



Agenda
THOMAS TOWNSHIP REGULAR PARK COMMISSION MEETING
August 22nd 2022
6:30pm
Public Safety Building
8215 Shields Drive
Saginaw, MI 48609

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of July 25th minutes
6. Approval of Expenditures
7. Public Comment

It is requested that you state your name and address for the record.

8. Public Hearing
None
9. New Business
 - a. Approval of Park Train Policy for operating two trains at once.
10. Old Business
 - a. None
11. Reports
 - A. Parks Report:
 - B. Sports Committee report:
 - C. Concert Committee Report:
 - D. Finance Committee Report:
 - E. Commissioners:

12. Other Business

13. Adjournment

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



**Thomas Township Parks & Recreation Commission
Regular Meeting Minutes
Monday, July 25th, 2022
6:30pm
8215 Shields Drive
Saginaw, MI 48609**

1. The regular commission meeting called to order at 6:35 pm by Chairman, Scott Branch
2. PRESENT: Alworden, Branch, Hoffman, Rusch, Sova
ABSENT: Aimar, Blower
3. Pledge of Allegiance recited.
4. Motion made by Alworden, seconded by Sova, to approve the agenda as presented. Motion carried unanimously.

**Agenda
THOMAS TOWNSHIP REGULAR PARK COMMISSION MEETING
July 25th 2022
6:30pm
Public Safety Building
8215 Shields Drive
Saginaw, MI 48609**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of June 27th minutes
6. Approval of Expenditures
7. Public Comment
It is requested that you state your name and address for the record.
8. Public Hearing
None
9. New Business
 - a. Approval of Financial Forecast and Capital Improvement Plan.
10. Old Business
 - a. None
11. Reports
 - A. Parks Report:
 - B. Sports Committee report:
 - C. Concert Committee Report:
 - D. Finance Committee Report:
 - E. Commissioners:
12. Other Business
13. Adjournment

5. Motion made by Rusch, seconded by Alworden, to approve June 27, 2022 meeting minutes as presented. Motion carried unanimously.

6. Motion made by Rusch, seconded by Hoffman, to approve Expenditures for June 2022 as presented. Motion carried unanimously.

7. Public Comment: None

8. Public Hearing: None

9. New Business:

A. Approval of Financial Forecast and Capital Improvement Plan.

Motion made by Rusch, seconded by Sova, to approve Financial Forecast and Capital Improvement Plan. Roll call vote required.

Ayes: Alworden, Branch, Hoffman, Rusch, Sova

Nays: None

Absent: Aimar, Blower

Motion carried unanimously.

B. Old Business: None

C. Reports:

A. Parks:

- **Roethke Park:** Summer concert series is going well and we have had good turn outs at all of them so far. The food truck is a big hit and people seem to really enjoy having that option. We have begun adding in the new train connection to prepare for operating two trains for haunted train ride. The waterfall is completely removed now and we are working on getting the landscaping done and seeded.
- **Roberts Park:** We have opened up the area between the large oak tree and the disc golf course and when you enter the park from the trail from Ohern Road you really get a great new look into the disc course. Soccer fields have been aerated and fertilized and are looking better but the lack of rain is not helping. Having an irrigation system has saved us! The new sand volleyball league is doing well and enjoying the park, we are adding a water hydrant by the courts to allow them to wash off before getting into their cars after games.

- **Community Park:** Courts are busy with basketball and Pickleball.
- **Day Park:** None
- **Sports and Programs:** Day Camp, sand volleyball and the pool are in operation at this time.
- **Nature Center Preserve:** The grant work is completed and we have completed the punch list for Wobig's work. We are waiting for Wolgast to finish up some electrical and painting so we can complete their punch list.
- **Events:** None

D. Other Business:

- A. Park Director Corriveau will be having hip surgery September 1st and will be out of office for 4 weeks. Another surgery will be scheduled for January 2023. Town Manager Taylor has approved to keep maintenance employee (Skiendziel) on staff to help Assistant Director Sutherland throughout both surgeries. He asked commissioners to help as much as possible with the Haunted Train weekends scheduled October 7th-8th, and October 14th-15th
- B. Roethke pool is leaking again. Corriveau suggested a new concrete bottom for the pool in the future, or propose a splash park at Roberts Park to replace older pool.
- C. Thomas Township Farmers Market will be held at Robert's Park on Mondays starting August 1st- October 10th. Taylor Schomaker (from Schomaker's Farm) has offered to organize and already has 12 vendors committed to the first market. Food trucks and live music are also planned.
- D. Rusch suggested that the August 22nd Parks Commission meeting move to the Nature Center Preserve. New location will be posted to public.

- E. Adjournment: Motion made by Rusch, seconded by Alworden to adjourn the meeting at 7:37 p.m. Motion carried unanimously.

Craig Aimar, Secretary

Dated

The next regular Park Commission Meeting will be Monday, July 25, 2022 at the Public Safety Administration Building, 8215 Shields Drive, Saginaw MI 48609.



