



AGENDA  
THOMAS TOWNSHIP REGULAR BOARD MEETING  
TO BE CONDUCTED ELECTRONICALLY DUE TO THE COVID-19 PANDEMIC IN COMPLIANCE  
WITH EXECUTIVE ORDER 2020-176  
September 14, 2020  
7:00 P.M.  
Dial-in number (US): (844) 855-4444  
Access code: 482236#

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approval of Board Minutes August 3, 2020
  - B. Approval of Expenditures.
  - C. Receive and accept the resignation of Steve Hermann from the Fire Department.
  - D. Approve the job description for Assistant to the Assessor/Receptionist.
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 2019/2020 fiscal years.
  - B. Authorize the position of a full-time assistant to the assessor/receptionist and appoint Jennifer Holtman on a probationary basis.
  - C. Award the elevated water storage tank inspection services contract to Nelson Tank Engineering and Consulting.
  - D. Approve the Capital Improvement Plan and Five Year Financial Forecast for 2020/21 to 2025/26.
  - E. Approve Resolution 20-14 to purchase Parcel #28-12-3-36-2002-000, located adjacent to Roberts Park, 19.74 acres, from Debra Belshaw for \$135,000 with funds from the Thompson Family Fund contingent upon an acceptable Phase I study being completed.
  - F. Approve Text Amendment 20-F-02 that permits larger outdoor burning under certain conditions.
  - G. Approve proposed website updates to be completed by SAMSA in the amount of \$9,100.00.
  - H. Approve the lease agreement with Swan Valley Schools to use the soccer fields at Roberts Park.

Continued on next page

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.

- I. Approve the sidewalk project bid as received from Tri-Valley Construction in the amount of \$28,049.38 which includes a 20% contingency.
- J. Assessing presentation by Jill Peters.
- 10. Reports
  - A. Supervisor      D. Manager      H. Fire Dept.
  - B. Clerk            E. Community Development      I. Police Dept.
  - C. Treasurer       F. DPW            J. Parks & Recreation
  - G. Finance            K. Board Members
- 11. Executive Session
  - A. None
- 12. Adjournment

Thomas Township  
Board of Trustee Meeting  
Citizen Comment Instructions

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

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

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

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

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



THOMAS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
August 3, 2020  
7:00 o'clock p.m.

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

2. PRESENT PHYSICALLY: Sommers, Weise, Brosofski, Monahan, Weber  
PRESENT VIA PHONE: DeLine, Thayer  
ABSENT: None

ALSO PHYSICALLY PRESENT: Township Manager, Russ Taylor; Otto Brandt, Township Attorney and Finance Director, Deidre Frollo and 1 interested party.

ALSO PRESENT VIA PHONE: Parks and Recreation Director, John Corriveau; Fire Chief, Mike Cousins; Director of Community Development, Dan Sika; DPW Director, Rick Hopper; Police Chief, Al Fong.

3. The Pledge of Allegiance was recited.
4. Motion was made by Brosofski, seconded by Sommers to approve the agenda as presented.  
Roll Call:  
Ayes: Sommers, Monahan, DeLine, Weber, Brosofski, Thayer  
Absent: None  
Nays: None  
Abstain: None  
Motion carried.

AGENDA  
THOMAS TOWNSHIP REGULAR BOARD MEETING  
TO BE CONDUCTED ELECTRONICALLY DUE TO THE COVID-19 PANDEMIC IN COMPLIANCE WITH  
EXECUTIVE ORDER 2020-154  
August 3, 2020  
7:00 P.M.  
Dial-in number (US): (844) 855-4444  
Access code: 482236#

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approval of Board Minutes July 13, 2020
  - B. Approval of Expenditures.
  - C. Approve the hiring of Scott Crofoot as probationary Building Inspector.
  - D. Approve the addition and amendments to the Use of Force Policy (1202P) as made by the Township labor attorney.

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. Award the DuPont HIMS water main construction contract to Champagne & Marx Excavating in the amount of \$98,946.73.

B. Approve the low bid of \$8,100.00 from Quality Asphalt to crack fill and seal the Thomas Trail.

C. Approve the general fund budget amendment in the amount of \$62,224.00 to cover the insurance deductible and depreciation to repair the Nature Center.

D. Assessing presentation by Jill Peters.

10. Reports

A. Supervisor

D. Manager

H. Fire Dept.

B. Clerk

E. Community Development

I. Police Dept.

C. Treasurer

F. DPW

J. Parks & Recreation

G. Finance

K. Board Members

11. Executive Session

A. None

12. Adjournment

5. It was moved by Weber, seconded by Brosowski to approve the consent agenda as presented.

Roll Call:

Ayes: Thayer, Sommers, Monahan, DeLine, Weber, Weise, Brosowski

Absent: None

Nays: None

Abstain: None

Motion carried.

A. Approval of Township Board minutes from the regular meeting 07/13/2020.

B. Expenditures consisting of:

Clearing Fund	\$2,890.16
General Fund	54,202.63
Public Safety-Fire Department	2,721.01
Fire Apparatus	0.00
Public Safety-Police Department	10,166.39
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	1,279.12
Road Revolving Fund	0.00
Sewer Fund	10,116.55
Water Fund	271,086.71
Municipal Refuse	84,593.04
Tax	969.35

6. Communications-Petitions-Citizen Comments

A. None.

7. Public Hearing

A. None.

8. Unfinished Business

A. None.

9. New Business

- A. It was moved by Weber, seconded by Monahan to award the DuPont HIMS water main construction contract to Champagne & Marx Excavating in the amount of \$98,946.73.

Roll Call:

Ayes: Brosowski, Thayer, Sommers, Monahan, DeLine, Weber, Weise

Absent: None

Nays: None

Abstain: None

Motion carried.

- B. It was moved by DeLine seconded by Sommers to approve the low bid of \$8,100.00 from Quality Asphalt to crack fill and seal the Thomas Trail.

Roll Call:

Ayes: Weise, Brosowski, Thayer, Sommers, Monahan, DeLine, Weber

Absent: None

Nays: None

Abstain: None

Motion carried.

- C. It was moved by Thayer, seconded by Brosowski to approve the general fund budget amendment in the amount of \$62,224.00 to cover the insurance deductible and depreciation to repair the Nature Center.

Roll Call:

Ayes: Weber, Weise, Brosowski, Thayer, Sommers, Monahan, DeLine

Absent: None

Nays: None

Abstain: None

Motion carried.

- D. The presentation by assessor, Jill Peters was inaudible and therefore moved to the September Board agenda.

10. Report of Officers and Staff:

- A. Supervisor's Report – None.  
B. Clerk's Report – None.  
C. Treasurer's Report – None.  
D. Manager's Report – None.  
E. Receive and file the Community Development report.  
F. Receive and file the DPW Report.  
G. Receive and file the Finance Report.  
H. Receive and file the Fire Department Report.  
I. Receive and file the Police Department Report.  
J. Receive and file the Parks and Recreation Report.  
K. Board Member Reports – None.

11. Executive Session:

- A. None

12. It was moved by Brosowski seconded by Weber to adjourn the meeting at 7:32 p.m.

Roll Call:

Ayes: DeLine, Weber, Weise, Brosowski, Thayer, Sommers, Monahan

Absent: None

Nays: None

Abstain: None

Motion carried.

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Edward Brosowski, Clerk

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Dated



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** September 14, 2020
- **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 2020/2021 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 \$13,406.44. 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 \$2,197,307.22 with individual fund totals as follows:

Clearing Fund .....	3,050.16
General Fund.....	100,962.22
Public Safety - Fire Department.....	13,492.06
Fire Apparatus .....	5,311.91
Public Safety - Police Department .....	27,662.21
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority.....	6,990.92
Road Revolving Fund.....	0.00
Sewer Fund .....	244,919.62
Water Fund .....	366,907.79
Municipal Refuse .....	95,999.63
Flood Recovery Donations .....	9,195.00
Tax.....	1,322,815.70

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor

Invoice Description

Amount

Check #

Fund 100 CLEARING FUND					
Dept 000					
100-000-231.575	MOBILE PHONE CHARGES			160.00	62608
100-000-231.716	DUE TO BC/BS UNION CO-INS			2,857.66	62438
100-000-231.717	LIBRARY HEALTH INS CO-PAY			32.50	62438

Total For Dept 000

3,050.16

Total For Fund 100 CLEARING FUND

3,050.16

Fund 101 GENERAL OPERATING FUND					
Dept 000					
101-030-040.075	WEED VIOLATIONS	TRI-VALLEY CONSTRUCTION,	NOXIOUS WEED - GRAYNOT RD OUTLET	297.50	62617
101-000-040.075	WEED VIOLATIONS	TRI-VALLEY CONSTRUCTION,	NOXIOUS WEED - GRAYNOT RD OUTLET	318.75	62617
101-000-040.075	WEED VIOLATIONS	TRI-VALLEY CONSTRUCTION,	NOXIOUS WEEDS - 640-710 VACANT LOT -	255.00	62669
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	6.52	62437
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	DELTA DENTAL	HEALTH/VISION	1,157.26	62438
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	DELTA DENTAL	HEALTH/VISION	119.46	62446
101-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	SEPTEMBER 2020 PREMIUM	119.46	62640
101-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	WORKERS COMP PREMIUM - #2	735.47	62574
101-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2016 CHARGE BACK - 28-12-3-25-1032-00	20.85	62597
101-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2017 CHARGE BACKS - 28-12-3-25-1032-0	5.33	62597
101-000-447.000	PROPERTY TAX ADMINISTRATION F	SAGINAW COUNTY TREASURER	2018 CHARGE BACKS - 28-12-3-25-1032-0	8.31	62597
101-000-447.000	PROPERTY TAX ADMINISTRATION F	SAGINAW COUNTY TREASURER	2016 CHARGE BACK - 28-12-3-25-1032-00	6.01	62597
101-000-447.000	PROPERTY TAX ADMINISTRATION F	SAGINAW COUNTY TREASURER	2017 CHARGE BACKS - 28-12-3-25-1032-0	1.21	62597
101-000-499.000	COMMUNITY DEVELOPMENT	SAGINAW COUNTY TREASURER	2018 CHARGE BACKS - 28-12-3-25-1032-0	2.10	62597
101-000-500.000	CONSTRUCTION PERMITS	VICKI L BEEMER	REFUND - ZBA HEARING CANCELED	325.00	62622
101-000-500.000	CONSTRUCTION PERMITS	ANSWER HEATING & COOLING	REFUND - OVER CHRG PERMIT - MECHANICA	15.00	62434
101-000-500.000	CONSTRUCTION PERMITS	TOWN & COUNTRY ELECT INC	REFUND - NO CERTIFICATN FEE CHRG - EL	25.00	62480
101-000-500.000	CONSTRUCTION PERMITS	ANSWER HEATING & COOLING	REFUND - APPLICATION FEE TWICE - MECH	50.00	62627
101-000-500.000	CONSTRUCTION PERMITS	ANSWER HEATING & COOLING	REFUND - OVER PAYMENT - MECHANICAL	45.00	62628
101-000-640.763	PROGRAM FEES SOCCER	GARY WARNER ELECTRIC & S	REFUND - OVER PAYMENT - ELECTRICAL	21.00	62643
101-000-640.763	PROGRAM FEES SOCCER	BRIAN & RENEE ALLEN	REFUND - COVID-19 - 2020 SPRING SOCCE	40.00	62539
101-000-640.763	PROGRAM FEES SOCCER	CHRIS BOLYARD	REFUND - COVID-19 - 2020 SPRING SOCCE	45.00	62543
101-000-640.763	PROGRAM FEES SOCCER	JASON & KAREN MONTGOMERY	REFUND - COVID-19 - 2020 SPRING SOCCE	40.00	62561
101-000-640.763	PROGRAM FEES SOCCER	JEREMY & ANNA MARSHALL	REFUND - COVID-19 - 2ND 2020 SPRING S	45.00	62563
101-000-640.763	PROGRAM FEES SOCCER	JEREMY & CHELSEA SCHMIDT	REFUND - COVID-19 - 2020 SPRING SOCCE	40.00	62564
101-000-640.763	PROGRAM FEES SOCCER	JIM & DARON THOMAS	REFUND - COVID-19 - 2020 SPRING SOCCE	40.00	62565
101-000-640.763	PROGRAM FEES SOCCER	JOEL & JEN MILLER	REFUND - COVID-19 - 2020 SPRING SOCCE	40.00	62566
101-000-640.763	PROGRAM FEES SOCCER	NICOLE UNGER	REFUND - COVID-19 - 2020 SPRING SOCCE	50.00	62583
101-000-640.763	PROGRAM FEES SOCCER	SARAH SHEWANSKI	REFUND - COVID-19 - 2020 SPRING SOCCE	40.00	62599
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	DREW BAKOS	REFUND - COVID-19	50.00	62551
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	NATHAN MCOUEEN	REFUND - COVID-19	50.00	62581
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	RJ BRYCE	REFUND - COVID-19	50.00	62592
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	RYAN LAZ	REFUND - COVID-19	50.00	62594
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	ZACH STEDRY	REFUND - COVID-19	50.00	62626
101-000-640.766	PROGRAM FEES CLINICS	JASON & REBECCA ERICKSON	REFUND - COVID-19 - 2020 SOCCER CLINI	25.00	62562
101-000-640.766	PROGRAM FEES CLINICS	SCOTT & DANA PYTEL	REFUND - COVID-19 - 2020 SOCCER CLINI	27.50	62600
101-000-640.767	PROGRAM FEES BASKETBALL	MINDY SMITH	REFUND - COVID-19 - 2020 GIRLS BASKET	27.50	62579
101-000-640.768	PROGRAM FEES ARCHERY	BOB & JENNIFER JARABECK	REFUND - COVID-19 - ARCHERY - APRIL-M	60.00	62536
101-000-640.768	PROGRAM FEES ARCHERY	TRACY SZURAN	REFUND - COVID-19 - ARCHERY - APRIL-M	110.00	62615
101-000-667.000	PAVILION RENTAL	ANNE FEDERSPIEL	REFUND - COVID-19	60.00	62532
101-000-667.000	PAVILION RENTAL	BETHANY KARE	REFUND - COVID-19	60.00	62535
101-000-667.000	PAVILION RENTAL	BONNIE WATERS	REFUND - COVID-19	60.00	62537
101-000-667.000	PAVILION RENTAL	DON EMEOTT	REFUND - COVID-19	60.00	62550
101-000-667.000	PAVILION RENTAL	ELAINE FRIES	REFUND - COVID-19	60.00	62552



GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND

Dept 000	PAVILION RENTAL	GEORGIA TURNER	REFUND - COVID-19	90.00	62554
101-000-667.000	PAVILION RENTAL	HELEN WEISS	REFUND - COVID-19	60.00	62556
101-000-667.000	PAVILION RENTAL	JASON & CHRIS RAEDY	REFUND - COVID-19	60.00	62560
101-000-667.000	PAVILION RENTAL	KAREN ENRIQUEZ	REFUND - COVID-19	60.00	62568
101-000-667.000	PAVILION RENTAL	THAYER HEPINSTALL	REFUND - COVID-19	60.00	62612

Total For Dept 000

5,054.73

Dept 101 BOARD-LEGISLATIVE  
LEGAL SERVICES

OTTO BRANDT

LEGAL SERVICES

1,060.00

62585

Total For Dept 101 BOARD-LEGISLATIVE

1,060.00

Dept 172 MANAGER-ADMINISTRATIVE

101-172-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,704.97	62438
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	21.46	62438
101-172-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	79.70	62460
101-172-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	79.70	62647
101-172-716.200	DENTAL INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM	147.12	62446
101-172-716.200	DENTAL INSURANCE	DELTA DENTAL	SEPTEMBER 2020 PREMIUM	147.12	62640
101-172-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	24.58	62460
101-172-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	24.58	62647
101-172-745.000	OPERATING SUPPLIES OFFICE EQUIP	VECTOR TECH GROUP	HP PROBOOK 450/MICROSOFT OFFICE 2019	1,242.50	62487
101-172-745.000	OPERATING SUPPLIES OFFICE EQUIP	VECTOR TECH GROUP	512GB SANDISK SSD	155.00	62676
101-172-745.000	OPERATING SUPPLIES OFFICE EQUIP	VECTOR TECH GROUP	WD 2TB HARD DRIVE	130.00	62676
101-172-817.000	PROFESSIONAL SERVICES	INFINSOURCE INC.	COBRA CORE SERVICE	29.89	62559
101-172-850.100	WIRELESS COMMUNICATIONS	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	24.54	62608

