



AGENDA
THOMAS TOWNSHIP REGULAR BOARD MEETING
8215 Shields Drive, Saginaw, MI 48609
February 6, 2017
7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
 - A. Approval of Board Minutes January 4, 2016.
 - B. Approval of Expenditures.
 - C. Approve the amendments to the Administrative Policy Manual.
 - D. Approve the promotion of Probationary Fire Fighter Nathan Wachowicz to Fire Fighter.
6. Communications-Petitions-Citizen Comments

It is requested that you state your name and address for the record.
7. Public Hearing
 - A. Receive and acknowledge comments pertaining to the amendment to the Readiness to Serve Charge for Hemlock Semiconductor Group for the next five years.
8. Unfinished Business
 - A. None
9. New Business:
 - A. Approve Resolution 17-02 to amend the readiness to serve charges to Hemlock Semiconductor from 2016/2017 through 2020/2021 Township fiscal years.
 - B. Award the bid for the 2017 Mowing/Landscaping of the Township Properties to Tri Valley Landscaping in the amount of \$49,650.00.
 - C. Approve the Design and Construction Administration Agreement with Spicer Group for the Pumping Station #12 (HSC) Controls Upgrade in the amount of \$37,000.00.
 - D. Approve the Services Agreement with Spicer Group for Engineering Assistance in the amount of \$10,000.00 and related to the replacement and inspection of the wet-well piping located within Sewage Pumping Station #12 (HSC) and to authorize the completion of the piping repairs by a yet to be named contractor for an amount up to \$27,500.00.
 - E. Award the bid for the M-46 Median Maintenance to Bell's Landscaping in the amount of \$2,000 for 2017.
 - F. Award the bid for all work related to the building demolition, parking lot removal and asbestos removal at 3955 North River Road to Allen Contracting in the amount of \$19,500.00 and to complete the property purchase for \$18,000.00 as originally approved.
 - G. Approve the Agreement for Professional Services with Spicer Group in the amount of \$4,000.00 to develop a Michigan Natural Resources Passport grant application for a multi-use path from Shields Drive to a point on North Miller Road, just south of Geddes Road.

Thomas Township will provide necessary reasonable auxiliary aids and services to any individuals with disabilities who plan to attend this public meeting. Persons interested in such services need to contact the Thomas Township Manager's offices at 249 N. Miller Road, Saginaw, Michigan 48609, by phone at 989-781-0150, or by fax at 989-781-0290 at least five (5) working days prior to the meeting. In the case that advanced notice for accommodations is not possible, every reasonable effort will be made to accommodate the disabled.

- 9a. Presentations
 - A. The Township Assessor will make a presentation on Township Property Values.
 - B. Habitat for Humanity presentation.
- 10. Reports
 - A. Supervisor
 - B. Clerk
 - C. Treasurer
 - D. Manager
 - E. Community Development
 - F. DPW
 - G. Finance
 - H. Fire Dept.
 - I. Police Dept
 - J. Parks & Recreation
 - K. Board Members
- 11. Executive Session
 - None
- 12. Adjournment

**Thomas Township
Board of Trustee Meeting
Citizen Comment Instructions**

Any citizen may address the Thomas Township Board of Trustees at item #6, which is the Citizen Comment Section of the Board Meeting.

Supervisor Weise will ask if there is anyone who would like to address the Board. If there are multiple people, he will invite you to speak when it is your turn.

You will be asked to stand and state your name and address for the records.

You may then address your issue to the Board Members. In the interest of time, all citizens are requested to limit their address to three minutes.



THOMAS TOWNSHIP
REGULAR BOARD MEETING MINUTES
8215 Shields Drive, Saginaw, MI 48609
January 9, 2017
7:00 o'clock p.m.

1. The Regular Board Meeting was called to order at 7:00 p.m. by Supervisor Weise.
2. PRESENT: Weise, Weber, Ryder-Petre, Sommers, Thayer, Brosowski and Radewahn.

ABSENT: None

ALSO PRESENT: Township Manager, Russ Taylor; Fire Chief, Mike Cousins; Director of Community Development, Dan Sika; Township Parks and Recreation Director, John Corriveau; DPW Director, Rick Hopper; Township Attorney, Otto Brandt and no interested parties.
3. The Pledge of Allegiance was recited.
4. Motion was made by Brosowski, seconded by Thayer to approve the agenda as presented.

AGENDA
THOMAS TOWNSHIP REGULAR BOARD MEETING
8215 Shields Drive, Saginaw, MI 48609
January 9, 2017
7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
 - A. Approval of Board Minutes December 5, 2016.
 - B. Approval of Expenditures.
6. Communications-Petitions-Citizen Comments
It is requested that you state your name and address for the record.
7. Public Hearing
 - A. None.
8. Unfinished Business
 - A. None.
9. New Business
 - A. Approve Resolution 17-01 to approve a contract with Michigan Department of Transportation for the construction and maintenance of the Township Gateway sign.
 - B. Approve the annual administrative review for fireworks displays at Swan Valley Banquet Center for 2017.
 - C. Approve the yearly agreement for services with Saginaw Future in the amount of \$6,000.
10. Reports

A. Supervisor	D. Manager	H. Fire Dept.
B. Clerk	E. Community Development	I. Police Dept.
C. Treasurer	F. DPW	J. Parks & Recreation
	G. Finance	K. Board Members

- 11. Executive Session
None

- 12. Adjournment

- 5. It was moved by Sommers, seconded by Weber to approve the consent agenda. Motion carried unanimously.

- A. Approval of Township Board Minutes from the regular meeting 12/05/2016.

- B. Expenditures consisting of;

Clearing Fund	2,925.00
General Fund	\$ 44,961.10
Public Safety-Fire Department	15,936.96
Fire Apparatus	8,828.90
Public Safety-Police Department	14,868.15
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	1,170.42
Parks	68,753.79
Parks Capital Improvement Fund	0.00
Road Revolving Fund	0.00
HSC Grant Administration	0.00
Sewer Fund	145,089.05
Water Fund	215,061.89
Municipal Refuse	54,544.83
Tax	863,316.15

- 6. Communications-Petitions-Citizen Comments

- A. None

- 7. Public Hearing

- A. None

- 8. Unfinished Business:

- A. None

- 9. New Business:

- A. It was moved by Radewahn, seconded by Ryder-Petre to approve the contract with MDOT for the construction and maintenance of the Township Gateway sign.

Ayes: Weise, Brosowski, Weber, Radewahn, Thayer, Ryder-Petre, Sommers

Nays: None

Abstain: None

- B. It was moved by Weber seconded by Brosowski to approve the annual administrative review for fireworks displays at Swan Valley Banquet Center for 2017. Motion carried unanimously.

- C. It was moved by Ryder-Petre, seconded by Sommers to approve the yearly agreement for services with Saginaw Future in the amount of \$6,000. Motion carried unanimously.

- 10. Report of Officers and Staff:

- A. Supervisor's Report – none.

- B. Clerk's Report – none.

- C. Treasurer's Report –none.

- D. Manager's Report – none.

- E. Receive and file Community Development Reports.

- F. Receive and file the DPW Reports.

- G. Receive and file Finance Departments Reports.

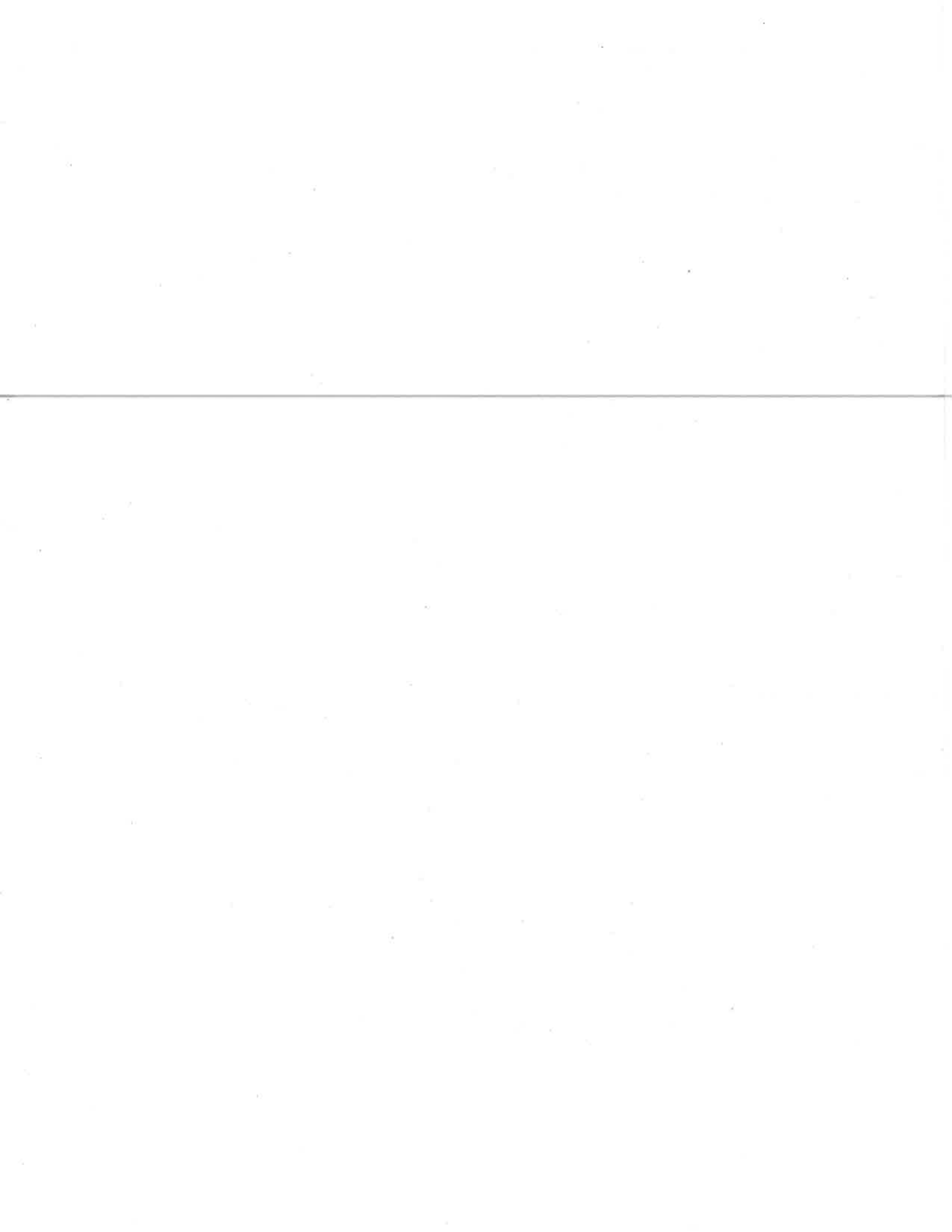
- H. Receive and file Fire Departments Report.

- I. Receive and file Police Departments Reports.

- J. Receive and file Parks and Recreations Reports.
- K. Board Member Reports – None
- 11. Executive Session:
 - A. None
- 12. It was moved by Brosowski, seconded by Thayer adjourn the meeting at 7:12p.m. Carried unanimously.

Edward Brosowski, Clerk

Dated





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **PERSON SUBMITTING:** Fiscal Services Director
- **AGENDA TOPIC:** Approval of Expenditures
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:**
The Appropriations Act passed in March Appropriated total funds for the 2016/2017 fiscal year for operating the budgets of the various finds. Monthly the board needs to approve the total expenditures in each fund for the month.

In addition to the fund expenditures listed in the motion, Library Fund expenditures were \$15,113.71. Township Board approval is not required for Library expenditures. Payroll expenditures are not required to be included in this motion.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
Invoice approval list by fund
Cash balances report
- **POSSIBLE COURSES OF ACTION:**
Approval/not approve expenditures
- **SUGGESTED/REQUESTED MOTION:**

Motion by _____, supported by _____ to approve the expenditures totaling \$4,075,793.53 with individual fund totals as follows:

Clearing Fund	5,790.00
General Fund.....	141,512.57
Public Safety - Fire Department.....	15,918.71
Fire Apparatus	0.00
Public Safety - Police Department	30,495.85
Public Safety - Drug Law Enforcement	0.00
Downtown Development Authority.....	4,415.39
Parks	33,574.02
Road Revolving Fund.....	0.00
Sewer Fund	115,371.49
Water Fund	300,732.33
Municipal Refuse	60,396.81
Tax.....	3,367,586.36

As shown on checks #55698-55794

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 100 CLEARING FUND
 Department: 000

01/17/2017	CS10	55748**	BLUE CROSS BLUE MICHIGAN	HEALTH/VISION			** VOIDED **
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** VOIDED **

01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	NML/AMAZON/BAY ARCHERY/AT&T/CHARTER	231.575	000	160.00
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01/17/2017	CS10	55824**	BLUE CROSS BLUE MICHIGAN	HEALTH/VISION	231.716	000	2,700.00
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HEALTH/VISION 231.717 000 65.00
 CHECK CS100 55824 TOTAL FOR FUND 100: 2,765.00

01/31/2017	CS10	55833**	BLUE CROSS BLUE MICHIGAN	HEALTH/VISION	231.716	000	2,640.00
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HEALTH/VISION 231.717 000 65.00
 CHECK CS100 55833 TOTAL FOR FUND 100: 2,705.00

01/31/2017	CS10	55839**	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	231.575	000	160.00
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Total for department 000: 5,790.00
 Total for fund 100 CLEARING FUND 5,790.00

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 000							
01/04/2017	CS10	55730	SHERWIN-WILLIAMS	BUSINESS LICENSE - TWICE	458.000	000	10.00
01/17/2017	CS10	55758*	DELTA COLLEGE	DEL'Q PERSONAL PROPERTY	217.000	000	121.33
01/17/2017	CS10	55765*	HEMLOCK SCHOOL DISTRICT	DEL'Q PERSONAL PROPERTY	217.000	000	51.64
	0			DEL'Q PERSONAL PROPERTY	217.000	000	82.20
				CHECK CS100 55765 TOTAL FOR FUND 101:			133.84
01/17/2017	CS10	55793*#	SAGINAW COUNTY TREASURER	DEL'Q PERSONALS PROPERTY	217.000	000	211.13
	0			EDGEWOOD 167 LOTS JANUARY 2017	449.000	000	83.50
				KRIS KAY 173 LOTS JANUARY 2017	449.000	000	86.50
				CHECK CS100 55793 TOTAL FOR FUND 101:			381.13
01/17/2017	CS10	55794*	SAGINAW COUNTY TREASURER	EDGEWOOD 167 LOTS JANUARY 2017	449.000	000	334.00
	0			KRIS KAY 173 LOTS JANUARY 2017	449.000	000	346.00
				CHECK CS100 55794 TOTAL FOR FUND 101:			680.00
01/17/2017	CS10	55796*	SAGINAW ISD	DEL'Q PERSONALS PROPERTY	217.000	000	123.96
01/17/2017	CS10	55802*	SWAN VALLEY SCHOOL DISTRICT	DEL'Q PERSONALS PROPERTY	217.000	000	319.90
	0			DEL'Q PERSONALS PROPERTY	217.000	000	274.20
				CHECK CS100 55802 TOTAL FOR FUND 101:			594.10
01/17/2017	CS10	55804	THOMAS TWP DDA	DEL'Q PERSONALS PROPERTY	217.000	000	27.40
01/17/2017	CS10	55805	THOMAS TWP FIRE EQUIPMENT	DEL'Q PERSONALS PROPERTY	217.000	000	14.84
	0						
01/17/2017	CS10	55806	THOMAS TWP GENERAL FUND	DEL'Q PERSONALS PROPERTY	217.000	000	56.04

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL OPERATING FUND
 Department: 000

01/17/2017 CS10 55807 THOMAS TWP LIBRARY DEL'Q PERSONALS PROPERTY 217.000 000 464.93
 CHECK CS100 55806 TOTAL FOR FUND 101: 520.97

01/17/2017 CS10 55808 THOMAS TWP PUBLIC SAFETY FIRE DEL'Q PERSONALS PROPERTY 217.000 000 33.44
 0 THOMAS TWP PUBLIC SAFETY FIRE DEL'Q PERSONALS PROPERTY 217.000 000 38.02

01/17/2017 CS10 55809 THOMAS TWP PUBLIC SAFETY POLIC DEL'Q PERSONALS PROPERTY 217.000 000 80.78
 0

01/31/2017 CS10 55889 SGI HEATING & COOLING REFUND APPLICATION FEE 500.000 000 90.00
 Total for department 000: 2,849.81

Department: 101 BOARD-LEGISLATIVE

01/04/2017 CS10 55729# ROTARY CLUB OF SAGINAW ROTARY CLUB OF SAGINAW LUNCHEON - 960.000 101 20.00
 0 1/4/2017

01/17/2017 CS10 55782*# OTTO BRANDT LEGAL SERVICES 802.000 101 300.00

01/17/2017 CS10 5579C# SAGINAW CO AREA CLERKS ASSOCIA 2017 MEMBERSHIP DUES - BROSOFSKI 804.000 101 25.00
 0

01/17/2017 CS10 55814# VIEW NEWSPAPER GROUP BOR 12/13/16/BOR MTG 900.000 101 48.51

01/31/2017 CS10 55839*# CHASE-MASTERCARD SVCS MTA/AT&T/CONF/ARCHERY 960.000 101 2,781.48

Department: 172 MANAGER-ADMINISTRATIVE
 Total for department 101: 3,174.99

01/04/2017 CS10 55729# ROTARY CLUB OF SAGINAW ROTARY CLUB OF SAGINAW LUNCHEON - 960.000 172 20.00
 0 1/4/2017

01/17/2017 CS10 55748*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION 960.000 172 20.00
 0

** VOIDED **

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL OPERATING FUND
 Department: 172 MANAGER-ADMINISTRATIVE

01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.100	172	45.69
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	960.000	172	459.28
				CHECK CS100 55751 TOTAL FOR FUND 101:			<u>504.97</u>

01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	172	1,403.04
				HEALTH/VISION	716.100	172	20.44
				CHECK CS100 55824 TOTAL FOR FUND 101:			<u>1,423.48</u>

01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	172	1,403.04
				HEALTH/VISION	716.100	172	20.44
				CHECK CS100 55833 TOTAL FOR FUND 101:			<u>1,423.48</u>

01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	740.000	172	129.99
				MTA/AT&T/CONF/ARCHERY	850.100	172	45.69
				MTA/AT&T/CONF/ARCHERY	960.000	172	14.00
				CHECK CS100 55839 TOTAL FOR FUND 101:			<u>189.68</u>

01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	172	151.93
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	172	3.50

01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	172	74.50
				LIFE/DISABILITY/AD&D	716.300	172	24.58
				CHECK CS100 55866 TOTAL FOR FUND 101:			<u>99.08</u>

01/31/2017	CS10	55893	SPI INNOVATIONS	HP PROBOOK 450 G3	745.000	172	1,053.00
				Total for department 172:			<u>4,869.12</u>

Department: 215 CLERK

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 215 CLERK							
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55748*#	HEALTH/VISION				** VOIDED **
01/17/2017	CS10	55760*#	DICTATING MACHINE SERVICES	CLEAN TYPEWRITERS	930.000	215	39.00
01/17/2017	CS10	55790*#	SAGINAW CO AREA CLERKS ASSOCIA	2017 MEMBERSHIP DUES - WIETTFELDT	804.000	215	25.00
01/17/2017	CS10	55813	U. S. POSTAL SERVICE	BULK MAIL - JANUARY NEWSLETTER	930.100	215	1,265.94
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	215	507.25
				HEALTH/VISION	716.100	215	7.29
				CHECK CS100 55824 TOTAL FOR FUND 101:			<u>514.54</u>
01/31/2017	CS10	55832*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	215	19.20
01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	215	(751.35)
01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	215	79.20
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	215	3.50
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	215	56.34
				LIFE/DISABILITY/AD&D	716.300	215	16.22
				CHECK CS100 55866 TOTAL FOR FUND 101:			<u>72.56</u>
01/31/2017	CS10	55868	MI ASSOCIATION OF MUNIC CLERKS	MASTER ACADEMY - WIETTFELDT	960.000	215	450.00

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL OPERATING FUND
 Department: 215 CLERK

01/31/2017	CS10	55878	QUICK RELIABLE PRINTING	NEWSLETTER - WINTER 2017	900.100	215	2,069.69
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Total for department 215: 3,847.28

Department: 253 TREASURER-FINANCE DEPARTMENT

01/04/2017	CS10	55704**	BS&A SOFTWARE	GL,CR,AP,PAYROLL,TIMESHEETS UB PROGRA	745.000	253	9,491.00
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01/04/2017	CS10	55727**	PRINT EXPRESS OFFICE PRODUCTS	TAX RECEIPTS ENVELOPES	830.000	253	190.00
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01/17/2017	CS10	55747**	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE			** VOIDED **
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01/17/2017	CS10	55748**	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
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** VOIDED **

01/17/2017	CS10	55751**	CHASE-MASTERCARD SVCS	MMI/AMAZON/BAY ARCHERY/AT&T/CHARTER	740.000	253	379.49
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01/17/2017	CS10	55760**	DICTATING MACHINE SERVICES	CLEAN TYPEWRITERS	930.000	253	99.00
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01/17/2017	CS10	55767**	INDEPENDENT STATIONERS. INC	OFFICE SUPPLIES	740.000	253	76.20
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01/17/2017	CS10	55770**	MAIL ROOM SERVICE CENTER INC.	MAILINGS/WINTER TAXES/DDA NEWSLETTER	830.000	253	2,967.71
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01/17/2017	CS10	55789	SAGINAW AREA LOCAL TREASURERS	2017 MEMBERSHIP DUES - FROLLO	804.000	253	10.00
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				2017 MEMBERSHIP DUES - TUCKER	804.000	253	10.00
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CHECK CS100 55789 TOTAL FOR FUND 101: 20.00

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 253 TREASURER-FINANCE DEPARTMENT							
01/17/2017	CS10	55793*#	SAGINAW COUNTY TREASURER	2013 CHARGE BACKS - 2016 FORCLOSURE-2017	956.000	253	105.11
				2014 CHARGE BACK - 2016 FORCLOSURE-20	956.000	253	208.98
				2015 CHARGE BACK - 2016 FORCLOSURE-20	956.000	253	233.63
				CHECK CS100 55793 TOTAL FOR FUND 101:			<u>547.72</u>
01/17/2017	CS10	55823*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	253	23.44
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	253	1,561.72
				HEALTH/VISION	716.100	253	21.07
				CHECK CS100 55824 TOTAL FOR FUND 101:			<u>1,582.79</u>
01/31/2017	CS10	55832*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	253	23.44
01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	253	1,561.72
				HEALTH/VISION	716.100	253	21.07
				CHECK CS100 55833 TOTAL FOR FUND 101:			<u>1,582.79</u>
01/31/2017	CS10	55835	BS&A SOFTWARE	SOFTWARE SETUP/TRAINING GL/CR/AP/PR/T	745.000	253	29,005.00
01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	740.000	253	136.20
01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	253	319.06
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	253	3.85
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	253	106.38
				LIFE/DISABILITY/AD&D	716.300	253	28.89

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL OPERATING FUND
 Department: 253 TREASURER-FINANCE DEPARTMENT

01/31/2017	CS10	55877	PRINTING SYSTEMS INC	CHECK CS100 55866 TOTAL FOR FUND 101:			135.27
				A/P CHECKS	740.000	253	256.20

01/31/2017	CS10	55881	SAGINAW COUNTY TREASURER	TAX ROLL - WINTER 2016	830.000	253	11,991.50
				Total for department 253:			58,830.66

Department: 257 ASSESSING
 01/04/2017 CS10 55721 MICHIGAN ASSESSORS ASSOCIATION MEMBERSHIP DUES - GAST 804.000 257 75.00

01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
				HEALTH/VISION			** VOIDED **

01/17/2017	CS10	55759	DES MOINES STAMP MFG CO INC	DATER STAMP - ASSESSING	740.000	257	71.00
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01/17/2017	CS10	55767*#	INDEPENDENT STATIONERS. INC	OFFICE SUPPLIES	740.000	257	22.05
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01/17/2017	CS10	55814#	VIEW NEWSPAPER GROUP	BOR 12/13/16/BOR MTG	900.000	257	11.76
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01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	257	806.96
				HEALTH/VISION	716.100	257	7.37
				CHECK CS100 55824 TOTAL FOR FUND 101:			814.33

01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	257	806.96
				HEALTH/VISION	716.100	257	7.37
				CHECK CS100 55833 TOTAL FOR FUND 101:			814.33

01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	257	121.54
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Check Date Bank Check # Payee

Description

Account Dept

Amount

Fund: 101 GENERAL OPERATING FUND
 Department: 257 ASSESSING

01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	257	3.50
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01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	257	31.86
				LIFE/DISABILITY/AD&D	716.300	257	10.96

CHECK CS100 55866 TOTAL FOR FUND 101:

42.82

01/31/2017	CS10	55876*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - ASSESSING	740.000	257	289.00
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Total for department 257:

2,265.33

Department: 265 BUILDING & GROUNDS

01/04/2017	CS10	55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT	920.000	265	99.65
				UTILITY BILL - 101 LUTZKE	920.000	265	94.56
				UTILITY BILL - 6909 GRATIOT	920.000	265	111.29
				UTILITY BILL - 7863 GRATIOT	920.000	265	114.74
				UTILITY BILL - 239 MILLER CT	920.000	265	55.69
				UTILITY BILL - 249 N MILLER RD	920.000	265	1,080.94
				CHECK CS100 55709 TOTAL FOR FUND 101:			1,566.87

01/04/2017	CS10	55733*#	STAPLES CR	OFFICE SUPPLIES	740.000	265	102.25
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01/04/2017	CS10	55736*#	THOMAS TWP WATER	EQUIPMENT RENTAL	940.100	265	282.09
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01/04/2017	CS10	55741*#	WASTE MANAGEMENT	TRASH REMOVAL	930.000	265	70.04
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01/17/2017	CS10	55742*#	123.NET	TELEPHONE SERVICE			** VOIDED **
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01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	740.000	265	414.47
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MML/AMAZON/BAY ARCHERY/AT&T/CHARTER 850.000 265 164.31

CHECK CS100 55751 TOTAL FOR FUND 101: 578.78

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Fund: 101 GENERAL OPERATING FUND
 Department: 265 BUILDING & GROUNDS

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/17/2017	CS10	55754**	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER	920.000	265	790.97
01/17/2017	CS10	55764**	GALE FIRE PROTECTION INC	ANNUAL SVC FIRE EXTINGUISHERS	930.000	265	33.20
01/17/2017	CS10	55767**	INDEPENDENT STATIONERS. INC	OFFICE SUPPLIES	740.000	265	475.38
01/17/2017	CS10	55770**	MAIL ROOM SERVICE CENTER INC.	MAILINGS/WINTER TAXES/DDA NEWSLETTER	810.100	265	1,016.70
01/17/2017	CS10	55799**	SHRED EXPERTS	DOCUMENT SHREDDING	810.100	265	60.00
01/17/2017	CS10	55818**	123.NET	TELEPHONE SERVICE	850.000	265	116.21
01/30/2017	CS10	55825	PIAZZA APPRAISER & CONSULTANT	APPRAISAL - TAX ID# 28-12-4-30-2022-000	817.000	265	1,750.00
01/31/2017	CS10	55834	BRADYS BUSINESS SYSTEM	CAN-C5255 01/14/17-2/13/17	936.000	265	420.68
01/31/2017	CS10	55839**	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	740.000	265	405.97
				MTA/AT&T/CONF/ARCHERY	850.000	265	133.19
				CHECK CS100 55839 TOTAL FOR FUND 101:			539.16
01/31/2017	CS10	55840**	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	920.000	265	89.25
				UTILITY BILL - 8270 GRATIOT RD	920.000	265	97.18
				UTILITY BILL - 6909 GRATIOT RD	920.000	265	112.40
				UTILITY BILL - 7863 GRATIOT	920.000	265	129.54
				UTILITY BILL - 239 MILLER CT	920.000	265	60.49
				UTILITY BILL - 249 N MILLER	920.000	265	1,080.14
				UTILITY BILL - 229 N MILLER	920.000	265	1,601.02
				CHECK CS100 55840 TOTAL FOR FUND 101:			3,170.02

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 265 BUILDING & GROUNDS							
01/31/2017	CS10	55876*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - ADMN BLDG	740.000	265	16.00
	0			Total for department 265:			10,988.35
Department: 276 CEMETERY							
01/04/2017	CS10	55736*#	THOMAS TWP WATER	EQUIPMENT RENTAL	940.100	276	2,460.17
				Total for department 276:			2,460.17
Department: 282 GREAT LAKES TECH PARK MICE							
01/04/2017	CS10	55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM	920.000	282	326.85
01/04/2017	CS10	55717*#	LEDDY ELECTRIC INC.	REPAIR STREET LIGHT - INDUSTRIAL PARK	930.000	282	271.66
01/31/2017	CS10	55840*#	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM RD	920.000	282	358.68
				Total for department 282:			957.19
Department: 371 COMMUNITY DEVELOPMENT							
01/04/2017	CS10	55727*#	PRINT EXPRESS OFFICE PRODUCTS	MAPS - COMM DEV	740.000	371	43.00
	0						
01/17/2017	CS10	55747*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE			** VOIDED **
	0						
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
	0						** VOIDED **
01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.100	371	32.79
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	930.000	371	53.98
				CHECK CS100 55751 TOTAL FOR FUND 101:			86.77
01/17/2017	CS10	55753	CNA SURETY DIRECT BILL	2017-2023 - BOND #71790935N01 - WATT	740.000	371	45.00

Fund: 101 GENERAL OPERATING FUND
 Department: 371 COMMUNITY DEVELOPMENT

Check Date	Bank Check #	Payee	Description	Account	Dept	Amount
01/17/2017	CS10 55760*# 0	DICTATING MACHINE SERVICES	CLEAN TYPEWRITERS	930.000	371	49.50
01/17/2017	CS10 55767*# 0	INDEPENDENT STATIONERS, INC	OFFICE SUPPLIES	740.000	371	89.65
01/17/2017	CS10 55771	MARTIN CHEVROLET	2002 CHEVROLET TRUCK - COMM DEV	938.000	371	290.97
01/17/2017	CS10 55774 0	MICHIGAN ASSOC OF PLANNING	CONFERENCE - RENE DESANDER	960.000	371	130.00
01/17/2017	CS10 55775 0	MICHIGAN ASSOC OF PLANNING	CONFERENCE - DONALD MILNE	960.000	371	130.00
01/17/2017	CS10 55777	MLIVE MEDIA GROUP	NOTICE OF ADOPTION - REZONING - 2800	900.000	371	137.51
01/17/2017	CS10 55782*#	OTTO BRANDT	LEGAL SERVICES	802.000	371	670.00
01/17/2017	CS10 55784*# 0	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - COMM DEV	740.000	371	68.00
			OFFICE SUPPLIES - COMM DEV	740.000	371	34.00
			CHECK CS100 55784 TOTAL FOR FUND 101:			102.00
01/17/2017	CS10 55791*# 0	SAGINAW CO REGISTER OF DEEDS	TREE/SIDEWALK/TRAIL EASEMENT AGREEMENTS - 2017	740.000	371	150.00
			TREE/SIDEWALK/TRAIL EASEMENT AGREEMENT	740.000	371	90.00
			CHECK CS100 55791 TOTAL FOR FUND 101:			240.00
01/17/2017	CS10 55795*#	SAGINAW FUTURE INC	2017 ANNUAL MEMBERSHIP	804.000	371	2,000.00
01/17/2017	CS10 55815*#	WEX INC	GAS/DIESEL FUEL	938.100	371	54.15
01/17/2017	CS10 55823*# 0	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	371	8.76

Fund: 101 GENERAL OPERATING FUND
 Department: 371 COMMUNITY DEVELOPMENT

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	371	1,256.18
				HEALTH/VISION	716.100	371	13.47
				CHECK CS100 55824 TOTAL FOR FUND 101:			<u>1,269.65</u>
01/31/2017	CS10	55832*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	371	8.76
01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	371	1,256.18
				HEALTH/VISION	716.100	371	13.47
				CHECK CS100 55833 TOTAL FOR FUND 101:			<u>1,269.65</u>
01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	740.000	371	12.15
				MTA/AT&T/CONF/ARCHERY	745.000	371	179.97
				MTA/AT&T/CONF/ARCHERY	850.100	371	32.79
				MTA/AT&T/CONF/ARCHERY	960.000	371	14.47
				CHECK CS100 55839 TOTAL FOR FUND 101:			<u>239.38</u>
01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	371	273.48
01/31/2017	CS10	55849	DUCTLOS INSURANCE AGENCY, INC.	NOTARY BOND - WATT	810.100	371	60.00
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	371	3.50
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	371	71.06
				LIFE/DISABILITY/AD&D	716.300	371	20.58
				CHECK CS100 55866 TOTAL FOR FUND 101:			<u>91.64</u>

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL OPERATING FUND

Department: 371 COMMUNITY DEVELOPMENT

01/31/2017 CS10 55869 MICHIGAN ASSOC OF PLANNING CONFERENCE - DOUG BIRD 960.000 371 130.00

CONFERENCE - ROD IAMURRI 960.000 371 130.00

CONFERENCE - RUTH MCDONALD 960.000 371 130.00

CONFERENCE - JENNIFER CURRY 960.000 371 130.00

CHECK CS100 55869 TOTAL FOR FUND 101: 520.00

Total for department 371: 7,813.37

Department: 421 CONSTRUCTION CODES

01/17/2017 CS10 55747*# BLUE CROSS BLUE SHIELD OF HEALTH INSURANCE ** VOIDED **
 0 MICHIGAN

01/17/2017 CS10 55748*# BLUE CROSS BLUE SHIELD OF HEALTH/VISION ** VOIDED **
 0 MICHIGAN

HEALTH/VISION ** VOIDED **

01/17/2017 CS10 55760*# DICTATING MACHINE SERVICES CLEAN TYPEWRITERS 740.000 421 49.50
 0

01/17/2017 CS10 55767*# INDEPENDENT STATIONERS. INC OFFICE SUPPLIES 740.000 421 75.23
 0

01/17/2017 CS10 55788 SAG VALLEY CHAPTER ICC 2017 MADCAD USER GROUP FEE 804.000 421 247.00
 0

01/17/2017 CS10 55815*# WEX INC GAS/DIESEL FUEL 938.100 421 36.30

01/17/2017 CS10 55823*# BLUE CROSS BLUE SHIELD OF HEALTH INSURANCE 716.100 421 3.76
 0 MICHIGAN

01/17/2017 CS10 55824*# BLUE CROSS BLUE SHIELD OF HEALTH/VISION 716.000 421 848.36
 0 MICHIGAN

HEALTH/VISION 716.100 421 9.82

CHECK CS100 55824 TOTAL FOR FUND 101: 858.18

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 421 CONSTRUCTION CODES							
01/31/2017		CS10	55832*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	716.100	421	3.76
HEALTH INSURANCE							
01/31/2017		CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	716.000	421	848.36
HEALTH/VISION							
CHECK CS100 55833 TOTAL FOR FUND 101:							
							858.18
Fund: 101 GENERAL OPERATING FUND							
Department: 442 SIDEWALKS							
01/31/2017		CS10	55847*#	DELTA DENTAL	716.200	421	182.32
FEBRUARY 2017 PREMIUM							
01/31/2017		CS10	55851*#	FLEX ADMINISTRATORS, INC.	716.000	421	3.50
MEDICAL WRAP - HSA DECEMBER 2016							
01/31/2017		CS10	55866*#	MADISON NATIONAL LIFE	716.100	421	49.19
LIFE/DISABILITY/AD&D							
LIFE/DISABILITY/AD&D							
CHECK CS100 55866 TOTAL FOR FUND 101:							
							63.32
Total for department 421:							
							3,085.25
Fund: 101 GENERAL OPERATING FUND							
Department: 444 STORM WATER MANAGEMENT							
01/31/2017		CS10	55879	SAGINAW AREA STORM WATER AUTHO	817.000	444	1,333.33
JANUARY - MARCH 2017							
Total for department 444:							
							1,333.33
Fund: 101 GENERAL OPERATING FUND							
Department: 448 STREET LIGHTING							
01/17/2017		CS10	55754*#	CONSUMERS ENERGY CO	920.000	448	6,311.55
UTILITY BILL - STREETLIGHTS							
UTILITY BILL - STREETLIGHTS							
							920.000
							448
							6,116.51

FROM 04/01/2016 TO 12/31/2016

FUND: 101 150 205 206 207 246 248 265 271 508 590 591 596 610 703

CASH AND INVESTMENT ACCOUNTS

BANK:

Fund Account	Description	Beginning Balance 04/01/2016	Total Debits	Total Credits	Ending Balance 12/31/2016
Fund 101	GENERAL OPERATING FUND				
002.000	CASH (CSB)	681,884.26	1,807,940.12	2,378,675.87	111,148.51
002.350	CASH CHASE BANK	2,805,132.46	1,198.46	2,566,055.56	240,275.36
002.385	CASH CHEMICAL BANK	0.00	516,256.75	200,000.00	316,256.75
003.175	Certificate of Deposit Chemic	0.00	2,000,154.11	250,000.00	1,750,154.11
	GENERAL OPERATING FUND	<u>3,487,016.72</u>	<u>4,325,549.44</u>	<u>5,394,731.43</u>	<u>2,417,834.73</u>
Fund 150	OWEN'S TRUST				
003.276	CD OWENS TRUST	15,428.00	0.00	0.00	15,428.00
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH (CSB)	683,367.28	126,362.73	476,028.54	333,701.47
Fund 206	FIRE APPARATUS				
002.000	CASH (CSB)	365,295.82	324.92	51,762.93	313,857.81
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH (CSB)	866,057.63	191,973.81	678,013.01	380,018.43
Fund 246	ROAD REVOLVING FUND				
002.000	CASH (CSB)	831,884.77	2,397.90	800,000.00	34,282.67
003.175	Certificate of Deposit Chemic	0.00	800,000.00	0.00	800,000.00
	ROAD REVOLVING FUND	<u>831,884.77</u>	<u>802,397.90</u>	<u>800,000.00</u>	<u>834,282.67</u>
Fund 248	Downtown Development Authority				
002.000	CASH (CSB)	119,633.42	5,790.87	112,036.62	13,387.67
003.175	Certificate of Deposit Chemic	0.00	24,000.00	0.00	24,000.00
	Downtown Development Authority	<u>119,633.42</u>	<u>29,790.87</u>	<u>112,036.62</u>	<u>37,387.67</u>
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH (CSB)	10,107.04	0.00	0.00	10,107.04
Fund 271	LIBRARY FUND				
002.000	CASH (CSB)	434,635.33	66,783.21	253,775.17	247,643.37
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	<u>639,975.33</u>	<u>66,783.21</u>	<u>253,775.17</u>	<u>452,983.37</u>
Fund 508	PARKS & RECREATION				
002.000	CASH (CSB)	54,030.31	600,263.32	608,674.08	45,619.55
Fund 590	SEWER FUND				
002.000	CASH (CSB)	682,333.18	1,083,496.56	915,695.03	850,134.71
002.200	RESERVED CASH SYSTEM EXPANSIO	0.23	19,250.00	0.00	19,250.23
002.350	CASH CHASE BANK	2,402,995.89	1,035.56	2,403,849.20	182.25
002.351	CHASE RESERVED FUTURE EXPANSI	117,933.00	0.00	117,933.00	0.00
002.385	CASH CHEMICAL BANK	0.00	404,131.84	0.00	404,131.84
002.386	CHEMICAL BANK SYSTEM EXPANSIO	0.00	117,933.00	0.00	117,933.00
003.175	Certificate of Deposit Chemic	0.00	2,000,308.41	0.00	2,000,308.41
	SEWER FUND	<u>3,203,262.30</u>	<u>3,626,155.37</u>	<u>3,437,477.23</u>	<u>3,391,940.44</u>
Fund 591	WATER FUND				
002.000	CASH (CSB)	231,474.26	3,283,231.70	2,294,126.93	1,220,579.03
002.200	RESERVED CASH SYSTEM EXPANSIO	8.99	21,385.00	0.00	21,393.99
002.350	CASH CHASE BANK	2,821,195.87	1,156.13	2,822,183.01	168.99
002.351	CHASE RESERVED FUTURE EXPANSI	266,176.00	0.00	266,176.00	0.00
002.375	CASH FIRST MERIT BANK	249,004.23	270.43	0.00	249,274.66
002.385	CASH CHEMICAL BANK	245,208.79	272,692.42	245,397.48	272,503.73
002.386	CHEMICAL BANK SYSTEM EXPANSIO	0.00	266,176.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	0.00	245,397.48	0.00	245,397.48
002.390	CASH FIRST STATE BANK	247,343.65	561.67	0.00	247,905.32
003.175	Certificate of Deposit Chemic	0.00	1,800,308.41	0.00	1,800,308.41

FROM 04/01/2016 TO 12/31/2016

FUND: 101 150 205 206 207 246 248 265 271 508 590 591 596 610 703

CASH AND INVESTMENT ACCOUNTS

BANK:

Fund Account	Description	Beginning Balance 04/01/2016	Total Debits	Total Credits	Ending Balance 12/31/2016
	WATER FUND	4,060,411.79	5,891,179.24	5,627,883.42	4,323,707.61
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH (CSB)	627,092.46	9,837.98	448,423.07	188,507.37
002.300	CASH PUBLIC FUNDS INVESTMENTS	(0.40)	0.00	0.00	(0.40)
002.350	CASH CHASE BANK	300,744.34	158.71	300,892.88	10.17
002.385	CASH CHEMICAL BANK	0.00	301,102.62	183.91	300,918.71
	MUNICIPAL REFUSE FUND	927,836.40	311,099.31	749,499.86	489,435.85
Fund 610	CONSTRUCTION WATER/SEWER/MISC				
002.000	CASH (CSB)	25,178.20	0.00	0.00	25,178.20
Fund 703	TAX FUND				
002.000	Cash	2,147.78	9,454,097.69	5,472,014.78	3,984,230.69
002.400	CASH (CSB) DOG LICENSE	0.00	0.00	374.00	(374.00)
	TAX FUND	2,147.78	9,454,097.69	5,472,388.78	3,983,856.69
	TOTAL - ALL FUNDS	15,291,632.79	25,425,977.81	23,662,271.07	17,055,339.53

GL NUMBER DESCRIPTION AMENDED BUDGET NORMAL (ABNORMAL) YTD BALANCE 01/31/2017 MONTH 01/31/2017 ACTIVITY FOR INCREASE (DECREASE) AVAILABLE BALANCE NORMAL (ABNORMAL) % BDGT USED

Fund 101 - GENERAL OPERATING FUND

Revenues

101-000-402.000	PROPERTY TAXES	360,308.00	973.63	0.00	0.00	359,334.37	0.27
101-000-402.100	STREET LIGHTS SPECIAL ASSESMS	67,500.00	0.00	0.00	0.00	67,500.00	0.00
101-000-402.125	SPEC ASSES GRT LKS TCH PK STL	4,800.00	0.00	0.00	0.00	4,800.00	0.00
101-000-402.150	SPEC ASSES GRT LKS TCH PK MTC	4,400.00	0.00	0.00	0.00	4,400.00	0.00
101-000-405.000	DEL' Q PERSONAL PROPERTY	300.00	173.21	0.00	0.00	126.79	57.74
101-000-410.000	PERSONAL PROPERTY TAXES	37,459.00	0.00	0.00	0.00	37,459.00	0.00
101-000-410.100	PERSONAL PROPERTY REPLACEMENT	39,086.00	0.00	0.00	0.00	39,086.00	0.00
101-000-437.000	I. F. T.	53,823.00	0.00	0.00	0.00	53,823.00	0.00
101-000-445.000	INTEREST/PENALTIES - TAX COLL	200.00	(153.13)	0.00	0.00	200.00	(0.09)
101-000-447.000	PROPERTY TAX ADMINISTRATION F	166,300.00	0.00	0.00	0.00	166,453.13	0.00
101-000-448.000	DOG LICENSE COLLECTION	190.00	0.00	0.00	0.00	190.00	0.00
101-000-449.000	MOBILE HOME FEES	2,200.00	2,217.50	0.00	0.00	170.50	100.80
101-000-454.000	FRANCHISE FEE CABLE TV	195,000.00	153,065.92	0.00	0.00	41,934.08	78.50
101-000-458.000	BUSINESS LICENSE	2,400.00	2,230.00	0.00	0.00	170.00	92.92
101-000-499.000	COMMUNITY DEVELOPMENT	10,000.00	10,179.23	50.00	50.00	(179.23)	101.79
101-000-500.000	CONSTRUCTION PERMITS	50,000.00	82,538.63	5,217.00	5,217.00	(32,538.63)	165.08
101-000-574.000	STATE REVENUE SHARING	951,322.00	789,690.00	165,376.00	165,376.00	161,632.00	83.01
101-000-606.000	ORDINANCE FINES	20,000.00	22,658.04	1,613.32	1,613.32	(2,658.04)	113.29
101-000-612.000	METRO EXT TELE RIGHT-OF-WAY A	9,500.00	13,157.47	0.00	0.00	(3,657.47)	138.50
101-000-615.000	PASSPORT FEES	11,000.00	16,335.00	3,675.00	3,675.00	(5,335.00)	148.50
101-000-615.100	PASSPORT PHOTOS	4,000.00	8,239.40	1,820.00	1,820.00	(4,239.40)	205.99
101-000-628.000	PRINTED MATERIALS	25.00	37.05	12.70	12.70	(12.05)	148.20
101-000-642.000	CEMETERY INCOME	7,000.00	9,962.40	150.00	150.00	(2,962.40)	142.32
101-000-657.000	NSF CHECK FEE	28.00	21.00	0.00	0.00	7.00	75.00
101-000-665.277	INTEREST EARNED	36.00	1,534.36	(146.68)	0.00	(1,498.36)	4,262.11
101-000-667.100	OWENS TRUST	15,000.00	7.69	0.00	0.00	14,992.31	0.05
101-000-667.200	EQUIPMENT RENTAL	3,000.00	3,191.89	661.05	661.05	(191.89)	106.40
101-000-672.000	LEASE AGREEMENTS	6,600.00	5,513.20	1,663.20	1,663.20	1,086.80	83.53
101-000-676.000	ADMIN FEES FROM OTHER FUNDS	248,486.00	9,670.00	0.00	0.00	238,816.00	3.89
101-000-677.000	REFUNDS-REBATES	0.00	1.00	0.00	0.00	(1.00)	100.00
101-000-677.100	REIMBURSEMENTS	1,000.00	10,374.30	120.66	120.66	(9,374.30)	1,037.43
101-000-677.200	SET PARCEL REIMBURSEMENTS	13,375.00	13,407.50	0.00	0.00	(32.50)	100.24
101-000-677.000	REIMBURSEMENTS ELECTIONS	0.00	8,109.33	0.00	0.00	(8,109.33)	100.00
101-000-693.000	MISCELLANEOUS	300,868.00	142,512.10	0.00	0.00	158,355.90	47.37

