

June 28, 2022

To the Board of Commissioners

I am requesting an added position for the IT Department as a PT desktop support technician that will provide added hours of coverage and daily tasking depth. Flexible hours of a standard 20 hour per week schedule not to exceed (NTE) 56 hours of a bi-weekly cycle. On site tasks may include machine upgrades to new equipment, entry-level networking, general assistance and all other duties as assigned.

This is a skilled position, requiring experience in the IT field as pay will be determined upon skill levels.

- 1) This position would be oriented to projects and ad-hoc tasks, rather than a repetitive process, requiring larger blocks of time.
- 2) This is an on-site role
- 3) Successful completion of background checks and references required

A quick example of a posting (and description) is as follows:

Desktop Support Technician

Houghton County is accepting applications for a part time desktop support technician.

The technician's role would be to support and maintain organizational computer systems, desktops, peripherals, and other technology as assigned. Including (but is not limited to) installing, diagnosing, repairing, maintaining, and upgrading organizational hardware, software, and equipment.

The ideal candidate will possess the ability to troubleshoot problem areas as guided by senior level personnel (in person, by telephone/remote tools, or via work order) in a timely and accurate manner while providing end-user assistance when warranted.

Applicants must have experience in technical support and be familiar with common operating systems, office software and basic networking standards. This is not a remote work position.

I look forward to your consideration of this request, and will be happy to discuss any questions or thoughts that you may have on this matter

Respectfully,
Tom Ressler, IT Director

**ARTICLES OF INCORPORATION
FOR THE HOUGHTON COUNTY RECREATION AUTHORITY**

These Articles of Incorporation are adopted, signed, and acknowledged by the incorporating units for the purpose of forming a recreational authority under the provisions of Act No. 321, Public Acts of 2000 (the "Recreational Authorities Act").

**ARTICLE I
NAME**

This authority shall be known as the Houghton County Recreation Authority, hereinafter referred to as the Authority.

**ARTICLE II
PARTICIPATING MUNICIPALITIES AND TERRITORY**

The participating municipalities are the Charter Township of Calumet, the Village of Calumet, the Township of Chassell, the Village of Copper City, the Township of Duncan, Township of Elm River, the Township of Franklin, the City of Hancock, the Township of Hancock, the City of Houghton, the County of Houghton, the Village of Lake Linden, the Village of Laurium, the Township of Osceola, the Charter Township of Portage, and the Village of South Range, each a municipal corporation of Michigan. They are hereafter referred to as the participating municipalities. The "territory of the Authority" shall be the corporate boundaries of each participating municipality.

**ARTICLE III
ADDITION OR WITHDRAWAL OF PARTICIPATING MUNICIPALITIES**

Section 1 A municipality may become a participating municipality in the Authority only upon an affirmative vote of the Recreation Authority and the proposed participating municipality.

Section 2 A participating municipality shall withdraw from the Authority, subject to the limitation in Section 1 of this Article, by resolution of the participating municipality's legislative body approving the withdrawal, a certified copy of the resolution shall be provided to the Board at least 60 days prior to the effective date of the withdrawal.

**ARTICLE IV
PURPOSES**

The purposes for which the Authority is established are as follows:

- A. Enhance outdoor recreation opportunities and infrastructure within Houghton County to improve residents' quality of life and enhance the economic benefits of outdoor recreation within Houghton County including but not limited to:
 - I. To acquire, construct, operate, maintain or improve facilities and infrastructure for recreational purposes, including public parks and a permanent, year-round signed and surfaced trail system, which trail system shall be open to the public for use under such terms, conditions, and limitations as may be established by the Governing Board of the Authority. The trail system may include purchasing, leasing, or accepting donations of land or structures for trail, trailheads, parking areas, rest areas, or any other structure, facility or acquisition or holding that the Board deems necessary to further the interests of the trail system.
 - II. To provide amenities along the trail including parking areas, bike racks, directional signage, interpretative signage, kiosks, trailhead facilities, etc., that add to the enjoyment of the trail experience.
 - III. To encourage municipalities or other entities to tie compatible links into the trail system allowing for greater access to businesses, parks, and schools.
- B. To encourage outdoor recreation-based tourism development within Houghton County by enhancing and growing outdoor recreation amenities.
- C. To conduct such other activities as are permitted under the laws of the State of Michigan, particularly the Recreational Authorities Act, Act No. 321, Public Acts of 2000.