Total For Dept 172 MANAGER-ADMINISTRATIVE

3,811.16

Dept 191 ELECTIONS

101-191-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	ELECTION BALLOT POSTAGE	397.76	62484
101-191-740.000	OPERATING SUPPLIES	HOME DEPOT	REPAIRS/MAINTENANCE	411.90	62557
101-191-740.000	OPERATING SUPPLIES	PRINTING SYSTEMS INC	ELECTION FORMS & SUPPLIES	204.05	62588
101-191-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	175.00	62607
101-191-740.000	OPERATING SUPPLIES	STATE BANK	OFFICE SUPPLIES	(35.35)	62607
101-191-818.000	ELECTION INSPECTORS	AGNES GNATKOWSKI	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	71.76	62608
101-191-818.000	ELECTION INSPECTORS	AL KINDEL	ELECTION INSPECTOR/TRAINING	180.00	62490
101-191-818.000	ELECTION INSPECTORS	ALEXANDER MARZLUFT	CHAIRPERSON/TRAINING	240.00	62491
101-191-818.000	ELECTION INSPECTORS	ANTHONY HAGARTY	PRECINCT GREETERS - STATION 1	165.00	62492
101-191-818.000	ELECTION INSPECTORS	BARBARA HUGHES	ELECTION INSPECTOR/TRAINING	180.00	62493
101-191-818.000	ELECTION INSPECTORS	CHRISTINE GULCZINSKI	ELECTION INSPECTOR	165.00	62494
101-191-818.000	ELECTION INSPECTORS	COLLIN SCHRAMKE	ELECTION INSPECTOR/TRAINING	180.00	62495
101-191-818.000	ELECTION INSPECTORS	DANIEL LAVIOLETTE	PRECINCT GREETER - PS BLDG	165.00	62496
101-191-818.000	ELECTION INSPECTORS	DEBORAH BABINSKI	ELECTION INSPECTOR/TRAINING	180.00	62497
101-191-818.000	ELECTION INSPECTORS	DEBRA EVANS	CO-CHAIRPERSON/RC BRD	220.00	62498
101-191-818.000	ELECTION INSPECTORS	DEBRA MARZLUFT	ELECTION INSPECTOR	165.00	62499
101-191-818.000	ELECTION INSPECTORS	DIANA MEYERS	CHAIRPERSON	195.00	62500
101-191-818.000	ELECTION INSPECTORS	ERIN FONG	ELECTION INSPECTOR/TRAINING	180.00	62501
101-191-818.000	ELECTION INSPECTORS	FRANK GULCZINSKI II	ELECTION INSPECTOR/TRAINING	180.00	62502
101-191-818.000	ELECTION INSPECTORS	GERDA JONES	ELECTION INSPECTOR	165.00	62503
101-191-818.000	ELECTION INSPECTORS	GREG ROHLE	ELECTION INSPECTOR/TRAINING	180.00	62504
101-191-818.000	ELECTION INSPECTORS	HANNAH BENEMANN	CHAIRPERSON/TRAINING/RC BRD	250.00	62505
101-191-818.000	ELECTION INSPECTORS	JACOB EVANS	ELECTION INSPECTOR	106.50	62506
101-191-818.000	ELECTION INSPECTORS	JEAN ROOKER	ELECTION INSPECTOR	165.00	62507
101-191-818.000	ELECTION INSPECTORS		ELECTION INSPECTOR/TRAINING	180.00	62508

JOURNALIZED

GL Number	Invoice Line Desc
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PAID - CHECK TYPE: PAPER CHECK	Invoice Description
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Amount	Check #
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Fund 101 GENERAL OPERATING FUND

## Dept 191 ELECTIONS

101-191-818.000	ELECTION INSPECTORS	LORI CLARK	AVCB INSPECTOR/TRAINING	180.00	62509
101-191-818.000	ELECTION INSPECTORS	LUCAS SEAMON	ELECTION INSPECTOR	165.00	62510
101-191-818.000	ELECTION INSPECTORS	MARY CANNELL	ELECTION INSPECTOR/TRAINING	180.00	62511
101-191-818.000	ELECTION INSPECTORS	MATTHEW LOUCKS	ELECTION INSPECTOR/TRAINING	195.00	62512
101-191-818.000	ELECTION INSPECTORS	MIKAIO CARTER	ELECTION INSPECTOR	165.00	62513
101-191-818.000	ELECTION INSPECTORS	MITCHELL JENCZEWSKI	CO-CHAIRPERSON/TRAINING/RC BRD	250.00	62514
101-191-818.000	ELECTION INSPECTORS	NICOLE CRUMP	ELECTION INSPECTOR	165.00	62515
101-191-818.000	ELECTION INSPECTORS	NICOLE SEAMON	CHAIRPERSON/TRAINING	240.00	62516
101-191-818.000	ELECTION INSPECTORS	PATRICIA RUCH	ELECTION INSPECTOR/TRAINING	180.00	62517
101-191-818.000	ELECTION INSPECTORS	RENEE KRETZ	AVCB INSPECTOR/TRAINING	180.00	62518
101-191-818.000	ELECTION INSPECTORS	RITA GRASSO	AVCB INSPECTOR/TRAINING	180.00	62519
101-191-818.000	ELECTION INSPECTORS	RITA JIMENEZ	ELECTION INSPECTOR/TRAINING	180.00	62520
101-191-818.000	ELECTION INSPECTORS	SHAREN WIKOROWSKI	CHAIRPERSON/TRAINING	225.00	62521
101-191-818.000	ELECTION INSPECTORS	SHELLY WILSON	AVCB INSPECTOR/TRAINING	180.00	62522
101-191-818.000	ELECTION INSPECTORS	STEPHEN DONKLE	ELECTION INSPECTOR/TRAINING	180.00	62523
101-191-818.000	ELECTION INSPECTORS	SYLVIA CARTER	CHAIRPERSON/TRAINING	225.00	62524
101-191-818.000	ELECTION INSPECTORS	VICKI TAYLOR	ELECTION INSPECTOR/TRAINING	180.00	62525
101-191-818.000	ELECTION INSPECTORS	WANDA ROHLE	CHAIRPERSON - AVCB/TRAINING	225.00	62526
101-191-818.000	ELECTION INSPECTORS	WEN JIE NISULA	ELECTION INSPECTOR/TRAINING	180.00	62527
101-191-818.000	ELECTION INSPECTORS	ZACHARY MARZLUFT	ELECTION INSPECTOR	165.00	62528
101-191-818.000	ELECTION INSPECTORS	DEBRA EVANS	ELECTION TRAINING	15.00	62547
101-191-818.000	ELECTION INSPECTORS	DEBRA MARZLUFT	ELECTION TRAINING	15.00	62548
101-191-818.000	ELECTION INSPECTORS	NICOLE SEAMON	ELECTION RECEIVING BOARD	25.00	62582
101-191-818.000	ELECTION INSPECTORS	FRANK GULCZINSKI II	ELECTION TRAINING	15.00	62641

## Dept 215 CLERK

# VISION/SHORT TERM DISAB/LIFE

101-215-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS ELUDE SHIELD O	HEALTH INSURANCE	18.74	62437
101-215-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	55.40	62460
101-215-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	55.40	62647
101-215-716.200	DENTAL INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM	147.12	62446
101-215-716.200	DENTAL INSURANCE	DELTA DENTAL	SEPTEMBER 2020 PREMIUM	147.12	62640
101-215-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	14.34	62460
101-215-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	14.34	62647
101-215-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	73.70	62475
101-215-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	143.30	62665
101-215-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	(8.76)	62665
101-215-817.000	PROFESSIONAL SERVICES	INFINISOURCE INC.	COBRA CORE SERVICE	29.89	62559
101-215-900.100	PUBLICATIONS	U. S. POSTAL SERVICE	BULK POSTAGE - AUGUST NEWSLETTER	1,308.10	62619

## Dept 253 TREASURER-FINANCE

## DEPARTMENT

101-253-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISICN	1,460.81	62438
101-253-716.100	VISION/SHORT TERM	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	13.76	62437
101-253-716.100	VISION/SHORT TERM	BLUE CROSS BLUE SHIELD O	HEALTH/VISICN	22.13	62438
101-253-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	119.72	62460
101-253-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	119.72	62447
101-253-716.200	DENTAL INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM	171.25	62446
101-253-716.200	DENTAL INSURANCE	DELTA DENTAL	SEPTEMBER 2020 PREMIUM	171.25	62640
101-253-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	32.76	62460
101-253-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	32.76	62447
101-253-740.000	OPERATING SUPPLIES	INFINISORCE INC.	BLANKET NOTICE	106.50	62451
101-253-740.000	OPERATING SUPPLIES	STADLES ADVANTAGE	OFFICE SUPPLIES	45.51	62475

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND

Dept 253 TREASURER-FINANCE	DEPARTMENT		
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 2.99 62475
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 134.97 62665
101-253-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES (139.97) 62665
101-253-810.000	CONTRACTED SERVICES	INFINISOURCE INC.	COBRA CORE SERVICE 62.66 62539

Total For Dept 253 TREASURER-FINANCE DEPARTMENT

2,355.62

Dept 257 ASSESSING

101-257-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE 1.92 62437
101-257-716.100		MADISON NATICNAL LIFE	LIFE/DISABILITY/AD&D 7.73 62460
101-257-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D 7.73 62647
101-257-716.200	DENTAL INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM 14.71 62446
101-257-716.300	DENTAL INSURANCE	DELTA DENTAL	SEPTEMBER 2020 PREMIUM 14.71 62640
101-257-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D 1.89 62460
101-257-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 1.89 62647
101-257-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 62.35 62475
101-257-740.000	OPERATING SUPPLIES	SAGINAW CO REGISTER OF D	DEEDS 14.71 62607
101-257-802.000	LEGAL SERVICES	SAGINAW CO REGISTER OF D	DEEDS 7.00 62660
101-257-817.000	PROFESSIONAL SERVICES	OTTO BRANDT	DEEDS 2.00 62660
101-257-817.000	PROFESSIONAL SERVICES	APEX SOFTWARE	LEGAL SERVICES 40.00 62585
101-257-817.000	PROFESSIONAL SERVICES	BS&A SOFTWARE	APEX V7 PRO - ASSESSING 670.00 62533
101-257-900.000	LEGAL NOTICES	MIVE MEDIA GROUP	ANNUAL ASSESSING/SUPPORT FEE - 08/01/ BOR/PUBLIC ACCURACY/PUBLIC HEARING 2,004.00 62540

Total For Dept 257 ASSESSING

3,687.25

Dept 265 BUILDING & GROUNDS

101-265-740.000	OPERATING SUPPLIES - WEB HOSTIN	SAMSA	ANNUAL INTERNET WEB HOSTING - THOMAST 375.00 62472
101-265-740.000	OPERATING SUPPLIES	SAMSA	2020 WEB DOMAIN RENEWAL - THOMASTWP.O 25.00 62472
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 103.60 62475
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 63.25 62475
101-265-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	FIRST-CLASS PRESORT FEE - PERMIT #273 240.00 62485
101-265-740.000	OPERATING SUPPLIES - COVID-19	STAPLES ADVANTAGE	OFFICE SUPPLIES - COVID-19 60.98 62607
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 15.79 62607
101-265-740.000	OPERATING SUPPLIES - COVID-19	STATE BANK	OFFICE SUPPLIES 23.48 62607
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS 555.39 62608
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES 221.95 62665
101-265-745.000	OPERATING SUPPLIES OFFICE EQUIP	PITNEY BOWES	OFFICE SUPPLIES 64.09 62665
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	SENDPRO - POSTAGE MACHINE 3,405.23 62464
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING 45.00 62473
101-265-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTION,	JULY LAWN MAINTENANCE 457.14 62481
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING 78.75 62603
101-265-810.100	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTION,	MOWING MEDIAN - M46 1,200.00 62617
101-265-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING 45.00 62663
101-265-817.000	PROFESSIONAL SERVICES	TRI-VALLEY CONSTRUCTION,	AUGUST LAWN MAINTENANCE 457.14 62670
101-265-850.000	PROFESSIONAL SERVICES	SPICER GROUP INC.	THOMAS TWP STUDY & REPORT 4,216.50 62664
101-265-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE 119.86 62529
101-265-920.000	UTILITIES	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS 136.24 62608
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER RD 468.24 62442
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 249 N MILLER RD 1,002.36 62442
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOR RD 50.35 62442
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOR RD 58.55 62442
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD 32.82 62442
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOR RD 25.94 62442
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT 24.14 62442

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK

Vendor

Invoice Description

Amount

Check #

Fund 101 GENERAL OPERATING FUND					
Dept 265 BUILDING & GROUNDS					
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	27.00	62636
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	58.30	62636
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	67.11	62636
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	36.29	62636
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	5.46	62636
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 249 MILLER RD	1,045.44	62636
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER RD	471.13	62636
101-265-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	83.15	62557
101-265-930.000	REPAIRS/MAINTENANCE	LEDY ELECTRIC INC.	REPAIR - PHOTO EYE - ADMN BLDG	99.87	62570
101-265-930.000	REPAIRS/MAINTENANCE	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	68.80	62608
101-265-930.000	REPAIRS/MAINTENANCE	TRUGREEN CHEMLAWN	LAWN SERVICE - COMMUNITY PARK	52.50	62618
101-265-930.000	REPAIRS/MAINTENANCE	TRUGREEN CHEMLAWN	LAWN SERVICE - 249 N MILLER RD	165.00	62618
101-265-930.000	REPAIRS/MAINTENANCE	MIDLAND PAPER COMPANY	OPERATING SUPPLIES - ADMN BLDG	407.31	62650
101-265-930.000	REPAIRS/MAINTENANCE	TRUGREEN CHEMLAWN	LAWN SERVICE - 249 N MILLER RD	165.00	62671
101-265-936.000	MAINTENANCE AGREEMENTS	BRADYS BUSINESS SYSTEM	CAN - C5255 - 07/14/20-08/13/20	420.68	62538
101-265-936.000	MAINTENANCE AGREEMENTS	BRADYS BUSINESS SYSTEM	CAN - C5255 - 08/14/20-09/13/20	420.66	62634
Total For Dept 265 BUILDING & GROUNDS				17,165.51	

Dept 276 CEMETERY					
101-276-810.100	REPAIRS/MAINTENANCE	TRI-VALLEY CONSTRUCTION,	JULY LAWN MAINTENANCE	1,414.26	62481
101-276-810.100	REPAIRS/MAINTENANCE	TRI-VALLEY CONSTRUCTION,	AUGUST LAWN MAINTENANCE	1,414.26	62570
101-276-930.000	EQUIPMENT RENTAL	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	248.30	62508
101-276-940.100	EQUIPMENT RENTAL	R.B. SATKOWIAK'S CITY SEW	2395 N RIVER RD - PORTABLE TOILET RMT	90.00	62591
101-276-940.100	EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL	378.56	62567
101-276-974.000	CAPITAL IMPROVEMENTS	DOC HEINZ CONTRACTING IN	TRAIN/TANDEM - CEMETERY	1,994.83	62549
Total For Dept 276 CEMETERY				5,540.25	

Dept 282 GREAT LAKES TECH PARK MTCE					
101-282-810.000	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTION,	JULY LAWN MAINTENANCE	628.57	62481
101-282-810.000	CONTRACTED SERVICES	TRI-VALLEY CONSTRUCTION,	AUGUST LAWN MAINTENANCE	628.57	62670
101-282-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM RD	239.49	62442
101-282-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM RD	283.20	62636
Total For Dept 282 GREAT LAKES TECH PARK MTCE				1,779.83	

Dept 371 COMMUNITY DEVELOPMENT					
101-371-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,511.21	62438
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	13.41	62437
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	23.05	62438
101-371-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	81.26	62460
101-371-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	81.26	62467
101-371-716.200	DENTAL INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM	250.10	62446
101-371-716.200	DENTAL INSURANCE	DELTA DENTAL	SEPTEMBER 2020 PREMIUM	250.10	62440
101-371-716.300	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.16	62460
101-371-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.16	62467
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	16.62	62475
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	93.85	62475
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES - COVID-19	25.56	62607
101-371-740.000	OPERATING SUPPLIES	STATE BANK	OFFICE SUPPLIES	19.77	62607
101-371-802.000	LEGAL SERVICES	STAPLES ADVANTAGE	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	65.54	62608
101-371-804.000	MEMBERSHIP & DUES	OTTO BRANDT	OFFICE SUPPLIES	20.89	62665
101-371-817.000	PROFESSIONAL SERVICES	THOMAS TOWNSHIP BUSINESS	LEGAL SERVICES	260.00	62585
		INFINISOURCE INC.	2020 MEMBERSHIP DUES - COMM DEV	85.00	62731
			COBRA CORE SERVICE	74.29	62559



GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND

Dept 752 ADMINISTRATION

101-752-716.300	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	29.69	62460
101-752-740.000	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	29.69	62647
101-752-740.000	PRINT EXPRESS OFFICE PRO	NAME PLATE - THAYER	13.65	62587
101-752-740.000	STAPLES ADVANTAGE	OFFICE SUPPLIES	95.54	62607
101-752-740.000	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	4.00	62608
101-752-745.000	VECTOR TECH GROUP	HP PROBOOK 450/MICROSOFT OFFICE 2019	1,492.45	62487
101-752-817.000	INFINISOURCE INC.	COBRA CORE SERVICE	45.32	62559

Dept 756 FACILITY ACQUISITION/CONSTRUCT  
CAPITAL IMPROVEMENTS ROBERTS

Total For Dept 752 ADMINISTRATION			3,880.77	
HOME DEPOT			411.62	62557
Total For Dept 756 FACILITY ACQUISITION/CONSTRUCT			411.62	

Dept 765 ADULT SOFTBALL

101-765-740.000	OPERATING SUPPLIES	USA SOFTBALL OF MICHIGAN	85.00	62621
101-765-810.000	CONTRACTED SERVICES	CHARLIE A DIJAK	56.00	62440
101-765-810.000	CONTRACTED SERVICES	CHARLIE A DIJAK	112.00	62440
101-765-810.000	CONTRACTED SERVICES	JOSEPH F MURAWSKI	66.00	62455
101-765-810.000	CONTRACTED SERVICES	JOSEPH F MURAWSKI	132.00	62455
101-765-810.000	CONTRACTED SERVICES	ROBERT KUBCZAK	84.00	62468
101-765-810.000	CONTRACTED SERVICES	ROBERT KUBCZAK	168.00	62468
101-765-810.000	CONTRACTED SERVICES	WILLIAM FALTER	66.00	62489
101-765-810.000	CONTRACTED SERVICES	WILLIAM FALTER	132.00	62489
101-765-810.000	CONTRACTED SERVICES	CHARLIE A DIJAK	132.00	62542
101-765-810.000	CONTRACTED SERVICES	JOSEPH F MURAWSKI	66.00	62567
101-765-810.000	CONTRACTED SERVICES	MARK KOULTON	66.00	62571
101-765-810.000	CONTRACTED SERVICES	ROBERT KUBCZAK	28.00	62593
101-765-810.000	CONTRACTED SERVICES	WILLIAM FALTER	132.00	62625

