



345 N. Miller Road, Saginaw, Michigan 48609-4806  
989.781.0150 | FAX 989.781.0290  
[www.thomaswp.org](http://www.thomaswp.org)

THOMAS TOWNSHIP REGULAR BOARD MEETING  
8215 Shields Drive, Saginaw, MI 48609  
March 3, 2025 @ 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 3, 2025, Regular Board Minutes.
  - B. Approve the February 10, 2025, Special Board Minutes.
  - C. Approval of the Expenditures.
  - D. Approve amendments to Administrative Policy #900; Poverty Exemption.
  - E. Approve the wage increase for on-call firefighters.
  - F. Approve the promotion of Susan Prevost to full-time Parks Secretary.
  - G. Approve the hiring of Dylan Pattullo as Parks and Recreation Assistant.
  - H. Approve promotion of Tyler Branch to DPW Foreman effective April 1, 2025.
  - I. Approve wage increase for non-bargaining unit employees.
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 2025/2026 fiscal year budget.
  - B. Receive comments on the amendments to the Thomas Township Water & Sewer Schedule F and Water & Sewer Quarterly Ready to Serve Charges.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve Resolution 25-02, to adjust the water and sewer rates and quarterly ready to serve charges.
  - B. Approve Resolution 25-03, to implement 2025/2026 Fees Resolution.
  - C. Approve Resolution 25-04, the annual Appropriations Resolution for the 2025/2026 Fiscal Year.
  - D. Approve amended Appropriations Resolution to balance the 2024/2025 Fiscal Year Budget.
  - E. Approve Letter Agreement with Spicer Engineering to perform Design, Construction Administration, and Inspection for the Pump Station #1 Upgrades for \$52,500.
  - F. Approve Letter Agreement with Spicer Engineering to perform GIS improvements in fiscal year 2025-26.

- G. Approve text amendment to add Section 18.38, “Renewable Energy”, to the existing ordinance.
  - H. Approve the contract with Spicer Group in the amount of \$19,500.00 to complete the Thomas Township 5-Year Master Plan.
  - I. Approve the bid from Main Street Branded Merchandise (SKM) in the amount of \$14,949.95 to produce t-shirts for the Parks & Recreation programs, events and staffing for 2025-2027.
10. Reports
- |               |                          |                       |
|---------------|--------------------------|-----------------------|
| A. Supervisor | E. Community Development | I. Police Dept        |
| B. Clerk      | F. DPW                   | J. Parks & Recreation |
| C. Treasurer  | G. Finance               | K. Nature Center      |
| D. Manager    | H. Fire Dept.            | L. Board Members      |
11. Executive Session
- A. None
12. Adjournment





240 N. Millen Road, Saginaw, Michigan 48609-4806  
989.781.0150 | FAX 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

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 Sommers 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 3, 2025  
7:00 p.m.

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

2. PRESENT: Sommers, Thayer, DeLine, Witt, Monahan, McDonald, List  
ABSENT:

ALSO PRESENT: Township Manager, Deidre Frolo; Deputy Clerk/Administrative Assistant, Connie Watt; Financial Services Director, Aleigha Crowl; DPW Director, Trevor Schultz; Community Development Director, Dan Sika; Parks Director, John Corriveau; Nature Center Coordinator, Lynda Thayer; Fire Chief, Mike Cousins; Police Chief, Eric Cowles; and several interested parties.

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

THOMAS TOWNSHIP REGULAR BOARD MEETING  
8215 Shields Drive, Saginaw, MI 48609  
February 3, 2025 @ 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 January 6, 2025, Regular Board Minutes.
  - B. Approval of the Expenditures.
  - C. Accept the resignation of Tyler Sutherland from the Parks Department.
  - D. Accept the resignation of Steven Weal from the Fire Department.
6. Communications-Petitions-Citizen Comments

**It is requested that you state your name and address for the record.**
7. Public Hearing
  - A. None.
8. Unfinished Business
  - A. None.
9. New Business
  - A. Approve METRO Act application from Ripple Fiber.
  - B. Approve the use of \$12,500.00 of "Opioid Settlement" money to provide for an Inspirational Speaker (Drug Education) at Swan Valley Middle School and Swan Valley High School.
  - C. Authorize Spicer Engineering to begin Design, Permitting, and Bidding of Gravity Sewer Rehabilitation at 8969 Gratiot for \$30,000.

- D. Approve the bid in the amount of \$80,100.00 to Andrews, Hooper, & Pavlik, PLC to complete the annual audit with the option to extend contract for three more years.
  - E. Approve the repair Pump 2 at Pump Station 1 located at the corner of South River and Stroebel Roads for a cost of \$18,000.00-\$27,000.00.
  - F. Approve Letter of Intent to Purchase Fleet Trucks from McDonald Ford in FY 2025-26.
  - G. Approve the Six Year Road Improvement Plan.
  10. Reports
 

A. Supervisor	E. Community Development	I. Police Dept
B. Clerk	F. DPW	J. Parks & Recreation
C. Treasurer	G. Finance	K. Nature Center
D. Manager	H. Fire Dept.	L. Board Members
  11. Executive Session
    - A. None
  12. Adjournment
- 
5. Motion was made by DeLine, seconded by Monahan, to approve the Consent Agenda as presented. Motion carried unanimously.
    - A. Approval of the Board Minutes from the January 6, 2025 regular meeting.
    - B. Expenditures consisting of: \$7,788,064.57
 

Clearing Fund	\$3,249.58
General Fund	\$744,594.09
Public Safety-Fire Department	\$25,726.92
Fire Apparatus	\$11,312.83
Public Safety-Police Department	\$18,882.88
Public Safety-Drug Law Enforcement	\$0.00
Downtown Development Authority	\$6,992.54
Revolving Road Fund	\$0.00
SSRP Grant	\$1,928,599.80
Sewer Fund	\$60,740.22
Sewer Improvements Grant Fund	\$5,650.00
Water Fund	\$360,061.42
Municipal Refuse	\$80,059.14
Technology Fund	\$2,263.11
Tax	\$4,516,810.27
    - C. Accepted the resignation of Tyler Sutherland from the Parks Department.
    - D. Accepted the resignation of Steven Weal from the Fire Department.
  6. Communications-Petitions-Citizen Comments
    - A. None.
  7. Public Hearing
    - A. None.
  8. Unfinished Business
    - A. None.
  9. New Business
    - A. It was moved by Thayer, seconded by McDonald, to approve the Metro Act Application by Open Fiber Michigan, LLC (dba Ripple Fiber). Motion carried unanimously.
    - B. It was moved by McDonald, seconded by DeLine, to approve the use of \$12,500.00 of "Opioid Settlement" funds to provide for an inspirational speaker at Swan Valley Middle School and Swan Valley High School. Motion carried unanimously.

- C. It was moved by Witt, seconded by Monahan, to authorize Spicer Engineering to begin design, permitting, and bidding of the gravity sewer rehabilitation at 8969 Gratiot Road in the amount of \$30,000.00. Motion carried unanimously.
- D. It was moved by Witt, seconded by List, to approve the bid in the amount of \$80,100.00 to Andrews, Hooper, & Pavlik, PLC, to complete the annual audit with the option to extend contract for three more years. Motion carried unanimously.
- E. It was moved by McDonald, seconded by Witt, to approve the repair of Pump 2 at Pump Station 1, located at the corner of South River and Stroebel Roads for a cost of \$18,000.00-\$27,000.00. Motion carried unanimously.
- F. It was moved by Monahan, seconded by Witt, to approve the Letter of Intent to purchase fleet trucks from McDonald Ford in fiscal year 2025-26. Motion carried unanimously.
- G. It was moved by Witt, seconded by List, to approve the Six-Year Road Improvement Plan. Motion carried unanimously.
- 10. Report of Officers and Staff:
  - A. Supervisor's Report – none.
  - B. Clerk's Report –none
  - C. Treasurer's Report – Thank you to Allie, who has agreed to be Deputy Treasurer for a four-year term.
  - D. Manager's Report – reminder of the Budget Hearings scheduled next Monday, February 10<sup>th</sup> at the Fire Department training Room. Refreshments served at 4:30 p.m. with Hearings beginning at 5:00 p.m.
  - E. Receive and file Community Development Reports.
  - F. Receive and file the DPW Report. January was a tough month. A lot of long days. Wants it on record of how proud he is of the DPW Workers for putting in long hours and efforts with no complaint.
  - G. Receive and file the Finance Department Report.
  - H. Receive and file the Fire Department Report; push for prevention, also now will be highlighting a Firefighter each month on the Facebook page.
  - I. Receive and file the Police Department Report; Cooper is doing well as is Matt.
  - J. Receive and file the Parks and Recreation Report; even though he is leaving, will still be working with Tyler as all Parks Directors do collaborate, estimate for Pool repair but still unsure due to a lack of Life Guards. Discussion of a splash pad.
  - K. Receive and file the Nature Center report; will be having another luminaire night for Valentine's Day.
  - L. Board Member Reports-None.
- 11. Executive Session:
  - A. None.
- 12. It was moved by Monahan, seconded by McDonald, to adjourn the meeting at 7:25 p.m. Motion carried unanimously.

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Michael Thayer, Clerk

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Dated





THOMAS TOWNSHIP  
SPECIAL BOARD MEETING MINUTES  
355 N. Miller Road, Saginaw, MI 48609  
February 10, 2025  
5:00 p.m.

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

ABSENT: None

ALSO PRESENT: Township Manager, Deidre Frollo; Finance Director, Aleigha Crowl; Fire Chief, Mike Cousins; Parks and Recreation Director, John Corriveau; DPW Director, Trevor Schultz; Deputy Clerk, Connie Watt, Nature Center Coordinator, Lynda Thayer; Community Development Director, Dan Sika; Police Chief, Eric Cowles and no interested parties.

3. The Pledge of Allegiance was recited.
4. Motion was made by DeLine, seconded by List 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>
5:15-5:30	Connie Watt	Elections Clerk
5:30-5:45	Eric Cowles	Police Fund
5:45-6:00	Mike Cousins	Fire Fund Fire Apparatus Fund
6:00-6:15	Dan Sika	Community Development Construction Codes Sidewalks Assessing

6:15-6:35	Lynda Thayer	Nature Center & Preserve
<b>6:25-6:40</b>	<b>BREAK</b>	
6:40-7:00	John Corriveau	Parks & Recreation
7:00-7:30	Trevor Schultz	Sewer Fund Water Fund Cemetery Storm Water Management Geddes Road Sewer Project Update
7:30-7:50	Aleigha Crowl	Finance Department Drains at Large Street Lighting Technology Fund Transfers Out Revenues General Fund Balance
7:50-8:10	Deidre Frollo	Legislative Administrative Buildings & Grounds Roads Road Revolving Fund Municipal Refuse Fund DDA Great Lakes Tech Park

7. It was moved by Witt, seconded by Monahan to adjourn the meeting at 8:17 p.m. Motion carried unanimously.

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Michael Thayer, Clerk

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Dated



249 N. Miller Road, Saginaw, Michigan 48609-4896

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www.thomas twp.org

INTEGRITY • ACCOUNTABILITY  
COMMUNITY • SERVICE

We are committed to working with the community to  
provide quality-driven, citizen-focused services.

## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 3rd, 2025
- **SUBMITTED BY:** Aleigha Crowl, Fiscal Services Director
- **AGENDA TOPIC:** Approval of Expenditures

- **EXPLANATION OF TOPIC:**

The Appropriations Act passed in March appropriated total funds for the 2024/2025 fiscal year for operating the budgets of the various funds. The board needs to approve the total expenditures in each fund monthly.

In addition to the fund expenditures listed in the motion, Library Fund expenditures were \$33,569.38. 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 balance report

- **POSSIBLE COURSES OF ACTION:** Approve/not approve expenditures

- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported  
by \_\_\_\_\_ to approve the expenditures totaling \$9,930,571.57 with individual fund totals as follows:

Clearing Fund.....	\$3,249.58
General Fund.....	\$169,560.40
Public Safety – Fire Department.....	\$24,610.37
Fire Apparatus.....	\$11,156.25
Public Safety – Police Department.....	\$38,244.63
Public Safety – Drug Law Enforcement.....	\$0.00
Downtown Development Authority.....	\$82,160.79
Road Revolving Fund.....	\$0.00
SSRP GRANT.....	\$862,485.30
Sewer Fund.....	\$47,256.77
Sewer Improvements Grant Fund.....	\$299,462.20
Water Fund.....	\$295,151.89
Municipal Refuse.....	\$61,761.26
Technology Fund.....	\$128.88
Tax.....	\$8,035,343.25



INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: CS100

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 100 CLEARING FUND					
Dept 000					
100-000-231.575	MOBILE PHONE CHARGES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	160.00	70559
100-000-231.716	DUE TO BC/BS UNION CO-INS	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	3,057.10	70518
100-000-231.717	LIBRARY HEALTH INS CO-PAY	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	32.48	70518
Total For Dept 000				3,249.58	
Total For Fund 100 CLEARING FUND				3,249.58	
Fund 101 GENERAL OPERATING FUND					
Dept 000					
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	DELTA DENTAL	FEBRUARY 2025 PREMIUM	273.33	70526
101-000-040.716	ACCOUNTS RECEIVABLE HEALTH IN	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	562.15	70580
101-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	1,388.80	70602
101-000-447.000	PROPERTY TAX ADMINISTRATION F	SAGINAW COUNTY TREASURER	TAX ADJUSTMENTS - 1ST QTR 2025	19.36	70621
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	KRIS KAY 238 LOTS JANUARY 2025	119.00	70554
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	EDGEWOOD 193 LOTS JANUARY 2025	96.50	70554
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	KRIS KAY 238 LOTS JANUARY 2025	476.00	70555
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	EDGEWOOD 193 LOTS JANUARY 2025	386.00	70555
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	THOMAS CROSSINGS 25 LOTS FEBRUARY 202	12.50	70621
101-000-449.000	MOBILE HOME FEES	SAGINAW COUNTY TREASURER	THOMAS CROSSINGS 25 LOTS FEBRUARY 202	50.00	70622
101-000-500.000	CONSTRUCTION PERMITS	MOELLER BUILDERS INC	REFUND - 8463 GEDDES ROAD - BUILDING	7,336.00	70607
Total For Dept 000				10,719.64	
Dept 101 BOARD-LEGISLATIVE					
101-101-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	1,762.50	70546
101-101-900.000	LEGAL NOTICES	MLIVE MEDIA GROUP	BRD MTG - 01/10/25	164.60	70606
Total For Dept 101 BOARD-LEGISLATIVE				1,927.10	
Dept 172 MANAGER-ADMINISTRATIVE					
101-172-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,909.10	70518
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	12.43	70517
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	20.44	70518
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	164.60	70541
101-172-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	155.26	70526
101-172-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	46.66	70541
101-172-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	104.93	70559
101-172-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - HP OFFICEJET PRINTER	394.28	70564
101-172-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	28.34	70559
101-172-960.000	EDUCATION & TRAINING	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	90.00	70559
Total For Dept 172 MANAGER-ADMINISTRATIVE				2,926.04	
Dept 191 ELECTIONS					
101-191-740.000	OPERATING SUPPLIES	PRINTING SYSTEMS INC	VOTER RESPONSE FORMS	44.00	70549
101-191-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	24.27	70558
101-191-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS -BANK TIME HRS	230.00	70564
101-191-936.000	MAINTENANCE AGREEMENTS	ELECTION SOURCE	ICP/ICX ANNUAL MAINTENANCE CONTRACT	5,304.45	70530
101-191-936.000	MAINTENANCE AGREEMENTS	ELECTION SOURCE	ICP ANNUAL MAINTENANCE CONTRACT	394.95	70530
Total For Dept 191 ELECTIONS				5,997.67	
Dept 215 CLERK					
101-215-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,978.09	70518
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	13.47	70518
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	47.89	70541
101-215-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	151.69	70526



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 215 CLERK					
101-215-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	14.50	70541
101-215-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	16.97	70559
101-215-804.000	MEMBERSHIP & DUES	INTL INST OF MUNICIPAL C	2025 ANNUAL MEMBERSHIP FEE/IIMC FOUND	220.00	70536
Total For Dept 215 CLERK				2,442.61	
Dept 253 TREASURER-FINANCE DEPARTMENT					
101-253-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,499.55	70518
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	28.92	70518
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	113.58	70541
101-253-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	207.30	70526
101-253-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	30.70	70541
101-253-716.600	RETIREE HEALTH INS SUPPLEMENT	KORINA TUCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00	70598
101-253-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	423.31	70559
101-253-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - HP PRINTER/BANK TIME	179.14	70564
101-253-804.000	MEMBERSHIP & DUES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	259.00	70559
101-253-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - HP PRINTER/BANK TIME	230.00	70564
101-253-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS	250.00	70564
101-253-817.000	PROFESSIONAL SERVICES	REIMOLD PRINTING CORPORA	2025-26 BUDGET NARIATIVES GRAPHICS	675.00	70616
101-253-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - HP PRINTER/BANK TIME	5,923.00	70564
101-253-960.000	EDUCATION & TRAINING	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	767.39	70559
Total For Dept 253 TREASURER-FINANCE DEPARTMENT				10,786.89	
Dept 257 ASSESSING					
101-257-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	2.28	70517
101-257-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	7.28	70541
101-257-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	15.17	70526
101-257-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	1.99	70541
101-257-810.000	CONTRACTED SERVICES	MICHIGAN ASSESSING COALI	FEBRUARY ASSESSING SERVICES	7,916.67	70603
101-257-936.000	MAINTENANCE AGREEMENTS	APEX SOFTWARE	ANNUAL MAINTENANCE RENWL - SKETCHING	670.00	70576
Total For Dept 257 ASSESSING				8,613.39	
Dept 265 BUILDING & GROUNDS					
101-265-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	27.57	70558
101-265-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	2,225.79	70559
101-265-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BARRAC	540.00	70564
101-265-740.000	OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	219.88	70596
101-265-740.125	OPERATING SUPPLIES PASSPORT P	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	227.44	70559
101-265-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BARRAC	1,850.00	70564
101-265-810.000	CONTRACTED SERVICES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	393.00	70559
101-265-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BARRAC	2,431.25	70564
101-265-810.000	CONTRACTED SERVICES	SHRED EXPERTS	DOCUMENT SHREDDING	150.00	70628
101-265-850.000	TELEPHONE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	655.82	70559
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 229 N MILLER RD	700.50	70586
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 249 N MILLER RD MOB	1,515.88	70586
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	39.38	70586
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	42.72	70586
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	32.45	70586
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	36.27	70586
101-265-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	15.48	70586
101-265-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	0.98	70609
101-265-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BARRAC	546.11	70564
Total For Dept 265 BUILDING & GROUNDS				11,650.52	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 276 CEMETERY					
101-276-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BS&A ANNUAL	482.00	70564
101-276-940.100	EQUIPMENT RENTAL	R.B. SATKOWIAK'SCITY SEW	2395 N RIVER RD - PORTABLE TOILET RNT	110.00	70615
		Total For Dept 276 CEMETERY		592.00	
Dept 282 GREAT LAKES TECH PARK MTCE					
101-282-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 351 N GRAHAM RD	164.52	70586
		Total For Dept 282 GREAT LAKES TECH PARK MTCE		164.52	
Dept 371 COMMUNITY DEVELOPMENT					
101-371-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	604.61	70518
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	15.97	70517
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	6.25	70518
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	88.27	70541
101-371-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	183.81	70526
101-371-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	23.80	70541
101-371-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	117.43	70559
101-371-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	487.50	70546
101-371-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS	57.50	70564
101-371-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	33.36	70559
101-371-900.000	LEGAL NOTICES	MLIVE MEDIA GROUP	PUBLIC NOTICE - 01/19/25	196.10	70606
101-371-938.000	VEHICLE EXPENSE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	220.00	70559
101-371-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	55.00	70557
101-371-960.000	EDUCATION & TRAINING	MICHIGAN STORMWATER-FLOO	2025 CONFERENCE - SIKA	250.00	70543
		Total For Dept 371 COMMUNITY DEVELOPMENT		2,339.60	
Dept 421 CONSTRUCTION CODES					
101-421-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,789.99	70518
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	4.56	70517
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	9.82	70518
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	54.32	70541
101-421-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	182.03	70526
101-421-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	14.81	70541
101-421-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	67.80	70559
101-421-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	10.02	70559
101-421-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	88.53	70557
		Total For Dept 421 CONSTRUCTION CODES		2,221.88	
Dept 444 STORM WATER MANAGEMENT					
101-444-817.000	PROFESSIONAL SERVICES	SAGINAW AREA STORM WATER	JANUARY - MARCH 2025	2,309.60	70618
101-444-817.000	PROFESSIONAL SERVICES	STATE OF MICHIGAN	2025 STORM WATER ANNUAL PERMIT FEE	500.00	70629
		Total For Dept 444 STORM WATER MANAGEMENT		2,809.60	
Dept 448 STREET LIGHTING					
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 LED LIGHT RD	3,051.59	70586
101-448-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - STREET LIGHTS	3,820.95	70586
		Total For Dept 448 STREET LIGHTING		6,872.54	
Dept 752 ADMINISTRATION					
.01-752-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	3,533.54	70518
.01-752-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	14.60	70518
.01-752-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	119.29	70541
.01-752-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	192.13	70526
.01-752-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	33.40	70541

iL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
und 101 GENERAL OPERATING FUND					
ept 752 ADMINISTRATION					
01-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	84.35	70558
01-752-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - KYOCERA/BARRACUDA	540.00	70564
01-752-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	NEW LOGO LETTERHEAD - ALL DEPARTMENTS	348.98	70616
01-752-901.000	PRINTING & PUBLISHING	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - KYOCERA/BARRACUDA	151.58	70564
01-752-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - KYOCERA/BARRACUDA	132.66	70564
Total For Dept 752 ADMINISTRATION				5,150.53	
ept 756 FACILITY ACQUISITION/CONSTRUC					
01-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOBIG CONSTRUCTION CO.	THOMAS TWP WALK/OBSERVATION PLATFORM	432.00	70638
01-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOBIG CONSTRUCTION CO.	THOMAS TWP NATURE CENTER WALK/OBSERVA	82,730.70	70638
Total For Dept 756 FACILITY ACQUISITION/CONSTRUC				83,162.70	
ept 762 SENIOR CITIZENS PROGRAMS					
01-762-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	372.64	70559
Total For Dept 762 SENIOR CITIZENS PROGRAMS				372.64	
ept 763 SOCCER					
01-763-740.000	OPERATING SUPPLIES	SAGINAW COUNTY HEALTH DE	2025 POOL INSPECTION FEE - ROETHKE PA	235.00	70553
Total For Dept 763 SOCCER				235.00	
ept 767 BASKETBALL					
01-767-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	39.98	70559
01-767-740.000	OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	23.98	70596
Total For Dept 767 BASKETBALL				63.96	
ept 768 ARCHERY					
01-768-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	115.99	70559
01-768-740.000	OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	17.24	70596
01-768-942.000	FACILITY FEE	SAGINAW FIELD & STREAM C	USE OF INDOOR ARCHERY BLDG	960.00	70623
Total For Dept 768 ARCHERY				1,093.23	
ept 770 OPERATIONS & MAINTENANCE					
01-770-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	217.18	70559
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 605 S MILLER RD	130.43	70523
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST L4 LIGHT	113.58	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD L4 LIGHT	308.13	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 700 S RIVER RD	42.03	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 455 S MILLER RD	38.40	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9535 GRATIOT RD	15.14	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD	276.17	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD - POOL	72.21	70586
01-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD	28.60	70586
01-770-930.000	REPAIRS/MAINTENANCE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	629.70	70559
01-770-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	104.41	70557
01-770-940.400	LEASE AGREEMENTS LAND/RAILROAD	CONSUMERS ENERGY CO	LAND RENTS/LEASE - ELECT MI0047652 SA	100.00	70524
Total For Dept 770 OPERATIONS & MAINTENANCE				2,075.98	
ept 772 NATURE PRESERVE/CENTER					
01-772-740.772	OPERATING SUPPLIES GRANT REVENU	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	338.66	70559
01-772-804.000	MEMBERSHIP & DUES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	35.00	70559
01-772-810.000	CONTRACTED SERVICES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	99.99	70559
01-772-901.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	FEBRUARY CALENDAR - NATURE CENTER	36.00	70611
01-772-901.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	ABOUT US & TRAIL MAP - NATURE CENTER	67.00	70611

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 772 NATURE PRESERVE/CENTER					
101-772-910.000	INSURANCE GENERAL LIABILITY	AUTO-OWNERS INSURANCE CO	RENEWAL - FLOOD INSURANCE - 6660 GRAT	5,627.00	70514
101-772-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6660 GRATIOT RD	547.07	70523
101-772-930.000	REPAIRS/MAINTENANCE	LEDDY ELECTRIC INC.	SVC - NATURE CENTER	264.14	70539
101-772-930.000	REPAIRS/MAINTENANCE	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	84.93	70596
101-772-960.000	EDUCATION & TRAINING	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	25.00	70559
Total For Dept 772 NATURE PRESERVE/CENTER				7,124.79	
Dept 774 SPECIAL EVENTS					
101-774-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	148.60	70559
Total For Dept 774 SPECIAL EVENTS				148.60	
Dept 776 TRAIN					
101-776-930.000	REPAIRS/MAINTENANCE	CONSUMERS AUTO PARTS	TRAIN PARTS - PARKS	68.97	70585
Total For Dept 776 TRAIN				68.97	
Total For Fund 101 GENERAL OPERATING FUND				169,560.40	
Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT					
Dept 000					
205-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	2,424.49	70602
205-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	5,801.98	70518
205-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	50.89	70518
205-000-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	245.08	70541
205-000-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	461.89	70526
205-000-716.300	INSURANCE LONG TERM DISABILT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	70.26	70541
205-000-740.000	OPERATING SUPPLIES	CARDIO PARTNERS	BASIC STOP THE BLEED KITS	1,738.21	70519
205-000-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	540.00	70564
205-000-740.000	OPERATING SUPPLIES	BOUND TREE MEDICAL LLC	OPERATING SUPPLIES - FIRE	38.45	70581
205-000-740.000	OPERATING SUPPLIES	GRAINGER	REPAIRS/MAINTENANCE - DPW	78.98	70591
205-000-740.000	OPERATING SUPPLIES	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	40.21	70596
205-000-740.000	OPERATING SUPPLIES	MOSES FIRE EQUIPMENT, IN	CARBIDE REPLCEMNT CHAIN - FIRE	189.00	70608
205-000-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	13.60	70614
205-000-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	NEW LOGO LETTERHEAD - ALL DEPARTMENTS	348.98	70616
205-000-740.000	OPERATING SUPPLIES	TT FIRE DEPARTMENT PETTY	OPERATING SUPPLIES	44.38	70636
205-000-804.000	MEMBERSHIP & DUES	CENTRAL MICHIGAN FIRE IN	2025 MEMBERSHP DUES - CHAD/COUSINS	30.00	70520
205-000-804.000	MEMBERSHIP & DUES	SAGINAW COUNTY FIRE CHIE	2025 DUES/PROVIDENT ACCIDENT/HEALTH/L	300.00	70552
205-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY FIRE CHIE	2025 DUES/PROVIDENT ACCIDENT/HEALTH/L	978.11	70552
205-000-810.000	CONTRACTED SERVICES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	569.34	70559
205-000-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	1,351.25	70564
205-000-850.000	TELEPHONE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	248.69	70559
205-000-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	70.82	70559
205-000-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 9970 DICE RD	67.34	70567
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 48609 SIREN RD	27.44	70586
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 355 N MILLER RD	1,567.79	70586
205-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	654.28	70586
205-000-930.000	REPAIRS/MAINTENANCE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	17.35	70559
205-000-930.000	REPAIRS/MAINTENANCE	GW HEATING & AIR INC.	REPAIR - PB SAFETY BLDG	416.00	70592
205-000-930.200	REPAIRS & MAINTENANCE FS#2	TT FIRE DEPARTMENT PETTY	OPERATING SUPPLIES	3.99	70636
205-000-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	480.51	70564
205-000-936.000	MAINTENANCE AGREEMENTS	SCHINDLER ELEVATOR CORPO	ELEVATOR VALVE TESTING - PB SAFETY BL	1,100.00	70625
205-000-938.000	VEHICLE EXPENSE	APOLLO FIRE APPARATUS SA	REPAIR - T2 - FIRE	237.50	70577
205-000-938.000	VEHICLE EXPENSE	APOLLO FIRE APPARATUS SA	REPAIR - T2 - FIRE	1,132.37	70577
205-000-938.000	VEHICLE EXPENSE	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	122.45	70596



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Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT					
Dept 000					
05-000-938.000	VEHICLE EXPENSE	M&R ELECTRONICS	BATTERY - 2005 S-1 - FIRE	491.00	70600
05-000-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	636.96	70557
05-000-960.000	EDUCATION & TRAINING	HSI EMERGENCY CARE SOLUT	ONLINE NEW INSTRUCTOR MEMBER FEE - FI	140.00	70535
05-000-960.000	EDUCATION & TRAINING	HSI EMERGENCY CARE SOLUT	HSI BLS DIGITAL CERTIFICATION CARD	156.40	70535
05-000-960.000	EDUCATION & TRAINING	PANDA PROMOTIONAL PRODUC	MALTESE CROSS BADGE - FIRE	405.08	70547
05-000-960.000	EDUCATION & TRAINING	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	259.80	70559
05-000-960.000	EDUCATION & TRAINING	PRINT EXPRESS OFFICE PRO	POSTCARD - FIRE	19.50	70611
05-000-960.000	EDUCATION & TRAINING	SAGINAW COUNTY FIRE CHIE	2025 FIRE ACADEMY - BEECHMAN/YOUNG	1,000.00	70620
05-000-960.000	EDUCATION & TRAINING	TT FIRE DEPARTMENT PETTY	OPERATING SUPPLIES	40.00	70636
Total For Dept 000				24,610.37	
Total For Fund 205 PUBLIC SAFETY-FIRE DEPARTMENT				24,610.37	
Fund 206 FIRE APPARATUS					
Dept 000					
06-000-970.000	CAPITAL OUTLAY	PRO COMM INC	RESCUE 1 EQUIPMENT - FIRE	8,885.00	70550
06-000-970.000	CAPITAL OUTLAY	MACQUEEN EMERGENCY GROUP	SCBA FLOW TEST - FIRE	2,271.25	70601
Total For Dept 000				11,156.25	
Total For Fund 206 FIRE APPARATUS				11,156.25	
Fund 207 PUBLIC SAFETY-POLICE					
Dept 000					
07-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	1,963.63	70602
07-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	9,142.68	70518
07-000-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	96.04	70518
07-000-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	499.30	70541
07-000-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	809.28	70526
07-000-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	148.59	70541
07-000-716.600	RETIREE HEALTH INS SUPPLEMENT	CHARLIE BROCKER	RETIREE STIPEND HEALTHCARE COSTS	200.00	70584
07-000-716.600	RETIREE HEALTH INS SUPPLEMENT	PAUL ROSS	RETIREE STIPEND HEALTHCARE COSTS	200.00	70610
07-000-740.000	OPERATING SUPPLIES	PRO COMM INC	WINDPORTING SPEAKER - POLICE	490.00	70550
07-000-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	(26.66)	70559
07-000-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	540.00	70564
07-000-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	13.59	70614
07-000-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	NEW LOGO LETTERHEAD - ALL DEPARTMENTS	348.98	70616
07-000-742.000	UNIFORMS	CMP DISTRIBUTORS INC	ARMOR EXPRESS ID TAG - POLICE	59.85	70522
07-000-742.000	UNIFORMS	ED REHMANN & SONS	UNIFORMS - POLICE	873.60	70529
07-000-742.000	UNIFORMS	GALLS, LLC	PISTOL HOLDER - POLICE	98.20	70532
07-000-742.000	UNIFORMS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	30.73	70559
07-000-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - POLICE	224.00	70574
07-000-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	595.00	70564
07-000-802.000	LEGAL SERVICES	OTTO BRANDT	LEGAL SERVICES	1,125.00	70546
07-000-810.000	CONTRACTED SERVICES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	117.90	70559
07-000-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	2,098.75	70564
07-000-810.000	CONTRACTED SERVICES	PRO COMM INC	REPROGRAMMED APX6000 - POLICE	40.00	70612
07-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY	MONTH END REPORTS	3.00	70619
07-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENT - JANUARY 2024	107.10	70621
07-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENT - MARCH 2024	71.40	70621
07-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENT - MAY 2024	71.40	70621
07-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENT - JULY 2024	35.70	70621
07-000-810.000	CONTRACTED SERVICES	SAGINAW COUNTY TREASURER	ARRAIGNMENT - NOVEMBER 2023	107.10	70621
07-000-850.000	TELEPHONE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	135.53	70559

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 PUBLIC SAFETY-POLICE					
Dept 000					
207-000-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	426.14	70559
207-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	654.28	70586
207-000-930.000	REPAIRS/MAINTENANCE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	17.35	70559
207-000-930.000	REPAIRS/MAINTENANCE	GW HEATING & AIR INC.	REPAIR - PB SAFETY BLDG	416.00	70592
207-000-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/BOSS/H	360.51	70564
207-000-936.000	MAINTENANCE AGREEMENTS	SCHINDLER ELEVATOR CORPO	ELEVATOR VALVE TESTING - PB SAFETY BL	1,100.00	70625
207-000-938.000	VEHICLE EXPENSE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	71.99	70559
207-000-938.000	VEHICLE EXPENSE	STROEBEL AUTOMOTIVE	OIL/FILTER CHNG - 2022 FORD F-150 - P	63.19	70561
207-000-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	1,904.20	70557
207-000-956.000	MISCELLANEOUS	DICK WILLIAMS GUN SHOP I	OPERATING SUPPLIES - POLICE	16.00	70527
207-000-956.000	MISCELLANEOUS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	162.28	70559
207-000-956.000	MISCELLANEOUS	MINNESOTA CONWAY FIRE &	DRY CHEMICAL EXTINGUISHER RECHARGE	38.00	70605
207-000-960.000	EDUCATION & TRAINING	FIELD TRAINING SOLUTIONS	FTO BASIC - GOSEN - 02/11/25-02/13/25	295.00	70589
207-000-960.000	EDUCATION & TRAINING	THOFFMAN ENTERPRISES LLC	SCHOOL PRESENTATION	12,500.00	70633
Total For Dept 000				38,244.63	
Total For Fund 207 PUBLIC SAFETY-POLICE				38,244.63	
Fund 248 Downtown Development Authority					
Dept 000					
248-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	36.33	70602
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 20 N GRAHAM RD	33.65	70586
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 7863 GRATIOT RD	39.37	70586
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6909 GRATIOT RD	42.72	70586
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 101 LUTZKE RD	32.45	70586
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8270 GRATIOT RD	36.26	70586
248-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 239 MILLER CT	15.47	70586
248-000-930.000	REPAIRS/MAINTENANCE	LEDDY ELECTRIC INC.	DDA LIGHT POLE REPAIRS	1,924.54	70599
248-000-974.000	CAPITAL IMPROVEMENTS	THOMAS TWP GENERAL FUND	DONATIONS TO COMMUNITY PARK	80,000.00	70635
Total For Dept 000				82,160.79	
Total For Fund 248 Downtown Development Authority				82,160.79	
Fund 271 LIBRARY FUND					
Dept 000					
71-000-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	993.71	70518
71-000-716.000	HEALTH INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	40.44	70526
71-000-728.000	CHILDRENS BOOKS	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	479.36	70516
71-000-728.000	CHILDRENS BOOKS	CAVENDISH SQUARE PUBLISH	BOOKS	204.44	70582
71-000-728.000	CHILDRENS BOOKS	ROSEN PUBLISHING	BOOK	21.20	70617
71-000-728.100	ADULT BOOKS	BAKER & TAYLOR	CHILDREN/ADULT BOOKS	879.24	70516
71-000-728.100	ADULT BOOKS	CENGAGE LEARNING INC - G	BOOKS	445.46	70583
71-000-728.200	AUDIO/VISUAL BOOKS	MIDWEST TAPE	BOOKS	382.33	70545
71-000-732.000	CHILDRENS PROGRAMS	TOBIN T BUHK	LONELY HEARTS PRESENTATION - LIBRARY	250.00	70568
71-000-732.000	CHILDRENS PROGRAMS	WILDFIRE CREDIT UNION	4IMPRINT/TARGET/AMZN/OTC/PATISSERIE/S	987.52	70573
71-000-850.000	TELEPHONE	WILDFIRE CREDIT UNION	4IMPRINT/TARGET/AMZN/OTC/PATISSERIE/S	181.30	70573
71-000-901.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	CHILDREN ACTIVITY PRINTS	208.00	70548
71-000-910.000	INSURANCE GENERAL LIABILITY	MICHIGAN MUNICIPAL LEAGU	POOL RENWL PREMIUM - 04/25-04/26/MML	10,505.00	70604
71-000-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8207 SHIELDS DR	1,607.39	70586
71-000-930.000	REPAIRS/MAINTENANCE	ACCENT HTG & COOLING LLC	SVC CALL & LABOR - LIBRARY	140.00	70512
71-000-930.000	REPAIRS/MAINTENANCE	WILDFIRE CREDIT UNION	4IMPRINT/TARGET/AMZN/OTC/PATISSERIE/S	328.99	70573
71-000-930.000	REPAIRS/MAINTENANCE	PROFESSIONAL BUILDING SE	DECEMBER 2024 CUSTODIAL SVCS - SHORTA	50.00	70613
71-000-930.000	REPAIRS/MAINTENANCE	PROFESSIONAL BUILDING SE	JANUARY 2025 CUSTODIAL SVCS	890.00	70613

IL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 271 LIBRARY FUND					
Dept 000					
271-000-956.000	MISCELLANEOUS	THOMAS TWP GENERAL FUND	RENEWAL - LIBRARY PLACARD - THOMAS TW	25.00	70634
271-000-974.000	CAPITAL IMPROVEMENTS	LIBRARY SOLUTIONS, LLC	LIBRARY WEBSITE - DESIGN/DEVELOPMENT	14,950.00	70540
Total For Dept 000				33,569.38	
Total For Fund 271 LIBRARY FUND				33,569.38	
Fund 590 SEWER FUND					
Dept 000					
590-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	460.23	70602
Total For Dept 000				460.23	
Dept 536 ADMINISTRATION					
590-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	658.38	70518
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	5.15	70517
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	4.39	70518
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	48.88	70541
590-536-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	144.11	70526
590-536-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	15.11	70541
590-536-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	320.09	70559
590-536-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	270.00	70564
590-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	NEW LOGO LETTERHEAD - ALL DEPARTMENTS	174.49	70616
590-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	FEBRUARY WATER BILLS - INSERT/FOLD/DE	109.87	70616
590-536-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	BULK POSTAGE PERMIT #273 - WATER	605.13	70637
590-536-745.000	OPERATING SUPPLIES OFFICE EQUIP	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	149.50	70559
590-536-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	317.56	70564
590-536-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	393.12	70564
590-536-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	1,785.17	70564
Total For Dept 536 ADMINISTRATION				5,000.95	
Dept 540 OPERATIONS & MAINTENANCE					
590-540-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	2,702.16	70518
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	26.80	70518
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	132.51	70541
590-540-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	345.60	70526
590-540-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	36.85	70541
590-540-742.000	UNIFORMS	TSC STORES	REPAIRS/MAINTENANCE	35.62	70569
590-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	190.25	70574
590-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	200.00	70639
590-540-810.000	CONTRACTED SERVICES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	58.95	70559
590-540-850.000	TELEPHONE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	127.03	70559
590-540-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	63.42	70559
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1070 SUE ST	1,644.24	70523
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 20 E STARK DR	251.10	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 85 N GRAHAM RD #PS15	173.05	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1667 MILLER RD	28.28	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 840 VAN WORMER RD	40.93	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 125 E GLOUCESTER DR	216.69	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 25 S GLEANER RD	28.28	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1494 S GRAHAM RD	232.63	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9300 HIGHLAND GREEN DR	124.54	70586
590-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	981.41	70586
590-540-930.000	REPAIRS/MAINTENANCE	DOOSAN BOBCAT NORTH AMER	AUGER - DPW	2,692.52	70528
590-540-930.000	REPAIRS/MAINTENANCE	H&B EQUIPMENT & RENTAL I	REPAIRS/MAINTENANCE	7.00	70533

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: CS100

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 540 OPERATIONS & MAINTENANCE					
590-540-930.000	REPAIRS/MAINTENANCE	JOHN E GREEN COMPANY	PUMP STATION #7 - CHECK VALVE REPLACE	1,243.51	70537
590-540-930.000	REPAIRS/MAINTENANCE	KENNEDY INDUSTRIES INC.	STATION #1/PUMP #2 - SEWAGE	24,895.00	70538
590-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIR/MAINTENANCE	292.06	70542
590-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	17.35	70559
590-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	131.97	70569
590-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	199.75	70596
590-540-930.000	REPAIRS/MAINTENANCE	HOTSY OF MID MICHIGAN	HOTSY MODEL 1260 TRAILER UNIT - BURNE	390.80	70597
590-540-930.000	REPAIRS/MAINTENANCE	HOTSY OF MID MICHIGAN	REPAIRS/MAINTENANCE - DPW	100.75	70597
590-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	41.48	70609
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	1689 HORSESHOE CIR	180.00	70615
590-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	STROEBEL RD ( LIFT STATION)	800.00	70615
590-540-936.000	MAINTENANCE AGREEMENTS	THE WW WILLIAMS CO, LLC	ANNUAL MAINTENANCE/OPERATNL SVC - PUM	881.64	70632
590-540-938.000	VEHICLE EXPENSE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	25.61	70559
590-540-938.000	VEHICLE EXPENSE	STROEBEL AUTOMOTIVE	SVC REPAIR - 2017 FORD F-250 - DPW	1,033.74	70561
590-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE - DPW	32.97	70627
590-540-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	1,189.10	70557
Total For Dept 540 OPERATIONS & MAINTENANCE				41,795.59	
Total For Fund 590 SEWER FUND				47,256.77	
Fund 591 WATER FUND					
Dept 000					
591-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	614.35	70602
Total For Dept 000				614.35	
Dept 536 ADMINISTRATION					
591-536-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	658.38	70518
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH INSURANCE	5.16	70517
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	4.39	70518
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	48.88	70541
591-536-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	144.11	70526
591-536-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	15.11	70541
591-536-740.000	OPERATING SUPPLIES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	320.09	70559
591-536-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	270.00	70564
591-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	NEW LOGO LETTERHEAD - ALL DEPARTMENTS	174.49	70616
591-536-740.000	OPERATING SUPPLIES	REIMOLD PRINTING CORPORA	FEBRUARY WATER BILLS - INSERT/FOLD/DE	109.87	70616
591-536-740.000	OPERATING SUPPLIES	U. S. POSTAL SERVICE	BULK POSTAGE PERMIT #273 - WATER	605.13	70637
591-536-745.000	OPERATING SUPPLIES OFFICE EQUIP	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	149.50	70559
591-536-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	317.56	70564
591-536-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	393.13	70564
591-536-936.000	MAINTENANCE AGREEMENTS	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - BANK TIME HRS/COMPUT	1,785.17	70564
Total For Dept 536 ADMINISTRATION				5,000.97	
Dept 540 OPERATIONS & MAINTENANCE					
591-540-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	2,702.16	70518
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	26.80	70518
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	132.51	70541
591-540-716.200	DENTAL INSURANCE	DELTA DENTAL	FEBRUARY 2025 PREMIUM	345.60	70526
591-540-716.300	INSURANCE LONG TERM DISABILIT	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	36.85	70541
591-540-742.000	UNIFORMS	TSC STORES	REPAIRS/MAINTENANCE	35.62	70569
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	190.25	70574
591-540-742.000	UNIFORMS	WORKWEAR STORE (THE)	UNIFORMS - DPW	200.00	70639
591-540-810.000	CONTRACTED SERVICES	BADGER METER INC.	BEACON MBL HOSTING SRV UNIT/CELLULAR	423.25	70515



L Number	GL Desc	Vendor	Invoice Description	Amount	Check #
und 591 WATER FUND					
ept 540 OPERATIONS & MAINTENANCE					
91-540-810.000	CONTRACTED SERVICES	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	58.95	70559
91-540-850.000	TELEPHONE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	13.15	70559
91-540-850.100	WIRELESS COMMUNICATIONS	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	63.42	70559
91-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 12350 GEDDES RD	28.28	70523
91-540-920.000	UTILITIES	THOMAS TWP WATER	UTILITY BILL - 10000 FROST RD	127.81	70567
91-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 2020 ORR RD	28.28	70586
91-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 1167 N GRAHAM RD	1,056.41	70586
91-540-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 8215 SHIELDS DR	981.42	70586
91-540-927.000	PURCHASING WATER	CITY OF SAGINAW	USAGE - 6703 GRATIOT AVE	155,414.00	70521
91-540-927.100	READINESS TO SERVE CITY OF SA	CITY OF SAGINAW	USAGE - 6703 GRATIOT AVE	112,707.00	70521
91-540-930.000	REPAIRS/MAINTENANCE	AMERICAN EXCAVATING, LTD	HYDRANT RELOCATION - RIVER/TITTABAWAS	4,000.00	70513
91-540-930.000	REPAIRS/MAINTENANCE	AMERICAN EXCAVATING, LTD	HYDRANT VALVE REPAIR - THOMAS RD	2,540.00	70513
91-540-930.000	REPAIRS/MAINTENANCE	DOOSAN BOBCAT NORTH AMER	AUGER - DPW	2,692.52	70528
91-540-930.000	REPAIRS/MAINTENANCE	H&B EQUIPMENT & RENTAL I	REPAIRS/MAINTENANCE	7.00	70533
91-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIRS/MAINTENANCE	140.00	70542
91-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIRS/MAINTENANCE	115.00	70542
91-540-930.000	REPAIRS/MAINTENANCE	MICHIGAN PIPE & VALVE	REPAIR/MAINTENANCE	80.00	70542
91-540-930.000	REPAIRS/MAINTENANCE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	195.77	70559
91-540-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	131.97	70569
91-540-930.000	REPAIRS/MAINTENANCE	HOME DEPOT CREDIT SERVIC	REPAIRS/MAINTENANCE	618.08	70596
91-540-930.000	REPAIRS/MAINTENANCE	HOTSY OF MID MICHIGAN	HOTSY MODEL 1260 TRAILER UNIT - BURNE	390.80	70597
91-540-930.000	REPAIRS/MAINTENANCE	HOTSY OF MID MICHIGAN	REPAIRS/MAINTENANCE - DPW	100.75	70597
91-540-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE MAINTENANCE	41.49	70609
91-540-930.000	REPAIRS/MAINTENANCE	R.B. SATKOWIAK'SCITY SEW	1689 HORSESHOE CIR	180.00	70615
91-540-938.000	VEHICLE EXPENSE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	25.62	70559
91-540-938.000	VEHICLE EXPENSE	STROEBEL AUTOMOTIVE	SVC REPAIR - 2017 FORD F-250 - DPW	1,033.73	70561
91-540-938.000	VEHICLE EXPENSE	SHIELDS QUICK LUBE LLC	VEHICLE MAINTENANCE - DPW	32.98	70627
91-540-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	1,189.10	70557
91-540-939.000	CONTRACTED CONNECTIONS	ROHDE BROTHERS EXCAVATIN	WATER SVC - 1285 S ORR RD	1,450.00	70551
Total For Dept 540 OPERATIONS & MAINTENANCE				289,536.57	
Total For Fund 591 WATER FUND				295,151.89	
und 596 MUNICIPAL REFUSE FUND					
ept 000					
96-000-231.750	DUE TO WORKMANS COMPENSATION	MI MUNICIPAL WORKERS COM	WORKERS COMP PREMIUM - #3 - 07/01/24-	23.17	70602
96-000-808.000	REFUSE CONTRACT	MID MICHIGAN WASTE AUTHO	DECEMBER SOLID WASTE SERVICES	61,738.09	70544
Total For Dept 000				61,761.26	
Total For Fund 596 MUNICIPAL REFUSE FUND				61,761.26	
und 603 TECHNOLOGY FUND					
ept 000					
03-000-745.200	SOFTWARE	STATE BANK	APT US&C/PITNEY/MTA/COPS PLUS/ESRI/WA	36.56	70559
03-000-745.275	COPIER RELATED COSTS	VISUAL EDGE IT, INC	KYOCERA - 3011I - 01/27/25-02/26/25	66.33	70570
03-000-745.275	COPIER RELATED COSTS	VISUAL EDGE IT, INC	CANON - DPW	25.99	70571
Total For Dept 000				128.88	
Total For Fund 603 TECHNOLOGY FUND				128.88	
und 703 TAX FUND					
ept 000					
03-000-202.000	ACCOUNTS PAYABLE	WASMILLER, PETER III & J	2024 Win Tax Refund 28-12-3-20-4000-0	40.00	70572

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
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BANK CODE: CS100

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 703 TAX FUND					
Dept 000					
703-000-202.000	ACCOUNTS PAYABLE	BIERLEIN INVESTMENTS	2024 Win Tax Refund 28-12-3-03-2001-0	99.00	70578
703-000-202.000	ACCOUNTS PAYABLE	BIERLEIN INVESTMENTS	2024 Win Tax Refund 28-12-3-03-3105-0	5,915.65	70579
703-000-202.000	ACCOUNTS PAYABLE	HAMMIS, D E & S TRUST	2024 Win Tax Refund 28-12-3-24-2675-0	7.00	70593
703-000-202.000	ACCOUNTS PAYABLE	HAPPY COW FARM INC	2024 Win Tax Refund 28-12-4-30-2011-0	450.08	70594
703-000-202.000	ACCOUNTS PAYABLE	SHARMA, MANOJ & DEVIKA T	2024 Win Tax Refund 28-12-3-10-4109-0	20.00	70626
703-000-216.450	DUE TO GENL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	TAX PAYMENTS - 01/17/25-01/30/25 - AD	59.18	70566
703-000-216.450	DUE TO GENL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	TAX PAYMENTS - 01/17/25-01/30/25 - AD	15,792.17	70566
703-000-216.450	DUE TO GENL ADMINISTRATION FE	THOMAS TWP GENERAL FUND	TAX PAYMENTS - 01/31/25-02/13/25 - AD	117.48	70634
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/17/25-01/30/25	2,962.39	70554
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/17/25-01/30/25	327,435.22	70554
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/31/25-02/13/25	5,592.96	70621
703-000-222.000	DUE TO SAGINAW COUNTY TREASUR	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/31/25-02/13/25	1,283,610.22	70621
703-000-222.300	DUE TO SAGINAW CO DRAIN COMM	SAGINAW COUNTY TREASURER	DRAINS - 01/17/25-01/30/25	18,642.94	70554
703-000-222.300	DUE TO SAGINAW CO DRAIN COMM	SAGINAW COUNTY TREASURER	DRAINS - 01/31/25-02/13/25	41,801.61	70621
703-000-222.350	DUE TO SAGINAW COUNTY TREASURER	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/17/25-01/30/25	107,948.70	70554
703-000-222.350	DUE TO SAGINAW COUNTY TREASURER	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/31/25-02/13/25	423,061.55	70621
703-000-222.400	DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/17/25-01/30/25	3,665.95	70555
703-000-222.400	DUE TO SAGINAW COUNTY SET	SAGINAW COUNTY TREASURER	TAX PAYMENTS - 01/31/25-02/13/25	6,921.35	70622
703-000-222.400	DUE TO SAGINAW COUNTY SET	THOMAS TWP GENERAL FUND	SUMMER TAX COLLECTION REIMBURSEMENTS	13,417.50	70634
703-000-225.070	DUE TO FREELAND SCHOOL OPERAT	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/17/25-01/30/25	40,525.68	70531
703-000-225.070	DUE TO FREELAND SCHOOL OPERAT	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/31/25-02/13/25	85,463.74	70590
703-000-225.072	DUE TO FREELAND SCHOOL SINKIN	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/17/25-01/30/25	35,842.83	70531
703-000-225.072	DUE TO FREELAND SCHOOL SINKIN	FREELAND SCHOOL DISTRICT	TAX PAYMENTS - 01/31/25-02/13/25	74,842.38	70590
703-000-225.080	DUE TO HEMLOCK SCHOOLS OPERAT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/17/25-01/30/25	65,977.39	70534
703-000-225.080	DUE TO HEMLOCK SCHOOLS OPERAT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/31/25-02/13/25	1,659,344.73	70595
703-000-225.081	DUE TO HEMLOCK SCHOOL DEBT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/17/25-01/30/25	67,141.11	70534
703-000-225.081	DUE TO HEMLOCK SCHOOL DEBT	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/31/25-02/13/25	478,313.48	70595
703-000-225.083	HEMLOCK SINKING FUND	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/17/25-01/30/25	17,215.32	70534
703-000-225.083	HEMLOCK SINKING FUND	HEMLOCK SCHOOL DISTRICT	TAX PAYMENTS - 01/31/25-02/13/25	122,643.51	70595
703-000-225.130	DUE TO SWAN VALLEY OPERATING	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 01/17/25-01/30/25	99,017.64	70563
703-000-225.130	DUE TO SWAN VALLEY OPERATING	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 01/31/25-02/13/25	573,033.66	70631
703-000-225.131	DUE TO SWAN VALLEY DEBT	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 01/17/25-01/30/25	178,293.13	70562
703-000-225.131	DUE TO SWAN VALLEY DEBT	SWAN VALLEY SCHOOL DISTR	TAX PAYMENTS - 01/31/25-02/13/25	471,942.66	70630
703-000-235.000	DUE TO DELTA COLLEGE	DELTA COLLEGE	TAX PAYMENTS - 01/17/25-01/30/25	112,495.66	70525
703-000-235.000	DUE TO DELTA COLLEGE	DELTA COLLEGE	TAX PAYMENTS - 01/31/25-02/13/25	442,448.46	70588
703-000-236.000	DUE TO SAGINAW ISD/SPECIAL ED	SAGINAW ISD	TAX PAYMENTS - 01/17/25-01/30/25	254,050.34	70556
703-000-236.000	DUE TO SAGINAW ISD/SPECIAL ED	SAGINAW ISD	TAX PAYMENTS - 01/31/25-02/13/25	999,190.58	70624
Total For Dept 000				8,035,343.25	
Total For Fund 703 TAX FUND				8,035,343.25	

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INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: CS100

L Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 100	CLEARING FUND	3,249.58
Fund 101	GENERAL OPERA	169,560.40
Fund 205	PUBLIC SAFETY	24,610.37
Fund 206	FIRE APPARATU	11,156.25
Fund 207	PUBLIC SAFETY	38,244.63
Fund 248	Downtown Deve	82,160.79
Fund 271	LIBRARY FUND	33,569.38
Fund 590	SEWER FUND	47,256.77
Fund 591	WATER FUND	295,151.89
Fund 596	MUNICIPAL REF	61,761.26
Fund 603	TECHNOLOGY FU	128.88
Fund 703	TAX FUND	8,035,343.25
Total For All Funds:		8,802,193.45

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: HB587

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 587 STATE OF MICHIGAN GRANT					
Dept 000					
587-000-974.590	SEWER IMPROVEMENTS	CONSUMERS ENERGY CO	UTILITY BILL - 12979 GEDDES RD	272.31	1021
587-000-974.590	SEWER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - SEWER	2,685.00	1022
587-000-974.590	SEWER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - SEWER	300.00	1022
587-000-974.590	SEWER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - SEWER	8,651.00	1024
587-000-974.590	SEWER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - SEWER	56.00	1024
587-000-974.590	SEWER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - SEWER	335.00	1024
587-000-974.591	WATER IMPROVEMENTS	CONSUMERS ENERGY CO	UTILITY BILL - 1885 N ORR RD TEMP NOR	2,200.00	1024
587-000-974.591	WATER IMPROVEMENTS	CONSUMERS ENERGY CO	UTILITY BILL - 1885 N ORR RD TEMP SOU	55.10	1021
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	39.27	1021
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	5,450.00	1022
587-000-974.591	WATER IMPROVEMENTS	AMERICAN EXCAVATING, LTD	PHOENIX PRJCT - 12/01/24-01/24/25	584.00	1022
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	824,104.98	1023
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	4,840.00	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	495.00	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	272.64	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	4,372.00	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	3,785.00	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	1,468.00	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	2,448.00	1024
587-000-974.591	WATER IMPROVEMENTS	MICHIGAN PIPE & VALVE	PHOENIX PRJCT - WATER	72.00	1024
Total For Dept 000				862,485.30	
Total For Fund 587 STATE OF MICHIGAN GRANT				862,485.30	



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INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: HB587

L Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 587 STATE OF MICH	862,485.30	
			Total For All Funds:	<u>862,485.30</u>	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
<hr/>					
Fund 590 SEWER FUND					
Dept 900 CAPITAL CONTROL					
590-900-974.175	SANITARY SEWER HSC IMPROVEMENTS	BOARD OF COUNTY ROAD COM	RAMBLING ACRES HMA - SANITARY FORCEMA	264,460.13	70575
590-900-974.175	SANITARY SEWER HSC IMPROVEMENTS	BOARD OF COUNTY ROAD COM	RAMBLING ACRES HMA - SANITARY FORCEMA	35,002.07	70575
		Total For Dept 900 CAPITAL CONTROL		299,462.20	
		Total For Fund 590 SEWER FUND		299,462.20	
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INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP  
POST DATES 02/01/2025 - 02/28/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: SB590

IL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 590 SEWER FUND	299,462.20	
			Total For All Funds:	<u>299,462.20</u>	



249 N. Miller Road, Saginaw, Michigan 48609-4896

989.781.0150 | fax 989.781.0290

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INTEGRITY • ACCOUNTABILITY  
COMMUNITY • SERVICE

*We are committed to working with the community to  
provide quality-driven, citizen-focused services.*

## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Township Board to consider updating Administrative Policy #900 to comply with Public Act 191 of 2023 dealing with poverty exemption procedures.
- **EXPLANATION OF TOPIC:** The State of Michigan updated its poverty exemption regulations in Public Act 191 of 2023, setting guidelines for addressing poverty exemption throughout the state. The Township Assessor was asked to review the current policy and make recommendations to comply with the recently adopted act changes. A copy of the proposed changes to the Township Policy #900 are attached for your consideration and recommendation to the full Township Board of Trustees. After talking with Sharon Frischman, the Township Assessor, she indicated that our policy will be very similar to other jurisdictions she is working in, and she feels it will fully comply with Public Act 191 of 2023. Our current policy does address many of the Act requirements already, but a significant amount of clarity has been added. Some of the requirements found in the new Act include:

### **Local Unit Requirements: Income Test**

Local units must adopt guidelines that set income levels for their poverty exemption guidelines. The income levels shall not be set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. For example, for the 2023 tax year, the income level for a household of 3 persons shall not be set lower than \$23,030 (it can be set higher).

### **Local Unit Requirements: Asset Test**

Local Units must have an adopted income test and an adopted asset test. These must be in writing and should be given to persons applying for the poverty exemption. The asset test must state a maximum value of all assets that is allowed. It can be just a listing of types of assets. Also, the total value of all assets allowed needs to be stated.

### **Local Unit Requirements: Things Not to Do**

We cannot place a limit on the number of years of ownership. We cannot limit receiving the exemption to only a certain number of years. It cannot include the value of the principal residence as an asset/disqualifying factor for the exemption. The Board of Review cannot deviate from local unit guidelines for “substantial and compelling reasons.”

After making the changes to the Township policy, the Assessor feels that it is clearer and will be a substantial improvement for both the Township Board of Review members and the public.



- **MATERIALS ATTACHED:** A copy of the marked-up Proposed Poverty Exemption Policy #900 written by the Township Assessor, Sharon Frischman, showing all proposed changes. A copy of Act No. 191 of 2023. A portion of Bulletin 20 of 2023 from the Michigan State Tax Commission as it relates to Poverty Exemption changes being proposed in the policy under review.
- **RECOMMENDED ACTION:** Based on the changes to the State Law listing the changes that need to be made, I recommend that the Township Board vote to approve the proposed policy #900.
- **POSSIBLE COURSE OF ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve policy and procedure #900 as presented to comply with State law.
- **ROLL CALL VOTE REQUIRED:** Yes

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Administrative Policy No: 900 (Page 1 of 4)  
Effective Date: February 1, 1999  
Amended: January 31, 2023  
March 3, 2025

Policy Regarding **POVERTY EXEMPTIONS**

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## POVERTY EXEMPTION POLICY AND PROCEDURE

*Pursuant to MCL 211.7u updated by Public Act 191 of 2023, provides consideration of for a property tax exemption, in whole or part, for the principal residence of a persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption, "Principal Residence" is defined in MCL 211.7dd as a principal residence or qualified agricultural property. The exemption does not apply to property of a corporation. The Federal Property Income Guidelines will be published each year on the Townships website along with the adjusted amounts to determine partial exemptions as determined by using the inflation rate multiplier as published for that year by the US Department of Labor Statistics. Local units are required to adopt a policy, including as asset test, used to approve or deny exemptions. The Thomas Township Board has established the following procedures and criteria for the uniform application and determination of poverty exemptions to be administered by the Thomas Township Board of Review as required under MCL 211.7u. MCL 211.7u(1) states this section does not apply to the property of a corporation.*

~~A homeowner must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902 or alternative policies adopted by the governing body of Thomas Township provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.~~

~~The federal poverty income guidelines will be published yearly on Thomas Township's website along with the adjusted amounts to determine partial exemptions. Thomas Township is required to adopt a policy, including an asset test, used to approve or deny exemptions.~~

*1. Any person owning and occupying a home as a principal residence as defined by state law, may apply for a poverty exemption by submitting the required **petition and application** poverty exemption application and required forms to the Board of Review **during the March session**. The required forms shall be submitted to the local assessing unit Applicants shall submit their paperwork to Thomas Township Assessor on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested. If requested by the Township Assessor, Supervisor or Board of Review Members the applicant shall appeal in person, otherwise the application packet and petition to the Board of Review (Form L-4035) will act as a letter of appeal and no appearance shall be required. An applicant may schedule an appointment with the Board of Review to appeal in person*

*2. The burden of proving poverty rests with the applicant. The application and required supporting document affidavits may be obtained from Thomas Township during the year in which the exemption*



## THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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~~is being requested. To be eligible for an exemption under this section, a person shall do the following annually. The applicant must supply the necessary application and supporting documents as required by this policy and procedure statement. this policy and procedure statement requires. Those documents shall include (please include this information for ALL household members 18 years old and over): The completed application, Form 5737 Application for Poverty Exemption. Homeowners may obtain the application and forms from Thomas Twp. during the year in which the exemption is being requested.~~

- The most recent (immediately preceding year) Michigan and Federal Income Tax Return with all attachments, including the MI-1040 CR
- Form 4988 if they did NOT complete tax returns for the previous two (2) years.
- Form 5739 Affirmation of Ownership and Occupancy.
- Form L-4035 Petition to the Board of Review.
- Valid Driver's License or other forms of identification.
- Produce a deed, land contract, or any other evidence of ownership.
- Proof of income and assets.
- If you claim no income, you must submit a detailed and notarized letter explaining how you pay your expenses.
- *Meet the asset level test adopted by the local assessing unit.*

3. The *determination* of qualification for a poverty exemption *shall be* is-based on the following:

- A. Gross income level of the household of the immediately preceding year.
- B. *The size of the family unit.*
- C. *Liquid and non-liquid assets and availability of income to the household.*

~~Meet the asset level test adopted by the Thomas Township Board of Trustees.~~

4. The income level for each family unit related to an application for a poverty exemption shall be based on the Federal Poverty Guidelines updated annually by the U.S. Department of Health and Human Services and published by the State Tax Commission. An applicant may contact Thomas Township Assessor at 989-781-0150 to obtain additional information.

