



# TUSCOLA COUNTY

## Committee of the Whole

### MEETING AGENDA

**Monday, April 27, 2026 - 8:00 AM**

**H. H. Purdy Building Board Room  
125 W. Lincoln Street, Caro, MI 48723**

***Public may participate in the meeting electronically:***  
***Join by phone:*** (US) +1 929-276-1248 PIN:112 203 398#  
***Join by Hangouts Meeting ID:*** [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Roll Call - Clerk Fetting

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#### **New Business**

1. Road Commission Update on Road Flooding - Brent Dankert, County Highway Engineer
2. May is Motorcycle Awareness Month - Jeremy Bouvrette, ABATE of MI Regional Legislative Officer  
[Resolution 2022-09 Motorcycle Awareness Month](#) 4 - 5
3. Resolution Discussion Affirming Local Health Department to Approve Non-Residential Onsite Wastewater Systems Discharging Less than 1,000 Gallons Per Day Pursuant to Local Sanitary Codes and Under State Law - Amanda Ertman, Health Officer and Jerry White, R.S. Environmental Health Director  
[Model Resolution Local Health Department Authority Under 1000 GPD 3.11.26](#) 6 - 7
4. Health Department Lobby Redesign - Amanda Ertman, Health Officer  
[XREFPLAN-Model](#) 8

#### **Old Business**

1. Economic Development Corporation (EDC) Request for Authorization to Apply and Administer USDOT Safe Streets and Roads for All Grant - Alisha Proctor, EDC Director
2. Medical Examiner Request for Proposal (RFP) - Mike Miller, Interim

Administrator

## Finance/Technology

Committee Leader **Commissioner Bardwell** and Commissioner Koch

### Primary Finance/Technology

1. JAVS Proposal for New Microphones for the People's Building - Mike Miller, Interim Administrator 9 - 11  
[JAVQ-41816 MI Tuscola County Peoples Building SID-90260 8 Lapel Microphones](#)
2. Travel Meal Policy Review - Mike Miller, Interim Administrator 12 - 16  
[Travel-Meal Policy REVISED 4-27-23 Draft 042026](#)

### On-Going and Other Finance

### On-Going and Other Technology

## Building and Grounds

Committee Leader **Commissioner Lutz** and Commissioner Koch

### Primary Building and Grounds

1. Lawn Mowing Service Potential Extension - Mike Miller, Interim Administrator 17  
[2025-M-057 lawn Mowing](#)

### On-Going and Other Building and Grounds

## Personnel

Committee Leader **Commissioner Barrios** and Commissioner Vaughan

### Primary Personnel

1. MIDC New Hire Request for Phillip Fulks to Fill the Vacant MIDC Staff Attorney Position - Geoffrey Stuart, MIDC Administrator 18  
[Letter from Geoffrey Stuart to Commissioners](#)

### On-Going and Other Personnel

## Other Business as Necessary

1. Flag Ceremony on the Courthouse Lawn on July 8, 2026 - Commissioner Nancy Barrios

## Public Comment Period

## Adjournment

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

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At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 28<sup>th</sup> day of April 2022 with the meeting called to order at 8:00 a.m.

Commissioners Present: *Thomas Young, Thomas Bordwell, Kim Vaughan  
Douglas DuRuisel, Dan Shumstau*

Commissioners Absent: *NONE*

The following resolution was offered by Commissioner *Vaughan*, seconded by Commissioner *Young*.

## RESOLUTION 2022-09 PROCLAIMING THE MONTH OF MAY MOTORCYCLE AWARENESS MONTH

**WHEREAS**, the County of Tuscola, has many Citizens who are concerned about Motorcycle Safety while touring, during recreation, and daily transportation; and

**WHEREAS**, the Month of May is the Nationally recognized month motorcycles become more prevalent on our streets; the need to be more aware of their presence is of the utmost urgency; and

**WHEREAS**, due to the Pure Michigan advertising campaign and the modification of the Michigan Helmet Law many out of State riders will be visiting our State and using our roads, and

**WHEREAS**, an overwhelming number of car vs. motorcycle accidents could be avoided with due regard, respect, and awareness of motorcycles on the streets and intersection of this County of Tuscola; and

**WHEREAS**, the inclusion of Motorcycle Awareness provided by ABATE of Michigan as a distinct part of the driver education curriculum and Motorcycle Rider Education programs will help to promote safe driving and motorcycle riding practices, and

**WHEREAS**, it is in the interest of our community and the Citizens of the County of Tuscola to note the increase in the amount of motorcycle traffic as we enter the warm months, to enable the reduction of accidents and injuries involving motorcyclists.

