



THOMAS TOWNSHIP REGULAR BOARD MEETING  
8215 Shields Drive, Saginaw, MI 48609  
January 10, 2022 @ 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approve the December 6, 2021, Special Board Minutes.
  - B. Approve the December 6, 2021, Regular Board Minutes.
  - C. Approval of the Expenditures.
  - D. Approve the hiring of Aleigha Crowl as probationary full-time Treasurer's Assistant.
  - E. Approve the hiring of Nicole Schulte as probationary full-time Utility Billing/Cash Receipting Clerk.
  - F. Receive and accept the resignation from Michael Dense from the Downtown Development Authority.
  - G. Approve the Supervisor's nomination of Steve Goward to serve on the Downtown Development Authority for a term expiring November 20, 2024.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. Receive comments pertaining to the creation of a Special Assessment District for a street light on Morgan Court.
  - B. Receive comments pertaining to the creation of a Special Assessment District for road repair in John Day Subdivision (Hillshire Court).
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve the 2022 Saginaw Future, Inc. Agreement.
  - B. Approve Resolution 22-01 to create the Morgan Court Street Lighting District, and to direct the Supervisor to prepare a special assessment roll for the February 7, 2022 Board Meeting.
  - C. Approve Resolution 22-02 approving the tentative plans for the road improvements in John Day Subdivision (Hillshire Court) and call for a public hearing on February 7, 2022, to confirm the special assessment roll.
  - D. Approve text amendment 22-Z-01, sec 19.3(a)3 amending the minimum acreage for condominium development standards.
  - E. Approve text amendment 22-Z-02, sec 3.13; "Customary Home Occupations" to add "Performance Standards".
  - F. Approve text amendment 22-G-01, sec 6-1-5; "Requirement to Clear and Maintain Sidewalks" to add (D) Barricades required.
  - G. Approve text amendment 22-G-02, Title 2; Business and License Regulation; Chapter 5, "Mobile Food Vehicles".

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.

- H. Approve the participation in MDHHS Low-Income Water Assistance Program administered by the Saginaw County Community Action Committee (SCCAC).
- I. Approve Essential Worker Hazard Pay to employees who worked through the COVID Pandemic with American Rescue Plan Act (ARPA) funds.
- J. Approve Proclamation 22-03 recognizing the retirement and years of service for Korina Tucker.
- 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
  - 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  
SPECIAL BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
December 6, 2021  
5:00 p.m.

1. The Special Board Meeting was called to order at 5:00 p.m. by Supervisor Weise.
2. PRESENT: DeLine, Witt, Weise, Brosowski, Thayer, Sommers  
ABSENT: Monahan  
  
ALSO PRESENT: Township Manager, Russ Taylor; Finance Director, Deidre Frollo;  
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 Brosowski, seconded by DeLine to approve the agenda as presented.  
Motion carried unanimously.

THOMAS TOWNSHIP SPECIAL BOARD MEETING  
WORKSHOP

8215 Shields Drive, Saginaw, MI 48609  
December 6, 2021 @ 5:00 p.m.

1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Approval of Agenda
  5. Communications-Petitions-Citizen Comments
  6. Unfinished Business  
A. None
  7. New Business – Discussion Only.  
A. Presentation by Township Staff regarding the Long Range Township Campus Plan.
  8. Reports  
A. None
  9. Executive Session  
A. None
  10. Adjournment
- 
5. Communications-Petitions-Citizen Comments  
A. None.
  6. Unfinished Business  
A. None.
  7. New Business  
A. Presentations were made by Township Staff regarding the Long Range Township  
Campus Plan. Several options were presented. This meeting was for discussion

only. The Board will make a decision on the Long Range Plan at the January  
Regular Board Meeting

8. Report of Officers and Staff:
  - A. None.
9. Executive Session:
  - A. None
10. It was moved by Brosowski, seconded by Witt to adjourn the meeting at 6:40 p.m. Motion carried unanimously.

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Edward Brosowski, Clerk

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Dated



THOMAS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
December 6, 2021  
7:00 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 Frollo; 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 one interested party.

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

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.
- 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. <b>Treasurer</b> | F. DPW                   | J. Parks & Recreation |
|                     | G. Finance               | K. Board Members      |

11. Executive Session

- A. None

12. Adjournment

5. It was moved by DeLine, seconded by Thayer to approve the consent agenda. Motion carried unanimously.

- A. Approval of Township Board minutes from the regular meeting 11/01/2021.

- B. Expenditures consisting of:

Clearing Fund	\$3,070.16
General Fund	74,785.70
Christopher Thompson Fund	0.00
Public Safety-Fire Department	14,370.83
Fire Apparatus	0.00
Public Safety-Police Department	18683.80
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

- C. Approved the hiring of Amy Dasky as a probationary, full-time police officer contingent upon employment requirements.
- D. Approved the Supervisor's recommendation to reappoint Steve Yockey and Rod Iamurri to the Planning Commission for a term to expire 01/01/2025.
- E. Approved the Supervisor's recommendation to reappoint Rene DeSander, Rod Iamurri, and Mitch Lenczewski to the Zoning Board of Appeals for a term to expire 01/01/2025.
- F. Acknowledge and accepted the retirement of Korina Tucker as Treasurer Assistant/Deputy Treasurer.
- G. Approved the amendments to Administrative Policy #406, regarding credit cards.
- H. Appointed the Vector Tech Group as the Township Computer Services Provider for 2022/2023.
- I. Appointed the Masud Labor Law Group as the Township Labor and Employment Attorney for 2022/2023.
- J. Appointed Otto Brandt as the Township Municipal Law Attorney for 2022/2023.

- K. Appointed Spicer Group as the Township Engineer for 2022/2023.
- 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 Witt, seconded by Brosowski to 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. It was moved by Witt, seconded by DeLine to approve the Capital Improvement Plan and Five Year Financial Forecast for 2022/23 to 2026/27. Motion carried unanimously.
  - C. It was moved by Thayer seconded by DeLine to 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.  
Roll Call:  
Ayes: DeLine, Witt, Weise, Brosowski, Thayer, Sommers  
Absent: Monahan  
Nays: None  
Abstain: None  
Resolution was adopted.
  - D. It was moved by Brosowski, seconded by Brosowski 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. Motion carried unanimously.
  - E. It was moved by Witt, seconded by Brosowski to 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. Motion carried unanimously.
  - F. It was moved by DeLine, seconded by Witt to approve Resolution 21-23 to accept ownership of Morgan Court water and sewer improvements.  
Roll Call:  
Ayes: DeLine, Witt, Weise, Brosowski, Thayer, Sommers  
Absent: Monahan  
Nays: None  
Abstain: None  
Resolution was adopted.
  - G. It was moved by Witt, seconded by DeLine to 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. Motion carried unanimously.
  - H. It was moved by DeLine, seconded by Witt to 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. Motion carried unanimously.
  - I. It was moved by Brosowski, seconded by Witt to 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. 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.
  - I. Receive and file the Police Department Report.
  - J. Receive and file the Parks and Recreation Report.
  - K. Board Member Reports – Trustee DeLine thanked everyone on the Winter Wonderland Committee.
11. Executive Session:
  - A. None
12. It was moved by Brosowski, seconded by Thayer to adjourn the meeting at 7:30 p.m.  
Motion carried unanimously.

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Edward Brosowski, Clerk

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Dated





**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **PERSON SUBMITTING:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Approval of Expenditures
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:**  
The Appropriations Act passed in March Appropriated total funds for the 2021/2022 fiscal year for operating the budgets of the various finds. Monthly the board needs to approve the total expenditures in each fund for the month.

In addition to the fund expenditures listed in the motion, Library Fund expenditures were \$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 \$1,104,345.66 with individual fund totals as follows:

Clearing Fund .....	0.00
General Fund.....	71,704.94
Christopher Thompson Funds.....	0.00
Public Safety - Fire Department.....	5,933.47
Fire Apparatus .....	0.00
Public Safety - Police Department .....	43,077.79
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority .....	2,454.00
Road Revolving Fund.....	0.00
Sewer Fund .....	65,757.40
Water Fund .....	24,321.30
Municipal Refuse .....	70,076.86
Tax .....	821,019.90

As shown on checks #64923-65083

GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND						
Dept 000						
101-000-004.100	CHANGE FUND	THOMAS TWP GENRL FUND PA	CHANGE FUND - WINTER WONDERLAND - ROB	800.00	64971	
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	DELTA DENTAL	JANUARY 2022 PREMIUM	262.22	65049	
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	THOMAS CROSSINGS 28 LOTS DECEMBER 202	14.00	65072	
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	THOMAS CROSSINGS 28 LOTS DECEMBER 202	56.00	65073	
101-000-500.000	CONSTRUCTION PERMITS	ROB BRETHAUER	REFUND - OVERPAYMENT - ELECTRICAL	31.00	65009	
Total For Dept 000				1,163.22		
Dept 101 BOARD-LEGISLATIVE						
101-101-802.000						
101-101-900.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	810.00	65003	
101-101-956.000	LEGAL NOTICES	MAYE MEDIA GROUP	BOARD MTG/NOTICE OF PUBLIC HEARING	157.84	64998	
	MISCELLANEOUS	YEO & YEO PC	PROFESSIONAL SVCS - NOVEMBER 2021 - S	938.90	65038	
Total For Dept 101 BOARD-LEGISLATIVE				1,906.74		
Dept 172 MANAGER-ADMINISTRATIVE						
101-172-716.100						
101-172-716.200	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	79.70	65058	
101-172-716.300		DELTA DENTAL	JANUARY 2022 PREMIUM	139.76	65049	
101-172-804.000	MEMBERSHIP & DUES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.33	65058	
101-172-910.000	INSURANCE GENERAL LIABILITY	SAGINAW CO CHAMBER OF CO	2022 ANNUAL MEMBERSHIP DUES	349.00	65070	
		MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENNWL - 2022	510.00	65000	
101-172-956.000	MISCELLANEOUS	RUSS TAYLOR	REIMBURSEMENT - PHYSICAL	1,710.99	65010	
Total For Dept 172 MANAGER-ADMINISTRATIVE				2,812.78		
Dept 215 CLERK						
101-215-716.100						
101-215-716.200	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	56.36	65058	
101-215-716.300		DELTA DENTAL	JANUARY 2022 PREMIUM	139.76	65049	
101-215-910.000	INSURANCE GENERAL LIABILITY	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	14.01	65058	
		MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENNWL - 2022	510.00	65000	
Total For Dept 215 CLERK				720.13		
Dept 253 TREASURER-FINANCE DEPARTMENT						
101-253-716.100						
101-253-716.200	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	121.80	65058	
101-253-716.300		DELTA DENTAL	JANUARY 2022 PREMIUM	156.16	65049	
101-253-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	31.29	65058	
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	99.57	65006	
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	50.78	65006	
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	66.99	65006	
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	91.00	65065	
101-253-830.000	TAX ROLL PREPARATION	PRINT EXPRESS OFFICE PRO	TAX ENVELOPES	3,387.76	64991	
101-253-830.000	TAX ROLL PREPARATION	MAIL ROOM SERVICE CENTER	WINTER TAXES	777.67	65008	
101-253-830.000	TAX ROLL PREPARATION	REIMOLD PRINTING CORPORA	2021-2022 TAX GUIDE - DDA	1,403.43	65008	
101-253-910.000	INSURANCE GENERAL LIABILITY	REIMOLD PRINTING CORPORA	2021-2022 TAX GUIDE - REGULAR	510.00	65008	
		MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENNWL - 2022		65000	
Total For Dept 253 TREASURER-FINANCE DEPARTMENT				6,696.45		
Dept 257 ASSESSING						
101-257-716.100						
101-257-716.200	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.67	65058	
101-257-716.300		DELTA DENTAL	JANUARY 2022 PREMIUM	83.86	65049	
101-257-910.000	INSURANCE GENERAL LIABILITY	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	6.07	65058	
		MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENNWL - 2022	510.00	65000	
Total For Dept 257 ASSESSING				623.60		
Dept 265 BUILDING & GROUNDS						
101-265-810.100						
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING	135.00	65017	
101-265-810.100	CONTRACTED SERVICES	DOBIS LANDSCAPING	2021 FALL CLEAN-UP	1,623.12	65050	

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND

Dept 265 BUILDING & GROUNDS

101-265-850.000	123.NET	TELEPHONE SERVICE	117.79	65039
101-265-920.000	THOMAS TWP WATER	UTILITY BILL - 249 N MILLER RD	405.20	65028
101-265-920.000	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOR RD	32.84	65046
101-265-920.000	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOR RD	47.48	65046
101-265-920.000	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	30.71	65046
101-265-920.000	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOR RD	32.53	65046
101-265-920.000	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	36.50	65046
101-265-920.000	CONSUMERS ENERGY CO	UTILITY BILL - 249 N MILLER RD	1,007.74	65046
101-265-930.000	LEDDY ELECTRIC INC.	UTILITY BILL - 229 N MILLER RD	673.27	65046
101-265-970.000	BOSS BUSINESS SOLUTION	REPAIR BALLASTS - ADMN BLDG	411.19	65056
101-265-970.000	VECTOR TECH GROUP	COPIER - CS6053CI	12,000.00	65042
		BROCADE ICX 7150 ETHERNET SWITCH	6,785.00	65081
	Total For Dept 265 BUILDING & GROUNDS		23,338.37	

Dept 276 CEMETERY

101-276-810.100	CONTRACTED SERVICES	DOBIS LANDSCAPING	2021 FALL CLEAN-UP	2,164.29	65050
101-276-940.100	EQUIPMENT RENTAL	R.B. SATKOWIAK'S CITY SEW	2395 N RIVER RD - PORTABLE TOILET RNT	100.00	65007

Total For Dept 276 CEMETERY

2,264.29

Dept 282 GREAT LAKES TECH PARK MTCE  
UTILITIES

CONSUMERS ENERGY CO UTILITY BILL - 351 N GRAHAM RD

515.32

65046

Total For Dept 282 GREAT LAKES TECH PARK MTCE

515.32

Dept 371 COMMUNITY DEVELOPMENT

101-371-716.100	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	97.52	65058
101-371-716.200	DELTA DENTAL	JANUARY 2022 PREMIUM	307.47	65049
101-371-716.300	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	26.85	65058
101-371-740.000	STAPLES ADVANTAGE	OFFICE SUPPLIES	55.98	65021
101-371-802.000	SAGINAW CO REGISTER OF D	TREE AGREEMENTS	90.00	65071
101-371-900.000	OTTO BRANDT	LEGAL SERVICES	370.00	65003
101-371-910.000	MLIVE MEDIA GROUP	BOARD MTG/NOTICE OF PUBLIC HEARING	156.08	64998
101-371-938.100	MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENWL - 2022	510.00	65000
	WEX INC	GAS/DIESEL FUEL	37.75	65035