PARK COMMISSION AGENDA ITEM

- **MEETING DATE:** August 22nd 2022
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Approval of August Expenditures

- **SUGGESTED/REQUESTED MOTION:**

Motion by _____, supported by _____ to approve August 2022 expenditures totaling \$33,698.71 with individual fund totals as follows:

Administration.....	8,176.25
Swim Programs.....	4,121.63
Adult Softball.....	967.96
Operations and Maintenance	13,845.98
Special Events.....	2,689.04
Day Camp.....	3,717.03
Train.....	180.82

User: DEIDRE
 DB: Thomas Township
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/2022	AVAILABLE BALANCE	% BODT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL OPERATING FUND							
Revenues							
Dept 000							
101-000-566.000	GRANT	600,000.00		0.00	0.00	600,000.00	0.00
101-000-640.763	PROGRAM FEES SOCCER	22,000.00		8,125.00	3,695.00	13,875.00	36.93
101-000-640.764	PROGRAM FEES YOUTH SOFTBALL	2,800.00		50.00	0.00	2,750.00	1.79
101-000-640.765	PROGRAM FEES ADULT SOFTBALL	4,000.00		2,780.00	0.00	1,220.00	69.50
101-000-640.766	PROGRAM FEES CLINICS	7,500.00		0.00	0.00	7,500.00	0.00
101-000-640.767	PROGRAM FEES BASKETBALL	6,500.00		0.00	0.00	6,500.00	0.00
101-000-640.768	PROGRAM FEES ARCHERY	7,000.00		590.00	0.00	6,410.00	8.43
101-000-640.769	PROGRAMS FEES VOLLEYBALL	1,700.00		3,700.00	0.00	(2,000.00)	217.65
101-000-640.770	5K RUN/WALK	1,500.00		0.00	0.00	1,500.00	0.00
101-000-640.771	PROGRAM FEES FLAG FOOTBALL	1,500.00		210.00	0.00	1,290.00	14.00
101-000-645.000	DAY CAMP	22,000.00		29,134.80	1,380.00	(7,134.80)	132.43
101-000-647.000	TRAIN	30,000.00		331.00	0.00	29,669.00	1.10
101-000-648.000	SWIM PROGRAMS	17,600.00		19,115.00	1,430.00	(1,515.00)	108.61
101-000-649.000	SALES	500.00		690.00	20.00	(190.00)	138.00
101-000-650.000	CONCESSIONS	2,200.00		73.00	0.00	2,127.00	3.32
101-000-650.000	PAVILION RENTAL	7,500.00		2,985.00	0.00	4,515.00	39.80
101-000-667.000	LEASE AGREEMENTS	6,600.00		0.00	0.00	6,600.00	0.00
101-000-667.200	DONATIONS/CONTRIBUTION	14,250.00		0.00	0.00	14,250.00	0.00
Total Dept 000		755,150.00		67,783.80	6,525.00	687,366.20	8.98
TOTAL REVENUES		755,150.00		67,783.80	6,525.00	687,366.20	8.98
Expenditures							
Dept 752 - ADMINISTRATION							
101-752-704.000	SALARIES FULL-TIME	122,534.00		47,483.31	4,763.59	75,050.69	38.75
101-752-704.250	SALARY-STIPEND DEGREE	3,000.00		1,461.48	153.84	1,538.52	48.72
101-752-704.400	SICK DAY PAY OFF	3,000.00		0.00	0.00	3,000.00	0.00
101-752-705.000	WAGES PART-TIME HOURLY	25,000.00		15,211.76	1,904.88	9,788.24	60.85
101-752-715.000	FICA EMPLOYER CONTRIBUTION	11,964.00		4,839.55	519.29	7,124.45	40.45
101-752-716.000	HEALTH INSURANCE	21,413.00		9,391.98	0.00	12,021.02	43.86
101-752-716.050	HEALTH SAVINGS ACCOUNT	5,725.00		4,989.41	49.17	735.59	87.15
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	1,354.00		613.88	0.00	740.12	45.34
101-752-716.200	DENTAL INSURANCE	2,378.00		911.85	0.00	1,466.15	38.35
101-752-716.300	INSURANCE LONG TERM DISABILIT	372.00		147.16	0.00	224.84	39.56
101-752-718.000	PENSION EMPLOYER CONTRIBUTION	15,424.00		5,873.44	590.10	9,550.56	38.08
101-752-719.000	WORKMEN'S COMP	2,380.00		863.57	93.44	1,516.43	36.28
101-752-740.000	OPERATING SUPPLIES	3,500.00		745.61	101.94	2,754.39	21.30
101-752-745.000	OPERATING SUPPLIES OFFICE EQUIP/FURNITU	1,500.00		1,672.00	0.00	(172.00)	111.47
101-752-800.000	ADMINISTRATION FEE	10,556.00		0.00	0.00	10,556.00	0.00
101-752-803.000	AUDIT	882.00		0.00	0.00	882.00	0.00
101-752-804.000	MEMBERSHIP & DUES	955.00		82.50	0.00	872.50	8.64
101-752-810.000	CONTRACTED SERVICES	0.00		0.00	0.00	0.00	0.00
101-752-817.000	PROFESSIONAL SERVICES	1,000.00		370.26	0.00	629.74	37.03
101-752-836.000	EMPLOYMENT PHYSICALS	204.00		102.00	0.00	102.00	50.00
101-752-900.000	LEGAL NOTICES	0.00		0.00	0.00	0.00	0.00
101-752-901.000	PRINTING & PUBLISHING	2,750.00		0.00	0.00	2,750.00	0.00
101-752-960.000	EDUCATION & TRAINING	2,150.00		0.00	0.00	2,150.00	0.00
101-752-970.000	CAPITAL OUTLAY	0.00		0.00	0.00	0.00	0.00
Total Dept 752 - ADMINISTRATION		238,041.00		94,759.76	8,176.25	143,281.24	39.81
Dept 756 - FACILITY ACQUISITION/CONSTRUCT							

