



AGENDA

THOMAS TOWNSHIP REGULAR BOARD MEETING  
VIA TELECONFERENCE

*Per PA 267 OF 1976 (mcl 15,263)/PA 228 OF 220*

*And Local Emergency Declaration dated April 8, 2021, which extends the time to meet remotely to August 31, 2021, and to allow for participation during the public portion of the meeting.*

June 7, 2021

7:00 P.M.

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

Access code: 482236#

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approval of Board Minutes May 3, 2021.
  - B. Approval of Expenditures.
  - C. Receive and accept the resignation of Amanda Cech as Park and Recreation clerical receptionist.
  - D. Approve amendments to Personnel Policy #707, Infectious Disease/COVID-19 Preparedness & Response Policy Plan.
  - E. Approve the promotion of Jennifer Holtman from probationary to regular full-time Assistant to the Assessor/Receptionist.
  - F. Approve the promotion of Aleigha Crawl from probationary to regular full-time utility billing clerk.
  - G. Accept the letter of retirement from Police Officer Charles Brocker.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. Receive and file comments pertaining to an Industrial Facility Tax Exemption Amendment request by DDP Specialty Electronics Materials US 9, LLC for twelve (12) years from the original certificate dated October 20, 2020.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve Resolution 21-08 approving an Industrial Facilities Tax Exemption Certificate Amendment Application from DDP Specialty Electronics Materials US 9, LLC for \$6,848,488.00 for twelve (12) years from the original approval on October 20, 2020.
  - B. Approve the purchase of ExMark lawnmower from Hoffman's Power Equipment for \$8,799.00.
  - C. Approve the amendments to Administrative Policy #821, Developer Guidelines-Water and Sanitary Sewer Projects.

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.

- D. Authorize the sale of the 1993 Pierce Tele-Squirt Ladder Truck to The Chesaning Brady Fire Authority for \$75,000.00 in its "as is" condition.
- E. Approve upgrades to the ladder truck.
- F. Approve the low bid by Wolgast Construction for the amount of \$152,300.00 for the proposed grant work at the Nature Center Building.
- G. Approve the low bid by Wobig Construction for the amount of \$279,694.00 for the site improvements for grant work at the Nature Preserve.
- H. Approve the amendments to Police Policy #1201P , Arrest Procedure.
- I. Approve the amendments to Police Policy #1210P, Use of Body Worn Cameras.
- J. Approve the low bid of \$32,450.00 from McDonald Ford for the purchase of a 2021 Ford Utility All Wheel Drive Police Interceptor patrol vehicle.
- K. Approve the purchase and installation of \$50,900 for the network/exchange server upgrade.
- L. Approve the sale of Township parcel 28-12-3-25-3067-700, located at 50 West Harcourt in the amount of \$6,000.00.

10. Reports

- |               |                          |                       |
|---------------|--------------------------|-----------------------|
| A. Supervisor | E. Community Development | I. Police Dept.       |
| B. Clerk      | F. DPW                   | J. Parks & Recreation |
| C. Treasurer  | G. Finance               | K. Board Members      |
| D. Manager    | H. Fire Dept.            |                       |

11. Executive Session

- A. None

12. Adjournment

### Thomas Township Board of Trustee Meeting Citizen Comment Instructions

Any citizen may address the Thomas Township Board of Trustees at item #6, which is the Citizen Comment Section of the Board Meeting.

Supervisor Weise will ask if there is anyone who would like to address the Board. If there are multiple people, he will invite you to speak when it is your turn.

You will be asked to stand and to state your name and address for the records.

You may then address your issue to the Board Members. In the interest of time, all citizens are requested to limit their comments to three minutes.

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



THOMAS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
CONDUCTED VIA ELECTRONIC REMOTE ACCESS,  
*PER PA 267 OF 1976 (MCL 15,263)/PA 228 OF 220*  
*AND LOCAL EMERGENCY DECLARATION DATED APRIL 8, 2021, WHICH EXTENDS THE*  
*TIME TO MEET REMOTELY TO AUGUST 31, 2021, AND TO ALLOW FOR PARTICIPATION*  
*DURING THE PUBLIC PORTION OF THE MEETING.*

8215 Shields Drive, Saginaw, MI 48609

May 3, 2021

7:00 o'clock p.m. via teleconference

1. The Regular Board Meeting was called to order at 7:00 p.m. via teleconferencing by Supervisor Weise.
2. PRESENT PHYSICALLY: Weise, Thayer, Sommers, Witt, Brosofski  
PRESENT VIRTUALLY: Monahan (Thomas Twp.), DeLine (Thomas Twp.)  
ABSENT: None  
ALSO PHYSICALLY PRESENT: Township Manager, Russ Taylor; Finance Director, Deidre Frollo; Fire Chief, Mike Cousins; DPW Director, Rick Hopper; Deputy Clerk, Darci Seamon and Assistant DPW Director, Trevor Schultz.  
ALSO PRESENT VIRTUALLY: Director of Community Development, Dan Sika; Police Chief, Al Fong; Parks and Recreation Director, John Corriveau.
3. The Pledge of Allegiance was recited.
4. Motion was made by Sommers, seconded by Brosofski to approve the amended agenda as presented.  
Roll Call:  
Ayes: Brosofski, Thayer, Sommers, Monahan, DeLine, Witt, Weise  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.

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

THOMAS TOWNSHIP REGULAR BOARD MEETING  
VIA TELECONFERENCE

*Per PA 267 OF 1976 (mcl 15,263)/PA 228 OF 220*

*And Local Emergency Declaration dated April 8, 2021, which extends the time to meet remotely to August 31, 2021, and to allow for participation during the public portion of the meeting.*

May 3, 2021

7:00 P.M.

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

Access code: 482236#

1. Call to Order

2. Roll Call
  3. Pledge of Allegiance
  4. Approval of Agenda
  5. Consent Agenda
    - A. Approval of Board Minutes April 12, 2021.
    - B. Approval of Expenditures.
    - C. Approve the hiring of Kylar Vanderwall as a part-time probationary Fire Prevention Officer.
    - D. Approve amendments to Personnel Policy #901, Paid Time Off.
    - E. Approve amendments to Personnel Policy #918, Health Savings Account.
    - F. Approve amendments to Personnel Policy #919, Retiree Health Care Stipend.
    - G. Approve amendments to Personnel Policy #1003, Resignation and Voluntary Termination of Employment.
    - H. Receive and accept the resignation of Brian Foley from the Fire Department.
    - I. Approve amendments to Fire Department Policy #102F, Chain of Command.
  6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
  7. Public Hearing
    - A. None.
  8. Unfinished Business
    - A. None.
  9. New Business
    - A. Approve Resolution 21-06 authorizing the fire department to apply for the Par Plan Risk Reduction Grant to offset the cost to purchase security cameras for the Public Safety Building.
    - B. Approve the low bid by Barrett Sign for the amount of \$3,860.00 for the Nature Center entrance sign.
    - C. Approve the low bid by Chaos A.P. Screen Printing in the amount of \$10,370.50 for the purchase of shirts.
    - D. Approve Ordinance 21-Z-01 to change the zoning of parcel 28-12-3-23-3000-002 from A-1 to R-1.
    - E. Approve the low bid of \$5,100.00 by H&B Equipment for the purchase of a snowplow.
    - F. Authorize Kennedy Industries to repair a pump from Pump Station 7 in the amount of \$9,960.
    - G. Presentation by the Fiscal Services Director on the new water bill format.
    - H. Approve Resolution 21-07, recognizing the State of Emergency by the Saginaw County Board of Commissioners and allowing virtual meetings until August 31, 2021.
  10. Reports

A. Supervisor	E. Community Development	I. Police Dept.
B. Clerk	F. DPW	J. Parks & Recreation
C. Treasurer	G. Finance	K. Board Members
D. Manager	H. Fire Dept.	
  11. Executive Session
    - A. None
  12. Adjournment
5. It was moved by Witt, seconded by Sommers to approve the consent agenda as presented.
- Roll Call:
- Ayes: Weise, Brosowski, Thayer, Sommers, Monahan, DeLine, Witt
- Absent: None
- Nays: None
- Abstain: None
- Motion carried.
- A. Approval of Township Board minutes from the regular meeting 4/12/2021.
  - B. Expenditures consisting of:

Clearing Fund	\$3,090.16
General Fund	58,431.09
Christopher Thompson Fund	0.00
Public Safety-Fire Department	48,332.83
Fire Apparatus	733,662.78

Public Safety-Police Department	31,240.43
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	2,518.25
Road Revolving Fund	0.00
Sewer Fund	84,146.88
Water Fund	274,547.23
Municipal Refuse	120,209.30
Tax	0.00

- C. Approve the hiring of Kylar Vanderwall as a part-time, probationary Fire Prevention Officer.
- D. Approve amendments to Personnel Policy #901, Paid Time Off.
- E. Approve amendments to Personnel Policy #918, Health Savings Account.
- F. Approve amendments to Personnel Policy #919, Retiree Health Care Stipend.
- G. Approve amendments to Personnel Policy #1003, Resignation and Voluntary Termination of Employment.
- H. Receive and accept the resignation of Brian Foley from the Fire Department.
- I. Approve amendments to Fire Department Policy #102F, Chain of Command.

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 Sommers to approve Resolution 21-06 authorizing the fire department to apply for the Par Plan Risk Reduction Grant to offset the cost to purchase security cameras for the Public Safety Building.  
Roll Call:  
Ayes: Witt, Weise, Brosowski, Thayer, Sommers, Monahan, DeLine  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.
- B. It was moved by Sommers, seconded by Thayer to approve the low bid by Barrett Sign for the amount of \$3,860.00 for the Nature Center entrance sign.  
Roll Call:  
Ayes: DeLine, Witt, Weise, Brosowski, Thayer, Sommers, Monahan  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.
- C. It was moved by Brosowski, seconded by Witt to approve the low bid by Chaos A.P. Screen Printing in the amount of \$10,370.50 for the purchase of shirts for Park and Recreation programs.  
Roll Call:

Ayes: Monahan, DeLine, Witt, Weise, Brosowski, Thayer, Sommers  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.

- D. It was moved by Witt, seconded by Sommers to approve Ordinance 21-Z-01 to change the zoning of parcel 28-12-3-23-3000-002 from A-1 to R-1.

Roll Call:

Ayes: Sommers, Monahan, DeLine, Witt, Weise, Brosowski, Thayer  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.

- E. It was moved by Sommers, seconded by Witt to approve the low bid of \$5,100.00 by H&B Equipment for the purchase of a snowplow for DPW.

Roll Call:

Ayes: Thayer, Monahan, DeLine, Witt, Weise, Brosowski  
Absent: None  
Nays: None  
Abstain: Sommers  
Motion carried.

- F. It was moved by Brosowski, seconded by Witt to authorize Kennedy Industries to repair a pump from Pump Station 7 in the amount of \$9,960.00.

Roll Call:

Ayes: Brosowski, Thayer, Sommers, Monahan, DeLine, Witt, Weise  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.

- G. Presentation by Deidre Frollo, Fiscal Services Director, on the new water bill format.

- H. It was moved by Thayer, seconded by DeLine, to approve Resolution 21-07, recognizing the State of Emergency by the Saginaw County Board of Commissioners and allowing virtual meetings until August 31, 2021.

Roll Call:

Ayes: Weise, Brosowski, Thayer, Sommers, Monahan, DeLine, Witt  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.

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 the Community Development report.
- F. Receive and file the DPW Report.
- G. Receive and file the Finance 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 –None.
- 11. Executive Session:
  - A. None
- 12. It was moved by Brosowski, seconded by Sommers to adjourn the meeting at 7:26 p.m.
  - Roll Call:
  - Ayes: Witt, Weise, Brosowski, Thayer, Sommers, Monahan, DeLine
  - Absent: None
  - Nays: None
  - Abstain: None
  - Motion carried.

---

Edward Brosowski, Clerk

---

Dated







### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **PERSON SUBMITTING:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Approval of Expenditures
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:**  
The Appropriations Act passed in March Appropriated total funds for the 2021/2022 fiscal year for operating the budgets of the various finds. Monthly the board needs to approve the total expenditures in each fund for the month.

In addition to the fund expenditures listed in the motion, Library Fund expenditures were \$1,671.91. 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 \$588,963.47 with individual fund totals as follows:

Clearing Fund .....	2,830.16
General Fund.....	135,084.43
Christopher Thompson Funds.....	0.00
Public Safety - Fire Department.....	17,973.99
Fire Apparatus .....	2,396.25
Public Safety - Police Department .....	23,448.32
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority.....	194.07
Road Revolving Fund.....	0.00
Sewer Fund .....	30,758.32
Water Fund .....	323,560.54
Municipal Refuse .....	52,717.39
Tax .....	0.00

As shown on checks #63893-64026



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

Fund 101 GENERAL OPERATING FUND	Dept 172 MANAGER-ADMINISTRATIVE					
101-172-804.000	MEMBERSHIP & DUES	MICHIGAN ASSOC OF PLANNI	STATE BANK	MEMBERSHIP - TAYLOR - 07/01/21-06/30/	60.00	63920
101-172-850.100	WIRELESS COMMUNICATIONS		STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/200M/	28.39	63944
101-172-960.000	EDUCATION & TRAINING			GRAVITY PERKS/AMZN/PITNEY BOWES/200M/	19.11	63944

Total For Dept 172 MANAGER-ADMINISTRATIVE	2,319.90	
---	----------	--

Dept 191 ELECTIONS	101-191-818.000	ELECTION INSPECTORS	AL KINDEL	CO-CHAIRPERSON	195.00	63894
	101-191-818.000	ELECTION INSPECTORS - PHONES	DEBORAH BABINSKI	PHONES/RC BOARD	190.00	63908
	101-191-818.000	ELECTION INSPECTOR	GREG ROHLE	ELECTION INSPECTOR	165.00	63914
	101-191-818.000	ELECTION INSPECTORS	JACQUELINE KENNEDY	AVCB	66.00	63916
	101-191-818.000	ELECTION INSPECTORS	MARGARET ROCK	ELECTION INSPECTOR	165.00	63919
	101-191-818.000	ELECTION INSPECTORS	MITCHELL LENCZEMSKI	CO-CHAIRPERSON/REC BOARD	220.00	63923
	101-191-818.000	ELECTION INSPECTORS	RENEE KRETZ	AVCB	66.00	63934
	101-191-818.000	ELECTION INSPECTORS	ROSE KOLLETH	AVCB	66.00	63935
	101-191-818.000	ELECTION INSPECTORS	SHAREN WIKTOROWSKI	ELECTION INSPECTOR	165.00	63939
	101-191-818.000	ELECTION INSPECTORS	SHELLEY WILSON	AVCB	66.00	63940
	101-191-818.000	ELECTION INSPECTORS	SYLVIA CARTER	ELECTION INSPECTOR	165.00	63948
	101-191-818.000	ELECTION INSPECTORS	WANDA ROHLE	CHAIRPERSON - AVCB	78.00	63954
	101-191-900.000	LEGAL NOTICES	MLIVE MEDIA GROUP	PUBLIC NOTICES/CEMETERY ADOPTN AFFIDA	76.32	63982

Total For Dept 191 ELECTIONS	1,683.32	
------------------------------	----------	--

Dept 215 CLERK	101-215-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	522.21	63896
	101-215-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	6.14	63897
	101-215-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	55.40	63918
	101-215-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	139.76	63909
	101-215-716.200	DENTAL INSURANCE	DELTA DENTAL	JUNE 2021 PREMIUM	139.76	63970
	101-215-716.300	CODIFICATION OF ORDINANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	13.61	63918
	101-215-900.300		MUNICIPAL CODE CORPORATI	SUPPLEMENT PAGES/ORDBANK	379.99	63984

Total For Dept 215 CLERK	1,256.87	
--------------------------	----------	--

Dept 253 TREASURER-FINANCE	101-253-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,532.86	63896
	101-253-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.30	63896
	101-253-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	12.47	63897
	101-253-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	119.57	63918
	101-253-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	156.12	63970
	101-253-716.200	DENTAL INSURANCE	DELTA DENTAL	JUNE 2021 PREMIUM	156.12	63970
	101-253-716.300	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	30.38	63918
	101-253-740.000	OPERATING SUPPLIES	CITY OF SAGINAW	2020 SW-3 ANNUAL RECONCILIATION REPOR	3.95	63905
	101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	66.99	63930
	101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	18.29	63930
	101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	A/P CHECKS	232.56	63991
	101-253-830.000	TAX ROLL PREPARATION	QUILL CORPORATION	OFFICE SUPPLIES	19.29	63992
	101-253-830.000	EDUCATION & TRAINING	PRINT EXPRESS OFFICE PRO	TAX ENVELOPES	517.00	63990
	101-253-960.000		MI MUNICIPAL TREASURERS	MMTA UP - MAY 26, 2021 - VIRTUAL TRAI	99.00	63958

Total For Dept 253 TREASURER-FINANCE DEPARTMENT	2,977.90	
---	----------	--

Dept 257 ASSESSING	101-257-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	501.89	63896
	101-257-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	9.90	63896
	101-257-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	1.75	63897
	101-257-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	22.87	63918

GL Number	Invoice Line Desc	Amount	Check #
-----------	-------------------	--------	---------

Fund 101 GENERAL OPERATING FUND			
Dept 257 ASSESSING			
101-257-716.200	DENTAL INSURANCE	83.86	63909
101-257-716.200	DENTAL INSURANCE	83.86	63970
101-257-716.300		5.73	63918
101-257-740.000	OPERATING SUPPLIES	9.00	63929
101-257-740.000	OPERATING SUPPLIES	9.00	63929
101-257-740.000	OPERATING SUPPLIES	13.95	64002

Dept 265 BUILDING & GROUNDS			
101-265-740.000	OPERATING SUPPLIES	73.64	63930
101-265-740.000	OPERATING SUPPLIES	47.16	63943
101-265-740.000	OPERATING SUPPLIES	265.64	63944
101-265-740.000	OPERATING SUPPLIES	245.00	63932
101-265-740.000	OPERATING SUPPLIES	152.02	63932
101-265-817.000	SEASONAL BANNERS/HOLIDAY LIGH	294.00	63930
101-265-850.000	PROFESSIONAL SERVICES	3,925.58	63939
101-265-850.000	TELEPHONE	142.44	63944
101-265-850.000	TELEPHONE SERVICE	118.75	63930
101-265-920.000	UTILITIES	19.19	64022
101-265-920.000	UTILITIES	19.49	64022
101-265-920.000	UTILITIES	27.25	64022
101-265-920.000	UTILITIES	21.08	64022
101-265-920.000	UTILITIES	26.79	64022
101-265-920.000	UTILITIES	564.80	64022
101-265-920.000	UTILITIES	732.75	64022
101-265-930.000	REPAIRS/MAINTENANCE	25.99	63930
101-265-930.000	REPAIRS/MAINTENANCE	68.80	63944
101-265-936.000	MAINTENANCE AGREEMENTS	420.68	63964

Dept 276 CEMETERY		7,191.06	
101-276-740.000	OPERATING SUPPLIES	181.92	63982
101-276-930.000	REPAIRS/MAINTENANCE	92.49	63976
101-276-930.000	REPAIRS/MAINTENANCE	598.00	64020
101-276-940.100	EQUIPMENT RENTAL	90.00	63931

Dept 282 GREAT LAKES TECH PARK MTCE		962.41	
101-282-920.000	UTILITIES		
	CONSUMERS ENERGY CO	339.20	64022

Dept 371 COMMUNITY DEVELOPMENT		339.20	
101-371-716.000	HEALTH INSURANCE		
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	2,139.61	63896
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	22.29	63896
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	12.22	63897
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	95.28	63918
101-371-716.200	DENTAL INSURANCE	307.47	63909
101-371-716.200	DENTAL INSURANCE	307.47	63970
101-371-716.300		25.92	63918
101-371-740.000	OPERATING SUPPLIES	14.99	63944
101-371-740.000	OPERATING SUPPLIES	14.99	63940
101-371-740.000	OPERATING SUPPLIES	30.00	63994
101-371-740.000	OPERATING SUPPLIES	167.86	64002

