



**\*\*AMENDED AGENDA\*\***

THOMAS TOWNSHIP REGULAR BOARD MEETING  
TO BE CONDUCTED ELECTRONICALLY

June 1, 2020

7:00 P.M.

Dial-in number (US): (844) 855-4444

Access code: 482236#

Online meeting ID: juneboard20

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approval of Board Minutes May 4, 2020
  - B. Approval of Expenditures.
  - C. Accept the resignation of Jenna Stevenson from the Fire Department.
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 Personnel Policy 706, Infectious Disease (COVID-19) Preparedness & Response Policy Plan.
  - B. Acknowledge and accept the water rate study as presented.
  - C. Approve the COVID-19 Reopening Plan for Township offices.
  - D. Award the DuPont HIMS Fire Water Improvement Engineering Design and Construction Administration contract to Spicer Group in the amount of \$31,000.00.
  - E. Approve the additional measures taken to remove flood damaged goods and materials.
  - F. Approve Proclamation 20-07 to recognize and thank all of the individuals, businesses, groups, governments and agencies that have provided support and assistance during the 2020 Tittabawassee River Flood Disaster and Recovery.
  - G. PowerPoint presentation by Dave Sommers that describes the 2020 Flood Event.
  - H. Approve Resolution 20-08, to establish an Intermunicipality Committee for the purpose of transportation planning in the Saginaw area and governance of Saginaw Metropolitan Planning Organizational.
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

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.

11. Executive Session
  - A. 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 to 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 comments to three minutes.



THOMAS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
May 4, 2020  
7:00 o'clock p.m.

1. The Regular Board Meeting was called to order at 7:00 p.m. via teleconferencing by Supervisor Weise.
2. PRESENT PHYSICALLY: Thayer, Sommers, Weise  
PRESENT VIA PHONE: Brosowski, DeLine, Weber, Monahan  
ABSENT: None

ALSO PHYSICALLY PRESENT: Township Manager, Russ Taylor; Deputy Clerk, Darci Seamon

ALSO PRESENT VIA PHONE: Finance Director, Deidre Frolo; DPW Director, Rick Hopper; Parks and Recreation Director, John Corriveau; Director of Community Development, Dan Sika; Police Chief, Al Fong; Fire Chief, Mike Cousins; Township Attorney, Otto Brandt and two interested parties.

3. The Pledge of Allegiance was recited.
4. Motion was made by Sommers, seconded by DeLine to approve the agenda as presented.  
Roll Call:  
Ayes: Monahan, DeLine, Weber, Weise, Brosowski, Thayer, Sommers  
Absent: None  
Nays: None  
Abstain: None

AGENDA  
THOMAS TOWNSHIP REGULAR BOARD MEETING  
TO BE CONDUCTED ELECTRONICALLY  
May 4, 2020  
7:00 P.M.

Dial-in number (US): (844) 855-4444

Access code: 6349229#

Online meeting ID: may42020board

Join the online meeting: <https://join.freeconferencecall.com/may42020board>

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approval of Board Minutes April 6, 2020
  - 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. Receive and file comments pertaining to an Industrial Facilities Tax Exemption request by DDP Specialty Electronics Materials US 9, LLC (DuPont Healthcare Industries Site) for 12 years.
- 8. Unfinished Business
  - A. None.
- 9. New Business
  - A. Approve Resolution 20-06 approving an Industrial Facilities Tax Exemption Certificate from DDP Specialty Electronics Materials US 9, LLC (DuPont Healthcare Industries Site) for \$4,791,164.00 for twelve (12) years.
  - B. Approve the Thomas Township Strategic COVID Reopening Plan to be presented at the Board meeting.
  - C. Approve the hiring of Lynda Thayer as the part-time Nature Center/Preserve Coordinator.
- 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
  - A. None
- 12. Adjournment

5. It was moved by Thayer, seconded by Weber to approve the consent agenda as presented.  
Roll Call:

Ayes: Sommers, Monahan, DeLine, Weber, Weise, Brosowski, Thayer

Absent: None

Nays: None

Abstain: None

- A. Approval of Township Board minutes from the regular meeting 04/06/2020.
- B. Expenditures consisting of:
 

Clearing Fund	\$0.00
General Fund	84,910.99
Public Safety-Fire Department	31,518.32
Fire Apparatus	4913.99
Public Safety-Police Department	25,989.84
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	405.71
Road Revolving Fund	0.00
Sewer Fund	85,815.29
Water Fund	276,114.61
Municipal Refuse	48,544.47
Tax	0.00

6. Communications-Petitions-Citizen Comments

- A. None.

7. Public Hearing

- A. The public hearing pertaining to an Industrial Facilities Tax Exemption Certificate application from DDP Specialty Electronics Materials US 9, LLC (DuPont Healthcare Industries Site) was opened at 7:03 p.m. with comments from Steve Jonas of Saginaw Future. An overview of the project was given by Steve as well as an explanation of the taxing implications. The hearing was closed at 7:05 p.m.

8. Unfinished Business

- A. None.

9. New Business

- A. It was moved by Sommers, seconded by Brosofski to approve Resolution 20-06 approving an Industrial Facilities Tax Exemption Certificate from DDP Specialty Electronics Materials US 9, LLC (DuPont Healthcare Industries Site) for \$4,791,164.00 for twelve (12) years.  
Roll Call:  
Ayes: Brosofski, Thayer, Sommers, Monahan, DeLine, Weber, Weise  
Absent: None  
Nays: None  
Abstain: None
- B. It was moved by Weber seconded by Monahan to authorize the Policy and Ordinance Committee review and approve a COVID Disease Preparedness and Response Plan in accordance with the Governor's order(s).  
Roll Call:  
Ayes: Weise, Brosofski, Thayer, Sommers, Monahan, DeLine, Weber  
Absent: None  
Nays: None  
Abstain: None
- C. It was moved by Sommers, seconded by DeLine to approve the hiring of Lynda Thayer as the part-time Nature Center/Preserve Coordinator.  
Roll Call:  
Ayes: Sommers, Monahan, DeLine, Weber, Weise  
Absent: None  
Nays: None  
Abstain: Thayer, Brosofski  
Roll Call:  
Ayes: Thayer, Sommers, Monahan, DeLine, Weber, Weise, Brosofski  
Absent: None  
Nays: None  
Abstain: None  
Absent: None

10. Report of Officers and Staff:

- A. Supervisor's Report – stay healthy and hopes to see everyone in June for a regular meeting.
- B. Clerk's Report – None.
- C. Treasurer's Report – None.
- D. Manager's Report – Mr. Taylor informed the Board that a resident had contacted him regarding placing yard signs along Gratiot honoring Swan Valley Seniors.
- E. Community Development Reports. There were no reports to present due to the shutdown and no activity. Construction is to begin May 7<sup>th</sup> and the Department has a plan in place for inspections and site plan reviews.
- F. Receive and file the DPW Report. Mr. Hopper stated all essential operations are ongoing.
- G. Receive and file the Finance Report.
- H. Receive and file the Fire Department Report. Chief Cousins discussed the requests of residents for drive-by birthdays. Although the Fire Department would love to show their support, they are not able to comply due to logistics and availability for calls.
- I. Receive and file the Police Department Report. Call volumes have decreased.

- J. Receive and file the Parks and Recreation Report. Fields and the pool are being prepared for opening for the season pending COVID guidelines.
  - K. Board Member Reports – None.
11. Executive Session:  
A. None
12. It was moved by Brosowski seconded by Thayer to adjourn the meeting at 7:33 p.m.  
Roll Call:  
Ayes: Brosowski, Thayer, Sommers, Monahan, DeLine, Weber, Weise  
Absent: None  
Nays: None  
Abstain: None

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Edward Brosowski, Clerk

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Dated



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** May 6, 2020
- **PERSON SUBMITTING:** Deidre Frollo, 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 2020/2021 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 \$1,389.40. 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 \$154,751.59 with individual fund totals as follows:

Clearing Fund .....	0.00
General Fund.....	54,359.82
Public Safety - Fire Department.....	6,967.06
Fire Apparatus .....	1,953.96
Public Safety - Police Department .....	17,867.96
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority.....	244.79
Road Revolving Fund.....	0.00
Sewer Fund .....	15,696.82
Water Fund .....	8,244.85
Municipal Refuse .....	49,416.33
Tax.....	0.00

