



THOMAS TOWNSHIP REGULAR BOARD MEETING

8215 Shields Drive, Saginaw, MI 48609

March 7, 2022 @ 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approve the February 7, 2022, Regular Board Minutes.
  - B. Approve the February 14, 2022, Special Board Minutes.
  - C. Approval of the Expenditures.
  - D. Approve the promotion of Kito Sharper from probationary to regular full-time DPW Laborer.
  - E. Approve the promotion of Karen Hitz from probationary to regular part-time receptionist.
  - F. Approve the revised Fire Inspector job description.
  - G. Approve authorization to create a full-time Fire Responder position.
  - H. Approve Personnel Policy #708 regarding employee bloodborne pathogen exposures.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. Receive comments pertaining to the proposed 2022/2023 fiscal year budget. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve Resolution 22-09, the annual Appropriations Resolution for the 2022/2023 Fiscal Year.
  - B. Approve the proposed amended Appropriations Resolution to balance the 2021/2022 Fiscal Year Budget.
  - C. Approve Resolution 22-08, to implement the 2022/2023 Fees Resolution.
  - D. Approve text amendment 22-C-01 regarding the Consumers Energy Franchise Ordinance.
  - E. Approve Resolution 22-10 moving the polling location for Precinct 1 from Fire Station 2 to St. Mark Lutheran Church.
  - F. Approve the Polling Place Agreement between the Township of Thomas and St. Mark Lutheran Church.
  - G. Approve Resolution 22-11, ballot language for the renewal/increase of the Public Safety Millage from 2.00 mills to 3.00 mills (1.00 mill increase) and the renewal of the Fire Apparatus Millage of .25 mills.
  - H. Approve the creation of the Nature Center/Preserve Advisory Committee and Committee appointments.

- I. Accept the Hazard Mitigation Grant Agreement with the Michigan State Police Emergency Management Division for the floodproofing of Pumping Station #6 located at State and River Roads.
  - J. Award the Pumping Station #6 (River and State) Floodproofing Project, design engineering, and grant management proposal from Spicer Group.
  - K. Approve the purchase of pumps, controls, control panels, and valves for the Pumping Station #6 (State and River) floodproofing project from Kennedy Industries.
  - L. Approve the Purchase Agreement to sell a portion of 3955 North River Road to Spectrum Autism in the amount of \$15,00.00.
10. Reports
- |               |                          |                       |
|---------------|--------------------------|-----------------------|
| A. Supervisor | D. Manager               | H. Fire Dept.         |
| B. Clerk      | E. Community Development | I. Police Dept.       |
| C. Treasurer  | F. DPW                   | J. Parks & Recreation |
|               | G. Finance               | K. Board Members      |
11. Executive Session
- A. None
12. Adjournment

Thomas Township  
Board of Trustee Meeting  
Citizen Comment Instructions

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

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

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

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



THOMAS TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
February 7, 2022  
7:00 p.m.

1. The Regular Board Meeting was called to order at 7:00 p.m. by Supervisor Weise.
2. PRESENT: DeLine, Witt, Weise, Brosofski, Sommers, Monahan  
ABSENT: Thayer

ALSO PRESENT: Township Manager, Russ Taylor; Finance Director, Deidre Frollo; DPW Director, Rick Hopper; Parks and Recreation Director, John Corriveau; Director of Community Development, Dan Sika; Police Chief, Al Fong; Fire Chief, Mike Cousins; Deputy Clerk, Darci Seamon; Township Attorney, Otto Brandt, and one interested party.

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

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
  - A. Approve January 10, 2022, Regular Board Minutes.
  - B. Approval of the Expenditures.
  - C. Approve the promotion of Kylar Vanderwall from probationary to regular part-time Fire Fighter.
  - D. Approve the promotion of Tyler Larsen from probationary to regular paid on-call Fire Fighter.
  - E. Approve the Supervisor's recommendation of Kyle Kolbe to serve on the Downtown Development Authority for a term expiring November 20, 2024.
  - F. Approve the hiring of Susan Prevost for the part-time Parks and Recreation Clerical position on a probationary basis pending the passing of hiring requirements.
6. Communications-Petitions-Citizen Comments  
**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. Receive comments pertaining to the approval of the tax roll for the Morgan Court Street Light Special Assessment District.
  - B. Receive comments pertaining to the approval of the tax roll for the John Day Subdivision (Hillshire Court) Road Reconstruction Special Assessment District.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve the Thomas Township Campus Improvement Plan.
  - B. Approve Resolution 22-04 to approve the tax roll for the Morgan Court Street Lighting Special Assessment District.
  - C. Approve Resolution 22-05 to approve the tax roll for the John Day Subdivision (Hillshire Court) and call for a public hearing on February 7, 2022, to confirm the special assessment roll.

- D. Approve Resolution 22-06 to amend the Consumers Energy Lighting Contract.
- E. Approve Resolution 22-07, opposing incorporation as a Charter Township.
- F. Approve the Swan Valley Banquet Center annual fireworks permit.
- 10. Reports
  - A. Supervisor
  - B. Clerk
  - C. Treasurer
  - D. Manager
  - E. Community Development
  - F. DPW
  - G. Finance
  - H. Fire Dept.
  - I. Police Dept.
  - J. Parks & Recreation
  - K. Board Members
- 11. Executive Session
  - A. None
- 12. Adjournment
- 5. It was moved by Witt, seconded by DeLine to approve the consent agenda as presented.  
Motion carried unanimously.
  - A. Approval of Township Board minutes from the regular meeting on 01/10/2022.
  - B. Expenditures consisting of:

Clearing Fund	\$3,030.16
General Fund	269,932.00
Christopher Thompson Fund	0.00
Public Safety-Fire Department	11,715.38
Fire Apparatus	9,277.18
Public Safety-Police Department	89,800.02
Public Safety-Drug Law Enforcement	0.00
Downtown Development Authority	1,535.55
Road Revolving Fund	1,808.88
Sewer Fund	22,126.71
Water Fund	487,699.93
Municipal Refuse	0.00
Tax	5,106,951.64
  - C. Approved the promotion of Kylar Vanderwall from probationary to regular part-time Fire Fighter.
  - D. Approved the promotion of Tyler Larsen from probationary to regular paid on-call Fire Fighter.
  - E. Approved the Supervisor's recommendation of Kyle Kolbe to serve on the Downtown Development Authority for a term expiring November 20, 2024.
  - F. Approved the hiring of Susan Prevost for the part-time Parks and Recreation Clerical position on a probationary basis pending the passing of hiring requirements.
- 6. Communications-Petitions-Citizen Comments
  - A. None.
- 7. Public Hearing
  - A. The public hearing to receive comments on the confirmation of the roll for the Morgan Court Special Assessment Lighting District opened at 7:01 p.m. and closed at 7:02 p.m. with no public comment.
  - B. The public hearing to receive comments on the confirmation of the roll for the John Day Subdivision Road Reconstruction Assessment District opened at 7:02 p.m. and closed at 7:03 p.m. with no public comment.
- 8. Unfinished Business
  - A. None.
- 9. New Business
  - A. It was moved by Witt, seconded by Sommers to approve the Thomas Township Campus Plan. Motion carried unanimously.
  - B. It was moved by Brosowski, seconded by Monahan to approve Resolution 22-04 to confirm the roll for the Morgan Court Street Lighting Special Assessment District.



Roll Call:

Ayes: Monahan, DeLine, Witt, Weise, Brosowski, Sommers

Absent: Thayer

Nays: None

Abstain: None

Resolution was adopted.

- C. It was moved by DeLine seconded by Witt to approve Resolution 22-05, to confirm the roll for the John Day Subdivision Road Construction Special Assessment District.

Roll Call:

Ayes: Sommers, Monahan, DeLine, Witt, Weise, Brosowski

Absent: Thayer

Nays: None

Abstain: None

Resolution was adopted.

- D. It was moved by Sommers, seconded by Monahan to approve Resolution 22-06 to amend the Consumers Energy Lighting Contract.

Roll Call:

Ayes: Sommers, Monahan, DeLine, Witt, Weise, Brosowski

Absent: Thayer

Nays: None

Abstain: None

Resolution was adopted.

- E. It was moved by Sommers, seconded by Brosowski to approve Resolution 22-07, opposing incorporation as a Charter Township.

Roll Call:

Ayes: Brosowski, Sommers, Monahan, DeLine, Witt, Weise

Absent: Thayer

Nays: None

Abstain: None

Resolution was adopted.

- F. It was moved by Witt, seconded by DeLine to approve the Swan Valley Banquet Center annual fireworks permit. Motion carried unanimously.

10. Report of Officers and Staff:

A. Supervisor's Report – None.

B. Clerk's Report – Thanked the Board for their prompt return of manager evaluations.

C. Treasurer's Report – None.

D. Manager's Report – Thanked Deidre for all of her hard work in preparing the budget. Acknowledged those that helped with the renovation of the Nature Center.

E. Receive and file Community Development Reports.

F. Receive and file the DPW Report.

G. Receive and file the Finance Department Report. Budget packets distributed.

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 Brosofski, seconded by Sommers to adjourn the meeting at 7:29 p.m.  
Motion carried unanimously.

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Edward Brosofski, Clerk

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Dated



THOMAS TOWNSHIP  
SPECIAL BOARD MEETING MINUTES  
8215 Shields Drive, Saginaw, MI 48609  
February 14, 2022  
5:00 p.m.

1. The Special Board Meeting was called to order at 5:00 p.m. by Supervisor Weise.
2. PRESENT: Weise, Brosowski, Thayer, Sommers, DeLine, Witt.

ABSENT: Monahan

ALSO PRESENT: Township Manager, Russ Taylor; Fire Chief, Mike Cousins; Parks and Recreation Director, John Corriveau; DPW Director, Rick Hopper; Police Chief, Al Fong, Deputy Clerk, Darci Seamon, Assistant DPW Director, Trevor Schultz, Assistant Parks Director, Tyler Sutherland and no interested parties.

3. The Pledge of Allegiance was recited.
4. Motion was made by Brosowski, seconded by Thayer to approve the agenda as presented. Motion carried unanimously.
5. Communications-Petitions-Citizen Comments:  
A. None
6. New Business  
A. Budget Workshop Presentations

**Approximate Schedule/Agenda**

<b><u>Approx. Time</u></b>	<b><u>Department Head</u></b>	<b><u>Activity/Fund</u></b>
5:00-5:15	Darci Seamon	Elections Clerk
5:15-5:30	Al Fong	Police Fund
5:30-5:45	Mike Cousins	Fire Fund Fire Apparatus Fund
5:45-6:05	Mike and Al	Public Safety Millage
6:05-6:25	Dan Sika	Community Development Construction Codes Sidewalks Assessing

- |                  |                                      |  |
|------------------|--------------------------------------|--|
| <b>6:25-6:35</b> | <b>BREAK</b>                         |  |
| 6:35-6:55        | John Corriveau &<br>Tyler Sutherland | Parks & Recreation   |
| 6:55-7:10        | Lynda Thayer                         | Nature Center & Preserve   |
| 7:10-7:35        | Rick Hopper &<br>Trevor Schultz      | Sewer Fund<br>Water Fund<br>Cemetery<br>Storm Water Management   |
| 7:35-7:55        | Deidre Frolo                         | Finance Department<br>Drains at Large<br>Street Lighting<br>Technology Fund<br>Transfers Out<br>Revenues<br>General Fund Balance |
| 7:55-8:20        | Russ Taylor                          | Legislative<br>Administrative<br>Buildings & Grounds<br>Roads<br>Road Revolving Fund<br>Municipal Refuse Fund<br>DDA             |
7. Adjourn
7. It was moved by Brosowski, seconded by Sommers to adjourn the meeting at 8:12 p.m. Motion carried unanimously.

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Edward Brosowski, Clerk

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Dated



## TOWNSHIP BOARD AGENDA ITEM

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

In addition to the fund expenditures listed in the motion, Library Fund expenditures were \$5,924.40. 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 \$4,661,322.10 with individual fund totals as follows:

Clearing Fund .....	3,030.16
General Fund .....	115,565.19
Christopher Thompson Funds .....	0.00
Public Safety - Fire Department.....	9,629.55
Fire Apparatus .....	4,859.62
Public Safety - Police Department.....	14,366.53
Public Safety - Drug Law Enforcement .....	0.00
Downtown Development Authority .....	1,451.88
Road Revolving Fund .....	1,624.38
Sewer Fund .....	14,584.00
Water Fund .....	259,677.51
Municipal Refuse .....	52,291.10
Tax.....	4,184,242.18

As shown on checks #65207-65337

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP

POST DATES 02/01/2022 - 02/28/2022  
JOURNALIZED

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

Fund Totals:

Fund 100 CLEARING FUND	3,030.16
Fund 101 GENERAL OPERA	115,565.19
Fund 205 PUBLIC SAFETY	9,629.55
Fund 206 FIRE APPARATU	4,859.62
Fund 207 PUBLIC SAFETY	14,366.53
Fund 246 ROAD REVOLVIN	1,624.38
Fund 248 Downtown Deve	1,451.88
Fund 271 LIBRARY FUND	5,924.40
Fund 590 SEWER FUND	14,584.00
Fund 591 WATER FUND	259,677.51
Fund 596 MUNICIPAL REF	52,291.10
Fund 703 TAX FUND	4,184,242.18

Total For All Funds: 4,667,246.50

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	65256
100-000-231.716	DUE TO BC/BS UNION CO-INS	2,837.66	65214
100-000-231.717	LIBRARY HEALTH INS CO-PAY	32.50	65214

STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	160.00	65256
BLUE CROSS BLUE SHIELD O	HEALTH/VISION	2,837.66	65214
BLUE CROSS BLUE SHIELD O	HEALTH/VISION	32.50	65214
Total For Dept 000		3,030.16	

Total For Fund 100 CLEARING FUND		3,030.16	
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Fund 101 GENERAL OPERATING FUND			
Dept 000			
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	20.74	65213
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	1,244.48	65214
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	223.09	65295
101-000-402.000	PROPERTY TAXES	76.92	65246
101-000-447.000	PROPERTY TAX ADMINISTRATION F	96.09	65246
101-000-449.000	MOBILE HOME FEES	13.00	65315
101-000-449.000	MOBILE HOME FEES	52.00	65316
101-000-500.000	CONSTRUCTION PERMITS	5.00	65303

Total For Dept 000		1,731.32	
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Dept 101 BOARD-LEGISLATIVE			
101-101-802.000	LEGAL SERVICES	830.00	65238
101-101-802.000	LEGAL SERVICES	76.00	65305
101-101-804.000	MEMBERSHIP & DUES	15.00	65243
101-101-804.000	MEMBERSHIP & DUES	60.00	65256
101-101-900.000	LEGAL NOTICES	405.44	65237
101-101-956.000	MISCELLANEOUS	938.90	65332

Total For Dept 101 BOARD-LEGISLATIVE		2,325.34	
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Dept 172 MANAGER-ADMINISTRATIVE			
101-172-716.000	HEALTH INSURANCE	1,810.75	65214
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	19.13	65214
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	79.70	65304
101-172-716.200	DENTAL INSURANCE	139.76	65295
101-172-716.300	DENTAL INSURANCE	23.33	65304
101-172-850.100	WIRELESS COMMUNICATIONS	28.32	65256
101-172-960.000	EDUCATION & TRAINING	369.00	65256

Total For Dept 172 MANAGER-ADMINISTRATIVE		2,469.99	
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Dept 191 ELECTIONS			
101-191-740.000	OPERATING SUPPLIES	14.84	65241
101-191-740.000	OPERATING SUPPLIES	25.16	65241
101-191-740.000	OPERATING SUPPLIES	134.47	65255
101-191-740.000	OPERATING SUPPLIES	102.45	65313
101-191-740.000	OPERATING SUPPLIES	879.98	65320
101-191-740.000	OPERATING SUPPLIES	189.89	65328

Total For Dept 191 ELECTIONS		1,346.79	
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Dept 215 CLERK			
101-215-716.000	HEALTH INSURANCE	522.21	65214
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	6.14	65213
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	56.36	65304
101-215-716.200	DENTAL INSURANCE	139.76	65295
101-215-716.300	DENTAL INSURANCE	14.01	65304

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 101 GENERAL OPERATING FUND		
Dept 215 CLERK		
101-215-740.000	OPERATING SUPPLIES	59.79
101-215-740.000	OPERATING SUPPLIES	46.55
101-215-804.000	MEMBERSHIP & DUES	10.00
	QUILL CORPORATION	65241
	QUILL CORPORATION	65313
	SAGINAW CO AREA CLERKS A	65243
	2022 MEMBERSHIP DUES -	
	BROSOFSKI/SEAM	

Dept 253 TREASURER-FINANCE	DEPARTMENT	Total For Dept 215 CLERK			854.82
101-253-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	(1,889.35)	65214
101-253-716.000	HEALTH INSURANCE	KORINA TUCKER	RETIREE STIPEND HEALTHCARE COSTS	100.00	65231
101-253-716.000	HEALTH INSURANCE	KORINA TUCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00	65231
101-253-716.000	HEALTH INSURANCE	KORINA TUCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00	65301
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	12.47	65213
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.30	65214
101-253-716.200	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	102.96	65304
101-253-716.300	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2022 PREMIUM	(66.92)	65295
101-253-740.000	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	28.17	65304
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	52.77	65241
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	44.78	65241
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	560.96	65313
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	375.63	65313
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	185.34	65313
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	19.96	65313
101-253-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	120.25	65322
101-253-830.000	TAX ROLL PREPARATION	SAGINAW COUNTY TREASURER	TAX ROLLS/SPECIALS/PERSONAL PROPERTY	14,123.50	65246
101-253-960.000	EDUCATION & TRAINING	MI MUNICIPAL TREASURERS	2022 BASIC CONFERENCE - 04/24-29/2022	550.00	65233
101-253-960.000	EDUCATION & TRAINING	MI MUNICIPAL TREASURERS	2022 BUNDLE - TREASURER TO TREASURER	100.00	65233

Dept 257 ASSESSING	Total For Dept 253 TREASURER-FINANCE DEPARTMENT	14,833.82
101-257-716.000	HEALTH INSURANCE	501.89
101-257-716.100	BLUE CROSS BLUE SHIELD O	65214
101-257-716.100	BLUE CROSS BLUE SHIELD O	65213
101-257-716.100	BLUE CROSS BLUE SHIELD O	1.75
101-257-716.100	HEALTH/VISION	4.95
101-257-716.100	MADISON NATIONAL LIFE	65214
101-257-716.200	DELTA DENTAL	65304
101-257-716.300	MADISON NATIONAL LIFE	23.67
101-257-817.000	SAGINAW COUNTY TREASURER	65304
101-257-936.000	MAINTENANCE AGREEMENTS	65295
	APEX SOFTWARE	83.86
	MAINTENANCE	6.08
	RENNL/V6 SURVEY MODULE -	90.17
		65246
		620.00
		65274

	Total For Dept 25/	ASSESSING	1,332.37
Dept 265 BUILDING & GROUNDS			
101-265-740.000	OPERATING SUPPLIES	OFFICE SUPPLIES	241.76
101-265-740.000	OPERATING SUPPLIES	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	65241
101-265-740.000	OPERATING SUPPLIES	OFFICE SUPPLIES	65256
101-265-740.125	OPERATING SUPPLIES PASSPORT P	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	137.96
101-265-810.100	CONTRACTED SERVICES	DOCUMENT SHREDDING	59.62
101-265-850.000	TELEPHONE	TELEPHONE SERVICE	65313
101-265-850.000	UTILITIES	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	65256
101-265-920.000	UTILITIES	UTILITY BILL - 8270 GRATIOT RD	45.00
101-265-920.000	UTILITIES	UTILITY BILL - 101 LUTZKE RD	119.17
101-265-920.000	UTILITIES	UTILITY BILL - 6909 GRATIOT RD	65208
101-265-920.000	UTILITIES	UTILITY BILL - 7863 GRATIOT RD	141.32
101-265-930.000	REPAIRS/MAINTENANCE	REPAIR - LIGHTS - SHIELDS DR	23.86
101-265-930.000	REPAIRS/MAINTENANCE	OPERATING SUPPLIES - ADMN BLDG	26.22
101-265-930.000	REPAIRS/MAINTENANCE	STATE BANK	35.87
			65290
			26.38
			65290
			475.37
			536.72
			48.59
			65256



03/02/2022 11:35 AM  
User: DEIRE  
DB: Thomas Township

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2022 - 02/28/2022

Page: 3/11

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

Fund 101 GENERAL OPERATING FUND					
Dept 265 BUILDING & GROUNDS	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION/R	235.50	65258
101-265-930.000	REPAIRS/MAINTENANCE	MIDLAND PAPER COMPANY	OPERATING SUPPLIES - ADMN BLDG	73.37	65308
101-265-930.000	VEHICLE EXPENSE	WEX INC	GAS/DIESEL FUEL	21.20	65268
101-265-938.000					
Total For Dept 265 BUILDING & GROUNDS				2,348.94	

Dept 276 CEMETERY	EQUIPMENT RENTAL	R.B. SATKOMIAR'SCITY SEW	2395 N RIVER RD - PORTABLE TOILET RNT	100.00	65242
101-276-940.100	EQUIPMENT RENTAL	R.B. SATKOMIAR'SCITY SEW	455 S MILLER RD - PORTABLE TOILET RNT	100.00	65242
101-276-940.100					
Total For Dept 276 CEMETERY				200.00	

Dept 282 GREAT LAKES TECH PARK MTCE	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM RD	484.11	65290
101-282-920.000					
Total For Dept 282 GREAT LAKES TECH PARK MTCE				484.11	

Dept 371 COMMUNITY DEVELOPMENT	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	2,139.61	65214
101-371-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	12.22	65213
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	27.24	65214
101-371-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	97.52	65304
101-371-716.200		DELTA DENTAL	FEBRUARY 2022 PREMIUM	307.47	65295
101-371-716.300	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	26.85	65304
101-371-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	OFFICE SUPPLIES	77.75	65255
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	25.00	65311
101-371-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8.78	65322
101-371-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	37.43	65322
101-371-850.100	WIRELESS COMMUNICATIONS	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	290.00	65238
101-371-900.000	LEGAL NOTICES	MLIVE MEDIA GROUP	AFFIDAVIT/PUBLIC NOTICES/LEGALS	41.34	65256
101-371-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	OIL CHNG - 2015 EQUINOX - COMM DEV	317.50	65237
101-371-960.000	EDUCATION & TRAINING	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	68.57	65224
				25.94	65256
Total For Dept 371 COMMUNITY DEVELOPMENT				3,503.22	

Dept 421 CONSTRUCTION CODES	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,340.83	65214
101-421-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	3.49	65213
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	16.96	65214
101-421-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	50.35	65304
101-421-716.200		DELTA DENTAL	FEBRUARY 2022 PREMIUM	167.71	65295
101-421-716.300	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	13.38	65304
101-421-804.000	MEMBERSHIP & DUES	STAPLES ADVANTAGE	OFFICE SUPPLIES	243.35	65322
101-421-850.100	WIRELESS COMMUNICATIONS	INTERNATIONAL CODE COUNC	2022 MEMBERSHIP - SIRA	145.00	65230
101-421-938.100	GAS & DIESEL FUEL	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	18.02	65256
101-421-960.000	EDUCATION & TRAINING	WEX INC	GAS/DIESEL FUEL	84.42	65268
101-421-960.000	EDUCATION & TRAINING	INTERNATIONAL CODE COUNC	CODE CHECK ELECTRICAL 9TH ED	20.00	65229
101-421-960.000		SAG VALLEY CHAPTER ICC	EDU CLASS - SIRA	50.00	65314
Total For Dept 421 CONSTRUCTION CODES				2,153.51	

Dept 444 STORM WATER MANAGEMENT	PROFESSIONAL SERVICES	STATE OF MICHIGAN	2022 ANNUAL PERMIT FEE - STORMWATER	500.00	65257
101-444-817.000					
Total For Dept 444 STORM WATER MANAGEMENT				500.00	

Dept 448 STREET LIGHTING	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 SIREN RD	23.84	65218
101-448-920.000					

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 101 GENERAL OPERATING FUND

Dept 448 STREET LIGHTING	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - STREET LIGHTS	3,383.86	65218
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 LED LIGHT RD	1,782.57	65218
101-448-974.000	CAPITAL IMPROVEMENTS	MIVE MEDIA GROUP	AFFIDAVIT/PUBLIC NOTICES/LEGALS	1,117.00	65237
Total For Dept 448 STREET LIGHTING				6,307.27	

Dept 752 ADMINISTRATION

101-752-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,708.41	65214
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	17.29	65214
101-752-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	103.29	65304
101-752-716.200		DELTA DENTAL	FEBRUARY 2022 PREMIUM	178.89	65295
101-752-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	28.76	65304
101-752-740.000	OPERATING SUPPLIES	BRADYS BUSINESS SYSTEM	KYOCERA - 3011i - 01/27/22-02/26/22	43.62	65215
101-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	71.96	65255
101-752-740.000	OPERATING SUPPLIES	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	60.00	65256
101-752-740.000	OPERATING SUPPLIES	BRADYS BUSINESS SYSTEM	KYOCERA - 3011i - 02/27/22-03/26/22	43.62	65283
101-752-836.000	EMPLOYMENT PHYSICALS	COVENANT OCCUPATIONAL	EMPLOYEE PHYSICAL	102.00	65220
Total For Dept 752 ADMINISTRATION				2,357.84	

Dept 756 FACILITY ACQUISITION/CONSTRUC

101-756-974.550	CAPITAL IMPROVEMENTS ROBERTS	SIGNATURE STREETSCAPES	BALANCE - SIGNAGE THOMAS TRAIL PATH	2,810.50	65319
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	SPICER GROUP INC.	THOMAS TWP - NATURE CENTER DEVELOPMEN	2,331.75	65254
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOBIG CONSTRUCTION CO.	CORE HOLES PLUMBING/ELECTRICAL - NATU	1,000.00	65270
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOLGAST CORPORATION	THOMAS TOWNSHIP NATURE CENTER GRANT	51,791.93	65271
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	CARTER LUMBER	LUMBER - NATURE CENTER	2,994.28	65284
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	SPICER GROUP INC.	THOMAS TWP - NATURE CENTER DEVELOPMEN	2,012.25	65321
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOBIG CONSTRUCTION CO.	TREE REMOVAL - NATURE CENTER	327.75	65331
Total For Dept 756 FACILITY ACQUISITION/CONSTRUC				63,268.46	

Dept 761 SWIM PROGRAMS

101-761-930.000	REPAIRS/MAINTENANCE	SAGINAW COUNTY HEALTH DE	2022 ROETHKE PARK POOL INSPECTION	205.00	65245
Total For Dept 761 SWIM PROGRAMS				205.00	

Dept 768 ARCHERY

101-768-740.000	OPERATING SUPPLIES	CHAOS AP SCREEN PRINTING	ARCHERY SHIRTS	54.00	65287
Total For Dept 768 ARCHERY				54.00	

Dept 770 OPERATIONS & MAINTENANCE

101-770-740.000	OPERATING SUPPLIES	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	695.00	65256
101-770-850.000	TELEPHONE	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	127.40	65256
101-770-850.100	WIRELESS COMMUNICATIONS	STATE BANK	MML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	148.48	65256
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6660 GRATIOT RD	471.53	65218
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 605 S MILLER RD	121.94	65218
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST L4 LIGHT	64.35	65218
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD L4 LIGHT	172.11	65218
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 455 S MILLER RD	621.49	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9535 GRATIOT RD	8.87	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST	37.81	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 700 S RIVER RD	59.46	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD	276.51	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD - POOL	117.35	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD	29.78	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD	252.91	65290
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD	29.64	65290

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Fund 101 GENERAL OPERATING FUND					
Dept 770 OPERATIONS & MAINTENANCE					
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD - POOL	117.07	65290
101-770-930.000	REPAIRS/MAINTENANCE	CONSUMERS ENERGY CO	LAND RENTS/LEASE - MI0047652SAG	100.00	65219
101-770-930.000	REPAIRS/MAINTENANCE	STATE BANK	MMI/PAYPAL/AMZN/ZOOM/AED MKT/CONF	440.60	65256
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	31.51	65267
101-770-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE/TRAIN MAINTENANCE	35.99	65309
101-770-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION	80.50	65323
101-770-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION	147.00	65323
101-770-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	165.85	65268
101-770-940.000	PORTABLE TOILET RENTAL	R.B. SATKOWIAK'S CITY SEW	455 S MILLER RD - PORTABLE TOILET RNT	560.00	65242

Dept 772 NATURE PRESERVE/CENTER					
101-772-910.000 INSURANCE GENERAL LIABILITY					
Total For Dept 772 NATURE PRESERVE/CENTER				4,196.00	65276
Total For Dept 772 NATURE PRESERVE/CENTER				4,196.00	
Dept 774 SPECIAL EVENTS					
101-774-740.000 OPERATING SUPPLIES					
101-774-901.000 PRINTING & PUBLISHING					
Total For Dept 774 SPECIAL EVENTS				156.00	65260
Total For Dept 774 SPECIAL EVENTS				23.24	65240
Total For Dept 774 SPECIAL EVENTS				179.24	

Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT					
Dept 000					
205-000-402.000 PROPERTY TAXES				51.35	65246
205-000-716.000 HEALTH INSURANCE				1,103.87	65214
205-000-716.100 VISION/SHORT TERM DISAB/LIFE				23.21	65214
205-000-716.100 DENTAL INSURANCE				107.49	65304
205-000-716.200				113.49	65295
205-000-716.300				30.04	65304
205-000-740.000 OPERATING SUPPLIES				22.63	65322
205-000-740.000 OPERATING SUPPLIES				129.02	65322
205-000-742.000 UNIFORMS				221.80	65239
205-000-804.000 MEMBERSHIP & DUES				150.00	65244
205-000-810.100 CONTRACTED SERVICES				1,124.42	65244
205-000-810.100 CONTRACTED SERVICES				12.50	65253
205-000-850.000				374.22	65256
205-000-850.000				119.17	65208
205-000-850.100				55.16	65256
205-000-920.000 UTILITIES				168.16	65256
205-000-920.000 UTILITIES				47.83	65264
205-000-930.000 REPAIRS/MAINTENANCE				976.23	65290
205-000-930.000 REPAIRS/MAINTENANCE				34.05	65236
205-000-930.000 REPAIRS/MAINTENANCE				13.79	65255
205-000-930.200				18.20	65256
205-000-936.000				34.90	65222
205-000-936.000				86.37	65323
205-000-938.000				798.25	65323
205-000-938.000				94.86	65211
205-000-938.000				265.00	65251
205-000-938.000				48.95	65252
205-000-938.000				1,787.33	65275
205-000-938.000				468.78	65275

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Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

Dept 000	VEHICLE EXPENSE	NAPA AUTO PARTS	VEHICLE/TRAIN MAINTENANCE	(10.90)	65309
205-000-938.000	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	553.42	65268
205-000-938.100	EDUCATION & TRAINING	STATE BANK	MMML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	192.00	65256
205-000-960.000	EDUCATION & TRAINING	MICHIGAN STATE FIREMEN S	EMERGENCY MEDICAL RESPONDER - 7TH ED	403.96	65307

Total For Dept 000

9,629.55

Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT

9,629.55

Fund 206 FIRE APPARATUS

Dept 000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	TAX ADJUSTMENTS - 10/01/21-12/31/21	20.38	65246
206-000-402.000	CAPITAL OUTLAY	APOLLO FIRE EQUIPMENT	GLOBE BOOTS - FIRE	465.00	65209
206-000-970.000	CAPITAL OUTLAY	PHOENIX SAFETY OUTFITTER	THERMAL CAMERA KIT/TRUCK CHRGR	3,765.00	65239
206-000-970.000	CAPITAL OUTLAY	5 ALARM FIRE AND SAFETY	CAIRNS METRO HELMET	609.24	65272

Total For Dept 000

4,859.62

Total For Fund 206 FIRE APPARATUS

4,859.62

Fund 207 PUBLIC SAFETY-POLICE

Dept 000	PROPERTY TAXES	SAGINAW COUNTY TREASURER	TAX ADJUSTMENTS - 10/01/21-12/31/21	111.67	65246
207-000-402.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	6,194.41	65214
207-000-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	16.04	65213
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	67.73	65214
207-000-716.200	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	406.74	65304
207-000-716.300	RETIREE HEALTH INS SUPPLEMENT	DELTA DENTAL	FEBRUARY 2022 PREMIUM	755.85	65295
207-000-716.600	OPERATING SUPPLIES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	121.72	65304
207-000-740.000	OPERATING SUPPLIES	CHARLIE BROCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00	65288
207-000-740.000	OPERATING SUPPLIES	HOME DEPOT	REPAIRS/MAINTENANCE	71.08	65228
207-000-740.000	OPERATING SUPPLIES	MIDLAND PAPER COMPANY	OFFICE SUPPLIES	34.05	65236
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	BLACK HILLS 9MM - POLICE	137.62	65255
207-000-740.000	OPERATING SUPPLIES	NYE UNIFORM COMPANY	TACTICAL LIGHT - POLICE	664.65	65279
207-000-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	154.50	65310
207-000-742.000	UNIFORMS	SANDLOT SPORTS	LITE HAT - POLICE	19.75	65322
207-000-742.000	UNIFORMS	SANDLOT SPORTS	LITE HAT	64.00	65249
207-000-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	32.00	65318
207-000-810.100	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING	1,660.00	65238
207-000-810.100	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENT JANUARY 2022	22.50	65253
207-000-810.100	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENT - POLICE	71.40	65315
207-000-850.000	WIRELESS COMMUNICATIONS	123.NET	TELEPHONE SERVICE	117.50	65327
207-000-850.100	REPAIRS/MAINTENANCE	STATE BANK	MMML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	119.17	65208
207-000-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	MMML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	104.72	65256
207-000-938.000	VEHICLE EXPENSE	TREIB INC	ANNUAL FIRE EXTINGUISHER INSPECTION	18.20	65256
207-000-938.000	VEHICLE EXPENSE	GARBER CHEVROLET	VEHICLE WASHES	86.38	65323
207-000-938.000	VEHICLE EXPENSE	QUICK LANE TIRE & AUTO C	REPAIR - 2019 FORD EXPLORER - POLICE	78.50	65266
207-000-938.100	GAS & DIESEL FUEL	WEX INC	MOUNT/BALANCE TIRES/OIL CHNG - 2017 F	604.26	65298
207-000-960.000	EDUCATION & TRAINING	STATE BANK	GAS/DIESEL FUEL	386.79	65312
			MMML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	1,865.40	65268
				180.00	65256

Total For Dept 000

14,366.53

Total For Fund 207 PUBLIC SAFETY-POLICE

14,366.53

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DB: Thomas Township

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2022 - 02/28/2022

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Fund 246 ROAD REVOLVING FUND

Dept 000  
246-000-974.000 CAPITAL IMPROVEMENTS

MLIVE MEDIA GROUP

AFFIDAVIT/PUBLIC NOTICES/LEGALS

1,624.38 65237

Total For Dept 000

1,624.38

Total For Fund 246 ROAD REVOLVING FUND

1,624.38

Fund 248 Downtown Development Authority

Dept 000  
248-000-402.000 PROPERTY TAXES  
248-000-920.000 UTILITIES  
248-000-920.000 UTILITIES  
248-000-920.000 UTILITIES  
248-000-920.000 UTILITIES  
248-000-930.000 REPAIRS/MAINTENANCE

SAGINAW COUNTY TREASURER TAX ADJUSTMENTS - DDA - 10/01/21-12/3  
CONSUMERS ENERGY CO UTILITY BILL - 8270 GRATIOT RD  
CONSUMERS ENERGY CO UTILITY BILL - 101 LUTZKE RD  
CONSUMERS ENERGY CO UTILITY BILL - 6909 GRATIOT RD  
CONSUMERS ENERGY CO UTILITY BILL - 7863 GRATIOT RD  
LEDDY ELECTRIC INC. REPAIR - GFI - GRATIOT RD STREETLIGHT

