



THOMAS TOWNSHIP REGULAR BOARD MEETING  
8215 Shields Drive, Saginaw, MI 48609  
December 6, 2021 @ 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 November 1, 2021, Regular Board Minutes.
  - B. Approval of the Expenditures.
  - C. Approve the hiring of Amy Dasky as a probationary full-time police officer.
  - D. Approve the Supervisor's recommendation to reappoint Steve Yockey and Rod Iamurri to the Planning Commission.
  - E. Approve the Supervisor's recommendation to reappoint Rene DeSander, Rod Iamurri and Mitch Lenczewski to the Zoning Board of Appeals.
  - F. Acknowledge and accept the retirement of Korina Tucker as Treasurer Assistant/Deputy Treasurer.
  - G. Approve the amendments to Administrative Policy #406, regarding credit cards.
  - H. Appoint the Vector Tech Group as the Township Computer Services Provider for 2022/2023.
  - I. Appoint the Masud Labor Law Group as the Township Labor and Employment Attorney for 2022/2023.
  - J. Appoint Otto Brandt as the Township Municipal Law Attorney for 2022/2023.
  - K. Appoint Spicer Group as the Township Engineer for 2022/2023.
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. Accept the recommendation of the Fiscal Services Director to waive penalties on the December tax collection for the period of February 15, 2022 through February 28, 2022.
  - B. Approve the Capital Improvement Plan and Five Year Financial Forecast for 2022/23 to 2026/27.
  - C. Approve Resolution 21-20, the apportionment of operational costs in the amount of \$6,129.12 and accepting for file, the fiscal year 2022 budget of the Saginaw Area Storm Authority.
  - D. Award the 2022 lawn mowing and landscaping maintenance contract to Dobis Landscape, Inc. in the amount of \$73,285.00 with options to add 2023 services at a later time.
  - E. Approve Spicer Engineering to begin the design of Swan Valley Schools Watermain extension, contingent upon Swan Valley Board's concurrence as well as a deposit with the Township.

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

- F. Approve Resolution 21-23 to accept ownership of Morgan Court water and sewer improvements.
  - G. Approve the demolition of the structure at 463 North River Road with parcel number 28-12-3-25-1031-000 per the court order and award the contract to Rohde Bros. Excavating Inc. for \$7,800.00
  - H. Approve the demolition of the structure at 7319 Gratiot with parcel number 28-12-3-25-4028-000 per the court order, and award the contract to Rohde Bros. Excavating Inc., for \$4,800.00.
  - I. Award the three-year contract for the printing of the newsletter to Reimold Printing in the amount of \$25,899.12, with years two and three contingent upon the performance of year one.
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 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  
November 1, 2021  
7:00 o'clock p.m.

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

2. PRESENT: DeLine, Witt, Weise, Brosofski, Thayer, Sommers  
ABSENT: Monahan

ALSO PRESENT: Township Manager, Russ Taylor; Finance Director, Deidre Frolo; DPW Director, Rick Hopper; Assistant DPW Director, Trevor Schultz; Parks and Recreation Director, John Corriveau; Director of Community Development, Dan Sika; Police Chief, Al Fong; Fire Chief, Mike Cousins; Deputy Clerk, Darci Seamon; Township Attorney, Otto Brandt, and no interested parties.

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

**\*\*AMENDED AGENDA\*\***  
THOMAS TOWNSHIP REGULAR BOARD MEETING  
8215 Shields Drive, Saginaw, MI 48609  
November 1, 2021 @ 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 October 4, 2021, Regular Board Minutes.
  - B. Approval of the Expenditures.
  - C. Acknowledge and receive the resignation of Brandon Federspiel from the position of Thomas Township Police Officer.
  - D. Approve Administrative Policy #220 to establish procedures for remote meetings under the Michigan Open Meetings Act.
  - E. Approve amendments to Administrative Policy #603, Freedom of Information Act Procedures & Guidelines.
  - F. Approve the recommendation of the Personnel Committee to hire a part-time Fire Prevention Officer for the Fire Department.
  - G. Approve the promotion of Mike Fabish from Lieutenant to Captain at Fire Station 2.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. None.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve Resolution 21-21, establishing the dates, times, and place for 2022 Regular Township Board Meetings.

- B. Approve purchasing a portion of 8190 Gratiot (Armstead Automotive) for future DPW cold storage expansion.
    - C. Approve the contract with Cooper Excavating to pre-install water services for \$5,000 at the new Morgan Court water main extension.
    - D. Approve the nomination of Steve Witt to fill the 911 Authority Board vacancy.
    - E. Award the three-year bid for the production and mailing preparation of the Township quarterly newsletter to Quick Reliable Printing.
  10. Reports
    - A. Supervisor
    - B. Clerk
    - C. Treasurer
    - D. Manager
    - E. Community Development
    - F. DPW
    - G. Finance
    - H. Fire Dept.
    - I. Police Dept.
    - J. Parks & Recreation
    - K. Board Members
  11. Executive Session  
None
  12. Adjournment
5. It was moved by Brosowski, seconded by DeLine to approve the consent agenda as presented. Motion carried unanimously.
- A. Approval of Township Board minutes from the regular meeting 10/04/2021.
  - B. Expenditures consisting of:

Clearing Fund	\$2,761.61
General Fund	67,206.54
Christopher Thompson Fund	0.00
Public Safety-Fire Department	12,781.74
Fire Apparatus	12,399.20
Public Safety-Police Department	23,820.30
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	5,989.67
Road Revolving Fund	0.00
Sewer Fund	40,332.34
Water Fund	262,849.13
Municipal Refuse	67,603.17
Tax	130,229.22
  - C. Acknowledged and received the resignation of Brandon Federspiel from the position of Thomas Township Police Officer.
  - D. Approved Administrative Policy #220 to establish procedures for remote meetings under the Michigan Open Meetings Act.
  - E. Approved amendments to Administrative Policy #603, Freedom of Information Act Procedures & Guidelines.
  - F. Approved the promotion of Mike Fabish from Lieutenant to Captain at Fire Station 2.
6. Communications-Petitions-Citizen Comments
- A. None.
7. Public Hearing
- A. None.
8. Unfinished Business
- A. None.
9. New Business
- A. It was moved by Thayer, seconded by Witt to approve Resolution 21-21 establishing the dates, times, and place for 2022 Regular Township Board Meetings.  
Roll Call:  
Ayes: Brosowski, Thayer, Monahan, DeLine, Witt, Weise  
Absent: Sommers  
Nays: None



Abstain: None

Resolution was adopted.

- B. It was moved by Witt, seconded by DeLine to approve purchasing a portion of 8190 Gratiot (Armstead Automotive) for future DPW cold storage. Motion carried unanimously.
  - C. It was moved by Witt seconded by Monahan to approve the contract with Cooper Excavating to pre-install water services for \$5,000.00 at the new Morgan Court water main extension. Motion carried unanimously.
10. Report of Officers and Staff:
- A. Supervisor's Report – None.
  - B. Clerk's Report – None.
  - C. Treasurer's Report – None.
  - D. Manager's Report –None.
  - E. Receive and file Community Development Reports.
  - F. Receive and file the DPW Report.
  - G. Receive and file the Finance Department Report.
  - H. Receive and file the Fire Department Report. Chief Cousins reported that around 200 trick or treaters visited the fire station.
  - I. Receive and file the Police Department Report.
  - J. Receive and file the Parks and Recreation Report.
  - K. Board Member Reports – None.
11. Executive Session:
- A. None
12. It was moved by Brosowski, seconded by Thayer to adjourn the meeting at 7:18 p.m. Motion carried unanimously.

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Edward Brosowski, Clerk

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Dated





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **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 \$3,866.13. 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 \$600,198.84 with individual fund totals as follows:

Clearing Fund .....	3,070.16
General Fund.....	74,785.70
Christopher Thompson Funds.....	0.00
Public Safety - Fire Department.....	14,370.83
Fire Apparatus .....	0.00
Public Safety - Police Department .....	18,683.80
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority.....	4,201.91
Road Revolving Fund.....	84,202.90
Sewer Fund .....	23,931.63
Water Fund .....	259,078.28
Municipal Refuse .....	70,783.17
Tax .....	48,090.46

As shown on checks #64805-64922

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 100 CLEARING FUND

Dept 000	MOBILE PHONE CHARGES	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	200.00	64852
100-000-231.575	DUE TO BC/BS UNION CO-INS	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	2,837.66	64817
100-000-231.716	LIBRARY HEALTH INS CO-PAY	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	32.50	64817

Total For Dept 000

3,070.16

Total For Fund 100 CLEARING FUND

3,070.16

Fund 101 GENERAL OPERATING FUND

Dept 000	ACCOUNTS RECEIVABLE HEALTH IN	DELTA DENTAL	NOVEMBER 2021 PREMIUM	101.22	64809
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	24.29	64816
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,570.09	64817
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	DELTA COLLEGE	DEL'Q PERSONALS	190.21	64871
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	HEMLOCK SCHOOL DISTRICT	DEL'Q PERSONALS	456.29	64875
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	SAGINAW COUNTY TREASURER	DEL'Q PERSONALS	574.86	64900
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	SAGINAW COUNTY TREASURER	DEL'Q PERSONALS	515.17	64900
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	SAGINAW COUNTY TREASURER	DEL'Q PERSONALS	148.43	64901
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	SAGINAW ISD	DEL'Q PERSONALS	232.52	64902
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP FIRE EQUIPMEN	DEL'Q PERSONALS	23.27	64908
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP GENERAL FUND	DEL'Q PERSONALS	87.87	64908
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP LIBRARY	DEL'Q PERSONALS	40.97	64910
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP PUBLIC SAFETY	DEL'Q PERSONALS	59.60	64911
101-000-217.000	DUE TO OTHER FUNDS DEL'Q PERS	THOMAS TWP PUBLIC SAFETY	DEL'Q PERSONALS	126.64	64912
101-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/2021-0	1,359.91	64885
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	THOMAS CROSSINGS 28 LOTS NOVEMBER 202	14.00	64900
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	THOMAS CROSSINGS 28 LOTS NOVEMBER 202	56.00	64901
101-000-500.000	CONSTRUCTION PERMITS	K&D WARNER ELECTRIC	REFUND - CUSTOMER CANCELLED - ELECTRIC	105.00	64830
101-000-500.000	CONSTRUCTION PERMITS	UJ ELECTRIC INC	REFUND OVER PAYMENT - ELECTRICAL	15.00	64878
101-000-640.766	PROGRAM FEES CLINICS	KIMBERLY A MEDINA	REFUND - DOUBLE REGISTERED - 2022 BAS	50.00	64881
101-000-640.767	PROGRAM FEES BASKETBALL	JENNIFER L GAVENDA	REFUND - DUPLICATE PIP - BOYS BASKETB	50.00	64829

Total For Dept 000

5,801.34

Dept 101 BOARD-LEGISLATIVE	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	1,190.00	64892
101-101-802.000	LEGAL SERVICES	MLIVE MEDIA GROUP	PUBLIC NOTICES	177.20	64889
101-101-900.000	MISCELLANEOUS	YEO & YEO PC	PROFESSIONAL SVCS - OCTOBER 2021 - S	938.90	64922

Total For Dept 101 BOARD-LEGISLATIVE

2,306.10

Dept 172 MANAGER-ADMINISTRATIVE

101-172-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,810.75	64817
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	79.70	64810
101-172-716.100	DENTAL INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	19.13	64817
101-172-716.200	OPERATING SUPPLIES	DELTA DENTAL	NOVEMBER 2021 PREMIUM	139.76	64809
101-172-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.33	64810
101-172-740.000	WIRELESS COMMUNICATIONS	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	61.15	64852
101-172-850.100	EDUCATION & TRAINING	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	28.30	64852
101-172-960.000	EDUCATION & TRAINING	RUSS TAYLOR	REIMBURSEMENT - ICMA ANNUAL CONFERENCE	756.11	64899

Total For Dept 172 MANAGER-ADMINISTRATIVE

4,951.47

Dept 215 CLERK	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	522.21	64817
101-215-716.000					

Page: 2/12

Page: 2/12

Amount	Check #
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Sept 265 BUILDING & GROUNDS			
01-265-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES
01-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES
01-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES
01-265-740.000	OPERATING SUPPLIES	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR
01-265-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	ENVELOPES - ADMN BLDG
01-265-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES
01-265-740.125	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES
01-265-740.125	OPERATING SUPPLIES	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR
01-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING
01-265-850.000	TELEPHONE	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR
01-265-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE
01-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER RD
01-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 249 N MILLER RD



GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND

Dept 265 BUILDING & GROUNDS

101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	35.73	64806
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	30.48	64806
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	36.39	64806
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	23.51	64806
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	24.45	64806
101-265-930.000	REPAIRS/MAINTENANCE	REPUBLIC SERVICES	DUMPSTERS	53.53	64844
101-265-930.000	REPAIRS/MAINTENANCE	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	73.95	64852
101-265-930.000	REPAIRS/MAINTENANCE	TRUGREEN PROCESSING CENT	ICE MELT PALLETS	737.55	64857
101-265-930.000	REPAIRS/MAINTENANCE	ACE AMERICAN ALARM CO	SERVICE CALL - ADMN BLDG	75.00	64863
101-265-930.000	REPAIRS/MAINTENANCE	MONKS TREE SERVICE	REMOVE PINE TREE - ADMN BLDG	575.00	64890
101-265-930.000	REPAIRS/MAINTENANCE	WM CORPORATE SERVICES, I	4 YARD DUMPSTER - 249 N MILLER RD	73.95	64920
101-265-936.000	MAINTENANCE AGREEMENTS	BRAVDS BUSINESS SYSTEM	CANON - C5255 - OVERAGE CHRG 07/14/21	419.27	64819

Total For Dept 265 BUILDING & GROUNDS

4,548.42

Dept 276 CEMETERY  
101-276-810.100 CONTRACTED SERVICES  
101-276-930.000 REPAIRS/MAINTENANCE  
101-276-940.100 EQUIPMENT RENTAL

SPICER GROUP INC. OWENS CEMETERY BOUNDARY/GIS MAPPING  
TRUGREEN PROCESSING CENT ICE MELT PALLETS  
R.B. SATKOMIAR/SCITY SEW 2395 N RIVER RD & 455 LEDDY - PORTABL

Total For Dept 276 CEMETERY

10,935.05

Dept 282 GREAT LAKES TECH PARK MTCE  
101-282-920.000 UTILITIES

CONSUMERS ENERGY CO UTILITY BILL - 351 N GRAHAM RD

450.94

Total For Dept 282 GREAT LAKES TECH PARK MTCE

450.94

Dept 371 COMMUNITY DEVELOPMENT

101-371-716.000 HEALTH INSURANCE  
101-371-716.100 VISION/SHORT TERM DISAB/LIFE  
101-371-716.100 VISION/SHORT TERM DISAB/LIFE  
101-371-716.200 DENTAL INSURANCE  
101-371-716.300 OPERATING SUPPLIES  
101-371-740.000 OPERATING SUPPLIES  
101-371-740.000 OPERATING SUPPLIES  
101-371-740.000 OPERATING SUPPLIES  
101-371-802.000 LEGAL SERVICES  
101-371-810.100 CONTRACTED SERVICES  
101-371-850.100 WIRELESS COMMUNICATIONS  
101-371-938.100 GAS & DIESEL FUEL  
101-371-960.000 EDUCATION & TRAINING

BLUE CROSS BLUE SHIELD O HEALTH/VISION  
MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D  
BLUE CROSS BLUE SHIELD O HEALTH INSURANCE  
BLUE CROSS BLUE SHIELD O HEALTH/VISION  
DELTA DENTAL NOVEMBER 2021 PREMIUM  
MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D  
STAPLES ADVANTAGE OFFICE SUPPLIES  
STAPLES ADVANTAGE OFFICE SUPPLIES  
STATE BANK CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR  
STAPLES ADVANTAGE OFFICE SUPPLIES  
OTTO BRANDT LEGAL SERVICES  
SAGINAW AREA GIS AUTHORI MEMBERSHIP DUES - 2021/2022  
STATE BANK CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR  
WEX INC GAS/DIESEL FUEL  
STATE BANK CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR

Total For Dept 371 COMMUNITY DEVELOPMENT

13,146.48

Dept 421 CONSTRUCTION CODES

101-421-716.000 HEALTH INSURANCE  
101-421-716.100 VISION/SHORT TERM DISAB/LIFE  
101-421-716.100 VISION/SHORT TERM DISAB/LIFE  
101-421-716.200 DENTAL INSURANCE  
101-421-716.300 OPERATING SUPPLIES  
101-421-740.000 OPERATING SUPPLIES  
101-421-740.000 OPERATING SUPPLIES  
101-421-740.000 OPERATING SUPPLIES  
101-421-740.000 OPERATING SUPPLIES

BLUE CROSS BLUE SHIELD O HEALTH/VISION  
MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D  
BLUE CROSS BLUE SHIELD O HEALTH INSURANCE  
BLUE CROSS BLUE SHIELD O HEALTH/VISION  
DELTA DENTAL NOVEMBER 2021 PREMIUM  
MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D  
STAPLES ADVANTAGE OFFICE SUPPLIES  
STAPLES ADVANTAGE OFFICE SUPPLIES  
STATE BANK CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR  
PRINT EXPRESS OFFICE PRO REPORT OF INSPECTION - COM DEV

1,340.83  
50.35  
3.49  
16.96  
167.71  
13.38  
272.45  
10.19  
46.48  
116.00

64817  
64810  
64816  
64817  
64809  
64810  
64851  
64851  
64852  
64894



GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
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Fund 101 GENERAL OPERATING FUND  
Dept 770 OPERATIONS & MAINTENANCE

Total For Dept 770 OPERATIONS & MAINTENANCE

4,411.63

Dept 774 SPECIAL EVENTS	OPERATING SUPPLIES	TSC STORES	REPAIRS/MAINTENANCE	185.01	64811
101-774-740.000	OPERATING SUPPLIES	R.B. SATKOWIAK'S CITY SEW	2395 N RIVER RD & 455 LEDDY - PORTABL	350.00	64842
101-774-740.000	OPERATING SUPPLIES	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	180.11	64852

Total For Dept 774 SPECIAL EVENTS

715.12

Dept 776 TRAIN	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	21.99	64811
101-776-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	(63.57)	64876
101-776-930.000	CAPITAL OUTLAY	ABLE WELDING INC	WELD FLOOR PLATES - TRAIN	800.00	64813
101-776-970.000	CAPITAL OUTLAY	BCCF - AMERICAN HERITAGE	TRUCKS FOR ROSE CITY TRAIN	5,000.00	64815
101-776-970.000	CAPITAL OUTLAY	DEREK BERNETT	DELIVERY - MTC TRUCKS FOR ROSE CITY	500.00	64825
101-776-970.000	CAPITAL OUTLAY	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	155.44	64852
101-776-970.000	CAPITAL OUTLAY	NAPA AUTO PARTS	VEHICLE/TRAIN MAINTENANCE	25.38	64891

Total For Dept 776 TRAIN

6,439.24

Total For Fund 101 GENERAL OPERATING FUND

74,785.70

Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

Dept 000	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/2021-0	1,410.20	64885
205-000-231.750	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,848.58	64817
205-000-716.000	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	107.49	64810
205-000-716.100	DENTAL INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	23.21	64817
205-000-716.200	OPERATING SUPPLIES	DELTA DENTAL	NOVEMBER 2021 PREMIUM	148.72	64809
205-000-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	30.04	64810
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - PB SAFETY BLDG	47.01	64840
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	PROPERTY OF LABEL - FIRE	193.00	64894
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - PB SAFETY BLDG	45.30	64894
205-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	19.15	64894
205-000-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - FIRE	63.00	64907
205-000-742.000	UNIFORMS	FRONT LINE SERVICES INC	CUSTOM BLACKINGTON BADGE - FIRE	80.98	64861
205-000-804.000	MEMBERSHIP & DUES	MI FIRE SERVICE INSTRUCT	MEMBERSHIP/CONFERENCE - ROSSI/SALO/WA	463.99	64872
205-000-804.000	CONTRACTED SERVICES	MICHIGAN STATE FIREMEN S	2022 MEMBERSHIP - COUSINS/ROSSI	255.00	64884
205-000-810.100	CONTRACTED SERVICES	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	75.00	64887
205-000-810.100	PROFESSIONAL SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING	374.22	64852
205-000-817.000	EMPLOYMENT PHYSICALS	THOMAS TWP GENERAL FUND	IT REIMBURSEMENTS - FIRE	22.50	64905
205-000-836.000	TELEPHONE	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	141.00	64856
205-000-850.000	WIRELESS COMMUNICATIONS	123.NET	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	1,075.04	64823
205-000-850.000	UTILITIES	STATE BANK	TELEPHONE SERVICE	56.87	64852
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	118.33	64862
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9970 DICE RD	154.63	64852
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 355 N MILLER RD	269.86	64806
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	427.12	64806
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 SIREN RD	279.14	64806
205-000-930.000	REPAIRS/MAINTENANCE	THOMAS TWP WATER	UTILITY BILL - 9970 DICE RD	25.01	64869
205-000-930.000	REPAIRS/MAINTENANCE	REPUBLIC SERVICES	DUMPSTERS	48.55	64913
205-000-930.000	REPAIRS/MAINTENANCE	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	26.76	64844
205-000-930.000	REPAIRS/MAINTENANCE	TRUGREEN PROCESSING CENT	ICE MELT PALLETS	14.79	64852
205-000-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE/TRAIN MAINTENANCE	737.55	64857
205-000-930.000				96.60	64891

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INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 10/27/2021 - 11/26/2021

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GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
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Vendor Invoice Description

Amount Check #

Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

Dept 000  
205-000-930.100 REPAIRS & MAINTENANCE FS#1  
205-000-930.100 REPAIRS & MAINTENANCE FS#1  
205-000-930.100 REPAIRS & MAINTENANCE FS#1  
205-000-930.200 REPAIRS & MAINTENANCE FS#2  
205-000-930.200 REPAIRS & MAINTENANCE FS#2  
205-000-930.200 REPAIRS & MAINTENANCE FS#2  
205-000-936.000 MAINTENANCE AGREEMENTS  
205-000-938.000 VEHICLE EXPENSE  
205-000-938.000 VEHICLE EXPENSE  
205-000-938.000 VEHICLE EXPENSE  
205-000-938.000 VEHICLE EXPENSE  
205-000-938.000 VEHICLE EXPENSE  
205-000-938.100 GAS & DIESEL FUEL  
205-000-938.100 GAS & DIESEL FUEL  
205-000-960.000 EDUCATION & TRAINING  
205-000-960.000 EDUCATION & TRAINING  
205-000-960.000 EDUCATION & TRAINING

TRUGREEN PROCESSING CENT  
GM HEATING & AIR INC.  
NAPA AUTO PARTS  
STAPLES ADVANTAGE  
TRUGREEN PROCESSING CENT  
HOME DEPOT  
GW HEATING & AIR INC.  
H&B EQUIPMENT & RENTAL I  
APOLLO FIRE EQUIPMENT  
SHIELDS QUICK LUBE LLC  
TREIB INC  
TUFFY AUTO SERVICE CENTE  
STATE BANK  
WEX INC  
STATE BANK  
ASHI & 24-7 EMS REMITTAN  
MI FIRE SERVICE INSTRUCT  
Total For Dept 000

14,370.83

64854

Fund 207 PUBLIC SAFETY-POLICE

Dept 000  
207-000-231.750 DUE TO WORKMANS COMPENSATION  
207-000-716.000 HEALTH INSURANCE  
207-000-716.100 VISION/SHORT TERM DISAB/LIFE  
207-000-716.100 VISION/SHORT TERM DISAB/LIFE  
207-000-716.200 DENTAL INSURANCE  
207-000-716.300 OPERATING SUPPLIES  
207-000-740.000 OPERATING SUPPLIES  
207-000-740.000 OPERATING SUPPLIES  
207-000-740.000 OPERATING SUPPLIES  
207-000-740.000 OPERATING SUPPLIES  
207-000-742.000 UNIFORMS  
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207-000-742.000 UNIFORMS  
207-000-742.000 UNIFORMS  
207-000-742.000 UNIFORMS  
207-000-802.000 LEGAL SERVICES  
207-000-802.000 LEGAL SERVICES  
207-000-804.000 MEMBERSHIP & DUES  
207-000-810.100 CONTRACTED SERVICES  
207-000-810.100 CONTRACTED SERVICES  
207-000-810.100 CONTRACTED SERVICES  
207-000-810.100 CONTRACTED SERVICES  
207-000-836.000 EMPLOYMENT PHYSICALS  
207-000-850.000  
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MADISON NATIONAL LIFE  
PRINT EXPRESS OFFICE PRO  
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PRINT EXPRESS OFFICE PRO  
STAPLES ADVANTAGE  
CMP DISTRIBUTORS INC  
NYE UNIFORM COMPANY  
PHOENIX SAFETY OUTFITTER  
PHOENIX SAFETY OUTFITTER  
PHOENIX SAFETY OUTFITTER  
MASUD PATTERSON & SCHUTT  
OTTO BRANDT  
MICHIGAN ASC CHIEFS OF P  
THOMAS TWP GENERAL FUND  
THOMAS TWP GENERAL FUND  
SAGINAW COUNTY TREASURER  
SHRED EXPERTS  
COVENANT OCCUPATIONAL  
123.NET  
STATE BANK  
CONSUMERS ENERGY CO  
REPUBLIC SERVICES  
STATE BANK  
WORKERS COMP PREMIUM - #3 - 07/2021-0  
HEALTH/VISION  
LIFE/DISABILITY/AD&D  
HEALTH INSURANCE  
HEALTH/VISION  
NOVEMBER 2021 PREMIUM  
LIFE/DISABILITY/AD&D  
OFFICE SUPPLIES - PB SAFETY BLDG  
BUSINESS CARDS - WARD - POLICE  
OFFICE SUPPLIES - PB SAFETY BLDG  
OFFICE SUPPLIES - PB SAFETY BLDG  
OFFICE SUPPLIES  
UNIFORMS - DRESS VESTS - POLICE  
CUSTOM COLLAR BRASS  
UNIFORMS - POLICE  
UNIFORMS - POLICE  
UNIFORMS - POLICE  
LABOR COUNSEL  
LEGAL SERVICES  
MEMBERSHIP DUES - 2021/2022 - POLICE  
IT REIMBURSEMENTS - POLICE  
IT REIMBURSEMENTS - POLICE  
ARRANGEMENTS OCTOBER 2021  
DOCUMENT SHREDDING  
EMPLOYEE PHYSICALS  
TELEPHONE SERVICE  
CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR  
UTILITY BIL - 8215 SHIELDS DR  
DUMPSTERS  
CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR

Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

14,370.83

64852



GL Number	Invoice Line Desc	Amount	Check #
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PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Fund 207 PUBLIC SAFETY-POLICE			
Dept 000	REPAIRS/MAINTENANCE	737.55	64857
207-000-930.000	MAINTENANCE AGREEMENTS	125.00	64874
207-000-936.000	VEHICLE EXPENSE	63.37	64826
207-000-938.000	VEHICLE EXPENSE	366.00	64833
207-000-938.000	VEHICLE EXPENSE	90.00	64852
207-000-938.000	VEHICLE EXPENSE	29.50	64914
207-000-938.100	GAS & DIESEL FUEL	1,775.46	64859
207-000-960.000	EDUCATION & TRAINING	175.00	64824

Fund 246 ROAD REVOLVING FUND			
Dept 000	CAPITAL IMPROVEMENTS	56,425.52	64818
246-000-974.000	CAPITAL IMPROVEMENT MATCH	27,777.38	64818

Fund 248 Downtown Development Authority			
Dept 000	UTILITIES	35.73	64806
248-000-920.000	UTILITIES	30.47	64806
248-000-920.000	UTILITIES	36.39	64806
248-000-920.000	UTILITIES	23.50	64806
248-000-920.000	UTILITIES	24.45	64806
248-000-930.000	REPAIRS/MAINTENANCE	2,271.34	64820
248-000-974.000	CAPITAL IMPROVEMENTS	1,655.03	64852
248-000-974.000	CAPITAL IMPROVEMENTS	125.00	64866

Fund 271 LIBRARY FUND			
Dept 000	HEALTH INSURANCE	39.13	64809
271-000-716.000	HEALTH INSURANCE	858.77	64817
271-000-716.500	DISABILITY	664.94	64918
271-000-728.000	CHILDRENS BOOKS	894.90	64880
271-000-803.000	AUDIT	285.00	64856
271-000-850.000	TELEPHONE	333.62	64860
271-000-901.000	PRINTING & PUBLISHING	55.00	64855
271-000-920.000	UTILITIES	674.77	64806
271-000-956.000	MISCELLANEOUS	60.00	64838

Fund 590 SEWER FUND			
Dept 000	DUE TO WORKMANS COMPENSATION	470.52	64885
590-000-231.750		470.52	





GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
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Fund 590 SEWER FUND						
Dept 540 OPERATIONS & MAINTENANCE						
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6960 STROEBEL	2,874.96	64869	
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	53.44	64811	
590-540-930.000	REPAIRS/MAINTENANCE	GIVE 'EM A BRAKE SAFETY	RENTAL OF TMA #1594	150.00	64827	
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	CONF/AMZN/LOWES/ZOOM/WASH WORLD/MENAR	22.18	64852	
590-540-930.000	REPAIRS/MAINTENANCE	TRUGREEN PROCESSING CENT	ICE MELT PALLETS	737.55	64857	
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	326.22	64876	
590-540-930.000	REPAIRS/MAINTENANCE	USABUEBOOK	CABLE TIES/CURB BOX AUGER - DPW	193.97	64919	
590-540-938.000	REPAIRS/MAINTENANCE	USABUEBOOK	INVERTED PAINT - DPW	55.95	64919	
590-540-938.100	VEHICLE EXPENSE	MCDONALD FORD SUZUKI	OIL LEAK - 2021 FORD F250 - DPW	38.52	64883	
590-540-960.000	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	887.85	64859	
	EDUCATION & TRAINING	MICHIGAN RURAL WATER ASS	HAZARD CONTROL CONFERENCE - EAVES/GRA	225.00	64835	
Total For Dept 540 OPERATIONS & MAINTENANCE					17,189.37	

Dept 900 CAPITAL CONTROL						
590-900-970.000	CAPITAL OUTLAY	KAUFMAN ENTERPRISES, LLC	DELIVERY FEE - DELUXE TILT TRAILER -	200.00	64831	
590-900-970.000	CAPITAL OUTLAY	KAUFMAN TRAILERS OF NC,	DELUXE TILT FLOOR TRAILER - DPW	3,095.00	64832	
Total For Dept 900 CAPITAL CONTROL					3,295.00	

Fund 591 WATER FUND						
Dept 000						
591-000-202.000	01-WATER	GEORGE, TRAVIS	UB refund for account: LUAN-007842-00	427.08	64873	
591-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/2021-0	590.33	64885	
591-000-255.142	CUSTOMER DEPOSITS MORGAN COURT	SPICER GROUP INC.	THOMAS TWP - MORGAN COURT WATER MAIN	2,710.50	64906	
Total For Dept 000					3,727.91	

Dept 536 ADMINISTRATION						
591-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,501.54	64817	
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	75.81	64810	
591-536-716.200	DENTAL INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	15.72	64817	
591-536-716.300		DELTA DENTAL	NOVEMBER 2021 PREMIUM	140.52	64809	
591-536-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	22.85	64810	
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	FORMAT COPY - DPW	3.00	64840	
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	PERFORATED PAPER - WATER/SEWER	62.00	64894	
591-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	NOVEMBER WATER BILLS - FOLD/INSERT/DE	105.73	64897	
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	62.32	64907	
591-536-802.000	LEGAL SERVICES	U. S. POSTAL SERVICE	BULK POSTAGE PERMIT #273 - WATER	467.99	64917	
591-536-804.000	MEMBERSHIP & DUES	OTTO BRANDT	LEGAL SERVICES	100.00	64892	
591-536-810.000	CONTRACTED SERVICES	STATE OF MICHIGAN	2022 - WSSN 06580 - PUBLIC WATER SUP	5,863.16	64854	
		BRADYS BUSINESS SYSTEM	CANON - C5255 - OVERAGE CHRG 07/14/21	419.27	64819	
Total For Dept 536 ADMINISTRATION					8,839.91	

