



TUSCOLA COUNTY

Board of Commissioners

BOARD MEETING AGENDA

February 12, 2026 - 8:00 Am

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

Public may participate in the meeting electronically:

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: meet.google.com/mih-jntr-jya

8:00 AM Call to Order - Chairperson Vaughan
Prayer - Commissioner Koch
Pledge of Allegiance - Commissioner Vaughan
Roll Call - Clerk Fetting

Page

Adoption of Agenda

Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes 6 - 12
[Board of Commissioners - 29 Jan 2026 - Minutes - Pdf](#)

Brief Public Comment Period for Agenda Items Only

Consent Agenda

- [Committee of the Whole - 09 Feb 2026 - Minutes - Pdf](#) 13 - 15
1. 2026 Seasonal Employees Hire Request - Larry Zapfe, Mosquito Abatement Director 16
[2026 Seasonal Employees](#)
 2. Mosquito Abatement Purchase Requests - Larry Zapfe, Mosquito Abatement Director 17
[Mosquito Purchase Request](#)
 3. Medical Care Community Funds Transfer Request - Erica Dibble - Controller/Administrator 18 - 64

Medical Care Community Request to Transfer Funds

New Business

1. Resolution 2026-01 Honoring Ted C. Hull - Kim Vaughan, Board Chair 65 - 66
[Proposed 2026-01 Resolution Honoring Ted C. Hull](#)
2. Brownfield Redevelopment Authority Review - Jim Tussey, EDC Chair
3. Filling of Vacant Court Records Clerk II Position in the County Clerk's Office - Jodi Fetting, County Clerk
4. Advertise Vacancy on the Planning Commission - Jodi Fetting, County Clerk
5. Parks and Recreation Commission Appointment - Jodi Fetting, County Clerk
6. Land Bank Authority Appointment - Jodi Fetting, County Clerk
7. 10:00 AM - Closed Session to be Held Under Section 8(1)(c) for Strategy and Negotiation Sessions Connected with the Negotiation of a Collective Bargaining Agreement.
8. Annual Vanderbilt Park Host Review - Erica Dibble, 67 - 68
Controller/Administrator
[Contract for Park Management for Vanderbilt Park](#)

Old Business

1. Stepping Up Resolution for Mental Health at the Jail - Brittney Davis, 69 - 71
Project Coordinator for the Center for Behavioral Health
[Proposed 2026-02 Stepping Up Initiative Resolution](#)
2. Request to Promote Vicki Crumby to a Full-Time Vacant Position and Hire a Vacant Part-Time Person - Marianne Brandt, Register of Deeds
3. Update on Safety Measures at 6 Dangerous Intersections - Erica Dibble, Controller/Administrator
4. Controller/Administrator Discussion - Erica Dibble, 72 - 84
Controller/Administrator
[Options for Controller Administrator's Office Structure](#)
[Controller Administrator Job Description - Current](#)
[DRAFT CONTROLLER](#)
[DRAFT ADMINISTRATOR](#)

Correspondence/Resolutions

1. Kankaska County Resolution 2026-03 85 - 86

2. St. Joseph County Resolution 01-2026
[Resolution 01-2026 Battery Storage Facilities](#)

87 - 88

Commissioner Liaison Committee Reports

Koch

Dispatch Authority Board
Genesee Shiawassee Thumb Works
Jail Planning Committee
MI Renewable Energy Coalition (MREC)
Recycling Advisory
Local Units of Government

Barrios

County Road Commission Liaison
Great Start Collaborative
Human Services Collaborative Council (HSCC)
MAC Agricultural/Tourism Committee
Parks and Recreation Commission
Saginaw Bay Coastal Initiative
Local Units of Government Activity Report

Bardwell

Behavioral Health Systems Board
Caro DDA/TIFA
Economic Development Corp/Brownfield Redevelopment
MAC 7th District
MAC Workers Comp Board
MAC Finance Committee
NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

Vaughan

Board of Health
County Planning Commission
Economic Development Corp/Brownfield Redevelopment
MAC Environmental Regulatory
Mid-Michigan Mosquito Control Advisory Committee
NACo-Energy, Environment & Land Use
Parks and Recreation Commission
Tuscola County Fair Board Liaison
Local Units of Government Activity Report

Lutz

Board of Health
Community Corrections Advisory Board
Department of Human Services/Medical Care Facility Liaison
Genesee Shiawassee Thumb Works
Human Development Commission Board of Directors Liaison
Jail Planning Committee
Local Emergency Planning Committee (LEPC)
MAC Judiciary Committee
MEMS All Hazard
Multi-County Recycling Committee
Local Units of Government Activity Report

Other Business as Necessary**Extended Public Comment****Adjournment**

Note: If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two (2) days in advance of the meeting.



MINUTES

Board of Commissioners

Meeting

8:00 AM - Thursday, January 29, 2026

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

Commissioner Bardwell called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln Street, Caro, MI 48723, on Thursday, January 29, 2026, to order at 8:00 AM local time.

Prayer - Commissioner Lutz

Pledge of Allegiance - Commissioner Koch

Roll Call - Deputy Clerk Tanya Pisha

Commissioners Present In-Person: Nancy Barrios, Thomas Bardwell, Bill Lutz, Matt Koch

Commissioners Absent: Kim Vaughan

Others Present In-Person: Tanya Pisha, Eean Lee, Erica Dibble, Steve Anderson, Billy Putman, Jen Putman, Abigail Putman, Isabella Putman, Tyler Ray, Karly Creguer, Cody Horton, Shelly Lutz, Connie Keinath

Also Present Virtual: Tracy Violet, Clerk Jodi Fetting, Jeff LeValley, Debbie Babich, Mitch Davies, Angie House, Amanda Ertman, Jamie LeValley, Cody Horton, Chad Tumblin, Treasurer Ashley Bennett, Bonnie Fackler, Commissioner Kim Vaughan, Dan Lisowski, Kyle Nordstrom, Shelly Lutz, Stephanie DuSute, Steve Root, Connie Keinath, Sherry Billot, Laura Boyke-Hawes, Larry Zapfe, Sheriff Ryan Robinson, Shannon Beach, Cindy Hughes, Amy Prill, Alecia Little, Ashley Gaudett, Kandi Teddy, Linda Strasz, Register Marianne Brandt, Sally Minehart, Shannon Nelson, Katie Robinson, Barry Lapp, Krystaria Skakle, Mark Ransford, Angie Daniels, Echo Torrez, Estee Bitzer, Kristi Phipps, Suzy Rockwell, Tom McLane, Scienna Nieschulz, Matthew Sexton

At 8:05 a.m., there were a total of 30 participants attending the meeting virtually.

Adoption of Agenda

1. Adoption of Agenda -

2026-M-015

Motion by Matt Koch, seconded by Bill Lutz to adopt the agenda as amended. Motion Carried.

Action on Previous Meeting Minutes

1. Action on Previous Meeting Minutes -

2026-M-016

Motion by Matt Koch, seconded by Bill Lutz to adopt the meeting minutes from the January 15, 2026 Regular meeting. Motion Carried.

Brief Public Comment Period for Agenda Items Only

None

Consent Agenda

2026-M-017

Motion by Bill Lutz, seconded by Nancy Barrios that the Consent Agenda Minutes and Consent Agenda Items from the January 26, 2026 Committee of the Whole meeting be adopted. Motion Carried.

CONSENT AGENDA

1. Tuscola County Behavioral Health System (TBHS) Board Appointment -
Move to appoint Steve Zissler to the Tuscola County Behavioral Health System (TBHS) Board of Directors for a partial-term expiring March 31, 2026 and for the appointment to continue as a full-term appointment effective April 1, 2026 expiring March 31, 2029.
2. Staffing Discussion at Central Dispatch -
Move to proceed with the recruiting process for the supervisor position at Central Dispatch.

New Business

1. Animal Control Request to Hire Lisa Louk -
Tyler Ray, Animal Control Director, requested to hire Lisa Louk at Step One once successfully completing the background check and drug screen. Effective hire date of February 9, 2026.

2026-M-018

Motion by Bill Lutz, seconded by Matt Koch to approve, per the recommendation of Animal Control Director Tyler Ray, the hiring of Lisa Louk to fill the vacant part-time Animal Control Kennel Assistant position at Step 1 rate of pay of \$16.92 per hour pending favorable physical, drug screen and background check. Tentative start date on or around February 9, 2026. Motion Carried.

2. Leidos Maintenance Support Agreement Contract Quote No. Q-24871 - Steve Anderson, Emergency Services Coordinator/Interim 911 Dispatch Co-Director, reviewed the standard annual maintenance agreement contract quote for Court Security.

2026-M-019

Motion by Bill Lutz, seconded by Nancy Barrios to approve Leidos Maintenance Support Agreement Contract Quote No. Q-24871 per the recommendation from Steve Anderson, Emergency Services Coordinator/Interim 911 Dispatch Co-Director, in the amount of \$8,200.00 for the period of March 25, 2026 thru March 24, 2027 from line-item 101-303-932-000 Courthouse Security and authorize all signatures as necessary. Motion Carried.

Old Business

1. Jail Door Request -

2026-M-020

Motion by Nancy Barrios, seconded by Bill Lutz to approve the quote for replacing door #5 for the exercise yard and as an emergency exit door at the Jail from Pauly Jail Building Company, proposal #0119261148 in the amount of \$39,935.00. Project is to be paid from the Jail Capital Improvement Fund 288. All budget amendments are authorized. Motion Carried.

2. Amendment to the 2026 Extension Services Agreement with Michigan State University Extension -

2026-M-021

Motion by Matt Koch, seconded by Bill Lutz to approve Amendment number one (1) of the Agreement for Extension Services provided by Michigan State University, in the amount of \$77,572.00 to be paid from MSU Millage Fund 279; for the purpose of hiring new program educators and assistants per the recommendation from Karly Creguer, District 10 Director MSU Extension. All budget amendments are authorized. Motion Carried.

3. Medical Examiner Provider Discussion -

Erica Dibble, Controller/Administrator, provided the current Independent Provider Agreement between Tuscola County and Provider, William Morrone. The current agreement has expired, Erica Dibble, Controller/Administrator, will get an updated proposal from Provider, William Morrone and bring back to the Board.

2026-M-022

Motion by Bill Lutz, seconded by Matt Koch to approve Erica Dibble, Controller/Administrator to begin the Request for Proposal (RFP) process for Medical Examiner services. Approval to work with the Sheriff, Emergency Manager and any other relevant departments to determine scope of services needed and approval to advertise as required by our purchasing policy. Motion Carried.

4. Road Commission Ballot Language -

Erica Dibble, Controller/Administrator, reported there is no update with the request to move forward with new potential ballot language.

2026-M-023

Motion by Matt Koch, seconded by Bill Lutz

As Amended:

to approve Erica Dibble, Controller/Administrator, to work with the County's attorney on potential ballot language to disband the Road Commissioner's Board and to put the Road Commission under the Tuscola County Board of Commissioners with the ballot proposal planned to be presented to the voters on the August 2026 ballot. Motion Carried.

2026-M-024

Motion by Matt Koch, seconded by Bill Lutz

Amendment#1:

to approve Erica Dibble, Controller/Administrator, to work with the County's attorney on potential ballot language to disband ~~for transitioning~~ the Road Commissioner's Board ~~to non-elected members~~ with the ballot proposal planned to be presented to the voters on the August 2026 ballot. Motion Carried.

2026-M-025

Motion by Matt Koch, seconded by Bill Lutz

Amendment #2:

to approve Erica Dibble, Controller/Administrator, to work with the County's attorney on potential ballot language to disband ~~for transitioning~~ the Road Commissioner's Board and to put the Road Commission under the Tuscola County Board of Commissioners ~~to non-elected members~~ with the ballot proposal planned to be presented to the voters on the August 2026 ballot. Motion Carried.

5. Animal Control ProMaster Van a Total Loss -

Tyler Ray, Animal Control Director, reviewed the assessment appraisal for the ProMaster Cargo Van, which is deemed a total loss. A total payout of \$17,200.00 that would go toward a replacement vehicle.

2026-M-026

Motion by Bill Lutz, seconded by Nancy Barrios to authorize the Controller/Administrator's Office to surrender ownership of the Animal Control van - a 2019 Promaster Cargo Van 1500 (Vin ending 7705) - which has been deemed a total loss by the insurance carrier, claim number 2503794. The County agrees to release the vehicle to the insurance company for salvage removal, with a total settlement amount of \$17,200.00, and to remove the County license plate and any County-owned property prior to pick up. All budget amendments related to the settlement amount are authorized. Motion Carried.

6. Controller/Administrator Position (matter added) -

Commissioners discussed the hiring of a Controller/Administrator. Matter to be placed on upcoming meeting for further discussion.

7. Letter Received from the Road Commission (matter added) -

2026-M-027

Motion by Matt Koch, seconded by Bill Lutz to authorize Erica Dibble, Controller/Administrator, to contact County legal counsel in regards to a recent letter received from the Road Commission. Motion Carried.

Correspondence/Resolutions

1. Iron County Resolution
2. Washtenaw County Resolution 26-012
3. Washtenaw County Resolution 26-013

Commissioner Liaison Committee Reports

Lutz

No Report

Board of Health

Community Corrections Advisory Board

Department of Human Services/Medical Care Facility Liaison

Genesee Shiawassee Thumb Works

Human Development Commission Board of Directors Liaison

Jail Planning Committee

Local Emergency Planning Committee (LEPC)

MAC Judiciary Committee

MEMS All Hazard

Multi-County Recycling Committee

Local Units of Government Activity Report

Barrios

County Road Commission Liaison

Updated that the Road Commission has new agenda out.

Great Start Collaborative

Barrios has attended a recent meeting.

Human Services Collaborative Council (HSCC)

MAC Agricultural/Tourism Committee

Barrios will be attending upcoming meeting.

Parks and Recreation Commission

Saginaw Bay Coastal Initiative

Local Units of Government Activity Report

Informed that the Amish have a directory which includes maps, locations, along with business in the guide.

Bardwell

Behavioral Health Systems Board

Caro DDA/TIFA

Economic Development Corp/Brownfield Redevelopment
Called a special meeting that was January 27, 2026.

MAC 7th District

A recent meeting was held.

MAC Workers Comp Board

MAC Finance Committee

NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

Vaughan

Absent

Board of Health

County Planning Commission

Economic Development Corp/Brownfield Redevelopment

MAC Environmental Regulatory

Mid-Michigan Mosquito Control Advisory Committee

NACo-Energy, Environment & Land Use

Parks and Recreation Commission

Tuscola County Fair Board Liaison

Local Units of Government Activity Report

Koch

No Report

Dispatch Authority Board

Genesee Shiawassee Thumb Works

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Recycling Advisory
Local Units of Government

Other Business as Necessary

Commissioner Barwell expressed his concerns regarding the different scams that are happening in the County.

Extended Public Comment

None

Adjournment

2026-M-028

Motion by Bill Lutz, seconded by Nancy Barrios to adjourn the meeting at 9:30 a.m.
Motion Carried.

Tanya Pisha
Tuscola County
Deputy Clerk



MINUTES

Committee of the Whole Meeting

8:00 AM - Monday, February 9, 2026

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

Commissioner Bardwell called the regular meeting of the Committee of the Whole of the County of Tuscola, Michigan, held at the H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723, on Monday, February 9, 2026, to order at 8:00 AM local time.