Total For Dept 371 COMMUNITY DEVELOPMENT

1,651.65

Dept 421 CONSTRUCTION CODES

101-421-716.100	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	50.35	65058
101-421-716.200	DELTA DENTAL	JANUARY 2022 PREMIUM	167.71	65049
101-421-716.300	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	13.38	65058
101-421-740.000	STAPLES ADVANTAGE	OFFICE SUPPLIES	131.99	65021
101-421-740.000	STAPLES ADVANTAGE	OFFICE SUPPLIES	12.98	65021
101-421-804.000	SAG VALLEY CHAPTER ICC	OFFICE SUPPLIES - CREDIT	(6.02)	65021
101-421-836.000	COVENANT OCCUPATIONAL	2022 MEMBERSHIP DUES	15.00	65011
101-421-910.000	MY MEMBER INSURANCE AGEN	EMPLOYEE PHYSICALS	102.00	64979
101-421-960.000	INTERNATIONAL CODE COUNC	CYBER LIABILITY RENWL - 2022	510.00	65000
		CODE CHECK	166.25	64988

Total For Dept 421 CONSTRUCTION CODES

1,163.64

Dept 444 STORM WATER MANAGEMENT  
PROFESSIONAL SERVICES

101-444-817.000	SPICER GROUP INC.	THE BUNKER AT APPLE MOUNTAIN - DRAINAGE	643.00	65019
	Total For Dept 444 STORM WATER MANAGEMENT		643.00	

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

Fund 101 GENERAL OPERATING FUND

Dept 445 DRAINS AT LARGE	DRAIN AT LARGE-BADGERO	SAGINAW COUNTY TREASURER	2021 DRAIN ASSESSMENT/REASSESSMENTS	7,396.30	65012
101-445-806.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-25-3030-000	1.12	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-10-3004-019	2.56	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-27-3001-000	4.05	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-26-1042-001	1.12	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-26-1021-000	1.12	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-03-3003-000	2.56	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-20-4003-002	4.05	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENT - 28-12-3-25-3037-000	1.12	65027
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENTS - 28-12-3-26-1020-001	1.12	65077
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	THOMAS TOWNSHIP TREASURE	TAX PAYMENTS - 28-12-3-25-3051-000	1.12	65077

Total For Dept 445 DRAINS AT LARGE

7,416.24

Dept 448 STREET LIGHTING	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 LED LIGHT RD	1,218.23	64970
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - STREET LIGHTS	4,120.04	64970

Total For Dept 448 STREET LIGHTING

5,338.27

Dept 752 ADMINISTRATION	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	103.29	65058
101-752-716.100		DELTA DENTAL	JANUARY 2022 PREMIUM	178.89	65049
101-752-716.200		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	28.76	65058
101-752-716.300	OPERATING SUPPLIES	BROADS BUSINESS SYSTEM	KYOCERA - 3011i - 12/27/21-01/26/22	43.62	65043

Total For Dept 752 ADMINISTRATION

354.56

Dept 756 FACILITY ACQUISITION/CONSTRUC	CAPITAL IMP. NATURE PRESERVE	LEDY ELECTRIC INC.	INSTALL HVAC - NATURE CENTER - PARKS	637.49	64990
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	SPICER GROUP INC.	THOMAS TWP - NATURE CENTER DEVELOPEMEN	2,569.75	65019
101-756-974.575					

Total For Dept 756 FACILITY ACQUISITION/CONSTRUC

3,207.24

Dept 770 OPERATIONS & MAINTENANCE	CONTRACTED SERVICES	DOBIS LANDSCAPING	2021 FALL CLEAN-UP	2,164.28	65050
101-770-810.000	INSURANCE GENERAL LIABILITY	MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENWL - 2022	510.00	65000
101-770-910.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 605 S MILLER RD	475.04	64970
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD L4 LIGHT	267.05	64970
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST L4 LIGHT	96.63	64970
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 9535 GRATIOT RD	23.00	65028
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 300 LEDDY RD	67.16	65028
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8215 SHIELDS - #BATH D	42.12	65028
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 455 S MILLER RD	471.22	65046
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD	29.38	65046
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD - POOL	81.24	65046
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD	216.95	65046
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9535 GRATIOT RD	8.95	65046
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 700 S RIVER RD	59.29	65046
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST	38.72	65046
101-770-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	UTILITY BILL - 6660 GRATIOT	292.83	65046
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	VEHICLE MAINTENANCE	9.58	65001
101-770-930.000	REPAIRS/MAINTENANCE	TOTTEN TIRE NORTHWEST IN	REPAIRS/MAINTENANCE	73.57	65079
101-770-938.000	VEHICLE EXPENSE	OIL CHNGE - 2006 CHEVY PU - PARKS		71.23	65029
101-770-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	199.34	65035

Total For Dept 770 OPERATIONS & MAINTENANCE

5,197.58

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User: DEIDRE
DB: Thomas Township
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POST DATES 12/01/2021 - 12/31/2021  
JOURNALIZED

JOURNALIZED

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

Amount	Check #
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Fund 101 GENERAL OPERATING FUND			
Dept 774 SPECIAL EVENTS			
101-774-740.000	OPERATING SUPPLIES	CARTER LUMBER	WOOD - WINTER WONDERLAND - PARKS
101-774-740.000	OPERATING SUPPLIES	CROOKED CREEK & SWAN VAL	CATER - EVENING IN THE PARK
101-774-740.000	OPERATING SUPPLIES	HOME DEPOT	REPAIRS/MAINTENANCE
101-774-740.000	OPERATING SUPPLIES	SIGN IMAGE INC	WINTER WONDERLAND BANNERS - PARKS
101-774-740.000	OPERATING SUPPLIES	LEE TENTS	WINTER WONDERLAND
101-774-740.000	OPERATING SUPPLIES	TENT RITE OF SAGINAW, LL	TENT HEATERS - WINTER WONDERLAND
101-774-740.000	OPERATING SUPPLIES	TSC STORES	REPAIRS/MAINTENANCE
101-774-901.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	TICKETS - WINTER WONDERLAND - PARKS
			124.60
			64976
			1,110.35
			64981
			517.09
			64987
			1,890.00
			65018
			1,702.00
			65057
			730.32
			65068
			611.51
			65079
			65005
			5.99

Total For Dept 774 SPECIAL EVENTS	6,691.86
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Total For Fund 101 GENERAL OPERATING FUND	71,704.94
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[illegible]

Total for Dept 000	5,933.47
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TOTAL FOR FUND 205 PUBLIC SAFETY-FIRE DEPARTMENT	5,933.47
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Fund 207	PUBLIC SAFETY-POLICE		
Dept 000			
207-000-607.100	COURT ORDERED FEES	STATE OF MICHIGAN	SOR REGISTRATION FEE
207-000-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
207-000-716.200	DENTAL INSURANCE	DELTA DENTAL	JANUARY 2022 PREMIUM
207-000-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
207-000-716.600	RETIREE HEALTH INS SUPPLEMENT	CHARLIE BROOKER	RETIREE STIPEND HEALTHCARE COSTS
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES
			30.00
			368.35
			716.71
			110.49
			200.00
			(4.66)
			65022
			65058
			65049
			65058
			65045
			65021

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description Amount Check #

Fund 207 PUBLIC SAFETY-POLICE

Dept 000	OPERATING SUPPLIES	JET GRAPHICS	INSTALL GRAPHICS - 2021 FORD EXPLORER	545.00	65054
207-000-740.000	OPERATING SUPPLIES	MIDLAND PAPER COMPANY	OPERATING SUPPLIES - PB SAFETY	50.02	65060
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	107.47	65075
207-000-742.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - POLICE	590.50	65002
207-000-742.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - POLICE	289.50	65002
207-000-742.000	UNIFORMS	VILLAGE OF BIRCH RUN	POLICE EQUIPMENT - DASKY	1,000.00	65034
207-000-742.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - POLICE	36.00	65061
207-000-742.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - POLICE	28.00	65061
207-000-802.000	LEGAL SERVICES	MASUD PATTERSON & SCHUTT	LABOR COUNSEL	133.00	64992
207-000-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	1,590.00	65003
207-000-804.000	MEMBERSHIP & DUES	POLICE CHIEFS ASSC-SAG C	2022 MEMBERSHIP DUES - FONG	125.00	65064
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRANGMENTS - NOVEMBER 2021	107.10	65012
207-000-810.100	CONTRACTED SERVICES	DOBIS LANDSCAPING	2021 FALL CLEAN-UP	541.08	65050
207-000-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICALS	102.00	64979
207-000-836.000	EMPLOYMENT PHYSICALS	PARTNERS IN CHANGE	EMPLOYEE EVALUTION	400.00	65004
207-000-850.000	INSURANCE GENERAL LIABILITY	123.NET	TELEPHONE SERVICE	117.78	65039
207-000-910.000	UTILITIES	MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENWL - 2022	510.00	65000
207-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 8215 SHIELDS DR	112.80	65028
207-000-938.000	VEHICLE EXPENSE	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	476.38	65046
207-000-938.000	VEHICLE EXPENSE	MCDONALD FORD SUZUKI	REPAIR - 2017 FORD EXPLORER - POLICE	87.60	64993
207-000-938.000	VEHICLE EXPENSE	MCDONALD FORD SUZUKI	REPAIR - 2019 FORD EXPLORER - POLICE	289.34	64993
207-000-938.100	GAS & DIESEL FUEL	TREIB INC	VEHICLE WASHES	43.50	65030
207-000-960.000	EDUCATION & TRAINING	WEX INC	GAS/DIESEL FUEL	1,749.83	65035
207-000-970.000	CAPITAL OUTLAY	STREET COP TRAINING, LLC	EDU - MICHIGAN CASE LAW THAT ALL COPS	175.00	65024
		MCDONALD FORD SUZUKI	2021 FORD EXPLORER - POLICE	32,450.00	64994
Total For Dept 000				43,077.79	
Total For Fund 207 PUBLIC SAFETY-POLICE				43,077.79	

Fund 248 Downtown Development Authority

Dept 000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	30.00	65003
248-000-802.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	32.84	65046
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	47.48	65046
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	30.71	65046
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	32.54	65046
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	36.50	65046
248-000-930.000	REPAIRS/MAINTENANCE	LEDY ELECTRIC INC.	REPAIR GRATIOT RD STREETLIGHT	1,681.55	65056
248-000-974.000	CAPITAL IMPROVEMENTS	HOME DEPOT	REPAIRS/MAINTENANCE	104.58	64987
248-000-974.000	CAPITAL IMPROVEMENTS	GRAEBNER EXCAVATING, LTD	TOP SOIL - WEST GATEWAY SIGN	457.80	65052
Total For Dept 000				2,454.00	
Total For Fund 248 Downtown Development Authority				2,454.00	

Fund 271 LIBRARY FUND

Dept 000	HEALTH INSURANCE	DELTA DENTAL	JANUARY 2022 PREMIUM	39.13	65049
271-000-716.000	DISABILITY	UNUM %MEBS	DISABILITY - LIBRARY	664.94	65080
271-000-727.000	OFFICE SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - LIBRARY	822.70	65005
271-000-728.000	CHILDRENS BOOKS - 2036325796	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	478.71	65041
271-000-728.000	CHILDRENS BOOKS	JUNIOR LIBRARY GUILD	CHILDREN BOOKS	200.00	65055
271-000-728.100	ADULT BOOKS - 2036330808	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	340.49	65041
271-000-728.100	ADULT BOOKS - 76259266	CENGAGE LEARNING INC - G	BOOKS	264.18	65044



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PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	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 - 3944 N RIVER RD	76.45	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 4530 N THOMAS RD	120.56	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 2323 N RIVER RD	29.09	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7768 MADELINE ST	502.30	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 3200 N THOMAS RD	531.24	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1505 N GLENNER RD	29.83	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1755 THUNDERBIRD DR	160.35	65046
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1928 N RIVER RD	89.62	65046
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	1,576.71	64987
590-540-930.000	REPAIRS/MAINTENANCE	MIDLAND PAPER COMPANY	OPERATING SUPPLIES - DPW	113.61	64997
590-540-930.000	REPAIRS/MAINTENANCE	MUEHLELD BUILDERS	INSTALL LIFT PUMP - STROEBEL/RIVER	455.00	64999
590-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	43.62	65001
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	1,827.50	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,762.50	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,440.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,440.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,655.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,655.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,810.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,870.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	4,980.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,655.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	1,827.50	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	1,935.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	1,773.75	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	1,558.75	65007
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	3,870.00	65007
590-540-930.000	REPAIRS/MAINTENANCE	WOHLFELT HARDWARE	POWER EQUIPMENT PARTS - DPW	84.48	65036
590-540-930.000	REPAIRS/MAINTENANCE	WOHLFELT HARDWARE	CREDIT RETURN - WRONG HARNESS WIRING	(18.17)	65036
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	2021 SANITARY PROJECT	2,730.00	65066
590-540-930.000	REPAIRS/MAINTENANCE	SAGINAW - THE WW WILLIA	ANNUAL MAINTENANCE/OPERATNL SVC - LIF	400.00	65069
590-540-930.000	REPAIRS/MAINTENANCE	SAGINAW - THE WW WILLIA	ANNUAL MAINTENANCE/OPERATNL SVC - LIF	400.00	65069
590-540-930.000	REPAIRS/MAINTENANCE	SAGINAW - THE WW WILLIA	ANNUAL MAINTENANCE/OPERATNL SVC - LIFT	400.00	65069
590-540-930.000	REPAIRS/MAINTENANCE	SAGINAW - THE WW WILLIA	REPAIR - BAD BLOCK HEATER - LIFT 7	413.18	65069
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	22.09	65079
590-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	25.99	65001
590-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	4D CORE - CREDIT	(27.00)	65015
590-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	VEHICLE MAINTENANCE - DPW	120.15	65015
590-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LOBE LLC	VEHICLE MAINTENANCE - DPW	24.47	65016
590-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	LED WORK LAMP - DWP	45.29	65074
590-540-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	TIRE REPAIR - DPW	10.00	65078
590-540-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	955.87	65035
Total For Dept 540 OPERATIONS & MAINTENANCE				64,721.76	
Total For Fund 590 SEWER FUND				65,757.40	

Fund 591 WATER FUND	Dept 000	CUSTOMER DEPOSITS MORGAN COURT	SPICER GROUP INC.	THOMAS TWP - MORGAN COURT WATER MAIN	4,799.50	65019
591-000-255.142		CONTRACTS PAYABLE CITY OF SAG	CITY OF SAGINAW	WATER CONNECTION - 7550 MORGAN COURT	2,000.00	64977
591-000-310.091		CONTRACTS PAYABLE CITY OF SAG	CITY OF SAGINAW	WATER CONNECTION - 846 N ORR RD - 28-	2,000.00	64977
591-000-310.091				Total For Dept 000	8,799.50	



GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
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Fund 591 WATER FUND						
Dept 536 ADMINISTRATION						
591-536-716.100						
591-536-716.300	DENTAL INSURANCE					
591-536-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	76.17		65058
591-536-740.000	OPERATING SUPPLIES	DELTA DENTAL	JANUARY 2022 PREMIUM	140.52		65049
591-536-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.00		65058
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	METER CHANGE DOOR HANGER	162.00		65005
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	STORAGE BOXES - DPW	57.92		65005
591-536-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	NAVIGATOR - DPW	25.00		65005
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	BUK POSTAGE PERMIT #273 - WATER	427.65		65033
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW	74.19		65065
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW	4.20		65065
591-536-802.000	LEGAL SERVICES	REIMOLD PRINTING CORPORA	DECEMBER WATER BILLS - FOLD/INSERT/DE	99.02		65067
		OTTO BRANDT	LEGAL SERVICES	110.00		65003

Total For Dept 536 ADMINISTRATION 1,199.67

Dept 540 OPERATIONS & MAINTENANCE						
591-540-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	85.57		65058
591-540-716.200		DELTA DENTAL	JANUARY 2022 PREMIUM	233.69		65049
591-540-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.76		65058
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	241.48		65037
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	10.00		65037
591-540-810.000	CONTRACTED SERVICES	BADGER METER INC.	BEACON MBL HOSTING SRV UNIT/CELLULAR	272.56		64975
591-540-810.000	CONTRACTED SERVICES	DOBIS LANDSCAPING	2021 FALL CLEAN-UP	270.58		65050
591-540-817.000	PROFESSIONAL SERVICES	STATE OF MICHIGAN	ISDE SAMPLING - 11/17/2021	350.00		65076
591-540-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICALS	55.00		64979
591-540-850.000		123.NET	TELEPHONE SERVICE	117.78		65039
591-540-910.000	INSURANCE GENERAL LIABILITY	MY MEMBER INSURANCE AGEN	CYBER LIABILITY RENWL - 2022	255.00		65000
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 12350 GEDDES RD	29.24		64970
591-540-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 251 MILLER CT	79.53		65028
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1167 N GRAHAM RD	605.61		65046
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	714.57		65046
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 2020 ORR RD	29.09		65046
591-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	UTILITY BILL - 9465 TITTABAWASSEE RD	29.09		65046
591-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIRS/MAINTENANCE	1,576.70		64987
591-540-930.000	REPAIRS/MAINTENANCE	MIDLAND PAPER COMPANY	MAINTENANCE SUPPLIES - DPW	923.00		64995
591-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	OPERATING SUPPLIES - DPW	113.62		64997
591-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEM	VEHICLE MAINTENANCE	43.62		65001
591-540-930.000	REPAIRS/MAINTENANCE	STONE QUEST INC	THE GREENS	345.00		65007
591-540-930.000	REPAIRS/MAINTENANCE	WOHLFELT HARDWARE	TOPSOIL BULK - DPW	109.50		65023
591-540-930.000	REPAIRS/MAINTENANCE	WOHLFELT HARDWARE	POWER EQUIPMENT PARTS - DPW	84.47		65036
591-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	CREDIT RETURN - WRONG HARNESS WIRING	(18.17)		65036
591-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS	REPAIRS/MAINTENANCE	22.09		65079
591-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	VEHICLE MAINTENANCE	26.00		65001
591-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	4D CORE - CREDIT	(27.00)		65015
591-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE - DPW	120.15		65015
591-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	VEHICLE MAINTENANCE - DPW	24.48		65016
591-540-938.100	GAS & DIESEL FUEL	TOTTEN TIRE NORTHWEST IN	LED WORK LAMP - DWP	45.29		65074
591-540-939.000	CONTRACTED CONNECTIONS	WEX INC	TIRE REPAIR - DPW	10.00		65078
591-540-940.400	LEASE- RAILROAD CROSSING	COOPER EXCAVATING, L.L.C	GAS/DIESEL FUEL	955.87		65035
		MID-MICHIGAN RAILROAD	INSTALL WATER SVC - MORGAN CT	5,000.00		64978
			PIPE LINE CROSSING - 01/01/2022-12/31	1,564.96		64996

Total For Dept 540 OPERATIONS & MAINTENANCE 14,322.13

Total For Fund 591 WATER FUND 24,321.30

JOURNALIZED

GL Number	Invoice Line Desc	PAID - CHECK TYPE: PAPER CHECK Vendor	Invoice Description	Amount	Check #
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Fund 596 MUNICIPAL REFUSE FUND

Dept 000		MID MICHIGAN WASTE AUTHO	NOVEMBER SOLID WASTE SERVICES	70,076.86	65059
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596-000-808.000	REFUSE CONTRACT			70,076.86	
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Total For Fund 596 MUNICIPAL REFUSE FUND

70,076.86

Fund 703 TAX FUND

Dept 000		TRINKLEIN, S JR & J & TR	2021 Sum Tax Refund 28-12-3-35-2001-0	1,060.89	65031
703-000-202.000	ACCOUNTS PAYABLE	FOSTER, MYRON	2021 Sum Tax Refund 28-12-3-24-3001-1	1,379.30	65051
703-000-202.000	ACCOUNTS PAYABLE	WALKER, HANAH & BRANDON	2021 Sum Tax Refund 28-12-3-16-3003-0	201.95	65082
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 11/12/21-12/10/21	4,302.56	65012
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 12/01/21-12/10/21	241,233.56	65012
703-000-222.300	DUE TO SAGINAW CO DRAIN COMM -	SAGINAW COUNTY TREASURER	DRAINS - 12/01/21-12/10/21	10,525.91	65013
703-000-222.400	DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 11/12/21-12/10/21	5,316.44	65013
703-000-225.070	DUE TO FREELAND SCHOOL OPERAT	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 12/01/21-12/10/21	10,338.97	64983
703-000-225.072	DUE TO FREELAND SCHOOL SINKIN	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 12/01/21-12/10/21	25,550.06	64983
703-000-225.080	DUE TO HEMLOCK SCHOOLS OPERAT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 12/01/21-12/10/21	9,785.97	64986
703-000-225.081	DUE TO HEMLOCK SCHOOL DEBT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 12/01/21-12/10/21	48,305.39	64986
703-000-225.083	HEMLOCK SINKING FUND	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 12/01/21-12/10/21	12,385.54	64986
703-000-225.130	DUE TO SWAN VALLEY OPERATING	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 12/01/21-12/10/21	57,279.06	65026
703-000-225.131	DUE TO SWAN VALLEY DEBT	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 12/01/21-12/10/21	146,818.00	65025
703-000-225.132	SWAN VALLEY SCHOOL SINKING FUND	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 12/01/21-12/10/21	31,459.89	65026
703-000-235.000	DUE TO DELTA COLLEGE	DELTA COLLEGE	TAX PAYMENTS - 12/01/21-12/10/21	85,643.79	64982
703-000-236.000	DUE TO SAGINAW ISD/SPECIAL ED	SAGINAW ISD	TAX PAYMENTS - 12/01/21-12/10/21	129,432.62	65014

Total For Dept 000

821,019.90

Total For Fund 703 TAX FUND

821,019.90

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP

POST DATES 12/01/2021 - 12/31/2021  
JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description Amount Check #

Fund Totals:

Fund 101 GENERAL OPERA	71,704.94
Fund 205 PUBLIC SAFETY	5,933.47
Fund 207 PUBLIC SAFETY	43,077.79
Fund 248 DOWNTOWN DEVE	2,454.00
Fund 271 LIBRARY FUND	6,146.25
Fund 590 SEWER FUND	65,757.40
Fund 591 WATER FUND	24,321.30
Fund 596 MUNICIPAL REF	70,076.86
Fund 703 TAX FUND	821,019.90

Total For All Funds: 1,110,491.91

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 12/31/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 12/31/2021
Fund 100	CLEARING FUND				
001.000	59	13,465.02	17,269,240.66	17,274,451.52	8,254.16
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,658,878.36	2,527,218.96	2,489,830.15	1,696,267.17
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	CERTIFICATE OF DEPOSITS HUNTINGT	1,017,727.06	0.00	0.00	1,017,727.06
	GENERAL OPERATING FUND	5,121,103.74	2,539,073.96	2,500,620.51	5,159,557.19
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	35,357.88	401,100.77	606,953.72
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	998,540.99	180,362.08	758,243.91	420,659.16
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,483,406.84	66,918.41	831,816.89	718,508.36
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	310,352.26	4,645.41	84,202.90	230,794.77
003.175	CERTIFICATE OF DEPOSIT TCF	629,499.29	0.00	0.00	629,499.29
	ROAD REVOLVING FUND	939,851.55	4,645.41	84,202.90	860,294.06
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	110,599.56	13,994.72	35,960.34	88,633.94
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	38,718.65	220,055.75	215,283.31
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	601,960.41	38,718.65	220,055.75	420,623.31
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,048,009.76	1,237,436.89	878,516.72	1,406,929.93
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	1,245,183.34	878,516.72	4,687,566.97
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	3,207,100.67	2,899,638.22	997,989.70
002.010	THE STATE BANK SAVINGS	756.60	0.63	0.00	757.23
002.200	RESERVED CASH SYSTEM EXPANSIO	111,968.99	20,625.00	0.00	132,593.99
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 12/31/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 12/31/2021
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	CHERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
	WATER FUND	3,659,131.11	3,227,966.66	2,899,638.22	3,987,459.55
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	691,802.89	56,664.51	722,930.89	25,536.51
002.385	CASH TCF BANK	106,913.45	5.36	30.00	106,888.81
	MUNICIPAL REFUSE FUND	798,716.34	56,669.87	722,960.89	132,425.32
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	0.00	10,308,224.98	6,214,067.89	4,094,157.09
002.400	CASH (CSB) DOG LICENSE	0.00	0.00	108.00	(108.00)
	TAX FUND	0.00	10,308,224.98	6,214,175.89	4,094,049.09
	TOTAL - ALL FUNDS	19,031,571.24	34,986,362.64	32,821,745.31	21,196,188.57





### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Approve the hiring of Aleigha Crowl as Treasurer's Assistant
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:** With the retirement of Korina Tucker, Treasurer's Assistant/Deputy on January 14, 2022 the position of Treasurer's Assistant in need of being filled. The position was posted internally and Aleigha Crowl applied for the position. The Township Manager and myself have interviewed and reviewed Aleigha's qualifications. We both feel that Aleigha will be a good fit for this position are comfortable recommending her for the position. Aleigha will be on the standard probationary period of 6 months. This has been presented and approved by the personnel committee.
- **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 approve hiring of Aleigha Crowl as Treasurer's Assistant
- **ROLL CALL VOTE REQUIRED?** No.

# Aleigha C. Crowl

Hemlock, MI 48626 • (989) 239-7441 • [acwylie345@gmail.com](mailto:acwylie345@gmail.com)

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December 2, 2021

Thomas Township  
249 N Miller Road  
Saginaw, MI 48609

Dear Russ Taylor

I read with great interest your job posting for the Full Time Treasurer's Assistant/ Deputy Treasurer position and I would like to inquire about the possibility of the opening. I intend to apply for this position as I believe it offers the challenges that my education and experience have prepared me for such tasks on a professional basis.

I am a graduate of Northwood University and hold a Bachelor Degree in Business Management and Administration that I earned in May of 2015. During my years at Northwood University, I have studied Accounting and Finance and believe the experience I have learned in these classes would assist me in the Deputy Treasurer position.

As an Office Manager at my previous employer, Niblock Excavating, Inc. for three (3) years. I obtained the knowledge and experience that would also assist me in this new role as Deputy Treasurer. The tasks I experienced as an Office Manager included, but were not limited to were: Accounts Payable, Accounts Receivable, understanding of company financial records, investments, and bank accounts, cashiering and creating cash deposits on a daily basis.

Currently, I am employed as the Utility Billing Clerk at Thomas Township. During the previous fourteen (14) months, I have quickly acquired knowledge of my job description with tasks such as: billing activities, problem solving with the billing and water service program, helping residents understand their bill, and finishing tasks before deadlines. I am confident my responsibilities for processing billing for the Finance Department has given me skills that will allow a seamless transition into the Deputy Treasurer position.

Finally, I am available at any time to discuss your job requirements and my qualifications. Please find my attached resume for your perusal.

Thank you for your time and consideration. I look forward to hearing from you.

Best Regards,



Aleigha Crowl

CC: Deidre Frollo





### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Approve the hiring of Nicole Schulte as Utility Billing Clerk
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:** With the retirement of Korina Tucker, Treasurer's Assistant/Deputy on January 14, 2022 and the transferring of Aleigha Crowl into the Treasurer's Assistant position the Utility Billing Clerk position is vacant. The position was posted internally and Nicole Schulte, Parks and Recreation Administrative Support Assistant applied for the position. The Township Manager and myself have interviewed and reviewed Nicole's qualifications. We both feel that Nicole will be a good fit and are comfortable recommending her for the Utility Billing Clerk position. Nicole will be on the standard probationary period of 6 months. This has been presented and approved by the personnel committee.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter of interest and application.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the hiring of Nicole Schulte as Utility Billing Clerk
- **ROLL CALL VOTE REQUIRED?** No.

# NICOLE SCHULTE

njschulte11@gmail.com

December 22<sup>nd</sup>, 2021

Utility Billing/Cash Receipting Clerk

To Whom It May Concern,

In my previous role as a Communications Specialist, I've honed my abilities in customer service and cash handling. I have excellent communication skills and a deep commitment to helping others. This gives me a solid foundation for the Utility Billing position. As an experienced Communications Specialist and Customer Service Representative, I was excited to see that my qualifications align with Utility Billing job requirements. I would like the opportunity to showcase my proficiency in customer service as a member of Thomas Township. As an extroverted and personable communicator, my ability to form strong professional relationships has been a valuable asset throughout my career. I would love the opportunity to speak further about the position and how my prior experience represents me as an ideal candidate.

Sincerely,  
Nicole Schulte



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Bob Weise, Supervisor
- **AGENDA TOPIC:** Receive and File a letter of resignation from the Downtown Development Authority from Michael Dense.
- **EXPLANATION OF TOPIC:** We have received the resignation of Michael Dense from the Downtown Development Authority (DDA) due to moving out of the area. Mr. Dense has provided valuable insight to the DDA and has served the Township well.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to receive and acknowledge the resignation of Michael Dense from the Downtown Development Authority.
- **ROLL CALL VOTE:** No





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Bob Weise, Township Supervisor
- **AGENDA TOPIC:** Approve Supervisor Weise's nomination of Steve Goward to serve on the Downtown Development Authority Board through November 20, 2024.
- **EXPLANATION OF TOPIC:** Supervisor Weise is recommending Michael Dense to fill the vacancy on the DDA Board created with the resignation of Michael Dense. Mr. Goward is the owner of J&B Boots at 7648 Gratiot Road. He opened his business in 2019 and has been very active in the community. He is a regular participant in the Thomas Township Business Association meetings. Mr. Goward is looking forward to serving on the DDA Board.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Supervisor Weise's nomination of Steve Goward to serve on the Downtown Development Authority Board for the term of January 10, 2022 to November 20, 2024.
- **ROLL CALL VOTE REQUIRED:** No.



THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE TOWNSHIP OF THOMAS,  
SAGINAW COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that as a result of petitions of property owners within the Township signed by the record owners of land constituting more than 51% of the total land area within the hereinafter proposed MORGAN COURT STREETLIGHTING SPECIAL ASSESSMENT DISTRICT, the Township Board of the Township of Thomas proposes to install ONE (1) 100 watt hps streetlight and to create a special assessment district for the recovery of the cost thereof by special assessment against the properties benefited therein.

PLEASE TAKE FURTHER NOTICE that the District within which the foregoing improvements are proposed to be constructed and within which the cost thereof is proposed to be assessed is more specifically described as follows:

Parcel Number	Property Address
28-12-3-24-2001-042	MORGAN CT PARCEL A
28-12-3-24-2001-040	MORGAN CT PARCEL B
28-12-3-24-2001-048	MORGAN CT PARCEL C
28-12-3-24-2001-046	MORGAN CT PARCEL D
28-12-3-24-2001-044	7609 MORGAN CT

PLEASE TAKE FURTHER NOTICE that the Township Board has received engineering plans showing the improvements and locations thereof together with an estimate of costs for said construction in the approximate amount of \$34.78 per parcel per year subject to periodic redeterminations of costs without further notice not to exceed 10% for any actual incremental cost increase, and having been placed on file with the Township Clerk. The Board will consider a Resolution tentatively declaring its intention to make said improvement and to create the aforementioned Special Assessment District and has further tentatively found the petitions for the improvement to be in compliance with statutory requirements.

PLEASE TAKE FURTHER NOTICE that said Plans, Special Assessment District and Petitions may be examined at the office of the Township Clerk from the date of this Notice until and including the date of the public hearing thereon and may further be examined at such public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing upon said Petition, Plans, District and Estimate of Costs will be held at the Thomas Township Public Safety Building at 8215 Shields Drive, Saginaw, MI 48609, within Thomas Township commencing at 7 o'clock p.m. on January 10, 2022.

PLEASE TAKE FURTHER NOTICE that appearance and protest at the hearing are required in order to appeal the amount of any special assessment to the State Tax Tribunal. An

owner or party in interest or his or her agent may appear in person at the hearing to protest the special assessment and/or proceedings or shall be permitted to file his or her appearance or protest by letter and a personal appearance shall not be required.

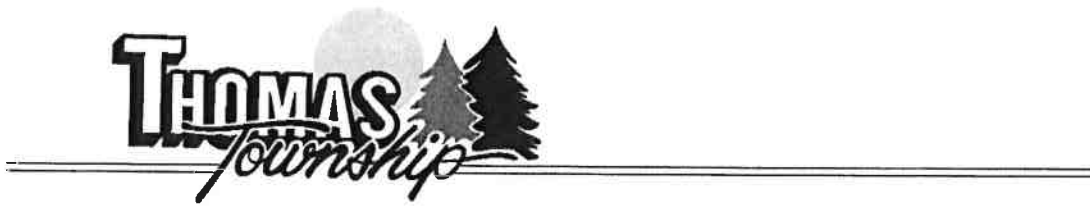
At such hearing, the Board will consider any objections to any of the foregoing matters as well as any revisions, corrections, amendments, or changes to said Plans, Estimates, and Cost to said Special Assessment District.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

Thomas Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the hearing, to individuals with disabilities at the hearing upon four days' notice to the Township Clerk. Individuals with disabilities requiring such aids or services should contact the Township Clerk at the address or telephone number listed below.

Edward J. Brosowski Township Clerk  
249 N Miller Rd, Saginaw, MI 48609





**NOTICE OF PUBLIC HEARING  
FOR ROAD IMPROVEMENTS IN JOHN DAY SUBDIVISION  
AND TO CREATE A SPECIAL ASSESSMENT DISTRICT**

Township of Thomas  
Saginaw County, Michigan

TO: THE RESIDENTS AND PROPERTY OWNERS OF JOHN DAY  
SUBDIVISION, THOMAS TOWNSHIP, SAGINAW COUNTY, MICHIGAN,  
AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that pursuant to PA 188 of 1954, as amended, The Township Board has received a petition signed by record owners of land of more than 20% of the total frontage of the road within John Day Subdivision, specifically lots 14-30 to reconstruct said road and create a Special Assessment District.

PLEASE TAKE FURTHER NOTICE that the special assessment district within which the foregoing improvements are proposed to be constructed and within which a portion of the costs thereof are proposed to be specially assessed are more particularly described as follows:

***LOTS 14-30 of the JOHN DAY SUBDIVISION, A PART OF E 1/2 OF NW 1/4 SEC 24 T12N R3E***

PLEASE TAKE FURTHER NOTICE that the Township Board has received engineering plans showing the improvements and the locations thereof, together with an estimate of costs in the approximate amounts as shown in Exhibit A, and has placed the same on file with the Township Clerk; and will consider a resolution tentatively declaring its intention to make such improvement and to create the aforementioned special assessment district.

PLEASE TAKE FURTHER NOTICE that the plans, estimates of costs and proposed special assessment district may be examined at the office of the Township Clerk from 8:30 am to 4:30 p.m. from the date of this notice until and including the date of the public hearing, and may be examined at the hearing.

***PLEASE TAKE FURTHER NOTICE that a public hearing on the plans, district and estimate of costs will be held at the Thomas Township Public Safety Building, 8215 Shields Drive, Saginaw, MI 48609 on January 10, 2022, commencing at 7:00 o'clock p.m. Michigan Time.***

At the hearing, the Township Board will consider any written objections and comments to any of the foregoing matters which are filed with the Clerk at or before the time of the hearing, and any objections or comments raised at the hearing; and at the hearing (or any adjournment of the hearing which may be made without further notice), the Township Board may revise, correct, amend or change the plans, estimates of costs or special assessment district.

PLEASE TAKE FURTHER NOTICE that if written objections to the improvement are filed with the Township Board, at or before the hearing, signed by record owners of land constituting more than 20 percent of the total frontage in the proposed special assessment district, then the Township

Board may not proceed unless petitions in support of the project, signed by record owners of more than 50 percent of the frontage to be made into a special assessment district, are filed with the Township. Written comments or objections may be filed with the Clerk at the address set out below.

PLEASE TAKE FURTHER NOTICE that if the Township Board determines to proceed with the special assessment, it will cause a special assessment roll to be prepared and another hearing will be held, after notice to record owners of property proposed to be specially assessed, to hear public comments concerning the proposed special assessments. This hearing will be held on February 7, 2022, and all record owners of property within the proposed district will receive notice ten days prior to that date.

PLEASE TAKE FURTHER NOTICE that appearance and protest at the hearing are required in order to appeal the amount of any special assessment to the State Tax Tribunal. An owner or party in interest or his or her agent may appear in person at the hearing to protest the special assessment and/or proceedings or shall be permitted to file his or her appearance or protest by letter and a personal appearance shall not be required.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

Thomas Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the hearing, to individuals with disabilities at the hearing upon four days' notice to the Township Clerk. Individuals with disabilities requiring such aids or services should contact the Township Clerk at the address or telephone number listed below.

Edward J. Brosowski, Township Clerk  
249 North Miller Road, Saginaw, MI 48609

#### EXHIBIT A

Parcel Number	Owner Name	Property Address	REU	Assessment	Twp Cost	Owner Cost
28-12-3-24-2114-800	LITTLE, JEFFREY AND TORI	7538 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2130-000	GARTEE, D E & J M	7541 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2129-000	GREENE, H C & S D	7555 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2115-000	GUEVARA, CHRISTINE	7556 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2128-000	LEHTO, MICHAEL R	7575 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2116-000	OWENS, MARC & HARTWING, SHELLY	7576 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2127-000	NETZLEY, JACK M & DORTHY M	7595 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2117-000	PRANGE, DAVID E	7596 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2118-000	PRANGE, D E & J S	7614 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2126-000	INMAN, T A & J M	7615 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2125-000	DUPUIS, CHERYL	7633 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2119-000	DEMO, BRENT & DEMO, J & M	7634 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2120-000	KAUL, H J & K M	7652 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2124-000	PABALIS, DELORES J	7653 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2121-000	HOLUBIK, JOHN C III & DANIELLE M	7670 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2123-000	VERESH, DANA J & VERSESH, LESLEY E	7675 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2122-000	BABBITT, DENISE M & JOSEPH JAIME SR	7680 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve 2022 Agreement for Services with Saginaw Future, Inc. (SFI) in the amount of \$6,000.
- **EXPLANATION OF TOPIC:** Annually, Saginaw Future submits an Agreement for services to local area governments. SFI helps to strengthen and promote jobs that are currently in Thomas Township and Saginaw County. They also strive to attract and encourage local, national, and international businesses to relocate and invest in our area. From 11/1/2018 to 12/1/2020, SFI met with CIGNYS Corp., DuPont HIMS, Fullerton Tool Company Inc., Hemlock Semiconductor Operations LLC, Saginaw Control & Engineering, Crooked Creek, Jebtal Imports, LeFevre's Family Bowl, and Trinklein Farms. They have spent an enormous amount of time on projects within Thomas Township over the last five years that have brought hundreds of new jobs to the area. The fee of \$6,000 that is part of the agreement does not come close to the level of service that we have received. This fee is the same as it was for the last several years.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** SFI Services Agreement
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_, to approve the 2022 Agreement for Services with Saginaw Future, Inc. in the amount of \$6,000.
- **ROLL CALL VOTE REQUIRED:** No.

## AGREEMENT FOR SERVICES

THIS AGREEMENT, made and entered into this 10th day of January 2022, by and between Thomas Township, Michigan, and Saginaw Future Inc. (hereinafter called "SFI") presently of 515 N. Washington, Saginaw, Michigan 48607.

### WITNESSETH:

WHEREAS, Thomas Township desires to contract with SFI for provision of certain services involving economic development activities within Thomas Township and SFI is willing to so contract; and

WHEREAS, SFI possesses certain unique qualifications to deliver the necessary services as agreed upon; and

WHEREAS, Thomas Township desires that SFI provide the services set forth in the attached Exhibit A titled "Scope of Services" for a stated amount per year; and

WHEREAS, certain services contracted by Thomas Township pursuant to this Agreement are proper concerns of Thomas Township and are paid for in part by general Thomas Township funds and are services that Thomas Township could otherwise perform pursuant to law.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

### ARTICLE 1 PROGRAM TO BE OPERATED BY SFI

SFI shall provide the services set forth in the attached Scope of Services, labeled Exhibit "A", which is incorporated by reference into this Agreement and made part hereof (hereinafter referred to as the "Services").

### ARTICLE 2 DUTIES OF SFI

SFI, in accordance with the general purposes and objectives of this Agreement, as herein specified and subject to available Thomas Township funds shall:

- A. Conduct activities aimed at stimulating economic growth in all of Saginaw County including Thomas Township. SFI's activities shall include efforts aimed at attracting new business, retaining existing businesses and assisting existing businesses with expansion.
- B. SFI's activities shall involve both its own services and the coordination of the activities of governmental units and private businesses so as to provide a unified package of assistance and marketing efforts.
- C. The exact details of SFI's activities and the setting of priorities shall be determined by SFI's Board of Directors and/or Executive Committee in accordance with the goals adopted by SFI so long as this Agreement and the funding covered below remain in effect.

### ARTICLE 3 DURATION OF AGREEMENT

SFI shall commence performance of the services and obligations required of it hereunder on the 1st of January 2022, and shall continue said services through the 31st of December 2022. In the event a new Agreement is not executed immediately upon the expiration of this Agreement, SFI agrees to continue such services on a month-to-month basis as indicated in the Scope of Services and duties of SFI in Article 2 above.

### ARTICLE 4 COMPENSATION

It is expressly understood and agreed that in no event will the total compensation under this Agreement exceed the sum of \$6,000 for 2022, subject to appropriation by Thomas Township in their annual budget process. SFI shall receive said compensation in one annual payment as invoiced.

### ARTICLE 5 FEES, CHARGES OR CONTRIBUTIONS

SFI may charge appropriate fees and accept contributions as the SFI Board of Directors determines are reasonable and beneficial to SFI.

### ARTICLE 6 ACCOUNTING PROCEDURES

SFI's accounting procedures and internal financial controls shall conform to generally accepted accounting practices in order that the cost allowed by this Agreement can be readily ascertained and expenditures verified therefrom.

### ARTICLE 7 ANNUAL AUDIT

SFI shall have an annual certified audit and shall be completed as rapidly as possible at the end of each fiscal year of operation of SFI. A copy shall be supplied to Thomas Township upon request.

### ARTICLE 8 MAINTENANCE OF RECORDS

The SFI shall keep and maintain records covering the services rendered and budget expenditures made pursuant to this agreement for six (6) years after termination of this Agreement or until the final audit has been performed.

#### ARTICLE 9

#### COMPLIANCE WITH THE LAW AND EQUAL EMPLOYMENT OPPORTUNITY

SFI shall administer the program and provide all the services to be performed under this Agreement in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations, including, but not limited to:

- A. The Elliott Larsen Civil Rights Act, 1976 PA 453
- B. The Michigan Handicappers Civil Rights Act, 1976 PA 220.
- C. Section 504 of the Federal Rehabilitation Act of 1974, P.L. 93-112, 87 Stat. 394 and regulations promulgated thereunder.

SFI, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, handicap, height, weight, marital status, political affiliation or beliefs.

#### ARTICLE 10

#### INDEPENDENT CONTRACTOR

It is expressly understood and agreed that SFI is an independent contractor. The employees, servants and agents of SFI shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of Thomas Township. SFI shall be responsible for the withholding and payment of all applicable taxes: including, but not limited to, income and social security taxes to the proper federal, state and local governments. SFI shall carry workers' compensation coverage for its employees, as required by law.

#### ARTICLE 11

#### INDEMNIFICATION AND HOLD HARMLESS

SFI shall, at its own expense, protect, defend, indemnify and save harmless Thomas Township, its elected and appointed officers, employees, servants and agents from any and all liability resulting from any acts, omissions or negligence of SFI, its employees, agents or students that may arise out of this Agreement.

#### ARTICLE 12

#### LIABILITY INSURANCE

SFI shall procure, pay the premium on, keep and maintain during the term of this Agreement, comprehensive general liability insurance coverage in the amount of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per claim covering all damages, personal and/or property, arising from the program operated pursuant to this Agreement. SFI shall maintain such other insurance as it deems appropriate for its own protection.

### ARTICLE 13

#### MODIFICATIONS, AMENDMENTS OR WAIVERS OF PROVISIONS OF THE AGREEMENT

All modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto provided however, that both SFI and Saginaw and Thomas Township understand and agree that changes may become desirable or needed during the course of this Agreement, and each agrees to negotiate in good faith.

### ARTICLE 14

#### ASSIGNMENT OR SUBCONTRACTING

SFI shall not assign this Agreement or otherwise transfer its duties and/or obligations under this Agreement.

