	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	
01 HANCK SCH				6,2464	2,2087	2,5001	13,1707	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	0,7942	
CITY OF HOGHTON		194,848,049		6,2464	2,2087	2,5001	15,0000													
11 HOU-POR SCH				6,2464	2,2087	2,5001	15,0000													
VILLAGES																				
CALUMET VILLAGE		11,894,416		6,2464	2,2087	2,5001	1,2776	12,0479	3,6972	1,7000	0,9638	6,0000	5,0000	0,3970	2,8798	44,9105				
03 CALUMET SCH				6,2464	2,2087	2,5001	1,2776	12,0479	3,6972	1,7000	0,9638	6,0000	5,0000	0,3970	2,8798	62,8105				
03 CALUMET SCH DDA				5,684,151	6,2464	2,2087	2,5001	1,2776	12,0479	3,6972	2,8073	0,9638	6,0000	5,0000	0,3970	2,8798	46,0258			
03 CALUMET SCH DDA				6,2464	2,2087	2,5001	1,2776	12,0479	3,6972	2,8073	0,9638	6,0000	18,0000	5,0000	0,3970	2,8798	64,0258			
COPPER CITY VILG		2,614,015		6,2464	2,2087	2,5001	1,2776	8,1035	0,4821	0,9638	6,0000	5,0000	0,3970	2,8798	36,0590					
03 CALUMET SCH				6,2464	2,2087	2,5001	1,2776	8,1035	0,4821	0,9638	6,0000	18,0000	5,0000	0,3970	2,8798	54,0590				
LAKE LINDEN VILG		18,236,995		6,2464	2,2087	2,5001	1,2868	9,3253	1,7021	3,7428	1,9878	1,7500	6,0000	4,5000	0,3970	2,8798	44,5268			
13 LL-HUBL SCH				6,2464	2,2087	2,5001	1,2868	9,3253	1,7021	3,7428	1,9878	1,7500	6,0000	18,0000	4,5000	0,3970	2,8798	62,5268		
13 LL-HUBL SCH				6,2464	2,2087	2,5001	1,2776	12,0883	3,5000	4,4889	2,1128	0,9638	6,0000	-	5,0000	0,3970	2,8798	49,5534		
LAURUM VILG		32,736,858		6,2464	2,2087	2,5001	1,2776	12,0883	3,5000	4,4889	2,1128	0,9638	6,0000	-	5,0000	0,3970	2,8798	49,5534		
03 CALUMET SCH				6,2464	2,2087	2,5001	1,2776	12,0883	3,5000	4,4889	2,1128	0,9638	6,0000	-	5,0000	0,3970	2,8798	67,6634		
SOUTH RANGE VILG		16,530,496		6,2464	2,2087	2,5001	1,2959	11,9863	2,8815	2,1128	0,9638	6,0000	-	11,4500	0,3970	2,8798	48,1408			
02 ADAMS SCH				6,2464	2,2087	2,5001	1,2959	11,9863	2,8815	2,1128	0,9638	6,0000	18,0000	5,0000	0,3970	2,8798	2,8798	66,1408		
02 ADAMS SCH				6,2464	2,2087	2,5001	1,2959	11,9863	2,8815	2,1128	0,9638	6,0000	18,0000	5,0000	0,3970	2,8798	2,8798	66,1408		



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: Lisa McKentie *alppe*
- Department/Organization (if applicable): Western UP Planning Dev
- Phone Number: 906-482-7205 ext 118
- Email Address: Lmckentie@wupper.org

Agenda Item Details:

- Title of Agenda Item: Grant Single family rehab
- Requested Meeting Date: 1-13-2026
- Brief Description of the Item (include any decisions needed): *Single family rehab*

• Are you requesting time to speak at the meeting?

Yes  
 No

• Supporting Documents Attached?

Yes  
 No

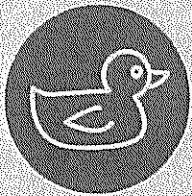
(If yes, please list): \_\_\_\_\_

Signature: over the phone

Date: 12-17-25

# START SMALL

## BUILD YOUR CHILDCARE BUSINESS



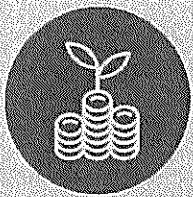
### Impact

We have successfully added 66 new childcare spots in Houghton County since the start of our program. The number one compliment that we hear is that these providers would have given up without our help.



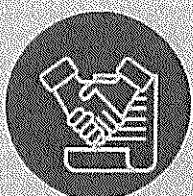
### Interest

We continue to have regular conversations with individuals within our community that are interested in being involved in childcare in some form or another. We are currently launching a marketing campaign to highlight the successes in Houghton County childcare as well as to recruit additional participants.



### Participation

We currently have 4 providers that are participating in the Start Small Google classroom. We are coaching 5 Start Small participating programs and we are coaching 2 existing centers that have requested some additional support.



### Learnings

We are constantly working to improve Start Small. In the past year we have learned that expanding child care includes coaching existing providers to sustain (prevent burnout and closure) and expand in addition to coaching new providers.

2:53 PM  
12/1/2025  
Accrual Basis

Tri-County Public Defenders  
Profit & Loss Detail

November 2025										
	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
42000 · State Income		11/13/2025	Deposit	Tri-County Public De...	remainder of ...			10000 · TCPD ...	14,637.92	14,637.92
Deposit		11/21/2025	Deposit	Tri-County Public De...	September ex....			10000 · TCPD ...	72,806.41	87,444.33
<b>Total 42000 · State Income</b>									<b>87,444.33</b>	
<b>Total Income</b>									<b>87,444.33</b>	
<b>Expense</b>										
51010 · Salaries & Wages		25-07			Bi-weekly pay...			-SPLIT-	23,165.61	23,165.61
General Journal		11/07/2025			Bi-weekly pay...			-SPLIT-	23,165.61	46,331.22
General Journal		11/21/2025								
<b>Total 51000 · Salaries &amp; Wages</b>									<b>46,331.22</b>	
52000 · Payroll Taxes		25-07			Bi-weekly pay...					
General Journal		11/07/2025			Bi-weekly pay...					
General Journal		11/21/2025								
<b>Total 52000 · Payroll Taxes</b>									<b>3,544.32</b>	
53000 · Employee Benefits										
53100 · Health Insurance		11/18/2025	4241	Blue Cross Blue Shi...				10000 · TCPD ...	8,077.32	8,077.32
Check										
<b>Total 53100 · Health Insurance</b>									<b>8,077.32</b>	
53201 · Life and disability Ins.										
Check		11/07/2025	EFT	UNUM				10000 · TCPD ...	775.23	775.23
Check		11/19/2025	111919...	UNUM				10000 · TCPD ...	790.85	1,566.08
<b>Total 53201 · Life and disability Ins.</b>									<b>1,566.08</b>	
<b>Total 53000 · Employee Benefits</b>									<b>9,643.40</b>	
58000 · Direct Case Costs										
58020 · Criminal History Report		11/05/2025	EFT	Michigan State Police	ICHAT-Albert ...			10000 · TCPD ...	10.00	10.00
Check		11/07/2025	EFT	Michigan State Police	Lawrence Do...			10000 · TCPD ...	10.00	20.00
Check		11/24/2025	EFT	Michigan State Police	ICHAT/Camie...			10000 · TCPD ...	10.00	30.00
<b>Total 58020 · Criminal History Report</b>									<b>30.00</b>	
58050 · Transcripts										
Check		11/13/2025	4206	VOID	VOID:			10000 · TCPD ...	0.00	0.00
Check		11/13/2025	4207	VOID	VOID:			10000 · TCPD ...	0.00	0.00
Check		11/13/2025	4208	VOID	VOID:			10000 · TCPD ...	0.00	0.00
Check		11/13/2025	4209	VOID	VOID:			10000 · TCPD ...	0.00	0.00
Check		11/13/2025	4210	VOID	VOID:			10000 · TCPD ...	0.00	

2:53 PM

12/1/2025  
Accrual Basis

**Tri-County Public Defenders**  
**Profit & Loss Detail**  
**November 2025**

Type	Date	Num	Name	Memo	Class	Ctr	Split	Amount	Balance
Check	11/13/2025	4211	VOID	VOID:		x	10000 · TCPD ...	0.00	0.00
Check	11/13/2025	4212	VOID	VOID:		x	10000 · TCPD ...	0.00	0.00
Check	11/13/2025	4213	VOID	VOID:		x	10000 · TCPD ...	0.00	0.00
Check	11/13/2025	4214	VOID	VOID:		x	10000 · TCPD ...	0.00	0.00
<b>Total 58050 · Transcripts</b>								<b>0.00</b>	<b>0.00</b>
<b>Total 58900 · Direct Case Costs</b>								<b>30.00</b>	<b>30.00</b>
<b>64100 · Bar Membership</b>									
Check	11/13/2025	✓0142	Cameron Herrington	reimburse CD...					
Check	11/13/2025	4234	Cameron Herrington	reimb camero...					
<b>Total 64100 · Bar Membership</b>									
<b>64200 · Subscriptions/Legal Publication</b>									
Check	11/14/2025	EFT	Adobe						
<b>Total 64200 · Subscriptions/Legal Publication</b>									
<b>64300 · Legal Research Online</b>									
Check	11/13/2025	4230	Lexis Nexis	Hw# · 309606...					
<b>Total 64300 · Legal Research Online</b>									
<b>65000 · Insurance</b>									
Check	11/13/2025	4232	Travelers Insurance	balance of wo...					
<b>Total 65002 · Workers comp and liability ins</b>									
<b>Total 65000 · Insurance</b>									
<b>65100 · Internet and Fax Line</b>									
Check	11/13/2025	4225	Charter Communica...						
<b>Total 65100 · Internet and Fax Line</b>									
<b>65200 · Website</b>									
Check	11/13/2025	4231	Opus Web Technolo...	Im#17085					
<b>Total 65200 · Website</b>									
<b>66200 · Office Supplies/Expenses</b>									
Check	11/13/2025	4228	Wandel's Watercare	water					
Check	11/13/2025	4235	Quill	Inv#46570168					
Check	11/13/2025	4236	Quill	invoice: 4454...					
Check	11/21/2025	EFT	Amazon Marketplace	3 sound mach...					
<b>Total 66200 · Office Supplies/Expenses</b>									
<b>66500 · Repairs and Maintenance</b>									
Check									
Check									
Check									
Check									
<b>Total 624.73</b>									<b>624.73</b>

2:53 PM  
12/12/25  
Accrual Basis

Tri-County Public Defenders  
Profit & Loss Detail  
November 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
66520 · Cleaning/Janitorial					10000 · TCPD ...			42.00	42.00
Check	11/13/2025	4237	A+ Pest Management	exterminator	10000 · TCPD ...			495.00	537.00
Check	11/14/2025	4238	Jason Heiford	16.5 hours	10000 · TCPD ...			0.00	537.00
Check	11/18/2025	4240	A+ Pest Management	exterminator	10000 · TCPD ...			537.00	537.00
Total 66520 · Cleaning/Janitorial									
66530 · Plowing	11/17/2025	4239	Northend Excavating	2025/2026 plow...	10000 · TCPD ...			2,500.00	2,500.00
Total 66530 · Plowing								2,500.00	2,500.00
66540 · Covid Cleaning & Supplies					10000 · TCPD ...			270.00	270.00
Check	11/13/2025	4229	Office Express UP	service dates:...	10000 · TCPD ...			270.00	270.00
Total 66540 · Covid Cleaning & Supplies								270.00	270.00
66550 · Repairs and Maintenance								3,307.00	3,307.00
Total 66550 · Repairs and Maintenance									
66571 · Computer backup, remote service					10000 · TCPD ...			1,329.00	1,329.00
Check	11/13/2025	4227	UP And Running	Invoices: 446 ...	10000 · TCPD ...			1,329.00	1,329.00
Total 66571 · Computer backup, remote service									
67000 · Professional Fees					10100 · TCPD ...			169.80	169.80
67100 · Accounting fees & payroll exp					10100 · TCPD ...			169.80	339.60
Check	11/07/2025	EFT	Paychex Fees		10100 · TCPD ...			339.60	339.60
Check	11/12/2025	EFT	Paychex Fees		10100 · TCPD ...			339.60	339.60
Total 67100 · Accounting fees & payroll exp									
67000 · Professional Fees									
Total 67000 · Professional Fees									
67500 · Rent Expense					10000 · TCPD ...			2,500.00	2,500.00
67510 · Building Rent					10000 · TCPD ...			2,500.00	2,500.00
Check	11/13/2025	4215	David Gemignani	11/25 rent	10000 · TCPD ...			2,500.00	2,500.00
Total 67510 · Building Rent									
67525 · Copier Lease & Maintenance Cont					10000 · TCPD ...			379.46	379.46
Check	11/13/2025	4223	Phoenix Funding	2 copiers	10000 · TCPD ...			379.46	379.46
Total 67525 · Copier Lease & Maintenance Cont									
67500 · Rent Expense									
Total 67500 · Rent Expense									
67700 · Cell phone reimbursement					10000 · TCPD ...			40.00	40.00
Check	11/13/2025	4216	David Gemignani	11/25	10000 · TCPD ...			40.00	40.00
Check	11/13/2025	4217	Cameron Herrington	11/25	10000 · TCPD ...			40.00	80.00
Check	11/13/2025	4218	Joshua Makkonen	11/25	10000 · TCPD ...			40.00	120.00
Check	11/13/2025	4219	Ann Harris	11/25	10000 · TCPD ...			40.00	160.00
Check	11/13/2025	4220	Tayn C. Clisch	11/25	10000 · TCPD ...			40.00	200.00
Total 67700 · Cell phone reimbursement								2,879.46	2,879.46

2:53 PM  
12/12/25  
Actual Basis

Tri-County Public Defenders  
Profit & Loss Detail  
November 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	11/13/2025	4221	Mandy Daniels	11/25	10000 · TCPD ...			40.00	240.00
Check	11/13/2025	4222	Michelle A. Cisich	11/25	10000 · TCPD ...			40.00	280.00
<b>Total 677700 · Cell phone reimbursement</b>								<b>280.00</b>	<b>280.00</b>
<b>68500 · Utilities</b>									
<b>68510 · Electric</b>	11/13/2025	4226	UPPCO		10000 · TCPD ...			<b>183.52</b>	<b>183.52</b>
Check								183.52	183.52
<b>Total 68510 · Electric</b>									
<b>68520 · Gas</b>	11/13/2025	4233	Semco		10000 · TCPD ...			<b>34.77</b>	<b>34.77</b>
Check	11/25/2025	4243	Semco		10000 · TCPD ...			135.51	170.28
<b>Total 68520 · Gas</b>								<b>170.28</b>	<b>170.28</b>
<b>68550 · Water and Sewer</b>	11/13/2025	4224	City of Houghton		10000 · TCPD ...			<b>27.93</b>	<b>27.93</b>
Check								27.93	27.93
<b>Total 68550 · Water and Sewer</b>									
<b>Total 68500 · Utilities</b>								<b>381.73</b>	<b>381.73</b>
<b>Total Expense</b>								<b>70,982.78</b>	<b>70,982.78</b>
<b>Net Ordinary Income</b>								<b>16,461.55</b>	<b>16,461.55</b>
<b>Other Income/Expense</b>									
<b>68401 · Refund of Over Payment FY25</b>					10000 · TCPD ...			<b>15,170.50</b>	<b>15,170.50</b>
Check	11/18/2025	4242	Houghton County		10000 · TCPD ...			60,682.04	75,852.54
Check	11/18/2025	4242	Houghton County		10000 · TCPD ...			3,992.24	79,844.78
<b>Total 68401 · Refund of Over Payment FY25</b>								<b>79,844.78</b>	<b>79,844.78</b>
<b>Total Other Expense</b>								<b>79,844.78</b>	<b>79,844.78</b>
<b>Net Other Income</b>								<b>-79,844.78</b>	<b>-79,844.78</b>
<b>Net Income</b>								<b>-63,383.23</b>	<b>-63,383.23</b>

11:52 AM  
01/02/26  
Accrual Basis

Tri-County Public Defenders  
Profit & Loss Detail  
December 2025

Ordinary Income/Expense	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income										
42000 · State Income	Deposit	12/30/2025		Tri-County Public Def...	October, 2025...			10000 · TCPD ...	121,620.93	121,620.93
Total 42000 · State Income									121,620.93	121,620.93
Total Income									121,620.93	121,620.93
Expense										
51000 · Salaries & Wages								-SPLIT- -SPLIT-		
General Journal	12/05/2025	25-11		Bi-weekly pay...					23,165.61	23,165.61
General Journal	12/16/2025	25-12		Bi-weekly pay...					23,165.61	46,331.22
Total 51000 · Salaries & Wages									46,331.22	46,331.22
52000 · Payroll Taxes										
General Journal	12/05/2025	25-11		Bi-weekly pay...						
General Journal	12/16/2025	25-12		Bi-weekly pay...						
Total 52000 · Payroll Taxes										
53000 · Employee Benefits										
53100 · Health Insurance	Check	12/22/2025	4265	Blue Cross Blue Shi...				10000 · TCPD ...	8,077.32	8,077.32
Total 53100 · Health Insurance									8,077.32	8,077.32
53201 · Life and disability Ins.								10000 · TCPD ...	790.85	790.85
Check	12/22/2025	EFT		UNUM					790.85	790.85
Total 53201 · Life and disability Ins.										
Total 53000 · Employee Benefits										
58000 · Direct Case Costs										
58020 · Criminal History Report										
Check	12/04/2025	EFT		Michigan State Police				10000 · TCPD ...	10.00	10.00
Check	12/04/2025	EFT		Michigan State Police				10000 · TCPD ...	10.00	20.00
Check	12/15/2025	EFT		Michigan State Police				10000 · TCPD ...	10.00	30.00
Total 58020 · Criminal History Report									30.00	30.00
Total 58000 · Direct Case Costs									30.00	30.00
64300 · Legal Research Online	Check	12/04/2025	4254	Lexis Nexis	monthly fee			10000 · TCPD ...	895.13	895.13
Total 64300 · Legal Research Online									895.13	895.13
65100 · Internet and Fax Line										

11:52 AM  
01/02/26  
Accrual Basis

Tri-County Public Defenders  
Profit & Loss Detail  
Accrual Basis

December 2025							
Type	Date	Num	Name	Memo	Class	Clr	Split
Check	12/12/2025	4261	Charter Communica...			10000 · TCPD ...	190.00
Total 65100 · Internet and Fax Line							190.00
<b>65200 · Website</b>							190.00
Check	12/04/2025	4253	Opus Web Technolo...	website mont...		10000 · TCPD ...	75.00
Total 65200 · Website							75.00
<b>66200 · Office Supplies/Expenses</b>							75.00
Check	12/04/2025	4255	Wandel's Watercare	water	10000 · TCPD ...	43.70	43.70
Check	12/04/2025	4256	Quill	Invoice #4674...	10000 · TCPD ...	123.68	167.38
Check	12/22/2025	4264	Quill	Invoice #4703...	10000 · TCPD ...	126.43	293.81
Total 66200 · Office Supplies/Expenses							293.81
<b>66510 · Repairs and Maintenance</b>							293.81
66520 · Cleaning/Janitorial							
Check	12/04/2025	4252	A+ Pest Management	exterminator	10000 · TCPD ...	42.00	42.00
Check	12/22/2025	4263	A+ Pest Management	VOID:	10000 · TCPD ...	0.00	42.00
Total 66520 · Cleaning/Janitorial							
Total 66500 · Repairs and Maintenance							42.00
<b>66671 · Computer backup, remote service</b>							
Check	12/12/2025	4262	UP And Running	Invoice #4499...		42.00	42.00
Total 66671 · Computer backup, remote service							
<b>67000 · Professional Fees</b>							
67100 · Accounting fees & payroll exp							
Check	12/05/2025	EFT	Paychex Fees	990 prep for y...	10100 · TCPD ...	169.80	169.80
Check	12/11/2025	4257	Value Core		10000 · TCPD ...	1,400.00	1,569.80
Check	12/19/2025	EFT	Paychex Fees		10100 · TCPD ...	185.25	1,755.05
Total 67100 · Accounting fees & payroll exp							
67150 · Pension Plan Fees							
Check	12/15/2025	EFT	American Funds	Recordkeepin...	10000 · TCPD ...	1,755.05	1,755.05
Total 67150 · Pension Plan Fees							
Total 67000 · Professional Fees							
<b>67500 · Rent Expense</b>							
67510 · Building Rent							
Check	12/04/2025	4244	David Gemignani	December, 20...	10000 · TCPD ...	148.91	148.91
Total 67510 · Building Rent							
Total 67500 · Rent Expense							
<b>67525 · Copier Lease &amp; Maintenance Cont</b>							