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

Fund 101 GENERAL OPERATING FUND					
Dept 371 COMMUNITY DEVELOPMENT					
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	(5.11)	64002
101-371-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	470.00	63927
101-371-804.000	MEMBERSHIP & DUES	MICHIGAN ASSOC OF PLANNI	MEMBERSHIP - WATT - 7/1/21-6/20/22	30.00	63920
101-371-810.100	CONTRACTED SERVICES - COMMUNITY	BS&A SOFTWARE	ANNUAL BLDG DEPT/SUPPORT FEE - 05/202	1,605.00	63901
101-371-817.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP - 2020 AERIAL	1,178.00	63942
101-371-850.100	WIRELESS COMMUNICATIONS	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	40.15	63944
101-371-930.000	REPAIRS/MAINTENANCE	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	133.92	63944
101-371-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	55.14	63955
101-371-960.000	EDUCATION & TRAINING	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	132.16	63944

Dept 421 CONSTRUCTION CODES					
Total For Dept 371 COMMUNITY DEVELOPMENT					
6,765.36					
Dept 442 SIDEWALKS					
Total For Dept 421 CONSTRUCTION CODES					
3,979.78					

101-421-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,340.83	63896
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	16.96	63896
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	3.49	63897
101-421-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	48.29	63918
101-421-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	167.71	63909
101-421-716.300	DENTAL INSURANCE	DELTA DENTAL	JUNE 2021 PREMIUM	167.71	63970
101-421-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	12.99	63918
101-421-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	REPORT OF INSPECTION - COMM DEV	98.00	63990
101-421-804.000	MEMBERSHIP & DUES	WEST BEND MUTUAL INSURAN	NORTARY BOND/E&O - DORR	85.00	64017
101-421-817.000	PROFESSIONAL SERVICES	NORTHERN MI CODE OFFICIA	2021 MEMBERSHIP - SIRA	100.00	63988
101-421-850.100	WIRELESS COMMUNICATIONS	SPICER GROUP INC.	THOMAS TOWNSHIP - GRATIOT ANIMAL HOSP	1,868.25	63942
101-421-938.100	GAS & DIESEL FUEL	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	16.75	63944
		WEX INC	GAS/DIESEL FUEL	53.80	63955

Dept 448 STREET LIGHTING					
Total For Dept 442 SIDEWALKS					
80,723.85					

101-442-930.000	REPAIRS/MAINTENANCE	WOBIG CONSTRUCTION CO.	SIDEWALK PATCH - 3019 N THOMAS	1,641.00	64018
101-442-974.000	CAPITAL IMPROVEMENTS	WOBIG CONSTRUCTION CO.	ADJUST MANHOLES - MADELINE DRIVE	4,318.80	64018
101-442-974.000	CAPITAL IMPROVEMENTS	WOBIG CONSTRUCTION CO.	MADELINE DR - NORTH SIDE - SIDEWALK C	74,764.05	64018

Dept 450 ROAD PROGRAMS					
Total For Dept 448 STREET LIGHTING					
5,240.46					

Dept 752 ADMINISTRATION					
Total For Dept 450 ROAD PROGRAMS					
504.54					

101-752-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,708.41	63896
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	17.29	63896
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	103.00	63918
101-752-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	178.90	63909
101-752-716.300	DENTAL INSURANCE	DELTA DENTAL	JUNE 2021 PREMIUM	178.90	63970
101-752-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	28.17	63918
101-752-740.000	OPERATING SUPPLIES	BRADYS BUSINESS SYSTEM	KYOCERA - 30111 - 04/27/21-05/26/21	37.93	63898
101-752-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	NAMEPLATE - HOFFMAN - PARKS	12.00	63929
101-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	15.29	63943

GL Number	Invoice Line Desc	Amount	Check #
-----------	-------------------	--------	---------

Fund 101 GENERAL OPERATING FUND			
Dept 752 ADMINISTRATION	OPERATING SUPPLIES		
101-752-740.000	MEMBERSHIP & DUES	69.98	63944
101-752-804.000	PROFESSIONAL SERVICES	40.00	63944
101-752-817.000		110.00	63927
Total For Dept 752 ADMINISTRATION		2,499.37	

Dept 761 SWIM PROGRAMS	REPAIRS/MAINTENANCE		
101-761-930.003		104.39	63944
Total For Dept 761 SWIM PROGRAMS		104.39	

Dept 763 SOCCER	OPERATING SUPPLIES		
101-763-740.000	OPERATING SUPPLIES	921.07	63944
101-763-740.000		249.51	63999
Total For Dept 763 SOCCER		1,170.53	

Dept 770 OPERATIONS & MAINTENANCE	TELEPHONE		
101-770-850.000	WIRELESS COMMUNICATIONS	128.32	63944
101-770-850.100	UTILITIES	332.53	63944
101-770-920.000	UTILITIES	65.02	63905
101-770-920.000	UTILITIES	93.43	63906
101-770-920.000	UTILITIES	93.91	63957
101-770-920.000	UTILITIES	259.36	63957
101-770-920.000	UTILITIES	157.72	64022
101-770-920.000	UTILITIES	378.52	64022
101-770-920.000	UTILITIES	43.33	64022
101-770-920.000	UTILITIES	88.56	64022
101-770-920.000	UTILITIES	151.18	64022
101-770-920.000	UTILITIES	40.08	64022
101-770-920.000	UTILITIES	8.91	64022
101-770-930.000	REPAIRS/MAINTENANCE	1,800.00	64025
101-770-930.000	REPAIRS/MAINTENANCE	1,959.69	63902
101-770-930.000	REPAIRS/MAINTENANCE	25.00	63907
101-770-930.000	REPAIRS/MAINTENANCE	178.69	63944
101-770-930.000	REPAIRS/MAINTENANCE	1,194.51	63946
101-770-930.000	REPAIRS/MAINTENANCE	281.12	63951
101-770-930.000	REPAIRS/MAINTENANCE	1,624.63	63976
101-770-938.000	VEHICLE EXPENSE	1.55	63986
101-770-938.100	GAS & DIESEL FUEL	703.62	63955
Total For Dept 770 OPERATIONS & MAINTENANCE		9,610.28	

Dept 774 SPECIAL EVENTS	OPERATING SUPPLIES		
101-774-740.000		71.44	64015
Total For Dept 774 SPECIAL EVENTS		71.44	

Dept 776 TRAIN	REPAIRS/MAINTENANCE		
101-776-930.000	REPAIRS/MAINTENANCE	311.76	63917
101-776-930.000	REPAIRS/MAINTENANCE	350.00	63938
101-776-930.000	REPAIRS/MAINTENANCE	42.30	63986
Total For Dept 776 TRAIN		704.06	

Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT	Total For Fund 101 GENERAL OPERATING FUND	135,084.43	
--	---	------------	--

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

Dept 000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,848.58	63896
205-000-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	23.21	63896
205-000-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	103.73	63918
205-000-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	148.72	63909
205-000-716.300		DELTA DENTAL	JUNE 2021 PREMIUM	148.72	63970
205-000-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	28.94	63918
205-000-740.000	OPERATING SUPPLIES	5 ALARM FIRE AND SAFETY	FACE SHIELD - FIRE	40.30	63893
205-000-740.000	OPERATING SUPPLIES	GALLS, LLC	LED REPLACEMENT BATTERY	167.31	63912
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	HOLDER CERTIFICATES - FIRE	143.52	63929
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	HYDRANT MAPS - FIRE	181.50	63929
205-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	156.10	63943
205-000-740.000	OPERATING SUPPLIES	CHROUCH COMMUNICATIONS,	OFFICE SUPPLIES	(4.50)	63943
205-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	PAGER SUPPLIES - FIRE	147.45	63965
205-000-802.000	LEGAL SERVICES	OTTO BRANDT	OFFICE SUPPLIES	35.49	64002
205-000-802.000	LEGAL SERVICES	MASUD PATTERSON & SCHUTT	LABOR COUNSEL	50.00	63927
205-000-810.100	CONTRACTED SERVICES	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	1,254.00	63979
205-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENT - FIRE	364.13	63944
205-000-817.000	PROFESSIONAL SERVICES	WOLGAST DESIGN GROUP, LL	PRELIMINARY ARCHITECTURAL SVCS - FIRE	22.25	63949
205-000-850.000	TELEPHONE	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	4,270.00	64019
205-000-850.000		123.NET	TELEPHONE SERVICE	56.78	63944
205-000-850.100	WIRELESS COMMUNICATIONS	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	118.74	63960
205-000-910.000	INSURANCE GENERAL LIABILITY	MY MEMBER INSURANCE AGEN	ENDORSEMENT #1 - 2020 FERRARA FIRE VE	154.73	63944
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 2020 FERRARA FIRE VE	4,294.00	63985
205-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 9970 SIREN RD	23.88	63957
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9970 DICE	46.49	64012
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	288.15	64022
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 355 N MILLER RD	474.88	64022
205-000-930.000	REPAIRS/MAINTENANCE	STATE BANK	UTILITY BILL - 9970 DICE RD	383.33	64022
205-000-930.100	REPAIRS & MAINTENANCE FS#1	MIDLAND PAPER COMPANY	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	13.76	63944
205-000-930.100	REPAIRS & MAINTENANCE FS#1	NORTH AMERICAN OVERHEAD	OPERATING SUPPLIES - FIRE	138.57	63922
205-000-938.000	REPAIRS & MAINTENANCE FS#1	NORTH AMERICAN OVERHEAD	LIFEMASTER TRANSMITTER - STTN #1	90.00	63925
205-000-938.100	VEHICLE EXPENSE	APOLLO FIRE EQUIPMENT	REPAIRS/MAINTENANCE - FIRE STTN #1	592.95	63987
205-000-960.000	GAS & DIESEL FUEL	WEX INC	REPAIR - E2 - 99KME - FIRE	112.28	63895
205-000-960.000	EDUCATION & TRAINING	NICHOLAS A BIRCHMEIER	GAS/DIESEL FUEL	494.92	63955
205-000-960.000	EDUCATION & TRAINING	STATE BANK	CE CLASS - FIRE	750.00	63924
205-000-960.000	EDUCATION & TRAINING	ASHI & 24-7 EMS REMITTAN	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	696.08	63944
205-000-960.000	EDUCATION & TRAINING		ADULT/CHILD CER/AED CERTIFICATION	115.00	63962
Total For Dept 000				17,973.99	

Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

17,973.99

Fund 206 FIRE APPARATUS

Dept 000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR FIRE TRUCK	1,260.25	63895
206-000-970.000	CAPITAL OUTLAY	FIRE CATY, LLC	FIRE HOSE TESTING	1,136.00	63972

Total For Dept 000

2,396.25

Fund 207 PUBLIC SAFETY-POLICE

Dept 000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	9,563.82	63896
207-000-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	98.52	63896

Total For Fund 206 FIRE APPARATUS

2,396.25

Total For Fund 207 PUBLIC SAFETY-POLICE

9,563.82

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 207 PUBLIC SAFETY-POLICE  
Dept 000

207-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	20.85	63897
207-000-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	416.40	63918
207-000-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	1,026.42	63909
207-000-716.300	OPERATING SUPPLIES	DELTA DENTAL	JUNE 2021 PREMIUM	1,026.42	63370
207-000-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	125.71	63918
207-000-740.000	OPERATING SUPPLIES	HELM ELECTRIC, INC	INSTALL ELECTRICAL - HANDICAP DOOR OP	148.37	63915
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	46.96	63943
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	(4.50)	63943
207-000-742.000	UNIFORMS	STAPLES ADVANTAGE	OFFICE SUPPLIES	35.49	64002
207-000-742.000	UNIFORMS	BRANDON FEDERSPIEL	REIMBURSEMENT FOOTWEAR	300.00	63899
207-000-742.000	UNIFORMS	CHAD SUTKOWI	REIMBURSEMENT FOOTWEAR	300.00	63903
207-000-742.000	UNIFORMS	CHARLIE BROCKER	REIMBURSEMENT - FOOTWEAR	300.00	63904
207-000-742.000	UNIFORMS	DEREK SMITH	REIMBURSEMENT FOOTWEAR	300.00	63910
207-000-742.000	UNIFORMS	NYE UNIFORM COMPANY	UNIFORMS - POLICE EXPLORERS	245.00	63926
207-000-742.000	UNIFORMS	PAUL ROSS	REIMBURSEMENT FOOTWEAR	300.00	63928
207-000-742.000	UNIFORMS	RANDY KUMM	REIMBURSEMENT FOOTWEAR	300.00	63932
207-000-742.000	UNIFORMS	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	428.28	63944
207-000-802.000	LEGAL SERVICES	NYE UNIFORM COMPANY	COLLAR BRASS - POLICE EXPLORER	54.00	63939
207-000-810.100	CONTRACTED SERVICES	OTTO BRANDT	LEGAL SERVICES	1,790.00	63927
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY	MONTH END REPORTS	20.00	63936
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENTS APRIL 2021	142.83	63935
207-000-850.000	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENT - POLICE	356.00	64007
207-000-850.100	WIRELESS COMMUNICATIONS	123.NET	TELEPHONE SERVICE	118.74	63950
207-000-920.000	UTILITIES	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	148.32	63944
207-000-930.000	REPAIRS/MAINTENANCE	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	288.15	64022
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	13.75	63944
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	REPAIR - 2014 FORD EXPLORER - POLICE	588.93	63953
207-000-938.000	VEHICLE EXPENSE	DAVID T'S CUSTOM AUTO FI	REPAIR - 2014 FORD TAURUS	235.23	63953
207-000-938.100	VEHICLE EXPENSE	GARBER CHEVROLET	2004 FORD TAURUS - POLICE	80.00	63968
207-000-960.000	GAS & DIESEL FUEL	TREIB INC	OIL CHNG - 2017 FORD EXPLORER - POLIC	52.97	63973
207-000-960.000	EDUCATION & TRAINING	WEX INC	VEHICLE WASHES	63.50	64053
207-000-960.000	EDUCATION & TRAINING	STREET COP TRAINING, LLC	GAS/DIESEL FUEL	1,604.17	63955
207-000-970.000	CAPITAL OUTLAY	DOLAN CONSULTING GROUP,	STREET SMART COP TACTICS - SMITH	299.00	63947
		STATE BANK	CONFRONTING THE TOXIC OFFICER - POLIC	290.00	63971
			GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	2,325.00	63944
		Total For Dept 000		23,448.32	

Total For Fund 207 PUBLIC SAFETY-POLICE

23,448.32

Fund 248 Downtown Development Authority  
Dept 000

248-000-740.65C	SEASONAL BANNERS/HOLIDAY LIGH	BRONNERS CHRISTMAS WONDE	BALANCE - CHRISTMAS LIGHTS - TUBA	80.28	63900
248-000-920.00C	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOR RD	19.19	64022
248-000-920.00C	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	19.48	64022
248-000-920.00C	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOR RD	27.26	64022
248-000-920.00C	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOR RD	21.07	64022
248-000-920.00C	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	26.79	64022
		Total For Dept 000		194.07	

Total For Fund 248 Downtown Development Authority

194.07

Fund 271 LIBRARY FUND  
Dept 000



GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 271 LIBRARY FUND		
Dept 000		
271-000-716.000	HEALTH INSURANCE	63896
271-000-716.000	HEALTH INSURANCE	63909
271-000-716.000	HEALTH INSURANCE	63970
271-000-850.000	TELEPHONE	63956
271-000-920.000	UTILITIES	64022

Total For Dept 000

1,671.91

Total For Fund 271 LIBRARY FUND

1,671.91

Fund 590 SEWER FUND		
Dept 536 ADMINISTRATION		
590-536-716.000	HEALTH INSURANCE	63896
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	63896
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	63918
590-536-716.200	DENTAL INSURANCE	63909
590-536-716.200	DENTAL INSURANCE	63970
590-536-716.300	OPERATING SUPPLIES	63918
590-536-740.000	OPERATING SUPPLIES	63933
590-536-740.000	OPERATING SUPPLIES OFFICE EQUIP	64015
590-536-745.000	CONTRACTED SERVICES	63944
590-536-810.000	CONTRACTED SERVICES	63911

Total For Dept 536 ADMINISTRATION

2,867.65

Dept 540 OPERATIONS & MAINTENANCE		
590-540-716.000	HEALTH INSURANCE	63896
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	63896
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	63897
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	(0.65)
590-540-716.200	DENTAL INSURANCE	63918
590-540-716.200	DENTAL INSURANCE	63909
590-540-716.300	DENTAL INSURANCE	63970
590-540-850.000	TELEPHONE	63918
590-540-850.000	TELEPHONE	63944
590-540-850.100	WIRELESS COMMUNICATIONS	118.74
590-540-920.000	UTILITIES	122.43
590-540-920.000	UTILITIES	2,577.70
590-540-920.000	UTILITIES	432.21
590-540-920.000	UTILITIES	164.40
590-540-920.000	UTILITIES	174.47
590-540-920.000	UTILITIES	138.18
590-540-920.000	UTILITIES	129.65
590-540-920.000	UTILITIES	29.13
590-540-920.000	UTILITIES	48.34
590-540-920.000	UTILITIES	29.13
590-540-920.000	UTILITIES	64.60
590-540-920.000	UTILITIES	901.75
590-540-920.000	UTILITIES	19.29
590-540-920.000	UTILITIES	52.79
590-540-920.000	UTILITIES	103.74
590-540-920.000	UTILITIES	53.98
590-540-920.000	UTILITIES	29.13
590-540-920.000	UTILITIES	383.55
590-540-920.000	UTILITIES	62.09
590-540-920.000	UTILITIES	308.55

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor

Invoice Description

Amount

Check #

Fund 590 SEWER FUND					
Dept 540 OPERATIONS & MAINTENANCE					
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SAKROWIAK'SCITY SEW	VARIOUS LIFTSTATIONS	2,550.30	63931
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SAKROWIAK'SCITY SEW	VARIOUS LIFTSTATIONS	2,550.30	63931
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SAKROWIAK'SCITY SEW	VARIOUS LIFTSTATIONS	2,250.30	63931
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	20.54	63944
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	74.97	63951
590-540-930.000	REPAIRS/MAINTENANCE	H&B EQUIPMENT & RENTAL I	REPAIRS/MAINTENANCE - DPW	12.00	63974
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	322.58	63976
590-540-930.000	REPAIRS/MAINTENANCE	KENNEDY INDUSTRIES INC.	REPAIR - STATION #7 - WASTEWATER	1,113.75	63977
590-540-930.000	REPAIRS/MAINTENANCE	LEDY ELECTRIC INC.	REPAIR - STARK RD PUMP STATION - DPW	320.00	63978
590-540-930.000	REPAIRS/MAINTENANCE	MONKS TREE SERVICE	CUT TREE - STROEBEL/RIVER RD - DW	600.00	63983
590-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	0.00	63986
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SAKROWIAK'SCITY SEW	PUMP STATION #7	600.00	63993
590-540-930.000	REPAIRS/MAINTENANCE	HOFFMAN'S POWER EQUIPMEN	FX751V KAW 60' LAWN MOWER - DPW	4,399.50	64026
590-540-938.000	VEHICLE EXPENSE	H&B EQUIPMENT & RENTAL I	REPAIRS/MAINTENANCE - DPW	16.40	63974
590-540-938.000	VEHICLE EXPENSE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	96.56	63986
590-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	BALL MOUNT REDUCER - DPW	54.80	63998
590-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE - DPW	20.97	64000
590-540-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	695.00	63955

Dept 900 CAPITAL CONTROL					
590-500-970.000					
590-500-970.000					
CAPITAL OUTLAY					
CAPITAL OUTLAY					
TRI-CITY KUSTOMZ					
HOME DEPOT					
GRAPHICS - DPW TRUCKS					
REPAIRS/MAINTENANCE					
Total For Dept 900 CAPITAL CONTROL				24,150.04	
Total For Fund 590 SEWER FUND				240.00	63950
				3,500.63	63976

