



THOMAS TOWNSHIP REGULAR BOARD MEETING

8215 Shields Drive, Saginaw, MI 48609

November 1, 2021

7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approve the October 4, 2021, Regular Board Minutes.
  - B. Approval of the Expenditures.
  - C. Acknowledge and receive the resignation of Brandon Federspiel from the position of Thomas Township Police Officer.
  - D. Approve Administrative Policy #220 to establish procedures for remote meetings under the Michigan Open Meetings Act.
  - E. Approve amendments to Administrative Policy #603, Freedom of Information Act Procedures & Guidelines.
  - F. Approve the recommendation of the Personnel Committee to hire a part-time Fire Prevention Officer for the Fire Department.
  - G. Approve the promotion of Mike Fabish from Lieutenant to Captain at Fire Station 2.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. None.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve Resolution 21-21, establishing the dates, times, and place for 2022 Regular Township Board Meetings.
  - B. Approve purchasing a portion of 8190 Gratiot (Armstead Automotive) for future DPW cold storage expansion.
  - C. Approve the contract with Cooper Excavating to pre-install water services for \$5,000 at the new Morgan Court water main extension.
  - D. Approve the nomination of Steve Witt to fill the 911 Authority Board vacancy.
  - E. Award the three-year bid for the production and mailing preparation of the Township quarterly newsletter to Quick Reliable Printing.
10. Reports

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

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

Thomas Township  
Board of Trustee Meeting  
Citizen Comment Instructions

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

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

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

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



THOMAS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
October 4, 2021  
7:00 o'clock p.m.

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

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

ALSO PRESENT: Finance Director, Deidre Frollo; DPW Director, Rick Hopper; Assistant DPW Director, Trevor Schultz; Parks and Recreation Director, John Corriveau; Director of Community Development, Dan Sika; Police Chief, Al Fong; Fire Chief, Mike Cousins; Deputy Clerk, Darci Seamon; Township Attorney, Otto Brandt, and 6 interested parties.

3. The Pledge of Allegiance was recited. Trustee Monahan arrived at 7:01 p.m.
4. Motion was made by Brosofski, seconded by Sommers to approve the amended agenda as presented. Motion carried unanimously.

**\*\*AMENDED AGENDA\*\***  
THOMAS TOWNSHIP REGULAR BOARD MEETING  
8215 Shields Drive, Saginaw, MI 48609  
October 4, 2021  
7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approve the September 13, 2021, Regular Board Minutes.
  - B. Approval of the Expenditures.
  - C. Approve the Personnel Committee's recommendation of hiring Peter Salo as probationary, part-time Building Inspector.
  - D. Approve the Personnel Committee's recommendation of hiring a probationary, full-time Police Officer.
  - E. Approve the appointment of Brandon Rossi as Assistant Fire Chief of Station 1.
  - F. Approve the appointment of Jason Grandy as Assistant Fire Chief of Station 2.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. None.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Accept the Audit for the 2020/2021 fiscal years.
  - B. Approve Spicer proposal to provide engineering design services for potential sanitary sewer improvements.

- C. Approve an Intent to Purchase Letter to McDonald Ford for the 2022-23 fiscal year fleet truck purchase.
    - D. Authorize Kennedy Industries to repair a pump from Station 1 for \$20,205.00.
    - E. Approve residential sewer connection into the existing forcemain at 8115 Summerfeldt.
    - F. Approve contracting with City Sewer Cleaners to perform cleaning and televising of approximately 13,000 linear feet of gravity sewer.
    - G. Adopt Proclamation 21-13 acknowledging David Sommers for 25 years of service to the Thomas Township Fire Department.
  10. Reports
    - A. Supervisor
    - B. Clerk
    - C. Treasurer
    - D. Manager
    - E. Community Development
    - F. DPW
    - G. Finance
    - H. Fire Dept.
    - I. Police Dept.
    - J. Parks & Recreation
    - K. Board Members
  11. Executive Session
    - None
  12. Adjournment
5. It was moved by Sommers, seconded by DeLine to approve the consent agenda as presented. Motion carried unanimously.
- A. Approval of Township Board minutes from the regular meeting 09/13/2021.
  - B. Expenditures consisting of:

Clearing Fund	\$3,331.36
General Fund	190,391.71
Christopher Thompson Fund	0.00
Public Safety-Fire Department	11,528.52
Fire Apparatus	1,800.52
Public Safety-Police Department	18,729.95
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	3,381.10
Road Revolving Fund	0.00
Sewer Fund	19,377.95
Water Fund	350,945.39
Municipal Refuse	71,192.22
Tax	3,627,743.39
  - C. Approve the Personnel Committee's recommendation of hiring Peter Salo as probationary, part-time Building Inspector.
  - D. Approve the Personnel Committee's recommendation of hiring a probationary, full-time Police Officer.
  - E. Approve the appointment of Brandon Rossi as Assistant Fire Chief of Station 1.
  - F. Approve the appointment of Jason Grandy as Assistant Fire Chief of Station 2.
6. Communications-Petitions-Citizen Comments
- A. Polly and George Owen of 1220 Woodbine thanked the Board for the Special Assessment road work approved by the Board. They are very pleased and appreciative of the work that was completed.
7. Public Hearing
- A. None.
8. Unfinished Business
- A. None.
9. New Business
- A. It was moved by Thayer, seconded by Witt to accept the audit for the 2020/2021 fiscal years. Motion carried unanimously.
  - B. It was moved by Sommers, seconded by Witt to approve Spicer proposal to provide engineering design services for potential sanitary sewer improvements. Motion carried unanimously.



- C. It was moved by DeLine seconded by Brosowski to approve an Intent to Purchase Letter to McDonald Ford for the 2022-23 fiscal year fleet truck purchase. Motion carried unanimously.
  - D. It was moved by Witt, seconded by Monahan to authorize Kennedy Industries to repair a pump from Station 1 for \$20,205.00. Motion carried unanimously.
  - E. It was moved by Sommers, seconded by Brosowski to authorize residential sewer connection into the existing forcemain at 8115 Summerfeldt. Motion carried unanimously.
  - F. It was moved by Witt, seconded by Sommers to approve contracting with City Sewer Cleaners to perform clening and televising of approximately 13,000 linear feet of gravity sewer. Motion carried unanimously.
  - G. It was moved by Brosowski, seconded by Monahan to approve Proclamation 21-13 acknowledging David Sommers for 25 years of service to the Thomas Township Fire Department.  
Roll Call:  
Ayes: Monahan, DeLine, Witt, Weise, Brosowski, Thayer  
Absent: None  
Nays: None  
Abstain: Sommers  
Proclamation was adopted.
10. Report of Officers and Staff:
- A. Supervisor's Report – None.
  - B. Clerk's Report – None.
  - C. Treasurer's Report – Treasurer thanked Deidre and Korina for their hard work on the audit.
  - D. Manager's Report –None.
  - E. Receive and file Community Development Reports.
  - F. Receive and file the DPW Report.
  - G. Receive and file the Finance Department Report.
  - H. Receive and file the Fire Department Report. Chief Cousins reported that the Open House was a success. The oath of office was administered by Clerk Brosowski to newly appointed Assistant Fire Chief of Station 1, Brandon Rossi and Assistant Fire Chief of Station 2, Jason Grandy.
  - I. Receive and file the Police Department Report.
  - J. Receive and file the Parks and Recreation Report.
  - K. Board Member Reports – None.
11. Executive Session:
- A. None
12. It was moved by Brosowski, seconded by Thayer to adjourn the meeting at 7:32 p.m. Motion carried unanimously.

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Edward Brosowski, Clerk

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Dated





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** November 1, 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 \$5,653.02. 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 \$625,972.92 with individual fund totals as follows:

Clearing Fund .....	2,761.61
General Fund.....	67,206.54
Christopher Thompson Funds.....	0.00
Public Safety - Fire Department.....	12,781.74
Fire Apparatus .....	12,399.20
Public Safety - Police Department .....	23,820.30
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority.....	5,989.67
Road Revolving Fund.....	0.00
Sewer Fund .....	40,332.34
Water Fund .....	262,849.13
Municipal Refuse .....	67,603.17
Tax.....	130,229.22