Dept 769 VOLLEYBALL  
101-769-740.000

Total For Dept 765 ADULT SOFTBALL			1,325.00	
STATE BANK			134.97	62608
Total For Dept 769 VOLLEYBALL			134.97	

Dept 770 OPERATIONS & MAINTENANCE

101-770-740.000	OPERATING SUPPLIES	STATE BANK	(6.60)	62608
101-770-810.000	TELEPHONE	TRI-VALLEY CONSTRUCTION,	4,121.43	62481
101-770-810.000	TELEPHONE	TRI-VALLEY CONSTRUCTION,	4,121.43	62670
101-770-850.100	WIRELESS COMMUNICATIONS	STATE BANK	122.62	62608
101-770-920.030	UTILITIES	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	91.00	62608
101-770-920.030	UTILITIES	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	177.94	62442
101-770-920.030	UTILITIES	UTILITY BILL - 9535 GRAYTROT RD	8.42	62442
101-770-920.030	UTILITIES	UTILITY BILL - 455 S MILLER RD	155.92	62442
101-770-920.030	UTILITIES	UTILITY BILL - 755 BACON ST	43.45	62442
101-770-920.030	UTILITIES	UTILITY BILL - 400 LEDDY RD	38.99	62442
101-770-920.030	UTILITIES	UTILITY BILL - 400 LEDDY RD - POOL	104.32	62442
101-770-920.030	UTILITIES	UTILITY BILL - 300 LEDDY RD	71.62	62442
101-770-920.030	UTILITIES	UTILITY BILL - 700 S RIVER RD	72.88	62442
101-770-920.030	UTILITIES	UTILITY BILL - 300 LEDDY RD L4 LIGHT	214.28	62545
101-770-920.030	UTILITIES	UTILITY BILL - 755 BACON ST L4 LIGHT	78.61	62545
101-770-920.030	UTILITIES	UTILITY BILL - 605 S MILLER RD	72.43	62636
101-770-920.030	UTILITIES	UTILITY BILL - 700 S RIVER RD	77.77	62636
101-770-920.030	UTILITIES	UTILITY BILL - 455 S MILLER RD	184.06	62636



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GL Number	Invoice Line Desc
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PAID - CHECK TYPE: PAPER CHECK	Invoice Description
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Amount	Check #
100.00	1001
200.00	1002
300.00	1003
400.00	1004
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700.00	1007
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9900.00	1099
10000.00	1100

[illegible]

Fund	206 FIRE APPARATUS					
Dept	006					
206-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2016 CHARGE BACK - 28-12-3-25-1032-00	5.06		62597
206-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2017 CHARGE BACKS - 28-12-3-25-1032-0	1.58		62597
206-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2018 CHARGE BACKS - 28-12-3-25-1032-0	2.17		62597
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - T2 - FIRE	932.00		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - E1 - FIRE	940.81		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - TR-1 - FIRE	1,229.38		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - R1 - FIRE	738.75		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - E2 - FIRE	721.00		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - TRUCK 1 - FIRE	286.54		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - T2 - FIRE	3.54		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - E1 - FIRE	225.54		62534
206-000-970.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	REPAIR - ENGINE 2 - FIRE	1225.54		62534



DB: Thomas Township

GL Number

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

Invoice Description

Amount      Check #

Fund	207 PUBLIC SAFETY-POLICE
Dept 000	
207-000-231.750	DUE TO WORKMANS COMPENSATION
207-000-402.000	PROPERTY TAXES
207-000-402.000	PROPERTY TAXES
207-000-402.000	PROPERTY TAXES
207-000-716.000	HEALTH INSURANCE
207-000-716.000	HEALTH INSURANCE
207-000-716.100	VISION/SHORT TERM DISAB/LIFE
207-000-716.100	VISION/SHORT TERM DISAB/LIFE
207-000-716.200	DENTAL INSURANCE
207-000-716.200	DENTAL INSURANCE
207-000-716.300	OPERATING SUPPLIES
207-000-740.000	OPERATING SUPPLIES
207-000-740.000	OPERATING SUPPLIES
207-000-740.000	OPERATING SUPPLIES
207-000-740.000	OPERATING SUPPLIES
207-000-740.000	OPERATING SUPPLIES
207-000-742.000	UNIFORMS
207-000-742.000	UNIFORMS
207-000-745.000	OPERATING SUPPLIES OFFICE EQUIP
207-000-802.000	LEGAL SERVICES
207-000-810.100	CONTRACTED SERVICES
207-000-810.100	CONTRACTED SERVICES
207-000-810.100	CONTRACTED SERVICES
207-000-810.100	CONTRACTED SERVICES
207-000-810.100	CONTRACTED SERVICES
207-000-850.000	WIRELESS COMMUNICATIONS
207-000-920.000	UTILITIES
207-000-920.000	UTILITIES
207-000-930.000	REPAIRS/MAINTENANCE
207-000-930.000	REPAIRS/MAINTENANCE
207-000-930.000	REPAIRS/MAINTENANCE
207-000-936.000	MAINTENANCE AGREEMENTS
207-000-938.000	VEHICLE EXPENSE
207-000-938.000	VEHICLE EXPENSE
207-000-938.000	VEHICLE EXPENSE
207-000-938.000	VEHICLE EXPENSE
207-000-938.100	GAS & DIESEL FUEL
207-000-938.100	GAS & DIESEL FUEL
MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #2
SAGINAW COUNTY TREASURER	2016 CHARGE BACK - 28-12-3-25-1032-00
SAGINAW COUNTY TREASURER	2017 CHARGE BACKS - 28-12-3-25-1032-0
SAGINAW COUNTY TREASURER	2018 CHARGE BACKS - 28-12-3-25-1032-0
BLUE CROSS BLUE SHIELD O	HEALTH/VISION
BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE
BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&d
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&d
DELTA DENTAL	AUGUST 2020 PREMIUM
MADISON NATIONAL LIFE	SEPTEMBER 2020 PREMIUM
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&d
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&d
STAPLES ADVANTAGE	OFFICE SUPPLIES
MICHIGAN POLICE EQUIPMEN	REM 870 - CC35688F
SHERIDAN ARMS, LLC	GLOCK 22
STAPLES ADVANTAGE	OPERATING SUPPLIES - POLICE
STAPLES ADVANTAGE	OFFICE SUPPLIES
NYE UNIFORM COMPANY	UNIFORMS - POLICE
NYE UNIFORM COMPANY	UNIFORMS - POLICE
VECTOR TECH GROUP	SBUY PRO 400/MICROSOFT OFFICE 2019
OTTO BRANDT	LEGAL SERVICES
TRI-VALLEY CONSTRUCTION,	JULY LAWN MAINTENANCE
INFINISOURCE INC.	COBRA CORE SERVICE
SAGINAW COUNTY	MONTH END REPORTS
THOMAS TWP GENERAL FUND	IT REIMBURSEMENTS - POLICE
SAGINAW COUNTY TREASURER	ARRAIGNMENTS JULY 2020
THOMAS TWP GENERAL FUND	IT REIMBURSEMENTS - POLICE
TRI-VALLEY CONSTRUCTION,	AUGUST LAWN MAINTENANCE
STATE BANK	TELEPHONE SERVICE
CONSUMERS ENERGY CO	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS
CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR
STAN S BONDED LOCKSMITH	UTILITY BILL - 8215 SHIELDS DR
STATE BANK	REPAIR LOCK - PB SAFETY BLDG
TROGREEN CHEMILAWN	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS
QUICK LANE TIRE & AUTO C	OIL CHANGE - 2017 FORD EXPLORER - 504
OTIS ELEVATOR COMPANY	MAINTENANCE SVC - 9/1/20-11/30/20
CD DENTS INC	REPAIR - 2017 FORD EXPLORER - 501
MCDONALD FORD SUZUKI	REPAIR TIRES - 2019 FORD EXPLORER - 5
QUICK LANE TIRE & AUTO C	OIL CHANGE - 2017 FORD EXPLORER - POL
QUICK LANE TIRE & AUTO C	TIRES - 2017 FORD EXPLORER - POLICE
QUICK LANE TIRE & AUTO C	TIRES - 2017 FORD EXPLORER - 501
TREIB INC	VEHICLE WASHES
WEX INC	GAS/DIESEL FUEL
WEX INC	GAS/DIESEL FUEL

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK

Vendor

Invoice Description

Amount

Check #

Fund 248	Downtown Development Authority					
Dept 000						
248-000-817.000	PROFESSIONAL SERVICES	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	6,020.00		62608
248-000-817.000	PROFESSIONAL SERVICES	TRI-CITY KUSTOMZ	BANNER OVER GRATTIOT	585.00		62616
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATTIOT RD	50.35		62442
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATTIOT RD	58.55		62442
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	32.82		62442
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATTIOT RD	25.94		62442
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	24.13		62442
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	26.99		62636
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATTIOT RD	58.30		62636
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATTIOT RD	67.10		62636
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	36.28		62636
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATTIOT RD	5.46		62636

Total For Dept 000

6,990.92

Total For Fund 248 Downtown Development Authority

6,990.92

Fund 271	LIBRARY FUND					
Dept 000						
271-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2016 CHARGE BACK - 28-12-3-25-1032-00	12.15		62597
271-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2017 CHARGE BACKS - 28-12-3-25-1032-0	3.72		62597
271-000-402.000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	2018 CHARGE BACKS - 28-12-3-25-1032-0	2.79		62597
271-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	830.27		62438
271-000-716.000	HEALTH INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM	41.19		62446
271-000-716.500	HEALTH INSURANCE	DELTA DENTAL	SEPTEMBER 2020 PREMIUM	41.19		62640
271-000-716.500	DISABILITY	UNUM %MEBS	DISABILITY - LIBRARY	664.94		62486
271-000-727.000	DISABILITY	UNUM %MEBS	DISABILITY - LIBRARY	664.94		62674
271-000-727.000	OFFICE SUPPLIES	TARI DUSEK	REIMBURSEMENTS - STAMPS/SAMS/MEIJER/S	13.46		62456
271-000-728.000	CHILDRENS BOOKS	JUNIOR LIBRARY GUILD	CHILDREN BOOKS	168.00		62476
271-000-728.000	CHILDRENS BOOKS - 203535C992	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	2,213.27		62631
271-000-728.100	ADULT BOOKS - 70793930	GALE/CENGAGE LEARNING	BOOKS	576.61		62450
271-000-728.100	ADULT BOOKS - 2035348949	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	1,356.91		62631
271-000-728.100	ADULT BOOKS - 71077252	GALE/CENGAGE LEARNING	BOOKS	243.92		62642
271-000-728.100	ADULT BOOKS	INFOUSA MARKETING, INC. -	CITY DIRECTORY	360.00		62645
271-000-728.200	AUDIO/VISUAL BOOKS - 76657977	RECORDED BOOKS	AUDIO/VISUAL BOOKS	552.40		62467
271-000-728.200	AUDIO/VISUAL BOOKS - 76680984	RECORDED BOOKS	AUDIO/VISUAL BOOKS	763.00		62657
271-000-730.000	PERIODICALS	DETROIT MEDIA PARTNERSHI	SUBSCRIPTION - 8/1/20-7/31/21 - LIBRA	374.03		62447
271-000-730.000	PERIODICALS	DETROIT MEDIA PARTNERSHI	SUBSCRIPTION - DETROIT NEWS - LIBRARY	209.02		62447
271-000-730.000	PERIODICALS	THE SAGINAW NEWS	SUBSCRIPTION - 1YR - LIBRARY	448.80		62478
271-000-730.000	PERIODICALS	GREAT LAKES BAY MAGAZINE	SUBSCRIPTION - 2 YRS - LIBRARY	32.00		62644
271-000-850.000	TELEPHONE	AT&T	TELEPHONE SERVICE - 9897813770	276.24		62435
271-000-850.000	TELEPHONE	WILDFIRE CREDIT UNION	TELEPHONE SERVICE - 9897813770	99.98		62488
271-000-850.000	TELEPHONE	WILDFIRE CREDIT UNION	TELEPHONE SERVICE - 9897813770	340.25		62629
271-000-901.000	PRINTING & PUBLISHING	TARI DUSEK	REIMBURSEMENTS - STAMPS/SAMS/MEIJER/S	5.60		62476
271-000-901.000	PRINTING & PUBLISHING	TARI DUSEK	COVID-19 SUPPLIES - LIBRARY	11.25		62673
271-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8207 SHIELDS DR	305.62		62442
271-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8207 SHIELDS DR	360.76		62636
271-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8207 SHIELDS DR	325.00		62436
271-000-930.000	REPAIRS/MAINTENANCE	B&B LAWN MAINTENANCE	JUNE LAWN MAINTENANCE - LIBRARY	87.36		62476
271-000-930.000	REPAIRS/MAINTENANCE	TARI DUSEK	REIMBURSEMENTS - STAMPS/SAMS/MEIJER/S	233.73		62477
271-000-930.000	REPAIRS/MAINTENANCE - 453613	THE LIBRARY STORE	OFFICE SUPPLIES - LIBRARY	14.97		62488
271-000-930.000	REPAIRS/MAINTENANCE	WILDFIRE CREDIT UNION	MENARDS/MEIJER/SPECTRUM	260.00		62630
271-000-930.000	REPAIRS/MAINTENANCE	B&B LAWN MAINTENANCE	LAWN MAINTENANCE - LIBRARY	168.26		62673
271-000-930.000	REPAIRS/MAINTENANCE	TT LIBRARY PETTY CASE	COVID-19 SUPPLIES - LIBRARY	594.00		62677
271-000-930.000	REPAIRS/MAINTENANCE	WHITE PINE LIBRARY COOPE	SPECIAL SUPPLIES - LIBRARY			62677

User: DEIDRE  
DB: Thomas Township

GL Number

Invoice	Line	Desc	QTY	UNIT	PRICE	TOTAL
1001	1	1000	1	EA	100.00	100.00
1002	2	2000	2	EA	200.00	400.00
1003	3	3000	3	EA	300.00	900.00
1004	4	4000	4	EA	400.00	1600.00
1005	5	5000	5	EA	500.00	2500.00
1006	6	6000	6	EA	600.00	3600.00
1007	7	7000	7	EA	700.00	4900.00
1008	8	8000	8	EA	800.00	6400.00
1009	9	9000	9	EA	900.00	8100.00
1010	10	10000	10	EA	1000.00	10000.00
1011	11	11000	11	EA	1100.00	12100.00
1012	12	12000	12	EA	1200.00	14400.00
1013	13	13000	13	EA	1300.00	16900.00
1014	14	14000	14	EA	1400.00	19600.00
1015	15	15000	15	EA	1500.00	22500.00
1016	16	16000	16	EA	1600.00	25600.00
1017	17	17000	17	EA	1700.00	28900.00
1018	18	18000	18	EA	1800.00	32400.00
1019	19	19000	19	EA	1900.00	36100.00
1020	20	20000	20	EA	2000.00	40000.00
1021	21	21000	21	EA	2100.00	44100.00
1022	22	22000	22	EA	2200.00	48400.00
1023	23	23000	23	EA	2300.00	52900.00
1024	24	24000	24	EA	2400.00	57600.00
1025	25	25000	25	EA	2500.00	62500.00
1026	26	26000	26	EA	2600.00	67600.00
1027	27	27000	27	EA	2700.00	72900.00
1028	28	28000	28	EA	2800.00	78400.00
1029	29	29000	29	EA	2900.00	84100.00
1030	30	30000	30	EA	3000.00	90000.00
1031	31	31000	31	EA	3100.00	96100.00
1032	32	32000	32	EA	3200.00	102400.00
1033	33	33000	33	EA	3300.00	108900.00
1034	34	34000	34	EA	3400.00	115600.00
1035	35	35000	35	EA	3500.00	122500.00
1036	36	36000	36	EA	3600.00	129600.00
1037	37	37000	37	EA	3700.00	136900.00
1038	38	38000	38	EA	3800.00	144400.00
1039	39	39000	39	EA	3900.00	152100.00
1040	40	40000	40	EA	4000.00	160000.00
1041	41	41000	41	EA	4100.00	168100.00
1042	42	42000	42	EA	4200.00	176400.00
1043	43	43000	43	EA	4300.00	184900.00
1044	44	44000	44	EA	4400.00	193600.00
1045	45	45000	45	EA	4500.00	202500.00
1046	46	46000	46	EA	4600.00	211600.00
1047	47	47000	47	EA	4700.00	220900.00
1048	48	48000	48	EA	4800.00	230400.00
1049	49	49000	49	EA	4900.00	240100.00
1050	50	50000	50	EA	5000.00	250000.00
1051	51	51000	51	EA	5100.00	260100.00
1052	52	52000	52	EA	5200.00	270400.00

PAID - CHECK TYPE: PAPER CHECK	Invoice Description
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Invoice Description

Amount	Check #
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Fund 271 LIBRARY FUND
Dept 000
271-000-956.000
271-000-956.000
271-000-970.000