### ARTICLE 15

#### CERTIFICATION

The persons signing on behalf of SFI and Thomas Township certify by said signatures that they are duly authorized to sign this Agreement and that their respective Boards have authorized this Agreement.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

For Thomas Township:

In the Presence of:

\_\_\_\_\_  
Robert Weise, Supervisor

\_\_\_\_\_  
Russ Taylor, Manager

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

\_\_\_\_\_  
Darci Seamon, Deputy Clerk

For Saginaw Future Inc.:

In the Presence of:

\_\_\_\_\_  
JoAnn Crary  
President

EXHIBIT A  
SCOPE OF SERVICES

SAGINAW FUTURE INC. (SFI) SHALL:

1. Promote and strengthen the jobs and investments of employers who are currently here, thus reducing the potential for relocation while stimulating and supporting new expansion and job growth.
2. Aggressively attract and encourage national and international business to relocate and invest in our area ensuring a diversity of components in the economic base of this county.

SAGINAW FUTURE WILL PROMOTE AND STRENGTHEN EXISTING BASE JOB EMPLOYERS BY:

1. Making corporate watch calls on Saginaw County manufacturers:
  - A. To gain a clear understanding of each company's view of the local business climate.
  - B. To increase industry awareness of incentives and services available on a state and local level.
  - C. To ascertain the plans of each company and provide expansion or problem-solving assistance.
  - D. To identify opportunities for new industry attraction.
2. Making critical watch calls on the largest manufacturers and private employers that have corporate headquarters outside of Saginaw County in an attempt to impact decision-makers.
3. Calling on the fastest growing smaller manufacturers and providing the support necessary for continued growth.
4. Providing technical assistance, incentives or referrals in areas such as financing, infrastructure grants, incentive packaging, business planning, labor training, demographics, site location and other areas of need.
5. Serving as an ombudsman to identify and address areas of concern that may impact the company's ability to expand.
6. Providing economic and market research to identify opportunities for business expansion through government contracting and subcontracting opportunities and exporting.



## SAGINAW FUTURE WILL HELP RECRUIT NEW CORPORATE CITIZENS BY:

1. Creating and implementing a marketing plan for the region which:
  - A. Through research, identifies specific industries or companies, which would benefit from locating operations in the in the Saginaw region.
  - B. Develops a specific strategy for direct marketing to target companies or industries.
  - C. Provides repetitive image advertising in support of the targeted marketing.
2. Establishing an action system, which will assure appropriate and prompt response and follow-up to inquiries and/or prospects.
3. Identifying or creating specific sites for the location of new corporate citizens which meet their needs as to such factors as zoning, infrastructure, environmental concerns, utilities and transportation.
4. Providing technical expertise in such areas as financial packaging, training, labor market data, available incentives and applicable federal and state programs.
5. Advising local units of government regarding actions they might take to enhance their attractiveness to businesses.

## SAGINAW FUTURE WILL PROVIDE INDUSTRIAL DEVELOPMENT LOCATION OPPORTUNITIES BY:

1. Participating with public and private organizations in the development and preparation of industrial sites and parks.
2. Participating in planning activities to improve those items related to economic development and specifically land, labor and capital issues.
3. Pursuing information on new state and federal programs that would improve economic development in Saginaw County.





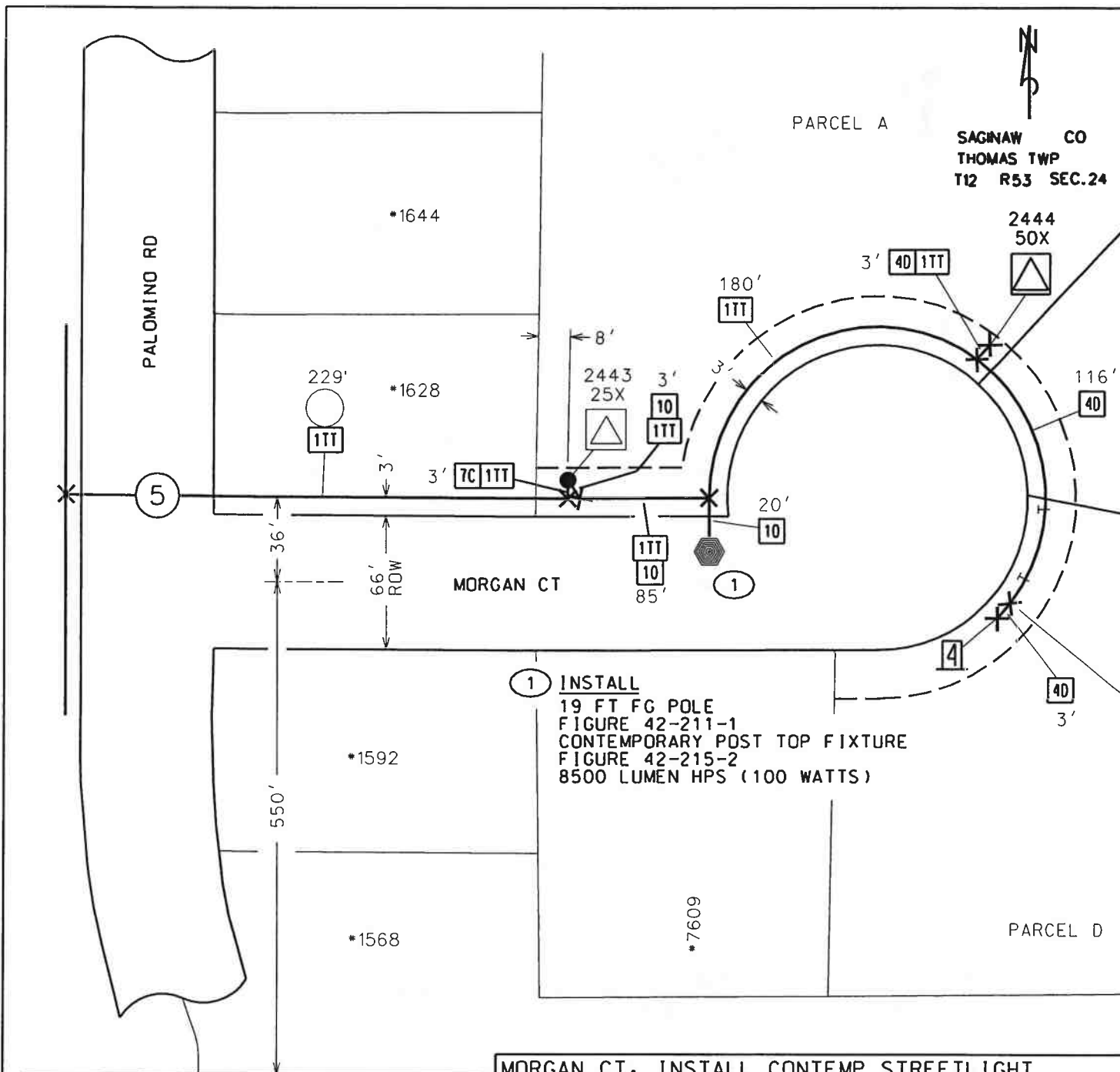
## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approval of Resolution 22-01 to create the Morgan Court Tentative Street Lighting District and to direct the Supervisor to prepare a special assessment roll for the February 7, 2022 Board Meeting.
- **EXPLANATION OF TOPIC:** The Township has received a petition from the owner of the parcels on Morgan Court requesting the installation of one (1) street light. Consumers Energy has been notified and they have sent the appropriate documents for our approval. Once the Board has approved the creation of Morgan Court Street Lighting District, we will hold another public hearing in February to confirm the street lighting district special assessment roll and the costs for each year. The owner of the parcels has paid for the installation of the light. The annual energy costs will be spread per parcel in the Special Assessment District.

Tentative costs are as follows:

Yearly cost to operate of \$173.88 to be spread over 5 lots equally in the amount of \$34.78 per lot per year.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Consumers Energy design, Resolution, and Public Hearing Notice.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 22-01 to create the Morgan Court Street Lighting Special Assessment District, and to direct the supervisor to prepare a special assessment roll for the February 7, 2022 Board Meeting.
- **ROLL CALL VOTE REQUIRED?** Yes



MORGAN CT. INSTALL CONTEMP STREETLIGHT  
 CM NO.100006667087

CONSUMERS ENERGY CONTACTS				ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
DEPARTMENT	NAME	NUMBER	ALTERNATE	ECNC	STL	1059792418	11307066	
COORDINATOR	KYLE KEEL	517-245-3230						
DESIGNER	TOM SCOTT	989-751-0155						
CE STAKING REQ'D <input type="checkbox"/> Yes <input type="checkbox"/> No				TLM NUMBER		# OF RODS	OHMS	JOB PURPOSE: INSTALL STREETLIGHT
FORESTRY REQ'D <input type="checkbox"/> Yes <input type="checkbox"/> No				12532424				
 A CMS Energy Company <b>ELECTRIC</b>				SUBSTATION		WD NO.		UPSTREAM PROTECTIVE DEVICE: XXXX-###A LOCATION: XFMR 2443
				SHATTUCK		0494		
				CIRCUIT		CKT NO. LCP NO.		
				FOX GLEN		03		
SHEET A   SHEET 1 OF 1   SCALE 1"=70'				SAGINAW CO		THOMAS TWP		T 12N R 03E SEC. 24

22-01  
TOWNSHIP OF THOMAS  
SAGINAW COUNTY, MICHIGAN  
RESOLUTION FOR STREET LIGHTING SPECIAL DISTRICT  
MORGAN COURT

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 10<sup>th</sup> day of January, 2022, 7 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

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

WHEREAS, the Township Board of the Township of Thomas on its motion and on the request of the real property owners of the proposed Street Lighting Special Assessment District herein, has determined to proceed under provisions of 1931 PA 246, as amended, tentatively declares its intention to install street lighting along the roadway in the special assessment district described in Exhibit A attached hereto and made a part hereof; and

WHEREAS, Consumers Energy, as directed by the Township Board has prepared plans showing the locations and specifications of the street lighting and an estimate of the cost thereof; and

WHEREAS, the same have been received by the Township Board; and

WHEREAS, the Township Board desires to proceed with the installation of the street lighting;

NOW, THEREFORE, BE IT RESOLVED:

1. The plans showing or describing the street lighting and the locations thereof and the estimate of costs thereof shall be filed with the Township Clerk and made available for public examination.
2. The Township Board tentatively declares the intention to install the street lighting along the roadway of the assessment district described herein.
3. There is hereby tentatively designated a street light special assessment district against which the cost of the annual energy costs are to be assessed, consisting of the land more particularly described in the notice set forth in paragraph 6 of the resolution. Said payments of the special assessment shall be adjusted from time to time to reflect actual energy and administrative costs for the street lighting provided.
4. The Township Board shall meet at the Thomas Township Public Safety Building, 8215 Shields Drive, Saginaw, Michigan on January 10, 2022, at 7:00 pm Michigan Time, at which time and place the Township Board shall hear comments and objections to the proposed street lighting, or the special assessment district thereof.

PLEASE TAKE FURTHER NOTICE that said plans, Special Assessment District and petitions may be examined at the office of the Township Clerk from the date of this Notice until and including the date of the public hearing thereon and may further be examined at such public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing upon said petition, plans, District and estimate of costs will be held at the Thomas Township Public Safety Building at 8215 Shields Drive, Saginaw, MI 48609, within Thomas Township commencing at 7 o'clock p.m. on January 10, 2022.

PLEASE TAKE FURTHER NOTICE that appearance and protest at the hearing are required in order to appeal the amount of any special assessment to the State Tax Tribunal. An owner or party in interest or his or her agent may appear in person at the hearing to protest the special assessment and/or proceedings or shall be permitted to file his or her appearance or protest by letter and a personal appearance shall not be required.

At such hearing, the Board will consider any objections to any of the foregoing matters as well as any revisions, corrections, amendments, or changes to said Plans, Estimates, and Cost to said Special Assessment District.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

Thomas Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the hearing, to individuals with disabilities at the hearing upon four days' notice to the Township Clerk. Individuals with disabilities requiring such aids or services should contact the Township Clerk at the address or telephone number listed below.

PLEASE TAKE FURTHER NOTICE that the Thomas Township Supervisor calls for a Public Hearing on February 7, 2022, at 7:00 p.m. to hear comments concerning the confirmation of the Special Assessment Roll for the MORGAN COURT STREET LIGHTING SPECIAL ASSESSMENT DISTRICT.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Thomas, that the above noted Tentative Street Lighting Special Assessment District is hereby ratified upon the effective date of said agreement.

YEAS:

NAYES:

ABSTENTIONS:

ABSENT:

THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE TOWNSHIP OF THOMAS,  
SAGINAW COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that as a result of petitions of property owners within the Township signed by the record owners of land constituting more than 51% of the total land area within the hereinafter proposed MORGAN COURT STREETLIGHTING SPECIAL ASSESSMENT DISTRICT, the Township Board of the Township of Thomas proposes to install ONE (1) 100 watt hps streetlight and to create a special assessment district for the recovery of the cost thereof by special assessment against the properties benefited therein.

PLEASE TAKE FURTHER NOTICE that the District within which the foregoing improvements are proposed to be constructed and within which the cost thereof is proposed to be assessed is more specifically described as follows:

Parcel Number	Property Address
28-12-3-24-2001-042	MORGAN CT PARCEL A
28-12-3-24-2001-040	MORGAN CT PARCEL B
28-12-3-24-2001-048	MORGAN CT PARCEL C
28-12-3-24-2001-046	MORGAN CT PARCEL D
28-12-3-24-2001-044	7609 MORGAN CT

PLEASE TAKE FURTHER NOTICE that the Township Board has received engineering plans showing the improvements and locations thereof together with an estimate of costs for said construction in the approximate amount of \$34.78 per parcel per year subject to periodic redeterminations of costs without further notice not to exceed 10% for any actual incremental cost increase, and having been placed on file with the Township Clerk. The Board will consider a Resolution tentatively declaring its intention to make said improvement and to create the aforementioned Special Assessment District and has further tentatively found the petitions for the improvement to be in compliance with statutory requirements.

PLEASE TAKE FURTHER NOTICE that said Plans, Special Assessment District and Petitions may be examined at the office of the Township Clerk from the date of this Notice until and including the date of the public hearing thereon and may further be examined at such public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing upon said Petition, Plans, District and Estimate of Costs will be held at the Thomas Township Public Safety Building at 8215 Shields Drive, Saginaw, MI 48609, within Thomas Township commencing at 7 o'clock p.m. on January 10, 2022.

PLEASE TAKE FURTHER NOTICE that appearance and protest at the hearing are required in order to appeal the amount of any special assessment to the State Tax Tribunal. An

owner or party in interest or his or her agent may appear in person at the hearing to protest the special assessment and/or proceedings or shall be permitted to file his or her appearance or protest by letter and a personal appearance shall not be required.