ARTICLE V
POWERS AND DUTIES

The Authority shall possess all the powers specified in Act 321 subject to the limitations of the authority as provided by law and/or limitations as specified in these Articles of Incorporation.

Section 1 The Authority shall have the power to acquire and hold, by purchase, lease, option, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means not expressly excluded in these Articles of Incorporation, real and personal property inside or outside the territory of the Authority. The property may include easements or rights of way on, under, or above any property. The Authority may pay for the property, or pledge for the payment of the property, from revenue of the Authority. Acquisition and holding of property outside the territory of the Authority shall be limited to that which is consistent with the intent of the Authority to develop a particular contiguous trail system(s) connection two or more municipalities that are participating in the Authority at the time of acquisition.

Section 2 The Authority may donate, sell, lease or otherwise transfer its property or any part thereof or interest therein to one or more of the participating municipalities.

Section 3 The Authority may apply for and accept grants and contributions from individuals, the federal government or any of its agencies, the State of Michigan, a municipality, or other public or private agencies to be used for any of the purposes of the Authority.

Section 4 The Authority may borrow money and issue revenue bonds or notes to finance the acquisition, construction, and improvement of its recreational purposes. Bonds or notes issued by the Authority are a debt of the Authority and not of the participating municipalities.

Section 5 The Authority may hire full-time or part-time employees and retain professional services.

Section 6 The Authority may provide for the maintenance of all of the real and personal property of the Authority.

Section 7 The Authority may assess and collect user fees for services provided by and expenses incurred by the Authority.

Section 8 The Authority may receive revenue as appropriated by the legislature of the State of Michigan or a participating municipality.

Section 9 The Authority may enter into contracts incidental to or necessary for the accomplishment of the purposes of the Authority.

Section 10 The Authority's operation of public facilities shall be limited to only those public facilities and lands that it has acquired, that have been transferred to the Authority by a participating municipality or through contracts, leases, easements, gifts or other means that are provided for in the Recreation Authorities Act and not expressly excluded in these Articles of Incorporation. Nothing in these Articles shall obligate a participating municipality to transfer any park, recreation center, or any land or interest therein to the Authority.

Section 11 The Authority shall have neither power of condemnation nor the power of eminent domain.

ARTICLE VI FISCAL YEAR

The fiscal year of the Authority shall be the calendar year.

ARTICLE VII GOVERNING BOARD

Section 1 The business and affairs of the Authority shall be managed by a Board of Directors, herein referred to as the Board, which is the governing body of the Authority. The Board of Directors shall consist of an odd number of members, with

- One member to be appointed by the legislative body of each participating municipality;
- One member, selected by a majority vote of the legislatively appointed Board members, to represent motorized interests;
- One member, selected by a majority vote of the legislatively appointed Board members, to represent non-motorized interests;
- The Executive Director of the Keweenaw Economic Development Alliance
- The Executive Director of the Western Upper Peninsula Planning & Development Region

- The Executive Director of the Keweenaw Convention & Visitors Bureau

Should the Authority grow or shrink to represent an even number of participating municipalities, the legislative body of Houghton County will appoint a member to maintain an odd number of directors. The additional County appointed member must be a qualified elector of one of the participating municipalities of the Authority. The additional County appointed member will come off the Board should the number of participating municipalities become an odd number.

Section 2 All actions taken shall be by majority vote of members present in an open meeting.

Section 3 Each municipal appointee to the Houghton County Recreation Authority must be a qualified elector residing in Houghton County.

