



Howell Area Parks & Recreation Authority Board Meeting

Tuesday, June 9, 2009

7:00 p.m.

Oceola Township Hall

AGENDA

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approve Agenda
4. Approval - Board Meeting Minutes dated May 12, 2009
5. Call to the Public (for any items not on the agenda)
6. Board Correspondence
7. Presentation – Kicks & Sticks Soccer Arena, Dan Presidio
8. Presentation and Discussion – Marion Oaks, LandTec, Mike Ross
9. Discussion/Approval – Leases for the Bennett & Barnard Centers
10. Discussion/Approval – Soccer Goal Lease with City of Howell
11. Discussion and Review of Aquatic Center 1st Draft Management Contract
12. Discussion/Approval – Work Experience Training Agreement between Livingston County Michigan Works!
and the Howell Area Parks & Recreation Authority
13. Discussion/Approval - Trustee Meeting Schedule for 2009-2010
14. Discussion – Proposed Slate of Officers for 2009-2010
15. Discussion - Check Register Reports for May 1 – 31, 2009
16. Discussion - Financial Report ending April 30, 2009
17. Directors' Report
18. Old Business
19. New Business
20. Member Discussion
21. Next Meeting (Organizational and Regular), Tuesday, July 14, 2009 – Howell City Hall, 611 E. Grand River
Ave.
22. Adjourn



Howell Area Parks & Recreation Authority

Board Meeting Minutes

May 12, 2009 – Marion Township Hall

Call to Order

Todd Smith called the meeting to order at 7:05 pm

Members Present

Paula Wyckoff, Todd Smith, Steve Manor, Rick Terres, Sean Dunleavy

Absent

None

Also Present

Director Deborah E. Mikula, Administrative Assistant Cassie Matlock, Russell Driver, Bob Hanvey

Approval of Minutes

Motion by Manor and support by Wyckoff to approve the minutes dated March 10, 2009. Motion carried unanimously.

Call to Public

None.

Approval of Agenda

Motion by Wyckoff and support by Manor to approve the agenda dated May 12, 2009. Motion carried unanimously.

Correspondence

None

Beach/Boat Launch Management Contract

The Howell City Council directed the City Manager to write an operational agreement to operate the beach, boat launch and concession stand for the time period of May 22-September 12 for a fee of \$43,000. Wyckoff asked for a clarification on the amount of the contract as Mikula's letter stated one figure and the City's proposal stated a higher figure. Mikula stated that the correct figure is \$43,000. Manor asked to see a written contract before the Authority board at the next meeting. Audience member Hanvey asked for a clarification on the motion, whether this was a cost to the Authority or a fee being paid to the Authority by the City. Manor clarified that the Parks and Recreation Authority would operate the beach for a fee of \$43,000 from the City. *Motion by Manor and support by Wyckoff to have the Parks and Recreation Director write an operational agreement to operate the beach, boat launch and*

concession stand for the time period of May 22-September 12 for a fee of \$43,000. Motion carried unanimously.

Summer Youth Employment Opportunity through Michigan Works

Mikula stated that she met with Michigan Works about a federal stimulus package that they received to employ about 70 youth over the summer with public and non-profit agencies. This is a 10 week program, and they would assume all costs for employees. She added that she had to fill out an application and they must approve the job description. All employees will be paid through Michigan Works, not Parks and Recreation. One pending issue is to match the qualifications that we require for new hires. They stated that we can interview the employees. We also had preliminary discussions with the staff at Michigan Works! about providing summer help to build ramps and walkways at the athletic fields in Oceola Township. Mikula shared information with Bill Bamber and they will pursue this on behalf of Oceola Township.

Genoa Township Athletic Fields Management Contract SELCRA

Mikula noted that this contract will go to SELCRA tomorrow evening. We are taking the leadership role in controlling income and expenses. It is then invoiced to SELCRA. *Motion by Dunleavy and support by Wyckoff to approve the Joint User Agreement as presented for the shared operations of the Genoa Township Athletic Fields by the Howell Area Parks & Recreation Authority and the Southeast Livingston County Recreation Authority from January 1, 2009 – December 31, 2009. Motion carried unanimously.*

Scholarship Policy

Mikula stated that she has had an opportunity to work through the details on this policy; how to fund it and how to determine eligibility. Based on the feedback she has received, she is recommending that the program be instituted for children under 18. Many scholarship programs have a limit, and we have decided to limit to 1 program per child per year. Dunleavy added that he would prefer the language to read 18 and under, otherwise we would be eliminating 18 year olds who are still in school. Manor stated that regarding the deadlines, we may want to change the January 1 to January 2, since it is a holiday. Manor asked if this policy can be applied to special events. Mikula confirmed that it can be used for one-day or special events. Smith asked to strike "without the prior written approval of the director" from the policy for scholarships over the \$2500. Mikula added that we have received \$500 from Smith's business, as well as about \$150 from raffle tickets from a bicycle raffle. *Motion by Dunleavy and support by Wyckoff to approve the Howell Area Parks & Recreation Authority's Scholarship and Reduced Fee Policy as outlined above to begin July 1, 2009, with the amended changes, (changing the age to 18 and under, moving winter deadline from January 1 to January 2, and striking "once this maximum amount is reached, no other scholarships will be granted. without the prior written approval of the Director of the Howell Area Parks & Recreation Authority". Motion carried unanimously.*

Aquatic Center Management

Mikula stated that the Howell Public Schools has approached the Howell Area Parks & Recreation Authority about pursuing a management contract to help them curb costs associated with running the Aquatic Center. Terres stated that there are currently 3 main employees at aquatic center and the lifeguards and other staff are privatized. About 40% of time at the pool is taken up by swim team practice and competition and Physical Education classes. Terres stated that the school would assume losses (which are currently around \$250,000) and are just looking for a management contract from the Recreation Authority to reduce the costs of management which in turn would reduce the overall deficit. This kind of goes back to the community ed program; no more duplication and one department takes ownership. Terres felt that with our marketing power we would be able to get this out into the community, further than the schools currently do. Timing is of the essence for the school as the School Board has decided to terminate the employment of 3 of the Aquatic Center staff members as of June 30, 2009.

Dunleavy asked about liability insurance and who would be carrying it. Terres answered that the schools would assume insurance responsibilities.

Smith asked if there would be something to motivate us to generate income and assume responsibility. Mikula added that this type of partnership has great potential to become revenue generating for both the Authority and the School. Terres added that he would suggest to the school board that if what they are currently bringing in is enhanced by the Authority, he would suggest that the Authority be allowed to keep some of that revenue. He added that he wants to be sure that this is an opportunity for the Authority to have guaranteed revenue and generate some additional dollars.

Mikula added that this is a different partnership from that of the Field House last year. The schools would be maintaining all costs for operating supplies, lifeguards/instructors, chemicals, maintenance, and custodial. Terres added that the line item budgets for overall operations would still be approved by the school board.

Terres suggested that the Authority board put together a sub-committee to explore this further. He explained that he was exploring the interest tonight and the school board is supportive of this idea.

A number of other concerns were stated by Manor concerning offering a job 40 hours a week, full time without benefits. Smith responded that there are thousands of people looking for work who would be willing and qualified to step into that position. Manor added that in the past, there have been problems with access to facilities. Terres answered that during specific hours, all usage would be pre-scheduled through the Authority, so there would be no overlapping. Manor stated that he is not opposed to an agreement, but would like to see more numbers first. Manor also stated that he sees this as an opportunity to generate more revenues for the Authority, however \$10,000 is a fairly slim income for assuming a large responsibility. Manor added that we have an opt-out clause, as well as an opportunity to renew the contract if it is a viable opportunity.

Smith directed Mikula to set up a sub-committee and bring back recommendations to the June meeting.

H.B. 4700-Amendments to the Recreational Authorities Act (MCL 123.1133)

Amendments to the Recreational Authorities Act were passed out. There was no discussion.

Family Medical Leave Act Policy

Motion by Manor, support by Wyckoff to approve the Family & Medical Leave Act Policy as presented. Motion carried unanimously.

Trustee Meeting Schedule for 2009-2010

Mikula passed out a meeting schedule for the 2009-2010 fiscal year where the board would meet every other month. Manor stated that he is not comfortable limiting ourselves to a meeting every 8 weeks. He expressed concern over the flow and catch up and that there would be a great temptation to eliminate the public matter of our meetings. Mikula responded that there are some months when there is no action required and wondered if the board still wanted to meet. Smith noted that the board should schedule a meeting every month but if there is no required actions, they have the right to cancel the meeting. Smith asked to table this motion until the next meeting and asked Mikula to come back with a new schedule. *Motion by Manor and support by Wyckoff to postpone the trustee meeting schedule until June. Motion carried unanimously.*

Check Register Reports for March 1-31, 2009 and April 1-30, 2009 (Discussion)

No discussion.

Financial Report ending March 31, 2009 (Discussion)

Manor noted that he is under the impression that we seem to be doing okay. Mikula added that she thinks it will be close at the end, but it looks like we budgeted fairly accurately and have been controlling costs and trying to increase revenues. She stated that we are still in a good financial position and cash flow hasn't been an issue. We will be billing each of the townships and the City again for the new fiscal year at the beginning of June.

Director's Report

- a. Mikula stated that the Howell Theater closing threw a wrench in our work with the Classic Film series. One idea for continuing the series was to move it back to Bennett or to the library, but they are not the most opportune locations. We are talking about using the Freshman campus auditorium and will work with the administration there to hold the classic film series there until the Howell Theater reopens at a later date.
- b. Mikula talked about the Genoa and Oceola Township fields. She added that it is an amazing sight to see all the children and families at Oceola Township. The parking control is now integrated. Genoa is great as well and there are no parking issues.
- c. The Melon Run and route had to be changed because of impending street construction issues in the Piety Hill area. Shea Charles and Terry Wilson from the City of Howell have been meeting with us and we believe we have a viable new route for the Melon Run which will begin in downtown Howell. We will be much more visible and we won't have to shuttle anyone.

Old Business

None

New Business

None

Member Discussion

Wyckoff passed around fliers for the Marion Township Heritage Days and asked everyone to distribute them if possible.

Adjourn

Motion by Dunleavy, support by Wyckoff to adjourn at 8:34 p.m. Motion carried unanimously.



Kicks & Sticks Soccer Arena Presentation and Marion Oaks Golf Course Presentation and Discussion

Kicks & Sticks

The Owner of Kicks & Sticks Soccer Arena (Genoa Township), Dan Presidio, has approached the Howell Area Parks & Recreation Authority about a possible lease arrangement. So that the board can understand the concept of what Dan is proposing, I asked him to come in and make a brief presentation to the board of directors. The lease arrangement that he shared with me was based on \$8,000/month but with that was an opportunity to take over the entire business and current customer base.

Marion Oaks Golf Course

Due to economic conditions faced by many property owners and developers, the owner/developer of the Marion Oaks Golf Course (Marion Township) has sought out the Howell Area Parks & Recreation Authority to utilize the property currently known as Marion Oaks Golf Course for recreational purposes (buildings – barns and club house, and grounds) for \$1/year. The property is fully fenced and consists of 230 acres just off of D-19 and Wright Roads.

The owners are currently seeking an agricultural exemption on the property and there is another individual who is a Marion Township resident and farmer - Jerry Wilson - that they are partnering with to harvest the hay and who will be bringing 75 sheep onto the property to roam. The owners have stated that they want to offer it to a wider community on a short term basis to use until such time in the future where it will be developed or sold.

While it would take a considerable effort and expense to bring back the golf course itself, we can envision many other outdoor recreational opportunities like disc golf, cross country skiing, sledding, walking/nature/horse trails (already exist in golf cart paths) and much more. Outdoor use could immediately be taken advantage of.

The club house itself is in great condition with lots of ambiance for camps, weddings, meetings, etc, but would require us to really brainstorm and put forth a financially viable plan to make sure that we could cover the costs of utilities and upkeep. This would be something we would want to grapple with over the winter and try to come up with a viable plan for spring/summer 2010.

Mike Ross will be joining us and making a presentation for our consideration.



Renewal of Leases for Bennett Recreation Center and Barnard Community Center

The City of Howell has agreed to renew the lease the Bennett Recreation Center and the Barnard Community Centers to the Howell Area Parks & Recreation Authority for \$1/year. We will be required to provide the upkeep and maintenance on the buildings and grounds during this time. The costs associated with the upkeep and maintenance are currently within the approved budget for the new fiscal year.

There have been no significant changes to the lease agreement except for dates, and to state that we are sub-letting the lower level of the Barnard Community Center to the Community Theatre of Howell.

Action Requested: A motion to approve the Lease Agreement for the Bennett Recreation Center and the Barnard Community Center from the City of Howell and the Howell Area Parks & Recreation Authority to commence July 1, 2009 for a one year period for \$1.

AGREEMENT TO LEASE CITY OF HOWELL
BENNETT AND BARNARD BUILDINGS

This lease is effective **July 1, 2009**, by the CITY OF HOWELL, with offices at 611 E. Grand River Ave., Howell, MI 48843 (“Landlord”), and the HOWELL AREA PARKS AND RECREATION AUTHORITY, with offices at 925 W. Grand River, Howell, Michigan, 48843, (“Tenant”), upon the following terms and conditions:

1. Description of Premises. Landlord leases to Tenant and Tenant hires from Landlord that area, which is containing the Bennett and Barnard buildings, which are located at 925 W Grand River, and 415 N. Barnard St., for the purposes of this lease (“premises”), located in the City of Howell, in Livingston County, Michigan.

2. Common Areas. Landlord shall also make available areas and facilities of common benefit to the tenants and occupants of the building, including parking areas, driveways, sidewalks and ramps, service areas, hallways, lighting facilities, and landscaped area (“common areas”). All common areas shall be under the exclusive control and management of Landlord.

3. Term. This lease shall be for the term of one (1) year commencing on July 1, 2009 “commencement date” and ending on June 30, 2010.

4. Rental. Tenant shall pay to landlord as annual rent the sum of one (\$1) dollar per building, payable as a single lump sum payment. All rent shall be paid to Landlord at the address set forth above or at any other address that the Landlord designates in writing, without any prior demand by the landlord and without any deduction or offset.