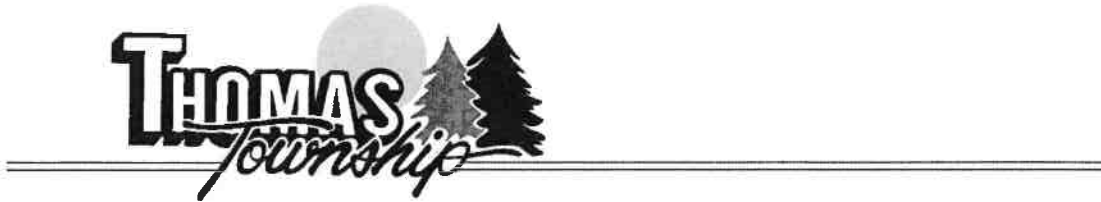
At such hearing, the Board will consider any objections to any of the foregoing matters as well as any revisions, corrections, amendments, or changes to said Plans, Estimates, and Cost to said Special Assessment District.

All interested persons are invited to be present at the aforesaid time and place and to submit comments concerning any of the foregoing.

Thomas Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the hearing, to individuals with disabilities at the hearing upon four days' notice to the Township Clerk. Individuals with disabilities requiring such aids or services should contact the Township Clerk at the address or telephone number listed below.

Edward J. Brosowski Township Clerk  
249 N Miller Rd, Saginaw, MI 48609





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Resolution 22-02 to approve the tentative plans to reconstruct Hillshire Court and set a public hearing date of February 7, 2022 to confirm the special assessment roll.
- **EXPLANATION OF TOPIC:** Hillshire Court is located immediately south of State Road on the west side of North River Road. It is a short cul-de-sac that was constructed back in the 1960's. Other than basic road maintenance, it has not undergone any significant work since its original construction. Obviously, after 60+ years it has far exceeded its expected years of service.

This past year, several homeowners residing on the road approached the Township about replacing the road surface. As a result, I steered them to the Township's Subdivision Road Improvement Program (SRIP) that is our incentivized program to encourage homeowners to pay the larger portion of the costs, while the Township adds up to \$1,500/home toward the total cost. The homeowners distributed a petition that saw over 70% agree with the project. There are a total of seventeen (17) homes participating in the project. The estimated cost, including contingencies, is \$127,500. The Township's share is \$25,500. The remainder will be paid by the homeowners as an assessment over 10 years. The total assessment per home is estimated to be \$6,000.

We did host an informational meeting for the homeowners to ask questions. The general impression of that meeting was very favorable and in fact homeowners were anxious to see the work done. The Road Commission indicates that it would likely be completed toward the end of spring or into mid-summer, 2022.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 22-02, Subdivision map.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 22-02 to approve the tentative

plans to reconstruct Hillshire Court and set a public hearing date of February 7, 2022 to confirm the special assessment roll.

- **ROLL CALL VOTE REQUIRED:** Yes.

RESOLUTION 22-02  
JOHN DAY SUBDIVISION  
NOTICE OF ROAD IMPROVEMENT PLANS  
SUBDIVISION ROAD IMPROVEMENT FUND  
THOMAS TOWNSHIP  
SAGINAW COUNTY, MI

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 10th day of January, 2022, at 7 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

BE IT HEREBY RESOLVED that the Township Board does hereby tentatively declare its intent to improve roads within the following described area:

LOTS 14-30 of the JOHN DAY SUBDIVISION, A PART OF E ½ OF NW ¼ SEC 24 T12N  
R3E

To include the following streets: Hillshire Court.

WHEREAS, the Township Board of the Township of Thomas has received petitions signed by more than twenty (20) percent (actual 82.4%) of the record owners of land of the total frontage of the proposed special assessment district described hereinafter, and accordingly, determined to proceed under the provisions of PA 188 of 1954, as amended, to secure plans and estimates of cost together with a proposed special assessment district for assessing the costs of the proposed John Day Subdivision Road Improvement 22-02 and to schedule a public hearing upon the same for this date; and,

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the Township Clerk for public examination and notice of the hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the Township Clerk; and,

WHEREAS, in accordance with the aforesaid notices, a hearing was scheduled this 10th day of January, 2022 commencing at 7:00 o'clock p.m. Michigan time, and all persons present were given the opportunity to be heard in the matter; and,

WHEREAS, as a result of the foregoing, the Township Board believes the project to be in the best interests of the Township and of the district proposed to be established, therefore;

NOW THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That this Township Board does hereby determine the petitions for the John Day Road Improvement 22-02 were properly signed by the record owners of land of the proposed special assessment district amounted to more than twenty (20) percent (actual 82.4%) within the proposed improvement; and,
2. That this Township Board does hereby approve the plans for the John Day Subdivision Road Improvement as prepared by the Saginaw County Road Commission and their estimate of costs for the completion thereof of \$127,500.00 which will be spread per Exhibit A (attached) on the John Day Subdivision; and,
3. That this Township Board does hereby create, determine and define as a special assessment district to be known as the Hillshire Court Improvement Special Assessment District 22-02 within which the costs of such improvement shall be assessed according to benefits, the following described area within said Township:

JOHN DAY SUBDIVISION, LOTS 14-30 of the JOHN DAY SUBDIVISION, A PART OF E  
½ OF NW ¼ SEC 24 T12N R3E

Parcel Numbers: Exhibit A

4. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known. And, a total amount to be assessed against each parcel of land, which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto their certification stating that it was made pursuant to this resolution and that in making such assessment roll he/she has, according to his/her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
5. That on February 7, 2022, a public hearing will be held to confirm said assessment roll.
6. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolutions be and the same are hereby rescinded.

Ayes:

Nays:

Absent:

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

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Robert Weise, Supervisor  
Thomas Township

CERTIFICATE

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 January 10, 2022, at which a quorum of members were 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.

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Edward Brosowski, Clerk  
Thomas Township

EXHIBIT A

Parcel Number	Owner Name	Property Address	REU	Assessment	Twp Cost	Owner Cost
28-12-3-24-2114-800	LITTLE, JEFFREY AND TORI	7538 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2130-000	GARTEE, D E & J M	7541 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2129-000	GREENE, H C & S D	7555 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2115-000	GUEVARA, CHRISTINE	7556 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2128-000	LEHTO, MICHAEL R	7575 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2116-000	OWENS, MARC & HARTWING, SHELLY	7576 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2127-000	NETZLEY, JACK M & DORTHY M	7595 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2117-000	PRANGE, DAVID E	7596 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2118-000	PRANGE, D E & J S	7614 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2126-000	INMAN, T A & J M	7615 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2125-000	DUPUIS, CHERYL	7633 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2119-000	DEMO, BRENT & DEMO, J & M	7634 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2120-000	KAUL, H J & K M	7652 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2124-000	PABALIS, DELORES J	7653 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2121-000	HOLUBIK, JOHN C III & DANIELLE M	7670 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2123-000	VERESH, DANA J & VERSESH, LESLEY E	7675 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00
28-12-3-24-2122-000	BABBITT, DENISE M & JOSEPH JAIME SR	7680 HILLSHIRE CT	1	\$7,500.00	\$1,500.00	\$6,000.00



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Dan Sika, Director of Community Development
- **AGENDA TOPIC:** Text Amendment to Section 19.3; Regulation of Condominium Development to specify no minimum or maximum acreage for development.
- **EXPLANATION OF TOPIC:** The Township Manager asked the Planning Commission to review Section 19.3 Regulation of Condominium Development, in order to consider two-unit condos on a single parcel, and not require them to be a part of a larger development. This concept was reviewed and the Planning Commission agreed that it would be a very good amendment to the ordinance. This type of two-unit condo development is used in Frankenmuth and is very successful. The proposed change is very simple and states in part that no minimum or maximum acreage is required. The Township Attorney has reviewed this proposed text amendment. I am recommending that the Township Board adopt the proposed text amendment as written. The Thomas Township Board Policy Committee has reviewed and is recommending that the Township Board approve the attached ordinance.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of Ordinance Section 19.3 with the proposed text amendment.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve text amendment 22-Z-01, Section 19.3; Regulation of Condominium Development specifying no minimum or maximum acreage for development.
- **ROLL CALL VOTE REQUIRED:** No

ORDINANCE NO.  
22-Z-01

THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN

AN ORDINANCE TO AMEND SUB-SECTION A 3 OF SECTION 19.3, "REGULATION OF CONDOMINIUM DEVELOPMENT", OF CHAPTER 19, "SITE PLAN", OF TITLE 10, "ZONING REGULATIONS", OF ORDINANCE NO. 98-G-05, "CODE OF THE TOWNSHIP OF THOMAS"; AND TO PROVIDE FOR PUBLICATION AND EFFECTIVE DATE

THE TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN HEREBY ORDAINS:

Amendment of Sub-section a 3 of Section 19.3, "Regulation of Condominium Development":

Section 1. That Sub-section a3 of Section 19.3, "Regulation of Condominium Development", of Chapter 19, "Site Plan", of Title 10, "Zoning Regulations", of Ordinance No. 98-G-05, "Code of the Township of Thomas" be and the same is hereby amended to read as follows:

Section 19.3 a 3: The acreage content of **the land on which** the condominium development **will** be developed. There is no minimum or maximum acreage requirement for a condominium development.

Publication and Effective Date:

Section 2. That **this** ordinance **shall** be published in a newspaper circulating within Thomas Township and take effect 30 days after said publication.

\_\_\_\_\_  
Robert Weise, Supervisor

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





## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Dan Sika, Director of Community Development
- **AGENDA TOPIC:** Text Amendment to Section 3.13; "Customary Home Occupations" to add "Performance Standards".
- **EXPLANATION OF TOPIC:** The Township Police Chief asked that the Planning Commission look at a specific problem that was coming up related to plant growers venting offensive odors out of garages creating complaints from neighbors. After researching this problem, it was determined that the Michigan Supreme Court had found home occupation ordinances could regulate odors from a specific type of Marijuana grower who grows for others for medical use. The Court was very limiting on what could be regulated, so this may not provide a solution for all complaints, but it will be a tool that the Police could use if applicable. The Planning Commission has recommended that the Township Board adopt the text amendment. I am recommending the Township Board approve the Home Occupation performance standards as presented. The Township Attorney has reviewed the proposed text amendment. The Thomas Township Board Policy Committee has reviewed and is recommending that the Township Board approve the attached text amendment.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of the text amendment to Section 3.13; "Customary Home Occupations" to add "Performance Standards".
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the text amendment 22-Z-02, Section 3.13; "Customary Home Occupations" to add "Performance Standards".
- **ROLL CALL VOTE REQUIRED:** No

ORDINANCE NO.  
22-Z-02

THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN

AN ORDINANCE TO AMEND SECTION 3.13, "CUSTOMARY HOME OCCUPATIONS", OF CHAPTER 3, "GENERAL REQUIREMENTS", OF TITLE 10, "ZONING REGULATIONS", OF ORDINANCE NO. 98-G-05, "CODE OF THE TOWNSHIP OF THOMAS"; TO PROVIDE FOR PUBLICATION AND EFFECTIVE DATE

THE TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN HEREBY ORDAINS:

Amendment of Section 3.13, "Customary Home Occupations":

Section 1. That Section 3.13, "Customary Home Occupations", of Chapter 3, "General Requirements", of Title 10, "Zoning Regulations", of Ordinance No. 98-G-05, "Code of The Township of Thomas" is hereby **amended** to read as follows:

SECTION 3.13. - CUSTOMARY HOME OCCUPATIONS.

Home Occupation: **Shall** mean any **business** carried on by one or more members of a family residing on **the** premises, providing it:

1) General Requirements:

- a. Is operated in its entirety within **the** principal dwelling.
- b. Does not include more than one employee not living in the dwelling.
- c. Does not involve alteration or construction not customarily found in the dwelling.
- d. Does not use any mechanical equipment except **that which** is used normally for purely domestic or **household** purposes.
- e. Does not use more than twenty-five percent (25%) of the total actual floor area of the dwelling.
- f. Does not display, or create outside the structure any external evidence of the operation of **the** home occupation except for one unanimated, non illuminated, wall **sign** having an area of not more **than** one square foot.

g. Customary Home Occupations are required to have at least one additional off-street parking space, in addition to that required for the residential use, with a maximum of three (3) spaces.

2) Performance Standards:

- a. Equipment or processes that create noise, exterior vibration, glare, fumes or odors, or electrical interference beyond any property line or affecting any attached dwelling(s) are prohibited.
- b. All equipment, processes, or storage for a home occupation must be within the principal dwelling and may not exceed twenty-five percent (25%) of the total actual floor area of the dwelling.
- c. To help ensure the health and safety of residents within the principal dwelling, working smoke alarms and Co2 detectors must be installed per the Michigan Residential Code within the area occupied by home occupation.
- d. In no way shall a home occupation interfere with any other attached dwelling(s) on the same parcel.

Publication and Effective Date:

Section 2. That this ordinance shall be published in a newspaper circulating within Thomas Township and take effect 30 days after said publication.

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Robert Weise, Supervisor

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Edward Brosowski, Clerk





## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Dan Sika, Director of Community Development
- **AGENDA TOPIC:** Text Amendment to Section 6-1-5; "Requirement to Clear and Maintain Sidewalks" to add (D) Barricades Required.
- **EXPLANATION OF TOPIC:** This amendment to the Sidewalk Ordinance was specifically developed to address situations when work is being done on or across the existing sidewalk and the contractor has not put in place any type of barricade to prevent someone from falling into the construction area. It will set minimum requirements of putting up barricades at both ends of the construction area to alert sidewalk users of the danger. The Planning Commission feels that this amendment will be helpful in addressing these issues and is recommending it to the Township Board for adoption. The Township Attorney has reviewed the proposed text amendment. I am recommending that the Township Board approve the text amendment as written. The Thomas Township Board Policy Committee has reviewed and is recommending that the Township Board approve the attached ordinance.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of the text amendment to Section 6-1-5; Requirement to Clear and Maintain Sidewalks" to add (D) Barricades Required.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the text amendment 22-G-01, Section 6-1-5; "Requirement to Clear and Maintain Sidewalks" to add (D) Barricades required.
- **ROLL CALL VOTE REQUIRED:** No

ORDINANCE NO.  
22-G-01

THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN

AN ORDINANCE TO AMEND SECTION 6-1-5, "REQUIREMENT TO CLEAR AND MAINTAIN SIDEWALKS", OF CHAPTER 1, "SIDEWALK CONSTRUCTION AND MAINTENANCE", OF TITLE 6, "PUBLIC WAYS AND PROPERTY" OF ORDINANCE NO. 98-G-05, "CODE OF THE TOWNSHIP OF THOMAS" BY ADDING THERETO SUBSECTION D, "BARRICADES REQUIRED"; TO PROVIDE FOR PUBLICATION AND EFFECTIVE DATE

THE TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN HEREBY ORDAINS:

Amendment to Section 6-1-5:

Section 1. That Section 6-1-5 "Requirement To Clear and Maintain Sidewalks", of Chapter 1, "Sidewalk Construction and Maintenance", of Title 6, "Public Ways and Property of Ordinance No 98-6-05, "Code of The Township of Thomas" is hereby **amended** by adding thereto to Subsection D to read as follows:

- D. Barricades Required: Prior to installing, replacing, repairing, or performing maintenance on a public sidewalk or an area of a parking lot or driveway that crosses a public sidewalk, a barricade must be placed across the public sidewalk at both the beginning and the end of the construction area. A Township Building Inspector or Township Police Officer may order additional barricades or other measures to ensure the safety of the sidewalk users in and around a construction site. For the purposes of this sub-section, "Barricades" shall mean a clearly visible barrier a minimum of 36 inches tall, and a minimum of 3.5 inches wide, placed upon or across any sidewalk for the purpose of preventing or limiting the passage of pedestrians over such sidewalk during a period of construction or repair to the sidewalk.

