



AGENDA
THOMAS TOWNSHIP REGULAR BOARD MEETING
8215 Shields Drive, Saginaw, MI 48609
October 7, 2019
7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
 - A. Approve the September 9, 2019 Regular Board Minutes.
 - B. Approval of the Expenditures.
 - C. Approve the amended Purchase Policy, Administrative Policy 422.
 - D. Approve the hiring of Chris Shepherd as a DPW general laborer.
 - E. Approve the hiring of Marcia Hupfer as a part-time custodian.
 - F. Accept the resignation of Steve Witt from the Compensation Commission.
 - G. Approve the Personnel Committee's recommendation for the hiring of the part-time Clerk/Receptionist for the Municipal Office.
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 Swan Valley High School's application and permit to display fireworks on October 18, 2019, with a rain date of November 1, 2019.
 - B. Approve Resolution 19-19 to adopt the amended Thomas Township Emergency Operations Support Plan.
 - C. Approve Resolution 19-20 to support the Fire Department in applying for a Risk Reduction Grant through the Michigan Township Participating Plan.
 - D. Approve the publishing of the intent to sell a vacant lot owned by Thomas Township located on Campbell Lane.
 - E. Approve the amended Drug and Alcohol Policy, Personnel Policy 818.
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

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
September 9, 2019
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, Brosofski, Weber, Thayer, Sommers, and DeLine
ABSENT: Monahan

ALSO PRESENT: Township Manager, Russ Taylor; Finance Director, Deidre Frolo; Parks and Recreation Director, John Corriveau; Director of Community Development, Dan Sika; Police Chief, Al Fong; Fire Chief, Mike Cousins; Deputy Clerk, Darci Seamon; Township Attorney, Otto Brandt and 1 interested party.

3. The Pledge of Allegiance was recited.

4. Motion was made by Brosofski, seconded by Thayer to approve the amended agenda as presented. Motion carried unanimously.

**** AMENDED AGENDA****

THOMAS TOWNSHIP REGULAR BOARD MEETING
8215 Shields Drive, Saginaw, MI 48609
September 9, 2019
7:00 p.m.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda

5. Consent Agenda

A. Approve the August 5, 2019 Regular Board Minutes.

B. Approve the August 23, 2019 Special Board Minutes.

C. Approve the Expenditures.

D. Accept the resignation of Dana Stemple as an after-hours, part-time custodian.

E. Approve the creation of a second part-time receptionist position.

6. Communications-Petitions-Citizen Comments

It is requested that you state your name and address for the record.

7. Public Hearing

A. Receive comments pertaining to the amendments to the sewer rates and ready to serve charges for the next five years.

8. Unfinished Business

A. None.

9. New Business

A. Accept the Audit for the 2018/19 fiscal years.

B. Approve Resolution 19-16 to adjust the sewer rates and ready to serve costs for the next five years.

C. Approve Resolution 19-17 to amend the Fee Schedule (Schedule F) for 2019/2020 to include the new sewer rates.

- D. Approve the Capital Improvement Plan and Five Year Financial Forecast for 2019/20 through 2024/25.
- E. Approve a short-term transfer in the amount of \$25,000 to the Downtown Development Authority.
- F. Approve the purchase of eight Taser Conducted Electrical Weapons.
- G. Award the contract for painting the exterior of Fire Station 2 to A & A Painting in the amount of \$7,830.00.
- H. Approve the purchase of ten (10) Zoll Plus Automatic External Defibrillators (AED's) from BioMedical Solutions in the amount of \$8,975.00.
- I. Approve the purchase of a copy machine for the Public Safety Building in the amount of \$3,688.00 from Boss Business Solutions.
- J. Approve Text Amendment 19-G-01, prohibiting the ignition, discharge and use of consumer fireworks during prescribed hours of each day; to prescribe penalties and to provide for the public health, safety and general welfare.
- K. Award the 2019 Municipal Parking Area Sealcoating Project to Yeager Asphalt in an amount not to exceed \$30,184.70.
- L. Approve the rezoning of parcel 28-12-3-26-3002-000 from B-4 and R-1 to B-3.
- M. Award the contract to demolish 7329 Gratiot Road to Mead & Sons Contracting Inc. in the amount of \$7,800.00 and the asbestos survey to AKT Peerless in the amount of \$975.00.
- N. Approve the recommended contract to install a new metal roof for the pavilion at Roberts Park.
- O. Approve the recommended contractor to pave approximately 410 linear feet of trail at Roberts Park.
- P. Approve proposed Consumers Energy easement for electrical service to 6660 Gratiot Road.

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 as presented. Motion carried unanimously.

- A. Approval of Township Board minutes from the regular meeting 08/05/2019.
- B. Approval of Township Board minutes from the special meeting 08/23/2019.
- C. Expenditures consisting of:

Clearing Fund	\$2,910.16
General Fund	326,365.61
Public Safety-Fire Department	12,023.91
Fire Apparatus	0.00
Public Safety-Police Department	18,508.32
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	80,512.11
Road Revolving Fund	0.00
Sewer Fund	149,525.92
Water Fund	378,203.16
Municipal Refuse	64,882.90
Tax	415,524.16

- D. Accepted the resignation of Dana Stemple as an after-hours, part-time custodian.
- E. Approved the creation of a second part-time receptionist position.

6. Communications-Petitions-Citizen Comments

- A. None.

7. Public Hearing

- A. The public hearing pertaining to the amendments to the sewer rates and ready to serve charges for the next five years was opened at 7:01 p.m. and closed at 7:02 p.m. with no public comment.

8. Unfinished Business

A. None.

9. New Business

A. It was moved by DeLine, seconded by Weber to accept the Audit for the 2018/19 fiscal years. Motion carried unanimously.

B. It was moved by Sommers seconded by DeLine to approve Resolution 19-16 to adjust the sewer rates and ready to serve costs for the next five years.

Roll Call:

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

Absent: Monahan

Nays: None

Abstain: None

C. It was moved by Thayer seconded by Brosowski to approve Resolution 19-17 to amend the Fee Schedule (Schedule F) for 2019/20 to include the new sewer rates.

Roll Call:

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

Absent: Monahan

Nays: None

Abstain: None

D. It was moved by Weber seconded by DeLine to approve the Capital Improvement Plan and Five Year Financial Forecast for 2019/20 through 2024/25. Motion carried unanimously.

E. It was moved by Sommers seconded by Brosowski to approve a short-term transfer in the amount of \$25,000.00 to the Downtown Development Authority. Motion carried unanimously.

F. It was moved by Sommers and seconded by Thayer to approve the purchase of eight Taser Conducted Electrical Weapons from Axon Enterprise, Inc. in the amount of \$11,688.00. Motion carried unanimously.

G. It was moved by Weber, seconded by DeLine to award the contract for painting the exterior of Fire Station 2 to A & A Painting in the amount of \$7,830.00.

H. It was moved by Brosowski, seconded by DeLine to approve the purchase of ten (10) Zol Plus Automatic External Defibrillators (AED'S) from BioMedical Solutions in the amount of \$8,975.00. Motion carried unanimously.

I. It was moved by Thayer, seconded by Sommers to approve the purchase of a copy machine for the Public Safety Building in the amount of \$3,688.00 from Boss Business Solutions. Motion carried unanimously.

J. It was moved by Sommers, seconded by DeLine to approve Text Amendment 19-G-01, prohibiting the ignition, discharge and use of consumer fireworks during prescribed hours of each day; to prescribe penalties and to provide for the public health, safety and general welfare.

Roll Call:

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

Absent: Monahan

Nays: None

Abstain: None

K. It was moved by Sommers, seconded by Brosowski to award the 2019 Municipal Parking Area Sealcoating Project to Yeager Asphalt in an amount not to exceed \$30,184.70. Motion carried unanimously.

L. It was moved by Weber, seconded by DeLine to approve the rezoning of parcel 28-12-3-26-3002-000 from B-4 and R-1 to B-3.

- M. It was moved by Sommers, seconded by DeLine to award the contract to demolish 7329 Gratiot Road to Mead & Sons Contracting Inc. in the amount of \$7,800.00 and the asbestos survey to AKT Peerless in the amount of \$975.00. Motion carried unanimously.
 - N. It was moved by Weber, seconded by Brosowski to approve the low bid of \$11,972.00 from Beagle Construction for the installation of the metal roof on the pavilion at Roberts Park. Motion carried unanimously.
 - O. It was moved by DeLine, seconded by Thayer to approve the low bid of \$7,500.00 by Quality Asphalt for the repaving of approximately 410 linear feet of trail at Roberts Park. Motion carried unanimously.
 - P. It was moved by Sommers, seconded by DeLine to approve the proposed Consumers Energy easement for electrical services to 6660 Gratiot Road. 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 – The Manager thanked Deidre for all the work she put into the audit and financial forecast.
 - E. Receive and file Community Development Reports.
 - F. Receive and file the DPW Report. The lead sampling results are in and remain the same as last year. They are way below the State level.
 - G. Receive and file the Finance report. Deidre thanked all of the Habitat Volunteers.
 - H. Receive and file the Fire Department Report. Chief Cousins invited everyone to attend the pancake breakfast on September 29th from 9-1.
 - I. Receive and file the Police Department Report.
 - J. Receive and file the Parks and Recreation Report. Director Corriveau reported that the Rebel Magnolia event went fine. HIMS had over 100 employees come and do brush clean-up and other various jobs as a volunteer project. He thanked them for their assistance.
 - K. Board Member Reports – None.
11. Executive Session:
A. None
12. It was moved by Brosowski, seconded by Weber to adjourn the meeting at 7:56 p.m. Motion carried unanimously.

Edward Brosowski, Clerk

Dated



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** September 9, 2019
- **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 2019/2020 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 \$9,131.15. 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 \$3,223,685.08 with individual fund totals as follows:

Clearing Fund	210.00
General Fund.....	236,716.20
Public Safety - Fire Department.....	16,506.62
Fire Apparatus	374.00
Public Safety - Police Department	25,724.91
Public Safety - Drug Law Enforcement	0.00
Downtown Development Authority.....	309.29
Road Revolving Fund.....	0.00
Sewer Fund	21,339.55
Water Fund	361,059.50
Municipal Refuse	63,279.30
Tax.....	2,498,165.71

As shown on checks #60787-60920

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 100	CLEARING FUND						
Dept 000							
100-000-231.575	MOBILE PHONE CHARGES	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	210.00	60925
			Total For Dept 000			210.00	
			Total For Fund 100 CLEARING FUND			210.00	
Fund 101	GENERAL OPERATING FUND						
Dept 000							
101-000-040.000	ACCOUNTS RECEIVABLE	ROBERT & JEAN JOSLYN	HOMESTEAD EXEMPTION	JULY BOR	09/10/19	1,241.69	60956
101-000-040.075	WEED VIOLATIONS	TRI-VALLEY LANDSCAPIN	NOXIOUS WEED - 1000 SPARLING	5054	09/10/19	160.00	60973
101-000-040.075	WEED VIOLATIONS	TRI-VALLEY LANDSCAPIN	NOXIOUS WEED - 290 CAMPBELL LANE	5055	09/10/19	160.00	60973
101-000-040.075	WEED VIOLATIONS	TRI-VALLEY LANDSCAPIN	NOXIOUS WEED - 474 SPARLING DR	5056	09/10/19	140.00	60973
101-000-040.075	WEED VIOLATIONS	TRI-VALLEY CONSTRUCTI	NOXIOUS WEED - 1800 S RIVER	5102	09/24/19	240.00	61036
101-000-040.716	ACCOUNTS RECEIVABLE HEAL	DELTA DENTAL	OCTOBER 2019 PREMIUM	RISC002456483	09/24/19	37.92	60997
101-000-640.770	5K RUN/WALK	SAGINAW COUNTY ANIMAL	RUFF AROUND ROBERTS PARK EVENT	AUGUST 17, 2019	09/10/19	207.50	60959
101-000-675.000	DONATIONS/CONTRIBUTION	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	445.51	60925
101-000-675.000	DONATIONS/CONTRIBUTION	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	1,243.46	60938
101-000-675.000	DONATIONS/CONTRIBUTION	WASTE MANAGEMENT	HABITAT - DUMPSTER	7836159-1734-2	09/24/19	300.00	61041
			Total For Dept 000			4,176.08	
Dept 101	BOARD-LEGISLATIVE						
101-101-802.000	LEGAL SERVICES	MASUD PATTERSON & SCH	LABOR COUNSEL	59970	09/10/19	1,258.09	60946
101-101-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	SEPTEMBER 2019	09/10/19	1,010.00	60952
101-101-802.000	LEGAL SERVICES	MASUD PATTERSON & SCH	LABOR COUNSEL	60258	09/24/19	95.00	61008
101-101-900.000	LEGAL NOTICES	VIEW NEWSPAPER GROUP	SEWER RATES/SUMMARY 8/5/19/LABOR E	281485	09/10/19	94.50	60975
			Total For Dept 101 BOARD-LEGISLATIVE			2,457.59	
Dept 172	MANAGER-ADMINISTRATIVE						
101-172-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	79.70	61007
101-172-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	144.13	60997
101-172-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	24.58	61007
101-172-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	14.79	60925
101-172-960.000	EDUCATION & TRAINING	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	409.47	60925
101-172-960.000	EDUCATION & TRAINING	STATE BANK	MGR MTG/CO2 METER	AUGUST 2019	09/10/19	20.00	60967
			Total For Dept 172 MANAGER-ADMINISTRATIVE			692.67	
Dept 191	ELECTIONS						
101-191-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055742129	09/24/19	24.37	61028
			Total For Dept 191 ELECTIONS			24.37	
Dept 215	CLERK						
101-215-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	53.62	61007
101-215-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	144.13	60997
101-215-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	13.56	61007
101-215-740.000	OPERATING SUPPLIES	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	20.74	60977
			Total For Dept 215 CLERK			232.05	
Dept 253	TREASURER-FINANCE DEPARTMENT						
101-253-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	117.63	61007
101-253-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	158.91	60997
101-253-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	31.16	61007
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055589411	09/10/19	144.38	60966
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055666337	09/24/19	245.89	61028
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055742129	09/24/19	14.19	61028
101-253-745.000	OPERATING SUPPLIES OFFIC	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055742129	09/24/19	119.99	61028

