



THOMAS TOWNSHIP REGULAR BOARD MEETING

8215 Shields Drive, Saginaw, MI 48609

April 4, 2022 @ 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 March 7, 2022, Regular Board Minutes.
 - B. Approval of the Expenditures.
 - C. Receive and accept the resignation of Jennifer Holtman.
 - D. Approve the amendments to Policy #700, Park Refunds.
 - E. Approve the amendments to Policy #703, Park Facility Rentals.
 - F. Approve the amendment to Personnel Policy #900, Holidays.
 - G. Approve the proposed Fiscal Year 2022-23 Departmental Goals.
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 the purchase of trailer attenuator from Carrier & Gable for \$22,452.00.
 - B. Authorize the purchase of water metering equipment from SLC Meter for 317,984.00.
 - C. Approve the purchase of a snowplow from H&B Equipment for \$5,900.00.
 - D. Award the 2022 Asphalt Parking Lot Maintenance Project to Black Jack for \$23,052.00.
 - E. Authorize Cooper Excavating to re-locate Fire Hydrant at Nature Center for \$7,950.00.
 - F. Approve the amendment to the In-Car Camera Policy (1209P) by merging it with the Body-Worn Camera Policy (1210P).
 - G. Approve Resolution 22-12, the Investment/Withdrawal Authorization Resolution for the fiscal year 2022/2023.
 - H. Approve the low bid by Weiss Equipment for the purchase of a compact utility tractor for \$27,121.00.
 - I. Approve the Natural Resources Damage Assessment Funding Plan.
 - J. Presentation on the tax roll by Jill Peters, Township Assessor.
10. Reports

A. Supervisor	D. Manager	H. Fire Dept.
B. Clerk	E. Community Development	I. Police Dept.
C. Treasurer	F. DPW	J. Parks & Recreation
	G. Finance	K. Board Members
11. Executive Session
 - A. None
12. Adjournment

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

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
March 7, 2022
7:00 p.m.

1. The Regular Board Meeting was called to order at 7:00 p.m. by Supervisor Weise.

2. PRESENT: Witt, Weise, Brosofski, Thayer, Sommers, Monahan, DeLine
ABSENT: None

ALSO PRESENT: Township Manager, Russ Taylor; Finance Director, Deidre Frollo; DPW Director, Rick Hopper; Nature Center Coordinator, Lynda Thayer; Director of Community Development, Dan Sika; Police Chief, Al Fong; Fire Chief, Mike Cousins; Deputy Clerk, Darci Seamon; Township Attorney, Otto Brandt, and no interested parties.

3. The Pledge of Allegiance was recited.
4. Motion was made by Brosofski, seconded by Thayer to approve the agenda as amended. Motion carried unanimously.

****AMENDED AGENDA****
THOMAS TOWNSHIP REGULAR BOARD MEETING
8215 Shields Drive, Saginaw, MI 48609
March 7, 2022 @ 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
 - A. Approve February 7, 2022, Regular Board Minutes.
 - B. Approve February 14, 2022, Special Board Minutes.
 - C. Approval of the Expenditures.
 - D. Approve the promotion of Kito Sharper from probationary to regular full-time DPW Laborer.
 - E. Approve the promotion of Karen Hitz from probationary to regular part-time receptionist.
 - F. Approve the revised Fire Inspector job description.
 - G. Approve authorization to create a full-time Fire Responder position.
 - H. Approve Personnel Policy #708 regarding employee bloodborne pathogen exposures.
6. Communications-Petitions-Citizen Comments
 - A. **It is requested that you state your name and address for the record.**
7. Public Hearing
 - A. Receive comments pertaining to the proposed 2022/2023 fiscal year budget. The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing.
8. Unfinished Business
 - A. None.
9. New Business
 - A. Approve Resolution 22-09, the annual Appropriations Resolution for the 2022/2023 Fiscal Year.

- B. Approve the proposed amended Appropriations Resolution to balance the 2021/2022 Fiscal Year Budget.
 - C. Approve Resolution 22-08, to implement the 2022/2023 Fees Resolution.
 - D. Approve Text Amendment 22-C-01 regarding the Consumers Energy Franchise Ordinance.
 - E. Approve Resolution 22-10 moving the polling location for Precinct 1 from Fire Station 2 to St. Mark Lutheran Church.
 - F. Approve the Polling Place Agreement between the Township of Thomas and St. Mark Lutheran Church.
 - G. Approve Resolution 22-11, ballot language for the renewal/increase of the Public Safety Millage from 2.00 mills to 3.00 mills (1.00 mill increase) and the renewal of the Fire Apparatus Millage of .25 mills.
 - H. Approve the creation of the Nature Center/Preserve Advisory Committee and Committee appointments.
 - I. Accept the Hazard Mitigation Grant Agreement with the Michigan State Police Emergency Management Division for the floodproofing of Pumping Station #6 located at State and River Roads.
 - J. Award the Pumping Station #6 (River and State) Floodproofing Project, design engineering, and grant management proposal from Spicer Group.
 - K. Approve the purchase of pumps, controls, control panels, and valves for the Pumping Station #6 (State and River) floodproofing project from Kennedy Industries.
 - L. Approve the Purchase Agreement to sell a portion of 3955 North River Road to Spectrum Autism in the amount of \$15,000.00.
 - M. Approve the proposed four (4) year SEIU Labor Agreement (4/1/2022 – 3/31/2026) as negotiated contingent upon union ratification.
 - N. Approve the architectural services proposal from TSSF Architects in the amount of \$175,500.00 to design and provide construction administration for the proposed Fire Station One Training Room addition and the reconstruction of the Main Office Building.
10. Reports
- | | | |
|---------------|--------------------------|-----------------------|
| A. Supervisor | D. Manager | H. Fire Dept. |
| B. Clerk | E. Community Development | I. Police Dept. |
| C. Treasurer | F. DPW | J. Parks & Recreation |
| | G. Finance | K. Board Members |
11. Executive Session
- A. None
12. Adjournment
5. It was moved by DeLine, seconded by Sommers to approve the consent agenda as presented. Motion carried unanimously.
- A. Approval of Township Board minutes from the regular meeting on 02/07/2022.
 - B. Approval of Township Board minutes from the special meeting on 02/14/2022.
 - C. Expenditures consisting of:

Clearing Fund	\$3,030.16
General Fund	115,565.19
Christopher Thompson Fund	0.00
Public Safety-Fire Department	9,629.55
Fire Apparatus	4,859.62
Public Safety-Police Department	14,366.53
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	1,451.88
Road Revolving Fund	1,624.38
Sewer Fund	14,584.00
Water Fund	259,677.51
Municipal Refuse	52,291.10
Tax	4,184,242.18
 - D. Approved the promotion of Kito Sharper from probationary to regular full-time DPW Laborer.
 - E. Approved the promotion of Karen Hitz from probationary to regular part-time receptionist.
 - F. Approved the revised Fire Inspector job description.
 - G. Approved authorization to create a full-time Fire Responder position.

- H. Approved Personnel Policy #708 regarding employee bloodborne pathogen exposures.
- 6. Communications-Petitions-Citizen Comments
 - A. None.
- 7. Public Hearing
 - A. The public hearing to receive comments on the proposed 2022/2023 fiscal year budget 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 Sommers, seconded by Witt to approve the annual Appropriations Resolution for the 2022/2023 Fiscal Year.
Roll Call:
Ayes: DeLine, Witt, Weise, Brosowski, Thayer, Sommers, Monahan
Absent: None
Nays: None
Abstain: None
Resolution was adopted.
 - B. It was moved by Witt, seconded by Brosowski to the proposed amended Appropriations Resolution to balance the 2021/2022 Fiscal Year Budget. Motion carried unanimously.
 - C. It was moved by Witt seconded by DeLine to approve Resolution 22-08, to implement the 2022/2023 Fees Resolution.
Roll Call:
Ayes: Monahan, DeLine, Witt, Weise, Brosowski, Thayer, Sommers
Absent: None
Nays: None
Abstain: None
Resolution was adopted.
 - D. It was moved by Thayer, seconded by Sommers to approve Text Amendment 22-C-01 regarding the Consumers Energy Franchise Ordinance.
Roll Call:
Ayes: Weise, Brosowski, Thayer, Sommers, Monahan, DeLine, Witt
Absent: None
Nays: None
Abstain: None
Text Amendment was adopted.
 - E. It was moved by Brosowski, seconded by DeLine to approve Resolution 22-10 moving the polling location for Precinct 1 from Fire Station 2 to St. Mark Lutheran Church.
Roll Call:
Ayes: Sommers, Monahan, DeLine, Weise, Brosowski, Thayer
Absent: None
Nays: None
Abstain: Witt
Resolution was adopted.
 - F. It was moved by Sommers, seconded by Monahan to approve the Polling Place Agreement between the Township of Thomas and St. Mark Lutheran Church. Motion carried with 6 ayes, 0 nays, 1 abstention (Witt), and 0 absent.

- G. It was moved by Witt, seconded by DeLine to approve Resolution 22-11, ballot language for the renewal/increase of the Public Safety Millage from 2.00 mills to 3.00 mills (1.00 mill increase) and the renewal of the Fire Apparatus Millage of .25 mills.
Roll Call:
Ayes: Brosowski, Thayer, Sommers, Monahan, DeLine, Witt, Weise
Absent: None
Nays: None
Abstain: None
- H. It was moved by DeLine, seconded by Brosowski to approve the creation of the Nature Center/Preserve Advisory Committee and Committee appointments.
Motion carried unanimously.
- I. It was moved by Witt, seconded by Sommers to accept the Hazard Mitigation Grant Agreement Division for the floodproofing of Pumping Station #6 located at State and River Roads. Motion carried unanimously.
- J. It was moved by Witt, seconded by Monahan to approve the engineering proposal from Spicer Group for the design, permitting, and grant administration of the Pump Station #6 project in the amount of \$73,000.00 contingent upon obtaining clarification from FEMA on the awarding of engineering services as “in-house” services. Motion carried unanimously.
- K. It was moved by DeLine, seconded by Thayer to approve the purchase of submersible pumps, controls, valves, and panels from Kennedy Industries in the amount of \$67,920.00 for the Pump Station #6 (River and State) floodproofing project, contingent upon clarification from FEMA on procurement of sole-sourced equipment. Motion carried unanimously.
- L. It was moved by Sommers, seconded by Witt to award the bid to sell part of parcel 28-12-3-10-1009-000 to Leasa and David Androl for \$15,000.00 and all related closing costs.
Roll Call:
Ayes: Brosowski, Thayer, Sommers, Monahan, DeLine, Witt, Weise
Absent: None
Nays: None
Abstain: None
- M. It was moved by Sommers, seconded by Witt to approve the proposed four (4) year SEIU Labor Agreement (4/1/2022 – 3/31/2026) as negotiated contingent upon union ratification. Motion carried unanimously.
- N. It was moved by Brosowski, seconded by DeLine to approve the architectural services proposal from TSSF Architects in the amount of \$175,500.00 to design and provide construction administration for the proposed Fire Station One Training Room addition and the reconstruction of the Main Office Building.
Motion carried with 6 ayes, 0 nays, 1 abstention (Witt), and 0 absent.
10. Report of Officers and Staff:
- A. Supervisor’s Report – None.
 - B. Clerk’s Report – None.
 - C. Treasurer’s Report – None.
 - D. Manager’s Report –None,
 - E. Receive and file Community Development Reports.
 - F. Receive and file the DPW Report.
 - G. Receive and file the Finance Department Report.
 - H. Receive and file the Fire Department Report.

- I. Receive and file the Police Department Report.
 - J. Receive and file the Parks and Recreation Report.
 - K. Board Member Reports – Trustee Sommers thanked the Fire Department for the note of appreciation for the ARPA funds. Trustee Monahan thanked Lynda Thayer for the tour of the Nature Center/Preserve.
11. Executive Session:
- A. None
12. It was moved by Brosowski, seconded by Thayer to adjourn the meeting at 7:52 p.m.
Motion carried unanimously.

Edward Brosowski, Clerk

Dated



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **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 2021/2022 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 \$43,704.25. 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 \$6,090,267.84 with individual fund totals as follows:

Clearing Fund	2,840.16
General Fund	680,122.07
Christopher Thompson Funds	0.00
Public Safety - Fire Department.....	28,008.44
Fire Apparatus	575.90
Public Safety - Police Department	26,810.89
Public Safety - Drug Law Enforcement	0.00
Downtown Development Authority	3,024.28
Road Revolving Fund	0.00
Sewer Fund	439,855.72
Water Fund	368,265.01
Municipal Refuse	136,550.64
Tax.....	4,404,214.73

As shown on checks #65338-65507

GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
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Fund 100 CLEARING FUND						
Dept 000						
100-000-231.575	MOBILE PHONE CHARGES	STATE BANK		AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	160.00	65492
100-000-231.716	DUE TO BC/BS UNION CO-INS	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	2,647.66	65339
100-000-231.717	LIBRARY HEALTH INS CO-PAY	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	32.50	65339
Total For Dept 000					2,840.16	
Total For Fund 100 CLEARING FUND					2,840.16	

Fund 101 GENERAL OPERATING FUND						
Dept 000						
101-000-040.000	ACCOUNTS RECEIVABLE	STATE OF MICHIGAN		BALANCE DUE TO STATE FRM SAGNW ISD	77,708.16	65455
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	BLUE CROSS BLUE SHIELD O		HEALTH INSURANCE	18.38	65338
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	1,244.47	65339
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP FIRE EQUIPMEN		FEBRUARY 2022 LCSA ACT DISTRIBUTION	23,481.86	65437
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP GENERAL FUND		FEBRUARY 2022 LCSA ACT DISTRIBUTION	84,620.88	65438
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP PUBLIC SAFETY		FEBRUARY 2022 LCSA ACT DISTRIBUTION	59,176.35	65439
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP PUBLIC SAFETY		FEBRUARY 2022 LCSA ACT DISTRIBUTION	128,678.56	65440
101-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM		WORKERS COMP PREMIUM - #4 - 07/01/21-	1,251.76	65351
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER		EDGEMOOD 180 LOTS JANUARY - FEBRUARY	270.00	65428
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER		KRIS KAY 202 LOTS JANUARY - FEBRUARY	303.00	65428
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER		THOMAS CROSSINGS 26 LOTS MARCH 2022	13.00	65428
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER		EDGEMOOD 180 LOTS JANUARY - FEBRUARY	1,080.00	65430
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER		KRIS KAY 202 LOTS JANUARY - FEBRUARY	1,212.00	65430
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER		THOMAS CROSSINGS 26 LOTS MARCH 2022	52.00	65430
101-000-458.000	BUSINESS LICENSE	J.R.'S ALL STAR HAIRCUTS		REFUND - DUPLICATE PAYMENT BUSINESS L	10.00	65481
Total For Dept 000					379,120.42	

Dept 101 BOARD-LEGISLATIVE						
101-101-802.000	LEGAL SERVICES	OTTO BRANDT		LEGAL SERVICES	1,120.00	65358
101-101-802.000	LEGAL SERVICES	MASUD PATTERSON & SCHUTT		LABOR COUNSEL	72.00	65420
101-101-900.000	LEGAL NOTICES	MLIVE MEDIA GROUP		PUBLIC NOTICES/AFFIDAVIT	536.24	65355
101-101-956.000	MISCELLANEOUS	YEO & YEO PC		PROFESSIONAL SVCS - FEBRUARY 2022 - S	938.90	65506
101-101-956.000	MISCELLANEOUS	YEO & YEO PC		PROFESSIONAL SVCS - MARCH 2022 - S. W	938.90	65507
Total For Dept 101 BOARD-LEGISLATIVE					3,606.04	

Dept 172 MANAGER-ADMINISTRATIVE						
101-172-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	1,810.75	65339
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	19.13	65339
101-172-850.100	WIRELESS COMMUNICATIONS	STATE BANK		AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	28.28	65492
101-172-960.000	EDUCATION & TRAINING	STATE BANK		CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	530.81	65380
101-172-960.000	EDUCATION & TRAINING	TT GENERAL FUND PETTY CA		ELECTIONS MAILINGS/SALTA/EDU	17.15	65442
101-172-960.000	EDUCATION & TRAINING	STATE BANK		AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	43.00	65492
Total For Dept 172 MANAGER-ADMINISTRATIVE					2,449.12	

Dept 191 ELECTIONS						
101-191-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA		ABSENTEE BALLOT - FOLD/SEAL/DELIVER	116.94	65366
101-191-740.000	OPERATING SUPPLIES	STATE BANK		CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	26.49	65380
101-191-740.000	OPERATING SUPPLIES	PRINTING SYSTEMS INC		ELECTION FORMS & SUPPLIES	82.66	65424
101-191-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE		OFFICE SUPPLIES	8.69	65435
101-191-740.000	OPERATING SUPPLIES	TT GENERAL FUND PETTY CA		ELECTIONS MAILINGS/SALTA/EDU	44.08	65442
101-191-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO		STAMPS/INK PRECINT 1-7 - CLERK	280.00	65484
101-191-740.000	OPERATING SUPPLIES	QUILL CORPORATION		OFFICE SUPPLIES	78.61	65485
101-191-740.000	OPERATING SUPPLIES	STATE BANK		AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	330.76	65492
101-191-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE		BULK POSTAGE PERMIT #273 - ELECTION L	90.62	65501

03/31/2022 01:37 PM
User: DEIDRE
DB: Thomas Township

INVOICE
GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP
POST DATES 03/01/2022 - 03/31/2022
JOURNALIZED

Page: 2/14

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND
Dept 191 ELECTIONS

Dept 215 CLERK
101-215-716.000
101-215-716.100
101-215-740.000
101-215-804.000
101-215-960.000

HEALTH INSURANCE
VISION/SHORT TERM DISAB/LIFE
OPERATING SUPPLIES
MEMBERSHIP & DUES
EDUCATION & TRAINING

Total For Dept 215 ELECTIONS	1,058.85	
BLUE CROSS BLUE SHIELD O	HEALTH/VISION	522.21 65339
BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	6.14 65338
STAPLES ADVANTAGE	OFFICE SUPPLIES	8.99 65435
STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	175.00 65380
STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	720.00 65380

Dept 253 TREASURER-FINANCE DEPARTMENT

101-253-716.000 HEALTH INSURANCE
101-253-716.000 HEALTH INSURANCE
101-253-716.100 VISION/SHORT TERM DISAB/LIFE
101-253-716.100 VISION/SHORT TERM DISAB/LIFE
101-253-740.000 OPERATING SUPPLIES
101-253-740.000 OPERATING SUPPLIES
101-253-740.000 OPERATING SUPPLIES
101-253-740.000 OPERATING SUPPLIES
101-253-740.000 OPERATING SUPPLIES
101-253-740.000 OPERATING SUPPLIES
101-253-740.000 EDUCATION & TRAINING

Total For Dept 215 CLERK	1,432.34	
BLUE CROSS BLUE SHIELD O	HEALTH/VISION	629.76 65339
KORINA TUCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00 65419
BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	12.47 65338
BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.30 65339
QUILL CORPORATION	OFFICE SUPPLIES	139.98 65364
QUILL CORPORATION	OFFICE SUPPLIES	26.99 65364
QUILL CORPORATION	OFFICE SUPPLIES	22.95 65364
QUILL CORPORATION	OFFICE SUPPLIES	40.99 65364
PRINT EXPRESS OFFICE PRO	BUSINESS CARDS - CROWL	39.00 65364
QUILL CORPORATION	OFFICE SUPPLIES	19.98 65484
TT GENERAL FUND PETTY CA	ELECTIONS MAILINGS/SALTA/EDU	12.00 65442

Total For Dept 253 TREASURER-FINANCE DEPARTMENT 1,157.42

Dept 257 ASSESSING
101-257-716.000 HEALTH INSURANCE
101-257-716.100 VISION/SHORT TERM DISAB/LIFE
101-257-716.100 VISION/SHORT TERM DISAB/LIFE
101-257-740.000 OPERATING SUPPLIES
101-257-740.000 OPERATING SUPPLIES
101-257-817.000 PROFESSIONAL SERVICES

BLUE CROSS BLUE SHIELD O	HEALTH/VISION	501.89 65339
BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	1.75 65338
BLUE CROSS BLUE SHIELD O	HEALTH/VISION	4.95 65339
STAPLES ADVANTAGE	OFFICE SUPPLIES	62.40 65379
STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	89.99 65492
SAGINAW COUNTY TREASURER	POSTAGE/MAILINGS ASSESSMENT CHANGES	2,962.95 65428

Total For Dept 257 ASSESSING 3,623.93

Dept 265 BUILDING & GROUNDS
101-265-740.000 OPERATING SUPPLIES
101-265-740.000 OPERATING SUPPLIES
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101-265-740.000 OPERATING SUPPLIES
101-265-745.000 OPERATING SUPPLIES OFFICE EQUIP
101-265-810.100 CONTRACTED SERVICES
101-265-810.100 CONTRACTED SERVICES
101-265-810.100 CONTRACTED SERVICES
101-265-850.000 TELEPHONE
101-265-850.000 TELEPHONE
101-265-850.000 UTILITIES
101-265-920.000 UTILITIES
101-265-920.000 UTILITIES

PRINT EXPRESS OFFICE PRO	ENVELOPES - ADMN BLDG	399.00 65362
STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	215.84 65380
QUILL CORPORATION	OFFICE SUPPLIES	38.31 65426
QUILL CORPORATION	OFFICE SUPPLIES	63.86 65426
QUILL CORPORATION	OFFICE SUPPLIES	55.20 65426
STAPLES ADVANTAGE	OFFICE SUPPLIES	48.14 65435
TT GENERAL FUND PETTY CA	ELECTIONS MAILINGS/SALTA/EDU	2.41 65442
QUILL CORPORATION	OFFICE SUPPLIES	152.42 65485
STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	358.85 65492
VECTOR TECH GROUP	BARRACUDA ENERGIZE UPDATES - 2.5 YRS	583.00 65503
SHRED EXPERTS	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	319.00 65492
VECTOR TECH GROUP	DOCUMENT SHREDDING	45.00 65432
SHRED EXPERTS	BLOCK OF TIME - 100 HRS @ \$94.00	9,400.00 65447
123.NET	DOCUMENT SHREDDING	45.00 65490
STATE BANK	TELEPHONE SERVICE	118.65 65333
STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	65.72 65380
THOMAS TWP WATER	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	141.06 65492
CONSUMERS ENERGY CO	UTILITY BILL - 249 N MILLER RD	70.68 65387
	UTILITY BILL - 239 MILLER CT	52.43 65408

DB: Thomas Township

GL Number

Invoice	Line	Desc
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Vendor Invoice

Invoice Description

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Fund 101 GENERAL OPERATING FUND			
Dept 265 BUILDING & GROUNDS			
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIO RD
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIO RD
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIO RD
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER RD
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 249 N MILLER RD
101-265-930.000	REPAIRS/MAINTENANCE	STANDARD ELECTRIC COMPAN	REPAIRS/MAINTENANCE - ADMN BLDG
101-265-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE
101-265-930.000	REPAIRS/MAINTENANCE	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE
101-265-936.000	MAINTENANCE AGREEMENTS	BOSS BUSINESS SOLUTION	CS-CS307CI - OVERAGE CHRG - 12/01/21-
101-265-938.000	VEHICLE EXPENSE	WEX INC	GAS/DIESEL FUEL
101-265-940.100	EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL/DDA

Dept 276 CEMETERY					
101-276-940.100	EQUIPMENT RENTAL	R.B. SATKOWIAK'S CITY SEW	2395 N RIVER RD - PORTABLE TOILET RNT	100.00	6536
101-276-940.100	EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL/DDA	621.39	6544

Dept 282 GREAT LAKES TECH PARK MTCE 101-282-920.000 UTILITIES	CONSUMERS ENERGY CO UTILITY BILL - 351 N GRAHAM RD	434.76	65400
Total For Dept 282 GREAT LAKES TECH PARK MTCE		434.76	

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Dept 421 CONSTRUCTION CODES	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,340.83	65339
101-421-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	3.49	65338
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	16.96	65339
101-421-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	(5.58)	65379
101-421-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	53.67	65435
101-421-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	(9.49)	65435
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	8845 GRATIOT RESTAURANT Rvw	2,220.50	65375
101-421-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	7628 GRATIOT ADA Rvw	230.50	65376
101-421-850.100	WIRELESS COMMUNICATIONS	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	18.02	65492
101-421-960.000	EDUCATION & TRAINING	SAG VALLEY CHAPTER ICC	ED CLASS - SIKa	50.00	65368
Total For Dept 421 CONSTRUCTION CODES				3,918.90	

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Fund 101 GENERAL OPERATING FUND						
Dept 448 STREET LIGHTING	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 LED LIGHT RD	1,780.12	65345	
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - STREET LIGHTS	3,365.28	65345	
101-448-920.000		Total For Dept 448 STREET LIGHTING		5,145.40		