Roll Call - Clerk Fetting

Commissioners Present In-Person: Nancy Barrios, Thomas Bardwell, Bill Lutz, Matt Koch

Commissioners Absent: Kim Vaughan

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Erica Dibble, Steve Anderson, Mike Miller, Sheriff Ryan Robinson, Briar Berss, Gregg Campbell, Laura Boyke-Hawes, Register Marianne Brandt, Carrie Tabar, Dan Lisowski, Connie Keinath, Larry Zapfe

Also Present Virtual: Tracy Violet, Steve Root, Brandon Bertram, Debbie Babich, Angie House, Jeff LeValley, Katie Robinson, Echo Torrez, Amanda Ertman, Cindy McKinney-Volz, Chad Tumblin, Bonnie Fackler, Brent Dankert, Jamie LeValley, Josh Herman, Shelly Lutz, Tom McLane, Shannon Nelson, Tanya Pisha, Cody Horton, Linda Strasz, Kandi Teddy, John Boggs, Shannon Beach, Sherry Billot, Stacey Wilcox, Suzy Smith, Alisha Proctor, Barry Lapp, Matthew Sexton, Ashley Gaudett, Pat Dennis, Mary Drier, Register Marianne Brandt, Jim Matuszak, Treasurer Ashley Bennett, Tyler Ray, Billy Putman, Debbie Engelhardt, Dan Lisowski, Tricia Sharp

At 8:07 a.m., there were a total of 25 participants attending the meeting virtually.

New Business

1. Stepping Up Resolution for Mental Health at the Jail - Mikayla Williams and Brittney Davis, Project Coordinators for the Center for Behavioral Health, reviewed the program details and presented a proposed resolution for adoption by the Board in order to participate in the program. Matter to be placed on Thursday's agenda.

2. Request to Promote Vicki Crumby to a Full-Time Vacant Position and Hire a Vacant Part-Time Person -
Marianne Brandt, Register of Deeds, presented the request for staffing changes due to the retirement of long-time employee Mary Montgomery. Matter to be placed on Thursday's agenda.
3. 2026 Seasonal Employees Hire Request -
Larry Zapfe, Mosquito Abatement Director, presented the proposed seasonal employees for the Mosquito Abatement Department. Matters to be placed on the Consent Agenda.
4. Mosquito Abatement Purchase Request -
Larry Zapfe, Mosquito Abatement Director, presented the three requests to purchase materials and equipment needed for the upcoming season. Matter to be placed on the Consent Agenda.
5. Medical Care Community Funds Transfer Request -
Erica Dibble, Controller/Administrator, presented the request received from the Tuscola County Medical Care Facility (MCF) for millage funds transfer. Matter to be placed on the Consent Agenda.
6. 2025 Financial Update -
Connie Keinath, Chief Accountant, provided an overview of the 2025 year-end processes and the projected use of fund balance for 2025. The Universal Chart of Accounts transition is a 10 Phase process and Tuscola County is currently in Phase 1.

Commissioner Bardwell would like the fund balance broken out by restricted funds and non-restricted funds.

Controller/Administrator Dibble explained that the \$1.9 million deficit from the 1st draft 2026 budget was rectified by Department Revenue and Expenses adjustments as well as line-item corrections that were identified.

Controller/Administrator Dibble stated that better preliminary 2025 budget numbers will be available after the February 28, 2026 deadline to accrue numbers back to 2025. This preliminary projection will be provided to the Board in early March 2026. These numbers will be subject to adjustments based on the audit that is underway.

Commissioner Koch would like a Finance Committee meeting to be scheduled in order to review the preliminary 2025 budget reports.

Old Business

None

Finance/Technology

Primary Finance/Technology

None

On-Going and Other Finance

None

On-Going and Other Technology

None

Building and Grounds

Primary Building and Grounds

None

On-Going and Other Building and Grounds

None

Personnel

Primary Personnel

None

Other Business as Necessary

None

Public Comment Period

-Briar Bearss introduced himself to the Board as he is running for the 97th District House of Representative seat in 2026.

On-Going and Other Personnel

None

Adjournment

Motion by Matt Koch, seconded by Bill Lutz to adjourn the meeting at 9:15 a.m.
Motion Carried.

Jodi Fetting
Tuscola County Clerk, MCCO



TUSCOLA COUNTY MOSQUITO ABATEMENT

1500 Press Drive
Caro, Michigan 48723-9291
989-672-3748 Phone ~ 989-672-3724 Fax
Larry Zapfe, Director

To: Tuscola County Board of Commissioners and County
Controller/Administrator Erica Dibble

From: Larry Zapfe, Director

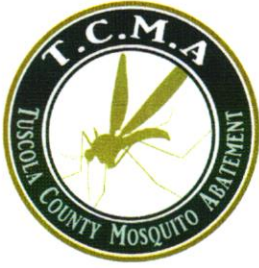
Date: February 9, 2026

Re: Respectfully, request to hire the following seasonal employees for the 2026
mosquito season, pending the results of a background check and physical.

- | | |
|------------------|----------------------|
| 1. Mike Sherman | 12. Rick Domenick |
| 2. Kirk Bauer | 13. Rod Reid |
| 3. Rodney Spiers | 14. Jason Hall |
| 4. Dennis Haley | 15. Richard Myer |
| 5. Joe Benjamin | 16. Chance Snyder |
| 6. Ron Turner | 17. Dan Sochocki |
| 7. John Adamczyk | 18. Jessica Dopp |
| 8. Lee Garnsey | 19. Katie Knap |
| 9. Richard Letts | 20. Mike Putnam |
| 10. Mike Emery | 21. Larry Langenburg |
| 11. Brandy Wynn | |

Thank you for your time and consideration.

Larry Zapfe, Director



TUSCOLA COUNTY MOSQUITO ABATEMENT

To: Tuscola County Board of Commissioners and County
Controller/Administrator Erica Dibble

From: Larry Zapfe, Director

Date: February 9, 2026

Re: Request to purchase mosquito control products for the upcoming 2026
season and 2 new ULV truck foggers.

- Respectfully, request to purchase 6,325 gallons of Kontrol 4-4 adulticiding material from Veseries Inc. at a cost of \$22.69 a gallon. Total cost \$143,514.25.
- Respectfully, request to purchase 12,800 lb. of BTI larviciding material from Valent BioScience LLC at a contracted cost of \$1.286 per pound. Total cost \$16,460.80.
- Respectfully, request to purchase 2 new ULV truck foggers from Clarke Inc. to replace 2 older worn-out units. Total cost \$37,948.00

All the above requested purchases were anticipated, budgeted for and would be removed from the 2026 Mosquito Abatement Budget.

Thank you for your time and consideration.

Larry Zapfe, Director

Tuscola County Medical Care Community

Your Care Partner in Skilled Nursing and Rehabilitation Therapy

1285 CLEAVER ROAD ♦ CARO, MICHIGAN 48723
PHONE (989) 673-4117 ♦ FAX (989) 673-6665

Executive Management

Robert C. Rabideau, RN, NHA – Chief Executive Officer
Maggie Root, CHC – Chief Financial Officer
Mandy Palmer, RN – Chief Nursing Officer
Arshad Aqil, M.D. – Certified Medical Director



Tuscola County Department of Health & Human Services and
Tuscola County Medical Care Facility
Board of Directors

Alissa Boulton - Chairperson
Cheryl Dewald – Vice Chair
Sue Morris - Member

February 3, 2026

Mrs. Erica Dibble, Chief Accountant
Tuscola County Board of Commissioners
125 W. Lincoln Street
Caro, MI 48723

RE: Funds Transfer Request for various Capital Projects

Dear Mrs. Dibble:

This letter is to request a Transfer of Funds **from Millage Fund 298-000-001-000 to General Fund Account 291-000-001-000** for several capital improvements completed by TCMCC:

- | | |
|---|--------------|
| 1. Phone System Upgrade – Balance on Completion | \$68,034.84 |
| Vendor: Fusion I.T. LLC | |
| 2. Replace Kitchen Rooftop HVAC Unit | \$149,650.00 |
| Vendor: John E. Green | |

The total amount of this request is \$217,684.84. Thank you for your assistance.

Sincerely,

Robert C. Rabideau

Robert Cody Rabideau, RN, BSN, MSHAL, NHA, CEO

Cc: Ashley Bennett, Tuscola County Treasurer

Millennia Technologies, LLC
 4380 Brockton Dr SE
 Suite 1
 Grand Rapids, MI 49512
 (616) 828-5360

Down Payment



Bill To:
Tuscola County Medical Care Facility Attn: Marie Hornbacher 1285 Cleaver Rd Caro, MI 48723-9241 United States

Date	INVOICE
12/31/2025	2521754
Account	C-006601

Terms	Due Date	Customer PO#	Reference
Net 30	01/30/2026	1817414-20250919	
Mitel MiVB Support Agreement 3YR - Final Amount from Projects - MiVoice Business Migration			

Other Charges	Amount
Billable Other Charges	
3YR Support Level Agreement	\$45,987.69
Downpayment Invoice	
For your convenience, ACH and credit card payments are now available or please checks payable to: Millennia Technologies, LLC For all billing questions or concerns, please contact our finance office within 48 hours to better serve you. Phone: 616-828-5360 Email: finance@fusion-it.net	Invoice Subtotal: \$45,987.69
	Sales Tax: \$0.00
	Invoice Total: \$45,987.69
	Payments: \$0.00
	Credits: \$0.00
	Balance Due: \$45,987.69

For all billing questions or concerns, please contact our finance office within 48 hours to better serve you.
 P: 616-828-5360
 E: finance@mtvoip.com

PO: 5183130
 Cmt: Phone Upgrade
 00-12951

RECEIVED
 JAN 07 2026

POSTED
 1.14.26

Millennia Technologies, LLC
4380 Brockton Dr SE
Suite 1
Grand Rapids, MI 49512
(616) 828-5360



INVOICE

Date	INVOICE
12/31/2025	2523563
Account	
C-006601	

Bill To:
Tuscola County Medical Care Facility Attn: Alex Weeks 1285 Cleaver Rd Caro, MI 48723-9241 United States

Ship To
Tuscola County Medical Care Facility Attn: Alex Weeks 1285 Cleaver Rd Caro, MI 48723-9241 United States

Terms	Due Date	PO Number	Reference
Net 30	01/30/2026	1817414-20250919	
Final invoice for Approved Migration to MiVoice Business (Virtual Only) Quote #MTVP006798 Version 1			

Project Name	Projects - MiVoice Business Migration - CWC7317		
Billing Type	Standard		
Original Downpayment	\$57,672.77		
Amount	\$42,256.00		
Contact Name	Alex Weeks		
Products & Other Charges	Quantity	Price	Amount
<u>Billable Products & Other Charges</u>			
Grandstream powerful 8-port VoIP gateway with 8 FXS ports and an integrated Gigabit NAT router. Built for users looking for a strong analog-to-VoIP converter Serial Number(s): 35706DDA57, 35706DFC0B	2.00	\$159.69	\$319.38
Powerful 4 Port FXS Gateway with Gigabit NAT Router Serial Number(s): 35704A47B6, 35704AC8E3	2.00	\$140.00	\$280.00
Fixed Fee			\$42,256.00
<u>Agreement: Trouble Free VoIP - Bronze - 2025 12Mo</u>			
NPUM Record A Call	1.00	\$0.00	\$0.00
SIP TRUNKING CHANNEL PROXY	30.00	\$17.32	\$519.60
MiVoice Border Gateway Virtual	1.00	\$87.50	\$87.50
MiCollab Virtual Appliance	1.00	\$367.50	\$367.50
UCCv4.0 Entry User for MiVoice Bus x1	72.00	\$82.25	\$5,922.00
UCCv4.0 STND User for MiVoice Bus x1	1.00	\$119.00	\$119.00
AG4124 Universal (w/o AC cord) Serial Number(s): DA44121415900191	1.00	\$629.80	\$629.80
AG4172 Universal (w/o AC cord) Serial Number(s): DA45032724850117, DA45032724850118	2.00	\$1,805.65	\$3,611.30
AG4124 Installation Kit	3.00	\$20.10	\$60.30
MiVB Ent Virtual Hosp s/w bundle	1.00	\$2,512.50	\$2,512.50

MiVoice Business License -IDS Connection	1.00	\$904.50	\$904.50
MiVB Hospitality Voice Mailbox	20.00	\$5.69	\$113.80
MiVoice Bus Hosp Reg Single Line Ext	140.00	\$21.10	\$2,954.00
PWR CRD C13 10A 125V - NA Plug	3.00	\$10.07	\$30.21
6910 IP Phone Serial Number(s): 3DLWN2530A04246, 3DLWN2530A0424C, 3DLWN2530A0428B, 3DLWN2530A042ET, 3DLWN2530A042MA, 3DLWN2530A042RS, 3DLWN2530A042TR, 3DLWN2530A042UE, 3DLWN2530A042UG, 3DLWN2530A042UP, 3DLWN2530A042UU, 3DLWN2530A042UV, 3DLWN2530A042V2, 3DLWN2530A042VS, 3DLWN2530A042VY, 3DLWN2530A042W1, 3DLWN2530A042W8, 3DLWN2530A042WB, 3DLWN2530A042WK, 3DLWN2530A042WP, 3DLWN2530A042WZ, 3DLWN2530A042X3, 3DLWN2530A042X6, 3DLWN2530A042XD, 3DLWN2530A042XE, 3DLWN2530A042XL, 3DLWN2530A042XP, 3DLWN2530A042XU, 3DLWN2530A042XW, 3DLWN2530A042XY, 3DLWN2530A042Y8, 3DLWN2530A042Y9, 3DLWN2530A042YE, 3DLWN2530A042YL, 3DLWN2530A042Z4, 3DLWN2530A042ZB, 3DLWN2530A042ZM, 3DLWN2530A0430G, 3DLWN2530A0430L	39.00	\$140.40	\$5,475.60
6970 IP Conference Phone Serial Number(s): 3BUFW2438A361GP, 3BUFW2438A361GZ	2.00	\$375.20	\$750.40
6800/6900 Wall Mount	10.00	\$33.15	\$331.50
6920w IP Phone Serial Number(s): 3MJWN2502C030GW, 3MJWN2502C030M4, 3MJWN2502C030N0, 3MJWN2502C030PA, 3MJWN2502C030PC, 3MJWN2502C030PM, 3MJWN2502C030XK, 3MJWN2502C030XR, 3MJWN2502C030XZ, 3MJWN2502C030YL, 3MJWN2502C030ZD, 3MJWN2502C030ZR, 3MJWN2502C03111, 3MJWN2502C0311C, 3MJWN2502C0311D, 3MJWN2502C0311G, 3MJWN2502C0311J, 3MJWN2502C0311R, 3MJWN2502C0311T, 3MJWN2502C0311U, 3MJWN2502C0311W, 3MJWN2502C0311Y, 3MJWN2502C0311Z, 3MJWN2502C0312H, 3MJWN2502C0312J, 3MJWN2502C0312L, 3MJWN2502C0312M, 3MJWN2502C0312Z, 3MJWN2502C03131, 3MJWN2502C03135, 3MJWN2502C03136, 3MJWN2502C03137, 3MJWN2502C0313E, 3MJWN2502C0313K, 3MJWN2502C03140, 3MJWN2502C03142, 3MJWN2502C0314A, 3MJWN2502C0314H, 3MJWN2502C0314L, 3MJWN2502C0314M, 3MJWN2502C0315T, 3MJWN2502C0316H, 3MJWN2502C03171, 3MJWN2502C03172, 3MJWN2502C03175, 3MJWN2502C0317G, 3MJWN2502C0317W, 3MJWN2502C0317X, 3MJWN2502C03184, 3MJWN2502C03189, 3MJWN2502C031A8, 3MJWN2502C031AZ	52.00	\$162.00	\$8,424.00
Viking Electronics FXO/FXS/Telecom Smart Paging Interface - Wall Mountable for Paging System, Telephone	1.00	\$200.70	\$200.70
50 Pin Telco / Amphenol Low Profile Gender Changer - Male to Male	7.00	\$24.53	\$171.71
Grandstream VoIP Gateway - 2 x RJ-45 - 1 x FXS - 1 x FXO - Fast Ethernet Serial Number(s): 357014C3E9	1.00	\$85.24	\$85.24
Professional Services - Provided by Millennia Technologies - 5 Years - Phone Warranty	1.00	\$2,737.81	\$2,737.81
Shipping	1.00	\$855.57	\$855.57
Total Products & Other Charges:			\$79,719.92
Adjustments			
Covered by Downpayment			(\$57,672.77)
Remaining Balance: \$0.00			
Total Adjustments:			(\$57,672.77)

