

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:

Standing Committees of the County:		Other Committees (Cont.):	
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
Other Committees:		22. Trails	1
1. CC Mental Health	1	23. Bridge Outage	1
2. W.U.P.D.H.D.	3	24. Personnel Committee	2
3. Dept. of Human Services	1	25. 911 Committee	1
4. Michigan Works	2	26. Portage Lake Multi-Education	1
5. Airport Zoning Bd. Appeals	5	27. BHK Headstart	1
6. Parks and Recreation	1	28. MSU Cooperative Extension	1
7. Fair Board	1	29. U.P. Econ. Devel. Alliance	1
8. Planning Comm. (2 yr term)	1	30. Brownfield Authority	1
9. W.U.P.P.D.R	3	31. Dam Committee	3
10. Road Commission	1	33. Northwood Rail	2
11. Airport Committee	3	34. U.P. Energy Workgroup	2

12. Solid Waste Planning	3	35. Jail
13. Kew. Economic Del. Alliance	1	
14. Substance Abuse	1	
15. Local Emergency Planning	1	

RULE 4

The Chairperson shall appoint all committees except W.U.P.D.H. and Mental Health, unless otherwise ordered by the Board. The Chairperson’s appointments shall be made no later than the Monday following the January organizational meeting in each odd number year.

The W.U.P.D.H.D. and Mental Health appointments shall be made by majority vote of the Board at its January organizational meeting in each odd numbered year.

RULE 5

The first named member of a Standing Committee shall be the Chairperson thereof, and the second named member shall be the Vice-Chairman.

RULE 6

Rights and Duties of Committees:

Any matter referred to committee remains the property of that committee until reported to the full board, or another committee, either by a date specified in the motion or at the earliest convenience of said committee. Any matter not reported to the Board within a reasonable length of time may be brought upon the floor for consideration by a majority vote of those present.

RULE 7

Reports and recommendations of all Standing and Special Committees of the Board may be in writing and signed by at least a majority of such Committee.

RULE 8

It shall be the duty of the Finance Committee to meet at least one day prior to the regular monthly meeting of the Board to carefully examine and consider all claims against the County. All bills must be filed with the Controller’s Office on or before the fourth day of each month in order to be acted upon at the meeting following the above mentioned date.

RULE 9

This rule applies to Committee of the Whole meetings and no other Regular Committee of the Whole Meetings.

(a) Members of the Board of Commissioners shall meet as a Committee of the Whole on the dates as established at the Board’s organizational meeting. Committee of the Whole meetings may be cancelled by the Chairperson.

(b) This meeting shall be noticed and posted as a regular monthly meeting.

(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.
15. New Business.

16. Public Comment.
17. Announcements.
18. 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 of 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 made 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 contrast 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.

APPENDIX A
RULES OF ORDER
AD HOC COMMITTEES

RULE 1

The County Board of Commissioner's Rules of Order listed below shall apply equally to the Ad Hoc Committees.

RULE NO.'S: 11, 12, 15, 16, 21, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, and 36.

RULE 2

The panel's final report shall be submitted to the County Board of Commissioners not later than 90 days after the panel is appointed.

RULE 3

If the panel needs secretarial help to complete its reports, the chairperson shall contact the County Controller for this help.

RULE 4

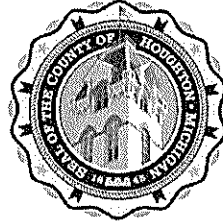
If the panel can not reach a consensus on its final report, the panel may submit both a majority and minority report.

RULE 5

The public shall have every right to provide the panel with written and/or oral input into questions under consideration. All meetings shall be public with the proper meeting notice requirements being met.

Houghton County Board of Commissioners

Houghton County Courthouse
401 East Houghton Avenue
Houghton, MI 49931
(906) 482-8307



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District 5
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Houghton County Board of Commissioners:

Iola Brubaker, Great Start Collaborative Director, and/or Abbey Carlson, Great Start Collaborative Start Small Coach, plans to attend the Regular January 14, 2025 meeting to present an update on the childcare program.

At this time, there is a request of \$77,500 in funding from the Houghton County ARPA funds, which was earmarked, following 12/12/2023 BOC meeting, approving Year 1 funding.

A motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

START SMALL

BUILD YOUR CHILDCARE BUSINESS



January 9, 2025

Houghton County Commissioners,

Thank you for making an impact on the Houghton County early childhood care and education shortage by supporting the Start Small Build Your Childcare Business pilot project. The support Start Small is providing to the businesses is critical. Each participant in the program has commented that they would not have been able to navigate the licensing and business planning process without the support of the Start Small Coach.

