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## Correspondence to the Board of Commissioners of Houghton County

1 message

Faith Morrison

Thu, Nov 17, 2022 at 11:39 AM

To: "tom.tikkanen@houghtoncounty.net" <tom.tikkanen@houghtoncounty.net>, "roy.britz@houghtoncounty.net" <roy.britz@houghtoncounty.net>, "kevin.codere@houghtoncounty.net" <kevin.codere@houghtoncounty.net>, "glenn.anderson@houghtoncounty.net" <glenn.anderson@houghtoncounty.net>, "gretchen.janssen@houghtoncounty.net" <gretchen.janssen@houghtoncounty.net>  
Cc: "controller@houghtoncounty.net" <controller@houghtoncounty.net>

Houghton County Board of Commissioners  
Houghton County Courthouse, 5th Floor  
401 E. Houghton Ave.  
Houghton, MI 49931  
906-482-8307 [Phone]  
906-482-7238 [FAX]

Good Morning Commissioners Tikkanen, Britz, Codere, Anderson, and Janssen,

I am writing to you about Board meeting packets and how the public may be encouraged to be informed and engaged with your hard work in service to Houghton County. My request, which I make more fully below, is for the complete board packet to be included on the County's website before the meeting; if there are last minute additions, my request is that these additions be posted to the website after the meeting.

First of all, I'd like to once again thank the Board for providing remote access to the public through the use of electronic meeting software (Zoom). In addition, there have recently been much appreciated improvements in the meetings' physical configuration, which have benefitted the public. Thank you for these changes in the camera and seating setups, which allow those of us participating remotely to see all the commissioners and staff involved with the meeting. These changes certainly increase the public's access to your meetings and show your commitment to transparency and to serving the public.

I am writing to you about the meeting packets. In order for the public to follow the discussion at the meetings, the agenda and the board's packet are essential documents. Again, I thank the board for the change you made a few years ago to post both the agenda and the board packet on your website. This policy is also a testimony to your commitment to transparency, and I thank you for this past decision.

Unfortunately, the board packet that appears on the website does not contain all the documents that are discussed during the meeting. I would like to request that the packet posted online be as complete as possible so that the public can follow the actions of the board during the meeting. When an item is discussed during the meeting, the board members are pointed to the packet, but quite often these documents are not in the version of the packet posted online. Examples from the November 2022 meeting include Correspondence (H) and New Business items K.5, K.6, K.7, K.9, K.10, and K.11. This is not a complete list, just things I noted as I attended the meeting.

In the past when this issue has been raised, it has been noted that it would be inappropriate to post Items that are protected by attorney-client privilege. I do not know the number of pages in your version of the November 2022 board meeting packet, but only 20 pages appear online. With a meeting that lasted for more than 2 hours with many topics unrelated to legal advice, it appears that many items the public could have had access to were omitted from the posted packet.

Computers and technology are making our lives easier; documents may readily be converted to PDFs which then may be posted. When this is done, the public may keep up with the actions of their hard-working boards/elected/appointed officials to the benefit of our system of self-governance. My request is for the complete board packet to be included on the County's website before the meeting; if there are last-minute additions, my request is that these additions be posted to the website after the meeting.

I am asking that this request be placed on the agenda for prompt action.

Thank you for your attention. I appreciate the hard work you do as members of the Houghton County Board of Commissioners, including all the committee work and constituent service work that makes our home, Houghton County, the special and wonderful place that it is.

Sincerely,  
Faith Morrison, Hancock, MI

# Freda Michelle Halley

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Attorney, P.C.

November 16, 2022

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

Dear Houghton County Commissioners:

Please find enclosed a copy of the recent letter sent to Ms. Rule of the Western UP Health Department regarding the Fodermaier property. Please include this as an item for your next meeting agenda.

Please contact Ms. Halley or Mr. Fodermaier if you have any questions.

Yours truly,



Alex Lehto-Clark

Administrative Assistant

cc: John and Bonnie Fodermaier  
Houghton County Board of Commissioners

# Freda Michelle Halley

Attorney, P.C.

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November 16, 2022

Ms. Tanya Rule  
Western Upper Peninsula Health Department  
540 Depot Street  
Hancock, MI 49930

VIA CERTIFIED MAIL

Dear Ms. Rule:

I have been retained by John and Bonnie Fodermaier to assist them in responding to your letter to them dated October 18, 2022, as well as the email you sent them on October 24, 2022.

First, the Fodermaiers retract any permission they may have ever given you to come upon their property. **You may not enter their property without a warrant pursuant to MCL 333.2241-2247.** Please take particular note of section 2247: “A person who maliciously and without cause procures an inspection or investigation warrant to be issued and executed is guilty of a misdemeanor.”

Second, your letter reflects a misunderstanding or blatant disregard for the law under which you purport to make your demands. You assert that the Permit No. S0131194 issued to the Fodermaiers’ predecessor in interest was temporary, and only good for five years. Nothing in the materials you provided to support that letter includes a time limit. Further, I have reviewed the Superior Environmental Health Code, the Code’s Technical Manual and the Michigan Public Health Code; none of them contain a five-year limitation on an approved permit’s applicability. You did not provide a citation to support that notion; if one exists, I request that you provide it to me.

This matter appears to turn on the definition of an “available” septic system. The approved permit includes this statement: “The septic tanks and drain field must be properly abandoned when municipal sewer is available to serve the home.” You assert that since the City of Houghton system extends to the neighboring parcel owned by Derek Bradway, the Fodermaiers have a duty to seek and obtain a private easement through Bradway’s property in order to access that system.

The Public Health Code defines “available public sanitary sewer system” as:

a public sanitary sewer system located in a right of way, easement, highway, street, or public way which crosses, adjoins, or abuts upon the property and passing not more than 200 feet at the nearest point from a structure in which sanitary sewage originates.

MCL 333.12751(c). The system servicing Mr. Bradway's property does not meet this requirement as to the Fodermaier property. This 200-foot requirement has been considered and applied by the Michigan Court of Appeals. See *Bingham Farms v. Ferris*, 148 Mich. App. 212; 384 N.W.2d 129 (1986).