Dept 752 ADMINISTRATION	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,708.41	65339	
101-752-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	17.29	65339	
101-752-716.100	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	NAMEPLATES - PARKS/COM DEV	21.00	65362	
101-752-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	BUSINESS CARDS - PREVOST	48.00	65423	
101-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	272.21	65435	
101-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	(7.34)	65435	
101-752-740.000	OPERATING SUPPLIES	BRADYS BUSINESS SYSTEM	KYOCERA - 30111 - 03/27/22-04/26/22 -	127.92	65469	
101-752-740.000	OPERATING SUPPLIES	VECTOR TECH GROUP	BARACUDA ENERGIZE UPDATES - 2.5 YRS	583.00	65503	
101-752-800.000	ADMINISTRATION FEE	THOMAS TWP GENERAL FUND	ADMINISTRATION FEES	10,349.00	65438	
101-752-800.000	MEMBERSHIP & DUES	STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	35.00	65380	
101-752-804.000	MEMBERSHIP & DUES	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	750.00	65492	
101-752-960.000	EDUCATION & TRAINING	TYLER SUTHERLAND	REIMBURSEMENT - MPARKS ANNUAL CONFERE	103.25	65444	
101-752-960.000	EDUCATION & TRAINING	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	608.20	65492	
101-752-960.000		Total For Dept 752 ADMINISTRATION		14,615.94		

Dept 756 FACILITY ACQUISITION/CONSTRUC	CAPITAL IMP. NATURE PRESERVE	STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	567.67	65380	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	A.T. FRANK CO., INC	FLOORING - NATURE CENTER - BALANCE	2,468.89	65397	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	HOME DEPOT	REPAIRS/MAINTENANCE	5,040.52	65417	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	SCHARK HEATING & COOLING	PERMITS/FILTERS - NATURE CENTER	160.00	65431	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	SPICER GROUP INC.	THOMAS TWP - NATURE CENTER DEVELOPMEN	1,326.50	65433	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	HOME DEPOT	REPAIRS/MAINTENANCE	2,260.85	65479	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	PRINT EXPRESS OFFICE PRO	LARGE FORMAT COPY - PARKS	80.00	65484	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	377.01	65492	
101-756-974.575		Total For Dept 756 FACILITY ACQUISITION/CONSTRUC		12,281.44		

Dept 763 SOCCER	OPERATING SUPPLIES	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	324.76	65492	
101-763-740.000		Total For Dept 763 SOCCER		324.76		
Dept 765 ADULT SOFTBALL	OPERATING SUPPLIES	USA SOFTBALL OF MICHIGAN	2022 HODGRAMS	180.50	65502	
101-765-740.000		Total For Dept 765 ADULT SOFTBALL		180.50		

Dept 766 YOUTH CLINICS/FLOOR HOCKEY	OPERATING SUPPLIES	STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	72.52	65380	
101-766-740.000	OPERATING SUPPLIES T-SHIRTS	CHAOS AP SCREEN PRINTING	2022 SOCCER CLINIC/GIRLS BASKETBALL T	276.30	65403	
101-766-740.300	OPERATING SUPPLIES T-SHIRTS	CHAOS AP SCREEN PRINTING	SOCCER CLINIC T-SHIRTS	12.95	65471	
101-766-740.300		Total For Dept 766 YOUTH CLINICS/FLOOR HOCKEY		361.77		

Dept 767 BASKETBALL	OPERATING SUPPLIES	STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	408.73	65380	
101-767-740.000	OPERATING SUPPLIES T-SHIRTS	CHAOS AP SCREEN PRINTING	2022 BASKETBALL T-SHIRTS	1,057.75	65343	
101-767-740.300	OPERATING SUPPLIES T-SHIRTS	CHAOS AP SCREEN PRINTING	2022 SOCCER CLINIC/GIRLS BASKETBALL T	274.40	65403	
101-767-740.300	OPERATING SUPPLIES T-SHIRTS	CHAOS AP SCREEN PRINTING	GIRLS BASKETBALL T-SHIRTS	12.95	65471	
101-767-740.300		Total For Dept 767 BASKETBALL		1,753.83		

Dept 768 ARCHERY

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Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT					28,008.44	
Fund 206 FIRE APPARATUS	DINGES FIRE COMPANY	ADAPTER - FIRE			575.90	65475
Dept 000	Total For Dept 000				575.90	
206-000-970.000	CAPITAL OUTLAY					
Total For Fund 206 FIRE APPARATUS					575.90	

Fund 207 PUBLIC SAFETY-POLICE

Dept 000	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #4 - 07/01/21-	1,580.00	65351
207-000-231.750	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	6,194.41	65339
207-000-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	16.04	65338
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	67.63	65339
207-000-716.600	RETIREE HEALTH INS SUPPLEMENT	CHARLIE BROCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00	65404
207-000-740.000	OPERATING SUPPLIES	BROWNELL INC	GLOCK INSTALLATION TOOL	136.99	65342
207-000-740.000	OPERATING SUPPLIES	MICHIGAN POLICE EQUIPMEN	RAPID DEPLOYMENT PACK	34.00	65352
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8.79	65379
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	24.29	65379
207-000-740.000	OPERATING SUPPLIES	MIDLAND PAPER COMPANY	OFFICE SUPPLIES	142.17	65422
207-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - POLICE	17.36	65423
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	43.67	65435
207-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - PB SAFETY BLDG	47.49	65484
207-000-740.000	OPERATING SUPPLIES	VECTOR TECH GROUP	BARRACUDA ENERGIZE UPDATES - 2.5 YRS	580.50	65503
207-000-742.000	UNIFORMS	CMP DISTRIBUTORS INC	ARMOR EXPRESS DRESS VEST - POLICE	295.00	65407
207-000-742.000	UNIFORMS	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	78.49	65492
207-000-800.000	ADMINISTRATION FEE	THOMAS TWP GENERAL FUND	ADMINISTRATION FEES	8,079.00	65438
207-000-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	770.00	65358
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENTS FEBRUARY 2022	214.20	65370
207-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENTS - POLICE	94.00	65438
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY	MONTH END REPORTS	9.00	65488
207-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENT - POLICE	47.00	65495
207-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENT - POLICE	47.00	65495
207-000-850.000	WIRELESS COMMUNICATIONS	123.NET	TELEPHONE SERVICE	118.65	65333
207-000-850.100	UTILITIES	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	104.63	65492
207-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8215 SHIELDS DR	112.45	65387
207-000-930.000	REPAIRS/MAINTENANCE	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	1,138.04	65408
207-000-936.000	MAINTENANCE AGREEMENTS	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	18.78	65492
207-000-938.000	VEHICLE EXPENSE	OTIS ELEVATOR COMPANY	MAINTENANCE SVC - 03/01/22-05/31/22	78.23	65357
207-000-938.000	VEHICLE EXPENSE	AL FONG	REIMBURSEMENT - MINT DETAILING	299.99	65334
207-000-938.000	VEHICLE EXPENSE	QUICK LANE TIRE & AUTO C	MOUNT/BALANCE TIRES - 2021 FORD EXPLO	279.00	65363
207-000-938.000	VEHICLE EXPENSE	TREIB INC	VEHICLE WASHES	57.50	65389
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	OIL CHNG/ROTATE TIRES - 2019 FORD EXP	68.10	65415
207-000-938.000	VEHICLE EXPENSE	QUICK LANE TIRE & AUTO C	REPAIR - BRAKES - 2019 FORD EXPLORER	759.96	65425
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	OIL CHBG/ROTATE TIRES - 2021 FORD EXP	68.10	65477
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	OIL CHNG/ROTATE TIRES - 2020 FORD EXP	68.10	65477
207-000-938.000	VEHICLE EXPENSE	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	22.84	65492
207-000-938.000	VEHICLE EXPENSE	TREIB INC	VEHICLE WASHES	64.50	65496
207-000-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	1,930.23	65393
207-000-940.100	EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL/DDA	284.49	65441
207-000-940.200	COLD STORAGE LEASE	THOMAS TWP WATER	COLD STORAGE LEASE	1,800.00	65465
207-000-960.000	EDUCATION & TRAINING	STATE BANK	CONF/AMZN/EBAY/MEIJER/200M/EGLE	797.27	65380
207-000-960.000	EDUCATION & TRAINING	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	10.00	65492

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Fund 207 PUBLIC SAFETY-POLICE
Dept 000

Total For Dept 000	26,810.89
Total For Fund 207 PUBLIC SAFETY-POLICE	26,810.89

Fund 248 Downtown Development Authority		
Dept 000		
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO
248-000-930.000	REPAIRS/MAINTENANCE	STANDARD ELECTRIC COMPAN
248-000-930.000	REPAIRS/MAINTENANCE	STANDARD ELECTRIC COMPAN
248-000-930.000	REPAIRS/MAINTENANCE	THOMAS TWP WATER
248-000-930.000	REPAIRS/MAINTENANCE	STANDARD ELECTRIC COMPAN
248-000-930.000	REPAIRS/MAINTENANCE	STANDARD ELECTRIC COMPAN
248-000-930.000	REPAIRS/MAINTENANCE	BEACON POLE ASSEMBLY ACCESSORIES - VI
248-000-930.000	REPAIRS/MAINTENANCE	BEACON POLE ASSEMBLY ACCESSORIES - VI
248-000-930.000	REPAIRS/MAINTENANCE	BEACON POLE ASSEMBLY ACCESSORIES - VI
Total For Dept 000		3,024.28
Total For Fund 248 Downtown Development Authority		3,024.28

Fund 271 LIBRARY FUND		
Dept 000		
271-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O
271-000-716.500	DISABILITY	UNUM %MEMS
271-000-727.000	OFFICE SUPPLIES	THE LIBRARY STORE
271-000-727.000	OFFICE SUPPLIES	PRINT EXPRESS OFFICE PRO
271-000-727.000	OFFICE SUPPLIES	TT LIBRARY PETTY CASH
271-000-728.000	CHILDRENS BOOKS - 2036514747	BAKER & TAYLOR
271-000-728.000	CHILDRENS BOOKS - 2036632430	BAKER & TAYLOR
271-000-728.100	ADULT BOOKS - 2036522689	BAKER & TAYLOR
271-000-728.100	ADULT BOOKS - 77404725	CENGAGE LEARNING INC - G
271-000-728.100	ADULT BOOKS	HW WILSON CO.
271-000-728.100	ADULT BOOKS - 2036640618	BAKER & TAYLOR
271-000-728.100	ADULT BOOKS - 77448715	CENGAGE LEARNING INC - G
271-000-728.200	AUDIO/VISUAL BOOKS - 2025022	BLACKSTONE AUDIO, INC
271-000-730.000	PERIODICALS	POPULAR SUBSCRIPTION SER
271-000-730.000	PERIODICALS	VALUE LINE PUBLISHING IN
271-000-732.000	CHILDRENS PROGRAMS	COLLABORATIVE SUMMER LIB
271-000-732.000	CHILDRENS PROGRAMS	TT LIBRARY PETTY CASH
271-000-800.000	ADMINISTRATION FEE	THOMAS TWP GENERAL FUND
271-000-804.000	MEMBERSHIP & DUES	MICHIGAN MUNICIPAL LEAGU
271-000-804.000	MEMBERSHIP & DUES	WHITE PINE LIBRARY COOPE
271-000-850.000	TELEPHONE	WILDFIRE CREDIT UNION
271-000-850.000	TELEPHONE	WILDFIRE CREDIT UNION
271-000-901.000	PRINTING & PUBLISHING	WILDFIRE CREDIT UNION
271-000-910.000	INSURANCE GENERAL LIABILITY	MICHIGAN MUNICIPAL LEAGU
271-000-920.000	UTILITIES	CONSUMERS ENERGY CO
271-000-920.000	UTILITIES	THOMAS TWP WATER
271-000-920.000	UTILITIES	CONSUMERS ENERGY CO
271-000-930.000	REPAIRS/MAINTENANCE	WILDFIRE CREDIT UNION
271-000-930.000	REPAIRS/MAINTENANCE	B&B LAWN MAINTENANCE
271-000-930.000	REPAIRS/MAINTENANCE	TT LIBRARY PETTY CASH
271-000-930.000	REPAIRS/MAINTENANCE	WILDFIRE CREDIT UNION
271-000-930.000	REPAIRS/MAINTENANCE	WILDFIRE CREDIT UNION
Total For Dept 000		858.77
Total For Fund 271 LIBRARY FUND		3,024.28

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Fund 271 LIBRARY FUND			
Dept 000			
271-000-956.000	MISCELLANEOUS	207.50	65359
271-000-956.000	MISCELLANEOUS	1,798.38	65394
Total For Dept 000		43,704.25	
Total For Fund 271 LIBRARY FUND		43,704.25	

Fund 590 SEWER FUND			
Dept 000			
590-000-231.750	DUE TO WORKMANS COMPENSATION	546.98	65351
590-000-255.144	CUSTOMER DEPOSIT HSC EXPANSION	85,033.75	65374
590-000-255.144	CUSTOMER DEPOSIT HSC EXPANSION	42,651.75	65374
590-000-255.144	CUSTOMER DEPOSIT HSC EXPANSION	30,908.00	65374
590-000-255.144	CUSTOMER DEPOSIT HSC EXPANSION	27,763.00	65433
Total For Dept 000		186,903.48	

Dept 536 ADMINISTRATION			
590-536-716.000	HEALTH INSURANCE	1,364.92	65339
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	15.72	65339
590-536-740.000	OPERATING SUPPLIES	120.79	65366
590-536-740.000	OPERATING SUPPLIES	108.69	65427
590-536-740.000	OPERATING SUPPLIES	32.71	65435
590-536-740.000	OPERATING SUPPLIES	292.38	65435
590-536-740.000	OPERATING SUPPLIES	442.55	65445
590-536-740.000	OPERATING SUPPLIES	21.99	65484
590-536-740.000	ADMINISTRATION FEE	209.44	65492
590-536-800.000	LEGAL SERVICES	107,264.00	65438
590-536-802.000	CONTRACTED SERVICES	110.00	65358
590-536-810.000	CONTRACTED SERVICES	350.00	65380
590-536-810.000	CONTRACTED SERVICES	47.00	65495
590-536-810.000	CONTRACTED SERVICES	47.00	65495
590-536-810.000	CONTRACTED SERVICES	188.00	65495
590-536-960.000	EDUCATION & TRAINING	207.50	65380
Total For Dept 536 ADMINISTRATION		110,822.69	

Dept 540 OPERATIONS & MAINTENANCE			
590-540-716.000	HEALTH INSURANCE	1,619.44	65339
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	13.37	65339
590-540-740.000	OPERATING SUPPLIES	38.91	65484
590-540-740.000	OPERATING SUPPLIES	583.50	65503
590-540-742.000	UNIFORMS	5.43	65390
590-540-742.000	UNIFORMS	147.50	65396
590-540-742.000	UNIFORMS	142.00	65396
590-540-742.000	UNIFORMS	72.00	65505
590-540-810.000	CONTRACTED SERVICES	168.08	65467
590-540-850.000	TELEPHONE	118.65	65333
590-540-850.000	TELEPHONE	55.36	65380
590-540-850.100	WIRELESS COMMUNICATIONS	305.45	65492
590-540-850.100	WIRELESS COMMUNICATIONS	96.30	65380
590-540-920.000	UTILITIES	141.24	65492
590-540-920.000	UTILITIES	95.00	65349
590-540-920.000	UTILITIES	97.74	65387
590-540-920.000	UTILITIES	181.00	65408
590-540-920.000	UTILITIES	22.48	65408

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Fund 590 SEWER FUND	Dept 540 OPERATIONS & MAINTENANCE					
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1928 N RIVER RD	82.09	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 2323 N RIVER RD	29.36	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 3944 N RIVER RD	74.35	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 3200 N THOMAS RD	1,033.83	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 4530 N THOMAS RD	124.00	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7768 MADELINE ST	493.11	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1505 N GLEANER RD UNIT	1,130.46	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6960 STROEBEL RD	3,309.51	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 125 E GLOUCESTER DR	203.72	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 25 S GLEANER RD	29.36	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9300 HIGHLAND GREEN DR	43.71	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1667 MILLER RD	29.36	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 85 N GRAHAM RD #PS15	207.18	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 20 E STARK DR	238.46	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1494 S GRAHAM RD	248.51	65408	
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 840 VAN WORKER RD	51.86	65408	
590-540-922.000	SEWAGE TREATMENT FEES	SAGINAW CHARTER TOWNSHIP	UTILITY BILL - 8215 SHIELDS DR	1,707.05	65408	
590-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	WASTEWATER TREATMENT FEE - 4TH QUARTE	116,617.82	65369	
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEM	VEHICLE MAINTENANCE	6.53	65356	
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	STROEBEL RD/RIVER RD	1,200.00	65365	
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	38.81	65390	
590-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	REPAIRS/MAINTENANCE	60.02	65417	
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEM	VEHICLE MAINTENANCE	19.93	65479	
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	251 MILLER CT	3.14	65483	
590-540-930.000	REPAIRS/MAINTENANCE	TRIPLE D DOORS	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	322.50	65486	
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	LIFTMASTER OPENER - DPW	22.59	65492	
590-540-938.000	VEHICLE EXPENSE	DRIVE COLLISION CENTERS	REPAIRS/MAINTENANCE	1,030.00	65497	
590-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS	REPAIR - 2021 FORD F250 - DPW	42.81	65498	
590-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE	861.77	65476	
590-540-938.000	VEHICLE EXPENSE	STATE BANK	VEHICLE MAINTENANCE - DPW	2.04	65483	
590-540-938.100	GAS & DIESEL FUEL	WEX INC	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	26.97	65489	
			GAS/DIESEL FUEL	176.90	65492	
				883.35	65393	
Dept 900 CAPITAL CONTROL	CAPITAL IMPROVEMENTS	Total For Dept 540 OPERATIONS & MAINTENANCE		134,254.55		

590-900-974.000	CAPITAL IMPROVEMENTS	BOARD OF COUNTY ROAD COM	SEWER WORK - PS #6 - FEMA GRANT	7,875.00	65340	
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		Total For Dept 900 CAPITAL CONTROL		7,875.00		
Fund 591 WATER FUND	Dept 000	Total For Fund 590 SEWER FUND		439,855.72		

591-000-202.000	04-RTS WATER	STEVENS, MORRISON & JULI	UB refund for account: GRAS-001677-00	986.53	65436	
591-000-231.750	DUE TO WORKMANS COMPENSATION	MT MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #4 - 07/01/21-	549.41	65351	
591-000-255.142	CUSTOMER DEPOSITS MORGAN COURT	RIVERBEND STORAGE & UHAU	REFUND - MORGAN CT WATER MAIN EXT CON	8,544.50	65367	
591-000-255.142	CUSTOMER DEPOSITS MORGAN COURT	THOMAS TWP WATER	ADMN FEE - MORGAN CT WATER MAIN EXT C	965.00	65387	
591-000-255.142	CUSTOMER DEPOSITS MORGAN COURT	RIVERBEND STORAGE & UHAU	REFUND - DISCONNECTION DEPOSIT	5,000.00	65487	
591-000-255.143	CUSTOMER DEPOSIT SWAN VALLEY SC	SPICER GROUP INC.	THOMAS TWP - SWAN VALLEY SCHOOLS WATE	5,633.75	65433	
591-000-310.091	CONTRACTS PAYABLE CITY OF SAG	CITY OF SAGINAW	WATER CONNECTION - 11053 TITTABAWASSE	2,000.00	65406	

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INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP
POST DATES 03/01/2022 - 03/31/2022

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JOURNALIZED

GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
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Fund 591 WATER FUND						
Dept 540 OPERATIONS & MAINTENANCE						
591-540-938.000	VEHICLE EXPENSE	DRIVE COLLISION CENTERS	REPAIR - 2021 FORD F250 - DPW	861.78		65476
591-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	2.04		65483
591-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE - DPW	26.98		65489
591-540-938.000	VEHICLE EXPENSE	STATE BANK	AMZN/CONF/SPECTRUM/REPUBLIC/AUTOZONE	176.91		65492
591-540-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	883.35		65393
591-540-960.000	EDUCATION & TRAINING	STATE BANK	CONF/AMZN/EBAY/MEIJER/ZOOM/EGLE	165.00		65380
Total For Dept 540 OPERATIONS & MAINTENANCE				233,763.10		
Total For Fund 591 WATER FUND				368,265.01		

Fund 596 MUNICIPAL REFUSE FUND						
Dept 000						
596-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #4 - 07/01/21-	20.78		65351
596-000-800.000	ADMINISTRATION FEE	THOMAS TWP GENERAL FUND	ADMINISTRATION FEES	29,471.00		65438
596-000-808.000	REFUSE CONTRACT	MID MICHIGAN WASTE AUTHO	JANUARY SOLID WASTE SERVICES	53,310.06		65354
596-000-808.000	REFUSE CONTRACT	MID MICHIGAN WASTE AUTHO	FEBRUARY SOLID WASTE SERVICES	50,905.21		65482
596-000-940.100	EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL/DDA	2,843.59		65441
Total For Dept 000				136,550.64		
Total For Fund 596 MUNICIPAL REFUSE FUND				136,550.64		

Fund 703 TAX FUND						
Dept 000						
703-000-002.400	CASH (CSB) DOG LICENSE	SAGINAW COUNTY TREASURER	2021-2022 DOG LICENSES	691.00		65371
703-000-002.400	CASH (CSB) DOG LICENSE	THOMAS TWP GENERAL FUND	2021-2022 DOG LICENSES	188.00		65386
703-000-202.000	ACCOUNTS PAYABLE	KLIAMSZESKI, MIKE & JAN	2021 Win Tax Refund 28-12-3-11-3001-0	78.57		65340
703-000-215.000	DUE TO MUNICIPAL REFUSE	THOMAS TWP REFUSE	TAX COLLECTION	476,420.00		65462
703-000-215.100	DUE TO THOMAS TWP LIBRARY	THOMAS TWP LIBRARY	PERSONAL PROPERTY TAXES	35,833.46		65459
703-000-215.100	DUE TO THOMAS TWP LIBRARY	THOMAS TWP LIBRARY	REAL PROPERTY TAXES	324,866.70		65459
703-000-215.150	DUE TO THOMAS TWP LIBRARY IFT	THOMAS TWP LIBRARY	2021 IFTS TAX COLLECTION	27,831.92		65459
703-000-215.205	DUE TO PS/FIRE DEPARTMENT	THOMAS TWP PUBLIC SAFETY	2021 IFTS TAX COLLECTION	30,100.28		65460
703-000-215.205	DUE TO PS/FIRE DEPARTMENT	THOMAS TWP PUBLIC SAFETY	REAL PROPERTY TAXES	272,902.58		65460
703-000-215.206	DUE TO PS/FIRE DEPARTMENT	THOMAS TWP FIRE EQUIPMEN	REAL PROPERTY TAXES	11,944.35		65457
703-000-215.206	DUE TO FIRE APPARATUS	THOMAS TWP FIRE EQUIPMEN	REAL PROPERTY TAXES	108,272.48		65457
703-000-215.207	DUE TO PS/POLICE	THOMAS TWP PUBLIC SAFETY	PERSONAL PROPERTY TAXES	65,456.16		65461
703-000-215.207	DUE TO PS/POLICE	THOMAS TWP PUBLIC SAFETY	REAL PROPERTY TAXES	593,454.79		65461
703-000-215.215	DUE PS/FIRE DEPARTMENT IFT	THOMAS TWP PUBLIC SAFETY	2021 IFTS TAX COLLECTION	23,378.87		65460
703-000-215.216	DUE TO FIRE APPARATUS IFT	THOMAS TWP FIRE EQUIPMEN	2021 IFTS TAX COLLECTION	9,277.28		65457
703-000-215.217	DUE TO PS/POLICE IFT	THOMAS TWP PUBLIC SAFETY	2021 IFTS TAX COLLECTION	50,839.76		65461
703-000-215.282	DUE TO TECH PARK LIGHTING	THOMAS TWP GENERAL FUND	TECH PARK REAL PROPERTY	4,800.00		65458
703-000-215.283	DUE TO TECH PARK MAINTENANCE	THOMAS TWP GENERAL FUND	TECH PARK REAL PROPERTY	5,028.00		65458
703-000-215.371	DUE TO GENERAL FUND DEL'Q WEE	THOMAS TWP GENERAL FUND	WEEDS	2,572.00		65458
703-000-215.372	DUE TO GENERAL DEL'Q COURT ORD	THOMAS TWP GENERAL FUND	CLEANUP	11,425.00		65458
703-000-215.591	DUE TO WATER-DELINQUENT WATE	THOMAS TWP WATER	DEL'Q WATER	2,868.58		65465
703-000-216.200	DUE TO THOMAS TWP GENERAL	THOMAS TWP GENERAL FUND	PERSONAL PROPERTY TAXES	45,087.92		65458
703-000-216.250	DUE TO THOMAS TWP GENERAL	THOMAS TWP GENERAL FUND	REAL PROPERTY TAXES	335,623.05		65458
703-000-216.300	DUE TO GENERAL STREET LIGHTS	THOMAS TWP GENERAL FUND	2021 WINTER IFTS TAX COLLECTION	35,019.98		65458
703-000-216.450	DUE TO GENERAL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	STREET LIGHTS	57,669.61		65458
703-000-216.450	DUE TO GENERAL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	IFTS ADMIN FEES TAX COLLECTION	13,929.53		65458
703-000-216.450	DUE TO GENERAL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	LAND BANK ADMIN FEES	0.56		65458
703-000-216.450	DUE TO GENERAL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	LAND BANK ADMIN FEES	7.14		65458
703-000-216.450	DUE TO GENL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	PERSONAL PROPERTY SUMMER ADMIN FEES	4,825.81		65458
703-000-216.450	DUE TO GENL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	REAL PROPERTY SUMMER ADMIN FEES	45,962.72		65458