Fund 591 WATER FUND					
Dept 536 ADMINISTRATION					
591-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,501.54	63896
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	15.72	63896
591-536-716.100	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D		71.55	63918
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	140.52	63909
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	JUNE 2021 PREMIUM	140.52	63970
591-536-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	21.08	63918
591-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	WATER BILL - NO PRINTING, FOLD ONLY	118.11	63933
591-536-745.000	OPERATING SUPPLIES OFFICE EQUIP	U. S. POSTAL SERVICE	BULK POSTAGE PERMIT #273 - WATER	440.13	64015
591-536-810.000	CONTRACTED SERVICES	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	68.48	63944
591-536-810.000	CONTRACTED SERVICES	ENVIRONMENTAL SYSTEMS	ARGGIS DESKTOP BASIC PRIMARY/SECONDAR	350.00	63911
591-536-850.000	EDUCATION & TRAINING	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	40.00	63944
Total For Dept 536 ADMINISTRATION				2,907.65	

Dept 340 OPERATIONS & MAINTENANCE					
591-540-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,770.54	63896
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.37	63896
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	(0.65)	63897
591-540-716.100	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D		81.79	63918
591-540-716.200	DENTAL INSURANCE	DELTA DENTAL	MAY 2021 PREMIUM	233.69	63909
591-540-716.200	DENTAL INSURANCE	DELTA DENTAL	JUNE 2021 PREMIUM	233.69	63970
591-540-817.000	PROFESSIONAL SERVICES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	22.20	63918
591-540-850.000	PROFESSIONAL SERVICES	UPS	LATE PAYMENT FEE	2.42	63953
591-540-850.000	TELEPHONE	STATE BANK	GRAVITY PERKS/AMZN/PITNEY BOWES/ZOOM/	26.64	63944
591-540-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	118.74	63960



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 100	CLEARING FUND	2,830.16
Fund 101	GENERAL OPERA	135,084.43
Fund 205	PUBLIC SAFETY	17,973.99
Fund 206	FIRE APPARATU	2,396.25
Fund 207	PUBLIC SAFETY	23,448.32
Fund 248	Downtown Deve	194.07
Fund 271	LIBRARY FUND	1,671.91
Fund 590	SEWER FUND	30,758.32
Fund 591	WATER FUND	323,560.54
Fund 596	MUNICIPAL REF	52,717.39

Total For All Funds:	590,635.38
----------------------	------------

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 05/31/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 05/31/2021
Fund 100	CLEARING FUND				
001.000	59	13,465.02	2,562,696.65	2,580,786.80	(4,625.13)
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,658,878.36	471,406.04	394,271.84	1,736,012.56
002.010	THE STATE BANK SAVINGS	1,138,323.24	0.00	0.00	1,138,323.24
002.350	CASH CHASE BANK	10,788.44	0.00	0.00	10,788.44
002.385	CASH CHEMICAL BANK	1,270,712.83	0.00	0.00	1,270,712.83
003.175	Certificate of Deposit Chemic	250,000.00	0.00	0.00	250,000.00
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	750,000.00	0.00	0.00	750,000.00
	GENERAL OPERATING FUND	5,078,702.87	471,406.04	394,271.84	5,155,837.07
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	1.00	0.00	0.00	1.00
002.010	THE STATE BANK SAVINGS	5,016.08	0.00	0.00	5,016.08
	CHRISTOPHER THOMPSON FAMILY FUND	5,017.08	0.00	0.00	5,017.08
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	972,696.61	6,437.19	129,360.46	849,773.34
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	998,540.99	50,021.76	726,059.03	322,503.72
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,483,406.84	26,230.24	192,108.91	1,317,528.17
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	310,352.26	0.00	0.00	310,352.26
003.175	Certificate of Deposit Chemic	629,499.29	0.00	0.00	629,499.29
	ROAD REVOLVING FUND	939,851.55	0.00	0.00	939,851.55
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	110,599.56	1,167.56	2,598.53	109,168.59
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	857.31	32,387.84	365,089.88
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	601,960.41	857.31	32,387.84	570,429.88
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,048,009.76	160,880.63	156,993.69	1,051,896.70
002.010	THE STATE BANK SAVINGS	509,677.44	0.00	0.00	509,677.44
002.200	RESERVED CASH SYSTEM EXPANSIO	150,798.65	5,400.00	0.00	156,198.65
002.385	CASH CHEMICAL BANK	2,494,481.50	0.00	0.00	2,494,481.50
002.386	CHEMICAL BANK SYSTEM EXPANSIO	117,933.00	0.00	0.00	117,933.00
	SEWER FUND	4,320,900.35	166,280.63	156,993.69	4,330,187.29
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	213,164.18	640,842.53	262,848.90
002.010	THE STATE BANK SAVINGS	756.60	0.00	0.00	756.60
002.200	RESERVED CASH SYSTEM EXPANSIO	111,968.99	3,750.00	0.00	115,718.99
002.375	CASH HUNTINGTON BANK	246,824.23	0.00	0.00	246,824.23
002.385	CASH CHEMICAL BANK	1,337,077.40	0.00	0.00	1,337,077.40

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
FROM 04/01/2021 TO 05/31/2021  
FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 05/31/2021
002.386	CHEMICAL BANK SYSTEM EXPANSIO	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	507,589.54	0.00	0.00	507,589.54
002.390	CASH FIRST STATE BANK	246,211.10	0.00	0.00	246,211.10
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
	WATER FUND	3,659,131.11	216,914.18	640,842.53	3,235,202.76
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	691,802.89	835.44	174,244.29	518,394.04
002.385	CASH CHEMICAL BANK	106,913.45	0.00	0.00	106,913.45
	MUNICIPAL REFUSE FUND	798,716.34	835.44	174,244.29	625,307.49
	TOTAL - ALL FUNDS	18,989,170.37	3,502,847.00	5,029,653.92	17,462,363.45



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7<sup>th</sup> 2021
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Resignation of Amanda Cech, Parks Secretary
- **EXPLANATION OF TOPIC:** Amanda was offered a full time position with Tractor Supply Company and has turned in her two week notice, her last day was May 28<sup>th</sup>. Amanda has two small children and this new job gives her health care and benefits that will really help her out. This was an opportunity should could not let pass her by. She was very sad to turn in her notice to me.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Copy of resignation letter.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the resignation of Amanda Cech from the Park and Recreation Department as a clerical receptionist.
- **ROLL CALL VOTE REQUIRED?** Yes

Amanda Cech  
670 Adams Rd Saginaw, MI  
May 14<sup>th</sup> 2021

John Corriveau  
Director – Parks and Recreation  
249 N. Miller Rd. Saginaw, MI  
[Park1@thomastwp.org](mailto:Park1@thomastwp.org)

Dear John,

I am writing to notify you that I will be resigning from my position as of 5/28/2021, this is my official two week notice.

I am very thankful for the experience given to me and the opportunities of growth that I have been given. I have learned how to handle stressful endeavors and how to remain organized and poised in stressful situations. I will be able to apply these skills throughout all aspects of my life going forward.

I still look forward to volunteering to help with Roethke Park's Haunted Train Ride & Haunted house, and doing the taxidermy restoration and other projects for The Nature Center. I ask that you reach out to me if there is anything I can offer to help with donations, and other volunteer work needed for future events.

I would also like to offer my return if at any point the position becomes full-time, and reinforce that the only reason I am departing is because I was offered a full-time opportunity that provides benefits, and as a mother, I am doing what I best in my family's interest.

Sincerely,

Amanda Cech

A handwritten signature in black ink, appearing to read 'Amanda Cech', written over a horizontal line.





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve revisions to Personnel Policy 707, Infectious Disease/COVID-19 Preparedness & Response Policy Plan with COVID-19 supplement.
- **EXPLANATION OF TOPIC:** We have all lived through the experience of the ever-changing rules pertaining to COVID. Since the adoption of Policy 707, there have been numerous iterations of COVID-19 rules, regulations, directives and more. The proposed changes to the Township's policy are intended to update it to be consistent with the current series of rules in effect. Additionally, we have developed a supplement to the policy that directly relates to the current COVID-19 rules as implemented by MIOSHA. This supplement will expire at such point in time as it is determined that the COVID-19 pandemic has ended. Policy 707 will remain in place thereafter to address any future large-scale/pandemic viruses or diseases in the future.

With regard to the revisions to the policy, we have been implementing most of them already. I should also note that we have been adapting our internal rules to keep pace with those issued by the State and Federal government such that we are already adhering to the rules as outlined in the proposed policy.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Revised Policy 707, Infectious Disease/COVID-19 Preparedness & response Policy Plan and COVID-19 supplement.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve revisions to Personnel Policy 707, Infectious Disease/COVID-19 Preparedness & Response Policy Plan with COVID-19 supplement.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.



## THOMAS TOWNSHIP PERSONNEL POLICIES

Personnel Policy No.:  
Effective Date:

707 – COVID-19 Supplement (3 Pages)  
June 7, 2021

Policy Regarding: **SUPPLEMENTAL COVID-19 REQUIREMENTS to  
Policy 707, Infectious Disease Preparedness & Response Policy Plan  
(Revised 6/7/2021)**

---

The following language is hereby added to Policy 707 as it relates specifically to the COVID-19 pandemic and the requirements of MIOSHA as stated in their Emergency Rules dated 5/21/2021. This supplemental language will apply so long as MIOSHA requires to counteract the ongoing pandemic. Once the CDC and/or MIOSHA determine that the current pandemic has ended, this supplement will no longer be part of Policy 707.

### **A. Basic infection prevention measures.**

- (1) The Township shall promote frequent and thorough hand washing by providing workers, customers, and worksite visitors with a place to wash their hands. In addition, automatic dispensing antiseptic hand sanitizers are located throughout the work spaces.
- (2) The Township shall require workers who are experiencing symptoms of COVID-19 to not report to work or to work in an isolated location when possible. In many cases, isolated work is not an option.
- (3) The Township has increased the frequency of facility cleaning and disinfection to limit exposure to SARS-CoV-2, in accordance with the latest CDC guidance.
- (4) The Township shall use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

### **B. Health surveillance.**

- (1) The Township will continue to require a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- (2) Employees are required to promptly report any signs and symptoms of COVID-19 to their supervisor or Township Manager before or during the work shift.
- (3) The Township shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:
  - (a) Not allowing known or suspected cases to report to work.
  - (b) Sending known or suspected cases away from the workplace.
  - (c) Assigning known or suspected cases to work alone at a remote location as their health allows.
- (4) When the Township learns of an employee, visitor, or customer with a known case of



COVID-19, the Township shall, within twenty-four (24) hours or as soon as is practical, attempt to notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.

(5) The Township shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

### **C. Workplace controls.**

(1) The Township has designated the following positions to be worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules: Township Manager, Fiscal Services Director, Fire Chief and Assistant DPW Director.

(2) The Township shall ensure that any employees, except fully vaccinated persons, remain at least six (6') feet from one another to the maximum extent feasible while on worksite premises.

(3) The Township shall provide non-medical grade face coverings to non-vaccinated employees at no cost to the employee.

(4) The Township shall require any employee, except fully vaccinated persons, to wear face coverings when employees cannot consistently maintain six (6') feet of separation from other individuals indoors in the workplace.

(5) Signs will be posted in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.

### **D. Training requirements.**

(1) The Township has provided training to employees on SARS-CoV-2 and COVID-19 and will provide similar training to new hires. The training shall cover all of the following:

- (a) Workplace infection-control practices, including information on vaccinations available for COVID-19.
- (b) The proper use of personal protective equipment.
- (c) Direction to the employee to notify their supervisor or the Township Manager of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- (d) To report unsafe working conditions immediately to their supervisor or the Township Manager.

(2) The Township shall provide updated training if it changes its preparedness and response plan, or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

### **E. Recordkeeping.**

(1) The Township will maintain a record of the following requirements:

- (a) Training. The Township shall maintain a record of all COVID-19 employee training.
- (b) Health screening protocols. The Township shall maintain a record of health



screening for each non-vaccinated employee or contractor entering the workplace.

(c) If proceeding under Rule 6(5)(a), vaccination information sufficient for implementation.

(d) Records of required notifications. The Township shall maintain a record of each notification required by Rule 5 of these rules.

(2) Said records will be maintained for six (6) months from the time they were originated.





# THOMAS TOWNSHIP PERSONNEL POLICIES

---

## THOMAS TOWNSHIP PERSONNEL POLICIES

Personnel Policy No.:

707 (6 Pages)

Effective Date:

May 7, 2020

Revised June 7, 2021

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

---

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

### *I. General Response Measures:*

- a. Restricting the number of workers present on premises to no more than what is strictly necessary to perform the in-person work and essential services to the community.
- b. Promoting remote work to the fullest extent possible during the outbreak.
- c. Keeping workers and patrons who are on premises at least six (6') feet from one another to the maximum extent possible.
- d. Increasing standards of facility cleaning and disinfection to limit worker and patron exposure, as well as adopting protocols to clean and disinfect in the event of a positive case in the workplace.
- e. Adopting policies to prevent workers from entering the premises if they display symptoms of the disease/virus or have had contact with a person with a confirmed diagnosis.
- f. **Implement** any other social distancing practices and **disease** mitigation measures recommended by the CDC. **In order for these recommendations or requirements to be implemented quickly and to stay in compliance with the CDC, MIOSHA, Saginaw County Health Department and the Michigan Health Department as health conditions and knowledge of the disease evolve, the Township**



## THOMAS TOWNSHIP PERSONNEL POLICIES

---

**Manager may need to issue directives to the staff and public that have immediate effect.**

- g. ~~Barring~~ Gatherings of any size in which people **who have not been vaccinated will be encouraged to** ~~cannot~~ maintain six (6') feet of distance from one another.
- h. Limiting in-person interaction with clients and patrons **as often as practical without interrupting Township operations** ~~to the maximum extent possible, and~~ **maintaining** ~~barring any such interaction in which people cannot maintain six (6') feet of distance from one another~~ **when meetings are held.**
- i. Providing personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
- j. Adopting protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.

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

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



## THOMAS TOWNSHIP PERSONNEL POLICIES

---

- h. Increase frequency and intensity of office cleaning.
- i. Require self-screening protocols for all employees or contractors, entering the work spaces within Township buildings.
- j. Encourage employees to participate in vaccination programs; however, this is a personal choice and not a requirement. Township will make available information on relevant vaccination programs.
- k. Direct employees to promptly report any signs or symptoms of the infectious disease to their supervisor or the Township Manager as soon as they become aware of them. Employees should not report to work if they experience any symptoms during their off hours. Instead, they need to contact their supervisor or the Township Manager for direction as to what actions they need to take.

### III. *Administrative Controls:*

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

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

### IV. *Safe Work Practices:*

- a. Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- b. Requiring regular hand washing or using of alcohol-based hand rubs. Workers



## THOMAS TOWNSHIP PERSONNEL POLICIES

---

should always wash hands when they are visibly soiled and after removing any PPE.

- c. Post handwashing signs in restrooms.

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

- a. Provide appropriate PPE based upon the employee's work, the specific disease/virus and its characteristics, and the potential risk that the employee has.
- b. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.
- c. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. The Township will check the OSHA and CDC websites regularly for updates about recommended PPE.
- d. All types of PPE must be selected based upon the potential hazards to the worker. All employees are responsible for the PPE provided to them. The Township shall provide training from time to time as to how to use their PPE. Employees shall:
  - i. Properly fitted and periodically refitted, as applicable (e.g., respirators).
  - ii. ~~Wear PPE as required and directed without exception.~~ Consistently and properly worn when required.
  - iii. Regularly inspected, maintained, and have replaced if damaged, broken or no longer usable as necessary.
  - iv. Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

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

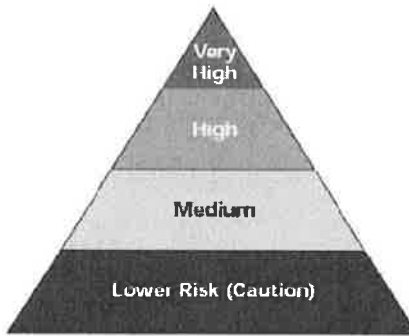
Protective measures should be implemented and personal protective equipment should be issued based upon the level of risk an employee has in their respective position. For low risk employees, fewer and less aggressive measures are needed than those at the high end of the pyramid. At the very high risk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





## THOMAS TOWNSHIP PERSONNEL POLICIES

---



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

Fire Chief  
Fire Officers  
Fire Fighters  
Medical Responders  
Similar Unnamed Positions

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

Police Chief  
Police Sergeant  
Police Officers  
Similar Unnamed Positions

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

Fire Secretary  
Police Secretary  
DPW Director  
Assistant DPW Director  
DPW Laborers  
Township Manager  
Building Inspector  
Electrical Inspector



## THOMAS TOWNSHIP PERSONNEL POLICIES

---

Plumbing/Mechanical Inspector  
Community Development Director  
Code Enforcement Officer  
Recreation Program Coach  
Recreation Program Instructor  
Recreation Program Referee/Umpire  
Similar Unnamed Positions

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

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





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Approve the promotion of Jennifer Holtman from probationary to regular full-time Assistant to the Assessor/Receptionist.
- **EXPLANATION OF TOPIC:** Jennifer Holtman has been on probationary status as the Assessors Assistant for the past 6 months. I am recommending that Jennifer be taken off probationary status after successfully completing the past 6 months as the Assessors Assistant part time. She has also continued to be the Township part time Receptionist during this time and will continue to do so. She has shown an ability to learn new things and to take on new tasks in the Assessing Department. She has been a great deal of help to the Public, answering questions and providing information. After talking with the Township Assessor, Jill Peters she agrees and feels that Jennifer has done a very good job in her new role. I am recommending that Jennifer be taken off probationary status.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, deny, amend or table taking Jennifer Holtman off probationary Status.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the promotion of Jennifer Holtman from probationary to regular full-time Assistant to the Assessor/Receptionist.
- **ROLL CALL VOTE REQUIRED?** Yes





### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **PERSON SUBMITTING:** Fiscal Services Director
- **AGENDA TOPIC:** Remove Aleigha Crowl from probationary to non-probationary status
- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:** Aleigha Crowl has been working in the finance department as the utility billing clerk since her hire date of October 19, 2021. Aleigha is proving to be an asset to the finance department as she continues to learn the position. She has been able to quickly grasp the responsibilities of the position, is dependable and overall doing a fantastic job. I am requesting approval to remove her from a probationary to a regular full-time status.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**  
None
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table removal of probationary status for Aleigha Crowl
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, Supported by \_\_\_\_\_ to reclassify Aleigha Crowl from a probationary employee to a regular full-time employee.
- **ROLL CALL VOTE REQUIRED?** Yes







## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Al Fong, Police Chief
- **AGENDA TOPIC:** Accept the letter of retirement from Police Officer Charles Bocker.
- **EXPLANATION OF TOPIC:** Charlie Bocker submitted his written notification of his planned retirement on May 28<sup>th</sup>. His official last day of work will be July 30<sup>th</sup>, 2021. Charlie has been an officer in the Township for nearly twenty-six (26) years. Charlie has been key member of the department for a long time and has brought a professional attitude and friendly service to the residents of Thomas Township. While he will be missed, we wish him well as he enters this new stage of life.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Retirement Letter.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the letter of retirement from Police Officer Charles Bocker.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.



**NOTICE OF PUBLIC HEARING  
THOMAS TOWNSHIP  
VIA TELECONFERENCE**

PLEASE TAKE NOTICE that a regular meeting of the Township of Thomas Board of Trustees, will be held on Monday, June 7, 2021 at 7:00 p.m. Michigan Time, via teleconference, at which time and place a public hearing will be held on the following: DDP Specialty Electronics Materials US9, LLC, DuPont Healthcare Industries Site, 1635 North Gleaner Road requests that the Thomas Township Board approve an Industrial Facilities Exemption Certificate (IFEC) amendment for IFEC 2020-034 in the amount of \$4,791,164.00 Real Property. The increase/amendment application is in the amount of \$6,848,488.00 for a total construction value of \$6,848,488.00. This investment will retain one hundred ninety (190) jobs and create four (4) jobs.

**COMMON LOCATION**

DDP Specialty Electronics Materials US 9, LLC, DuPont HIMS site, 1635 North Gleaner Road, Hemlock, MI 48626.