The authorities you cite, both the Superior Environmental Health Code and the Michigan Public Health Code, both qualify the duty to connect to a public sewer system with it being "available." Your demand is not valid because the sewer system to which you insist the Fodermaiers must connect is not "available" according to the applicable statutory definition.

Further, it is important to note that the Fodermaier property is in Stanton Township, not the City of Houghton. Stanton Township has assured the Fodermaiers that the township is not requiring them to do anything regarding their septic system as it appears to be in good working order and exhibits no operational problems whatsoever. Please see MCL 333.12753(1). That section, again, relies on an "available" public system which does not exist at the Fodermaier property.

Based on the facts and the law, the Fodermaier property septic system remains compliant with the approved sewage treatment system permit. If you have additional information of which I should be aware or any further legal authority to rely on, please provide it to me. Unless this letter resolves the issue, please provide the authority under which you purport to issue the "corrective order" as referenced in your letter. To the extent applicable, this letter is the Fodermaiers' attempt to resolve this matter informally. Your response is requested so that they may determine whether, and how, to proceed.

Yours truly,

  
F. Michelle Halley

cc: John and Bonnie Fodermaier  
Houghton County Board of Commissioners

### Billing for Election

<u>CITY/TOWNSHIP</u>	<u>COST</u>	
Calumet Township	\$6,675.93	
Chassell Township	\$2,585.82	
Torch Lake Township	\$2,625.00	
City of Hancock	\$8,667.30	
Portage Township	\$3,941.82	
Laird Township	\$489.18	
Duncan Township	\$168.00	
Quincy Township	\$224.47	
Stanton Township	\$2,433.52	
<i>Franklin Township</i>	\$1,733.67	
Elm River Township	\$1,474.40	
City of Houghton	\$5,833.32	
Adams Township	\$11,914.10	
Schoolcraft Township	\$1,898.62	
Osceola Township	*	No estimate received
Hancock Township	*	No estimate received
<b>TOTAL</b>	<b>\$50,665.15</b>	

**SCHOOLCRAFT TOWNSHIP  
PRECINCT 1  
226 FRONT STREET  
LAKE LINDEN, MI 49945**

**PARAMETERS**

NUMBER OF BALLOTS	938
NUMBER OF HOURS	31.27 HOURS FOR BALLOT REVIEW (2-MNS PER BALLOT)
NUMBER OF DAYS	6.25 DAYS (ALLOWING 5 HRS PER DAY)

**COSTS**

CLERK HOURLY RATE	\$26.94	\$842.41
INSPECTOR RATE	\$15	\$469.05
SET-UP, TAKE DOWN 2 HRS PER DAY(14 HRS)		\$587.16

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**TOTAL** **\$1,898.62**

***Submitted by:***

***Betty Antilla  
Clerk***

**November 8, 2022 Election**    Images of Ballots only

**Parameters**

Number of Ballots	1915
Number of Hours	63.83
Number of Days	12.77

minutes per ballot	2
shift length (hrs)	5

**Costs**

Clerk Hourly Rate	\$46.55	2,971.44
Deputy Clerk Hourly Rate	\$29.22	1,864.90
Election Inspectors 2 workers	\$30	1,915.00
Daily Rate	Setup, take down, breaks for number of days	1,889.95
<b>TOTAL LABOR COSTS</b>		<u>8,641.30</u>

Tabulator Tapes # of Precincts	4	
Cost per tape	\$ 4.00	\$ 16.00

Poll Book Copies		
# of pages/book (estimated)	25	
# of books	4	
cost per page	\$ 0.10	\$ 10.00

<b>TOTAL COSTS</b>		<u><u>8,667.30</u></u>
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50% Down is Required before work can start

November 8, 2022 Election								
Chassell Township-Number of Registered Voters		1657						
Parameters								
Number of Ballots	1052							
Number of Hours	35.07			Minutes per Ballot	2			
Number of Days	7.01			shift length (hrs)	5			
Costs								
Clerk Hourly Rate	\$29.16				1,022.54			
Election Inspectors Hourly Rate (2)	\$15				1,052.00			
Hours per Day to (Setup,take down,breaks	2.5				511.27	for Clerk and 1 inspector		
Total Cost					2,585.82			
50% Down is Required before work can start								
**Fill in for your precinct**								



November 8, 2022 Election							
Calumet Township-Number of Registered Voters		1657					
Parameters							
Number of Ballots	2716						
Number of Hours	90.53		Minutes per Ballot	2			
Number of Days	18.11		shift length (hrs)	5			
Costs							
Clerk Hourly Rate	\$29.16				2,639.95		
Election Inspectors Hourly Rate (2)	\$15				2,716.00		
Hours per Day to (Setup,take down,breaks	2.5				1,319.98	for Clerk and 1 inspector	
Total Cost					6,675.93		
50% Down is Required before work can start							

<b>November 8, 2022 Election</b>							
<b>Torch Lake Township</b>							
<b>Parameters</b>				1657			
Number of Ballots		1050					
Number of Hours		35.00			Minutes per Ballot		2
Number of Days		7.00			shift length (hrs)		5
<b>Costs</b>							
Clerk Hourly Rate		\$30.00					
Election Inspectors Hourly Rate (2)		\$15					
Hours per Day to (Setup, take down, breaks)			2.5			525.00 for Clerk and 1 inspector	
Total Cost						2,625.00	
50% Down is Required before work can start							
**Fill in for your precinct**							

November 8, 2022 Election							
Laird Township-Number of Registered Voters		425					
Parameters							
Number of Ballots	269						
Number of Hours	8.97		Minutes per Ballot	2			
Number of Days	1.99		shift length (hrs)	4.5			
Costs							
Clerk Hourly Rate	\$25.00			224.17			
Election Inspectors Hourly Rate (2)	\$12			215.20			
Hours per Day to (Setup,take down,breaks)	1			49.81	for Clerk and 1 inspector		
Total Cost				489.18			
50% Down is Required before work can start							
**Fill in for your precinct**							