Dept 540 OPERATIONS & MAINTENANCE						
591-540-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,619.44	64817	
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	87.25	64810	
591-540-716.200	DENTAL INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.37	64817	
591-540-716.300		DELTA DENTAL	NOVEMBER 2021 PREMIUM	233.68	64809	
591-540-742.000	UNIFORMS	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	24.45	64810	
591-540-742.000	UNIFORMS	TSC STORES	REPAIRS/MAINTENANCE	167.92	64811	
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	250.00	64861	
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	230.60	64861	
591-540-742.000	UNIFORMS	J&B BOOTS	SAFETY BOOTS - EVERETT/EAVES	272.50	64877	



INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 10/27/2021 - 11/26/2021  
JOURNALIZED

GL Number Invoice Line Desc PAID - CHECK TYPE: PAPER CHECK Vendor Invoice Description Amount Check #

Fund 703 TAX FUND  
Dept 000

Total For Dept 000

48,090.46

Total For Fund 703 TAX FUND

48,090.46

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP

POST DATES 10/27/2021 - 11/26/2021  
JOURNALIZED

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor

Invoice Description

Amount Check #

Fund Totals:

Fund 100 CLEARING FUND	3,070.16
Fund 101 GENERAL OPERA	74,785.70
Fund 205 PUBLIC SAFETY	14,370.83
Fund 207 PUBLIC SAFETY	18,683.80
Fund 246 ROAD REVOLVIN	84,202.90
Fund 248 Downtown Deve	4,201.91
Fund 271 LIBRARY FUND	3,866.13
Fund 590 SEWER FUND	23,931.63
Fund 591 WATER FUND	259,078.28
Fund 596 MUNICIPAL REF	70,783.17
Fund 703 TAX FUND	48,090.46

Total For All Funds:

605,064.97



CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 11/30/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 11/30/2021
Fund 100	CLEARING FUND				
001.000	59	13,465.02	15,517,942.07	15,517,094.98	14,312.11
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,658,878.36	2,253,271.67	2,201,815.50	1,710,334.53
002.010	THE STATE BANK SAVINGS	1,138,323.24	11,748.05	0.00	1,150,071.29
002.350	CASH CHASE BANK	10,788.44	1.92	10,790.36	0.00
002.385	CASH TCF BANK	1,045,386.64	105.03	0.00	1,045,491.67
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	2,265,126.67	2,212,605.86	5,173,624.55
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	5.20	0.00	5,021.28
	CHRISTOPHER THOMPSON FAMILY FUND	5,017.08	6.02	1.00	5,022.10
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	972,696.61	34,949.18	362,103.67	645,542.12
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	998,540.99	92,862.08	757,948.61	333,454.46
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,483,406.84	63,767.26	706,926.13	840,247.97
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	310,352.26	3,096.94	84,202.90	229,246.30
003.175	CERTIFICATE OF DEPOSIT TCF	629,499.29	0.00	0.00	629,499.29
	ROAD REVOLVING FUND	939,851.55	3,096.94	84,202.90	858,745.59
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	110,599.56	13,994.72	28,676.05	95,918.23
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	38,117.86	184,859.15	249,879.12
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	601,960.41	38,117.86	184,859.15	455,219.12
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,048,009.76	1,022,952.87	652,061.71	1,418,900.92
002.010	THE STATE BANK SAVINGS	509,677.44	427.47	0.00	510,104.91
002.200	RESERVED CASH SYSTEM EXPANSIO	150,798.65	7,200.00	0.00	157,998.65
002.385	CASH TCF BANK	2,494,481.50	118.98	0.00	2,494,600.48
002.386	TCF BANK SYSTEM EXPANSION	117,933.00	0.00	0.00	117,933.00
	SEWER FUND	4,320,900.35	1,030,699.32	652,061.71	4,699,537.96
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	2,499,909.70	2,825,233.61	365,203.34
002.010	THE STATE BANK SAVINGS	756.60	0.63	0.00	757.23
002.200	RESERVED CASH SYSTEM EXPANSIO	111,968.99	17,500.00	0.00	129,468.99
002.375	CASH HUNTINGTON BANK	246,824.23	12.37	0.00	246,836.60
002.385	CASH TCF BANK	1,337,077.40	80.38	0.00	1,337,157.78

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 11/30/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 11/30/2021
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	110.57	0.00	507,700.11
002.390	CASH FIRST STATE BANK	246,211.10	37.04	0.00	246,248.14
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
WATER FUND		3,659,131.11	2,517,650.69	2,825,233.61	3,351,548.19
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	691,802.89	56,486.41	586,587.38	161,701.92
002.385	CASH TCF BANK	106,913.45	5.36	30.00	106,888.81
MUNICIPAL REFUSE FUND		798,716.34	56,491.77	586,617.38	268,590.73
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	0.00	5,456,343.44	5,393,047.99	63,295.45
TOTAL - ALL FUNDS		19,031,571.24	27,091,048.02	29,311,379.04	16,811,240.22





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Al Fong, Police Chief
- **AGENDA TOPIC:** Approve the offer of conditional employment as a probationary officer to Amy Dasky contingent on satisfactorily meeting all pre-employment conditions.
- **EXPLANATION OF TOPIC:** The police department interview board interviewed a possible candidate, Amy Dasky, for police officer to replace Brandon Federspiel, who resigned on October 20, 2021. After the interview, the board discussed Ms. Dasky's qualifications and agreed to forward it to the Personnel Committee. The Personnel Committee approved the interview panel's recommendation to offer a conditional employment to Amy Dasky, being that all pre-employment conditions are satisfactorily met. Those conditions are: passing her physical exam, psychological exam and background check.

Ms. Dasky is currently working full-time as a patrol officer for the Birch Run Police Department and part-time for Saginaw County Sheriff's Office conducting courthouse security and prisoner transport. Before working in law enforcement, Ms. Dasky worked for Culver's in Birch Run. Ms. Dasky currently lives in Saginaw Twp and graduated from Hill McClay High School in Montrose, MI. She attended Saginaw Valley State University from 2014 to December 2018 earning her Bachelor of Arts degree. Ms. Dasky graduated from the Delta Police Academy in June of 2020.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Application and resume.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the offer of conditional employment as a probationary officer to Amy Dasky contingent on satisfactorily meeting all pre-employment conditions.
- **ROLL CALL VOTE REQUIRED:** No







## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Bob Weise, Supervisor
- **AGENDA TOPIC:** Planning Commission Reappointments
- **EXPLANATION OF TOPIC:** The terms of Rod Iamurri and Steve Yockey from the Planning Commission are expiring. These two have been with the Planning Commission for some time, and I recommend that we reappoint both Rod Iamurri and Steve Yockey to the Planning Commission for the term 01/01/2022-01/01/2025.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the Supervisor's recommendations of reappointing Rod Iamurri and Steve Yockey to the Planning Commission for the term 01/01/2022-01/01/2025.
- **ROLL CALL VOTE REQUIRED?** No.





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Bob Weise, Township Supervisor
- **AGENDA TOPIC:** Approve the Supervisor's recommendation to reappoint Rod Iamurri, Mitch Lenczewski, and Rene DeSander to the Zoning Board of Appeals for a term of 01/01/2022-01/01/2025.
- **EXPLANATION OF TOPIC:** Rod, Mitch, and Rene's terms expire on 01/01/2022, and they have all expressed an interest in being reappointed. They have performed their duties as ZBA members admirably, as such I am recommending their reappointment.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the reappointment of Rod Iamurri, Mich Lenczewski and Rene DeSander to the Zoning Board of Appeals for a term of 01/01/2022-01/01/2025.
- **ROLL CALL VOTE REQUIRED?** No.





### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **PERSON SUBMITTING:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Acknowledge and accept retirement of Korina Tucker, Treasurer Assistant/Deputy Treasurer
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:**  
Korina Tucker, Treasurer Assistant/Deputy Treasurer, submitted her notice on November 22<sup>nd</sup> that she will be retiring January 14, 2022. Korina has been employed with the Township for 27 1/2 years. Korina was originally hired as the utility billing clerk and later moved into her current position. The Personnel Committee has accepted Korina's retirement.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resignation letter.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to acknowledge and accept the resignation of Korina Tucker as Treasurer Assistant/Deputy Treasurer.
- **ROLL CALL VOTE REQUIRED?** No.



Deidre Frollo, Finance Director  
Thomas Township  
249 N. Miller Rd.  
Saginaw, MI 48609

November 21, 2021

Dear Deidre:

I would like to inform you that I am retiring from my role at Thomas Township as Treasurer Assistant/Deputy Treasurer, effective January 14, 2022.

Thank you for all the opportunities and guidance I've had while working as an employee here over these 27 ½ years. Working here has been a great pleasure. Your leadership shaped my career, and I have enjoyed working on your team. It's now time to move into this next phase of my life. Please let me know how to best help during this transition.

Sincerely,

Korina Tucker  
1635 CRANBROOK DR  
SAGINAW MI 48638  
989.295.1428





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the amendments to Administrative Policy 406, Credit Cards.
- **EXPLANATION OF TOPIC:** We are proposing some minor changes to the Township's Credit Card policy that will permit us to use Apple Pay devices for the Winter Wonderland event and other park functions. The ultimate purpose for making the proposed changes is to reduce the amount of cash that is exchanged at park events and to make it easier for customers to pay for tickets and merchandise, thereby both reducing the risk of lost cash and encouraging customers to spend more. With the park activities, it is not critical that we recover the service fees associated with the use of credit cards and these devices; however, it does continue to be an obstacle for the full-scale use of credit cards for payments in the office.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Amended Administrative Policy 406, Credit Card.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the amendments to Administrative Policy 406, Credit Card.
- **ROLL CALL VOTE REQUIRED:** No.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Administrative Policy No:  
Effective Date:  
Amended:

406 (Page 1 of 1)  
April 6, 1998  
August 7, 2000  
September 12, 2011  
February 6, 2017  
December 6, 2021

Policy Regarding

**CREDIT CARDS**

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The Township shall accept credit cards, pin less debit cards and e-checks for the payment of utility bills, tax bills, parks & recreation fees, along with other fees deemed feasible. The processing of the credit cards, pin less debit cards and e-checks will be by a third-party acceptance agent (TPAA). The customer will be charged a convenience fee by the TPAA. The TPAA will ensure all certificates and licenses are in compliance with the Federal Reserve Rules, Red Flag rules, PCI (Payment Card Industry) Security Requirements and all other applicable laws. The Township shall not incur any costs related to the processing of any credit card or e-checks payments *with the exception of designated special events, pool admission, concessions and rides operated by the Parks Department. Otherwise, all convenience fees will be paid by the customer.* The option to pay by credit card, pin less debit card and e-check will be available on the web site, and at a point-of-sale terminal in the office when available *or via a secure mobile payment processing device.*

All convenience fees will be negotiated with the designated TPAA. The Township will accept MasterCard, Discover, American Express and other credit card companies as determined to be beneficial to customers in the future. All convenience fees will be reevaluated as allowed in the contract by the TPAA and adjusted accordingly.

The Treasurer and Finance Director will be responsible for the oversight of the process. The Deputy Treasurer will obtain appropriate reports each morning to receipt and transfer monies into appropriate funds. All funds will be directed into a clearing account and transferred when the funds are available within 72 hours of the payment being initiated.



## TOWNSHIP BOARD AGENDA

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Selection of Township's Computer Services Firm for 2022/2023.
- **EXPLANATION OF TOPIC:** The Township has used the services of Vector Tech Group for several years now with satisfactory service. They will continue to service the Township's network and individual personal computers in the main offices, Parks and Recreation, Department of Public Works, and Public Safety buildings. We will continue to buy blocks of time at a reduced cost which will be spread amongst all of the departmental budgets. We are also requesting the approval to purchase a 100-hour block of time for 2022/2023 when needed.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter of Interest.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to select Vector Tech Group as the Township's computer and network services consultant for the 2022/2023 fiscal year, and to purchase a 100 hour block of time, when needed for 2022/2023. The blocks have increased 17% from last year and are scheduled to go up again in April, so it is good timing to lock in the rate now.
- **ROLL CALL VOTE REQUIRED?** No



Info@VectorTechGroup.com  
VectorTechGroup.com  
989.965.9661



Russel P. Taylor  
Thomas Township  
249 Miller Rd  
Saginaw, MI 48609

Wednesday, November 10th, 2021

Dear Mr. Taylor:

We are very interested in the opportunity to provide technical services and recommendations for Thomas Township in the upcoming year. Vector Tech Group, appreciates the partnership that has formed as a result of the contracts awarded to us in the recent past. Vector Tech Group is one of the few full-service technology firms in the area. Our Goal is to provide prompt, accurate, service and advice, to our customers. We have a good track record of success at Thomas Township.

We would hope that Thomas Township will continue to Vector Tech Group as their technology servicer. We will provide our premium support package at the discounted rates outlined below. Customers who purchase block time receive priority service scheduling. Enclosed is our current pricing for our On-Site Support Packages. Please review.

At the present time, Thomas Township Office has 34 hours remaining from last year's agreement. The Township appears to be using an average of 10 hours per month in some form of computer service to various departments within the Township. Large projects may add to the on-site time. Our rates are the same as last year.

Blocks of Service may be purchased at the following rates:

40 hours at \$125.00 per hour	\$5,000.00
80 hours at \$110.00 per hour	\$8,800.00
100 hours at \$105.00 per hour	\$10,500.00

Please feel free to contact me with any questions at my direct line, 989-573-6028

Thank you again for the opportunity to continue the partnership. We look forward to serving Thomas Township for another year.

Sincerely,

Cody Ludlum  
Technology Consultant  
E-mail: codyludlum@vectortechgroup.com

---

**Flint**  
5085 Miller Rd.  
Flint, MI 48507

**Freeland**  
9364 W. Freeland Rd.  
Freeland, MI 48623

**Holland**  
170 Veterans Dr.  
Holland, MI 49423



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Selection of Labor Law Attorney for 2022/2023.
- **EXPLANATION OF TOPIC:** Annually, the Township selects its providers of professional services for the coming fiscal year. Masud Labor Law Group has served in the past as the Township's labor law firm for all employment-related issues including collective bargaining. Josh Leadford has done a great job and has expressed an interest in continuing his services. Fees will increase this year from \$200.00 per hour to \$240.00 per hour. This is an increase of 9% from the previous year. I would recommend continuing to use Masud Labor Law Group as our labor law attorney for the 2022/2023 fiscal year.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter of Interest.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to select Masud Labor Law Group as the Township's Labor Law Attorney for the 2022/2023 fiscal year.
- **ROLL CALL VOTE REQUIRED?** No



November 17, 2021

Mr. Russell P. Taylor  
Township Manager  
Thomas Township Manager  
249 North Miller Road  
Saginaw, MI 48609-4896

RE: Legal Services

Dear Mr. Taylor:

In response to your recent correspondence, it is my understanding that the Thomas Township Board will be designating labor and employment counsel for the 2021 fiscal year. Please consider this correspondence as Masud Labor Law Group's request to continue to serve as Thomas Township's labor and employment attorneys for the 2021 fiscal year.

We propose an hourly rate of \$240.00 for all legal services to the Township during the 2021 fiscal year. This is the hourly rate that we will be providing to our municipal clients. The proposed hourly rate includes all advice, counseling, and representation required, as well as clerical services and other miscellaneous expenses. Excluded from this hourly rate are expenses such as court costs, deposition costs, witness fees, arbitration fees, filing fees, mileage, photocopies, and other expenses required by statute or court rule. We would further propose the same billing arrangements that have been utilized in the past. Each month a detailed and itemized billing statement is sent describing the legal services performed, and the time spent to perform each particular service.

Consistent with our law firm's policy, we do not obligate clients to continue to utilize our legal services. If reappointed by the Township Board as labor and employment attorneys, Masud Labor Law Group will only work at the pleasure of the Township Board, and only so long as you and your Board are satisfied with our services. Therefore, nothing in this correspondence should be interpreted to suggest a contractual obligation on behalf of the Township to continue the attorney/client relationship for any definite period.