5. Landlord’s Operating Expenses. As used in this paragraph, Landlord’s operating expenses include, without limitations, the following costs and expenses incurred by Landlord with respect to the land and improvements including the common areas, on which the premises are situated:

- a. All property taxes and assessments, real, personal, general and special;
- b. Any capital investments or improvements which are made in accordance with generally accepted accounting principles, which include replacement of utility operating systems or major components, such as compressors, complete systems, motors, pumps, etc.

6. Tenant’s Operating Expenses. As used in this paragraph, Tenant’s operating expenses include, without limitation, the following costs and expenses incurred by the Tenant with respect to the premises, not including the common areas, on which the premises are situated:

- a. Water, sewer, electricity, gas, and other sources of power for heating, lighting, ventilating, or air conditioning; snow removal and exterior grounds care to leased premises; installation and maintenance of exterior signs identifying the building and its tenant; any cost associated with maintenance and keeping in good condition and repair (but not replacement) exterior windows, heating and air conditioning equipment, and the electrical and plumbing systems;
- b. Janitorial services to maintain the premises in a neat and clean condition;

c. Repair or replacements occasioned by the negligence or willful act of Tenant or its agent, employees, invitees, or licensees.

7. Use. Tenant shall use and occupy the premises as a Recreation Center and for no other purpose without the prior written consent of Landlord. Tenant shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule or regulation adopted or imposed by any federal, state, county or municipal body or other governmental agency. Tenant shall not deface or injure the premises or the building, permit anything to be done on the premises tending to create a nuisance or to disturb other tenants in the building, or permit any activity in the premises that will result in an increase of any insurance premium on the premises or the building.

8. Taxes. Landlord shall pay all taxes and special assessments levied against the land and improvements on and in which the premises are situated. Tenant shall pay all personal property taxes assessed against any personal property owned by Tenant on the premises.

9. Assignment and Subletting. Tenant agrees not to sell, assign, mortgage, pledge, or in any manner transfer this lease or sublet the premises or any portion of the premises without Landlord's prior written consent.

Let it be noted that the City of Howell is amenable to the sub-lease currently in place between the Howell Area Parks & Recreation Authority and the Community Theatre of Howell who continue to occupy and maintain the entire lower level of the Barnard Community Center.

10. Insurance. Landlord shall insure the building, including the premises and the common areas, against loss or damage under a policy of fire or extended coverage insurance in amounts that Landlord deems appropriate.

Tenant shall indemnify Landlord and keep Landlord harmless from any liability or claim for damages that may be asserted against Landlord because of any accident or casualty occurring on or about the premises. Tenant shall at its own cost and expense, obtain and keep in force a policy or policies of public liability insurance with an insurance company approved by Landlord, with liability coverage of not less than \$5,000,000.00 for injury or death to any one person, \$1,000,000.00 for injury or death to more than one person, and \$300,000.00 for damage to property. In addition, the Tenant shall name the Landlord as an additional insured with respect to liability for these premises on Tenant's insurance policy.

Any personal property kept on the premises by Tenant shall be kept there at Tenant's sole risk.

11. Acceptance of Premises. The use by Tenant of the buildings as a Recreation Center shall constitute an acknowledgement by the Tenant that the premises are then in acceptable condition.

12. Damage or Destruction. If, during the term of this lease, the premises are partially or totally destroyed by fire or other casualty covered by insurance so as to become partially or totally untenable, the premises shall be repaired as speedily as possible at Landlord's expense unless this lease is terminated as provided below. In the event of such damage or destruction, and this lease is not terminated, there shall be no abatement or reduction in the rent payments due under this lease.

If, during the term of this lease, the premises or the buildings are partially or totally destroyed by fire or other casualty, and the cost of restoring the premises or the buildings to its prior condition equals or exceeds 50 percent of its fair replacement value immediately before the damage, or if the premises are damaged by any casualty not insured against by Landlord, Landlord shall have the right to terminate this lease by giving Tenant written notice of its election to do so within 15 days after the date on which the damage occurs. Upon the giving of the notice, the

lease shall terminate as of the date on which the damage occurred, and the rent shall cause the premises or the buildings to be repaired or restored with due diligence.

13. Alterations. No improvements, alterations, additions, or physical changes shall be made on the premises by Tenant without the prior written consent of Landlord. Tenant shall not attach or exhibit any sign, display, lettering, or advertising matter of any kind on the exterior walls or corridors of the buildings or on any window or door of the premises without Landlord's prior written consent. All alterations and improvements, but not moveable equipment and trade fixtures, put in at the expense of Tenant shall be the property of Landlord and shall remain on and be surrendered with the premises at the termination of the lease. However, Landlord may require that Tenant remove the alterations and improvements and repair any damages to the premises caused by the removal.

14. Signs. Landlord shall provide appropriate signs on the exterior of the buildings and in the common areas. Tenant shall, at its own expense, be responsible for any of its signs on the exterior of the premises. Landlord reserves the right to require uniform signs for all tenants, and no sign or other advertising or lettering shall be placed on the exterior walls or corridors of the building or on any windows or doors of the premises without Landlord's prior consent.

15. Remedies and Default. If Tenant does any of the following:

- a. Defaults in paying any sums to Landlord when due, including rents and additional rent, and does not cure the default within 10 days;
- b. defaults in performing any other covenant or condition of the lease and does not cure the other default within 30 days after written notice from Landlord specifying the default; or
- c. is adjudicated a bankrupt or makes any assignment for the benefit of creditors;

then Landlord may,

- a. accelerate the full balance of the rent payable for the remainder of the term and sue for the sums due;
- b. terminate this lease ; or
- c. without terminating this lease, reenter the premises and dispossess Tenant or any other occupant of the premises, remove Tenant's effects, and relet the premises for the account of Tenant for rent and upon terms that are satisfactory to Landlord, crediting the proceeds, after deducting the costs and expense of reentry, alterations, additions, and reletting, to the unpaid rents and the other amounts due under the lease during the remainder of the term, and Tenant shall remain liable to Landlord for the balance owed.

If a suit is brought to recover possession of the premises, to recover any rent or any other amount due under the provisions of this lease, or because of the breach of any other covenant to be performed by Tenant, and a breach is established, then Tenant shall pay to Landlord all expenses incurred in the action, including reasonable attorney fees, which shall be deemed to have been incurred on the commencement of the action and shall be enforceable whether or not the action is prosecuted to judgment.

16. Access to Premises. Landlord shall have the right to enter the premises at all reasonable hours, provided that the entry does not interfere with the operation and conduct of Tenant's business. Landlord shall have the right to use all or any part of the premises to install, maintain, use, repair, and replace pipes, ducts, conduits, plants, wires, floor coverings, and all other mechanical equipment serving the premises in locations within the premises that will not materially interfere with Tenant's use of the premises.

17. Rules and Regulations. Landlord reserves the right to adopt from time to time rules and regulations for operation of the building that are customary for buildings of this character and are not inconsistent with the provisions of this lease. Tenant and its agents, employees, invitees, and licensees shall comply with all rules and regulations.

18. Waiver. Landlord's failure to insist on a strict performance of any of the terms, covenants, or conditions of this lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants, and conditions in this lease. This lease may not be changed, modified, or discharged orally.

19. Notices. All notices required under this lease shall be in writing and shall be deemed to be given if either delivered personally or mailed by certified or registered mail to Landlord or to Tenant at their respective addresses set forth in this lease or to any other address that either party furnishes in writing during the term of this lease.

20. Quiet Enjoyment. Landlord covenants and agrees with Tenant and its successors and assigns that, upon Tenant's paying the rent and observing and performing all the terms, covenants, and conditions on Tenant's part to be performed and observed, Tenant may peaceably and quietly hold, occupy, possess, and enjoy the premises for the full term of this lease.

21. Changes by Landlord. Landlord reserves the absolute right at any time and from time to time to make changes or revisions in the buildings, parking lot, driveways, signs, landscaping, and rearrangement of the improvements, provided that the changes do not materially alter the use of the premises.

22. Holding Over. If Tenant remains in possession of the premises after the expiration or termination of the lease and without signing a new lease, it shall be deemed to be occupying the premises as a tenant from month-to-month at twice the minimum rent (as adjusted in this lease), subject to all the conditions, provisions, and obligations of this lease insofar as it can be applicable to a month-to-month tenancy, cancelable by either party upon seven days written notice to the other.

23. Recording. Tenant shall not record this lease without the written consent of Landlord; however, upon the request of either party, the other party shall join in signing a memorandum or so-called "short form" of this lease for the purpose of recordation. The memorandum or short form of this lease shall describe the parties, the premises, and the term of this lease, and shall incorporate this lease by reference.

24. Captions and Headings. The captions and headings used in this lease are intended only for convenience and are not to be used in construing this lease.

25. Applicable Law. This lease shall be construed under the laws of the state of Michigan. If any provision of this lease or portions of this lease or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this lease shall not be affected and each provision of this lease shall be valid and enforceable to the fullest extent permitted by law.

26. Successors. This lease and its covenants and conditions shall inure to the benefit of and be binding on Landlord and its successors and assigns and shall be binding on Tenant and permitted assigns of Tenant.

27. No Partnership. Any intentions to create a joint venture or partnership between the parties is expressly disclaimed.

28. Recovery by Tenant. Tenant agrees to look solely to the interest of Landlord in the land and improvements on which the premises are situated to satisfy any judgment against Landlord as a result of any breach by Landlord of

its obligations under this lease. No other property of Landlord or any partners shall be subject to levy or execution as a result of any claim by Tenant against Landlord arising out of the relationship created by this lease.

29. Estoppel Agreement. At the request of Landlord, Tenant shall, within 10 days, deliver to Landlord, or anyone designated by Landlord, a certificate stating the commencement date and the term and certifying, as of that date, the date to which rent, additional rent, and other charges under this lease are paid, that this lease is unmodified and in full force, and that Landlord is not in default under any provision of this lease or, if the lease is modified or if Landlord is in default, stating the modification or nature of the default and the amount of any claims.

30. Effective Date. Landlord and Tenant have signed this lease and it shall be effective on the date listed at the beginning of this agreement.

CITY OF HOWELL

HOWELL AREA PARKS AND
RECREATION AUTHORITY

LANDLORD:

TENANT:

By: _____

By: _____

Geraldine Moen

Todd Smith

Its: Mayor

Its: Chairman

By: _____

By: _____

Jane Cartwright

Deborah E. Mikula

Its: Clerk

Its: Director



Soccer Goal Lease from the City of Howell

As the Authority continues its soccer program, our need to either purchase goals or lease them became evident. During our transition last year, the City retained ownership of the soccer goals that had been used in the past by the Parks and Recreation department, but are willing to allow us to lease them for a 10 year period for \$1/year. Attached you will find a copy of the lease for your consideration.

Action Requested: A motion to approve a lease with the City of Howell for the use of soccer goals for a period of 10 years for \$1/year.

LEASE AGREEMENT

This Lease is made on June ___, 2009, by and between the City of Howell, a Michigan Municipal Corporation, with its offices located at 611 E. Grand River, Howell, Michigan 48843 (City), and the Howell Area Recreation Authority, a Michigan Municipal Authority, whose offices are located on W. Grand River, Howell, Michigan 48843 (Authority).

This Lease centers around the Lease by the Authority of unused soccer goals and nets owned by the City. Based upon the mutual covenants, agreements and conditions by and between the parties, the parties hereby agree to the following terms and conditions:

1. **Description of Property.** The Authority hereby leases from the City of Howell the following recreation equipment which parties agree that the value of all assets exceeds Eight Thousand Five Hundred Dollars (\$8,500.00) described as:
 - a. Seven (7) pairs of twelve feet by seven feet goals;
 - b. Seven (7) nets for twelve feet by seven feet goals;
 - c. Eight (8) pair of four foot by six foot goals.
2. **Rent.** The Authority will lease all equipment as described above from the City for One Dollar (\$1.00) per year plus other considerations more specifically described below.
3. **Term.** The term of the Lease will be for a ten (10) year period from and after June 1, 2009 through May 31, 2019.
4. **Alterations.** As part of the consideration for this Lease, the Authority will continue to keep in good repair all goals and nets, above. Further, and as part of the consideration for this agreement, the Authority agrees that any goals or nets which need replacement will be replaced by the Authority at its cost during the term of this Lease.
5. **Notices.** The terms and conditions of this Lease may be altered or changed upon sixty (60) days notice to the Authority by the City in the event that the equipment must be returned due to other uses for the equipment by the City. The City, likewise, will not terminate the Lease or request return of the equipment until the completion of any soccer season administered by the Authority during the time period requested.
6. **Damage or Destruction.** If the Authority remains in possession of the equipment set forth above after the expiration or termination of the Lease without returning said equipment to the City, the Authority shall be responsible in damages to the extent of the fair market value of the equipment as it exists at the termination or expiration of the Lease. If such damages are incurred by the City from the Authority, the Authority will pay all reasonable costs and attorney fees incurred by the City to secure the payment or possession of the equipment, above.

7. **Insurance.** The Authority agrees to maintain during the term of this Lease all risk property insurance on replacement cost basis, if the same is available to the Authority and at a reasonable cost to it, to insure the equipment set out above.
8. **No Partnership.** Any intention to create a joint venture or partnership between the parties is expressly disclaimed.
9. **Effective Date.** Authority and City sign this Lease and it shall be effective on the date listed at the beginning of this agreement.
10. **Approval.** The parties hereby represent that, by virtue of the execution of this Lease, all parties are proper parties to execute this Lease and have been so designated by the Authority and City herein.

Agreement made this ____ day of _____, 2009.

CITY OF HOWELL

_____ BY: GERALDINE MOEN
IT'S MAYOR

_____ BY: JANE CARTWRIGHT
IT'S CLERK

HOWELL AREA RECREATION AUTHORITY

_____ BY: TODD SMITH
ITS: PRESIDENT

_____ BY: DEBORAH E. MIKULA
ITS: DIRECTOR



Aquatic Center 1st Draft Management Contract

The Howell Public Schools has approached the Howell Area Parks & Recreation Authority and asked us to outline a proposal to manage the Howell Area Aquatic Center to help reduce costs associated with the current structure. With very preliminary numbers to work from, we believe that we could save the school district close to \$75,000 in operational expenses.

Attached is the first draft of a management contract for your review and discussion only.