November 8, 2022 Election					
Duncan Township - Number of Registered Voters		185			
Parameters					
Number of Ballots	122				
Number of Hours	5	Minutes per Ballot			
Number of Days	1	Shift Length (hrs)			
Costs					
Clerk Hourly Rate	\$12.00		\$60.00		
Election Inspector Hourly Rate (1)	\$12.00		\$60.00		
Hours Per Day to (setup, take down, breaks)	2		\$48.00 for Clerk and 1 Inspector		
Total Cost			\$168.00		
50% Down is Required Before Work Can Start					

November 8, 2022 Election							
Quincy Township-Number of Registered Voters			243				
Parameters							
Number of Ballots	148						
Number of Hours	4.93		Minutes per Ballot	2			
Number of Days	0.82		shift length (hrs)	6			
Costs							
Clerk Hourly Rate	\$15.00						
Election Inspectors Hourly Rate (2)	\$14.00						
Hours per Day to (Setup, take down, breaks)	1						
Total Cost				\$12.33 for Clerk and 1 inspector			
				\$224.47			
50% Down is Required before work can start							
Quincy Township							

**November 8, 2022 Election**

Stanton Township-Number of Registered Voters 1,312

**Parameters**

Number of Ballots	889		
Number of Hours	29.63	minutes per ballot	2
Number of Days	5.93	Shift length(hrs)	5

**Costs**

Clerk Hourly Rate	\$28.05		831.68
Election Inspectors rate	\$16		948.80
Daily Rate-Setup, take down, breaks	2.5		653.04
Total Cost			<u>2,433.52</u>

50% Down is Required before work can start \$1,216.76

\*\*Fill in for your precinct\*\*

**November 8, 2022 Election**

**Franklin Township-Number of Registered Voters**

1171

**Parameters**

**Number of Ballots**

743

**Number of Hours**

24.77

**Number of Days**

4.95

**Minutes per Ballot**

2

**Shift length (hrs)**

5

**Costs**

**Clerk Hourly Rate**

\$20.00

495.33

**Election Inspectors Hourly Rate (2)**

\$16.00

792.53

**Hours per Day to (Setup,take down, breaks)**

2.5

445.8 for Clerk and 1 inspector

**Total Cost**

1,733.67

**50% Down is Required before work can start**

**Precinct 1 and 2**

**Elm River Township November 8, 2022 Election**

**Parameters**

Number of Ballots	132		
Number of Hours	15.40	Minutes per Ball	7
Number of Days	3.08	shift length (hrs)	5

**Costs**

Clerk Hourly Rate	\$29.16	449.06	
Election Inspectors Hourly Rate (4)	\$13	800.80	
Hours per Day to (Setup,take down,breaks)	2.5	<u>224.53</u>	for Clerk and 1 inspector
Total Cost		<b>1,474.40</b>	

50% Down is Required before work can start

Estimate could be more if additional workers are needed.



November 8, 2022 Election

Chassell Township-Number of Registered Voters

1653

Parameters

Number of Ballots	1052	Minutes per Ballot	2
Number of Hours	35.07	shift length (hrs)	5
Number of Days	7.01		

Costs

Clerk Hourly Rate	\$29.16	1,022.54
Election Inspectors Hourly Rate (2)	\$15	1,052.00
Hours per Day to (Setup, take down, breaks)	2.5	511.27 for Clerk and 1 inspector
Total Cost		<u>2,585.82</u>

50% Down is Required before work can start

\*\*Fill in for your precinct\*\*

**City of Houghton  
 November 8, 2022 Election  
 Cost of FOIA Request Response**

**Parameters**

Number of Ballots	1789		
Number of Hours	59.63	minutes per ballot	2
Number of Days	9.94	shift length (hrs)	6

**Costs**

Clerk Hourly Rate plus 50% employee benefit rate	\$53.40		3,184.42
Election Inspectors rate (2 @ \$15 each)	\$30		1,789.00
Daily Rate (1 hour for set up and security)			828.90
Tabulator tapes to print copies	4 @ \$400		16.00
Copies of poll book, av lists, and qvf list	150 pages @ .10		15.00
<b>Total Cost</b>			<b>5,833.32</b>

50% Down is Required 50% 2,916.66

**\*\*Fill in for your precinct\*\***

City of Hancock Images only

November 8, 2022 Election Images of Ballots only

**Parameters**

Number of Ballots	1915
Number of Hours	63.83
Number of Days	12.77

minutes per ballot	2
shift length (hrs)	5

**Costs**

Clerk Hourly Rate	\$46.55	2,971.44
Deputy Clerk Hourly Rate	\$29.22	1,864.90
Election Inspectors 2 workers	\$30	1,915.00
	Setup, take down, breaks for number of days	
Daily Rate		1,889.95
<b>TOTAL LABOR COSTS</b>		<u>8,641.30</u>

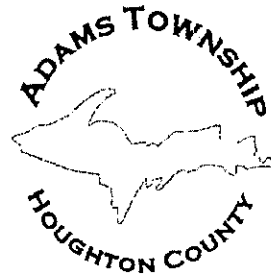
Tabulator Tapes # of Precincts	4	
Cost per tape	\$ 4.00	\$ 16.00

Poll Book Copies		
# of pages/book (estimated)	25	
# of books	4	
cost per page	\$ 0.10	\$ 10.00

<b>TOTAL COSTS</b>		<u><u>8,667.30</u></u>
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50% Down is Required before work can start

17104 First Street – Baltic  
 PO Box 520 South Range, MI 49963  
 906.482.4420  
 906.482.1073 FAX  
 1.800.649.3777 TDD



Supervisor: Gerald Heikkinen  
 Clerk: Debbie Pindral  
 Treasurer: Tracy Immonen  
 Trustee: Paul Eister  
 Trustee: Diane Keranen