As Thomas Township is a valued client, we would be honored to continue our labor and employment representation. I would, therefore, like to thank the Board of Trustees and yourself in advance for considering our proposal.

(o) 989-792-4499  
(f) 989-792-7725

4449 Fashion Square Blvd. Suite 1  
Saginaw, Michigan 48603

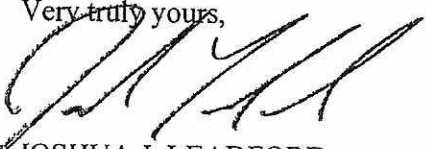
[www.masudlaborlaw.com](http://www.masudlaborlaw.com)



Mr. Russell P. Taylor  
Page 2  
November 17, 2021

Please do not hesitate to contact me should you have any questions or desire my courtesy attendance at the Board meeting to reintroduce myself and our firm's services.

Very truly yours,



JOSHUA J. LEADFORD

JJL/am





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Selection of Municipal Law Attorney for 2022/2023.
- **EXPLANATION OF TOPIC:** Annually, the Township selects its providers of professional services for the coming fiscal year; Otto Brandt has served Thomas Township very well for many years as our Municipal Law Attorney. As such, we are requesting your support to select Otto for another year. Otto will provide legal services to Thomas Township at the rate of \$100.00 per hour plus \$750.00 per month general retainer. The hourly and retainer fees remain the same as last year.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter of Interest.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to select Otto Brandt as the Township's Municipal Law Attorney for the 2022/2023 fiscal year.
- **ROLL CALL VOTE REQUIRED?** No

# BRANDT, GILBERT, THOMPSON & CAMPBELL

OTTO W. BRANDT  
Telephone (989) 793-4740  
Facsimile (989) 790-2880  
ottobrandt@yahoo.com

THE LAWYERS BUILDING  
715 COURT STREET  
SAGINAW, MICHIGAN 48602  
[www.lawyersbuilding.org](http://www.lawyersbuilding.org)

OTTO W. BRANDT  
DONALD A. GILBERT  
DIANE L. THOMPSON  
GARY CAMPBELL

October 26, 2021

Mr. Russell P. Taylor  
Thomas Township Manager  
249 N. Miller Road  
Saginaw, Michigan 48609

Re: Legal Services

Dear Mr. Taylor:

In response to your October 20, 2021 request, please be advised that I propose to provide legal services to Thomas Township at the rate of \$100.00 per hour plus \$750.00 per month general retainer. The hourly rate has not changed since 2009. The monthly retainer is intended to encourage Township inquiries and to cover incidental costs for minor amounts of time and other services responding to them. Please call if you have any questions regarding this matter.

Very truly yours,



OTTO W. BRANDT

OWB/cw



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Selection of Township's Engineering Firm for 2022/2023.
- **EXPLANATION OF TOPIC:** Annually, the Township selects an engineering firm to serve as its provider of general engineering services for the upcoming fiscal year. Spicer Group has served as the Township's engineering firm for most of its water and sewer system work. I would recommend continuing to use them for this next fiscal year. This year's fees will see about an average increase of 3.44% on services.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter of Interest
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to select Spicer Group as the Township's engineering firm for the 2022/2023 fiscal year.
- **ROLL CALL VOTE REQUIRED?** No



ENGINEERS • SURVEYORS • PLANNERS • ARCHITECTS

November 16, 2021

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

RE: 2022 Engineering Services  
Thomas Township, Saginaw County, Michigan

Russ:

We truly value our relationship with Thomas Township and welcome the opportunity to be once again selected as your primary provider for engineering services. Attached are our Standard Hourly Rates.

Again, thank you for the opportunity to serve you and your Township!

Sincerely,

A handwritten signature in black ink, appearing to read "R. Eggers", with a stylized flourish at the end.

Robert Eggers, AICP  
President

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

SGI File: X1002

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WWW.SPICERGROUP.COM





### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE**                      December 6, 2021
- **PERSON SUBMITTING:**              Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:**                      Waiver of Penalty for December property taxes
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:**  
The last day to pay property taxes without penalty is February 14, 2022. The Township continues to collect property taxes through February 28, 2022. Unpaid taxes are turned over to the Saginaw County Treasurer on March 1, 2022 for collection as delinquent. While the Township has the authority to collect penalties on the December taxes for the period of February 15, 2022 through March 2, 2022, the penalty has traditionally been waived. I am requesting authorization to waive penalties on the December property tax collection for the period of February 15, 2022 through March 2, 2022. The penalties for the July taxes will be charged as mandated by the State of Michigan.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**  
None
- **POSSIBLE COURSES OF ACTION:** Approve, Table, Deny
- **SUGGESTED/REQUESTED MOTION:**  
Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept recommendation of the Fiscal Services Director to waive penalties on the December tax collection for the period of February 15, 2022 through March 1, 2022.
- **ROLL CALL VOTE REQUIRED?** No





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Consider approval of the Five Year Financial Forecast and Capital Improvement Plan for fiscal years 2022/23-2026/27.
- **EXPLANATION OF TOPIC:** Annually, the staff and the Board update the Township's long term financial guide known as the Financial Forecast, along with the Capital Improvement Plan. The combined Financial Forecast and Capital Improvement Plan (FF/CIP) document is included with this memo. We have made several basic assumptions regarding various budgetary line items with respect to future changes in order to prepare this document. It is always challenging to pull out the crystal ball each year and try to predict the future of everything from insurance costs to what we will be paying for gas or water meters in six years. We do our best each year to try to research as much as possible about future markets, product changes, relevant trends and whatever else may be affecting a particular line item in the future. Following are some general observations of the more salient changes and trends. Please let us know if you have concerns or questions about specific items.

**General Fund** – The General Fund balance is showing more movement than usual largely because we show the savings for the main office building construction projected for the fiscal year 2022/23. In FY 22/23, the fund balance peaks almost \$5.4 million. Then in that same year and into FY 23/24, the forecast shows the Township spending \$1 million of that amount on the building construction, thereby dropping the balance down to \$3.67 million, which is right in line with what it has historically been in past years. We have also included provisions for reserving \$120,000 for future property purchases. Otherwise, most of the planned expenditures are relatively stable other than some small increases for inflation. Annually, roads have a \$190,000 commitment that is designated for maintenance work.

The General Fund will continue to make significant transfers to the Fire and Police Funds as well. The Park Fund has been absorbed by the General Fund starting in this document. This is a bit of a change from past years; however, the auditor and GASB rules have been pushing us in this direction. Without its own funding source and its limited operations, it is not considered to be a separate fund.

Projected revenues are expected to show a steady increase. The economy has continued to

show improvement and consequently our various revenue sources have also shown positive gains. More recently, we are seeing significant signs of inflation that will likely play a larger role in next year's budget and forecast if they continue.

**Transfers Out** – A couple of years ago, we stabilized the transfers out by setting the amounts from year to year. The transfer out for the Fire Fund is set at \$175,046 each year. The Police Fund is likewise set at \$261,053 each year. Like last year, we are also not planning for any more transfers to the Road Revolving Fund as we consider it to be fully funded with combined assets of cash and accounts receivable hovering around the \$1,000,000 level.

**Road Revolving Fund** – Overall, the creation and use of the Subdivision Road Improvement Program (SRIP) through the Road Revolving Fund has been highly successful. Over the course of the next five years, we are projecting a balance of over \$1,000,000 depending upon the level of homeowner participation. These funds are intended for road projects initiated by residents or the Township, but they are also purposely not dedicated to that use in order for them to be available to the Board if the need were to ever arise.

**Water Fund** – We continue to implement the scheduled increases to water rates annually as approved by the Board. Contrary to last year, HSC's water usage is up and is expected to continue that trend. We are watching their usage closely and will continue to do so. The DPW will be continuing to replace water meters throughout the Township over the course of the next several years.

**Refuse Fund** – A combination of increasing costs, the 2020 Flood event and several years since we have adjusted the trash rates are causing the depletion of the Refuse Fund Balance to a point in another year that could cause a cash flow issue. We will definitely be approaching the Board to ask for a significant rate increase in 2022 to address the shortfall.

**Sewer Fund** – The Township has rebuilt or upgraded several lift stations throughout the sewer transport system already. The CIP for the Sewer Fund shows that pattern continuing with an every other year project. As part of the improvements, lift stations are getting permanent gas-fired generators whenever they are updated. This is greatly reducing the Township's potential for liability costs related to sewer backup issues. With the recent rate increase, the Sewer Fund is projected to maintain a solid fund balance throughout the forecasted time period.

**Parks** – As noted in the opening remarks, the "Park Fund" is no longer identified as a separate stand alone fund. However, parks and recreation represent a very significant commitment and investment by the Township. We have listed a few projects on the CIP for Parks. Two of the projects are investing in the development of the Nature Preserve and the Nature Center. A third one in 23/24 is constructing a pole barn near the Nature Center for storage purposes. The last one is the creation of the Dice Road riverside park in 26/27.

**Police Fund** – The Police Department is fully staffed now at approved levels. No

substantial changes are being forecasted. The Fund continues to operate with revenue from the Public Safety millage and transfers from the General Fund. The Police Fund balance as projected in FY 2022/23 is estimated at just over \$1 million. From that point forward it decreases at a steady until we estimate it will be around \$530,000 in FY 26/27. At that point, the department will likely have cash flow problems and may have to borrow from the General Fund to pay bills until receiving its tax-generated revenues at the end of that fiscal year. We are certain there will need to be an increase in the Public Safety millage to support providing the current level of service to our community for the next ten year. However, it is also likely that we will want to consider adding at least one if not two officers over that same time period.

**Fire Fund** – We prepared the Financial Forecast based upon the current Public Safety millage rate with minimal inflationary increases each year. The current millage expires at the end of 2022, so we will be asking the voting public to consider renewing it, though the rate has yet to be determined. If all departmental operations remain the same, the Fund Balance will drop an estimated \$140,000 over the five year projection with the current millage rate.

**Fire Apparatus** – The Fire Department purchased a slightly used ladder truck this, which was probably the largest expenditure ever from this Fund. The Chief still has to replace his vehicle. After that, the remaining purchases from this Fund are for annual equipment needs.

**DDA** – The DDA Fund Balance has continued to grow as we predicted years ago now that the bonding for the streetlights has been paid off. Currently, the DDA Board has authorized the construction of the West Gateway sign to be constructed at the intersection of Graham and Gratiot Roads. Next year the plan is to build a water feature at the corner of Miller and Gratiot in front of the 7-11 Store. Beyond that, there are no other capital investment plans.

#### **New Building or Remodel**

By far, the most significant aspect of the proposed Financial Forecast & Capital Improvement Plan is the proposed construction of a new main office building, especially since we pushed the total cost to \$4 million. In light of the importance of this decision and the fact that our new Treasurer will be starting in November, Bob and I thought that we should revisit the topic at a special meeting in December. I will work on setting a date and distributing information to all of you when I return in October.

#### **Conclusion**

I am pleased to report that nearly all of our Funds are positioned well for meeting the future needs of our community. Through the use of the Financial Forecast, we have identified those Funds that need a course correction in the near future. Our continued use of the Financial Forecast and Capital Improvement Plan provide all of us with an excellent guide for managing the public's money wisely through the years. As I've stated before, a lot of time and effort is put into keeping this document current and as accurate as possible by all of the department heads, although Deidre truly is the key person that brings all of the information together into a single usable format. Every year she does an awesome job of

getting this enormous task done. In conclusion, Deidre and I are pleased to present the attached document to you for your consideration and approval.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Financial Forecast and Capital Improvement Plan.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to the Five Year Financial Forecast and Capital Improvement Plan for fiscal years 2022/23-2026/27.
- **ROLL CALL VOTE REQUIRED:** No.





**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To adopt Resolution 21-20 approving the Apportionment of Operational Costs in the amount of \$ 6,129.12 and accepting for file, the fiscal year (FY) 2022 Budget of the Saginaw Area Storm Water Authority (SASWA).
- **EXPLANATION OF TOPIC:** Thomas Township has been a member of the SASWA since its inception. The authority serves affected communities, school districts and other governmental agencies located within the Saginaw urbanized area in an effort to meet the state and federal storm water requirements under the National Pollutant Discharge Elimination System. The members also collectively meet to address water quality issues related to the urbanized storm water discharges and to educate the public as to how to safely discharge storm water to the waters of the State.

Each fiscal year, (which runs January to December in this case) the Authority adopts an operating budget that is generally divided equally amongst the members. This year is a little different as it relates to the individual apportionments. The general budget is apportioned equally to each member at \$ 4,720.67 for 2022 and is less than the 2021 costs to each member. However, because the State has now issued actual storm water discharge permits to each member, one of the conditions of those permits are to regularly inspect, clean and/or repair the storm water catch basins that are listed in each individualized permit. Each Authority member does not have the same numbers of catch basins to inspect and maintain, so the effort for the Authority to complete all of those inspections annually differ for each permitted member. As it is not fair to charge the same amounts for each member for these inspections across the board, more rural members of the Authority such as ours, pay for only the number of catch basins in their system. Thomas Township has 25 catch basins classified under the new permit and this represents 5.6% of the total basins in the entire Authority. This is more than Bridgeport Township but is far less than say, Saginaw Township, which has hundreds, or the City of Saginaw that has thousands. Therefore, the apportioned costs differ for each member. Our catch basin inspection costs will be an additional \$1,408.45 for the year, bringing the total apportionment for Thomas Township to \$6,129.12. Resolution 21-20

recognizes the operations costs for the Authority and by extension, approves the Township's costs for FY 2022 as presented.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 21-20, SASWA FY 2022 Budget and the list of FY 2022 SASWA members and their apportionments.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt Resolution 21-20 approving the Apportionment of Operational Costs in the amount of \$ 6,129.12 and accepting for file, the fiscal year (FY) 2022 Budget of the Saginaw Area Storm Water Authority (SASWA).
- **ROLL CALL VOTE REQUIRED?** Yes.

THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN  
RESOLUTION 21-20

At the regular meeting of the Board of Trustees of Thomas Township, held on the 6<sup>th</sup> day of December, 2021, at 7:00 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

**WHEREAS**, Thomas Township has previously joined the Saginaw Area Storm Water Authority, hereafter "Authority", and is a constituent municipality pursuant to the Articles of Incorporation adopted by the Authority and

**WHEREAS**, two-thirds (2/3) of the legislative bodies of the Member Municipalities are required to approve the apportionment of the annual operating costs of the Authority and

**WHEREAS**, the Authority is required to file with the legislative bodies of the Member Municipalities an annual budget for the next fiscal year covering the proposed expenditures to be made for the organization and operation of the Authority.

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

1. The apportionment of the 2022 annual operations costs for the Authority is approved as presented.
2. The 2022 annual budget of the Authority is received and accepted as presented.

YEAS:

NAYS:

ABSTENTIONS:

ABSENT:

The supervisor declared the resolution duly adopted.