GL Number Invoice Line Desc Invoice Date Invoice Amount

Fund 101 GENERAL OPERATING FUND	Dept 000	Invoice Line Desc	Invoice Date	Invoice	Amount
101-000-04C.716		ACCOUNTS RECEIVABLE HEALTH IN	05/01/20	RIS0002750439	119.46
101-000-04C.716		ACCOUNTS RECEIVABLE HEALTH IN	04/19/20	0002-05/20-06/19/20	6.51
101-000-04G.716		ACCOUNTS RECEIVABLE HEALTH IN	04/19/20	0003-05/20-06/19/20	1,167.28
101-000-217.000		DELTA COLLEGE	05/18/20	2019	7.39
101-000-217.000		SAGINAW COUNTY TREASURER	05/18/20	2019	16.83
101-000-217.000		SAGINAW COUNTY	05/18/20	2019	11.17
101-000-217.000		SAGINAW ISD	05/18/20	2019	95.89
101-000-217.000		SWAN VALLEY SCHOOL DISTR	05/18/20	2019	0.90
101-030-217.000		THOMAS TWP FIRE EQUIPME	05/18/20	2019	3.41
101-030-217.000		THOMAS TWP GENERAL FUND	05/18/20	2019	1.16
101-030-217.000		THOMAS TWP LIBRARY	05/18/20	2019	2.24
101-000-231.750		THOMAS TWP PUBLIC SAFETY	05/18/20	2019	4.99
101-000-402.000		THOMAS TWP PUBLIC SAFETY	04/01/20	6269205	1,062.93
101-000-447.000		MI MUNICIPAL WORKERS COM	05/05/20	2178	33.77
101-000-449.000		SAGINAW COUNTY TREASURER	05/05/20	2178	54.67
101-000-449.000		SAGINAW COUNTY TREASURER	05/01/20	1859	180.00
101-000-449.000		SAGINAW COUNTY TREASURER	05/01/20	1433	201.00
101-000-449.000		SAGINAW COUNTY TREASURER	05/01/20	1859	720.00
101-000-449.000		SAGINAW COUNTY TREASURER	05/01/20	1433	804.00
101-000-500.000		BRYAN D LAW	04/14/20	ELECTRICAL 33-20	109.00
101-000-640.764		LAURA BRINGER	04/20/20	MYA	65.00
101-000-642.000		Snow Funeral Home	05/04/20	05/04/2020	50.00
Total For Dept 000					4,717.60

Dept 101 BOARD-LEGISLATIVE	Invoice Line Desc	Invoice Date	Invoice	Amount	
101-101-802.000	LEGAL SERVICES	04/07/20	61348	95.00	
101-101-802.000	LEGAL SERVICES	05/04/20	MAY 2020	1,020.00	
101-101-804.000	MEMBERSHIP & DUES	04/23/20	APRIL 2020	75.00	
Total For Dept 101 BOARD-LEGISLATIVE					1,190.00

Dept 172 MANAGER-ADMINISTRATIVE	Invoice Line Desc	Invoice Date	Invoice	Amount	
101-172-716.000	HEALTH INSURANCE	04/19/20	0003-05/20-06/19/20	1,704.97	
101-172-716.100	HEALTH INSURANCE	05/01/20	MAY 2020	79.70	
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	04/19/20	0003-05/20-06/19/20	21.46	
101-172-716.200	VISION/SHORT TERM DISAB/LIFE	05/01/20	RIS0002750439	147.12	
101-172-716.300	DENTAL INSURANCE	05/01/20	MAY 2020	24.58	
101-172-740.000	OPERATING SUPPLIES	05/09/20	805836837G	91.99	
101-172-850.100	WIRELESS COMMUNICATIONS	04/23/20	APRIL 2020	34.62	
101-172-960.000	EDUCATION & TRAINING	04/30/20	62236	60.00	
Total For Dept 172 MANAGER-ADMINISTRATIVE					2,164.44

Dept 215 CLERK	Invoice Line Desc	Invoice Date	Invoice	Amount	
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	05/01/20	MAY 2020	57.96	
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	04/19/20	0002-05/20-06/19/20	18.74	
101-215-716.200	DENTAL INSURANCE	05/01/20	RIS0002750439	147.12	
101-215-716.300	DENTAL INSURANCE	05/01/20	MAY 2020	14.34	
101-215-740.000	OPERATING SUPPLIES	05/09/20	805836837G	126.99	
101-215-900.100	PUBLICATIONS	05/20/20	0090939-001	167.25	
101-215-900.100	PUBLICATIONS	05/08/20	MAY 7, 2020	1,308.17	
Total For Dept 215 CLERK					1,840.57

Dept 253 TREASURER-FINANCE DEPARTMENT	Invoice Line Desc	Invoice Date	Invoice	Amount
101-253-716.000	HEALTH INSURANCE	04/19/20	0003-05/20-06/19/20	1,460.81

GL Number Invoice Line Desc Vendor PAID - CHECK TYPE: PAPER CHECK Invoice Date Invoice Amount

Fund	Dept	Account	Description	Vendor	Invoice Date	Invoice	Amount
101	253	TREASURER-FINANCE DEPARTMENT					
101-253-716.100		VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	122.71	
101-253-716.100		VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0002-05/20-06/19/20	13.76	
101-253-716.100		VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	22.13	
101-253-716.200		DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	171.25	
101-253-716.300		OPERATING SUPPLIES	MADISON NATIONAL LIFE	05/01/20	MAY 2020	32.06	
101-253-740.000		OPERATING SUPPLIES	PRINTING SYSTEMS INC	04/14/20	212990	129.74	
101-253-740.000		OPERATING SUPPLIES	PRINTING SYSTEMS INC	04/23/20	213075	232.35	
101-253-740.000		OPERATING SUPPLIES	STAPLES ADVANTAGE	05/02/20	8058310062	43.77	
101-253-740.000		OPERATING SUPPLIES	STAPLES ADVANTAGE	05/09/20	8058368370	156.32	
Total For Dept 253 TREASURER-FINANCE DEPARTMENT							2,384.90

Fund	Dept	Account	Description	Vendor	Invoice Date	Invoice	Amount
101	257	ASSESSING					
101-257-716.100		VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	7.90	
101-257-716.100		VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0002-05/20-06/19/20	1.92	
101-257-716.200		DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	14.71	
101-257-716.300		OPERATING SUPPLIES	MADISON NATIONAL LIFE	05/01/20	MAY 2020	1.89	
Total For Dept 257 ASSESSING							26.42

Fund	Dept	Account	Description	Vendor	Invoice Date	Invoice	Amount
101	265	BUILDING & GROUNDS					
101-265-740.000		OPERATING SUPPLIES	STAPLES ADVANTAGE	04/25/20	8058237888	19.74	
101-265-740.000		OPERATING SUPPLIES	STAPLES ADVANTAGE	05/02/20	8058310062	56.56	
101-265-740.000		OPERATING SUPPLIES	STATE BANK	04/23/20	APRIL 2020	482.97	
101-265-740.000		OPERATING SUPPLIES	U. S. POSTAL SERVICE	04/20/20	MAY 5, 2020	240.00	
101-265-810.100		CONTRACTED SERVICES	SHRED EXPERTS	05/09/20	8058368370	33.10	
101-265-810.100		CONTRACTED SERVICES	SHRED EXPERTS	04/22/20	107916	67.50	
101-265-850.000		TELEPHONE	MAIL ROOM SERVICE CENTER	04/30/20	04200364	48.81	
101-265-850.000		TELEPHONE	STATE BANK	04/23/20	APRIL 2020	86.30	
101-265-850.000		TELEPHONE	123.NET	05/01/20	465508	118.29	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/11/20	206790482215	633.15	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	202786103487	27.72	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	202252179436	411.00	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216699	51.81	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216698	39.40	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216697	68.55	
101-265-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216696	57.29	
101-265-930.000		REPAIRS/MAINTENANCE - COVID-19	GOHM INSURANCE RESTORATI	04/07/20	2003039-IDM	700.00	
101-265-930.000		REPAIRS/MAINTENANCE	STATE BANK	04/23/20	APRIL 2020	64.00	
101-265-930.000		REPAIRS/MAINTENANCE	COMMUNICATION CONSULTANT	04/28/20	20200388	26.25	
101-265-930.000		REPAIRS/MAINTENANCE	STAN S BONDED LOCKSMITH	05/05/20	35479	231.80	
101-265-930.000		REPAIRS/MAINTENANCE	TRI-VALLEY CONSTRUCTION,	05/04/20	6025	550.00	
101-265-936.000		MAINTENANCE AGREEMENTS	BRADYS BUSINESS SYSTEM	04/21/20	33AR476094	420.68	
101-265-936.000		MAINTENANCE AGREEMENTS	BRADYS BUSINESS SYSTEM	05/14/20	33AR481610	420.68	
Total For Dept 265 BUILDING & GROUNDS							4,855.60

Fund	Dept	Account	Description	Vendor	Invoice Date	Invoice	Amount
101	276	CEMETERY					
101-276-930.000		REPAIRS/MAINTENANCE	TRI-VALLEY CONSTRUCTION,	05/04/20	6024	1,440.00	
101-276-940.100		EQUIPMENT RENTAL	R.B. SATKOWIAK SCITY SEW	04/28/20	0420-150	90.00	
Total For Dept 276 CEMETERY							1,530.00
101	282	GREAT LAKES TECH PARK MTCE					
101-282-920.000		UTILITIES	CONSUMERS ENERGY CO	05/17/20	205099892392	272.12	
Total For Dept 282 GREAT LAKES TECH PARK MTCE							272.12

Fund 101 GENERAL OPERATING FUND	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Dept 371 COMMUNITY DEVELOPMENT	HEALTH INSURANCE				
101-371-716.000	BLUE CROSS BLUE SHIELD O	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,511.21
101-371-716.100	MADISON NATIONAL LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	83.46
101-371-716.100	BLUE CROSS BLUE SHIELD O	BLUE CROSS BLUE SHIELD O	04/19/20	0002-05/20-06/19/20	13.41
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	23.05
101-371-716.200	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	249.73
101-371-716.300	MADISON NATIONAL LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	23.16
101-371-740.000	OPERATING SUPPLIES	SAGINAW CO REGISTER OF D	04/22/20	APRIL 22, 2020	120.00
101-371-802.000	LEGAL SERVICES	OTTO BRANDT	05/04/20	MAY 2020	90.00
101-371-850.100	WIRELESS COMMUNICATIONS	STATE BANK	04/23/20	APRIL 2020	414.51
Total For Dept 371 COMMUNITY DEVELOPMENT					2,528.53