Parcel 28-12-3-19-1001-000

**LEGAL DESCRIPTION**

E ½ OF NE ¼ 80 ACRES SEC 19 T12N R3E

Electronic remote access, per PA 267 of 1076 (mcl 15.263)/PA 228 of 220 and local Emergency Declaration dated April 8, 2021, which extends the time to meet remotely to August 31, 2021 and to allow for public comment during the hearing. The public may participate remotely by phone via the Free Conference Call information below:

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

Access Code: 482236#

Written and/or oral comments will also be received by the Thomas Township Office through the date of the hearing via email and fax ([clerk@thomastwp.org](mailto:clerk@thomastwp.org) or 989-781-0290).

Thomas Township will provide necessary reasonable auxiliary aids and services to any individuals with disabilities who plan to attend this public meeting via teleconference. 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.

Edward Brosowski  
Thomas Township Clerk





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Resolution 21-08 to authorize the Industrial Facilities Tax Exemption (IFE) amendment for DDP Specialty Electronics Materials US9, LLC, DuPont Healthcare Industries Materials Site (HIMS) from \$4,791,164.00 to \$6,848,488.00 in real property for a period of twelve (12) years from the original certificate approved on October 20, 2020.
- **EXPLANATION OF TOPIC:** The HIMS plant, which is now owned by DuPont and known as DDP Specialty Electronics Materials US 9, LLC, is located at 1635 North Gleaner Road on the corner of Geddes Road. DDP Specialty Electronics Materials US 9, LLC, originally submitted an application for an Industrial Facilities Tax Exemption Certificate on February 20, 2020, with a total project cost of \$4,791,164.00. The application was approved at the May 4, 2020, Township Board Meeting. Since that time the project has been completed and the cost exceeded more than ten percent of the original application requiring an amendment to be filed and approved by the local authority. Paperwork submitted by DDP lists the total project cost at \$6,848,488.00. This project will continue to employ 190 individuals, as well as add four additional positions.

The Policy Committee recommends the approval of the application after scoring the proposed IFT and finding that its point total authorized a twelve (12) year abatement. The abatement is for a 50% reduction in the taxable value of the total investment over the twelve (12) year period. The time period begins from the date of approval (October 20, 2020) of the original application by the State with certificate number 2020-034. HIMS would still pay 50% of the taxes owed on the investment during that time.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 21-08, IFT Scoring Sheet and IFT application.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 21-08 amending the Industrial Facilities Tax Exemption (IFE) for DDP Specialty Electronics Materials US 9, LLC, from

Page 2 of 2

June 7, 2021

DDP IFT Amendment

\$4,791,164.00 in real property to \$6,848,488.00 for a period of twelve (12) years from the beginning date of October 20, 2020.

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



®  
DuPont Finance

Leslie S. Fisher  
Tax Consultant  
PO Box 2899  
Wilmington, DE 19805

May 13, 2021

Mr. Ed Brosowski, Clerk  
Thomas Township Offices  
249 N. Miller Rd.  
Saginaw, MI 48603

**RE: Request P.A. 198 Real Property Tax Abatement – Increase  
Industrial Facilities Exemption Certificate (2020-034)**

Dear Mr. Brosowski:

DDP Specialty Electronics Materials US 9, LLC located at 1635 N. Gleaner Road in Thomas Township respectfully requests an increase in the approval amount for Industrial Facilities Exemption Certificate number 2020-034. Attached is a revised application for the increased amount.

According to Part 5, Rule 54 of the State Tax Commission, if the final cost of a project exceeds 10% of the estimated amount provided in the original application, the certificate holder shall request in writing the additional cost be approved by the local government unit. This request was previously submitted to your office.

Thank you in advance for your consideration. Should you have any questions or concerns, please contact me at [leslie.s.fisher@dupont.com](mailto:leslie.s.fisher@dupont.com). Please date stamp receipt of this application and mail back to me at the address below:

DDP Specialty Electronics Materials US 9, LLC  
P.O. Box 2899  
Wilmington, DE 19805

Sincerely,

  
Leslie S. Fisher  
Tax Consultant

## INDUSTRIAL FACILITIES EXEMPTION APPLICATION AFFIDAVIT OF FEES

In accordance with State Tax Commission Bulletin No. 3 dated January 1998, the Local Unit and Applicant for Industrial Facilities Exemption Certificate do hereby swear and affirm that no payment of any kind, whether they be referred to as "fees", "payments in lieu of taxes", "donations", or by other like terms, such payments are contrary to the legislative intent of Act 198 that exemption certificates have the effect of abating all ad valorem property taxes levied by taxing units with the unit of local government which approves the certificate.

We do swear and affirm by our signatures below that "no payment of any kind in excess of the fee allowed, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certificate application."

Municipality: Thomas Township

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Applicant: **DDP Specialty Electronics Materials US9, LLC**

Signed: 

Print Name: Jessica Snyder

Title: Healthcare Industries Materials Site Leader

Dated: 5/19/21



# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7460.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit <div style="font-size: 1.2em; font-family: cursive;">5/19/2021</div>
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>DDP Specialty Electronics Materials US 9, LLC</b>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3251</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>1635 North Gleaner Road Hemlock, MI 48626</b>		1d. City/Township/Village (Indicate which) <b>Thomas Township</b>	1e. County <b>Saginaw</b>
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input checked="" type="checkbox"/> Increase/Amendment		3a. School District where facility is located <b>Hemlock</b> 3b. School Code <b>73210</b>	
		4. Amount of years requested for exemption (1-12 Years) <b>12</b>	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

DuPont HIMS is undertaking an expansion of our Elastomer manufacturing process. The use of the facility will remain the same which is dedicated to supplying products to the healthcare industry. These products are used world-wide and include products such as: pharmaceutical tubing, pacemaker leads, drug delivery patches and other various products.

6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun. 6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach Itemized listing with month, day and year of beginning of installation, plus total 6c. Total Project Costs ..... * Round Costs to Nearest Dollar	▶ <b>\$6,848,488</b> Real Property Costs ▶ Personal Property Costs ▶ <b>\$6,848,488</b> Total of Real & Personal Costs
--	---

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▶	11/20/2019	04/12/2021	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶			▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

9. No. of existing jobs at this facility that will be retained as a result of this project. **190**  
 10. No. of new jobs at this facility expected to create within 2 years of completion. **4**

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....  
 b. TV of Personal Property (excluding inventory) .....  
 c. Total TV .....

12a. Check the type of District the facility is located in:

☒ Industrial Development District      ☐ Plant Rehabilitation District

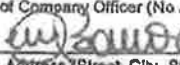
12b. Date district was established by local government unit (contact local unit)  
**04/07/1980**

12c. Is this application for a speculative building (Sec. 3(8))?  
☐ Yes ☒ No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Leslie Fisher</b>	13b. Telephone Number <b>(302) 999-2819</b>	13c. Fax Number	13d. E-mail Address <b>leslie.s.fisher@dupont.com</b>
14a. Name of Contact Person <b>Leslie Fisher</b>	14b. Telephone Number <b>(302) 999-2819</b>	14c. Fax Number	14d. E-mail Address <b>leslie.s.fisher@dupont.com</b>
15a. Name of Company Officer (No Authorized Agents) <b>Paula B. Novais</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date <b>05/18/2021</b>
15e. Mailing Address (Street, City, State, ZIP Code) <b>P.O. Box 2899 Wilmington, DE 19805</b>		15f. Telephone Number <b>(302) 999-4441</b>	15g. E-mail Address <b>paula.b.novais@dupont.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to [PTE@michigan.gov](mailto:PTE@michigan.gov).

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury  
 State Tax Commission  
 PO Box 30471  
 Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

## Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

**The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)**

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability.

The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. (The local unit must verify that the school district listed on all IFT applications is correct.)]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).
5. Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).
6. Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be

incorporated into the Letter of Agreement (see sample).

**7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)**

**The following information is required for rehabilitation applications in addition to the above requirements:**

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

**The following information is required for speculative building applications in addition to the above requirements:**

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: [www.legislature.mi.gov/](http://www.legislature.mi.gov/). For more information and Frequently Asked Questions, visit [www.michigan.gov/propertytaxexemptions](http://www.michigan.gov/propertytaxexemptions).

Certificate Number 2020-034

Revised Costs

<b>DuPont HIMS Elastomer Expansion</b>	<b>Real Estate - Real Property</b>
01 General Conditions	\$ 161,000.00
02 Civil Site	\$ 246,079.69
03/04 Concrete/Masonry	\$ 845,771.00
05 Structural Steel	\$ 1,525,541.23
07 Building Shell	\$ 1,587,713.00
09 Finishes and Coatings	\$ 281,000.00
15.300 Fire Protection	\$ 201,520.00
15.500 HVAC	\$ 756,205.80
16 Electrical	\$ 414,449.17
16.720 Alarm Comms Data	\$ 53,167.00
Construction Management	\$ 66,698.99
DuPont Engineering	\$ 68,629.88
Engineering	\$ 6,910.72
Outsourced Engineering	\$ 607,443.34
Procurement	\$ 26,358.43
<b>Grand Total</b>	<b>\$ 6,848,488.25</b>

**CONFIDENTIAL**

Industrial Facilities Exemption Application  
Affidavit of Project Begin Date

I, Jessica Snyder, do swear and affirm by my signature below that the real property project beginning of construction date and/or personal property project installation begin date, associated with the application for Industrial Facilities Tax Exemption Certificate under P. A. 198 of 1974, as amended, in the amount of \$6,848,488 filed with the township clerk of Thomas Township for a facility located at 1635 North Gleaner Road Thomas Township, Saginaw County, MI are as follows:

Real Property Project Begin Date: 11/20/19

Personal Property Project Begin Date: N/A  
(Not applying for personal property abatement)

**Applicant Name: DDP Specialty Electronics Materials US 9, LLC**

Signature



Jessica Snyder

Printed Name

Healthcare Industries Materials Site Leader

Title

Date

5/19/21

**Legal Description**

Property ID 28-12-3-19-1001-000

E 1/2 OF NE 1/4 80 ACRES SEC 19 T12N R3E

**INDUSTRIAL FACILITIES  
EXEMPTION CERTIFICATE  
LETTER OF AGREEMENT**

This Agreement between DDP Specialty Electronics Materials US 9, LLC and Thomas Township is for the purpose of fulfilling the requirements of P.A. 198, as amended in P.A. 334, Section 22. In consideration of approval of this exemption certificate, DDP Specialty Electronics Materials US 9, LLC understands that through its investment of \$6,848,488 and Thomas Township, by its investment of the IFI, are mutually investing in and benefiting from this economic development project, and furthermore, agree to the following:

- 1) The applicant will remain within Thomas Township during the period of time for which the abatement has been approved.
- 2) 4 jobs are expected to be created over the next two years as a result of this project.

This agreement is assignable and transferable by either party with advance written consent. This agreement may only be altered upon mutual consent of both parties.

	5/19/21
_____ DDP Specialty Electronics Materials US 9, LLC	_____ Date

_____ Thomas Township	_____ Date
--------------------------	---------------



**249 N. Miller Road**  
Saginaw, MI 48609  
(989) 781-0150  
Fax (989) 781-0290

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUILDING PERMIT NUMBER:** \_\_\_\_\_

CONTRACTOR OR HOMEOWNER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TYPE OF INSPECTION: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

INSPECTION APPROVED YES: 1 NO:     

**CALL FOR A RE-INSPECTION:** \_\_\_\_\_

NOTES: \_\_\_\_\_

**PRIOR TO COVERING, THE BUILDER AND/OR OWNER MUST CORRECT ANY VIOLATION. CALL THE THOMAS TOWNSHIP BUILDING DEPARTMENT SECRETARY 24 HOURS PRIOR TO ANY INSPECTION AT (989) 781-0150 EXT. 203.**

249 N. Miller Road  
Saginaw, MI 48609  
(989) 781-0150  
Fax (989) 781-0290

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR OR HOMEOWNER: \_\_\_\_\_

TYPE OF INSPECTION: \_\_\_\_\_

INSPECTION APPROVED YES:            NO:           

**NOTES:** \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

PRIOR TO COVERING, THE BUILDER AND/OR OWNER MUST CORRECT ANY VIOLATION. CALL THE THOMAS TOWNSHIP BUILDING DEPARTMENT SECRETARY 24 HOURS PRIOR TO ANY INSPECTION AT (989) 781-0150 EXT. 203.

IFT APPLICATION SUPPLEMENTAL QUESTIONS

1. How long have you been in business in Thomas Township?  
Since 1964
2. Have you had to lay off any employees from employment in the past two years? No  
If the answer to this question is yes;  
a) How many were laid off? \_\_\_\_\_  
b) What positions were laid off? \_\_\_\_\_  
c) Are they being brought back to work in conjunction with this request? \_\_\_\_\_
3. What are your hours of operation? 24/7
4. Briefly describe your business. What do you produce? How are your products manufactured?  
Manufacture of healthcare products including transdermal adhesives silicone tubing and lubricating coatings. Most products produced via physical mixing or extrusion.
5. Due to the proposed improvements, as requested in your application, do you expect them to:  
a) Add to the noise level in and around your site? No How so? \_\_\_\_\_  
b) Add additional traffic coming to and from your site? No How much? \_\_\_\_\_  
c) Add odors in and around your site? No Explain \_\_\_\_\_
6. Will the proposed improvements have any impact upon the surrounding environment (such as soil, water, air or general ambiance of area)? No
7. What is your practice relative to hiring Township residents?  
consider all applicants who meet position requirements
8. Have you ever been cited for any noise or air pollution violations by any governmental entity? No

9. Have you filed the most recent Personal Property Tax Statement with the Township Assessor? Yes
10. Have you been late paying either your real or personal property taxes in the past five years? No If yes, please explain. \_\_\_\_\_
11. Do you offer any type of scholarship or co-op programs to area high school students? No If yes, please explain. \_\_\_\_\_
12. Do you offer any type of business/school partnerships through area high schools or colleges? Yes If yes, please explain.  
- Co-ops/Internships (Delta, SVSU)  
- financial support for Hemlock, Freeland and Swan Valley SDs  
- CMU Senior Project Design Sponsor
13. Are you going have additional needs for either sanitary sewer or water services? If so, how much and when? No
14. What is the purpose of the proposed improvements in your application?  
Expand production of our elastomer products

## INDUSTRIAL FACILITY TAX EXEMPTION APPLICATION SCORE SHEET

The Tax Abatement Review Committee shall use the following evaluation system and the Industrial Facilities Tax Abatement Policy to make recommendations to the Township Board to determine the abatement term length for exemption certificates.

Bonus points will be awarded to applicants who commit to hiring Township residents for at least 20% of the new jobs. Also, bonus points will be awarded for commitments to develop an acceptable scholarship or training program for residents to prepare them for employment by the applicant.

1.	Job Retention-(shown as full time employment or full time equivalent)		<u>Applicant</u>
	1-10 jobs	05 points	_____
	11-20	10	_____
	21-50	15	_____
	51 + 190	20	<u>20</u>

2.	New Jobs Created-(shown as full time employment or full time equivalent)		
	1-10 jobs 4	10 points	<u>10</u>
	11-15	15	_____
	16-25	25	_____
	26 -50	35	_____
	51+	45	_____

3.	Quality of Jobs (average pay, benefits, etc.)		
	Low quality to high quality	0 to 10 points	<u>5</u>

4.	Project Value (eligible costs based on Policy)		
	Note: When an applicant can demonstrate to the satisfaction of the Township Board a sincere and factual commitment to a long term investment plan of up to three (3) years, the total value, for up to three years may be considered. However, the applicant must accept the condition that each IFT granted based upon the cumulative multiyear investment will be recalculated if the commitment is not fulfilled and the length in years of the IFT may be reduced based upon the revised score.		

\$0-\$499,999	05 points	_____
\$500,000-\$999,999	10	_____
\$1,000,000-\$1,499,999	20	_____
\$1,500,000-\$2,999,999	30	_____
\$3,000,000 +	40	<u>40</u>

First page total

Sub Total Points

75

5. Majority of Project Value Is? (eligible costs based on Policy-only one score)
- |  |           |               |
|--|-----------|---------------|
| Real property  | 20 points | <u>20</u>     |
| Personal property-A (economic life +15 yrs)          | 20        | <u>      </u> |
| Personal property-B (economic life less than 15 yrs) | 00        | <u>      </u> |
6. Local Impact of Project on surrounding area (low impact 10 points high impact 0 points)
- |                      |                |           |
|----------------------|----------------|-----------|
| Traffic              | 0 to 10 points | <u>10</u> |
| Noise                | 0 to 10        | <u>10</u> |
| Odor                 | 0 to 10        | <u>8</u>  |
| Aesthetics           | 0 to 10        | <u>8</u>  |
| Environmental Impact | 0 to 10        | <u>8</u>  |
7. Type of Industry (with good jobs as highest priority)
- |  |                |           |
|--|----------------|-----------|
| Low quality (0 points) to high quality (20 points) | 0 to 20 points | <u>20</u> |
|--|----------------|-----------|
8. Consistent with Township Zoning and Comprehensive Development Plan?
- |     |           |               |
|-----|-----------|---------------|
| Yes | 20 points | <u>20</u>     |
| No  | 0         | <u>      </u> |
9. Commitment to hire Thomas Township residents for 20% or more of new jobs?
- |     |                   |          |
|-----|-------------------|----------|
| Yes | 20 (bonus points) | <u>0</u> |
|-----|-------------------|----------|
10. Continue to provide an acceptable scholarship or training program for residents or commit to creating a new one.
- |  |                   |          |
|--|-------------------|----------|
|  | 20 (bonus points) | <u>0</u> |
|--|-------------------|----------|
11. Established industries-Bonus points will be awarded based upon the number of years this industry has operated in Thomas Township, with taxes paid up to date.
- |                         |               |
|-------------------------|---------------|
| 0 to 5 years=2 points   | <u>      </u> |
| 6 to 10 years=4 points  | <u>      </u> |
| 11 to 15 years=6 points | <u>      </u> |
| 16 to 20 years=8 points | <u>      </u> |
| 21 plus years=10 points | <u>10</u>     |

#### POINT DEDUCTIONS

1. Township must financially participate in bringing services to the Industrial Development District (i.e. sewer, water, roads, drainage, ect.)
- 1 to -5 points
2. Projected/possible excessive traffic to area
- 1 point
3. Past performance/relationship with Township
- 1 point

Second page total

Sub Total Points

114

**TOTAL POINTS:**

**Second Page Total**

**First Page Total**

**Total Points**

**Points**

**Points**

75

114

189

**SCORING SYSTEM**

Points	Real Property or Personal Property Abatement Term
0-75	
76-125	4 years
126-175	8 years
176-or more	12 years

**RESOLUTION 21-08  
AMENDING IFE CERTIFICATE 2020-034  
FOR DDP SPECIALTY ELECTRONICS MATERIALS US 9, LLC**

Minutes of a regular meeting of the Board of Trustees of the Thomas Township, held on the 7<sup>th</sup> day of June, 2021, at 8215 Shields Drive, in Saginaw, Michigan, at 7 o'clock p.m. Michigan time.

PRESENT:

ABSENT:

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

Resolution 21-08 Approving an Amendment of Industrial Facilities Exemption  
Certificate 2020-034 For DDP Specialty Electronics Materials US 9, LLC.

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on April 7, 1980, the Thomas Township Board of Trustees, by resolution established the Hemlock Semiconductor Industrial Development District; and

WHEREAS, the Thomas Township Board of Trustees approved an application from DDP Specialty Electronics Materials US 9, LLC requesting an Industrial Facilities Exemption Certificate 2020-034 for real property in the amount of \$4,791,164 for the construction of an expansion facility located at 1635 North Gleaner Road, Hemlock, Michigan 48626; and

WHEREAS, DDP Specialty Electronics Materials US 9, LLC has filed an application to amend Industrial Facilities Exemption Certificate 2020-034 with respect to real property in the amount of 6,848,488 of a New Facility located within the Hemlock Semiconductor Industrial Development District; and

WHEREAS, before acting on said application, the Thomas Township Board of Trustees held a hearing on June 7, 2021, at the 8215 Shields Drive, in Saginaw, Michigan, at 7:00 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, DDP Specialty Electronics Materials US 9, LLC has substantially met all the requirements under Public Act 198 of 1974 for the amendment of Industrial Facilities Exemption Certificate 2020-034; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the Thomas Township, after granting this certificate, will exceed 5% of an



amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

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

1. The Board of Trustees finds and determines that the granting of the amendment of an Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of Thomas Township, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in Thomas Township.