November 8, 2022 Election		2071 # of Registered Voters (Best Estimate due to fluidity of numbers)	
<b>Adams Township - Houghton County</b>			
<b>Parameters</b>			
Number of Ballots	1098	Precinct 1 + Absentee Ballot Precinct = 2 machines	
Number of Hours	128.10		Minutes per Ballot: 7
Number of Days	25.62		shift length (hrs): 5
<b>Costs</b>			
Clerk Hourly Rate	\$20.00		2,562.00
Election Inspector Chairperson/Deputy Clerk	\$17.25		441.95
Election Inspectors Hourly Rate (3)	\$15.00		5,764.50
Hours per Day to (Setup, take down, run totals breaks)	3.5		3,138.45
Cost			\$11,906.90
Tabulator Totals Tape Thermal	\$3.60 X 2 rolls		7.20
		<b>TOTAL EST COST:</b>	<b>\$11,914.10</b>
50% Down is Required before work can start			
Due to political allegation, the seal will not be opened on any ballot container without the presence of a Democrat and a Republican, or the presence of the Houghton County Clerk of which that cost is NOT configured here but on the County's own Cost Estimate for this FOIA.			
Township of Adams Debra Pindral, Clerk PO Box 520 South Range, MI 49963			

This is truly an estimate. It is expected if any additional expense occur, that they would be added to total cost. And reverse would also apply. Due to the enormity of cost, it cannot be considered a prudent use of taxpayer monies and fee will not be waived.

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: JAMES M. HAINAULT

ADDRESS: 38574 SINGING SANDS RD, CHASSELL, MI, 49916

PHONE: 906-281-1234

DATE: 28 Nov 2022

BOARD OR COMMISSION APPLYING FOR: LANDBANK AUTHORITY

In the following space state your reasons for wanting to serve on the above named Board/Commission:

I'VE SERVED ON THE LANDBANK AUTHORITY FOR SEVERAL TERMS AND WISH TO USE MY EXPERIENCE AND KNOWLEDGE TO CONTINUE SERVING HOUGHTON COUNTY IN THIS CAPACITY. THE LBA HAS ACCOMPLISHED A LOT OVER THE PAST SEVERAL YEARS, BUT THERE'S MUCH MORE TO DO. I CAN HELP CONTINUE TO MOVE COUNTY REVITALIZATION FORWARD.

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

- CURRENTLY SERVING ON LBA AND HAVE SERVED FOR SEVERAL TERMS
- 7 YRS HANCOCK CITY COUNCIL
- 10 YRS ONTONAGON COUNTY CONTROLLER
- CURRENTLY REPRESENT CITY OF HANCOCK ON LDFA
- SERVED ON NUMEROUS OTHER BOARDS AND COMMISSIONS

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

Received  
12/6/2022

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 49930

PHONE: 906-281-2659

DATE: 12/6/22

BOARD OR COMMISSION APPLYING FOR: LAND BANK AUTHORITY

In the following space state your reasons for wanting to serve on the above named Board/Commission:

- I believe strongly in the goal of redeveloping tax foreclosed property & buildings
- The Houghton county Land bank has been very successful in recent years putting property back on the tax rolls
- member of LBA for several years

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

- former state licensed building inspector and building code official
- familiar with blight ordinances as a former code enforcement officer.
- familiar with MSHA grant, police & procedures and stabilization grants.

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

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: Mike Gault  
ADDRESS: 21877 Creamery Rd - P.O. Box 497  
PHONE: 906-370-8133  
DATE: 12/7/2022  
BOARD OR COMMISSION APPLYING FOR: Land Bank

In the following space state your reasons for wanting to serve on the above named Board/Commission:

Since I moved here in 1984, I've both been Troubled by and Fascinated with the quantity of unoccupied buildings in Houghton County. I remember my former father-in-law, Dennis Barrette, speaking positively about the Land Bank being established. I'd love to be a part of it if it would help.

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

- Have worked construction
- Real estate experience personally
- Former school superintendent (Budget + Finance experience)
- Understand mortgage, property tax, etc.

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



Jennifer Kelly <countyclerk@houghtoncounty.net>

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**Re: [EXT] expiring HCPC board members**

1 message

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John Larson <jlarson@clkschools.org>

To: Jennifer Kelly <countyclerk@houghtoncounty.net>

Tue, Nov 22, 2022 at 3:15 PM

Good afternoon,

I am willing to continue to serve on the HCPC. Please accept this email as my letter of intent to remain on the Planning Commission to the Board of Commissioners.

Thanks for your work facilitating this process.

John Larson

On Mon, Nov 21, 2022 at 2:49 PM Jennifer Kelly <countyclerk@houghtoncounty.net> wrote:

Sorry for not getting this letter to you all sooner, but I didn't receive a sheet of the HCPC board members this year, and it threw me off schedule.

Please get me your letter of intent to stay on the HCPC Board before December 6, 2022.

I am mailing Allan Aho and Ron Kilpela their copies as I do not see that they have an email address.

Thank you!

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

--  
John Larson





Jennifer Kelly <countyclerk@houghtoncounty.net>

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## Houghton County Planning Commission - Letter of Interest Agriculture & Forestry Use

1 message

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Allan T. Aho <ataho@moyleusa.com>

To: "countyclerk@houghtoncounty.net" <countyclerk@houghtoncounty.net>

Mon, Dec 5, 2022 at 9:36 AM

Dear Jennifer,

This email is in response to your letter dated November 21, 2022 requesting input related to "interest or non-interest of continuation of membership on the Houghton County Planning Commission".

If the Board of Commissioners would like for me to continue representing this Community Interest Group - *Agriculture & Forestry Land use* then yes, I could make myself available for an additional term.