<p>Make checks payable to Millennia Technologies, LLC Please contact us if you would like to setup automatic credit card payment.</p>	Invoice Subtotal:	\$22,047.15
	Sales Tax:	\$0.00
	Invoice Total:	\$22,047.15
	Payments:	\$0.00
	Credits:	\$0.00
	Balance Due:	\$22,047.15

For all billing questions or concerns, please contact our finance office within 48 hours to better serve you.
P: 616-828-5360
E: finance@mtvoip.com

PO: 5183130
Cmt: Phone Upgrade
00-12951

Invoice Time Detail

Invoice Number: 2523563
Company: Tuscola County Medical Care Facility

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317CompletionFirst
Week Follow Up Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
01/02/2026	Sharrow, Kirk		Project Phase: Completion Project Activity: First Week Follow Up Reviewed Punch list items and current issues / requests MS Teams integration - Attempted to finish integration - MS Teams to CloudLink presence is where we are at in the process - need to review steps and create SoP as the presence from MS teams to CloudLink is failing initial connectivity with UPN (User principal name)	2.00	197.00	\$394.00

Subtotal: \$394.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Cutover & PortingCutover (Remote & Onsite) Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/29/2025	Emerick, Becky		Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) Remote upgrade of existing 6920 phones to prep for move to new system	0.75	257.00	\$192.75
12/29/2025	Sharrow, Kirk		Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) Annex - Placing phones and verify registration - (Sarah Dicks phone in web recovery - swapped out)	1.00	197.00	\$197.00
12/29/2025	Emerick, Becky		Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) working on issue with phone that would not upgrade and migrate over also started SIP wireless registrations	1.50	257.00	\$385.50
12/29/2025	Sharrow, Kirk		Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) Alderman - Analog connection to AG's physical verification ATA - Paging testing	3.75	197.00	\$738.75
12/29/2025	Emerick, Becky		Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) wireless SIP phone registrations	0.50	257.00	\$128.50
12/29/2025	Sharrow, Kirk		Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite)	0.50	197.00	\$98.50

	Baldwin & Cortland location - Attempted to register ATA's for remaining 20 analog phones. Could not get access to ATA's via network - Heading to Annex for troubleshooting with Alex			
12/29/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) Annex - troubleshooting ATA's - Unable to access via network - Defaulted ATA's (2x 814v2 / 2x 818v2) - Reprogrammed Baldwin and Cortland ATA's (818v2 and 2x 814v2 accordingly) Alex - Trobuleshot the network and added "workstation" vlan untagged / Phone vlan tagged to network ports. - ATA's accessible . Heading to Courtland and Baldwin	1.50	197.00	\$295.50
12/29/2025 Emerick, Becky	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) cut-over of main lines checking phone status assisting with registrations of phones and analog	2.00	257.00	\$514.00
12/29/2025 Nelson, Phil	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) ATA ,gateway issues and testing.	5.00	197.00	\$985.00
12/29/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) Cortland ATA - Connected analogs to ATA and test - successfully Baldwin ATA - Connected analogs to ATA's and test - successfully Back to Annex for review Call with Becky	3.50	197.00	\$689.50
12/29/2025 Emerick, Becky	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) configuring MAC address for phones and checking registrations and call with Kirk	0.50	257.00	\$128.50
12/29/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) Review with Alex and Rory on progress and tomorrows agenda (AG / analog connectivity / MiCollab Client testing for Alex and Rory / any urgent issues / changes)	0.75	197.00	\$147.75
12/30/2025 Emerick, Becky	Project Phase: Cutover & Porting Project Activity: Cutover (Remote & Onsite) troubleshooting analog issues with outside calls not completing on ag4172	3.00	257.00	\$771.00

Subtotal: \$5,272.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Cutover & PortingFirst Day Support (Remote & Onsite) Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/30/2025	Sharrow, Kirk		Project Phase: Cutover & Porting Project Activity: First Day Support (Remote & Onsite) MiCollab deployment for Alex and Rory configuration / ran through setup Social worker group - Individual VM's just ring - Fixed Call rerouting set to 2 Removed voicemail buttons for Health/billing Replaced Sarah Dicks phone - web recovery mode Baldwin and Courtland extension testing from Annex	4.25	197.00	\$837.25
12/30/2025	Nelson, Phil		Project Phase: Cutover & Porting Project Activity: First Day Support (Remote & Onsite)	8.25	197.00	\$1,625.25
12/30/2025	Sharrow, Kirk		Project Phase: Cutover & Porting Project Activity: First Day Support (Remote & Onsite) Reported ext 155 (173A) extension at Alderman is able to recieve external calls and internal, but is unable to make external calls (permissions not allowed) Review of users and services profile - verified set correct compared to another working ext 100 AG configuration troubleshoot with phil and found that 173B could also not call out. further troubleshooting found all users on Slot 2 on AG 16.27 could not make external calls, slot 0 and 1 (48 users) worked, as well as the other users on 16.28 and 16.29 AG's. Isolated to only AG 16.27 slot 2. Unable to determine cause	1.00	197.00	\$197.00
12/30/2025	Sharrow, Kirk		Project Phase: Cutover & Porting Project Activity: First Day Support (Remote & Onsite) Call with Becky and Phil to troubleshoot AG 16.27 slot 2 issue After verifying the analog connectors were not at fault (old wiring) - Becky was able to determine that the calls from slot 2 were sending 0.0.0.0 in SDP header unlike other extensions in AG's / Slots. 0.0.0.0 was resolved. New issue with 16.27 AG and extension 155 - able to call out but goes busy once a call is connected on analog side, called side - stays active.	3.25	197.00	\$640.25

Further troubleshooting found a mismatch settings in AG 16.27
 - MWI enabled - Disabled MWI enabled
 - Force SRTP was enabled. Disabled Force SRTP

Call works as expected

12/30/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: First Day Support (Remote & Onsite) Review with Alex and Rory Fixed users with VM's rining - Call reroute 2 missing Micollab MSI file and Micollab settings for end users Clean up / pack up	0.50	197.00	\$98.50
--------------------------	--	------	--------	---------

Subtotal: \$3,398.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Cutover & PortingPhone Deployment at Cutover - qty 115 Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/29/2025 Nelson, Phil			Project Phase: Cutover & Porting Project Activity: Phone Deployment at Cutover - qty 115	6.00	197.00	\$1,182.00
12/29/2025 Maul, Brian			Project Phase: Cutover & Porting Project Activity: Phone Deployment at Cutover - qty 115 Work at Tuscola	7.75	157.00	\$1,216.75
12/29/2025 Nelson, Austin			Project Phase: Cutover & Porting Project Activity: Phone Deployment at Cutover - qty 115 Work at Tuscola	4.50	157.00	\$706.50

Subtotal: \$3,105.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Cutover & PortingTravel Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/28/2025 Nelson, Phil			Project Phase: Cutover & Porting Project Activity: Travel Drive to customer Site-Picked up Kirk in Cedar Springs-Rain and ice entire way. stayed in Hotel in Saginaw 5200 fashion sq. blvd.	1.00	571.55	\$571.55
12/28/2025 Maul, Brian			Project Phase: Cutover & Porting Project Activity: Travel Travel to Kingsway Inn	3.00	157.00	\$471.00
12/28/2025 Sharrow, Kirk			Project Phase: Cutover & Porting Project Activity: Travel Travel to Fairfield Hotel in Saginaw with Phil	1.00	571.55	\$571.55
12/29/2025 Nelson, Phil			Project Phase: Cutover & Porting Project Activity: Travel Drive from Hotel-saginaw - to customer site.	1.00	571.55	\$571.55
12/29/2025 Sharrow, Kirk			Project Phase: Cutover & Porting Project Activity: Travel Drive from Hotel-Saginaw - to TCMCF Annex	1.00	571.55	\$571.55
12/29/2025 Maul, Brian			Project Phase: Cutover & Porting	0.25	157.00	\$39.25

	Project Activity: Travel Travel from Kingsway Inn to Tuscola				
12/29/2025 Nelson, Austin	Project Phase: Cutover & Porting Project Activity: Travel Drive to Tuscola	2.00	157.00		\$314.00
12/29/2025 Nelson, Austin	Project Phase: Cutover & Porting Project Activity: Travel Return to Base	2.50	157.00		\$392.50
12/29/2025 Maul, Brian	Project Phase: Cutover & Porting Project Activity: Travel Drive back home	3.00	157.00		\$471.00
12/30/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: Travel Drive to TCMCF Annex from Hotel Saginaw	1.00	571.55		\$571.55
12/30/2025 Nelson, Phil	Project Phase: Cutover & Porting Project Activity: Travel Drive to customer site from Hotel	1.00	571.55		\$571.55
12/30/2025 Nelson, Phil	Project Phase: Cutover & Porting Project Activity: Travel	3.00	0.00		\$0.00
12/30/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: Travel Drive from Tuscola TCMCF Saginaw to Phils house	3.00	0.00		\$0.00
12/30/2025 Sharrow, Kirk	Project Phase: Cutover & Porting Project Activity: Travel Drive from Phils house Kentwood to my house Ravenna.	1.00	0.00		\$0.00

Subtotal: \$5,117.05

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317DiscoveryInformation Gathering & Planning Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/21/2025	Sharrow, Kirk		Project Phase: Discovery Project Activity: Information Gathering & Planning License review of design / solution / Mitel SLS vs data collection of users / numbers and configuration Summary 1 Standard → UCC Standard •72 Entry -> UCC Entry •260 Phone-Only -> 246 Single Line (bundle covers all, extra headroom) Hospitality: •108 Hospitality User licenses •100 Hospitality Mailboxes •60 EVM ports SIP/Trunks: •Need 23 -> Bundle gives 30 SIP + 30 proxy •Fully covered	1.50	197.00	\$295.50

Analog:

•AG4172 x2 + AG4124 x1 (120 ports)

•All covered under Single Line licenses
MiCollab:

•1 UCC Standard + 72 UCC Entry -
> Good

12/01/2025	Sharrow, Kirk	Project Phase: Discovery Project Activity: Information Gathering & Planning Made corrections in data work book to better our discussion tomorrow for the sign off. Documented the SG24 analog port # / Extensions and config for AG conversion.	3.50	197.00	\$689.50
------------	---------------	--	------	--------	----------

Subtotal: \$985.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Engineering Admin
TimeDiscovery & Acceptance - Technical Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
10/29/2025	Emerick, Becky		Project Phase: Engineering Admin Time Project Activity: Discovery & Acceptance - Technical technical meeting	0.75	257.00	\$192.75
11/05/2025	Emerick, Becky		Project Phase: Engineering Admin Time Project Activity: Discovery & Acceptance - Technical review design with Kirk	0.75	257.00	\$192.75

Subtotal: \$385.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Engineering Admin
TimeMeetings Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
10/08/2025	Emerick, Becky		Project Phase: Engineering Admin Time Project Activity: Meetings external kick off meeting	0.50	257.00	\$128.50
10/08/2025	Nelson, Phil		Project Phase: Engineering Admin Time Project Activity: Meetings	0.50	197.00	\$98.50
11/12/2025	Sharrow, Kirk		Project Phase: Engineering Admin Time Project Activity: Meetings weekly cadence call	0.50	197.00	\$98.50
11/19/2025	Emerick, Becky		Project Phase: Engineering Admin Time Project Activity: Meetings weekly meeting	0.25	257.00	\$64.25
11/19/2025	Sharrow, Kirk		Project Phase: Engineering Admin Time Project Activity: Meetings Tuscola meeting - teams died	0.25	197.00	\$49.25
11/26/2025	Emerick, Becky		Project Phase: Engineering Admin Time Project Activity: Meetings	0.50	257.00	\$128.50

	weekly meeting with client				
12/02/2025 Sharrow, Kirk	Project Phase: Engineering Admin Time Project Activity: Meetings Firewall / DHCP / Configuration	2.00	197.00		\$394.00
12/03/2025 Emerick, Becky	Project Phase: Engineering Admin Time Project Activity: Meetings weekly meeting	0.25	257.00		\$64.25
12/09/2025 Sharrow, Kirk	Project Phase: Engineering Admin Time Project Activity: Meetings Meeting with Alex and Rory Sucessfully connected to LDAP requested that users be put in a differnet group in AD pertaining to phone users. requested DNS records be added for each server FQDN	3.25	197.00		\$640.25
12/10/2025 Emerick, Becky	Project Phase: Engineering Admin Time Project Activity: Meetings weekly meeting	0.50	257.00		\$128.50
12/10/2025 Sharrow, Kirk	Project Phase: Engineering Admin Time Project Activity: Meetings Tuscola Weekly Cadence	0.50	197.00		\$98.50
12/17/2025 Emerick, Becky	Project Phase: Engineering Admin Time Project Activity: Meetings weekly call	0.25	257.00		\$64.25

Subtotal: \$1,957.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Paging & Analog IntegrationConfigure & Test: ATA/Analog FXS - qty 199 (Remote & Onsite) Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/22/2025 Sharrow, Kirk			Project Phase: Paging & Analog Integration Project Activity: Configure & Test: ATA/Analog FXS - qty 199 (Remote & Onsite) ATA firmware updates and programming (x2 GS818, x2 814 and 813) Ext registration prefilled - should be able to plug and play on site	2.25	197.00	\$443.25
12/23/2025 Nelson, Phil			Project Phase: Paging & Analog Integration Project Activity: Configure & Test: ATA/Analog FXS - qty 199 (Remote & Onsite)	4.00	197.00	\$788.00
12/23/2025 Sharrow, Kirk			Project Phase: Paging & Analog Integration Project Activity: Configure & Test: ATA/Analog FXS - qty 199 (Remote & Onsite) Testing Analog user extensions Cordless configuration AG re-import and testing after rack mounted GS814v2 issue - not registering client softphone registration issue	5.00	197.00	\$985.00

Subtotal: \$2,216.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Paging & Analog IntegrationConfigure & Test: Paging - qty 2 Connections (Remote & Onsite) Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/29/2025	Emerick, Becky		Project Phase: Paging & Analog Integration Project Activity: Configure & Test: Paging - qty 2 Connections (Remote & Onsite) Paging ATA configuration	2.25	257.00	\$578.25

