



## NOTICE

### DUE TO THE COVID-19 OUTBREAK

**THE APRIL 14, 2020 REGULAR MEETING OF THE HOUGHTON COUNTY BOARD OF COMMISSIONERS WILL BE HELD REMOTLY USING ZOOM.**

To join the meeting, go to <https://zoom.us/j/726976822>

One tap mobile

+13126266799,,726976822#US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID 726 976 822

All individuals joining the meeting, with the exception of the Commissions, County Clerk and Administrator, will be muted during the meeting. Anyone scheduled to speak regarding an agenda item or wishing to make a comment during the public comment period will be enabled to do so at that time.

**AGENDA**  
**HOUGHTON COUNTY BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**(To be Held Remotely Via ZOOM)**  
**April 14, 2020 - 5:00 PM**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes
- E. Approval of Agenda/Additions
- F. Public Comments
- G. Approval of Bills
- H. Correspondence
- I. Reports
  - 1. Standing committee
  - 2. Special Committee
  - 3. County Officers
- J. New Business
  - 1. Isle Royale National Park – Request for letter of support.
  - 2. Houghton County Audit Report – Debbie Bradford, Rukkila, Negro & Assoc.
  - 3. Chris VanArsdale – update on local Covid-19 efforts.
  - 4. Remonumentation plan and resolution.
  - 5. Remonumentation contracts.
  - 6. Houghton County Road Commission appointment
  - 7. County Equalization
  - 8. Houghton County Revolving Loan Fund
  - 9. Deficit elimination plan, budget and resolution – Rice Lake Special Assessment District.
  - 10. Deficit elimination plan, budget and resolution – PFC Fund.
  - 11. Appropriations
    - a. Western U.P. Health Department - \$66,680.75
    - b. WUPPDR - \$2,866.50
    - c. Copper Country Community Mental Health - \$41,123.73
  - 12.
  - 13.
  - 14.
- K. Public Comments
- L. Announcements
- M. Adjournment

**RESOLUTION**

Houghton County Board of Commissioners

April 14, 2020

RESOLUTION TO ADOPT A REVISED SURVEY AND REMONUMENTATION PLAN FOR HOUGHTON COUNTY UNDER THE REQUIREMENTS OF PA 345 OF 1990, AS AMENDED, MCL 54.261-279

**WHEREAS**, the responsibility for land corner monumentation preservation resides in the State of Michigan; and

**WHEREAS**, the Revised County Plan will continue to provide for the location, monumentation, and/or remonumentation of corners, a history of all corners, a repository of all records, a perpetual maintenance program, and preservation of public land survey corners; and

**WHEREAS**, the county is required to adopt a revised county plan to become eligible for grant monies to implement PA 345 of 1990, as amended, MCL 54.261-279; and

**WHEREAS**, Houghton County has a plan in place as approved on October 20, 1992; and

**WHEREAS**, the Houghton County Board of Commissioners understands that the existing plan shall be amended as provided in this Revised County Plan,

**NOW, AND THEREFORE, BE IT RESOLVED** that Houghton County does hereby adopt the Revised County Plan for Survey and Remonumentation as provided.

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Clerk of the Board of Commissioners

## 2020 Houghton County Remonumentation

### Item A – Remonumentation Services:

#### T53N, R34W:

Research: A-02, 03, 04, 05; B-03, 05; C-01, 02, 03, 04, 05; D-03, 05; E-01, 02, 03, 04, 05; F-03, 05; G-01, 02, 03, 04, 05; H-03, 05; I-06, 07; J-07; K-06, 07; L-07.

33 Corners @ \$ 225.00/Corner = \$ 7,425.00

Traverse/cap: A-02, 03, 04, 05; B-03, 05; C-01, 02, 03, 04, 05; D-03, 05; E-01, 02, 03, 04, 05; F-03, 05; G-01, 02, 03, 04, 05; H-03, 05; I-06, 07; J-07; K-06, 07; L-07.

33 Corners @ \$ 1,350.00/Corner = \$ 44,550.00

Traverse Lines: A-02 to A-01; A-04 to A-03; C-01 to A-01; C-01 to E-01; C-04 to C-03; D-03 to E-03; D-05 to E-05; E-04 to E-03; G-01 to I-01; G-04 to G-03; H-03 to I-03; H-05 to I-05; I-06 to I-05; K-06 to K-05; L-07 to M-07.

15 lines @ 575.00/Line = \$ 8,625.00

#### Recording Fees:

33 LCRC's @ \$ 30.00/LCRC = \$ 990.00

10 Maps @ \$ 30.00/Map = \$ 300.00

### Item B – Monument Maintenance Services:

No expenditures in this category.