User: DEIDRE
 DB: Thomas Township
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 08/31/2022	ACTIVITY FOR MONTH 08/31/2022	AVAILABLE BALANCE	% BODGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-756-817.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
101-756-974.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 756 - FACILITY ACQUISITION/CONSTRUC		0.00	0.00	0.00	0.00	0.00	0.00
Dept 761 - SWIM PROGRAMS							
101-761-705.000	WAGES PART-TIME HOURLY	21,000.00	13,798.35	3,779.70	7,201.65	65.71	
101-761-715.000	FICA EMPLOYER CONTRIBUTION	1,350.00	1,055.57	289.16	294.43	78.19	
101-761-719.000	WORKMEN'S COMP	76.00	188.52	52.77	(112.52)	248.05	
101-761-740.000	OPERATING SUPPLIES	7,887.00	2,873.91	0.00	5,013.09	36.44	
101-761-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	
101-761-930.000	REPAIRS/MAINTENANCE	2,500.00	2,962.27	0.00	(462.27)	118.49	
Total Dept 761 - SWIM PROGRAMS		32,813.00	20,878.62	4,121.63	11,934.38	63.63	
Dept 762 - SENIOR CITIZENS PROGRAMS							
101-762-740.000	OPERATING SUPPLIES	9,000.00	686.15	0.00	8,313.85	7.62	
101-762-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	
Total Dept 762 - SENIOR CITIZENS PROGRAMS		9,000.00	686.15	0.00	8,313.85	7.62	
Dept 763 - SOCCER							
101-763-705.000	WAGES PART-TIME HOURLY	5,000.00	1,548.19	0.00	3,451.81	30.96	
101-763-715.000	FICA EMPLOYER CONTRIBUTION	500.00	118.39	0.00	381.61	23.68	
101-763-719.000	WORKMEN'S COMP	200.00	24.04	0.00	175.96	12.02	
101-763-740.000	OPERATING SUPPLIES	5,300.00	1,510.43	0.00	3,789.57	28.50	
101-763-740.300	OPERATING SUPPLIES T-SHIRTS	2,350.00	1,522.30	0.00	827.70	64.78	
101-763-740.675	SUPPLIES-CONCESSIONS	1,500.00	0.00	0.00	1,500.00	0.00	
101-763-740.700	OPERATING SUPPLIES-NON PERISH	150.00	0.00	0.00	150.00	0.00	
101-763-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	
Total Dept 763 - SOCCER		15,000.00	4,723.35	0.00	10,276.65	31.49	
Dept 764 - YOUTH SOFTBALL							
101-764-705.000	WAGES PART-TIME HOURLY	750.00	0.00	0.00	750.00	0.00	
101-764-715.000	FICA EMPLOYER CONTRIBUTION	75.00	0.00	0.00	75.00	0.00	
101-764-719.000	WORKMEN'S COMP	25.00	0.00	0.00	25.00	0.00	
101-764-740.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00	
101-764-740.300	OPERATING SUPPLIES T-SHIRTS	900.00	0.00	0.00	900.00	0.00	
101-764-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	
Total Dept 764 - YOUTH SOFTBALL		2,250.00	0.00	0.00	2,250.00	0.00	
Dept 765 - ADULT SOFTBALL							
101-765-705.000	WAGES PART-TIME HOURLY	0.00	0.00	0.00	0.00	0.00	
101-765-715.000	FICA EMPLOYER CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	
101-765-719.000	WORKMEN'S COMP	28.00	0.00	0.00	28.00	0.00	
101-765-740.000	OPERATING SUPPLIES	759.00	783.96	383.96	(24.96)	103.29	
101-765-740.300	OPERATING SUPPLIES T-SHIRTS	108.00	0.00	0.00	108.00	0.00	
101-765-810.000	CONTRACTED SERVICES	2,941.00	2,788.00	584.00	153.00	94.80	
101-765-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 08/31/2022	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 08/31/2022			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL OPERATING FUND						
Expenditures						
Total Dept 765 - ADULT SOFTBALL		3,836.00	3,571.96	967.96	264.04	93.12
Dept 766 - YOUTH CLINICS/FLOOR HOCKEY						
101-766-705.000	WAGES PART-TIME HOURLY	3,000.00	1,268.07	0.00	1,731.93	42.27
101-766-715.000	FICA EMPLOYER CONTRIBUTION	300.00	97.01	0.00	202.99	32.34
101-766-719.000	WORKMEN'S COMP	80.00	19.63	0.00	60.37	24.54
101-766-740.000	OPERATING SUPPLIES	600.00	32.45	0.00	767.55	4.06
101-766-740.300	OPERATING SUPPLIES T-SHIRTS	700.00	0.00	0.00	700.00	0.00
101-766-901.000	PRINTING & PUBLISHING	0.00	392.82	0.00	(392.82)	100.00
Total Dept 766 - YOUTH CLINICS/FLOOR HOCKEY		4,880.00	1,809.98	0.00	3,070.02	37.09
Dept 767 - BASKETBALL						
101-767-705.000	WAGES PART-TIME HOURLY	1,350.00	400.79	0.00	949.21	29.69
101-767-715.000	FICA EMPLOYER CONTRIBUTION	225.00	30.67	0.00	194.33	13.63
101-767-719.000	WORKMEN'S COMP	90.00	6.20	0.00	83.80	6.89
101-767-740.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-767-740.300	OPERATING SUPPLIES T-SHIRTS	1,350.00	0.00	0.00	1,350.00	0.00
101-767-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00
Total Dept 767 - BASKETBALL		3,515.00	437.66	0.00	3,077.34	12.45
Dept 768 - ARCHERY						
101-768-705.000	WAGES PART-TIME HOURLY	2,800.00	430.79	0.00	2,369.21	15.39
101-768-715.000	FICA EMPLOYER CONTRIBUTION	200.00	32.96	0.00	167.04	16.48
101-768-719.000	WORKMEN'S COMP	65.00	6.69	0.00	58.31	10.29
101-768-740.000	OPERATING SUPPLIES	1,200.00	50.00	0.00	1,150.00	4.17
101-768-740.300	OPERATING SUPPLIES T-SHIRTS	820.00	67.50	0.00	752.50	8.23
101-768-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00
101-768-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 768 - ARCHERY		5,085.00	587.94	0.00	4,497.06	11.56
Dept 769 - VOLLEYBALL						
101-769-705.000	WAGES PART-TIME HOURLY	1,000.00	0.00	0.00	1,000.00	0.00
101-769-715.000	FICA EMPLOYER CONTRIBUTION	160.00	0.00	0.00	160.00	0.00
101-769-719.000	WORKMEN'S COMP	37.00	0.00	0.00	37.00	0.00
101-769-740.000	OPERATING SUPPLIES	250.00	345.23	0.00	(95.23)	138.09
101-769-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00
Total Dept 769 - VOLLEYBALL		1,447.00	345.23	0.00	1,101.77	23.86
Dept 770 - OPERATIONS & MAINTENANCE						
101-770-704.100	WAGES FULL-TIME HOURLY	4,000.00	3,872.29	0.00	127.71	96.81
101-770-705.000	WAGES PART-TIME HOURLY	61,000.00	29,209.37	5,001.82	31,790.63	47.88
101-770-712.000	WAGES JANITORIAL	3,500.00	1,694.55	185.40	1,805.45	48.42
101-770-715.000	FICA EMPLOYER CONTRIBUTION	5,000.00	2,639.98	396.84	2,360.02	52.80
101-770-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
101-770-716.050	HEALTH SAVINGS ACCOUNT	30.00	672.17	0.00	(642.17)	2,240.57
101-770-718.000	PENSION EMPLOYER CONTRIBUTION	360.00	464.68	0.00	(104.68)	129.08