**NOW, THEREFORE, BE IT RESOLVED**, that on this 28<sup>th</sup> Day of April, 2022, the Tuscola County Board of Commissioners hereby Proclaim the Month of May as Motorcycle Awareness Month in the County of Tuscola.

Ayes: *Burnshaw, Young, Vaughan, DeLussel, Bardwell*

Nays: *none*

Absent: *none*

Resolution declared approved dated this 28<sup>th</sup> day of April, 2022.

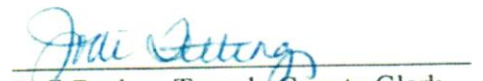
Date *April 28, 2022*



Thomas Bardwell, Chairperson  
Tuscola County Board of  
Commissioners

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at its meeting on April 28, 2022.

Date *April 28, 2022*



Jodi Fetting, Tuscola County Clerk  
Clerk to the Tuscola County Board of  
Commissioners

[NAME OF GOVERNING BODY]

[CITY / TOWNSHIP / COUNTY / DISTRICT]

[COUNTY], MICHIGAN

RESOLUTION NO. [\_\_\_]

**RESOLUTION AFFIRMING LOCAL HEALTH DEPARTMENT AUTHORITY TO APPROVE NON RESIDENTIAL ONSITE WASTEWATER SYSTEMS DISCHARGING LESS THAN 1,000 GALLONS PER DAY PURSUANT TO LOCAL SANITARY CODES AND UNDER STATE LAW**

**WHEREAS**, the protection of public health, groundwater, surface water, and drinking water supplies is a shared responsibility of the State of Michigan and local units of government; and

**WHEREAS**, local health departments are created and empowered under the Michigan Public Health Code, MCL 333.1101 et seq., and are authorized to adopt and enforce sanitary regulations necessary to safeguard the public health within their jurisdictions; and

**WHEREAS**, Mich Admin Code, R 323.2210(a)(i) provides that non-residential sanitary sewage discharges of less than 1,000 gallons per day may occur without a groundwater discharge permit when approved by the local health department in accordance with either the requirements of the local sanitary code or the Michigan Criteria for Subsurface Sewage Disposal; and

**WHEREAS**, the use of the disjunctive term "either...or" in Rule 323.2210(a)(i) establishes two independent and alternative bases for approval of such systems; and

**WHEREAS**, the April 1994 Michigan Criteria for Subsurface Sewage Disposal expressly states that sewage systems treating less than 1,000 gallons per day may be approved in accordance with local health department sanitary codes; and

**WHEREAS**, longstanding regulatory practice and historical state guidance have recognized local health department discretion to approve non residential systems discharging less than 1,000 gallons per day under local sanitary codes; and

**WHEREAS**, recent interpretations asserting that local sanitary codes must be at least as stringent as the Michigan Criteria for Subsurface Sewage Disposal for systems under 1,000 gallons per day are inconsistent with the plain language of Rule 323.2210(a)(i); and

**WHEREAS**, reading additional stringency requirements into Rule 323.2210(a)(i) adds language not adopted through formal rulemaking and conflicts with established principles of statutory and administrative rule construction; and

**WHEREAS**, limiting local discretion for systems discharging less than 1,000 gallons per day undermines local public health authority and may unnecessarily restrict development without demonstrated public health benefit.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The [GOVERNING BODY] affirms that Mich Admin Code, R 323.2210(a)(i), by its plain and unambiguous language, authorizes local health departments to approve non residential onsite wastewater systems discharging less than 1,000 gallons per day pursuant to either the local sanitary code or the Michigan Criteria for Subsurface Sewage Disposal.

2. The [GOVERNING BODY] formally disagrees with any interpretation of state law or administrative rules that eliminates or nullifies the independent authority of local health departments to rely on local sanitary codes for such approvals absent lawful amendment through formal rulemaking.

3. The [GOVERNING BODY] supports continued recognition of local public health expertise and discretion in regulating systems discharging less than 1,000 gallons per day consistent with historical practice and the express language of applicable administrative rules.