### Item C – Remonumentation Supplies and Materials:

Berntsen SUREGRIP 3 ¼” domed caps for 5/8” rebar (bronze)

33 caps @ \$ 36.00/cap = \$ 1,188.00

Location Posters

33 Location Posters @ \$ 12.00/Poster = \$ 396.00

Carsonite corner posts

33 Carsonite corner posts @ 20.00/post = \$ 660.00

## 2020 Houghton County Remonumentation

### **Item D – Geodetic Control Maintenance and Operations:**

No expenditures in this category.

### **Item E – Grant Administrator Fees/Wages:**

No expenditures in this category.

### **Item F – County Representative Fees/Wages:**

\$ 3,500.00

### **Item G – Additional Administrative Staff Fees/Wages:**

No expenditures in this category.

### **Item H – Peer Review Group Fees/Wages:**

\$ 397.00

### **Item I – Administrative Supplies and Indirect Costs:**

No expenditures in this category.

## 2020 Houghton County Remonumentation

### Grant Summary:

#### **Surveying Services and Supplies**

A. Remonumentation Services	= \$ 61,890.00
B. Monument Maintenance Services	= \$ 0.00
C. Remonumentation Supplies and Materials	= \$ 2,244.00
D. Geodetic Control Maintenance and Operations	= \$ 0.00

#### **Administrative Services and Supplies**

E. Grant Administrator Fees/Wages	= \$ 0.00
F. County Representative Fees/Wages	= \$ 3,500.00
G. Additional Administrative Staff Fees/Wages	= \$ 0.00
H. Peer Review Group Fees/Wages	= \$ 397.00
I. Administrative Supplies and Indirect Costs	= \$ <u>0.00</u>
<b>Total</b>	<b>= \$ 68,031.00</b>

**2020 Houghton County Remonumentation**

**2020 Houghton County Remonumentation Individual Contracts**

**Contract 1: U.P. Engineers & Architects, Inc.**

**T53N, R34W:**

Research: E-01, 02, 03; F-03; G-01, 02, 03; H-03.

8 Corners @ \$ 225.00/Corner = \$ 1,800.00

Traverse/cap: E-01, 02, 03; F-03; G-01, 02, 03; H-03.

8 Corners @ \$ 1,350.00/Corner = \$ 10,800.00

Traverse Lines: G-01 to I-01; H-03 to I-03.

2 Lines @ \$ 575.00/Line = \$ 1,150.00

Recording Fees:

8 LCRC's @ \$ 30.00/LCRC = \$ 240.00

2 Maps @ \$ 30.00/Map = \$ 60.00

**Total Contract = \$ 14,050.00**

**2020 Houghton County Remonumentation**

**2020 Houghton County Remonumentation Individual Contracts**

**Contract 2: CHN Surveying**

**T53N, R34W:**

Research: A-02, 03; B-03; C-01, 02, 03; D-03.

7 Corners @ \$ 225.00/Corner = \$ 1,575.00

Traverse/cap: A-02, 03; B-03; C-01, 02, 03; D-03.

7 Corners @ \$ 1,350.00/Corner = \$ 9,450.00

Traverse Lines: A-02 to A-01; A-01 to C-01; C-01 to E-01; D-03 to E-03.

4 Lines @ \$ 575.00/Line = \$ 2,300.00

Recording Fees:

7 LCRC's @ \$ 30.00/LCRC = \$ 210.00

2 Maps @ \$ 30.00/Map = \$ 60.00

**Total Contract = \$ 13,595.00**



**2020 Houghton County Remonumentation**

**2020 Houghton County Remonumentation Individual Contracts**

**Contract 3: Traverse Engineering Services, P.C.**

**T53N, R34W:**

Research: A-04, 05; B-05; C-04, 05; D-05.

6 Corners @ \$ 225.00/Corner = \$ 1,350.00

Traverse/cap: A-04, 05; B-05; C-04, 05; D-05.

6 Corners @ \$ 1,350.00/Corner = \$ 8,100.00

Traverse Lines: A-04 to A-03; C-04 to C-03; D-05 to E-05.

3 Lines @ \$ 575.00/Line = \$ 1,725.00

Recording Fees:

6 LCRC's @ \$ 30.00/LCRC = \$ 180.00

2 Maps @ \$ 30.00/Map = \$ 60.00

**Total Contract = \$ 11,415.00**

2020 Houghton County Remonumentation

2020 Houghton County Remonumentation Individual Contracts

**Contract 4: Hein Surveying**

**T53N, R34W:**

Research: E-04, 05; F-05; G-04, 05; H-05.