2. The application from (DDP Specialty Electronics Materials US 9, LLC) for an amendment of Industrial Facilities Exemption Certificate (2020-034), with respect to a New Facility on the following described parcel of real property situated within the Hemlock Semiconductor Industrial Development District to wit:

COMMON LOCATION

Dow Corning Corporation, HIMS site, 1635 North Gleaner Road, Hemlock, MI 48626.  
Parcel 28-12-3-19-1001-000

LEGAL DESCRIPTION

E 1/2 OF NE 1/4 -- 80 ACRES SEC 19 T12N R3E

Be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall remain in force for the remaining years approved under Industrial Facilities Exemption certificate (2020-034) with an end date of 12/30/2032.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees of Thomas Township, County of Saginaw, Michigan, at a regular meeting held on June 7, 2021.

---

Edward Brosowski, Clerk



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works  
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Approve purchase of ExMark Lawnmower from Hoffman's Power Equipment for \$8,799.
- **EXPLANATION OF TOPIC:** In Mid-May, DPW's lawnmower experienced a failure in the driving unit that would result in a \$2,000 fix. Because this lawnmower is a 2007, we felt it best to instead invest that \$2,000 towards a new mower. After conferring with Russ, and to make sure we don't experience any downtime in our lawn mowing efforts, it was decided to go ahead and order a new mower from Hoffman's Power Equipment. The new mower is a 24.5 HP, 60-inch deck, Commercial Grade, Zero Turn Mower.

This was not a budgeted for expense, as that lawn mower had held up so well for so long. Three Bids were solicited meeting standard specifications required in a mower for DPW's needs. The low bid was from Hoffman's Power Equipment for \$8,799. The ExMark brand mower is widely used in commercial lawn mowing efforts and should prove to be a quality piece of equipment that should last for a long time. This will be paid for out of water and sewer's repairs and maintenance funds, with the cost split 50/50.

Our existing Grasshopper lawnmower will be sold in its current state, with funds of the sale helping to off-set the cost of the new mower.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Bid Tab.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve purchase of ExMark Lawnmower from Hoffman's Power Equipment for \$8,799.
- **ROLL CALL VOTE REQUIRED?** Yes.

### Thomas Township D.P.W. Lawnmower Bid Tab

Hoffman's Power Equipment (ExMark)	\$8,799
H&B Equipment (Grasshopper)	\$9,184
Wohlfeil Hardware (Gravely)	\$10,824.99



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works  
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Approve amendments to Administrative Policy #821, "Developer Guidelines – Water and Sanitary Sewer Projects."
- **EXPLANATION OF TOPIC:** Public Works has formulated a policy that will offer developers guidelines with regards to how a new construction project will be funded. Currently, when a developer wishes to construct a new water or sanitary sewer improvement, a cash deposit or line of credit for the entire cost of the project (as determined by the Township Engineer) is made with the Township. This money is set aside in its own account and managed by the Township.

A second option is outlined in this policy that gives the developer some autonomy when it comes to funding the project. Instead of depositing the entire amount in an account with the Township, the developer is now only required to deposit enough money to cover the plan reviews and construction inspection. On top of these deposits, a developer shall issue a payment and performance bond in an amount equal to the construction costs (as determined by the Township Engineer). This bond allows the Township to either physically sever any un-completed infrastructure, or complete the project as designed. It should be stated the Township retains the complete authority to determine which funding option will be required for new infrastructure improvements.

Additionally, this policy outlines the requirements set forth for the Township to accept a developer-funded water or sanitary sewer improvement. Assuming a developer has successfully met all obligations noted in the "assuming ownership of utilities" sub-section, the Township Board, by resolution, shall accept the newly constructed utility.

All other aspects of how water and sewer infrastructure are constructed are basically unchanged. The Township Engineer will continue to provide the following oversight:

- Design Plan Review
- Material Approval
- Construction Inspection
- Permit Submittals
- As-Built Plan Certification

This policy has been brought before the Policy Committee for review and has been approved. It's possible that as we encounter more development, this policy may require additional revisions.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Administrative Policy 821.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend, or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve amendments to Administrative Policy #821, "Developer Guidelines – Water and Sanitary Sewer Projects."
- **ROLL CALL VOTE REQUIRED?** Yes.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 1 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES - WATER AND  
SANITARY SEWER PROJECTS**

---

Thomas Township Department of Public Works has established a policy for new water or sewer system infrastructure improvements. This policy covers the Design, Permitting, Construction Inspection, Construction Funding, and Thomas Township's acceptance of newly constructed utilities.

## Design

1. The primary Design shall be submitted to Thomas Township and reviewed by the Township Engineer.
2. Upon request from Design Engineer, Township Engineer shall furnish a copy of all Township standard specifications and contract documents.
3. The Developer shall be liable for all plan review costs incurred by the Township. Such costs shall be paid from a deposit made to the Township. These deposited fund requirements are noted below in the "Construction Funding" sub-sections.
4. The preliminary Design of the proposed water and sanitary sewer improvements shall be completed by a Professional Engineer licensed in the State of Michigan to complete such designs. The utility designs shall conform to all applicable MI-EGLE requirements, 10-States Standards, the International Fire Code, Township Engineer and Thomas Township standards and policies.
5. The design shall be signed, sealed, and dated by the Design Engineer.
6. The design shall show the general layout, elevations, vertical profile and horizontal stationing in its layout. Plan view and profile view must be on the same sheet.
7. Water drawings shall be scaled 1-inch equals 50-feet for horizontal layout and 1-inch equals 5-feet for vertical layout. Sheet size shall be 20" x 33".
8. Sewer drawings shall be scaled 1-inch equals 40-feet for horizontal layout and 1-inch equals 10-feet for vertical layout. Sheet size shall be 24" x 36".
9. The Design Engineer shall submit a Design MISS DIG ticket for their project to gather the location of the existing utilities in the area of the project and a contact person for each utility.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 2 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES - WATER AND  
SANITARY SEWER PROJECTS**

---

## Permitting

1. The Design Engineer shall complete the PA 399 Permit Application for Water Supply Systems and the Part 41 of Act 451 Permit Application for Wastewater Construction. Plans must be signed, sealed, and dated by a Professional Engineer licensed in the State of Michigan.
2. Thomas Township standard specifications must be sealed and signed by a Professional Engineer licensed in the State of Michigan, and included in any permit submittal.
3. Plans, specifications, and permit applications will be submitted to MI-EGLE by the Township Engineer upon approval. Water main submittals will need at least two (2) hard copies for submittal to MI-EGLE. More copies can be submitted if the Design Engineer chooses. Sanitary Sewer plan submittals will be completed by the Township Engineer through the MiWaters portal.
4. The PA 399 and Part 41 of Act 451 permit applications shall be signed by Thomas Township before being submitted to MI-EGLE for approval.
5. The Design Engineer shall submit copies of the water main plan to the City of Saginaw for review and approval only after the final approval of plans and specifications has been completed by the Township Engineer and Township. All water service connections serviced by a new water system expansion shall be charged a \$2,000 fee payable to the City of Saginaw at the time of connection.
6. The Design Engineer shall incorporate all other changes, conditions, and requirements as noted by MI-EGLE, the Township Engineer and the City of Saginaw reviews in the final design.
7. Developer and Design Engineer are also responsible for any and all permits necessary for the project. These may include, but are not limited to:
  - MI-EGLE/USACE Joint Permit
  - Saginaw County Public Works Commissioner's Office – County Drain ROW and/or crossing permit
  - Saginaw County Road Commission permits
  - MDOT permit



# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 3 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES - WATER AND  
SANITARY SEWER PROJECTS**

---

8. Prior to approval of all plans for construction, the Design Engineer must show proof that the plans have been reviewed by all applicable public utilities, including, but not limited to:
- Consumers Energy Gas & Electric
  - AT&T
  - City of Saginaw
  - Verizon
  - Charter/Spectrum
  - Any others identified in the Design Engineer's MISS DIG Design ticket

## **Construction and Inspection**

1. The Developer's Design Engineer shall provide finalized copies of water and sewer plans to the Township Engineer for review and approval stamped "For Construction". Five (5) copies of plans and one (1) electronic copy shall be submitted.
2. Material submittals/shop drawings shall be provided to the Township Engineer. All materials and submittals shall be approved by the Township Engineer.
3. The Developer or Design Engineer shall submit a construction timeline to the Township proposing substantial completion and final completion dates. The Township and Township Engineer shall concur with the proposed completion dates.

"Substantial Completion" means the utility is installed and ready for its intended use, and has been tested by a certified lab, and approved by the Township Engineer.

"Final Completion" means the utility is in service, all noted construction deficiencies have been corrected or addressed, material and labor waivers have been submitted to the Township, and the restoration of the construction area is complete.

4. All water and sanitary sewer system installations that will be connected to Thomas Township's existing infrastructure shall be inspected while under construction for conformance with the Township's material and construction specifications.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 4 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES - WATER AND  
SANITARY SEWER PROJECTS**

---

5. Construction inspection will take place by the Township, Township's agent, or the Township Engineer.
6. The Township shall designate who will complete construction inspection activities during the permitting stage of the project.
7. Inspection days shall be estimated by the Design Engineer and approved by the Township Engineer.
8. All water and sanitary sewer improvements shall be constructed according to plans approved by Thomas Township and Township Engineer.
9. Water mains shall be pressure tested for leakage per Township specifications and disinfected per Township specifications. Pressure testing and bacteriological sampling will be witnessed by the Township or the Township Engineer.
10. Sanitary sewer mains shall be clean, televised and their condition recorded. CCTV inspections shall be to the most recent version of NASSCO PACP protocols. The recorded data shall be submitted to the Township and Township Engineer. Sanitary sewer mains shall be free of grease, solid material buildup, restrictions, mineral or root growths. Such inspection shall be completed under the supervision of the Township or Township Engineer.
11. Pre-installed sanitary sewer laterals shall be brought to the right of way of each parcel and capped at a uniform depth as determined and inspected by the Township Engineer.
12. Sewer manhole structures shall be clean, water tight with no leaks, properly grouted, with its casting set at new grade.
13. Sewer wet wells shall be cleaned, properly grouted with its access to the well set a minimum of four (4") above grade.
14. Sanitary sewer mains shall have a mandrel successfully pulled through its length as ordered by the Township or Township Engineer.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 5 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES - WATER AND  
SANITARY SEWER PROJECTS**

---

## **Construction Funding – Township Managed Projects**

1. The Township shall determine the acceptable method of construction funding.
2. Developer shall deposit with Thomas Township the estimated cost as determined by the Township Engineer (plus 10% contingency), required to construct all requested water and/or sanitary sewer infrastructure improvements. A line of credit may be accepted from the Developer's bank guaranteeing the availability of funds to construct the project in lieu of a cash deposit.
3. Developer's deposit covers the estimated costs for the Township Engineer to manage the project. Plan review, construction inspection, and recommended acceptance of new utility shall be paid for from these funds.
4. Project will be constructed as a Township construction contract, awarded by the Township Board at a regularly scheduled meeting.
5. A 2% non-refundable Township administrative fee (based on final cost accounting) shall be charged for project management.
6. Deposited funds made to the Township shall be set aside in their own account.
7. Upon construction completion, the final accounting of the funds deposited will be provided to the Developer.
8. Any overages deposited shall be returned to the Developer, and likewise if deposited funding is insufficient to cover the total project costs, Developer will be billed the remainder. Township will not assume ownership until project has been completely paid for and all obligations noted have been met.
9. Hired Contractor must provide acceptable proof of liability Insurance in the amount of \$1,000,000 with Thomas Township listed as an additional insured, and Workman's Compensation insurances for all employees.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 6 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES – WATER AND  
SANITARY SEWER PROJECTS**

---

## **Construction Funding – Developer Managed Projects**

1. The Township shall determine the acceptable method of construction funding.
2. Any contractors utilized in the project must receive advanced approval from Thomas Township and Township Engineer before construction may begin. Contractor background information and references may be required by the Township Engineer.
3. An initial deposit in the amount of \$5,000 shall be deposited by the Developer to cover water and sanitary sewer plan reviews, as-built drawing creation including G.I.S. tiedowns and overlay, and the Township Engineer's recommendation letter of acceptance. Additional deposits may be required by the Township to reflect the Township Engineer's estimated efforts for larger development plan review. If the deposit is insufficient to cover these fees, the Developer will be billed the remainder. The Township will not accept utilities until all outstanding engineering fees have been paid for and all obligations noted have been met. Any overages from this deposit at the completion of the project will be returned to the Developer.
4. A payment and performance bond shall be issued to the Township in an amount equal to the construction costs as determined by the Township Engineer. This bond shall be executed by the Township should the installed water and/or sanitary sewer infrastructure not be approved by the Thomas Township Board of Trustees for assumption of ownership. This bond will be utilized to fund the severing of the newly constructed utilities, or complete the project at the Township's sole discretion.
5. A second deposit will be made by the Developer to pay the Township Engineer for Construction Inspection. Inspection days shall be estimated by the Design Engineer and approved by the Township Engineer. Developer shall deposit an amount equal to the cost of the number of days required for the Township Engineer to inspect the project. Any overages deposited shall be returned to the Developer upon project acceptance. If deposited funding is insufficient to cover inspection costs, the Developer will be billed the remainder. The Township will not accept utilities until all Construction Inspection fees have been paid.
6. These deposited items shall be made in cash. No line of credit or bond will be accepted.
7. A 2% non-refundable Township administrative fee (based on final cost accounting) shall be charged for project management.
8. Deposited funds made with the Township shall be set aside in their own account.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

---

Administrative Policy No:

821 (Page 7 of 7)

Effective Date:

6/7/2021

Amended:

Policy Regarding

**DEVELOPER GUIDELINES – WATER AND  
SANITARY SEWER PROJECTS**

---

9. Contractor must provide acceptable proof of Liability Insurance in the amount of \$1,000,000 with Thomas Township listed as an additional insured, and Workman's Compensation insurances for all employees.

## **Assuming Ownership of Utilities**

The Thomas Township Board of Trustees may assume ownership of newly constructed utilities meeting all requirements set forth in this policy. Thomas Township has no obligation to assume ownership of newly or pre-constructed utilities for any reason.

1. The project must have been designed to Township specifications and standards.
2. The project design must be approved by the Township and Township Engineer.
3. The project must be approved and permitted by MI-EGLE and the City of Saginaw.
4. The project must have been inspected by the Township Engineer.
5. The materials used in construction of water and sewer shall be to Township specifications, standards, and shall be in new and operable condition.
6. Utility Easements shall be prepared by the Developer. The easements shall be recorded at the Saginaw County Register of Deeds with copies of the recorded easements sent to both Thomas Township and the Township Engineer.
7. Any easements shall be approved by the Township Attorney before executing and recording. The Developer shall be responsible to record all Township approved easements.
8. Waivers of Lien for all materials, supplies, labor or construction related expenses shall be submitted to the Township.
9. All construction restoration deficiencies noted by the Township, Township Engineer or any other agency having jurisdiction shall be corrected.
10. Developer shall request, by letter, that the Township assume ownership of the newly constructed utility.
11. Township Engineer shall recommend, by letter, Thomas Township's acceptance of the newly constructed utility.
12. The Thomas Township Board, by resolution, shall accept or not accept the newly constructed utility.





FIRE DEPARTMENT

## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Sale of 1993 Pierce Tele-Squirt Ladder Truck
- **EXPLANATION OF TOPIC:** The current ladder truck at Fire Station #1 has been replaced with a new ladder truck. With this purchase, we no longer have a need for our 1993 Pierce Tele-Squirt. I am requesting authorization to sell this truck. Our typical process is to open up the sale to any and all buyers through a combination of advertising, posting and the internet. In this case, we have communicated with a limited number of area fire departments with the hope that we could keep it in the Saginaw County area. We would like to sell this outright to the Chesaning Brady Fire District for \$75,000.00. The Policy Committee supports the sale even though it is not consistent with the Township's property sales policy as the price is the same as the original purchase price, the truck will be available as a backup to the Township's ladder truck and it reinforces the strong mutual aid practices here in our county.

I have researched a couple other similar type trucks and believe the asking price of \$75,000.00 is a fair price for this truck. The truck is being sold in an "as is" condition with \$37,500.00 being paid at the time of delivery and the balance due by January 1, 2022. The Chesaning Brady Fire Chief and their Fire Board has requested and we have agreed to the above-mentioned terms. Attached is a contract for the sale of the truck. The Chesaning Brady Fire Board meets later in June for their official approval. This proposal has been approved by the Public Safety Committee.

- **MATERIALS ATTACHED:** Proposed Selling Contract, as approved by Otto Brandt.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to authorize the sale of the 1993 Pierce Tele-Squirt Ladder Truck to The Chesaning Brady Fire Authority for \$75,000 in its "as is" condition.
- **ROLL CALL VOTE REQUIRED?** Yes



This is a contract made between Thomas Township (seller) and the Chesaning Brady Fire Board (buyer) for the sale of Seller's 1993 Pierce 65' Tele Squirt.

The Vin number 4P1CA02DXPA00321, and odometer reads \_\_\_\_\_ as of (Date).

The Date of sale is \_\_\_\_\_. Buyer agrees to pay to Seller the purchase price of \$75,000.00 to be paid as a payment plan. Buyer agrees to pay \$37,500.00 due upon delivery with the remaining \$37,500.00 be paid by January 1st 2022.

The vehicle is sold "AS IS." Seller makes no warranties about the condition of the vehicle.

Seller will provide the Buyer with vehicles Title and maintenance logs.

---

Phillip Larner  
Chesaning Brady Fire Board President

---

Robert Weise  
Thomas Township Supervisor

Date:

Date:





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Chief Mike Cousins
- **AGENDA TOPIC:** Purchase equipment for Ferrara Ladder Truck for \$9,895.94
- **EXPLANATION OF TOPIC:** As you know, we recently accepted delivery of a new ladder truck. We have begun several hours of training on this new truck and learning it's operations. This includes driving, learning the pump and operating the aerial ladder. The training has gone very well and is very different than our current ladder truck.

We recently received notice from the manufacture of a safety recall on the ladder part of the truck. The recall indicates a concern with the upper section of the ladder. Although the time to inspect and make any repairs to the ladder is somewhat minimal, it does need to be completed at the CSI Shop in Grayling. This will require us to take the truck to them.

While this truck is going to Grayling for this safety inspection, I would like to take advantage of the opportunity and have them install a few needed items on this truck. The attached list was created as a result of our training on it and a few items we knew we would have to installed once it arrived here. This list is attached along with per item prices. We have reduced this list to bring it into an alignment with my budget. I prefer they do the installation of this equipment so it is not our people drill into a new truck and eliminating any risk of causing damage.

One large expense we need them to correct is, there is no tail board (bumper) on the rear of this truck. In looking at this, I have a large concern that if we ever were hit from behind, backed into anything or anything close to either of these, it will cause significant damage to the entire pumping system. As you review this list,

Page 2  
June 7, 2021  
Board Agenda Item –

please don't hesitate to contact me about any item or question as I can explain these better per item.

I acknowledge the pricing may not be consistent with a normal purchase of this amount, but in light of trying to save money by completing these tasks all in one trip and by the authorized dealer, it would prove beneficial in saving time, money and the truck being out of service multiple times.

