



## **Howell Area Parks & Recreation Authority Board Meeting**

Tuesday, January 12, 2010

7:00 p.m.

Marion Township Hall

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approve Agenda
4. Approval - Board Meeting Minutes dated December 8, 2009
5. Call to the Public (for any items not on the agenda)
6. Board Correspondence
7. Discussion/Approval – Aquatic Center Management Agreement modification
8. Discussion/Approval – Lease renewal modifications - Genoa Township Athletic Fields
9. Discussion/Approval – Preschool Tuition fees for 2010/2011
10. Discussion - Check Register Reports for December 1 – December 31, 2009
11. Discussion - Financial Report ending November 30, 2009
12. Directors' Report
  - a. Conversation with SELCRA
13. Old Business
  - a. Nonprofit Formation
14. New Business
15. Member Discussion
16. Next Meeting – February 9, 2010
17. Adjourn



## **Howell Area Parks & Recreation Authority**

Board Meeting Minutes

December 8, 2009

### **Call to Order**

Chairman Todd Smith called the meeting to order at 7:00 pm

### **Members Present**

Todd Smith, Paula Wyckoff, Sean Dunleavy, Mike Peterson, Steve Manor

### **Absent**

None

### **Also Present**

Deborah E. Mikula, Parks & Recreation Director

### **Approval of Agenda**

*Motion by Peterson and support by Wyckoff to approve the agenda dated December 8, 2009. Motion carried unanimously.*

### **Approval of Minutes**

*Motion by Manor and support by Dunleavy to approve the minutes dated October 13, 2009. Motion carried unanimously.*

### **Approval of Executive Committee Minutes**

*Motion by Wyckoff and support by Dunleavy to approve the Executive Committee minutes dated September 8, 2009. Motion carried unanimously.*

### **Call to the Public**

None.

### **Correspondence**

None

### **Forming a 501c3 Nonprofit to support Parks & Recreation**

We have been exploring for some time the formation of a 501c3 organization that would act as the fundraising arm for the future of parks and recreation in our area. Once formed, they would then be able to officially submit applications and receive charitable contributions from different foundations here in Livingston County and around the state that might fund our capital and operations over and above what is currently coming in. *Motion by Manor and support by Dunleavy to form a committee to outline the formation of a nonprofit 501c3 organization, establish Articles of Incorporation and outline a structure and memorandum of understanding between the Authority and the foundation for the future of*

*parks & recreation in the Howell area. Smith, Manor, Galatis, Schrader and Mikula will meet in the next week to outline a structure and begin establishing Articles of Incorporation and By-laws.*

### **Aquatic Center Insurance and Agreement Revision**

Mike Hall and LaDonna Conley from Cobb-Hall Insurance drafted language for the revision to the Management Agreement for the Howell Aquatic Center. They drafted 2 sets of language and Mikula presented the one that they suggested. *Motion by Manor and support by Dunleavy to approve the Aquatic Center Operating Agreement revision as presented contingent on the acceptance of the revision by the Howell Public Schools. Motion carried with Peterson abstaining from the vote.*

### **Lease Renewal – Genoa Township Athletic Fields**

*Motion by Dunleavy with support by Wyckoff to approve the renewal of the lease agreement for 3 years to manage, maintain and schedule the athletic fields between Genoa Township, the Howell Area Parks & Recreation Authority and the Southeastern Livingston County Recreation Authority (SELCRA) from January 1, 2010 – December 31, 2012 for \$1/year.*

### **Lease Renewal – Oceola Township Athletic Fields**

*Motion by Dunleavy with support from Peterson to approve the renewal of the lease agreement to manage, maintain and schedule the athletic fields for five (5) years between Oceola Township and the Howell Area Parks & Recreation Authority from January 1, 2010 – December 31, 2014 for \$1/year.*

### **Community Theatre of Howell Lease Renewal at Barnard Community Center**

*Motion by Wyckoff with support from Manor to approve a one year lease extension from February 1, 2010 – January 31, 2011 to the Community Theatre of Howell for \$5,000.*

### **Check Register Report**

A number of questions were asked about specific expenses reported in the check register report including about a box of nails, and why there were so many payments recorded in the past 2 months for the Retirement Fund. Mikula reported that the box of nails was for Holiday in the Park and that since we have made the appropriate changes to the retirement fund that we paused on making these payments until the paperwork was approved by ICMA. It was also suggested to investigate those expenses that are monthly and see if we can't reduce them through further negotiation like AT&T, Comcast, waste management, etc.

### **Financial Report**

The board had no questions or comments concerning the Financial Report dated October, 2009.

### **Directors Report**

Mikula reported that they are again seeking a Senior Center Coordinator to begin in early January.

### **Old Business**

None

### **New Business**

None

### **Member Discussion**

Dunleavy informed the group that the ramps to the Oceola Township Fields have been built that will accommodate accessibility issues and that they will begin to build out a section at the cell tower area for handicap parking.

Smith informed the group that a new pavilion will be built by spring at the Genoa Township fields that will have 2 restroom facilities, storage and a concession/picnic area.

**Adjourn**

*Motion by Dunleavy and support by Wyckoff to adjourn at 8:15 p.m. Motion carried unanimously.*



## Aquatic Center Agreement Revisions

After our last board meeting concerning the liability waivers that we have been asking participants to sign at the Howell Aquatic Center, our insurance agent and the Howell Public Schools insurance agent determined that a slight revision to our management contract would resolve this issue and that we could then feel comfortable not asking for waivers to be signed by pool participants.

Cobb-Hall sent back their suggestion for revisions to the management contract and this was shared with Rick Terres in late October. At that time, he stated that he would take the revisions to the contract to the board of education for approval at the same time we took it to the Authority board for approval. The following would put responsibility and liability for all pool activities (school related and afterschool related) squarely on the Howell Public Schools.

Currently the management agreement states the following for item #26:

26. HAPRA shall indemnify, defend and hold harmless HPS from any and all liability arising out of or in any way related to HPS's and HAPRA's performance of this Agreement during the term of this Agreement. HPS shall indemnify, defend and hold harmless HAPRA from any and all liability arising out of or in any way related to HPS's and HAPRA's performance of this Agreement during the term of this Agreement.