The project did not officially begin until March 2024. However it saw several significant successes in the first 10 months including more than 20 individuals inquiring about the program.

- 3 individuals have either opened their in-home center or are waiting on the state for final approval on their license.
- 1 individual is working to expand her current in-home business to a 46 seat center.
- 4 individuals are working through the beginning stages of the licensing process and will potentially open their in-home businesses later this year.
- 4 were connected to early childhood positions at existing programs in Houghton County.
- 1 enrolled in an education program at NMU.
- 2 requested the coach to check back at a later date.
- 5 chose not to participate.

We are actively recruiting additional individuals to participate in Start Small through social media, local events and a marketing campaign. As well as working with existing centers to improve business practices and with two groups exploring the feasibility of center-based programs.

At this time, we are requesting \$77,500 in funding from the Houghton County ARPA funds that were earmarked for childcare to continue Start Small in 2025. Please see the Start Small Financial Report and Year 2 Proposed Budget for details.

Iola R. Brubaker

A handwritten signature in black ink, appearing to read "Iola R. Brubaker", with a long horizontal flourish extending to the right.

Copper Country Great Start Collaborative Director

start small

BUILD YOUR CHILDCARE BUSINESS

Program Model Description Year One Report

A FREE mentoring program for individuals interested in starting their own in-home childcare business focused on quality and sustainability.

foster collaboration and growth among programs.

Highlights

- New curriculum and Google Classroom available to potential providers
- 3 new in-home childcare businesses (2 are waiting on the state for orientation)
- 1 expanded home-based childcare into a larger center-based childcare business
- 64 potential new childcare slots in Houghton County**
- 1 childcare center expanded hours to include snow days and summers
- 2 additional centers are in conversations
- 4 individuals recruited to fill open positions at existing early childhood education programs
- 20 individuals inquired about Start Small in the first 9 months of the program

What's Working

One-on-One Coach: The coaching model has allowed us to meet potential providers where they are at, and quickly trouble shoot challenges to opening / expanding their new childcare business.

Partnership: Partnership with Keweenaw Economic Development Association has provided the funding potential providers need to overcome barriers to open their new childcare business.

Networking Events: Networking events are creating mentoring relationships between experienced home-based providers and new / potential providers to create sustainable practices

Flexibility: The flexibility of Start Small allows the coach to support existing programs with business practices that will increase sustainability of Houghton County's childcare system.

No Cost to Participate

Start Small is an entirely free program that supports aspiring childcare entrepreneurs to build quality and sustainable programs.

Receive Guidance

A local, experienced coach is available to provide one-on-one assistance tailored to individual situations.

Step-by-step licensing guidance provided by the coach to help navigate the licensing process with ease and confidence, ensuring a smooth start to the in-home childcare business.

Learn Sustainable Business Practices

Receive free guidance from an experienced childcare entrepreneur. Develop a business plan that meets the needs of your individual situation.

Ongoing Support

Access to potential funding through grants and small business loans will be available to support new childcare business with start-up costs.

A supportive network of childcare entrepreneurs will be built to

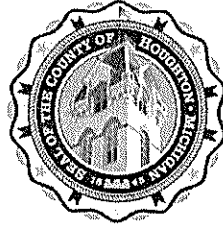
For more information about Start Small visit www.startsmallcoppercountry.org or contact Abbey Carlson at StartSmall@KFRCKids.org or by calling 906-482-9363.