AQUATIC CENTER OPERATING AGREEMENT

Agreement made by and between Howell Public Schools, a Michigan municipal corporation, 411 N. Highlander Way, Howell, Michigan 48843 (hereinafter referred to as HPS) and Howell Area Parks and Recreation Authority, a Michigan municipal authority, 925 W. Grand River, Howell, Michigan 48843 (hereinafter referred to as HAPRA).

RECITALS

- A. HPS is the owner of the HPS Aquatic Center (hereinafter referred to as the Center) which is located on and is a part of the Howell High School campus in Howell, Michigan.
- B. The Center is utilized by HPS for high school swimming, diving and related competition, school team practices, classes offered through the HPS curriculum, special events scheduled by HPS and other related or similar educational purposes as well as similar community services, programs and activities, both recreational and educational.
- C. The responsibilities for administration of the services, programs and activities conducted out by HPS at the Center are currently assigned by HPS to the HPS Aquatics Director for Community Education, the Assistant Manager for the Center and the Aquatic Secretary.
- D. HAPRA has been provided with the HPS job descriptions for the Aquatic Director, Assistant Manager and Aquatic Secretary and has familiarized itself to its satisfaction with those job descriptions and the responsibilities assigned to each of said positions.
- E. HPS desires to retain HAPRA to administer the community recreational and educational services, programs and activities at the Center which are not directly related to HPS curriculum classes, student team practices, competitions and other educational activities or special events scheduled by HPS.
- F. HAPRA desires and is able to provide such administrative services.

AGREEMENTS

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

1. The term of this Agreement shall be for the period commencing _____, 2009 and ending on _____, 2010. The parties will continue to discuss the conditions pursuant to which this Agreement may be extended beyond its termination date.
2. HAPRA shall provide sufficient personnel to perform the services previously provided by the Aquatic Director, Assistant Manager, and Aquatic Secretary referenced in Recital E above, consisting of approximately 120 total hours of service per week.

3. HAPRA access to the Center shall be by the currently established electronically keyed entry points, the electronic codes to which shall be reset as of the commencement date of this Agreement. Entry keys shall be provided only to employees of HAPRA or HPS who are authorized by HAPRA's Director or HPS's Director of Operations, or their duly appointed representatives.
4. All scheduling for activities occurring at the Center shall be accomplished by mutual agreement of the parties hereto, but shall be consistent with the requirements of the educational curriculum established by HPS and the requirements of HPS team practice and competition schedules. Use of the Center for other activities shall require advance scheduling, with priority for HPS educational requirements.
5. HPS shall pay HAPRA the sum of \$8,750.00 per month for the services required to be provided by HAPRA pursuant to this Agreement.
6. All community recreational and educational programs currently offered at the Center by HPS shall be continued by HAPRA, utilizing the current fee structures/schedules heretofore established by HPS for the same. Modification of any such established fee structures/schedules shall be subject to HPS approval.
7. The fee structure/schedule for any new community recreational and/or educational programs offered by HAPRA at the Center subsequent to the commencement date of this Agreement shall be subject to HPS approval.
8. HAPRA shall be responsible for interviewing and recommending for employment personnel to fill positions necessary to the operation of the Center (but who will not be employees of HAPRA subject to this Agreement), such as (by way of example but not by way of limitation) lifeguards, instructors, attendants for the pool or locker rooms). HPS shall be responsible for selecting, hiring, and compensation of such personnel.
9. HPS shall continue to be responsible for all custodial services necessary for the Center, utilizing the currently established custodial staff schedule. Any additional custodial staff requirements shall be subject to HPS approval and mutual agreement of the parties.
10. HPS shall continue to be responsible for and pay the Center's expenses for building/equipment maintenance, water, sewer, gas and electric utilities, operating chemicals and other supplies, telephone service, computer supplies, maintenance supplies and other similar current expense items budgeted by HPS.
11. Fees paid for community recreational and educational programs governed by this Agreement shall be collected by HAPRA and paid to HPS pursuant to an accounting process to be established by mutual agreement between the parties. HAPRA shall be reimbursed by HPS for Visa service charge expenses not

exceeding the amounts presently established in the HPS Aquatic Center budget for that expense item.

12. HAPRA shall not provide any food or refreshment concessions or the like which are competitive with or violative of any contract into which HPS has entered for the provision of such services now in place.
13. No employee or other person acting on behalf of HAPRA with respect to the requirements of this Agreement shall have access to the Center without first having satisfactorily complied with the requirements of a criminal history check and fingerprint review as required by the Michigan Revised School Code, 1976 PA 451, as amended, specifically MCL 380.1230-1230(a). HAPRA shall reimburse HPS for the cost of the fingerprint review.
14. No employee of HAPRA shall be deemed to be an employee of HPS as a result of this Agreement.
15. HAPRA shall comply with all determinations by HPS of the existence of any exigency requiring the temporary closing of the Center for reasons such as (by way of example but not by way of limitation) holidays, "snow days," "acts of God," or other emergencies.
16. The parties shall schedule discussions to occur not later than six (6) months from the commencement date of this Agreement, for the purpose of investigating the possibility of incentivizing this Agreement in a way which may generate additional net revenues for the parties from enhanced public participation in and support of community programs currently in place together with additional programs successfully developed and put in place by HAPRA. The parties operate with the same fiscal year.
17. The Director of HAPRA and the Associate Superintendent for Business of HPS shall, from time to time as they deem prudent, consult with one another to review the Center's performance pursuant to this Agreement to determine whether any modification of this Agreement ought to be undertaken; however, no modification may occur other than by written agreement approved by both the Board of HPS and the Board of HAPRA.
18. Neither HPS nor HAPRA may assign or delegate any of its rights or obligations under this Agreement except by written agreement duly authorized by the Board of HPS and the Board of HAPRA.
19. The Agreement contains all the terms and conditions of the contractual relationship between the parties.

20. This Agreement shall be binding upon both parties and each and all of their respective employees, legal representatives, successors and assigns.
21. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan.
22. The invalidity of all or any part of any section, subsection, paragraph, sentence or other content of this Agreement shall not invalidate the remainder of this Agreement unless the invalidation or other elimination of any such portion of this Agreement would substantially defeat the intents and purposes of the parties.
23. This Agreement shall not take effect notwithstanding any other provision set forth herein, unless and until it has been properly approved by the Board of HPS and the Board of HAPRA.
24. At the time of the execution of this Agreement the Board of HPS has duly authorized its execution by Richard P. Terres, its Associate Superintendent for Business.
25. At this time of the execution of this Agreement the Board of HAPRA has duly authorized its execution by Deborah E. Mikula, Director.
26. HPS shall indemnify, defend and hold harmless HAPRA from any and all liability arising out of or in any way related to HPS' performance of this Agreement during the term of this Agreement.
27. 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.
28. This Agreement may be executed in a number of counterparts, each of which shall be deemed to be an original, and all counterparts when taken together, will constitute one and the same agreement.

The parties have executed this Agreement on the ____ day of _____, 2009.

Howell Public Schools
By: Richard P. Terres
Associate Superintendent for Business

Howell Area Parks & Recreation Authority
By: Deborah E. Mikula
Director



Work Experience Training Agreement between Livingston County Michigan Works! and the Howell Area Parks & Recreation Authority

As discussed last month at the board meeting, Livingston County has received federal stimulus money to employ up to 70 young adults (ages 18-24 who are low income or disabled) to work within public or non-profit agencies this summer for up to 10 weeks (20-30 hours/week) beginning June 15 – mid-August. All salaries and benefits would be paid through the Michigan Works office.

We are interested in providing employment for between 3 and 5 of these youth at the Beach/Boat Launch/Concession Stand and have had conversations with the Michigan Works office to expand our staffing for programming purposes. To begin this process a job description has been accepted by the Michigan Works! office and a formal agreement must be signed so that assignment can be made of staff members.

ACTION REQUESTED: A motion to approve the letter of agreement between Livingston County Michigan Works! and the Howell Area Parks & Recreation Authority to provide up to five young adults with summer employment opportunities at the beach/boat launch from June 15 – August 21, 2009

WORK EXPERIENCE TRAINING AGREEMENT NO. (INSERT NUMBER)

BETWEEN

LIVINGSTON COUNTY MICHIGAN WORKS!

AND

HOWELL AREA PARKS AND RECREATION AUTHORITY

THIS AGREEMENT, is made and entered into on the ____ day of _____, 2009, by and between the COUNTY OF LIVINGSTON, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), acting on behalf of the LIVINGSTON COUNTY MICHIGAN WORKS!, with offices located at 1240 Packard Drive, Howell, Michigan 48843 (hereinafter referred to as the "Department") and the (INSERT NAME AND ADDRESS OF WORK SITE) (hereinafter referred to as the "Work Site").

WITNESSETH:

1. **Participants Assigned to Work Site and Occupational Classification(s) To Which Participants May Be Assigned.** The Work Site shall provide work experience for a slot level of up to a total of _____ slots for the participants assigned by the Department, for a _____ week period between _____, 2009 and _____, 2009. The work experience provided to the participants shall be in the occupational classification(s), supplemented by instruction where applicable described in the job descriptions attached to this Agreement as Attachment A.
2. **Employer of Participants, and Source of Funding.** The County shall be the employer of record of each participant assigned to the Work Site under this Agreement and, as such, shall provide payment of wages, FICA, and workers' compensation coverage for each participant. It is expressly understood and agreed that the source of funding for paying the participants wages and fringe benefits shall be the American Recovery and Reinvestment Act (ARRA) of 2009 and/or Title I of the Workforce Investment Act of 1998 (WIA)
3. **Assurances to be Given by the Work Site.** The Work Site, by entering into this Agreement, gives its assurances to the County that it shall comply with the following:
 - A. The participant(s) assigned to the Work Site shall not be placed in a position or substantially equivalent position to one that is vacant due to layoff or hiring freeze; and/or will not reduce non-overtime work, wages or employment benefits to the Work Site's employees.
 - B. The Work Site shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations, including those dealing with employment, discrimination, safety, health, child labor laws, as amended, and the ARRA and WIA.
 - C. The Work Site shall comply with all applicable Federal and State laws and regulations prohibiting discrimination and with the equal employment action policy attached to this Agreement as Attachment B.
4. **Responsibilities of the Work Site.** The Work Site shall be responsible for the following:

- A. Provision of sufficient daily work to participant(s) to ensure constructive work experience.
- B. Adequate supervision of participant(s) to ensure proper and capable completion of work and the development of good work habits and skills.
- C. Provision of orientation to participant(s) which includes, but is not limited to, Work Site expectations and procedures, work schedule, task instructions, and applicable personnel policies and procedures.
- D. Counseling and supportive services to participant(s) to the extent they are provided to the Work Site's regular employees.
- E. Close and constant monitoring of sub-work sites if applicable to ensure smooth, productive work experience to the participant(s) and to ensure adherence to all provisions of this Agreement.
- F. Notification to the Department's designated liaison when problems or emergency situations with participant(s) arise.
- G. Allow the Department's liaison to monitor at any time the operation of the Work Site's work experience training program and the progress of the program's participant(s).
- H. Provide, in a timely manner, time and attendance records of participant(s), evaluations of participant(s), and other reports requested by the Department.
- I. The Work Site shall keep all records pertaining to the Agreement for five (5) years following the end of this agreement, or for three years following audit of the program by the County, whichever is sooner. If any litigation, claim or audit is started before the expiration of the retention period, all records must be maintained until all findings are resolved and final action is taken. The Michigan Department of Energy, Labor and Economic Growth (MDELEG), the United States Department of Labor, the County, the Department, or their representatives shall have access to said records during the County's regular business hours.
- J. The Work Site shall, at its own expense, protect, defend, indemnify and save harmless the County, the Department, the Livingston County Workforce Development Council, and their agents, elected and appointed officers and employees from all damages, costs, lawsuits and expenses that they may incur as a result of any activities of the Work Site or its employees, agents or servants that may arise out of this Agreement.

The Work Site's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the County, the Department, the Livingston County Workforce Development Council, and their agents, elected and appointed officers and employees by the insurance coverage obtained and maintained by the Work Site pursuant to the requirements of this Agreement.

- K. The Work Site shall maintain at its expense during the term of this Agreement, the following insurance:

1. Workers' Compensation Insurance with the Michigan statutory limits and Employer's Liability Insurance Coverage with a minimum of \$500,000 each accident for any employee covering all the Work Site's employees.

2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The policy shall include contractual liability coverage and personal injury coverage. The County and the Livingston County Workforce Development Council shall be added as an additional insured on the General Liability policy with respect to services provided under this Agreement.

3. Automobile Liability Insurance covering all owned, hired and non owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

If the required insurance coverage ceases to be maintained at any time during the term of this Agreement, the Agreement shall be subject to cancellation immediately or at any time thereafter, at the sole election of the County. If the County elects to exercise its option to cancel on these grounds, the County shall so notify the Work Site of its election. The Work Site shall furnish the Department at 1240 Packard Drive, Howell, Michigan 48843 with original certificates of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this Contract. The certificate shall provide for thirty (30) day written notice of cancellation to the certificate holder.

No work shall begin or payment be made until original certificates of insurance evidencing required coverages and endorsements are presented to the Department and approved.

5. **Department's Responsibilities.** The Department shall be responsible for the following:

A. Compensating the participant(s) for the work which they perform at the Work Site pursuant to the work experience program covered by this Agreement.

B. Provide workers' compensation coverage for participant(s) assigned to the Work Site.

C. Monitor and evaluate the work experience program at the Work Site.

6. **Applicable Law and Venue.** This Agreement shall be construed according to the laws of the State of Michigan. The venue for any legal or equitable action arising out of or related to this Agreement shall be established in accordance with the statutes and Court Rules of the State of Michigan. In the event that any action is brought in a Federal Court the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern District.

7. **Independent Contractor.** It is expressly understood and agreed that the Work Site is an independent contractor. The Work Site and its officers and employees shall not be deemed to be and shall

not hold themselves out as employees or agents of the County, the Department, or the Livingston County Workforce Development Council.

8. **Grievances.** Complaints or grievances arising out of this Agreement shall be resolved in accordance with the Department's grievance procedure, a copy of which shall be provided and /or made available to the Work Site.

9. **Termination.** Notwithstanding any other provision in this Agreement to the contrary, this Agreement can be terminated by either the Department or the Work Site upon fourteen (14) days prior written notice to the other party.