The following changes to the Management Agreement have been suggested by Cobb-Hall:

**used *IF* HPS only desires to hold HAPRA harmless for its administration of specific school sponsored aquatic events:**

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It is hereby understood and agreed by all parties that the AQUATIC CENTER OPERATING AGREEMENT dated \_\_\_\_\_, Item #26 under "Agreements" section, is amended to read as follows:

26. HAPRA shall indemnify, defend and hold harmless HPS from any and all liability arising out of or in any way related to HAPRA's performance of this Agreement during the term of this Agreement **only as relates to *other than* any and all HPS aquatic curriculum classes, aquatic high school swimming,**

diving and related competition, aquatic school team practices, aquatic competitions and other aquatic educational activities or aquatic special events scheduled by HPS as described in Exhibit A.

HPS shall indemnify, defend and hold harmless HAPRA from any and all liability arising out of or in any way related to HPS's performance of this Agreement during the term of this Agreement **only as relates to any and all HPS aquatic curriculum classes, aquatic high school swimming, diving and related competition, aquatic school team practices, aquatic competitions and other aquatic educational activities or aquatic special events scheduled by HPS as described in Exhibit A.**

**ACTION REQUESTED:** A motion to approve the Aquatic Center Operating Agreement revision as presented contingent on the same being accepted by the Howell Public Schools.



## Genoa Township Athletic Fields Lease Agreement

After a full year of managing, maintaining and scheduling the athletic fields at Genoa Township, we are ready to renew our lease agreement. No changes were anticipated in the lease agreement except the dates. The board of trustees for Genoa Township approved the lease on Monday, January 4 with a few changes including:

- A.) a 12 month out clause for all three parties
- B.) Cheryl Royster named as interim director for SELCRA
- C.) An addition to the Landlord's operating expenses – added to (D) – the electricity for operating of the scoreboard and field lights (if constructed)

**Action Requested:** A motion to approve the renewal of the lease agreement to manage, maintain and schedule the athletic fields between Genoa Township, the Howell Area Parks & Recreation Authority and the Southeastern Livingston County Recreation Authority (SELCRA) from January 1, 2010 – December 31, 2012 for \$1 with the changes noted above.



## **Preschool Tuition Rates for 2010-2011**

Below are the Preschool Tuition Rates that we are proposing for the 2010-2011 school year for your approval. These numbers reflect no increase over 2009-2010 fees due to economic strains on parents who are considering preschool classes. All classes are open to children ages 3-5 years old. We can accommodate a maximum of 17 children in the MWF class and 17 children in the T/TH class

**M-W-F 9:30 am – 12:00 pm**

\$135.00 (resident)

\$175.00 (non-resident)

**T-Th 9:30 am – 2:00 pm (extended day)**

\$200.00 (resident)

\$240.00 (non-resident)

**T-Th 9:15 am – 1:00 pm (this equates to the same number of hours and pricing as the MWF class)**

\$135.00 (resident)

\$175.00 (non-resident)

\$50.00 registration fee/student

**Action Requested:** A motion to approve the Preschool Tuition Rates for 2010-2011 as proposed.



## **Check Register Reports**

Attached is the check register for December 1 – December 31, 2009 for your perusal.

**ACTION REQUESTED:** None

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
ABRA CA 00037032	ABRA CA DABRA LOCK SERVICE P.O. BOX 257 HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	1574	REC N N N	REMOVE BROKEN KEY FROM LOCK, ETC.	75.00 0.00 75.00
PD CK# 2451 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			75.00		
				-----	75.00	
VENDOR TOTAL:						75.00
ARC LIV 00037033	ARC LIVINGSTON COUNTY CHAPTER 1372 W. GRAND RIVER AVE. HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	INV24023	REC N N N	INSTRUCTOR: BABYSITTERS TRAINING CLASS	330.00 0.00 330.00
PD CK# 2452 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			330.00		
				-----	330.00	
VENDOR TOTAL:						330.00
SBC 00037039	AT & T P.O. BOX 8100 AURORA IL 60507-8100	11/30/2009 12/15/2009 / / 12/15/2009	517545021912-11	REC N N N	PHONES-SERVICE PERIOD OCT 15-NOV 14	59.46 0.00 59.46
PD CK# 2453 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			59.46		
				-----	59.46	
VENDOR TOTAL:						59.46
SBC 00037040	AT & T P.O. BOX 8100 AURORA IL 60507-8100	11/30/2009 12/15/2009 / / 12/15/2009	517546063911	REC N N N	PHONES/BENNETT/PERIOD:NOV 22-DEC 21	374.38 0.00 374.38
PD CK# 2453 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			374.38		
				-----	374.38	
VENDOR TOTAL:						433.84
JOHNSON, B 00037075	BARBARA JOHNSON 13771 IRENE SOUTHGATE MI 48195	11/30/2009 12/15/2009 / / 12/15/2009	1000.546	REC N N N	INSTRUCTOR: TOP SECRET PIANO	225.00 0.00 225.00
PD CK# 2454 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			225.00		
				-----	225.00	
VENDOR TOTAL:						225.00
HOWELLCITY 00037142	CITY OF HOWELL	11/30/2009 12/15/2009 / / 12/14/2009	11109-1209	REC N N N	WATER/SEWER BENNETT	216.20 0.00 216.20
PD CK# 2455 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.002	UTILITIES - WAT / SEW			216.20		
				-----	216.20	

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
HOWELLCITY 00037143	CITY OF HOWELL	11/30/2009 12/15/2009 / / 12/14/2009	12/10/09-ARM	REC N N N	REIMBURSEMENT TO CITY	182.72 0.00 182.72
PD CK# 2455 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			163.27		
208-751-717.000	FRINGE BENEFITS			19.45		
				-----	182.72	
HOWELLCITY 00037041	CITY OF HOWELL	11/30/2009 12/15/2009 / / 12/15/2009	120109-HD	REC N N N	FRINGE BENEFITS/HEALTH/DISABILITY	3,148.89 0.00 3,148.89
PD CK# 2455 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-717.000	FRINGE BENEFITS			3,148.89		
				-----	3,148.89	
VENDOR TOTAL:						3,547.81
CLEARY, RA 00037042	CLEARY, RACHELLE 125 KEDDLE ROAD HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	1000.543	REC N N N	INSTRUCTOR: CYCLING/PRENATAL YOGA	258.00 0.00 258.00
PD CK# 2456 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			258.00		
				-----	258.00	
VENDOR TOTAL:						258.00
COFFMAN, L 00037044	COFFMAN, LESLIE 1261 S KANE RD. STOCKBRIDGE MI 49285	11/30/2009 12/15/2009 / / 12/15/2009	81817	REC N N Y	INSTRUCTOR:SNOWMOBILE SAFETY	65.00 0.00 65.00
PD CK# 2457 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			65.00		
				-----	65.00	
VENDOR TOTAL:						65.00
COMCAST 00037046	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	11/30/2009 12/15/2009 / / 12/15/2009	11/21/09	REC N Y N	INTERNET AND CABLE:BARNARD	171.84 0.00 171.84
PD CK# 2459 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			171.84		
				-----	171.84	
COMCAST 00037045	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	11/30/2009 12/15/2009 / / 12/15/2009	12/01/09	REC N Y N	INTERNET AND CABLE:BENNETT	64.02 0.00 64.02
PD CK# 2458 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			64.02		
				-----	64.02	
VENDOR TOTAL:						235.86