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP

POST DATES 03/01/2022 - 03/31/2022
JOURNALIZED

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK
Vendor

Invoice Description

Amount Check #

Fund Totals:

Fund 100 CLEARING FUND	2,840.16
Fund 101 GENERAL OPERA	680,122.07
Fund 205 PUBLIC SAFETY	28,008.44
Fund 206 FIRE APPARATU	575.90
Fund 207 PUBLIC SAFETY	26,810.89
Fund 248 DOWNTOWN DEVE	3,024.28
Fund 271 LIBRARY FUND	43,704.25
Fund 590 SEWER FUND	439,855.72
Fund 591 WATER FUND	368,265.01
Fund 596 MUNICIPAL REF	136,550.64
Fund 703 TAX FUND	4,404,214.73

Total For All Funds: 6,133,972.09

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP
 FROM 04/01/2021 TO 03/31/2022
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 03/31/2022
Fund 100	CLEARING FUND				
001.000	59	13,465.02	34,811,805.60	34,818,685.03	6,585.59
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,658,878.36	4,722,948.83	3,992,278.88	2,389,548.31
002.010	THE STATE BANK SAVINGS	1,138,323.24	12,700.09	0.00	1,151,023.33
002.350	CASH CHASE BANK	10,788.44	1.92	10,790.36	0.00
002.385	CASH TCF BANK	1,045,386.64	164.22	0.00	1,045,550.86
003.175	CERTIFICATE OF DEPOSIT TCF	250,000.00	0.00	0.00	250,000.00
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	1,017,727.06	0.00	0.00	1,017,727.06
	GENERAL OPERATING FUND	5,121,103.74	4,735,815.06	4,003,069.24	5,853,849.56
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	1.00	0.82	1.00	0.82
002.010	THE STATE BANK SAVINGS	5,016.08	9.35	0.00	5,025.43
	CHRISTOPHER THOMPSON FAMILY FUND	5,017.08	10.17	1.00	5,026.25
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	972,696.61	596,698.46	541,786.79	1,027,608.28
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	998,540.99	341,351.25	772,380.71	567,511.53
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,483,406.84	1,181,225.11	1,153,409.56	1,511,222.39
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	310,352.26	65,314.34	87,636.16	288,030.44
003.175	CERTIFICATE OF DEPOSIT TCF	629,499.29	0.00	0.00	629,499.29
	ROAD REVOLVING FUND	939,851.55	65,314.34	87,636.16	917,529.73
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	110,599.56	105,674.40	41,551.90	174,722.06
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH THE STATE BANK	6,181.64	0.00	0.00	6,181.64
Fund 271	LIBRARY FUND				
002.000	CASH THE STATE BANK	396,620.41	473,302.17	326,208.03	543,714.55
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	601,960.41	473,302.17	326,208.03	749,054.55
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,048,009.76	1,874,731.01	1,432,007.89	1,490,732.88
002.010	THE STATE BANK SAVINGS	509,677.44	763.08	0.00	510,440.52
002.200	RESERVED CASH SYSTEM EXPANSIO	150,798.65	10,800.00	0.00	161,598.65
002.385	CASH TCF BANK	2,494,481.50	220.32	0.00	2,494,701.82
002.386	TCF BANK SYSTEM EXPANSION	117,933.00	0.00	0.00	117,933.00
	SEWER FUND	4,320,900.35	1,886,514.41	1,432,007.89	4,775,406.87
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	690,527.25	4,625,152.54	4,086,246.47	1,229,433.32
002.010	THE STATE BANK SAVINGS	756.60	1.26	0.00	757.86
002.200	RESERVED CASH SYSTEM EXPANSIO	111,968.99	24,375.00	0.00	136,343.99
002.375	CASH HUNTINGTON BANK	246,824.23	35.05	0.00	246,859.28
002.385	CASH TCF BANK	1,337,077.40	129.81	0.00	1,337,207.21

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CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP
FROM 04/01/2021 TO 03/31/2022
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Page: 2/2

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 03/31/2022
002.386	TCF BANK SYSTEM EXPANSION	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	507,589.54	130.04	0.00	507,719.58
002.390	CASH FIRST STATE BANK	246,211.10	55.66	0.00	246,266.76
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
	WATER FUND	3,659,131.11	4,649,879.36	4,086,246.47	4,222,764.00
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	691,802.89	534,334.84	862,253.80	363,883.93
002.385	CASH TCF BANK	106,913.45	9.48	30.00	106,892.93
	MUNICIPAL REFUSE FUND	798,716.34	534,344.32	862,283.80	470,776.86
	TOTAL - ALL FUNDS	19,031,571.24	49,381,934.65	48,125,266.58	20,288,239.31



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Accept Jennifer Holtman's letter of resignation.
- **EXPLANATION OF TOPIC:** I informed you a few weeks back in prior communications of Jennifer's decision to accept a position with Saginaw Township. Her last day was March 25th. Her resignation letter is attached. With the knowledge and skills that she learned here she was able to be considered by the Saginaw Township Assessor's department for a level two opening there. She will receive a significant increase in pay and will be in a situation where she will be able to solely focus on assessing related work. She has done a very good job here and will be missed.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter of Resignation.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to accept Jennifer Holtman's letter of resignation
- **ROLL CALL VOTE REQUIRED:** No.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4th 2022
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Approve amendments to Administrative Policy #700, Park Refunds.

EXPLANATION OF TOPIC: We have made edits to Policy #700 for review. The edits were to remove the section regarding pavilions as they are now addressed in Policy #703. I also changed the name of the policy to RECREATION PROGRAM REFUNDS to reflect it deals with program refunds only.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the amendments to Administrative Policy #700, Park Refunds.
- **ROLL CALL VOTE REQUIRED?** No

THOMAS TOWNSHIP ADMINSTRATIVE POLICIES

Administrative Policy No:

700 (Page 1 of 1)

Effective Date:

April 6, 1998

Amended:

August 7, 2000

April 12, 2021

February 9, 2022

Policy Regarding

PARK-RECREATION PROGRAM REFUNDS

No refunds on pavilions or swim passes will be made unless there are extenuating circumstances as determined by the Township Manager and the Parks and Recreation Director.

No refunds will be made for any program or youth sports after the start of the activity unless there are extenuating circumstances as determined by the Township Manager and the Parks and Recreation Director

A 100% refund of team fees will be made if the Township cancels the program after scheduling is completed.

A 50% refund of team fees will be made if the team manager withdraws their team after the schedule is made and prior to the first game being played.

~~Pavilions Refunds for pavilion reservation cancellations require a Thirty Days (30) written notice or no refund will be granted. Cancellations received Thirty Days (30) or more before the date reserved will receive a full refund minus a \$20.00 service fee. If a park or facility is closed due to adverse weather conditions or other causes beyond the control of the Township (plumbing or electrical failure), a full refund shall be granted or an attempt will be made to accommodate another date.~~



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4th 2022
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Approve the amendments to Administrative Policy #703, Park Facility Rentals
- **EXPLANATION OF TOPIC:** We have made edits to Policy #703 for review. This policy was created in 2021 as we started to rent the parks for events such as weddings and large business venues, but did not have a policy for such events. We removed a lot of redundancy throughout the policy along with material that was addressed in other policies. This took the policy from thirteen (13) pages to eight (8) mostly because of the removal of repeated information. This policy is an evolving document as we learn from doing events throughout our parks and facilities. Please see attached Policy #703 with edits
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the amendments to Administrative Policy #703, Park Facility Rentals.
- **ROLL CALL VOTE REQUIRED?** No

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

#703 (Page 1 of 13)

Effective Date:

April 12th 2021

Amended:

February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

Thomas Township has established this policy for the purpose of conveying the rules, regulations and procedures regarding the use of Thomas Township Parks and facilities. This policy covers the use of the Roethke Park Pavilions, Roethke Park Pool, Roethke Park Depot and Train, Roberts Park Pavilions, Roberts Park Soccer Fields, Roberts Park Soccer Complex, Roberts Parks Softball Diamonds and all other Park facilities.

General Rentals

1. Thomas Township facilities shall be rented on a first-come, first-serve basis. Thomas Township residents can make reservations starting the first work Monday of January. Non-residents can start reserving the first work day in February. Reservations may be held for 10 days without payment, but shall not be considered final until the applicable Rental Agreements are completed, deposits/fees are paid, and insurance is filed, if required. If payment and paperwork is not received by the 10th day, the reservation will be terminated.
2. Refunds for pavilion reservation cancellations require a ~~14-day~~ **Thirty (30) Days (30)** written notice or no refund will be granted. Cancellations received ~~14 days~~ **Thirty (30) Days (30)** or more before the date reserved will receive a full refund minus a \$20.00 service fee. If a park or facility is closed due to adverse weather conditions or other causes beyond the control of the Township (~~plumbing or electrical failure~~), a full refund shall be granted or an attempt will be made to accommodate another date.
3. The Township will have priority use of said facilities for any official **Township** meetings or business. A rental contract approval may be withdrawn if the facility is needed for township use with reasonable notice provided.
4. A copy of homeowner's insurance with at least \$300,000 Personal Liability Insurance is required and must be provided with the rental fee.
5. If alcohol will be present at any rental, the renter must provide proof of additional liquor liability insurance of 1,000,000 coverage along with their homeowner's insurance.
6. The renter must also name the Township of Thomas; 249 N. Miller Rd. Saginaw, MI 48609 as additionally insured with their homeowner's policy for their rented date.
7. A \$200 deposit is required at the time of reservation. The deposit will be returned in full after a Thomas Township Employee has inspected the rented space and no damages are found. If damages are found, the deposit will not be returned.
8. Gambling, of all types, is prohibited in all facilities.
9. Any fundraising activities must be specified on the rental contract and be approved by the Park Commission.
10. The operation and parking of motor vehicles is permitted in designated parking areas **ONLY**.
11. No loud music or DJ's are allowed in park unless it is an approved event by the Park Commission.
12. The use of adhesive tape, staples, nails, etc. on pavilion or any other park structure is prohibited.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

#703 (Page 2 of 13)
April 12th 2021
February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

13. All pavilion users must pick up trash and clean the pavilion, tables and area surrounding their rented space before leaving. Tables must remain inside pavilion areas at all times.
14. A personal canopy, tent, or inflatable (such as a bounce house) is PROHIBITED in the park at any time unless approved for an event by the Park Commission
15. No organization may reserve the entire park for any event that excludes the public from using the park unless otherwise approved in advance by the Park Commission.
16. Any ~~variation of~~ exception to these rules must have specific approval of the Thomas Township Parks and Recreation Commission
17. The Thomas Township Park Commission reserves the right to refuse any request for park use.
18. Pavilion rentals may not set-up prior to the rental date. If renters would like to set up prior to their reserved date, the day/days they wish to set up must also be rented as well.
19. The renter is legally responsible for any/all damage or accidents which may occur in the rented facility. Thomas Township shall not be liable for any personal injury or damages that may occur during the rental period.
20. If there are any problems with the facility on the day of the reservation, it is the responsibility of the renter to notify Thomas Township on the next business day.
21. The rental contract must be completed by a person of at least 18 years of age who represents the organization/group requesting the use of the facility. The person completing the contract is responsible for the conduct of the group, for all fees and charges, and to ensure that the facility is left in the appropriate condition. They will be liable for any damages.
22. Reservations made for organizations and/or groups of minors must be made by a responsible adult. There must be sufficient adult supervision at all times during the rental period to assure proper conduct of the group.
23. The rental fee must be paid in full and Rental Agreement completed in order to finalize a rental reservation for Roethke Park, Roberts Park, Community Park, Soccer complex.
24. The Board of Trustees by resolution will set rental fees, security deposits, and insurance requirements for the use of Township facilities.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

#703 (Page 3 of 13)

Effective Date:

April 12th 2021

Amended:

February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

25. In-kind Donations: The Parks Director may waive the rental fees, security deposits, and insurance requirements for groups which are providing an in-kind or community related donation.
26. Community Events: Thomas Township recognizes that festivals and similar events may have a positive impact in building a sense of community. On a case-by-case basis, the Park Commission will review and forward their recommendation to the Board of Trustees who will vote whether or not to allow use of an entire park(s) and any associated facilities for such an event. The Board of Trustees may place conditions on the use (for example: review by police and/or fire department, insurance, parking, emergency access, noise, clean-up, or security).
27. The Park Commission will review and establish a fees based on ~~what~~ costs to provide the facilities ~~are being rented, and the impact to the park~~ of the rental and rental rates elsewhere. ~~then forward~~ Their recommendation will then be forwarded to Board of Trustees for approval for each event.
28. The renter agrees to hold harmless Thomas Township and its employees from any liability, expense or cost inconnection with the use of Township facilities and further agrees to assume all responsibility for liability of any kind. The Thomas Township Facility Rental Policy is intended to protect the Township and its residents from any potential liability. This policy is not intended to apply to official Township meetings and/or activities.
29. Fees: Please refer to Fee Schedule E.
30. Thomas Township Parks hours are from 7am to 9pm.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:

#703 (Page 4 of 13)

Effective Date:

April 12th 2021

Amended:

February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

Fees

Roberts Park Pavilion Rentals

- ~~• Roberts Park #1 West Half: \$100 Resident, \$125 Non Resident, \$175 Business in Thomas, \$225 Business out of Thomas \$450 for entire pavilion.~~
- ~~• Roberts Park #2 East Half: \$100 Resident, \$125 Non Resident, \$175 Business in Thomas, \$225 Business out of Thomas~~
 - ~~❖ Both East and West can be rented together. The renter must pay for each half. There will be no discounted price to rent the whole pavilion.~~
- ~~• Roberts Pavilion #3: \$75 resident, \$100 nonresident, \$110 Township Business, \$125 Business out of Thomas~~
- ~~• Roberts Park Soccer Pavilion: \$200 Resident, \$250 Non Resident, Business in Thomas: \$350, Business out of Thomas \$450~~

Roethke Park Pavilion Rentals

- ~~• Pavilion #1 Fee: \$75 resident, \$100 nonresident, \$110 Business in Thomas, \$125 Business out of Thomas~~
- ~~• Pavilion #2 Fee: \$75 resident, \$100 nonresident, \$110 Business in Thomas, \$125 Business out of Thomas~~
- ~~• Pavilion #3 Fee: \$75 resident, \$100 nonresident, \$110 Business in Thomas, \$125 Business out of Thomas~~
- ~~• Pool Rental Fee: \$100 resident, \$125 nonresident (7pm-9pm) see rules~~
- ~~• Depot Rental Fee: \$100 resident, \$125 nonresident, \$150 Business in Thomas, \$175 Business out of Thomas~~
- ~~• Band Shell Fee: \$150 resident, \$200 nonresident, \$300 Business in Thomas, \$400 Business out of Thomas~~

Wedding and Event Rentals

- ~~• Roberts Park: \$2000 \$5000~~
- ~~• Roethke Park: \$2000 \$5000~~
- ~~• Events and Wedding pricing varies based on the differences in each venue. Price range is set for a base price. Actual cost will be determined after meeting with the Parks and Recreation Director.~~

THOMAS TOWNSHIP ADMINSTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

#703 (Page 5 of 13)
April 12th 2021
February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

Pool Rentals

The Thomas Township Pool at Roethke Park shall be rented on a first-come, first-serve basis. Thomas Township Residents can reserve the pool starting the first work ~~Monday~~ day of January of each year. Non-Residents can start reserving the pool the first work day in February.

A reservation ~~may be reserved~~ will be accepted but is not final until the application rental agreements are completed, deposits/fees are paid, and insurance is filed.

1. The Thomas Township Pool can be rented from 7:00 p.m. to 9:00 p.m. Friday, Saturday and Sunday from mid-June through mid-August.
2. When using the pool during the rented times, renters must follow all pool rules posted and ~~adhere to~~ obey all lifeguards.
3. All pool rentals are to follow the general pavilion rental rules and policies.
4. There is no food allowed on the pool deck. There are picnic tables outside the pool area.

Band Shell Rentals

The Thomas Township Bandshell at Roethke Park shall be rented on a first-come, first-serve basis. Thomas Township Residents can reserve the Band Shell starting the first work ~~Monday~~ day of January of each year. Non-Residents can start reserving the Band Shell the first work day in February.

A reservation ~~may be reserved~~ will be accepted but is not final until the application rental agreements are completed, deposits/fees are paid, and insurance is filed.

1. All Band Shell rentals are to follow the general pavilion rental rules and policies.
2. Any request must be submitted in writing with a full detailed explanation at least ~~TWO months~~ sixty (60) days prior to the start date of the event.
3. Any and all music must be approved by the Thomas Township Board of Trustees
4. For weddings, the renter must schedule a meeting with the Parks and Recreation Director to outline and go over the wedding plans in detail outlining the layout of the wedding and authorized use areas.

THOMAS TOWNSHIP ADMINSTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

#703 (Page 6 of 13)
April 12th 2021
February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

Depot Rentals

The Thomas Township Depot Building at Roethke Park shall be rented on a first-come, first-serve basis. Thomas Township Residents can reserve the Depot Building starting the first work Monday of January of each year. Non-Residents can start reserving the Depot Building the first work day in February.

A reservation ~~may be reserved~~ **will be accepted** but is not final until the application rental agreements are completed, deposits/fees are paid, and insurance is filed.

1. All Depot rentals are to follow the general pavilion rental rules and policies.
2. Tables and chairs must be provided by the renter
3. Thomas Township park hours ~~per Township ordinance are from 7:00 a.m. – 9:00 pm~~ ***(All pavilion renters and users must have their rented pavilion cleaned and must vacate the park by 9:00 p.m.)***

Roberts and Roethke Pavilion Rentals

Pavilions at Roethke and Roberts Park shall be rented on a first-come, first-serve basis. Thomas Township Residents can reserve pavilions starting the first work ~~Monday~~ **day** of January of each year. Non-Residents can start reserving pavilions the first work day in February.

A reservation may be reserved but is not final until the application rental agreements are completed, deposits/fees are paid, and insurance is filed.

- ❖ Thomas Township park hours ~~per Township ordinance are from 7:00 a.m. – 9:00 p.m~~ ***(All pavilion renters and users must have their rented pavilion cleaned and must vacate the park by 9:00 p.m.)***

THOMAS TOWNSHIP ADMINSTRATIVE POLICIES

Administrative Policy No:
Effective Date:
Amended:

#703 (Page 7 of 13)
April 12th 2021
February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

EVENT AND WEDDING RENTALS

Thomas Township has established this policy for the purpose of conveying the rules, regulations and procedures regarding the use of Thomas Township Parks and facilities. This policy covers how events at Roethke Park and Roberts Park are requested and the steps required for Thomas Township approval.

1. Thomas Township recognizes that weddings, festivals and similar events may have a positive impact on individuals, families, and in building a sense of community. On a case-by-case basis, the Park Commission will review and forward their recommendation to the Board of Trustees who will vote whether or not to allow the use of an entire park(s) and any associated facilities for such an event.
2. The Board of Trustees may place conditions on the use (for example: review by police and/or fire department, insurance, parking, emergency access, noise, clean-up, or security).
3. Event fees are established per park based on what facilities are at each park costs, the outdoor space and the impact events will have on the parks.
4. Any request for an event or wedding must be submitted in writing with a full detailed explanation at least ~~TWO months~~ sixty (60) days prior to the start date of the event.
5. For weddings, the renter must schedule a meeting with the Parks and Recreation Director to outline and go over the wedding plans in detail outlining the layout of the wedding and authorized use areas.
6. For large events, the person making the request for the event must attend a Park Commission meeting prior to the event start date to seek approval for their request. The Park Commission will give their recommendation to the Thomas Township Board of Trustees for final approval. If approved, the renter will sign ~~into~~ a contract with Thomas Township outlining the event with park rules and policies along with all fees required to rent the park for their event. The Thomas Township Park Commission and Thomas Township Board of Trustees has the right to deny any request for any reason.
7. All organizations, leagues, and vendors shall secure and maintain, at no expense to Thomas Township, a comprehensive general liability policy (Insurance) issued by one or more companies authorized to do business in the State of Michigan
 - a) The renter must provide Thomas Township Parks and Recreation Department with a certificate of insurance verification at the time of the application submittal.
 - b) Said policy must name the Township of Thomas; 249 N. Miller Rd. Saginaw, MI 48609 as additionally insured.
 - c) Liability limits shall be a minimum of \$1,000,000 combined single limit for personal injury and property damage; including acts of negligence, errors and mistakes.
 - d) If alcohol will be present at the event or wedding, insurance must also include \$1,000,000 of liquor liability coverage.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
Effective Date:
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April 12th 2021
February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

8. The insurance policy must be read through and be approved by the Parks and Recreation Director.
9. The renter agrees to hold harmless Thomas Township and its employees from any expense, liability or cost in connection with the use of Township facilities and further agrees to assume all responsibility for liability of any kind. The Thomas Township Facility Rental Policy is intended to protect the Township and its residents from any potential liability.
10. The renter shall provide Thomas Township a nonrefundable Reservation/Service fee of \$500 that covers cost associated with large use rentals. (i.e., planning, excess wear on the grounds, staff cost... etc.)
11. The renter has ~~14~~ Thirty Days (30) days from the date of approval to pay the remaining fees due.
12. Fees are not refundable due to inclement weather.
13. Cancellations for weddings and events require written notice or no refund will be granted.
14. Cancellations received in writing fourteen days or more ~~14+~~ days before the reserved date will be granted a full refund less the \$500 service fee.
15. Cancellations received seven (7) to fourteen (14) days before the date reserved will receive a 50% refund. Cancellations received within seven (7) days of the reserved date will not be granted a refund.
16. If a park or facility is closed due to adverse weather conditions or other causes beyond the control of the Township (plumbing or electrical failure), a full refund shall be granted or an attempt will be made to accommodate another date.
17. Fee adjustments may be made at the discretion of the Thomas Township Parks and Recreation Director and the ~~Thomas Township Board of Trustees~~ Township Manager.
18. Renters must maintain the rented space(s) keeping it a clean, safe and friendly for event goers. Trash must be ~~kept~~ picked up and removed from the park at the conclusion of the event.
19. Thomas Township park hours per Township ordinance are from 7:00 a.m. – 9:00 p.m. All events and weddings must abide by the township ordinance unless authorized by the Thomas Township Board of Trustees.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

Administrative Policy No:
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#703 (Page 9 of 13)
April 12th 2021
February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

SPORT RENTALS

~~Thomas Township has established this policy for the purpose of conveying the rules, regulations and procedures regarding the use of Thomas Township Parks and facilities. This policy covers how sports and field rentals are to be requested and the steps required for Thomas Township approval.~~

Roberts Park Softball Diamonds

1. Field rentals will follow the same rental rules, regulations and procedures as a pavilion rental. Refer to the Parks and Facility Rental Policy.
2. Fields are available for rent Monday – Sunday, April 15 through September 30.

Field Use Priorities

- a) Thomas Township sponsored or co-sponsored activities/programs
 - b) Government agencies serving Thomas Township, Including Swan Valley School District.
 - c) Thomas Township Community Service Groups, Civic Organizations, designated Youth Sports Providers
 - d) Thomas Township Residents, groups, agencies and businesses
 - e) Non-resident, non-resident groups/organizations
3. Thomas Township park hours per Township ordinance are from 7:00 a.m. – 9:00 p.m. ***(All games /tournaments must be completed by 8:45 p.m.)***
 4. Groups or individuals renting the fields are only authorized to utilize the specific fields specified and approved in the application process.
 5. The rental fee must be paid in full and rental agreement must be completed to finalize any field rental **prior to rental date.**
 6. All organizations, leagues, and vendors shall secure and maintain, at no expense to Thomas Township, a comprehensive general liability policy (Insurance) issued by one or more companies authorized to do business in the State of Michigan.
 - a) The renter must provide Thomas Township Parks and Recreation Department with a certificate of insurance verification at the time of the application submittal.
 - b) Said policy must name Township of Thomas: 249 N. Miller Rd. Saginaw, MI 48609 as additionally insured.
 - c) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage; including acts of negligence, errors and mistakes.
 - d) The insurance policy must read through and be approved by the Parks and Recreation Director.