Total Dept 000 2,585,206.00 1,305,646.72 180,632.25 1,279,559.28 50.50

TOTAL REVENUES 2,585,206.00 1,305,646.72 180,632.25 1,279,559.28 50.50

Expenditures

Dept 101-BOARD-LEGISLATIVE

101-101-702.101	SALARY TRUSTEES	6,000.00	3,855.00	340.00	2,145.00	64.25
101-101-702.171	SALARY SUPERVISOR	9,750.00	7,648.94	750.00	2,101.06	78.45
101-101-702.215	SALARY CLERK	9,750.00	7,648.94	750.00	2,101.06	78.45
101-101-702.253	SALARY TREASURER	9,750.00	7,648.94	750.00	2,101.06	78.45
101-101-715.000	FICA EMPLOYER CONTRIBUTION	2,697.00	2,070.80	198.14	626.20	76.78
101-101-718.000	PENSION EMPLOYER CONTRIBUTION	3,878.00	2,977.69	284.90	900.31	76.78
101-101-719.000	WORKMENS COMP	60.00	80.81	3.66	(20.81)	134.68
101-101-740.000	OPERATING SUPPLIES	450.00	38.07	0.00	411.93	8.46
101-101-802.000	LEGAL SERVICES	6,000.00	5,114.00	300.00	886.00	85.23
101-101-804.000	MEMBERSHIP & DUES	6,383.00	6,240.96	25.00	142.04	97.77
101-101-900.000	LEGAL NOTICES	1,000.00	621.67	48.51	378.33	62.17
101-101-910.000	INSURANCE GENERAL LIABILITY	145.00	129.58	0.00	15.42	89.37

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL OPERATING FUND							
Department: 448 STREET LIGHTING							
Department: 450 ROAD PROGRAMS							
01/04/2017	CS10	55703	BOARD OF COUNTY ROAD COMM	CHECK CS100 55754 TOTAL FOR FUND 101:			12,428.06
0				Total for department 448:			12,428.06
				CRACK SEAL	930.000	450	22,620.66
				Total for department 450:			22,620.66
				Total for fund 101 GENERAL OPERATING FUND			141,512.57

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY-FIRE DEPARTMENT							
Department: 000							
01/04/2017	CS10	55700	APOLLO FIRE EQUIPMENT	INTELI TANK LEVEL	938.000	000	345.83
01/04/2017	CS10	55709**	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	920.000	000	518.44
				UTILITY BILL - 355 N MILLER RD	920.000	000	744.64
				UTILITY BILL - 9970 DICE RD	920.000	000	623.27
				CHECK CS100 55709 TOTAL FOR FUND 205:			<u>1,886.35</u>
01/04/2017	CS10	55712	DOUGLASS SAFETY SYSTEMS LLC	UNIFORMS - FIRE	742.000	000	84.07
01/04/2017	CS10	55714	HOT STICK USA	OPERATING SUPPLIES	930.200	000	299.00
01/04/2017	CS10	55726	NEXTEL COMMUNICATIONS	MOBILE COMMUNICATIONS	850.100	000	173.34
01/04/2017	CS10	55727*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - FIRE	960.000	000	49.99
01/04/2017	CS10	55728	RAE STODDARD	48" LED HD TV - FIRE STATION #2	930.200	000	399.99
01/04/2017	CS10	55736*#	THOMAS TWP WATER	EQUIPMENT RENTAL	940.100	000	205.11
				EQUIPMENT RENTAL	940.100	000	55.34
				CHECK CS100 55736 TOTAL FOR FUND 205:			<u>260.45</u>
01/04/2017	CS10	55738	ULINE	MAINTENANCE SUPPLIES	930.100	000	42.31
01/04/2017	CS10	55739	VERIZON WIRELESS	DATA PLAN - 11/20 - 12/19/16	850.100	000	80.90
01/04/2017	CS10	55741*#	WASTE MANAGEMENT	TRASH REMOVAL	930.000	000	14.00
01/17/2017	CS10	55742*#	123.NET	TELEPHONE SERVICE			** VOIDED **
01/17/2017	CS10	55743	APOLLO FIRE EQUIPMENT	REPAIR - 99 KME			** VOIDED **
				REPAIR - ENGINE 2			** VOIDED **

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY-FIRE DEPARTMENT							
Department: 000							
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55749	BUSINESS MICRO RESOURCE CORP	2017 FIRETOOLS SOFTWARE ANNUAL UPDTE/SUPPORT FEE	810.100	000	400.00
01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	740.000	000	145.00
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	804.000	000	232.50
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	810.100	000	274.53
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.000	000	69.78
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.100	000	33.20
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	960.000	000	14.66
				CHECK CS100 55751 TOTAL FOR FUND 205:			769.67
01/17/2017	CS10	55754*#	CONSUMERS ENERGY CO	UTILITY BILL - 48609 SIREN RD	920.000	000	19.79
01/17/2017	CS10	55760*#	DICTATING MACHINE SERVICES	CLEAN TYPEWRITERS	930.000	000	99.00
01/17/2017	CS10	55761	DOUGLASS SAFETY SYSTEMS LLC	OPERATING SUPPLIES	740.000	000	187.69
01/17/2017	CS10	55764*#	GALE FIRE PROTECTION INC	FIRE EXTINGUISHER RECHRGED	960.000	000	20.60
01/17/2017	CS10	55766*#	HOME DEPOT	ELECTRICAL/LUMBER/SEASONAL ELECTRICAL/LUMBER/SEASONAL	930.100	000	193.16
				CHECK CS100 55766 TOTAL FOR FUND 205:			237.74
01/17/2017	CS10	55768	JONES & BARTLETT LEARNING, LLC	EDUCATIONAL MATERIALS - FIRE	960.000	000	638.00
01/17/2017	CS10	55779	MOORE MEDICAL	OPERATING SUPPLIES	740.000	000	316.86

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY-FIRE DEPARTMENT							
Department: 000							
01/17/2017	CS10	55780*#	NAPA AUTO PARTS OF SHIELDS	VEHICLE MAINTENANCE	938.000	000	26.99
01/17/2017	CS10	55781	NYE UNIFORM COMPANY	UNIFORMS - FIRE	742.000	000	73.00
01/17/2017	CS10	55784*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - FIRE	960.000	000	7.69
01/17/2017	CS10	55803*#	THE WORK WEAR STORE	UNIFORMS - FIRE	742.000	000	50.00
01/17/2017	CS10	55811	TOTTEN TIRE NORTHWEST INC.	VEHICLE MAINTENANCE	938.000	000	121.50
01/17/2017	CS10	55815*#	WEX INC	GAS/DIESEL FUEL	938.100	000	492.96
01/17/2017	CS10	55817*	XEROX CORPORATION	METER/USAGE/CHARGES	810.100	000	126.67
01/17/2017	CS10	55818*#	123.NET	TELEPHONE SERVICE	850.000	000	116.20
01/17/2017	CS10	55819	APOLLO FIRE EQUIPMENT	REPAIR - 99 KME	938.000	000	401.60
				REPAIR - ENGINE 2	938.000	000	260.02
				CHECK CS100 55819 TOTAL FOR FUND 205:			661.62
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	000	1,717.54
				HEALTH/VISION	716.100	000	23.99
				CHECK CS100 55824 TOTAL FOR FUND 205:			1,741.53
01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	000	1,717.54
				HEALTH/VISION	716.100	000	23.99
				CHECK CS100 55833 TOTAL FOR FUND 205:			1,741.53

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY-FIRE DEPARTMENT							
Department: 000							
01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	740.000	000	151.06
				MTA/AT&T/CONF/ARCHERY	810.100	000	274.53
				MTA/AT&T/CONF/ARCHERY	850.000	000	42.30
				MTA/AT&T/CONF/ARCHERY	850.100	000	33.20
				MTA/AT&T/CONF/ARCHERY	950.000	000	14.16
				CHECK CS100 55839 TOTAL FOR FUND 205:			<u>555.25</u>
01/31/2017	CS10	55840*#	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	920.000	000	537.71
				UTILITY BILL - 355 N MILLER RD	920.000	000	769.73
				UTILITY BILL - 9970 DICE RD	920.000	000	742.50
				CHECK CS100 55840 TOTAL FOR FUND 205:			<u>2,049.94</u>
01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	000	231.13
01/31/2017	CS10	55850	EMERGENCY SERVICES MARKETING	2016 PHONE USAGE	850.100	000	10.00
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	000	7.00
01/31/2017	CS10	55855	FRONT LINE SERVICES INC	VEHICLE SUPPLIES	938.000	000	81.70
01/31/2017	CS10	55856*#	GALE FIRE PROTECTION INC	ANNUAL SVC FIRE EXTINGUISHERS	930.000	000	86.80
				ANNUAL SVC FIRE EXTINGUISHERS	930.100	000	77.60
				ANNUAL SVC FIRE EXTINGUISHERS	930.200	000	77.60
				CHECK CS100 55856 TOTAL FOR FUND 205:			<u>242.00</u>
01/31/2017	CS10	55865*#	LEDDY ELECTRIC INC.	REPAIR - FIRE STTN #1	930.100	000	118.41
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	000	92.59
				LIFE/DISABILITY/AD&D	716.300	000	27.66
				CHECK CS100 55866 TOTAL FOR FUND 205:			<u>120.25</u>

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
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Check Date Bank Check # Payee Description Account Dept Amount

Fund: 205 PUBLIC SAFETY-FIRE DEPARTMENT

Department: 000

01/31/2017 CS10 55872 NEXTEL COMMUNICATIONS MOBILE COMMUNICATIONS 850.100 000 173.18

01/31/2017 CS10 55873* NYE UNIFORM COMPANY UNIFORMS - FIRE 742.000 000 237.15

01/31/2017 CS10 55874 NYE UNIFORM COMPANY UNIFORMS - FIRE 742.000 000 54.39

01/31/2017 CS10 55875* OTIS ELEVATOR COMPANY OIL & GREASE - 12/1/16 -02/28/17 810.100 000 72.65

01/31/2017 CS10 55888 SAINT LOUIS AREA FIRE DEPT CHIEF BILLY GOLDFEDER SEMINAR - PARENT/MARTIN/WACHOWICZ 960.000 000 180.00

01/31/2017 CS10 55890 SHAY WATER CO. INC. COOLER RENT 930.200 000 11.00

01/31/2017 CS10 55895* STAPLES CR OFFICE SUPPLIES 740.000 000 136.23

Total for department 000: 15,918.71
 Total for fund 205 PUBLIC SAFETY-FIRE DEPARTMEN 15,918.71

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 PUBLIC SAFETY-POLICE							
Department: 000							
01/04/2017	CS10	55706	CENTRAL MI ASC	2017 MEMBERSHIP FEES - S KOCIS	804.000	000	20.00
0							
01/04/2017	CS10	55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	920.000	000	518.44
01/04/2017	CS10	55719	MCDONALD FORD SUZUKI	VEHICLE REPAIR - 2014 FORD TAURUS	938.000	000	29.64
01/04/2017	CS10	55733*#	STAPLES CR	OFFICE SUPPLIES	740.000	000	133.98
01/04/2017	CS10	55736*#	THOMAS TWP WATER	EQUIPMENT RENTAL	940.100	000	55.35
01/04/2017	CS10	55741*#	WASTE MANAGEMENT	TRASH REMOVAL	930.000	000	14.00
01/17/2017	CS10	55742*#	123.NET	TELEPHONE SERVICE			** VOIDED **
01/17/2017	CS10	55745*#	BABY ELLIE AUTO SPA	VEHICLE WASHES			** VOIDED **
01/17/2017	CS10	55747*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE			** VOIDED **
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MMI/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.000	000	0.41
0							
01/17/2017	CS10	55755	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICAL - POLICE	836.000	000	102.00
01/17/2017	CS10	55760*#	DICTATING MACHINE SERVICES	CLEAN TYPEWRITERS	930.000	000	99.00
0							
							216.65

Fund: 207 PUBLIC SAFETY-POLICE
 Department: 000

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/17/2017	CS10	55772	MCDONALD FORD SUZUKI	VEHICLE REPAIR - 2014 FORD TAURUS - P	938.000	000	655.04
01/17/2017	CS10	55780*# 0	NAPA AUTO PARTS OF SHIELDS	VEHICLE MAINTENANCE	740.000	000	41.10
01/17/2017	CS10	55782*#	OTTO BRANDT	LEGAL SERVICES	802.000	000	600.00
01/17/2017	CS10	55783	PARTNERS IN CHANGE	EMPLOYEE EVALUATION	836.000	000	350.00
01/17/2017	CS10	55792	SAGINAW COUNTY	MONTH END REPORTS	810.100	000	8.00
01/17/2017	CS10	55799*#	SHRED EXPERTS	DOCUMENT SHREDDING	810.100	000	45.00
01/17/2017	CS10	55812	TREIB INC	VEHICLE WASHES	938.000	000	26.00
01/17/2017	CS10	55815*#	WEX INC	GAS/DIESEL FUEL	938.100	000	1,198.69
01/17/2017	CS10	55817*	XEROX CORPORATION	METER/USAGE/CHARGES	810.100	000	126.68
01/17/2017	CS10	55818*#	123.NET	TELEPHONE SERVICE	850.000	000	116.20
01/17/2017	CS10	55821*#	BABY ELLIE AUTO SPA	VEHICLE WASHES	938.000	000	27.00
01/17/2017	CS10	55823*# 0	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	000	19.21
01/17/2017	CS10	55824*# 0	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	000	7,441.88
				HEALTH/VISION	716.100	000	101.31
				CHECK CS100 55824 TOTAL FOR FUND 207:			7,543.19
01/31/2017	CS10	55832*# 0	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	716.100	000	19.21

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Fund: 207 PUBLIC SAFETY-POLICE
 Department: 000

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	000	7,441.88
				HEALTH/VISION	716.100	000	101.31
				CHECK CS100 55833 TOTAL FOR FUND 207:			<u>7,543.19</u>
01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	850.000	000	26.54
				MTA/AT&T/CONF/ARCHERY	850.100	000	216.24
				CHECK CS100 55839 TOTAL FOR FUND 207:			<u>242.78</u>
01/31/2017	CS10	55840*#	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	920.000	000	537.71
01/31/2017	CS10	55845*#	DALE STROEBEL S AUTO	VEHICLE REPAIR - POLICE	938.000	000	383.03
				VEHICLE REPAIR - POLICE	938.000	000	94.84
				VEHICLE REPAIR - POLICE	938.000	000	149.94
				CHECK CS100 55845 TOTAL FOR FUND 207:			<u>627.81</u>
01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.200	000	990.79
01/31/2017	CS10	55848	DRIVE COLLISION CENTERS	REPAIR - 2014 FORD TAURUS - POLICE	938.000	000	6,436.72
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	000	21.00
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	000	299.31
				LIFE/DISABILITY/AD&D	716.300	000	99.28
				CHECK CS100 55866 TOTAL FOR FUND 207:			<u>398.59</u>
01/31/2017	CS10	55871	MICHIGAN POLICE EQUIPMENT CO	RAILS - GUN SITES	740.000	000	63.29
01/31/2017	CS10	55873*	NYE UNIFORM COMPANY	UNIFORMS - FIRE	742.000	000	147.84

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 207 PUBLIC SAFETY-POLICE
 Department: 000

UNIFORMS - POLICE 742.000 000 1,085.57
 CHECK CS100 55873 TOTAL FOR FUND 207: 1,233.41

01/31/2017 CS10 55875* OTIS ELEVATOR COMPANY OIL & GREASE - 12/1/16 -02/28/17 810.100 000 72.64

01/31/2017 CS10 55883 SAGINAW COUNTY TREASURER ARRANGMENTS DECEMBER 2016 810.100 000 71.40

01/31/2017 CS10 55895* STAPLES CR OFFICE SUPPLIES 740.000 000 292.14

Total for department 000: 30,495.85
 Total for fund 207 PUBLIC SAFETY-POLICE 30,495.85

Fund: 248 Downtown Development Authority
 Department: 000

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/04/2017	CS10	55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT	920.000	000	99.65
				UTILITY BILL - 101 LUTZKE	920.000	000	94.56
				UTILITY BILL - 6909 GRATIOT	920.000	000	111.29
				UTILITY BILL - 7863 GRATIOT	920.000	000	114.73
				UTILITY BILL - 239 MILLER CT	920.000	000	65.69
				CHECK CS100 55709 TOTAL FOR FUND 248:			<u>485.92</u>
01/04/2017	CS10	55717*#	LEDDY ELECTRIC INC.	REPAIR STREET POLES - M52 BY LEFT STA	930.000	000	215.51
01/04/2017	CS10	55732*#	STANDARD ELECTRIC COMPANY	LIGHT POLES FUSES	930.000	000	130.13
01/17/2017	CS10	55746	BAMBERGER INSURANCE AGENCY	COMMERCIAL PKG ENDORSEMENT HMTP - 103006 - TERRORISM CVRAGE			** VOIDED **
				COMMERCIAL PKG ENDORSEMENT HMTP - 093			** VOIDED **
01/17/2017	CS10	55770*#	MAIL ROOM SERVICE CENTER INC.	MAILINGS/WINTER TAXES/DDA NEWSLETTER	900.100	000	74.40
01/17/2017	CS10	55822	BAMBERGER INSURANCE AGENCY	COMMERCIAL PKG ENDORSEMENT HMTP - 103006 - TERRORISM CVRAGE	910.000	000	5.00
				COMMERCIAL PKG ENDORSEMENT HMTP - 093	910.000	000	5.00
				CHECK CS100 55822 TOTAL FOR FUND 248:			<u>10.00</u>
01/31/2017	CS10	55838	CHASE	BOND INTEREST	955.100	000	3,010.56
01/31/2017	CS10	55840*#	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	920.000	000	89.26
				UTILITY BILL - 8270 GRATIOT RD	920.000	000	97.18
				UTILITY BILL - 6909 GRATIOT RD	920.000	000	112.41
				UTILITY BILL - 7363 GRATIOT	920.000	000	129.54
				UTILITY BILL - 239 MILLER CT	920.000	000	60.48
				CHECK CS100 55840 TOTAL FOR FUND 248:			<u>488.87</u>

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY
Department: 000

Total for department 000: 4,415.39
Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 4,415.39

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 271 LIBRARY FUND							
Department: 000							
01/04/2017	CS10	55698	A T & T	LONG DISTANCE - 9897813770	850.000	000	50.48
01/04/2017	CS10	55701	AT&T	TELEPHONE BILL - 781-3770	850.000	000	134.68
01/04/2017	CS10	55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 8207 SHIELDS DR	920.000	000	1,171.64
01/04/2017	CS10	55740	VISA	CHAFER	850.000	000	89.98
01/17/2017	CS10	55744	AUDIO CENTRAL ALARM INC	2017 ANNUAL MONITORING OF SECURITY SYSTEM			** VOIDED **
	0			PANIC ALARMS			** VOIDED **
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55786	RECORD AUTOMATIC DOORS, INC	MAINTENANCE/REPAIRS - LIBRARY	930.000	000	1,198.31
01/17/2017	CS10	55820	AUDIO CENTRAL ALARM INC	2017 ANNUAL MONITORING OF SECURITY SYSTEM	936.000	000	600.00
	0			PANIC ALARMS	970.000	000	450.00
				CHECK CS100 55820 TOTAL FOR FUND 271:			<u>1,050.00</u>
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	000	1,701.14
01/31/2017	CS10	55826	A T & T	LONG DISTANCE - 9897813770 - 7487	850.000	000	48.33
01/31/2017	CS10	55827	ABDO-SPOTLIGHT-MAGIC WAGON	BOOKS	728.100	000	1,079.90
01/31/2017	CS10	55829	AT&T	TELEPHONE BILL - 989 781-3770	850.000	000	138.21
01/31/2017	CS10	55830	B&B LAWN MAINTENANCE	FALL CLEANUP/PLOW & SALT	930.000	000	110.00
				FALL CLEANUP/PLOW & SALT	930.000	000	415.00
				CHECK CS100 55830 TOTAL FOR FUND 271:			<u>525.00</u>

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 271 LIBRARY FUND
 Department: 000

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/31/2017	CS10	55831	BAKER & TAYLOR	CHILDREN & ADULT BOOKS	728.000	000	47.38
				CHILDREN & ADULT BOOKS	728.000	000	789.17
				CHILDREN & ADULT BOOKS	728.000	000	75.55
				CHILDREN & ADULT BOOKS	728.100	000	284.69
				CHILDREN & ADULT BOOKS	728.100	000	181.47
				CHILDREN & ADULT BOOKS	728.100	000	94.80
				CHECK CS100 55831 TOTAL FOR FUND 271:			<u>1,473.06</u>

01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	000	1,701.14
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01/31/2017	CS10	55836	CAMERON ANDREW ZVARA	MAGICIAN/BALLOON ARTIST/ENTERTAINER	732.000	000	90.00
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01/31/2017	CS10	55840*#	CONSUMERS ENERGY CO	UTILITY BILL - 8207 SHIELDS DR	920.000	000	1,867.16
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01/31/2017	CS10	55847*#	DELTA DENTAL	FEBRUARY 2017 PREMIUM	716.000	000	79.50
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01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	000	3.49
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01/31/2017	CS10	55852	FOLLETT SOFTWARE COMPANY	ONLINE SUPPURT 3/1/17 - 2/28/18	936.000	000	1,000.00
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01/31/2017	CS10	55854	FRIES HEATING & COOLING	FURNACE REPAIR - LIBRARY	930.000	000	535.00
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01/31/2017	CS10	55856*#	GALE FIRE PROTECTION INC	ANNUAL SVC FIRE EXTINGUISHERS	930.000	000	69.20
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01/31/2017	CS10	55859	H. W. WILSON CO.	BIOGRAPHY YEARBOOK 2016	728.100	000	211.50
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01/31/2017	CS10	55861	HGTV MAGAZINE	MAGAZINE SUBSCRIPTION - 1YR	730.000	000	34.97
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01/31/2017	CS10	55865*#	LEDDY ELECTRIC INC.	REPAIR - LIBRARY	930.000	000	91.89
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CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 271 LIBRARY FUND							
Department: 000							
01/31/2017	CS10	55870	MICHIGAN GARDENING MAGAZINE	PERIODICALS - 12 ISSUES	930.000	000	35.95
01/31/2017	CS10	55900	TRACKS MAGAZINE	MAGAZINE SUBSCRIPTION - 8 ISSUES - OC	930.000	000	10.00
01/31/2017	CS10	55902	TT LIBRARY PETTY CASH	OFFICE SUPPLIES/BOOKS/CHILDRN PROGRAMS	727.000	000	20.78
				OFFICE SUPPLIES/BOOKS/CHILDRN PROGRAMS	728.200	000	11.51
				OFFICE SUPPLIES/BOOKS/CHILDRN PROGRAMS	732.000	000	61.75
				OFFICE SUPPLIES/BOOKS/CHILDRN PROGRAMS	901.000	000	18.09
				OFFICE SUPPLIES/BOOKS/CHILDRN PROGRAMS	930.000	000	8.16
				OFFICE SUPPLIES/BOOKS/CHILDRN PROGRAMS	956.000	000	21.76
				CHECK CS100 55902 TOTAL FOR FUND 271:			142.05
				DISABILITY - LIBRARY	716.500	000	581.13
01/31/2017	CS10	55903	UNDM %MEBS				
Total for department 000:							15,113.71
Total for fund 271 LIBRARY FUND							15,113.71

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION							
Department: 000							
01/17/2017	CS10	55757	DAVID & VERONICA BRACEY	REFUND - 2017 BASKETBALL CLINIC	640.766	000	45.00
01/31/2017	CS10	55891	SHERYL CARPENTER	REFUND - 2017 SOCCER CLINIC	640.766	000	45.00
Department: 752 ADMINISTRATION				Total for department 000:			90.00
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	804.000	752	165.00
01/17/2017	CS10	55784*#	PRINT EXPRESS OFFICE PRODUCTS	NAMEPLATES - PARKS	740.000	752	24.00
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	752	1,312.64
CHECK CS100 55824 TOTAL FOR FUND 508:				HEALTH/VISION	716.100	752	11.61
CHECK CS100 55833 TOTAL FOR FUND 508:				HEALTH/VISION	716.100	752	11.61
CHECK CS100 55839 TOTAL FOR FUND 508:				HEALTH/VISION	716.000	752	1,312.64
01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	804.000	752	400.00
01/31/2017	CS10	55847*#	DELTA DENTAL	MTA/AT&T/CONF/ARCHERY	960.000	752	814.32
CHECK CS100 55839 TOTAL FOR FUND 508:				HEALTH/VISION	716.200	752	1,214.32
CHECK CS100 55847 TOTAL FOR FUND 508:				HEALTH/VISION	716.200	752	182.31
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	MEDICAL WRAP - HSA DECEMBER 2016	716.000	752	3.50

Check Date Bank Check # Payee

Description

Account Dept

Amount

Fund: 508 PARKS & RECREATION
 Department: 752 ADMINISTRATION

01/31/2017	CS10	558665*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&L	716.100	752	66.11
				LIFE/DISABILITY/AD&L	716.300	752	19.29
				CHECK CS100 55866 TOTAL FOR FUND 503:			85.40

01/31/2017	CS10	55876*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - PARKS	740.000	752	5.00
				OFFICE SUPPLIES - PARKS	740.000	752	57.00
				CHECK CS100 55876 TOTAL FOR FUND 503:			62.00
				Total for department 752:			4,385.03

Department: 756 FACILITY ACQUISITION/CONSTRUC

01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	974.500	756	54.52
01/17/2017	CS10	55778	MONKS TREE SERVICE	CLEAR TRAIL - ROBERTS PARK	974.550	756	2,700.00

01/17/2017	CS10	55792*#	SAGINAW CO REGISTER OF DEEDS	TREE/SIDEWALK/TRAIL EASEMENT AGREEMENTS - 2017	974.500	756	120.00
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01/17/2017	CS10	55800*#	SPICER GROUP INC.	THOMAS TWP ROBERTS PARK PATH	974.500	756	263.00
				THOMAS TWP MULTI-USE PATH	974.500	756	4,343.80
				CHECK CS100 55800 TOTAL FOR FUND 503:			4,606.80

01/31/2017	CS10	55894*#	SPICER GROUP INC.	THOMAS TWP ROBERTS PARK PATH	974.500	756	5,506.50
				THOMAS TWP MULTI-USE PATH	974.500	756	1,598.00
				THOMAS TWP ROBERTS PARK PATH	974.550	756	5,244.00
				CHECK CS100 55894 TOTAL FOR FUND 503:			12,350.50

Department: 762 SENIOR CITIZENS PROGRAMS

01/17/2017	CS10	55752*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	740.000	762	17.48
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01/31/2017	CS10	55833*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	740.000	762	244.24
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Total for department 756:

19,831.82

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION							
Department: 762 SENIOR CITIZENS PROGRAMS							
				Total for department 762:			261.72
01/17/2017		CS10 55797	SAGINAW KNITTING MILLS INC.	BASKETBALL CLINIC SHIRTS	740.300	766	326.70
				Total for department 766:			326.70
Department: 767 BASKETBALL							
01/31/2017		CS10 55887#	SAGINAW KNITTING MILLS INC.	BOYS BASKETBALL T-SHIRTS	740.300	767	841.20
				BASKETBALL CLINIC T-SHIRTS	740.300	767	44.50
				CHECK CS100 55887 TOTAL FOR FUND 508:			885.70
				Total for department 767:			885.70
Department: 768 ARCHERY							
01/17/2017		CS10 55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	740.000	768	221.24
01/31/2017		CS10 55839*#	CHASE-MASTERCARD SVCS	MFA/AT&T/CONF/ARCHERY	740.000	768	99.10
01/31/2017		CS10 55887#	SAGINAW KNITTING MILLS INC.	ARCHERY T-SHIRTS	740.300	768	1,007.00
				Total for department 768:			1,327.34
Department: 770 OPERATIONS & MAINTENANCE							
01/04/2017		CS10 55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST	920.000	770	34.26
				UTILITY BILL - 700 S RIVER	920.000	770	44.29
				UTILITY BILL - 455 S MILLER RD	920.000	770	626.30
				UTILITY BILL - 9535 GRATIOT	920.000	770	8.10
				UTILITY BILL - 400 LEDDY RD	920.000	770	35.44
				UTILITY BILL - 300 LEDDY	920.000	770	347.78
				CHECK CS100 55709 TOTAL FOR FUND 508:			1,096.17
01/04/2017		CS10 55736*#	THOMAS TWP WATER	EQUIPMENT RENTAL	940.100	770	209.04
01/04/2017		CS10 55737*#	TSC STORES	MAINTENANCE/REPAIRS	930.000	770	539.55

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION							
Department: 770 OPERATIONS & MAINTENANCE							
01/04/2017	CS10	55741*#	WASTE MANAGEMENT	TRASH REMOVAL	930.000	770	70.04
01/17/2017	CS10	55745*#	BABY ELLIE AUTO SPA	VEHICLE WASHES			** VOIDED **
01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	740.000	770	71.97
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.000	770	99.43
				MML/AMAZON/BAY ARCHERY/AT&T/CHARTER	850.100	770	270.47
				CHECK CS100 55751 TOTAL FOR FUND 503:			<u>441.87</u>
01/17/2017	CS10	55754*#	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON #GUL	920.000	770	57.79
				UTILITY BILL - 300 LEDDY #GUL	920.000	770	155.12
				CHECK CS100 55754 TOTAL FOR FUND 503:			<u>212.91</u>
01/17/2017	CS10	55766*#	HOME DEPOT	ELECTRICAL/LUMBER/SEASONAL	930.000	770	213.35
01/17/2017	CS10	55767*#	INDEPENDENT STATIONERS, INC	OFFICE SUPPLIES	740.000	770	6.31
01/17/2017	CS10	55769	LEDDY ELECTRIC INC.	LIGHTS - ROETHKE PARK	930.000	770	280.99
01/17/2017	CS10	55780*#	NAPA AUTO PARTS OF SHIELDS	VEHICLE MAINTENANCE	930.000	770	21.57
01/17/2017	CS10	55810	THOMAS TWP WATER	UTILITY BILL - ROBERTS MILLER SO	920.000	770	150.24
				UTILITY BILL - ROBERTS MILLER NO	920.000	770	257.99
				UTILITY BILL - ROBERTS BACON	920.000	770	11.77
				CHECK CS100 55810 TOTAL FOR FUND 503:			<u>420.00</u>
01/17/2017	CS10	55815*#	WEX INC	GAS/DIESEL FUEL	938.100	770	110.29
01/17/2017	CS10	55821*#	BABY ELLIE AUTO SPA	VEHICLE WASHES	938.000	770	13.27

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 508 PARKS & RECREATION
 Department: 770 OPERATIONS & MAINTENANCE

01/31/2017	CS10	55839*#	CHASE-MASTERCARD SVCS	MTA/AT&T/CONF/ARCHERY	850.000	770	99.43
				MTA/AT&T/CONF/ARCHERY	850.100	770	28.09
				CHECK CS100 55839 TOTAL FOR FUND 508:			<u>127.52</u>

01/31/2017	CS10	55840*#	CONSUMERS ENERGY CO	UTILITY BILL - 9535 GRATIOT RD	920.000	770	7.96
				UTILITY BILL - 455 S MILLER RD	920.000	770	836.40
				UTILITY BILL - 700 S RIVER	920.000	770	45.86
				UTILITY BILL - 300 LEDDY RD	920.000	770	194.83
				UTILITY BILL - 755 BACON ST	920.000	770	36.24
				UTILITY BILL - 400 LEDDY RD	920.000	770	62.18
				CHECK CS100 55840 TOTAL FOR FUND 508:			<u>1,183.47</u>

01/31/2017	CS10	55856*#	GALE FIRE PROTECTION INC	ANNUAL SVC OF FIRE EXTINGUISHERS	930.000	770	37.60
				ANNUAL SVC FIRE EXTINGUISHERS	930.000	770	33.20
				CHECK CS100 55856 TOTAL FOR FUND 508:			<u>70.80</u>

01/31/2017	CS10	55901*#	TSC STORES	MAINTENANCE/REPAIRS	930.000	770	64.99
				Total for department 770:			5,082.14

Department: 774 SPECIAL EVENTS

01/17/2017	CS10	55756	CROOKED CREEK	2016 EVENING IN THE PARK	740.000	774	530.50
01/17/2017	CS10	55798	SAM S CLUB	CONCESSION SUPPLIES - SANTA TRAIN	740.000	774	187.20

01/17/2017	CS10	55815*#	WEX INC	GAS/DIESEL FUEL	740.000	774	79.40
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01/31/2017	CS10	55905	VIEW NEWSPAPER GROUP	THOMAS TWP PRIDE AD - 12/1/16	901.000	774	140.00
				THOMAS TWP PRIDE AD - 11/24/16	901.000	774	140.00
				FALL DISPLAY AD - 09/29/16	901.000	774	140.00
				FALL DISPLAY AD - 10/6/16	901.000	774	140.00
				CHECK CS100 55905 TOTAL FOR FUND 508:			<u>560.00</u>

Check Date Bank Check # Payee

Description

Account Dept

Amount

Fund: 508 PARKS & RECREATION
Department: 774 SPECIAL EVENTS
Department: 776 TRAIN

Total for department 774:

1,357.10

01/17/2017 CS10 55815*# WEX INC

GAS/DIESEL FUEL

938.100 776

26.47

Total for department 776:
Total for fund 508 PARKS & RECREATION

26.47
33,574.02

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 590 SEWER FUND
 Department: 536 ADMINISTRATION

01/04/2017 CS10 55704*# BS&A SOFTWARE GL,CR,AP,PAYROLL,TIMESHEETS UB PROGRA 745.000 536 12,177.00

01/04/2017 CS10 55727*# PRINT EXPRESS OFFICE PRODUCTS OFFICE SUPPLIES - DPW 745.000 536 20.19
 OFFICE SUPPLIES - DPW 745.000 536 9.59
 CHECK CS100 55727 TOTAL FOR FUND 590: 29.78

01/17/2017 CS10 55748*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION 716.000 536 1,077.92
 HEALTH/VISION 716.100 536 14.23
 CHECK CS100 55824 TOTAL FOR FUND 590: 1,092.15

01/17/2017 CS10 55795*# SAGINAW FUTURE INC 2017 ANNUAL MEMBERSHIP 804.000 536 2,000.00

01/17/2017 CS10 55824*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION 716.000 536 1,077.92
 HEALTH/VISION 716.100 536 14.23
 CHECK CS100 55824 TOTAL FOR FUND 590: 1,092.15

01/31/2017 CS10 55833*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION 716.000 536 1,077.92
 HEALTH/VISION 716.100 536 14.23
 CHECK CS100 55833 TOTAL FOR FUND 590: 1,092.15

01/31/2017 CS10 55847*# DELTA DENTAL FEBRUARY 2017 PREMIUM 716.200 536 144.34

01/31/2017 CS10 55851*# FLEX ADMINISTRATORS, INC. MEDICAL WRAP - HSA DECEMBER 2016 716.000 536 3.33

01/31/2017 CS10 55866*# MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D 716.100 536 42.88
 LIFE/DISABILITY/AD&D 716.300 536 13.31
 CHECK CS100 55866 TOTAL FOR FUND 590: 56.19

** VOIDED **

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/31/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 590 SEWER FUND
 Department: 536 ADMINISTRATION

Total for department 536: 16,594.94

Department: 540 OPERATIONS & MAINTENANCE

01/04/2017	CS10	55699*	AIS CONSTRUCTION EQUIPMENT CORP	FORD BOOM TRUCK - DPW	938.000	540	3,265.49
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01/04/2017	CS10	55702*	BARNEY'S WELDING & FABRICATING	HANGERS	930.000	540	142.50
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01/04/2017	CS10	55707*	CENTRAL RENTAL	AIR COMPRESSOR - TOWABLE - DPW	930.000	540	25.00
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01/04/2017	CS10	55708	CITY SEWER CLEANERS	SUNSHINE DR	930.000	540	1,203.75
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01/04/2017	CS10	55709*#	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	920.000	540	777.66
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				UTILITY BILL - 25 S GLEANER RD	920.000	540	22.57
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				UTILITY BILL - 85 N GRAHAM RD #PS15	920.000	540	130.01
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				UTILITY BILL - 9300 HIGHLND GRN	920.000	540	37.13
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				UTILITY BILL - 1667 MILLER RD	920.000	540	22.57
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				UTILITY BILL - 20 E STARK DR #PS14 NE	920.000	540	242.66
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				UTILITY BILL - 1494 S GRAHAM RD	920.000	540	149.54
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				UTILITY BILL - 840 VAN WORMER	920.000	540	43.37
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				UTILITY BILL - 6960 STROEBEL RD	920.000	540	2,399.39
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				UTILITY BILL - 1505 N GLEANER RD #1	920.000	540	1,309.03
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				UTILITY BILL - 3944 N RIVER	920.000	540	53.78
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				UTILITY BILL - 4530 N THOMAS	920.000	540	56.11
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				UTILITY BILL - 2323 N RIVER	920.000	540	23.99
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				UTILITY BILL - 1505 N GLEANER RD #1	920.000	540	17.76
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				UTILITY BILL - 3200 N THOMAS RD	920.000	540	393.20
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				UTILITY BILL - 7768 MADELINE ST	920.000	540	362.95
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				UTILITY BILL - 125 E GLOUCESTER DR	920.000	540	103.46
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				UTILITY BILL - 1928 N RIVER RD	920.000	540	43.12
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				UTILITY BILL - 1755 THUNDERBIRD DR	920.000	540	95.38
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				CHECK CS100 55709 TOTAL FOR FUND 590:			6,283.68
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Fund: 590 SEWER FUND
 Department: 540 OPERATIONS & MAINTENANCE

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/04/2017	CS10	55731*#	SPICER GROUP INC.	TT 2016/17 ENGINEERING SVCS	817.000	540	3,827.33
01/04/2017	CS10	55732*#	STANDARD ELECTRIC COMPANY	PHASE RELAY - PUMP STTN #12	930.000	540	492.17
01/04/2017	CS10	55734*	THE WORK WEAR STORE	UNIFORMS - DPW	742.000	540	124.24
01/04/2017	CS10	55737*#	TSC STORES	MAINTENANCE/REPAIRS	930.000	540	133.34
01/04/2017	CS10	55741*#	WASTE MANAGEMENT	TRASH REMOVAL	930.000	540	21.02
01/17/2017	CS10	55742*#	123.NET	TELEPHONE SERVICE			** VOIDED **
01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55750*	CANNON TRUCK EQUIPMENT	HEALTH/VISION			** VOIDED **
01/17/2017	CS10	55751*#	CHASE-MASTERCARD SVCS	BUCKET TRUCK OPERATOR CERT CLASS	938.000	540	275.00
				2017 ANNUAL BUCKET TRUCK INSPECTION -	938.000	540	137.50
				CHECK CS100 55750 TOTAL FOR FUND 590:			412.50
01/17/2017	CS10	55760*#	DICTATING MACHINE SERVICES	CHECK CS100 55751 TOTAL FOR FUND 590:			271.61
				CLEAN TYPEWRITERS	930.000	540	49.50
01/17/2017	CS10	55766*#	HOME DEPOT	ELECTRICAL/LUMBER/SEASONAL	930.000	540	279.96

Fund: 590 SEWER FUND
 Department: 540 OPERATIONS & MAINTENANCE

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/17/2017	CS10	55767*#	INDEPENDENT STATIONERS, INC	OFFICE SUPPLIES	740.000	540	10.06
01/17/2017	CS10	55780*#	NAPA AUTO PARTS OF SHIELDS	VEHICLE MAINTENANCE	930.000	540	41.79
				VEHICLE MAINTENANCE	938.000	540	5.67
				CHECK CS100 55780 TOTAL FOR FUND 590:			47.46
01/17/2017	CS10	55785*#	R BURDITT CONSULTING INC	QUARTERLY SAFETY CONSULTING	960.000	540	150.00
01/17/2017	CS10	55787*#	RED WING SHOES	UNIFORMS - DPW	742.000	540	131.75
01/17/2017	CS10	55800*#	SPICER GROUP INC.	RIVER/DICE RD BOUNDARY SURVEY - SANIT	817.000	540	500.00
01/17/2017	CS10	55801*#	STONE QUEST INC	TOPSOIL/ROCK SALT	930.000	540	390.34
01/17/2017	CS10	55803*#	THE WORK WEAR STORE	UNIFORMS - DPW	742.000	540	250.00
01/17/2017	CS10	55815*#	WEX INC	GAS/DIESEL FUEL	938.100	540	656.47
01/17/2017	CS10	55816	WW WILLIAMS	NO START DURING MANUAL TEST - AM08506	930.000	540	2,237.84
01/17/2017	CS10	55818*#	123.NET	TELEPHONE SERVICE	850.000	540	116.20
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	540	1,753.82
				HEALTH/VISION	716.100	540	24.80
				CHECK CS100 55824 TOTAL FOR FUND 590:			1,778.62
01/31/2017	CS10	55828	AKT PEARLESS	PROJ - 12149S00 - 3355 N. RIVER RD	817.000	540	1,525.00

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 590 SEWER FUND

Department: 540 OPERATIONS & MAINTENANCE

01/31/2017 CS10 55833*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION 716.000 540 1,753.82

HEALTH/VISION 716.100 540 24.80

CHECK CS100 55833 TOTAL FOR FUND 590: 1,778.62

01/31/2017 CS10 55839*# CHASE-MASTERCARD SVCS MTA/AT&T/CONF/ARCHERY 850.000 540 171.70

MTA/AT&T/CONF/ARCHERY 850.100 540 99.67

MTA/AT&T/CONF/ARCHERY 960.000 540 20.00

CHECK CS100 55839 TOTAL FOR FUND 590: 291.37

01/31/2017 CS10 55840*# CONSUMERS ENERGY CO UTILITY BILL - 125 E CLOUCESTER DR 920.000 540 368.20

UTILITY BILL - 840 VAN WORMER 920.000 540 56.05

UTILITY BILL - 20 E STARK DR #PS14 NE 920.000 540 294.02

UTILITY BILL - 85 N GRAHAM RD #PS15 920.000 540 130.49

UTILITY BILL - 25 S GLEANER RD 920.000 540 22.57

UTILITY BILL - 8215 SHIELDS DR 920.000 540 806.57

UTILITY BILL - 1667 MILLER RD 920.000 540 22.71

UTILITY BILL - 9300 HIGHLAND GREEN DR 920.000 540 44.47

UTILITY BILL - 1494 S GRAHAM 920.000 540 170.51

UTILITY BILL - 1755 THUNDERBIRD DR 920.000 540 137.92

UTILITY BILL - 1928 N RIVER RD 920.000 540 63.86

UTILITY BILL - 7768 MADELINE ST 920.000 540 509.87

UTILITY BILL - 1505 N GLEANER RD #1 920.000 540 15.88

UTILITY BILL - 2323 N RIVER RD 920.000 540 24.10

UTILITY BILL - 4530 N THOMAS RD 920.000 540 78.09

UTILITY BILL - 3944 N RIVER RD 920.000 540 67.20

UTILITY BILL - 1505 N GLEANER RD #1 920.000 540 1,582.75

UTILITY BILL - 3200 N THOMAS RD 920.000 540 562.34

CHECK CS100 55840 TOTAL FOR FUND 590: 4,957.60

UTILITY BILL - 6960 STROEBEL 920.000 540 2,838.47

01/31/2017 CS10 55845*# DALE STROEBEL S AUTO VEHICLE REPAIR - DPW 938.000 540 31.56

VEHICLE REPAIR - DPW 938.000 540 57.88

VEHICLE REPAIR - DPW 938.000 540 94.95

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
Department: 540 OPERATIONS & MAINTENANCE							
01/31/2017	CS10	55847*	DELTA DENTAL	VEHICLE REPAIR - DPW	938.000	540	211.21
				CHECK CS100 55845 TOTAL FOR FUND 590:			395.60
01/31/2017	CS10	55851*#	FLEX ADMINISTRATORS, INC.	FEBRUARY 2017 PREMIUM	716.200	540	273.81
				MEDICAL WRAP - HSA DECEMBER 2016	716.000	540	8.75
01/31/2017	CS10	55856*#	GALE FIRE PROTECTION INC	ANNUAL SVC FIRE EXTINGUISHERS	930.000	540	51.80
				ANNUAL SVC FIRE EXTINGUISHERS	930.000	540	14.40
				CHECK CS100 55856 TOTAL FOR FUND 590:			66.20
01/31/2017	CS10	55857*	GRAINGER	OPERATING SUPPLIES	930.000	540	93.09
				OPERATING SUPPLIES	930.000	540	164.91
				CHECK CS100 55857 TOTAL FOR FUND 590:			258.00
01/31/2017	CS10	55858*	H&B EQUIPMENT & RENTAL INC	REPAIRS/MAINTENANCE	930.000	540	429.00
01/31/2017	CS10	55862*	HOTSY OF MID MICHIGAN	MAINTENANCE SUPPLIES	930.000	540	375.93
01/31/2017	CS10	55864	KENNEDY INDUSTRIES INC.	REPAIR - STATION #10	930.000	540	883.63
				REPAIR - STATION #12	930.000	540	2,619.25
				REPAIR - STATION #12	930.000	540	998.63
				CHECK CS100 55864 TOTAL FOR FUND 590:			4,501.51
01/31/2017	CS10	55865*#	LEDDY ELECTRIC INC.	REPAIR LIFT STATION #1	930.000	540	257.80
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	540	80.75
				LIFE/DISABILITY/AD&D	716.300	540	25.23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 590 SEWER FUND
 Department: 540 OPERATIONS & MAINTENANCE