Subtotal: \$578.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Paging & Analog IntegrationTravel Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/23/2025	Nelson, Phil		Project Phase: Paging & Analog Integration Project Activity: Travel	3.00	0.00	\$0.00

Subtotal: \$0.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone ProgrammingEngineer Communication & Planning Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/16/2025	Emerick, Becky		Project Phase: Phone Programming Project Activity: Engineer Communication & Planning Prepping and testing config for migrating phones from MiVC to MiVb	1.50	257.00	\$385.50
12/22/2025	Nelson, Phil		Project Phase: Phone Programming Project Activity: Engineer Communication & Planning	1.00	197.00	\$197.00
12/23/2025	Sharrow, Kirk		Project Phase: Phone Programming Project Activity: Engineer Communication & Planning Teams Integration Azure pre-req's setting up APP registrations and configuring mite.io cloudlink portal config	2.00	197.00	\$394.00
12/26/2025	Sharrow, Kirk		Project Phase: Phone Programming Project Activity: Engineer Communication & Planning Teams Integration: Presence Sync from Cloudlink to Teams via Mitel.io cloudlink portal. User was created and link sent to Alex for authorization of teams users for presence sync. Once the user is fully prorogated alex will let us know so we can test presence sync	0.25	197.00	\$49.25
12/26/2025	Emerick, Becky		Project Phase: Phone Programming Project Activity: Engineer Communication & Planning Adding MiVC 6920 phones to RCS, audit of phones configured	1.50	257.00	\$385.50

		and comm to team			
12/31/2025	Sharrow, Kirk	Project Phase: Phone Programming Project Activity: Engineer Communication & Planning Weekly Cadence meeting with Rory - Day after first day support. Discussed Punchlist items created and service tickets after project close	0.25	197.00	\$49.25

Subtotal: \$1,460.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone ProgrammingOnsite Programming of Phones - qty 95 (Remote & Onsite) Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/16/2025	Nelson, Phil		Project Phase: Phone Programming Project Activity: Onsite Programming of Phones - qty 95 (Remote & Onsite)	1.50	0.00	\$0.00
12/18/2025	Sharrow, Kirk		Project Phase: Phone Programming Project Activity: Onsite Programming of Phones - qty 95 (Remote & Onsite) Arrived on site - Went to different location Moved materials inside Moved to different room for pre-deployment plugged in phones were having issues connecting to the MiVB/MiCollab server Added phone mac addresses to the RCS server (teleworker) registration - This allowed phones to register bypassing internal network from network switches we were given. After review with Alex and Rory we determined multiple issues were at cause Network switch - Wrong ports configured / Network switch throughput throttling, DHCP leases were exhausted Verified firewall rules and DHCP options were correct Started configuration of the Analog gateways before leaving for the day.	7.00	197.00	\$1,379.00
12/18/2025	Nelson, Austin		Project Phase: Phone Programming Project Activity: Onsite Programming of Phones - qty 95 (Remote & Onsite) Work/Onsite time at Tuscola - setup phones as best as we could - will likely be onsite tomorrow	7.00	157.00	\$1,099.00
12/18/2025	Nelson, Phil		Project Phase: Phone Programming Project Activity: Onsite Programming of Phones - qty 95 (Remote & Onsite)	7.00	197.00	\$1,379.00
12/19/2025	Sharrow, Kirk		Project Phase: Phone Programming	5.50	197.00	\$1,083.50

Project Activity: Onsite Programming of Phones - qty 95 (Remote & Onsite) Troubleshoot and added remaning phone MAC's that were having issues for registration. Looked at other location for AG rack and stack. analog lines coming in. took pictures for phil.					
12/19/2025 Nelson, Austin	Project Phase: Phone Programming Project Activity: Onsite Programming of Phones - qty 95 (Remote & Onsite) Finished up setting up phones on my end - ended up being ~8 phones left that had issues getting setup - - 3 10's were missing, need one more 20 setup (had shoretel software instead of mitel) - got almost everything needed for setup on 12/29	6.50	157.00		\$1,020.50

Subtotal: \$5,961.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone ProgrammingTravel Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/18/2025 Nelson, Austin			Project Phase: Phone Programming Project Activity: Travel Drive to Tuscola	2.50	157.00	\$392.50
12/18/2025 Nelson, Austin			Project Phase: Phone Programming Project Activity: Travel Return to Base	1.50	157.00	\$235.50
12/18/2025 Nelson, Phil			Project Phase: Phone Programming Project Activity: Travel Drive from customer site- stopped for gas rained entire way home. took 75 to 69 to 96 to M-6. off at kzoo	3.00	0.00	\$0.00
12/19/2025 Sharrow, Kirk			Project Phase: Phone Programming Project Activity: Travel Travel to Tuscola County Medical	1.00	571.55	\$571.55
12/19/2025 Nelson, Austin			Project Phase: Phone Programming Project Activity: Travel Drive to Tuscola	1.50	157.00	\$235.50
12/19/2025 Nelson, Austin			Project Phase: Phone Programming Project Activity: Travel Return to base	1.50	157.00	\$235.50
12/19/2025 Sharrow, Kirk			Project Phase: Phone Programming Project Activity: Travel Travel from Tuscola County Medical to Home.	3.00	0.00	\$0.00
12/23/2025 Nelson, Phil			Project Phase: Phone Programming Project Activity: Travel Travel to customer site. Stopped and picked up Kirk in Cedar	1.00	571.55	\$571.55

Subtotal: \$2,242.10

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System ConfigurationBasic Call Flow Testing (Remote & Onsite) Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/23/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Basic Call Flow Testing (Remote & Onsite) testing mobile and softphone, found issues with registration	1.00	257.00	\$257.00
12/23/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Basic Call Flow Testing (Remote & Onsite) Testing and troubleshooting softphone and mobile registrations	1.75	257.00	\$449.75
12/29/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Basic Call Flow Testing (Remote & Onsite) Tested Auto Attendants, had to reprogram	2.50	197.00	\$492.50
12/29/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Basic Call Flow Testing (Remote & Onsite) worked with Cyndi to update ring groups with name tag hunt groups for ones that overflow to VM	1.25	257.00	\$321.25
12/30/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Basic Call Flow Testing (Remote & Onsite) tested Ring Groups	0.50	197.00	\$98.50
12/30/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Basic Call Flow Testing (Remote & Onsite) Tested Ring Group coverage	1.00	197.00	\$197.00

Subtotal: \$1,816.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System ConfigurationConfigure Call Flow: Auto-Receptionists/IVR - qty 30 Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/18/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30 worked on AA programming	0.50	197.00	\$98.50
12/19/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30 Started building Auto Attendants	0.50	197.00	\$98.50
12/19/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30	0.75	197.00	\$147.75

		continued programming AA			
12/22/2025	Montgomery, Cyndi	Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30 worked on Auto Attendant programming	1.50	197.00	\$295.50
12/22/2025	Montgomery, Cyndi	Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30 Finished up auto attendant builds and selector codes	0.50	197.00	\$98.50
12/23/2025	Montgomery, Cyndi	Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30	0.75	197.00	\$147.75
12/23/2025	Montgomery, Cyndi	Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Auto-Receptionists/IVR - qty 30	0.50	197.00	\$98.50

Subtotal: \$985.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System ConfigurationConfigure Call Flow: Call Queues/Groups - qty 34 Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/10/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty 34 Programmed Ring Groups	0.25	197.00	\$49.25
12/10/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty 34 Programmed Ring Groups	0.25	197.00	\$49.25
12/10/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty 34 Programmed Ring Groups	1.25	197.00	\$246.25
12/17/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty 34 Worked on adding members to groups and checking overflow	1.25	197.00	\$246.25
12/18/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty 34 Final details for Group programming	0.75	197.00	\$147.75
12/23/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty	0.25	257.00	\$64.25

		34 paging groups			
12/30/2025	Montgomery, Cyndi	Project Phase: Phone System Configuration Project Activity: Configure Call Flow: Call Queues/Groups - qty 34	0.25	197.00	\$49.25

Subtotal: \$852.25

**Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System
ConfigurationConfigure Sites - qty 4 Location: Main**

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/03/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Review and adjusting number scheme per client interest of each site	2.25	197.00	\$443.25
12/03/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Created FoC / ARS / CoS/CoR imports imported Documented quick reference guides	2.50	197.00	\$492.50
12/05/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Imported ARS/ COR/COS after change Change template to match lcoations / zone	0.75	197.00	\$147.75
12/17/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Screenshare with Alex - Firewall rules and communication between sites and appliances. Teleworker fixed Lets Encrypt issue still persists.	3.00	197.00	\$591.00
12/17/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Lets Encrypt issue - trace with firewall to and from. Unsure of what is wrong - Will talk to becky and proceed with Mitel if need be.	0.75	197.00	\$147.75
12/26/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Reach out regarding CESID/E911	0.50	257.00	\$128.50
12/26/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4	0.75	257.00	\$192.75

	correspondence regarding E911				
12/26/2025	Sharrow, Kirk	Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Discussion and documentation on DID's avil for CESID with Alex	0.50	197.00	\$98.50
12/26/2025	Emerick, Becky	Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 Further work on CESID comm	0.75	257.00	\$192.75
12/26/2025	Emerick, Becky	Project Phase: Phone System Configuration Project Activity: Configure Sites - qty 4 CESID config completed	0.50	257.00	\$128.50

Subtotal: \$2,563.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System ConfigurationConfigure: Full Users - qty 73 Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/03/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure: Full Users - qty 73 User Template and data collection workbook	1.25	197.00	\$246.25
12/04/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure: Full Users - qty 73 LDAP prep	0.50	197.00	\$98.50
12/04/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure: Full Users - qty 73 Sent Rory instructions for todays meeting. Ran into an issue with network connectivity to Micollab. Verified MiVB and MBG access from MPA / internal server and production mitel server no issue. - only affecting MiCollab. I was on a session last night with an active MiCollab via MPA and lost connection MPA instance was updated last night - most logical reason why i could not access Micollab, or any container SNMP alarm - unreachable at 2am MPA registered containers today Remedy steps Rebooted MiCollab VM Gained access via MPA / Internal / and production mitel server Unable to login - password invalid reset password via MSL password reset KB article	2.00	197.00	\$394.00
12/04/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure: Full Users - qty 73	0.75	197.00	\$147.75

	<p>Gained access to MiCollab via MPA Created LDAP connection Paused due to Rory concern over the security settings of his LDAP forest. All users have read/write permissions.</p> <p>I recommended creating a separate forest/OU just for phone users.</p> <p>Rory would like to wait until Monday to continue this so he can prep his side.</p>				
12/10/2025 Sharrow, Kirk	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>LDAP integration of new security group Connectivity failed - unable to connect to ldap server</p>	0.50	197.00		\$98.50
12/10/2025 Sharrow, Kirk	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>Micollab Templates - Unable to save templates - PBX unable to synchronize with Micollcab services. System name for network adaptors were too long and needed to be reconfigured. Fixed, Micollab and PBX syncing properly.</p>	1.25	197.00		\$246.25
12/10/2025 Sharrow, Kirk	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>New Security group configured by Rory - Testing - Failed. Unable to connect with password.</p>	0.25	197.00		\$49.25
12/15/2025 Emerick, Becky	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>found Idaps is not configured, need to enable to go further. Kirk to follow up</p>	0.25	257.00		\$64.25
12/15/2025 Sharrow, Kirk	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>Call with Becky to look at LDAP / Teleworker / Lets Encrypt issue</p>	2.75	197.00		\$541.75
12/16/2025 Emerick, Becky	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>worked through ldap issues...got sync working, imported all AD users, will import remaining users tomorrow</p>	2.00	257.00		\$514.00
12/23/2025 Emerick, Becky	<p>Project Phase:Phone System Configuration</p> <p>Project Activity:Configure: Full Users - qty 73</p> <p>configured caller ID and assigned network phone numbers</p>	1.00	257.00		\$257.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System
ConfigurationConfigure: Limited Users - qty 246 Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/09/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 MiCollab Templates / Roles	1.25	197.00	\$246.25
12/16/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 AD Integration - Setting up LDAPS on DC1 and DC2 - pre-req for LDAP integration Lets Encrypt - issue with certificate generation for Teleworker Client users Test internal LAN / DHCP of a 6920 on site	6.25	197.00	\$1,231.25
12/17/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 Working with Cyndi on user imports	1.00	257.00	\$257.00
12/17/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 Programmed the Non Voicemail users	4.25	197.00	\$837.25
12/17/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 cont work on users	1.00	257.00	\$257.00
12/17/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 cont work on users	0.50	257.00	\$128.50
12/17/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 cont work on user info	0.50	257.00	\$128.50
12/17/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 General mailboxes and SIP users	1.75	257.00	\$449.75
12/17/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 working on SIP users for analog and Gen MB	0.50	257.00	\$128.50
12/22/2025	Emerick, Becky		Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 imported all remaining	2.00	257.00	\$514.00

		SIP/Analog users			
12/22/2025	Montgomery, Cyndi	Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 Assisted with programming ATA's	0.75	197.00	\$147.75
12/23/2025	Emerick, Becky	Project Phase: Phone System Configuration Project Activity: Configure: Limited Users - qty 246 MWI and Custom Buttons completed	0.50	257.00	\$128.50

Subtotal: \$4,454.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System ConfigurationEngineer Communication & Planning Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/05/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning Review of Tuscola design and documents	1.00	197.00	\$197.00
11/07/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning Updated VMware tech document - original save lost - laptop issue sent over to Alex	0.75	197.00	\$147.75
12/03/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning Weekly Cadence	0.50	197.00	\$98.50
12/10/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning Discussion with Rory about LDAP DN and user location	0.25	197.00	\$49.25
12/10/2025	Montgomery, Cyndi		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning emailed Alex about Group Ring Questions	0.25	197.00	\$49.25
12/10/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning Email to Alex and Rory about LDAP integration and specific examples required.	0.50	197.00	\$98.50
12/26/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Engineer Communication & Planning Discussion with alex on Page groups / Monday cut day times Responding to questions about deployment day Discussed Team integration Started Monday deployment action items email	1.00	197.00	\$197.00

Subtotal: \$837.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System
ConfigurationTravel Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/18/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Travel Travel to Tuscola county medical with phil	1.00	571.55	\$571.55
12/18/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: Travel Travel to Phil's house and then my house so i can use the vehicle for tomorrow's trip back to Tuscola county medical	4.00	0.00	\$0.00

Subtotal: \$571.55

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Phone System
ConfigurationUser & Call Flow Data Collection Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/24/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: User & Call Flow Data Collection Tuscola Data Configuration workbook	2.25	197.00	\$443.25
11/25/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: User & Call Flow Data Collection Users - ext with VM / ext only / VM only	1.00	197.00	\$197.00
11/25/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: User & Call Flow Data Collection Continuing users Started Analog mapping / Call Groups / AA / DID-Phone numbers	2.25	197.00	\$443.25
11/25/2025	Sharrow, Kirk		Project Phase: Phone System Configuration Project Activity: User & Call Flow Data Collection Continued / finished Analog mapping / Call Groups / AA / DID-Phone numbers Started paging groups / general mailboxes Filled in all the information possible. Highlighted areas for Alex to review on Friday. Will discuss any questions he may have. ***NOTE*** This took almost 2 hours more, but that was due to a mistake I made after attempting to save the document - I did not include that time.	2.00	197.00	\$394.00
11/26/2025	Sharrow, Kirk		Project Phase: Phone System Configuration	1.00	197.00	\$197.00