Section 4 The terms of the initial Board shall be three (3) years. After the initial three years, the terms of the Board members shall be staggered so that the terms of approximately one-third (1/3) of the Board members expire each year. The Board shall select a random method to stagger the terms. Board members may be re-appointed.

Section 5 The Board shall adopt and amend bylaws including rules of procedure consistent with the provisions of the Recreational Authorities Act. The bylaws shall provide for regular meetings of the Board, not less frequent than quarterly.

Section 6 The Board shall select the following officers: Chairperson, Treasurer, and Secretary. There may also be such assistant officers as the Board of Directors deems appropriate. The duties of each office shall be as set forth in the bylaws.

Section 7 No member of the Board shall receive compensation for services as a member of the Board but members of the Board are entitled to reimbursement for reasonable expenses, including expenses for travel previously authorized by the Board, incurred in the discharge of his or her duties.

Section 8 A member of the Board may be removed from office as provided by and in accordance with the Recreational Authorities Act.

Section 9 In the event a vacancy occurs on the Board because of death, resignation, removal, change of residency, or other reason as set forth in MCL 201.3, the vacancy shall be filled within 30 days of the vacancy occurring in the same manner as the original appointment, and the member appointed shall serve for the remainder of the unexpired term.

Section 10 Officer vacancies shall be filled by a majority vote of the members of the Board of Directors present at any regular or special meeting of the Board which shall elect a successor to serve until the expiration of the normal term of such officer or until his or her successor shall be elected.

ARTICLE VIII
DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of each then participating municipalities of the Authority at the time of the dissolution. Prior to the dissolution of the Authority, any outstanding indebtedness of the Authority, including bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid.

ARTICLE IX
PUBLIC BODY

The Authority is a public body and shall comply with the requirements of the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, as amended, and the Freedom of Information Act, Act 442 of the Public Acts of 1976, as amended.

ARTICLE X
AUDIT

The Board shall obtain an annual audit of the Authority pursuant to Section 27 of the act, being MCL 123.1157. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XI
PUBLICATION AND ADOPTION

Section 1 A copy of these Articles of Incorporation shall be published once in the *Daily Mining Gazette* (Houghton, MI), being a newspaper generally circulated within the participating municipalities, prior to adoption as set forth in Section 2 below.

Section 2 These Articles of Incorporation shall be adopted by an affirmative vote of a majority of the members serving on the legislative body of each participating municipality.

ARTICLE XII
AMENDMENT

Amendment to these Articles of Incorporation shall be made only as authorized by the Recreational Authorities Act. Amendments shall be published once in the *Daily Mining Gazette* no less than fourteen (14) days before adoption.

ARTICLE XIII
EFFECTIVE DATE

These Articles of Incorporation shall become effective upon filing with the Secretary of State by the clerk of the last participating municipality to adopt the Articles.

HOUGHTON COUNTY, A Michigan municipal corporation.

_____, Chairperson

_____, Clerk

The foregoing Articles of Incorporation were adopted by the Houghton County Board of

Commissioners at a regular meeting duly held on the 12 day of July , 2022.



Upper Peninsula Area Agency on Aging

P.O. Box 606 • Escanaba, MI 49829
(906) 786-4701 • Fax: (906) 786-5853

www.upcap.org

Ms. Elizabeth Bjorn
Houghton County Administrator
401 E. Houghton Avenue
Houghton, MI 49931

Dear Ms. Bjorn:

Enclosed, please find a final copy of the U.P. Area Agency on Aging's (UPAAA) FY 2023-25 Multi-Year Plan for services to Upper Peninsula Elderly as required by the Michigan Bureau of Aging, Community Living, and Supports (ACLS). The full copy of the plan can be viewed and downloaded from UPCAP's website at www.upcap.org.

Although your county is not required to take any action on the plan, if you choose to support the plan, I have enclosed a sample resolution. We ask that you return the resolution before July 14, 2022 so that we may forward these to OSA within their required time frames.

Meanwhile, if you have questions or would like additional information about the plan, I encourage you to contact me or your county's representative on the UPCAP Board of Commissioners.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Mead".