CHECK CS100 55866 TOTAL FOR FUND 590: 105.98

01/31/2017	CS10	55867*	MARTIN CHEVROLET	VEHICLE REPAIR - DPW	938.000	540	35.75
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01/31/2017	CS10	55876**#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - DPW	740.000	540	117.50
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01/31/2017	CS10	55876**#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - DPW	740.000	540	4.95
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CHECK CS100 55876 TOTAL FOR FUND 590: 122.45

01/31/2017	CS10	55892*	SHIELDS QUICK LUBE	VEHICLE MAINTENANCE - DPW	938.100	540	19.47
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01/31/2017	CS10	55894**#	SPICER GROUP INC.	THOMAS TWP PUMP STATION #12 ISSUES	817.000	540	5,861.50
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TT 2016/17 ENGINEERING SVCS 817.000 540 1,566.00

CHECK CS100 55894 TOTAL FOR FUND 590: 7,427.50

01/31/2017	CS10	55898*	THE WORK WEAR STORE	UNIFORMS - DPW	742.000	540	250.00
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UNIFORMS - DPW 742.000 540 97.50

UNIFORMS - DPW 742.000 540 100.00

CHECK CS100 55898 TOTAL FOR FUND 590: 447.50

01/31/2017	CS10	55899*	TOW-LINE TRAILERS	REPAIRS/MAINTENANCE	930.000	540	3.25
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01/31/2017	CS10	55901**#	TSC STORES	MAINTENANCE/REPAIRS	930.000	540	306.08
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01/31/2017	CS10	55904**	USABLUBOOK	MAINTENANCE SUPPLIES	930.000	540	109.11
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Total for department 540: 50,483.71

Department: 900 CAPITAL CONTROL
 01/04/2017 CS10 55713 E&L CONSTRUCTION GROUP, INC.
 0 REHABILITATION OF PUMP STATION #5 - 974.000 900 44,499.65
 PP#2

01/04/2017	CS10	55731**#	SPICER GROUP INC.	THOMAS TWP PUMP STATION #5	974.000	900	3,475.75
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 590 SEWER FUND
 Department: 900 CAPITAL CONTROL

01/31/2017	CS10	55894**#	SPICER GROUP INC.	THOMAS TWP PUMP STATION # 5 IMPROVEMEN	974.000	900	317.44
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Total for department 900: 48,292.84
 Total for fund 590 SEWER FUND 115,371.49

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 591 WATER FUND
 Department: 000

01/04/2017	CS10	55731*#	SPICER GROUP INC.	HIMS METER PIT	255.130	000	5,185.84
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01/31/2017	CS10	55844	CRONKRIGHT, JAMES WAYNE	UB refund for account: BASE-012890-0000-	202.000	000	127.37
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01/31/2017	CS10	55863	JOHNSTON CONTRACTING, INC	HIMS METER PIT - PP#1	255.130	000	56,607.42
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01/31/2017	CS10	55894*#	SPICER GROUP INC.	THOMAS TWP HIMS METER PIT	255.130	000	8,569.21
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Total for department 000: 70,489.84							
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01/04/2017	CS10	55704*#	BS&A SOFTWARE	GL,CR,AP,PAYROLL,TIMESHEETS UB PROGRA	745.000	536	12,177.00
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01/04/2017	CS10	55727*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - DPW	745.000	536	20.19
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OFFICE SUPPLIES - DPW 745.000 536 9.59							
CHECK CS100 55727 TOTAL FOR FUND 591: 29.78							

01/17/2017	CS10	55748*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION			** VOIDED **
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** VOIDED **

01/17/2017	CS10	55795*#	SAGINAW FUTURE INC	2017 ANNUAL MEMBERSHIP	804.000	536	2,000.00
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01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	536	1,077.92
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01/17/2017	CS10	55824	HEALTH/VISION	HEALTH/VISION	716.100	536	14.23
CHECK CS100 55824 TOTAL FOR FUND 591: 1,092.15							

01/31/2017	CS10	55833*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	536	1,077.92
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01/31/2017	CS10	55833	HEALTH/VISION	HEALTH/VISION	716.100	536	14.23
CHECK CS100 55833 TOTAL FOR FUND 591: 1,092.15							

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 591 WATER FUND
 Department: 536 ADMINISTRATION

01/31/2017 CS10 55847*# DELTA DENTAL FEBRUARY 2017 PREMIUM 716.200 536 144.34

01/31/2017 CS10 55851*# FLEX ADMINISTRATORS, INC. MEDICAL WRAP - HSA DECEMBER 2016 716.000 536 3.33

01/31/2017 CS10 55866*# MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D 716.100 536 42.88
 LIFE/DISABILITY/AD&D 716.300 536 13.31
 CHECK CS100 55866 TOTAL FOR FUND 591: 56.19

Department: 540 OPERATIONS & MAINTENANCE
 Total for department 536: 16,594.94

01/04/2017 CS10 55699*# AIS CONSTRUCTION EQUIPMENT CORP FORD BOOM TRUCK - DPW 938.000 540 3,265.48

01/04/2017 CS10 55702*# BARNEY'S WELDING & FABRICATING HANGERS 930.000 540 142.50

01/04/2017 CS10 55707*# CENTRAL RENTAL AIR COMPRESSOR - TOWABLE - DPW 930.000 540 25.00

01/04/2017 CS10 55709*# CONSUMERS ENERGY CO UTILITY BILL - 1167 N GRAHAM 920.000 540 868.26
 UTILITY BILL - 8215 SHIELDS DR 920.000 540 777.66
 UTILITY BILL - 2020 ORR RD 920.000 540 22.57
 UTILITY BILL - 12350 GEDDES 920.000 540 22.57
 UTILITY BILL - 9465 TITTABAWASSEE 920.000 540 22.57
 CHECK CS100 55709 TOTAL FOR FUND 591: 1,713.63

01/04/2017 CS10 55720 MESSING EXCAVATING LLC CURB BOX - 12160 GRATIOT & 11440 930.000 540 462.50
 FROST
 CULVERT REPAIR - MOUNTAIN VIEW LOT 23 939.000 540 681.00
 CHECK CS100 55720 TOTAL FOR FUND 591: 1,143.50

01/04/2017 CS10 55722 MICHIGAN PIPE & VALVE MAINTENANCE SUPPLIES 930.000 540 1,274.00

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 591 WATER FUND
 Department: 540 OPERATIONS & MAINTENANCE

MAINTENANCE SUPPLIES 930.000 540 186.00

CHECK CS100 55722 TOTAL FOR FUND 591: 1,460.00

01/04/2017 CS10 55723 MID-MICHIGAN RAILROAD PIPE LINE CROSSING 940.400 540 1,226.19

01/04/2017 CS10 55734* THE WORK WEAR STORE UNIFORMS - DPW 742.000 540 124.24

01/04/2017 CS10 55737*# TSC STORES MAINTENANCE/REPAIRS 930.000 540 133.33

01/04/2017 CS10 55741*# WASTE MANAGEMENT TRASH REMOVAL 930.000 540 21.02

01/17/2017 CS10 55742*# 123.NET TELEPHONE SERVICE ** VOIDED **

01/17/2017 CS10 55748*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION ** VOIDED **

HEALTH/VISION ** VOIDED **

01/17/2017 CS10 55750* CANNON TRUCK EQUIPMENT BUCKET TRUCK OPERATOR CERT CLASS 938.000 540 275.00

2017 ANNUAL BUCKET TRUCK INSPECTION - 938.000 540 137.50
 CHECK CS100 55750 TOTAL FOR FUND 591: 412.50

01/17/2017 CS10 55751*# CHASE-MASTERCARD SVCS MML/AMAZON/BAY ARCHERY/AT&T/CHARTER 850.000 540 27.00

MML/AMAZON/BAY ARCHERY/AT&T/CHARTER 850.100 540 99.67
 CHECK CS100 55751 TOTAL FOR FUND 591: 126.67

01/17/2017 CS10 55752 CITY OF SAGINAW USAGE - 6703 GRATIOTT 927.000 540 117,288.16

USAGE - 6703 GRATIOTT 927.100 540 75,394.98
 CHECK CS100 55752 TOTAL FOR FUND 591: 192,683.14

01/17/2017 CS10 55760*# DICTATING MACHINE SERVICES CLEAN TYPEWRITERS 930.000 540 49.50

Fund: 591 WATER FUND
 Department: 540 OPERATIONS & MAINTENANCE

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
01/17/2017	CS10	55766*#	HOME DEPOT	ELECTRICAL/LUMBER/SEASONAL	930.000	540	279.95
01/17/2017	CS10	55767*#	INDEPENDENT STATIONERS. INC	OFFICE SUPPLIES	740.000	540	10.06
01/17/2017	CS10	55773	MI DEPARTMENT OF ENV QUALITY	DRINKING WATER CERTIFICATION OPERATOR - RENEWAL APP - EVERETT	960.000	540	95.00
01/17/2017	CS10	55780*#	NAPA AUTO PARTS OF SHIELDS	VEHICLE MAINTENANCE	930.000	540	41.79
				VEHICLE MAINTENANCE	938.000	540	5.67
				CHECK CS100 55780 TOTAL FOR FUND 591:			47.46
01/17/2017	CS10	55785*#	R BURDITT CONSULTING INC	QUARTERLY SAFETY CONSULTING	960.000	540	150.00
01/17/2017	CS10	55787*#	RED WING SHOES	UNIFORMS - DPW	742.000	540	131.74
01/17/2017	CS10	55800*#	SPICER GROUP INC.	RIVER/DICE RD BOUNDARY SURVEY - SANIT	817.000	540	500.00
01/17/2017	CS10	55801*#	STONE QUEST INC	TOPSOIL/ROCK SALT	930.000	540	390.35
01/17/2017	CS10	55803*#	THE WORK WEAR STORE	UNIFORMS - DPW	742.000	540	250.00
01/17/2017	CS10	55815*#	WEX INC	GAS/DIESEL FUEL	938.100	540	656.47
01/17/2017	CS10	55818*#	123.NET	TELEPHONE SERVICE	850.000	540	116.20
01/17/2017	CS10	55824*#	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH/VISION	716.000	540	1,753.82
				HEALTH/VISION	716.100	540	24.80
				CHECK CS100 55824 TOTAL FOR FUND 591:			1,778.62

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 591 WATER FUND
 Department: 540 OPERATIONS & MAINTENANCE

01/31/2017 CS10 55833*# BLUE CROSS BLUE SHIELD OF MICHIGAN HEALTH/VISION 716.000 540 1,753.82

0 HEALTH/VISION 716.100 540 24.80
 CHECK CS100 55833 TOTAL FOR FUND 591: 1,778.62

01/31/2017 CS10 55839*# CHASE-MASTERCARD SVCS MTA/AT&T/CONF/ARCHERY 850.000 540 26.77

MTA/AT&T/CONF/ARCHERY 850.100 540 99.67
 MTA/AT&T/CONF/ARCHERY 960.000 540 20.00
 CHECK CS100 55839 TOTAL FOR FUND 591: 146.44

01/31/2017 CS10 55840*# CONSUMERS ENERGY CO UTILITY BILL - 1167 N GRAHAM RD 920.000 540 981.31

UTILITY BILL - 8215 SHIELDS DR 920.000 540 806.57
 UTILITY BILL - 2020 ORR RD 920.000 540 22.57
 UTILITY BILL - 12350 GEDDES RD 920.000 540 22.57
 CHECK CS100 55840 TOTAL FOR FUND 591: 1,833.02

01/31/2017 CS10 55845*# DALE STROEBEL S AUTO VEHICLE REPAIR - DPW 938.000 540 31.57

VEHICLE REPAIR - DPW 938.000 540 57.88
 VEHICLE REPAIR - DPW 938.000 540 94.95
 VEHICLE REPAIR - DPW 938.000 540 211.22
 CHECK CS100 55845 TOTAL FOR FUND 591: 395.62

01/31/2017 CS10 55847*# DELTA DENTAL FEBRUARY 2017 PREMIUM 716.200 540 273.81

01/31/2017 CS10 55851*# FLEX ADMINISTRATORS, INC. MEDICAL WRAP - HSA DECEMBER 2016 716.000 540 8.75

01/31/2017 CS10 55856*# GALE FIRE PROTECTION INC ANNUAL SVC FIRE EXTINGUISHERS 930.000 540 51.80

ANNUAL SVC FIRE EXTINGUISHERS 930.000 540 14.40
 CHECK CS100 55856 TOTAL FOR FUND 591: 66.20

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND Department: 540 OPERATIONS & MAINTENANCE							
01/31/2017	CS10	55857*	GRAINGER	OPERATING SUPPLIES	930.000	540	93.09
				OPERATING SUPPLIES	930.000	540	164.91
				CHECK CS100 55857 TOTAL FOR FUND 591:			<u>258.00</u>
01/31/2017	CS10	55858*	H&B EQUIPMENT & RENTAL INC	REPAIRS/MAINTENANCE	930.000	540	429.00
01/31/2017	CS10	55862*	HOTSY CF MID MICHIGAN	MAINTENANCE SUPPLIES	930.000	540	375.93
01/31/2017	CS10	55866*#	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	716.100	540	80.75
				LIFE/DISABILITY/AD&D	716.300	540	25.23
				CHECK CS100 55866 TOTAL FOR FUND 591:			<u>105.98</u>
01/31/2017	CS10	55867*	MARTIN CHEVROLET	VEHICLE REPAIR - DPW	938.000	540	35.76
01/31/2017	CS10	55876*#	PRINT EXPRESS OFFICE PRODUCTS	OFFICE SUPPLIES - DPW	740.000	540	117.50
				OFFICE SUPPLIES - DPW	740.000	540	4.95
				CHECK CS100 55876 TOTAL FOR FUND 591:			<u>122.45</u>
01/31/2017	CS10	55892*	SHIELDS QUICK LUBE	VEHICLE MAINTENANCE - DPW	938.100	540	19.48
01/31/2017	CS10	55898*	THE WORK WEAR STORE	UNIFORMS - DPW	742.000	540	250.00
				UNIFORMS - DPW	742.000	540	97.50
				UNIFORMS - DPW	742.000	540	100.00
				CHECK CS100 55898 TOTAL FOR FUND 591:			<u>447.50</u>
01/31/2017	CS10	55899*	TOW-LINE TRAILERS	REPAIRS/MAINTENANCE	930.000	540	3.25
01/31/2017	CS10	55901*#	TSC STORES	MAINTENANCE/REPAIRS	930.000	540	306.08

Check Date Bank Check # Payee

Description

Account Dept

Amount

Fund: 591 WATER FUND
Department: 540 OPERATIONS & MAINTENANCE

01/31/2017 CS10 55904* USABLUBOOK

MAINTENANCE SUPPLIES

930.000 540

109.11

Total for department 540:
Total for fund 591 WATER FUND

213,647.55
300,732.33

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 596 MUNICIPAL REFUSE FUND							
Department: 000							
01/04/2017	CS10	55735	THOMAS TWP GENERAL FUND	EQUIPMENT RENTAL	940.100	000	661.05
01/04/2017	CS10	55736*	THOMAS TWP WATER	EQUIPMENT RENTAL	940.100	000	672.75
01/17/2017	CS10	55776	MID MICHIGAN WASTE AUTHORITY	NOVEMBER 2016 SOLID WASTE SVCS	808.000	000	59,063.01
Total for department 000:							60,396.81
Total for fund 596 MUNICIPAL REFUSE FUND							60,396.81

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX FUND							
Department: 000							
01/04/2017	CS10	55705	CAPITAL REAL ESTATE TAX SERVICES	Win Tax Refund 28-12-3-23-4256-000	275.000	000	810.83
01/04/2017	CS10	55710	CORELOGIC REAL ESTATE TAX SERVICE	Win Tax Refund 28-12-3-25-4231-000	275.000	000	1,076.68
				Win Tax Refund 28-12-3-16-3002-000	275.000	000	390.93
				Win Tax Refund 28-12-3-25-4074-001	275.000	000	687.20
				Win Tax Refund 28-12-3-27-1222-000	275.000	000	571.72
				CHECK CS100 55710 TOTAL FOR FUND 703:			<u>2,726.53</u>
01/04/2017	CS10	55711	DAVIS, NORMAN J JR & MARCIA	Sum Tax Refund 28-12-3-16-3002-000	275.000	000	271.22
01/04/2017	CS10	55715	INDEPENDENT BANK	Win Tax Refund 28-12-3-24-2564-000	275.000	000	17.13
01/04/2017	CS10	55718	LERETA LLC	Win Tax Refund 28-12-3-04-4113-000	275.000	000	2,575.64
01/04/2017	CS10	55724	MID-STATE TITLE SERVICES INC	Win Tax Refund 28-12-3-10-4104-000	275.000	000	25.08
01/04/2017	CS10	55725	NEIGHBORHOOD MORTGAGE SOLUTIONS	Win Tax Refund 28-12-3-22-4110-000	275.000	000	1,948.60
01/17/2017	CS10	55758*	DELTA COLLEGE	TAX PAYMENTS - 12/19/16-01/04/17	235.000	000	341,464.07
				TAX PAYMENTS - 01/05/17-01/11/17	235.000	000	16,957.85
				CHECK CS100 55758 TOTAL FOR FUND 703:			<u>358,421.92</u>
01/17/2017	CS10	55763	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 12/19/16-01/04/17	225.070	000	29,100.62
				TAX PAYMENTS - 01/05/17-01/11/17	225.070	000	2,161.84
				TAX PAYMENTS - 12/19/16-01/04/17	225.071	000	72,642.01
				TAX PAYMENTS - 01/05/17-01/11/17	225.071	000	6,738.86
				TAX PAYMENTS - 12/19/16-01/04/17	225.072	000	27,725.35
				TAX PAYMENTS - 01/05/17-01/11/17	225.072	000	2,572.04
				CHECK CS100 55763 TOTAL FOR FUND 703:			<u>140,940.72</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX FUND							
Department: 000							
01/17/2017	CS10	55765*	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 12/19/16-01/04/17	225.080	000	62,833.69
				TAX PAYMENTS - 01/05/17-01/11/17	225.080	000	1,455.69
				TAX PAYMENTS - 12/19/16-01/04/17	225.081	000	186,348.60
				TAX PAYMENTS - 01/05/17-01/11/17	225.081	000	6,729.18
				CHECK CS100 55765 TOTAL FOR FUND 703:			<u>257,367.16</u>
01/17/2017	CS10	55793*#	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 12/19/16-01/04/17	222.000	000	6,592.77
				TAX PAYMENTS - 01/05/17-01/11/17	222.000	000	1,356.11
				TAX PAYMENTS - 12/19/16-01/04/17	222.000	000	661,103.98
				TAX PAYMENTS - 01/05/17-01/11/17	222.000	000	32,832.39
				DRAINS - 12/19/16-01/04/17 - DICE - H	222.300	000	2,168.47
				DRAINS - 01/05/17-01/11/17 - HUBBELL&	222.300	000	1.46
				CHECK CS100 55793 TOTAL FOR FUND 703:			<u>704,055.18</u>
01/17/2017	CS10	55794*	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 12/19/16-01/04/17	222.400	000	8,146.44
				TAX PAYMENTS - 01/05/17-01/11/17	222.400	000	1,675.66
				CHECK CS100 55794 TOTAL FOR FUND 703:			<u>9,822.10</u>
01/17/2017	CS10	55796*	SAGINAW ISD	TAX PAYMENTS - 12/19/16-01/04/17	236.000	000	348,891.37
				TAX PAYMENTS - 01/05/17-01/11/17	236.000	000	17,326.79
				CHECK CS100 55796 TOTAL FOR FUND 703:			<u>366,218.16</u>
01/17/2017	CS10	55802*	SWAN VALLEY SCHOOL DISTRICT	TAX PAYMENTS - 12/19/16-01/04/17	225.130	000	186,949.89
				TAX PAYMENTS - 01/05/17-01/11/17	225.130	000	18,851.66
				TAX PAYMENTS - 12/19/16-01/04/17	225.131	000	630,080.46
				TAX PAYMENTS - 01/05/17-01/11/17	225.131	000	27,613.95
				CHECK CS100 55802 TOTAL FOR FUND 703:			<u>863,495.96</u>
01/31/2017	CS10	55837	Catholic Federal Credit Union	Win Tax Refund 28-12-3-30-2212-000	275.000	000	899.56

CHECK DISBURSEMENT REPORT FOR THOMAS TOWNSHIP
 CHECK DATE FROM 01/01/2017 - 01/31/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX FUND							
Department: 000							
01/31/2017	CS10	55842	Corelogic Real Estate Tax Service	Win Tax Refund 28-12-3-08-3005-000	275.000	000	155.00
01/31/2017	CS10	55843	CORELOGIC REAL ESTATE TAX SERVICE	Win Tax Refund 28-12-3-04-1011-003	275.000	000	156.59
01/31/2017	CS10	55846	DELTA COLLEGE	TAX PAYMENTS - 01/12/17-01/25/17	235.000	000	65,994.10
01/31/2017	CS10	55853	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/12/17-01/25/17	225.070	000	35,899.12
				TAX PAYMENTS - 01/12/17-01/25/17	225.071	000	14,139.19
				TAX PAYMENTS - 01/12/17-01/25/17	225.072	000	5,396.51
				CHECK CS100 55853 TOTAL FOR FUND 703:			<u>55,434.82</u>
01/31/2017	CS10	55860	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/12/17-01/25/17	225.080	000	148,530.75
				TAX PAYMENTS - 01/12/17-01/25/17	225.081	000	59,041.33
				CHECK CS100 55860 TOTAL FOR FUND 703:			<u>207,572.08</u>
01/31/2017	CS10	55880	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/12/17-01/25/17	222.000	000	127,773.73
01/31/2017	CS10	55882	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/12/17-01/25/17	222.000	000	2,056.62
01/31/2017	CS10	55884	SAGINAW COUNTY TREASURER	DRAINS - 01/12/17-01/25/17 - DICE/HUBBELL&BRANCH	222.300	000	1,298.50
01/31/2017	CS10	55885	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/12/17-01/25/17	222.400	000	2,541.25
01/31/2017	CS10	55886	SAGINAW ISD	TAX PAYMENTS - 01/12/17-01/25/17	236.000	000	67,429.98
01/31/2017	CS10	55896	SWAN VALLEY SCHOOL DISTRICT	TAX PAYMENTS - 01/12/17-01/25/17	225.131	000	78,752.51
01/31/2017	CS10	55897	SWAN VALLEY SCHOOL DISTRICT	TAX PAYMENTS - 01/12/17-01/25/17	225.130	000	48,825.39
Total for department 000:							3,367,586.36

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 703 TAX FUND

TOTAL - ALL FUNDS
 *-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 #-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Total for fund 703 TAX FUND

3,367,586.36
 4,090,907.24



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Administrative Policy amendments.
- **EXPLANATION OF TOPIC:** The Policy and Ordinance Committee reviews the Township's administrative polices on a biannual basis. This year there are several policies that have minor changes proposed. The review is intended to make sure that the policies are kept up to date with current laws and court rulings, as well as changes within the Township operations. The policies with proposed changes as recommended by the Committee are listed as follows:

101, 201, 202, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 216, 217, 218, 300, 402, 410, 411, 413, 415, 417, 421, 422, 430, 433, 434, 438, 442, 444, 446, 500, 501, 502, 503, 504(delete), 505, 605, 607, 610, 611, 800, 801, 802, 803 and 818.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Amended Policies with changes highlighted in bold and strikeout.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____, to approve the proposed list of changes to the Township's administrative polices as recommended by the Policy & Ordinance Committee.
- **ROLL CALL VOTE REQUIRED:** No.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

101 (Page 1 of 1)

April 6, 1998

August 7, 2000

February 6, 2017

AUTHORITY

Policy Regarding

These rules are adopted by the **B**oard of *Thomas Township*, a general law Township pursuant to the provisions of "the Constitution and the laws of the State of Michigan."

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

201 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

AUTHORITY DELEGATED FROM THE BOARD

In the interest of promoting the efficient operation of the Township and pursuant to *MCL 41.75a* ~~MCLA 41-96~~, as well as implied powers of the Township Board, the Thomas Township Board assigns to various Township elected and appointed officials the authority to exercise non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

202 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

**AUTHORITY TO INTERPRET THE
PROVISIONS OF THIS MANUAL**

The Township Manager shall provide to department heads and employees interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed in the following manner:

The Manager's interpretation may be appealed in writing to the Policy and Ordinance Committee of the Township Board within ten (**10**) days of the Manager's decision.

Decisions of the Policy and Ordinance Committee may be appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. Such appeal needs to be on the agenda in accordance with policy #209. The Township Board and/or the Policy and Ordinance committee may uphold, overturn or alter all *or* part of any interpretations made pursuant to this section.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

204 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

Policy Regarding

SPECIAL MEETINGS

The Township Board may meet in special session at the call of the Township clerk upon the written request of the supervisor, or a majority of the Board or by motion at a regular meeting. Notice of special meetings shall be given to each Township Board member at least 18 hours in advance of the special meeting. Such notice shall be served personally or left at the member's usual place of residence by the Township Manager or the Manager's designee. The notice shall contain the time, place, and purpose of the meeting.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

205 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

PLACE OF MEETINGS

Regularly scheduled meetings shall be held in the Township Public Safety Building *located at 8215 Shields Drive, Saginaw, MI 48609*. Whenever the regular meeting place of the Township Board shall appear to be inadequate for members of the public to attend, the supervisor and clerk may change the meeting to a larger facility located in the Township. A notice of such change shall be prominently posted on the door of the regular meeting place.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

206 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

TIME OF MEETINGS

Regularly scheduled meetings shall begin at 7 p.m. unless the Board shall by majority vote in session set a different time. The Township Board shall not begin considering any matter on the agenda not yet under consideration by the hour of 10:30 p.m. except by unanimous consent of the Board members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

207 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

CHANGE IN SCHEDULE

Changes in the regular schedule shall not be made except upon the approval of a majority of the **B**board members in session. In the event the **B**board shall meet and a quorum is not present, the **B**board, upon the action of a majority of those present, may adjourn the meeting to another day provided that proper notice to members and public is given.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

208 (Page 1 of 1)

April 6, 1998

August 7, 2000

February 6, 2017

Policy Regarding

POSTING MEETINGS

The Township Clerk or his/her ~~or her~~ designee shall be responsible for posting *a public notice which states the dates, times and places of its regular meetings for all regular meetings for the calendar year. This notice must be posted within ten (10) days after the first meeting of the public body in each calendar or fiscal year. If there is a change in the schedule of a regular meeting of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meeting. Special meetings of the Township Board in conformance with the Michigan Open Meetings Act, shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the public body's principal office and, if the public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates, on a prominent and conspicuous link on the website homepage that clearly describes its purpose for public notification of those non regularly scheduled public meetings.* The posting of all meetings of the various Township Boards and Commissions that are required to conform to the Open Meetings Act shall be the responsibility of the secretary to the board or commission or his/her designee.

The clerk or his/her designee shall notify, without charge, any newspaper, or radio or television station of such meeting schedule, schedule changes, or special meetings, whenever such newspaper, radio or television station shall file a written request for such notice with the clerk. The clerk or his/her designee shall also notify other individuals or organizations of regular meeting schedules, schedule changes, or special meetings, upon their written request and agreement to pay the Township for printing and postage expenses. The clerk or his/her designee shall mail all such notices pursuant to this rule by first-class mail.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

209 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 5, 2001

February 6, 2017

Policy Regarding

MEETING AGENDA

The Township Manager shall prepare the agenda *for the Supervisor's approval*, by Thursday noon prior to all regular Township Board meetings. Any **B**oard **M**ember, department head, employee or citizen who desires to have an item placed on the agenda will notify the Manager by 5 p.m. Tuesday prior to the meeting. A copy of the proposed agenda shall be delivered to every **B**oard **M**ember, along with all supporting documentation and correspondence addressed to the Township Board by 6 p.m. on the Thursday prior to the **B**oard meeting.

Department heads who desire to have any business placed on the agenda shall provide the Manager with a cover memo and supporting documentation. When a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by a majority vote of the **B**oard.

The proposed agenda shall be approved by majority vote following the roll call of **B**oard **M**embers at each **B**oard meeting. The agenda shall conform to the following format:

1. Call to order
2. Roll Call
3. Pledge to flag
4. Approval of meeting agenda
5. **Consent Agenda**
6. Approval of minutes (if consent agenda is not used)
7. Approval of ~~Invoices~~ **Expenditures**
8. Communications - Petitions - Citizen Comments
9. Public Hearings
10. Unfinished Business
11. New Business
12. Reports
13. Board member comments
14. Executive Session if necessary
15. Adjournment

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

210 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

BOARD RULES

All **B**oard meetings shall be conducted under Robert's Rules of Order.

Robert's Rules of Order shall govern all questions or procedures that are not otherwise provided by state law, these rules, or rules previously adopted by the Board.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

211 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

March 5, 2001

February 6, 2017

Policy Regarding

PUBLIC PARTICIPATION

The Board shall establish an agenda item known as Citizens Comments.

Citizens Comments shall be a time during a regular meeting of the Board when persons can expressly request to direct comments to the Board.

Persons wanting to participate in Citizens Comments may be requested to sign a form or list provided by the Clerk prior to the meeting indicating their name, item of interest and group they are representing so that the meeting chairperson can assure that all interests are allowed to speak at large meetings or at those with multiple agenda items.

Persons called to address the Board during Citizens Comments shall limit their comments to no more than 3 minutes per agenda item. At the discretion of the chairperson these time limits may be altered due to unique circumstances such as size of crowd or nature of item's being considered.

Persons called to address the Board shall state their name and address before beginning their comments. Persons called to address the Board may also be asked to step to the front and speak from the podium. Personal attacks on members of the **B**oard, Township employees, or other individuals shall not be permitted.

The chairperson may, at his/her discretion, due to unique circumstances such as meeting size or length of agenda limit the number of persons wanting to address the same agenda item.

The chairperson may allow with **B**oard approval public comments during the meeting on specific agenda items.

As much as possible, issues brought before the **B**oard will be addressed.

If a person called to address the Board fails to comply with the terms of these rules, the Board upon a motion and support from **B**oard members may vote to terminate further discussion of that topic by that person.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

212 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

REQUESTS FOR REMARKS TO BE INCLUDED

The clerk shall not be responsible for maintaining a *verbatim* written record ~~or summary written record~~ of the discussion or comments of the board members nor of comments made by members of the public. *A summary of the discussion or comments will be included in the written records of all Board meetings. A copy of the recording from the Board Meeting can be requested through the Freedom of Information Act.*

Any member of the Board may request to have his or her comments or position paper printed or attached as part of the record, if there is no objection by any member of the Board.

If there is an objection to such printing of the comments or position paper, the ~~B~~board shall decide by majority vote.

Such comments to be included or attached as part of the official record shall be provided to the clerk in writing by the member making the request.

Letters and other documents read on the floor of the meeting by members of the public under the public comment portion or any other portion of the meeting shall not be considered as part of the minutes, nor as an attachment, but as a point of information which will be noted in the minutes.

Letters and documents mailed or delivered to the ~~B~~board by members of the public shall be received as a point of information which will be noted in the minutes.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

213 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

DIGITAL RECORDINGS

In addition to maintaining the official record and minutes of each meeting of the Board pursuant to MCL 41.66, the Deputy Clerk shall be responsible for producing a digital recording of each regular meeting of the Board. The Deputy Clerk shall not be responsible for maintaining a written record or a summary written record of the discussion or of comments of the Board members or of public comments made by any other person. The Deputy Clerk shall be responsible for placing a podium within the range of the digital device

All members of the public desiring to address the Board may be required to address the Board from the speaker's stand or podium. Each member of the public desiring to address the Board, shall first identify themselves by stating their name and address on the digital record.

Before calling a vote, the *Supervisor Chairperson* shall name the member who made the motion and then name the Board member who supported the motion.

The Board may institute and enforce consistent, reasonable, individual time limitations for public comment *in accordance with Administrative Policy #211*.

Each digital recording shall be maintained in the office of the Deputy Clerk until approval of written minutes of a meeting to which the digital recording refers unless the recording is determined to be pertinent to any legal proceedings then underway, pending, or expected.

Any person may submit a written request to purchase a copy of a CD for an identified proceeding. The purchase price for a CD must accompany the written request.

The purchase price for a CD shall be set annually by Board resolution pursuant to MCL 15.269.

A CD of a digital recording shall be made available within five (5) business days after the written request and duplication fee are received, pursuant to the requirements of the Freedom of Information Act, MCL 15.231 et. seq.

The Deputy Clerk shall not be required to transcribe any digital recording other than legally required to do so.

Any person may contact the Township Clerk and make an appointment to come to that office and listen to a digital recording under the supervision and at the discretion of the Township Clerk or his/her designee; the listener shall listen to the tape on equipment provided by the Township and shall use headphones.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

214 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 1017

Policy Regarding

BOARD CORRESPONDENCE

The Manager shall place all written correspondence addressed to the **B**oard requesting **B**oard action on the agenda in accordance with procedures outlined in policy # 209.

Informational written correspondence that does not require **B**oard action shall also be included in agenda materials or weekly communications provided to the **B**oard.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

215 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

BOARD CONSULTANTS

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Planner
5. Risk Manager
6. *Architect*
7. Any other professional consultants

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

216 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

LITIGATION

The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below.

Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any state, federal or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation shall be detrimental to the health, safety or welfare of the Township.

Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation or other proceeding.

The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Township Manager. In the event that such action is taken, the matter shall be brought to the Board's attention as soon as possible thereafter.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

217 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

DIRECTION AND CONTROL OF DAY-TO-DAY ADMINISTRATION

To promote efficient administration, the Township Board authorizes the Township Manager to provide day-to-day direction and control over all Township activities that are not assigned by state law to another official, and to *be provide* a liaison between the **B**oard and the various Township departments.

Board members should make all inquiries, requests or complaints directed at department heads or employees to the Township Manager. Any directives, complaints or requests made by a member of the **B**oard directly to a department head or employee, other than from an elected official with statutory authority over the department head or employee, shall be brought to the attention of the Manager prior to initiating any response. This does not apply to general requests for information or items of a routine nature.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

218 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

BOARD COMMITTEES

Annually, at the beginning of the calendar year the Supervisor with the approval of the Board shall appoint members of the Board's standing committees. These committees are *1) Policies & Ordinances*, *2) Personnel* and *3) Public Safety*. Each committee shall be comprised of three members of the Board. The Manager shall serve as an ex officio member of each committee. The committees shall not meet on a regular schedule. They shall meet only at those times when there is business to conduct.

Business assigned to these committees shall include:

1) Policies & Ordinances: Biannual review of the administrative policies, review of any proposed policy additions or amendments, hearing on appeals of Manager interpretation of policies, review of ordinances prior to the presentation to the Board, periodic review of existing ordinances and any other matter specifically assigned to it by Board resolution.

2) Personnel: Review of all Manager & Department Head recommendations for hiring, and termination *and staffing changes* prior to presentation to the Board, biannual review of all personnel policies, review of all amendments and additions to personnel policies, review and make recommendations for wages and salaries for all non-union employee and any other matter specifically assigned to it by Board resolution. *Conduct annual Township Manager performance review.*

Public Safety: Biannual review of all Police and Fire Department policies, review of all amendments and additions to Police and Fire Department policies prior to their presentation to the Board, make recommendations on Police and Fire Department staffing, review and make recommendations on public safety capital improvement projects and any other matter specifically assigned to it by Board resolution.

The Board may create other committees to serve specific purposes such as contract negotiations and staff these committees by the same method described in this policy. Committees created for a specific purpose shall be dissolved upon completion of the task for which they were created.

All committee meetings shall be held in compliance with the Open Meetings Act.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

300 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

PERSONNEL ADMINISTRATION

Personnel Policy administration shall be the responsibility of the Township Manager in accordance with personnel policies adopted by the Township Board.

~~The Finance Department is composed of the Director of Fiscal Services, Treasurer's Assistant, Cash Receipting/Utility Billing Clerk and any seasonal Tax Assistants.~~

~~At the discretion of the Manager any member of the department can be temporarily assigned to the duties of any other position within the department.~~

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

402 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

CONSTRUCTION PROJECTS

The Director of Fiscal Services shall be responsible for maintaining records of deposits and payments of invoices and for making refunds or billing and collecting additional funds as necessary.

The DPW Director shall be responsible for labeling of invoices for various construction projects to assure that they are being assigned to the appropriate *project records*.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

410 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

**ENTERING CASH RECEIPTS INTO THE
ACCOUNTING SYSTEM**

~~Transferring cash receipts and utility billing receipts into the general ledger is the responsibility of the Director of Fiscal Services. On a daily basis, the Director of Fiscal Services will initiate the steps which will allow the computer to make the transfer of the previous day's deposit totals from the cash receipting program into the general ledger program. The Director of Fiscal Services shall also make necessary hand entries to record revenues not automatically appended.~~

Policy no longer applies with the new BS & A software program.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

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Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

CASH OVER/SHORT

When the daily deposit has an overage or shortage, the treasurer's assistant will make the necessary entries into the cash receipting program.

When tax payment overage of \$5.00 or less, has been received in the mail or through on-line payments the overage will not be refunded. The overage will be receipted to an over/short line item in the tax fund. *bl*

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Administrative Policy No:

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Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

BANK DEPOSITS

Total cash collected shall be reconciled to the sum of the receipts and deposited in the appropriate bank accounts on a daily basis for the previous day's intake. The treasurer's assistant is responsible for this reconciliation for bank deposits, and for providing necessary reports to the Director of Fiscal Services for the entry of receipts and deposits not automatically *posted* appended into the accounting system.

The Treasurer's Assistant is authorized to make appropriate bank transfers between funds. In the absence of the Treasurer's Assistant the Director of Fiscal Services shall make appropriate bank transfers.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

415 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

FILING CASH RECEIPT RECORDS

The Director of Fiscal Services shall maintain the daily cash receipting reports in such a manner as to make them readily available for review and/or audit purposes. These reports shall include but not be limited to a bank deposit report, ledger distribution report, ~~transfer to general ledger audit, utility billing payment report,~~ and journal entries for utility receipts.

The Utility Billing Clerk shall also maintain a copy of the, utility billing payment report, utility billing receipts and other reports in such a manner as to make them readily available for review and/or audit purposes.

The treasurer's assistant shall maintain a copy of the bank deposit ticket and shall record fund totals in the bank books.

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Effective Date:

April 6, 1998

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October 5, 1998

August 7, 2000

July 10, 2006

September 13, 2010

February 6, 2017

Policy Regarding

INVESTMENTS

Purpose:

It is the policy of Thomas Township to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to all state statutes and local ordinances governing the investment of public funds.

Scope:

This investment policy applies to the investment activities of Thomas Township except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

General Fund

Special Revenue Funds

Capital Project Funds

Water and Sewer Funds

Trust and Agency Funds

Debit Service Funds

Internal Service Funds

Any new fund created by the governing body, unless specifically exempted by the governing body

This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

Objectives:

Funds of Thomas Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

Safety of Capital - Safety of principal is the foremost objective of Thomas Township. Each investment transaction shall seek to first ensure that capital losses are avoided whether they be from defaults or erosion of market value.

Diversification/Interest Rate Risk - Assets shall be diversified to eliminate the risk of loss resulting from over concentration in a specific maturity, individual financial institution(s) or a specific class of securities. Diversification strategies shall be determined and revised by the Thomas Township Treasurer from time to time to meet diversification objectives (to reduce overall portfolio risks while attaining market average rates of return). In accordance with the Thomas Township Investment Policy the Township manages its

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INVESTMENTS

exposure to declines in fair values by limiting the weighted average maturity of its investment portfolio to less than 12 months.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, debt service) as well as considering sizable blocks of anticipated revenue (taxes, state revenue sharing payments).

Liquidity - The Thomas Township investment portfolio will remain sufficiently liquid to enable Thomas Township to meet all operating requirements which might be reasonably anticipated. Securities shall have maturity dates concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The treasurer shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio, or to meet liquidity needs.

Concentration of Credit Risk-The Township evaluates each financial institution with which it deposits its funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories. If certain investments in any one issuer represent 5 percent of total investments, there must be a disclosure for the amount and issuer. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this requirement.

Return on Investment - The investment portfolio of Thomas Township shall be designed in a manner to attain a rate of return throughout budgetary and economic cycles consistent with Thomas Township's investment risk constraints and cash flow requirements.

Delegation of Authority:

The treasurer is designated as investment officer of Thomas Township and is responsible for investment decisions and activities. The treasurer shall develop and maintain administrative procedures for the operation of the investment program, consistent with the investment policy. Such procedures shall include explicit delegation of authority in accordance with MCL 41.77 to persons responsible for investment transactions. No person may engage in investment transactions except as provided under the terms of this policy and the administrative procedures established by the Thomas Township Board.

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INVESTMENTS

The Thomas Township treasurer shall also establish a system of controls to regulate the activities of subordinate officials and shall be responsible for all transactions undertaken.

Authorized Instruments:

In accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of Thomas Township may be invested as follows:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, which has offices in the State of Michigan, and only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
3. Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments listed in item 1 above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom Thomas Township has negotiated a Master Repurchase Agreement. Repurchase Agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's model Master Repurchase Agreement.
5. Banker's acceptances of United States banks.
6. Mutual funds registered under the investment company act of 1940, maintain a \$1.00 per share net asset value, and with authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

Safekeeping and Custody:

All securities purchased by Thomas Township under this section shall be properly designated as an asset of Thomas Township and held in safekeeping. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Treasurer as authorized herein, or by their respective designees.

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INVESTMENTS

The treasurer shall recommend financial institutions for approval for the safekeeping of Township funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of Township funds held in trust, if applicable. The treasurer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

The treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township treasurer sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township.

In determining safekeeping and custody qualifications, financial institutions must document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions and brokers/dealers shall be pre-qualified by supplying the following:

- * Audited financial statements
- * Proof of NASD certification or FDIC insurance
- * Proof of state registration
- * Certification of having read, understood and agreement to comply with the Thomas Township investment policy

The treasurer shall annually examine the financial condition and registrations of qualified financial institutions and broker/dealers by obtaining annual updates of the information listed above.

Prudence:

The standard of prudence to be applied by the investment officer shall be the "prudent person" rule which states; "Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent person rule shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the chief executive in a timely fashion and appropriate action is taken to control adverse developments.

Reports:

The *Fiscal Services Director* ~~treasurer's assistant~~ shall prepare a monthly report of all interest bearing activities,

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February 6, 2017

Policy Regarding

INVESTMENTS

including the name of the financial institution, type of investment, anticipated yield and date of maturity.

Within 120 days of the end of the fiscal year, the treasurer or his/her designee shall prepare an annual written report to the governing body concerning the investment of the funds.

Ethics:

That the treasurer shall refrain from personal business activity that could conflict with the proper execution and management of Township investments, or that could impair the treasurer's ability to make impartial investment decisions.

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PURCHASING

Policy Regarding

Approval of the purchase of goods and services shall be made by

- the department head when the cost is \$1,000 or less and funds have been budgeted and are available.
- the department head and the Manager after obtaining three quotes either verbal or written when the estimated cost is more than \$1,000 but less than \$5,000 and funds are budgeted and available.
- the Township Board with at least three written quotes when the estimated cost is more than \$5,000 but less than \$25,000.
- the Township Board after public advertising and sealed bid procedures when the estimated cost is more than \$25,000.

The bidding requirements will be waived for professional services, when there is only one known supplier, or there is some other compelling reason to waive the bid procedures.

The invitation for sealed bids shall be published at least once in a newspaper of general circulation or to professional publications as appropriate and shall be sent to known vendors or other parties who have notified the Township of their interest in submitting bids on the goods or services being purchased. The Board has the authority to request bid bonds and/or sealed bids for items less than \$25,000. Sealed bids shall be opened at a place and on a date and time established in the notice requesting bids. Any interested party may be present for the bid opening. All bids shall be awarded by the Township Board.

All written requests for bids shall be submitted to the Township Manager for review and approval before they are mailed or published. All written requests for bids must include the statement,

“The Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.”

Furthermore;

Pursuant to PA 517 of 2012 anyone awarded a bid for work with Thomas Township must certify that it is not an “Iran linked business as defined by the Iran Economic Sanctions Act, and will not become an Iran linked business at any time during the course of performing the work or any services under any contract awarded by Thomas Township.

Additionally;

Before any contract, exceeding, \$50,000 for the construction, alteration or repair of any public building or public work or improvement of the state or a county, city, village, township school district, public educational institution, other political subdivision, public authority of public agency hereinafter referred to as the principal contractor, shall furnish at his or her own cost to the governmental unit a performance bond and a payment bond which shall become binding upon the award of the contract to the principal contractor.

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PURCHASING

Policy Regarding

Any Board member or department head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the Board and that official shall not participate in awarding the bid.

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Administrative Policy No:

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Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

July 8, 2013

February 6, 2017

Policy Regarding

CREDIT CARDS

The Township Manager, through the Department of Fiscal Services is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's credit card policy.

The Township shall maintain two general credit cards with a maximum credit limit of \$2,500.00 in the name "Thomas Township" for use by Board members at conferences and seminars.

Separate gasoline cards are issued for each of the Township vehicles. The gas cards are activated by the employee's last four digits of their social security numbers and may be used by all Township employees authorized to drive Township vehicles.