10. **Assignment.** The Work Site shall not assign its duties or obligations under this Agreement.

11. **Waivers and Amendments.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege. All modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

12. **Invalid/Unenforceable Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute of regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

13. **Complete of the Agreement.** This Agreement, Attachments A and B, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

14. **Section Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting the provisions of this Agreement.

15. **Certification of Authority to Sign Agreement.** The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the representatives of the parties hereto has fully executed this instrument on the day and year first above written.

WITNESSED BY:

**LIVINGSTON COUNTY WORKFORCE
DEVELOPMENT COUNCIL FOR THE
COUNTY OF LIVINGSTON**

By: _____

Date

Sharon Sutis, Chairperson, Livingston County
Workforce Development Council

WORK SITE:

**HOWELL AREA PARKS & RECREATION
AUTHORITY**

By: _____

Todd Smith, Chairman, Howell Area Parks &
Recreation Authority

By: _____

Signature

Deborah E. Mikula, Director, Howell Area
Parks & Recreation Authority

Date

Date

APPROVED AS TO FORM ONLY:

FOR THE COUNTY OF LIVINGSTON

COHL, STOKER, TOSKEY & McGLINCHEY, P.C.

By _____

Robert D. Townsend

ATTACHMENT A

2009 Summer Youth Employment Program (SYEP)

Job Description

HOWELL AREA PARKS & RECREATION AUTHORITY

JOB DESCRIPTION

Position: **Beach/Boat Launch/Park Attendant**

Status: Part-time, Seasonal

Salary: \$8.00

GENERAL PURPOSE: Provide customer service and maintenance work in the operation of City Park, beach and boat launch.

SUPERVISION RECEIVED: Reports to the Beach/Boat Launch Supervisor

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Open and close City Park and boat launch.
2. As the first person encountered when arriving at City Park, greet each person in a polite, courteous and friendly manner.
3. Enforce the rules and regulations of City Park, beach and boat launch. Communicate rules in a clear and courteous manner. Advises violators of the rules and requests adherence. If unable to obtain compliance, contacts Police Department and Beach Supervisor.
4. Check parking passes on all cars entering City Park and Boat Launch. Sell park passes or daily park permits.
5. Maintain log of vehicles entering Park and boat launch.
6. Maintain restrooms, beach, pavilions, and concession areas. Keep area clean and free of trash. Periodically check restrooms throughout shift and clean as necessary.
7. Serve as concession stand attendant as assigned. Responsible for handling money and selling food/beverage items. Track inventory.
8. Complete various reports regarding attendance, park pass sales, and concession stand sales.
9. Ensure beach is clean and free of debris, garbage and other materials prior to opening City Park each day.
10. Assist with programs and special events sponsored by the Howell Area Parks & Recreation Authority.

PERIPHERAL DUTIES:

1. Provide general first aid assistance. Complete incident report form for any illness or injury observed or reported by customer.
2. Run errands as requested by supervisor.

DESIRED MINIMUM QUALIFICATIONS:

1. Must be of legal age to work.
2. Previous experience and/or education in Parks & Recreation environment preferred.

3. Previous experience dealing with the public preferred.
4. Must have ability to count money and make change.
5. Must be able to communicate clearly.

SPECIAL REQUIREMENTS: Must successfully complete first aid training made available by the Howell Area Parks & Recreation Authority.

TOOLS & EQUIPMENT USED: Cash register, calculator, phone, computer, rakes, brooms, plunger, and other maintenance equipment.

PHYSICAL DEMANDS:

1. Must be able to stand for long periods of time.
2. Must be able to work in the outdoor environment.
3. Must be able to lift approximately 25lbs on a routine basis while empty trash cans, removing debris, etc.
4. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works in outside weather conditions and is exposed to sun, heat, wet and/or humid conditions. The noise level in the work environment may be quite to moderately loud.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; physical exam to include drug screening will be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ATTACHMENT B

LIVINGSTON COUNTY MICHIGAN WORKS!

1240 Packard Drive * Howell, MI 48843

(517) 546-7450 * FAX (517) 546-2353

EQUAL OPPORTUNITY (EO)

POLICY STATEMENT

This policy applies to all organizations in receipt of federally funded employees, contracts, and services of the Livingston County ARRA program.

This recipient is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and beneficiaries only, citizenship or participation in programs funded under the American Recovery and Reinvestment Act (ARRA) of 2009, in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any ARRA -funded program or activity.

If you think that you have been subjected to discrimination under a ARRA -funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the recipient's Equal Opportunity Officer:

Mildred Williams (517) 335-5855

Michigan Department of Energy, Labor and Economic Growth

201 N. Washington Square, 5th Floor

Lansing, Michigan 48933

Or you may file a complaint directly with the:

Director

Directorate of Civil Rights (DCR)

U.S. Department of Labor

200 Constitution Avenue NW, Room N-4123

Washington DC 20210

If you elect to file your complaint with the recipient, you must wait until the recipient issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR (see address above). If the recipient has not provided you with a written decision within 60 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with DCR within 30 days of the expiration for the 60-day period. If you are dissatisfied with the recipient's resolution of your complaint, you may file a complaint with DCR. Such complaint must be filed within 30 days for the date you received notice of the recipient's proposed resolution.

If you have any questions regarding the EO Policy Statement, please discuss them with your assigned staff person.

I have received the EO Policy Statement on _____
(Date)

Participant's Name (Printed)

Participant's Signature



Trustee Meeting Schedule for 2009-2010

Below is the proposed schedule of meetings for the Board of Trustees for the 2009-2010 fiscal year. We will continue to meet on the 2nd Tuesday of the month.

Organizational Meeting and Election of Officers

Tuesday, July 14, 2009 – Howell City Hall

Regular Meetings of the Board of Trustees

Tuesday, July 14, 2009 – Howell City Hall

Tuesday, August 11, 2009 - Genoa Township Hall

Tuesday, September 8, 2009 – Marion Township Hall

Tuesday, October 13, 2009 - Oceola Township Hall

Tuesday, November 10, 2009 – Howell City Hall

Tuesday, December 8, 2009 – Genoa Township Hall

Tuesday, January 12, 2010 – Marion Township Hall

Tuesday, February 9, 2010 – Oceola Township Hall

Tuesday, March 9, 2010 – Howell City Hall

Tuesday, April 13, 2010 – Genoa Township Hall

Tuesday, May 11, 2010 – Marion Township Hall

Tuesday, June 8, 2010 – Oceola Township Hall

ACTION REQUESTED: A motion to approve the Board of Trustee schedule for the 2009-2010 fiscal year as proposed above.



Proposed Slate of Officers for 2009-2010

Following our Articles of Incorporation, the officers (Chairman, Vice-Chairman, Treasurer and Secretary) of the Howell Area Parks & Recreation Authority shall serve until the organizational meeting of the following year or until their respective successors shall be selected and qualified. During the organizational meeting that will take place in July, we must elect new or re-elect officers to serve a term not to exceed one year.

We have made remarkable progress this past year in our first year as a stand-alone organization and much of it due to the responsible governing of the current board. To confirm that all is going well and to make our work as efficient and effective as possible, I am proposing that the Howell Area Parks & Recreation Authority retain the same officers who have served for the past year in the following positions:

Chairman: Todd Smith

Vice-Chairman: Sean Dunleavy

Treasurer: Paula Wyckoff

Secretary: Steve Manor

This conversation is open for discussion at this meeting and confirmation of interest and acceptance to be placed on the slate of officers is needed.



Check Register Reports

Attached is the check register for May 1- 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
BRENNAN, A 00033444	95 CHILSON HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	2001389.001	REC N N N	HERSHEY TRACK AND FIELD	5.00 0.00 5.00
PD CK# 1863 06/01/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			5.00		
				-----	5.00	
VENDOR TOTAL:						5.00
ABBO, GENE 00033126	ABBO, GENE 155 FAIRHILL WAY HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2001359.001	REC N N N	CLASS CANCELLED-BEGINNING OIL PAINTING	56.00 0.00 56.00
PD CK# 1807 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			56.00		
				-----	56.00	
VENDOR TOTAL:						56.00
AMER AWARD 00033476	AMERICAN AWARDS & ENGRAVING 126 E GRAND RIVER BRIGHTON MI 48116	05/30/2009 05/30/2009 / / 05/30/2009	15287	REC N N N	ENGRAVED MEDALS FOR SKATE CAMP	27.50 0.00 27.50
PD CK# 1864 06/01/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			27.50		
				-----	27.50	
VENDOR TOTAL:						27.50
AMER RED 00033496	AMERICAN RED CROSS 1372 W GRAND RIVER HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	1226	REC N N N	CPR/FIRST AID CLASS	715.00 0.00 715.00
PD CK# 1865 06/01/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-957.000	EDUCATION / TRAINING			715.00		
				-----	715.00	
VENDOR TOTAL:						715.00
SBC 00033141	AT & T P.O. BOX 8100 AURORA IL 60507-8100	05/15/2009 05/15/2009 / / 05/15/2009	517545021905	REC N N N	TELEPHONES-SENIOR CENTER	60.70 0.00 60.70
PD CK# 1808 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			60.70		
				-----	60.70	
VENDOR TOTAL:						60.70
AULETTE, K 00033233	AULETTE, KYLE	04/30/2009 05/15/2009 / / 05/15/2009	4/09 MILEAGE	REC N N N	MILEAGE/APRIL	38.28 0.00 38.28
PD CK# 1809 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-860.000	TRAVEL			38.28		
				-----	38.28	
VENDOR TOTAL:						38.28

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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BADGE A M 00033145	BADGE A MINIT 345 N. LEWIS LANE OGLESBY IL 61348	05/15/2009 05/15/2009 / / 05/15/2009	UW679	REC N N N	BUTTON BACKS-BIKE THE PARKS	64.18 0.00 64.18
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PD CK# 1810 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	64.18
		64.18

VENDOR TOTAL: 64.18

BAILEY, N 00033224	BAILEY, NANCY P.O. BOX 192 GREGORY MI 48137	05/15/2009 05/15/2009 / / 05/15/2009	1000.429	REC N N N	INSTRUCTOR-DOG TRICKS FOR FILM	120.00 0.00 120.00
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PD CK# 1811 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	120.00
		120.00

VENDOR TOTAL: 120.00

BIBBEE, L 00033465	BIBBEE, LUANNE 3739 NORTON ROAD HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	2001380.001	REC N N N	PIANO CLASSES CANCELLED	126.00 0.00 126.00
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PD CK# 1866 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	126.00
		126.00

VENDOR TOTAL: 126.00

BLUEDRIVE 00033467	BLUEDRIVE CITY CLUB P.O. BOX 184 GRAND BLANC MI 48480	05/30/2009 05/30/2009 / / 05/30/2009	4414	REC N N N	GREEKTOWN TRIP TRANSPORTATION	250.00 0.00 250.00
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PD CK# 1867 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	250.00
		250.00

VENDOR TOTAL: 250.00

BOCHENEK 00033122	BOCHENEK, RITA 4405 SUNDANCE CROSSING HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2001354.001	REC N N N	CLASS CANCELLATION-ESTATE PLANNING	14.00 0.00 14.00
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PD CK# 1812 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	14.00
		14.00

VENDOR TOTAL: 14.00

HOWELLCITY 00033148	CITY OF HOWELL	04/30/2009 05/15/2009 / / 05/15/2009	0000015050	REC N N N	BARNARD-5/09-WATER/SEWER	189.02 0.00 189.02
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PD CK# 1813 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-920.009	UTILITIES - WTR-SWR/BARNARD ST	189.02
		189.02

HOWELLCITY 00033463	CITY OF HOWELL	04/30/2009 05/30/2009 / / 05/30/2009	04/20/2009	REC N N N	GAS USAGE FOR APRIL	43.87 0.00 43.87
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PD CK# 1868 06/01/2009

GL #	DESCRIPTION	AMOUNT
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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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GL #	DESCRIPTION	AMOUNT
208-751-751.000	GASOLINE & DIESEL FUEL	43.87

		43.87

HOWELLCITY 00033485	CITY OF HOWELL	04/30/2009	5/14/09-ARC	REC	AT&T/FRINGES FOR SCHRADER APRIL 09	
		05/30/2009		N		559.58
		/ /		N		0.00
		05/30/2009		N		559.58

PD CK# 1868 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-850.000	COMMUNICATION - TELEPHONES	9.74
208-751-717.000	FRINGE BENEFITS	549.84

		559.58

HOWELLCITY 00033127	CITY OF HOWELL	05/15/2009	50109-H	REC	HEALTH INS. MIKULA/SCHRADER/GALATIS-5/09	
		05/15/2009		N		3,021.05
		/ /		N		0.00
		05/15/2009		N		3,021.05

PD CK# 1813 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-717.000	FRINGE BENEFITS	3,021.05

		3,021.05

HOWELLCITY 00033115	CITY OF HOWELL	04/30/2009	5052009	REC	SNOW PLOWING BENNETT/BARNARD CENTERS	
		05/15/2009		N		2,150.00
		/ /		N		0.00
		05/15/2009		N		2,150.00

PD CK# 1813 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-930.000	GROUPS MAINTENANCE BENNETT & BARNARD	2,150.00

		2,150.00

HOWELLCITY 00033136	CITY OF HOWELL	04/30/2009	REC 08-2009	REC	MARCH 2009 GAS AND FUEL USAGE-VAN	
		05/15/2009		N		30.50
		/ /		N		0.00
		05/15/2009		N		30.50

PD CK# 1813 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-751.000	GASOLINE & DIESEL FUEL	30.50

		30.50

VENDOR TOTAL: 5,994.02

CLEARY'S P 00033119	CLEARY'S PUB 117 E GRAND RIVER HOWELL MI 48843	04/30/2009	935152	REC	LUNCH FOR DOWNTOWN TOUR 4/30/09	
		05/15/2009		N		99.00
		/ /		N		0.00
		05/15/2009		N		99.00

PD CK# 1814 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	99.00

		99.00

VENDOR TOTAL: 99.00

CLEARY, RA 00033472	CLEARY, RACHELLE 128 KEDDLE ROAD HOWELL MI 48843	05/30/2009	1000.435	REC	YOGA FOR MEN/GROUP CYCLNG	
		05/30/2009		N		546.00
		/ /		N		0.00
		05/30/2009		N		546.00