Dept 421 CONSTRUCTION CODES	HEALTH INSURANCE	Vendor	Invoice Date	Invoice	Amount
101-421-716.000	BLUE CROSS BLUE SHIELD O	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,241.72
101-421-716.100	MADISON NATIONAL LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	50.73
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0002-05/20-06/19/20	3.83
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	11.96
101-421-716.200	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	176.54
101-421-716.300	MADISON NATIONAL LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	13.69
101-421-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	05/09/20	8058368370	7.99
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	03/26/20	200930	967.00
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	03/27/20	201460	921.00
101-421-850.100	WIRELESS COMMUNICATIONS	STATE BANK	04/23/20	APRIL 2020	14.42
101-421-936.000	MAINTENANCE AGREEMENTS	B&A SOFTWARE	05/01/20	129475	1,583.00
Total For Dept 421 CONSTRUCTION CODES					4,991.88

Dept 444 STORM WATER MANAGEMENT	PROFESSIONAL SERVICES	Vendor	Invoice Date	Invoice	Amount
101-444-817.000	SAGINAW AREA STORM WATER	SAGINAW AREA STORM WATER	04/17/20	SECOND QUARTER	1,723.33
Total For Dept 444 STORM WATER MANAGEMENT					1,723.33

Dept 448 STREET LIGHTING	UTILITIES	Vendor	Invoice Date	Invoice	Amount
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	202163149454	4,237.41
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	204031985562	1,404.50
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	601012252773	4,149.86
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	601012252774	1,444.42
Total For Dept 448 STREET LIGHTING					11,236.19

Dept 752 ADMINISTRATION	HEALTH INSURANCE	Vendor	Invoice Date	Invoice	Amount
101-752-716.000	BLUE CROSS BLUE SHIELD O	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,574.92
101-752-716.100	MADISON NATIONAL LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	113.06
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	15.08
101-752-716.200	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	188.31
101-752-716.300	MADISON NATIONAL LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	29.69
101-752-740.000	OPERATING SUPPLIES	STATE BANK	04/23/20	APRIL 2020	4.00
101-752-740.000	OPERATING SUPPLIES	SAGINAW KNITTING MILLS	05/04/20	83650	32.00
101-752-901.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	05/14/20	0090898-001	253.97
Total For Dept 752 ADMINISTRATION					2,211.03

Dept 756 FACILITY ACQUISITION/CONSTRUC	CAPITAL IMPROVEMENTS	Vendor	Invoice Date	Invoice	Amount
101-756-974.550	ROBERTS	HOME DEPOT	05/08/20	MAY 2020	528.07
101-756-974.575	NATURE PRESERVE	OTTO BRANDT	05/04/20	MAY 2020	210.00
Total For Dept 756 FACILITY ACQUISITION/CONSTRUC					738.07

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice Amount
Fund 101 GENERAL OPERATING FUND	OPERATING SUPPLIES	THE ANDERSONS, INC	04/22/20	53860
Dept 763 SOCCER				
101-763-740.000				
			Total For Dept 763 SOCCER	717.75

Dept 770 OPERATIONS & MAINTENANCE	TELEPHONE	STATE BANK	04/23/20	APRIL 2020	112.66
101-770-850.000	WIRELESS COMMUNICATIONS	STATE BANK	04/23/20	APRIL 2020	131.77
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	04/26/20	203231066962	250.80
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	04/27/20	201451213854	59.20
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	202163149410	213.86
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	202163149438	78.47
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	206612557091	39.32
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	205277869719	8.42
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	205188911978	28.46
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	205188911977	117.98
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	205099892380	303.95
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	203765018832	73.83
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201896194765	147.53
101-770-930.000	REPAIRS/MAINTENANCE	PRINT EXPRESS OFFICE PRO	04/17/20	9318110945	25.00
101-770-930.000	REPAIRS/MAINTENANCE	STATE BANK	03/30/20	0090492-001	31.12
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	04/23/20	APRIL 2020	73.48
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	04/20/20	APRIL 2020	248.51
101-770-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	05/08/20	MAY 2020	466.90
101-770-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	04/30/20	186524	220.00
101-770-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	04/06/20	186431	220.00
101-770-938.100	GAS & DIESEL FUEL	WEX INC	04/30/20	65232707	670.97
101-770-970.000	CAPITAL OUTLAY	TSC STORES	04/20/20	APRIL 2020	290.14
101-770-970.000	CAPITAL OUTLAY	HOME DEPOT	05/08/20	MAY 2020	3,029.96
			Total For Dept 770 OPERATIONS & MAINTENANCE		1,698.00

Dept 775 DAY CAMP	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	04/18/20	0090740-001	1,292.00
101-775-901.000					
			Total For Dept 775 DAY CAMP		1,292.00

Dept 776 TRAIN	REPAIRS/MAINTENANCE	NAPA AUTO PARTS OF SHIEL	04/30/20	APRIL 2020	12.93
101-776-930.000	CAPITAL OUTLAY	ALLAN HERSCHELL COMPANY,	05/15/20	1051520	1,606.13
101-776-970.000			Total For Dept 776 TRAIN		1,619.06
Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT			Total For Fund 101 GENERAL OPERATING FUND		54,359.82
Dept 000	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	04/01/20	6269205	1,201.60
205-000-231.750	PROPERTY TAXES	SAGINAW COUNTY TREASURER	05/05/20	2178	22.90
205-000-402.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,701.30
205-000-716.000		MADISON NATIONAL LIFE	05/01/20	MAY 2020	105.83
205-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	25.19
205-000-716.200	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	156.54
205-000-716.300		MADISON NATIONAL LIFE	05/01/20	MAY 2020	30.50
205-000-740.000	OPERATING SUPPLIES	PHOENIX SAFETY OUTFITTER	04/30/20	ST-104663	277.99
205-000-740.000	OPERATING SUPPLIES	BATTERIES PLDS - 380	05/14/20	P26735003	36.99
205-000-742.000	UNIFORMS	STATE BANK	04/23/20	APRIL 2020	152.99
205-000-742.000	UNIFORMS	SAGINAW KNITTING MILLS	05/04/20	83651	42.00

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Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT	Dept 000	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
		LEGAL SERVICES	MASJD PATTERSON & SCHUTT	04/07/20	61348	190.00
		CONTRACTED SERVICES	STATE BANK	04/23/20	APRIL 2020	355.38
		EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	05/01/20	217747	634.42
		TELEPHONE	STATE BANK	04/23/20	APRIL 2020	57.14
		WIRELESS COMMUNICATIONS	123.NET	05/01/20	465508	118.28
		WIRELESS COMMUNICATIONS	NEXTEL COMMUNICATIONS	04/16/20	447551228-205	90.67
		UTILITIES	STATE BANK	04/23/20	APRIL 2020	104.14
		UTILITIES	CONSUMERS ENERGY CO	04/30/20	201006623165	22.06
		UTILITIES	THOMAS TWP WATER	05/01/20	02/01/20-05/01/20	37.95
		UTILITIES	CONSUMERS ENERGY CO	05/17/20	206790482216	449.95
		UTILITIES	CONSUMERS ENERGY CO	05/18/20	201896194986	268.80
		UTILITIES	CONSUMERS ENERGY CO	05/18/20	206968347361	358.46
		REPAIRS/MAINTENANCE	STAPLE BANK	04/23/20	APRIL 2020	12.80
		REPAIRS & MAINTENANCE FS#1	STAPLES ADVANTAGE	05/02/20	8058310062	(49.99)
		REPAIRS & MAINTENANCE FS#2	PRINT EXPRESS OFFICE PRO	04/30/20	0090775-001	24.26
		REPAIRS & MAINTENANCE FS#2	NAPA AUTO PARTS OF SHEL	04/30/20	APRIL 2020	5.29
		VEHICLE EXPENSE	APOLLO FIRE EQUIPMENT	04/30/20	55501	198.50
		VEHICLE EXPENSE	NAPA AUTO PARTS OF SHEL	04/30/20	APRIL 2020	1.00
		VEHICLE EXPENSE	CSI EMERGENCY APPARATUS,	05/13/20	65223	165.17
		GAS & DIESEL FUEL	WEX INC	04/30/20	652323707	168.95
						6,967.06
		Total For Dept 000				6,967.06

Fund 206 FIRE APPARATUS	Dept 000	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
		PROPERTY TAXES	SAGINAW COUNTY TREASURER	05/05/20	2178	8.94
		CAPITAL OUTLAY	PHOENIX SAFETY OUTFITTER	04/20/20	SI-104328	767.16
		CAPITAL OUTLAY	FIRE CATT, LLC	05/05/20	8104	1,136.00
		CAPITAL OUTLAY	PHOENIX SAFETY OUTFITTER	05/06/20	SI-104843	41.86
						1,953.96
		Total For Dept 000				1,953.96