One card with a separate account number and a maximum credit limit of \$2,500.00 will be issued to each Department Head who shall be responsible for the administration of the policies herein listed in his/her department. The one exception will be the issuance of a card to the Fiscal Services Director to use for paying recurring Township bills such as Consumers Energy, utility bills or other similar vendors with a maximum credit limit of \$50,000.00.

The Township credit cards may be used only by a Board Member, Department Head or other persons authorized by the Township Manager for the purchase of goods or services for the official business of the Township as follows:

- 1) Purchase of budgeted expenses provided items over \$1,000 and under \$5,000. receive Township Manager's approval.
- 2) Preregistration or pre-payment for conferences, travel and lodging reservations, while on Township business by an employee or Board Officer. *Along with* meals and incidental expenses associated with travel ~~shall be paid on a reimbursement basis.~~
- 3) Payment to vendors and contractors of the Township; and
- 4) Other purchases as approved by the Township Board.

The Township Officers and Department Heads who use a Township credit card must, within seven (7) business days of returning from a conference, or purchase of goods for Township use, submit a detailed copy of the vendor's credit card slip *including food and beverage receipts* to the Department of Fiscal Services.

Use of a Township credit card shall conform to a system of internal accounting controls developed by the finance department and Township Manager.

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CREDIT CARDS

Policy Regarding

Credit card invoices shall be approved in the same manner as other Township invoices in accordance with policy 424.

An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Director of Fiscal Services shall be notified immediately. If stolen or misplaced and declared missing, the Department Head shall notify the Manager, Police Department, Department of Fiscal Services and the credit card company immediately.

An official or employee who is authorized to use a credit card by a department head for Township business shall return the credit card to his/her Department Head immediately when not in use.

The Township Manager and Department of Fiscal Services shall maintain a list of all departmental employees, along with their respective account numbers who have been authorized by the Township Manager to use the Township credit card.

Each Department Head authorized to use a Township Credit Card must maintain on file in the Fiscal Services Department, a signed acknowledgement indicating that he/she has read and agrees to follow this policy, and that he/she is personally liable for charges incurred in the event that management should disallow said charges as a valid business expense, or if no receipts supporting charges made on the credit card are produced within the required seven (7) business days.

The Township Board shall not approve a payment of credit card statements until all transactions have been verified by the Fiscal Services Department and found to be in compliance with this policy.

Violations or infractions of this policy shall be addressed by the Township Manager in disciplinary fashion and may also result in reparation to the Township and/or loss of Credit Card use privileges.

Balances due on any credit card account shall always be paid in full by the due date on the invoice.

Any officers or employee using a Township credit card without authorization shall be subject to any disciplinary action, civil action, and/or criminal action permitted by law.

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Effective Date:

April 6, 1998

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August 7, 2000

February 6, 2010

Policy Regarding

BANK-FUND TRANSFERS

The Treasurer and Treasurer's Assistant are authorized to make appropriate bank transfers. ***In the absence of the Treasurer and Treasures' Assistant, the Fiscal Services Director will necessitate bank transfers.***

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Effective Date:

April 6, 1998

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August 7, 2000

February 6, 2017

Policy Regarding

ADDING EMPLOYEES TO PAYROLL

The Department Head of each department is responsible for submitting to the Township Manager a new hire request form. The Manager is responsible for submitting to the Director of Fiscal Services a signed new hire request form for all new employees. The Department Head is then responsible for submitting the proper forms to the Fiscal Services Director, prior to the new employees first day of work. The new hire will not be added to the payroll system without the following forms submitted:

Department Heads submit:

I-9 Forms

MI W-4

Fed W-4

Fiscal Services Director will administer:

Information as to wage and what General Ledger number will be charged

Pension information

Insurance information

The Director of Fiscal Services is responsible for adding new employees into the payroll accounting program.

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Effective Date:

April 6, 1998

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February 6, 2017

Policy Regarding

TIME SHEETS

The Director of Fiscal Services is responsible for distributing time sheets at the beginning of each calendar year to all department heads.

~~Completed time sheets are to be reviewed by the Manager prior to processing payroll.~~

Completed timesheets are reviewed and approved by the Department Head and submitted through the Payroll Time Sheet program to the Finance Department.

Completed time sheets are maintained by the Director of Fiscal Services in the finance office in accordance with State and Federal retention requirements.

Additional payroll procedures can be found in Personnel Policy No. 601.

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April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

REMITTING PAYROLL TAXES/DEDUCTIONS

Federal, FICA and State taxes are filed electronically. The treasurer's assistant is responsible for ~~calling in the data by the Wednesday after payroll distribution.~~ ***filing the taxes no later than the Monday following the payroll distribution***

All payroll deductions with the exception of payroll taxes are disbursed through the Payroll Program.

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Effective Date:

April 6, 1998

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August 7, 2000

February 6, 2017

Policy Regarding

UTILITY BILLINGS

Utility bills for the quarter being billed are mailed by the 5th of each month and are due on the 25th unless the 25th falls on a holiday or weekend then the due date is extended to the next business day.

Penalties are applied on the day after due date.

Shut off notices are mailed on or before the ~~10th~~ 16th of the month and shut off dates are 30 days after the due date for the unpaid statement.

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April 6, 1998

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Policy Regarding

TRANSFERRING UTILITY ACCOUNTS

Per Township utility ordinance the property owner is responsible for utility payments. Requests to have billing mailed to another person must be signed by the owner of record of the property. Before an account can be transferred it must be paid in full.

The renter may not transfer a utility bill from the landlord's name into his/her own name. All transfers must be done by the owner of record.

~~When a renter notifies the Township that he/she is moving out, as a courtesy to the property owner, the Township will attempt to notify the property owner in writing that his tenant has notified the Township of the move.~~

~~The landlord will also be advised that a name transfer to a new renter will not be allowed until the account is paid in full.~~

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August 7, 2000

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Policy Regarding

UTILITY BILLING APPEALS

The *Fiscal Services Director* ~~Treasurer's Assistant~~ shall discuss all Step One, Utility Billing appeals with the *Township Manager* ~~Director of Fiscal Services~~. All responses to utility billing appeals must be in writing and must include the reason for the acceptance or rejection of the appeal.

The Utility Billing Clerk must be provided a copy of the response so that any required adjustments can be entered into the software program and a new bill issued if necessary.

The Manager must be provided with a copy of the appeal and the response.

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Effective Date:

April 6, 1998

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August 7, 2000

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Policy Regarding

HOURS OF BUSINESS

The Township offices shall be open to the public at 8 a.m. and shall be closed at 5 p.m. Monday through Friday. *Exceptions will be the observation of designated holidays, training, exceptional weather related events or specific events as determined by the Manager.*

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April 6, 1998

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Policy Regarding

PROPERTY MANAGEMENT RESPONSIBILITY

The Township Manager working with the DPW Director shall be responsible for monitoring the need for repairs and improvements to Township ~~property~~ *properties*.

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April 6, 1998

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Policy Regarding

EMERGENCY REPAIRS

The Manager is authorized to contract for emergency repairs, without prior Board approval, when a delay in initiating a repair will have a significant impact on Township operations or finances, *or unnecessary property damage.*

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Policy Regarding

BUILDING USE-GENERAL REQUIREMENTS

The ~~Township Offices Conference Room~~, The *Township Board Room in the* Public Safety Administration Building ~~Training Room~~ and the Depot Building at Roethke Park may be used by citizens and non-profit groups with a permit issued by the ~~Township Clerk's office~~, Police or Fire Chief, or Parks & Recreation Director respectively.

Free use of Township Facilities: Township facilities will be made available to non-profit organizations, public and governmental agencies, and government-related organizations as freely as possible and consistent with any applicable Federal, or State laws and regulations, and local ordinances and policies of the Township Board and or Parks & Recreation Commission. Township facilities may be used without charge by non-profit organizations during regular business hours. Regular business hours are Monday - Friday, 8:00 a.m. - 5:00 p.m., except legal holidays. Use of facilities after business hours without charge is by approval of the appropriate building official only.

Written application: Written application for use of the Township facilities must be filed with the appropriate office prior to the desired calendar date(s), listing the time, use, number in group, type of space and equipment needed, in detail. The application must be prepared and signed by a responsible representative of the applying organization or by the individual responsible. Such application must be submitted on the form provided by the Township. Approval of any application will require the signature of the ~~Clerk, Deputy Clerk~~, Police or Fire Chief or Parks and Recreation Director as appropriate.

At the discretion of the ~~Clerk~~, Police or Fire Chief or Parks and Recreation Director the applicant and permit holder may be requested to show proof of comprehensive general liability coverage for the activity for which the permit is sought in an amount of less than \$500,000.00 for personal injury, including death, to any person and not less than \$500,000.00 for property damage. Any such policy of insurance shall name Thomas Township, its officers and employees, as additional insured thereon. A certificate of insurance meeting for the foregoing requirements shall be filed with the ~~Township Clerk~~, Police or Fire Chief, or Parks Director as appropriate prior to the issuance of a permit for the activity described in the application. A permit authorizing the use of Township facilities will be issued to the organization or individual requesting same after the application has been approved.

All permits shall be revocable, and the Township, by its authorized agent, may reject any application or cancel any permit with proper notice.

In scheduling the Township facilities, programs, meetings of the Township shall take priority over other reservations, but every attempt shall be made to reschedule other reservations to the group's satisfaction.

A permit is issued for the hours and date specified. A permit holder shall not assign or transfer the permit to use these facilities, and shall not charge a fee to others to attend the activity for which the facilities are requested.

All activities must be under adult supervision (18 years or older) with the organization or individual using the facilities assuming full responsibility for any damage to the building or equipment. If the

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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BUILDING USE-GENERAL REQUIREMENTS

Township determines that there is not adequate supervision, the permit shall be canceled.

No pianos, sound or video equipment, scenery or other apparatus are to be moved into the building unless written permission is granted in advance. Should this permission *be* granted, special arrangements must be made with the appropriate building official for the storage and/or removal of same as the Township officials deem necessary. Failure to cooperate with these restrictions and conditions may prohibit a group from using the facilities at a future date.

The permit to use Township facilities does not include the use of equipment owned by the Township, such as the P.A. system, VCR or slide projection equipment, etc. unless specific arrangements have been made in advance, and it is so stated on the permit.

The applicant and permit holder shall also agree to indemnify, hold harmless, and defend the Township, its officers and employees from any and all liability of any kind or nature whatsoever including but not limited to personal injury, including death, or property damage arising out of the negligent use of the facilities to which the permit applies.

Building use shall be limited to the portion of the building designated in the permit issued.

Disorderly conduct of any kind is prohibited and will result in ejection from the building and grounds.

The use of alcohol or illegal drugs anywhere on the premises is prohibited. The use of tobacco in any form inside Township buildings is prohibited.

The use of the building or portions thereof is granted for legitimate purposes only and permit holder shall assume full responsibility for any unlawful act committed in the use of the permit.

Individuals shall not adjust heating or any other controls. If such adjustment is necessary maintenance personnel should be contacted.

Any outside/inside signage to be used in conjunction with special use of these facilities must be in compliance with the Sign Ordinance. No signs will be placed without the authorization of appropriate Township personnel. No decorations may be fastened to the walls with either tape or tacks or any other method which might mar the walls.

Setting up and taking down equipment will be the responsibility of the group using the room.

Groups shall accept the responsibility for making sure that the facilities and equipment are left in the same condition as they were found. All refuse must be removed from the building and placed in the dumpster located on site.

The room and equipment shall be left in a neat, clean, and orderly condition. If not left in the same condition, the group will be given notice and continued offense will result in being denied further use of

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Policy Regarding

BUILDING USE-GENERAL REQUIREMENTS

the facilities.

The applicant shall report any damages to the facility, immediately to the Township.

If a key has been provided for after hour's use of the building, the key must be returned to the appropriate office within 24 hours of use.

The Township is not responsible for personal or group articles lost or stolen.

Compliance with all ordinances and policies of the Police and Fire Department regarding public assemblies shall be mandatory.

The Township ~~Clerk's Office~~ Police or Fire Chief, or Parks Director as appropriate is authorized to act in any case not specifically covered by these policies and regulations, except that such action shall be subject to review by the Township Board of Trustees and/or Parks & Recreation Commission.

Persons using the facilities shall furnish their own utensils for food preparation and be responsible for serving and clean up.

Any applicant for any activity that requires Township staffing or materials must reimburse the Township for all cost incurred.

Facility use fees shall be set by resolution of the Township Board or Parks and Recreation Commission as appropriate.

~~TOWNSHIP OFFICES CONFERENCE ROOM~~

~~Approval of Any Application For Use of The Township Offices Conference Room will require the signature of the Township Clerk of his/her designee.~~

~~Maximum capacity of this room as established by the Fire Chief is: 15 persons.~~

~~The Township Conference Room must be vacated by 5 p.m., unless a later hour is approved by the Township Clerk. It is the responsibility of the permit holder to see that this policy is followed. Programs must be concluded in time to provide for the clearance of the building as stated on the permit.~~

PUBLIC SAFETY ADMINISTRATION BUILDING *BOARD TRAINING* ROOM

Approval of any application will require the signature of the Police or Fire Chief.

Maximum capacity of the *Board Training* Room as established by the Fire Chief is: 185 persons.

Use of the *Board Training* Room is limited to civic groups and government agencies.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

503 (Page 4 of 4)
April 6, 1998
August 7, 2000
February 6, 2017

Policy Regarding

BUILDING USE-GENERAL REQUIREMENTS

Vehicles must be parked in the lot to the West of the Building.

ROETHKE PARK DEPOT

~~Roethke Park Depot will be made available to residents and non-residents.~~

~~Roethke Park Depot hours are the same as park hours.~~

~~Approval of any application will require the signature of the Parks Director. Denials may be appealed to the Park's Commission.~~

~~Capacity for Roethke Park Depot is 51 persons and must be adhered to.~~

Roethke Park Depot, will be made available to residents, and non-residents.

Roethke Park Depot hours are the same as park hours.

Written application: Written application for use of the Roethke Park Depot must be filed with the Parks Director prior to the desired calendar date(s) at least 10 days prior to the proposed use, listing the time, use, number in group, type of space and equipment needed, in detail. The application must be prepared and signed by a responsible representative of the applying organization. Such application must be submitted on the form provided by the Thomas Township Parks Director. Approval of any application will require the signature of the Parks Director. Denials may be appealed to the Park's Commission.

Seating capacity for Roethke Park Depot is 51 with chairs, 109 without chairs and must be adhered to.

The use of tobacco, alcohol or illegal drugs is prohibited in the Roethke Park Depot.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

504 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

**BUILDING USE TOWNSHIP CONFERENCE
ROOM**

The use of tobacco in any form and the use of alcohol or illegal drugs anywhere in or on the premises is prohibited.

Written application: Written application for use of the Township Conference Room must be filed with the Township Clerk or his/her designee at least 10 days prior to the desired calendar date(s), listing the time, use, number in group, type of space and equipment needed, in detail. The application must be prepared and signed by a responsible representative of the applying organization. Such application must be submitted on the form provided by the Thomas Township Clerk's Office. Approval of any application will require the signature of the Township Manager, Clerk or Township Deputy Clerk.

Permits may be canceled with 24 hour notice. Seating capacity for Thomas Township Office Complex must be adhered to.

A permit authorizing the use of Township Conference Room will be issued to the organization or individual requesting same after the application has been approved. It must be mutually agreed that the permit does not include the use of equipment owned by the Township, such as P.A. system, VCR or slide projection equipment, etc., unless specific arrangements have been made in advance, and it is so stated on the permit.

The Township Conference Room must be vacated by 5:00 p.m., unless a later hour is approved by Township Clerk. It is the responsibility of the permit holder to see that this policy is followed. Programs must be concluded in time to provide for the clearance of the building as stated on the permit.

Any outside/inside signage to be used at the Township Conference room in conjunction with special use of these facilities must be in compliance with the Sign Ordinance. No signs will be placed without the authorization of Township Clerk or his/her designee. No decorations may be fastened to the walls with either tape or tacks or any other method which might mar the walls.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

505 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

BUILDING USE-ROETHKE PARK DEPOT

~~Roethke Park Depot, will be made available to residents, and non-residents.~~

~~Roethke Park Depot hours are the same as park hours.~~

~~**Written application:** Written application for use of the Roethke Park Depot must be filed with the Parks Director prior to the desired calendar date(s) at least 10 days prior to the proposed use, listing the time, use, number in group, type of space and equipment needed, in detail. The application must be prepared and signed by a responsible representative of the applying organization. Such application must be submitted on the form provided by the Thomas Township Parks Director. Approval of any application will require the signature of the Parks Director. Denials may be appealed to the Park's Commission.~~

~~Seating capacity for Roethke Park Depot is 51 with chairs, 109 without chairs and must be adhered to.~~

~~The use of tobacco, alcohol or illegal drugs is prohibited in the Roethke Park Depot.~~

Moved to 503

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

605 (Page 1 of 1
July 6, 2015
February 6, 2017

Policy Regarding

PUBLIC INSPECTION OF RECORDS

Upon receiving a verbal request to inspect Township records, the Township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours. ~~not less than four hours per day~~. The public does not have unlimited access to Township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of Township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the Township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The FOIA coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA coordinator will determine, in conjunction with the Thomas Township FOIA Policy No. 603, when the Township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

607 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 6, 2009

February 6, 2017

Policy Regarding

OUTGOING MAIL

The Township Manager shall approve the design of all department letterhead stationery. Statements made on Township stationery may be construed as the official position of Thomas Township, so all officials and employees should take every precaution that written statements are made within the scope of their authority. Township stationery shall only be used for official Township business.

~~Department heads shall provide the Township Board, via the Township Manager, with a copy of all correspondence that addresses a citizen complaint or when the content may result in a lawsuit to the Township or in the **B**oard reviewing or implementing a Township policy. Where a department head is unsure of the necessity to provide the **B**oard with a copy of correspondence, department heads should err on the side of caution.~~

All department correspondence should be considered as a public document, unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any **B**oard member *upon* request.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

610 (Page 1 of 3)
December 7, 2015
February 6, 2017

Policy Regarding

Guidelines for Employees Participating in Social Media

Social media provides a new and potentially valuable means of assisting the public and meeting community outreach, problem-solving, investigation, crime prevention, up-coming events, etc., deemed important by the Social media committee in Thomas Township.

The purpose of this policy is to set required standards for social media content used by the Thomas Township Departments with guidance to ensure professional integrity and reputation. Recognizing that all citizens have a right to be informed regarding the affairs of government. The purpose of this ~~order~~ **policy** is to establish guidelines for the orderly dissemination of information relative to serious crimes, major incidents of a nonviolent nature and any other newsworthy event in Thomas Township.

Guidelines for employee use of the government's official media are a critical part of a social media policy. Even if only one employee posts and responds to comments, that employee must know what is expected and the government must have some way of **holding** the employee accountable.

When posting or commenting on a post be honest and transparent; post only within one's area of expertise, or get the information from the source, if posting outside your area of expertise; post only useful information; keep all information professional and avoid confrontation; be accurate; correct errors and if modifying an earlier post, identify the change; be responsive to citizen concerns; adopt a user name that follows a standard format and clearly identifies the user as a **T**ownship employee.

Employees ~~should be~~ **are** prohibited from posting any information about actual or potential claims and litigation involving the municipality; the intellectual property of others, without written permission; photographs of employees or members of the public, without written permission; defamatory material; any personal, sensitive or confidential information about anyone; obscene, pornographic, or other offensive/illegal materials or links; racist, sexist and other disparaging language about a group of people; political campaign materials or comments; threatening or harassing comments; other information that is not public in nature.

- A. Social media pages shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
- B. Electronic messages and information on communications media provided by selected Township employees shall be treated with confidentiality and professionalism accordingly, conducting themselves, at all times, as representatives of Thomas Township under all department standards of conduct and **T**ownship protocols.
- C. Department personnel using social media are prohibited from the following:

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

610 (Page 2 of 3)

December 7, 2015

February 6, 2017

Policy Regarding

Guidelines for Employees Participating in Social Media

- a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, slander, discredit, or otherwise express bias against any race, any religion or any protected class of individuals.
 - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
 - c. May not involve *or* divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this their department without express authorization.
 - d. Publish or post false information that harms the reputation of another person, group, or organization.
 - e. Personal identification, private facts, photographs or sensitive disclosures are considered confidential and may not be disseminated through social media without permission of any person or has not been previously revealed to the public, is not legitimate public concern, and would be offensive to a reasonable person.
- D. The Department reserves the right to access any of the records within the social media accounts, for quality control purposes. ~~and/or for violation of this policy, all social media accounts.~~
- E. Employees without permission shall not access or allow others to access files or databases of the social media accounts.
- F. Publishing the creative work of another, trademarks, or certain confidential business information without permission of the owner.
- G. Thomas Township has the right and responsibility to delete any/all negative or unacceptable pictures, comments or posts by the public.
- H. Personal use of social media is prohibited under any circumstances. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately.

Potential Uses:

1. Social media is a valuable investigative tool when seeking evidence or information about
 - a. missing persons
 - b. wanted persons
 - c. gang participation

Administrative Policy No:

Effective Date:

Amended:

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December 7, 2015

February 6, 2017

Policy Regarding

Guidelines for Employees Participating in Social Media

- d. crimes perpetrated online (i.e., cyberbullying, cyberstalking)
 - e. photo or videos of crime posted by a participant or observer.
2. Social media can be used for community outreach and engagement by
- a. providing crime prevention tips
 - b. offering online-reporting opportunities
 - c. sharing crime maps and data
 - d. soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).
3. Social media can be used to make time-sensitive notifications related to
- a. road closures
 - b. special events
 - c. weather emergencies
 - d. missing or endangered persons.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

611 (Page 1 of 6)

April 4, 2016

February 6, 2017

Policy Regarding

Social Media Policy

Social media provides a new and potentially valuable means of assisting the public and meeting community outreach, problem-solving, investigation, crime prevention, fire prevention and public relations, up-coming events, etc., deemed important by the Social Media Committee in Thomas Township.

I. Definition: Social Media is a web based forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content (such as videos). Thomas Township will limit its social media footprint to the use of Facebook, Twitter and its website.

II. Purpose:

The purpose of this policy is to set required standards for social media content used by all Thomas Township Departments with guidance to ensure professional integrity and reputation. Recognizing that all citizens have a right to be informed regarding the affairs of government, the purpose of this policy is to establish guidelines for the orderly and proper dissemination of a variety of Township information.

- A. Township social media pages shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
- B. Electronic messages and information on communications media provided by selected Township employees shall be treated with confidentiality and professionalism accordingly, conducting themselves, at all times, as representatives of Thomas Township under all departmental standards of conduct, and Township protocols *and code of ethics*.
- C. Township personnel using social media are prohibited from the following:
 1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, slander, discredit, or otherwise express bias against any race, any religion or any protected class of individuals.
 2. Speech involving themselves or other Township personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
 3. Divulging information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this Township without express authorization.
 4. Publish or post any information known to be false that harms the reputation of the Township, another person, group, or organization.
 5. Personal identification, private facts, photographs or sensitive disclosures are considered confidential and shall not be disseminated through social media without permission of any person that has not been previously revealed to the public, is not a legitimate public concern, and would be offensive to a reasonable person.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

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Effective Date:

April 4, 2016

Amended:

February 6, 2017

Policy Regarding

Social Media Policy

- D. The Township reserves the right to access any of the records or accounts within the social media, for quality control purposes and/or for violation of this policy.
- E. Employees shall not access or allow others to access files or databases of the ~~social~~ Township **social** media accounts without permission.
- F. Publishing the creative work of another, trademarks, or certain confidential business information without permission of the owner is prohibited.
- G. Thomas Township has the right and responsibility to delete any/all negative or unacceptable pictures, comments or posts by the public.
- H. Personal use of social media during working hours, through a Township computer, is prohibited under any circumstances. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately.

III. Potential Uses:

- A. Social media is a valuable investigative tool when seeking evidence or information about
 - 1. missing persons
 - 2. wanted persons
 - 3. gang participation
 - 4. crimes perpetrated online (i.e., cyberbullying, cyberstalking)
 - 5. photo or videos of crime posted by a participant or observer.
- B. Social media can be used for community outreach and engagement by
 - 1. providing crime prevention tips
 - 2. offering online-reporting opportunities
 - 3. sharing crime maps and data
 - 4. soliciting tips about unsolved crimes (i.e., Crimestoppers, text-a-tip).
- C. Social media can be used to make time-sensitive notifications related to
 - 1. road closures
 - 2. special events
 - 3. weather emergencies
 - 4. missing or endangered persons.
 - 5. canceling or rescheduling of programs or meetings

IV. General:

- A. All Thomas Township social media sites posted by executive departments will be subject to approval by the Manager or his/her Administrative Assistant.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

611 (Page 3 of 6)

April 4, 2016

February 6, 2017

Policy Regarding

Social Media Policy

- B. Thomas Township's website – www.thomastwp.org, the Municipal Building/Parks Facebook and Twitter and the Public Safety Twitter and Facebook will remain the Township's only internet presences.
1. The best, most appropriate Thomas Township uses of social media tools fall generally into two categories
 - a. As channels for disseminating time-sensitive information as quickly as possible (Example: emergency information).
 - b. As marketing/promotional channels, which increases the Township's ability to broadcast its messages to the widest possible audience.
 2. Wherever possible, content posted to Thomas Township's social media sites will also be available on the Township's main webpages when appropriate.
 3. Wherever possible, content posted on Thomas Township's social media sites should contain links directing users back to the Township's official website for in-depth information, forms, documents or online services necessary to conduct business with Thomas Township.
- C. Departmental staff are responsible for their respective social media sites.
- D. All Thomas Township social media sites shall comply with all applicable Thomas Township policies and standards.
- E. Thomas Township's social media sites are subject to the State of Michigan public record laws. Any content maintained in a social media format that is related to the Township business, including a list of subscribers and posted communications are public record. The department maintaining the site is responsible for responding completely and accurately to any request for public record in social media. Content related to Township business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.
- F. Michigan state law and relevant Thomas Township records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a Township server in a format that preserves the integrity of the original record and is easily accessible.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

611 (Page 4 of 6)

Effective Date:

April 4, 2016

Amended:

February 6, 2017

Policy Regarding

Social Media Policy

G. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between Township departments and members of the public. Thomas Township social media site articles and comments containing any of the following forms of content shall not be allowed:

1. Comments in support of or opposition of political campaigns or ballot measures;
2. Profane language or content;
3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
4. Sexual content or links to sexual content;
5. Solicitations of commerce;
6. Conduct or encouragement of illegal activity;
7. Information that may tend to compromise the safety or security of the public or public systems, or;
8. Content that violates a legal ownership interest of any other party.

H. The user guidelines will be published in the Thomas Township Today quarterly newsletter and where available, will be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date, and identity of the poster when available.

1. The Township reserves the right to restrict or remove any content that is or possesses an unnecessary liability deemed in violation of the social media policy or any applicable law.
2. The Township will implement the use of social media tools as consistently as possible.
3. All new social media tools proposed for Township use must be approved by the Township Manager and the appropriate department's director.

V. **Twitter Standards:**

Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, authorized Township departments will communicate information directly to their Twitter followers, alerting them to news and directing them to www.thomastwp.org for more information when applicable. These standards shall be used in accordance with the Township's Social Media Use Policy. Department personnel, under the direction of their department head shall hold and maintain their department's Twitter account.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

611 (Page 5 of 6)

April 4, 2016

February 6, 2017

Policy Regarding

Social Media Policy

- A. The Township will have 2 accounts: Municipal Office/Parks and Public Safety. Account information, including usernames and passwords, shall be registered with the Township Manager's office.
- B. The department's Twitter bio will read: (Department name) and then the comments. If appropriate the following will be added: This site is not monitored. Call 911 for emergencies.
- C. Twitter usernames shall begin with "Thomas Township" (Thomas Township Public Safety and Thomas Township Municipal Office). In cases where the username is too many characters, begin with "Thomas Twp."
- D. Department Twitter account backgrounds will share a standardized Thomas Township logo, or in the case of Public Safety, their respective logos.
- E. Twitter accounts shall serve three primary purposes:
 1. Get emergency information out quickly.
 2. Promote Township-sponsored events.
 3. Refer followers to content hosted at www.thomastwp.org.
 4. Get cancellations or rescheduling information out quickly.
- F. Information posted on Twitter shall conform to the policies and procedures of the department posting the information. Tweets shall be relevant, timely and informative.
- G. Twitter content shall mirror information presented on thomastwp.org and other existing information dissemination mechanisms. Personnel shall ensure that information is posted correctly the first time. Twitter does not allow for content editing.

VI. Facebook Standard:

Facebook is a social networking site. Businesses and governments have joined individuals using Facebook to promote activities, programs, projects and events. This standard is designed for Township departments looking to drive traffic to department website pages at thomastwp.org and to inform more people about Township activities. As Facebook changes, these standards may be updated as needed.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

611 (Page 6 of 6)

Effective Date:

April 4, 2016

Amended:

February 6, 2017

Policy Regarding

Social Media Policy

VII. Establishing a Page:

There will be two Facebook pages; Municipal/Park Facebook, and Public Safety Facebook. Respective Departmental branding (logo) images must meet Township branding standards.

Type of 'Pages'

1. The Township will create 'pages' in Facebook not 'groups'. Facebook 'pages' offer distinct advantages including greater visibility, customization and measurability. Related community pages are unofficial representations of Township business created by Facebook. Community pages will currently be accepted as is unless there is a copyright/trademark issue.
2. For 'type' description, choose government'.
3. If comments are turned on, the Facebook page should include a tab/link to a Comment Policy tab with the following disclaimer:

Comments posted to this page will be monitored, The Township reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not typically related to the particular posting.

- A. Link to the Township website www.thomastwp.org will be included on the page information page.
- B. Township department and project pages should be page favorites of other Township Facebook Page name should be descriptive of the Township.
- C. Departments will choose carefully with consideration to abbreviations, slang, iterations, etc.
- D. A successful page requires "babysitting". The department head or their designee (as approved by the Township Manager) is responsible for monitoring the Facebook page. Posts shall be approved by the department head of the designated alternate.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

800 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

**CAPITAL IMPROVEMENT PLAN-
RESPONSIBILITY**

The Township Manager shall serve as the Capital Improvement Plan Coordinator (CIP), responsible for the development and updating of the Township ~~CIP capital improvement plan~~. The coordinator shall prepare the CIP calendar, forms and instructions; assist department heads in project proposals; create opportunities for citizen involvement; coordinate CIP development with other governmental units; evaluate funding options; review and prioritize CIP submissions; submit proposed CIP to the Township Board and Planning Commission, and monitor project implementation.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

801 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

CAPITAL IMPROVEMENT PLAN-SCOPE

The ~~Ceapital~~ ~~I~~mprovement ~~P~~lan (CIP) shall address the medium and long-range needs of the Township regarding building, lands, major equipment and infrastructure. The ~~CIP~~ ~~capital improvement~~ ~~plan~~ shall prioritize such needs for the *next five (5)* years beyond the current fiscal year. The plan shall include the previous year and the current budget year along with the five (*5*) years beyond the current year.

The ~~CIP~~ ~~capital improvement~~ ~~plan~~ will be reviewed *twice each year annually*, with such review coinciding with the development of the proposed Township operating budget and *Financial Forecast*.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

802 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

CAPITAL IMPROVEMENT PLAN-CONTENT

Department heads and elected officials shall submit any suggested projects to be included in the Capital Improvement Plan to the Manager, who shall be responsible for the development of a Capital Improvement Plan that includes the following information on each project:

Priority in order of need

Justification for priority ranking

Estimated year project will be commenced

Estimated year project will be completed

Total acquisition or construction cost

Method of financing acquisition or construction

Annual debt service from project

Estimated annual operating expenses after completion

Method of financing operating expenses

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

803 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

February 6, 2017

Policy Regarding

**CAPITAL IMPROVEMENT PLAN-PUBLIC
HEARING**

The Planning Commission shall hold a public hearing on the ~~Ce~~apital ~~I~~mprovement ~~P~~lan (CIP) as prepared under the direction of CIP Coordinator prior to its submission to the Township Board. The Township Board may hold additional hearings on the ~~CIP capital improvement plan~~. The Township Board shall adopt the ~~CIP capital improvement plan~~ as recommended or following any alterations it deems advisable prior to adoption of the annual budget *and financial forecast*. All parties involved in the development of the proposed budget *and financial forecast* shall address any implications of the ~~CIP capital improvement plan~~ *to both documents* the proposed budget.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

Effective Date:

Amended:

818 (Page 1 of 2)

September 3, 2002

February 1, 2015

February 6, 2017

Policy Regarding

SUBDIVISION ROAD IMPROVEMENT PROGRAM, ~~ROAD REVOLVING FUND~~

Thomas Township recognizes the need for repairs to local roads that continue to deteriorate every year. Local roads are not likely to be repaired by the Saginaw County Road Commission, and the Township is highly unlikely to receive extra funds for the improvement of local roads from the Saginaw County Road Commission, *or any other source*.

In the interest of repairing local roads and contributing to the general public health, safety and welfare, the Township has established a Subdivision Road Improvement Program (SRIP) to help facilitate the repair of local roads.

Thomas Township will allocate funds as they become available into a revolving fund designated to partially finance local road improvements with the goal of accumulating a \$1,000,000 total balance ~~total~~ of funds and accounts receivable over time. The monies in this fund will carry over from year to year, and accounts receivable from special assessment districts created through the program will be directed into this Fund for future projects. The Township Board may change the level of funding and/or balance at its discretion. The purpose will be to establish a fund with sufficient money available to complete subdivision road projects without affecting the Township's General Fund Balance.

Since repair of local roads by Townships is not mandated by state law, the money in the Road Revolving Fund can ~~could~~ be redirected to the General Fund if the Township experiences a financial crisis that necessitates the use of as much cash as may be available. If the Township is unable to contribute money to the fund in a budget year due to financial constraints, funds that may have been directed into the Road Revolving Fund may be utilized by the Township for a more essential services than the SRIP.

Residents who wish to utilize these funds for improving their subdivision roads shall petition the Township Board under Public Act 188 of 1954. If more than 50% of residents in the proposed special assessment district sign the petitions, the project may move forward with Township Board approval. In accordance with P.A. 188 of 1954, two public hearings, with due notice given, shall be held.

Whenever a project is proposed, the Road Commission will evaluate the drainage in the proposed special assessment district. If the Road Commission determines that a county drain project is needed for sufficient drainage, then the drain project will take precedence and residents in the proposed district will be consulted regarding the additional work.

Proposed projects must be submitted by December 31st of each year to ensure that funds will be available in the next fiscal year. Projects shall be considered in the order in which they are submitted and shall only be undertaken if the Township has sufficient funds to contribute to the project. For example, if two projects are presented in a single year, the first petition to be submitted shall be considered ahead of any projects proposed later. If the Township still has sufficient funds available after the first project is completed, the second project shall be considered. If the Township lacks the funds to contribute toward more than one project in a fiscal year, the next project submitted shall be the first project considered in

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

818 (Page 2 of 2)

Effective Date:

September 3, 2002

Amended:

February 1, 2016

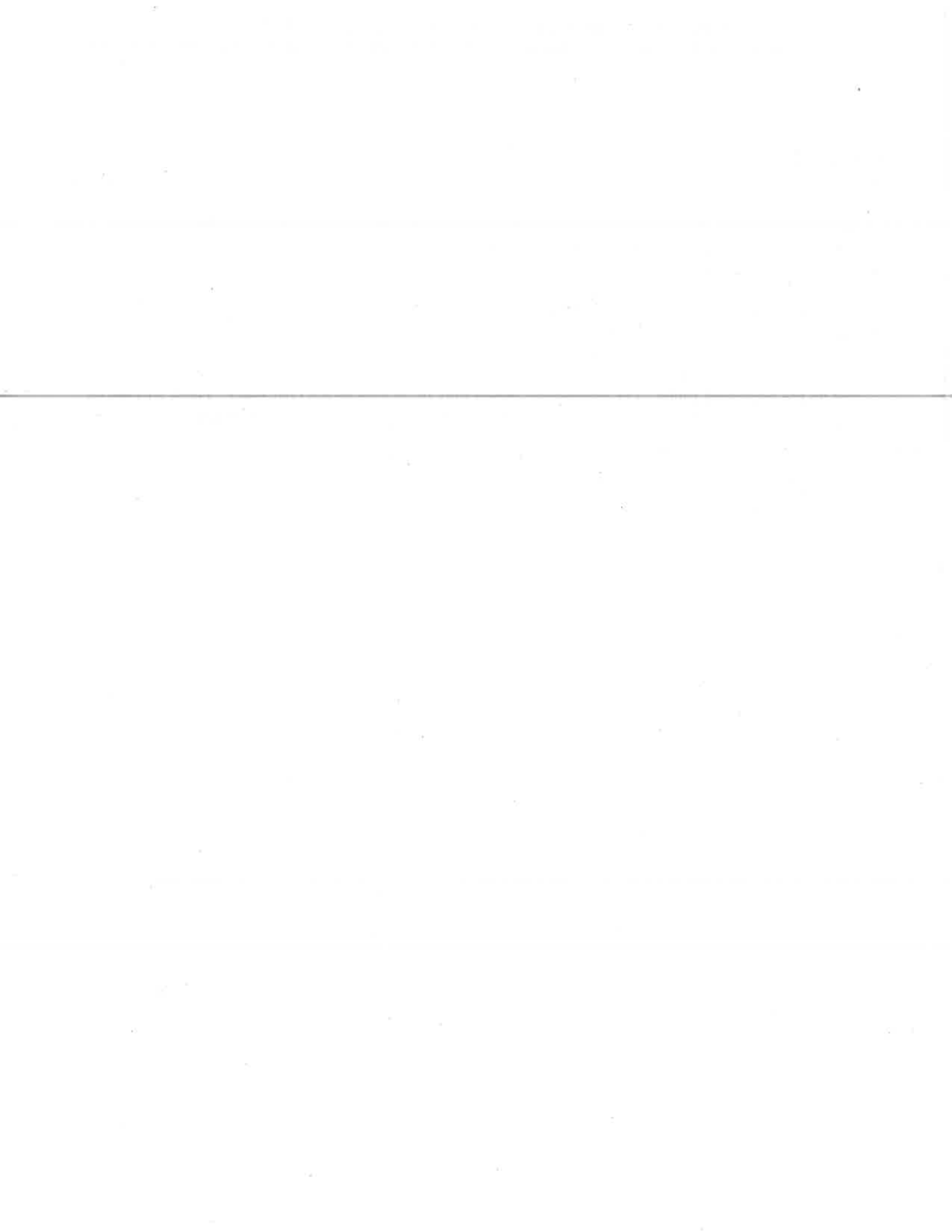
February 6, 2017

Policy Regarding

**SUBDIVISION ROAD IMPROVEMENT
PROGRAM**

the following year. Residents in the proposed special assessment district always have the option of assuming a larger portion of the cost to fully finance a project. The Township's participation level would then vary based upon its available funds.

Thomas Township may pay up to one-third of the cost of the project on a per parcel basis up to \$1,500. Residents shall be liable for the balance of the assessment, in accordance with P.A. 188 of 1954. Interest on assessments will be set at 1% over the prime rate. If the Township borrows funds from an outside source for completion of a project, then interest on assessments would be 1% over the interest rate on the borrowed funds. The assessment period may be as long as ten (10) years. There will not be any penalty for paying off the balance early, *unless bonds are sold stipulating the penalties.*



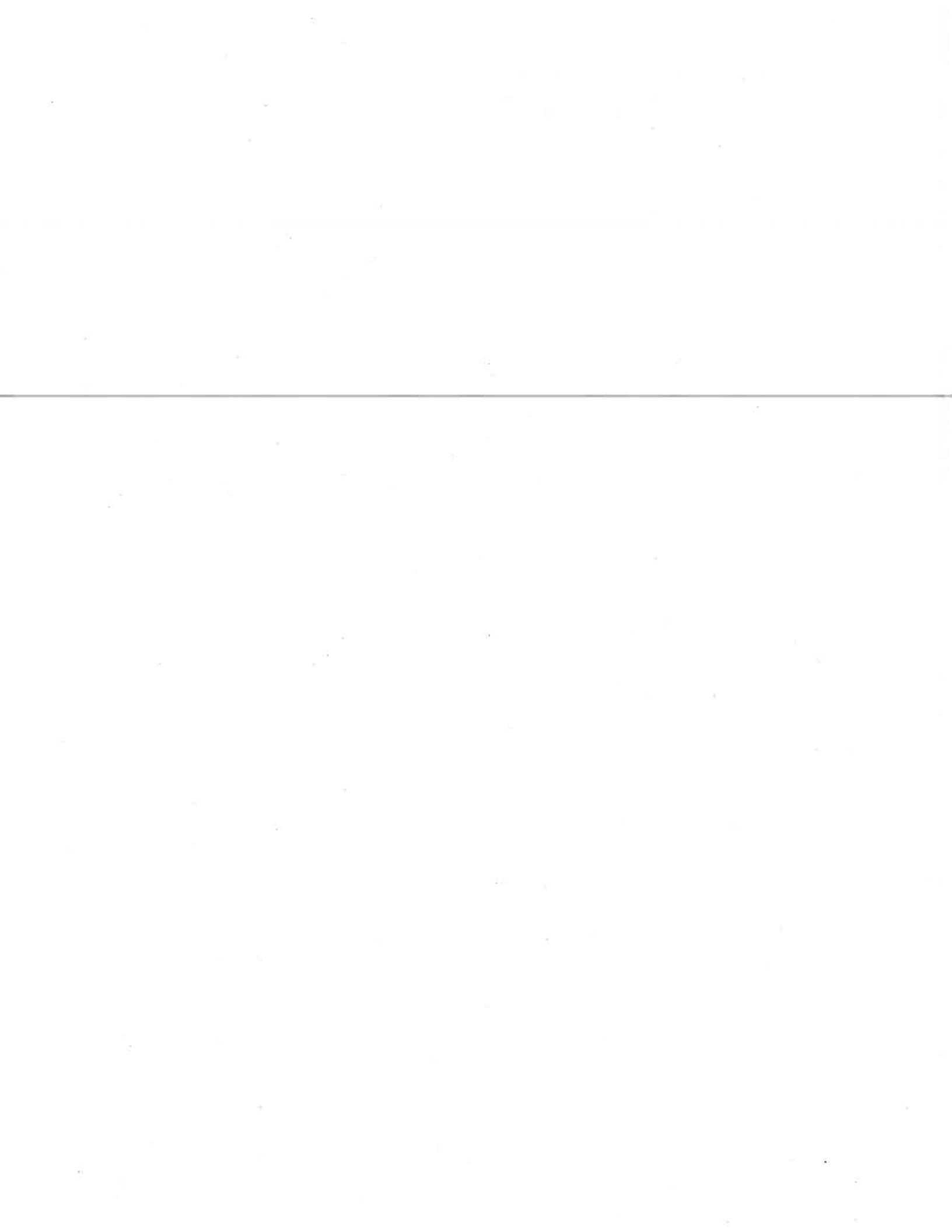


TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **SUBMITTED BY:** Chief, Mike Cousins
- **AGENDA TOPIC:** Fire Fighter Promotion; Nathan Wachowicz
- **EXPLANATION OF TOPIC:** Probationary fire fighter Nathan Wachowicz has met the requirements set forth by the State of Michigan and Thomas Township for a probationary fire fighter to be promoted to fire fighter. He will make an excellent addition to the fire department. This promotion has been brought to the Personnel Committee for approval.

POSSIBLE COURSES OF ACTION: Approve, Deny, Amend or Table to promote probationary fire fighter Nathan Wachowicz to fire fighter.

- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to promote probationary fire fighter Nathan Wachowicz to fire fighter.
- **ROLL CALL VOTE REQUIRED?** No



NOTICE OF PUBLIC HEARING
Thomas Township
County of Saginaw, Michigan

PLEASE TAKE NOTICE that at a regular meeting of the Thomas Township Board of Trustees to be held on February 6, 2017, at 7:00 p.m., at the Thomas Township Public Safety Building, 8215 Shields Drive, Saginaw, MI 48609, at which time and place a public hearing will be held on the following: Quarterly Ready to Serve Charges for ready to serve charges affecting Hemlock Semiconductor Group only.