As shown on checks #64676-64804

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	Invoice Line Desc	Amount	Check #
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Fund 100 CLEARING FUND			
Dept 000			
100-000-231.575	MOBILE PHONE CHARGES		64723
100-000-231.716	DUE TO BC/BS UNION CO-INS	2,529.11	64681
100-000-231.717	LIBRARY HEALTH INS CO-PAY	32.50	64681
	Total For Dept 000	2,761.61	
	Total For Fund 100 CLEARING FUND	2,761.61	
Fund 101 GENERAL OPERATING FUND			
Dept 000			
101-000-004.100	CHANGE FUND	800.00	64730
101-000-040.000	ACCOUNTS RECEIVABLE	285.00	64752
101-000-040.075	WEED VIOLATIONS	48.00	64692
101-000-040.075	WEED VIOLATIONS	48.00	64692
101-000-040.075	WEED VIOLATIONS	80.00	64751
101-000-040.075	WEED VIOLATIONS	80.00	64751
101-000-040.075	WEED VIOLATIONS	80.00	64751
101-000-040.075	WEED VIOLATIONS	80.00	64751
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	24.29	64680
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	899.96	64681
101-000-447.000	PROPERTY TAX ADMINISTRATION F	47.56	64783
101-000-449.000	MOBILE HOME FEES	90.00	64783
101-000-449.000	MOBILE HOME FEES	101.00	64783
101-000-449.000	MOBILE HOME FEES	14.00	64783
101-000-449.000	MOBILE HOME FEES	360.00	64784
101-000-449.000	MOBILE HOME FEES	404.00	64784
101-000-449.000	MOBILE HOME FEES	56.00	64784
101-000-640.763	PROGRAM FEES SOCCER	55.00	64719
101-000-640.769	PROGRAMS FEES VOLLEYBALL	90.00	64753
	Total For Dept 000	3,642.81	
Dept 101 BOARD-LEGISLATIVE			
101-101-719.000	WORKMEN'S COMP	31.00	64766
101-101-740.000	OPERATING SUPPLIES	44.00	64723
101-101-802.000	LEGAL SERVICES	970.00	64709
101-101-900.000	LEGAL NOTICES	184.40	64767
101-101-956.000	MISCELLANEOUS	938.90	64804
	Total For Dept 101 BOARD-LEGISLATIVE	2,168.30	
Dept 172 MANAGER-ADMINISTRATIVE			
101-172-716.000	HEALTH INSURANCE	1,810.75	64681
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	19.13	64681
101-172-716.100		79.70	64701
101-172-716.300		23.33	64701
101-172-719.000	WORKMEN'S COMP	29.69	64766
101-172-740.000	OPERATING SUPPLIES	59.30	64723
101-172-740.000	OPERATING SUPPLIES	14.08	64776
101-172-817.000	PROFESSIONAL SERVICES	33.61	64699
101-172-817.000	PROFESSIONAL SERVICES	166.66	64785
101-172-850.100	WIRELESS COMMUNICATIONS	28.40	64723
	Total For Dept 172 MANAGER-ADMINISTRATIVE	2,264.65	
Dept 215 CLERK			
101-215-716.000	HEALTH INSURANCE	522.21	64681



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 215 CLERK					
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	6.14	64680
101-215-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	56.36	64701
101-215-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	14.01	64701
101-215-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	29.69	64766
101-215-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	38.85	64723
101-215-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	17.82	64776
101-215-817.000	PROFESSIONAL SERVICES	ISOLVED BENEFIT SERVICES	COBRA NOTICES ADMIN - CORE SERVICE	33.61	64699
101-215-900.300	CODIFICATION OF ORDINANCE	MUNICIPAL CODE CORPORATI	ONLINE CODE HOSTING 10/21-09/22	900.00	64769
101-215-936.000	MAINTENANCE AGREEMENTS	SAMSA	ANNUAL WEB MAINTENANCE - LEVEL 2	166.67	64785
Total For Dept 215 CLERK				1,785.36	
Dept 253 TREASURER-FINANCE					
HEALTH INSURANCE					
101-253-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,532.86	64681
101-253-716.100		BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	12.47	64680
101-253-716.100		BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.30	64681
101-253-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	121.73	64701
101-253-716.300	WORKMEN'S COMP	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	31.26	64701
101-253-719.000	OPERATING SUPPLIES	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	66.83	64766
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	156.23	64722
101-253-745.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	15.92	64790
101-253-803.000	AUDIT	GABRIDGE & COMPANY PLC	BROTHER SCANNER - W/S BILLS	369.99	64776
101-253-804.000	MEMBERSHIP & DUES	MI MUNICIPAL TREASURERS	2020 AUDIT - FINAL BILL	1,258.75	64752
101-253-810.000	CONTRACTED SERVICES	ISOLVED BENEFIT SERVICES	MEMBERSHIP RENEWAL - FROLLO & TUCKER	150.00	64703
101-253-810.000	CONTRACTED SERVICES - GENERAL L	BS&A SOFTWARE	COBRA NOTICES ADMIN - CORE SERVICE	66.37	64699
101-253-810.000	CONTRACTED SERVICES	MUNETRIX, LLC - ACCOUNTS	ANNUAL GL/CR/AP/PR/TIMESHEETS/CEMETER	5,057.00	64744
101-253-817.000	PROFESSIONAL SERVICES	SAMSA	PREMIUM EDITION - RNWL	4,619.00	64768
Total For Dept 253 TREASURER-FINANCE DEPARTMENT				13,638.37	64785
Dept 257 ASSESSING					
HEALTH INSURANCE					
101-257-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	501.89	64681
101-257-716.100		BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	1.75	64680
101-257-716.100		BLUE CROSS BLUE SHIELD O	HEALTH/VISION	9.90	64681
101-257-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.28	64701
101-257-716.300	WORKMEN'S COMP	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	5.91	64701
101-257-719.000	OPERATING SUPPLIES	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	22.26	64766
101-257-740.000	OPERATING SUPPLIES	CNA SURETY DIRECT BILL	2021-2027 BOND #71790960N01 - HOLTWAN	45.00	64687
101-257-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	27.25	64722
101-257-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	84.04	64722
101-257-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	101.31	64723
101-257-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	60.13	64790
101-257-936.000	MAINTENANCE AGREEMENTS	SAMSA	ANNUAL WEB MAINTENANCE - LEVEL 2	166.67	64785
Total For Dept 257 ASSESSING				1,049.39	
Dept 265 BUILDING & GROUNDS					
WORKMEN'S COMP					
101-265-719.000	OPERATING SUPPLIES	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	111.00	64766
101-265-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	236.96	64723
101-265-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	139.67	64776
101-265-740.650	SEASONAL BANNERS/HOLIDAY LIGH	TRI-CITY KUSTOMZ	HOMETOWN HERO BANNERS	196.00	64797
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING	45.00	64787
101-265-850.000	TELEPHONE	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	142.41	64723
101-265-850.000		123.NET	TELEPHONE SERVICE	117.79	64738
101-265-930.000	REPAIRS/MAINTENANCE	ACE AMERICAN ALARM CO	SERV CALL - NO POWER TO POLE	75.00	64676



PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	Invoice Line Desc	Amount	Check #
Fund 101 GENERAL OPERATING FUND			
Dept 265 BUILDING & GROUNDS			
101-265-930.000	REPAIRS/MAINTENANCE	400.61	64707
101-265-930.000	REPAIRS/MAINTENANCE	73.95	64723
101-265-930.000	REPAIRS/MAINTENANCE	374.40	64727
101-265-930.000	REPAIRS/MAINTENANCE	300.00	64760
101-265-930.000	REPAIRS/MAINTENANCE	105.00	64762
101-265-930.000	REPAIRS/MAINTENANCE	165.00	64798
101-265-930.000	REPAIRS/MAINTENANCE	52.50	64798
Total For Dept 265 BUILDING & GROUNDS		2,535.29	
Dept 276 CEMETERY			
101-276-719.000	WORKMEN'S COMP	154.00	64766
101-276-810.100	CONTRACTED SERVICES- CEMETERY	411.00	64744
101-276-930.000	REPAIRS/MAINTENANCE	154.25	64754
101-276-940.100	EQUIPMENT RENTAL	100.00	64714
Total For Dept 276 CEMETERY		819.25	
Dept 371 COMMUNITY DEVELOPMENT			
101-371-716.000	HEALTH INSURANCE	2,139.61	64681
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	12.22	64680
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	22.29	64681
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	97.13	64701
101-371-716.300	MADISON NATIONAL LIFE	26.69	64701
101-371-719.000	MADISON NATIONAL LIFE	184.69	64766
101-371-719.000	WORKMEN'S COMP	90.57	64722
101-371-740.000	OPERATING SUPPLIES	122.88	64723
101-371-740.000	OPERATING SUPPLIES	(31.52)	64790
101-371-740.000	OPERATING SUPPLIES	63.17	64723
101-371-745.000	OPERATING SUPPLIES OFFICE EQUIP	800.00	64709
101-371-802.000	LEGAL SERVICES	78.00	64699
101-371-817.000	PROFESSIONAL SERVICES	40.16	64723
101-371-850.100	WIRELESS COMMUNICATIONS	335.04	64767
101-371-900.000	LEGAL NOTICES	166.67	64785
101-371-936.000	MAINTENANCE AGREEMENTS	32.36	64733
101-371-938.100	GAS & DIESEL FUEL	22.94	64723
101-371-960.000	EDUCATION & TRAINING		
Total For Dept 371 COMMUNITY DEVELOPMENT		4,202.90	
Dept 421 CONSTRUCTION CODES			
101-421-715.000	FICA EMPLOYER CONTRIBUTION	81.35	64761
101-421-716.000	HEALTH INSURANCE	1,449.38	64681
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	3.49	64680
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	16.96	64681
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	51.48	64701
101-421-716.300	MADISON NATIONAL LIFE	13.38	64701
101-421-719.000	MADISON NATIONAL LIFE	29.69	64766
101-421-719.000	WORKMEN'S COMP	35.50	64723
101-421-740.000	OPERATING SUPPLIES	39.00	64775
101-421-740.000	OPERATING SUPPLIES	98.25	64790
101-421-740.000	OPERATING SUPPLIES	260.00	64801
101-421-817.000	PROFESSIONAL SERVICES	63.52	64699
101-421-850.100	WIRELESS COMMUNICATIONS	16.76	64723
101-421-936.000	MAINTENANCE AGREEMENTS	166.67	64785
101-421-938.100	GAS & DIESEL FUEL	58.08	64733
101-421-960.000	EDUCATION & TRAINING	300.00	64688