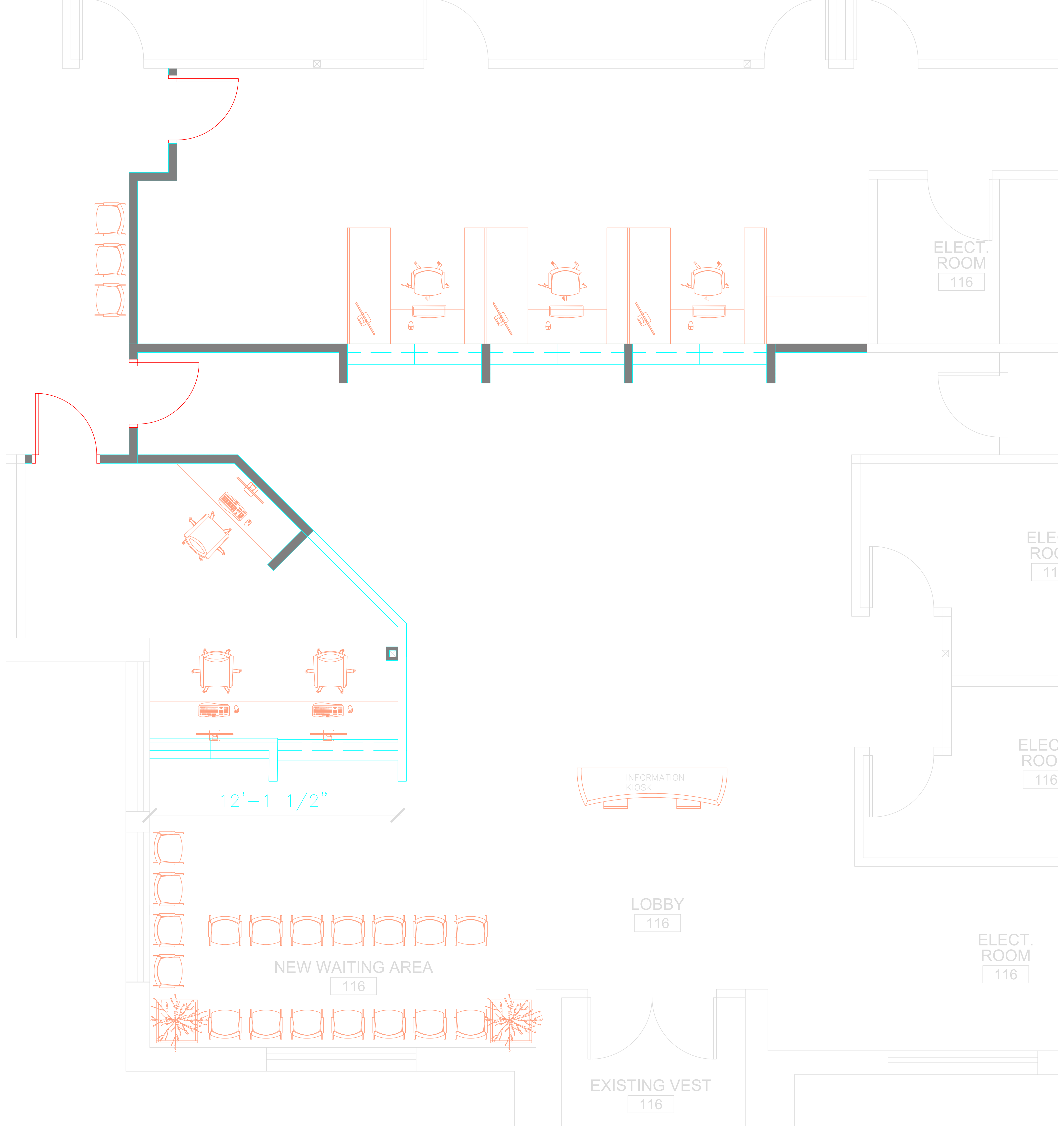
4. The [GOVERNING BODY] urges state agencies to refrain from imposing additional requirements through guidance, contracts, or informal interpretation that have not been adopted through the Administrative Procedures Act.

5. The [GOVERNING BODY] directs that a copy of this Resolution be transmitted to legislators, EGLE, the Michigan Department of Health and Human Services, the Michigan Attorney General, and other appropriate persons or entities.