		Project Activity: User & Call Flow Data Collection review data collection workbook for the meeting per Alex email about miss assigned DID's			
12/02/2025	Sharrow, Kirk	Project Phase: Phone System Configuration Project Activity: User & Call Flow Data Collection Data Collection Workbook - Alex mentioned that new users were added within the last two weeks. I am sending the final workbook over with the intention of any move adds changes from here on during the project will be completed in punch list phase.	1.75	197.00	\$344.75
12/03/2025	Sharrow, Kirk	Project Phase: Phone System Configuration Project Activity: User & Call Flow Data Collection Meeting to clarify user locations and extension scheme. Verified phone counts and licenses vs current data workbook scheme. All set. Sent remaining discrepancies to Alex for review	3.00	197.00	\$591.00

Subtotal: \$2,610.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Physical Appliance DeploymentEngineer Communication & Planning Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/17/2025	Sharrow, Kirk		Project Phase: Physical Appliance Deployment Project Activity: Engineer Communication & Planning Gathering materials / creating user check list for on site programming	1.00	197.00	\$197.00
12/22/2025	Nelson, Phil		Project Phase: Physical Appliance Deployment Project Activity: Engineer Communication & Planning Hotel and Location setup for travel and overnight. communication with Mandy on Hotel bookings. Checkin with austin and brian on timing and game plan. training with brian on how process with go and how phones are setup.	0.75	197.00	\$147.75
01/02/2026	Nelson, Phil		Project Phase: Physical Appliance Deployment Project Activity: Engineer Communication & Planning	0.25	197.00	\$49.25
01/02/2026	Nelson, Phil		Project Phase: Physical Appliance Deployment Project Activity: Engineer Communication & Planning	0.25	197.00	\$49.25

Subtotal: \$443.25

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/19/2025	Sharrow, Kirk		Project Phase: Physical Appliance Deployment Project Activity: Mitel Analog Gateways - qty 3 (Remote & Onsite) Continued programming of AG and grand streams. AG are on site and online - Need to integrate AG's into MiVB import user list to MiVB and AG The Grand Streams would NOT register regardless programming - I was able to program GS818 and GS814, but the remainder grand streams would not show up on network. Alex troubleshot to see if there was an issue with the network switch we were using, but did not find any evidence. I told Alex I would take the grand streams back to MT for firmware updates and static programming.	2.50	197.00	\$492.50
12/22/2025	Sharrow, Kirk		Project Phase: Physical Appliance Deployment Project Activity: Mitel Analog Gateways - qty 3 (Remote & Onsite) AG user import for AG 1 AG 2 and 3 - Configuration and user registration	3.00	197.00	\$591.00

Subtotal: \$1,083.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Physical Appliance DeploymentTravel Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/18/2025	Nelson, Phil		Project Phase: Physical Appliance Deployment Project Activity: Travel Drive to customer site-Picked up Kirk in Cedar springs. Gas. Rained and slush the entire drive. went to main site. wrong location drove to green roof building next door.	1.00	571.55	\$571.55

Subtotal: \$571.55

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Project AdministrationUPDATE DESIGN: MiVoice Business Migration Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
07/19/2024	Emerick, Becky		Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	0.50	165.00	\$82.50
07/22/2024	Emerick, Becky		Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	1.75	165.00	\$288.75
07/22/2024	Emerick, Becky		Project Phase: Project Administration	0.25	165.00	\$41.25

	Project Activity: UPDATE DESIGN: MiVoice Business Migration			
07/24/2024 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	0.75	165.00	\$123.75
07/24/2024 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	3.00	165.00	\$495.00
08/05/2024 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	1.00	165.00	\$165.00
08/07/2024 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	1.25	165.00	\$206.25
06/20/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration Re-scoping and updating design. Reached out to Andy Floyd to ask for more info on hospitality solution.	1.50	165.00	\$247.50
06/24/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	0.25	165.00	\$41.25
06/24/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	1.25	165.00	\$206.25
06/24/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	0.25	165.00	\$41.25
06/24/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	0.50	165.00	\$82.50
06/25/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	1.00	165.00	\$165.00
06/25/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	0.25	165.00	\$41.25
06/25/2025 Emerick, Becky	Project Phase: Project Administration Project Activity: UPDATE DESIGN: MiVoice Business Migration	3.25	165.00	\$536.25
06/27/2025 Emerick, Becky	Project Phase: Project Administration	1.00	165.00	\$165.00

		Project Activity: UPDATE DESIGN: MiVoice Business Migration			
06/30/2025	Nelson, Phil	Project Phase: Project Administration	1.00	197.00	\$197.00
		Project Activity: UPDATE DESIGN: MiVoice Business Migration			

Subtotal: \$3,125.75

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Project ManagementEKOM - external kickoff Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
10/08/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: EKOM - external kickoff kickoff call notes to client schedule timeline discussion	0.50	227.00	\$113.50

Subtotal: \$113.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Project ManagementPlan Execution Review Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
10/17/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Plan Execution Review timeline discussion with Becky and Kirk follow up to client with status email to Kae/Laurie about licensing schedule another meeting for timeline discussion	1.25	227.00	\$283.75
10/17/2025	Emerick, Becky		Project Phase: Project Management Project Activity: Plan Execution Review review of project requirements, starting to create timeline for project	1.00	257.00	\$257.00
10/17/2025	Sharrow, Kirk		Project Phase: Project Management Project Activity: Plan Execution Review Tuscola Time line review	1.00	197.00	\$197.00
10/20/2025	Emerick, Becky		Project Phase: Project Management Project Activity: Plan Execution Review finish timeline	0.75	257.00	\$192.75
10/20/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Plan Execution Review timeline development meeting talk to Phil, Austin, Bree about proposed dates (all ok - will approve through Deb) Send to client with questions	1.50	227.00	\$340.50
10/20/2025	Sharrow, Kirk		Project Phase: Project Management Project Activity: Plan Execution	0.75	197.00	\$147.75

Page 45 of 88

Subtotal: \$1,418.75

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Project
ManagementPlanning | Meetings | Communication Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
09/23/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication review project documents	0.50	227.00	\$113.50
09/24/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication Talk with Becky about project plan Create Teams channel Assign team Build work plan & assign resources Send acknowledgement	1.00	227.00	\$227.00
10/06/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication email to client to schedule kickoff call	0.25	227.00	\$56.75
10/06/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication schedule kickoff call	0.25	227.00	\$56.75
10/06/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication prep for kickoff call	0.50	227.00	\$113.50
10/07/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication finish kickoff call prep	0.25	227.00	\$56.75
10/21/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication follow up to Kae about licensing	0.25	227.00	\$56.75
10/21/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication begin schedule engineering work	1.00	227.00	\$227.00
10/23/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication Laurie advised that license certificates now attached notice to Kirk & Becky	0.25	227.00	\$56.75
10/27/2025	Sisson, Andrea		Project Phase: Project Management Project Activity: Planning Meetings Communication	0.50	227.00	\$113.50

	email to Deb for approval to use Austin & Bree schedule holds for onsite work follow up to client with status and to schedule tech call and weekly calls			
10/28/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication schedule onsite work talk to Deb. Brian, Austin set up technical meeting set up weekly cadence meetings	0.75	227.00	\$170.25
10/29/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication technical discussion	0.75	227.00	\$170.25
11/12/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication prep for weekly cadence	0.25	227.00	\$56.75
11/12/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly cadence, notes to client	0.25	227.00	\$56.75
11/19/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication prep for weekly cadence chat with kirk about status	0.25	227.00	\$56.75
11/19/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly cadence notes to client	0.25	227.00	\$56.75
11/25/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication prep for weekly cadence	0.25	227.00	\$56.75
11/26/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly cadence call	0.50	227.00	\$113.50
12/03/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication prep for weekly cadence	0.25	227.00	\$56.75
12/03/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly meeting and notes to client	0.25	227.00	\$56.75
12/09/2025 Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication	0.25	227.00	\$56.75

		prep for weekly cadence			
12/10/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly cadence notes to client	0.50	227.00	\$113.50
12/17/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication prep for weekly cadence talk to onsite team about plans for tomorrow (arrival time, etc)	0.75	227.00	\$170.25
12/17/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly cadence notes to client send dispatch confirmation	0.50	227.00	\$113.50
12/18/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication communication with site team about status	0.25	227.00	\$56.75
12/19/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication talk to phil about onsite work send dispatch notices	0.75	227.00	\$170.25
12/26/2025	Emerick, Becky	Project Phase: Project Management Project Activity: Planning Meetings Communication communication regarding cut-over	0.50	257.00	\$128.50
12/31/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication prep for cadence meeting added Punch List doc to Teams channel	0.25	227.00	\$56.75
12/31/2025	Sisson, Andrea	Project Phase: Project Management Project Activity: Planning Meetings Communication weekly cadence/punchlist meeting	0.25	227.00	\$56.75

Subtotal: \$2,852.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317TrainingEnd User
Training - qty 4 Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/23/2025	Nelson, Phil		Project Phase: Training Project Activity: End User Training - qty 4 Set up Onsite training-tear down	3.00	197.00	\$591.00

Subtotal: \$591.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Trunk

DeploymentConfigure: SIP Circuits - qty 1 Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/17/2025	Emerick, Becky		Project Phase: Trunk Deployment Project Activity: Configure: SIP Circuits - qty 1 configured SIP trunks/Peer Profile and network elements	0.50	257.00	\$128.50

Subtotal: \$128.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Trunk DeploymentConfigure: SIP Trunks - qty 30 Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
12/17/2025	Emerick, Becky		Project Phase: Trunk Deployment Project Activity: Configure: SIP Trunks - qty 30 configured ARS and SIParator to allow outbound dialing and tested	0.50	257.00	\$128.50
12/22/2025	Emerick, Becky		Project Phase: Trunk Deployment Project Activity: Configure: SIP Trunks - qty 30 imported DID #s	0.25	257.00	\$64.25

Subtotal: \$192.75

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Virtual System InstallationAcquiring Media & Licensing from Mitel Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/24/2025	Emerick, Becky		Project Phase: Virtual System Installation Project Activity: Acquiring Media & Licensing from Mitel assigning ARIDs/EID	0.50	257.00	\$128.50

Subtotal: \$128.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Virtual System InstallationConfigure VM: MBG Location: Main						
Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/25/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Configure VM: MBG MBG profile - LAN ICP profile Cluster - join as peer (aux)	0.75	197.00	\$147.75
12/09/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Template creation for each location Micollab	1.00	197.00	\$197.00
12/10/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Dissolve cluster due to version mismatch. Install .72 manifest	0.50	197.00	\$98.50
12/10/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Configure VM: MBG	1.75	197.00	\$344.75

	Teleworker setup			
12/11/2025 Sharrow, Kirk	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Firewall rule set Reconfigured firewall rule sets via port list based on Internal / Internet / NAT Set Policy To and FROM mbg based off port list and Mitel Documentation	1.25	197.00	\$246.25
12/11/2025 Sharrow, Kirk	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Reviewed Firewall rules / testing of Teleworker - no registration	3.00	197.00	\$591.00
12/12/2025 Emerick, Becky	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG follow up with Alex on DNS records.	0.25	257.00	\$64.25
12/12/2025 Sharrow, Kirk	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Teleworker testing - Registration success - Green LAN status Unable to issue lets encrypt after DNS change from Alex	1.00	197.00	\$197.00
12/15/2025 Sharrow, Kirk	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG rebuild of Micollab and MiVB integration / reach through. Rebuild of MBG cluster	3.25	197.00	\$640.25
12/15/2025 Emerick, Becky	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Troubleshooting MBG Teleworker issues, phone is registering successfully but no audio Need have them confirm firewall rules are opened need port 80 opened for Let's Encrypt certificate. need to have them plug phone in and confirm if they can hear the VM menu Need to have external FQDN be updated to be same FQDN as micollab server	4.00	257.00	\$1,028.00
12/15/2025 Emerick, Becky	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG	0.25	257.00	\$64.25

Follow up to client						
12/16/2025 Emerick, Becky	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG testing remote phone, still working through issues with this.	0.50	257.00			\$128.50
12/22/2025 Emerick, Becky	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Worked through firewall issues. Had to move policy for port 80 and the MBG up in the list to prioritize it over other policies and then had to create an SNAT for outbound traffic from the MiCollab and MBG servers to show the Charter IP address. Have Let's Encrypt certs working now on both MiCollab and MBG. Deployed a client and confirmed can connect. Looks like port 36008 still needs to be opened for deployment profile and remote SIP phone to work properly though. Kirk to follow up tomorrow with Alex as session was closed out at end of day when we found this.	2.50	257.00			\$642.50
12/22/2025 Sharrow, Kirk	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG testing firewall and lets encrypt verification rules and firewall configuration 36008 needs to be open	2.25	197.00			\$443.25
12/23/2025 Sharrow, Kirk	Project Phase: Virtual System Installation Project Activity: Configure VM: MBG Configured firewall to allow 36008,36007,36006 Adjusted priorities	1.00	197.00			\$197.00

Subtotal: \$5,030.25

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Virtual System InstallationConfigure VM: MiCollab Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/25/2025 Sharrow, Kirk			Project Phase: Virtual System Installation Project Activity: Configure VM: MiCollab Configured / verified NTP match SDS sharing - MBG cluster - main UCM - will need to verify settings are correct after SIP / teleworker is active	0.50	197.00	\$98.50
12/12/2025 Emerick, Becky			Project Phase: Virtual System Installation Project Activity: Configure VM: MiCollab	1.25	257.00	\$321.25

Subtotal: \$419.75

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Virtual System
InstallationConfigure VM: MiVB Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/25/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Configure VM: MiVB Configured: backup admin NTP Trusted Networks SMTP - The OVF template will install the MSL with the MiVB blade already configured. This does not allow the MiVoice Buisness link to show up under applications. You will need to remove the blade and then download the image again in order to get the MiVB setup IP of second ethernet did not save - Had to reprogram twice after resetting login default username and password. MiVB is successfully up Configured network elements	1.00	197.00	\$197.00
11/25/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Configure VM: MiVB Configured Network elements for SDS VM ports for embedded voicemail System Feature settings Micollab administrator for API access Verified licenses are allocated SDS enabled	1.25	197.00	\$246.25
12/12/2025	Emerick, Becky		Project Phase: Virtual System Installation Project Activity: Configure VM: MiVB	1.75	257.00	\$449.75

Subtotal: \$893.00

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Virtual System
InstallationEngineer Communication & Planning Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/26/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Engineer Communication & Planning weekly cadence call - reviewed portions of the data workbook	0.50	197.00	\$98.50

Subtotal: \$98.50

Charge To: Tuscola County Medical Care Facility / Projects - MiVoice Business Migration - CWC7317Virtual System
InstallationInstallation of Virtual Hosts Location: Main

Date	Staff	Agreement	Notes	Hours	Rate	Ext Amt
11/13/2025	Sharrow, Kirk		Project Phase: Virtual System Installation Project Activity: Installation of Virtual Hosts	4.50	197.00	\$886.50