GL Number	Invoice Line Desc	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND				
Dept 421 CONSTRUCTION CODES				
Dept 444 STORM WATER MANAGEMENT				
101-444-817.000	PROFESSIONAL SERVICES	Total For Dept 421 CONSTRUCTION CODES	2,683.51	
Dept 448 STREET LIGHTING				
101-448-920.000	UTILITIES	SAGINAW AREA STORM WATER OCTOBER - DECEMBER 2021	1,770.62	64779
		Total For Dept 444 STORM WATER MANAGEMENT	1,770.62	
Dept 752 ADMINISTRATION				
101-752-716.000	HEALTH INSURANCE	CONSUMERS ENERGY CO UTILITY BILL - 48609 LED LIGHT RD	21.63	64689
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	Total For Dept 448 STREET LIGHTING	21.63	
101-752-716.100		BLUE CROSS BLUE SHIELD O HEALTH/VISION	1,708.41	64681
101-752-716.300		BLUE CROSS BLUE SHIELD O HEALTH/VISION	17.29	64701
101-752-719.000	WORKMEN'S COMP	MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D	103.29	64701
101-752-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D	28.76	64766
101-752-740.000	OPERATING SUPPLIES	MI MUNICIPAL WORKERS COM PAYROLL AUDIT - 07/20-07/21	101.83	64682
101-752-803.000	AUDIT	BRADYS BUSINESS SYSTEM KYOCERA - 30111 - 09/27/21-10/26/21	43.62	64712
101-752-817.000	PROFESSIONAL SERVICES	PRINT EXPRESS OFFICE PRO NAMEPLATE - BUSINESS CARDS - SHULTE	55.00	64752
101-752-817.000	PROFESSIONAL SERVICES	GABRIDGE & COMPANY PLC 2020 AUDIT - FINAL BILL	427.50	64699
101-752-836.000	EMPLOYMENT PHYSICALS	ISOLVED BENEFIT SERVICES COBRA NOTICES ADMIN - CORE SERVICE	49.03	64785
		SAMSA ANNUAL WEB MAINTENANCE - LEVEL 2	166.66	64747
		COVENANT OCCUPATIONAL EMPLOYEE PHYSICAL	102.00	
Dept 756 FACILITY ACQUISITION/CONSTRUC				
101-756-974.550	CAPITAL IMPROVEMENTS	Total For Dept 752 ADMINISTRATION	2,803.39	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	STATE BANK EBAY/MBRSH/ MENARDS/AMZN/BAYNES/WIRED	64723	
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOLGAST DESIGN GROUP, LL NATURE CENTER FACILITY - RESTROOMS,WI	7,455.79	64735
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	SPICER GROUP INC. THOMAS TWP - NATURE CENTER DEVELOPMEN	2,692.00	64788
		STANDARD ELECTRIC COMPAN CABLE - SECURITY - NATURE CENTER	219.21	64789
Dept 761 SWIM PROGRAMS				
101-761-719.000	WORKMEN'S COMP	Total For Dept 756 FACILITY ACQUISITION/CONSTRUC	10,290.27	
101-761-930.000	REPAIRS/MAINTENANCE	MI MUNICIPAL WORKERS COM PAYROLL AUDIT - 07/20-07/21	(171.00)	64766
		SAGINAW COUNTY PUBLIC HE POOL TESTING - JULY - SEPTEMBER 2021	210.00	64782
Dept 763 SOCCER				
101-763-719.000	WORKMEN'S COMP	Total For Dept 761 SWIM PROGRAMS	39.00	
101-763-740.000	OPERATING SUPPLIES	MI MUNICIPAL WORKERS COM PAYROLL AUDIT - 07/20-07/21	152.00	64766
101-763-740.300	OPERATING SUPPLIES T-SHIRTS	SHERWIN-WILLIAMS PAINT - HYDRANTS & SOCCER FIELDS	365.86	64720
		CHAOS AP SCREEN PRINTING SOCCER SHIRTS	1,120.00	64685
Dept 764 YOUTH SOFTBALL				
101-764-719.000	WORKMEN'S COMP	Total For Dept 763 SOCCER	1,637.86	
		MI MUNICIPAL WORKERS COM PAYROLL AUDIT - 07/20-07/21	86.00	64766
Dept 765 ADULT SOFTBALL				
101-765-719.000	WORKMEN'S COMP	Total For Dept 764 YOUTH SOFTBALL	86.00	
101-765-740.300	OPERATING SUPPLIES T-SHIRTS	MI MUNICIPAL WORKERS COM PAYROLL AUDIT - 07/20-07/21	28.00	64766
		CHAOS AP SCREEN PRINTING ADULT SOFTBALL SHIRTS	108.00	64685
Dept 769 VOLLEYBALL				
101-769-740.000	OPERATING SUPPLIES	Total For Dept 765 ADULT SOFTBALL	136.00	
		TAYLOR TROPHY AND AWARDS POSTERS - SAND VOLLEYBALL CHAMPS	60.00	64729

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 769 VOLLEYBALL					
Total For Dept 769 VOLLEYBALL				60.00	
Dept 770 OPERATIONS & MAINTENANCE					
101-770-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	391.00	64766
101-770-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	628.60	64723
101-770-850.000	TELEPHONE	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	128.62	64723
101-770-850.100	WIRELESS COMMUNICATIONS	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	87.61	64723
101-770-850.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6660 GRATIOT RD	72.51	64689
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 605 S MILLER RD	95.98	64689
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD L4 LIGHT	264.36	64689
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST L4 LIGHT	95.69	64689
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - ROBERT MILLER NO	152.70	64794
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - ROBERT MILLER NO	1,635.28	64794
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - ROBERTS BACON	28.75	64794
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 6660 GRATIOT	119.93	64794
101-770-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 605 S MILLER RD	134.79	64794
101-770-930.000	REPAIRS/MAINTENANCE	CARTER LUMBER	MATERIALS FOR SIGN - DISC GOLF	327.31	64684
101-770-930.000	REPAIRS/MAINTENANCE	CONSUMERS ENERGY CO	LAND RENTS/LEASE - MI28569SAG-E	848.67	64690
101-770-930.000	REPAIRS/MAINTENANCE	MARLO CO LAWN SPRINKLER	WINTERIZATION - ROBERTS PARKS - WRK O	153.00	64702
101-770-930.000	REPAIRS/MAINTENANCE	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	1,104.12	64723
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	160.75	64731
101-770-930.000	REPAIRS/MAINTENANCE	YEAGER ASPHALT	CRACKFILL - ROBERTS PARK	4,250.00	64737
101-770-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	771.97	64754
101-770-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	41.26	64770
101-770-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	REPAIR - 2006 CHEVY SILVERADO - PARKS	304.00	64795
101-770-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	TIRE REPAIR - PARKS	20.00	64795
101-770-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	716.11	64733
101-770-940.100	EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL/DDA	296.16	64794
Total For Dept 770 OPERATIONS & MAINTENANCE				12,829.17	
Dept 771 FLAG FOOTBALL					
101-771-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	87.00	64766
Total For Dept 771 FLAG FOOTBALL				87.00	
Dept 774 SPECIAL EVENTS					
101-774-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	86.00	64766
101-774-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	269.99	64723
101-774-740.000	OPERATING SUPPLIES	TSC STORES	REPAIRS/MAINTENANCE	82.40	64731
101-774-740.000	OPERATING SUPPLIES	HOME DEPOT	REPAIRS/MAINTENANCE	369.34	64754
101-774-740.000	OPERATING SUPPLIES	JOHN CORRIEVEAU	50 BALES OF STRAW - AARON SAWATZKI -	150.00	64757
Total For Dept 774 SPECIAL EVENTS				957.73	
Dept 776 TRAIN					
101-776-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	56.50	64754
101-776-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	69.78	64770
101-776-970.000	CAPITAL OUTLAY	DON'S WELDING	RMV/REPLACE OLD TRAIN COUPLER HEADS -	750.75	64693
101-776-970.000	CAPITAL OUTLAY	DON'S WELDING	REMOVE GAS TANK & REPLACE - TRAIN - P	280.00	64693
101-776-970.000	CAPITAL OUTLAY	HOME DEPOT	REPAIRS/MAINTENANCE	125.98	64754
101-776-970.000	CAPITAL OUTLAY	NAPA AUTO PARTS	VEHICLE MAINTENANCE	142.60	64770
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS	276.89	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS	46.19	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS - CREDIT	(142.87)	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS - CREDIT	(30.26)	64786