---

Robert Weise, Supervisor

STATE OF MICHIGAN)  
COUNTY OF SAGINAW)

I, Edward Brosowski, the duly elected and acting clerk of the Township of Thomas, hereby certify that the foregoing constitutes a true copy of a resolution passed at a regular meeting of the Thomas Township Board, Saginaw County, Michigan, held on December 6, 2021, at which a quorum of members was present as indicated in said minutes and voted as therein set forth, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

**IN WITNESS WHEREFORE**, I have hereunto fixed my official signature on this 6<sup>th</sup> day of December, 2021.

---

Edward Brosowski, Clerk

## SASWA ANNUAL BUDGET 2022

	Cost estimate
<b>Public Participation Process (PPP)/ Public Education Plan (PEP) Implementation</b>	
Surveys for PEP (year five of permit)	\$1,000.00
Website (upload documents, utilization fee, etc.)	\$0.00
	\$1,000.00
<b>Illicit Discharge Elimination Program (IDEP) Implementation</b>	
Water Quality test supplies	\$1,000.00
Dry Weather Screening	\$5,600.00
Spill Documentation and follow-ups	\$3,000.00
<b>Post Construction Controls (Documentation)</b>	\$2,000.00
<b>Construction Site Controls</b>	\$0.00
<b>Pollution Control and Good Housekeeping Controls</b>	
Employee training (IDEP & spill refresher)	\$1,000.00
Catch Basin Inspections	\$25,000.00
PIPP / SWPPP Updates	\$2,500.00
<b>Progress Report - 2023 Documentation &amp; Submittal via MiWaters</b>	\$0.00
Administration, consultation & meetings	\$24,000.00
EGLE Audits	\$5,000.00
Insurance, mailing, miscellaneous	\$6,000.00
Accountant and Auditor	\$9,000.00
Legal consultation	\$1,000.00
Conferences for officers	\$0.00
	<hr/>
<b>TOTAL =</b>	<b>\$87,100.00</b>
Contingencies (10%) =	\$8,710.00
Carry over from 2021 Budget	
<b>Budget for 2022 =</b>	<b><u><u>\$95,810.00</u></u></b>



## Saginaw Area Storm Water Authority Apportionment 2022

Total Number of Members		15				
Member Name		Standard Apportionment (%)	2022 Standard Apportionment	CB Inspection Apportionment	2022 Budget CB Apportionment	2022 Budget Total Apportionment
<b>Municipalities</b>						
Bridgeport Charter Twp.		6.667	\$4,720.67	1.5%	\$387.32	\$5,107.99
Buena Vista Charter Twp.		6.667	\$4,720.67	4.4%	\$1,091.55	\$5,812.22
Carrollton Twp. & Schools		6.667	\$4,720.67	8.7%	\$2,183.10	\$6,903.77
Saginaw - City		6.667	\$4,720.67	6.3%	\$1,584.51	\$6,305.17
Saginaw Charter Twp.		6.667	\$4,720.67	23.8%	\$5,950.70	\$10,671.37
Thomas Twp.		6.667	\$4,720.67	5.6%	\$1,408.45	\$6,129.12
Tittabawassee Twp.		6.667	\$4,720.67	11.1%	\$2,781.69	\$7,502.36
Zilwaukee - City		6.667	\$4,720.67	2.3%	\$563.38	\$5,284.05
<b>Sub-Total</b>		<b>53.33</b>				
<b>Agencies</b>						
Saginaw County		6.667	\$4,720.67	0.0%	\$0.00	\$4,720.67
<b>Sub-Total</b>		<b>6.667</b>				
<b>Area Apportioned Total</b>		<b>60.00</b>				
<b>School Districts / University</b>						
Bridgeport/Spaulding Schools		6.667	\$4,720.67	9.4%	\$2,359.15	\$7,079.82
Saginaw Twp. Community Schools		6.667	\$4,720.67	14.6%	\$3,661.97	\$8,382.64
Saginaw ISD		6.667	\$4,720.67	9.2%	\$2,288.73	\$7,009.40
Saginaw Valley State University		6.667	\$4,720.67	0.0%	\$0.00	\$4,720.67
Swan Valley School District		6.667	\$4,720.67	3.0%	\$739.44	\$5,460.10
<b>Agencies</b>						
S.C.R.C.		6.667	\$4,720.67	0.0%	\$0.00	\$4,720.67
<b>Pre Determined Total</b>		<b>40.000</b>				
<b>Total</b>		<b>100.00</b>	<b>\$70,810.00</b>	<b>100%</b>	<b>\$25,000.00</b>	<b>\$95,810.00</b>



TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** December 6, 2021
- **PERSON SUBMITTING:** Rick Hopper, DPW Director
- **AGENDA TOPIC:** To award the 2022 Lawn Mowing and Landscaping Maintenance contract to Dobis Landscape, Inc. in the amount of \$ 73,285.00 with the option to add 2023 services at a later time.
- **EXPLANATION OF TOPIC:** In past years, we have employed an outside contractor to perform the landscape maintenance duties for various Township owned properties. Most of this work is performed in the parks, cemetery and around the numerous administrative buildings, freeing the DPW and Parks staff for other duties. The program has worked rather well saving our community both time and money in the past and was based on selecting a qualified contractor on the basis of the lowest quote for services. This year, we contracted with Dobis Landscape, Inc. to complete the work as requested as they had submitted the lowest quote for services for 2021 as well as for 2022 and 2023. Dobis had completed their contract with us this year with no issues and did a fine job for the community. Talking with the owner, Gabe Dobis, they wish to exercise their option for the 2022 services if the Board concurs. The cost for services is slightly higher than last year's but is reasonable. Based on their quality of work performed over the past year, I would like to recommend we exercise the 2022 Option.

The \$73,285.00 requested award provides for the general services within the Township campus, parks and cemetery. Dobis also provided an \$80.00 hourly lump sum fee (used by Code Enforcement as needed), \$6,200.00 lump sum fee for additional work within the M-46 median, and \$7,953.00 lump sum fee for Spring and Fall campus, parks and cemetery cleanups.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**  
Bid Tab for Landscaping Services
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table
- **SUGGESTED/REQUESTED MOTION:** To award the 2022 Lawn Mowing and Landscaping Maintenance contract to Dobis Landscape, Inc. in the amount of \$ 73,285.00 with options to add 2023 services at a later time.
- **ROLL CALL VOTE REQUIRED?** No.





## DEPARTMENT OF PUBLIC WORKS

### 2021-2022-2023 THOMAS TOWNSHIP LAWN MOWING AND LANDSCAPING SERVICES BID SHEET

Please print legibly

BUSINESS NAME Dobis Landscaping

BUSINESS ADDRESS PO Box 602 City Freeland State MI Zip 48623

CONTACT NAME Gabe Dobis Email Address info@dobislandscaping.com

CONTACT TELEPHONE 989-695-2515 Cell Number 989-737-6797

DIVISION A			
Mowing, Edging and Trimming Services	2021	2022	2023
Roberts Park	\$ 15,000.00	\$ 15,750.00	\$ 15,829.00
Roberts Park, Softball Fields 1,2,3 and 4	\$ 4,800.00	\$ 4,863.75	\$ 4,942.00
Day Park	\$ 2,900.00	\$ 2,963.75	\$ 3,042.75
Roethke Park	\$ 4,175.00	\$ 4,238.75	\$ 4,317.75
Roethke Park Greenbelt (M-46)	\$ 2,275.00	\$ 2,338.75	\$ 2,417.75
Community Park	\$ 2,400.00	\$ 2,463.75	\$ 2,542.75
Owens Cemetery	\$ 11,625.00	\$ 11,688.75	\$ 11,767.75
Thomas Township Trail	\$ 8,250.00	\$ 8,313.75	\$ 8,392.75
Dice Road Park	\$ 1,600.00	\$ 1,663.75	\$ 1,747.50
<b>Sub-Total for Division A</b>	<b>\$ 53,025.00</b>	<b>\$ 54,285.00</b>	<b>\$ 55,000.00</b>

DIVISION B			
Mowing, Edging, Trimming and Landscape Maintenance	2021	2022	2023
Township Municipal Offices	\$ 3,150.00	\$ 3,240.65	\$ 3,303.16
Fire Station #1	\$ 1,050.00	\$ 1,140.62	\$ 1,203.12
Fire Station #2	\$ 1,175.00	\$ 1,265.62	\$ 1,328.12
Public Safety Administration Building	\$ 2,650.00	\$ 2,740.62	\$ 2,803.12
Public Works Building	\$ 1,850.00	\$ 1,940.62	\$ 2,003.12
Vacant Parcel, 270 N River Rd	\$ 1,000.00	\$ 1,090.62	\$ 1,153.12
Elevated Water Tower and Bulk Water Site	\$ 3,000.00	\$ 3,090.62	\$ 3,153.12
Great Lakes Tech Park	\$ 4,400.00	\$ 4,490.63	\$ 4,553.12
<b>Sub-Total for Division B</b>	<b>\$ 18,275.00</b>	<b>\$ 19,000.00</b>	<b>\$ 19,500.00</b>

DIVISION C	2021	2022	2023
Special Mowing Requests (bid hourly lump sum only)	\$ 80.00	\$ 80.00	\$ 85.00

DIVISION D	2021	2022	2023
Gratiot Road (M-46) Median (bid lump sum only)	\$ 6,000.00	\$ 6,200.00	\$ 6,400.00

DIVISION E	2021	2022	2023
Spring and Fall Cleanup (bid lump sum only)	\$ 7,575.00	\$ 7,953.00	\$ 8,350.00





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** 12/6/2021
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works  
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Approve Spicer Engineering to begin design of Swan Valley Schools watermain extension, contingent upon Swan Valley Board's concurrence as well as a deposit with the Township.
- **EXPLANATION OF TOPIC:** Swan Valley High School is currently serviced by an undersized 6" watermain. The area is lacking in fire suppression, and has no redundant source of water in the case of an emergency. As part of the recent millage that was passed, numerous site improvements are expected to necessitate improvements to the water infrastructure serving the area.

This project will install a new 8" watermain from O'Hern onto the Swan Valley property, and then tying in to the watermain behind the middle school. The new main will provide additional fire suppression, stability in pressures and flows, and a redundant source of water for the High School, Middle School, and Havens Elementary. The Fire Chief has been communicating the need for this improvement for some time.

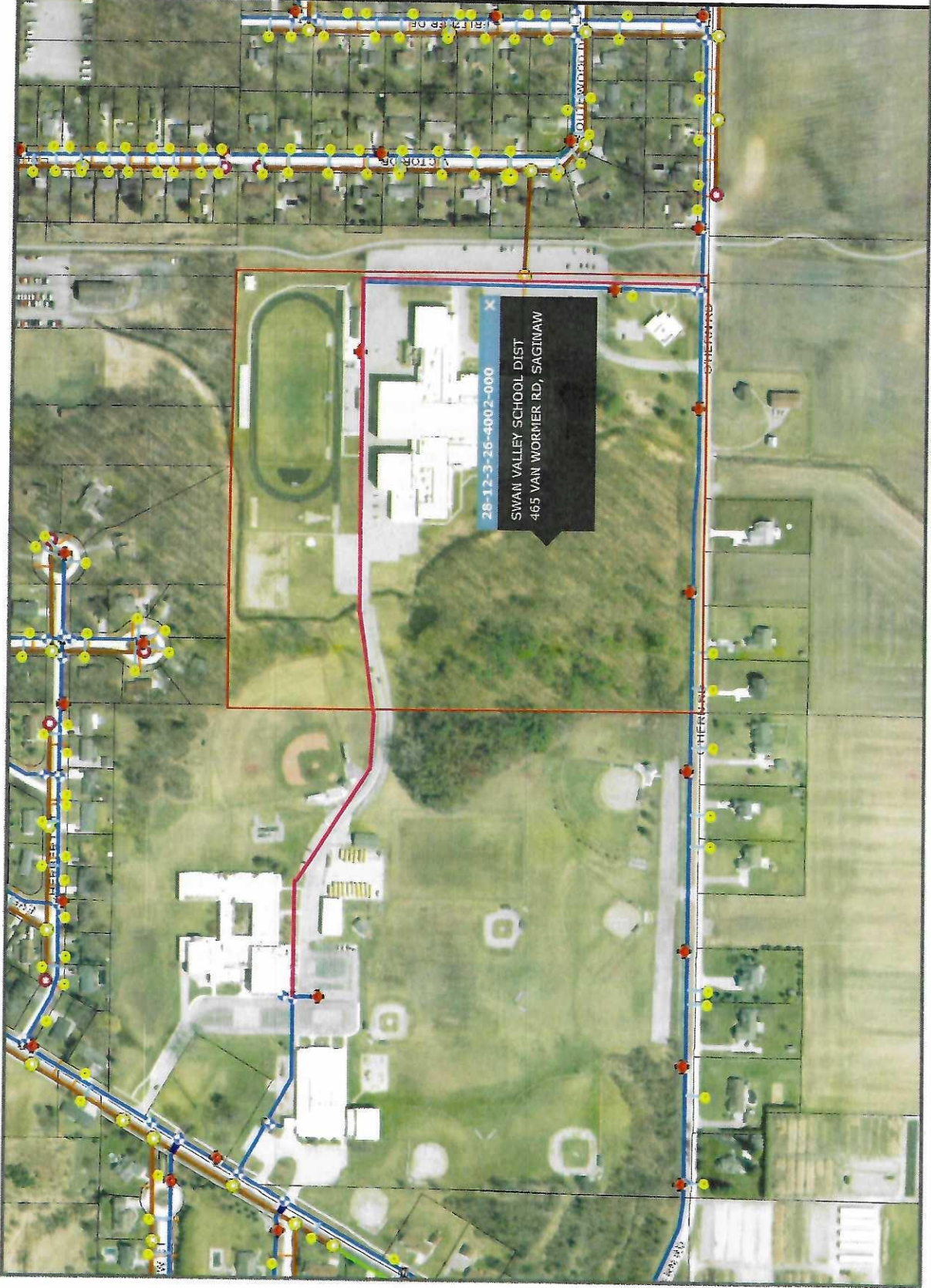
At a recent meeting with the district, it was decided that this project should get going as soon as practical. Because of Swan Valley's request, we are asking for the Board's concurrence to authorize Spicer Engineering to begin the design of the water improvement pending formal acceptance from Swan Valley's School Board. After receiving the go ahead from the Township, Spicer will begin design, and Swan Valley Schools will place a deposit based on Spicer's preliminary estimate of costs with the Township for project management and construction. The Engineering proposal is estimated at \$86,000, and this would be paid for out of Swan Valley's project deposit. Upon completion of the project, Thomas Township will take over ownership of the new main and hydrants.

The attached aerial outlines the route of the watermain improvements. The proposed new watermain is drawn in pink.

**MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Swan Valley proposed watermain route. Spicer Engineering Proposal. Spicer Engineering preliminary estimate of costs. Site overview.

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve Spicer Engineering to begin design of Swan Valley Schools watermain extension, contingent upon Swan Valley Board's concurrence as well as a deposit with the Township.
- **ROLL CALL VOTE REQUIRED?** No.





Swan Valley  
Watermain Loop  
Pink Line is Proposed  
Route



Map Publication  
11/17/2021 7:32 AM



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



November 15, 2021

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

RE: Swan Valley Schools Water Main Loop  
Thomas Township

Rick:

In response to your request, this document contains Spicer Group's proposal to you for the Final Design, Bidding and Construction Administration for the Swan Valley Schools Water Main Loop project.

### **Project Background**

The Swan Valley Schools complex near VanWormer & O'Hern Roads will be seeing significant expansions in the near future, including a new auditorium, classroom areas, and stadium improvements. The campus is currently served with a water supply from an 8" water main extended to the middle school from Van Wormer Road and an old 6" water main extending to the north side of the high school from O'Hern Road. Looping these main will increase the available fire flows to the area, improve the reliability of the water system, and increase the water quality in the area.

A brief study was performed earlier in 2021, which presented various options and the corresponding expected fire flow. The School District has chosen from the report *Option 2 – Looping from the water main near the middle school to O'Hern Road and replacing the existing 6" water main.*

### **Scope of Professional Services**

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

1. During the Final Design phase we will:

- Use topographic survey information provided by the School District's Architect/Engineer. It is our understanding this information will be made available to us in a format compatible with our design software. We will coordinate with the School District's Architect/Engineer. If additional topographic survey is needed, we will coordinate with the School District's team or perform the additional survey ourselves as an additional service, upon your written approval.
- Design the water main plan and profile sheets in accordance with the Township, local, and state requirements.
- Prepare contract-bidding documents including specifications.
- Submit plans and specifications for your review and comment.