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
CONSUMERS 00037047	CONSUMERS ENERGY LANSING MI 48937-0001	11/30/2009 12/15/2009 / / 12/15/2009	12/28/09	REC N N N	ELECTRIC:BENNETT	606.61 0.00 606.61
PD CK# 2460 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.000	UTILITIES - ELECTRICITY			606.61	----- 606.61	
CONSUMERS 00037106	CONSUMERS ENERGY LANSING MI 48937-0001	12/10/2009 12/15/2009 / / 12/15/2009	65100598	REC N N N	GAS/BARNARD/SERV. PERIOD:11/3-12/3	625.02 0.00 625.02
PD CK# 2460 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.006	UTILITIES - GAS/BARNARD ST			625.02	----- 625.02	
					VENDOR TOTAL:	1,231.63
CONTINENTA 00037043	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	11/30/2009 12/15/2009 / / 12/15/2009	4340027	REC N N N	RUGS-BENNETT	135.64 0.00 135.64
PD CK# 2461 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			135.64	----- 135.64	
					VENDOR TOTAL:	135.64
DISC SCHOO 00037048	DISCOUNT SCHOOL SUPPLY P.O. BOX 6013 CAROL STREAM IL 60197-6013	11/30/2009 12/15/2009 / / 12/15/2009	11/18/09	REC N N N	PRESCHOOL SUPPLIES	122.51 0.00 122.51
PD CK# 2462 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL			122.51	----- 122.51	
					VENDOR TOTAL:	122.51
DET EDISON 00037049	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	11/30/2009 12/15/2009 / / 12/15/2009	618951300010-12	REC N N N	ELECTRIC/BENNETT/PERIOD 10/31-12/01	667.71 0.00 667.71
PD CK# 2463 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.000	UTILITIES - ELECTRICITY			667.71	----- 667.71	
DET EDISON 00037105	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	11/30/2009 12/10/2009 / / 12/15/2009	6400555-01	REC N N N	ELECTRIC/BARNARD/SERV. PERIOD 10/30-12/1	409.80 0.00 409.80
PD CK# 2463 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.007	UTILITIES - ELEC/BARNARD ST			409.80	----- 409.80	
					VENDOR TOTAL:	1,077.51

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
DUTKIEWICZ 00037050	DUTKIEWICZ, KIETH P.O. BOX 2261 BRIGHTON MI 48116	11/30/2009 12/15/2009 / / 12/15/2009	1000.536	REC N N Y	CERTIFIED BASKETBALL REFEREE	88.00 0.00 88.00
PD CK# 2464 12/14/2009						
GL #	DESCRIPTION				AMOUNT	
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES				88.00	
					-----	88.00
VENDOR TOTAL:						88.00
FAMILY FUN 00037051	FAMILY FUN MAGAZINE P.O. BOX 37033 BOONE IA 50037-0033	12/15/2009 12/15/2009 / / 12/15/2009	12/11/09	REC N N N	MAGAZINE FOR ENRICHMENT AND PRESCHOOL	14.95 0.00 14.95
PD CK# 2465 12/14/2009						
GL #	DESCRIPTION				AMOUNT	
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS				14.95	
					-----	14.95
VENDOR TOTAL:						14.95
FIFTH THIR 00037141	FIFTH THIRD BANK P.O. BOX 740523 CINCINNATI OH 45274-0523	11/30/2009 12/15/2009 / / 12/14/2009	122009	REC N N N	CREDIT CARD - SEE ATTACHED	1,167.92 0.00 1,167.92
PD CK# 2466 12/14/2009						
GL #	DESCRIPTION				AMOUNT	
208-751-740.036	OPER SUPPLIES - TEENS				25.00	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				15.97	
208-751-957.000	EDUCATION / TRAINING				226.80	
208-751-740.032	OPER SUPP/SENIORS				25.00	
208-751-727.000	OFFICE SUPPLIES				19.98	
208-751-740.036	OPER SUPPLIES - TEENS				52.43	
208-751-730.000	POSTAGE				16.90	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				41.88	
208-751-860.001	SENIOR TRAVEL EXPENSE				448.00	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				19.56	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				58.89	
208-751-740.031	OPER SUPPLIES - ENRICHMENT				99.80	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				61.83	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				25.88	
208-751-727.000	OFFICE SUPPLIES				30.00	
					-----	1,167.92
VENDOR TOTAL:						1,167.92
FORSYTHE B 00037052	FORSYTHE BROS. SERVICES 817 OCEOLA HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	4557	REC N N N	FIELD CLOSING AT GENOA	75.00 0.00 75.00
PD CK# 2468 12/14/2009						
GL #	DESCRIPTION				AMOUNT	
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE				75.00	
					-----	75.00
VENDOR TOTAL:						75.00
GARCELON 00037053	GARCELON, LORA 5800 ROWLAND PINE COURT	11/30/2009 12/15/2009 / / 12/15/2009	1000.542	REC N N N	INSTRUCTOR:WATERCOLOR PAINTING	240.00 0.00 240.00
PD CK# 2469 12/14/2009						
GL #	DESCRIPTION				AMOUNT	
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS				240.00	
					-----	240.00
VENDOR TOTAL:						240.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
=====						
GORDON FD 00037068	GORDON FOOD SERVICE INC. PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/30/2009 12/15/2009 / / 12/15/2009	758063876	REC N N N	CONCESSION SUPPLYS FOR THE TEEN CENTER	401.31 0.00 401.31
PD CK# 2470	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-740.036	OPER SUPPLIES - TEENS				401.31	
					-----	
					401.31	
-----						
GORDON FD 00037069	GORDON FOOD SERVICE INC. PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/30/2009 12/15/2009 / / 12/15/2009	758064121	REC N N N	3 AUTO COFFEE POTS/BLEACH	416.46 0.00 416.46
PD CK# 2470	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-960.002	PURCH FROM DONATIONS - SENIORS				401.97	
208-751-931.000	BLDG R & M AND SUPPLIES				14.49	
					-----	
					416.46	
						-----
					VENDOR TOTAL:	817.77
-----						
GOT-WEB, I 00037070	GOT-WEB, INC. 3895 WINTERWOOD HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	357	REC N N N	WEB SITE HOSTING 2010	150.00 0.00 150.00
PD CK# 2471	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-804.000	CONTRACTUAL SERVICES				150.00	
					-----	
					150.00	
						-----
					VENDOR TOTAL:	150.00
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GROWTH 00037071	GROWTH STRATEGIES 1446 ARDEN VIEW DRIVE ST. PAUL MN 55112	11/30/2009 12/15/2009 / / 12/15/2009	7131	REC N N N	INSTRUCTOR:COMPUTER CLASS	50.00 0.00 50.00
PD CK# 2472	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS				50.00	
					-----	
					50.00	
						-----
					VENDOR TOTAL:	50.00
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GRUNDYS AC 00037055	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66847	REC N N N	6 KEYS	10.74 0.00 10.74
PD CK# 2473	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-931.000	BLDG R & M AND SUPPLIES				10.74	
					-----	
					10.74	
-----						
GRUNDYS AC 00037059	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66849	REC N N N	SOCKETS AND ADAPTERS	10.50 0.00 10.50
PD CK# 2473	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				10.50	
					-----	
					10.50	

