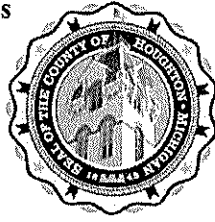


Houghton County Board of Commissioners

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



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

AGENDA
HOUGHTON COUNTY BOARD OF COMMISSIONERS
Work Session
November 3, 2025 - 10:00 AM

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Agenda Additions
- E. Public Comments – Agenda Items only *(3 minute limit)
- F. Houghton County Board of Commissioners Work Session
 - 1. SWTS Repair
 - 2. Copper Shores, Meals on Wheels Agreement
 - 3. GIS Update, Jaikob Djerf
 - 4. Appraisal / Survey Canal View & Marina
 - 5. Transfer Station Parcel
- G. Public Comments - *(3 minute limit)
- H. Announcements
- I. Adjournment

The meeting will take place in person in the Commissioners' Hall and will also be accessible via Microsoft Teams. A link to join virtually will be posted in the News section of the County website.

Bekkala's Diesel Repair, LLC.

23862 Oneco Road
Calumet, MI 49913

Phone # (906)-337-5880

Fax #: (906)-337-5880

office@bekkalasdiesel.com

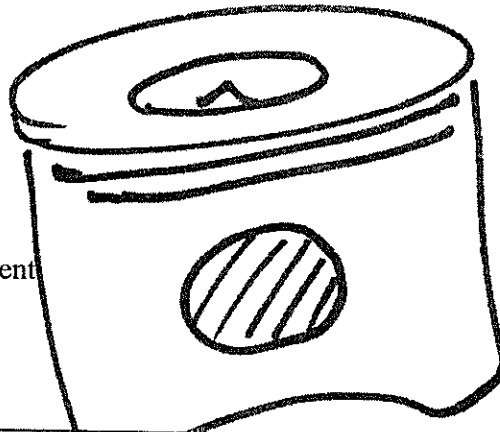
Estimate

Estimate # 12531

Date: 10/29/2025

Estimate For:

Houghton County Materials Management
17808 Erickson Drive
Atlantic Mine, MI 49905



PO #
Terms
Due on receipt

Part #	Description	Qty	Unit	Price	Total
Labor-Standard	Standard Repair-	3	hr	140.00	420.00
	Diagnose				
Labor-Standard	Standard Repair-	45	hr	140.00	6,300.00
	Replace Camshaft and followers - 30hr				
	Replace exhaust manifold - 10hr				
	Replace engine oil pan - 4.5 hr				
	Test drive - .5 hr				
3690406	Camshaft	1	ea	2,970.80	2,970.80
5719778	Gasket, Camshaft Cover	1	ea	15.18	15.18
4299125	O-Ring Seal	1	ea	24.57	24.57
4985660	Rec Seal	1	ea	12.19	12.19
5484228	Lever, Rocker	3	ea	197.72	593.16
5484229	Lever, Rocker	3	ea	197.72	593.16
5484230	Lever, Rocker	3	ea	217.88	653.64
5484231	Lever, Rocker	3	ea	210.29	630.87
4393087	Lever, Rocker- Engine Brake	6	ea	751.62	4,509.72
					16,723.29
6303173	Seal, Front Cover	1	ea	85.67	85.67
3104392	Gasket, Valve Cover	1	ea	95.50	95.50
3104230	Gasket - Exhaust	1	ea	58.76	58.76
3683144	Clamp	1	ea	86.28	86.28
5486657	Gasket, Exhaust Manifold	4	ea	27.69	110.76
3682940	Gasket	1	ea	31.35	31.35
4965698	Bolt	9	ea	11.02	99.18
3680953	Screw, Studded Flange Capscrew	3	ea	22.95	68.85
3683870	Manifold, Exhaust	0	ea	553.29	0.00
3688488	Manifold, Exhaust	0	ea	557.50	0.00
3692604	Manifold, Exhaust	0	ea	1,186.29	0.00
					636.35

Truck #	
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Subtotal

Sales Tax (0.0%)

Total

Thank You For Your Business!

Bekkala's Diesel Repair, LLC.

23862 Oneco Road
Calumet, MI 49913

Phone # (906)-337-5880
Fax #: (906)-337-5880
office@bekkalasdiesel.com

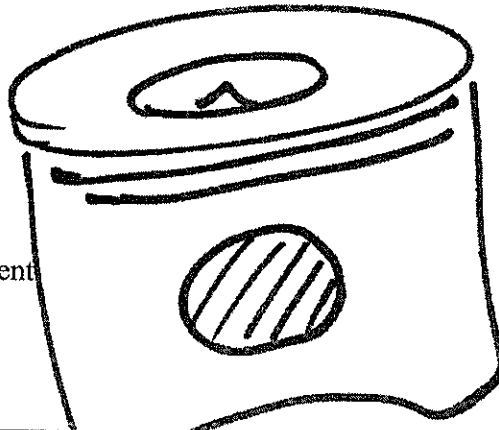
Estimate

Estimate # 12531

Date: 10/29/2025

Estimate For:

Houghton County Materials Management
17808 Erickson Drive
Atlantic Mine, MI 49905