REVENUE	YEAR 1 (2024) - Budget	Year 1 - Actual	Proposed Year 2 (2025) Budget	Variance from Budget Explanation
Carry-Over from Year 1 (Unspent from Year 1)			\$ 28,315	
Houghton County ARPA Funding	\$ 79,000	\$ 79,000	\$ 77,500	
Copper Country Great Start – in-kind match staff time for project coordination	\$ 9,500	\$ 9,500	\$ 9,500	
Other Community Support* (In-Kind through KEDA Small Business Grants)	\$ 2,500	\$ 29,000	\$ 80,000	
TOTAL REVENUE	\$ 91,000	\$ 117,500	\$ 167,000	
EXPENSE	YEAR 1 (2024) - Budget	Year 1 - Actual	Proposed Year 2 (2025) Budget	Variance from Budget Explanation
Early Childhood Coach (0.75 FTE) - 28 hours/wk@\$25 with 25% benefits	\$ 44,000	\$ 33,596.69	\$ 45,500	Start Small Coach did not start until late February
Meeting & Project Coordinator (0.25 FTE) IN-KIND GSC	\$ 9,500	\$ 9,500.00	\$ 9,500	
Travel for Coach to Present Project at Early Childhood Conference (mileage, hotel nights and meal)			\$ 1,355	
Supplies and Materials - Open Houses, Materials for Participants and Misc.	\$ 1,800	\$ 449.48	\$ 555	Budgeted higher than needed; Using Google Classroom reduced costs - Program Started in March
Professional Fees for Consultants - Meals, Travel and Fees for GSQ to provide trainings / Incentives for Child Care Provider Mentors \$40/month/participant (\$40*10*10)	\$ 6,000	\$ -	\$ 4,000	Mentor program was not utilized in 2024. Work will begin in 2025
Incentives for participants (\$500/participant) to help offset costs associated with applying for license.	\$ 5,000	\$ 1,000.00	\$ 5,000	Part Year Program started in March with 1st Participant enrolling in April
Technology for EC Coach (cell phone & computer) - Cell phone use only 2025	\$ 1,800	\$ 816.37	\$ 240	Laptop cost less than anticipated; Cell phone use was partial year; utilized some
Networking Events Food & Supplies (\$300/event - 10 events)	\$ 3,000	\$ 287.94	\$ 1,400	Reduced number of events to 4 for 2025
Marketing - Website, Brochures, Advertising	\$ 5,500	\$ 6,078.12	\$ 6,500	Marketing Initiative with TV 6 + print materials and Facebook posts
Transportation (Mileage for Coach)	\$ 400	\$ 315.11	\$ 675	
ChildCare & Mileage Costs for progm Participants (\$65/participant)	\$ 850		\$ 650	
Other Community Support* (In-Kind through KEDA Small Business Grants - \$2500)	\$ 2,500	\$ 29,000.00	\$ 80,000	
Other Community Support* (In-Kind through KEDA Small Business Grants - \$2500)	\$ 2,500			Expenses Covered through KEDA Grants
Program Administrative Fees (Approx 15% of Project Budget for financial and management services excluding in-kind and carryover)	\$ 8,150	\$ 8,141.66	\$ 11,625	
TOTAL Expense	\$ 91,000	\$ 89,185.37	\$ 167,000	
Total In-Kind Expense	\$ 12,000	\$ 38,500	\$ 89,500	
Houghton County ARPA Dollar Expenses	\$ 79,000	\$ 50,685.37	\$ 77,500	

Carryover to
Year 2 \$ 28,314.63

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Houghton County Board of Commissioners:

Teresa Hill, Houghton County HR & Operations Manager plans to attend the Regular January 14, 2025 meeting to present / propose a County-wide Wage Study.

At this time, no action is required.

Respectfully,

Chelsea Rheault, County Administrator

DANIEL J. HELMER
Prosecuting Attorney
HILARY L. BAKER
Chief Assistant Prosecutor



REBECCA WAKEHAM
Child Support/Office Manager
JENNIFER KIVELA
Victim Advocate
ANGELA MILES
Legal Assistant

HOUGHTON COUNTY PROSECUTOR'S OFFICE

Houghton County Courthouse - 3rd Floor
401 East Houghton Avenue
Houghton, MI 49931

January 1, 2025

Jennifer Kelly, Clerk
County of Houghton
401 E. Houghton Ave.
Houghton, MI 49931

Madam Clerk:

Pursuant to MCL 49.33, I am providing you with this statement of appointments for both the attorney and non-attorney staff of my office.

I hereby reappoint **Hilary L. Baker as Chief Assistant Prosecutor**. Ms. Baker shall act as and perform all duties of the Prosecuting Attorney in my absence or in the event of my disability.

I appoint **Rebecca Wakeham as Office Manager and Child Support Specialist, Jennifer Kivela as Victim Advocate, and Angela Miles as Legal Assistant**. I am making these appointments pursuant to positions authorized by the Houghton County Board of Commissioners and MCL 49.31.

The authorized Assistant Prosecuting Attorney position remains vacant.

Sincerely,

Daniel J. Helmer
Assistant Prosecuting Attorney

Cc: Houghton County Board of Commissioners
Chelsea Rheault, County Administrator
AFSCME Michigan Council #25/Local #226.06

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Houghton County Board of Commissioners:

One Commissioner from each U.P. County is appointed to serve on the Upper Peninsula Michigan Works! Local Elected Officials Board.

The first 2025 meeting will be held on Wednesday, February 19, 2025 at 1:00PM ET. A Board orientation will be held at 11:30AM that day for new members.

Action is required to appoint a Commissioner to the Board.