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 101 GENERAL OPERATING FUND							
Dept 253 TREASURER-FINANCE DEPARTMENT							
Total For Dept 253 TREASURER-FINANCE DEPARTMENT						832.15	
Dept 257 ASSESSING							
101-257-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	7.60	61007
101-257-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	14.41	60997
101-257-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	1.84	61007
101-257-745.000	OPERATING SUPPLIES OFFIC	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055589411	09/10/19	199.94	60966
Total For Dept 257 ASSESSING						223.79	
Dept 265 BUILDING & GROUNDS							
101-265-740.000	OPERATING SUPPLIES	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	838.95	60925
101-265-740.000	OPERATING SUPPLIES	RENTAL CITY	ROUND TABLES	INV128899	09/10/19	132.00	60955
101-265-740.000	OPERATING SUPPLIES	SAGINAW KNITTING MILL	HABITAT SHIRTS	81816	09/10/19	409.00	60962
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055589411	09/10/19	309.59	60966
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055666337	09/24/19	208.17	61028
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055742129	09/24/19	65.32	61028
101-265-810.100	CONTRACTED SERVICES	MAIL ROOM SERVICE CEN	POSTING/MAILINGS	08190364	09/10/19	767.64	60945
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING	102901	09/24/19	90.00	61025
101-265-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	MOWING MEDIAN - M46	5103	09/24/19	1,100.00	61036
101-265-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	428.57	61037
101-265-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	439411	09/10/19	117.78	60921
101-265-850.000	TELEPHONE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	131.30	60925
101-265-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 249 N MILLER RD	06/01/19-09/01/	09/10/19	77.15	60971
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER RD	205900490843	09/24/19	361.33	60993
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	202073842084	09/24/19	88.57	60993
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	202073842085	09/24/19	72.73	60993
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 IUTZKE RD	202073842086	09/24/19	45.71	60993
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	202073842087	09/24/19	56.08	60993
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	205900491567	09/24/19	46.19	60993
101-265-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	64.00	60925
101-265-930.000	REPAIRS/MAINTENANCE	LEDY ELECTRIC INC.	PHOTO CELL-MILLER CT/REPLACE BALLAS	6281	09/24/19	228.62	61006
101-265-936.000	MAINTENANCE AGREEMENTS	BRADYS BUSINESS SYSTE	CAN - C5295 - 09/14/19 - 10/13/19	33AR401827	09/24/19	420.68	60990
101-265-974.000	CAPITAL IMPROVEMENTS	GRAEBNER EXCAVATING,	THOMAS TWP PARKING LOT EXPANSION,	8313-1	09/10/19	7,500.00	60936
Total For Dept 265 BUILDING & GROUNDS						13,559.38	
Dept 276 CEMETERY							
101-276-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	1,385.71	61037
101-276-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	48.38	60925
101-276-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	42.85	60938
101-276-940.100	EQUIPMENT RENTAL	R.B. SATKOWIAK'S CITY	2395 N RIVER RD - PORTABLE TOILET	0819-273	09/10/19	90.00	60954
Total For Dept 276 CEMETERY						1,566.94	
Dept 282 GREAT LAKES TECH PARK MTCE							
101-282-810.000	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	607.14	61037
101-282-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM RD	204476606227	09/24/19	218.43	60993
Total For Dept 282 GREAT LAKES TECH PARK MTCE						825.57	
Dept 371 COMMUNITY DEVELOPMENT							
101-371-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	79.73	61007
101-371-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	245.02	60997
101-371-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	22.49	61007
101-371-740.000	OPERATING SUPPLIES	SAGINAW CO REGISTER O	TREE/SIDEWALK AGREEMENTS	SEPTEMBER 4, 20	09/10/19	120.00	60958
101-371-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	OFFICE SUPPLIES - COMM DEV	0088424-001	09/24/19	28.00	61015

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 101 GENERAL OPERATING FUND							
Dept 371 COMMUNITY DEVELOPMENT							
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055666337	09/24/19	94.90	61028
101-371-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	SEPTEMBER 2019	09/10/19	170.00	60952
101-371-804.000	MEMBERSHIP & DUES	THOMAS TOWNSHIP BUSIN	2019 MEMBERSHIP DUES - COMM DEV	2019	09/10/19	85.00	60970
101-371-810.100	CONTRACTED SERVICES	SAGINAW AREA GIS AUTH	MEMBERSHIP DUES 2019/2020	3818	09/24/19	8,918.25	61020
101-371-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	29.21	60925
101-371-938.000	VEHICLE EXPENSE	KAY COMMUNICATION LLC	LIGHT BAR - COMM DEV	23760	09/10/19	412.50	60941
101-371-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	VEHICLE REPAIR - 2015 CHEV EQUINOX	511790	09/24/19	164.62	60999
101-371-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	45.76	60977
			Total For Dept 371 COMMUNITY DEVELOPMENT			10,415.48	
Dept 421 CONSTRUCTION CODES							
101-421-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	48.50	61007
101-421-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	172.96	60997
101-421-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	13.29	61007
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - SAGINAW CONTROL/ENGR	194486	09/10/19	3,524.50	60965
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	FRANKENMUTH CREDIT UNION RENOVATIO	195155	09/10/19	352.00	60965
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	HUNTINGTON BANK PLAN REVIEW	195903	09/10/19	913.00	60965
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	ANGEL NAILS(IN MEIJER) PLAN REVIEW	196331	09/10/19	434.50	60965
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - HIMS C.01,C.02,C.03 P	197689	09/10/19	621.50	60965
101-421-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	14.42	60925
101-421-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	57.44	60977
101-421-960.000	EDUCATION & TRAINING	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	146.60	60925
			Total For Dept 421 CONSTRUCTION CODES			6,298.71	
Dept 442 SIDEWALKS							
101-442-974.000	CAPITAL IMPROVEMENTS	SPICER GROUP INC.	THOMAS TWP - SAFE ROUTES TO SCHOOL	197127	09/10/19	7,325.75	60965
101-442-974.000	CAPITAL IMPROVEMENTS	SPICER GROUP INC.	THOMAS TWP - SAFE ROUTES TO SCHOOL	197382	09/10/19	35,784.03	60965
			Total For Dept 442 SIDEWALKS			42,309.78	
Dept 448 STREET LIGHTING							
101-448-920.000	UTILITIES	CONSUMERS ENERGY CC	UTILITY BILL - 48609 LED LIGHT RD	601011951049	09/10/19	407.85	60930
101-448-920.000	UTILITIES	CONSUMERS ENERGY CC	UTILITY BILL - STREET LIGHTS	202251796025	09/10/19	3,579.35	60930
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48603 LED LIGHT RD	203319696711	09/10/19	1,579.28	60930
			Total For Dept 448 STREET LIGHTING			5,766.48	
Dept 450 ROAD PROGRAMS							
101-450-930.000	REPAIRS/MAINTENANCE	BOARD OF COUNTY ROAD	CHIP SEAL	18903	09/10/19	98,812.50	60924
101-450-930.000	REPAIRS/MAINTENANCE	BOARD OF COUNTY ROAD	HOT PATCH	18925	09/10/19	9,500.00	60924
			Total For Dept 450 ROAD PROGRAMS			108,312.50	
Dept 752 ADMINISTRATION							
101-752-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	97.13	61007
101-752-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	44.13	60997
101-752-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	27.62	51007
101-752-740.000	OPERATING SUPPLIES	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	37.00	50925
101-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055666337	09/24/19	142.27	51028
101-752-817.000	PROFESSIONAL SERVICES	OTTO BRANDT	LEGAL SERVICES	SEPTEMBER 2019	09/10/19	220.00	50952
			Total For Dept 752 ADMINISTRATION			668.15	
Dept 756 FACILITY ACQUISITION/CONSTRUC							
101-756-974.500	CAP IMPROVEMENT THOMAS T	GEIERSBACH CONSTRUCTI	MULTI-USE PATH - PROGRESS PAYMENT	CONTRACT #3177-	09/18/19	5,000.00	50981
101-756-974.550	CAPITAL IMPROVEMENTS ROB	SAGINAW BAY AREA TITL	SCOTT M SHALER - BALANCE DUE	705 S MILLER	09/18/19	9,790.77	50982
101-756-974.550	CAPITAL IMPROVEMENTS ROB	CENTRAL RENTAL	TOWABLE LIFT - PARKS	24859	09/24/19	225.00	50991

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Fund 101 GENERAL OPERATING FUND							
Dept 756 FACILITY ACQUISITION/CONSTRUC							
101-756-974.550	CAPITAL IMPROVEMENTS ROB	CENTRAL RENTAL	TOWABLE LIFT - PARKS	24866	09/24/19	450.00	60991
101-756-974.550	CAPITAL IMPROVEMENTS ROB	THOMAS TWP WATER	705 S MILLER RD - FINAL	MILLS-000705-000	09/24/19	234.06	61034
			Total For Dept 756 FACILITY ACQUISITION/CONSTRUC			15,699.83	
Dept 761 SWIM PROGRAMS							
101-761-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	33.75	60938
101-761-930.000	REPAIRS/MAINTENANCE	SUNSHINE POOLS	WINTERIZE SUPPLIES	56636	09/24/19	159.60	61029
			Total For Dept 761 SWIM PROGRAMS			193.35	
Dept 763 SOCCER							
101-763-740.000	OPERATING SUPPLIES	SHERWIN-WILLIAMS	PAINT - SOCCER FIELD	AUGUST 2019	09/24/19	453.66	61024
101-763-740.300	OPERATING SUPPLIES T-SHI	SAGINAW KNITTING MILL	SHIRTS - FALL SOCCER - 6-8TH GRADE	82076	09/24/19	219.00	61023
101-763-740.300	OPERATING SUPPLIES T-SHI	SAGINAW KNITTING MILL	SHIRTS - FALL SOCCER	82140	09/24/19	1,149.85	61023
101-763-740.675	SUPPLIES-CONCESSIONS	SAM'S CLUB/SYNCHRONY	CONCESSION/CAMP SUPPLIES - PARKS	AUGUST 2019	09/10/19	212.68	60963
			Total For Dept 763 SOCCER			2,035.19	
Dept 765 ADULT SOFTBALL							
101-765-740.300	OPERATING SUPPLIES T-SHI	SAGINAW KNITTING MILL	SHIRTS - MENS TUESDAY NIGHT SOFTBA	81907	09/24/19	130.00	61023
			Total For Dept 765 ADULT SOFTBALL			130.00	
Dept 770 OPERATIONS & MAINTENANCE							
101-770-740.000	OPERATING SUPPLIES	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	167.36	60925
101-770-810.000	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	3,957.14	61037
101-770-850.000	TELEPHONE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	114.25	60925
101-770-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	130.44	60925
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 605 S MILLER RD	201094978451	09/10/19	14.47	60930
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST L4 LIG	202251796016	09/10/19	79.12	60930
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD L4 LIG	202251795995	09/10/19	215.72	60930
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 9535 GRATIOT RD	06/01/19-09/01/	09/10/19	14.42	60971
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 300 LEDDY RD	06/01/19-09/01/	09/10/19	264.27	60971
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8215 SHIELDS #BATH	06/01/19-09/01/	09/10/19	38.61	60971
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST	206256380398	09/24/19	18.40	60993
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9535 GRATIOT RD	204654603358	09/24/19	5.08	60993
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 455 S MILLER RD	204387644238	09/24/19	157.68	60993
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD	201717858104	09/24/19	11.64	60993
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD	20117858101	09/24/19	58.38	60993
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 700 S RIVER RD	201183968999	09/24/19	12.85	60993
101-770-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	2,358.62	60925
101-770-930.000	REPAIRS/MAINTENANCE	CONSUMERS ENERGY CO	LAND RENTS/LEASE - MI00000245845S	9316346019	09/10/19	100.00	60931
101-770-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	996.13	60938
101-770-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS OF SH	VEHICLE/TRAIN MAINTENANCE	AUGUST 2019	09/10/19	10.92	60950
101-770-930.000	REPAIRS/MAINTENANCE	STONE QUEST INC	TOPSOIL/CEDAR MULCH/STONEMIX	AUGUST 2019	09/10/19	151.03	60968
101-770-930.000	REPAIRS/MAINTENANCE	JONNIE-ON-THE-SPOT IN	PORTABLE TOILET RNTL - ROBERTS PAR	A-75065	09/24/19	240.00	61001
101-770-930.000	REPAIRS/MAINTENANCE	KLUCK NURSERY INC	PLANTS - O-HERN TRAIL - PARKS	90040	09/24/19	415.50	61004
101-770-930.000	REPAIRS/MAINTENANCE	SHERWIN-WILLIAMS	PAINT - SOCCER FIELD	AUGUST 2019	09/24/19	57.35	61024
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	MAINTENANCE/REPAIRS	SEPTEMBER 2019	09/24/19	231.07	61038
101-770-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	628.13	60977
			Total For Dept 770 OPERATIONS & MAINTENANCE			10,448.58	
Dept 774 SPECIAL EVENTS							
101-774-740.000	OPERATING SUPPLIES	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	118.24	60938
101-774-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	NATURE PRESERVE POSTERS - PARKS	0088276-001	09/24/19	352.00	61015
101-774-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	EVENING IN THE PARK THANK YOU	00883476-001	09/24/19	7.50	61015