MISCELLANEOUS  
MISCELLANEOUS  
CAPITAL OUTLAY

PEAK PERFORMANCE PC SVCS WEB LABOR - LIBRARY  
FOSTER SWIFT COLLINS & LEGAL SERVICES - LIBRARY  
WILDFIRE CREDIT UNION MENARDS/MEIJER/SPECTRUM

71.25	62462
420.00	62553
259.56	62488

Fund 590 SEWER FUND
Dept 000
590-000-202.000
590-000-231.750

02-SEWER  
DUE TO WORKMANS COMPENSATION

THEISEN, J UB refund for account: BRON-008873-00  
M1 MUNICIPAL WORKERS COM WORKERS COMP PREMIUM - #2

46.65	62479
273.69	62574

Dept536 ADMINISTRATION
590-536-716.000
590-536-716.100
590-536-716.100
590-536-716.100
590-536-716.200
590-536-716.200
590-536-716.300
590-536-716.300
590-536-740.000
590-536-740.000
590-536-740.000
590-536-740.000
590-536-740.000
590-536-740.000
590-536-740.000
590-536-740.000
590-536-745.000
590-536-745.000
590-536-802.000
590-536-810.000

	HEALTH INSURANCE		DISAB/LIFE
	VISION/SHORT TERM		
	DENTAL, INSURANCE		
	DENTAL INSURANCE		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OPERATING SUPPLIES		
	OFFICE EQUIP		
	OFFICE EQUIP		
	LEGAL SERVICES		
	CONTRACTED SERVICES		

BLUE CROSS BLUE SHIELD 0	HEALTH/VISION
BLUE CROSS BLUE SHIELD 0	HEALTH/VISION
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
DELTA DENTAL	AUGUST 2020 PREMIUM
DELTA DENTAL	SEPTEMBER 2020 PREMIUM
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
STAPLES ADVANTAGE	OFFICE SUPPLIES
STAPLES ADVANTAGE	OFFICE SUPPLIES
PRIME EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW
PRIME EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW
PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW
STAPLES ADVANTAGE	OFFICE SUPPLIES
STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS
BRADYS BUSINESS SYSTEM	KYOCERA - 2525E - REPAIR - DPW
STAPLES ADVANTAGE	OFFICE SUPPLIES
STAPLES ADVANTAGE	OFFICE SUPPLIES
STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS
OTTO BRANDT	LEGAL SERVICES
NETNISOURCE INC.	COBRA CORE SERVICE

582.27	62438
19.57	62438
72.22	62460
72.22	62647
178.90	62446
178.90	62640
22.47	62460
22.47	62647
33.52	62475
(26.49)	62475
9.12	62587
20.74	62587
7.80	62587
78.71	62607
4.29	62608
49.00	62634
3.61	62665
84.99	62475
39.99	62608
185.00	62585
35.71	62559

Dept 540 OPERATIONS & MAINTENANCE			
590-540-716.000	HEALTH INSURANCE		
590-540-716.100	VISION/SHORT TERM		DISAB/LIFE
590-540-716.100	VISION/SHORT TERM		DISAB/LIFE
590-540-716.100			
590-540-716.100			
590-540-716.200	DENTAL INSURANCE		
590-540-716.200	DENTAL INSURANCE		
590-540-716.300			
590-540-716.300			
590-540-742.000	UNIFORMS		
590-540-742.000	UNIFORMS		
590-540-810.000			
590-540-810.000	CONTRACTED SERVICES		
590-540-810.000	CONTRACTED SERVICES		
590-540-810.000	CONTRACTED SERVICES		

HEALTH INSURANCE	
VISION/SHORT TERM	DISAB/LIFE
VISION/SHORT TERM	DISAB/LIFE
DENTAL, INSURANCE	
DENTAL, INSURANCE	
UNIFORMS	
UNIFORMS	
CONTRACTED SERVICES	
CONTRACTED SERVICES	
CONTRACTED SERVICES	

BLUE CROSS BLUE SHIELD O	HEALTH/VISION
BLUE CROSS BLUE SHIELD O	HEALTH/VISION
BLUE CROSS BLUE SHIELD O	HEALTH/VISION
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
DELTA DENTAL	AUGUST 2020 PREMIUM
DELTA DENTAL	SEPTEMBER 2020 PREMIUM
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D
J&B BOOTS	SAFETY BOOTS - DPW
TSC STORES	REPAIRS/MAINTENANCE - COVID-19
TRI-VALLEY CONSTRUCTION,	JULY LAWN MAINTENANCE
GW HEATING & AIR INC.	REPAIR/MAINTENANCE - DPW
INFINISOURCE INC.	COBRA CORE SERVICE
BERKINIX PROCESSING CENT	PEST CONTROL - 251 N MILLER RD

197.15	62438
5.33	62437
12.84	62438
81.79	62460
81.79	62647
227.45	62446
227.45	62640
23.39	62460
23.39	62452
145.00	62482
49.48	62481
257.15	62555
346.50	62559
89.21	62611
86.24	



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 540 OPERATIONS & MAINTENANCE					
590-540-930.000	REPAIRS/MAINTENANCE	KLUCK NURSERY INC	PICEA PUNGENS - DPW	79.00	62569
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOMIAK'SCITY SEW	GEDDES RD	1,845.00	62591
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOMIAK'SCITY SEW	GEDDES RD	922.50	62591
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	45.79	62608
590-540-930.000	REPAIRS/MAINTENANCE	STONE QUEST INC	QUICK DRY/TOPSOIL/BEACH PEBBLE/CEDAR	1,247.83	62610
590-540-930.000	REPAIRS/MAINTENANCE	TRUGREEN CHEMLAWN	LAWN SERVICE - 251 MILLER CT	31.50	62618
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOMIAK'SCITY SEW	GEDDES RD	1,845.00	62656
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOMIAK'SCITY SEW	GEDDES RD	563.75	62656
590-540-930.000	REPAIRS/MAINTENANCE	TRUGREEN CHEMLAWN	LAWN SERVICE - 251 MILLER CT	31.50	62671
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	130.24	62672
590-540-930.000	REPAIRS/MAINTENANCE	USABUEBOOK	SAFETY GLASSES - DPW	342.03	62675
590-540-938.000	VEHICLE EXPENSE	DALE STROBEL S AUTO	VEHICLE MAINTENANCE - DPW	20.17	62445
590-540-938.100	GAS & DIESEL FUEL	MEX INC	GAS/DIESEL FUEL	609.57	62624
590-540-939.000	CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVATIN	SANITARY SEWER SYSTEM - 3295 N THOMAS	4,525.00	62658

Dept 900 CAPITAL CONTROL					
590-900-970.000	CAPITAL OUTLAY	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	(8.37)	62608

Fund 591 WATER FUND					
Dept 000					
591-000-202.000	04-RTS WATER	THEISEN, J.	UB refund for account: BRON-008873-00	18.44	62479
591-000-202.000	01-WATER	OFSTEDAL, GERALDINE	UB refund for account: SCHI-007821-00	54.13	62653
591-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #2	325.03	62574
591-000-610.000	CONNECTIONS	JOHN KRUSE	REFUND - WATER CONNECTION FEE - CHNGD	160.00	62646
		Total For Dept 000		557.60	

Dept 536 ADMINISTRATION					
591-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,582.27	62438
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	19.57	62438
591-536-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/Ad&d	72.22	62460
591-536-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/Ad&d	72.22	62647
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	AUGUST 2020 PREMIUM	178.90	62446
591-536-716.200		DELTA DENTAL	SEPTEMBER 2020 PREMIUM	178.90	62640
591-536-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/Ad&d	22.47	62460
591-536-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/Ad&d	22.47	62647
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	33.53	62475
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW	(26.50)	62475
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES - DPW	9.11	62587
591-536-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	20.73	62587
591-536-740.000	OPERATING SUPPLIES	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	78.71	62607
591-536-740.000	OPERATING SUPPLIES	BRADYS BUSINESS SYSTEM	KYOCERA - 255E - REPAIR - DPW	4.30	62608
591-536-745.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	49.00	62634
591-536-745.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	3.61	62665
591-536-802.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	85.00	62475
591-536-804.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	39.99	62608
591-536-810.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	85.00	62585
591-536-810.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	35.00	62531
591-536-810.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	35.71	62559



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

Fund 591 WATER FUND	Dept 540 OPERATIONS & MAINTENANCE	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	MAINTENANCE SUPPLIES - DPW	1,500.00	62649
591-540-930.000		REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	MAINTENANCE SUPPLIES - DPW	630.00	62649
591-540-930.000		REPAIRS/MAINTENANCE	MUEHLFELD BUILDERS	LIFTING/LOWERING PUMP REPLACEMENT - S	531.25	62652
591-540-930.000		REPAIRS/MAINTENANCE	R.B. SATKOWIAK'S CIVIL SEW	6909 WALLACE DR	440.00	62656
591-540-930.000		REPAIRS/MAINTENANCE	R.B. SATKOWIAK'S CIVIL SEW	7183 DUTCH RD	4,155.25	62656
591-540-930.000		REPAIRS/MAINTENANCE	ROHDE BROTHERS EXCAVATIN	HYDRANT REPAIR - N GLEAMER	31.50	62671
591-540-930.000		REPAIRS/MAINTENANCE	TRUGREEN CHEM-LAWN	LAWN SERVICE - 251 MILLER CT	130.24	62672
591-540-938.000		VEHICLE EXPENSE	TSC STORES	REPAIRS/MAINTENANCE	342.02	62675
591-540-938.100		GAS & DIESEL FUEL	DATE STROBEL S AUTO	VEHICLE MAINTENANCE - DPW	20.17	62445
591-540-939.000		CONTRACTED CONNECTIONS	WEX INC	GAS/DIESEL FUEL	609.57	62624
591-540-939.000		CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVATIN	INSTALL WATER SVC - 2658 N THOMAS RD	1,750.00	62658
591-540-939.000		CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVATIN	INSTALL WATER SVC - 3322 N THOMAS RD	1,750.00	62658
591-540-939.000		CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVATIN	INSTALL WATER SVC - 546 KENNEDY	2,150.00	62658
591-540-939.000		CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVATIN	INSTALL WATER SVC - 9968 GEDDES RD	2,100.00	62658

Dept 900 CAPITAL CONTROL	CAPITAL OUTLAY	Total For Dept 540 OPERATIONS & MAINTENANCE	363,441.35	
591-900-970.000		STATE BANK	(8.37)	62608
		Total For Dept 900 CAPITAL CONTROL	(8.37)	

Fund 596 MUNICIPAL REFUSE FUND	Dept 000	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #2	135.30	62574
596-000-231.750		REFUSE CONTRACT	MID MICHIGAN WASTE AUTHO	JUNE SOLID WASTE SERVICES - FLOOD 202	91,249.79	62577
596-000-817.000		PROFESSIONAL SERVICES	RUSS SIGN RENTAL	SIGN USAGE - TRASH & TREASURE	525.00	62469
596-000-817.000		PROFESSIONAL SERVICES	WASTE MANAGEMENT	TRASH & TREASURE DUMPSTER	100.00	62623
596-000-817.000		PROFESSIONAL SERVICES	WASTE MANAGEMENT	TRASH & TREASURE	1,052.34	62623
596-000-940.100		EQUIPMENT RENTAL	THOMAS TWP WATER	EQUIPMENT RENTAL	2,941.20	62667
		Total For Dept 000			95,999.63	
		Total For Fund 596 MUNICIPAL REFUSE FUND			95,999.63	

Fund 702 SPECIAL FLOOD 2020 FUND	Dept 000	MISCELLANEOUS - FLOOD 2020	STATE BANK	COVID-19/FLOOD 2020/CONF/BOOTS/ADVERS	9,195.00	62608
702-000-956.000			Total For Dept 000		9,195.00	
		Total For Fund 702 SPECIAL FLOOD 2020 FUND			9,195.00	

Fund 703 TAX FUND	Dept 000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 07/01/20-07/17/20	287,548.62	62470
703-000-222.000		DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 07/17/20-07/24/20	84,884.64	62470
703-000-222.000		DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 07/25/20-08/06/20	112,749.48	62597
703-000-222.000		DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 8/07/20-08/20/20	106,228.83	62661
703-000-222.400		DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 07/01/20-07/17/20	355,306.93	62471
703-000-222.400		DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 07/17/20-07/24/20	104,887.17	62471
703-000-222.400		DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 07/25/20-08/06/20	139,318.03	62598
703-000-222.400		DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 08/07/20-08/20/20	117,518.95	62662
703-000-222.400		DUE TO SAGINAW COUNTY SET	THOMAS TWP GENERAL FUND	SUMMER TAX COLLECTION REIMBURSEMENTS	13,430.00	62666

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 703 TAX FUND  
Dept 000  
703-300-235.200 DJE TO STATE OF MI QUALIFIED FOR MI DEPT OF AGRICULTURE & QUALIFIED FOREST PROGRAM 448.26 62461  
703-300-275.000 TAX OVERPAYMENTS JERRY A TESTER JULY B.O.R. VETERAN EXEMPT REFUND 494.79 62453

Total For Dept 000 1,322,815.70  
Total For Fund 703 TAX FUND 1,322,815.70



INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP

GL Number

Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund Totals:

Fund 100 CLEARING FUND	3,050.16
Fund 101 GENERAL OPERA	100,962.22
Fund 205 PUBLIC SAFETY	13,492.06
Fund 206 FIRE APPARATU	5,311.91
Fund 207 PUBLIC SAFETY	27,662.21
Fund 248 Downtown Deve	6,990.92
Fund 271 LIBRARY FUND	13,406.44
Fund 590 SEWER FUND	244,919.62
Fund 591 WATER FUND	366,907.79
Fund 596 MUNICIPAL REF	95,999.63
Fund 702 SPECIAL FLOOD	9,195.00
Fund 703 TAX FUND	1,322,815.70

Total For All Funds: 2,210,713.66

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 03/31/2020 TO 08/31/2020  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/31/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
Fund 100	CLEARING FUND				
001.000	59	11,200.25	6,137,332.87	6,106,880.08	41,653.04
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,103,758.05	1,082,686.45	1,079,024.84	1,107,419.66
002.010	THE STATE BANK SAVINGS	1,013,139.56	598,422.45	475,230.93	1,136,331.08
002.350	CASH CHASE BANK	10,776.61	7.83	0.00	10,784.44
002.385	CASH CHEMICAL BANK	1,138,880.01	499,256.27	368,807.73	1,269,328.55
003.175	Certificate of Deposit Chemic	250,000.00	0.00	0.00	250,000.00
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	750,000.00	250,000.00	250,000.00	750,000.00
003.400	CERTIFICATE OF DEP CHASE BANK	234,486.37	243,873.67	478,360.04	0.00
	GENERAL OPERATING FUND	4,501,040.60	2,674,246.67	2,651,423.54	4,523,863.73
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	1.00	0.00	0.00	1.00
002.010	THE STATE BANK SAVINGS	146,429.17	633.58	0.00	147,062.75
	CHRISTOPHER THOMPSON FAMILY FUND	146,430.17	633.58	0.00	147,063.75
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	744,777.44	109,184.30	202,607.28	651,354.46
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	857,696.13	5,192.05	18,649.71	844,238.47
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,291,460.76	26,982.76	434,633.56	883,809.96
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	256,875.60	0.00	0.00	256,875.60
003.175	Certificate of Deposit Chemic	610,966.47	0.00	0.00	610,966.47
	ROAD REVOLVING FUND	867,842.07	0.00	0.00	867,842.07
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	83,190.47	6,232.48	9,313.68	80,109.27
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH THE STATE BANK	6,103.34	0.00	0.00	6,103.34
Fund 271	LIBRARY FUND				
002.000	CASH THE STATE BANK	480,450.35	40,619.06	135,303.11	385,766.30
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	685,790.35	40,619.06	135,303.11	591,106.30
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	898,060.30	565,182.61	695,651.33	767,591.58
002.010	THE STATE BANK SAVINGS	506,569.77	2,191.88	0.00	508,761.65
002.200	RESERVED CASH SYSTEM EXPANSIO	106,068.65	15,930.00	0.00	121,998.65
002.385	CASH CHEMICAL BANK	1,984,644.58	8,688.24	0.00	1,993,332.82
002.386	CHEMICAL BANK SYSTEM EXPANSIO	117,933.00	0.00	0.00	117,933.00
003.175	Certificate of Deposit Chemic	463,667.01	0.00	0.00	463,667.01
	SEWER FUND	4,076,943.31	591,992.73	695,651.33	3,973,284.71
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	976,814.86	1,028,230.24	1,845,839.33	159,205.77
002.010	THE STATE BANK SAVINGS	3,284.89	470.35	3,000.00	755.24
002.200	RESERVED CASH SYSTEM EXPANSIO	81,343.99	11,250.00	0.00	92,593.99

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DB: Thomas Township

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
FROM 03/31/2020 TO 08/31/2020  
FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