Respectfully,

Chelsea Rheault, County Administrator



Upper Peninsula Michigan Works! Local Elected Officials (LEO) Board 2025

This form will be used to notify Upper Peninsula Michigan Works! of a new appointee to their Local Elected Officials (LEO) Board.

Your Information:

County Clerk/Administrator Completing Form: _____

Email: _____ Phone: _____

Appointee Information:

Represented County: _____

Name of Local Elected Official Appointee: _____

Date Appointed to LEO Board: _____

Email: _____ Phone: _____

A Proud Partner of the American Job Center Network

Equal Opportunity Employer Michigan Relay Center 711 - Auxiliary Aids & Services Available to Individuals with Disabilities
- Affiliated with the Department of Labor and Economic Opportunity, State of Michigan - Supported by the State of Michigan - A
Proud Partner of the American Job Center Network - 1-800-285-WORKS (9675)

This program is funded with federal dollars.

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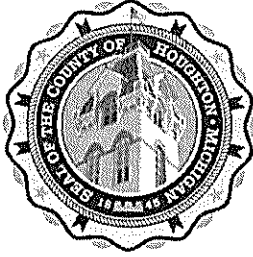
Houghton County Board of Commissioners:

The implementation of an Aging Accounts Policy is proposed for the Houghton County Materials Management Facility. This policy establishes guidelines for overdue accounts, implementing late fees, and determining service cut-off timelines, to ensure timely payment and maintain operational efficiency.

Action is required to approve the Aging Accounts Policy for implementation.

Respectfully,

Chelsea Rheault, County Administrator



Houghton County Materials Management Policy on Aging Accounts

Policy Title: Aging Accounts and Payment Terms Policy

Effective Date: [Insert Date]

1. Objective

The purpose of this policy is to establish clear guidelines for the management of aging accounts at the Houghton County Materials Management Facility (HCMM). It outlines the procedures for handling overdue accounts, implementing late fees, and determining service cut-off timelines to ensure timely payment and maintain operational efficiency.

2. Scope

This policy applies to all clients, customers, or entities utilizing services provided by the HCMM and who have an outstanding balance on their accounts. This policy is applicable to all new and existing clients, customers, or entities, as of the effective date.

3. Payment Terms

- All invoices must be paid within 30 days from the date of issuance unless prior arrangements have been made with HCMM management.
- Payments not received within 30 days of the invoice date will be considered **past due**.

4. Late Fees

- A **2.5% late fee** will be assessed to the overdue balance if the payment is not received within 30 days from the invoice date.
- This late fee will be applied to the **outstanding balance** and calculated monthly until the account is settled.

5. Service Cut-Off

- **Accounts that are 45 days past due** will result in the **suspension of services** until the account is brought current.
- The HCMM will send a **final notice** 10 days before services are cut off, notifying the client of the pending suspension if payment is not made.
- **Reinstatement of services** will occur only after the overdue balance, including applicable late fees, is paid in full.

6. Communication of Outstanding Balances

- Clients will be notified of overdue payments when the account reaches 30 days past due.

- Regular communication via email, phone calls, or physical mail will be employed to notify clients of their outstanding balances.

7. Payment Arrangements

- In cases of financial difficulty, clients may request a **payment arrangement** to resolve overdue balances. Such arrangements must be approved by HCMM Manager, the Houghton County Board of Commissioners, and documented in writing.
- Payment arrangements should include specific terms on the monthly payments and clear deadlines for the settlement of the balance.

8. Exceptions

- **Exceptions** to the policy may be made on a case-by-case basis, particularly for customers with long-standing relationships or those that provide documented evidence of an inability to pay on time.
- Any exception must be authorized by HCMM Manager, Houghton County Board of Commissioners, and documented in writing.

9. Enforcement

- The enforcement of this policy will be the responsibility of the HCMM Department, in coordination with the Houghton County Accounts Receivable Department.
- Any customer disputes regarding charges, late fees, or account status must be submitted in writing to HCMM Manager for review.

10. Review and Amendment

This policy will be reviewed annually by HCMM Manager and revised if necessary to reflect changes in operational needs, financial practices, or regulatory requirements.