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Fund 101 GENERAL OPERATING FUND							
Dept 774 SPECIAL EVENTS							
101-774-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	NAME BADGES - PARKS	0088357-001	09/24/19	27.30	51015
101-774-740.000	OPERATING SUPPLIES	RENT RATE	REBEL FLEA MARKET - 09-07-19	263123-3 - CLOS	09/24/19	172.88	51013
101-774-740.000	OPERATING SUPPLIES	SAGINAW COUNTY PARKS	MOVIE SCREEN RENTAL - MOVIE IN THE	205	09/24/19	500.00	51022
101-774-740.000	OPERATING SUPPLIES	SWAN VALLEY SCHOOL DI	REBEL FLEA MARKET SHUTTLE - 09/07/	2019-20-12	09/24/19	420.00	51030
101-774-740.000	OPERATING SUPPLIES	TAYLOR TROPHY AND AWA	HALL OF FAME AWARD - PARKS	11454	09/24/19	47.50	51031
101-774-740.000	OPERATING SUPPLIES	TSC STORES	MAINTENANCE/REPAIRS	SEPTEMBER 2019	09/24/19	267.49	51033
101-774-901.000	PRINTING & PUBLISHING	U. S. POSTAL SERVICE	POSTAGE - EVENING IN THE PARK	8/21/2019	09/10/19	156.74	50974
		Total For Dept 774 SPECIAL EVENTS				2,069.65	
Dept 775 DAY CAMP							
101-775-740.000	OPERATING SUPPLIES	SAM'S CLUB/SYNCHRONY	CONCESSION/CAMP SUPPLIES - PARKS	AUGUST 2019	09/10/19	118.64	50963
101-775-831.000	FIELD TRIPS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	160.00	50925
101-775-831.000	FIELD TRIPS	SWAN VALLEY SCHOOL DI	DAY CAMP TRIPS - 08/09/19 & 08/16/	2019-20-09	09/24/19	312.00	51030
		Total For Dept 775 DAY CAMP				590.64	
Dept 776 TRAIN							
101-776-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	74.87	50933
101-776-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS CF SH	VEHICLE/TRAIN MAINTENANCE	AUGUST 2019	09/10/19	492.88	50950
101-776-930.000	REPAIRS/MAINTENANCE	ALLAN HERSHELL COMPA	TRAIN PARTS - BRAKE LINKAGE	1091319	09/18/19	5,807.75	50979
101-776-930.000	REPAIRS/MAINTENANCE	TSC STORES	MAINTENANCE/REPAIRS	SEPTEMBER 2019	09/24/19	184.93	51033
101-776-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	26.84	50977
		Total For Dept 776 TRAIN				6,587.27	
Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT							
Dept 000							
205-000-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	102.27	51007
205-000-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	216.38	50997
205-000-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	29.86	51007
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	OFFICE SUPPLIES - FIRE	0088001-001	09/10/19	93.00	50953
205-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055666337	09/24/19	41.81	51028
205-000-740.000	OPERATING SUPPLIES	VECTOR TECH GROUP	INTEL STICK SINGLE BRD COMPUTER -	154162	09/24/19	175.00	51040
205-000-742.000	UNIFORMS	KIM'S COMFORT CENTER	TURNOUT COAT - FIRE	824836	09/24/19	44.00	51003
205-000-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	SEPTEMBER 2019	09/10/19	240.00	60952
205-000-810.100	CONTRACTED SERVICES	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	721.65	60925
205-000-810.100	CONTRACTED SERVICES	CONSOLIDATED FLEET SE	GROUND LADDERS/HEAT SENSORS/SNORKL	2019MC0133	09/10/19	892.95	60929
205-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FU	IT REIMBURSEMENTS - FIRE	5195	09/24/19	1,219.00	61033
205-000-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	446.43	51037
205-000-810.100	CONTRACTED SERVICES	XEROX CORPORATION	METER/USAGE/CHARGES	097933905	09/24/19	132.28	61043
205-000-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICAL	206192	09/24/19	132.00	60995
205-000-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICAL	207694	09/24/19	483.30	60995
205-000-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	439411	09/10/19	117.77	60921
205-000-850.000	TELEPHONE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	57.27	60925
205-000-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	299.27	60925
205-000-850.100	WIRELESS COMMUNICATIONS	NEXTEL COMMUNICATIONS	MOBILE COMMUNICATIONS	447551228-197	09/10/19	90.96	60951
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 SIREN RD	206701141338	09/10/19	22.12	60930
205-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 355 N MILLER RD	06/01/19-09/01/	09/10/19	293.82	60971
205-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8215 SHIELDS DR	06/01/19-09/01/	09/10/19	51.04	60971
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 355 N MILLER RD	205099540752	09/24/19	307.52	60993
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	201717858339	09/24/19	277.96	60993
205-000-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	12.80	60925
205-000-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	18.00	60938
		Total For Fund 101 GENERAL OPERATING FUND				236,716.20	

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Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT							
Dept 000	VEHICLE EXPENSE	NAPA AUTO PARTS OF SH	VEHICLE/TRAIN MAINTENANCE	AUGUST 2019	09/10/19	13.73	60950
205-000-938.000	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	585.10	60977
205-000-938.100	EDUCATION & TRAINING	ASHI & 24-7 EMS REMIT	CPR/AED DIGITAL CERTIFICATION	1115366	09/10/19	103.53	60922
205-000-960.000	EDUCATION & TRAINING	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	305.80	60925
205-000-960.000	EDUCATION & TRAINING	SAGINAW COUNTY FIRE C	BASIC VEHICLE EXTRACTN/STABILIZTN	2019-030	09/24/19	20.00	61021
205-000-970.000	CAPITAL OUTLAY	BIOMEDICAL SOLUTIONS, RE	RE-CERTIFIED AED	103865	09/24/19	8,950.00	60988
		Total For Dept 000				16,506.62	
		Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT				16,506.62	
Fund 206 FIRE APPARATUS							
Dept 000	CAPITAL OUTLAY	STATE BANK	MGR MTG/CO2 METER	AUGUST 2019	09/10/19	374.00	60967
206-000-970.000		Total For Dept 000				374.00	
		Total For Fund 206 FIRE APPARATUS				374.00	
Fund 207 PUBLIC SAFETY-POLICE							
Dept 000	REIMBURSEMENT	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	25.00	60925
207-000-680.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIEL	HEALTH INSURANCE	0004-08/01-09/3	09/10/19	1,713.24	60923
207-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIEL	HEALTH INSURANCE	0004-10/01-10/3	09/24/19	856.62	60989
207-000-716.100	VISITN/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	132.65	61007
207-000-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RS0002456483	09/24/19	1,123.04	60997
207-000-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	50.29	61007
207-000-740.000	OPERATING SUPPLIES	CMP DISTRIBUTORS INC	MAINTENANCE SUPPLIES - POLICE	60490	09/10/19	2,854.95	60928
207-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	OFFICE SUPPLIES - POLICE	0088418-001	09/24/19	63.00	61015
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055666337	09/24/19	70.91	61028
207-000-742.000	UNIFORMS	GALLS, LLC	UNIFORMS - POLICE	013511259	09/10/19	32.89	60935
207-000-802.000	LEGAL SERVICES	MASUD PATTERSON & SCH	LABOR COUNSEL	59970	09/10/19	665.00	60946
207-000-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	SEPTEMBER 2019	09/10/19	1,590.00	60952
207-000-802.000	LEGAL SERVICES	MASUD PATTERSON & SCH	LABOR COUNSEL	60258	09/24/19	57.00	61008
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY TREASU	ARRANGMENTS AUGUST 2019	3615	09/10/19	142.80	60960
207-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FU	IT REIMBURSEMENTS - POLICE	5196	09/24/19	242.50	61033
207-000-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	182.14	61037
207-000-810.100	CONTRACTED SERVICES	XEROX CORPORATION	METER/USAGE/CHARGES	097933905	09/24/19	132.29	61043
207-000-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	439411	09/10/19	117.77	60921
207-000-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	166.91	60925
207-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8215 SHIELDS DR	06/01/19-09/01/	09/10/19	61.05	60971
207-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	201717858339	09/24/19	277.96	60993
207-000-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	12.80	60925
207-000-938.000	VEHICLE EXPENSE	DALE STROEBEL S AUTO	VEHICLE MAINTENANCE - POLICE	AUGUST 2019	09/10/19	233.66	60934
207-000-938.000	VEHICLE EXPENSE	TREIB INC	VEHICLE WASHES	AUGUST 2019	09/10/19	77.00	60972
207-000-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	1,405.44	60977
207-000-960.000	EDUCATION & TRAINING	DELTA COLLEGE	POLICE IN-SERVICE TRAINING MEMBERS	4081653	09/24/19	1,400.00	60996
207-000-960.000	EDUCATION & TRAINING	LAW ENFORCEMENT SEMIN	PROPERTY ROOM MGMT - 11,7-8,2019	84721568720895	09/24/19	350.00	61005
207-000-970.000	CAPITAL OUTLAY	AXON ENTERPRISE, INC	TASERS/WARRANTY/BATTERIES - POLICE	SI-1610843	09/24/19	11,688.00	60985
		Total For Dept 000				25,724.91	
		Total For Fund 207 PUBLIC SAFETY-POLICE				25,724.91	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund 248 Downtown Development Authority							
Dept 000							
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	202073842084	09/24/19	88.57	60993
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	202073842085	09/24/19	72.74	60993
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	202073842086	09/24/19	45.70	60993
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	202073842087	09/24/19	56.08	60993
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	205900491567	09/24/19	46.20	60993
Total For Dept 000						309.29	
Total For Fund 248 Downtown Development Authority						309.29	
Fund 271 LIBRARY FUND							
Dept 000							
271-000-716.000	HEALTH INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	37.92	60997
271-000-716.500	DISABILITY	UNUM MEMBS	DISABILITY - LIBRARY	8068	09/24/19	584.54	61039
271-000-728.000	CHILDRENS BOOKS	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	8061	09/24/19	734.24	60987
271-000-728.000	CHILDRENS BOOKS	JUNIOR LIBRARY GUILD	CHILDREN BOOKS	476402	09/24/19	894.90	61002
271-000-728.100	ADULT BOOKS	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	8061	09/24/19	727.32	60987
271-000-728.100	ADULT BOOKS	GALE/CENGAGE LEARNING	BOOKS	8064	09/24/19	472.04	60998
271-000-728.200	AUDIO/VISUAL BOOKS	RECORDED BOOKS	AUDIO/VISUAL BOOKS	76503491	09/24/19	99.00	61017
271-000-804.000	MEMBERSHIP & DUES	THOMAS TOWNSHIP BUSIN	2019 MEMBERSHIP DUES - LIBRARY	2019	09/24/19	85.00	61032
271-000-850.000	TELEPHONE	AT&T	TELEPHONE SERVICE - 9897813770	989781377009132	09/24/19	219.98	60984
271-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8207 SHIELDS DR	06/01/19-09/01/	09/24/19	79.00	61034
271-000-930.000	REPAIRS/MAINTENANCE	B&B LAWN MAINTENANCE	LAWN MAINTENANCE - LIBRARY	AUGUST 2019	09/24/19	240.00	60986
271-000-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'S CITY	CATCH BASIN - LIBRARY	0819-422	09/24/19	4,300.00	61016
271-000-930.000	REPAIRS/MAINTENANCE	STANDARD ELECTRIC COM	REPAIRS/MAINTENANCE - LIBRARY	10027988-00	09/24/19	497.21	61027
271-000-956.000	MISCELLANEOUS	PEAK PERFORMANCE PC S	2019-2020 DOMAIN RENEWAL - LIBRARY	15369	09/24/19	160.00	61014
Total For Dept 000						9,131.15	
Total For Fund 271 LIBRARY FUND						9,131.15	
Fund 590 SEWER FUND							
Dept 536 ADMINISTRATION							
590-536-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	70.61	61007
590-536-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	173.05	60997
590-536-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	21.78	61007
590-536-740.000	OPERATING SUPPLIES	PRINT EXPRES OFFICE	OFFICE SUPPLIES - DPW	0088043-001	09/10/19	18.50	60953
590-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055589411	09/10/19	30.84	60966
590-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055742129	09/24/19	9.75	61028
590-536-810.000	CONTRACTED SERVICES	THOMAS TWP GENERAL FU	IT REIMBURSEMENTS - DPW	5197	09/24/19	44.50	61033
Total For Dept 536 ADMINISTRATION						369.03	
Dept 540 OPERATIONS & MAINTENANCE							
590-540-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	84.43	61007
590-540-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	199.40	60997
590-540-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	24.53	61007
590-540-740.000	OPERATING SUPPLIES	CONSUMERS ENERGY	EASEMENT FOR SANITARY SEWER	SP# 610 - 37590	09/18/19	10.00	60980
590-540-740.000	OPERATING SUPPLIES	CONSUMERS ENERGY	EASEMENT FOR SANITARY SEWER	SP# 1212 - 4280	09/18/19	10.00	60980
590-540-742.000	UNIFORMS	J&B BOOTS	BOOTS - DPW	TTPW-082719	09/10/19	80.99	60939
590-540-742.000	UNIFORMS	J&B BOOTS	BOOTS - DPW	TTPW - 090219	09/10/19	130.05	60939
590-540-742.000	UNIFORMS	THE WORK WEAR STORE	UNIFORMS - DPW	52266	09/10/19	55.00	60969
590-540-810.000	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	246.44	61037
590-540-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - PUMP STATION #8 REPLA	197959	09/24/19	4,539.50	61026
590-540-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - SCE/CONSUMERS EASEMEN	19800C	09/24/19	208.00	61026
590-540-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	439411	09/10/19	117.78	60921

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Fund 590 SEWER FUND							
Dept 540 OPERATIONS & MAINTENANCE							
590-540-850.000	TELEPHONE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	145.95	60925
590-540-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	37.18	60925
590-540-920.000	UTILITIES	JAMES TOWNSHIP	UTILITY BILL - 1000 STROEBEL	05/31/19-08/27/	09/10/19	90.00	60940
590-540-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 251 MILLER CT	06/01/19-09/01/	09/10/19	98.64	60971
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1494 S GRAHAM RD	206256380478	09/24/19	64.89	60993
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 840 VAN WORMER RD	204921587099	09/24/19	19.21	60993
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 85 N GRAHAM RD #PS1	204387644244	09/24/19	56.41	60993
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 20 E STARK DR	204387644243	09/24/19	103.07	60993
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9300 HIGHLAND GREEN	202963726564	09/24/19	9.19	60993
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 125 E GLOUCESTER DR	202785746040	09/24/19	107.27	60993
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	201717858339	09/24/19	416.96	60993
590-540-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	19.20	60925
590-540-930.000	REPAIRS/MAINTENANCE	H&B EQUIPMENT & RENTA	REPAIRS/MAINTENANCE - DPW	AUGUST 2019	09/10/19	326.18	60937
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	128.71	60938
590-540-930.000	REPAIRS/MAINTENANCE	KENNEDY INDUSTRIES IN	REPAIR - STATION #4 - PUMP	613047	09/10/19	9,860.00	60942
590-540-930.000	REPAIRS/MAINTENANCE	STONE QUEST INC	TOPSOIL/CEDAR MULCH/STONEMIX	AUGUST 2019	09/10/19	157.06	60968
590-540-930.000	REPAIRS/MAINTENANCE	ABLE WELDING INC	REPAIRS/MAINTENANCE - DPW	11993	09/24/19	50.00	60983
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'S CITY	251 MILLER RD - DPW	0919-071	09/24/19	1,640.00	61016
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	MAINTENANCE/REPAIRS	SEPTEMBER 2019	09/24/19	49.44	61038
590-540-938.000	VEHICLE EXPENSE	WIRT STONE DOCK	RIP RAP - DPW	63232	09/24/19	45.94	61042
590-540-938.000	VEHICLE EXPENSE	DALE STROEBEL S AUTO	VEHICLE MAINTENANCE - DPW	30371	09/10/19	64.46	60934
590-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS OF SH	VEHICLE/TRAIN MAINTENANCE	AUGUST 2019	09/10/19	70.48	60950
590-540-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	VEHICLE REPAIR - 2014 CHEV SILVERA	511402	09/24/19	179.52	60999
590-540-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST	VEHICLE MAINTENANCE - DPW	184461	09/24/19	376.00	61035
590-540-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	982.97	60977
590-540-956.000	MISCELLANEOUS	COVENANT OCCUPATIONAL	WORKERS COMP	207416	09/10/19	116.83	60933
590-540-956.000	MISCELLANEOUS	COVENANT OCCUPATIONAL	WORKERS COMP	207661	09/10/19	48.84	60933
Total For Dept 540 OPERATIONS & MAINTENANCE						20,970.52	
Total For Fund 590 SEWER FUND						21,339.55	
Fund 591 WATER FUND							
Dept 536 ADMINISTRATION							
591-536-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	70.61	61007
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	173.05	60997
591-536-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	21.78	61007
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE	OFFICE SUPPLIES - DPW	0088043-001	09/10/19	18.49	60953
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055589411	09/10/19	30.84	60966
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8055742129	09/24/19	9.74	61028
591-536-802.000	LEGAL SERVICES	MCGINTY, HITCH, ET AL	WATER AGREEMENT #2	2019-3	09/10/19	1,749.82	60947
591-536-810.000	CONTRACTED SERVICES	THOMAS TWP GENERAL FU	IT REIMBURSEMENTS - DPW	5197	09/24/19	44.50	61033
591-536-901.000	PRINTING & PUBLISHING	CITY OF SAGINAWTREASU	WATER QUALITY REPORT - 2018	215180	09/10/19	1,624.12	60927
591-536-901.000	PRINTING & PUBLISHING	VIEW NEWSPAPER GROUP	SEWER RATES/SUMMARY 8/5/19/LABOR E	281485	09/10/19	128.00	60975
Total For Dept 536 ADMINISTRATION						3,870.95	
Dept 540 OPERATIONS & MAINTENANCE							
591-540-716.100	VISION/SHORT TERM DISAB/	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	84.43	61007
591-540-716.200	DENTAL INSURANCE	DELTA DENTAL	OCTOBER 2019 PREMIUM	RIS0002456483	09/24/19	199.40	60997
591-540-716.300	INSURANCE LONG TERM DISA	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	OCTOBER 2019	09/24/19	24.53	61007
591-540-742.000	UNIFORMS	J&B BOOTS	BOOTS - DPW	TPPW-082719	09/10/19	81.00	60939
591-540-742.000	UNIFORMS	J&B BOOTS	BOOTS - DPW	TPPW - 090219	09/10/19	130.05	60939
591-540-742.000	UNIFORMS	THE WORK WEAR STORE	UNIFORMS - DPW	52266	09/10/19	55.00	60969
591-540-810.000	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTI	SEPTEMBER LAWN MAINTENANCE	4467	09/24/19	517.86	61037