Proposed Five Year Plan for Quarterly Ready To Serve Charges for Water:

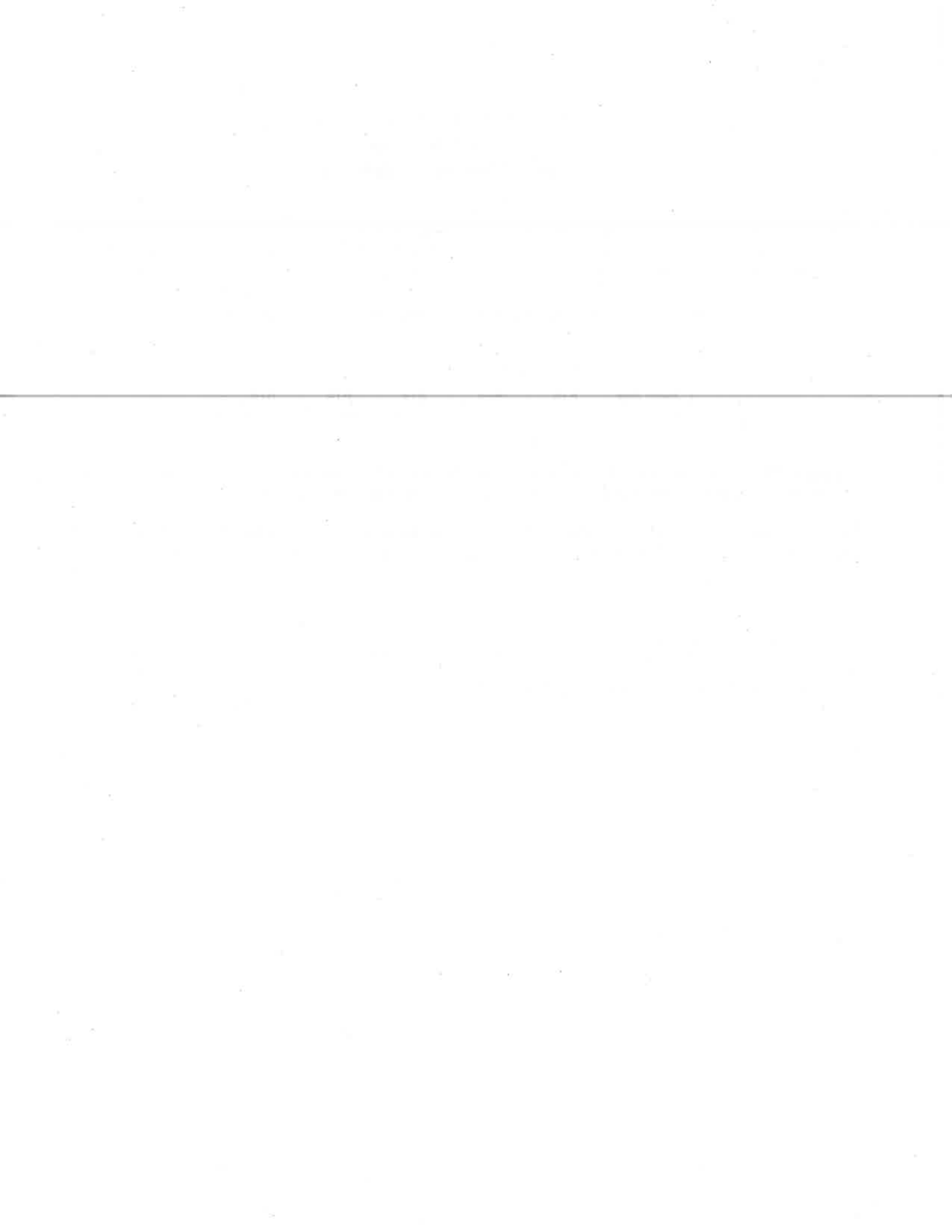
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Meter Size	RTS	RTS	RTS	RTS	RTS
HSC	\$311,362	\$311,362	\$311,362	\$311,362	\$311,362

Proposed Charges will become effective 30 days after the date of the publication of this notice, and subsequent adoption by Resolution of the Thomas Township Board of Trustees on February 6, 2017.

Written and/or Oral comments will also be received at the Thomas Township Office through the date of the hearing and should be sent to Thomas Township Manager, 249 North Miller Road, Saginaw, MI 48609.

Edward Brosowski, Clerk
Thomas Township

Thomas Township will provide necessary reasonable auxiliary aids and services to any individuals with disabilities who plan to attend this public meeting. Persons interested in such services need to contact the Thomas Township Manager's offices at 249 N. Miller Road, Saginaw, Michigan 48609, by phone at 989-781-0150, or by fax at 989-781-0290 at least five (5) working days prior to the meeting. In the case that advanced notice for accommodations is not possible, every reasonable effort will be made to accommodate the disabled.





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Resolution 17-02 to amend the readiness to serve charges to Hemlock Semiconductor from 2016/17 through 2020/21 Township Fiscal Years.
- **EXPLANATION OF TOPIC:** We adopted the current rate structure in July, 2016 after eight years without an increase to Township customers' water rates. During that same 8 year time period, the City of Saginaw dramatically restructured their rates and increased our rates several times. Consequently, we had to implement some significant changes to our rate structure as well to parallel those of the City going forward. Essentially, those changes consisted of two things: 1.) a very dramatic increase in the RTS charge to HSC and 2.) recognizing that the cost of delivery to a large single user is less than the rest of the customer base as a whole such that different commodity rates were established.

The main reason that we have been able to go 8 years without an increase is because HSC has carried the largest burden for the entire community. Up until this year, HSC has paid the same commodity rate as all other users, even though it is far cheaper to run the large quantities of water used by HSC as a single point user than to the thousands of other customers. Also, the multiple upgrades to the water pumping station at the River, the construction of the second transmission main, the demolition of the old tower and the construction of the new tower were all paid for by either HSC or grants related to HSC. All of these infrastructure improvements would have eventually been necessary to satisfy DEQ requirements to operate the Township water system regardless of whether or not HSC expanded.

As just a general observation, the success of HSC and its ability to stay profitable in the future will have a direct and significant impact upon all Township operations. They are now a stand-alone company. Therefore, they do not have Dow to throw them a parachute. The fact that they purchase 60% of the water used in Thomas Township also correlates to the fact that essentially pay 60% of the fixed overhead of the Township water and sewer operations. I have not done the calculations, but it isn't too hard to figure out that if you take away the source of 60% of the fixed costs funding, then the remaining customers will have to pick that up. And, since they are a single point user of 60% of the water, they are actually a small percentage of the daily operational costs represented by the commodity charges for water (i.e. HSC has 2 meters to read versus

5,000 meters for the rest of the customer base.)

The proposed change would set the RTC charge at \$311,321 for approximately 18 months until the City of Saginaw sets their new rates. This is up from the \$24,000 that HSC previously paid, so you can easily see that this was a very significant increase. Over the course of the next 18 months then, HSC will participate in the Township's dialogue with the City on setting new annual allotments and maximum day figures as they relate to the RTS charged by the City.

So, why should we amend the rate as proposed? One, HSC has actually been using more water than estimated in the rate study such that they are generating significantly more revenue to the Township on the commodity side than what we had expected that will help offset some of the RTS. Two, we have since decided not to replace the Wallace Drive and Shields Court water mains, which were included in the rate study. This means that the water fund will not have the expense of \$225,820 during the five year span of the water rates. Thus, this revenue loss will not have an impact upon the long term of the rates. Finally, treating HSC fairly and responsibly relative to water rates supports all of the Township customers as HSC is clearly the critical piece to funding and operating the Township water system overall.

All in all, I think that the proposal will be an important signal to HSC that we truly are partners in the success of HSC and Thomas Township, that we recognize all that they have done prior to this point for the Township water system and we can do it without having a negative impact upon the water fund or other customers' rates

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve Resolution 17-02 to amend the readiness to serve charges to Hemlock Semiconductor from 2016/17 through 2020/21 Township Fiscal Years.
- **ROLL CALL VOTE REQUIRED:** Yes.

RESOLUTION 17-02
TOWNSHIP OF THOMAS
SAGINAW COUNTY, MICHIGAN
RESOLUTION FOR ADJUSTING THE QUARTERLY READY TO SERVE
CHARGES FOR HEMLOCK SEMICONDUCTOR GROUP

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 6th day of February, 2017 at 7 o'clock p.m. Michigan Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____, and supported by _____.

WHEREAS the water rates and charges for Thomas Township are set and charged by resolution and ordinance; and

WHEREAS the Thomas Township Board of Trustees has determined that various rates and charges should be adjusted over the next five years, so as to enhance the financial integrity of the water system.

NOW, THEREFORE BE IT RESOLVED that the following rates and charges shall be adjusted as follows:

1. The Ready to Serve Charge for water shall be charged on a quarterly basis to Hemlock Semiconductor Group over the next five years:

Proposed Five Year Rate Schedule for Quarterly Ready To Serve Charges for Water:

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
Meter Size	RTS	RTS	RTS	RTS	RTS
HSC	\$311,362	\$311,362	\$311,362	\$311,362	\$311,362

2. That the notice of Public Hearing with the intent to adjust the water rates and ready to serve charges was published in the Township View on January 26, 2017.

AYES: _____

NAYS: _____

ABSTAINED: _____

ABSENT: _____

The Supervisor declared the resolution adopted.

Robert Weise, Supervisor

CERTIFICATE

I, Edward Brosowski, the duly elected and acting Clerk of Thomas Township, hereby, certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on February 6, 2017, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Edward Brosowski, Clerk



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **PERSON SUBMITTING:** Rick Hopper, DPW Director
- **AGENDA TOPIC:** To award the 2017 Lawn Mowing and Landscaping Maintenance contract to Tri-Valley Construction, LLC in the amount of \$ 49,650.00.
- **EXPLANATION OF TOPIC:** In past years, we have employed an outside contractor to perform the lawn maintenance duties for various Township owned properties. Most of this work is performed in the parks, cemetery and around the numerous administrative buildings, freeing the DPW and Parks staff for other duties. The program has worked rather well saving our community both time and money in the past and was based on selecting a qualified contractor on the basis of the lowest quote for services. This year I defined the areas needing services and outlined the specific type of service that we expect to have completed. That information and expectations were put together in a Request for Quotes and ultimately sent to twenty different vendors. In the RFP, I requested itemized prices for all the areas outlined for the 2017 season and for an optional 2018 season. The recommended award would be based upon the 2017 quote with the 2018 option exercised later should both parties agree and the 2017 duties were performed in a satisfactory manner. Of the twenty quotes solicited, four were returned for consideration. Of the four, one was illegible and not submitted on the correct bid form so it was not tabulated and considered further. After tabulating the qualified results, Tri-Valley Construction LLC submitted the lowest quote in the amount of \$ 57,490. We have since decided to remove the services for the Township Trail, saving \$ 7,840 for 2017. This leaves an award amount of \$ 49,650.00. Additionally, Tri-Valley Construction LLC was also the lowest bidder for the 2018 services.

Tri-Valley Construction is a Thomas Township based business that has the staffing, equipment and supplies needed to complete the necessary duties. They have previously served as the Township's landscaping contractor since 2013 and have done a fine job. Consequently, I would like to recommend the Board award the 2017 Lawn Mowing and Landscaping Services contract to Tri-Valley Construction, LLC.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
Bid Tab for Landscaping Services
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table
- **SUGGESTED/REQUESTED MOTION:** To award the 2017 Lawn Mowing and Landscaping Maintenance contract to Tri-Valley Construction, LLC in the amount of \$ 49,650.00.
- **ROLL CALL VOTE REQUIRED?** No.

2017 Thomas Township Landscaping Bid Tab

Company Name	Contact Name	Mailing Address	City	State	Zip Code	Phone	2017 Costs	2018 Costs
B & B Lawn care		643 Swanson	Saginaw	MI	48609	781-9056	Did Not Bid	Did Not Bid
B & D Lawn care	Brent Delude	3805 Fehn Road	Hemlock	MI	48626	642-5580	Did Not Bid	Did Not Bid
Bell Landscaping	Ron	5247 N Westervelt Rd	Saginaw	MI	48604	752-2641	Illegible	Illegible
Bruske Landscaping	Josh Carter	6211 Swan Creek Road	Saginaw	MI	48609	781-5222	Did Not Bid	Did Not Bid
Cutting it Close		7659 Madeline	Saginaw	MI	48609		Did Not Bid	Did Not Bid
Dobis Landscaping	Scott Shields	PO Box 602	Freeland	MI	48623	695-2515	\$ 96,954.00	\$ 99,377.85
Extreme Landscaping & Lawn Care	Eric Frey	PO Box 6626	Saginaw	MI	48608	295-2100	Did Not Bid	Did Not Bid
Garpiel Landscaping	Matt Garpiel	PO Box 5212	Saginaw	MI	48603	797-4749	Did Not Bid	Did Not Bid
Joe LeFevre	Joe LeFevre	1223 Blue Heron	Saginaw	MI	48609		Did Not Bid	Did Not Bid
Glucks Nursery	Tom or Jerry	1020 VanWormer	Saginaw	MI	48609	781-1650	Did Not Bid	Did Not Bid
Knoll Landscaping		1095 S. Raucholz	Hemlock	MI	48626	642-2200	Did Not Bid	Did Not Bid
M. Heinz Landscaping	Mark Heinz	3935 Pruess	Freeland	MI	48623	692-4240	Did Not Bid	Did Not Bid
Maksymum Lawn and Landscaping		2445 Smith Crossing	Midland	MI	48640	631-7250	Did Not Bid	Did Not Bid
Mike Kretz Landscaping	Mike Kretz	145 Pringle	Saginaw	MI	48609	781-7842	Did Not Bid	Did Not Bid
Murin Company	Ted Murin	2243 North Graham	Feeland	MI	48623	781-1850	Did Not Bid	Did Not Bid
Nichols Lawn Green		3150 Christy Way North	Saginaw	MI	48609	793-9000	Did Not Bid	Did Not Bid
Ope's Landscaping Inc	Gary Gammons	PO BOX 5473	Saginaw	MI	48603	529-8611	Did Not Bid	Did Not Bid
Tri-Valley Landscaping Inc.	Dave Gilbert	2363 S Miller Road	Saginaw	MI	48609	781-2801	\$ 57,490.00	\$ 59,800.00
Ultimate Landscaping		5550 Brockway Rd	Saginaw	MI	48638	792-0397	\$ 98,580.00	\$ 99,408.00
Weyand Brothers Inc.		10888 Swan Creek Road	Saginaw	MI	48609	781-5988	Did Not Bid	Did Not Bid



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **PERSON SUBMITTING:** Rick Hopper, DPW Director
- **AGENDA TOPIC:** To approve the Design and Construction Administration Agreement with Spicer Group for the Pumping Station #12 (HSC) Controls Upgrade in the amount of \$ 37,000.
- **EXPLANATION OF TOPIC:** Recently, we have suffered numerous and unusual problems at the sewage pumping station servicing the Dow Health Industries Materials and Hemlock Semi-Conductor sites. This station is known as Station 12. It was constructed as part of the latest HSC expansions and has been in continuous service since December 2007. Since beginning service, Station 12 has had reliability issues with various equipment, specifically electrical or electronic items, needing repair or replacement. Because of the operational importance of this station, in the past, immediate repairs have been made so we could resume normal operations as soon as possible while not adversely affecting HSC's operations. Some of the past repairs involved the addition of specialized electrical equipment, wiring around failing equipment, adjusting and replacing controls equipment or the outright removal of the damaged controls and other electrical items. These repairs over the years have left us with a controls and electrical system that resembles little of the original design or operational intent. We have also had issues with replacing "like" parts with identical equipment because the station was constructed a decade ago with what was then, contemporary parts and as technology continues to advance, many of the items that are currently unreliable are now obsolete and unable to obtain. The repairs we have made to date has also caused us to constantly adapt our sequence of operations just to maintain reliable services and the "fixes" have added another layer of difficulty as we try and troubleshoot what is actually wrong each and every time we suffer a controls failure. The root cause of the failures have been difficult to determine but we believe that they are related to the overall quality of the incoming power provided by Consumers Power. With that said, we cannot rule out other issues within the miles of internal wiring or switches and indicators that are located within the control panel itself (or even in other electronic parts located elsewhere in our system). This is why a new controls design and strategy is necessary.

Currently, we are working with Consumers Power to ascertain their power quality that is servicing the station controls as well as their overall distribution system that is bringing power to the area. Consequently, we are adding additional electrical monitoring and protection equipment so we can monitor the changes Consumers Power makes to our incoming power (now and in the future) and protect what we already have. Additionally, we hope that Consumer's Power will be able to address their issues and provide us with a measure of confidence in their power quality so we can design our equipment around that. Regardless of the electrical and controls repairs that we have made to date, there is still a need to redesign and update our controls as soon as possible.

I asked Spicer Group to provide us with a proposal to redesign and ultimately replace the control systems and associated power equipment for Pump Station 12. I plan on working very closely with the engineers to make sure we have a simple, yet robust control system and my further intent is to reuse what equipment and controls instruments that we can while further standardizing equipment. The engineering proposal for design and construction administration is \$ 37,000.

Because of the ongoing repairs that we have made to date at Station 12, we will likely exceed our Professional Services line budget for FY 2016/17 necessitating line item transfers or budget amendments at the end of the fiscal year to cover these costs. But time is of the essence and I am afraid that I am one controls failure away from damaging more equipment or impacting HSC's operations. I envision the actual controls upgrades being completed in Spring 2017 and those costs will impact Fiscal Year 2017/18's budget.

This work will only be completed after we have confidence in the quality of power that is being distributed to the station by Consumer's Power.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
Spicer Proposal and Preliminary Cost Estimate
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table
- **SUGGESTED/REQUESTED MOTION:** To approve the Design and Construction Administration Agreement with Spicer Group for the Pumping Station #12 (HSC) Controls Upgrade in the amount of \$ 37,000.
- **ROLL CALL VOTE REQUIRED?** No.



January 31, 2017

Rick Hopper
Thomas Township
249 N. Miller
Saginaw, MI 48609

RE: Pump Station #12 Electrical and Controls Upgrades
Thomas Township

Rick:

In response to your request, this document contains Spicer Group's proposal to you for the Pump Station #12 Electrical and Controls Upgrades.

Project Background

Wastewater Pump Station No. 12 (PS#12), located on the northwest corner of Geddes Road and Gleaner Road, was installed in 2008 to support the expansions at Hemlock Semiconductor Corp (HSC). The station also serves the HIMS facility and small number of residences.

As a part of the Township's long term capital improvement plan, electrical and controls for the wastewater pumping stations are being upgraded and standardized. Since the time that PS#12 was installed in 2008, the electrical and controls technology has changed significantly. It has been budgeted to upgrade and standardize PS#12 in 2017.

Scope of Professional Services

Spicer Group's scope of professional services for this project follows. They are phased to reflect that orderly and reasonable progress of the project. This proposal will remain valid for 90 days.

1. During the Study and Report phase we will:
 - Coordinate with Consumers Energy for the installation of equipment to monitor and record the quality of the power that is supplied by the station.
 - Review the data that is supplied by Consumers Energy regarding the power quality.
 - Oversee the installation of equipment purchased by the Township to monitor the power.
 - Download, compile, and report to you the data from the Township's power supply monitor. We are assuming for this proposal that the monitoring equipment will be in place and data downloaded for 30 days.
 - Make a recommendation for repairs/improvements based on the data collected.

2. During the Preliminary Design phase we will:

- Design the proposed modifications to the power distribution and control scheme.
- Work with you to determine if parts and equipment available in the Township's inventory can be used in this project.
- Prepare a draft set of design drawings for your review.
- Meet with you to review the draft design drawings.

3. During the Final Design phase we will:

- Revise the drawings based on your review.
- Prepare contract-bidding documents including specifications.
- Submit plans and specifications for your review and comment.
- Submit plans to the local utility companies for review and coordination of future utilities.
- We are assuming that a construction permit from the MDEQ will not be necessary for the repairs being made to PS#12. If an MDEQ permit application becomes necessary, we will prepare at our standard hourly rates as additional services upon your approval.
- Make bidding documents available and solicit bids from a select group of Contractors.
- Answer questions to the Contractors preparing their bids.
- Prepare any necessary Addenda.
- Open bids with you.

4. During the Construction Administration phase we will:

- Review the bids, prepare the tabulation of bids, and prepare a letter of recommendation of award of the construction contract to you.
- Prepare the Contract Documents and distribute them to the Contractor.
- Review the completed Contract Documents, the insurance certificates, and bonds.
- Provide general oversight of the project, monitoring progress and quality, reviewing any necessary shop drawings, preparing progress payments for your approval and representing the Township on the site.
- Schedule and host the preconstruction meeting.

- Provide daily on site inspection to oversee the work, when necessary, to verify the work is completed in conformance with the plans and specifications.
- Prepare any necessary Change Orders and Progress Payments.
- Prepare the punch list.
- Close out the construction project.
- Revise the plans to reflect the revisions made during the construction and furnish a set to the Township. We will provide both a hard copy and an electronic .pdf file of the as-built plans.

Additional Services

Other additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed and rendered.

Fee Schedule

Our proposed fee schedule follows. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

1. Study and Report Phase:
 - Standard hourly rates with an estimate of approximately \$8,000.
2. Preliminary Design Phase:
 - Standard hourly rates with an estimate of approximately \$7,000.
3. Final Design Phase:
 - Standard hourly rates with an estimate of approximately \$10,000.
4. Construction Administration Phase:
 - Standard hourly rates with an estimate of approximately \$12,000.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. In response to your request, we are already working on this project with you.

Our general conditions to our services are incorporated into and made part of this letter. Any changes to the agreement in this letter must be agreed to.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,

Darrick W. Huff, P.E.
Principal

John E. Olson, P.E.
LEED® Accredited Professional

Project Manager

SPICER GROUP, INC
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5544
Fax: (989) 754-4440
mailto: johno@spicergroup.com

Above proposal accepted and approved
by Owner.

THOMAS TOWNSHIP

By: _____
Authorized Signature

Date: _____

cc: SGI File 124206SG2016
SMC/ACCTG

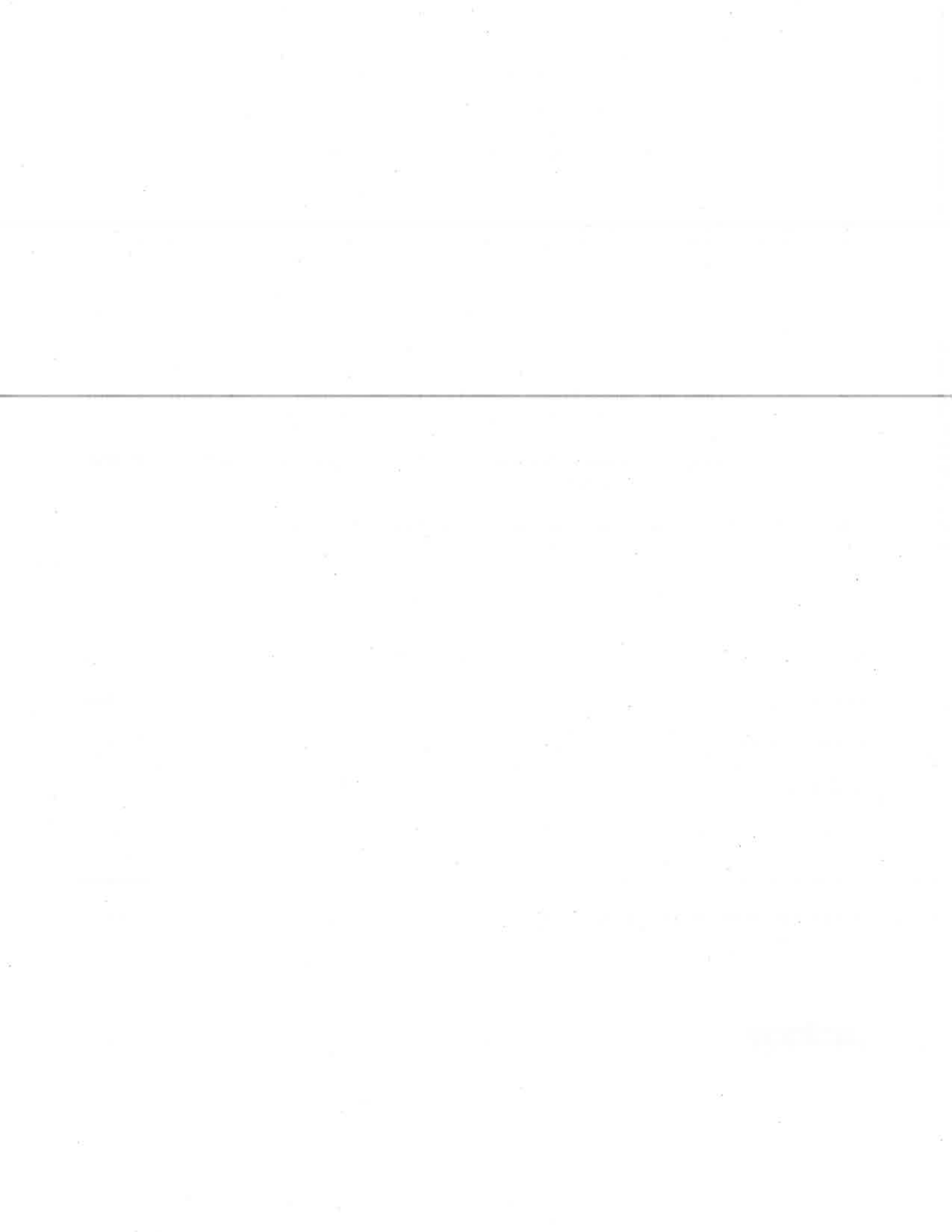
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PRELIMINARY ESTIMATE OF COST
PUMP STATION #12 ELECTRICAL AND CONTROLS
THOMAS TOWNSHIP
SAGINAW, COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Demo Existing Controls Cabinet	\$2,000.00	\$2,000.00
2.	1	Lump Sum	Furnish and Install New Control Panel	\$18,000.00	\$18,000.00
3.	1	Lump Sum	Furnish and Install New Primary Level Control System	\$8,000.00	\$8,000.00
4.	1	Lump Sum	Salvage Existing Primary Level Control Equipment And Reinstall as the Secondary Level Control System	\$7,500.00	\$7,500.00
5.	1	Lump Sum	Salvage and Reinstall Misc. Equipment from Existing Controls Cabinet	\$5,000.00	\$5,000.00
6.	1	Lump Sum	Install and Remove Temporary Plugs in Existing Sanitary Sewer to Stop Flow into Wetwell (18", 10", 8")	\$2,000.00	\$2,000.00
7.	1	Lump Sum	Temporary Bypass Pumping for HIMS and Residential Sanitary Sewer Service (Or On-Call Vac Truck)	\$5,000.00	<u>\$5,000.00</u>
Sub-Total - Construction Cost					\$47,500.00
Study and Report					\$8,000.00
Preliminary Design					\$7,000.00
Final Design					\$10,000.00
Construction Administration					\$12,000.00
Contingencies					<u>\$4,500.00</u>
TOTAL PRELIMINARY ESTIMATE OF COST					\$89,000.00



January 31, 2017





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **PERSON SUBMITTING:** Rick Hopper, DPW Director
- **AGENDA TOPIC:** To approve the Services Agreement with Spicer Group for Engineering Assistance in the amount of \$ 10,000 and related to the replacement and inspection of the wet-well piping located within Sewage Pumping Station #12 (HSC) and to authorize the completion of the piping repairs by a yet to be named contractor up to \$ 27,500.
- **EXPLANATION OF TOPIC:** Recently, we have suffered numerous and unusual problems at the sewage pumping station servicing the Dow Health Industries Materials and Hemlock Semi-Conductor sites. This station is known as Station 12. It was constructed as part of the latest HSC expansions and has been in continuous service since December 2007. Since beginning service, Station 12 has had reliability issues with various equipment, specifically electrical or electronic items, needing repair or replacement. Because of the operational importance of this station, immediate repairs have been made so we could resume normal operations as soon as possible and not adversely affect HSC's operations. Some of the past repairs involved the addition of specialized electrical equipment, wiring around failing equipment or the outright removal of the damaged equipment leaving us with a controls and electrical system that resembles little of the original design. These repairs have also caused us to constantly adapt our sequence of operations just to maintain reliable services and the "fixes" have added another layer of difficulty while trying to troubleshoot what is actually wrong each and every time we suffer a failure. As the root cause of the failures have been difficult to determine we believe that they are related to the overall quality of the incoming power provided by Consumers Power as inconsistent power quality appears to be the only common thread that can cause these types of problems.

Since mid-December, we have experienced a cascade of equipment failures necessitating the immediate repair of pumps and controls under emergency conditions. A significant amount of effort and expense has gone into these repairs since late December just to get us to a point where we can continue to provide reliable pumping capabilities to HSC and HIMS. The most urgent repairs have been completed and the entire pump control strategy has been changed to allow us to resume operations. Consumers Power has been recruited to ascertain their power quality and distribution system. Additional electrical monitoring equipment is being installed so we can monitor the changes Consumers Power makes to our incoming power now and in the future. However regardless of the repairs that we have made to date, there are still outstanding piping concerns that are significant enough that they need to be addressed and repaired as soon as possible.

In one of the two pump discharge pipes, we have found a number of holes that consequently leak under pressure when sewage is being pumped through it. This affects the volume of sewage we

can currently pump through the station. The cause of the holes is yet to be determined and there are numerous, competing theories as to why they occurred. We are currently investigating scenarios such as overly aggressive waters, chemical corrosion, electrically induced corrosion, vibration or excessive mechanical stresses, metal fatigue or a combination of some (or all) of these factors. But the actual cause cannot be determined until we remove and replace the damaged pieces and inspect them more thoroughly. Because we know of damage on a section of one of the station's pipes, we have to conclude that there are potential failures pending in other pipes and fittings as they all live in the same environment, pump the same fluids and are subjected to the same duty cycle.

Another underlying issue with this station revolves around the degradation of the actual pumping capacity from the pumps. We have been systematically troubleshooting the causes of the reduced pumping amounts for a while now and feel that we have it narrowed down to a restriction in the discharge piping that runs between the station and Gratiot and Van Wormer Roads. As we need to replace the damaged piping that already exists, we feel that this is a good time to upsize those pipes in the well and remove whatever pump volume restriction we may see in this immediate area of the station. An increase in pipe size anywhere in the system can only enhance the pumping capabilities of the station and I feel it is necessary to upsize all of the piping within the wet-well as well.

I asked Spicer Group to provide us with a proposal to furnish the necessary engineering support to complete these piping repairs. This proposal includes reviewing the current piping, determining the cause of failures in the pipes, specifying the replacement piping, size the new piping, bidding the piping replacement project to qualified contractors and inspecting the work as it is being completed. The engineering proposal is \$ 10,000.

In an effort to keep the repairs on track and complete them in the urgent matter needed, the piping materials and installation costs are another matter that needs to be considered under this agenda item request. Therefore, I am requesting the additional authorization to purchase and install the new piping and fittings as soon as possible. The engineer's estimate to complete this work is \$ 27,500.

Because of the ongoing repairs that we have made to date at Station 12, we will likely exceed our Repairs and Maintenance line budget for FY 2016/17. I am unsure of the bottom-line amount needed to augment the budget, and we may be able to cover the overage through line items transfers at the end of the fiscal year. However, I feel fairly confident that the funds needed to reconcile the repairs and maintenance line budget will be in the \$ 25,000-\$ 35,000 range. It is also possible that we will have to amend the line item at the end of the fiscal year.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
Spicer Proposal and Preliminary Cost Estimate
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table

- **SUGGESTED/REQUESTED MOTION:** To approve the Services Agreement with Spicer Group for Engineering Assistance for the replacement and inspection of the wet-well piping located within Sewage Pumping Station #12 (HSC) in the amount of \$ 10,000 and to authorize the completion of the piping repairs by a yet to be named contractor up to \$ 27,500.
- **ROLL CALL VOTE REQUIRED?** No.



January 31, 2017

Rick Hopper
Thomas Township
249 N. Miller
Saginaw, MI 48609

RE: Pump Station #12 Piping Repairs
Thomas Township

Rick:

In response to your request, this document contains Spicer Group's proposal to you for the Pump Station #12 Piping Repairs project.

Project Background

Wastewater Pump Station No. 12 (PS#12), located on the northwest corner of Geddes Road and Gleaner Road, was installed in 2008 to support the expansions at Hemlock Semiconductor Corp (HSC). The station also serves the HTMS facility and small number of residences. The existing station that was constructed in 1996 was planned to be abandoned at that time, but was decided to be kept as a backup station and renamed Pump Station No. 11 (PS#11), due to the criticality of maintaining sanitary sewer service to large customers in the area.

Damaged equipment was found in PS#12 which appeared to be caused by corrosive influent wastewater or stray electrical current. One of the ductile iron base elbows that supports the submersible pump mounting hardware and holds up the discharge riser pipe, had at least two holes eaten through the side. An investigation of the source of the corrosive influent and/or stray electrical current is already underway. In the meantime, repairs need to be made immediately to replace the base elbows and the riser pipe at the station.

Scope of Professional Services

Spicer Group's scope of professional services for this project follows. They are phased to reflect that orderly and reasonable progress of the project. This proposal will remain valid for 90 days.

1. During the Study and Report phase we will:
 - Solicit a quote from Kennedy Industries for the new base elbows to be purchased by the Township.
 - Review the hydraulics of the piping to see if upsizing the base elbows and riser pipes would help with the station's capacity issues.
 - Review the submittals from Kennedy Industries.
 - Prepare a Preliminary Estimate of Cost for the project.

- Prepare the sketches to be a part of the contractor solicitation and deliver to you in electronic format.
- It is our understanding that you will solicit bids for the installation of base elbows and riser pipes in Pump Station #12 from a select group of local contractors.

2. During the Construction Administration phase we will:

- Provide general oversight of the project, monitoring progress and quality, reviewing any necessary shop drawings.
- Attend the preconstruction meeting.
- Provide onsite inspection to oversee the work, when necessary, to verify the work is completed in conformance with recognized construction practices.

Additional Services

Other additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed and rendered.

Fee Schedule

Our proposed fee schedule follows. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

1. Study and Report Phase:
 - Standard hourly rates with an estimate of approximately \$5,000.
2. Construction Administration Phase:
 - Standard hourly rates with an estimate of approximately \$5,000.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. In response to your request, we are already working on this project with you.

Our general conditions to our services are incorporated into and made part of this letter. Any changes to the agreement in this letter must be agreed to.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

January 31, 2017
Page 3 of 3

Sincerely,

Darrick W. Huff, P.E.
Principal

John E. Olson, P.E.
LEED® Accredited Professional

Project Manager

SPICER GROUP, INC
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5544
Fax: (989) 754-4440
mailto: johno@spicergroup.com

Above proposal accepted and approved
by Owner.

THOMAS TOWNSHIP

By: _____
Authorized Signature

Date: _____

cc: SGI File 124206SG2016
SMC/ACCTG

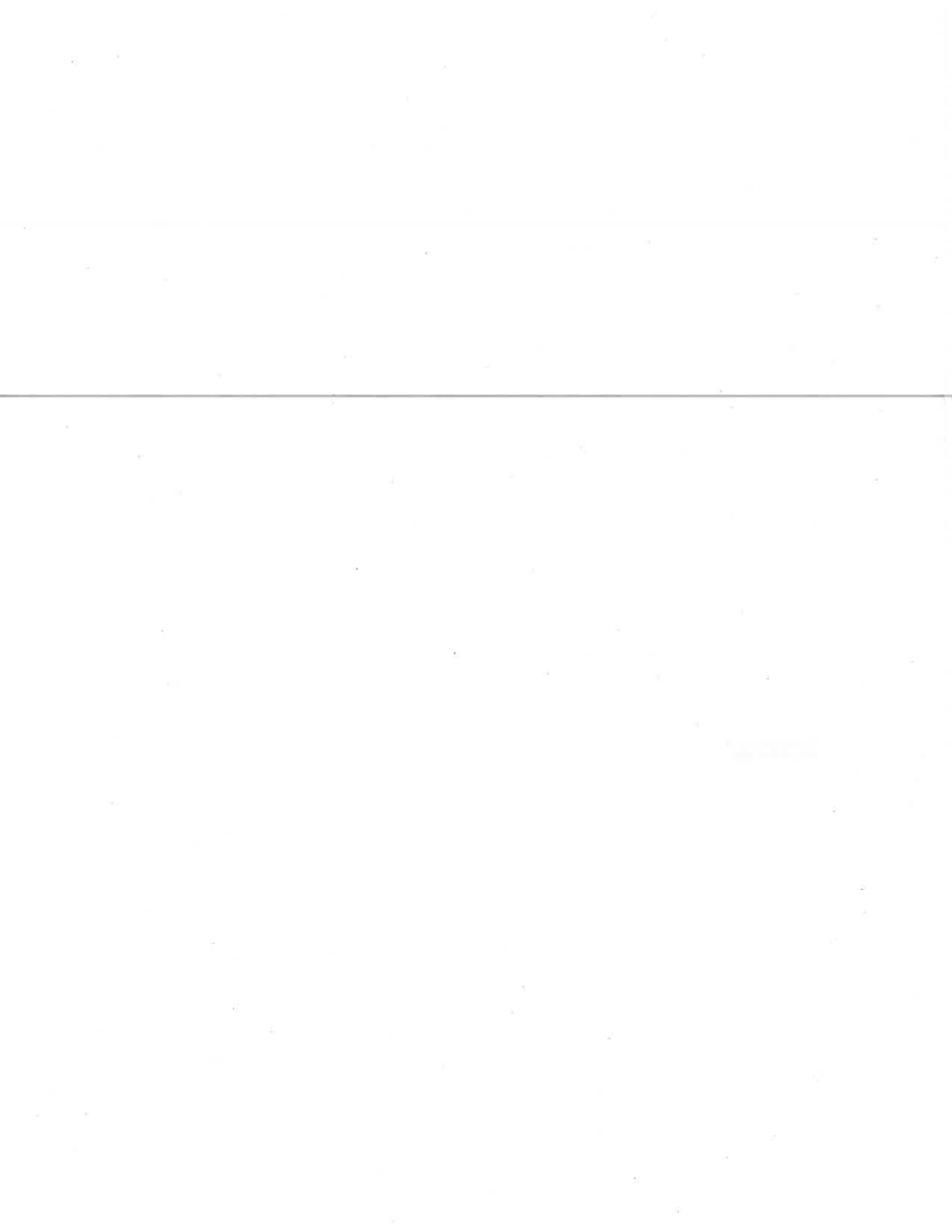
Q:\Proj2016\124206SG2016- Thomas Twp - PS#12
Issues_ProjMgt\2017-01-31_ltragr_PS_REV1_jeo.doc

PRELIMINARY ESTIMATE OF COST
PUMP STATION #12 PIPING AND REPAIRS
THOMAS TOWNSHIP
SAGINAW, COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Two (2) - 6" Base Elbows, Coated, Procured by Township From Kennedy Industries (Furnish Only)	\$7,500.00	\$7,500.00
2.	1	Lump Sum	Two (2) - 6" CL52 Ductile Iron, Flanged Riser Pipes, Approx. 23' Each. (Furnish Only)	\$5,000.00	\$5,000.00
3.	1	Lump Sum	Demo and Install Two (2) - 6" Base Elbows and Riser Pipes, Spacer Block Kits, Pipe Supports etc.	\$5,000.00	\$5,000.00
4.	1	Lump Sum	Install and Remove Temporary Plugs in Existing Sanitary Sewer to Stop Flow into Wetwell (18", 10", 8")	\$2,000.00	\$2,000.00
5.	1	Lump Sum	Vac Truck (Clean Wetwell, and Standby for HIMS and Residential Sanitary Sewer Service)	\$1,750.00	\$1,750.00
6.	1	Lump Sum	Pull and Reinstall Pumps	\$2,500.00	\$2,500.00
Sub-Total - Construction Cost					\$23,750.00
Engineering					\$5,000.00
Construction Administration					\$5,000.00
Contingencies					<u>\$3,750.00</u>
TOTAL PRELIMINARY ESTIMATE OF COST					\$37,500.00



August 22, 2016



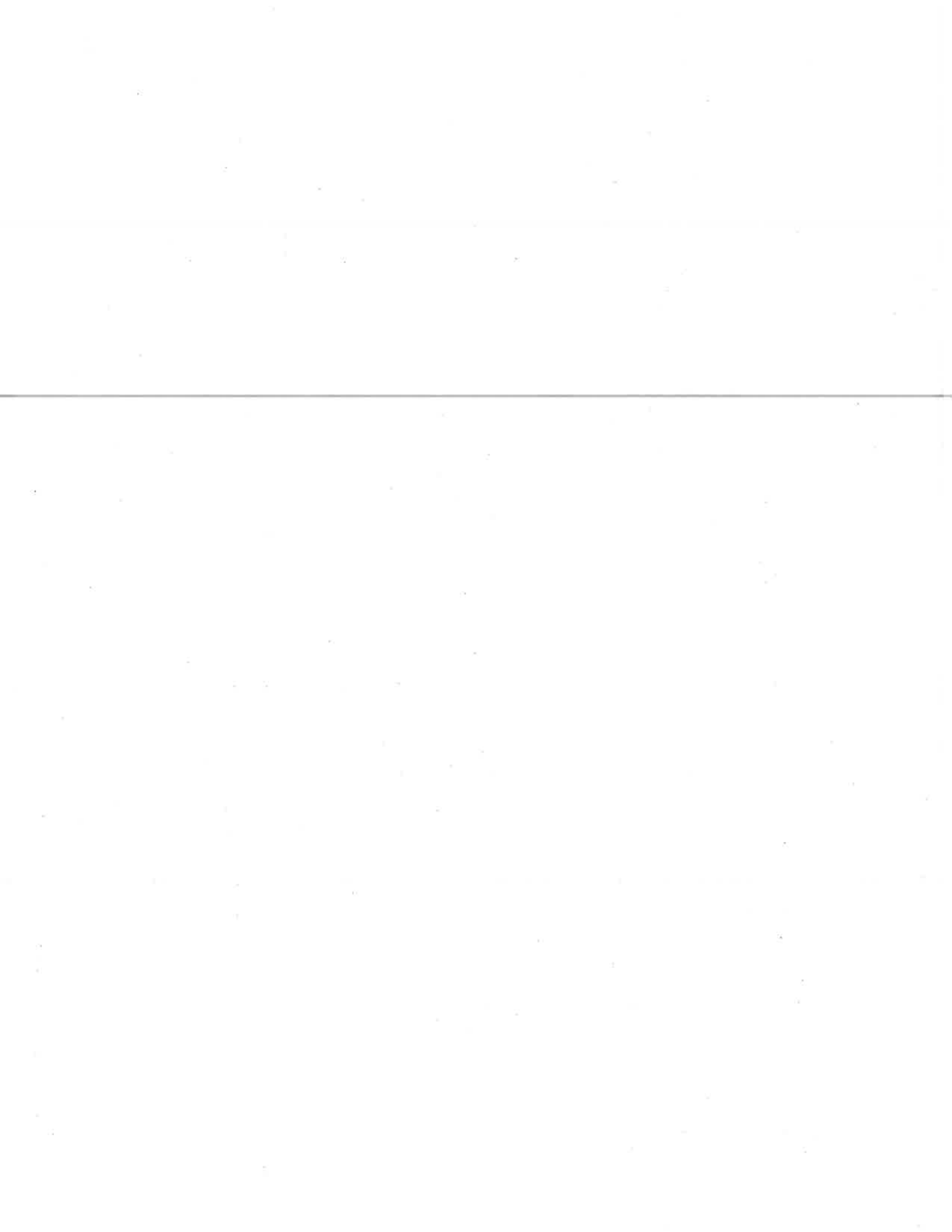


TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** To award the bid for the M-46 Median mowing from Gaslight Lane West to Graham Road to Bell Landscaping in the amount of \$2000.00.
- **EXPLANATION OF TOPIC:** The Township Department of Public Works sent requests for proposals out to 20 lawn maintenance companies to obtain costs for cutting the median area on Gratiot Road from the Meijer's west driveway to the intersection of M-52. The Township received three bids with the low bid coming from Bell Landscaping in the amount of \$2,000.00. Bell Landscaping has done work for the Township in the past including trimming some trees last fall and has always provided good quality work. A meeting was held with Bell Landscaping representatives in order to go over the bid submitted and the bid submitted was confirmed. The bid includes four cuttings during the growing season. The next closest bid received was from Tri-Valley Landscaping Inc which was \$4,650.00. Based on all of the information which was reviewed, Bell Landscaping is being recommended to get the median mowing contract.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of the contractors who were sent the request for proposal for the M-46 Median Mowing and a list of bids received for the M-46 Median Mowing from Gaslight Lane West to Graham Road.
- **POSSIBLE COURSES OF ACTION: (approve or reject)** the lowest bid received from Bell Landscaping for four(4) cuttings of the M-46 Median area, to include weed whipping and trash removal.
- **SUGGESTED MOTION:** Motion by _____, second by _____, to award the bid for the M-46 Median mowing from Gaslight Lane West to Graham Road to Bell Landscaping in the amount of \$2000.00.
- **ROLL CALL VOTE REQUIRED:** No

2017/18 M-46 MEDIAN MOWING BIDS (GASLIGHT LANE WEST TO GRAHAM RD.)

	<u>2017</u>	<u>2018</u>
BELL LANDSCAPING	\$2000.00	\$2000.00
TRI-VALLEY CONSTRUCTION, LLC	\$4400.00	\$4650.00
DOBIS LANDSCAPING, INC.	\$6108.00	\$6391.00





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** To award the bid for all the work related to the building demolition, parking lot removal and asbestos removal at 3955 North River Road to Allen Contracting in the amount of \$19,500.00, and to complete the property purchase for \$18,000.00 as originally approved.
- **EXPLANATION OF TOPIC:** As you know, the Township has a purchase agreement for the parcel of land at 3955 N. River Road contingent upon a reasonable cleanup cost for any contamination. AKT Peerless identified the areas of concern on the parcel so the Township went out to bid to get demolition costs. Because of the minimal contamination found by AKT Peerless, the total cost to demolish and dispose of the materials came in at \$19,500.00 from Allen Contracting. The Township received four competitive bids with Allen Contracting being the lowest. This amount included removal and disposal of any contaminants, demolition of the structure and disposal of all materials, and finally the removal and disposal of the old parking lot materials. Allen Contracting has done work in the Township before and is capable of performing this work. Most recently, they have demoed homes for the City of Saginaw. Based upon the bids received, it is recommended that Allen Contracting be awarded the contract.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of the bids received for the work related to the building demolition and asbestos removal of 3955 North River Road.
- **POSSIBLE COURSES OF ACTION:** Approve or Reject.
- **SUGGESTED MOTION:** Motion by _____, second by _____, to award the bid for all the work related to the building demolition, parking lot removal and asbestos removal at 3955 North River Road to Allen Contracting in the amount of \$19,500.00, and to complete the property purchase for \$18,000.00 as originally approved.
- **ROLL CALL VOTE REQUIRED:** No

3955 N. River Road Demolition Bid Opening

1/24/2017 11:05 a.m.