11:52 AM  
01/02/26  
Accrual Basis

Tri-County Public Defenders  
Profit & Loss Detail  
December 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	12/12/2025	4258	Phoenix Funding	lease of copie...	10000 · TCPD ...			379.46	379.46
								379.46	379.46
								2,879.46	2,879.46
67700 · Cell phone reimbursement									
Check	12/04/2025	4245	David Gemignani	1/2/25 cell ph r...	10000 · TCPD ...			40.00	40.00
Check	12/04/2025	4246	Cameron Herrington	1/2/25 cell ph r...	10000 · TCPD ...			40.00	80.00
Check	12/04/2025	4247	Joshua Makkonen	1/2/25 cell ph r...	10000 · TCPD ...			40.00	120.00
Check	12/04/2025	4248	Ann Harris	1/2/25 cell ph r...	10000 · TCPD ...			40.00	160.00
Check	12/04/2025	4249	Taryn C. Clisch	1/2/25 cell ph r...	10000 · TCPD ...			40.00	200.00
Check	12/04/2025	4250	Mandy Daniels	1/2/25 cell ph r...	10000 · TCPD ...			40.00	240.00
Check	12/04/2025	4251	Michelle A. Clisch	1/2/25 cell ph r...	10000 · TCPD ...			40.00	280.00
								280.00	280.00
68500 · Utilities									
Check	12/12/2025	4259	UPPCO		10000 · TCPD ...		227.39	227.39	227.39
							227.39	227.39	227.39
Total 68510 · Electric									
68550 · Water and Sewer									
Check	12/12/2025	4260	City of Houghton		10000 · TCPD ...		27.93	27.93	27.93
							27.93	27.93	27.93
Total 68550 · Water and Sewer									
Total 68500 · Utilities									
Total Expense									
Net Ordinary Income									
Net Income									



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: Mary Ann Krug
- Department/Organization (if applicable): Register of Deeds
- Phone Number: 906 482-1311
- Email Address: maryann@houghtonmi.gov

Agenda Item Details:

- Title of Agenda Item: Letter of Support JET
- Requested Meeting Date: Jan 2006 Bd Mtg (13<sup>th</sup>?)
- Brief Description of the Item (include any decisions needed):  
Letter of Support for JET.

• Are you requesting time to speak at the meeting?

Yes  
 No

• Supporting Documents Attached?

Yes  
 No

(If yes, please list): \_\_\_\_\_

Signature: Mary Ann Krug

Date: 12/22/25

December 22, 2025

Houghton County Board of Commissioners

Hello,

Our understanding is there may be a change in our IT. We are writing in support of Alex Radke for in-house IT.

First, Alex is always happy to help and is remarkably patient.

Moreover, he has been very helpful, professional, willing to assess and figure out our problems.

Finally, Alex already knows our vendor and our staff. He is a valuable asset and benefits the county.

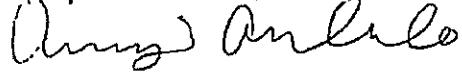
Mary Ann Krug

Chief Deputy, Register of Deeds



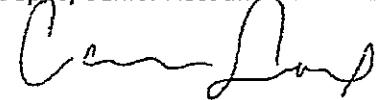
Aravia Onkalo

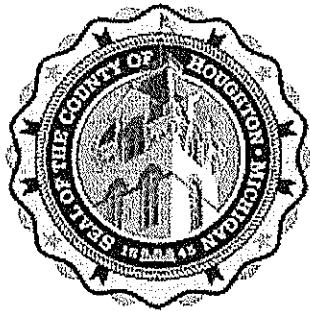
Deputy Senior Accounts Processor



Carissa Laux

Deputy Senior Accounts Processor





## **Houghton County News**

### **Land Bank Opening**

Houghton County News

Land Bank Authority Board

Notice

TO ALL INTERESTED CITIZENS: The Houghton County Board of Commissioners is accepting applications for the following Board appointments:  
Land Bank Authority Board  
2-Member consisting of Houghton County Residents.

Applications are available at the Administrators Office, Houghton County Courthouse, 401 E. Houghton Avenue, Houghton, MI 49931, or on our website [CLICK HERE](#) under Employment

Deadline for submittal is 4:30 PM December 31, 2025.  
Chelsea Rheault, Administrator  
Houghton County

Rec'd  
1/18/26

Please Return Application to:

COUNTY OF HOUGHTON

Controller's Office

401 E. Houghton Avenue, Houghton, Michigan 49931

PHONE (906)482-8307 FAX (906)482-7238

APPLICATION  
for  
COUNTY BOARDS & COMMISSIONS

NAME: GLENN ANDERSON

ADDRESS: 740 LAKE AVE, HANCOCK MI

PHONE: 906-281-2659

DATE: 1/17/2025

BOARD OR COMMISSION APPLYING FOR: LAND BANK AUTHORITY  
RE-APPOINTMENT

In the following space state your reasons for wanting to serve on the above named

Board/Commission:

I enjoy serving on the LBA with over 10 years of experience. The LBA has a very successful track record of putting tax foreclosed properties back on the tax roll, including over \$800,000 of flight removal projects in the last 2 years.

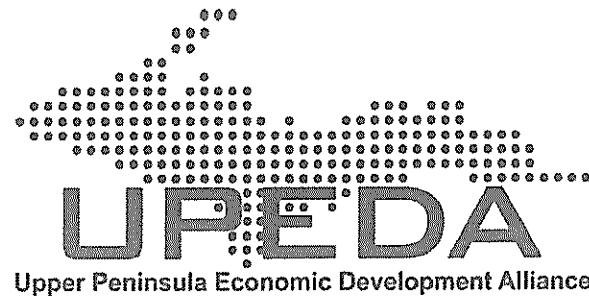
List any training, experience or expertise that would be valuable to the above named  
Board/Commission:

Knowledge of LBA laws and regulations, including state grant availability.

Work closely with the county treasurer and fellow LBA members to serve Houghton County.

County website advertising available LBA properties for redevelopment.

NOTE: Supporting documents and letters can be attached to the application.



2950 College Avenue, Escanaba, Michigan 49829 Website: upeda.org  
Administrative Office (906) 789-0558

Dear UPEDA Member:

Thank you for your continued interest in UPEDA. Your membership in this organization helps to enhance, link, and promote the region as a viable location to invest and conduct business; coordinate economic development and imaging of the region; and foster peer-to-peer learning and insight into sustainable practices. Your UPEDA membership is an investment in the future!

We look forward to another successful year in 2026!

Sincerely,  
Kathy Reynolds, Chair

*BOC approved  
on:*

**Membership Levels:**

(# of employees - is for number of employees at local entity applying for membership)

Individual Membership ~ \$50.00

1-10 Employees ~ \$125.00

11-20 Employees ~ \$250.00

21+ Employees ~ \$500.00

*101-895-960.005*

- Please make check payable and mail to:  
UPEDA  
2950 College Avenue  
Escanaba, MI 49829

UPEDA is a 501(c)3 Non-Profit Corporation. Your membership investment may be tax deductible.  
Federal ID Number for UPEDA: 38-3535349

**Please clip and return with remittance**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Email: \_\_\_\_\_



STATEMENT  
 Copper Country Community Mental Health  
 901 W. Memorial Drive  
 Houghton MI 49931  
 (906) 482-9400 Ext. 0146

Date:	11/30/25
Account:	00052
Amount Paid:	

HOUGHTON COUNTY ADMIN

HOUGHTON COUNTY- ADMIN OFFICE  
 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
INV00000030000000179	10/28/25	SLS	1/12th Appropriation — Paid	\$13,707.91	\$13,707.91
INV00000030000000180	11/28/25	SLS	1/12th Appropriation	\$13,707.91	\$27,415.82

Amount Due: \$27,415.82

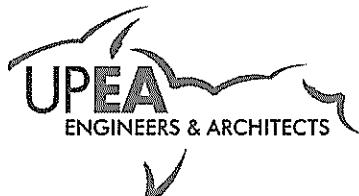
~~\$27,415.82~~  
 \$13,707.91

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

Codes: SLS = Sales / Invoices  
 DR = Debit Memos

CR = Credit Memos  
 RTN = Returns

PMT = Payments



100 Portage Street Houghton, MI 49931

906-482-4810 • 800-562-7684 • Fax: 906-482-9799

January 12, 2026

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

**RE: PROPOSAL FOR SURVEY SERVICES  
HOUGHTON COUNTY MARINA**

Dear Ms. Rheault,

Thank you for considering U.P. Engineers & Architects, Inc. (UPEA) for survey services for the Houghton County Marina. UPEA is enthusiastic about the opportunity of working with Houghton County on this project. We understand the County needs current boundary and topographic information for future planning and projects.

UPEA brings the experience, technical knowledge, and dedicated staff required to provide these survey services outlined in the Request for Proposal (RFP) dated November 12, 2025.

Please feel free to contact me by phone or email should you wish to discuss this proposal in greater detail. We appreciate the opportunity to offer our services and look forward to the possibility of working together on this project.

Sincerely,

**U.P. ENGINEERS & ARCHITECTS, INC.**

Jeff West, P.S.  
President and Project Manager

---

Offices also in:  
Iron Mountain  
Ishpeming  
Marinette  
Sault Ste Marie

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

[www.UPEA.com](http://www.UPEA.com)

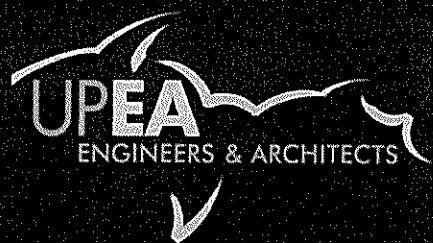
# PROPOSAL FOR HOUGHTON COUNTY MARINA



## SURVEY SERVICES

SUBMITTED BY  
**U.P. ENGINEERS & ARCHITECTS, INC.**

JANUARY 12, 2026



PROPOSAL FOR HOUGHTON COUNTY MARINA  
Survey Services

TABLE OF CONTENTS

Cover Letter.....
Firm Background .....
Project Experience.....
Project Team .....
Project Approach .....
Deliverables and Schedule.....
Cost Proposal .....
References.....



# PROPOSAL FOR HOUGHTON COUNTY MARINA

## Survey Services

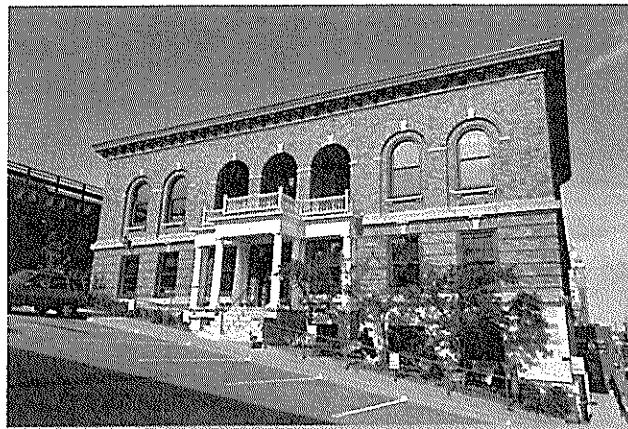
### FIRM BACKGROUND

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

100 Portage Street  
Houghton, Michigan 49931  
906-482-4810  
Fax: 906-482-9799  
Houghton@upea.com  
Web: UPEA.com  
Federal Tax ID: 38-1604519

#### Primary Contact:

Jeff West, P.S., President and Project Manager  
100 Portage Street  
Houghton, Michigan 49931  
Direct phone: 906-315-1352  
Main: 906-482-4810  
jwest@upea.com



**U.P. Engineers & Architects, Inc. (UPEA)** was founded in 1957 and was among the first Upper Peninsula-based professional consulting firms to offer clients a multi-disciplinary project approach. We have over 60 employees in five offices across the Upper Peninsula and Northern Wisconsin. Our offices are located in **Houghton (Corporate Headquarters)**, Iron Mountain, Ishpeming, Sault Ste. Marie, Michigan and Marinette, Wisconsin.

UPEA is an employee-owned company, a factor that positively influences the quality of work. All employees have a stake in the success of the company; staff members consistently report high job satisfaction, and employee turnover is low. Clients benefit from this continuity through higher efficiencies and lower costs. Team members understand that our success rests upon our ability to consistently, efficiently, and successfully serve the unique needs of our clients. Our employees are dedicated to improving the communities in which we live and work.

UPEA is a leading firm in a region where other firms have come and gone. UPEA has held to its core business and developed its strengths which have allowed us to remain as a uniquely qualified, reliable, local firm.

U.P. Engineers & Architects, Inc. is incorporated in the State of Michigan and is licensed to operate and practice as a Professional Consulting Service firm. Our professionals are licensed to practice as consultants in the State of Michigan as well as other states. Among our licensed professionals are engineers, architects, and surveyors.

# PROPOSAL FOR HOUGHTON COUNTY MARINA

## Survey Services

### PROJECT EXPERIENCE

UPEA has a great deal of local experience performing topographic and boundary surveys on similar marina projects throughout the Copper Country and the UP. Our surveys have been relied upon by engineers and architects to design and develop improvements to enhance our clients facilities. Below are a few local projects.

#### **City of Houghton: Pier Placemaking Project (2019-2020)**

Two-acre site in downtown Houghton, Michigan on the shore of the Portage Canal.

- Property boundary retracement of city property and adjacent former railroad right-of-way.
- Topographic and bathymetric survey for engineering design.

#### **Village of L'Anse Marina and Waterfront Park (multiple phases)**

Eight-acre site in downtown L'Anse, Michigan on the shore of Lake Superior, by the mouth of the Falls River.

- Property boundary retracement of multiple Village owned parcels and easements.
- Topographic and bathymetric survey of the site for engineering design of parking lots, utilities and boat launch improvements.

#### **Michigan DTMB: Copper Harbor Marina and Boat Lauch Site (multiple phases)**

Five-acre site in Copper Harbor, Michigan on Lake Superior.

- Boundary survey of marina property.
- Topographic and bathymetric survey of the site for engineering design of parking lots, trails, utilities, piers and boat launch improvements.

#### **Michigan DTMB: City of Menominee Park and Boat Lauch Site (2021 to Present)**

The park is a five-acre site at the mouth of the Menominee River at Lake Michigan.

- Boundary survey of Park property consisting of multiple parcels and easements.
- Topographic and bathymetric survey of the site for engineering design of parking lots, trails, utilities and boat launch improvements.

# PROPOSAL FOR HOUGHTON COUNTY MARINA

Survey Services

## PROJECT TEAM

U.P. Engineers & Architects, Inc. is focused on delivering project excellence. From the onset of each project proposal that we receive, we strive to create the best team based on available resources. At the start, the project manager is selected according to client and project requirements. The project manager then assembles the team, focusing on individual talents and experience. The end goal is to create a team with both senior and junior staff that can cost effectively design a project that meets the clients' needs.

Our project management focus is concerned with delivering a project within the required budget and schedule with not only the clients' needs in mind, but also the public's wishes as well. This is important as a typical project may be used by thousands of people once it is constructed. Public needs as well as input are often an important aspect of the design.

UPEA's project team is comprised of Professional Surveyors, Survey Technicians and Drafters, all of whom have years of experience on similar projects throughout Michigan and Wisconsin.

The following individuals have been chosen as team members for this project.

### **Jeff West, P.S., President**

**Role:** Project Manager

Mr. West has served as a surveyor for over 30 years. He is well versed in all aspects of the field including boundary, topographical, bathymetric, hydrographic, and floodplain surveys. Mr. West will lead his survey team to collect all information required to provide boundary and topographic surveys.

### **Lars Hyrkas, P.S.**

**Role:** Survey Coordinator

Mr. Hyrkas has served as a surveyor at UPEA for over 22 years. He has worked on topographic, boundary, bathymetric, hydrographic and construction layout surveys. He is experienced with the newest technology, including GPS and Robotic Total Stations. Lars will be the coordinator for fieldwork and deliverables.

### **Eric Jackovich, LSIT**

**Role:** Surveyor

Mr. Jackovich has been with UPEA for over 26 years. Eric has extensive qualifications as a surveyor. He has worked on topographic, boundary, bathymetric, hydrographic and construction layout surveys. He possesses extensive experience with the latest survey technology. Eric will perform the fieldwork survey for this project.

### **Paul Kinnunen, LSIT**

**Role:** AutoCAD Civil 3D Drafter/Surveyor

Mr. Kinnunen has been with UPEA for over 20 years. Paul is an AutoCAD Civil 3D trained drafter. He has worked as a drafter and surveyor on topographic, boundary, bathymetric, hydrographic and construction layout surveys. Paul will create the CAD maps for this project.



# PROPOSAL FOR HOUGHTON COUNTY MARINA

## Survey Services

### PROJECT APPROACH

UPEA is an experienced local firm that will deliver Houghton County with an accurate and comprehensive topographic and boundary survey of the marina site. Below is the project approach that will provide the County with the information needed for future projects , planning, and maintenance.

#### Boundary Survey

- UPEA will subcontract with Keweenaw Title Agency to preform a title search of county ownership, pertinent adjacent ownership, adjacent railroad rights-of-way bounding the subject property and easements benefiting and burdening the subject property.
- Locate and measure property controlling corners
- Evaluate title information and property controlling information and compute the boundaries of the Marina property.
- Set or locate the perimeter corners of the subject property
- Prepare stamped PA 132 Certified survey maps.
- Record PA 132 Certified Survey maps with the Houghton County Register of Deeds.

#### Topographic Survey

- Utilize robotic total stations and GNSS-GPS equipment to locate features on the site and directly adjacent to the property, including: contours, access road, visible site utilities, sanitary and storm sewer inverts, buildings, sidewalks, parking areas, boat launches, docks, piers, landscaped areas, trees, the shoreline and soundings of the lake bottom out to 50 feet beyond the existing docks.
- Create a map using the current industry standard AutoCAD Civil 3D. All the data collected in the topographic and boundary survey will be shown on the Civil 3D drawing including property and easement information.

PROPOSAL FOR HOUGHTON COUNTY MARINA  
Survey Services

**DELIVERABLES AND SCHEDULE**

**Deliverables**

- Survey Report summarizing the project
- 8.5" by 14" Stamped Paper Copies and PDF of Certified Survey, in recordable format.
- 24" by 36" PDF and Paper copy of the Topographic Survey map, including boundary survey information.
- AutoCAD Civil 3D file containing both the Topographic and Boundary survey.