*5. An asset level test means the amount of liquid and non-liquid assets that could be used or converted to cash for use in the payment of taxes. In addition to meeting the Federal poverty income level requirements, applicants must also meet requirements based on an asset level test. All assets of the occupants in the household (excluding the applicant's primary residence) as well as available sources of income of funds shall be considered.*

~~The Board of Review shall consider income from all sources and from all household occupants when determining whether an applicant meets the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services. For reference, the federal poverty guidelines to be used are also published annually by the State Tax Commission.~~

~~According to the United States Census Bureau, "income" includes, but is not limited to:~~

- ~~Money, wages, and salaries before any deductions, regular contributions from persons not living in the residence.~~



## THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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- ~~Net receipts from non-farm self-employment. These are from a person's own business, professional enterprise, or partnership, after deducting business expenses.~~
- ~~Net receipts from farm self-employment. These are receipts from a farm in which one operates as an owner, renter, or sharecropper after deducting for farm operating expenses.~~
- ~~Regular payments from social security, railroad retirement, unemployment, worker's compensation, strike benefits from union funds, veteran's payments, public assistance, supplemental Security Income, Emergency Assistance money payments, and non-federally funded general relief money payments).~~
- ~~Alimony, child support, military family allotments, or other support from an absent family member or someone not living in the household.~~
- ~~Private and government retirement and disability pensions, regular insurance or annuity payments.~~
- ~~College or university scholarships, grants, fellowships, and assistantships.~~
- ~~Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.~~

~~An asset level test means the number of assets that could be used or converted to cash and used to pay property taxes. In addition to meeting federal poverty income level requirements, Applicants must also meet requirements based on an asset level test. All assets of the occupants in the household (excluding the applicant's primary residence), as well as all available sources of income or funds, shall be considered.~~

6. Applicants cannot have assets totaling more than two (2) times the estimated annual household income *of the applicant or those* ~~reported of those~~ contributing to the expenses of the household *in total assets to be eligible for consideration* and no more "liquid assets than (2) times the estimated annual tax obligation of the current taxable value *which includes*."

### A. LIQUID ASSETS

*Liquid assets may include, but are not limited to cash, bank accounts, stocks and bonds, IRA's, Roth's, other investment accounts, pensions, lump sum inheritance, money received or due from the sale of property, borrowed money, lottery winnings or any other liquid assets.*

### B. NON-LIQUID ASSET TEST

*Non-liquid assets may include, but are not limited to automobiles, recreational vehicles, including but not limited to boats, snowmobiles, campers, travel trailers, motor homes, jet skis, motorcycles, off-road vehicles, or other items of a similar nature, additional buildings other than the residence, equipment, jewelry, antiques, other art work, or any other personal property of value or any assets received in lieu of wages, real estate other than applicant's principal residence. Federal non-cash benefit programs such as medicare, Medicaid, food stamps and school lunches.*

~~"Liquid assets may include but are not limited to the cash value of life insurance policies, mutual funds, bonds or stocks, as well as money market accounts, savings accounts, or checking accounts. The Board of Review shall not consider value of furniture and clothing."~~



## THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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The following is a list of assets that will be included in the asset test. (This is not an exhaustive list)

- Cash
- Bank accounts
- Stocks and bonds, IRA's, Roth's, other investment accounts, pensions
- Lump sum inheritance
- Money received or due from the sale of property, borrowed money
- Lottery winnings or any other liquid assets
- Automobiles and recreational vehicles, including but not limited to boats, snowmobiles, campers, travel trailers, motor homes, jet skis, motoreycles, off road vehicles, golf carts, or other items of a similar nature
- Equipment, tools, farm equipment, and implements.
- Farm crops
- Jewelry, antiques, artwork, or any other personal property of value
- Any assets received in place of wages
- Real estate owned other than applicant's principal residence.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches

PA 253 of 2020 made changes related to granting full or partial poverty exemptions. MCL 277.7u (5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption in whole or in part, as follows; a total exemption equal to 100 percent reduction in taxable value, 50 percent reduction in taxable value, 25 percent reduction in taxable value.

If the Board of Review determines that the applicant meets all of the eligibility criteria of the statute, the Board of Review shall grant an exemption as follows:

- For a 100% reduction in taxable value, the applicant must meet or fall below the persons in the family household income.
- For a 50% reduction in taxable value, the applicant must be above 100% of the in persons family household income guideline up to 135% of the in persons household income guideline.
- For a 25% reduction in taxable value, the applicant must be above 135% of the in persons family household up to 150% of the in person's household income guidelines.

An applicant will not be granted a poverty exemption if the household income is higher than 150% of persons in family household income guidelines or exceeds asset levels.

No other method of calculating taxable value may be utilized except for those percentage reductions specifically authorized in the statute or any other percentage reductions approved by the State Tax Commission.

**7. PA 191 of 2023 made changes relating to granting full or partial exemptions. MCL 277.7u (5) states that a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall Grant the poverty exemption in whole or in part, as follows; a full exemption equal**



## THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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*to 100 percent reduction in taxable value, 75 percent reduction in taxable value, 50 percent reduction in taxable value, 25 percent reduction in taxable value.*

8. *The Board of Review shall consider income from all owners and from all occupants (including assistance) of the household when determining whether an Applicant meets eligibility of federal income guidelines. Income shall be considered to include all of the following:*

- A. Money, wages, and salaries before any deductions.*
- B. Net receipts from non-farm self-employments. These are from a person's own business, professional enterprise, or partnership, after deduction for business expenses.*
- C. Net receipts from farm self-employment. These are receipts from a farm which one Operates as an owner, renter, or sharecropper, after deductions for farm operating expenses.*
- D. Regular payments from social security, railroad retirement, unemployment compensation, Strike benefits from union funds, workers compensation, veteran's payments and public assistance (including Aid to Families with Dependent Children, Supplemental Security Income Emergency Assistance money payments, and non-federally funded general relief money Payments).*
- E. Alimony, child support and military family allotments or other support from an absent family member or someone not living in the household.*
- F. Private and governmental retirement and disability pensions (including military retirement pay) and regular insurance payments or annuity payments.*
- G. College or university scholarships, grants, fellowships and assistantship.*
- H. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.*

9. **COMPLETE THE APPLICATION FOR POVERTY EXEMPTION IN FULL.** The forms and required documents may be submitted to the local assessing unit on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested.

A. If your application is not fully completed and does not have the necessary copies and attachments, your application will be considered incomplete. Incomplete applications will be considered as a request by the applicant to withdraw from consideration the request for a poverty exemption. If an applicant has special needs that require assistance in presenting their circumstances to the Board of Review, they should contact the Township Office at least one week before the Board of Review.

- ~~• Poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be one Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year.~~

10. **Board of Review Responsibilities:** The Board of Review shall approve or deny the request for a poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by *the*



## THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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~~local assessing unit~~ Thomas Township in granting or denying a poverty exemption. The Board of Review is not permitted to deviate from the adopted policy and guidelines. ~~If requested by the Township Assessor, Supervisor, or Board of Review Members, the applicant shall appeal in person; otherwise, the application packet and petition to the Board of Review (Form L 4035) will act as a letter of appeal, and no appearance shall be required.~~

**II. Appeal Rights:** An appeal of a decision of the March Board of Review is made by completing and submitting a petition to the Michigan Tax Tribunal no later than July 31 of the same year. A decision of the July or December Board of Review may be appealed by completing and submitting a petition to the Michigan Tax Tribunal within 35 days of the July or December Board of Review's decision. More information on how to file an appeal is available by contacting the Michigan Tax Tribunal. Information can also be viewed on the Michigan Tax Tribunal's website at <https://www.michigan.gov/taxtribunal>.

***POVERTY EXEMPTION is defined by Michigan Compiled Laws, Section 211.7 u. The law reads: The real and personal property of persons who, in the judgement of the supervisor and the Board of Review by reason of poverty, are unable to contribute toward public charges is exempt from taxation under this Act. This section does not apply to the property of a corporation.***

***Please be aware that as an Applicant for poverty exemption, you must comply with the following section Of the Michigan Compiled laws relative to General Property Tax:***

***SECTION 211.118 PROVIDES any person who, under any of the proceedings required or permitted by this act, shall willfully swear falsely shall be guilty of perjury and subject to penalties.***

***SECTION 211.119 PROVIDES,..a person who willfully neglects or refuses to perform a duty imposed upon that person by this Act, when no other provision is made in this Act is guilty of a misdemeanor, punishable by imprisonment for not more than 6 months, or a fine of not more than \$300.00 and is liable to a person injured to the full extent of injury sustained.***

***The Township Board of Review shall reduce the taxable value of property if the requirements are met in the following manner:***

***100% reduction in taxable value if the income is at or below the Poverty Guidelines as provided by the State Tax Commission annually.***

***75% reduction in taxable value if the income is 110% of the Poverty Guidelines.***

***50% reduction in taxable value if the income is 115% of the Poverty Guidelines.***

***24% reduction in taxable value if the income is 120% of the Poverty Guidelines.***

***If the household/owner income is above 120% of the Poverty Guidelines, the exemption will be denied.***

# THOMAS TOWNSHIP ADMINISTRATIVE POLICIES

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Act No. 191  
Public Acts of 2023  
Approved by the Governor  
November 7, 2023  
Filed with the Secretary of State  
November 7, 2023  
EFFECTIVE DATE: November 7, 2023

**STATE OF MICHIGAN  
102ND LEGISLATURE  
REGULAR SESSION OF 2023**

Introduced by Senators Chang, Shink, Wojno, Bayer, Geiss, McMorrow and Moss

## **ENROLLED SENATE BILL No. 55**

AN ACT to amend 1893 PA 206, entitled "An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts," by amending sections 7u and 53b (MCL 211.7u and 211.53b), section 7u as amended by 2020 PA 253 and section 53b as amended by 2022 PA 141.

*The People of the State of Michigan enact:*

Sec. 7u. (1) The principal residence of a person who, in the judgment of the supervisor and board of review, by reason of poverty, is unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall, subject to subsections (6), (8), and (10), do all of the following on an annual basis:

(a) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.

(b) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for an exemption under this section must be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under this section. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and the form described in subsection (2)(b), available to the public on the website. The guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets.

(5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section. If a person claiming an exemption under this section is qualified under the eligibility requirements in subsection (2), the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 75%, 50%, or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

(6) Notwithstanding any provision of this section to the contrary, a local assessing unit may permit by resolution a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), and may permit a principal residence exempt for the first time from the collection of taxes under this section in tax year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), if the person who establishes initial eligibility under subsection (2) receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits. Both of the following apply to a person who obtains an extended exemption under this subsection:

(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption under subsection (2).

(b) If the person fails to file a rescission as required under subdivision (a) and the property is later determined to be ineligible for the exemption under this section, the person is subject to repayment of any additional taxes with interest as described in this subdivision. Upon discovery that the property is no longer eligible for the exemption under this section, the assessor shall remove the exemption of that property and, if the tax roll is in the local tax collecting unit's possession, amend the tax roll to reflect the removal of the exemption, and the local treasurer shall, within 30 days of the date of the discovery, issue a corrected tax bill for any additional taxes with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. If the tax roll is in the county treasurer's possession, the tax roll must be amended to reflect the removal of the exemption and the county treasurer shall, within 30 days of the date of the removal, prepare and submit a supplemental tax bill for any additional taxes, together with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. Interest on any tax set forth in a corrected or supplemental tax bill again begins to accrue 60 days after the date the corrected or supplemental tax bill is issued at the rate of 1% per month or fraction of a month. Taxes levied in a corrected or supplemental tax bill must be returned as delinquent on the March 1 in the year immediately succeeding the year in which the corrected or supplemental tax bill is issued.

(7) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.

(8) Notwithstanding any provision of this section to the contrary, if the assessor determines that a principal residence of a person by reason of poverty is still eligible for the exemption under this section and the property was exempt from the collection of taxes under this section in tax year 2022, the property will remain exempt from the collection of taxes under this section through tax year 2023 if, on or before December 1, 2023, the governing body of the local assessing unit in which the principal residence is located adopts a resolution that continues the exemption through tax year 2023 for all principal residences within the local assessing unit that were exempt from the collection of taxes under this section in tax year 2022. The local assessing unit may require the owner of a principal residence exempt from the collection of taxes under this subsection to affirm ownership, poverty, and occupancy status in writing by filing with the local assessing unit the form prescribed by the state tax commission under subsection (2)(a).

(9) A local assessing unit that adopts a resolution under subsection (6) or (8) must develop and implement an audit program that includes, but is not limited to, the audit of all information filed under subsection (2). If property is determined to be ineligible for exemption as a result of an audit, the person who filed for the exemption under subsection (2) is subject to repayment of additional taxes including interest to be paid as provided in subsection (6)(b). The state tax commission shall issue a bulletin providing further guidance to local assessing units on the development and implementation of an audit program under this subsection.

(10) Notwithstanding any provision of this section to the contrary, if an exemption was not on the assessment roll and was not denied, the July or December board of review shall grant an exemption under this section, in whole or in part as described in subsection (5), for the immediately preceding tax year on the principal residence of a person who establishes eligibility in that tax year under the criteria described in subsection (2). A claim of exemption under this subsection must be filed with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by supporting documentation establishing eligibility for the exemption for the immediately preceding tax year and any additional supporting documentation as may be required by the state tax commission. The local assessing unit shall notify the department of treasury, in a form and manner prescribed by the department of treasury, of each exemption granted under this subsection by the board of review for the immediately preceding tax year.

(11) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

Sec. 53b. (1) If there has been a qualified error, the qualified error must be verified by the local assessing officer and approved by the board of review. Except as otherwise provided in subsection (5), the board of review shall meet for the purposes of this section on Tuesday following the second Monday in December and on Tuesday following the third Monday in July. If approved, the board of review shall file an affidavit within 30 days relative to the qualified error with the proper officials and all affected official records must be corrected. If the qualified error results in an overpayment or underpayment, the rebate, including any interest paid, must be made to the taxpayer or the taxpayer must be notified and payment made within 30 days of the notice. A rebate must be without interest. The treasurer in possession of the appropriate tax roll may deduct the rebate from the appropriate tax collecting unit's subsequent distribution of taxes. The treasurer in possession of the appropriate tax roll shall bill to the appropriate tax collecting unit the tax collecting unit's share of taxes rebated. Except as otherwise provided in section 27a(4), a correction under this subsection may be made for the current year and the immediately preceding year only.

(2) Action under subsection (1) may be initiated by the taxpayer or the assessing officer.

(3) The board of review meeting in July and December must be held only for the purpose described in subsection (1) and to hear appeals provided for in sections 7u, 7ee, and 7jj. If an exemption under section 7u is approved, the board of review shall file an affidavit with the proper officials involved in the assessment and collection of taxes and all affected official records must be corrected. If an appeal under section 7ee or 7jj results in a determination that an overpayment has been made, the board of review shall file an affidavit and a rebate must be made at the times and in the manner provided in subsection (1). Except as otherwise provided in sections 7ee and 7jj, a correction under this subsection must be made for the year in which the appeal is made only. If the board of review approves an exemption or provides a rebate for property under section 7ee or 7jj as provided in this subsection, the board of review shall require the owner to execute the affidavit provided for in section 7ee or 7jj.

(4) An owner or assessor may appeal a decision of the board of review under this section regarding an exemption under section 7ee or 7jj to the residential and small claims division of the Michigan tax tribunal. An owner is not required to pay the amount of tax in dispute in order to receive a final determination of the residential and small claims division of the Michigan tax tribunal. However, interest and penalties, if any, will accrue and be computed based on interest and penalties that would have accrued from the date the taxes were originally levied as if there had not been an exemption.

(5) The governing body of the city or township may authorize, by adoption of an ordinance or resolution, 1 or more of the following alternative meeting dates for the purposes of this section:

(a) An alternative meeting date during the week of the second Monday in December.

(b) An alternative meeting date during the week of the third Monday in July.

(6) As used in this section, "qualified error" means 1 or more of the following:

(a) A clerical error relative to the correct assessment figures, the rate of taxation, or the mathematical computation relating to the assessing of taxes.

(b) A mutual mistake of fact.

(c) An adjustment under section 27a(4) or an exemption under section 7hh(3)(b).

(d) An error of measurement or calculation of the physical dimensions or components of the real property being assessed.

(e) An error of omission or inclusion of a part of the real property being assessed.

(f) An error regarding the correct taxable status of the real property being assessed.

(g) An error made by the taxpayer in preparing the statement of assessable personal property under section 19.

(h) An error made in the denial of a claim of exemption for personal property under section 9o.

(i) Any of the following errors regarding an exemption under section 7b:

(i) An error made by the local tax collecting unit in the processing of a timely filed exemption affidavit.

(ii) A delay in the determination by the United States Department of Veterans Affairs that a veteran is permanently and totally disabled as a result of military service and entitled to veterans' benefits at the 100% rate.

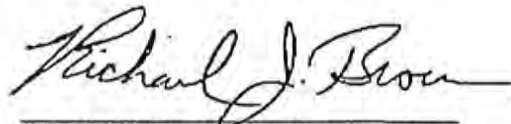
(iii) For tax year 2023 only, a denial by the board of review of an exemption claimed under section 7b(1)(b).

(j) An exemption under section 7u(10), for the immediately preceding tax year only, if the exemption was not on the assessment roll and was not denied for that tax year. A claim for exemption must be filed with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by supporting documentation establishing eligibility for the exemption for that immediately preceding tax year under the criteria in section 7u(2) and any other supporting documentation as may be required by the state tax commission.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor



**Important Reminder:** The July and December Boards of Review **have no authority** to grant these exemptions. If an assessor misplaces or missed a timely filed Form 5278, that is **not** considered a clerical error or mutual mistake and cannot be considered by the July or December Board of Review.

See the Guide to Small Business Taxpayer Exemption and Bulletin 18 of 2022: Qualified Heavy Equipment Rental Personal Property Exemption for more information.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts, and the Essential Services Assessment (ESA) is available at [www.michigan.gov/ESA](http://www.michigan.gov/ESA). Additional questions should be sent via email to [ESAQuestions@michigan.gov](mailto:ESAQuestions@michigan.gov).

*Bulletin 20 of 2023*

## Poverty Exemption Changes

The State Tax Commission issued Bulletin 22 of 2023 regarding the poverty exemption. This Bulletin reflects updates due to recent legislative changes to the poverty exemption made in November 2023 by PA 191 of 2023. It is important that Board of Review members review this bulletin and understand the changes to the statute that impact how poverty exemptions are reviewed and granted.

Specifically, PA 191 amends the poverty exemption to allow local units to grant a 75% partial exemption, in addition to the previously allowed 100%, 50%, and 25%, without prior approval by the State Tax Commission. The act extends the ability for local governments to adopt resolutions by December 1, 2023 to automatically re-enroll residents into a poverty property tax exemption for the 2023 tax year if the assessor determines that the homeowners are still eligible for the exemption. Finally, PA 191 amends both MCL 211.7u and MCL 211.53b to allow the July and December Board of Review to grant a poverty exemption, as a qualified error, for the immediately preceding year on the principal residence of a person who establishes eligibility as required by Section 7u if an exemption was not on the assessment roll and was not previously denied.

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. **The Board of Review is not permitted to deviate from the adopted policy and guidelines** (this is a change to the law in 2020 PA 253).

Poverty exemption applications can be heard at the March, July, or December Board of Review (this applies to a current year exemption, not an exemption for the immediate preceding year which can only be heard by the July and December Board of Review as a qualified error). However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year.

To request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
3. All required additional documentation (such as federal/state income tax returns)

Local units are still required to have adopted income guidelines and an asset test. These documents should be in writing and should be made available to taxpayers.

If a taxpayer qualifies for the poverty exemption, the Board of Review may grant a 100%, 75%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

The forms and guidance related to the poverty exemption are available on the State Tax Commission's website under the [Poverty Exemption Forms & Policy Related to PA 253 of 2020](#) link.

#### Reminders:

- The Michigan Court of Appeals ruled in *Ferrero v Township of Walton* (Docket No. 302221) that monies received pursuant to MCL 206.520 (homestead property tax credit) is a rebate of property taxes and is not income for purposes of MCL 211.7u.
- Statutory changes allow an affidavit to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the individual filing for the exemption.

Board of Review members are encouraged to review Bulletin 20 of 2023 prior to the start of March Board of Review meetings.

#### Property Classification

Property is classified according to its current use. A property cannot have more than one classification. MCL 211.34c(5) states that if the total usage of a parcel includes more than one classification, the assessor shall determine the classification that most significantly influences the total valuation of the parcel.

Boards of Review are encouraged to review the [Property Classification Q&A](#) available on the State Tax Commission website.



INTEGRITY \* ACCOUNTABILITY  
COMMUNITY \* SERVICE

*We are committed to working with the community to  
provide quality-driven, citizen-focused services.*

## Fire Department

8215 Shields Drive, Saginaw, Michigan 48609-4896

989.781.4141 | fax 989.781.6059

www.thomas twp.org

### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Chief Michael Cousins  
Deidre Frolo, Township Manager
- **AGENDA TOPIC:** Pay adjustment for paid on-call fire department responders.
- **EXPLANATION OF TOPIC:** The minimum wage in Michigan increased to \$12.48 effective February 21, 2025. Currently, the probationary fire and medical responders make minimum wage and thus would be entitled to an increase to comply with this law. With the wage increase for probationary employees, I propose a wage adjustment of \$15.48 for non-probationary responders. This increase of \$2.33 will keep the separation between the probationary and non-probationary fire/medical responders equal to the amount currently separating our probationary and regular fire/medical responders.

I also propose adjusting the monthly stipend for the officers and crew leaders. It has been a few years since they have had any adjustment. Each has assigned tasks, which include covering night shifts to help ensure coverage. The adjusted monthly stipend amounts would be as follows:

	<u>Current</u>	<u>Proposed</u>
Assistant Chief	\$140.00	\$180.00
Captain	\$110.00	\$130.00
Lieutenant	\$ 90.00	\$120.00
Safety Officer	\$ 50.00	\$ 90.00
Training Officer	\$ 50.00	\$ 90.00
Crew Leader	\$ 60.00	\$ 80.00

I would also like you to consider a stipend to support the officer on call each night. This would ensure at least two people responding during the night and lighten the load on those covering several nights. The rate for remaining in the township and available to respond would be \$20.00/night. The firefighter would still receive their call response wage, but the \$20.00/night would serve as a "retainer" to have them available. I believe members would participate as I'm also pushing this to support the department and lessen the burden on other members. I have adjusted my budget for the added costs. This has been brought to the Personnel Committee.

- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept the wage adjustments for the Paid-on-Call fire department members.
- **ROLL CALL VOTE REQUIRED?** No





249 N. Miller Road, Saginaw, Michigan 48609-4896  
989.781.0150 | FAX 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

### **THOMAS TOWNSHIP AGENDA ITEM**

- **MEETING DATE:** March 3, 2025.
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director  
Deidre Frollo, Township Manager
- **AGENDA TOPIC:** Hiring of the Parks Full Time Secretarial position.
- **EXPLANATION OF TOPIC:** The Parks & Recreation full-time secretarial position that was approved by the personnel committee in February was posted internally as required by the SEIU contract. Sue Prevost submitted a letter of interest. The Township manager met with her and discussed the position in terms of wages and benefits. Sue has agreed to the wage and benefit package and has accepted the position, which is contingent upon the approval of the personnel committee and board. She has been the part-time Parks Secretary for just over three years and has done an exceptional job. She provides outstanding customer service when interacting with our residents. Sue knows the job and what it takes to do it.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:**
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the hiring of Sue Prevost for Parks Secretary in the Parks Department.
- **ROLL CALL VOTE REQUIRED?** No



## Letter of Interest for Parks Department- Clerical I Position

February 6, 2025

Park & Recreation Director: John Corriveau

Dear John,

I am writing to express my interest in the Thomas Township Parks Clerical I position. I believe that my education and previous work experience make me a strong candidate for this position.

Working in my current part-time position as Parks Secretary, I have the experience, skills and passion for this full-time position. Throughout the past three years, I have gained a comprehensive understanding of all facets of this fast-paced and growing office position. I also believe my skills in customer service, multi-tasking and creative problem-solving will continue to be valuable for our team.

Please accept this letter as a testament of my interest in continued employment with Thomas Township.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Prevost". The signature is fluid and cursive, with the first letter of the last name being a large, stylized 'P'.

Susan Prevost



### **THOMAS TOWNSHIP AGENDA ITEM**

- **MEETING DATE:** March 3, 2025.
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director  
Deidre Frolo, Township Manager
- **AGENDA TOPIC:** Approve hiring Dylan Pattulo as the Parks and Recreation Assistant.
- **EXPLANATION OF TOPIC:** The Parks & Recreation Assistant was posted internally and publicly. We received applications from four qualified candidates. We interviewed all four candidates and brought two back for second interviews. Although both final candidates were qualified, John, Dave, and I felt Dylan Pattulo was the best choice.

Dylan lives in Birch Run. He has a Bachelor's Degree from Oakland University and a strong background in recreation and maintenance with the Department of Natural Resources. Over the past several years, he has coached both recreational and high school sports.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Dylan Pattulo application.
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve hiring of Dylan Pattulo as the Recreation Assistant for the Parks Department.
- **ROLL CALL VOTE REQUIRED?** No



Department of Public Works  
251 Miller Court, Saginaw, Michigan 48609-4896  
989.781.6438  
[www.thomas twp.org](http://www.thomas twp.org)

### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Trevor Schultz, Director - Department of Public Works
- **AGENDA TOPIC:** Approve promotion of Tyler Branch to DPW Foreman starting April 1, 2025.
- **EXPLANATION OF TOPIC:** Recently, I have discussed with Deidre the possibility of promoting Tyler Branch to a second foreman in the Department of Public Works. With HSC and Corning's expansions coming on line soon, our DPW has a strong responsibility in supporting these Industries, as well as continuing to support all Township residents and businesses. Because of this increased responsibility, it is important to have a unified leadership structure in the field to make sure all areas of water and sewer maintenance continue to be completed diligently and correctly.

Tyler would assume primary responsibility over the sewer system maintenance, as well as be DPW's lead in building and grounds maintenance. Steve would assume primary responsibility of the water system as well as Owen Cemetery.

I've attached a memo delivered to Deidre and the personnel committee speaking in further details about Tyler's merits and look forward to working closer with him in a leadership position.

This promotion has been budgeted for in FY 25-26 and comes with an hourly raise of \$3.00.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Foreman Promotion Memo.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve promotion of Tyler Branch to DPW Foreman starting April 1, 2025.
- **ROLL CALL VOTE REQUIRED?** No.





Department of Public Works  
251 Miller Court, Saginaw, Michigan 48609-4896  
989 781 6438  
[www.thomas twp.org](http://www.thomas twp.org)

## Tyler Branch Promotion to Second Foreman Memo

To: Deidre Frollo & Personnel Committee

From: Trevor Schultz – DPW Director

Date: 1/28/2025

I am writing to formally request the promotion of Tyler Branch to the position of Foreman within the Public Works Department. As our staff continues to grow with increased responsibilities, it's important that we have a unified leadership structure within our department.

Tyler has been a dedicated and reliable employee with the Township for many years, consistently demonstrating a strong work ethic, exceptional leadership potential, and a deep understanding of the operations within our department. Over his tenure which began at 15 years old in the Parks Department, Tyler has proven his ability to handle increased responsibilities, adapt to new challenges, and maintain a high standard of performance in every task he undertakes.

In addition to his technical expertise, Tyler possesses the interpersonal skills necessary to effectively lead and motivate his peers. He is respected by his colleagues for his professionalism, team spirit, and willingness to mentor others. These qualities make him an excellent candidate for the Foreman position, where he will continue to grow as a leader and help shape the future success of our Public Works team.

Promoting Tyler is not only a recognition of his hard work and loyalty, but also an investment in the long-term success of the department. By fostering and rewarding talented individuals like Tyler, we can continue to cultivate a positive work environment and retain experienced staff who are committed to serving the community. It is essential that we demonstrate our support for dedicated employees, and promoting Tyler would reinforce the importance of loyalty and hard work within our team.

I believe it's extremely important to recognize that our department's responsibilities to service not only all Township Resident's and businesses, but also support HSC and Corning's Plant are ever expanding. The amount of water and sewer use for each of these Industries puts enormous amounts of stress and pressure on our staff, and having an extremely capable individual like Tyler also in a position of leadership is critical to the success of our department now and into the future. The promotion to second Foreman would come with a pay rate increase of \$3.00/hour.

Trevor



2419 N. Miller Road, Saginaw, Michigan 48609-4398  
989.781.0150 | FAX 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

## THOMAS TOWNSHIP AGENDA ITEM

- **MEETING DATE:** March 3, 2025.
- **SUBMITTED BY:** Deidre Frollo, Township Manager
- **AGENDA TOPIC:** Wage increases for nonunion employees.
- **EXPLANATION OF TOPIC:** Members of the bargaining unions receive wage increases through union contracts. The increases for non-bargaining unit employees are not set based on a scale or a contract. In the past three years, nonunion wages have increased by 3% with the approval of the budget. The 25/26 budget includes a 3% increase for all non-bargaining unit employees.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** None
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve a 3% wage increase for all non-bargaining unit employees.
- **ROLL CALL VOTE REQUIRED?** No

**NOTICE OF PUBLIC HEARING  
THOMAS TOWNSHIP 2025/2026 BUDGETS**

Notice is hereby given that the Thomas Township Board will hold a public hearing on March 3, 2025, 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 2025/2026 Thomas Township Budgets. The proposed budgets may be viewed at the office of the Clerk during regular business hours after February 21, 2025.

**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: Michael Thayer, Clerk, 249 N. Miller Road, Saginaw, MI 48609, (989) 781-0150.

Michael Thayer  
Thomas Township Clerk

Posted February 11, 2025



**NOTICE OF PUBLIC HEARING**  
**Thomas Township**  
**County of Saginaw, Michigan**

PLEASE TAKE NOTICE that at a regular meeting of the Thomas Township Board of Trustees will be held on March 3, 2025, at 7:00 pm., Michigan Time, at the Thomas Township Public Safety Building, 8215 Shields Drive, Saginaw, Michigan 48609, at which time and place a public hearing will be held on the following: Amendments to the Thomas Township Water and Sewer Schedule F and Water and Sewer Quarterly Ready to Serve Charges.

Proposed Water Rates: Will be based on the following one-year schedule. Furthermore, the water rate for Township owned properties will be equal to the rate charged to the Township by the City of Saginaw per 1,000 gallons used;

***Proposed One Year Plan for Quarterly Ready to Serve Charges for Water:***

<b>FY Ending 3/31</b>	<b>2025</b>	<b>2026</b>
<b>QUARTERLY RATES</b> Charge by Meter Size		
5/8 inch	\$42.60	\$42.61
3/4 inch	\$42.60	\$42.61
1 inch	\$127.81	\$127.82
1.25 inch	\$127.81	\$127.82
1.5 inch	\$140.59	\$140.60
2 inch	\$264.14	\$264.15
3 inch	\$468.63	\$468.66
4 inch	\$1,065.06	\$1,065.14
6 inch	\$2,130.12	\$2,130.28
8 inch	\$3,834.22	\$3,834.50
10 inch	\$5,964.35	\$5,964.78
12 inch	\$7,498.04	\$7,498.58
HSC-City & Twp RTS/yr	\$808,360.00	\$947,276.00
<b>Commodity Charge:WATER</b>		
\$/1000 gallons	\$3.89	\$3.89
HSC \$/1000 gallons	\$2.92	\$3.11
Irrigation \$/1000 gallons	\$4.84	\$4.61
GLTP \$/1000 gallons	\$4.86	\$4.86

***Proposed One Year Plan for Quarterly Ready to Serve Charges for Sewer:***

<b>FY Ending 3/31</b>	<b>2025</b>	<b>2026</b>
<b>QUARTERLY RATES Charge by Meter Size</b>		
5/8 inch	\$18.67	\$19.58
3/4 inch	\$18.67	\$19.58
1 inch	\$56.00	\$58.74
1.25 inch	\$56.00	\$58.74
1.5 inch	\$61.60	\$64.61
2 inch	\$115.74	\$121.39
3 inch	\$205.35	\$215.36
4 inch	\$466.70	\$489.46
6 inch	\$933.40	\$978.93
8 inch	\$1,680.11	\$1,762.07
10 inch	\$2,613.51	\$2,741.00
12 inch	\$3,285.56	\$3,445.83
Multiple Units	\$18.67	\$19.58
<b>Variable Rate: SEWER</b>		
\$/1000 gallons	\$5.29	\$5.39

Proposed Charges will become effective 30 days after the date of the publication of this notice and subsequent adoption by Resolution of the Thomas Townships Board of Trustees on March 3, 2025.

Written and/or Oral comments will also be received at the Thomas Township Office through the date of the hearing and should be sent to Thomas Township Manager, 249 N. Miller Road, Saginaw, MI 48609.

Michael Thayer, Clerk  
Thomas Township

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



249 N. Miller Road, Saginaw, Michigan 48609-4896  
989.781.0150 | FAX 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Deidre Frollo, Township Manager
- **AGENDA TOPIC:** Approve Resolution 25-02 adjusting Water and Sewer Rates and the Quarterly Ready to Serve
- **EXPLANATION OF TOPIC:** In September 2023, the Township Board approved a service contract with Municipal Analytics to complete a water & sewer rate study. The current rates were instituted in 2020, and were effective through March of 2025. Although the Township has adopted a 5-year rate structure in the past, I am recommending a one-year rate structure due to the unknown impact of the Corning usage for water and sewer. Once we have a concrete number for the ready to serve (RTS) from the City of Saginaw and a better idea of the timing of the wastewater discharge, an amendment to the rate structure will be evaluated and proposed to the board for approval later in the fiscal year.

The overall impact on customers will be an average increase of 4.9% in RTS and a 2% increase in sewer usage per year. Outside of HSC, there will be no impact on the residential/commercial customers for water. However, HSC will see an increase in the commodity rate of \$.19/1000 gallons and an annual RTS increase of \$138,916. This reflects the anticipated increase of the RTS from the City of Saginaw. Hemlock Semi-Conductors costs will increase by approximately \$56,389/quarter based on 114 million gallons of usage.

A public notice regarding the rate structure has been posted. The rates will go into effect with the April billing cycle pending board approval.

- **MATERIAL ATTACHED AS SUPPORTING INFORMATION:**  
Memo from Municipal Analytics regarding the rate study and a copy of Resolution 25-02.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table
- **SUGGESTED/REQUESTED MOTION:**  
Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve resolution 25-02 to adjust water and sewer rates and the quarterly ready to serve.
- **ROLL CALL VOTE REQUIRED?** Yes



RESOLUTION 25-02  
TOWNSHIP OF THOMAS  
SAGINAW COUNTY, MICHIGAN  
RESOLUTION FOR ADJUSTING WATER AND SEWER RATES  
AND THE QUARTERLY READY TO SERVE CHARGES

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 3rd day of March, 2025 at 7 o'clock p.m. Michigan Time.

PRESENT:

ABSENT:

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

WHEREAS the water and sewer rates and charges for Thomas Township are set and charged by resolution and ordinance; and

WHEREAS the Thomas Township Board of Trustees has determined that various rates and charges should be adjusted so as to enhance the financial integrity of the water and sewer system.

NOW, THEREFORE BE IT RESOLVED that the following rates and charges shall be adjusted as follows:

1. The quarterly consumption charge shall be based on metered or estimated usage and shall be \$3.89 per 1,000 gallons metered or estimated for water consumption and \$5.29 per 1,000 gallons metered or estimated for sewer usage.
2. The Ready to Serve Charge for both water and sewer shall be charged on a quarterly basis to all customers with regular, master and sprinkler meters based upon the following sizes:

***Proposed Quarterly Ready To Serve Charges for Water:***

FY Ending 3/31	2025	2026
<b>QUARTERLY RATES Charge by Meter Size</b>		
5/8 inch	\$42.60	\$42.61
3/4 inch	\$42.60	\$42.61
1 inch	\$127.81	\$127.82
1.25 inch	\$127.81	\$127.82
1.5 inch	\$140.59	\$140.60
2 inch	\$264.14	\$264.15
3 inch	\$468.63	\$468.66
4 inch	\$1,065.06	\$1,065.14
6 inch	\$2,130.12	\$2,130.28
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12 inch	\$7,498.04	\$7,498.58
HSC-City & Twp RTS/yr	\$808,360.00	\$947,276.00
<b>Commodity Charge: WATER</b>		
\$/1000 gallons	\$3.89	\$3.89
HSC \$/1000 gallons	\$2.92	\$3.11
Irrigation \$/1000 gallons	\$4.84	\$4.61
GLTP \$/1000 gallons	\$4.86	\$4.86

***Proposed Quarterly Ready To Serve Charges for Sewer:***

FY Ending 3/31	2025	2026
<b>QUARTERLY RATES Charge by Meter Size</b>		
5/8 inch	\$18.67	\$19.58
3/4 inch	\$18.67	\$19.58
1 inch	\$56.00	\$58.74
1.25 inch	\$56.00	\$58.74
1.5 inch	\$61.60	\$64.61
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10 inch	\$2,613.51	\$2,741.00
12 inch	\$3,285.56	\$3,445.83
Multiple Units	\$18.67	\$19.58
<b>Variable Rate: SEWER</b>		
\$/1000 gallons	\$5.29	\$5.39

- That the notice of Public Hearing with the intent to adjust the water and sewer rates and ready to serve charges was published in the Saginaw News on February 16, 2025.

AYES:

NAYS:

ABSTAINED:

ABSENT:

The Supervisor declared the resolution adopted.

---

David A. Sommers, Supervisor

### **CERTIFICATE**

**I, Michael Thayer, 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 3, 2025, at which meeting a quorum was present, by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.**

---

Michael Thayer, Clerk





249 N. Miller Road, Saginaw, Michigan 48609-4896  
989.781.0150 | FAX 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

### **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 4, 2024
- **SUBMITTED BY:** Deidre Frollo, Township Manager
- **AGENDA TOPIC:** Approve Resolution 25-03 to implement the 2025/26 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 reflect the costs incurred to provide the service and/or to confirm further that the programs and rental rates are comparable to surrounding communities. As a result, the department heads collect the pricing information for the pertinent products used for services. Other department heads, like the Parks Director, still complete surveys of our neighboring communities to determine their fees for recreational programs and pavilion rentals. This information is then examined and used to recommend that fees remain unchanged or are increased.

The attached Resolution 25-03 will authorize the implementation of the proposed rates as they are identified.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Fee Resolution 25-03.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 25-03 to implement the 2024/25 Fees Resolution.
- **ROLL CALL VOTE REQUIRED:** Yes.

THOMAS TOWNSHIP  
RESOLUTION 25-03  
March 3, 2025

RESOLUTION 25-03 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, 2025 for the 2025/2026 fiscal year.

**Thomas Township**  
**Fees 2025/2026**

97-G-04	Sec. 3.03	Business License	\$10.00
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)	\$550.00
		Niche (columbarium) A & B	\$500.00
		Niche (columbarium) C & D	\$475.00
		Past Resident Grave Purchase	150% of cost
		Past Resident Niche Purchase	150% of cost
		Gravesite or Niche Transfer Fee	\$75.00
		Past Resident Niche Transfer Fee	\$75.00
	Sec. 5	Grave Opening/Closing	
		Monday thru Friday	\$625.00
		Holiday & Weekend	\$725.00
		Cremains	\$250.00
		Cremains Holiday/Weekend	\$350.00
	Sec. 6	Markers or Memorials	
		Foundations	\$.50 sq. in.
		Past Resident Foundations	150% of fees
92-F-01	Sec. 3 C	Hazardous Material Incidents	

97-G-18	Sec. 3 C	And	
		Recovery of Expenses for Certain Emergency Responses	
		Fire Engine/Tanker/Tender	\$282.00/hr.
		Rescue Truck	\$176.00/hr.
		Brush Truck	\$186.00/hr.
		Squad/Command Trucks	\$13.00/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 the  
Township.

97-G-26      Article 1; Sec. 4      Registration and License  
Fees

Hawkers & Peddlers	\$50.00
Transient Merchants	\$50.00
Mobile Food Vehicle Permit	\$25.00

Police

Copies of <b>Lexis Nexis</b> Accident Reports	\$15.00
(not a Township report)	
Copies of Incident Reports	\$.10 per page
Digital Photos	\$1.00 each or
Digital Photos on CD	\$.50 plus transfer time*
Flash Drive	\$6.00
Body Cam Video Footage	\$39.20/production hour
Dash Cam Video Footage	\$39.20/production hour

Fire

Copies of Fire Reports	\$.10 per page
Digital Photos	\$1.00 each or
Digital Photos on CD	\$.50 plus transfer time*

Admin 414      NSF Checks      \$35.00

Admin 429      Stopping payment of checks      \$33.00

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.*

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)
99-G-10	Section 1	Plumbing Permit Fees-Schedule D	(see attached)
		Parks & Recreation Program Fees-Schedule E	(see attached)
		Water & Sewer Department Fees-Schedule F	(see attached)
		Community Development Department Fees-Schedule G	(see attached)
		Nature Center & Preserve Program Fees-Schedule H	(see attached)

Upon roll call vote, the following voted

Aye:

Nay:

Member(s) Absent:

The supervisor declared the resolution adopted.

---

David A. Sommers, Supervisor

CERTIFICATE

I, MICHAEL THAYER, 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 3, 2025, 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 April 1, 2025 or as noted in said resolution.

---

Michael Thayer, Clerk



## Community Development Department

249 N. Miller Road, Saginaw, Michigan 48609-4896

989.781.0150 | fax 989.781.0290

[www.thomas twp.org](http://www.thomas twp.org)

### Schedule A

#### Thomas Township Building Department Construction Costs Determination & Fees 2025/2026

#### 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
2nd-3rd 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
2nd-3rd story	\$150.00 per square foot for the first floor \$120.00 per square foot for the second floor and above

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

##### 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 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:

Minimum Fee	\$80.00
Additional for every ½ hour after the first hour of review	\$40.00

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 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 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.***

## Schedule B

**ELECTRICAL PERMIT APPLICATION**

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

Thomas Township  
Electrical Inspector  
Greg Vanherweg  
989-280-8934

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
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					\$37.50		
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)	\$50.00		
5. Over 800 Amp. Thru 1200 Amp.	\$25.00			22. Up to 10 devices			
6. Over 1200 Amp. (GFI only)	\$50.00			23. 11 to 20 devices	\$100.00		
7. Circuits	\$4.00			24. Over 20 devices	\$5.00 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)	\$75.00		
14. Letter	\$10.00			28. Additional Inspection	\$55.00		
15. Neon – each 25 feet	\$10.00			29. Final Inspection Fee	\$55.00		
16. Feeders – Bus Ducts, etc. – Per 50'	\$5.00			30. Certification Fee**	\$25.00		
17. Mobile Home Park Site*	\$30.00			Total Fee (Must include the \$60.00 non-refundable application fee)		Total	
18. Recreational Vehicle Parking Site	\$10.00						

\*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.

## Schedule C

**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
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					\$37.50		
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	\$55.00		
39. Underground Connection	\$25.00			35. Final Inspection	\$55.00		
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



## Schedule D

**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 LICSE 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 TREATMENT 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	Bidet	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
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					\$37.50		
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)	\$55.00		
11. Less than 6"	\$10.00			22. Additional Inspection	\$55.00		
12. 6" & Over	\$8.00 each			23. Final Inspection	\$25.00		
13. Manholes, Catch Basins				24. Certification Fee			

\*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.



## Parks & Recreation

249 N. Miller Road, Saginaw, Michigan 48609-4896

989.781.0151 | fax 989.781.0290

[www.thomas twp.org](http://www.thomas twp.org)

### Schedule E Parks and Recreation Fees 2025/2026

Roethke Pavilion #1 (Near Train Barn)	Up to 120 People	\$75.00	Resident
		\$100.00	Non-Resident
		\$100.00	Township Business
		\$150.00	Non-Township Business
Roethke Pavilion #2 (Near Pond)	Up to 120 People	\$75.00	Resident
		\$100.00	Non-Resident
		\$100.00	Township Business
		\$150.00	Non-Township Business
Roethke Pavilion #3 (Behind Depot)	Up to 80 People	\$75.00	Resident
		\$100.00	Non-Resident
		\$100.00	Township Business
		\$150.00	Non-Township Business
Roberts Park Pavilion #1 (Large Pavillion)	Up to 250 People	\$200.00	Resident
		\$250.00	Non-Resident
		\$250.00	Township Business
		\$450.00	Non-Township Business
Roberts Park Pavilion #2 (At Ball Fields)	Up to 80 People	\$100.00	Resident
		\$125.00	Non-Resident
		\$125.00	Township Business
		\$175.00	Non-Township Business
Soccer Complex Pavilion	Up to 150 People	\$200.00	Resident
		\$250.00	Non-Resident
		\$250.00	Township Business
		\$450.00	Non-Township Business
Depot Rental		\$100.00	Resident
		\$125.00	Non-Resident
		\$125.00	Township Business
		\$175.00	Non-Township Business

## Schedule E-Page 2

Pool	\$100.00	Resident
(7pm-9 pm Friday/Saturday Only)	\$125.00	Non-Resident
Softball Field Rental	\$75.00	Resident/Per Field
	\$100.00	Non-Resident/Per Field
	\$325.00	Resident/All 4 Fields/Day
	\$425.00	Non-Resident/All 4 Fields/Day
Softball Tournaments-Field Fee Plus Base Fee		
Base Fee	\$200.00	Resident Per Day
	\$300.00	Non-Resident Per Day
Additional Chalk/Drag Field	\$30.00	
Roberts Volleyball Court Rental	\$50.00	Resident Per Court
	\$75.00	Non-Resident Per Court
	\$150.00	Resident/All Courts/Per Day
	\$200.00	Non-Resident/All Courts/Per Day
Roethke Volleyball Court Rental	\$50.00	Resident Per Court
	\$75.00	Non-Resident Per Court
	\$200.00	Resident All Courts
	\$275.00	Non-Resident All Courts
Disc Golf Course	\$350.00	Resident Full Day
	\$450.00	Non-Resident Full Day
Soccer Fields	\$75.00	Resident-One Day Practice
	\$100.00	Non-Resident-One Day Practice
	\$250.00	Resident Games
	\$300.00	Non-Resident Games
Weddings, Events & Large Gatherings		
Roberts Park	\$1,500.00-	
	\$5,000.00	
Non-Refundable Reservation/Service Fee	\$500.00	
Roethke Park	\$1,500.00-	
	\$5,000.00	
Non-Refundable Reservation/Service Fee	\$500.00	

Events & 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 & Recreation Director.



## Schedule E-Page 3

Pool Daily Passes	\$5.00	Resident
	\$10.00	Non-Resident
	\$15.00	Resident-Family of 5
	\$25.00	Non-Resident-Family of 5
Pool Season Passes	\$80.00	Resident-Individual
	\$100.00	Non-Resident Individual
	\$105.00	Resident-Family of 5
	\$125.00	Non-Resident-Family of 5
	\$25.00	Each Additional Family Member in excess of 5
Permit-Trail Work	\$10.00	For work in the designated easement
Train	\$1.00	Per Person
Volleyball Rental	\$2.00	Hourly
Horseshoe Rental	\$2.00	Hourly
Flag Football	\$60.00	Resident
	\$70.00	Non-Resident
Spring/Fall Soccer	\$60.00	Resident
	\$70.00	Non-Resident
Basketball Clinic	\$60.00	Resident
	\$70.00	Non-Resident
Multi-Sport Clinic	\$70.00	Resident
	\$80.00	Non-Resident
Boys/Girls Basketball	\$60.00	Resident
	\$70.00	Non-Resident
Floor Hockey	\$60.00	Resident
	\$70.00	Non-Resident
Archery	\$70.00	Resident
	\$75.00	Non-Resident
Women's/Men's Volleyball	\$140.00	Team Fee
	\$15.00	Resident Player Fee
	\$20.00	Non-Resident Player Fee

Schedule E-Page 4

Men's Softball	\$325.00	Team Fee
	\$10.00	Resident Player Fee
	\$15.00	Non-Resident Player Fee
Co-Ed Softball	\$200.00	Team Fee
	\$10.00	Resident Player Fee
	\$15.00	Non-Resident Player Fee
Adult Sand Volleyball	\$90.00	Fours
Day Camp	\$135.00	Resident
	\$145.00	Non-Resident
	\$105.00	Resident-second child fee
	\$120.00	Non-Resident-second child fee
Before & After Daycare (7:30 am-9 am) (4 pm-5:30 pm)	\$30.00	
Camp Shirt	\$10.00	
Swim Lessons	\$60.00	Resident
	\$70.00	Non-Resident

**LATE FEES:**

Girl's Softball	\$25.00
All Youth Basketball	\$25.00
All Youth Soccer	\$25.00
Floor Hockey	\$25.00
Adult Volleyball	\$30.00
Men's Softball	\$30.00
Co-Ed Softball	\$30.00
Adult Sand Volleyball	\$25.00
Youth Sand Volleyball	\$25.00



Department of Public Works  
251 Miller Court, Saginaw, Michigan 48609-4896  
989.781.6438  
[www.thomas twp.org](http://www.thomas twp.org)

### Schedule F Thomas Township Water & Sewer Department Fees 2025/2026

97-G-22	Article II, Sec. 4	Fire Line Connection	Equal to quarterly ready to serve charge
97-G-22	Article III, Sec. 5E	Licensing Fee	\$25.00
		Annual Renewal	\$20.00
	Article IV, Sec. 3	Monitoring, inspections, surveillance, review of accidental discharges	Actual costs of labor, materials & contractors
	Article V, Sec. 1A	<b>Water Capacity Charge</b>	
		5/8", 3/4", & 1" meter	\$1,250.00
		Duplex	\$2,500.00
		1 1/4" meter	\$1,700.00
		1 1/2" meter	\$1,875.00
		2" meter	\$3,750.00
		3" meter	\$5,625.00
		4" meter	\$7,500.00
		6" meter	\$18,750.00
		8" meter	\$22,500.00
	Article V, Sec. 1B	<b>Sewer Capacity Charge</b>	
		3/4" or 1" connection	
		(basic res. unit)	\$2,000.00
		Duplex	\$4,000.00
		Non-Resident charges shall be 125% of these charges	
		All others use Schedule A unit factors to determine fees.	
	Article V, Sec. 2A	<b>Water Connection Fee</b>	
		1" connection	\$2,546.00
		1 1/2" connection	\$3,684.00
		2" connection	\$5,074.00
		Duplex 1" connection	\$5,092.00

Installed Meter Pit	
With 1" connection	\$1,475.00
All Others	\$900.00 plus cost for meter fittings, connection supplies, and Township labor. Cost to be determined by the DPW Superintendent.

**Meter Costs**

5/8" meter	\$181.73
1" meter	\$246.00
1 1/2" meter	\$724.12
2" meter	\$972.43
3" meter	\$2,613.03
4" meter	\$3,186.87
6" meter	\$4,818.68
8" meter	Actual cost
10 meter	Actual cost

Article V, Sec. 2B	<b>Sanitary Sewer Connection Fee</b>	Actual Cost
--------------------	--------------------------------------	-------------

Article V, Sec. 3A	<b>Ready to Serve Charge Water (Resolution 25-02)</b>	
	5/8" meter	\$42.61 per quarter
	3/4" meter	\$42.61 per quarter
	1" meter	\$127.82 per quarter
	1 1/4" meter	\$127.82 per quarter
	1 1/2" meter	\$140.60 per quarter
	2" meter	\$264.15 per quarter
	3" meter	\$468.66 per quarter
	4" meter	\$1,065.14 per quarter
	6" meter	\$2,130.28 per quarter
	8" meter	\$3,834.50 per quarter
	10" meter	\$5,964.78 per quarter
	12" meter	\$7,498.58 per quarter
	2" FL	\$93.55 per quarter
	3" FL	\$140.26 per quarter
	4" FL	\$186.54 per quarter
	6" FL	\$467.05 per quarter
	8" FL	\$561.02 per quarter
	Multiple Units	\$42.61 per quarter
	HSC (Resolution 25-02)	\$947,276.00 annual
	Non-Resident charges shall be 125% of these charges	



Article V, Sec. 3A     **Ready to Serve Charge Sanitary Sewer (Resolution 25-02)**

5/8" meter	\$19.58
3/4" meter	\$19.58
1" meter	\$58.74
1 1/4" meter	\$58.74
1 1/2" meter	\$64.61
2" meter	\$121.39
3" meter	\$215.36
4" meter	\$489.46
6" meter	\$978.93
8" meter	\$1,762.07
10" meter	\$2,741.00
12" meter	\$3,445.83
Multiple Units	\$19.58

Non-Resident charges shall be 125% of these charges

Article V, Sec. 3B     **Water Consumption Rate-All water usage (Resolution 25-02)**

	\$3.89 per 1,000 gallons
HSC Rate	\$3.11 per 1,000 gallons
GLTP Rate	\$4.86 per 1,000 gallons
Irrigation rate	\$4.61 per 1,000 gallons

The wholesale water rate for 2025 is \$2.38 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 25-02)**

\$5.39 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 25<sup>th</sup> day of the month after the period of service is 5%.

Article V, Sec 3C,3     **Industrial Sewer Discharge surcharge**

1. BOD5     \$.30 per lb. or actual, whichever is greater  
(discharges over permitted limitation on average per month)
2. Suspended soils     \$.30 per lb. or actual, whichever is greater  
(discharges over permitted limitation on average per month)

Schedule F-Page 4

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 & testing
Article V, Sec. 5D	Cross Connection Testing	Township costs
Article V, Sec. 5E	Turn On/Turn Off Fees	
	Turn On/Turn Off (normal business hours)	\$40.00 to Turn Off/\$40.00 to Turn On
	Turn On/Turn Off Fees (overtime)	\$60.00 per hour
Article V, Sec. 5F	Special Metering Services	\$40.00 per hour + commodity
	Non-Resident charges shall be	125% of these charges



## Community Development Department

249 N. Miller Road, Saginaw, Michigan 48609-4896  
989.781.0150 | fax 989.781.0290

[www.thomas.twp.org](http://www.thomas.twp.org)

### Schedule G

#### Thomas Township Community Development Department Fees 2025/2026

97-G-07	Sec. 4IE	Sidewalk Building Permit Fee	\$25.00
97-G-23	Sec. 5I	Review Fees	
		First Split	\$50.00
		Each additional split done at same time	\$25.00
97-G-25	Sec. 1C	Reviewing Submittal & Performing Inspections	
		Small Developments and Redevelopments (0-3 acres)	\$375.00 minimum \$500.00 deposit
		Large Developments & Redevelopments (3+ acres)	\$600.00 minimum \$1,000.00 deposit
		Single family, two family, multi-family developments	\$600.00 minimum \$1,000.00 deposit

Fee is for 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. 10D	Temporary Sign Permit	\$10.00
		Rezoning-Regular Meeting	\$350.00
		Rezoning-Special Meeting	\$500.00
		Special Use Permit-Regular Meeting	\$350.00
		Special Use Permit-Special Meeting	\$500.00
		Site Plan Review-Regular Meeting	\$350.00 plus \$25.00/acre
		Site Plan Review-Special Meeting	\$400.00 plus \$25.00/acre

Zoning Board of Appeals Hearing	\$350.00
Sign Board of Appeals Hearing	\$350.00



## Schedule H

### Thomas Township Nature Center and Preserve Program Fees



#### School Programs

School programs will have set fees as presented below. Program cost includes instructional time, activity time, and basic supplies. If additional equipment or supplies are needed, sharing of expenses will be agreed upon before program occurs.

Program Length	Location	Cost	Mileage Fee	
			Distance	
1-2 hours	Thomas Township Nature Center	\$5 per student (10-60 students)	0-20 miles 21-50 miles 51+	\$ .70 per mile + \$10 travel time
2.5-4 hours	Thomas Township Nature Center	\$7 per student (10-60 students)		\$ .70 per mile + \$20 travel time
1-2 hours	Your site	\$5 per student + mileage, see chart (10-60 students)		\$ .70 per mile + \$20 per hour travel time
2.5-4 hours	Your site	\$7 per student + mileage (10-60 students)		

\*School will provide one chaperone per 10-12 students, no program fees for chaperones or teachers.

#### Public Programs

Public Programs will have similar pricing as school programs, but public program pricing may vary. Staffing, supplies, materials, length of program, and sponsorship possibilities could affect program costs. Programs could be free of charge to \$20 per person. Program participation may be limited based on the activity. Multiple day programs could have a per session cost as well. Programs at various sites could have a per program cost, versus a per participant cost.

#### Public Program Base Costs (pricing will vary)

Program Length	Location	Cost	Mileage Fee	
			Distance	
1-2 hours	Thomas Township Nature Center	\$5 per participant	0-20 miles 21-50 miles 51+	\$ .70 per mile + \$10 travel time
2.5-4 hours	Thomas Township Nature Center	\$7 per participant		\$ .70 per mile + \$20 travel time
1-2 hours	Your site	\$5 per participant + mileage, see chart		\$ .70 per mile + \$20 per hour travel time
2.5-4 hours	Your site	\$7 per participant + mileage		

### **Thomas Township Nature Center & Preserve Summer Nature Experience Week Fee Schedule**

Participants 8-11 years of age: \$100 per session

### **Thomas Township Nature Center & Preserve Nature-Based Children's Birthday Parties Fee Schedule**

Thomas Township Resident/Member: \$150

Non-Thomas Township Resident: \$200

### **Thomas Township Nature Center Rental Fee Schedule**

Rental Fees are waived for civic, religious, and non-profit organizations. A \$50 donation is requested but not required.

Weekday before and after-hours rate sessions as Thomas Township discretion: (Monday: 7:00-11:30 am, 12:00-4:30 pm, 5-9:30 pm, Tuesday: 7:00-11:30 am, 12:00-3:00 pm, Wednesday-Friday 7:00-11:30 am, 5:00-9:30):

Thomas Township Resident/Business: \$200 per session

Non-Thomas Township Resident/Business: \$250 per session

Saturday hourly rates (9:30 am-9:30 pm) at Thomas Township Discretion

Thomas Township Resident: \$250 per hour (two hour minimum, four hour maximum)

Non-Resident: \$300 per hour (two hour minimum, four hour maximum)

### **Thomas Township Holiday Party Rental Fee Schedule**

Available for a 10-day span in mid-December at Thomas Township discretion:

Thomas Township Business: \$500

Non-Thomas Township Business: \$600



## Community Development Department

249 N. Miller Road, Saginaw, Michigan 48609-4896

989.781.0150 | fax 989.781.0290

[www.thomas twp.org](http://www.thomas twp.org)

### Schedule A

#### Thomas Township Building Department Construction Costs Determination & Fees 2025/2026

#### 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
2nd-3rd 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
2nd-3rd story	\$150.00 per square foot for the first floor \$120.00 per square foot for the second floor and above

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

##### 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 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:

Minimum Fee	\$80.00
Additional for every ½ hour after the first hour of review	\$40.00

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 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 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.***

## Schedule B

**ELECTRICAL PERMIT APPLICATION**

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

Thomas Township  
Electrical Inspector  
Greg Vanherweg  
989-280-8934

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
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					\$37.50		
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)	\$50.00		
5. Over 800 Amp. Thru 1200 Amp.	\$25.00			22. Up to 10 devices			
6. Over 1200 Amp. (GFI only)	\$50.00			23. 11 to 20 devices	\$100.00		
7. Circuits	\$4.00			24. Over 20 devices	\$5.00 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)	\$75.00		
14. Letter	\$10.00			28. Additional Inspection	\$55.00		
15. Neon – each 25 feet	\$10.00			29. Final Inspection Fee	\$55.00		
16. Feeders – Bus Ducts, etc. – Per 50'	\$5.00			30. Certification Fee**	\$25.00		
17. Mobile Home Park Site*	\$30.00			Total Fee (Must include the \$60.00 non-refundable application fee)		Total	
18. Recreational Vehicle Parking Site	\$10.00						

\*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.

## Schedule C

**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
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					\$37.50		
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	\$55.00		
39. Underground Connection	\$25.00			35. Final Inspection	\$55.00		
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

## Schedule D

**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	Bidet	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 Pan 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
Addition to the existing permit-specify permit # being added to No. _____ Additions to an existing permit must be based on exact work being done. Partial payment not accepted.					\$37.50		
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)	\$55.00		
11. Less than 6"	\$10.00			22. Additional Inspection	\$55.00		
12. 6" & Over	\$8.00 each			23. Final Inspection	\$25.00		
13. Manholes, Catch Basins				24. Certification Fee			

\*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"

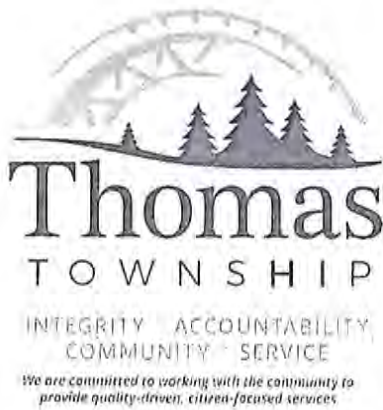
## IX. Instructions for Completing Application

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.



## Parks & Recreation

249 N. Miller Road, Saginaw, Michigan 48609-4896

989.781.0151 | fax: 989.781.0290

[www.thomas twp.org](http://www.thomas twp.org)

### Schedule E Parks and Recreation Fees 2025/2026

Roethke Pavilion #1 (Near Train Barn)	Up to 120 People	\$75.00	Resident
		\$100.00	Non-Resident
		\$100.00	Township Business
		\$150.00	Non-Township Business
Roethke Pavilion #2 (Near Pond)	Up to 120 People	\$75.00	Resident
		\$100.00	Non-Resident
		\$100.00	Township Business
		\$150.00	Non-Township Business
Roethke Pavilion #3 (Behind Depot)	Up to 80 People	\$75.00	Resident
		\$100.00	Non-Resident
		\$100.00	Township Business
		\$150.00	Non-Township Business
Roberts Park Pavilion #1 (Large Pavillion)	Up to 250 People	\$200.00	Resident
		\$250.00	Non-Resident
		\$250.00	Township Business
		\$450.00	Non-Township Business
Roberts Park Pavilion #2 (At Ball Fields)	Up to 80 People	\$100.00	Resident
		\$125.00	Non-Resident
		\$125.00	Township Business
		\$175.00	Non-Township Business
Soccer Complex Pavilion	Up to 150 People	\$200.00	Resident
		\$250.00	Non-Resident
		\$250.00	Township Business
		\$450.00	Non-Township Business
Depot Rental		\$100.00	Resident
		\$125.00	Non-Resident
		\$125.00	Township Business
		\$175.00	Non-Township Business



Schedule E-Page 2

Pool	\$100.00	Resident
(7pm-9 pm Friday/Saturday Only)	\$125.00	Non-Resident
Softball Field Rental	\$75.00	Resident/Per Field
	\$100.00	Non-Resident/Per Field
	\$325.00	Resident/All 4 Fields/Day
	\$425.00	Non-Resident/All 4 Fields/Day
Softball Tournaments-Field Fee Plus Base Fee		
Base Fee	\$200.00	Resident Per Day
	\$300.00	Non-Resident Per Day
Additional Chalk/Drag Field	\$30.00	
Roberts Volleyball Court Rental	\$50.00	Resident Per Court
	\$75.00	Non-Resident Per Court
	\$150.00	Resident/All Courts/Per Day
	\$200.00	Non-Resident/All Courts/Per Day
Roethke Volleyball Court Rental	\$50.00	Resident Per Court
	\$75.00	Non-Resident Per Court
	\$200.00	Resident All Courts
	\$275.00	Non-Resident All Courts
Disc Golf Course	\$350.00	Resident Full Day
	\$450.00	Non-Resident Full Day
Soccer Fields	\$75.00	Resident-One Day Practice
	\$100.00	Non-Resident-One Day Practice
	\$250.00	Resident Games
	\$300.00	Non-Resident Games
Weddings, Events & Large Gatherings		
Roberts Park	\$1,500.00-	
	\$5,000.00	
Non-Refundable Reservation/Service Fee	\$500.00	
Roethke Park	\$1,500.00-	
	\$5,000.00	
Non-Refundable Reservation/Service Fee	\$500.00	

Events & 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 & Recreation Director.