I do have this expense in my apparatus budget and it is within my budget.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Itemized expense sheet from CSI.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to purchase equipment for the Ferrara Ladder Truck for \$9,895.94
- **ROLL CALL VOTE REQUIRED?** Yes



CSI Emergency Apparatus,  
LLC Phone: 989-348-2877  
2332 Dupont Street Fax: 989-348-8233

Service Order Number: Quote Only

Notes:

State Repair Facility Number F155529

**BILL TO:**

Thomas Twp Fire Dept  
8215 Shields Dr  
Saginaw, MI 48609

**SHIP TO:**

		SHIP VIA	DATE		FOB	SERVICE TYPE	
			6/1/21		Grayling MI	<input checked="" type="checkbox"/> In House Service	
P.O. NO.			TERMS	S.O. NO.	QUOTE PREPARED BY	<input type="checkbox"/> Mobile Service	
			30 Net		SJP		
ITEM	QTY	DESCRIPTION				EACH COST	TOTAL PRICE
1	1	Provide and install a 12" wide open grip extruded tail board with tail board sub-frame. The frame work shall be permanently attached to the existing body super structure. The tail board shall be bolted to the tailboard framework for easy replacement if necessary.				\$3,940.00	\$3,940.00
2	1	A Cast Products polished aluminum surface mount license plate bracket with light shall be provided and installed on the rear bulk-head of the body, driver side over the tail lights. An LED light shall be provided in the above plate bracket.				\$332.50	\$332.50
3	0	Drain Tiles (Turtle Tiles or equal) shall be provided and installed on all main body compartment floors, shelves and trays.				\$672.00	\$0.00
4	3	Door roll guards shall be fabricated and installed on the L2-L3 and R-2 compartment door rolls				\$378.00	\$1,134.00
5	2	Kochek Adapter: 2.5" NH x 2.5" NH Double Female Swivel Rocker Lug (35R325-Hxx)				\$42.06	\$84.12
6	2	Kochek Adapter: 2.5" NH x 2.5" NH Double Male Rocker Lug (36R2525-Hxx)				\$26.52	\$53.03
7	1	Kochek Adapter: 2.5" NH Rigid Rocker Lug Female x 1.5" NH Male (37R2515-Hxx)				\$29.32	\$29.32
8	3	Kochek Mounting Plate: 2.5" NH Male Mounting Plates (MM2501-Hxx)				\$36.33	\$109.00
9	2	Kochek Mounting Plate: 2.5" NH Female Mounting Plates (FM2501-Hxx)				\$46.78	\$93.56
10	5	Kochek Mounting Plate: 4" / 5" Storz Mounting Plates (MF507-Hxx)				\$53.63	\$268.13
11	1	PAC Mount: Jumbo Lok (1070-Y) (For Stack Tips)				\$59.80	\$59.80
12	0	Provide and install a pair of Biltex rubber stalk rear clearance lights				\$478.00	\$0.00
13	0	Axe: Leatherhead 6# Flat Axe OAL 36", Lime Fiberglass Handle, Flash Reflector & Rubber Grip				\$63.54	\$0.00
14	0	Axe: Leatherhead 6# Pick Axe, OAL 36", Lime Fiberglass Handle with Flash Reflector & Rubber Grip				\$67.43	\$0.00

15	0	Provide and install one Whelen TAL85, 46.81", 8 lamp LED rear traffic advisor with dash mounted controller.	\$2,240.00	\$0.00
			\$0.00	\$0.00
16	0	Provide and install one Pedestal mount Federal Signal Q2B mechanical traffic warning device on the drive side front corner of the bumper. The device shall be actuated with a sign three position switch located in the center of the dash in easy reach of the driver or officer.	\$3,575.50	\$0.00
16-A	1	Install one CUSTOMER SUPPLIED USED bumper recessed mount Federal Signal Q2B mechanical traffic warning device in the drive side front corner of the bumper. The device shall be actuated with a single three position switch located in the center of the dash in easy reach of the driver or officer.	\$1,275.00	\$1,275.00
17	0	Add two 36" TecNiq LED light strip lights (E45-WBP08-1) to the hosebed area. Lights to come on with the apparatus step lighting.	\$765.00	\$0.00
17-A	1	Add one (1) 25" TecNiq LED light strip lights (E45-WB050-1) to the hosebed area. This light is to be installed under the lip on the driver side of the hosebed toward the center (front to back) of the hose bed. The lights to come on with the apparatus step lighting.	\$593.00	\$593.00
18	0	The rear aerial inlet adapter shall be removed and replaced with a new Harrington 4" straight gate valve. The valve shall terminate with a 4" or 5" Storz. (H800-50-40NH)	\$1,035.00	\$0.00
19	1	A pair of Whelen M9 series (M9LZT) scene lights shall be provided and installed, one high on each D pillar of the cab. The lights shall be switched with a rocker switch located on the cab switch panel.	\$1,915.00	\$1,915.00
20	0	Streamlight super bright LED rechargeable portable scene light II	\$596.16	\$0.00
21	0	Wiring if you wish to have a charging wired into the truck	\$255.00	\$0.00
22	1	PAC TracLoc & Screw Pack 7002: 40 inserts & 40 screws	\$9.49	\$9.49
WARRANTY ITEMS TO BE ADDRESSED WHILE THE UNIT IS AT CSI				
The aerial bulliten shall be addresss				
The driver side mirror shall be looked at. Remote does not always move the mirror head				
All parts and repairs listed are in compliance with Michigan State Repair ACT (P.A. 300). All parts are new unless noted otherwise.				
You are entitled by law to the return of all parts replaced, except those which are to heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.				
CSI has quoted only the work specified above. Any additional items found in need of repair or replacement during the course of repair will be quoted to you prior to those repairs being made.				
			Sub Total:	\$9,895.94
			Sales Tax:	0.00% \$0.00
			Est Shipping:	\$0.00
Signature _____			TOTAL:	\$9,895.94
Date _____				



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7<sup>th</sup> 2021
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Award low bid to Wolgast Construction for proposed grant work at the Nature Center Building.
- **EXPLANATION OF TOPIC:** This is a very important day for the Nature Center and Thomas Township Parks and Recreation. Once this project is completed, Thomas Township residents will be able to enjoy and explore the Thomas Township Nature Preserve for the first time. What an amazing day that will be!

In 2006, Thomas Township was given the opportunity to purchase the old Hidden Hollow Golf Course from the County Road Commission. In 2012, we were able to complete the purchase and take ownership of the parcel. For the next few years, we looked at possible ways to get our residents into the property to enjoy it. In 2012 we purchased three parcels of land next to the carwash. Our thought was that one day we could build a bridge across the river and build parking lot for guest to use.

In 2017 while looking at possible river crossing ideas and how expensive it would be to construct a walkway over the river the question was asked if we had ever thought of purchasing the Heritage Insurance Building. The Michigan Department of Natural Resources offers Land Acquisition Grants for purposes of buying land and buildings for purposes of recreational use. We investigated this option, spoke to the owners of the building, and applied for the grant. In 2018, we received the grant and purchased the building which will now serve as our access point for the property. We would construct a walkway into the property that would allow guests to use the park year round and potentially convert the inside into a nature center.

In 2019, a DOW settlement was announced for river front properties that were affected by the dioxins in the river. Thomas Township was to receive one million dollars for

### Bid Approval For Proposed Work at Nature Center

habitat restoration, invasive species control and recreational purposes on the Nature Preserve property. This was exciting news! In 2019, we also received more good news in December of 2019 as we were awarded a Michigan Department of Natural Resources Land and Water Conservation grant for changing the entrance drive, a new sign, porta jon enclosure, walkway through the building, deck and an eight foot wide walking path to the river with a sitting area.

Who would have thought that in 2020 so many things in the world would change, a global pandemic and historic flooding as two dams failed and flooded much of our community including the Nature Center property. With the shutdown of most of our country and state, we had to change plans and wait for the Federal Government and State Governments to open back up so we could get back to normal and work. In April of 2021, the Michigan Department of Natural Resources authorized us to send out the bid request for the grant work and we were once again starting to move forward.

When we sent out the bid requests we included a sixty (60) day hold on with the hope that we receive the required award letter from the state within that time period.

The Land and Water Conservation Fund Grant is for \$600,000 which includes a \$300,000 match that the Township made. The project was bid as two separate projects, one was for the work on the building and the other was for the site improvements. The proposed work on the building consist of removing the east exterior wall and moving it ten (10) feet to the west creating a covering walkway. The new wall will have two (2) French doors that will lead into the building, exterior lighting, railing, electrical outlets and a gate system we can use to close the park.

We sent out fourteen (14) request for bid and published the request for bid on Mlive, Township Facebook and website. We received two bids back that met the bid requirements from Wolgast Construction and Graham Construction. Wolgast was the lowest bid and has done many projects for the Township. Wolgast Construction just completed the insurance work at the Nature Center and did a really good job.

Department of Natural Resources Grant Money	\$300,000
Thomas Township Match Money	<u>\$300,000</u>
Total	<b>\$600,000</b>
Bid amount for building work (Wolgast)	<b>\$152,300</b>
Bid amount for site improvements (Wobig)	\$279,694
Engineering and permits (Estimate)	<u>\$80,700</u>
Total	<b><u>\$512,694</u></b>
	\$87,306 remaining

June 7<sup>th</sup> 2021

**Bid Approval For Proposed Work at Nature Center**

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Attached Bid Sheet.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the low bid by Wolgast Construction for the amount of \$152,300 for the proposed grant work at the Nature Center Building.
- **ROLL CALL VOTE REQUIRED?** Yes

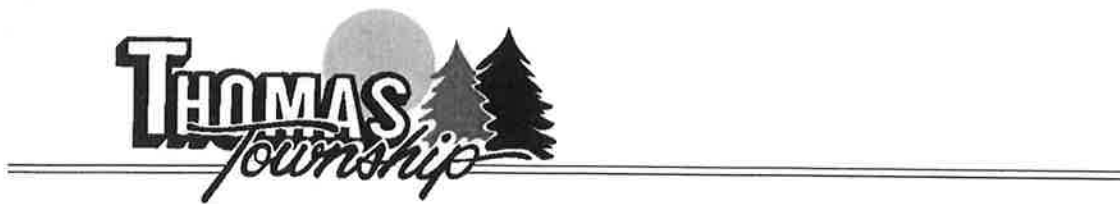




## Bid Tab Sheet Nature Center Interior Work

	Nature Center Interior Work
Wolgast Construction	\$152,300
Graham Construction	\$268,500
Wobig	No Bid
Beagle Construction	No bid
Gerald Bergman Inc	No Bid
Allan Contracting	No Bid
Alfano Construction	No Bid
Bailey Construction	No Bid
Caterino Builders	No Bid
Moeller Construction	No Bid
Schauman Construction	No Bid
INSULEX	No Bid
Hornung Construction	No Bid
Rodney Woods Builder	No Bid





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7<sup>th</sup> 2021
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Award low bid to Wobig Construction for site improvements for grant work at the Nature Preserve.
- **EXPLANATION OF TOPIC:** This is a very important day for the Nature Center and Thomas Township Parks and Recreation. Once this project is completed, Thomas Township residents will be able to enjoy and explore the Thomas Township Nature Preserve for the first time. What an amazing day that will be!

In 2006, Thomas Township was given the opportunity to purchase the old Hidden Hollow Golf Course from the County Road Commission. In 2012, we were able to complete the purchase and take ownership of the parcel. For the next few years, we looked at possible ways to get our residents into the property to enjoy it. In 2012 we purchased three parcels of land next to the carwash. Our thought was that one day we could build a bridge across the river and build parking lot for guest to use.

In 2017 while looking at possible river crossing ideas and how expensive it would be to construct a walkway over the river the question was asked if we had ever thought of purchasing the Heritage Insurance Building. The Michigan Department of Natural Resources offers Land Acquisition Grants for purposes of buying land and buildings for purposes of recreational use. We investigated this option, spoke to the owners of the building, and applied for the grant. In 2018, we received the grant and purchased the building which will now serve as our access point for the property. We would construct a walkway into the property that would allow guests to use the park year round and potentially convert the inside into a nature center.

In 2019, a DOW settlement was announced for river front properties that were affected by the dioxins in the river. Thomas Township was to receive one million dollars for

### Bid Approval For Site Improvements Nature Preserve

habitat restoration, invasive species control and recreational purposes on the Nature Preserve property. This was exciting news! In 2019, we also received more good news in December of 2019 as we were awarded a Michigan Department of Natural Resources Land and Water Conservation grant for changing the entrance drive, a new sign, porta jon enclosure, walkway through the building, deck and an eight foot wide walking path to the river with a sitting area.

Who would have thought that in 2020 so many things in the world would change, a global pandemic and historic flooding as two dams failed and flooded much of our community including the Nature Center property. With the shutdown of most of our country and state, we had to change plans and wait for the Federal Government and State Governments to open back up so we could get back to normal and work. In April of 2021, the Michigan Department of Natural Resources authorized us to send out the bid request for the grant work and we were once again starting to move forward.

When we sent out the bid requests we included a sixty (60) day hold on with the hope that we receive the required award letter from the state within that time period.

The Land and Water Conservation Fund Grant is for \$600,000 which includes a \$300,000 match that the Township made. The project was bid as two separate projects, one was for the work on the building and the other was for the site improvements.. The site improvements work consist of a new entrance drive and removal of the old one, new handicap parking spaces, porta jon enclosure, new sign, large deck located on back of building, crushed concrete path to river edge and a sitting area.

We sent out fourteen (14) request of bids, published the request for bids on Mlive, Township Facebook and website. We received one bid back who met the bid requirements. Wobig Construction was the low bid and has done many projects for the Township. Spicer Engineering recommends we approve Wobig Construction as they have a good reputation and have worked with them in the past.

Department of Natural Resources Grant Moncy	\$300,000
Thomas Township Match Money	<u>\$300,000</u>
Total	<u>\$600,000</u>

Bid amount for building work (Wolgast)	\$152,300
Bid amount for site improvements (Wobig)	\$279,694
Engineering and permits (Estimate)	<u>\$80,700</u>
Total	<u>\$512,694</u>
	\$87,306 remaining

**Bid Approval For Site Improvements Nature Preserve**

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Attached Bid Sheet.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the low bid by Wobig Construction for the amount of \$279,694.00 for the site improvements for grant work at the Nature Preserve.
- **ROLL CALL VOTE REQUIRED?** yes



## Bid Tab Sheet Nature Center Exterior Work

	Nature Center Exterior Work Drive Way/Path
Wobig	\$279,694
Wolgast Construction	No Bid
Graham Construction	No Bid
Beagle Construction	No bid
Gerald Bergman Inc	No Bid
Allan Contracting	No Bid
Alfano Construction	No Bid
Bailey Construction	No Bid
Caterino Builders	No Bid
Moeller Construction	No Bid
Schauman Construction	No Bid
INSULEX	No Bid
Hornung Construction	No Bid
Rodney Woods Builder	No Bid







## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Al Fong, Police Chief
- **AGENDA TOPIC:** Approve the amendment to the Thomas Township Arrest Procedure Policy (1201P).
- **EXPLANATION OF TOPIC:** In January 2021, Gov. Gretchen Whitmer signed into law a bipartisan package of 20 bills that fundamentally reshaped how the state utilizes county jails. The package, which was passed with overwhelming legislative support during the final week of the 2020 session, was based on policy recommendations from the Michigan Joint Task Force on Jail and Pretrial Incarceration, led by Lt. Governor Garlin Gilchrist II and Chief Justice Bridget M. McCormack. The law took effect on April 1, 2021.

As a result of these bills, an officer's ability to affect an arrest on misdemeanors that have a punishment of less than a year has been limited. Suspects that commit crimes that are not a felony, are not assaultive in nature, are not a violation of a bond/PPO, or are not a serious misdemeanor shall be issued an appearance citation and released. The law (MCL 780.811) describes a serious misdemeanor as:

### **Firearm offenses**

- Intentionally aiming firearm without malice
- Discharge of a firearm intentionally aimed at a person
- Discharge of intentionally aimed firearm resulting in injury
- Handling explosives under the influence

### **Motor Vehicle Code Offenses**

- Moving violation causing injury in a work zone
- Leaving scene of personal injury accident
- OUIL, Impaired or UBAC causing property damage or physical injury to another individual

### **Offense Involving Minors**

- Contributing to the delinquency of a minor
- Selling or furnishing alcohol to a minor causing death

### **Other Serious Misdemeanors**

- Illegal entry
- Indecent exposure
- Stalking
- Using the internet or computer to make prohibited communication
- Operating a vessel under the influence/impaired/UBAC resulting in damage or physical injury to another individual

The amended policy will guide the officers on the proper procedure on issuing an appearance citation to a suspect. It also outlines exceptions to the releasing of a suspect on an appearance citation and guides the officers on the proper procedure when a suspect is not released on an appearance citation. The exceptions are:

### **Reasons For Non-Release**

- The suspected offender refused to follow the reasonable instructions of the officer
- The suspected offender will not offer satisfactory evidence of identification
- There is reasonable likelihood that the offense will continue or resume, or that another person or property will be endangered if the arrestee is released
- The suspected offender presents an immediate danger to him/herself or requires immediate medical attention
- The suspected offender requests to be taken immediately before a magistrate
- Any other reason that the officer deems reasonable as articulated in the arrest report

The Joint Task Force did put into the law provisions that protect the officer. Those are:

### **Misc. Info**

- The statute does not create a right to issuance of an appearance citation in lieu of arrest
- Arrested person may appeal the legality of the arrest, but does not have a claim for damages against police officer or police agency because he or she was arrested instead of being issued an appearance citation

The Township attorney, Otto, did review it and approved the amended policy.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Arrest Procedure Policy, 1201P.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- SUGGESTED/REQUESTED MOTION: Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the amendment to the Thomas Township Arrest Procedure Policy (1201P).
- **ROLL CALL VOTE REQUIRED:** Yes.

## THOMAS TOWNSHIP POLICE

Personnel Policy No.:

1201 P (page 1 of 9)

Effective Date:

June 7, 2021

Policy Regarding:

**Arrest Procedure**

---

### PURPOSE

To guide officer discretion and set forth responsibilities of officers when effecting an arrest.

#### 1) ELEMENTS AND MANNER OF EFFECTING AN ARREST

a.) Any person committing a crime is subject to arrest. Michigan law generally considers arrests as either with or without a warrant. The general rules of arrest in Michigan are as follows:

i.) Arrests made with a warrant may be made by a peace officer at any time for either a felony or misdemeanor (MCLA 746.15). Where an arrest is made under a warrant, it shall not be necessary for the arresting officer to have the warrant in his/her possession but such officer must, if possible, inform the person arrested that there is a warrant for his/her arrest and after the arrest is made, shall show the person said warrant as soon as practicable (MCLA 764.18). An arrest may be made for a civil bench warrant providing the officer is ~~duty~~ duly deputized as a deputy sheriff (MCLA 600.8321).

ii.) Any peace officer may arrest a person without a warrant (MCLA 764.15):

- (1) For the commission of any felony or misdemeanor committed in his/her presence.
- (2) When he/she has reasonable cause to believe that a felony has been committed and reasonable cause to believe that such person committed it.
- (3) When he/she has received such positive information broadcast from any recognized police or other governmental station or teletype, as may afford him/her reasonable cause to believe that a felony has been committed and reasonable cause to believe that such person has committed it.
- (4) When he/she has received positive information by written, telegraphic, teletype, telephone, radio or other authoritative source that another officer holds a warrant for such arrest. This should include an affirmative response to a LEIN inquiry.

## Arrest Procedure – Policy 1201 P

### Page 2 of 9

- (5) When he/she has reasonable cause to believe that such person is an escaped convict or has violated a condition of parole from any prison, has violated a condition for probation imposed by any court, or has violated any condition or pardon granted by the Chief Executive of the State of Michigan.
- (6) If a person lawfully arrested escapes or is rescued, the person from whose custody he/she escaped from or was rescued may immediately pursue and retake him/her at any time and in any place within the State of Michigan without a warrant (MCLA 764.23). In retaking the person, he/she may use the same means as authorized for an arrest (MCLA 764.24).
- iii.) When arresting a person without a warrant, the officer making the arrest shall inform the person arrested of his/her authority and the cause of the arrest, except when the person arrested is engaged in the commission of a criminal offense, or if he/she flees or forcibly resists before the officer has time to inform him (MCLA 764.19).
- iv.) There are several exceptions to the common law rule that officers may only arrest for misdemeanors committed in their presence:
  - (1) Ability of peace officers to operate as a team and combine their collective perceptions and achieve a combined presence to all elements of the misdemeanor. This would include relaying information by means of the police radio (People v. Dixon, 392 Mich. 691 [1974]).
  - (2) To issue a citation to the driver of a vehicle involved in an accident when the officer has probable cause to believe that the person committed a violation of the vehicle code (MCLA 257.728[h]).
  - (3) The OUIL accident exception allowing a police officer to arrest a person when the police officer has reasonable cause to believe that the person was, at the time of the accident, the driver of the motor vehicle involved in the accident and was driving upon a public highway of this state or other place open to the general public, including an area designated for the parking of vehicles while under the influence of intoxicating liquor (MCLA 257.625[a]).
  - (4) When the officer has reasonable cause to believe that such person has violated the Michigan Spouse Abuse Act (MCLA 764.15[a]).
  - (5) When an officer has probable cause to believe a violation of an active Personal Protection Order (P.P.O.) issued by the circuit court and previously served upon the named person has been violated.