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

- e) Residents can rent fields individually for \$75 or all 4 can be rented for a sporting event for ~~\$325~~ **\$300** Monday through Thursday.
- f) Non-Residents can rent Fields individually for \$100 or all 4 can be rented for a sporting event for \$425 Monday through Thursday.
- 7. For Tournaments, renters must pay a \$200 Resident or \$300 Non-Resident base fee which covers field prep and bathroom cleaning along with the diamond fees.
 - a. If Additional chalk and dragging of fields is requested renters must pay \$30 per field.
(There is a separate rental form that must be completed for tournaments)
- 8. Multiple day field rentals must be approved by The Parks Commission.
- 9. Fees are not refundable due to inclement weather. Fee adjustments may be made at the discretion of the Thomas Township Parks and Recreation Director and the ~~Thomas Township Board of Trustees~~ **Township Manager.**
- 10. If a tournament is cancelled for any reason other than weather, refunds will be awarded based on the amount of time given prior to the cancellation. Cancellations received in writing 14+ days before the reserved date will be granted a full refund less a \$25 service fee. Cancellations received within 7 - 14 days before the date reserved will receive a 50% refund. Cancellations received within 7 days of the reserved date will not be granted a refund.

SOCCKER FIELDS/SAND VOLLEYBALL/DISC GOLF

- 1. Field rentals will follow the same rental rules, regulations and procedures as a pavilion rental. Refer to the Parks and Facility Rental Policy.
- 2. Fields are available for rent Monday – Sunday, April 15 through September 30.

Field Use Priorities

- a) Thomas Township sponsored or co-sponsored activates/programs
- b) Government agencies serving Thomas Township, Including Swan Valley School District.
- c) Thomas Township Community Service Groups, Civic Organizations, designated Youth Sports Providers
- d) Thomas Township Residents, groups, agencies and businesses
- e) Non-resident, non-resident groups/organizations

THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Policy Regarding

PARK FACILITY RENTALS

3. Thomas Township park hours ~~per Township ordinance~~ are from 7:00 a.m. – 9:00 pm **(All games / tournaments must be completed by 8:45 p.m.)**
 4. Renters are only authorized to utilize the specific fields specified and approved in the application process.
 5. The rental fee must be paid in full and rental agreement must be completed to finalize any field rentals.
 6. All organizations, leagues, and vendors shall secure and maintain, at no expense to Thomas Township, a comprehensive general liability policy (Insurance) issued by one or more companies authorized to do business in the State of Michigan
 7. The renter must provide Thomas Township Parks and Recreation Department with a certificate of insurance verification at the time of the application submittal.
 - a. Said policy must name Township of Thomas; 249 N. Miller Rd. Saginaw, MI 48609 as additionally insured.
 - b. Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage; including acts of negligence, errors and mistakes.
 - c. The insurance policy must be read through and be approved by the Parks and Recreation Director.
 8. Field Rentals must be approved by the Parks ~~Commission~~ **Director or Township Manager.**
 9. Fee: One soccer field, with nets for one day \$75 for practice only.
 10. Fee for games or tournament \$250 resident per field, \$300 Non-Resident per field (****Must use Thomas Township Concessions; no outside concession or food allowed.***)
 11. Fees are not refundable due to inclement weather. Fee adjustments may be made at the discretion of the Thomas Township Parks and Recreation Director and the Thomas Township Board of Trustees.
- ❖ If a tournament is cancelled for any reason other than weather, 50% of the fee will be refunded.

Sand Volleyball

- ~~1. Court rentals will follow the same rental rules, regulations and procedures as a pavilion rental. Refer to the Parks and Facility Rental Policy.~~
- ~~2. Courts are available for rent Monday – Sunday, April 15 through September 30~~
- ~~3. Thomas Township park hours per Township ordinance are from 7:00 a.m. – 9:00 pm (All games / tournaments must be completed by 8:45 p.m.)~~
- ~~4. The rental fee must be paid in full and rental agreement must be completed to finalize any field rentals.~~
- ~~5. All organizations, leagues, and vendors shall secure and maintain, at no expense to Thomas Township, a comprehensive general liability policy (insurance) issued by one or more companies authorized to do business in the State of Michigan.~~

THOMAS TOWNSHIP ADMINSTRATIVE POLICIES

Administrative Policy No:

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Effective Date:

April 12th 2021

Amended:

February 9, 2022

Policy Regarding

PARK FACILTY RENTALS

- a) The renter must provide Thomas Township Parks and Recreation Department with a certificate of insurance verification at the time of the application submittal.
Said policy must name Township of Thomas; 249 N. Miller Rd. Saginaw, MI 48609 as additionally insured.
 - b) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage; including acts of negligence, errors and mistakes.
 - c) The insurance policy must be read through and be approved by the Parks and Recreation Director.
6. If courts are being rented for practice purposes, Insurance is not required.
 7. Fees for Court Rentals Monday - Thursday
 - i. Resident - \$50 per court
 - ii. Nonresident - \$75 per court.
 - Fee for Court Rental Friday, Saturday and Sunday (Weekend/Tournaments)
 - i. Residents - \$300 (Roberts); \$400 (Roethke)
 8. Fees are not refundable due to inclement weather. Fee adjustments may be made at the discretion of the Thomas Township Parks and Recreation Director and the Thomas Township ~~Board of Trustees~~ Manager.
 9. If a tournament is cancelled for any reason other than weather, 50% of the fee will be refunded.

~~Disc Golf Course~~

- ~~1. Course rentals will follow the same rental rules, regulations and procedures as a pavilion rental. Refer to the Parks and Facility Rental Policy.~~
- ~~2. Fields are available for rent Monday - Sunday, April 15 through September 30~~
- ~~3. Thomas Township park hours per Township ordinance are from 7:00 a.m. - 9:00 pm (All games / tournaments must be completed by 8:45 p.m.)~~
- ~~4. The rental fee must be paid in full and rental agreement must be completed to finalize any field rentals.~~
- ~~5. All organizations, leagues, and vendors shall secure and maintain, at no expense to Thomas Township, a comprehensive general liability policy (Insurance) issued by one or more companies authorized to do business in the State of Michigan~~
 - ~~a) The renter must provide Thomas Township Parks and Recreation Department with a certificate of insurance verification at the time of the application submittal.~~

THOMAS TOWNSHIP ADMINSTRATIVE POLICIES

Administrative Policy No:

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Effective Date:

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Amended:

February 9, 2022

Policy Regarding

PARK FACILITY RENTALS

- ~~b) Said policy must name Township of Thomas; 249 N. Miller Rd. Saginaw, MI 48609 as additionally insured.~~
 - ~~c) Liability limits shall be \$1,000,000 combined single limit for personal injury and property damage; including acts of negligence, errors and mistakes.~~
 - ~~d) The insurance policy must be read through and be approved by the Parks and Recreation Director.~~
- ~~6. Field Rentals must be approved by the Parks Commission~~
~~Fee to rent course for day \$350~~

Field Use Priorities

- ~~a) Thomas Township sponsored or co-sponsored activates/programs~~
- ~~b) Government agencies serving Thomas Township, Including Swan Valley School District.~~
- ~~c) Thomas Township Community Service Groups, Civic Organizations, designated Youth Sports Providers~~
- ~~d) Thomas Township Residents, groups, agencies and businesses~~
- ~~e) Non resident, non resident groups/organizations~~



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the amendment to Personnel Policy 900, Holidays.
- **EXPLANATION OF TOPIC:** With the recent settlement of the SEIU Four Year Labor Agreement, one of the items that was approved was the addition of one (1) floating holiday. This addition to the labor agreement was intended to address the proposal by the union to add three new holidays: Juneteenth, MLK Day and Veteran's Day. We proposed the floating holiday to permit employees to use for whatever holiday they valued most. While it is not limited to national holidays, it does provide an answer to any further requests for another holiday off in the future as the employees will have a day that they can use to recognize a specific holiday. The floating holiday cannot be carried over, cannot be taken in increments and it has to be approved by the employee's supervisor. The proposed changes to Personnel Policy 900 would provide the same benefit to the non-union salaried staff.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Amended Personnel Policy 900, Holidays.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the amendment to the Personnel Policy 900, Holidays.
- **ROLL CALL VOTE REQUIRED:** No.

THOMAS TOWNSHIP PERSONNEL POLICIES

Personnel Policy No:	900 (Page 1 of 2)
Effective Date:	February 3, 1997
Amended	October 2, 2000
	December 2, 2002
Policy Regarding	HOLIDAYS

Full-time employees who meet all eligibility requirements set forth in this manual shall be eligible to receive a day off from work with pay for recognized holidays.

Full-time employees shall be paid at their regular straight-time pay for their normal daily hours, not to exceed eight (8) hours.

The days currently recognized by the Township Board as holidays include the following days:

Floating Holiday – Permits employees to recognize the holiday of their choosing. Used at the discretion of the employee provided it is approved by their Supervisor as required for all time-off requests. May not be used in increments and cannot be carried over from year to year.

New Year's Eve
New Year's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve
Christmas Day

Total Paid Holidays **12**

Except where specified by State or Federal law or collective bargaining agreement, when any of the above enumerated holidays falls on a Saturday or Sunday, the Township Board shall determine when the holidays are observed. The Township Board may determine that the holiday be observed on an appropriate Friday or Monday or the Township Board may require that the holiday be observed at another time as determined by the needs of the service.

Regular part-time employees who are regularly scheduled to work at least 20 hours per week and who would be normally scheduled to work on a day that a holiday is observed, will receive holiday pay in an amount that would equal the normal number of hours they would have otherwise worked, but for the holiday being observed. In the event that a regular part-time employee works less than 20 hours per week or in the event that an observed holiday falls on a day the individual is not

THOMAS TOWNSHIP PERSONNEL POLICIES

normally scheduled to work, the part-time employee will be entitled to no holiday pay.

Personnel Policy No:	900 (Page 2 of 2)
Effective Date:	February 3, 1997
Amended	October 2, 2000
	December 2, 2002
Policy Regarding	HOLIDAYS

The following rules shall govern the payment of holiday pay:

1. Employees must work or be on authorized paid leave the full scheduled workday prior to and the full scheduled workday following a holiday in order to be eligible for holiday pay. An employee who reports off sick before or after a holiday may be required to submit a physician's certificate verifying the need for the absence.
2. The holiday must fall on the employee's regularly scheduled workday.
3. The employee who must work on a recognized holiday shall be paid his/her straight-time hourly rate for the hours worked in addition to eight (8) hours of holiday pay. *(This does not apply to the floating holiday.)*



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the proposed FY 2022-23 Departmental Goals.
- **EXPLANATION OF TOPIC:** Annually, the department heads and myself develop goals that are submitted to the Board for consideration at the budget workshop. Many of the goals are actually represented within the budgetary numbers as in most cases the goals connect with spending funds as a necessary part of the process toward achieving said goals. However, there are also several that do not fall within the budgetary context and are in fact, stand-alone goals that may or may not be achieved without financial support.

In either case, the goals collectively represent the coordinated and planned efforts of the Township leadership team for the coming fiscal year. It is important that the Board weigh-in on them as to give direction and authorization to proceed with putting time, money and effort into successfully accomplishing each of them. We are recommending the Board's approval based upon the positive reception they were given at the budget workshop and the fact that they are consistent with the Township's long-term financial forecast and capital improvement plan.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Proposed FY 2022-23 Goals.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the proposed FY 2022-23 Departmental Goals.
- **ROLL CALL VOTE REQUIRED:** No.



To: Township Board Members

From: Russ Taylor, Township Manager

Date: 2/14/2022

Re: 2022/23 Fiscal Year Goals

Greetings:

I've been submitting my annual goals to you for many years now. This year; however, I feel that a little commentary is needed. Frankly, as I look into a blurry crystal ball, it seems quite clear that this is going to be a fast-paced, challenging year. All of the goals that I have listed here are not simple, easy or even normal for that matter. In fact, each one of them could be considered large enough to be the primary effort of the Township in any given year. In this case, we are planning to do four dominant projects in one year, while of course managing all other aspects of the Township, including the ever-changing COVID landscape, building roads, lift stations, navigating several personnel matters, etc. . Your help and participation will likely be needed more than ever.

1. **Nature Center & Preserve** – The evolution as I phrase it of both the Nature Center and Preserve present very unique challenges for the coming year. As all of us know, this has been in the making for at least fifteen years. What makes this upcoming fiscal year very different is that this is **THE** year that I truly believe we will be able to open not only the Preserve, but also the Center as well. While neither of them will be what I envision to be the full-scale model, they will be open and they should be able to offer visitors options to enjoy. This will take an enormous amount of effort of coordinating funding, building, spending oversight, administration of multiple grants, EGLE permitting, Dow funding and coordination with a whole host of agencies and individuals. I will be relying on Lynda Thayer's skill set to accomplish everything. ***Implementation Plan: It isn't practical to try to put a timeline on this particular endeavor as much of it is not under our control. We will be very adaptive throughout the year with our scheduling so as to best take advantage of which aspects of the project are permitted and funded at that time. Ultimately, we will have both facilities open to the public for enjoyment by the end of March, 2023 in some reasonable form.***

2. **Municipal Building Construction and Campus Improvements** – I have included the funding in this year's budget to support the planned construction of a new Municipal Office Building along Shields Drive where the basketball courts are located. Additionally, funds are included to also complete many of the ancillary Township Campus improvements such as relocating the basketball courts that will serve as an ice rink in the winter months as well. And tennis courts. The concern of course is the uncertainty of just what construction costs will be at the point when we are ready to build. If they are exponentially inflated, that could have a significant impact on just what we are able to accomplish.

Implementation Plan:

 - *February, 2022 – Approve Long Range Campus Development Plan, which includes the proposed construction of a new Municipal Office Building, along with several other campus improvements.*
 - *March, 2022 – Approve architect to design building.*
 - *March – July, 2022 – Gather input from staff and others as to building needs. Architect integrates input into the new building design and prepares plans for bidding.*
 - *Aug. – Nov., 2022 – Bid and award phase of project. Also, during this time period, bonding will be sought for financing approximately twenty-two (22%) percent of the construction costs.*
 - *Jan – June, 2023 – Construction of new Municipal Office Building.*
 - *July/Aug., 2023 – Move into new MOB and demolition of existing structure.*
3. **Fire Station One Addition Construction** – Oversee the process of constructing a training room and election space addition to Fire Station One. The intention will be to complete this project concurrently with the MOB project using the same process. **Implementation Plan:** *The plan will be identical to that of the MOB project. Financing will be from ARPA Funds, Fire Apparatus Fund and possibly some General Funds.*
4. **Public Safety Millage Renewal and Increase** – This will be the third P.S. millage proposal we've presented to the community since I arrived here. We are again looking at a ten (10) year term. We are getting close to our best guess as to what funding will be needed to support both the Police and Fire Departments, which, in turn will enable us to determine what the millage rate should be. **Implementation Plan:** *We want to have the millage proposal on the August, 2022 ballot. If it fails, it would then be put on the November, 2022 ballot. A committee will be formed to present factual information to our residents for their consideration. All funds to support this information -sharing will be from donations.*
5. **Sanitary Sewer Transmission Improvements to support HSC Expansion** – We have been working on this project for a few months already as we head into the 2022/23 fiscal year. Most of the effort to this point has been on the route of the proposed combination gravity and force main, getting survey work completed, coordination with HSC and early design work. The goal is to have the transmission system ready to operate at the beginning of 2024. In the 2022/23 fiscal year will be dominated by acquiring permits,

completing design work, ordering materials & equipment, bidding the project(s) and beginning the construction. There are many more aspects to this particular project that will need out time and attention that are really too lengthy to delve into here such as financing, construction administration, multiple meetings with HSC representatives and individuals from regulating agencies, i.e. EGLE. **Implementation Plan:** *We have a several charts for tracking the work schedule and timelines to help manage the overall project in its smaller pieces. We will be holding weekly coordination meetings.*

6. **Set New Trash Assessment** – The Township’s trash assessment was last adjusted in 2015. We did an excellent job of anticipating costs over the last seven years such that the rates did not need any adjustment. However, as expected, it is time to complete a cost analysis to develop a new annual assessment amount. This is a combination of inflation costs over time, changes in regulations, expiration of the current vendor contracts and changes in the industry. **Implementation Plan:** *Once all of the new contracts have been accepted by all of the MMWA communities and the contractor(s) have signed them, we will set about determining the total cost for services and develop a rate per household. The rate will be presented to the Board in the form of resolutions to amend the special assessment.*



Goals 2022/2023

To: Thomas Township Board and Township Manager
From: Darci Seamon
Date: January 26, 2022
Subject: Goals for 2022/2023 Initial Goals

1. **Goal:** Continue to develop a resource guide for Township procedures including meetings, publishing requirements, personnel folder guidelines, and document retention and disposal guidelines and recording.
Implementation: Continue to develop a resource guide for procedures. The binder will be peer-reviewed for suggestions and edits before being submitted to the Manager for approval.
Projected Completion Date: January 31, 2023
2. **Goal:** Develop a color-coded process for each voting precinct.
Implementation: With 2022 projected to be a contentious election year, organization, and documentation will be critical. Election items will be color-coded per precinct to provide a more organized approach to the election process. Ballots will be color-coded to match each precinct to further eliminate the possibility of incorrect ballot distribution. Each precinct will have a colored, zippered pouch for nametags, passwords, and other items, as well as a binder of election information and instructions. These will also be color-coded. Items that are to be placed in election envelopes at the end of the night will be coordinated to match the color of the envelope they are to be placed. This system will be revised as appropriate after each election by gathering suggestions from election workers.
Projected Completion Date: January 31, 2023
3. **Goal:** Develop and distribute an election update/newsletter for precinct workers and chairpersons to keep them updated on current election practices.
Implementation: Because elections do not regularly occur, an election update/newsletter will be developed and mailed to all election workers before each election. Legislative changes can affect election operations and procedures and this is a good way to keep the chairpersons/workers informed of new policies, procedures and operations.
Projected Completion Date: January 31, 2023
4. **Goal:** Conduct required election training for election inspectors.
Implementation: At least two training sessions will be offered for the state-mandated election worker training. One session will be offered in the morning and the other in the evening to offer flexibility for work schedules.
Projected Completion Date: January 31, 2023

DATE: February 8, 2022
TO: Russ Taylor, Manager
FROM: Dan Sika, Community Development Director
SUBJECT: Community Development Department 2022-2023 Goals

Goals

1) Purchase a large format scanner to copy all construction blueprints submitted to the building department, along with scanning all new site plans that are submitted to the Planning Commission. **Implementation:** The scanner will be purchased and will start to be used by the Building Inspector and the Building Department Staff. As site plans are turned into the Planning Department, planning staff will scan them as well. The scanned plans and records are required to be maintained forever, so the best way to do this is to scan them into a digital format. In digital format, the documents are accessible quickly and are able to be emailed or printed as needed. Over the past year, our old large format scanner became obsolete due to software incompatibility after being in operation for about 12 years.

Budgetary Effect: Funding has been budgeted in the Community Development Department Capital Outlay account in the amount of \$7,000.

2) Review ordinances that have been identified as having potential weaknesses, non-compliance with laws, or have confusing language. Over time, issues are identified in Zoning Ordinances that are brought to my attention for Planning Commission review. It may be as simple as clearing up confusing language, or more complicated issues involving writing new ordinances completely. In addition, the need to draft new ordinances may come up and the Planning Commission will work to develop and **Implementation:** After reviewing a potential ordinance for amendment, the Planning Commission may choose to update the ordinance or may not. If the ordinance is to be amended, a public hearing is held at the Planning Commission meeting and amendments are explained. This involves publicizing the text amendments in the newspaper and allowing the public to comment. The updated ordinances will be reviewed with the Township Attorney and a copy sent to the Saginaw County Planning Department to be filed. Those amendments will be presented to the Township Board for final consideration. The only impact to the budget will be under Community Development and it will be limited to the cost of publication in the newspaper as well as review time by the Township Attorney.

Budgetary Effect: At this time no cost can be determined. After the Planning Commission completes its review of potential updates, the cost will be determined at that time and would be allocated from the Community Development Department.

3) The Community Development Department organizes the Trash and Treasures community wide garage sales each summer. This year we will be adding back the business sidewalk days sales which had stopped after the festival disbanded. The Trash and Treasures sales and

sidewalk days sales will be held June 9th thru June 12th this year. Local businesses will be asked to hold a special event during these dates and will be included on the map. In 2021 over 125 households registered. **Implementation:** The Community Development Department staff designs and sends out the registration forms to all past participants in the event. The forms are placed in the Township Newsletter that is sent to all residents of Thomas Township and it will be available online. Public service announcements will be sent to local news and radio stations for publication as the event gets closer. It will be placed on the Township webpage as well as the Township Facebook page. A map showing the location of all registered sales will be made available online and at several local businesses.

Budgetary Effect: No budgetary effect at this time.

4) Work with the DDA Board to develop plans for a new water feature (fountain) at the corners of N. Miller Road and Gratiot (M-46). The water feature will be located in front of the 7-11 store in the grass area near the corner. **Implementation:** The Planning Commission will consider what type of water fountain to construct that will give the most visual impact to the specific location chosen. The Township DDA Board has just started its consideration for this project so much of the details will be worked out in the coming months.

Budgetary Effect: The Downtown Development Authority will be the funding source for this project which is tentatively estimated to be \$55,000 to construct.

5) Provide oversight during the construction phase of the new Township Office and Fire Station One addition. **Implementation:** On a daily basis I will walk the construction site and communicate with the builders as construction is ongoing. Additionally, the Township Building Inspector will be scheduling a daily progress inspection during the construction process.

Budgetary Effect: The oversight will not have any budgetary effect. All inspections will take place during regular working hours.

6) I will coordinate between the Township Staff, the Manager and with the architect that is chosen to design the new Township Office and Fire Station One addition. **Implementation:** After the architect has been chosen by the Township Board to provide the design and project management for the new Township Office and Fire Station One addition, I will ensure that each Department Head and the Manager is able to provide input such as space needs, storage needs, and customer service needs to them for inclusion in the design of both projects. I will make sure that the architect gets all of the information provided by the Department Heads and the Manager so that it can be incorporated in both project designs.

Budgetary Effect: The coordination will not have any budgetary effect.



MEMO

DATE: 2/1/2022

TO: Township Board and Manager

FROM: Police Chief

SUBJECT: 2022/23 Goals

GOAL #1

Preview our current police policies and procedures and update any that needs to be. We also look to add any new policy and procedures that we may be lacking in currently.

IMPLEMENTATION:

Policy and Procedures from other departments, as well as from the Par Plan, will be requested and reviewed. The policy and procedure that best suit our needs will be adopted in whole or in part. It would then be brought to the public safety committee and approved by the board.

FUNDING:

There will be no cost as this will be conducted internally.

GOAL #2

Send the newly hired officers to training that is beyond the basic training they did not receive in the academy or at their previous department. This would include interview and interrogation techniques and evidence processing.

IMPLEMENTATION:

Check Delta's in-service training schedule for the specific type of training that's needed.

FUNDING:

\$2,500 for training and has been budgeted in the education and training fund.

GOAL #3:

Identify and develop a current officer into a future supervisor.

IMPLEMENTATION:

Identify the qualified officer and develop his/her leadership skills by sending that officer to leadership and supervisory training.

FUNDING:

\$2,000 for training has been budgeted in the education and training fund.

GOAL #4:

Replace the oldest police vehicle (2017) in the fleet as part of the vehicle replacement rotation.

IMPLEMENTATION:

Send out RFP's to participating dealerships for current model year. Notify M&R to order equipment for the new vehicle and notify Jet's Graphics for decal needs.

FUNDING:

\$43,600 for the purchase of the vehicle plus new equipment that's needed due to the vehicle's body change and has been budgeted in Capital Outlay.

GOAL #5:

Propose and pass millage increase to help fund additional officers.

IMPLEMENTATION:

In conjunction with the Manager and Fire Chief, propose an increase to the Public Safety Millage to help fund additional staff in the police department.

GOAL #6:

The goal is to replace the roof on the Public Safety Building with either a metal or rubber roof that will last much longer than shingles. This will increase the time it will need to be replaced again.

IMPLEMENTATION:

RFP's will be sent out to vendors for both types to roofs.

FUNDING:

The cost will be shared with the Fire Department with each department contributing \$20,000. This will be budgeted in repairs and maintenance.