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Fund 591 WATER FUND							
Dept 540 OPERATIONS & MAINTENANCE							
591-540-817.000	PROFESSIONAL SERVICES	NORTHERN LAKE SERVICE	DW SAMPLES - 08/27/19	363647	09/24/19	488.70	61013
591-540-817.000	PROFESSIONAL SERVICES	NORTHERN LAKE SERVICE	DW SAMPLES - 08/14/19	363648	09/24/19	133.20	61013
591-540-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - THE GREENS AT APPLE M	197998	09/24/19	5,533.25	61026
591-540-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - SCE/CONSUMERS EASEMEN	198000	09/24/19	208.00	61025
591-540-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	439411	09/10/19	117.78	60921
591-540-850.000	TELEPHONE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	26.59	60925
591-540-850.100	WIRELESS COMMUNICATIONS	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	37.19	60925
591-540-918.000	CITY WATER SERVICES	CITY OF SAGINAW	PUBLIC ACT 425 AGREEMENT	0000215275	09/24/19	32,000.00	60992
591-540-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 251 MILLER CT	06/01/19-09/01/	09/10/19	98.65	60971
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1167 N GRAHAM RD	202251823644	09/24/19	298.66	60993
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	201717858339	09/24/19	416.96	60993
591-540-927.000	PURCHASING WATER	CITY OF SAGINAW	USAGE - 6703 GRATIOT	08/31/2019	09/10/19	222,727.20	60926
591-540-927.100	READINESS TO SERVE CITY	CITY OF SAGINAW	USAGE - 6703 GRATIOT	08/31/2019	09/10/19	78,445.36	60926
591-540-930.000	REPAIRS/MAINTENANCE	CHASE-MASTERCARD SVCS	CONF/STAMPS/HABITAT/CONCERTS	07/27/19-08/26/	09/10/19	19.20	60925
591-540-930.000	REPAIRS/MAINTENANCE	H&B EQUIPMENT & RENTA	REPAIRS/MAINTENANCE - DPW	AUGUST 2019	09/10/19	326.17	60937
591-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	SEPTEMBER 2019	09/10/19	128.70	60938
591-540-930.000	REPAIRS/MAINTENANCE	STONE QUEST INC	TOPSOIL/CEDAR MULCH/STONEMIX	AUGUST 2019	09/10/19	157.06	60968
591-540-930.000	REPAIRS/MAINTENANCE	ABLE WELDING INC	REPAIRS/MAINTENANCE - DPW	11993	09/24/19	50.00	60983
591-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	MAINTENANCE SUPPLIES - DPW	S021735	09/24/19	770.00	61010
591-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	MAINTENANCE SUPPLIES - DPW	S022011	09/24/19	1,539.00	61010
591-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	MAINTENANCE SUPPLIES - DPW	S022031	09/24/19	1,016.00	61010
591-540-930.000	REPAIRS/MAINTENANCE	ROHDE BROTHERS EXCAVA	REPLACE HYDRANT - N MILLER/N RIVER	117249	09/24/19	1,535.00	61019
591-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	MAINTENANCE/REPAIRS	SEPTEMBER 2019	09/24/19	49.43	61038
591-540-930.000	REPAIRS/MAINTENANCE	WIRT STONE DOCK	RIP RAP - DPW	63232	09/24/19	45.94	61042
591-540-930.300	WATER METER REPLACEMENT	SIC METER, L.L.C.	BADGER MODEL 120 & 170	254762	09/10/19	3,354.91	60964
591-540-938.000	VEHICLE EXPENSE	DALE STROEBEL S AUTO	VEHICLE MAINTENANCE - DPW	30371	09/10/19	54.46	60934
591-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS OF SH	VEHICLE/TRAIN MAINTENANCE	AUGUST 2019	09/10/19	70.47	60950
591-540-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	VEHICLE REPAIR - 2014 CHEV SILVERA	511402	09/24/19	179.51	60999
591-540-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST	VEHICLE MAINTENANCE - DPW	184461	09/24/19	376.00	61035
591-540-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	61010206	09/10/19	982.96	60977
591-540-939.000	CONTRACTED CONNECTIONS	MESSING EXCAVATING LL	WATER LINE/CURB BCX - 8835 GEDDES	501280	09/10/19	600.00	60948
591-540-939.000	CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVA	INSTALL WATER SVC - 3105 ASPIN CT	117248	09/24/19	1,210.00	61019
591-540-940.400	LEASE- RAILROAD CROSSING	MID-MICHIGAN RAILROAD	PIPE LINE CROSSING	153046	09/24/19	1,968.26	61012
591-540-956.000	MISCELLANEOUS	COVENANT OCCUPATIONAL	WORKERS COMP	207416	09/10/19	116.82	60933
591-540-956.000	MISCELLANEOUS	COVENANT OCCUPATIONAL	WORKERS COMP	207661	09/10/19	48.85	60933
591-540-960.000	EDUCATION & TRAINING	MICHIGAN RURAL WATER	WATER REVIEW - BRANCH/GRABNER	R69110-1	09/24/19	750.00	61011
Total For Dept 540 OPERATIONS & MAINTENANCE						357,002.55	
Dept 900 CAPITAL CONTROL							
591-900-974.000	CAPITAL IMPROVEMENTS	SPICER GROUP INC.	THOMAS TWP - SHIELDS DR/WALLACE DR	197997	09/24/19	186.00	61026
Total For Dept 900 CAPITAL CONTROL						186.00	
Total For Fund 591 WATER FUND						361,059.50	
Fund 596 MUNICIPAL REFUSE FUND							
Dept 000							
596-000-740.000	OPERATING SUPPLIES	MID MICHIGAN WASTE AU	JULY SOLID WASTE SERVICES	JULY 2019	09/10/19	126.25	60949
596-000-808.000	REFUSE CONTRACT	MID MICHIGAN WASTE AU	JULY SOLID WASTE SERVICES	JULY 2019	09/10/19	63,153.05	60949
Total For Dept 000						63,279.30	
Total For Fund 596 MUNICIPAL REFUSE FUND						63,279.30	

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Fund 703 TAX FUND							
Dept 000							
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-36-151	09/10/2019	09/10/19	1,120.76	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-24-268	09/10/2019	09/10/19	482.28	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-16-300	09/10/2019	09/10/19	1,872.71	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-23-200	09/10/2019	09/10/19	561.59	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-27-132	09/10/2019	09/10/19	324.48	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-35-200	09/10/2019	09/10/19	1,054.51	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-26-221	09/10/2019	09/10/19	1,191.40	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-4-30-307	09/10/2019	09/10/19	318.99	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-36-211	09/10/2019	09/10/19	566.37	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-24-281	09/10/2019	09/10/19	1,173.92	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-22-451	09/10/2019	09/10/19	1,443.84	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-09-421	09/10/2019	09/10/19	1,063.54	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-10-401	09/10/2019	09/10/19	5,437.43	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-25-201	09/10/2019	09/10/19	293.24	60932
703-000-202.000	ACCOUNTS PAYABLE	CORELOGIC CENTRALIZED	2019 Sum Tax Refund 28-12-3-26-262	09/10/2019	09/10/19	1,196.20	60932
703-000-202.000	ACCOUNTS PAYABLE	LERETA	2019 Sum Tax Refund 28-12-3-10-102	09/10/2019	09/10/19	918.80	60943
703-000-202.000	ACCOUNTS PAYABLE	LERETA	2019 Sum Tax Refund 28-12-3-15-200	09/10/2019	09/10/19	188.18	60943
703-000-202.000	ACCOUNTS PAYABLE	LERETA LLC	2019 Sum Tax Refund 28-12-3-24-200	09/10/2019	09/10/19	887.50	60943
703-000-202.000	ACCOUNTS PAYABLE	LERETA LLC	2019 Sum Tax Refund 28-12-3-07-421	09/10/2019	09/10/19	586.94	60944
703-000-202.000	ACCOUNTS PAYABLE	WELLS FARGO BANK	2019 Sum Tax Refund 28-12-3-24-220	09/10/2019	09/10/19	790.32	60944
703-000-202.000	ACCOUNTS PAYABLE	WILDFIRE CREDIT UNION	2019 Sum Tax Refund 28-12-3-03-237	09/10/2019	09/10/19	2,679.68	60976
703-000-202.000	ACCOUNTS PAYABLE	J & J INVESTMENTS OF	2019 Sum Tax Refund 28-12-3-30-221	09/10/2019	09/10/19	544.94	60978
703-000-202.000	ACCOUNTS PAYABLE	MEMBERS FIRST CREDIT	2019 Sum Tax Refund 28-12-3-25-204	09/24/2019	09/24/19	992.26	61000
703-000-222.000	DUE TO SAGINAW COUNTY TR	SAGINAW COUNTY TR	TAX PAYMENTS - 08/20/19-08/29/19	SUMMER 2019	09/10/19	189.85	61009
703-000-222.000	DUE TO SAGINAW COUNTY TR	SAGINAW COUNTY TR	TAX PAYMENTS - 08/30/19-09/09/19	SUMMER 2019	09/10/19	191,197.93	60960
703-000-222.400	DUE TO SAGINAW COUNTY SE	SAGINAW COUNTY SE	TAX PAYMENTS - 08/20/19-08/29/19	SUMMER 2019	09/10/19	918,777.99	60960
703-000-222.400	DUE TO SAGINAW COUNTY SE	SAGINAW COUNTY SE	TAX PAYMENTS - 08/30/19-09/09/19	SUMMER 2019	09/10/19	236,252.79	60961
Total For Dept 000						1,126,057.27	60961
Total For Fund 703 TAX FUND						2,498,165.71	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check
Fund Totals:							
Fund 100	CLEARING FUND					210.00	
Fund 101	GENERAL OPERATING FUND					236,716.20	
Fund 205	PUBLIC SAFETY-FIRE DEPARTME					16,506.62	
Fund 206	FIRE APPARATUS					374.00	
Fund 207	PUBLIC SAFETY-POLICE					25,724.91	
Fund 248	Downtown Development Author					309.29	
Fund 271	LIBRARY FUND					9,131.15	
Fund 590	SEWER FUND					21,339.55	
Fund 591	WATER FUND					361,059.50	
Fund 596	MUNICIPAL REFUSE FUND					63,279.30	
Fund 703	TAX FUND					2,498,165.71	
Total For All Funds:						<u>3,232,816.23</u>	