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
GRUNDYS AC 00037062	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66851	REC N N N	8 ADAPTERS	6.16 0.00 6.16
PD CK# 2473 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 6.16 ----- 6.16		
GRUNDYS AC 00037061	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66852	REC N N N	2 SOCKETS	-3.98 0.00 -3.98
PD CK# 2473 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT -3.98 ----- -3.98		
GRUNDYS AC 00037064	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66857	REC N N N	4 3 WAY OUTLETS	15.96 0.00 15.96
PD CK# 2473 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 15.96 ----- 15.96		
GRUNDYS AC 00037054	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66858	REC N N N	2 KEYS	3.58 0.00 3.58
PD CK# 2473 12/14/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT 3.58 ----- 3.58		
GRUNDYS AC 00037057	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66877	REC N N N	3 EXTENSION CORDS	134.97 0.00 134.97
PD CK# 2473 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 134.97 ----- 134.97		
GRUNDYS AC 00037058	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66878	REC N N N	CREDIT-1 EXTENSION CORD	-34.99 0.00 -34.99
PD CK# 2473 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT -34.99 ----- -34.99		
GRUNDYS AC 00037056	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66886	REC N N N	KEYS/LOCK DE-ICER	7.06 0.00 7.06
PD CK# 2473 12/14/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT 7.06 ----- 7.06		

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
GRUNDYS AC 00037066	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66902	REC N N N	4 LIGHTS	5.16 0.00 5.16
PD CK# 2473 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			5.16	----- 5.16	
GRUNDYS AC 00037067	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	66903	REC N N N	1 KEY	1.79 0.00 1.79
PD CK# 2473 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			1.79	----- 1.79	
VENDOR TOTAL:						156.95
HERRELL 00037072	HERRELL, TRACY 7759 HERBST BRIGHTON MI 48114	11/30/2009 12/15/2009 / / 12/15/2009	1000.544	REC N N Y	INSTRUCTOR:BELLYDANCE	30.00 0.00 30.00
PD CK# 2475 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			30.00	----- 30.00	
VENDOR TOTAL:						30.00
HIGH FLYER 00037107	HIGH FLYERS 2244 EULER RD. SUITE 104 BRIGHTON MI 48114	12/15/2009 12/15/2009 / / 12/15/2009	1000.547	REC N N N	INSTRUCTOR:GYMNASTICS	1,190.00 0.00 1,190.00
PD CK# 2476 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			1,190.00	----- 1,190.00	
VENDOR TOTAL:						1,190.00
HOGAN, E 00037073	HOGAN EILEEN 1735 EULER ROAD BRIGHTON MI 48116	11/30/2009 12/15/2009 / / 12/15/2009	1000.541	REC N N Y	INSTRUCTOR: BALLROOM DANCING	150.00 0.00 150.00
PD CK# 2477 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			150.00	----- 150.00	
VENDOR TOTAL:						150.00
HOW VACUUM 00037144	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	12/10/2009 12/15/2009 / / 12/14/2009	34045	REC N N N	BUILDING SUPPLIES	320.65 0.00 320.65
PD CK# 2478 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			320.65	----- 320.65	
VENDOR TOTAL:						320.65

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
IKON OFFIC 00037074	IKON OFFICE SOLUTIONS P.O. BOX 650016 DALLAS TX 75265-0016	12/15/2009 12/15/2009 / / 12/15/2009	80939363	REC N N N	RICO COPIER RENTAL:12/30-1/29/2010	121.00 0.00 121.00
PD CK# 2479	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-940.000	EQUIPMENT RENTAL				121.00	
					-----	121.00
						VENDOR TOTAL: 121.00
J J JINKLE 00037078	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	11/30/2009 12/15/2009 / / 12/15/2009	21459	REC N N N	T-SHIRTS-HEADLESS HORSEMAN 5K	2,121.25 0.00 2,121.25
PD CK# 2480	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-740.003	OPERATING SUPPLIES T-SHIRTS				2,121.25	
					-----	2,121.25
						VENDOR TOTAL: 2,121.25
J J JINKLE 00037079	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	11/30/2009 12/15/2009 / / 12/15/2009	21919	REC N N N	HEADLESS HORSEMAN T-SHIRTS	695.50 0.00 695.50
PD CK# 2480	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-740.030	OPER SUPPLIES - SPORTS				695.50	
					-----	695.50
						VENDOR TOTAL: 695.50
SOLE'S HOR 00037390	SOLE'S HORSE DRAWN CARRIAGE SOLE HOLCOMB 6425 W LAYTON RD FOWLERVILLE MI 48836	12/22/2009 12/30/2009 / / 12/21/2009	2009	REC N N N	REMAINING BALANCE FOR 2009 CARRIAGE RIDE	250.00 0.00 250.00
PD CK# 2502	12/22/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				250.00	
					-----	250.00
						VENDOR TOTAL: 250.00
WILLIAMS 00037092	KENT WILLIAMS 285 S. HUGHES HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	1000.537	REC N N N	CERTIFIED BASKETBALL REFEREE	132.00 0.00 132.00
PD CK# 2481	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES				132.00	
					-----	132.00
						VENDOR TOTAL: 132.00
KV SPORTS 00037076	KV SPORTS 22205 PONTIAC TRAIL SOUTH LYON MI 48178	11/30/2009 12/15/2009 / / 12/15/2009	7922	REC N N N	T-SHIRTS	15.57 0.00 15.57
PD CK# 2482	12/14/2009					
GL #	DESCRIPTION				AMOUNT	
208-751-740.003	OPERATING SUPPLIES T-SHIRTS				15.57	
					-----	15.57
						VENDOR TOTAL: 15.57

