

**AGENDA**  
**HOUGHTON COUNTY BOARD OF COMMISSIONERS**  
**PUBLIC HEARING/REGULAR MEETING**  
**November 13, 2019 - 4:00 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. Old Business
  - 1. Houghton County Jail
- K. New Business
  - 1. Houghton County Department of Veterans Affairs
  - 2. 2020 Remonumentation Grant
  - 3. Complete Count Committee
  - 4.
  - 5.
- L. Public Comments
- M. Announcements
- N. Adjournment



100 Portage Street Houghton, MI 49931

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

[U31-01048]

October 17, 2019

Houghton County Board of Commissioners  
Houghton County Controller's Office  
401 East Houghton Avenue  
Houghton, MI 49931

RE: HOUGHTON COUNTY JAIL  
DESIGN PROPOSAL FOR 2020 ELECTION

Dear Commissioners,

We are encouraged by the progress made toward planning for a new jail. Six months ago, the board appointed a taskforce, including representatives from every municipality in every corner of the county, to compare multiple options that had been previously considered by the electorate. U.P. Engineers & Architects, Inc. (UPEA) provided estimates to compare relative costs as one factor in the consideration of these options.

At its last meeting, the taskforce recommended the construction of a new facility that will include a 110-bed jail with multiple classifications in secure cells and dormitory-style cells; 97<sup>th</sup> District Court and its supporting offices; and sheriff department services and offices. The taskforce also recommends reviewing multiple sites, which may provide greater opportunity for expansion in the future. The Houghton County Commissioners will consider this recommendation for a millage election in 2020.

For this purpose, the county seeks development of a floor plan, exterior rendering(s), and cost estimate to be presented to the public prior to a millage election. The design will be developed for a single site.

UPEA is pleased to offer services to develop a jail design, based on the recommendations of the taskforce. The UPEA team will visit potential sites and facilitate a design charrette/workshop in Houghton, in order to flesh out the needs for the new facility and begin the planning process. At the conclusion of the charrette, the team will develop a conceptual floor plan and site plan design, cost estimates, and renderings. The information gathered and the resulting documents will be suitable for public education in advance of the millage election. This proposal is for a singular site, as will be directed by the County.

UPEA will partner with a design firm that is recognized for justice and correctional planning, BKV Group, to facilitate the charrette in Houghton and guide the development of a floor plan for the proposed facility. BKV can be relied on for their experience in jail planning and design to quickly develop plans and operational efficiencies that fulfill the needs of the county. In their many years of experience with counties, they will also have recommendations for methods to inform voters. BKV is currently working with Alpena and Ingham counties on their jail/ justice facilities.

UPEA will also partner with Mill Creek North Consulting to provide professional cost estimating, as well as thoughtful reviews of the construction and site development. Mill Creek North was a subconsultant for UPEA to develop the estimates for the jail taskforce.

If the project is approved in the election, it is our intent to keep this team intact for the development of construction plans.

Professional fees for the proposed services shall be \$38,000, plus expenses (estimated at less than \$2,000). If this offer is accepted, we will begin preparations immediately and discuss possible dates for a charrette in Houghton.

Thank you. We look forward to working with Houghton County on this significant project.

Kind Regards,



Karin R. Cooper, AIA, LEED AP  
Associate/Project Manager

GRANT NO. **BCC 20-31**

GRANT BETWEEN  
THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
AND  
**HOUGHTON COUNTY**

GRANTEE/ADDRESS:

Albert Koskela  
County of Houghton  
401 East Houghton Avenue  
Houghton, MI 49931  
(906) 482-8307  
(906) 482-7238

STATE GRANT ADMINISTRATOR/ADDRESS:

Michael C. Barger, P.S., Director  
Office of Land Survey and Remonumentation  
Department of Licensing and Regulatory Affairs  
P.O. Box 30254  
Lansing, MI 48909  
Phone: (517) 241-6321  
Email: bargerm@michigan.gov

GRANT PERIOD:

From: **01-01-2020** To: **12-31-2020**

TOTAL AUTHORIZED BUDGET: **\$68,031.00**

SIGMA Vendor ID: CV0048006  
SIGMA Payment Address Code: 001

ACCOUNTING TEMPLATE: 6415137T001





UNITED STATES DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. Census Bureau  
Chicago Regional Census Center  
Chicago, IL 60604-2948

Greetings,

Every ten years the Constitution requires a count of everyone living in the United States. The 2020 Decennial Census process has is beginning and to insure a complete count the Department of Commerce has Partner Specialists in designated area's to assist local governments.