Adopted by the [GOVERNING BODY] of the [CITY / TOWNSHIP / COUNTY / DISTRICT] on this \_\_ day of \_\_\_\_\_, 2026.

_____	_____
[CHAIR / MAYOR / SUPERVISOR]	[CLERK / SECRETARY]

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ELECT.  
ROOM  
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ELEC  
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ELECT.  
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LOBBY  
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EXISTING VEST  
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NEW WAITING AREA  
116

12'-1 1/2"

INFORMATION  
KIOSK

# PROPOSAL

## JAVQ-41816

### MI Tuscola County Courts SID-90260 8 Lapel Microphones

**80060 MI Tuscola County Courts**

Modified: Apr 21, 2026, 1:18:00 PM  
Quote Valid for 30 Days  
OPP-53933



Presented By:

**Shelly Knopf**

**Justice AV Solutions, Inc**  
13020 Middletown Industrial Blvd  
Louisville, KY 40223 US  
(502) 244-8788  
[www.javs.com](http://www.javs.com)



[www.javs.com](http://www.javs.com)



Justice AV Solutions  
 13020 Middletown Industrial Blvd  
 Louisville KY 40223  
 United States  
 www.JAVS.com  
 Tax ID # 61-0990800

Quote  
 #JAVQ-41816  
 4/21/2026

**Bill To**  
 Eean Lee, Chief Information Officer  
 Tuscola County Courts  
 440 N State Street #1  
 Caro MI 48723  
 United States

**Ship To**  
 Tuscola County Courts  
 Shared Meeting Room  
 440 N State Street  
 Caro MI 48723  
 United States

**TOTAL**  
**\$5,332.96**

Sales Rep	Quote Expiration Date	Opportunity Number	Terms	Prevailing Wage
Shelly Knopf	5/21/2026	OPP-53933	Net 30	Non-Prevailing Wage

**Order Notes**

8 lapel microphones  
 Gooseneck (wireless) for their system  
 Wireless receiver (the 2 they have now only support 8 mics)

(Discount for equipment being removed: replacing the 5 wireless boundary microphones installed- SO-129932)

Item	Qty	Price	Amount
<b>Description</b> Credit for returning existing wireless microphones			
<b>JAV-DISCOUNT</b> Discount for (5) JAV-ATW-T1406 Wireless boundary microphones	5	(\$439.00)	(\$2,195.00)
<b>(1) WIRELESS GOOSENECK MICROPHONE</b>			
<b>JAV-ATW-R1440</b> System 20 PRO Receiver 2.4 GHZ - ATW-R1440 Rack-mount Receiver Chassis with ATW-RU14 Receiver Unit, 2.4 GHz Antenna x4	1	\$659.00	\$659.00
<b>JAV-ATW-T1407</b> System 20 PRO Desk Stand Transmitter Only w/ Internal Lithium-ion Battery	1	\$379.00	\$379.00
<b>JAV-U857Q</b> Cardioid Condenser Quick-Mount Gooseneck Microphone - 14.47" Long	1	\$239.00	\$239.00
<b>JAV-ATW-CHG3AAD</b> Two-Bay Charging Station with AC Adapter (3000 Series)	4	\$269.00	\$1,076.00
<b>JAV-ATW-T1401</b> System 20 PRO Body-Pack Transmitter	8	\$269.00	\$2,152.00
<b>JAV-MT830CW</b> Omnidirectional Condenser Lavalier Microphone	8	\$109.00	\$872.00
<b>JAV-AANIMH-BATT</b> Energizer Rechargeable AA NiMH Batteries - (4) Pack	8	\$21.00	\$168.00
<b>JAV-MPA-PHX</b> Microphone Pre-Amp Adapter with 3-Pos Phoenix connector for adding non-FlexMics to the JAVS Processor	4	\$140.00	\$560.00
<b>JAV-27151N</b> C2G 3ft Cat6 550 MHz Snagless (UTP) Patch Cable - Black	4	\$6.99	\$27.96
<b>Subtotal</b>			<b>\$7,427.96</b>
<b>JAV-Shipping</b> Shipping	1		\$100.00
<b>Labor</b>	7	\$185.00	\$1,295.00



Justice AV Solutions  
13020 Middletown Industrial Blvd  
Louisville KY 40223  
United States  
www.JAVS.com  
Tax ID # 61-0990800

**Quote**  
#JAVQ-41816  
4/21/2026

<b>Subtotal</b>	\$5,332.96
<b>Total Tax (0%)</b>	\$0.00
<b>Total</b>	\$5,332.96

<b>Signature</b>	<b>Date</b>
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**TRAVEL/MEAL POLICY**  
**Revised 4/27/23**  
**Motions 2023-M-098, 2023-M-099, 2023-M-100**

**DRAFT 04/2026**  
**For Discussion Only**

**1. PURPOSE**

The purpose of this policy is to establish guidelines to reimburse Tuscola County officials and employees for travel expenses incurred ~~as a result of~~because of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.