6 Corners @ \$ 225.00/Corner = \$ 1,350.00

Traverse/cap: E-04, 05; F-05; G-04, 05; H-05.

6 Corners @ \$ 1,350.00/Corner = \$ 8,100.00

Traverse Lines: E-04 to E-03; G-04 to G-03; H-05 to I-05.

3 Lines @ \$ 575.00/Line = \$ 1,725.00

Recording Fees:

6 LCRC's @ \$ 30.00/LCRC = \$ 180.00

2 Maps @ \$ 30.00/Map = \$ 60.00

**Total Contract = \$ 11,415.00**

## 2020 Houghton County Remonumentation

### 2020 Houghton County Remonumentation Individual Contracts

#### Contract 5: Clearwater Surveying

##### T53N, R34W:

Research: I-06, 07; J-07; K-06, 07; L-07.

6 Corners @ \$ 225.00/Corner = \$ 1,350.00

Traverse/cap: I-06, 07; J-07; K-06, 07; L-07.

6 Corners @ \$ 1,350.00/Corner = \$ 8,100.00

Traverse Lines: I-06 to I-05; K-06 to K-05; L-07 to M-07.

3 Lines @ \$ 575.00/Line = \$ 1,725.00

##### Recording Fees:

6 LCRC's @ \$ 30.00/LCRC = \$ 180.00

2 Maps @ \$ 30.00/Map = \$ 60.00

**Total Contract = \$ 11,415.00**

## Houghton County Rice Lake Special Assessment District

### Deficit Elimination Plan

The Rice Lake Special Assessment District was created to account for costs incurred to manage the level of Rice Lake, which is located in Houghton County. Activities included the completion of a lake level study, the establishment of a special assessment district and the designing and construction of an outflow structure for the lake

As of September 30, 2019, all activities have been completed and property owners were billed \$65,000 with their December 2019 property tax bills to cover the remaining unrecovered costs.

Going forward, costs to maintain the structure will be minimal but, when costs are incurred, the Fund will sustain a deficit fund balance as assessments can only be made after costs are incurred. Assessments are not allowed solely for the purpose of building up a fund balance.

Houghton County  
Rice Lake Special Assessment District  
Statement of Projected Revenue, Expenditures  
and Changes in Fund Balance  
Year Ending September 30, 2020

	2020
Revenues	
Property Taxes	\$ 65,000
Total Revenues	<u>65,000</u>
Expenditures	
Professional	500
Capital	0
Total Expenditures	<u>500</u>
Net	64,500
Beginning Fund Balance	<u>(62,620)</u>
Ending Fund Balance	<u>\$ 1,880</u>

**HOUGHTON COUNTY**  
**BOARD OF COMMISSIONERS**  
401 E. Houghton Avenue, Houghton, Michigan 49931  
Telephone: (906)482-8307 Fax: (906)482-7238

**Chairperson**  
Albert Koskela  
**Vice Chairperson**  
Tom Tikkanen

**Commissioners**  
Glenn Anderson  
Gretchen Janssen  
Roy Britz

**HOUGHTON COUNTY RICE LAKE SPECIAL ASSESSMENT DISTRICT FUND**  
**RESOLUTION TO REDUCE UNRESTRICTED NET ASSET BALANCE**

WHEREAS, the Houghton County Rice Lake Special Assessment District Fund has a deficit balance of unrestricted net assets as of September 30, 2019; and

WHEREAS, pursuant to MCL 141.921, any local unit of government ending its fiscal year with a deficit net asset balance must file a deficit elimination plan with the Michigan Department of Treasury; and

WHEREAS, failure to submit a deficit elimination plan, and receive Department of Treasury approval for such plan, could result in a reduction of State Revenue Sharing; and

WHEREAS, the process to establish a court ordered lake level and create a special assessment district is completed; and

WHEREAS, that the 2019 assessment will be sufficient to cover all incurred and future costs.

NOW, THEREFORE BE IT RESOLVED that the Houghton County Board of Commissioners approve the plan for the Houghton County Rice Lake Special Assessment District Fund to eliminate the deficit balance.

BE IT FURTHER RESOLVED that the Houghton County Board of Commissioners approve the projected budget for the year ending September 30, 2020 for the Houghton County Rice Lake Special Assessment District Fund.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )  
  )ss.  
COUNTY OF HOUGHTON )

I, the undersigned, the duly qualified and acting Clerk of the County of Houghton, state of Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of the County of Houghton at its regular meeting held on the 14th Day of April, 2020, the original of which resolution is on file in my office.