PO #
Terms
Due on receipt

Part #	Description	Qty	Unit	Price	Total
111000074431	Gasket Kit	1	ea	906.25	906.25
101000074433	Manifold, PDI- X15	0	ea	2,160.00	0.00
111007152381	Bolt Kit	1	ea	525.00	525.00
Freight	Freight	1		203.50	203.50
					1,634.75
5264570	Oil Drain Gasket	1	ea	4.91	4.91
4318183	Turbo Oil Feed Line	1	ea	74.35	74.35
3922794	Seal	1	ea	4.26	4.26
5264570	Oil Drain Gasket	1	ea	5.15	5.15
3627695	O-Ring	2	ea	10.44	20.88
3691143	Tube, Coolant Supply	1	ea	203.56	203.56
3691161	Tube, Turbo Coolant Drain	1	ea	127.45	127.45
3691005	Tube, Turbo Oil Drain	1	ea	153.29	153.29
3922794	Seal	2	ea	4.47	8.94
3693798	Gasket, Turbocharger	1	ea	15.28	15.28
4298242	Stud	4	ea	24.87	99.48
4298975	Nut, Lock	4	ea	13.78	55.12
3687051	Seal Carrier	2	ea	35.82	71.64
5658098	Seal, O-Ring	4	ea	4.88	19.52
3680750	Bolt, Fracture Resistant	12	ea	9.93	119.16
2882561	Tube, Pressure Sensing	1	ea	90.26	90.26
					1,073.25
LF14000NN	Oil Filter- Cummins N14, M11,ISM, ISX, X12, X15	1	ea	75.04	75.04
FF5825NN	Fuel Filter	1	ea	83.54	83.54
V891001 Bulk	Valvoline 15W-40 Premium Blue One Solution (Bulk Tote)	40	QT	6.05	242.00
HD ELC Bulk	Fleetguard HD ELC Coolant	10	gal	13.40	134.00
					534.58
NSF-11070	Oil Pan- ISX/X15	1	ea	1,827.00	1,827.00
NSF-18021	Oil Pan Hardware Kit- ISX/X15- Stainless	1	ea	108.00	108.00
NSF-16037	Oil Pan Gasket- ISX/X15	1	ea	177.00	177.00

Truck #	
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Subtotal

Sales Tax (0.0%)

Total

Thank You For Your Business!

Bekkala's Diesel Repair, LLC.

23862 Oneco Road
Calumet, MI 49913

Phone # (906)-337-5880

Fax #: (906)-337-5880

office@bekkalasdiesel.com

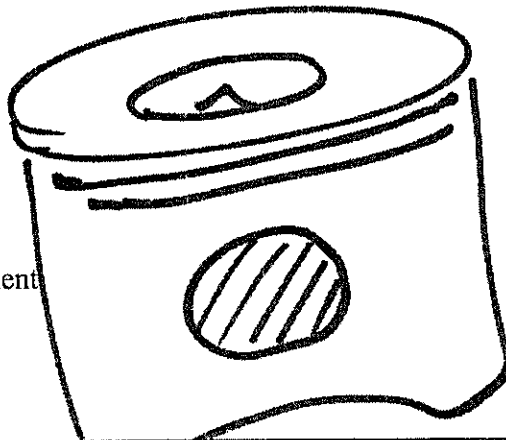
Estimate

Estimate # 12531

Date: 10/29/2025

Estimate For:

Houghton County Materials Management
17808 Erickson Drive
Atlantic Mine, MI 49905



PO #
Terms
Due on receipt

Item	Description	Quantity	Unit Price	Amount	Total
Freight	Freight	1		85.00	85.00
					2,197.00
	NOTE : Any estimates over \$2k, we need 1/2 down of full estimate amount.				

*Estimates will be within 10% of final bill, unless other work is authorized by the customer.

Truck #	
---------	--

Subtotal \$22,799.22

Sales Tax (0.0%) \$0.00

Total \$22,799.22

Thank You For Your Business!

Re: Transfer Station 2018 Western Star repair

From: Curt Judson <curt@houghtoncounty.gov>
Date: Fri 10/24/2025 10:59 AM
To: Chelsea Rheault <chelsea@houghtoncounty.gov>

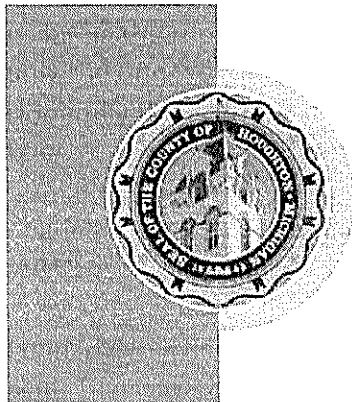
Chelsea,

As far as the repair, there is not much to discuss. It has to be done. We cannot work for too long with only the one working truck. We took the 2018 to Bekkala's Diesel today so they can start working on it. Hopefully they can get it done in about a week 🙏. I will have more pricing for a new truck in a week or two.

Thanks,
Curt

From: Chelsea Rheault <chelsea@houghtoncounty.gov>
Sent: Thursday, October 23, 2025 6:32 PM
To: Curt Judson <curt@houghtoncounty.gov>; Joel Keranen <joel.keranen@houghtoncounty.gov>; Gretchen Janssen <gretchen.janssen@houghtoncounty.gov>
Subject: Re: Transfer Station 2018 Western Star repair

I can add this to the upcoming November BOC work session to discuss more. Please let me know if there is anything I can do between now and then.



CHELSEA RHEAULT, MBA
Houghton County
Administrator

📞 (906) 482-8307
✉ chelsea@houghtoncounty.gov
🌐 www.houghtoncounty.net
📍 401 E Houghton Ave
Houghton, MI 49931



Book time to meet with me

From: Curt Judson <curt@houghtoncounty.gov>
Sent: Thursday, October 23, 2025 8:44 AM
To: Joel Keranen <joel.keranen@houghtoncounty.gov>; Gretchen Janssen <gretchen.janssen@houghtoncounty.gov>; Chelsea Rheault <chelsea@houghtoncounty.gov>
Subject: Re: Transfer Station 2018 Western Star repair

The adjustment for the valves/rockers is supposed to be every 100,000 miles. The truck currently has 215,000. I am not sure if they were done at 100,000 or not due to that being before I started here. The reason we are 15,000 over this time came down to not being able to take the truck out of service during our busiest time. The Cummins ISX engine that is in the truck has been known to have camshaft/rocker arm/valve issues due to oil not lubricating the internal parts efficiently. While I can't say why it exactly happened, it unfortunately does happen. In the grand scheme of things, this is a pretty minor repair, it is more labor intensive than anything. As far as costs for a new/used truck go, I will have to get back to you on that. I did find a used 2016 Western Star with 650,000 miles on it for \$49,995 as a reference for used trucks (We will still need to add equipment to the truck to make it fit our needs). Because we get government pricing, it usually benefits us to purchase new. The last truck we purchased in 2023 came in at just under \$165k.