User: DEIDRE DB: Thomas Township PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR	AVAILABLE	% BODGT
		AMENDED BUDGET	YTD BALANCE			
			08/31/2022	08/31/2022	NORMAL (ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL OPERATING FUND						
Expenditures						
101-770-719.000	WORKMEN'S COMP	1,500.00	545.54	81.69	954.46	36.37
101-770-721.000	UNEMPLOYMENT COMPENSATION	0.00	44.27	0.00	(44.27)	100.00
101-770-740.000	OPERATING SUPPLIES	3,700.00	1,672.74	0.00	2,027.26	45.21
101-770-810.000	CONTRACTED SERVICES	33,500.00	13,721.44	0.00	19,778.56	40.96
101-770-850.000	TELEPHONE	1,500.00	2,100.95	973.71	(600.95)	140.06
101-770-850.100	WIRELESS COMMUNICATIONS	1,000.00	521.84	130.36	478.16	52.18
101-770-910.000	INSURANCE GENERAL LIABILITY	14,063.00	11,491.00	0.00	2,572.00	81.71
101-770-920.000	UTILITIES	27,030.00	12,075.71	446.95	14,924.29	44.72
101-770-930.000	REPAIRS/MAINTENANCE	67,200.00	33,200.16	4,292.23	33,999.84	49.41
101-770-936.000	MAINTENANCE AGREEMENTS	0.00	0.00	0.00	0.00	0.00
101-770-938.000	VEHICLE EXPENSE	5,000.00	2,833.57	0.00	2,166.43	56.67
101-770-938.100	GAS & DIESEL FUEL	7,000.00	5,560.95	1,836.98	1,439.05	79.44
101-770-940.000	PORTABLE TOILET RENTAL	1,600.00	2,000.00	500.00	(400.00)	125.00
101-770-940.100	EQUIPMENT RENTAL	3,000.00	0.00	0.00	3,000.00	0.00
101-770-940.400	LEASE AGREEMENTS LAND/RAILROAD	0.00	25.00	0.00	(25.00)	100.00
101-770-970.000	CAPITAL OUTLAY	31,000.00	27,089.00	0.00	3,911.00	87.38
Total Dept 770 - OPERATIONS & MAINTENANCE		270,953.00	151,435.21	13,845.98	119,517.79	55.89
Dept 771 - FLAG FOOTBALL						
101-771-705.000	WAGES PART-TIME HOURLY	500.00	0.00	0.00	500.00	0.00
101-771-715.000	FICA EMPLOYER CONTRIBUTION	39.00	0.00	0.00	39.00	0.00
101-771-719.000	WORKMEN'S COMP	5.00	0.00	0.00	5.00	0.00
101-771-740.000	OPERATING SUPPLIES	0.00	745.13	0.00	(745.13)	100.00
101-771-740.300	OPERATING SUPPLIES T-SHIRTS	0.00	462.00	0.00	(462.00)	100.00
101-771-901.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00
Total Dept 771 - FLAG FOOTBALL		544.00	1,207.13	0.00	(663.13)	221.90
Dept 774 - SPECIAL EVENTS						
101-774-705.000	WAGES PART-TIME HOURLY	3,000.00	717.63	0.00	2,282.37	23.92
101-774-715.000	FICA EMPLOYER CONTRIBUTION	229.00	54.91	0.00	174.09	23.98
101-774-719.000	WORKMEN'S COMP	200.00	11.12	0.00	188.88	5.56
101-774-740.000	OPERATING SUPPLIES	11,200.00	1,042.02	1,018.04	10,157.98	9.30
101-774-740.150	OPERATING SK RUN/WALK	1,250.00	0.00	0.00	1,250.00	0.00
101-774-810.000	CONTRACTED SERVICES	1,800.00	0.00	0.00	1,800.00	0.00
101-774-817.000	PROFESSIONAL SERVICES	7,200.00	8,129.00	1,365.00	(929.00)	112.90
101-774-901.000	PRINTING & PUBLISHING	1,000.00	931.35	306.00	68.65	93.14
101-774-940.000	PORTABLE TOILET RENTAL	0.00	0.00	0.00	0.00	0.00
Total Dept 774 - SPECIAL EVENTS		25,879.00	10,886.03	2,689.04	14,992.97	42.07
Dept 775 - DAY CAMP						
101-775-705.000	WAGES PART-TIME HOURLY	17,500.00	11,173.19	3,134.81	6,326.81	63.85
101-775-715.000	FICA EMPLOYER CONTRIBUTION	1,300.00	854.76	239.82	445.24	65.75
101-775-719.000	WORKMEN'S COMP	260.00	173.18	48.59	86.82	66.61
101-775-740.000	OPERATING SUPPLIES	1,600.00	1,253.48	293.81	346.52	78.34
101-775-901.000	PRINTING & PUBLISHING	1,292.00	1,037.70	0.00	254.30	80.32
Total Dept 775 - DAY CAMP		21,952.00	14,492.31	3,717.03	7,459.69	66.02
Dept 776 - TRAIN						