**IN WITNESS WHEREOF**, I have hereunto set my official signature, this 15th Day of April, 2020.

---

Jennifer Kelly, Clerk  
County of Houghton

## Houghton County Passenger Facility Charge Fund Deficit Elimination Plan

The Houghton County Passenger Facility Charge Fund was established for the purpose of tracking activity related to the collection and disbursement of Passenger Facility Charges (PFC's). Prior to that time, the activity had been accounted for in Houghton County's Airport Fund.

The Federal Aviation Administration (FAA) established the PFC program as a mechanism for publicly owned airports to fund their share of the cost of FAA approved airport improvement projects. The program allows for the collection by the Houghton County Airport of \$4.50 from every passenger that boards a plane at the Airport. The fee is including it in the cost of each passenger's airline ticket. The fees are then remitted to the Airport by the airlines as they are collected.

In general, 97.5% of an airport improvement project is funded jointly by the federal government and the State of Michigan. The remaining 2.5% of project costs that are the responsibility of the Houghton County Airport is funded entirely with PFC revenues. With approval of a project by the FAA, permission is also granted to collect PFCs for a specific time period to pay for the Airport's 2.5% match. While a project may be completed within a few months of its being approved, collection of PFC's can go on for up to three years to pay for the match. However, because the matching funds have to be paid at the beginning of each project, and no PFCs have been collected, the match is paid by the Airport Fund and a corresponding liability is recorded in the PFC Fund. Due to the nature of the PFC revenues, a corresponding accounts receivable can't be recorded because the income does not become a receivable until a ticket is purchased.

When the PFCs are all collected and the given project is approved for closure by the FAA, the PFCs are then transferred to the Airport Fund in payment of the liability. Under our past accounting method, where the PFC revenues were accounted for within the Airport Fund, there was no accounting for how much money had been advanced from the Airports general cash for PFC projects. The PFC Fund was set up specifically to account for this figure.

As PFC funds can only be collected for projects approved by the FAA, and those funds are not normally collected before the start of a project, a pool of PFC cash can not be banked to eliminate the current deficit. The very nature of the PFC program, where the Airports 2.5% match has to be paid at the beginning of a project, and the PFCs are collected for years afterwards, dictates that the Fund will be in a perpetual deficit. As the Fund is nothing more than an internal accounting mechanism, and there are no liabilities to outside parties, it is Houghton County's intention to not address the deficit.



ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN     )  
                                  )ss.  
COUNTY OF HOUGHTON )

I, the undersigned, the duly qualified and acting Deputy Clerk of the County of Houghton, State of Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of the County of Houghton at its regular meeting held on the 14<sup>th</sup> day of April, 2020, the original of which resolution is on file in my office.

**IN WITNESS WHEREOF**, I have hereunto set my official signature, this 15th Day of April, 2020.

---

Jennifer Kelly, Clerk  
County of Houghton

Houghton County  
 Passenger Facility Charge Fund  
 Statements of Projected Revenue, Expenditures  
 and Changes in Fund Balance  
 Years Ending September 30, 2020, 2021, 2022, 2023 and 2024

	2019	2020	2021	2022	2023
Revenues					
PFC Collections	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000
Total Revenues	<u>112,000</u>	<u>112,000</u>	<u>112,000</u>	<u>112,000</u>	<u>112,000</u>
Expenditures					
Capital	181,150	241,017	50,000	50,000	50,000
Total Expenditures	<u>181,150</u>	<u>241,017</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Net					
Beginning Fund Balance	(69,150)	(129,017)	62,000	62,000	62,000
	<u>(219,137)</u>	<u>(288,287)</u>	<u>(417,304)</u>	<u>(355,304)</u>	<u>(293,304)</u>
Ending Fund Balance	<u>\$ (288,287)</u>	<u>\$ (417,304)</u>	<u>\$ (355,304)</u>	<u>\$ (293,304)</u>	<u>\$ (231,304)</u>

**HOUGHTON COUNTY**  
**BOARD OF COMMISSIONERS**  
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**Vice Chairperson**  
Tom Tikkanen

**Commissioners**  
Glenn Anderson  
Gretchen Janssen  
Roy Britz

**HOUGHTON COUNTY PASSENGER FACILITY CHARGE FUND**  
**RESOLUTION TO REDUCE UNRESTRICTED NET ASSET BALANCE**

WHEREAS, the Houghton County Passenger Facility Charge Fund has a deficit balance of unrestricted net assets as of September 30, 2019; and

WHEREAS, pursuant to MCL 141.921, any local unit of government ending its fiscal year with a deficit net asset balance must file a deficit elimination plan with the Michigan Department of Treasury; and

WHEREAS, failure to submit a deficit elimination plan and receive Department of Treasury approval for such plan could result in a reduction of State Revenue Sharing; and

WHEREAS, the timing of how PFC monies are collected and expended, as directed by the Federal Aviation Administration, dictate that the Fund will always have a deficit balance of unrestricted net assets; and

WHEREAS, the activity currently being posted to the PFC Fund was previously reported in the Airport Fund but was split out for internal accounting purposes only; and

WHEREAS, the resulting deficit balance in unrestricted net assets is an internal accounting number only.