## Schedule E-Page 3

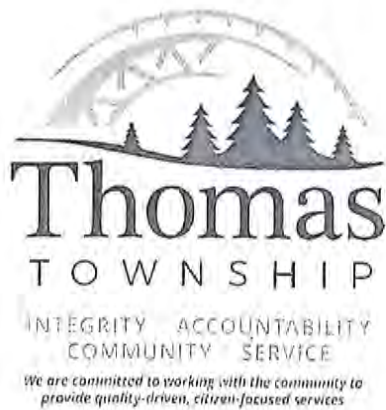
Pool Daily Passes	\$5.00	Resident
	\$10.00	Non-Resident
	\$15.00	Resident-Family of 5
	\$25.00	Non-Resident-Family of 5
Pool Season Passes	\$80.00	Resident-Individual
	\$100.00	Non-Resident Individual
	\$105.00	Resident-Family of 5
	\$125.00	Non-Resident-Family of 5
	\$25.00	Each Additional Family Member in excess of 5
Permit-Trail Work	\$10.00	For work in the designated easement
Train	\$1.00	Per Person
Volleyball Rental	\$2.00	Hourly
Horseshoe Rental	\$2.00	Hourly
Flag Football	\$60.00	Resident
	\$70.00	Non-Resident
Spring/Fall Soccer	\$60.00	Resident
	\$70.00	Non-Resident
Basketball Clinic	\$60.00	Resident
	\$70.00	Non-Resident
Multi-Sport Clinic	\$70.00	Resident
	\$80.00	Non-Resident
Boys/Girls Basketball	\$60.00	Resident
	\$70.00	Non-Resident
Floor Hockey	\$60.00	Resident
	\$70.00	Non-Resident
Archery	\$70.00	Resident
	\$75.00	Non-Resident
Women's/Men's Volleyball	\$140.00	Team Fee
	\$15.00	Resident Player Fee
	\$20.00	Non-Resident Player Fee

## Schedule E-Page 4

Men's Softball	\$325.00	Team Fee
	\$10.00	Resident Player Fee
	\$15.00	Non-Resident Player Fee
Co-Ed Softball	\$200.00	Team Fee
	\$10.00	Resident Player Fee
	\$15.00	Non-Resident Player Fee
Adult Sand Volleyball	\$90.00	Fours
Day Camp	\$135.00	Resident
	\$145.00	Non-Resident
	\$105.00	Resident-second child fee
	\$120.00	Non-Resident-second child fee
Before & After Daycare (7:30 am-9 am) (4 pm-5:30 pm)	\$30.00	
Camp Shirt	\$10.00	
Swim Lessons	\$60.00	Resident
	\$70.00	Non-Resident

### LATE FEES:

Girl's Softball	\$25.00
All Youth Basketball	\$25.00
All Youth Soccer	\$25.00
Floor Hockey	\$25.00
Adult Volleyball	\$30.00
Men's Softball	\$30.00
Co-Ed Softball	\$30.00
Adult Sand Volleyball	\$25.00
Youth Sand Volleyball	\$25.00



Department of Public Works  
 251 Miller Court, Saginaw, Michigan 48609-4896  
 989.781.6438  
[www.thomas twp.org](http://www.thomas twp.org)

## Schedule F

### Thomas Township Water & Sewer Department Fees 2025/2026

97-G-22	Article II, Sec. 4	Fire Line Connection	Equal to quarterly ready to serve charge
97-G-22	Article III, Sec. 5E	Licensing Fee	\$25.00
		Annual Renewal	\$20.00
	Article IV, Sec. 3	Monitoring, inspections, surveillance, review of accidental discharges	Actual costs of labor, materials & contractors
	Article V, Sec. 1A	<b>Water Capacity Charge</b>	
		5/8", 3/4", & 1" meter	\$1,250.00
		Duplex	\$2,500.00
		1 1/4" meter	\$1,700.00
		1 1/2" meter	\$1,875.00
		2" meter	\$3,750.00
		3" meter	\$5,625.00
		4" meter	\$7,500.00
		6" meter	\$18,750.00
		8" meter	\$22,500.00
	Article V, Sec. 1B	<b>Sewer Capacity Charge</b>	
		3/4" or 1" connection	
		(basic res. unit)	\$2,000.00
		Duplex	\$4,000.00
		Non-Resident charges shall be 125% of these charges	
		All others use Schedule A unit factors to determine fees.	
	Article V, Sec. 2A	<b>Water Connection Fee</b>	
		1" connection	\$2,546.00
		1 1/2" connection	\$3,684.00
		2" connection	\$5,074.00
		Duplex 1" connection	\$5,092.00



Installed Meter Pit	
With 1" connection	\$1,475.00
All Others	\$900.00 plus cost for meter fittings, connection supplies, and Township labor. Cost to be determined by the DPW Superintendent.

**Meter Costs**

5/8" meter	\$181.73
1" meter	\$246.00
1 1/2" meter	\$724.12
2" meter	\$972.43
3" meter	\$2,613.03
4" meter	\$3,186.87
6" meter	\$4,818.68
8" meter	Actual cost
10 meter	Actual cost

Article V, Sec. 2B	<b>Sanitary Sewer Connection Fee</b>	Actual Cost
--------------------	--------------------------------------	-------------

Article V, Sec. 3A	<b>Ready to Serve Charge Water (Resolution 25-02)</b>	
	5/8" meter	\$42.61 per quarter
	3/4" meter	\$42.61 per quarter
	1" meter	\$127.82 per quarter
	1 1/4" meter	\$127.82 per quarter
	1 1/2" meter	\$140.60 per quarter
	2" meter	\$264.15 per quarter
	3" meter	\$468.66 per quarter
	4" meter	\$1,065.14 per quarter
	6" meter	\$2,130.28 per quarter
	8" meter	\$3,834.50 per quarter
	10" meter	\$5,964.78 per quarter
	12" meter	\$7,498.58 per quarter
	2" FL	\$93.55 per quarter
	3" FL	\$140.26 per quarter
	4" FL	\$186.54 per quarter
	6" FL	\$467.05 per quarter
	8" FL	\$561.02 per quarter
	Multiple Units	\$42.61 per quarter
	HSC (Resolution 25-02)	\$947,276.00 annual
	Non-Resident charges shall be 125% of these charges	

Article V, Sec. 3A     **Ready to Serve Charge Sanitary Sewer (Resolution 25-02)**

5/8" meter	\$19.58
3/4" meter	\$19.58
1" meter	\$58.74
1 1/4" meter	\$58.74
1 1/2" meter	\$64.61
2" meter	\$121.39
3" meter	\$215.36
4" meter	\$489.46
6" meter	\$978.93
8" meter	\$1,762.07
10" meter	\$2,741.00
12" meter	\$3,445.83
Multiple Units	\$19.58

Non-Resident charges shall be 125% of these charges

Article V, Sec. 3B     **Water Consumption Rate-All water usage (Resolution 25-02)**

	\$3.89 per 1,000 gallons
HSC Rate	\$3.11 per 1,000 gallons
GLTP Rate	\$4.86 per 1,000 gallons
Irrigation rate	\$4.61 per 1,000 gallons

The wholesale water rate for 2025 is \$2.38 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 25-02)**

\$5.39 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 25<sup>th</sup> day of the month after the period of service is 5%.

Article V, Sec 3C,3     **Industrial Sewer Discharge surcharge**

1. BOD5     \$.30 per lb. or actual, whichever is greater  
(discharges over permitted limitation on average per month)
2. Suspended soils     \$.30 per lb. or actual, whichever is greater  
(discharges over permitted limitation on average 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 & testing
Article V, Sec. 5D	Cross Connection Testing	Township costs
Article V, Sec. 5E	Turn On/Turn Off Fees	
	Turn On/Turn Off (normal business hours)	\$40.00 to Turn Off/\$40.00 to Turn On
	Turn On/Turn Off Fees (overtime)	\$60.00 per hour
Article V, Sec. 5F	Special Metering Services	\$40.00 per hour + commodity
	Non-Resident charges shall be	125% of these charges



## Community Development Department

249 N. Miller Road, Saginaw, Michigan 48609-4896

989.781.0150 | fax 989.781.0290

[www.thomas twp.org](http://www.thomas twp.org)

### Schedule G

#### Thomas Township Community Development Department Fees 2025/2026

97-G-07	Sec. 4IE	Sidewalk Building Permit Fee	\$25.00
97-G-23	Sec. 5I	Review Fees	
		First Split	\$50.00
		Each additional split done at same time	\$25.00
97-G-25	Sec. 1C	Reviewing Submittal & Performing Inspections	
		Small Developments and Redevelopments (0-3 acres)	\$375.00 minimum \$500.00 deposit
		Large Developments & Redevelopments (3+ acres)	\$600.00 minimum \$1,000.00 deposit
		Single family, two family, multi-family developments	\$600.00 minimum \$1,000.00 deposit

Fee is for 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. 10D	Temporary Sign Permit	\$10.00
		Rezoning-Regular Meeting	\$350.00
		Rezoning-Special Meeting	\$500.00
		Special Use Permit-Regular Meeting	\$350.00
		Special Use Permit-Special Meeting	\$500.00
		Site Plan Review-Regular Meeting	\$350.00 plus \$25.00/acre
		Site Plan Review-Special Meeting	\$400.00 plus \$25.00/acre



Schedule G-Page 2

Zoning Board of Appeals Hearing	\$350.00
Sign Board of Appeals Hearing	\$350.00

## Schedule H

### Thomas Township Nature Center and Preserve Program Fees



#### School Programs

School programs will have set fees as presented below. Program cost includes instructional time, activity time, and basic supplies. If additional equipment or supplies are needed, sharing of expenses will be agreed upon before program occurs.

Program Length	Location	Cost	Mileage Fee	
			Distance	
1-2 hours	Thomas Township Nature Center	\$5 per student (10-60 students)	0-20 miles 21-50 miles 51+	\$\$.70 per mile + \$10 travel time
2.5-4 hours	Thomas Township Nature Center	\$7 per student (10-60 students)		\$\$.70 per mile + \$20 travel time
1-2 hours	Your site	\$5 per student + mileage, see chart (10-60 students)		\$\$.70 per mile + \$20 per hour travel time
2.5-4 hours	Your site	\$7 per student + mileage (10-60 students)		

\*School will provide one chaperone per 10-12 students, no program fees for chaperones or teachers.

#### Public Programs

Public Programs will have similar pricing as school programs, but public program pricing may vary. Staffing, supplies, materials, length of program, and sponsorship possibilities could affect program costs. Programs could be free of charge to \$20 per person. Program participation may be limited based on the activity. Multiple day programs could have a per session cost as well. Programs at various sites could have a per program cost, versus a per participant cost.

#### Public Program Base Costs (pricing will vary)

Program Length	Location	Cost	Mileage Fee	
			Distance	
1-2 hours	Thomas Township Nature Center	\$5 per participant	0-20 miles 21-50 miles 51+	\$\$.70 per mile + \$10 travel time
2.5-4 hours	Thomas Township Nature Center	\$7 per participant		\$\$.70 per mile + \$20 travel time
1-2 hours	Your site	\$5 per participant + mileage, see chart		\$\$.70 per mile + \$20 per hour travel time
2.5-4 hours	Your site	\$7 per participant + mileage		

### **Thomas Township Nature Center & Preserve Summer Nature Experience Week Fee Schedule**

Participants 8-11 years of age: \$100 per session

### **Thomas Township Nature Center & Preserve Nature-Based Children's Birthday Parties Fee Schedule**

Thomas Township Resident/Member: \$150

Non-Thomas Township Resident: \$200

### **Thomas Township Nature Center Rental Fee Schedule**

Rental Fees are waived for civic, religious, and non-profit organizations. A \$50 donation is requested but not required.

Weekday before and after-hours rate sessions as Thomas Township discretion: (Monday: 7:00-11:30 am, 12:00-4:30 pm, 5-9:30 pm, Tuesday: 7:00-11:30 am, 12:00-3:00 pm, Wednesday-Friday 7:00-11:30 am, 5:00-9:30):

Thomas Township Resident/Business: \$200 per session

Non-Thomas Township Resident/Business: \$250 per session

Saturday hourly rates (9:30 am-9:30 pm) at Thomas Township Discretion

Thomas Township Resident: \$250 per hour (two hour minimum, four hour maximum)

Non-Resident: \$300 per hour (two hour minimum, four hour maximum)

### **Thomas Township Holiday Party Rental Fee Schedule**

Available for a 10-day span in mid-December at Thomas Township discretion:

Thomas Township Business: \$500

Non-Thomas Township Business: \$600



249 N. Miller Road, Saginaw, Michigan 48609-4890  
989.781.0150 / FAX 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

## **TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Deidre Frollo, Township Manager
- **AGENDA TOPIC:** Approve Resolution 25-04, the Annual Appropriations Resolution for the 2025/26 Fiscal Year.
- **EXPLANATION OF TOPIC:** Your copy of the final budget is included with the Board packet. The following is a list of budget-related observations intended to bring these items to your attention:

### **General Fund Revenues**

The General Fund Revenues for the 24/25 fiscal year are lower than the previous year. This is primarily due to the removal of the transfer from water and sewer for this fiscal year and a reduction in Streetlight revenue. In the 24/25 fiscal year, the streetlight assessment was increased due to resident-requested streetlight improvements collected as a special assessment. Also, the donations line item includes a contribution from the Thomas Township Parks Association for park improvements.

### **Elections**

Elections are down this year due to the number of elections in the 24/25 fiscal year. The activity center includes a potential school election and redistricting the precincts from seven to potentially three. Also included is the Township's share of the costs to maintain the early voting center.

### **Clerk**

The clerk activity center has increased by approximately 5%. This increase is primarily due to the increased cost of mailing the newsletter. This cost is expected to decrease over the next fiscal years as we will encourage the residents to receive the newsletter via email.

### **Treasurer-Finance**

Treasurer-Finance includes a 9% decrease. This is directly related to reduced wage line items due to the change in department positions.

### **Municipal Building**

The Building & Grounds is down significantly due to the completion of the MOB. This year's budget includes the cost of rehabbing the park's barn. This would consist of a new roof, siding, window updates, and doors, along with adding brick to the front of the building to improve the aesthetics and align with the MOB.



**Sidewalks**

No sidewalk improvements are included in this year's budget. The sidewalk committee will meet to evaluate and recommend a project for the 26/27 fiscal year.

**Road Programs**

There are no additional road projects outside of the normal maintenance typically allocated for the maintenance of local roads.

**Transfer-Out**

The transfer-out for Public Safety Police and Fire remain the same as the 24/25 fiscal years. The budget includes a transfer to Fire Apparatus of \$42,250 to provide monies to offset the Installment Purchase Agreement payments. The Fire Fund will also give the Fire Apparatus fund an equal amount to help pay the annual costs associated with the installment purchase agreement for the FSOA.

**Parks Facility Acquisition/Construction**

This year's budget includes purchasing the Trinklein parcel to expand the disk golf course. The estimated cost of the property is \$56,000. The Township received a land acquisition grant of \$44,530 to purchase the property. The grant revenues are budgeted in General Revenues. Also included is the cost associated with upgrading aging playground equipment.

**Nature Preserve/Center**

The proposed budget for this year is \$173,957, with revenues of \$85,000. This includes staffing, professional services, and a fund-raiser event to support the center/preserve.

**General Fund - fund balance**

We are projecting an ending fund balance of \$2,904,191. A reserve of \$300,000 for future park improvements is included in the balance calculation. These funds are recorded in general fund revenues in the donations line item.

**Road Revolving Fund**

The projected fund balance is \$773,175, with receivables of approximately \$340,000; however, we are still challenging neighborhoods to become interested in and willing to participate in the road rehabilitation project.

**DDA Fund**

The DDA Board is considering constructing a water feature/fountain at the corner of Miller and Gratiot Roads at an estimated cost of \$75,000 and providing funding support of \$50,000 for the playscape installed in Community Park. The DDA is finally collecting a property tax capture amount impacting its fund balance. The estimated amounts for 24/25 and 25/26 are \$63,000 each year.

**Public Safety – Fire Fund**

The Fire Fund Balance is predicted to increase approximately \$65,543. The budget includes replacing the apparatus concrete pad at station #2 in the repairs and maintenance line item. Also included in the budget is a transfer to Fire Apparatus to support the payoff of the Installment Purchase Agreement.

**Public Safety – Fire Apparatus**

The Fire Apparatus fund will see an increase in its balance this fiscal year. The balance is expected to be approximately \$384,687 at year end. This is up from the previous fiscal year due to the addition of the training room. The General Fund and the Fire Fund are budgeted to make transfers to help offset the cost of the Installment Purchase Agreement.

**Public Safety – Police Fund**

The Police fund balance is expected to be \$2,645,023 at year end. With the department at full staffing levels, most of the costs associated with the department's operation are wage and benefit intense. With that being said, and the POAM negotiations still underway, the final fund balance may likely be impacted by the final contract. Although the current fund balance seems a bit high, it is expected to decrease throughout the millage. This year's budget includes replacing a patrol vehicle and installing cameras at the intersections of Gratiot & Miller and Gratiot & River Roads in the capital outlay line item. Also included in the budget is the upgrade to the squad room with a budgeted amount of \$115,000. The squad room improvements were included in the 24/25 fiscal year budget; however, the bids were significantly higher than the budgeted amount. The amount in the 25/26 fiscal year budget aligns with the bids received.

**Sewer Fund**

The sewer fund is projected to have a solid fund balance. This is mainly due to HSC's increased sanitary sewer discharge and Project Phoenix coming online mid to late summer. This is a challenging fund to budget for. Part of the HSC grant funds will eventually be due to Saginaw Charter Township (SCT) as the MEDC amended the allocations at the request of HSC to cover all of the costs associated with the improvements in Thomas Township with HSC paying the costs not covered by the grant directly to SCT.

**Water Fund**

The water fund is projected to continue to have a solid balance. Project Phoenix will also impact the Water Fund as it comes online later in the fiscal year, with full ramp-up in the 26/27 fiscal year. The budget includes increased Ready to Serve line items on both the revenue and expenditure sides. Once the final amounts from the City of Saginaw are received, all costs associated with Corning's required water needs will be included in their rates.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Resolution 25-04.
- **POSSIBLE COURSES OF ACTION:** Approve, Amend, Deny or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Resolution 25-04, the Annual Appropriations Resolution for the 2025/26 Fiscal Year.
- **ROLL CALL VOTE REQUIRED:** Yes.

**RESOLUTION 25-04  
GENERAL APPROPRIATIONS ACT  
THOMAS TOWNSHIP  
2025/2026**

At a regular meeting of the Board of Trustees of the Township of Thomas, held on the 3rd day of March, 2025, 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 13, 2025 and a public hearing on the proposed budget was held on March 3, 2025.

**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 4.1937 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	3.0000	(1.875, police operating; 1.125. 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 2025/2026 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 2025/2026 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 3rd day of March 2025.

---

David A. Sommers, Supervisor

CERTIFICATE

I, MICHAEL THAYER, 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 3, 2025, 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.

---

Michael Thayer, Clerk



249 N. Miller Road, Saginaw, Michigan 48609-4896  
989.781.0150 | fax 989.781.0290  
[www.thomas twp.org](http://www.thomas twp.org)

## TOWNSHIP BOARD AGENDA ITEM

**MEETING DATE:** March 3, 2025  
**SUBMITTED BY:** Deidre Frollo, Township Manager  
Allie Crowl, Fiscal Services Director

**AGENDA TOPIC:** Approve the budget amendments to the 2024/25 fiscal year

**EXPLANATION OF TOPIC:** As we approach the close of the 2024/25 fiscal year, several budgets require adjustments. The attached amended budget highlights key variations from the original, making them easy to identify. While we haven't listed every change, below are some of the most significant projects and the reasons for these amendments.

The General Fund requires transfers between activity centers, with no impact on the overall fund balance. Many of these transfers are minor adjustments to balance the activity centers. The most significant transfer is allocated to park maintenance, driven by wage increases, unplanned repairs and maintenance, and equipment rentals not included in the original budget. Another key transfer is to the Administration Manager department to account for a portion of the Project Manager's wage-related items. In addition to the transfers listed below, various internal adjustments have been made within activity centers to align budgeted line items. These requested transfers, including those within Parks and Recreation, ensure proper budget allocation without affecting the General Fund balance.

From	To	Amount
SIDEWALKS	PARK MAINTENANCE	\$50,000.00
CONSTRUCTION CODES	DAY CAMP	\$ 5,000.00
TREASURER/FINANCE	STREET LIGHTING	\$15,000.00
TREASURER/FINANCE	PARK ADMINISTRATION	\$17,000.00
COMMUNITY DEVELOPMENT	YOUTH CLINICS	\$ 7,000.00
COMMUNITY DEVELOPMENT	BASKETBALL	\$ 4,900.00
ELECTIONS	ADULT SOFTBALL	\$ 3,000.00
ELECTIONS	CLERK	\$10,000.00
ELECTIONS	SPECIAL EVENTS	\$ 8,000.00
ELECTIONS	ADMINISTRATIVE MANAGER	\$42,500.00

A budget amendment is required due to unexpected costs associated with the new Municipal Office Building that were not accounted for in the original budget. Additionally, the transition from the old office to the new facility required more DPW staff time than anticipated, leading to increased expenses. A transfer from the General Fund Balance will be made to cover this overage.

Amendments are necessary for the Nature Center/Preserve due to costs related to the construction of a new



bridge and barn. Additionally, a budget adjustment is required for the Parks Facility Acquisition/Construction activity center to cover expenses for a new dock and trail at the Nature Center/Preserve. These costs will be offset by NRDA grant funds, with a receivable recorded to balance the overage if the grant funds are not received by March 31, 2025.

Budget adjustments are required for Fire Apparatus due to outstanding costs for Fire Station #1's training room construction, which were not included in the original budget.

Additionally, the Public Safety Fire Fund requires minor transfers to wage-related line items, including part-time hourly wages, sick-day payouts, and full-time salaries. These transfers remain within the fund and do not impact the fund balance.

The Public Safety Police Fund also requires minor transfers to wage-related items, along with miscellaneous line-item reallocations within the activity center. These adjustments will be made within the fund and will not affect the overall fund balance.

The Technology Fund requires amendments across all expenditure line items. While technology costs are recovered from various funds after they are incurred, IT support is charged as a lump sum and then allocated as used by each department. This results in expenditures exceeding revenues, necessitating an amendment to balance the fund.

Amendments are also needed for the Sewer Fund, specifically within the Capital Control activity center. These adjustments account for costs associated with HSC and Corning. However, these expenditures will be offset by grant revenues reflected in the budget.

**MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Amendments to budget as proposed

**POSSIBLE COURSES OF ACTION:** Approve/Disapprove/Deny or Amend

**SUGGESTED/REQUESTED MOTION:** Motion by\_\_\_\_\_ supported by\_\_\_\_\_ to approve the proposed amended 2023/24 Fiscal Year Budget.

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>ESTIMATED REVENUES</b>				
101-000-402.000	PROPERTY TAXES	533,979	528,266	5,713
101-000-402.100	STREET LIGHTS SPECIAL ASSESSM	110,824	108,369	2,455
101-000-402.125	SPEC ASSES GRT LKS TCH PK STL	4,800	5,200	(400)
101-000-402.150	SPEC ASSES GRT LKS TCH PK MTC	6,000	7,167	(1,167)
101-000-405.000	DEL'Q PERSONAL PROPERTY	200	2,625	(2,425)
101-000-410.000	PERSONAL PROPERTY TAXES	41,437	43,230	(1,793)
101-000-410.100	PERSONAL PROPERTY REPLACEMENT	118,727	72,259	46,468
101-000-437.000	I.F.T.	24,035	24,035	0
101-000-445.000	INTEREST/PENALTIES - TAX COLL	0	0	0
101-000-447.000	PROPERTY TAX ADMINISTRATION F	242,584	265,432	(22,848)
101-000-448.000	DOG LICENSE COLLECTION	200	200	0
101-000-449.000	MOBILE HOME FEES	2,800	2,800	0
101-000-454.000	FRANCHISE FEE CABLE TV	194,000	194,000	0
101-000-458.000	BUSINESS LICENSE	2,300	2,660	(360)
101-000-499.000	COMMUNITY DEVELOPMENT	15,000	17,000	(2,000)
101-000-500.000	CONSTRUCTION PERMITS	100,000	110,000	(10,000)
101-000-566.000 *	GRANT	0	300,000	(300,000)
101-000-566.200 *	GRANT MONIES NATURE CTR/PRSRV	50,000	212,500	(162,500)
101-000-574.000	STATE REVENUE SHARING	1,361,536	1,331,008	30,528
101-000-606.000	ORDINANCE FINES	35,000	35,000	0
101-000-608.100	ADMINISTRATION FEE PROJECTS	300,000	300,000	0
101-000-612.000	METRO EXT TELE RIGHT-OF-WAY A	19,367	14,263	5,104
101-000-615.000	PASSPORT FEES	7,500	8,200	(700)
101-000-615.100	PASSPORT PHOTOS	0	0	0
101-000-628.000	PRINTED MATERIALS	200	162	38
101-000-640.763	PROGRAM FEES SOCCER	27,500	27,500	0
101-000-640.764	PROGRAM FEES YOUTH SOFTBALL	0	0	0
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	2,000	2,680	(680)
101-000-640.766	PROGRAM FEES CLINICS	11,500	9,000	2,500
101-000-640.767	PROGRAM FEES BASKETBALL	11,500	8,000	3,500
101-000-640.768	PROGRAM FEES ARCHERY	7,000	6,000	1,000
101-000-640.769	PROGRAMS FEES VOLLEYBALL	3,700	3,690	10
101-000-640.770	5K RUN/WALK	1,500	0	1,500
101-000-640.771	PROGRAM FEES FLAG FOOTBALL	5,500	5,500	0
101-000-640.772	PRGM FEES/MEMBERSHIP NATURE CNTR	2,500	3,000	(500)
101-000-642.000	CEMETERY INCOME	18,000	15,000	3,000
101-000-645.000	DAY CAMP	30,000	33,651	(3,651)
101-000-647.000	TRAIN	30,000	31,688	(1,688)
101-000-647.100	WINTER WONDERLAND REVENUE	7,000	6,397	603
101-000-648.000	SWIM PROGRAMS	18,000	4,896	13,104
101-000-649.000	SALES	700	320	380
101-000-650.000	CONCESSIONS	3,000	4,068	(1,068)
101-000-652.000	NSF CHECK FEE	140	105	35
101-000-665.000	INTEREST EARNED	50,000	170,000	(120,000)
101-000-667.000	PAVILION RENTAL	7,000	7,000	0

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
101-000-667.150	BLDG RENTAL REV NATURE PRESERVE	2,000	0	2,000
101-000-671.000	MISCELLANEOUS PARKS	0	2,754	(2,754)
101-000-672.000	ADMIN FEES FROM OTHER FUNDS	300,020	300,020	0
101-000-673.000	SALE OF ASSETS/INVENTORY	0	500	(500)
101-000-675.000 *	DONATIONS/CONTRIBUTION	0	15,600	(15,600)
101-000-675.300	DONATIONS-NATURE PRESERVE	17,000	850	16,150
101-000-676.000	REFUNDS-REBATES	0	0	0
101-000-677.000	REIMBURSEMENTS	0	38,136	(38,136)
101-000-677.100	SET PARCEL REIMBURSEMENTS	13,418	13,418	0
101-000-677.200	REIMBURSEMENTS ELECTIONS	5,800	3,028	2,772
101-000-693.000 *	MISCELLANEOUS	302,868	351,835	(48,967)
101-000-694.000	CASH OVER/SHORT	0	0	0
101-000-699.590	TRANSFER IN FROM SEWER	0	250,000	(250,000)
101-000-699.591	TRANSFER IN FROM WATER	0	250,000	(250,000)
<b>Total Estimated Revenues</b>		<b>\$ 4,048,135</b>	<b>\$ 5,149,012</b>	<b>\$ (1,100,877)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>APPROPRIATIONS</b>				0
<b>Dept 101 - BOARD-LEGISLATIVE</b>				0
101-101-702.101	SALARY TRUSTEES	7,545	7,200	345
101-101-702.171	SALARY SUPERVISOR	12,438	12,438	0
101-101-702.215	SALARY CLERK	12,438	12,438	0
101-101-702.253	SALARY TREASURER	12,438	12,438	0
101-101-715.000	FICA EMPLOYER CONTRIBUTION	3,432	3,410	22
101-101-718.000	PENSION EMPLOYER CONTRIBUTION	5,383	5,340	43
101-101-719.000	WORKMEN'S COMP	75	200	(125)
101-101-740.000	OPERATING SUPPLIES	500	500	0
101-101-802.000	LEGAL SERVICES	16,000	12,000	4,000
101-101-804.000	MEMBERSHIP & DUES	8,200	8,200	0
101-101-900.000	LEGAL NOTICES	5,200	5,500	(300)
101-101-910.000	INSURANCE GENERAL LIABILITY	750	655	95
101-101-956.000	MISCELLANEOUS	0	0	0
101-101-960.000	EDUCATION & TRAINING	4,000	1,500	2,500
<b>Totals for dept 101 - BOARD-LEGISLATIVE</b>		<b>\$ 88,399</b>	<b>\$ 81,819</b>	<b>\$ 6,580</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 172 - MANAGER-ADMINISTRATIVE</b>				0
101-172-704.000	SALARIES FULL-TIME	131,534	163,000	(31,466)
101-172-704.250	SALARY-STIPEND DEGREE	2,500	2,750	(250)
101-172-704.400	SICK DAY PAY OUT	3,100	3,300	(200)
101-172-704.716	WAGES IN LIEU OF HEALTH INSURANCE	0	0	0
101-172-715.000	FICA EMPLOYER CONTRIBUTION	11,042	12,932	(1,890)
101-172-716.000	HEALTH INSURANCE	24,000	20,500	3,500
101-172-716.050	HEALTH SAVINGS ACCOUNT	4,435	4,850	(415)
101-172-716.100	VISION/SHORT TERM DISAB/LIFE	1,339	2,350	(1,011)
101-172-716.200	DENTAL INSURANCE	960	1,600	(640)
101-172-716.300	INSURANCE LONG TERM DISABILIT	423	485	(62)
101-172-718.000	PENSION EMPLOYER CONTRIBUTION	17,920	21,150	(3,230)
101-172-718.100	DEFERRED COMPENSATIONS CONTRI	5,000	1,020	3,980
101-172-719.000	WORKMEN'S COMP	330	610	(280)
101-172-720.000	VEHICLE ALLOWANCE	7,200	9,400	(2,200)
101-172-740.000	OPERATING SUPPLIES	1,000	2,000	(1,000)
101-172-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	1,400	1,863	(463)
101-172-804.000 *	MEMBERSHIP & DUES	1,950	2,729	(779)
101-172-810.000	CONTRACTED SERVICES	250	750	(500)
101-172-817.000	PROFESSIONAL SERVICES	300	300	0
101-172-850.100	WIRELESS COMMUNICATIONS	750	350	400
101-172-910.000	INSURANCE GENERAL LIABILITY	1,155	1,068	87
101-172-930.000 *	REPAIRS/MAINTENANCE	0	0	0
101-172-936.000	MAINTENANCE AGREEMENTS	200	200	0
101-172-956.000	MISCELLANEOUS	1,800	0	1,800
101-172-960.000 *	EDUCATION & TRAINING	5,000	4,600	400
<b>Totals for dept 172 - MANAGER-ADMINISTRATIVE</b>		<b>\$ 223,588</b>	<b>\$ 257,807</b>	<b>\$ (34,219)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 191 - ELECTIONS</b>				0
101-191-704.100	WAGES FULL-TIME HOURLY	7,950	2,500	5,450
101-191-705.000	WAGES PART-TIME HOURLY	22,100	12,096	10,004
101-191-705.125	WAGES ELECTION INSPECTORS	37,455	22,805	14,650
101-191-715.000	FICA EMPLOYER CONTRIBUTION	5,164	2,739	2,425
101-191-716.050	HEALTH SAVINGS ACCOUNT	79	12	67
101-191-718.000	PENSION EMPLOYER CONTRIBUTION	954	300	654
101-191-719.000	WORKMEN'S COMP	400	55	345
101-191-740.000 *	OPERATING SUPPLIES	17,207	12,000	5,207
101-191-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	3,500	23,000	(19,500)
101-191-810.000 *	CONTRACTED SERVICES	50,300	12,000	38,300
101-191-817.000 *	PROFESSIONAL SERVICES	12,000	2,100	9,900
101-191-900.000	LEGAL NOTICES	900	350	550
101-191-910.000	INSURANCE GENERAL LIABILITY	300	405	(105)
101-191-930.000	REPAIRS/MAINTENANCE	100	100	0
101-191-936.000 *	MAINTENANCE AGREEMENTS	8,500	8,500	0
101-191-956.000	MISCELLANEOUS	1,000	1,000	0
101-191-960.000	EDUCATION & TRAINING	0	0	0
<b>Totals for dept 191 - ELECTIONS</b>		<b>\$ 167,909</b>	<b>\$ 99,962</b>	<b>\$ 67,947</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 215 - CLERK</b>				0
101-215-704.000	SALARIES FULL-TIME	67,831	67,831	0
101-215-704.150	SALARY DEPUTY	2,122	2,122	0
101-215-704.250	SALARY-STIPEND DEGREE	0	0	0
101-215-704.275	SALARY STIPEND-CERTIFICATION	0	0	0
101-215-704.400	SICK DAY PAY OUT	400	1,576	(1,176)
101-215-715.000	FICA EMPLOYER CONTRIBUTION	5,382	5,382	0
101-215-716.000	HEALTH INSURANCE	26,662	26,920	(258)
101-215-716.050	HEALTH SAVINGS ACCOUNT	3,703	4,529	(826)
101-215-716.100	VISION/SHORT TERM DISAB/LIFE	900	807	93
101-215-716.200	DENTAL INSURANCE	1,811	1,816	(5)
101-215-716.300	INSURANCE LONG TERM DISABILIT	190	190	0
101-215-718.000	PENSION EMPLOYER CONTRIBUTION	7,739	7,950	(211)
101-215-719.000	WORKMEN'S COMP	260	260	0
101-215-740.000	OPERATING SUPPLIES	2,000	2,000	0
101-215-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	1,500	1,500	0
101-215-802.000	LEGAL SERVICES	100	0	100
101-215-804.000 *	MEMBERSHIP & DUES	310	310	0
101-215-810.000	CONTRACTED SERVICES	500	500	0
101-215-817.000	PROFESSIONAL SERVICES	300	300	0
101-215-900.000	LEGAL NOTICES	1,000	500	500
101-215-900.100 *	PUBLICATIONS	20,000	21,000	(1,000)
101-215-900.300	CODIFICATION OF ORDINANCE	4,000	4,000	0
101-215-910.000	INSURANCE GENERAL LIABILITY	955	900	55
101-215-930.000	REPAIRS/MAINTENANCE	100	100	0
101-215-936.000	MAINTENANCE AGREEMENTS	200	200	0
101-215-956.000	MISCELLANEOUS	100	100	0
101-215-960.000 *	EDUCATION & TRAINING	1,500	1,500	0
<b>Totals for dept 215 - CLERK</b>		<b>\$ 149,565</b>	<b>\$ 152,293</b>	<b>\$ (2,728)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 253 - TREASURER-FINANCE DEPARTMENT</b>				0
101-253-704.000	SALARIES FULL-TIME	110,000	65,000	45,000
101-253-704.050	SALARIES FULL-TIME ASSISTANT	59,700	59,700	0
101-253-704.150	SALARY DEPUTY	2,000	2,000	0
101-253-704.200	WAGES FULL-TIME CLERICAL	4,511	3,800	711
101-253-704.250	SALARY-STIPEND DEGREE	4,000	3,220	780
101-253-704.275	SALARY STIPEND-CERTIFICATION	1,400	1,265	135
101-253-704.400	SICK DAY PAY OUT	800	316	484
101-253-704.716	WAGES IN LIEU OF HEALTH INSUR	4,000	1,000	3,000
101-253-705.000	WAGES PART-TIME HOURLY	40,781	47,304	(6,523)
101-253-715.000	FICA EMPLOYER CONTRIBUTION	17,380	15,380	2,000
101-253-716.000	HEALTH INSURANCE	11,642	15,689	(4,047)
101-253-716.050	HEALTH SAVINGS ACCOUNT	4,000	5,151	(1,151)
101-253-716.100	VISION/SHORT TERM DISAB/LIFE	1,948	1,897	51
101-253-716.200	DENTAL INSURANCE	2,045	2,045	0
101-253-716.300	INSURANCE LONG TERM DISABILIT	551	391	160
101-253-716.600	RETIREE HEALTH INS SUPPLEMENT	2,400	2,400	0
101-253-718.000	PENSION EMPLOYER CONTRIBUTION	22,369	17,750	4,619
101-253-718.100	DEFERRED COMPENSATIONS CONTRI	1,140	316	824
101-253-719.000	WORKMEN'S COMP	500	583	(83)
101-253-740.000	OPERATING SUPPLIES	8,000	8,000	0
101-253-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	3,000	2,743	257
101-253-802.000	LEGAL SERVICES	500	0	500
101-253-803.000	AUDIT	2,900	2,597	303
101-253-804.000	MEMBERSHIP & DUES	1,090	1,090	0
101-253-810.000	CONTRACTED SERVICES	10,806	5,000	5,806
101-253-817.000	PROFESSIONAL SERVICES	5,500	3,500	2,000
101-253-830.000	TAX ROLL PREPARATION	38,945	36,984	1,961
101-253-910.000	INSURANCE GENERAL LIABILITY	1,505	1,408	97
101-253-930.000	REPAIRS/MAINTENANCE	500	400	100
101-253-936.000	MAINTENANCE AGREEMENTS	5,977	5,977	0
101-253-956.000	MISCELLANEOUS	500	300	200
101-253-960.000 *	EDUCATION & TRAINING	2,800	2,000	800
<b>Totals for dept 253 - TREASURER-FINANCE DEPARTMENT</b>		<b>\$ 373,190</b>	<b>\$ 315,206</b>	<b>\$ 57,984</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 257 - ASSESSING</b>				0
101-257-703.100	SALARY BOARD OF REVIEW	3,000	3,000	0
101-257-704.000	SALARIES FULL-TIME	8,487	8,487	0
101-257-704.075	SALARY FULL-TIME - ASSESSOR	0	0	0
101-257-704.200	WAGES FULL-TIME CLERICAL	0	0	0
101-257-704.250	SALARY-STIPEND DEGREE	250	250	0
101-257-704.400	SICK DAY PAY OUT	300	0	300
101-257-704.716	WAGES IN LIEU OF HEALTH INSUR	400	400	0
101-257-705.100	WAGES PART-TIME ASSESSOR	0	0	0
101-257-715.000	FICA EMPLOYER CONTRIBUTION	951	951	0
101-257-716.000	HEALTH INSURANCE	0	0	0
101-257-716.050	HEALTH SAVINGS ACCOUNT	0	0	0
101-257-716.100	VISION/SHORT TERM DISAB/LIFE	300	125	175
101-257-716.200	DENTAL INSURANCE	250	250	0
101-257-716.300	INSURANCE LONG TERM DISABILIT	100	50	50
101-257-718.000	PENSION EMPLOYER CONTRIBUTION	1,038	1,038	0
101-257-718.100	DEFERRED COMPENSATIONS CONTRI	85	85	0
101-257-719.000	WORKMEN'S COMP	75	50	25
101-257-740.000	OPERATING SUPPLIES	3,400	3,400	0
101-257-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	200	200	0
101-257-802.000 *	LEGAL SERVICES	4,000	500	3,500
101-257-804.000	MEMBERSHIP & DUES	365	365	0
101-257-810.000	CONTRACTED SERVICES	95,000	95,000	0
101-257-817.000 *	PROFESSIONAL SERVICES	7,500	1,000	6,500
101-257-900.000 *	LEGAL NOTICES	1,000	500	500
101-257-910.000	INSURANCE GENERAL LIABILITY	2,400	2,368	32
101-257-936.000 *	MAINTENANCE AGREEMENTS	3,300	3,300	0
101-257-938.100	GAS & DIESEL FUEL	200	0	200
101-257-960.000	EDUCATION & TRAINING	1,600	400	1,200
<b>Totals for dept 257 - ASSESSING</b>		<b>\$ 134,201</b>	<b>\$ 121,719</b>	<b>\$ 12,482</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER/UNDER BUDGET
<b>Dept 265 - BUILDING &amp; GROUNDS</b>				0
101-265-704.100	WAGES FULL-TIME HOURLY	4,000	12,000	(8,000)
101-265-705.000	WAGES PART-TIME HOURLY	500	200	300
101-265-710.000	WAGES OVERTIME	3,000	3,000	0
101-265-712.000	WAGES JANITORIAL	9,659	16,283	(6,624)
101-265-715.000	FICA EMPLOYER CONTRIBUTION	1,315	2,408	(1,093)
101-265-716.050	HEALTH SAVINGS ACCOUNT	40	180	(140)
101-265-718.000	PENSION EMPLOYER CONTRIBUTION	840	1,800	(960)
101-265-719.000	WORKMEN'S COMP	424	1,100	(676)
101-265-740.000	OPERATING SUPPLIES	29,500	29,500	0
101-265-740.125	OPERATING SUPPLIES PASSPORT P	900	1,100	(200)
101-265-740.600	BEAUTIFICATION DAY	500	500	0
101-265-740.650	SEASONAL BANNERS/HOLIDAY LIGH	1,000	725	275
101-265-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	1,000	1,300	(300)
101-265-810.000	CONTRACTED SERVICES	19,000	19,000	0
101-265-810.100	CONTRACTED SERVICES	0	0	0
101-265-817.000	PROFESSIONAL SERVICES	3,000	0	3,000
101-265-850.000	TELEPHONE	5,500	7,933	(2,433)
101-265-910.000	INSURANCE GENERAL LIABILITY	3,560	7,004	(3,444)
101-265-920.000	UTILITIES	27,000	27,000	0
101-265-930.000	REPAIRS/MAINTENANCE	26,000	29,000	(3,000)
101-265-936.000	MAINTENANCE AGREEMENTS	5,100	3,500	1,600
101-265-940.100	EQUIPMENT RENTAL	3,000	3,500	(500)
101-265-970.000	CAPITAL OUTLAY	10,000	0	10,000
101-265-974.000 *	CAPITAL IMPROVEMENTS	2,000,000	2,200,000	(200,000)
<b>Totals for dept 265 - BUILDING &amp; GROUNDS</b>		<b>\$ 2,154,838</b>	<b>\$ 2,367,033</b>	<b>\$ (212,195)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 276 - CEMETERY</b>				<b>0</b>
101-276-704.100	WAGES FULL-TIME HOURLY	8,000	4,000	4,000
101-276-705.000	WAGES PART-TIME HOURLY	500	0	500
101-276-710.000	WAGES OVERTIME	1,200	1,200	0
101-276-715.000	FICA EMPLOYER CONTRIBUTION	742	500	242
101-276-716.050	HEALTH SAVINGS ACCOUNT	250	150	100
101-276-718.000	PENSION EMPLOYER CONTRIBUTION	1,320	650	670
101-276-719.000	WORKMEN'S COMP	360	60	300
101-276-740.000	OPERATING SUPPLIES	400	200	200
101-276-810.000 *	CONTRACTED SERVICES	17,000	15,000	2,000
101-276-910.000	INSURANCE GENERAL LIABILITY	200	114	86
101-276-930.000 *	REPAIRS/MAINTENANCE	5,500	6,000	(500)
101-276-936.000	MAINTENANCE AGREEMENTS	500	0	500
101-276-940.100 *	EQUIPMENT RENTAL	3,820	2,500	1,320
<b>Totals for dept 276 - CEMETERY</b>		<b>\$ 39,792</b>	<b>\$ 30,374</b>	<b>\$ 9,418</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 282 - GREAT LAKES TECH PARK MTCE</b>				0
101-282-704.100	WAGES FULL-TIME HOURLY	650	0	650
101-282-715.000	FICA EMPLOYER CONTRIBUTION	40	0	40
101-282-716.050	HEALTH SAVINGS ACCOUNT	5	0	5
101-282-718.000	PENSION EMPLOYER CONTRIBUTION	60	0	60
101-282-719.000	WORKMEN'S COMP	5	0	5
101-282-810.000	CONTRACTED SERVICES	5,000	5,208	(208)
101-282-920.000	UTILITIES	5,000	3,000	2,000
101-282-930.000	REPAIRS/MAINTENANCE	6,500	0	6,500
<b>Totals for dept 282 - GREAT LAKES TECH PARK MTCE</b>		<b>\$ 17,260</b>	<b>\$ 8,208</b>	<b>\$ 9,052</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 371 - COMMUNITY DEVELOPMENT</b>				0
101-371-703.200	SALARY ZONING BOARDS	3,500	3,500	0
101-371-704.000	SALARIES FULL-TIME	59,745	59,745	0
101-371-704.100	WAGES FULL-TIME HOURLY	39,364	39,364	0
101-371-704.200	WAGES FULL-TIME CLERICAL	0	0	0
101-371-704.250	SALARY-STIPEND DEGREE	1,750	1,750	0
101-371-704.400	SICK DAY PAY OUT	400	61	339
101-371-704.716	WAGES IN LIEU OF HEALTH INSUR	2,800	2,800	0
101-371-705.000	WAGES PART-TIME HOURLY	26,400	26,400	0
101-371-710.000	WAGES OVERTIME	100	0	100
101-371-715.000	FICA EMPLOYER CONTRIBUTION	10,256	10,000	256
101-371-716.000	HEALTH INSURANCE	11,040	7,318	3,722
101-371-716.050	HEALTH SAVINGS ACCOUNT	3,400	4,200	(800)
101-371-716.100	VISION/SHORT TERM DISAB/LIFE	1,298	1,298	0
101-371-716.200	DENTAL INSURANCE	2,198	2,198	0
101-371-716.300	INSURANCE LONG TERM DISABILIT	345	345	0
101-371-718.000	PENSION EMPLOYER CONTRIBUTION	11,978	11,978	0
101-371-718.100	DEFERRED COMPENSATIONS CONTRI	595	595	0
101-371-719.000	WORKMEN'S COMP	315	315	0
101-371-740.000	OPERATING SUPPLIES	3,500	3,500	0
101-371-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	1,500	1,000	500
101-371-802.000 *	LEGAL SERVICES	7,000	6,000	1,000
101-371-804.000	MEMBERSHIP & DUES	550	550	0
101-371-804.100 *	SAGINAW FUTURE	2,333	3,000	(667)
101-371-810.000 *	CONTRACTED SERVICES	15,000	7,500	7,500
101-371-817.000 *	PROFESSIONAL SERVICES	5,000	3,000	2,000
101-371-817.100 *	UPDATE MASTER PLAN	15,000	0	15,000
101-371-836.000	EMPLOYMENT PHYSICALS	0	0	0
101-371-850.100	WIRELESS COMMUNICATIONS	700	450	250
101-371-900.000	LEGAL NOTICES	7,000	1,500	5,500
101-371-910.000	INSURANCE GENERAL LIABILITY	2,970	2,680	290
101-371-930.000	REPAIRS/MAINTENANCE	800	800	0
101-371-936.000	MAINTENANCE AGREEMENTS	350	2,047	(1,697)
101-371-938.000	VEHICLE EXPENSE	2,000	3,000	(1,000)
101-371-938.100	GAS & DIESEL FUEL	1,200	800	400
101-371-956.000	MISCELLANEOUS	19,000	750	18,250
101-371-960.000 *	EDUCATION & TRAINING	2,000	2,000	0
101-371-970.000	CAPITAL OUTLAY	0	0	0
<b>Totals for dept 371 - COMMUNITY DEVELOPMENT</b>		<b>\$ 261,387</b>	<b>\$ 210,444</b>	<b>\$ 50,943</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 421 - CONSTRUCTION CODES</b>				0
101-421-704.000	SALARIES FULL-TIME	17,542	17,542	0
101-421-704.200	WAGES FULL-TIME CLERICAL	46,580	46,580	0
101-421-704.250	SALARY-STIPEND DEGREE	500	500	0
101-421-704.400	SICK DAY PAY OUT	300	0	300
101-421-704.716	WAGES IN LIEU OF HEALTH INSUR	800	800	0
101-421-705.200	WAGES INSPECTORS	90,000	92,000	(2,000)
101-421-715.000	FICA EMPLOYER CONTRIBUTION	11,913	12,045	(132)
101-421-716.000	HEALTH INSURANCE	21,045	21,045	0
101-421-716.050	HEALTH SAVINGS ACCOUNT	3,468	4,242	(774)
101-421-716.100	VISION/SHORT TERM DISAB/LIFE	870	870	0
101-421-716.200	DENTAL INSURANCE	2,190	2,190	0
101-421-716.300	INSURANCE LONG TERM DISABILIT	200	200	0
101-421-718.000	PENSION EMPLOYER CONTRIBUTION	7,229	7,229	0
101-421-718.100	DEFERRED COMPENSATIONS CONTRI	178	178	0
101-421-719.000	WORKMEN'S COMP	425	225	200
101-421-740.000	OPERATING SUPPLIES	2,500	2,500	0
101-421-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	0	100	(100)
101-421-804.000	MEMBERSHIP & DUES	550	500	50
101-421-810.000	CONTRACTED SERVICES	2,000	1,500	500
101-421-817.000 *	PROFESSIONAL SERVICES	20,000	8,500	11,500
101-421-836.000	EMPLOYMENT PHYSICALS	0	0	0
101-421-850.100	WIRELESS COMMUNICATIONS	260	175	85
101-421-900.000	LEGAL NOTICES	200	200	0
101-421-910.000	INSURANCE GENERAL LIABILITY	2,185	1,916	269
101-421-936.000	MAINTENANCE AGREEMENTS	2,000	2,000	0
101-421-938.000	VEHICLE EXPENSE	600	1,700	(1,100)
101-421-938.100	GAS & DIESEL FUEL	950	1,700	(750)
101-421-960.000 *	EDUCATION & TRAINING	1,900	1,900	0
<b>Totals for dept 421 - CONSTRUCTION CODES</b>		<b>\$ 236,385</b>	<b>\$ 228,337</b>	<b>\$ 8,048</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 442 - SIDEWALKS</b>				0
101-442-704.100	WAGES FULL-TIME HOURLY	2,000	1,200	800
101-442-705.000	WAGES PART-TIME HOURLY	200	200	0
101-442-710.000	WAGES OVERTIME	500	200	300
101-442-715.000	FICA EMPLOYER CONTRIBUTION	207	125	82
101-442-716.000	HEALTH INSURANCE	20	0	20
101-442-716.050	HEALTH SAVINGS ACCOUNT	0	10	(10)
101-442-718.000	PENSION EMPLOYER CONTRIBUTION	300	168	132
101-442-719.000	WORKMEN'S COMP	58	165	(107)
101-442-910.000	INSURANCE GENERAL LIABILITY	25	314	(289)
101-442-930.000	REPAIRS/MAINTENANCE	3,000	0	3,000
101-442-940.100	EQUIPMENT RENTAL	1,500	1,000	500
101-442-974.000	CAPITAL IMPROVEMENTS	130,000	80,000	50,000
<b>Totals for dept 442 - SIDEWALKS</b>		<b>\$ 137,810</b>	<b>\$ 83,382</b>	<b>\$ 54,428</b>
<b>Dept 444 - STORM WATER MANAGEMENT</b>				0
101-444-817.000 *	PROFESSIONAL SERVICES	10,891	10,891	0
<b>Totals for dept 444 - STORM WATER MANAGEMENT</b>		<b>\$ 10,891</b>	<b>\$ 10,891</b>	<b>\$ -</b>
<b>Dept 445 - DRAINS AT LARGE</b>				0
101-445-806.000	DRAIN AT LARGE	10,000	9,268	732
101-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	6,000	5,384	616
<b>Totals for dept 445 - DRAINS AT LARGE</b>		<b>\$ 16,000</b>	<b>\$ 14,652</b>	<b>\$ 1,348</b>
<b>Dept 448 - STREET LIGHTING</b>				0
101-448-920.000	UTILITIES	66,500	76,000	(9,500)
101-448-974.000	CAPITAL IMPROVEMENTS	46,324	46,324	0
<b>Totals for dept 448 - STREET LIGHTING</b>		<b>\$ 112,824</b>	<b>\$ 122,324</b>	<b>\$ (9,500)</b>
<b>Dept 450 - ROAD PROGRAMS</b>				0
101-450-930.000 *	REPAIRS/MAINTENANCE	191,292	191,292	0
101-450-974.000	CAPITAL IMPROVEMENTS	130,000	91,000	39,000
<b>Totals for dept 450 - ROAD PROGRAMS</b>		<b>\$ 321,292</b>	<b>\$ 282,292</b>	<b>\$ 39,000</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 752 - ADMINISTRATION</b>				0
101-752-702.000	SALARY ELECTED OFFICIALS	2,100	1,600	500
101-752-704.000 *	SALARIES FULL-TIME	143,125	143,125	0
101-752-704.050 *	SALARIES FULL-TIME ASSISTANT	0	0	0
101-752-704.200 *	WAGES FULL-TIME CLERICAL	0	0	0
101-752-704.250	SALARY-STIPEND DEGREE	4,000	4,000	0
101-752-704.400	SICK DAY PAY OUT	2,300	2,624	(324)
101-752-705.000 *	WAGES PART-TIME HOURLY	28,500	33,000	(4,500)
101-752-715.000	FICA EMPLOYER CONTRIBUTION	13,772	13,722	50
101-752-716.000	HEALTH INSURANCE	29,575	29,575	0
101-752-716.050	HEALTH SAVINGS ACCOUNT	7,500	9,500	(2,000)
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	1,513	1,600	(87)
101-752-716.200	DENTAL INSURANCE	2,378	2,378	0
101-752-716.300	INSURANCE LONG TERM DISABILIT	410	410	0
101-752-718.000	PENSION EMPLOYER CONTRIBUTION	17,931	17,931	0
101-752-719.000	WORKMEN'S COMP	2,180	2,180	0
101-752-740.000	OPERATING SUPPLIES	3,400	3,400	0
101-752-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	0	297	(297)
101-752-800.000	ADMINISTRATION FEE	10,556	10,566	(10)
101-752-803.000	AUDIT	882	882	0
101-752-804.000 *	MEMBERSHIP & DUES	980	1,200	(220)
101-752-810.000	CONTRACTED SERVICES	500	500	0
101-752-817.000	PROFESSIONAL SERVICES	2,100	2,100	0
101-752-836.000	EMPLOYMENT PHYSICALS	0	0	0
101-752-900.000	LEGAL NOTICES	250	250	0
101-752-901.000	PRINTING & PUBLISHING	2,750	2,000	750
101-752-936.000	MAINTENANCE AGREEMENTS	600	800	(200)
101-752-960.000 *	EDUCATION & TRAINING	2,750	2,750	0
<b>Totals for dept 752 - ADMINISTRATION</b>		<b>\$ 280,052</b>	<b>\$ 286,390</b>	<b>\$ (6,338)</b>
<b>Dept 756 - FACILITY ACQUISITION/CONSTRUC</b>				0
101-756-974.550 *	CAPITAL IMPROVEMENTS ROBERTS	36,800	17,771	19,029
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	0	620,000	(620,000)
<b>Totals for dept 756 - FACILITY ACQUISITION/CONSTRUC</b>		<b>\$ 36,800</b>	<b>\$ 637,771</b>	<b>\$ (600,971)</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 761 - SWIM PROGRAMS</b>				0
101-761-705.000 *	WAGES PART-TIME HOURLY	21,000	10,857	10,143
101-761-715.000	FICA EMPLOYER CONTRIBUTION	1,600	831	769
101-761-719.000	WORKMEN'S COMP	300	300	0
101-761-740.000 *	OPERATING SUPPLIES	5,400	4,794	606
101-761-930.000 *	REPAIRS/MAINTENANCE	2,500	4,995	(2,495)
<b>Totals for dept 761 - SWIM PROGRAMS</b>		<b>\$ 30,800</b>	<b>\$ 21,777</b>	<b>\$ 9,023</b>
<b>Dept 762 - SENIOR CITIZENS PROGRAMS</b>				0
101-762-740.000 *	OPERATING SUPPLIES	7,000	5,800	1,200
<b>Totals for dept 762 - SENIOR CITIZENS PROGRAMS</b>		<b>\$ 7,000</b>	<b>\$ 5,800</b>	<b>\$ 1,200</b>
<b>Dept 763 - SOCCER</b>				0
101-763-705.000 *	WAGES PART-TIME HOURLY	4,500	4,350	150
101-763-715.000	FICA EMPLOYER CONTRIBUTION	344	333	11
101-763-719.000	WORKMEN'S COMP	275	54	221
101-763-740.000 *	OPERATING SUPPLIES	4,000	2,266	1,734
101-763-740.300	OPERATING SUPPLIES T-SHIRTS	3,650	3,199	451
101-763-740.675	SUPPLIES-CONCESSIONS	1,841	1,398	443
101-763-740.700	OPERATING SUPPLIES-NON PERISH	150	0	150
<b>Totals for dept 763 - SOCCER</b>		<b>\$ 14,760</b>	<b>\$ 11,600</b>	<b>\$ 3,160</b>
<b>Dept 765 - ADULT SOFTBALL</b>				0
101-765-719.000	WORKMEN'S COMP	0	0	0
101-765-740.000	OPERATING SUPPLIES	700	2,189	(1,489)
101-765-740.300	OPERATING SUPPLIES T-SHIRTS	195	219	(24)
101-765-810.000 *	CONTRACTED SERVICES	2,950	3,751	(801)
<b>Totals for dept 765 - ADULT SOFTBALL</b>		<b>\$ 3,845</b>	<b>\$ 6,159</b>	<b>\$ (2,314)</b>
<b>Dept 766 - YOUTH CLINICS/FLOOR HOCKEY</b>				0
101-766-705.000 *	WAGES PART-TIME HOURLY	3,000	3,000	0
101-766-715.000	FICA EMPLOYER CONTRIBUTION	230	230	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	800	1,293	(493)
101-766-901.000	PRINTING & PUBLISHING	400	400	0
<b>Totals for dept 766 - YOUTH CLINICS/FLOOR HOCKEY</b>		<b>\$ 5,310</b>	<b>\$ 5,803</b>	<b>\$ (493)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 767 - BASKETBALL</b>				0
101-767-705.000 *	WAGES PART-TIME HOURLY	2,252	2,252	0
101-767-715.000	FICA EMPLOYER CONTRIBUTION	115	115	0
101-767-719.000	WORKMEN'S COMP	0	30	(30)
101-767-740.000 *	OPERATING SUPPLIES	500	2,500	(2,000)
101-767-740.300	OPERATING SUPPLIES T-SHIRTS	2,400	3,000	(600)
101-767-901.000	PRINTING & PUBLISHING	230	230	0
<b>Totals for dept 767 - BASKETBALL</b>		<b>\$ 5,497</b>	<b>\$ 8,127</b>	<b>\$ (2,630)</b>
<b>Dept 768 - ARCHERY</b>				0
101-768-705.000 *	WAGES PART-TIME HOURLY	3,750	3,750	0
101-768-715.000	FICA EMPLOYER CONTRIBUTION	287	287	0
101-768-719.000	WORKMEN'S COMP	65	65	0
101-768-740.000 *	OPERATING SUPPLIES	1,550	1,550	0
101-768-740.300	OPERATING SUPPLIES T-SHIRTS	750	750	0
101-768-901.000	PRINTING & PUBLISHING	122	122	0
101-768-942.000 *	FACILITY FEE	1,960	1,960	0
<b>Totals for dept 768 - ARCHERY</b>		<b>\$ 8,484</b>	<b>\$ 8,484</b>	<b>\$ -</b>
<b>Dept 769 - VOLLEYBALL</b>				0
101-769-740.000 *	OPERATING SUPPLIES	750	340	410
<b>Totals for dept 769 - VOLLEYBALL</b>		<b>\$ 750</b>	<b>\$ 340</b>	<b>\$ 410</b>
<b>Dept 770 - OPERATIONS &amp; MAINTENANCE</b>				0
101-770-704.100 *	WAGES FULL-TIME HOURLY	5,500	18,000	(12,500)
101-770-705.000 *	WAGES PART-TIME HOURLY	61,000	61,000	0
101-770-712.000	WAGES JANITORIAL	4,000	1,650	2,350
101-770-715.000	FICA EMPLOYER CONTRIBUTION	5,393	6,325	(932)
101-770-716.050	HEALTH SAVINGS ACCOUNT	218	700	(482)
101-770-718.000	PENSION EMPLOYER CONTRIBUTION	660	2,400	(1,740)
101-770-719.000	WORKMEN'S COMP	1,500	2,650	(1,150)
101-770-721.000	UNEMPLOYMENT COMPENSATION	0	173	(173)
101-770-740.000	OPERATING SUPPLIES	3,700	3,700	0
101-770-810.000	CONTRACTED SERVICES	36,000	39,000	(3,000)
101-770-850.000	TELEPHONE	2,400	800	1,600
101-770-850.100	WIRELESS COMMUNICATIONS	1,800	1,800	0
101-770-910.000	INSURANCE GENERAL LIABILITY	14,500	9,887	4,613
101-770-920.000	UTILITIES	27,000	20,000	7,000
101-770-930.000 *	REPAIRS/MAINTENANCE	66,450	92,000	(25,550)
101-770-938.000 *	VEHICLE EXPENSE	5,700	8,000	(2,300)
101-770-938.100	GAS & DIESEL FUEL	8,500	7,500	1,000
101-770-940.000	PORTABLE TOILET RENTAL	1,700	1,200	500
101-770-940.100 *	EQUIPMENT RENTAL	2,400	15,000	(12,600)
101-770-940.400	LEASE AGREEMENTS LAND/RAILROAD	2,774	3,574	(800)
101-770-970.000 *	CAPITAL OUTLAY	44,000	43,000	1,000
<b>Totals for dept 770 - OPERATIONS &amp; MAINTENANCE</b>		<b>\$ 295,195</b>	<b>\$ 338,359</b>	<b>\$ (43,164)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 771 - FLAG FOOTBALL</b>				0
101-771-705.000	WAGES PART-TIME HOURLY	582	582	0
101-771-715.000	FICA EMPLOYER CONTRIBUTION	45	30	15
101-771-719.000	WORKMEN'S COMP	110	5	105
101-771-740.000	OPERATING SUPPLIES	745	745	0
101-771-740.300	OPERATING SUPPLIES T-SHIRTS	812	812	0
101-771-901.000	PRINTING & PUBLISHING	115	115	0
<b>Totals for dept 771 - FLAG FOOTBALL</b>		<b>\$ 2,409</b>	<b>\$ 2,289</b>	<b>\$ 120</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 772 - NATURE PRESERVE/CENTER</b>				0
101-772-704.100 *	WAGES FULL-TIME HOURLY	0	0	0
101-772-705.000 *	WAGES PART-TIME HOURLY	4,000	4,000	0
101-772-705.075 *	PART-TIME DIRECTOR NATURE CENTER/PRESERV	31,200	31,200	0
101-772-715.000	FICA EMPLOYER CONTRIBUTION	2,693	2,693	0
101-772-719.000	WORKMEN'S COMP	750	100	650
101-772-740.000 *	OPERATING SUPPLIES	7,200	7,200	0
101-772-740.772	OPERATING SUPPLIES GRANT REVENUES	7,000	7,000	0
101-772-804.000 *	MEMBERSHIP & DUES	350	350	0
101-772-810.000	CONTRACTED SERVICES	1000	1275	(275)
101-772-810.100	CONTRACTED SERVICES	0	0	0
101-772-817.000	PROFESSIONAL SERVICES	800	6,500	(5,700)
101-772-901.000 *	PRINTING & PUBLISHING	5,500	2,000	3,500
101-772-910.000	INSURANCE GENERAL LIABILITY	5,000	6,270	(1,270)
101-772-920.000	UTILITIES	4,000	5,000	(1,000)
101-772-930.000 *	REPAIRS/MAINTENANCE	8,250	20,000	(11,750)
101-772-940.000 *	PORTABLE TOILET RENTAL	1,500	2,200	(700)
101-772-960.000 *	EDUCATION & TRAINING	750	100	650
101-772-970.000	CAPITAL OUTLAY	30,000	22,000	8,000
101-772-974.575 *	CAPITAL IMPROVEMENTS	0	146,722	(146,722)
<b>Totals for dept 772 - NATURE PRESERVE/CENTER</b>		<b>\$ 109,993</b>	<b>\$ 264,610</b>	<b>\$ (154,617)</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 774 - SPECIAL EVENTS</b>				0
101-774-705.000 *	WAGES PART-TIME HOURLY	1,500	3,310	(1,810)
101-774-715.000	FICA EMPLOYER CONTRIBUTION	115	253	(138)
101-774-719.000	WORKMEN'S COMP	100	41	59
101-774-740.000 *	OPERATING SUPPLIES	15,200	21,000	(5,800)
101-774-740.150	OPERATING 5K RUN/WALK	1,250	0	1,250
101-774-817.000 *	PROFESSIONAL SERVICES	9,500	5,899	3,601
101-774-901.000	PRINTING & PUBLISHING	1,000	300	700
101-774-940.000 *	PORTABLE TOILET RENTAL	1,500	1,690	(190)
<b>Totals for dept 774 - SPECIAL EVENTS</b>		<b>\$ 30,165</b>	<b>\$ 32,493</b>	<b>\$ (2,328)</b>
<b>Dept 775 - DAY CAMP</b>				0
101-775-705.000 *	WAGES PART-TIME HOURLY	19,000	20,869	(1,869)
101-775-715.000	FICA EMPLOYER CONTRIBUTION	1,500	1,596	(96)
101-775-719.000	WORKMEN'S COMP	200	226	(26)
101-775-740.000	OPERATING SUPPLIES	1,650	2,075	(425)
101-775-831.000 *	FIELD TRIPS	2,500	2,927	(427)
101-775-901.000	PRINTING & PUBLISHING	1,050	0	1,050
<b>Totals for dept 775 - DAY CAMP</b>		<b>\$ 25,900</b>	<b>\$ 27,693</b>	<b>\$ (1,793)</b>
<b>Dept 776 - TRAIN</b>				0
101-776-705.000	WAGES PART-TIME HOURLY	2,000	720	1,280
101-776-715.000	FICA EMPLOYER CONTRIBUTION	153	55	98
101-776-719.000	WORKMEN'S COMP	50	0	50
101-776-901.000	PRINTING & PUBLISHING	582	0	582
101-776-930.000 *	REPAIRS/MAINTENANCE	5,000	5,000	0
101-776-938.100	GAS & DIESEL FUEL	375	223	152
<b>Totals for dept 776 - TRAIN</b>		<b>\$ 8,160</b>	<b>\$ 5,998</b>	<b>\$ 2,162</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 995 - TRANSFER-OUT</b>				0
101-995-999.205	PUBLIC SAFETY - FIRE	218,049	218,049	0
101-995-999.206	TRASNFER OUT FIRE APPARATUS	42,250	42,250	0
101-995-999.207	PUBLIC SAFETY - POLICE	218,049	218,049	0
101-995-999.603	TRANSFER OUT TECHNOLOGY FUND	0	0	0
<b>Totals for dept 995 - TRANSFER-OUT</b>		<b>\$ 478,348</b>	<b>\$ 478,348</b>	<b>\$ -</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
	Total Appropriations Parks & Recreation	\$ 755,127	\$ 1,399,083	\$ (643,956)
	Total Appropriations General Fund	\$ 4,445,331	\$ 4,386,743	\$ 58,588
	Total Appropriations Transfer Out	\$ 478,348	\$ 478,348	\$ -
	Total Appropriations Nature Center/Preserve	\$ 109,993	\$ 264,610	\$ (154,617)
	<b>Total Appropriations all Departments</b>	<b>\$ 5,788,799</b>	<b>\$ 6,528,784</b>	<b>\$ (739,985)</b>
	ESTIMATED REVENUES GENERAL FUND	\$ 3,862,735	\$ 4,994,772	
	ESTIMATED REVENUES PARKS & RECREATION	\$ 182,900	\$ 151,240	\$ 31,660
	ESTIMATED REVENUES NATURE CENTER & PRESERVE	\$ 2,500	\$ 3,000	\$ (500)
	<b>TOTAL ESTIMATED REVENUES</b>	<b>\$ 4,048,135</b>	<b>\$ 5,149,012</b>	<b>\$ 31,160</b>
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 5,788,799</b>	<b>\$ 6,528,784</b>	<b>\$ (739,985)</b>
	<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>\$ (1,740,664)</b>	<b>\$ (1,379,772)</b>	<b>\$ (360,892)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,990,698</b>	<b>\$ 3,824,537</b>	<b>\$ 166,161</b>
	RESERVED FOR BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -
	RESERVED FOR PROPERTY PURCHASE	\$ 36,800	\$ 17,771	\$ 19,029
	UNRESERVED FUND BALANCE	\$ -	\$ -	\$ -
	<b>ENDING FUND BALANCE</b>	<b>\$ 2,250,034</b>	<b>\$ 2,444,765</b>	<b>\$ (194,731)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
	TOTAL ESTIMATED REVENUES	\$ 4,048,135	\$ 5,149,012	(1,100,877)
	TOTAL ESTIMATED EXPENDITURES	\$ 5,788,799	\$ 6,528,784	(739,985)
	NET OF REVENUES/APPROPRIATIONS - FUND 101	\$ (1,740,664)	\$ (1,379,772)	(360,892)
	BEGINNING FUND BALANCE	\$ 3,760,283	\$ 3,760,283	0
	ENDING FUND BALANCE	\$ 2,019,619	\$ 2,380,511	\$ (360,892)