Page: 2/2

Fund Account	Description	Beginning Balance 03/31/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
002.375	CASH HUNTINGTON BANK	246,568.30	192.73	0.00	246,761.03
002.385	CASH CHEMICAL BANK	1,329,619.92	6,593.97	0.00	1,336,213.89
002.386	CHEMICAL BANK SYSTEM EXPANSIO	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	506,234.47	1,163.55	0.00	507,398.02
002.390	CASH FIRST STATE BANK	245,996.98	147.62	0.00	246,144.60
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
	WATER FUND	3,908,039.41	1,048,048.46	1,848,839.33	3,107,248.54
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	605,773.23	47,123.97	435,410.35	217,486.85
002.385	CASH CHEMICAL BANK	305,492.60	1,261.79	0.00	306,754.39
	MUNICIPAL REFUSE FUND	911,265.83	48,385.76	435,410.35	524,241.24
Fund 610	CONSTRUCTION WATER/SEWER/MISC				
002.000	CASH THE STATE BANK	25,178.20	0.00	25,178.20	0.00
Fund 702	SPECIAL FLOOD 2020 FUND				
002.000	CASH THE STATE BANK	0.00	29,447.12	9,195.00	20,252.12
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	0.00	2,324,221.79	1,324,952.91	999,268.88
	TOTAL - ALL FUNDS	18,116,958.33	13,042,519.63	13,898,038.08	17,261,439.88

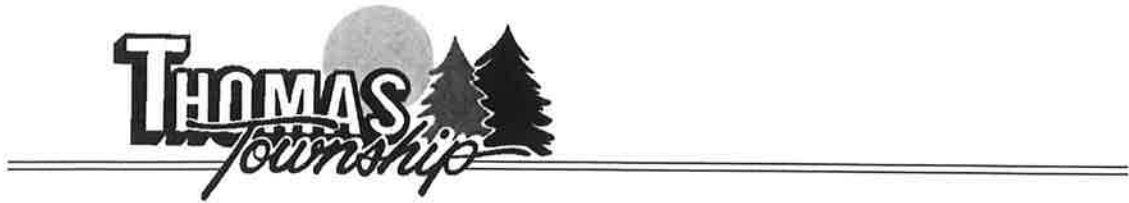




## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Chief, Michael Cousins
- **AGENDA TOPIC:** Accept resignation of Steven Hermann from the Fire Department.
- **EXPLANATION OF TOPIC:**  
Steve Hermann has submitted his resignation from the fire department effective August 21, 2020. Steve wants to focus more time on his family. Steve joined our department in July 2017. I am attaching his resignation. This has been brought to the Personnel Committee.
- **SUPPORTING DOCUMENTATION:** Resignation letter.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the resignation of Steve Hermann from the Fire Department.
- **ROLL CALL VOTE REQUIRED?** No





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve the job description for the new Assistant to the Assessor & Receptionist position.
- **EXPLANATION OF TOPIC:** The Township's employment needs and operations continue to evolve with time. Some of the ongoing operational evolution has been caused by the recent COVID pandemic; however, much of it would have transpired regardless of the ongoing pandemic concerns. Such is the case with the need to provide more assessing support and to develop our next generation of assessors. This helps two-fold in that it provides the assessing department with another individual with a lower level of training and provides receptionist coverage for the Township. This is a more cohesive system with opportunities to advance to the next level when vacancies occur.

The Assistant to the Assessor & Receptionist job description has been brought before the Personnel Committee and approved as submitted.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Job Description.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the job description for the Assistant to the Assessor & Receptionist position.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.

**COMMUNITY DEVELOPMENT  
ASSISTANT TO THE ASSESSOR & RECEPTIONIST**

**SUMMARY**

This position is essentially the combination of two part time positions with the emphasis being on assessing duties. The qualified candidate must be a Michigan Certified Assessing Officer (MCAO) capable of performing most of the tasks of the assessor and to provide professional and technical assistance in fulfilling the Township's statutory assessing responsibilities. Likewise, the candidate must be able and committed to pursuing their Michigan Advanced Assessing Officer (MAAO) certification. When filling the role of receptionist, answering phone calls, greeting visitors, responding to online inquiries, processing passports, reviewing the Township website and completing the quarterly Township newsletter are specific responsibilities. Additionally, this position is intended to provide general support to the rest of the front office staff by performing a range of clerical duties including, but not limited to: filing, posting, preparation of reports, data entry and similar clerical tasks as requested. Performs related work as required.

**SUPERVISION RECEIVED**

Work is performed under the general supervision of the Community Development Director with specific direction by the Township Assessor when filling the role of Assistant to the Assessor.

**RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

1. An employee in this position may be called on to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)
2. Performs all assessing-related tasks under the supervision and direction of the Township Assessor.
3. Examines building plans and interviews owners and occupants to determine type of construction, features, and other particulars to assist in preparing an accurate assessment.
4. Visit property locations to verify information contained in plans and/or specifications and to estimate quality of materials and construction.
5. Meet with taxpayers regarding complaints, discuss assessment techniques and, if necessary, explain appeal process.
6. Assist realtors, surveyors and the general public in securing information regarding property descriptions, ownership and assessments.
7. Supports all Community Development Department operations including data entry; generation of reports--computer and manual; printing and mailing of letters; customer service; Building Department, Code Enforcement and Assessing clerical duties.



8. Perform reception and counter duties. Receive visitors and telephone calls, answer routine inquiries and complaints received via phone, internet or in-person.
9. Develop the quarterly Township Newsletter and ensure that it is printed/distributed according to schedule.
10. Type a variety of correspondence and other materials from rough drafts or according to a standardized format.
11. Operate office equipment such as, but not limited to computer, typewriter, calculator, copy machine, fax machine, and postage meter.
12. File correspondence, memoranda, reports, deeds, affidavits, legal documents and other material alphabetically, numerically, or by other predetermined classifications.
13. Work with other employees to help the public. Provide added clerical support as directed throughout the main office to ensure smooth operations.
14. Operate Township vehicles to deliver materials or pick up supplies as requested by the Director.
15. Operates multi line phone system, transfers phone calls to requested departments, takes messages, and gives information.
16. Regularly visits the Township website to ensure that it is kept current. Refers outdated material on the website to the individual or department responsible for updating it.

Any other duties as assigned.

#### **QUALIFICATIONS AND KSAs (Knowledge, Skills and Abilities) FOR EMPLOYMENT**

All of the following qualifications and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Knowledge** of multi-line phones and customer service skills.

**Knowledge** of bookkeeping procedures and practices.

**Knowledge** of the laws, regulations and policies governing a variety of Township office processes.

**Knowledge** of Thomas Township and surrounding areas in order to research and dispense accurate information to the public regarding taxes, directions, Township services, Township officials, election information, etc.

**Skill** in the operation of a computer, Microsoft Word, Microsoft Excel, internet, websites, social media, calculator, cash register, typewriter, copier and other standard office equipment.

Thorough **Knowledge** of all assessing related functions.

**Knowledge** of basic office procedures and practices and skill in applying them in performing general counter duties and maintaining official Township records.

**Ability** to perform work accurately and maintain confidentiality regarding accounting information.

**Ability** to drive a car.

**Skill** in establishing and maintaining effective working relationships with other employees and the general public.

**Ability** to work effectively with others.

**Ability** to communicate effectively both verbally and in writing.

**Ability** to type 45 WPM.

**Ability** to see and hear well.

Michigan Certified Assessing Officer (MCAO) certification and one year of local government assessing are required. Additionally, a high school diploma or equivalent with one year of working in an office environment with clerical responsibilities is required. An Associate degree in a related field is preferred.

Adopted 9/14/2020



### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** 2019/2020 Annual Audit
- **EXPLANATION OF TOPIC:** Robert Klaczekiewicz from Smith & Klaczekiewicz, PC will be presenting the results of the annual audit of the financial statements . The Audit demonstrates that we are in good financially position with no major problems relative to our financial activities. We have received an unqualified opinion (which indicates there are no material misstatements or errors in accounting procedures.) The audit is in compliance with all current GASB statements.
- **MATERIAL ATTACHED AS SUPPORTING INFORMATION:**  
None, the audit was previously issued.
- **POSSIBLE COURSES OF ACTION:**  
Accept/not accept audit as presented
- **SUGGESTED/REQUESTED MOTION:**  
Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the 2019/2020 audit as presented.
- **ROLL CALL VOTE REQUIRED?** Yes





## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Authorize the position of a full time Assistant to the Assessor & Receptionist, and appoint Jennifer Holtman to fill the position.
- **EXPLANATION OF TOPIC:** The Township's employment needs and operations continue to evolve with time. Some of the ongoing operational evolution has been caused by the recent COVID pandemic; however, much of it would have transpired regardless of the ongoing pandemic concerns. Such is the case with the need to provide more assessing support and to develop our next generation of assessors. Jennifer has worked at the Township for five years now. During that time, she has applied herself to learning the assessing trade including becoming certified as a Michigan Certified Assessing Officer (MCAO). This is the first level of certification. In order to be the Township's official assessor, a person must receive the second tier of certification, Michigan Advanced Assessing Officer (MAAO). We are encouraging and supporting her to acquire the MAAO certification.

I have had the opportunity to observe Jennifer's growth as an employee and the development of her skills in the assessing field. I believe that she is developing into a very good assessor and will continue to do so. One of my focus points the past few years has been to improve upon the development of some of our younger staff such that when the time comes, they are able to make the transition to more critical leadership roles. That way, when retirements start to occur, the Township is positioned to operate with minimal interruption.

In order to promote Jennifer to full time, we have combined with the Personnel Committee's approval, both part time positions. Thus, her time will be generally split between the two jobs and the additional cost will be kept to a minimum.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Job Description and letter of interest.

- **POSSIBLE COURSES OF ACTION:** Approve, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to authorize the position of a full time Assistant to the Assessor & Receptionist, and appoint Jennifer Holtman to fill the position.
- **ROLL CALL VOTE REQUIRED:** Yes, due to conference call meeting rules.

**COMMUNITY DEVELOPMENT  
ASSISTANT TO THE ASSESSOR & RECEPTIONIST**

**SUMMARY**

This position is essentially the combination of two part time positions with the emphasis being on assessing duties. The qualified candidate must be a Michigan Certified Assessing Officer (MCAO) capable of performing most of the tasks of the assessor and to provide professional and technical assistance in fulfilling the Township's statutory assessing responsibilities. Likewise, the candidate must be able and committed to pursuing their Michigan Advanced Assessing Officer (MAAO) certification. When filling the role of receptionist, answering phone calls, greeting visitors, responding to online inquiries, processing passports, reviewing the Township website and completing the quarterly Township newsletter are specific responsibilities. Additionally, this position is intended to provide general support to the rest of the front office staff by performing a range of clerical duties including, but not limited to: filing, posting, preparation of reports, data entry and similar clerical tasks as requested. Performs related work as required.

**SUPERVISION RECEIVED**

Work is performed under the general supervision of the Community Development Director with specific direction by the Township Assessor when filling the role of Assistant to the Assessor.

**RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

1. An employee in this position may be called on to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)
2. Performs all assessing-related tasks under the supervision and direction of the Township Assessor.
3. Examines building plans and interviews owners and occupants to determine type of construction, features, and other particulars to assist in preparing an accurate assessment.
4. Visit property locations to verify information contained in plans and/or specifications and to estimate quality of materials and construction.
5. Meet with taxpayers regarding complaints, discuss assessment techniques and, if necessary, explain appeal process.
6. Assist realtors, surveyors and the general public in securing information regarding property descriptions, ownership and assessments.
7. Supports all Community Development Department operations including data entry; generation of reports--computer and manual; printing and mailing of letters; customer service; Building Department, Code Enforcement and Assessing clerical duties.

8. Perform reception and counter duties. Receive visitors and telephone calls, answer routine inquiries and complaints received via phone, internet or in-person.
9. Develop the quarterly Township Newsletter and ensure that it is printed/distributed according to schedule.
10. Type a variety of correspondence and other materials from rough drafts or according to a standardized format.
11. Operate office equipment such as, but not limited to computer, typewriter, calculator, copy machine, fax machine, and postage meter.
12. File correspondence, memoranda, reports, deeds, affidavits, legal documents and other material alphabetically, numerically, or by other predetermined classifications.
13. Work with other employees to help the public. Provide added clerical support as directed throughout the main office to ensure smooth operations.
14. Operate Township vehicles to deliver materials or pick up supplies as requested by the Director.
15. Operates multi line phone system, transfers phone calls to requested departments, takes messages, and gives information.
16. Regularly visits the Township website to ensure that it is kept current. Refers outdated material on the website to the individual or department responsible for updating it.

Any other duties as assigned.

#### **QUALIFICATIONS AND KSAs (Knowledge, Skills and Abilities) FOR EMPLOYMENT**

All of the following qualifications and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Knowledge** of multi-line phones and customer service skills.

**Knowledge** of bookkeeping procedures and practices.

**Knowledge** of the laws, regulations and policies governing a variety of Township office processes.

**Knowledge** of Thomas Township and surrounding areas in order to research and dispense accurate information to the public regarding taxes, directions, Township services, Township officials, election information, etc.

**Skill** in the operation of a computer, Microsoft Word, Microsoft Excel, internet, websites, social media, calculator, cash register, typewriter, copier and other standard office equipment.

Thorough **Knowledge** of all assessing related functions.



**Knowledge** of basic office procedures and practices and skill in applying them in performing general counter duties and maintaining official Township records.

**Ability** to perform work accurately and maintain confidentiality regarding accounting information.

**Ability** to drive a car.

**Skill** in establishing and maintaining effective working relationships with other employees and the general public.

**Ability** to work effectively with others.

**Ability** to communicate effectively both verbally and in writing.

**Ability** to type 45 WPM.

**Ability** to see and hear well.

Michigan Certified Assessing Officer (MCAO) certification and one year of local government assessing are required. Additionally, a high school diploma or equivalent with one year of working in an office environment with clerical responsibilities is required. An Associate degree in a related field is preferred.

Adopted 9/14/2020

8/27/2020

Russ,

After working for the Township for the last 5 years I have gained extensive knowledge and experience pertaining to both the assessing department as well as the general office. I have worked closely with the Assessor for approximately 2 years and do possess a Michigan Certified Assessing Officer (MCAO) accreditation and am actively pursuing the Michigan Advanced Assessing Officer (MAAO) certification.

I would like to be considered for the full time position pertaining to the Assistant to the Assessor and Office Receptionist dual position. I believe I can perform the job and all duties as required for this position.

Thank you for your time and consideration,



Jennifer Holtman



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To Award the Elevated Water Storage Tank Inspection Services Contract to Nelson Tank Engineering and Consulting, Inc.
- **EXPLANATION OF TOPIC:** Every five years, the State of Michigan requires certification of public water storage tanks. These certifications ensure the integrity of the water tanks and makes sure that maintenance, venting and corrosion issues are controlled and addressed properly so that the tank's life can be safely extended. These inspections also certify the wet interior by either draining the tank and manually entering it for inspection, or using a remote observation vehicle, (ROV), to video inspect the tank without draining. The last time our tank was certified was 2015, as its construction warranty was about to expire, and an ROV was used for the interior tank inspection.

This is a specialized service, offered by only a very few inspection services with Nelson Tank Engineering & Consultants the primary inspection company located in Michigan. It is Nelson Tank that has also performed the previous tests on our tank as well as consulted with us on the construction of the tank when it was built. Based on those previous services, I asked Nelson Tank to provide a proposal to complete the state-mandated inspection our elevated tank this year. They have submitted a proposal to complete this work for the amount of \$3,350 utilizing an ROV. Based on their previous work with us as well as their familiarity with our particular tank, I recommend that we hire Nelson Tank to complete this work. The scope of work outlined satisfies all of the State of Michigan requirements.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Proposal from Nelson Tank Engineering and Consulting.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to award the Elevated Water Storage Tank Inspection Services Contract to Nelson Tank Engineering and Consulting, Inc.
- **ROLL-CALL VOTE REQUIRED?** Yes.



## PROPOSAL AND CONTRACT AGREEMENT

This agreement between THOMAS TOWNSHIP (OWNER) and NELSON TANK ENGINEERING and CONSULTING, INC. (CONSULTANT) for consulting services on the 1,500,000-Gallon Water Storage Tank (PROJECT) at GRAHAM RD (LOCATION) is as follows:

The OWNER agrees to engage the services of the CONSULTANT for services hereinafter set forth.

- A. CONSULTANT agrees to perform services as detailed in the attached Section I.
- B. OWNER agrees to pay CONSULTANT, for services rendered, the sum of Three Thousand Three Hundred Fifty Dollars (\$3,350). Terms of Payment shall be detailed in Section II.
- C. Additional services performed by CONSULTANT requested by the OWNER which are not within the proposed scope of services as defined in Section I, shall be paid to the CONSULTANT in accordance with time and material fees per Section III plus reimbursable expenses.
- D. The OWNER and CONSULTANT agree to the conditions as set forth in the attached General Provisions of the agreement.

This contract format shall include this cover sheet, Sections I, II, III and General Conditions. Any changes in this CONTRACT shall be made by written addendum.

Deb Otberg  
Proposed by CONSULTANT

August 5, 2020  
Date

Contract Approved by CONSULTANT

Date

Contract Approved by OWNER (Title)

Date

Cosignature (If Required) (Title)

Date

## **SECTION I**

### **Maintenance Inspection – ROV Method 1,500,000-Gallon Tank Thomas Township**

#### **I. Scope of Services Performed by Owner**

- A. Operate the system with the tank out of service, which includes the operation and monitoring of pressure relief valves if necessary. If unable to isolate, perform in accordance with EGLE Suggested Practices for Underwater Inspections (April 2003, Rev.)
- B. Provide access to the tank site and keys for any locks on the structure including pit if applicable.
- C. Maintain water level at or near overflow level.
- D. Provide assistant to provide information on past history, locate valves and electrical source.
- E. Perform bacteriological testing on the water supply upon completion of the inspection tank to service. Two consecutive samples are recommended at 24-hour intervals per AWWA C-652-86 chlorination method No. 2.
- F. By signing this contract, it is understood that the Owner's personnel are covered by the Owner's insurance. The health and safety of the Owner's personnel shall not be covered under Consultant's general liability. The Owner's personnel are, therefore, advised against climbing the structure unless adequate liability insurance is in effect.