**Schedule**

February 2026	Perform the title search, review record deeds, utility plans, easements and surveys.
March 2026	Prepare a workplan for the survey fieldwork and collect property controlling information.
March/April 2026	Perform the topographic survey fieldwork when snow conditions allow.
April 2026	Finalize boundary calculations and monument the property corners, and prepare the topographic and boundary survey maps.
April 30, 2026	Provide deliverables to Houghton County.

PROPOSAL FOR HOUGHTON COUNTY MARINA  
Survey Services

**COST PROPOSAL**

**Project Cost**

U.P. Engineers & Architects, Inc. proposes to perform the project for a Lump Sum Fee of \$12,800.

**Included in Fee:**

- PA 132 Survey Recording Fee.
- UPEA time and expenses.
- Title company research cost.



PROPOSAL FOR HOUGHTON COUNTY MARINA  
Survey Services

**REFERENCES**

**Eric Waara, P.E., City Manager**  
**City of Houghton**  
616 Shelden Avenue  
Houghton, Michigan 49931  
Phone: 906-482-1700  
Email: eric.waara@cityofhoughton.com

**Robert LaFave, Village Manager**  
**Village of L'Anse**  
101 N. Main Street  
L'Anse, Michigan 49946  
Phone: 906-524-6116  
Email: manager@lansemi.org

**Ron Harris, P.S., Survey Consultant Project Manager**  
**Michigan Department of Transportation (MDOT)**  
425 W. Ottawa Street  
Lansing, Michigan 48933  
Email: HarrisR25@Michigan.gov





January 12, 2026

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

**Request for Proposals –Houghton County Marina Survey Services**

Dear Chelsea Rheault:

Enclosed is our proposal for the Houghton County Marina Survey Services. We are very excited to have the opportunity to provide Professional Engineering Services to Houghton County. As you can see from our Proposal, we have the experience and staff available to successfully execute your project. WICKWIRE, P.C. has delivered high-quality services on a multitude of various projects.

We look forward to the opportunity to provide these services to Houghton County. If you have any questions, or comments, or require additional information, please do not hesitate to contact Craig at 906.284.3903 or [crichardson@wickwiresolutions.com](mailto:crichardson@wickwiresolutions.com).

Sincerely,

WICKWIRE, P.C.

A handwritten signature in blue ink, appearing to read "Craig A. Richardson, P.E." It is a cursive script with a distinct, flowing style.

Craig A. Richardson, P.E.  
President/Senior Project Manager

A handwritten signature in blue ink, appearing to read "John Paramski E.I.T.". The signature is more stylized and less formal than the one above.

John Paramski E.I.T.  
Project Manager



# Proposal

## Houghton County Marina Survey Services

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**Proposal # P25077**

**Client Agency:**

HOUGHTON COUNTY BOARD OF COMMISSIONERS  
401 E HOUGHTON AVE  
HOUGHTON, MI 49931  
906.482.8307

**Prepared by:**

WICKWIRE, P.C.  
715 SELDEN RD. IRON RIVER, MI 49935  
OFFICE: 906.265.9865



## General Information:

### Lead Firm and Primary Office:

#### Physical Address:

WICKWIRE, P.C.  
715 Selden Road  
Iron River, Michigan 49935  
(906) 265-9865

#### Mailing Address:

WICKWIRE, P.C.  
P.O. Box 32  
Iron River, Michigan 49935  
(906) 265-9865

WICKWIRE, P.C. is a State of Michigan corporation and are licensed to operate and practice in the State of Michigan. WICKWIRE, P.C. has never defaulted on a contract or has ever had a contract terminated for cause within the last five (5) years. If WICKWIRE is awarded the contract, please use our address as stated above for all associated communications. Tax Identification Number: 88-1479213

### Responsible Corporate Officer:

Craig A. Richardson, P.E.  
President of WICKWIRE, P.C.  
715 Selden Road  
Iron River, MI 499345  
[crichton@wickwiresolutions.com](mailto:crichton@wickwiresolutions.com)  
(906) 284-3903

Michigan Professional Engineering License No. 6201050975. Expiration 1/27/2027.

Craig is the authorized agent for signing all contracts and associated documents associated with this project.

### History of Firm:

WICKWIRE, P.C. (WW) was established and incorporated in June of 2022. Craig A. Richardson, P.E. is the President and Senior Project Manager of WW. Mr. Richardson has over 27 years of relevant project experience in the industry working primarily in the Upper Peninsula of Michigan and northern Wisconsin. Craig began his career in 1998 with Sundberg Carlson and Associates and then went on to work for STS Consultants, AECOM, and most recently GEI Consultants. WICKWIRE's headquarters office is located at 715 Selden Road, Iron River, MI 49935. WW has recently expanded in the Marquette area with Brian Savolainen, P.E. joining the WW Team and is located at 3224 US-41 West, Marquette, MI 49855. Brian has over 30 years of experience. WICKWIRE, P.C. is a relatively new engineering consulting firm that has experienced staff and resources to successfully complete the proposed water system improvement project.



### CHN Surveying, LLC

CHN Surveying, LLC is a Professional Survey Firm established in 2017 providing surveying services for residential and commercial, and government agencies. Our services include boundary surveys, engineering design surveys, Michigan Department of Transportation right-of-way alignments, ALTA/NSPS Land Title Surveys, County Remonumentation Grants, and Contractor Staking. CHN Surveying, LLC has worked with WICKWIRE on projects with common clients.

### **CHN Surveying, LLC**

19582 McKinley St.  
Hancock, MI 49930  
(906) 281-3468

### Key Personnel:

WICKWIRE, P.C. (WW) will assign this project to Craig Richardson. Craig will be the Senior Project Manager for the length of this project. Craig has vast experience in projects like these. Craig guarantees all project inquiries will be properly responded to within 24 hours.

WW identifies the following professionals as Key Personnel for this project.

#### Craig Richardson, P.E.

Craig is the President of WICKWIRE, P.C. and Senior Project Manager.

Craig Graduated from Michigan Technological University in 1998 with a Bachelor of Science in Civil Engineering. During the past 27 years, he has been involved in local and state infrastructure projects throughout the United States. Craig has been a Senior Project Manager for the past 20 years managing a variety of engineering projects.

Craig will have direct oversight over all of the work performed by Project Engineer(s) and Surveyors and will perform checks on work throughout the life of the project.

Craig will be the primary point of contact for this project and report directly to Chelsea Rheault regarding all aspects of this project including project status, schedule, and cost. He will oversee all project activities including Project Documents, Operations, and Schedule.

Craig is a direct employee of WICKWIRE, P.C. and located in our Iron River, Michigan office. He also lives in Iron River, Michigan.

He will be supported by the following Project Engineers for execution of the work.



**John Paramski, E.I.T.** will serve as Project Manager for this project. John will be responsible for supporting staff in document preparation for this project. He is a direct employee of WICKWIRE, P.C. and located in our Iron River, Michigan office.

**David Jukkala** will serve as Project Engineer for this project. David will be responsible for assisting in survey and AutoCAD efforts for this project. He is a direct employee of WICKWIRE, P.C. and located in South Range, Michigan.

**Christopher H. Nielsen, PS** will serve as the Professional Surveyor for the project. Chris will be leading boundary and right-of-way surveys as well as completing an official survey of the property.

Statement of Staff Capacity:

WICKWIRE, P.C. hereby certifies that we have the staff capacity available to accomplish the work within the required time frame. WICKWIRE, P.C. will provide personalized client care for your project and will offer our undivided attention and expertise on this project.



## Understanding of Project:

### Project Understanding:

The Houghton County Board of Commissioners is requesting proposals from Qualified Professional Firms to perform a comprehensive survey of the Houghton County Marina. The survey will provide the County with accurate boundary and topographic data as well as any additional information necessary for future planning, maintenance, and/or improvement projects. The Houghton County Marina Site includes parking lots, access drives, boat slips, green space, and concrete sidewalk. One (1) firm will be selected as a qualified firm to provide the services as outlined in the Request for Proposals (RFP).

We have reviewed the RFP dated November 12, 2025, and have recently visited the site to obtain a better understanding of the Marina. The site is easily accessible for our surveyors which will aid in expediting the project. It is our understanding that Houghton County will require the following as part of this project:

- Complete a detailed survey of the entire Houghton County Marina.
- Perform an updated Boundary Survey of property parcels at the Marina which will include establishing/verifying property boundaries, rights-of-way, and easements.
- Perform a Topographic Survey of the Marina to identify existing structures, utilities, pavements and greenspace surfaces, and site elevations.
- Provide the County with the following documents:
  - One (1) digital copy and one (1) AutoCAD file of the final survey.
  - One (1) hard copy of the signed and sealed survey.
  - One (1) digital and/or hard copy of the summary report describing the methodology, findings, and observed site conditions relevant to the Marina operations or maintenance.
- Obtain all necessary information for future planning, maintenance, and potential improvements.

WW and CHN have experience performing survey in areas ranging from municipal streetscapes to desolate woodlands and can provide the necessary equipment and manpower to complete this project. Most recently our staff performed a plat survey for the Lac Vieux Desert Band of Lake Superior Chippewa Indians. This project established property boundaries and provided topographic survey elevations to plat the property for a subdivision development.



## Experience and References:

### Experience:

The Staff at WW and CHN have extensive relevant experience working on these types of projects. Resumes of WW and CHN Staff are included with this proposal detailing similar projects. The following is a list of similar projects completed by WW and CHN Staff:

- **H&Y Marina, Hancock, MI.** CHN Surveying, LLC provided Professional Surveying Service to perform a Certificate of Survey for H&Y Marina located one (1) mile east of the Houghton County Marina. H&Y Marina was bound by the MDNR Trails (formerly Mineral Range Railroad and Copper Range Railroad). The MDNR right-of-ways were determined as a part of performing this boundary survey.
- **Houghton County Grant Remonumentation** CHN Surveying, LLC provided Professional Surveying Service to perform Section Corner Remonumentation as a part of the state Remonumentation project for six (6) years from 2020 to 2025. It is anticipated that CHN Surveying, LLC will continue to be awarded future contracts with Houghton County. Similar annual contracts have been performed for the last 6 years with Baraga County and past 8 years with Keweenaw County.
- **Quincy Mine Hoist Association.** CHN Surveying, LLC provided Professional Surveying Service to review their subject deeds and determine overall ownership of lands. Sketch and descriptions have been provided to clarify what the QMHA owns. This is an ongoing effort based on the clients needs to simplify boundary and title needs.
- **Fayette Historic State Park – Park Improvements, Garden, MI.** WICKWIRE, P.C. provided Professional Engineering Services for the evaluation of the Visitor Center building for ADA compliance, designing an ADA Accessible parking lot, Universal/ADA access route to the Visitors Center, renovating the Visitors Center for ADA/Accessibility upgrades, designing four (4) drain fields, and repairing a broken floor joist in a historic building (Town Hall). WICKWIRE's services included design plans and specifications, EGLE and Health Department permitting, bidding, and construction contract award. We also provided construction administration and construction observation.



- **Indian Lake State Park Improvements, Thompson Township, MI.** Currently in the construction stage at Indian Lake State Park in Thompson Township, MI for the Michigan Department of Technology Management and Budget (DTMB) and the MDNR. Work included Site and Topographical Survey of the campground and lagoon areas, Effluent Testing for Wastewater Design, 5,300 ft of Waterline Replacement, Sanitation Station Expansion, an Additional Well, Replacing Jug Fillers, and ADA Compliant Site Design for Two (2) Toilet/Shower Buildings.



These projects are described in more detail in the attached resumes and include work similar to that of the proposed project.



Project References:

The Staff at WICKWIRE, P.C. (WW) have extensive relevant experience working on similar projects over the past 25+ years. The following is a list of references for communities that WW Staff have completed similar projects:

**Baraga County**

Wendy Goodreau, County Clerk  
(906) 524-9301  
[goodreauw@baragacounty.org](mailto:goodreauw@baragacounty.org)

**Quincy Mine Hoist Association**

Tim Wright, Manager  
(906) 370-3525  
[clerk@keweenawcountymi.gov](mailto:clerk@keweenawcountymi.gov)

**City of Iron River**

Rachel Andreski, City Manager  
(906) 265-4719; ext. 100  
[citymanager@ironriver.org](mailto:citymanager@ironriver.org)

**City of Caspian**

John Stokoski, City Manager  
(906) 265-2514  
[jstokoski@caspiancity.org](mailto:jstokoski@caspiancity.org)

**MDNR Parks and Recreation Division**

Julia Cogger, Regional Field Planner  
(517) 420-9749  
[coggerj@michigan.gov](mailto:coggerj@michigan.gov)

**Michigan DTMB**

Jeff Barsch, Project Director  
(906) 251-0727  
[barschj@michigan.gov](mailto:barschj@michigan.gov)

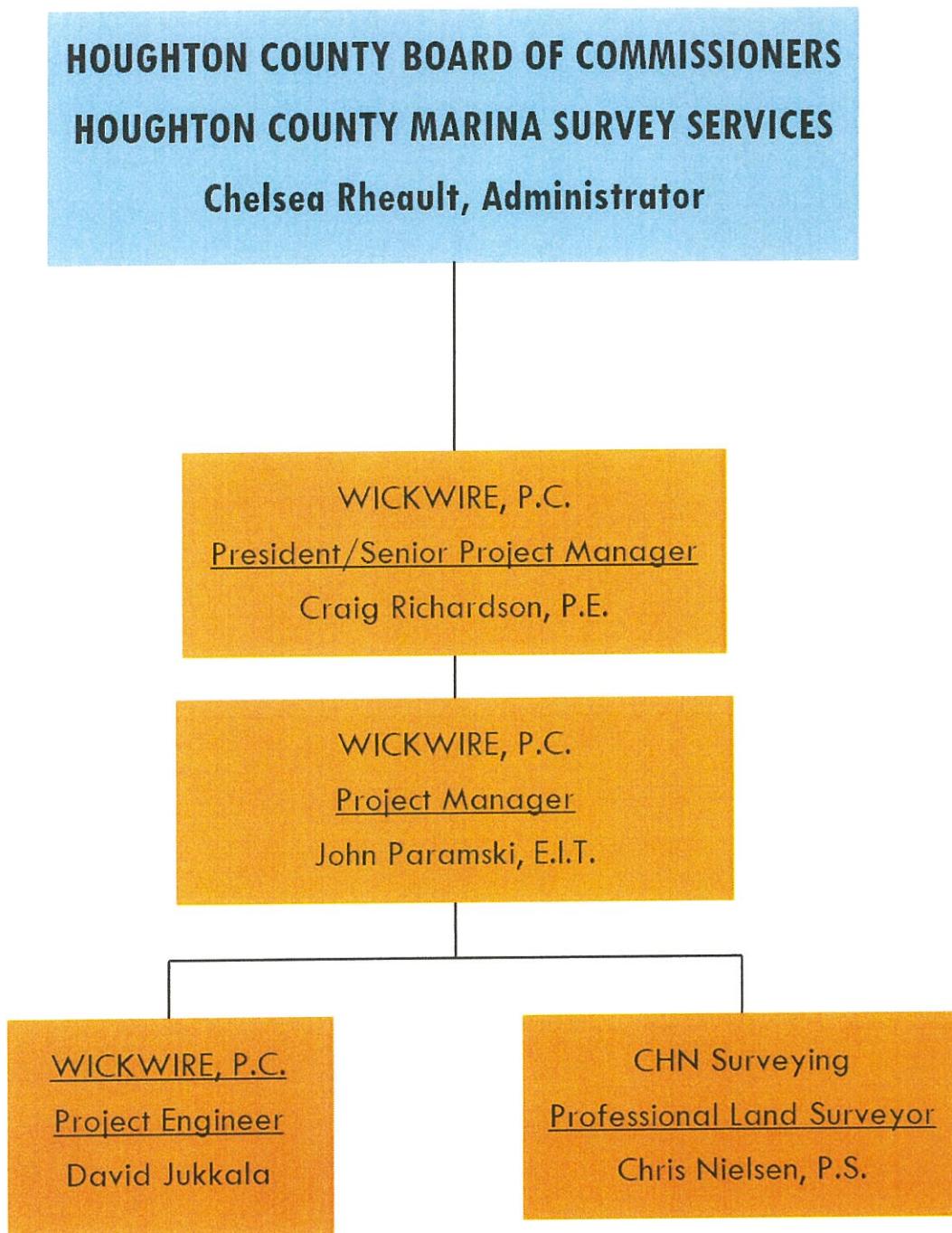
**Lac Vieux Desert Band of**

**Lake Superior Chippewa Indians**

Karrie S. Biron, General Counsel  
(906) 358-4226  
[jdavis@breitungtwp.org](mailto:jdavis@breitungtwp.org)



Houghton County Marina Survey Services Organization Chart:





## Management Summary, Work Plan, and Schedule:

### Management Summary:

As previously stated, Craig Richardson, P.E. will serve as Senior Project Manager. He will have direct oversight over all work performed by the Project Manager and Project Engineer(s) and will perform checks on the project staff's work throughout the life of the project. Craig will perform Quality Assurance and Quality Control (QA/QC) on all the work prepared for this project in accordance with WICKWIRE, P.C.'s QA/QC Plan.

### Work Plan:

The project will begin with a kickoff meeting between staff of WICKWIRE, Houghton County and other interested parties (Project Team) as determined by Houghton County staff before any work commences on the project. The purpose of this meeting is to review the scope of work and project schedule with the Project Team. This meeting will be held in person along with any necessary virtual attendees.

CHN Surveying, LLC will research records at the Houghton County Register of Deeds for any recorded surveys, County remonumentation maps, subject deed (if not provided by client) and adjacent deeds as a part of resolving boundaries. We will inquire with the Michigan Department of Natural Resources (MDNR) to determine what information they have available for their trail corridor Right-of-Way. We plan to request title work from a local title agency to identify any easements that may affect the subject property to eliminate potential conflicts and provide reassurance to the County. All boundary survey work will be performed following the above stated research.

WW will submit to MissDIG811 and request all utilities to be marked within 100' of the Marina to document in the survey. A topographic and utility survey will be performed following utility locating. The topographic survey will encompass all areas of the Marina and utility locations will be surveyed per their located markings. The boundary and topographic surveys will be combined to provide the County with updated maps. Following the surveys, a summary report will be created to identify the project's methodology, findings, and observed site conditions. The summary report will identify and prioritize all notable operation and maintenance concerns observed during the surveys.

We will develop a project timeline for the survey work and document preparation. A preliminary project timeline is included in this proposal and will be further refined upon execution of a professional services agreement. Once survey documents have been developed and approved by Houghton County, we will provide the final survey documents as requested in the RFP.



Below is a breakdown of survey services for this project.

Survey Services:

1. Review Right-of-Way maps, property easement documents, and any property information provided by Houghton County and local title company.
2. Submit MissDIG811 locate request to have utilities marked.
3. Perform a detailed boundary survey of the property, establishing property lines and corners, rights of way, and easements.
4. Perform a topographical survey of the existing site to accurately document the site 'as is' for future needs. This work will be performed within 14 days of the utility locating.
5. Perform a site survey to record all utility locations and elevations in the Marina, identify and locate any relevant structures or property amenities, and to 'tie in' building corners.
6. Prepare AutoCAD Civil3D Drawings for the existing Marina. Drawings will include the following but is not limited to sheets:
  - a. Cover Sheet
  - b. Property Parcel map
  - c. Site Map with Contours
  - d. Utility Map
7. Prepare a professional survey for the Marina property which identifies all property corners and boundaries, MDOT Right-of-Ways, property easements and a legal description of the property.
8. Prepare a Summary Report identifying the methodology, findings, and site conditions relevant to the Marina operations and maintenance.
9. Submit one (1) digital .pdf copy and one (1) AutoCAD .dwg copy of the final survey and all other project documents to the Houghton County Board of Commissioners for review and approval.
10. Submit one (1) hard copy of the signed and sealed final survey to the Houghton County Board of Commissioners for review and approval.
11. Submit one (1) digital .pdf copy of the Summary Report to the Houghton County Board of Commissioners for review and approval.