1,310.70 65232

Total For Dept 000

1,451.88

Total For Fund 248 Downtown Development Authority

1,451.88

Fund 271 LIBRARY FUND

Dept 000  
271-000-402.000 PROPERTY TAXES  
271-000-716.000 HEALTH INSURANCE  
271-000-716.000 HEALTH INSURANCE  
271-000-716.500 DISABILITY  
271-000-728.000 CHILDRENS BOOKS - 2036449857  
271-000-728.100 ADULT BOOKS - 2036457150  
271-000-728.100 ADULT BOOKS - 76696803  
271-000-728.200 AUDIO/VISUAL BOOKS - INV 201728  
271-000-730.000 PERIODICALS  
271-000-850.000 TELEPHONE  
271-000-901.000 PRINTING & PUBLISHING  
271-000-930.000 REPAIRS/MAINTENANCE  
271-000-930.000 REPAIRS/MAINTENANCE  
271-000-936.000 MAINTENANCE AGREEMENTS  
271-000-936.000 MAINTENANCE AGREEMENTS  
271-000-956.000 MISCELLANEOUS

SAGINAW COUNTY TREASURER TAX ADJUSTMENTS - 10/01/21-12/31/21  
BLUE CROSS BLUE SHIELD O HEALTH/VISION  
DELTA DENTAL FEBRUARY 2022 PREMIUM  
UNUM &WEBB DISABILITY - LIBRARY  
BAKER & TAYLOR CHILDREN/ADULT BOOKS  
CENGAGE LEARNING INC - G BOOKS  
BLACKSTONE PUBLISHING AUDIO/VISUAL BOOKS  
LAKELAND BOATING MAGAZINE SUBSCRIPTION - 22 ISSUES  
WILDFIRE CREDIT UNION ATT/SPECTRUM  
U. S. POSTAL SERVICE POSTAGE - LIBRARY  
B&B LAWN MAINTENANCE PLOW & SALT - LIBRARY  
SUMMIT COMPANIES ANNUAL FIRE EXTINGUISHER INSPECTION  
CENTRAL BUSINESS SYSTEMS BY PASS COPIES - LIBRARY  
I.T.I. INC. MAINTENANCE AGREEMENT - 03/01/22-02/2  
BIOMEDICAL SOLUTIONS, IN ZOLL PEDI BATTERIES - LIBRARY

1,001.95 65286

Total For Dept 000

5,924.40

Total For Fund 271 LIBRARY FUND

5,924.40

Fund 590 SEWER FUND  
Dept 000  
590-000-202.000

05-RTS SEWER

ELGSTI, MICHAEL

UB refund for account: VANW-000755-00

24.70 65296

Total For Dept 000

24.70

Dept 536 ADMINISTRATION

590-536-716.000 HEALTH INSURANCE  
590-536-716.100 VISION/SHORT TERM DISAB/LIFE  
590-536-716.100  
590-536-716.200 DENTAL INSURANCE  
590-536-716.300  
590-536-740.000 OPERATING SUPPLIES  
590-536-740.000 OPERATING SUPPLIES  
590-536-810.000 CONTRACTED SERVICES

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 FEBRUARY 2022 PREMIUM  
MADISON NATIONAL LIFE LIFE/DISABILITY/AD&D  
PRINT EXPRESS OFFICE PRO READ SLIPS/UTILITY PAPER - WATER/SEWE  
U. S. POSTAL SERVICE BULK POSTAGE PERMIT #273 - WATER  
THOMAS TWP GENERAL FUND IT REIMBURSEMENT - DPW

23.50 65263

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 590 SEWER FUND  
Dept 536 ADMINISTRATION

Total For Dept 536 ADMINISTRATION

2,389.30

Dept 540 OPERATIONS & MAINTENANCE	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,619.44	65214
590-540-716.000	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.37	65214
590-540-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	85.57	65304
590-540-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2022 PREMIUM	233.68	65295
590-540-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.76	65304
590-540-810.000	CONTRACTED SERVICES	BADGER METER INC.	BEACON MBL HOSTING SRV UNIT/CELLULAR	167.69	65210
590-540-817.000	PROFESSIONAL SERVICES	AKT PEERLESS	8190 GRATIOT ROAD	900.00	65273
590-540-817.000		SPICER GROUP INC.	THOMAS TWP MIDAS SURVEY	650.00	65321
590-540-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	119.18	65208
590-540-850.000	WIRELESS COMMUNICATIONS	STATE BANK	MMI/PAYPAL/AMZN/ZOOM/AED MKT/CONF	153.54	65256
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 2323 N RIVER RD	141.28	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1928 N RIVER RD	29.36	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1755 THUNDERBIRD DR	82.51	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1505 N GLEANER RD	258.88	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 3944 N RIVER RD	18.02	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1505 N GLEANER RD UNIT	51.86	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7768 MADELINE ST	1,002.78	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 4530 N THOMAS RD	380.61	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6960 STROEBEL RD	120.06	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 125 E GLOUCESTER DR	2,629.18	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 840 VAN WORMER RD	209.64	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 25 S GLEANER RD	40.61	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9300 HIGHLAND GREEN DR	29.36	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1494 S GRAHAM RD	43.13	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 20 E STARK DR	218.96	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 85 N GRAHAM RD #P515	219.30	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1667 MILLER RD	237.15	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9300 HIGHLAND GREEN DR	29.36	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 25 S GLEANER RD	43.82	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 125 E GLOUCESTER DR	29.36	65290
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	RENTAL TRUCK MOUNTED MOBILE - DPW	165.83	65290
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	150.00	65225
590-540-930.000	REPAIRS/MAINTENANCE	SCIENTIFIC BRAKE & EQUIP	GOOD 31 SERIES CORE CHARGE RETURN - D	81.15	65228
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	MMI/PAYPAL/AMZN/ZOOM/AED MKT/CONF	14.85	65250
590-540-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION/R	22.00	65256
590-540-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION/R	256.37	65258
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	30.50	65258
590-540-930.000	REPAIRS/MAINTENANCE	CUMMINS BRIDGEWAY LLC	REPAIR - 85 GRAHAM	41.37	65267
590-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE/TRAIN MAINTENANCE	407.56	65293
590-540-938.000	VEHICLE EXPENSE	H&B EQUIPMENT & RENTAL I	REPAIRS/MAINTENANCE	48.98	65309
590-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	CLAMP/TUBING/TWISTED BRACKET - DPW	88.98	65226
590-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE - DPW/FIRE	47.07	65250
590-540-938.000	VEHICLE EXPENSE	TOTEN TIRE NORTHWEST IN	TRAILER TIRE - DPW	62.95	65252
590-540-938.100	GAS & DIESEL FUEL	WEX INC	GAS/DIESEL FUEL	86.91	65265
				913.72	65268

Total For Dept 540 OPERATIONS & MAINTENANCE

12,170.00

Total For Fund 590 SEWER FUND

14,584.00

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 591 WATER FUND

Dept 000	04-RTS WATER	EIGSTI, MICHAEL	UB refund for account: VANW-000755-00	19.86	65296
591-000-202.000	CUSTOMER DEPOSITS MORGAN COURT	SPICER GROUP INC.	THOMAS TWP - MORGAN COURT WATER MAIN	991.75	65321
591-000-255.142	CUSTOMER DEPOSIT SWAN VALLEY SC	SPICER GROUP INC.	THOMAS TWP - SWAN VALLEY SCHOOLS WATE	9,208.50	65321
591-000-255.143	CONTRACTS PAYABLE CITY OF SAG	CITY OF SAGINAW	WATER CONNECTION - 4037 VILLAGE GREEN	2,000.00	65217
591-000-310.091	CONTRACTS PAYABLE CITY OF SAG	CITY OF SAGINAW	WATER CONNECTION - 4037 VILLAGE GREEN	2,000.00	65289
591-000-310.091					

Total For Dept 000 14,220.11

Dept 536 ADMINISTRATION

591-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,501.54	65214
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	15.72	65214
591-536-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	75.44	65304
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2022 PREMIUM	140.52	65295
591-536-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	22.70	65304
591-536-740.000	OPERATING SUPPLIES	PRINT EXPRESS OFFICE PRO	READ SLIPS/UTILITY PAPER - WATER/SEWE	99.50	65311
591-536-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	BULK POSTAGE PERMIT #273 - WATER	510.39	65328
591-536-810.000	CONTRACTED SERVICES	THOMAS TWP GENERAL FUND	IT REIMBURSEMENT - DPW	23.50	65263

Total For Dept 536 ADMINISTRATION 2,389.31

Dept 540 OPERATIONS & MAINTENANCE

591-540-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,619.44	65214
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.37	65214
591-540-716.100		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	85.57	65304
591-540-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2022 PREMIUM	233.68	65295
591-540-810.000	CONTRACTED SERVICES	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.76	65304
591-540-817.000	PROFESSIONAL SERVICES	BADGER METER INC.	BEACON MBL HOSTING SRV UNIT/CELLULAR	167.69	65210
591-540-817.000	PROFESSIONAL SERVICES	AKT PEERLESS	8190 GRATIOT ROAD	900.00	65273
591-540-850.000		SPICER GROUP INC.	THOMAS TWP MIDAS SURVEY	650.00	65321
591-540-850.000	TELEPHONE	123.NET	TELEPHONE SERVICE	119.18	65208
591-540-850.000	WIRELESS COMMUNICATIONS	STATE BANK	MMI/PAYPAL/AMZN/ZOOM/AED MKT/CONF	26.55	65256
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	NML/PAYPAL/AMZN/ZOOM/AED MKT/CONF	141.29	65256
591-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 12350 GEDDES RD	29.50	65218
591-540-927.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9465 TITTABAWASSEE RD	29.36	65290
591-540-927.100	PURCHASING WATER	CITY OF SAGINAW	UTILITY BILL - 1167 N GRAHAM RD	737.77	65290
591-540-930.000	READINESS TO SERVE CITY OF SA	CITY OF SAGINAW	USAGE - 6703 GRATIOT AVE	130,053.50	65216
591-540-930.000	REPAIRS/MAINTENANCE	GIVE 'EM A BRAKE SAFETY	USAGE - 6703 GRATIOT AVE	93,439.26	65216
591-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	RENTAL TRUCK MOUNTED MOBILE - DPW	150.00	65225
591-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIRS/MAINTENANCE	81.16	65228
591-540-930.000	REPAIRS/MAINTENANCE	SCIENTIFIC BRAKE & EQUIP	MAINTENANCE SUPPLIES - DPW	10,283.00	65234
591-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	GOOD 31 SERIES CORE CHARGE RETURN - D	(14.85)	65250
591-540-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	MMI/PAYPAL/AMZN/ZOOM/AED MKT/CONF	22.00	65256
591-540-930.000	REPAIRS/MAINTENANCE	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION/R	256.38	65258
591-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	ANNUAL FIRE EXTINGUISHER INSPECTION	30.50	65258
591-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIRS/MAINTENANCE	41.38	65267
591-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	MAINTENANCE SUPPLIES - DPW	2,700.00	65306
591-540-938.000	VEHICLE EXPENSE	H&B EQUIPMENT & RENTAL I	VEHICLE/TRAIN MAINTENANCE	48.98	65309
591-540-938.000	VEHICLE EXPENSE	SCIENTIFIC BRAKE & EQUIP	REPAIRS/MAINTENANCE	88.97	65226
591-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	CLAMP/TUBING/TWISTED BRACKET - DPW	47.07	65250
591-540-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	VEHICLE MAINTENANCE - DPW/FIRE	62.95	65252
591-540-938.100	GAS & DIESEL FUEL	WEX INC	TRAILER TIRE - DPW	86.91	65265
591-540-938.100	GAS & DIESEL FUEL		GAS/DIESEL FUEL	913.72	65268

Total For Dept 540 OPERATIONS & MAINTENANCE 243,068.09

GL Number Invoice Line Desc

PAID - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

Amount Check #

Fund 591 WATER FUND

Total For Fund 591 WATER FUND

259,677.51

Fund 596 MUNICIPAL REFUSE FUND

Dept 000  
596-000-808.000

REFUSE CONTRACT

MID MICHIGAN WASTE AUTHO DECEMBER SOLID WASTE SERVICES

52,291.10

65235

Total For Dept 000

52,291.10

Total For Fund 596 MUNICIPAL REFUSE FUND

52,291.10

Fund 703 TAX FUND

Dept 000	703-000-202.000	ACCOUNTS PAYABLE	BIERLEIN INVESTMENTS LLC	2021 Win Tax Refund 28-12-3-03-3000-0	126.93	65212
	703-000-202.000	ACCOUNTS PAYABLE	BAUER, J A & S M	2021 Win Tax Refund 28-12-3-27-3007-0	1,338.34	65280
	703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/19/22-02/01/22	3,521.32	65246
	703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/19/22-02/01/22	380,965.46	65246
	703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 02/02/22-02/15/22	3,337.25	65315
	703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 02/02/22-02/15/22	581,654.69	65315
	703-000-222.300	DUE TO SAGINAW CO DRAIN COMM -	SAGINAW COUNTY TREASURER	DRAINS - 01/19-22-02/01/22	13,034.21	65246
	703-000-222.300	DUE TO SAGINAW CO DRAIN COMM -	SAGINAW COUNTY TREASURER	DRAINS - 02/02/22-02/15/22	34,061.98	65315
	703-000-222.400	DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/19/22-02/01/22	4,351.12	65247
	703-000-222.400	DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 02/02/22-02/15/22	4,123.64	65316
	703-000-225.070	DUE TO FREELAND SCHOOL OPERAT	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/19/22-02/01/22	96,782.85	65223
	703-000-225.070	DUE TO FREELAND SCHOOL SINKIN	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 02/02/22-02/15/22	10,779.02	65297
	703-000-225.072	DUE TO FREELAND SCHOOL SINKIN	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/19/22-02/01/22	26,529.21	65223
	703-000-225.072	DUE TO FREELAND SCHOOL SINKIN	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 02/02/22-02/15/22	57,726.68	65297
	703-000-225.080	DUE TO HEMLOCK SCHOOLS OPERAT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/19/22-02/01/22	403,369.47	65227
	703-000-225.080	DUE TO HEMLOCK SCHOOLS OPERAT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 02/02/22-02/15/22	116,010.58	65299
	703-000-225.081	DUE TO HEMLOCK SCHOOL DEBT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/19/22-02/01/22	117,275.00	65227
	703-000-225.081	DUE TO HEMLOCK SCHOOL DEBT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 02/02/22-02/15/22	132,131.44	65299
	703-000-225.083	HEMLOCK SINKING FUND	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/19/22-02/01/22	30,070.22	65227
	703-000-225.083	HEMLOCK SINKING FUND	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 02/02/22-02/15/22	33,878.92	65299
	703-000-225.130	DUE TO SWAN VALLEY OPERATING	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 01/19/22-02/01/22	299,849.18	65261
	703-000-225.130	DUE TO SWAN VALLEY OPERATING	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 02/02/22-02/15/22	336,769.61	65325
	703-000-225.131	SWAN VALLEY SCHOOL SINKING FUND	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 01/19/22-02/01/22	190,705.82	65259
	703-000-225.132	SWAN VALLEY SCHOOL SINKING FUND	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 02/02/22-02/15/22	334,983.53	65324
	703-000-235.000	DUE TO DELTA COLLEGE	DELTA COLLEGE	TAX PAYMENTS - 01/19/22-02/01/22	71,780.46	65326
	703-000-235.000	DUE TO DELTA COLLEGE	DELTA COLLEGE	TAX PAYMENTS - 02/02/22-02/15/22	135,245.93	65221
	703-000-236.000	DUE TO SAGINAW ISD/SPECIAL ED	SAGINAW ISD	TAX PAYMENTS - 01/19/22-02/01/22	206,496.91	65294
	703-000-236.000	DUE TO SAGINAW ISD/SPECIAL ED	SAGINAW ISD	TAX PAYMENTS - 02/02/22-02/15/22	204,398.86	65248
	703-000-236.000	DUE TO SAGINAW ISD/SPECIAL ED	SAGINAW ISD	TAX PAYMENTS - 02/02/22-02/15/22	312,078.80	65317

Total For Dept 000

4,184,242.18

Total For Fund 703 TAX FUND

4,184,242.18



CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 02/28/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 02/28/2022
Fund 100	CLEARING FUND				
001.000	59	13,465.02	28,540,738.82	28,473,080.32	81,123.52
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	1,658,878.36	2,768,274.14	3,119,509.17	1,307,643.33
002.010	THE STATE BANK SAVINGS	1,138,323.24	11,748.05	0.00	1,150,071.29
002.350	CASH CHASE BANK	10,788.44	1.92	10,790.36	0.00
002.385	CASH TCF BANK	1,045,386.64	105.03	0.00	1,045,491.67
003.175	CERTIFICATE OF DEPOSIT TCF	250,000.00	0.00	0.00	250,000.00
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	1,017,727.06	0.00	0.00	1,017,727.06
	GENERAL OPERATING FUND	5,121,103.74	2,780,129.14	3,130,299.53	4,770,933.35
Fund 103	CHRISTOPHER THOMPSON FAMILY FUND				
002.000	CASH THE STATE BANK	1.00	0.82	1.00	0.82
002.010	THE STATE BANK SAVINGS	5,016.08	5.20	0.00	5,021.28
	CHRISTOPHER THOMPSON FAMILY FUND	5,017.08	6.02	1.00	5,022.10
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	972,696.61	123,617.38	488,661.38	607,652.61
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	998,540.99	180,362.08	772,380.71	406,522.36
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	1,483,406.84	207,984.41	1,073,934.59	617,456.66
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	310,352.26	6,583.55	87,636.16	229,299.65
003.175	CERTIFICATE OF DEPOSIT TCF	629,499.29	0.00	0.00	629,499.29
	ROAD REVOLVING FUND	939,851.55	6,583.55	87,636.16	858,798.94
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	110,599.56	13,994.72	39,449.20	85,145.08
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH THE STATE BANK	6,181.64	0.00	0.00	6,181.64
Fund 271	LIBRARY FUND				
002.000	CASH THE STATE BANK	396,620.41	44,551.38	269,103.45	172,068.34
003.271	CD LIBRARY 08/2016 .50	205,340.00	0.00	0.00	205,340.00
	LIBRARY FUND	601,960.41	44,551.38	269,103.45	377,408.34
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	1,048,009.76	1,457,643.71	977,085.39	1,528,568.08
002.010	THE STATE BANK SAVINGS	509,677.44	427.47	0.00	510,104.91
002.200	RESERVED CASH SYSTEM EXPANSIO	150,798.65	10,800.00	0.00	161,598.65
002.385	CASH TCF BANK	2,494,481.50	118.98	0.00	2,494,600.48
002.386	TCF BANK SYSTEM EXPANSION	117,933.00	0.00	0.00	117,933.00
	SEWER FUND	4,320,900.35	1,468,990.16	977,085.39	4,812,805.12
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	690,527.25	3,973,179.79	3,693,564.85	970,142.19
002.010	THE STATE BANK SAVINGS	756.60	0.63	0.00	757.23
002.200	RESERVED CASH SYSTEM EXPANSIO	111,968.99	23,125.00	0.00	135,093.99
002.375	CASH HUNTINGTON BANK	246,824.23	12.37	0.00	246,836.60
002.385	CASH TCF BANK	1,337,077.40	80.38	0.00	1,337,157.78

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 DB: Thomas Township

CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 04/01/2021 TO 02/28/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Page: 2/2

Fund Account	Description	Beginning Balance 04/01/2021	Total Debits	Total Credits	Ending Balance 02/28/2022
002.386	TCF BANK SYSTEM EXPANSION	266,176.00	0.00	0.00	266,176.00
002.387	CHEMICAL BANK BUSINESS CHECKING	507,589.54	110.57	0.00	507,700.11
002.390	CASH FIRST STATE BANK	246,211.10	37.04	0.00	246,248.14
003.375	CHERTIFICATE OF DEPOSITS HUNTINGT	250,000.00	0.00	0.00	250,000.00
	<b>WATER FUND</b>	<b>3,659,131.11</b>	<b>3,996,545.78</b>	<b>3,693,564.85</b>	<b>3,962,112.04</b>
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	691,802.89	57,729.74	776,608.37	(27,075.74)
002.385	CASH TCF BANK	106,913.45	5.36	30.00	106,888.81
	<b>MUNICIPAL REFUSE FUND</b>	<b>798,716.34</b>	<b>57,735.10</b>	<b>776,638.37</b>	<b>79,813.07</b>
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	0.00	20,095,137.49	15,505,265.71	4,589,871.78
002.400	CASH (CSB) DOG LICENSE	0.00	0.00	879.00	(879.00)
	<b>TAX FUND</b>	<b>0.00</b>	<b>20,095,137.49</b>	<b>15,506,144.71</b>	<b>4,588,992.78</b>
	<b>TOTAL - ALL FUNDS</b>	<b>19,031,571.24</b>	<b>57,516,376.03</b>	<b>55,287,979.66</b>	<b>21,259,967.61</b>



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Rick Hopper, DPW Director
- **AGENDA TOPIC:** Promote Kito Sharper, DPW Laborer, from probationary to regular full-time employee.
- **EXPLANATION OF TOPIC:** Per the SEIU contract and Township policy, new hires are on probationary status for the first six months of their employment. Upon successfully completing their first six months, employees are then moved to regular status with the benefits of union representation. Kito has performed very well and received a positive six-month performance review. The recommendation from Rick and the Personnel Committee is to remove the probationary label as we anticipate that he will continue to be an excellent long term Township employee.

Additionally, as a condition of employment with Public Works, Kito is still expected to attain his S-4 water distribution license. He has signed a memo of understanding reiterating this requirement.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to promote Kito Sharper, DPW Laborer, from probationary to regular full-time employee, contingent upon obtaining his S-4 water license.
- **ROLL CALL VOTE REQUIRED?** No.



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Promote Karen Hitz from probationary to regular, part-time receptionist.
- **EXPLANATION OF TOPIC:** Karen Hitz has been on probationary status as the new receptionist for the Township office for the past 6 months. She has shown an ability to learn new things and to take on new tasks. She has been a great deal of help to the staff, and the public. Karen has shown the ability to work with other staff, answer questions and provide information while answering the phones and greeting people at the front door. I am recommending that Karen Hitz be taken off probationary status, now that she has successfully completed the past 6 months in her position.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to promote Karen Hitz from probation status to regular part-time receptionist.
- **ROLL CALL VOTE REQUIRED?** No



**FIRE DEPARTMENT**

## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Approve the revised Fire Inspector job description.
- **EXPLANATION OF TOPIC:** We have not revised this job description since November 4, 2002. Since that time, the job description has worked very well and has accomplished what we were needing. Over the years this position has evolved into one who becomes the “go to person” for many of the day-to-day tasks along with responding to emergency calls. What this has done, is reduced the amount of inspection activities we are able to accomplish. We have “redefined” this position into one that reflects more of what the job actually does or what we want to assign to said position. By doing so, we are also wanting to amend the title to First Responder / Fire Fighter. Employees with this title, will be somewhat “cross trained” into tasks beyond only the fire inspector’s role. Each person within this position, could be assigned greater tasks within their role as described in this job description. This new job description includes adding tasks that would typically fall into the categories of maintenance and training with their primary mission being, responding to emergency calls. Having people available to respond to daytime emergencies has become a challenge. This job description reflects within the department and meets all minimum stands. This has been approved by the Township’s Personnel Committee.
- **SUPPORTING ATTACHED DOCUMENTATION:** Original and amended versions for the Fire Inspectors job description.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table the revised job description for the Fire Inspector.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the revised Fire Inspector job description.
- **ROLL CALL VOTE REQUIRED?** No

**FIRE INSPECTOR / FIRE FIGHTER  
FIRST RESPONDER / FIRE FIGHTER**

**SUMMARY**

This position(s) will perform tasks including but not limited to; fire inspections, public education, training and maintenance. Specific tasks may be assigned to any or all of these areas. Individuals may be assigned greater tasks within each category.

Performs inspections of various occupancies with responsibility for supervising and participating in field enforcement of local and state laws and ordinances relative to fire prevention. Conducts inspections and enforcement actions to correct fire hazards, ~~with emphasis on public assembly inspections and areas where special hazards are present.~~ Work is subject to periodic checks and reviewed through conferences and analysis of reports. Complete maintenance on and in buildings, trucks and equipment to include scheduling and ensuring applicable laws are followed. Educate the employees and public in subjects within the scope of Community Risk Reduction to include topics as assigned.

**SUPERVISION RECEIVED**

Work is performed under the supervision and direction of the Fire Chief or his/her designee.

**RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

The duties are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be considered as an exhaustive list of all job duties performed by personnel so classified.

1. Inspects places of ~~public assembly~~ **businesses'** i.e., industrial establishments, churches, schools, theaters, businesses, nursing homes and others for existing or potential fire hazards and order correction of dangerous conditions. This is not an all-inclusive listing.
2. Receives complaints on fire hazards, investigates and recommends or orders methods of correction.
3. Enforces rules and regulations firmly, tactfully, and impartially.
4. ~~Inspects schools for fire hazards, conducts fire drills and give talks to students on fire hazards and drill measures.~~ Witness fire drills at occupancies as set forth by the Fire Chief. Provide those businesses with a report of their performance and when required, provide further education.
5. Cooperates with inspectors or field service workers of other municipal departments in making inspections to correct or remove hazards involving structural, electrical, mechanical and utility service safety.
6. Performs fire prevention/education programs for all ages.
7. Prepares ~~typewritten~~ reports of inspections in a clear and concise manner and maintains files ~~on all records~~ as required by State Law.

Fire Inspector Job Description

8. Establishes and maintains effective working relationships with property owners, other employees, other municipal fire inspectors, other Township departments and the general public.
  9. ~~Responds to fire alarms and other emergency calls in line with department procedures. Shall serve as an on-call firefighter on one of the Township's stations.~~ Is required to respond to all calls of service in accordance with department policies and procedures.
  10. ~~Provides assistance in fire investigation activities as required.~~ Shall conduct initial cause and origin investigations on all fires that result in a loss of property and contents.
  11. Must maintain and participate in local and state fire associations as determined by the Fire Chief.
  12. Shall wear a uniform in accordance with departmental standards.
  13. Shall inspect and ensure of state of preparedness through preventative maintenance, maintenance Inspections, of all buildings, apparatus and equipment. May be required to take a class(es) or certification in a subject related to this category.
  14. Shall educate the department members, township employees and general public on areas related to but not limited to Community Risk Reduction, Subjects required for first responders (fire and medical) and subjects as assigned.
- ~~11-~~ 15. Performs other duties as assigned by the Fire Chief.

QUALIFICATIONS AND KSAS (Knowledge, Skills and Abilities) FOR EMPLOYMENT

1. Must be physically able to perform the duties of fire inspector as required by the Township and as determined by the Townships designated medical ~~examiner~~ **Physician**. Must be able to pass physical agility tests when administered and as required. Must be insurable under the guidelines established by the Townships liability insurance carriers.
2. Must have and continue to maintain a good driving record. A valid Michigan drivers license is required for initial employment and must be maintained while an employee.
3. Must be at least eighteen (18) years old ~~and resident of Thomas Township.~~
4. Must possess a high school diploma or G.E.D. and be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job=s duties and responsibilities, and for the purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications pertaining to employment.
5. Must possess Fire Fighter II certification by the State of Michigan Fire Fighter Training Council.

Fire Inspector Job Description

6. Must possess or be able to acquire ~~State of Michigan Inspector Certification~~ National Fire Protection or International Code Council Inspector I Certification within one year or the first time it is offered.
7. May be required to obtain National Fire Protection Association or International Code Council Inspector 2 and Plan Reviewer class within 3 years.
8. ~~Must possess one year of service within the Thomas Township Fire Department.~~ May be required to obtain a Pro Board Fire Cause and Origin Investigation class within 5 years.
9. Must possess a minimum of Emergency Medical Responder license.
- ~~7-~~ 10. Must be able to fluently use departmental computer systems and software including Microsoft Office.
- ~~9-~~ 11. Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- ~~10-~~ 12. Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationship with other personnel, management and the public.
- ~~11-~~ 13. Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
14. Must possess an Associate's degree or be able to obtain said degree within four years.
15. Must become certified as Fire Instructor I within two years and may be required to be certified as Fire Instructor II certified within five years.
16. May be required to become certified as Fire Officer I and or II.
- ~~12-~~ 17. Must maintain membership as an on-call firefighter with Thomas Township. Accordingly, the first responder / fire fighter ~~inspector~~ shall satisfy the essential functions, requirements, specifications, and standards in the on-call firefighter job description and shall be subject to the annual fire fighter physical.

The first responder / fire fighter ~~inspector~~ is subject at all times to the provisions of the Thomas Township personnel Policies and Procedures, Thomas Township Fire Department Policies and Procedures, and any amendments, additions, deletions, and/or other revisions thereto.

Adopted 1/05/98

Revised 5/01/00

Revised 11/4/02

Revised 2/7/22





**FIRE DEPARTMENT**

## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Creation of a full-time Fire Fighter/First Responder position.
- **EXPLANATION OF TOPIC:** Our current staffing levels for daytime emergency calls are limited and sometimes dangerously low. This creates several concerns in terms of ensuring a full fighter response and a safety concern with being short-staffed. Our current fire inspector has been on sick leave since August. This has caused us to be extremely short-staffed, often relying on the fire chief to respond to all daytime calls. This has also caused a significant reduction in the amount of fire safety inspections completed. Currently, the Fire Chief is handling all priority inspections in addition to responding to calls and performing the duties of the Chief. At times, the department is being managed by a means of triage, meaning that what is “bleeding” the most gets the attention. Items are being neglected which is a cause for concern should something negatively occur.

We have situated our finances into a position whereby we can hire an additional person to perform the duties of First Responder/Fire Fighter. While their priority mission will be to respond to emergencies, they would be assigned to assist in various other tasks matching the job description for First Responder/Fire Fighter. These tasks would include but not be limited to fire inspections, public education, maintenance, and training. While at the same time, they would handle most of the day-to-day tasks. The creation of the full-time First Responder/Fire Fighter position has been brought before the Personnel Committee who is recommending it for Board approval.

- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the creation of a full-time First Responder/Fire Fighter position.
- **ROLL CALL VOTE REQUIRED?** No



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To approve Personnel Policy 708 regarding Bloodborne Pathogen Exposures.
- **EXPLANATION OF TOPIC:** Under current Occupational Safety and Health Administration (OSHA) rules, employees who have reasonably anticipated contact with blood or other potentially infectious materials while in the performance of their jobs are considered to have occupational exposures and are at risk of being infected with these pathogens. These risks include liver ailments and other blood-based diseases. As such, an employer must develop an exposure control plan and implement the use of universal precautions and control measures, such as employing engineering controls, work practice controls, and provide personal protective equipment to protect all workers facing these occupational exposures. In addition, employers must make the hepatitis B vaccination available to these workers free of charge to the employee. An employee may decline this vaccination however under the rules, the vaccination must continue to be offered to the employee throughout his or her employment, free of charge. For those who choose to not be vaccinated, a statement of declination must be signed and held on file with the employee's personnel or health record.

As part of the overall control plan, as employers, we must ensure that all occupationally exposed workers are trained when dealing with potential bloodborne pathogenetic materials, advised of the vaccine efficacy, as well as the safety, method of administration and the benefits of vaccination. This policy outlines the potential of exposures, measures to prepare and protect against exposures, and provides a standard mechanism to track exposures and treatment should one of our staff become exposed.

This policy was patterned off of the existing Thomas Township Police policy and much of the language used in the proposed policy was copied, word-for-word, to ensure consistency in policies. This proposed policy has been reviewed and approved by the Personnel Policy Committee.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**  
Proposed Thomas Township Personnel Policy #708- Bloodborne Pathogen Exposures.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.: 708 (Page 1 of 8)

Effective Date: March 7, 2022

Policy Regarding: Bloodborne Pathogen Exposures

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In accordance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

During the course of their duties, Thomas Township Public Works (DPW) and Thomas Township Parks staff may be exposed to bloodborne pathogens. These exposures are considered to be occupational exposures. An occupational exposure is defined as a reasonable assumption of contact with infectious materials to the skin, eye, and mucous membranes; or parenteral contact with blood or other potentially infectious materials that may occur during the performance of the DPW and Parks staff's duties.

Thomas Township staff in the following job classifications are determined to have occupational exposure to bodily fluids, wastes and other bloodborne pathogens:

- DPW Director
- Assistant DPW Director
- DPW Laborers
- Building Custodial Workers
- Life Guards
- Parks Maintenance Workers
- Camp Counselors
- Parks Director
- Assistant Parks Director

Reduction and management of risk associated with bloodborne and airborne pathogens will be implemented by adherence to the following ten sections of this policy by all staff:

I. Universal Precautions:

- A. All bodily fluids and wastes shall be considered potentially infectious materials and all necessary precautions shall be taken to prevent direct staff contact with bodily fluids and wastes at all times.
- B. Skin surfaces that were not covered by clothing, equipment or infection control garments shall be washed after contact or potential contact with bodily wastes or fluids as soon as practical.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.:

708 (Page 2 of 8)

Effective Date:

March 7, 2022

Policy Regarding:

Bloodborne Pathogen Exposures

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- C. Hands shall be washed after each personal contact incident, after cleaning and disinfecting equipment, after cleaning protective clothing or equipment, after any cleaning function, before and after using the bathroom, before and after handling food or cooking and food utensils, and before and after handling cleaned and disinfected equipment, where a potential risk may have or currently exists with any bloodborne concern.
- D. Hands and contaminated skin surfaces shall be washed with soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least 20 seconds, followed by thorough rinsing under running water.
- E. When hand-washing facilities are not immediately available, hands may be cleaned by using the antiseptic hand towelettes or sanitizers located in each vehicle. Hands shall be washed with soap and running water as soon as possible thereafter along with any contacted surfaces.

### II. Personal Protective Equipment:

- A. All Personal Protective Equipment (PPE) used by the staff will be provided without cost to the staff. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the staff's clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of the time which the protective equipment will be used.
- B. All staff engaging in any work in which blood or other potentially infectious materials exists shall use protective eye wear or face-shield; gloves; rubber boots and clothing.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.: 708 (Page 3 of 8)

Effective Date: March 7, 2022

Policy Regarding: Bloodborne Pathogen Exposures

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- C. Medical or other disposable gloves shall be removed and disposed of properly as soon as possible after the termination of work, taking care to avoid skin contact with the glove exterior surface.
- D. Staff shall not eat, drink, smoke, apply cosmetics or lip balm or handle contact lenses while wearing gloves.
- E. Staff shall wear gloves during cleaning or disinfecting of clothing or equipment involved and any contaminated or potentially contaminated incident or work.

***STAFF MAY NOT WASH, DISINFECT OR REUSE DISPOSABLE GLOVES, FOOT COVERINGS OR GARMENTS.***

### III. Housekeeping:

- A. PPE and any tools or equipment used which has been suspected to be contaminated with bodily fluids or wastes shall require cleaning and disinfecting.
- B. Equipment shall not be disinfected or otherwise cleaned in kitchens, offices or personal hygiene areas.
- C. The area used to disinfect equipment shall be properly lighted and have a drain connected to the sanitary sewer system.
- D. All used disposable equipment shall be properly disposed of immediately after use. Used, disposable equipment will be replaced with new items from inventory.
- E. Staff shall routinely check and decontaminate as necessary, the inside and outside of any equipment, vehicles, vehicle beds or trunks which may have been

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.:

708 (Page 4 of 8)

Effective Date:

March 7, 2022

Policy Regarding:

Bloodborne Pathogen Exposures

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contaminated with blood, bodily wastes, or other potentially infectious materials.

- F. All equipment shall be cleaned in the DPW garage or custodial sink located in the DPW garage.

#### IV. Hepatitis B Vaccination:

- A. All Township Staff who are assigned to work with sanitary sewage or other bodily fluids or in the sanitary sewer system will be offered, at no cost, Hepatitis B vaccinations.
- B. All Township Staff who are assigned to work with sanitary sewage or other bodily fluids or in the sanitary sewer system shall receive the hepatitis vaccination or sign a release waiver.  
*See Attachment #1.*

#### V. Post-Exposure Immediate Evaluation and Follow-up

- A. Immediately after an incident where contact with bodily fluids or wastes, or exposure to bodily fluids or wastes has occurred, each exposed staff member shall notify the appropriate Department Director, who will complete a Hazardous Material Exposure Report form, *See attachment #2*. The Department Director shall contact the Manager, or the Manager's designee, to coordinate medical treatment if necessary.
- B. If it is determined that the source of the exposure is infected with the Hepatitis B Virus, (HBV), or Human Immunodeficiency Virus, (HIV), the exposed staff will be, as soon as feasible, referred to the Employee Health Center for testing. Medical follow-up and counseling will be available for the staff.