Thanks,
Curt

From: Joel Keranen <joel.keranen@houghtoncounty.gov>
Sent: Thursday, October 23, 2025 6:05 AM
To: Curt Judson <curt@houghtoncounty.gov>; Gretchen Janssen <gretchen.janssen@houghtoncounty.gov>; Chelsea Rheault <chelsea@houghtoncounty.gov>
Subject: Re: Transfer Station 2018 Western Star repair

Crap, that stinks for a rather new truck. Is that a common problem, I can't believe it is? Any idea how that happened? Is there a lot of miles on it? What is an estimate for a new/slightly used truck?

Joel

Get [Outlook for iOS](#)

From: Curt Judson <curt@houghtoncounty.gov>
Sent: Wednesday, October 22, 2025 1:53:17 PM
To: Joel Keranen <joel.keranen@houghtoncounty.gov>; Gretchen Janssen <gretchen.janssen@houghtoncounty.gov>; Chelsea Rheault <chelsea@houghtoncounty.gov>
Subject: Transfer Station 2018 Western Star repair

Good afternoon,

We had our 2018 Western Star over at Keweenaw Trucking for a routine maintenance to adjust the valves on the motor. When they got the valve cover off, and started to do the adjustments, they noticed some damage to one of the rocker arms and camshaft. This is going to be a somewhat extensive repair. Keweenaw Trucking does not have enough time on their schedule to do the repair for at least a month. I talked to Bekkala's Diesel, and they could start the repair next week. We are looking at about \$15-20k for the repair (fingers crossed). Without this truck, we are currently at one truck that can make runs to the landfill. We may have to start thinking about purchasing another truck sooner than later.

Thanks,
Curt

**AGREEMENT BETWEEN
COPPER SHORES COMMUNITY HEALTH FOUNDATION
AND
COUNTY OF HOUGHTON
FOR DELIVERY OF MEALS ON WHEELS PROGRAM**

This Meals on Wheels Program Agreement (*Agreement*) is entered into effective December 1, 2025 by and between **Copper Shores Community Health Foundation**, a Michigan nonprofit corporation, ("**Copper Shores**") and the **County of Houghton**, a Michigan body politic, organized and existing pursuant to Article VII, Section 1 of the Michigan Constitution of 1963 ("**The County**").

WHEREAS, **Copper Shores** is a nonprofit community action agency servicing individuals in Houghton County, Michigan and elsewhere, and conducts business within Houghton County, Michigan. **Copper Shores** currently operates a Meals on Wheels Program in Houghton County, Michigan and elsewhere; and

WHEREAS, the **County** does not operate a Meals on Wheels service and determines that Meals on Wheels services within the Service Area for the **County** would benefit the health, safety and welfare of eligible recipients and the public at large; and

WHEREAS, the parties recognize a public benefit will be advanced if the parties collaborate to provide an economical delivery of Meals on Wheels service to meet the nutritional needs of residents with the Service Area; and

WHEREAS, the **County** submitted a millage proposal to Houghton County voters on August 8, 2025 authorizing the levy of up to 1.0 mills for services to older citizens as permitted under MCL 400.576.

THEREFORE, in consideration of the mutual covenants, conditions, and promises contained herein, the parties agree as follows:

1. **Services Furnished by Copper Shores.** **Copper Shores** agrees to provide the **County** with preparation and delivery of nutritious meals for individuals age sixty (60) or older throughout the Service Area as part of the Meals on Wheels Program not less than five (5) days per week, including emergency "care packages" for nonservice days. **Copper Shores** shall provide all personnel necessary to operate and maintain the Meals on Wheels

Program during the term of this *Agreement*. This *Agreement*, shall include all services within the terms of the **County's** millage proposal approved in the August 8, 2025 election that preceded this *Agreement*, and which provides funding to be used exclusively to support elder nutrition services, including food purchases, meal preparation, delivery and establish congregate meal sites serving elderly residents age sixty (60) years and older residing in Houghton County.

A central telephone number and internet address for requested Meals on Wheels service shall be maintained on a 24-hour, seven days a week basis.

A written monthly report will be provided by **Copper Shores** to the **County**, indicated by village, city, and township the location of all users of the Meals on Wheels Program in the Service Area. The first report shall be due May 29 and every month thereafter while the *Agreement* is in effect.

2. **Service Area.** **Copper Shores** agrees to provide Meals on Wheels service to the following geographical areas:
All townships, villages, and cities within Houghton County, particularly expanding to the Southern portions of Houghton County not currently covered under their Meals on Wheels Program.
3. **Personnel.** **Copper Shores** shall provide the personnel necessary to operate the Meals on Wheels Program who shall be employees or independent contractors of **Copper Shores**. All personnel will be licensed as required by law.
4. **Equipment and Vehicles.** At all times during the term of this *Agreement*, **Copper Shores** shall provide the equipment and vehicles for the program, all of which shall be in compliance with the requirements of state and local statutes, rules, regulations, and ordinances.
5. **Warranty of Non-Exclusion from Federal Programs.** **Copper Shores** represents that: i) it is not currently excluded, or threatened with exclusion, from participating in any federal or state-funded program, including Medicare and Medicaid, and ii) it has never been excluded by any of the aforementioned programs. **Copper Shores** agrees to immediately notify the **County** of any imposed exclusions or sanctions covered by this warranty, and the notified party reserves the right to terminate the *Agreement* upon receipt of such notice.
6. **No Payment for Referral.** It is understood and agreed that no payment is being made to induce or encourage any referral. There is no understanding or intent expressed or implied concerning referrals between the parties.
7. **Non-discrimination.** Titles VI and VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Michigan Elliott-Larsen Civil Rights Act and other applicable statutes prohibit

specified types of discrimination. Therefore, all services under this *Agreement* shall be provided without regard to race, color, national origin, disability, age, religion, sex, or any other basis prohibited by applicable state or federal law.