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP
 FROM 04/01/2019 TO 09/30/2019
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2019	Total Debits	Total Credits	Ending Balance 09/30/2019
Fund 100	CLEARING FUND				
001.000	59	11,464.04	9,650,483.49	9,636,421.11	25,526.42
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,498,070.15	1,630,464.78	2,788,053.26	340,481.67
002.010	THE STATE BANK SAVINGS	0.00	1,004,586.47	0.00	1,004,586.47
002.350	CASH CHASE BANK	10,760.25	8.17	0.00	10,768.42
002.385	CASH CHEMICAL BANK	858,667.79	268,275.87	750,000.01	376,943.65
003.175	Certificate of Deposit Chemic	500,000.00	500,000.00	0.00	1,000,000.00
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	750,000.00	0.00	0.00	750,000.00
003.400	CERTIFICATE OF DEP CHASE BANK	231,022.73	3,463.64	0.00	234,486.37
	GENERAL OPERATING FUND	3,848,520.92	3,406,798.93	3,538,053.27	3,717,266.58
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	145,415.54	0.00	0.00	145,415.54
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	643,935.64	64,955.27	249,702.73	459,188.18
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	712,809.06	6,713.92	9,261.14	710,261.84
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,200,283.78	128,812.95	535,355.33	793,741.40
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	128,981.39	1,389.36	0.00	130,370.75
003.175	Certificate of Deposit Chemic	610,966.47	0.00	0.00	610,966.47
	ROAD REVOLVING FUND	739,947.86	1,389.36	0.00	741,337.22
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	63,735.85	25,556.78	81,928.06	7,364.57
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH THE STATE BANK	10,357.04	417.00	0.00	10,774.04
Fund 271	LIBRARY FUND				
002.000	CASH THE STATE BANK	577,779.70	58,398.20	163,469.86	472,708.04
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	783,119.70	58,398.20	163,469.86	678,048.04
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,151,367.21	670,126.52	1,098,038.56	723,455.17
002.010	THE STATE BANK SAVINGS	0.00	502,293.24	0.00	502,293.24
002.200	RESERVED CASH SYSTEM EXPANSIO	31,500.23	59,376.42	0.00	90,876.65
002.385	CASH CHEMICAL BANK	937,517.80	2,469.68	500,000.00	439,987.48
002.386	CHEMICAL BANK SYSTEM EXPANSIO	117,933.00	0.00	0.00	117,933.00
003.175	Certificate of Deposit Chemic	1,500,000.00	500,000.00	0.00	2,000,000.00
	SEWER FUND	3,738,318.24	1,734,265.86	1,598,038.56	3,874,545.54
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	1,189,497.60	1,720,302.13	2,447,873.83	461,925.90
002.010	THE STATE BANK SAVINGS	0.00	251,146.61	0.00	251,146.61
002.200	RESERVED CASH SYSTEM EXPANSIO	51,343.99	16,250.00	0.00	67,593.99
002.375	CASH HUNTINGTON BANK	245,743.20	13,058.38	0.00	258,801.58
002.385	CASH CHEMICAL BANK	41,766.08	1,293.00	0.00	43,059.08
002.386	CHEMICAL BANK SYSTEM EXPANSIO	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	505,420.54	2,107.86	3,409.49	504,118.91
002.390	CASH FIRST STATE BANK	244,944.39	568.93	0.00	245,513.32
003.175	Certificate of Deposit Chemic	1,249,999.50	0.00	12,646.06	1,237,353.44
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP
 FROM 04/01/2019 TO 09/30/2019
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2019	Total Debits	Total Credits	Ending Balance 09/30/2019
	WATER FUND	4,046,891.30	2,004,726.91	2,463,929.38	3,587,688.83
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	678,175.10	1,811.57	356,608.07	323,378.60
002.385	CASH CHEMICAL BANK	302,943.93	1,272.00	0.00	304,215.93
	MUNICIPAL REFUSE FUND	<u>981,119.03</u>	<u>3,083.57</u>	<u>356,608.07</u>	<u>627,594.53</u>
Fund 610	CONSTRUCTION WATER/SEWER/MISC				
002.000	CASH THE STATE BANK	25,178.20	0.00	0.00	25,178.20
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	0.00	5,005,284.31	3,697,412.99	1,307,871.32
	TOTAL - ALL FUNDS	<u>16,951,096.20</u>	<u>22,090,886.55</u>	<u>22,330,180.50</u>	<u>16,711,802.25</u>



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the revised purchasing policy, Administrative Policy 422.
- **EXPLANATION OF TOPIC:** From time to time, we are challenged to get three competitive bids for certain projects or products. For instance, we may send a request for bids to a dozen auto dealers for a new truck and only get two back. This will happen often times, because a particular dealer has access to the MIDEal pricing and none of the other ones are prepared to lose significant money in order to sell the Township a vehicle below that price. In order to comply with the policy as it is written, we would have to reject the two competitive bids and rebid it. Well, at that point, we would run a very real risk of not getting any bids or actually having the bid price go up.

Therefore, after discussing this quandary with the Township Supervisor, we agreed that a minor amendment to the Policy 422 would help to address these occasional situations. The added language is in underscored bold italics and essentially assigns the responsibility to the Township Manager to make the determination of when the facts and circumstances would justify an exception to the rule.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Revised Administrative Policy 422.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the revised purchasing policy, Administrative Policy 422.
- **ROLL CALL VOTE REQUIRED:** No.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

421 (Page 1 of 2)
April 6, 1998
August 7, 2000
June 3, 2002
April 6, 2009
February 6, 2017
October 7, 2019
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.

Every effort should be made to obtain three (3) qualified bids; however in certain cases circumstances may prevent this. In such cases, the situation should be reviewed by the Township Manager who will determine if the bid should proceed or if it should be rebid.

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

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Act, and will not become an Iran linked business at any time during the course of

Administrative Policy No:	421 (Page 2 of 2)
Effective Date:	April 6, 1998
Amended:	August 7, 2000
	June 3, 2002
	April 6, 2009
	February 6, 2017
	<i>October 7, 2019</i>
Policy Regarding	PURCHASING

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 contactor, 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.

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.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve hiring Chris Shepherd as DPW Laborer contingent upon satisfying all conditions of the employment offer.
- **EXPLANATION OF TOPIC:** Darold Schultz, DPW Foreman, announced a few months ago that he would be retiring at the end of January, 2020. The promotion of Trevor to Assistant DPW Director was done with the foreknowledge that Darold's retirement would be forthcoming. As such, it was understood that the Assistant Director's responsibilities would absorb those of the foreman position, so there is no intention of refilling the foreman job. Consequently, with the Personnel Committee's approval, we have moved forward with filling a laborer position to replace Darold. We want to get the new person in place so as to train him adequately in advance of Darold's retirement.

We received approximately 20 applications from which we narrowed it down to four who were interviewed. All four would be good selections; however, the preferred candidate is Chris Shepherd who we are recommending to hire. Chris has worked the past two years for Geiersbach Construction performing a variety of underground construction jobs. The conditional job offer has been made to Chris and he has accepted. The offer is contingent upon the Board's approval and several other conditions including the pre-employment physical, drug test and background/driving record check.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve hiring Chris Shepherd as DPW Laborer contingent upon satisfying all conditions of the employment offer.
- **ROLL CALL VOTE REQUIRED:** No



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve hiring Marcia Hupfer as part-time custodian.
- **EXPLANATION OF TOPIC:** Dana Stemple, our long-time custodian, quit recently to concentrate on her full-time job and family. We advertised to fill the opening that was created and we are pleased that we are able to recommend Marcia Hupfer to fill the opening. She has many years of contracted cleaning experience. The job offer is contingent upon completing the pre-employment physical, drug test and background/driving record check.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve hiring Marcia Hupfer as part time custodian contingent upon satisfactory completion of all conditions of the employment offer.
- **ROLL CALL VOTE REQUIRED:** No.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Receive and acknowledge the resignation of Steve Witt from the Compensation Commission.
- **EXPLANATION OF TOPIC:** Due to other commitments and time constraints, Steve Witt has submitted his resignation from the Compensation Commission. Steve has been a valuable asset to the Commission and his commitment is appreciated.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____, to receive and acknowledge the resignation of Steve Witt from the Compensation Commission.
- **ROLL CALL VOTE REQUIRED?** No.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve hiring the recommended candidate for the part-time clerk/receptionist position.
- **EXPLANATION OF TOPIC:** Interviews for the part-time clerk/receptionist position will be completed by Friday, October 4, 2019. The list of candidates will be brought before the Personnel Committee for their recommendation on Monday, October 7, 2019. The name of the recommended candidate will be presented at the Regular Township Board meeting. The job offer is contingent upon completing the pre-employment physical, drug test and background/driving record check.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____, to approve the Personnel Committee's recommendation for the hiring of the part-time Clerk/Receptionist for the Municipal Office.
- **ROLL CALL VOTE REQUIRED:** No.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Chief, Mike Cousins
- **AGENDA TOPIC:** Fireworks Display at Swan Valley Schools
- **EXPLANATION OF TOPIC:** Swan Valley Schools through Joshua Carter of Wolverine Fireworks Display Inc., has submitted an application to display fireworks between the Middle School and the High School at 453 VanWormer Road. They wish to have this display on October 18, 2019 with a “rain date” of November 1, 2019. This is to be held in conjunction with their Homecoming Football game event. Their display would occur at the conclusion of the game. I have worked with the schools to have them make contact with several of the neighbors, prior to the event, to invite and inform them of the fireworks display. I have reviewed their required paperwork and am requesting approval for this event. We will have a fire truck and crew on standby for this event as required by our Ordinance.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
Application permit documents, site map, and insurance policy are all attached.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____, to approve Swan Valley School’s application and permit to display fireworks behind 453 VanWormer Road on October 18, 2019 with a rain date of November 1, 2019.
- **ROLL CALL VOTE REQUIRED?** Yes



Wolverine FIREWORKS

205 West Seiders Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

— Visit us at www.wolverinefireworks.com —

Swan Valley High School

\$2,000.00 Proposal for October 18, 2019

Includes Insurance and Labor

Main

1	130 Shot	Silver Mine w/Silver Dahlia Palm Break w/Silver Tail
1	130 Shot	Red Comet w/Blue Mine
1	100 Shot	Wave Willow
1	100 Shot	Red Strobe Salute Mine to Silver Mine to Silver Tail to Silver Crown & Magic Ball
1	25 Shot	2"Red Green Blue Yellow Peony
120	3"	Assorted Color Shells Time Chained 10/1

Grand Finale

2	36 Shot	2.5" Titanium Salutes
2	100 Shot	Touchdown
180	3"	Color and Report Shells Chained 12/1

2019 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
---	--

NAME OF PERSON PERMIT ISSUED TO Wolverine Fireworks Display, Inc.	AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
--	--

ADDRESS OF PERSON PERMIT ISSUED TO 205 W. Seiders Rd. Kawkawlin, MI 48831
--

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION Swan Valley High School
--

ADDRESS 8400 Ohern Rd., Saginaw, MI 48609

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) <div style="text-align: center; font-size: 1.2em;">See Proposal</div>
--

EXACT LOCATION OF DISPLAY OR USE Swan Valley High School
--

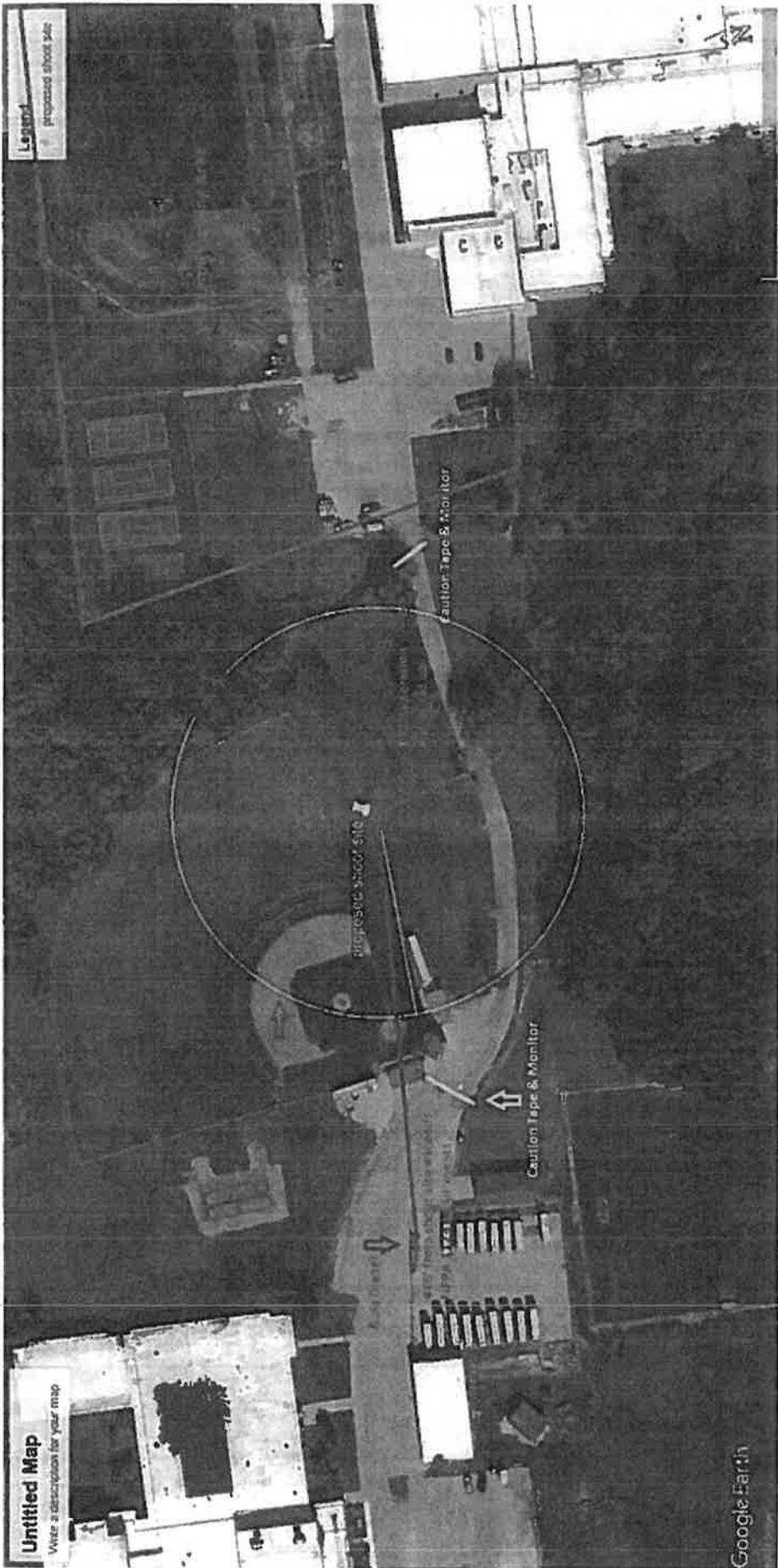
CITY, VILLAGE, TOWNSHIP Thomas Township	DATE 10/18/19 RD 11/1/19	TIME End of football game
---	------------------------------------	-------------------------------------

BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT \$10,000,000.00
--	---------------------------

Issued by action of the Legislative Body of a <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____
--

(Signature and Title of Legislative Body Representative)
--

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



Untitled Map

Write a description for your map

Legend

proposed shear site

Proposed Shear Site

Caution Tape & Monitor

Caution Tape & Monitor

East Street

KEEP PEOPLE OFF

Google Earth



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Chief, Mike Cousins
- **AGENDA TOPIC:** Adopt The Thomas Township Emergency Operations Support Plan.
- **EXPLANATION OF TOPIC:** We are required by State Public Act 390 to have an emergency support plan on file with the Saginaw County Emergency Management Director's office. The plan is required due to the population of our community. If a disaster were to occur, this plan would allow us to potentially receive Federal or State relief funding. This document has been on file and has reached an expiration date. In reviewing this document, I have made only one change, to delete an organization which no longer exists. No other changes need to be made to the plan since our last adoption. The document has been reviewed by the Public Safety Committee members.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 19-19, Emergency Operations Support Plan.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____, to approve Resolution 19-19 to adopt the amended Thomas Township Emergency Operations Support Plan.
- **ROLL CALL VOTE REQUIRED?** Yes

19-19
TOWNSHIP OF THOMAS
SAGINAW COUNTY, MICHIGAN
RESOLUTION TO APPROVE THE THOMAS TOWNSHIP
EMERGENCY OPERATIONS PLAN
SUPPORTING THE SAGINAW COUNTY EMERGENCY OPERATIONS PLAN

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 7th day of October, 2019 at 7 o'clock p.m. Michigan Time

PRESENT:

ABSENT:

_____ offered the following resolution and moved for its adoption. The motion was seconded by _____.

WHEREAS, this Township, supports the Saginaw County Emergency Operations Plan, as amended; and,

WHEREAS, this Township believes that the general health, safety and welfare of its residents will best be served if Thomas Township approves its own Emergency Operations Plan; and,

WHEREAS, the Township's population is in excess of 10,000 persons and therefore, the Emergency Operations Plan is required; and,

WHEREAS, the Township wishes to follow the National Incident Management System (NIMS), as outlined by our Federal Government; and,

WHEREAS, this agreement supersedes all other like agreements put in place previously.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Township of Thomas:

Approves of the use and adoption of the attached Thomas Township Emergency Operations Plan, being that it is in the best interest of the residents it serves. The Thomas Township Emergency Plan is put in place to support the Saginaw County Emergency Operations Plan and lays out the framework for the Township to use in performing emergency functions before, during and after a natural disaster, technological incident or a hostile attack.