#### VI. Communications of Hazards:

- A. Training for staff with occupational exposure will be given.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.: 708 (Page 5 of 8)

Effective Date: March 7, 2022

Policy Regarding: Bloodborne Pathogen Exposures

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### VII. Record Keeping:

- A. Medical records are established and maintained for staff with occupational exposures by the Thomas Township Manager, who has been designated personnel officer by the Township Board of Trustees.
- B. Training records are maintained by the appropriate department head.
- C. All personnel records are available to the individual staff member upon request within a reasonable time period.

### VIII. Laundry:

- A. Staff must place and carry all laundry that is or may be contaminated in red, biohazard bags or containers.
- B. Staff must place and transport wet, contaminated laundry in leak-proof red, biohazard bags or containers.
- C. Staff must bag contaminated laundry at the location where it was used.
- D. If a staff member's clothes become contaminated, he/she shall immediately take that article of clothing off and put that article of clothing in a leak-proof red, biohazard bag. Leak-proof red, biohazard bags are located in the cab of all DPW vehicles and in the DPW lower storage area, located in the garage area. Return contaminated clothing to Fire Station #1, being careful not to contaminate any surface or equipment in that area. The clothing shall be washed in hot water with detergent. All of this work shall be completed while wearing disposable gloves, masks and eye protection.

### IX. Infectious Waste Disposal:

- A. Staff must promptly place all infectious waste for disposal in closeable, leak-proof containers or a red biohazard bag and sealed.

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.: 708 (Page 6 of 8)

Effective Date: March 7, 2022

Policy Regarding: Bloodborne Pathogen Exposures

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- B. If the primary, leak-proof container or bag might also be considered contaminated, staff must place it inside a second, leak-proof container or second red, biohazard bag.
- C. All infectious waste shall be put into the red, biohazard container located near the washing machine/washtub room at Fire Station #1.

X. Airborne Pathogens:

- A. All DPW Staff shall be trained to understand and recognize the dangers involved with airborne pathogens.
- B. Proper PPE shall be used when an airborne exposure is suspected.
- C. All DPW staff who are in classifications determined to have occupation exposure are offered, at no cost, a Tuberculosis (TB) test.



## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.: 708 (Page 7 of 8)

Effective Date: March 7, 2022

Policy Regarding: Bloodborne Pathogen Exposures

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### *ATTACHEMENT #1*

I, \_\_\_\_\_ understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection.

I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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

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

Witness: \_\_\_\_\_

- This statement is not a waiver; employees can request and receive the Hepatitis B vaccination at a later date if they remain occupationally at risk for exposure to Hepatitis B.
- The vaccine offered is not guaranteed by the hospital, its medical staff, nurses or employees, to prevent the development of Hepatitis B, but will probably do so.

**An employer cannot require:**

- Employees to waive liability in order to receive the vaccine; or
- Participation in pre-screening as a prerequisite for receiving the vaccine.

If under age 18 Parent or Guardian must consent;

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## THOMAS TOWNSHIP PERSONNEL POLICIES

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Personnel Policy No.:

708 (Page 8 of 8)

Effective Date:

March 7, 2022

Policy Regarding:

Bloodborne Pathogen Exposures

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### *ATTACHEMENT #2*

#### **THOMAS TOWNSHIP BLOODBORNE PATHOGEN EXPOSURE REPORT**

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

Location of Incident: \_\_\_\_\_

Names of Staff Member(s) exposed:

1) \_\_\_\_\_

4) \_\_\_\_\_

2) \_\_\_\_\_

5) \_\_\_\_\_

3) \_\_\_\_\_

6) \_\_\_\_\_

Description of incident leading to exposure:

Treatment sought, (N/A if none):

Signature of Supervisor: \_\_\_\_\_

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

**NOTICE OF PUBLIC HEARING  
THOMAS TOWNSHIP 2022/2023 BUDGETS**

Notice is hereby given that the Thomas Township Board will hold a public hearing on March 7, 2022, at 7 p.m. at the Thomas Township Public Safety Building, 8215 Shields Drive, Saginaw, Michigan, for the purpose of receiving comments from the public on the proposed 2022/2023 Thomas Township Budgets. The proposed budgets may be viewed at the office of the Clerk during regular business hours after February 22, 2022.

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. The Board is NOT considering any increase to the property tax millage rate.**

Written and/or oral comments will also be received at the Thomas Township Offices through the date of the hearing.

This notice is posted in compliance with Public Act 267 of 1976, as amended, the Open Meeting Act, MCLA 41.72a(2)(3) and the Americans With Disabilities Act.

The Thomas Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 5 days notice to the Thomas Township Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Thomas Township Board by writing or calling the following: Edward Brosowski, Clerk, 249 N. Miller Road, Saginaw, MI 48609, (989) 781-0150.

Edward Brosowski  
Thomas Township Clerk



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Resolution 22-09, the Annual Appropriations Resolution for the 2022/23 Fiscal Year.
- **EXPLANATION OF TOPIC:** Your copy of the final budget is included with the Board packet. We have incorporated changes that were suggested at the budget workshop and a few minor adjustments that we recognized since then or for which we received more accurate estimates. The details of the proposed budget were covered extensively in the budget workshop during which all of the departments presented both their goals and their respective budget responsibilities.

The proposed budget includes very solid fund balances in the General Fund, Sewer Fund, Water Fund and DDA Fund. The Municipal Refuse Fund has a positive fund balance; however, the annual assessment will have to be increased substantially this year to address a projected shortfall in the next year fiscal year.

This will be an exciting year with several large-scale projects identified in the budget including a new municipal office building, a training room on Fire Station One, an \$18 million dollar sewer transmission system improvement, reconstruction of pump station #6 and extensive improvements to the burgeoning Nature Center & Preserve.

We believe that the proposed FY 2022-23 budget is a well thought out and professionally prepared financial document that will provide an excellent financial guide and fiscally responsible spending plan for the coming year. As such, we are recommending that the Board adopt the proposed FY 2022/23 Budget as referenced in Resolution 22-09.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 22-09 and FY 2022/23 Budget..
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_

Page 2 of 2  
March 7, 2022  
Resolution 22-09

supported by \_\_\_\_\_ to approve Resolution 22-09, the Annual Appropriations Resolution for the 2022/23 Fiscal Year.

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

**RESOLUTION 22-09  
GENERAL APPROPRIATIONS ACT  
THOMAS TOWNSHIP  
2022/2023**

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

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

A resolution to establish general appropriations act for Thomas Township; to define the powers and duties of the Thomas Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this ordinance.

The Board of Trustees of Thomas Township resolves:

**Section 1: Title**

This resolution shall be known as the Thomas Township General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in the resolution.

**Section 3: Fiscal Officer**

The Fiscal Services Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 22, 2022 and a public hearing on the proposed budget was held on March 7, 2022.

**Section 5: Estimated Revenues, Expenditures and Fund Balances  
(As listed on attached pages.)**

- A. General Fund
- B. Public Safety-Fire Department Operating Fund
- C. Fire Apparatus Fund
- D. Public Safety-Police Department Operating Fund
- E. Revolving Road Fund
- F. Parks and Recreation Fund
- G. Sewer Fund
- H. Water Fund
- I. Municipal Refuse Fund

#### **Section 6: Millage Levy**

The Thomas Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 3.1937 mills as authorized under state law and approved by the electorate. The mills to be levied are:

Township	.9437	
Fire Dept. Apparatus	.2500	
Public Safety	2.0000	(1.3700, police operating; .6300 fire dept. operating)

These millage rates are subject to reduction based upon current year millage reduction (Headlee) requirements.

#### **Section 7: Adoption of Budget by Reference**

The budgets in Thomas Township for the general fund, public safety-fire department operating fund, fire apparatus fund, public safety-police department operating fund, revolving road fund, parks and recreation fund, sewer fund, water fund, and municipal refuse fund are hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5 of this act.

#### **Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Thomas Township adopts the 2022/2023 fiscal year general fund, water fund, sanitary sewer fund and parks and recreation fund budgets by cost center. Township appointed staff responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center in these funds and may make transfers among the various line items contained in the cost center appropriation. Those responsible for the fire department operating, fire department apparatus, police department operating, and municipal refuse fund may expend funds up to, but not to exceed the total appropriation authorized for each fund and may make transfers among the various line items within the fund appropriation. However, no transfers of appropriations for line items related to personnel or capital expenditures may be made without prior board approval by budget amendment.

#### **Section 9: Michigan Public Act 152 of 2011**

The Michigan Public Act 152 of 2011 Limits the amount a public employer may contribute to a medical benefit plan, but allows its governing body, by a 2/3 vote, to exempt the governmental unit from the requirements of the Act for each fiscal year; therefore, be it resolved that Thomas Township, pursuant to Sec. 8 (1) of PA 152 of 2011 (MCL 15.568) exempts itself from the requirements of the Act for its 2022/2023 fiscal year.

#### **Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

#### **Section 11: Transfer Authority**

The Chief Administrative Officer shall have no authority to make transfers among the various cost centers. The Chief Administrative Officer shall make recommendations to the board for amendments to this resolution to approve transfers among the various cost centers within a fund. Under no circumstances may the total budget of any fund be changed without board approval.

#### **Section 12: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at the end of each month a report of financial operations, including but not limited to:

- a. a cash balances report showing the amount of funds available in each of the various accounts
- b. a revenue and expenditure report which shows for each line item and cost center in the various funds the original budget, the amended budget, the year to date actual amounts, the current month actual amount, any encumbered amounts, the unencumbered balance and the percent of budget revenue received or expenditures made.

#### **Section 13: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

#### **Section 14: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.



**Section 15: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outline in P.A. 621 (1978) and the Thomas Township Personnel Manual.

**Section 15: Board Adoption**

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I further certify that the Thomas Township Board of Trustees and at the time of adoption of said resolution had full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the person named who have power and lawful authority to exercise the same.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of this Township the 8th day of March 7, 2022.

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

**CERTIFICATE**

I, EDWARD BROSOFSKI, the duly elected and acting Clerk of Thomas Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on March 7, 2022, at which meeting a quorum was present, by a roll call vote of said members and hereinafter set forth; that said resolution was ordered to take immediate effect.

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



## TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Deidre Frollo, Fiscal Services Director
- **AGENDA TOPIC:** Approve the budget amendments to the 2021/22 fiscal year
- **EXPLANATION OF TOPIC:** As we near the end of what the 2020/21 fiscal year several of the budgets are in need of some amendments. The attached amended budget helps to easily identify the variations from the original budget. Many of the funds require a budget amendment due to the ARPA funds hazard pay the board very generously shared with the employees. We did not list each variation however below are some of the more substantial projects and reasons for the amendments.

General Fund requires transfers between activity centers as well as a transfer from fund balance as listed below. Many of the transfer are miscellaneous in order to balance the activity centers. Some of the more significant transfers are due to increased wages for inspectors as a result of increase in building permits. The retirement of the Treasurer's Assistant also impacted the Finance Department budget. Community Development was impacted by the demolition of a dangerous structure along with the addition of the part-time receptionist. Along with the transfers below there are various transfers within the activity centers to balance the line items. The Great Lakes Tech Park activity center is also over budget due to repairs to the street lights. Although there is a transfer from the Municipal Building to keep the activity center positive the shortfall has been collected on the property tax and is reflected in the revenues. A transfer from fund balance is required due the timing of the repairs to the flood damage to the Nature Center. Although the Township did recover some the costs for the repairs the revenues were received in the 20/21 fiscal year. Although General Fund will require a transfer from fund balance General Fund Revenues are anticipated to be approximately \$245,000 over the budgeted amount

From	To	
Manager	Elections	\$4,970
Assessing	Clerk	\$792
Building & Grounds	Treasurer	\$16,130
Building & Grounds	Great Lakes Tech Park	\$2,500
Roads	Community Dev	\$31,530
Sidewalks	Storm Water	\$500
Sidewalks	Streetlights	\$1,988
Swim Programs	Train	\$3,446
Soccer Programs	Operations & Maintenance	\$4,104

Youth Softball	Operations & Maintenance	\$1,569
Adult Softball	Day Camp	\$1,387
Parks Administration	Facilities & Acquisition	\$8,796
Volleyball Programs	Archery Programs	\$1,093
Nature Preserve	Facilities & Acquisition	\$26,233
Special Events	Facilities & Acquisition	\$3,465
Volleyball Programs	Facilities & Acquisition	\$1,327
Swim Programs	Train	\$195
Construction Codes	Facilities & Acquisition	\$9,100
Sidewalks	Facilities & Acquisition	\$4,547
Roads	Facilities & Acquisition	\$29,470
Assessing	Facilities & Acquisition	\$6,000
Building & Grounds	Facilities & Acquisition	\$7,088
Sidewalks	Facilities & Acquisition	\$2,559
Fund Balance	Facilities & Acquisition	\$174,117

The Public Safety Fire Fund requires transfers into wages and wage related items due to the board approved ARPA hazard pay for the employees combined with an increase in Paid-on-call wages. There are also miscellaneous line-item adjustments. Although Public Safety Fire Fund will require a transfer from fund balance in the amount of \$4,352 the revenues are anticipated to be \$78,864 above what was budgeted.

The Public Safety Police Fund requires transfers into wages and wage related items due to the board approved ARPA hazard pay for the employees. There are also miscellaneous line item transfers within the activity center. The transfers were made within the fund and will not have a negative impact on fund balance.

The Road Revolving Fund will require a transfer from fund balance in the amount of \$86,011 due to the Terry Road Project. This project was not budget for. The fund will receive revenues over the course of the repayment period to replenish the fund balance

The DDA fund is in need of a transfer from fund balance in the amount of \$41,942 with \$33,196 of that into capital improvements. The transfer is required due to the beginning of the construction of the West Gateway sign at Graham and Gratiot.

The sewer and water funds require a transfer into wage and wage related line items the board approved ARPA hazard pay for the employees There are also various line item transfers within and between activity centers, There is not a negative impact on the fund balance to either fund.

Municipal Refuse Fund is in need of a transfer from fund balance in the amount of \$97,600. This due to the increase cost of the refuse contract.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Amendments to budget as proposed
- **POSSIBLE COURCES OF ACTION:** Approve/Disapprove/Deny or Amend
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the proposed amended 2021/22 Fiscal Year Budget.
- **ROLL CALL VOTE REQUIRED?** No.

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>ESTIMATED REVENUES</b>				
101-000-402.000	PROPERTY TAXES	411,019	408,773	2,246
101-000-402.100	STREET LIGHTS SPECIAL ASSESSM	59,000	62,500	(3,500)
101-000-402.125	SPEC ASSES GRT LKS TCH PK STL	3,879	4,800	(921)
101-000-402.150	SPEC ASSES GRT LKS TCH PK MTC	5,675	5,028	647
101-000-405.000	DEL'Q PERSONAL PROPERTY	300	1,200	(900)
101-000-410.000	PERSONAL PROPERTY TAXES	37,286	45,087	(7,801)
101-000-410.100	PERSONAL PROPERTY REPLACEMENT	76,066	160,575	(84,509)
101-000-437.000	I.F.T.	28,377	34,648	(6,271)
101-000-445.000	INTEREST/PENALTIES - TAX COLL	25	0	25
101-000-447.000	PROPERTY TAX ADMINISTRATION F	187,680	191,433	(3,753)
101-000-448.000	DOG LICENSE COLLECTION	250	250	0
101-000-449.000	MOBILE HOME FEES	2,600	2,400	200
101-000-454.000	FRANCHISE FEE CABLE TV	205,510	197,078	8,432
101-000-458.000	BUSINESS LICENSE	2,400	2,400	0
101-000-499.000	COMMUNITY DEVELOPMENT	20,000	10,000	10,000
101-000-500.000	CONSTRUCTION PERMITS	50,000	100,000	(50,000)
101-000-528.000*	OTHER FEDERAL GRANTS	0	124,106	(124,106)
101-000-566.000*	GRANT	300,000	550	299,450
101-000-574.000	STATE REVENUE SHARING	1,047,773	1,229,554	(181,781)
101-000-606.000	ORDINANCE FINES	30,000	38,377	(8,377)
101-000-612.000	METRO EXT TELE RIGHT-OF-WAY A	14,274	13,848	426
101-000-615.000	PASSPORT FEES	10,000	5,000	5,000
101-000-615.100	PASSPORT PHOTOS	2,000	0	2,000
101-000-628.000	PRINTED MATERIALS	50	50	0
101-000-640.763*	PROGRAM FEES SOCCER	18,400	18,500	(100)
101-000-640.764	PROGRAM FEES YOUTH SOFTBALL	2,800	2,800	0
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	2,500	3,657	(1,157)
101-000-640.766	PROGRAM FEES CLINICS	7,728	7,408	320
101-000-640.767	PROGRAM FEES BASKETBALL	6,400	9,098	(2,698)
101-000-640.768	PROGRAM FEES ARCHERY	7,040	7,000	40
101-000-640.769	PROGRAMS FEES VOLLEYBALL	1,500	1,710	(210)
101-000-640.770	5K RUN/WALK	1,500	0	1,500
101-000-640.771	PROGRAM FEES FLAG FOOTBALL	1,500	0	1,500
101-000-640.772*	PROGRAM FEES NATURE PRESERVE/CENTER	3,000	0	3,000
101-000-642.000	CEMETERY INCOME	0	12,000	(12,000)
101-000-645.000	DAY CAMP	17,800	21,449	(3,649)
101-000-647.000*	TRAIN	18,000	16,435	1,565
101-000-647.100*	WINTER WONDERLAND REVENUE	20,000	3,985	16,015
101-000-648.000	SWIM PROGRAMS	17,600	16,604	996
101-000-649.000	SALES	500	20	480
101-000-650.000*	CONCESSIONS	2,200	0	2,200
101-000-652.000	NSF CHECK FEE	0	28	(28)
101-000-665.000	INTEREST EARNED	0	1,500	(1,500)

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
101-000-667.000	PAVILION RENTAL	7,000	8,200	(1,200)
101-000-667.100	EQUIPMENT RENTAL	0	0	0
101-000-667.150	BUILDING RENTAL REVENUE NATURE CENTER	0	0	0
101-000-667.200	LEASE AGREEMENTS	6,600	6,600	0
101-000-672.000	ADMIN FEES FROM OTHER FUNDS	285,555	285,555	0
101-000-673.000	SALE OF ASSETS/INVENTORY	0	12,868	(12,868)
101-000-675.000	DONATIONS/CONTRIBUTION	20,000	15,750	4,250
101-000-675.050	FUTURE FEST	0	0	0
101-000-676.000	REFUNDS-REBATES	0	1,600	(1,600)
101-000-677.000	REIMBURSEMENTS	10,000	95,684	(85,684)
101-000-677.100	SET PARCEL REIMBURSEMENTS	13,430	13,410	20
101-000-677.200*	REIMBURSEMENTS ELECTIONS	7,500	14,537	(7,037)
101-000-687.000	REFUNDS/REBATES	0	0	0
101-000-693.000	MISCELLANEOUS	302,868	306,568	(3,700)
101-000-694.000	CASH OVER/SHORT	0	50	(50)
101-000-698.000	BOND ISSUANCE	0	0	0
101-000-699.590	TRANSFER INN FROM SEWER	0	0	0
101-000-699.591	TRANSFER IN FROM WATER	0	0	0
<b>Totals Estimated Revenues -</b>		<b>3,275,585</b>	<b>3,520,673</b>	<b>(245,088)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>APPROPRIATIONS</b>				
<b>Dept 101 - BOARD-LEGISLATIVE</b>				
101-101-702.101	SALARY TRUSTEES	6,755	7,200	(445)
101-101-702.171	SALARY SUPERVISOR	11,048	11,379	(331)
101-101-702.215	SALARY CLERK	11,048	11,379	(331)
101-101-702.253	SALARY TREASURER	0	0	0
101-101-715.000	FICA EMPLOYER CONTRIBUTION	2,080	2,269	(189)
101-101-718.000	PENSION EMPLOYER CONTRIBUTION	4,588	3,559	1,029
101-101-719.000	WORKMEN'S COMP	100	100	0
101-101-740.000	OPERATING SUPPLIES	500	500	0
101-101-802.000	LEGAL SERVICES	18,000	17,000	1,000
101-101-804.000	MEMBERSHIP & DUES	6,936	7,000	(64)
101-101-900.000	LEGAL NOTICES	4,000	8,000	(4,000)
101-101-910.000	INSURANCE GENERAL LIABILITY	210	215	(5)
101-101-956.000*	MISCELLANEOUS	11,048	11,379	(331)
101-101-960.000	EDUCATION & TRAINING	4,500	100	4,400
<b>Totals for dept 101 - BOARD-LEGISLATIVE</b>		<b>80,813</b>	<b>80,080</b>	<b>733</b>
<b>Dept 172 - MANAGER-ADMINISTRATIVE</b>				
101-172-704.000	SALARIES FULL-TIME	119,211	122,211	(3,000)
101-172-704.250	SALARY-STIPEND DEGREE	2,000	2,000	0
101-172-704.400	SICK DAY PAY OFF	2,904	2,904	0
101-172-715.000	FICA EMPLOYER CONTRIBUTION	9,495	9,725	(230)
101-172-716.000	HEALTH INSURANCE	22,041	21,729	312
101-172-716.050	HEALTH SAVINGS ACCOUNT	4,188	4,188	0
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	1,463	1,463	0
101-172-716.200	DENTAL INSURANCE	1,853	1,853	0
101-172-716.300	INSURANCE LONG TERM DISABILIT	335	285	50
101-172-716.600	RETIREE HEALTH INS SUPPLEMENT	1,000	0	1,000
101-172-718.000	PENSION EMPLOYER CONTRIBUTION	16,358	16,358	0
101-172-718.100	DEFERRED COMPENSATIONS CONTRI	5,000	5,000	0
101-172-719.000	WORKMEN'S COMP	260	350	(90)
101-172-720.000	VEHICLE ALLOWANCE	7,200	7,200	0
101-172-740.000	OPERATING SUPPLIES	750	750	0
101-172-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	500	500	0
101-172-804.000	MEMBERSHIP & DUES	1,350	1,615	(265)
101-172-817.000	PROFESSIONAL SERVICES	300	500	(200)
101-172-850.100	WIRELESS COMMUNICATIONS	800	500	300
101-172-910.000	INSURANCE GENERAL LIABILITY	926	1,012	(86)
101-172-956.000	MISCELLANEOUS	0	1,711	(1,711)
101-172-960.000	EDUCATION & TRAINING	4,500	5,500	(1,000)
<b>Totals for dept 172 - MANAGER-ADMINISTRATIVE</b>		<b>202,434</b>	<b>207,354</b>	<b>(4,920)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 191 - ELECTIONS</b>				
101-191-704.100*	WAGES FULL-TIME HOURLY	1,200	500	700
101-191-705.000*	WAGES PART-TIME HOURLY	3,000	3,500	(500)
101-191-705.125*	WAGES ELECTION INSPECTORS	0	4,372	(4,372)
101-191-715.000	FICA EMPLOYER CONTRIBUTION	306	306	0
101-191-716.050	HEALTH SAVINGS ACCOUNT	10	10	0
101-191-718.000	PENSION EMPLOYER CONTRIBUTION	120	120	0
101-191-719.000	WORKMEN'S COMP	40	40	0
101-191-740.000*	OPERATING SUPPLIES	8,000	6,000	2,000
101-191-745.000*	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	1,500	920	580
101-191-810.000*	CONTRACTED SERVICES	1,100	1,100	0
101-191-817.000*	PROFESSIONAL SERVICES	3,000	3,000	0
101-191-818.000	ELECTION INSPECTORS	8,025	1,607	6,418
101-191-900.000*	LEGAL NOTICES	500	500	0
101-191-910.000	INSURANCE GENERAL LIABILITY	1,102	1,102	0
101-191-930.000	REPAIRS/MAINTENANCE	100	0	100
101-191-936.000*	MAINTENANCE AGREEMENTS	0	0	0
101-191-956.000	MISCELLANEOUS	200	200	0
101-191-960.000*	EDUCATION & TRAINING	1,060	200	860
<b>Totals for dept 191 - ELECTIONS</b>		<b>29,263</b>	<b>23,477</b>	<b>5,786</b>



## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 215 - CLERK</b>				
101-215-704.000	SALARIES FULL-TIME	55,184	58,184	(3,000)
101-215-704.150	SALARY DEPUTY	2,893	2,251	642
101-215-704.250	SALARY-STIPEND DEGREE	1,500	1,500	0
101-215-704.275	SALARY STIPEND-CERTIFICATION	1,500	1,500	0
101-215-704.400	SICK DAY PAY OFF	0	703	(703)
101-215-704.716	WAGES IN LIEU OF HEALTH INSURA	0	0	0
101-215-715.000	FICA EMPLOYER CONTRIBUTION	4,600	4,930	(330)
101-215-716.000	HEALTH INSURANCE	6,530	6,267	263
101-215-716.050	HEALTH SAVINGS ACCOUNT	2,606	2,115	491
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	935	750	185
101-215-716.200	DENTAL INSURANCE	1,853	1,678	175
101-215-716.300	INSURANCE LONG TERM DISABILIT	170	170	0
101-215-718.000	PENSION EMPLOYER CONTRIBUTION	6,664	6,648	16
101-215-719.000	WORKMEN'S COMP	150	172	(22)
101-215-740.000	OPERATING SUPPLIES	1,200	1,200	0
101-215-745.000*	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	0	0	0
101-215-804.000*	MEMBERSHIP & DUES	385	385	0
101-215-817.000	PROFESSIONAL SERVICES	110	320	(210)
101-215-900.000	LEGAL NOTICES	1,000	500	500
101-215-900.100*	PUBLICATIONS	18,768	18,768	0
101-215-900.300	CODIFICATION OF ORDINANCE	4,080	4,000	80
101-215-910.000	INSURANCE GENERAL LIABILITY	721	802	(81)
101-215-930.000	REPAIRS/MAINTENANCE	100	100	0
101-215-936.000	MAINTENANCE AGREEMENTS	182	182	0
101-215-956.000	MISCELLANEOUS	100	100	0
101-215-960.000*	EDUCATION & TRAINING	3,000	1,800	1,200
<b>Totals for dept 215 - CLERK</b>		<b>114,231</b>	<b>115,023</b>	<b>(792)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 253 - TREASURER-FINANCE DEPARTMENT</b>				
101-253-704.000	SALARIES FULL-TIME	79,726	82,726	(3,000)
101-253-704.050	SALARIES FULL-TIME ASSISTANT	44,321	52,484	(8,163)
101-253-704.150	SALARY DEPUTY	3,492	3,335	157
101-253-704.200	WAGES FULL-TIME CLERICAL	3,510	3,510	0
101-253-704.250	SALARY-STIPEND DEGREE	1,500	1,800	(300)
101-253-704.275	SALARY STIPEND-CERTIFICATION	1,500	1,252	248
101-253-704.400	SICK DAY PAY OFF	500	987	(487)
101-253-704.716	WAGES IN LIEU OF HEALTH INSUR	4,000	4,000	0
101-253-705.000	WAGES PART-TIME HOURLY	18,000	22,510	(4,510)
101-253-715.000	FICA EMPLOYER CONTRIBUTION	11,976	13,059	(1,083)
101-253-716.000	HEALTH INSURANCE	19,300	15,862	3,438
101-253-716.050	HEALTH SAVINGS ACCOUNT	3,783	3,905	(122)
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	2,052	1,875	177
101-253-716.200	DENTAL INSURANCE	1,995	1,890	105
101-253-716.300	INSURANCE LONG TERM DISABILIT	395	351	44
101-253-716.600	RETIREE HEALTH INS SUPPLEMENT	3,000	0	3,000
101-253-718.000	PENSION EMPLOYER CONTRIBUTION	16,626	17,826	(1,200)
101-253-718.100	DEFERRED COMPENSATIONS CONTRI	797	797	0
101-253-719.000	WORKMEN'S COMP	450	500	(50)
101-253-740.000	OPERATING SUPPLIES	7,000	7,000	0
101-253-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	1,500	1,500	0
101-253-802.000	LEGAL SERVICES	500	500	0
101-253-803.000	AUDIT	2,800	2,800	0
101-253-804.000*	MEMBERSHIP & DUES	845	845	0
101-253-810.000*	CONTRACTED SERVICES	10,056	10,000	56
101-253-817.000	PROFESSIONAL SERVICES	500	5,319	(4,819)
101-253-830.000	TAX ROLL PREPARATION	33,150	33,150	0
101-253-910.000	INSURANCE GENERAL LIABILITY	1,069	1,190	(121)
101-253-930.000	REPAIRS/MAINTENANCE	500	500	0
101-253-956.000	MISCELLANEOUS	500	500	0
101-253-960.000*	EDUCATION & TRAINING	2,000	1,500	500
<b>Totals for dept 253 - TREASURER-FINANCE DEPARTMENT</b>		<b>277,343</b>	<b>293,473</b>	<b>(16,130)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 257 - ASSESSING</b>				
101-257-703.100	SALARY BOARD OF REVIEW	2,000	2,000	0
101-257-704.000	SALARIES FULL-TIME	7,504	7,504	0
101-257-704.200	WAGES FULL-TIME CLERICAL	18,075	19,575	(1,500)
101-257-704.250	SALARY-STIPEND DEGREE	200	200	0
101-257-704.400	SICK DAY PAY OFF	0	0	0
101-257-704.716	WAGES IN LIEU OF HEALTH INSUR	400	400	0
101-257-705.000	WAGES PART-TIME HOURLY	0	0	0
101-257-705.100	WAGES PART-TIME ASSESSOR	63,654	58,000	5,654
101-257-715.000	FICA EMPLOYER CONTRIBUTION	7,025	7,025	0
101-257-716.000	HEALTH INSURANCE	6,160	6,100	60
101-257-716.050	HEALTH SAVINGS ACCOUNT	1,680	2,013	(333)
101-257-716.100	VISION/SHORT TERM DISAB/LIFE	228	455	(227)
101-257-716.200	DENTAL INSURANCE	927	1,015	(88)
101-257-716.300	INSURANCE LONG TERM DISABILIT	52	75	(23)
101-257-716.600	RETIREE HEALTH INS SUPPLEMENT	600	0	600
101-257-718.000	PENSION EMPLOYER CONTRIBUTION	2,880	3,259	(379)
101-257-718.100	DEFERRED COMPENSATIONS CONTRI	74	74	0
101-257-719.000	WORKMEN'S COMP	400	300	100
101-257-740.000	OPERATING SUPPLIES	3,400	3,400	0
101-257-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	2,900	2,200	700
101-257-802.000*	LEGAL SERVICES	6,000	3,000	3,000
101-257-804.000	MEMBERSHIP & DUES	365	300	65
101-257-817.000*	PROFESSIONAL SERVICES	6,000	5,800	200
101-257-900.000	LEGAL NOTICES	1,000	750	250
101-257-910.000	INSURANCE GENERAL LIABILITY	0	1,308	(1,308)
101-257-936.000	MAINTENANCE AGREEMENTS	3,300	3,300	0
101-257-960.000	EDUCATION & TRAINING	1,500	1,300	200
<b>Totals for dept 257 - ASSESSING</b>		<b>136,324</b>	<b>129,353</b>	<b>6,971</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 265 - BUILDING &amp; GROUNDS</b>				
101-265-704.100	WAGES FULL-TIME HOURLY	5,140	4,000	1,140
101-265-705.000	WAGES PART-TIME HOURLY	4,000	1,000	3,000
101-265-710.000	WAGES OVERTIME	2,000	2,900	(900)
101-265-712.000	WAGES JANITORIAL	9,228	13,000	(3,772)
101-265-715.000	FICA EMPLOYER CONTRIBUTION	1,560	1,400	160
101-265-716.050	HEALTH SAVINGS ACCOUNT	52	20	32
101-265-718.000	PENSION EMPLOYER CONTRIBUTION	860	720	140
101-265-719.000	WORKMEN'S COMP	300	500	(200)
101-265-740.000	OPERATING SUPPLIES	28,000	25,000	3,000
101-265-740.125	OPERATING SUPPLIES PASSPORT P	1,000	1,000	0
101-265-740.600	BEAUTIFICATION DAY	625	500	125
101-265-740.650	SEASONAL BANNERS/HOLIDAY LIGH	2,000	1,000	1,000
101-265-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	0	0	0
101-265-810.100	CONTRACTED SERVICES	29,000	25,000	4,000
101-265-817.000*	PROFESSIONAL SERVICES	30,000	6,000	24,000
101-265-850.000	TELEPHONE	3,100	3,200	(100)
101-265-910.000	INSURANCE GENERAL LIABILITY	4,286	4,250	36
101-265-920.000	UTILITIES	24,000	24,000	0
101-265-930.000	REPAIRS/MAINTENANCE	20,000	18,000	2,000
101-265-936.000	MAINTENANCE AGREEMENTS	5,052	5,052	0
101-265-940.100	EQUIPMENT RENTAL	4,000	3,500	500
101-265-970.000	CAPITAL OUTLAY	72,000	80,443	(8,443)
101-265-974.000*	CAPITAL IMPROVEMENTS	0	0	0
<b>Totals for dept 265 - BUILDING &amp; GROUNDS</b>		<b>246,203</b>	<b>220,485</b>	<b>25,718</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 276 - CEMETERY</b>				
101-276-704.100	WAGES FULL-TIME HOURLY	11,255	10,000	1,255
101-276-705.000	WAGES PART-TIME HOURLY	500	250	250
101-276-710.000	WAGES OVERTIME	1,158	750	408
101-276-715.000	FICA EMPLOYER CONTRIBUTION	948	850	98
101-276-716.050	HEALTH SAVINGS ACCOUNT	114	115	(1)
101-276-718.000	PENSION EMPLOYER CONTRIBUTION	1,351	1,290	61
101-276-719.000	WORKMEN'S COMP	180	325	(145)
101-276-740.000	OPERATING SUPPLIES	0	182	(182)
101-276-810.100*	CONTRACTED SERVICES	31,456	35,000	(3,544)
101-276-910.000	INSURANCE GENERAL LIABILITY	196	161	35
101-276-930.000*	REPAIRS/MAINTENANCE	6,500	8,000	(1,500)
101-276-940.100*	EQUIPMENT RENTAL	5,010	1,500	3,510
101-276-974.000	CAPITAL IMPROVEMENTS	0	0	0
<b>Totals for dept 276 - CEMETERY</b>		<b>58,668</b>	<b>58,423</b>	<b>245</b>
<b>Dept 282 - GREAT LAKES TECH PARK MTCE</b>				
101-282-704.100	WAGES FULL-TIME HOURLY	650	650	0
101-282-715.000	FICA EMPLOYER CONTRIBUTION	50	50	0
101-282-716.050	HEALTH SAVINGS ACCOUNT	7	7	0
101-282-718.000	PENSION EMPLOYER CONTRIBUTION	78	78	0
101-282-719.000	WORKMEN'S COMP	30	30	0
101-282-810.000	CONTRACTED SERVICES	4,400	4,400	0
101-282-920.000	UTILITIES	3,500	5,000	(1,500)
101-282-930.000	REPAIRS/MAINTENANCE	2,500	3,500	(1,000)
<b>Totals for dept 282 - GREAT LAKES TECH PARK MTCE</b>		<b>11,215</b>	<b>13,715</b>	<b>(2,500)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 371 - COMMUNITY DEVELOPMENT</b>				
101-371-703.200	SALARY ZONING BOARDS	1,500	3,000	(1,500)
101-371-704.000	SALARIES FULL-TIME	54,147	56,147	(2,000)
101-371-704.100	WAGES FULL-TIME HOURLY	41,470	44,470	(3,000)
101-371-704.200	WAGES FULL-TIME CLERICAL	18,075	15,500	2,575
101-371-704.250	SALARY-STIPEND DEGREE	1,400	1,400	0
101-371-704.400	SICK DAY PAY OFF	600	600	0
101-371-704.716	WAGES IN LIEU OF HEALTH INSUR	2,800	2,800	0
101-371-705.000	WAGES PART-TIME HOURLY	0	16,000	(16,000)
101-371-715.000	FICA EMPLOYER CONTRIBUTION	9,179	10,492	(1,313)
101-371-716.000	HEALTH INSURANCE	28,574	25,550	3,024
101-371-716.050	HEALTH SAVINGS ACCOUNT	4,915	4,915	0
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	1,389	1,584	(195)
101-371-716.200	DENTAL INSURANCE	3,532	3,710	(178)
101-371-716.300	INSURANCE LONG TERM DISABILIT	285	322	(37)
101-371-716.600	RETIREE HEALTH INS SUPPLEMENT	1,200	0	1,200
101-371-718.000	PENSION EMPLOYER CONTRIBUTION	13,034	13,034	0
101-371-718.100	DEFERRED COMPENSATIONS CONTRI	605	605	0
101-371-719.000	WORKMEN'S COMP	200	700	(500)
101-371-740.000	OPERATING SUPPLIES	3,500	3,500	0
101-371-745.000*	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	4,000	3,800	200
101-371-802.000	LEGAL SERVICES	8,000	8,000	0
101-371-804.000	MEMBERSHIP & DUES	200	205	(5)
101-371-804.100*	SAGINAW FUTURE	2,000	2,000	0
101-371-810.100*	CONTRACTED SERVICES	10,000	23,000	(13,000)
101-371-817.000	PROFESSIONAL SERVICES	4,000	3,900	100
101-371-817.100	UPDATE MASTER PLAN	1,000	1,300	(300)
101-371-836.000	EMPLOYMENT PHYSICALS	0	102	(102)
101-371-850.100	WIRELESS COMMUNICATIONS	800	800	0
101-371-900.000*	LEGAL NOTICES	1,800	3,500	(1,700)
101-371-910.000	INSURANCE GENERAL LIABILITY	2,726	2,625	101
101-371-930.000	REPAIRS/MAINTENANCE	800	600	200
101-371-936.000	MAINTENANCE AGREEMENTS	350	350	0
101-371-938.000	VEHICLE EXPENSE	1,500	1,500	0
101-371-938.100	GAS & DIESEL FUEL	1,000	700	300
101-371-956.000*	MISCELLANEOUS	2,000	2,000	0
101-371-960.000	EDUCATION & TRAINING	2,000	1,400	600
101-371-970.000*	CAPITAL OUTLAY	0	0	0
<b>Totals for dept 371 - COMMUNITY DEVELOPMENT</b>		<b>228,581</b>	<b>260,111</b>	<b>(31,530)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 421 - CONSTRUCTION CODES</b>				
101-421-704.000	SALARIES FULL-TIME	15,446	15,946	(500)
101-421-704.200	WAGES FULL-TIME CLERICAL	41,471	41,471	0
101-421-704.250	SALARY-STIPEND DEGREE	400	400	0
101-421-704.400	SICK DAY PAY OFF	0	0	0
101-421-704.716	WAGES IN LIEU OF HEALTH INSUR	800	800	0
101-421-705.200	WAGES INSPECTORS	65,000	69,500	(4,500)
101-421-715.000	FICA EMPLOYER CONTRIBUTION	9,418	10,140	(722)
101-421-716.000	HEALTH INSURANCE	17,689	16,142	1,547
101-421-716.050	HEALTH SAVINGS ACCOUNT	3,415	3,415	0
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	8,547	900	7,647
101-421-716.200	DENTAL INSURANCE	2,230	2,025	205
101-421-716.300	INSURANCE LONG TERM DISABILIT	178	178	0
101-421-716.600	RETIREE HEALTH INS SUPPLEMENT	1,200	0	1,200
101-421-718.000	PENSION EMPLOYER CONTRIBUTION	6,393	6,393	0
101-421-718.100	DEFERRED COMPENSATIONS CONTRI	160	160	0
101-421-719.000	WORKMEN'S COMP	570	425	145
101-421-740.000	OPERATING SUPPLIES	1,900	2,800	(900)
101-421-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	1,000	1,000	0
101-421-804.000	MEMBERSHIP & DUES	400	615	(215)
101-421-817.000*	PROFESSIONAL SERVICES	17,000	10,000	7,000
101-421-836.000	EMPLOYMENT PHYSICALS	200	102	98
101-421-850.100	WIRELESS COMMUNICATIONS	250	250	0
101-421-900.000	LEGAL NOTICES	200	200	0
101-421-910.000	INSURANCE GENERAL LIABILITY	0	1,855	(1,855)
101-421-936.000	MAINTENANCE AGREEMENTS	1,800	1,800	0
101-421-938.000	VEHICLE EXPENSE	350	350	0
101-421-938.100	GAS & DIESEL FUEL	450	450	0
101-421-960.000	EDUCATION & TRAINING	1,900	1,900	0
<b>Totals for dept 421 - CONSTRUCTION CODES</b>		<b>198,367</b>	<b>189,217</b>	<b>9,150</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 442 - SIDEWALKS</b>				
101-442-704.100	WAGES FULL-TIME HOURLY	1,582	2,000	(418)
101-442-705.000	WAGES PART-TIME HOURLY	200	200	0
101-442-710.000	WAGES OVERTIME	1,000	750	250
101-442-715.000	FICA EMPLOYER CONTRIBUTION	213	213	0
101-442-716.050	HEALTH SAVINGS ACCOUNT	16	25	(9)
101-442-718.000	PENSION EMPLOYER CONTRIBUTION	310	310	0
101-442-719.000	WORKMEN'S COMP	50	50	0
101-442-910.000	INSURANCE GENERAL LIABILITY	350	226	124
101-442-930.000*	REPAIRS/MAINTENANCE	5,000	4,000	1,000
101-442-940.100	EQUIPMENT RENTAL	1,500	1,400	100
101-442-974.000	CAPITAL IMPROVEMENTS	85,000	81,000	4,000
<b>Totals for dept 442 - SIDEWALKS</b>		<b>95,221</b>	<b>90,174</b>	<b>5,047</b>
<b>Dept 444 - STORM WATER MANAGEMENT</b>				
101-444-817.000	PROFESSIONAL SERVICES	7,500	8,000	(500)
<b>Totals for dept 444 - STORM WATER MANAGEMENT</b>		<b>7,500</b>	<b>8,000</b>	<b>(500)</b>
<b>Dept 445 - DRAINS AT LARGE</b>				
101-445-806.000*	DRAIN AT LARGE	1,000	7,396	(6,396)
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	10,000	500	9,500
<b>Totals for dept 445 - DRAINS AT LARGE</b>		<b>11,000</b>	<b>7,896</b>	<b>3,104</b>
<b>Dept 448 - STREET LIGHTING</b>				
101-448-920.000	UTILITIES	72,000	72,000	0
101-448-974.000	CAPITAL IMPROVEMENTS	0	1,988	(1,988)
<b>Totals for dept 448 - STREET LIGHTING</b>		<b>72,000</b>	<b>73,988</b>	<b>(1,988)</b>
<b>Dept 450 - ROAD PROGRAMS</b>				
101-450-930.000*	REPAIRS/MAINTENANCE	192,000	131,000	61,000
<b>Totals for dept 450 - ROAD PROGRAMS</b>		<b>192,000</b>	<b>131,000</b>	<b>61,000</b>



## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 752 - ADMINISTRATION</b>				
101-752-702.000	SALARY ELECTED OFFICIALS	2,870	1,600	1,270
101-752-704.000	SALARIES FULL-TIME	118,965	124,965	(6,000)
101-752-704.050	SALARIES FULL-TIME ASSISTANT	0	0	0
101-752-704.250	SALARY-STIPEND DEGREE	3,000	3,000	0
101-752-704.400	SICK DAY PAY OFF	3,000	2,378	622
101-752-705.000*	WAGES PART-TIME HOURLY	23,000	29,500	(6,500)
101-752-715.000	FICA EMPLOYER CONTRIBUTION	11,539	12,457	(918)
101-752-716.000	HEALTH INSURANCE	21,413	20,496	917
101-752-716.050	HEALTH SAVINGS ACCOUNT	4,617	5,684	(1,067)
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	1,354	1,354	0
101-752-716.200	DENTAL INSURANCE	2,260	2,157	103
101-752-716.300	INSURANCE LONG TERM DISABILIT	361	361	0
101-752-716.600	RETIREE HEALTH INS SUPPLEMENT	2,000	0	2,000
101-752-718.000	PENSION EMPLOYER CONTRIBUTION	14,996	15,386	(390)
101-752-719.000	WORKMEN'S COMP	1,200	250	950
101-752-740.000*	OPERATING SUPPLIES	3,500	3,500	0
101-752-745.000*	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	0	0	0
101-752-800.000	ADMINISTRATION FEE	10,349	10,349	0
101-752-803.000	AUDIT	720	855	(135)
101-752-804.000*	MEMBERSHIP & DUES	1,555	1,555	0
101-752-817.000	PROFESSIONAL SERVICES	18,000	750	17,250
101-752-836.000	EMPLOYMENT PHYSICALS	0	306	(306)
101-752-900.000	LEGAL NOTICES	0	0	0
101-752-901.000*	PRINTING & PUBLISHING	2,750	1,750	1,000
101-752-960.000*	EDUCATION & TRAINING	2,900	2,900	0
<b>Totals for dept 752 - ADMINISTRATION</b>		<b>250,349</b>	<b>241,553</b>	<b>8,796</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 756 - FACILITY ACQUISITION/CONSTRUC</b>				0
101-756-974.500	CAP IMPROVEMENT THOMAS TRAIL	20,000	20,000	0
101-756-974.550	CAPITAL IMPROVEMENTS ROBERTS	60,000	76,059	(16,059)
101-756-974.575*	CAPITAL IMP. NATURE PRESERVE	600,000	841,847	(241,847)
<b>Totals for dept 756 - FACILITY ACQUISITION/CONSTRUC</b>		<b>680,000</b>	<b>937,906</b>	<b>(257,906)</b>
<b>Dept 761 - SWIM PROGRAMS</b>				0
101-761-705.000*	WAGES PART-TIME HOURLY	21,000	17,647	3,353
101-761-715.000	FICA EMPLOYER CONTRIBUTION	1,650	1,350	300
101-761-719.000	WORKMEN'S COMP	300	76	224
101-761-740.000*	OPERATING SUPPLIES	2,000	4,287	(2,287)
101-761-930.000*	REPAIRS/MAINTENANCE	3,000	1,144	1,856
<b>Totals for dept 761 - SWIM PROGRAMS</b>		<b>27,950</b>	<b>24,504</b>	<b>3,446</b>
<b>Dept 762 - SENIOR CITIZENS PROGRAMS</b>				0
101-762-740.000*	OPERATING SUPPLIES	9,000	0	9,000
<b>Totals for dept 762 - SENIOR CITIZENS PROGRAMS</b>		<b>9,000</b>	<b>0</b>	<b>9,000</b>
<b>Dept 763 - SOCCER</b>				0
101-763-705.000*	WAGES PART-TIME HOURLY	5,000	2,447	2,553
101-763-715.000	FICA EMPLOYER CONTRIBUTION	500	187	313
101-763-719.000	WORKMEN'S COMP	200	182	18
101-763-740.000*	OPERATING SUPPLIES	3,500	3,983	(483)
101-763-740.300	OPERATING SUPPLIES T-SHIRTS	2,350	2,297	53
101-763-740.675	SUPPLIES-CONCESSIONS	1,500	0	1,500
101-763-740.700	OPERATING SUPPLIES-NON PERISH	150	0	150
<b>Totals for dept 763 - SOCCER</b>		<b>13,200</b>	<b>9,096</b>	<b>4,104</b>
<b>Dept 764 - YOUTH SOFTBALL</b>				
101-764-705.000*	WAGES PART-TIME HOURLY	750	545	205
101-764-715.000	FICA EMPLOYER CONTRIBUTION	75	42	33
101-764-719.000	WORKMEN'S COMP	25	94	(69)
101-764-740.000	OPERATING SUPPLIES	500	0	500
101-764-740.300	OPERATING SUPPLIES T-SHIRTS	900	0	900
<b>Totals for dept 764 - YOUTH SOFTBALL</b>		<b>2,250</b>	<b>681</b>	<b>1,569</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 765 - ADULT SOFTBALL</b>				
101-765-705.000	WAGES PART-TIME HOURLY	400	0	400
101-765-715.000	FICA EMPLOYER CONTRIBUTION	30	0	30
101-765-719.000	WORKMEN'S COMP	10	28	(18)
101-765-740.000	OPERATING SUPPLIES	2,100	759	1,341
101-765-740.300	OPERATING SUPPLIES T-SHIRTS	150	108	42
101-765-810.000	* CONTRACTED SERVICES	3,500	2,941	559
<b>Totals for dept 765 - ADULT SOFTBALL</b>		<b>6,190</b>	<b>3,836</b>	<b>2,354</b>
<b>Dept 766 - YOUTH CLINICS/FLOOR HOCKEY</b>				
101-766-705.000	WAGES PART-TIME HOURLY	3,000	3,000	0
101-766-715.000	FICA EMPLOYER CONTRIBUTION	300	300	0
101-766-719.000	WORKMEN'S COMP	80	80	0
101-766-740.000	OPERATING SUPPLIES	800	800	0
101-766-740.300	OPERATING SUPPLIES T-SHIRTS	700	700	0
<b>Totals for dept 766 - YOUTH CLINICS/FLOOR HOCKEY</b>		<b>4,880</b>	<b>4,880</b>	<b>0</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 767 - BASKETBALL</b>				
101-767-705.000	WAGES PART-TIME HOURLY	1,350	1,350	0
101-767-715.000	FICA EMPLOYER CONTRIBUTION	225	225	0
101-767-719.000	WORKMEN'S COMP	90	90	0
101-767-740.000	OPERATING SUPPLIES	500	500	0
101-767-740.300	OPERATING SUPPLIES T-SHIRTS	1,350	1,350	0
<b>Totals for dept 767 - BASKETBALL</b>		<b>3,515</b>	<b>3,515</b>	<b>0</b>
<b>Dept 768 - ARCHERY</b>				
101-768-705.000	WAGES PART-TIME HOURLY	2,800	3,800	(1,000)
101-768-715.000	FICA EMPLOYER CONTRIBUTION	200	295	(95)
101-768-719.000	WORKMEN'S COMP	65	65	0
101-768-740.000*	OPERATING SUPPLIES	700	700	0
101-768-740.300	OPERATING SUPPLIES T-SHIRTS	1,200	1,200	0
<b>Totals for dept 768 - ARCHERY</b>		<b>4,965</b>	<b>6,060</b>	<b>(1,095)</b>
<b>Dept 769 - VOLLEYBALL</b>				
101-769-705.000	WAGES PART-TIME HOURLY	1,000	0	1,000
101-769-715.000	FICA EMPLOYER CONTRIBUTION	160	0	160
101-769-719.000	WORKMEN'S COMP	37	0	37
101-769-740.000	OPERATING SUPPLIES	250	120	130
<b>Totals for dept 769 - VOLLEYBALL</b>		<b>1,447</b>	<b>120</b>	<b>1,327</b>
<b>Dept 770 - OPERATIONS &amp; MAINTENANCE</b>				
101-770-704.100	WAGES FULL-TIME HOURLY	3,000	3,500	(500)
101-770-705.000*	WAGES PART-TIME HOURLY	52,000	61,000	(9,000)
101-770-712.000	WAGES JANITORIAL	1,500	4,300	(2,800)
101-770-715.000	FICA EMPLOYER CONTRIBUTION	5,000	5,125	(125)
101-770-716.050	HEALTH SAVINGS ACCOUNT	30	30	0
101-770-718.000	PENSION EMPLOYER CONTRIBUTION	360	360	0
101-770-719.000	WORKMEN'S COMP	1,500	1,500	0
101-770-740.000	OPERATING SUPPLIES	3,700	3,700	0
101-770-810.000	CONTRACTED SERVICES	33,500	33,500	0
101-770-850.000	TELEPHONE	1,500	1,500	0
101-770-850.100	WIRELESS COMMUNICATIONS	1,000	1,300	(300)
101-770-910.000	INSURANCE GENERAL LIABILITY	14,063	12,894	1,169
101-770-920.000	UTILITIES	27,000	27,000	0
101-770-930.000*	REPAIRS/MAINTENANCE	63,800	56,500	7,300
101-770-938.000*	VEHICLE EXPENSE	6,000	3,500	2,500
101-770-938.100*	GAS & DIESEL FUEL	6,000	7,500	(1,500)
101-770-940.000*	PORTABLE TOILET RENTAL	0	2,149	(2,149)
101-770-940.100*	EQUIPMENT RENTAL	1,800	2,000	(200)
101-770-970.000*	CAPITAL OUTLAY	6,150	6,150	0
<b>Totals for dept 770 - OPERATIONS &amp; MAINTENANCE</b>		<b>227,903</b>	<b>233,508</b>	<b>(5,605)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22	2021-22	OVER/
		ORIGINAL BUDGET	PROJECTED ACTIVITY	UNDER BUDGET
Dept 771 - FLAG FOOTBALL				0
101-771-705.000	WAGES PART-TIME HOURLY	500	168	332
101-771-715.000	FICA EMPLOYER CONTRIBUTION	39	13	26
101-771-719.000	WORKMEN'S COMP	5	89	(84)
101-771-740.000	OPERATING SUPPLIES	0	99	(99)
Totals for dept 771 - FLAG FOOTBALL		544	369	175

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 772 - NATURE PRESERVE/CENTER</b>				
101-772-704.100*	WAGES FULL-TIME HOURLY	1,500	0	1,500
101-772-705.000*	WAGES PART-TIME HOURLY	12,500	15,000	(2,500)
101-772-715.000	FICA EMPLOYER CONTRIBUTION	0	1,147	(1,147)
101-772-718.000	PENSION EMPLOYER CONTRIBUTION	180	0	180
101-772-719.000	WORKMEN'S COMP	150	150	0
101-772-740.000*	OPERATING SUPPLIES	11,200	0	11,200
101-772-804.000*	MEMBERSHIP & DUES	0	0	0
101-772-817.000*	PROFESSIONAL SERVICES	2,500	0	2,500
101-772-901.000	PRINTING & PUBLISHING	4,500	0	4,500
101-772-910.000*	INSURANCE GENERAL LIABILITY	7,000	7,000	0
101-772-920.000	UTILITIES	4,000	4,000	0
101-772-930.000*	REPAIRS/MAINTENANCE	7,500	0	7,500
101-772-940.000*	PORTABLE TOILET RENTAL	2,500	0	2,500
101-772-960.000*	NATURE CENTER TRAINING	0	0	0
<b>Totals for dept 772 - NATURE PRESERVE/CENTER</b>		<b>53,530</b>	<b>27,297</b>	<b>26,233</b>
<b>Dept 774 - SPECIAL EVENTS</b>				
101-774-705.000	WAGES PART-TIME HOURLY	3,000	3,000	0
101-774-715.000	FICA EMPLOYER CONTRIBUTION	200	200	0
101-774-719.000	WORKMEN'S COMP	200	200	0
101-774-740.000*	OPERATING SUPPLIES	11,000	11,000	0
101-774-740.150	OPERATING 5K RUN/WALK	1,250	0	1,250
101-774-810.000	CONTRACTED SERVICES	1,800	435	1,365
101-774-817.000*	PROFESSIONAL SERVICES	7,100	7,200	(100)
101-774-901.000*	PRINTING & PUBLISHING	1,000	50	950
<b>Totals for dept 774 - SPECIAL EVENTS</b>		<b>25,550</b>	<b>22,085</b>	<b>3,465</b>
<b>Dept 775 - DAY CAMP</b>				
101-775-705.000	WAGES PART-TIME HOURLY	14,000	16,712	(2,712)
101-775-715.000	FICA EMPLOYER CONTRIBUTION	1,125	1,278	(153)
101-775-719.000	WORKMEN'S COMP	216	258	(42)
101-775-740.000	OPERATING SUPPLIES	1,700	1,600	100
101-775-831.000*	FIELD TRIPS	2,000	1,872	128
101-775-901.000	PRINTING & PUBLISHING	1,292	0	1,292
<b>Totals for dept 775 - DAY CAMP</b>		<b>20,333</b>	<b>21,720</b>	<b>(1,387)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 776 - TRAIN</b>				
101-776-705.000	WAGES PART-TIME HOURLY	1,750	35	1,715
101-776-715.000	FICA EMPLOYER CONTRIBUTION	100	3	97
101-776-719.000	WORKMEN'S COMP	40	5	35
101-776-930.000*	REPAIRS/MAINTENANCE	1,500	6,500	(5,000)
101-776-938.100	GAS & DIESEL FUEL	250	151	99
101-776-970.000	CAPITAL OUTLAY	15,000	15,587	(587)
<b>Totals for dept 776 - TRAIN</b>		<b>18,640</b>	<b>22,281</b>	<b>(3,641)</b>
<b>Dept 995 - TRANSFER-OUT</b>				
101-995-999.205*	PUBLIC SAFETY - FIRE	175,046	175,046	0
101-995-999.207	PUBLIC SAFETY - POLICE	261,053	261,053	0
101-995-999.246	TRANSFER FROM GENERAL FUND	0	0	0
101-995-999.603	TRANSFER OUT TECHNOLOGY FUND	0	0	0
<b>Totals for dept 995 - TRANSFER-OUT</b>		<b>436,099</b>	<b>436,099</b>	<b>0</b>
<b>Total Appropriations Parks &amp; Recreation</b>		<b>1,350,246</b>	<b>1,559,411</b>	
<b>Total Appropriations General Fund</b>		<b>1,961,163</b>	<b>1,901,769</b>	
<b>Total Appropriations Transfer Out</b>		<b>436,099</b>	<b>436,099</b>	
<b>Total Appropriations all Departments</b>		<b>3,747,508</b>	<b>3,897,279</b>	
<b>TOTAL ESTIMATED REVENUES</b>		<b>3,275,585</b>	<b>3,520,673</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>3,747,508</b>	<b>3,897,279</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>		<b>(471,923)</b>	<b>(376,606)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>4,584,763</b>	<b>4,112,840</b>	
RESERVED FOR BUILDING IMPROVEMENTS		250,000	750,000	
RESERVED FOR PROPERTY PURCHASE		39,600	39,600	
UNRESERVED FUND BALANCE		3,823,240	2,946,634	
<b>ENDING FUND BALANCE</b>		<b>4,112,840</b>	<b>3,736,234</b>	

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22	2021-22	OVER/
		ORIGINAL BUDGET	PROJECTED ACTIVITY	UNDER BUDGET
Fund 205 - PUBLIC SAFETY-FIRE DEPARTMENT				
ESTIMATED REVENUES				
205-000-402.000	PROPERTY TAXES	274,402	274,402	0
205-000-405.000	DEL'Q PERSONAL PROPERTY	0	161	(161)
205-000-410.000	PERSONAL PROPERTY TAXES	24,891	24,894	(3)
205-000-410.100	PERSONAL PROPERTY REPLACEMENT	53,348	59,176	(5,828)
205-000-437.000	I.F.T.	20,687	20,687	0
205-000-528.000*	OTHER FEDERAL GRANTS	0	56,191	(56,191)
205-000-566.000	GRANT	0	894	(894)
205-000-629.000	REPORTS	0	700	(700)
205-000-630.000	NON-RESIDENT FEES	2,000	4,000	(2,000)
205-000-673.100	SALE OF FIXED ASSETS	0	0	0
205-000-675.000	DONATIONS/CONTRIBUTION	0	0	0
205-000-676.000	REFUNDS-REBATES	0	4,706	(4,706)
205-000-693.000	MISCELLANEOUS	0	8,381	(8,381)
205-000-699.101*	TRANSFER FROM GENERAL FUND	175,046	175,046	0
TOTAL ESTIMATED REVENUES		550,374	629,238	(78,864)



## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>APPROPRIATIONS</b>				
205-000-704.000	SALARIES FULL-TIME	86,358	88,358	(2,000)
205-000-704.025	SALARIES FULL-TIME INSPECTOR	42,525	31,601	10,924
205-000-704.100	WAGES FULL-TIME HOURLY	2,000	1,800	200
205-000-704.250	SALARY-STIPEND DEGREE	500	500	0
205-000-704.400	SICK DAY PAY OFF	3,000	2,659	341
205-000-705.000	WAGES PART-TIME HOURLY	17,697	19,100	(1,403)
205-000-705.200	WAGES INSPECTORS	30,000	18,000	12,000
205-000-705.300	WAGES PART-TIME FIRERUNS	101,000	110,000	(9,000)
205-000-712.000	WAGES JANITORIAL	9,600	12,000	(2,400)
205-000-715.000	FICA EMPLOYER CONTRIBUTION	22,390	23,390	(1,000)
205-000-716.000	HEALTH INSURANCE	23,423	22,189	1,234
205-000-716.050	HEALTH SAVINGS ACCOUNT	7,263	7,210	53
205-000-716.100	VISION/SHORT TERM DISAB/LIFE	1,594	1,594	0
205-000-716.200	DENTAL INSURANCE	1,972	1,722	250
205-000-716.300	INSURANCE LONG TERM DISABILIT	381	1,722	(1,341)
205-000-716.600	RETIREE HEALTH INS SUPPLEMENT	0	0	0
205-000-718.000	PENSION EMPLOYER CONTRIBUTION	17,701	15,800	1,901
205-000-719.000	WORKMEN'S COMP	6,000	10,000	(4,000)
205-000-740.000	OPERATING SUPPLIES	10,000	10,000	0
205-000-742.000	UNIFORMS	3,000	3,000	0
205-000-745.000*	OPERATING SUPPLIES OFFICE EQUIP/FURNITL	5,000	1,000	4,000
205-000-800.000	ADMINISTRATION FEE	8,079	8,079	0
205-000-802.000	LEGAL SERVICES	800	3,500	(2,700)
205-000-803.000	AUDIT	750	855	(105)
205-000-804.000*	MEMBERSHIP & DUES	2,000	1,100	900
205-000-810.100*	CONTRACTED SERVICES	5,700	13,000	(7,300)
205-000-817.000*	PROFESSIONAL SERVICES	10,000	9,000	1,000
205-000-836.000	EMPLOYMENT PHYSICALS	5,500	5,000	500
205-000-836.100	IMMUNIZATIONS	1,500	1,000	500
205-000-850.000	TELEPHONE	2,200	2,000	200
205-000-850.100	WIRELESS COMMUNICATIONS	4,000	3,000	1,000
205-000-900.000	LEGAL NOTICES	200	100	100
205-000-910.000	INSURANCE GENERAL LIABILITY	21,767	26,993	(5,226)
205-000-920.000	UTILITIES	18,000	18,000	0
205-000-930.000*	REPAIRS/MAINTENANCE	6,000	3,700	2,300
205-000-930.100*	REPAIRS & MAINTENANCE FS#1	5,000	7,500	(2,500)

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
205-000-930.200*	REPAIRS & MAINTENANCE FS#2	4,000	4,000	0
205-000-936.000*	MAINTENANCE AGREEMENTS	4,500	3,000	1,500
205-000-938.000	VEHICLE EXPENSE	18,000	15,000	3,000
205-000-938.100	GAS & DIESEL FUEL	6,000	7,000	(1,000)
205-000-940.100	EQUIPMENT RENTAL	1,500	1,000	500
205-000-956.000	MISCELLANEOUS	500	500	0
205-000-960.000	EDUCATION & TRAINING	14,000	12,000	2,000
205-000-970.000	CAPITAL OUTLAY	0	5,280	(5,280)
205-000-974.000	CAPITAL IMPROVEMENTS	0	3,500	(3,500)
<b>Totals for Public Safety Fire -</b>		<b>531,400</b>	<b>535,752</b>	<b>(4,352)</b>
<b>TOTAL REVENUES</b>		<b>550,374</b>	<b>629,238</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>531,400</b>	<b>535,752</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 205</b>		<b>18,974</b>	<b>93,486</b>	
<b>BEGINNING FUND BALANCE</b>		<b>941,832</b>	<b>960,806</b>	
<b>ENDING FUND BALANCE</b>		<b>960,806</b>	<b>1,054,292</b>	

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Fund 207 - PUBLIC SAFETY-POLICE</b>				
<b>ESTIMATED REVENUES</b>				
207-000-402.000	PROPERTY TAXES	596,716	593,454	3,262
207-000-405.000	DEL'Q PERSONAL PROPERTY	0	216	(216)
207-000-410.000	PERSONAL PROPERTY TAXES	54,129	127	54,002
207-000-410.100	PERSONAL PROPERTY REPLACEMENT	116,088	128,678	(12,590)
207-000-437.000	I.F.T.	40,498	50,300	(9,802)
207-000-528.000	OTHER FEDERAL GRANTS	0	41,470	(41,470)
207-000-539.000	JUSTICE TRAINING FUND	0	1,000	(1,000)
207-000-566.000	GRANT	0	894	(894)
207-000-570.000	LIQUOR LICENSE	9,987	10,734	(747)
207-000-607.100	COURT ORDERED FEES	0	363	(363)
207-000-626.000	SWAN VALLEY POLICE SECURITY	3,500	3,125	375
207-000-629.000	REPORTS	1,200	782	418
207-000-673.100	SALE OF FIXED ASSETS	2,500	15,690	(13,190)
207-000-675.000	DONATIONS/CONTRIBUTION	0	9,240	(9,240)
207-000-676.000	REFUNDS-REBATES	0	0	0
207-000-678.000	POLICE EXPLORER FEES	663	90	573
207-000-680.000	REIMBURSEMENT	0	0	0
207-000-693.000	MISCELLANEOUS	0	22	(22)
207-000-699.101	TRANSFER FROM GENERAL FUND	261,053	261,053	0
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,086,334</b>	<b>1,117,238</b>	<b>(30,904)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>APPROPRIATIONS</b>				0
207-000-704.000	SALARIES FULL-TIME	160,939	163,939	(3,000)
207-000-704.100	WAGES FULL-TIME HOURLY	360,022	370,022	(10,000)
207-000-704.200	WAGES FULL-TIME CLERICAL	40,028	44,476	(4,448)
207-000-704.250	SALARY-STIPEND DEGREE	0	500	(500)
207-000-704.400	SICK DAY PAY OFF	7,500	1,929	5,571
207-000-704.716	WAGES IN LIEU OF HEALTH INSUR	4,000	4,000	0
207-000-705.000	WAGES PART-TIME HOURLY	500	0	500
207-000-709.000	WAGES COURT TIME	7,500	4,502	2,998
207-000-710.000	WAGES OVERTIME	42,000	45,000	(3,000)
207-000-712.000	WAGES JANITORIAL	7,315	7,315	0
207-000-715.000	FICA EMPLOYER CONTRIBUTION	44,362	48,017	(3,655)
207-000-716.000	HEALTH INSURANCE	97,385	87,000	10,385
207-000-716.050	HEALTH SAVINGS ACCOUNT	25,835	24,000	1,835
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	6,967	5,823	1,144
207-000-716.200	DENTAL INSURANCE	14,175	11,003	3,172
207-000-716.300	INSURANCE LONG TERM DISABILIT	1,638	1,450	188
207-000-716.600	RETIREE HEALTH INS SUPPLEMENT	132,830	132,830	0
207-000-718.000	PENSION EMPLOYER CONTRIBUTION	74,639	74,639	0
207-000-719.000	WORKMEN'S COMP	8,500	9,650	(1,150)
207-000-740.000	* OPERATING SUPPLIES	24,300	15,000	9,300
207-000-742.000	UNIFORMS	22,256	17,210	5,046
207-000-745.000	* OPERATING SUPPLIES OFFICE EQUIP/FURNITL	5,500	300	5,200
207-000-800.000	ADMINISTRATION FEE	8,079	8,079	0
207-000-802.000	LEGAL SERVICES	12,825	21,940	(9,115)
207-000-803.000	AUDIT	850	903	(53)
207-000-804.000	* MEMBERSHIP & DUES	305	305	0
207-000-810.100	* CONTRACTED SERVICES	9,524	6,000	3,524
207-000-817.000	PROFESSIONAL SERVICES	1,000	1,000	0
207-000-836.000	EMPLOYMENT PHYSICALS	0	1,506	(1,506)
207-000-850.000	TELEPHONE	1,600	1,600	0
207-000-850.100	WIRELESS COMMUNICATIONS	2,500	2,000	500
207-000-910.000	INSURANCE GENERAL LIABILITY	13,136	11,884	1,252
207-000-920.000	UTILITIES	8,000	6,500	1,500
207-000-930.000	* REPAIRS/MAINTENANCE	16,058	7,500	8,558
207-000-936.000	* MAINTENANCE AGREEMENTS	10,500	10,500	0
207-000-938.000	VEHICLE EXPENSE	18,432	18,432	0

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
207-000-938.100	GAS & DIESEL FUEL	26,790	22,000	4,790
207-000-940.100	EQUIPMENT RENTAL	1,000	1,000	0
207-000-940.200	COLD STORAGE LEASE	1,800	1,800	0
207-000-956.000	MISCELLANEOUS	500	885	(385)
207-000-960.000	EDUCATION & TRAINING	8,000	7,000	1,000
207-000-960.100	JUSTICE TRAINING FUND	1,700	0	1,700
207-000-970.000	CAPITAL OUTLAY	131,407	115,000	16,407
207-000-974.000	CAPITAL IMPROVEMENTS	0	5,065	(5,065)
<b>Totals Estimated Expenditures</b>		<b>1,362,197</b>	<b>1,319,504</b>	<b>42,693</b>
<b>TOTAL REVENUES</b>		<b>1,086,334</b>	<b>1,117,238</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 207</b>		<b>(275,863)</b>	<b>(202,266)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>1,455,790</b>	<b>1,455,790</b>	
<b>ENDING FUND BALANCE</b>		<b>1,179,927</b>	<b>1,253,524</b>	

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Fund 246 - ROAD REVOLVING FUND</b>				
<b>ESTIMATED REVENUES</b>				
246-000-665.000	INTEREST EARNED	0	0	0
246-000-665.200*	INTEREST REVENUE SPEC ASSESSM	8,000	9,989	(1,989)
246-000-672.100*	SPECIAL ASSESSMENT REVENUE RO	30,000	48,257	(18,257)
246-000-699.101	TRANSFER FROM GENERAL FUND	0	0	0
<b>TOTAL ESTIMATED REVENUES</b>		<b>38,000</b>	<b>58,246</b>	<b>(20,246)</b>
<b>APPROPRIATIONS</b>				
246-000-974.000*	CAPITAL IMPROVEMENTS	0	58,234	(58,234)
246-000-974.100*	CAPITAL IMPROVEMENT MATCH	0	27,777	(27,777)
<b>Totals for Road Revolving Fund</b>		<b>0</b>	<b>86,011</b>	<b>(86,011)</b>
<b>TOTAL REVENUES</b>		<b>38,000</b>	<b>58,246</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>0</b>	<b>86,011</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 246</b>		<b>38,000</b>	<b>(27,765)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>939,852</b>	<b>939,852</b>	
<b>ENDING FUND BALANCE</b>		<b>977,852</b>	<b>912,087</b>	

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Fund 248 - Downtown Development Authority</b>				
<b>ESTIMATED REVENUES</b>				
248-000-402.000	PROPERTY TAXES	62,337	60,901	1,436
248-000-405.000	DEL'Q PERSONAL PROPERTY	0	200	(200)
248-000-406.000	PROPERTY TAX CAPTURE	25,000	0	25,000
248-000-410.000	PERSONAL PROPERTY TAXES	12,612	14,390	(1,778)
248-000-667.300	OVER THE ROAD BANNER	300	300	0
248-000-675.000	DONATIONS/CONTRIBUTION	0	1,250	(1,250)
248-000-677.000	REIMBURSEMENTS	19,500	17,500	2,000
<b>TOTAL ESTIMATED REVENUES</b>		<b>119,749</b>	<b>94,541</b>	<b>25,208</b>
<b>APPROPRIATIONS</b>				
248-000-704.100	WAGES FULL-TIME HOURLY	1,025	4,000	(2,975)
248-000-705.000	WAGES PART-TIME HOURLY	300	0	300
248-000-710.000	WAGES OVERTIME	200	0	200
248-000-715.000	FICA EMPLOYER CONTRIBUTION	99	306	(207)
248-000-716.050	HEALTH SAVINGS ACCOUNT	12	180	(168)
248-000-718.000	PENSION EMPLOYER CONTRIBUTION	120	480	(360)
248-000-719.000	WORKMEN'S COMP	25	75	(50)
248-000-740.000	OPERATING SUPPLIES	50	0	50
248-000-740.650	SEASONAL BANNERS/HOLIDAY LIGH	0	9,336	(9,336)
248-000-802.000	LEGAL SERVICES	0	30	(30)
248-000-803.000	AUDIT	350	380	(30)
248-000-817.000	PROFESSIONAL SERVICES	0	0	0
248-000-900.100	PUBLICATIONS	500	500	0
248-000-910.000	INSURANCE GENERAL LIABILITY	3,113	3,253	(140)
248-000-920.000	UTILITIES	4,200	4,200	0
248-000-930.000	REPAIRS/MAINTENANCE	18,500	18,500	0
248-000-940.100	EQUIPMENT RENTAL	7,000	3,000	4,000
248-000-974.000*	CAPITAL IMPROVEMENTS	0	33,196	(33,196)
<b>Totals for Downtown Development Fund</b>		<b>35,494</b>	<b>77,436</b>	<b>(41,942)</b>
<b>TOTAL REVENUES</b>		<b>119,749</b>	<b>94,541</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>35,494</b>	<b>77,436</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 248</b>		<b>84,255</b>	<b>17,105</b>	
<b>BEGINNING FUND BALANCE</b>		<b>109,844</b>	<b>109,844</b>	
<b>ENDING FUND BALANCE</b>		<b>194,099</b>	<b>126,949</b>	