8. **Entire Agreement.** Except as provided herein, this *Agreement* represents the entire agreement of the parties regarding the subject matter hereof and supersedes any other similar agreements between the parties.
9. **Independent Contractor Status.** The relationship of the parties is that of independent contractors. Neither party shall be deemed to be the agent, partner, fiduciary or employee of the other, and neither is authorized to take any action binding upon the other.
10. **Duties and Responsibilities of the County.** The County agrees to pay **Copper Shores** as follows:
 - a. For the tax levy year 2025 the estimated sum of One Million and No/100 (\$1,000,000.00) Dollars payable in two installments upon **Copper Shores** providing to the **County** invoices and payments to occur on or before April 30, 2026 and on or before October 30, 2026;
 - b. For the tax levy year 2026 and thereafter on an approximately equal semi-annual basis, one-half of the annual amount of the existing Meals on Wheels millage generates, less any millage expenses, charge backs for the tax appeals/adjustments and fiduciary fee. The fiduciary fee shall not exceed one percent (1%) of the prior year millage amount. It is estimated that the annual millage amount will be One Million One Hundred Thousand and No/100 (\$1,100,000.00) Dollars in 2026 before allowance for any millage expenses, charge back for tax appeals/adjustments and fiduciary fee. The payments shall be made in April and October upon **Copper Shores** providing to the **County** an invoice. The payments will only occur so long as this *Agreement* is in effect, said millage is in effect, or for four (4) years from the effective date of this *Agreement*, whichever is less.
 - c. In no event shall the **County** be obligated to pay **Copper Shores** an amount greater than the total revenue generated by the millage, less those expenses described in subsection 10(b) above, in any given tax year. The amounts listed in this document are estimates and are subject to change depending on the actual amount of tax dollars levied and collected.

In the event of *Agreement* termination, a prorated final amount will be paid commensurate with the proportion of service provided.

11. **Term and Termination.** This *Agreement* is effective as of December 1, 2025 and will remain in effect until either party provides the other party with a one hundred eighty (180) day written notice of cancellation, or four (4) years, whichever is less.
12. **Force Majeure.** **Copper Shores** shall be excused of its obligations under this *Agreement* in the event of an occurrence beyond the control of **Copper Shores** that prevents it, despite reasonable, safe and best practices, from performing its obligation under this *Agreement*. Such occurrences to include, but are not limited to, fires, explosions, accidents and road conditions that prevent vehicular movement across necessary roadways and rights-of-way, acts of God, war, threats or acts of terrorism, or civil disorder.
13. **Notices.** Notices required to be given under this *Agreement* shall be made to the parties at the following addresses and shall be presumed to have been received by the other party i) three (3) days after mailing by the party when notices are sent by first class mail, postage prepaid; ii) upon transmission (if sent via facsimile with a confirmed transmission report) or iii) upon receipt (if sent by hand delivery or courier services):

Copper Shores

Copper Shores Community Health Foundation
400 Quincy Street
5th Floor
Hancock, MI 49930

County

County of Houghton
401 E Houghton Avenue
5th Floor Admin Office
Houghton, MI 49931

IN WITNESS WHEREOF, the parties have executed this *Agreement* as of the day and year first above written.

Copper Shores Community Health Foundation

By: _____

Kevin Store

Its President

County of Houghton, a Michigan

body politic

By: _____

Thomas Tikkanen

Its Board of Commissioners Chairperson

By: _____

Jennifer Kelly

Its Clerk

Company / Contractor		GIS Product	GIS Parcel Maintenance Cost	GIS Website Hosting Cost / Associated Svcs
A)	Coleman Engineering	Colligo GIS	N/A	\$6,800 [1,800 hosting + 5,000 svcs]
B)	Emma Shedd	Colligo GIS	\$22,000	N/A
C)	Jim Waisanen	Mango GIS	\$75/hr [estimated \$12,000]	\$7,500
D)	Schneider Geospatial	Beacon GIS	\$7,200	\$14,000
Total Costs				
Options A) & B)		\$	28,800	
Option C)		\$	19,500	
Option D)		\$	21,200	(Prorated to \$19,900 for year 1)



Colligō GIS

635 Circle Drive
Iron Mountain, MI 49801
906-774-3440
contact@colligogis.com

September 23, 2025

Ms. Chelsea Rheault, Administrator
Houghton County Courthouse, 5th Floor
401 E. Houghton Avenue
Houghton, Michigan 49931

Re: 2026 GIS Services and Colligo GIS Subscription
Houghton County, Michigan

Dear Ms. Rheault:

Colligo GIS (Colligo) is pleased to submit this proposal to Houghton County (County) for the above-mentioned services.

Colligo will provide a framework, training, and technical support to enable County personnel to complete many GIS parcel mapping related tasks internally using the Colligo GIS platform. Colligo's role will be to train staff, provide ongoing guidance, and perform specialized technical tasks as needed.

SCOPE OF SERVICES – GIS PARCEL MAPPING TRAINING AND TECHNICAL SUPPORT

Colligo understands that County personnel will take the lead in performing GIS parcel mapping for the County. County personnel will also be the primary party in determining areas of priority for GIS work (e.g., Civil City/Township, parcel density, PLSS Town-Range, platted areas, waterfront). Colligo will work with assigned County personnel to provide training and consultation to guide these decisions.