PD CK# 1869 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	546.00

		546.00

VENDOR TOTAL: 546.00

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
COFFMAN, L 00033217	COFFMAN, LESLIE 1261 S KANE RD. STOCKBRIDGE MI 49285	05/15/2009 05/15/2009 / / 05/15/2009	1000.420	REC N N Y	INSTRUCTOR-ORV TRAINING	80.00 0.00 80.00
PD CK# 1815 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			80.00		
				-----	80.00	
					VENDOR TOTAL:	80.00
COMCAST 00033243	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	05/15/2009 05/15/2009 / / 05/15/2009	000-05-09-B-C	REC N Y N	INTERNET/CABLE BENNETT 5/09	64.04 0.00 64.04
PD CK# 1816 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			64.04		
				-----	64.04	
					VENDOR TOTAL:	64.04
CONSUMERS 00033244	CONSUMERS ENERGY LANSING MI 48937-0001	05/15/2009 05/15/2009 / / 05/15/2009	100040975979	REC N N N	GAS/BARNARD 5/09	366.13 0.00 366.13
PD CK# 1817 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.006	UTILITIES - GAS/BARNARD ST			366.13		
				-----	366.13	
					VENDOR TOTAL:	366.13
CONSUMERS 00033116	CONSUMERS ENERGY LANSING MI 48937-0001	05/15/2009 05/15/2009 / / 05/15/2009	40210009-05/09	REC N N N	GAS-BENNETT	554.55 0.00 554.55
PD CK# 1817 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-920.001	UTILITIES - GAS			554.55		
				-----	554.55	
					VENDOR TOTAL:	920.68
CONTINENTA 00033478	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	05/30/2009 05/30/2009 / / 05/30/2009	4190213	REC N N N	RUGS AT BENNETT	135.64 0.00 135.64
PD CK# 1870 06/01/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			135.64		
				-----	135.64	
					VENDOR TOTAL:	135.64
DRIVER & S 00033118	DRIVER & SONS ENTERPRISE 2677 N HUGHES RD HOWELL MI 48855	04/30/2009 05/15/2009 / / 05/15/2009	4/30/09	REC N N N	FIELD MOWING AND MAINT.	317.00 0.00 317.00
PD CK# 1818 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE			317.00		
				-----	317.00	
					VENDOR TOTAL:	317.00
DET EDISON 00033230	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	05/15/2009 05/15/2009 / / 05/15/2009	6400555-5/09	REC N N N	BARNARD-ACTUAL READING, 12/08-3/09	1,011.22 0.00 1,011.22
PD CK# 1819 05/15/2009						
GL #	DESCRIPTION			AMOUNT		

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
208-751-920.007	UTILITIES - ELEC/BARNARD ST	1,011.22
		1,011.22

DET EDISON 00033123	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	04/30/2009 05/15/2009 / / 05/15/2009	6404858 01-5/09	REC N N N	ELECTRIC-BENNETT	613.08 0.00 613.08
PD CK# 1819 05/15/2009						

GL #	DESCRIPTION	AMOUNT
208-751-920.000	UTILITIES - ELECTRICITY	613.08
		613.08
		VENDOR TOTAL: 1,624.30

DUNN 00033419	DUNN, JOYCE 275 KERN FOWLERVILLE MI 48836	05/29/2009 05/29/2009 / / 05/29/2009	2001397.001	REC N N N	TRIP CANCELLED/ LOW ENROLLMENT	359.00 0.00 359.00
PD CK# 1871 06/01/2009						

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	359.00
		359.00
		VENDOR TOTAL: 359.00

ED & TED'S 00033216	ED & TED'S EXCELLENT ADVENTURES,LLC 117 STATE STREET HILLSDALE MI 49242	05/15/2009 05/15/2009 / / 05/15/2009	6/15-18/09	REC N N N	PAYMENT FOR HOWELL-TWILIGHT TRIP	2,656.00 0.00 2,656.00
PD CK# 1820 05/15/2009						

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	2,656.00
		2,656.00
		VENDOR TOTAL: 2,656.00

FIFTH THIR 00033191	FIFTH THIRD BANK P.O. BOX 740523 CINCINNATI OH 45274-0523	04/30/2009 05/15/2009 / / 05/12/2009	APRIL-09	REC N N N	SEE ATTACHED	1,537.02 0.00 1,537.02
PD CK# 1806 05/13/2009						

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	296.73
208-751-931.000	BLDG R & M AND SUPPLIES	79.98
208-751-931.000	BLDG R & M AND SUPPLIES	304.77
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	86.90
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	9.95
208-751-740.036	OPER SUPPLIES - TEENS	132.00
208-751-860.001	SENIOR TRAVEL EXPENSE	336.00
208-751-960.002	PURCH FROM DONATIONS - SENIORS	8.22
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	99.97
208-751-539.001	BOAT LAUNCH GRANT-	42.82
208-751-727.000	OFFICE SUPPLIES	26.18
208-751-740.030	OPER SUPPLIES - SPORTS	113.50
		1,537.02
		VENDOR TOTAL: 1,537.02

FIFTH (HSA 00033457	FIFTH THIRD HSA BASIC HSA/ C/O CHRIS ECKERT 9246 PORTAGE INDUSTRIAL DR PORTAGE MI 49024	04/30/2009 05/30/2009 / / 05/30/2009	04/2009	REC N N N	HSA-APRIL 2009	96.00 0.00 96.00
PD CK# 1872 06/01/2009						

GL #	DESCRIPTION	AMOUNT
208-000-231.015	HEALTH SAVINGS ACCT	96.00
		96.00

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
FIFTH (HSA 00033456	FIFTH THIRD HSA BASIC HSA/ C/O CHRIS ECKERT 9246 PORTAGE INDUSTRIAL DR PORTAGE MI 49024	05/30/2009 05/30/2009 / / 05/30/2009	05/09	REC N N N	HSA-MAY, 2009	96.00 0.00 96.00
PD CK# 1872	06/01/2009					
GL # 208-000-231.015	DESCRIPTION HEALTH SAVINGS ACCT				AMOUNT 96.00 ----- 96.00	
FIFTH (HSA 00033455	FIFTH THIRD HSA BASIC HSA/ATTN: CHRIS ECKERT 9246 PORTAGE INDUSTRIAL DR PORTAGE MI 49024	05/30/2009 05/30/2009 / / 05/30/2009	06/2009	REC N N N	HSA-JUNE, 2009	96.00 0.00 96.00
PD CK# 1872	06/01/2009					
GL # 208-000-231.015	DESCRIPTION HEALTH SAVINGS ACCT				AMOUNT 96.00 ----- 96.00	
VENDOR TOTAL:						288.00
FORSYTHE B 00033140	FORSYTHE BROS. SERVICES 817 OCEOLA HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	4145	REC N N N	RE-LINE GENOA FIELDS	410.00 0.00 410.00
PD CK# 1821	05/15/2009					
GL # 208-751-804.010	DESCRIPTION CONTRACT SERV - FIELD MAINTENANCE				AMOUNT 410.00 ----- 410.00	
FORSYTHE B 00033138	FORSYTHE BROS. SERVICES 817 OCEOLA HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	4150	REC N N N	SOCCER FIELD SET-UP AND RE-LINE	1,165.03 0.00 1,165.03
PD CK# 1821	05/15/2009					
GL # 208-751-804.010	DESCRIPTION CONTRACT SERV - FIELD MAINTENANCE				AMOUNT 1,165.03 ----- 1,165.03	
VENDOR TOTAL:						1,575.03
GALATIS 00033501	GALATIS, CHRISTOS	05/30/2009 05/30/2009 / / 05/30/2009	MAR/APR/MAY MIL	REC N N N	GALATIS MILEAGE/MAR/APR/MAY	195.03 0.00 195.03
PD CK# 1873	06/01/2009					
GL # 208-751-860.000	DESCRIPTION CONFERENCE/TRANSPORTATION				AMOUNT 195.03 ----- 195.03	
VENDOR TOTAL:						195.03
GARCELON 00033120	GARCELON, LORA 5800 ROWLAND PINE COURT HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.412-5/2/09	REC N N N	INSTRUCTOR-BEGINNING WATERCOLOR PAINTING	75.00 0.00 75.00
PD CK# 1822	05/15/2009					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 75.00 ----- 75.00	
GARCELON 00033256	GARCELON, LORA 5800 ROWLAND PINE COURT HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.43	REC N N N	INSTRUCTOR-WATERCOLOR PAINTING	180.00 0.00 180.00
PD CK# 1822	05/15/2009					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 180.00 ----- 180.00	

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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GARCELON 00033439	GARCELON, LORA 5800 ROWLAND PINE COURT HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	1000.437	REC N N N	PAYMENT WAS SHORT FOR WATERCOLOR CLASS	100.00 0.00 100.00
PD CK# 1874	06/01/2009					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 100.00	----- 100.00
GARCELON 00033150	GARCELON, LORA 5800 ROWLAND PINE COURT HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	4-27-2009	REC N N N	8X10 WATERCOLOR PRINT	20.00 0.00 20.00
PD CK# 1822	05/15/2009					
GL # 208-751-804.000	DESCRIPTION CONTRACTUAL SERVICES				AMOUNT 20.00	----- 20.00
VENDOR TOTAL:						375.00

GORDON FD 00033425	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	05/29/2009 05/29/2009 / / 05/29/2009	758057679	REC N N N	GLASSES FOR CINCO DE MAYO	13.99 0.00 13.99
PD CK# 1875	06/01/2009					
GL # 208-751-740.032	DESCRIPTION OPER SUPP/SENIORS				AMOUNT 13.99	----- 13.99
GORDON FD 00033241	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	05/15/2009 05/15/2009 / / 05/15/2009	758057815	REC N N N	BLEACH/COFFEE FILTERS	22.47 0.00 22.47
PD CK# 1823	05/15/2009					
GL # 208-751-740.000	DESCRIPTION OPERATING SUPPLIES				AMOUNT 22.47	----- 22.47
GORDON FD 00033240	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	05/15/2009 05/15/2009 / / 05/15/2009	758057863	REC N N N	NAPKINS/TABLECOVERS/CUPS	22.15 0.00 22.15
PD CK# 1823	05/15/2009					
GL # 208-751-740.028	DESCRIPTION OPERATING SUPPLIES/PRESCHOOL				AMOUNT 22.15	----- 22.15
GORDON FD 00033424	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	05/29/2009 05/29/2009 / / 05/29/2009	758058127	REC N N N	FOOD FOR SKATE COMPETITION	182.11 0.00 182.11
PD CK# 1875	06/01/2009					
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - LAST DAY BREAKAWAY				AMOUNT 182.11	----- 182.11
GORDON FD 00033426	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	05/29/2009 05/29/2009 / / 05/29/2009	758058366	REC N N N	PAPER TOWELS FOR RESTROOMS	172.35 0.00 172.35
PD CK# 1875	06/01/2009					
GL # 208-751-740.000	DESCRIPTION OPERATING SUPPLIES				AMOUNT 172.35	----- 172.35
VENDOR TOTAL:						413.07

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 00033236	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	614470	REC N N N	PAINTING SUPPLIES	23.14 0.00 23.14
PD CK# 1824 05/15/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT		
				23.14		

				23.14		
GRUNDYS AC 00033238	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	61475	REC N N N	DROPCLOTH/FACE MASK	7.28 0.00 7.28
PD CK# 1824 05/15/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT		
				7.28		

				7.28		
GRUNDYS AC 00033237	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	61489	REC N N N	ROPE	14.32 0.00 14.32
PD CK# 1824 05/15/2009						
GL # 208-751-740.030	DESCRIPTION OPER SUPPLIES - SPORTS			AMOUNT		
				14.32		

				14.32		
GRUNDYS AC 00033134	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	61498	REC N N N	5 KEYS	6.95 0.00 6.95
PD CK# 1824 05/15/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT		
				6.95		

				6.95		
GRUNDYS AC 00033239	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	04/30/2009 05/15/2009 / / 05/15/2009	61521	REC N N N	5 KEYS/SCREWDRIVER BIT	10.43 0.00 10.43
PD CK# 1824 05/15/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT		
				10.43		

				10.43		
GRUNDYS AC 00033458	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	64951	REC N N N	1 PLYERS, 2 KEYS	13.77 0.00 13.77
PD CK# 1876 06/01/2009						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT		
				13.77		

				13.77		
					VENDOR TOTAL:	75.89
HAMBURG HI 00033215	HAMBURG HISTORICAL MUSEUM P.O. BOX 272 HAMBURG MI 48139	05/15/2009 05/15/2009 / / 05/15/2009	5/15/09	REC N N N	SENIOR TRIP LUNCHES	56.00 0.00 56.00
PD CK# 1825 05/15/2009						
GL # 208-751-860.001	DESCRIPTION SENIOR TRAVEL EXPENSE			AMOUNT		
				56.00		

				56.00		
					VENDOR TOTAL:	56.00

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
HAMMOND 00033142	HAMMOND, JEAN 5319 BENTLEY LAKE ROAD HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2001362.001	REC N N N	REFUND OF TRIP FEE'S-ILLNESS	30.00 0.00 30.00
PD CK# 1826 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			30.00		
				-----	30.00	
VENDOR TOTAL:						30.00
HARWOOD, M 00033143	HARWOOD, MARSHA 5505 HINCHEY HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2001353.001	REC N N N	REFUND OF TRIP FEE-ILLNESS	35.00 0.00 35.00
PD CK# 1827 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			35.00		
				-----	35.00	
VENDOR TOTAL:						35.00
HERRELL 00033214	HERRELL, TRACY 7759 HERBST BRIGHTON MI 48114	05/15/2009 05/15/2009 / / 05/15/2009	1000.426	REC N N Y	INSTRUCTOR-BELLY DANCE	90.00 0.00 90.00
PD CK# 1828 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			90.00		
				-----	90.00	
VENDOR TOTAL:						90.00
HIGH FLYER 00033212	HIGH FLYERS 2244 EULER RD. SUITE 104 BRIGHTON MI 48114	05/15/2009 05/15/2009 / / 05/15/2009	1000.425	REC N N N	INSTRUCTOR-GYMNASTICS	297.50 0.00 297.50
PD CK# 1829 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			297.50		
				-----	297.50	
VENDOR TOTAL:						297.50
HOGAN, E 00033219	HOGAN EILEEN 1735 EULER ROAD BRIGHTON MI 48116	05/15/2009 05/15/2009 / / 05/15/2009	1000.422	REC N N Y	INSTRUCTOR-BALLROOM DANCING	120.00 0.00 120.00
PD CK# 1830 05/15/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			120.00		
				-----	120.00	
VENDOR TOTAL:						120.00
THE HOME 00033500	HOME DEPOT CREDIT SERVICES DEPT. 32-250545109/090 P.O. BOX 9055 DES MOINES IA 50368-9055	05/30/2009 05/30/2009 / / 05/30/2009	8041944	REC N N N	CONES AND YARD STICKS FOR OCEOLA TWP.	200.76 0.00 200.76
PD CK# 1877 06/01/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.030	OPER SUPPLIES - SPORTS			200.76		
				-----	200.76	
VENDOR TOTAL:						200.76