Services Cost Control and Maintenance:

Our proposed project team is best suited to provide the services required for this project as we have the necessary experience to successfully complete this project and make it a top priority to deliver within the established time frame. Our billable rates and overall cost will provide the best value to Houghton County on this project along with our efficiency in executing the work in a timely manner. We can begin work on the project immediately after a contract is executed and work continuously until our scope of work is complete. Craig Richardson, P.E. of WICKWIRE, P.C. and Chris Nielsen of CHN Surveying have extensive knowledge and experience in projects like these.

Our services will utilize best management practices for obtaining accurate and reliable property information. We will ensure all recorded information is orderly and easily interpreted by Houghton County. We will work with Houghton County to complete the project efficiently and strive to provide savings in schedule and cost of services where possible.



Project Schedule:

Upon execution of the Professional Services Agreement, we will begin work on the project. A draft schedule is being presented below for illustrative purposes and a detailed schedule will be developed with Houton County prior to proceeding with the work. This schedule is based on an 'ordinary' spring weather pattern and may be delayed based on weather conditions.

Milestone Task	Milestone Date
Prime Professional Services Contract Awarded	January 26, 2026
Document Review/Research	January 28, 2026
Begin Boundary Survey	March 30, 2026
MissDIG811 Locate Request	April 13, 2026
Begin Topographic Survey	May 4, 2026
Begin Site Survey / Utility Survey	May 4, 2026
Prepare Property Survey	May 4, 2026
Prepare AutoCAD Maps and Survey Documents	May 11, 2026
Prepare Summary Report	May 18, 2026
Submit Documents for review	May 25, 2026
Submit Final Documents	June 5, 2026



## Professional Engineering Services Fee:

### Proposed Fee:

Our proposed fee to complete the project for the services states herein shall be a Lump Sum Not-to-Exceed Fee of **\$15,250.00**. The following table shows the breakout of Survey Services. A Title Research Allowance has been included in the proposed fee. This allowance will not be charged to the County if title work is not requested during the project.

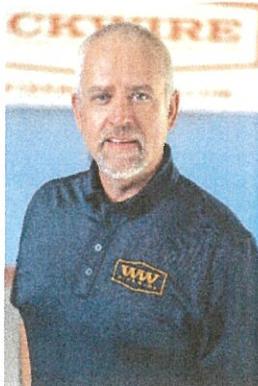
Boundary Survey	\$ 4,800.00
Topographic Survey	\$ 9,400.00
Allowance/Reimbursables	\$ 1,050.00
<b>Total</b>	<b>\$ 15,250.00</b>



## Assumptions and Responsibilities of Others:

This proposal was prepared with the following assumptions and responsibilities of Others:

1. Houghton County will be responsible for providing any relevant property and right-of-way information.
2. Houghton County will provide full access to the site.
3. The Marina will be accessible to the surveyors at all times during the project.
4. This proposal does not include private utility locating.
5. Public utilities will be located via MISSDIG811. The topographic survey will include public utility locations as identified by MISSDIG811.
6. Property and easement information will be requested from a local Title Agency if the information provided by Houghton County is found to be insufficient or not all-encompassing.



**Craig A. Richardson, P.E.  
President/Senior Project Manager**

Craig Richardson serves as the President and Senior Project Manager in the WICKWIRE, P.C. Iron River, Michigan location. He specializes in funding assistance, studies, design for municipal water and wastewater systems, construction administration, and construction inspection. Craig has a B.S. in Civil Engineering from Michigan Technological University and over 27 years' experience in the industry. He is a licensed Professional Engineer in both Michigan (#6201050975) and Wisconsin (#44761-6) and holds a Michigan S-4 Waterworks System Operator License (#13348).

## EXPERIENCE

**2025 Reporter Building Renovations for Iron River City Hall** Served as Senior Project Manager for the renovation of the former Reporter Newspaper Building for the new Iron River City Hall. Services included performing a feasibility study, design, permitting, cost estimate, bidding, ADA compliance upgrades, and construction administration. Project included selective demolition, walls, doors, electrical, HVAC, plumbing, new parking lot, bathrooms, kitchen, and concrete sidewalk. Work was completed in November 2025 with a cost of approximately \$600,000.

**2024 Iron River City Hall Evaluation Study** Served as Senior Project Manager for performing an evaluation of the 22,000 square foot Iron River City Hall Building which was constructed in 1912. This building has had renovations over the years and is in desperate need of further upgrades to bring into compliance with current ADA standards, performing needed structural repairs, and increasing energy efficiency. This study focused on upgrades to the building to bring it into compliance with current ADA standards, elevator upgrades, structural repairs, and evaluating their mechanical and electrical systems for energy efficiency. Services included performing a complete building investigation, feasibility study, cost estimates, ADA compliance review, elevator upgrades, energy efficiency upgrades, structural repairs, and final study report.

**2025 WICPS Stambaugh Elementary Electrical Upgrades and Gym Classroom Conversion Project** Served as Senior Project Manager for the replacement of all electrical components in the elementary building including new a transformer and service, panels, wiring, and appurtenances as well as remodeling the stage into classrooms adjacent to the gymnasium. Work is anticipated for 2025-2026 with an estimated cost of \$1,350,000.

**2025 West Iron County Public Schools Fire Alarm System Replacement** Served as Senior Project Manager for the complete replacement of the school district's fire alarm system. Work included placing new raceways, wiring, and devices with a cost near \$200,000 and shall be completed in 2025.

**2025 WICPS Stambaugh Elementary Corridor Ceiling Replacement** Served as Senior Project Manager for the replacement of the existing drop ceiling and new LED light fixtures in the elementary school's corridor. Work included removal of existing tile ceiling and installation of new suspended ceiling with a cost near \$125,000 and shall be completed in 2025.

**2025 Iron River Apple Blossom Trail Boardwalk Replacement** Served as Senior Project Manager for engineering design and project representative, EGLE permitting for reconstruction of 750 linear feet of boardwalk with screw pile foundation and railing along the shared use path, with a cost near \$500,000.

**2024 Iron River DDA Parking Lot Reconstruction.** Served as Senior Project Manager for the reconstruction of four parking lots in downtown Iron River including asphalt resurfacing, lighting improvements, sidewalk ADA upgrades, curb replacement, landscaping, and storm water drainage improvements with an estimated budget near \$800,000. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction administration.



**2024 Ace Hardware Parking Lot Reconstruction, Iron River, MI.** Served as Project Manager for the reconstruction of the parking lot for Bigari Ace Hardware in the City of Iron River, MI, to coincide with an addition being added on to the storefront. Work included the removal of the asphalt surface, reconstruction of the base underneath the parking lot, storm sewer system improvements, and resurfacing the parking lot with concrete pavement. Duties included overseeing engineering design, stormwater design, topographic survey, and project oversight.

**2024 Michigan Street Resurfacing and Storm Sewer Replacement, Village of Ontonagon, MI.** Served as Senior Project Manager on a MDOT Category B funded resurfacing of Michigan Street and storm sewer replacement in Ontonagon, MI. Duties included overseeing field survey of project area, preparation of project plans and documents, bidding, and preparation of grant application documents.

**2024 Street Improvements, City of Iron River, MI.** Served as Senior Project Manager for engineering design, permitting, and bidding on a locally funded road resurfacing project on Iris Street, Kofmehl Road, Coolidge Avenue, Garnet Street, Harding Avenue, Blossom Street, Cherry Street, Diamond Street, Evergreen Street, and Truman Avenue totaling \$830,000. Work included the crushing and shaping, and/or milling of all roadways and asphalt paving.

**2024 N. 5<sup>th</sup> Avenue Storm Sewer, City of Iron River, MI.** Served as Senior Project Manager on a locally funded storm sewer project placing new storm sewer near N. 5<sup>th</sup> Avenue in the City of Iron River, MI. Duties included overseeing site survey, the design of the new stormwater system, and the preparation of bidding documents.

**2023 Fayette HSP Improvements Project, Garden, MI.** Served as Senior Project Manager for Phase 100 – 500 Design for Visitors Center Improvements at Fayette Historic State Park for the Michigan Department of Technology, Management, and Budget and the Michigan Department of Natural Resources. Work included Replacement and Upgrades to Existing Septic Systems, Site and Topographic Survey, ADA Compliant Parking Lot and Boardwalk, Parking Lot Storm Water Design, Visitors Center Patio Design, Utility Locating, Soil Borings, Technical Specifications, Bid Documents, and Final Design.

**2023 Indian Lake State Park Improvements, Thompson Township, MI.** Served as Senior Project Manager for Phase 100, 400, and 500 Design at Indian Lake State Park in Thompson Township, MI for the Michigan Department of Technology, Management, and Budget and the Michigan Department of Natural Resources. Work included Site Survey, Effluent Testing for Wastewater Design, 5,300 ft of Waterline Replacement, Sanitation Station Expansion, an Additional Well, Replacing Jug Fillers, and ADA Compliant Site Design for Two (2) Toilet/Shower Buildings.

**2023 Palms Book State Park Improvements, Thompson Township, MI.** Served as Senior Project Manager for Phase 100 and 400 Design at Palms Book State Park in Thompson Township, MI. Work included Surface Grading an Additional Parking Lot and providing Viewing Options for the Spring. Phase 400-Schematic Design involved collaboration with the Michigan Department of Natural Resources (MDNR) and the Project Architect to analyze the Park's Carrying Capacity, Viewing Opportunities, and User Preferences.

**2023 Blight Elimination Building Demolitions, City of Iron River, MI.** Served as Senior Project Manager for grant funded project through the State Land Bank Authority to demolish blighted houses within the City. Duties included Project Management duties for preparation of grant application documents, preparation of bidding documents, construction inspection and administration, and the preparation of grant reimbursement documents.

**2023 Street Improvements, City of Iron River, MI.** Served as Project Engineer for engineering design, permitting, bidding, construction inspection, and construction administration services on a locally funded road resurfacing project on Pisoni Street, Crose Street, Collins Street, Davidson Street, Altone Street, Forbes Road, Mahoney Street, and Homer Road totaling \$300,000. Work included the crushing and shaping of all roadways and asphalt paving.

**2023 MEDC WRI Water System Improvements, City of Iron River, Iron River, MI.** Assisted the City of Iron River in securing \$1.35M in grant funding for water distribution system improvements projects



through the Michigan Economic Development Corporation (MEDC) Water Related Infrastructure (WRI) Program. This project focused on replacement of approximately 7,000 linear feet of deteriorated water mains to reduce leakage and increase pressure in areas to meet minimum State pressure requirements. Served as Senior Project Manager and duties included grant application, preliminary engineering, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**2023 Iron River Disc Golf Course Parking Lot, Iron River, MI.** Served as Senior Project Manager for the design of a new aggregate parking lot and associated storm water system for the City of Iron River Disc Golf Course. Design included site/topographic survey and wetland coordination with Michigan Department of Great Lakes and Energy for Wetland identification. The project involved earth excavation in site preparation along with grading, culvert, and stormwater design.

**2023 Community Tennis/Pickleball Courts Project Design, Breitung Township, MI.** Served as Senior Project Manager to provide site layout and grading plans for Breitung Township's tennis and pickleball court reconstruction project. Included gathering site survey information, evaluating existing site conditions, and providing designs for an improved site.

**2023 Culverts, Storm Sewer, and RV Park Sewer Lateral, City of Iron River, MI.** Served as Senior Project Engineer on a locally funded project replacing culverts and placing a sewer lateral in the RV Park in the City of Iron River, MI. Project also included placing a new section of storm sewer in the City of Iron River, MI. Duties included overseeing the preparing projects plans and documents and assisting in acquiring the necessary permits to cross designated floodplains and wetlands. Work also performed on the project included bidding, construction inspection, and construction administration services.

**2022 Street Improvements, City of Iron River, MI.** Served as Project Engineer and Manager and provided engineering design and construction administration services on a locally funded road reconstruction project on Genesee Street and resurfacing on Reagan and Jasper Streets totaling \$800,000. Work included reconstruction of Genesee Street including new road base, asphalt paving, curb, sidewalks, storm structures, pavement markings, and restoration work. Work also entailed resurfacing Reagan and Jasper Streets. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments, preparing change orders, construction contract administration, and managing a limited construction budget.

**2021 Homer Road Resurfacing (MDOT), City of Iron River, MI.** Served as Project Engineer and Manager and provided engineering design and construction administration services on a Michigan Department of Transportation (MDOT) funded road resurfacing project totaling \$450,000. Work included 0.65 miles of road reconstruction and ditching on Homer Road. Work also entailed crushing and shaping the existing asphalt surface, shouldering, ditching, bridge deck waterproofing, guardrail, and pavement markings. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments through MDOT, preparing contract modifications, construction contract administration using Field Manager, and managing a limited construction budget.

**2021 Elevated Water Storage Tank Painting, Trout Creek, MI.** Served as Senior Project Manager and Lead Designer for painting of the elevated water storage tank in Trout Creek, MI. Work included interior and exterior tank painting, tank improvements, and installation of a tank mixer to improve water quality and alleviate icing during winter months. Services included preparation of plans and specifications, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, and managing a limited construction budget.



**2020 West 4<sup>th</sup> Street Sanitary Sewer and Watermain Replacement, City of Caspian, MI.** Served as Senior Project Manager and Lead Designer on a grant funded sewer and watermain replacement project on West 4<sup>th</sup> Street in Caspian, MI. Work included replacement of sewer and watermain and resurfacing of West 4<sup>th</sup> Street. Services included funding application, grant administration, preliminary engineering, water system modeling, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**2020 Bates-Gaastra Road Reconstruction (MDOT), City of Gaastra, MI.** Served as Project Engineer and Manager and provided engineering design and construction administration services on a Michigan Department of Transportation (MDOT) funded road reconstruction project totaling \$115,000. Work included 0.28 miles of road reconstruction on Vulcan Street. Work entailed crushing and shaping the existing asphalt surface, shouldering, ditching, adjustment of drainage structures and valve boxes, pavement markings, and restoration. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments through MDOT, preparing contract modifications, construction contract administration using Field Manager, and managing a limited construction budget.

**2019 Vulcan Street Resurfacing (MDOT), City of Iron Mountain, MI.** Served as Project Engineer and Manager and provided engineering design and construction administration services on a Michigan Department of Transportation (MDOT) funded road resurfacing project totaling \$350,000. Work included 0.70 miles of road reconstruction on Vulcan Street. Work entailed crushing and shaping the existing asphalt surface, shouldering, concrete curb and gutter, ADA sidewalk ramps, adjustment of drainage structures and valve boxes, pavement markings, and restoration. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments through MDOT, preparing contract modifications, construction contract administration using Field Manager, and managing a limited construction budget.

**2017 Co. Rd. 424 Reconstruction (MDOT), City of Caspian, MI.** Served as Project Engineer and Manager and provided engineering design and construction administration services on a Michigan Department of Transportation (MDOT) funded road resurfacing project totaling \$500,000. Work included 0.70 miles of road reconstruction on County Road 424. Work entailed crushing and shaping the existing asphalt surface, shouldering, concrete curb and gutter, ADA sidewalk ramps, adjustment of drainage structures and valve boxes, pavement markings, and restoration. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments through MDOT, preparing contract modifications, construction contract administration using Field Manager, and managing a limited construction budget.

**2012 Homer Road Resurfacing (MDOT), City of Iron River, MI.** Served as Project Engineer and Manager and provided engineering design and construction administration services on a Michigan Department of Transportation (MDOT) funded road resurfacing project. Work included 1.00 miles of road resurfacing on Homer Road. Work also entailed cold milling existing asphalt surface, shouldering, and pavement markings. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments through MDOT, preparing contract modifications, construction contract administration using Field Manager, and managing a limited construction budget.

**Joe Mechon Memorial Park Improvements, Hematite Township, Amasa, MI.** Served as Senior Project Manager for a comprehensive park improvements project in Amasa, MI. Work entailed design and construction engineering for an MDNR Trust Fund project entailing the reconstruction of Joe Mechon Memorial Park including new sheltered pavilion, playground, concrete walkways, parking lot, basketball



court, site furniture and amenities, basketball court, and fishing pier. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Nelson Field Accessibility Improvements, Iron River, MI.** Served as Senior Project Manager for an MDNR Trust Fund project in Iron River, MI. Work entailed design and construction engineering for accessibility improvements to the City's Nelson Field including new ticket booth, ADA pathway traversing a steep hill with landings and retaining walls, and new ticket booth. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Rose Island Paddle Craft Landing, Ontonagon, MI.** Served as Senior Project Manager for an MDNR Trust Fund project in Ontonagon, MI. Work entailed design and construction engineering for development of a paddle craft landing project including pit toilet, paved parking lot, ADA pathways, canoe and kayak lockers, and floating dock with ADA canoe/kayak launch. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**North Shore Boat Launch Project, City of Escanaba, MI.** Served as Project Manager for an MDNR funded project in Escanaba, MI. Prepared contract documents and agency permits for the development of a 12-acre parcel of land for the construction of a small boat launch facility. The boat launch is now the second largest on Lake Michigan. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Heritage Trail Non-Motorized Bike Trail, Iron County Road Commission, Iron County, MI.** Served as Senior Project Manager providing engineering design and construction administration services on a joint funded project by the Michigan Department of Transportation (MDOT) and Michigan Department of Natural Resources totaling \$2.2M. Work included 6-miles of non-motorized trail construction in Caspian, Gaastra, and Stambaugh Township. Work entailed new asphalt trail, retaining walls with railings, benches, cross walks, trail and road signage, and trail head kiosk. Duties included administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, bidding, and construction inspection and administration. Construction administration duties included: processing application for payments through MDOT, preparing contract modifications, construction contract administration using Field Manager, and managing a limited construction budget.

**Lay Avenue Streetscape Enhancement, City of Iron River, MI.** Assisted City of Iron River in securing \$610,000 in grants from the Michigan Department of Transportation (MDOT) and Michigan Economic Development Corporation (MEDC) for streetscape enhancements. Served as Project Engineer and Manager and provided engineering design and construction services. Work included 0.30 miles of streetscape improvements on Lay Avenue which entailed decorative sidewalk, street trees, decorative portable planters in center median island, new curb, sidewalk ramps, benches, bike racks, litter receptacles, and pavement markings. Duties included MDOT and MEDC grant administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments for both MDOT and MEDC, preparing contract modifications, processing grant payment requests through Field Manager, and managing a limited construction budget.