~~The policy shall apply to all officials and employees who by the nature of their assigned responsibilities, or because of special circumstances, are required by the County to use their privately-owned vehicle for travel and/or perform functions at a location other than their normal work location.~~

This policy applies to all employees, appointed department heads, and elected officials. Who to seek the use of a County Pool vehicle, or if one is not available, their personal vehicle to attend training or conference.

**2. POLICY**

2.1 Mileage. Mileage will be paid at the rate established by the Board of Commissioners to those officials and employees required to use their privately owned vehicle in conducting County business. The rate may be updated each year based on the Internal Revenue Service rate. The Board may choose to not increase the rate or fully/partially increase the rate to the IRS rate.

2.1.1 When traveling to out-of-county activities, transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.

2.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:

2.1.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.

2.1.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from

the work location to destination.

2.1.2.3 Under no circumstances is mileage allowed between residence and normal work location.

## TRAVEL/MEAL POLICY

~~2.2 Meals. Effective May 1, 2023 the standard meal rate of \$54.00 per day will be paid except when traveling to these certain metropolitan areas: All of Wayne and Oakland Counties, Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, and Leland. When traveling to these areas the standard meal rate of \$67.50 per day will be paid effective May 1, 2023.~~

~~2.2 Meals. Effective \_\_\_\_\_ the standard meal rate will be \$50.00 total for Breakfast, Lunch and Dinner. Meals cannot be combined.~~

Mealtimes are defined as follows:

~~\_\_\_\_\_ 6:00 a.m. to 10:30 a.m. - \$10 for Breakfast~~

~~10:31 a.m. to 4:00 p.m. - \$15 for Lunch~~

~~4:01 p.m. to 10:00 p.m. - \$ 25.00 for Dinner~~

~~2.2.1 Official travel, which takes the individual outside the boundaries of Tuscola County, during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return. Meal allowances are not cumulative from meal to meal or day to day. The Controller's Office shall publish from time to time the approved rates.~~

~~2.2.1 Payment of the meal is the responsibility of the employee. The department's debit card shall not be used for payment.~~

~~To be eligible for reimbursement, the meal must be out of Tuscola County's boundaries while the employee is traveling for County business and requires an overnight stay.~~

~~Employees who travel and return during a normal business day would not qualify for meal reimbursement.~~

2.2.2 If all three meals (breakfast, lunch, and dinner) are provided by the conference or training session, then the employee is not eligible for a daily meal reimbursement from the County.

Employees shall provide a copy of the conference and or training, documentation showing what meals are provided when requesting reimbursement.

2.2.3 Alcoholic beverages are not eligible for reimbursement from the County.

~~2.2.4 Tips are limited to 20% of the total meal cost.~~

2.2.4 Tips are not reimbursable and are the employee's responsibility.

~~2.2.5 Delivery fees of up to \$10.00 are eligible for reimbursement from the County, where deemed appropriate by the Department Head.~~

2.2.5 Delivery fees are not reimbursable and are the employee's responsibility.

2.2.6 Reimbursement: Employees must submit the original legible itemized receipt, that includes the name of the business, date, time, and items purchased for each meal. Employees must submit a voucher to accounts payable on a voucher form for reimbursement, and the voucher must be signed by the department head.

Reimbursement for meals for non-county employees are not allowed

2.3 Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:

2.3.1 Overnight lodging expenses for County business will only be reimbursed if said event is 60 miles or more from the County complex in Caro, unless prior approval is obtained by the Board of Commissioners. Or the employee must be at the destination before 9 a.m.