User: DEIDRE
 DB: Thomas Township
 PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2022	NORMAL (ABNORMAL)	MONTH 08/31/2022	INCREASE (DECREASE)		
Fund 101 - GENERAL OPERATING FUND									
Expenditures									
101-776-705.000	WAGES PART-TIME HOURLY	1,750.00		120.00		120.00		1,630.00	6.86
101-776-715.000	FICA EMPLOYER CONTRIBUTION	100.00		9.18		9.18		90.82	9.18
101-776-719.000	WORKMEN'S COMP	40.00		1.86		1.86		38.14	4.65
101-776-901.000	PRINTING & PUBLISHING	0.00		0.00		0.00		0.00	0.00
101-776-930.000	REPAIRS/MAINTENANCE	8,500.00		1,244.59		0.91		7,255.41	14.64
101-776-938.100	GAS & DIESEL FUEL	350.00		48.87		48.87		301.13	13.96
101-776-970.000	CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00
Total Dept 776 - TRAIN		10,740.00		1,424.50		180.82		9,315.50	13.26
TOTAL EXPENDITURES		645,935.00		307,245.83		33,698.71		338,689.17	47.57
Fund 101 - GENERAL OPERATING FUND:									
TOTAL REVENUES		755,150.00		67,783.80		6,525.00		687,366.20	8.98
TOTAL EXPENDITURES		645,935.00		307,245.83		33,698.71		338,689.17	47.57
NET OF REVENUES & EXPENDITURES		109,215.00		(239,462.03)		(27,173.71)		348,677.03	219.26