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Fund 590 - SEWER FUND</b>				
<b>ESTIMATED REVENUES</b>				
590-000-450.000	LICENSE & PERMITS	150	150	0
590-000-528.000	OTHER FEDERAL GRANTS	0	7,805	(7,805)
590-000-608.000	USAGE	1,249,692	1,121,704	127,988
590-000-608.200*	CAPACITY FEE	36,000	27,200	8,800
590-000-608.400	READY TO SERVE	276,336	290,648	(14,312)
590-000-610.000*	CONNECTIONS	3,500	5,400	(1,900)
590-000-659.000	PENALTY	10,410	16,000	(5,590)
590-000-665.000	INTEREST EARNED	3,500	700	2,800
590-000-667.100	EQUIPMENT RENTAL	22,057	2,200	19,857
590-000-673.000*	SALE OF ASSETS/INVENTORY	0	9,073	(9,073)
590-000-673.100	SALE OF FIXED ASSETS	20,000	0	20,000
590-000-676.000	REFUNDS-REBATES	0	0	0
590-000-680.000	REIMBURSEMENT	3,600	75,527	(71,927)
590-000-693.000	MISCELLANEOUS	300	0	300
590-000-693.300 *	FEDERAL GRANTS	0	0	0
<b>Total Estimated Sewer Revenues -</b>		<b>1,625,545</b>	<b>1,556,407</b>	<b>69,138</b>



## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>APPROPRIATIONS</b>				
<b>Dept 536 - ADMINISTRATION</b>				
590-536-704.000	* SALARIES FULL-TIME	74,989	77,989	(3,000)
590-536-704.200	* WAGES FULL-TIME CLERICAL	16,000	15,832	168
590-536-704.400	SICK DAY PAY OFF	1,046	0	1,046
590-536-705.000	* WAGES PART-TIME HOURLY	11,332	12,832	(1,500)
590-536-715.000	FICA EMPLOYER CONTRIBUTION	7,234	8,158	(924)
590-536-716.000	HEALTH INSURANCE	19,112	19,112	0
590-536-716.050	HEALTH SAVINGS ACCOUNT	5,218	5,280	(62)
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	1,140	1,140	0
590-536-716.200	DENTAL INSURANCE	2,708	1,727	981
590-536-716.300	INSURANCE LONG TERM DISABILIT	260	276	(16)
590-536-716.600	RETIREE HEALTH INS SUPPLEMENT	500	0	500
590-536-718.000	PENSION EMPLOYER CONTRIBUTION	11,044	11,166	(122)
590-536-719.000	WORKMEN'S COMP	1,114	1,114	0
590-536-740.000	OPERATING SUPPLIES	2,000	7,500	(5,500)
590-536-745.000	* OPERATING SUPPLIES OFFICE EQUIP/FURNITL	5,350	3,000	2,350
590-536-800.000	ADMINISTRATION FEE	107,264	107,264	0
590-536-802.000	LEGAL SERVICES	800	800	0
590-536-803.000	AUDIT	1,400	1,615	(215)
590-536-804.000	* MEMBERSHIP & DUES	2,278	2,278	0
590-536-810.000	* CONTRACTED SERVICES	3,534	3,817	(283)
590-536-817.000	PROFESSIONAL SERVICES	300	300	0
590-536-900.000	LEGAL NOTICES	0	0	0
590-536-960.000	EDUCATION & TRAINING	400	400	0
<b>Totals for dept 536 - ADMINISTRATION</b>		<b>275,023</b>	<b>281,600</b>	<b>(6,577)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 540 - OPERATIONS &amp; MAINTENANCE</b>				
590-540-704.100	WAGES FULL-TIME HOURLY	95,496	102,224	(6,728)
590-540-704.600	WAGES PAGERS	1,250	1,313	(63)
590-540-704.716	WAGES IN LIEU OF HEALTH INSUR	1,500	1,667	(167)
590-540-705.000	* WAGES PART-TIME HOURLY	22,081	21,132	949
590-540-710.000	WAGES OVERTIME	5,000	5,000	0
590-540-715.000	FICA EMPLOYER CONTRIBUTION	9,122	9,343	(221)
590-540-716.000	HEALTH INSURANCE	18,990	18,044	946
590-540-716.050	HEALTH SAVINGS ACCOUNT	4,652	5,400	(748)
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,316	1,316	0
590-540-716.200	DENTAL INSURANCE	2,521	2,738	(217)
590-540-716.300	INSURANCE LONG TERM DISABILIT	338	274	64
590-540-716.600	RETIREE HEALTH INS SUPPLEMENT	2,500	0	2,500
590-540-718.000	PENSION EMPLOYER CONTRIBUTION	12,450	12,427	23
590-540-719.000	WORKMEN'S COMP	2,547	1,800	747
590-540-740.000	OPERATING SUPPLIES	5,101	1,000	4,101
590-540-742.000	UNIFORMS	3,000	3,250	(250)
590-540-810.000	CONTRACTED SERVICES	3,850	3,850	0
590-540-817.000	* PROFESSIONAL SERVICES	25,000	25,000	0
590-540-836.000	EMPLOYMENT PHYSICALS	360	500	(140)
590-540-850.000	* TELEPHONE	2,000	2,500	(500)
590-540-850.100	WIRELESS COMMUNICATIONS	1,680	1,680	0
590-540-910.000	INSURANCE GENERAL LIABILITY	26,011	16,752	9,259
590-540-920.000	UTILITIES	75,000	75,000	0
590-540-922.000	SEWAGE TREATMENT FEES	473,800	473,713	87
590-540-930.000	* REPAIRS/MAINTENANCE	88,200	140,000	(51,800)
590-540-932.000	MISS DIG SERVICES	1,100	1,311	(211)
590-540-936.000	* MAINTENANCE AGREEMENTS	12,170	12,698	(528)
590-540-938.000	VEHICLE EXPENSE	2,500	3,000	(500)
590-540-938.100	GAS & DIESEL FUEL	11,965	10,330	1,635
590-540-939.000	* CONTRACTED CONNECTIONS	3,500	3,500	0
590-540-956.000	MISCELLANEOUS	100	205	(105)
590-540-960.000	EDUCATION & TRAINING	250	1,300	(1,050)
590-540-968.000	DEPRECIATION	419,830	419,830	0
<b>Totals for dept 540 - OPERATIONS &amp; MAINTENANCE</b>		<b>1,335,180</b>	<b>1,378,097</b>	<b>(42,917)</b>
<b>Dept 900 - CAPITAL CONTROL</b>				
590-900-970.000	* CAPITAL OUTLAY	55,552	55,552	0
590-900-974.000	* CAPITAL IMPROVEMENTS	519,000	0	519,000
<b>Totals for dept 900 - CAPITAL CONTROL</b>		<b>574,552</b>	<b>55,552</b>	<b>519,000</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Fund 591 - WATER FUND</b>				
<b>ESTIMATED REVENUES</b>				
591-000-528.000*	OTHER FEDERAL GRANTS	0	7805	(7,805)
591-000-608.000*	USAGE	2,417,602	2,260,173	157,429
591-000-608.100	ADMINISTRATION FEE	0	5,207	(5,207)
591-000-608.200*	CAPACITY FEE	31,250	22,869	8,381
591-000-608.300	DEFERRED ASSESSMENT	0	3,123	(3,123)
591-000-608.400*	READY TO SERVE	1,228,193	1,214,707	13,486
591-000-609.000	TURN ON/TURN OFF	4,800	3,500	1,300
591-000-610.000*	CONNECTIONS	48,750	47,777	973
591-000-611.000	CONSTRUCTION REIMBURSEMENT	0	0	0
591-000-652.000	NSF CHECK FEE	300	225	75
591-000-659.000	PENALTY	11,323	17,300	(5,977)
591-000-665.000	INTEREST EARNED	3,500	250	3,250
591-000-667.100	EQUIPMENT RENTAL	22,057	3,000	19,057
591-000-673.000*	SALE OF ASSETS/INVENTORY	0	0	0
591-000-673.100	SALE OF FIXED ASSETS	20,000	9,074	10,926
591-000-680.000	REIMBURSEMENT	0	0	0
591-000-693.000	MISCELLANEOUS	0	3,569	(3,569)
591-000-694.000	CASH OVER/SHORT	0	0	0
591-000-695.000	REFUNDS/REIMBURSEMENTS	0	3,249	(3,249)
591-000-696.200	CONTRIBUTION NON GOVERNMENTAL	0	0	0
<b>Totals for Water Estimated Revenues -</b>		<b>3,787,775</b>	<b>3,601,828</b>	<b>185,947</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>APPROPRIATIONS</b>				
<b>Dept 536 - ADMINISTRATION</b>				
591-536-704.000	* SALARIES FULL-TIME	74,989	77,989	(3,000)
591-536-704.200	* WAGES FULL-TIME CLERICAL	16,000	17,900	(1,900)
591-536-704.400	SICK DAY PAY OFF	1,046	0	1,046
591-536-705.000	* WAGES PART-TIME HOURLY	11,332	9,564	1,768
591-536-715.000	FICA EMPLOYER CONTRIBUTION	7,234	7,921	(687)
591-536-716.000	HEALTH INSURANCE	19,112	17,966	1,146
591-536-716.050	HEALTH SAVINGS ACCOUNT	4,213	5,280	(1,067)
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	1,140	1,140	0
591-536-716.200	DENTAL INSURANCE	2,708	1,727	981
591-536-716.300	INSURANCE LONG TERM DISABILIT	260	260	0
591-536-716.600	RETIREE HEALTH INS SUPPLEMENT	500	0	500
591-536-718.000	PENSION EMPLOYER CONTRIBUTION	10,611	11,526	(915)
591-536-719.000	WORKMEN'S COMP	1,114	1,047	67
591-536-740.000	OPERATING SUPPLIES	2,000	7,500	(5,500)
591-536-745.000	* OPERATING SUPPLIES OFFICE EQUIP/FURNITL	5,350	3,000	2,350
591-536-800.000	ADMINISTRATION FEE	107,264	107,264	0
591-536-802.000	LEGAL SERVICES	500	600	(100)
591-536-803.000	AUDIT	1,500	1,615	(115)
591-536-804.000	* MEMBERSHIP & DUES	8,293	8,293	0
591-536-810.000	* CONTRACTED SERVICES	3,534	3,567	(33)
591-536-900.000	LEGAL NOTICES	0	3,817	(3,817)
591-536-901.000	PRINTING & PUBLISHING	1,800	750	1,050
591-536-960.000	EDUCATION & TRAINING	1,000	1,000	0
<b>Totals for dept 536 - ADMINISTRATION</b>		<b>281,500</b>	<b>289,726</b>	<b>(8,226)</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Dept 540 - OPERATIONS &amp; MAINTENANCE</b>				
591-540-704.100	WAGES FULL-TIME HOURLY	95,496	97,000	(1,504)
591-540-704.600	WAGES PAGERS	1,250	1,312	(62)
591-540-704.716	WAGES IN LIEU OF HEALTH INSUR	1,500	1,667	(167)
591-540-705.000	WAGES PART-TIME HOURLY	22,081	23,781	(1,700)
591-540-710.000	WAGES OVERTIME	2,500	2,500	0
591-540-715.000	FICA EMPLOYER CONTRIBUTION	9,081	9,658	(577)
591-540-716.000	HEALTH INSURANCE	18,990	18,044	946
591-540-716.050	HEALTH SAVINGS ACCOUNT	4,652	5,800	(1,148)
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,316	1,316	0
591-540-716.200	DENTAL INSURANCE	2,521	2,738	(217)
591-540-716.300	INSURANCE LONG TERM DISABILIT	338	274	64
591-540-716.600	RETIREE HEALTH INS SUPPLEMENT	2,500	0	2,500
591-540-718.000	PENSION EMPLOYER CONTRIBUTION	12,149	12,297	(148)
591-540-719.000	WORKMEN'S COMP	2,547	2,547	0
591-540-740.000	OPERATING SUPPLIES	5,101	5,101	0
591-540-742.000	UNIFORMS	3,000	3,250	(250)
591-540-810.000	CONTRACTED SERVICES	5,215	6,500	(1,285)
591-540-817.000	PROFESSIONAL SERVICES	25,000	10,000	15,000
591-540-836.000	EMPLOYMENT PHYSICALS	360	121	239
591-540-850.000	TELEPHONE	2,000	2,000	0
591-540-850.100	WIRELESS COMMUNICATIONS	1,680	1,680	0
591-540-910.000	INSURANCE GENERAL LIABILITY	20,579	20,569	10
591-540-918.000	CITY WATER SERVICES AGREEMENT	32,000	32,000	0
591-540-920.000	UTILITIES	14,860	14,860	0
591-540-927.000	PURCHASING WATER	1,882,648	1,776,565	106,083
591-540-927.100	READINESS TO SERVE CITY OF SA	1,090,689	1,098,191	(7,502)
591-540-930.000	REPAIRS/MAINTENANCE	79,000	120,000	(41,000)
591-540-930.300	WATER METER REPLACEMENT	125,000	102,134	22,866
591-540-932.000	MISS DIG SERVICES	1,100	1,311	(211)
591-540-936.000	MAINTENANCE AGREEMENTS	1,114	1,114	0
591-540-938.000	VEHICLE EXPENSE	2,500	3,000	(500)
591-540-938.100	GAS & DIESEL FUEL	11,965	10,330	1,635
591-540-939.000	CONTRACTED CONNECTIONS	39,000	25,000	14,000
591-540-940.400	LEASE- RAILROAD CROSSING	3,600	3,735	(135)
591-540-956.000	MISCELLANEOUS	100	205	(105)
591-540-960.000	EDUCATION & TRAINING	3,000	1,800	1,200
591-540-968.000	DEPRECIATION	400,000	400,000	0
<b>Totals for dept 540 - OPERATIONS &amp; MAINTENANCE</b>		<b>3,926,432</b>	<b>3,818,400</b>	<b>108,032</b>
<b>Dept 900 - CAPITAL CONTROL</b>				
591-900-970.000	CAPITAL OUTLAY	55,552	54,238	1,314
591-900-974.000	CAPITAL IMPROVEMENTS	0	0	0
<b>Totals for dept 900 - CAPITAL CONTROL</b>		<b>55,552</b>	<b>54,238</b>	<b>1,314</b>

## 2021/2022 Budget Amendment

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 PROJECTED ACTIVITY	OVER/ UNDER BUDGET
<b>Fund 596 - MUNICIPAL REFUSE FUND</b>				
<b>ESTIMATED REVENUES</b>				
596-000-404.000	* SPECIAL ASSESSMENT REVENUE	675,490	676,420	(930)
596-000-649.000	SALES	200	450	(250)
596-000-665.000	INTEREST EARNED	700	5	695
596-000-671.000	MISCELLANEOUS	50,000	54,094	(4,094)
596-000-674.000	MUNICIPAL REFUSE REVENUE	1,000	2,357	(1,357)
<b>TOTAL ESTIMATED REVENUES</b>		<b>727,390</b>	<b>733,326</b>	<b>(5,936)</b>
<b>APPROPRIATIONS</b>				
596-000-704.100	WAGES FULL-TIME HOURLY	2,000	3,000	(1,000)
596-000-710.000	WAGES OVERTIME	500	250	250
596-000-715.000	FICA EMPLOYER CONTRIBUTION	229	230	(1)
596-000-716.000	HEALTH INSURANCE	0	0	0
596-000-716.050	HEALTH SAVINGS ACCOUNT	10	20	(10)
596-000-718.000	PENSION EMPLOYER CONTRIBUTION	240	325	(85)
596-000-719.000	WORKMEN'S COMP	50	160	(110)
596-000-740.000	OPERATING SUPPLIES	1,000	3,601	(2,601)
596-000-800.000	ADMINISTRATION FEE	29,471	29,471	0
596-000-803.000	AUDIT	200	190	10
596-000-808.000	REFUSE CONTRACT	695,250	795,000	(99,750)
596-000-810.000	CONTRACTED SERVICES	5,000	0	5,000
596-000-817.000	PROFESSIONAL SERVICES	1,000	2,500	(1,500)
596-000-910.000	INSURANCE GENERAL LIABILITY	0	1,758	(1,758)
596-000-930.000	REPAIRS/MAINTENANCE	2,500	500	2,000
596-000-940.100	EQUIPMENT RENTAL	3,000	1,200	1,800
596-000-964.000	REFUNDS	155	0	155
<b>Totals Municipal Refuse Revenue</b>		<b>740,605</b>	<b>838,205</b>	<b>(97,600)</b>
<b>TOTAL REVENUES</b>		<b>727,390</b>	<b>733,326</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>740,605</b>	<b>838,205</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 596</b>		<b>(13,215)</b>	<b>(104,879)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>626,930</b>	<b>626,930</b>	
<b>ENDING FUND BALANCE</b>		<b>613,715</b>	<b>522,051</b>	



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager
- **AGENDA TOPIC:** Approve Resolution 22-08 to implement the 2022/23 Fees Resolution.
- **EXPLANATION OF TOPIC:** Annually, we review the amounts charged as a fee for Township services, programs, rentals, reimbursements, etc. The purpose is to ensure that the fees are reflective of the costs incurred to provide the service and/or to further confirm that the programs and rental rates are comparable to surrounding communities. As a result, the department head collect the pricing information for the pertinent products used for services such as the costs for sopper pipe and valves related to water connections. Still other department heads like the Parks Director complete surveys of our neighboring communities to determine what their fees are for recreational programs and pavilion rentals. This information is then examined and used as a basis for recommending that fees remain unchanged or are increased.

The attached Resolution 22-08 will authorize the implementation of the proposed rates as they are identified. There is very little change in the Parks programming fees. On the other hand, there are some changes to pavilion rental rates. There also price increases to the Fire Department reimbursement rates, water connections and construction permits. All of the increase are listed on the attached comparison sheet that shows the 2021 rates and the proposed 2022 rates. It has been some time since we increased the building permit fees. In the meantime, construction costs have increased substantially, so it's important those cost increases be reflected in the Township rates as well.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Fee Comparison Sheet and Resolution 22-08.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.

Page 2 of 2  
March 7, 2022  
Resolution 22-08, Fees

- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 22-08 to implement the 2022/23 Fees Resolution.
- **ROLL CALL VOTE REQUIRED:** Yes.



THOMAS TOWNSHIP  
RESOLUTION 22-08  
March 7, 2022

RESOLUTION 22-08 REGARDING FEES

The foregoing resolution offered by Board Member \_\_\_\_\_ and seconded by Board Member \_\_\_\_\_.

WHEREAS, the Thomas Township Board deems it necessary to charge fees for certain services and licensing in order to recover costs associated with those services; and

WHEREAS, various ordinances as cited in this resolution require that the board from time to time by resolution set fees for certain services;

NOW, THEREFORE, BE IT RESOLVED that the fees as listed be adopted to comply with the appropriate ordinance requirements and will become effective as of April 1, 2022 for the 2022/2023 fiscal year.

97-G-04	Sec. 3.03	Business License Fees	\$ 10
97-G-05	Sec. 2	Non-Resident Emergency Response Fees Based upon actual costs as listed below	
97-G-10	Sec. 4	Purchase Price	
		Lot (single grave)	\$ 550
		Niche (columbarium) A & B	\$ 500
		Niche (columbarium) C & D	\$ 475
		Past Resident Grave Purchase	150% of cost
		Past Resident Niche Purchase	150% of cost
		Gravesite or Niche Transfer Fee	\$ 75
		Past Resident Niche Transfer Fee	\$ 75
	Sec. 5	Grave Opening/Closing	
		Monday thru Friday	\$ 625
		Holiday & Weekend	\$ 725
		Cremains	\$ 250
		Cremains Holidays/Weekend	\$ 350
	Sec. 6	Markers or Memorials	
		Foundations	\$ .50sq.in.
		Past Resident Foundations	150% of fees
92-F-01	Sec. 3 C	Hazardous Material Incidents	
		And	
97-G-18	Sec. 3 C	Recovery of Expenses for Certain Emergency Responses	
		Fire Engine/Tanker/Tender	\$ 202.00/hr.
		Rescue Truck/Van	\$ 102.00/hr.
		Brush Truck	\$ 189.00/hr.
		Squad/Command Trucks	\$ 19.00/hr.

Supplies Cost to Township  
Township Personnel (Fire, Police, DPW)  
Prevailing Rate including Benefit Proration  
Contract Services (Consultants, Attorney, Equipment, etc.) Fees as  
Charged to Township

97-G-26	Article I Sec. 4	Registration and License Fees	
		Hawkers/Peddlers	\$10
		Transient Merchants	\$25
		Mobile Food Vehicle Permit	\$25
	Police	Copies of <i>Lexis Nexis</i> accident reports	\$12 (not a Thomas Township Report)
		Copies of Incident reports	\$.10 per page
		Digital Photos	\$1 each or
		Digital Photos on CD	\$.50 plus transfer time*
		Video CD's	\$.50 plus transfer time*
		Audio Tapes (Transcribed)	\$17.63 per production hour
		PBT (Prelim. Breath Test)	\$5
	Fire	Copies of Fire Reports	\$.10 per page
		Digital Photo's	\$1.00 each or
		Digital Photo's on CD	\$.50 plus transfer time*
Admin 414	NSF Checks		\$28
Admin 429	Stopping payment of checks		\$33
Admin 605	FOIA		\$.10 per page
Admin 213	Digital Recording		\$.50 plus transfer time*

*\*If transfer time is less than 15 minutes there will be no charge for transfer time*

Admin 445	Recycling bins	\$ 7
	Damaged bins (with remains)	\$ 3

99-G-04	Section 1	Building Permit Fees Schedule A (see attached)
99-G-06	Section 2	Electrical Permit Fees Schedule B (see attached)
99-G-08	Section 1	Mechanical Permit Fees Schedule C (see attached)

Plumbing Permit Fees  
Schedule D (see attached)

Parks and Recreation Program Fees  
Schedule E (see attached)

Water and Sewer Department Fees  
Schedule F (see attached)

Community Development Department Fees  
Schedule G (see attached)

Upon roll call vote, the following voted

Aye:

Nay:

Member(s) Absent:

The supervisor declared the resolution adopted.

---

Robert Weise, Supervisor

#### CERTIFICATE

I, EDWARD BROSOFSKI, the duly elected and acting Clerk of Thomas Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on March 1, 2021, at which meeting a quorum was present, by a roll call vote of said members and hereinafter set forth; that said resolution was ordered to take effect with all billings after March 7, 2022 or as noted in said resolution.

---

Edward Brosowski, Clerk

***Schedule A***  
**Thomas Township**  
**Building Department**  
**Construction Costs Determination and Fees**

Thomas Township shall determine cost of construction as follows:

**Residential Construction:**

**Residential Frame Construction:**

Addition	\$120.00 per square foot.
1 story	\$150.00 per square foot.
2 <sup>nd</sup> -3 <sup>rd</sup> story	\$150.00 per square foot for the first floor. \$120.00 per square foot for the second floor. \$60.00 per square foot for an attached garage.

**Residential Masonry Construction:**

Addition	\$120.00 per square foot.
1 story	\$150.00 per square foot.
2 <sup>nd</sup> -3 <sup>rd</sup> story	\$150.00 per square foot for the first floor. \$120.00 per square foot for the second floor and above. \$70.00 per square foot for an attached garage.

**Residential Accessory Structures:**

Includes garages, pole buildings, porches, wood decks and similar construction.  
\$40.00 per square foot.

**Mobile and Modular Homes:**

The total calculated building permit fee shall be required for all manufactured homes including mobile and modular homes when not located in a designated mobile/modular home park. Manufactured homes including mobile and modular home building permit fees shall be reduced by 50% when located within a designated mobile/modular home park.

**Commercial or Industrial Construction:**

The Township Building Inspector may use the construction cost given by the developer or at his/her option, the Building Inspector may determine construction cost by using the cost per square foot found in the building valuation data chart provided in Building Standards Publication, August 2010 edition. The developer must include all site development costs when providing construction cost for permit purposes.

Thomas Township shall determine permit fees for construction as follows:

### **Non-Commercial or Industrial:**

The township permit fee schedule shall be applied to the construction cost as determined by the Building Inspector, in order to determine the permit fee amount. (See fee schedule.)

### **Commercial or Industrial:**

The township permit fee schedule shall be applied to the construction cost as determined by the Building Inspector, in order to determine the permit fee amount. (See fee schedule.)

### **Flat Permit Fees:**

Pool Permit (single family)	\$35.00
Re-Roofing Permit-Residential Home	\$80.00
Re-Roofing Permit-Residential Accessory Building	\$35.00
Sign Permit	\$25.00
Sidewalk (single parcel)	\$35.00
Demolition Permit:	
Accessory Structure	\$35.00
Home or Other	\$50.00

Thomas Township shall determine plan review fees for construction as follows:

### **Plan Review Fees:**

The Township will determine plan review fees for each Building, Electrical, Plumbing, and Mechanical review by charging:

\$80.00 minimum fee.

\$40.00 additional for every half hour after the first hour of review.

Plan review fees will be invoiced and payable when the respective permit for which the review was conducted is obtained. At the Building, Electrical, Plumbing, or Mechanical Inspectors request, an expert outside plan review may be requested, the total cost of which including an additional 5% Township administration charge will be paid by the developer prior to obtaining the respective permit, or immediately after said plan review is completed.

The Building, Electrical, Plumbing, or Mechanical Inspector may request a specialized expert outside plan review during construction to address issues such as changes in plan design or other unforeseen reasons. The total cost of which including an additional a 5% Township administration charge will be paid by the developer immediately after said expert plan review is completed and findings presented to the Building Inspector. The developer shall pay any and all costs associated with said expert outside plan review within 30 days of notification.

### **Thomas Township Special Manufacturing Building Inspector Cost Recovery Fee:**

*For exceptional situations where the Director of Community Development determines that a special manufacturing inspector is necessary, arrangements shall be made to contract an inspector with the necessary qualifications to fill the position. All costs for said inspector shall be directly billed as an additional separate inspection fee.*

**ELECTRICAL PERMIT APPLICATION**

Permit # \_\_\_\_\_

Thomas Township  
Electrical Inspector  
Barri Woods  
989-759-1425

Thomas Township  
249 N. Miller Road  
Saginaw, MI 48609  
989-781-0150

**E 2011 E**

Authority: 1972 PA 230  
Completion: Mandatory to obtain permit  
Penalty: Permit cannot be issued

**I. Job Location**

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes # _____ <input type="checkbox"/> Not Required
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	Home Owner Phone Number - Required	
DETAILED WORK DESCRIPTION:		

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME		STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	STATE REGISTRATION NUMBER		LOCAL LICENSING JURISDICTION	
CITY	STATE	ZIP	LOCAL LICNSE NUMBER	EXPIRATION DATE
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
E-MAIL ADDRESS:				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)		

**III. Type of Job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. Plan Review Required**

The plan must be submitted with an application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.  
Plans are not required for the following:

- When the electrical system rating does not exceed 400 Amps and the building is not over 3,500 square feet in area.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work is performed as described above, check the box below "Plans Not Required".

What is the rating of the service or feeder in ampere? \_\_\_\_\_

What is the building size in square footage? \_\_\_\_\_

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed according to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. \_\_\_\_\_ ☐ Plans Not Required Other

**V. Applicant Signature**

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.	
SIGNATURE OF LICENSEE OR HOMEOWNER (Homeowner signature indicates compliance with section VI. Homeowner Affidavit)	Date

**VI. Homeowner Affidavit**

I hereby certify the electrical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed under the Michigan Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Thomas Township Electrical Inspector. I will cooperate with the Thomas Township Electrical Inspector and assume the responsibility to arrange for necessary inspections.

## VII. Fee Clarification

### Item #17, Mobile Home Unit Site:

When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites. When setting a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor. When setting a HUD mobile home or a pre-manufactured home on private property, a permit must include the application fee, service, and feeder.

## VIII. Fee chart – enter the number of items being installed, multiply by the unit price for the total fee.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$60.00	1	\$60.00	K.V.A. & H.P.			
Service				19. Units up to 20	\$10.00		
2. Through 200 Amps.	\$15.00			20. Units 21 to 50 K.V.A. or H.P.	\$10.00		
3. Over 200 Amp. Thru 600 Amp.	\$15.00			21. Units 51 K.V.A. or H.P. & over	\$15.00		
4. Over 600 Amp. Thru 800 Amp.	\$20.00			Fire Alarm Systems (not smoke detectors)	\$10.00		
5. Over 800 Amp. Thru 1200 Amp.	\$25.00			22. Up to 10 devices			
6. Over 1200 Amp. (GFI only)	\$30.00			23. 11 to 20 devices	\$20.00		
7. Circuits	\$4.00			24. Over 20 devices	\$1.00 each		
8. Lighting Fixtures – per 25	\$10.00			Date/Telecommunications outlets	\$5.00 each		
9. Dishwasher	\$5.00			31. 1 – 19 devices			
10. Furnace – Unit Heater	\$5.00			32. 20 – 300 devices	\$100.00		
11. Electrical – Heating Units (baseboards)	\$5.00			33. Over 300 devices	\$300.00		
12. Power Outlets (range, dryer, etc.)	\$10.00			25. Energy Retrofit – Temp. Control	\$5.00		
34. Solar Panels .... \$.50 per panel	\$.50 per panel			26. Conduit only or grounding only	\$5.00		
Signs				Inspections			
13. Unit	\$10.00			27. Special/Safety Inspection (including cert. fee)	\$25.00		
14. Letter	\$10.00			28. Additional Inspection	\$25.00		
15. Neon – each 25 feet	\$10.00			29. Final Inspection Fee	\$30.00		
16. Feeders – Bus Ducts, etc. – Per 50'	\$5.00			30. Certification Fee**	\$25.00		
17. Mobile Home Park Site*	\$30.00						
18. Recreational Vehicle Parking Site	\$10.00						

**Total Fee** (Must include the \$60.00 non-refundable application fee)

**Total**

\*See VII. Fee Clarification item #17 above

\*\*Required for all school and state-owned construction projects

Make checks payable to "Thomas Township"

## IX. Instructions for Completing Application

General: Electrical work shall not be started until the permit application has been filed with the Bureau of Construction Codes. All installations shall be in conformance with the Michigan Electrical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector is provided on the front of this permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location and permit number.

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OF THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

Electrical Inspection



To schedule an electrical inspection you may scan the QRL code and it will direct you to a calendar for inspections.

**MECHANICAL PERMIT APPLICATION**

Permit # \_\_\_\_\_

To schedule inspections call  
 Thomas Township  
 Plumbing Inspector  
 Scott Steinke  
 989-781-6973

Thomas Township  
 249 N. Miller Road  
 Saginaw, MI 48609  
 989-781-0150

**M 2011 M**

Authority: 1972 PA 230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit cannot be issued

**I. Job Location**

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)		Homeowner Telephone Number (Required)	
DETAILED WORK DESCRIPTION:			

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME		STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	STATE REGISTRATION NUMBER		LOCAL LICENSING JURISDICTION	
CITY	STATE	ZIP	LOCAL LICNSE NUMBER	EXPIRATION DATE
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
E-MAIL ADDRESS:				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		MESC EMPLOYER NUMBER (or reason for exemption)		

**III. Type of Job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. Plan Review Required**

Plan must be submitted with an application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not required for the following:

1. One- and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, check box below "Plan Not Required."

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. \_\_\_\_\_ ☐ Plans Not Required Other

**V. Applicant Signature**

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Date



## VI. Homeowner Affidavit

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Thomas Township Mechanical Inspector. I will cooperate with the Thomas Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

## VII. Fee Clarification – Enter the number of items being installed, multiply by the unit price for total fee.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$60.00	1	\$60.00	18. Duct – minimum \$25.00	\$.05/ft.		
2. Residential Heating Systems (Includes duct & Pipe) New Building Only*	\$30.00			19. Heat Pump; commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace, Generator, In-ground swimming pool heater) New and/or Conversion Units	\$30.00			Air Handlers/Heat Wheels 20. Under 10,000 CFM	\$10.00		
4. Residential Boiler**	\$30.00			21. Over 10,000 CFM	\$10.00		
5. Water Heater	\$10.00			22. Commercial Hoods	\$10.00		
6. Flue/Vent Damper	\$5.00 each			23. Heat Recovery Units	\$10.00		
7. Solid Fuel Equipment (includes Chimney)	\$10.00			24. V.A.V Boxes	\$5.00		
37. Gas Burning Fireplace	\$10.00			25. Unit Ventilators	\$5.00		
8. Chimney, Factory Build (installed separately)	\$10.00			26. Unit Heaters (terminal units)	\$10.00		
9. Solar; set of 3 panels (includes piping)	\$10.00			27. Fire Suppression/Protection - minimum \$30.00	\$.80 Per Head		
10. Gas Piping; each opening – new installation (residential)	\$5.00			28. Evaporator Coils	\$5.00		
11. Air Conditioning (includes split systems)	\$15.00			29. Refrigeration (split system)	\$5.00		
12. Heat Pumps (complete residential)	\$30.00			30. Chiller	\$5.00		
13. Bath & Kitchen exhaust	\$5.00 each			31. Cooling Towers	\$10.00		
Tanks				32. Compressor	\$5.00		
14. Aboveground***	\$30.00			Inspections			
38. Aboveground Connection	\$30.00			33. Special/Safety Inspection (includes Cert. fee)	\$25.00		
15. Underground***	\$30.00			34. Additional Inspection	\$25.00		
39. Underground Connection	\$25.00			35. Final Inspection	\$30.00		
16. Humidifiers	\$5.00			36. Certification Fee	\$25.00		
Piping Systems – minimum \$25.00							
17. Piping	\$.05/ft.						
40. Process piping – minimum \$25.00	\$.05/ft.						

\*See VII. Fee Clarification, Item #2 on front

\*\*See VII. Fee Clarification, Item #14 and #15 on front

Total Fee (Must include the \$60.00  
non-refundable application fee)

Total

Make all check payable to "Thomas Township"

## IX. Instructions for Completing Application

**General:** Mechanical work shall not be started until the permit application has been filed. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector is provided on the front of this permit form. When ready for an inspection, call the inspector providing 24 HOUR advance notice. The inspector will need the job location and permit number.

**Expiration of Permit:** A permit remains valid if work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CAN NOT BE REFUNDED OR REINSTATED.**

Valid Area

**PLUMBING PERMIT APPLICATION**

Permit # \_\_\_\_\_

To schedule inspection call  
 Thomas Township  
 Plumbing Inspector  
 Scott Steinke  
 989-781-6973

Thomas Township  
 249 N. Miller Road  
 Saginaw, MI 48609  
 989-781-0150

**M 2011 M**

Authority: 1972 PA 230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit cannot be issued

**I. Job Location**

NAME OF OWNER/AGENT	HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?  <input type="checkbox"/> Yes # _____ <input type="checkbox"/> No <input type="checkbox"/> Not Required
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	Homeowner Phone Number (Required)
DETAILED WORK DESCRIPTION:	

**II. Contractor/Homeowner Information**

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	NAME	STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	STATE REGISTRATION NUMBER	LOCAL LICENSING JURISDICTION	
CITY	STATE	ZIP	LOCAL LICNSE NUMBER EXPIRATION DATE
TELEPHONE NUMBER (Include Area Code)	FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		
E-MAIL ADDRESS:			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)	MESC EMPLOYER NUMBER (or reason for exemption)		

**III. Type of Job**

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

**IV. Plan Review Required**

Plan must be submitted with an application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not required for the following:

- One and two-family dwelling containing not more than 3,500 square feet of building area.
- Alterations and repair work determined by the plumbing official to be of a minor nature.
- Buildings with a required plumbing fixture count less than 12.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.

If work being performed is described above, check box below "Plan Not Required."

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission No. \_\_\_\_\_ ☐ Plans Not Required Other

**V. Applicant Signature**

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.	
SIGNATURE OF PLUMBING CONTRACTOR, MASTER PLUMBER, WATER STREATMENT INSTALLER, OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	Date

**VI. Homeowner Affidavit**

I hereby certify the plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Thomas Township Plumbing Inspector. I will cooperate with the Thomas Township Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

## VII. Fee Clarification

**Item #2, Mobile Home Unit Site:** WHEN item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. WHEN setting a mobile home in a park, or a mobile or modular home on private property, a permit should include the application fee, a sewer or building drain, and water service or water distribution pipe.