GOAL #7:

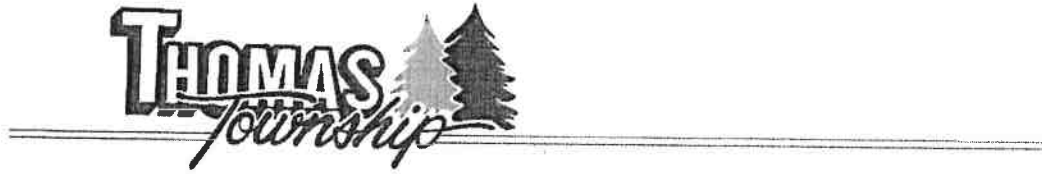
Replace the tile flooring in the locker room, back hallway and breakroom as it is showing the wear and tear.

IMPLEMENTATION:

First determine what type of flooring would last the longest and take the constant foot traffic that it takes. Send out RFP's to the vendors.

FUNDING:

The cost will be shared with the Fire Department with each department contributing \$3,000. This will be budgeted in repairs and maintenance.



To: Board of Trustees and Township Manager

From: John Corriveau, Director of Parks and Recreation

Date: April 1, 2022

Re: 1st Quarter Goals Update

- (1) Add gutters, downspouts and tile to the large pavilion at Roberts Park. We will also lower the road next to the pavilion and push water towards south (old Shaler property).**

Implementation: Bid out gutters in May and install in April. Have DPW use backhoe to dig in tile to run water to ditch along road to east of pavilion.

-

- (2) Remove and raise a section of sidewalk along Roethke Park entrance to stop it from flooding in the spring each year.**

Implementation: Have DPW remove old sidewalk section with excavator, fill in with fill, pour new concrete walkway.

- Coordinate with DPW to have old walk way removed by April 15th
- Bid out concrete by April 15th
- Complete project by May 30th

- (3) Remove dead trees along entrance of Roethke Park and along Leddy Road.**

Implementation: Remove old dead trees from section of woods along road.

- Bid out cost to hire a tree service to remove dead trees by April 15th
- Have project complete by May 30th

- (4) Construct a new section of train tracks between train barn and bandshell for a parking area for second train. With both trains able to operate this year we need to have a place to park the second train during use.**

Implementation: Coordinate with DPW to help fill in area with dirt and gravel, install ties and tracks.

1. Level area where tracks are going. Compact dirt by June 30th
2. Install gravel path for ties to sit on by July 31st
3. Install train tracks on ties and secure by August 30th



2022/2023 DPW GOALS

To: Board of Trustees and Township Manager

From: Rick Hopper and Trevor Schultz

Date: February 8, 2022

RE: Fiscal Year 2022/2023 Goals and Objectives

1. Continue installing or converting at least 600 water meters

DPW continues to change water meters out with the goal of changing out more than 600 per year. The cost for purchasing the new metering equipment is budgeted for in water's O&M line item. \$125,000 is requested for the continued implementation of the meter changeout program.

2. Perform Sewer televising and cleaning as necessary in District 3

After completing sewer televising and cleaning in portions of District 5 last year, we plan on continuing to another area. We will target the residential area surround pump station 3 or East and West Gloucester. \$25,000 is set aside in Sewer - Repairs and Maintenance for this project.

3. Fire Hydrant stripping and painting

DPW would like to strip and paint another 200 Fire Hydrants this fiscal year. This process completely removes numerous layers of paint from maintenance over the years and starts with a fresh new coat. We will be targeting the area north of Gratiot between Graham and Orr as well as all hydrants between Geddes and Frost. \$12,000 from Water – Repairs and Maintenance has been budgeted for completion of this work.

4. Re-locate PS 6 from North River to State Street

We have been working with FEMA for the better part of two years to secure grant monies to re-locate Pump Station 6, located near the North River and State intersection. The current pump station would be upgraded with new immersible pumps. All electrical connections and controls, including a new stationary generator, would be moved to a property on State St. about 500 yards away, and out of the influence of the flood plain. We have received a verbal commitment from FEMA that this grant will be awarded. However, we have not received the contract documents yet.

5. Purchase a Trailer Mounted Attenuator

This key piece of safety equipment will be used in support of our efforts when installing over the road banners, and working on roadside streetlights on Gratiot. It will provide our crews with a safety buffer should any vehicle rear-end our blocker truck while inside our rolling lane closure needed to complete our work.

6. Work closely with HSC and Spicer Engineering on large scale sewer improvements

HSC currently has a contract with Thomas Township to discharge up to 420,000 gallons of sewage per day. As they look at starting a new production line at their plant, they have formally requested that they amend the contracted discharge to 900,000 gallons per day. In order to meet this request, we have identified all sewer improvements needed to handle this substantial increase to HSC's sewer effluent. As of writing this memo, HSC has committed to \$1,000,000 for the engineering and design work needed to eventually get these projects built. Our deadline for these improvements to be completed is January 1, 2024. While that deadline is two years away, it will be here before we know it. It is also unknown at this time what financial impact these improvements will have on Thomas Township.



FIRE DEPARTMENT

GOALS 2022/2023 FISCAL YEAR GOALS FIRE DEPARTMENT

Feb. 2022

1. **GOAL: Conduct an open house at both stations with a focus solely on recruitment;**
Implementation: On a Saturday morning, we will hold a recruitment focused open house at both fire stations providing interaction with several of our firefighters.
2. **GOAL: Propose and follow through with adding a voting / training room onto fire station #1.**
Implementation: Oversee the construction additional for a voting and training room.
3. **GOAL: Propose and pass a millage increase, to help fund some staffing needs.**
Implementation: In conjunction with the Manager and Police Chief, propose an increase to the Public Safety millage to help fund some staffing needs in the fire department.
4. **GOAL: Attend the Volunteer Fire Chief's conference.**
Implementation: I had learned about the volunteer / combination fire chief's conference from another area chief. He had many positive things to say about it. The conference addresses issues specific to those of us in the volunteer / combination world. This conference is held in November. I had to cancel this past year due to low staffing within the fire department.
5. **GOAL: Replace the Chief's vehicle.**
Implementation: In accordance with our vehicle replacement plan, this year we plan to replace the chief's vehicle, which will go to the fire inspector and his vehicle will then become the squad at Station #2. This plan allows us to get 15 years from a vehicle and approximately 150,000 miles before they are sold. Due to the vehicle and chip shortage, this is a carry-over from the previous year.
6. **GOAL: Review current departmental policies.**
Implementation: Assemble a committee to review policies and amend as necessary.



To: Township Board Members
From: Deidre Frollo, Fiscal Services Director
Date: 02/14/2022
Re: 2022/23 Fiscal Year Goals

Goal – Unqualified audit.

Implementation – Continue to work throughout the year be sure the financial requirements of the township are being met including but not limited to compliance issues the general ledger is in balance, the banks statements are reconciled, the payroll reports are filed etc. Work closely with the auditors when they are on site to provide a draft of the financial statements, answer questions and provide information as requested for the audit completion

Goal – Cross train a payroll back-up

Implementation – Work with the Treasurer's Assistant in learning the payroll process to allow for a back-up. This is currently a weak however important area that needs to be addressed.

Goal – Municipal Building Construction and Financial Overview

Implementation – Included in the 2022/23 budget is the construction of the new Municipal Building. During the design stage I will be working the Community Development Director and the staff to address departmental needs in terms of the layout of the building. I will also monitor the financing of the building and work with a bonding attorney and the US Department of Agriculture to secure bonds when necessary.

Goal – Finalize the Updated Township Logo

Implementation – In the 19/20 fiscal year the Township worked with a graphic designer with the intention of updating the Township Logo. We received drafts however the decision on the new logo has not been finalized. I will work the Township Board, Manager and the staff to make a final selection.



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Approve purchase of Trailer Attenuator from Carrier & Gable out of Farmington Hills for \$22,452.
- **EXPLANATION OF TOPIC:** As part of DPW's responsibilities when it comes to installing roadside banners and performing maintenance on the streetlights on M-46, I have noted some deficiencies in our rolling lane-closure technique.

Currently while performing these tasks, two trucks are on M-46 in a convoy, the bucket truck and a blocker truck. The blocker truck's sole responsibility is to provide a buffer between the oncoming traffic and the aerial bucket truck so that if/when a vehicle collides with the blocker, the aerial truck and individual in the air shouldn't be harmed. According to MDOT's recommendation, our blocker truck alone isn't sufficient practice to ensure we are taking every step necessary to keep our employees safe. MDOT recommends in the attached "office memorandum" the blocker truck be either fitted with an attenuator, or be pulling a trailered attenuator. The purpose of a trailered attenuator is to take the impact of an incoming vehicle and keep the operator of the blocker truck safe as well.

Our unique rolling lane closure when working in the confines of M-46 fits the MDOT suggested TMA use as stated in the memo, *"TMAs should be used for projects on freeways and multilane roadways (four or more lanes) with operating speeds of 45 mph or greater where exposed personnel or equipment occupy a lane customarily used by traffic. If the work and traffic conditions fit any of the following conditions, then TMAs should be considered: When personnel perform aerial work on scaffolding, lifts, hoists, bucket trucks, etc. that is exposed to moving traffic in an occupied lane or shoulder. (The TMA is not to be mounted on the lift vehicle.) TMAs should also be considered for this type of work on roadways with speeds posted less than 45 mph."*

I've solicited quotes from three (3) different companies to purchase a TMA. Carrier & Gable has provided the lowest quote for an attenuator to fit our needs. I am asking for the board's concurrence to authorize this TMA purchase from Carrier & Gable.

Vendor	Location	Item	Cost
Carrier & Gable	Farmington Hills, MI	Vorteq TMA Trailer (NCHRP Spec)	\$ 22,452
Trinity Highway	Addison, TX	Vorteq TMA Trailer (NCHRP Spec)	\$ 26,625
Street Smart	Lino Lakes, MN	Scorpion (Mash Spec)	\$ 28,796
Trinity Highway	Addison, TX	SST Trailer (NCHRP Spec)	\$ 37,449
Trinity Highway	Addison, TX	SST Trailer (Mash Spec)	\$ 38,669



- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Quote from Carrier & Gable, MDOT TMA memorandum.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____ to approve purchase of Trailer Attenuator from Carrier & Gable out of Farmington Hills for \$22,452.
- **ROLL CALL VOTE REQUIRED?** No.

**CARRIER & GABLE, INC.**

24110 Research Drive
Farmington Hills, MI 48335
(248) 477-8700 (248) 473-0730 • FAX

www.carriergable.com

SALES QUOTE

Page: 1

Sales Quote 39220
Sales Quote Date: 2/24/2022
Expires On: 4/6/2022
Customer ID: 999999
SalesPerson: John Carrier
Terms: NET 30 DAYS

Sell

To: THOMAS TOWNSHIP
TREVOR SCHULTZ
251 MILLER CT.
SAGINAW, MI 48609

Ship

To: THOMAS TOWNSHIP
TREVOR SCHULTZ (989-443-9189)
251 MILLER CT.
SAGINAW, MI 48609

ALL VALUES STATED IN U.S. DOLLARS

Bid Item No.:
Shipment Within:
Shipping Terms: Best Way

Project No.:
Intersection:
Project City:
Project County:
Sheet:
Project Misc.:

Item No.	Description	Cross-Reference No.	Qty.	Unit Price	Total Price
***** MDOT CONTRACT # 591B7700077c *****					
245-8011	VORTEQ TMA TRAILER W/ WHEEL & SPARE CARRIER		1	22,452.00	22,452.00
293-NS11414	ARROW BOARD RACK, MANUAL TILT FOR MB5,		1		
293-NS009422	RECEIVER POCKETS, ARROW - VORTEQ, SET OF 2		1		
293-NS10358	ARROWBOARD MB5-15, 4'X8', LED W/ WIRED REMOTE		1		
293-NS12793	PAR 46 LED LAMP (PULSAR)		15		
293-NS10359	STEEL ENCLOSURE, REMOTE STORAGE		1		
637-NS12580	LABOR CHARGE, TRAILER ASSEMBLY, VORTEQ		1		
637-NS12581	LABOR CHARGE, ARROW BOARD INSTALL		1		
637-NS12583	DELIVERY CHARGE FOR VORTEQ TRAILER		1		

INCLUDES FREIGHT

Amount Subject to Sales Tax 0
Amount Exempt from Sales Tax 22,452.00

Subtotal: 22,452.00
Invoice Discount: 0.00
Total Sales Tax: 0.00
Total: 22,452.00



OFFICE MEMORANDUM

DATE: February 9, 2004

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers
Region/TSC Development Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2004-09
Guidelines for Using a Truck-Mounted Attenuator on Construction Projects

This document should be used by project designers to determine when to specify truck-mounted attenuators (TMAs) on construction projects. The attached guidelines also give direction to construction personnel on how to set up and operate TMAs on construction projects. In addition, the guidelines point out the appropriate TMA to be used on certain roadway types.

Consider the content of the guidelines for all construction projects in 2004 that have not been turned in for advertising.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:JKG:kab

Index: Safety

Attachment

cc: C & T Support Area Staff
Design Support Area, M. VanPortfleet
Traffic & Safety Support Area, J. Culp
OEO - S. El Ahmad
MRBA MAPA
MAA AUC
ACEC MPA

Real Estate Support Area, M. DeLong
Maintenance Support Area, C. Roberts
C & T Support Area, B. O'Brien
T. Fudaly, FHWA
MCPA
CRAM

C. Rademacher
V. Blaxton
G. Moore
K. Reincke
MCA
MRPA

Guidelines for Using a Truck-Mounted Attenuator On Construction Projects

C&T: JKG

November 25, 2003

Background

Trucks are often used as protective vehicles to shield workers or work equipment from errant vehicles. However, these protective vehicles themselves may cause injuries to both the occupants of the errant vehicles and the workers. Truck-mounted attenuators (TMAs) can be attached to the rear of these protective vehicles to reduce the severity of rear-end crashes. The use of TMAs has resulted in improved safety for both workers and motorists.

Suggested TMA Uses

TMAs should be used for projects on freeways and multilane roadways (four or more lanes) with operating speeds of 45 mph or greater where exposed personnel or equipment occupy a lane customarily used by traffic. If the work and traffic conditions fit any of the following conditions, then TMAs should be considered:

- All vehicles designated as protective vehicles (shadow or barrier).
- When personnel perform aerial work on scaffolding, lifts, hoists, bucket trucks, etc. that is exposed to moving traffic in an occupied lane or shoulder. (The TMA is not to be mounted on the lift vehicle.) TMAs should also be considered for this type of work on roadways with speeds posted less than 45 mph.
- Moving/intermittent operations such as pavement marking convoys, raised pavement marker replacements, grinding in rumble strips, sign installations, luminescent installations, etc.
- When implementing lane closures, traffic shift operations, temporary painting operations, etc.
- When placing/retrieving traffic control devices related to construction/work zone activities.

Placement Recommendations

The TMA is normally positioned in advance of the first work crew, piece of equipment, or roadside obstacle the motorist encounters. Some operations may require more than one TMA.

The number of TMAs required should be based on the number of lanes closed and the spacing of operations being conducted, as described below. The use of an additional TMA is recommended on the shoulder of urban freeways.

The TMA should be mounted on the first vehicle encountered by the motorist. An additional TMA should be used to shield exposed workers during roadway operations or directly behind any operational vehicle with exposed personnel.

Placement and operation of TMAs should, at a minimum, meet the manufacturers' guidelines. Placement and operation of TMAs should follow the current Special Provision for Truck-Mounted Attenuators, the plans, maintaining traffic typical, and/or the engineer.

Use of a TMA does not eliminate or reduce the need for the application of traffic control devices and measures normally provided to warn the motorist and protect workers.

Exceptions

Some operations are not suited to the use of TMAs such as bituminous or concrete paving, roller operations, installation of overhead traffic signals, etc. Projects with several operations in a closed lane over a span of several miles may not require TMAs at all work locations.

TMAs should not be used as a temporary/permanent barrier ending except during placement. Other types of attenuators will provide better and broader attenuation characteristics.

Proper Setup and Use of TMAs

Stationary Operation. The work shall consist of furnishing a vehicle with an actual gross vehicle weight of 11.5 tons (minimum weight), and furnishing, installing and operating a truck-mounted attenuator according to the manufacturer's recommendations, the plans/proposal, and/or as directed by the engineer.

Material loaded onto the vehicle to obtain the required gross weight shall be securely attached to the vehicle as directed by the engineer.

Mobile Operation. The work shall consist of furnishing a vehicle with an actual gross vehicle weight of five tons (minimum weight), and furnishing, installing and operating a truck-mounted attenuator as shown on the pavement marking convoy requirements, the manufacturer's recommendations, and/or as directed by the engineer.

Material loaded onto the vehicle for transport or during work operations shall be attached securely to the vehicle. Hazardous materials shall not be allowed on this vehicle. Materials loaded onto the vehicle shall not be considered part of the vehicle gross weight.

Materials and Design. The design and materials used for the truck-mounted attenuator shall be those which perform successfully when tested as specified in NCHRP 230 or NCHRP 350.

The face of the TMA, visible to approaching traffic, shall have high-intensity reflectorized alternating yellow and black stripes, similar to the obstacle markers illustrated in the Michigan Manual of Uniform Traffic Control Devices.

Operating Details and Utilization. The TMA shall be operated per the manufacturer's recommendations, the plans/proposal, and/or as directed by the engineer. This includes, but is not limited to, the following:

- \$ The height from the bottom of the TMA to the roadway surface shall be 12 inches (+/- 1 inch).
- \$ The TMA shall be parallel (level) with the roadway surface.
- \$ The manufacturers of the approved TMAs recommend providing a shoulder harness and headrest for the operator of the TMA vehicle.
- \$ For stationary operations: When operating the vehicle with the attenuator installed, the vehicle shall be in gear if it has a standard transmission (park if an automatic transmission), with the brakes set and steering wheels turned away from the work area and traffic, if possible.

A TMA rated for 45 mph (NCHRP 230 criteria) or 70 km/hr (NCHRP 350 - Test Level 2) shall be used on non-freeway roadways with a normal posted speed of 55 mph or less, which have been reduced to 45 mph or less. These TMAs shall be prohibited for use on all freeways, non-freeway roadways with posted speed limits of 65 mph or greater, and all work zones posted at 50 mph or greater.

A TMA rated for 62 mph/100 km/hr (NCHRP 350 - Test Level 3) must be utilized on all freeways, non-freeway roadways with posted speed limits of 65 mph or greater, and all work zones posted at 50 mph or greater. The TMAs may also be used on all other roadways.

TMA vehicle roll-ahead distance shall be as indicated on the attached chart.

The TMA vehicle shall have a letter from the contractor or manufacturer stating the TMA being used meets the above stated NCHRP 230/350 criteria, and has been installed and maintained according to manufacturer's specifications. Upon request, a copy of this letter must be furnished to the engineer.

GUIDELINES FOR ROLL-AHEAD DISTANCE FOR TMA VEHICLES		
Weight of TMA Vehicle	Prevailing Speed (mph) (Posted Speed Prior to Work Zone)	Roll-Ahead Distance (Distance from front of TMA Vehicle to Work Area)
10,000 lbs (Stationary)	60-70 50-55 45	100 ft 75 ft 50 ft
10,000 lbs (Mobile)	60-70 50-55 45	175 ft 150 ft 100 ft
15,000 lbs (Stationary)	60-70 50-55 45	100 ft 75 ft 50 ft
15,000 lbs (Mobile)	60-70 50-55 45	150 ft 125 ft 100 ft
23,000 lbs (Stationary)	60-70 50-55 45	100 ft 75 ft 50 ft
23,000 lbs (Mobile)	60-70 50-55 45	100 ft 75 ft 75 ft



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** 4/4/2022
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Authorize the purchase of water metering equipment from SLC Meter for \$317,984.
- **EXPLANATION OF TOPIC:** We are currently entering our seventh year of scheduled meter changeouts. Every fiscal year, we have been budgeting \$125,000 to systematically purchase the metering equipment necessary to upgrade all of our old meters to a new radio system. Based on our calculations, we have around 1,600 more to upgrade.

Our metering equipment is procured from a sole source vendor (SLC) as they are the company authorized to sell the equipment that marries up to our system. Because of that, we have a contract in place with set prices for these purchases. Our contracted costs are set to increase at the end of 2022, and we decided to purchase the remaining equipment under much more favorable prices.

I'm asking for the boards authorization to purchase \$317,984 worth of metering equipment. That will give us enough to stock to complete our meter changeout program over the next few years. We've reflected this purchase in our budget, and it was approved at the budget hearing. By purchasing this equipment in this year, we are saving \$157,824.

MATERIALS ATTACHED AS SUPPORTING INFORMATION: Quote from SLC Meter.

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____ to authorize the purchase of water metering equipment from SLC Meter for \$317,984.
- **ROLL CALL VOTE REQUIRED?** No.

SLC Meter llc
595 Bradford St.
Pontiac, MI 48341

Ph. 248-625-0667
Fx. 248-625-8650
www.slcmeter.com



QUOTATION

Date	Quote #
2/17/2020	33128

Name / Address
Thomas Township Water 249 North Miller Road Saginaw, MI 48609-4896

Ship To
Thomas Township Water 251 Miller Court Saginaw, MI 48609-4896 Attn. Mr. Rick Hopper

P.O. No.

Expires on	Terms	Rep	Entered by
3/18/2020	Net 30	RE	RE

Item	Description	Qty	Unit Price	Total
	FY 2022 SPECIAL PRICING FOR THOMAS TOWNSHIP			
BM-M25-23-POLY-...	5/8" X 3/4" (7 1/2" LONG) BADGER MODEL 25 WATER METER BASE ONLY, NSF61, NO LEAD POLYMER BODY & BOTTOM PLATE	400	43.32	17,328.00
BM-M55-BASE	1" (10 3/4" LONG) BADGER MODEL 55 WATER METER BASE ONLY, NSF-61, NO LEAD BRONZE BODY, CAST IRON BOTTOM	0	125.45	0.00
BM-M120-BASE	1 1/2" BADGER MODEL 120, ELL (13" LONG) ELIPTICAL FLANGE WATER METER BASE ONLY, NSF-61 NO LEAD BRONZE	0	365.04	0.00
BM-HRE-G	MODEL 25 HR-E Integral, DA - ORION ME MIGRATABLE, 2 - POLYMER LID / POLYMER SHROUD (GREY) Torx Seal Screw, 1 - Standard, 8 Dial - 0.1 Gal, E - 1,000 YM - YR MFG 8D BRCD IN, YR MFG 8D OUT Int Pit/Remote No Install Kit, BE - INTEGRAL - 3 FT (ASSY) AA - Domestic-Ground (Paused), B0A - BADGER METER STANDARD (ID=B0A) 12 - ORION ME/SE 24 PACK DEFAULT 16	0	172.78	0.00
BM-HRE-G	MODEL 55 HR-E Integral, DA - ORION ME MIGRATABLE, 2 - POLYMER LID / POLYMER SHROUD (GREY) Torx Seal Screw, 1 - Standard, 8 Dial - 0.1 Gal, E - 1,000 YM - YR MFG 8D BRCD IN, YR MFG 8D OUT Int Pit/Remote No Install Kit, BE - INTEGRAL - 3 FT (ASSY) AA - Domestic-Ground (Paused), B0A - BADGER METER STANDARD (ID=B0A) 12 - ORION ME/SE 24 PACK DEFAULT 16	0	172.78	0.00
BM-HRE-G	MODEL 120 HR-E Integral, DA - ORION ME MIGRATABLE, 2 - POLYMER LID / POLYMER SHROUD (GREY) Torx Seal Screw, 1 - Standard, 8 Dial - 0.1 Gal, E - 1,000 YM - YR MFG 8D BRCD IN, YR MFG 8D OUT Int Pit/Remote No Install Kit, BE - INTEGRAL - 3 FT (ASSY) AA - Domestic-Ground (Paused), B0A - BADGER METER STANDARD (ID=B0A) 12 - ORION ME/SE 24 PACK DEFAULT 16	0	172.78	0.00

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee.
Please go to www.slcmeter.com for further details.

Sales Tax (0.0%)

Total

SLC Meter llc
595 Bradford St.
Pontiac, MI 48341

Ph. 248-625-0667
Fx. 248-625-8650
www.slc-meter.com



QUOTATION

Date	Quote #
2/17/2020	33128

Name / Address
Thomas Township Water 249 North Miller Road Saginaw, MI 48609-4896

Ship To
Thomas Township Water 251 Miller Court Saginaw, MI 48609-4896 Attn. Mr. Rick Hopper

P.O. No.