Publication and Effective Date:

Section 2. That this ordinance shall be published in a newspaper circulating within Thomas Township and take effect 30 days after said publication.

\_\_\_\_\_  
Robert Weise, Supervisor

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



## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Dan Sika, Director of Community Development
- **AGENDA TOPIC:** Mobile Food Vehicles Ordinance
- **EXPLANATION OF TOPIC:** During the past two years Mobile Food Vehicles have been more prevalent along Gratiot within the Township Business District. This is due in part to the shutdown of some of our dine-in restaurants as mandated by the Governor. Only those that had take out or drive thru could remain open for a long time. This created an opportunity for Mobile Food Vehicles. It became obvious that an ordinance was necessary to better regulate these businesses in Thomas Township. The Planning Commission felt that the Mobile Food Vehicle served a purpose, but basic safety regulations were necessary. After reviewing other ordinances that regulated Mobile Food Vehicles, Bay City was identified as having a very good example that could be followed with some modifications. The Planning Commission is recommending that the Township Board adopt the proposed Mobile Food Vehicle ordinance. The Township Attorney has reviewed the ordinance. It is my recommendation that the Township Board consider approving the ordinance as presented which sets minimum safety and operation regulations for Mobile Food Vehicles. The Thomas Township Board Policy Committee has reviewed and is recommending that the Township Board approve the attached ordinance.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A copy of Ordinance for Mobile Food Vehicles
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve text amendment 22-G-02, Title 2; Business and License Regulation; Chapter 5, "Mobile Food Vehicles".
- **ROLL CALL VOTE REQUIRED:** No

ORDINANCE NO.  
22-G-02

THOMAS TOWNSHIP  
SAGINAW COUNTY, MICHIGAN

AN ORDINANCE TO ADD CHAPTER 5, "MOBILE FOOD VEHICLES", TO TITLE 2, "BUSINESS AND LICENSE REGULATIONS" OF ORDINANCE NO. 98-G-05, "CODE OF THE TOWNSHIP OF THOMAS"; TO PROVIDE FOR ENFORCEMENT THEREOF; TO PROVIDE FOR PUBLICATION AND EFFECTIVE DATE

THE TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN **HEREBY ORDAINS:**

Addition of Chapter 5, Mobile Food Vehicles:

Section 1. That Chapter 5, "Mobile Food Vehicles", is hereby **added** to Title 2, "Business And License Regulations", of Ordinance No. 98-G-05, "Code of the Township of Thomas" to read as follows:

**2-5-1 : DEFINITIONS:**

The following words, terms and phrases, when used in this ordinance, shall have the meaning subscribed to them in this section, except where the context clearly indicates a different meaning:

*Mobile Food Vehicle*, means any motorized or non-motorized vehicle, trailer, or other device designated to be portable from which food or beverages is vended, served, or offered for sale.

*Operate*, shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vehicle is open for business.

*Vendor*, means any individual engaged in the business of mobile food vending; if more than one individual is operating a single mobile food vehicle, the vendor shall mean all individuals operating such mobile food vehicle.

**2-5-2 : SCOPE:**

The provisions of this ordinance apply to mobile food vehicles engaged in the business of cooking, preparing and/or distributing food or beverages with or without charge upon or in public and private restricted spaces. This ordinance does not apply to a religious, charitable or non-profit organization or Parks and Recreation events under the discretion of the Parks and Recreation Director, which supply food or beverages with or without charge or events on school and Thomas Township Parks property. This ordinance does not apply to food vending pushcarts and stands lawfully located on sidewalks.



### 2-5-3 : LICENSE REQUIRED:

A. It shall be unlawful for any person to operate within the Township, a mobile food vehicle, without having obtained from the Community Development Department a license for that purpose.

B. A person desiring to operate a mobile food vehicle shall make written application for such license to the Community Development Department. The application for a license shall be on forms provided by the Community Development Department and shall include the following:

- (1) Name, signature, phone number, email contact and home base business address of the applicant.
- (2) A description of the preparation methods of food product offered for sale, including a copy of the intended menu if published.
- (3) Information on the mobile food vehicle, including the year, make and model of the vehicle, the dimensions, paint color, lighting within the vehicle and outside the vehicle. A photo of the mobile food vehicle showing a typical side view is required.
- (4) Information setting forth the proposed hours of operation, days and dates of operation, area of operation, plans for power access, water supply and wastewater disposal.
- (5) Copies of all necessary licenses or permits required by the Saginaw County Health Department.
- (6) Insurance coverage:
  - a. Proof of general comprehensive liability insurance with limits no less than \$1,000,000 combined single limit coverage issued by an insurer licensed to do business in this state and which names the Township as an additional insured.
  - b. Proof of a public liability and property damage motor vehicle policy with limits of no less than \$1,000,000 issued by an insurer licensed to do business in this state.
  - c. The fees for a license required under this ordinance shall be those fees on file with the Township Clerk which have been approved and filed by the Township

Manager and which have been approved by the Township Board within a fee resolution. The recommended fee shall be \$25.00 per application.

d. Each mobile food vehicle Township license shall expire on the day following the final day of operation as listed on the application with maximum number of days not exceeding forty-five (45) days per calendar year.

e. A license issued under this ordinance shall not be transferrable from person to person and shall not be transferred between vehicles.

f. All licenses shall be prominently displayed on the mobile food vehicle.

- (7) A plot plan from the Saginaw GIS of the proposed location of the mobile food vehicle which shows where the mobile food vehicle will be parked on the property, location of any outside seating, customer parking as well as setback measurements from the roadway.

#### **2-5-4 : REGULATIONS:**

A. No operator of a mobile food vehicle shall park, stand or move a vehicle and conduct business within areas of the Township where the license holder has not been authorized to operate.

B. Mobile food vehicles are permitted in all nonresidential zoning districts for a period of forty-five (45) days per calendar year. If the operator of the mobile food vehicle wishes to operate for more than forty-five (45) days in any one calendar year, a Site Plan Review must be requested by the operator. If all requirements are satisfied, the Site Plan may be approved by the Township Planning Commission. All typical applications, fees, and a complete Site Plan must be provided to the Township a minimum of thirty (30) days in advance of a scheduled Planning Commission meeting for review. An extension for any one event cannot exceed a period of seven (7) days.

C. Mobile food vehicles are permitted on individual lots occupied for residential uses in all zoning districts for two nonconsecutive twenty-four-hour periods in any calendar year.

D. The customer service area for mobile food vehicles shall be on the side of the vehicle that faces a curb, lawn or sidewalk when parked to keep customers a safe distance from vehicles driving within the parking lot. Parking of customer vehicles must be on an approved parking lot in all commercial zoning districts. No food shall be prepared, sold, or displayed outside of the mobile food vehicle.

E. No mobile food vehicle vendor shall provide or allow any dining area within 10 feet of a driveway or operating road or highway, including but not limited to tables and chairs, booths, stools, benches or stand-up counters.

F. Customers shall be provided with single-service ordinances, such as plastic utensils and paper plates, and a waste container for disposal of all trash. All mobile food vehicle vendors shall offer a waste container for public use which the vendor shall empty at its own expense. All trash and garbage originating from the operation of mobile food vehicles shall be collected and disposed of off-site by the operators each day. Spills of food or food by-products shall be cleaned up by the vendor, and no dumping of gray water on the streets is allowed. Vendors shall not dispose of waste, trash or garbage into Township owned public containers.

G. No mobile food vehicle shall make or cause to be made any unreasonable or excessive noise. The operation of all mobile food vehicles shall meet the Township noise ordinance, including generators. No loud music, other high-decibel sounds, horns, or amplified announcements are allowed.

H. Signage is only allowed when placed on mobile food vehicles. No separate freestanding signs, banners or wind-wavers are permitted.

I. No flashing or blinking lights, or strobe lights are allowed on mobile food vehicles or related signage when the vehicle is parked and engaged in serving customers. All exterior lights with over 800 lumens shall contain opaque hood shields to direct illumination downward.

J. Mobile food vehicles, when parked on public streets, shall be parked in conformance with all applicable parking restrictions and shall not hinder the lawful parking or operation of other vehicles. The Township Manager shall have the right to restrict parking of such vehicles on any road if he or she deems it a safety hazard.

K. A mobile food vehicle shall not be parked on the street overnight or left unattended and unsecured. Any mobile food vehicle found to be unattended shall be considered a public safety hazard and may be impounded.

L. A vendor shall not operate a mobile food vehicle within 500 feet of any fair, festival, special event or civic event that is licensed or sanctioned by the Township unless the vendor has obtained written permission from the event sponsor.

M. The issuance of a mobile food vehicle license does not grant or entitle the vendor to the exclusive use of any service route or parking space to the license holder.

N. A vendor shall not operate on private property without first obtaining written consent to operate from the affected private property owner. The affected private property owner and or the vendor shall obtain approval and an issued license from the Township as a prerequisite to the vendors occupancy and use of the property.

O. Mobile food vehicle may use one external sign a maximum of 32 square feet in size as part of the license issued to them by the Township to operate. When extended, awnings for mobile food vehicles shall have a minimum clearance of seven feet between the ground level and the lowest point of the awning or support structure.

P. Any power required for the mobile food vehicle located on a public way shall be self-contained, and a mobile food vehicle shall not use utilities drawn from the public right-of-way. Mobile food vehicles on private property may use electrical power from the property being occupied or an adjacent property, but only when the property owner provides written consent to do so. All power sources must be self-contained. No power cable or equipment shall be extended at or across any city street, alley or sidewalk.

Q. Mobile food vehicles shall not be parked within 150 feet of an existing brick-and mortar restaurant during the hours when such restaurant is open to the public for business.

R. All requests for a mobile food vehicle license shall be reviewed and approved by the Planning and Zoning Department, Fire Department, Police Department, the Department of Public Works and the Township Manager. No mobile food vehicle shall commence operation until approval of application has been received and a Mobile Food Vehicle License issued to the vendor.

#### **2-5-5 : HOURS OF OPERATION:**

Mobile food vehicles on public property may operate between the hours of 7 a.m. and 10 p.m. On private property within nonresidential zoning districts, a mobile food vehicle may only operate between the hours of 7 a.m. and 10 p.m. Other restrictions regarding hours of operation may be established by the planning commission. No mobile food vehicle may be left unattended for more than two hours and any mobile food vehicle not in operation shall be removed between the hours of 11 p.m. and 6 a.m. in residential areas. No mobile food vehicle may be parked more than seven (7) consecutive days on any property at which time it must be removed for a period of twenty-four (24) hours before continuation of business.

#### **2-5-6 : ENFORCEMENT:**

A. Any license holder operating a mobile food vehicle in violation of any provision of this ordinance or any rules and regulations promulgated by the Township shall be responsible for a municipal civil infraction, punishable by a civil fine. Each day of violation shall constitute a separate and distinct offense.

B. Once a license has been issued, it may be revoked, suspended or not renewed by the Township Code Enforcement Officer, Fire Inspector or Police Officer for failure to comply with the provisions of this ordinance and any rules and regulations promulgated by the Township. The holder of a license shall have the right to appeal a revocation, suspension or non-renewal of a license to the Township Manager within 10 days after receiving notice by mail or in person of such revocation, suspension or non-renewal from the Township Code Enforcement Officer, Fire Inspector or Police Officer, and such appeal shall be made in writing and filing it with the Township Manager stating that an appeal from the decision of the Township is desired. The Manager shall review the facts of the revocation and determine if corrections have been made to re-establish the license for the remaining allowable time. Appeals to the Managers decision shall be taken to the Township Zoning Board of Appeals after all required fees and application has been made.

Publication and Effective Date:

Section 2. That this ordinance shall be published in a newspaper circulating within Thomas Township and take effect 30 days after said publication.

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Robert Weise, Supervisor

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Edward Brosowski, Clerk





### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Approve the Michigan Department of Health and Human Services Low Income Household Water Assistance Program participation agreement.
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:** The MDHHS (Michigan Department of Health and Humans Services) and SCCAC (Saginaw County Community Actions Committee) have received funding to provide assistance in paying water/wastewater bills for qualified low-income residents in Saginaw County. The SCCAC is a community organization providing programs and services to low-income individuals and families helping them to achieve economic security. They were organized in 1965 to help combat poverty in Saginaw County by mobilizing both public and private resources to provide services and assistance to work toward the elimination of poverty. Their mission is: "A Community were self-sufficient, financially capable members have the opportunity to thrive where they live, work and play". One of the programs that the SCCAC currently operates is the LIHWAP (Low Income Household Water Assistance Program). This program provides up to \$650/year on water bill assistance for households with water bills in arrearages that have household incomes that fall within 150% of the Federal Poverty Guidelines. This agreement will be in effect through September 30, 2023.

The SCCAC will screen the applications and determine financial eligibility. The Townships obligation will be to provide the requested account information to the SCCAC and agree to not turn the water services off for non-payment for a 90-day period after the payment is received. This 90-day period would run concurrently with our quarterly billing cycle

This program has the potential to provide financial assistance to qualifying residents without any direct cost to the Township. If the board approves participation in the program the residents would be directed to the SCCAC to potentially obtain payment assistance. If the residents are approved the payment would be received via the State of Michigan SIGMA electronic payment system.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Copy of MOU (Memorandum of Understanding) with SCCAC.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.

- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the participation in MDHHS Low-Income Water Assistance Program administered by the SCCAC.
- **ROLL CALL VOTE REQUIRED?** No.



**MEMORANDUM OF UNDERSTANDING NUMBER:****Between****THE STATE OF MICHIGAN****MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES****And**

PARTNER / ENTITY NAME Saginaw County Community Action Committee, Inc.	PRIMARY CONTACT Hurley Coleman - 989-753-7741
EMAIL hcoleman@saginawcac.org	TELEPHONE 989-753-7741

**And**

PARTNER / ENTITY NAME Thomas Township	PRIMARY CONTACT
EMAIL	TELEPHONE - -

MDHHS CONTACT	NAME Ben Gulker	TELEPHONE 517-285-8053	EMAIL MDHHS-LIHWAP@michigan.gov
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**MEMORANDUM OF UNDERSTANDING SUMMARY**

BRIEF DESCRIPTION OF PURPOSE	Agreement between the water/wastewater provider, Community Action Agency and MDHHS for participation in the Low Income Household Water Assistance Program.
BEGIN DATE December 1, 2021	END DATE September 30, 2023

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Saginaw County Community Action Committee, Inc.Michigan Department of Health and Human ServicesSignature of Authorized DesigneeSignature of Director or Authorized DesigneeHurley J. Coleman, Executive DirectorJeanette HenslerPrint Name / TitleDirector-Grants Division, Bureau of Grants and PurchasingPrint Name / TitleDateDateThomas TownshipSignature of Authorized DesigneePrint Name / TitleDate

## Memorandum of Understanding Number:

This Memorandum of Understanding (MOU) establishes the responsibilities and procedures for the Michigan Department of Health and Human Services (MDHHS), Saginaw County Community Action Committee, Inc. (Saginaw Community Action Committee), and Thomas Township (Thomas Township) for the purpose described below.