**Arrest Procedure – Policy 1201 P**  
**Page 3 of 9**

b.) When and where arrests may be made:

- i.) An arrest may be made at any time of day or night (MCLA 764.17).
- ii.) Police officers generally have jurisdiction only in the state or political subdivision of the state from which they derive their authority. There are, however, certain statutory exceptions to this:
  - (1) If any person against whom a warrant shall be issued for an alleged offense committed within any county shall, either before or after the issuing of such a warrant, escape from or be out of the county, the sheriff or other officer to whom such warrant may be directed, may pursue and apprehend the party charged, in any county of this state, and for that purpose may command aid and may exercise the same authority as in his own county (MCLA 764.2).
  - (2) When any person has committed any crime or misdemeanor within the township, the police officer of the township shall have the same right to pursue, arrest and detain such person outside of the township as the sheriff of the county (MCLA 117.34).
  - (3) A police officer of a county, city, village, or township of this state may exercise authority and powers outside his own county, city, village, or township when enforcing the law of this state in conjunction with a police officer of the county, city, village, or township in which he/she may be, the same as if he were in his/her own county, city, village, or township (MCLA 764.2[a]).

c.) Manner of effecting an arrest:

- i.) Authority – In order for an arrest to be valid, the arresting officer must be acting with his right and authority. This aspect includes jurisdiction.
- ii.) Intent – An arrest is not valid unless the arresting party actually has the intent to make an arrest. The person arrested should be informed of this intent.
- iii.) Custody – This custody or control need not be actual physical holding of the arrested party provided the arresting person is controlling the actions of the arrested party verbally or in some other manner. A person fleeing is not resisting arrest, but avoiding it.

**Arrest Procedure – Policy 1201 P**  
**Page 4 of 9**

- iv.) Submission – Whether the arrested party submits or wrestles all the way to jail, the element of submission is present if the element of custody or control is gained.

**2.) APPEARANCE TICKETS**

In accordance with bail reform that was passed by the legislature and taken effect on April 1, 2021, the following procedure will be followed regarding appearance tickets:

- ~~i.) Thomas Township Police Department Appearance Ticket may be issued to a subject in lieu of an arrest for a local misdemeanor ordinance violation. The officer shall give the subject a copy of the appearance ticket and instruct him/her to appear in court.~~

**a.) Release**

An arrestee shall be released on issuance of an appearance ticket for an arrest on a misdemeanor or ordinance violation that is punishable by not more than one year in jail and/or a fine except (MCL 764.9c):

- i.) In cases where a reason for non-release as described in the policy exists.
- ii.) In cases that involve one of the following: assault, assault and battery, or aggravated assault involving domestic violence or a violation involving domestic violence.

An arrestee may also be released on issuance of an appearance ticket for an arrest without a warrant on any other misdemeanor or ordinance violation except in cases where a prohibition on release as described in the policy exists (MCL 764.9c).

The issued appearance ticket should be forwarded to the court and/or prosecuting attorney for review as soon as practicable (MCL 764.9c).

**b.) REASONS FOR NON-RELEASE**

An arrestee arrested for a misdemeanor or ordinance violation requiring release on an appearance ticket may be taken into custody if a reason for non-release exists.

Reasons for non-release are (MCL 764.9c):

- i.) The suspected offender refused to follow the reasonable instructions of the officer.
- ii.) The suspected offender will not offer satisfactory evidence of identification.

**Arrest Procedure – Policy 1201 P**  
**Page 5 of 9**

- iii.) There is a reasonable likelihood that the offense will continue or resume, or that another person or property will be endangered if the arrestee is released.
- iv.) The suspected offender presents an immediate danger to himself/herself or requires immediate medical attention.
- v.) The suspected offender requests to be taken immediately before a magistrate.
- vi.) Any other reason that the officer deems reasonable as articulated in the arrest report.

**c.) ADDITIONAL REQUIREMENTS**

When an arrestee is arrested for a misdemeanor offense and is not released on an appearance ticket, the officer shall (MCL 764.9c):

- i.) Take the arrested person before a magistrate.
- ii.) Promptly file a complaint.
- iii.) Specify the reason for not issuing an appearance ticket in the arrest report.
- iv.) Forward that report to the prosecuting authority without delay.

**d.) PROHIBITIONS**

The release of a suspected offender on an appearance ticket is not permitted when the person (MCL 764.9c; MCL 764.13):

- i.) Is arrested on a felony charge.
- ii.) Has not met a condition of bond or release.
- iii.) Is arrested for a serious misdemeanor (MCL 780.811).
- iv.) Is arrested for any other assaultive crime (MCL 770.9a).
- v.) Is subject to detainment for violating a personal protection order.
- vi.) Is arrested for a domestic violence violation (MCL 750.81 and 750.81a) or an offense involving domestic violence as defined in section 1 of MCL 400.1501.

*See the Domestic Violence Policy for release restrictions related to those investigations.*

**Arrest Procedure – Policy 1201 P**  
**Page 6 of 9**

e.) **CONSIDERATIONS**

In determining whether to issue an appearance ticket to a person when discretion is permitted, officers should consider:

- i.) The type of offense committed.
- ii.) The known criminal history of the suspected offender.
- iii.) The ability to identify the suspected offender with reasonable certainty.
- iv.) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
- v.) The individual's ties to the area, such as residence, employment or family.
- vi.) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

3.) **SEARCHING PRISONERS**

- a.) Any officer making an arrest shall take from the person arrested all offensive weapons and/or incriminating articles which he/she shall have (MCLA 764.25). It is the express policy of this department that all arrested persons taken into custody to be lodged at the County Jail or transported in a departmental vehicle are to be searched. Officers taking custody of a prisoner from another officer shall search the prisoner prior to assuming responsibility for transportation.
- i.) Officers who take persons of the opposite sex into custody should not search them unless an officer of the same sex cannot be located to assist within a reasonable amount of time. When there is good reason to believe that the person of the opposite sex in custody has in his/her possession a weapon, poison, drug or other like means of causing death or injury to himself/herself or to another or when there is good reason to believe that stolen property is hidden about his/her person and there is imminent danger that it will be thrown away or destroyed, a search will be made. If an officer of the same sex is unavailable to conduct the search, the arresting member may conduct the search, having regard for decency. If a search of a prisoner of the opposite sex is conducted, the details of the search and the need for an immediate search shall be stated in the officer's written report. The search, when practical, shall be conducted in front of the in-car camera or body camera.



## **Arrest Procedure – Policy 1201 P**

### **Page 7 of 9**

- ii.) Officers shall search the patrol vehicle prior to and after transporting a prisoner to ensure that there is no evidence or dangerous items present.

#### **4.) HANDCUFFING, TRANSPORTING AND BOOKING PRISONERS**

- a.) It should always be suspected that a prisoner may attempt to escape and to prevent this eventuality officers should normally handcuff prisoners when transporting them. It is recognized that handcuffing procedures on the road or upon initial contact with a prisoner and handcuffing while transporting a prisoner from a place of incarceration or detention may dictate different methods.

- i.) Following an arrest on patrol, the handcuffs should normally be placed on the prisoner with his/her hands behind him. An attempt should be made so that the palms of the prisoner's hands are facing out with the keyhole toward the prisoner's body. Care shall be taken to ensure that the handcuffs are not placed so tightly as to restrict the flow of blood and when possible, the handcuffs shall be double locked. Nothing in this order shall be construed as precluding the officer from handcuffing an individual in a more restrictive manner if the circumstances of the incident necessitate such deviation; however, a prisoner is not to be handcuffed to any part of a vehicle.

- b.) Prisoners normally shall be transported in the rear seat of the patrol vehicle and Central Dispatch shall be notified prior to commencing and upon arrival at the intended destination. In any transportation situation, consideration must be given to the circumstances of the arrest, the crime involved and the attitude and actions of the prisoner.

- i.) Prisoners of the opposite sex shall be transported in the same manner as other prisoners except that Central Dispatch shall be notified of the beginning and ending of the destination odometer readings.
- ii.) An officer when transporting a prisoner shall maintain control of the prisoner and shall not lose sight of the prisoner unless relieved by another officer. This is required to maintain positive identification of prisoners and to provide for the security of the officer.
- iii.) While transporting a prisoner, the officer shall not become involved in other police activity (i.e. traffic stops, vehicle pursuit, assisting on other calls). If
- iv.) officers encounter in-progress criminal activity, the officer shall contact Central Dispatch and observe the activity until additional patrol units arrive. Officers must protect the prisoner from injury. Only where the risk to the third party is both clear and grave and the risk of the prisoner is minimal should the officers become involved in the incident.

## Arrest Procedure – Policy 1201 P

Page 8 of 9

- v.) While transporting a prisoner, officers shall not permit communication between the prisoner and other individuals under normal circumstances for safety reasons.
  - vi.) If a prisoner should escape during transport, the officer shall immediately contact Central Dispatch and relay the information to other patrol units. The officer shall make every attempt to locate the prisoner and gain custody of the prisoner. The officer shall submit a written report to his/her commanding officer concerning the incident. The commanding officer shall determine if LEIN messages concerning the description of the suspect shall be sent to other statewide police agencies.
  - vii.) When lodging a prisoner at the county jail, officers will follow the booking procedures established by the jail (securing weapons, completing necessary paperwork, warning booking officer about escape minded or potentially suicidal prisoners).
  - viii.) The officer shall take special care in transporting physically and/or mentally handicapped prisoners being mindful of both officer safety and prisoner safety. The type of physical restraint used on a handicapped, sick and/or injured prisoner may differ dependent upon the nature of the physical handicap.
  - ix.) If an officer, assigned to transport an impaired person to a treatment facility, believes that the person may injure himself/herself during transport, the officer shall contact Central Dispatch and request that the prisoner be transported by a vehicle equipped for the handicapped or by ambulance using the ambulance's specialized restraints. If an officer is unable to safely restrain any prisoner, an ambulance will be used.
  - x.) All prisoners ~~should~~ shall be placed in an upright seated position during transporting. ~~If due to extenuating circumstances the arrested subject must lie down, caution should be used to ensure that this is done across the rear seat rather than the floor. Isolated incidents of suffocation have occurred by lying on the drive shaft "hump."~~
- c.) Prior to placing a prisoner in the custody of the Sheriff's Department for booking and lodging, the arresting or transporting officer shall ascertain whether the prisoner is in need of any type of medical treatment by inquiring of the prisoner whether he/she has any medical conditions that requires immediate attention. When the prisoner requests such attention or when the need for medical attention is obvious, the officer will take the prisoner to the local hospital of the prisoner's choice. This applies even though the field sergeant and/or arresting or transporting officer believes that the prisoner is

## **Arrest Procedure – Policy 1201 P**

### **Page 9 of 9**

feigning injury or illness. If the injury is obvious and the prisoner states that he/she will not consent to medical treatment, he/she will nonetheless be transported to a hospital and attempt made to convince him/her of the need for treatment.

- i.) The officer shall maintain custody and control of the prisoner while the prisoner is receiving treatment at the hospital. The officer shall determine the need for the use of physical restraints on the prisoner dependent upon the nature of the illness or injury. If the prisoner should be admitted to the hospital for further treatment, the officer shall contact a command officer about maintaining security of the prisoner.
- d.) The actual charge placed on the prisoner at the booking stage shall always be in conformance with the circumstances of the incident. Officers shall not “over charge” a prisoner with the sole intent of avoiding possible bail.

Revised: 05/25

Reviewed: 05/05/21 AF





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Al Fong, Police Chief
- **AGENDA TOPIC:** Approve the adoption of the Body Worn Camera Policy (1210P) to guide Officers from the Thomas Township Police Department on the use and care of body cameras.
- **EXPLANATION OF TOPIC:** With the addition of Body Worn Cameras (BCW) in the very near future, officers need a policy to guide them in the use and care of the BWC. A committee was formed to create a policy that would meet legal standards for the use of BWC. The committee, which consisted of me, Trustee Witt and Officer Sutkowi, reviewed BWC policies from several other police departments: Saginaw Township, Saginaw City and Tittabawassee Township, to get an idea of what should be in our policy. After reviewing their policies, the committee agreed to tailor Saginaw Township's policy as our own. It contains all the information that we believe our policy should have and it was easy for the officers to understand.

The BWC policy was presented to the Public Safety Committee on June 2, 2021 and was approved by the committee. The policy was also approved by our risk management carrier, Michigan Township Participating Plan.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Body Worn Camera Policy (1210P).
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the adoption of the Body Worn Camera Policy (1210P) to guide Officers from the Thomas Township Police Department on the use and care of body worn cameras.
- **ROLL CALL VOTE REQUIRED:** Yes.



# Thomas Township Police Department



Personnel Policy No.:

1210 P (page 1-7)

Effective Date:

Policy Regarding:

Use of Body Worn Cameras

---

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

**1) Policy**

- a.) The audio and video recordings produced by the BWC are recognized as a valuable tool for independent and impartial documentation of the enforcement actions taken by officers. BWC's record contacts with the public to secure unbiased evidence in the connection with investigations; to provide transparency and to enrich public trust.
- b.) The primary objective of the BWC's is to assist officers in documenting citizen contacts and enforcement actions while on duty and to provide documentary evidence for subsequent legal proceedings.
- c.) The BWC is designed to accomplish several other objectives, including:
  - i.) BWC's allow for accurate documentation of police-public contacts, arrest, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony.
  - ii.) Audio and video recordings enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
  - iii.) BWC's may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

## **Use of Body Worn Cameras – Policy 1210 P**

**Page 2 of 7**

iv.) The department recognizes that video images cannot always show the full story nor do video images capture the entire scene. The use of BWC's does not reduce the requirement to provide thorough written documentation of an incident. Persons reviewing recordings must also be cautious before conclusions are reached about what the recordings show.

### **2) Definitions**

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

### **3) Legal Issues**

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

### **4.) Training**

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



## **Use of Body Worn Cameras – Policy 1210 P**

**Page 3 of 7**

### **5) Use and Care**

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

### **6) Operation of BWC's**

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

**Use of Body Worn Cameras – Policy 1210 P**  
**Page 4 of 7**

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

**7) Rules pursuant to the use of BWC's**

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

## **Use of Body Worn Cameras – Policy 1210 P**

### **Page 5 of 7**

reviewing all applicable BWC recordings in the presence of the officer's attorney or labor representative.

g.) Body-worn cameras shall not be used to record:

- (1) Communications with other police personnel except as required during the performance of duties.
- (2) Encounters with undercover officers or informants.
- (3) When an officer is on break or is otherwise engaged in personal activities.
- (4) During court proceedings and administrative functions.
- (5) In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room, or break room.

h.) Generally, any non-department personnel not essential to the judicial process shall not have access or be permitted to review BWC recordings.

- (1) Requests to view/obtain recordings by a defendant, defense attorney, suspect or member of the public shall be treated as a request pursuant to MCL 15.231 et seq, the Freedom of Information Act, in accordance with the law and are subject to MCL 78.311 et seq, the Law Enforcement Body-Worn Camera Privacy Act.
- (2) In all other cases, only the Chief of Police, upon authorization by the Township Manager, may release a BWC recording.

## **8) Handling of BWC Recordings**

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

## **Use of Body Worn Cameras – Policy 1210 P**

### **Page 6 of 7**

- (2) Supervisory personnel may conduct periodic reviews of BWC recordings to ensure that equipment is functioning properly.
  - (3) Inadvertent discovery of other policy violations during a supervisory review may require the supervisor to articulate the purpose of the review.
  - (4) This section is not intended to protect officers from administrative investigation regarding misconduct inadvertently discovered in a BWC recording.
- e.) Recordings from body-worn cameras may be shown for training purposes upon completion of a criminal case with the authority of the Chief of Police.

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

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

#### **10) Supervisor's Responsibilities**

- a.) All applicable BWC recordings shall be reviewed by a supervisor in cases where an officer is involved in a critical incident such as:
  - (1) Any police use of force.
  - (2) Injury to civilian as a result of police action.
  - (3) Injury to an officer.
  - (4) Officer involved car crashes.
  - (5) Foot pursuits and other high-risk apprehensions.
  - (6) Citizen complaints against a department member.
- b.) If anything notable is captured on the BWC recording, a copy of the video will be processed as evidence.
- c.) An administrative memorandum or supplemental report will be filed by the supervisor and forwarded to the Patrol Division commander documenting the discovery.
- d.) Responsibility for redaction.

## **Use of Body Worn Cameras – Policy 1210 P**

**Page 7 of 7**

### **11) Revision Responsibility**

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

### **12) Application**

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

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

**Implemented:**

**Reviewed: 04/26/2021 AF**





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Al Fong, Police Chief
- **AGENDA TOPIC:** Approve the low bid of \$32,450.00 from McDonald Ford for the purchase of a 2021 Ford Utility All Wheel Drive Police Interceptor patrol vehicle.
- **EXPLANATION OF TOPIC:** Bids were sent out to seven dealerships for a 2021 Ford Utility All Wheel Drive Police Interceptor patrol vehicle. Two bids were returned, one from Signature Ford and the other from McDonald Ford. McDonald Ford was the lowest bid with \$32,450.00 while Signature Ford was \$32,774.

In an attempt to purchase locally, bids were sent to Garber Chevrolet as well as seven other Chevrolet dealerships for a 2021 Chevrolet Tahoe police vehicle. Garber Chevrolet called and said that they did not have any available until the 2022 models are built. Burt Watson was the only Chevrolet dealership to return a bid. Their bid was \$41,645.66, which is quite higher than the Explorer and would be well above for what was budgeted for.

\$43,407 was budgeted for the purchase of a new vehicle and for the purchase and installation of the needed equipment to fully outfit the vehicle. The bid for the Ford Explorer is within that budget and will not have a negative impact on the budget.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Bid sheet and photos.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the low bid of \$32,450.00 from McDonald Ford for the purchase of a 2021 Ford Utility All Wheel Drive Police Interceptor patrol vehicle.
- **ROLL CALL VOTE REQUIRED:** Yes.







## Public Safety Building - Police Squad Vehicle

[illegible]



### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **PERSON SUBMITTING:** Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Purchase of network/exchange server

- **EXPLANATION OF TOPIC FOR BOARD MEMBERS:**

The current file/exchange server is over 6 years old. It is at capacity in terms of available memory and there is a risk that the lack of available memory could cause the software that we use on a daily basis to error and not be able to operate properly. Combined with lack of memory the hardware is aging and parts are beginning to be more difficult to find in the event of a drive or other type of failure.

I have received a quote from Vector Tech Group, the Townships IT provider, for the hardware, software, installation and transfer of files from the current server for a total of \$50,900. Of that total \$16,715 is hardware, \$9,745 is software, \$12,740 is for the backup system, and \$2,300 is for a 3 year warranty on the server hardware. The prices are based on the Hewlett Packard State of Michigan prices and the governmental rate for the Microsoft software. Also included in the quote is \$9,400 for a block of 100 hours for the labor necessary to install the new server and transfer the data.

The new system will have a dual backup system. There will be one on site at the Municipal Building and second system off-site on the Public Safety Building. This provides a solid backup system compared to what we currently have. This system greatly reduces the risk of lost data in the event of the Municipal Building sustaining major damages from for example a fire or natural disaster.