	<p>Downloading and transferring .iso's to client - issue with one drive / share</p> <p>configured MiVB, MiCollab and MBG</p> <p>Ran into issue with uploading iso's on cluster host</p> <p>workaround - upload iso to datastore on ESXI host and then configure VM via cluster host.</p> <p>Note the .iso deployment seems buggy. Configuration settings that were apart of the initial spin up did not transfer over to server config once fully up.</p> <p>Still need to finish the Micollab - there was a different setup menu that i had seen before.</p>				
11/21/2025 Sharrow, Kirk	<p>Project Phase:Virtual System Installation</p> <p>Project Activity:Installation of Virtual Hosts</p> <p>Fixed access with spinning up a new simplehelp</p> <p>Discussion with Alex on DMZ vs server-gateway</p> <p>DMZ decided the route to go.</p> <p>when it got to the portion of external NAT - Alex stated they do not have a DMZ set up currently.</p> <p>Switching deployment to Server-gateway single nic of the MBG</p> <p>Reinstalled MBG image and Micollab.</p>	3.25	197.00	\$640.25	
11/25/2025 Sharrow, Kirk	<p>Project Phase:Virtual System Installation</p> <p>Project Activity:Installation of Virtual Hosts</p> <p>Assignment of ARIDS</p> <p>- Issue with MSL12 and having the default password with a symbol in it. Once you change the default password (after VM is spun up) you are prompted to change your password again. Upon the change being successful, the new password you input will not authenticate as well as the default password.</p> <p>Documented in Operations Notebook KB - MSL 12 changing root password</p>	1.00	197.00	\$197.00	

Subtotal: \$1,723.75

Web PO #	Customer PO #	BillTo/ShipTo
20250919	1817414-20250919	Tuscola County Medical Care Community 1285 Cleaver Rd. Caro, MI 48723 989-673-6665 (Fax) 989-673-4117 (Phone)
Vendor Information		Signature:
1 Fusion IT LLC		

Order
2025-09-19

Vendor #	Product	Internal #	Line #	Description	Qty	Price	Unit	Extended
1	1		1	Phone Upgrade Project	1	124,788.46	Ea	124,788.46
							GLCode	10-49-70503
1	2		2	Shipping	1	855.57	Ea	855.57
							GLCode	10-49-70503

Total:								125,644.03
--------	--	--	--	--	--	--	--	------------

RECEIVED
JAN 07 2026

Web PO #	Customer PO #	BillTo/ShipTo
20250919	5183130-20250919	Tuscola County Medical Care Community 1285 Cleaver Rd. Caro, MI 48723 989-673-6665 (Fax) 989-673-4117 (Phone)
Vendor Information		Signature:
Fusion IT LLC		

Order
2025-09-19

Vendor #	Product	Internal #	Line #	Description	Qty	Price	Unit	Extended
	1		1	Phone Upgrade Project	1	124,788.46	Ea	124,788.46
							GLCode	10-49-70503
	2		2	Shipping	1	855.57	Ea	855.57
							GLCode	10-49-70503

								Total:	125,644.03
--	--	--	--	--	--	--	--	---------------	-------------------

RECEIVED
JAN 09 2026

AP INVOICE REGISTER

atch ID: 0002 Millennia Tech

Accounts Payable

AP Account: 10-00-20100

Vendor Code	Vendor Name/Comments	Invoice No	Alt / Accrue	Inv Date/ Accrue Dt	Due Date	Hld	Disc Date	Freight	Discount Sales Tax	Term	Purch Ord 1099 Amt/BU	Taxable Amt Withhld GL Acct	Invoice Amt	Distribution Amount
Posting Code: AP													Posting Period: 12/2025	
4685	Fusion IT LLC	2521754	1 No	01/14/2026	01/16/2026	N	00/00/0000		0.00	1	5183130	0.00	45,987.69	
	3 yr. Final Amt. from Project		No	00/00/0000				0.00	0.00		0.00	0.00		
Long Invoice No 2521754				CIP - FF&E MME - Phase 1				0.00	0.00			10-00-12951	45,987.69	
Posting Code: AP													Posting Period: 12/2025	
4685	Fusion IT LLC	2523563	1 No	01/14/2026	01/16/2026	N	00/00/0000		0.00	1	5183130	0.00	22,047.15	
	MiVoice Final Invoice		No	00/00/0000				0.00	0.00		0.00	0.00		
Long Invoice No 2523563				CIP - FF&E MME - Phase 1				0.00	0.00			10-00-12951	22,047.15	
Vendor Code Hash		Number of Invoices:		2		Register Total:			0.00		0.00	68,034.84	68,034.84	
Total 209370						(Freight & Sales Tax)		0.00	0.00					

SMILLIE PLUMBING AND HEATING, INC. 1

10270 PIERCE ROAD
FREELAND, MI 48623
USA

INVOICE

Invoice Number: 29817
Invoice Date: Jan 21, 2026
Page: 1

Duplicate

Voice: (989) 695-5133

Fax: (989) 695-2226


Bill To:

TUSCOLA COUNTY MEDICAL CARE FAC.
1285 CLEAVER RD
CARO, MI 48723

Service Address/Notes

Make Up Air Rooftop Unit Replace

Customer ID	Customer PO	Payment Terms
TUSCO		Net 20 Days
		Due Date
		2/10/26

Item	Description	Amount
	Replaced Make up Air Unit as Quoted.	149,650.00
<div>57-70501</div> <div>POSTED 1-26-26 </div>		

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law.

TOTAL DUE 149,650.00

SMILLIE PLUMBING AND HEATING, INC. 1

10270 PIERCE ROAD
FREELAND, MI 48623
USA

INVOICE

Invoice Number: 29817
Invoice Date: Jan 21, 2026
Page: 1

Duplicate

Voice: (989) 695-5133

Fax: (989) 695-2226

Bill To:

TUSCOLA COUNTY MEDICAL CARE FAC.
1285 CLEAVER RD
CARO, MI 48723

Service Address/Notes

Make Up Air Rooftop Unit Replace

Customer ID

TUSCO

Customer PO**Payment Terms**

Net 20 Days

Due Date

2/10/26

Item**Description****Amount**

Replaced Make up Air Unit as Quoted.

149,650.00

*OK to pay
man
1-22-26*

TOTAL DUE

149,650.00

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law.

**SMILLIE
Plumbing & Heating, Inc.**

10270 Pierce Road
Freeland, MI 48623
Phone (989) 695-5133 – Fax (989) 695-2226

JOB QUOTE

DATE: 10/9/25 ✓

TO: Tuscola Medical

ATTN: Dan Manwell

Total pages being sent including this one: 1

FROM: Tom Van Paris / John Smillie

JOB NAME: Make Up Air Rooftop Unit Replacement

QUOTING: HVAC

WE HEREBY PROPOSE TO FURNISH ALL LABOR AND MATERIALS TO COMPLY
WITH THE GIVEN PLANS AND SPECIFICATIONS FOR THE WORK STATED. FOR THE
SUM OF:

- Disconnect power, refrigeration piping and controls from make-up air unit and chiller. Reclaim refrigerant from chiller and prepare for turn over to owner. Remove all from roof with crane. Transport make-up air unit to scrapyard.
- Cap off make-up circuit above ceiling in kitchen.
- Rework existing 250-amp chiller circuit for new self-contained make-up air unit.
- Add junction box above ceiling in kitchen to splice and extend existing circuit.
- Install new self-contained indirect fire Greenheck make-up air unit on new curb adapter.
- Rework and reconnect gas piping, power, controls and condensate piping.
- Install new thermostat in kitchen.
- Startup and checkout.
- Crane fees included.
- Permit fees included.

TOTAL: \$149,650.00

***NOTE:**

- All kitchen work above ceiling shall be performed after 8 PM.
- It is not known where the existing chiller is being fed from. Cost will be added if a new breaker is needed.

***EXCLUSIONS:**

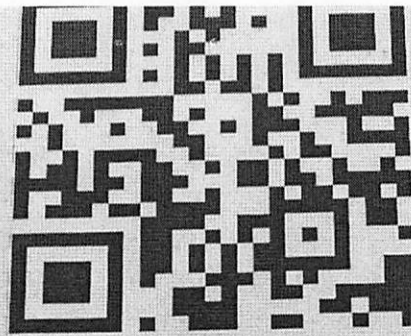
- Fire alarm or Ansul system alterations.
- BMS Integration if required.

PRICING BREAKOUT:

Equipment and materials: \$119,500.00

Labor: \$24,650.00

Crane and permit fees: \$5,500.00



SCAN FOR DOAS SUPPORT FAQ'S

919717

UNIT SPECIFICATIONS:

THIS APPLIANCE SHALL BE INSTALLED IN ACCORDANCE
WITH NATIONAL WIRING REGULATIONS.

SUITABLE FOR OUTDOOR USE

YES

IPX RATING

IPX4

BMS COMMUNICATION TYPE

NONE

CLASS I APPLIANCE

MAXIMUM ALTITUDE: 11154 FT OR 3400 M



Intertek
5022271

CONFORMS TO
UL STD 60335-2-40
CERTIFIED TO CSA STD C22.2
NO.60335-2-40-19

110 ENTERPRISE DR.
KINGS MOUNTAIN, NC
28086

3010 NORTH DAVID
PATRICK AVE.
BUILDING #100 OR #500
TULSA, OK 74116

206248589

920043



ASSEMBLED IN USA

MODEL RV-150-401-C-E2

MARK RV-1

TAG RV-1

S/N 28132996

1-715-359-6171

www.greenheck.com



CAUTION



ATTENTION

SMILLIE
Plumbing & Heating, Inc.
10270 Pierce Road
Freeland, MI 48623
Phone (989) 695-5133 – Fax (989) 695-2226

JOB QUOTE

DATE: 10/9/25

TO: Tuscola Medical

ATTN: Dan Manwell

Total pages being sent including this one: 1

FROM: Tom Van Paris / John Smillie

JOB NAME: Make Up Air Rooftop Unit Replacement

QUOTING: HVAC

WE HEREBY PROPOSE TO FURNISH ALL LABOR AND MATERIALS TO COMPLY WITH THE GIVEN PLANS AND SPECIFICATIONS FOR THE WORK STATED. FOR THE SUM OF:

- **Disconnect power, refrigeration piping and controls from make-up air unit and chiller. Reclaim refrigerant from chiller and prepare for turn over to owner. Remove all from roof with crane. Transport make-up air unit to scrapyard.**
- **Cap off make-up circuit above ceiling in kitchen.**
- **Rework existing 250-amp chiller circuit for new self-contained make-up air unit.**
- **Add junction box above ceiling in kitchen to splice and extend existing circuit.**
- **Install new self-contained indirect fire Greenheck make-up air unit on new curb adapter.**
- **Rework and reconnect gas piping, power, controls and condensate piping.**
- **Install new thermostat in kitchen.**
- **Startup and checkout.**
- **Crane fees included.**
- **Permit fees included.**

TOTAL: \$149,650.00

***NOTE:**

- All kitchen work above ceiling shall be performed after 8 PM.
- It is not known where the existing chiller is being fed from. Cost will be added if a new breaker is needed.

***EXCLUSIONS:**

- Fire alarm or Ansul system alterations.
- BMS Integration if required.

PRICING BREAKOUT:

Equipment and materials: \$119,500.00

Labor: \$24,650.00

Crane and permit fees: \$5,500.00

Reviewed & Mark Wolfe on 10/13/25.
Verbal approval to proceed & procurement
of equipment + supplies for this project
utilizing Smith Plumbing as bid here.

R. H. Long Tuck
10/13/25

TUSCOLA COUNTY BOARD OF COMMISSIONERS

2026 - 01

Resolution Honoring Ted C. Hull

Whereas, Lieutenant Ted C. Hull, at the Tuscola County Sheriff's Office is retiring on February 13, 2026 after 33 years of dedicated service to the citizens of Tuscola County; and

Whereas, Ted's commitment to public service began well before his appointment as a deputy. In the late 1980s, and early 1990s, he participated in the Tuscola County Sheriff's Explorer Program and served in dispatch and corrections, while also gaining patrol experience as a reserve police officer with the Vassar Police Department and a part-time officer with the Village of Reese; and

Whereas, In 1993, Hull was appointed as a deputy with the Tuscola County Sheriff's Office by then-Sheriff Thomas T. Kern. He is a graduate of Ferris State University, earning a Bachelor of Science in Criminal Justice with an emphasis in law enforcement; and

Whereas, Throughout his career, Hull served in road patrol, field training, supervision, dispatch, and corrections, earning a reputation for professionalism and calm leadership during high-risk and emotionally charged incidents; and

Whereas, Lieutenant Hull received multiple formal commendations, including seven awards for Professional Excellence, three for Meritorious Service, and one Citation for Bravery. These recognitions reflect his actions during armed confrontations, violent domestic incidents, emergency rescues, and complex interagency investigations. He was also the recipient of numerous letters of appreciation from citizens and law enforcement leaders; and

Whereas, Ted was promoted to Lieutenant in 2016, Hull served in a command role overseeing personnel, operations, and policy implementation. He also played a key role in Field Training Officer development, records management oversight, and sex offender registry enforcement; and

Whereas, The Tuscola County Sheriff's Office thanks Lieutenant Hull for his decades of service and dedication to public safety and wishes him the best in retirement.

Therefore, Be It Resolved, that on behalf of the residents of Tuscola County, the Board of Commissioners commends Lieutenant Ted C. Hull of the Tuscola County Sheriff's Office for his tremendous contributions to Tuscola County during his time of service.

Kim Vaughan, Chairperson

Thomas Bardwell, Vice-Chairperson

Commissioner Bill Lutz

Commissioner Matt Koch

Commissioner Nancy Barrios

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 February 12, 2026.

Date _____

Jodi Fetting - Tuscola County Clerk

PROPOSED

Tuscola County Parks & Recreation Commission

125 W. Lincoln Street
Caro, MI 48723

989-672-3700
Fax: 989-672-4011
www.tuscolacounty.org

CONTRACT FOR PARK MANAGEMENT

Amended February 27, 2025

This Contract for Park Management (referred to as Contract) is made effective as of October 1, 2008 by and between Tuscola County of 440 N. State Street, Caro, MI 48723 and

Mark Shook of 4441 Bath Road, Fairgrove, MI 48733
Pamela Shook of 4441 Bath Road, Fairgrove, MI 48733

In this Contract, the party who is contracting to receive services will be referred to as County, and the parties who will be providing the services will be referred to as Park Hosts.

1. **Description of Services:** Beginning on October 1 of 2008, the Park Host will provide the following services (collectively referred to as Services):
 - a. The Park Host is to maintain the Vanderbilt County Park & Campground and shall be responsible for the management of the park every hour while the park is in operation during normal business hours.
 - b. The Park Host shall be responsible for the collection of all monies, including: parking and camping fees, and the sale of firewood. All monies collected must be turned over weekly to the assigned overseer of the County during normal County business hours. All receipts or voided receipts must accompany said monies and be entered into the daily log book supplied by the County. All checks taken for the payment of fees must be made payable to Tuscola County.
 - c. Any incidental expenditures that are deemed necessary by the Park Host must be approved by the assigned overseer before such expenditure is eligible for reimbursement.
 - d. The Park Host shall also be responsible for the restroom facilities, including keeping them in clean and usable conditions for campers and guests of the park and campgrounds.
 - e. The Park Host will be responsible for taking reservations for campsites and will be provided a cellular phone by the County for such purpose. This cellular phone is to be used for Park business and emergency situations only.
 - f. The Park Host shall be generally responsible for the overall management of the Park subject to the supervision of County officials (i.e. Commission, Maintenance Supervisor and/or Parks & Recreation Commission Chairman). This agreement shall refer to the Park Host as Contracted Services as stated in the County insurance policies.
2. **Payment for Services:** One of the Park Hosts shall be paid 25% of the fees collected for park and campground use. This will be paid to the Park Host on the 15th of each month. The Park Host shall receive FREE camping including a campsite with electrical power. The Park Host is to provide their own means of housing (i.e. camper/RV).