**Joe Mechon Memorial Park Improvements, Hematite Township, Amasa, MI.** Served as Senior Project Manager for a comprehensive park improvements project in Amasa, MI. Work entailed design and construction engineering for an MDNR Trust Fund project entailing the reconstruction of Joe Mechon Memorial Park including new sheltered pavilion, playground, concrete walkways, parking lot, basketball court, site furniture and amenities, basketball court, and fishing pier. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Nelson Field Accessibility Improvements, Iron River, MI.** Served as Senior Project Manager for an MDNR Trust Fund project in Iron River, MI. Work entailed design and construction engineering for accessibility improvements to the City's Nelson Field including new ticket booth, ADA pathway traversing a steep hill with landings and retaining walls, and new ticket booth. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Rose Island Paddle Craft Landing, Ontonagon, MI.** Served as Senior Project Manager for an MDNR Trust Fund project in Ontonagon, MI. Work entailed design and construction engineering for development of a paddle craft landing project including pit toilet, paved parking lot, ADA pathways, canoe and kayak lockers, and floating dock with ADA canoe/kayak launch. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**North Shore Boat Launch Project, City of Escanaba, MI.** Served as Project Manager for an MDNR funded project in Escanaba, MI. Prepared contract documents and agency permits for the development of a 12-acre parcel of land for the construction of a small boat launch facility. The boat launch is now the second largest on Lake Michigan. Duties included grant application preparation, grant administration, preliminary engineering, preparation of bid plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Aronson Island Boat Launch Project, City of Escanaba, MI.** Provided engineering services and managed the preparation of contract documents and agency permits for the reconstruction of an existing boat launch ramp. Performed construction administration duties including processing applications for payment, preparing change orders, and managing a limited construction budget.

**High Efficiency Street Lighting Improvements, Iron River, MI.** Served as Project Engineer and Manager for a high efficiency street light replacement project. Project entailed the installation of 22 new high efficiency LED street light fixtures and new steel light poles on existing foundations. Provided engineering design, construction engineering, and grant administration for new street light distribution wiring, services, and controls. Project was funded with a grant from the Michigan Strategic Fund, Michigan Energy Office.

**Southwest Shoreline Developments Project, City of Wakefield, MI.** Assisted in preparing plans and documents.

**Sports Complex Improvements, Evart, MI.** Project included preparing drawings and specifications for: construction of athletic fields, irrigation systems, parking lot, sidewalks, equipment storage building, chain-link fencing, underground electrical and telephone lines, sanitary sewer, water services and meters, backflow prevention devices, site clearing, tree removal, soil erosion and sedimentation control measures, and turf restoration and other related work.



**Track and Field Improvements Project, Ishpeming School District, Ishpeming, MI.** Managed and provided engineering services for construction administration duties including processing applications for payments, preparing change orders, and managing a limited construction budget.

**Design and Construction of Athletic Field Improvements, Wakefield School District, Wakefield, MI.** Provided engineering services and prepared contract documents for a track and field improvements project.

**Wardos Building Demolition, City of Iron River, MI.** Served as Senior Project Manager for demolition of a single-story brick building in the City's main downtown. Project entailed razing of the building, removal of the foundation and basement floor, backfill, and site restoration. Duties included hazardous materials survey, preparation of bidding documents, construction inspection and administration.

**Coast-to-Coast Building Demolition, City of Iron River, MI.** Served as Senior Project Manager for demolition of a three-story brick building in the City's main downtown. Project entailed razing of the building, preservation of a shared common wall, removal of the foundation and basement floor, backfill, and site restoration. Duties included hazardous materials survey, preparation of bidding documents, construction inspection and administration.

**RD Water System Improvements, Village of Alpha, MI.** Assisted the Village of Alpha in securing \$197,000 in loans and \$590,000 in grants for water distribution system improvements projects through the United States Department of Agriculture Rural Development Rural Utilities Program. Served as Senior Project Manager providing engineering services for water distribution system improvements project replacing approximately 3,000 linear feet of watermain piping, SCADA System improvements, water treatment plant improvements including replacement of filter media, chemical feed system, electrical system, piping and master meter, rehabilitation of three (3) potable water wells including pumping equipment replacement, and elevated water storage tank repairs. Duties included grant administration, preliminary engineering, extensive water system modeling, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**RD Water and Sewer System Improvements Project, City of Iron River, MI.** Assisted City of Iron River in securing \$5.6M in loans and \$4.9M in grants for sanitary sewer and water distribution system improvements projects through the United States Department of Agriculture Rural Development Program. Served as Senior Project Manager providing engineering services for both sanitary sewer and water distribution system improvements projects. These projects reduced operation and maintenance costs for the City and ensure the City is in compliance with their Administrative Consent Order for their sewer system. Operating cost reductions include conversion of their existing telephone SCADA system to a radio SCADA system, and installation of a water customer radio read system. Duties included grant administration, preliminary engineering, extensive water system modeling, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Highway US-2 and M-189 Sanitary Sewer and Water Main Replacement, City of Iron River, MI.** Served as Senior Project Manager for sanitary sewer and 3,500 linear feet of water main pipe replacement project in the City of Iron River, Michigan. Work entailed design and construction engineering for replacement of aged sanitary sewer and water mains beneath Highways US-2 and M-189 in conjunction with Michigan Department of Transportation (MDOT) reconstruction projects. Close coordination was required with MDOT personnel for the duration of the projects. Utilized Field Book/Field Manager for tracking City quantities of Work and incorporating into the MDOT Field Manager system.

**RD Water System Improvements, Iron River Township, Iron River, MI.** Assisted Iron River Township in securing \$1M in loans and \$3M in grants for water distribution system improvements projects through the United States Department of Agriculture Rural Development Rural Utilities Program. Served as Senior Project Manager providing engineering services for water distribution system improvements



project replacing approximately 49,000 linear feet of watermain piping. This project focused on replacement of deteriorated water mains to reduce leakage and increase pressure in areas to meet minimum State pressure requirements. Duties included grant administration, preliminary engineering, extensive water system modeling, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Water System Improvements, Crystal Falls Township, Crystal Falls, MI.** Assisted Crystal Falls Township in securing \$2.6M in loans and \$3.3M in grants for water distribution system improvements through the United States Department of Agriculture Rural Development Rural Utilities Program. Designed and provided engineering services for approximately 72,000 linear feet of 6"-16" water main piping, hydrants, service lateral replacement and installation of approximately 500 water meters with radio read system, and general street and turf restoration.

**MEDC Water System Improvements, City of Iron River, MI.** Assisted the City of Iron River in obtaining \$750,000 grant for water distribution system improvements for reduction in operating and maintenance costs by consolidating water systems in City. Provided engineering services and performed grant administration duties for the City. Managed and provided engineering services for water distribution system improvements project. Duties included grant administration, preliminary engineering, extensive water system modeling, surveying and mapping for 70-mile water system, prepared plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**RD Water Distribution System Improvements – Phase I, Hematite Township, Amasa, MI.** Managed and prepared rural development funding assistance documents for a \$1.2M water system improvements project including preliminary engineering report, environmental report, and funding application. Served as Project Manager and Lead Designer including preparing contract documents for the construction of approximately 14,000 linear feet of water main and associated appurtenances which included two river crossings and two railroad crossings. Also performed construction administration duties including project cost tracking, processing change orders, and pay estimates. Assisted the Township in preparing cost estimates and tracking construction costs for additional road reconstruction. Hematite Township received a 75% grant from Rural Development for this project.

**RD Water System Improvements – Phase II, Hematite Township, Amasa, MI.** Assisted the Township in obtaining a 75% grant from USDA-RD for Phase II project for replacement of 4,000 linear feet of undersized distribution mains and construction of a second distribution main into the Township providing for greater system reliability and increased fire protection. Services included funding application, grant administration, preliminary engineering, extensive water system modeling, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**MEDC/RD Water System Improvements 2009, Hematite Township, Amasa, MI.** Assisted the Township in obtaining a 90% grant from the Michigan Economic Development Corporation for a water system improvements project for replacement of undersized and aged distribution mains providing greater system reliability and increased fire protection. Duties included grant administration, preliminary engineering, extensive water system modeling, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**2016 Elevated Water Storage Tank Painting, City of Caspian, MI.** Served as Senior Project Manager and Lead Designer for painting of the 250,000-gallon elevated water storage tank in Caspian, MI. Work included interior and exterior tank painting, tank improvements, and installation of a tank mixer to improve water quality and alleviate icing during winter months. Services included preparation of plans and



specifications, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, and managing a limited construction budget.

**Ely Township Elevated Water Storage Tank Painting, Ely Township, MI.** Served as Senior Project Manager and Lead Designer for painting of the elevated water storage tank in Ely Township (Greenwood), MI. Work included interior and exterior tank painting, tank improvements, and installation of a tank mixer to improve water quality and alleviate icing during winter months. Services included preparation of plans and specifications, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, and managing a limited construction budget.

**Scott Lake Road Water Main, Stambaugh Township, MI.** Served as Senior Project Manager and Lead Designer for installation of approximately 3,000 linear feet of water main replacement in Stambaugh Township, MI. Services included preparation of plans and specifications, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**No. 1 Water System Well Replacement, Stambaugh Township, MI.** Served as Senior Project Manager and Lead Designer for construction of two (2) new potable water wells in Stambaugh Township, MI. This project included an addition to the existing well house and renovations to the existing well house including roofing, siding, and piping. Services included preparation of plans and specifications, permitting, bidding, and construction contract award. Responsible for construction administration duties including processing application for payments, preparing change orders, and managing a limited construction budget.

**SRF Sewer System Improvements, City of Iron River, MI.** Served as Project Manager and Lead Civil Engineer for \$1.25M sanitary sewer system improvements project. Project entailed replacement of deteriorated sanitary sewer mains and laterals to eliminate infiltration in high groundwater areas. This project was funded through the Michigan Department of Environmental Quality Strategic Revolving Fund program. Prior to receiving funding for construction of the project a comprehensive Sewer System Evaluation Study was completed.

**DWSRF and CWSRF Project Plans, City of Iron River, MI.** Served as Project Manager and Lead Civil Engineer for preparation of Drinking Water Strategic Revolving Fund and Clean Water Strategic Revolving Fund Project Plans to the Michigan Department of Environment, Great Lakes and Energy. DWSRF project includes replacement of three (3) pressure reducing valve stations, repairs to elevated water storage tanks including mixer installation, and replacement of old deteriorated water main piping with estimated project costs of \$1,100,000. CWSRF project includes replacement of 79 sanitary sewer manholes and 7,000 linear feet of sanitary sewer main at an estimated cost of \$5,000,000.

**DWSRF and CWSRF Project Plans, City of Caspian, MI.** Served as Project Manager and Lead Civil Engineer for preparation of Drinking Water Strategic Revolving Fund and Clean Water Strategic Revolving Fund Project Plans to the Michigan Department of Environment, Great Lakes and Energy. DWSRF project includes replacement of six (6) pressure reducing valve stations, repairs to elevated water storage tank, replacement of 7,000 linear feet of old deteriorated water main piping, replacement of water well pumping equipment, and construction of a booster pump station with estimated project costs of \$3,000,000. CWSRF project includes replacement of 69 sanitary sewer manholes and up to 12,600 linear feet of sanitary sewer main at an estimated cost of \$4,500,000.

**DWSRF Project Plan, Iron River Township, MI.** Served as Project Manager and Lead Civil Engineer for preparation of Drinking Water Strategic Revolving Fund Project Plan to the Michigan Department of Environment, Great Lakes and Energy. Project includes repairs to three (3) elevated water storage tanks including mixer installation, replacement of 99,000 linear feet of old deteriorated 2-inch galvanized water main piping, and installation of 80 main line valves with estimated project costs of \$21,000,000.



**DWSRF Project Plan, Village of Ontonagon, MI.** Served as Project Manager and Lead Civil Engineer for preparation of Drinking Water Strategic Revolving Fund Project Plan to the Michigan Department of Environment, Great Lakes and Energy. Project includes replacement of 24,500 linear feet of old 36-inch concrete water transmission main, and decommissioning of an existing water storage tank and replacing with a new smaller capacity water tower with mixing system with estimated project costs of \$8,785,000.

**RD Sanitary Sewer System Improvements, City of Crystal Falls, MI.** Served as Project Manager on a \$9M sanitary sewer system improvements project. The project was funded with a loan and grant through the United States Department of Agriculture - Rural Development. Assisted the City with preparation and submission of the funding application and preliminary engineering report. Project entailed reconstruction of the City's wastewater treatment lagoon system including 2,100,000 square feet of lagoon liner, decant structures and piping, rapid infiltration basin piping and structures, removal of lagoon biosolids, bypass piping, 8,000 linear feet of 12-inch HDPE forcemain piping, reconstruction of the City's Main Lift Station, and SCADA system improvements. Duties included loan/grant administration, preliminary engineering, design engineering, permitting, preparation of plans and specifications, quantity takeoffs, bidding, and construction contract award.

**RD Sanitary Sewer System Improvements, City of Caspian, Caspian, MI.** Provided peer review of engineering design for a 20,000 linear foot sanitary sewer system replacement project for the City of Caspian, Michigan. The project was funded with a 75% grant and 25% loan through the United States Department of Agriculture - Rural Development. The primary focus of this project was to eliminate infiltration and maintenance concerns in the City's sanitary sewer system. Engineering services on the project included funding application, grant administration, topographic data collection, design, bidding, and construction inspection and administration.

**RD Sanitary Sewer System Improvements, City of Gaastra, Gaastra, MI.** Provided and managed engineering design for a \$1.2M sanitary sewer system replacement project for the City of Gaastra, Michigan. The project was funded with a 75% grant and 25% loan through the United States Department of Agriculture - Rural Development. The primary focus of this project was to eliminate infiltration and maintenance concerns in the City's sanitary sewer system. Engineering services on the project included funding application, grant administration, topographic data collection, design, bidding, and construction inspection and administration.

**Lalley Road Sanitary Sewer System Improvements, City of Iron River, Iron River, MI.** Served as Project Manager and Lead Civil Engineer for \$770,000 sanitary sewer system improvements project. Project entailed replacement of deteriorated sanitary sewer mains and laterals. This project was funded through a grant from the Michigan Economic Development Corporation. Duties included grant administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Sanitary Sewer Interceptor Replacement, City of Iron River, Iron River, MI.** Served as Project Manager and Lead Civil Engineer for two phases of replacement of the City's main interceptor sewer totaling over \$1M. Prepared contract documents and acquired agency permits for crossing of wetlands and work within a floodplain. Project was constructed utilizing the pipe bursting method to minimize impact on sensitive environment. These 2 phases were funded through a grant from the Michigan Economic Development Corporation. Duties included grant administration, preliminary engineering, preparation of plans and specifications, quantity takeoffs, permitting, bidding, and construction contract award. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.

**Iron River Stormwater, Asset Management, and Wastewater (SAW) Grant, City of Iron River, MI.** Served as Project Manager for the application and execution of a SAW grant, encompassing collection of sanitary sewer information, evaluation of the system condition and criticality, and creation of an asset management plan (AMP) and system. The City's sanitary sewer system consists of 188,000 linear feet of



sanitary sewer gravity main, 3,720 linear feet of sanitary force-main, 818 manholes, 5 lift stations, and 2 on-site treatment systems. Information from the inventory and assessment was utilized to determine the lowest life cycle cost for maintenance, repair, and replacement to maintain the specified level of service along with development of a 20-year Capital Improvements Plan.

**Crystal Falls Stormwater, Asset Management, and Wastewater (SAW) Grant, City of Crystal Falls, MI.** Served as Project Manager for the application and execution of a SAW grant, encompassing collection of sanitary sewer information, evaluation of the system condition and criticality, and creation of an asset management plan (AMP) and system. The City's sanitary sewer system consists of 85,000 linear feet of sanitary sewer gravity main, 8,000 linear feet of sanitary force-main, 323 manholes, 3 lift stations, and a lagoon treatment system. Information from the inventory and assessment was utilized to determine the lowest life cycle cost for maintenance, repair, and replacement to maintain the specified level of service along with development of a 20-year Capital Improvements Plan.

**Alpha Stormwater, Asset Management, and Wastewater (SAW) Grant, Village of Alpha, MI.** Served as Project Manager for the application and execution of a SAW grant, encompassing collection of sanitary sewer information, evaluation of the system condition and criticality, and creation of an asset management plan (AMP) and system. The Village's sanitary sewer system consists of 23,400 linear feet of sanitary sewer gravity main, 755 linear feet of sanitary force-main, 75 manholes, 1 lift stations, and a lagoon treatment system. Information from the inventory and assessment was utilized to determine the lowest life cycle cost for maintenance, repair, and replacement to maintain the specified level of service along with development of a 20-year Capital Improvements Plan.

**Sagola Township Stormwater, Asset Management, and Wastewater (SAW) Grant, Sagola Township, MI.** Served as Project Engineer for the application and execution of a SAW grant, encompassing collection of sanitary sewer information, evaluation of the system condition and criticality, and creation of an asset management plan (AMP) and system. The Township's sanitary sewer system consists of 18,600 linear feet of sanitary sewer gravity main, 10,100 linear feet of sanitary force-main, 74 manholes, 2 lift stations, 1 on-site treatment system, and a lagoon treatment system. Information from the inventory and assessment was utilized to determine the lowest life cycle cost for maintenance, repair, and replacement to maintain the specified level of service along with development of a 20-year Capital Improvements Plan.

**Ishpeming Partridge Creek Phase I, City of Ishpeming, MI.** Served as Staff Engineer for Design and Construction of Phase I (\$2.3 Million) of an estimated \$8 Million project. Phase I consisted of full replacement of 48" and 72" diameter storm sewer, sanitary sewer, and watermain, as well as the construction of two open channel sections, and associated permitting.

**2012 Street Improvements, City of Ishpeming, MI.** Served as Project Engineer on a local street reconstruction project in the City of Ishpeming. Services included field log survey, plan development, cost and options analysis, bidding documents, contract award, and construction inspection.

**City Street Reconstruction, City of Iron Mountain, MI.** Provided engineering services that included full width road reconstruction of Hughitt Street from Stephenson Avenue to Merritt Street, 'A' Street from Stephenson Avenue to Carpenter Avenue, and the City parking lot between Hughitt and 'A' Streets. Duties included preparing plans and specifications, preparing cost estimates, attending meetings, performing site visits, and surveying existing facilities.

**Employee Parking Lot Expansion, Dollar Tree Distribution Center, Joliet, IL.** Provided lead engineering design services and construction administration for an employee parking lot expansion for the Dollar Tree Distribution Center in Joliet, Illinois. Work on the project included pavement construction, site lighting, irrigation, storm sewer, and pavement markings.

**Storm Sewer Capacity Study, City of Kingsford, MI.** Provided engineering services for a capacity review of existing 30" diameter concrete sewer pipe. Duties included field survey of the sewer line, computer modeling of the existing sewer capacity, plan and profile drawings indicating sewer capacity and hydraulic grade line for maximum flow for the sewer line and preparing a detailed report.



**Iron Mountain-Kingsford Wastewater Treatment Facility, Kingsford, MI.** Downloaded data from two dissolved oxygen probes located on the Menominee River, one probe upstream from the wastewater treatment plant, and one downstream; and presented results to senior engineer.

**Industrial Park, City of Crystal Falls, MI.** Assistant Project Engineer responsible for preparing plans and specifications, cost estimates for all items of work, obtaining permits for sanitary sewer, water main, and work within the MDOT right-of-way, and coordinating design with local utility companies.

**Storm Water Treatment Unit, Iron River, MI.** Provided engineering services in evaluating potential projects and developing plans and specifications for the installation of a storm water treatment unit within the City of Iron River, Michigan. Performed design runoff calculations for project areas and evaluated current capacity of storm sewer infrastructure for a 56-acre storm water collection system. Explored different options for storm water treatment and worked intimately with the client in selecting the storm water treatment unit. Prepared cost estimates and coordinated work between the contractor, city, and conservation district.

