



Howell Area Parks & Recreation Authority Board Meeting

Tuesday, March 11, 2008

7:00 p.m.

Howell City Hall Council Chambers

611 E. Grand River Avenue, Howell

AGENDA

- I. Call to Order
- II. Approve Minutes dated February 12, 2008 – Recreation Authority
- III. Call to the Public (for any items not on the agenda)
- IV. Approve Agenda
- V. Correspondence
 - a. Fishing Tournament Request (discount for boat ramp parking)
- VI. Reports
 - a. Directors Report
 - b. Staff Reports
 - c. Financial Report (January 2008)
- VII. Mission Development with Carlisle/Wortman
- VIII. City of Howell Parks & Recreation Commission Report
- IX. Old Business
 - a. Articles of Incorporation
- X. New Business
 - a. Liability Waiver Statement (Discussion)
 - b. Summer Camp Fees
- XI. Member Discussion
- XII. Adjourn



Howell Area Parks & Recreation Authority

Board Meeting Minutes

February 12, 2008

Call to Order

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

Members Present

Steve Manor, Paula Wyckoff, Todd Smith

Absent

Rick Terres, Sean Dunleavy

Also Present

Parks & Recreation Director Deborah E. Mikula, City Manager Shea Charles, Enrichment Coordinator Beth Schrader, Livingston Community News Reporter Laurie Humphrey, Cassie Matlock

Approval of Minutes

Motion by Dunleavy and support by Wyckoff to approve the regular meeting minutes for the recreation commission dated January 8, 2008. Motion carried unanimously.

Approval of Minutes

Motion by Wyckoff and support by Manor to approve the regular meeting minutes for the recreation authority dated January 8, 2008. Motion carried unanimously.

Call to Public

None.

Approval of Agenda

Motion by Manor and support by Wyckoff to approve the agenda dated February 11, 2008. Motion carried unanimously.

Financial Report

Mikula presented the December 2008 financial report. There were no comments or concerns expressed.

Director's Report

Mikula stated the transition into the authority has been going fairly well. The City had meetings with the staff on Wednesday and Friday of the previous week and the Authority made offers on Friday to those employees that had been previously discussed. She also stated that there are still three people left to accept their offers, one of them being part-time and two being

full-time. Mark Swanson, Senior Coordinator was let go on Friday and Cassie, Beth and Debbie have assumed the duties and responsibilities and all money-collecting duties have been moved to the front office. Mikula talked about all the different aspects of the transition, for example, setting up independent bank accounts, obtaining an EIN number and researching payroll services.

Mikula stated that at the last City Council meeting, the lease was signed for the Community Theatre of Howell to lease the lower level of Barnard beginning February 1st. On March 1st, all bag sales will be transitioned from the Parks and Recreation offices City Hall. City Manager Shea Charles stated that they are discussing different options regarding park sticker distribution, with one of those options being that residents will have to come to City Hall to pick up their park stickers as opposed to doing a mass mailing, and that a daily pass will only be available at the gate. Debbie stated that she has met with Genoa Township regarding the use of their soccer fields, and has also met with SELCRA. They are looking at a tentative fall start date for programming the fields. We are hoping to have schedules in place and ready by April. Debbie also noted that she has been trying to schedule a meeting to talk with Oceola Township regarding programming their fields as well.

Mikula talked about the Preschool licensing that had to happen as a result of the transitioning. Debbie Jacobs is the Director and the preschool was approved for licensing through the State of Michigan.

Mikula noted that the grant for mural at the Teen Center is on hold until Mid-February. She also stated that Catherine will be working with her to outline how this year's budget will work and help in forecasting the year's end.

Staff Reports

Manor asked what plans were in place because the Daddy/Daughter and Mother/Son dances were snowed out. Beth stated that they were rescheduled for February 20 and 21.

City of Howell Parks & Recreation Commission Report

a. Allowing alcohol at Bennett Recreation Center (discussion to move to Howell City Council)

Mikula stated that she had talked to Dennis Perkins regarding the non-alcohol policy at the Bennett Center. Her thought was that perhaps the rental rates could be improved by allowing alcohol to be served at the facility. Todd Smith stated that it would most likely have to entail some restrictions, such as at a one-time event or on a contractual basis. Smith stated that he would rather see the organization contract with a group that already has a liquor license and then the people that rent the facility that wish to serve alcohol have to facilitate through that group. Smith went on to say that since that group carries the liquor license with them, the Authority does not have that liability. Manor stated that allowing alcohol at one facility would bring up larger issues with the park and pavilions. Manor also noted that if this action does in fact increase our business, we may want to increase our rental rates. Smith responded that the rates will be driven by demand. Debbie said that she was still looking for input and will comeback with more information for discussion.