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 205 - PUBLIC SAFETY-FIRE DEPARTMENT</b>				0
<b>ESTIMATED REVENUES</b>				0
205-000-402.000	PROPERTY TAXES	636,565	632,310	4,255
205-000-405.000	DEL'Q PERSONAL PROPERTY	250	2,357	(2,107)
205-000-410.000	PERSONAL PROPERTY TAXES	49,398	51,537	(2,139)
205-000-410.100	PERSONAL PROPERTY REPLACEMENT	53,348	53,348	0
205-000-437.000	I.F.T.	28,653	28,654	(1)
205-000-566.000	GRANT	0	6,410	(6,410)
205-000-629.000	REPORTS	100	0	100
205-000-630.000	NON-RESIDENT FEES	750	3,200	(2,450)
205-000-665.000	INTEREST EARNED	12,000	15,000	(3,000)
205-000-673.100	SALE OF FIXED ASSETS	0	3,555	(3,555)
205-000-675.000 *	DONATIONS/CONTRIBUTION	10,000	16,168	(6,168)
205-000-676.000	REFUNDS-REBATES	0	596	(596)
205-000-693.000	MISCELLANEOUS	0	1,962	(1,962)
205-000-699.101	TRANSFER FROM GENERAL FUND	218,050	218,050	0
<b>Totals for Estimated Revenue</b>		<b>\$ 1,009,114</b>	<b>\$ 1,033,147</b>	<b>\$ (24,033)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>APPROPRIATIONS</b>				0
205-000-704.000	SALARIES FULL-TIME	94,825	94,825	0
205-000-704.025	SALARIES FULL-TIME FIREFIGHTER	211,311	216,000	(4,689)
205-000-704.100	WAGES FULL-TIME HOURLY	1,500	1,850	(350)
205-000-704.250	SALARY-STIPEND DEGREE	1,500	1,500	0
205-000-704.400	SICK DAY PAY OUT	1,000	3,140	(2,140)
205-000-705.000	WAGES PART-TIME HOURLY	21,000	26,310	(5,310)
205-000-705.200	WAGES INSPECTORS	0	0	0
205-000-705.300 *	WAGES PART-TIME FIRERUNS	105,000	92,000	13,000
205-000-712.000	WAGES JANITORIAL	13,000	14,000	(1,000)
205-000-715.000	FICA EMPLOYER CONTRIBUTION	34,359	34,236	123
205-000-716.000	HEALTH INSURANCE	72,000	70,500	1,500
205-000-716.050	HEALTH SAVINGS ACCOUNT	15,150	18,800	(3,650)
205-000-716.100	VISION/SHORT TERM DISAB/LIFE	3,461	3,446	15
205-000-716.200	DENTAL INSURANCE	6,478	6,478	0
205-000-716.300	INSURANCE LONG TERM DISABILIT	721	840	(119)
205-000-718.000	PENSION EMPLOYER CONTRIBUTION	37,216	38,550	(1,334)
205-000-719.000	WORKMEN'S COMP	9,000	14,000	(5,000)
205-000-740.000	OPERATING SUPPLIES	12,000	12,000	0
205-000-740.205	OPERATING SUPPLIES MEDICAL SUPPLIES	0	0	0
205-000-742.000	UNIFORMS	5,000	4,000	1,000
205-000-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	4,000	1,000	3,000
205-000-800.000	ADMINISTRATION FEE	8,827	8,827	0
205-000-802.000	LEGAL SERVICES	1,000	2,000	(1,000)
205-000-803.000	AUDIT	900	900	0
205-000-804.000 *	MEMBERSHIP & DUES	2,280	2,300	(20)
205-000-810.000 *	CONTRACTED SERVICES	13,300	20,000	(6,700)
205-000-810.100 *	CONTRACTED SERVICES	0	0	0
205-000-817.000	PROFESSIONAL SERVICES	3,000	1,500	1,500
205-000-836.000 *	EMPLOYMENT PHYSICALS	10,000	6,000	4,000
205-000-836.100	IMMUNIZATIONS	1,400	900	500
205-000-850.000	TELEPHONE	2,500	3,400	(900)
205-000-850.100	WIRELESS COMMUNICATIONS	2,600	1,500	1,100
205-000-900.000	LEGAL NOTICES	100	125	(25)
205-000-910.000	INSURANCE GENERAL LIABILITY	30,000	38,830	(8,830)
205-000-920.000	UTILITIES	28,000	26,000	2,000
205-000-930.000	REPAIRS/MAINTENANCE	4,000	5,500	(1,500)
205-000-930.100	REPAIRS & MAINTENANCE FS#1	4,000	6,200	(2,200)
205-000-930.200 *	REPAIRS & MAINTENANCE FS#2	20,000	3,500	16,500
205-000-936.000 *	MAINTENANCE AGREEMENTS	5,000	6,000	(1,000)
205-000-938.000	VEHICLE EXPENSE	18,000	18,000	0
205-000-938.100	GAS & DIESEL FUEL	14,000	12,000	2,000
205-000-940.100	EQUIPMENT RENTAL	800	1,000	(200)
205-000-956.000	MISCELLANEOUS	500	2,400	(1,900)
205-000-960.000	EDUCATION & TRAINING	13,000	16,000	(3,000)
205-000-970.000	CAPITAL OUTLAY	15,000	8,842	6,158

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
205-000-999.206	TRANSFER OUT FIRE APPARATUS	42,250	42,250	0
<b>Totals for Estimated Expenditures</b>		<b>\$ 888,978</b>	<b>\$ 888,232</b>	<b>\$ 746</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

<b>GL NUMBER</b>	<b>DESCRIPTION</b>	<b>2024-25 ORIGINAL BUDGET</b>	<b>2024-25 AMENDED BUDGET</b>	<b>OVER UNDER BUDGET</b>
ESTIMATED REVENUES		1,009,114	1,033,147	(24,033)
ESTIMATED EXPENDITURES		888,978	888,232	746
NET OF REVENUES/APPROPRIATIONS - FUND 205		120,136	144,915	(24,779)
<b>BEGINNING FUND BALANCE</b>		<b>\$ 1,209,432</b>	<b>\$ 1,209,429</b>	<b>3</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 1,329,568</b>	<b>\$ 1,354,344</b>	<b>\$ (24,776)</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 206 - FIRE APPARATUS</b>				0
<b>ESTIMATED REVENUES</b>				0
206-000-402.000	PROPERTY TAXES	141,459	140,490	969
206-000-405.000	DEL'Q PERSONAL PROPERTY	50	524	(474)
206-000-410.000	PERSONAL PROPERTY TAXES	10,977	11,452	(475)
206-000-410.100	PERSONAL PROPERTY REPLACEMENT	21,770	21,770	0
206-000-437.000	I.F.T.	6,367	6,367	0
206-000-528.000	OTHER FEDERAL GRANTS	10,000	0	10,000
206-000-665.000	INTEREST EARNED	3,000	2,300	700
206-000-673.100 *	SALE OF FIXED ASSETS	80,000	83,000	(3,000)
206-000-677.000	REIMBURSEMENTS	0	0	0
206-000-699.101	TRANSFER FROM GENERAL FUND	42,250	42,250	0
206-000-699.205	TRANSFER IN FROM PS FIRE	42,250	42,250	0
<b>Totals Estimated Revenues</b>		<b>\$ 358,123</b>	<b>\$ 350,403</b>	<b>\$ 7,720</b>
<b>APPROPRIATIONS</b>				0
206-000-740.000	OPERATING SUPPLIES	0	0	0
206-000-746.000	EQUIPMENT	12,000	0	12,000
206-000-936.000 *	MAINTENANCE AGREEMENTS	23,700	24,600	(900)
206-000-938.000 *	VEHICLE EXPENSE	1,000	4,000	(3,000)
206-000-970.000 *	CAPITAL OUTLAY	144,000	90,000	54,000
206-000-974.000	CAPITAL IMPROVEMENTS	0	115,022	(115,022)
206-000-991.000	PRINCIPAL PUBLIC SAFETY FIRE ST ADDITION	41,918	41,918	0
206-000-995.100	INTEREST INSTALLMENT PURCHASE AGREEMENT	42,539	42,539	0
<b>Total Fire Apparatus Expenditures</b>		<b>\$ 265,157</b>	<b>\$ 318,079</b>	<b>\$ (52,922)</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>358,123</b>	<b>350,403</b>	<b>7,720</b>
<b>TOTAL APPROPRIATIONS</b>		<b>265,157</b>	<b>318,079</b>	<b>(52,922)</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 206</b>		<b>92,966</b>	<b>32,324</b>	<b>60,642</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 159,021</b>	<b>\$ 159,021</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 251,987</b>	<b>\$ 191,345</b>	<b>\$ 60,642</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 207 - PUBLIC SAFETY-POLICE</b>				
<b>ESTIMATED REVENUES</b>				
207-000-402.000	PROPERTY TAXES	1,060,942	1,053,850	7,092
207-000-405.000	DEL'Q PERSONAL PROPERTY	250	3,934	(3,684)
207-000-410.000	PERSONAL PROPERTY TAXES	82,330	85,893	(3,563)
207-000-410.100	PERSONAL PROPERTY REPLACEMENT	116,088	116,088	0
207-000-437.000	I.F.T.	47,754	47,753	1
207-000-528.000	OTHER FEDERAL GRANTS	4,000	0	4,000
207-000-539.000	JUSTICE TRAINING FUND	2,000	2,926	(926)
207-000-566.000	GRANT	1,800	15,235	(13,435)
207-000-570.000	LIQUOR LICENSE	10,500	10,436	64
207-000-607.100	COURT ORDERED FEES	100	642	(542)
207-000-626.000	SWAN VALLEY POLICE SECURITY	36,000	58,000	(22,000)
207-000-629.000	REPORTS	750	1,150	(400)
207-000-665.000	INTEREST EARNED	20,000	38,000	(18,000)
207-000-673.100	SALE OF FIXED ASSETS	0	4,500	(4,500)
207-000-675.000 *	DONATIONS/CONTRIBUTION	0	18,621	(18,621)
207-000-676.000	REFUNDS-REBATES	0	0	0
207-000-680.000	REIMBURSEMENT	0	0	0
207-000-693.000	MISCELLANEOUS	0	22,106	(22,106)
207-000-699.101	TRANSFER FROM GENERAL FUND	218,048	218,048	0
<b>Total Estimated Revenues</b>		<b>\$ 1,600,562</b>	<b>\$ 1,697,182</b>	<b>\$ (96,620)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>APPROPRIATIONS</b>				<b>0</b>
207-000-704.000	SALARIES FULL-TIME	177,295	177,295	0
207-000-704.100	WAGES FULL-TIME HOURLY	450,000	450,000	0
207-000-704.125	WAGES-FULL TIME TRAFFIC ENFOR	0	0	0
207-000-704.200	WAGES FULL-TIME CLERICAL	46,426	46,426	0
207-000-704.250	SALARY-STIPEND DEGREE	1,500	1,500	0
207-000-704.400	SICK DAY PAY OUT	1,000	6,850	(5,850)
207-000-704.716	WAGES IN LIEU OF HEALTH INSUR	0	500	(500)
207-000-705.000	WAGES PART-TIME HOURLY	36,550	25,000	11,550
207-000-709.000	WAGES COURT TIME	4,500	4,500	0
207-000-710.000	WAGES OVERTIME	50,000	60,000	(10,000)
207-000-712.000	WAGES JANITORIAL	8,000	8,000	0
207-000-715.000	FICA EMPLOYER CONTRIBUTION	59,308	59,308	0
207-000-716.000	HEALTH INSURANCE	110,000	108,907	1,093
207-000-716.050	HEALTH SAVINGS ACCOUNT	30,264	36,500	(6,236)
207-000-716.100	VISION/SHORT TERM DISAB/LIFE	7,000	7,000	0
207-000-716.200	DENTAL INSURANCE	11,010	9,557	1,453
207-000-716.300	INSURANCE LONG TERM DISABILIT	1,750	1,693	57
207-000-716.600	RETIREE HEALTH INS SUPPLEMENT	4,800	4,800	0
207-000-718.000	PENSION EMPLOYER CONTRIBUTION	87,687	87,687	0
207-000-719.000	WORKMEN'S COMP	9,000	10,800	(1,800)
207-000-740.000 *	OPERATING SUPPLIES	12,000	30,000	(18,000)
207-000-742.000	UNIFORMS	12,000	14,000	(2,000)
207-000-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	2,000	2,000	0
207-000-800.000	ADMINISTRATION FEE	8,670	8,670	0
207-000-802.000	LEGAL SERVICES	24,000	17,000	7,000
207-000-803.000	AUDIT	950	931	19
207-000-804.000 *	MEMBERSHIP & DUES	2,205	2,205	0
207-000-810.000 *	CONTRACTED SERVICES	34,118	15,000	19,118
207-000-810.100	CONTRACTED SERVICES	0	0	0
207-000-817.000	PROFESSIONAL SERVICES	1,500	2,000	(500)
207-000-836.000	EMPLOYMENT PHYSICALS	500	1,925	(1,425)
207-000-850.000	TELEPHONE	2,000	2,000	0
207-000-850.100	WIRELESS COMMUNICATIONS	2,700	2,700	0
207-000-910.000	INSURANCE GENERAL LIABILITY	13,131	12,513	618
207-000-920.000	UTILITIES	6,000	5,500	500
207-000-930.000 *	REPAIRS/MAINTENANCE	52,500	10,000	42,500
207-000-936.000 *	MAINTENANCE AGREEMENTS	9,933	12,000	(2,067)
207-000-938.000	VEHICLE EXPENSE	22,500	12,000	10,500
207-000-938.100	GAS & DIESEL FUEL	25,000	25,000	0
207-000-940.100	EQUIPMENT RENTAL	500	500	0
207-000-940.200	COLD STORAGE LEASE	1,800	1,800	0
207-000-956.000 *	MISCELLANEOUS	1,000	1,000	0
207-000-960.000 *	EDUCATION & TRAINING	7,500	17,000	(9,500)
207-000-970.000 *	CAPITAL OUTLAY	65,000	65,000	0
<b>Totals for Estimated Expenditures</b>		<b>\$ 1,403,597</b>	<b>\$ 1,367,067</b>	<b>\$ 36,530</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
ESTIMATED REVENUES		1,600,562	1,697,182	(96,620)
ESTIMATED EXPENDITURES		1,403,597	1,367,067	36,530
NET OF REVENUES/APPROPRIATIONS - FUND 207		196,965	330,115	(133,150)
BEGINNING FUND BALANCE		\$ 2,230,440	\$ 2,230,440	0
ENDING FUND BALANCE		\$ 2,427,405	\$ 2,560,555	\$ (133,150)

BUDGET REPORT FOR THOMAS TOWNSHIP PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR				
GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
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**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 248 - Downtown Development Authority</b>				0
<b>ESTIMATED REVENUES</b>				0
248-000-402.000	PROPERTY TAXES	89,556	72,817	16,739
248-000-405.000	DEL'Q PERSONAL PROPERTY	366	63	303
248-000-406.000	PROPERTY TAX CAPTURE	21,044	63,000	(41,956)
248-000-410.000	PERSONAL PROPERTY TAXES	11,417	12,087	(670)
248-000-665.000	INTEREST EARNED	3,500	10,000	(6,500)
248-000-675.000	DONATIONS/CONTRIBUTION	25,000	17,500	7,500
248-000-677.000	REIMBURSEMENTS	18,500	10,000	8,500
<b>Total Estimated Revenues</b>		<b>\$ 169,383</b>	<b>\$ 185,467</b>	<b>\$ (16,084)</b>
<b>APPROPRIATIONS</b>				0
248-000-704.100	WAGES FULL-TIME HOURLY	6,000	8,000	(2,000)
248-000-705.000	WAGES PART-TIME HOURLY	250	0	250
248-000-710.000	WAGES OVERTIME	50	500	(450)
248-000-715.000	FICA EMPLOYER CONTRIBUTION	482	612	(130)
248-000-716.050	HEALTH SAVINGS ACCOUNT	60	345	(285)
248-000-718.000	PENSION EMPLOYER CONTRIBUTION	726	1,020	(294)
248-000-719.000	WORKMEN'S COMP	80	125	(45)
248-000-740.000	OPERATING SUPPLIES	250	1,931	(1,681)
248-000-740.650	SEASONAL BANNERS/HOLIDAY LIGH	0	0	0
248-000-803.000	AUDIT	400	392	8
248-000-817.000	PROFESSIONAL SERVICES	0	0	0
248-000-900.100	PUBLICATIONS	500	1,000	(500)
248-000-910.000	INSURANCE GENERAL LIABILITY	3,495	3,600	(105)
248-000-920.000	UTILITIES	2,000	2,300	(300)
248-000-930.000	REPAIRS/MAINTENANCE	18,500	25,000	(6,500)
248-000-940.100	EQUIPMENT RENTAL	3,000	5,216	(2,216)
248-000-970.000	CAPITAL OUTLAY	0	0	0
248-000-974.000 *	CAPITAL IMPROVEMENTS	245,000	80,000	165,000
<b>Total Estimated Expenditures</b>		<b>\$ 280,793</b>	<b>\$ 130,041</b>	<b>\$ 150,752</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>169,383</b>	<b>185,467</b>	<b>(16,084)</b>
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>280,793</b>	<b>130,041</b>	<b>150,752</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 248</b>		<b>(111,410)</b>	<b>55,426</b>	<b>(166,836)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 565,280</b>	<b>\$ 565,280</b>	<b>0</b>
<b>FUND BALANCE ADJUSTMENTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 453,873</b>	<b>\$ 620,706</b>	<b>\$ (166,833)</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 590 - SEWER FUND</b>				0
<b>ESTIMATED REVENUES</b>				0
590-000-450.000	LICENSE & PERMITS	100	100	0
590-000-566.100	GRANT	0	0	0
590-000-608.000 *	USAGE	2,601,500	1,405,000	1,196,500
590-000-608.100	ADMINISTRATION FEE	4,000	4,000	0
590-000-608.200 *	CAPACITY FEE	30,000	20,000	10,000
590-000-608.400	READY TO SERVE	350,000	330,000	20,000
590-000-610.000 *	CONNECTIONS	6,000	40,000	(34,000)
590-000-659.000	PENALTY	12,000	12,000	0
590-000-665.000	INTEREST EARNED	100,000	260,000	(160,000)
590-000-667.100	EQUIPMENT RENTAL	3,500	7,500	(4,000)
590-000-673.000 *	SALE OF ASSETS/INVENTORY	0	0	0
590-000-673.100	SALE OF FIXED ASSETS	6,000	3,000	3,000
590-000-676.000	REFUNDS-REBATES	0	150	(150)
590-000-680.000	REIMBURSEMENT	100,000	6,305	93,695
590-000-693.000	MISCELLANEOUS	0	1,040	(1,040)
590-000-693.200	LOCAL CONTRIBUTIONS	0	3,852,362	(3,852,362)
590-000-693.300	GRANT REVENUES	7,000,000	0	7,000,000
<b>Total Estimated Revenues</b>		<b>\$ 10,213,100</b>	<b>\$ 5,941,457</b>	<b>\$ 4,271,643</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>APPROPRIATIONS</b>				0
<b>Dept 536 - ADMINISTRATION</b>				0
590-536-704.000 *	SALARIES FULL-TIME	48,500	48,500	0
590-536-704.200 *	WAGES FULL-TIME CLERICAL	21,500	20,000	1,500
590-536-704.400	SICK DAY PAY OUT	0	0	0
590-536-705.000 *	WAGES PART-TIME HOURLY	10,250	10,250	0
590-536-715.000	FICA EMPLOYER CONTRIBUTION	6,139	6,139	0
590-536-716.000	HEALTH INSURANCE	11,300	8,300	3,000
590-536-716.050	HEALTH SAVINGS ACCOUNT	3,500	3,225	275
590-536-716.100	VISION/SHORT TERM DISAB/LIFE	800	750	50
590-536-716.200	DENTAL INSURANCE	1,300	1,300	0
590-536-716.300	INSURANCE LONG TERM DISABILIT	190	190	0
590-536-718.000	PENSION EMPLOYER CONTRIBUTION	8,000	8,000	0
590-536-719.000	WORKMEN'S COMP	800	312	488
590-536-740.000	OPERATING SUPPLIES	10,000	12,000	(2,000)
590-536-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	1,500	1,500	0
590-536-800.000	ADMINISTRATION FEE	110,300	110,300	0
590-536-802.000	LEGAL SERVICES	800	1,000	(200)
590-536-803.000	AUDIT	1,700	1,666	34
590-536-804.000 *	MEMBERSHIP & DUES	2,700	3,000	(300)
590-536-810.000 *	CONTRACTED SERVICES	4,750	4,750	0
590-536-817.000	PROFESSIONAL SERVICES	300	0	300
590-536-900.000	LEGAL NOTICES	250	250	0
590-536-936.000	MAINTENANCE AGREEMENTS	500	2,550	(2,050)
590-536-960.000	EDUCATION & TRAINING	1,000	1,000	0
<b>Totals for dept 536 - ADMINISTRATION</b>		<b>\$ 246,079</b>	<b>\$ 244,982</b>	<b>\$ 1,097</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 540 - OPERATIONS &amp; MAINTENANCE</b>				<b>0</b>
590-540-704.100 *	WAGES FULL-TIME HOURLY	141,000	141,000	0
590-540-704.400	SICK DAY PAY OUT	0	1,750	(1,750)
590-540-704.600 *	WAGES PAGERS	3,900	3,651	249
590-540-705.000 *	WAGES PART-TIME HOURLY	15,000	21,000	(6,000)
590-540-705.150 *	WAGES-PROJECT MANAGEMENT	30,000	48,000	(18,000)
590-540-710.000	WAGES OVERTIME	9,000	15,000	(6,000)
590-540-715.000	FICA EMPLOYER CONTRIBUTION	15,216	17,346	(2,130)
590-540-716.000	HEALTH INSURANCE	32,000	33,750	(1,750)
590-540-716.050	HEALTH SAVINGS ACCOUNT	8,150	11,245	(3,095)
590-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,850	1,970	(120)
590-540-716.200	DENTAL INSURANCE	4,000	4,035	(35)
590-540-716.300	INSURANCE LONG TERM DISABILIT	400	445	(45)
590-540-718.000	PENSION EMPLOYER CONTRIBUTION	18,468	22,950	(4,482)
590-540-719.000	WORKMEN'S COMP	2,000	2,090	(90)
590-540-740.000	OPERATING SUPPLIES	2,500	4,500	(2,000)
590-540-742.000	UNIFORMS	3,900	3,900	0
590-540-810.000 *	CONTRACTED SERVICES	5,000	5,000	0
590-540-817.000 *	PROFESSIONAL SERVICES	10,000	20,000	(10,000)
590-540-836.000	EMPLOYMENT PHYSICALS	500	500	0
590-540-850.000	TELEPHONE	3,700	3,000	700
590-540-850.100	WIRELESS COMMUNICATIONS	1,800	1,200	600
590-540-910.000	INSURANCE GENERAL LIABILITY	23,000	19,600	3,400
590-540-920.000 *	UTILITIES	90,000	90,000	0
590-540-922.000 *	SEWAGE TREATMENT FEES	766,500	400,000	366,500
590-540-930.000 *	REPAIRS/MAINTENANCE	147,500	220,000	(72,500)
590-540-932.000	MISS DIG SERVICES	1,500	1,500	0
590-540-936.000 *	MAINTENANCE AGREEMENTS	13,170	14,000	(830)
590-540-938.000 *	VEHICLE EXPENSE	12,000	12,000	0
590-540-938.100	GAS & DIESEL FUEL	14,000	14,000	0
590-540-939.000 *	CONTRACTED CONNECTIONS	6,000	30,450	(24,450)
590-540-956.000	MISCELLANEOUS	100	90	10
590-540-960.000	EDUCATION & TRAINING	1,000	1,000	0
590-540-968.000	DEPRECIATION	390,000	390,000	0
<b>Totals for dept 540 - OPERATIONS &amp; MAINTENANCE</b>		<b>\$ 1,773,154</b>	<b>\$ 1,554,972</b>	<b>\$ 218,182</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 900 - CAPITAL CONTROL</b>				0
590-900-970.000 *	CAPITAL OUTLAY	86,000	86,000	0
590-900-974.000	CAPITAL IMPROVEMENTS	7,000,000	250,000	6,750,000
590-900-974.175	SANITARY SEWER HSC IMPROVEMENTS	0	3,777,415	(3,777,415)
590-900-974.185	CAPITAL IMPROVEMENTS SPECIAL PROJECT	0	3,679,756	(3,679,756)
<b>Totals for dept 900 - CAPITAL CONTROL</b>		<b>\$ 7,086,000</b>	<b>\$ 7,793,171</b>	<b>\$ (707,171)</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 591 - WATER FUND</b>				0
<b>ESTIMATED REVENUES</b>				0
591-000-608.000 *	USAGE	3,721,750	3,300,000	421,750
591-000-608.200 *	CAPACITY FEE	25,000	25,000	0
591-000-608.400 *	READY TO SERVE	2,050,000	2,050,000	0
591-000-609.000	TURN ON/TURN OFF	4,800	4,800	0
591-000-610.000 *	CONNECTIONS	50,920	75,000	(24,080)
591-000-652.000	NSF CHECK FEE	200	769	(569)
591-000-659.000	PENALTY	21,000	21,000	0
591-000-665.000	INTEREST EARNED	50,000	115,000	(65,000)
591-000-667.100	EQUIPMENT RENTAL	3,500	22,000	(18,500)
591-000-673.000 *	SALE OF ASSETS/INVENTORY	0	0	0
591-000-673.100	SALE OF FIXED ASSETS	6,000	3,000	3,000
591-000-680.000	REIMBURSEMENT	14,000,000	7,928	13,992,072
591-000-693.000	MISCELLANEOUS	0	6,096	(6,096)
591-000-693.200	LOCAL CONTRIBUTIONS	0	2,398,287	(2,398,287)
591-000-694.000	CASH OVER/SHORT	0	0	0
591-000-695.000	REFUNDS/REIMBURSEMENTS	0	61	(61)
<b>Total Estimated Revenues</b>		<b>\$ 19,933,170</b>	<b>\$ 8,028,941</b>	<b>\$ 11,904,229</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>APPROPRIATIONS</b>				0
<b>Dept 536 - ADMINISTRATION</b>				0
591-536-704.000 *	SALARIES FULL-TIME	48,500	48,500	0
591-536-704.200 *	WAGES FULL-TIME CLERICAL	21,500	20,000	1,500
591-536-705.000 *	WAGES PART-TIME HOURLY	10,250	10,250	0
591-536-715.000	FICA EMPLOYER CONTRIBUTION	6,000	6,139	(139)
591-536-716.000	HEALTH INSURANCE	11,300	10,000	1,300
591-536-716.050	HEALTH SAVINGS ACCOUNT	3,500	3,225	275
591-536-716.100	VISION/SHORT TERM DISAB/LIFE	800	750	50
591-536-716.200	DENTAL INSURANCE	1,300	1,500	(200)
591-536-716.300	INSURANCE LONG TERM DISABILIT	190	190	0
591-536-718.000	PENSION EMPLOYER CONTRIBUTION	8,000	8,000	0
591-536-719.000	WORKMEN'S COMP	800	400	400
591-536-740.000	OPERATING SUPPLIES	10,000	12,000	(2,000)
591-536-745.000 *	OPERATING SUPPLIES OFFICE EQUIP/FURNITUR	1,500	1,200	300
591-536-800.000	ADMINISTRATION FEE	110,300	110,300	0
591-536-802.000	LEGAL SERVICES	800	800	0
591-536-803.000	AUDIT	1,700	1,700	0
591-536-804.000 *	MEMBERSHIP & DUES	8,860	9,100	(240)
591-536-810.000 *	CONTRACTED SERVICES	4,750	4,750	0
591-536-900.000	LEGAL NOTICES	250	250	0
591-536-901.000	PRINTING & PUBLISHING	250	250	0
591-536-936.000	MAINTENANCE AGREEMENTS	1,000	2,700	(1,700)
591-536-960.000	EDUCATION & TRAINING	1,500	500	1,000
<b>Totals for dept 536 - ADMINISTRATION</b>		<b>\$ 253,050</b>	<b>\$ 252,504</b>	<b>\$ 546</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 540 - OPERATIONS &amp; MAINTENANCE</b>				0
591-540-704.100 *	WAGES FULL-TIME HOURLY	141,000	141,000	0
591-540-704.400	SICK DAY PAY OUT	1,000	1,750	(750)
591-540-704.600	WAGES PAGERS	3,900	3,900	0
591-540-705.000 *	WAGES PART-TIME HOURLY	15,000	21,000	(6,000)
591-540-705.150 *	WAGES-PROJECT MANAGEMENT	30,000	48,000	(18,000)
591-540-710.000	WAGES OVERTIME	9,000	13,000	(4,000)
591-540-715.000	FICA EMPLOYER CONTRIBUTION	15,292	16,543	(1,251)
591-540-716.000	HEALTH INSURANCE	32,000	33,750	(1,750)
591-540-716.050	HEALTH SAVINGS ACCOUNT	7,660	11,245	(3,585)
591-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,850	1,970	(120)
591-540-716.200	DENTAL INSURANCE	4,000	4,035	(35)
591-540-716.300	INSURANCE LONG TERM DISABILIT	400	445	(45)
591-540-718.000	PENSION EMPLOYER CONTRIBUTION	18,588	22,950	(4,362)
591-540-719.000	WORKMEN'S COMP	2,200	2,631	(431)
591-540-740.000	OPERATING SUPPLIES	2,500	4,500	(2,000)
591-540-742.000	UNIFORMS	3,900	3,900	0
591-540-810.000 *	CONTRACTED SERVICES	5,000	18,000	(13,000)
591-540-817.000 *	PROFESSIONAL SERVICES	20,000	25,000	(5,000)
591-540-836.000	EMPLOYMENT PHYSICALS	500	500	0
591-540-850.000	TELEPHONE	3,700	2,000	1,700
591-540-850.100	WIRELESS COMMUNICATIONS	1,800	1,100	700
591-540-910.000	INSURANCE GENERAL LIABILITY	25,000	24,806	194
591-540-918.000	CITY WATER SERVICES AGREEMENT	32,000	32,000	0
591-540-920.000	UTILITIES	15,000	17,000	(2,000)
591-540-927.000 *	PURCHASING WATER	2,558,500	2,558,500	0
591-540-927.100 *	READINESS TO SERVE CITY OF SA	1,750,000	1,322,180	427,820
591-540-930.000 *	REPAIRS/MAINTENANCE	125,000	130,000	(5,000)
591-540-930.300	WATER METER REPLACEMENT	10,000	10,000	0
591-540-932.000	MISS DIG SERVICES	1,500	3,000	(1,500)
591-540-936.000	MAINTENANCE AGREEMENTS	1,900	1,900	0
591-540-938.000 *	VEHICLE EXPENSE	12,000	12,000	0
591-540-938.100	GAS & DIESEL FUEL	14,000	14,000	0
591-540-939.000 *	CONTRACTED CONNECTIONS	32,000	32,000	0
591-540-940.400	LEASE AGREEMENTS LAND/RAILROAD	4,100	4,500	(400)
591-540-956.000	MISCELLANEOUS	0	80	(80)
591-540-960.000	EDUCATION & TRAINING	2,000	1,700	300
591-540-968.000	DEPRECIATION	400,000	400,000	0
<b>Totals for dept 540 - OPERATIONS &amp; MAINTENANCE</b>		<b>\$ 5,302,290</b>	<b>\$ 4,940,885</b>	<b>\$ 361,405</b>

**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Dept 900 - CAPITAL CONTROL</b>				0
591-900-970.000 *	CAPITAL OUTLAY	86,000	86,000	0
591-900-974.000	CAPITAL IMPROVEMENTS	323,462	323,462	0
591-900-974.185	CAPITAL IMPROVEMENTS SPECIAL PROJECT	14,000,000	2,475,759	11,524,241
<b>Totals for dept 900 - CAPITAL CONTROL</b>		<b>\$ 14,409,462</b>	<b>\$ 2,885,221</b>	<b>\$ 11,524,241</b>

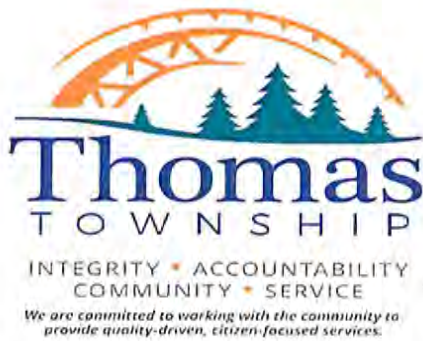
**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 596 - MUNICIPAL REFUSE FUND</b>				0
<b>ESTIMATED REVENUES</b>				0
596-000-404.000	SPECIAL ASSESSMENT REVENUE	1,027,890	1,038,119	(10,229)
596-000-649.000	SALES	0	0	0
596-000-665.000	INTEREST EARNED	4,000	3,000	1,000
596-000-671.000	MISCELLANEOUS	0	0	0
596-000-674.000	MUNICIPAL REFUSE REVENUE	1,000	1,259	(259)
<b>Total Estimated Revenues</b>		<b>\$ 1,032,890</b>	<b>\$ 1,042,378</b>	<b>\$ (9,488)</b>
<b>APPROPRIATIONS</b>				0
596-000-704.100	WAGES FULL-TIME HOURLY	2,000	2,900	(900)
596-000-710.000	WAGES OVERTIME	200	500	(300)
596-000-715.000	FICA EMPLOYER CONTRIBUTION	168	260	(92)
596-000-716.050	HEALTH SAVINGS ACCOUNT	20	681	(661)
596-000-718.000	PENSION EMPLOYER CONTRIBUTION	264	408	(144)
596-000-719.000	WORKMEN'S COMP	35	51	(16)
596-000-740.000	OPERATING SUPPLIES	4,000	400	3,600
596-000-800.000	ADMINISTRATION FEE	31,581	31,581	0
596-000-803.000	AUDIT	200	196	4
596-000-808.000	REFUSE CONTRACT	1,005,000	946,262	58,738
596-000-810.000	CONTRACTED SERVICES	0	0	0
596-000-817.000	PROFESSIONAL SERVICES	0	0	0
596-000-900.000	LEGAL NOTICES	0	0	0
596-000-910.000	INSURANCE GENERAL LIABILITY	2,800	2,390	410
596-000-930.000	REPAIRS/MAINTENANCE	2,000	3,476	(1,476)
596-000-936.000	MAINTENANCE AGREEMENTS	175	167	8
596-000-940.100	EQUIPMENT RENTAL	2,100	2,646	(546)
596-000-964.000	REFUNDS	0	16	(16)
<b>Total Estimated Expenditures</b>		<b>\$ 1,050,543</b>	<b>\$ 991,934</b>	<b>\$ 58,609</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>1,032,890</b>	<b>1,042,378</b>	<b>(9,488)</b>
<b>TOTAL APPROPRIATIONS</b>		<b>1,050,543</b>	<b>991,934</b>	<b>58,609</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 596</b>		<b>(17,653)</b>	<b>50,444</b>	<b>(68,097)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 818,322</b>	<b>\$ 818,322</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 800,669</b>	<b>\$ 868,766</b>	<b>\$ (68,097)</b>



**BUDGET REPORT FOR THOMAS TOWNSHIP**  
**PROPOSED BUDGET AMENDMENT 2024/2025 FISCAL YEAR**

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	OVER UNDER BUDGET
<b>Fund 603 - TECHNOLOGY FUND</b>				0
<b>ESTIMATED REVENUES</b>				0
603-000-665.000	INTEREST EARNED	1,000	500	500
603-000-677.101	REIMBURSEMENTS FROM GENERAL FUND	26,000	41,000	(15,000)
603-000-677.205	REIMBURSEMENTS FROM PUBLIC SAFETY FIRE	7,000	5,200	1,800
603-000-677.207	REIMBURSEMENTS PUBLIC SAFETY POLICE	7,000	8,000	(1,000)
603-000-677.590	REIMBURSEMENTS FROM SEWER FUND	3,800	7,000	(3,200)
603-000-677.591	REIMBURSEMENTS FROM WATER	3,800	5,000	(1,200)
603-000-677.596	REIMBURSEMENTS FROM MUNICIPAL REFUSE	0	167	(167)
603-000-677.752	REIMBURSEMENTS FROM PARKS	1,000	0	1,000
603-000-699.101	TRANSFER FROM GENERAL FUND	0	0	0
<b>Total Estimated Revenues</b>		<b>\$ 49,600</b>	<b>\$ 66,867</b>	<b>\$ (17,267)</b>
<b>APPROPRIATIONS</b>				0
603-000-745.200	SOFTWARE	3,000	3,400	(400)
603-000-745.225	CONTRACTED SERVCIES	17,000	25,360	(8,360)
603-000-745.250	COMPUTERS & PERIPHERALS	6,000	12,744	(6,744)
603-000-745.275	COPIER RELATED COSTS	6,400	7,500	(1,100)
603-000-745.300	SOFTWARE SUPPORT AGREEMENTS	17,200	25,000	(7,800)
<b>Total Estimated Expenditures</b>		<b>\$ 49,600</b>	<b>\$ 74,004</b>	<b>\$ (24,404)</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>49,600</b>	<b>43,267</b>	<b>6,333</b>
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>49,600</b>	<b>74,004</b>	<b>(24,404)</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 603</b>		<b>0</b>	<b>(30,737)</b>	<b>30,737</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 59,298</b>	<b>\$ 47,853</b>	<b>\$ 11,445</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 59,298</b>	<b>\$ 17,116</b>	<b>\$ 42,182</b>



Department of Public Works  
251 Miller Court, Saginaw, Michigan 48609-4896  
989.781.6438  
[www.thomas twp.org](http://www.thomas twp.org)

### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Trevor Schultz, Director - Department of Public Works
- **AGENDA TOPIC:** Approve Letter Agreement with Spicer Engineering to perform Design, Construction Administration, and Inspection for the Pump Station #1 Upgrades for \$52,500.
- **EXPLANATION OF TOPIC:** When bids were opened for the Project Phoenix (Corning) sewer improvements last year, we had extra money left over in the granted monies compared to our initial budget. We met with the Michigan Economic Development Corporation, Saginaw Future, Corning, HSC, and the State of Michigan to determine additional project scope to utilize the extra granted monies for projects that ultimately benefit Corning, HSC, and Thomas Township.

One of those extra projects identified was to replace all four (4) pumps at Pump Station #1, at the corner of Stroebel and South River. Pump Station #1 is the most critical piece of Sanitary Sewer infrastructure in our system as all sewage collected flows through this location. We have been experiencing pump failures at an alarming rate, and replacing these pumps with new should alleviate this problem.

We won't know the exact cost of these improvements until we bid out materials and labor to complete this work. Once we have those costs, we will seek approval from the Board on those as well. It should also be noted that the entire scope will likely be reimbursed with SSRP grant monies allocated to secondary projects once the primary projects are completed from the monies to support Corning. Deidre has spoken with the State and received authorization to begin this work.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter Agreement from Spicer.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve Letter Agreement with Spicer Engineering to perform Design, Construction Administration, and Inspection for the Pump Station #1 Upgrades for \$52,500.
- **ROLL CALL VOTE REQUIRED?** No.



January 23, 2025

Trevor Schultz, DPW Director  
Thomas Township  
249 N. Miller Road  
Saginaw, MI 48609

RE: Pump Station #1 Upgrades  
Thomas Township

Trevor,

In response to the Township's request, this document contains Spicer Group's proposal to provide final design, construction administration, and inspections for the upgrades to Pump Station #1. This effort is to be added to the current scope of work for Project Phoenix.

**Background**

The Township's main pump station, Pump Station #1, is located at the corner of River Road and Strobel Road. The pump station was upgraded in 2009 when the original can station was abandoned, and the current pump station was installed. During the installation of the station, WEMCO-Hidrostal pumps were installed to help clean the wet well and provide a high level of service for the Township's operations. Recently, the pumps have been failing at approximately one pump per year resulting in substantial operation and maintenance costs along with the loss of redundancy when a pump is out for service. The Township has requested that the pumps be removed and replaced with a new pump selection that maintains the current capacity of the pump station.

**Scope of Professional Services**

Spicer Group's scope of professional services for this project will provide the final design, construction administration and inspection to satisfy the following requirements:

**Equipment Procural Phase:**

1. Meet with the Township to review the scope of work and schedule of the project.
2. Prepare technical specifications for the pumps and VFD's and any miscellaneous equipment needed for the project.
3. Provide the Township with copies of the technical specifications and bid form to be sent to vendors of your choice. Spicer Group can assist in the selection of vendors that can provide the required equipment.
4. Review the quotes obtained from vendors and verify they meet the requirements of the specifications.

**Final Design Phase:**

1. Meet with the Township to review the scope of work and schedule of the project.
2. Gather the necessary information for design including the original basis of design for the pump station, current pump curves, and any other pertinent information needed.
  - a. We understand that the current base-90 elbows will need to be removed and replaced along with the proposed pumps. This operation will require bypass pumping and will likely require upgrades to the existing bypass pumping system.

3. Prepare construction plans and contract documents in conformance with required State and local design requirements.
  - a. The assumption for this project is to maintain the existing capacity of the pump station. By doing this, the need for a Part 41 permit is negated. If design requires a Part 41 permit, we will notify you at the time to discuss the additional effort needed for permitting.
4. Coordinate with local agencies, utility companies, and Saginaw Charter Township regarding design issues.
5. Submit plans to the Township for review and comment.
6. Meet with the Township to review your comments and answer any questions.
7. Complete revisions to plans based on comments received.

**Bidding Phase:**

1. Prepare the advertisement for bids for publication.
2. Prepare reproductions of plans and specifications for bidding purposes.
3. Answer questions from contractors and suppliers.
4. Attend pre-bid meeting and prepare meeting minutes.
5. Prepare addendum(s) as necessary.
6. Attend the bid opening.
7. Compile a tabulation of bids.
8. Review bids and prepare a letter of recommendation.

**Construction Administration Phase:**

1. Research the qualifications and background of the low bidder, if the Township or we are not familiar with them.
2. Prepare the tabulation of bids and prepare a letter of recommendation of award of the construction contract to you.
3. Prepare the Contract Documents and distribute them to the Contractor.
4. Review the completed Contract Documents, the insurance certificates, and bonds.
5. Provide construction staking necessary to construct the project.
6. 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.
7. Schedule and host the preconstruction meeting.
8. Provide daily onsite inspection to oversee the work, when necessary, to verify the work is completed in conformance with the plans and specifications.
9. Prepare any necessary Change Orders and Progress Payments.
10. Prepare the punch list.
11. Close out the construction project.
12. Revise the plans to reflect the revisions made during the construction and furnish a set to the Township. We will provide both a hard copy and an electronic .pdf file of the as-built plans as well as GIS updates to the Township's GIS files.

**Additional Services**

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.

**Subconsultants**

We have the staff and the ability to complete this project in-house. We do not anticipate the need for the use of subconsultants on this project.

**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.

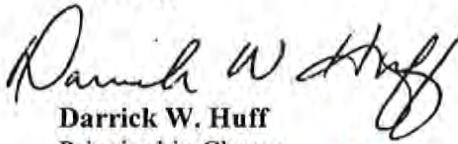
1. Equipment Procural Phase:
  - a. Standard hourly rates with an estimate of approximately \$2,500
2. Final Design Phase:
  - a. Standard hourly rates with an estimate of approximately \$20,000
3. Bidding Assistance Phase:
  - a. Standard hourly rates with an estimate of approximately \$5,000
4. Construction Administration Phase:
  - a. Standard hourly rates with an estimate of approximately \$25,000

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes, or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

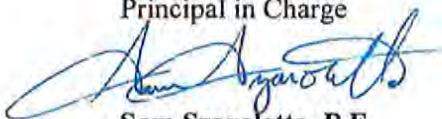
Attached to this letter is a copy of our general conditions for our services, which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return a copy to us. We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on this project.

Sincerely,



**Darrick W. Huff**  
Principal in Charge



**Sam Szaroletta, P.E.**

Project Manager  
**SPICER GROUP, INC**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (402) 332-7754  
Fax: (989) 754-4440  
E-mail: [sams@spicergroup.com](mailto:sams@spicergroup.com)  
cc: SGI File 1377692SG2024

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Above proposal accepted and approved  
by Owner.

**THOMAS TOWNSHIP**

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

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



## GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

### SECTION 1 - GENERAL

**1.1 The Agreement.** This Agreement is made by and between SPICER GROUP, INC. (hereinafter referred to as "PROFESSIONAL") and the client who accepted the attached proposal (hereinafter referred to as "CLIENT"). The Agreement between the parties consists of these General Conditions for Professional Services, as well as the attached proposal, and any exhibits or attachments noted in the proposal. Together, these items shall constitute the entire Agreement between the parties and supersede any prior negotiations, correspondence, or agreements either written or oral. Any changes to this Agreement must be mutually agreed to in writing between the parties. CLIENT represents that it has full authority to enter into this Agreement and that the representative signing this Agreement for CLIENT has full authority to do so. CLIENT further represents that it has all right, title and interest to the project to which the services under this Agreement are being provided.

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

**1.3 Covenant not to Hire.** CLIENT 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 PROFESSIONAL.

**1.4 Standard of Care.** Services performed by PROFESSIONAL under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under the same or similar conditions. PROFESSIONAL provides no warranty, guarantee or other representation, express, implied or otherwise, in connection with this Agreement, or in any report, opinion, document or other deliverable or instruments of service.

**1.5 Defects in Service.** CLIENT and CLIENT's personnel, contractors and subcontractors shall, upon discovery, promptly notify PROFESSIONAL in writing of any defects or deficiencies in PROFESSIONAL's services, in order that PROFESSIONAL may take measures which in PROFESSIONAL's opinion will minimize the consequences of such defect or deficiency in service. PROFESSIONAL shall not be responsible for additional costs due to delay in reporting defects in service.

**1.6 Reimbursable Expenses.** 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 CLIENT, overtime requiring higher than regular rates.

**1.7 Standard Hourly Rates.** The standard hourly rates used as a basis for payment mean those rates in effect at the time that the service is performed, for all PROFESSIONAL's personnel engaged directly on the project, including, but not limited to, architects, engineers, Spicer Group, Inc.

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.** In recognition of the relative risks and benefits of the project to both PROFESSIONAL and CLIENT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, that the total liability, in the aggregate, of PROFESSIONAL and PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees, costs and expenses, shall not exceed \$52,500 or the total compensation received by PROFESSIONAL under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**1.9 Indemnification.** PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees from and against damages or liabilities, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement including that of its subconsultants or anyone for whom the PROFESSIONAL is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants from and against damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor 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 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.

**1.13 Betterment.** In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment, upgrades,

or added value to the project, regardless of whether PROFESSIONAL or PROFESSIONAL's officers, directors, partners, employees or subconsultants is determined to have caused or contributed to such cost or expense.

**1.14 Mediation.** Any claims or disputes made during design, construction or after completion of the project between the CLIENT and PROFESSIONAL shall be submitted to non-binding mediation. CLIENT and PROFESSIONAL agree to include a similar mediation agreement with all contractors, subcontractors, consultants, suppliers and fabricators, thereby providing mediation as the primary method for dispute resolution between all parties. Unless otherwise agreed in writing, the mediation shall be governed by the current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

**1.15 Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to 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, PROFESSIONAL may request an appropriate adjustment of this Agreement. PROFESSIONAL shall notify CLIENT of the changed conditions necessitating an adjustment, and PROFESSIONAL and CLIENT shall promptly and in good faith enter into discussions for an appropriate adjustment of this Agreement to address the changed conditions.

**1.16 Hazardous Materials.** Both parties acknowledge that PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. As such, under no circumstance shall PROFESSIONAL have any responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site or any adjacent area that may affect the project.

**1.17 Governing Law & Jurisdiction.** CLIENT and 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.

## SECTION 2 – FINANCIAL & USE OF DOCUMENTS

**2.1 Billing and Payment Terms.** *Payment Due:* Invoices shall be submitted by PROFESSIONAL (monthly) payment is 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 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.

**2.2 Suspension of Services.** If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PROFESSIONAL may elect to suspend performance of service upon ten (10) calendar days notice to CLIENT. PROFESSIONAL shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, 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 PROFESSIONAL to resume performance.

**2.3 Termination of Services.** If CLIENT fails to make payment to PROFESSIONAL in accordance with the payment terms herein, this Spicer Group, Inc.

shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by PROFESSIONAL upon ten (10) calendar days' notice to CLIENT. PROFESSIONAL shall be paid in full for all services performed and expenses incurred through the date of termination upon presentment of PROFESSIONAL's final invoice. CLIENT shall have no right to withhold, back-charge or set-off against any amounts owed to PROFESSIONAL, regardless of whether the invoice or amount owed is for a monthly, suspension or termination related invoice.

**2.4 Collection of Costs.** In the event legal action is necessary to enforce the payment terms of this Agreement, PROFESSIONAL shall be entitled to collect from CLIENT any sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by PROFESSIONAL in connection therewith and, in addition, the reasonable value of PROFESSIONAL's time and expenses spent in connection with such collection action, according to PROFESSIONAL's hourly fee schedule.

**2.5 Delays.** The CLIENT agrees that PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond 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 CLIENT or CLIENT'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 PROFESSIONAL to perform its services in an orderly and efficient manner, PROFESSIONAL shall be entitled to an equitable adjustment to its schedule and/or compensation.

**2.6 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, CLIENT agrees that all such electronic files are instruments of service of PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

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

CLIENT and 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 CLIENT or PROFESSIONAL are subject to review and acceptance by the other party. Additional services by PROFESSIONAL made necessary by changes to the electronic file specifications shall entitle PROFESSIONAL to additional compensation.

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.



CLIENT 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 PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

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

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

**2.7 Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, CLIENT understands that 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 PROFESSIONAL's opinions of probable construction costs are made on the basis of PROFESSIONAL's judgment and experience. PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of any construction work will not vary from PROFESSIONAL's opinion of probable construction costs.

### SECTION 3 – PROJECT PERFORMANCE

**3.1 Design Without Construction Administration.** Unless Authorized, it is understood and agreed that 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 arranged by CLIENT. CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and CLIENT waives any claims against PROFESSIONAL that may be in any way connected thereto.

**3.2 Record Drawings.** If authorized by the Agreement, upon completion of the construction work, PROFESSIONAL shall compile for and deliver to CLIENT 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 PROFESSIONAL is entitled to rely upon, PROFESSIONAL cannot and does not warrant or make any other representation as to the accuracy of the Record Documents.

**3.3 Contingency Fund.** CLIENT and PROFESSIONAL agree that certain increased cost and changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the drawings and specifications prepared by PROFESSIONAL and, therefore, that the final construction cost of the project may exceed the estimated construction cost and/or the cost of the work in any construction contract. CLIENT 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. CLIENT further agrees to make no claim directly or through any other party against PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such Spicer Group, Inc.

changes or because of any claims made by the contractor relating to such changes.

**3.4 Lenders' Requirements.** PROFESSIONAL shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgement of PROFESSIONAL, increase PROFESSIONAL's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

**3.5 Client Requested Substitutions.** Upon request by CLIENT, PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by CLIENT's consultants or contractors. PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by PROFESSIONAL with those of PROFESSIONAL's subconsultants and CLIENT's consultants, as additional services. PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

**3.6 Certifications, Guarantees and Warranties.** PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in PROFESSIONAL having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. CLIENT also agrees not to make resolution of any dispute with PROFESSIONAL or payment of any amount due to PROFESSIONAL in any way contingent upon PROFESSIONAL's signing any such certification.

**3.7 Underground Improvements.** If requested, PROFESSIONAL and/or its subconsultants will provide services to conduct research that, in its professional opinion, is necessary and will prepare a plan indicating the locations for subsurface penetrations with respect to assumed locations of existing underground improvements. Such services by PROFESSIONAL and/or its subconsultant will be performed in a manner consistent with PROFESSIONAL'S professional standard of care. CLIENT understands and recognizes, however, that such research may not identify all underground improvements and that the information upon which PROFESSIONAL reasonably relies may contain errors or may be incomplete. Therefore, CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Consultant and anyone for whom the Consultant may be legally liable for damages to underground improvements resulting from subsurface penetrations in locations established by PROFESSIONAL that are based on properly filed and available records of said underground improvements.

**3.9 Permits and Approvals.** PROFESSIONAL shall assist CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which 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 PROFESSIONAL and included in the scope of services of this Agreement.

**3.10 Jobsite Safety.** Neither the professional activities of PROFESSIONAL, nor the presence of PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the 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 construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. 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. CLIENT agrees that the contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in CLIENT's contract with the contractor. CLIENT also agrees that its contract with the contractor shall provide that CLIENT, PROFESSIONAL, and PROFESSIONAL's subconsultants shall be indemnified by the contractor and shall be made additional insureds under the contractor's policies of general liability insurance.

**3.11 Construction Observation.** PROFESSIONAL shall visit the site, if requested and authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and PROFESSIONAL, to generally observe the construction work and answer any questions that CLIENT may have. However, PROFESSIONAL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the contract documents. If CLIENT desires PROFESSIONAL to perform more frequent or comprehensive observations of the construction work, this Agreement shall be amended to specifically state the additional scope of service, along with the additional compensation to be paid to PROFESSIONAL for performing such service.

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 construction work. These are solely the obligation and responsibility of the contractor.

PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the construction work, or any agents or employees of any of them. PROFESSIONAL shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents, the construction documents, or any applicable laws, codes, rules or regulations.

**3.12 Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without CLIENT expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, CLIENT agrees to bear all costs, losses and expenses, including the cost of any necessary additional services of PROFESSIONAL, arising from the discovery of concealed or unknown conditions in any existing structures that are part of the project and PROFESSIONAL'S scope of service.

**3.13 Construction Layout.** If requested by CLIENT, or other authorized party, as detailed in the scope of services or as an additional service to this Agreement, 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 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 PROFESSIONAL at the direction of CLIENT. The cost for resetting the stakes shall be paid to PROFESSIONAL by CLIENT.

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

**3.15 Buried Utilities.** If applicable to the scope of services, CLIENT 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 CLIENT 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. CLIENT will approve the location of these penetrations prior to their being made and will authorize PROFESSIONAL to proceed.

**3.16 Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or PROFESSIONAL. PROFESSIONAL'S services under this Agreement are being performed solely for CLIENT'S benefit, and no other party or entity shall have any claim against PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder.

**3.17 Waiver of Consequential Damages.** CLIENT and PROFESSIONAL waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination or suspension of this Agreement.

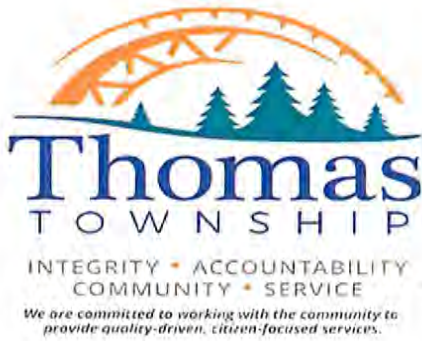
**3.18 Contractor Submittals.** If requested, PROFESSIONAL shall review contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by PROFESSIONAL. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. PROFESSIONAL's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PROFESSIONAL, of any construction means, methods, techniques, sequences or procedures. PROFESSIONAL's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.19 Project Information.** PROFESSIONAL shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants directly to CLIENT. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

## SECTION 4 – MODIFICATIONS TO THE GENERAL CONDITIONS

### 4.1 NONE





Department of Public Works  
251 Miller Court, Saginaw, Michigan 48609-4896  
989.781.6438  
www.thomas twp.org

### TOWNSHIP BOARD AGENDA ITEM

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Trevor Schultz, Director - Department of Public Works
- **AGENDA TOPIC:** Approve Letter Agreement with Spicer Engineering to perform GIS improvements in fiscal year 2025-26.
- **EXPLANATION OF TOPIC:** In the 2025-26 Fiscal Year, DPW has received approval to contract with Spicer Engineering to complete GIS attributing and updates.

As outlined in Spicer's letter agreement, the scope this year will prioritize uploading all water and sewer as-built's into GIS layers, populate Pump Station attributes, field verify new infrastructure assets from recent construction projects, review as-builts to populate missing feature data, create symbology for isolating sanitary sewer districts, and create feature layers for tracking sanitary sewer and drinking water system repairs.