The 21/22 budget does include \$40,000 for the cost of replacing the server however the backup was not included in the original estimate. I do however feel that the updated back-up system is very important and necessary. A budget amendment will be needed as we move forward in the fiscal year.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Price quote from Vector Tech Group
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table

- **SUGGESTED/REQUESTED MOTION:** Approve the purchase and installation of \$50,900 for the network/exchange server upgrade.
- **ROLL CALL VOTE REQUIRED?** Yes



We have prepared a quote for you

**HPE PROLIANT DL380 GEN10 - RACK-MOUNTABLE  
SERVER - Local Exchange**

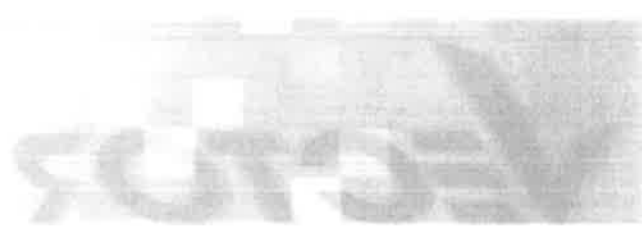
Quote # 021922  
Version 1

Prepared for:

Thomas Township

Prepared by:

Cody Ludlum



Friday, May 14, 2021

Thomas Township  
Deidre Frollo

, MI  
finance@thomastwp.org

Dear Deidre,

Vector Tech Group is pleased to present this proposal for your company. We look forward to partnering with you to provide customizable technology solutions depending on the needs and expectations that are unique to your organization. In this proposal, we will present a brief overview of our solutions offerings.

Vector Tech Group is the leader in on-demand technology solutions. Since 1991, we have been offering customizable technology solutions to meet our clients' short-term and long-term needs. We provide our clients with the expertise, reliability, and flexibility that is required within your technology environment.

Thank you again for allowing Vector Tech Group the opportunity to be your technology partner. We hope you will find that our services, knowledge, and flexibility are just what you are looking for in a technology partner. If you have any questions, please do not hesitate to contact me.

Cody Ludlum  
Technology Consultant  
VTG Freeland

obligation; provided, however, that in no event shall the recipient of Feedback disclose the source of the Feedback without the providing party's written consent. The forgoing shall not, however, affect either party's obligations hereunder regarding Confidential Information.

7. Owner shall not have any liability or responsibility for errors or omissions in, or any business decisions made by Recipient in reliance on, any Confidential Information disclosed under this Agreement. Recipient assumes all risk, known or unknown, incident to its use of Confidential Information, and Owner shall have no liability of any kind to Recipient or any third party arising out of such use. RECIPIENT DISCLAIMS ALL WARRANTIES INCLUDING WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES OF NON-INFRINGEMENT OF THE RIGHTS OF THIRD PARTIES (INCLUDING WITHOUT LIMITATION, RIGHTS UNDER PATENT, COPYRIGHT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS). RECIPIENT ACCEPTS THE CONFIDENTIAL INFORMATION IN "AS-IS" CONDITION.

8. Each party agrees that it will not, without the prior written consent of the other, issue any press release or announcement or otherwise disclose the nature of this Agreement and/or the proposed business relationship.

9. Recipient shall indemnify Owner against all losses and expenses incurred by Owner, including without limitation attorney's fees, which result from the breach of any part of this Agreement by Recipient.

10. Recipient certifies that no Confidential Information will be exported to any country in violation of the United States Export Administration Act and the regulations thereunder.

11. This Agreement shall become effective as of the date of execution by both parties. All obligations hereunder, including without limitation any and all obligations regarding the use and disclosure of Confidential Information, shall continue until such time that the parties put in writing and sign that they are ending this agreement.

12. This Agreement: (i) is the complete agreement of the parties concerning the subject matter hereof and supersedes any prior such agreements with respect to further disclosures on such subject matter; (ii) may not be amended or in any manner modified except in writing signed by the parties; and (iii) shall be governed and construed in accordance with the laws of the State of Michigan without regard to its conflict of law provisions. If any provision of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of the parties as expressed herein.

Contact: Cody Ludlum  
Email: codyludlum@vectortechgroup.com

WHEREAS, the parties hereto have determined to establish terms governing the use and protection of certain information one party ("Owner") may disclose to the other party ("Recipient") for purposes of entering a business relationship for supplying Information Technology services for Thomas Township.;

NOW, THEREFORE, in consideration of the foregoing, and in reliance on the mutual agreements contained herein, the parties agree as follows:

1. "Confidential Information" means information of an Owner (i) which relates to the purpose and subject matter identified in the recital to this Agreement, including computer programs, business and technical information, marketing plans, and related data, (ii) individually identifiable health information, or (iii) which, although not related to such purpose or subject matter, is nevertheless disclosed hereunder, and which, in any case, is disclosed by an Owner or an affiliate to Recipient in document or other tangible form bearing an appropriate legend indicating its confidential or proprietary nature, or which, if initially disclosed orally or visually is identified as confidential at the time of disclosure and a written summary hereof, also marked with such a legend, is provided to Recipient within fifteen (15) days of the initial disclosure.
2. Recipient may use Confidential Information of Owner only for the purpose of this Agreement and shall protect such Confidential Information from disclosure to others, using the same degree of care used to protect its own proprietary information of like importance, but in any case using no less than a reasonable degree of care. Recipient may disclose Confidential Information received hereunder only for the purpose described in the recital to this Agreement and only to its employees and consultants who have a need to know for such purpose and who are bound by signed, written agreements to protect the received Confidential Information from unauthorized use and disclosure.
3. The restrictions of this Agreement on use and disclosure of Confidential Information shall not apply to information that: (i) is in the possession or control of Recipient at the time of its disclosure hereunder; (ii) is, or becomes publicly known, through no wrongful act of Recipient; (iii) is received by Recipient from a third party free to disclose it without obligation to Owner; or (iv) is independently developed by Recipient without reference to Confidential Information.
4. In the event Recipient is required by law, regulation or court order to disclose any of Owner's Confidential Information, Recipient will notify Owner in writing prior to making any such disclosure in order to facilitate Owner seeking a protective order or other appropriate remedy from the appropriate body. Recipient further agrees that if Owner is not successful in precluding the requesting legal body from reviewing the Confidential Information, it will furnish only that portion of the Confidential Information which is legally required and will exercise all reasonable efforts to obtain reliable assurances that confidential treatment will be accorded the Confidential Information.
5. Confidential Information disclosed under this Agreement (including information in computer software or held in electronic storage media) shall be and remain the property of Owner. All such information in tangible form shall be returned to Owner promptly upon written request and shall not thereafter be retained in any form by Recipient. No licenses or rights under any patent, copyright, trade secret, trademark, or other property right are granted or are to be implied by this Agreement.
6. Each party may from time to time provide suggestions, comments, or other feedback to the other party regarding Confidential Information provided originally by the other party ("Feedback"). Both parties agree that all Feedback is and shall be entirely voluntary and shall not, absent a separate written agreement, create any confidentiality obligation or restriction on use on the party receiving the Feedback. Each party shall be free to use and disclose Feedback as it deems fit without restriction or





## Contract & Terms

VTG Freeland agrees to provide as needed IT Services to Thomas Township. In consideration for these services Thomas Township agrees to pay per staff person, in fifteen minute increments with a one hour minimum for On-site work, everything after the first hour will be billed in 15 minute increments. Remote support work will be billed in fifteen minute increments, with a 15 minute minimum. Terms of your invoices will be 30 days. A late fee of 7% of the invoice amount overdue will be assessed for each invoice that payment has not been received 10 days after the due date. Late fees will be assessed for each overdue invoice every 30 days after the initial assessment. Proposals exceeding Five Thousand Dollars require a fifty percent deposit to begin processing.

All state and federal taxes will apply unless provided a proof of non-profit is provided. Customer also agrees to pay all shipping and handling incurred unless mutually agreed upon by customer.

Also all travel requested by customer will be reimbursed at official IRS mileage reimbursement rate unless mutually agreed upon. Customer also agrees to pay all travel expenses if remote travel is requested. This will include transportation, Hotel, and living expenses. Living expenses will be capped at \$50.00 per day per person. Travel time will be charged at \$125.00 per hour for any location outside of the 30 mile radius. These rules all apply unless mutually agreed upon by both parties.

During the term of this Agreement and for a period of twelve (12) months following its termination or expiration, Thomas Township shall not, directly or indirectly, solicit, recruit, hire, employ, or contract for the services of any employee of VTG Freeland to whom it is introduced by virtue of this Agreement, unless otherwise agreed to by VTG Freeland in writing. Otherwise a hiring fee of 100% of first year of salary will be due payable to VTG Freeland 30 days after the "Date of Hire" as defined below. "Date of Hire" shall be the employee's last day of billable assignment hereunder. "Salary" shall be the annual salary offered to the employee by Thomas Township.

This agreement may be reviewed after 12 months to address any adjustments to this agreement that needs to be done in the mutual benefit to both parties.

All other projects outside the scope of this proposal may be quoted on a per project basis, but the above terms will still apply.

## Non-Disclosure Agreement

THIS AGREEMENT is entered into as of 04/22/2021 ("Effective Date"), by and between

Thomas Township

, MI

Telephone: (989) 781-0150

Contact: Deidre Frolo

Email: [finance@thomastwp.org](mailto:finance@thomastwp.org)

And

VTG Freeland

9364 W. Freeland Rd,  
Freeland, MI 48623

## HPE PROLIANT DL380 GEN10 - RACK-MOUNTABLE SERVER - Local Exchange

**Prepared by:****VTG Freeland**

Cody Ludlum  
(989) 695-9661  
Fax (989) 455-4031  
codyludlum@vectortechgroup.com

**Prepared for:****Thomas Township**

, MI  
Deidre Frollo  
(989) 781-0150  
finance@thomastwp.org

**Quote Information:****Quote #: 021922**

Version: 1

Delivery Date: 05/14/2021

Expiration Date: 06/21/2021

### Quote Summary

Description	Amount
Products	\$41,500.00
Services	\$9,400.00
Total:	<b>\$50,900.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. By signing you are agreeing to all aspects of this agreement including any and all attachments, any and all terms and conditions, non-disclosures, agreements etc.

**VTG Freeland****Thomas Township**

Signature: \_\_\_\_\_

Name: Cody LudlumTitle: Technology Consultant

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

Signature: \_\_\_\_\_





Name: Deidre Frollo

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






## Services

Qty	Description	Price	Ext. Price
100	<b>Network Engineer - Setup server, install programs, configure backups, configure local pc's for new server.</b> Priced reduced from normal \$125.00 to your Bank time rate of \$94.00	\$94.00	\$9,400.00
		Subtotal	<b>\$9,400.00</b>





## Products

Qty	Description		Price	Ext. Price
1	<b>HPE DL38X Gen10 12Gb SAS Expander - 12Gb/s SAS, Serial ATA/600 - PCI Express 3.0 x8 - Plug-in Card - 9 Total SAS Port(s) - 9 SAS Port (s) Internal - 0 SAS Port(s) External</b>		\$600.00	\$600.00
1	<b>HPE DL38X Gen10 SFF Box1/2 Cage/Backplane Kit</b>		\$300.00	\$300.00
2	<b>Synology DiskStation + SAN/NAS Storage System - AMD Ryzen V1500B Quad-core (4 Core) 2.20 GHz - 8 x HDD Supported - 0 x HDD Installed - 8 x SSD Supported - 0 x SSD Installed - 4 GB RAM DDR4 SDRAM - Serial ATA Controller - RAID Supported 0, 1, 5, 6, 1</b>		\$1,100.00	\$2,200.00
16	<b>Seagate IronWolf 10 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - 7200rpm - 256 MB Buffer - 3 Year Warranty</b> Seagate IronWolf 10 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - 7200rpm - 256 MB Buffer - 3 Year Warranty		\$540.00	\$8,640.00
Harddrives for NAS for data backup				
1	<b>Microsoft Exchange Server 2019 Standard - License - 1 Server - Volume - Microsoft Open License - Single Language - PC</b>		\$830.00	\$830.00
Microsoft Licensing for Exchange (Email) this is the base license then you need a per user license.				
50	<b>Microsoft Exchange Server 2019 Standard CAL - License - 1 User CAL - Volume - Microsoft Open License - Single Language - PC</b>		\$105.00	\$5,250.00
Per user license for email, this is based off current number of email boxes, this can be reduced if there are some unused email boxes				
1	<b>Veeam Backup Essentials + Production Support - Upfront Billing License - 5 Year - Veeam Universal License (VUL)</b>		\$1,900.00	\$1,900.00
1	<b>Pricing was quoted on 4/22/21, pricing may change.</b>		\$0.00	\$0.00
Subtotal				<b>\$41,500.00</b>

## Products

Qty	Description		Price	Ext. Price
3	<b>MS WS19 16C STD ADD LIC AMS S/W</b> Microsoft Windows Server 2019 Standard Edition - License - 16 additional cores - OEM - APOS, Microsoft Certificate of Authenticity (COA) - Multilingual - Americas 		\$945.00	\$2,835.00
	These are the "additional" licenses you need to have your server run with your processor and VM count.			
1	<b>800W FLEX SLOT PLAT HPLUG LH P/S KIT</b> HPE - Power supply - hot-plug / redundant (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 800 Watt - 908 VA 		\$170.00	\$170.00
	This is a redundant power supply, if your main PSU goes out this one runs, it also allows you to provide power from 2 sources, if a break trips etc the server stays running.			
8	<b>2.4TB HD SAS 12G 10K SFF SC 512E DS</b> HPE Enterprise - Hard drive - 2.4 TB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier 		\$420.00	\$3,360.00
	Large capacity drives for data storage.			
1	<b>CAREPACK 3YR FC 24X7 DL380 GEN10 SVC</b> HPE Foundation Care 24x7 Service - Extended service agreement - parts and labor - 3 years - on-site - 24x7 - response time: 4 h - for ProLiant DL380 Gen10 		\$2,300.00	\$2,300.00
	HPE Foundation Care 24x7 Service — offers 24x7 service, including on Hewlett Packard Enterprise holidays, with a four-hour on-site response time for hardware and a two-hour response time for software.			
	Warranty on server.			
8	<b>900GB SAS 15K SFF SC DS HD</b> HPE Enterprise - Hard drive - 900 GB - hot-swap - 2.5" SFF - SAS 12Gb/s - 15000 rpm - with HPE SmartDrive carrier 		\$400.00	\$3,200.00
	High speed drives for quick data retrieval.			

## Products

Qty	Description		Price	Ext. Price
1	<b>DL380 GEN10 6242 1P 32G NC 8SFF SVR</b> HPE ProLiant DL380 Gen10 - Server - rack-mountable - 2U - 2-way - 1 x Xeon Gold 6242 / 2.8 GHz - RAM 32 GB - SATA - hot-swap 2.5" - no HDD - 10 GigE, 25 Gigabit LAN - monitor: none  The HPE ProLiant DL380 Gen10 server delivers great security, performance and expandability. It's securely designed to reduce costs and complexity.  This is the Actual Server Hardware		\$4,700.00	\$4,700.00
1	<b>DL380 GEN10 XEON-G 6242 KIT</b> Intel Xeon Gold 6242 - 2.8 GHz - 16-core - 32 threads - 22 MB cache - LGA3647 Socket - for ProLiant DL380 Gen10  This item is a second processor to give you enough processing power to meet the BSNA specs along with Exchange (Email), final hosting and the other duties it performs.		\$3,665.00	\$3,665.00
2	<b>32GB 2RX4 PC4-2933Y-R SMART KIT</b> HPE SmartMemory - DDR4 - 32 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - CL21 - 1.2 V - registered - ECC  This is Ram/Memory upgrade for the server, this is necessary to meet BSNA specs along with everything else the server does.		\$360.00	\$720.00
1	<b>MS WS19 16C STD ROK EN S/W</b> Microsoft Windows Server 2019 Standard Edition - License - 16 cores - OEM - ROK - DVD - BIOS-locked (Hewlett Packard Enterprise), Microsoft Certificate of Authenticity (COA) - English - Worldwide  This is Microsoft Server 2019 License, this is the base license, you also need the licenses below to allow the base server software to run.		\$830.00	\$830.00



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** June 7, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve sale of 50 West Harcourt to Frank Kuszak and Lynn Elliot.
- **EXPLANATION OF TOPIC:** Thomas Township acquired this parcel from the Saginaw County Land Bank back in 2013. At the time, there was a single family home on it that was in need of some major maintenance work. It was also recurring code enforcement matter. Finally, the parcel was about half the size typically required for any kind of buildable lot. Purchasing the parcel, had three goals: 1. Remove the building and violations, 2. Improve the neighborhood and 3. Make it available to combine with the parcel to the north.

We previously advertised the sale of this property. The only bid we received was from the owners of the Saginaw Gold Exchange, Frank and Lynn. The bid was in the amount of \$2,800 plus closing costs. The Board rejected their bid. They have since revised their bid to the minimum amount established by the Board of \$6,000. They have deposited \$500 and signed the purchase agreement that includes combining the two small parcels together.

Selling this parcel to the proposed buyers is a win-win situation. It will put the parcel back on the tax rolls and it will create a usable and buildable commercial lot out of the two separate parcels for future investment. I am recommending that we sell 50 West Harcourt to Frank and Lynn for their bid amount of \$6,000, contingent upon it being combined with their parcel at 7855 Gratiot Road.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Purchase Agreement.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.

- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve sale of 50 West Harcourt to Frank Kuszak and Lynn Elliot for the amount of \$6,000 contingent upon it being combined with their parcel.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.



## PURCHASE AGREEMENT

THIS AGREEMENT is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between THOMAS TOWNSHIP, a Michigan municipal corporation, of 249 N. Miller Road, Saginaw, Michigan 48609, herein after called "Seller", and FRANK KUSZAK and LYNN G. ELLIOTT, husband and wife of 3531 S. Doncaster Ct. # D-08, Saginaw, Michigan 48603, hereinafter called "Buyer".

WITNESSETH

WHEREAS the Seller owns the real property legally described herein and the Buyer desires to purchase said property pursuant to the terms and conditions herein

In consideration of the mutual promises herein the parties agree as follows:

1. The real estate is vacant land and legally described as:

Real Property located in Thomas Township, Saginaw County Michigan

S 100 FT OF THE FOLLOWING DESC-W62.54 FT OF E 578.54 FT  
OF N 210.01 FT OF E 1/2 OF W 1/2 OF SW 1/4 0.22 ACRE  
SEC 25 T12N R3E.

(Commonly known as 50 W. Harcourt Drive - PIN 28-12-3-25-3067-700)

2. The Seller shall sell and the Buyer shall purchase said real property for the price of \$6,000.00 with \$500.00 as a down payment payable upon signing this agreement which shall be applied to the purchase price at closing.
3. The Buyer acknowledges that the real property is purchased "AS IS" without any representations or warranties whatsoever expressed or implied. The Buyer may conduct at Buyer's expense and prior to closing any surveys of the real property and any environmental inspections deemed necessary by Buyer.
4. The sale of the real property is contingent upon:
  - A. The Buyer securing the Thomas Township Assessor's approval to combine the real property with the Buyer's adjacent parcel (Parcel # \_\_\_\_\_), thereby making one parcel; and
  - B. Approval of this Purchase Agreement by the Thomas Township Board of Trustees; and
  - C. Written approval of the combination of parcels described in 4A by the Land Contract Seller of the adjacent real property being purchased by Buyer.
5. Buyer shall pay to record the Quit Claim deed conveying this real property.

6. Seller shall pay for title insurance for the real property and to prepare said Quit Claim deed.
7. The real property is exempt from transfer taxes.
8. This agreement cannot be modified or amended except in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto executed the Purchase Agreement in duplicate and have caused their hands and seals to be affixed hereto.

SELLER

THOMAS TOWNSHIP

Dated \_\_\_\_\_, 2021

BY: \_\_\_\_\_  
ROBERT WEISE, Supervisor

Dated \_\_\_\_\_, 2021

BY: \_\_\_\_\_  
ED BROSOFSKI, Clerk

BUYER

Dated \_\_\_\_\_, 2021

\_\_\_\_\_  
FRANK KUSZAK

Dated \_\_\_\_\_, 2021

\_\_\_\_\_  
LYNN G. ELLIOTT

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