#### **II. Scope of Services Performed by Consultant**

- A. Perform underwater remote operated vehicle (ROV) inspection in accordance with EGLE Suggested Practices for Underwater Inspections (April 2003, Rev.)
- B. Disinfect equipment prior to entering potable water supply with no less than 200 mg/l free chlorine.
- C. Review the tank's interior coating for remaining intact and anticipated life. Review interior surfaces and appurtenances for possible structural damage from icing or corrosion. Damages shall be quantified by extrapolation of a measured area and, therefore, are estimates.
- D. Review the exterior coating and perform adhesion tests where coating adhesion is questionable.

- E. Review exterior appurtenances for damage due to corrosion or external loading.
- F. Review the exterior of the exposed foundations.
- G. Review safety requirements for ladders, cages, etc., interior and exterior.
- H. Review tank for potential contamination sources.
- I. The identification of existing coatings will be provided where accurate records of application have been maintained. In the event no records are available, coating identification shall be attempted by age, appearance, environmental service and by conventional industry applications of materials.
- J. Prepare a report documenting condition of structure and recommendations for repair. A schedule for repair shall be provided, including opinion of probable costs. Photographs or video will be provided showing evidence of the structure's condition.

## **Section II**

### **Maintenance Inspection – ROV Method 1,500,000-Gallon Tank Thomas Township**

1. Fees for Article II, Items A – J, inspection and preparation of the report shall be lump sum in the amount of \$3,350.
2. Delays, which are the responsibility of the Owner, that increase the amount of time required for the Consultant to complete his work shall be considered an additional service. The Consultant shall be compensated for this delay, per the hourly rate of \$185.
3. Payment for services performed by the Consultant at the request of the Owner but not included in the original scope of work, Section I, shall be in accordance with time and material fees per Section III.
4. Invoicing shall be submitted upon completion of all work. Payment shall be made within 30 days' net. Account unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Owner shall pay all costs of collection, including reasonable attorney fees.

## Section III

### Additional Service Fees

#### Labor Class

#### PER HOUR

Project Manager.....	\$120.00
Registered Professional Engineer.....	\$120.00
Project Engineer - Level II.....	\$100.00
Project Engineer - Level I.....	\$ 90.00
Inspector - Level II.....	\$ 85.00
Inspector - Level I.....	\$ 75.00
Secretarial Services.....	\$ 50.00
Modeling or CAD.....	\$120.00

#### Expenses

Mileage.....	\$1.00/mile
Meals, Lodging.....	\$120 per diem
Air Travel.....	Business class
Car rental.....	Full size

#### Laboratory Testing

TCLP (One metal).....	\$ 85.00
TCLP (Ten metals).....	\$350.00
Background Soil (Total lead).....	\$ 45.00
Paint Sample (1 Metal).....	\$ 50.00
Paint Sample (2 Metal).....	\$ 60.00
Paint Sample (3 Metal).....	\$ 70.00



**NELSON TANK ENGINEERING AND CONSULTING, INC.**  
**AGREEMENT**

**General Conditions**  
(Owner Document)

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**I. BASIC PROVISIONS**

- A) The parties agree to deliver all executed documents upon signing of the Services Agreement.
- B) The Owner agrees to furnish Consultant with sufficient copies of all documentation necessary to contract for the work to be completed according to the Services Agreement.
- C) All times provided for in the Services Agreement shall commence upon the dates specified therein. Consultant shall commence work upon execution of the Services Agreement.
- D) Consultant shall verify all physical data, measurements and other information prior to the commencement of work and report any ambiguities, errors, conflicts or discrepancies to Owner. Consultant shall not be liable to the Owner for failure to report any such ambiguities, discrepancies, errors or conflicts unless Consultant knew or should have reasonably known of the same.
- E) Upon request and within a reasonable time of the execution of the Services Agreement, Consultant agrees to provide Owner with Certificates of Insurance or any other evidence of insurance as may be required. At this time, a preliminary conference with Owner shall be held if either party has unclarified questions or ambiguities with regard to the discharge of the Services Agreement.
- F) The parties intend that the Services Agreement along with all collateral documents thereto including this Schedule of General Provisions shall constitute all of the contract documents between the parties for the services to be rendered. It is the intention of the parties to adopt all business practices, trade customs and technical definitions as used in the construction industry pertaining to facilities in the interpretation of the Agreement. All ambiguities raised by either party to the Agreement shall be subject to interpretation in writing agreed to by the parties or as settled by mediation as provided herein.
- G) The Agreement and all collateral documents may be amended, supplemented, revised or deleted only by written document entered into by the parties which will include change orders as provided herein.

**II. MATTERS PERTAINING TO THE AVAILABILITY OF OWNER'S FACILITIES**

- A) The Owner shall furnish Consultant with unencumbered access to the facility as described in the Services Agreement along with all documentation deemed reasonably necessary by the Consultant as a condition precedent for the performance of Consultant's services.
- B) The Consultant may rely upon the technical information and physical data provided by the Owner with regard to the specifications, characteristics, dimensions and condition of the facility and other assets upon which the Consultant has been retained to work.
- C) Consultant may rely upon the technical information provided by the Owner in performing its services and shall not be responsible for errors based upon incomplete or erroneous data supplied by the Owner. If Consultant discovers any defects in the performance of services contracted for by the Services Agreement, Owner agrees to issue any necessary change orders providing for such additional work as necessary to correct the defect in question and to authorize payment for any and all additional services or material required by the Consultant to complete Consultant's services.
- D) Defects undiscovered by Consultant when estimating the work to be done under the Services Agreement, shall be called to the Owner's notice immediately upon discovery. Owner shall be responsible for the safety and protection of the Consultant with regard to any such unsafe conditions that exist with regard to the facility.

**III. INSURANCE**

- A) Consultant shall purchase and maintain such liability and other insurance as is appropriate for the services being rendered and furnished and will provide protection from claims which may arise out of Consultant's performance and furnishing of services and Consultant's other obligations under the Services Agreement whether to be performed by Consultant, subcontractor, or supplier or by anyone directly or indirectly contracted for or employed by them.
- B) Owner shall purchase and maintain such property, liability and other insurance as appropriate for risks attendant to the property upon which Consultant shall perform services and Owner shall make available for Consultant's inspection Certificates evidencing such coverage extending to Consultant, subcontractors and suppliers and include coverage for the respective officers and employees of such parties.
- C) All insurance coverages required by these general conditions shall be for not less than limits of liability required by the Services Agreement or the laws and regulations of the State of Michigan or the federal government. All insurance contracts identified to this Agreement shall contain provisions or endorsements that coverage shall not be canceled, materially changed or renewal refused without at least thirty (30) days prior written notice to the Owner and Consultant and to any other insured to whom a Certificate of Insurance has been issued.
- D) The Owner and Consultant intend that all policies purchased in accordance with this Article III will endeavor to protect the Owner, Consultant, subcontractors and suppliers and all other persons listed as additional insureds and will provide primary coverage for losses and damages. Any such policy purchased in accordance with this Agreement shall contain provisions to the effect that in the event of payment of any loss or damage, the insurers will have no rights of recovery against any of the insureds or additional insureds thereunder. Additionally, the Owner waives all rights against the Consultant, subcontractors, consultants and the officers, Directors, employees and agents of any of them for any loss due to business interruption, loss of use or other consequential loss extending beyond direct physical loss or damage to the Owner's property caused by or arising out of fire or other peril, whether or not insured by Owner, and loss or damage to the completed project or part thereof caused by or arising out of or resulting from fire or other insured peril covered by any property insurance maintained on the project by Owner and any policy issued in accordance with the terms of this Agreement shall contain provisions to the effect that in the event of payment of any loss, damage or consequential loss, the insurers will have no rights of recovery against any contractor, subcontractor, consultant and the officers, Directors, employees or agents of any of them.

**IV. CONSULTANT'S RESPONSIBILITIES**

- A) Consultant shall perform the services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession to perform in accordance with the Services Agreement. Consultant shall be solely responsible for the means, methods, techniques, materials used, and procedures applied in fulfilling its services and shall be solely responsible for the appointment of individuals responsible for the performance of the services contracted for by the Services Agreement.
- B) Unless specified elsewhere to the contrary, Consultant shall furnish, be compensated for, and assume all responsibility for all materials, equipment, labor, transportation, equipment and other facilities necessary for the furnishing, performing, testing and completion of the services contracted for by the Services Agreement.
- C) Consultant shall adhere to the time schedule for completion of the Services Agreement advising Owner of any alterations necessary in the performance of such schedule and procure the Owner's written agreement, which shall not be unreasonably withheld with regard to any such changes.
- D) If, during the course of providing services in accordance with this Services Agreement, Consultant determines that other or equal material or procedures will accomplish the work contracted for by this Agreement, Consultant shall notify the Owner or its appropriate representatives following established change order procedures, if appropriate, and such substitution shall be approved by the Owner's representative unless clear and convincing evidence is shown that the Consultant's basis for substitution is wrong. In such case, if the Consultant continues to adhere to its decision with regard to the above mentioned substitution and the Owner's representative refuses to approve a change order for the same, if necessary, Consultant may seek alternative dispute resolution of the issue as provided herein by mediation if the same will not substantially protract the time necessary for the completion of the rendition of services.

- E) If, in the performance of Consultant's services, other subcontractors or suppliers must be utilized, Consultant shall provide Owner with the identity of any proposed subcontractor or supplier. Consultant refuses to deal with any subcontractor or supplier against whom the Owner has made reasonable objection. If such subcontractor or supplier is rejected by the Owner and Consultant has made diligent inquiry as to an acceptable substitute but is unable to substitute for the objected subcontractor or supplier, Owner agrees to adjust the contract price as necessary for the hiring of replacement subcontractor or supplier.
- F) Owner with Consultant's assistance, shall obtain and pay for all permits and licenses, other governmental charges and inspection fees necessary for the completion of the services contracted for by this Services Agreement. This provision shall not be applied to relieve owner of its obligation for the payment of any costs the Owner has assumed by the Services Agreement.
- G) Consultant shall give notices and comply with laws and regulations concerning the performance of services contracted for by this Service Agreement. If Consultant knows the performance of services shall be in violation of law or regulation, the Consultant shall bear all claims, costs, losses and damages caused by Consultant's actions. Otherwise, Owner shall be responsible for any and all costs, claims, losses or other obligations arising from the inspection, ownership and maintenance of the facility.
- H) It shall be Consultant's responsibility to confine its activities to the premises on which the inspection services are rendered. After the rendition of services, Consultant agrees to remove all of its tools, appliances, equipment, machinery and surplus materials. The site shall be left clean and ready for use by the Owner after the completion of the rendition of services contracted for by the Services Agreement.
- I) Consultant agrees that if any dispute should arise under the terms of this Services Agreement which is submitted to mediation, Consultant shall carry on with the rendition of services and adhere to the time schedule established for the completion of performance of services during all disputes or disagreements with the Owner. No services shall be delayed or postponed pending resolution of any dispute or disagreement except as otherwise permitted in accordance with these general conditions or as agreed to in writing with the Owner.
- J) Consultant agrees to indemnify and hold harmless Owner and its officials, officers, Directors and employees to the fullest extent permitted by law from and against claims, costs, losses and damages (including reasonable legal fees and charges of other professional and all other dispute resolution costs) caused by or arising out of or resulting from the performance of the services rendered by Consultant incident to this Services Agreement provided that any such claim, cost, loss or damage is attributable to the negligent act, error or omission of the Consultant, subcontractor or supplier; provided, comparative negligence shall be taken into account in measuring Consultant's liability for damages hereunder.

#### V. OWNER'S RESPONSIBILITIES

- A) The Owner shall not supervise, direct or have control or authority over nor be responsible for Consultant's means, methods, techniques, or procedures of rendering services or for the safety precautions and programs incident thereto or for any failure of the Consultant to comply with laws and regulations applicable to the furnishing of performance of the services contracted for by this Services Agreement. Owner will not be responsible for Consultant's failure to perform or furnish the services in accordance with this Services Agreement. The Owner shall be responsible for providing a safe and hazard-free site upon which Consultant may perform its services.
- B) Owner represents that the authorized governing authorities of Owner have taken all steps necessary to approve the Services Agreement and to furnish Consultant with reasonable evidence of financial responsibility for the satisfaction of its payment obligation under the Services Agreement and that Consultant shall be paid in full for the rendition of services in accordance with the terms of the Services Agreement.
- C) Owner shall take no action to impede Consultant's rendition of services in accordance with this Services Agreement and has taken all steps necessary to coordinate the services and work performed on the site so as to not impair Consultant's ability to render services. To this end, Owner has designated its representative in dealing with Consultant who has full and complete authority to bind and represent the Owner with regard to any and all decisions necessary in the fulfillment of the Services Agreement. If no such representative has been designated, the designated representative of the Owner shall be any of its officers or its chief elected official.

#### VI. CHANGES IN WORK

- A) Within the parameters of services to be rendered by Consultant, Owner may, at any time or from time to time, order additions, deletions or revisions to the services to be rendered by Consultant; provided, Owner and Consultant have agreed to compensation for the same.
- B) Such additions, deletions or revisions will be authorized by written amendment or change order signed by the Owner's representative and acknowledged in writing by the Consultant. Upon receipt of any such acknowledged change order, Consultant shall promptly proceed with the services involved which will be performed under the applicable conditions of the contract documents except as amended.
- C) If the Owner and Consultant are unable to agree as to the extent, if any, of an adjustment in the contract price or an adjustment of the contract terms, allowed as a result of a change order or otherwise, Consultant agrees to continue and the Owner agrees to abide by the terms of the contract provided the parties mutually agree to submit the disagreement to mediation as provided for herein.

#### VII. PAYMENTS TO CONSULTANT AND COMPLETION

- A) Consultant shall be paid in accordance with the provisions of Section II of the Services Agreement provided that if there is a dispute as to the services rendered, Owner shall pay for all services rendered for which objection may not be reasonably made and provide Consultant with an accounting of those services performed for which objection is made and the basis therefore.
- B) Such dispute shall be submitted to arbitration as provided herein if the parties cannot otherwise agree to its disposition.
- C) Consultant acknowledges that title to all materials and equipment covered by any payment from Owner to Consultant whether incorporated in the services rendered or not will pass to the Owner no later than the time of payment as specified in Section II of the Services Agreement free and clear of all liens.

#### VIII. TERMINATION OR SUSPENSION OF SERVICES

- A) The Owner may suspend services by the Consultant at any time and without cause provided Consultant has been paid to date for services rendered under the Services Agreement. Any resumption of services authorized by the Owner shall only be in accordance with terms, conditions and contract price as agreeable by Consultant.
- B) Consultant may cease rendering services under this Services Agreement if, through no act or fault of the Consultant, the performance of services under the Agreement has been materially impaired in which case Consultant may refrain from rendering additional services until satisfactory payment for services rendered and to be rendered has been made by the Owner and the impairment has been corrected.
- C) If, prior to the rendition of services under the Services Agreement, conditions materially change through the application of force majeure, the Consultant's obligation for the performance of services by the Owner's obligation for the payment for same may be excused.

#### IX. DISPUTE RESOLUTION

- A) The Owner and Consultant agree that should any dispute arise between them with regard to any term and/or condition of the Services Agreement, the parties mutually consent to mediation.

#### X. MISCELLANEOUS

- A) The Services Agreement shall be binding upon and inure to the benefit of the successors, representatives and assigns of the parties hereto; provided, that due to the personal services nature of the Agreement, it shall not be subject to assignment by the Consultant.
- B) Any notice required in accordance with the terms of this Agreement shall be effective and binding if made to the parties at their last business address known to the giver of the notice.
- C) The duties and obligations imposed by these general conditions and the rights and remedies available hereunder to the parties hereto, are not to be construed in any way as a limitation of any rights and remedies available to any or all of them which are otherwise imposed or available by law or regulation.



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Consider approval of the Five Year Financial Forecast and Capital Improvement Plan for fiscal years 2020/21-2025/26.
- **EXPLANATION OF TOPIC:** Annually, the staff and the Board update the Township's long term financial guide known as the Financial Forecast, along with the Capital Improvement Plan. The combined Financial Forecast and Capital Improvement Plan (FF/CIP) document is included with this memo. We have made several basic assumptions regarding various budgetary line items with respect to future changes in order to prepare this document. Needless to say it is challenging to pull out the crystal ball each year and try to predict the future of everything from insurance costs to what we will be paying for gas or water meters in six years. We do our best each year to try to research as much as possible about future markets, product changes, relevant trends and whatever else may be affecting a particular line item in the future. Following are some general observations of the more salient changes and trends. Please let us know if you have concerns or questions about specific items.

**General Fund** – The General Fund balance is showing more movement than usual largely because we show the savings for the main office building construction projected for the fiscal year 2022/23. In the years prior to FY 22/23, the fund balance peaks almost \$4.4 million. Then in 22/23, the forecast shows the Township spending \$1 million of that amount on the building construction dropping the balance down to \$3.3 million, which is right in line with what it has historically been in past years. We have also included provisions for reserving \$120,000 for future property purchases. Otherwise, most of the planned expenditures are relatively stable other than some small increases for inflation. Annually, roads have a \$200,000 commitment that is designated for maintenance work.

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

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

show improvement and consequently our various revenue sources have also shown positive gains.