Colligo will provide structured training sessions for County personnel in the use of the Colligo GIS software platform. Training will include:

- **System navigation & functionality** – orientation to the interface, tools, and workflows.
- **Parcel mapping & editing** – creating, modifying, and rectifying parcel boundaries using Colligo GIS tools.
 - **COGO processes** for metes-and-bounds descriptions.
 - **Georeferenced survey maps** when descriptions are incomplete or ambiguous.
 - **Best fit analysis** using neighboring data, aerial imagery, and other available sources.
- **Quality assurance practices** – verifying data accuracy and consistency across parcels and PLSS grids.
- **Public Data Sourcing** – internet searches for information that could include publicly available Remonumentation GIS spatial data and recorded plats, with the primary source being the Michigan LARA website.

Colligo will provide direct technical assistance for complex mapping issues and integrations. Additionally, Colligo will provide oversight, particularly in densely populated areas where alignment is difficult to ascertain.

Colligo will train County staff to calculate the location of additional Remonumentation points when provided surveys include two or more established points.

Colligo will train County staff to perform parcel boundary rectifications against PLSS Remonumentation data using Colligo GIS tools.

Colligo will provide oversight, review, and correction for more advanced adjustments, particularly in densely populated areas where alignment is critical.

SCOPE OF SERVICES – THIRD-PARTY GIS DATA REQUESTS TRAINING

Colligo will train County personnel in the processes of performing third-party requests for GIS data. All data requests will be managed in accordance with the County's approval and guidelines, ensuring that the information provided aligns with the County's requirements and protocols.

SCOPE OF SERVICES – ADDITIONAL AS-NEEDED GIS SERVICES

Services requested outside the outlined scope will be discussed prior to commencement. If approved these services will be invoiced per the hourly rates listed in the Fees section below.

ASSUMPTIONS

If unforeseen issues arise during the services detailed in this proposal or are not explicitly covered in this proposal and could impact on the project's fee or schedule, Colligo will promptly inform the Client to discuss providing an updated scope of work and fee proposal.

If, during the project, it is determined that additional services or data integration is required by a specific Township or City, the cost of services may increase. In such cases, Colligo will notify the County, Township, or City and provide a written scope of services and cost proposal for approval before proceeding with the work.

If the County assigns Colligo responsibility for fulfilling GIS data requests, associated services will be billed according to the Fees section below.

All data and GIS layers are and will remain the property of the County.

FEES

All Colligo services will be billed at the hourly rates shown below. If these services are determined to exceed the "Anticipated Total" Colligo will notify the County prior to work continuing.

Any travel, lodging, meals, or other related expenses will be invoiced together with these services.

In accordance with the assumptions and conditions set forth in this letter the scope of services listed above will be completed for:

- Colligo GIS Software Annual Subscription\$1,800
- As-Needed Services (Anticipated Total)\$5,000
 - Technician 21 \$99/Hour
 - Technician 23..... \$110/Hour

September 23, 2025

Page 3

PERFORMANCE SCHEDULE

Colligo anticipates starting work upon receipt of a signed Work Order and will perform these services through December 31, 2026. Prior to January 1, 2027, Colligo will review this scope of services with the County before continuing for the year 2027.

If you accept this proposal, please endorse both copies of the attached Agreement and Work Order No. 5 and return one copy to this office. Please retain one copy for your files.

We appreciate the opportunity to submit this proposal. If you have should have any questions, please contact me at (906) 774-3440.

Sincerely,
COLLIGO GIS

Gary D. Hoaglund (of Coleman Engineering on behalf of Colligo GIS)
GIS Manager

GDH/kr

Enclosures

P:\Colligo Proposals, Work Orders & Agreements\Client Files\Houghton County, Michigan 1041\2026\Houghton County - 2026 GIS Services and Colligo Subscription.docx



Waisanen Assessing & GIS Mapping

W8221 Sportsmen' s Club Rd, Iron Mountain MI 49801

Phone # (906) 774-6141

July 27, 2025

To: Jaikob M Djerf
Houghton County Equalization Director

From: Jim Waisanen

Re: **Geographic Information System (GIS) Mapping & Web Hosting proposal.**

Mr. Djerf:

Waisanen Assessing & GIS Mapping is pleased to submit this proposal to Houghton County (County) for the above referenced services.

Scope of Services

- Waisanen Assessing & GIS Mapping will work with necessary County personnel and web site designer to review and become familiar with established processes. Assessment & sales data will be updated once per year following the close of March BOR with exports from the County Equalization department Assessor databases. Tax and payment information would be updated monthly with exports from the Dickinson County Treasurers database.

- Existing GIS Data available through County sources is assumed to be limited to:

City and Township parcel shapefiles.

- Foundational GIS layers obtained through internet and other sources used to supplement County provided data will include:
 - Public Land Survey
 - PLSS Town-Range lines
 - PLSS Section lines
 - PLSS Qtr-Qtr Section lines
 - Designated Wetlands
- Waisanen Assessing & GIS Mapping will, using GIS data listed above, create an accessible internet-based GIS parcel map application providing the County the ability to perform tasks online via Mango Maps that will include:
 - Property Owner and Assessment Data Searches (**Assessment Information Layer**)
 - Tax amounts and Payments if Exports submitted by local Treasurers (**Tax Information Layer**)
 - Reporting
 - Map Creation and Printing
 - Property Sales and (Land Value Maps if requested)

Assumptions

If during the course of the project or after completion it is found that other services, cost or additional data incorporation is required by Waisanen Assessing & GIS Mapping, I will provide Houghton County with a written estimate of costs prior to the commencement of work if requested @ \$75 per hour. Examples of this data would include:

- End of year parcel splits, combinations or updates.
- Data spatial correction
- Additional requested custom maps or layers from other County Departments

Fees

In accordance with the assumptions and conditions set forth in this letter and the scope of services listed above Houghton County agrees to pay Waisanen Assessing & GIS Mapping for cost of preparing and creating the county wide parcel Map and web hosting the completed maps online using Mango Maps as follows:

Creating a new single County wide GIS map of all parcels in Houghton County with shapefiles obtained from the County Equalization Department. \$1,000

Publish parcel map online via Mango Maps (yearly Fee) \$6,500

Names and Address's updated monthly if BS&A Data Export from the County is available.