These bids shown are for total of all work related, asbestos and removal included:

Allen Contracting:	\$19,500.00
Rohde Brothers:	\$23,991.00
Mead & Son:	\$24,485.00
Bierlein:	\$34,960.00



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** February 6, 2017
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Approve the Agreement for Professional Services from Spicer Engineering to complete the Michigan Department of Natural Resources Passport Grant Application in the amount of \$4,000.00.
- **EXPLANATION OF TOPIC:** Contracting with Spicer Engineering to develop a Michigan Natural Resources Passport grant application to the Michigan Department of Natural Resources for the extension of the Thomas Township Trail. The extension of the multi-use path would connect Shields Drive and North Miller Road. The proposed fee for the Passport grant application is \$4,000. Spicer will invoice \$2,000 upon completion of the grant and \$2,000 if/when the grant is awarded in December of 2017. If the grant is not awarded, Spicer will not invoice for the remaining \$2,000.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter Agreement for Professional Services from Spicer Engineering.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the proposed fee of \$4,000 to complete the grant application.
- **ROLL CALL VOTE REQUIRED?** No



February 1, 2017

Russell Taylor, Manager
Thomas Township
249 N. Miller Road
Saginaw, MI 48609

RE: Passport Grant Application
Thomas Township, Saginaw County, Michigan
Letter Agreement for Professional Services

Russ:

At your request, we are furnishing you with a letter agreement to develop a Michigan Natural Resources Passport grant application to the Michigan Department of Natural Resources (MDNR) for improvements to your park. The grant proposal will need to be completed by the grant submittal due date of April 1, 2017.

Background

Thomas Township would like to extend its multi-use path from Shields Drive to Miller Road. The extension of the path would also include a circular node, benches and landscaping.

Listed below is our proposed scope of work to develop the Passport grant, cost estimates and complete the grant application.

Scope of Work

The following items represent Spicer's proposed services for this work. They are in steps to reflect the orderly and reasonable progress of the project.

DNR Grant Application

1. Prepare a Preliminary Estimate of Cost (PEC) and determine match amount. The minimum match required for a Passport grant is 25%.
2. Complete the MDNR application form with the required information in the online MiRecGrants system.
3. Produce the project location map and the parcel map.
4. Develop a conceptual plan for the improvements.
5. Review and complete the environmental checklist with Thomas Township.
6. Write the supporting grant text.
7. Include project photos.
8. Produce and submit the Transmittal Letter and Notice of Intent form to the regional planning house.
9. Compile and upload all of the requirements for the grant application in the MiRecGrants system.

Thomas Township

Thomas Township's role in the application process shall be as follows:

- Assist with and provide information for the grant application form as needed (i.e. property deeds, plat map information, property descriptions, etc.)
- Obtain commitment letters from any cash donors.
- Obtain attorney signature on documentation of site control form.
- Include the application as an agenda item, open to discussion at a regular public meeting prior to March 31, 2017.
- Obtain documentation from a disabled people and/or a disability group about the accessibility of the project and their concerns and/or support.
- Produce signed public meeting minutes and obtain copy of advertisement.
- Certify a resolution from Thomas Township, regarding the application, committing the matching funds prior to April 1, 2017.
- Solicit and collect letters of support.
- Review final submittal documents.
- Submit grant through the MiRecGrants system.

Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

Fee Schedule

Our proposed fee to complete the Passport grant application is **\$4,000**.

We will invoice for \$2,000 upon completion of the grant and \$2,000 if/when the grant is awarded in December of 2017. If the grant is not awarded, we will not invoice for the remaining \$2,000.

We further understand that if the grant is awarded, Spicer Group will be the designated *Prime Professional* for the project.

The fee is a lump sum so the amount of the invoices will be based on our estimate of the proportion of work completed during the billing period. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return one of the enclosed copies to us.

Thomas Township Passport Grant Application
February 1, 2017
Page 3 of 3

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Robert R. Eggers, AICP
President

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

Cc: SGI File __
ALE, Acctg.

Above proposal accepted and approved by Owner.

THOMAS TOWNSHIP

By: _____
Authorized Signature

Printed Name

Title

Date: _____

Thomas Township
Building Department Activity Report ~ January 1, 2017 - January 21, 2017

New Residential and Commercial Construction					
Permit Number	Work Description	Date Issued	Address	Permit Total	Construction Cost
3-17	New single family home	01/19/2017	4020 Mountain View Court	\$ 1,165.00	\$ 283,800.00
Total Permits = 1				\$1,165.00	\$283,800.00

Alteration/Addition Permits/Pool Replacements/Swimming Pool/Demolition/Pole Structure/Signs					
Permit Number	Work Description	Date Issued	Address	Permit Total	Construction Cost
1-17	New accessory structure	01/05/2017	10884 Dice Road	\$ 139.00	\$ 23,040.00
Total Permits = 1				\$139.00	\$23,040.00

Total Building Permits = 2 Total Permit Fees = \$1,304.00 Total Construction Fees = \$306,840.00

Electrical Plumbing and Mechanical Activity Report ~ January 1, 2017 - January 21, 2017

Electrical Permits					
Permit Number	Work Description	Date Issued	Address	Permit Total	Permit Total
1-17	Electrical Upgrade	01/04/2017	679 Van Wormer Road	\$ 160.00	\$ 160.00
2-17	Commercial addition (Klucks)	01/09/2017	1020 Van Wormer Road	\$ 494.00	\$ 494.00
3-17	New single family home	01/09/2017	9601 Geddes Road	\$ 220.00	\$ 220.00
4-17	Electrical Repairs from fire (Tabacco and Liquor)	01/09/2017	7570 Gratiot Road	\$ 155.00	\$ 155.00
5-17	New single family home	01/19/2017	4020 Mountain View Court	\$ 185.00	\$ 185.00
6-17	New single family home	01/19/2017	7541 Appaloosa Drive	\$ 185.00	\$ 185.00
7-17	Addition to existing home	01/26/2017	395 Gleaner Road	\$ 105.00	\$ 105.00
8-17	Electrical upgrade	01/30/2017	7395 McCliggott Road	\$ 95.00	\$ 95.00
Total Permits = 8				\$ 1,599.00	\$ 1,599.00

Plumbing Permits						
Permit Number	Work Description	Date Issued	Address	Permit Total		
1-17	New single family home	01/04/2017	4202 Lone Road	\$	178.00	
3-17	New single family home	01/04/2014	21 E. Grove Court	\$	313.00	
4-17	Add/Alter. To existing home	01/24/2017	7470 State Street	\$	198.00	
5-17	Add/Alter. To existing home	01/26/2017	395 Gleaner Road	\$	80.00	
Total Permits = 4					\$	769.00

Mechanical Permits						
Permit Number	Work Description	Date Issued	Address	Permit Total		
1-17	New single family home	01/02/2017	4202 Lone Road	\$	160.00	
2-17	New single family home	01/04/2017	1695 Palomino Drive	\$	155.00	
3-17	New furnace	01/04/2017	640 Sparling Drive	\$	80.00	
4-17	New single family home	01/04/2017	21 E. Grove Court	\$	275.00	
5-17	New single family home	01/05/2017	4042 Mountain View Court	\$	195.00	
6-17	Residential Heating System	01/05/2017	445 N. Gleaner Road	\$	80.00	
7-17	Residential Heating System	01/06/2017	4717 N. River Road	\$	80.00	
8-17	New furnace	01/18/2017	11307 Geddes Road	\$	80.00	
9-17	New single family home	01/24/2017	9601 Geddes Road	\$	205.00	
10-17	Add/Alter to existing home	01/26/2017	395 Gleaner Road	\$	80.00	
11-17	Residential Boiler	01/30/2017	11621 Dice Road	\$	80.00	
Mechanical upgrade - Commercial						
12-17	Carter Lumber	01/31/2017	8500 Gratiot Road	\$	120.00	
Total Permits = 12					\$	1,590.00

Total Mechanical, Plumbing, and Electrical Permits = 24 Total Permit Fees = \$3,958.00

	A	B	C	D	E	F
1	Connie Monthly Reports					
2	1/1/17-1/31/17					
3	Address	Category	Date Filed	Status	Date Closed	Complaint
4	1017 S ORR RD	Vehicle, Inop/Unlic	01/23/2017	Investigating		Wrecked car on property
5	1145 W LAURIE LN	Vehicle, Inop/Unlic	01/04/2017	Resolved	01/16/2017	Unlicensed silver sedan on property
6	1205 N MILLER RD	Dumpster	01/25/2017	Investigating		Complaint of dumpster enclosure doors open, enclosure damaged; trash outside of the dumpster.
7	1460 MCDIVITT DR	Garbage/Yard Waste	01/03/2017	Investigating		Complaint of yard waste bags sitting in front of home
8	1670 THUNDERBIRD DR	Vehicle, Recreation	01/03/2017	Ticket issued		Complaint of RV parked non compliant
9	221 W PINEVIEW DR	Junk, Trash, Debris	01/06/2017	Resolved	01/23/2017	Various junk and debris; inoperable vehicle
10	261 W PINEVIEW DR	Junk, Trash, Debris	01/06/2017	Resolved	01/25/2017	Old tires on property; car parked on lawn
11	271 VICTOR DR	Junk, Trash, Debris	01/23/2017	Investigating		Junk and debris on property
12	288 VICTOR DR	Junk, Trash, Debris	01/25/2017	Investigating		Junk and debris on property
13	4065 N RIVER RD	Junk, Trash, Debris	01/13/2017	Investigating		Complaint of resident digging hole and burying trash
14	414 S GRAHAM RD	Junk, Trash, Debris	01/25/2017	Investigating		Junk and debris on property
15	640 LUTKE RD	Brush	01/26/2017	Investigating		Huges piles of brush and tree debris on property
16	6891 GRATIOT RD	Sign, Temporary	01/06/2017	Investigating		Temporary sign out for Eudici's no permit
17	7020 DANNY DR	Junk, Trash, Debris	01/26/2017	Investigating		Junk and debris on property
18	7060 DANNY DR	Miscellaneous	01/26/2017	Resolved	01/26/2017	Please check for any code violations
19	7180 MCCLIGGOTT RD	Garbage/Yard Waste	01/04/2017	Resolved	01/16/2017	BAGS OF YARD WASTE IN FRONT OF HOME.
20	7190 GRATIOT	Sign, Temporary	01/05/2017	Resolved	01/25/2017	Follow up for removal of temporary sign
21	7190 GRATIOT	Sign, Temporary	01/25/2017	Investigating		Temporary sign due to be removed
22	7538 GEDDES RD	Vehicle, Inop/Unlic	01/16/2017	Resolved	01/25/2017	Unlicensed white Jeep on property
23	7775 GEDDES RD	Garbage/Yard Waste	01/03/2017	Resolved	01/16/2017	Trash bags/garbage items in plain view
24	8136 EVERGREEN PARK DR	Junk, Trash, Debris	01/04/2017	Resolved	01/09/2017	Various junk, trash & debris sitting outside, possibly cleaning out/moving??
25	8150 GRATIOT RD	Sign, Temporary	01/16/2017	Investigating		Temporary signs without permits
26	8569 HERBERT ST	Vehicle, Inop/Unlic	01/06/2017	Investigating		LeSabre with flat tires on property
27	8865 SUMMERFELDT RD	Vehicle, Inop/Unlic	01/06/2017	Investigating		Unlicensed white sedan on property
28						

DISCONTINUED BUSINESSES:

None

NEW BUSINESSES:

Gray Financial

8800 Gratiot Rd.

AS OF: 01/31/2017

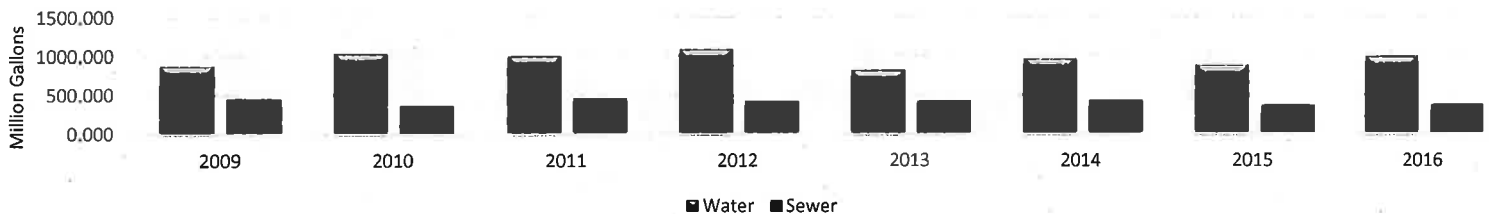


**Township Board Report
2016 Annual Report Summary**

Annualized Water Consumption Report In Million Gallons	Historical Use								
	2016	% Change	2015	2014	2013	2012	2011	2010	2009
Total Water Consumption	985.925	4%	947.985	962.082	817.399	1086.045	1001.351	1031.705	874.234
Average Daily Use	2.694	4%	2.597	2.636	2.239	2.975	2.743	2.827	28.201
Residential/Business Total Consumption	357.392	2%	351.124	375.612	388.349	410.166	274.732	345.657	408.611
HSC/HIMS Consumption	628.533	5%	596.861	586.47	429.050	670.489	726.619	686.048	465.6235
% HSC/HIMS Use of Total Consumption	64%	1%	63%	61%	52%	62%	73%	66%	53%
New water service connections	21	14%	18	11	19	21	15	14	5
Water Meters Updated this Year	584	-5%	614	337					
Total Water Customers	4,745	1%	4,720						

Annualized Sewer Discharge Report In Million Gallons	Historical Discharge								
	2016	% Change	2015	2014	2013	2012	2011	2010	2009
Total Sewer Discharged	371.146	-6%	394.54	426.353	419.912	416.428	454.681	364.326	443.132
Yearly Precipitation (Inches)	32.75	23%	25.22	34.71	34.82	29.75	29.75	25.95	26.39
Average Daily Discharge	1.017	-6%	1.081	1.168	1.150	1.141	1.246	0.998	1.214
Average Monthly Precipitation (Inches)	2.73	23%	2.10	2.89	2.90	2.48	2.48	2.16	2.20
Residential/Business Sewer Discharge	271.176	-45%	394.540	323.438	317.712	298.154	117.55	274.348	443.132
HSC/HIMS Sewer Discharge	99.970	8%	91.710	102.915	102.200	118.274	129.56	89.978	104.345
% HSC/HIMS Use of Total Discharged	27%	14%	23%	24%	24%	28%	28%	25%	24%
% Sewage Discharged vs. Water Consumed	38%	-11%	42%	44%	51%	38%	45%	35%	51%
New Sewer Connections	15	7%	14	13	13	11	6	7	3
Total Sewer Customers	3,368	1%	3,350						

Annualized Water Use and Sewer Discharge by Year



***Water Consumption is based upon the City of Saginaw's billing.**

** HSC/HIMS consumption based upon actual Township metered water.*

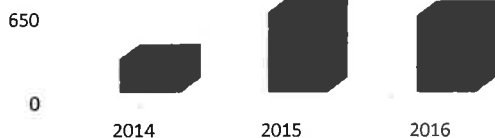
**Residential and Business Total Consumption is based on Total Water Consumption minus HSC/HIMS actual water uses.*

*** Sewer Discharged is based upon SCT's metered flows to the WWTP**

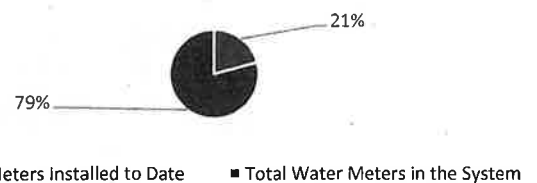
**HSC/HIMS discharge is based upon actual Township metered sewage.*

**Residential and Business Sewer Discharge is based on overall sewage discharged minus HSC/HIMS actual sewage uses.*

Water Meters Converted by Year



Water Meters Changed to Date





Township Board Report December 2016

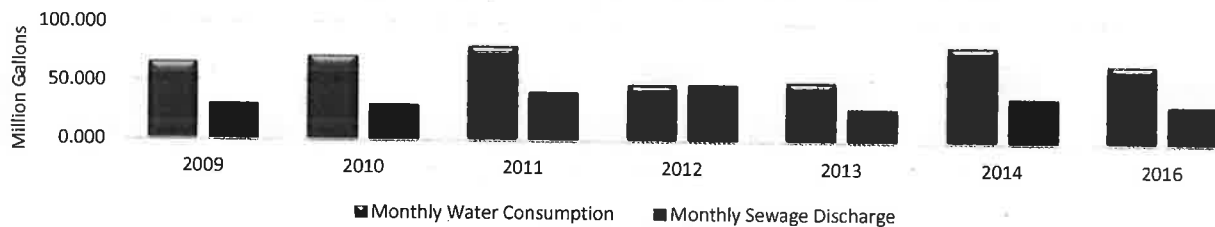
December Water Consumption Report	
In Million Gallons	2016
Total Water Consumption	66.641
Average Daily Use	2.150
YTD Water Use	985.925
Residential/Business Total Consumption	20.732
HSC/HIMS Consumption	45.909
% Industrial Use of Total Consumption	69%
New water service connections	1
Water Meters Updated this month	6
Total Water Customers	4,743

Historical Usage				
2015	2014	2013	2012	2011
67.980	81.409	50.411	48.224	79.982
2.193	2.200	1.680	1.556	2.580
947.985	962.082	817.399	1086.045	1157.535
25.842	37.149	19.891	22.804	29.772
42.138	44.260	30.520	25.420	50.210
62%	54%	61%	53%	63%
0	0	1	1	0

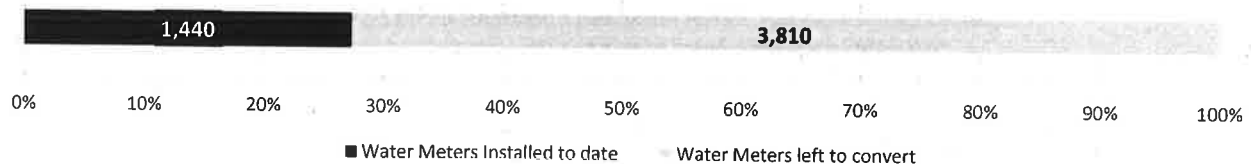
December Sewer Discharge Report	
In Million Gallons	2016
Total Sewer Discharged	32.135
Monthly Precipitation (Inches)	1.55
Average Daily Flows (MGD)	1.037
YTD Sewer Discharged	371.146
Yearly Precipitation (Inches)	32.75
HSC/HIMS Sewer Discharge	7.068
% HSC/HIMS Use of Total Discharged	22%
% Sewage Discharged vs. Water Consumed	48%
New Sewer Connections	1
Total Sewer Customers	3368

Historical Discharge				
2015	2014	2013	2012	2011
34.670	37.694	28.180	48.014	41.060
2.740	1.63	1.77	1.42	1.02
1.118	1.216	0.909	1.549	1.325
394.540	426.353	419.912	416.428	454.681
25.22	34.71	34.82	29.75	25.95
8.125	6.845	10.332	6.680	9.526
23%	18%	37%	14%	23%
51%	46%	56%	100%	51%
0	0	1	0	0

Historical December Water Use and Sewer Discharge



Water Meter Conversions



OWEN CEMETERY REPORT

Gravesites Available	713	
Niches Available	40	Month
		YTD
Gravesites Sold	2	4
Columbaria Niches Sold	3	3
Burials	3	10
Inurnments	1	1
Foundation Sales	1	8

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
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Fund 101 - GENERAL OPERATING FUND
 Expenditures
 101-101-960.000 EDUCATION & TRAINING 6,500.00 3,003.48 2,781.48 3,496.52 46.21

Total Dept 101-BOARD-LEGISLATIVE						
Dept 172-MANAGER-ADMINISTRATIVE						
101-172-704.000	SALARIES FULL-TIME	102,468.00	80,399.59	7,882.61	22,068.41	78.46
101-172-704.250	SALARY-STIPEND DEGREE	2,000.00	1,569.17	153.84	430.83	78.46
101-172-704.400	SICK DAY PAY OFF	3,152.00	3,374.42	3,374.42	(222.42)	107.06
101-172-715.000	FICA EMPLOYER CONTRIBUTION	9,090.00	6,817.59	640.56	2,272.41	75.00
101-172-716.000	HEALTH INSURANCE	18,495.00	15,263.59	2,809.58	3,231.41	82.53
101-172-716.050	HEALTH SAVINGS ACCOUNT	3,142.00	2,940.41	85.13	201.59	93.58
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	1,150.00	1,039.08	115.38	110.92	90.35
101-172-716.200	DENTAL INSURANCE	1,823.00	1,673.07	151.93	149.93	91.78
101-172-716.300	INSURANCE LONG TERM DISABILTY	310.00	270.38	24.58	39.62	87.22
101-172-718.000	PENSION EMPLOYER CONTRIBUTION	13,070.00	10,448.96	1,316.07	2,621.04	79.95
101-172-718.100	DEFERRED COMPENSATIONS CONTRI	4,000.00	4,000.00	0.00	0.00	100.00
101-172-719.000	WORKMEN'S COMP	390.00	255.51	32.37	134.49	65.52
101-172-720.000	VEHICLE ALLOWANCE	7,200.00	5,648.02	553.43	1,551.98	78.44
101-172-740.000	OPERATING SUPPLIES	500.00	357.93	129.99	142.07	71.59
101-172-745.000	OPERATING SUPPLIES OFFICE EQU	0.00	1,053.00	0.00	(1,053.00)	100.00
101-172-804.000	MEMBERSHIP & DUES	1,200.00	60.00	0.00	1,140.00	5.00
101-172-817.000	PROFESSIONAL SERVICES	275.00	243.88	0.00	31.12	88.68
101-172-850.100	WIRELESS COMMUNICATIONS	600.00	972.73	91.38	(372.73)	162.12
101-172-910.000	INSURANCE GENERAL LIABILITY	310.00	337.69	0.00	(27.69)	108.93
101-172-960.000	EDUCATION & TRAINING	4,000.00	6,081.67	473.28	(2,081.67)	152.04
Total Dept 172-MANAGER-ADMINISTRATIVE 173,175.00 142,806.69 18,887.55 30,368.31 82.46						

Total Dept 191-ELECTIONS						
Dept 191-ELECTIONS						
101-191-704.100	WAGES FULL-TIME HOURLY	1,000.00	1,317.45	0.00	(317.45)	131.75
101-191-705.000	WAGES PART-TIME HOURLY	2,000.00	2,836.88	0.00	(836.88)	141.84
101-191-715.000	FICA EMPLOYER CONTRIBUTION	230.00	314.77	0.00	(84.77)	136.86
101-191-716.050	HEALTH SAVINGS ACCOUNT	10.00	9.13	0.00	0.87	91.30
101-191-718.000	PENSION EMPLOYER CONTRIBUTION	110.00	144.92	0.00	(34.92)	131.75
101-191-719.000	WORKMEN'S COMP	50.00	34.84	0.00	15.16	69.68
101-191-740.000	OPERATING SUPPLIES	3,000.00	9,266.23	0.00	(6,266.23)	308.87
101-191-745.000	OPERATING SUPPLIES OFFICE EQU	30,375.00	14,989.46	0.00	15,385.54	49.35
101-191-817.000	PROFESSIONAL SERVICES	3,000.00	2,298.59	0.00	701.41	76.62
101-191-818.000	ELECTION INSPECTORS	7,000.00	12,340.00	0.00	(5,340.00)	176.29
101-191-900.000	LEGAL NOTICES	400.00	164.86	0.00	235.14	41.22
101-191-910.000	INSURANCE GENERAL LIABILITY	625.54	632.54	0.00	(7.54)	101.21
101-191-930.000	REPAIRS/MAINTENANCE	100.00	0.00	0.00	100.00	0.00
101-191-936.000	MAINTENANCE AGREEMENTS	2,500.00	2,363.00	0.00	137.00	94.52
101-191-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-191-960.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
Total Dept 191-ELECTIONS 51,000.00 46,712.67 0.00 4,287.33 91.59						

Total Dept 215-CLERK						
Dept 215-CLERK						
101-215-704.000	SALARIES FULL-TIME	61,708.00	48,406.42	4,746.64	13,301.58	78.44
101-215-704.150	SALARY DEPUTY	2,730.00	2,130.37	208.90	599.63	78.04
101-215-704.275	SALARY STIPEND-CERTIFICATION	1,500.00	1,176.88	115.38	323.12	78.46
101-215-704.400	SICK DAY PAY OFF	500.00	0.00	0.00	500.00	0.00

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-215-705.000	WAGES PART-TIME HOURLY	0.00	63.00	0.00	(63.00)	100.00	
101-215-715.000	FICA EMPLOYER CONTRIBUTION	5,083.00	3,821.78	388.81	1,261.22	75.19	
101-215-716.000	HEALTH INSURANCE	15,365.00	4,421.30	(240.60)	10,943.70	28.78	
101-215-716.050	HEALTH SAVINGS ACCOUNT	2,684.00	2,490.76	0.00	193.24	92.80	
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	726.00	727.40	82.83	(1.40)	100.19	
101-215-716.300	DENTAL INSURANCE	952.00	876.22	79.20	75.78	92.04	
101-215-713.000	INSURANCE LONG TERM DISABILIT	205.00	178.42	16.22	26.58	87.03	
101-215-713.000	PENSION EMPLOYER CONTRIBUTION	7,308.00	5,688.49	557.80	1,619.51	77.84	
101-215-740.000	WORKMEN'S COMP	210.00	131.88	13.73	78.12	62.80	
101-215-740.000	OPERATING SUPPLIES	1,000.00	580.89	0.00	419.11	58.09	
101-215-804.000	MEMBERSHIP & DUES	450.00	490.00	25.00	(40.00)	108.89	
101-215-817.000	PROFESSIONAL SERVICES	100.00	62.13	0.00	37.87	62.13	
101-215-900.000	LEGAL NOTICES	100.00	171.99	0.00	(71.99)	171.99	
101-215-900.100	PUBLICATIONS	16,500.00	17,065.57	3,335.63	(565.57)	103.43	
101-215-900.300	CODIFICATION OF ORDINANCE	3,000.00	1,844.56	0.00	1,155.44	61.49	
101-215-910.000	INSURANCE GENERAL LIABILITY	300.00	237.61	0.00	62.39	79.20	
101-215-930.000	REPAIRS/MAINTENANCE	100.00	99.00	0.00	1.00	99.00	
101-215-936.000	MAINTENANCE AGREEMENTS	200.00	181.75	0.00	18.25	90.88	
101-215-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00	
101-215-960.000	EDUCATION & TRAINING	2,800.00	1,765.47	450.00	1,034.53	63.05	
Total Dept 215-CLERK		123,621.00	92,611.89	9,878.54	31,009.11	74.92	
Dept 253-TREASURER-FINANCE DEPARTMENT							
101-253-704.000	SALARIES FULL-TIME	69,440.00	49,831.06	5,341.38	19,608.94	71.76	
101-253-704.050	SALARIES FULL-TIME ASSISTANT	38,604.00	30,283.08	2,969.50	8,320.92	78.45	
101-253-704.150	SALARY DEPUTY	3,165.00	2,385.12	233.88	779.88	75.36	
101-253-704.200	WAGES FULL-TIME CLERICAL	3,366.00	2,614.63	257.46	751.37	77.68	
101-253-704.250	SALARY-STEPEND DEGREE	1,500.00	1,119.19	115.38	380.81	74.61	
101-253-704.275	SALARY STEPEND-CERTIFICATION	1,500.00	1,176.88	115.38	323.12	78.46	
101-253-704.400	SICK DAY PAY OFF	800.00	0.00	0.00	800.00	0.00	
101-253-704.715	WAGES IN LIEU OF HEALTH INSUR	3,000.00	3,000.00	750.00	0.00	100.00	
101-253-705.000	WAGES PART-TIME HOURLY	12,900.00	9,911.82	847.29	2,988.18	76.84	
101-253-715.000	FICA EMPLOYER CONTRIBUTION	10,325.00	7,712.81	796.68	2,612.19	74.70	
101-253-716.000	HEALTH INSURANCE	20,588.00	17,279.93	3,127.29	3,308.07	83.93	
101-253-716.050	HEALTH SAVINGS ACCOUNT	2,709.00	2,533.82	35.74	175.18	93.53	
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	1,600.00	1,650.37	195.40	(50.37)	103.15	
101-253-716.200	DENTAL INSURANCE	3,838.00	3,513.52	319.06	324.48	91.55	
101-253-716.300	INSURANCE LONG TERM DISABILIT	350.00	317.79	28.89	32.21	90.80	
101-253-718.000	PENSION EMPLOYER CONTRIBUTION	13,428.00	10,005.17	1,082.13	3,422.83	74.51	
101-253-718.100	DEFERRED COMPENSATIONS CONTRI	694.00	545.66	54.62	148.34	78.63	
101-253-719.000	WORKMEN'S COMP	450.00	272.38	27.85	177.62	60.53	
101-253-740.000	OPERATING SUPPLIES	7,500.00	3,976.62	1,023.09	3,523.38	53.02	
101-253-745.000	OPERATING SUPPLIES OFFICE EQU	70,467.00	71,199.20	38,496.00	(732.20)	101.04	
101-253-802.000	LEGAL SERVICES	200.00	1,140.00	0.00	(940.00)	570.00	
101-253-803.000	AUDIT	3,000.00	1,604.00	0.00	1,396.00	53.47	
101-253-804.000	MEMBERSHIP & DUES	830.00	700.00	0.00	130.00	84.34	
101-253-810.000	CONTRACTED SERVICES	200.00	60.80	0.00	139.20	30.40	
101-253-817.000	PROFESSIONAL SERVICES	1,000.00	456.26	0.00	543.74	45.63	
101-253-830.000	TAX ROLL PREPARATION	31,500.00	28,765.24	15,149.21	2,734.76	91.32	
101-253-910.000	INSURANCE GENERAL LIABILITY	800.00	917.75	0.00	(117.75)	114.72	
101-253-930.000	REPAIRS/MAINTENANCE	500.00	99.00	(11.00)	401.00	19.80	
101-253-956.000	MISCELLANEOUS	100.00	547.72	547.72	(447.72)	547.72	
101-253-960.000	EDUCATION & TRAINING	1,800.00	389.09	0.00	910.91	49.39	

GL NUMBER DESCRIPTION 2016-17 YTD BALANCE MONTH ACTIVITY FOR AVAILABLE % BGD
 AMENDED BUDGET NORMAL (ABNORMAL) INCREASE (DECREASE) NORMAL (ABNORMAL)

Fund 101 - GENERAL OPERATING FUND

Expenditures

Total Dept 253-TREASURER-FINANCE DEPARTMENT

306,154.00	254,508.91	71,522.95	51,645.09	83.13
Dept 257-ASSESSING				
101-257-703.100	SALARY BOARD OF REVIEW	850.00	170.00	0.00
101-257-704.075	SALARY FULL-TIME - ASSESSOR	44,582.00	35,489.69	3,943.82
101-257-704.400	SICK DAY PAY OFF	500.00	0.00	0.00
101-257-705.000	WAGES PART-TIME HOURLY	8,985.00	6,486.36	785.43
101-257-715.000	FICA EMPLOYER CONTRIBUTION	4,201.00	3,121.05	314.92
101-257-716.000	HEALTH INSURANCE	10,616.00	8,230.51	1,617.42
101-257-716.050	HEALTH SAVINGS ACCOUNT	2,068.00	1,974.49	39.42
101-257-716.100	VISION/SHORT TERM DISAB/LIFE	210.00	447.29	46.60
101-257-716.200	DENTAL INSURANCE	1,823.00	1,484.50	121.54
101-257-716.300	INSURANCE LONG TERM DISABILIT	120.00	125.68	10.96
101-257-718.000	PENSION EMPLOYER CONTRIBUTION	4,904.00	3,904.46	433.82
101-257-719.000	WORKMEN'S COMP	400.00	145.37	23.99
101-257-740.000	OPERATING SUPPLIES	3,400.00	571.56	382.05
101-257-745.000	OPERATING SUPPLIES OFFICE EQU	500.00	0.00	0.00
101-257-802.000	LEGAL SERVICES	5,000.00	0.00	0.00
101-257-804.000	MEMBERSHIP & DUES	200.00	75.00	0.00
101-257-817.000	PROFESSIONAL SERVICES	6,000.00	78.71	0.00
101-257-900.000	LEGAL NOTICES	200.00	11.76	11.76
101-257-910.000	INSURANCE GENERAL LIABILITY	600.00	551.04	0.00
101-257-936.000	MAINTENANCE AGREEMENTS	2,450.00	2,045.75	0.00
101-257-960.000	EDUCATION & TRAINING	600.00	444.45	0.00
98,209.00		65,357.67	7,731.73	32,851.33
Total Dept 257-ASSESSING				

Dept 265-BUILDING & GROUNDS				
101-265-704.100	WAGES FULL-TIME HOURLY	4,700.00	707.68	203.30
101-265-705.000	WAGES PART-TIME HOURLY	1,000.00	0.00	0.00
101-265-710.000	WAGES OVERTIME	1,000.00	764.26	348.86
101-265-712.000	WAGES JANITORIAL	5,825.00	4,866.83	467.36
101-265-715.000	FICA EMPLOYER CONTRIBUTION	958.00	479.01	75.62
101-265-716.050	HEALTH SAVINGS ACCOUNT	47.00	106.30	1.94
101-265-718.000	PENSION EMPLOYER CONTRIBUTION	627.00	161.93	60.75
101-265-719.000	WORKMEN'S COMP	250.00	124.05	20.23
101-265-740.000	OPERATING SUPPLIES	17,000.00	11,540.85	1,311.82
101-265-740.125	OPERATING SUPPLIES PASSPORT P	3,000.00	2,328.20	0.00
101-265-740.600	BEAUTIFICATION DAY	600.00	500.00	0.00
101-265-740.650	SEASONAL BANNERS/HOLIDAY LIGH	7,000.00	5,885.51	0.00
101-265-810.100	CONTRACTED SERVICES	24,000.00	20,173.59	1,076.70
101-265-817.000	PROFESSIONAL SERVICES	2,000.00	1,750.00	1,750.00
101-265-850.000	TELEPHONE	6,000.00	2,591.33	413.71
101-265-910.000	INSURANCE GENERAL LIABILITY	4,200.00	4,901.80	0.00
101-265-920.000	UTILITIES	21,000.00	20,380.65	4,075.73
101-265-930.000	REPAIRS/MAINTENANCE	45,000.00	19,656.24	213.24
101-265-936.000	MAINTENANCE AGREEMENTS	6,000.00	4,329.24	420.68
101-265-940.100	EQUIPMENT RENTAL	2,000.00	299.23	282.09
101-265-970.000	CAPITAL OUTLAY	15,000.00	5,039.35	0.00
101-265-974.000	CAPITAL IMPROVEMENTS	110,000.00	75,732.38	(30,004.80)
277,207.00		182,318.43	(19,282.77)	94,888.57
Total Dept 265-BUILDING & GROUNDS				

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 276-CEMETERY							
101-276-704.100	WAGES FULL-TIME HOURLY	5,000.00	3,257.20	281.82	1,742.80	65.14	
101-276-705.000	WAGES PART-TIME HOURLY	2,500.00	0.00	0.00	2,500.00	0.00	
101-276-710.000	WAGES OVERTIME	1,500.00	273.92	197.40	1,226.08	18.26	
101-276-715.000	FICA EMPLOYER CONTRIBUTION	803.00	254.29	34.13	548.71	31.67	
101-276-716.050	HEALTH SAVINGS ACCOUNT	50.00	56.91	2.82	(6.91)	113.82	
101-276-718.000	PENSION EMPLOYER CONTRIBUTION	715.00	388.46	52.72	326.54	54.33	
101-276-719.000	WORKMEN'S COMP	103.00	(8.43)	4.36	111.43	(8.18)	
101-276-740.000	OPERATING SUPPLIES	100.00	112.50	0.00	(12.50)	112.50	
101-276-810.100	CONTRACTED SERVICES	7,700.00	7,700.00	0.00	0.00	100.00	
101-276-910.000	INSURANCE GENERAL LIABILITY	150.00	103.58	0.00	46.42	69.05	
101-276-930.000	REPAIRS/MAINTENANCE	8,000.00	4,024.11	0.00	3,975.89	50.30	
101-276-940.100	EQUIPMENT RENTAL	6,000.00	3,242.13	2,460.17	2,757.87	54.04	
101-276-970.000	CAPITAL OUTLAY	15,000.00	0.00	0.00	15,000.00	0.00	
Total Dept 276-CEMETERY		47,621.00	19,404.67	3,033.42	28,216.33	40.75	
Dept 282-GREAT LAKES TECH PARK MTCE							
101-282-704.100	WAGES FULL-TIME HOURLY	650.00	528.25	0.00	121.75	81.27	
101-282-715.000	FICA EMPLOYER CONTRIBUTION	50.00	37.42	0.00	12.58	74.84	
101-282-716.050	HEALTH SAVINGS ACCOUNT	0.00	5.19	0.00	(5.19)	100.00	
101-282-718.000	PENSION EMPLOYER CONTRIBUTION	72.00	58.10	0.00	13.90	80.69	
101-282-719.000	WORKMEN'S COMP	45.00	11.84	0.00	33.16	26.31	
101-282-810.000	CONTRACTED SERVICES	3,900.00	3,899.98	0.00	0.02	100.00	
101-282-920.000	UTILITIES	1,982.00	2,643.84	358.68	(661.84)	133.39	
101-282-930.000	REPAIRS/MAINTENANCE	2,500.00	395.66	0.00	2,104.34	15.83	
Total Dept 282-GREAT LAKES TECH PARK MTCE		9,199.00	7,580.28	358.68	1,618.72	82.40	
Dept 371-COMMUNITY DEVELOPMENT							
101-371-703.100	SALARY BOARD OF REVIEW	0.00	0.00	(30.00)	0.00	0.00	
101-371-703.200	SALARY ZONING BOARDS	2,200.00	1,465.00	30.00	735.00	66.59	
101-371-704.000	SALARIES FULL-TIME	47,125.00	42,242.53	4,142.53	4,879.39	89.65	
101-371-704.100	WAGES FULL-TIME HOURLY	35,461.00	27,725.65	2,700.80	7,735.35	78.19	
101-371-704.250	SALARY-STIPEND DEGREE	1,450.00	1,235.12	123.07	194.88	86.56	
101-371-704.400	SICK DAY PAY OFF	0.00	287.39	287.39	(287.39)	100.00	
101-371-704.716	WAGES IN LIEU OF HEALTH INSUR	2,100.00	2,262.49	562.49	(162.49)	107.74	
101-371-705.000	WAGES PART-TIME HOURLY	9,500.00	6,585.41	785.37	2,914.59	69.32	
101-371-715.000	FICA EMPLOYER CONTRIBUTION	7,520.00	6,143.55	647.71	1,376.45	81.70	
101-371-716.000	HEALTH INSURANCE	16,575.00	13,545.11	2,515.86	3,029.89	81.72	
101-371-716.050	HEALTH SAVINGS ACCOUNT	2,380.00	2,297.11	27.00	82.89	96.52	
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	924.00	1,013.59	115.52	(89.59)	109.70	
101-371-716.200	DENTAL INSURANCE	3,100.00	2,996.21	273.48	103.79	96.65	
101-371-716.300	INSURANCE LONG TERM DISABILIT	265.00	226.39	20.58	108.24	88.08	
101-371-718.000	PENSION EMPLOYER CONTRIBUTION	9,296.00	8,187.76	864.46	3,082.24	88.08	
101-371-718.100	DEFERRED COMPENSATIONS CONTRI	471.00	438.84	42.67	32.16	93.17	
101-371-719.000	WORKMEN'S COMP	650.00	122.62	47.15	527.38	18.86	
101-371-721.000	UNEMPLOYMENT COMPENSATION	0.00	3,229.98	0.00	(3,229.98)	100.00	
101-371-740.000	OPERATING SUPPLIES	3,500.00	2,556.16	488.80	943.84	73.03	
101-371-745.000	OPERATING SUPPLIES OFFICE EQU	300.00	1,896.17	179.97	(1,596.17)	632.06	
101-371-802.000	LEGAL SERVICES	6,000.00	9,799.00	670.00	(3,799.00)	163.32	
101-371-804.000	MEMBERSHIP & DUES	555.00	195.00	0.00	360.00	35.14	
101-371-804.100	SAGINAW FUTURE	2,000.00	2,000.00	0.00	0.00	100.00	
101-371-810.100	CONTRACTED SERVICES	10,000.00	8,871.85	60.00	1,128.15	88.72	

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84
 YTD BALANCE 01/31/2017
 MONTH 01/31/2017
 ACTIVITY FOR MONTH 01/31/2017
 AVAILABLE BALANCE % BDT USED

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDT USED
Fund 101 - GENERAL OPERATING FUND						
Expenditures						
101-371-817.000	PROFESSIONAL SERVICES	4,000.00	2,597.68	0.00	1,402.32	64.94
101-371-817.100	UPDATE MASTER PLAN	4,000.00	2,402.40	0.00	1,597.60	60.06
101-371-836.000	EMPLOYMENT PHYSICALS	200.00	0.00	0.00	200.00	0.00
101-371-850.100	WIRELESS COMMUNICATIONS	725.00	309.64	65.58	415.36	42.71
101-371-900.000	LEGAL NOTICES	1,200.00	1,168.44	137.51	31.56	97.37
101-371-910.000	INSURANCE GENERAL LIABILITY	1,700.00	1,695.01	0.00	4.99	99.71
101-371-930.000	REPAIRS/MAINTENANCE	1,200.00	275.08	103.48	924.92	22.92
101-371-936.000	MAINTENANCE AGREEMENTS	350.00	181.75	0.00	168.25	51.93
101-371-938.000	VEHICLE EXPENSE	1,500.00	781.07	290.97	718.93	52.07
101-371-938.100	GAS & DIESEL FUEL	1,000.00	588.29	54.15	411.71	58.83
101-371-960.000	EDUCATION & TRAINING	2,600.00	1,811.92	794.47	788.08	69.69
Total Dept 371-COMMUNITY DEVELOPMENT		179,847.00	157,227.29	18,001.01	22,619.71	87.42

Dept 421-CONSTRUCTION CODES	DESCRIPTION	2016-17 AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDT USED
101-421-704.000	SALARIES FULL-TIME	20,195.00	10,561.46	1,035.62	9,633.54	52.30
101-421-704.200	WAGES FULL-TIME CLERICAL	37,220.00	28,992.23	2,820.80	8,227.77	77.89
101-421-704.250	SALARY-STIPEND DEGREE	400.00	314.04	30.77	85.96	78.51
101-421-704.716	WAGES IN LIEU OF HEALTH INSUR	900.00	737.51	187.51	162.49	81.95
101-421-705.200	WAGES INSPECTORS	50,000.00	53,412.61	4,253.40	(3,412.61)	106.83
101-421-715.000	FICA EMPLOYER CONTRIBUTION	8,332.00	6,860.06	605.33	1,471.94	82.33
101-421-716.000	HEALTH SAVINGS ACCOUNT	13,657.00	10,767.69	1,700.22	2,889.31	78.84
101-421-716.050	HEALTH SAVINGS ACCOUNT	2,372.00	2,312.64	28.20	59.36	97.50
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	625.00	669.99	76.35	(44.99)	107.20
101-421-716.200	DENTAL INSURANCE	2,472.00	2,000.04	182.32	471.96	80.91
101-421-716.300	INSURANCE LONG TERM DISABILITY	186.00	150.31	14.13	35.69	80.81
101-421-718.000	PENSION EMPLOYER CONTRIBUTION	6,481.00	4,479.69	449.39	2,001.31	69.12
101-421-718.100	DEFERRED COMPENSATIONS CONTRI	202.00	120.53	10.65	81.47	59.67
101-421-719.000	WORKMEN'S COMP	725.00	462.87	40.19	262.13	63.84
101-421-719.000	OPERATING SUPPLIES	2,200.00	1,311.91	168.51	888.09	59.63
101-421-740.000	OPERATING SUPPLIES OFFICE EQU	500.00	0.00	0.00	500.00	0.00
101-421-745.000	MEMBERSHIP & DUES	600.00	247.00	247.00	353.00	41.17
101-421-804.000	PROFESSIONAL SERVICES	9,000.00	4,183.94	0.00	4,816.06	46.49
101-421-836.000	EMPLOYMENT PHYSICALS	90.00	0.00	0.00	90.00	0.00
101-421-850.100	WIRELESS COMMUNICATIONS	350.00	0.00	0.00	350.00	0.00
101-421-900.000	LEGAL NOTICES	200.00	0.00	0.00	200.00	0.00
101-421-910.000	INSURANCE GENERAL LIABILITY	1,900.00	668.56	0.00	1,231.44	35.19
101-421-936.000	MAINTENANCE AGREEMENTS	2,840.00	1,654.75	0.00	1,185.25	58.27
101-421-938.000	VEHICLE EXPENSE	500.00	865.41	660.42	(365.41)	173.08
101-421-938.100	GAS & DIESEL FUEL	900.00	379.11	36.30	520.89	42.12
101-421-960.000	EDUCATION & TRAINING	2,000.00	1,548.09	0.00	451.91	77.40
Total Dept 421-CONSTRUCTION CODES		164,847.00	132,700.44	12,547.11	32,146.56	80.50

Dept 442-SIDEMALKS	DESCRIPTION	2016-17 AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDT USED
101-442-704.100	WAGES FULL-TIME HOURLY	2,000.00	137.41	39.26	1,862.59	6.87
101-442-705.000	WAGES PART-TIME HOURLY	200.00	0.00	0.00	200.00	0.00
101-442-710.000	WAGES OVERTIME	250.00	75.49	75.49	174.51	30.20
101-442-715.000	FICA EMPLOYER CONTRIBUTION	187.00	15.38	8.22	171.62	8.22
101-442-716.050	HEALTH SAVINGS ACCOUNT	20.00	1.35	0.39	18.65	6.75
101-442-718.000	PENSION EMPLOYER CONTRIBUTION	220.00	23.43	12.63	196.57	10.65
101-442-719.000	WORKMEN'S COMP	30.00	4.52	2.10	25.48	15.07
101-442-910.000	INSURANCE GENERAL LIABILITY	251.00	156.35	0.00	94.65	62.29
101-442-930.000	REPAIRS/MAINTENANCE	3,000.00	1,705.60	0.00	1,294.40	56.85