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PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 776 TRAIN					
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS	79.25	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS	499.99	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS - CREDIT	(499.99)	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS	45.15	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS	97.24	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS - CREDIT	(15.93)	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS - CREDIT	(26.22)	64786
101-776-970.000	CAPITAL OUTLAY	SCIENTIFIC BRAKE & EQUIP	TRAIN PARTS - CREDIT	(57.01)	64786
Total For Dept 776 TRAIN				1,698.04	
Total For Fund 101 GENERAL OPERATING FUND				67,206.54	
Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT					
Dept 000					
205-000-715.000	FICA EMPLOYER CONTRIBUTION	MADISON NATIONAL LIFE	3RD QUARTER 2021	164.34	64761
205-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,848.58	64681
205-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	23.21	64681
205-000-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	109.75	64701
205-000-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	30.01	64701
205-000-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	2,744.83	64701
205-000-740.000	OPERATING SUPPLIES	PHOTO TECHNICIANS INC.	PRINTS - FIRE	12.00	64766
205-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	72.74	64711
205-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	37.98	64722
205-000-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	397.10	64722
205-000-740.000	OPERATING SUPPLIES	BIOMEDICAL SOLUTIONS, IN	LITHIUM BATTERY	100.31	64723
205-000-740.000	OPERATING SUPPLIES	BOSS BUSINESS SOLUTION	CS-CS307CI - OVERAGE CHRG - 06/27/21-	87.52	64741
205-000-740.000	OPERATING SUPPLIES	MCKESSON/MOORE MEDICAL L	OPERATING SUPPLIES - FIRE	416.28	64743
205-000-740.000	OPERATING SUPPLIES	MCKESSON/MOORE MEDICAL L	OPERATING SUPPLIES - FIRE	108.43	64764
205-000-740.000	OPERATING SUPPLIES	PHOTO TECHNICIANS INC.	PRINTS - FIRE	12.00	64764
205-000-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - PB SAFETY	88.78	64774
205-000-740.000	OPERATING SUPPLIES	TRI-CITY KUSTOMZ	UNIT NUMBER - FIRE TRUCK/HELMET NAMES	44.00	64775
205-000-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - FIRE	80.98	64797
205-000-742.000	UNIFORMS	HOUSE SCREEN PRINTING	UNIFORMS - T SHIRTS - FIRE	295.00	64736
205-000-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - FIRE	34.99	64755
205-000-803.000	AUDIT	GABRIDGE & COMPANY PLC	2020 AUDIT - FINAL BILL	427.50	64803
205-000-804.000	MEMBERSHIP & DUES	MICHIGAN ASSOC OF FIRE C	MEMBERSHIP RENEWAL - 2021-2023 - FIRE	80.00	64752
205-000-810.100	CONTRACTED SERVICES	ISOLVED BENEFIT SERVICES	COBRA NOTICES ADMIN - CORE SERVICE	78.00	64704
205-000-810.100	CONTRACTED SERVICES	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	374.22	64699
205-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY 911	EMERGENCY REPORTING - 5TH YR PYMNT -	946.91	64723
205-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENTS - FIRE	44.50	64781
205-000-810.100	CONTRACTED SERVICES	TRUGREEN PROCESSING CENT	LAWN SERVICE - 8215 SHIELDS DR	39.37	64793
205-000-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICALS	160.00	64798
205-000-850.000	TELEPHONE	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	55.79	64747
205-000-850.000		123.NET	TELEPHONE SERVICE	117.79	64723
205-000-850.100	WIRELESS COMMUNICATIONS	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	154.75	64738
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 SIREN RD	25.01	64723
205-000-930.000	REPAIRS/MAINTENANCE	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	14.79	64689
205-000-930.100	REPAIRS & MAINTENANCE FS#1	HOME DEPOT	REPAIRS/MAINTENANCE	199.00	64723
205-000-930.200	REPAIRS & MAINTENANCE FS#2	DAVID STOSIK	9/11 MEMORIAL PLAQUE	120.00	64754
205-000-930.200	REPAIRS & MAINTENANCE FS#2	STATE BANK	EBAY/MBRSH/MENARDS/AMZN/BAYNES/WIRED	187.27	64691
205-000-930.200	REPAIRS & MAINTENANCE FS#2	HOME DEPOT	REPAIRS/MAINTENANCE	21.30	64723
205-000-936.000	MAINTENANCE AGREEMENTS	DYNAMIC PIPING COMPANY I	ANNUAL INSPECTION OF FIRE PROTECTION	175.00	64754
205-000-936.000	MAINTENANCE AGREEMENTS	SAMSA	ANNUAL WEB MAINTENANCE - LEVEL 2	166.67	64695
205-000-936.000					64785

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number Invoice Line Desc Amount Check #

Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

Dept 000				
205-000-938.000	VEHICLE EXPENSE	REPAIR - E2 - FIRE	819.95	64677
205-000-938.000	VEHICLE EXPENSE	REPAIR - E2 - FIRE	310.50	64677
205-000-938.000	VEHICLE EXPENSE	REPAIRS/MAINTENANCE - T2	133.95	64696
205-000-938.000	VEHICLE EXPENSE	REPAIRS/MAINTENANCE - E2	181.25	64696
205-000-938.000	VEHICLE EXPENSE	VEHICLE MAINTENANCE	15.24	64770
205-000-938.000	VEHICLE EXPENSE	REPAIR - 2011 CHEVY TAHOE - FIRE	161.43	64795
205-000-938.100	GAS & DIESEL FUEL	GAS/DIESEL FUEL	446.35	64733
205-000-960.000	EDUCATION & TRAINING	ANNUAL OPEN HOUSE	391.20	64700
205-000-960.000	EDUCATION & TRAINING	SIGN USAGE - OPEN HOUSE - FIRE	164.00	64715
205-000-960.000	EDUCATION & TRAINING	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	61.17	64723
Total For Dept 000			12,781.74	
Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT			12,781.74	

Fund 206 FIRE APPARATUS

Dept 000				
206-000-970.000	CAPITAL OUTLAY	PHOENIX SAFETY OUTFITTER	300.00	64710
206-000-970.000	CAPITAL OUTLAY	CSI EMERGENCY APPARATUS, OPERATING SUPPLIES - FIRE APPARATUS	9,895.97	64749
206-000-970.000	CAPITAL OUTLAY	CSI EMERGENCY APPARATUS, OPERATING SUPPLIES - FIRE APPARATUS	2,203.23	64749
Total For Dept 000			12,399.20	
Total For Fund 206 FIRE APPARATUS			12,399.20	

Fund 207 PUBLIC SAFETY-POLICE

Dept 000				
207-000-716.000	HEALTH INSURANCE	HEALTH/VISION	6,427.08	64681
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	HEALTH INSURANCE	20.85	64680
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	HEALTH/VISION	68.72	64681
207-000-716.100		LIFE/DISABILITY/AD&D	298.27	64701
207-000-716.300		LIFE/DISABILITY/AD&D	70.42	64701
207-000-716.600	RETIREE HEALTH INS SUPPLEMENT	RETIREE STIPEND HEALTHCARE COSTS	200.00	64746
207-000-719.000	WORKMEN'S COMP	PAYROLL AUDIT - 07/20-07/21	1,909.69	64766
207-000-740.000	OPERATING SUPPLIES	OFFICE SUPPLIES	49.58	64722
207-000-740.000	OPERATING SUPPLIES	CS-CS307CI - OVERAGE CHRGE - 06/27/21-	87.52	64743
207-000-740.000	OPERATING SUPPLIES	OFFICE SUPPLIES - PB SAFETY	88.78	64775
207-000-742.000	UNIFORMS	BADGE & WALLET - RETIRED - POLICE	197.00	64678
207-000-742.000	UNIFORMS	UNIFORMS - NEW EMBLEM - POLICE	247.50	64708
207-000-742.000	UNIFORMS	UNIFORMS - PRESLEY - POLICE	701.50	64708
207-000-742.000	UNIFORMS	HOLSTER - POLICE	319.00	64708
207-000-742.000	UNIFORMS	UNIFORMS - POLICE	380.00	64771
207-000-742.000	UNIFORMS	UNIFORMS - POLICE	162.00	64771
207-000-742.000	UNIFORMS	UNIFORMS - COLLAR BRASS	72.00	64771
207-000-802.000	LEGAL SERVICES	LEGAL SERVICES	1,360.00	64709
207-000-803.000	AUDIT	2020 AUDIT - FINAL BILL	451.25	64752
207-000-810.100	CONTRACTED SERVICES	COBRA NOTICES ADMIN - CORE SERVICE	268.68	64699
207-000-810.100	CONTRACTED SERVICES	MONTH END REPORTS	13.00	64780
207-000-810.100	CONTRACTED SERVICES	ARRAIGNMENTS SEPTEMBER 2021	142.80	64783
207-000-836.000	EMPLOYMENT PHYSICALS	EMPLOYEE EVALUATION	400.00	64772
207-000-850.000		TELEPHONE SERVICE	117.79	64738
207-000-850.100	WIRELESS COMMUNICATIONS	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	107.61	64723
207-000-930.000	REPAIRS/MAINTENANCE	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	14.79	64723
207-000-930.000	REPAIRS/MAINTENANCE	LAWN SERVICE - 8215 SHIELDS DR	39.38	64798
207-000-936.000	MAINTENANCE AGREEMENTS	ANNUAL INSPECTION OF FIRE PROTECTION	175.00	64695