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 752 ADMINISTRATION					
101-752-716.000	HEALTH INSURANCE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	1,901.71	66000
101-752-716.100	VISION/SHORT TERM DISAB/LIFE	BLUE CROSS BLUE SHIELD O	HEALTH/VISION	17.29	66000
101-752-716.100	DENTAL INSURANCE	MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	105.30	66023
101-752-716.200		DELTA DENTAL	AUGUST 2022 PREMIUM	183.24	66013
101-752-716.300		MADISON NATIONAL LIFE	LIFE/DISABILITY/AD&D	29.60	66023
101-752-740.000	OPERATING SUPPLIES	BRADYS BUSINESS SYSTEM	KYOCERA - 30111 - 07/27/22-08/26/22	43.62	66002
101-752-740.000	OPERATING SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	101.94	66115
101-752-745.000	OPERATING SUPPLIES OFFICE EQUIP	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - SOFTWARE/EQUIPMENT/B	1,672.00	66047
Total For Dept 752 ADMINISTRATION				4,054.70	
Dept 756 FACILITY ACQUISITION/CONSTRUC					
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	WOHLFELL HARDWARE	POWER EQUIPMENT PARTS - PARK	36.49	66058
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	BLACKJACK ASPHALT & SEAL	SEAL COAT/RUBBER CRACK FILL/YELLOW ST	1,800.00	66065
101-756-974.575	CAPITAL IMP. NATURE PRESERVE	WESOLEK PLUMBING & HEATI	LABOR/MATERIAL - NATURE CENTER	4,196.79	66127
Total For Dept 756 FACILITY ACQUISITION/CONSTRUC				6,033.28	
Dept 761 SWIM PROGRAMS					
101-761-740.000	OPERATING SUPPLIES	CHAOS AP SCREEN PRINTING	POOL - T-SHIRTS/HOODIES	480.00	66008
101-761-740.000	OPERATING SUPPLIES	SAGINAW COUNTY HEALTH DE	POOL TESTING - 3RD QUARTER - APRIL/JU	155.00	66036
101-761-740.000	OPERATING SUPPLIES	SUNSHINE POOLS	PH+ POOL SUPPLIES	244.03	66043
Total For Dept 761 SWIM PROGRAMS				879.03	
Dept 765 ADULT SOFTBALL					
101-765-740.000	OPERATING SUPPLIES	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	383.96	66116
101-765-810.000	OPERATING SUPPLIES	JOSEPH F MURAWSKI	MENS SOFTBALL - 07/07-07/20/22	132.00	66020
101-765-810.000	CONTRACTED SERVICES	MARK KOLTON	MENS SOFTBALL - 07/07-07/20/22	132.00	66024
101-765-810.000		ROBERT KUBCZAK	MENS SOFTBALL - 07/07-07/20/22	188.00	66034
101-765-810.000		WILLIAM FALLER	MENS SOFTBALL - 07/07-07/20/22	132.00	66057
101-765-810.000		JOSEPH F MURAWSKI	MENS SOFTBALL - 07/21-08/03/22	66.00	66084
101-765-810.000	CONTRACTED SERVICES	MARK KOLTON	MENS SOFTBALL - 07/21-08/03/22	132.00	66086
101-765-810.000		ROBERT KUBCZAK	MENS SOFTBALL - 07/21-08/03/22	188.00	66099
101-765-810.000	CONTRACTED SERVICES	TIMOTHY D MUTER	MENS SOFTBALL - 07/21-08/03/22	66.00	66123
101-765-810.000		WILLIAM FALLER	MENS SOFTBALL - 07/21-08/03/22	132.00	66128
Total For Dept 765 ADULT SOFTBALL				1,551.96	
Dept 768 ARCHERY					
101-768-740.300	OPERATING SUPPLIES T-SHIRTS	CHAOS AP SCREEN PRINTING	ARCHERY T-SHIRTS	67.50	66008
Total For Dept 768 ARCHERY				67.50	
Dept 770 OPERATIONS & MAINTENANCE					
101-770-740.000	OPERATING SUPPLIES	CHAOS AP SCREEN PRINTING	MAINTENANCE T-SHIRT/HOODIES	307.25	66008
101-770-740.000	OPERATING SUPPLIES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - SOFTWARE/EQUIPMENT/B	673.00	66047
101-770-810.000	CONTRACTED SERVICES	THOMAS TOWNSHIP TECH FUN	REIMBURSEMENTS - SOFTWARE/EQUIPMENT/B	827.20	66047
101-770-850.000	TELEPHONE	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	973.71	66116
101-770-850.100	WIRELESS COMMUNICATIONS	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	130.36	66116
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD	30.62	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 9535 GRATIOT RD	9.87	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 400 LEDDY RD - POOL	891.28	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 700 S RIVER RD	84.60	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 455 S MILLER RD	186.85	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST	45.01	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD	115.80	66009
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 6660 GRATIOT RD	94.91	66070

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL OPERATING FUND					
Dept 770 OPERATIONS & MAINTENANCE					
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 605 S MILLER RD	84.89	66070
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 755 BACON ST L4 LIGHT	72.43	66070
101-770-920.000	UTILITIES	CONSUMERS ENERGY CO	UTILITY BILL - 300 LEDDY RD L4 LIGHT	194.72	66070
101-770-930.000	REPAIRS/MAINTENANCE	CARLETON EQUIPMENT COMPA	MOWER BLADE - PARKS	124.68	66005
101-770-930.000	REPAIRS/MAINTENANCE	KLUCK NURSERY INC	PLANT - ROETHKE PARK	198.00	66021
101-770-930.000	REPAIRS/MAINTENANCE	TSC STORES	REPAIRS/MAINTENANCE	900.92	66052
101-770-930.000	REPAIRS/MAINTENANCE	H&B EQUIPMENT & RENTAL I	REPAIRS/MAINTENANCE	24.00	66075
101-770-930.000	REPAIRS/MAINTENANCE	HOME DEPOT	REPAIRS/MAINTENANCE	2,445.58	66078
101-770-930.000	REPAIRS/MAINTENANCE	SHERWIN-WILLIAMS	PAINT - ROETHKE PARK	214.28	66108
101-770-930.000	REPAIRS/MAINTENANCE	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	350.89	66116
101-770-930.000	REPAIRS/MAINTENANCE	STONE QUEST INC	TOPSOIL/DIAMOND DUST/STONEMIX/PLAY SA	1,257.48	66118
101-770-938.000	VEHICLE EXPENSE	TOTTEN TIRE NORTHWEST IN	OIL CHNG - 2008 CHEVY SILVERADO PARK	51.00	66050
101-770-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	1,836.98	66112
101-770-940.000	PORTABLE TOILET RENTAL	JOHNNIE-ON-THE-SPOT INC	PORTABLE TOILET RNTL - 07/11/22-08/07	500.00	66083
Total For Dept 770 OPERATIONS & MAINTENANCE				12,625.31	