## VIIb. Fee Clarification (Continued)

Item #3, Fixtures, Floor Drains, Special Drains, and Water Connected Appliances Include:					
Water Closets	Sink (any description)	Stop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Blidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Fillers
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Bed Plan Washer	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater		Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still			Water Connection to Carbonated Beverage Dispensers	
Plus Any Other Fixture, Drain, or Water Connected Appliance Not Specifically Listed					
Item #25, Domestic Water Treatment and Filtering Equipment: A license installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping buildings if a permit is secured, required inspections performed, and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application fee, the number of water treatment devices recorded in Item #25 for \$5.00 each and the appropriate water distribution pipe (system) size fee.					

## VIII. Fee Chart – enter the number of items being installed, multiply by the unit price for total fee.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$60.00	1	\$60.00	Water Distributing Pipe (system)	\$8.00		
2. Mobile Home Park Site	\$30.00			14. ¾" Water Distribution Pipe	\$8.00		
3. Fixtures, Floor Drains, Special Drains, Water Connected Appliances	\$5.00 Each			15. 1" Water Distribution Pipe	\$8.00		
4. Stacks (soils, waste, vent and conductor)	\$5.00 each			16. 1 ¼" Water Distribution Pipe	\$8.00		
5. Sewage ejectors, sumps	\$5.00 each			17. 1 ½" Water Distribution Pipe	\$8.00		
6. Sub-soil drains	\$5.00 each			18. 2" Water Distribution Pipe	\$8.00		
Water Services	\$5.00			19. Over 2" Water Distribution Pipe	\$10.00		
7. Less than 2"	\$5.00			20. Reduced pressure zone back-flow presenter	\$5.00 each		
8. 2" to 6"	\$8.00			25. Domestic water treatment and filtering equipment only**	\$5.00		
9. Over 6"	\$10.00			26. Medical Gas System	\$45.00		
10. Connection(bldg, drain – bldg. sewer)	\$5.00			Watering Distributing Pipe (system)	\$25.00		
Sewer (sanitary, storm, or combined)	\$5.00			21. Special/Safety Inspection (includes cert. fee)	\$25.00		
11. Less than 6"	\$5.00			22. Additional Inspection	\$25.00		
12. 6" & Over	\$10.00			23. Final Inspection	\$30.00		
13. Manholes, Catch Basins	\$8.00 each			24. Certification Fee	\$25.00		

\*See VIIa. Fee Clarification, Item #2 on front

\*\*See VIIb. Fee Clarification, Item #25 above

**Total Fee (Must include the \$60.00 non-refundable application fee)**

**Total**

Make checks payable to "Thomas Township"

## IX. Instructions for Completing Application

**General:** Mechanical work shall not be started until the permit application has been filed. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected. The telephone number for the inspector is provided on the front of this permit form. When ready for an inspection, call the inspector providing 24 HOUR advance notice. The inspector will need the job location and permit number.

**Expiration of Permit:** A permit remains valid if work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CAN NOT BE REFUNDED OR REINSTATED.**

**Valid Area**

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available up on request to individuals with disabilities.



## Schedule E

### Parks and Recreation Fees 2022

Roethke Pavilion #1 (Near Train Barn)	Est. # of ppl: 120	\$75	Resident
		\$100	Non-Resident
		\$125	Township Business
		\$150	Non-Township Business
Roethke Pavilion #2 (Near Pond)	Est. # of ppl: 120	\$75	Resident
		\$100	Non-Resident
		\$125	Township Business
		\$150	Non-Township Business
Roethke Pavilion #3 (Behind Depot)	Est. # of ppl: 80	\$75	Resident
		\$100	Non-Resident
		\$125	Township Business
		\$150	Non-Township Business
Roberts Park Pavilion #1 (Large Pavilion)	Est. # of ppl: 250	\$200	Resident
		\$250	Non-Resident
		\$350	Township Business
		\$450	Non-Township Business
Roberts Park Pavilion #2 (At ball fields)	Est. # of ppl: 80	\$100	Resident
		\$125	Non-Resident
		\$150	Township Business
		\$175	Non-Township Business
Soccer Complex Pavilion	Est. # of ppl: 150	\$200	Resident
		\$250	Non-Resident
		\$350	Township Business
		\$450	Non-Township Business
Depot Rental		\$100	Resident
		\$125	Non-Resident
		\$150	Township Business
		\$175	Non-Township Business
Pool (7-9 p.m. Fri/Sat only)		\$100	Resident
		\$125	Non-Resident

Softball Field Rental	\$75 \$100 \$325 \$425	Resident Per Field Non-Resident Per Field Resident All Four Fields/Day Non-Resident All Four Fields/Day
Softball Tournaments - Field Fee Plus Base Fee		
Base fee	\$200 \$300	Resident Per Day Non-Resident Per Day
Additional chalk/drag field	\$30	
Roberts Volleyball Court Rental	\$50 \$75 \$150 \$200	Resident Per Court Non-Resident Per Court Resident All Courts Per Day Non-Resident All Courts Per Day
Roethke Volleyball Court Rental	\$50 \$75 \$200 \$275	Resident Per Court Non-Resident Per Court Resident All Courts Non-Resident All Courts
Disc Golf Course	\$350 \$450	Resident Full Day Non-Resident Full Day
Soccer Fields	\$75 \$100  \$250 \$300	Resident One-Day Practice Non-Resident One-Day Practice Resident Games Non-Resident Games
Weddings, Events and Big Gatherings Roberts Park	\$1500 - \$5000	
Non-Refundable Reservation/Service Fee	\$500	
Weddings, Events and Big Gatherings Roethke Park	\$1500 - \$5000	
Non-Refundable Reservation/Service Fee	\$500	

- ❖ Events and Wedding pricing varies based on the differences in each venue.  
Price range is set for a base price. Actual cost will be determined after meeting  
with the Parks and Recreation Director.

Pool Daily Passes	\$5	Resident
	\$10	Non-Resident
	\$15	Family of 5 Resident
	\$25	Family of 5 Non-Resident
Pool Season Passes	\$60	Resident Individual
	\$80	Non-Resident Individual
	\$85	Resident Family of 5
	\$115	Non-Resident Family of 5
	\$25	Ea. Additional Family Member Over 5
Permit-Trail Work	\$10	For Work in the Designated Easement
Train	\$1	Per Person
Volleyball rental	\$2	Hourly
Horseshoe rental	\$2	Hourly
Flag Football	\$50	Resident
	\$55	Non-Resident
Spring/Fall Soccer	\$50	Resident
	\$55	Non-Resident
Girls' Softball	\$65	Resident
	\$70	Non-Resident
Basketball Clinic	\$50	Resident
	\$55	Non-Resident
Multi-Sport Clinic	\$60	Resident
	\$70	Non-Resident
Boys/Girls Basketball	\$50	Resident
	\$55	Non-Resident
Floor Hockey	\$50	Resident
	\$55	Non-Resident
Archery	\$55	Resident
	\$60	Non-Resident
Women's/Men's Volleyball	\$130	Team Fee
	\$15	Resident Player Fee
	\$20	Non-Resident Player Fee

Men's Softball	\$325 \$10 \$15	Team Fee Resident Player Fee Non-Resident Player Fee
Coed Softball	\$200 \$10 \$15	Team Fee Resident Player Fee Non-Resident Player Fee
Adult Sand Volleyball	\$90	Fours
Day Camp	\$120 \$130	Resident Non-resident 25% Discount for each child after the first one registered for the same week of camp
Mini Camp	\$85 \$95	Resident Non-Resident 25% Discount for each child after the first one registered for the same week of camp
Swim lessons	\$50 \$60	Resident Non-Resident

#### **LATE FEES:**

Girls' Softball	\$15
All Youth Basketball	\$15
All Youth Soccer	\$15
Floor Hockey	\$15
Adult Volleyball	\$30
Mens' Softball	\$30
Coed Softball	\$30
Adult Sand Volleyball	\$15
Youth Sand Volleyball	\$15

SCHEDULE F 2022  
THOMAS TOWNSHIP WATER AND SEWER DEPARTMENTS

97-G-22	Article II Sec. 4	Fire Line Connection	Equal to quarterly water ready to serve charge
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97-G-22	Article III Sec. 5E	Licensing Fee	\$ 25
		Annual Renewal	\$ 20

Article IV Sec. 3	Monitoring, inspections, surveillance, review of accidental discharges	Actual costs of labor, materials and contractors
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Article V Sec. 1 A Water Capacity Charge

5/8", 3/4" & 1" meter	\$ 1,250
Duplex	\$ 2,500
1 1/4" meter	\$ 1,700
1 1/2" meter	\$ 1,875
2" meter	\$ 3,750
3" meter	\$ 5,625
4" meter	\$ 7,500
6" meter	\$18,750
8" meter	\$22,500

Article V Sec. 1B Sewer Capacity Charge

3/4" or 1" connection	
(basic res. unit)	\$ 1,800
Duplex	\$ 3,600
Non-resident charges shall be 125% of these charges	
All others use Schedule A unit factors to determine fees	

Article V Sec. 2A Water Connection Fee

1" connection	\$2,546
Duplex 1" connection	\$5,092
All others	Actual cost for meter, contractor supplies, connection supplies, and township labor. Connections over 70' are to be figured by DPW superintendent.

Installed Meter Pit

with 1" Connection	\$ 1,475
All others	\$900 plus actual cost for meter fittings, connection supplies, and Township labor. Cost to be determined by DPW Superintendent.



Meter Costs	5/8" Meter	\$231.23
	1" Meter	\$313.26
	1 1/2" Meter	\$552.95
	2" Meter	\$733.50
	3" Meter	\$2,220.13
	4" Meter	\$3,391.42
	6" Meter	\$4,788.16
	8" Meter	Actual Cost
	10" Meter	Actual Cost

Article V Sec. 2B Sanitary Sewer Connection Fee Actual Cost

Article V Sec. 3 A Ready to Serve Charge Water (Resolution 20-10)

5/8" meter	\$ 30.29 per qtr
3/4" meter	\$ 30.29 per qtr
1" meter	\$ 90.88 per qtr
1 1/4" meter	\$ 90.88 per qtr
1 1/2" meter	\$ 99.97 per qtr
2" meter	\$ 187.81 per qtr
3" meter	\$ 333.22 per qtr
4" meter	\$ 757.32 per qtr
6" meter	\$ 1,514.63 per qtr
8" meter	\$ 2,726.34 per qtr
10" meter	\$ 4,240.98 per qtr
12" meter	\$ 5,331.51 per qtr
2" FL	\$ 93.55 per qtr
3" FL	\$ 140.26 per qtr
4" FL	\$ 186.54 per qtr
6" FL	\$ 467.05 per qtr
8" FL	\$ 561.02 per qtr
Multiple Units	\$ 30.29 per qtr
HSC (Resolution 20-10)	\$ 713,644 per qtr
Non-resident charges shall be 125% of these charges	

Article V Sec. 3 A Ready to Serve Charge Sanitary Sewer (Resolution 19-16)

5/8" meter	\$ 17.80 per qtr
3/4" meter	\$ 17.80 per qtr
1" meter	\$ 53.40 per qtr
1 1/4" meter	\$ 53.40 per qtr
1 1/2" meter	\$ 58.74 per qtr
2" meter	\$ 110.36 per qtr
3" meter	\$ 197.59 per qtr
4" meter	\$ 444.98 per qtr
6" meter	\$ 889.97 per qtr
8" meter	\$ 1,601.94 per qtr

10" meter	\$ 2,491.91 per qtr
12" meter	\$ 3,132.68 per qtr
Multitple Units	\$ 17.80 per qtr

Non-resident charges shall be 125% of these charges

Article V Sec. 3B Water Consumption Rate (All water usage) (Resolution 20-10)  
\$3.79 per 1,000 gallons. HSC Rate: \$2.84 per 1,000 gallons. GLTP Rate: \$4.74 per 1,000 gallons. Irrigation rate: \$4.64 per 1,000 gallons. The wholesale water rate for 2022 is \$2.30 per 1,000 gallons for Township owned properties.  
Non-resident charges shall be 125% of these charges

Article V Sec. 3C Sanitary Sewer Service (Resolution 19-16)  
\$5.06 per 1,000 gallons of water (based upon water usage excluding sprinkler meters)  
Non-resident charges shall be 125% of these charges

Article V Sec. 8B2 Late Charge (Penalty)  
Late charge for water/sewer bills not paid by the 25th day of the month after the period of service is 5%.

Article V Sec. 3C 3 Industrial Sewer Discharge surcharge

1. BOD5 .30 per pound or actual, whichever is greater  
(discharges over permitted limitation on average per month)
2. Suspended Solids .30 per pound or actual, whichever is greater  
(discharges over permitted limitation on avg. per month)

Article V Sec. 5A Meter Relocation Fee  
\$40.00 plus cost of materials

Article V Sec. 5B Meter Replacement Fee  
\$40.00 plus cost of meter

Article V Sec. 5C Meter Testing Fee  
\$40.00 plus cost of shipping and testing

Article V Sec. 5D Cross Connection Testing  
Township costs

Article V Sec. 5E Turn on and Turn off Fees (Normal business hours)  
\$40.00 to turn off and \$40.00 to turn on water service

Turn on and Turn off Fees (overtime) \$60.00 per hour

Article V Sec. 5F Special Metering Services

\$44.00 per hour + commodity

Non-resident charges shall be 125% of these charges

SCHEDULE G 2021  
THOMAS TOWNSHIP COMMUNITY DEVELOPMENT DEPARTMENT

97-G-07	Sec. 4 1E	Sidewalk Building Permit Fee	\$35
97-G-23	Sec. 5I	Review Fees \$50 for first split \$25 for each additional split done at same time.	
97-G-25	Sec. 1C	Reviewing Submittal and Performing Inspections Small Developments and Redevelopments (0-3) acres \$375 minimum \$500 deposit  Large Developments and Redevelopments (3 + acres) Minimum fee of \$600 \$1,000 deposit  Single family, two family, multi-family developments Minimum fee of \$600 \$1,000 deposit  Fee is for first storm water review and inspection. Additional hourly fee will be required for subsequent reviews and inspections. Difference between deposit and final review and inspection fees will be refunded to or collected from the Owner/Developer.	
99-G-18	Article I Sec 10 D	Temporary Sign Permit	\$10
	Rezoning	\$350 regular meeting \$500 special meeting	
	Special Use Permit	\$350 regular meeting \$500 special meeting	
	Site Plan Review	\$350 regular meeting plus \$25 per acre \$400 special meeting plus \$25 per acre	
	Zoning Board of Appeals Hearings	\$350	
	Sign Board of Appeals Hearings	\$350	



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Darci Seamon, Deputy Clerk
- **AGENDA TOPIC:** Approve Text Amendment 22-C-01, Consumers Energy Company Gas Franchise Ordinance.
- **EXPLANATION OF TOPIC:** In April of 1991, Thomas Township adopted ordinance 91-C-05, a Consumers Power Company Gas Franchise Ordinance. The ordinance granted Consumers the right to lay, maintain and operate gas mains, pipes and services in the Township of Thomas for a period of thirty years. The ordinance has expired, and upon the request of Consumers Energy, is being amended to extend the agreement another thirty years.

The text amendment has been reviewed by legal counsel from both the Township and Consumers. A few minor changes were made, including the organization name, alteration of possessive nouns and a few language modifications. Once approved, the text amendment will become effective upon publication in the local newspaper.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Consumers Energy Company Gas Franchise Ordinance
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve text amendment 22-C-01, the Consumers Energy Company Franchise Ordinance, extending the contract another thirty years.
- **ROLL CALL VOTE REQUIRED:** No.

ORDINANCE NO. 22-C-01

CONSUMERS ENERGY COMPANY GAS FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN, for a period of thirty years.

THE TOWNSHIP OF THOMAS ORDAINS:

SECTION 1. GRANT and TERM. The TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Consumers" the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. CONSIDERATION. In consideration of the rights, power and authority hereby granted, Consumers shall faithfully perform all things required by the herein.

SECTION 3. CONDITIONS. No public place used by Consumers shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Consumers' gas lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Consumers shall have the right to trim or remove trees if necessary in the conducting of such business.

SECTION 4. HOLD HARMLESS. Consumers shall save the Township, its officers and employees, free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the Township, its officers or employees, on account of the permission herein given, Consumers shall, upon notice, defend the Township, and its officers and employees and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance.

SECTION 5. EXTENSIONS. Consumers shall construct and extend its gas distribution system within said Township, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 6. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

SECTION 7. RATES. Consumers shall be entitled to provide gas service to the inhabitants of the Township at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 8. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 9. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Consumers remains subject to the reasonable rules and regulations of the Michigan Public Service Commission applicable to gas service in the Township and those rules and regulations preempt any provision of any ordinance of the Township to the contrary.

SECTION 10. REPEALER. This ordinance, when effective, shall repeal and supersede the provisions of any previous Consumers' gas franchise ordinance adopted by the Township including any amendments.

SECTION 11. EFFECTIVE DATE. This ordinance shall take effect on the day after the date of publication thereof; provided, however, it shall cease and be of no effect after thirty days from its adoption unless within said period Consumers shall accept the same in writing filed with the Township Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said Township and Consumers.

We certify that the foregoing Franchise Ordinance was duly enacted by the Township Board of the TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN, on the 7th day of March, 2022.

\_\_\_\_\_  
Russell Taylor, Township Manager

Attest:

I, Edward Brosowski, Clerk of the TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN, DO HEREBY CERTIFY that the ordinance granting Consumers Energy Company, a gas franchise, was properly adopted by the Township Board of the TOWNSHIP OF THOMAS, SAGINAW COUNTY, MICHIGAN, and that all proceedings were regular and in accordance with all legal requirements.

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

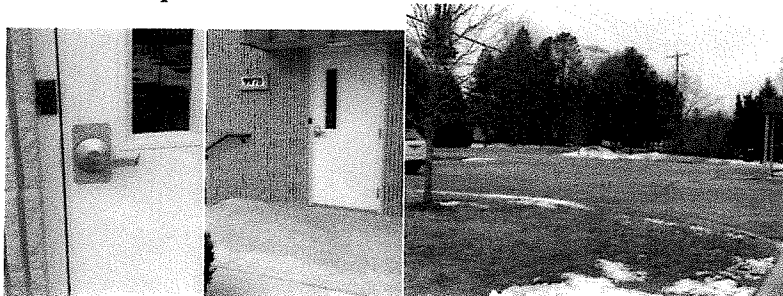
Dated: \_\_\_\_\_, 20\_\_



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Darci Seamon, Deputy Clerk
- **AGENDA TOPIC:** Approve Resolution 22-10 to move the polling location for Precinct 1 from Fire Station 2 to St. Mark Lutheran Church
- **EXPLANATION OF TOPIC:** Under Michigan Election Law, MCL 168.662, the Township Board is responsible for determining the location of polling places. Certain guidelines must be met for consideration of a polling place.
  - All polling places must be fully accessible to the elderly and handicapped.
  - All polling places must be able to meet spacing requirements for election workers, tabulators, challengers, and public viewing areas.

The current polling location at Fire Station 2 does not have the required number of parking spaces and does not meet ADA compliance for entry. The one entrance/exit available lacks ADA compliant hardware. There is one handicap space available and ten additional spaces for 1,402 registered voters. Even if half participate via absentee ballot, that leaves ten spaces for 700 voters. In addition, the space inside the building is not able to accommodate an area for public viewing and challengers as required by the State. To maintain voter privacy, tabulators are required to be ten feet from any voter, poll watcher, challenger, or election worker. The space at Fire Station 2 does not allow for this.



The St. Mark Lutheran Church multi-purpose room has the space needed to allow proper spacing of election equipment and provide the area necessary for public viewing and challengers. St Mark Lutheran Church is ADA compliant and offers a separate exit and entrance to foster proper traffic flow. The parking exceeds ADA and polling place requirements. If approved by the Township Board, voters





in Precinct 1 would be notified immediately via mail with a new voter identification card. The Clerk's Office will post notifications at the former polling place as well as the Township website and social media.



The Election Commission has reviewed the request and recommends the permanent move of Precinct 1 from Fire Station 2 to St. Mark Lutheran Church to the Board for approval.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 22-10
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Resolution 22-10 moving the polling location for Precinct 1 from Fire Station 2 to St Mark Lutheran Church.
- **ROLL CALL VOTE REQUIRED:** Yes.

**THOMAS TOWNSHIP  
RESOLUTION NO 2022-10  
MARCH 7, 2022**

**A RESOLUTION TO CHANGE THE POLLING PLACE LOCATION  
FOR PRECINCT 1**

**WHEREAS**, the Thomas Township Board is responsible for determining the location of polling places in the jurisdiction per Michigan Election Law, Public act 116 of 1954, MCL 168.654 to 168.683; and

**WHEREAS**, the law provides for the Thomas Township Board to change election precinct polling locations; and

**WHEREAS**, the Thomas Township Board proposes to permanently change the polling place for Precinct 1; currently located at Fire Station 2, 9970 Dice Road, Freeland, MI 48623, due to the size of the facility no longer being able to accommodate the number of registered voters.

**NOW, THEREFORE, BE IT RESOLVED** that the Thomas Township Board at a regular meeting on March 7, 2022, hereby directs the Township Clerk to change the polling location for Precinct 1 from Fire Station 2 at 9970 Dice Road, Freeland, MI 48623, to St. Mark Lutheran Church at 2565 North Miller Road, Saginaw, MI 48609.

The foregoing Resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_.

Upon roll call vote, the following voted

Yeas:

Nays:

Absent:

The supervisor declared the resolution adopted.

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

**CERTIFICATE**

I, EDWARD BROSOFSKI, the duly elected and acting Clerk of Thomas Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on March 7, 2022, at which meeting a quorum was present, by a roll call vote of said members and hereinafter set forth; that said resolution was ordered to take effect immediately.

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



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Darci Seamon, Deputy Clerk
- **AGENDA TOPIC:** Approve the Polling Place Agreement between Thomas Township and St. Mark Lutheran Church.
- **EXPLANATION OF TOPIC:** Under Michigan Election Law, MCL 168.662, the Township Board is responsible for determining the location of polling places. When a polling place is housed in a facility owned by someone other than the Township, the State recommends a polling place agreement exist between the two parties. The agreement sets the fee for use and stipulates that the Church must provide the space unless a ninety (90) day notice is given to allow the Township to find an alternative location within sixty (60) days of the election as set by the State.

The church will allow set up the day before the election. The church staff will provide janitorial services for the polling place. The agreement is renewable on a year-by-year basis. The Election Commission has reviewed the agreement and recommends its approval to the Board.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend, or Table.
- **RECOMMENDED ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Resolution 22-08 moving the polling location for Precinct 1 from Fire Station 2 to St Mark Lutheran Church.
- **ROLL CALL VOTE REQUIRED:** No.

**POLLING PLACE AGREEMENT  
BETWEEN THE TOWNSHIP OF THOMAS  
AND ST. MARK LUTHERAN CHURCH**

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Township of Thomas, a Michigan municipal corporation, of 249 North Miller Road, Saginaw, Michigan 48609 (hereinafter referred to as "TOWNSHIP") and St. Mark Lutheran Church, of 2565 North Miller Road, Saginaw, Michigan 48609 (hereinafter referred to as "CHURCH").

The parties mutually agree as follows:

**WHEREAS**, the TOWNSHIP is the municipality responsible for administering elections within its boundaries;

**WHEREAS**, St. Mark Lutheran Church ("CHURCH") owns the facility, located at 2565 North Miller Road, Saginaw, Michigan 48609;

**WHEREAS**, the TOWNSHIP and CHURCH agree to enter into an agreement setting forth conditions and obligations of the parties for the utilization of the building at 2565 North Miller Road as a polling place; and

**NOW THEREFORE**, the parties hereto agree as follows:

1. **USE OF BUILDINGS.** CHURCH agrees to allow the TOWNSHIP to utilize its building located at 2565 North Miller Road, Saginaw, as a polling place location for all elections held in the Township. In the event such building is not available, CHURCH shall notify the TOWNSHIP immediately of such change but not less than ninety (90) days prior to the affected scheduled election. Per election law, "a polling place cannot be moved within sixty (60) days of election"
2. **OBLIGATIONS OF ST. MARK LUTHERAN CHURCH FOR USE OF BUILDING.** With respect to the building, CHURCH agrees to provide the following:
  - a) CHURCH shall provide the use of CHURCH or an area/space of adequate size. CHURCH and the Township Clerk will discuss and/or review the designated election space prior to each election. CHURCH shall make the designated area as close as possible to the entrance of the polling location;
  - b) Handicap and parking spaces close to the polling site entrances;
  - c) Safe and secure storage for election equipment and supplies, which will be delivered the week prior to the election;
  - d) Building accessibility at 5:30 a.m. the morning of the election and assistance from CHURCH personnel in locating stored supplies;

- e) Tables and chairs for precinct workers for polling location set up;
- f) Heating and cooling of buildings for all elections; and
- g) Removal of snow from parking lots and walkways. In the event the CHURCH crews are unavailable to remove the snow on Election Day, the TOWNSHIP agrees to provide snow removal.

3. **ELECTION DATES.** MCL 168.641 and MCL 168.613a mandate the following regular election dates:
- (a) The May regular election date, which is the first Tuesday after the first Monday in May.
  - (b) The August regular election date, which is the first Tuesday after the first Monday in August.
  - (c) The November regular election date, which is the first Tuesday after the first Monday in November.
  - (d) A statewide presidential primary election shall be conducted under this act on the second Tuesday in March in each presidential election year.

The TOWNSHIP will notify CHURCH forty-five (45) days in advance of any election to be held in CHURCH building.

4. **COORDINATION OF ACTIVITIES IN BUILDINGS.** CHURCH agrees it shall avoid scheduling major activities in CHURCH on the proposed four (4) days annually. If a function/event is held on election days, CHURCH will route attendees away from the designated voting area(s).
5. **EMERGENCIES.** In the event of an emergency, i.e. power outage, water main break, fire, etc., CHURCH will notify the TOWNSHIP immediately and will attempt to provide an alternative area, if possible. CHURCH will provide the TOWNSHIP with a contact person(s) and emergency phone number(s) for each election.
6. **LIAISONS.** The following persons will act as liaisons with regard to this Agreement:

TOWNSHIP: Edward Brosowski  
Township Clerk  
249 North Miller Road  
Saginaw, MI 48609  
989-781-0150

CHURCH: John Stemple, President  
St. Mark Lutheran Church  
2545 North Miller Road  
Saginaw, MI 48609  
989-781-3205

7. **ASSIGNMENT OF AGREEMENT.** Neither party can assign this Agreement.

8. **SIGNAGE.** Township election workers will post signs on doors and hallways of CHURCH building to direct voters and CHURCH will ensure that the signs remain in their locations during Election Day. Township election workers will remove these signs at the close of each election.

Township election workers will enforce campaigning and candidate signs in accordance with the election law which allows campaigning and signage to be one hundred (100) feet from an entrance to Church. CHURCH can enforce campaigning and the removal of signs from grounds beyond the one hundred (100) feet distance, if it so desires.

9. **HANDICAP ACCESSIBILITY.** CHURCH acknowledges and agrees to assist the TOWNSHIP in complying with the guidelines required under the Help America Vote Act ("HAVA") in making modifications to the building, if necessary, so it is handicap accessible during elections. The TOWNSHIP will bear the expense for any modifications required under HAVA.

10. **ELECTION REVIEW.** The parties will discuss concerns and issues, if any, subsequent to each election, and will work to resolve such matters for future elections.

11. **AMENDMENTS.** Any amendments to this Agreement must be in writing and executed by both parties.

12. **TERM/TERMINATION.** This Agreement shall become effective upon approval and execution by the parties and shall terminate on December 31, 2023, with an option to renew for one (1) year. The parties agree to review the terms and conditions six (6) months prior to the termination date and make any necessary changes and/or modifications to the Agreement prior to renewal.

This Agreement may be terminated by either party hereto by giving the other twelve (12) months written notice of termination, said notice being directed by certified mail, with postage thereon fully prepaid, to the Clerk of the TOWNSHIP or CHURCH as appropriate at its principal place of business.

13. **INDEMNIFICATION.** To the fullest extent permitted by law, the parties mutually agree to indemnify and hold harmless one another and their respective officials and employees working on their behalf against any and all claims, demands, suits or loss, arising from the activities of the other party in connection with the performance of the other party's obligations under this agreement, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from

one another, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement.

14. **REIMBURSEMENT.** The TOWNSHIP agrees to reimburse CHURCH for necessary overtime, above and beyond the regular duties, of its maintenance staff necessary to conduct elections in its building.
15. **FACILITY USE FEE.** The TOWNSHIP agrees to pay CHURCH One Hundred Dollars and 00/100 (\$100.00) per election for the use of CHURCH to conduct elections as agreed upon prior to the election.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be signed by its authorized representatives as of the day and year first above written.

St. Mark Lutheran Church

TOWNSHIP OF THOMAS,  
a Michigan Municipal Corporation

BY: \_\_\_\_\_  
John Stemple,  
President

BY: \_\_\_\_\_  
Robert Weise,  
Supervisor

Attest:

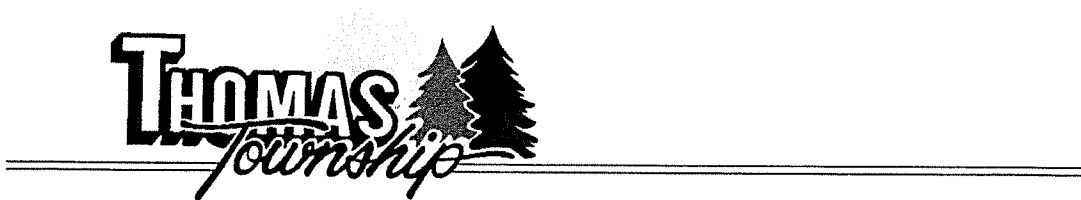
BY: \_\_\_\_\_  
Edward Brosowski,  
Township Clerk

Approved as to Substance:

BY: \_\_\_\_\_  
Russ Taylor  
Township Manager

Approved as to Form:

BY: \_\_\_\_\_  
Otto Brandt  
City Attorney



## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Al Fong, Police Chief  
Mike Cousins, Fire Chief
- **AGENDA TOPIC:** Approve Resolution 22-11, ballot language for the renewal/increase of the Public Safety Millage from 2.00 mills to 3.00 mills (1.00 mill increase) and the renewal of the Fire Apparatus Millage of 0.25 mills.
- **EXPLANATION OF TOPIC:** In 1995, Thomas Township residents supported a public safety millage at 1.75 mills. In 2003, that millage was increased to 2 mills and later renewed in 2012. The split of the 2.0 mills is 1.37 to Police operations and 0.63 to Fire operations. The Public Safety Millage that the residents approved in 2012 for 2 mills for 10 years will be expiring at the end of 2022. The Public Safety Committee approved the recommended increase of one mill for a total of three mills. The additional one mill will provide approximately \$540,000 in the first year. The split of the additional one mill is 0.4 for Police operations and 0.6 for Fire operations. The total three mill split will be 1.77 Police and 1.23 Fire.

### **POLICE DEPARTMENT**

With the estimated \$200,000, the police department will be able to add two officers in the fiscal year 2023/24. One officer will be a traffic/patrol officer while the other will be a uniform patrol/detective officer. These two officers are expected to help address the department's challenge of handling the Township's call volume, provide better traffic enforcement and investigative options for more serious crimes and technology related criminal activity.

The police department receives numerous complaints about drivers speeding, drivers disregarding the red traffic lights, drivers disregarding stop signs and drivers disregarding red stop lights on school buses. With the added patrol officers and subsequent traffic enforcement, we hope to reduce and at times eliminate vehicle crashes and injuries to pedestrians, bicyclists and children.

The department's basic challenge is simply too few officers to respond to the volume of calls and requests for service throughout the community. There are not enough hours in the day with the current staffing level to address all of the demands upon the department.



The additional manpower will fill some of the holes and provide a little flexibility in scheduling to assign an officer to a particular need such as traffic enforcement, traffic light enforcement, investigations, computer related crimes, crime prevention, teaching students, etc. Furthermore, they will provide better backup to our other officers when needed. Fraud and scams, especially those that target seniors, are time consuming investigations. The challenge is conducting a complete and thorough investigation to provide a positive outcome for the residents when those same officers currently have to be on patrol as well.

With an officer tasked with investigations, they will be able to start the investigation right away, conduct follow-up investigations as needed, seek search warrants, keeping the victims apprised of the investigation and have accountability in the case. The patrol/detective will have specialized training in investigations, with emphasis on scams targeting seniors, i.e., IRS, Grandparent, Lottery and Romance.

Thomas Township Police will still be one of the lowest millage supported departments in the county even if the increase is approved. For comparison purposes, the following is a list of a few of our neighboring police department millage rates that support their police department only:

Thomas Twp	1.77 mills
Saginaw Twp	5 mills
Tittabawassee Twp	3 mills
Richland Twp	3 mills
Carrollton Twp	8 mills

### **FIRE DEPARTMENT OPERATIONS**

The Fire Department has not sought an increase since the original millage adoption in 1995 other than the meager increase it received in 2012. The time has come where we are having a concern with staffing levels especially during the daytime and on weekends. The current climate of “lack of volunteers” has become a nationwide concern. Many departments have been forced to seek other options. These options can include reducing services, joining forces with neighboring fire departments, supplementing with part time fire fighters, and millage increase to support hiring full time staff. In an attempt to do our due diligence, we have tried to reduce the amount of medical calls we are dispatched to and have tried the part time responders route.

Several years ago, the fire chiefs of Saginaw County approached Central Dispatch and the Medical Control office in an attempt to reduce the number of medical calls we would be requested to respond to. We were successful in this attempt and the policy referred as “auto launch” was born. This process identified 13 medical conditions symptoms to which 911 would dispatch us to. Any call where MMR was to have a delayed response,

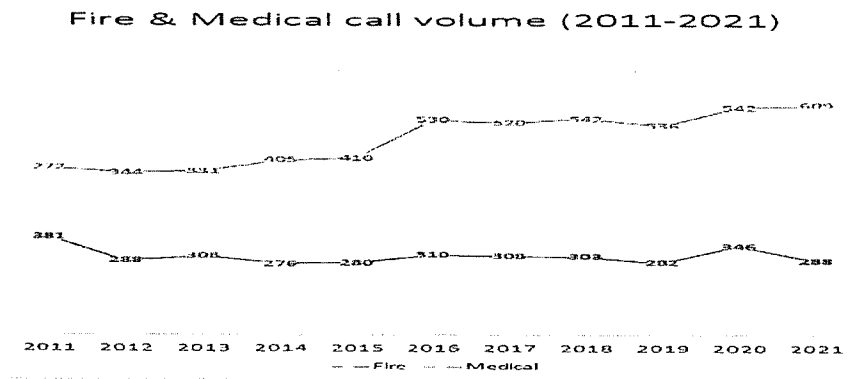
they could request our assistance. This change made a significant reduction in how many medical calls we responded to. This process yet today, saves us about 450 calls a year.

We have tried the part-time route over the past several years. In fact, we still have a couple part-time employees helping us out. The struggle over the years which remains true yet today, is the required flexible schedule needed to ensure coverage. Our folks have done great with this but often I would get a phone in the morning saying they couldn't work as their primary employer called them in to work or they had an opportunity to work for them making over-time. This would then mean I had to cancel some of the plans I scheduled for that day, thinking I would have help or be required to fill the voids myself.

Did we make it work? absolutely, but it wasn't the best use of our resources nor best for trying to have some form of professionalism to our organization. I would remain flexible as we needed their help. The fact remains, they are not able to be as consistent or reliable as we need them to be within our department. They did the best they could to fill a void and handle special projects. Often, they would serve a day a week due to their own full time jobs.

What this added millage would do, is provide us two full time employees. We recently amended the job description to allowing significant latitude in many areas these positions would work. Their primary job would be to respond to emergency calls but while they are not doing that, they will be conducting many tasks. These tasks will cover a large range of topics we need to put a greater focus on. Examples of these tasks are as follows; fire inspections, conducting pre-fire survey's, smoke detector installations, public educations in schools, business' and for the community at large. Another area we are needing to be proactive in is the area of preventative maintenance. A person would fulfill this role and conduct regular maintenance in conjunction with our paid-on call staff. There are tasks we currently are unable to keep up with, due to not having people available to take on the added chores. This includes a regularly operation test and maintenance of the new ladder truck. There is a rather in-depth process for maintaining the ladder portion itself, not to mention the other normal requirements. This position would also handle all maintenance with in the fire stations, public safety building, all fire equipment and all medical equipment to include the recertifications in both categories.