GL Number	Invoice Line Desc	Vendor	PAID - CHECK TYPE: PAPER CHECK	Invoice Description	Amount	Check #
Fund 207 PUBLIC SAFETY-POLICE						
Dept 000						
207-000-936.000	MAINTENANCE AGREEMENTS	SAGINAW COUNTY CONTROLLE		USER FEE - MOBILE DATA COMPUTER REPLC	7,500.00	64716
207-000-936.000	MAINTENANCE AGREEMENTS	SAMSA		ANNUAL WEB MAINTENANCE - LEVEL 2	166.67	64785
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET		WIPER BLADES - 2017 FORD EXPLORER - P	45.06	64697
207-000-938.000	VEHICLE EXPENSE	TREIB INC		VEHICLE WASHES	52.00	64796
207-000-938.100	GAS & DIESEL FUEL	WEX INC		GAS/DIESEL FUEL	1,467.36	64733
207-000-960.000	EDUCATION & TRAINING	CALIBRE PRESS		FOR LEGALLY JUSTIFIED,BUT WAS IT AVOI	199.00	64683
		Total For Dept 000			23,820.30	
		Total For Fund 207 PUBLIC SAFETY-POLICE			23,820.30	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Dept 000						
248-000-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP BUSINESS		GREATER THOMAS TOWNSHIP BUY LOCAL CAM	250.00	64792
248-000-803.000	AUDIT	GABRIDGE & COMPANY PLC		2020 AUDIT - FINAL BILL	190.00	64752
248-000-930.000	REPAIRS/MAINTENANCE	LEDY ELECTRIC INC.		REPLACE STREETLIGHT POLE - FRONT OF J	1,648.00	64760
248-000-930.000	REPAIRS/MAINTENANCE	THOMAS TWP WATER		EQUIPMENT RENTAL/DDA	444.92	64794
248-000-974.000	CAPITAL IMPROVEMENTS	SPICER GROUP INC.		THOMAS TWP - WEST GATEWAY SIGN	1,271.75	64788
248-000-974.000	CAPITAL IMPROVEMENTS	TRI-CITY KUSTOMZ		GATEWAY WEST SIGNAGE- LOGO & WELCOME	2,185.00	64797
		Total For Dept 000			5,989.67	
		Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			5,989.67	
Fund 271 LIBRARY FUND						
Dept 000						
271-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	858.77	64681
271-000-716.500	DISABILITY	UNUM &MEBS		DISABILITY - LIBRARY	664.94	64800
271-000-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM		2020/2021 PAYROLL AUDIT - LIBRARY	20.00	64765
271-000-728.000	CHILDRENS BOOKS - 2036179405	BAKER & TAYLOR		CHILDREN/ADULT BOOKS	1,036.24	64740
271-000-728.000	CHILDRENS BOOKS	JUNIOR LIBRARY GUILD		CHILDREN BOOKS	224.00	64758
271-000-728.100	ADULT BOOKS - 2036183903	BAKER & TAYLOR		CHILDREN/ADULT BOOKS	925.74	64740
271-000-728.200	ADULT BOOKS - 75887387	CENGAGE LEARNING INC - G		BOOKS	342.82	64745
271-000-728.200	AUDIO/VISUAL BOOKS	BLACKSTONE PUBLISHING		AUDIO/VISUAL BOOKS	99.00	64742
271-000-730.000	PERIODICALS	THE WALL STREET JOURNAL		SUBSCRIPTION - 1YR - LIBRARY	599.88	64791
271-000-850.000	TELEPHONE	WILDFIRE CREDIT UNION		ATT/WALMART/MEIJER/ZOOM	333.62	64734
271-000-930.000	REPAIRS/MAINTENANCE	WILDFIRE CREDIT UNION		ATT/WALMART/MEIJER/ZOOM	83.11	64734
271-000-930.000	REPAIRS/MAINTENANCE	B&B LAWN MAINTENANCE		LAWN MAINTENANCE - LIBRARY	195.00	64739
271-000-956.000	MISCELLANEOUS	WILDFIRE CREDIT UNION		ATT/WALMART/MEIJER/ZOOM	149.90	64734
271-000-956.000	MISCELLANEOUS	PEAK PERFORMANCE PC SVCS		TROUBLESHOOT PRINTING - LIBRARY	120.00	64773
		Total For Dept 000			5,653.02	
		Total For Fund 271 LIBRARY FUND			5,653.02	
Fund 590 SEWER FUND						
Dept 536 ADMINISTRATION						
590-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	1,501.54	64681
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O		HEALTH/VISION	15.72	64681
590-536-716.100		MADISON NATIONAL LIFE		LIFE/DISABILITY/AD&D	75.81	64701
590-536-716.300		MADISON NATIONAL LIFE		LIFE/DISABILITY/AD&D	22.85	64701
590-536-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM		PAYROLL AUDIT - 07/20-07/21	84.40	64766
590-536-740.000	OPERATING SUPPLIES	QUILL CORPORATION		OFFICE SUPPLIES	30.99	64713
590-536-740.000	OPERATING SUPPLIES	STATE BANK		EBAY/MBRSH/ MENARDS/AMZN/BAYNES/WIRED	21.47	64723
590-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO		OFFICE SUPPLIES - DPW	10.99	64775
590-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA		SEPTEMBER WATER BILLS - FOLD/INSERT/D	100.22	64778

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 09/29/2021 - 10/27/2021  
JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	Invoice Line Desc	Amount	Check #
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Fund 590 SEWER FUND Dept 536 ADMINISTRATION	OPERATING SUPPLIES	83.41	64778
	OPERATING SUPPLIES	330.45	64799
	LEGAL SERVICES	25.00	64709
	AUDIT	807.50	64752
	CONTRACTED SERVICES	39.42	64699
	CONTRACTED SERVICES - UTILITY B	1,150.00	64744
	CONTRACTED SERVICES	22.25	64793
	EDUCATION & TRAINING	65.00	64705
	Total For Dept 536 ADMINISTRATION		4,387.02
Dept 540 OPERATIONS & MAINTENANCE	HEALTH INSURANCE	1,536.04	64681
	VISION/SHORT TERM DISAB/LIFE	13.37	64681
		84.73	64701
	WORKMEN'S COMP	23.42	64701
	UNIFORMS	213.00	64766
	UNIFORMS	62.97	64731
	CONTRACTED SERVICES	186.00	64803
	PROFESSIONAL SERVICES	92.92	64699
	EMPLOYMENT PHYSICALS	591.00	64788
	TELEPHONE	15.00	64747
Wireless Communications	WIRELESS COMMUNICATIONS	154.54	64723
	UTILITIES	117.80	64738
	REPAIRS/MAINTENANCE	121.42	64723
	REPAIRS/MAINTENANCE	95.00	64756
	REPAIRS/MAINTENANCE	163.53	64707
	REPAIRS/MAINTENANCE	53.49	64723
	REPAIRS/MAINTENANCE	58.40	64727
	REPAIRS/MAINTENANCE	41.48	64731
	REPAIRS/MAINTENANCE	234.72	64732
	REPAIRS/MAINTENANCE	218.11	64732
Customer Deposits Morgan Court	REPAIRS/MAINTENANCE	26,980.28	64750
	REPAIRS/MAINTENANCE	329.24	64754
	REPAIRS/MAINTENANCE	178.90	64759
	REPAIRS/MAINTENANCE	2,175.00	64777
	REPAIRS/MAINTENANCE	247.25	64777
	REPAIRS/MAINTENANCE	31.50	64798
	REPAIRS/MAINTENANCE	33.98	64802
	REPAIRS/MAINTENANCE	(12.62)	64802
	REPAIRS/MAINTENANCE	166.67	64785
	REPAIRS/MAINTENANCE	748.32	64698
Education & Training	VEHICLE EXPENSE	24.47	64721
	VEHICLE EXPENSE	10.00	64795
	GAS & DIESEL FUEL	890.39	64733
	EDUCATION & TRAINING	65.00	64705
	Total For Dept 540 OPERATIONS & MAINTENANCE		35,945.32
	Total For Fund 590 SEWER FUND		40,332.34
Fund 591 WATER FUND Dept 000			
Total For Fund 591 WATER FUND		1,945.13	64788