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
LIV BUSIN 00037081	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	11/30/2009 12/15/2009 / / 12/15/2009	28806	REC N N N	NAME PLATE:MYCHAEL BARNABY	45.00 0.00 45.00
PD CK# 2483 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-900.000	MARKETING, PRINTING & PUBLISHING			45.00		
				-----	45.00	
					VENDOR TOTAL:	45.00
LOWES HOME 00037095	LOWE'S HOME CENTERS INC P O BOX 530954 ATLANTA GA 30353-0954	11/30/2009 12/15/2009 / / 12/15/2009	S0779BM1	REC N N N	HOLIDAY IN THE PARK EXTENSION CORDS	145.77 0.00 145.77
PD CK# 2484 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			145.77		
				-----	145.77	
					VENDOR TOTAL:	145.77
POWERS, M 00037083	MICHAEL POWERS	11/30/2009 12/15/2009 / / 12/15/2009	11/24/09	REC N N N	MILEAGE/MIKE POWERS/SEP,OCT,NOV	63.64 0.00 63.64
PD CK# 2485 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-860.000	TRAVEL			63.64		
				-----	63.64	
					VENDOR TOTAL:	63.64
OCKERT 00037082	OCKERT, JAKE	11/30/2009 12/15/2009 / / 12/15/2009	1000.538	REC N N Y	BASKETBALL REFEREE	102.50 0.00 102.50
PD CK# 2486 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES			102.50		
				-----	102.50	
					VENDOR TOTAL:	102.50
PDQ 00037085	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	11/30/2009 12/15/2009 / / 12/15/2009	206315	REC N N N	SANTA CALLING LETTERS	369.34 0.00 369.34
PD CK# 2487 12/14/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			369.34		
				-----	369.34	
					VENDOR TOTAL:	369.34
PETTY CASH 00037375	PETTY CASH CITY OF HOWELL	12/18/2009 12/30/2009 / / 12/18/2009	DEC 2009	REC N N N	PETTY CASH REIMBURSEMENT	191.35 0.00 191.35
PD CK# 2501 12/18/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.036	OPER SUPPLIES - TEENS			25.00		
208-751-740.036	OPER SUPPLIES - TEENS			25.00		
208-751-740.036	OPER SUPPLIES - TEENS			25.00		

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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GL #	DESCRIPTION	AMOUNT
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	3.50
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	25.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	21.20
208-751-860.001	SENIOR TRAVEL EXPENSE	2.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	53.00
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	5.19
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	2.47
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	3.99
		-----
		191.35
	VENDOR TOTAL:	----- 191.35

PITNEY 00037084	PITNEY BOWES, INC. P.O. BOX 856390 LOUISVILLE KY 40285-6390	12/15/2009 12/15/2009 / / 12/15/2009	856861	REC N N N	POSTAGE MACHINE RENTAL:JAN, FEB, MAR.	167.08 0.00 167.08
PD CK# 2488 12/14/2009						

GL #	DESCRIPTION	AMOUNT
208-751-940.000	EQUIPMENT RENTAL	167.08
		-----
		167.08
	VENDOR TOTAL:	----- 167.08

REGNER, T 00037077	REGNER, THERESA 437 BROWNING HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	11/4/2009	REC N N N	FOOD FOR BUCK POLE	94.00 0.00 94.00
PD CK# 2489 12/14/2009						

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	94.00
		-----
		94.00
	VENDOR TOTAL:	----- 94.00

KENNEDY, R 00037080	ROBERT KENNEDY 4316 ASTER BLVD HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	2001697.001	REC N N N	CLASS CANCELLATION:INTRO TO COMPUTERS	8.00 0.00 8.00
PD CK# 2490 12/14/2009						

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	8.00
		-----
		8.00
	VENDOR TOTAL:	----- 8.00

HOWARD, B 00037086	SCHRADER, BETH	11/30/2009 12/15/2009 / / 12/15/2009	11/13/09	REC N N N	MILEAGE/SCHRADER/NOVEMBER	318.45 0.00 318.45
PD CK# 2491 12/14/2009						

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	318.45
		-----
		318.45
	VENDOR TOTAL:	----- 318.45

SIGNS BY T 00037087	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	11/30/2009 12/15/2009 / / 12/15/2009	54-16950	REC N N N	SIGNS FOR HOLIDAY IN THE PARK	844.00 0.00 844.00
PD CK# 2492 12/14/2009						