Total	\$7,500
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If you accept this proposal, please endorse both copies and return both copies to this office. Payment terms will be a %50 down payment upon acceptance of this proposal and the remaining %50 balance will be billed after the project is completed.

Current Clients/References: Norway City, Crystal Falls, Bates, Mastadon, Stambaugh, Iron River, Felch, Breen, Franklin, Osceola and Quincy Township's

Jim Waisanen
Waisanen Assessing & GIS Mapping

Houghton County

Date

Date

GIS Position – Houghton County Equalization Department

Work Proposal

Emma Shedd

9/27/25

Position Description:

- Until spring, fix parcels in the GIS system to match the land survey descriptions – especially splits + waterfront properties
 - Learn the system as well in that time – possible training from current contractors
 - Could also work on partially or fully automating the system going from parcel descriptions in BS&A to the GIS system (likely automated that requires some degree of manually checking random parcels for accuracy from time to time)
- When new surveys come in in the spring, update GIS layers to match those (and good opportunity to see if automated system works)
- Detailed documentation for methodology – both in updating the GIS layers + in any code involved so that it can be passed down relatively seamlessly

Work Term: early-mid December 2025 to mid-late August 2026, or later depending on my/your timelines + needs

Deliverables:

- Updated GIS layer with fixes in place (before spring)
- New layer with updated parcels in a reasonable timeframe (can discuss) post-receiving updated information
- Partially or fully automated system for translating the land survey data in the BS&A system to the GIS layer, ideally in real-time (and/or being able to edit the GIS layer and have that reflected in BS&A)

Equipment Needed:

- Computer with:
 - 16 - 32 GB RAM (32 is preferable)
 - Dedicated NVIDIA graphics card 4-8 GB RAM
 - 1 TB SSD (internal or external)
 - Intel i7 or i9 or AMD Ryzen 7 or 9 processor
 - Options (most could be purchased out-of-box or refurbished for less):
 - Acer Nitro 5 (i7) (\$800-\$1,000) – Windows 11 Home
 - Acer Swift X 14 (\$1,000-\$1,500) – Windows 11 Home
 - Dell XPS 14-16 (\$1,500-\$2,000) – Windows 11 Pro
 - Lenovo ThinkPad P16 (\$2,000-2,500) – Windows 11 Pro
 - ASUS ROG Zephyrus G14 (\$2,000-\$2,500) – Windows 11 Home
- ArcGIS Pro (or similar – or if cost is prohibitive, could use QGIS)

Work Logistics:

- Generally remote, work from home set-up, flexibility to set my own hours/days
- Come in at least 1x every 1-2 weeks to address land survey questions, provide updates, get feedback, etc. – whatever day works for everyone

Payment Terms:

- Hourly contractor
- Rate: \$30-\$35/hour, flexible
- Two-week pay period
- 20-25 hrs/week
- Willing to set maximum (total) project amount if desired

Overall (approximate) budget:

Item	Cost	Notes
Laptop	~\$1,500	
Upgrade to Windows 11 Pro	~\$400	Cost of upgrade + installation (IT time)
ArcGIS Pro Professional	\$2,200/yr	*or could try QGIS for free
Labor	~\$20,000	@ 20 hrs/week, \$30/hr for 8 months
Total budget:	\$22,000	

PROFESSIONAL SERVICES AGREEMENT

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1. Services.

PROFESSIONAL shall provide CLIENT with the following services ("Services")

A. Beacon Portal Development (Basic)

Development of a publicly accessible (or restricted access if chosen) web-based property information portal featuring land assessment, taxation, CAMA, and digital map data utilizing existing real estate and GIS datasets provided to PROFESSIONAL by CLIENT. This site will include the following:

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 - b. Detailed residential, commercial, and agricultural land and improvements information from CLIENT's CAMA real estate system BS&A
 - c. Property sales history from CLIENT's CAMA real estate system (if available).
 - d. Property sketches (if available and provided by CLIENT in a web-friendly image file format).
 - e. Property photos (if available and provided by CLIENT in a web-friendly image file format).
 - f. Esri compatible vector and raster spatial data from CLIENT's existing GIS data sources.
 - g. Interactive GIS mapping interface including navigation tools such as zoom in, zoom out, dynamic and fixed panning, feature selection and query, interactive overview map, and legend. Also included are map tools to measure distance and area, buffer selected features, zoom to scale, identify features, and map printing to multiple paper sizes.
 - h. Dynamic relationship between parcel reports and an Internet map service. This will allow the user to search for a property and be taken directly to the queried parcel on the map, and alternatively select a parcel on the map and be taken directly to the specific report(s) associated with the parcel.
 - i. Additional features are available to all real estate web site clients, including multiple search criteria, dynamic user help guides, CLIENT contact information, and user feedback forms.
 - j. PROFESSIONAL will provide an automated routine to transfer data from CLIENT's local computer data sources to PROFESSIONAL's servers over a high-speed Internet connection. This automated routine can be scheduled to update data to the website on a regular basis.
 - k. Components INCLUDED in Basic Bundle:
 - a) Core
 - b) Map
 - c) Account Management
 - d) Data Extract Tool
 - e) Comparable Search
 - f) Comp Report Generator
 - g) Property Tax Dollars
 - h) Document Access
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- i) Advertising
- j) Bulk Printing
- k) Mailing Labels
- l) Sales Search Tools
- m) Access to up to 2 forms
- n) 2 tickets to the Schneider Users' Conference

B. Portal Hosting and Maintenance

PROFESSIONAL shall host and maintain of the above-described portal(s) for the term of this Agreement.