**County Road 424 Erosion Control Project, Gaastra, MI.** Prepared contract documents for the construction of 800 linear feet of rip-rap ditch, check dams, drainage structures, and associated restoration. This project was funded through the Army Corps of Engineers (ACOE). Duties included: coordinating work with the city and the ACOE, preparing cost estimates, and obtaining construction easements from adjacent property owners.

**Hydraulic Water System Modeling, Stambaugh Township, MI.** Provided engineering services and prepared a hydraulic model of Stambaugh Township's existing water system using WaterCAD modeling software. Model calibration was performed using field pressure tests, customer usage records, and existing water system information. Modeling consisted of an elevated storage tank, two hydro-pneumatic tanks, six wells and pumps, and distribution system piping.

**Municipal Water and Sewer System Improvements and Storm Water Management Projects, Iron River, Michigan:**

- Evaluated various projects which could be completed to improve the quality of storm water runoff to the Iron River for a 56-acre urban watershed area. Duties included design, permitting, bidding, and construction administration.
- Provided engineering services for the north district water distribution improvements project. Duties included preparing the preliminary engineering report and gathering information on existing facilities.
- Soil boring crew technician water system improvements project. Classified soils and reported results of borings to senior project engineer.
- Provided engineering services for the central district water distribution improvements project. Prepared specifications for various aspects of the project, performed quantity takeoffs, gathered information on existing facilities and other miscellaneous duties during the design phase of the project.
- Conducted an engineering field survey of the south district water distribution improvements project. Inspected and verified flow of existing sewers, marked location of existing utilities, and communicated results of the field surveys to the design engineer and project manager.
- Conducted an engineering field survey for a small sewer separation for the City of Iron River, Michigan. Inspected and located existing combined sewers and utilities and communicated results of field surveys to design engineer and project manager.
- Provided engineering services and performed hydraulic modeling and analysis of the Iron River Township's existing water distribution system. Used WaterCad version 5.0 to determine system deficiencies. Prepared WaterCad reports for system pressures and fire flows within the existing system. Prepared and presented grant/loan scenarios based on potential projects and varying



amounts of federal funding indicating user rates for each potential project and grant/loan scenario. Presented results of the study and rate analysis to the Township during commission meetings.

- Assisted in gathering data on existing conditions and past studies of the sanitary sewer system and prepared presentation for the City of Iron River, and the City of Caspian, Michigan for a MDEQ Consent Order.
- Assisted in the preparation of a preliminary engineering report for the north district water distribution system improvements project. Duties include modeling of existing water distribution system using WaterCad 5.0, preparing cost estimates, and assisting in report presentation.
- Performed a user rate analysis for the entire city evaluating both water and sewer. Prepared spreadsheets using existing users and current rate structures, and modified spreadsheets to evaluate new proposed rate structures. Worked intimately with city staff and attorneys in developing new water and sewer rates. Presented existing and proposed rate structures to city officials.
- Managed and prepared a hydraulic model of the City's existing water distribution system and made recommendations for upgrades. Prepared contract documents, and agency permits for the construction.
- Conducted an engineering field survey for a small sewer separation for the City of Iron River, Michigan. Inspected and located existing combined sewers and utilities and communicated results of field surveys to design engineer and project manager.

#### **Sewer Separation Project, City of Crystal Falls, Michigan:**

- Provided engineering services for surveying and site staking, reporting results of inspections to senior civil engineering technician and contractor. Insured that contract document requirements were met, and recorded contract quantities in an inspector's daily report.
- Conducted an engineering field survey for the City of Crystal Falls, Michigan for infrastructure improvements and a major sewer separation project. Inspected and located existing combined sewers and worked together with city and township officials in determining the location of existing utilities. Communicated results of field surveys to design engineer and project manager.
- Conducted an engineering field survey for infrastructure improvements that involved a major sewer separation project. Inspected and located existing combined sewers and worked together with city and township officials in determining the location of existing utilities. Communicated results of field surveys to design engineer and project manager.
- Prepared and developed plans and specifications for the construction of approximately 400 feet of storm sewer and 110 feet of sanitary sewer. Project was funded by the Federal Emergency Management Agency (FEMA). Duties included performing runoff calculations, modeling proposed storm sewer using Eagle Point software, preparing cost estimates, obtaining construction easements from adjacent property owners, and assuring compliance with FEMA requirements.

#### **Infrastructure Improvements Project, City of Wakefield, Michigan:**

- Engineering Technician on an infrastructure improvements project. Responsible for Inspection of mainline sanitary, house laterals, mainline storm, catch basins, leads, and all associated road restoration. Surveyed existing and proposed sewer systems and reported inspection results to contractor and senior engineering technician. Responsible for ensuring that all contract document requirements were met. Recorded locations and quantities for all items of work and coordinated working operations with associated MDOT road reconstruction. Documented contract quantities in an inspector's daily report and prepared as built blueprints. Installed post construction flow monitors and gathering of flow monitor data. Developed an operation and maintenance for the



installed infrastructure which included: sanitary and storm sewer manholes, storm sewer outfalls and inlets, operation of diversion structure manholes, and pump stations.

- Project Engineer and manager, City of Wakefield, Michigan's sanitary sewer replacement project. Prepared contract documents and acquired agency permits for crossing wetlands and work within a floodplain. Responsible for construction administration duties including: processing application for payments, preparing change orders, processing grant payment requests, and managing a limited construction budget.



**John Paramski, E.I.T.**  
**Project Engineer**

John Paramski, E.I.T. serves as a Project Engineer for WICKWIRE, P.C. in Iron River, MI. He specializes in project design, construction inspection, and surveys. John has a B.S. in Civil Engineering from Michigan Technological University, with nearly 3.5 years in industry. John spent four summers as a construction intern for the Michigan Department of Transportation throughout the Superior Region and acted full-time for 5 months in MDOT's Engineering Development Program prior to joining WICKWIRE, P.C.

## EXPERIENCE

**2024 Silver Lead Creek Greenway and Trail Project, Marquette County, MI.** Served as Project Engineer for a 6.5-mile gravel walking path in KI Sawyer, MI for Marquette County. Work included 6.5 miles of a 6-foot-wide gravel walking path, a 30-foot pedestrian bridge, a look-out area, benches, and signs. This project connected into the MDNR Spark Grant Project at Little Trout Lake in Marquette County which introduced a gravel walking path around the lake. Duties included topographic survey, soil analysis, bridge footing and abutment design, and trail design.

**2024 Veterans Memorial Park ADA Access Improvements/Drainage Control, Langlade County, WI.** Served as Project Engineer for resurfacing the entrance road to the park, implementing paved parking lots, reconstructing ADA-compliant asphalt walking trails, replacing a stamped concrete patio, and improving the site's stormwater management. Duties included topographic survey, soil analysis, WDNR stormwater permitting, and trail design.

**2023 Indian Lake State Park Improvements, Thompson Township, MI.** Served as Project Engineer for Phase 100, 400, and 500 Design at Indian Lake State Park in Thompson Township, MI for the Michigan Department of Technology, Management, and Budget and the Michigan Department of Natural Resources. Work included Site Survey, Effluent Testing for Wastewater Design, 5,300 ft of Waterline Replacement, Sanitation Station Expansion, an Additional Well, Replacing Jug Fillers, and ADA Compliant Site Design for Two (2) Toilet/Shower Buildings.

**2023 Fayette HSP Improvements Project, Garden, MI.** Served as Project Engineer for Phase 100 – 500 Design for Visitors Center Improvements at Fayette Historic State Park for the Michigan Department of Technology, Management, and Budget and the Michigan Department of Natural Resources. Work included Replacement and Upgrades to Existing Septic Systems, Site and Topographic Survey, ADA Compliant Parking Lot and Boardwalk, Parking Lot Storm Water Design, Visitors Center Patio Design, Utility Locating, Soil Borings, Technical Specifications, Bid Documents, and Final Design.

**2023 Palms Book State Park Improvements, Thompson Township, MI.** Served as Project Engineer for Phase 100 and 400 Design at Palms Book State Park in Thompson Township, MI. Work included Surface Grading an Additional Parking Lot and providing Viewing Options for the Spring. Phase 400-Schematic Design involved collaboration with the Michigan Department of Natural Resources (MDNR) and the Project Architect to analyze the Park's Carrying Capacity, Viewing Opportunities, and User Preferences.

**2023 Iron River Disc Golf Course Parking Lot, Iron River, MI.** Served as Project Engineer for the design of a new aggregate parking lot and associated storm water system for the City of Iron River Disc Golf Course. The design included site/topographic survey and wetland coordination with Michigan Department of Great Lakes and Energy for Wetland identification. The project involved earth excavation in site preparation along with grading, culvert, and stormwater design.

**2023 Community Tennis/Pickleball Courts Project Design, Breitung Township, MI.** Acted as Project Engineer to provide site layout and grading plans for Breitung Township's tennis and pickleball court reconstruction project. This included gathering site survey information, evaluating existing site conditions, and providing designs for an improved site.



**2023 Morin Street Water Improvements, Breitung Township, MI.** Served as Project Engineer for Topographical Survey, Grading Design, and 3D Surface Development. The Project consisted of 0.60 Miles of water infrastructure improvements on Woodbine and Morin Streets in Breitung Township. The work included a roadway re-alignment and crown and superelevation corrections.

**2023 MEDC WRI Water System Improvements, City of Iron River, Iron River, MI.** Provided Roadway Grading Design for a \$1.9M water system replacement project for the City of Iron River, Michigan. The project was grant-funded through the Michigan Economic Development Corporation.

**2023 Street Improvements, City of Iron River, MI.** Served as Project Engineer and provided roadway grading design on a locally funded road resurfacing project on Pisoni Street, Crose Street, Collins Street, Davidson Street, Altone Street, Forbes Road, Mahoney Street, and Homer Road totaling \$300,000. Work included the crushing and shaping of all roadways and asphalt paving. Duties included grading and stormwater design.

**2024 Ace Hardware Parking Lot Reconstruction, Iron River, MI.** Served as Project Engineer for the reconstruction of the parking lot for Bigari Ace Hardware in the City of Iron River, MI, to coincide with an addition being added to the storefront. Work included the removal of the asphalt surface, reconstruction of the base underneath the parking lot, storm sewer system improvements, and resurfacing the parking lot with concrete pavement. Duties included engineering design, stormwater design, topographic survey, and project oversight.

**MEDC PGSI Community Park Improvements, Caspian, MI.** Served as Project Engineer for the preliminary survey and design of new park including new concrete courts, playground equipment, and universally accessible surfacing, lighting, fencing, and parking lot construction with an estimated budget near \$1,000,000 constructed in 2024.

**2024 Michigan Street Resurfacing and Storm Sewer Replacement, Village of Ontonagon, MI.** Served as project engineer on an MDOT Category B funded resurfacing of Michigan Street and storm sewer replacement in Ontonagon, MI. Duties included field inspection of the stormwater replacement.

**2024 Caspian Apple Blossum Trail Improvements, Caspian, MI.** Served as Project Engineer for the reconstruction of an existing Caspian Community trail including: crushing and shaping the existing trail and parking lot (approximately 2,000 Syd), paving, culvert installation, fishing pier installation, and site restoration at an estimated construction cost of \$203,000.

**2023 DWSRF and CWSRF Project Plans, City of Caspian, MI.** Served as Project Manager and Lead Civil Engineer for the preparation of Drinking Water Strategic Revolving Fund and Clean Water Strategic Revolving Fund Project Plans to the Michigan Department of Environment, Great Lakes and Energy. DWSRF project includes the replacement of six (6) pressure-reducing valve stations, repairs to the elevated water storage tank, replacement of 7,000 linear feet of old deteriorated water main piping, replacement of water well pumping equipment, and construction of a booster pump station with estimated project costs of \$3,000,000. CWSRF project includes the replacement of 69 sanitary sewer manholes and up to 12,600 linear feet of sanitary sewer main at an estimated cost of \$4,500,000.

**2023 Caspian Sanitary Sewer Asset Management Plan, City of Caspian, MI.** Served as Project Engineer for sanitary sewer information collection, system condition evaluation and grading, criticality assessment, and assembly of the asset management plan (AMP). The City consists of 57,920 linear feet of sanitary gravity main and 236 manholes and is a part of the West Iron County Sewer Authority. Information from the assessment was used to determine the lowest life cycle cost for maintenance, repair, and replacement of assets in order to maintain the necessary level of service provided to the City and to develop a 20-year Capital Improvements Plan.

**2022 Caspian Water System Capital Improvements Plan, City of Caspian, MI.** Served as Project Engineer for the water system information collection, system condition evaluation, system criticality grading, GIS inventory mapping, and plan completion. Information obtained from this project was utilized in applying for the Environment, Great Lakes, and Energy State Revolving Fund to assist in the costs associated with the 0-5-year project scope.



**2022 Township Cemetery Site Layout, Hematite Township, MI.** Served as Project Engineer for the site layout of Hematite Township's unoccupied cemetery plat. Preliminary survey, site evaluation, and plot layouts provided the basis for the design.

**2022 Culvert Replacement Design, MDOT Maintenance Project, Kincheloe, MI.** Served as Project Engineer for the design work on the replacement of a 36" corrugated metal pipe culvert on the Northbound I-75 Off-Ramp onto S Gaines Highway. Work included surveying the existing site, delineating the upstream watershed, evaluating water system volumes and determining pipe sizing requirements, acquiring EGLE permits, providing project cost estimates, and project design/plan assembly.

**2018-2021 Construction Inspection, MDOT Superior Region, MI.** Acted as a field engineer on numerous MDOT road and bridge projects, providing daily inspection reports, working in FieldNet/FieldManager, providing materials testing and sampling, surveying services, and monitoring the progress of construction. Project types worked on include highway realignment, highway reconstruct, capital improvement projects, rehab and rehabilitation, bridge maintenance/rehabilitation, and warranty projects.



### David Jukkala Project Engineer

David Jukkala serves as a Project Engineer for WICKWIRE, P.C. in South Range, MI. He specializes in project designs, project estimation, project scheduling, and construction inspection. David has a B.S. in Engineering Management from Michigan Technological University. Staff Sergeant Jukkala (E6) is currently serving in the Michigan Army National Guard with dual qualifications as a Technical Engineer and Combat Engineer.

#### EXPERIENCE

**Becher Hoppe Associates, Wausau, WI Internship Dec 2024 – Aug 2025.** Served as Resident Project Representative for Wausau Downtown Airport Apron Improvements and John F Kennedy Memorial Airport Runway Rehabilitation. Duties included bid estimates, contract reviews, shop drawing reviews, daily inspections and reports, interpret construction drawings and specifications, and coordination between contractors and engineers onsite.

**UP Engineers & Architects, Houghton, MI Dec 2023 – Dec 2024.** Served as Survey Technician and Civil Drafter. Duties included Civil 3D drafting base maps for Ishpeming and Baraga, MI water lines, and surveying and construction staking.

**IAV Automotive Engineering Inc., Northville, MI May 2021- May 2022.** Served as Administrative Specialist / Engineer Support Internship. Duties included: Market Research (Development Forecast), EMC Data Analysis, project management, vehicle wiring and testing and Excel VBA Macros for administration.

**Michigan Army Nationals Guard, Ishpeming, MI Jun 2022 – Present.** Rank: Staff Sergeant (E6) Squad Leader and serving as Technical Engineer. Duties include supervising and executing construction site development with technical investigation, surveys, drafts, and construction plans/specifications using Autodesk software.

#### Experiences:

- Operations Spartan Shield | Iraq, Saudi Arabia, Kuwait, UAE | Jan 2023 – Dec 2023
- Survey & Design Team NCOIC | Kuwait
  - Managed land survey operations of a small team
  - Architectural design
  - Utility plan design
- Field Survey NCOIC | Saudi Arabia
  - Managed construction surveying of a small team
- NCO Workshop | United Arab Emirates
  - Joint Leadership training with Emirates military

**Michigan Army Nationals Guard, Calumet, MI Oct 2017 – Present.** Serving as Combat Engineer. Duties include mobility and counter-mobility operations. Accountable for a team of 12 soldiers.



**Christopher H. Nielsen, P.S.  
Owner – CHN Surveying, LLC**

Chris Nielsen, P.S. opened CHN Surveying, LLC in 2017 in Hancock, Michigan. He specializes in surveying services including boundary, mapping and design surveys, and contractor staking. Chris has a B.S. in Civil Engineering and B.S. in Land Surveying Engineering from Purdue University from 1997 with 30 years in the industry. Prior to CHN Surveying, LLC, Chris worked for various engineering consulting firms that focused on private and public development as a project manager.

**EXPERIENCE**

**2025 - Peace Lutheran Church, City of Houghton.** Performed mapping services of the site to prepare a design survey including all observable site features and boundary determination. A Certificate of Survey was also part of the project.

**2020-Present - Houghton County, Baraga County, & Keweenaw County Remonumentation Grant Projects.** Provided Professional Surveying Service to perform Section Corner Remonumentation as a part of the State Remonumentation project for six (6) years from 2020 to 2025.

**2017-Present - Residential Boundary Surveys.** Performed various Certificate of Surveys for residential clients located mainly in Houghton, Baraga, Keweenaw, Ontonagon, and Marquette Counties. These boundaries ranged anywhere from lots in subdivision plats in Villages and Cities to land division in rural areas up to 800 acres. He performed approximately 20 to 40 Certified Surveys per year since 2017.

**2024 - Keweenaw Waters Resort, City of Houghton.** Provided contractor staking for the 91-site campground. Staking included underground utilities, camp buildings, property corners, roads, walking paths, dock, boat launch, and each camp site which included electrical hook-ups, site lighting, and concrete pads.

**2023 H&Y Marina, Hancock, MI** Provided Professional Surveying Service to perform a Certificate of Survey for H&Y Marina located 1 mile east of the Houghton County Marina. H&Y Marina was partly bound by the MDNR Trails (formerly Mineral Range Railroad and Copper Range Railroad). The MDNR right-of-ways were determined as a part of performing this boundary survey.

**2021-Present - Copper Island Academy, Houghton County Airpark.** Performed boundary surveys and land divisions, ALTA/NSPS Land Title Surveys, and contractor staking as needed for all phases including the Elementary School, Gymnasium, Middle School addition, and current High School Addition.

**2021-2025 - River Trails Site Condo, Portage Township, Houghton County.** Worked with the owner to map the site in order to determine lot configurations for the proposed 40 lot subdivision. Project consisted of Site Condo and Land Divisions to create the desired subdivision layout. Certified Surveys and easement preparation were also provided as a part of the project.

**2021 - UPEA design survey for DTMB Trail bridges.** Provided mapping services for various creek crossing throughout the Keweenaw. The project consisted of measuring cross sections of the creeks and trails to create a design survey for the engineers.

CBRE, Inc.  
2000 Avenue of the Stars, Ste 800  
Los Angeles, CA 90067  
[www.cbre.us/valuation](http://www.cbre.us/valuation)

December 1, 2025

**Jean Pierre LoMonaco, MAI**  
VAS - Executive Vice President

Adam R Laplander  
CEO / Administrator  
**CANAL VIEW HOUGHTON COUNTY**  
1100 W Quincy Street  
Hancock, MI 49930  
Phone: 906-483-4301  
Email: [alaplander@houghtonmcf.com](mailto:alaplander@houghtonmcf.com)

RE: Assignment Agreement | CB25US093481  
Seniors Housing & Care – Skilled Nursing  
Canal View Houghton County,  
1100 W Quincy Street  
Hancock, MI 49930

Dear Mr. Laplander:

CBRE, Inc. ("CBRE") is pleased to submit this proposal and our Terms and Conditions for this assignment.