Thank you,

Allan Aho



PROTECT PEOPLE &  
PROMOTE BUSINESS

# Remonumentation Grant Application Tutorial

Office of Land Survey and Remonumentation

Email: [bccolsr@michigan.gov](mailto:bccolsr@michigan.gov)

Call: 517-241-6321

# 2023 Survey & Remonumentation Grant Award Amounts

COUNTY	2023 GRANT	COUNTY	2023 GRANT	COUNTY	2023 GRANT
ALCONA	\$ 53,134.00	GRATIOT	\$ 52,145.00	MISSAUKEE	\$ 45,141.00
ALGER	\$ 67,074.00	HILLSDALE	\$ 55,578.00	MONROE	\$ 87,711.00
ALLEGAN	\$ 103,818.00	HOUGHTON	\$ 81,094.00	MONTCALM	\$ 72,024.00
ALPENA	\$ 48,765.00	HURON	\$ 70,300.00	MONTMORENCY	\$ 44,101.00
ANTRIM	\$ 50,508.00	INGHAM	\$ 111,943.00	MUSKEGON	\$ 62,078.00
ARENAC	\$ 32,534.00	IONIA	\$ 54,886.00	NEWAYGO	\$ 76,515.00
BARAGA	\$ 64,768.00	IOSCO	\$ 50,367.00	OAKLAND	\$ 295,429.00
BARRY	\$ 62,639.00	IRON	\$ 85,856.00	OCEANA	\$ 49,147.00
BAY	\$ 45,795.00	ISABELLA	\$ 55,662.00	OGEMAW	\$ 49,846.00
BENZIE	\$ 32,277.00	JACKSON	\$ 95,184.00	ONTONAGON	\$ 93,033.00
BERRIEN	\$ 95,125.00	KALAMAZOO	\$ 115,407.00	OSCEOLA	\$ 48,005.00
BRANCH	\$ 48,815.00	KALKASKA	\$ 47,715.00	OSCODA	\$ 43,683.00
CALHOUN	\$ 87,244.00	KENT	\$ 171,099.00	OTSEGO	\$ 49,671.00
CASS	\$ 54,079.00	KEWEENAW	\$ 38,468.00	OTTAWA	\$ 91,453.00
CHARLEVOIX	\$ 43,878.00	LAKE	\$ 47,040.00	PRESQUE ISLE	\$ 52,649.00
CHEBOYGAN	\$ 62,141.00	LAPEER	\$ 76,572.00	ROSCOMMON	\$ 51,853.00
CHIPPEWA	\$ 119,346.00	LEELANAU	\$ 40,273.00	SAGINAW	\$ 104,082.00
CLARE	\$ 52,587.00	LENAWEE	\$ 82,684.00	ST. CLAIR	\$ 106,235.00
CLINTON	\$ 65,987.00	LIVINGSTON	\$ 81,745.00	ST. JOSEPH	\$ 53,359.00
CRAWFORD	\$ 45,455.00	LUCE	\$ 64,257.00	SANILAC	\$ 80,637.00
DELTA	\$ 93,916.00	MACKINAC	\$ 91,683.00	SCHOOLCRAFT	\$ 84,788.00
DICKINSON	\$ 61,162.00	MACOMB	\$ 156,032.00	SHIAWASSEE	\$ 57,335.00
EATON	\$ 72,909.00	MANISTEE	\$ 49,257.00	TUSCOLA	\$ 72,972.00
EMMET	\$ 49,959.00	MARQUETTE	\$ 149,274.00	VAN BUREN	\$ 69,673.00
GENESEE	\$ 155,604.00	MASON	\$ 40,342.00	WASHTENAW	\$ 155,989.00
GLADWIN	\$ 46,732.00	MECOSTA	\$ 53,525.00	WAYNE	\$ 546,911.00
GOGEBIC	\$ 81,202.00	MIENOMINEE	\$ 75,258.00	WEXFORD	\$ 49,898.00
GR. TRAVERSE	\$ 76,432.00	MIDLAND	\$ 63,341.00		
				TOTAL	\$ 6,625,090.00

# Page 1 Tutorial - Application

- This is the first page of the Application.

<b>SURVEY &amp; RECONSTRUCTION APPLICATION/PROGRESS/COMPLETION REPORT</b> Michigan Department of Transportation   Grants County Office of Land Survey & Reconstructions PO Box 10284, Lansing, MI 48909 1 <sup>st</sup> Floor, Crown Building 411 West Ottawa Street, Lansing, MI 48915 E-Mail: <a href="mailto:Records@Michigan.gov">Records@Michigan.gov</a> <a href="http://www.Michigan.gov/lsr">www.Michigan.gov/lsr</a>		Grant Title: _____ Grant Year: _____
State Grant Award Grant Application Payment Request Start-Up Payment (40% of Grant Award) Balance after Start-Up Payment Program Report Payment Request Amount Requested (up to 30% of Grant) Grant Balance after Program Report Completion Report Payment Request Amount Requested (up to 10% of Grant) Grant Balance after Completion Report	Grant Application Proposed Commencement Commencement anticipated to be paid with funds Commencement Completed Commencement completed & paid with grant funds Commencement complete & paid by other Commencement received & paid with grant funds Commencement received & paid by other Commencement received into Account Commencement received without record	

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the terms of the grant agreement.

In this county an approved Maintenance Plan during this contract? Yes No

County Grant Administrator \_\_\_\_\_ Date \_\_\_\_\_

Payment Anticipated: \$ _____ Grant Balance: \$ _____	Records completed by County in current Grant Year: _____ Funds remaining to be completed in County Plus: _____
Michael C. Emergent, Director, Office of Land Survey & Reconstructions Date _____	

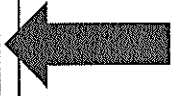
# Page 1 Tutorial - Application

The top portion has two fields to fill. Place your counties name at the blue arrow, and the grant year at the red arrow.



<b>SURVEY &amp; REMONUMENTATION APPLICATION / PROGRAMS / COMPLETION REPORT</b>	
<b>Michigan</b> Department of Licensing & Regulatory Affairs Bureau of Construction Codes Office of Land Survey & Remonumentation PO Box 30254, Lansing, MI 48909 1 <sup>st</sup> Floor Ottawa Building 611 West Ottawa Street, Lansing, MI 48933 Phone 517-241-6321 E-Mail: <a href="mailto:bccolsr@michigan.gov">bccolsr@michigan.gov</a> <a href="http://www.Michigan.gov/bcc">www.Michigan.gov/bcc</a>	<b>Grantee/County:</b>  Grant # VCUST# Address Code GG # Template:  <b>Grant Year:</b> _____

--Section below for OLSR staff use only--



## Page 1 Tutorial - Application



	<b>State Grant Award</b>
	<b>Grant Application Payment Request</b>
	Start-Up Payment (40% of Grant Award)
	Balance after Start-Up Payment
	<b>Progress Report Payment Request</b>
	Amount Requested (up to 85% of Grant)
	Grant Balance after Progress Report
	<b>Completion Report Payment Request</b>
	Amount Requested (up to 100% of Grant)
	Grant Balance after Completion Report

The middle portion has three fields to fill in.