PROFESSIONAL's web data server environment is based in a cloud computing service residing in data centers managed by third-party hyper-scale cloud providers. Site improvements and modifications, including functionality enhancements to the core product may be made periodically. If CLIENT is charging fees for use of the system, any and all disputed charges are the responsibility of CLIENT. Certain onsite hardware and software configurations may require additional third-party software (not included in this Statement of Work). Services also include monitoring of PROFESSIONAL's web servers on a twenty-four/seven (24/7) basis; however, because of infrastructure issues beyond the control of PROFESSIONAL's staff, web services are not guaranteed to be available twenty-four) 24 hours per day, seven (7) days per week.

C. Parcel Maintenance

a. Parcel Maintenance / Soil Processing Setup

- i. PROFESSIONAL will coordinate with CLIENT to determine:
 - 1) Cadastral data layer maintenance procedures
 - 2) Cadastral data layer location
 - 3) Necessary attribute requirements
- ii. PROFESSIONAL will create a specific database and user for CLIENT on PROFESSIONAL's system.
 - 1) Setup will require the CLIENT to provide PROFESSIONAL, at the beginning of the project:
 - a) Parcels
 - i) Esri compatible format
 - ii) Polygon structure
 - iii) Covering the entire county
 - iv) Attributes:
 - Parcel Number (required)
 - Legal Acreage / Gross Acreage (required)
 - b) Soils
 - i) Esri compatible format
 - ii) Polygon structure
 - iii) Covering the entire county
 - iv) Attributes:
 - Code (required)
 - v) At the beginning of the project, CLIENT may elect to have PROFESSIONAL download the most recent soils polygon data layer from United States Department of Agriculture (USDA) Web Soil Survey site in an Esri compatible format (shapefile or file geodatabase).

Soil Data

- PROFESSIONAL will verify coordinate system of the layer and reproject to the appropriate CLIENT projection, if necessary.
 - PROFESSIONAL will not modify the features or attributes of this downloaded dataset.
- c) Assessment / Land Cover layer (Optional)
- i) Esri compatible format
 - ii) Polygon structure
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 - iv) Attributes:
 - Type (required)
 - vi) At the beginning of the project, CLIENT may elect to have PROFESSIONAL download the most recent USGS Georgia Landcover (woodland) polygon data layer from United States Geological Survey website in an Esri compatible format (shapefile or file geodatabase).
- Land Cover
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- d) PROFESSIONAL will work with the CLIENT if additional values and parameters are necessary for the specific State.

b. Parcel Maintenance & Soils Processing

- i. PROFESSIONAL will complete up to 200 splits / combinations / modifications per year based on CLIENT requests. Excess splits / combinations / modifications do not carry over past the end of the year. Parcel splits / combinations / modifications in excess of the above listed amount will be completed using available Flex hours (if contracted).
- ii. Parcel data maintenance will be performed on the CLIENT's existing parcel polygon data layer in Esri® shapefile, personal or file geodatabase format.
 - 1) The parcel polygon data layer will be attributed with the parcel number.
- iii. PROFESSIONAL will utilize parcel polygon data maintenance techniques such as, Coordinate Geometry (COGO), splits by aliquant parts, merging, etc. in an Esri® based environment.
- iv. PROFESSIONAL will update ancillary polygon data layers currently available and listed below that are affected by the split / combination.
 - 1) Lot
 - 2) Block
 - 3) Subdivision
 - 4) Corporate boundary
 - 5) Right of way
- v. Existing ancillary data layer attributes would be maintained and populated with the appropriate attributes found on the source documents (i.e. subdivision name, lot numbers) as defined during the Parcel Maintenance Setup.
- vi. Linear and annotation layers are not considered part of this parcel maintenance process. If the CLIENT wishes existing linear or annotation layers to be maintained PROFESSIONAL can provide an additional customized scope.

- vii. PROFESSIONAL will enter all of the splits that occur into the GIS either through a remote connection to the CLIENT's computer or at PROFESSIONAL's office. This will be in support of (but not replacing) the current workflow regarding data entry into your CAMA and TAX systems.
- viii. The CLIENT will provide all documentation (i.e. deeds, surveys, plats, etc.) in either hard copy or digital format for the split / combination and the parent and child parcel number.
- ix. A predefined weekly or bi-weekly schedule would be setup to meet the CLIENT's needs.
- x. PROFESSIONAL will only adjust the features that are affected by the split / combinations that are provided by CLIENT. PROFESSIONAL reserves the right to determine if any data alignment, data quality control, or overall data improvement request would need to be handled as a separate project. PROFESSIONAL would provide a scope and favorable pricing if such services are necessary.
- xi. Upon CLIENT request PROFESSIONAL will provide a copy of the maintained parcel layer once annually to CLIENT's designated state agency.
- xii. PROFESSIONAL will perform Agland™ / soils processing for parcels involved with the split / combination.
- xiii. PROFESSIONAL will provide new soil acreage results via CLIENT's **Beacon** website, once the parcel(s) are processed.

Other Fixed Fee phases of this project may be developed during the course of this agreement. Once the estimates are accepted, an Authorization to Proceed will have to be signed and submitted before work will begin.