~~2.3.2 Reimbursement are limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:~~

The maximum rate of reimbursement shall be \$125 per night. If an employee selects a room with a higher rate of reimbursement, then the difference will be the responsibility of the employee

2.3.2.1 Double accommodation may be utilized when appropriate.

2.3.2.2 If a “double” is shared with a County Official or Employee, each may claim reimbursement for one-half (1/2) of the rate.

### TRAVEL/MEAL POLICY

~~2.3.2.3 If the cost of a “double” is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.~~

If an employee is accompanied by a family member all costs related to their family are the responsibility of the employee.

2.4 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget

2.4.1 A written request for all out-of-state travel must be submitted to the Board of Commissioners for review and approval prior to attending. Out-of-state travel expenses incurred by Juvenile Probation employees to visit a juvenile placed out-of-state will not require prior Board of Commissioner approval; but approval by the Chief Judge and Court Administrator is required.

2.4.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the County Board of Commissioners.

2.4.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head or Elected Official and no overnight stay is required.

2.5 Violation of Policy. If there is any infraction of this policy, reimbursement from the employee will be required.

2.6 Preparation of the Travel Expense Voucher. The County Travel Expense Voucher must be completed within 30 Days after the conclusion of the event. Receipts must be attached to the travel voucher; copies will not be permitted. The receipt should have an itemized breakdown of all purchases at the dining establishments ~~in order to~~ receive reimbursement.



2025-M-055

Motion by Matt Koch, seconded by Thomas Bardwell to approve the appointment of Attorney Kristen Fisher Ruiz as an Attorney Magistrate for the 71B District Court effective March 1, 2025.

Also, to approve the request that the pay for this position be increased from \$5,000.00 to \$7,500.00 annually (\$625 per month). The additional \$1,250.00 to fulfill this calendar year can be satisfied with funds from the visiting judge line-item in the Unified Court Budget. This position will be contractual between the Courts and Ms. Fisher Ruiz.

This appointment is contingent upon approval of the issuance of a Performance Bond by MMRMA. The \$2,500.00 increase is to be funded annually from the visiting judge line-item moving forward.

Yes: Thomas Bardwell and Matt Koch  
No: John Goodchild and Bill Lutz  
Absent: Kim Vaughan

Motion Failed.

### Old Business

1. Bid Opening for Recycling Truck -  
Mike Miller, Buildings and Grounds and Recycling Director, reviewed the bids received and is recommending the bid be awarded to Moore Motors.

2025-M-056

Motion by Bill Lutz, seconded by Matt Koch to award the Request for Proposal (RFP) to Moore Motors in the amount of \$45,479.80 for the purchase of a new 2025 Ford F-250 truck for the Recycling Center. Motion Carried.

2. Bid Opening for Lawn Mowing Services -  
Mike Miller, Buildings and Grounds and Recycling Director, reviewed the bids and is recommending Laser Cut Lawn Care.

2025-M-057

Motion by Bill Lutz, seconded by John Goodchild to award the Request for Proposal (RFP) for the 2025 lawn mowing services to Laser Cut Lawn Care from Unionville in the amount of \$32,200.00 for a 1-year contract. Motion Carried.

3. Parks and Recreation Contract for Park Management -

2025-M-058

Motion by Bill Lutz, seconded by John Goodchild to approve the updated contract for Park Management of Vanderbilt Park removing the \$1,000.00 cap under Section 2, Payment for Services. Effective date of the amendment will be February 27, 2025. All other terms of the contract are to remain the same. Also, all necessary signatures are authorized for this amendment. Motion Carried.

TUSCOLA COUNTY MANAGED ASSIGNED COUNSEL OFFICE  
429 NORTH STATE STREET  
CARO, MICHIGAN 48723  
(989) 672-3799

Geoffrey J. M. Stuart – Administrator

Amy Taylor - Administrative Secretary

April 20, 2026

Tuscola County Board of Commissioners

125 West Lincoln Street Suite 500

Caro, Michigan 48723

Dear Members of the Board of Commissioners,

This Office is requesting permission to hire Philip A. Fulks, for the vacant Staff Attorney Position in the Tuscola County Assigned Counsel Office. Mr. Fulks has been a practicing attorney since 1991, and has extensive experience in criminal defense on levels of representation.

Please find a Resume pertaining to Mr. Fulks as it relates to his professional experience. If you have any concerns or questions, please feel free to contact me at my office.

  
Geoffrey Stuart

Indigent Defense Counsel Administrator