The budgeted amount to complete this work is not to exceed \$15,000 and will be paid for out of the water and sewer funds, professional services line item.

- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Letter Agreement from Spicer.
- **POSSIBLE COURSES OF ACTION:** Approve, not approve, amend or table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve Letter Agreement with Spicer Engineering to perform GIS improvements in fiscal year 2025-26.
- **ROLL CALL VOTE REQUIRED?** No.





February 6, 2025

Trevor Schultz, DPW Director  
Thomas Township  
249 N. Miller Road  
Saginaw, MI 48609

RE: GIS Improvements 2025 – Schedule and breakdown of project approach  
Thomas Township

Trevor,

In response to the Township's request, this document contains Spicer Group's proposal to update the Township's GIS database.

**Background**

Thomas Township inventories many municipal assets, including the drinking water and sanitary sewer systems, in a Geographical Information System (GIS). In 2024, Spicer assisted the Township in updating their sanitary sewer and water distribution features in GIS. Included in these updates were the population of water service information and the submission of the Township's CDSMI.

**Scope of Professional Services**

Spicer Group's scope of professional services for this project will provide modeling, and reporting efforts to satisfy the following requirements:

1. Upload drinking water and sanitary sewer as-builts as attached files in GIS layers.
2. Develop an ID methodology and populate a 'Nearest Address' field for fire hydrants, water valves, and sanitary manholes.
3. Populate Pump Station attributes with relevant metadata and photos from site visits.
4. Two days of field verification of assets from recent construction projects in Township.
5. Review as-builts to populate missing feature data for sanitary sewer assets.
6. Create symbology for isolating sanitary sewer districts.
7. Create feature layers for tracking sanitary sewer system repairs and drinking water system repairs.

**Additional Services**

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.

**Subconsultants**

We have the staff and the ability to complete this project in-house. We do not anticipate the need for the use of subconsultants on this project.

February 6, 2025

Page 2 of 2

**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.

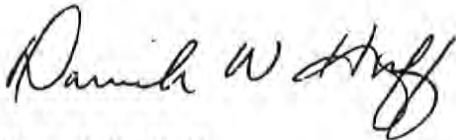
1. Study and Report Phase:
  - a. Standard hourly rates with an estimate of approximately \$15,000.00

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes, or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

Attached to this letter is a copy of our general conditions for our services, which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return a copy to us. We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on this project.

Sincerely,



**Darrick W. Huff**  
Principal in Charge



**Austin Alexander, EIT**  
Project Engineer

**SPICER GROUP, INC**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (307) 578-6550  
Fax: (989) 754-4440  
E-mail: [Austin.Alexander@spicergroup.com](mailto:Austin.Alexander@spicergroup.com)

Above proposal accepted and approved  
by Owner.

**THOMAS TOWNSHIP**

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

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

cc: SGI File 137988SG2024

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improvements 2025.doc

## GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

### SECTION 1 - GENERAL

**1.1 The Agreement.** This Agreement is made by and between SPICER GROUP, INC. (hereinafter referred to as "PROFESSIONAL") and the client who accepted the attached proposal (hereinafter referred to as "CLIENT"). The Agreement between the parties consists of these General Conditions for Professional Services, as well as the attached proposal, and any exhibits or attachments noted in the proposal. Together, these items shall constitute the entire Agreement between the parties and supersedes any prior negotiations, correspondence, or agreements either written or oral. Any changes to this Agreement must be mutually agreed to in writing between the parties. CLIENT represents that it has full authority to enter into this Agreement and that the representative signing this Agreement for CLIENT has full authority to do so. CLIENT further represents that it has all right, title and interest to the project to which the services under this Agreement are being provided.

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

**1.3 Covenant not to Hire.** CLIENT 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 PROFESSIONAL.

**1.4 Standard of Care.** Services performed by PROFESSIONAL under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under the same or similar conditions. PROFESSIONAL provides no warranty, guarantee or other representation, express, implied or otherwise, in connection with this Agreement, or in any report, opinion, document or other deliverable or instruments of service.

**1.5 Defects in Service.** CLIENT and CLIENT's personnel, contractors and subcontractors shall, upon discovery, promptly notify PROFESSIONAL in writing of any defects or deficiencies in PROFESSIONAL's services, in order that PROFESSIONAL may take measures which in PROFESSIONAL's opinion will minimize the consequences of such defect or deficiency in service. PROFESSIONAL shall not be responsible for additional costs due to delay in reporting defects in service.

**1.6 Reimbursable Expenses.** 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 CLIENT, overtime requiring higher than regular rates.

**1.7 Standard Hourly Rates.** The standard hourly rates used as a basis for payment mean those rates in effect at the time that the service 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.** In recognition of the relative risks and benefits of the project to both PROFESSIONAL and CLIENT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, that the total liability, in the aggregate, of PROFESSIONAL and PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees, costs and expenses, shall not exceed \$15,000, or the total compensation received by PROFESSIONAL under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**1.9 Indemnification.** PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees from and against damages or liabilities, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement including that of its subconsultants or anyone for whom the PROFESSIONAL is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants from and against damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable.

Neither CITY nor 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 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.

**1.13 Betterment.** In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment, upgrades, or added value to the project, regardless of whether PROFESSIONAL or PROFESSIONAL's officers, directors, partners, employees or subconsultants is determined to have caused or contributed to such cost or expense.

**1.14 Mediation.** Any claims or disputes made during design, construction or after completion of the project between the CLIENT and PROFESSIONAL shall be submitted to non-binding mediation. CLIENT and PROFESSIONAL agree to include a similar mediation agreement with all contractors, subcontractors, consultants, suppliers and fabricators, thereby providing mediation as the primary method for dispute resolution between all parties. Unless otherwise agreed in writing, the mediation shall be governed by the current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

**1.15 Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to 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, PROFESSIONAL may request an appropriate adjustment of this Agreement. PROFESSIONAL shall notify CLIENT of the changed conditions necessitating an adjustment, and PROFESSIONAL and CLIENT shall promptly and in good faith enter into discussions for an appropriate adjustment of this Agreement to address the changed conditions.

**1.16 Hazardous Materials.** Both parties acknowledge that PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. As such, under no circumstance shall PROFESSIONAL have any responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site or any adjacent area that may affect the project.

**1.17 Governing Law & Jurisdiction.** CLIENT and 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.

## SECTION 2 – FINANCIAL & USE OF DOCUMENTS

**2.1 Billing and Payment Terms.** *Payment Due:* Invoices shall be submitted by PROFESSIONAL (monthly) payment is 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 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.

**2.2 Suspension of Services.** If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PROFESSIONAL may elect to suspend performance of service upon ten (10) calendar days notice to CLIENT. PROFESSIONAL shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, 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 PROFESSIONAL to resume performance.

**2.3 Termination of Services.** If CLIENT fails to make payment to 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 PROFESSIONAL upon ten (10) calendar days' notice to CLIENT. PROFESSIONAL shall be paid in full for all services performed and expenses incurred through the date of termination upon presentment of PROFESSIONAL's final invoice. CLIENT shall have no right to withhold, back-charge or set-off against any amounts owed to PROFESSIONAL, regardless of whether the invoice or amount owed is for a monthly, suspension or termination related invoice.

**2.4 Collection of Costs.** In the event legal action is necessary to enforce the payment terms of this Agreement, PROFESSIONAL shall be entitled to collect from CLIENT any sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by PROFESSIONAL in connection therewith and, in addition, the reasonable value of PROFESSIONAL's time and expenses spent in connection with such collection action, according to PROFESSIONAL's hourly fee schedule.

**2.5 Delays.** The OWNER agrees that PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond 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 CLIENT or CLIENT'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 PROFESSIONAL to perform its services in an orderly and efficient manner, PROFESSIONAL shall be entitled to an equitable adjustment to its schedule and/or compensation.

**2.6 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, CLIENT agrees that all such electronic files are instruments of service of PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

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



changes to or reuse of the electronic files for any other project by anyone other than PROFESSIONAL.

CLIENT and 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 CLIENT or PROFESSIONAL are subject to review and acceptance by the other party. Additional services by PROFESSIONAL made necessary by changes to the electronic file specifications shall entitle PROFESSIONAL to additional compensation.

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.

CLIENT 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 PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

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

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

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Spicer Group, Inc.

**3.2 Record Drawings.** If authorized by the Agreement, upon completion of the construction work, PROFESSIONAL shall compile for and deliver to CLIENT 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 PROFESSIONAL is entitled to rely upon, PROFESSIONAL cannot and does not warrant or make any other representation as to the accuracy of the Record Documents.

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**3.4 Lenders' Requirements.** PROFESSIONAL shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgement of PROFESSIONAL, increase PROFESSIONAL's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

**3.5 Client Requested Substitutions.** Upon request by CLIENT, PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by CLIENT's consultants or contractors. PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by PROFESSIONAL with those of PROFESSIONAL's subconsultants and CLIENT's consultants, as additional services. PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

**3.6 Certifications, Guarantees and Warranties.** PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in PROFESSIONAL having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. CLIENT also agrees not to make resolution of any dispute with PROFESSIONAL or payment of any amount due to PROFESSIONAL in any way contingent upon PROFESSIONAL's signing any such certification.

**3.7 Underground Improvements.** If requested, PROFESSIONAL and/or its subconsultants will provide services to conduct research that, in its professional opinion, is necessary and will prepare a plan indicating the locations for subsurface penetrations with respect to assumed locations of existing underground improvements. Such services by PROFESSIONAL and/or its subconsultant will be performed in a manner consistent with PROFESSIONAL'S professional standard of care. CLIENT understands and recognizes, however, that such research may not

identify all underground improvements and that the information upon which PROFESSIONAL reasonably relies may contain errors or may be incomplete. Therefore, CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Consultant and anyone for whom the Consultant may be legally liable for damages to underground improvements resulting from subsurface penetrations in locations established by PROFESSIONAL that are based on properly filed and available records of said underground improvements.

**3.9 Permits and Approvals.** PROFESSIONAL shall assist CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which 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 PROFESSIONAL and included in the scope of services of this Agreement.

**3.10 Jobsite Safety.** Neither the professional activities of PROFESSIONAL, nor the presence of PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the 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 construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. 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. CLIENT agrees that the contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in CLIENT's contract with the contractor. CLIENT also agrees that its contract with the contractor shall provide that CLIENT, PROFESSIONAL, and PROFESSIONAL's subconsultants shall be indemnified by the contractor and shall be made additional insureds under the contractor's policies of general liability insurance.

**3.11 Construction Observation.** PROFESSIONAL shall visit the site, if requested and authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and PROFESSIONAL, to generally observe the construction work and answer any questions that CLIENT may have. However, PROFESSIONAL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the contract documents. If CLIENT desires PROFESSIONAL to perform more frequent or comprehensive observations of the construction work, this Agreement shall be amended to specifically state the additional scope of service, along with the additional compensation to be paid to PROFESSIONAL for performing such service.

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 construction work. These are solely the obligation and responsibility of the contractor.

PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the construction work, or any agents or employees of any of them. PROFESSIONAL shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents, the construction documents, or any applicable laws, codes, rules or regulations.

**3.12 Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without CLIENT expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, CLIENT agrees to bear all costs, losses and expenses, including the cost of any necessary additional services of PROFESSIONAL, arising from the discovery of concealed or unknown conditions in any existing structures that are part of the project and PROFESSIONAL'S scope of service.

**3.13 Construction Layout.** If requested by CLIENT, or other authorized party, as detailed in the scope of services or as an additional service to this Agreement, 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 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 PROFESSIONAL at the direction of CLIENT. The cost for resetting the stakes shall be paid to PROFESSIONAL by CLIENT.

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

**3.15 Buried Utilities.** If applicable to the scope of services, CLIENT 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 CLIENT 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. CLIENT will approve the location of these penetrations prior to their being made and will authorize PROFESSIONAL to proceed.

**3.16 Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or PROFESSIONAL. PROFESSIONAL'S services under this Agreement are being performed solely for CLIENT'S benefit, and no other party or entity shall have any claim against PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder.

**3.17 Waiver of Consequential Damages.** CLIENT and PROFESSIONAL waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination or suspension of this Agreement.

**3.18 Contractor Submittals.** If requested, PROFESSIONAL shall review contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by PROFESSIONAL. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. PROFESSIONAL's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PROFESSIONAL, of any construction means, methods, techniques, sequences or procedures. PROFESSIONAL's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.19 Project Information.** PROFESSIONAL shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants directly to CLIENT. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

#### **SECTION 4 – MODIFICATIONS TO THE GENERAL CONDITIONS**

**4.1 None.**





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## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Township Board to consider a text amendment to add Section 18.38 “Renewable Energy” to the existing ordinance.
- **EXPLANATION OF TOPIC:** The Thomas Township Planning Commission is recommending that the Township Board approve this text amendment that will bring the current Township ordinance which deals with renewable energy, into compliance with the State of Michigan law 2023 PA 233. The Planning Commission held a public hearing to review and talk about the issue, and to go over the proposed text amendment. The Township Attorney Otto Brandt has worked with the Planning Commission to incorporate the text amendment into the ordinance and to make it as easy to use and understand as possible, while making the minimum changes to the existing ordinance.

The Thomas Township Planning Commission voted to recommend this text amendment to the Township Board. The text amendment is now before the Thomas Township Board for a final vote.

- **MATERIALS ATTACHED:** Planning Commission recommendation and background information.
- **RECOMMENDED ACTION:** Based on the Planning Commission Public Hearing results, and the Township Attorneys review and approval, I recommend that the proposed text amendment be approved as requested.
- **POSSIBLE COURSE OF ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the text amendment to add Section 18.38 Renewable Energy to the existing ordinance to comply with State law.
- **ROLL CALL VOTE REQUIRED:** Yes



**HIGHLIGHTED SECTIONS TEXT AMENDMENT PERTAINS TO**  
**Chapter 18 SPECIAL LAND USE PERMIT REQUIREMENTS**

**SECTION 18.1. INTENT AND PURPOSE.**

It is the intent of this Chapter to provide a set of procedures and standards for special uses of land or structure which, because of their unique characteristics, require special consideration in relation to the welfare of adjacent properties and the community as a whole.

It is the expressed purpose of the regulations and standards herein, to allow, on one hand, practical latitude for the investor or developer, but at the same time maintain adequate provision for the protection of the health, safety, convenience and general welfare of the community.

(Ord. 97-Z-03, 11-3-1997, eff. 12-12-1997; amd. 1998 Code)

**SECTION 18.2. PERMIT PROCEDURES.**

The application for a special land use permit, also referred to hereafter as special use permit, shall be submitted and processed under the following procedures:

- a. Submission of Application: An application shall be submitted through the Zoning Administrator on a special form for that purpose. Each application shall be accompanied by the payment of a fee as set by resolution of the Township Board.

In the event the allowance of a desired use requires both a rezoning and special land use permit both requests may be submitted jointly, subject to the following:

- 1) The Ordinance procedures for each shall be followed as specified.
- 2) All applicable standards and specifications required by the Ordinance shall be observed.
- b. Date Required:
  - 1) The special form shall be completed in full by the applicant including a statement by the applicant that the Permit Standards (Section 17.3) can be complied with.
  - 2) Site plan drawn to scale (preferably 1" = 100') of the total property involved showing the location of all abutting streets, the location of all existing and proposed structures and uses of the property and any natural or manmade features which affect the property, together with indication of abutting uses.
  - 3) Preliminary plans and specifications of the proposed development.
- c. The Thomas Township Planning Commission: The Planning Commission shall be the body responsible for reviewing and approving special land uses. The Planning Commission may, however, designate the Zoning Administrator some specific responsibilities for assisting them in this function.
- d. Public Notice:
  - 1) If the application is complete, the administrator shall notify the following persons of the application being considered, so the notice is sent not less than fifteen (15) days before the date that the application will be considered. The notice is considered to be given when personally delivered or when deposited during normal business hours for delivery with the U.S. Postal Service or other public or private delivery service. Notices shall be sent to:

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- 2) It shall be unlawful to hereafter establish any sexually oriented business within one thousand (1,000') feet of any residentially zoned property or within one thousand (1,000') feet of any religious or educational institution, public park, or recreational land use.
- b. Signs and Exterior Display: Window displays, signs, decorative or structural elements of buildings shall not include or convey specific examples of actual adult uses, and are limited to the signage provisions stated the Thomas Township Sign Ordinance. No adult use shall be conducted in any manner that permits the observation of any material depicting, describing or relating to "specific sexual activities" or "specified anatomical areas" (as defined in this ordinance) from any public way or from any property not registered as an adult use. This provision shall apply to any display, decoration, sign, show window, structural elements or other opening.
  - c. Precautionary Note To The Zoning Board Of Appeals: When considering any appeal from an sexually oriented business for reduction of spacing or separation standards established herein, the Zoning Board of Appeals shall address each of the following issues and include the findings regarding each point in their minutes:
    - 1) Ordinance Intent: The proposed use shall not be contrary to the intent and purpose of this ordinance, or injurious to nearby properties.
    - 2) Blighting influence: The proposed use shall not enlarge or encourage the development of a concentration of such uses or blighting influences.
    - 3) Neighborhood Conservation: The proposed use shall not be contrary to any program of neighborhood conservation, revitalization or urban renewal.
    - 4) Other Standards: The proposed use, and its principal building, shall comply with all other regulations and standards of this ordinance.

#### **SECTION 18.30. SOLAR FARM.**

- a. Intent and Purpose: To promote the use of Solar Energy within Thomas Township as a clean alternative energy source and to provide for the land development, installation and construction regulations for large photovoltaic solar farm facilities subject to reasonable conditions that will protect the public health, safety and welfare. These regulations establish minimum requirements and standards for the placement, construction and modification of large photovoltaic solar farm facilities, while promoting a renewable energy source for our community in a safe, effective and efficient manner.
- b. Minimum Lot Size: Large photovoltaic solar farm facilities shall not be constructed on parcels less than twenty (20) acres in size.
- c. Height Restrictions: All photovoltaic panels located in a solar farm shall be restricted to a height of fourteen (14) feet.
- d. Setbacks: All photovoltaic solar panels and support structures associated with such facilities (excluding perimeter security fencing) shall be a minimum of ten (10) feet from a side or rear property line and a minimum of twenty (20) feet from any road or highway right-of-way.
- e. Maximum Lot Coverage: Maximum lot coverage restrictions shall not apply to photovoltaic solar panels. Any other regulated structures on the parcel are subject to maximum lot coverage restrictions.
- f. Safety/Access: A security fence (height and material to be established through the special use permit process) shall be placed around the perimeter of the solar power plant and electrical equipment shall be locked. Knox boxes and keys shall be provided at locked entrances for emergency personnel access.



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- g. Noise: No large photovoltaic solar farm facilities shall exceed sixty-five (65) dBA as measured at the property line.
  - h. Landscaping: Large photovoltaic solar farm facilities shall be required to install perimeter landscaping equal to one (1) tree for each twenty-five (25) feet of road or highway frontage. The equivalent of one (1) tree shall be required along the sides and rear of such developments equal to one (1) tree every twenty-five (25) feet of property line when abutting existing homes or developed parcels. The Planning Commission may alter the landscaping requirement depending upon the location and existing plant material on the site. Trees shall be a minimum of four (4) feet tall when planted and remain in good condition for the life of the large photovoltaic solar farm.
  - i. Local, State and Federal Permits: Large photovoltaic solar farm facilities shall be required to obtain all necessary permits from the U.S. Government, State of Michigan, and Thomas Township, and comply with standards of the State of Michigan adopted codes.
  - j. Electrical Interconnections: All electrical interconnection or distribution lines shall comply with all applicable codes and standard commercial large-scale utility requirements. Use of above ground transmission lines shall be prohibited within the site.
  - k. Additional Special Use Criteria: The following topics shall be addressed in a Special Use application for such large photovoltaic solar farm facilities in addition to the Special Use Review Criteria:
    - 1) Project description and rationale: Identify the type, size, rated power output, performance, safety and noise characteristics of the system, including the name and address of the manufacturer, and model. Identify time frame, project life, development phases, likely markets for the generated energy, and possible future expansions;
    - 2) Analysis of onsite traffic: Estimated construction jobs, estimated permanent jobs associated with the development;
    - 3) Visual impacts: Review and demonstrate the visual impact using photos or renditions of the project or similar projects with consideration given to tree plantings and setback requirements;
    - 4) Wildlife: Review potential impact on wildlife on the site;
    - 5) Environmental analysis: Identify impact analysis on the water quality and water supply in the area, and dust from project activities;
    - 6) Waste: Identify solid waste or hazardous waste generated by the project;
    - 7) Lighting: Provide lighting plans showing all lighting within the facility. No light may adversely affect adjacent parcels. All lighting must be shielded from adjoining parcels, and light poles are restricted to eighteen (18) feet in height;
    - 8) Transportation plan: Provide access plan during construction and operation phases. Show proposed project service road ingress and egress access onto primary and secondary routes, layout of the plant service road system. Due to infrequent access to such facilities after construction is completed, it is not required to pave or curb solar panel access drives. It will be necessary to pave and curb any driveway and parking lots used for occupied offices that are located on site;
    - 9) Public safety: Identify emergency and normal shutdown procedures. Identify potential hazards to adjacent properties, public roadways, and to the community in general that may be created;
    - 10) Sound limitations and review: Identify noise levels at the property line of the project boundary when completed;
    - 11) Telecommunications interference: Identify electromagnetic fields and communications interference generated by the project;

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- 12) Life of the project and final reclamation: Describe the decommissioning and final land reclamation plan after anticipated useful life or abandonment or termination of the project, including evidence of an agreement with the property owner that ensures proper final removal of power generating equipment within six (6) to twelve (12) months of decommissioning.

- j. The Planning Commission Review: Because of the ever changing technical capabilities of photovoltaic solar panels and of new technology in general, the Planning Commission shall have the authority to review and consider alternatives in both dimensional requirements as well as physical development requirements found in this Section. The Planning Commission shall not have the authority to review or to allow large photovoltaic solar farm facilities within any other zoning district.

(Ord. 97-Z-03, 11-3-1997, eff. 12-12-1997; Ord. No. 10-Z-03, § 1, 12-15-2010, eff. 1-14-2011, Ord. 03-Z-01, 10-6-2003, eff. 11-14-2003)

#### **SECTION 18.31. USED AUTOMOBILE SALES LOTS AND LEASING SERVICES.**

- a. No temporary structures for sales or servicing are included.
- b. All car sales and parking areas are properly drained and paved in accordance with the provisions of this ordinance.
- c. The site layout, setbacks, structures and overall appearance and function of the proposed sales lot would be compatible with adjacent land uses.
- d. The site is not adjacent to an existing residential area or R-1, R-2 or R-3 Zoning District.
- e. The applicant constructs and/or occupies a permanent building of at least five hundred (500) square feet on the site.
- f. The purposed site has a minimum lot size of twenty two thousand five hundred (22,500) square feet.
- g. The dealership maintains an on-site inventory of at least thirty (30) vehicles.
- h. The placement of vehicles for display is of a professional nature, such as no upside-down cars.
- i. There will be no selling or storing of used auto parts on the premises.
- j. There will be no painting on the premises.
- k. There will be no storage of junked or inoperable vehicles on the premises.

#### **SECTION 18.32. VETERINARY HOSPITALS, CLINICS AND KENNELS.**

Kennels, including the offices and clinic of a veterinarian are uses permitted by special land use permit in the A-1 and A-2 Districts under the following conditions:

- a. They must be located on a continuous parcel of land five (5) acres or more in area.
- b. No building or runs shall be closer than one hundred feet (100') from any abutting property line and
- c. All runs or breeding areas shall be enclosed. For kennels, one parking space shall be provided for every five (5) kennel runs.
- d. Parking shall be designed to accommodate the maximum number of visitors using the facility plus one space for each employee shall be provided. All off-street parking shall be paved and constructed to the standards of this ordinance.

(Ord. 97-Z-03, 11-3-1997, eff. 12-12-1997)



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### **SECTION 18.33. WINDMILLS AND WIND-POWERED ELECTRICITY GENERATING DEVICES.**

a. Intent.

- 1) Promote the safe, effective and efficient use of small wind energy systems installed to reduce the on-site consumption of non-wind utility supplied electricity.
- 2) Permit the safe, effective and efficient siting and operation of utility grid wind energy conversion systems and farms.
- 3) Protect the health, welfare, safety, and quality of life of the general public, and to ensure compatible land uses in the vicinity of the areas affected by such facilities.
- 4) Provide a map showing the location where windmills and wind-powered electricity generating devices are allowed within Thomas Township.

b. Definitions.

- 1) Ambient: Ambient is defined as the sound pressure level exceeded ninety percent (90%) of the time or 190.
- 2) ANSI: American National Standards Institute.
- 3) Commencement of Construction: Excavation of turbine foundations. Preparation of the substation site, lay down yards, staging areas, and office set up, etc., are not considered commencement of construction.
- 4) dB(A): The sound pressure level in decibels. Refers to the "a" weighted scale defined by ANSI. A method for weighting the frequency spectrum to mimic the human ear.
- 5) Decibel: The unit of measure used to express the magnitude of sound pressure and sound intensity.
- 6) Hub Height: The distance from the turbine platform to the rotor shaft
- 7) Height of Structure: The height of the structure is the distance from the platform to the highest point on the tip of a fully vertical rotor blade.
- 8) Inhabited Structure: Any existing structure usable for living or non-agricultural commercial purposes, which includes but is not limited to working, sleeping, eating, cooking, recreation, office, office storage, or any combination thereof. An area used only for storage incidental to a residential use, including agricultural barns, is not included in this definition. If it is not clear by this definition, the zoning administrator shall make a determination of any structure regarding whether or not it is inhabited.
- 9) IEC: International Electro technical Commission. The IEC is the leading global organization that prepares and publishes international standards for all electrical, electronic and related technologies.
- 10) ISO: International Organization for Standardization. ISO is a network of the national standards institutes of one hundred fifty-six (156) countries.
- 11) Non-Participating Parcel: A property that is not subject to a wind turbine lease or easement agreement at the time an application is submitted for a special land use for the purposes of constructing a utility grid wind energy system
- 12) On Site Use Wind Energy Systems: An on site use wind energy system is intended to primarily serve the needs of the consumer.
- 13) Participating parcel: A property that participates in a lease or easement agreement, or other contractual agreement, with an entity submitting a special land use permit application for the purposes of developing of a utility grid wind energy system.

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- 14) Rotor: An element of a wind energy system that acts as a multi-bladed airfoil assembly, thereby extracting through rotation, kinetic energy directly from the wind.
  - 15) SCADA Tower: A freestanding tower containing instrumentation such as anemometers that is designed to provide present moment wind data for use by the supervisory control and data acquisition (SCADA) system.
  - 16) Shadow Flicker: Alternating changes in light intensity caused by the moving blade of a wind energy system casting shadows on the ground and stationary objects, such as a window at a dwelling.
  - 17) Sound Pressure: Average rate at which sound energy is transmitted through a unit area in a specified direction. The pressure of the sound measured at a receiver.
  - 18) Sound Pressure Level: The sound pressure mapped to a logarithmic scale and reported in decibels (dB).
  - 19) Utility Grid Wind Energy Systems: A utility grid wind energy system is designed and built to provide electricity to the electric utility grid.
  - 20) Wind Energy Conversion System: A wind energy conversion system which converts wind energy into electricity through the use of a wind turbine generator and includes the turbine, blades, and tower as well as related electrical equipment. This does not include wiring to connect the wind energy system to the grid.
  - 21) Wind Site Assessment: An assessment to determine the wind speeds at a specific site and the feasibility of using that site for construction of a wind energy system.
- c. Wind Energy System Site Assessment for Utility Grid Wind Energy Systems: Prior to construction of a utility grid wind energy system, a wind site assessment is conducted to determine the wind speeds and the feasibility of using the site. Anemometer towers or "Met Towers," more than sixty-five (65) feet in height used to conduct a wind site assessment for possible installation of an on site use wind energy system shall also be a special land use.
- Prior to the installation of the tower, an application for a special land use permit shall be filed with the local government that will include:
- 1) Applicant identification;
  - 2) A site plan;
  - 3) A copy of that portion of the applicant's lease with the land owner granting authority to install the Met tower and requiring the applicant to remove all equipment and restore the site after completion of the wind site assessment, and
  - 4) Proof of the applicant's public liability insurance. The distance from the center of a Met tower and the property lines between the leased property and the non-leased property shall be at least the height of the Met tower. Leased property can include more than one (1) piece of property and the requirement shall apply to the combined properties.
- d. Utility Grid Wind Energy Systems: A utility grid wind energy system shall be considered a special land use in a portion of the A-2 district as depicted on the Wind Energy Inclusion Zone Map which specifically allows for them to be constructed in Sections 6, 7, 8, 17 and the North half of Section 18 and cannot be constructed outside of those areas.
- e. The planning commission review of a special land use permit application for a wind energy conversion facility is a two-step process. The first step is the public hearing and decision by the planning commission, per the procedures for review in Chapter 18. The second step, which may occur at a separate meeting for a utility scale wind energy system, is the site plan review process by the Planning Commission as described in Chapter 19. A decision on the special land use permit application by the planning commission is inclusive of all

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proposed wind turbine components, underground electrical lines, sub-station(s), underground electrical lines, junction boxes, laydown yard(s), concrete batch plant(s), and any operations/maintenance building(s).

f. Prior to the installation of a utility grid wind energy system, an application for a special land use permit shall be filed with the local government and shall include the following:

- 1) Applicant Identification: Applicant name and address in full, a statement that the applicant is the owner involved or is acting on the owner's behalf, the address of the property involved if application (substitution may include a legal description or parcel identification numbers) and any additional contact information.
- 2) Project Description: A general description of the proposed project including a legal description of the property or properties on which the project would be located and an anticipated construction schedule.
- 3) Site Plan: The site plan shall include maps showing the physical features and land uses of the project area, both before and after construction of the proposed project. The site plan shall include:
  - a) The project area boundaries;
  - b) The location, height, and dimensions of all existing and proposed structures and fencing;
  - c) The location, grades, and dimensions of all temporary and permanent on-site and access roads from the nearest county or state maintained road;
  - d) A description of the routes to be used by construction and delivery vehicles and of any road improvements that will be necessary in the Township to accommodate construction vehicles, equipment or other deliveries, and an agreement or bond which guarantees the repair of damage to public roads and other areas caused by construction of the Wind Energy Facility;
  - e) Existing topography;
  - f) Water bodies, waterways, wetlands, and drainage channels;
  - g) All new infrastructure above ground related to the project;
  - h) Engineering data concerning construction of the tower and its base or foundation, which must be engineered and constructed in such a manner that upon removal of said tower, the soil will be restored to its original condition to a depth of four feet (4');
  - i) Anticipated construction schedule;
  - j) Description of operations, including anticipated regular and unscheduled maintenance;
  - k) All other provisions found on the Thomas Township Site Plan Review checklist;
  - l) The applicant shall submit a decommissioning plan as well as schedule of life expectancy.
- 4) Insurance: Proof of the applicant's public liability insurance.
- 5) Sound Pressure Level: Copy of the modeling and analysis report.
- 6) Certifications: Certification that applicant has complied or will comply with all applicable state and federal laws and regulations. Copies of all such permits and approvals that have been obtained or applied for at time of the application. Note: Land enrolled in Michigan Farmland Preservation Program through Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116, must receive approval from the Michigan Department of Agriculture to locate a WECS on the property prior to construction. MDA - Farmland Preservation.
- 7) Visual Impact: Visual simulations of how the completed project will look from four (4) viewable angles.



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- 8) Environmental Impact: Copy of the environmental impact analysis.
  - 9) Avian and Wildlife Impact: Copy of the avian and wildlife impact analysis.
  - 10) Shadow Flicker: Copy of the shadow flicker analysis.
  - 11) Manufacturers' Material Safety Data Sheet(s): Documentation shall include the type and quantity of all materials used in the operation of all equipment including, but not limited to, all lubricants and coolants.
  - 12) Decommissioning: Copy of the decommissioning plan.
  - 13) Complaint Resolution: Description of the complaint resolution process.
  - 14) An applicant shall remit an application fee and an escrow deposit, in the amount specified in the fee schedule adopted by the board of trustees. The escrow funds are used to cover all reasonable costs and expenses associated with the special use permit and site plan review and approval process, which costs can include, but are not limited to, fees of the township attorney, township planner, and township engineer, as well as any reports or studies which the township anticipates it may have done related to the zoning review process for the particular application. At any point during the zoning review process, the township may require that the applicant place additional monies into escrow with the Township should the existing escrow amount filed by the applicant prove insufficient. If the escrow account needs replenishing and the applicant refuses to do so within fourteen (14) days after receiving notice, the zoning review and approval process shall cease until and unless the applicant makes the required escrow deposit. Any escrow amounts which are in excess of actual costs shall be returned to the applicant.
  - 15) The utility grid wind energy system project shall meet the following standards and requirements:
    - a) Setbacks.
      - i. Setbacks from inhabited structures: Each wind turbine shall be set back from the nearest inhabited structure, a distance no less than fourteen hundred feet (1400'), as measured from the top of the blade in its vertical position to the centerline of the base.
      - ii. Setbacks from Non-Leased Property: The distance between a utility grid wind energy system and the property lines of adjacent non-leased properties shall be at least one (1.0) times its total structure height.
      - iii. Where property is leased on both sides of a public right-of-way, a wind energy system may be placed no closer than one rotor radius from the closest edge of the right-of-way. Where a property is leased on both sides of a private property line the tower may be placed on the property line. Leased property can include more than one piece of property and the requirement shall apply to the combined properties.
    - b) Wind turbines and access roads: Wind related facilities shall be located so as to minimize the disruption to agricultural activity and, therefore, the location of towers and access routes is encouraged along internal property lines.
    - c) Public Roads, Communication and Electrical Lines: Each wind turbine shall be set back from the nearest public road a distance no less than one and a half (1.5) total height of the structure or two hundred feet (200'), whichever is greater, determined at the nearest boundary of the underlying right-of-way for such public road. SCADA (supervisory control and data acquisition) or meteorological (Met) towers shall also comply with the property setback requirement. The setback shall be at least the height of the SCADA or Met tower. An operations and maintenance office building, a substation, or ancillary equipment shall comply with any property setback requirement that may be applicable to that type of building or equipment. Overhead



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transmission lines and power poles shall comply with the setback requirements applicable to public utilities.

- d) Sound Pressure Level: The sound pressure level generated by a utility grid wind energy system shall not exceed 50 dB(A) as measured at an inhabited structure on non-leased property. This sound pressure level shall not be exceeded for more than three (3) minutes in any hour of the day. If the ambient sound pressure level exceeds 45 dB(A), the standard shall be ambient dB(A) plus 5 dB(A).
  - e) As part of the application and prior to installation, the applicant shall provide modeling and analysis that will confirm that the utility grid wind energy system will not exceed the maximum permitted sound pressure levels. Modeling and analysis shall conform to IEC 61400 and ISO 9613. After installation of the utility grid wind energy system, sound pressure level measurements shall be done by a third party, qualified professional according to the procedures in the most current version of ANSI S12.18. All sound pressure levels shall be measured with a sound meter that meets or exceeds the most current version of ANSI S1.4 specifications for a Type II sound meter. Documentation of the sound pressure level measurements shall be provided to the local government within sixty (60) days of the commercial operation of the project.
- 16) Construction Codes, Towers, and Interconnection Standards: Utility grid wind energy systems including towers shall comply with all applicable state construction and electrical codes and local building permit requirements. Utility grid wind energy systems including towers shall comply with Federal Aviation Administration requirements, the Michigan Airport Zoning Act (Public Act 23 of 1950, MCL 259.431 et seq.), the Michigan Tall Structures Act (Public Act 259 of 1959, MCL 259.481 et seq.), and local jurisdiction airport overlay zone regulations. The minimum FAA lighting standards shall not be exceeded. All tower lighting required by the FAA shall be shielded to the extent possible to reduce glare and visibility from the ground. The tower shaft shall not be illuminated unless required by the FAA. Utility Grid wind energy systems shall comply with applicable utility, Michigan Public Service Commission, and Federal Energy Regulatory Commission interconnection standards. These requirements must be met prior to the commencement of construction but not at the time of application.
- 17) Safety: All utility grid wind energy systems shall be designed to prevent unauthorized access to electrical and mechanical components and shall have access doors that are kept securely locked at all times when service personnel are not present. All spent lubricants and cooling fluids shall be properly and safely removed in a timely manner from the site of the wind energy system. A sign shall be posted near the tower or operations and maintenance office building that will contain emergency contact information. Signage placed at the road access shall be used to warn visitors about the potential danger of falling ice. The minimum vertical blade tip clearance from grade shall be fifty (50) feet for a wind energy system employing a horizontal axis rotor.
- 18) Visual Impact:
- a) Utility grid wind energy system projects shall use tubular towers and all Utility grid wind energy systems in a project shall be finished in a single, non-reflective matte finished color.
  - b) A project shall be constructed using wind energy systems of similar design, size, operation, and appearance throughout the project.
  - c) No lettering, company insignia, advertising, or graphics shall be on any part of the tower, hub, or blades.
  - d) Nacelles may have lettering that exhibits the manufacturer's and/or owner's identification.
  - e) The applicant shall avoid state or federal scenic areas and significant visual resources listed in the local unit of government's comprehensive plan.

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- f) The electrical collection system shall be placed underground within the interior of each parcel at a depth of no less than four feet (4') below grade. The collection system may be placed overhead near roadways, substations or points of interconnection to the electric grid or in other areas as necessary. Any new substation shall be located at a distance of no less than one thousand feet (1,000') from the nearest residence, school, hospital, church or public library (inhabited structure). A lesser setback may be approved if the intent of this Ordinance would be better served thereby. A reduced setback shall be considered only with written approval from the owner of the inhabited structure.
- 19) **Environmental Impact:** The applicant shall have a third party, qualified professional conduct an analysis to identify and assess any potential impacts on the natural environment including, but not limited to wetlands and other fragile ecosystems, historical and cultural sites, and antiquities. The applicant shall take appropriate measures to minimize, eliminate or mitigate adverse impacts identified in the analysis.
- The applicant shall identify and evaluate the significance of any net effects or concerns that will remain after mitigation efforts. The applicant shall comply with applicable parts of the Michigan Natural Resources and Environmental Protection Act (Act 451 of 1994, MCL 324.101 et seq.) including but not limited to Part 31 Water Resources Protection (MCL 324.3101 et seq.), Part 91 Soil Erosion and Sedimentation Control (MCL 324.9101 et seq.), Part 301 Inland Lakes and Streams (MCL 324.30101 et seq.), Part 303 Wetlands (MCL 324.30301 et seq.), Part 323 Shoreland Protection and Management (MCL 324.32301 et seq.), Part 325 Great Lakes Submerged Lands (MCL 324.32501 et seq.), and Part 353 Sand Dunes Protection and Management (MCL 324.35301 et seq.). The applicant shall be responsible for making repairs to any public roads damaged by the construction of the utility grid wind energy system.
- 20) **Avian and Wildlife Impact:** The applicant shall have a third party, qualified professional conduct an analysis to identify and assess any potential impacts on wildlife and endangered species. The applicant shall take appropriate measures to minimize, eliminate or mitigate adverse impacts identified in the analysis. The applicant shall identify and evaluate the significance of any net effects or concerns that will remain after mitigation efforts.
- Sites requiring special scrutiny include wildlife refuges, other areas where birds are highly concentrated, bat hibernacula, wooded ridge tops that attract wildlife, sites that are frequented by federally and/or state listed endangered species of birds and bats, significant bird migration pathways, and areas that have landscape features known to attract large numbers of raptors.
- At a minimum, the analysis shall include a thorough review of existing information regarding species and potential habitats in the vicinity of the project area. Where appropriate, surveys for bats, raptors, and general avian use should be conducted. The analysis shall include the potential effects on species listed under the federal Endangered Species Act and Michigan's Endangered Species Protection Law.
- The analysis shall indicate whether a post construction wildlife mortality study will be conducted and, if not, the reasons why such a study does not need to be conducted. Power lines should be placed underground, when feasible, to prevent avian collisions and electrocutions. All above-ground lines, transformers, or conductors should comply with the Avian Power Line Interaction Committee (APLIC) published standards to prevent avian mortality.
- 21) **Electromagnetic Interference:** No utility grid wind energy system shall be installed in any location where its proximity to existing fixed broadcast, retransmission, or reception antennae for global positioning system correction systems (RTK), radio, television, or wireless phone or other personal communication systems would produce electromagnetic interference with signal transmission or reception unless the applicant provides a replacement signal to the affected party that will restore reception to at least the level present before operation of the wind energy system. No utility grid wind

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energy system shall be installed in any location within the line of sight of an existing microwave communications link where operation of the wind energy system is likely to produce electromagnetic interference in the link's operation unless the interference is insignificant.

- 22) Shadow Flicker: The applicant shall conduct an analysis of potential shadow flicker created by each proposed wind turbine at inhabitable structure with direct line-of sight to a wind turbine. Such analysis shall be documented in a shadow flicker modeling report to be submitted as part of the special use permit application to the planning commission. The analysis shall identify the locations of shadow flicker created by each proposed wind turbine and the expected duration of the flicker at these locations from sunrise to sunset over the course of a year. Site plans shall depict a contour around each proposed wind turbine that represents the predicted thirty (30) hours per year shadow flicker generated by the modeling software used in the report. The analysis shall identify problem areas where shadow flicker may affect the occupants of the habitable structures and describe measures that shall be taken to eliminate or mitigate the problems.
- 23) Decommissioning: The applicant shall submit a decommissioning plan. The plan shall include:
  - a) The anticipated life of the project;
  - b) The estimated decommissioning costs net of salvage value in current dollars;
  - c) The method of ensuring that funds will be available for decommissioning and restoration;
  - d) The anticipated manner in which the project will be decommissioned and the site restored;
  - e) A provision to give notice to the Township one (1) year in advance of decommissioning. A surety bond equal to the cost of decommissioning is required.
  - f) State the standard for inactivity shall be twelve (12) months.
- 24) Complaint Resolution: The applicant shall develop a process to resolve complaints from nearby residents concerning the construction or operation of the project. The process may use an independent mediator or arbitrator and shall include a time limit for acting on a complaint. The process shall not preclude the local government from acting on a complaint. During construction the applicant shall maintain and make available to nearby residents a telephone number where a project representative can be reached during normal business hours. A report of all complaints and resolutions to complaints shall be filed with the Township on an annual basis.
- 25) Conflicting provisions: In the event of a conflict between any provision in this section and any other section of this Zoning Ordinance with regard to Utility-Scale Wind Energy Systems, the provisions of this section shall control.

(Ord. No. 18-Z-03, 8-6-2018, eff. 9-17-2018)

#### **SECTION 18.34. WIRELESS COMMUNICATION.**

- a. Intent and Purpose. The intent and purpose of these regulations is to accommodate the communications needs of people while protecting the public health, safety and general welfare of the community. These regulations will:
  - 1) Facilitate the provision of wireless telecommunication services to the residents and businesses of the Township,
  - 2) Minimize adverse visual effects of towers through design and siting standards,
  - 3) Avoid potential damage to adjacent property from tower failure through structural standards and setback requirements, and



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- 3) Provisions must be provided for adequate dust control.
  - 4) Exterior lighting shall be so arranged that it is deflected away from adjoining properties and/or streets. Lighting shall be equipped with shields and reflectors so that it does not spread excessively.
- b. Motorized tracks such as but not limited to dirt bike, go-cart, snowmobile and/or all-terrain vehicles shall meet the following minimum standards:
- 1) Parcel must contain a minimum of five (5) acres.
  - 2) Must be located a minimum of one hundred (100') feet from the property line.
  - 3) Established riding area for the track is to be located no closer than three hundred (300') feet of a building occupied by humans or livestock.
  - 4) Property shall be enclosed for the entire use on the site from their full periphery with a solid screen fence at least eight (8') feet in height. Fences shall be of sound construction, painted and otherwise finished attractively and inconspicuously.
  - 5) Dust control measures are to be maintained by the property owner or occupant.
  - 6) Noise control measures are to be maintained by the property owner or occupant. Sound generated by the track shall not exceed a maximum value of 69 dBA at any point on the property line.
  - 7) Exterior lighting shall be so arranged that it is deflected away from adjoining properties and/or streets. Lighting shall be equipped with shields and reflectors so that it does not spread excessively.
  - 8) The property owner or occupant shall not permit the accumulation of junk on the property including but not limited to tires, motor vehicle parts, barrels, drums or used equipment and shall collect, contain and promptly and properly dispose of all trash, garbage and junk originating on the site.
  - 9) The Planning Commission shall have the right to regulate days and hours of operation.

(Ord. No. 13-Z-03, § 1, 10-7-2013, eff. 11-15-2013)

Editor's note(s)-Ord. No. 13-Z-03, § 1, adopted Oct. 7, 2013, set out provisions intended for use as § 18.35. At the editor's discretion, to prevent duplication of section numbers, these provisions have been included as § 18.37.

#### **SECTION 18.38. RENEWABLE ENERGY.**

- a. *The following provisions of State law are hereby incorporated by reference and made a part of this Ordinance as if each word, paragraph, and part thereof were recited herein:*  
  
*MCL 460.1013 as amended by 2016 PA 342 and*  
*MCL 460.1221 being 2023 PA 233 et seq.*
- b. *All renewable energy systems and facilities covered by 2023 PA 233 shall follow the developmental standards for site plan review contained in the Zoning Regulations.*
- c. *Energy storage facilities shall be permitted in the Manufacturing District subject to the site plan review developmental standards therein.*



## **THOMAS TOWNSHIP BOARD AGENDA ITEM**

- **MEETING DATE:** March 3, 2025
- **SUBMITTED BY:** Dan Sika, Community Development Director
- **AGENDA TOPIC:** Township Board to consider approving a contract with Spicer Group to complete the Township's five-year Master Plan update per the Michigan Planning Enabling Act (PA 33 of 2008).
- **EXPLANATION OF TOPIC:** The State of Michigan Planning Enabling Act (PA 33 of 2008) requires that all communities conduct a Master Plan five-year update to ensure that the plan is meaningful and has not changed significantly over time as it is a guide for the community into the future. The Michigan Municipal League prepared a list of items in part, that at a minimum should be considered when completing the Master Plan update. They include: Have there been major changes in the community not anticipated in the current master plan? This could include events such as new utilities, major road improvements, or large development approvals among other things. Thomas Township has seen all of the listed changes, making the master plan update very relevant.

To complete the necessary review, I requested a quote from Spicer Group, who is the Townships designated engineer, to complete the five-year update. The quote ranged from \$16,500 to \$19,500 depending on how thorough of an update is completed. In the case of Thomas Township and the significant changes within our community recently, I am recommending that all tasks that are outlined in the Spicer Group quote be performed for a total cost of \$19,500. I have attached the quote for your review. To better explain what a master plan update involves, I have included a detailed checklist prepared by Michigan State University Extension that highlights specifically what the five-year update should include.

Because the five-year Master Plan update is a requirement of the State of Michigan law, I am recommending that the Township Board approve the contract with Spicer Group for the stated amount of \$19,500. This project should take about 90 to 120 days to complete.

- **MATERIALS ATTACHED:** A copy of Michigan Planning Enabling Act (PA 33 of 2008). A copy of the MSU Extensions check list for the five-year Master Plan review. Spicer Group letter agreement (quote).

- **RECOMMENDED ACTION:** Based on the requirements in State Law, it is required that the Township have the five-year Master Plan update completed. This update is even more significant given all of the changes that have taken place with utilities improvements, road improvements, the potential for the millage road improvements, and large developments within the industrial district and in adjacent communities that Thomas Township helps to serve with water and sewer.
- **POSSIBLE COURSE OF ACTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to approve agreement with Spicer Group to complete the Township five-year Master Plan update for a cost of \$19,500.
- **ROLL CALL VOTE REQUIRED:** No



*Michigan State University Extension*  
*Land Use Series*

# **Check List # 1H: The Five-Year Plan Review**

*Original version: December 23, 2010*

*Last revised: August 16, 2018*

## **Introduction**

This is a step-by-step procedure for planning, land use and zoning. This particular checklist (#1H) is for conducting a review of an existing plan (after it is five years old) to determine if it should be updated, replaced, or is fine as is. This checklist is designed to provide a list of steps – in order – which leads to a well-planned and zoned community. This outline is based on Public Act 110 of 2006, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.), and recommendations of Kurt H. Schindler, ACIP, and Bradley Neumann, AICP, both of MSU Extension, and intergovernmental coordination and plan content “best planning practices” derived from a proposed Coordinated Planning Act developed by the Michigan Chapter of the American Planning Association. In the check list, most of the items marked “optional” are derived from the proposed Coordinated Planning Act, not the current statute.

There are also separate procedural checklists for performing other zoning and planning functions. They are listed in Appendix B.

The Michigan Planning Enabling Act is a new statute, that changes how various planning procedures are done, and provides new duties and power to many planning commissions in the state. The purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or by a county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaces the following statutes.

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*“Thirty seven million acres is  
all the Michigan we will ever have”*  
William G. Milliken



This is a checklist was developed by experts on the topic(s) covered within MSU Extension. Its intent and use is to assist Michigan communities making public policy decisions on these issues. This work refers to university-based peer reviewed research, when available and conclusive, and based on the parameters of the law as it relates to the topic(s) in Michigan. This document is written for use in Michigan and is based only on Michigan law and statute. One should not assume the concepts and rules for zoning or other regulation by Michigan municipalities and counties apply in other states. In most cases they do not. This is not original research or a study proposing new findings or conclusions.

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Only for matters that took place before September 1, 2008 should these old statutes still be referenced:

- County Planning Act, being P.A. 282 of 1945, as amended, M.C.L. 125.101 *et seq.* See MSU Extension *Land Use Series*, “Checklist #C1; for Adoption of a County Plan in Michigan.”
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.* See MSU Extension *Land Use Series*, “Checklist #T1; for Adoption of a Township Plan in Michigan.”
- P.A. 207 of 1921, as amended, (being the City and Village Zoning Act, M.C.L. 125.581 *et seq.*) See MSU Extension *Land Use Series* “Checklist # M2; For Adoption of a City and Village Zoning Ordinance in Michigan”.

For any step of this process, the Michigan State University Extension members of the MSU Land Use Team can assist with sample materials; coordinating efforts between the township, county, and the state; and providing guidelines.

This outline is not designed as a substitute for reading and understanding the Michigan Zoning Enabling Act. This outline is not a substitute for legal advice. There is no substitute for hiring an attorney. Do not attempt to adopt or amend an ordinance without an attorney.

It is important to document each step of the process in planning and zoning a community. Keep detailed minutes, affidavits of publication and mailing, open meeting notices, letters of transmittal, and communications all on file, so years from now they are still available.

This checklist is divided into four columns. The first column has a place to check when the task is done, and a place to check when the documentation has been placed in a permanent file. The second column is the step, or task, to complete in the order given to properly review a plan. The third column is what should be included in a permanent file to document that work has been done. The fourth column is used to mark if the material reviewed supports the conclusion that the plan:

- does not need to be changed at this time;



- needs to be updated with amendments; or
- needs to be completely redone.

This check list is intended to be linear, with each step being done in order, and most requiring the previous step to be done before starting the next.

Some communities may be more prepared than others to conduct the five-year plan review. Those communities that regularly review their plan(s) and have a thorough understanding of the document(s) may wish to use the following short-form checklist to determine whether an update of their plan(s) is needed. Other communities are encouraged to follow the complete checklist beginning on page 4.

## **Short-form checklist**

For the following short-form checklist, place a check-mark in the box next to each statement that applies to your community. Consider each statement within the time frame since your plan(s) was last updated or adopted.

- ☐ New or more accurate information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on) has become available since the creation of the current plan.
- ☐ The goals, objectives, and strategies have been met since the adoption of the plan and no longer provide guidance for a twenty-year time frame.
- ☐ Major developments in the community or in nearby communities have affected the underlying principles, strategies, or land use needs in particular areas.
- ☐ There has been a recurring or new issue in the community that is not addressed in the current plan (e.g. the community has expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority).
- ☐ The community leadership or agenda changed since the adoption of the current plan and there appears to be a shift in public priorities.
- ☐ There is an expressed need for additional space for new or expanding uses in the community (i.e. the future land use map within the plan and the timing of capital facilities as embodied in the plan is no longer adequate to serve existing and 10-20 year future needs)
- ☐ There are outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost.
- ☐ The community attorney or professional planner advised an update of the plan.
- ☐ The current plan does not include the elements of a zoning plan (and the community has zoning),
- ☐ The current plan does not include discussion of land for use for public transportation facilities (as of Dec. 23, 2010).
- ☐ The current plan does not include elements of an asset-based strategic economic development plan that is coordinated with a subregion and/or regional economic plan.
- ☐ The current plan does not include content on complete streets.



## New Plan or not

Based on the boxes checked in the above list, the planning commission decides:

- No change has occurred or the plan is fine and therefore the plan may stand as adopted.
- Some amendments are required because of new or updated information and therefore the plan should be amended. To do so see Land Use Series: "Checklist #1I; For Adoption of an Amendment to a Plan" available at: [www.msue.msu.edu/lu/](http://www.msue.msu.edu/lu/).
- There are substantial changes in the community and therefore the plan should be rewritten. To do so see Land Use Series: "Checklist #1G; For Adoption of a Plan in Michigan" available at: [www.msue.msu.edu/lu/](http://www.msue.msu.edu/lu/).

## Complete Checklist

### Checklist #1H;

This is the step-by-step process for the five year plan review

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<b>STEP 1:</b> The planning commission decides to start the five year review. (The Michigan Planning Enabling Act requires that the plan be reviewed at least every 5 years. If the planning commission decides the plan does not need to be updated after the 5 year plan review, it is recommended that the planning commission review the plan each year following the initial 5 year review).	Certified copy of the planning commission's minutes where the decision to begin the review was made.	Not applicable
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<b>STEP 2:</b> The planning commission reviews the data in the plan and the plan's fact book for consistency with more current information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on).  Plans may be based on projected trends data which may or may not accurately reflect the current state of the community. It is imperative to use accurate data, as much of the plan is based on this information (infrastructure capacity, amount of land planned for various uses: residential, commercial, industrial, etc.).	Certified copy of the planning commission's minutes or staff's/consultant's report in which data was reviewed.	Not applicable

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Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<b>STEP 3:</b> Based on the findings of STEP 2, the planning commission decides whether new, or more accurate information has become available since the creation of the current plan.	Certified copy of the planning commission's minutes where data was discussed.  Copy of improved data and its source.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<b>STEP 3A:</b> There is an opportunity to increase the detail and sophistication of a plan. Over time, one can build onto an existing plan and add new sections, with the plan and fact book becoming more comprehensive. Use Appendix A of this pamphlet (if desired) to review the current contents of the plan and fact book, noting what is already there, what could be done better, and what is not there that should be added. Based on this review, the planning commission decides whether the work involved will result in the need for an amended plan or new plan.	Completed copy of Appendix A.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<b>STEP 4:</b> To what degree have the goals, objectives, and strategies been met since the adoption of the plan? Do the goals and objectives continue to provide guidance for a twenty-year time frame?  As the community makes day-to-day development decisions the landscape will change. During this review it is prudent to determine if the development decisions have been moving the community in the general direction envisioned in the plan.	Certified copy of the planning commission's minutes where goals and objectives were reviewed.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<b>STEP 5:</b> Have there been any major developments in the community or in nearby communities that affect underlying principles, strategies, or land use needs in particular areas?	Certified copy of the planning commission's minutes where developments that impact particular areas were discussed.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.



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Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 6:</b> Has there been a recurring or new issue in the community that is not addressed in the current plan?</p> <p>For example, has the community expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority?</p>	<p>Certified copy of the planning commission's minutes where issue has been discussed and if available, documentation of this recurring or new issue.</p>	<p>Supports the conclusion that the plan:</p> <p><input type="checkbox"/> does not need to be changed at this time.</p> <p><input type="checkbox"/> needs to be updated with amendments.</p> <p><input type="checkbox"/> needs to be completely redone.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 7:</b> Has the community leadership or agenda changed since the adoption of the current plan?</p> <p>If the leadership or the agenda of a community have changed dramatically it may indicate a shift in public priorities. If there are new public priorities in a community, the current plan may no longer be supported and the plan may need to be amended or redone. Remember a plan is in large part an expression of consensus in the community about its future. As leadership and people in various positions change, it may be necessary to re-build that consensus.</p>	<p>Certified copy of the planning commission's minutes where changes in public policies were discussed.</p>	<p>Supports the conclusion that the plan:</p> <p><input type="checkbox"/> does not need to be changed at this time.</p> <p><input type="checkbox"/> needs to be updated with amendments.</p> <p><input type="checkbox"/> needs to be completely redone.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 8:</b> Is there an expressed need for additional space for new or expanding uses in the community?</p> <p>If so, then it may be time to create a new plan that projects farther into the future. The future land use map within the plan and the timing of capital facilities as embodied in the plan should be adequate to serve existing and 10-20 year future needs.</p>	<p>Certified copy of the planning commission's minutes where zoning map and capital improvements were discussed.</p>	<p>Supports the conclusion that the plan:</p> <p><input type="checkbox"/> does not need to be changed at this time.</p> <p><input type="checkbox"/> needs to be updated with amendments.</p> <p><input type="checkbox"/> needs to be completely redone.</p>



## Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 9: Are there outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost?	Certified copy of the planning commission's minutes where cases were discussed and copy of judgments against community.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 10: Has the community attorney or professional planner advised an update of the plan?	Certified copy of the planning commission's minutes where advice was given or written notification regarding need for update.	Supports the conclusion that the plan: <input type="checkbox"/> does not need to be changed at this time. <input type="checkbox"/> needs to be updated with amendments. <input type="checkbox"/> needs to be completely redone.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	STEP 11: Based on the conclusions to the preceding steps checked in the fourth column, the planning commission decides: <ul style="list-style-type: none"> <li>▪ The conclusion to each of the above items is "... to not change the plan at this time" (i.e. no change has occurred or the plan is fine) and therefore the plan may stand as adopted.</li> <li>▪ Some of the conclusions to the above items are to "...amend the plan/fact book" (i.e. some amendments are required because of new or updated information) and therefore the plan should be amended. To do so see Land Use Series: "Checklist #11; Adoption of an Amendment to a Plan" available at: <a href="http://www.msue.msu.edu/lu/">www.msue.msu.edu/lu/</a>.</li> <li>▪ Many or some of the conclusions to the above major items are to "...prepare a new plan and fact book" (i.e. there are substantial changes in the community) and therefore the plan should be rewritten. To do so see Land Use Series: "Checklist #1G; For Adoption of a Plan in Michigan" available at: <a href="http://www.msue.msu.edu/lu/">www.msue.msu.edu/lu/</a>.</li> </ul>	Certified copy of the planning commission's minutes where the decision to update the plan or not update the plan was made.	The planning commission acts to <input type="checkbox"/> not change the plan at this time. <input type="checkbox"/> amend the plan/fact book. <input type="checkbox"/> prepare a new plan and fact book

## Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 12: If not already budgeted, the planning commission approaches the legislative body with the intent to amend the plan or prepare a new plan and fact book. This may include preparing a cost estimate to do so and presenting that cost estimate to the legislative body.</p> <p>If the legislative body approves the expenditure, then proceed with the plan amendment or new plan and fact book.</p> <p>If the legislative body does not approve the expenditure (or include it in a future budget), or approves a smaller amount than requested, there are three options:</p> <ul style="list-style-type: none"> <li>▪ Do the work in house for lower cost.</li> <li>▪ Expand the task over more than one budget year, so the cost of the task is reflected in more than one budget year.</li> <li>▪ Go back to STEP 11 and re-evaluate the decision in light of the legislative body's decision.</li> </ul>	<p>Certified copy of the legislative body's minutes of the meeting where the decision was made, and planning commission's minutes where follow up discussion took place.</p>	<input type="checkbox"/> Proceed with the decision made in Step 11, as intended. <input type="checkbox"/> Do the work in house for a lower cost. <input type="checkbox"/> Expand the task over more than one budget year. <input type="checkbox"/> Go back to Step 11 and re-evaluate.



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## Appendix A - Glossary

The following terms are used in this publication, and have the following specific meanings.

§ means the section number of Public Act 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et. seq.),

Chief administrative official means the manager or other highest nonelected administrative official of a city or village.

Chief elected official means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

Ex officio member means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office.

Legislative Body means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar duly elected representative body of a county, township, city, or village.

Local Unit of Government means a county, township, city, or village.

Municipality means a city, village or township.

Plan means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning Commission means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled. In a few communities it may still be a “zoning board” (townships) or “zoning commission” (city and villages). Has used here, the use of the term “planning commission” includes all of these terms.

Zoning jurisdiction means the area encompassed by one of the following:

- legal boundaries of a city or village for a city or village respectively;
- legal boundaries of a township outside the limits of a city(ies) and village(s) for a township;
- legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §209, M.C.L. 125.3209).

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## Appendix B – Related Publications

There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: “Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance.”
- *Land Use Series*: “#1B; Sample Ordinance to create a planning commission”
- *Land Use Series*: “#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act.”
- *Land Use Series*: “Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act”



## Michigan State University Extension Land Use Series

- Land Use Series: “#1E; Sample Bylaws for a planning commission.”
- Land Use Series: “Checklist #1F; What Should be in a Master Plan”
- Land Use Series: “Checklist #1G; For Adoption of a Plan in Michigan”
- Land Use Series: “Checklist #1H; The Five Year Plan Review.”
- Land Use Series: “Checklist #1I; For Adoption of an Amendment to a Plan”
- Land Use Series: “Checklist #1J; Adopting and Updating a Capital Improvement Program”
- Land Use Series: “Checklist #1K; Review of Infrastructure and Public Capital Expenditure”
- Land Use Series: “Checklist #1L; Adoption or Amendment of Subdivision Rules”
- Land Use Series: “#1M; How Governments Make Submissions on a Neighbor’s or County’s Proposed Plan”
- Land Use Series: “#1N; How a Planning Commission Should Respond to Submissions”
- Land Use Series: “#1O; Sample joint Planning Commission Ordinance and Agreement”
- Land Use Series, “Checklist #2; for Adoption of a Zoning Ordinance in Michigan.”
- Land Use Series, “Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan.”
- Land Use Series, “Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan”
- Land Use Series, “Checklist #5: for Processing a Special Use Permit (Including PUD) Application in Michigan.”
- Land Use Series, “Checklist #6: for Processing a Zoning Appeal and Variance in Michigan.”
- Land Use Series, “#7: Sample Zoning Board of Appeals Rules of Procedure”
- Land Use Series, “#8: Sample Planning Commission and Zoning Board of Appeals Code of Conduct”

All of these are available at [www.msue.msu.edu/lu/](http://www.msue.msu.edu/lu/).

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## Appendix C: Plan Content and Table of Contents

### Minimum Plan Content Required by the Act

According to of the Michigan Planning Enabling Act, at a minimum, the following elements are to be a part of a plan. Using the table below, review your plan and write in each column where the material is found in your community’s plans.

This table was prepared assuming one’s plan is like that of many communities in which it is organized in two major sections – the plan that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the background information, data book, resource book, or fact book that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or a simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts all within one document, or might be two or three separate documents. Communities may also include information and polices by reference to other plans or documents.

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

**MICHIGAN PLANNING ENABLING ACT**  
**Act 33 of 2008**

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

*The People of the State of Michigan enact:*

**ARTICLE I.**  
**GENERAL PROVISIONS**

**125.3801 Short title.**

Sec. 1. This act shall be known and may be cited as the "Michigan planning enabling act".