The Partner Specialist for the Western Upper Peninsula is Michael Tedeschi, (Michael.Tedeschi@2020census.gov, (920) 866 8087), he is your liaison with the Census Bureau to assist to engage, educate and encourage public participation.

I would like to meet with you, or a person of your choosing, to discuss the establishment of a Complete Count Committee in your locale. The goal of which is to spread awareness to increase and maximize participation in the upcoming Census by members of your community and to provide information on Census jobs, requiring immediate fulfillment.

Connect with US via any of the below links:

<a href="https://www.census.gov/2020Census">Census.gov/2020Census</a>	Homepage of the Census
<a href="https://www.census.gov/partners.html">Census.gov/partners.html</a>	Partnership homepage
<a href="https://www.census.gov/partners/toolkits.html">Census.gov/partners/toolkits.html</a>	Census partnership details

Enclosed please find several informative brochures on participation in the Census, and most importantly, Complete Count Committees.

The objective of the Census Bureau is, "To count everyone once and only once and in the right place."

I look forward to speaking with you at the earliest opportunity.

Sincerely,

Michael J. Tedeschi  
Partner Specialist Western UP Michigan  
[Michael.Tedeschi@2020Census.gov](mailto:Michael.Tedeschi@2020Census.gov)  
(920) 866 8087





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### ***How Does a Complete Count Committee Work?***

The Census Bureau cannot do this alone. We require the assistance of partners—individuals, groups, and organizations across the nation that can help us build awareness about the census, educate about its importance, and encourage their community to participate. One very effective way to accomplish this is through **Complete Count Committees**.

### ***What Is a Complete Count Committee?***

A **Complete Count Committee (CCC)** is a volunteer committee established by tribal, state, and local governments, and/or community leaders, to increase awareness about the census and motivate residents in the community to respond. The committees work best when they include a cross section of representatives from government agencies, education, business, faith-based and community-based organizations, and the media. Establishing a Complete Count Committee is not an exact science or technical endeavor.

### ***The Purpose and Goals of a Complete Count Committee***

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The CCC is charged with developing and implementing a 2020 Census outreach, promotion, recruitment, and enumeration assistance plan of action designed to target and address the needs of their communities.

The overall purpose of the Complete Count Committee is three-fold:

1. It provides high-level oversight for participation in the 2020 Census
2. It provides a group of "trusted voices" to act as Census ambassadors
3. It serves as a knowledgeable contact point for the regional director in meeting the goal of a timely, accurate and cost-effective complete count.

The goals of the Complete Count Committee are to act as "champion" for the 2020 Census by:

1. **Motivating** the community to self-respond;
2. **Educating** the public about the importance of the Census to the local community;
3. **Informing** the community about the Census activities and timelines;
4. **Involving** the community in activities to build awareness;
5. **Increasing** the response rate.



HOUGHTON COUNTY BOARD OF COMMISSIONERS

RESOLUTION REGARDING

ESTABLISHMENT OF A "COMPLETE COUNT COMMITTEE"  
FOR THE 2020 NATIONAL CENSUS

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WHEREAS the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS Houghton County is committed to ensuring every resident is counted;

WHEREAS federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data;

WHEREAS census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

WHEREAS information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment;

WHEREAS the information collected by the census is confidential and protected by law;

WHEREAS the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count; and

WHEREAS a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens;

THEREFORE, BE IT RESOLVED that the Houghton County Board of Commissioners hereby establishes a "Complete Count Committee" for the 2020 Census as a temporary special committee of the Board.

BE IT FURTHER RESOLVED that the county's Complete Count Committee:

- Will bring together a cross-section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and
- Will work with the Census Bureau and the State of Michigan to strive for an accurate count.

BE IT FURTHER RESOLVED that the Board will appoint a Board member as Chair of the committee and will thereafter approve other persons as may be deemed appropriate for the committee's effective operation and service.

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 13 Day of November, 2019, the original of which resolution is on file in my office.

**IN WITNESS WHEREOF**, I have hereunto set my official signature, this 14th Day of November, 2019.

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Jennifer Kelly, Clerk  
County of Houghton