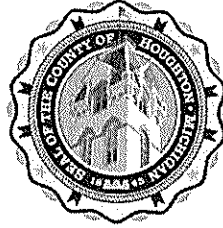
Approved by:

Curt Judson
Houghton County Materials Management
[Date]

[Board Chair]
Houghton County Board of Commissioners
[Date]

Houghton County Board of Commissioners

Houghton County Courthouse
401 East Houghton Avenue
Houghton, MI 49931
(906) 482-8307



Tom Tikkanen *Chairman*
District 1
Roy Britz *Vice Chairman*
District 5
Joel Keranen *Commissioner*
District 2
Glenn Anderson *Commissioner*
District 3
Gretchen Janssen *Commissioner*
District 4

Houghton County Board of Commissioners:

During the Regular December 2024 BOC meeting, UPEA Professional Service Agreement was signed for approval. At this time preliminary approval to put the Generator project out for bid is requested.


A Motion may be required.

Respectfully,

Chelsea Rheault, County Administrator

Fw: Proposal for Transfer Station

From Curt Judson <curt@houghtoncounty.net>
Date Tue 12/17/2024 3:20 PM
To Chelsea Rheault <chelsea@houghtoncounty.net>

 1 attachment (155 KB)
Houghton County Transfer Station - Google Docs.pdf;

Good afternoon Chelsea,

I am forwarding a proposal for approval for some work that needs to be done to compactor control room following the removal and replacement of the compactor. When Sebright removed the compactor, they had to remove part of the wall that had been built around it.

Thanks,
Curt

From: Baron Wuebben <baron@wuebbenconstruction.com>
Sent: Tuesday, December 17, 2024 2:13 PM
To: Curt Judson <curt@houghtoncounty.net>
Subject: Proposal

Hello Curt
Below is the attached proposal to expand the opening below the compactor, If you have any questions please let me know.

--
Thanks,
Baron Wuebben





Po Box 678
Dollar Bay, MI 49922
(906) 482-7871
wuebbenconstruction.com

Proposal

Proposal #:24174
Date Submitted:12/17/24
License #:2101164965

Proposal Submitted To:
Houghton County Transfer Station
Atlantic Mine, Mi 49905
906-482-8872

Work Performed at:
Same

We propose to supply the materials and labor necessary for the following project:

- Remove and dispose of the 2- steel doors
- Remove the steel siding and sheathing from both sides of the wall where the opening will be expanding
- Frame a temporary wall to support the floor system
- Remove the existing header
- Install a 3-ply 14" LVL header to expand the opening from existing door to door
- Install king studs to support the new header
- Install the existing steel siding over the new header
- **If any electrical is in the wall or if conduits need to be relocated this will be an additional cost**

\$7,872.00

Seven Thousand Eight Hundred Seventy Two Dollars

Proposal Terms: The quotation above is valid for (30) days from the date submitted.

Wuebben Construction will dispose of all construction materials

Respectfully Submitted: Baron Wuebben

Payment Terms: 50% at the start of the project, and the remainder to be paid upon completion.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above estimate. All agreements are contingent upon accidents, significant material price increases, or delays beyond our control. Insurance on the structure/building is available through a builder's risk policy with Wuebben Construction, Inc. It is not included in this price. Wuebben Construction does not provide this unless purchased separately. If you are interested in the builder's risk policy to insure your structure/building please let us know prior to construction.

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified, with the payments as outlined above. I understand I am responsible for providing insurance on my structure/building/property. I understand Wuebben Construction, Inc. provides work comp and liability insurance.

Signature:

Date:

Service and Quality

Licensed and Insured



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 2025!

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: _____

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:	12/31/2024
Account:	00052

Amount Paid:	
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RECEIVED

JAN 08 2025

HOUGHTON COUNTY TREASURER

401 E HOUGHTON AVENUE
HOUGHTON MI 49931

Payment Terms: NET 30

Deposits Received: **\$0.00**

^Please return this portion with your payment^

Document No.	Date	Code	Description	Amount	Balance
INV00000030000000169	12/28/2024	SLS	1/12th Appropriation	\$13,707.91	\$13,707.91
				Amount Due:	\$13,707.91

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

Codes: SLS = Sales / Invoices
 DR = Debit Memos

CR = Credit Memos
 RTN = Returns

PMT = Payments

Comprehensive Risk Services, LLC
PO Box 240
Williamston, MI 48895 US
sgaffner@crsmi.com

Invoice



BILL TO

Houghton County
401 E Houghton Ave
Houghton, MI 49931

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
94775	12/31/2024	\$86,486.00	01/30/2025	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Excess Prem.			
	Annual Excess Workers' Compensation Premium	1	86,486.00	86,486.00

Please Issue Payment to:
Comprehensive Risk Services, LLC
PO Box 240
Williamston, MI 48895

SUBTOTAL	86,486.00
TAX	0.00
TOTAL	86,486.00
BALANCE DUE	\$86,486.00