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3803 Definitions.**

Sec. 3. As used in this act:

(a) "Chief administrative official" means the manager or other highest nonelected administrative official of a city or village.

(b) "Chief elected official" means the mayor of a city, the president of a village, the supervisor of a township, or, subject to section 5, the chairperson of the county board of commissioners of a county.

(c) "County board of commissioners", subject to section 5, means the elected county board of commissioners, except that, as used in sections 39 and 41, county board of commissioners means 1 of the following:

(i) A committee of the county board of commissioners, if the county board of commissioners delegates its powers and duties under this act to the committee.

(ii) The regional planning commission for the region in which the county is located, if the county board of commissioners delegates its powers and duties under this act to the regional planning commission.

(d) "Ex officio member", in reference to a planning commission, means a member, with full voting rights unless otherwise provided by charter, who serves on the planning commission by virtue of holding another office, for the term of that other office.

(e) "Legislative body" means the county board of commissioners of a county, the board of trustees of a township, or the council or other elected governing body of a city or village.

(f) "Local unit of government" or "local unit" means a county or municipality.

(g) "Master plan" means either of the following:

(i) As provided in section 81(1), any plan adopted or amended before September 1, 2008 under a planning act repealed under section 85.

(ii) Any plan adopted or amended under this act. This includes, but is not limited to, a plan prepared by a planning commission authorized by this act and used to satisfy the requirement of section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.

(h) "Municipality" or "municipal" means or refers to a city, village, or township.

(i) "Planning commission" means either of the following, as applicable:

(i) A planning commission created pursuant to section 11(1).

(ii) A planning commission retained pursuant to section 81(2) or (3), subject to the limitations on the application of this act provided in section 81(2) and (3).

(j) "Planning jurisdiction" for a county, city, or village refers to the areas encompassed by the legal boundaries of that county, city, or village, subject to section 31(1). Planning jurisdiction for a township refers to the areas encompassed by the legal boundaries of that township outside of the areas of incorporated villages and cities, subject to section 31(1).

(k) "Population" means the population according to the most recent federal decennial census or according to a special census conducted under section 7 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.907, whichever is the more recent.

(l) "Public transportation agency" means a governmental entity that operates or is authorized to operate



intercity or local commuter passenger rail service in this state or a public transit authority created under 1 of the following acts:

- (i) The metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.401 to 124.426.
- (ii) The public transportation authority act, 1986 PA 196, MCL 124.451 to 124.479.
- (iii) 1963 PA 55, MCL 124.351 to 124.359.
- (iv) The home rule city act, 1909 PA 279, MCL 117.1 to 117.38.
- (v) The revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140.
- (vi) The charter township act, 1947 PA 359, MCL 42.1 to 42.34.
- (vii) The urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (m) "Public transportation facility" means that term as defined in section 2 of the metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.402.
- (n) "Street" means a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other public way intended for use by motor vehicles, bicycles, pedestrians, and other legal users.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

#### **125.3805 Assignment of power or duty to county officer or body.**

Sec. 5. The assignment of a power or duty under this act to a county officer or body is subject to 1966 PA 293, MCL 45.501 to 45.521, or 1973 PA 139, MCL 45.551 to 45.573, in a county organized under 1 of those acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

\*\*\*\*\* 125.3807 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3807.amended \*\*\*\*\*

#### **125.3807 Master plan; adoption, amendment, and implementation by local government; purpose.**

Sec. 7. (1) A local unit of government may adopt, amend, and implement a master plan as provided in this act.

(2) The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- (a) Is coordinated, adjusted, harmonious, efficient, and economical.
- (b) Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.
- (c) Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.
- (d) Includes, among other things, promotion of or adequate provision for 1 or more of the following:
  - (i) A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.
  - (ii) Safety from fire and other dangers.
  - (iii) Light and air.
  - (iv) Healthful and convenient distribution of population.
  - (v) Good civic design and arrangement and wise and efficient expenditure of public funds.
  - (vi) Public utilities such as sewage disposal and water supply and other public improvements.
  - (vii) Recreation.
  - (viii) The use of resources in accordance with their character and adaptability.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010.

\*\*\*\*\* 125.3807.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE \*\*\*\*\*

#### **125.3807.amended Master plan; adoption, amendment, and implementation by local government; purpose.**

Sec. 7. (1) A local unit of government may adopt, amend, and implement a master plan as provided in this act.

(2) The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- (a) Is coordinated, adjusted, harmonious, efficient, and economical.

(b) Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.

(c) Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.

(d) Includes, among other things, promotion of or adequate provision for 1 or more of the following:

(i) A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.

(ii) Safety from fire and other dangers.

(iii) Light and air.

(iv) Healthful and convenient distribution of population.

(v) Good civic design and arrangement and wise and efficient expenditure of public funds.

(vi) Public utilities such as sewage disposal and water supply and other public improvements.

(vii) Recreation.

(viii) The use of resources in accordance with their character and adaptability.

(ix) A range of housing types, costs, affordability, attainability, ages, and other characteristics, including single- and multiple-family dwellings, to serve the housing demands of a diverse population.

*History:* 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2024, Act 153, Eff. (sine die).

## ARTICLE II.

### PLANNING COMMISSION CREATION AND ADMINISTRATION

#### **125.3811 Planning commission; creation; adoption of ordinance by local unit of government; notice required; exception; adoption of charter provision by city or home rule village; effect of repeal of planning act; continued exercise or transfer of powers and duties of zoning board or zoning commission.**

Sec. 11. (1) A local unit of government may adopt an ordinance creating a planning commission with powers and duties provided in this act. The planning commission of a local unit of government shall be officially called "the planning commission", even if a charter, ordinance, or resolution uses a different name such as "plan board" or "planning board".

(2) Within 14 days after a local unit of government adopts an ordinance under subsection (1) creating a planning commission, the clerk of the local unit shall transmit notice of the adoption to the planning commission of the county where the local unit is located. However, if there is not a county planning commission or if the local unit adopting the ordinance is a county, notice shall be transmitted to the regional planning commission engaged in planning for the region within which the local unit is located. Notice under this subsection is not required when a planning commission created before the effective date of this act continues in existence under this act, but is required when an ordinance governing or creating a planning commission is amended or superseded under section 81(2)(b) or (3)(b).

(3) If, after the effective date of this act, a city or home rule village adopts a charter provision providing for a planning commission, the charter provision shall be implemented by an ordinance that conforms to this act. Section 81(2) provides for the continuation of a planning commission created by a charter provision adopted before the effective date of this act.

(4) Section 81(3) provides for the continuation of a planning commission created under a planning act repealed under section 85.

(5) Section 83 provides for the continued exercise by a planning commission, or the transfer to a planning commission, of the powers and duties of a zoning board or zoning commission.

*History:* 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3813 Planning commission; effect of township ordinance; number of days; petition requesting submission of ordinance to electors; filing; petition subject to Michigan election law; violation.**

Sec. 13. (1) Subject to subsection (2), a township ordinance creating a planning commission under this act shall take effect 63 days after the ordinance is published by the township board in a newspaper having general circulation in the township.

(2) Subject to subsection (3), before a township ordinance creating a planning commission takes effect, a petition may be filed with the township clerk requesting the submission of the ordinance to the electors residing in the unincorporated portion of the township for their approval or rejection. The petition shall be signed by a number of qualified and registered electors residing in the unincorporated portion of the township equal to not less than 8% of the total vote cast for all candidates for governor, at the last preceding general



election at which a governor was elected. If such a petition is filed, the ordinance shall not take effect until approved by a majority of the electors residing in the unincorporated portion of the township voting thereon at the next regular or special election that allows reasonable time for proper notices and printing of ballots or at any special election called for that purpose, as determined by the township board. The township board shall specify the language of the ballot question.

(3) Subsection (2) does not apply if the planning commission created by the ordinance is the successor to an existing zoning commission or zoning board as provided for under section 301 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3301.

(4) If a township board does not on its own initiative adopt an ordinance under this act creating a planning commission, a petition may be filed with the township clerk requesting the township board to adopt such an ordinance. The petition shall be signed by a number of qualified and registered electors as provided in subsection (2). If such a petition is filed, the township board, at its first meeting following the filing shall submit the question to the electors of the township in the same manner as provided under subsection (2).

(5) A petition under this section, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

\*\*\*\*\* 125.3815 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3815.amended \*\*\*\*\*

**125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.**

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or

county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

\*\*\*\*\* 125.3815.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE \*\*\*\*\*

**125.3815.amended Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.**

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until a successor is appointed.

(3) The membership of a planning commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests of the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and

commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission must be qualified electors of the local unit of government. However, the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in a local unit of government not described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission as ex officio members. In any other township, 1 member of the legislative body must be appointed to the planning commission as an ex officio member. In a city, village, or county, the chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission is as follows:

(a) The term of a chief elected official must correspond to the individual's term as chief elected official.

(b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official.

(c) The term of a member of the legislative body expires with the member's term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district located, in whole or in part, within the county's boundaries. This subsection applies each time an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under part 2 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4201 to 125.4230, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) The board of a tax increment finance authority under part 3 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4301 to 125.4329, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office on written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

*History:* 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010;—Am. 2024, Act 153, Eff. (sine die).

### **125.3817 Chairperson, secretary, and other offices; election; terms; appointment of advisory committees.**

Sec. 17. (1) A planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member of the planning commission is not



eligible to serve as chairperson. The term of each officer shall be 1 year, with opportunity for reelection as specified in bylaws adopted under section 19.

(2) A planning commission may appoint advisory committees whose members are not members of the planning commission.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.**

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3821 Meetings; frequency; time; place; special meeting; notice; compliance with open meetings act; availability of writings to public.**

Sec. 21. (1) A planning commission shall hold not less than 4 regular meetings each year, and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to planning commission members not less than 48 hours before the meeting.

(2) The business that a planning commission may perform shall be conducted at a public meeting of the planning commission held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

(3) A writing prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3823 Compensation; expenses; preparation of budget; acceptance of gifts.**

Sec. 23. (1) Members of a planning commission may be compensated for their services as provided by the legislative body. A planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

(2) After preparing the annual report required under section 19, a planning commission may prepare a detailed budget and submit the budget to the legislative body for approval or disapproval. The legislative body annually may appropriate funds for carrying out the purposes and functions permitted under this act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.

(3) A planning commission may accept gifts for the exercise of its functions. However, in a township, other than a township that on the effective date of this act had a planning commission created under former 1931 PA 285, only the township board may accept such gifts, on behalf of the planning commission. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special nonreverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special nonreverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the local unit of government. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the legislative body.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3825 Employment of planning director and other personnel; contract for services; use of information and advice provided by public officials, departments, and agencies.**

Sec. 25. (1) A local unit of government may employ a planning director and other personnel as it considers necessary, contract for the services of planning and other technicians, and incur other expenses, within a budget authorized by the legislative body. This authority shall be exercised by the legislative body, unless a



charter provision or ordinance delegates this authority to the planning commission or another body or official. The appointment of employees is subject to the same provisions of law as govern other corresponding civil employees of the local unit of government.

(2) For the purposes of this act, a planning commission may make use of maps, data, and other information and expert advice provided by appropriate federal, state, regional, county, and municipal officials, departments, and agencies. All public officials, departments, and agencies shall make available public information for the use of planning commissions and furnish such other technical assistance and advice as they may have for planning purposes.

History: 2008, Act 33, Eff. Sept. 1, 2008.

### ARTICLE III. PREPARATION AND ADOPTION OF MASTER PLAN

#### **125.3831 Master plan; preparation by planning commission; meetings with other governmental planning commissions or agency staff; powers.**

Sec. 31. (1) A planning commission shall make and approve a master plan as a guide for development within the planning jurisdiction subject to section 81 and the following:

(a) For a county, the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated area or of the county as a whole.

(b) For a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality.

(2) In the preparation of a master plan, a planning commission shall do all of the following, as applicable:

(a) Make careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions.

(b) Consult with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided.

(c) Cooperate with all departments of the state and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

(3) In the preparation of the master plan, the planning commission may meet with other governmental planning commissions or agency staff to deliberate.

(4) In general, a planning commission has such lawful powers as may be necessary to enable it to promote local planning and otherwise carry out the purposes of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

\*\*\*\*\* 125.3833 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3833.amended \*\*\*\*\*

#### **125.3833 Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.**

Sec. 33. (1) A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, a land use plan and program for the county may be a general plan with a generalized future land use map.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended more than 90 days after the effective date of the amendatory act that added this subsection.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

\*\*\*\*\* 125.3833.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE \*\*\*\*\*

**125.3833.amended Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.**

Sec. 33. (1) A master plan must address land use and infrastructure issues and may project 20 years or more into the future. A master plan must include maps, plats, charts, and descriptive, explanatory, and other related matter and must show the planning commission's recommendations for the physical development of the planning jurisdiction.

(2) A master plan must also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, a land use plan and program for the county may be a general plan with a generalized future land use map.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity, including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas, and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan must include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands.

(f) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(f), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department must be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended after March 17, 2011.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010;—Am. 2024, Act 153, Eff. (sine die).

#### **125.3835 Subplan; adoption.**

Sec. 35. A planning commission may, by a majority vote of the members, adopt a subplan for a geographic area less than the entire planning jurisdiction, if, because of the unique physical characteristics of that area, more intensive planning is necessary for the purposes set forth in section 7.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3837 Metropolitan county planning commission; designation; powers.**

Sec. 37. (1) A county board of commissioners may designate the county planning commission as the metropolitan county planning commission. A county planning commission so designated shall perform metropolitan and regional planning whenever necessary or desirable. The metropolitan county planning commission may engage in comprehensive planning, including, but not limited to, the following:

(a) Preparation, as a guide for long-range development, of general physical plans with respect to the pattern and intensity of land use and the provision of public facilities, together with long-range fiscal plans for such development.

(b) Programming of capital improvements based on relative urgency, together with definitive financing plans for the improvements to be constructed in the earlier years of the program.

(c) Coordination of all related plans of local governmental agencies within the metropolitan area or region.

(d) Intergovernmental coordination of all related planning activities among the state and local governmental agencies within the metropolitan area or region.

(2) In addition to the powers conferred by other provisions of this act, a metropolitan county planning commission may apply for, receive, and accept grants from any local, regional, state, or federal governmental agency and agree to and comply with the terms and conditions of such grants. A metropolitan county planning commission may do any and all things necessary or desirable to secure the financial aid or cooperation of a regional, state, or federal governmental agency in carrying out its functions, when approved by a 2/3 vote of the county board of commissioners.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3839 Master plan; adoption; procedures; notice; submittals; use of electronic mail.**

Sec. 39. (1) A master plan shall be adopted under the procedures set forth in this section and sections 41 and 43. A master plan may be adopted as a whole or by successive parts corresponding with major geographical areas of the planning jurisdiction or with functional subject matter areas of the master plan.

(2) Before preparing a master plan, a planning commission shall send to all of the following, by first-class mail or personal delivery, a notice explaining that the planning commission intends to prepare a master plan and requesting the recipient's cooperation and comment:

(a) For any local unit of government undertaking a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.



(b) For a county undertaking a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality undertaking a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.

(e) For a municipality undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located.

(f) For any local unit of government undertaking a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission.

(g) If the master plan will include a master street plan, the county road commission and the state transportation department.

(3) A submittal under section 41 or 43 by or to an entity described in subsection (2) may be made by personal or first-class mail delivery of a hard copy or by electronic mail. However, the planning commission preparing the plan shall not make such submittals by electronic mail unless, in the notice described in subsection (2), the planning commission states that it intends to make such submittals by electronic mail and the entity receiving that notice does not respond by objecting to the use of electronic mail. Electronic mail may contain a link to a website on which the submittal is posted if the website is accessible to the public free of charge.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

#### **125.3841 Preparation of proposed master plan; submission to legislative body for review and comment; approval required; notice; submission of comments; statements as advisory.**

Sec. 41. (1) After preparing a proposed master plan, a planning commission shall submit the proposed master plan to the legislative body for review and comment. The process of adopting a master plan shall not proceed further unless the legislative body approves the distribution of the proposed master plan.

(2) If the legislative body approves the distribution of the proposed master plan, it shall notify the secretary of the planning commission, and the secretary of the planning commission shall submit, in the manner provided in section 39(3), a copy of the proposed master plan, for review and comment, to all of the following:

(a) For any local unit of government proposing a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county proposing a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality proposing a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that local unit of government is located. If there is a county planning commission, the secretary of the municipal planning commission may submit a copy of the proposed master plan to the regional planning commission but is not required to do so.

(e) For a municipality proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located. The secretary of the municipal planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal.

(f) For any local unit of government proposing a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission.



transportation system within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission. An entity described in this subdivision that receives a copy of a proposed master plan, or of a final master plan as provided in section 43(5), shall reimburse the local unit of government for any copying and postage costs thereby incurred.

(g) If the proposed master plan is or includes a proposed master street plan, the county road commission and the state transportation department.

(3) An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

(a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).

(b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

**125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.**

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3845 Extension, addition, revision, or other amendment to master plan; adoption; procedures; review and findings.**

Sec. 45. (1) An extension, addition, revision, or other amendment to a master plan shall be adopted by following the procedure under sections 39, 41, and 43, subject to all of the following:

(a) Any of the following amendments to a master plan may be made without following the procedure under sections 39, 41, and 43:

(i) A grammatical, typographical, or similar editorial change.

(ii) A title change.

(iii) A change to conform to an adopted plat.

(b) Subject to subdivision (a), the review period provided for in section 41(3) shall be 42 days instead of 63 days.

(c) When a planning commission sends notice to an entity under section 39(2) that it intends to prepare a subplan, the notice may indicate that the local unit of government intends not to provide that entity with further notices of or copies of proposed or final subplans otherwise required to be submitted to that entity under section 39, 41, or 43. Unless the entity responds that it chooses to receive notice of subplans, the local unit of government is not required to provide further notice of subplans to that entity.

(2) At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3847 Part of county master plan covering incorporated area; adoption by appropriate city or village required; exception.**

Sec. 47. (1) Subject to subsection (2), a part of a county master plan covering an incorporated area within the county shall not be recognized as the official master plan or part of the official master plan for that area unless adopted by the appropriate city or village in the manner prescribed by this act.

(2) Subsection (1) does not apply if the incorporated area is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3849 City or village planning department; authority to submit proposed master plan, or proposed extension, addition, revision, or other amendment.**

Sec. 49. (1) This act does not alter the authority of a planning department of a city or village created by charter to submit a proposed master plan, or a proposed extension, addition, revision, or other amendment to a master plan, to the planning commission, whether directly or indirectly as provided by charter.

(2) Subsection (1) notwithstanding, a planning commission described in subsection (1) shall comply with the requirements of this act.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**125.3851 Public interest and understanding; promotion.**

Sec. 51. (1) To promote public interest in and understanding of the master plan, a planning commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education.

(2) A planning commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the master plan.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

**ARTICLE IV.**

**SPECIAL PROVISIONS, INCLUDING CAPITAL IMPROVEMENTS AND SUBDIVISION REVIEW**

**125.3861 Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.**

Sec. 61. (1) A street, square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction

over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

(2) Following adoption of the county plan or any part of a county plan and the certification by the county planning commission to the county board of commissioners of a copy of the plan, work shall not be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land, the erection of structures, or the extension, construction, or improvement of any physical facility by any county board, department, or agency unless a full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the county planning commission and the report and advice of the planning commission on the proposal have been received by the county board of commissioners and by the county board, department, or agency submitting the proposal. However, work on the project may proceed if the planning commission fails to provide in writing its report and advice upon the proposal within 35 days after the proposal is filed with the planning commission. The planning commission shall provide copies of the report and advice to the county board, department, or agency sponsoring the proposal.

History: 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3863 Approval of construction project before effective date of act; rescission of authorization; failure of planning commission to act within certain period of time.**

Sec. 63. If the opening, widening, or extension of a street, or the acquisition or enlargement of any square, park, playground, or other open space has been approved by a township planning commission that was created before the effective date of this act under former 1931 PA 285 or by a city or village planning commission and authorized by the legislative body as provided under section 61, the legislative body shall not rescind its authorization unless the matter has been resubmitted to the planning commission and the rescission has been approved by the planning commission. The planning commission shall hold a public hearing on the matter. The planning commission shall submit its reasons for approval or disapproval of the rescission to the legislative body. If the planning commission disapproves the rescission, the legislative body may overrule the planning commission by a vote of not less than 2/3 of its entire membership. If the planning commission fails to act within 63 days after submission of the proposed rescission to the planning commission, the proposed rescission shall be considered to be approved by the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3865 Capital improvements program of public structures and improvements; preparation; basis.**

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

History: 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3867 Programs for public structures and improvements; recommendations.**



Sec. 67. A planning commission may recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof, regardless of whether the planning commission is exempted from the requirement to prepare a capital improvements program under section 65.

History: 2008, Act 33, Eff. Sept. 1, 2008.

**125.3869 Copy of zoning ordinance and amendments; request by county planning commission for submission by municipal planning commission.**

Sec. 69. If a municipal planning commission has zoning duties pursuant to section 83 and the municipality has adopted a zoning ordinance, the county planning commission, if any, may, by first-class mail or personal delivery, request the municipal planning commission to submit to the county planning commission a copy of the zoning ordinance and any amendments. The municipal planning commission shall submit the requested documents to the county planning commission within 63 days after the request is received and shall submit any future amendments to the zoning ordinance within 63 days after the amendments are adopted. The municipal planning commission may submit a zoning ordinance or amendment under this subsection electronically.

History: 2008, Act 33, Eff. Sept. 1, 2008.

**125.3871 Recommendations for ordinances or rules governing subdivision of land; public hearing; notice; action on proposed plat; approval, approval with conditions, or disapproval by planning commission; approval of plat as amendment to master plan.**

Sec. 71. (1) A planning commission may recommend to the legislative body provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, the county planning commission may recommend to the legislative body of the municipality provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. A planning commission may proceed under this subsection on its own initiative or upon request of the appropriate legislative body.

(2) Recommendations for a subdivision ordinance or rule may address plat design, including the proper arrangement of streets in relation to other existing or planned streets and to the master plan; adequate and convenient open spaces for traffic, utilities, access of firefighting apparatus, recreation, light, and air; and the avoidance of congestion of population, including minimum width and area of lots. The recommendations may also address the extent to which streets shall be graded and improved and to which water and sewer and other utility mains, piping, or other facilities shall be installed as a condition precedent to the approval of a plat.

(3) Before recommending an ordinance or rule described in subsection (1), the planning commission shall hold a public hearing on the proposed ordinance or rule. The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government.

(4) If a municipality has adopted a master plan or master street plan, the planning commission of that municipality shall review and make recommendations on plats before action thereon by the legislative body under section 112 of the land division act, 1967 PA 288, MCL 560.112. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, and the municipality has adopted a master plan or master street plan, the county planning commission shall also review and make recommendations on plats before action thereon by the legislative body of the municipality under section 112 of the land division act, 1967 PA 288, MCL 560.112.

(5) A planning commission shall not take action on a proposed plat without affording an opportunity for a public hearing thereon. A plat submitted to the planning commission shall contain the name and address of the proprietor or other person to whom notice of a hearing shall be sent. Not less than 15 days before the date of the hearing, notice of the date, time, and place of the hearing shall be sent to that person at that address by mail and shall be published in a newspaper of general circulation in the municipality. Similar notice shall be mailed to the owners of land immediately adjoining the proposed platted land.

(6) A planning commission shall recommend approval, approval with conditions, or disapproval of a plat within 63 days after the plat is submitted to the planning commission. If applicable standards under the land



division act, 1967 PA 288, MCL 560.101 to 560.293, and an ordinance or published rules governing the subdivision of land authorized under section 105 of that act, MCL 560.105, are met, the planning commission shall recommend approval of the plat. If the planning commission fails to act within the required period, the plat shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the planning commission upon request of the proprietor. However, the proprietor may waive this requirement and consent to an extension of the 63-day period. The grounds for any recommendation of disapproval of a plat shall be stated upon the records of the planning commission.

(7) A plat approved by a municipality and recorded under section 172 of the land division act, 1967 PA 288, MCL 560.172, shall be considered to be an amendment to the master plan and a part thereof. Approval of a plat by a municipality does not constitute or effect an acceptance by the public of any street or other open space shown upon the plat.

History: 2008, Act 33, Eff. Sept. 1, 2008.

## ARTICLE V.

### TRANSITIONAL PROVISIONS AND REPEALER

#### **125.3881 Plan adopted or amended under planning act repealed under MCL 125.3885; effect; city or home rule village charter provision creating planning commission or ordinance implementing provision before effective date of act; ordinance creating planning commission under former law; ordinance or rules governing subdivision of land.**

Sec. 81. (1) Unless rescinded by the local unit of government, any plan adopted or amended under a planning act repealed under section 85 need not be readopted under this act but continues in effect as a master plan under this act, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term. This includes, but is not limited to, a plan prepared by a planning commission and adopted before the effective date of this act to satisfy the requirements of section 1 of the former city and village zoning act, 1921 PA 207, section 3 of the former township zoning act, 1943 PA 184, section 3 of the former county zoning act, 1943 PA 183, or section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203. The master plan is subject to the requirements of this act, including, but not limited to, the requirement for periodic review under section 45(2) and the amendment procedures set forth in this act. However, the master plan is not subject to the requirements of section 33 until it is first amended under this act.

(2) Unless repealed, a city or home rule village charter provision creating a planning commission before the effective date of this act and any ordinance adopted before the effective date of this act implementing that charter provision continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, both of the following apply:

(a) The legislative body may by ordinance increase the powers and duties of the planning commission to correspond with the powers and duties of a planning commission created under this act. Provisions of this act regarding planning commission powers and duties do not otherwise apply to a planning commission created by charter before the effective date of this act and provisions of this act regarding planning commission membership, appointment, and organization do not apply to such a planning commission. All other provisions of this act, including, but not limited to, provisions regarding planning commission selection of officers, meetings, rules, records, appointment of employees, contracts for services, and expenditures, do apply to such a planning commission.

(b) The legislative body shall amend any ordinance adopted before the effective date of this act to implement the charter provision, or repeal the ordinance and adopt a new ordinance, to fully conform to the requirements of this act made applicable by subdivision (a), by the earlier of the following dates:

(i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.

(ii) July 1, 2011.

(3) Unless repealed, an ordinance creating a planning commission under former 1931 PA 285 or former 1945 PA 282 or a resolution creating a planning commission under former 1959 PA 168 continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, all of the following apply:

(a) Beginning on the effective date of this act, the duties of the planning commission are subject to the requirements of this act.

(b) The legislative body shall amend the ordinance, or repeal the ordinance or resolution and adopt a new ordinance, to fully conform to the requirements of this act by the earlier of the following dates:

(i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.

(ii) July 1, 2011.

(c) An ordinance adopted under subdivision (b) is not subject to referendum.

(4) Unless repealed or rescinded by the legislative body, an ordinance or published rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105, need not be readopted under this act or amended to comply with this act but continue in effect under this act. However, if amended, the ordinance or published rules shall be amended under the procedures of this act.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3883 Transfer of powers, duties, and records.**

Sec. 83. (1) If, on the effective date of this act, a planning commission had the powers and duties of a zoning board or zoning commission under the former city and village zoning act, 1921 PA 207, the former county zoning act, 1943 PA 183, or the former township zoning act, 1943 PA 184, and under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, the planning commission may continue to exercise those powers and duties without amendment of the ordinance, resolution, or charter provision that created the planning commission.

(2) If, on the effective date of this act, a local unit of government had a planning commission without zoning authority created under former 1931 PA 285, former 1945 PA 282, or former 1959 PA 168, the legislative body may by amendment to the ordinance creating the planning commission, or, if the planning commission was created by resolution, may by resolution, transfer to the planning commission all the powers and duties provided to a zoning board or zoning commission created under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702. If an existing zoning board or zoning commission in the local unit of government is nearing the completion of its draft zoning ordinance, the legislative body shall postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but is not required to postpone the transfer more than 1 year.

(3) If, on or after the effective date of this act, a planning commission is created in a local unit of government that has had a zoning board or zoning commission since before the effective date of this act, the legislative body shall transfer all the powers, duties, and records of the zoning board or zoning commission to the planning commission before July 1, 2011. If the existing zoning board or zoning commission is nearing the completion of its draft zoning ordinance, the legislative body may, by resolution, postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but not later than until 1 year after creation of the planning commission or July 1, 2011, whichever comes first.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

#### **125.3885 Repeal of certain acts.**

Sec. 85. (1) The following acts are repealed:

(a) 1931 PA 285, MCL 125.31 to 125.45.

(b) 1945 PA 282, MCL 125.101 to 125.115.

(c) 1959 PA 168, MCL 125.321 to 125.333.

(2) Any plan adopted or amended under an act repealed under subsection (1) is subject to section 81(1).

**History:** 2008, Act 33, Eff. Sept. 1, 2008.



February 17, 2025

Dan Sika  
Thomas Township  
249 North Miller Road  
Saginaw, MI 48609

RE: Master Plan Amendment  
Thomas Township, Saginaw County, Michigan  
Letter Agreement for Professional Services

Dear Dan:

Thank you for reaching out to us about updating the Township's Master Plan. Based on our discussion and our review of the Township's current Master Plan, our recommended approach is an amendment to the existing plan which would include targeted updates to specific chapters including the demographics (based on the 2020 Census data), public input, goals and objectives, future land use, and the implementation plan. Your current plan was last adopted in 2021, therefore, the next update would be in 2025 for adoption in 2026.

We look forward to helping you with this project. Listed below is our scope of work and fee.

**SCOPE OF WORK**

Spicer Group will work with Thomas Township to amend the existing 2021 Master Plan. During the process, we will ensure that your Master Plan complies with the Michigan Planning Enabling Act (PA 33 of 2008). While based on solid data and analysis, our goal will be to help you update your Master Plan in a straightforward and direct way, and addresses issues that are specific to Thomas Township.

The Thomas Township Master Plan Amendment will consist of the following elements:

- Demographic data which will provide a snapshot of Thomas Township and describe current conditions and anticipated trends.
- Goals and objectives which will guide the Township for the life of the Master Plan.
- A Future Land Use map that will describe the rationale for the placement of various land uses within the Township.
- A checklist or action plan which will guide the Planning Commission, Board of Trustees, and other Township leaders and outline steps to be taken over the life of the plan that will keep the Township progressing toward its goals.

**Task One: Kick-Off Meeting – Meeting #1**

Spicer Group will begin the update with a kick-off meeting with the Planning Commission. The purpose of this meeting is to describe the master plan process/update to the Planning Commission, listen to the Planning Commission for any special concerns regarding the Master Plan update, and begin the public input discussion. We will work with the Planning Commission to identify the key staff and officials that we will be working with throughout the process. At this meeting, we will also review the most recent Census demographic data that is relevant to the update of the plan.



**Deliverables:**

- Kick-off documents
- 3-Ring Master Plan Binder/Workbook
- Spicer to provide the Township with a draft letter and a list of entities for the required notifications to neighboring jurisdictions, utilities, and other entities of the Township's intent to plan to comply with the provisions of the Michigan Planning Enabling Act.
- Demographic data

**Task Two: Review Input and Update Goals and Objectives and Future Land Use Map**

Utilizing the information gathered, the Spicer Group team will then review the existing goals and objectives and the future land use map in the master plan and provide recommendations for updates. Goals and objectives will help the Township define a clear direction on land use policies, quality of life, and community character. Both the goals and objectives become the basis for the plan's implementation. The future land use map visually depicts how the Township may grow, change, and develop over the next 10 to 20 years.

The Future Land Use map translates the Township's existing characteristics, desires, and needs into a plan for how land should be used in the future. According to PA 33 of 2008, a Master Plan must also include a zoning plan that explains how the land use categories on the future land use map relate to the districts on the zoning map. The project team will need to examine the categories to be used on the new future land use map and determine how those categories relate to existing zoning districts. The goals and objectives developed for Thomas Township throughout the Master Plan update will facilitate the required discussion that relates future land categories to zoning districts.

**Meeting #2**

Utilizing the information gathered from the existing plan, current conditions, and demographic data, the Spicer Group team will guide the Planning Commission through the goals and objectives update.

Using the future land use map as a base, the Spicer Group team will bring in the future land use and zoning maps then sketch, discuss, and work through the development of an updated Future Land Use map with the Planning Commission. This process may take two or more meetings with the Planning Commission.

**Deliverables:**

- Revised draft goals and objectives
- Revised draft future land use map
- Develop zoning plan

**Task Three: Action Item List**

A completed Master Plan often concludes with goals, objectives, and a future land use map. There is typically little discussion of how to attain the goals and objectives or what to do to move existing land use toward future land use. Our proposal for Thomas Township is to conclude the Master Plan with a checklist that will provide steps and action items to be taken at designated timeframes throughout the life of the Master Plan. This can be thought of as the implementation plan (or action item list) for Thomas Township.

Our proposed checklist will include a detailed list of action items by which to identify and measure progress. Each action item is correlated to the goal it implements, is assigned a priority level, describes



the responsible Township department, and includes a checkbox to be initialed once the action item is completed.

### **Meeting #3**

We will work with the Planning Commission to finalize an action item list at this meeting.

#### **Deliverables:**

- Updated future land use map based on comments from Meeting #3
- Draft action items list

### **Task Four: Review Amendment of the Master Plan – Meeting #4**

At the fourth meeting with the Planning Commission, we will review a compiled draft of the Master Plan and take comments from the Planning Commission on the draft. We will also review the adoption schedule and next steps. To complete the amended Master Plan document, Spicer Group will assist the Township with the following required steps:

1. Completion of a draft master plan which needs to be approved for distribution by the Board of Trustees.
2. Completion of a required 45-day review period whereby neighboring jurisdictions, utilities, and Saginaw County can review and comment. Draft plans need to be mailed or e-mailed to these entities.
3. Holding a public hearing and facilitating the required notification.
4. Adoption of the Master Plan.

### **Task Five: Public Hearing – Meeting #5**

At the fifth meeting, Spicer Group will facilitate a public hearing with the Planning Commission on the proposed draft of the Master Plan. After the public hearing and adoption, Spicer Group will prepare final copies of the plan and the Township will send the final notice to the neighboring jurisdictions and registered entities.

#### **Deliverables:**

- Updated draft Master Plan
- Facilitation of the public hearing and presentation of the Plan

### **FINAL DELIVERABLES**

When the final approval steps are completed, Spicer Group will prepare final documents for the Township including:

- Ten (10) bound color copies of the Master Plan Amendment to be added to the Township's existing Master Plan binder.
- One (1) full color 24" x 36" laminated Future Land Use map, and
- A PDF electronic file of the final Master Plan.

### **PROPOSED FEE**

Our fee for this work will be based on our standard hourly rates with an estimated fee of the following:

- Tasks 1, 2, 3, 4, and 5 shall be a range of \$16,500–\$19,500.

Thomas Township Master Plan Update  
February 17, 2025  
Page 4 of 5

Should additional meetings be required or requested to complete the Master Plan, there would be an additional fee.

We will submit monthly invoices to you for our professional services, any additional authorized services, and any reimbursable expenses. Unless other payment arrangements are made, we will include any of our project subconsultants costs on our invoice, including a 10% fee to cover taxes, administration, and insurance.

We have calculated these fees based on our conversations. Should we approach the fee amount for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

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

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



**Cynthia Todd, PLA**  
Director of Planner



**Shawn P. Middleton, P.E., CFM**  
Sr. Project Manager, Vice President

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
(517) 325-9977  
(410) 490-0413  
[cynthia.todd@spicergroup.com](mailto:cynthia.todd@spicergroup.com)

Cc: SGI File 136274SG2024  
KEF, Acctg.

Attachments: General Conditions  
Rate Sheet

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

**THOMAS TOWNSHIP**

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

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

\_\_\_\_\_  
Title

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

## GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

### SECTION 1 - GENERAL

**1.1 The Agreement.** This Agreement is made by and between SPICER GROUP, INC. (hereinafter referred to as "PROFESSIONAL") and the client who accepted the attached proposal (hereinafter referred to as "CLIENT"). The Agreement between the parties consists of these General Conditions for Professional Services, as well as the attached proposal, and any exhibits or attachments noted in the proposal. Together, these items shall constitute the entire Agreement between the parties and supersede any prior negotiations, correspondence, or agreements either written or oral. Any changes to this Agreement must be mutually agreed to in writing between the parties. CLIENT represents that it has full authority to enter into this Agreement and that the representative signing this Agreement for CLIENT has full authority to do so. CLIENT further represents that it has all right, title and interest to the project to which the services under this Agreement are being provided.

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

**1.3 Covenant not to Hire.** CLIENT 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 PROFESSIONAL.

**1.4 Standard of Care.** Services performed by PROFESSIONAL under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under the same or similar conditions. PROFESSIONAL provides no warranty, guarantee or other representation, express, implied or otherwise, in connection with this Agreement, or in any report, opinion, document or other deliverable or instruments of service.

**1.5 Defects in Service.** CLIENT and CLIENT's personnel, contractors and subcontractors shall, upon discovery, promptly notify PROFESSIONAL in writing of any defects or deficiencies in PROFESSIONAL's services, in order that PROFESSIONAL may take measures which in PROFESSIONAL's opinion will minimize the consequences of such defect or deficiency in service. PROFESSIONAL shall not be responsible for additional costs due to delay in reporting defects in service.

**1.6 Reimbursable Expenses.** 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 CLIENT, overtime requiring higher than regular rates.

**1.7 Standard Hourly Rates.** The standard hourly rates used as a basis for payment mean those rates in effect at the time that the service is performed, for all PROFESSIONAL's personnel engaged directly on the project, including, but not limited to, architects, engineers, Spicer Group, Inc.

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.** In recognition of the relative risks and benefits of the project to both PROFESSIONAL and CLIENT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, and not withstanding any other provision of this Agreement, that the total liability, in the aggregate, of PROFESSIONAL and PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees, costs and expenses, shall not exceed \$19,500, or the total compensation received by PROFESSIONAL under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**1.9 Indemnification.** PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees from and against damages or liabilities, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement including that of its subconsultants or anyone for whom the PROFESSIONAL is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants from and against damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor 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 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.

**1.13 Betterment.** In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment, upgrades,

or added value to the project, regardless of whether PROFESSIONAL or PROFESSIONAL's officers, directors, partners, employees or subconsultants is determined to have caused or contributed to such cost or expense.

**1.14 Mediation.** Any claims or disputes made during design, construction or after completion of the project between the CLIENT and PROFESSIONAL shall be submitted to non-binding mediation. CLIENT and PROFESSIONAL agree to include a similar mediation agreement with all contractors, subcontractors, consultants, suppliers and fabricators, thereby providing mediation as the primary method for dispute resolution between all parties. Unless otherwise agreed in writing, the mediation shall be governed by the current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

**1.15 Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to 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, PROFESSIONAL may request an appropriate adjustment of this Agreement. PROFESSIONAL shall notify CLIENT of the changed conditions necessitating an adjustment, and PROFESSIONAL and CLIENT shall promptly and in good faith enter into discussions for an appropriate adjustment of this Agreement to address the changed conditions.

**1.16 Hazardous Materials.** Both parties acknowledge that PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. As such, under no circumstance shall PROFESSIONAL have any responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site or any adjacent area that may affect the project.

**1.17 Governing Law & Jurisdiction.** CLIENT and 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.

## SECTION 2 – FINANCIAL & USE OF DOCUMENTS

**2.1 Billing and Payment Terms.** *Payment Due:* Invoices shall be submitted by PROFESSIONAL (monthly) payment is 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 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.

**2.2 Suspension of Services.** If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PROFESSIONAL may elect to suspend performance of service upon ten (10) calendar days notice to CLIENT. PROFESSIONAL shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, 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 PROFESSIONAL to resume performance.

**2.3 Termination of Services.** If CLIENT fails to make payment to PROFESSIONAL in accordance with the payment terms herein, this Spicer Group, Inc.

shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by PROFESSIONAL upon ten (10) calendar days' notice to CLIENT. PROFESSIONAL shall be paid in full for all services performed and expenses incurred through the date of termination upon presentment of PROFESSIONAL's final invoice. CLIENT shall have no right to withhold, back-charge or set-off against any amounts owed to PROFESSIONAL, regardless of whether the invoice or amount owed is for a monthly, suspension or termination related invoice.

**2.4 Collection of Costs.** In the event legal action is necessary to enforce the payment terms of this Agreement, PROFESSIONAL shall be entitled to collect from CLIENT any sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by PROFESSIONAL in connection therewith and, in addition, the reasonable value of PROFESSIONAL's time and expenses spent in connection with such collection action, according to PROFESSIONAL's hourly fee schedule.

**2.5 Delays.** The CLIENT agrees that PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond 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 CLIENT or CLIENT'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 PROFESSIONAL to perform its services in an orderly and efficient manner, PROFESSIONAL shall be entitled to an equitable adjustment to its schedule and/or compensation.

**2.6 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, CLIENT agrees that all such electronic files are instruments of service of PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

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

CLIENT and 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 CLIENT or PROFESSIONAL are subject to review and acceptance by the other party. Additional services by PROFESSIONAL made necessary by changes to the electronic file specifications shall entitle PROFESSIONAL to additional compensation.

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.



CLIENT 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 PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

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

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

**2.7 Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, CLIENT understands that 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 PROFESSIONAL's opinions of probable construction costs are made on the basis of PROFESSIONAL's judgment and experience. PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of any construction work will not vary from PROFESSIONAL's opinion of probable construction costs.

### SECTION 3 – PROJECT PERFORMANCE

**3.1 Design Without Construction Administration.** Unless Authorized, it is understood and agreed that 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 arranged by CLIENT. CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and CLIENT waives any claims against PROFESSIONAL that may be in any way connected thereto.

**3.2 Record Drawings.** If authorized by the Agreement, upon completion of the construction work, PROFESSIONAL shall compile for and deliver to CLIENT 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 PROFESSIONAL is entitled to rely upon, PROFESSIONAL cannot and does not warrant or make any other representation as to the accuracy of the Record Documents.

**3.3 Contingency Fund.** CLIENT and PROFESSIONAL agree that certain increased cost and changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the drawings and specifications prepared by PROFESSIONAL and, therefore, that the final construction cost of the project may exceed the estimated construction cost and/or the cost of the work in any construction contract. CLIENT 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. CLIENT further agrees to make no claim directly or through any other party against PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such Spicer Group, Inc.

changes or because of any claims made by the contractor relating to such changes.

**3.4 Lenders' Requirements.** PROFESSIONAL shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgement of PROFESSIONAL, increase PROFESSIONAL's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

**3.5 Client Requested Substitutions.** Upon request by CLIENT, PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by CLIENT's consultants or contractors. PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by PROFESSIONAL with those of PROFESSIONAL's subconsultants and CLIENT's consultants, as additional services. PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

**3.6 Certifications, Guarantees and Warranties.** PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in PROFESSIONAL having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. CLIENT also agrees not to make resolution of any dispute with PROFESSIONAL or payment of any amount due to PROFESSIONAL in any way contingent upon PROFESSIONAL's signing any such certification.

**3.7 Underground Improvements.** If requested, PROFESSIONAL and/or its subconsultants will provide services to conduct research that, in its professional opinion, is necessary and will prepare a plan indicating the locations for subsurface penetrations with respect to assumed locations of existing underground improvements. Such services by PROFESSIONAL and/or its subconsultant will be performed in a manner consistent with PROFESSIONAL'S professional standard of care. CLIENT understands and recognizes, however, that such research may not identify all underground improvements and that the information upon which PROFESSIONAL reasonably relies may contain errors or may be incomplete. Therefore, CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Consultant and anyone for whom the Consultant may be legally liable for damages to underground improvements resulting from subsurface penetrations in locations established by PROFESSIONAL that are based on properly filed and available records of said underground improvements.

**3.9 Permits and Approvals.** PROFESSIONAL shall assist CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which 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 PROFESSIONAL and included in the scope of services of this Agreement.

**3.10 Jobsite Safety.** Neither the professional activities of PROFESSIONAL, nor the presence of PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the 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 construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. 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. CLIENT agrees that the contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in CLIENT's contract with the contractor. CLIENT also agrees that its contract with the contractor shall provide that CLIENT, PROFESSIONAL, and PROFESSIONAL's subconsultants shall be indemnified by the contractor and shall be made additional insureds under the contractor's policies of general liability insurance.

**3.11 Construction Observation.** PROFESSIONAL shall visit the site, if requested and authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and PROFESSIONAL, to generally observe the construction work and answer any questions that CLIENT may have. However, PROFESSIONAL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the contract documents. If CLIENT desires PROFESSIONAL to perform more frequent or comprehensive observations of the construction work, this Agreement shall be amended to specifically state the additional scope of service, along with the additional compensation to be paid to PROFESSIONAL for performing such service.

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 construction work. These are solely the obligation and responsibility of the contractor.

PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the construction work, or any agents or employees of any of them. PROFESSIONAL shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents, the construction documents, or any applicable laws, codes, rules or regulations.

**3.12 Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without CLIENT expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, CLIENT agrees to bear all costs, losses and expenses, including the cost of any necessary additional services of PROFESSIONAL, arising from the discovery of concealed or unknown conditions in any existing structures that are part of the project and PROFESSIONAL'S scope of service.

**3.13 Construction Layout.** If requested by CLIENT, or other authorized party, as detailed in the scope of services or as an additional service to this Agreement, 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 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 PROFESSIONAL at the direction of CLIENT. The cost for resetting the stakes shall be paid to PROFESSIONAL by CLIENT.

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

**3.15 Buried Utilities.** If applicable to the scope of services, CLIENT 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 CLIENT 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. CLIENT will approve the location of these penetrations prior to their being made and will authorize PROFESSIONAL to proceed.

**3.16 Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or PROFESSIONAL. PROFESSIONAL'S services under this Agreement are being performed solely for CLIENT'S benefit, and no other party or entity shall have any claim against PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder.

**3.17 Waiver of Consequential Damages.** CLIENT and PROFESSIONAL waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination or suspension of this Agreement.

**3.18 Contractor Submittals.** If requested, PROFESSIONAL shall review contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by PROFESSIONAL. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. PROFESSIONAL's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PROFESSIONAL, of any construction means, methods, techniques, sequences or procedures. PROFESSIONAL's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.19 Project Information.** PROFESSIONAL shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants directly to CLIENT. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

## SECTION 4 – MODIFICATIONS TO THE GENERAL CONDITIONS

**4.1 None.**



**SPICER GROUP, INC.**  
**STANDARD HOURLY RATES**  
*Effective January 2025*

Administrative Assistant	\$84.00	Materials Lab Manager	\$179.00	Survey Technician I	\$101.00
Computer Technician I	\$83.00	Planner I	\$129.00	Survey Technician II	\$112.00
Construction Manager I	\$179.00	Planner II	\$151.00	Technical Advisor I	\$160.00
Construction Manager II	\$188.00	Planner III	\$173.00	Technical Advisor II	\$170.00
Construction Project Manager I	\$197.00	Senior Project Planner I	\$223.00	Technical Manager	\$186.00
Construction Project Manager II	\$214.00	Project Architect I	\$137.00	Senior Technical Advisor	\$243.00
Senior Construct Project Manager I	\$228.00	Project Architect II	\$160.00	Technician I	\$93.00
Senior Construct Project Manager II	\$243.00	Project Coordinator I	\$109.00	Technician II	\$106.00
Construction Services Technician I	\$122.00	Project Coordinator II	\$129.00	Technician III	\$117.00
Construction Services Technician II	\$142.00	Project Coordinator Manager I	\$155.00	Technician IV	\$129.00
Construction Services Technician III	\$162.00	Project Engineer I	\$173.00	Technician V	\$143.00
Crew Chief I	\$152.00	Project Engineer II	\$179.00	Technician VI	\$154.00
Crew Chief II	\$186.00	Project Engineer III	\$186.00	Technician VII	\$167.00
Crew Chief III	\$207.00	Project Manager I	\$197.00	Technician VIII	\$179.00
Design Engineer I	\$148.00	Project Manager II	\$212.00		
Design Engineer II	\$154.00	Project Manager III	\$223.00		
Design Engineer III	\$159.00	Project Manager IV	\$234.00		
Designer I	\$129.00	Senior Project Manager I	\$243.00		
Designer II	\$147.00	Senior Project Manager II	\$260.00		
Designer III	\$165.00	Senior Project Manager III	\$285.00		
Senior Designer	\$173.00	Project Surveyor I	\$202.00		
GIS Specialist I	\$148.00	Project Surveyor II	\$238.00		
GIS Specialist II	\$154.00	Senior Project Surveyor I	\$243.00		
GIS Specialist III	\$159.00	Senior Project Surveyor II	\$264.00		
Landscape Architect I	\$176.00	Senior Project Surveyor III	\$285.00		
Landscape Architect II	\$205.00	Staff Surveyor I	\$152.00		

*Overtime rates for hourly workers will be charged at 1-1/2 times the above rates.*

*Standard Hourly Rates are subject to change on an annual basis.*



249 N. Miller Road, Saginaw, Michigan 48609-4896  
989.781.0150 | Fax 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

## **THOMAS TOWNSHIP AGENDA ITEM**

- **MEETING DATE:** March 3, 2025.
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Award bid for programs shirts for 2025-27.
- **EXPLANATION OF TOPIC:** We bid out shirts for our programs, events, and staffing every two years. I sent out bids to several companies, below are the results:

Advance Tex	\$ No Bid
Main Street Branded Merch. (SKM)	\$ 14,949.95
Sport Tee Screen printing	\$ No Bid
Grasel Graphics	\$ 15,833.25
Sandlot	\$ No Bid
Sport-Tee	\$ No Bid
Affordable Screen Printing	\$ No Bid
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Copy of RFP
- **POSSIBLE COURSES OF ACTION:** Approve, Deny, Amend or Table.
- **SUGGESTED/REQUESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the low bid of \$14,949.95 from Main Street Branded Merchandise (formerly Saginaw Knitting Mills) for 2025/27 program and staff shirts.
- **ROLL CALL VOTE REQUIRED?** No



# Thomas Township Parks and Recreation Program | 2025 Shirt Bids

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**February 11, 2025**

## **Shirt Bids**

Thomas Township Parks and Recreation is requesting bids for its program shirts, hats and sweatshirts for **April 01, 2025 to March 31<sup>st</sup> 2027**. It is very important that all orders be complete and delivered on time. These are only estimated quantities of shirts; the total number of shirts orders could be higher or lower.

This bid is for cotton t-shirts 50/50 blend, polyester moisture management shirts/sweatshirts, hooded sweatshirts, sizes youth small through adult XXX large. Please note that the screen printing for some sports is different along with colors. Also, quantities will vary somewhat from the numbers shown here based upon actual numbers of participants in the programs.

**Shirts need to be produced within two weeks of order.**

On the pages that follow are detailed specifications for this bid. The specifications are the minimum acceptable features required by Thomas Township. This is a competitive bidding process and no additional allowances or consideration will be given for additional features you submit beyond the minimum acceptable specifications requested. Only quotes submitted on the **STANDARDIZED QUOTE FORM** will be considered by Thomas Township. Please provide a breakdown of item costs accompanying the quote form.

**Bids must be submitted in a sealed envelope prior to 10am, Friday February 28th, 2025. Please label the envelope as "2025 Shirt Bid". Mail or deliver to:**

**Thomas Township Parks and Recreation  
John Corriveau, Parks Director  
2025 Shirt Bid  
249 N Miller Rd  
Saginaw MI 48609**

Your signature below confirms your acknowledgement and acceptance of the following:

# Thomas Township Parks and Recreation Program **2025**

## Shirt Bids

- *The Thomas Township Board of Trustees reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids not proposed for the lowest amount submitted.*
- *Compliance of the Iran Economic Sanctions Act, pursuant to Michigan Public Act 517 of 2012.*
- *If selected, the successful bidder must provide acceptable of Proof of Liability Insurance in the amount of \$1,000,000.00 with Thomas Township as an additional insured, and Workman's Compensation insurance for all employees.*
- *If selected, the successful bidder must sign the Standard Township Contract*

**My signature indicates acknowledgement and understanding of the above statements.**

Signature \_\_\_\_\_

### STANDARDIZED QUOTE FORM BREAK OUT

#### Shirt Bid Requirements:

#### KIDS PROGRAMS (size Youth Small to Adult XXL Large)

- Girls Basketball numbers on back and front (single color screen printing front and back, colored shirts, 8 colors) 115 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Boys Basketball numbers on back and front (single-color screen-printing front and back, colored shirts, 8 colors) 115 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Basketball Clinics (single color screen print front only, colored shirts, 8 colors) 80 shirts
  - Cost per shirt \$ \_\_\_\_\_ Total Cost \$ \_\_\_\_\_
- Soccer Clinics (single color screen print front only, colored shirts, 8 colors) 110 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Day Camp (single color screen print front, 1 color) 70 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Girls Sand Volleyball (single color screen print front only, 1 color) 20 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Spring /Fall Soccer (single color screen printing on front, colored shirts, 6 colors) 550 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Archery (two color screen print front and back, 1 color) 144 shirts.
 

Cost Per T-Shirt \$ _____	Total Cost \$ _____
Cost Per Hooded Sweat Shirt\$ _____	Total Cost \$ _____
- 5K Race Shirts (single color print on front and back, single color shirts) 200 shirts  

Cost per polyester moisture management	T Shirts \$ _____
	Total Cost \$ _____

#### ADULT PROGRAMS (Adult Small to Adult XXXL, is there a cost difference for XX sizes?)

# Thomas Township Parks and Recreation Program **2025** Shirt Bids

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- Adult Sand Volleyball (single color screen print front only, one color) 15 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Men's Softball Leagues (single color screen print front only one color) 40 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Tournament Softball shirts (single color screen print front only, one on back, ) 45 shirts  

Cost Per Shirt \$ _____	Total Cost \$ _____
-------------------------	---------------------
- Employee Uniforms (Sports Officials and Maintenance – one color screen print front and back) 25 total.  
 Need price on t shirts, long sleeve shirts and hooded sweatshirts
 

Cost Per T Shirt \$ _____	Total Cost \$ _____
Cost Per Long Sleeve Shirt \$ _____	Total Cost \$ _____
Cost Per Hooded Sweatshirt \$ _____	Total Cost \$ _____
- Employees Hats, Ball cap and Knitted hat (embroidered with Parks and Recreation Logo) 20 total
 

Cost Per Ball Cap \$ _____	Total Cost \$ _____
Cost Per Knitted Hat \$ _____	Total Cost \$ _____

Total number of shirts to be bid on is estimated to be **1,550**

Total Cost of ALL ITEMS QUOTED COST \$ \_\_\_\_\_



# Thomas Township Parks and Recreation Program **2025** Shirt Bids

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Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Company Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

Contact email \_\_\_\_\_

*I understand that the Thomas Township Board reserves the right to accept or reject any or all proposals, to waive informalities or errors in the proposal process, and to accept any proposal deemed to be in the best interest of the Township, including proposals that are not for the lowest amount.*

Authorized Signature \_\_\_\_\_

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

Total number of shirts to be bid on is estimated to be 1,550

Total Cost of all shirts \$ \_\_\_\_\_

**BID DUE PRIOR TO 10am February 28<sup>th</sup>  
, 2025**

**Return to:  
Thomas Township Parks and Recreation  
John Corriveau, Parks Director  
2025 Shirt Bid  
249 N Miller Rd  
Saginaw MI 48609**

Sincerely,

John Corriveau  
Director of Parks and Recreation  
249 N Miller Rd  
Saginaw Michigan, 48609



**Code Enforcement Monthly Reports**

2/1/25-2/26/25

Address	Category	Date Filed	Status	Date Closed	Complaint
10145 DICE RD	Vehicle, Inop/Unlic	02/06/2025	No Violation	02/18/2025	Unlicensed vehicle in driveway
1055 S THOMAS RD	Vehicle, Inop/Unlic	02/03/2025	Investigating		Unlicensed vehicle in driveway
11615 SCHOMAKER RD	Vehicle, Inop/Unlic	02/21/2025	Investigating		Inoperative truck behind building
12370 GRATIOT RD	Vehicle, Inop/Unlic	02/04/2025	No Violation	02/18/2025	Inoperative vehicle on trailer in driveway
215 E HARCOURT DR	Junk, Trash, Debris	02/10/2025	Resolved	02/24/2025	Piles of brush out to road
217 E PINEVIEW DR	Vehicle, Inop/Unlic	02/03/2025	No Violation	02/11/2025	Car on jack stands in driveway
230 EVELYN ST	Vehicle, Inop/Unlic	02/03/2025	Investigating		Truck with flat tire in driveway
245 E HARCOURT DR	Junk, Trash, Debris	02/10/2025	Investigating		Large pile of furniture, junk, etc in front of apartment building
2565 N MILLER RD	Sign, Temporary	02/18/2025	Investigating		Temporary sign with no permit
345 SWANSON RD	Trash Receptacle	02/04/2025	Resolved	02/18/2025	Trash can left out at curb
545 SWANSON RD	Trash Receptacle	02/04/2025	Resolved	02/18/2025	Trash can left out at curb
607 LUTZKE RD	Vehicle, Inop/Unlic	02/20/2025	Investigating		Van with expired temp plate in driveway
620 SWANSON RD	Trash Receptacle	02/04/2025	Investigating		Trash can left out at curb
690 SWANSON RD	Trash Receptacle	02/04/2025	Investigating		Trash can left out at curb
7195 GRATIOT RD	Vehicle, Inop/Unlic	02/20/2025	Investigating		Inoperative vehicle on trailer
7235 GRATIOT RD	Sidewalk - Snow/Ice	02/20/2025	Investigating		Sidewalk not cleared
8050 GRATIOT RD	Sidewalk - Snow/Ice	02/18/2025	Investigating		Snow plowed onto sidewalk
17					

February 2024

CURRENT COURT ACTION REPORT/CODE ENFORCEMENT

<b><i>McFarland 9488 Burning Tree</i></b>	Unlicensed/Inoperative Vehicle. Dark gray car with rear bumper and Passenger mirror falling off. No license plate. Owner has stated that they will not comply with any code enforcement action.	Owner did not appear in court. Permanent Injunction issued.
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**DISCONTINUED BUSINESSES:**

None.