Below is a graph to indicate the call volume over the past 10 years. We have broken out the comparisons for fire and medical calls. We had a large spike in the area of 2015/2016. My only thoughts to this rationale is we added another incident type into the medical "auto launch" criteria, Shields Comfort Care was new in our community and some variations with running some versus all medical calls.



For comparison, below are the current millage rates for some of our area fire departments:

Saginaw Twp.	1.8 total (1.4 operations and .4 for capital)
Richland Twp.	2.3
Birch Run	1.75 (1 operations and .75 building)
Kochville	1 for residential and 2 for commercial (special assessment)
Tittabawassee	0.75
James Twp.	1.75
Tri-Twp	1.5

Currently our fire department uses .63 for operations and .25 for apparatus and buildings. The proposed additional one mill levy, will increase the Fire Department millage to 1.23 mills for operations.

The question one might ask is, what happens if this does not get approved? We will continue to operate the fire department the best we can with what we have. As I look at the long-range forecast, we might need to look at some form of reduction in services within the next ten years. Our biggest expense is the medical services we provide. That would need to be a question we might need to consider over the next ten years. I am not saying it will be eliminated, but it may need to be considered. There are a number of uncontrollable factors that play into this to include, revenues, expenditures and the toll it takes on our responders.

#### **FIRE DEPARTMENT APPARATUS**

The fire department apparatus millage has originally approved in the early 1990's. We have not changed this amount since its inception. We continue to operate on this amount and have not experienced any problems thus far. In review of our 10-year financial

forecast, I do not feel we will need to make any changes to this amount and am recommending a renewal; of the 0.25 mills we currently collect.

Please don't hesitate to contact either Chief's with any questions regarding this millage.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** 10-year Financial Forecast.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_, to approve Resolution 22-11, ballot language for the renewal/increase of the Public Safety Millage from 2.00 mills to 3.00 mills (1.00 mill increase) and the renewal of the Fire Apparatus Millage of 0.25 mills.
- **ROLL CALL VOTE REQUIRED:** Yes

TOWNSHIP OF THOMAS  
RESOLUTION 22-11  
March 7, 2022

WHEREAS, it appears that the anticipated future needs for the continued operation and improvement of the Thomas Township Police Department and Fire Department will exceed the amount of funds expected to be available in the Township's General Fund and together with any other sources of potential revenue for said departments;

WHEREAS, the Thomas Township Board believes that additional funds are required in order to maintain and enhance the current levels of service from both of said departments; and

WHEREAS, the raising of such funds by an increase in the general property tax should be placed before the electors of Thomas Township to vote thereon;

NOW THEREFORE, BE IT RESOLVED that the following question appear on the ballot at a regular election to be held on August 2, 2022, and that the Township Clerk gives appropriate notice there of:

THOMAS TOWNSHIP FIRE AND POLICE DEPARTMENTS  
PUBLIC SAFETY MILLAGE PROPOSAL  
(RENEWAL AND AUTHORIZATION FOR NEW ADDITIONAL MILLAGE)

Shall the previously voted increase in tax limitations authorized for public safety purposes, expiring in 2022, imposed under Article IX, Sec. 6 of the Michigan Constitution in Thomas Township established at 2 mills (\$2.00 per \$1,000.00 of taxable value) be renewed at 2.00 mills (\$2.00 per \$1,000.00 of taxable value) and increased by 1.00 mill (\$1.00 per \$1,000.00 of taxable value), to total 3.00 mills (\$3.00 per \$1,000.00 of taxable value) levied for ten (10) years, 2022-2031, to provide funds for the operation, equipment, maintenance and capital improvements for the fire and police departments? The amount of revenue the Township of Thomas will collect if that millage is approved and levied by the Township of Thomas in the first calendar year is estimated to be \$1,700,926.00 (\$1,067,284.00 for the renewal and \$533,642.00 for the increase). This proposed millage is a renewal of a previously authorized millage with an increase of 1.00 mill.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

THOMAS TOWNSHIP FIRE APPARATUS  
MILLAGE PROPOSAL  
(RENEWAL)

Shall the previously voted increase in tax limitations authorized for fire apparatus, expiring in 2022, imposed under Article IX, Sec. 6 of the Michigan Constitution in Thomas Township established at .2500 mills (\$0.25 per \$1,000.00 of taxable value) be renewed at .25 mills (\$0.25 per \$1,000.00 of taxable value), for a period of ten (10) years, 2022-2031, inclusive, to provide funds for the purchase of fire motor vehicles, apparatus, equipment and buildings. The amount of revenue the Township of Thomas will collect if that millage is approved and levied by the Township of Thomas in the first calendar year is estimated to be \$133,386.00. The proposed millage is a renewal of a previously authorized millage.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

The vote on the above set forth resolution was as follows:

Ayes:

Nays:

Absent:

Abstained:

The Supervisor declared the resolution passed.

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

CERTIFICATE

I, Edward Brosowski, the duly elected and acting Clerk of Thomas Township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at a special meeting of said Board held on March 7, 2022, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth.

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

# Thomas Township 10 Year Financial Forecast

## Public Safety Fire Apparatus

Account Title	Adopted 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	27-28	28-29	29-30	30-31	31-32	32-33	% increase	5 year average
<b>Fund 206 Fire Apparatus</b>														
<b>Revenues</b>														
402.000 Property Tax - Real Property	108,868	110,501	112,159	113,841	115,549	117,282	119,095	120,935	122,805	124,703	126,630	128,588	1.50%	1.5%
410.000 Property Tax Revenue Personal*	9,877	9,383	8,914	8,468	8,045	7,643	7,297	6,932	6,585	6,256	5,943	5,646	-5.00%	-4.5%
410.100 Personal Property Tax Recovery	21,170	23,458	23,458	23,458	23,458	23,458	23,458	23,458	23,458	23,458	23,458	23,458	2.2%	2.2%
405.000 Delq Personal Property	0	0	0	0	0	0	0	0	0	0	0	0	0%	N/A
437.000 IFT'S	7,388	7,019	6,668	6,334	6,018	5,717	5,431	5,159	4,901	4,656	4,423	4,202	-1%	-4.5%
673.000 Sale of fixed assets*	25,000	21,500	0	0	0	0	0	0	0	0	0	0	0%	-20.0%
<b>Total Revenues</b>	<b>\$172,303</b>	<b>\$171,861</b>	<b>\$151,198</b>	<b>\$152,101</b>	<b>\$153,069</b>	<b>\$154,099</b>	<b>\$155,280</b>	<b>\$156,485</b>	<b>\$157,749</b>	<b>\$159,073</b>	<b>\$160,455</b>	<b>\$161,894</b>		<b>-2.1%</b>
<b>Expenditures</b>														
930.000 Repairs & Maintenance*	9,905	13,500	14,000	15,000	15,000	16,000	16,500	17,000	17,500	18,000	18,500	19,000		12.3%
970.000 Capital Outlay*	778,905	142,000	20,000	109,000	21,000	19,000	90,000	20,000	522,000	20,000	23,000	23,000	0%	-19.5%
995.205 Transfer Out	0	150,000												
<b>Total Expenditures</b>	<b>\$788,810</b>	<b>\$305,500</b>	<b>\$34,000</b>	<b>\$124,000</b>	<b>\$36,000</b>	<b>\$35,000</b>	<b>\$106,500</b>	<b>\$37,000</b>	<b>\$539,500</b>	<b>\$38,000</b>	<b>\$41,500</b>	<b>\$42,000</b>		<b>-19.1%</b>
<b>Beginning Fund Balance</b>	<b>\$988,327</b>	<b>\$371,820</b>	<b>\$238,181</b>	<b>\$355,379</b>	<b>\$383,480</b>	<b>\$500,549</b>	<b>\$619,649</b>	<b>\$668,429</b>	<b>\$787,913</b>	<b>\$406,163</b>	<b>\$527,236</b>	<b>\$646,191</b>	<b>-49.35%</b>	
Add Revenues	\$172,303	\$171,861	\$151,198	\$152,101	\$153,069	\$154,099	\$155,280	\$156,485	\$157,749	\$159,073	\$160,455	\$161,894	-10.57%	
Less Expenditures	(\$788,810)	(\$305,500)	(\$34,000)	(\$124,000)	(\$36,000)	(\$35,000)	(\$106,500)	(\$37,000)	(\$539,500)	(\$38,000)	(\$41,500)	(\$42,000)		
<b>Available Fund Balance</b>	<b>\$371,820</b>	<b>\$238,181</b>	<b>\$355,379</b>	<b>\$383,480</b>	<b>\$500,549</b>	<b>\$619,649</b>	<b>\$668,429</b>	<b>\$787,913</b>	<b>\$406,163</b>	<b>\$527,236</b>	<b>\$646,191</b>	<b>\$766,085</b>	<b>-40.0%</b>	

### \*Capital Outlay (970.000)

21/22 Special Rescue Equipment	2,000	24/25 Special Rescue Equipment	2,000
21/22 Ventilation/Extrication Equipment	7,000	24/25 Ventilation/Extrication Equipment	7,000
21/22 Miscellaneous Equipment	10,000	24/25 Miscellaneous Equipment	10,000
21/22 Replace Chief's Vehicle	50,000	24/25 Squad Replacement R-1 replacement	90,000
21/22 Replace Ladder Truck	700,000	<b>Total</b>	<b>\$109,000</b>
<b>Total</b>	<b>\$769,000</b>		
22/23 Special Rescue Equipment	2,000	25/26 Special Rescue Equipment	2,000
22/23 Ventilation/Extrication Equipment	10,000	25/26 Ventilation/Extrication Equipment	7,000
22/23 Miscellaneous Equipment	10,000	25/26 Miscellaneous Equipment	12,000
22/23 Replace R-2 and Chief Vehicle	120,000	<b>Total</b>	<b>\$21,000</b>
<b>Total</b>	<b>\$142,000</b>		
26/27 Special Rescue Equipment	2,000	26/27 Ventilation/Extrication Equipment	7,000

23/24 Special Rescue Equipment	2,000	26/27 Miscellaneous Equipment	10,000
23/24 Ventilation/Extrication Equipment	7,000	Total	<u>\$19,000</u>
23/24 Miscellaneous Equipment	11,000		
Total	<u>\$20,000</u>	27/28 B1 Replacement	70,000
		2029/30 - T2 to be replaced with NEW E2	\$500,000
<b>*Repairs &amp; Maintenance (930,000)</b>			
21/22 Equipment Testing & Maintenance	9,905		
22/23 Equipment Testing & Maintenance	13,500		
23/24 Equipment Testing & Maintenance	14,000		
24/25 Equipment Testing & Maintenance	15,000		
25/26 Equipment Testing & Maintenance	15,000		
26/27 Equipment Testing & Maintenance	16,000		
27/28 Equipment Testing & Maintenance	16,500		
28/29 Equipment Testing & Maintenance	17,000		
29/30 Equipment Testing & Maintenance	17,500		
30/31 Equipment Testing & Maintenance	18,000		
31/32 Equipment Testing & Maintenance	18,500		



# Thomas Township Financial Forecast

## Public Safety Fire

### Addition of 2 full-time employee in 2022/23 & 1 in 2024/25 Millage increased to 3.0

Account Title	Adopted 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025	Projected 2025-2026	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029	Projected 2029-2030	Projected 2030-2031	Projected 2031-2032	% Increase	5 year average
<b>Fund 205 Public Safety Fire</b>													
<b>Revenues</b>													
402.000 Property Tax - Real Property	273,282	435,559	442,093	448,724	455,455	462,287	469,221	476,259	483,403	490,654	498,014	1.50%	13.8%
405.000 Del'q Personal Property	50	100	100	100	100	100	100	100	100	100	100	0.0%	20.0%
410.000 Property Tax Revenue Personal*	30,059	28,312	25,481	22,933	20,639	18,576	16,718	15,046	13,542	12,187	10,969	-10.00%	-7.6%
410.100 Personal Property Tax Replacement	37,756	53,348	53,348	53,348	53,348	53,348	53,348	53,348	53,348	53,348	53,348	0.00%	8.3%
437.000 I.F.T.'S	23,130	18,618	18,246	17,881	17,523	17,173	16,829	16,493	16,163	15,840	15,523	-2%	-5.2%
528.000 Other Federal Grands	56,191	0											
630.000 Non-Resident Fees	2,000	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	0%	14.0%
675.000 Donations*	0	12,000	0	12,000	0	12,000	0	12,000	0	12,000	0	0%	N/A
676.000 Refunds/Reimbursements	0	100	100	100	100	100	100	100	100	100	100	0%	N/A
699.101 Transfer From General Fund	175,046	1,068,050	218,050	218,050	218,050	218,050	218,050	218,050	218,050	218,050	218,050	0%	4.9%
<b>Total Revenues</b>	<b>\$97,514</b>	<b>\$1,619,487</b>	<b>\$760,817</b>	<b>\$776,535</b>	<b>\$768,615</b>	<b>\$785,033</b>	<b>\$777,766</b>	<b>\$794,796</b>	<b>\$788,105</b>	<b>\$805,679</b>	<b>\$799,503</b>		<b>6.3%</b>

\*Donations (675,000)

22/23, 24/25 & 26/27 Ederer Endowment Fund

<b>Expenditures</b>													
704.000 Salaries Full-Time	86,358	88,085	89,847	91,644	93,477	95,346	97,253	99,198	101,182	103,206	105,270	2%	2.1%
704.025 Salaries Full-Time Inspector	42,525	43,376	44,243	45,128	46,030	46,951	47,890	48,848	49,825	50,821	51,838	2%	2.1%
704.050 Salaries Full-Time Fire Fighters	0	42,000	127,260	129,805	132,401	135,049	137,750	140,505	143,315	146,182	149,105	2%	N/A
704.100 Wages Full-Time Hourly	2,000	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	3%	2.5%
704.250 Salary Stipend Degree	500	500	500	500	500	500	500	500	500	500	500	0%	0.0%
704.400 Sick Day Pay-off	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	3,657	2%	2.1%
705.000 Wages Part time Clerical	17,697	18,228	18,775	19,338	19,918	20,516	21,131	21,765	22,418	23,091	23,783	3%	3.2%
705.200 Wages Inspectors	30,000	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570	2%	2.1%
705.300 Wages Fire runs	101,000	101,000	101,000	101,000	101,000	101,000	101,000	101,000	101,000	101,000	101,000	0%	0.0%
712.000 Wages Janitorial	9,600	9,792	9,988	10,188	10,391	10,599	10,811	11,027	11,248	11,473	11,702	2%	2.1%
715.000 FICA Employer Contribution	22,390	25,906	32,742	33,258	33,784	34,322	34,870	35,430	36,002	36,586	37,182	2%	10.7%
716.000 Health Insurance	23,423	47,000	63,000	66,150	69,458	72,930	76,577	80,406	84,426	88,647	93,080	5%	42.3%
716.050 Health Savings Account	7,263	10,336	13,439	13,573	13,709	13,846	13,985	14,125	14,266	14,408	14,552	1%	18.1%

716,100	Vision/Short Term Disability Insurance	1,594	1,926	2,264	2,310	2,356	2,403	2,451	2,500	2,550	2,601	2,653	2%	10.2%
716,200	Dental Insurance	1,972	3,819	3,934	5,840	6,015	6,195	6,361	6,573	6,770	6,973	7,182	3%	42.8%
716,300	Long Disability Insurance	381	485	490	595	601	607	613	619	625	631	637	1%	11.8%
716,600	Retiree Health Insurance Supplement	0	0	0	0	0	0	0	0	0	0	0	5% N/A	
718,000	Pension Employer Contribution	17,701	21,482	32,044	32,686	33,341	34,009	34,691	35,386	36,096	36,819	37,558	2%	18.4%
719,000	Worker's Compensation	6,000	6,270	7,395	7,693	7,847	8,004	8,164	8,327	8,494	8,664	8,837	2%	6.7%
740,000	Operating Supplies	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829	10,937	11,046	1%	1.0%
742,000	Uniforms	3,000	5,045	5,121	3,197	3,245	3,294	3,344	3,394	3,445	3,496	3,549	2%	2.0%
743,000	Office Equipment/Furniture*	5,000	2,000	2,000	3,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%	0.0%
800,000	Administration Fee	8,079	8,160	8,241	8,324	8,407	8,491	8,576	8,662	8,748	8,836	8,924	1%	1.0%
802,000	Legal Service	800	816	832	849	866	883	901	919	937	956	975	2%	2.1%
803,000	Audit	750	758	765	773	780	788	796	804	812	820	828	1%	1.0%
804,100	Membership & Dues	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438	2%	2.1%
810,100	Contracted Services	5,700	6,871	7,077	7,289	7,508	7,733	7,965	8,204	8,450	8,704	8,965	3%	7.1%
817,000	Professional Services	10,000	10,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0%	4.0%
836,000	Employment Physicals	5,500	13,555	13,691	13,827	13,966	14,105	14,246	14,389	14,533	14,678	14,825	1%	31.3%
836,100	Immunizations	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0%	0.0%
850,000	Telephone	2,200	2,000	2,020	2,040	2,060	2,081	2,102	2,123	2,144	2,166	2,187	1%	-1.1%
850,100	Wireless Communications	4,000	4,540	4,585	5,131	5,183	5,234	5,287	5,340	5,393	5,447	5,501	1%	6.2%
900,000	Legal Notices	200	200	200	200	200	200	200	200	200	200	200	0%	0.0%
910,000	Insurance General Liability	21,767	22,094	22,425	22,761	23,103	23,449	23,801	24,158	24,520	24,888	25,261	1.5%	1.5%
920,000	Utilities	18,000	18,360	18,727	19,102	19,484	19,873	20,271	20,676	21,090	21,512	21,942	2%	2.1%
930,000	Repairs/Maintenance*	6,000	6,000	6,000	13,000	2,000	8,500	8,500	8,500	8,500	8,500	8,500	0%	8.3%
930,100	Repairs/Maintenance FS#1	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0%	0.0%
930,200	Repairs/Maintenance FS#2	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0%	0.0%
936,000	Maintenance Agreements	4,500	4,545	4,590	4,636	4,683	4,730	4,777	4,825	4,873	4,922	4,971	1%	1.0%
938,000	Vehicle Expense	18,000	18,360	18,727	19,102	19,484	19,873	20,271	20,676	21,090	21,512	21,942	2%	2.1%
938,100	Gas & Oil	6,000	6,150	6,304	6,461	6,623	6,788	6,956	7,132	7,310	7,493	7,681	3%	2.6%
940,100	Equipment Rental	1,500	1,515	1,530	1,545	1,561	1,577	1,592	1,608	1,624	1,641	1,657	1%	1.0%
956,000	Miscellaneous	500	500	500	500	500	500	500	500	500	500	500	0%	0.0%
960,000	Education & Training	14,000	15,280	15,586	15,887	16,215	16,540	17,128	17,128	17,128	17,128	17,128	2%	3.6%
974,000	Capital Improvements*	0	1,000,000	0	0	0	0	0	0	0	0	0		N/A
Total Expenditures		\$531,400	\$1,625,252	\$757,018	\$779,411	\$784,673	\$805,823	\$821,132	\$836,261	\$851,811	\$867,799	\$884,237		
Beginning Fund Balance		\$941,828	\$1,007,942	\$1,002,177	\$1,005,976	\$1,003,101	\$987,044	\$966,253	\$922,887	\$881,423	\$817,717	\$755,587		
Add Revenues		\$597,514	\$1,619,487	\$760,817	\$776,535	\$768,615	\$785,033	\$777,766	\$794,796	\$798,105	\$805,679	\$799,503		
Less Expenditures		(\$531,400)	(\$1,625,252)	(\$757,018)	(\$779,411)	(\$784,673)	(\$805,823)	(\$821,132)	(\$836,261)	(\$851,811)	(\$867,799)	(\$884,237)		
Revenues Over/Under Expenditures		\$66,114	(\$5,765)	\$3,799	(\$2,875)	(\$16,057)	(\$20,790)	(\$43,366)	(\$41,465)	(\$63,706)	(\$62,120)	(\$84,734)		
Available Fund Balance		\$1,007,942	\$1,002,177	\$1,005,976	\$1,003,101	\$987,044	\$966,253	\$922,887	\$881,423	\$817,717	\$755,587	\$670,863		

<b>*Office Equipment/Furniture (745,000)</b>				
21/22 Replace 2 Computers	2,000			
22/23 Replace 2 Computers	2,000			
2/23 Replace PSB Tables	2,000			
23/24 Replace Computer	1,000			
24/25 Replace Copier	5,000			
<b>*Repairs &amp; Maintenance (930,000)</b>				
21/22 Parking Lot seal and stripe				
22/23 Replace Tile Flooring				
22/23 General Maintenance				
23/24 Parking Lot seal and stripe				
23/24 General Maintenance				
23/24 Carpet Public Safety Building				
24/25 General Maintenance				
25/26 General Maintenance				
25/26 Parking Lot Seal & Stripe				
<b>*Capital Outlay (970,000)</b>				
21/22 Surveillance Cameras Public Safety Bldg.		6,000		
<b>*Capital Improvements (974,000)</b>				
22/23 Replace Roof Public Safety Building			20,000	
				6,000
				20,000



- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Russ Taylor, Township Manager  
Lynda Thayer, Nature Center and Preserve Coordinator
- **AGENDA TOPIC:** Approve the creation of The Thomas Township Nature Center and Preserve Advisory Committee and the initial ten (10) recommended committee appointments.
- **EXPLANATION OF TOPIC:** As the development of the Thomas Township Nature Center and Preserve continues to pick up steam, we believe it would be very beneficial to have an Advisory Committee to assist in gathering ideas, discussing topics, and making recommendations. The role of the Advisory Committee will be to provide input, direction and support to the Thomas Township Nature Center and Preserve (NC&P) project. Further, members will serve as liaisons with their respective Commission, Board and public connections. They will help represent the pulse of our community with respect to the development of the facilities at the Nature Preserve. Meanwhile, the Thomas Township Board will retain final decision-making authority for matters related to spending and critical decisions as to the development of the overall facility.

We envision an Advisory Committee of at least ten (10) members, including key staff, members of the Parks Commission, Township Board members and a couple community members. We are recommending the following committee appointments:

NC&P Coordinator	Lynda Thayer
Township Manager	Russ Taylor
Park Director	John Corriveau
Assist. Park Director	Tyler Sutherland
Park Commissioner	Annie Hoffman
Park Commissioner	Craig Blower
Twp. Board Member	Craig Monahan
Twp. Board Supervisor	Bob Weise
Twp. Board Member	Dave Sommers
Community Representative	Chris Cousins

As time passes, we may want to add a couple more members as people get more connected and involved with the NC&P. We see this as a likely occurrence once it is opened up for our community to enjoy.

Presently, we would start by bringing all of them up-to-date on the history and the progress of the NC&P. Once that is done, we will ask them to read through the NC&P Natural Resource Damage Assessment (NRDA) Plan draft for critical feedback. Once reviewed and approved by the Committee, this document will be presented to the Park Commission and the Township Board for approval. We also have a Master Plan drafted that will eventually be run through the Committee with follow up approvals by the Park Commission and Township Board expected.

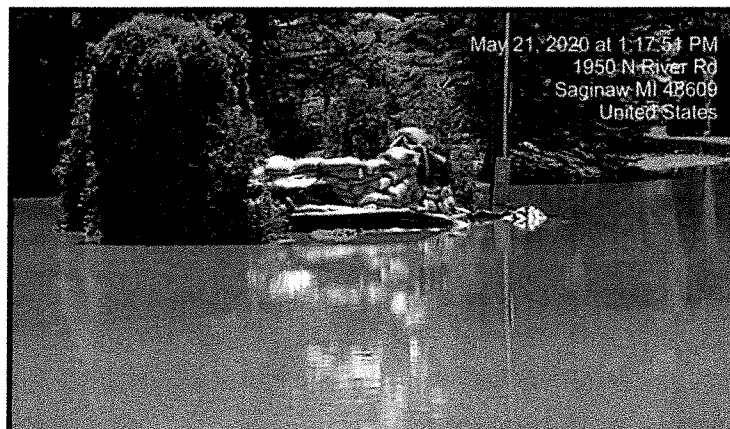
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** n/a
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the creation of the Thomas Township Nature Center and Preserve Advisory Committee and the initial ten (10) recommended committee appointments.
- **ROLL CALL VOTE REQUIRED?** No



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To Accept the Hazard Mitigation Assistance Grant Agreement for floodproofing Pump Station #6, River and State Roads, and the commitment of up to 25% of the grant award as a local contribution.
- **EXPLANATION OF TOPIC:** The Federal Emergency Management Agency (FEMA) works with state officials to help mitigate disaster-prone structures. Hazard Mitigation Assistance (HMA) Grants are offered to replace or improve structures to help alleviate the possibility of flood damages. These grants typically offer a 75% federal reimbursement and require a 25% local commitment and are granted to purchase and demolish, relocate, or floodproof a building or utility.

Back in 2020, I had applied to FEMA for a HMA grant to relocate the sewage pumping station located at River and State Roads because the location routinely floods during wet-weather events. In early 2020, FEMA denied this grant application because the cost to relocate the station exceeded the benefit to cost ratios that are outlined for their program. I then resubmitted a modified grant application to floodproof the station by removing the controls and utility connections to a site outside the floodplain and replace the existing pumps with submersible rated pumps and motors in the original station. This application was granted and awarded.



Pump Station #6 under flood conditions, May 2020



Proposed floodproofing plan for Pump Station #6

The total HMA grant award is in the sum of \$498,063.30. The federal, reimbursable share of the proposed grant is \$355,759.00. The remaining 25% of the grant is the required local match of \$118,586.50. An additional, separate grant of \$23,717.30 has been awarded to help defray the grant management costs the Township incurs while completing the project and does not require a local match. All of the federal funds are reimbursed funds meaning we pay for the project as we go and submit reimbursements requests afterwards. This grant is valid for work completed prior to January 29, 2023.

The agreement sets the terms and conditions of the grant and is required to be accepted by the Township. This agreement also outlines the program requirements to complete the project under the federal grant system. Finally, the agreement acknowledges the required local match amount of \$118,856.50 as our share of the project.

Otto Brandt is currently reviewing the grant conditions and will report on any issues if there are any. The request to accept the grant agreement is contingent upon his review.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**

State of Michigan Hazard Mitigation Assistance Grant Agreement for 4381-DR-MI.

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.

- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the Hazard Mitigation Assistance Grant Agreement for floodproofing Pump Station #6, located at River and State Roads, and agree to the local commitment of \$118,586.50 and contingent upon the Township Attorney's review.

- **ROLL CALL VOTE REQUIRED?** No.



**State of Michigan  
Hazard Mitigation Assistance (HMA)  
Grant Agreement for 4381-DR-MI  
Hazard Mitigation Grant Program (HMGP)**

**Period of Performance Expires: January 29, 2023**

<b>CFDA Number: 97.039 Project Number: P4381.14</b>
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This Hazard Mitigation Grant Program (HMGP) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and

**TOWNSHIP OF THOMAS**  
(hereinafter called the Subrecipient)

**I. Purpose**

The purpose of this grant agreement is to assist the Subrecipient in the implementation of 4381.14 (hereinafter called the Project) -- a project to provide supplementary financial assistance for the implementation of cost-effective hazard mitigation measures that will permanently reduce or eliminate the long-term risk to human life and property from natural, technological, or human-caused disasters and their effects. Hazard Mitigation Grant Program (HMGP) funding is awarded by the Federal Emergency Management Agency (FEMA) and is administered by the Recipient.

**II. Objective**

The principal objective of this grant agreement is to provide financial assistance to the Subrecipient. The Subrecipient must complete the approved measures detailed in the attached HMGP formal application submitted by the Subrecipient, and summarized as follows:

Thomas Township, Saginaw County. This project will relocate the utility connections (natural gas and electric) to newly constructed connections located on township-owned property that is located outside of the flood zone (43.437486, -84.063447). Either overhead or underground wiring will connect the two sites. The existing pumps and motors that are currently located below ground will be replaced with submersible rated pumps. A backup natural-gas powered emergency generator will be installed on the site where the controls are located to provide backup power to the pumps and motors in the event of a power failure.

This project has been determined to be categorically excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with CATEX N18 as implemented under FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01, Rev. 1. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.

**No changes to the approved scope of work (approved measures) can be implemented without prior FEMA approval. Failure to obtain FEMA approval prior to implementing a modified scope of work may result in cancellation of the grant and repayment of federal funds.** Requests for changes to the scope of work must be made to FEMA through the Recipient and be supported by adequate justification to be processed. All expenses, including local match, must be reasonable and appropriately documented to be eligible for reimbursement. Expenses that are not related to the approved scope of work and budget are not eligible for reimbursement under the provisions of this grant agreement.

**III. Statutory Authority**

This grant agreement is made pursuant to the HMGP, Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5170c.

The Subrecipient agrees to comply with all HMGP Grant Program requirements in accordance with the Hazard Mitigation Assistance (HMA) FY 2015 Unified Guidance, located at: <http://www.fema.gov>. The Subrecipient also agrees to comply with regulations, including but not limited to the following, as applicable:

A. Administrative Requirements

1. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* located at <http://www.ecfr.gov>
2. 44 CFR, Part 10, *Environmental Considerations*
3. Title 2 CFR Part 170, Reporting Subaward and Executive Compensation – Appendix A to Part 170

[The above referenced Code of Federal Regulations (CFR) documents are online at <http://www.ecfr.gov>]

B. Audit Requirements and Other Assessments

1. Public Law 112-248, Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012.

**IV. Hazard Mitigation Grant Program Award Amount and Restrictions**

FEMA has approved an obligated amount for this project in the amount of: \$ 379,476.80

Total Non-Federal Share Amount: \$ 118,586.50

Total 4547 HMGP Federal Share Amount: \$ 355,759.50

Total Approved Project Amount: \$ 474,346.00

Total Subrecipient Management Cost: \$ 23,717.30

The Subrecipient shall provide at least 25% matching funds from non-federal sources. Approval of in-kind match is at the sole discretion of the Recipient; the Recipient reserves the right to deny or adjust in-kind match, if necessary.

Federal assistance is made available within the limits of funds available from Congressional appropriations for such purposes in accordance with the Stafford Act, Executive Orders 12148 and 12873, appropriate regulations found in Title 44 of the Code of Federal Regulations (CFR), as amended and currently applicable FEMA grant guidance. Federal funds provided under the Stafford Act for the Hazard Mitigation Grant Program are limited to a maximum of 75% of the total eligible costs. If there is a cost under-run for the project, final reimbursement for the federal share of the project costs will be adjusted based on actual costs of the project. **Subrecipient shall provide the required non-federal matching funds.**

In accordance with the Hazard Mitigation Assistance (HMA) FY 2015 Unified Guidance, the following types of post-award changes to approved budget (from the formal application submitted by the Subrecipient) will require the prior written approval of FEMA:

Non-construction projects

- Adjustments of more than 10% in any direct cost categories for grants with a federal share that exceeds \$100,000.
- Any change that would result in the need for additional federal funding.

Construction projects

- Any changes to access contingency funds and rebudget to another direct cost category.
- Any change that would result in the need for additional federal funding.

Requests for a budget revision must be made to FEMA through the Recipient and supported by adequate justification in order to be processed. The federal share will not be increased.

**V. Responsibilities of the Subrecipient**

**HMGP funds must supplement, not supplant, state or local funds.** Federal funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in the application review, in subsequent monitoring, and in the audit. The Subrecipient may be required to supply documentation certifying that it did not reduce non-federal funds because of receiving federal funds. Federal funds cannot be used to replace a reduction in non-federal funds or solve budget shortfalls in general fund programs.

The Subrecipient agrees to comply with all applicable federal and state regulations including, but not limited to, the following:

- A. In addition to this grant agreement, the Subrecipients shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
  1. Standard Assurances
  2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement
  3. State of Michigan Audit Certification (EMHSD-053)
  4. Request for Taxpayer Identification Number and Certification (W-9)
  5. Subrecipient Risk Assessment Certification (EMHSD-RA)
- B. The HMGP Grant covers eligible costs incurred only during the period of performance (see section XII). Allowable costs are only those specifically detailed in the attached HMGP formal application submitted by the Subrecipient. For costs incurred during the pre-award period, only those that are specifically identified in the grant application as “pre-award” costs are eligible for reimbursement.
- C. Make all purchases and/or procure services in accordance with 2 CFR, Part 200 of the Code of Federal Regulations (CFR), grant guidance and local purchasing/procurement policies
- D. The Subrecipient shall comply with all applicable codes, standards, and permitting requirements that pertain to this project and shall provide maintenance, as appropriate and required, for the life of the Project.
- E. The Subrecipient agrees to prepare the Request for Reimbursement of Mitigation Project Expenses form, and all required attached documentation, including all required authorized signatures, and submit these to the Recipient.
- F. Submit quarterly progress reports to the Recipient on the status of all approved projects. The due dates for quarterly progress reports are detailed in Section VII of this agreement.
- G. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200 of the Code of Federal Regulations (CFR), Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards located at <http://www.ecfr.gov>.
- H. Environmental and Historic Preservation Program (EHP): The federal government is required to consider the potential impacts to the human and natural environment of projects proposed for federal funding. The EHP engages in a review process to ensure that federally funded activities comply with various federal laws. The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for federal funding, and the entire grant amount may be forfeited. All necessary permits must be obtained for the project and are the responsibility of the Subrecipient. The project must be implemented in conformance with 44 CFR, Part 9, *Floodplain Management and Protection of Wetlands*, and the environmental conditions that have been identified through the *National Environmental Policy Act* review. These conditions can be found in one or more of the following FEMA documents:

- Record of Environmental Consideration (REC)
- Categorical Exclusion ("CATEX") Letter/Memo
- Environmental Assessment
- Finding of No Significant Impact

- I. The Subrecipient shall comply with all applicable codes, standards, and permitting requirements that pertain to this project and shall provide maintenance as appropriate and required for the life of the Project.

## VI. Responsibilities of Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer HMGP in accordance with all applicable federal and state regulations and guidelines and provide quarterly reports to FEMA documenting this administration.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for operation of the program.
- D. Reimburse the Subrecipient, within the limits of funds available from Congressional appropriations for such purposes and in accordance with this grant agreement and **subject to legislative authorization**, for the federal share of allowable project expenses based upon the Project Application approved by FEMA and appropriate documentation submitted by the subrecipient.
- E. At its discretion, independently or in conjunction with FEMA, may conduct random on-site reviews with Subrecipient(s).

## VII. Reporting Procedures

Submit quarterly progress reports to the Recipient on the status of all funding using the Hazard Mitigation Grant Program Quarterly Progress Report form (EMHSD-16). Quarterly progress reports are required whether or not expenditures are incurred.

Failure by the Subrecipient to fulfill quarterly reporting requirements as required by the grant may result in the suspension of grant activities until reports are received.

Reporting periods and due dates for each year are as follows:

1st Quarter:	October 1st through December 31st	Due January 15th
2nd Quarter:	January 1st through March 31st	Due April 15th
3rd Quarter:	April 1st through June 30th	Due July 15th
4th Quarter:	July 1st through September 30th	Due October 15 <sup>th</sup>

Quarterly progress reports are to be submitted by the 15th of the month following the end of each quarter. Quarterly progress reports should be submitted via email (to: MSP-EMHSD-Hazard-Mitigation Grants@Michigan.gov) unless the Subrecipient is otherwise notified by the Recipient. Reimbursement requests are not required to be submitted with quarterly progress reports. At the end of each fiscal year, the subrecipient will be required to report an estimate of grant expenses incurred in the ending fiscal year that will be reimbursed in the up-coming fiscal year.

## VIII. Payment Procedures

The Subrecipient agrees to prepare the *Request for Reimbursement of Mitigation Project Expenses* form and all required attached documentation, including all required authorized signatures, and submit these to the Recipient. Completed reimbursement requests should be scanned and submitted via email (to: MSP-EMHSD-Hazard-Mitigation-Grants@Michigan.gov).