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	844.00
		-----
		844.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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SIGNS BY T 00037088	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	11/30/2009 12/15/2009 / / 12/15/2009	54-16979	REC N N N	SIGNS FOR HOLIDAY IN THE PARK	189.00 0.00 189.00
PD CK# 2492 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS				AMOUNT 189.00	189.00
						VENDOR TOTAL: 1,033.00
-----						
SPARTAN ST 00037146	SPARTAN STORES, LLC ATTN: CASHIER 1540 MOMENTUM PLACE CHICAGO IL 60689-5315	11/30/2009 12/15/2009 / / 12/14/2009	77132	REC N N N	CUPS, COCOA, GLUE STICKS & POP	32.09 0.00 32.09
PD CK# 2493 12/14/2009						
GL # 208-751-740.000 208-751-740.035 208-751-740.035	DESCRIPTION OPERATING SUPPLIES - GENL OPER SUPPLIES - SPECIAL EVENTS OPER SUPPLIES - SPECIAL EVENTS				AMOUNT 3.98 17.95 10.16	32.09
						VENDOR TOTAL: 19.72
-----						
SPARTAN ST 00037147	SPARTAN STORES, LLC ATTN: CASHIER 1540 MOMENTUM PLACE CHICAGO IL 60689-5315	11/30/2009 12/15/2009 / / 12/14/2009	87638	REC N N N	POP	19.72 0.00 19.72
PD CK# 2493 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS				AMOUNT 19.72	19.72
						VENDOR TOTAL: 56.44
-----						
SPARTAN ST 00037148	SPARTAN STORES, LLC ATTN: CASHIER 1540 MOMENTUM PLACE CHICAGO IL 60689-5315	11/30/2009 12/15/2009 / / 12/14/2009	87903	REC N N N	POP	4.63 0.00 4.63
PD CK# 2493 12/14/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS				AMOUNT 4.63	4.63
						VENDOR TOTAL: 872.07
-----						
SPARTAN TI 00037145	SPARTAN TIRE & SERVICE CENTER 716 S MICHIGAN AVE HOWELL MI 48843	12/14/2009 12/15/2009 / / 12/14/2009	230478	REC N N N	BATTERY, 2 TIRES AND BRAKES	872.07 0.00 872.07
PD CK# 2494 12/14/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 872.07	872.07
						VENDOR TOTAL: 872.07
-----						
SCHULTE, S 00037090	STEVEN SCHULTE, RPT 5470 RED ROX DR. BRIGHTON MI 48114	12/15/2009 12/15/2009 / / 12/15/2009	7832	REC N N N	TUNE PIANO AND FIX KEY	115.00 0.00 115.00
PD CK# 2495 12/14/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 115.00	115.00
						VENDOR TOTAL: 115.00
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VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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BIRCH, T 00037108	TANYA BIRCH 427 LAKE STREET HOWELL MI 48843	12/15/2009 12/15/2009 / / 12/15/2009	1000.548	REC N N N	INSTRUCTOR:CREATIVE MOVEMENT	80.00 0.00 80.00
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PD CK# 2496 12/14/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	80.00
		80.00
	VENDOR TOTAL:	80.00

THE HOME 00037089	THE HOME DEPOT DEPT. 32-2505451090 P.O. BOX 9055 DES MOINES IA 50368-9055	11/30/2009 12/15/2009 / / 12/15/2009	5564453/2564757	REC N N N	SAND AND LIGHTBULBS	54.03 0.00 54.03
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PD CK# 2497 12/14/2009

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	46.97
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	7.06
		54.03
	VENDOR TOTAL:	54.03

USPS 00037104	UNITED STATES POSTAL SERVICE	12/10/2009 12/10/2009 / / 12/15/2009	12/10/2009	REC N Y N	POSTAGE FOR WINTER BROCHURE	4,300.84 0.00 4,300.84
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PD CK# 2450 12/10/2009

GL #	DESCRIPTION	AMOUNT
208-751-730.000	POSTAGE	4,300.84
		4,300.84
	VENDOR TOTAL:	4,300.84

VISCONTI 00037091	VISCONTI, CARL 1817 APPLE VALLEY LANE HOWELL MI 48843	11/30/2009 12/15/2009 / / 12/15/2009	1000.545	REC N N N	INSTRUCTOR:BRIDGE LESSONS	114.00 0.00 114.00
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PD CK# 2498 12/14/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	114.00
		114.00
	VENDOR TOTAL:	114.00

WAL-MART 00037109	WAL-MART COMMUNITY P.O. BOX 530932 ATLANTA GA 30353-0932	11/30/2009 12/15/2009 / / 12/15/2009	12/03/09	REC N N N	PRESCHOOL/TEEN CENTER/SPECIAL EVENTS	533.99 0.00 533.99
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PD CK# 2499 12/14/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	15.39
208-751-740.036	OPER SUPPLIES - TEENS	99.56
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	10.44
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	10.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	7.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	21.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	101.07
208-751-740.000	OPERATING SUPPLIES - GENL	8.62
208-751-740.000	OPERATING SUPPLIES - GENL	19.76
208-751-931.000	BLDG R & M AND SUPPLIES	6.74
208-751-740.033	OPER SUPP/SUMMER CAMP	17.88
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	122.49
208-751-740.036	OPER SUPPLIES - TEENS	94.04
		533.99
	VENDOR TOTAL:	533.99

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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WASTE MAN 00037094	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	12/15/2009 12/15/2009 / / 12/15/2009	3753902-1389-6	REC N N N	TRASH/BARNARD/DECEMBER	132.60 0.00 132.60
PD CK# 2500	12/14/2009					

GL #	DESCRIPTION	AMOUNT
208-751-920.008	UTILITIES - RUBBISH/BARNARD ST	132.60
		-----
		132.60

WASTE MAN 00037093	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	12/15/2009 12/15/2009 / / 12/15/2009	3753903-1389-4	REC N N N	TRASH BENNETT/DECEMBER	132.23 0.00 132.23
PD CK# 2500	12/14/2009					

GL #	DESCRIPTION	AMOUNT
208-751-920.003	UTILITIES - RUBBISH	132.23
		-----
		132.23

VENDOR TOTAL:	264.83
TOTAL - ALL VENDORS:	24,453.69



## Financial Reports

Attached is the year end November 30, 2009 balance sheet and revenue and expense statement for your perusal.

**ACTION REQUESTED:** None

BALANCE SHEET FOR HOWELL AREA PARKS & RECREATION AUTHORITY  
 PERIOD ENDED 11/30/2009  
 FUND 208 - PARKS & REC AUTHORITY

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 \*\*\* ASSETS \*\*\*

208-000-001.001	CHECKING	26,896.63	
208-000-004.001	PETTY CASH-PARKS/REC	600.00	
208-000-040.000	ACCOUNTS RECEIVABLE	1,093.60	
	TOTAL ASSETS		28,590.23

\*\*\* LIABILITIES \*\*\*

208-000-202.000	ACCOUNTS PAYABLE	21,119.95	
208-000-231.008	DEFERRED COMPENSATION	(10.65)	
208-000-260.007	OPEN/FAMILY/FLICK SWIM	335.00	
208-000-260.009	RENTALS	575.00	
208-000-285.000	SENIOR TRIP DEPOSITS	(626.91)	
	TOTAL LIABILITIES		21,392.39

\*\*\* CAPITAL \*\*\*

208-000-383.007	FB/RESERVED/TEEN CENTER	152.19	
208-000-390.000	FUND BALANCE	(21,021.21)	
	BEG. FUND BALANCE		(20,869.02)
	NET OF REVENUES VS. EXPENDITURES		28,066.86
	TOTAL CAPITAL		7,197.84
	TOTAL LIABILITIES AND CAPITAL		28,590.23