**NEW BUSINESSES:**

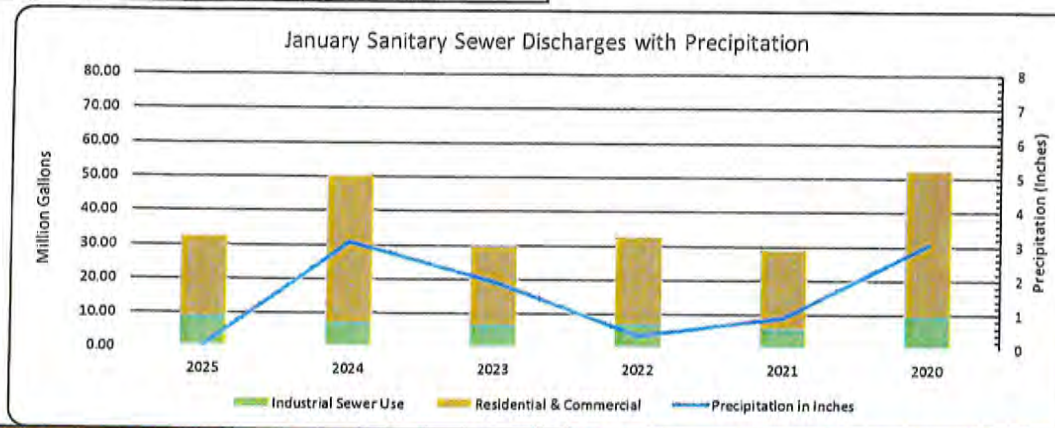
Vintage Vine Co. – 8075 Gratiot Rd Suite B

***AS OF: 02/26/2025***

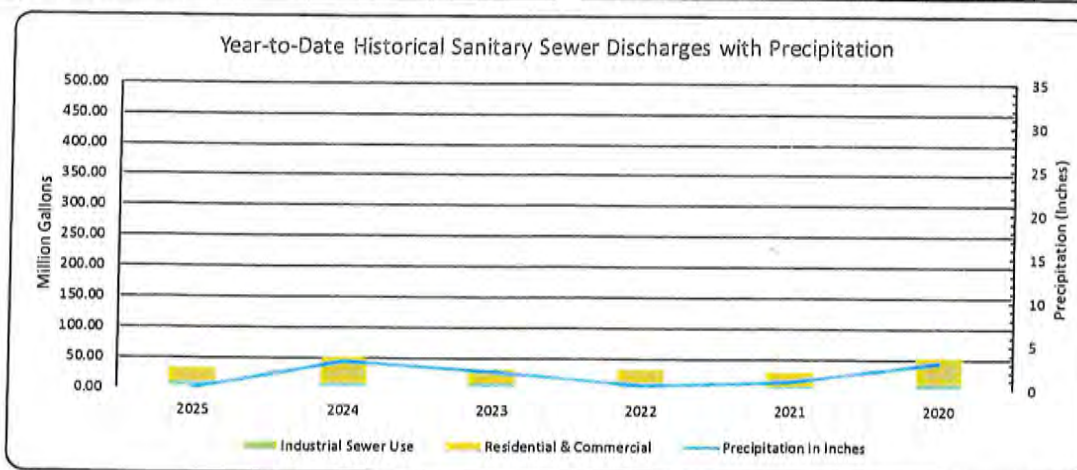
## Township Board Sanitary Sewer System Report

Jan-25

Monthly Sanitary Sewer Use Report (MG)			Historical Discharge (MG)				
	2025	% Change (5/yr AVG)	2024	2023	2022	2021	2020
Total Sanitary Sewer Discharged	32.11	-17%	50.23	29.85	32.58	28.88	52.20
Average Daily Discharge	1.04	-17%	1.62	0.96	1.05	0.93	1.68
Industrial Sewer Use	9.00	25%	7.17	6.55	7.07	5.88	9.43
Residential & Commercial	23.11	-27%	43.06	23.30	25.52	23.00	42.77
% Industrial Use of Total Discharged	28%	45%	14%	22%	22%	20%	18%
Precipitation in Inches	0.04	-98%	3.07	1.92	0.35	0.88	3.04
New Sewer Connections	0		0	1	0	0	1
Total Sewer Customers	3,532						



YTD Sanitary Sewer Use Report (MG)			Historical YTD Discharge Summary (MG)				
	2025	% Change (5/yr AVG)	2024	2023	2022	2021	2020
Year To Date Sewer Discharged	32.11	-17%	50.23	29.85	32.58	28.88	52.20
HSC/HIMS Sewer Use	9.00	25%	7.17	6.55	7.07	5.88	9.43
Residential & Commercial	23.11	-27%	43.06	23.30	25.52	23.00	42.77
Year to Date Precipitation	0.04	-98%	3.07	1.92	0.35	0.88	3.04





## Township Board Water System Report

Jan-25

Monthly Water Use (MG)			Historical Monthly Water Use				
	2025	% Change (5/yr AVG)	2024	2023	2022	2021	2020
Total Water Consumption	65.30	11%	64.68	67.14	56.55	46.00	60.16
Average Daily Water Use	2.11	11%	2.09	2.17	1.82	1.48	1.94
Industrial Water Use	46.66	25%	42.67	46.84	34.96	25.00	36.97
% Total Water Use by Industry	71%	14%	66%	70%	62%	54%	61%
Residential & Commercial	18.64	-14%	22.01	20.30	21.58	21.01	23.19
New Water Services	1		0	1	0	0	1
Water Meters Upgraded	21						
Total Water Accounts	5,066						

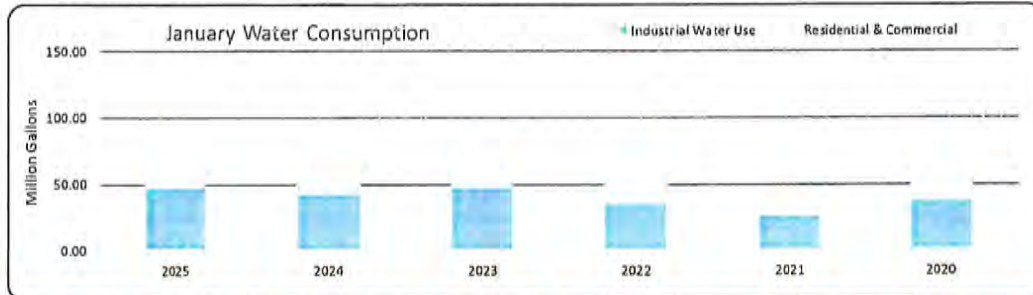
Industrial Water Use (MG)	Month	Year
HSC Water Use	45,836,727	45,836,727
HIMS Water Use	736,712	736,712
Fullerton Water Use	11,779	11,779
Saginaw Control Water Use	62,286	62,286
Cignys Water Use	8,918	8,918

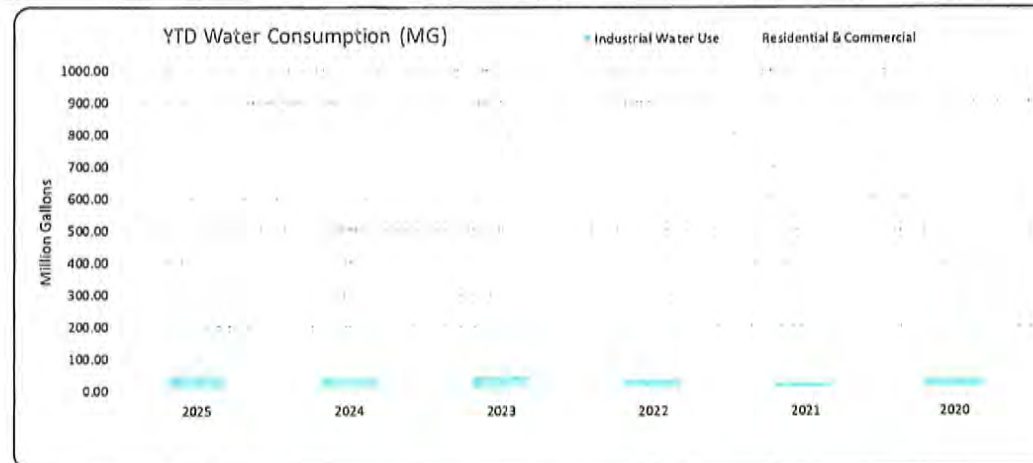
Meters Upgraded

75% 80% 85% 90% 95% 100%

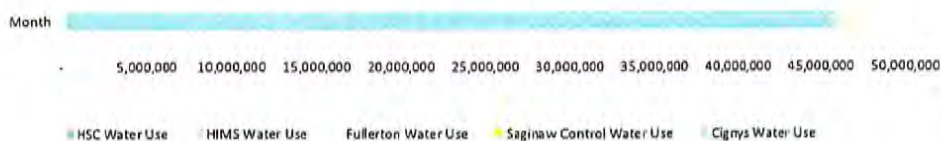
Meters Changed Meters Remaining



YTD Water Use (MG)			Historical Water Use				
	2025	% Change (5/yr AVG)	2024	2023	2022	2021	2020
Year To Date Water Use	65.30	11%	64.68	67.14	56.55	46.00	60.16
Industrial	46.66	25%	42.67	46.84	34.96	25.00	36.97
Residential & Commercial	18.64	-14%	22.01	20.30	21.58	21.01	23.19



### Monthly Industrial Usage (MG)



CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
 FROM 02/01/2025 TO 02/28/2025  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2025	Total Debits	Total Credits	Ending Balance 02/28/2025
Fund 100	CLEARING FUND				
001.000	CLEARING FUND	100,945.17	9,090,882.61	9,090,431.79	101,395.99
Fund 101	GENERAL OPERATING FUND				
002.000	CASH THE STATE BANK	180,326.50	557,721.63	272,499.10	465,549.03
002.010	THE STATE BANK SAVINGS	218,448.95	0.00	150,000.00	68,448.95
002.325	CASH FRANKENMUTH CREDIT UNION	254,853.37	0.00	0.00	254,853.37
002.375	CASH HUNTINGTON BANK	10,417.09	0.00	0.00	10,417.09
002.385	CASH HUNTINGTON BANK	2,215,874.33	0.00	0.00	2,215,874.33
003.000	CERTIFICATES OF DEPOSITS - THE ST	616,796.23	0.00	0.00	616,796.23
003.375	CERTIFICATE OF DEPOSITS HUNTINGT	288,560.19	0.00	0.00	288,560.19
	GENERAL OPERATING FUND	3,785,276.66	557,721.63	422,499.10	3,920,499.19
Fund 205	PUBLIC SAFETY-FIRE DEPARTMENT				
002.000	CASH THE STATE BANK	182,008.65	0.00	66,462.11	115,546.54
003.000	CERTIFICATES OF DEPOSITS - THE ST	400,000.00	0.00	0.00	400,000.00
	PUBLIC SAFETY-FIRE DEPARTMENT	582,008.65	0.00	66,462.11	515,546.54
Fund 206	FIRE APPARATUS				
002.000	CASH THE STATE BANK	33,211.31	0.00	18,194.32	15,016.99
Fund 207	PUBLIC SAFETY-POLICE				
002.000	CASH THE STATE BANK	471,179.06	18,334.60	111,033.50	378,480.16
003.000	CERTIFICATES OF DEPOSITS - THE ST	900,000.00	0.00	0.00	900,000.00
	PUBLIC SAFETY-POLICE	1,371,179.06	18,334.60	111,033.50	1,278,480.16
Fund 246	ROAD REVOLVING FUND				
002.000	CASH THE STATE BANK	120,056.01	0.00	0.00	120,056.01
003.000	CERTIFICATES OF DEPOSITS - THE ST	559,390.05	0.00	0.00	559,390.05
	ROAD REVOLVING FUND	679,446.06	0.00	0.00	679,446.06
Fund 248	Downtown Development Authority				
002.000	CASH THE STATE BANK	172,811.58	0.00	82,182.60	90,628.98
003.000	CERTIFICATES OF DEPOSITS - THE ST	109,179.68	0.00	0.00	109,179.68
	Downtown Development Authority	281,991.26	0.00	82,182.60	199,808.66
Fund 265	P.S. DRUG LAW ENFORCEMENT				
002.000	CASH THE STATE BANK	5,278.56	0.00	0.00	5,278.56
Fund 271	LIBRARY FUND				
002.000	CASH THE STATE BANK	154,671.83	1,158.58	57,608.26	98,222.15
003.000	CERTIFICATES OF DEPOSITS - THE ST	125,000.00	0.00	0.00	125,000.00
003.271	CD LIBRARY 08/2016 .50	212,413.44	0.00	0.00	212,413.44
	LIBRARY FUND	492,085.27	1,158.58	57,608.26	435,635.59
Fund 587	STATE OF MICHIGAN GRANT				
002.375	CASH HUNTINGTON BANK	4,361,576.96	0.00	862,485.30	3,499,091.66
Fund 590	SEWER FUND				
002.000	CASH THE STATE BANK	833,457.05	146,623.34	72,189.80	907,890.59
002.010	THE STATE BANK SAVINGS	789,534.43	0.00	0.00	789,534.43
002.050	SPECIAL LEGISLATIVE GRANT HSC	2,926,370.01	0.00	299,462.20	2,626,907.81
002.200	RESERVED CASH SYSTEM EXPANSIO	233,394.95	0.00	0.00	233,394.95
002.385	CASH HUNTINGTON BANK	2,761,562.68	0.00	0.00	2,761,562.68
002.386	HUNTINGTON BANK SYSTEM EXPANSION	117,933.00	0.00	0.00	117,933.00
003.000	CERTIFICATES OF DEPOSITS - THE ST	572,276.58	0.00	0.00	572,276.58

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CASH SUMMARY BY ACCOUNT FOR THOMAS TOWNSHIP  
FROM 02/01/2025 TO 02/28/2025  
FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

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Fund Account	Description	Beginning Balance 02/01/2025	Total Debits	Total Credits	Ending Balance 02/28/2025
	SEWER FUND	8,234,528.70	146,623.34	371,652.00	8,009,500.04
Fund 591	WATER FUND				
001.100	CLEARING CASH	2,000.00	0.00	0.00	2,000.00
002.000	CASH THE STATE BANK	919,484.00	377,999.65	320,830.63	976,653.02
002.010	THE STATE BANK SAVINGS	25,303.32	0.00	0.00	25,303.32
002.200	RESERVED CASH SYSTEM EXPANSIO	220,717.99	0.00	0.00	220,717.99
002.375	CASH HUNTINGTON BANK	296,448.78	0.00	0.00	296,448.78
002.385	CASH HUNTINGTON BANK	1,784,740.66	0.00	0.00	1,784,740.66
002.386	HUNTINGTON BANK SYSTEM EXPANSION	266,188.92	0.00	0.00	266,188.92
002.387	CHEMICAL BANK BUSINESS CHECKING	508,349.33	0.00	0.00	508,349.33
002.390	CASH FIRST STATE BANK	259,092.01	0.00	0.00	259,092.01
	WATER FUND	4,282,325.01	377,999.65	320,830.63	4,339,494.03
Fund 596	MUNICIPAL REFUSE FUND				
002.000	CASH THE STATE BANK	161,834.22	0.00	62,743.43	99,090.79
Fund 603	TECHNOLOGY FUND				
002.000	CASH THE STATE BANK	15,730.43	25,435.25	128.88	41,036.80
Fund 703	TAX FUND				
002.000	CASH THE STATE BANK	4,460,637.79	9,702,316.27	8,036,430.35	6,126,523.71
	TOTAL - ALL FUNDS	28,848,055.11	19,920,471.93	19,502,682.27	29,265,844.77

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
und 101 - GENERAL OPERATING FUND							
venues							
ept 000							
01-000-402.000	PROPERTY TAXES	533,979.00	125,877.76				
01-000-402.100	STREET LIGHTS SPECIAL ASSESSM	110,824.00	0.00	3.60	408,101.24		23.57
01-000-402.125	SPEC ASSES GRT LKS TCH PK STL	4,800.00	0.00	0.00	110,824.00		0.00
01-000-402.150	SPEC ASSES GRT LKS TCH PK MTC	6,000.00	0.00	0.00	4,800.00		0.00
01-000-405.000	DEL'Q PERSONAL PROPERTY	200.00	2,610.50	0.00	6,000.00		0.00
01-000-410.000	PERSONAL PROPERTY TAXES	41,437.00	0.00	0.00	(2,410.50)	1,305.25	
01-000-410.100	PERSONAL PROPERTY REPLACEMENT	118,727.00	72,258.82	0.00	41,437.00		0.00
01-000-437.000	I.F.T.	24,035.00	0.00	0.00	46,468.18		60.86
01-000-445.000	INTEREST/PENALTIES - TAX COLL	0.00	(98.96)	0.00	24,035.00		0.00
01-000-447.000	PROPERTY TAX ADMINISTRATION F	242,584.00	131,960.45	15,949.47	98.96	100.00	
01-000-448.000	DOG LICENSE COLLECTION	200.00	0.00	0.00	110,623.55		54.40
01-000-449.000	MOBILE HOME FEES	2,800.00	2,304.00	(1,065.00)	200.00		0.00
01-000-454.000	FRANCHISE FEE CABLE TV	194,000.00	186,589.80	47,268.59	496.00		82.29
01-000-458.000	BUSINESS LICENSE	2,300.00	2,750.00	130.00	7,410.20		96.18
01-000-499.000	COMMUNITY DEVELOPMENT	15,000.00	14,744.00	425.00	(450.00)	119.57	
01-000-500.000	CONSTRUCTION PERMITS	100,000.00	101,064.05	(1,888.00)	256.00		98.29
01-000-566.000	GRANT	0.00	148,197.46	0.00	(1,064.05)	101.06	
01-000-566.200	GRANT MONIES NATURE CENTER/PRESERVE	50,000.00	42,500.00	0.00	(148,197.46)	100.00	
01-000-574.000	STATE REVENUE SHARING	1,361,536.00	1,329,404.00	229,367.00	7,500.00		85.00
01-000-606.000	ORDINANCE FINES	35,000.00	28,942.13	300.00	32,132.00		97.64
01-000-608.100	ADMINISTRATION FEE PROJECTS	300,000.00	123,174.63	0.00	6,057.87		82.69
01-000-612.000	METRO EXT TELE RIGHT-OF-WAY A	19,367.00	14,263.27	0.00	176,825.37		41.06
01-000-615.000	PASSPORT FEES	7,500.00	8,839.53	789.53	5,103.73		73.65
01-000-628.000	PRINTED MATERIALS	200.00	161.92	0.00	(1,339.53)	117.86	
01-000-640.763	PROGRAM FEES SOCCER	27,500.00	21,039.00	860.00	38.08		80.96
01-000-640.764	PROGRAM FEES YOUTH SOFTBALL	0.00	325.00	0.00	6,461.00		76.51
01-000-640.765	PROGRAM FEES ADULT SOFTBALL	2,000.00	2,680.00	0.00	(325.00)	100.00	
01-000-640.766	PROGRAM FEES CLINICS	11,500.00	11,689.66	2,090.00	(680.00)	134.00	
01-000-640.767	PROGRAM FEES BASKETBALL	11,500.00	10,880.00	2,330.00	(189.66)	101.65	
01-000-640.768	PROGRAM FEES ARCHERY	7,000.00	6,600.00	2,585.00	620.00		94.61
01-000-640.769	PROGRAMS FEES VOLLEYBALL	3,700.00	3,690.00	0.00	400.00		94.29
01-000-640.770	5K RUN/WALK	1,500.00	0.00	0.00	10.00		99.73
01-000-640.771	PROGRAM FEES FLAG FOOTBALL	5,500.00	2,755.00	320.00	1,500.00		0.00
01-000-640.772	PROGRAM FEES/MEMBERSHIP NATURE CENTER	2,500.00	2,986.00	119.00	2,745.00		50.09
01-000-642.000	CEMETERY INCOME	18,000.00	12,822.00	475.00	(486.00)	119.44	
01-000-645.000	DAY CAMP	30,000.00	33,651.00	0.00	5,178.00		71.23
01-000-647.000	TRAIN	30,000.00	31,807.53	0.00	(3,651.00)	112.17	
01-000-647.100	WINTER WONDERLAND REVENUE	7,000.00	6,397.00	0.00	(1,807.53)	106.03	
01-000-648.000	SWIM PROGRAMS	18,000.00	4,896.00	0.00	603.00		91.39
01-000-649.000	SALES	700.00	20.00	0.00	13,104.00		27.20
01-000-650.000	CONCESSIONS	3,000.00	4,068.00	0.00	680.00		2.86
01-000-652.000	NSF CHECK FEE	140.00	190.60	70.00	(1,068.00)	135.60	
01-000-665.000	INTEREST EARNED	50,000.00	156,468.38	0.00	(50.60)	136.14	
01-000-667.000	PAVILION RENTAL	7,000.00	6,850.00	375.00	(106,468.38)	312.94	
01-000-667.150	BUILDING RENTAL REVENUE NATURE PRESERVE	2,000.00	0.00	0.00	150.00		97.86
01-000-671.000	MISCELLANEOUS PARKS	0.00	2,753.81	0.00	2,000.00		0.00
01-000-672.000	ADMIN FEES FROM OTHER FUNDS	300,020.00	34,441.59	0.00	(2,753.81)	100.00	
01-000-673.000	SALE OF ASSETS/INVENTORY	0.00	500.00	0.00	265,578.41		11.48
01-000-675.000	DONATIONS/CONTRIBUTION	0.00	95,600.00	80,000.00	(500.00)	100.00	
01-000-675.050	SPONSORSHIP WINTER WONDERLAND	0.00	3,000.00	3,000.00	(95,600.00)	100.00	
01-000-675.300	DONATIONS-NATURE PRESERVE	17,000.00	1,343.00	531.00	(3,000.00)	100.00	
01-000-677.000	REIMBURSEMENTS	0.00	38,136.00	0.00	15,657.00		7.90
01-000-677.100	SET PARCEL REIMBURSEMENTS	13,418.00	13,417.50	13,417.50	(38,136.00)	100.00	
01-000-677.200	REIMBURSEMENTS ELECTIONS	5,800.00	3,028.35	0.00	0.50	100.00	
01-000-693.000	MISCELLANEOUS	302,868.00	145,060.47	125.00	2,771.65		52.21
					157,807.53	47.90	



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
nd 101 - GENERAL OPERATING FUND						
venues						
1-000-694.000	CASH OVER/SHORT	0.00	10.00	0.00	(10.00)	100.00
1-000-699.590	TRANSFER INN FROM SEWER	0.00	250,000.00	0.00	(250,000.00)	100.00
1-000-699.591	TRANSFER IN FROM WATER	0.00	250,000.00	0.00	(250,000.00)	100.00
tal Dept 000		4,048,135.00	3,492,649.25	397,577.69	555,485.75	86.28
IAL REVENUES		4,048,135.00	3,492,649.25	397,577.69	555,485.75	86.28
penditures						
pt 101 - BOARD-LEGISLATIVE						
1-101-702.101	SALARY TRUSTEES	7,545.00	6,037.95	944.62	1,507.05	80.03
1-101-702.171	SALARY SUPERVISOR	12,438.00	11,516.80	961.36	921.20	92.59
1-101-702.215	SALARY CLERK	12,438.00	11,516.80	961.36	921.20	92.59
1-101-702.253	SALARY TREASURER	12,438.00	11,516.80	961.36	921.20	92.59
1-101-715.000	FICA EMPLOYER CONTRIBUTION	3,432.00	3,105.06	292.91	326.94	90.47
1-101-718.000	PENSION EMPLOYER CONTRIBUTION	5,383.00	4,697.39	437.57	685.61	87.26
1-101-719.000	WORKMEN'S COMP	75.00	130.81	2.15	(55.81)	174.41
1-101-740.000	OPERATING SUPPLIES	500.00	184.22	0.00	315.78	36.84
1-101-802.000	LEGAL SERVICES	16,000.00	10,561.50	1,762.50	5,438.50	66.01
1-101-804.000	MEMBERSHIP & DUES	8,200.00	8,103.54	0.00	96.46	98.82
1-101-900.000	LEGAL NOTICES	5,200.00	4,903.23	164.60	296.77	94.29
1-101-910.000	INSURANCE GENERAL LIABILITY	750.00	654.77	0.00	95.23	87.30
1-101-960.000	EDUCATION & TRAINING	4,000.00	633.51	0.00	3,366.49	15.84
tal Dept 101 - BOARD-LEGISLATIVE		88,399.00	73,562.38	6,488.43	14,836.62	83.22
pt 172 - MANAGER-ADMINISTRATIVE						
1-172-704.000	SALARIES FULL-TIME	131,534.00	218,239.54	19,784.53	(86,705.54)	165.92
1-172-704.250	SALARY-STIPEND DEGREE	2,500.00	3,615.24	346.14	(1,115.24)	144.61
1-172-704.400	SICK DAY PAY OUT	3,100.00	4,011.87	0.00	(911.87)	129.42
1-172-715.000	FICA EMPLOYER CONTRIBUTION	11,042.00	17,419.22	1,557.31	(6,377.22)	157.75
1-172-716.000	HEALTH INSURANCE	24,000.00	20,955.84	1,909.10	3,044.16	87.32
1-172-716.050	HEALTH SAVINGS ACCOUNT	4,435.00	4,918.91	108.40	(483.91)	110.91
1-172-716.100	VISION/SHORT TERM DISAB/LIFE	1,339.00	1,922.39	197.47	(583.39)	143.57
1-172-716.200	DENTAL INSURANCE	960.00	1,161.90	155.26	(201.90)	121.03
1-172-716.300	INSURANCE LONG TERM DISABILIT	423.00	466.60	46.66	(43.60)	110.31
1-172-718.000	PENSION EMPLOYER CONTRIBUTION	17,920.00	28,711.21	2,561.18	(10,791.21)	160.22
1-172-718.100	DEFERRED COMPENSATIONS CONTRI	5,000.00	884.00	104.00	4,116.00	17.68
1-172-719.000	WORKMEN'S COMP	330.00	449.73	34.22	(119.73)	136.28
1-172-720.000	VEHICLE ALLOWANCE	7,200.00	12,509.92	1,108.53	(5,309.92)	173.75
1-172-740.000	OPERATING SUPPLIES	1,000.00	1,696.18	104.93	(696.18)	169.62
1-172-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,400.00	2,256.78	394.28	(856.78)	161.20
1-172-804.000	MEMBERSHIP & DUES	1,950.00	2,729.42	0.00	(779.42)	139.97
1-172-810.000	CONTRACTED SERVICES	250.00	488.75	0.00	(238.75)	195.50
1-172-817.000	PROFESSIONAL SERVICES	300.00	107.46	0.00	192.54	35.82
1-172-850.100	WIRELESS COMMUNICATIONS	750.00	302.93	28.34	447.07	40.39
1-172-910.000	INSURANCE GENERAL LIABILITY	1,155.00	1,068.12	0.00	86.88	92.48
1-172-936.000	MAINTENANCE AGREEMENTS	200.00	166.66	0.00	33.34	83.33
1-172-956.000	MISCELLANEOUS	1,800.00	0.00	0.00	1,800.00	0.00
1-172-960.000	EDUCATION & TRAINING	5,000.00	4,515.60	90.00	484.40	90.31
tal Dept 172 - MANAGER-ADMINISTRATIVE		223,588.00	328,598.27	28,530.35	(105,010.27)	146.97

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
und 101 - GENERAL OPERATING FUND								
xpenditures								
ept 191 - ELECTIONS								
01-191-704.100	WAGES FULL-TIME HOURLY	7,950.00	1,939.93	0.00	6,010.07	24.40		
01-191-705.000	WAGES PART-TIME HOURLY	22,100.00	12,095.63	0.00	10,004.37	54.73		
01-191-705.125	WAGES ELECTION INSPECTORS	37,455.00	22,805.00	0.00	14,650.00	60.89		
01-191-715.000	FICA EMPLOYER CONTRIBUTION	5,164.00	1,058.38	0.00	4,105.62	20.50		
01-191-716.050	HEALTH SAVINGS ACCOUNT	79.00	9.25	0.00	69.75	11.71		
01-191-718.000	PENSION EMPLOYER CONTRIBUTION	954.00	152.25	0.00	801.75	15.96		
01-191-719.000	WORKMEN'S COMP	400.00	49.25	0.00	350.75	12.31		
01-191-740.000	OPERATING SUPPLIES	17,207.00	10,882.45	68.27	6,324.55	63.24		
01-191-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	3,500.00	10,318.00	0.00	(6,818.00)	294.80		
01-191-810.000	CONTRACTED SERVICES	50,300.00	9,824.00	230.00	40,476.00	19.53		
01-191-817.000	PROFESSIONAL SERVICES	12,000.00	2,050.00	0.00	9,950.00	17.08		
01-191-900.000	LEGAL NOTICES	900.00	314.44	0.00	585.56	34.94		
01-191-910.000	INSURANCE GENERAL LIABILITY	300.00	405.45	0.00	(105.45)	135.15		
01-191-930.000	REPAIRS/MAINTENANCE	100.00	0.00	0.00	100.00	0.00		
01-191-936.000	MAINTENANCE AGREEMENTS	8,500.00	5,699.40	5,699.40	2,800.60	67.05		
01-191-956.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00		
Total Dept 191 - ELECTIONS		167,909.00	77,603.43	5,997.67	90,305.57	46.22		
ept 215 - CLERK								
01-215-704.000	SALARIES FULL-TIME	67,831.00	65,254.64	4,779.30	2,576.36	96.20		
01-215-704.150	SALARY DEPUTY	2,122.00	1,910.88	159.24	211.12	90.05		
01-215-704.400	SICK DAY PAY OUT	400.00	1,575.68	0.00	(1,175.68)	393.92		
01-215-715.000	FICA EMPLOYER CONTRIBUTION	5,382.00	5,012.15	367.91	369.85	93.13		
01-215-716.000	HEALTH INSURANCE	26,662.00	24,464.58	1,978.09	2,197.42	91.76		
01-215-716.050	HEALTH SAVINGS ACCOUNT	3,703.00	4,437.87	49.38	(734.87)	119.85		
01-215-716.100	VISION/SHORT TERM DISAB/LIFE	900.00	745.51	61.36	154.49	82.83		
01-215-716.200	DENTAL INSURANCE	1,811.00	1,663.60	151.69	147.40	91.86		
01-215-716.300	INSURANCE LONG TERM DISABILIT	190.00	159.50	14.50	30.50	83.95		
01-215-718.000	PENSION EMPLOYER CONTRIBUTION	7,739.00	7,561.53	543.24	177.47	97.71		
01-215-719.000	WORKMEN'S COMP	260.00	177.15	7.90	82.85	68.13		
01-215-740.000	OPERATING SUPPLIES	2,000.00	1,488.44	16.97	511.56	74.42		
01-215-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,500.00	1,031.99	0.00	468.01	68.80		
01-215-802.000	LEGAL SERVICES	100.00	0.00	0.00	100.00	0.00		
01-215-804.000	MEMBERSHIP & DUES	310.00	345.00	220.00	(35.00)	111.29		
01-215-810.000	CONTRACTED SERVICES	500.00	57.50	0.00	442.50	11.50		
01-215-817.000	PROFESSIONAL SERVICES	300.00	73.61	0.00	226.39	24.54		
01-215-900.000	LEGAL NOTICES	1,000.00	0.00	0.00	1,000.00	0.00		
01-215-900.100	PUBLICATIONS	20,000.00	20,914.86	0.00	(914.86)	104.57		
01-215-900.300	CODIFICATION OF ORDINANCE	4,000.00	2,524.50	0.00	1,475.50	63.11		
01-215-910.000	INSURANCE GENERAL LIABILITY	955.00	899.72	0.00	55.28	94.21		
01-215-930.000	REPAIRS/MAINTENANCE	100.00	0.00	0.00	100.00	0.00		
01-215-936.000	MAINTENANCE AGREEMENTS	200.00	166.67	0.00	33.33	83.34		
01-215-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00		
01-215-960.000	EDUCATION & TRAINING	1,500.00	721.91	0.00	778.09	48.13		
Total Dept 215 - CLERK		149,565.00	141,187.29	8,349.58	8,377.71	94.40		
ept 253 - TREASURER-FINANCE DEPARTMENT								
01-253-704.000	SALARIES FULL-TIME	110,000.00	59,425.77	5,423.08	50,574.23	54.02		
01-253-704.050	SALARIES FULL-TIME ASSISTANT	59,700.00	60,435.45	4,307.70	(735.45)	101.23		
01-253-704.150	SALARY DEPUTY	2,000.00	230.76	153.84	1,769.24	11.54		
01-253-704.200	WAGES FULL-TIME CLERICAL	4,511.00	4,021.89	291.77	489.11	89.16		

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
nd 101 - GENERAL OPERATING FUND						
penditures						
1-253-704.250	SALARY-STIPEND DEGREE	4,000.00	2,847.85	211.52	1,152.15	71.20
1-253-704.275	SALARY STIPEND-CERTIFICATION	1,400.00	1,061.49	115.38	338.51	75.82
1-253-704.400	SICK DAY PAY OUT	800.00	316.35	0.00	483.65	39.54
1-253-704.716	WAGES IN LIEU OF HEALTH INSUR	4,000.00	4,000.00	0.00	0.00	100.00
1-253-705.000	WAGES PART-TIME HOURLY	40,781.00	41,316.33	3,637.05	(535.33)	101.31
1-253-715.000	FICA EMPLOYER CONTRIBUTION	17,380.00	13,094.11	1,063.19	4,285.89	75.34
1-253-716.000	HEALTH INSURANCE	11,642.00	14,132.17	1,499.55	(2,490.17)	121.39
1-253-716.050	HEALTH SAVINGS ACCOUNT	4,000.00	5,001.72	102.12	(1,001.72)	125.04
1-253-716.100	VISION/SHORT TERM DISAB/LIFE	1,948.00	1,575.32	142.50	372.68	80.87
1-253-716.200	DENTAL INSURANCE	2,045.00	1,898.60	207.30	146.40	92.84
1-253-716.300	INSURANCE LONG TERM DISABILIT	551.00	359.35	30.70	191.65	65.22
1-253-716.600	RETIREE HEALTH INS SUPPLEMENT	2,400.00	2,200.00	200.00	200.00	91.67
1-253-718.000	PENSION EMPLOYER CONTRIBUTION	22,369.00	15,900.21	1,260.40	6,468.79	71.08
1-253-718.100	DEFERRED COMPENSATIONS CONTRI	1,140.00	315.55	0.00	824.45	27.68
1-253-719.000	WORKMEN'S COMP	500.00	548.33	22.62	(48.33)	109.67
1-253-740.000	OPERATING SUPPLIES	8,000.00	7,665.36	423.31	334.64	95.82
1-253-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	3,000.00	2,922.00	179.14	78.00	97.40
1-253-802.000	LEGAL SERVICES	500.00	0.00	0.00	500.00	0.00
1-253-803.000	AUDIT	2,900.00	2,597.00	0.00	303.00	89.55
1-253-804.000	MEMBERSHIP & DUES	1,090.00	1,140.00	259.00	(50.00)	104.59
1-253-810.000	CONTRACTED SERVICES	10,806.00	1,112.50	480.00	9,693.50	10.30
1-253-817.000	PROFESSIONAL SERVICES	5,500.00	2,920.84	675.00	2,579.16	53.11
1-253-830.000	TAX ROLL PREPARATION	38,945.00	36,984.49	0.00	1,960.51	94.97
1-253-910.000	INSURANCE GENERAL LIABILITY	1,505.00	1,408.45	0.00	96.55	93.58
1-253-930.000	REPAIRS/MAINTENANCE	500.00	0.00	0.00	500.00	0.00
1-253-936.000	MAINTENANCE AGREEMENTS	5,977.00	6,089.66	5,923.00	(112.66)	101.88
1-253-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
1-253-960.000	EDUCATION & TRAINING	2,800.00	2,014.95	767.39	785.05	71.96
Total Dept 253 - TREASURER-FINANCE DEPARTMENT		373,190.00	293,536.50	27,375.56	79,653.50	78.66
pt 257 - ASSESSING						
1-257-703.100	SALARY BOARD OF REVIEW	3,000.00	450.00	0.00	2,550.00	15.00
1-257-704.000	SALARIES FULL-TIME	8,487.00	7,857.81	655.93	629.19	92.59
1-257-704.250	SALARY-STIPEND DEGREE	250.00	230.80	19.23	19.20	92.32
1-257-704.400	SICK DAY PAY OUT	300.00	0.00	0.00	300.00	0.00
1-257-704.716	WAGES IN LIEU OF HEALTH INSUR	400.00	399.99	0.00	0.01	100.00
1-257-715.000	FICA EMPLOYER CONTRIBUTION	951.00	691.92	52.34	259.08	72.76
1-257-716.100	VISION/SHORT TERM DISAB/LIFE	300.00	104.66	9.56	195.34	34.89
1-257-716.200	DENTAL INSURANCE	250.00	166.37	15.17	83.63	66.55
1-257-716.300	INSURANCE LONG TERM DISABILIT	100.00	21.89	1.99	78.11	21.89
1-257-718.000	PENSION EMPLOYER CONTRIBUTION	1,038.00	942.70	75.02	95.30	90.82
1-257-718.100	DEFERRED COMPENSATIONS CONTRI	85.00	80.65	6.76	4.35	94.88
1-257-719.000	WORKMEN'S COMP	75.00	17.75	1.24	57.25	23.67
1-257-740.000	OPERATING SUPPLIES	3,400.00	2,058.59	0.00	1,341.41	60.55
1-257-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	200.00	0.00	0.00	200.00	0.00
1-257-802.000	LEGAL SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
1-257-804.000	MEMBERSHIP & DUES	365.00	0.00	0.00	365.00	0.00
1-257-810.000	CONTRACTED SERVICES	95,000.00	87,109.03	7,916.67	7,890.97	91.69
1-257-817.000	PROFESSIONAL SERVICES	7,500.00	49.75	0.00	7,450.25	0.66
1-257-900.000	LEGAL NOTICES	1,000.00	0.00	0.00	1,000.00	0.00
1-257-910.000	INSURANCE GENERAL LIABILITY	2,400.00	2,368.39	0.00	31.61	98.68
1-257-936.000	MAINTENANCE AGREEMENTS	3,300.00	992.67	670.00	2,307.33	30.08
1-257-938.100	GAS & DIESEL FUEL	200.00	0.00	0.00	200.00	0.00
1-257-960.000	EDUCATION & TRAINING	1,600.00	0.00	0.00	1,600.00	0.00

PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
und 101 - GENERAL OPERATING FUND xpensitures						
otal Dept 257 - ASSESSING		134,201.00	103,542.97	9,423.91	30,658.03	77.16
ept 265 - BUILDING & GROUNDS						
01-265-704.100	WAGES FULL-TIME HOURLY	4,000.00	10,655.01	305.52	(6,655.01)	266.38
01-265-705.000	WAGES PART-TIME HOURLY	500.00	0.00	0.00	500.00	0.00
01-265-710.000	WAGES OVERTIME	3,000.00	3,577.33	902.62	(577.33)	119.24
01-265-712.000	WAGES JANITORIAL	9,659.00	13,673.20	1,320.00	(4,014.20)	141.56
01-265-715.000	FICA EMPLOYER CONTRIBUTION	1,315.00	2,076.49	188.59	(761.49)	157.91
01-265-716.050	HEALTH SAVINGS ACCOUNT	40.00	170.81	3.05	(130.81)	427.03
01-265-718.000	PENSION EMPLOYER CONTRIBUTION	840.00	1,449.94	144.99	(609.94)	172.61
01-265-719.000	WORKMEN'S COMP	424.00	1,094.84	36.17	(670.84)	258.22
01-265-740.000	OPERATING SUPPLIES	29,500.00	27,329.84	3,813.24	2,170.16	92.64
01-265-740.125	OPERATING SUPPLIES PASSPORT P	900.00	1,171.44	227.44	(271.44)	130.16
01-265-740.600	BEAUTIFICATION DAY	500.00	0.00	0.00	500.00	0.00
01-265-740.650	SEASONAL BANNERS/HOLIDAY LIGH	1,000.00	725.00	0.00	275.00	72.50
01-265-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,000.00	3,026.45	1,850.00	(2,026.45)	302.65
01-265-810.000	CONTRACTED SERVICES	19,000.00	16,297.87	2,974.25	2,702.13	85.78
01-265-817.000	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
01-265-850.000	TELEPHONE	5,500.00	7,278.61	655.82	(1,778.61)	132.34
01-265-910.000	INSURANCE GENERAL LIABILITY	3,560.00	7,004.27	0.00	(3,444.27)	196.75
01-265-920.000	UTILITIES	27,000.00	26,409.13	2,382.68	590.87	97.81
01-265-930.000	REPAIRS/MAINTENANCE	26,000.00	26,857.86	0.98	(857.86)	103.30
01-265-936.000	MAINTENANCE AGREEMENTS	5,100.00	1,622.45	546.11	3,477.55	31.81
01-265-940.100	EQUIPMENT RENTAL	3,000.00	2,845.46	0.00	154.54	94.85
01-265-970.000	CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	0.00
01-265-974.000	CAPITAL IMPROVEMENTS	2,000,000.00	1,812,388.43	0.00	187,611.57	90.62
otal Dept 265 - BUILDING & GROUNDS		2,154,838.00	1,965,654.43	15,351.46	189,183.57	91.22
ept 276 - CEMETERY						
01-276-704.100	WAGES FULL-TIME HOURLY	8,000.00	1,991.06	0.00	6,008.94	24.89
01-276-705.000	WAGES PART-TIME HOURLY	500.00	0.00	0.00	500.00	0.00
01-276-710.000	WAGES OVERTIME	1,200.00	1,082.80	101.81	117.20	90.23
01-276-715.000	FICA EMPLOYER CONTRIBUTION	742.00	222.77	7.32	519.23	30.02
01-276-716.050	HEALTH SAVINGS ACCOUNT	250.00	100.78	0.00	149.22	40.31
01-276-718.000	PENSION EMPLOYER CONTRIBUTION	1,320.00	351.45	12.22	968.55	26.63
01-276-719.000	WORKMEN'S COMP	360.00	20.16	0.75	339.84	5.60
01-276-740.000	OPERATING SUPPLIES	400.00	0.00	0.00	400.00	0.00
01-276-810.000	CONTRACTED SERVICES	17,000.00	14,037.87	0.00	2,962.13	82.58
01-276-910.000	INSURANCE GENERAL LIABILITY	200.00	113.99	0.00	86.01	57.00
01-276-930.000	REPAIRS/MAINTENANCE	5,500.00	5,987.52	0.00	(487.52)	108.86
01-276-936.000	MAINTENANCE AGREEMENTS	500.00	482.00	482.00	18.00	96.40
01-276-940.100	EQUIPMENT RENTAL	3,820.00	1,378.49	110.00	2,441.51	36.09
otal Dept 276 - CEMETERY		39,792.00	25,768.89	714.10	14,023.11	64.76
ept 282 - GREAT LAKES TECH PARK MTCE						
01-282-704.100	WAGES FULL-TIME HOURLY	650.00	0.00	0.00	650.00	0.00
01-282-715.000	FICA EMPLOYER CONTRIBUTION	40.00	0.00	0.00	40.00	0.00
01-282-716.050	HEALTH SAVINGS ACCOUNT	5.00	0.00	0.00	5.00	0.00
01-282-718.000	PENSION EMPLOYER CONTRIBUTION	60.00	0.00	0.00	60.00	0.00
01-282-719.000	WORKMEN'S COMP	5.00	0.00	0.00	5.00	0.00



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
nd 101 - GENERAL OPERATING FUND						
penditures						
1-282-810.000	CONTRACTED SERVICES	5,000.00	5,207.87	0.00	(207.87)	104.16
1-282-920.000	UTILITIES	5,000.00	1,962.37	164.52	3,037.63	39.25
1-282-930.000	REPAIRS/MAINTENANCE	6,500.00	0.00	0.00	6,500.00	0.00
tal Dept 282 - GREAT LAKES TECH PARK MTCE		17,260.00	7,170.24	164.52	10,089.76	41.54
pt 371 - COMMUNITY DEVELOPMENT						
1-371-703.200	SALARY ZONING BOARDS	3,500.00	1,800.00	0.00	1,700.00	51.43
1-371-704.000	SALARIES FULL-TIME	59,745.00	55,002.14	4,591.28	4,742.86	92.06
1-371-704.100	WAGES FULL-TIME HOURLY	39,364.00	38,975.23	3,253.44	388.77	99.01
1-371-704.250	SALARY-STIPEND DEGREE	1,750.00	1,615.12	134.59	134.88	92.29
1-371-704.400	SICK DAY PAY OUT	400.00	61.49	0.00	338.51	15.37
1-371-704.716	WAGES IN LIEU OF HEALTH INSUR	2,800.00	2,800.03	0.00	(0.03)	100.00
1-371-705.000	WAGES PART-TIME HOURLY	26,400.00	24,728.14	2,120.59	1,671.86	93.67
1-371-710.000	WAGES OVERTIME	100.00	0.00	0.00	100.00	0.00
1-371-715.000	FICA EMPLOYER CONTRIBUTION	10,256.00	9,645.19	762.67	610.81	94.04
1-371-716.000	HEALTH INSURANCE	11,040.00	6,622.51	604.61	4,417.49	59.99
1-371-716.050	HEALTH SAVINGS ACCOUNT	3,400.00	4,139.82	32.54	(739.82)	121.76
1-371-716.100	VISION/SHORT TERM DISAB/LIFE	1,298.00	1,211.89	110.49	86.11	93.37
1-371-716.200	DENTAL INSURANCE	2,198.00	2,015.87	183.81	182.13	91.71
1-371-716.300	INSURANCE LONG TERM DISABILIT	345.00	261.80	23.80	83.20	75.88
1-371-718.000	PENSION EMPLOYER CONTRIBUTION	11,978.00	11,301.50	915.46	676.50	94.35
1-371-718.100	DEFERRED COMPENSATIONS CONTRI	595.00	563.66	47.25	31.34	94.73
1-371-719.000	WORKMEN'S COMP	315.00	294.40	20.14	20.60	93.46
1-371-740.000	OPERATING SUPPLIES	3,500.00	3,038.94	117.43	461.06	86.83
1-371-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,500.00	200.00	0.00	1,300.00	13.33
1-371-802.000	LEGAL SERVICES	7,000.00	5,037.50	487.50	1,962.50	71.96
1-371-804.000	MEMBERSHIP & DUES	550.00	215.00	0.00	335.00	39.09
1-371-804.100	SAGINAW FUTURE	2,333.00	3,000.00	0.00	(667.00)	128.59
1-371-810.000	CONTRACTED SERVICES	15,000.00	5,765.16	57.50	9,234.84	38.43
1-371-817.000	PROFESSIONAL SERVICES	5,000.00	1,622.86	0.00	3,377.14	32.46
1-371-817.100	UPDATE MASTER PLAN	15,000.00	0.00	0.00	15,000.00	0.00
1-371-850.100	WIRELESS COMMUNICATIONS	700.00	353.29	33.36	346.71	50.47
1-371-900.000	LEGAL NOTICES	7,000.00	1,169.42	196.10	5,830.58	16.71
1-371-910.000	INSURANCE GENERAL LIABILITY	2,970.00	2,680.11	0.00	289.89	90.24
1-371-930.000	REPAIRS/MAINTENANCE	800.00	226.00	0.00	574.00	28.25
1-371-936.000	MAINTENANCE AGREEMENTS	350.00	2,046.67	0.00	(1,696.67)	584.76
1-371-938.000	VEHICLE EXPENSE	2,000.00	1,557.79	220.00	442.21	77.89
1-371-938.100	GAS & DIESEL FUEL	1,200.00	589.16	55.00	610.84	49.10
1-371-956.000	MISCELLANEOUS	19,000.00	380.93	0.00	18,619.07	2.00
1-371-960.000	EDUCATION & TRAINING	2,000.00	2,014.08	250.00	(14.08)	100.70
tal Dept 371 - COMMUNITY DEVELOPMENT		261,387.00	190,935.70	14,217.56	70,451.30	73.05
pt 421 - CONSTRUCTION CODES						
1-421-704.000	SALARIES FULL-TIME	17,542.00	15,715.02	1,311.79	1,826.98	89.59
1-421-704.200	WAGES FULL-TIME CLERICAL	46,580.00	42,892.00	3,572.00	3,688.00	92.08
1-421-704.250	SALARY-STIPEND DEGREE	500.00	461.68	38.48	38.32	92.34
1-421-704.400	SICK DAY PAY OUT	300.00	0.00	0.00	300.00	0.00
1-421-704.716	WAGES IN LIEU OF HEALTH INSUR	800.00	799.98	0.00	0.02	100.00
1-421-705.200	WAGES INSPECTORS	90,000.00	79,728.18	4,718.26	10,271.82	88.59
1-421-715.000	FICA EMPLOYER CONTRIBUTION	11,913.00	10,318.31	701.76	1,594.69	86.61
1-421-716.000	HEALTH INSURANCE	21,045.00	19,549.05	1,789.99	1,495.95	92.89
1-421-716.050	HEALTH SAVINGS ACCOUNT	3,468.00	4,178.92	35.72	(710.92)	120.50

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
 PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
und 101 - GENERAL OPERATING FUND						
xpenditures						
01-421-716.100	VISION/SHORT TERM DISAB/LIFE	870.00	811.82	68.70	58.18	93.31
01-421-716.200	DENTAL INSURANCE	2,190.00	1,996.34	182.03	193.66	91.16
01-421-716.300	INSURANCE LONG TERM DISABILIT	200.00	162.90	14.81	37.10	81.45
01-421-718.000	PENSION EMPLOYER CONTRIBUTION	7,229.00	6,603.33	542.94	625.67	91.34
01-421-718.100	DEFERRED COMPENSATIONS CONTRI	178.00	161.17	13.51	16.83	90.54
01-421-719.000	WORKMEN'S COMP	425.00	181.72	19.97	243.28	42.76
01-421-740.000	OPERATING SUPPLIES	2,500.00	2,181.76	67.80	318.24	87.27
01-421-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	0.00	99.18	0.00	(99.18)	100.00
01-421-804.000	MEMBERSHIP & DUES	550.00	0.00	0.00	550.00	0.00
01-421-810.000	CONTRACTED SERVICES	2,000.00	57.50	0.00	1,942.50	2.88
01-421-817.000	PROFESSIONAL SERVICES	20,000.00	4,696.92	0.00	15,303.08	23.48
01-421-850.100	WIRELESS COMMUNICATIONS	260.00	130.20	10.02	129.80	50.08
01-421-900.000	LEGAL NOTICES	200.00	0.00	0.00	200.00	0.00
01-421-910.000	INSURANCE GENERAL LIABILITY	2,185.00	1,916.23	0.00	268.77	87.70
01-421-936.000	MAINTENANCE AGREEMENTS	2,000.00	166.67	0.00	1,833.33	8.33
01-421-938.000	VEHICLE EXPENSE	600.00	1,354.55	0.00	(754.55)	225.76
01-421-938.100	GAS & DIESEL FUEL	950.00	1,467.89	88.53	(517.89)	154.51
01-421-960.000	EDUCATION & TRAINING	1,900.00	1,793.39	0.00	106.61	94.39
otal Dept 421 - CONSTRUCTION CODES		236,385.00	197,424.71	13,176.31	38,960.29	83.52
ept 442 - SIDEWALKS						
01-442-704.100	WAGES FULL-TIME HOURLY	2,000.00	570.83	73.66	1,429.17	28.54
01-442-705.000	WAGES PART-TIME HOURLY	200.00	0.00	0.00	200.00	0.00
01-442-710.000	WAGES OVERTIME	500.00	105.67	36.06	394.33	21.13
01-442-715.000	FICA EMPLOYER CONTRIBUTION	207.00	49.33	7.99	157.67	23.83
01-442-716.000	HEALTH INSURANCE	20.00	0.00	0.00	20.00	0.00
01-442-716.050	HEALTH SAVINGS ACCOUNT	0.00	5.27	0.74	(5.27)	100.00
01-442-718.000	PENSION EMPLOYER CONTRIBUTION	300.00	81.16	13.16	218.84	27.05
01-442-719.000	WORKMEN'S COMP	58.00	146.09	0.93	(88.09)	251.88
01-442-910.000	INSURANCE GENERAL LIABILITY	25.00	313.51	0.00	(288.51)	1,254.04
01-442-930.000	REPAIRS/MAINTENANCE	3,000.00	0.00	0.00	3,000.00	0.00
01-442-940.100	EQUIPMENT RENTAL	1,500.00	0.00	0.00	1,500.00	0.00
01-442-974.000	CAPITAL IMPROVEMENTS	130,000.00	76,876.42	0.00	53,123.58	59.14
otal Dept 442 - SIDEWALKS		137,810.00	78,148.28	132.54	59,661.72	56.71
ept 444 - STORM WATER MANAGEMENT						
01-444-817.000	PROFESSIONAL SERVICES	10,891.00	8,885.94	2,809.60	2,005.06	81.59
otal Dept 444 - STORM WATER MANAGEMENT		10,891.00	8,885.94	2,809.60	2,005.06	81.59
ept 445 - DRAINS AT LARGE						
01-445-806.000	DRAIN AT LARGE	10,000.00	9,268.01	0.00	731.99	92.68
01-445-807.000	TOWNSHIP PROPERTY ASSESSMENT	6,000.00	605.99	0.00	5,394.01	10.10
otal Dept 445 - DRAINS AT LARGE		16,000.00	9,874.00	0.00	6,126.00	61.71
ept 448 - STREET LIGHTING						
01-448-920.000	UTILITIES	66,500.00	68,859.01	6,872.54	(2,359.01)	103.55
01-448-974.000	CAPITAL IMPROVEMENTS	46,324.00	46,324.00	0.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
nd 101 - GENERAL OPERATING FUND						
penditures						
tal Dept 448 - STREET LIGHTING		112,824.00	115,183.01	6,872.54	(2,359.01)	102.09
pt 450 - ROAD PROGRAMS						
1-450-930.000	REPAIRS/MAINTENANCE	191,292.00	179,045.29	0.00	12,246.71	93.60
1-450-974.000	CAPITAL IMPROVEMENTS	130,000.00	(308.25)	0.00	130,308.25	(0.24)
tal Dept 450 - ROAD PROGRAMS		321,292.00	178,737.04	0.00	142,554.96	55.63
pt 752 - ADMINISTRATION						
1-752-702.000	SALARY ELECTED OFFICIALS	2,100.00	1,270.00	130.00	830.00	60.48
1-752-704.000	SALARIES FULL-TIME	143,125.00	125,693.74	11,162.54	17,431.26	87.82
1-752-704.250	SALARY-STIPEND DEGREE	4,000.00	3,461.40	307.68	538.60	86.54
1-752-704.400	SICK DAY PAY OUT	2,300.00	2,623.60	0.00	(323.60)	114.07
1-752-705.000	WAGES PART-TIME HOURLY	28,500.00	29,890.09	2,137.41	(1,390.09)	104.88
1-752-715.000	FICA EMPLOYER CONTRIBUTION	13,772.00	12,432.21	1,027.95	1,339.79	90.27
1-752-716.000	HEALTH INSURANCE	29,575.00	28,444.63	3,533.54	1,130.37	96.18
1-752-716.050	HEALTH SAVINGS ACCOUNT	7,500.00	8,793.82	114.70	(1,293.82)	117.25
1-752-716.100	VISION/SHORT TERM DISAB/LIFE	1,513.00	1,494.31	133.89	18.69	98.76
1-752-716.200	DENTAL INSURANCE	2,378.00	2,107.11	192.13	270.89	88.61
1-752-716.300	INSURANCE LONG TERM DISABILIT	410.00	367.40	33.40	42.60	89.61
1-752-718.000	PENSION EMPLOYER CONTRIBUTION	17,931.00	15,813.38	1,376.42	2,117.62	88.19
1-752-719.000	WORKMEN'S COMP	2,180.00	1,751.25	148.25	428.75	80.33
1-752-740.000	OPERATING SUPPLIES	3,400.00	3,114.77	973.33	285.23	91.61
1-752-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	0.00	296.95	0.00	(296.95)	100.00
1-752-800.000	ADMINISTRATION FEE	10,556.00	0.00	0.00	10,556.00	0.00
1-752-803.000	AUDIT	882.00	882.00	0.00	0.00	100.00
1-752-804.000	MEMBERSHIP & DUES	980.00	605.00	0.00	375.00	61.73
1-752-810.000	CONTRACTED SERVICES	500.00	115.00	0.00	385.00	23.00
1-752-817.000	PROFESSIONAL SERVICES	2,100.00	923.14	0.00	1,176.86	43.96
1-752-900.000	LEGAL NOTICES	250.00	200.34	0.00	49.66	80.14
1-752-901.000	PRINTING & PUBLISHING	2,750.00	351.40	151.58	2,398.60	12.78
1-752-936.000	MAINTENANCE AGREEMENTS	600.00	711.73	132.66	(111.73)	118.62
1-752-960.000	EDUCATION & TRAINING	2,750.00	0.00	0.00	2,750.00	0.00
tal Dept 752 - ADMINISTRATION		280,052.00	241,343.27	21,555.48	38,708.73	86.18
pt 756 - FACILITY ACQUISITION/CONSTRUC						
1-756-974.550	CAPITAL IMPROVEMENTS ROBERTS	36,800.00	17,771.00	0.00	19,029.00	48.29
1-756-974.575	CAPITAL IMP. NATURE PRESERVE	0.00	586,026.06	83,162.70	(586,026.06)	100.00
tal Dept 756 - FACILITY ACQUISITION/CONSTRUC		36,800.00	603,797.06	83,162.70	(566,997.06)	1,640.75
pt 761 - SWIM PROGRAMS						
1-761-705.000	WAGES PART-TIME HOURLY	21,000.00	10,857.00	0.00	10,143.00	51.70
1-761-715.000	FICA EMPLOYER CONTRIBUTION	1,600.00	830.55	0.00	769.45	51.91
1-761-719.000	WORKMEN'S COMP	300.00	(10.83)	0.00	310.83	(3.61)
1-761-740.000	OPERATING SUPPLIES	5,400.00	4,793.78	0.00	606.22	88.77
1-761-930.000	REPAIRS/MAINTENANCE	2,500.00	4,994.85	0.00	(2,494.85)	199.79
tal Dept 761 - SWIM PROGRAMS		30,800.00	21,465.35	0.00	9,334.65	69.69

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

IL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL OPERATING FUND						
Expenditures						
Dept 762 - SENIOR CITIZENS PROGRAMS						
01-762-740.000	OPERATING SUPPLIES	7,000.00	3,625.49	372.64	3,374.51	51.79
Total Dept 762 - SENIOR CITIZENS PROGRAMS		7,000.00	3,625.49	372.64	3,374.51	51.79
Dept 763 - SOCCER						
01-763-705.000	WAGES PART-TIME HOURLY	4,500.00	4,408.18	57.76	91.82	97.96
01-763-715.000	FICA EMPLOYER CONTRIBUTION	344.00	337.23	4.42	6.77	98.03
01-763-719.000	WORKMEN'S COMP	275.00	54.78	0.72	220.22	19.92
01-763-740.000	OPERATING SUPPLIES	4,000.00	2,501.18	235.00	1,498.82	62.53
01-763-740.300	OPERATING SUPPLIES T-SHIRTS	3,650.00	3,199.04	0.00	450.96	87.64
01-763-740.675	SUPPLIES-CONCESSIONS	1,841.00	1,397.97	0.00	443.03	75.94
01-763-740.700	OPERATING SUPPLIES-NON PERISH	150.00	0.00	0.00	150.00	0.00
Total Dept 763 - SOCCER		14,760.00	11,898.38	297.90	2,861.62	80.61
Dept 765 - ADULT SOFTBALL						
01-765-740.000	OPERATING SUPPLIES	700.00	2,189.09	0.00	(1,489.09)	312.73
01-765-740.300	OPERATING SUPPLIES T-SHIRTS	195.00	219.00	0.00	(24.00)	112.31
01-765-810.000	CONTRACTED SERVICES	2,950.00	3,751.00	0.00	(801.00)	127.15
Total Dept 765 - ADULT SOFTBALL		3,845.00	6,159.09	0.00	(2,314.09)	160.18
Dept 766 - YOUTH CLINICS/FLOOR HOCKEY						
01-766-705.000	WAGES PART-TIME HOURLY	3,000.00	2,859.52	1,168.94	140.48	95.32
01-766-715.000	FICA EMPLOYER CONTRIBUTION	230.00	218.74	89.42	11.26	95.10
01-766-719.000	WORKMEN'S COMP	80.00	31.30	11.73	48.70	39.13
01-766-740.000	OPERATING SUPPLIES	800.00	207.96	0.00	592.04	26.00
01-766-740.300	OPERATING SUPPLIES T-SHIRTS	800.00	623.06	0.00	176.94	77.88
01-766-901.000	PRINTING & PUBLISHING	400.00	0.00	0.00	400.00	0.00
Total Dept 766 - YOUTH CLINICS/FLOOR HOCKEY		5,310.00	3,940.58	1,270.09	1,369.42	74.21
Dept 767 - BASKETBALL						
01-767-705.000	WAGES PART-TIME HOURLY	2,252.00	2,021.90	897.21	230.10	89.78
01-767-715.000	FICA EMPLOYER CONTRIBUTION	115.00	154.67	68.61	(39.67)	134.50
01-767-719.000	WORKMEN'S COMP	0.00	24.85	11.31	(24.85)	100.00
01-767-740.000	OPERATING SUPPLIES	500.00	2,035.27	63.96	(1,535.27)	407.05
01-767-740.300	OPERATING SUPPLIES T-SHIRTS	2,400.00	2,132.56	0.00	267.44	88.86
01-767-901.000	PRINTING & PUBLISHING	230.00	0.00	0.00	230.00	0.00
Total Dept 767 - BASKETBALL		5,497.00	6,369.25	1,041.09	(872.25)	115.87
Dept 768 - ARCHERY						
01-768-705.000	WAGES PART-TIME HOURLY	3,750.00	1,581.20	591.98	2,168.80	42.17
01-768-715.000	FICA EMPLOYER CONTRIBUTION	287.00	120.95	45.30	166.05	42.14
01-768-719.000	WORKMEN'S COMP	65.00	19.25	7.46	45.75	29.62
01-768-740.000	OPERATING SUPPLIES	1,550.00	413.29	133.23	1,136.71	26.66
01-768-740.300	OPERATING SUPPLIES T-SHIRTS	750.00	228.80	0.00	521.20	30.51
01-768-901.000	PRINTING & PUBLISHING	122.00	0.00	0.00	122.00	0.00
01-768-942.000	FACILITY FEE	1,960.00	960.00	960.00	1,000.00	48.98



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
nd 101 - GENERAL OPERATING FUND						
penditures						
tal Dept 768 - ARCHERY						
		8,484.00	3,323.49	1,737.97	5,160.51	39.17
pt 769 - VOLLEYBALL						
1-769-740.000	OPERATING SUPPLIES	750.00	339.60	0.00	410.40	45.28
tal Dept 769 - VOLLEYBALL						
		750.00	339.60	0.00	410.40	45.28
pt 770 - OPERATIONS & MAINTENANCE						
1-770-704.100	WAGES FULL-TIME HOURLY	5,500.00	16,517.26	498.01	(11,017.26)	300.31
1-770-705.000	WAGES PART-TIME HOURLY	61,000.00	53,768.28	352.34	7,231.72	88.14
1-770-712.000	WAGES JANITORIAL	4,000.00	1,606.91	0.00	2,393.09	40.17
1-770-715.000	FICA EMPLOYER CONTRIBUTION	5,393.00	5,424.45	62.97	(31.45)	100.58
1-770-716.050	HEALTH SAVINGS ACCOUNT	218.00	679.27	1.25	(461.27)	311.59
1-770-718.000	PENSION EMPLOYER CONTRIBUTION	660.00	1,916.11	61.51	(1,256.11)	290.32
1-770-719.000	WORKMEN'S COMP	1,500.00	2,576.39	8.15	(1,076.39)	171.76
1-770-721.000	UNEMPLOYMENT COMPENSATION	0.00	173.42	0.00	(173.42)	100.00
1-770-740.000	OPERATING SUPPLIES	3,700.00	1,774.53	0.00	1,925.47	47.96
1-770-810.000	CONTRACTED SERVICES	36,000.00	38,315.67	0.00	(2,315.67)	106.43
1-770-850.000	TELEPHONE	2,400.00	653.40	0.00	1,746.60	27.23
1-770-850.100	WIRELESS COMMUNICATIONS	1,800.00	1,489.12	217.18	310.88	82.73
1-770-910.000	INSURANCE GENERAL LIABILITY	14,500.00	9,887.20	0.00	4,612.80	68.19
1-770-920.000	UTILITIES	27,000.00	17,612.70	1,024.69	9,387.30	65.23
1-770-930.000	REPAIRS/MAINTENANCE	66,450.00	84,520.68	629.70	(18,070.68)	127.19
1-770-938.000	VEHICLE EXPENSE	5,700.00	7,773.65	0.00	(2,073.65)	136.38
1-770-938.100	GAS & DIESEL FUEL	8,500.00	6,998.10	104.41	1,501.90	82.33
1-770-940.000	PORTABLE TOILET RENTAL	1,700.00	1,173.32	0.00	526.68	69.02
1-770-940.100	EQUIPMENT RENTAL	2,400.00	14,554.19	0.00	(12,154.19)	606.42
1-770-940.400	LEASE AGREEMENTS LAND/RAILROAD	2,774.00	3,673.67	100.00	(899.67)	132.43
1-770-970.000	CAPITAL OUTLAY	44,000.00	42,126.00	0.00	1,874.00	95.74
tal Dept 770 - OPERATIONS & MAINTENANCE						
		295,195.00	313,214.32	3,060.21	(18,019.32)	106.10
pt 771 - FLAG FOOTBALL						
1-771-705.000	WAGES PART-TIME HOURLY	582.00	390.79	0.00	191.21	67.15
1-771-715.000	FICA EMPLOYER CONTRIBUTION	45.00	29.90	0.00	15.10	66.44
1-771-719.000	WORKMEN'S COMP	110.00	4.84	0.00	105.16	4.40
1-771-740.000	OPERATING SUPPLIES	745.00	337.71	0.00	407.29	45.33
1-771-740.300	OPERATING SUPPLIES T-SHIRTS	812.00	625.93	0.00	186.07	77.08
1-771-901.000	PRINTING & PUBLISHING	115.00	0.00	0.00	115.00	0.00
tal Dept 771 - FLAG FOOTBALL						
		2,409.00	1,389.17	0.00	1,019.83	57.67
pt 772 - NATURE PRESERVE/CENTER						
1-772-705.000	WAGES PART-TIME HOURLY	4,000.00	2,687.98	0.00	1,312.02	67.20
1-772-705.075	PART-TIME DIRECTOR NATURE CENTER/PRESER	31,200.00	26,920.00	2,400.00	4,280.00	86.28
1-772-715.000	FICA EMPLOYER CONTRIBUTION	2,693.00	2,265.00	183.60	428.00	84.11
1-772-719.000	WORKMEN'S COMP	750.00	58.63	3.84	691.37	7.82
1-772-740.000	OPERATING SUPPLIES	7,200.00	4,532.74	0.00	2,667.26	62.95
1-772-740.772	OPERATING SUPPLIES GRANT REVENUES	7,000.00	1,832.25	338.66	5,167.75	26.18
1-772-804.000	MEMBERSHIP & DUES	350.00	231.46	35.00	118.54	66.13
1-772-810.000	CONTRACTED SERVICES	0.00	374.96	99.99	(374.96)	100.00