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

The Supervisor declared the resolution duly adopted.

Robert Weise, Supervisor

CERTIFICATION

STATE OF MICHIGAN)
COUNTY OF SAGINAW) SS

I, the undersigned, the duly qualified and acting Clerk of the Township of Thomas, Saginaw County, Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings which were taken at a regular meeting of the above governmental unit, held on the 7th day of October, 2019, the original of which is on file in my office. I further certify that notice of the above meeting was given in accordance with the provisions of the Michigan Open Meetings Act.

IN WITNESS WHEREFORE, I have hereunto fixed my official signature on the 7th day of October, 2019.

Edward Brosowski, Clerk

EMERGENCY OPERATIONS SUPPORT PLAN

Thomas Township

Supporting:

Saginaw County Emergency Operations Plan

October 7, 2019

EXPIRES October 7, 2023

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Promulgation

Date:

To all Recipients:

Transmitted herewith is the Emergency Operations Plan for Thomas Township in support of the Saginaw County Emergency Operations Plan. The plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Thomas Township Board under Resolution No.19-19 dated 10/07/2019.

It supersedes all previous plans.

Township Supervisor Date

Township Manager Date

Township Emergency Coordinator Date

Plan Distribution

The Thomas Township Emergency Operations Support Plan (TTEOSP) is provided to all Township departments. Non-municipal departments may contact the Township's Emergency Coordinator to obtain a copy of the plan. Additionally, this plan will be provided to the Saginaw County Emergency Management Program as support to the (Saginaw) County Emergency Operations Plan.

Authority and References

State

1. Public Act 390 of 1976, Michigan Emergency Management Act
2. Michigan Emergency Management Assistance Compact (MEMAC)
3. Mutual Aid Box Alarm System (MABAS)
4. Public Act 207 of 1941, Michigan Fire Prevention Code

Local

1. Saginaw County Emergency Operations Plan
2. Thomas Township NIMS Resolution, adopted (March 1, 2006)
3. Saginaw County Fire Chief's Mutual Aid agreement
4. Saginaw County Reciprocal Law Enforcement Aid Agreement
5. Saginaw County Municipal Services Interlocal Mutual Aid Agreement

Basic Plan

1. **Purpose**

This emergency operations plan has been developed to satisfy the requirements of the Michigan Emergency Management Act (P.A. 390, as amended) and to define the actions to be taken by Thomas Township to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by Saginaw County government since Thomas Township is part of the Saginaw County Emergency Management Program. This plan is to be used in conjunction with the Saginaw County Emergency Operations Plan (EOP) / Emergency Action Guidelines EAGs.

2. **Scope**

This operation plan is a flexible document in which changes from the content of the plan which may occur due to the unique nature of emergencies. Each agency that has a support role in this plan or it's elements will develop Standard Operating Guidelines (SOG) which provides systematic instructions for accomplishing assigned functions.

3. **Situation and Assumptions**

- A. Thomas Township is a community located in the western portion of Saginaw County and the home to approximately 11,985 residents. We have a mix of residential, commercial business and manufacturing.
- B. The community is subject to a variety of natural hazards. According to the county Hazard Vulnerability Analysis, the most likely and damaging of these include, but are not limited to: fires, flooding, storms, and tornadoes.
- C. Additionally, certain manmade hazards may impact public safety in the community. These include, but are not limited to: civil unrest, terrorism, and hazardous materials accidents.
- D. Adjacent municipalities and other governments will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.
- E. When municipal resources are exhausted, the Saginaw County Emergency Management Agency will coordinate assistance and help satisfy unmet needs. Similarly, if the County requires additional assistance, it will call on mutual aid from adjacent counties or from the State of Michigan through the Michigan Emergency Management Assistance Compact (MEMAC). Ultimately, the State can ask other states through the Emergency Management Assistance Compact (EMAC) or the federal government for assistance in dealing with a major disaster or emergency.
- F. The Thomas Township Manager or if not available, the Fire or Police Chief, declares a local state of emergency and notifies the municipal Emergency Coordinator (EC) and County Emergency Management Coordinator (EMC) of this decision.

4. **Concept of Operations**

- A. The Fire Chief oversees the protection of the lives and property of the citizens. He/she exercises primary supervision and control over the four phases of emergency management: mitigation, preparedness, response, and recovery activities within the Township and in coordination with and support of Saginaw County Emergency Management.
- B. The Fire Chief is appointed by the Township Manager as the Emergency Coordinator (EC) and shall act on behalf of the elected officials. An Emergency Operation Center (EOC), will be located in the Thomas Township Public Safety Building at 8215 Shields Drive.
- C. This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The EC will operate incident management activities in accordance with the National Incident Management System (NIMS) to mobilize resources and personnel as needed by the emergency situation.
- D. The EC and Township Board will follow mutual aid agreements, Mutual Aid Box Alarm System (MABAS), Michigan Emergency Management Assistance Compact (MEMAC) Saginaw County Municipal Services Mutual Aid Agreement; Saginaw Fire Chief’s Association Mutual Aid Agreement; Saginaw County Reciprocal Law Enforcement Aid Agreement with other municipalities within and outside of Saginaw County for reciprocal emergency assistance as needed.
- E. Emergency response by the Township government or its agents will follow procedures in support of the Saginaw County Emergency Management Plan.
- F. Public Safety agencies will respond and operate as required in accordance with the standards of the (NIMS) as adopted under the Thomas Township/Saginaw County NIMS Resolution. This includes institutionalizing the Incident Command Structure (ICS) for all response disciplines at incident locations to provide for an efficient response operation as well as establishing an efficient public information system within the structure.
- G. In coordination with Saginaw County Emergency Management, the Township will inventory and prepare a list of critical assets (resources) in accordance with the NIMS National Resource Initiative which allows for resources to be requested in a timely manner and provide for a level of capability. The inventory of resources will be listed in the state’s critical incident management and software, MICIMS / web EOC, to provide for resources to be identified by and requested from external agencies; in compliance with local and/or state mutual aid agreements.
- H. Thomas Township will coordinate and support emergency incident and management through the development and use of integrated multi-agency coordination systems, which includes maintaining connectivity capability between Incident Command Posts (ICP), 911 Centers, and Emergency Operations Centers.
- I. Thomas Township’s response personnel will be regularly trained to provide an adequate level of performance to continue the operations of the Township and for public safety needs. This may be accomplished through mutual aid of public and private resources.
- J. All agencies interacting to manage incidents will utilize common terminology prescribed by the NIMS.

- K. Emergency action messages originated by Thomas Township authorities and/or the Public Information Officer will be disseminated to the station designated as the Local Primary station for that jurisdiction. These messages and other emergency information will be relayed in accordance with the State EAS plan.

5. **Continuity of Government**

This plan is an all-hazards plan concerning all types of emergency situations. It deals with the activities that occur before, during, and after the emergency operations. These activities are accomplished by dividing emergency management activities into the following phases: mitigation, preparedness, response, and recovery.

- A. **Mitigation:** Mitigation activities are any actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property. Examples of mitigation efforts include, but are not limited to:
- Building Codes
 - Disaster Insurance
 - Public Education
 - Procurement and integration of equipment
 - Identifying resources
 - Training citizens
 - Land-Use Planning
 - Property Acquisition
- B. **Preparedness:** Preparedness activities are any actions taken prior to the emergency that facilitates the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:
- Continuity of government decisions
 - Testing and maintaining equipment
 - Establishing, equipping, and maintaining the EOC
 - Developing emergency plans and procedures
 - Participation in training, drills, and exercises
 - Coordination of emergency notification methods
 - Hazard identification
- C. **Response:** Response activities are any actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property, and increase effectiveness of recovery efforts. Examples of response include, but are not limited to:
- Emergency medical services
 - Police services
 - Fire and rescue services
 - Public works
 - Protective actions
 - Public Health

- D. **Recovery:** Recovery is the phase that involves restoring systems to normal conditions. Short-term recovery actions are taken to assess damage and reestablish vital life-support systems; long-term recovery actions may continue for years. Examples of recovery actions include, but are not limited to:

- Damage assessment
- Debris clearance
- Decontamination
- Counseling
- Disaster assistance
- Temporary Housing

6. **Emergency Action Levels (National Weather Service)**

- A. **Watch** – All emergency personnel placed on standby. (Conditions are favorable for severe weather)
- B. **Warning** – Partial activation of EOC by emergency management personnel. (Actual sighting, actually occurring).
- C. **Impact** – Full activation of EOC
- D. **Recovery** – Continued response activities as needed.

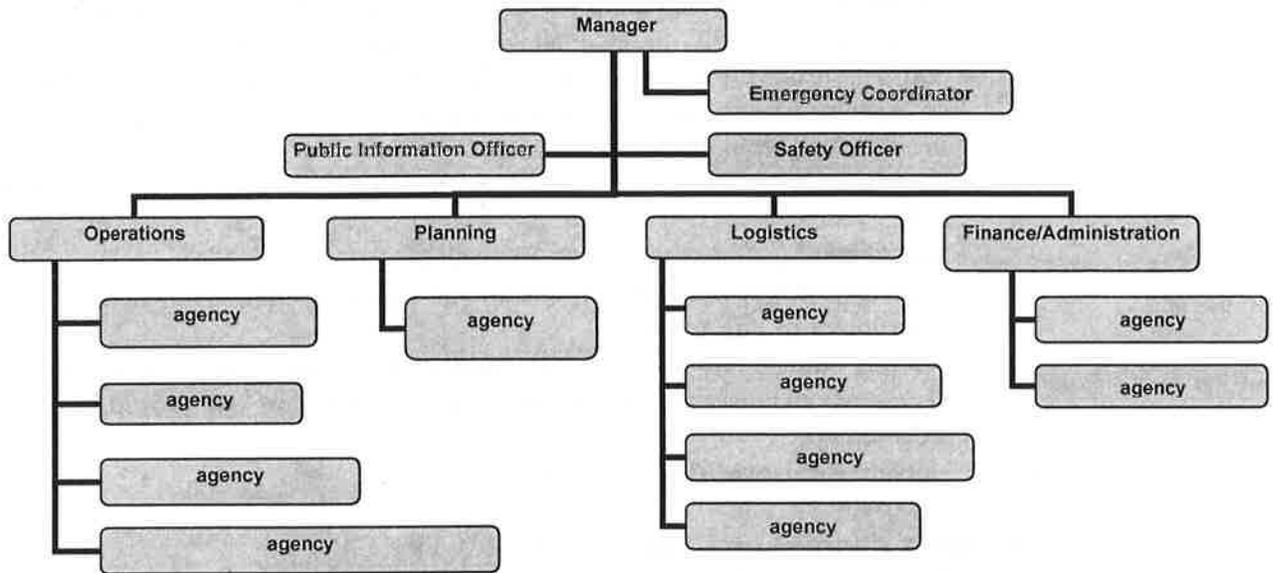
7. **National Terrorism Advisory System (NTAS)**

- A. **Imminent Threat Alert** – Warns of credible, specific and impending terrorist threat against the United States.
- B. **Elevated Threat Alert** – Warns of a credible terrorist against the United States.

8. **Organization and Assignment of Responsibilities**

The Thomas Township incident management operations will be conducted in the Township's Emergency Operation Center. Operations will be in accordance with the National Incident Management System to ensure that adequate capabilities and resources are provided under a manageable span of control for incident operation needs. The management structure will consist of the Township Manager or if not available the Fire or Police Chief as the lead incident manager with subordinate agencies and personnel performing operational support tasks. Each agency required to provide support during emergency operations will conduct their duties to the best of their abilities which will derive from continuous training and participation in exercises. The following section provides the responsibilities and assignments that the selected agencies and personnel should address in supporting Thomas Township emergency operations. Each will be required to report to the Thomas Township EOC located at the Public Safety Building, located at 8215 Shields Drive.