REVENUE & EXPENDITURE REPORT FOR HOWELL AREA PARKS & RECREATION AUTHORITY  
 Month Ended 11/30/2009

FUND 208 PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2009-10		YEAR-TO-DATE THRU 11/30/09	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 11/30/2009		
<b>Revenues</b>						
Dept 751: RECREATION / PARKS DEPARTMENT						
587.001	PK/RC MARION TWP PARTICIPATION	61,925.00	61,925.00	61,925.00	0.00	100.00
587.002	PK/RC GENOA TWP PARTICIPATION	61,925.00	61,925.00	30,962.50	0.00	50.00
587.003	PK/RC OCEOLA TWP PARTICIPATION	100,000.00	100,000.00	50,000.00	0.00	50.00
587.005	PK/RC HOWELL CITY PARTICIPATION	100,000.00	100,000.00	50,000.00	0.00	50.00
649.000	CONCESSION SALES - TEEN	4,000.00	5,000.00	1,767.75	508.50	35.36
649.002	AQUATIC CENTER CONCESSIONS	0.00	2,000.00	212.35	212.35	10.62
649.003	PK & REC BROCHURE ADVERTISEMNT	2,000.00	1,500.00	499.00	12.00	33.27
650.001	PROGRAM FEES SPORTS	116,000.00	125,000.00	41,754.54	12,788.64	33.40
650.002	PROGRAM FEES ENRICHMENT	61,000.00	65,000.00	28,815.93	2,377.00	44.33
650.003	PROGRAM FEES SPECIAL EVENTS	44,500.00	45,000.00	36,195.29	1,297.20	80.43
650.004	PROGRAM FEES SUMMER CAMP	45,000.00	34,000.00	12,137.50	7.00	35.70
650.005	PROGRAM FEES TEENS	5,000.00	1,500.00	490.00	125.00	32.67
650.006	GENOA SOCCER FIELD RENTALS	0.00	1,000.00	0.00	0.00	0.00
651.004	BUILDING RENTAL FEES	29,000.00	28,500.00	3,455.00	748.00	12.12
651.005	PROGRAM FEES/MEMBERSHIP SENIORS	4,500.00	6,270.00	3,710.64	44.00	59.18
651.007	PRESCHOOL TUITION	45,000.00	47,000.00	20,731.50	2,485.50	44.11
665.000	INVESTMENT INTEREST	2,000.00	1,000.00	157.52	24.35	15.75
671.001	CASH OVER/UNDER	0.00	0.00	3.78	0.00	100.00
671.002	MISC REVENUES	1,000.00	500.00	797.94	87.00	159.59
675.003	DONATIONS - GENERAL	5,500.00	4,000.00	790.11	7.40	19.75
675.009	DONATIONS SENIORS	1,000.00	1,500.00	720.94	190.75	48.06
675.010	DONATIONS - TEEN	1,000.00	1,000.00	339.14	51.62	33.91
675.011	COMMUNITY GARDEN DONATIONS	0.00	0.00	36.49	0.00	100.00
675.012	UNITED WAY - TEENS	8,650.00	8,200.00	4,100.00	0.00	50.00
675.013	UNITED WAY SENIORS	11,000.00	10,500.00	5,255.49	5.49	50.05
675.015	PRESCHOOL FUNDRAISING	2,000.00	2,000.00	0.00	0.00	0.00
675.026	GIFT CERTIFICATE	0.00	0.00	64.00	0.00	100.00
677.003	SENIOR TRAVEL FEES	4,000.00	0.00	0.00	0.00	0.00
678.010	SPONSORSHIP FEES	25,000.00	17,500.00	6,677.30	850.00	38.16
678.012	MEMBERSHIP FEES	1,000.00	500.00	231.32	80.25	46.26
678.013	YOUTH SCHOLARSHIP FUND	0.00	2,500.00	0.00	0.00	0.00
678.015	SENIOR NEWSLETTER ADVT	1,000.00	1,000.00	475.00	25.00	47.50
678.020	GENOA TWP MAINT REIMB	0.00	1,000.00	72.50	0.00	7.25
678.021	HOWELL CITY PARK GUARD REIMB	0.00	43,000.00	25,800.00	0.00	60.00
680.000	PARK CONCESSION SALES	0.00	6,000.00	6,055.96	0.00	100.93
680.002	HAPRA MGMT FEE	0.00	105,000.00	35,000.00	0.00	33.33
Total - Dept 751		743,000.00	890,820.00	429,234.49	21,927.05	48.18
Dept 999: TRANS OUT/FUND BAL/RETAIN EARN						
699.099	PRIOR YEAR - FUND BALANCE	0.00	(21,000.00)	0.00	0.00	0.00
Total - Dept 999		0.00	(21,000.00)	0.00	0.00	0.00
Total Revenues		743,000.00	869,820.00	429,234.49	21,927.05	49.35
<b>Expenditures</b>						
Dept 751: RECREATION / PARKS DEPARTMENT						
702.000	SAL & WAGES BLDG/SITE SUPERVISORS	55,000.00	52,500.00	18,645.23	4,817.25	35.51
702.001	SAL & WAGES PROG & MGMT	201,890.00	203,000.00	80,480.47	16,299.93	39.65
702.023	SAL & WAGES PRESCHOOL	28,000.00	31,000.00	11,642.21	3,158.15	37.56
702.025	SAL & WAGES SUMMER CAMP	25,000.00	20,000.00	12,336.75	0.00	61.68
702.026	SAL & WAGES TEEN	9,000.00	13,000.00	5,585.95	1,559.81	42.97
702.027	SAL & WAGES SENIORS	7,500.00	7,500.00	3,703.21	850.00	49.38
702.028	SAL & WAGE SEASONAL PARK	0.00	43,000.00	22,502.36	0.00	52.33
702.029	SAL & WAGES AQUATIC CTR MGR	0.00	95,000.00	22,416.75	4,558.25	23.60
714.004	ICMA RETIREMENT	14,000.00	15,000.00	6,800.59	1,146.78	45.34
717.000	FRINGE BENEFITS	75,000.00	75,000.00	33,079.22	8,532.03	44.11
727.000	OFFICE SUPPLIES	5,000.00	6,000.00	2,948.42	640.09	49.14
730.000	POSTAGE	12,500.00	12,500.00	7,983.42	535.89	63.87
740.000	OPERATING SUPPLIES - GENL	7,500.00	8,250.00	617.47	58.35	7.48
740.003	OPERATING SUPPLIES T-SHIRTS	7,000.00	10,000.00	12,285.23	2,676.82	122.85
740.028	OPERATING SUPPLIES/PRESCHOOL	2,000.00	1,500.00	1,619.94	576.59	108.00