#### PROPOSAL SPECIFICATIONS

Purpose:	To estimate the Market Value of the referenced skilled nursing facility (real estate, FF&E and business)
Premise:	As Is
Rights Appraised:	Fee Simple
Intended Use:	Acquisition/Disposition/Exchange Due Diligence
Intended User:	The intended user is CANAL VIEW HOUGHTON COUNTY ("Client"), and such other parties and entities (if any) expressly recognized by CBRE as intended users (each an "Intended Users" and collectively the "Intended Users") provided that any Intended User's use of, and reliance upon, any report produced by CBRE under this Agreement shall be subject to the Terms and Conditions attached hereto and incorporated herein (including, without limitation, any limitations of liability set forth in the attached Terms and Conditions).
Reliance:	Reliance on any reports produced by CBRE under this Agreement is extended solely to parties and entities expressly acknowledged in a signed writing by CBRE as Intended Users of the respective reports, provided that any conditions to such acknowledgement required by CBRE or hereunder

have been satisfied. Parties or entities other than Intended Users who obtain a copy of the report or any portion thereof, whether as a result of its direct dissemination or by any other means, may not use or rely upon any opinions or conclusions contained in the report or such portions thereof, and CBRE will not be responsible for any unpermitted use of the report, its conclusions or contents or have any liability in connection therewith.

Unless otherwise expressly identified in this Agreement, there are no third-party beneficiaries of this Agreement pertaining to this appraisal assignment or any reports produced by CBRE under this Agreement, and no other person or entity shall have any right, benefit or interest under this Agreement or with respect to any reports produced by CBRE under this Agreement.

Scope of Inspection:	A full interior and exterior inspection of the property will be conducted and arranged with the property contact and performed by CBRE Valuations.
Valuation Approaches:	The Sales Comparison and Income Capitalization Approaches will be completed.
Report Type:	Appraisal Report
Appraisal Standards:	USPAP
Appraisal Fee:	\$6,500.00. If cancelled by either party before a completion, the fee will be based on CBRE's hourly rates for the time expended; plus actual expenses.
Expenses:	Fee includes all associated expenses except to the extent otherwise provided in the attached Terms and Conditions.
Retainer:	A retainer is not required for this assignment.
Payment Terms:	Final payment is due upon delivery of the final report or within thirty (30) days of your receipt of the draft report, whichever is sooner. The full appraisal fee is considered earned upon delivery of the draft report. We will invoice you for the assignment in its entirety at the completion of the assignment.
Delivery Instructions:	CBRE encourages our clients to join in our environmental sustainability efforts by accepting an electronic copy of the report.  An Adobe PDF file via email will be delivered to <a href="mailto:alaplander@houghtonmcf.com">alaplander@houghtonmcf.com</a> . The client has requested 0 bound final copy (ies).
Delivery Schedule:	
Draft Report:	20 business days after the Start Date
Start Date:	The appraisal process will start upon receipt of your signed agreement and the property specific data.
Acceptance Date:	These specifications are subject to modification or withdrawal if this proposal is not accepted within 5 business days from the date of this letter.

When executed and delivered by all parties, this letter, together with the Terms and Conditions and the Specific Property Data Request attached hereto and incorporated herein, will serve as the Agreement for appraisal services by and between CBRE and Client. Each person signing below represents that it is authorized to enter into this Agreement and to bind the respective parties, including all intended users, hereto.

VALUATION & ADVISORY SERVICES  
Proposal and Contract for Services



We appreciate this opportunity to be of service to you on this assignment. If you have additional questions, please contact us.

Sincerely,  
CBRE, Inc.  
Valuation & Advisory Services

Jean Pierre LoMonaco, MAI  
VAS - Executive Vice President  
As Agent for CBRE, Inc.  
T 310-994-6962  
JP.LoMonaco@cbre.com

Enclosures:

PROPERTY LIST

Property Name	Property Location	Report Type	Appraisal Fees
Canal View Houghton County	1100 W Quincy Street, Hancock, MI 49930	Appraisal Report	\$6,500.00
Assignment Total:			\$6,500.00

**AGREED AND ACCEPTED**

**FOR CANAL VIEW HOUGHTON COUNTY ("CLIENT"):**

Signature	Date
Adam R Laplander	CEO / Administrator
Name	Title
906-483-4301	alaplander@houghtonmcf.com
Phone Number	E-Mail Address

**ADDITIONAL OPTIONAL SERVICES**

**Assessment & Consulting Services:** CBRE's Assessment & Consulting Services group has the capability of providing a wide array of solution-oriented due diligence services in the form of property condition and environmental site assessment reports, ALTA Surveys, and other necessary due diligence service (seismic risk analysis, zoning compliance service, construction risk management, annual inspections, etc.). Initial below if you desire CBRE to contact you to discuss a proposal for any part or the full complement of consulting services, or you may reach out to us at [ACSPProposals@cbre.com](mailto:ACSPProposals@cbre.com). We will route your request to the appropriate manager. For more information, please visit [www.cbre.com/assessment](http://www.cbre.com/assessment).

## TERMS AND CONDITIONS

1. The Terms and Conditions herein are part of an assignment agreement (the "Agreement") for appraisal services ("Services") between CBRE, Inc. ("CBRE") and the client signing this Agreement and for whom the Services will be performed (the "Client") for the property identified herein (the "Property") and shall be deemed a part of such Agreement as though fully set forth therein. In addition, with respect to any appraisal report prepared by CBRE pursuant to the Agreement (the "Report"), any use of, or reliance on, the Report by any Intended User constitutes acceptance of these Terms and Conditions as well as acceptance of all qualifying statements, limiting conditions, and assumptions stated in the Report. The Agreement shall be governed and construed by the laws of the state where the CBRE office executing this Agreement is located without regard to conflicts of laws principles.
2. Client shall be responsible for the payment of all fees stipulated in this Agreement. Payment of the fees and preparation of the Report are not contingent upon any predetermined value or on any action or event resulting from the analyses, opinions, conclusions, or use of the Report. Final payment is due as provided in the Proposal Specifications Section of this Agreement. If a draft Report is requested, the fee is considered earned upon delivery of the draft Report. It is understood that the Client may cancel this assignment in writing at any time prior to delivery of the completed Report. In such event, the Client is obligated to pay CBRE for the time and expenses incurred (including, but not limited to, travel expenses to and from the job site) prior to the effective date of cancellation, with a minimum charge of \$500. Hard copies of the Reports are available at a cost of \$250 per original color copy and \$100 per photocopy (black and white), plus shipping fees of \$30 per Report.
3. If CBRE is subpoenaed or ordered to give testimony, produce documents or information, or otherwise required or requested by Client or a third party to participate in meetings, phone calls and conferences (except routine meetings, phone calls and conferences with the Client for the sole purpose of preparing the Report), litigation, or other legal proceedings (including preparation for such proceedings) because of, connected with or in any way pertaining to this assignment, the Report, CBRE's expertise, or the Property, Client shall pay CBRE's additional out-of-pocket costs and expenses, including but not limited to CBRE's reasonable attorneys' fees, and additional time incurred by CBRE based on CBRE's then-prevailing hourly rates and related fees. Such charges include and pertain to, but are not limited to, time spent in preparing for and providing court room testimony, depositions, travel time, mileage and related travel expenses, waiting time, document review and production, and preparation time (excluding preparation of the Report), meeting participation, and CBRE's other related commitment of time and expertise. Hourly charges and other fees for such participation will be provided upon request. In the event Client requests additional Services beyond the scope and purpose stated in the Agreement, Client agrees to pay additional fees for such services and to reimburse related expenses, whether or not the completed Report has been delivered to Client at the time of such request.
4. CBRE shall have the right to terminate this Agreement at any time for cause effective immediately upon written notice to Client on the occurrence of fraud or the willful misconduct of Client, its employees or agents, or without cause upon 5 days written notice.
5. In the event Client fails to make payments when due then, from the date due until paid, the amount due and payable shall bear interest at the maximum rate permitted in the state where the CBRE office executing this Agreement is located. **EACH PARTY, AFTER HAVING THE OPPORTUNITY TO CONSULT WITH COUNSEL OF ITS CHOICE, KNOWINGLY AND VOLUNTARILY, WAIVES ANY RIGHT TO TRIAL BY JURY IN THE EVENT OF LITIGATION IN ANY WAY RELATED TO THIS AGREEMENT.**
6. CBRE assumes there are no major or significant items or issues affecting the Property that would require the expertise of a professional building contractor, engineer, or environmental consultant for CBRE to prepare a valid Report hereunder. Client acknowledges that such additional expertise is not covered in the fee and agrees that, if such additional expertise is required, it shall be provided by others at the discretion and direction of the Client, and solely at Client's additional cost and expense.

7. Client acknowledges that CBRE is being retained hereunder as an independent contractor to perform the Services described herein and nothing in this Agreement shall be deemed to create any other relationship between Client and CBRE. Unless otherwise stated in this Agreement, Client shall not designate or disclose CBRE or any of its agents or employees as an expert or opinion witness in any court, arbitration, or other legal proceedings without the prior written consent of CBRE.
8. This assignment shall be deemed concluded and the Services hereunder completed upon delivery to Client of the Report discussed herein.
9. All statements of fact in the Report which are used as the basis of CBRE's analyses, opinions, and conclusions will be true and correct to CBRE's actual knowledge and belief. CBRE does not make any representation or warranty, express or implied, as to the accuracy or completeness of the information or the condition of the Property furnished to CBRE by Client or others. **TO THE FULLEST EXTENT PERMITTED BY LAW, CBRE DISCLAIMS ANY GUARANTEE OR WARRANTY AS TO THE OPINIONS AND CONCLUSIONS PRESENTED ORALLY OR IN ANY REPORT, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE EVEN IF KNOWN TO CBRE.** Furthermore, the conclusions and any permitted reliance on and use of the Report shall be subject to the assumptions, limitations, and qualifying statements contained in the Report.
10. CBRE shall have no responsibility for legal matters, including zoning, or questions of survey or title, soil or subsoil conditions, engineering, or other similar technical matters. The Report will not constitute a survey of the Property analyzed.
11. Client shall provide CBRE with such materials with respect to the assignment as are requested by CBRE and in the possession or under the control of Client. Client shall provide CBRE with sufficient access to the Property to be analyzed, and hereby grants permission for entry unless discussed in advance to the contrary.
12. The data gathered in the course of the assignment (except data furnished by Client, "Client Information") and the Report prepared pursuant to the Agreement are, and will remain, the property of CBRE. With respect to Client Information provided by Client, CBRE shall not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential and proprietary Client Information furnished to CBRE. Notwithstanding the foregoing to the contrary, CBRE is authorized by Client to disclose all or any portion of the Report and related data as may be required by applicable law, statute, government regulation, legal process, or judicial decree, including to appropriate representatives of the Appraisal Institute if such disclosure is required to enable CBRE or its employees and agents to comply with the Bylaws and Regulations of the Appraisal Institute as now or hereafter in effect.
13. Unless specifically noted, in preparing the Report CBRE will not be considering the possible existence of asbestos, PCB transformers, or other toxic, hazardous, or contaminated substances and/or underground storage tanks (collectively, "Hazardous Materials") on or affecting the Property, or the cost of encapsulation or removal thereof. Further, Client represents that there are no major or significant repairs, improvements or deferred maintenance of the Property that would require the expertise of a professional cost estimator, engineer, architect or contractor. If any such repairs, improvements or maintenance are needed, the estimates for such repairs, improvements or maintenance are to be prepared by other parties pursuant to a separate written agreement in Client's sole discretion and direction, and are not deemed part of the Services or otherwise covered as part of the fee hereunder.
14. In the event Client intends to use the Report in connection with a tax matter, Client acknowledges that CBRE provides no warranty, representation or prediction as to the outcome of such tax matter. Client understands and acknowledges that any relevant taxing authority (whether the Internal Revenue Service or any other federal, state or local taxing authority) may disagree with or reject the Report or otherwise disagree with Client's tax position, and further understands and acknowledges that the taxing authority may seek to collect additional taxes, interest, penalties or fees from Client beyond what may be suggested by the Report. Client agrees that CBRE shall have no responsibility or liability to Client or any other party for any such taxes, interest, penalties or fees and that Client will not seek damages or other

## Proposal and Contract for Services

compensation from CBRE relating to any such taxes, interest, penalties or fees imposed on Client, or for any attorneys' fees, costs or other expenses relating to Client's tax matters.

15. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANY PROVISION OF THIS AGREEMENT TO THE CONTRARY:

(A) EXCEPT TO THE EXTENT ARISING FROM SECTION 16, OR SECTION 17 IF APPLICABLE, IN NO EVENT SHALL EITHER PARTY OR ANY OF ITS AFFILIATES, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, OR CONTRACTORS BE LIABLE TO THE OTHER PARTY, FOR ANY LOST OR PROSPECTIVE PROFITS OR ANY OTHER INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT OR OTHER EXEMPLARY LOSSES OR DAMAGES, WHETHER BASED IN CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE, STRICT LIABILITY OR OTHER TORT OR OTHERWISE, REGARDLESS OF THE FORESEEABILITY OR THE CAUSE THEREOF.

(B) EXCEPT TO THE EXTENT ARISING FROM SECTION 16, OR SECTION 17 IF APPLICABLE, AGGREGATE DAMAGES IN CONNECTION WITH THIS AGREEMENT FOR EITHER PARTY (EXCLUDING THE OBLIGATION TO PAY THE FEES AND COSTS REQUIRED HEREUNDER) SHALL NOT EXCEED THE GREATER OF THE TOTAL FEES PAYABLE TO CBRE UNDER THIS AGREEMENT OR TEN THOUSAND DOLLARS (\$10,000).

(C) CBRE SHALL HAVE NO LIABILITY WITH RESPECT TO ANY LOSS, DAMAGE, CLAIM OR EXPENSE INCURRED BY OR ASSERTED AGAINST CLIENT ARISING OUT OF, BASED UPON OR RESULTING FROM CLIENT'S OR ANY INTENDED USER'S FAILURE TO PROVIDE ACCURATE OR COMPLETE INFORMATION OR DOCUMENTATION PERTAINING TO ANY SERVICES OR REPORT ORDERED UNDER OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING CLIENT'S OR ANY INTENDED USER'S FAILURE, OR THE FAILURE OF ANY OF CLIENT'S OR ANY INTENDED USER'S RESPECTIVE OFFICERS, DIRECTORS, MEMBERS, PRINCIPALS, AGENTS OR EMPLOYEES, TO PROVIDE A COMPLETE AND ACCURATE COPY OF THE REPORT TO ANY THIRD PARTY. CBRE SHALL HAVE NO LIABILITY WHATSOEVER FOR REPORTS OR DELIVERABLES THAT ARE SUBMITTED IN DRAFT FORM.

(D) THE LIMITATIONS OF LIABILITY IN SUBSECTIONS 15(A) AND 15(B) ABOVE SHALL NOT APPLY IN THE EVENT OF A FINAL FINDING BY A COURT OF COMPETENT JURISDICTION THAT SUCH LIABILITY IS THE RESULT OF A PARTY'S FRAUD OR WILLFUL MISCONDUCT.

16. (a) Client shall not disseminate, distribute, make available or otherwise provide any Report prepared hereunder to any third party (including without limitation, incorporating or referencing the Report, in whole or in part, in any offering, including, but not limited to any offering of the Property or any securities offering as defined by applicable law, or other material intended for review by other third parties) except (i) to any third party (a) identified in the Agreement as an Intended User subject to the terms and conditions of this Agreement or (b) otherwise expressly acknowledged in a separate writing executed by CBRE, such third party and Client, setting forth that such third party is an "Intended User" of the Report and providing CBRE with an acceptable release from such third party with respect to such Report or wherein Client provides acceptable indemnity protections to CBRE against any claims resulting directly from the distribution of the Report to such third party; (ii) to any third party service provider (including accountants, attorneys, rating agencies and auditors) using the Report in the course of providing Services for the sole benefit of an Intended User and limited to the Intended Use of the Report as defined in this Agreement, or (iii) to the extent required by applicable law, statute, government regulation, legal process, or judicial decree.

(b) In the event CBRE consents, in writing, to Client incorporating or referencing the Report in any offering or other materials intended for review by other parties, Client shall not distribute, file, or otherwise make such other materials available to any such parties unless and until Client has provided CBRE with complete copies of such offering or other materials and CBRE has approved the inclusion of the Report, or reference to the Report and/or CBRE, in such offering and other materials in writing. Further, CBRE's consent to such inclusion of the Report, or reference to the Report and/or CBRE, in any securities offering is subject to (i) CBRE's and CBRE's securities counsel's review and approval, in writing, of any inclusion of the Report, or reference to the Report and/or CBRE, in such securities offering; (ii) Client shall not modify the Report, any such inclusion of or reference to the Report and/or CBRE in such securities offering once approved

by CBRE and its securities counsel in writing; and (iii) Client shall reimburse CBRE for its out-of-pocket costs and expenses, including attorneys' fees, arising from legal review of such securities offering and related materials on CBRE's behalf.

(c) In the absence of satisfying the conditions of this Section 16 with respect to any party who is not designated as an Intended User, in no event shall the receipt of a Report by such party extend any right to the party to use and rely on such Report, and CBRE shall have no liability for such unauthorized use and reliance on any Report.

(d) In the event Client breaches the provisions of this Section 16, Client shall indemnify, defend and hold CBRE and its affiliates and their officers, directors, employees, contractors, agents and other representatives (CBRE and each of the foregoing an "Indemnified Party" and collectively the "Indemnified Parties"), fully harmless from and against all losses, liabilities, damages and expenses (collectively, "Damages") claimed against, sustained or incurred by any Indemnified Party arising out of or in connection with such breach, regardless of any negligence on the part of any Indemnified Party in preparing the Report.

17. In the event Client incorporates or references the Report, in whole or in part, in any offering, including, but not limited to any offering of the Property or any securities offering as defined by applicable law, or other material intended for review by other parties, Client shall indemnify, defend and hold each of the Indemnified Parties harmless from and against any Damages in connection with (i) any transaction contemplated by this Agreement or in connection with the Report or the engagement of or performance of Services by any Indemnified Party hereunder, (ii) any Damages claimed by any user or recipient of the Report, whether or not an Intended User, (iii) any actual or alleged untrue statement of a material fact, or the actual or alleged failure to state a material fact necessary to make a statement not misleading in light of the circumstances under which it was made with respect to all information furnished to any Indemnified Party or made available to a prospective party to a transaction, or (iv) an actual or alleged violation of applicable law by an Intended User (including, without limitation, securities laws) or the negligent or intentional acts or omissions of an Intended User (including the failure to perform any duty imposed by law); and will reimburse each Indemnified Party for all reasonable fees and expenses (including fees and expenses of counsel) (collectively, "Expenses") as incurred in connection with investigating, preparing, pursuing or defending any threatened or pending claim, action, proceeding or investigation (collectively, "Proceedings") arising therefrom, and regardless of whether such Indemnified Party is a formal party to such Proceeding. Client agrees not to enter into any waiver, release or settlement of any Proceeding (whether or not any Indemnified Party is a formal party to such Proceeding) without the prior written consent of CBRE (which consent will not be unreasonably withheld or delayed) unless such waiver, release or settlement includes an unconditional release of each Indemnified Party from all liability arising out of such Proceeding.