**Transfers Out** – A couple of years ago, we stabilized the transfers out by setting the amounts from year to year. The transfer out for the Fire Fund is set at \$175,046 each year. The Police Fund is likewise set at \$261,053 each year. As stated earlier, there will no longer be a Parks & Recreation transfer to be consistent with the auditor and GASB. As the auditor has noted, the Parks & Recreation operate from the General Fund unless there is a separate millage that would require the money to be accounted for separately. Like last year, we are also not planning for any more transfers to the Road Revolving Fund as we consider it to be fully funded with combined assets of cash and accounts receivable hovering around the \$1,000,000 level.

**Road Revolving Fund** – Overall, the creation and use of the Subdivision Road Improvement Program (SRIP) through the Road Revolving Fund has been highly successful. These funds are available for road projects initiated by residents or the Township.

**Water Fund** – We continue to implement the scheduled increases to water rates annually as approved by the Board. We are recently seeing a drop in HSC's water use, which could lead to some concern in the future, but we have been through multiple downturns in their business so it is probably a little premature to panic yet. We are watching their usage closely and will continue to do so. The DPW will be continuing to replace water meters throughout the Township over the course of the next several years.

**Refuse Fund** – The increased costs for trash and recyclable disposal were inserted into the forecast last year. With the \$155/dwelling unit assessment charge on an annual basis, we continue to be a very affordable method of collecting all homeowner's trash, yard waste and recyclables. The Refuse Fund balance will be dropping steadily in the coming years, which will force us to consider a rate increase probably in two years. The refuse fund took a particularly big hit this year due to the flood debris removal. The outlook could change for the positive rather quickly however, if FEMA does decide to reimburse the Township for those costs.

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

**Parks** – As noted in the opening remarks, the “Park Fund” has been absorbed by the General Fund; however, in light of the fact that there are several impactful projects that will be undertaken in the Parks Department we are including some relevant comments. You will now see the Park revenues blended into the General Fund revenues. We have listed five projects on the CIP for Parks. The Phase II Trail Extension to the north is being pushed to 2018. The kayak launch is done. The Trail enhancements consisting of pillars, fencing and landscaping features are well underway. The roadside overlook park at the corner of Dice and River Road is planned for 2024/25. Finally, the Nature Center and Preserve will involve continued examination and dialogue as they represent a very significant undertaking from both a financial and personnel perspective.

**Police Fund** – The Police Department is fully staffed now at approved levels. No substantial changes are being forecasted. The Fund continues to operate with revenue from the Public Safety millage and transfers from the General Fund. The Police Fund balance as projected through FY 2022/23 peaks at \$1.2 million. Thereafter it begins a downward trend to a low point of \$587,825 in 2025/26. The Public Safety millage that funds the department will be expiring in 2022, so that raises some concern. The forecast is based upon the community approving the millage renewal.

**Fire Fund** – The need to renew the Public Safety millage by 2022 is a concern, though the Fire Department typically receives very positive support. This frugal management of the department enables us to anticipate annual increases to the Fund balance. There are no plans to change current operations or employment levels in the department.

**Fire Apparatus** – The Fire Department does have plans to purchase a new or slightly used ladder truck in 2021/22. Otherwise, the majority of the spending is in incremental amounts for equipment replacements over the span of the Financial Forecast.

**DDA** – No changes proposed. With the last bond payment in August, 2019, the Fund will have a projected balance of \$109,214, which is significantly higher than it has been for some time. Afterward, it should continue to grow to \$375,773 unless the DDA Board decides to use some of the funds for a larger project.

**New Building or Remodel**

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

**Conclusion**

I am pleased to report that all of our Funds are positioned well for meeting the future needs of our community. Our continued use of the Financial Forecast and Capital Improvement Program provide all of us with an excellent guide for managing the public's money wisely through the years. As I've stated before, a lot of time and effort is put into keeping this document current and as accurate as possible by all of the department heads, although Deidre truly is the key person that brings all of the information together into a single usable format. Every year she does an awesome job of getting this enormous task done. In conclusion, Deidre and I are pleased to present the attached document to you for your consideration and approval.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Financial Forecast and Capital Improvement Plan.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to the Five Year Financial Forecast and Capital Improvement Plan for fiscal years 2020/21-2025/26.
- **ROLL CALL VOTE REQUIRED:** Yes.

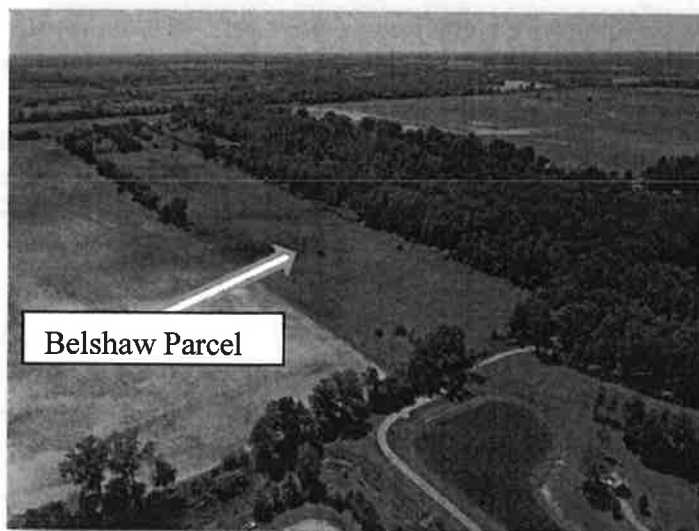




## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Russ Taylor, Township Manager  
John Corriveau, Parks Director
- **AGENDA TOPIC:** Approve Resolution 20-14 to purchase Parcel #28-12-3-36-2002-000, located adjacent to Roberts Park, 19.74 acres, from Debra Belshaw.
- **EXPLANATION OF TOPIC:** Debra Belshaw owns the 19.74 acre parcel that is adjacent to the south end of Roberts Park. Her realtor approached us in June about possibly buying it. Since then, we have been in negotiations and discussions about the potential purchase. We have a signed purchase agreement by both parties to purchase the parcel for \$135,000. It is conditioned upon an acceptable Phase I Environmental Study and the Township Board's approval. At the time of writing this memo, the Phase I has been ordered, although it has not been completed.

The Belshaw parcel is located adjacent to the south end of Roberts Park. It has an area of just under 20 acres with 100' of frontage along Dutch Road. It is approximately 400' wide for the majority of the acreage and where it connects with the park. A 300' wide (Dutch Road frontage) by 400' deep parcel was split from it years ago. As the pictures indicate, it is right next to the paved pathway in Roberts Park. The pond in Roberts Park is very visible from the property. It is roughly the same size as all of our soccer fields combined.



The land is flat covered almost entirely by field grass, so we would not incur costs for tree or building removal. Having walked it, we believe that the grass could be brought back under control with just a few cuttings. Thereafter maintenance would consist of keeping it mowed through the warm months of the year.



***Why purchase this parcel?***

The simple and direct answer is because we have the opportunity to buy it now and the potential that it offers future generations of Township residents. We all know how unpredictable the future is, so it's very difficult to say that the Township would have another chance to purchase this land again. What I've learned is that we usually only get one chance and then it gets sold for another purpose. They develop it and the opportunity is gone. Furthermore, we may end up with a neighbor who does not appreciate the park

and the noise/disruption that it can cause neighbors from time to time such as soccer games, evening movies, softball tournaments, bands, etc. Currently the 26 acre parcel to the west of this one is owned by Chad Kloha, developer. He would probably be very interested as combining the two parcels together would create a very developable property for a large subdivision.

In addition, the Township would retain the option of selling it in the future if it was either determined that it did not have a beneficial use or there was an urgent need for funds, so it's not as if the money is being spent on something that will lose its value.

***How can the Township pay for it?***

My suggestion would be that we use the remaining funds from the Chris Thompson Family gift. We currently have about \$147,000 in the account, which should be enough to cover the purchase. This area of the park could then be given a name that references the Thompson Family to acknowledge their gift.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 20-14,



September 14, 2020

Purchase Parcel 28-12-3-36-2002-000 for Roberts Park

Purchase Agreement.

- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 20-14 to purchase Parcel #28-12-3-36-2002-000, located adjacent to Roberts Park, 19.74 acres, from Debra Belshaw for \$135,000 with funds from the Thompson Family Fund contingent upon an acceptable Phase I study being completed.
- **ROLL CALL VOTE REQUIRED:** Yes, due to teleconference call meeting rules.

20-14  
TOWNSHIP OF THOMAS  
SAGINAW COUNTY, MICHIGAN  
RESOLUTION FOR THE PURCHASE OF PARCEL  
28-12-3-36-2002-000

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 14th day of September, 2020; 7 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

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

WHEREAS, a parcel of property adjacent to Roberts Park is available for purchase; and

WHEREAS, the Township of Thomas desires to purchase said parcel for public purposes subject to the terms of a Purchase Agreement attached hereto as Attachment A and incorporated herein by reference;

NOW BE IT RESOLVED, that the Supervisor and Clerk are hereby authorized to sign said Purchase Agreement on behalf of the Township of Thomas and either or both of them or the Township Manager are hereby authorized to sign any and all closing documents on behalf for the Township to acquire the real property described in Attachment A, the same to be used for public purposes.

YEAS:

NAYES:

ABSTENTIONS:

ABSENT:

The Supervisor declared the resolution duly adopted.

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

STATE OF MICHIGAN)  
COUNTY OF SAGINAW)SS

I, Edward Brosowski, the duly elected and acting clerk of the Township of Thomas, hereby certify that the foregoing constitutes a true copy of a resolution passed at a regular meeting of the Thomas Township Board, Saginaw County, Michigan, held on September 14, 2020, at which meeting a quorum was present and voted as therein set forth; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

IN WITNESS WHEREFORE, I have hereunto fixed my official signature on the 14th day of September 2020.

---

Edward Brosowski, Clerk

## PURCHASE AGREEMENT

THIS AGREEMENT is entered into by DEBRA L. BELSHAW, a \_\_\_\_\_ woman of 7670 Dutch Road, Saginaw, Michigan 48609, hereinafter called "Seller", and THOMAS TOWNSHIP, a Michigan municipal corporation with offices at 249 N. Miller Road, Saginaw, Michigan 48609 hereinafter called "Buyer".

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

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

Real Property located in Thomas Township, Saginaw County Michigan

BEG AT A PT 695.36 FT E FROM W 1/4 CORN OF SEC TH N 1066.46 FT  
THE 58.99 FT TH N 1559.45 FT TH E 377.39 FT TH S 1999.65 FT TH  
W 350 FT TH S 625 FT TH W 100 FT TO POB 19.74 ACRES SEC 36 T12N R3E

2. The Seller agrees to sell and the Buyer agrees to buy said real estate for the sum of \$135,000.00, payable by check in one lump sum at closing.
3. Seller agrees to convey by Warranty Deed a merchantable title to said real estate to Buyer and Seller agrees to furnish to Buyer at Seller's expense, within ten days of signing this Purchase Agreement, and prior to closing, a Commitment for Title Insurance showing merchantable title in Seller as determined solely by Buyer.
4. If Seller is unable to insure the title, Seller shall take whatever action is reasonably necessary to correct all title defects so that Title Insurance can be issued. Covenants and easements of record existing on the property shall be accepted and shall not be considered title defects. If reasonable efforts of Seller do not clear title defects, this agreement may be terminated by either party.
5. The Seller shall pay any real estate taxes due and owing at the time of Closing. The 2020 summer taxes shall be prorated in accordance with local custom for same. The Buyer does not anticipate or contemplate any new special assessments on the real estate prior to closing.
6. The costs of the preparation of the Warranty Deed shall be at Seller's expense as are the closing agent's fee.
7. The costs of revenue stamps and fees for recording the Warranty Deed shall be at the expense of the Seller. The Buyer shall pay all appraisal fees for any appraisal ordered by the Buyer.
8. The sale shall be closed at a location mutually agreed upon on or before SEPTEMBER 30, 2020, or any other prior date agreed to by the parties in writing. Seller shall pay the Closing costs.

9. The Seller hereby grants permission to the Buyer and Buyer's agents and representatives to enter the premises to conduct any environmental or other inspection of the premises. The Buyer shall pay for any environmental or other inspections ordered by the Buyer.
10. The Seller represents that she is not aware of any recorded or unrecorded leases, mortgages, land contracts, easements, boundary line disputes, or any other matter known to Seller which would affect or encumber the title to the land and premises thereof or interfere with the Buyer's quiet enjoyment of the premises.
11. The Seller represents and warrants that the real estate is being conveyed in its present condition and it shall be delivered by Seller in substantially the same condition as when this agreement is made.
12. Seller represents that she has engaged a brokerage firm and real estate agent with respect to subject real estate and Seller shall pay all fees, commissions, and other costs related thereto.
13. In the event the Seller or Buyer defaults in the performance of this agreement, the non-defaulting party may pursue any remedy provided by law or equity.
14. The representations, covenants, and warranties herein shall bind the heirs, successors and assigns of the respective parties and shall survive the Closing.
15. This agreement is subject to the following contingencies being completed or satisfied as determined in the sole discretion of the Buyer:
  - A. Approval of this Purchase Agreement by the Buyer's Township Board of Trustees.
  - B. All surveys and inspections including but not limited to environmental, and other inspections as permitted pursuant to Paragraph 9.
  - C. Seller shall provide a completed property disclosure form that is acceptable to Buyer.
16. This is the entire agreement between the parties and there are no other agreements between the parties except as provided herein.
17. No amendment or modification of this agreement shall be binding unless in writing and signed by the parties hereto.

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

SELLER

Dated \_\_\_\_\_, 2020

\_\_\_\_\_  
DEBRA L. BELSHAW

BUYER

THOMAS TOWNSHIP

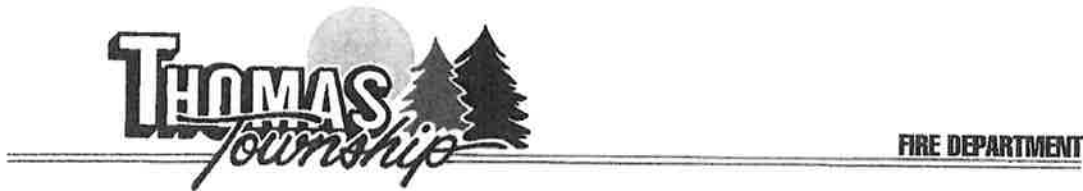
Dated August 31, 2020

By: Robert Weise  
ROBERT WEISE, Supervisor

Dated August 31, 2020

By: Ed Brosowski  
ED BROSOFSKY, Clerk

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



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Chief Cousins
- **AGENDA TOPIC:** Adopt Text Amendment 20-F-02 that permits larger outdoor burning under certain conditions.
- **EXPLANATION OF TOPIC:** We have found an area within our Burning Ordinance which we believe needs to be addressed. We have a small segment of our community who has a need from time to time to burn brush piles greater than what is typically allowed. When it comes to the typical recreational fire, we have it covered. The problem is when these residents have a large pile, it can become problematic with complaints or our lack of ability for us to extinguish the fire due to size and location. What we are proposing is, language which states we would allow for certain fires to be approximately 15x15x10 in size. Anything greater than this, would require the fire official to specifically approve it. This would allow us the opportunity to do some educating on the larger fires and approve or disapprove based on what we see. There would be times when we could simply require a 20ft plowed area around the burn pile thus preventing any concerns of the spread of fire.

This Ordinance language has been reviewed by the Township Manager and our Township Attorney. We will make their suggested changes in this proposal. This has also been reviewed by the Public Safety Committee for their review.

- **SUPPORTING DOCUMENTATION:** Text Amendment 20-F-02, Burning Ordinance to allow for larger type fires.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve Text Amendment 20-F-02 that permits larger outdoor burning under certain conditions.
- **ROLL CALL VOTE REQUIRED?** Yes, due to teleconference call meeting rules.

### 3-4-10: Large Burning:

Open burning may be allowed on parcels greater than five acres under the following conditions; the location shall not be less than 300 feet from any structure or property line and provisions may be required to prevent the fire from spreading based on requirements as set forth by the Fire Chief or Fire Code Official. Items prohibited from burning are identified in Section 3-4-3 titled - Open Burning of Certain Materials Prohibited. The pile size for approved open burning of brush and stump materials shall be not greater than 15 feet in length x 15 feet in width in diameter and 10 feet or less in height. If the pile size exceeds the maximum dimensions stated above, approval from the Fire Chief or Fire Code Official is required prior to a permit being issued.

Amend the numbering sequence after this added paragraph to be as follows;

3-4-11: REPEAL

3-4-12: SEVERABILITY

3-4-13: EFFECTIVE DATE: (add 9-14-2020)





### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Deidre Frolo, Fiscal Services Director
- **AGENDA TOPIC:** Approve Proposed Website Update
- **EXPLANATION OF TOPIC:** The current website is in need of updating. The website was designed and launched in 2011. With the advances in technology along with the increased use of online resources the current website is out-of-date and not as user friendly as it could be. In 2011 the Township staff worked with SAMSA to develop the current site. With SAMSA already being familiar with the current website the Township has requested a quote to update the website. Some of the changes that have been included are: separate departmental tabs, making the site more user friendly, construction department permit applications that total the cost of the permit, the ability to pay for the permits online, creating online calendars for water/sewer resident appointments, an appointment calendar for passport acceptance, an enhanced community calendar, along with other improvements. These changes will improve the usability and resourcefulness of the website for our residents. They will also make it easier for the staff to edit/add content.

As per the attached proposal I am requesting approval to move forward with the website improvements in the amount of \$9100.