Dept 774 SPECIAL EVENTS					
101-774-740.000	OPERATING SUPPLIES	SAGINAW COUNTY PARKS	MOVIE SCREEN RENTAL - MOVIES IN THE P	1,000.00	66101
101-774-740.000	OPERATING SUPPLIES	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	18.04	66116
101-774-817.000	PROFESSIONAL SERVICES	CAREY LIMBERG	CONCERT IN THE PARK - LAURIE & THE LE	200.00	66004
101-774-817.000	PROFESSIONAL SERVICES	THOMAS LEE KLIMASZEWSKI	CONCERT IN THE PARK - LAURIE & THE LE	700.00	66022
101-774-817.000	PROFESSIONAL SERVICES	MICHELE WITFELD	CONCERT IN THE PARK - THE ROCK SHOW	1,000.00	66046
101-774-817.000	PROFESSIONAL SERVICES	STATE BANK	CONCERT IN THE PARK - MICHELE SPITZ -	900.00	66089
101-774-817.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	465.00	66116
101-774-901.000	PRINTING & PUBLISHING	PRINT EXPRESS OFFICE PRO	EVENING IN THE PARK INVITE	306.00	66095
Total For Dept 774 SPECIAL EVENTS				4,589.04	

Dept 775 DAY CAMP					
101-775-740.000	OPERATING SUPPLIES	CHAOS AP SCREEN PRINTING	DAY CAMP SHIRTS	686.00	66008
101-775-740.000	OPERATING SUPPLIES	CHAOS AP SCREEN PRINTING	DAY CAMP SHIRTS	90.00	66008
101-775-740.000	OPERATING SUPPLIES	CHAOS AP SCREEN PRINTING	DAY CAMP SHIRTS	44.00	66008
101-775-740.000	OPERATING SUPPLIES	SAM'S CLUB/SYNCHRONY BAN	CAMP SNACKS - PARKS	179.14	66106
101-775-740.000	OPERATING SUPPLIES	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	114.67	66116
101-775-831.000	FIELD TRIPS	SWAN VALLEY SCHOOL DISTR	7/1/2022 DAY CAMP TRIP - WHITING FORR	130.00	66044
101-775-831.000	FIELD TRIPS	SWAN VALLEY SCHOOL DISTR	07/15/22 DAY CAMP TRIP - SAGINAW CHIL	110.50	66044
101-775-831.000	FIELD TRIPS	STATE BANK	AMZN/ZOOM/MEIJER/GFS/CONF/WASH WORLD	80.00	66116
101-775-831.000	FIELD TRIPS	SWAN VALLEY SCHOOL DISTR	JULY DAY CAMP TRIPS - 07/22 & 07/29	214.50	66119
101-775-831.000	FIELD TRIPS	THE ROLL ARENA INC	ROETHKE DAY CAMP TRIP	360.00	66121
Total For Dept 775 DAY CAMP				2,008.81	

Dept 776 TRAIN					
101-776-930.000	REPAIRS/MAINTENANCE	NAPA AUTO PARTS	VEHICLE/TRAIN MAINTENANCE	0.91	66094
101-776-938.100	GAS & DIESEL FUEL	SPEEDWAY/WEX INC	GAS/DIESEL FUEL	48.87	66112
Total For Dept 776 TRAIN				49.78	
Total For Fund 101 GENERAL OPERATING FUND				31,859.41	

INVOICE GL DISTRIBUTION REPORT FOR THOMAS TOWNSHIP
POST DATES 07/21/2022 - 08/15/2022
JOURNALIZED

08/15/2022 01:25 PM
User: DEIDRE
DB: Thomas Township

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

GL Number	Invoice Line Desc	Invoice Description	Amount	Check #
		Fund 101 GENERAL OPERA	31,859.41	
		Total For All Funds:	<u>31,859.41</u>	

Fund Totals:

PARK COMMISSION AGENDA ITEM

- **MEETING DATE:** August 22nd 2022
- **SUBMITTED BY:** John Corriveau, Parks & Recreation Director
- **AGENDA TOPIC:** Approval of Policy for Operating Dual Trains
- **EXPLANATION OF TOPIC:**
With the operation of two trains for the Haunted Train Ride this year we have had to create a Standard Operating Procedure (SOP) for the staff and volunteers who work the event. I worked with our Senior Risk Control Representative on this policy and we have gone over it several times to come up with the final version. Everyone who will be working the trains will be trained on the policy and we will spend time running both trains with the staff prior to event.
- **MATERIALS ATTACHED AS SUPPORTING INFORMATION:** Policy for Dual Train Operation at Roethke Park.
- **POSSIBLE COURSES OF ACTION:** Approve/Deny
- **SUGGESTED/REQUESTED MOTION:** Approval
- **ROLL CALL VOTE REQUIRED?** Yes

POLICY TITLE: Dual Train Operation at Roethke Park

POLICY #: 01-22

DATE: August 3, 2022

AUTHORIZED BY: John Corriveau, Director of Parks and Recreation

PURPOSE To ensure the safety of passengers, drivers and support staff during the operation of two trains.

PROCEDURES

Note: Every event starts with both trains at the station side by side and train #1 **always** leaves first.

- **EMERGENCY SITUATIONS**

CALL 911 and notify Director. We will have a police officer on site for issues needing one.

- **DIRECTOR**

The Director is in charge of the event and is responsible for all aspects of the operation. The Director will be located at the Station and will assist with loading trains. All questions and concerns are to be directed to him.