- Submit plans to the local utility companies for review and coordination of future utilities.
  - Prepare the traffic control plan and submit for review and approval by the Saginaw County Road Commission.
  - Prepare the Soil Erosion and Sedimentation Control Plan and submit to the local enforcement agency for review.
  - Prepare the permit and submit with plans to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for review and issuance of the Act 399 permit.
2. During the Bidding phase we will:
- Prepare the construction bid advertisement for publishing in a local newspaper and host the bidding documents on [www.spicergroup.com](http://www.spicergroup.com).
  - Answer questions to the Contractors preparing their bids.
  - Schedule and host a mandatory pre-bid meeting and prepare the minutes.
  - Prepare any necessary Addenda.
  - Open bids with you.
3. During the Construction Administration phase we will:
- Research the qualifications and background of the low bidder, if the Township or we are not familiar with them.
  - Prepare the tabulation of bids and prepare a letter of recommendation of award of the construction contract to you.
  - Prepare the Contract Documents and distribute them to the Contractor.
  - Review the completed Contract Documents, the insurance certificates, and bonds.
  - Provide construction staking necessary to construct the project.
  - Coordinate with the School District's Architect/Engineer and attend/host weekly progress meetings.
  - Verify the Soil Erosion and Sedimentation Control (SESC) measures are installed per the approved plan.
  - Provide general oversight of the water main project, monitoring progress and quality, reviewing any necessary shop drawings, preparing progress payments for your approval and representing the Township on the site.

- Schedule and host the preconstruction meeting.
- Provide daily on site inspection to over see the work, when necessary, to verify the work is completed in conformance with the plans and specifications. We have included 12 inspection days in this proposal.
- Provide construction materials testing, such as parking lot and road restoration, to ensure materials used during construction are as specified.
- Perform the soil erosion and sedimentation control inspection and reports while our inspector is actively on the site. These duties will be turned over to you upon the Contractor's Substantial Completion, when we are not actively on the site. We would be happy to continue to provide this service as additional services upon your request.
- Prepare any necessary Change Orders and Progress Payments.
- Prepare the punch list.
- Close out the construction project.
- Revise the plans to reflect the revisions made during the construction and furnish a set to the Township. We will provide both a hard copy an electronic .pdf file of the as-built plans.

#### **Additional Services**

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

#### **Fee Schedule**

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

1. Final Design Phase:
  - A lump sum in the amount of \$ 33,000
2. Bidding Phase:
  - Standard hourly rates with the total amount estimated to be about \$10,000
3. Construction Administration Phase:
  - Standard hourly rates with the total amount estimated to be about \$43,000

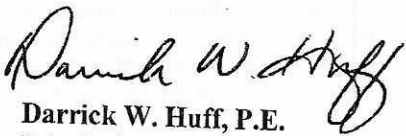
We have calculated these fees based on our understanding of what you want us to do and what you have told us.

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

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

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

Sincerely,

  
Darrick W. Huff, P.E.  
Principal



John E. Olson, P.E.

LEED® Accredited Professional  
Project Manager/Senior Associate

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

cc: SGI File 131071SG2021  
KAJ/ACCTG

Q:\Proj2021\131071SG2021 - Thomas Twp Swan Valley Schools  
Water Main Loop\131071PR2021 -  
Proposal\20211112\_ltragr\_swanvalley.doc

\_\_\_\_\_  
Above proposal accepted and approved  
by Owner.

**THOMAS TOWNSHIP**

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

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

## GENERAL CONDITIONS ATTACHED TO LETTER AGREEMENT

### SECTION 1

1.1 **Preamble.** This agreement is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the OWNER and the PROFESSIONAL, with a positive commitment to honesty and integrity, agree to the following:

That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the contract.

1.2 **Ownership of Instruments of Service.** The OWNER acknowledges the PROFESSIONAL's construction documents, including electronic files, as the work papers of the PROFESSIONAL and the PROFESSIONAL's instruments of professional services. Nevertheless, upon completion of the services and payment in full of all monies due to the PROFESSIONAL, the OWNER shall receive ownership of the final construction documents prepared under this Agreement. The OWNER shall not reuse or make any modification to the construction documents without the prior written authorization of the PROFESSIONAL. The OWNER agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, PROFESSIONAL) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the OWNER or any person or entity that acquires or obtains the construction documents from or through the OWNER without the written authorization of the PROFESSIONAL.

Under no circumstances shall the transfer of ownership of the PROFESSIONAL's drawings, specifications, electronic files or other instruments of service be deemed a sale by the PROFESSIONAL, and the PROFESSIONAL makes no warranties, either express or implied, of merchantability and fitness for any particular purpose, nor shall such transfer be construed or regarded as any waiver or other relinquishment of the PROFESSIONAL's copyrights in any of the foregoing, full ownership of which shall remain with the PROFESSIONAL, absent the PROFESSIONAL's express prior written consent.

1.3 **Covenant not to Hire.** OWNER agrees that during the term of this agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by the PROFESSIONAL.

1.4 **Standard of Care.** Service performed by PROFESSIONAL under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document or otherwise.

1.5 **Defects in Service.** OWNER and OWNER's personnel, contractors and subcontractors shall upon discovery promptly report to PROFESSIONAL any defects or suspected defects in PROFESSIONAL's work, in order that PROFESSIONAL may take prompt, effective measures which in PROFESSIONAL's opinion will minimize the consequences of a defect in service. PROFESSIONAL shall not be responsible for additional costs due to any tardiness in reporting defects in service. Owner shall not be responsible for any costs associated with the PROFESSIONAL's failure to meet the Standard of Care identified in 1.4.

1.6 **Reimbursable Expenses** mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the Project. The Professional shall list out in the agreement what are items that are considered reimbursable and to be paid by the Owner. The agreement should also have an estimated budget amount shown.

1.7 **Standard Hourly Rates** used as a basis for payment mean those rates in effect at the time that the work is performed, for all PROFESSIONAL's personnel engaged directly on the Project, including, but not limited to, architects, engineers, surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits.

1.8 **Limitation of Liability.** To the fullest extent permitted by law, the total liability, in the aggregate, of the PROFESSIONAL and the PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the OWNER and anyone claiming by or through the OWNER, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the PROFESSIONAL under this Agreement, or the total amount of \$1,000,000.00, whichever is greater. It is intended that this limitation apply to any and all liability or caused of action however alleged or arising, unless otherwise prohibited by law.

1.9 **Indemnification.** The PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement.

The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER's negligent acts in connection with the Project and the acts of its contractors, subcontractors or PROFESSIONAL or anyone for whom the OWNER is legally liable.

other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the PROFESSIONAL to perform its services in an orderly and efficient manner, the PROFESSIONAL shall be entitled to an equitable adjustment in schedule and/or compensation.

**2.7 Delivery and Use of Electronic Files.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, the OWNER agrees that all such electronic files are instruments of service of the PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The OWNER agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The OWNER agrees not to transfer these electronic files to others without the prior written consent of the PROFESSIONAL. The OWNER further agrees to waive all claims against the PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the PROFESSIONAL.

The OWNER and the PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either the OWNER or the PROFESSIONAL are subject to review and acceptance by the other party. Additional services by the PROFESSIONAL made necessary by changes to the electronic file specifications shall be compensated for as Additional Services.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

The OWNER is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, the OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the PROFESSIONAL or from any reuse of the electronic files without the prior written consent of the PROFESSIONAL. The PROFESSIONAL and OWNER agree that nothing in the Agreement shall be construed as a waiver of the OWNER's statutory immunities.

Under no circumstances shall delivery of electronic files for use by the OWNER be deemed a sale by the PROFESSIONAL, and the PROFESSIONAL makes no warranties, either expressed or implied, or merchantability and fitness for any particular purpose. In no event shall the PROFESSIONAL be liable for indirect or consequential damages as a result of the OWNER's use or reuse of the electronic files.

**2.8 Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, the OWNER understands that the PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the PROFESSIONAL's opinions of probable construction costs are made on the basis of the PROFESSIONAL's judgement and experience. The PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the PROFESSIONAL's opinion of probable construction costs.

### SECTION 3

**3.1 Design Without Construction Administration.** Unless Authorized, it is understood and agreed that the PROFESSIONAL's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the OWNER. The OWNER assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the OWNER waives any claims against the PROFESSIONAL that may be in any way connected thereto.

**3.2 Record Drawings.** If authorized by the Agreement, upon completion of the Work, the PROFESSIONAL shall compile for and deliver to the OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the PROFESSIONAL shall assume will be reliable, the PROFESSIONAL cannot and does not warrant their accuracy.

**3.3 Contingency Fund.** The OWNER and the PROFESSIONAL agree that certain increased cost and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the PROFESSIONAL and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The OWNER agrees to a contingency amount to be used, as required, to pay for any such increased costs and changes. The OWNER further agrees to make no claim by way of direct or third-party action against the PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

**3.4 Permits and Approvals.** The PROFESSIONAL shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the



**PRELIMINARY ESTIMATE OF COST**



**SWAN VALLEY SCHOOLS  
OPTION #2  
WATER MAIN LOOP FROM  
MIDDLE SCHOOL TO O'HERN ROAD  
THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN**

<b>Item No.</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
1.	3,000	Lin. Ft.	8" P.V.C. Water Main	\$50.00	\$150,000.00
2.	100	Lin. Ft.	8" RJ PVC Water Main-HDD	\$125.00	\$12,500.00
3.	2	Each	8"x8" Tapping Sleeve, Valve & Box	\$5,000.00	\$10,000.00
4.	4	Each	Hydrant, Complete	\$3,500.00	\$14,000.00
5.	40	Lin. Ft.	6" PVC Water Main	\$75.00	\$3,000.00
6.	4	Each	6" Gate Valve & Box	\$2,000.00	\$8,000.00
7.	1	Lump Sum	Reconnect High School Water Service	\$3,500.00	\$3,500.00
8.	1	Lump Sum	Reconnect Administration Building Water Service	\$3,500.00	\$3,500.00
9.	1	Lump Sum	Abandon Existing 6" CI Water Main	\$10,000.00	\$10,000.00
10.	2,700	Sq. Yd.	HMA Surface Removal	\$10.00	\$27,000.00
11.	1,300	Cu. Yd.	Sand Subbase	\$30.00	\$39,000.00
12.	1,800	Sq. Yd.	8" Aggregate Base-22A	\$20.00	\$36,000.00
13.	700	Ton	HMA Pavement - 4"	\$95.00	\$66,500.00
14.	1,800	Sq. Ft.	Sidewalk Remove & Replace - 6" Wide	\$12.00	\$21,600.00
15.	1	Lump Sum	Traffic Control	\$2,000.00	\$2,000.00
16.	1	Lump Sum	Soil Erosion & Sedimentation Control	\$2,000.00	\$2,000.00
17.	1	Lump Sum	Clean Up	\$5,000.00	<u>\$5,000.00</u>
Sub-Total - Construction Cost					\$413,600.00
Engineering					\$33,000.00
Construction Administration, Staking, and Inspection					\$38,000.00
Materials Testing					\$5,000.00
Contingencies					<u>\$40,400.00</u>
<b>TOTAL PRELIMINARY ESTIMATE OF COST</b>					<b>\$530,000.00</b>

Spicer Group, Inc.  
September 1, 2021



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** 12/6/2021
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works  
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** To approve Resolution #21-23 assuming Township ownership of the newly constructed water and sanitary sewer improvements servicing the Morgan Ct. extension.
- **EXPLANATION OF TOPIC:** Josh Kemerer, developer of the Morgan Ct. Road extension has formally requested Thomas Township assume ownership of the newly constructed water and sanitary sewer infrastructure. These improvements were designed to service 4 new lots created by extending Morgan Ct. to the east and are interconnected to the existing water and sanitary sewer systems. By working closely with Josh, we have made sure that all requirements set-forth to develop new water and/or sanitary sewer infrastructure in Thomas Township have been met.

Furthermore, before Thomas Township accepts these utilities, the Township Engineer needs to sign off that the construction portion was also completed to Township standards. I've attached a letter from Township Engineer John Olson, who attests that the construction was indeed completed correctly.

Because all requirements have been met by the Developer, Josh Kemerer, it is our formal request that the Board accept ownership of these improvements by resolution to add them to the Township's water and sanitary sewer systems.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter from Josh Kemerer. Letter from John Olson. Overview of the improvement. Resolution #21-23.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Resolution #21-23 assuming Township ownership of the newly constructed water and sanitary sewer improvements servicing the Morgan Ct. extension.
- **ROLL CALL VOTE REQUIRED?** Yes.



THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN  
RESOLUTION 21-23  
ACCEPTING OWNERSHIP OF THE MORGAN CT WATERMAIN AND SANITARY SEWER SYSTEM  
IMPROVMENTS

At a regular meeting of the Board of Trustees of Thomas Township, held on the 6<sup>th</sup> day of December, 2021, at 7:00 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

**WHEREAS**, Thomas Township owns, operates, and maintains a community wide water and sanitary sewer system, and

**WHEREAS**, Josh Kemerer has constructed an extension to Morgan Ct. to include extensions to the water and sanitary sewer system, and

**WHEREAS**, the developed water and sanitary sewer system has been constructed per Township specifications and has met all requirements and standards for construction set forth by the Township, and

**WHEREAS**, there are no further encumbrances on the water and sanitary sewer system and all waivers of liens for materials, supplies, and labor have been submitted to the satisfaction of the Township, and

**WHEREAS**, all utility easements have been executed and recorded to the satisfaction of the Township, and

**WHEREAS**, the Developer wishes to relinquish its ownership of said water and sanitary sewer systems and Township wishes to assume ownership of said watermain and sanitary sewer system, and

**WHEREAS**, the Township Engineer has recommended such ownership of said water and sanitary sewer system.

**NOW, THEREFORE, BE IT RESOLVED** by the Thomas Township Board of Trustees as follows;  
To accept Township ownership of the watermain and sanitary sewer system constructed as part of the Morgan Ct. Road extension.

YEAS:

NAYS:

The Supervisor declared the resolution duly adopted. \_\_\_\_\_

Robert Weise, Supervisor

**CERTIFICATION**

STATE OF MICHIGAN ) ss.

COUNTY OF SAGINAW )

I, the undersigned, the duly qualified and acting Clerk of the Township of Thomas, Saginaw County, Michigan, do hereby certify that the forgoing is a true and complete copy of proceedings which were taken at a regular meeting of the above governmental unit, held on the 6<sup>th</sup> day of December, 2021, the original of which is on file in my office. I further certify that notice of the above meeting was given in accordance with the provisions of the Michigan Open Meetings Act.

IN WITNESS WHEREFORE, I have hereunto fixed my official signature on the 6<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Edward Brosowski, Clerk

# **RIVERBEND SELF STORAGE**

6271 Gratiot Rd  
Saginaw, MI 48638  
989-890-8402

[www.riverbendstorageunits.com](http://www.riverbendstorageunits.com)  
[email: josh@riverbendstorageunits.com](mailto:josh@riverbendstorageunits.com)

16 November 2021

Thomas Township Department of Public Works  
251 Miller Ct  
Saginaw, MI 48609  
Attn: Trevor Schultz

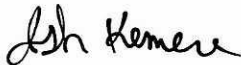
RE: Morgan Ct Extension

Thomas Township Board:

Being that the infrastructure is now in place on the Morgan Ct extension project, I, Josh Kemerer, developer of the Morgan Ct extension project, am hereby requesting that Thomas Township take ownership and assume responsibility of the water and sewer infrastructure recently installed for the Morgan Ct extension. I also wish to request that any and all funds due back to us are released as well.

I greatly appreciate all the help and guidance that Thomas Township has provided while I worked through this project and hopefully there will be more in the future.

Sincerely,



Josh Kemerer



ENGINEERS • SURVEYORS • PLANNERS • ARCHITECTS

November 17, 2021

Trevor Schultz  
Thomas Township  
249 N. Miller Road  
Saginaw, MI 48609

RE: Morgan Court Water Main Extension  
Thomas Township

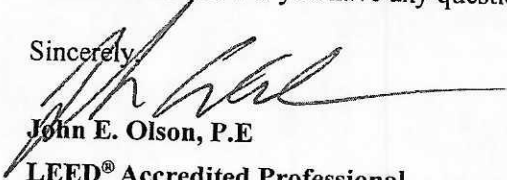
Trevor:

We have completed a review of the inspection reports for the water main extension and sanitary sewer service construction completed by Cooper Excavating for the Morgan Court extension project. We feel the water main has been constructed according to Thomas Township's specifications and meets the requirements of EGLE permit W212041 issued on September 30, 2021. The sanitary sewer services did not require a permit, and were also installed according to Thomas Township's specifications.

We recommend the Township take over ownership and operation of the water main and the sanitary sewer for this development.

Please let me know if you have any questions or need anything further.