Old Business

a. Continued participation and commitment from Authority Members

Smith stated that the articles of incorporation must be re-ratified in front of the board member's respective communities. Shea stated that they will have a final draft soon,

with some revisions as to the "escape" language, especially regarding when/if the authority raises for the next millage. Manor responded that the Authority millage can only be tagged onto a general election date and with the new articles, it should be stated that the Authority will remain in effect through the 2010/2011 year.

New Business

a. Special Meeting (Feb. 26) for Mission Development with Carlisle/Wortman

Mikula noted that Carlisle Wortman has asked that we have a special meeting on February 26 to help develop the vision of the Authority. (NOTE: This meeting was cancelled and moved to March 11th at the next Authority board meeting.)

b. Personnel Policies

Mikula stated that the Personnel Policies have been amended and the final changes have been made. Motion by Wyckoff and support by Manor to approve the Howell Area Parks and Recreation Authority Personnel Policies. Motion carried unanimously.

c. 2008/2009 Budget

Mikula presented the 2008/2009 budget to the Board of Trustees and stated that she believes that this represents a realistic budget although her primary concern will be cash-flow. She also stated that some money has been allocated for marketing and that staffing is the major expense within the organization. Manor asked questions regarding the selling of amusement park tickets and Mikula responded that it is a service that we provide through the MRPA and there is no net revenue, but having us sell the tickets does bring in more potential customers. Mikula briefly discussed the classic film series, stating that there is now a full sponsorship, with 1st National Bank, Summerville, Independence Village and the DDA. Motion by Manor and support by Wyckoff to approve the budget for 2008-2009. Motion carried unanimously.

d. Preschool Tuition Rates for 2008/2009 (Discussion/Approval)

Debbie Jacobs, the preschool director did a lot of research regarding the preschool rates by doing a comparative analysis of area preschool and daycare programs. There are 3 programs, all 9 months in duration. The first is a 3 1/2 to 5 year old traditional program. The second is an extended day program, with full day kindergarten coming into play. Other area preschools are adopting similar programs. The third is a 3 year old, traditional program. Mikula noted that the prices were kept in a 2 tier format as opposed to the regular 3 tier. They also brought the registration fee down to \$50 in order to be more comparable. Mikula also stated that the open houses have been successful and that we need to change our marketing strategies. Manor inquired as to how the tuition rates compare to other area preschools and Mikula responded that our rates are right in the middle of area program fees. Motion by Manor and support by Wyckoff to approve the preschool tuition rates for 2008/2009 school year. Motion carried unanimously.

Member Discussion

Wyckoff stated that Marion Township received a request for an audit report. Shea responded that Parks and Recreation's audit can be found within the City's audit.

Adjourn

Motion by Wyckoff and support by Manor to adjourn at 7:50 pm. Motion carried unanimously.



Howell Area Parks & Recreation Authority Correspondence

Correspondence #1

(Email request received from Greg Adams, 1/17/08, my response to him was that we had just denied a request of the same nature the month prior to that, but he would like us to formally make a recommendation.)

Hi Debbie, I spoke with you about a reduction of the ramp fee for my NBAA div 60 for the dates of 6-12-08 and 7-10-08. These are Thursday nights and we fish from 6-9p.m. We have fished Thompson lake twice a year for the last 3 years. Last year I came to the parks and recreation meeting last year to explain what we do. We are a catch and release fishing league and we bring 30 to 35 boats. My guys are willing to pay 5.00 for each night which is a quick 150.00 for the city for such a short time (money collected 4:30-6:00). Some of the guys will come down in advance and pay the regular price and will pre-fish. As a group we also spend money locally for gas and food. Over the last couple of years people on the lake have inquired about what time our weigh in is so they can bring the kids and check out the fish. If I need to come to a meeting just let me know. We have paid 5.00 per boat for the last three years.

Thanks Greg



Director's Report – March 6, 2008

Deborah E. Mikula, Director

Contact Information

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Phone: 517/546-0693 ext. 7702

Cell Phone: 517/404-3533

Master Planning

The survey printed and mailed to 2000 random individuals throughout the City of Howell and Oceola, Marion and Genoa Townships as of Friday, March 7, 2008. Clerks from each of the municipalities pulled the random lists from previous voter records. We are hoping for at least 500 to be returned to us through the mail or by filling it out on-line by March 31st.