- Enter the overall Grant Award in the box with the blue arrow.
- Place 40% of the Grant Award in the box with the red arrow.
- Place the remaining 60% in the box with the green arrow.

\*\* The 40% and 60% amounts must be exact. Applications with rounded amounts will be returned.


## Page 1 Tutorial - Application

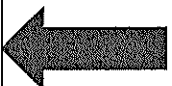

	<b>Grant Application Proposed Corners</b>
	Corners anticipated to be paid with funds
	<b>Corners Completed</b>
	Corners completed & paid with grant funds
	Corners completed & paid by others
	Corners revisited & paid with grant funds
	Corners revisited & paid by others
	Common corners entered into Accela twice
	Number of records entered into Accela
	Corners revisited without record

- The proposed number of corners go in the box with the blue arrow. This number would be obtained from the County Representative (or county surveyor).
- \*\*The number of corners is the number of physical monuments found or set in the ground, not the number of records filed for a corner which will be more than one in the case of corners common to two or more survey townships.**

# Page 1 Tutorial - Application

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the annual grant agreement.

Is this county on an approved Maintenance Plan during this contract?    Yes    No    

County Grant Administrator  \_\_\_\_\_ Date 

If the county is not in maintenance, circle or highlight NO. Then the Grant Administrator signs and Dates the application.



## Page 2 Tutorial - Application

Administrator	
Name:	Please
Email Address	
Physical Address	
City, State, Zip	
Representative	
Name:	Please
Email Address	
Physical Address	
City, State, Zip	
Address for Payments	
Name:	Please
Physical Address	
City, State, Zip	

The following section is divided into columns corresponding to the stages of the yearly Reimbursement Grant program, shown left to right. Fill out the section within the column of the current stage, while leaving the information from the previous stages in place. If the county does not submit a Progress Report, leave that column blank.

**Budget (Grant Application)** column refers to the estimated costs set forth by the County in the Grant Application.

**Progress Report** column will include any expenditures by the County up to that point. Expenditures must exceed the amount received by the county in the 20's Startup Payment. Any amount in this column must have receipts or invoices being completed (unless attached for reimbursement).

**Completion Report** column will include all reimbursable expenditures by the County during the Grant Year. Any amount in this column must have receipts or invoices being completed (unless attached for reimbursement).

County must provide copies of all invoices, receipts, payment vouchers, etc. for any expenditures being submitted for reimbursement under the Reimbursement Grant program. County must also provide a copy of the County's financial records (including all bank statements) for the County's fiscal year. The County must also provide a copy of the County's financial records (including all bank statements) for the County's fiscal year. The County must also provide a copy of the County's financial records (including all bank statements) for the County's fiscal year.

County must provide a detailed, itemized budget report for all expenditures under the Reimbursement Grant program. Any payment amount that does not appear on the budget report cannot be considered for reimbursement under the Reimbursement Grant program.

- This is what the second page looks like. The purpose of the second page is to provide the current contact information of the county officials administering the grant.

## Page 2 Tutorial - Application

Administrator	
Name:	Phone:
Email Address	
Physical Address	
City, State, Zip	
Representative	
Name:	Phone:
Email Address	
Physical Address	
City, State, Zip	
Address for Payments	
Name:	Phone:
Physical Address	
City, State, Zip	

- The contact information needed is for the Grant Administrator and the County Representative (surveyor).
- In the case that a county elects a County Surveyor, the County Surveyor is also the County Representative. Not all counties elect a County Surveyor.

# Page 3 Tutorial - Application

Remuneration Program  
County Expenditure Detail

Work Program Expenditures by Use Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remuneration Services			
Item B Maintenance			
Item C Supplies			
Item D Remuneration Supplies & Materials			
Item E Geodetic Control Operations			
Item F Administrative Fees/Wages			
Item G County Representative Fees/Wages			
Item H Additional Administrative Staff Fees/Wages			
Item I Peer Group			
Administrative Supplies & Indirect Costs			
Totals			

- This is the overall view of the third page.
  - The Application addresses the first column ONLY.
- \*\*The second column is for the Progress Report (optional), the third for the Completion Report. These columns are to be completed only as part of the submittal of each respective report.

# Page 3 Tutorial - Application

## Remonumentation Program County Expenditure Detail

Work Program Expenditures by Line Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remonumentation Services			
Item B Monument Maintenance Services			
Item C Remonumentation Supplies & Materials			
Item D Geodetic Control Maintenance & Operations			
Item E Grant Administrator Fees/Wages			

- Item A is for Remon services (i.e., surveyor contracts).
- Item B is for Maintenance services (i.e., surveyor contracts).
- Item C is for supplies and materials (caps, rods, boxes, etc.)
- Item D is for CORS sites if under contract (none were provided)
- Item E is for the Grant Administrator fees.

## Page 3 Tutorial - Application

Item F County Representative Fees/Wages				
Item G Additional Administrative Staff Fees/Wages				
Item H Peer Group				
Item I Administrative Supplies & Indirect Costs				
Totals				

- Item F is for the County Representative fees.
- Item G is for additional staff fees – usually county employees. Not to be used for contract personnel.
- Item H is for Peer Group expenses. The Standard Mileage Rate applies and not to exceed \$0.44 per mile.
- Item I is for indirect administrative costs. If a county has a cost allocation plan on file in our office, the amount cannot exceed the amount provided for in the plan.

Required Supporting Documentation to be submitted with the Application.