Fund 207 PUBLIC SAFETY-POLICE	Dept 000	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
		DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	04/01/20	6269205	1,498.62
		PROPERTY TAXES	SAGINAW COUNTY TREASURER	05/05/20	2178	48.66
		HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/07/20	0004-05/01-05/31/20	862.87
		HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	7,535.93
		HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	05/06/20	0004-06/01-06/30/20	862.87
		VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	434.43
		VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0002-05/20-06/19/20	(68.04)
		VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	114.35
		DENTAL INSURANCE	DELTA DENTAL	05/01/20	RS000C2750439	832.64
		OPERATING SUPPLIES	MADISON NATIONAL LIFE	05/01/20	MAY 2020	132.45
		OPERATING SUPPLIES	M&S PRINTMEDIA, INC	04/21/20	20042C-017	79.48
		OPERATING SUPPLIES	SAGINAW COUNTY 911	04/22/20	2062	480.00
		OPERATING SUPPLIES	SAGINAW COUNTY TREASURER	04/23/20	2005	260.00
		OPERATING SUPPLIES	STATE BANK	04/23/20	APRIL 2020	490.48
		OPERATING SUPPLIES	BATTERIES PLUS - 380	05/14/20	P26735003	36.99
		OPERATING SUPPLIES	STAPLES ADVANTAGE	05/09/20	8058368370	389.97
		LEGAL SERVICES	OTTO BRANDT	05/04/20	MAY 2020	50.00
		Total For Fund 206 FIRE APPARATUS				1,953.96

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<b>Fund 207 PUBLIC SAFETY-POLICE</b>					
Dept 000	CONTRACTED SERVICES	SAGINAW COUNTY	04/13/20	JAN-FEB-MAR 2020	17.00
207-000-810.100		123.NET	05/01/20	465508	118.28
207-000-850.000	WIRELESS COMMUNICATIONS	STATE BANK	04/23/20	APRIL 2020	207.86
207-000-910.000	INSURANCE GENERAL LIABILITY	MY MEMBER INSURANCE AGEN	05/12/20	93	2,008.00
207-000-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201896194986	268.80
207-000-930.000	REPAIRS/MAINTENANCE	STATE BANK	04/23/20	APRIL 2020	12.80
207-000-938.000	VEHICLE EXPENSE - 31443	DALE STROEBEL S AUTO	04/30/20	APRIL 2020	127.40
207-000-938.100	GAS & DIESEL FUEL	STATE BANK	04/23/20	APRIL 2020	27.15
207-000-938.100	GAS & DIESEL FUEL	WEX INC	04/30/20	65232707	834.78
207-000-956.000	MISCELLANEOUS	COVENANT OCCUPATIONAL	04/24/20	217878	145.63
207-000-956.000	MISCELLANEOUS	COVENANT OCCUPATIONAL	04/24/20	217993	58.56
Total For Dept 000					17,867.96
Total For Fund 207 PUBLIC SAFETY-POLICE					17,867.96

<b>Fund 248 Downtown Development Authority</b>					
Dept 000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	202786103487	27.73
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216699	51.82
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216698	39.39
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216697	68.56
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201718216696	57.29
Total For Dept 000					244.79
Total For Fund 248 Downtown Development Authority					244.79

<b>Fund 271 LIBRARY FUND</b>					
Dept 000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	05/05/20	2178	11.44
271-000-402.000	HEALTH INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	41.19
271-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	830.27
271-000-920.000	UTILITIES	WILDFIRE CREDIT UNION	04/20/20	APRIL 2020	99.98
271-000-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201896194985	406.52
Total For Dept 000					1,389.40
Total For Fund 271 LIBRARY FUND					1,389.40

<b>Fund 590 SEWER FUND</b>					
Dept 000	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	04/01/20	6269205	458.16
590-000-231.750			Total For Dept 000		458.16
<b>Dept 536 ADMINISTRATION</b>					
590-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,582.27
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	74.51
590-536-716.100	DENTAL INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	19.57
590-536-716.300	OPERATING SUPPLIES	DELTA DENTAL	05/01/20	RIS0002750439	178.90
590-536-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	05/01/20	MAY 2020	22.47
590-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	04/23/20	0090763-001	19.00
590-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	04/25/20	8058237888	63.31
590-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	05/02/20	8058310062	2.20
590-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	05/09/20	8058368370	(1.13)
Total For Dept 536 ADMINISTRATION					1,961.10

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 590 SEWER FUND	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD	04/19/20	0003-05/20-06/19/20	1,352.97
Dept 540 OPERATIONS & MAINTENANCE	VISION/SHORT TERM DISAE/LIFE	MADISON NATIONAL LIFE	05/01/20	MAY 2020	83.81
590-540-716.000	VISION/SHORT TERM DISAE/LIFE	BLUE CROSS BLUE SHIELD	04/19/20	0002-05/20-06/19/20	5.33
590-540-716.100	VISION/SHORT TERM DISAE/LIFE	BLUE CROSS BLUE SHIELD	04/19/20	0003-05/20-06/19/20	12.84
590-540-716.200	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RIS0002750439	193.21
590-540-716.300	UNIFORMS	MADISON NATIONAL LIFE	05/01/20	MAY 2020	23.39
590-540-742.000	PROFESSIONAL SERVICES	TSC STORES	04/20/20	APRIL 2020	11.99
590-540-817.000	TELEPHONE	SPICER GROCP INC.	04/08/20	201054	2,525.00
590-540-850.000	TELEPHONE	STATE BANK	04/23/20	APRIL 2020	145.03
590-540-850.000	TELEPHONE	STATE BANK	05/01/20	APRIL 2020	118.28
590-540-850.100	TELEPHONE	STATE BANK	05/01/20	APRIL 2020	143.10
590-540-920.000	WIRELESS COMMUNICATIONS	STATE BANK	04/23/20	APRIL 2020	89.95
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	04/19/20	202608116523	2,277.86
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/13/20	206434561004	170.26
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	206612557166	25.36
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	203587054531	25.36
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	203053084511	39.32
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	202964081276	120.16
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	202074197424	403.19
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201896194986	114.74
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201184335590	184.76
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201184335589	465.99
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	206345614998	411.22
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	206167380017	53.43
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	20616738012	18.72
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	206378794203	68.33
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	203854032771	25.36
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	203231100048	975.15
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	203053087455	53.03
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	202252182504	116.33
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	201718218617	19.20
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	04/23/20	APRIL 2020	7.93
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	04/20/20	APRIL 2020	94.52
590-540-930.000	REPAIRS/MAINTENANCE	USABUEBOOK	04/27/20	218246	64.50
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	05/08/20	MAY 2020	260.00
590-540-930.000	REPAIRS/MAINTENANCE	MISSION COMMUNICATIONS L	05/01/20	1039575	631.68
590-540-930.000	REPAIRS/MAINTENANCE	USABUEBOOK	05/13/20	235138	47.92
590-540-938.000	VEHICLE EXPENSE	DALE STROBEL S AUTO	04/30/20	31498	77.10
590-540-938.000	VEHICLE EXPENSE	STATE BANK	04/23/20	APRIL 2020	167.47
590-540-938.100	GAS & DIESEL FUEL	WEX INC	04/30/20	65232707	11,623.79
Total For Dept 540 OPERATIONS & MAINTENANCE					11,623.79
Dept 900 CAPITAL CONTROL	CAPITAL OUTLAY	TRI-CITY KUSTOMZ	04/22/20	2679	149.40
593-503-970.000	CAPITAL OUTLAY	HOME DEPOT	05/08/20	MAY 2020	1,404.37
590-503-970.000	CAPITAL IMPROVEMENTS	OTTO BRANDT	05/04/20	MAY 2020	100.00
590-503-974.000	CAPITAL IMPROVEMENTS	OTTO BRANDT	05/04/20	MAY 2020	100.00
Total For Dept 900 CAPITAL CONTROL					1,653.77
Total For Fund 590 SEWER FUND					15,696.82
Fund 591 WATER FUND	DUE TO WORKMANS COMPENSATION	MT MUNICIPAL WORKERS COM	04/01/20	6269205	584.50
Dept 000	DUE TO WORKMANS COMPENSATION	MT MUNICIPAL WORKERS COM	04/01/20	6269205	584.50
591-000-231.750	DUE TO WORKMANS COMPENSATION	MT MUNICIPAL WORKERS COM	04/01/20	6269205	584.50

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Fund 591 WATER FUND  
 Dept 000

Dept 536 ADMINISTRATION	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,582.27
591-536-716.000	MADISON NATIONAL LIFE	MAY 2020	05/01/20		74.51
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	19.57
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RS0002750439	178.90
591-536-716.300	OPERATING SUPPLIES	MADISON NATIONAL LIFE	05/01/20	MAY 2020	22.47
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	04/23/20	0090763-001	19.00
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	04/25/20	8058237888	63.31
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	05/02/20	8058310062	2.20
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	05/09/20	8058368370	(1.14)
Total For Dept 536 ADMINISTRATION					1,961.09