CUSTOMER DEPOSITS MORGAN COURT  
SPICER GROUP INC.  
THOMAS TWP - MORGAN COURT WATER MAIN

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 000					
Dept 536 ADMINISTRATION				1,945.13	
591-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,501.54	64681
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	15.72	64681
591-536-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	75.81	64701
591-536-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	22.85	64701
591-536-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	84.40	64766
591-536-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	31.00	64713
591-536-740.000	OPERATING SUPPLIES	STATE BANK	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	21.47	64723
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW	10.99	64775
591-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	SEPTEMBER WATER BILLS - FOLD/INSERT/D	100.23	64778
591-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	OCTOBER WATER BILLS - FOLD/INSERT/DEL	83.41	64778
591-536-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	BULK POSTAGE PERMIT #273 - WATER	330.46	64799
591-536-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	25.00	64709
591-536-803.000	AUDIT	GABRIDGE & COMPANY PLC	2020 AUDIT - FINAL BILL	807.50	64752
591-536-810.000	CONTRACTED SERVICES	ISOLVED BENEFIT SERVICES	COBRA NOTICES ADMIN - CORE SERVICE	39.42	64699
591-536-810.000	CONTRACTED SERVICES - UTILITY B	BS&A SOFTWARE	ANNUAL GL/CR/AP/PR/TIMESHEETS/CEMETER	1,150.00	64744
591-536-810.000	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENTS - DPW	22.25	64793
591-536-960.000	EDUCATION & TRAINING	MICHIGAN SECTION AWWA	FALL REGIONAL MTG - SCHULTZ	65.00	64705
Dept 540 OPERATIONS & MAINTENANCE				4,387.05	
591-540-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,536.04	64681
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.37	64681
591-540-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	84.73	64701
591-540-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.42	64701
591-540-719.000	WORKMEN'S COMP	MI MUNICIPAL WORKERS COM	PAYROLL AUDIT - 07/20-07/21	898.00	64766
591-540-742.000	UNIFORMS	TSC STORES	REPAIRS/MAINTENANCE	62.97	64731
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	186.00	64803
591-540-810.000	CONTRACTED SERVICES	ISOLVED BENEFIT SERVICES	COBRA NOTICES ADMIN - CORE SERVICE	92.92	64699
591-540-817.000	PROFESSIONAL SERVICES	STATE OF MICHIGAN	ISDE SAMPLING - 07/19/2021	350.00	64725
591-540-817.000	PROFESSIONAL SERVICES	SPIKER GROUP INC.	THOMAS TWP - WATER MAIN STANDARD SPEC	197.00	64788
591-540-817.000	PROFESSIONAL SERVICES	SPIKER GROUP INC.	THOMAS TWP - SWAN VALLEY SCHOOLS WATE	2,282.00	64788
591-540-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICAL	15.00	64747
591-540-850.000	TELEPHONE	STATE BANK	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	26.50	64723
591-540-850.000		123.NET	TELEPHONE SERVICE	117.80	64738
591-540-850.100	WIRELESS COMMUNICATIONS	STATE BANK	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	121.43	64723
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 12350 GEDDES RD	29.09	64689
591-540-927.000	PURCHASING WATER	CITY OF SAGINAW	USAGE - 6703 GRATIOT AVE	153,442.20	64686
591-540-927.100	READINESS TO SERVE CITY OF SA	CITY OF SAGINAW	USAGE - 6703 GRATIOT AVE	93,439.26	64686
591-540-930.000	REPAIRS/MAINTENANCE	MIDLAND PAPER COMPANY	OPERATING SUPPLIES - DPW	163.53	64707
591-540-930.000	REPAIRS/MAINTENANCE	SHERWIN-WILLIAMS	PAINT - HYDRANTS & SOCCER FIELDS	56.54	64720
591-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	EBAY/MBSHP/MENARDS/AMZN/BAYNES/WIRED	53.50	64723
591-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	41.48	64731
591-540-930.000	REPAIRS/MAINTENANCE	USABUEBOOK	CABLE TIES - DPW	234.73	64732
591-540-930.000	REPAIRS/MAINTENANCE	USABUEBOOK	HONDA LIGHTWEIGHT DEWATERING - DPW	218.11	64732
591-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	329.24	64754
591-540-930.000	REPAIRS/MAINTENANCE	KLUCK NURSERY INC	PLANTS - 251 MILLER CT	178.90	64759
591-540-930.000	REPAIRS/MAINTENANCE	MARLO CO LAWN SPRINKLER	WINTERIZATION - ELEVATED WATER TOWER	105.00	64762
591-540-930.000	REPAIRS/MAINTENANCE	TRUGREEN PROCESSING CENT	LAWN SERVICE - 251 MILLER CT	31.50	64798
591-540-930.000	REPAIRS/MAINTENANCE	WOHLFEIL HARDWARE	OFFICE CHAIR CASTERS	33.98	64802
591-540-930.000	REPAIRS/MAINTENANCE	WOHLFEIL HARDWARE	OFFICE CHAIR CASTERS - CREDIT	(12.62)	64802



INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 09/29/2021 - 10/27/2021  
JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	Invoice Line Desc	Amount	Check #
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Fund 591 WATER FUND			
Dept 540 OPERATIONS & MAINTENANCE			
591-540-936.000	MAINTENANCE AGREEMENTS		
591-540-938.000	VEHICLE EXPENSE	166.67	64785
591-540-938.000	VEHICLE EXPENSE	748.32	64698
591-540-938.000	VEHICLE EXPENSE	24.48	64721
591-540-938.000	VEHICLE EXPENSE	10.00	64795
591-540-938.100	GAS & DIESEL FUEL	890.39	64733
591-540-939.000	CONTRACTED CONNECTIONS	260.47	64679
591-540-960.000	EDUCATION & TRAINING	65.00	64705
Total For Dept 540 OPERATIONS & MAINTENANCE		256,516.95	
Total For Fund 591 WATER FUND		262,849.13	
Fund 596 MUNICIPAL REFUSE FUND			
Dept 000			
596-000-719.000	WORKMEN'S COMP		
596-000-740.000	OPERATING SUPPLIES - STICKERS	77.00	64766
596-000-803.000	AUDIT	117.00	64706
596-000-808.000	REFUSE CONTRACT	95.00	64752
596-000-817.000	PROFESSIONAL SERVICES	66,522.73	64706
596-000-940.100	EQUIPMENT RENTAL	166.66	64785
Total For Dept 000		624.78	64794
Total For Fund 596 MUNICIPAL REFUSE FUND		67,603.17	
Fund 703 TAX FUND			
Dept 000			
703-000-202.000	ACCOUNTS PAYABLE		
703-000-202.000	ACCOUNTS PAYABLE	10,646.81	64694
703-000-202.000	ACCOUNTS PAYABLE	7.04	64728
703-000-202.000	ACCOUNTS PAYABLE	5.68	64748
703-000-222.000	ACCOUNTS PAYABLE	548.21	64763
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	33,203.85	64717
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	9,293.11	64783
703-000-222.400	DUE TO SAGINAW COUNTY SET	11,483.02	64784
703-000-236.100	DUE TO STATE OF MI IFT	65,041.50	64726
Total For Dept 000		130,229.22	
Total For Fund 703 TAX FUND		130,229.22	

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

Fund 100	CLEARING FUND	2,761.61
Fund 101	GENERAL OPERA	67,206.54
Fund 205	PUBLIC SAFETY	12,781.74
Fund 206	FIRE APPARATU	12,399.20
Fund 207	PUBLIC SAFETY	23,820.30
Fund 248	Downtown Deve	5,989.67
Fund 271	LIBRARY FUND	5,653.02
Fund 590	SEWER FUND	40,332.34
Fund 591	WATER FUND	262,849.13
Fund 596	MUNICIPAL REF	67,603.17
Fund 703	TAX FUND	130,229.22
Total For All Funds:		631,625.94



CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 10/31/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
Fund 100	CLEARING FUND				
001.000	59	13,465.02	14,695,122.83	14,694,582.60	14,005.25
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,658,878.36	1,949,013.74	2,041,363.65	1,566,528.45
002.010	THE STATE BANK SAVINGS	1,138,323.24	11,559.00	0.00	1,149,882.24
002.350	CASH CHASE BANK	10,788.44	1.92	10,790.36	0.00
002.385	CASH TCF BANK	1,045,386.64	92.43	0.00	1,045,479.07
003.175	CERTIFICATE OF DEPOSIT TCF	250,000.00	0.00	0.00	250,000.00
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	1,017,727.06	0.00	0.00	1,017,727.06
	GENERAL OPERATING FUND	5,121,103.74	1,960,667.09	2,052,154.01	5,029,616.82
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	1.00	0.00	1.00	0.00
002.010	THE STATE BANK SAVINGS	5,016.08	4.37	0.00	5,020.45
	CHRISTOPHER THOMPSON FAMILY FUND	5,017.08	4.37	1.00	5,020.45
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	972,696.61	32,573.58	327,649.59	677,620.60
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	998,540.99	92,838.81	757,948.61	333,431.19
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,483,406.84	62,680.62	631,702.12	914,385.34
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 TCF	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	13,994.72	22,074.48	102,519.80
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	37,753.39	163,735.02	270,638.78
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	601,960.41	37,753.39	163,735.02	475,978.78
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,048,009.76	945,137.31	607,008.67	1,386,138.40
002.010	THE STATE BANK SAVINGS	509,677.44	343.62	0.00	510,021.06
002.200	RESERVED CASH SYSTEM EXPANSIO	150,798.65	7,200.00	0.00	157,998.65
002.385	CASH TCF BANK	2,494,481.50	97.40	0.00	2,494,578.90
002.386	TCF BANK SYSTEM EXPANSION	117,933.00	0.00	0.00	117,933.00
	SEWER FUND	4,320,900.35	952,778.33	607,008.67	4,666,670.01
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	690,527.25	2,284,852.46	2,545,101.03	430,278.68
002.010	THE STATE BANK SAVINGS	756.60	0.51	0.00	757.11
002.200	RESERVED CASH SYSTEM EXPANSIO	111,968.99	15,000.00	0.00	126,968.99
002.375	CASH HUNTINGTON BANK	246,824.23	10.34	0.00	246,834.57
002.385	CASH TCF BANK	1,337,077.40	67.21	0.00	1,337,144.61
002.386	TCF BANK SYSTEM EXPANSION	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	507,589.54	106.40	0.00	507,695.94
002.390	CASH FIRST STATE BANK	246,211.10	30.97	0.00	246,242.07
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
FROM 04/01/2021 TO 10/31/2021  
FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
	WATER FUND	3,659,131.11	2,300,067.89	2,545,101.03	3,414,097.97
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	691,802.89	55,935.91	515,602.94	232,135.86
002.385	CASH TCF BANK	106,913.45	4.48	30.00	106,887.93
	MUNICIPAL REFUSE FUND	798,716.34	55,940.39	515,632.94	339,023.79
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	0.00	5,442,769.96	5,344,957.53	97,812.43
	TOTAL - ALL FUNDS	19,031,571.24	25,647,191.98	27,662,547.60	17,016,215.62





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Al Fong, Police Chief
- **AGENDA TOPIC:** Accept the resignation of Officer Brandon Federspiel from the Thomas Township Police Department effective on October 21, 2021.
- **EXPLANATION OF TOPIC:** Officer Federspiel served the citizens of Thomas Township with dedication for over four years. Officer Federspiel will be moving on to work for Tittabawassee Township, where he currently lives with his family. We would like to thank Officer Federspiel for his service and wish him and his family well and good luck on his new position.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resignation letter.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the resignation of Officer Brandon Federspiel from the Thomas Township Police Department effective on October 21, 2021.
- **ROLL CALL VOTE REQUIRED:** No.