Jonathan Mead
Executive Director

CC: Commssioner Tom Tikkanen

**RESOLUTION
22-11
U.P. AREA AGENCY ON AGING
2023-2025 MULTI-YEAR PLAN FOR SERVICES TO THE ELDERLY**

WHEREAS UPCAP, which serves as the U.P. Area Agency on Aging, is required to develop a Multi-Year (FY 2023-2025) Area Plan that provides development and funding for programs to serve older adults in the Upper Peninsula; and

WHEREAS, during the Multi-Year Area Plan development process, UPCAP conducted needs surveys, two public hearings, and received input from service providers, older adults, county officials, human services organizations, and other interested parties; and

WHEREAS, each U.P. county is represented by a county official on the UPCAP Board of Commissioners; and

WHEREAS, the UPCAP Board of Directors has unanimously approved the proposed Multi-Year Area Plan; and

WHEREAS, the AAA Multi-Year Plan also requires review by individual county boards.

THEREFORE, BE IT RESOLVED that the _____ Houghton _____ County Board of Commissioners has received and hereby supports the U.P. Area Agency on Aging 2022-2023 Multi-Year Plan.

BE IT FURTHER RESOLVED that this resolution be submitted to UPCAP and placed on file.

Authorized Signatory _____

(Tom Tikkanen, Chairman Houghton County Board of Commissioners)

**Western U P Health Department
2023 Local County Appropriation Request**

Calculations using 2022 SEV and 2020 Census

<u>County</u>	<u>Real Property</u>	<u>Personal Property</u>	<u>Combined Property SEV</u>	<u>2020 Population</u>	<u>Portion Of SEV</u>	<u>Portion of Population</u>	<u>Mean %</u>
Baraga	\$ 348,890,932	\$ 60,017,304	\$ 408,908,236	8,164	12.65%	12.58%	12.61%
Gogebic	673,778,551	89,606,440	763,384,991	13,842	23.61%	21.33%	22.47%
Houghton	1,346,658,660	73,887,092	1,420,545,752	35,126	43.94%	54.12%	49.03%
Keweenaw	251,449,134	6,912,482	258,361,616	2,119	7.99%	3.26%	5.63%
Ontonagon	354,918,354	27,094,694	382,013,048	5,656	11.82%	8.71%	10.26%
Total	\$ 2,975,695,631	\$ 257,518,012	\$ 3,233,213,643	64,907	100.00%	100.00%	100.00%

<u>County</u>	<u>FY2022 Final</u>	<u>FY2023 Request</u>	<u>Net Change (from FY2022)</u>
Baraga	\$ 70,564	\$ 70,000	(564)
Gogebic	128,060	124,699	(3,361)
Houghton	266,338	272,098	5,760
Keweenaw	30,588	31,234	646
Ontonagon	59,450	56,969	(2,481)
Total	\$ 555,000	\$ 555,000	-



Western Upper Peninsula Health Department

7/1/2022

540 Depot St., Hancock, MI 49930
Phone (906) 482-7382, Fax (906) 482-9410

Invoice 99220018

Houghton County
Houghton County Courthouse
Attn: Elizabeth Bjorn
401 E. Houghton Avenue
Houghton, MI 49931

Fiscal Year 2022 - 4th Quarter
July - September 2022

Charge Date	Description	Qty	Unit Price	Amount
7/1/2022	Quarterly Appropriations - Houghton County, July - September 2022	0.00	0.00	\$66,584.50

Payment Terms: Net 30 Days

Please return bottom portion with your payment.

Total: \$66,584.50

Customer ID HTN CTY

Invoice ID 99220018

Customer Name Houghton County

Invoice Date 7/1/2022

Charge Date	Description	Qty	Unit Price	Amount
7/1/2022	Quarterly Appropriations - Houghton County, July - September 2022	0.00	0.00	\$66,584.50

Payment Terms: Net 30 Days

Total: \$66,584.50

Fiscal Year 2022 - 4th Quarter
July - September 2022