Sincerely,



John E. Olson, P.E

**LEED® Accredited Professional**  
Project Manager/Senior Associate

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

Cc: SGI File 130719SG2021  
Rick Hopper, DPW Director  
Josh Kemerer, Riverbend Storage  
Nick Cooper, Cooper Excavating

Q:\Proj2021\130719SG2021 - Thomas Twp Morgan Court Water Main Ext\Corresp\20211117\_ownershipltr\_schultz.docx

STRONGER. SAFER. SMARTER. SPICER.

WWW.SPICERGROUP.COM





## Morgan Ct. Extension

New Water Main in Pink

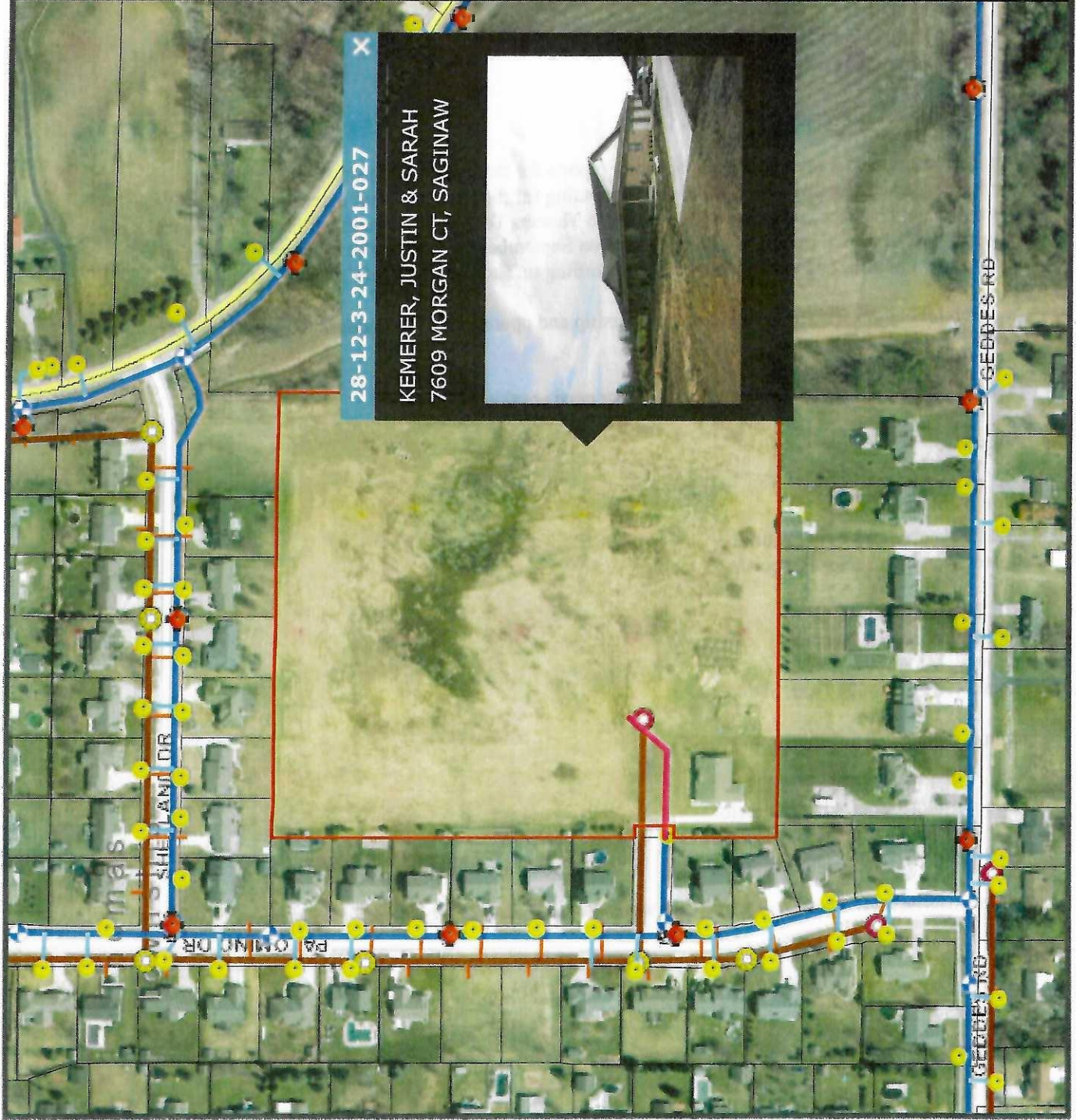


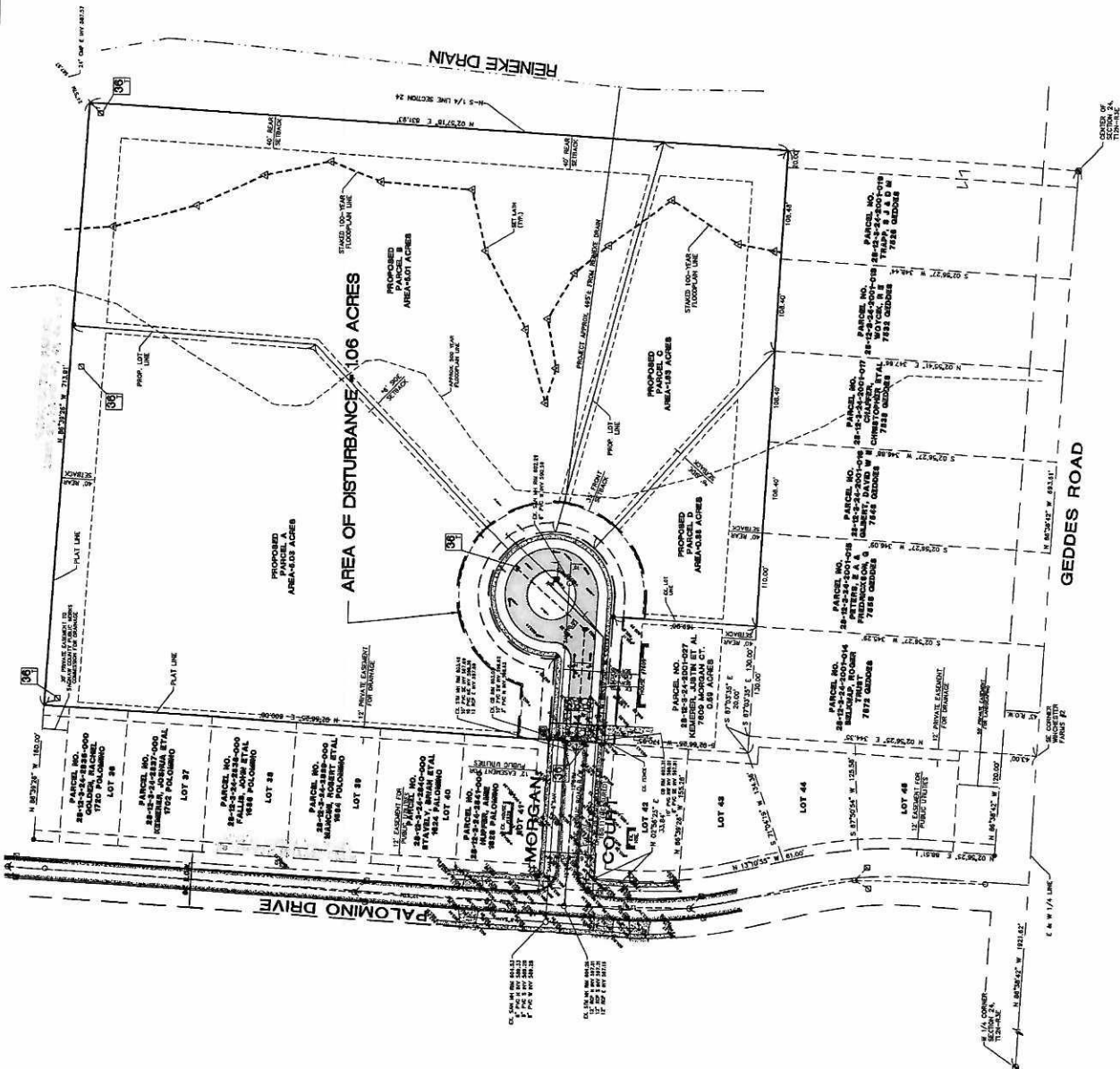
Map Publication:  
11/18/2021 7:41 AM

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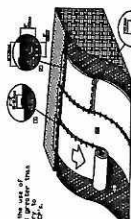
Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Saginaw County expresses no warranty for the information displayed on this map document.



[illegible]

SOIL EROSION AND SEDIMENTATION CONTROL MAINTENANCE SCHEDULE									
TASK	FREQUENCY	BRUSH	SET	FIRST	MET/FEET	DOWN	SWP	VEGETATION	
1. PREPARE FOR EROSION ASSURANCE	MONTHLY	X							
2. BRUSH ASSURANCE	MONTHLY	X							
3. INSPECT FOR DRAINABLES AND BODIES	MONTHLY	X							
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**MICHIGAN UNIFIED KEYING SYSTEM**  
SOIL EROSION AND SEDIMENTATION CONTROL MEASURES

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NOTE: In less ideal conditions, the use of staple or string binding greater than 6" (150 mm) may be necessary to properly secure the sheets.

[illegible]

**SLOPE STABILIZATION DETAIL**  
across the width of the RECPs.

**SAGINAW COUNTY DRAIN OFFICE NOTE:  
SOIL EROSION CONTROL PERMITS  
TO BE OBTAINED BY INDIVIDUAL PARCEL  
OWNERS PRIOR TO NEW HOME  
CONSTRUCTION**







## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Demolition of 463 N. River Road Per Court Order.
- **EXPLANATION OF TOPIC:** Over the past several years the Township Code Enforcement Officer as well as the Building Inspector have received and addressed numerous complaints regarding the condition of a home at 463 N. River Road, Saginaw MI 48609, parcel #28-12-3-25-1031-000. In 2020 the structure flooded and sustained significant damage. During the summer of 2021 after the Police Department responded to a complaint at the address, Building Department, and the Saginaw County Health



Department conducted health and safety inspection inside of the home. The Health Department deemed the home as unlivable and posted the structure. The Building Inspector deemed the home as a dangerous building and unlivable and also posted the structure. The Building Inspector attempted to work with the owner to make the home safe and able to be lived in again, but no permits have been requested, and little or no apparent work has been done on the structure to make it safe and livable again as required by the Building Inspector, the County Health Department. On August 31, 2021 a court order was issued to the owner of the structure requiring them to make all repairs required to bring the home into conformance. The owner has not complied with the court order and the structure is still in a non-livable condition. At the direction of the Township Attorney, the structure is being removed to eliminate the dangerous condition. A request for proposal (RFP) was sent out to 25 contractors to solicit bids for the structure's removal. The Township opened the bids on Friday, November 12, 2021. Two bids were received and the lowest bid was from Rohde Bros. Excavating, Inc, in the amount of \$7,800.00. According to the Township Department of Public Works Director, Rohde



Bros., has done many different projects for the Township in the past and is considered a very good contractor to work with. After discussing the bids with the Township Manager and the Director of Public Works, and going over the bid requirements with Rohde Bros., it is recommended that Rohde Bros. Excavating, Inc., receive the contract to remove the structure per the court order and make the area safe and secure again. The Township will send the owner the invoice for the cost incurred to remove the structure, and if not paid it will be added to the property tax bill. The Township Board should know that it is very likely that the Township will not recover the cost of this demolition based on the history of the owner of the property, and the value of the property which is in the floodplain.



- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of the court order, bid tab
- **POSSIBLE COURSES OF ACTION:** Approve, amend, deny or table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the demolition of the structure at 463 N. River Road, Saginaw, MI 49609, parcel number 28-12-3-25-1031-000 per the court order, and to award the contract to Rohde Bros. Excavating, Inc., for \$7,800.00.
- **ROLL CALL VOTE REQUIRED:** No





STATE OF MICHIGAN

IN THE DISTRICT COURT FOR THE COUNTY OF SAGINAW

THOMAS TOWNSHIP, a Municipal corporation,

Plaintiff,

v.

TAMERA PAHSSEN,

Defendant.

Case No. 21- 3274 -ON

JUDGE: FICHTNER

OTTO W. BRANDT (P11129)  
Attorney for Plaintiff  
715 Court Street  
Saginaw, Michigan 48602  
(989) 793-4740

**PERMANENT INJUNCTION ORDER**

AT A SESSION OF THE COURT HELD AT THE COURTHOUSE IN THE CITY OF SAGINAW, COUNTY OF SAGINAW AND STATE OF MICHIGAN, ON THE 31<sup>st</sup> DAY OF AUGUST, 2021.

PRESENT: HONORABLE \_\_\_\_\_, District Judge

This matter having come before the Court on August 31, 2021, on the Plaintiff's Motion and Affidavit for Entry of Order, and the Defendant having not appeared and being in default; and the Court being desirous of enjoining violations of the Plaintiff's Ordinances at Defendant's property at 463 N. River Road, Thomas Township, Saginaw County, Michigan, and the Court being fully advised in the premises,

IT IS THEREFORE ORDERED AND ADJUDGED that the Defendant, TAMERA PAHSSEN, her heirs, agents and employees shall remove within 10 days from the date of this Order, <sup>the</sup> structure in <sup>disregard</sup> and without siding at 463 N. River Road, and keep and maintain said property in conformance with Plaintiff's Zoning and general Ordinances.

IT IS FURTHER ORDERED AND ADJUDGED that in the event said structure is not repaired or removed within 10 days, Plaintiff, THOMAS TOWNSHIP, may take any and all action necessary to correct the violation, and the Plaintiff shall be entitled to its costs from the Defendant for the repair or removal of all said structure from 463 N. River Road, Thomas Township, Saginaw County, Michigan, within 30 days after Plaintiff presents its bill for services



STATE OF MICHIGAN

IN THE DISTRICT COURT FOR THE COUNTY OF SAGINAW

THOMAS TOWNSHIP, a Municipal corporation,

Plaintiff,

v.

TAMERA PAHSSEN,

Defendant.

Case No. 21- 3274 -ON

JUDGE: FICHTNER

OTTO W. BRANDT (P11129)  
Attorney for Plaintiff  
715 Court Street  
Saginaw, Michigan 48602  
(989) 793-4740

PERMANENT INJUNCTION ORDER

AT A SESSION OF THE COURT HELD AT THE COURTHOUSE IN THE CITY OF SAGINAW, COUNTY OF SAGINAW AND STATE OF MICHIGAN, ON THE 31<sup>st</sup> DAY OF AUGUST, 2021.

PRESENT: HONORABLE \_\_\_\_\_, District Judge

This matter having come before the Court on August 31, 2021, on the Plaintiff's Motion and Affidavit for Entry of Order, and the Defendant having not appeared and being in default; and the Court being desirous of enjoining violations of the Plaintiff's Ordinances at Defendant's property at 463 N. River Road, Thomas Township, Saginaw County, Michigan, and the Court being fully advised in the premises,

IT IS THEREFORE ORDERED AND ADJUDGED that the Defendant, TAMERA PAHSSEN, her heirs, agents and employees shall remove within 10 days from the date of this Order, <sup>the</sup> structure in ~~disrepair~~ <sup>disrepair</sup> and without siding at 463 N. River Road, and keep and maintain said property in conformance with Plaintiff's Zoning and general Ordinances.

IT IS FURTHER ORDERED AND ADJUDGED that in the event said structure is not repaired or removed within 10 days, Plaintiff, THOMAS TOWNSHIP, may take any and all action necessary to correct the violation, and the Plaintiff shall be entitled to its costs from the Defendant for the repair or removal of all said structure from 463 N. River Road, Thomas Township, Saginaw County, Michigan, within 30 days after Plaintiff presents its bill for services



to the Defendant. If unpaid after said 30 days, the Plaintiff may place said costs on the tax roll for said property.

IT IS FURTHER ORDERED AND ADJUDGED that the Defendant, TAMERA PAHSSEN, shall pay a fine and Court costs in the amount of \$175.

A copy of this Order shall be served on the Defendant by the Plaintiff and a Proof of Service filed with the Court.