User: ALEIGHA

B: Thomas Township

PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
und 101 - GENERAL OPERATING FUND						
xpenditures						
01-772-810.100	CONTRACTED SERVICES	1,000.00	501.21	0.00	498.79	50.12
01-772-817.000	PROFESSIONAL SERVICES	800.00	4,808.73	0.00	(4,008.73)	601.09
01-772-901.000	PRINTING & PUBLISHING	5,500.00	907.04	103.00	4,592.96	16.49
01-772-910.000	INSURANCE GENERAL LIABILITY	5,000.00	6,270.23	5,627.00	(1,270.23)	125.40
01-772-920.000	UTILITIES	4,000.00	4,134.84	547.07	(134.84)	103.37
01-772-930.000	REPAIRS/MAINTENANCE	8,250.00	15,902.55	349.07	(7,652.55)	192.76
01-772-940.000	PORTABLE TOILET RENTAL	1,500.00	1,549.32	0.00	(49.32)	103.29
01-772-960.000	EDUCATION & TRAINING	750.00	25.00	25.00	725.00	3.33
01-772-970.000	CAPITAL OUTLAY	30,000.00	20,341.07	0.00	9,658.93	67.80
01-772-974.575	CAPITAL IMPROVEMENTS	0.00	146,722.00	0.00	(146,722.00)	100.00
otal Dept 772 - NATURE PRESERVE/CENTER		109,993.00	240,065.01	9,712.23	(130,072.01)	218.25
ept 774 - SPECIAL EVENTS						
01-774-705.000	WAGES PART-TIME HOURLY	1,500.00	3,304.47	0.00	(1,804.47)	220.30
01-774-715.000	FICA EMPLOYER CONTRIBUTION	115.00	252.80	0.00	(137.80)	219.83
01-774-719.000	WORKMEN'S COMP	100.00	40.97	0.00	59.03	40.97
01-774-740.000	OPERATING SUPPLIES	15,200.00	20,910.21	52.60	(5,710.21)	137.57
01-774-740.150	OPERATING 5K RUN/WALK	1,250.00	0.00	0.00	1,250.00	0.00
01-774-817.000	PROFESSIONAL SERVICES	9,500.00	5,899.00	0.00	3,601.00	62.09
01-774-901.000	PRINTING & PUBLISHING	1,000.00	259.34	0.00	740.66	25.93
01-774-940.000	PORTABLE TOILET RENTAL	1,500.00	1,690.00	0.00	(190.00)	112.67
otal Dept 774 - SPECIAL EVENTS		30,165.00	32,356.79	52.60	(2,191.79)	107.27
ept 775 - DAY CAMP						
01-775-705.000	WAGES PART-TIME HOURLY	19,000.00	20,868.76	0.00	(1,868.76)	109.84
01-775-715.000	FICA EMPLOYER CONTRIBUTION	1,500.00	1,596.45	0.00	(96.45)	106.43
01-775-719.000	WORKMEN'S COMP	200.00	226.24	0.00	(26.24)	113.12
01-775-740.000	OPERATING SUPPLIES	1,650.00	2,074.76	0.00	(424.76)	125.74
01-775-831.000	FIELD TRIPS	2,500.00	2,927.00	0.00	(427.00)	117.08
01-775-901.000	PRINTING & PUBLISHING	1,050.00	0.00	0.00	1,050.00	0.00
otal Dept 775 - DAY CAMP		25,900.00	27,693.21	0.00	(1,793.21)	106.92
ept 776 - TRAIN						
01-776-705.000	WAGES PART-TIME HOURLY	2,000.00	720.00	0.00	1,280.00	36.00
01-776-715.000	FICA EMPLOYER CONTRIBUTION	153.00	55.08	0.00	97.92	36.00
01-776-719.000	WORKMEN'S COMP	50.00	0.00	0.00	50.00	0.00
01-776-901.000	PRINTING & PUBLISHING	582.00	0.00	0.00	582.00	0.00
01-776-930.000	REPAIRS/MAINTENANCE	5,000.00	3,879.02	68.97	1,120.98	77.58
01-776-938.100	GAS & DIESEL FUEL	375.00	223.12	0.00	151.88	59.50
otal Dept 776 - TRAIN		8,160.00	4,877.22	68.97	3,282.78	59.77
ept 995 - TRANSFER-OUT						
01-995-999.205	PUBLIC SAFETY - FIRE	218,049.00	0.00	0.00	218,049.00	0.00
01-995-999.206	TRASNFER OUT FIRE APPARATUS	42,250.00	40,000.00	0.00	2,250.00	94.67
01-995-999.207	PUBLIC SAFETY - POLICE	218,049.00	0.00	0.00	218,049.00	0.00
otal Dept 995 - TRANSFER-OUT		478,348.00	40,000.00	0.00	438,348.00	8.36

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2025	MONTH 02/28/2025	BALANCE	
nd 101 - GENERAL OPERATING FUND						
penditures						
TAL EXPENDITURES		5,788,799.00	5,357,670.36	261,936.01	431,128.64	92.55
nd 101 - GENERAL OPERATING FUND:						
TAL REVENUES		4,048,135.00	3,492,649.25	397,577.69	555,485.75	86.28
TAL EXPENDITURES		5,788,799.00	5,357,670.36	261,936.01	431,128.64	92.55
T OF REVENUES & EXPENDITURES		(1,740,664.00)	(1,865,021.11)	135,641.68	124,357.11	107.14

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 02/28/2025

IL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 205 - PUBLIC SAFETY-FIRE DEPARTMENT						
Revenues						
Dept 000						
05-000-402.000	PROPERTY TAXES	636,565.00	(26.06)	0.00	636,591.06	0.00
05-000-405.000	DEL'Q PERSONAL PROPERTY	250.00	2,360.94	0.00	(2,110.94)	944.38
05-000-410.000	PERSONAL PROPERTY TAXES	49,398.00	0.00	0.00	49,398.00	0.00
05-000-410.100	PERSONAL PROPERTY REPLACEMENT	53,348.00	0.00	0.00	53,348.00	0.00
05-000-437.000	I.F.T.	28,653.00	0.00	0.00	28,653.00	0.00
05-000-566.000	GRANT	0.00	6,410.00	0.00	(6,410.00)	100.00
05-000-629.000	REPORTS	100.00	0.00	0.00	100.00	0.00
05-000-630.000	NON-RESIDENT FEES	750.00	2,863.50	0.00	(2,113.50)	381.80
05-000-665.000	INTEREST EARNED	12,000.00	14,457.55	0.00	(2,457.55)	120.48
05-000-673.100	SALE OF FIXED ASSETS	0.00	3,555.00	0.00	(3,555.00)	100.00
05-000-675.000	DONATIONS/CONTRIBUTION	10,000.00	16,168.95	0.00	(6,168.95)	161.69
05-000-676.000	REFUNDS-REBATES	0.00	596.14	0.00	(596.14)	100.00
05-000-693.000	MISCELLANEOUS	0.00	1,962.40	0.00	(1,962.40)	100.00
05-000-699.101	TRANSFER FROM GENERAL FUND	218,050.00	0.00	0.00	218,050.00	0.00
Total Dept 000		1,009,114.00	48,348.42	0.00	960,765.58	4.79
TOTAL REVENUES		1,009,114.00	48,348.42	0.00	960,765.58	4.79
Expenditures						
Dept 000						
05-000-704.000	SALARIES FULL-TIME	94,825.00	87,872.98	7,334.92	6,952.02	92.67
05-000-704.025	SALARIES FULL-TIME FIREFIGHTER	211,311.00	202,079.89	16,206.40	9,231.11	95.63
05-000-704.100	WAGES FULL-TIME HOURLY	1,500.00	(18,691.50)	868.80	20,191.50	(1,246.1
05-000-704.250	SALARY-STIPEND DEGREE	1,500.00	1,384.56	115.38	115.44	92.30
05-000-704.400	SICK DAY PAY OUT	1,000.00	3,139.97	0.00	(2,139.97)	314.00
05-000-705.000	WAGES PART-TIME HOURLY	21,000.00	23,107.98	1,988.46	(2,107.98)	110.04
05-000-705.200	WAGES INSPECTORS	0.00	2,250.00	0.00	(2,250.00)	100.00
05-000-705.300	WAGES PART-TIME FIRERUNS	105,000.00	83,682.54	8,295.45	21,317.46	79.70
05-000-712.000	WAGES JANITORIAL	13,000.00	12,150.87	1,059.88	849.13	93.47
05-000-715.000	FICA EMPLOYER CONTRIBUTION	34,359.00	31,212.16	2,696.34	3,146.84	90.84
05-000-716.000	HEALTH INSURANCE	72,000.00	64,199.64	5,801.98	7,800.36	89.17
05-000-716.050	HEALTH SAVINGS ACCOUNT	15,150.00	18,003.11	245.19	(2,853.11)	118.83
05-000-716.100	VISION/SHORT TERM DISAB/LIFE	3,461.00	3,151.11	295.97	309.89	91.05
05-000-716.200	DENTAL INSURANCE	6,478.00	6,430.81	461.89	47.19	99.27
05-000-716.300	INSURANCE LONG TERM DISABILIT	721.00	772.86	70.26	(51.86)	107.19
05-000-718.000	PENSION EMPLOYER CONTRIBUTION	37,216.00	36,900.30	3,040.92	315.70	99.15
05-000-719.000	WORKMEN'S COMP	9,000.00	11,317.12	720.33	(2,317.12)	125.75
05-000-740.000	OPERATING SUPPLIES	12,000.00	11,095.55	3,031.81	904.45	92.46
05-000-742.000	UNIFORMS	5,000.00	2,959.25	0.00	2,040.75	59.19
05-000-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	4,000.00	285.49	0.00	3,714.51	7.14
05-000-800.000	ADMINISTRATION FEE	8,827.00	0.00	0.00	8,827.00	0.00
05-000-802.000	LEGAL SERVICES	1,000.00	1,325.00	0.00	(325.00)	132.50
05-000-803.000	AUDIT	900.00	882.00	0.00	18.00	98.00
05-000-804.000	MEMBERSHIP & DUES	2,280.00	1,047.50	330.00	1,232.50	45.94
05-000-810.000	CONTRACTED SERVICES	13,300.00	18,290.77	2,898.70	(4,990.77)	137.52
05-000-817.000	PROFESSIONAL SERVICES	3,000.00	301.66	0.00	2,698.34	10.06
05-000-836.000	EMPLOYMENT PHYSICALS	10,000.00	4,709.48	0.00	5,290.52	47.09
05-000-836.100	IMMUNIZATIONS	1,400.00	870.00	0.00	530.00	62.14
05-000-850.000	TELEPHONE	2,500.00	3,418.21	248.69	(918.21)	136.73
05-000-850.100	WIRELESS COMMUNICATIONS	2,600.00	706.29	70.82	1,893.71	27.17
05-000-900.000	LEGAL NOTICES	100.00	24.62	0.00	75.38	24.62
05-000-910.000	INSURANCE GENERAL LIABILITY	30,000.00	38,829.77	0.00	(8,829.77)	129.43



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
nd 205 - PUBLIC SAFETY-FIRE DEPARTMENT						
penditures						
5-000-920.000	UTILITIES	28,000.00	21,175.88	2,316.85	6,824.12	75.63
5-000-930.000	REPAIRS/MAINTENANCE	4,000.00	4,964.24	433.35	(964.24)	124.11
5-000-930.100	REPAIRS & MAINTENANCE FS#1	4,000.00	5,199.57	0.00	(1,199.57)	129.99
5-000-930.200	REPAIRS & MAINTENANCE FS#2	20,000.00	2,902.38	3.99	17,097.62	14.51
5-000-936.000	MAINTENANCE AGREEMENTS	5,000.00	5,299.10	1,580.51	(299.10)	105.98
5-000-938.000	VEHICLE EXPENSE	18,000.00	16,695.83	1,983.32	1,304.17	92.75
5-000-938.100	GAS & DIESEL FUEL	14,000.00	8,407.30	636.96	5,592.70	60.05
5-000-940.100	EQUIPMENT RENTAL	800.00	788.26	0.00	11.74	98.53
5-000-956.000	MISCELLANEOUS	500.00	2,306.12	0.00	(1,806.12)	461.22
5-000-960.000	EDUCATION & TRAINING	13,000.00	14,879.23	2,020.78	(1,879.23)	114.46
5-000-970.000	CAPITAL OUTLAY	15,000.00	8,841.67	0.00	6,158.33	58.94
5-000-974.000	CAPITAL IMPROVEMENTS	0.00	782.50	0.00	(782.50)	100.00
5-000-999.206	TRASNFER OUT FIRE APPARATUS	42,250.00	42,250.00	0.00	0.00	100.00
tal Dept 000		888,978.00	788,202.07	64,757.95	100,775.93	88.66
TAL EXPENDITURES		888,978.00	788,202.07	64,757.95	100,775.93	88.66
nd 205 - PUBLIC SAFETY-FIRE DEPARTMENT:						
TAL REVENUES		1,009,114.00	48,348.42	0.00	960,765.58	4.79
TAL EXPENDITURES		888,978.00	788,202.07	64,757.95	100,775.93	88.66
T OF REVENUES & EXPENDITURES		120,136.00	(739,853.65)	(64,757.95)	859,989.65	615.85

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE APPARATUS						
Revenues						
Dept 000						
06-000-402.000	PROPERTY TAXES	141,459.00	(2.74)	0.00	141,461.74	0.00
06-000-405.000	DEL'Q PERSONAL PROPERTY	50.00	524.64	0.00	(474.64)	1,049.28
06-000-410.000	PERSONAL PROPERTY TAXES	10,977.00	0.00	0.00	10,977.00	0.00
06-000-410.100	PERSONAL PROPERTY REPLACEMENT	21,770.00	0.00	0.00	21,770.00	0.00
06-000-437.000	I.F.T.	6,367.00	0.00	0.00	6,367.00	0.00
06-000-528.000	OTHER FEDERAL GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
06-000-665.000	INTEREST EARNED	3,000.00	2,177.74	0.00	822.26	72.59
06-000-673.100	SALE OF FIXED ASSETS	80,000.00	0.00	0.00	80,000.00	0.00
06-000-699.101	TRANSFER FROM GENERAL FUND	42,250.00	40,000.00	0.00	2,250.00	94.67
06-000-699.205	TRANSFER IN FROM PS FIRE	42,250.00	42,250.00	0.00	0.00	100.00
Total Dept 000		358,123.00	84,949.64	0.00	273,173.36	23.72
TOTAL REVENUES		358,123.00	84,949.64	0.00	273,173.36	23.72
Expenditures						
Dept 000						
06-000-746.000	EQUIPMENT	12,000.00	0.00	0.00	12,000.00	0.00
06-000-936.000	MAINTENANCE AGREEMENTS	23,700.00	0.00	0.00	23,700.00	0.00
06-000-938.000	VEHICLE EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
06-000-970.000	CAPITAL OUTLAY	144,000.00	86,353.40	11,156.25	57,646.60	59.97
06-000-974.000	CAPITAL IMPROVEMENTS	0.00	115,022.33	0.00	(115,022.33)	100.00
06-000-991.000	PRINCIPAL PUBLIC SAFETY FIRE ST ADDITIO	41,918.00	35,021.50	3,544.00	6,896.50	83.55
06-000-995.100	INTEREST INSTALLMENT PURCHASE AGREEMENT	42,539.00	35,359.20	3,494.07	7,179.80	83.12
Total Dept 000		265,157.00	271,756.43	18,194.32	(6,599.43)	102.49
TOTAL EXPENDITURES		265,157.00	271,756.43	18,194.32	(6,599.43)	102.49
Fund 206 - FIRE APPARATUS:						
TOTAL REVENUES		358,123.00	84,949.64	0.00	273,173.36	23.72
TOTAL EXPENDITURES		265,157.00	271,756.43	18,194.32	(6,599.43)	102.49
NET OF REVENUES & EXPENDITURES		92,966.00	(186,806.79)	(18,194.32)	279,772.79	200.94

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
nd 207 - PUBLIC SAFETY-POLICE						
venues						
pt 000						
7-000-402.000	PROPERTY TAXES	1,060,942.00	(183.10)	0.00	1,061,125.10	(0.02)
7-000-405.000	DEL'Q PERSONAL PROPERTY	250.00	3,940.01	0.00	(3,690.01)	1,576.00
7-000-410.000	PERSONAL PROPERTY TAXES	82,330.00	0.00	0.00	82,330.00	0.00
7-000-410.100	PERSONAL PROPERTY REPLACEMENT	116,088.00	0.00	0.00	116,088.00	0.00
7-000-437.000	I.F.T.	47,754.00	0.00	0.00	47,754.00	0.00
7-000-528.000	OTHER FEDERAL GRANTS	4,000.00	0.00	0.00	4,000.00	0.00
7-000-539.000	JUSTICE TRAINING FUND	2,000.00	2,926.16	0.00	(926.16)	146.31
7-000-566.000	GRANT	1,800.00	15,235.00	0.00	(13,435.00)	846.39
7-000-570.000	LIQUOR LICENSE	10,500.00	10,435.70	0.00	64.30	99.39
7-000-607.100	COURT ORDERED FEES	100.00	581.50	0.00	(481.50)	581.50
7-000-626.000	SWAN VALLEY POLICE SECURITY	36,000.00	58,473.02	17,661.60	(22,473.02)	162.43
7-000-629.000	REPORTS	750.00	1,194.85	99.00	(444.85)	159.31
7-000-665.000	INTEREST EARNED	20,000.00	34,072.18	0.00	(14,072.18)	170.36
7-000-673.100	SALE OF FIXED ASSETS	0.00	4,500.00	0.00	(4,500.00)	100.00
7-000-675.000	DONATIONS/CONTRIBUTION	0.00	18,621.35	0.00	(18,621.35)	100.00
7-000-676.000	REFUNDS-REBATES	0.00	574.00	574.00	(574.00)	100.00
7-000-693.000	MISCELLANEOUS	0.00	22,106.40	0.00	(22,106.40)	100.00
7-000-699.101	TRANSFER FROM GENERAL FUND	218,048.00	0.00	0.00	218,048.00	0.00
tal Dept 000		1,600,562.00	172,477.07	18,334.60	1,428,084.93	10.78
TAL REVENUES		1,600,562.00	172,477.07	18,334.60	1,428,084.93	10.78
penditures						
pt 000						
7-000-704.000	SALARIES FULL-TIME	177,295.00	154,652.57	11,747.02	22,642.43	87.23
7-000-704.100	WAGES FULL-TIME HOURLY	450,000.00	355,856.66	38,953.00	94,143.34	79.08
7-000-704.200	WAGES FULL-TIME CLERICAL	46,426.00	42,791.53	3,572.00	3,634.47	92.17
7-000-704.250	SALARY-STIPEND DEGREE	1,500.00	1,384.32	115.36	115.68	92.29
7-000-704.400	SICK DAY PAY OUT	1,000.00	6,813.28	0.00	(5,813.28)	681.33
7-000-704.716	WAGES IN LIEU OF HEALTH INSUR	0.00	500.00	0.00	(500.00)	100.00
7-000-705.000	WAGES PART-TIME HOURLY	36,550.00	18,469.30	1,074.97	18,080.70	50.53
7-000-709.000	WAGES COURT TIME	4,500.00	4,274.70	573.55	225.30	94.99
7-000-710.000	WAGES OVERTIME	50,000.00	53,239.59	4,124.50	(3,239.59)	106.48
7-000-712.000	WAGES JANITORIAL	8,000.00	6,359.04	556.52	1,640.96	79.49
7-000-715.000	FICA EMPLOYER CONTRIBUTION	59,308.00	50,156.83	4,519.63	9,151.17	84.57
7-000-716.000	HEALTH INSURANCE	110,000.00	99,750.12	9,142.68	10,249.88	90.68
7-000-716.050	HEALTH SAVINGS ACCOUNT	30,264.00	34,003.38	523.46	(3,739.38)	112.36
7-000-716.100	VISION/SHORT TERM DISAB/LIFE	7,000.00	6,154.70	595.34	845.30	87.92
7-000-716.200	DENTAL INSURANCE	11,010.00	8,716.37	809.28	2,293.63	79.17
7-000-716.300	INSURANCE LONG TERM DISABILIT	1,750.00	1,544.08	148.59	205.92	88.23
7-000-716.600	RETIREE HEALTH INS SUPPLEMENT	4,800.00	4,400.00	400.00	400.00	91.67
7-000-718.000	PENSION EMPLOYER CONTRIBUTION	87,687.00	75,141.00	7,028.86	12,546.00	85.69
7-000-719.000	WORKMEN'S COMP	9,000.00	8,368.17	626.36	631.83	92.98
7-000-740.000	OPERATING SUPPLIES	12,000.00	27,588.35	1,365.91	(15,588.35)	229.90
7-000-742.000	UNIFORMS	12,000.00	12,276.93	1,286.38	(276.93)	102.31
7-000-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	2,000.00	880.49	595.00	1,119.51	44.02
7-000-800.000	ADMINISTRATION FEE	8,670.00	0.00	0.00	8,670.00	0.00
7-000-802.000	LEGAL SERVICES	24,000.00	11,687.50	1,125.00	12,312.50	48.70
7-000-803.000	AUDIT	950.00	931.00	0.00	19.00	98.00
7-000-804.000	MEMBERSHIP & DUES	2,205.00	240.00	0.00	1,965.00	10.88
7-000-810.000	CONTRACTED SERVICES	34,118.00	9,724.34	2,652.35	24,393.66	28.50
7-000-817.000	PROFESSIONAL SERVICES	1,500.00	1,629.42	0.00	(129.42)	108.63

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
und 207 - PUBLIC SAFETY-POLICE						
xpenditures						
07-000-836.000	EMPLOYMENT PHYSICALS	500.00	1,925.00	0.00	(1,425.00)	385.00
07-000-850.000	TELEPHONE	2,000.00	1,875.13	135.53	124.87	93.76
07-000-850.100	WIRELESS COMMUNICATIONS	2,700.00	2,316.38	426.14	383.62	85.79
07-000-910.000	INSURANCE GENERAL LIABILITY	13,131.00	12,512.57	0.00	618.43	95.29
07-000-920.000	UTILITIES	6,000.00	4,906.40	654.28	1,093.60	81.77
07-000-930.000	REPAIRS/MAINTENANCE	52,500.00	3,435.37	433.35	49,064.63	6.54
07-000-936.000	MAINTENANCE AGREEMENTS	9,933.00	11,009.26	1,460.51	(1,076.26)	110.84
07-000-938.000	VEHICLE EXPENSE	22,500.00	3,384.85	135.18	19,115.15	15.04
07-000-938.100	GAS & DIESEL FUEL	25,000.00	17,654.63	1,904.20	7,345.37	70.62
07-000-940.100	EQUIPMENT RENTAL	500.00	326.93	0.00	173.07	65.39
07-000-940.200	COLD STORAGE LEASE	1,800.00	0.00	0.00	1,800.00	0.00
07-000-956.000	MISCELLANEOUS	1,000.00	596.28	216.28	403.72	59.63
07-000-960.000	EDUCATION & TRAINING	7,500.00	16,861.49	12,795.00	(9,361.49)	224.82
07-000-970.000	CAPITAL OUTLAY	65,000.00	64,167.98	0.00	832.02	98.72
otal Dept 000		1,403,597.00	1,138,505.94	109,696.23	265,091.06	81.11
OTAL EXPENDITURES		1,403,597.00	1,138,505.94	109,696.23	265,091.06	81.11
und 207 - PUBLIC SAFETY-POLICE:						
OTAL REVENUES		1,600,562.00	172,477.07	18,334.60	1,428,084.93	10.78
OTAL EXPENDITURES		1,403,597.00	1,138,505.94	109,696.23	265,091.06	81.11
ET OF REVENUES & EXPENDITURES		196,965.00	(966,028.87)	(91,361.63)	1,162,993.87	490.46



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

, NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2025	MONTH 02/28/2025	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	USED
nd 246 - ROAD REVOLVING FUND							
venues							
pt 000							
6-000-665.000	INTEREST EARNED	12,000.00	2,144.98	0.00		9,855.02	17.87
6-000-665.200	INTEREST REVENUE SPEC ASSESSM	16,086.00	0.00	0.00		16,086.00	0.00
6-000-672.100	SPECIAL ASSESSMENT REVENUE RO	44,122.00	1,903.68	0.00		42,218.32	4.31
Total Dept 000		72,208.00	4,048.66	0.00		68,159.34	5.61
TOTAL REVENUES		72,208.00	4,048.66	0.00		68,159.34	5.61
nd 246 - ROAD REVOLVING FUND:							
TOTAL REVENUES		72,208.00	4,048.66	0.00		68,159.34	5.61
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00
T OF REVENUES & EXPENDITURES		72,208.00	4,048.66	0.00		68,159.34	5.61

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL)			
und 248 - Downtown Development Authority								
Revenues								
Dept 000								
48-000-402.000	PROPERTY TAXES	89,556.00	(108.47)	0.00	89,664.47	(0.12)		
48-000-405.000	DEL'Q PERSONAL PROPERTY	366.00	62.60	0.00	303.40	17.10		
48-000-406.000	PROPERTY TAX CAPTURE	21,044.00	559.64	0.00	20,484.36	2.66		
48-000-410.000	PERSONAL PROPERTY TAXES	11,417.00	0.00	0.00	11,417.00	0.00		
48-000-665.000	INTEREST EARNED	3,500.00	8,226.44	0.00	(4,726.44)	235.04		
48-000-675.000	DONATIONS/CONTRIBUTION	25,000.00	17,500.00	0.00	7,500.00	70.00		
48-000-677.000	REIMBURSEMENTS	18,500.00	3,391.25	0.00	15,108.75	18.33		
Total Dept 000		169,383.00	29,631.46	0.00	139,751.54	17.49		
TOTAL REVENUES		169,383.00	29,631.46	0.00	139,751.54	17.49		
Expenditures								
Dept 000								
48-000-704.100	WAGES FULL-TIME HOURLY	6,000.00	7,106.14	18.14	(1,106.14)	118.44		
48-000-705.000	WAGES PART-TIME HOURLY	250.00	0.00	0.00	250.00	0.00		
48-000-710.000	WAGES OVERTIME	50.00	235.24	0.00	(185.24)	470.48		
48-000-715.000	FICA EMPLOYER CONTRIBUTION	482.00	529.50	1.31	(47.50)	109.85		
48-000-716.050	HEALTH SAVINGS ACCOUNT	60.00	283.23	0.18	(223.23)	472.05		
48-000-718.000	PENSION EMPLOYER CONTRIBUTION	726.00	912.92	2.18	(186.92)	125.75		
48-000-719.000	WORKMEN'S COMP	80.00	113.06	0.31	(33.06)	141.33		
48-000-740.000	OPERATING SUPPLIES	250.00	1,931.05	0.00	(1,681.05)	772.42		
48-000-803.000	AUDIT	400.00	392.00	0.00	8.00	98.00		
48-000-900.100	PUBLICATIONS	500.00	1,000.00	0.00	(500.00)	200.00		
48-000-910.000	INSURANCE GENERAL LIABILITY	3,495.00	3,600.00	0.00	(105.00)	103.00		
48-000-920.000	UTILITIES	2,000.00	2,111.30	199.92	(111.30)	105.57		
48-000-930.000	REPAIRS/MAINTENANCE	18,500.00	15,118.69	1,924.54	3,381.31	81.72		
48-000-940.100	EQUIPMENT RENTAL	3,000.00	5,216.40	0.00	(2,216.40)	173.88		
48-000-974.000	CAPITAL IMPROVEMENTS	245,000.00	80,000.00	80,000.00	165,000.00	32.65		
Total Dept 000		280,793.00	118,549.53	82,146.58	162,243.47	42.22		
TOTAL EXPENDITURES		280,793.00	118,549.53	82,146.58	162,243.47	42.22		
und 248 - Downtown Development Authority:								
TOTAL REVENUES		169,383.00	29,631.46	0.00	139,751.54	17.49		
TOTAL EXPENDITURES		280,793.00	118,549.53	82,146.58	162,243.47	42.22		
NET OF REVENUES & EXPENDITURES		(111,410.00)	(88,918.07)	(82,146.58)	(22,491.93)	79.81		

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2025	MONTH 02/28/2025	BALANCE	
nd 271 - LIBRARY FUND						
venues						
pt 000						
71-000-402.000	PROPERTY TAXES	450,000.00	(22.82)	0.00	450,022.82	(0.01)
71-000-405.000	DEL'Q PERSONAL PROPERTY	0.00	740.22	0.00	(740.22)	100.00
71-000-410.000	PERSONAL PROPERTY TAXES	36,000.00	0.00	0.00	36,000.00	0.00
71-000-410.100	PERSONAL PROPERTY REPLACEMENT	40,000.00	0.00	0.00	40,000.00	0.00
71-000-437.000	I.F.T.	20,000.00	0.00	0.00	20,000.00	0.00
71-000-576.000	STATE AID PAYMENT	12,000.00	12,176.32	0.00	(176.32)	101.47
71-000-656.000	BOOK FINES	3,400.00	2,972.00	217.50	428.00	87.41
71-000-660.000	PENAL FINES	17,000.00	25,327.07	0.00	(8,327.07)	148.98
71-000-665.000	INTEREST EARNED	10,800.00	13,292.26	0.00	(2,492.26)	123.08
71-000-666.271	EVA EARLE TRUST-SNB DIVIDENDS	5,500.00	4,765.63	941.08	734.37	86.65
71-000-671.000	MISCELLANEOUS	1,500.00	4,782.56	0.00	(3,282.56)	318.84
71-000-675.000	DONATIONS/CONTRIBUTION	4,000.00	17,900.01	0.00	(13,900.01)	447.50
71-000-675.100	MEMORIALS-CHILDREN	100.00	575.00	0.00	(475.00)	575.00
71-000-675.200	MEMORIALS ADULTS	450.00	2,325.00	0.00	(1,875.00)	516.67
71-000-679.000	LOST BOOK REIMBURSEMENTS	250.00	467.95	0.00	(217.95)	187.18
71-000-687.000	REFUNDS/REBATES	50.00	5.85	0.00	44.15	11.70
Total Dept 000		601,050.00	85,307.05	1,158.58	515,742.95	14.19
TOTAL REVENUES		601,050.00	85,307.05	1,158.58	515,742.95	14.19
penditures						
pt 000						
71-000-704.500	WAGES LIBRARY	230,000.00	202,543.10	22,332.91	27,456.90	88.06
71-000-715.000	FICA EMPLOYER CONTRIBUTION	18,000.00	16,375.70	1,705.97	1,624.30	90.98
71-000-716.000	HEALTH INSURANCE	14,000.00	11,365.43	1,034.15	2,634.57	81.18
71-000-716.500	DISABILITY	9,500.00	5,154.18	0.00	4,345.82	54.25
71-000-719.000	WORKMEN'S COMP	1,300.00	989.68	0.26	310.32	76.13
71-000-727.000	OFFICE SUPPLIES	4,500.00	2,467.17	0.00	2,032.83	54.83
71-000-728.000	CHILDRENS BOOKS	15,000.00	7,245.75	705.00	7,754.25	48.31
71-000-728.100	ADULT BOOKS	20,000.00	7,838.72	1,324.70	12,161.28	39.19
71-000-728.200	AUDIO/VISUAL BOOKS	4,500.00	382.33	382.33	4,117.67	8.50
71-000-730.000	PERIODICALS	6,000.00	2,882.84	0.00	3,117.16	48.05
71-000-732.000	CHILDRENS PROGRAMS	10,000.00	6,331.83	1,237.52	3,668.17	63.32
71-000-800.000	ADMINISTRATION FEE	11,600.00	0.00	0.00	11,600.00	0.00
71-000-803.000	AUDIT	650.00	588.00	0.00	62.00	90.46
71-000-804.000	MEMBERSHIP & DUES	4,600.00	4,337.33	0.00	262.67	94.29
71-000-850.000	TELEPHONE	4,500.00	2,675.41	181.30	1,824.59	59.45
71-000-901.000	PRINTING & PUBLISHING	1,500.00	630.18	208.00	869.82	42.01
71-000-910.000	INSURANCE GENERAL LIABILITY	10,500.00	10,505.00	10,505.00	(5.00)	100.05
71-000-920.000	UTILITIES	14,000.00	11,910.23	1,607.39	2,089.77	85.07
71-000-930.000	REPAIRS/MAINTENANCE	17,000.00	15,656.03	1,408.99	1,343.97	92.09
71-000-936.000	MAINTENANCE AGREEMENTS	3,800.00	416.85	0.00	3,383.15	10.97
71-000-938.000	VEHICLE EXPENSE	250.00	0.00	0.00	250.00	0.00
71-000-956.000	MISCELLANEOUS	15,000.00	6,840.61	25.00	8,159.39	45.60
71-000-960.000	EDUCATION & TRAINING	400.00	50.00	0.00	350.00	12.50
71-000-970.000	CAPITAL OUTLAY	25,000.00	8,193.89	0.00	16,806.11	32.78
71-000-974.000	CAPITAL IMPROVEMENTS	159,450.00	37,237.50	14,950.00	122,212.50	23.35
Total Dept 000		601,050.00	362,617.76	57,608.52	238,432.24	60.33
TOTAL EXPENDITURES		601,050.00	362,617.76	57,608.52	238,432.24	60.33

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	02/28/2025	MONTH	02/28/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
und 271 - LIBRARY FUND							
und 271 - LIBRARY FUND:							
OTAL REVENUES		601,050.00	85,307.05		1,158.58	515,742.95	14.19
OTAL EXPENDITURES		601,050.00	362,617.76		57,608.52	238,432.24	60.33
ET OF REVENUES & EXPENDITURES		0.00	(277,310.71)		(56,449.94)	277,310.71	100.00



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

, NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
nd 587 - STATE OF MICHIGAN GRANT						
venues						
pt 000						
17-000-566.000	GRANT	0.00	14,500,000.00	0.00	(14,500,000.00)	100.00
Total Dept 000		0.00	14,500,000.00	0.00	(14,500,000.00)	100.00
TOTAL REVENUES		0.00	14,500,000.00	0.00	(14,500,000.00)	100.00
penditures						
pt 000						
17-000-800.000	ADMINISTRATION FEE	0.00	129,911.95	0.00	(129,911.95)	100.00
17-000-802.000	LEGAL SERVICES	0.00	75.00	0.00	(75.00)	100.00
17-000-974.590	SEWER IMPROVEMENTS	0.00	7,066,051.56	14,499.31	(7,066,051.56)	100.00
17-000-974.591	WATER IMPROVEMENTS	0.00	3,804,869.83	847,985.99	(3,804,869.83)	100.00
Total Dept 000		0.00	11,000,908.34	862,485.30	(11,000,908.34)	100.00
TOTAL EXPENDITURES		0.00	11,000,908.34	862,485.30	(11,000,908.34)	100.00
nd 587 - STATE OF MICHIGAN GRANT :						
TOTAL REVENUES		0.00	14,500,000.00	0.00	(14,500,000.00)	100.00
TOTAL EXPENDITURES		0.00	11,000,908.34	862,485.30	(11,000,908.34)	100.00
T OF REVENUES & EXPENDITURES		0.00	3,499,091.66	(862,485.30)	(3,499,091.66)	100.00

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

IL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
90-000-450.000	LICENSE & PERMITS	100.00	165.00	0.00	(65.00)	165.00
90-000-566.100	GRANT	0.00	13,551.36	13,551.36	(13,551.36)	100.00
90-000-608.000	USAGE	2,601,500.00	1,303,687.55	105,566.06	1,297,812.45	50.11
90-000-608.100	ADMINISTRATION FEE	4,000.00	0.00	0.00	4,000.00	0.00
90-000-608.200	CAPACITY FEE	30,000.00	16,000.00	0.00	14,000.00	53.33
90-000-608.400	READY TO SERVE	350,000.00	293,486.40	23,642.24	56,513.60	83.85
90-000-610.000	CONNECTIONS	6,000.00	34,750.00	0.00	(28,750.00)	579.17
90-000-659.000	PENALTY	12,000.00	11,635.23	965.55	364.77	96.96
90-000-665.000	INTEREST EARNED	100,000.00	241,451.59	0.00	(141,451.59)	241.45
90-000-667.100	EQUIPMENT RENTAL	3,500.00	5,763.51	0.00	(2,263.51)	164.67
90-000-673.100	SALE OF FIXED ASSETS	6,000.00	3,000.00	0.00	3,000.00	50.00
90-000-676.000	REFUNDS-REBATES	0.00	60.50	0.00	(60.50)	100.00
90-000-680.000	REIMBURSEMENT	100,000.00	6,304.54	0.00	93,695.46	6.30
90-000-693.000	MISCELLANEOUS	0.00	1,040.10	0.00	(1,040.10)	100.00
90-000-693.200	LOCAL CONTRIBUTIONS	0.00	3,852,361.67	0.00	(3,852,361.67)	100.00
90-000-693.300	GRANT REVENUES	7,000,000.00	0.00	0.00	7,000,000.00	0.00
Total Dept 000		10,213,100.00	5,783,257.45	143,725.21	4,429,842.55	56.63
TOTAL REVENUES		10,213,100.00	5,783,257.45	143,725.21	4,429,842.55	56.63
Expenditures						
Dept 536 - ADMINISTRATION						
90-536-704.000	SALARIES FULL-TIME	48,500.00	44,282.41	3,696.40	4,217.59	91.30
90-536-704.200	WAGES FULL-TIME CLERICAL	21,500.00	5,548.67	1,312.98	15,951.33	25.81
90-536-705.000	WAGES PART-TIME HOURLY	10,250.00	8,857.62	722.91	1,392.38	86.42
90-536-715.000	FICA EMPLOYER CONTRIBUTION	6,139.00	5,382.16	433.56	756.84	87.67
90-536-716.000	HEALTH INSURANCE	11,300.00	7,475.17	658.38	3,824.83	66.15
90-536-716.050	HEALTH SAVINGS ACCOUNT	3,500.00	3,187.78	36.96	312.22	91.08
90-536-716.100	VISION/SHORT TERM DISAB/LIFE	800.00	641.94	58.42	158.06	80.24
90-536-716.200	DENTAL INSURANCE	1,300.00	1,368.13	144.11	(68.13)	105.24
90-536-716.300	INSURANCE LONG TERM DISABILIT	190.00	171.58	15.11	18.42	90.31
90-536-718.000	PENSION EMPLOYER CONTRIBUTION	8,000.00	7,403.09	601.13	596.91	92.54
90-536-719.000	WORKMEN'S COMP	800.00	293.47	24.72	506.53	36.68
90-536-740.000	OPERATING SUPPLIES	10,000.00	10,759.95	1,479.58	(759.95)	107.60
90-536-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,500.00	1,149.77	467.06	350.23	76.65
90-536-800.000	ADMINISTRATION FEE	110,300.00	0.00	0.00	110,300.00	0.00
90-536-802.000	LEGAL SERVICES	800.00	473.75	0.00	326.25	59.22
90-536-803.000	AUDIT	1,700.00	1,666.00	0.00	34.00	98.00
90-536-804.000	MEMBERSHIP & DUES	2,700.00	3,000.00	0.00	(300.00)	111.11
90-536-810.000	CONTRACTED SERVICES	4,750.00	4,560.29	393.12	189.71	96.01
90-536-817.000	PROFESSIONAL SERVICES	300.00	0.00	0.00	300.00	0.00
90-536-900.000	LEGAL NOTICES	250.00	100.92	0.00	149.08	40.37
90-536-936.000	MAINTENANCE AGREEMENTS	500.00	2,524.48	1,785.17	(2,024.48)	504.90
90-536-960.000	EDUCATION & TRAINING	1,000.00	39.50	0.00	960.50	3.95
Total Dept 536 - ADMINISTRATION		246,079.00	108,886.68	11,829.61	137,192.32	44.25
Dept 540 - OPERATIONS & MAINTENANCE						
90-540-704.100	WAGES FULL-TIME HOURLY	141,000.00	123,439.79	11,901.98	17,560.21	87.55
90-540-704.400	SICK DAY PAY OUT	0.00	447.38	0.00	(447.38)	100.00
90-540-704.600	WAGES PAGERS	3,900.00	3,650.54	0.00	249.46	93.60
90-540-705.000	WAGES PART-TIME HOURLY	15,000.00	19,288.67	1,623.81	(4,288.67)	128.59

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

, NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE (ABNORMAL)		
und 590 - SEWER FUND							
penditures							
00-540-705.150	WAGES-PROJECT MANAGEMENT	30,000.00	9,075.09	0.00	20,924.91	30.25	
00-540-710.000	WAGES OVERTIME	9,000.00	13,280.01	1,643.82	(4,280.01)	147.56	
00-540-715.000	FICA EMPLOYER CONTRIBUTION	15,216.00	12,291.90	1,105.59	2,924.10	80.78	
00-540-716.000	HEALTH INSURANCE	32,000.00	28,941.48	2,702.16	3,058.52	90.44	
00-540-716.050	HEALTH SAVINGS ACCOUNT	8,150.00	10,353.79	119.09	(2,203.79)	127.04	
00-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,850.00	1,697.84	159.31	152.16	91.78	
00-540-716.200	DENTAL INSURANCE	4,000.00	3,337.71	345.60	662.29	83.44	
00-540-716.300	INSURANCE LONG TERM DISABILIT	400.00	392.15	36.85	7.85	98.04	
00-540-718.000	PENSION EMPLOYER CONTRIBUTION	18,468.00	17,029.69	1,625.49	1,438.31	92.21	
00-540-719.000	WORKMEN'S COMP	2,000.00	2,058.12	100.44	(58.12)	102.91	
00-540-740.000	OPERATING SUPPLIES	2,500.00	4,018.71	0.00	(1,518.71)	160.75	
00-540-742.000	UNIFORMS	3,900.00	3,698.87	425.87	201.13	94.84	
00-540-810.000	CONTRACTED SERVICES	5,000.00	3,691.68	58.95	1,308.32	73.83	
00-540-817.000	PROFESSIONAL SERVICES	10,000.00	17,899.43	0.00	(7,899.43)	178.99	
00-540-836.000	EMPLOYMENT PHYSICALS	500.00	120.00	0.00	380.00	24.00	
00-540-850.000	TELEPHONE	3,700.00	2,797.77	127.03	902.23	75.62	
00-540-850.100	WIRELESS COMMUNICATIONS	1,800.00	833.29	63.42	966.71	46.29	
00-540-910.000	INSURANCE GENERAL LIABILITY	23,000.00	19,666.23	0.00	3,333.77	85.51	
00-540-920.000	UTILITIES	90,000.00	76,296.21	3,721.15	13,703.79	84.77	
00-540-922.000	SEWAGE TREATMENT FEES	766,500.00	243,336.01	0.00	523,163.99	31.75	
00-540-930.000	REPAIRS/MAINTENANCE	147,500.00	193,708.44	30,992.19	(46,208.44)	131.33	
00-540-932.000	MISS DIG SERVICES	1,500.00	0.00	0.00	1,500.00	0.00	
00-540-936.000	MAINTENANCE AGREEMENTS	13,170.00	13,276.88	881.64	(106.88)	100.81	
00-540-938.000	VEHICLE EXPENSE	12,000.00	9,802.64	1,092.32	2,197.36	81.69	
00-540-938.100	GAS & DIESEL FUEL	14,000.00	11,282.44	1,189.10	2,717.56	80.59	
00-540-939.000	CONTRACTED CONNECTIONS	6,000.00	24,450.00	0.00	(18,450.00)	407.50	
00-540-956.000	MISCELLANEOUS	100.00	90.26	0.00	9.74	90.26	
00-540-960.000	EDUCATION & TRAINING	1,000.00	640.00	0.00	360.00	64.00	
00-540-968.000	DEPRECIATION	390,000.00	0.00	0.00	390,000.00	0.00	
Total Dept 540 - OPERATIONS & MAINTENANCE		1,773,154.00	870,893.02	59,915.81	902,260.98	49.12	
ept 900 - CAPITAL CONTROL							
00-900-970.000	CAPITAL OUTLAY	86,000.00	83,462.61	0.00	2,537.39	97.05	
00-900-974.000	CAPITAL IMPROVEMENTS	7,000,000.00	250,000.00	0.00	6,750,000.00	3.57	
00-900-974.175	SANITARY SEWER HSC IMPROVEMENTS	0.00	3,677,177.37	299,462.20	(3,677,177.37)	100.00	
00-900-974.185	CAPITAL IMPROVEMENTS SPECIAL PROJECT	0.00	3,679,756.02	0.00	(3,679,756.02)	100.00	
Total Dept 900 - CAPITAL CONTROL		7,086,000.00	7,690,396.00	299,462.20	(604,396.00)	108.53	
TOTAL EXPENDITURES		9,105,233.00	8,670,175.70	371,207.62	435,057.30	95.22	
und 590 - SEWER FUND:							
TOTAL REVENUES		10,213,100.00	5,783,257.45	143,725.21	4,429,842.55	56.63	
TOTAL EXPENDITURES		9,105,233.00	8,670,175.70	371,207.62	435,057.30	95.22	
NET OF REVENUES & EXPENDITURES		1,107,867.00	(2,886,918.25)	(227,482.41)	3,994,785.25	260.58	

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP

PERIOD ENDING 02/28/2025

FUND NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 591 - WATER FUND							
Revenues							
Dept 000							
91-000-608.000	USAGE	3,721,750.00	3,061,392.81	214,921.53	660,357.19	82.26	
91-000-608.200	CAPACITY FEE	25,000.00	24,375.00	0.00	625.00	97.50	
91-000-608.400	READY TO SERVE	2,050,000.00	1,793,175.35	174,665.88	256,824.65	87.47	
91-000-609.000	TURN ON/TURN OFF	4,800.00	4,020.00	400.00	780.00	83.75	
91-000-610.000	CONNECTIONS	50,920.00	71,185.48	0.00	(20,265.48)	139.80	
91-000-652.000	NSF CHECK FEE	200.00	873.53	70.00	(673.53)	436.77	
91-000-659.000	PENALTY	21,000.00	21,064.28	2,146.79	(64.28)	100.31	
91-000-665.000	INTEREST EARNED	50,000.00	99,235.64	0.00	(49,235.64)	198.47	
91-000-667.100	EQUIPMENT RENTAL	3,500.00	20,612.24	0.00	(17,112.24)	588.92	
91-000-673.100	SALE OF FIXED ASSETS	6,000.00	3,000.00	0.00	3,000.00	50.00	
91-000-680.000	REIMBURSEMENT	14,000,000.00	7,927.90	0.00	13,992,072.10	0.06	
91-000-693.000	MISCELLANEOUS	0.00	6,096.25	0.00	(6,096.25)	100.00	
91-000-693.200	LOCAL CONTRIBUTIONS	0.00	2,398,286.74	0.00	(2,398,286.74)	100.00	
91-000-694.000	CASH OVER/SHORT	0.00	(42.91)	(8.99)	42.91	100.00	
91-000-695.000	REFUNDS/REIMBURSEMENTS	0.00	60.50	0.00	(60.50)	100.00	
Total Dept 000		19,933,170.00	7,511,262.81	392,195.21	12,421,907.19	37.68	
TOTAL REVENUES		19,933,170.00	7,511,262.81	392,195.21	12,421,907.19	37.68	
Expenditures							
Dept 536 - ADMINISTRATION							
91-536-704.000	SALARIES FULL-TIME	48,500.00	44,279.94	3,696.20	4,220.06	91.30	
91-536-704.200	WAGES FULL-TIME CLERICAL	21,500.00	5,316.73	1,312.86	16,183.27	24.73	
91-536-705.000	WAGES PART-TIME HOURLY	10,250.00	8,857.22	722.90	1,392.78	86.41	
91-536-715.000	FICA EMPLOYER CONTRIBUTION	6,000.00	5,381.12	433.50	618.88	89.69	
91-536-716.000	HEALTH INSURANCE	11,300.00	7,475.17	658.38	3,824.83	66.15	
91-536-716.050	HEALTH SAVINGS ACCOUNT	3,500.00	3,187.74	36.96	312.26	91.08	
91-536-716.100	VISION/SHORT TERM DISAB/LIFE	800.00	642.00	58.43	158.00	80.25	
91-536-716.200	DENTAL INSURANCE	1,300.00	1,368.18	144.11	(68.18)	105.24	
91-536-716.300	INSURANCE LONG TERM DISABILIT	190.00	171.58	15.11	18.42	90.31	
91-536-718.000	PENSION EMPLOYER CONTRIBUTION	8,000.00	7,402.63	601.09	597.37	92.53	
91-536-719.000	WORKMEN'S COMP	800.00	292.78	24.67	507.22	36.60	
91-536-740.000	OPERATING SUPPLIES	10,000.00	11,056.22	1,479.58	(1,056.22)	110.56	
91-536-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,500.00	1,149.78	467.06	350.22	76.65	
91-536-800.000	ADMINISTRATION FEE	110,300.00	0.00	0.00	110,300.00	0.00	
91-536-802.000	LEGAL SERVICES	800.00	136.25	0.00	663.75	17.03	
91-536-803.000	AUDIT	1,700.00	1,666.00	0.00	34.00	98.00	
91-536-804.000	MEMBERSHIP & DUES	8,860.00	9,070.03	0.00	(210.03)	102.37	
91-536-810.000	CONTRACTED SERVICES	4,750.00	4,561.10	393.13	188.90	96.02	
91-536-900.000	LEGAL NOTICES	250.00	100.92	0.00	149.08	40.37	
91-536-901.000	PRINTING & PUBLISHING	250.00	0.00	0.00	250.00	0.00	
91-536-936.000	MAINTENANCE AGREEMENTS	1,000.00	2,524.48	1,785.17	(1,524.48)	252.45	
91-536-960.000	EDUCATION & TRAINING	1,500.00	39.50	0.00	1,460.50	2.63	
Total Dept 536 - ADMINISTRATION		253,050.00	114,679.37	11,829.15	138,370.63	45.32	
Dept 540 - OPERATIONS & MAINTENANCE							
91-540-704.100	WAGES FULL-TIME HOURLY	141,000.00	123,975.15	11,725.36	17,024.85	87.93	
91-540-704.400	SICK DAY PAY OUT	1,000.00	447.42	0.00	552.58	44.74	
91-540-704.600	WAGES PAGERS	3,900.00	3,649.46	0.00	250.54	93.58	
91-540-705.000	WAGES PART-TIME HOURLY	15,000.00	19,554.75	1,666.42	(4,554.75)	130.37	
91-540-705.150	WAGES-PROJECT MANAGEMENT	30,000.00	9,074.91	0.00	20,925.09	30.25	



REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
nd 591 - WATER FUND						
penditures						
1-540-710.000	WAGES OVERTIME	9,000.00	11,894.69	2,168.57	(2,894.69)	132.16
1-540-715.000	FICA EMPLOYER CONTRIBUTION	15,292.00	12,243.51	1,133.53	3,048.49	80.06
1-540-716.000	HEALTH INSURANCE	32,000.00	28,941.48	2,702.16	3,058.52	90.44
1-540-716.050	HEALTH SAVINGS ACCOUNT	7,660.00	10,431.31	117.20	(2,771.31)	136.18
1-540-716.100	VISION/SHORT TERM DISAB/LIFE	1,850.00	1,697.84	159.31	152.16	91.78
1-540-716.200	DENTAL INSURANCE	4,000.00	3,337.71	345.60	662.29	83.44
1-540-716.300	INSURANCE LONG TERM DISABILIT	400.00	392.15	36.85	7.85	98.04
1-540-718.000	PENSION EMPLOYER CONTRIBUTION	18,588.00	16,860.60	1,667.26	1,727.40	90.71
1-540-719.000	WORKMEN'S COMP	2,200.00	2,478.87	159.54	(278.87)	112.68
1-540-740.000	OPERATING SUPPLIES	2,500.00	4,018.71	0.00	(1,518.71)	160.75
1-540-742.000	UNIFORMS	3,900.00	3,698.82	425.87	201.18	94.84
1-540-810.000	CONTRACTED SERVICES	5,000.00	16,850.11	482.20	(11,850.11)	337.00
1-540-817.000	PROFESSIONAL SERVICES	20,000.00	20,001.58	0.00	(1.58)	100.01
1-540-836.000	EMPLOYMENT PHYSICALS	500.00	120.00	0.00	380.00	24.00
1-540-850.000	TELEPHONE	3,700.00	1,562.14	13.15	2,137.86	42.22
1-540-850.100	WIRELESS COMMUNICATIONS	1,800.00	833.31	63.42	966.69	46.30
1-540-910.000	INSURANCE GENERAL LIABILITY	25,000.00	24,806.07	0.00	193.93	99.22
1-540-918.000	CITY WATER SERVICES AGREEMENT	32,000.00	32,000.00	0.00	0.00	100.00
1-540-920.000	UTILITIES	15,000.00	14,257.04	2,222.20	742.96	95.05
1-540-927.000	PURCHASING WATER	2,558,500.00	2,153,618.63	155,414.00	404,881.37	84.18
1-540-927.100	READINESS TO SERVE CITY OF SA	1,750,000.00	1,096,815.00	112,707.00	653,185.00	62.68
1-540-930.000	REPAIRS/MAINTENANCE	125,000.00	126,827.43	11,233.38	(1,827.43)	101.46
1-540-930.300	WATER METER REPLACEMENT	10,000.00	8,597.93	0.00	1,402.07	85.98
1-540-932.000	MISS DIG SERVICES	1,500.00	2,010.59	0.00	(510.59)	134.04
1-540-936.000	MAINTENANCE AGREEMENTS	1,900.00	342.17	0.00	1,557.83	18.01
1-540-938.000	VEHICLE EXPENSE	12,000.00	9,893.66	1,092.33	2,106.34	82.45
1-540-938.100	GAS & DIESEL FUEL	14,000.00	11,282.49	1,189.10	2,717.51	80.59
1-540-939.000	CONTRACTED CONNECTIONS	32,000.00	21,991.70	1,450.00	10,008.30	68.72
1-540-940.400	LEASE AGREEMENTS LAND/RAILROAD	4,100.00	4,323.69	0.00	(223.69)	105.46
1-540-956.000	MISCELLANEOUS	0.00	79.60	0.00	(79.60)	100.00
1-540-960.000	EDUCATION & TRAINING	2,000.00	1,535.00	0.00	465.00	76.75
1-540-968.000	DEPRECIATION	400,000.00	0.00	0.00	400,000.00	0.00
tal Dept 540 - OPERATIONS & MAINTENANCE		5,302,290.00	3,800,445.52	308,174.45	1,501,844.48	71.68
pt 900 - CAPITAL CONTROL						
1-900-970.000	CAPITAL OUTLAY	86,000.00	83,462.61	0.00	2,537.39	97.05
1-900-974.000	CAPITAL IMPROVEMENTS	323,462.00	1,256,639.95	0.00	(933,177.95)	388.50
1-900-974.185	CAPITAL IMPROVEMENTS SPECIAL PROJECT	14,000,000.00	2,475,758.70	0.00	11,524,241.30	17.68
tal Dept 900 - CAPITAL CONTROL		14,409,462.00	3,815,861.26	0.00	10,593,600.74	26.48
TAL EXPENDITURES		19,964,802.00	7,730,986.15	320,003.60	12,233,815.85	38.72
nd 591 - WATER FUND:						
TAL REVENUES		19,933,170.00	7,511,262.81	392,195.21	12,421,907.19	37.68
TAL EXPENDITURES		19,964,802.00	7,730,986.15	320,003.60	12,233,815.85	38.72
T OF REVENUES & EXPENDITURES		(31,632.00)	(219,723.34)	72,191.61	188,091.34	694.62

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
und 596 - MUNICIPAL REFUSE FUND						
Revenues						
Dept 000						
96-000-404.000	SPECIAL ASSESSMENT REVENUE	1,027,890.00	0.00	0.00	1,027,890.00	0.00
96-000-665.000	INTEREST EARNED	4,000.00	2,765.46	0.00	1,234.54	69.14
96-000-674.000	MUNICIPAL REFUSE REVENUE	1,000.00	1,259.30	0.00	(259.30)	125.93
Total Dept 000		1,032,890.00	4,024.76	0.00	1,028,865.24	0.39
TOTAL REVENUES		1,032,890.00	4,024.76	0.00	1,028,865.24	0.39
Expenditures						
Dept 000						
96-000-704.100	WAGES FULL-TIME HOURLY	2,000.00	2,708.13	578.03	(708.13)	135.41
96-000-710.000	WAGES OVERTIME	200.00	409.02	240.66	(209.02)	204.51
96-000-715.000	FICA EMPLOYER CONTRIBUTION	168.00	229.33	59.46	(61.33)	136.51
96-000-716.050	HEALTH SAVINGS ACCOUNT	20.00	686.71	5.78	(666.71)	3,433.55
96-000-718.000	PENSION EMPLOYER CONTRIBUTION	264.00	405.00	98.24	(141.00)	153.41
96-000-719.000	WORKMEN'S COMP	35.00	33.34	15.72	1.66	95.26
96-000-740.000	OPERATING SUPPLIES	4,000.00	342.18	0.00	3,657.82	8.55
96-000-800.000	ADMINISTRATION FEE	31,581.00	0.00	0.00	31,581.00	0.00
96-000-803.000	AUDIT	200.00	196.00	0.00	4.00	98.00
96-000-808.000	REFUSE CONTRACT	1,005,000.00	771,001.05	61,738.09	233,998.95	76.72
96-000-910.000	INSURANCE GENERAL LIABILITY	2,800.00	2,389.92	0.00	410.08	85.35
96-000-930.000	REPAIRS/MAINTENANCE	2,000.00	3,476.00	0.00	(1,476.00)	173.80
96-000-936.000	MAINTENANCE AGREEMENTS	175.00	166.66	0.00	8.34	95.23
96-000-940.100	EQUIPMENT RENTAL	2,100.00	2,646.40	0.00	(546.40)	126.02
96-000-964.000	REFUNDS	0.00	16.00	0.00	(16.00)	100.00
Total Dept 000		1,050,543.00	784,705.74	62,735.98	265,837.26	74.70
TOTAL EXPENDITURES		1,050,543.00	784,705.74	62,735.98	265,837.26	74.70
und 596 - MUNICIPAL REFUSE FUND:						
TOTAL REVENUES		1,032,890.00	4,024.76	0.00	1,028,865.24	0.39
TOTAL EXPENDITURES		1,050,543.00	784,705.74	62,735.98	265,837.26	74.70
NET OF REVENUES & EXPENDITURES		(17,653.00)	(780,680.98)	(62,735.98)	763,027.98	4,422.37

REVENUE AND EXPENDITURE REPORT FOR THOMAS TOWNSHIP  
PERIOD ENDING 02/28/2025

L NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	DECREASE	NORMAL (ABNORMAL)	BALANCE	
Fund 603 - TECHNOLOGY FUND								
Revenues								
Dept 000								
03-000-665.000	INTEREST EARNED	1,000.00	444.29	0.00		555.71	44.43	
03-000-677.101	REIMBURSEMENTS FROM GEERAL FUND	26,000.00	38,507.88	13,937.52		(12,507.88)	148.11	
03-000-677.205	REIMBURSEMENTS FROM PUBLIC SAFETY FIRE	7,000.00	4,962.23	2,371.76		2,037.77	70.89	
03-000-677.207	REIMBURSEMENTS PUBLIC SAFETY POLICE	7,000.00	7,445.62	3,594.26		(445.62)	106.37	
03-000-677.590	REIMBURSEMENTS FROM SEWER FUND	3,800.00	6,264.03	2,765.86		(2,464.03)	164.84	
03-000-677.591	REIMBURSEMENTS FROM WATER	3,800.00	4,509.06	2,765.85		(709.06)	118.66	
03-000-677.596	REIMBURSEMENTS FROM MUNICIPAL REFUSE	0.00	166.66	0.00		(166.66)	100.00	
03-000-677.752	REIMBURSEMENTS FROM PARKS	1,000.00	0.00	0.00		1,000.00	0.00	
Total Dept 000		49,600.00	62,299.77	25,435.25		(12,699.77)	125.60	
TOTAL REVENUES		49,600.00	62,299.77	25,435.25		(12,699.77)	125.60	
Expenditures								
Dept 000								
03-000-745.200	SOFTWARE	3,000.00	3,193.69	36.56		(193.69)	106.46	
03-000-745.225	CONTRACTED SERVCIES	17,000.00	25,360.00	0.00		(8,360.00)	149.18	
03-000-745.250	COMPUTERS & PERIPHERALS	6,000.00	12,743.58	0.00		(6,743.58)	212.39	
03-000-745.275	COPIER RELATED COSTS	6,400.00	7,239.44	92.32		(839.44)	113.12	
03-000-745.300	SOFTWARE SUPPORT AGREEMENTS	17,200.00	20,579.50	0.00		(3,379.50)	119.65	
Total Dept 000		49,600.00	69,116.21	128.88		(19,516.21)	139.35	
TOTAL EXPENDITURES		49,600.00	69,116.21	128.88		(19,516.21)	139.35	
Fund 603 - TECHNOLOGY FUND:								
TOTAL REVENUES		49,600.00	62,299.77	25,435.25		(12,699.77)	125.60	
TOTAL EXPENDITURES		49,600.00	69,116.21	128.88		(19,516.21)	139.35	
NET OF REVENUES & EXPENDITURES		0.00	(6,816.44)	25,306.37		6,816.44	100.00	
TOTAL REVENUES - ALL FUNDS		39,087,335.00	31,778,256.34	978,426.54		7,309,078.66	81.30	
TOTAL EXPENDITURES - ALL FUNDS		39,398,552.00	36,293,194.23	2,210,900.99		3,105,357.77	92.12	
NET OF REVENUES & EXPENDITURES		(311,217.00)	(4,514,937.89)	(1,232,474.45)		4,203,720.89	1,450.74	

## **PARKS AND RECREATION REPORT MARCH 2025**

### **ROETHKE PARK**

I have started putting together the summer plan for getting the park ready including the pool. Emptying trash weekly as the park still has lots of visitors.

### **ROBERTS PARK**

I have started to put the plan together to get the park ready for spring. Working on a plan to remove the old play equipment and getting the fields ready. Emptying trash weekly as the park still has lots of visitors.

### **COMMUNITY PARK**

None.

### **DAY PARK**

Lots of sledding going on with the new snow! It's been packed!

### **PROGRAMS**

Boys and Girls 2<sup>nd</sup>-4<sup>th</sup> league will start March 1<sup>st</sup>. We have 6 teams for boys and girls which is more than we had for the 4<sup>th</sup>-6<sup>th</sup> league. The soccer clinic has over 90 kids in it also which is really good. The second session of Archery registration is selling out fast and looks like it will be full soon. We have begun taking registrations for Spring Soccer and Flag Football, it will be here before we know it.

We have been conducting interviews to replace Tyler with a new Recreation Assistant position.

### **NATURE CENTER PRESERVE**

Report from Lynda Thayer





Nature Center & Preserve  
6660 Gratiot Rd, Saginaw, Michigan 48609-4896  
989.245.0801 | fax 989.781.0290  
[www.thomastwp.org](http://www.thomastwp.org)

## NATURE CENTER AND PRESERVE REPORT

### March 2025

#### NATURE PRESERVE UPDATE

Our DNR 2021 Grant work is completed. The next step is to submit paperwork to the DNR and get the grant closed.

The construction of the bridge nearly completed. Finishing touches and the metal plates that connect the bridge to the trail need to be added. They will come back in the spring to hand seed and clean up anything that can't see in all the snow.

We continue to plan for the next phase in the nature preserve-planting, the children's interactive area and the serenity garden will be started this year.

#### NATURE CENTER UPDATE

The nature center's hours continue to be Tuesdays from 3-7 pm, Wednesday-Friday 12-4 pm. I will attempt to be open the first or second Saturday of every month for more opportunities for visitors to come in. We are also offering programs: Tuesdays from 5-7 pm is FUN (Families United in Nature), Wednesdays from 12-2 pm for Grown up activities, and Thursdays from 1-2, we host a pre-school activity group called Little Acorns.

We are hosting a fundraiser at the nature center on March 22 from 2-6 pm. We are requesting a \$10 donation at the door and will have multiple display areas that highlight our project as well as appetizers, non-alcoholic beverages, and entertainment. Invitations were sent to the same people that were invited to the grand opening, as well as additional supporters (volunteers, members, donors) and it will be advertised on our outdoor sign and on Facebook.

The field trip brochure was sent out to local school districts and interest is increasing. Hopefully we will have a full schedule of field trips this spring.

We are working on developing three summer nature camp experiences, TENTATIVELY set for June 23-27, July 14-18, and August 11-15. We are thinking of providing nature experiences and having each camp end with a culminating project that will be part of the children's interactive area in the nature preserve.