3. **Term/Termination:** This Contract can be terminated with a 30-day written notice from either of the parties involved in this contract.
4. **Confidentiality:** The Park Hosts, upon termination/conclusion of this Contract will return to the County all records, keys, notes, documentation and other items that were used, or controlled by the Park Host during the term of this Contract.
5. **Indemnification:** The Park Hosts agree to indemnify and hold harmless the County from all claims, losses, expenses, fees including attorney fees, costs, and judgements that may be asserted against the County that result from the acts or omissions of the Park Hosts and/or Host's employees, agents and/or representatives.
6. **Per Diem & Mileage Payment:** One of the Park Hosts is able to receive a per diem and mileage payment for attending Parks & Recreation Committee meetings to provide updates regarding Vanderbilt Park activities and issues.
7. **Entire Agreement:** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter hereunder. This Contract supersedes any prior written or oral agreements between the parties.
8. **Severability:** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed and enforced as so limited.

Recipient of Contracted Services:

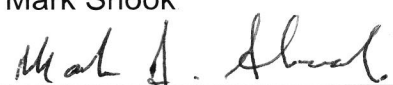
Tuscola County, Agent for Vanderbilt County Park & Campground:

Name (print): Thomas Bardwell, Tuscola County Vice Board Chair

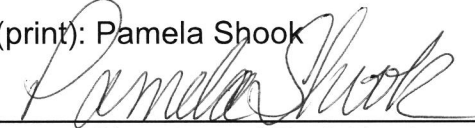
By:  Date: 2-27-25

Providers of Contracted Services:

Name (print): Mark Shook

By:  Date: 4-1-25
Signature of Park Host

Name (print): Pamela Shook

By:  Date: 3-26-25
Signature of Park Host

TUSCOLA COUNTY

BOARD OF COMMISSIONERS

125 W. Lincoln Street
Suite 500
Caro, MI 48723

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

At a regular meeting of the Board of Commissioners of the County of Tuscola, State of Michigan, held on February 12, 2026, with the meeting called to order at 8:00 a.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and
seconded by _____:

RESOLUTION 2026-02

Stepping Up Initiative Resolution

“Stepping Up Initiative to Reduce the Number of People with Mental Illnesses in Jails”

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

WHEREAS, Tuscola County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

WHEREAS, through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Association Foundation are encouraging public, private, and nonprofit partners to reduce the number of people with mental illnesses in jails;

NOW, THEREFORE, LET IT BE RESOLVED, THAT Tuscola County Board of Commissioners do hereby sign on the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in the state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *Stepping Up* . We resolve to utilize the comprehensive resources available through *Stepping Up* to:

- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk and use that baseline information to guide decision making at the system, program, and case levels.
- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and support in the community.
- Develop a plan with measurable outcomes that draws on the jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems and report on successes.

RESOLUTION DECLARED ADOPTED on this 12th day of February, 2026.

ADOPTED: Yeas:

Nays:

Absent:

Date _____

Kim Vaughan, Chairperson
Tuscola County Board of Commissioners

STATE OF MICHIGAN)

) SS

COUNTY OF TUSCOLA)

I, the undersigned, the duly qualified and acting County Clerk of the County of Tuscola, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by a majority vote of the members elect of the Tuscola County Board of Commissioners at a regular meeting of said Board of Commissioners held on February 12, 2026 the original of which is on file in my office.

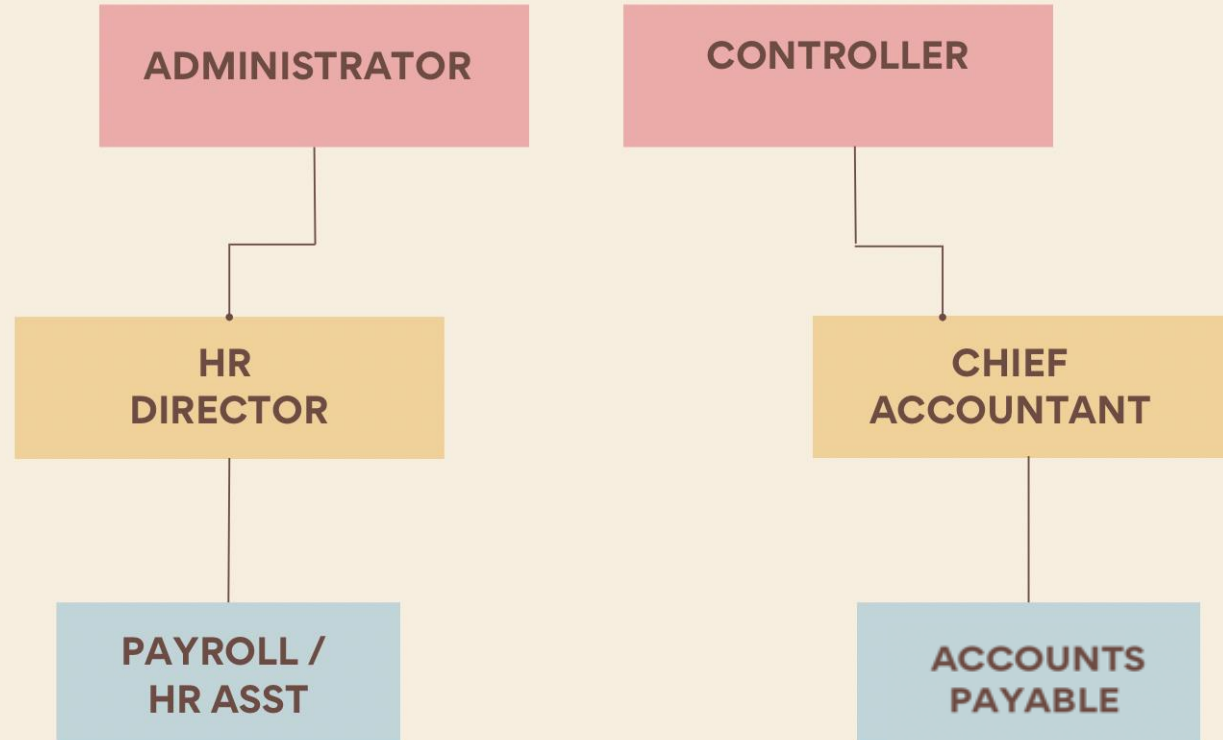
I further certify that notice of the meeting was given in accordance with the Open Meetings Act.

Jodi Fetting
County Clerk, MCCO
County of Tuscola

OPTION #1

Division of Administrator (Non-Financial) and Controller (Financial):

- Strengthen Internal Controls
- Reduce Risk
- Improves Focus & Performance in both functions
- Enhances Accountability & Transparency



Division of Payroll & Accounts Payable:

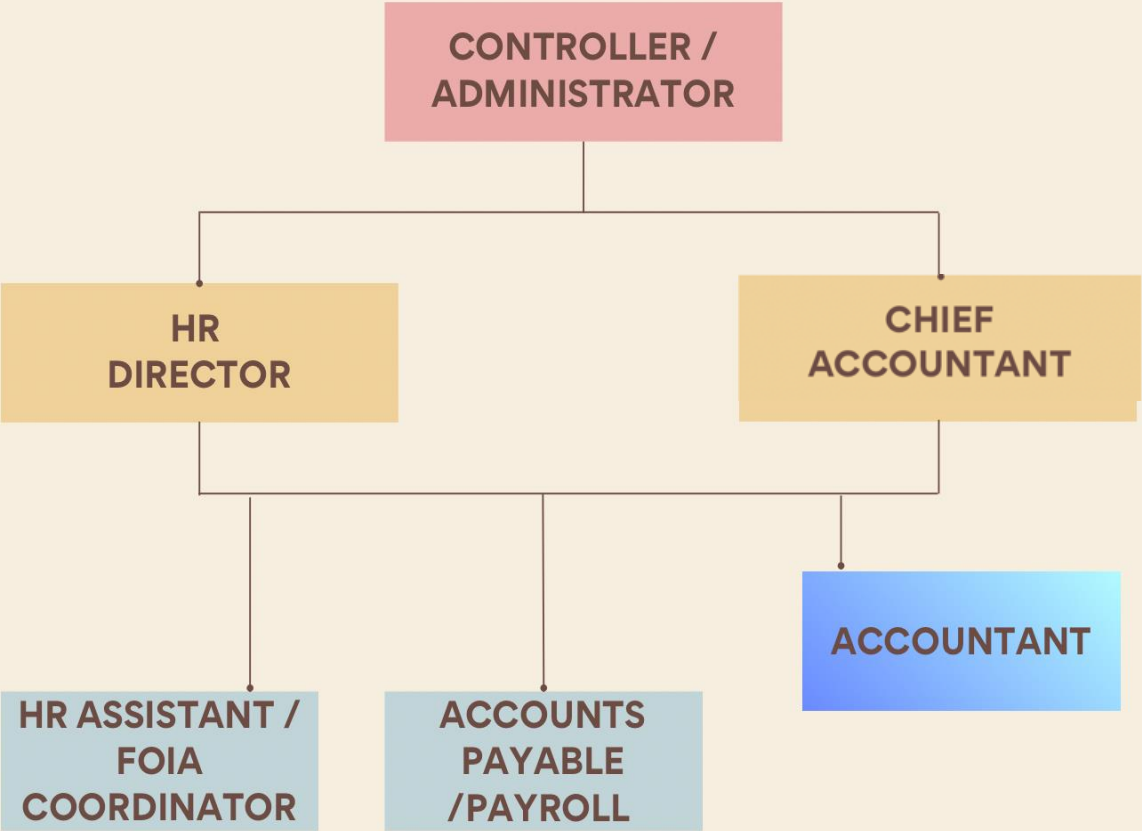
- Strengthen Segregation of Duties
- Reduces Compliance & Audit Risk
- Improves Continuity and Operational Resilience

Assuming the changes take effect March 1, 2026, the proposed is below the budget by \$5,168. Total estimated above \$387,723 including Jan & Feb wages. 2026 Wage Budget \$392,891

Combined
Controller/Administrator

- Executive Leadership
- Operational Oversight
- Budget Leadership
- Financial Oversight (non-transactional)
- Governance
- Risk Management
- Compliance Accountability

OPTION #2



ACCOUNTANT

- Technical accounting functions
- Establishes Segregation of duties (separates transactional and technical accounting responsibilities)
- Provides dedicated financial capacity

Above would be less than wages budgeted for 2026 of \$392,891

Tuscola County

TITLE: CONTROLLER/ADMINISTRATOR JOB DESCRIPTION (CURRENT COMBINED ROLE)

General Statement of Duties

This position is under the direction of and reports to the Board of Commissioners (BOC). The position is an “at will”, exempt position that serves at the pleasure of the BOC. The Controller-Administrator (CA) acts as an agent for the BOC in managing county affairs. This is the highest level professional administrative-managerial position for the county. The CA is both the chief financial-accounting officer and the chief administrative officer. The duties of the CA require excellent leadership, financial, analytical, problem solving, managerial-supervisory, organizational, planning, and written-verbal communication skills.

Chief financial accounting officer duties of the CA include but are not limited to: having charge and supervision of all accounts and accounting of every office, officer and department of the county, assuring that a proper system of accounting is in place including a general ledger that records assets-liabilities of all funds, overseeing accounts payable and payroll operations, leading the development of the annual budget and comprehensive annual financial report (audit), reporting county financial condition to the BOC, overseeing central purchasing and fringe benefit programs, conducting multi-year financial planning, and analyzing state-federal bills to determine the impacts on county finances.

Chief administrative officer duties of the CA include but are not limited to: supervising the operation and performance of non-elected departments and heads of departments; identifying, researching and gathering information to solve problems, assisting with labor negotiation, keeping the BOC updated on numerous issues, overseeing county property liability and other insurance risk management programs, assisting with grant administration, responsibility for maintenance of all county buildings, acting as liaison between the county and its legal counsel, local-state-federal government and elected-appointed officials, and preparing BOC and committee agendas and consent agenda motions.

Distinguishing Features of the Position

As the chief financial-accounting officer duties of the CA include but are not limited to:

- a) Develops and implements the county’s budget according to the Uniform Budgeting and Accounting Act
- b) Ensures that a system of accounting is installed and properly kept with respect to all departments and funding units following the Uniform Chart of Accounts
- c) Examines regularly the books and accounts of all county funded operations and reports findings to BOC
- d) Retains a general ledger showing at all times the assets and liabilities of the county and all of its accounts-funds
- e) Operates a centralized purchasing system for all purchases of county funded goods and services
- f) Oversees the preparation of the payroll and accounts payable
- g) Reports on overall county financial health, including planning for future revenues-expenditures and monitoring any increasing demands for funds or declines in revenue
- h) Assures that an Annual Comprehensive Financial Report (Audit) of county finances is prepared in compliance with Generally Accepted Accounting Principles and presented to the BOC
- i) Analyzes numerous financial proposals including millage requests and if necessary prepares alternative recommendations for commissioner review and consideration
- j) Works with bond attorneys regarding issuing bonds and other financing proposals and explains county financial standing to bond rating agencies
- k) Analyzes pending and new legislation for impacts on the county’s financial and operational health
- l) Serves as the liaison between the county and its outside accounting firm to ensure that the county is in compliance with state-federal financial regulations

As the chief administrative officer duties of the CA include but are not limited to:

- a) Supervises the operation and performance of non-elected departments and heads of departments and with the approval of BOC appoints and removes non-elected department heads
- b) Oversees all county human resource operations including fringe benefit programs: health insurance, life insurance, deferred compensation, workers' compensation, disability, pension programs, open enrollment and extensive federal-state reporting requirements, etc.
- c) Identifies, researches, gathers information and makes recommendations to solve problems
- d) Keeps the BOC and others updated regarding numerous issues and other matters impacting the county
- e) Assists in overseeing labor negotiations and cost analysis of union proposals for labor attorneys
- f) Oversees the acquisition and maintenance of all county property, liability and other insurance programs
- g) Oversees the acquisition, development and maintenance of all county buildings and equipment
- h) Coordinates with county legal counsel to ensure that the county is adequately defended against liability claims and is operating in compliance with state-federal law, in addition to, obtaining legal opinions when necessary
- i) Serves as the liaison between the county and local-state-federal government to coordinate the delivery of shared services or operations
- j) Serves as the BOC's liaison with the elected officials-judges regarding their operations
- k) Coordinates the various activities of the county and unifies the management of its affairs
- l) Prepares agendas and attends BOC and committee meetings
- m) Prepares potential consent agenda motions and motions for BOC action
- n) Assists with grant administration
- o) Prepares or supervises the preparation and filing or submission of all reports required of the county by law, and all financial or grant applications authorized by the BOC for the benefit of the county functions
- p) Other duties as assigned by the BOC and as required by law

Training, Skills and Experience Required

Required training, skills and experience of the CA include but are not limited to:

- a) Ten years of experience in management, accounting, business or finance preferably in county or other local government setting. Bachelor's degree in public administration or other related fields preferred.
- b) Proven leadership, organizational and planning capabilities preferably in a county or other local government setting
- c) Ability to analyze and creatively solve problems and make decisions preferably in a county or other local government setting
- d) Highly effective written and verbal communication skills preferably in a county or other local government setting
- e) Self-Starter, team player, tactful and courteous with good judgement
- f) Thorough knowledge of the principles and practices of modern personnel and financial administration

Physical Requirements of the Position

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is required to view and produce written reports. The employee frequently is required to stand, walk, and use hands to finger, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

TITLE: County Controller- DRAFT

(Chief Financial & Accounting Officer)

Reports To: Board of Commissioners

Status: Full-time, At-Will, Exempt

GENERAL STATEMENT OF DUTIES

The County Controller serves as the chief financial and accounting officer of the County. Reporting directly to the Board of Commissioners, this position is responsible for the overall integrity of County financial operations, development and oversight of the County budget, long-range financial planning, financial policy development, and accurate financial reporting in compliance with state and federal law.