Expires on	Terms	Rep	Entered by
3/18/2020	Net 30	RE	RE

Item	Description	Qty	Unit Price	Total
BM-HRE-G	Model 170- 2" , HR-E Integral, DA - ORION ME MIGRATABLE, 2 - POLYMER LID / POLYMER SHROUD (GREY) Torx Seal Screw, 1 - Standard, 8 Dial - 1 Gal, E - 1,000 YM - YR MFG 8D BRCD IN, YR MFG 8D OUT Int Pit/Remote No Install Kit, BE - INTEGRAL - 3 FT (ASSY) AA - Domestic-Ground (Paused), B0A - BADGER METER STANDARD (ID=B0A) 12 - ORION ME/SE 24 PACK DEFAULT 16	0	172.78	0.00
BM-HRE-LCD-INT-CE	MODEL 25 HR-E LCD, AB - ORION ME MIGRATABLE, 2 - POLYMER LID / POLYMER SHROUD (GREY) Torx Seal Screw, 1 - Standard, 9 Dial - 0.01 Gal, E - 1,000 YM - YR MFG 8D BRCD IN, YR MFG 8D OUT Pit/Remote Wall Brkt Orion LTE, TH - TWIST TIGHT - 10 FT (MTR, ASSY) AA - Domestic-Ground (Paused), B0A - BADGER METER STANDARD (ID=B0A) 13 - ORION LTE 24 PACK DEFAULT 16	1,600	187.91	300,656.00
BM-CMPD-3	3" BADGER SERIES COMPOUND METER, LESS REGISTERS, NSF61	0	1,847.71	0.00
BM-HRE-G	Registration for, RCDL Compound Series Meter, 3", HRE Registration, Gallon, 8 Dial - 1 Gallon, Plastic Shroud / Plastic Lid (Gray) Orion ME 2, Traditional, Integral Indoor-Outdoor, Factory Pre-Wired, 3 ft Break-Away Wire, UM1-0011-825 SET OF TWO	0	372.42	0.00
BM-CMPD-4	4" BADGER SERIES COMPOUND METER LESS REGISTER, NSF61	0	3,019.00	0.00
BM-HRE-G	Registration for, RCDL Compound Series Meter, 4", HRE Registration, Gallon, 8 Dial - 1 Gallon, Plastic Shroud / Plastic Lid (Gray) Orion ME 2, Traditional, Integral Indoor-Outdoor, Factory Pre-Wired, 3 ft Break-Away Wire, UM1-0015-3978 SET OF TWO	0	372.42	0.00
BM-CMPD-6	6" BADGER SERIES COMPOUND METER, LESS REGISTERS (24" LL)	0	4,415.74	0.00

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee.
Please go to www.slc-meter.com for further details.

Sales Tax (0.0%)

Total

Page 2
Thank You!

SLC Meter llc
595 Bradford St.
Pontiac, MI 48341

Ph. 248-625-0667
Fx. 248-625-8650
www.slcmeter.com



QUOTATION

Date	Quote #
2/17/2020	33128

Name / Address
Thomas Township Water 249 North Miller Road Saginaw, MI 48609-4896

Ship To
Thomas Township Water 251 Miller Court Saginaw, MI 48609-4896 Attn. Mr. Rick Hopper

P.O. No.

Expires on	Terms	Rep	Entered by
3/18/2020	Net 30	RE	RE

Item	Description	Qty	Unit Price	Total
BM-HRE-G	Registration for, RCDL Compound Series Meter, 6", HRE Registration, Gallon, 8 Dial - 10 Gallons, Plastic Shroud / Plastic Lid (Gray) Orion ME 2, Traditional, Integral IndoorOutdoor, Factory Pre-Wired, 3 ft Break-Away Wire, UM1-0011-8253 SET OF TWO	0	372.42	0.00
BM-FSA-LL-10	RCDL Fire Series Assembly LL (NSF 61-G), 10", Round, External UL/FM Strainer Attached, Less Connections, HRE Registration, Gallon, 6 Dial - 1,000 Gallons, 6 Dial - 100 Gallons, Plastic Shroud / Plastic Lid (Gray) BadgerTouch, Remote, Field Wired, 10 ft Wire, UM1-0011-5585	0	17,789.07	0.00
BM-HRE-G	Registration for, RCDL Fire Series Assembly Meter, 10", HRE-LCD Registration, Gallon, 9 Dial - 1 Gallon, 9 Dial - 0.1 Gallon, Plastic Shroud / Plastic Lid (Gray) Orion ME 2, Traditional, Indoor-Outdoor, Factory Pre-Wired, 10 ft Wire, UM1-0015-3977 SET OF TWO	0	364.23	0.00

Please note the purchase and payment terms of SLC Meter llc. Written acceptance of this quotation is needed to order materials. All special order items have a 30% restocking fee. Please go to www.slcmeter.com for further details.	Sales Tax (0.0%)
	Total \$317,984.00



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Approve purchase of Snow Plow from H&B Equipment for \$5,900.
- **EXPLANATION OF TOPIC:** Public Works systematically replaces fleet snow plows and in FY 2022-23, we budgeted for one (1) new plow. Talking with vendors, we received 3 quotes for a Boss 7'6" SuperDuty plow, including installation, on one of our new trucks. The low quote is from H&B Equipment, and is for \$5,900. Public Works has purchased numerous plows from H&B throughout the years, and has a great relationship with the company. We can be sure that should anything happen with this plow, they will certainly make it right.

H&B Equipment	\$5,900
Monroe Truck Accessories	\$6,400.08
Wohlfeil	\$6,481



- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Quote from H&B Equipment.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____ to Approve purchase of Snow Plow from H&B Equipment for \$5,900.
- **ROLL CALL VOTE REQUIRED?** No.

W 5367 Cut River Rd.
Epoufette, Michigan 49762
(906) 292-5496

[illegible]

All claims and returned goods must be accompanied by this bill.

10750

THANK YOU



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To award the 2022 Asphalt Parking Lot Maintenance Project to Black Jack Asphalt in the amount of \$ 23,052.00.
- **EXPLANATION OF TOPIC:** Every few years, we treat the various Township parking areas by filling in the cracks in the asphalt, seal coat the asphalt, and repaint the parking area striping. The last time we did this was in 2019. This year, we have budgeted to do this work at the Municipal, Public Safety, Public Works, Fire Station 1 and Fire Station 2 buildings as well as the parking areas at Day Park, Roberts Park and around the soccer complex. A Request for Quotes (RFQ) was sent to 11 area companies that do this work. 6 submitted bids for consideration. Black Jack Asphalt submitted the lowest bid for these services at a cost of \$ 23,052.00. This request is to award the parking lot crack sealing, seal coating and restriping contract to Black Jack Asphalt the lowest, qualified bidder. If awarded, the work is expected to be completed prior to May 31, 2022. The costs will be apportioned to the appropriate funds.
- **MATERIAL ATTACHED AS SUPPORTING INFORMATION:** Request for Quotes, Bid Tabulation, Black Jack Asphalt quote.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motioned by _____, supported by _____ to award the 2022 Asphalt Parking Lot Maintenance Project Award to Black Jack Asphalt in the amount of \$ 23,052.00.
- **ROLL CALL VOTE:** No.



February 25, 2022

Request for Quotes

Thomas Township Asphalt Parking Area Crack Sealing, Seal Coating, and Lot Restriping Project.

Thomas Township is requesting quotes to provide asphalt crack sealing, seal coating and parking lot restriping services for municipally owned parking areas located in nine (9) locations. You are being asked to provide a detailed quote to provide those services. Sealed quotes must be submitted prior to **3:00 PM Thursday, March 24, 2022** at the Township Offices located 249 North Miller Road, Saginaw, MI 48609. **Please clearly mark your sealed envelopes as "Parking lot seal coating and re-striping project, attention Rick Hopper"** Bids will be unsealed at 3:05 PM Thursday, March 24, 2022 at the Township office building. You are welcome to submit supporting information with your bid however all quotes must be submitted on the uniform Thomas Township Bid Form that has been included with this request. Please itemize all costs as outlined on the bid form. Only those quotes formally supplied on the official bid form will be accepted. Our intent is to award the bid for all work to a single contractor; however, it is possible to have one award for crack sealing and seal coating to one contractor and an award for restriping to another contractor. Your quotes should be held valid for a period of at least ninety (90) days from the date of award of contract. An award date of April 4, 2022 is anticipated with the work required to be completed as outlined prior to May 24, 2022.

SCOPE OF SERVICES REQUESTED

- A. **Parking Lot # 1, Municipal Building-249 N Miller Rd., approximately 46,127 sq. ft.**
 - a. Clean out and seal all cracks.
 - b. Seal coat entire lot.
 - c. Restripe with 104 standard parking spaces with 2 handicaps and 3 van accessible handicap spaces as currently marked.
- B. **Parking Lot # 2, Public Works Building-251 Miller Ct., approximately 30,900 sq. ft.**
 - a. Clean out and seal all cracks.
 - b. Seal coat entire lot.
 - c. Restripe with 12 standard parking spaces with 1 van accessible handicap parking spaces as currently marked.
 - d. Add exit arrow off S. garage door as directed.
 - e. Add ingress arrow off west garage door as directed.
- C. **Parking Lot # 3, Public Safety Building-8215 Shields Dr., approximately 52,950 sq. ft.**
 - a. Clean out and seal all cracks.
 - b. Seal coat entire lot.
 - c. Restripe with 80 standard parking spaces, 2 standard handicap spaces and 2 van accessible handicap parking spaces as currently marked. Include lot crossing markings.
 - d. Add 5 angled parking spaces on the south side of the building as directed.

D. Parking Lot #4, Day Park, 700 S River Road

- a. Clean out and seal all cracks.
- b. Seal coat entire lot.
- c. Restripe with 32 standard parking spaces, 3 standard handicap spaces and 2 van accessible handicap parking spaces as currently marked. Include lot crossing markings.

E. Parking Lot #5, Municipal Building -249 N Miller Rd., (front parking area), approximately 3,650 sq. ft.

- a. Clean out and seal all cracks.
- b. Seal coat entire lot.
- c. Restripe with 5 standard parking spaces, 1 van accessible handicap parking space as currently marked. Include yellow hashed no parking area along front of the Parks Department building as currently marked.

F. Fire Station #2 – 9970 Dice Road

- a. Clean out and seal all cracks.
- b. Seal coat entire lot.
- c. Restripe existing parking spaces as currently laid out on site.

G. Robert's Park- Park entrance road from Miller Rd to west edge of parking lot #7

- a. Clean out and seal all cracks.

H. Roberts' Park-Soccer Complex Parking area-parking lot #6

- a. Clean out and seal all cracks.

I. Robert's Park-Softball field parking lots #7

- a. Clean out and seal all cracks.
- b. Seal coat entire lot.
- c. Restripe with 82 standard parking spaces, 1 van accessible handicap parking space and 2 standard handicapped parking spaces as currently marked.

Individual maps lettered "A" through "I" correspond to the various areas of service we are asking you to quote. Contact Rick Hopper at (989) 781-6438 for additional information if needed.
Please itemize all costs as outlined on the attached Thomas Township Bid Form.

GENERAL SPECIFICATIONS

These specifications are intended as a general guideline to be followed by the contractor in preparing a proposal. The brand name materials listed are intended as a standard to be met and contractors may submit alternate materials that are equal to or superior to the products listed.

1. All parking lot surfaces shall be power cleaned, removing all loose gravel, asphalt and debris.
2. All parking lot edges and cracks shall be dressed out and all weeds and grasses removed prior to crack filling and seal coating.
3. All surface exposed cracks 1/4 inch or greater in width shall be hot pour filled and sealed.

Acceptable crack sealer material consists of any of the following:

- a. CrackMaster Supreme Hot Pour Crack Sealant SMT-190
- b. Deery 102P Hot Applied Sealant
- c. Crafcro Road Saver 534 Crack and Joint Sealant

4. All parking lots shall receive one (1) liberal coat of coal tar-based sealer with any of the approved following products:
 - a. SealMaster Coal Tar Concentrate Pavement Sealer SMT-100
 - b. Jennite Coal Tar Pavement Sealer
 - c. Seal-Pave Surface Coatings

Coating shall be of uniform thickness and of uniform appearance.

5. Application shall not be made unless pavement and ambient temperatures are above 50 degrees F and good drying conditions are present. Additional drying conditions shall be adequate for the proper curing of materials for 24 hours.

SPECIAL INSTRUCTIONS

- a) The square footage listed in the scope of services for each area is approximate. You, as contractor will be required to quote off of your own measurements of the areas listed.
- b) Thomas Township reserves the right to accept or reject any quote for services regardless of price.
- c) If chosen as contractor, you will be required to enter into a standard contract issued by Thomas Township. This contract may be reviewed in advance at any time by contacting Thomas Township Public Works.
- d) While it is Thomas Township's intention to complete all of the proposed work, the Township reserves the right to delete any of the above listed work at its own discretion, at any time.
- e) Quote crack filling, seal coating and restriping services separately as outlined on the attached Bid Form.
- f) Access to and providing for limited parking as well as continual access to Fire Station #1 and Fire Station #2 will be required at all times. A method of ingress and egress must be maintained for fire apparatus and staff. This will be coordinated with the Fire Chief.
- g) You as contractor are required to protect all other areas not subject to seal coating from overspray or other material application. This includes but is not limited to concrete, curbing, sidewalks, signage, landscaping, grass, plantings, lighting fixtures, vehicles, and buildings.
- h) Thomas Township reserves the right to schedule this work according to the Township's convenience. All work must be completed prior to <INSERT DATE> except for that work allowed under specific Township discretion.
- i) If selected as the Contractor, you may be required to furnish references of prior work.
- j) If selected as the Contractor, you will be required to furnish technical data sheets on the material used for crack filling, seal coating and paint re-striping.
- k) You, as contractor, will be considered the general contractor and will be responsible for any and all coordination between sub-contractors and assure all work is completed, specified or directed, verbally or in writing by the Township.

- l) You, as contractor, will be required to ensure that all Federal, State, and Local regulations are complied with.
- m) You, as contractor, must provide acceptable proof of Workman's Compensation for all employees.
- n) You, as contractor, must ensure any or all sub-contractors provide acceptable proof of Workman's Compensation for all employees.
- o) You, as contractor, must provide a General Liability Insurance Policy in the amount of not less than \$ 1,000,000.00, with Thomas Township listed as an additional insured entity.
- p) You, as contractor will be responsible for all material analytical costs as may be required for the proper and lawful disposal of materials.
- q) You, as contractor, may be required to submit documentation of items disposed such as weigh slips or waste disposal manifests at the request of the Township, to ensure the lawful disposal of materials.
- r) You, as contractor will be compensated with one lump sum payment, in the amount of 100% of the actual contractual amount upon the successful completion of work.
- s) You, as contractor, warranty all work for a period of 90 days.
- t) Seal coating and restriping work shall be completed after 5:15 PM Monday through Friday; however, it is preferred that these services be completed on a weekend(s). **Regardless, you as contractor shall have all parking areas available for public and employee use no later than 6:30 AM of a normal business work day.**

Sealed quotes must be submitted prior to **3:00 PM March 24, 2022** at the Thomas Township Offices located at 249 North Miller Road, Saginaw, MI 48609. **Please clearly mark your sealed envelopes as "Parking Lot seal coating and re-striping project, attention Rick Hopper"**

The Thomas Township Board of Trustees 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 not proposed for the lowest amount submitted. I further understand that if selected, the successful bidder must provide acceptable proof of Liability Insurances in the amount of \$1,000,000.00 with Thomas Township as an additional insured, and Workman's Compensation insurances for all employees.



DEPARTMENT OF PUBLIC WORKS

Bid Form

Thomas Township Crack filling, Asphalt Sealcoating and Lot Restriping Project

Company Name: _____

Company Address: _____

Contact Name: _____ Contact Phone Number () _____

E-mail _____ Fax Phone Number () _____

Return Sealed Quote to prior to March 24, 2022.

Thomas Township Public Works

Label as "Parking lot seal coating and re-striping project, attention Rick Hopper"

249 North Miller Road

Saginaw, MI 48609

Parking Lot # 1, Municipal Building-249 N Miller Rd., (Area A)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST \$ _____

Parking Lot # 2, Public Works Building-251 Miller Ct., (Area B)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST \$ _____

Parking Lot #3 Public Safety Building-8215 Shields Dr., (Area C)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST \$ _____

Parking Lot #4, Day Park, 700 S River Rd., (Area D)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST

\$ _____

Parking Lot #5, Municipal Building -249 N Miller Rd., (front parking area, Area E)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST \$ _____

Fire Station #2 – 9970 Dice Rd., (Area F)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST \$ _____

Robert's Park- Park entrance road from Miller Rd to west edge of parking lot #3, (Area G)

Crack Filling Only \$ _____

Roberts' Park-Soccer Complex Parking area, (Area H)

Crack Filling Only \$ _____

Robert's Park-Softball field parking lots #2 & #3 (Area I)

Crack Filling and Sealcoating \$ _____

Restriping \$ _____

AREA TOTAL COST \$ _____

TOTALS

Total for Crack Filling Only \$ _____

Total for Crack Filling and Seal Coating \$ _____

Total for Restriping \$ _____

The Thomas Township Board of Trustees 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 not proposed for the lowest amount submitted. I further understand that if selected, the successful bidder must provide acceptable proof of Liability Insurances in the amount of \$1,000,000.00 with Thomas Township as an additional insured, and Workman's Compensation insurances for all employees.

Signature

Date



DEPARTMENT OF PUBLIC WORKS

Bid Form

Thomas Township Crack filling, Asphalt Sealcoating and Lot Restriping Project

Company Name: BLACK JACK ASPHALT

Company Address: 217 WAYNE ST. SAGINAW, MI 48602

Contact Name: CHAD GROSS Contact Phone Number (989) 401-8004

E-mail BLACKJACKASPHALT@GMAIL.COM Fax Phone Number (989) 770-2121

Return Sealed Quote to prior to March 24, 2022.

Thomas Township Public Works

Label as "Parking lot seal coating and re-striping project, attention Rick Hopper"

249 North Miller Road

Saginaw, MI 48609

Parking Lot # 1, Municipal Building-249 N Miller Rd., (Area A)

Crack Filling and Sealcoating \$ 4,200.00
Restriping \$ 600.00
AREA TOTAL COST \$ 4,800.00

Parking Lot # 2, Public Works Building-251 Miller Ct., (Area B)

Crack Filling and Sealcoating \$ 3,500.00
Restriping \$ 300.00
AREA TOTAL COST \$ 3,800.00

Parking Lot #3 Public Safety Building-8215 Shields Dr., (Area C)

Crack Filling and Sealcoating \$ 4,900.00
Restriping \$ 500.00
AREA TOTAL COST \$ 5,300.00

Parking Lot #4, Day Park, 700 S River Rd., (Area D)

Crack Filling and Sealcoating \$ 1,800.00
Restriping \$ 300.00
\$ 2,100.00

Parking Lot #5, Municipal Building -249 N Miller Rd., (front parking area, Area E)

Crack Filling and Sealcoating \$ 600.00
Restriping \$ 75.00
AREA TOTAL COST \$ 675.00

Fire Station #2 – 9970 Dice Rd., (Area F)

Crack Filling and Sealcoating \$ 1,800.00
Restriping \$ 250.00
AREA TOTAL COST \$ 2,050.00

Robert's Park- Park entrance road from Miller Rd to west edge of parking lot #3, (Area G)

Crack Filling Only \$ 950.00

Roberts' Park-Soccer Complex Parking area, (Area H)

Crack Filling Only \$ 1,200.00

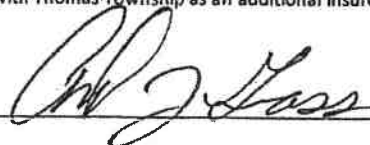
Robert's Park-Softball field parking lots #2 & #3 (Area I)

Crack Filling and Sealcoating \$ 4,100.00
Restriping \$ 500.00
AREA TOTAL COST \$ 4,600.00

TOTALS

Total for Crack Filling Only \$ 2,150.00
Total for Crack Filling and Seal Coating \$ 20,800.00
Total for Restriping \$ 2,525.00

The Thomas Township Board of Trustees 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 not proposed for the lowest amount submitted. I further understand that if selected, the successful bidder must provide acceptable proof of Liability Insurances in the amount of \$1,000,000.00 with Thomas Township as an additional insured, and Workman's Compensation insurances for all employees.



Signature

03/24/22

Date

Company:	Bid Amount Crack Fill	Bid Amount for Filling and Seal Coating	Total for Restriping	Total Amount for Crack Sealing, Seal Coating and Restriping
Yeager Asphalt	\$ 4,850.00	\$ 20,365.00	\$ 3,750.00	\$ 24,115.00
Mr. Asphalt	\$ 4,650.00	\$ 33,216.07	\$ 1,945.00	\$ 35,161.07
Black Jack Asphalt	\$ 2,150.00	\$ 20,800.00	\$ 2,252.00	\$ 23,052.00
Quality Asphalt	\$ 8,800.00	\$ 21,950.00	\$ 2,500.00	\$ 24,450.00
Ace-Saginaw Paving	DNB	DNB	DNB	DNB
Becker Asphalt	DNB	DNB	DNB	DNB
Superior Asphalt & Sealcoat	DNB	DNB	DNB	DNB
RIGDA Asphalt & Sealcoat	\$ 3,000.00	\$ 36,000.00	\$ 2,600.00	\$ 38,600.00
Hall's Sealcoating & Asphalt	DNB	DNB	DNB	DNB
Fahrner Asphalt Sealers LLC	DNB	DNB	DNB	DNB
The Waddell Company	\$ 20,325.00	\$ 54,876.00	\$ 3,165.00	\$ 58,041.00

Rick Hopper

3/24/2022

Nichol Shulte

3/24/2022



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** 4/4/2022
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Authorize Cooper Excavating re-locate a Fire Hydrant at the Nature Center for \$7,950.
- **EXPLANATION OF TOPIC:** As the Nature Center continues to be rehabilitated, the proximity to a fire hydrant has been noted as a deficiency. To rectify this issue, we sought bids to complete the excavation and construction required to re-locate the Hydrant from near Gratiot to about 120 feet closer to the building near the existing parking lot.

Cooper Excavating, who has completed jobs similar to this in the past has provided the low quote of \$7,950. This is for the construction only. The materials will be purchased separately and provided by the Township to the contractor when the work commences. This work will be under the direction of Public Works, and will be completed after the current excavation work at the Nature Center is finished.

Cooper Excavating	\$7,950
Rohde Brothers Excavating	\$10,260
American Excavating Ltd.	\$12,400

MATERIALS ATTACHED AS SUPPORTING INFORMATION: Site overview with proposed Hydrant location. Quote from Cooper Excavating.

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____, supported by _____ to authorize Cooper Excavating to re-locate Fire Hydrant at the Nature Center for \$7,950.
- **ROLL CALL VOTE REQUIRED?** No.



4185 Caine Rd
Vassar, MI 48768

Contact: Nick Cooper
Phone: 810-223-1619
Fax: 989-432-5903

Quote To: Thomas Township

Job Name: Nature Center Hydrant Lead

Date of Plans: N/A

Phone:

Revision Date:

Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Install 120' Water Main	1.00	LS	7,950.00	7,950.00
GRAND TOTAL					\$7,950.00

NOTES:

Job Includes:

10 - Excavate down and Remove existing valve and hydrant. Install owner supplied tee, plug, valve. Install approximately 120' of owner supplied water main. Chlorinate pipe at time of installation. Backfill and compact trench with excavated material. Pressure test, flush out chlorine, and take 2 water samples.

All pipe materials to be supplied by owner.

Not Included:

- 1 - Pipe materials
- 2 - Survey/ layout
- 3 - Permits, fees, bonds
- 4 - Restoration of any sort
- 5 - Anything listed below

QUALIFICATIONS: The following items are not included in this proposal : any permits, inspection or testing fees, survey or layout, sub-grade undercutting and/or refill, traffic/pedestrian control, soil manipulation, seeding/ sodding, trench undercutting, handling of any hazardous toxic or contaminated materials, handling of any buried or hidden objects, de-watering of trenches and/or grade, rock excavation, electrical and/or mechanical excavation or backfill, on-site or offsite restoration, conduit, franchise utilities, handling and/or disposal of spoils generated by others, concrete pavement, asphalt pavement, concrete curbs, concrete walks, unforeseen site conditions, irrigation or replacement of any broken irrigation, storm water operator and/or reports, as built drawings.

This proposal is based assuming a mutual agreeable contract including terms, performance time and construction schedule.

If you have any questions, please feel free to call 810-223-1619.

Sincerely,
Nick Cooper
Cooper Excavating



Saginaw GIS



Map Publication:
03/09/2022 2:15 PM



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FetchGIS

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.