- Corner List – A detailed list of all corners the county intends to complete in 2023. At minimum, each corner must be identified by Town, Range, and Corner Code.
- \*\*Include as part of the corner list the number of common corners where multiple corner records (LCRC's) will be filed within the county (not applicable to corners common with adjoining township corners of an adjoining county). Include the number of records (LCRC's) intended to be filed along with the number of corners intended to be completed.
- Narrative - Each county must outline its plan for 2023.
- \*\* The County Representative(s) shall coordinate where counties share a common border. [Admin. Rule R 54-206(2)(c)]

## General Comments

- Applications do not require the submittal of invoices.
- Once approved, the application is the plan. Any change in the plan is required to be DOCUMENTED. If correspondence is by telephone, we request that the conversation be followed by an email or written correspondence and be included as part of the progress or completion report narrative.
- Budget amount revisions of over 10% MUST BE REVIEWED AND APPROVED by the OLS&R.
- If in question, contact our office. We will be happy to assist, and if we don't have the answer initially, will do our best to find it.
- Our goal is that every county has a successful remonumentation program and that the dollars spent are done so in the most effective manner possible.

Questions?

Call 517-241-6321 or

Email [bccolsr@michigan.gov](mailto:bccolsr@michigan.gov)

**2023 Survey & Remonumentation Grant Award Amounts**

COUNTY	2023 GRANT
ALCONA	\$ 53,134.00
ALGER	\$ 67,074.00
ALLEGAN	\$ 103,818.00
ALPENA	\$ 48,765.00
ANTRIM	\$ 50,508.00
ARENAC	\$ 32,534.00
BARAGA	\$ 64,768.00
BARRY	\$ 62,639.00
BAY	\$ 45,795.00
BENZIE	\$ 32,277.00
BERRIEN	\$ 95,125.00
BRANCH	\$ 48,815.00
CALHOUN	\$ 87,244.00
CASS	\$ 54,079.00
CHARLEVOIX	\$ 43,878.00
CHEBOYGAN	\$ 62,141.00
CHIPPEWA	\$ 119,346.00
CLARE	\$ 52,587.00
CLINTON	\$ 65,987.00
CRAWFORD	\$ 45,455.00
DELTA	\$ 93,916.00
DICKINSON	\$ 61,162.00
EATON	\$ 72,909.00
EMMET	\$ 49,959.00
GENESEE	\$ 155,604.00
GLADWIN	\$ 46,732.00
GOGEBIC	\$ 81,202.00
GR. TRAVERSE	\$ 76,432.00

COUNTY	2023 GRANT
GRATIOT	\$ 52,145.00
HILLSDALE	\$ 55,578.00
HOUGHTON	\$ 81,094.00
HURON	\$ 70,300.00
INGHAM	\$ 111,943.00
IONIA	\$ 54,886.00
IOSCO	\$ 50,367.00
IRON	\$ 85,856.00
ISABELLA	\$ 55,662.00
JACKSON	\$ 95,184.00
KALAMAZOO	\$ 115,407.00
KALKASKA	\$ 47,715.00
KENT	\$ 171,099.00
KEWEENAW	\$ 38,468.00
LAKE	\$ 47,040.00
LAPEER	\$ 76,572.00
LEELANAU	\$ 40,273.00
LENAWEE	\$ 82,684.00
LIVINGSTON	\$ 81,745.00
LUCE	\$ 64,257.00
MACKINAC	\$ 91,683.00
MACOMB	\$ 156,032.00
MANISTEE	\$ 49,257.00
MARQUETTE	\$ 149,274.00
MASON	\$ 40,342.00
MECOSTA	\$ 53,525.00
MENOMINEE	\$ 75,258.00
MIDLAND	\$ 63,341.00

COUNTY	2023 GRANT
MISSAUKEE	\$ 45,141.00
MONROE	\$ 87,711.00
MONTCALM	\$ 72,024.00
MONTMORENCY	\$ 44,101.00
MUSKEGON	\$ 62,078.00
NEWAYGO	\$ 76,515.00
OAKLAND	\$ 295,429.00
OCEANA	\$ 49,147.00
OGEMAW	\$ 49,846.00
ONTONAGON	\$ 93,033.00
OSCEOLA	\$ 48,005.00
OSCODA	\$ 43,683.00
OTSEGO	\$ 49,671.00
OTTAWA	\$ 91,453.00
PRESQUE ISLE	\$ 52,649.00
ROSCOMMON	\$ 51,853.00
SAGINAW	\$ 104,082.00
ST. CLAIR	\$ 106,235.00
ST. JOSEPH	\$ 53,359.00
SANILAC	\$ 80,637.00
SCHOOLCRAFT	\$ 84,788.00
SHIAWASSEE	\$ 57,335.00
TUSCOLA	\$ 72,972.00
VAN BUREN	\$ 69,673.00
WASHTENAW	\$ 155,989.00
WAYNE	\$ 546,911.00
WEXFORD	\$ 49,898.00
<b>TOTAL</b>	<b>\$ 6,625,090.00</b>



## SURVEY & REMONUMENTATION APPLICATION / PROGRESS / COMPLETION REPORT

Michigan Department of Licensing & Regulatory Affairs  
 Bureau of Construction Codes  
 Office of Land Survey & Remonumentation  
 PO Box 30254, Lansing, MI 48909  
 1<sup>st</sup> Floor Ottawa Building  
 611 West Ottawa Street, Lansing, MI 48933  
 Phone 517-241-6321  
 E-Mail: [bccolsr@michigan.gov](mailto:bccolsr@michigan.gov)  
[www.Michigan.gov/bcc](http://www.Michigan.gov/bcc)

Grantee/County: \_\_\_\_\_

*--Section below for OLSR staff use only--*

Grant # \_\_\_\_\_  
 VCUST# \_\_\_\_\_  
 Address Code \_\_\_\_\_  
 GG # \_\_\_\_\_  
 Template: \_\_\_\_\_

**Grant Year:** \_\_\_\_\_

	<b>State Grant Award</b>		
	<b>Grant Application Payment Request</b>		<b>Grant Application Proposed Corners</b>
	Start-Up Payment (40% of Grant Award)		Corners anticipated to be paid with funds
	Balance after Start-Up Payment		<b>Corners Completed</b>
	<b>Progress Report Payment Request</b>		Corners completed & paid with grant funds
	Amount Requested (up to 85% of Grant)		Corners completed & paid by others
	Grant Balance after Progress Report		Corners revisited & paid with grant funds
	<b>Completion Report Payment Request</b>		Corners revisited & paid by others
	Amount Requested (up to 100% of Grant)		Common corners entered into Accela twice
	Grant Balance after Completion Report		Number of records entered into Accela
			Corners revisited without record

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the annual grant agreement.