Dept 540 OPERATIONS & MAINTENANCE	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	1,352.97
591-540-716.000	MADISON NATIONAL LIFE	MAY 2020	05/01/20		83.81
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0002-05/20-06/19/20	5.34
591-540-716.200	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	04/19/20	0003-05/20-06/19/20	12.84
591-540-716.300	DENTAL INSURANCE	DELTA DENTAL	05/01/20	RS0002750439	193.21
591-540-742.000	UNIFORMS	MADISON NATIONAL LIFE	05/01/20	MAY 2020	23.39
591-540-817.000	PROFESSIONAL SERVICES	TSC STORES	04/20/20	APRIL 2020	11.99
591-540-850.000	TELEPHONE	STATE OF MICHIGAN	03/16/20	761-10507574	350.00
591-540-850.000	TELEPHONE	STATE BANK	04/23/20	APRIL 2020	26.81
591-540-850.000	TELEPHONE	123.NET	05/01/20	465508	118.28
591-540-850.100	WIRELESS COMMUNICATIONS	STATE BANK	04/23/20	APRIL 2020	143.09
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	04/30/20	203854006457	143.09
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	202875092780	25.50
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	202163172326	493.52
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/17/20	201896194986	25.36
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	05/18/20	203943019206	403.20
591-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	04/23/20	APRIL 2020	25.77
591-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	04/20/20	APRIL 2020	19.20
591-540-930.000	REPAIRS/MAINTENANCE	USABIUEBOOK	04/27/20	218246	7.93
591-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	05/08/20	MAY 2020	94.53
591-540-930.000	REPAIRS/MAINTENANCE	USABIUEBOOK	05/13/20	235138	64.50
591-540-930.000	REPAIRS/MAINTENANCE	DALE STROEBEL S AUTO	04/30/20	31498	276.74
591-540-938.000	VEHICLE EXPENSE	STATE BANK	04/23/20	APRIL 2020	47.93
591-540-938.000	VEHICLE EXPENSE	WEX INC	04/30/20	65232707	77.10
591-540-938.100	GAS & DIESEL FUEL	STATE BANK	04/23/20	APRIL 2020	167.48
591-540-960.000	EDUCATION & TRAINING	STATE BANK	04/23/20	APRIL 2020	95.00
Total For Dept 540 OPERATIONS & MAINTENANCE					4,145.49

Dept 900 CAPITAL CONTROL	CAPITAL OUTLAY	TRI-CITY KUSTOMZ	04/22/20	2679	149.40
591-900-970.000	CAPITAL OUTLAY	HOME DEPOT	05/08/20	MAY 2020	1,404.37
591-900-970.000	CAPITAL OUTLAY	HOME DEPOT	05/08/20	MAY 2020	1,404.37
Total For Dept 900 CAPITAL CONTROL					1,553.77

Fund 596 MUNICIPAL REFUSE FUND	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	04/01/20	6269205	43.19
596-000-231.750	REFUSE CONTRACT	MID MICHIGAN WASTE AUTHO	05/12/20	MARCH 2020	49,373.14
Total For Fund 591 WATER FUND					8,244.85

GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Date	Invoice	Amount
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Fund 596 MUNICIPAL REFUSE FUND  
Dept 000

Total For Dept 000 49,416.33

Total For Fund 596 MUNICIPAL REFUSE FUND 49,416.33

Fund Totals:

Fund 101 GENERAL OPERATING FUND	54,359.82
Fund 205 PUBLIC SAFETY-FIRE DEP	6,967.06
Fund 206 FIRE APPARATUS	1,953.96
Fund 207 PUBLIC SAFETY-POLICE	17,867.96
Fund 248 DOWNTOWN DEVELOPMENT A	244.79
Fund 271 LIBRARY FUND	1,389.40
Fund 590 SEWER FUND	15,696.82
Fund 591 WATER FUND	8,244.85
Fund 596 MUNICIPAL REFUSE FUND	49,416.33

Total For All Funds: 156,140.99

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2020 TO 05/31/2020  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2020	Total Debits	Total Credits	Ending Balance 05/31/2020
Fund 100	CLEARING FUND				
001.000	59	10,562.50	1,165,142.50	1,159,163.68	16,541.32
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,057,112.70	363,696.91	317,731.46	1,103,078.15
002.010	THE STATE BANK SAVINGS	1,013,139.56	0.00	0.00	1,013,139.56
002.350	CASH CHASE BANK	10,776.61	0.00	0.00	10,776.61
002.385	CASH CHEMICAL BANK	1,138,880.01	0.00	0.00	1,138,880.01
003.175	Certificate of Deposit Chemic	250,000.00	0.00	0.00	250,000.00
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	750,000.00	0.00	0.00	750,000.00
003.400	CERTIFICATE OF DEP CHASE BANK	234,486.37	0.00	0.00	234,486.37
	GENERAL OPERATING FUND	4,454,395.25	363,696.91	317,731.46	4,500,360.70
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	1.00	0.00	0.00	1.00
002.010	THE STATE BANK SAVINGS	146,429.17	0.00	0.00	146,429.17
	CHRISTOPHER THOMPSON FAMILY FUND	146,430.17	0.00	0.00	146,430.17
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	740,747.70	7,783.85	90,006.34	658,525.21
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	856,942.27	4,914.89	11,781.94	850,075.22
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,285,306.03	15,364.87	182,219.50	1,118,451.40
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	256,875.60	0.00	0.00	256,875.60
003.175	Certificate of Deposit Chemic	610,966.47	0.00	0.00	610,966.47
	ROAD REVOLVING FUND	867,842.07	0.00	0.00	867,842.07
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	83,190.47	132.00	782.50	82,539.97
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH THE STATE BANK	6,103.34	0.00	0.00	6,103.34
Fund 271	LIBRARY FUND				
002.000	CASH THE STATE BANK	478,035.41	2,162.56	39,557.06	440,640.91
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	683,375.41	2,162.56	39,557.06	645,980.91
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	776,159.28	149,341.23	144,003.96	781,496.55
002.010	THE STATE BANK SAVINGS	506,569.77	0.00	0.00	506,569.77
002.200	RESERVED CASH SYSTEM EXPANSIO	106,068.65	3,600.00	0.00	109,668.65
002.385	CASH CHEMICAL BANK	1,984,644.58	0.00	0.00	1,984,644.58
002.386	CHEMICAL BANK SYSTEM EXPANSIO	117,933.00	0.00	0.00	117,933.00
003.175	Certificate of Deposit Chemic	463,667.01	0.00	0.00	463,667.01
	SEWER FUND	3,955,042.29	152,941.23	144,003.96	3,963,979.56
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	600,700.03	161,615.69	324,528.79	437,786.93
002.010	THE STATE BANK SAVINGS	3,284.89	0.00	0.00	3,284.89
002.200	RESERVED CASH SYSTEM EXPANSIO	81,343.99	1,250.00	0.00	82,593.99
002.375	CASH HUNTINGTON BANK	246,568.30	0.00	0.00	246,568.30
002.385	CASH CHEMICAL BANK	1,329,619.92	0.00	0.00	1,329,619.92
002.386	CHEMICAL BANK SYSTEM EXPANSIO	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	506,234.47	0.00	0.00	506,234.47
002.390	CASH FIRST STATE BANK	245,996.98	0.00	0.00	245,996.98

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
FROM 04/01/2020 TO 05/31/2020  
FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2020	Total Debits	Total Credits	Ending Balance 05/31/2020
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
	WATER FUND	<u>3,531,924.58</u>	<u>162,865.69</u>	<u>324,528.79</u>	<u>3,370,261.48</u>
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	605,773.23	46,545.36	144,359.84	507,958.75
002.385	CASH CHEMICAL BANK	305,492.60	0.00	0.00	305,492.60
	MUNICIPAL REFUSE FUND	<u>911,265.83</u>	<u>46,545.36</u>	<u>144,359.84</u>	<u>813,451.35</u>
	TOTAL - ALL FUNDS	<u>17,533,127.91</u>	<u>1,921,549.86</u>	<u>2,414,135.07</u>	<u>17,040,542.70</u>





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** May 4, 2020
- **SUBMITTED BY:** Chief, Michael Cousins
- **AGENDA TOPIC:** Accept resignation of Jenna Stevenson from the Fire Department's Administrative Assistants position.

- **EXPLANATION OF TOPIC:**

Jenna Stevenson has submitted her resignation from the Fire Department's Administrative Assistant's position effective June 30, 2020. Jenna will be attending the University of Toledo this fall and will no longer be able to fulfill this role. She does plan on remaining with the Fire Department after a three month leave of absence. At that time, we will re-evaluate where she is at with her studies and her obligations with the Fire Department. Jenna began this part-time position in August last year after Sherri Simerson accepted the full-time Administrative Assistant role within our Police Department. Jenna was a great fit to help in the adjustments within our Public Safety Departments. Sherri could concentrate on learning the Police Department while Jenna had a great advantage in knowing most of the Fire Department operations. This helped ensure a smooth transition. With Jenna's departure, our hopes are Jenna will be able to train the new person before she leaves. I am attaching her resignation to this document. This has been brought to the Personnel Committee.

The concept of having these two positions working together has been a huge asset to our operations in that they were both learning to be interchangeable between the two departments. This becomes valuable during lunches, vacations days and most recently our COVID-19 schedule adjustments. Having witnessed this success, Chief Fong and I would like to continue with this same concept of sharing the two roles.

- **SUPPORTING DOCUMENTAION:** Resignation letter.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the resignation of Jenna Stevenson from the Fire Departments Administrative Assistant Role.
- **ROLL CALL VOTE REQUIRED?** Yes, due to conference call meeting rules.