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
HORSIN ARO 00033213	HORSIN AROUND FARM 8768 HIDDEN LAKE HOWELL MI 48855	05/15/2009 05/15/2009 / / 05/15/2009	1000.424	REC N N N	INSTRUCTOR-HORSE CLASSES	25.00 0.00 25.00
PD CK# 1831	05/15/2009					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 25.00 ----- 25.00	
HORSIN ARO 00033442	HORSIN AROUND FARM 8768 HIDDEN LAKE HOWELL MI 48855	05/30/2009 05/30/2009 / / 05/30/2009	1000.439	REC N N N	INTRO TO HORSES CLASS	30.00 0.00 30.00
PD CK# 1878	06/01/2009					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 30.00 ----- 30.00	
VENDOR TOTAL:						55.00
HOW PUBLIC 00033227	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2008-219	REC N N N	GYM RENTAL	106.00 0.00 106.00
PD CK# 1832	05/15/2009					
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS				AMOUNT 106.00 ----- 106.00	
HOW PUBLIC 00033450	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	2008-332	REC N N N	GYM RENTAL	525.00 0.00 525.00
PD CK# 1879	06/01/2009					
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS				AMOUNT 525.00 ----- 525.00	
HOW PUBLIC 00033449	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	2008-334	REC N N N	GYM RENTAL	112.50 0.00 112.50
PD CK# 1879	06/01/2009					
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS				AMOUNT 112.50 ----- 112.50	
HOW PUBLIC 00033448	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	2008-336	REC N N N	GYM RENTAL	37.50 0.00 37.50
PD CK# 1879	06/01/2009					
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS				AMOUNT 37.50 ----- 37.50	
VENDOR TOTAL:						781.00
HOW VACUUM 00033482	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	33751	REC N N N	PAPER TOWELS/TISSUE/CLEANERS	182.95 0.00 182.95
PD CK# 1880	06/01/2009					
GL # 208-751-740.000	DESCRIPTION OPERATING SUPPLIES				AMOUNT 182.95 ----- 182.95	

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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HOW VACUUM 00033480	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	33752	REC N N N	SERVICE ON CIRRUS COM1 VACUUM	13.65 0.00 13.65
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PD CK# 1880 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	13.65

		13.65

HOW VACUUM 00033487	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	33759	REC N N N	MOP HANDLE	13.90 0.00 13.90
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PD CK# 1880 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	13.90

		13.90

VENDOR TOTAL: 210.50

HOW VILLAG 00033427	HOWELL VILLAGE MARKET 505 E GRAND RIVER HOWELL MI 48843	05/29/2009 05/29/2009 / / 05/29/2009	5175463722	REC N N N	ICE FOR CEMETERY WALK	8.98 0.00 8.98
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PD CK# 1881 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	8.98

		8.98

VENDOR TOTAL: 8.98

HUFF, S 00033129	HUFF, SHARON 1113 VALLEY FOREST CT HOWELL MI 48855	05/15/2009 05/15/2009 / / 05/15/2009	2001351.001	REC N N N	REFUND OF PLAYER FEE	25.00 0.00 25.00
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PD CK# 1833 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	25.00

		25.00

VENDOR TOTAL: 25.00

ICMA RETIR 00033453	ICMA RETIREMENT TRUST-457 P.O. BOX 64553 PLAN #106690 BALTIMORE MD 21264-4553	04/30/2009 05/30/2009 / / 05/30/2009	04/11/2009-457	REC N N N	457 EMPLOYEE WH/457 EMPLOYER CONT.	705.86 0.00 705.86
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PD CK# 1882 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-000-231.008	DEFERRED COMPENSATION	142.05
208-000-231.008	DEFERRED COMPENSATION	563.81

		705.86

ICMA RETIR 00033452	ICMA RETIREMENT TRUST-457 P.O. BOX 64553 PLAN #106690 BALTIMORE MD 21264-4553	04/30/2009 05/30/2009 / / 05/30/2009	04/25/09 -457	REC N N N	457 EMPLOYEE WH/457 EMPLOYER CONT.	705.86 0.00 705.86
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PD CK# 1882 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-000-231.008	DEFERRED COMPENSATION	142.05
208-000-231.008	DEFERRED COMPENSATION	563.81

		705.86

ICMA RETIR 00033451	ICMA RETIREMENT TRUST-457 P.O. BOX 64553 PLAN #106690 BALTIMORE MD 21264-4553	05/30/2009 05/30/2009 / / 05/30/2009	05/09/09 457	REC N N N	457 EMPLOYEE WH/457 EMPLOYER CONT.	705.86 0.00 705.86
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PD CK# 1882 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-000-231.008	DEFERRED COMPENSATION	142.05

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
208-000-231.008	DEFERRED COMPENSATION	563.81
		705.86
VENDOR TOTAL:		2,117.58

IKON OFFIC 00033117	IKON OFFICE SOLUTIONS P.O. BOX 802815 CHICAGO IL 60680-2815	05/15/2009 05/15/2009 / / 05/15/2009	5011189355	REC N N N	IMAGING CHARGES ON RENTED EQUIPMENT	243.44 0.00 243.44
PD CK# 1834	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-940.000	EQUIPMENT RENTAL	243.44
		243.44

IKON OFFIC 00033474	IKON OFFICE SOLUTIONS P.O. BOX 650016 DALLAS TX 75265-0016	05/30/2009 05/30/2009 / / 05/30/2009	79362776	REC N N N	COPY MACHINE RENTAL FEE	121.00 0.00 121.00
PD CK# 1883	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-940.000	EQUIPMENT RENTAL	121.00
		121.00
VENDOR TOTAL:		364.44

J J JINKLE 00033477	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	05/30/2009 05/30/2009 / / 05/30/2009	18132	REC N N N	T-SHIRTS FOR BIKE THE PARKS	252.00 0.00 252.00
PD CK# 1884	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.003	OPERATING SUPPLIES T-SHIRTS	252.00
		252.00

J J JINKLE 00033132	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	04/30/2009 05/15/2009 / / 05/15/2009	19454	REC N N N	T-SHIRTS-BIKE THE PARKS	407.00 0.00 407.00
PD CK# 1835	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.003	OPERATING SUPPLIES T-SHIRTS	407.00
		407.00

J J JINKLE 00033133	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	04/30/2009 05/15/2009 / / 05/15/2009	19455	REC N N N	T-SHIRT-BIKE THE PARKS	28.75 0.00 28.75
PD CK# 1835	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.003	OPERATING SUPPLIES T-SHIRTS	28.75
		28.75

J J JINKLE 00033497	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	05/30/2009 05/30/2009 / / 05/30/2009	19694	REC N N N	EMPLOYEE T-SHIRTS/SWEATSHIRTS	121.00 0.00 121.00
PD CK# 1884	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.003	OPERATING SUPPLIES T-SHIRTS	121.00
		121.00
VENDOR TOTAL:		808.75

JACOBS, AS 00033469	JACOBS, ASHLEY 2277 SPRUCE RIDGE HOWELL MI 48855	05/30/2009 05/30/2009 / / 05/30/2009	05/2009 MILEAGE	REC N N Y	POTTER PARK ZOO TRIP MILEAGE	87.45 0.00 87.45
PD CK# 1885	06/01/2009					

GL #	DESCRIPTION	AMOUNT
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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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GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	87.45
		87.45
VENDOR TOTAL:		87.45

KIL'S TAE 00033221	KIL'S TAE KWON DO CENTER 6936 W GRAND RIVER BRIGHTON MI 48116	05/15/2009 05/15/2009 / / 05/15/2009	1000.423-5/12	REC N N N	INSTRUCTOR-LITTLE NINJA/CARDIO	234.00 0.00 234.00
PD CK# 1836 05/15/2009						

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	234.00
		234.00
VENDOR TOTAL:		234.00

KV SPORTS 00033460	KV SPORTS 22205 PONTIAC TRAIL SOUTH LYON MI 48178	05/30/2009 05/30/2009 / / 05/30/2009	5623	REC N N N	T-SHIRTS-FLAG FOOTBALL/SOCCER	3,639.50 0.00 3,639.50
PD CK# 1886 06/01/2009						

GL #	DESCRIPTION	AMOUNT
208-751-740.003	OPERATING SUPPLIES T-SHIRTS	3,639.50
		3,639.50
VENDOR TOTAL:		3,639.50

KV SPORTS 00033461	KV SPORTS 22205 PONTIAC TRAIL SOUTH LYON MI 48178	05/30/2009 05/30/2009 / / 05/30/2009	5624	REC N N N	DR ELECTRIC T-SHIRTS	102.00 0.00 102.00
PD CK# 1886 06/01/2009						

GL #	DESCRIPTION	AMOUNT
208-751-740.003	OPERATING SUPPLIES T-SHIRTS	102.00
		102.00
VENDOR TOTAL:		3,741.50

LARIOZA, S 00033218	LARIOZA, SAM P.O. BOX 324 HOWELL MI 48844	05/15/2009 05/15/2009 / / 05/15/2009	1000.421	REC N N N	INSTRUCTOR-KARATE CLASSES	282.00 0.00 282.00
PD CK# 1837 05/15/2009						

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	282.00
		282.00
VENDOR TOTAL:		282.00

LIV. COUNT 00033498	LIV. COUNTY SENIOR NUTRITION PROGRA 9525 HIGHLAND ROAD HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	5/6/09 MEALS	REC N N N	MEALS FOR TAX PREPARERS ON APRIL 3, 2009	15.00 0.00 15.00
PD CK# 1887 06/01/2009						

GL #	DESCRIPTION	AMOUNT
208-751-740.032	OPER SUPP/SENIORS	15.00
		15.00
VENDOR TOTAL:		15.00

LIVIDNIN 00033258	LIVIDINI, JUDY 10412 FAWN RIDGE TRAIL HARTLAND MI 48353	05/15/2009 05/15/2009 / / 05/15/2009	1000.432	REC N N N	INSTRUCTOR-MS. JUDI'S ART	30.00 0.00 30.00
PD CK# 1838 05/15/2009						

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	30.00
		30.00
VENDOR TOTAL:		30.00

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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LIV BUSIN 00033125	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	04/30/2009 05/15/2009 / / 05/15/2009	28403	REC N N N	CEMETERY TOUR POSTERS	114.00 0.00 114.00
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PD CK# 1839 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	114.00

		114.00

VENDOR TOTAL: 114.00

LORD, D 00033261	LORD, DIANE 1046 BRAEVIEW DRIVE HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.434	REC N N N	INSTRUCTOR-TINY TOT/BUSY BABIES	200.00 0.00 200.00
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PD CK# 1840 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	200.00

		200.00

VENDOR TOTAL: 200.00

SCAVO, L 00033124	LYNETTE SCAVO 535 TIMBERMILL LANE HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2001360.001	REC N N N	CLASS CANCELLED-BEGINNING OIL PAINTING	56.00 0.00 56.00
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PD CK# 1841 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	56.00

		56.00

VENDOR TOTAL: 56.00

MARCINKOWS 00033445	MARCINKOWSKI, JOHN 6859 GOLF CLUB ROAD HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	2001394.001	REC N N N	HERSHEY TRACK AND FIELD	5.00 0.00 5.00
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PD CK# 1888 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	5.00

		5.00

VENDOR TOTAL: 5.00

MATLOCK 00033494	MATLOCK, CASSIE	05/30/2009 05/30/2009 / / 05/30/2009	APR & MAY MILE	REC N N N	APRIL AND MAY MILEAGE	48.40 0.00 48.40
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PD CK# 1889 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	48.40

		48.40

VENDOR TOTAL: 48.40

SCHILLER 00033147	MONIKA SCHILLER 5135 PINE HILL COURT HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.419	REC N N N	SPANISH INSTRUCTOR-CINCO DE MAYO	25.00 0.00 25.00
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PD CK# 1842 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.032	OPER SUPP/SENIORS	25.00

		25.00

VENDOR TOTAL: 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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OBERG 00033440	OBERG, CHRIS 5884 GREEN RD. HASLETT MI 48840	05/30/2009 05/30/2009 / / 05/30/2009	1000.438	REC N N Y	FENCING	318.50 0.00 318.50
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PD CK# 1890 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	318.50
		318.50

VENDOR TOTAL: 318.50

PARSON, J 00033246	PARSON, JONI 3645 STEINACKER ROAD HOWELL MI 48855	05/15/2009 05/15/2009 / / 05/15/2009	2001372.001	REC N N N	CLASS CANCELLATION-REFUND	10.00 0.00 10.00
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PD CK# 1843 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	10.00
		10.00

VENDOR TOTAL: 10.00

PDO 00033242	PDO 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	05/15/2009 05/15/2009 / / 05/15/2009	203360	REC N N N	MAY SENIOR NEWSLETTER	303.49 0.00 303.49
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PD CK# 1844 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	303.49
		303.49

PDO 00033468	PDO 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	05/30/2009 05/30/2009 / / 05/30/2009	203560	REC N N N	TWILIGHT TOUR BOOKS	676.00 0.00 676.00
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PD CK# 1891 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	676.00
		676.00

PDO 00033470	PDO 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	05/30/2009 05/30/2009 / / 05/30/2009	203576	REC N N N	AQUATHLON FLYERS	175.00 0.00 175.00
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PD CK# 1891 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	175.00
		175.00