28-12-4-30-2022-000 X

THOMAS TOWNSHIP
6660 GRATIOT RD, SAGINAW





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Al Fong, Police Chief
- **AGENDA TOPIC:** Approve the amendment to the In-Car Camera Policy (1209P) by merging it with the Body Worn Camera Policy (1210P).
- **EXPLANATION OF TOPIC:** The policy for the In-car Camera (ICC), which went into effect in January of 2002, has not been updated since the police department first went with WatchGuard in 2015. While reviewing the ICC policy, it was discovered that this was outdated. With the recent purchase of updated ICC and Body Worn Cameras (BWC), the policy for the ICC has been updated to correspond with the BWC policy. The two policies will be merged into one policy (1209P). This was brought before the Public Safety Committee and the changes have been approved.

The following policy amendments are proposed:

1. Merge Body Worn Camera Policy with the In-car Camera Policy into one Policy under Use of In-car and Body Worn Cameras, 1209P.
 2. Add definition of In-car Camera.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** In-car Camera and Body Worn Camera Policy, 1209P.
 - **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
 - **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the amendment to the In-Car Camera Policy (1209P) by merging it with the Body Worn Camera Policy (1210P).
 - **ROLL CALL VOTE REQUIRED:** No

Thomas Township Police Department

Personnel Policy No.: ~~1210~~ 1209P (page 1-7)

Effective Date: January 7, 2002 ~~June 21, 2021~~

Policy Regarding: Use of In-Car and Body Worn Cameras

Purpose: To provide patrol officers and detectives with guidelines for the use of the In-Car and Body Worn Camera recording equipment, herein after referred to as ICC/BWC, and to establish procedures for handling and storing the recorded videos made by department personnel.

1) Policy

- a.) The audio and video recordings produced by the ICC/BWC are recognized as a valuable tool for independent and impartial documentation of the enforcement actions taken by officers. ICC/BWC's record contacts with the public to secure unbiased evidence in the connection with investigations; to provide transparency and to enrich public trust.
- b.) The primary objective of the ICC/BWC's is to assist officers in documenting citizen contacts and enforcement actions while on duty and to provide documentary evidence for subsequent legal proceedings.
- c.) The ICC/BWC is designed to accomplish several other objectives, including:
 - i.) ICC/BWC's allow for accurate documentation of police-public contacts, arrest, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony.
 - ii.) Audio and video recordings enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
 - iii.) ICC/BWC's may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.
 - iv.) The department recognizes that video images cannot always show the full story nor do video images capture the entire scene. The use of ICC/BWC's does not reduce the requirement to provide thorough written

Use of In-Car and Body Worn Cameras – Policy 1210 1209P

Page 2 of 7

documentation of an incident. Persons reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

2) Definitions

- a.) **In-car camera** is any device that is installed in a patrol vehicle that electronically records audio and video of the officers' activities.

Body-worn camera is any device that is worn by a law enforcement officer that electronically records audio and video of his or her activities.

- b.) Evidentiary audio and video recording is an audio and video recording of an incident or encounter by a **ICC/BWC** body-worn camera, including a crime, arrest, citation, search, use of force incident, or confrontational encounter with a citizen that may be materially useful for investigation or prosecutorial purposes, including for a criminal and internal investigation.
- c.) Private place is a place where an individual may reasonably expect to be safe from casual or hostile intrusion or surveillance but does not include a place to which the public or substantial group of the public has access.

3) Legal Issues

- a.) **ICC/BWC** ~~Body worn camera~~ equipment and all data, images and video captured, recorded, or otherwise produced by the equipment is the property of the Department. The personal use of all information recorded by **ICC/BWC**'s shall only be pursuant to the prior written approval of the chief.
- b.) Use of **ICC/BWC** ~~body worn cameras~~ for any purpose other than in accordance with this policy is prohibited.
- c.) All data, images, and video captured by **ICC/BWC** ~~body worn cameras~~ are subject to state statutes and Thomas Township policies regarding retention and release of records.

4.) Training

- a.) Prior to using a **ICC/BWC** ~~body worn camera~~, officers shall receive Department approved training on its proper operation, care and the Department's policy with respect to the use of the **ICC/BWC**.
- b.) Additional training shall be provided at periodic intervals to ensure the continued effective use of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policies or equipment.

Use of In-Car and Body Worn Cameras – Policy 1210 1209P

Page 3 of 7

5) Use and Care

- a.) ~~ICC/BWC Body worn cameras~~ and equipment shall be used with reasonable care to ensure proper functioning.
- b.) Officers shall inspect and test ~~ICC/BWC body worn cameras~~ prior to each shift to verify proper functioning.
- c.) If an officer discovers any ~~ICC/BWC~~ malfunction they shall immediately report the circumstances to their supervisor so that a replacement unit may be assigned.
- d.) In the event that a ~~BWC body worn camera~~ is lost, upon discovery the officer shall immediately notify his/her supervisor.
- e.) Officers shall wear ~~BWC body worn cameras~~ in a position designed to produce an effective recording.
- f.) ~~BWC Body worn cameras~~ shall be stored in the designated area when not assigned to an officer.
- g.) Officers shall ensure that the BWC is properly inserted in the appropriate charging device to ensure proper download and charging when not in use.

6) Operation of ~~ICC/BWC's~~

- a.) Except as otherwise provided in this policy, officers shall activate ~~ICC/BWC body worn cameras~~ to record contacts with citizens in the performance of their official duties, including but not limited to actual or potential criminal conduct. If possible, ~~ICC/BWC's~~ should be activated prior to the officer arriving at the location of the call for service.
- b.) Officers are encouraged to narrate an incident while preparing for a traffic stop or contact with an individual. The intent of the narration is to assist in necessary written documentation and to provide an explanation of recorded events.
- c.) During the initial contact, officers are not required to inform the person(s) that an audio/video recording is being made. If asked whether recording equipment is being used, officers shall not conceal the fact that the incident is being recorded.
- d.) Officers have no obligation to stop recording in response to a citizen's request if the recording is pursuant to an investigation, arrest, lawful search, or the circumstances clearly dictate that continued recording is necessary.
 - i.) However, officers may evaluate the situation and when appropriate, honor the citizen's request to stop recording.
 - ii.) The request to turn the camera off and the officer's response shall be recorded on the ~~ICC/~~ BWC prior to deactivation.

Use of In-Car and Body Worn Cameras – Policy 1210 1209P

Page 4 of 7

- e.) If an ICC/BWC is not activated during an event required by policy, the officer shall provide documentation.
 - i.) Such documentation will explain the reason the event was not captured.
 - (1) Citizen request not to be recorded and officer determines request is appropriate.
 - (2) Officer determines situation is not conducive to recording for an appropriate reason (e.g. privacy protection).
 - (3) Officer forgot to activate ICC/BWC.
 - (4) ICC/BWC malfunctioned prior to or during an event.
 - ii.) Documentation shall be made in one of the following ways.
 - (1) Noted on daily log.
 - (2) Detailed in police report.
 - (3) Explained to administrative memorandum.
- f.) Officers shall not be required to activate ICC/BWC ~~body worn cameras~~ when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g. spouse, attorney, police peer counselor, labor representative, minister, etc.).

7) Rules pursuant to the use of ICC/BWC's

- a.) Officers shall use ICC/BWC ~~body worn cameras~~ as specified by this policy.
- b.) Officers shall not use unauthorized or personally owned BWC ~~body worn cameras~~ while on duty.
- c.) Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner ICC/BWC images and information without the prior written approval of the Chief of Police.
- d.) Use of audio/visual recordings are intended only for official departmental business. Any other use is expressly prohibited without the authorization of the Chief of Police.
- e.) Officers are permitted to review ICC/BWC recordings prior to preparing reports.

Use of **In-Car** and **Body Worn Cameras** – Policy ~~1210~~ **1209P**

Page 5 of 7

- f.) If an officer is giving a formal statement about the use of force or if the officer is the subject of a disciplinary investigation, the officer shall have the option of reviewing all applicable **ICC/BWC** recordings in the presence of the officer's attorney or labor representative.
- g.) **ICC/BWC** ~~Body worn cameras~~ shall not be used to record:
 - i.) Communications with other police personnel except as required during the performance of duties.
 - ii.) Encounters with undercover officers or informants.
 - iii.) When an officer is on break or is otherwise engaged in personal activities.
 - iv.) During court proceedings and administrative functions.
 - v.) In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room, or break room.
- h.) Generally, any non-department personnel not essential to the judicial process shall not have access or be permitted to review **ICC/BWC** recordings.
 - i.) Requests to view/obtain recordings by a defendant, defense attorney, suspect or member of the public shall be treated as a request pursuant to MCL 15.231 et seq, the Freedom of Information Act, in accordance with the law and are subject to MCL 78.311 et seq, the Law Enforcement Body-Worn Camera Privacy Act.
 - ii.) In all other cases, only the Chief of Police, upon authorization by the Township Manager, may release an **ICC/BWC** recording.

8) **Handling of **ICC/BWC** Recordings**

- a.) All files from **ICC/BWC** ~~body worn cameras~~ shall be securely downloaded to the Department server no later than the end of the officer's shift. ~~The recordings will be retained as outlined in PP-10C Retention of Records.~~
- b.) The department retains all property rights, including copyright, to all images recorded by or on behalf of the department and on released copies.
- c.) All audio/video recordings will be retained as prescribed by the department evidence procedures. All records and audio/video recordings which are not evidence will be retained as prescribed by the department records retention schedule in accordance with MCL 78.311 et seq, the Law Enforcement Body-Worn Camera Policy Act.
- d.) **ICC/BWC** recordings are not intended to be used for the purpose of general performance review, for routine preparation of performance reports or evaluations, or to discover unreported policy violations.

Use of Body In-Car and Worn Cameras – Policy 1210 1209P
Page 6 of 7

- i.) Supervisory personnel may access **ICC/BWC** recordings for administrative investigations where there is a specific complaint against the officer.
- ii.) Supervisory personnel may conduct periodic reviews of **ICC/BWC** recordings to ensure that equipment is functioning properly.
- iii.) Inadvertent discovery of other policy violations during a supervisory review may require the supervisor to articulate the purpose of the review.
- iv.) This section is not intended to protect officers from administrative investigation regarding misconduct inadvertently discovered in a **ICC/BWC** recording.
- e.) Recordings from **ICC/BWC** ~~body worn cameras~~ may be shown for training purposes upon completion of a criminal case with the authority of the Chief of Police.

9) Use of Body Worn Cameras by Non-uniformed personnel

- a.) All non-uniformed personnel will have **BWC** ~~body worn cameras~~ available for use during the course of their duties.
- b.) Non-uniformed personnel will not be bound to the criteria specified in section V of this policy and do have discretion as to when the BWC will be used during the course of their duties.
- c.) **BWC** ~~Body worn cameras~~ may be used to satisfy the requirements of MCL 763.7-9 regarding custodial interrogation during serious felony investigations.
- d.) All BWC recordings obtained by non-uniformed personnel will be secured, stored, accessed and utilized as directed by this policy.

10) Supervisor's Responsibilities

- a.) All applicable **ICC/BWC** recordings shall be reviewed by a supervisor in cases where an officer is involved in a critical incident such as:
 - i.) Any police use of force.
 - ii.) Injury to civilian as a result of police action.
 - iii.) Injury to an officer.
 - iv.) Officer involved car crashes.
 - v.) Foot pursuits and other high-risk apprehensions.
 - vi.) Citizen complaints against a department member.

Use of Body ~~In-Car~~ and Worn Cameras – Policy ~~1210~~ 1209P

Page 7 of 7

- b.) If anything notable is captured on the ~~ICC~~/BWC recording, a copy of the video will be processed as evidence.
- c.) An administrative memorandum or supplemental report will be filed by the supervisor and forwarded to the Patrol Division commander documenting the discovery.
- d.) Responsibility for redaction.

11) **Revision Responsibility**

Responsibility for the continuous updating and revision of this policy and procedure lies with the office of the Chief of Police. Continuous shall mean when necessary or when mandated by law.

12) **Application**

This policy is for internal use only. It does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. **Violations of this policy, if proven, will be subject to disciplinary action, up to and including discharge.**

In the event this procedure conflicts with or supersedes any previous department order, procedure, or directive, to the extent that the conflicting or superseded order is cancelled.

Revised: ~~06/07/21~~ 04/04/22

Reviewed: ~~05/25/21~~ 03/22/22 AF



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
Steven P Witt, Township Treasurer
Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Investment/Withdrawal Authorization Resolution 22-12
- **EXPLANATION OF TOPIC:** Annually, the Board passes a resolution authorizing the depositories for Township funds as well as the officials who have the authority to make deposits to and withdrawals from the accounts. There is no change from the authorization that was approved in April of 2021.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
Investment/Withdrawal Authorization Resolution 22-12.
- **POSSIBLE COURSES OF ACTION:** Adopt or Not Adopt Resolution.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to adopt the Investment/Withdrawal Authorization Resolution 22-12 pertaining to the authorization of depositories for Township funds and the officials allowed to make transactions regarding the funds in those depositories.
- **ROLL CALL VOTE REQUIRED?** Yes

RESOLUTION 22-12
THOMAS TOWNSHIP
APRIL 4, 2022
AUTHORIZATION RESOLUTION

BE IT RESOLVED that The State Bank, and any Michigan Bank that belongs to the Federal Deposit Insurance Corporation, hereinafter called the Bank is hereby designated as a depository for the funds of this Township and designated officers of this Township are hereby authorized to open or cause to be opened an account or accounts with said Bank on such terms, conditions and agreements as shall be required by said Bank, to endorse or cause to be endorsed, in the name of this Township and to cash, to negotiate or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto.

RESOLVED FURTHER, checks issued against the funds of this Township on deposit with said Bank must be signed by two persons; any one (1) of the following from column #1 and any one (1) of the following from column #2. The stamp option shall only be used in the event that both the elected official and the appointed deputy are not available. Each check requires at least one original signature.

<i>Column #1</i>	<i>Column #2</i>
Treasurer (Stamp Option)	Clerk (Stamp Option)
Deputy Treasurer	Township Manager

RESOLVED FURTHER, that checks issued against the Payroll Fund of this Township on deposit with said Bank must be signed by two persons; any one (1) of the following from column #1 and any *one* (1) of the following from column #2. The stamp option shall only be used in the event that both the elected official and the appointed deputy are not available. Each check requires at least one original signature.

<i>Column #1</i>	<i>Column #2</i>
Treasurer (Stamp Option)	Clerk (Stamp Option)
Deputy Treasurer	Township Manager

RESOLVED FURTHER, that withdrawal orders issued against the Savings Account and of this Township, on deposit with said Bank may be signed by any one (1) of the following:

Treasurer (Stamp Option)
Deputy Treasurer

RESOLVED FURTHER, that any one (1) of the following;

Treasurer (Stamp Option)
Deputy Treasurer

is authorized to invest money for and on behalf of this Township. The investment instruments shall be selected based upon the Township's adopted Investment Policy.

Resolution 22-12 Authorization Resolution

Page 2 of 3

RESOLVED FURTHER, that this resolution shall continue in force until express written notice of its rescission or modification has been furnished to and received by said Bank.

RESOLVED FURTHER, that the signature stamp may only be substituted for an original signature in the event that both the elected official and the appointed deputy are not available. The Township Manager is the only person who may authorize the use of the signature stamp. The stamps shall be kept in a locked area. The Township Manager and Fiscal Services Director shall be the only individuals who have access to the stamps.

RESOLVED FURTHER, that any of the persons above named hereby are authorized and empowered to make any and all other agreements which they may deem advisable, from time to time, with said Bank in respect to transaction between this township and said Bank in regard to funds deposited in said Bank or any other business transacted by and between this Township and said Bank.

RESOLVED FURTHER, that any and all resolutions heretofore adopted by the Township Board of Trustee of this Township and certified to said Bank as governing the operation of this Township's account(s) with it, be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.

Roll Call Vote:

Ayes:

Nays:

Absent:

I further certify that the Thomas Township Board of Trustees and at the time of adoption of said resolution had full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the person named who have power and lawful authority to exercise the same.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of this Township the 4th day of April, 2022.

Robert Weise, Supervisor

CERTIFICATE

I, EDWARD BROSOFSKI, the duly elected and acting Clerk of Thomas Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on April 4, 2022, 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:** April 4th 2022
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Award low bid for purchase of compact utility tractor to Weiss Equipment for \$27,121.00.
- **EXPLANATION OF TOPIC:** Our current compact utility tractor has had several major issues that we have had to repair over the past five years costing over \$5,000. Bobcat discontinued that model of tractor due to the issues they were having with them also. We use our tractor daily in the parks and now with the addition of the Nature Center property we need to have an additional reliable tractor that we can use. Having two tractors also allows us to work on multiple projects at once and not have to wait to use the one tractor we have. The compact tractor size allows us to drive on the soccer fields, trails and paths without damaging them like a larger heavier tractor would do. We budgeted \$31,000 for this tractor.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Tractor Bid Tabulation.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the low bid by Weiss Equipment for purchase of compact utility tractor in the amount of \$27,121. 00
- **ROLL CALL VOTE REQUIRED?** No

Compact Tractor Bid

	Tractor Bids
Weiss Equipment	\$27,121
Lingle Equipment	\$27,275
Tri County Equipment	\$33,675



- **MEETING DATE:** April 4, 2022
- **SUBMITTED BY:** Lynda Thayer, Nature Center and Preserve Coordinator
- **AGENDA TOPIC:** Approve the Natural Resources Damage Assessment Funding Plan.

EXPLANATION OF TOPIC: Thomas Township is a part of a legal settlement involving the Dow Chemical Company as a result of pollution released into the Tittabawassee River. A group of federal, state, and tribal governments acting on behalf of the public as Trustees for natural resources conducted a Natural Resource Damage Assessment (NRDA).

The Trustees started their work in 2005 and a settlement was reached in 2019. The Consent Decree published as a result of the settlement highlights the restoration projects and provides guidance on how the funds will be accessed. The Thomas Township Nature Preserve is one of the many restoration projects included in the settlement that provides for restoration along with public use and enjoyment. The Final Restoration Plan that provides a description and financial breakdown of each restoration project was published on March 10, 2020.

Thomas Township was designated to receive \$1 million as a part of the NRDA settlement. The vast majority of funds are earmarked for habitat restoration activities, native plantings, invasive species management, and maintenance of these funded activities. Amenities in the preserve can account for no more than 15% (\$150,000) of the designated funds.

As a part of the Consent Decree, Thomas Township needs to submit a Funding Plan to the Trustees. If the plans are approved by the NRDA Trustees, they will provide funding for the activities described in the plan.

The NRDA Funding Plan includes information requested in the Consent Decree. Its contents are as follows:

- Mission Statement, Vision Statement, and Goals of the Thomas Township Nature Center and Preserve
- The Final Restoration Plan Excerpt-Thomas Township Preserve
- The Consent Decree Excerpt-Thomas Township Preserve
- Thomas Township Nature Preserve Concept Plan
- Thomas Township Nature Preserve Site Evaluation. This includes sections on hydrology, topography, soil, native plant species, native plant ecosystems, and habitat restoration.
- Thomas Township Nature Preserve Development Plan. This section includes a four-phased plan for the development of the Nature Preserve, and preliminary cost estimates.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** NRDA Funding Plan
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by _____ supported by _____ to approve the Natural Resources Damage Assessment Funding Plan.
- **ROLL CALL VOTE REQUIRED?** no

Thomas Township Nature Preserve



Funding Plan Natural Resource Damage Assessment (NRDA) DRAFT 3/4/22

Mission Statement

The Mission of the Thomas Township Nature Preserve is to enhance area residents' quality of life, to provide opportunities for people of all generations to appreciate the natural world and its historical context, to instill a sense of stewardship toward the earth and its inhabitants, to preserve this unique natural island and lands surrounding it, and to provide easy access to the bountiful wildlife and natural features.

Vision Statement

Our vision is to develop the Thomas Township Nature Preserve into a facility that is welcoming, informative, and a recreational asset to the entire Great Lakes Bay Region.

Goals

The main goal of the development of Thomas Township Nature Preserve is to create a destination where visitors can enjoy the natural world in a beautiful and comfortable environment. To achieve that goal, the unique island property will be restored to its natural state. Native plantings will provide habitats for native species. Visitors will be able to conveniently access the Nature Preserve and will have access to amenities that enhance their experience, such as observation areas, overlooks, trails, interpretive signs, and trail markers.

The key to its successful development is honoring the balance of respecting and preserving nature, while providing meaningful interactions with the natural world.

The Thomas Township Nature Preserve will function as an open space that compliments the natural ecosystem. While recreation, namely hiking, is a large part of the design of the preserve, the relationship between nature and visitors to the preserve is the main emphasis. Visitors will be able enjoy the sights and sounds of nature, take a break from their busy lives, and enjoy the peaceful surroundings in the Nature Preserve.



*A Great Blue Heron
in its nest in the
Thomas Township
Preserve*

The Final Restoration Plan-Thomas Township Nature Preserve

The following information is an excerpt from the Final Restoration Plan / Environmental Assessment for the Tittabawassee River System Natural Resource Damage Assessment that was released March 3, 2020.

4.3.2 Thomas Township Nature Preserve

Following approval of the Consent Decree, Dow will provide \$1 million that will go toward the creation of the Thomas Township Nature Preserve on a 60 acre parcel currently owned by the township along the Tittabawassee River, north of Gratiot Road and east of River Road. The parcel is currently being used for row crop agriculture. This funding will be used to restore the current farm land on this property to natural habitat to functioning floodplain habitat, including a small pond on the north end. Multi-use trails, signage, observation decks, walkways, and pavilions are planned to allow the public to use and enjoy the natural area. Project plans also include a kayak and canoe launch as additional public access points to the river, which will provide opportunities for fishing, kayaking and canoeing. The funding proposed as a part of this NRDA settlement is expected to accomplish the following:

- Perform an evaluation to determine the most appropriate habitat restoration activities within the 60 acres of current farm land based on topography, soil types, and potential hydrology.
- If not already done, decommission farm tiles and pumping system to improve hydraulic connectivity.
- Restore habitat by converting the approximately 60 acres currently in agricultural production to wetland and other natural habitat types based on the topography, hydrology, soils, and climate through seeding, planting, and using the natural seed bed where possible.
- Provide for a portion of the costs associated with installation of trails, boardwalks, viewing platforms and other recreational amenities.
- Manage invasive species in the habitat restoration areas.

The Trustees will provide funding to Thomas Township and work with it to implement this project, and then Thomas Township will manage this preserve as part of its park system.

The Consent Decree-Thomas Township Nature Preserve

The following information is an excerpt from the Consent Decree filed 11/08/19 in regards to case number 1:19-cv-13292-MOB-PTM.

APPENDIX K Thomas Township Nature Preserve Project Description

The purpose of this restoration project is to establish a nature preserve on approximately 60 acres of land owned by Thomas Township adjacent to the Tittabawassee River. The property is shown on Figure 1. Currently, most of the property is being farmed, and the project will include measures to restore the farmland on this property to natural floodplain habitat. The conceptual plan for the Preserve includes multi-use trails, signage, observation decks, boardwalks, pavilions, and a kayak and canoe launch. The Preserve will include facilities that will allow the public to use and enjoy the natural area and provide opportunities for fishing, kayaking, and canoeing on the Tittabawassee River.

The Trustees will enter into a separate funding agreement with Thomas Township¹. As provided in the Consent Decree, Trustees will disburse funds from the Restoration Account, in accordance with the terms of such funding agreement, for Trustee-approved restoration activities at the Thomas Township Nature Preserve (“Preserve”). Thomas Township will use the funds disbursed by the Trustees to implement restoration activities, including activities to restore, enhance, and preserve habitat on the Preserve and to provide increased public access and recreational activities at the Preserve and the Tittabawassee River, as described below.²

Thomas Township will propose plans to the Trustees for Trustees’ review and approval prior to commencing restoration activities. If the plans are approved, the Trustees will provide funding toward the following activities:

- Perform a site evaluation and prepare a written report for the Trustees that will determine the most appropriate habitat restoration activities in order to restore and enhance approximately 60 acres to natural habitat types including wetlands based on topography, soil types, and potential hydrology.

¹ “Thomas Township” refers to any governmental entity that has the authority to enter into agreements on behalf of Thomas Township.

² Nothing in the Consent Decree or the Appendices shall be interpreted or construed as a commitment or requirement that DOI shall obligate or spend funds in contravention of the Anti-Deficiency Act, 31 U.S.C. §1342, or any other applicable provision of law.

- Provide written designs for habitat restoration activities including objectives and plans to create natural habitat areas including altering drainage and grading to improve hydrology and provide for wetland restoration, where appropriate, using the natural seed bed where possible along with seeding and planting with native species, and monitoring and maintaining vegetation. If feasible, the plans should also include provisions for increasing the hydrologic connectivity between the Preserve and the Tittabawassee River.
- Implement habitat restoration activities based on the approved written designs.
- Based on a written monitoring and management plan, monitor habitat restoration areas and manage vegetation, including control of invasive species
- Depending on costs of restoration activities and estimated costs of future monitoring and maintenance of the restoration, provide funding for some of the costs of recreational amenities (e.g. trails, interpretive signs, boardwalks, kayak and canoe launch), not to exceed 15% of the total funding provided in the agreement with the Trustees, unless otherwise agreed to by the Trustees.