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** June 1, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the Personnel Policy 706, Infectious Disease (COVID-19) Preparedness & Response Policy Plan.
- **EXPLANATION OF TOPIC:** Based upon the Governor's Executive Orders and OSHA, communities and businesses have been directed to develop policies for operating during pandemics now and in the future. Consequently, we developed the proposed policy. While the impetus for it was COVID-19, it was intentionally written to be useful in the event of other future pandemics. We recognize that this policy will likely be amended in the near future as we learn more about the appropriate methods for handling these situations.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Personnel Policy 706.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Personnel Policy 706, Infectious Disease (COVID-19) Preparedness & Response Policy Plan.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.



# THOMAS TOWNSHIP PERSONNEL POLICIES

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## THOMAS TOWNSHIP PERSONNEL POLICIES

Personnel Policy No.:  
Effective Date:

706 (5 Pages)  
May 7, 2020

Policy Regarding:

**INFECTIOUS DISEASE (COVID-19)  
PREPAREDNESS & RESPONSE POLICY  
PLAN**

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In accordance with the directives as stated in the Governor's Executive Orders related to the COVID-19 crisis of 2020 and consistent with OSHA publication 3990-03 2020, "Guidance on Preparing Workplaces for COVID-19", Thomas Township has adopted this Policy Plan to address the safety, health and welfare of both the Township employees and the public in general. This Plan recognizes the importance of having the Township workplace prepared for an infectious disease and being able to respond appropriately. In the event of infectious disease outbreak the Township consider and implement some or all of the following measures as the specific situation necessitates:

***I. General Response Measures:***

- a. Restricting the number of workers present on premises to no more than is strictly necessary to perform the in-person work and essential services to the community.
- b. Promoting remote work to the fullest extent possible during the outbreak.
- c. Keeping workers and patrons who are on premises at least six (6') feet from one another to the maximum extent possible.
- d. Increasing standards of facility cleaning and disinfection to limit worker and patron exposure, as well as adopting protocols to clean and disinfect in the event of a positive case in the workplace.
- e. Adopting policies to prevent workers from entering the premises if they display symptoms of the disease/virus or have had contact with a person with a confirmed diagnosis.
- f. Any other social distancing practices and mitigation measures recommended by the CDC.
- g. Barring gatherings of any size in which people cannot maintain six (6') feet of distance from one another.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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- h. Limiting in-person interaction with clients and patrons to the maximum extent possible, and barring any such interaction in which people cannot maintain six (6') feet of distance from one another.
- i. Providing personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
- j. Adopting protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.

### ***II. Implement Basic Infection Prevention Measures:***

- a. Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- b. Encourage workers to stay home if they are sick.
- c. Encourage respiratory etiquette, including covering coughs and sneezes.
- d. Provide customers and the public with tissues and trash receptacles.
- e. Explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- f. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- g. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- h. Increase frequency and intensity of office cleaning.

### ***III. Administrative Controls:***

Administrative controls that will be considered given the extent of the situation are as follows:

- a. Encouraging sick workers to stay at home.
- b. Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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- c. Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- d. Discontinuing nonessential travel to locations with ongoing outbreaks. Regularly check CDC travel warning levels.
- e. Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- f. Providing workers with up-to-date education and training on risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- g. Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

#### IV. *Safe Work Practices:*

- a. Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- b. Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- c. Post handwashing signs in restrooms.

#### V. *Personal Protective Equipment (PPE)*

- a. Provide appropriate PPE based upon the employee's work, the specific disease/virus and its characteristics, and the potential risk that the employee has.
- b. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.
- c. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. The Township will check the OSHA and CDC websites regularly for updates about recommended PPE.
- d. All types of PPE must be:
  - i. Selected based upon the hazard to the worker.
  - ii. Properly fitted and periodically refitted, as applicable (e.g., respirators).
  - iii. Consistently and properly worn when required.

# THOMAS TOWNSHIP PERSONNEL POLICIES

- iv. Regularly inspected, maintained, and replaced, as necessary.
- v. Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

## VI. *Classifications of jobs in terms of risk level:*

Protective measures should be implemented and personal protective equipment should be issued based upon the level of risk an employee has in their respective position. For low risk employees, fewer and less aggressive measures are needed than those at the high end of the pyramid. At the very high risk level, all actions should be implemented for the protection of the employee.



**VERY HIGH** – *Those jobs with high potential for exposure to known or suspected sources of an infectious disease/virus during specific medical, postmortem or laboratory procedures.*

Fire Chief  
Fire Officers  
Fire Fighters  
Medical Responders  
Similar Unnamed Positions

**HIGH** – *Those jobs with high potential for exposure to known or suspected sources of an infectious disease/virus .*

## THOMAS TOWNSHIP PERSONNEL POLICIES

Police Chief  
Police Sergeant  
Police Officers  
Similar Unnamed Positions

**MEDIUM** – *Those jobs that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected, but who are not known or suspected to be an infectious disease/virus patient. In areas without ongoing community transmission workers in the risk group may have frequent contact with travelers who may return from international locations with widespread transmission of an infectious disease/virus .*

Fire Secretary  
Police Secretary  
DPW Director  
Assistant DPW Director  
DPW Laborers  
Township Manager  
Building Inspector  
Electrical Inspector  
Plumbing/Mechanical Inspector  
Community Development Director  
Code Enforcement Officer  
Recreation Program Coach  
Recreation Program Instructor  
Recreation Program Referee/Umpire  
Similar Unnamed Positions

**LOW** – *Those jobs that do not require contact with people known to be, or suspected of being infected with an infectious disease/virus, nor frequent close contact with (i.e. within 6 feet of) the general public.*

Fiscal Services Director  
Parks & Recreation Director  
Assistant Parks & Recreation Director  
Assessor  
Receptionist  
Parks Secretary  
Building Secretary  
Permit Clerk  
Deputy Clerk  
Deputy Treasurer  
Board Members & Officers  
Park Commissioners  
Similar Unnamed Positions

# THOMAS TOWNSHIP PERSONNEL POLICIES

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**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 1, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Deidre Frolo, Fiscal Services Director
- **AGENDA TOPIC:** Acknowledge and accept the 2020 water rate study as presented.
- **EXPLANATION OF TOPIC:** In September of 2019 the Township Board approved a service contract with Municipal Analytics to complete a water rate study. The current rates were instituted in the August of 2019. In order to keep up with increased operating and capital cost along with keeping the fund balance at an acceptable level to cover these costs the current rates need to be adjusted. We have worked closely with Municipal Analytics in providing the necessary information to develop a 5 year rate plan. The rate structure will increase both the cost per 1,000/gallons of water and the ready to serve (RTS) incrementally through 2025. Although this is a five year rate structure the rates will be reviewed annually and adjustments would be presented to the board to increase/decrease rates as necessary to maintain an acceptable fund balance.

The impact upon homeowners will be an average increase of 4.8%/year including the usage and quarterly RTS charge. The estimated quarterly bill for a customer using 15,000/gallons of water will see an increase of \$6.36/quarter in the first year. In year one of the rate structure, Hemlock Semi-Conductors costs will increase by approximately \$47,450/quarter based on 114 million gallons of usage. Also included in the study is a separate rate for irrigation meters. This rate will increase the cost of irrigation meter usage from \$3.35 to \$4.44 per 1,000/gallons. A customer using 15,000 gallons of water will see an increase of \$16.35/quarter. A separate rate for the Great Lakes Tech Park is also included in the study. For customers inside the GLTP the commodity charge is \$4.24 per 1,000/gallons.

Once the rate study is approved a Notice of Public Hearing will be published no later than June 30, 2020 and an amendment to the fees resolution will be presented to the Township Board in July with an effective date for the rates of August 1, 2020.

- **MATERIAL ATTACHED AS SUPPORTING INFORMATION:**  
None, the Water Rate Study was previously provided the Township Board.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table
- **SUGGESTED/REQUESTED MOTION:**  
Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to acknowledge and accept the water rate study as presented.
- **ROLL CALL VOTE REQUIRED?** No





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** June 1, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the COVID-19 Reopening Plan for the Township Offices.
- **EXPLANATION OF TOPIC:** Attached is the COVID-19 Reopening plan that was developed in response to the Governor's order to create such a plan. The intent of this plan is to provide some guidance as to the measures that will be taken to open the Township buildings that have been closed to the public. The plan is not intended to cover every detail that will be done to keep the workplace space safe for both employees and customers. It does give the general direction taken to achieve an effective reopening after the lengthy closure due to COVID-19. At the time we prepared it, we thought that we were only a couple of days from the Governor lifting the stay home orders; however, she had a different idea and extended it through June 12<sup>th</sup> now. To be honest, it was a real challenge to put the plan together given the inability to know exactly what the Governor will require and expect when she does say that we can once again allow people into our buildings. For this reason, I would add that we will likely have to revisit the plan when we learn what her directives are in order to comply with them.

The Policy Committee did review and approve the proposed plan.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Proposed COVID-19 Reopening Plan for the Township Offices.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the proposed COVID-19 Plan for Reopening the Township Offices.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.