VENDOR TOTAL: 1,154.49

PETTY CASH 00033235	PETTY CASH	04/30/2009 05/15/2009 / / 05/15/2009	05/15/2009	REC N N N	FOOD TIGER GAME/CARNATIONS/LAMINATING	180.37 0.00 180.37
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PD CK# 1845 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	66.75
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	92.88
208-751-740.032	OPER SUPP/SENIORS	1.75
208-751-740.030	OPER SUPPLIES - SPORTS	8.99
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	10.00
		180.37

PD CK# 1892 06/01/2009

PETTY CASH 00033436	PETTY CASH CITY OF HOWELL	05/30/2009 05/30/2009 / / 05/30/2009	05/30/09	REC N N N	SUPPLIES/PIZZA/TURTLE FOOD/LUNCHES, ETC.	171.61 0.00 171.61
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PD CK# 1892 06/01/2009

GL #	DESCRIPTION	AMOUNT
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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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GL #	DESCRIPTION	AMOUNT
208-751-740.031	OPER SUPPLIES - ENRICHMENT	9.00
208-751-740.036	OPER SUPPLIES - TEENS	45.00
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	37.11
208-751-740.033	OPER SUPP/SUMMER CAMP	50.00
208-751-860.001	SENIOR TRAVEL EXPENSE	30.50

		171.61

VENDOR TOTAL: 351.98

PIESZ 00033329	PIESZ, JOE 5778 LANGE RD HOWELL MI 48843	05/21/2009 05/15/2009 / / 05/15/2009	1000.	REC N N N	GAS FOR TRAVEL	25.00 0.00 25.00
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PD CK# 1861 05/21/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.000	OPERATING SUPPLIES	25.00

		25.00

PIESZ 00033149	PIESZ, JOE 5778 LANGE RD HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.417	REC N N N	DJ SERVICES-MONSON YACK SKATE COMP.	250.00 0.00 250.00
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PD CK# 1846 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	250.00

		250.00

VENDOR TOTAL: 275.00

PITNEY BOW 00033475	PITNEY BOWES P O BOX 856042 LOUISVILLE KY 40285-6042	05/30/2009 05/30/2009 / / 05/30/2009	46958567	REC N N N	POSTAGE FOR METER	518.99 0.00 518.99
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PD CK# 1893 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-730.000	POSTAGE	518.99

		518.99

VENDOR TOTAL: 518.99

BOCHENEK 00033283	RITA BOCHENEK 4405 SUNDANCE CROSSING HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	2001378.001	REC N N N	CLASS CANCELLATION-PROTECT YOURSELF	14.00 0.00 14.00
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PD CK# 1812 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	14.00

		14.00

VENDOR TOTAL: 14.00

ROLLERAMA 00033421	ROLLERAMA II 6995 W GRAND RIVER BRIGHTON MI 48114	05/29/2009 05/29/2009 / / 05/29/2009	2749/2750	REC N N N	PRESCHOOL SKATE/LEARN TO SKATE	160.80 0.00 160.80
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PD CK# 1894 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	160.80

		160.80

VENDOR TOTAL: 160.80

ROSS, CARO 00033418	ROSS, CAROL 311 WEST HIGHLAND HOWELL MI 48843	05/29/2009 05/29/2009 / / 05/29/2009	2001396.001	REC N N N	TRIP CANCELLED/LOW ENROLLMENT	359.00 0.00 359.00
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PD CK# 1895 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	359.00

		359.00

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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00033226	SANCHIN SYSTEMS INC P O BOX 476 LESLIE MI 49251	05/15/2009 05/15/2009 / / 05/15/2009	0068-SP 109	REC N N N	INSTRUCTOR-SANCHIN CLASSES	112.50 0.00 112.50
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PD CK# 1847 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	112.50
		112.50
VENDOR TOTAL:		112.50

00033121	SCHRADER, BETH	04/30/2009 05/15/2009 / / 05/15/2009	04/09 MILEAGE	REC N N N	MILEAGE-APRIL	18.15 0.00 18.15
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PD CK# 1848 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	18.15
		18.15

00033330	SCHRADER, BETH	05/21/2009 05/15/2009 / / 05/15/2009	1000.436	REC N N N	BILL FROM PARTY USA	72.75 0.00 72.75
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PD CK# 1862 05/21/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.033	OPER SUPP/SUMMER CAMP	38.25
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	2.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	13.50
208-751-740.032	OPER SUPP/SENIORS	19.00
		72.75
VENDOR TOTAL:		90.90

00033135	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	04/30/2009 05/15/2009 / / 05/15/2009	54-15849	REC N N N	SIGNS TO PUT ON SOCCER NETS	38.00 0.00 38.00
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PD CK# 1849 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.030	OPER SUPPLIES - SPORTS	38.00
		38.00
VENDOR TOTAL:		38.00

00033137	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	05/15/2009 05/15/2009 / / 05/15/2009	31493	REC N N N	4 BACKGROUND CHECKS	90.00 0.00 90.00
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PD CK# 1850 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	90.00
		90.00

00033139	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	05/15/2009 05/15/2009 / / 05/15/2009	31543	REC N N N	2 BACKGROUND CHECKS	45.00 0.00 45.00
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PD CK# 1850 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	45.00
		45.00

00033228	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	05/15/2009 05/15/2009 / / 05/15/2009	31728	REC N N N	7 BACKGROUND CHECKS	157.50 0.00 157.50
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PD CK# 1850 05/15/2009

GL #	DESCRIPTION	AMOUNT
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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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GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	157.50

		157.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/15/2009	31776	REC	1 BACKGROUND CHECK	
00033229	1853 PIEDMONT RD	05/15/2009		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/15/2009		N		22.50
PD CK# 1850	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	22.50

		22.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/15/2009	31810	REC	4 BACKGROUND CHECKS	
00033231	1853 PIEDMONT RD	05/15/2009		N		90.00
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/15/2009		N		90.00
PD CK# 1850	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	90.00

		90.00

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/30/2009	31842	REC	2 BACKGROUND CHECKS	
00033483	1853 PIEDMONT RD	05/30/2009		N		45.00
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/30/2009		N		45.00
PD CK# 1896	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	45.00

		45.00

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/30/2009	31913	REC	5 BACKGROUND CHECKS	
00033484	1853 PIEDMONT RD	05/30/2009		N		112.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/30/2009		N		112.50
PD CK# 1896	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	112.50

		112.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/30/2009	31937	REC	1 SECURITY CHECK	
00033471	1853 PIEDMONT RD	05/30/2009		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/30/2009		N		22.50
PD CK# 1896	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	22.50

		22.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/30/2009	31969	REC	2 BACKGROUND CHECKS	
00033459	1853 PIEDMONT RD	05/30/2009		N		45.00
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/30/2009		N		45.00
PD CK# 1896	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	45.00

		45.00

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	05/30/2009	32010	REC	BACKGROUND CHECK	
00033447	1853 PIEDMONT RD	05/30/2009		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	05/30/2009		N		22.50
PD CK# 1896	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	22.50

		22.50

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
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SSCI 00033462	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	05/30/2009 05/30/2009 / / 05/30/2009	32105	REC N N N	6 BACKGROUND CHECKS	135.00 0.00 135.00
PD CK# 1896	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	135.00

		135.00
	VENDOR TOTAL:	787.50

SPARTAN ST 00033232	SPARTAN STORES, LLC ATTN: CASHIER 1540 MOMENTUM PLACE CHICAGO IL 60689-5315	04/30/2009 05/15/2009 / / 05/15/2009	826422, ETC	REC N N N	BIKE PARK SNACK/MARSHMALLOWS/ICE	205.98 0.00 205.98
PD CK# 1851	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	43.44
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	11.67
208-751-740.032	OPER SUPP/SENIORS	11.67
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	139.20

		205.98
	VENDOR TOTAL:	205.98

STAPLES 00033499	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	05/30/2009 05/30/2009 / / 05/30/2009	9319022001, ETC	REC N N N	INK/FILE CAB./PAPER/BOOKCASE, ETC.	1,364.61 0.00 1,364.61
PD CK# 1897	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-727.000	OFFICE SUPPLIES	206.96
208-751-727.000	OFFICE SUPPLIES	324.30
208-751-727.000	OFFICE SUPPLIES	304.29
208-751-727.000	OFFICE SUPPLIES	139.14
208-751-727.000	OFFICE SUPPLIES	119.94
208-751-740.000	OPERATING SUPPLIES	139.99
208-751-740.000	OPERATING SUPPLIES	129.99

		1,364.61
	VENDOR TOTAL:	1,364.61

SWANK 00033446	SWANK MOTION PICTURES INC 2844 PAYSHERE CIRCLE CHICAGO IL 60674	05/30/2009 05/30/2009 / / 05/30/2009	RG 1321516	REC N N N	FROM HERE TO ETERNITY RENTAL	171.00 0.00 171.00
PD CK# 1898	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	171.00

		171.00
	VENDOR TOTAL:	171.00

NCOA 00033438	THE NATIONAL COUNCIL ON THE AGING P.O. BOX 411 ANNAPOLIS JUNCTION MD 20701-9900	05/30/2009 05/30/2009 / / 05/30/2009	05/13/2009	REC N N N	MEMBERSHIP RENEWAL	95.00 0.00 95.00
PD CK# 1899	06/01/2009					

GL #	DESCRIPTION	AMOUNT
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	95.00

		95.00
	VENDOR TOTAL:	95.00

TIMKO, C 00033225	TIMKO, CLAIRE 303 FAIR STREET HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.430	REC N N N	INSTRUCTOR-MOVIE EXTRA INTRODUCTION	40.00 0.00 40.00
PD CK# 1852	05/15/2009					

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	40.00

		40.00

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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TODDS SER 00033146	TODD'S SERVICES INC P O BOX 608 HAMBURG MI 48139	05/15/2009 05/15/2009 / / 05/15/2009	202555	REC N N N	OCEOLA TWP FIELDS-TURN ON SPRINKLERS	128.01 0.00 128.01
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PD CK# 1853 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	128.01
		128.01

VENDOR TOTAL: 128.01

UHL, CHRIS 00033257	UHL, CHRISTINE 2130 ROLLING ROCK DRIVE BRIGHTON MI 48114	05/15/2009 05/15/2009 / / 05/15/2009	1000.431	REC N N N	INSTRUCTOR-STAGE FOR QUICK SALE	12.50 0.00 12.50
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PD CK# 1854 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	12.50
		12.50

VENDOR TOTAL: 12.50

VERIZON WI 00033417	VERIZON WIRELESS P O BOX 15062 ALBANY NY 12212-5062	05/29/2009 05/29/2009 / / 05/29/2009	2012780230	REC N N N	CELL PHONES	133.49 0.00 133.49
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PD CK# 1900 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-850.000	COMMUNICATION - TELEPHONES	133.49
		133.49

VENDOR TOTAL: 133.49

VISCONTI 00033437	VISCONTI, CARL 1817 APPLE VALLEY COURT HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	1000.440	REC N N N	BRIDGE LESSONS, NEW STUDENT	4.00 0.00 4.00
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PD CK# 1901 06/01/2009

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	4.00
		4.00

VENDOR TOTAL: 4.00

WAL-MART 00033248	WAL-MART COMMUNITY P.O. BOX 530932 ATLANTA GA 30353-0932	04/30/2009 05/15/2009 / / 05/15/2009	6360,9270-4/09	REC N N N	FOOD AND SUPPLIES, ETC	682.60 0.00 682.60
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PD CK# 1856 05/15/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	97.82
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	291.96
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	50.70
208-751-740.032	OPER SUPP/SENIORS	3.88
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	12.88
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	4.00
208-751-740.032	OPER SUPP/SENIORS	61.08
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	14.76
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	14.45
208-751-740.000	OPERATING SUPPLIES	8.47
208-751-740.036	OPER SUPPLIES - TEENS	81.58
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	41.02
		682.60

VENDOR TOTAL: 682.60

WASTE MAN 00033130	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	05/15/2009 05/15/2009 / / 05/15/2009	3633376-1389-9	REC N N N	TRASH PICK-UP-BARNARD	132.60 0.00 132.60
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PD CK# 1857 05/15/2009

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

		132.60

WASTE MAN 00033131	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	05/15/2009 05/15/2009 / / 05/15/2009	3633377-1389-7	REC N N N	TRASH PICKUP-BENNETT	132.23 0.00 132.23
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GL #	DESCRIPTION	AMOUNT
208-751-920.003	UTILITIES - RUBBISH	132.23

		132.23
	VENDOR TOTAL:	-----
		264.83

WHMI 93.5 00033128	WHMI 93.5 P.O. BOX 935 1277 PARKWAY DR HOWELL MI 48844	04/30/2009 05/15/2009 / / 05/15/2009	28238	REC N N N	RADIO ADVERTISING	525.00 0.00 525.00
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GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	525.00

		525.00
	VENDOR TOTAL:	-----
		525.00

YE OLDE PR 00033144	YE OLDE PRINT SHOPPE HOWELL PUBLIC SCHOOLS 1313 W HIGHLAND RD HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	305	REC N N N	FLYERS-KID'S TRIATHALON	127.80 0.00 127.80
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GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	127.80

		127.80
	VENDOR TOTAL:	-----
		127.80

YE OLDE PR 00033473	YE OLDE PRINT SHOPPE HOWELL PUBLIC SCHOOLS 1313 W HIGHLAND RD HOWELL MI 48843	05/30/2009 05/30/2009 / / 05/30/2009	325	REC N N N	FLIP AND FLOP FLYERS	88.88 0.00 88.88
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GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	88.88

		88.88
	VENDOR TOTAL:	-----
		216.68

ZONCA, CAR 00033222	ZONCA, CARA 222 S TOMPKINS HOWELL MI 48843	05/15/2009 05/15/2009 / / 05/15/2009	1000.427	REC N N Y	INSTRUCTOR-BALLET	180.00 0.00 180.00
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GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	180.00

		180.00
	VENDOR TOTAL:	-----
		180.00

TOTAL - ALL VENDORS:	36,985.60
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Financial Reports

Attached is the April, 2009 balance sheet and revenue and expense statement for your perusal.