### 1. Background

Access to safe and affordable drinking water and wastewater services is a fundamental element of health, safety, and well-being for households across America. Yet water affordability is a significant and growing concern in communities across the country, and many communities have faced significant challenges related to water safety, aging water infrastructure, and even water shortages due to drought. Moreover, water affordability concerns and the growing crisis of household indebtedness disproportionately impacting low-income individuals and communities of color can be related to multiple adverse household impacts in terms of service disconnections and lien sales, leading to home foreclosures and evictions.

For many low-income households across America, water affordability needs have been significantly exacerbated by the COVID-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of Covid-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills.

While water costs and accessibility vary significantly from state to state, the Low Income Household Water Assistance Program (LIHWAP) provides critical nationwide emergency support on behalf of low-income households so that these households are not forced to choose between paying for water services and other necessities like housing, food, and medicine.

### 2. Purpose

As recommended in Information Memorandum LIHPWAP-IM-2021-02 issued from the US Department of Health and Human Services, agreements are to be put into place between participating parties of the Low Income Household Water Assistance Program (LIHWAP) to ensure payments made on behalf of low-income households are processed efficiently and in the best interest of the household. Participating parties include MDHHS, the Community Action Agency (CAA) and Water/Wastewater Utility (Utility) referenced on Page 1 of this agreement.

### 3. Period of Agreement

This MOU becomes effective on the date signed by all parties through September 30, 2023.

### 4. Work Statement of Each Party

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- a. The utility, MDHHS and the CAA will:
  - 1) Follow Low-Income Water Assistance Program (LIHWAP) policies and procedures in the Community Services Policy Manual 1405.
  - 2) Agree to not release any private data, to any third party without written authorization from the subject of the data.
  - 3) Collaborate to ensure continuation or reconnection of service to households determined eligible for LIHWAP benefits.
  - 4) Establish a dispute resolution process to resolve issues arising during the term of this agreement.
  - 5) Encourage regular payments from the household.
  - 6) Work together to ensure LIHWAP payments are appropriately applied to accounts and used for LIHWAP services as designated by the CAA.
- b. The MDHHS and CAA will:
  - 1) Determine customer eligibility.
  - 2) Issue payment directly to the utility on behalf of the customer to resolve the arrearage and ensure continuation or reconnection of service.
- c. The utility will:
  - 1) Ensure LIHWAP eligible households are not treated adversely compared to other households.
  - 2) Not disconnect services for 90 days after payment is received on behalf of a customer. If the account is in arrears after 90 days, a new disconnection notice must be issued if applicable.
  - 3) Not charge the eligible household any more than the difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS) or Community Action Agency (CAA).
  - 4) Supply account number format to the CAA.
  - 5) Timely provide at the request of the customer, the CAA or MDHHS, information on applicant households' home water costs, bill payment history, or arrearage history. This information will be provided in the format requested.
  - 6) Register with the MDHHS in SIGMA Vendor Self Service to receive LIHWAP SER payments if not a currently registered vendor.
  - 7) Use the warrant or EFT date as the LIHWAP payment date.
  - 8) Apply all LIHWAP payments to the household's account within 5 business days of receipt of payment.
  - 9) Apply the assistance payments to arrears and applicable fees with reconnection services only. Payments resulting in a credit on the customer's account balance are not allowable.
  - 10) Process and refund any refunds requested by the CAA or MDHHS within 60 business days. The refund must include the client's name, service address, and the MDHHS case number, if available.
  - 11) Not charge an eligible household, the MDHHS, or CAA any administrative fees for providing services.
  - 12) Accept all customer payments.
  - 13) Use LIHWAP funds to pay for home water and sewer costs, as designated by the CAA

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and MDHHS.

- 14) Continue or reconnect service to households as negotiated by the CAA on behalf of the household.
- 15) When addressing household water emergencies, accept early notification authorization by telephone, fax, or electronic communication.
- 16) Notify the CAA or MDHHS if there is reason to believe LIHWAP funds have been misused.
- 17) Comply with the provisions of Act 453, PA 1976, which prohibits discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, or marital status.

Each party shall furnish all labor, equipment, materials, and supplies necessary for the performance of the MOU activities, and meet operational standards, unless otherwise specified above.

**5. Termination & Amendments**

A party may terminate this MOU at any time by giving 30 days prior written notice to the other parties. This MOU may be amended upon written approval of all parties at any time.

This MOU contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties.

**6. Notices**

All notices and other communications required or permitted under this MOU must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to MDHHS:	If to Saginaw Community Action Committee:
<i>Ben Gulker</i> <i>MEAP Specialist</i> <i>MDHHS-LIHWAP@michigan.gov</i>	<i>[Hurley Coleman]</i> <i>[Executive Director]</i> <i>[hcoleman@saginawcac.org]</i> <i>[989-753-7741]</i>
If to Thomas Township:	
<i>[Name]</i> <i>[Title]</i> <i>[Email]</i> <i>[Phone]</i>	

7. **Reserved**

8. **MDHHS Data**

All data and information provided to Saginaw Community Action Committee and/or Thomas Township by or on behalf of MDHHS, and all data and information derived therefrom, is the exclusive property of MDHHS ("MDHHS Data"); this definition is to be construed as broadly as possible. Upon request, Saginaw Community Action Committee and/or Thomas Township must provide to MDHHS, or a third party designated by MDHHS, all MDHHS Data within 10 calendar days of the request and in the format requested by MDHHS. Saginaw Community Action Committee and/or Thomas Township will assume all costs incurred in compiling and supplying MDHHS Data. No MDHHS Data may be used for any marketing purposes.

Saginaw Community Action Committee and Thomas Township shall comply with all MDHHS physical and IT security policies and standards which will be made available upon request.

9. **Non-Disclosure of Confidential Information**

The parties acknowledge that each party may be exposed to or acquire communication or data of the other parties that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this MOU.

a. **Meaning of Confidential Information.** For the purposes of this MOU, the term "Confidential Information" means all information and documentation of the other parties that:

- 1) Has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party;
- 2) If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
- 3) Should reasonably be recognized as confidential information of the disclosing party;
- 4) Is unpublished or not available to the general public; or
- 5) Is designated by law as confidential.

The term "Confidential Information" does not include any information or documentation that was:

- 1) Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
- 2) Already in the possession of the receiving party without an obligation of confidentiality;
- 3) Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights;

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- 4) Obtained from a source other than the disclosing party without an obligation of confidentiality;
- 5) Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

For purposes of this MOU, in all cases and for all matters, MDHHS Data is deemed to be Confidential Information.

- b. Obligation of Confidentiality. The parties agree that they will use Confidential Information solely for the purposes of this MOU. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this MOU or to use such Confidential Information for any purposes whatsoever other than the performance of this MOU. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible when all of the following are met:

- 1) Use of a subcontractor is authorized under this MOU;
- 2) The disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and
- 3) Saginaw Community Action Committee or Thomas Township obligates the subcontractor in a written contract to maintain MDHHS's Confidential Information in confidence.

At MDHHS's request, any employee of Saginaw Community Action Committee and/or Thomas Township or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other parties in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Each party must notify the other parties within one business day after discovering any unauthorized use or disclosure of Confidential Information. Each party will cooperate with the other parties to regain possession of Confidential Information, to prevent further unauthorized use or disclosure of Confidential information, and to notify any appropriate person of the unauthorized use or disclosure of Confidential Information. In addition, each party must advise the other parties immediately in the event the party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this MOU and each party will cooperate with the other parties in seeking injunctive or other equitable relief against any such person.

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- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other parties, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of MDHHS, at the sole election of MDHHS, the immediate termination, without liability to MDHHS, of this MOU or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination. Upon termination of this MOU or a Statement of Work, in whole or in part, each party must, within five calendar days from the date of termination, return to the other parties any and all Confidential Information received from the other parties, or created or received by a party on behalf of the other parties, which are in such party's possession, custody, or control; provided, however, that Saginaw Community Action Committee and/or Thomas Township must return MDHHS Data to MDHHS following the timeframe and procedure described further in this MOU. Should Saginaw Community Action Committee, Thomas Township, or MDHHS determine that the return of any non-MDHHS Data Confidential Information is not feasible, such party must destroy the non-MDHHS Data Confidential Information and must certify the same in writing within five calendar days from the date of termination to the other parties.

### 10. Compliance with Laws

Saginaw Community Action Committee and Thomas Township must comply with all applicable federal, state, and local laws, administrative rules and regulations.

### 11. Nondiscrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Saginaw Community Action Committee, Thomas Township, and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or mental or physical disability. Breach of this covenant is a material breach of this MOU.

### 12. Unfair Labor Practice

Under MCL 423.324, MDHHS may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

**13. Governing Law**

This MOU is exclusively governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this MOU are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this MOU must be resolved in Michigan Court of Claims. Saginaw Community Action Committee and Thomas Township consent to venue in the Michigan Court of Claims, and waive any objections, such as lack of personal jurisdiction or forum non conveniens. Saginaw Community Action Committee and Thomas Township must appoint agents in Michigan to receive service of process.

**14. Force Majeure**

A party will not be in breach of this MOU because of any failure arising from any disaster or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Saginaw Community Action Committee and Thomas Township will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, MDHHS may immediately contract with a third party.

**15. Dispute Resolution**

The parties will endeavor to resolve any MOU dispute in accordance with this provision. The dispute will be referred to the parties' respective Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' respective senior executive, and either senior executive concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit MDHHS's right to terminate the MOU.

**16. Media Releases**

News releases (including promotional literature and commercial advertisements) pertaining to the MOU or project to which it relates must not be made without prior written MDHHS approval, and then only in accordance with the explicit written instructions of MDHHS.



**17. Website Incorporation**

MDHHS is not bound by any content on the other parties' websites unless expressly incorporated directly into this MOU. MDHHS is not bound by any end user license agreement or terms of use unless specifically incorporated into this MOU or any other agreement signed by MDHHS.

**18. Severability**

If any part of this MOU is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this MOU and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining MOU will continue in full force and effect.

**19. Waiver**

Failure to enforce any provision of this MOU will not constitute a waiver.

**20. Survival**

The provisions of this MOU that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this MOU.

**21. Entire MOU**

This MOU is the entire agreement and replaces all previous agreements between the parties for the MOU Activities.





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** January 10, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Essential Worker Hazard Pay to employees who worked through the COVID Pandemic with American Rescue Plan Act (ARPA) funds.
- **EXPLANATION OF TOPIC:** Thomas Township has received one half of the \$1.2 million ARPA funds awarded by the federal government at the end of 2021. As we have discussed in the past, these funds may be spent in four specific categories. One of the categories is essential worker hazard pay to staff that worked through the pandemic to serve the citizens of their respective community. You may recall that early in 2021 a separate hazard pay option was provided to local governments; however, that allotment was specifically for Police and Fire/Emergency personnel. The Township did acquire those funds and distributed them to both our Police and Fire personnel in the amount of \$1,000 full time and \$500 part time.

This time, with the ARPA funds, the hazard pay may be shared with a broader range of staff. In all my years of work with local government, I cannot think of a time when we were able to recognize the services of our team and pay them a “bonus” for a job well done. As we commonly discuss, our purpose is to provide great service. We don’t produce anything, so having quality employees is really all we have to offer our citizens. There is nothing wrong with that as our people receive a good wage and benefit package. I should also add that they don’t expect anything more either. However, as we can now look back over what is approaching two years of COVID, it is clear to me that it has added substantially to the daily stress levels for employees and in dealing with the public as well. They have performed their jobs admirably, while dealing with the risks of coming into work everyday, sick family members at home, public members who are just frustrated with COVID life and I should add without complaint.

The attached hazard pay schedule is our recommendation for sharing ARPA funds with all of the staff who worked through the pandemic. For the Police and Fire officers, it is reduced by the amounts that they previously received. Basically, the amounts are \$3,000 for full time and \$1,500 for part time employees. We do have some employees who have just joined the Township in the past few months, who are not on the list to receive a

payment. Likewise, there are a couple of retirees who worked through the pandemic that we are recommending receive a payment as they were here when we needed them during the time period that these payments are meant to represent.

The total cost to provide the hazard pay will be approximately \$125,000. It may vary slightly from that figure, but not much. That will leave \$1,075,000+ of ARPA funds for whatever the Board determines the funds should be spent upon.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** ARPA Funds  
Essential Worker Hazard Payment Schedule.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_  
supported by \_\_\_\_\_ to approve Essential Worker Hazard Pay to  
employees who worked through the COVID Pandemic with American Rescue Plan Act  
(ARPA) funds.
- **ROLL CALL VOTE REQUIRED:** No.

**PROCLAMATION 22-03**  
**HONORING RETIRING KORINA TUCKER**  
**FOR HER TWENTY-SEVEN YEARS OF SERVICE TO THOMAS TOWNSHIP**

***WHEREAS***, Mrs. Korina Tucker was born in Bay City, Michigan, and raised in Bay City/Auburn, Michigan. She graduated from Handy High School and began working right away; and

***WHEREAS***, Korina began her career with Thomas Township in July of 1994 working full-time in the Water Department before moving on to her current role as Treasurer's Assistant/Deputy Treasurer in 1997.

***WHEREAS***, Korina's service was exemplified with certifications including Michigan Certified Professional Treasurer and Certified Public Finance Administrator; and

***WHEREAS***, Korina has demonstrated a strong commitment to her profession with her membership in the Michigan Municipal Treasurers Association and the Association of Public Treasurers of the United States and Canada as well as serving on the Saginaw Area Local Treasurers Association; and

***WHEREAS***, Korina has been married over 18 years to her loving husband Curt; and

***WHEREAS***, Korina's dedication, attention to detail, thoroughness and ability to meet deadlines are a testament to her outstanding performance as a Thomas Township employee; and

***NOW THEREFORE BE IT RESOLVED***, that the Thomas Township Board of Trustees, along with the Township Manager, do hereby issue this Proclamation to Korina Tucker in recognition of her dedication to Thomas Township illustrated by the numerous times she would return after hours to process tax payments and perform other duties as necessary to meet deadlines. We extend our gratitude and appreciation to Korina for her many years of exemplary service and wish her continued success and happiness as she retires.

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

Dated: January 10, 2022

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Robert Weise, Township Supervisor

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Russell Taylor, Township Manager