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2016-17		ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2017 INCREASE (DECREASE)	01/31/2017 YTD BALANCE (ABNORMAL)	BALANCE (ABNORMAL)		
Fund 101 - GENERAL OPERATING FUND								
Expenditures								
101-442-940.100	EQUIPMENT RENTAL	1,500.00	0.00	0.00	1,500.00	0.00		
101-442-974.000	CAPITAL IMPROVEMENTS	81,000.00	84,225.25	33,993.80	(3,225.25)	103.98		
Total Dept 442-SIDEWALKS		88,658.00	86,344.78	34,131.96	2,313.22	97.39		
Dept 444-STORM WATER MANAGEMENT								
101-444-817.000	PROFESSIONAL SERVICES	5,975.00	5,552.08	1,333.33	422.92	92.92		
Total Dept 444-STORM WATER MANAGEMENT		5,975.00	5,552.08	1,333.33	422.92	92.92		
Dept 445-DRAINS AT LARGE								
101-445-806.000	DRAIN AT LARGE	1,500.00	0.00	0.00	1,500.00	0.00		
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	2,000.00	1,573.19	0.00	426.81	78.66		
Total Dept 445-DRAINS AT LARGE		3,500.00	1,573.19	0.00	1,926.81	44.95		
Dept 448-STREET LIGHTING								
101-448-920.000	UTILITIES	98,073.00	69,074.63	12,428.06	28,998.37	70.43		
Total Dept 448-STREET LIGHTING		98,073.00	69,074.63	12,428.06	28,998.37	70.43		
Dept 450-ROAD PROGRAMS								
101-450-930.000	REPAIRS/MAINTENANCE	200,000.00	197,078.82	22,620.66	2,921.18	98.54		
101-450-974.000	CAPITAL IMPROVEMENTS	55,000.00	7,807.93	0.00	47,192.07	14.20		
Total Dept 450-ROAD PROGRAMS		255,000.00	204,886.75	22,620.66	50,113.25	80.35		
Dept 995-TRANSFER-OUT								
101-995-999.205	PUBLIC SAFETY - FIRE	175,046.00	87,523.00	0.00	87,523.00	50.00		
101-995-999.207	PUBLIC SAFETY - POLICE	261,053.00	130,526.50	0.00	130,526.50	50.00		
101-995-999.508	PARKS & RECREATION	312,869.00	312,869.00	0.00	0.00	100.00		
101-995-999.974	TRANS OUT PARKS CAPITAL IMPRO	143,000.00	143,000.00	0.00	0.00	100.00		
Total Dept 995-TRANSFER-OUT		891,968.00	673,918.50	0.00	218,049.50	75.55		
TOTAL EXPENDITURES		2,836,417.00	2,189,657.75	199,423.92	646,759.25	77.20		
Fund 101 - GENERAL OPERATING FUND:								
TOTAL REVENUES		2,585,206.00	1,305,646.72	180,632.25	1,279,559.28	50.50		
TOTAL EXPENDITURES		2,836,417.00	2,189,657.75	199,423.92	646,759.25	77.20		
NET OF REVENUES & EXPENDITURES		(251,211.00)	(884,011.03)	(18,791.67)	632,800.03	351.90		

Fund 205 - PUBLIC SAFETY-FIRE DEPARTMENT	GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BGD USED
			AMENDED BUDGET	NORMAL (ABNORMAL)				
Revenues								
Dept 000								
205-000-402.000		PROPERTY TAXES	237,866.00	573.96	0.00	237,292.04	0.24	
205-000-405.000		DEL'Q PERSONAL PROPERTY	200.00	110.78	38.02	89.22	55.39	
205-000-410.000		PERSONAL PROPERTY TAXES	23,117.00	0.00	0.00	23,117.00	0.00	
205-000-410.100		PERSONAL PROPERTY REPLACEMENT	26,093.00	0.00	0.00	26,093.00	0.00	
205-000-437.000		I.F.T.	37,507.00	0.00	0.00	37,507.00	0.00	
205-000-566.000		GRANT	0.00	4,500.00	0.00	(4,500.00)	100.00	
205-000-629.000		REPORTS	15.00	0.00	0.00	15.00	0.00	
205-000-630.000		NON-RESIDENT FEES	2,500.00	0.00	3,373.66	(873.66)	134.95	
205-000-673.100		SALE OF FIXED ASSETS	0.00	1,661.00	0.00	(1,661.00)	100.00	
205-000-693.000		MISCELLANEOUS	350.00	882.96	0.00	(532.96)	252.27	
205-000-699.101		TRANSFER FROM GENERAL FUND	175,046.00	87,523.00	0.00	87,523.00	50.00	
Total Dept 000			502,694.00	98,625.36	142.90	404,068.64	19.62	
TOTAL REVENUES			502,694.00	98,625.36	142.90	404,068.64	19.62	
Expenditures								
Dept 000								
205-000-704.000		SALARIES FULL-TIME	75,223.00	59,053.35	5,790.63	16,169.65	78.50	
205-000-704.025		SALARIES FULL-TIME INSPECTOR	37,041.00	28,638.85	2,807.18	8,402.15	77.32	
205-000-704.100		WAGES FULL-TIME HOURLY	1,500.00	1,696.14	487.90	(196.14)	113.08	
205-000-704.250		SALARY-STEP/DN DEGREE	500.00	392.29	38.46	107.71	78.46	
205-000-704.400		SICK DAY PAY OFF	2,832.00	2,877.70	2,877.70	(45.70)	101.61	
205-000-705.000		WAGES PART-TIME HOURLY	22,000.00	16,964.50	1,694.56	5,035.50	77.11	
205-000-705.200		WAGES INSPECTORS	19,000.00	12,736.48	1,051.13	6,263.52	67.03	
205-000-705.300		WAGES JANITORIAL	92,000.00	71,815.30	8,380.88	20,184.70	80.05	
205-000-712.000		FICA EMPLOYER CONTRIBUTION	8,100.00	6,483.88	604.11	1,617.13	88.07	
205-000-715.000		HEALTH INSURANCE	19,752.00	21,179.00	3,442.08	2,883.90	97.28	
205-000-716.050		HEALTH SAVINGS ACCOUNT	5,124.00	4,984.39	88.50	139.61	97.28	
205-000-716.100		VISION/SHORT TERM DISAB/LIFE	1,280.00	1,283.60	140.57	(3.60)	100.28	
205-000-716.200		DENTAL INSURANCE	2,790.00	2,549.29	231.13	240.71	91.37	
205-000-716.300		INSURANCE LONG TERM DISABILIT	335.00	304.26	27.66	30.74	90.82	
205-000-718.000		PENSION EMPLOYER CONTRIBUTION	12,881.00	10,673.27	1,352.77	2,207.73	82.86	
205-000-719.000		WORKMEN'S COMP	8,830.00	6,631.29	752.69	2,198.71	75.10	
205-000-740.000		OPERATING SUPPLIES	14,500.00	5,993.78	936.84	8,506.22	41.34	
205-000-742.000		UNIFORMS	4,500.00	2,965.50	414.54	1,534.50	65.90	
205-000-745.000		OPERATING SUPPLIES OFFICE EQU	4,500.00	3,929.69	0.00	570.31	87.33	
205-000-800.000		ADMINISTRATION FEE	6,974.00	0.00	0.00	6,974.00	0.00	
205-000-802.000		LEGAL SERVICES	800.00	400.00	0.00	400.00	50.00	
205-000-803.000		AUDIT	750.00	481.00	0.00	269.00	64.13	
205-000-804.000		MEMBERSHIP & DUES	2,860.00	2,540.00	232.50	320.00	88.81	
205-000-810.100		CONTRACTED SERVICES	13,500.00	8,954.80	1,148.38	4,545.20	66.33	
205-000-817.000		PROFESSIONAL SERVICES	5,000.00	99.45	0.00	4,900.55	1.99	
205-000-836.000		EMPLOYMENT PHYSICALS	3,000.00	1,378.21	0.00	1,621.79	45.94	
205-000-836.100		IMMUNIZATIONS	1,000.00	0.00	0.00	1,000.00	0.00	
205-000-850.000		TELEPHONE	2,300.00	1,530.03	228.28	769.97	66.52	
205-000-850.100		WIRELESS COMMUNICATIONS	5,000.00	4,015.50	249.58	984.50	80.31	
205-000-900.000		LEGAL NOTICES	200.00	76.44	0.00	123.56	38.22	
205-000-910.000		INSURANCE GENERAL LIABILITY	22,410.00	22,395.79	0.00	14.21	99.94	
205-000-920.000		UTILITIES	20,000.00	12,637.27	2,069.73	7,362.73	63.19	
205-000-930.000		REPAIRS/MAINTENANCE	10,000.00	8,476.36	199.80	1,523.64	84.76	
205-000-930.100		REPAIRS & MAINTENANCE FS#1	5,000.00	6,188.02	389.17	(1,188.02)	123.76	

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE		% BDCY USED
		AMENDED BUDGET	NORMAL			(ABNORMAL)	(ABNORMAL)	
Fund 205 - PUBLIC SAFETY-FIRE DEPARTMENT								
Expenditures								
205-000-930.200	REPAIRS & MAINTENANCE FS#2	5,000.00		3,050.54	326.34	1,945.46		61.01
205-000-935.000	MAINTENANCE AGREEMENTS	12,120.00		5,357.68	0.00	6,762.32		44.21
205-000-938.000	VEHICLE EXPENSE	15,000.00		18,011.35	1,237.64	(3,011.35)		120.08
205-000-938.100	GAS & DIESEL FUEL	8,000.00		4,877.34	492.96	3,122.66		60.97
205-000-940.100	EQUIPMENT RENTAL	500.00		303.41	260.45	196.59		60.66
205-000-956.000	MISCELLANEOUS	500.00		0.00	0.00	500.00		0.00
205-000-960.000	EDUCATION & TRAINING	17,600.00		11,177.31	875.11	6,422.69		63.51
205-000-970.000	CAPITAL OUTLAY	5,000.00		0.00	0.00	5,000.00		0.00
205-000-974.000	CAPITAL IMPROVEMENTS	60,000.00		74,700.00	0.00	(14,700.00)		124.50
Total Dept 000		579,381.00		462,793.28	40,446.40	116,587.72		79.88
TOTAL EXPENDITURES		579,381.00		462,793.28	40,446.40	116,587.72		79.88

Fund 205 - PUBLIC SAFETY-FIRE DEPARTMENT:								
TOTAL REVENUES		502,694.00		98,625.36	142.90	404,068.64		19.62
TOTAL EXPENDITURES		579,381.00		462,793.28	40,446.40	116,587.72		79.88
NET OF REVENUES & EXPENDITURES		(76,687.00)		(364,167.92)	(40,303.50)	287,480.92		474.88

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				

Fund 206 - FIRE APPARATUS							
Revenues							
Dept 000							
206-000-402.000	PROPERTY TAXES	95,451.00	289.07	0.00	95,161.93	0.30	
206-000-405.000	DEL'Q PERSONAL PROPERTY	50.00	43.24	14.84	6.76	86.48	
206-000-410.000	PERSONAL PROPERTY TAXES	9,923.00	0.00	0.00	9,923.00	0.00	
206-000-410.100	PERSONAL PROPERTY REPLACEMENT	10,354.00	0.00	0.00	10,354.00	0.00	
206-000-437.000	I.F.T.	14,258.00	0.00	0.00	14,258.00	0.00	
206-000-673.100	SALE OF FIXED ASSETS	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 000		131,036.00	332.31	14.84	130,703.69	0.25	

TOTAL REVENUES							
		131,036.00	332.31	14.84	130,703.69	0.25	
Expenditures							
Dept 000							
206-000-970.000	CAPITAL OUTLAY	67,000.00	51,058.92	0.00	15,941.08	76.21	
206-000-974.000	CAPITAL IMPROVEMENTS	0.00	622.18	0.00	(622.18)	100.00	
Total Dept 000		67,000.00	51,681.10	0.00	15,318.90	77.14	

TOTAL EXPENDITURES							
		67,000.00	51,681.10	0.00	15,318.90	77.14	
Fund 206 - FIRE APPARATUS:							
TOTAL REVENUES							
		131,036.00	332.31	14.84	130,703.69	0.25	
TOTAL EXPENDITURES							
		67,000.00	51,681.10	0.00	15,318.90	77.14	
NET OF REVENUES & EXPENDITURES							
		64,036.00	(51,348.79)	14.84	115,384.79	80.19	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% USED	
Fund 207 - PUBLIC SAFETY-POLICE								
Revenues								
Dept 000								
207-000-402.000	PROPERTY TAXES	523,071.00	1,219.69	0.00	0.00	521,851.31	0.23	
207-000-405.000	DEL. Q PERSONAL PROPERTY	300.00	235.42	80.78	0.00	64.58	78.47	
207-000-410.000	PERSONAL PROPERTY TAXES	54,381.00	0.00	0.00	0.00	54,381.00	0.00	
207-000-410.100	PERSONAL PROPERTY REPLACEMENT	56,742.00	0.00	0.00	0.00	56,742.00	0.00	
207-000-437.000	I.F.T.	77,086.00	0.00	0.00	0.00	77,086.00	0.00	
207-000-539.000	JUSTICE TRAINING FUND	1,375.00	1,420.16	0.00	0.00	(45.16)	103.28	
207-000-570.000	LIQUOR LICENSE	8,788.00	9,348.90	0.00	0.00	(560.90)	106.38	
207-000-607.000	WITNESS FEES	20.00	40.00	0.00	0.00	(20.00)	200.00	
207-000-607.100	COURT ORDERED FEES	25.00	52.00	0.00	0.00	(27.00)	208.00	
207-000-626.000	SWAN VALLEY POLICE SECURITY	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
207-000-629.000	REPORTS	650.00	847.91	0.00	145.50	(197.91)	130.45	
207-000-673.100	SALE OF FIXED ASSETS	0.00	2,300.00	0.00	0.00	(2,300.00)	100.00	
207-000-675.000	DONATIONS/CONTRIBUTION	12,000.00	1,000.00	0.00	0.00	11,000.00	8.33	
207-000-676.000	REFUNDS-REBATES	0.00	6,543.72	0.00	6,446.72	(6,543.72)	100.00	
207-000-680.000	REIMBURSEMENT	0.00	6,114.77	0.00	0.00	(6,114.77)	100.00	
207-000-693.000	MISCELLANEOUS	0.00	125.87	0.00	0.00	(125.87)	100.00	
207-000-699.101	TRANSFER FROM GENERAL FUND	261,054.00	130,526.50	0.00	0.00	130,527.50	50.00	
Total Dept 000		997,492.00	159,774.94	6,673.00	837,717.06	16.02		
TOTAL REVENUES								
997,492.00		159,774.94	6,673.00	837,717.06	16.02			
Expenditures								
Dept 000								
207-000-704.000	SALARIES FULL-TIME	137,183.00	107,615.42	10,552.56	29,567.58	78.45		
207-000-704.100	WAGES FULL-TIME HOURLY	307,641.00	219,899.64	20,792.14	71.48	84.94		
207-000-704.400	SICK DAY PAY OFF	4,800.00	4,077.13	4,077.13	722.87	84.94		
207-000-704.716	WAGES IN LIEU OF HEALTH INSUR	3,000.00	3,000.00	0.00	0.00	10,005.67	70.46	
207-000-705.000	WAGES PART-TIME HOURLY	33,871.00	23,865.33	2,306.88	3,220.32	57.06		
207-000-709.000	WAGES COURT TIME	7,500.00	4,279.68	153.78	7,387.84	131.94		
207-000-710.000	WAGES OVERTIME	28,800.00	3,303.52	3,320.05	1,040.48	76.05		
207-000-712.000	FICA EMPLOYER CONTRIBUTION	40,326.00	29,976.56	3,133.07	10,349.44	89.20		
207-000-715.000	HEALTH INSURANCE	91,329.00	81,465.91	14,904.76	9,863.09	103.74		
207-000-716.000	HEALTH SAVINGS ACCOUNT	14,328.00	14,866.42	277.62	(538.42)	103.76		
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	5,600.00	4,769.26	540.35	830.74	85.17		
207-000-716.200	DENTAL INSURANCE	10,545.00	11,034.00	990.73	(489.00)	104.64		
207-000-716.300	INSURANCE LONG TERM DISABILIT	1,250.00	1,144.00	99.28	106.00	91.52		
207-000-718.000	PENSION EMPLOYER CONTRIBUTION	53,254.00	41,215.53	4,808.48	12,038.47	77.39		
207-000-719.000	WORKMEN'S COMP	8,335.00	5,435.75	720.96	2,899.25	65.22		
207-000-740.000	OPERATING SUPPLIES	15,000.00	15,570.48	396.53	(570.48)	103.80		
207-000-742.000	UNIFORMS	5,100.00	6,802.06	1,233.41	(1,702.06)	133.37		
207-000-745.000	OPERATING SUPPLIES OFFICE EQU	1,500.00	357.00	0.00	1,143.00	23.80		
207-000-800.000	ADMINISTRATION FEE	6,974.00	0.00	0.00	6,974.00	0.00		
207-000-802.000	LEGAL SERVICES	10,400.00	6,325.00	600.00	4,075.00	60.82		
207-000-803.000	AUDIT	750.00	508.00	0.00	242.00	67.73		
207-000-804.000	MEMBERSHIP & DUES	260.00	260.00	0.00	0.00	100.00		
207-000-810.100	CONTRACTED SERVICES	10,800.00	4,667.60	323.72	6,132.40	43.22		
207-000-817.000	PROFESSIONAL SERVICES	3,949.00	265.44	0.00	3,683.56	6.72		
207-000-836.000	EMPLOYMENT PHYSICALS	0.00	452.00	0.00	(452.00)	100.00		
207-000-850.000	TELEPHONE	1,600.00	1,082.99	143.15	517.01	67.69		
207-000-850.100	WIRELESS COMMUNICATIONS	2,000.00	2,323.85	432.48	(323.85)	116.19		
207-000-910.000	INSURANCE GENERAL LIABILITY	11,100.00	11,299.46	0.00	(199.46)	101.80		

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 207 - PUBLIC SAFETY-POLICE								
Expenditures								
207-000-920.000	UTILITIES	7,950.00	3,568.15	537.71	4,381.85	44.88		
207-000-930.000	REPAIRS/MAINTENANCE	12,500.00	7,972.10	113.00	4,527.90	63.78		
207-000-936.000	MAINTENANCE AGREEMENTS	10,470.00	7,581.75	0.00	2,888.25	72.41		
207-000-938.000	VEHICLE EXPENSE	16,561.00	21,728.26	7,772.57	(5,167.26)	131.20		
207-000-938.100	GAS & DIESEL FUEL	30,000.00	9,879.07	1,198.69	20,120.93	32.93		
207-000-940.100	EQUIPMENT RENTAL	1,000.00	77.22	55.35	922.78	7.72		
207-000-940.200	COLD STORAGE LEASE	1,800.00	0.00	0.00	1,800.00	0.00		
207-000-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00		
207-000-960.000	EDUCATION & TRAINING	5,000.00	2,338.81	0.00	2,661.19	46.78		
207-000-960.100	JUSTICE TRAINING FUND	1,618.00	1,320.00	0.00	298.00	81.58		
207-000-970.000	CAPITAL OUTLAY	4,000.00	6,539.87	0.00	(2,539.87)	163.50		
Total Dept 000		912,938.00	704,866.05	85,074.30	208,071.95	77.21		
TOTAL EXPENDITURES		912,938.00	704,866.05	85,074.30	208,071.95	77.21		

Fund 207 - PUBLIC SAFETY-POLICE:								
TOTAL REVENUES		997,492.00	159,774.94	6,673.00	837,717.06	16.02		
TOTAL EXPENDITURES		912,938.00	704,866.05	85,074.30	208,071.95	77.21		
NET OF REVENUES & EXPENDITURES		84,554.00	(545,091.11)	(78,401.30)	629,645.11	644.67		

Fund 248 - Downtown Development Authority
 Revenues

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BUDGET USED
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
248-000-402.000	PROPERTY TAXES	62,955.00	0.00	0.00	62,955.00	0.00
248-000-405.000	DEL'Q PERSONAL PROPERTY	200.00	156.20	27.40	43.80	78.10
248-000-410.000	PERSONAL PROPERTY TAXES	5,277.00	0.00	0.00	5,277.00	0.00
248-000-667.300	OVER THE ROAD BANNER	300.00	150.00	0.00	150.00	50.00
248-000-677.000	REIMBURSEMENTS	9,000.00	5,121.05	0.00	3,878.95	56.90
Total Dept 000		77,732.00	5,427.25	27.40	72,304.75	6.98

TOTAL REVENUES		77,732.00	5,427.25	27.40	72,304.75	6.98
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Expenditures

Dept 000	WAGES FULL-TIME HOURLY	1,800.00	596.90	322.08	1,203.10	33.16
248-000-704.100	WAGES PART-TIME HOURLY	200.00	0.00	0.00	200.00	0.00
248-000-705.000	WAGES OVERTIME	150.00	73.61	0.00	76.39	49.07
248-000-710.000	FICA EMPLOYER CONTRIBUTION	164.00	48.38	23.17	115.62	29.50
248-000-715.000	HEALTH SAVINGS ACCOUNT	0.00	37.32	2.99	(37.32)	100.00
248-000-716.050	PENSION EMPLOYER CONTRIBUTION	215.00	73.76	35.43	141.24	34.31
248-000-718.000	WORKMEN'S COMP	70.00	14.11	6.89	55.89	20.16
248-000-719.000	OPERATING SUPPLIES	200.00	0.00	0.00	200.00	0.00
248-000-740.000	AUDIT	265.00	255.00	0.00	10.00	96.23
248-000-803.000	PROFESSIONAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
248-000-817.000	LEGAL NOTICES	500.00	0.00	0.00	500.00	0.00
248-000-900.100	PUBLICATIONS	500.00	74.40	74.40	425.60	14.88
248-000-910.000	INSURANCE GENERAL LIABILITY	3,000.00	2,757.00	10.00	243.00	91.90
248-000-920.000	UTILITIES	6,000.00	3,333.20	603.60	2,666.80	55.55
248-000-930.000	REPAIRS/MAINTENANCE	11,000.00	7,577.74	0.00	3,422.26	68.89
248-000-940.100	EQUIPMENT RENTAL	500.00	636.44	0.00	(136.44)	127.29
248-000-991.500	PRINCIPAL - STREETLIGHT BONDS	70,000.00	70,000.00	0.00	0.00	100.00
248-000-995.100	INTEREST BONDS	6,994.00	6,978.31	3,010.56	15.69	99.78
Total Dept 000		102,558.00	92,456.17	4,089.12	10,101.83	90.15

TOTAL EXPENDITURES		102,558.00 <th>92,456.17 <th>4,089.12 <th>10,101.83 <th>90.15 </th></th></th></th>	92,456.17 <th>4,089.12 <th>10,101.83 <th>90.15 </th></th></th>	4,089.12 <th>10,101.83 <th>90.15 </th></th>	10,101.83 <th>90.15 </th>	90.15
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Fund 248 - Downtown Development Authority:	TOTAL REVENUES	77,732.00	5,427.25	27.40	72,304.75	6.98
	TOTAL EXPENDITURES	102,558.00	92,456.17	4,089.12	10,101.83	90.15
	NET OF REVENUES & EXPENDITURES	(24,826.00)	(87,028.92)	(4,061.72)	62,202.92	350.56

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP
 PERIOD ENDING 01/31/2017
 & Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR		AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		MONTH 01/31/2017 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 508 - PARKS & RECREATION								
Revenues								
Dept 000								
508-000-566.000	GRANT	109,700.00	46,200.00	39,700.00	63,500.00	42.11		
508-000-640.763	PROGRAM FEES SOCCER	19,000.00	18,765.00	710.00	235.00	98.76		
508-000-640.754	PROGRAM FEES YOUTH SOFTBALL	4,000.00	234.00	0.00	3,766.00	5.85		
508-000-640.755	PROGRAM FEES ADULT SOFTBALL	12,000.00	5,470.00	0.00	6,530.00	45.58		
508-000-640.756	PROGRAM FEES CLINICS	10,600.00	7,743.50	0.00	2,856.50	73.05		
508-000-640.757	PROGRAM FEES BASKETBALL	8,000.00	5,860.00	2,115.00	2,140.00	73.25		
508-000-640.758	PROGRAM FEES ARCHERY	7,000.00	5,367.00	2,367.00	76.67	140.43		
508-000-640.759	PROGRAM FEES VOLLEYBALL	3,500.00	4,915.00	60.00	(1,415.00)	23.63		
508-000-640.770	5K RUN/WALK	4,000.00	945.00	0.00	3,055.00	38.57		
508-000-645.000	PROGRAM FEES FLAG FOOTBALL	3,150.00	1,215.00	0.00	1,935.00	78.02		
508-000-647.000	DAY CAMP	24,000.00	18,725.00	0.00	5,275.00	105.20		
508-000-648.000	TRAMPOLINE	23,000.00	24,196.60	0.00	(1,196.60)	86.81		
508-000-649.000	SALES	21,000.00	18,229.50	0.00	2,770.50	50.57		
508-000-650.000	SALES	700.00	354.00	0.00	346.00	100.00		
508-000-652.000	CONCESSIONS	0.00	3,869.30	0.00	(3,869.30)	100.00		
508-000-667.000	NSF CHECK FEE	0.00	(7.00)	0.00	7.00	67.83		
508-000-671.000	PAVILLION RENTAL	6,000.00	4,070.00	1,500.00	1,930.00	100.00		
508-000-673.000	MISCELLANEOUS	0.00	2,496.72	0.00	(2,496.72)	100.00		
508-000-675.000	SALE OF ASSETS/INVENTORY	2,200.00	0.00	0.00	2,200.00	0.00		
508-000-677.000	DONATIONS/CONTRIBUTION	124,169.00	2,333.92	0.00	121,835.08	1.88		
508-000-687.000	REIMBURSEMENTS	0.00	0.70	0.00	(0.70)	100.00		
508-000-699.101	REFUNDS/REBATES	0.00	1,835.82	0.00	(1,835.82)	100.00		
508-000-699.101	TRANSFR FROM GENERAL FUND	312,869.00	312,869.00	0.00	0.00	100.00		
508-000-699.974	TRANS FROM GEN'L FUND CAP IMP	143,000.00	143,000.00	0.00	0.00	100.00		
Total Dept 000		837,888.00	628,688.06	49,942.00	209,199.94	75.03		
TOTAL REVENUES								
		837,888.00	628,688.06	49,942.00	209,199.94	75.03		
Expenditures								
Dept 752-ADMINISTRATION								
508-752-702.000	SALARY ELECTED OFFICIALS	1,700.00	1,220.00	0.00	480.00	71.76		
508-752-704.000	SALARIES FULL-TIME	66,656.00	52,807.07	5,178.15	13,848.93	79.22		
508-752-704.050	SALARIES FULL-TIME ASSISTANT	11,146.00	9,135.68	985.96	2,010.32	81.96		
508-752-704.250	SALARY-STIPEND DEGREE	1,500.00	1,176.88	115.38	323.12	78.46		
508-752-704.400	SICK DAY PAY OFF	1,240.00	2,038.90	2,038.90	(788.90)	164.43		
508-752-705.000	WAGES PAFT-TIME HOURLY	24,000.00	20,277.83	1,383.09	84.49	84.49		
508-752-715.000	FICA EMPLOYER CONTRIBUTION	8,128.00	6,301.40	560.92	1,826.60	77.53		
508-752-716.050	HEALTH INSURANCE	19,116.00	14,142.00	2,628.78	4,974.00	73.98		
508-752-716.100	HEALTH SAVINGS ACCOUNT	3,115.00	14,142.00	62.23	57.15	98.17		
508-752-716.200	VISION/SHORT TERM DISAB/LIFE	1,344.00	868.74	89.33	475.26	64.64		
508-752-716.300	DENTAL INSURANCE	2,190.00	2,038.48	182.31	151.52	93.08		
508-752-718.000	INSURANCE LONG TERM DISABILIT	201.00	214.24	19.29	(13.24)	106.59		
508-752-719.000	PENSION EMPLOYER CONTRIBUTION	8,860.00	7,167.33	915.01	1,668.44	93.95		
508-752-719.003	WORKMEN'S COMP	1,400.00	1,309.65	142.41	90.35	93.55		
508-752-740.000	OPERATING SUPPLIES	3,500.00	1,831.56	86.00	1,668.44	52.33		
508-752-800.000	ADMINISTRATION FEE	9,575.00	0.00	0.00	9,575.00	0.00		
508-752-803.000	AUDIT	425.00	481.00	0.00	(56.00)	113.18		
508-752-804.000	MEMBERSHIP & DUES	710.00	779.80	565.00	(69.80)	109.83		
508-752-817.000	PROFESSIONAL SERVICES	1,250.00	133.21	0.00	1,116.79	10.66		
508-752-900.000	LEGAL NOTICES	100.00	0.00	0.00	100.00	0.00		
508-752-901.000	PRINTING & PUBLISHING	100.00	0.00	0.00	100.00	0.00		
508-752-960.000	EDUCATION & TRAINING	3,050.00	1,386.93	814.32	1,663.07	45.47		

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 508 - PARKS & RECREATION Expenditures							
Total Dept 752-ADMINISTRATION		169,306.00		126,368.55	15,767.08	42,937.45	74.64
Dept 756-FACILITY ACQUISITION/CONSTRUC							
508-756-974.500	CAP IMPROVEMENT THOMAS TRAIL	0.00		17,728.52	11,887.82	(17,728.52)	100.00
508-756-974.525	CAPITAL IMPROVEMENTS ROETHKE	110,000.00		140,685.35	0.00	(30,685.35)	127.90
508-756-974.550	CAPITAL IMPROVEMENTS ROBERTS	100,000.00		81,710.93	7,944.00	18,289.07	81.71
508-756-974.575	CAPITAL IMP. WILDLIFE PRESERV	0.00		2,892.50	0.00	(2,892.50)	100.00
Total Dept 756-FACILITY ACQUISITION/CONSTRUC		210,000.00		243,017.30	19,831.82	(33,017.30)	115.72
Dept 761-SWIM PROGRAMS							
508-761-705.000	WAGES PART-TIME HOURLY	17,500.00		17,072.95	0.00	427.05	97.56
508-761-715.000	FICA EMPLOYER CONTRIBUTION	1,300.00		1,306.09	0.00	(6.09)	100.47
508-761-719.000	WORKMEN'S COMP	200.00		233.35	0.00	(33.35)	116.68
508-761-740.000	OPERATING SUPPLIES	1,500.00		1,557.98	0.00	(57.98)	103.87
508-761-930.000	REPAIRS/MAINTENANCE	5,100.00		3,660.97	0.00	1,439.03	71.78
Total Dept 761-SWIM PROGRAMS		25,600.00		23,831.34	0.00	1,768.66	93.09
Dept 762-SENIOR CITIZENS PROGRAMS							
508-762-740.000	OPERATING SUPPLIES	3,000.00		1,613.26	261.72	1,386.74	53.78
Total Dept 762-SENIOR CITIZENS PROGRAMS		3,000.00		1,613.26	261.72	1,386.74	53.78
Dept 763-SOCCER							
508-763-705.000	WAGES PART-TIME HOURLY	4,100.00		4,869.25	0.00	(769.25)	118.76
508-763-715.000	FICA EMPLOYER CONTRIBUTION	310.00		365.47	0.00	(55.47)	117.89
508-763-719.000	WORKMEN'S COMP	87.00		84.46	0.00	2.54	97.08
508-763-740.000	OPERATING SUPPLIES	1,500.00		1,045.25	0.00	454.75	69.68
508-763-740.300	OPERATING SUPPLIES T-SHIRTS	2,500.00		1,875.88	0.00	624.12	75.04
508-763-740.675	SUPPLIES-CONCESSIONS	0.00		1,636.17	0.00	(1,636.17)	100.00
508-763-740.700	OPERATING SUPPLIES-NON PERISH	0.00		208.32	0.00	(208.32)	100.00
Total Dept 763-SOCCER		8,497.00		10,084.80	0.00	(1,587.80)	118.69
Dept 764-YOUTH SOFTBALL							
508-764-705.000	WAGES PART-TIME HOURLY	1,800.00		1,821.89	0.00	(21.89)	101.22
508-764-715.000	FICA EMPLOYER CONTRIBUTION	132.00		70.96	0.00	61.04	53.76
508-764-719.000	WORKMEN'S COMP	36.00		30.72	0.00	5.28	85.33
508-764-740.000	OPERATING SUPPLIES	1,500.00		21.98	0.00	1,478.02	1.47
508-764-740.300	OPERATING SUPPLIES T-SHIRTS	1,000.00		1,149.30	0.00	(149.30)	114.93
Total Dept 764-YOUTH SOFTBALL		4,468.00		3,094.85	0.00	1,373.15	69.27
Dept 765-ADULT SOFTBALL							
508-765-705.000	WAGES PART-TIME HOURLY	300.00		367.90	0.00	(67.90)	122.63
508-765-715.000	FICA EMPLOYER CONTRIBUTION	23.00		27.30	0.00	(4.30)	118.70
508-765-719.000	WORKMEN'S COMP	7.00		6.41	0.00	0.59	91.57
508-765-740.000	OPERATING SUPPLIES	2,000.00		2,562.82	0.00	(562.82)	128.14
508-765-740.300	OPERATING SUPPLIES T-SHIRTS	350.00		177.10	0.00	172.90	50.60

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2017 (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BGT USED
Fund 508 - PARKS & RECREATION						
Expenditures						
508-765-810.000	CONTRACTED SERVICES	7,500.00	5,505.00	0.00	1,995.00	73.40
Total Dept 765-ADULT SOFTBALL		10,180.00	8,646.53	0.00	1,533.47	84.94
Dept 766-YOUTH CLINICS/FLOOR HOCKEY						
508-766-705.000	WAGES PART-TIME HOURLY	7,600.00	896.53	319.92	6,703.47	11.80
508-766-715.000	FICA EMPLOYER CONTRIBUTION	153.00	68.51	24.40	84.49	44.78
508-766-719.000	WORKMEN'S COMP	80.00	14.76	4.84	65.24	18.45
508-766-740.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
508-766-740.300	OPERATING SUPPLIES T-SHIRTS	500.00	326.70	326.70	173.30	65.34
508-766-819.000	CONTRACT SWAN VALLEY SCHOOLS	1,100.00	840.00	0.00	260.00	76.36
Total Dept 766-YOUTH CLINICS/FLOOR HOCKEY		10,433.00	2,146.50	675.86	8,286.50	20.57
Dept 767-BASKETBALL						
508-767-705.000	WAGES PART-TIME HOURLY	2,800.00	114.16	133.03	2,685.84	4.08
508-767-715.000	FICA EMPLOYER CONTRIBUTION	180.00	8.72	10.16	171.28	4.84
508-767-719.000	WORKMEN'S COMP	82.00	2.14	2.42	79.86	2.61
508-767-740.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
508-767-740.300	OPERATING SUPPLIES T-SHIRTS	960.00	885.70	885.70	74.30	92.26
508-767-819.000	CONTRACT SWAN VALLEY SCHOOLS	2,600.00	1,190.00	0.00	1,410.00	45.77
Total Dept 767-BASKETBALL		7,622.00	2,200.72	1,031.31	5,421.28	28.87
Dept 768-ARCHERY						
508-768-705.000	WAGES PART-TIME HOURLY	1,900.00	468.04	79.47	1,431.96	24.63
508-768-715.000	FICA EMPLOYER CONTRIBUTION	150.00	35.81	6.08	114.19	23.87
508-768-719.000	WORKMEN'S COMP	50.00	7.40	0.66	42.60	14.80
508-768-740.000	OPERATING SUPPLIES	1,800.00	722.51	320.34	1,077.49	40.14
508-768-740.300	OPERATING SUPPLIES T-SHIRTS	1,800.00	1,402.95	1,007.00	397.05	77.94
Total Dept 768-ARCHERY		5,700.00	2,636.71	1,413.55	3,063.29	46.26
Dept 769-VOLLEYBALL						
508-769-705.000	WAGES PART-TIME HOURLY	2,500.00	1,308.40	0.00	1,191.60	52.34
508-769-715.000	FICA EMPLOYER CONTRIBUTION	198.00	100.06	0.00	97.94	50.54
508-769-719.000	WORKMEN'S COMP	150.00	23.39	0.00	126.61	15.59
508-769-740.000	OPERATING SUPPLIES	100.00	277.41	0.00	(177.41)	277.41
508-769-819.000	CONTRACT SWAN VALLEY SCHOOLS	1,200.00	735.00	0.00	465.00	61.25
Total Dept 769-VOLLEYBALL		4,148.00	2,444.26	0.00	1,703.74	58.93
Dept 770-OPERATIONS & MAINTENANCE						
508-770-704.100	WAGES FULL-TIME HOURLY	5,000.00	1,002.07	391.98	3,997.93	20.04
508-770-705.000	WAGES PART-TIME HOURLY	41,000.00	39,798.40	349.00	1,201.60	97.07
508-770-712.000	WAGES JANITORIAL	1,600.00	1,224.31	105.68	375.69	76.52
508-770-715.000	FICA EMPLOYER CONTRIBUTION	3,412.00	3,209.68	62.98	202.32	94.07
508-770-716.050	HEALTH SAVINGS ACCOUNT	20.00	15.32	2.07	4.68	76.60
508-770-718.000	PENSION EMPLOYER CONTRIBUTION	700.00	110.24	43.12	589.76	15.75
508-770-719.000	WORKMEN'S COMP	1,000.00	1,027.93	13.60	(27.93)	102.79
508-770-740.000	OPERATING SUPPLIES	1,200.00	3,620.59	78.28	(2,420.59)	301.72

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
			NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	
Fund 508 - PARKS & RECREATION						
Expenditures						
508-770-810.000	CONTRACTED SERVICES	16,000.00	18,800.04	0.00	(2,800.04)	117.50
508-770-850.000	TELEPHONE	1,200.00	900.24	198.86	299.76	75.02
508-770-850.100	WIRELESS COMMUNICATIONS	500.00	500.89	298.56	(0.89)	100.18
508-770-910.000	INSURANCE GENERAL LIABILITY	8,031.00	9,193.43	0.00	(1,162.43)	114.47
508-770-920.000	UTILITIES	14,280.00	14,663.75	2,868.26	(383.75)	102.69
508-770-930.000	REPAIRS/MAINTENANCE	50,000.00	49,312.30	1,261.29	687.70	98.62
508-770-938.000	VEHICLE EXPENSE	6,000.00	3,272.35	13.27	2,727.65	54.54
508-770-938.100	GAS & DIESEL FUEL	7,000.00	4,065.38	110.29	2,934.62	58.08
508-770-940.000	PORTABLE TOILET RENTAL	1,500.00	1,257.13	0.00	242.87	83.81
508-770-940.100	EQUIPMENT RENTAL	3,000.00	577.94	209.04	2,422.06	19.26
Total Dept 770-OPERATIONS & MAINTENANCE		161,443.00	152,551.99	6,006.28	8,891.01	94.49
Dept 771-FLAG FOOTBALL						
508-771-705.000	WAGES PART-TIME HOURLY	1,500.00	882.69	0.00	617.31	58.85
508-771-715.000	FICA EMPLOYER CONTRIBUTION	130.00	62.48	0.00	67.52	48.06
508-771-719.000	WORKMEN'S COMP	33.00	14.40	0.00	18.60	43.64
508-771-740.000	OPERATING SUPPLIES	1,000.00	161.70	0.00	838.30	16.17
Total Dept 771-FLAG FOOTBALL		2,663.00	1,121.27	0.00	1,541.73	42.11
Dept 774-SPECIAL EVENTS						
508-774-705.000	WAGES PART-TIME HOURLY	4,500.00	5,011.31	0.00	(511.31)	111.36
508-774-715.000	FICA EMPLOYER CONTRIBUTION	342.00	376.91	0.00	(34.91)	110.21
508-774-719.000	WORKMEN'S COMP	81.00	77.86	0.00	3.14	96.12
508-774-740.000	OPERATING SUPPLIES	9,000.00	9,132.99	797.10	(132.99)	101.48
508-774-740.150	OPERATING 5K RUN/WALK	3,000.00	2,394.73	0.00	605.27	79.82
508-774-810.000	CONTRACTED SERVICES	3,500.00	3,770.25	0.00	(270.25)	107.72
508-774-817.000	PROFESSIONAL SERVICES	8,000.00	6,725.00	0.00	1,275.00	84.06
508-774-901.000	PRINTING & PUBLISHING	1,300.00	1,888.57	560.00	(588.57)	145.27
Total Dept 774-SPECIAL EVENTS		29,723.00	29,377.62	1,357.10	345.38	98.84
Dept 775-DAY CAMP						
508-775-705.000	WAGES PART-TIME HOURLY	13,500.00	12,676.47	0.00	823.53	93.90
508-775-715.000	FICA EMPLOYER CONTRIBUTION	1,000.00	969.74	0.00	30.26	96.97
508-775-719.000	WORKMEN'S COMP	400.00	229.00	0.00	171.00	57.25
508-775-740.000	OPERATING SUPPLIES	2,000.00	880.62	0.00	1,119.38	44.03
508-775-831.000	FIELD TRIPS	3,000.00	2,316.50	0.00	683.50	77.22
508-775-901.000	PRINTING & PUBLISHING	800.00	0.00	0.00	800.00	0.00
Total Dept 775-DAY CAMP		20,700.00	17,072.33	0.00	3,627.67	82.48
Dept 776-TRAIN						
508-776-705.000	WAGES PART-TIME HOURLY	700.00	519.42	26.49	180.58	74.20
508-776-715.000	FICA EMPLOYER CONTRIBUTION	60.00	39.73	2.02	20.27	66.22
508-776-719.000	WORKMEN'S COMP	10.00	9.41	0.48	94.10	66.22
508-776-930.000	REPAIRS/MAINTENANCE	2,500.00	1,493.05	0.00	1,006.95	59.72
508-776-938.100	GAS & DIESEL FUEL	600.00	301.44	26.47	298.56	50.24
Total Dept 776-TRAIN		3,870.00	2,363.05	55.46	1,506.95	61.06

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

GL NUMBER DESCRIPTION
 Fund 508 - PARKS & RECREATION
 Expenditures

2016-17 AMENDED BUDGET NORMAL (ABNORMAL) INCREASE (DECREASE) YTD BALANCE 01/31/2017 MONTH 01/31/2017 ACTIVITY FOR NORMAL (ABNORMAL) AVAILABLE BALANCE \$ BDT USED

TOTAL EXPENDITURES 677,353.00 628,571.08 46,400.18 48,781.92 92.80

Fund 508 - PARKS & RECREATION:
 TOTAL REVENUES 837,888.00 628,688.06 49,942.00 209,199.94 75.03
 TOTAL EXPENDITURES 677,353.00 628,571.08 46,400.18 48,781.92 92.80
 NET OF REVENUES & EXPENDITURES 160,535.00 116.98 3,541.82 160,418.02 0.07

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-450.000	LICENSE & PERMITS	100.00	20.00	0.00	80.00	20.00
590-000-608.000	USAGE	1,183,610.00	907,965.09	62,312.93	275,644.91	76.71
590-000-608.200	CAPACITY FEE	15,000.00	21,000.00	1,750.00	(6,000.00)	140.00
590-000-608.400	READY TO SERVE	250,000.00	208,380.67	21,348.00	41,619.33	83.35
590-000-659.000	PENALTY	10,100.00	8,258.16	1,091.05	1,841.84	81.76
590-000-665.000	INTEREST EARNED	3,700.00	1,670.11	43.50	2,029.89	45.14
590-000-667.100	EQUIPMENT RENTAL	2,500.00	3,744.94	1,969.92	(1,244.94)	149.80
590-000-672.200	STAR ROAD SPECIAL ASSESSMENT	9,000.00	0.00	0.00	9,000.00	0.00
590-000-676.000	REFUNDS-REBATES	0.00	0.10	0.00	(0.10)	100.00
590-000-680.000	REIMBURSEMENT	0.00	563.40	0.00	(563.40)	100.00
Total Dept 000		1,474,010.00	1,151,602.47	88,515.40	322,407.53	78.13
TOTAL REVENUES		1,474,010.00	1,151,602.47	88,515.40	322,407.53	78.13

EXPENDITURES	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Dept 536-ADMINISTRATION						
590-536-704.000	SALARIES FULL-TIME	36,924.00	28,964.94	2,840.29	7,959.06	78.44
590-536-704.200	WAGES FULL-TIME CLERICAL	15,144.00	11,918.54	1,158.50	3,225.46	78.70
590-536-704.400	SICK DAY PAY OFF	1,025.00	940.83	940.83	84.17	91.79
590-536-705.000	WAGES PART-TIME HOURLY	8,400.00	6,412.79	626.59	1,987.21	76.34
590-536-715.000	FICA EMPLOYER CONTRIBUTION	4,704.00	3,431.37	336.52	1,272.63	72.95
590-536-716.000	HEALTH INSURANCE	13,810.00	11,668.26	2,159.17	2,141.74	84.49
590-536-716.050	HEALTH SAVINGS ACCOUNT	2,325.00	2,644.55	39.86	(319.55)	113.74
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	747.00	613.10	71.34	133.90	82.07
590-536-716.200	DENTAL INSURANCE	1,350.00	1,589.44	144.34	(239.44)	117.74
590-536-716.300	INSURANCE LONG TERM DISABILITY	155.00	146.40	13.31	8.60	94.45
590-536-718.000	PENSION EMPLOYER CONTRIBUTION	5,840.00	4,600.77	543.37	1,239.23	78.78
590-536-719.000	WORKMEN'S COMP	686.00	339.42	73.48	346.58	49.48
590-536-740.000	OPERATING SUPPLIES	4,000.00	1,175.08	0.00	2,824.92	29.38
590-536-745.000	OPERATING SUPPLIES OFFICE EQU	12,977.00	14,362.12	12,177.00	(1,185.12)	110.67
590-536-800.000	ADMINISTRATION FEE	93,917.00	0.00	0.00	93,917.00	0.00
590-536-802.000	LEGAL SERVICES	800.00	40.00	0.00	760.00	5.00
590-536-803.000	AUDIT	1,050.00	1,015.00	0.00	35.00	96.67
590-536-804.000	MEMBERSHIP & DUES	2,753.00	2,000.00	2,000.00	753.00	72.65
590-536-810.000	CONTRACTED SERVICES	100.00	338.76	0.00	(238.76)	338.76
590-536-817.000	PROFESSIONAL SERVICES	300.00	0.00	0.00	300.00	0.00
590-536-900.000	LEGAL NOTICES	0.00	39.69	0.00	(39.69)	100.00
590-536-960.000	EDUCATION & TRAINING	1,000.00	95.00	0.00	905.00	9.50
Total Dept 536-ADMINISTRATION		208,007.00	92,336.06	23,124.60	115,670.94	44.39