**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 1, 2020
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To award the DuPont Health Materials Industries Site (HIMS) Fire Water Improvement Engineering Design and Construction Administration contract to Spicer Group in the amount of \$31,000.
- **EXPLANATION OF TOPIC:** The DuPont HIMS plant is currently connected to the HSC site for all emergency fire water use. The plant's internal fire suppression system operates at a significantly higher water pressure than what our water system provides. This means that the water is required to be boosted internally. Historically, the HIMS site fire water system was connected to the HSC site. Now that HSC and DuPont are two different companies, HIMS is separating from that original connection running through the HSC site and constructing their own. This requires a new water boosting station to be constructed on the HIMS property and directly reconnect to our water system on Geddes and North Gleaner Roads. DuPont prefers that the "public" portion of the project, that being the actual water connections to the Township's water mains and the piping to the right of way, be designed by the Township's Engineer.

Spicer Group has submitted a proposal to complete the design, bidding and construction administration for the public portion of the project in the amount of \$31,000. DuPont has agreed to deposit funds with the Township for this project in advance to pay for these engineering fees. Therefore, I am asking the Board to award this engineering contract.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Engineering Proposal from Spicer Group.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to award the DuPont HIMS Fire Water Improvement Engineering Design and Construction Administration contract to Spicer Group in the amount of \$31,000.
- **ROLL CALL VOTE REQUIRED?:** Yes



May 14, 2020

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

RE: DuPont/HIMS Water Main Extension  
Thomas Township

Rick:

In response to your request, this document contains Spicer Group's proposal to you for the Final Design, Bidding and Construction Administration for the DuPont/HIMS Water Main Extension project.

### **Project Background**

Currently, the DuPont/HIMS site gets their fire protection capability via a connection to the HSC plant fire suppression network. They would like to provide the plant with an independent, looped system, connected directly to the Thomas Township water distribution system. There are two proposed connections:

- 1) 12" live tap connection to the existing 20" water transmission main along the south side of Geddes Road. This will require a bore of Geddes Road and will terminate with a gate valve & plug at the north road right-of-way.
- 2) 12" live tap connection to the existing 12" water main along the west side of Gleaner Road. This will terminate with a gate valve & plug at the west road right-of-way.

It is our understanding that DuPont/HIMS will be undertaking the portion of this project beyond the road right-of-way.

### **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 Final Design phase we will:
  - Perform a topographic survey of the area to gather the information necessary to design the project. DuPont/HIMS representatives will need to provide the location in the field where the proposed connections will take place, prior to us performing the survey work.
  - Design the water main plan and profile sheets in accordance with the Township, local, and state requirements.
  - 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.
  - Prepare the traffic control plan and submit for review and approval by the Saginaw County Road Commission.
  - Prepare the Soil Erosion and Sedimentation Control Plan and submit to the local enforcement agency for review.
  - Prepare the permit and submit with plans to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for review and issuance of the Act 399 permit.
2. During the Bidding phase we will:
- Prepare the construction bid advertisement for publishing in a local newspaper and host the bidding documents on [www.spicergroup.com](http://www.spicergroup.com).
  - Answer questions to the Contractors preparing their bids.
  - Schedule and host a mandatory pre-bid meeting and prepare the minutes.
  - Prepare any necessary Addenda.
  - Open bids with you.
3. During the Construction Administration phase we will:
- Research the qualifications and background of the low bidder, if the Township or we are not familiar with them.
  - 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 construction staking necessary to construct the project.
  - Verify the Soil Erosion and Sedimentation Control (SESC) measures are installed per the approved plan.
  - Provide general oversight of the water main 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 over see the work, when necessary, to verify the work is completed in conformance with the plans and specifications. We have included 3 inspection days in this proposal.
- Provide construction materials testing, such as driveway and road restoration, to ensure materials used during construction are as specified.
- Perform the soil erosion and sedimentation control inspection and reports while our inspector is actively on the site. These duties will be turned over to you upon the Contractor's Substantial Completion, when we are not actively on the site. We would be happy to continue to provide this service as additional services upon your request.
- 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 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. Final Design Phase:
  - A lump sum in the amount of \$12,000.00.
2. Bidding Phase:
  - Standard hourly rates with the total amount estimated to be about \$4,000.00.
3. Construction Administration Phase:
  - Standard hourly rates with the total amount estimated to be about \$15,000.00.

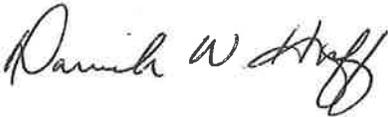
We have calculated these fees based on our understanding of what you want us to do and what you have told us.

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 by both parties.

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/Senior Associate

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

cc: SGI File 127953SG2019  
KAJ/ACCTG

Q:\Proj2019\127953SG2019 - Thomas Twp Dupont HIMS Water  
Main\ProjMgt\20200514\_itrgr\_DuPont-HIMS WM\_jeo.doc

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Above proposal accepted and approved  
by Owner.

**THOMAS TOWNSHIP**

By: \_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 1, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Proclamation 20-07 to recognize and thank all of the individuals, businesses, groups, governments and agencies that have provided support and assistance during the 2020 Tittabawassee River Flood Disaster & Recovery.
- **EXPLANATION OF TOPIC:** With the recent 2020 Tittabawassee River Flood Disaster, and now the recovery, our Township and our residents have been fortunate to receive help from a variety of groups, businesses, neighboring communities, agencies and individuals. Their assistance has been critical to our ability to recover from this catastrophe. We estimate that up to 400 homes and several businesses in our community received substantial damage. We lost one pump in our primary lift station and the new Nature Center received significant damage. A drive by the flood damage collection sites when they were operational painted a clear picture of the impact that this historic flood had upon our homeowners.

As you know, the Township has and is working to provide support services to residents, in particular with trash collection. However, Township governments were not designed to provide many of the more personal levels of assistance that homeowners and businesses need when a disaster occurs. That is why other organizations exist to fill those needs. Below is a list of the individuals, businesses, groups, governments and agencies who have provided assistance, support, services and donations:

### **CHURCHES:**

Holy Spirit Church  
Hopevale Church  
Frankenmuth Bible Church

### **BUSINESSES:**

Bierlein Demolition  
Culvers  
Doc Heinz Trucking  
Hemlock Semi Conductor  
H & H Catering  
HomeTown Pharmacy

Jen's Place  
McDonalds  
Maple Grill  
Meijer  
Little Caesars  
Tim Hortons  
Tri-Valley Landscaping, Inc.  
Walmart  
Waste Management

**FIRE DEPARTMENTS:**

Birch Run Fire  
Breckenridge Fire  
Chesaning Brady Fire  
James Fire / Rescue  
Jonesfield Lakefield Fire  
Frankenmuth Fire  
Kochville Fire  
Maple Grove Fire  
Marion Springs Fire  
Richland Fire  
Saginaw County Fire Chief's Coordination Team  
Thomas Fire  
Thomas Twp. Fire Corp Division  
Tittabawassee Fire  
Tri-Township Fire

**GOVERNMENTS & AGENCIES:**

Birch Run Police  
City of Saginaw Building Inspection Department  
City of Saginaw Water Department  
Mid-Michigan Waste Authority  
Saginaw – Tuscola Medical Control & the Region 3 Health Care network  
Saginaw County Sheriff Department Reserves  
Saginaw County Road Commission  
Saginaw County GIS  
Saginaw County Central Dispatch  
Saginaw County Department of Public Health  
Saginaw County Office of Emergency Management  
Saginaw Township Police Explorers  
Thomas Township Police  
Thomas Township Police Explorers  
Thomas Township DPW, Parks, Community Development, Clerks Office,  
Finance Office, Supervisor and Managers Office

**NON-PROFITS, GROUPS, SCHOOLS:**

American Red Cross

Hemlock Schools and staff  
Keller Williams – Preferred / Michigan  
Swan Valley Pay it Forward  
Swan Valley Schools and staff  
United Way of Saginaw County

As you can see, our community and our County have really come together to help the residents so hard hit by this terrible disaster.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Proclamation 20-07.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve Proclamation 20-07 to recognize and thank all of the individuals, businesses, groups, governments and agencies that have provided support and assistance during the 2020 Tittabawassee River Flood Disaster & Recovery.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.