NOW, THEREFORE BE IT RESOLVED that the Houghton County Board of Commissioners recognize that the PFC Fund will be in a perpetual state of deficit balance.

BE IT FURTHER RESOLVED that the Houghton County Board of Commissioners approve the projected budget for the years ending September 30, 2020, 2021, 2022, 2023 and 2024 for the Houghton County Passenger Facility Charge Fund.

AYES:

NAYS:

ABSTENTIONS:

Houghton County Revolving Loan Fund Committee  
March 27, 2020  
Minutes

In Attendance: Glenn Anderson, Gretchen Janssen, Ethan Johnson, Jeff Ratcliffe, Nick Daavetilla  
Absent: Randy Malueg

Meeting called to order by conference call at 3:00 a.m.

Loan Portfolio Update. Ratcliffe provided an update on MEDC administration items and loan balances. All loans are current. Fund balance was approximately \$130,000 as of March 3, 2020 based on 12/31/20 bank statements and January through March payments. Current bank statements are not available due to COVID 19 shutdowns.

NECi request for six month loan payment forbearance. Motion by Daavetilla with support by Anderson to recommend that the Houghton County Board of Commissioners enter into an agreement that grants a six month forbearance of payments with provisions to review at the end of the six month period. Ayes all.

MEDC COVID 19 loan fund update.

Discussion of potential committee members to fill vacant small business seat. Daavetilla indicated he will likely be stepping down, but will talk to a potential replacement.

Meeting adjourned at 3:40 p.m.

Respectfully submitted by Jeff Ratcliffe, Houghton County RLF Administrator



# Western Upper Peninsula Health Department

4/1/2020

**Invoice**

9200014

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

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

Fiscal Year 2020 - Third Quarter  
April - June 2020

Charge Date	Description	Qty	Unit Price	Amount
4/1/2020	Quarterly Appropriations - Houghton County, April - June 2020	0.00	0.00	\$66,680.75

Payment Terms: Net 30 Days

**Please return bottom portion with your payment.**

Total: \$66,680.75

Customer ID HTN CTY Invoice ID 9200014  
Customer Name Houghton County Invoice Date 4/1/2020

Charge Date	Description	Qty	Unit Price	Amount
4/1/2020	Quarterly Appropriations - Houghton County, April - June 2020	0.00	0.00	\$66,680.75

Payment Terms: Net 30 Days

Total: \$66,680.75

Fiscal Year 2020 - Third Quarter  
April - June 2020



## Western Upper Peninsula Planning & Development Region Commission

400 QUINCY STREET, 8TH FLOOR, HANCOCK, MICHIGAN 49930  
906-482-7205 FAX 906-482-9032 E-MAIL: [info@wuppdr.org](mailto:info@wuppdr.org)

April 3, 2020

Mr. Eric Forsberg, Administrator  
Houghton County Courthouse  
401 E. Houghton Avenue  
Houghton, MI 49931

Mr. Forsberg,

This will serve as our billing for the 2019-20 matching fund participation for Houghton County for the April 2020 – June 2020 quarter in the amount of \$2,866.50.

If you should have any questions, please feel free to contact me at 482-7205 (ext. 117). Thank you.

Sincerely,

A handwritten signature in blue ink that reads "MaryEllen Hyttinen".

MaryEllen Hyttinen  
Office Manager



**STATEMENT**

Copper Country Community Mental Health  
 901 W. Memorial Drive  
 Houghton MI 49931

(906) 482-9400 Ext. 0114

Date:	2/29/2020
Account:	00052

Amount Paid:	
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**HOUGHTON COUNTY TREASURER**  
  
 C/O ELIZABETH BJORN  
 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
INV00000030000000109	12/28/2019	SLS	1/12th Appropriation	\$13,707.91	\$13,707.91
INV00000030000000110	1/28/2020	SLS	1/12th Appropriation	\$13,707.91	\$27,415.82
INV00000030000000111	2/28/2020	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>
\$41,123.73	\$0.00	\$0.00	\$0.00	\$0.00

Codes: SLS = Sales / Invoices  
 DR = Debit Memos

CR = Credit Memos  
 RTN = Returns

PMT = Payments