Is this county on an approved Maintenance Plan during this contract?    Yes    No

\_\_\_\_\_  
 County Grant Administrator

\_\_\_\_\_  
 Date

*--Section below for OLSR staff use only--*

Payment Authorized: \$ \_\_\_\_\_      Records completed by County in current Grant Year: \_\_\_\_\_  
 Grant Balance:      \$ \_\_\_\_\_      Records remaining to be completed in County Plan: \_\_\_\_\_

\_\_\_\_\_  
 Nicholas J. Clever, P.S.      Date  
 Director, Office of Land Survey & Remonumentation

<b>Administrator</b>	
Name:	Phone:
Email Address	
Physical Address	
City, State, Zip	
<b>Representative</b>	
Name:	Phone:
Email Address	
Physical Address	
City, State, Zip	
<b>Address for Payments</b>	
Name:	Phone:
Physical Address	
City, State, Zip	

The following section is divided into columns corresponding to the stages of the yearly Remonumentation Grant program, from left to right. Fill out the sections within the column of the current stage, while leaving the information from the previous stages in place. If the county does not submit a Progress Report, leave that column blank.

**Budget (Grant Application)** column refers to the estimated costs set forth by the County in the Grant Application.

**Progress Report** column will include any expenditures by the County up to that point. Expenditures must exceed the amount received by the county in the 40% Start-up Payment. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

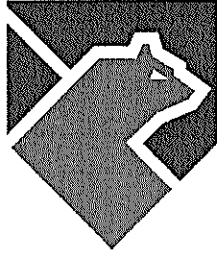
**Completion Report** column will include all reimbursable expenditures by the County during the Grant Year. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

County must provide copies of all invoices, receipts, payment vouchers, etc. for any expenditures being submitted for reimbursement under the Remon Grant program. Invoices must be itemized (where applicable) and should not include costs outside of the Remonumentation program. A county requesting payment for a Cost Allocation Program or similar policy must have a complete copy of the Cost Allocation Plan on file with OLSR before payment is made.

County must provide a detailed, itemized budget report for all expenditures under the Remon program. Any payment amount that does not appear on the budget report cannot be considered for reimbursement under the Remon Grant program.

**Remonumentation Program  
County Expenditure Detail**

Work Program Expenditures by Line Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remonumentation Services			
Item B Monument Maintenance Services			
Item C Remonumentation Supplies & Materials			
Item D Geodetic Control Maintenance & Operations			
Item E Grant Administrator Fees/Wages			
Item F County Representative Fees/Wages			
Item G Additional Administrative Staff Fees/Wages			
Item H Peer Group			
Item I Administrative Supplies & Indirect Costs			
<b>Totals</b>			



# KARHU CYBER

Karhu Cyber  
9062124100

204 Higgins St  
Howell, Michigan  
48843  
United States

Billed To  
Houghton County  
401 E Houghton Ave  
Houghton, Michigan  
49931  
United States

Date of Issue  
12/05/2022  
  
Due Date  
01/04/2023

Invoice Number  
0000019

Amount Due (USD)  
**\$7,746.54**

---

Description	Rate	Qty	Line Total
Threat Hunting	\$150.00	23	\$3,450.00
Vulnerability Scanning	\$150.00	18	\$2,700.00
Email Phishing	\$150.00	3	\$450.00
Elastic Cloud October	\$1,146.54	1	\$1,146.54
	Subtotal		7,746.54
	Tax		0.00
	Total		7,746.54
	Amount Paid		0.00
	Amount Due (USD)		\$7,746.54

#### Notes

\*The Elastic Invoice populates with a delay, so we will charge for the software with a one-month delay unless conditions change. The Elastic Cloud October invoice is attached for your review.

Invoice written for services rendered:  
1-30 November 2022  
A sincere thank you for your business!

Terms



---

2950 College Avenue, Escanaba, Michigan 49829 Website: [upeda.org](http://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 2023!

Sincerely,  
Kathy Reynolds, Chair

**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

- 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: Houghton County

Address: 401 E Houghton Ave

City: Houghton State: MI ZIP: 49931

Phone: 906 482 8307 Fax: 906 482 7238

Organization Web Site: www.houghtoncounty.net

Representative Name: Elizabeth B Jordan Email: controller@houghtoncounty.net



**STATEMENT**

Copper Country Community Mental Health  
 901 W. Memorial Drive  
 Houghton MI 49931  
  
 (906) 482-9400 Ext. 0114

<b>Date:</b>	11/30/2022
<b>Account:</b>	00052

<b>Amount Paid:</b>	
---------------------	--

HOUGHTON COUNTY TREASURER  
  
 401 E HOUGHTON AVENUE  
 HOUGHTON MI 49931

Payment Terms: NET 30

Deposits Received: \$0.00

*^Please return this portion with your payment^*

Document No.	Date	Code	Description	Amount	Balance
INV00000030000000142	9/28/2022	SLS	1/12th Appropriation	\$13,707.91	\$13,707.91
INV00000030000000143	10/28/2022	SLS	1/12th Appropriation	\$13,707.91	\$27,415.82
INV00000030000000144	11/28/2022	SLS	1/12th Appropriation	\$13,707.91	\$41,123.73
				<b>Amount Due:</b>	<b>\$41,123.73</b>

<u>Current</u>	<u>1-30 Days</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>Over 90 Days</u>
\$27,415.82	\$13,707.91	\$0.00	\$0.00	\$0.00

Codes: SLS = Sales / Invoices  
 DR = Debit Memos

CR = Credit Memos  
 RTN = Returns

PMT = Payments