- **MATERIAL ATTACHED AS SUPPORTING INFORMATION:** Copy of SAMSA proposal.
- **POSSIBLE COURSES OF ACTION:**  
Accept/not accept proposal to update the website in the amount of \$9,100
- **SUGGESTED/REQUESTED MOTION:**  
Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the proposal to update the website in the amount of \$9,100
- **ROLL CALL VOTE REQUIRED?** Yes



## Proposal for Website Update

**Company:** Thomas Township  
**Requestor:** Russ Taylor  
**Date:** 9/10/2020  
**Developed By:** Steven Boudot & Jody Adams

### Project Summary

Update the current Thomas Township website theme to be more modern/responsive. Also, adding some new functionality to the website, including the Online Reservation System.

### Project Details

- Implement new theme to be chosen based on the layout of the current Bridgeport Township website. (<https://www.bridgeportmi.org/>)
  - Specific retooling of the navigation to only go one sublevel deep to prevent issues with usability within the menu
  - Template suggestions will be sent to Thomas Township for review and final decision will be made between Thomas Township and SAMSA
- Online Reservation System – Passports
  - Ability to reserve a time slot
  - Submission notification sent to appropriate staff
  - Fields TBD
- Online Reservation System – Contact Trevor Schultz
  - Create online form to allow for scheduling appointments with the following fields
    - Date of requested work
    - 4-hour window choice – 8AM-12PM or 1PM-5PM
    - Name
    - Address
    - Phone Number
    - Email Address
    - Work Requested
      - Dead Meter
      - Check for Leaks
      - Meter Technology Upgrade
      - Other
    - Allow for typing in their need when Other is selected
  - Comment
- Submissions will be sent to Trevor Schultz, Utility Billing, and DPW Secretary to process
- Only allow for selection of date that is at least two days out from the current date
- Community Calendar

- Allows for admins to add events to the calendar
- Allow for the following information to be added to the event
  - Picture
  - Location
  - Time
  - Details
- Add popup message that is easily managed from the administration area
- Allow for setting a message at the top of the website
  - This will be driven in a similar method to the current sticky-post method
- Code Complaints Form
  - Create online form to allow for code complaint submissions with the following fields
    - Name
    - Address
    - Location of Issue
    - Issue
  - This form will send to Connie in Code Enforcement
- Content updates for individual pages will be handled by individual departments and not done by SAMSA
- Separate tabs for each department
  - Departments and layout TBD
- Optional Content - Forms
  - Using the forms sent over by Sarah Dorr on 8/26 as reference
  - The optional costs are associated with converting these PDFs into web-based forms that can be submitted on the website. No additional optional costs will be factored in if the decision to simply have a spot for people to submit their filled PDFs in online is done as opposed to converting to web based.
  - Forms will all be setup as web-based forms that can be filled out and submitted on the website
  - Calculation total amount due within each permit
  - Discussion of format for display of items like the Accessory Structure's One Story Wall Section and other sections similar to this will need to happen for those specific items in the form.
  - Signature requirements will leverage SignEasy
  - Create online form for submission of building permit
    - Estimated cost for online form: \$1,000
  - Create online form for submission of Electrical Permit
    - Will handle calculation for total fee based on fields present in the Fee Chart
    - Estimated cost for online form: \$750
  - Create online form for submission of Mechanical Permit
    - Will handle calculation for total fee based on fields present in the Fee Clarification
    - Estimated cost for online form: \$750
  - Create online form for submission of Plumbing Permit
    - Will handle calculation for total fee based on fields present in the Fee Chart
    - Estimated cost for online form: \$750
  - Create online form for submission of Roofing Permit

- Estimated cost for online form: \$500
- Create online form for submission of Accessory Structure Permit
  - Estimated cost for online form: \$750
- Create online form for submission of Demolition Permit
  - Estimated cost for online form: \$500
- Create online form for submission of Swimming Permit
  - Estimated cost for online form: \$750

### Delivery Timeframe

The schedule for project completion is reliant upon prompt feedback and the requirements specified below. The delivery timeframe is subject to change based on, but not limited to: new requirements, requirement changes and unexpected complications due to requirements. SAMSA estimates the project can be completed within 60 days from the date of acceptance.

<b>Base Development Cost .....</b>	<b>\$4,250.00</b>
<b>Optional Content (All Choices Selected).....</b>	<b>\$4,850.00</b>
<b>Total with All Optional Content .....</b>	<b>\$9,100.00</b>

### Tentative Payment Schedule (shown without optional content selected)

Start Work Date .....	\$1,416.66
2/3 Date.....	\$1,416.66
Completion Date .....	\$1,416.68

### Terms and Billing

See tentative payment schedule above. To start the work listed above we require this quote to be signed, dated, and faxed back SAMSA. A deposit of \$1,416.66 is required to start work. This deposit will be applied against the total cost of the project. If the project is cancelled, this deposit becomes a "kill fee" and is non-refundable. Balance is due upon client acceptance of development prior to putting the site into live production.

Additional development will be quoted on a separate basis. SAMSA's hourly development rate is \$125. SAMSA also offers maintenance contracts based on a minimum commitment of 3 hours per month or 36 hours annually at a significantly lower rate. This quote is valid for 90 days.

Accepted by \_\_\_\_\_

Authorized Signature

\_\_\_\_\_ Date



## **AGENDA ITEM**

- **MEETING DATE:** September 3, 2020
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Lease Agreement with Swan Valley School District
- **EXPLANATION OF TOPIC:** After we built the Roberts Park Soccer Complex Swan Valley Schools approached us about the possible use of Roberts Park as the home field for Swan Valley Boys and Girls Soccer. In exchange for Swan Valley using Roberts Park we would be able to use the school gyms for free to run our programs. This agreement has been working very well for the past several years and I think it's a great agreement for both Thomas Township Parks and Recreation and Swan Valley Schools.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Lease Agreement between Swan Valley Schools and Thomas Township Parks and Recreation.
- **POSSIBLE COURSES OF ACTION:** Approve/Deny/Table
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve/ not approve the lease agreement with Swan Valley Schools as stated above.
- **ROLL CALL VOTE REQUIRED?** Yes





## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Dan Sika, Director of Community Development
- **AGENDA TOPIC:** Infill Sidewalk Project
- **EXPLANATION OF TOPIC:** As you know, the Township Board has been installing sidewalks at the recommendation of the Sidewalk/Trail Committee in areas around the Township that have potential to make walking or bike riding safer for residents. Over the last two years North Thomas Road had been the project area with over 1 mile of sidewalks being installed.

This year's projects include several small sections of sidewalk that the Sidewalk/Trail Committee felt would complete areas that had missing sections for one reason or another. With a limited budget for this year of \$35,000 the Committee kept the projects small to ensure that it would not exceed the budgeted amount. After sending the request for proposals (RFP) out and reviewing them back, three of the four contractors that submitted bids were under the \$35,000 budgeted amount.

The projects include 174 feet on both the north and south sides of Hemphill Dr. off N. Thomas Road. In addition, 144 feet is planned on Albosta near S. River Road. About 351 feet on Appaloosa and 200 feet on Palomino. In the next several years, additional infill areas will be completed as funding allows.

In the past, the Township Board has chosen the lowest bidder to install the sidewalks in order to reduce the overall cost and to stay within the budgeted amount. In this case the Board can choose any of the lowest bidders, Tri-Valley Construction, at \$23,374.48 or Wobig Construction, at \$33,420.04 or Allen Contracting, which bid \$34,496.00. All three of the contractors have done work for the Township in the past with Allen doing sidewalks about eight years ago in Thomas Township. Tri-Valley as you know did some of the North Thomas Road sidewalks over the last two years. And Wobig, who was hired last year to complete the North Thomas Road sidewalk project.

After a discussion with the Township Manager, it was determined that due to the almost \$10,000.00 difference between the two lowest bidders, Tri-Valley Construction is being recommended to receive the project at a low bid price of \$23,374.48. As always, a

contingency is added to all approved bids to cover any unknown cost during construction that may arise. The 20% contingency will be \$4,674.90 if Tri-Valley is chosen.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** A list of the bids received for the project; maps of each area to be completed.
- **POSSIBLE COURSES OF ACTION:** To approve/deny/ amend the sidewalk project to Tri-Valley Construction in the amount of \$23,374.48 with an added contingency of 20% (\$4,674.90) making the total amount to be approved by the Township Board at \$28,049.38.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the sidewalk project bid as received from Tri-Valley Construction in the amount of \$ 28,049.38 which includes a 20% contingency.
- **ROLL CALL VOTE REQUIRED:** Yes, due to teleconference call meeting rules.



Company	Section 1	Section 2	Section 3	Total all Sections
Tri-Valley Construction	\$8,001.48	\$3,331.60	\$12,041.40	\$23,374.48
Wobig Construction	\$11,720.04	\$4,758.00	\$16,942.50	\$33,420.04
Allen Contracting	\$11,746.00	\$5,270.00	\$17,480.00	\$34,496.00
Rodney Woods Builders	\$13,532.60	\$5,528.00	\$20,783.00	\$39,843.00

Bids were sent to the following contractors:

- John Beckert Construction, 3823 Mackinaw, Saginaw 48602
- Mayday Construction, 1850 Midland Rd., Saginaw 48638
- Wobig Construction, 527 Woodbridge, Saginaw, 48602
- Wolgast, 1494 North Graham, Freeland, 48623
- Allen Contracting, P.O. Box 1464, Saginaw, 48605
- T&R Cement, 2718 Vanwormer, Saginaw, 48609
- GE Masonry, 7240 Hart Rd., Saginaw, 48609
- McMath Masonry, 6210 Hackett, Freeland, 48623
- Naders Masonry, P.O. Box 101, St. Carles, 48655
- Dill Mason & Sons Contracting, 5215 North River, Freeland, 48623
- R&R Ready Mix, 6050 Melbourne Rd, Saginaw, 48604
- Agnew Construction, 4079 Pierce Rd., Saginaw, 48604
- Innovative Concrete Contracting, 428 Paul Street, Freeland, 48623
- Tri-Valley Landscaping, 2363 S. Miller Rd., Saginaw, 48609
- Hornung Construction, 118 N. Cass Ave., Vassar, MI 48768
- Osmond Concrete, 5498 Garfield Rd., Saginaw, 48603
- Rodney Woods Builder, 2300 S. Thomas Rd., Saginaw, 48609
- Waddell Company, 548 Shattuck, Saginaw, 48604





**Albosta to S. River**  
**Connecting Sidewalk**

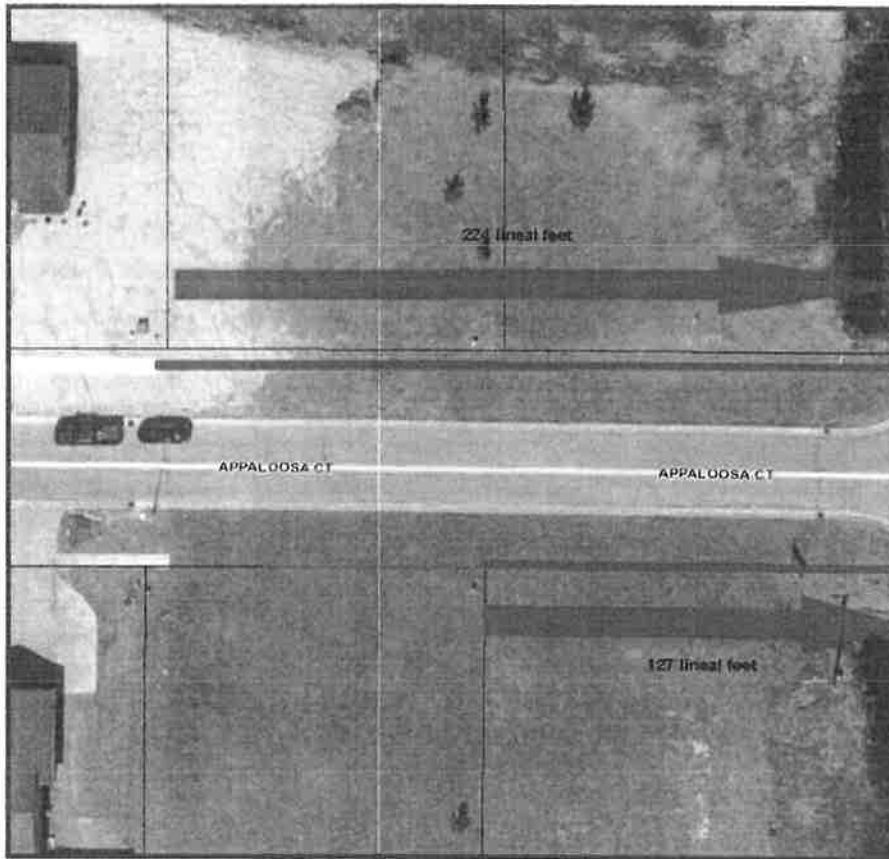


**Map Publication:**  
06/04/2020 4:22 PM



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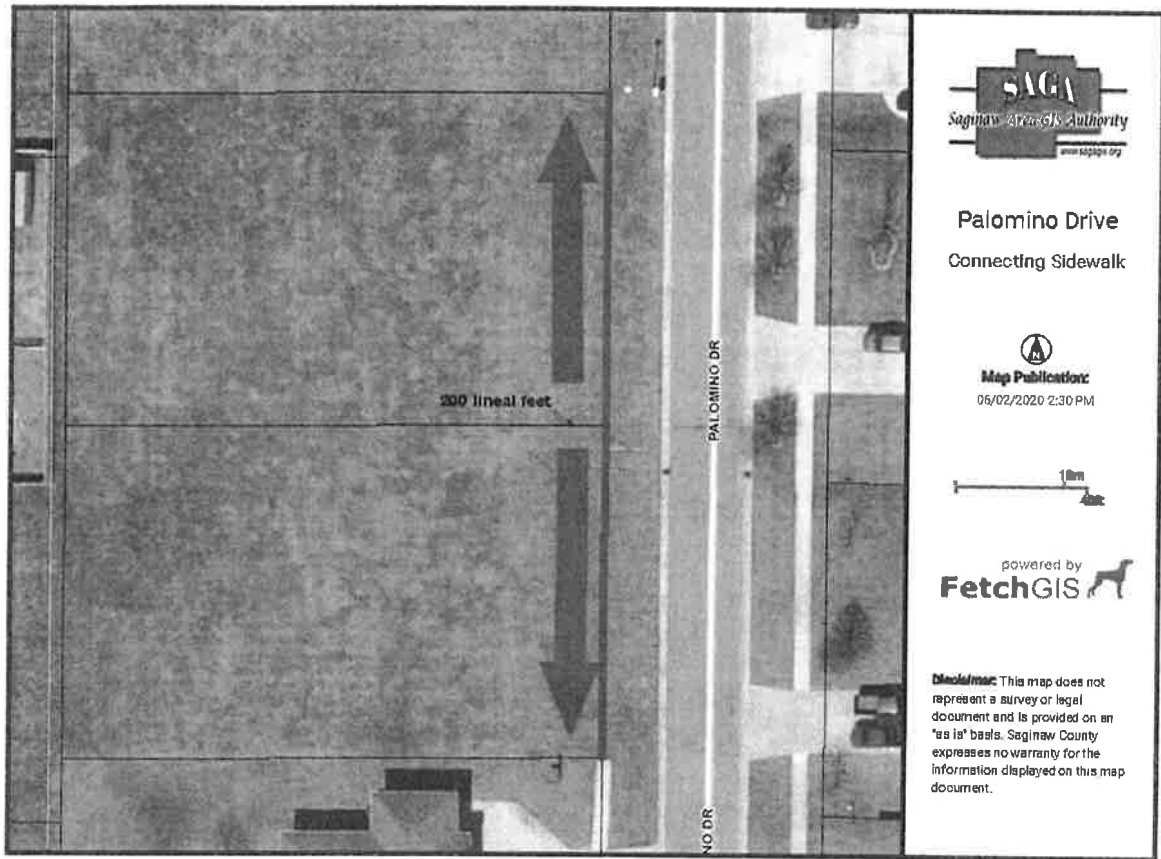
**Appaloosa Drive**  
Connecting Sidewalk

  
Map Publication:  
06/02/2020 2:38 PM



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## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** September 14, 2020
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Annual Board of Trustees Report from the Assessor
- **EXPLANATION OF TOPIC:** The Thomas Township Assessor will be giving the Township Board of Trustees a report on the Assessing Department operations. This will be a short overview of the major activities within the Assessing Department. Just as a reminder, the Assessors responsibility is to value and assess real estate and personal property located within Thomas Township. Contrary to popular misconceptions, the Assessor does not calculate taxes, collect taxes, set tax rates or create tax bills. The Assessor is concerned with property values.

Taxpayers who feel the assessment established by the Assessor is unfair or incorrect, may appeal to the Thomas Township Board of Review (BOR). The Thomas Township Assessor gives the BOR, all information relevant to the appeal so the BOR has adequate evidence to reach a determination as to the assessment placed on the property. If the taxpayer is still unsatisfied with the outcome of the BOR, the appeal can be taken to the State Tax Tribunal for a determination of value. The Thomas Township Assessor's Office places great emphasis on addressing taxpayers' concerns in an effort to see everyone is treated fairly and to minimize the number of appeals filed to the BOR.

The State Tax Commission is the state agency capable reviewing an assessor and given general supervision of assessors and with enforcing property tax laws

- **MATERIALS ATTACHED:** None
- **RECOMMENDED ACTION:** No Action Necessary
- **POSSIBLE COURSE OF ACTION:** No Action Necessary
- **ROLL CALL VOTE REQUIRED:** None