**Date: 10-06-2021**

**To: Chief Fong / Sgt. Cowles**

**From: Ofc. Brandon Federspiel**

**Reference: Resignation Letter**

I would like to first say it has been an honor and privilege for me to work for Thomas Township Police Department. I have thoroughly enjoyed my time here and feel I've truly helped make a difference in our community along with other members of the department; from traffic enforcement and handling complaints, to every day contact with individuals I speak with. I will always value my time spent here

With that being said, I'm writing this letter to inform you of my resignation with a two-week notice, effective October 20, 2021. I've decided to pursue a career more local to my family and have accepted a position with Tittabawassee Township Police Department.

I want to take this time to thank you, the members of the police department, the township board, and most importantly, the entire community for allowing me to serve them for the past 4 ½ years.

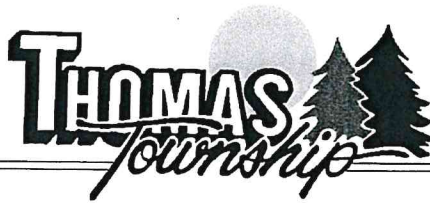
Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read 'B Federspiel', with a stylized flourish at the end.

Brandon Federspiel





## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Administrative Policy #220, allowing Thomas Township Board of Trustee members to participate remotely due to military duty, a medical condition, or a statewide or local state of emergency.
- **EXPLANATION OF TOPIC:** Pursuant to Michigan Open Meetings Act (MCL 15.261 et seq.) procedures need to be approved and established to allow a member of the Thomas Township Board of Trustees to participate in and vote on business coming before the Board when the member's absence is due to military duty, a medical condition, or a statewide or local state of emergency. The procedures outlined in the policy are consistent with those mandated in the Michigan Open Meetings Act. After December 31, 2021, these procedures shall only apply to members absent due to military duty.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Administrative Policy #220, Remote Participation of Absent Board Members.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Administrative Policy #220, Remote Participation of Absent Board Members.
- **ROLL CALL VOTE REQUIRED?** No.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Administrative Policy No:  
Effective Date:  
Amended:

220  
November 1, 2021

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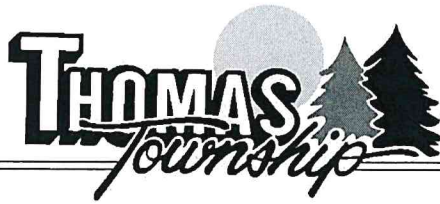
Policy Regarding

**Remote Participation of Absent Board  
Members**

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Pursuant to the Michigan Open Meetings Act (MCL 15.261 et seq.) the following procedures are hereby established to allow a member of the Thomas Township Board of Trustees to participate in and vote on business coming before the Board when the member's absence is due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law, charter, or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person:

1. Two-way communication to allow all Board members and meeting participants to hear and be heard.
2. A public announcement at the outset of the meeting (Roll Call) by the absent member that the member is participating remotely.
3. If remote attendance is due to other than military duty, the member's announcement must identify specifically the member's physical location by stating the county, city, township, or village and state.
4. The member's announcement shall be included in the meeting minutes.
5. Public notice of a member's remote participation due to an authorized absence shall be posted with the public notice of the meeting together with contact information for the member to allow members of the public to provide input on any business to come before the Board.
6. After December 31, 2021, these procedures shall apply only to members absent due to military duty.



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the amendments to Administrative Policy 603
- **EXPLANATION OF TOPIC:** Pursuant to PA 563 of 2018, the Freedom of Information Act (FOIA) has been amended effective December 31, 2018. Section 3 of the FOIA now requires that a requester must include that person's complete name, address, and contact information in the FOIA request. Act 523 also added a new provision to address what happens if a requester does not pay the deposit. If the deposit is not paid within 48 days of the notice, the request is considered abandoned. Due to those amendments our administrative policy as it relates to FOIA requests must be amended. The policy amendments mirror the suggested policy changes of both the Michigan Township's Association and the Michigan Municipal League.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Policy 603 and appendices.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the amendments to Administrative Policy 603, Freedom of Information Act Procedures & Guidelines.
- **ROLL CALL VOTE REQUIRED?** No.





# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Administrative Policy No:  
Effective Date:  
Amended:

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April 6, 1998  
August 7, 2000  
July 6, 2015  
November 1, 2021

Policy Regarding

## **FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES**

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### **Preamble: Statement of Principles**

It is the policy of Thomas Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Thomas Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

### **Section 1: General Policies**

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Deputy Clerk, ~~Betsy Wietfeldt~~ as the FOIA Coordinator. ~~He or she~~ is authorized to designate other Township staff to act on her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology

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staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: [www.thomastwp.org](http://www.thomastwp.org), so a link to those documents will be provided in lieu of providing paper copies of those documents.

### **Section 2: Requesting a Public Record**

**Public Act 523 of 2018 states a valid FOIA request must now contain the requestor's: (1) complete name; (2) address written in compliance with United States Postal Service Standards; and (3) telephone number or email address. Corporate entities who request records under the FOIA must provide this information for a company's agent. A request that does not contain this information may be denied as invalid.**

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request **as long as all requests contain the required information under Public Act 523 of 2018.**

Verbal requests for records shall be documented by the Township on the Township's FOIA Request Form.



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## **FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES**

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If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Thomas Township on a regular basis. A subscription is valid for up to six (6) months and may be renewed by the subscriber.

***A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.***

### **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within five (5) business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional ten (10) business days to respond for a total of no more than fifteen (15) business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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## **FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES**

### ***When a request is granted:***

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: [www.thomastwp.org](http://www.thomastwp.org), a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit, the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

**Public Act 523 of 2018 allows townships to consider a request "abandoned" if a good-faith deposit is not paid within that period, the requestor would then be obligated to file a new FOIA request to obtain the requested records MCL 15.234(14). The good-faith deposit request must specify that the request will be considered abandoned unless a deposit is received within 48 days from the date the letter is mailed.**

### ***When a request is denied or denied in part:***

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and



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- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Manager or seek judicial review in the Saginaw County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

### ***Requests to inspect public records:***

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

### ***Requests for certified copies:***

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

## **Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

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The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

### **Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township’s usual FOIA requests, not compared to the township’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.



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- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

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The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
  - The Township's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

## **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **Section 7: Discounted Fees**

### ***Indigence***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.



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An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

### ***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

## **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or

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- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Saginaw County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

### **Section 9: Appeal of an Excessive FOIA Processing Fee**

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor (*or "clerk" or "FOIA Coordinator," etc.*).



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The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Saginaw County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

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If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

### **Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective November 1, 2021 ~~July 7, 2015~~.

### **Section 11: Appendix of Thomas Township FOIA Forms**

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

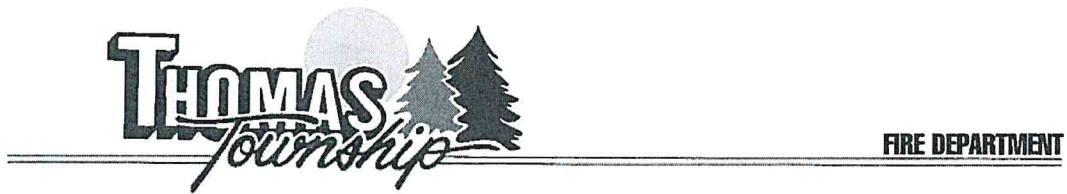




## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Hire Part time Fire Prevention Officer
- **EXPLANATION OF TOPIC:** The Fire Department would like to hire a part-time employee as a probationary fire prevention officer. We have a candidate who is currently a licensed Emergency Medical Technician (EMT) and Fire Fighter 2. He currently serves as a paid-on call fire fighter in another Saginaw County Fire Department. He could begin as soon as he completes the required physical and back ground check. This is an addition to the current part time position we have. With the absence of our fulltime staff member, we are needing help to keep up with several tasks. This candidate would be able to jump in quickly and help fill this vacancy. He would need to learn our equipment, but outside of that, it would be rather seamless. He currently has plans to begin a rigorous class in April so this would have an “end time” of April. By this time, our fulltime staff member will be back and we should be caught up. His name was brought to the Personnel Committee for approval. This is contingent upon successful completion of the physical agility testing and background check.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to hire: a person with contingencies, as probationary part-time fire prevention officer.
- **ROLL CALL VOTE REQUIRED?** No





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Appointment of Mike Fabish as Captain at Station #2.
- **EXPLANATION OF TOPIC:** Jason Grandy's promotion from Captain to Assistant Chief leaves the Station 2 Captain position vacant. Lieutenant Mike Fabish has filled in for several months while both Jason Grandy and Dave Sommers were on sick leave. I am recommending that Lieutenant Mike Fabish be promoted to the rank of Captain for Station 2.  
Lieutenant Fabish has served on our fire department since 2006 and in a leadership role for several of those years. Lieutenant Fabish has demonstrated that he is prepared for this role having served in this capacity with professionalism, dedication and the well-earned respect of the membership of our department.  
  