(Please see organizational chart on page 10)



- A. **Incident Manager (Thomas Township Manager)/designee**
- Ensure incident management functions are in accordance with the NIMS.
 - Ensure compliance with this plan and the (Saginaw) County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in (Thomas Township)
 - Provide for continuity of operations;
 - Review this Township Support Plan in consonance with the (Saginaw) County EOP;
 - Seek federal post-disaster funds, as available.
 - Issue local emergency declarations and notify the municipal emergency coordinator of this action.
 - Attends training and workshops to maintain proficiency and currency in emergency management, emergency response, planning, and procedures as they are available.
 - Notifies the Township Board as needed.
- B. **Emergency Coordinator - Thomas Township Fire Chief**
- Prepares and maintains this emergency plan for the Township subject to the direction of the Township Manager; reviews and updates a minimum of every four years or as required.
 - Notifies the Manager of the nature and extent of the emergency or disaster, if known;
 - Maintains coordination with the (Saginaw) County EM Office, and provides prompt information in emergencies, as available;
 - Coordinates EOC response and recovery operations;
 - Coordinate information with adjacent municipalities and County;
 - In coordination with (Saginaw) County Emergency Management, identifies hazards and vulnerabilities that may affect the municipality;
 - Identifies resource shortfalls and requests resources in accordance with the NIMS
 - Develops and maintains a trained staff to their required level, and current emergency response checklists appropriate for the emergency needs and resources of the community;
 - Compiles damage information and cost figures for the conduct of emergency operations above normal operating costs; and
 - Attends training and workshops to maintain proficiency and currency in emergency management, emergency response, planning, and procedures as they are available.
 - Ensures appropriate personnel have completed NIMS and ICS training to enhance multi-discipline and multi-jurisdictional coordination.
 - Ensures resources are requested in accordance to NIMS standards to include the “type”

- C. Public Information Officer – Township Manager or as assigned by the EC**
The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident related information. The Public Information Officer (PIO) develops accurate and complete information on the incident’s cause, size, and current situation for internal and external needs.
- Providing for the planning and dissemination of emergency information to the public;
 - Assists in implementing procedures for the communications and warning function;
 - Ensures ability to communicate between the municipality, field operations and the county EMA;
 - Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
 - Coordinating information with neighboring municipalities and the County.
- D. Safety Officer - As assigned by the EC**
The Safety Officer monitors incident operations relating to operational safety, including the health and safety of emergency responder personnel.
- Identify and mitigate potential hazardous situations;
 - Ensure safety messages and briefings are made;
 - Review the plans for safety implications;
 - Recommends correction of unsafe acts or conditions;
 - Attends training and workshops to maintain proficiency and currency in emergency; management and emergency response, planning, and procedures.
- E. Operations - As assigned by the EC**
The following departments are selected to provide incident management support in their functional area to emergency operations. These departments provide support to all disaster and emergency types no matter the cause, size or location of the incident and in accordance with the NIMS standards.
1. Thomas Township Fire Department
 - In cooperation with the Township Emergency Coordinator, develops and maintains the Implementing Procedures for the Fire & Rescue function;
 - Assists in the development, review and maintenance of the Saginaw County EOP;
 - Responds to the County EOC upon activation;
 - Coordinates fire, and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team, Incident Management Team, MUSAR, and the BOMB Squad;

- Coordinates with County EMA and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards;
 - In conjunction with 911, shall notify the public of emergency alerts;
 - Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
 - Provides for emergency shutdown of light and power with assistance from Consumers Energy;
 - Provides emergency lights and power generation;
 - Assists in salvage operations and debris clearance;
 - Advises the Township Manager and the Township Emergency Coordinator about fire and rescue activities;
 - Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
2. Saginaw County 911 Center
- Serves as the 24-hour contact point for emergency notification;
 - Ensures agencies have sufficient communication capabilities between the EOC and command post;
 - Notifies departments / agencies of a potential incident and where they are needed for an actual emergency.
 - Establishes communications with other EOCs;
 - Establishes communications with the Incident Command Post;
 - Activates the public warning system;
 - Attends training and workshops to maintain proficiency and currency in emergency management, emergency response, planning, and procedures.
3. Thomas Township Police Department
- In cooperation with the Township Emergency Coordinator, develops and maintains procedures for the Police Services function;
 - Assists in the development, review and maintenance of the Saginaw County EOP;
 - Responds to the Saginaw County EOC, as directed;
 - Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center;
 - Provides traffic and access control in and around affected areas;
 - Assists with emergency alerting and notification of threatened population;
 - Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
 - Assists in the installation of emergency signs and other traffic movement devices;
 - Assists in search and rescue operations;
 - Advises the Township Manager and the Emergency Coordinator about Police Services operations;

- Attends training and workshops to maintain proficiency and currency in emergency management, emergency response, planning, and procedures.
4. Saginaw County Ambulance Provider
- In cooperation with the Township Emergency Coordinator, develops and maintains the Implementing Procedures for the Health/Medical Services function;
 - Assists in the development, review and maintenance of the EOP;
 - Responds to the County EOC, upon activation;
 - Maintains a listing of hearing impaired, handicapped and special needs residents, providing copies to municipal and county EM offices;
 - Coordinates emergency medical activities within the Township, and with appropriate personnel from the County Emergency Management agency;
 - Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
 - Coordinates medical services as needed to support shelter operations;
 - Assists in mortuary services;
 - Assists in provisions of inoculations for the prevention of disease;
 - Advises the fire department and the EMC about Health/Medical Services activities;
 - Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
5. Saginaw County Health Department
- Maintains a listing of hearing impaired, handicapped, and special needs residents, providing copies to municipal and county EM offices;
 - Assists with mortuary services;
 - Assists in provisions of inoculations for the prevention of disease;
 - Provides public health information and advice;
 - Assists in making protective action recommendations;
 - Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
6. Thomas Township Department of Public Works (DPW)
- Restores water and sewer services as soon as practical;
 - Assists in rescue;
 - Assists in control of vital resources;
 - Assists in decontamination;
 - Provides traffic and access control equipment;
 - Assists in establishing alternate evacuation routes;
 - Provides for damage assessment for public property and certain non-profit organizations;
 - Attends training and workshops to maintain proficiency and currency in emergency management, emergency response, planning, and procedures.

- Coordinates or directs the protective actions and restoration of public utilities and municipal facilities;

F. Planning - As assigned by the EC.

Planning is responsible for collecting, evaluating, disseminating tactical information pertaining to the incident.

- Collects, evaluates and provides information about the incident;
- Determines need for resources and maintains status of resources;
- Assembles information on alternative strategies;
- Coordinates with the Public Information Officer on the release of information;
- Assists in reviewing and updating the operation plan;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

G. Logistics – As assigned by the EC.

Logistics provides the support needed for the incident, including providing facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

1. American Red Cross

- Maintains resource lists of personnel to assist in the management of mass care shelters;
- Ensures all personnel on resource list are trained appropriately;
- Coordinates needs for mass care shelters and report to appropriate personnel at County Emergency Management Agency;
- Assists the County EM personnel in the opening and operation of mass care shelters as necessary;
- Coordinates with Local Health Department on sheltering and care needs.
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
- Provides such services as sheltering, feeding, clothing and other essential emergency needs to disaster victims;
- Provides Counseling;
- Provides family assistance.

2. Transportation Services - As assigned by the EC

- Coordinates needs for transportation in the event evacuation becomes necessary;
- In cooperation with appropriate personnel from that County Emergency Management Agency, arrange evacuation transportation for residents without transportation or those with special needs;
- Establishes pickup points and maintains list of individuals with transportation needs as found in the resource manual;
- Maintains an inventory of Township transportation resources public or private;
- Ensures adequate supply of fuel is available for vehicle use;

- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

3. Communications

- Existing communications systems available to each agency will be used during emergency operations. Landlines and cell phones will be considered the primary direction and control communications media. Two-way radios will be used in the direction and control of operations where the use of telephone is not possible or convenient. In accordance with the NIMS, common terminology will be used instead of coded language when communicating amongst agencies. We would also follow the established Saginaw County Communications Plan.

H. Finance / Administration - Thomas Township Fiscal Services Director

The finance administration section is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of this section.

1. Thomas Township Finance Department

- Develops procedures for rapidly ordering supplies and equipment, and tracks their delivery and use;
- Provides proper record keeping of expenditures and obligations in emergency operations;
- Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures;
- Assists in procurement of cost recovery and Federal Emergency Management Agency (FEMA) reimbursement funding, and coordinating with state and local agencies to properly reimburse for expenses;
- Maintains oversight of all financial and cost analysis activities associated with the emergency;
- Tracks costs and personnel time record.

Appendix A

Acronyms

ALS	Advanced Life Support
DOC	Department Operations Center
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC or UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
MEMAC	Michigan Emergency Management Assistance Compact
MICIMS	Michigan Critical Incident Management System
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
NTAS	National Terrorism Advisory System
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research and Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOG	Standard Operating Guideline
UC	Unified Command
US&R	Urban Search and Rescue

Appendix B

Glossary

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. **Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. **Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America. **Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and for that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel. **Strategy:** The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Chief Mike Cousins
- **AGENDA TOPIC:** Approve Resolution 19-20 authorizing the Fire Department to apply for a Risk Reduction Grant through the Michigan Township Participating Plan
- **EXPLANATION OF TOPIC:** The Fire Department would like to apply for a Risk Reduction Grant through the Michigan Township Participating Plan. As part of the grant criteria, it requires a Resolution from the Township indicating their approval and support. I am planning to submit for the replacement of garage door openers to include “eye devices” for safety to prevent anything from striking our equipment.

I have this project budgeted for, but plan to submit for this grant to help fund a portion of it. We replaced one of these last year at the cost of \$1,700.00. In this grant I would propose we put money into the grant indicating our commitment and desire for assistance. I expect this project to cost around \$8,500.00 for all of the remaining doors. I would propose we fund \$3,500.00 of this project and supplement with grant dollars in the amount of \$5,000.00. The maximum amount the grant will fund is \$5,000.00. I believe we would have a decent chance at this grant, but I understand the grant is open to the entire state.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 19-20 approving the Fire Chief to apply for a grant from the Michigan Townships Participating Plan.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____, to approve Resolution 19-20 to support the Fire Department in applying for a Risk Reduction Grant through the Michigan Township Participating Plan.
- **ROLL CALL VOTE REQUIRED?** Yes

**THOMAS TOWNSHIP
RESOLUTION 19-20
APPROVAL FOR THE THOMAS TOWNSHIP FIRE DEPARTMENT
TO APPLY FOR THE RISK REDUCTION GRANT PROGRAM UNDER THE
MICHIGAN TOWNSHIP PARTICIPATING PLAN.**

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 7th day of October, 2019 at 7 o'clock p.m. Michigan Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Thomas Township is a member of the Michigan Township Participating Plan and is eligible to apply for and supports the application for the Risk Reduction Grant Program; and

WHEREAS, Thomas Township supports any attempt to reduce or eliminate any damage to Township equipment or property or personal injury; and

THEREFORE BE IT RESOLVED, the Thomas Township Board of Trustees authorizes the Fire Chief, on behalf of Thomas Township, to apply for the Risk Reduction Grant Program under the Michigan Township Participating Plan Program.

Ayes: _____

Nays: _____

Abstention: _____

Absent: _____

The supervisor declared the motion carried and the resolution was duly adopted.

Robert Weise, Supervisor

CERTIFICATE

I, EDWARD BROSOFSKI, the duly elected and acting Clerk of the Thomas Township Board of Trustees, hereby certify that the foregoing resolution was adopted by the Thomas Township Board of Trustees of said Township at the regular meeting of said Commission held on October 7, 2019, 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 immediate effect.

Edward Brosowski, Clerk



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Authorize advertising the sale of parcel 28-12-3-25-2065-001 on Campbell Lane.
- **EXPLANATION OF TOPIC:** The parcel has 86' of frontage and 264' of depth. It has an area of just over ½ an acre. It sits between the First Area Credit Union to the south and the single family home at 295 Campbell Lane to the north. The adjoining homeowner has maintained a large portion of it by mowing it regularly and has expressed an interest in purchasing it in the past. It is zoned R-2, Medium Density Residential and is a buildable lot for a single family home or it may be able to be used for parking if the credit union were interested..

The Township acquired it a long time ago for the purpose of eventually constructing a parallel road to Gratiot Road to create another lighter commercial district and to pull some of the local traffic off from Gratiot. Unfortunately, that idea never really came together and without enough funds to purchase all of the needed property, this parcel is no longer needed and would be better to have back on the tax roll. We did have a professional appraiser determine the value to be \$6,100.

The Township Board will have to approve the actual sale before it can be completed, so we are just asking for the approval to advertise it for sale at this time.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Aerial photo of the parcel.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to authorize advertising the sale of parcel 28-12-3-25-2065-001 on Campbell Lane.
- **ROLL CALL VOTE REQUIRED:** No.



Saginaw GIS


Map Publication:
 10/03/2019 10:56 AM



Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Saginaw County expresses no warranty for the information displayed on this map document.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** October 7, 2019
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the adoption of the amended Drug and Alcohol Policy, Personnel Policy 818.
- **EXPLANATION OF TOPIC:** All of us are well aware of the changes to the legality of marijuana in our State and many of the impacts that it is having on both employers and employees. Given the fact that recreational marijuana is now legal in Michigan, and our drug and alcohol policy had not been reviewed for some time, I thought that it would be a good idea to have our labor attorney review it for any necessary updates. He did a thorough job; however, I do need to mention that the rules and laws as they pertain specifically to marijuana us are very fluid right now. Thus, it is highly likely that we will be looking at this policy a couple more times in the near future as case law becomes established.

Basically, the amended policy continues the Township's zero tolerance position. It covers numerous scenarios that may arise; however, it cannot encompass every possible situation we may encounter. In those cases, the policy will serve as an overall directive. All in all, this is a very good policy for this point in time and has been completely prepared by the Township's attorney, who will have to defend it in the event that it is challenged.

The Personnel Committee did review it and recommends its approval.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Amended Personnel Policy 818.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the adoption of the amended Drug and Alcohol Policy, Personnel Policy 818.
- **ROLL CALL VOTE REQUIRED:** No.

A. PURPOSE OF POLICY

Thomas Township (the “Township”) is committed to maintaining a drug- and alcohol-free workplace and recognizes that a workplace free of drugs and alcohol protects the Township’s employees, residents and visitors, reduces employee absenteeism and tardiness, improves employee productivity, and protects the Township’s status and reputation as a desirable community for living, visiting, and conducting business. Accordingly, the Township has adopted this Substance-Free Workplace Policy (the “Policy”).

B. SCOPE OF POLICY

Unless otherwise noted, this Policy shall apply to all employees, volunteers, interns, and any other person who conducts business on behalf of the Township, and, where appropriate, job-applicants. This Policy shall apply in all cases where any person identified above is performing any duty or action on behalf of the Township. Additionally, certain sections of this Policy, as designated below, shall apply to Township employees who work as police officers, firefighters, or in other positions that may directly implicate public safety.

C. EMPLOYEE RESPONSIBILITIES

All employees, including management and supervisors, are responsible for:

1. Reading and understanding this Policy. If an employee has any questions about this Policy, they should contact their supervisor or the Township Manager.
2. Reporting to the Township Manager within five (5) calendar days a felony arrest or any conviction of the employee for a drug-related offense. Failure to report a drug-related felony arrest or any conviction to the Township Manager within five (5) calendar days of the arrest’s or conviction’s occurrence will result in automatic discharge.
3. Complying with this Policy.
4. Reporting to their supervisor or the Township Manager if they have a reasonable basis for believing that a fellow employee is violating this Policy.
5. Cooperating fully during any investigation related to this Policy.

Failure to comply with any of the foregoing, or any other portion of this Policy, will result in disciplinary action, up to and including termination, as well as possible criminal consequences.

D. PROHIBITED CONDUCT

The Township has zero tolerance for the use of illegal drugs, marijuana, or alcohol, or the unlawful or inappropriate use of prescription drugs while an employee is (1) on Township property, (2) conducting or performing Township business, (3) operating, or responsible for

operating, Township equipment or other property, or (4) responsible for the safety of others in connection with Township business.

In furtherance of its zero-tolerance policy, unless otherwise noted herein, the Township strictly prohibits:

1. The use, possession, solicitation, sale, dispensation, concealment, or conveyance of any illegal drugs, marijuana, or alcohol while on Township property, using Township property, or while performing any duties or actions on behalf of the Township.