- **DESIGNATED BREAK GIVER.**

The designated break giver is who you will radio if for any reason you must leave your station. **YOU CANNOT LEAVE YOUR STATION FOR ANY REASON** without the Designated Break Giver being at your station to replace you. Provide ample notice to allow the Designated Break Giver time to get to you to relieve you of your duties.

- **SAFETY RIDERS**

Each train **will have** a safety rider on the back of the train in the last seat. The safety rider is in responsible for watching the train riders to make sure they all remain seated, do not reach out of the train, or any other safety issues. The Safety Rider will have a radio to communicate with the Switch Operators and Director.

In the event of an emergency the Safety Rider can push the emergency button on the last car that will signal the Train Driver of an emergency and to stop immediately. Once the train stops, they will **IMMEDIATELY** radio the **DIRECTOR** that the train has stopped and why it has stopped.

Once the situation has been taken care of, the Director will radio that its **ALL CLEAR** and we will go back to normal operations. If it is **NOT CLEAR** and we have a situation that is not fixable immediately the Director will radio all staff and begin the process of closing event

- **PASSENGER LOADING**

- **Train Loader #1**

- Train #1 one gets loaded first. Once all passengers are on the train and seated, instruct Train Driver #1 to depart station.
- Upon the return of Train #1, all passengers are to remain on the train until Train #2 has departed.
- Once Train #2 departs, Train #1 will unload all passengers to the exit area.
- New passengers may be loaded on Train #1.

- **Train Loader #2**

- Once Train #1 has left the station, begin loading Train #2.
- All passengers must be seated and remain seated until Train #1 returns.
- Train Driver #2 will be instructed to leave the station.
- Upon the return of Train #2, all passengers are to remain on the train until Train #1 has departed.
- Once Train #1 departs, Train #2 will unload all passengers to the exit area.
- New passengers may be loaded on Train #2.

- **Train #1 Leaving the Station**

- **Switch Operator #1:** When Train #1 is leaving the station, switch **MUST** be in position 1 color RED until the train returns and has come to a complete stop.
- **Switch Operator #2:** When Train #1 is leaving the station, switch **MUST** be in position 1 color RED until train returns and has come to a complete stop.
- **Train #1 Driver:**
 - Before you leave the Station, you must make visual contact with Switch Operator #2 and verify that the Switch is in position #1 RED. How will verification occur?
 - When you reach check station #3, reduce speed and check brake air pressure. Verify to Check Station #3 attendant that your brakes work with a thumbs up sign and proceed.
 - **If brake air pressure fails,** coast train to stop and notify Check Station 3 with a thumbs down sign. Then what happens?!

- **Train #1 Returning to Station**

- As you exit the train barn, stop before Switch #1. You **MUST** make visual contact with Switch Operator #1 and verify that switch #1 is in position 1 RED. Once verified, proceed into station and come to a complete stop. Is the thumbs up used here?!

- **Train #2 Leaving the Station**
 - **Switch Operator #1:** When Train #1 is leaving the station, switch **MUST** be in position 1 color GREEN until the train returns and has come to a complete stop.
 - **Switch Operator #2:** When Train #1 is leaving the station, switch **MUST** be in position 1 color GREEN until train returns and has come to a complete stop.
 - **Train #2 Driver:**
 - Before you leave the Station, you must make visual contact with Switch Operator #2 and verify that the Switch is in position #1 GREEN. How will verification occur?
 - When you reach check station #3, reduce speed and check brake air pressure. Verify to Check Station #3 attendant that your brakes work with a thumbs up sign and proceed.
 - **If brake air pressure fails,** coast train to stop and notify Check Station 3 with a thumbs down sign. Then what happens?
- **Train #2 Returning to Station**
 - As you exit the train barn, stop before Switch #1. You **MUST** make visual contact with Switch Operator #1 and verify that switch #1 is in position 1 GREEN. Once verified, proceed into station and come to a complete stop. Is the thumbs up used here?

REMEMBER: The purpose of this policy serves as a reminder of our roles and responsibilities. Our number one responsibility is the safety of our riders and staff.



PARKS AND RECREATION REPORTS AUGUST 2022

ROETHKE PARK:

Summer has wrapped up at Roethke Park. The pool and camp closed on Friday the 19th. Both the pool and camp beat budgeted revenue numbers while controlling expenses, overall, a really good year for both. We have completed the new train switches and will begin testing both trains on them. Garber has painted one of the other train cars and is hopeful that they can get the other one done also so we can have a fully painted train for event. We raised sixty feet of sidewalk along the entrance drive that would be flooded every spring, should not have any issues anymore with that!

ROBERTS PARK

We have worked really hard to get the grass on the soccer fields as thick and as healthy as we could before fall soccer starts and I believe we accomplished that as this is the best grass I have seen in a few years. We really did our best to keep kids off if it this summer, we used a couple different fertilizers and changed the watering schedule. Swan Valleys first games are August 16th and 17th, our program will begin September 10th. The Farmer's Market is doing really well, Mondays from 4pm to 7pm and people are really excited about it. We have cleared more space for vendors to park along the road behind the pavilion to make unloading easier.

COMMUNITY PARK

Courts are busy with basketball and pickleball.

DAY PARK

None

SPORTS AND PROGRAMS

We are taking registrations for Fall Soccer right now and the Senior Luncheons will begin September 7th.

NATURE CENTER PRESERVE

The grant work is completed now from Wolgast, we are adding some more work as

we have some grant money left, we are working on a list if projects to do with the remaining funds. Our October Parks meeting will be held at the Nature Center.

EVENTS

None