ACTION REQUESTED: None

BALANCE SHEET FOR HOWELL PARKS & REC AUTHORITY
 PERIOD ENDED 04/30/2009
 FUND 208 - PARKS & REC AUTHORITY

*** ASSETS ***		
208-000-001.001	CHECKING	80,040.13
208-000-004.001	PETTY CASH-PARKS/REC	400.00
TOTAL ASSETS		80,440.13
*** LIABILITIES ***		
208-000-202.000	ACCOUNTS PAYABLE	40,701.50
208-000-231.008	DEFERRED COMPENSATION	1,401.07
208-000-231.015	HEALTH SAVINGS ACCT	144.00
TOTAL LIABILITIES		42,246.57
*** CAPITAL ***		
208-000-383.007	FB/RESERVED/TEEN CENTER	152.19
208-000-383.013	DONATIONS SENIORS	7,209.76
BEG. FUND BALANCE		7,361.95
NET OF REVENUES VS. EXPENDITURES		30,831.61
TOTAL CAPITAL		38,193.56
TOTAL LIABILITIES AND CAPITAL		80,440.13

REVENUE & EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
Month Ended 04/30/2009

FUND 208 PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 04/30/09	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 04/30/2009		
Revenues						
Dept 751: RECREATION / PARKS DEPARTMENT						
587.001 PK/RC MARION TWP PARTICIPATION	60,000.00	59,314.00	59,314.00	0.00	0.00	100.00
587.002 PK/RC GENOA TWP PARTICIPATION	60,000.00	59,314.00	57,980.00	0.00	1,334.00	97.75
587.003 PK/RC OCEOLA TWP PARTICIPATION	100,000.00	100,000.00	100,000.00	25,000.00	0.00	100.00
587.005 PK/RC HOWELL CITY PARTICIPATION	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00
649.000 CONCESSION SALES - TEEN	1,500.00	4,000.00	4,317.50	511.60	(317.50)	107.94
649.001 AMUSEMENT PARK TICKET SALES	8,000.00	8,000.00	4,191.90	0.00	3,808.10	52.40
649.003 PK & REC BROCHURE ADVERTISEMENT	3,000.00	2,000.00	862.00	0.00	1,138.00	43.10
650.001 PROGRAM FEES SPORTS	115,000.00	115,000.00	103,379.38	13,618.82	11,620.62	89.90
650.002 PROGRAM FEES ENRICHMENT	60,000.00	60,000.00	54,472.32	8,462.50	5,527.68	90.79
650.003 PROGRAM FEES SPECIAL EVENTS	35,350.00	43,500.00	37,678.09	2,463.00	5,821.91	86.62
650.004 PROGRAM FEES SUMMER CAMP	45,000.00	41,000.00	18,832.45	968.00	22,167.55	45.93
650.005 PROGRAM FEES TEENS	0.00	500.00	435.00	135.00	65.00	87.00
650.006 GENOA SOCCER FIELD RENTALS	0.00	0.00	1,255.00	1,255.00	(1,255.00)	100.00
651.004 BUILDING RENTAL FEES	29,000.00	29,000.00	22,025.64	625.00	6,974.36	75.95
651.005 PROGRAM FEES/MEMBERSHIP SENIORS	6,000.00	4,500.00	3,152.10	140.17	1,347.90	70.05
651.007 PRESCHOOL TUITION	65,000.00	45,000.00	42,469.00	3,519.00	2,531.00	94.38
665.000 INVESTMENT INTEREST	100.00	1,500.00	779.67	33.24	720.33	51.98
671.002 MISC REVENUES	1,000.00	1,000.00	237.11	0.00	762.89	23.71
675.003 DONATIONS - GENERAL	5,500.00	5,500.00	3,482.46	0.00	2,017.54	63.32
675.009 DONATIONS SENIORS	1,500.00	1,000.00	1,394.40	126.76	(394.40)	139.44
675.010 DONATIONS - TEEN	1,000.00	15,500.00	17,148.02	626.37	(1,648.02)	110.63
675.012 UNITED WAY - TEENS	8,000.00	8,650.00	8,650.00	0.00	0.00	100.00
675.013 UNITED WAY SENIORS	5,900.00	11,000.00	11,000.00	0.00	0.00	100.00
675.015 PRESCHOOL FUNDRAISING	2,000.00	2,000.00	723.20	0.00	1,276.80	36.16
676.006 SENIOR POSTAGE REIMB	800.00	25.00	25.00	0.00	0.00	100.00
677.003 SENIOR TRAVEL FEES	3,000.00	3,000.00	12,438.00	3,453.00	(9,438.00)	414.60
678.010 SPONSORSHIP FEES	38,500.00	22,000.00	12,650.00	1,600.00	9,350.00	57.50
678.012 MEMBERSHIP FEES	5,000.00	1,000.00	562.00	0.00	438.00	56.20
678.013 YOUTH SCHOLARSHIP FUND	0.00	0.00	43.00	43.00	(43.00)	100.00
678.015 SENIOR NEWSLETTER ADVT	0.00	577.00	400.00	0.00	177.00	69.32
Total - Dept 751	760,150.00	743,880.00	679,897.24	62,580.46	63,982.76	91.40
Total Revenues	760,150.00	743,880.00	679,897.24	62,580.46	63,982.76	91.40
Expenditures						
Dept 751: RECREATION / PARKS DEPARTMENT						
702.000 SAL & WAGES	87,460.00	55,000.00	42,197.86	4,578.75	12,802.14	76.72
702.001 SAL & WAGES ADMINISTRATION	196,017.00	196,010.00	166,623.59	22,248.32	29,386.41	85.01
702.023 SAL & WAGES PRESCHOOL	33,600.00	28,000.00	25,510.30	3,808.40	2,489.70	91.11
702.025 SAL & WAGES SUMMER CAMP	17,300.00	25,000.00	14,595.30	126.10	10,404.70	58.38
702.026 SAL & WAGES TEEN	7,000.00	9,000.00	10,409.30	1,829.00	(1,409.30)	115.66
702.027 SAL & WAGES SENIORS	9,000.00	7,500.00	6,074.75	1,804.75	1,425.25	81.00
714.004 ICMA RETIREMENT	6,350.00	14,000.00	12,658.64	1,941.43	1,341.36	90.42
717.000 FRINGE BENEFITS	96,520.00	75,000.00	60,391.30	5,726.61	14,608.70	80.52
727.000 OFFICE SUPPLIES	3,000.00	4,000.00	4,409.27	81.10	(409.27)	110.23
730.000 POSTAGE	3,100.00	11,000.00	10,347.87	2,871.64	652.13	94.07
740.000 OPERATING SUPPLIES	5,000.00	7,500.00	6,831.35	51.29	668.65	91.08
740.003 OPERATING SUPPLIES T-SHIRTS	15,000.00	7,000.00	5,659.78	669.75	1,340.22	80.85
740.016 OPER SUPP/AMUSEMENT PARK TICKET	8,000.00	8,000.00	4,049.80	0.00	3,950.20	50.62
740.028 OPERATING SUPPLIES/PRESCHOOL	2,000.00	2,000.00	2,123.49	206.11	(123.49)	106.17
740.030 OPER SUPPLIES - SPORTS	7,500.00	7,500.00	3,210.59	1,650.79	4,289.41	42.81
740.031 OPER SUPPLIES - ENRICHMENT	2,500.00	3,000.00	3,554.22	4.83	(554.22)	118.47
740.032 OPER SUPP/SENIORS	750.00	2,000.00	1,905.71	88.94	94.29	95.29
740.033 OPER SUPP/SUMMER CAMP	6,000.00	5,000.00	2,506.62	0.00	2,493.38	50.13
740.035 OPER SUPPLIES - SPECIAL EVENTS	27,000.00	34,000.00	31,114.93	2,217.55	2,885.07	91.51
740.036 OPER SUPPLIES - TEENS	0.00	3,000.00	4,506.07	383.33	(1,506.07)	150.20

REVENUE & EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
 Month Ended 04/30/2009

FUND 208 PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 04/30/09	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 04/30/2009		
751.000 GASOLINE & DIESEL FUEL	1,000.00	1,000.00	623.67	30.50	376.33	62.37
801.000 PROFESSIONAL SERVICES	23,000.00	25,000.00	23,697.89	1,807.50	1,302.11	94.79
804.000 CONTRACTUAL SERVICES	10,000.00	8,000.00	6,993.79	792.01	1,006.21	87.42
804.008 CONTRACT SERVICES/INSTRUCTORS	22,000.00	32,000.00	27,927.66	721.50	4,072.34	87.27
804.009 CONT SERVICES OFFICIALS/REFEREES	7,500.00	5,000.00	4,349.50	26.25	650.50	86.99
804.010 CONTRACT SERV - FIELD MAINTENANCE	0.00	12,500.00	8,128.27	4,402.03	4,371.73	65.03
822.000 COMPUTER SOFTWARE SUPPORT	0.00	0.00	195.00	0.00	(195.00)	100.00
840.000 DUES, SUBSCRIPTIONS & MEMBERSHIPS	2,223.00	2,000.00	2,222.09	211.90	(222.09)	111.10
850.000 COMMUNICATION - TELEPHONES	9,000.00	7,700.00	6,587.34	712.83	1,112.66	85.55
850.006 COMMUNICATION - PHONE/BARNARD	300.00	300.00	0.00	0.00	300.00	0.00
850.008 COMMUNICATION - INTERNET & CABLE	1,000.00	1,000.00	1,431.31	148.04	(431.31)	143.13
860.000 TRAVEL	5,060.00	6,000.00	4,977.11	168.53	1,022.89	82.95
860.001 SENIOR TRAVEL EXPENSE	0.00	2,000.00	7,730.43	843.00	(5,730.43)	386.52
900.000 MARKETING, PRINTING & PUBLISHING	35,300.00	32,000.00	34,355.74	7,378.00	(2,355.74)	107.36
910.000 INSURANCE	15,000.00	12,500.00	12,624.28	0.00	(124.28)	100.99
920.000 UTILITIES - ELECTRICITY	12,000.00	12,000.00	7,952.52	613.08	4,047.48	66.27
920.001 UTILITIES - GAS	7,000.00	7,000.00	6,991.69	554.55	8.31	99.88
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	759.74	0.00	240.26	75.97
920.003 UTILITIES - RUBBISH	6,300.00	1,750.00	1,369.96	132.23	380.04	78.28
920.006 UTILITIES - GAS/BARNARD ST	5,500.00	5,500.00	6,214.95	366.13	(714.95)	113.00
920.007 UTILITIES - ELEC/BARNARD ST	8,500.00	6,000.00	4,249.12	1,011.22	1,750.88	70.82
920.008 UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,200.00	1,030.20	132.60	169.80	85.85
920.009 UTILITIES - WTR-SWR/BARNARD ST	1,100.00	750.00	1,057.87	189.02	(307.87)	141.05
930.000 GROUNDS MAINTENANCE BENNETT & BARN	4,570.00	4,570.00	4,640.19	2,150.00	(70.19)	101.54
931.000 BLDG R & M AND SUPPLIES	8,000.00	8,000.00	8,224.99	686.36	(224.99)	102.81
931.003 BUILDING MAINTENANCE/BARNARD	0.00	0.00	64.18	0.00	(64.18)	100.00
940.000 EQUIPMENT RENTAL	2,000.00	3,000.00	2,714.01	0.00	285.99	90.47
942.001 PORTA JOHN RENTALS	1,200.00	1,200.00	678.00	150.00	522.00	56.50
956.000 MISCELLANEOUS	500.00	250.00	39.56	0.00	210.44	15.82
956.003 BANK CHARGES & FEES	7,500.00	7,500.00	7,825.40	871.60	(325.40)	104.34
957.000 EDUCATION / TRAINING	2,500.00	1,500.00	422.65	0.00	1,077.35	28.18
960.000 PURCHASES FROM DONATIONS	0.00	0.00	26.97	0.00	(26.97)	100.00
960.002 PURCH FROM DONATIONS - SENIORS	1,500.00	1,000.00	355.87	8.22	644.13	35.59
960.005 PURCH FROM DONATIONS - TEENS	1,000.00	15,500.00	15,469.88	0.00	30.12	99.81
960.007 PURCH PRESCHOOL FUNDRAISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
964.001 PROGRAM REFUNDS	3,500.00	3,000.00	2,196.00	0.00	804.00	73.20
965.000 FACILITY RENTALS	12,700.00	7,000.00	12,213.42	722.50	(5,213.42)	174.48
980.000 OFFICE EQUIPMENT	1,000.00	0.00	0.00	0.00	0.00	0.00
980.004 EQUIP / COMPUTER HARDWARE	3,000.00	3,650.00	3,639.67	0.00	10.33	99.72
980.005 EQUIPMENT/COMPUTER SOFTWARE	2,300.00	0.00	403.97	86.90	(403.97)	100.00
Total - Dept 751	760,150.00	743,880.00	649,065.63	75,205.19	94,814.37	87.25
Total Expenditures	760,150.00	743,880.00	649,065.63	75,205.19	94,814.37	87.25
NET OF REVENUES AND EXPENDITURES	0.00	0.00	30,831.61	(12,624.73)	(30,831.61)	



Directors Report

Last Day Breakaway

Just prior to the board meeting the staff will be out enforcing celebrating the last day of school at our Teen Center “Last Day Breakaway”. I encourage you to come out before the meeting to Page Field and join in the fun – a little shaving cream never hurt anyone – we’ll be out there from 3-5 p.m. on Tuesday, June 9th where we are expecting close to 400 middle school students to participate in shaving cream games, foam pit, inflatables, food and fun.

Preschool Registrations for Fall

Currently our M/W/F class has filled to capacity for the fall 2009 session with 17 children ages 3-5. We have approximately 7-8 additional openings in our T/TH class, but phone calls continue to roll in and spots are being taken very quickly. We have just “graduated” our preschool children in a very special ceremony held at the end of May at the Bennett Recreation Center. At the end of this week, the preschool teachers will be off for the summer – and have just finished cleaning their office and preschool room and our plans are to utilize the space for summer enrichment classes.

Background Checks

After a full year of requiring all of our employees, instructors and volunteers (in total 277 since August 2008) to submit to an intensive background check, we have found that the system we have established continues to work for us. Out of those, we have disqualified 14 individuals who have not met our criteria (5%) for one reason or another based on our policy. We continue to pay \$22.50/person for this service and believe that we have established a practice that meets very high national standards.

Fall Program Guide

While summer is not even officially here yet, we are beginning to put a face on our fall 2009 programs. Our program guide will be ready for distribution by the beginning of August and mailed to all residents in zip codes 48843 and 48855. Over 30,000 program guides are distributed each season. Fall programming will begin mid-August and close out around December 15.