**The Recipient's timely receipt and verification of all required documentation is a condition of payment. The Recipient may pursue all available remedies for the recoupment of any advance payments that have been inadequately documented or determined by the Recipient to have been improperly made or expended for any reason.**

Subject to the exercise of Recipient's sole discretion, three types of payments may be made to the Subrecipient for this Project:

- A. If the Subrecipient provides the Recipient with a letter indicating the amount of reimbursement requested along with completed reimbursement request forms, as well as supporting documentation demonstrating the total expenditures to date for eligible Project activities, the Subrecipient may, at the Recipient's sole discretion, receive reimbursement of eligible expenditures of up to 90% of the federal share of the grant. The Recipient will review the expenditures and make payment of no more than 90% of total eligible expenditures to date. **Prior to Project completion, the Recipient will pay to the Subrecipient no more than a total (including all advance and reimbursement payments) of 90% of the federal share of the grant.**
- B. Upon the Subrecipient's completion of the Project, the Recipient will inspect the Project and review all expenditures for eligibility prior to making final payment to the Subrecipient. To receive final payment, the Subrecipient shall provide the Recipient with a letter indicating the project is complete. Along with the letter, the Subrecipient must provide completed reimbursement request forms that include the total expenditures for the project and separate documentation supporting each expenditure category.
- C. In rare circumstances only, if the Subrecipient provides the Recipient with a letter outlining the immediate need for an advance payment and the amount of the requested advance, the Subrecipient may (at the Recipient's sole discretion) receive an initial advance payment of up to 50% of the Subrecipient's federal share of the grant. Pursuant to federal regulations, the Subrecipient shall minimize the time between the receipt of advance funds and disbursement of those funds for eligible expenditures. Any interest earned over \$500 must promptly, but at least quarterly, be remitted to:

Michigan State Police,  
Emergency Management and Homeland Security Division  
Grants and Financial Management Section  
P.O. Box 30634  
Lansing, Michigan 48909

The Subrecipient may keep interest amounts up to \$500 per year for administrative expenses.

- D. **No payment will be made unless all quarterly reports have been submitted and are up to date.**

## **IX. Employment Matters**

Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the Age Discrimination Act of 1975; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws, and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://sam.gov>.

## **X. Limitation of Liability**

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

## **XI. Third Parties**

This grant agreement is not intended to make any person or entity not a party to this grant agreement a third-party beneficiary hereof, or to confer on a third party any rights or obligations enforceable in their favor.

## **XII. Grant Agreement Period**

This grant agreement is in full force and effect from August 2, 2018 (date of application period opening) to January 29, 2023. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except for those costs specifically identified in the grant application as eligible "pre-award" costs. This grant agreement consists of two identical sets, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

### **Effective Dates:**

- Period of Performance: August 2, 2018 to January 29, 2023.
- Eligibility period for pre-award costs: Not applicable
- Eligibility period for regular grant costs: January 19, 2022 to January 29, 2023.
- End of Period of Performance: January 29, 2023

## **XIII. Entire Grant Agreement**

This grant agreement is governed by the laws of the state of Michigan and supersedes all prior agreements, documents, and representations between Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the termination date set forth in Section XII above. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate subrecipient funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failure to comply with the requirements or statutory objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failure to follow grant agreement requirements or special conditions.
- Proposal or implementation by the Subrecipient of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
- Failure to submit required reports.
- Filing of a false certification by the Subrecipient in the application or other report or document.
- Failure to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

#### **XIV. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for state of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

#### **XV. Freedom of Information Act (FOIA)**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR Part 29) and Sensitive Security Information (49 CFR Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

**XVI. Official Certification**

**For the Subrecipient**

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

**Township of Thomas**

\_\_\_\_\_  
Name of Subrecipient

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For the Recipient**

**Michigan State Police, Emergency Management and Homeland Security Division**

**Capt. Kevin Sweeney**  
\_\_\_\_\_  
Printed Name

**Commander, Emergency  
Management and Homeland Security Division**  
\_\_\_\_\_  
Title



2/18/2022

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To approve the engineering proposal from Spicer Group for the design, permitting and construction administration of the Pump Station #6 project.
- **EXPLANATION OF TOPIC:** Under the Hazard Mitigation Assistance (HMA) grant just approved with FEMA and the State of Michigan, we are authorized to purchase supplies, materials and labor to complete the floodproofing of the sewage pumping station #6, located at River and State Roads. This area routinely floods during wet-weather events making access to the station unsafe to operate and maintain during flooding. Under the grant scope of work, we are authorized to floodproof this station to mitigate flood hazards. This request seeks the pre-authorization approval of the engineering design, permitting from Spicer Group and for them to also manage the construction administration duties of the project. Spicer quoted is \$ 73,000.00. The engineering design and permitting fees will be a 75% federal reimbursable amount under the HMA grant.

We are currently reviewing the reams of documents regarding labor procurement, such as this, under FEMA's unique standards. Because the Township contracts with Spicer Group as its Township Engineer, there is a likelihood that FEMA will reimburse their services as "in-house services" at 75% if accepted. Therefore, this request is to seek your pre-authorization to have Spicer Group perform these services once we have the final clarification through FEMA's procurement process.

My hope is that your pre-authorization will expedite this project so we don't lose current pricing as well as time.

This cost will be paid for through the 2022/2023 FY Capital Improvement budget line item. Though we are not currently in the 22/23 fiscal year, the engineering will be paid and reimbursed 75% under the HMA grant.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**

Spicer Group proposal for the engineering design, permitting and construction administration for the Pump Station #6 (River and State Rd) floodproofing project.

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the engineering proposal from Spicer Group for the design, permitting and grant administration of the Pump Station #6 project in the amount of \$ 73,000.00 contingent upon obtaining clarification from FEMA on the award of engineering services as 'in-house" services.
- **ROLL CALL VOTE REQUIRED?** No.



March 1, 2022

Rick Hopper  
Thomas Township  
249 North Miller Road  
Saginaw, MI 48609

RE: Pump Station No. 6 Floodproofing  
Thomas Township

Rick,

In response to your request, this document contains Spicer Group's proposal to you for the Final Design, Bidding Assistance, and Construction Administration for the Pump Station No. 6 Floodproofing project.

### **Project Background**

Pumping Station No. 6 (PS#6), built in 1971, is located along N. River Road, south of State Road. The existing station is a Davco dry pit, steel can-style pumping station with a capacity of 175 gpm (0.25 mgd). This station is located within the 100-year floodplain of the Tittabawassee River and is prone to flooding events. The Township has submitted a grant application to FEMA to help fund the floodproofing of the station.

The Township has purchased property along the north side of State Road, west of N. River Road outside of the floodplain, originally slated as a location for a relocation of the station. The Township would now like to floodproof the existing pump station and install the electrical and controls at the newly acquired property with the can station receiving upgraded dry pit submersible pumps capable of operation in the event of submergence. This project includes the following:

1. Remove the existing pumps, controls and utility connections from the current drywell.
2. Replace the pumps with dry-pit submersible rated, Concenter pumps. Replace the check valves and the discharge valves. Reconfigure the piping in the drywell to accommodate the new pumps.
3. Disconnect the existing utility connections to the current site.
4. Install gas and electric to the State Street site, (new site).
5. Install an emergency generator, switchgear, and ATS at the new site.
6. Install new controls and panel at the new site.
7. Run electrical conduit and wiring to the drywell site.
8. Connect the two sites together, with regard to electrical & controls.
9. Keep the existing station online (with a reasonable shutdown that doesn't last more than 1 day) while installing pumps, valves and completing the piping adaptations.
10. New site grading, pad installations and paving. No landscaping allowance.

### **Scope of Professional Services**

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

1. During the Final Design phase, we will:

- Evaluate the current and future capacity needs of the station and make a recommendation to you on the pump duty point to meet those needs.
- Perform a topographic survey of the area to gather the information necessary to design the project.
- Design the pumping station in accordance with the Township, local, and state requirements.
- Prepare the site plan including the access drive, site grading, and equipment pads.
- Coordinate with Consumers Energy for installation of the new electrical service and gas service to the State Road site, and abandonment of the electric service to the existing station site.
- Design the electrical conduit plan view for use in supplying power and communication wires to the existing can station.
- Coordinate with Kennedy Industries to review and provide comments on proposed electrical and control work.
- Prepare technical specifications for use in obtaining the Part 41 permit.
- Submit plans and specifications for your review and comment.
- Submit plans for review and approval by the Saginaw County Road Commission.
- Prepare the permit and submit with plans to the Michigan Department of Environment, Great Lakes, & Energy (EGLE) for review and issuance of the construction permit.
- Submit plans to the local utility companies for review and coordination of future utilities.

2. During the Bidding Assistance phase, we will:

- Prepare the construction bid advertisement for placement in the local newspaper and/or [www.spicergroup.com](http://www.spicergroup.com).
- Make plans and specifications available to the interested Contractors on [www.spicergroup.com](http://www.spicergroup.com).
- Answer questions to the Contractors preparing their bids.
- Prepare any necessary Addenda.
- Open bids with you.

3. During the Construction Administration phase we will:

- Research the qualifications and background of the low bidder if the Township or we are not familiar with them.
- Prepare the tabulation of bids and prepare a letter of recommendation of award of the construction contract to you.
- Prepare the Contract Documents and distribute them to the Contractor.
- Review the completed Contract Documents, the insurance certificates, and bonds.
- Provide construction staking necessary to construct the project.
- Provide general oversight of the project, monitoring progress and quality, reviewing any necessary shop drawings, preparing progress payments for your approval and representing the Township on the site.
- Schedule and host the preconstruction meeting.
- Provide part-time onsite inspection to oversee the work, when necessary, to verify the work is completed in conformance with the plans and specifications. We have included five (5) inspection days in this proposal.
- Attend the start-up of the station with equipment suppliers and representatives.
- Prepare any necessary Change Orders and Progress Payments.
- Prepare the punch list.
- Revise the plans to reflect the revisions made during the construction and furnish a set to the Township.
- Close out the project.

**Services Not Included**

Preparation of Easements – We do not anticipate easements being necessary for this project. We would be happy to prepare any easements for the project should they become necessary. We will perform this service for the project as an additional service at our standard hourly rates and we will obtain approval from you prior to performing any work related to the preparation of easements.

Grant Administration – It is our understanding that the Township will be providing all grant administration services throughout this project.

**Additional Services**

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

**Fee Schedule**

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

1. Final Design Phase:
  - A lump sum in the amount of \$32,000.00.
2. Bidding Assistance Phase:
  - Standard hourly rates with the total amount estimated to be about \$5,000.00.
3. Construction Administration Phase:
  - Standard hourly rates with the total amount estimated to be about \$36,000.00.

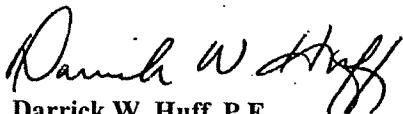
We have calculated these fees based on our understanding of what you want us to do and what you have told us.

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

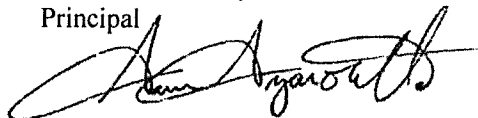
If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us.

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

Sincerely,



**Darrick W. Huff, P.E.**  
Principal



**Samuel J. Szaroletta, P.E.**  
Project Manager

**SPICER GROUP, INC**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (402) 332-7754  
mailto: sams@spicergroup.com

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

**THOMAS TOWNSHIP**

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

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

cc: SGI File 131993PR2022  
KAJ/ACCTG

## GENERAL CONDITIONS ATTACHED TO LETTER AGREEMENT

### SECTION 1

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

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

**1.2 Ownership of Instruments of Service.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the PROFESSIONAL as instruments of service shall remain the property of the PROFESSIONAL. The PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyright thereto.

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

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

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

**1.6 Reimbursable Expenses** mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the Project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by OWNER, overtime work requiring higher than regular rates.

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

**1.8 Limitation of Liability.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the PROFESSIONAL and the PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the OWNER and anyone claiming by or through the OWNER, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the PROFESSIONAL under this Agreement, or the total amount of \$100,000.00, whichever is greater. It is intended that this limitation apply to any and all liability or caused of action however alleged or arising, unless otherwise prohibited by law.

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

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

Neither the OWNER nor the PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

**1.10 Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

**1.11 Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.12 **Betterment.** If, due to the PROFESSIONAL's negligence, a required item or component of the Project is omitted from the PROFESSIONAL's construction documents, the PROFESSIONAL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

1.13 **Mediation.** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the OWNER and the PROFESSIONAL agree that all disputes between them arising out of or relating to the Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The OWNER and the PROFESSIONAL further agree to include a similar mediation provision in all agreements with independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

1.14 **Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the PROFESSIONAL may call for renegotiation of appropriate portions of this Agreement. The PROFESSIONAL shall notify the OWNER of the changed conditions necessitating renegotiation, and the PROFESSIONAL and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions.

1.15 **Hazardous Materials.** Both parties acknowledge that the PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the PROFESSIONAL or any other party encounters any hazardous or toxic materials, or should it become known to the PROFESSIONAL that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the PROFESSIONAL's services, the PROFESSIONAL may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate PROFESSIONAL's or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.

## SECTION 2

2.1 **Assignment.** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

2.2 **Governing Law & Jurisdiction.** The OWNER and the PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

2.3 **Billing and Payment Terms.** *Payment Due:* invoices shall be submitted by the PROFESSIONAL (monthly) are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by the PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

2.4 **Suspension of Services.** If the OWNER fails to make payments when due or otherwise is in breach of this Agreement, the PROFESSIONAL may suspend performance of service upon ten (10) calendar days' notice to the OWNER. The PROFESSIONAL shall have no liability whatsoever to the OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by the OWNER. Upon payment in full by the OWNER the PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for the PROFESSIONAL to resume performance. *Termination of Services:* If the OWNER fails to make payment to the PROFESSIONAL in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the PROFESSIONAL. *Set-off, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-off's by the OWNER unless agreed to in writing by the PROFESSIONAL. Payment to the PROFESSIONAL for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

2.5 **Collection of Costs.** In the event legal actions necessary to enforce the payment terms of this Agreement, the PROFESSIONAL shall be entitled to collect from the OWNER any judgement or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by the PROFESSIONAL in connection therewith and, in addition, the reasonable value of the PROFESSIONAL's time and expenses spent in connection with such collection action, computed according to the PROFESSIONAL's prevailing fee schedule and expense policies.

2.6 **Delays.** The OWNER agrees that the PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond the PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

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



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

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

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

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

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

In addition, the OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the PROFESSIONAL or from any reuse of the electronic files without the prior written consent of the PROFESSIONAL.

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

**2.8 Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, the OWNER understands that the PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the PROFESSIONAL's opinions of probable construction costs are

made on the basis of the PROFESSIONAL's judgement and experience. The PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the PROFESSIONAL's opinion of probable construction costs.

### SECTION 3

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

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

**3.3 Contingency Fund.** The OWNER and the PROFESSIONAL agree that certain increased cost and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the PROFESSIONAL and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The OWNER agrees to set aside a minimum reserve in the amount of not less than 10 percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The OWNER further agrees to make no claim by way of direct or third-party action against the PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

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

**3.5 Jobsite Safety.** Neither the professional activities of the PROFESSIONAL, nor the presence of the PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The PROFESSIONAL and its personnel have no authority to exercise

any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the PROFESSIONAL, and the PROFESSIONAL's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

**3.6 Construction Observation.** The PROFESSIONAL shall visit the site, if authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the OWNER and the PROFESSIONAL, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work, but rather are to allow the PROFESSIONAL, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the PROFESSIONAL shall keep the OWNER informed about the progress of the Work and shall endeavor to guard the OWNER against deficiencies in the work.

If the OWNER desires more extensive project observation or full-time project representation, the OWNER shall request that such services be provided by the PROFESSIONAL as Services in accordance with the terms of this Agreement.

The PROFESSIONAL shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the contractor in accordance with the Contract Documents.

The PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The PROFESSIONAL does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

These General Conditions shall be attached to and made part of the Agreement between Spicer Group, Inc. (PROFESSIONAL) and the Owner.

**3.8 Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of the existing structures requires that certain assumptions be made by the PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without the OWNER's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the OWNER agrees to bear all costs, losses and expenses, including the cost of the PROFESSIONAL's Additional Services, arising from the discovery of concealed or unknown conditions in the existing structure.

**3.9 Construction Layout.** If requested by the Owner, as detailed in the scope of services or as an Additional Service to this Agreement, the PROFESSIONAL shall provide construction layout stakes sufficient for construction purposes. The stakes will reflect pertinent information from the construction bidding and contract documents. The stakes shall be set in place one time by the PROFESSIONAL, staged and scheduled as requested by the Contractor. After the stakes are set, it shall be the Contractor's exclusive responsibility to protect the stakes from damage or removal. Once the stake is set, if the stake becomes unusable due to the Contractor's negligence it shall be reset by the PROFESSIONAL. The cost for resetting the stakes be paid by the Owner or authorized representative of this Agreement to the PROFESSIONAL if Owner elects to do so, the Owner may look to the Contractor to pay the additional expense for restaking.

**3.10 Right of Entry.** OWNER shall provide for PROFESSIONAL's right to enter from time to time property owned by OWNER and/or other(s) in order for PROFESSIONAL to fulfill the scope of services indicated hereunder. OWNER understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this AGREEMENT.

**3.11 Buried Utilities.** OWNER will furnish to PROFESSIONAL information identifying the type and location of utility lines and other man-made objects beneath the site's surface. PROFESSIONAL will take reasonable precautions to avoid damaging these man-made objects and will, prior to penetrating the site's surface furnish to OWNER a plan indicating the locations intended for these penetrations with respect to what PROFESSIONAL has been told are the locations of utilities and other man-made objects beneath the site's surface. OWNER will approve the location of these penetrations prior to their being made and OWNER will authorize PROFESSIONAL to proceed.



**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To pre-authorize the purchase of submersible pumps, controls, valves and panels from Kennedy Industries in the amount of \$67,920.00 for the Pump Station #6 (River and State) floodproofing project.
- **EXPLANATION OF TOPIC:** Under the Hazard Mitigation Assistance (HMA) grant just approved with FEMA and the State of Michigan, we are authorized to purchase supplies, materials and labor to complete the floodproofing of the sewage pumping station #6, located at River and State Roads. This area routinely floods during wet-weather events making access to the station unsafe to operate and maintain during flooding. Under the grant scope of work, we are authorized to floodproof this station to mitigate flood hazards. This request seeks your pre-authorization to purchase the pumps, control system, valves, pump mounting stands and the equipment panels necessary to complete this project.

The overall project will have us remove the existing underground equipment that is located at the current station. This equipment is not flood-proof and stands a chance of being damaged or destroyed anytime the area floods. The new pumps, motors, and valves would be water-proof and will be reinstalled underground in place of the original equipment. The new control panels, controls, utility connections and emergency generator would be constructed at the new site located on State Street and outside of the floodplain. The two areas would be wired together via underground conduit between the system control and pumping sites.

Sewage pumping equipment is highly specialized with the equipment vendors typically sole sourced and regionalized. Therefore, there is only one vendor available to purchase this equipment from in the State. Kennedy Industries represents the specific pump manufacturer that is consistent with the pumps used throughout our sewer system and that pump manufacturer also uses proprietary controls to operate their pumps. We are currently reviewing the reams of documents regarding equipment procurement of specialized equipment, such as this, under FEMA's standards.

Because the equipment the Township uses is standardized throughout our sewer system, logically we would like to keep the pumps and controls standard with this project as well. Therefore, this request is to seek your pre-authorization to purchase these items once we have the final clarification through FEMA's procurement process. My hope is that your pre-authorization will expedite this project so we don't lose current pricing as well as time.

This equipment purchase request covers the controls, pumps, pump stands, electrical control panels and valves that makes up the bulk of the specialized equipment that is needed to complete this flood-proofing project. They are also long lead-time equipment and may take up to 30-40 weeks for delivery. So, in order to meet the grant timeline, I need to order these materials as soon as possible.

The total cost for this equipment is \$67,920.00 of which 75% of the cost is eligible for federal reimbursement under the HMA grant, should we be allowed to sole-source. Therefore, our local share of this cost would be \$16,980. Should we be forced by FEMA's procurement system to competitively bid out this equipment, this pre-authorization would no longer be valid and I will have to present another equipment purchase, that is likely to cost more, to you to approve at a later time.

This will be the first of at least 4 approval requests I will be presenting to you in the near future that are needed to complete this project. The local funds will be paid for from the 2022/2023 FY Capital Improvement budget line item. Though we are not currently in the 22/23 fiscal year, the equipment will be paid upon delivery, not when we order it.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**

Kennedy Industries Quote # 0037440 in the amount of \$ 67,920.00.  
Map outlining the flood-proofing project.

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the purchase of submersible pumps, controls, valves and panels from Kennedy Industries in the amount of \$67,920.00 for the Pump Station #6 (River and State) floodproofing project, contingent upon clarification from FEMA on procurement of sole-sourced equipment.
- **ROLL CALL VOTE REQUIRED?** No.



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

QUOTATION		
DATE	NUMBER	PAGE
2/1/2022	0037440	1 of 1

B THO200  
I THOMAS TOWNSHIP  
L 249 N. MILLER ROAD  
T SAGINAW, MI 48609  
O

Accepted By: \_\_\_\_\_

Company: \_\_\_\_\_

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

PO #: \_\_\_\_\_

ATTENTION:

RICK HOPPER

989-529-6337

dpwdirector@thomastwp.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	PUMP STATION 6, FLYGT CONCERTOR XPC, WATER	JSB/TJK	FREIGHT ALLOWED
QTY	DESCRIPTION		

(2) FLYGT EXPLOSION PROOF, DRYPIT SEWAGE PUMP WITH CONCERTOR TECHNOLOGY, MODEL NT6020.091 WITH HIGH CHROME IMPELLER AND INSERT RINGS. RATED FOR 7.5 HP, 3 PHASE, 460 VOLT WITH 4" DISCHARGE AND 50 FT. MOTOR AND SENSOR CABLES. PUMPS EQUIPPED WITH SEAL FAIL/HIGH TEMP CABLES.

(2) FLYGT T-STAND KITS WITH INLET ELBOW AND 360 DEGREE ROTATION ADAPTER.

(4) 4" DEZURIK PLUG VALVES WITH 2" SQUARE NUT.

(2) 4" APCO CHECK VALVES WITH LEVER AND WEIGHT.

(1) INTRINSICALLY SAFE DUPLEX CONTROL PANEL IN NEMA 4X STAINLESS STEEL ENCLOSURE WITH ALUMINUM INNER DOOR, CIRCUIT BREAKERS, ALTERNATOR, TRANSFORMER, H-O-A SWITCHES, ELAPSED TIME METERS, PHASE MONITOR, SURGE ARRESTOR, RUN LIGHTS, PANEL HEATER AND ALARM LIGHT WITH HORN.

(1) FLYGT, XPC GATEWAY APP411

(1) DP GATEWAY FPG414 AND POWER SUPPLY

(1) HMI TOUCH SCREEN FOP402

(1) SURGE PROTECTOR

(1) FLYGT MULTITRODE PROBE

(2) NORMALLY OPEN 30' FLOAT SWITCHES

(1) START-UP ASSISTANCE

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$ 67,920.00 TOTAL FOR EQUIPMENT

\*\*\*\*\*

WE DO NOT INCLUDE:

INSTALLATION, SITE WORK, CONCRETE, ANCHOR BOLTS, PIPING, COVER, CONDUIT, WIRING, JUNCTION BOXES, PADLOCKS, KEYS OR START-UP UNLESS LISTED ABOVE.

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

TOM KILGORE

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30**

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

**[www.Kennedyind.com](http://www.Kennedyind.com)**







**TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 7, 2022
- **SUBMITTED BY:** Rick Hopper, Director of Public Works
- **AGENDA TOPIC:** To award the bid to sell part of parcel 28-12-3-10-1009-000 to Leasa and David Androl for \$ 15,000 and all related closing costs.
- **EXPLANATION OF TOPIC** As you know, the Township purchased the parcel at the corner of Dice and North River Roads in 2017 where the former party store was located. Thereafter, the store and garage were demolished. In that process, three underground fuel tanks were discovered, along with some contaminated soils. We have had the tanks removed in accordance with State regulations and under the guidance of Peerless Environmental. The soils were left in place.

Adjacent to this parcel, is the business, Spectrum Autism, owned by Leasa Androl. There have been a number of businesses in this location that have had moderate success prior to Spectrum. Spectrum Autism has really been successful and is in the fortunate position of having to deal with an insufficient parking lot. We have been working with Ms. Androl to allow her employees to park on the grass for now as we worked out the details of her purchasing a portion of the Township parcel for the purpose of converting it into a parking lot. She is in need of about twenty (20) parking spaces which the proposed sixty (60') foot wide parcel will likely provide. I am attaching a drawing from Dan Sika showing the probable parking lot layout.

We did advertise and publish the proposed sale of this lot with three contingencies in 2017 to meet the Township's established requirements for land sales: 1) It has to be attached to an adjoining parcel so that it is not an illegal parcel, 2) The buyer pays for all closing related costs, and 3) a minimum bid of \$12,000 was necessary. The Androl's original bid satisfied all three prerequisites and at the time they had agreed to pay \$12,000 for the parcel. This sale ultimately was not closed in 2017 or 2018 because of a number of interfering factors and because five years has elapsed since this sales price agreement, I thought that the property was worth more now than then. After meeting with the Androls, we collectively agreed to increase the sales cost to be more in line of today's values. The new, agreed upon sales price is \$15,000. The Township originally purchased the parcel in 2017 for \$16,000. This equates to \$0.70 per square foot. Based on Mr. and Ms. Androl's offer, they will be purchasing a 60-foot portion of this parcel for \$ 1.86 per square foot.

March 7, 2022

Township Board Agenda

Award the bid to sell part of parcel 28-12-3-10-1009-000 to Leasa and David Androl

Page 2 of 11

We have also added a couple of conditions to the sale to ensure that the land is turned into a properly paved parking lot. One, the parcel is converted to a parking lot in accordance with all Township requirements. This will include a gravel base of 9 inches being installed prior to May 31, 2022 and a minimum of three (3") of asphalt over the gravel with painted parking space markings completed by December 31, 2022. Additionally, either a curb, parking curb or a split rail fence must be installed to discourage parking on the adjoining Township-owned land to the north. Noted in the public offer to sell, she is not to disturb the soil below one (1') foot and acknowledges that there is likely to be some contamination under the ground from the tanks that were removed. Lastly, the Township retains an easement over the entire parcel for any public utility to be installed underground and to address any contamination cleanup work that may become necessary in the future provided the property improvements, i.e., parking lot are restored to an equal or better condition.

Once this sixty (60') foot parcel is sold, the remaining Township-owned parcel will still meet Township requirements as a buildable lot for utility use and is adequate for the eventual relocation of the sanitary sewer lift station that is currently on the other side of River Road. As noted previously, the Township will retain underground rights to install any piping connected to the station that may need to run through the parcel purchased by Ms. Androl.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**

Parking Lot Drawing

Invitation to Bid

Purchase Agreement with Leasa and David Androl

- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.

- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to award the bid to sell part of parcel 28-12-3-10-1009-000 to Leasa and David Androl for \$ 15,000 and all related closing costs.

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





### INVITATION TO BID

Pursuant to Section 1-4-1 of the Thomas Township General Code, the Township is offering for sale a parcel of land, near the SW corner of Dice Road and River Road in Thomas Township, known as the south 60 feet of parcel 28-12-3-10-1009-000 to be divided and combined at the time of sale. This proposed parcel must be combined with a parcel that is contiguous to it. It will not be allowed to stand as its own parcel, as it will be non-conforming by itself.

Pursuant to Section 1-4-3, the Township must place this notice to sell real property in a newspaper with local circulation at least twice with one notice being placed at least 15 days prior to the Board Meeting at which any offer of purchase may be considered.

To bid on this parcel of land, please submit an offer to purchase, along with a signed Bid Packet to the Township Manager, Russ Taylor, 249 North Miller Road, no later than Thursday, October 31, 2017 at 9:00 a.m., which clearly states the terms of your offer to purchase. The minimum bid for this property is \$12,000, plus related closing costs.

Bid packets containing information about environmental issues affecting the property and other material information can be obtained by contacting the Township clerk at 249 North Miller Road or 989-781-0150.

**The Township reserves the right to accept or reject any bid.**

### ACKNOWLEDGEMENT OF ENVIRONMENTAL CONDITIONS;

This parcel of land may have environmental issues and further information regarding the environmental condition of the land can be obtained by contacting Mr. Russ Taylor, Township Manager, at the above address. Any sale of this parcel would be subject to the Township retaining an easement for public utilities on, over, and under said parcel.

Future use of the property is restricted to only parking purposes with no disturbance of soils below 12" when making parking lot improvements and 24" when planting trees/shrubs.

Bidder/Purchaser shall hold harmless and indemnify Thomas Township, its officers, employees, agents, and contractors from any and all liability whatsoever resulting directly or indirectly from Bidder/Purchaser's actions or inactions on the property.

Bid Price \$12,000 plus related closing costs

Name Leasa Androl

Address 3949 N. River Rd. Freeland, MD 21223

Contact Number 989 702 2082

Dated

10/11/17

Signed

[Signature]

## **PURCHASE AGREEMENT**

THIS AGREEMENT is entered into by the TOWNSHIP OF THOMAS, a Michigan municipal corporation with offices at 249 N. Miller Road Saginaw, Michigan 48609, hereinafter called "Seller" and DAVID R ANDROL and LEASA ANDROL, husband and wife of 2588 Lone Road Freeland, Michigan 48623 hereinafter called "Buyer".

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

1. The real estate is legally described as:

Thomas Township, Saginaw County, Michigan

The South sixty (60) feet of a parcel of land in Government Lot 1, Section 10, Township 12 North, Range 3 East, described as follows: Commencing on the North line of said Section 10, at a point 1,244.00 feet, North 90 degrees 00 minutes 00 seconds East from the North ¼ corner of Section 10; thence continuing North 90 degrees 00 minutes 00 seconds East on said North line, 121.54 feet; thence South 08 degrees 35 minutes 00 seconds East on the center line of River Road, 175 feet; thence North 89 minutes 27 minutes 59 seconds West 143.73 feet; thence North 01 degrees 18 minutes 00 seconds West on a line which is parallel with and 1,244.00 feet, measured parallel with said North Section line, East of the North and South ¼ line of said Section, 173.00 feet to the point of beginning.

2. The Seller agrees to sell and Buyer agrees to buy said real estate subject to the terms and conditions stated herein.
3. The price for said real estate is \$15,000 payable by cash or certified check at closing.
4. Seller shall retain an easement on, over, and under said real estate for public utility purposes and for any soil remediation work required by any state or federal authority; provided that the Seller shall restore said real estate to the same or better condition existing immediately prior to any such public utility or soil remediation work as determined by the Seller.
5. The Buyer shall pay all costs related to the closing including but not limited to Seller's attorney fees.
6. Immediately after closing, Buyers shall take any and all steps necessary to add the real estate to Buyer's adjacent real property with Property Identification No. 28-12-3-1009-001 in Thomas Township, Saginaw County, Michigan.
7. The Seller and Buyer shall agree to and sign Covenants Running With The Land to include but not be limited to the Buyer using said real estate solely for parking purposes and shall construct a parking lot thereon in accordance with all of the Seller's requirements in a manner comparable to the layout depicted on the drawing marked Exhibit A which is attached hereto and incorporated herein by reference; said parking

lot to include a gravel based installed before \_\_\_\_\_, 2022 and a minimum of three (3) inches of asphalt over said gravel base before \_\_\_\_\_, 2022 in accordance with all pertinent Township Regulations.

8. Buyer understands that a split-rail fence, curb or parking curbs shall be installed on the north side of the parking area after closing and within \_\_\_\_\_ days.
9. The Buyer understands that the Seller is taking the necessary steps to remediate the adverse soil environmental issues with said real estate. Upon completion of said soil remediation work, the Seller shall give the Buyer notice of same and this sale shall close within sixty (60) days of this agreement or by such other date agreed to by the Seller and Buyer in writing.
10. The Seller represents and warrants that no brokerage firm or real estate agent has been employed by the Seller.
11. 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.
12. The promises herein shall bind the parties hereto and their successors, personal representatives, heirs and assigns.
13. This is the entire agreement between the parties and 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**

**BUYERS**

THOMAS TOWNSHIP

BY: \_\_\_\_\_

ROBERT WEISE, SUPERVISOR

BY: \_\_\_\_\_

DAVID R. ANDROL

BY: \_\_\_\_\_

ED BROSOFSKI, CLERK

BY: \_\_\_\_\_

LEASA ANDROL

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

STATE OF MICHIGAN    ) ss.  
COUNTY OF SAGINAW    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, ROBERT WEISE and ED BROSOFSKI respectively the Supervisor and the Clerk of the Township of Thomas, Saginaw County, Michigan.

\_\_\_\_\_  
Notary Public  
Saginaw County, Michigan  
My commission expires: \_\_\_\_\_  
Acting in \_\_\_\_\_ County

STATE OF MICHIGAN    ) ss.  
COUNTY OF SAGINAW    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, DAVID R ANDROL and LEASA ANDROL, husband and wife.

\_\_\_\_\_  
Notary Public  
Saginaw County, Michigan  
My commission expires: \_\_\_\_\_  
Acting in \_\_\_\_\_ County

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

### **COVENANTS RUNNING WITH THE LAND**

KNOW ALL MEN BY THESE PRESENTS that the following Covenants Running With The Land are entered into by and between the Township of Thomas, a Michigan municipal corporation with offices at 249 N. Miller Road, Saginaw, Michigan 48609, hereinafter called Grantor and David R. Androl and Leasa Androl, husband and wife, whose address is 2588 Lone Road, Freeland, Michigan 48623, hereinafter called Grantee.

#### **WITNESSETH:**

**WHEREAS**, the Grantor is conveying a parcel of land described herein to the Grantee subject to the following Covenants Running With The Land; and

**WHEREAS**, the Grantee accepts the conveyance of the parcel of land from the Grantor subject to the following Covenants Running With The Land;

**NOW, THEREFORE**, in consideration of the mutual promises contained herein the parties agree as follows:

1. The Grantor shall convey to the Grantee the following described parcel of real property subject to the easement recited in said conveyance and further subject to the following Covenants Running With The Land.

The South sixty (60) feet of a parcel of land in Government Lot 1, Section 10, Township 12 North, Range 3 East, described as follows: Commencing on the North line of said Section 10, at a point 1,244.00 feet, North 90 degrees 00 minutes 00 seconds East from the North  $\frac{1}{4}$  corner of Section 10; thence continuing North 90 degrees 00 minutes 00 seconds East on said North line, 121.54 feet; thence South 08 degrees 35 minutes 00 seconds East on the center line of River Road, 175 feet; thence North 89 minutes 27 minutes 59 seconds West 143.73 feet; thence North 01 degrees 18 minutes 00 seconds West on a line which is parallel with and 1,244.00 feet, measured parallel with said North Section line, East of the North and South  $\frac{1}{4}$  line of said Section, 173.00 feet to the point of beginning.

2. The Grantee shall immediately take any and all steps necessary to add the above described parcel to Grantee's real property with Property Identification No. 28-12-3-10-1009-001, in Thomas Township, Saginaw County, Michigan.

3. The Grantee shall use the above described parcel solely for parking purposes and shall construct a parking lot thereon in accordance with all of Grantor's requirements in a manner comparable to the layout depicted on the drawing marked Exhibit A which is attached hereto and incorporated herein by reference; said parking lot shall include a gravel base installed before \_\_\_\_\_, 2022, and a minimum of three (3) inches of asphalt over said gravel base with painted space markings thereon by \_\_\_\_\_, 2022.
4. Buyer understands that a split-rail fence, curb or parking curbs shall be installed on the north side of the parking area after closing and within \_\_\_\_\_ days.
5. The Grantor and Grantee agree that the provisions recited herein shall be Covenants Running With The Land described in Paragraph 1 above and shall be binding on the parties hereto, their successors, assigns, heirs, and any other party who acquires or obtains any interest whatsoever in said parcel.

IN WITNESS WHEREOF, the Grantor and Grantee have executed this agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**GRANTOR THOMAS TOWNSHIP:**

**GRANTEE**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: ROBERT WEISE, Supervisor

BY: DAVID R. ANDROL

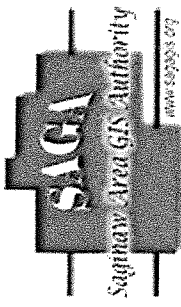
BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: ED BROSOFSKI, Clerk

BY: LEASA ANDROL





THOMAS  
TOWNSHIP

Sale of property to  
Spectrum Autism Center



Map Publication:  
02/04/2022 9:39 AM



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