PROCLAMATION 20-07

June 1, 2020

TO RECOGNIZE AND THANK ALL OF THE INDIVIDUALS, BUSINESSES,  
GROUPS, GOVERNMENTS AND AGENCIES THAT HAVE PROVIDED  
SUPPORT AND ASSISTANCE DURING THE 2020 TITTABAWASSEE  
RIVER FLOOD DISASTER AND RECOVERY

*WHEREAS*, starting on May 19, 2020, Thomas Township experienced unprecedented flooding due to abnormally high amounts of rainfall coupled with the failure of dams upstream on the Tittabawassee River; and

*WHEREAS*, flooding caused the evacuation of residents in the flood plain, the destruction of homes and businesses, and the establishment of shelters at Swan Valley High School and Hemlock High School; and

*WHEREAS*, through this devastation individuals, businesses, groups, governments and agencies demonstrated a common conviction that charity and social responsibility manifest all that is good in the individual, and that the wellbeing of the community is largely dependent upon helping others ; and

*WHEREAS*, the Township Board hereby recognizes and thanks the following list of individuals, businesses, groups, governments and agencies who helped our community to survive the flood waters of the Tittabawassee River this year, 2020, and to start upon the road to recovery. Your kindness, generosity and commitment to the welfare of our residents is appreciated beyond measure; and

**CHURCHES:**

Frankenmuth Bible Church  
Holy Spirit Church  
Hopevale Church

**BUSINESSES:**

Bierlein Demolition  
Culvers  
Doc Heinz Trucking  
Hemlock Semi Conductor  
H & H Catering  
HomeTown Pharmacy  
Jen's Place  
McDonalds  
Maple Grill  
Meijer  
Little Caesars  
Tim Hortons

Tri-Valley Landscaping, Inc.  
Waste Management  
Walmart

**FIRE DEPARTMENTS:**

Birch Run Fire  
Breckenridge Fire  
Chesaning Brady Fire  
James Fire / Rescue  
Jonesfield Lakefield Fire  
Frankenmuth Fire  
Kochville Fire  
Maple Grove Fire  
Marion Springs Fire  
Richland Fire  
Saginaw County Fire Chief's Coordination Team  
Thomas Fire  
Thomas Twp. Fire Corp Division  
Tittabawassee Fire  
Tri-Township Fire

**GOVERNMENTS & AGENCIES:**

Birch Run Police  
City of Saginaw Building Inspection Department  
City of Saginaw Water Department  
Mid-Michigan Waste Authority  
Saginaw – Tuscola Medical Control & the Region 3 Health Care network  
Saginaw County Sheriff Department Reserves  
Saginaw County Road Commission  
Saginaw County GIS  
Saginaw County Central Dispatch  
Saginaw County Department of Public Health  
Saginaw County Office of Emergency Management  
Saginaw Township Police Explorers  
Thomas Township Police  
Thomas Township Police Explorers  
Thomas Township DPW, Parks, Community Development, Clerks Office,  
Finance Office, Supervisor and Managers Office

**NON-PROFITS, GROUPS, SCHOOLS:**

American Red Cross  
Hemlock Schools and staff  
Keller Williams – Preferred / Michigan  
Swan Valley Pay it Forward  
Swan Valley Schools and staff  
United Way of Saginaw County

***NOW THEREFORE BE IT RESOLVED***, that the Thomas Township Board of Trustees, along with the Township Manager, do hereby express their deepest appreciation to those that were involved in the cleanup and relief efforts during the 2020 Tittabawassee River Flood Disaster and Recovery.

***BE IT FURTHER RESOLVED***, that this expression of recognition be documented in the minutes of this meeting as a permanent record and duly inscribed upon parchment as a Proclamation.

Dated: June 1, 2020

---

Robert Weise, Township Supervisor

---

Russell Taylor, Township Manager





## Saginaw County Metropolitan Planning Commission

111 S. Michigan Ave.  
Saginaw, Michigan 48602

Phone: (989) 797-6804 - FAX: (989) 797-6809

May 28, 2020

Thomas Township  
Dan Sika  
249 N. Miller Road  
Saginaw, MI 48603

Dear Colleague:

The Metropolitan Planning Organization (MPO) for Saginaw County is currently seeking to re-designate the MPO from the Saginaw County Metropolitan Planning Commission to the Saginaw Metropolitan Area Transportation Study (SMATS) proposed name change to Saginaw Area Transportation Agency (SATA) Policy Committee by **FY 2021 (Oct 1)**. To complete this process we will need your local board to support a resolution to re-designate at your **June** Board meeting in order to meet the targeted October 1, 2020 date.

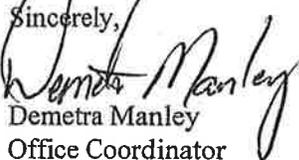
The Saginaw MPO becoming an independent agency will require no financial commitment from your municipality as the Planning Department is funding by transportation planning funds allocated to Saginaw County.

The United States Department of Transportation (USDOT) relies on the MPO to ensure that highway and transit projects that use federal funds are products of a credible planning process and meet local priorities. USDOT will not approve federal funding for urban highway and transit projects unless they are on the MPO's program. Thus, the MPO's role is to develop and maintain the necessary transportation plan for the area to assure that federal funds support these locally developed plans.

Currently, Saginaw County houses the MPO but proposed budget cuts will disrupt the transportation planning process. Without the MPO all transportation projects utilizing federal funds within the Saginaw County urban area and townships throughout Saginaw County. The MPO plays an important role in the maintenance of existing infrastructure and the economic vitality for all of Saginaw County. By re-designating the MPO, and encouraging local units of government, road agencies, transportation providers, to become supportive stakeholders we can ensure the long term viability of this program.

Included in this email I have attached in word format a fill in the blank resolution that must be returned to me by email followed by mailed originals. Again we ask that you address your committee at your June meeting in support of the MPO becoming an independent agency. Please feel free to contact Dan Armentrout at the Saginaw County Road Commission 989-752-6140 or email [ArmentroutD@scrc-mi.org](mailto:ArmentroutD@scrc-mi.org) or myself at 989-797-6804 or email [dmanley@saginawcounty.com](mailto:dmanley@saginawcounty.com) regarding any questions.

Sincerely,

  
Demetra Manley  
Office Coordinator



THOMAS TOWNSHIP  
RESOLUTION 20-03  
June 1, 2020

RESOLUTION 20-08

**RESOLUTION TO ESTABLISH AN INTERMUNICIPALITY COMMITTEE FOR THE PURPOSE OF  
TRANSPORTATION PLANNING IN THE SAGINAW AREA AND GOVERNANCE OF SAGINAW  
METROPOLITAN PLANNING ORGANIZATION**

- WHEREAS,** the urban transportation planning regulations implementing sections of the Federal-Aid Highway Act of 1962, and the Urban Mass Transportation Act of 1964, as amended, require that each urbanized area, as a condition of receipt of Federal transportation capital or operating assistance, have a continuing, cooperative and comprehensive (3-C) transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and
- WHEREAS,** the Saginaw Metropolitan Planning Organization was initiated in 1965 to conduct a transportation planning process in response to the Federal-Aid Highway Act of 1962 and the Urban Mass Transportation Act of 1964, as amended; and
- WHEREAS,** urban transportation planning funds from the United States Department of Transportation are available, directly or indirectly to the Saginaw Metropolitan Planning Organization to carry out the transportation planning process in the Saginaw area; and
- WHEREAS,** Thomas Township agrees to participate with other local municipalities in the comprehensive, cooperative and continuing transportation planning process for the Saginaw area; and
- WHEREAS,** Michigan Public Act 200 of 1957 provides for the creation, by two or more municipalities of an Intermunicipality Committee for the purpose of studying area problems; and
- WHEREAS,** the Intermunicipality Committee may accept gifts and grants from the Federal, State and local governments, also from private individuals, foundations or agencies, if such grants are made for furtherance of the objectives for which the Intermunicipality Committee is established;
- NOW, THEREFORE, BE IT RESOLVED** that Thomas Township, along with the other municipalities within or in vicinity of the Saginaw Urbanized Area, has duly considered the creation of such an Intermunicipality Committee, **and does hereby agree to join and mutually establish and organize an Intermunicipality Committee under Michigan Public Act 200 of 1957 for the purpose of governance of Saginaw**

THOMAS TOWNSHIP  
RESOLUTION 20-03  
June 1, 2020

RESOLUTION 20-08

Page 2

**Metropolitan Planning Organization and studying the Saginaw area transportation problems of mutual interest and concern;**

**BE IT FURTHER RESOLVED THAT:**

1. The Intermunicipality Committee created by this resolution shall be an organization established and operating as a voluntary association under the name Saginaw Area Transportation Agency (SATA) by October 1, 2020. The SATA organizational structure will be comprised of a Policy Committee (governing body), a Technical Committee (advisory body) and SATA staff (Executive Director and Transportation Planner).
2. Membership of the Committee may in the future include other such units of government, agencies, commissions or committees that would be eligible in accordance with the by-laws.
3. The by-laws, being developed by the SATA Policy Committee, and shall be the by-laws of the Intermunicipality Committee.
4. SATA shall operate and act in compliance with and under the authority of Michigan Public Act 200 of 1957 and shall have the duties, privileges and rights prescribed in that Act.
5. The SATA shall develop transportation plans and programs for the Saginaw Urbanized Area, integrally considering local, county, regional and state plans.
6. The City of Saginaw and the Saginaw County Road Commission shall be the financial contributors of the local match requirements.

Signatories to this resolution mutually agree to join in and ascribe to this comprehensive, continuing and cooperative transportation planning process for the Saginaw Area, in fulfillment of the requirements of the Federal-Aid Highway Act of 1962, the Urban Mass Transportation Administration Act of 1964, as amended, and other relevant acts, regulations, or directives pertaining to Federal and State participation in the transportation planning program and project in the Saginaw Urbanized Area.

On a motion made by \_\_\_\_\_ seconded by \_\_\_\_\_ to adopt the Resolution in support of the establishment of an Intermunicipality committee under the Michigan Public Act 200 of 1957, for the purpose of transportation planning in the Saginaw study area.

THOMAS TOWNSHIP  
RESOLUTION 20-03  
June 1, 2020

RESOLUTION 20-08

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Motion was adopted on a roll vote:

Yeas:

Nays:

Absent:

The supervisor declared the resolution adopted.

---

Robert Weise, Supervisor

CERTIFICATE

I, EDWARD BROSOFSKI, 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 June 1, 2020, at which meeting a quorum was present, by a roll call vote of said members and hereinafter set forth; that said resolution was ordered to take effect immediately.

---

Edward Brosowski, Clerk