2. Payment for Services.

CLIENT shall compensate PROFESSIONAL for the Services as follows:

A. Beacon and Parcel Maintenance

a. One-time setup cost:	\$4,000
Setup items:	
Beacon Basic	\$21,000
Parcel Maintenance	\$3,600
Subtotal:	\$24,600
Discount:	\$20,600
Total:	\$4,000
 b. Annual cost:	 \$21,200
Items:	
Beacon Basic	\$14,000
Parcel Maintenance	\$7,200

B. Payment Schedule:

Year 1	January 1, 2025 – September 30, 2026:	\$19,900
	(Setup: \$4,000, Hosting: \$15,900 - prorated 9 months)	
Year 2	October 1, 2026 – September 30, 2027:	\$22,260
Year 3	October 1, 2027 – September 30, 2028:	\$23,373

C. Project Schedule

a. Portal Development

- i. PROFESSIONAL requires the following information and technical assistance from CLIENT to access data sources defined in the Scope of Services.
 1. Database connection information
 2. Server name or IP address
 3. Database name
 4. User login information for read access
 5. Data dictionary or schema, as available
- ii. Network paths to all file data sources
- iii. Installation of PROFESSIONAL's Remote Support application on a computer with network access to CLIENT's data sources and files.
- iv. All information must be provided by CLIENT to the PROFESSIONAL at least twenty-one (21) days prior to the start of the Initial Hosting Term, defined below, to ensure that all data will be available on the portal at the start of the Initial Hosting Term.

b. Portal Hosting and Maintenance

- i. The Initial Hosting Term shall be defined in the Scope of Service or Payment Schedule above.
- ii. The Initial Hosting Term shall begin at the date above regardless of project delays resulting from CLIENT's failure to provide PROFESSIONAL with information required to access project data sources according to the project schedule. Any project delays on the part of the PROFESSIONAL will result in the initial hosting term starting the first day of the first month following the completion of the portal's development and release from PROFESSIONAL to CLIENT.

Invoicing will be done on an annual basis at the beginning of the term unless otherwise specified.

If the CLIENT cancels the agreement before end of initial multi-year term, any waived discounts and promotional fees will be included in the final invoice.

Balances due thirty (30) days after the due date for non-government clients and sixty (60) days after the due date for government clients shall be assessed an interest rate of 1½% per month (18% per year). CLIENT agrees to pay for any and all costs of collection including, but not limited to interest, lien costs, court costs, expert fees, attorney's fees and other fees or costs involved in or arising out of collecting any unpaid or past due balances, including late fees or penalties. If payment is not received within thirty (30) days of the due date, PROFESSIONAL reserves the right, after giving seven (7) days written notice to CLIENT, to suspend services to CLIENT or to terminate this Agreement.

3 Terms of Service. Each party's rights and responsibilities under this Agreement are conditioned upon and subject to the Terms of Service which can be found at <http://schneiderGIS.com/termsofservice>. By executing this Agreement, CLIENT acknowledges that it has read the above-described Terms of Service and agrees that such Terms of Service are incorporated herein and made a part of this Agreement. PROFESSIONAL reserves the right to update or modify the Terms of Service upon ten (10) days prior notice to CLIENT. Such notice may be provided by PROFESSIONAL to CLIENT by email.

4 Term, Termination and Renewal. The initial term of this Agreement shall be defined in the Scope of Services or Payment Schedule above. If the services provided are for an annual rate and extend for multiple years, PROFESSIONAL will prorate the first year of the agreement to match the fiscal year for the CLIENT, followed by consecutive, twelve (12) month periods. This Agreement shall automatically renew for successive terms which consist of a twelve (12) month period, subject to earlier termination as set forth in this Agreement or upon written notification by either party thirty (30) days prior to the end of a term. If, for any reason, this Agreement is terminated prior to the end of a term, any waived or discounted fees or specified promotional items provided by PROFESSIONAL shall be invoiced by PROFESSIONAL and paid by CLIENT. PROFESSIONAL reserves the right to update the pricing applicable to this Agreement after the initial term for any renewal terms and/or any subsequent terms occurring after the initial term of the Agreement; PROFESSIONAL shall provide prior written notice to CLIENT of any pricing adjustments applicable to any such renewal and/or subsequent terms.

5 Additional Data Hosting. PROFESSIONAL's website hosting services allow for storage of up to ten (10) Gigabytes of data and files to include as content for CLIENT's website hosted in PROFESSIONAL's web data server environment. Additional storage and transfer requirements may be negotiated, at PROFESSIONAL's discretion, if CLIENT decides to add additional content to the website – such as orthophotos, scanned documents, etc.

6 Assignment. PROFESSIONAL has the right to assign or transfer any rights under or interest in this Agreement upon fifteen (15) days' written or electronic notice to CLIENT. Nothing in this Paragraph shall prevent PROFESSIONAL from employing consultants or subcontractors to assist in the performance of the Services.

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Schneider Geospatial, LLC

By: _____

Print: Jeff Corns, GISP

Title: President & CEO

Date: _____

CLIENT:
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By: _____

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By: _____

Print: Jeff Corns, GISP

Title: President & CEO

Date: _____

CLIENT:
Houghton County, MI

By: _____

Print: _____

Title: _____

Date: _____



Outlook

County Transfer Station Parcel

From Jeff Ratcliffe <jeff@kedabiz.com>

Date Thu 10/16/2025 8:55 AM

To Tom Tikkanen <tomt@pasty.net>; Chelsea Rheault <chelsea@houghtoncounty.gov>

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Tom/Chelsea:

I had an inquiry yesterday from a small startup manufacturer that is expanding as to whether the County would consider selling a portion of the back of the property that the transfer station sits on. He and another small growing startup manufacturer are looking for a 5-7 acre site where they can build a couple of 5,000 square foot buildings with room for future expansion, access to a Class A road and power. They would like to stay on the south side of the Portage.

Sincerely,

Jeff Ratcliffe

Executive Director

Keweenaw Economic Development Alliance

P.O. Box 724

Houghton, MI 49931

906-482-6817 office

989-350-1206 cell