The Trustees shall provide written approval of the site evaluation report, designs, and the monitoring and management plan

Figure 1. Location and conceptual plan for Thomas Township Nature Preserve



Thomas Township Nature Preserve Concept Plan

In 2003, the nature preserve concept was first discussed in Thomas Township, with the opportunity to purchase a 67-acre island that was formerly the Hidden Hollow Golf Course. After consulting with experts in the field and creating a preliminary plan, the decision was made to proceed. The land contract for the future Thomas Township Preserve was paid off in 2012. The preliminary plan that was created included trails, trail amenities, signage, and planting areas. That original plan has evolved into a four-phased project that focuses on creating a facility that consciously balances human interaction with the natural features and wildlife of the area.

An exciting addition to the Thomas Township Nature Preserve plan occurred in 2018 with the purchase of a 5,000 square foot building that originally served as the golf course club house. The building provides access to the preserve area and will serve as a Nature Center. It is a very unique building in that it was built over a canal that connects the Tittabawassee River to Cavanaugh Lake (part of the Reineke Drain system). The Nature Center is an important part of the overall vision, but is not a part of the NRDA settlement; therefore, the development plan of the Nature Center is not included in this document. We are diligently working to create a Nature Center along with the Preserve. We are confident that they will complement each other's features.

In the Nature Preserve area, there will be multiple planting and habitat areas where invasive species will be properly managed. A pond that is a learning tool for our visitors will be visible from the Nature Center building. There will be trails that are well-used by visitors that have varied interests. We will see multiple boardwalks, seating areas, overlooks, and interpretive signage. The interpretive signage will highlight the history, ecology, and interesting facts related to the content of the preserve area. A two-story observation deck will showcase an amazing bird's-eye view of the Nature Preserve property and the Tittabawassee River. Bird watchers, nature enthusiasts, hikers, anglers, families, and fitness enthusiasts will use the facilities. We will host multiple nature-related programs and events. Whatever the future holds, we intend to maintain the balance of preserving and interacting with nature.

The aerial photo below provides an overview of the Nature Preserve area, proposed trails and trail amenities, possible planting areas, and the location of the Thomas Township Nature Center and Preserve near the Tittabawassee River.



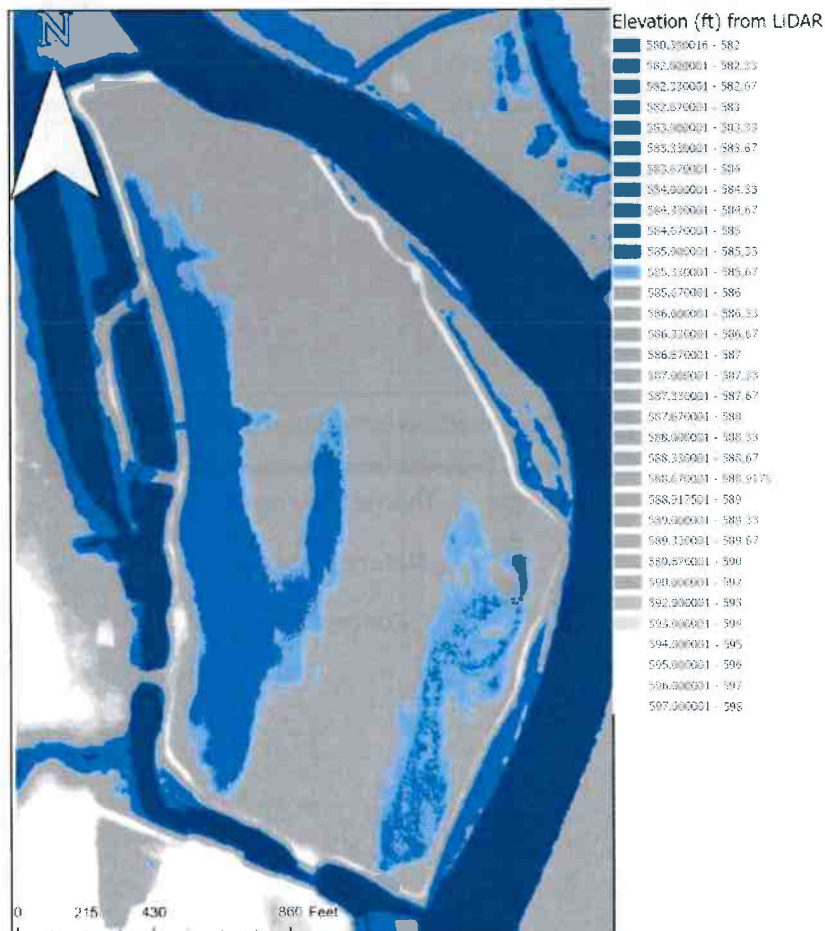
Thomas Township Nature Preserve Site Evaluation

Hydrology

The screenshot of the interactive Flood Inundation Map below shows how the preserve reacts during times of flooding. When flooding occurs, water enters the nature preserve area in the west, where there is a breach in the berm that runs along the perimeter. The water does not have much flow to it, it merely rises and falls. The preserve holds water in the area near the breach in the berm, which will function as a shore bird area. There are multiple species of shorebirds that enjoy this area, and deer are regularly seen interacting along the banks. The Concept Plan involves retaining and improving the breach in the berm, which will keep the Preserve hydrologically connected to the Saginaw Bay Watershed.

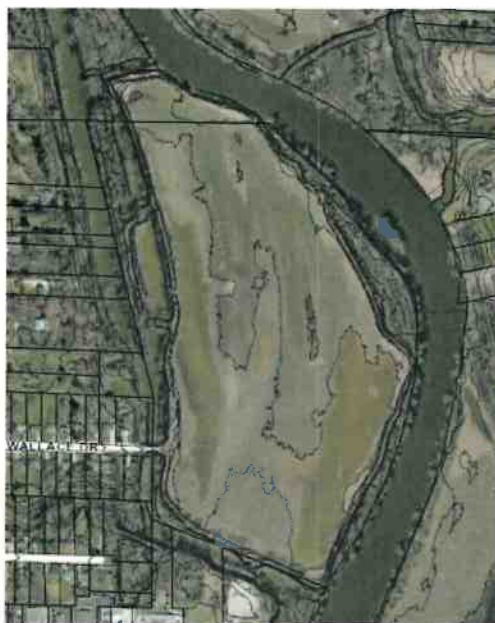


Partners for Fish and Wildlife Thomas Township Preserve Flood Inundation Map



Topography

The map below shows the contours of the preserve area. The interior area varies slightly, from 584-586 feet above sea level. The berm is higher, ranging from 589-597 feet above sea level.



Soil

The soil in the Thomas Township Nature Preserve is primarily a Sloan-Ceresco Complex soil which is known to drain poorly and retain moisture. This has been taken into consideration as planting areas are developed and native plants species are chosen.



Native Plant Species

The Thomas Township Nature Preserve is likely to flood in the spring and has moist soil. In order to restore habitat areas, plants that are native to the area that will thrive in a moist and well-lit environment will be selected. This list is a sample of the possible seed types that will be planted.

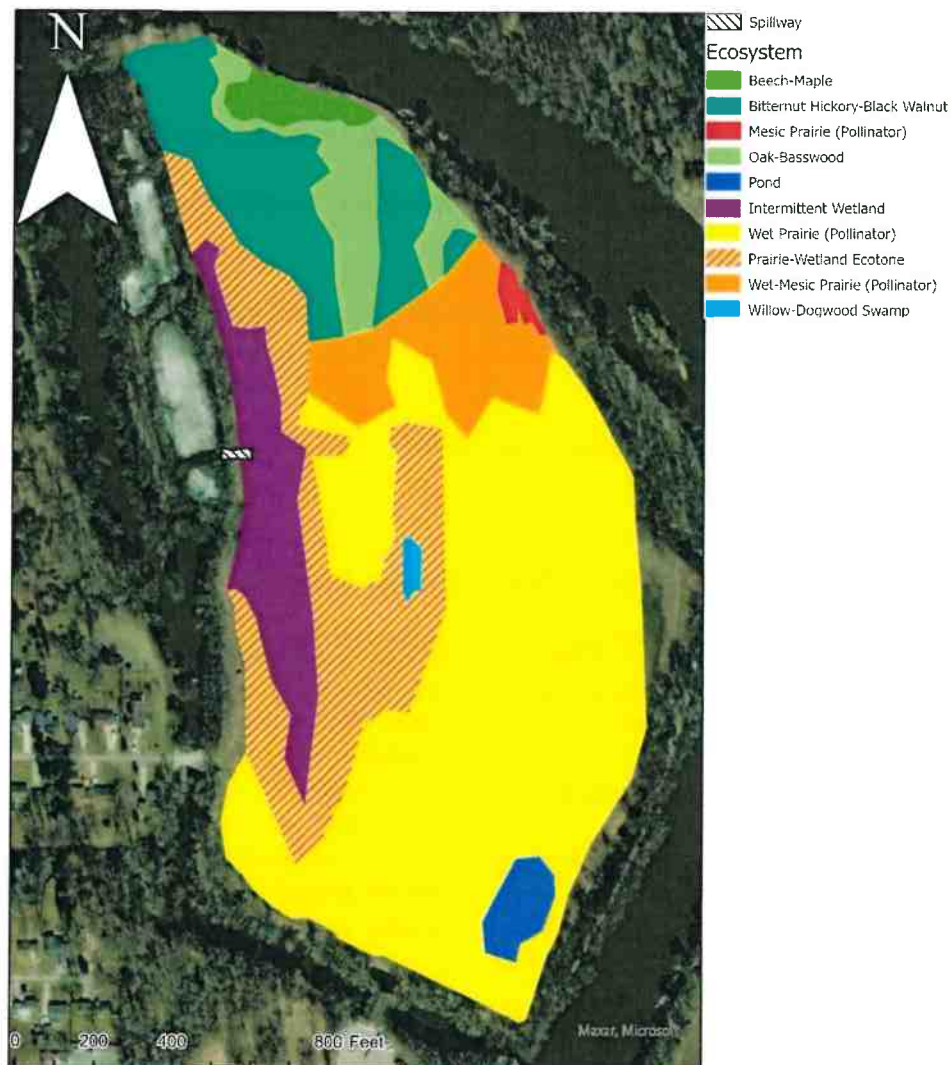
Flood Plain Forest	Shore Bird Area	Wetland Prairie	Pollinator Garden	Pond Area
yellow birch	big bluestem	Swamp Milkweed	Rose Milkweed	side-oats grama
red maple	side-oats grama	tall Bellflower	Common Milkweed	Prairie brome
silver maple	little blue stem	Purple prairie clover	Wild Geranium	Canada wild rye
sugar maple	Indian grass	early Sunflower	Wild Lupine	June grass
black/red ash	Canada wild rye	Mountain Mint	Spotted Bee Balm	little blue stem
white oak	Prairie brome	Prairie Coneflower	Golden Alexander	
American elm		Brown-Eyed Susan	Culver's Root	
hackberry		Goldenrod	White Wild Indigo	
beech		Blue Aster	Purple Coneflower	
basswood		berry bushes-multiple types	Rough Blazing Star	

Native Plant Ecosystems

The map below shows the ecosystems that would be ideal to plant in the various areas of the Thomas Township Nature Preserve. Flexibility exists with the borderlines of the planting areas.



Draft



Habitat Restoration

The Thomas Township Nature Preserve area is a prime location for habitat restoration. The 67-acre preserve property is surrounded by a dike that has a small breach on the western edge. That breach allows water to enter the preserve area every spring. The interior floor of the preserve is relatively flat, with a few slightly lower areas that hold water well into summer. Because of the moist soil through most of the planting season, proposed planting areas will consist of plants that will tolerate the moisture and full sun light. The proposed planting areas will assist in the restoration of habitat areas for native animals. Man-made habitats, such as bird houses, bat houses, insect habitats, and duck houses will provide habitat areas as well. The following chart contains a sampling of the native animals that could flourish in the preserve area.

Native animals targeted by habitat restoration activities:

Mammals-white-tailed deer, mink, beaver, muskrat, eastern cottontail, raccoon, red fox, bat

Amphibians/reptiles-frogs, toads, salamanders, turtles, snakes

Birds-multiple species, owls

Insects-butterflies, moths, lightning bugs, bees



A monarch caterpillar

Habitat Restoration Targets

Animal	Type	habitat	food sources	habitat location in preserve
white-tailed deer	mammal	forest, forest edges	leaves (red maple, white ash), grasses, berries	flood plain forest, river shoreline areas
mink	mammal	streams, lakes	frogs, small mammals	river shoreline areas
beaver	mammal	ponds, lakes, rivers	leaves, roots, bark, aquatic plants	river shoreline areas
muskrat	mammal	shallow lakes, streams	aquatic vegetation	river shoreline areas
eastern cottontail rabbit	mammal	mixed-forest, brush, wetlands	grass, twigs, bark, clover, wild strawberries	flood plain forest, wetland prairie

Animal	Type	habitat	food sources	habitat location in preserve
squirrels	mammal	forests	nuts, fruits, flowers, insects	flood plain forest, wetland prairie, pollinator garden
raccoon	mammal	trees, moist woodland areas	insects, birds, rodents	flood plain forest
red fox	mammal	grasslands, forest	rodents, insects, fruit, carrion	flood plain forest, wetland prairie
bats	mammal	forest areas near water	insects	flood plain forest, river shoreline areas
green frog	amphibian	ponds, lakes, swamps	crickets, earthworms, waxworms	pond area
toads	amphibian	fields, grasslands	insects	wetland prairie, pollinator garden
blue-spotted salamander	amphibian	deciduous, moist forests	worms, snails, slugs, spiders	flood plain forest
painted turtle	reptile	shallow lakes and rivers with basking spots	aquatic plants, snails, tadpoles	river shoreline areas
garter snakes	reptile	near aquatic habitats	earthworms, amphibians, slugs, snails, insects, crayfish	river shoreline areas
birds (multiple species)	bird	trees, grasslands, prairies	insects, seeds, grasses, worms, grubs	all parts of preserve
shore birds (multiple species)	bird	marshes, mud flats	insects, mollusk, larvae	shore bird area
great horned owl	bird	forest edges, woods	rodents, insects, frogs	flood plain forest, shoreline
butterflies	insect	milkweed, trees, pasture	milkweed, nectar	wetland prairie, pollinator garden
moths	insect	trees, tall grasses	leaves, flowers, nectar, tree sap	all parts of preserve
lightning bugs	insect	taller grass, near water	slugs, snails, nectar, pollen	wetland prairie, pollinator garden
bees	insect	woodlands, orchards,	nectar, pollen	wetland prairie, pollinator garden



Thomas Township Nature Preserve Development Plan

Specific tasks that need to be completed in order for our mission, vision, and goals to be achieved have been identified. Thomas Township is working in conjunction with the U. S. Fish and Wildlife Service to create a plan that is appropriate for native planting restoration and habitat creation, based on the hydrology, topography, and soil types present. Some work in the preserve area will be done in conjunction with other Dow obligations on the property, mainly the restoration of two bank management areas and soil remediation areas. The development of the Thomas Township Nature Preserve has been divided into four phases. This plan encompasses all the tasks identified. The parts of the plan that fall under the NRDA funding guidelines in the Restoration Plan are marked with an asterisk (*) and are further explained following the plan.

The Four-Phased plan is meant to have some flexibility. There is much work to be done and many entities involved in planning the Thomas Township Nature Center and Preserve. We want to be adaptable to ensure that opportunities are not missed given the complexity of working with multiple entities and regulatory requirements. As such, portions of phases may flow into other phases for a variety of reasons. In addition to our plans, Dow has two bank management areas (6.2 and 6.3) that will be accessed through the Nature Preserve. There is a six-acre section at the north end of the preserve that needs remediation. Soil for the remediation will likely come from the cleaner soil in the south of the Preserve. DNR Land and Water Conservation Fund 2019 grant work is being done, which will provide us with a section of trail from the nature center building to the Tittabawassee River. Other grant funds have been received that are allowing us to proceed with the Nature Preserve development.



A beautiful sunset over the western side of the preserve area.

Thomas Township Nature Preserve Development Plan Phases

* Signifies the use of NRDA funds from Restoration Plan

2020-2022 (In Progress)

Phase I involves creating a walkway through the Nature Center building to provide for access to the Nature Preserve. The Nature Center building is located over a canal that connects Cavanaugh Lake (part of the Reineke Drain system) to the Tittabawassee River. With the walkway in position, the preserve space will be accessible to the public. The driveway will be relocated to a more safe and convenient location, and there will be a portable toilet enclosure. The deck on the back of the building will be reconstructed as a larger space with an accessible ramp that will lead to the first leg of accessible trail. The trail will start at the end of the ramp by the building and head east to the Tittabawassee River. There will be an observation area, complete with a bench and interpretive sign.

Phase I Tasks: (2020-2022) (Funded by a DNR LWCF 2019 grant with Thomas Township matching funds)

1. Move driveway entrance away from the Gratiot Road bridge
2. Construct a portable toilet area
3. Construct exterior walkway through the east side of the building
4. Construct large deck area on the back of the nature center building
5. Construct ADA accessible trail from the deck to the east towards the Tittabawassee River
6. Install signs-trail markers, interpretive, and historical signs on new trail
7. Construct an overlook/fishing area where the trail meets the Tittabawassee River

2022-2023

The NRDA items in Phase II should be completed in 2022. Some NRDA work may be scheduled for 2023 if there is a schedule conflict or other issues arise.

Phase II involves clearing the ridge trail corridor, which will allow visitors access to the Nature Preserve area. Invasive species work will occur, which could involve using large equipment to remove taller trees, a prescribed burn to remove Canary Reed grass and other invasives, as well as hand removal of invasives. Trail amenities will be added to the ridge trail. The shorebird area will be rehabilitated, including working on stabilizing the breach in the berm and planting native plants. The timeline may be affected by work being done by Dow. Two bank management areas and cleanup of the north end of the preserve are tentatively scheduled for 2022, but could take place in 2023 or beyond. Once the Dow work is done in the north end, native plants and trees can be planted. The cleanup of the north end involves creating a pond in the southeastern area of the preserve, as the soil from the south end can be used in the north. The area surrounding the pond can also be planted with native grasses. The farmer that has been farming the field will be able to plant soy beans in the field areas not affected by the Dow projects. We have been preliminarily notified that we have been chosen to receive a Department of Natural Resources 2021 Trust Fund Grant for \$300,000 with a \$300,000 match from Thomas Township. That grant will fund items 5-9 below, when it is finalized.

Phase II Tasks (2022-2023):

- *1. Clear the 1.3-mile ridge trail corridor of trees and branches
- *2. Repair work along the 1.3-mile ridge trail
3. Create trail tread and corridor on ridge
- *4. Remove and treat Buckthorn, Canary Reed grass, Siberian Elm, Purple Loosestrife, and other invasive species
5. Design and install interpretive signage and trail markers
6. Install multiple benches and seating areas along the ridge
7. Build observation platform on western ridge
8. Build pavilion and install picnic tables on existing cement pad
9. Build boardwalk areas on the north side of the preserve where erosion is taking effect

- *10. Repair berm and install support in spillway to create shorebird area on the western side of the preserve, plant shore bird area with native plants and grasses
- *11. Manage growth on the non-farmed areas of the interior of the preserve.
- 12. Remove pump station (completed in 2021)
- 13. Dow work on Bank Management areas 6.2 and 6.3 (Dow work and funding)
- 14. Clean up soil in northern edge of preserve and plant native plants and trees (Dow work and funding)
- 15. Dig a pond in southwest corner of preserve area and plant area surrounding pond with native grasses (Dow work and funding)
- 16. Allow farmer to continue farming (soybeans) in areas not being planted in 2022.

2022-2024

Phase II and Phase III overlap, as some Phase III tasks rely on the completion related Phase II tasks. If a Phase II task is completed in 2022, then the corresponding Phase III task can occur in 2022. Phase III is primarily concerned with developing trail system, observation areas, and planting areas in the interior of the preserve that were not developed in Phase II. The primary NRDA work involved in this phase is scheduled to be completed in 2023.

Phase III Tasks (2022-2024): Development of the Interior of the Preserve

- 1. Develop observation and activity area near pond
- 2. Map and create trail sections in the interior area
- 3. Install interpretive signs, and trail markers in the interior
- 4. Install benches and seating/observation areas in the interior
- 5. Build boardwalks in the interior
- *6. Plan and seed the planting areas in the interior that were not planted in Phase II-the flood plain prairie and pollinator garden.
- *7. Protect seedlings and plants from deer and other animals

8. Build trail connectors that connect the ridge trail to the interior trails
9. Purchase and install trail cameras
- *10. Purchase and install items in habitat areas for birds, bats, and, and other native species

2023-2026 and beyond

The years for Phase IV also overlap with Phase II and Phase III. Many items in Phase IV can be completed at any time, based on funding. Funding for additional projects is being pursued.

Phase IV Tasks (2023-2026 or when funds are available): Additional Tasks

1. Develop River Road property to northern edge of preserve-connection and trails (NRDA Additional Restoration Funds request)
- *2. Maintain and adjust plantings and habitat restoration areas (beginning in 2024, after planting areas have been sown)
3. Build STEM-based treehouse
4. Build butterfly house
5. Build storage facility near building on property with Gratiot Rd. frontage
6. Replace culvert at the end of Wallace Drive with a sufficient culvert system. (NRDA Additional Restoration Funds request)
7. Remove Siberian Elm along southern canal and along nature center property (NRDA Additional Restoration Funds request)
8. Install erosion protection along northern end of preserve (NRDA Additional Restoration Funds request)
9. Monitor and adjust Master Plan
10. Create new Master Plan



The Great Blue Heron rookery is silhouetted at dusk.

Preliminary Cost Estimates for NRDA Items in Thomas Township Nature Preserve Development Plan

Thomas Township is requesting that funds for Phase II and Phase III be released in order to commence work.

Phase I-Done with a Department of Natural Resources Land and Water Conservation Fund Grant and matching Thomas Township funds-no NRDA Restoration Plan funds will be requested.

Phase II NRDA Funding Requests (2021-2022)

Equipment needs for Preserve Development and Maintenance

Item	Description	Preliminary Cost estimate
Compact Tractor	needed for management of preserve area	25,000
Flail mower attachment	needed for installation and maintenance of planting areas	10,000
UTV	needed for moving equipment and other items through preserve, watering	\$30,000
Watering equipment	tanks that can be filled for watering plants	\$2,000
Tools	needed for planting and maintenance-shovels, weed trimmers, chain saws, loppers	\$5,000
Total Equipment Needs		\$72,000

Planning Costs

Item	Description	Preliminary Cost estimate
Planning costs	Costs related to creating plan-consulting, studies, etc..	\$50,000

Task Costs

Item	Description	Preliminary Cost estimate
Rustic trail corridor created	Trail corridor should be 8' high. Entire trees, as well as limbs and branches need to be removed.	\$10,000
Small repairs-berm	Leveling trail and filling in small holes	\$10,000
Removal of Invasive Species	Removal of Siberian Elm, Buckthorn, Purple Loosestrife, Reed Canary Grass and other invasive species in preserve (crane rental, removal of trees, Reed Canary Grass controlled burn, herbicides, labor)	\$85,000

Spillway Repair	Installing concrete grid mats and walking steps, tree removal, reinforce existing bank	\$75,000
Manage growth along edge of farm field and along berm	Removal of poplars and other vegetation along the edge of the field	\$5,000
Amenities in the Nature Preserve	Interpretive signs, trail markers, observation areas (15% of NRDA funds)	\$150,000
Total Task Costs		\$335,000
Total Phase II: Equipment, Planning, Tasks		\$457,000

Phase III NRDA Funding Requests (2022-2023)

Item	Description	Preliminary Cost estimate
Planting-seeds	Preparation work, planting, seeding,	\$20,000
Planting-trees	Preparation work, planting	\$20,000
Plant protection (fencing/tubes/etc.)	Installation of fencing/tubes/etc. to protect planting areas	\$10,000
Additional habitats	Bird houses, bat houses, insect habitats, duck houses, etc.	\$2,000
Total Phase III		\$57,000

Phase IV NRDA Items (2023-2024 or whenever funds are available)

Item	Description	Preliminary Cost estimate
Maintenance of Preserve plantings	\$7,500 per year x 20 years	\$150,000

Preliminary Proposed Budget Totals

Section	NRDA funds requested
Phase I-DNR LWCF 2019/Thomas Twp.	0
Phase II-Ridge Trail, Shore Bird, Pond, Equipment, Planning	\$457,000
Phase III-Plantings, Interior Development	\$57,000
Phase IV-Maintenance	\$150,000
Preliminary Total	\$664,000
Contingency	\$336,000
Total:	\$1,000,000