Promoting Lieutenant Fabish to Captain will help with the continuity of the roles and assignments within the operations at Fire Station 2. As Captain, Mr. Fabish will continue to be a great asset within our leadership team as his skill sets blend very well with others, giving us a wide range of management styles overall.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table the appointment Mike Fabish as Captain for Station #2.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_  
  
Supported by \_\_\_\_\_ to approve Mike Fabish as Captain for Station #2.
- **ROLL CALL VOTE REQUIRED?** No







## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** 2022 Regular Board Meeting Schedule
- **EXPLANATION OF TOPIC:** Annually, the Board sets the time, place, and dates for its regular meetings for the upcoming calendar year. The resolution establishing those dates is attached. The proposed schedule maintains the meeting date as the first Monday of every month at 7 p.m. at the Public Safety Building. The exceptions for 2022 are January, July and September which are moved to the second Monday of the month due to holiday's falling on or near the first Monday of the month.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**  
Resolution 21-21.
- **POSSIBLE COURSES OF ACTION:**  
Approve, amend or deny
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 21-21, establishing the dates, times, and place for 2022 regular Township Board meetings.
- **ROLL CALL VOTE REQUIRED?** Yes

RESOLUTION 21-21  
RESOLUTION FOR APPROVING  
THE THOMAS TOWNSHIP BOARD OF TRUSTEES  
ANNUAL MEETING DATES 2022

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 1st day of November, 2021 at 7:00 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

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

WHEREAS, the Thomas Township Board of Trustees will meet on the following dates for the 2022 year. All meetings will begin at 7:00 pm and will take place at the Thomas Township Public Safety Building, 8215 Shields Drive, Saginaw, MI 48609.

Monday, January 10

Monday, February 7

Monday, March 7

Monday, April 4

Monday, May 2

Monday, June 6

Monday, July 11

Monday, August 1

Monday, September 12

Monday, October 3

Monday, November 7

Monday, December 5

WHEREAS, this notice is in compliance with MCLA 41.72a (1) General Law.

NOW, THEREFORE, BE IT RESOLVED that the Thomas Township Board meetings for 2022 are held on the first Monday of each month. In cases where the first Monday falls on or near a Legal Holiday, the meeting will be set for the second Monday of the month, the schedule is attached.

Upon roll call vote, the following voted;

Aye:

Nay:

Absent:

The Supervisor declared the resolution adopted.

---

Robert Weise, Supervisor

**CERTIFICATE**

**I, Edward Brosowski, the duly elected and acting Clerk of Thomas Township, hereby, certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on November 1, 2021, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.**

---

Edward Brosowski, Clerk







TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** 11/1/2001
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works  
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Approve purchasing a portion of 8190 Gratiot (Armstead Automotive) for future DPW cold storage expansion.
- **EXPLANATION OF TOPIC:** Over the past few years, we have been in dialogue with John and Belinda Armstead, owners of Armstead Automotive, to purchase a portion of the land they own which butts up to the existing Public Works site. The land is un-developed and would serve as a potential Public Works facility expansion area for a storage building and/or parking lot expansion.

The existing parcel (28-12-3-26-1005-000) would be split to allow the business to keep its existing Automotive Shop and current parking lot. Thomas Township would then own the grass area just north of the parking lot, to the existing DPW site at 251 Miller Ct. It should be noted that an easement with "Crown Castle Towers" serving an existing cell tower is already in place on the proposed location, but that wouldn't impede any future development that Public Works would have for this site.

The proposed price is \$39,000 plus closing costs. This agenda item asks for the Board's concurrence to move forward with the offer and formalize it into a purchase agreement prepared by Township Attorney Otto Brandt.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Armstead Property Layout.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve purchasing a portion of 8190 Gratiot (Armstead Automotive) for future DPW cold storage expansion.
- **ROLL CALL VOTE REQUIRED?** No.





## Proposed Land Acquisition

8190 Gratiot

powered by  
**FetchGIS**

40m  
200ft



Map Publication:  
10/26/2021 12:21 PM

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





TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** 11/1/2021
- **SUBMITTED BY:** Trevor Schultz, Assistant Director - Department of Public Works  
Rick Hopper, Director - Department of Public Works
- **AGENDA TOPIC:** Contract with Cooper Excavating to pre-install water services for \$5,000 at the new Morgan Court water main extension.
- **EXPLANATION OF TOPIC:** Morgan Court, located just north of Geddes and east of Palomino is in the process of extending the existing dead ended road to the east culminating in a new cul-de-sac. Part of this improvement requires new water main extended down the road to support the proposed 5 (five) new lots.

We would like to have the water services installed during construction just like how we handled "The Greens" development a year ago. I have a quote from Cooper Excavating who is the contractor on the project to install water services for \$1,000 each. That makes a total commitment to the Township of \$5,000. If this work were to be completed after construction, we would pay between \$1,450 and \$1,750 to have these services installed. This results in a water service installation savings of between \$2,000 and \$3,000 dollars.

Another factor in this decision to pre-install services is that these monies will be recovered when residents apply for water service. The current cost for a new 1" water service connection is \$1,850. If we pay Cooper to pre-install them, Thomas Township is now profiting around \$500 per service after we pay for materials.

Cooper Excavating is a company that has completed many similar jobs successfully for Thomas Township DPW, and we have no qualms about awarding them this contract.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Cooper Excavating Quote.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Contract with Cooper Excavating to pre-install water services for \$5,000 at the new Morgan Court water main extension.
- **ROLL CALL VOTE REQUIRED?** No.



4185 Caine Rd  
Vassar, MI 48768

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

Quote To: Thomas Township

Job Name: Morgan CT Water Services  
Date of Plans: N/A  
Revision Date:

Phone:  
Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Install Water Services	5.00	EA	1,000.00	5,000.00
GRAND TOTAL					\$5,000.00

**NOTES:**

Job Includes:

10 - Install water services from main to property line. Thomas Township to supply all piping material. Remove spoils, backfill with sand and compact.

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

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

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

Sincerely,  
Nick Cooper  
Cooper Excavating



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Nominate Steven Witt to the 9-1-1 Authority Board.
- **EXPLANATION OF TOPIC:** Mr. Vern Weber represented Thomas Township as the Township Officers Association appointee for *Communities over 10,000 Residents* since the 9-1-1 Authority Board was created in 1992. The Authority Board oversees Saginaw County Central Dispatch. With Mr. Weber's passing, we would like to retain a representative on the 9-1-1 Authority Board by nominating Mr. Steven Witt to fill the vacancy for *Communities over 10,000 Residents*.  
Mr. Weber also served on the finance committee for the 9-1-1 Authority Board. Mr. Witt's finance background, including his CPA certification, would be a great asset to the Authority Board. Mr. Witt also meets the Township Officers Association's requirement that members of the board be elected officials.  
  
The Township Officers Association of Saginaw County is soliciting all townships to submit nominees to fill this vacancy and another vacancy for *Communities under 10,000 Residents*. Saginaw Township is exempt from submitting a nominee in our category as they already have two seats secured on the Authority Board.  
  
Thomas Township Board of Trustee approval will indicate official support of Mr. Witt as a nominee for the 9-1-1 Authority Board.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table the nomination of Steven Witt to the 9-1-1 Authority Board.
- **SUPPORTING DOCUMENTATION:** None
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_  
Supported by \_\_\_\_\_ to approve the nomination of Steven Witt to the 9-1-1 Authority Board.
- **ROLL CALL VOTE REQUIRED?** No







## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** November 1, 2021
- **SUBMITTED BY:** Darci Seamon, Deputy Clerk/Administrative Assistant
- **AGENDA TOPIC:** Award the three-year bid for the production and mailing preparation of our quarterly newsletter "Thomas Township Today" to Quick Reliable Printing.
- **EXPLANATION OF TOPIC:** Pursuant to Administrative Policy #609, the production and mailing portion of our newsletter must be bid out every three years. Requests for proposals were sent to five companies (Easy Printing Center, Print Express, QRP, FP Horak and Reimbold Printing) with two returning bids. The bid tab is attached for your review.

Reimold has been our provider for the past three years. QRP was our provider for many years prior to that and provided quality service. My recommendation would be to award the bid to the lowest bidder, Quick Reliable Printing. The total cost of printing over the three years is \$18,133.96, which is \$3,744.04 lower than the bid for the prior three years.

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

## Bid Tab For Publication of the Township Newsletter

<b>Quick Reliable Printing</b>		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	<b>Total</b>
Year One	2022	\$1,486.39	\$1,486.39	\$1,486.39	\$1,486.39	\$5,945.56
		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	
Year Two	2023	\$1,486.39	\$1,486.39	\$1,486.39	\$1,486.39	\$5,945.56
		<b>January (12 page)</b>	<b>April (12 page)</b>	<b>July (12 page)</b>	<b>October (12 page)</b>	
Year Three	2024	\$1,560.71	\$1,560.71	\$1,560.71	\$1,560.71	\$6,242.84
<i>Total</i>		<b>\$4,533.49</b>	<b>\$4,533.49</b>	<b>\$4,533.49</b>	<b>\$4,533.49</b>	<b>\$18,133.96</b>

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