The County Controller provides independent financial oversight and strategic fiscal leadership and ensures the County maintains sound financial practices, effective internal controls, and compliance with all applicable accounting standards.

DISTINGUISHING FEATURES OF THE POSITION

This is a senior executive-level financial position requiring advanced knowledge of governmental accounting, budgeting, and financial reporting. The position requires professional judgment, independence, discretion, and the ability to communicate complex financial information to the Board, elected officials, management, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Oversight & Accounting Governance

- Has charge and supervision of all accounts and accounting of every office, officer, department, and fund of the County
 - Ensures a proper system of accounting is maintained in accordance with the Uniform Budgeting and Accounting Act and Uniform Chart of Accounts
 - Maintains executive oversight of the County's general ledger and financial systems
 - Examines the books and accounts of all County-funded operations and reports findings to the Board of Commissioners
-

Budget, Audit & Financial Reporting

- Leads development, implementation, and monitoring of the annual County budget
 - Oversees preparation of the Annual Comprehensive Financial Report (ACFR) in compliance with GAAP and GASB
 - Serves as the executive liaison with the County's independent auditors
 - Reports regularly to the Board on County financial condition, trends, and risks
 - Reviews and approves budget amendments and financial policy changes as authorized by the Board
-

Financial Planning & Policy

- Conducts multi-year financial forecasting and long-term fiscal planning
 - Analyzes revenue and expenditure trends and identifies fiscal risks
 - Reviews millage proposals, financing options, and capital funding strategies
 - Develops and recommends financial policies, procedures, and internal controls
 - Analyzes pending and enacted state and federal legislation for fiscal impact
-

Operations & Purchasing Oversight

- Oversees accounts payable operations
 - Oversees centralized purchasing policies and internal controls
 - Oversees financial administration of employee compensation and fringe benefit programs in coordination with the Human Resources Director
-

Debt, Compliance & External Relations

- Works with bond counsel, financial advisors, and underwriters on debt issuance and financing proposals
 - Communicates with bond rating agencies as required
 - Ensures compliance with all state and federal financial regulations
 - Oversees required financial filings and disclosures
-

SUPERVISORY RESPONSIBILITIES

- Directs and evaluates the Chief Accountant
 - Provides executive oversight of finance support staff through departmental structure
-

Other Duties

- Performs additional duties as assigned by the Board of Commissioners or as required by law
-

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of governmental accounting standards and financial reporting
 - Thorough understanding of public finance, budgeting, and financial policy development
 - Ability to analyze complex financial information and present findings clearly
 - Strong leadership, organizational, and communication skills
 - High ethical standards and professional judgment
-

TRAINING AND EXPERIENCE

- Minimum of ten (10) years of progressively responsible experience in governmental/ fund accounting and bachelor's degree in Accounting, Finance, Business Administration, or related field
 - Extensive experience in governmental accounting and public finance
 - Valid driver's license with acceptable driving record
-

PHYSICAL REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions

TITLE: County Administrator DRAFT

(Chief Administrative Officer)

Reports To: Board of Commissioners

Status: Full-time, At-Will, Exempt

GENERAL STATEMENT OF DUTIES

The County Administrator serves as the chief administrative and operational officer of the County. Reporting directly to the Board of Commissioners, this position is responsible for the day-to-day administration of County operations, supervision of non-elected departments, implementation of Board policies, labor relations leadership, risk management oversight, intergovernmental coordination, and governance support.

The County Administrator acts as the Board's agent in managing County affairs and ensures that County operations are conducted in compliance with applicable laws, regulations, ordinances, and policies. The position requires the exercise of independent judgment, leadership, discretion, and professional integrity.

DISTINGUISHING FEATURES OF THE POSITION

This is the County's highest-level administrative position and requires strong leadership, political acumen, organizational skills, and the ability to manage complex operations. The County Administrator balances operational efficiency with legal compliance and public accountability while maintaining transparent communication with the Board, elected officials, department heads, employees, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Board of Commissioners & Governance Support

- Serves as the primary liaison between the Board of Commissioners and County departments
- Keeps the Board fully informed of operational issues, emerging risks, and policy considerations
- Prepares and coordinates Board and committee agendas, packets, and proposed motions
- Attends all Board and assigned committee meetings and ensures implementation of Board actions
- Coordinates the Board's annual calendar, meeting schedules, and strategic initiatives

Departmental Oversight & County Operations

- Supervises the operation and performance of non-elected departments and department heads
- With Board approval, appoints, evaluates, and removes non-elected department heads
- Coordinates County operations to ensure efficient, effective, and unified service delivery
- Promotes organizational consistency, accountability, and performance improvement across departments

Human Resources Leadership & Labor Relations

- Provides executive leadership for County human resources operations through the Human Resources Director
- Leads labor relations strategy, including collective bargaining coordination, grievance resolution, performance evaluations, and disciplinary matters, in collaboration with legal counsel
- Ensures consistent application of personnel policies, labor agreements, and employment practices
- Provides direction on organizational structure, staffing levels, and workforce planning

Risk Management & Insurance Oversight

- Oversees County risk management programs, including property, liability, and workers' compensation insurance
- Coordinates claims management strategies and litigation risk mitigation with legal counsel and insurance providers
- Ensures adequate insurance coverage and risk control practices are in place to protect County assets and employees

Facilities, Property & Infrastructure Management

- Oversees acquisition, maintenance, and operation of County buildings, facilities, grounds, and equipment
- Ensures facilities meet safety, accessibility, and regulatory standards
- Coordinates capital improvement planning related to County facilities and infrastructure

Legal Coordination & Compliance

- Serves as the primary liaison with County legal counsel
 - Coordinates legal strategy related to administrative operations, labor relations, and risk management
 - Ensures County operations comply with applicable federal, state, and local laws and regulations
 - Obtains legal opinions and guidance as necessary to support Board and administrative decision-making
-

Freedom of Information & Records Administration

- Serves as the County FOIA Coordinator or designates and oversees FOIA administration in compliance with the Michigan Freedom of Information Act
 - Ensures timely, accurate, and legally compliant responses to FOIA requests
 - Oversees FOIA policies, procedures, fee schedules, appeals, and public postings
 - Coordinates FOIA responses with departments, elected officials, and legal counsel
-

Intergovernmental & Community Relations

- Represents the County in interactions with local, state, and federal agencies
 - Coordinates shared services, intergovernmental agreements, and regional initiatives
 - Serves as liaison between the Board of Commissioners and elected officials, including courts
-

Grants & Program Administration

- Oversees administrative compliance for County grants and special programs
 - Ensures grant requirements are met in coordination with department heads, the Controller, and the Chief Accountant
 - Authorizes grant submissions and programmatic reporting as directed by the Board
-

Financial Coordination (Non-Accounting Role)

- Coordinates with the County Controller on fiscal impacts of operational decisions and policy initiatives
 - Reviews budget implications of labor agreements, staffing changes, and operational programs
 - Government Finance understanding and financial reporting functions
-

Other Duties

- Performs additional duties as assigned by the Board of Commissioners or as required by law
-

SUPERVISORY RESPONSIBILITIES

- Direct supervision of non-elected department heads
 - Indirect oversight of administrative support staff through department leadership
-

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of public administration principles and practices
 - Understanding of labor relations, employment law, and governmental operations
 - Ability to analyze complex organizational, legal, and operational issues and develop effective solutions
 - Excellent leadership, organizational, and interpersonal skills
 - Highly effective written and verbal communication skills
 - Ability to exercise sound judgment, discretion, and professionalism
-

TRAINING AND EXPERIENCE

- Minimum of ten (10) years of progressively responsible experience in public sector administration, management, or related fields required; Bachelor's Degree in Public Administration or Related Field Preferred
 - Experience in county or local government administration strongly preferred
 - Valid driver's license with acceptable driving record
-

PHYSICAL REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions

DRAFT

THE KALKASKA COUNTY BOARD OF COMMISSIONERS
RESOLUTION 2026-03
SUPPORTING HOUSE BILLS 5152 AND 5153

WHEREAS, at a Regular Meeting on January 21, 2026, the Kalkaska County Board of Commissioners; and

WHEREAS, House Bills 5152 and 5153 have been introduced in the Michigan Legislature to amend the Revised Judicature Act of 1961, providing critical protections for homeowners during mortgage foreclosure proceedings; and

WHEREAS, County Officials in Michigan have identified a pattern of predatory practices where third-party firms target vulnerable residents who are facing mortgage foreclosure; and

WHEREAS, these firms exploit homeowners and heirs by convincing them to sell either the property itself or their statutory rights to surplus foreclosure proceeds and redemption, often stripping residents of tens of thousands of dollars in home equity for a fraction of the true value; and

WHEREAS, County officials have witnessed firsthand these firms targeting vulnerable residents after an auction has concluded, including an instance where an elderly heir was paid \$100 to sign away her rights to over \$10,000 in known surplus proceeds; and

WHEREAS, these predatory activities not only harm homeowners, they create a significant and ongoing burden for County's departments statewide, including the Sheriff's Office, the Register of Deeds, the Probate Court, and the Corporate Counsel, which must expend public resources to manage fraudulent claims and improperly filed probate estates; and

WHEREAS, House Bill 5153 would directly stop this predatory model by making a mortgagor's right to surplus money and right of redemption non-assignable and non-transferable after a notice of foreclosure is recorded, except through legitimate testate or intestate succession; and

WHEREAS, House Bill 5152 would further protect homeowners by requiring a mandatory, plain-English "Notice of Rights" for any conveyance of property after a foreclosure notice is recorded, ensuring the seller fully understands they are waiving their rights to redemption, occupancy, and surplus proceeds; and

WHEREAS, the Counties across Michigan have identified the burdens created by these practices and are asking the Kalkaska County Board of Commissioners for a resolution of support for this vital legislation.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Kalkaska County Board of Commissioners fully supports House Bills 5152 and 5153, which will protect Kalkaska County residents and residents across the State of Michigan, from foreclosure fraud, preserve home equity for families, and reduce the burden on local government resources.

BE IT FURTHER RESOLVED that the County Clerk shall forward copies of this resolution to the Governor of the State of Michigan, the Majority Leader of the Michigan Senate, the Speaker of the Michigan House of Representatives, and all Michigan counties for their consideration and action and distribute to all County Clerks to be a posted communication in each county.

Commissioner Sieting Motioned to adopt Resolution 2026-03. Supported by Commissioner Matley.

Roll call:

Yeas: Sieting, Matley, Baldwin, Bicum, Comai, Persons, Fisher

Nays: None

Abstention: None

Absent: None

The Chairperson thereupon declared this Resolution approved and adopted by the Board of Commissioners of the County of Kalkaska this 21st day of January, 2026.

Kohn Fisher Jan 23rd 2026

Kohn Fisher, Chairperson

Kalkaska County Board of Commissioners

Deborah Hill

Deborah Hill, Kalkaska County Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Kalkaska, Michigan, at a Regular Meeting held on January 21, 2026.

Deborah Hill

Deborah Hill, Kalkaska County Clerk

ST. JOSEPH COUNTY, MICHIGAN
BOARD OF COMMISSIONERS
OPPOSING ANY LEGISLATION PREEMPTING LOCAL CONTROL FOR THE
CONSTRUCTION OF DATA CENTERS/BATTERY STORAGE FACILITIES

RESOLUTION 01-2026

WHEREAS, data centers/battery storage facilities are large-scale industrial facilities that require substantial amounts of land, electricity, and water resources; and

WHEREAS, the growth of data center/battery storage facility development across the United States has placed increasing strain on local electrical grids, water supplies, and public infrastructure; and

WHEREAS, the construction and operation of data centers/battery storage facilities may negatively impact nearby residential communities through noise pollution, visual impacts, environmental degradation, and reduced quality of life; and

WHEREAS, data centers/battery storage facilities may conflict with the County's comprehensive plan, zoning ordinances, and long-term land use priorities; and

WHEREAS, the siting of data centers/battery storage facilities may limit future economic development opportunities by consuming land and utility capacity that could otherwise support more diverse, employment-generating uses; and

WHEREAS, residents of St. Joseph County have expressed significant concern regarding the cumulative impacts of data center/battery storage facility development on the environment, infrastructure, and community; and

WHEREAS, if local control is preempted, a county, township, city, or village would be unable to determine requirements for construction, operation, use, or maintenance of a data center/battery storage facility; and

WHEREAS, if a county already has a data center/battery storage facility policy, practice, regulation, rule, or ordinance on record, it may be null and void; and

WHEREAS, all other types of energy facilities, while regulated by the Michigan Public Service Commission, must adhere to local zoning,

NOW, THEREFORE, LET IT BE RESOLVED that the St. Joseph Board of Commissioners respectfully requests that the Michigan Legislators, in their respective Bodies, along with the Governor, expedite quickly action to repeal PA 233 and PA 235.


LET IT BE FURTHER RESOLVED that if subsequent legislation is considered relative to data centers/battery storage facilities and futuristic "Green Energy" programs that proper inclusion of Michigan townships, cities, and villages be included in the planning and construction to ensure


the safety of the Environment and appropriate measures be included to ensure proper restoration of the ecosystem.

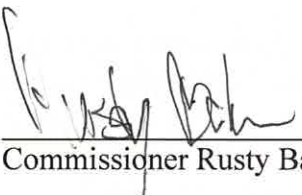
AND FINALLY, that the appropriate Michigan Department be authorized to ensure restoration compliance upon the abandonment of the property.


PASSED AND ADOPTED by the St. Joseph County Board of Commissioners on this
20 th day of January 2026.


Gina Everson, St. Joseph County
Clerk/Register


Commissioner Jared Hoffmaster, Chairman

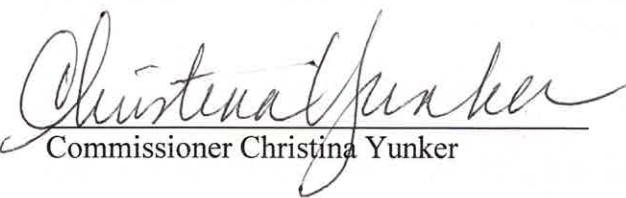

Commissioner Luis Rosado, Vice - Chairman


Commissioner Rusty Baker


Commissioner Terrance Conklin


Commissioner Ken Malone


Commissioner Rick Shaffer


Commissioner Christina Yunker