18. Time Period for Legal Action. Unless the time period is shorter under applicable law, except in connection with Section 16 and Section 17, CBRE and Client agree that any legal action or lawsuit by one party against the other party or its affiliates, officers, directors, employees, contractors, agents, or other representatives, whether based in contract, warranty, indemnity, negligence, strict liability or other tort or otherwise, relating to (a) this Agreement, (b) any Services or Reports under this Agreement or (c) any acts or conduct relating to such Services or Reports, shall be filed within two (2) years from the date of delivery to Client of the Report to which the claims or causes of action in the legal action or lawsuit relate. The time period stated in this section shall not be extended by any incapacity of a party or any delay in the discovery or accrual of the underlying claims, causes of action or damages.

19. Miscellaneous.

(a) This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof. This Agreement may not be amended, modified or discharged, nor may any of its terms be waived except by written agreement of both parties. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. A signed copy of this Agreement

transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes.

- (b) Neither party shall assign this Agreement in whole or in part (other than by operation of law) to any person or entity without the prior written consent of the other party. Subject to the foregoing, this Agreement and all of its provisions shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns.
- (c) No consent or waiver, either expressed or implied, by a party to or of any breach or default, shall be construed to be a consent or waiver to or of any other breach or default in the performance of any obligations hereunder. Failure of a party to complain or declare the other party in default shall not constitute a waiver by such party of rights and remedies hereunder.
- (d) Except as hereinafter provided, no delay or failure in performance by a party shall constitute a default hereunder to the extent caused by Force Majeure. Unless the Force Majeure substantially frustrates performance of the Services, Force Majeure shall not operate to excuse, but only to delay, performance of the Services. If Services are delayed by reason of Force Majeure, CBRE promptly shall notify Client. Once the Force Majeure event ceases, CBRE shall resume performance of the Services as soon as possible. As used herein, "Force Majeure" means any event beyond the control of the Party claiming inability to perform its obligations and which such Party is unable to prevent by the exercise of reasonable diligence, including, without limitation, the combined action of workers, fire, acts of terrorism, catastrophes, changes in laws, condemnation of property, governmental actions or delays, national emergency, war, civil disturbance, floods, unusually severe weather conditions, endemic or pandemic, or other acts of God. Inability to pay or financial hardship shall not constitute Force Majeure regardless of the cause thereof and whether the reason is outside a party's control.
- (e) Any provision of this Agreement that, by its language, contemplates performance or observation subsequent to any termination or expiration of this Agreement shall survive such termination or expiration and shall continue in full force and effect.
- (f) If any provision of this Agreement, or application thereof to any person or circumstance, shall to any extent be invalid, then such provision shall be modified, if possible, to fulfill the intent of the parties reflected in the original provision. The remainder of this Agreement, or the application of such provision to person or circumstance other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

## SPECIFIC PROPERTY DATA REQUEST

In order to complete this assignment under the terms outlined, CBRE, Inc., Valuation & Advisory Services, will require the following specific information for the property:

1. **PLEASE NOTIFY US IMMEDIATELY IF ANY OTHER CBRE SERVICE LINE (INCLUDING CAPSTONE) IS INVOLVED IN THE BROKERAGE, FINANCING, INVESTMENT OR MANAGEMENT OF THIS ASSET.**
2. [DataRequestList]

If any of the requested data and information is not available, CBRE, Inc., reserves the right to extend the delivery date by the amount of time it takes to receive the requested information or make other arrangements. Please have the requested information delivered to the following:

Jean Pierre LoMonaco, MAI  
VAS - Executive Vice President  
JP.LoMonaco@cbre.com  
CBRE, Inc.  
Valuation & Advisory Services  
2000 Avenue of the Stars, Ste 800  
Los Angeles, CA 90067

## PROPOSAL / ENGAGEMENT

December 19, 2025

Adam R. Laplander  
CEO/Administrator  
Canal View ~ Houghton County  
1100 W. Quincy Street  
Hancock, MI 49930

Dear Mr. Laplander:

HealthTrust is pleased to submit this proposal for the following assignment:

### SUBJECT

Canal View - Houghton County  
1100 W. Quincy Street  
Hancock, MI 49930

### ASSIGNMENT

Provide a real estate appraisal of the above referenced property. Deliverable will be presented as a written report, relying upon the relevant approaches to value; Income, Cost, Sales Comparison. Advance retainer and fees will cover any necessary written report(s), travel expenses, and typical liaison with the client.

### SPECIFICATIONS

Purpose: Estimate market value of the fee simple interest in the going concern

Intended Use: Assist with internal decision-making involving the subject

Intended User: Houghton County Board of Commissioners

Premise:  As Is  Upon Completion  Prospective Stabilized  N/A

Rights Appraised:  Fee Simple  Leased Fee  Leasehold  N/A  Other \_\_\_\_\_

Inspection:  Yes HealthTrust will provide interior & exterior inspection;

No Virtual tour via Face Time or Zoom Meeting

Property Type: SNF Report Type: Appraisal Report

Additional Deliverables: N/A

Assignment Standards:  Client  Fannie/Freddie  FASB  FIRREA  HUD  USPAP

**PAYMENT TERMS**

Proposed Fee: \$5,000.00  
Expenses: Fee includes all associated expenses  
Retainer: A retainer of 50% is required prior to the start of this assignment  
Payment Terms: Final payment due upon invoice

**DELIVERY SCHEDULE**

Preliminary Value: N/A  
Draft Report: N/A  
Final Report: 4 - 5 weeks  
Start Date: Upon receipt of signed engagement contract AND necessary retainer

**TERMS OF THE ENGAGEMENT**

This contract is subject to the attached Standard Conditions. If this letter and the attached conditions correctly state your understanding of the work to be performed, please sign below and return this form as your authorization for us to proceed with the assignment. Thank you for the opportunity and please contact us with any questions.

Sincerely,



David Rey Salinas, MAI, ASA  
Partner  
HealthTrust  
310-557-1100 o  
617-513-1110 c  
david.salinas@healthtrust.com

**AGREED AND ACCEPTED**

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Signature

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Date

---

Printed Name

---

Title

---

Property Contact

---

Property Contact Phone

---

Property Contact Email

## STANDARD TERMS AND CONDITIONS

The following Standard Terms and Conditions apply to real estate appraisals and consulting assignments prepared by HealthTrust LLC ("HealthTrust"). This report shall be subject to standard conditions, permitted and/or limited usage, and terms of engagement, which are outlined as follows:

### REPORT CONTENT

Appraisals are performed, and written reports are prepared in accordance with the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation and with the Appraisal Institute's Standards of Professional Appraisal Practice and Code of Professional Ethics.

Unless specifically stated, the value or other conclusion(s) contained in the appraisal applies to the real estate only, and does not include personal property, machinery and equipment, trade fixtures, business value, goodwill or other non-realty items unless specifically stated or identified.

The appraisal and/or consulting report covering the subject is limited to surface rights only and does not include any inherent subsurface or mineral rights. Income tax considerations have not been included or valued unless so specified in the appraisal. We make no representations as to the value changes that may be attributed to such considerations.

The legal description used in this report is assumed to be correct and we have made no survey of the property. We assume that there are no hidden or unapparent conditions of the property, subsoil, or structures that would impact its value.

No opinion is rendered as to property title, which is assumed to be good and marketable. Unless otherwise stated, no consideration is given to liens or encumbrances against the property. Sketches, maps, photos, or other graphic aids included in appraisal reports are intended to assist the reader in ready identification and visualization of the property and are not intended for technical purposes.

It is assumed that legal, engineering, or other professional advice, as may be required, has been or will be obtained from professional sources and that the appraisal report will not be used for guidance in legal or technical matters such as, but not limited to, the existence of encroachments, easements or other discrepancies affecting the legal description of the property. It is assumed that there are no concealed or dubious conditions of the subsoil or subsurface waters including water table and flood plain, unless otherwise noted. We further assume there are no regulations of any government entity to control or restrict the use of the property unless specifically referred to in the report. It is assumed that the property will not operate in violation of any applicable government regulations, codes, ordinances, or statutes.

This report is not intended to be an engineering report. We are not qualified as structural or environmental engineers; therefore, we are not qualified to judge the structural or environmental integrity of the improvements, if any. Consequently, no warranty or representations are made, nor any liability assumed for the structural soundness, quality, adequacy, or capacities of said improvements and utility services, including the construction materials, particularly the roof, foundations, and equipment, including the HVAC systems, if applicable. Should there be any question concerning same, it is strongly recommended that an engineering, construction and/or environmental inspection be obtained. The value estimate(s) or any other opinions stated in this appraisal and/or consulting assignment, unless noted otherwise, is predicated on the assumptions that all improvements, equipment and building services, if any, are structurally sound and suffer no concealed or latent defects or inadequacies other than those noted in the appraisal and/or consulting report. We will call to your attention any apparent defects or material adverse conditions which come to our attention.

In the absence of competent technical advice to the contrary, it is assumed that the property being appraised/analyzed is not adversely affected by concealed or unapparent hazards such as, but not limited to asbestos, hazardous or contaminated substances, toxic waste, or radioactivity.

Information furnished by others is presumed to be reliable, and where so specified in the report, has been verified; but no responsibility, whether legal or otherwise, is assumed for its accuracy, and it cannot be guaranteed as being certain. No single item of information was completely relied upon to the exclusion of other information.



Appraisal and consulting reports may contain estimates of future financial performance, estimates or opinions that represent the appraiser's view of reasonable expectations at a point in time, but such information, estimates or opinions are not offered as predictions or as assurances that a level of income or profit will be achieved, that events will occur, or that a price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analyses will vary from those described in our report, and the variations may be material.

Any proposed construction or rehabilitation referred to in the appraisal and/or consulting report is assumed to be completed within a reasonable time and in a workmanlike manner according to or exceeding currently accepted standards of design and methods of construction.

Any inaccessible portions of the subject property or improvements not inspected are assumed to be as reported or like the areas that are inspected.

It should be specifically noted by any prospective mortgagee that the appraisal and/or consulting report assumes the property will be competently managed, leased, and maintained by financially sound owners over the expected period of ownership. This engagement does not entail an evaluation of management's or owner's effectiveness, nor are we responsible for future marketing efforts and other management or ownership actions upon which actual results will depend.

The Americans with Disabilities Act ("ADA") became effective January 26, 1992. We have not made a specific compliance survey and analysis of this property to determine whether it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property, together with a detailed analysis of the requirements of the ADA, could reveal that the property is not in compliance with one or more of the requirements of the Act. If so, this fact could have a negative effect upon the value and/or performance of the property.

## USE OF THE REPORT

The report, the final estimate of value and estimates of future financial performance included therein, are intended for the information of the person or persons to whom they are addressed, solely for the purposes stated therein, and should not be relied upon for any other purpose. The addressee shall not distribute the report to third parties without prior permission of HealthTrust. Before such permission shall be provided, the third party shall agree to hold HealthTrust harmless relative to their use of the report.

The report may identify one or more "intended users" of the appraisal and/or consulting report, either by name or type of user. The purpose of this identification is for HealthTrust to determine the appropriate reporting of the appraisal in a manner that is clear and understandable to the identified intended user(s). Neither the appraisers identified in the report nor HealthTrust is responsible to parties who are not identified as intended users or for uses not identified as intended uses.

Neither our report, nor its contents, nor any reference to the appraisers or HealthTrust, may be included or quoted in any offering circular or registration statement, prospectus, preliminary offering statement, sales brochure, other appraisal, loan or other agreement or document without our prior written permission. Permission will be granted only upon meeting certain conditions. Generally, HealthTrust will not agree to the use of its name as a "named expert" within the meaning of the Securities Act of 1933 and the Securities Act of 1934.

The valuation applies only to the property described and for the purpose so stated and should not be used for any other purpose. Possession of the report, or copy thereof, does not carry with it the right of publication. Any allocation of total price between land and the improvements as shown is invalidated if used separately or in conjunction with any other report.

Neither the report nor any portions thereof (especially any conclusions as to value, the identity of the appraisers or HealthTrust, or any reference to the Appraisal Institute or other recognized appraisal organization or the designations they confer) shall be disseminated to the public through public relations media, news media, advertising media, sales media or any other public means of communication without the prior written consent and approval of the appraisers and HealthTrust.

The date(s) of the valuation to which the value estimate, conclusions, or analysis to which the conclusions and opinions apply within a consulting report, is set forth in the letter of transmittal and within the body of the report. The value is based on the purchasing power of the United States dollar as of that date.

## TERMS OF THE ENGAGEMENT

Appraisal and consulting assignments are accepted with the understanding that there is no obligation to furnish services after completion of the original assignment. If the need for subsequent service related to an appraisal assignment (e.g., testimony, updates, conferences, reprint or copy service) is contemplated, special arrangements acceptable to HealthTrust must be made in advance. The working papers for this engagement have been retained in our files and are available for your reference.

Unless otherwise stated, no effort has been made to determine the possible effect, if any, on the subject property of energy shortage or future federal, state, or local legislation, including any environmental or ecological matters or interpretations thereof.

We take no responsibility for any events, conditions or circumstances affecting the subject property or its value, that take place after either the effective date of value cited in the appraisal or the date of our field inspection, whichever occurs first.

If any provision of these Standard Terms and Conditions is held, in whole or part, to be unenforceable or invalid for any reason, the remainder of that provision and the remainder of the entire Terms and Conditions will be severable and remain in effect. If any of these Terms and Conditions conflict with an executed client Appraisal Services Agreement, the terms and conditions of the Appraisal Services Agreement shall control, but only as between Client and HealthTrust, unless the Appraisal Services Agreement expressly states otherwise.

This engagement may be terminated whether by client or HealthTrust at any time upon written notice to that effect to the other parties. We reserve the right to withhold or withdraw services due to non-payment, delayed payment, or an ethical standard or disagreement arises. It being understood that, unless HealthTrust shall unilaterally terminate the engagement without the client's consent and without reasonable cause, the provisions related to the payment of fees and expenses through the date of termination will survive any termination, and it being further understood that the indemnification and hold harmless provisions shall survive any termination thereof, whether or not such termination is unilateral.

Acceptance of and/or use of this report constitutes acceptance of all Standard Terms and Conditions.

For more information on the NIC MAP® Data Service, please visit [www.NIC.org/NIC-map](http://www.NIC.org/NIC-map) or call 410-267-0504.

## LATE PAYMENT PENALTY

If any amount of the invoice is not paid in full within five (5) days of the due date, a finance charge equal to the greater of 1.5% per month or the maximum rate allowable by law, shall be due and payable to HealthTrust. In addition, client agrees to indemnify HealthTrust for its costs, including reasonable attorneys' fees, collection fees and disbursements, incurred to collect any unpaid amount.



## HOUGHTON COUNTY BOARD OF COMMISSIONERS

401 E. Houghton Avenue, Houghton, Michigan 49931  
Telephone: (906) 482-8307

### Request for Proposal: Houghton County Marina Survey Services

#### 1. Introduction

Houghton County is seeking proposals from qualified professional firms to perform a comprehensive survey of the Houghton County Marina, located in Houghton, Michigan. The purpose of this survey is to obtain accurate and current boundary, topographic, and/or additional information necessary for future planning, maintenance, and potential improvement projects.

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#### 2. Scope of Work

The selected firm will be responsible for completing a detailed survey of the Houghton County Marina property. The scope of work includes, but is not limited to:

- Boundary Survey:  
Establish and verify property boundaries, rights-of-way, and easements.
- Topographic Survey:  
Identify existing structures, utilities, pavements, vegetation, and elevations within the marina property.
- Deliverables:
  - One (1) digital copy (PDF) and one (1) AutoCAD (.dwg) file of the final survey.
  - One (1) hard copy of the signed and sealed survey.
  - Summary report describing survey methodology, findings, and any observed site conditions relevant to marina operations or maintenance.

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#### 3. Site Information

- Location: Houghton County Marina, 20059 Gagnon Circle Hancock, MI 49930; along the Portage Canal, Houghton, MI.
- The site includes boat slips, parking lots, sidewalks, and access drives.

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#### 4. Proposal Requirements

Proposals shall include the following information:

1. Firm Background and Experience – Description of firm qualifications, relevant project experience and staff who will perform the work.

2. Project Approach – Description of the firm’s proposed methodology and timeline.
3. Deliverables and Schedule – Anticipated completion schedule and milestone dates.
4. Cost Proposal – Lump sum or not-to-exceed fee including all expenses.
5. References – Contact information for at least three (3) clients for whom similar work has been performed.

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## 5. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and personnel
- Understanding of project scope and proposed approach
- Ability to meet schedule requirements
- Cost proposal
- References and past performance

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## 6. Submission Details

All proposals must be submitted no later than January 12, 2026 to:

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

Late submissions will not be considered.

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## 7. General Conditions

- Houghton County reserves the right to reject any or all proposals, waive informalities, or award the contract in the best interest of the County.
- The selected firm must comply with all applicable federal, state, and local laws.
- The County may negotiate scope and fees prior to award.

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## 8. Questions

Questions regarding this RFP must be submitted in writing to Chelsea Rheault, County Administrator, no later than January 12, 2026. Responses will be shared with all prospective bidders.

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Issued by:

Houghton County Board of Commissioners  
Houghton County, Michigan  
11/12/2025



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## URGENT-CANVASSING BOARD VACANCY

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From Jennifer Kelly <countyclerk@houghtoncounty.gov>

Date Fri 1/9/2026 10:40 AM

To Chelsea Rheault <chelsea@houghtoncounty.gov>

Chelsea:

If you can please put a spot for the BOC to choose a new Canvasser at the 1/13 meeting? Becky Bruin-Slot has resigned and I accepted her resignation.

The Republican Chair, Dan Holcomb, through Sharon Foix has informed me of the following 3 names:

Charlie Markham-current alternate

Teresa Kariniemi

Karen Timonen

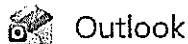
It is my recommendation to appoint Charlie Markham for Becky's term from 1/6-10/31/2029. He has been an alternate for quite some time, has assisted us with Canvassing, and participated in the recount in Marquette with us. He has done all the required training and would need to do the upcoming training in 2026.

Thank you!

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

Sincerely,

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



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**Re: URGENT-CANVASSING BOARD VACANCY**

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From Jennifer Kelly <countyclerk@houghtoncounty.gov>

Date Fri 1/9/2026 11:32 AM

To Chelsea Rheault <chelsea@houghtoncounty.gov>

My apologies, I messed up. I am to appoint the vacancy for the Canvassing Board, and the Commissioners have to appoint for the Jury Board vacancy. Those names are:

Sharon Foix-current Canvasser

Wanda Erkkila-current alternate for Canvassing Board

Teresa Kariniemi

It is my recommendation to appoint Sharon Foix to the Houghton County Jury Commission Board.

I have appointed Charlie Markham to replace Becky Bruin-Slot as the new Houghton County Canvassing Board member.

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

Sincerely,

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

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**From:** Jennifer Kelly <countyclerk@houghtoncounty.gov>

**Sent:** Friday, January 9, 2026 10:40 AM

**To:** Chelsea Rheault <chelsea@houghtoncounty.gov>

**Subject:** URGENT-CANVASSING BOARD VACANCY

Chelsea:

If you can please put a spot for the BOC to choose a new Canvasser at the 1/13 meeting? Becky Bruin-Slot has resigned and I accepted her resignation.

The Republican Chair, Dan Holcomb, through Sharon Foix has informed me of the following 3 names:

Charlie Markham-current alternate

Teresa Kariniemi

Karen Timonen

It is my recommendation to appoint Charlie Markham for Becky's term from 1/6-10/31/2029. He has been an alternate for quite some time, has assisted us with Canvassing, and participated in the recount in Marquette with us. He has done all the required training and would need to do the upcoming training in 2026.

Thank you!

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

Sincerely,

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