2. The use or possession of any prescription drugs or medications without a prescription, the use of any prescription or over the counter drugs in any way other than the manner in which they were prescribed, or in which their use is detailed on a product label, or the use of prescription drugs in excess of therapeutic levels, while on Township property, using Township property, or while performing any duties or actions on behalf of the Township.

3. The sharing, sale, or conveyance of any prescription drugs or medications while on Township property, using Township property, or while performing any duties or actions on behalf of the Township.

4. The storage of any illegal drugs, alcohol, or marijuana in a vehicle on Township property.

5. Reporting to work under the influence of, or impaired at work by, illegal drugs, marijuana, prescription drugs in excess of therapeutic levels, or alcohol.

6. While on call, consuming any alcohol or using any illegal drugs, using marijuana, or using any prescribed or other medications in a manner not consistent with the prescription or instructions.

7. Reporting to work, if called to do so outside normal working hours, if an employee has consumed any amount of alcohol within the four (4) hours prior to being called in.

8. Being impaired because of, or under the influence of, any illegal drug, marijuana, or alcohol while on Township property, using Township property, or while performing any duties or actions on behalf of the Township.

9. Being impaired because of, or under the influence of illegal drugs, marijuana, or alcohol while off-duty, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or puts the Township's reputation at risk.

10. The failure of any employee to adhere to the requirements of any drug or alcohol treatment program in which the employee is participating.

11. Failure to submit to a drug or alcohol test at the request of the Township.

12. Any detectable amount of any illegal drug, marijuana, prescribed controlled substance in excess of therapeutic levels, or alcohol in an employee's system while at work, while on Township property, or while on Township business.

Violation of any of the foregoing, or any other portion of this Policy, may result in disciplinary action, up to and including termination, as well as possible criminal consequences. Unless a specific exception in this Policy applies, the Township will terminate any employee who uses, sells, or distributes any illegal drug, marijuana, or alcohol while at work. Additionally, the Township will, as a general rule, terminate any employee who is shown to be under the influence of illegal drugs, marijuana, or alcohol while at work or conducting Township business.

E. POLICY REGARDING MARIJUANA

Michigan has enacted two laws regarding the legal use of marijuana, the Medical Marijuana Act (the "MMA") and the Regulation and Taxation of Marijuana Act (the "RTMA"). Neither the MMA nor the RTMA prohibits an employer from maintaining a zero-tolerance policy regarding the use of marijuana by its employees. Additionally, marijuana remains illegal under federal law, and any entity that receives federal grant money, such as the Township, must comply with the Drug Free Workplace Act (the "DFWA"). The DFWA requires the Township to make a good faith effort to keep its workplace free of all drugs illegal under federal law, which drugs include marijuana.

Accordingly, as stated in this Policy, the Township strictly prohibits any employee from using, possessing, or distributing marijuana or marijuana paraphernalia while he or she is (1) on Township property, (2) conducting or performing Township business, (3) operating, or responsible for operating, Township equipment or other property, or (4) responsible for the safety of others in connection with Township business. In addition, this Policy strictly prohibits any employee from working while under the influence of marijuana.

Employees must request a reasonable accommodation, in writing, within one hundred eight-two (182) days of first using marijuana in order to be considered (on a case-by-case basis) for an exception from the Township's general policy regarding marijuana. In no case, however, shall any employee receive a reasonable accommodation to use, or be under the influence of, marijuana while performing work for the Township or while on Township property.

F. POLICY REGARDING PRESCRIPTION DRUGS

1. Policy for Employees in Non-Safety Sensitive Positions

For the purpose of this policy, prescription drugs or medications are defined as drugs or medications obtained pursuant to a legally authorized communication from a duly licensed practitioner authorized under the laws of the state in which he or she practices to prescribe drugs or medication to be lawfully dispensed. Under no circumstance, however, shall prescription drugs include marijuana for the purpose of this Policy. The Township's policy on marijuana is addressed above.

The authorized use of prescribed drugs or medications by the employee to whom they were prescribed, and in a manner that is consistent with the prescription and accompanying instructions, is permissible. However, if an employee is prescribed a medication or drug that is mind or mood altering or lists other side effects that may impair an employee's ability to perform their job duties, such as drowsiness or lethargy, the employee must consult with his or her physician to determine if he or she can perform his or her job duties without unreasonably putting themselves or another person at risk of physical harm.

If the employee's physician indicates that the employee cannot perform their job duties during the treatment period without unreasonably putting themselves or another person at risk of physical harm, the employee must take steps to avoid placing themselves or others at risk. An employee may, for instance, request to use sick leave for the duration of the treatment period. Alternatively, an employee may notify their supervisor of the situation in order for the supervisor to determine if the employee may be assigned to alternative duties that can be safely performed during the pendency of treatment. In such cases, an employee is not required to disclose the drug or medication in question, or the reason it is being taken, and, the Township, will not make such inquiries except as may be allowed by law.

In cases where an employee's use of a prescription drug or medication that impairs their ability to safely perform their job is long-term or of an indefinite duration, the Township will conduct an individualized assessment to determine whether, if appropriate, a reasonable accommodation is available that will not impose an undue hardship on the Township or place the employee in a position where he or she could pose a direct threat to themselves or to others.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of the Township's drug-free workplace policy to intentionally misuse or abuse prescription drugs or medications. Misuse or abuse of prescription drugs or medications may result in discipline up to and including termination.

2. Policy for Employees in Safety Sensitive Positions, Including Police Officers, Firefighters, and Employees Who Operate Heavy Machinery

Police officers and firefighters for the Township are employees who occupy positions that directly affect public safety. Due to the additional risk posed to public safety in the event that a police officer's or firefighter's ability to perform his or her job is affected by a prescription medication, police officers and firefighters must report to their supervisor any prescription medications they are taking that may affect their ability to safely perform their essential job functions. Examples of such prescription medications include, but are not limited to, prescribed controlled substances such as benzodiazepines, opioid pain medications, or any medication that may have mind-or mood-altering side effects.

In cases where a police officer or firefighter is taking a prescription medication that may affect their ability to safely perform their job duties, the Township will conduct an individualized assessment to determine the appropriate course of action, which may include removing the employee from the performance of job duties that directly affect public safety. An individualized assessment may include obtaining further medical information on the actual impact of the

medication on the employee's ability to perform his or her essential job functions and whether reasonable accommodations are available that would allow the employee to continue to safely perform his or her job functions. The Township will tailor any requests for additional information to avoid seeking information about the underlying condition for which the employee is taking the medication in question.

In addition to police officers and firefighters, other jobs with the Township may be safety-sensitive positions. For instance, jobs that involve the operation of heavy machinery, such as backhoes, wheel loaders, bulldozers, excavators, or road graders, or jobs that involve the transportation of persons from one place to the next, such as bus drivers.

G. USE OF DRUGS AND ALCOHOL OFF-DUTY

The Township does not wish to intrude into the private lives of its employees. In certain cases, however, off-duty conduct involving drugs or alcohol may tarnish the image or reputation of the Township, or call into question the ability of an employee to perform his or her job duties. This is more likely to be the case when an employee is engaging in off-duty conduct while wearing clothing that identifies him or her as being an employee of the Township. Accordingly, the Township reserves the right to take disciplinary action, up to and including termination, with respect to employees who engage in off-duty conduct involving illegal drugs, prescription drugs, marijuana, or alcohol when such conduct, in the reasonable discretion of the Township, negatively affects its image and reputation within the community, or reasonably threatens to do so, or calls into question the ability of the employee in question to effectively perform his or her job duties.

H. WHEN TESTING MAY OCCUR

The Township administers drug and alcohol testing in accordance with the following:

1. Pre-Employment

All offers of employment at the Township are conditioned on undergoing a drug test. Any person made a conditional offer of employment will have the offer rescinded for any of the following:

- Failing to consent to a test or otherwise refusing to be tested;
- Failing to appear for a test, unless excused in advance;
- Attempting to alter, taint, or otherwise provide a false sample;
- Testing positive for an illegal drug;
- Testing positive for marijuana; or
- Testing positive for a prescription drug in excess of therapeutic levels.

A person desiring a reasonable accommodation with respect to the results of a pre-employment drug test must notify the Township. In such cases, the Township will undertake an individualized assessment to determine whether the person can perform the essential functions of the job with or without a reasonable accommodation.

2. Reasonable Suspicion

The Township may require employees to submit to a drug or alcohol test when it has a reasonable suspicion to believe that this Policy has been violated or that an employee's possible use of illegal drugs, marijuana, or alcohol is impairing their ability to perform their essential job duties or posing a direct safety threat. Reasonable suspicion must consist of a supervisor's direct observation of drug use or alcohol use on the job, a credible report of such use, observation by the supervisor of abnormal or erratic behavior that tends to indicate impairment, or observed deficiencies in job performance that reasonably suggest a violation of this Policy.

3. Post-Accident

The Township will test for illegal drugs, marijuana, and alcohol after any on-the-job accident that:

- Resulted in or could have resulted in injury to an employee;
- Resulted in the death of a human being;
- Resulted in bodily injury to a person who, as a result of the injury, immediately received medical treatment away from the scene of the accident; or
- Resulted in one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle;
- Resulted under circumstances indicating that the exercise of due care could have prevented the accident from occurring.

Unless medical attention is needed, an employee must remain available for testing after an accident. If an employee does not make himself or herself readily available for testing, he or she will be deemed to have refused to be tested and will be subject to discipline, up to and including termination.

When an incident as described above occurs, all employees whose actions could have caused the accident will be tested.

4. Return to Work Testing

Any employee who has been suspended for a violation of this Policy shall be tested prior to returning to work. If such an employee tests positive for an illegal drug, marijuana, alcohol, or the presence of prescription drugs in excess of therapeutic levels, the employee will be subject to additional discipline, up to and including termination. In addition, employees who have been suspended under this Policy for a first-time positive test shall be subject to random testing during the two (2) calendar years following their return to work. A positive test during this two (2) year period will result in termination.

5. Safety Sensitive Positions and Positions Subject to Federal or State Regulations

Positions that require a commercial driver's license are subject to regulations promulgated by the Department of Transportation (the "DOT") pertaining to testing. All employees with jobs subject to these regulations must comply the DOT's testing requirements, which may include random testing.

Police officers and firefighters shall be required to comply with any applicable testing requirements imposed by law. In addition, the Township reserves the right to conduct random drug testing of police officers and firefighters. Police officers or firefighters selected for random testing shall be chosen by a computer-generated random selection performed by the Human Resources Department. The Township Manager or any supervisor, manager, or other employee shall have no discretion to alter or waive the selection of any police officer or firefighter chosen for a random test.

I. TESTING PROCEDURES

Drug and alcohol testing under this Policy, except as otherwise stated, shall be done by a laboratory certified by the State of Michigan as a medical and forensic laboratory which complies with the Scientific and Technical Guidelines for Federal Drug Testing Programs and the Standards for Certification of Laboratories Engaged in Urine Drug Testing for Federal Agencies issued by the Alcohol, Drug Abuse and Mental Health Administration of the U.S. Department of Health and Human Services ("DHHS").

Employees asked to provide samples for drug and alcohol testing pursuant to this policy will be required to cooperate and to sign a consent form. Any employee who fails or refuses to submit to testing when requested will be considered as having tested positive for purposes of this Policy and will be terminated from employment.

The Township will determine if the employee asked to take a drug or alcohol test should be permitted to work during the time between providing the sample and the receipt of the test results. If the test results are negative, the employee will be compensated at the applicable rate of pay for all hours that he would have been scheduled to work.

Testing will be conducted with concern for the personal privacy of each employee. Results of urine and blood tests performed hereunder will be considered medical records and held confidential to the extent permitted by law. Furthermore, testing information will be disseminated only on a "need-to-know" basis to persons directly responsible for the initial or continued employment decisions not to exceed executive level management. The testing program of the Township will avoid, to the fullest extent possible, acts which may contribute to injuring the reputation of the tested individuals.

J. CONSEQUENCES FOR REFUSING A TEST OR A POSITIVE TEST

1. Refusal to Take Test

Any employee who refuses to submit to a drug or alcohol test will be terminated from employment.

2. Testing Positive

In general, an employee who tests positive for alcohol, marijuana, or prescribed controlled substances in excess of therapeutic levels, will be suspended without pay, provided that the positive test is the employee's first. An employee testing positive for illegal drugs (other than marijuana or prescribed controlled substances in excess of therapeutic levels) will be terminated.

The Township reserves the right in its discretion to impose lesser or greater discipline (up to termination) for first time positive tests when circumstances warrant. As a general rule, evidence showing that an employee was impaired at work, or used a prohibited substance at work, will result in discharge even for a first-time positive test. In addition, employees in safety sensitive positions who test positive may face stricter discipline up to and including termination.

If an employee is suspended for a positive test, he or she is expected to seek appropriate rehabilitative assistance. Prior to returning the work, the employee must be tested with negative results. Failure to test negative at this point will result in termination.

For any employee who tests positive for the first time and is suspended, upon completion of the suspension and subsequent negative testing, the employee shall be offered the opportunity to return to work at the position they held when suspended, if available, or an alternate position, if available. Such employees shall be subject to random testing for a period of two (2) calendar years from the date they return to work. Any positive test during this period of time shall result in termination.

Employees who test positive a second time for alcohol, illegal drugs, marijuana, or prescribed controlled substances in excess of therapeutic levels will be terminated

K. POLICIES SPECIFIC TO THOMAS TOWNSHIP POLICE OFFICERS

In addition to the other provisions set forth in the Policy, the following shall also apply to police officers in the Township Police Department:

1. Regardless of any other provision herein, it shall not be a violation of this Policy for a Township police officer to transport in his or her police vehicle illegal drugs, alcohol, marijuana, or controlled substances seized as evidence pursuant to an arrest or investigation.

2. Regardless of any other provision herein, it shall not be a violation of this Policy for a police officer to consume intoxicating beverages while on duty provided that the officer receives proper and specific orders from a supervisor to do so.

3. A police officer who is involved in any incident where force is used to make an arrest, attempt an arrest, or otherwise, shall be required to submit to a drug and alcohol test. For the purposes of this Policy "use of force" shall include, but not necessarily be limited to, the discharge of a firearm, use of a taser, or the application of physical force to subdue or attempt to subdue a subject for purposes of arrest or otherwise.

4. Applicants for positions as police officers shall be tested in accordance with procedures set forth by state law and the testing shall be done by a laboratory approved by the Michigan Commission on Law Enforcement Standards.

L. CONFIDENTIALITY

Any information obtained under this Policy, or otherwise, regarding an employee's drug or alcohol use, including information obtained as a result of a drug test, shall be handled in a confidential manner, and, absent the employee's written authorization or as required by law, shall not be disclosed to any third-party and shall only be disclosed internally on a strict need-to-know basis.