DEPT 540-OPERATIONS & MAINTENANCE	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
590-540-704.100	WAGES FULL-TIME HOURLY	83,000.00	77,296.15	7,280.14	5,703.85	93.13
590-540-704.600	WAGES PAGERS	1,250.00	1,268.64	312.51	(18.64)	101.49
590-540-705.000	WAGES PART-TIME HOURLY	23,450.00	18,085.31	1,180.31	5,364.50	77.12
590-540-710.000	WAGES OVERTIME	8,000.00	3,100.96	174.43	4,899.04	38.76
590-540-715.000	FICA EMPLOYER CONTRIBUTION	8,851.00	7,248.45	639.30	1,602.55	81.89
590-540-716.000	HEALTH INSURANCE	26,514.00	18,310.95	3,516.39	8,203.05	69.06
590-540-716.050	HEALTH SAVINGS ACCOUNT	4,680.00	4,554.78	73.40	125.22	97.32
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,244.00	1,159.26	130.35	84.74	93.19
590-540-716.200	DENTAL INSURANCE	1,340.00	2,231.88	273.81	(891.88)	166.56
590-540-716.300	INSURANCE LONG TERM DISABILITY	312.00	277.51	25.23	34.49	88.95

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	01/31/2017	NORMAL (ABNORMAL)	MONTH 01/31/2017	INCREASE (DECREASE)	BALANCE	NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND										
Expenditures										
590-540-713.000	PENSION EMPLOYER CONTRIBUTION	9,268.00	8,983.33	854.38	284.67	96.93				
590-540-719.000	WORKMEN'S COMP	1,751.00	1,940.74	112.45	(189.74)	110.84				
590-540-740.000	OPERATING SUPPLIES	2,244.00	3,961.55	132.51	(1,717.55)	176.54				
590-540-742.000	UNIFORMS	2,778.00	2,319.98	829.25	458.02	83.51				
590-540-810.000	CONTRACTED SERVICES	750.00	789.94	0.00	(39.94)	105.33				
590-540-817.000	PROFESSIONAL SERVICES	50,000.00	30,355.96	9,452.53	19,644.04	60.71				
590-540-836.000	EMPLOYMENT PHYSICALS	250.00	37.50	0.00	212.50	15.00				
590-540-850.000	TELEPHONE	6,686.00	2,548.95	459.84	4,137.05	38.12				
590-540-850.100	WIRELESS COMMUNICATIONS	1,561.00	978.85	199.34	582.15	62.71				
590-540-910.000	INSURANCE GENERAL LIABILITY	22,377.00	15,721.79	0.00	6,655.21	70.26				
590-540-920.000	UTILITIES	61,417.00	54,648.39	13,002.68	6,768.61	88.98				
590-540-922.000	SEWAGE TREATMENT FEES	461,929.00	301,503.13	0.00	160,425.87	65.27				
590-540-930.000	REPAIRS/MAINTENANCE	73,500.00	65,920.68	10,095.34	7,579.32	89.69				
590-540-932.000	MISS DIG SERVICES	465.00	479.80	0.00	(14.80)	103.18				
590-540-936.000	MAINTENANCE AGREEMENTS	12,666.00	10,432.28	0.00	2,233.72	82.36				
590-540-938.000	VEHICLE EXPENSE	8,415.00	6,153.61	4,115.01	2,261.39	73.13				
590-540-938.100	GAS & DIESEL FUEL	14,790.00	6,629.76	675.94	8,160.24	44.83				
590-540-939.000	CONTRACTED CONNECTIONS	3,060.00	0.00	0.00	3,060.00	0.00				
590-540-956.000	MISCELLANEOUS	100.00	32.50	0.00	67.50	32.50				
590-540-960.000	EDUCATION & TRAINING	700.00	478.80	170.00	221.20	68.40				
590-540-968.000	DEPRECIATION	385,148.00	0.00	0.00	385,148.00	0.00				
Total Dept 540-OPERATIONS & MAINTENANCE		1,278,496.00	647,451.62	53,705.11	631,044.38	50.64				
Dept 900-CAPITAL CONTROL										
590-900-97C.000	CAPITAL OUTLAY	23,500.00	18,516.25	0.00	4,983.75	78.79				
590-900-974.000	CAPITAL IMPROVEMENTS	294,500.00	244,373.47	317.44	50,126.53	82.98				
Total Dept 900-CAPITAL CONTROL		318,000.00	262,889.72	317.44	55,110.28	82.67				
TOTAL EXPENDITURES										
Fund 590 - SEWER FUND:		1,804,503.00	1,002,677.40	77,147.15	801,825.60	55.57				
TOTAL REVENUES										
TOTAL EXPENDITURES		1,474,010.00	1,151,602.47	88,515.40	322,407.53	78.13				
NET OF REVENUES & EXPENDITURES		1,804,503.00	1,002,677.40	77,147.15	801,825.60	55.57				
		(330,493.00)	148,925.07	11,368.25	(479,418.07)	45.06				

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2016-17	YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BGDY USED
Fund 591 - WATER FUND							
Revenues							
Dept 000	USAGE	2,190,000.00	1,920,710.51	50,695.92	269,289.49	87.70	
591-000-608.100	ADMINISTRATION FEE	500.00	0.00	0.00	500.00	0.00	
591-000-608.200	CAPACITY FEE	10,000.00	21,385.00	1,250.00	(11,385.00)	213.85	
591-000-608.400	READY TO SERVE	330,432.00	417,753.36	20,704.73	(87,321.36)	126.43	
591-000-609.000	TURN ON/TURN OFF	4,800.00	2,792.00	144.00	2,008.00	58.17	
591-000-610.000	CONNECTIONS	10,000.00	38,903.48	1,970.00	(28,903.48)	389.03	
591-000-611.000	CONSTRUCTION REIMBURSEMENT	400.00	3,117.80	0.00	(2,717.80)	779.45	
591-000-652.000	NSF CHECK FEE	300.00	163.00	(7.00)	137.00	54.33	
591-000-659.000	PENALTY	9,040.00	13,933.26	871.62	(4,893.26)	154.13	
591-000-665.000	INTEREST EARNED	1,500.00	3,527.14	698.99	(2,027.14)	235.14	
591-000-667.100	EQUIPMENT RENTAL	5,000.00	3,744.96	1,969.93	1,255.04	74.90	
591-000-680.000	REIMBURSEMENT	0.00	5,067.74	0.00	(5,067.74)	100.00	
591-000-693.000	MISCELLANEOUS	0.00	442.98	157.70	(442.98)	100.00	
591-000-694.000	CASH OVER/SHORT	0.00	20.67	0.00	(20.67)	100.00	
591-000-695.000	REFUNDS/REIMBURSEMENTS	0.00	5,635.21	0.00	(5,635.21)	100.00	
Total Dept 000		2,561,972.00	2,437,197.11	78,455.89	124,774.89	95.13	
TOTAL REVENUES							
		2,561,972.00	2,437,197.11	78,455.89	124,774.89	95.13	
Expenditures							
Dept 536-ADMINISTRATION							
591-536-704.000	SALARIES FULL-TIME	36,924.00	28,964.61	2,840.16	7,959.39	78.44	
591-536-704.200	WAGES FULL-TIME CLERICAL	15,144.00	11,716.92	1,158.35	3,427.08	77.37	
591-536-704.400	SICK DAY PAY OFF	1,025.00	0.00	0.00	1,025.00	0.00	
591-536-705.000	WAGES PART-TIME HOURLY	8,400.00	6,412.57	626.53	1,987.43	76.34	
591-536-715.000	FICA EMPLOYER CONTRIBUTION	4,704.00	3,376.69	295.14	1,327.31	71.78	
591-536-716.000	HEALTH INSURANCE	12,530.00	11,668.27	2,159.17	861.73	93.12	
591-536-716.050	HEALTH SAVINGS ACCOUNT	2,325.00	2,065.00	34.18	259.95	88.82	
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	747.00	641.56	71.34	105.44	85.88	
591-536-716.200	DENTAL INSURANCE	1,350.00	1,589.45	144.34	(239.45)	117.74	
591-536-716.300	INSURANCE LONG TERM DISABILIT	161.00	146.40	13.31	14.60	90.93	
591-536-718.000	PENSION EMPLOYER CONTRIBUTION	5,840.00	4,474.92	439.84	1,365.08	76.63	
591-536-719.000	WORKMEN'S COMP	532.00	490.70	56.38	41.30	92.24	
591-536-740.000	OPERATING SUPPLIES	4,000.00	1,132.10	53.86	2,867.90	28.30	
591-536-745.000	OPERATING SUPPLIES OFFICE EQU	12,177.00	14,362.13	12,177.00	(2,185.13)	117.94	
591-536-800.000	ADMINISTRATION FEE	93,917.00	0.00	0.00	93,917.00	0.00	
591-536-802.000	LEGAL SERVICES	800.00	40.00	0.00	760.00	5.00	
591-536-803.000	AUDIT	1,050.00	1,015.00	0.00	35.00	96.67	
591-536-804.000	MEMBERSHIP & DUES	7,941.00	7,669.20	2,000.00	271.80	96.58	
591-536-810.000	CONTRACTED SERVICES	2,390.00	338.76	0.00	2,051.24	14.17	
591-536-900.000	LEGAL NOTICES	306.00	39.69	0.00	266.31	12.97	
591-536-901.000	PRINTING & PUBLISHING	2,081.00	0.00	0.00	2,081.00	0.00	
591-536-960.000	EDUCATION & TRAINING	750.00	205.00	0.00	545.00	27.33	
Total Dept 536-ADMINISTRATION		215,094.00	96,349.02	22,069.60	118,744.98	44.79	
Dept 540-OPERATIONS & MAINTENANCE							
591-540-704.100	WAGES FULL-TIME HOURLY	123,116.00	77,287.93	7,309.72	45,828.07	62.78	
591-540-704.400	SICK DAY PAY OFF	0.00	949.70	949.70	(949.70)	100.00	
591-540-704.600	WAGES PAGERS	1,250.00	1,249.99	312.49	0.01	100.00	
591-540-705.000	WAGES PART-TIME HOURLY	23,450.00	18,834.77	1,426.28	4,615.23	80.32	
591-540-710.000	WAGES OVERTIME	4,100.00	1,612.72	146.89	2,487.28	39.33	

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017		AVAILABLE BALANCE	% BDCST USBD
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 591 - WATER FUND								
Expenditures								
591-540-715.000	FICA EMPLOYER CONTRIBUTION	16,711.00	7,229.18	699.58	9,481.82	43.26		
591-540-716.000	HEALTH INSURANCE	26,514.00	18,310.94	3,516.39	8,203.06	69.06		
591-540-716.050	HEALTH SAVINGS ACCOUNT	4,981.00	4,635.91	79.91	345.09	93.07		
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,300.00	1,159.26	130.35	140.74	89.17		
591-540-716.200	DENTAL INSURANCE	2,340.00	2,231.90	273.81	108.10	95.38		
591-540-716.300	INSURANCE LONG TERM DISABILIT	355.00	277.51	25.23	77.49	78.17		
591-540-718.000	PENSION EMPLOYER CONTRIBUTION	14,131.00	8,920.89	959.04	5,210.11	63.13		
591-540-719.000	WORKMEN'S COMP	2,378.00	2,902.50	167.40	(524.50)	122.06		
591-540-740.000	OPERATING SUPPLIES	2,500.00	3,927.69	132.51	157.11	157.11		
591-540-742.000	UNIFORMS	2,778.00	2,319.97	829.24	488.03	83.51		
591-540-810.000	CONTRACTED SERVICES	3,800.00	3,239.94	500.00	560.06	85.26		
591-540-817.000	PROFESSIONAL SERVICES	60,220.00	2,598.75	500.00	57,621.25	4.32		
591-540-836.000	EMPLOYMENT PHYSICALS	225.00	37.50	0.00	187.50	16.67		
591-540-850.000	TELEPHONE	1,540.00	1,346.90	169.97	193.10	87.46		
591-540-850.100	WIRELESS COMMUNICATIONS	1,100.00	978.84	199.34	121.16	88.99		
591-540-910.000	INSURANCE GENERAL LIABILITY	17,392.00	16,779.69	0.00	612.31	96.48		
591-540-920.000	UTILITIES	16,320.00	11,599.61	1,855.59	4,720.39	71.08		
591-540-927.000	PURCHASING WATER	1,670,515.00	1,443,563.90	117,288.16	226,951.10	86.41		
591-540-927.100	READINESS TO SERVE CITY OF SA	799,019.00	567,919.44	75,394.98	231,099.56	71.08		
591-540-930.000	REPAIRS/MAINTENANCE	81,600.00	20,987.87	2,792.01	60,612.13	25.72		
591-540-930.300	WATER METER REPLACEMENT	125,000.00	79,810.73	0.00	45,189.27	63.85		
591-540-932.000	MISS DIG SERVICES	465.00	479.81	0.00	(14.81)	103.18		
591-540-936.000	MAINTENANCE AGREEMENTS	1,632.00	2,169.16	0.00	(537.16)	132.91		
591-540-938.000	VEHICLE EXPENSE	8,415.00	6,153.66	4,115.03	2,261.34	73.13		
591-540-938.100	GAS & DIESEL FUEL	14,790.00	6,629.77	675.95	8,160.23	44.83		
591-540-939.000	CONTRACTED CONNECTIONS	20,200.00	12,176.00	0.00	8,024.00	60.28		
591-540-940.000	LEASE- RAILROAD CROSSING	2,783.00	2,926.45	0.00	(138.45)	104.97		
591-540-956.000	MISCELLANEOUS	500.00	32.50	0.00	467.50	6.50		
591-540-960.000	EDUCATION & TRAINING	1,500.00	573.81	265.00	926.15	38.25		
591-540-968.000	DEPRECIATION	309,000.00	0.00	0.00	309,000.00	0.00		
Total Dept 540-OPERATIONS & MAINTENANCE								
		3,361,925.00	2,331,855.19	220,214.57	1,030,069.81	69.36		
Dept 900-CAPITAL CONTROL								
591-900-970.000 CAPITAL OUTLAY								
		24,000.00	18,516.25	0.00	5,483.75	77.15		
Total Dept 900-CAPITAL CONTROL								
		24,000.00	18,516.25	0.00	5,483.75	77.15		
TOTAL EXPENDITURES								
		3,601,019.00	2,446,720.46	242,284.17	1,154,298.54	67.95		
Fund 591 - WATER FUND:								
TOTAL REVENUES								
		2,561,972.00	2,437,197.11	78,455.89	124,774.89	95.13		
TOTAL EXPENDITURES								
		3,601,019.00	2,446,720.46	242,284.17	1,154,298.54	67.95		
NET OF REVENUES & EXPENDITURES								
		(1,039,047.00)	(9,523.35)	(163,828.28)	(1,029,523.65)	0.92		

PERIOD ENDING 01/31/2017
 % Fiscal Year Completed: 83.84

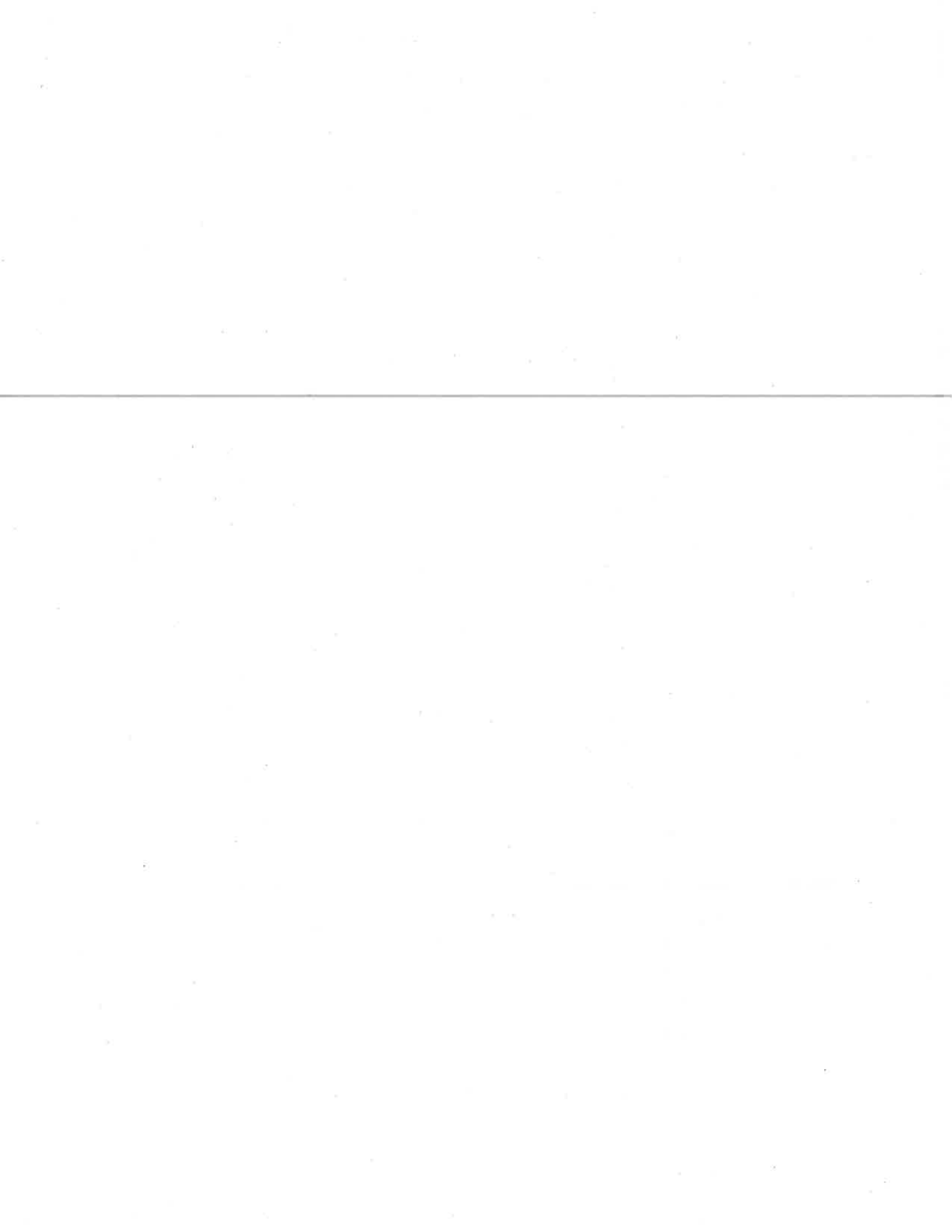
GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BDC USED
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	

Fund 596 - MUNICIPAL REFUSE FUND						
Revenues						
596-000-404.000	SPECIAL ASSESSMENT REVENUE	665,384.00	0.00	0.00	665,384.00	0.00
596-000-649.000	SALES	300.00	534.00	42.00	(234.00)	178.00
596-000-665.000	INTEREST EARNED	70.00	209.61	25.07	(139.61)	299.44
596-000-674.000	MUNICIPAL REFUSE REVENUE	1,000.00	1,456.38	0.00	(456.38)	145.64
Total Dept 000		666,754.00	2,199.99	67.07	664,554.01	0.33
TOTAL REVENUES						
		666,754.00	2,199.99	67.07	664,554.01	0.33

Expenditures						
Dept 000						
596-000-704.100	WAGES FULL-TIME HOURLY	5,000.00	2,531.44	240.30	2,468.56	50.63
596-000-710.000	WAGES OVERTIME	7,000.00	4,914.83	0.00	2,085.17	70.21
596-000-715.000	FICA EMPLOYER CONTRIBUTION	918.00	538.95	18.38	379.05	58.71
596-000-716.050	HEALTH SAVINGS ACCOUNT	50.00	296.91	0.00	(246.91)	593.82
596-000-718.000	PENSION EMPLOYER CONTRIBUTION	1,320.00	763.21	0.00	556.79	57.82
596-000-719.000	WORKMEN'S COMP	200.00	246.29	10.50	(46.29)	123.15
596-000-740.000	OPERATING SUPPLIES	2,000.00	2,329.86	0.00	(329.86)	116.49
596-000-800.000	ADMINISTRATION FEE	25,405.00	0.00	0.00	25,405.00	0.00
596-000-803.000	AUDIT	0.00	107.00	0.00	(107.00)	100.00
596-000-808.000	REFUSE CONTRACT	675,000.00	480,098.52	59,063.01	194,901.48	71.13
596-000-810.000	CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
596-000-817.000	PROFESSIONAL SERVICES	500.00	181.75	0.00	318.25	36.35
596-000-910.000	INSURANCE GENERAL LIABILITY	1,400.00	1,287.33	0.00	112.67	91.95
596-000-930.000	REPAIRS/MAINTENANCE	0.00	1,243.75	0.00	(1,243.75)	100.00
596-000-940.100	EQUIPMENT RENTAL	6,200.00	5,979.15	1,333.80	220.85	96.44
596-000-964.000	REFUNDS	0.00	686.63	0.00	(686.63)	100.00
Total Dept 000		729,993.00	501,205.62	60,665.99	228,787.38	68.66
TOTAL EXPENDITURES						
		729,993.00	501,205.62	60,665.99	228,787.38	68.66

Fund 596 - MUNICIPAL REFUSE FUND:						
TOTAL REVENUES						
		666,754.00	2,199.99	67.07	664,554.01	0.33
TOTAL EXPENDITURES						
		729,993.00	501,205.62	60,665.99	228,787.38	68.66
NET OF REVENUES & EXPENDITURES						
		(63,239.00)	(499,005.63)	(60,598.92)	435,766.63	789.08

TOTAL REVENUES - ALL FUNDS						
		9,890,238.00	5,791,892.11	404,470.75	4,098,345.89	58.56
TOTAL EXPENDITURES - ALL FUNDS						
		11,311,162.00	8,080,628.91	755,531.23	3,230,533.09	71.44
NET OF REVENUES & EXPENDITURES						
		(1,420,924.00)	(2,288,736.80)	(351,060.48)	867,812.80	161.07



Thomas Township Fire Department

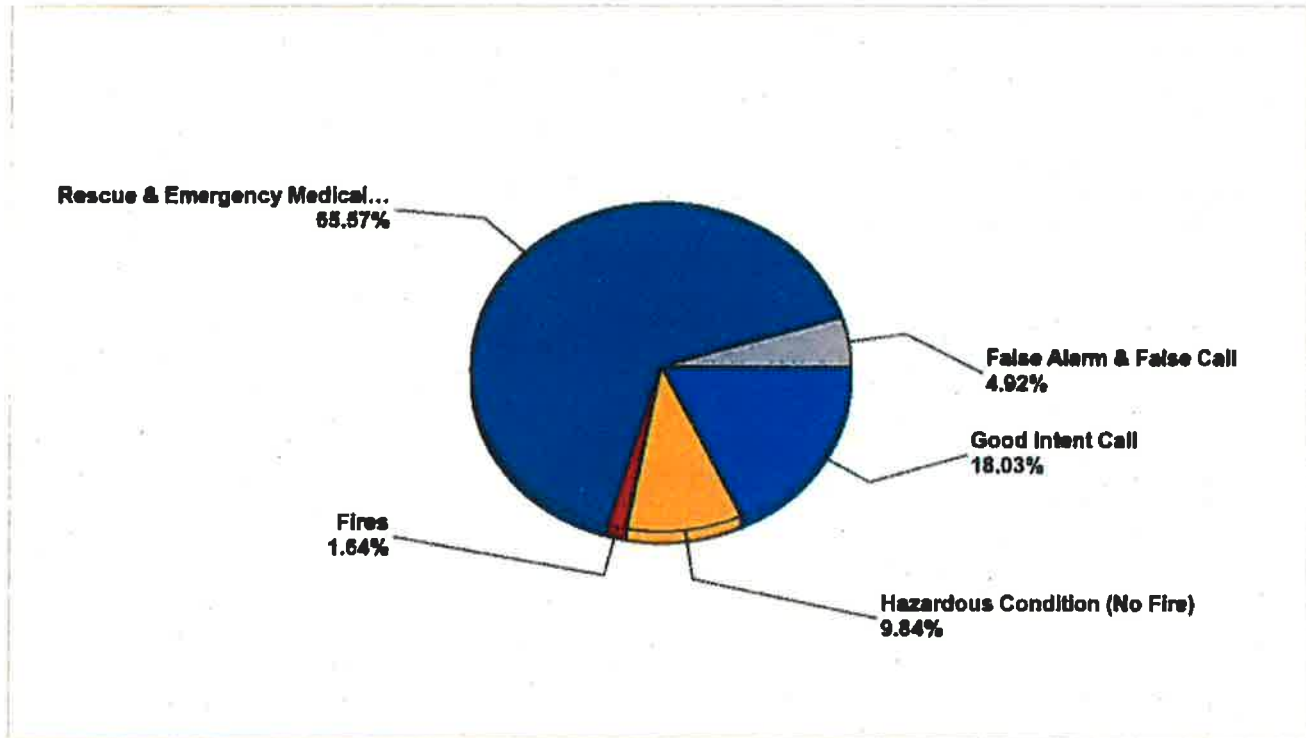


Saginaw, MI

This report was generated on 2/1/2017 1:10:46 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2017 | End Date: 01/31/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.64%
Rescue & Emergency Medical Service	40	65.57%
Hazardous Condition (No Fire)	6	9.84%
Good Intent Call	11	18.03%
False Alarm & False Call	3	4.92%
TOTAL	61	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

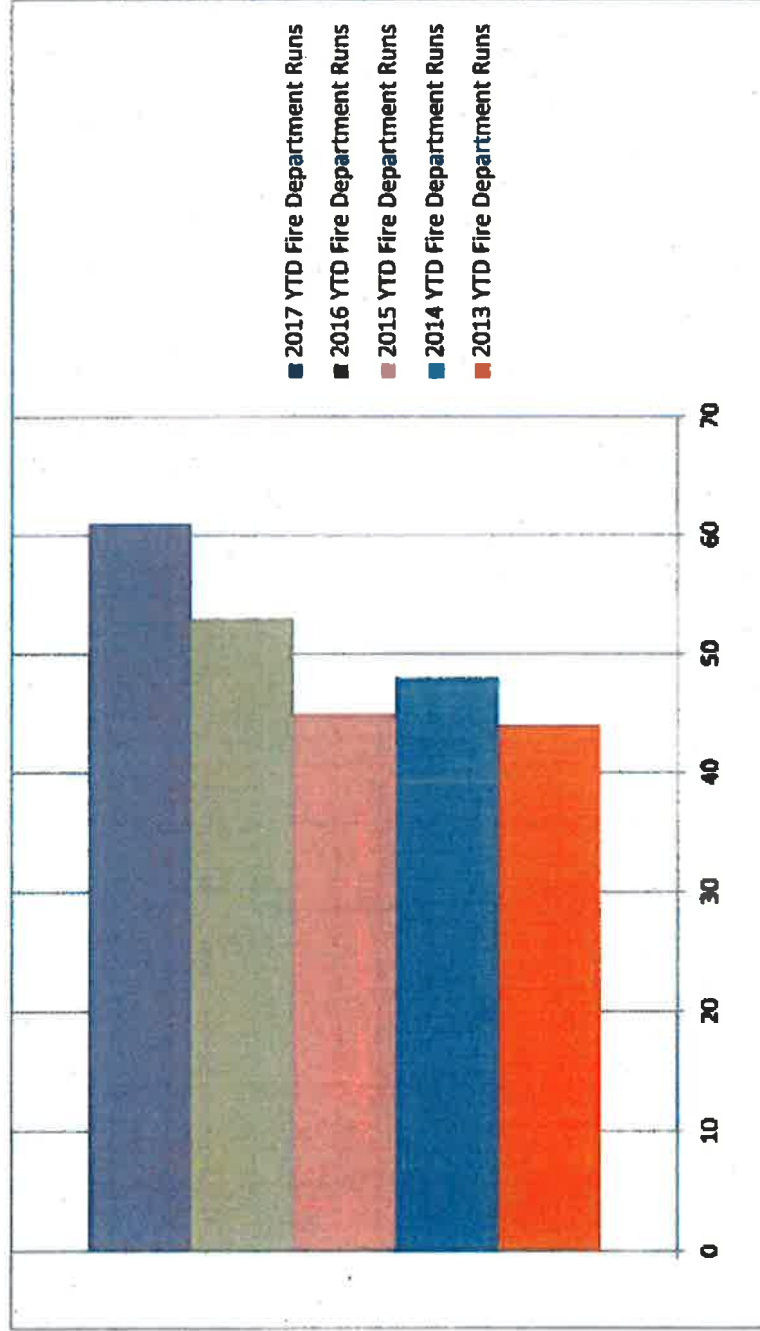
Detailed Breakdown by Incident Type

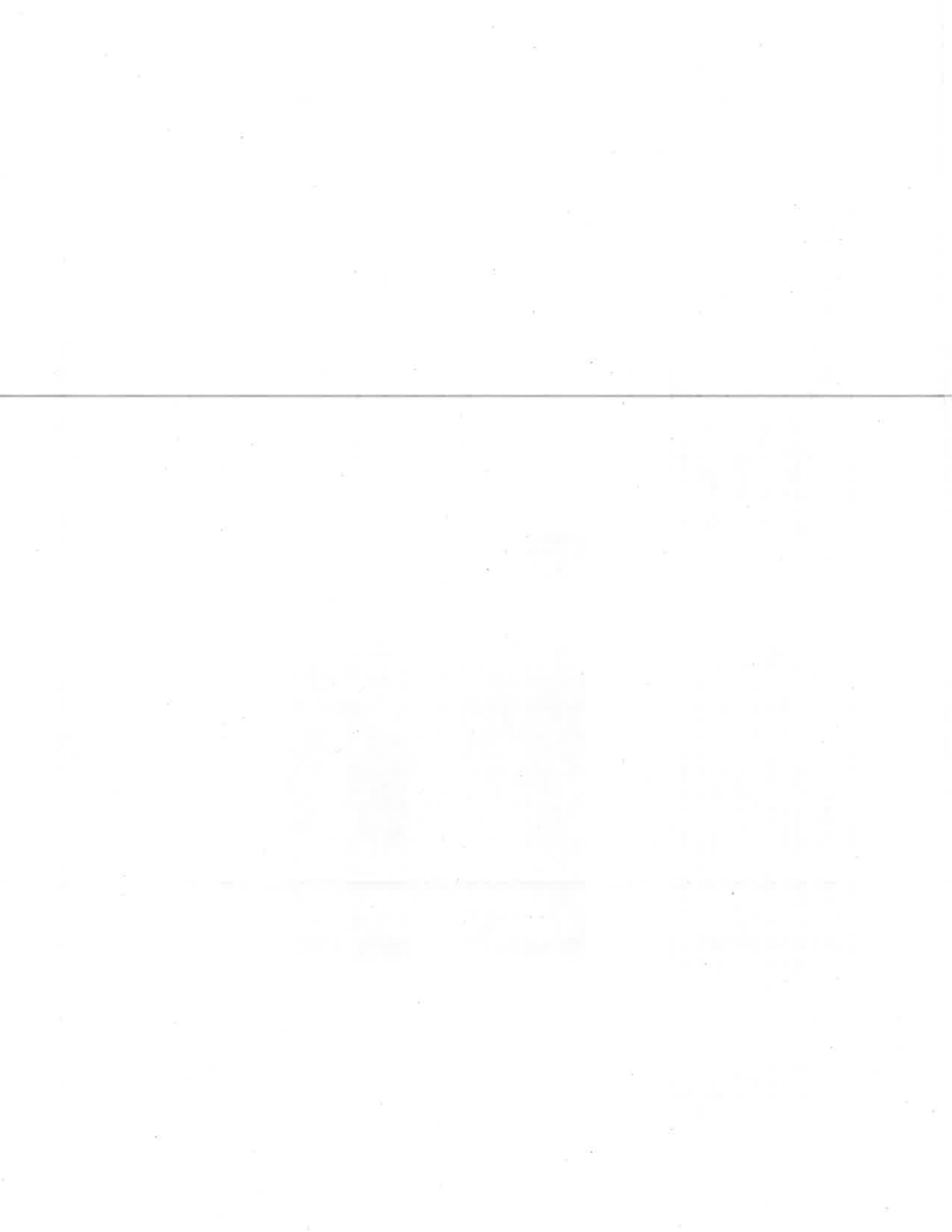
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.64%
311 - Medical assist, assist EMS crew	31	50.82%
320 - Emergency medical service, other	4	6.56%
322 - Motor vehicle accident with injuries	1	1.64%
324 - Motor vehicle accident with no injuries.	3	4.92%
353 - Removal of victim(s) from stalled elevator	1	1.64%
412 - Gas leak (natural gas or LPG)	4	6.56%
442 - Overheated motor	1	1.64%
444 - Power line down	1	1.64%
600 - Good intent call, other	2	3.28%
611 - Dispatched & cancelled en route	9	14.75%
736 - CO detector activation due to malfunction	2	3.28%
744 - Detector activation, no fire - unintentional	1	1.64%
TOTAL INCIDENTS:	61	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

5 Year Totals		
2013	Y.T.D. Fire Department Runs	44
2014	Y.T.D. Fire Department Runs	48
2015	Y.T.D. Fire Department Runs	45
2016	Y.T.D. Fire Department Runs	53
2017	Y.T.D. Fire Department Runs	61

Fire Inspections	Current Month	Y.T.D.
Fire Prevention Activities	13	13
Cost Recovery	0	0
Burn Permits	1/\$104.88	1/\$104.88
	10	10







COMPLAINT STATISTICS REPORT

JANUARY		2016	2017
01000	SOVEREIGNTY	0	0
02000	MILITARY	0	0
03000	IMMIGRATION	0	0
09001	MURDER/NON-NEGLIGENT	0	0
09002	NEGLIGENT - MANSLAUGHTER	0	0
09003	NEGLIGENT - VEH/ BOAT/ SNOWMOBILE	0	0
09004	JUSTIFIABLE HOMICIDE	0	0
10001	KIDNAPPING - ABDUCTION	0	0
10002	PARENTAL KIDNAPPING	0	0
11001	SEXUAL ASSAULT - FORCIBLE - PENETRATION		
	PENIS/VAGINA CSC1	0	0
11002	PENIS / VAGINA CSC3	0	0
11003	ORAL /ANAL CSC1	1	0
11004	ORAL / ANAL CSC3	0	0
11005	OBJECT CSC1	0	0
11006	OBJECT CSC3	0	0
11007	SEXUAL ASSAULT - FORCIBLE - CONTACT CSC2	0	0
11008	FORCIBLE CSC4	1	0
12000	ROBBERY	0	0
13001	NON-AGGRAVATED ASSAULT	13	6
13002	AGGRAVATED / FELONIOUS ASSAULT	1	1
13003	INTIMIDATION / STALKING	1	5
14000	ABORTION	0	0
20000	ARSON	0	0
21000	EXTORTION	0	0
22001	BURGLARY FORCED ENTRY	0	0
22002	BURGLARY ENTRY W/OUT FORCE (INTENT)	0	0
22003	BURGLARY UNLAWFUL ENTRY (NO INTENT)	0	1
22004	POSS. OF BURGLARY TOOLS	0	0
23001	LARCENY - POCKETPICKING	0	0
23002	LARCENY - PURSE SNATCHING	0	0
23003	LARCENY - THEFT FROM BUILDING	0	0
23004	THEFT FROM COIN OPERATED MACHINE/DEVICE	0	0
23005	THEFT FROM MOTOR VEHICLE	0	1
23006	THEFT OF MV PARTS / ACCESSORIES	0	1

23007	LARCENY - OTHER	1	3
23009	CIVIL RETAIL FRAUD	0	0
24001	MOTOR VEHICLE THEFT	0	0
24002	MOTOR VEHICLE AS STOLEN PROPERTY	0	0
24003	MOTOR VEHICLE FRAUD	0	0
25000	FORGERY / COUNTERFEITING	0	0
26001	FALSE PRET/SWINDLE/CONFIDENCE GAME	2	1
26002	CREDIT CARD / ATM (USE OF) FRAUD	0	2
26003	IMPERSONATION FRAUD	1	4
26004	WELFARE FRAUD	0	0
26005	WIRE FRAUD	0	0
26006	BAD CHECKS - FRAUD	0	0
27000	EMBEZZLEMENT	0	0
28000	STOLEN PROPERTY	0	0
29000	PROPERTY DAMAGE	2	2
30001	RETAIL FRAUD MISREPRESENTATION	0	0
30002	RETAIL FRAUD THEFT	8	3
30003	RETAIL FRAUD REFUND / EXCHANGE	0	0
35001	DRUG VIOLATION OF CONTROLLED SUBSTANCE	2	2
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0
36001	SEX OFFENSE - PENETRATION NONFORCIBLE BLOOD/AFFINITY (CSC1 & 3)	0	0
36002	PENETRATION NONFORCIBLE OTHER (CSC1 & 3)	0	0
36003	PEEPING TOM	0	0
36004	SEX OFFENSE OTHER	0	0
37000	OBSCENITY	0	0
38001	ABUSE/NEGLECT NONVIOLENT FAMILY OFFENSE	0	0
38002	FAMILY OFFENSE NONSUPPORT	0	0
38003	OTHER FAMILY OFFENSE	0	0
39001	GAMBLING / BETTING / WAGERING	0	0
39002	GAMBLING / OPERATING / PROMOTING / ASSIST	0	0
39003	GAMBLING EQUIPMENT VIOLATIONS	0	0
39004	GAMBLING SPORTS TAMPERING	0	0
40001	SEX COMMERCIALIZED PROSTITUTION	0	0
40002	ASSISTING/PROMOTING PROSTITUTION	0	0
41001	LIQUOR LAW - LICENSE/ESTABLISHMENT	0	0
41002	LIQUOR LAW VIOLATIONS - OTHER	0	0
42000	DRUNKENNESS	0	0
48000	OBSTRUCTING POLICE	2	1
49000	ESCAPE /FLIGHT	0	0
50000	OBSTRUCTING JUSTICE	4	2
51000	BRIBERY	0	0
52001	WEAPONS OFFENSE - CONCEALED	0	0
52002	WEAPONS OFFENSE - EXPLOSIVES	0	0
52003	WEAPONS OFFENSE - OTHER	0	0
53001	DISORDERLY CONDUCT - PUBLIC PEACE	7	1

53002	PUBLIC PEACE – OTHER	1	0
54001	HIT AND RUN MOTOR VEHICLE ACC	2	0
54002	OPERATING MV - OUIL/OUID	2	0
54003	TRAFFIC	3	8
55000	HEALTH & SAFETY	2	0
56000	CIVIL RIGHTS	0	0
57001	TRESPASSING – INVASION OF PRIVACY	2	3
57002	INVASION OF PRIVACY – OTHER	0	0
58000	SMUGGLING	0	0
59000	ELECTION LAWS	0	0
60000	ANTITRUST	0	0
61000	TAX / REVENUE	0	0
62000	CONSERVATION	0	0
63000	VAGRANCY	0	0
70000	JUVENILE RUNAWAY	3	1
73000	MISC. CRIMINAL OFFENSE	0	0
75000	SOLICITATION (ALL CRIMES EXCEPT PROSTITUTION)	0	0
77000	CONSPIRACY	0	0
<u>MOTOR SERVICE ENFORCEMENT</u>			
89001	SERVICE OF COMMISSION PAPERS	0	0
89002	UNAUTHORIZED TRANSPORTATION	0	0
89003	VIOLATION OF RULES	0	0
89004	WARRANTS	0	0
89005	MOTOR CARRIER SAFETY RULES	0	0
89006	INSPECTION OF HOMES TO BE MOVED	0	0
89007	MIGRANT AGRICULTURE WORKERS TRANSPORTING LAWS	0	0
89009	ALL OTHER MOTOR CARRIER VIOLATIONS	0	0
90000	SKIPPED NUMBERS	0	0
91001	DELINQUENT MINORS	0	0
<u>CIVIL OR NONCRIMINAL CUSTODIES</u>			
92001	DIVORCE AND SUPPORT/CIVIL OR NONCRIMINAL	0	0
92002	INCAPICATION	0	0
92003	WALK-AWAY – MENTAL INSTITUTIONS/HOSPITALS	0	0
92004	INSANITY	0	0
92005	CIVIL / ILLEGAL POSSESSION OF ALCOHOLIC LIQUOR	0	0
<u>TRAFFIC</u>			
93001	ACCIDENT – TRAFFIC	23	18
93002	ACCIDENT – NON TRAFFIC	0	6
93003	TRAFFIC VIOLATIONS – CIVIL INFRACTIONS	1	0
93004	PARKING VIOLATIONS – CIVIL INFRACTIONS	1	3
93005	TRAFFIC INVESTIGATION SURVEY	0	0
93006	TRAFFIC POLICING	0	0
93007	TRAFFIC SAFETY – PUBLIC APPEARANCES	0	0

93008	BREATHALYZER INSPECTION	0	0
93009	BREATHALYZER TESTS	0	0
<u>SPECIAL - SEQUENTIAL FILE CLASSES ONLY</u>			
94001	VALID ALARM ACTIVATION	0	0
94002	FALSE ALARM ACTIVATION	0	0
94003	REST AREA/ROAD SIDE PARK VIOLATION	0	0
94004	CRIMINAL INCIDENTS / SCALE SITES	0	0
<u>FIRE</u>			
95001	ACCIDENT - FIRE	0	0
95002	ACCIDENT - EXPLOSION	0	0
95003	INSPECTION - FIRE	0	0
95004	HAZARDOUS CONDITIONS	0	0
<u>ACCIDENTS - ALL OTHER NON-CRIMINAL (EXCEPT TRAFFIC)</u>			
97001	ACCIDENT - AIRCRAFT	0	0
97002	ACCIDENT - HUNTING	0	0
97003	ACCIDENT - OTHER SHOOTING	0	0
97004	ACCIDENT - BOATING	0	0
97005	ACCIDENT - OTHER WATER	0	0
97006	ACCIDENT - ALL OTHER	0	0
<u>INSPECTIONS/INVESTIGATIONS</u>			
98001	BOATS / INSPECTIONS / INVESTIGATIONS	0	0
98002	MOTOR VEH/VIN/SCH. BUS/INSPECTIONS	0	0
98003	PROPERTY/EXCLUDES PATROL INSPECTIONS	0	0
98004	OTHER INSPECTIONS	0	0
98005	UNFOUNDED ALARM	11	17
98006	CIVIL MATTER DISPUTES/FAMILY TROUBLE	3	12
98007	SUSPICIOUS SITUATION	19	21
98008	LOST AND FOUND PROPERTY	0	2
98009	DRUG OVERDOSE	0	0
<u>MISCELLANEOUS</u>			
99001	SUICIDE (INCLUDES ATTEMPTS)	4	1
99002	NATURAL DEATH	0	3
99003	*MISSING PERSONS/RUNAWAY	0	0
99004	NATURAL DISASTER	0	0
99005	GUN BOARD MEETINGS	0	0
99006	INSTRUCTIONAL ACTIVITIES	0	0
99007	PUBLIC RELATIONS ACTIVITIES	1	1
99008	ASSIST OTHER AGENCIES (FIRE/POLICE/AMBUL)	13	34
99009	GENERAL NON-CRIMINAL	15	15

TOTALS 152 181

Citations - January - 2016 50

Citations - January - 2017 63



Thomas Township Parks and Recreation is in full winter program mode.

ROETHKE PARK

We have taken two of the train cars off the tracks and Paul has started to work on the new wheels, adjusting brakes, repairing air lines etc. to make sure we are ready for the summer season. We still have some Christmas lights up but are steadily getting them out of the woods and put away till next season.

ROBERTS PARK

We met with the Rebel Magnolia store owners and walked the soccer field area and did some measurement so we can create a map for the vendors coming to the event. We will also have our first bike ride event that morning so that will be a very busy day for us.

DAY PARK

The sledding hill is really quiet, hopefully we will get some snow soon for the kids to enjoy!

COMMUNITY PARK

Ice rinks have melted and will need some major work to get back in to use once we get temperatures cold enough to make ice again.

THOMAS TRAIL

Nothing to report

Sports and Program

Girls Basketball, Soccer Clinic and Floor Hockey all start February 11th. Boys basketball and the basketball Clinic are going well.

John Corriveau

Director of Parks and Recreation

Abstract

The purpose of this study is to investigate the effects of a new educational program on student learning outcomes. The study was conducted over a period of six months in a secondary school setting.

The research design was a quasi-experimental design. The sample consisted of 120 students, divided into two groups: an experimental group and a control group. The experimental group received the new educational program, while the control group received the traditional curriculum.

Data were collected through pre-tests and post-tests. The results showed that the experimental group achieved significantly higher scores than the control group on the post-test. This suggests that the new educational program has a positive impact on student learning outcomes. The findings are consistent with previous research that has shown the effectiveness of innovative teaching methods.

The study has several limitations, including a short duration and a limited sample size. Further research is needed to explore the long-term effects of the program and to test it in a larger, more diverse sample.

In conclusion, the results of this study indicate that the new educational program is effective in improving student learning outcomes. This finding has important implications for educational practice and policy, suggesting that innovative teaching methods should be encouraged and supported in schools.