REVENUE & EXPENDITURE REPORT FOR HOWELL AREA PARKS & RECREATION AUTHORITY  
Month Ended 11/30/2009

FUND 208 PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2009-10		YEAR-TO-DATE THRU 11/30/09	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 11/30/2009		
740.030 OPER SUPPLIES - SPORTS	5,000.00	4,000.00	966.35	695.50	3,033.65	24.16
740.031 OPER SUPPLIES - ENRICHMENT	3,000.00	3,000.00	712.01	121.00	2,287.99	23.73
740.032 OPER SUPP/SENIORS	2,000.00	1,500.00	1,423.82	77.05	76.18	94.92
740.033 OPER SUPP/SUMMER CAMP	5,000.00	3,000.00	1,369.83	17.88	1,630.17	45.66
740.035 OPER SUPPLIES - SPECIAL EVENTS	35,000.00	30,000.00	31,579.73	6,194.76	(1,579.73)	105.27
740.036 OPER SUPPLIES - TEENS	3,000.00	2,000.00	2,408.55	988.30	(408.55)	120.43
740.037 CONCESSION SUPPLIES - PARK	0.00	2,400.00	2,743.37	(57.44)	(343.37)	114.31
740.039 POOL CONCESSIONS	0.00	1,000.00	262.27	262.27	737.73	26.23
740.040 CONCESSION SUPPLIES - TEENS	0.00	2,500.00	0.00	0.00	2,500.00	0.00
751.000 GASOLINE & DIESEL FUEL	1,000.00	1,000.00	336.95	0.00	663.05	33.70
801.000 PROFESSIONAL SERVICES	25,000.00	25,000.00	10,050.00	45.00	14,950.00	40.20
804.000 CONTRACTUAL SERVICES	12,000.00	500.00	1,807.30	150.00	(1,307.30)	361.46
804.008 CONTRACT SERVICES/INSTRUCTORS	32,000.00	30,000.00	21,000.70	4,342.20	8,999.30	70.00
804.009 CONT SERVICES OFFICIALS/REFEREES	5,000.00	7,000.00	2,028.05	473.00	4,971.95	28.97
804.010 CONTRACT SERV - FIELD MAINTENANCE	15,000.00	10,000.00	9,001.00	2,150.00	999.00	90.01
840.000 DUES, SUBSCRIPTIONS & MEMBERSHIPS	2,000.00	2,500.00	895.00	0.00	1,605.00	35.80
850.000 COMMUNICATION - TELEPHONES	8,000.00	8,000.00	3,582.95	597.11	4,417.05	44.79
850.008 COMMUNICATION - INTERNET & CABLE	1,000.00	2,000.00	1,367.60	299.88	632.40	68.38
860.000 TRAVEL	6,000.00	5,500.00	2,093.95	528.12	3,406.05	38.07
860.001 SENIOR TRAVEL EXPENSE	2,000.00	0.00	0.00	0.00	0.00	0.00
900.000 MARKETING, PRINTING & PUBLISHING	32,000.00	32,000.00	13,745.77	1,852.61	18,254.23	42.96
910.000 INSURANCE	12,500.00	15,000.00	16,214.99	1,490.00	(1,214.99)	108.10
920.000 UTILITIES - ELECTRICITY	12,000.00	9,500.00	5,043.56	1,274.32	4,456.44	53.09
920.001 UTILITIES - GAS	7,000.00	7,000.00	547.62	0.00	6,452.38	7.82
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	533.58	216.20	466.42	53.36
920.003 UTILITIES - RUBBISH	1,750.00	1,500.00	661.95	132.23	838.05	44.13
920.006 UTILITIES - GAS/BARNARD ST	5,500.00	6,300.00	656.39	132.60	5,643.61	10.42
920.007 UTILITIES - ELEC/BARNARD ST	6,000.00	5,300.00	211.23	409.80	5,088.77	3.99
920.008 UTILITIES - RUBBISH/BARNARD ST	1,200.00	1,000.00	397.80	0.00	602.20	39.78
920.009 UTILITIES - WTR-SWR/BARNARD ST	750.00	1,250.00	391.26	0.00	858.74	31.30
930.000 GROUNDS MAINTENANCE BENNETT & BAR	4,570.00	4,570.00	3,390.00	2,550.00	1,180.00	74.18
931.000 BLDG R & M AND SUPPLIES	12,000.00	9,000.00	5,224.84	1,103.74	3,775.16	58.05
940.000 EQUIPMENT RENTAL	4,000.00	4,000.00	1,577.31	435.03	2,422.69	39.43
942.001 PORTA JOHN RENTALS	1,200.00	1,000.00	1,377.00	0.00	(377.00)	137.70
956.000 MISCELLANEOUS	250.00	250.00	35.00	0.00	215.00	14.00
956.003 BANK CHARGES & FEES	7,500.00	10,000.00	5,877.27	999.06	4,122.73	58.77
957.000 EDUCATION / TRAINING	1,500.00	1,500.00	596.80	226.80	903.20	39.79
960.002 PURCH FROM DONATIONS - SENIORS	1,000.00	1,500.00	1,087.18	421.97	412.82	72.48
960.005 PURCH FROM DONATIONS - TEENS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
960.007 PURCH PRESCHOOL FUNDRAISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
964.001 PROGRAM REFUNDS	3,000.00	3,000.00	1,133.00	476.00	1,867.00	37.77
965.000 FACILITY RENTALS	7,000.00	14,000.00	2,495.75	0.00	11,504.25	17.83
980.004 EQUIP / COMPUTER HARDWARE	6,890.00	4,000.00	3,692.68	0.00	307.32	92.32
Total - Dept 751	743,000.00	869,820.00	401,167.63	74,014.93	468,652.37	46.12
Total Expenditures	743,000.00	869,820.00	401,167.63	74,014.93	468,652.37	46.12
NET OF REVENUES AND EXPENDITURES	0.00	0.00	28,066.86	(52,087.88)	(28,066.86)	