HON.  
District Judge

Prepared by:  
OTTO W. BRANDT (P11129)  
Attorney at Law  
715 Court Street  
Saginaw, Michigan 48602  
(989) 793-4740



Original - Court  
1st copy - Jail  
2nd copy - State Police  
3rd Copy - Defendant  
4th Copy - Prosecutor

Approved, SCAO

STATE OF MICHIGAN 70th JUDICIAL DISTRICT SAGINAW COUNTY	JUDGMENT OF SENTENCE	CASE NO. 21-003253-ON-1
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MI- 7300-35-J

Court address  
111 S. MICHIGAN AVE., SAGINAW, MICHIGAN 48602

THE PEOPLE OF THE STATE OF MICHIGAN	V	Defendant's name, address, and telephone no. PAHSSEN, TAMERA 463 N RIVER RD SAGINAW, MI 48609
		CTN SID DOB 0000000

**THE COURT FINDS:**

1. The defendant was found guilty on August 31, 2021 of the crime(s) as stated below:  
Date

Count	CONVICTED BY			CRIME	CHARGE CODE(S) MCL citation/PACC Code
	Plea*	Court	Jury		
1		DJ		PROPERTY MAINTENANCE COD	SEC PROPERTY MAINTEN

\*Plea: insert "G" for guilty plea; use "NC" for nolo contendere; use "MI" for guilty but mentally ill.

2. Defendant X was represented by an attorney: \_\_\_\_\_  
was advised of the right to counsel and/or appointed counsel and knowingly, intelligently, and voluntarily waived that right.

**IT IS ORDERED** that defendant shall:

1. Serve \_\_\_\_\_ day(s) in jail, beginning \_\_\_\_\_. Credit is given for \_\_\_\_\_ day(s) previously served.  
2. OR: serve \_\_\_\_\_ day(s) on the PLUS program at a rate of \$ \_\_\_\_\_ per day.  
3. Defendant may be released on day parole for the purpose checked during the times specified:

<input type="checkbox"/> seeking work	<input type="checkbox"/> Police Reimbursement	<input type="checkbox"/> PSI Report	\$ _____
<input type="checkbox"/> medical treatment		<input type="checkbox"/> PLUS Fee	\$ _____
<input type="checkbox"/> working at regular employment		<input type="checkbox"/> Assessment Fee	\$ _____
<input type="checkbox"/> other:		<input type="checkbox"/> Victims' Rights	\$ _____
<input type="checkbox"/> attendance at educational institution		<input type="checkbox"/> Oversight Fee	\$ _____
Times:		<input type="checkbox"/> Restitution	\$ _____
		<input type="checkbox"/> Other	\$ _____

X 4. Pay: \$ 165.00 Fine/Costs \$ 10.00 Costs of Prosecution \$ 175.00 Judgment Fee  
State Minimum Cost \$ 10.00 Total \$ 175.00

Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed. If a cash bond/bail was personally deposited by defendant, payment toward the total is to first be collected out of that bond/bail.

**\*\* You must pay all OAC expenses attributable to this case \*\***

5. Be confined to jail (in addition to any other jail term imposed) until fine and costs are paid, but not to exceed \_\_\_\_ days.  
6. Return to this court to pay the above fine and costs on or before \_\_\_\_\_ Date  
7. Community Service: \_\_\_\_\_ hours \_\_\_\_\_ in lieu of F & C \_\_\_\_\_ in lieu of jail  
8. Be placed on probation for \_\_\_\_\_ months and abide by the terms of probation. (See separate order.)  
9. Vehicle impounded / \_\_\_\_\_ 9a. Vehicle to be immobilized by \_\_\_\_\_ for \_\_\_\_\_ days.  
10. License suspended / revoked for \_\_\_\_\_ days.  
11. Other:

ELIAN E. H. FICHTNER

August 31, 2021

(SEAL)

Judge ELIAN E. H. FICHTNER

P69258

Bar no.

Under MCL 769.16a the clerk of the court shall send a copy of this order to the Michigan State Police Central Records Division to create a criminal history record.

MCL 765.15(2); MSA 28.902(2); MCL 769.16a; MSA 28.1086(1); MCL 775.22; MSA 28.1259; MCL 780.766; MSA 28.1287(766);  
MC 219 (4/94) JUDGMENT OF SENTENCE/COMMITMENT TO JAIL MCL 780.826; MSA 28.1087(826); MCR 6.427(A)



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**463 N. River Road – Single Family Home  
RFP Opening  
2:05 pm on 11/12/2021**

<b>1. Rhode Bros. Excavating, Inc.</b>	<b>\$ 7,800.00</b>
<b>2. Bierlein Companies, Inc.</b>	<b>\$14,200.00</b>







## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Demolition of 7319 Gratiot Per Court Order
- **EXPLANATION OF TOPIC:** Over the past several years the Township Code Enforcement Officer as well as the Building Inspector have received and addressed numerous complaints regarding the condition of structures at 7319 Gratiot, Saginaw MI 48609, parcel #28-12-3-25-4028-000. You may recall that several years ago the Township had a rental home removed next door to this location that was owned by the same property owner. In this case the Building Inspector has notified the owner that the structure needs to be secured and repaired due to the roof system caving into the building. The owner has done nothing to correct the dangerous situation and has not secured the building. On August 31, 2021 a court order was issued requiring the owner of the property to repair or remove the structure. The order gave the Township the right to have the dangerous structure removed if the owner did not comply. The owner has not complied with the court order and the structure is still in a dangerous condition. At the direction of the Township Attorney, the structure is being removed to eliminate the dangerous condition. A request for proposal (RFP) was sent out to 25 contractors to solicit bids for the structure's removal. The Township opened the bids on Thursday, November 11, 2021. Three bids were received and the lowest bid was from Rohde Bros. Excavating, Inc, in the amount of \$4,800.00. According to the Township Department of Public Works Director, Rohde Bros., has done many different projects for the Township in the past and is considered a very good contractor to work with. After discussing the bids with the Township Manager and the Director of Public Works, and going over the bid requirements with Rohde Bros., it is recommended that Rohde Bros. Excavating, Inc., receive the contract to remove the structure per the court order and make the area safe



and secure again. The Township will send the owner the invoice for the cost incurred to remove the structure, and if not paid it will be added to the property tax bill. It is likely that the Township will recover the cost of demolition because of the desirability of the property if it should sell in the future.



- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of the court order, bid tab
- **POSSIBLE COURSES OF ACTION:** Approve, amend, deny, or table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the demolition of the structure at 7319 Gratiot, Saginaw, MI 49609, parcel number 28-12-3-25-4028-000 per the court order, and to award the contract to Rohde Bros. Excavating, Inc., for \$4,800.00.
- **ROLL CALL VOTE REQUIRED:** No

STATE OF MICHIGAN

IN THE DISTRICT COURT FOR THE COUNTY OF SAGINAW

THOMAS TOWNSHIP, a Municipal corporation,

Plaintiff,

v.

J. V. DUQUETTE,

Defendant.

Case No. 21- 3275 -ON

JUDGE: FILITNER

OTTO W. BRANDT (P11129)  
Attorney for Plaintiff  
715 Court Street  
Saginaw, Michigan 48602  
(989) 793-4740

**PERMANENT INJUNCTION ORDER**

AT A SESSION OF THE COURT HELD AT THE COURTHOUSE IN THE CITY OF SAGINAW, COUNTY OF SAGINAW AND STATE OF MICHIGAN, ON THE 31<sup>st</sup> DAY OF AUGUST, 2021.

PRESENT: HONORABLE \_\_\_\_\_, District Judge

This matter having come before the Court on August 31, 2021, on the Plaintiff's Motion and Affidavit for Entry of Order, and the Defendant having not appeared and being in default; and the Court being desirous of enjoining violations of the Plaintiff's Ordinances at Defendant's property at 7319 Gratiot Road, Thomas Township, Saginaw County, Michigan, and the Court being fully advised in the premises,

IT IS THEREFORE ORDERED AND ADJUDGED that the Defendant, J. V. DUQUETTE, his heirs, agents and employees shall repair or remove within 10 days from the date of this Order, the collapsed garage at 7319 Gratiot Road, and keep and maintain said property in conformance with Plaintiff's Zoning and general Ordinances.

IT IS FURTHER ORDERED AND ADJUDGED that in the event said garage is not repaired or removed within 10 days, Plaintiff, THOMAS TOWNSHIP, may take any and all action necessary to correct the violation, and the Plaintiff shall be entitled to its costs from the Defendant for the repair or removal of said garage from said 7319 Gratiot Road, Thomas Township, Saginaw County, Michigan, within 30 days after Plaintiff presents its bill for services



to the Defendant. If unpaid after said 30 days, the Plaintiff may place said costs on the tax roll for said property.

IT IS FURTHER ORDERED AND ADJUDGED that the Defendant, J. V. DUQUETTE, shall pay a fine and Court costs in the amount of \$175.

A copy of this Order shall be served on the Defendant by the Plaintiff and a Proof of Service filed with the Court.



HON.  
District Judge

Prepared by:  
OTTO W. BRANDT (P11129)  
Attorney at Law  
715 Court Street  
Saginaw, Michigan 48602  
(989) 793-4740

Approved, SCAO

Original - Court

1st copy - Jail

2nd copy - State Police

3rd Copy - Defendant

4th Copy - Prosecutor

STATE OF MICHIGAN

70th JUDICIAL DISTRICT

SAGINAW COUNTY

JUDGMENT OF SENTENCE

CASE NO.

21-003275-ON-1

MI- 7300-35-J

Court address

111 S. MICHIGAN AVE., SAGINAW, MICHIGAN 48602

THE PEOPLE OF  
THE STATE OF MICHIGAN

V

Defendant's name, address, and telephone no.

DUQUETTE, JV

7319 GRATIOT RD

SAGINAW, MI 48609

CTN

SID

DOB

0000000

## THE COURT FINDS:

1. The defendant was found guilty on August 31, 2021 of the crime(s) as stated below:  
Date

Count	CONVICTED BY Plea* Court Jury	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	DJ	PROPERTY MAINTENANCE COD	SEC PROPERTY MAINTEN

\*Plea: insert "G" for guilty plea; use "NC" for nolo contendere; use "MI" for guilty but mentally ill.

2. Defendant X was represented by an attorney: \_\_\_\_\_  
was advised of the right to counsel and/or appointed counsel and knowingly, intelligently, and voluntarily waived that right.

## IT IS ORDERED that defendant shall:

1. Serve \_\_\_\_\_ day(s) in jail, beginning \_\_\_\_\_. Credit is given for \_\_\_\_\_ day(s) previously served.

2. OR: serve \_\_\_\_\_ day(s) on the PLUS program at a rate of \$ \_\_\_\_\_ per day.

3. Defendant may be released on day parole for the purpose checked during the times specified:

<input type="checkbox"/> seeking work	<input type="checkbox"/> Police Reimbursement	<input type="checkbox"/> PSI Report	\$ _____
<input type="checkbox"/> medical treatment		<input type="checkbox"/> PLUS Fee	\$ _____
<input type="checkbox"/> working at regular employment		<input type="checkbox"/> Assessment Fee	\$ _____
<input type="checkbox"/> other:		<input type="checkbox"/> Victims' Rights	\$ _____
<input type="checkbox"/> attendance at educational institution		<input type="checkbox"/> Oversight Fee	\$ _____
Times:		<input type="checkbox"/> Restitution	\$ _____
		<input type="checkbox"/> Other	\$ _____

X 4. Pay: \$ 165.00	\$ _____	Costs of Prosecution	\$ _____	175.00
	Fine/Costs	Costs	Judgment Fee	
		State Minimum Cost \$ 10.00	Total	\$ 175.00

Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed. If a cash bond/bail was personally deposited by defendant, payment toward the total is to first be collected out of that bond/bail.

\*\* You must pay all OAC expenses attributable to this case \*\*

5. Be confined to jail (in addition to any other jail term imposed) until fine and costs are paid, but not to exceed \_\_\_\_ days.

6. Return to this court to pay the above fine and costs on or before \_\_\_\_\_.

7. Community Service: \_\_\_\_\_ hours \_\_\_\_\_ in lieu of F &amp; C \_\_\_\_\_ in lieu of jail

8. Be placed on probation for \_\_\_\_\_ months and abide by the terms of probation. (See separate order.)

9. Vehicle impounded / 9a. Vehicle to be immobilized by \_\_\_\_\_ for \_\_\_\_\_ days.

10. License suspended / revoked for \_\_\_\_\_ days.

11. Other: \_\_\_\_\_

ELIAN E. H. FICHTNER

P69258

August 31, 2021

(SEAL)

P69258

Date

Judge ELIAN E. H. FICHTNER

Bar no.

Under MCL 769.16a the clerk of the court shall send a copy of this order to the Michigan State Police Central Records Division to create a criminal history record.

MCL 765.15(2); MSA 28.902(2); MCL 769.16a; MSA 28.1086(1); MCL 775.22; MSA 28.1259; MCL 780.766; MSA 28.1287(766);  
MC 219 (4/94) JUDGMENT OF SENTENCE/COMMITMENT TO JAIL MCL 780.826; MSA 28.1087(826); MCR 6.427(A)



**7319 Gratiot Road – Detached Garage**  
**RFP Opening**  
**2:05 pm on 11/11/2021**

- |   |                   |
|---|-------------------|
| <b>1. Rhode Bros. Excavating, Inc.</b>  | <b>\$4,800.00</b> |
| <b>2. Tri-Valley Construction, LLC.</b> | <b>\$5,975.00</b> |
| <b>3. Bierlein Companies, Inc.</b>      | <b>\$9,600.00</b> |



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** December 6, 2021
- **SUBMITTED BY:** Darci Seamon, Deputy Clerk/Administrative Assistant
- **AGENDA TOPIC:** Award the three-year bid for the production and mailing preparation of our quarterly newsletter "Thomas Township Today" to Reimold Printing.
- **EXPLANATION OF TOPIC:** Pursuant to Administrative Policy #609, the production and mailing portion of our newsletter must be bid out every three years. Requests for proposals were sent to five companies (Easy Printing Center, Print Express, QRP, FP Horak and Reimbold Printing). One bid was received from QRP. The RFP was resent to try to garner more bids, with two returning bids. When notifying QRP of the submission of their bid to the Board for approval, they informed me that there was an error in their bid and they could not financially honor the bid. Both companies were aware of the bid amounts. To maintain the integrity of the sealed bid process, it is recommended that the Board approve the three-year bid from Reimold Printing in the amount of \$25,899.12 with years two and three contingent upon satisfactory production of each preceding year.

Reimold has been our provider for the past three years. Reimold also produces our Township Brochure and provides services for the Water/Sewer Department.

- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to award the three-year bid for the production and mailing preparation of the Township quarterly newsletter to Reimold Printing with years two and three contingent upon satisfactory production of each preceding year.
- **ROLL CALL VOTE REQUIRED?** No

## Bid Tab For Publication of the Township Newsletter

<b>Quick Reliable Printing - Rescinded</b>		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	<b>Total</b>
Year One	2022	\$1,937.03	\$1,937.03	\$1,937.03	\$1,937.03	\$7,748.12
		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	
Year Two	2023	\$1,937.03	\$1,937.03	\$1,937.03	\$1,937.03	\$7,748.12
		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	
Year Three	2024	\$2,033.88	\$2,033.88	\$2,033.88	\$2,033.88	\$8,135.52
<b>Total</b>		<b>\$5,907.94</b>	<b>\$5,907.94</b>	<b>\$5,907.94</b>	<b>\$5,907.94</b>	<b>\$23,631.76</b>

<b>Reimold Printing</b>		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	<b>Total</b>
Year One	2022	\$2,086.15	\$2,086.15	\$2,086.15	\$2,086.15	\$8,344.60
		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	
Year Two	2023	\$2,086.15	\$2,086.15	\$2,086.15	\$2,086.15	\$8,344.60
		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	
Year Three	2024	\$2,299.98	\$2,299.98	\$2,299.98	\$2,299.98	\$9,199.92
<b>Total</b>		<b>\$6,472.28</b>	<b>\$6,472.28</b>	<b>\$6,472.28</b>	<b>\$6,472.28</b>	<b>\$25,899.12</b>