Budget

The budget for the Howell Area Parks & Recreation Authority was accepted by the Authority trustees on Feb. 12, 2008 and has now gone to each of the individual municipal entities for final approval. The City of Howell, Oceola, Genoa and Marion Township officials have all unanimously signed off on accepting the proposed budget.

Website

We have been working with Jerry Roberts from GotWeb to design a new stand-alone website for the Howell Area Parks & Recreation Authority and to transition the bulk of our information from the City of Howell's website by July 1st. We have looked at preliminary layouts and design for the homepage and we'll share the new look with you all in the next week via e-mail for your input. We will continue to work on ease of use, good design and intuitive layout.

Upcoming Presentations

Community Resource Fair -- Friday, April 4 – We will have 2 booths at the Community Resource Fair at the Home Show at the Parker Campus that will showcase our programs and services.

Howell Carnegie District Library – Saturday, April 12 – We will be presenting some unique programs from 2-4 p.m. on the grounds of the Howell Carnegie District Library in conjunction with the Art, Adventure and Learning Series.

Earth Day – Saturday, April 19 – We will have a booth at the Earth Day Celebration that will take place at the Livingston County Courthouse which is coordinated by the Environmental Club from Howell High School. We have 100 spruce seedlings being donated to us that we will distribute at our booth.

MelonRun

We will continue to produce the Melon Run in conjunction with the Melon Festival on Friday evening, August 15th. We are tweaking the route that goes through the Howell City Park and have decided that we can save on costs of shuttling the runners to and from the Park by starting and ending the race at Page Field. Peter Bowen is again helping us coordinate this event and we'll be sharing the route by next month.

Spring/Summer Program Guide

We are finalizing the spring/summer program guide and will be distributing this on April 14th. At the same time, we will be repainting the lobby with our spring/summer theme.

Insurance (Liability and Workers Compensation)

After conversing with Chief Jim Reed of the Howell Area Fire Authority about insurance issues when they moved to an authority model, he recommended the firm that they hold their insurance through Cobb Hall Insurance. I began working with Mike Hall and LaDonna Conley of Cobb-Hall insurance about new coverages for the our liability and workers compensation insurance to begin on July 1st. They are preparing a quote for us. We have also made contact with Sharon Childers from Smith, Peabody, Styles Insurance in Brighton.

Quotes

At what \$ level would the trustees feel comfortable spending without seeking more than one proposals? How many proposals would the trustees feel comfortable with over a certain \$ level – 2, 3 or more?

Membership

We are beginning our first membership drive and I will hope that the trustees will become charter members to help start us up. Forms will be distributed at the meeting.



Enrichment Report – March 6, 2008

Beth Schrader, Enrichment Director

Contact Information

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STAGE YOUR HOUSE TO SELL IT- This course helped sellers create an individualized house preparation timeline, outline simple steps to eliminate potential problems, give ideas about decluttering, cleaning, repairing and show them how to stage their house for a successful open house. Thank you very much to Marion Township for opening their doors to us to host this class. 1-Genoa, 1-Oceola and 2-Other.

FENCING-Attack! Parry! Repost! The clashing of epees and shouts of "en garde!" could be heard when the fencing class started on February 27th. 5-City of Howell, 3-Marion, 1-Oceola and 1-Other.

LEGOS & LUNCH-.Lego means "play well" in Danish and "put together" in Latin. This class took place on February 19th at the Bennett Recreation Center. Students had a great afternoon of building games, having lunch and making new friends. I would like to thank Andrew and Kyle Stone for volunteering their time to help make this a great event. 4-Genoa, 8-City of Howell, 1-Howell Township and 3-Oceola.

LOVE YOUR PET CONTEST-This is one of my favorite events! Congratulations to our winners! 1-Cohoctah, 13-Genoa, 20-City of Howell, 4-Howell Twp., 13-Marion, 10-Oceola and 20-Other.



1st Place-Britney Lapum from Pinckney and dog Sadie
2nd Place-Martina Eagle from Cohoctah and dog Stew
3rd Place-Laura Larance from Genoa and horse Flash

SWEETHEART DANCES-The weather was not kind to us this year. Due to school closings and bad weather the Sweetheart Dances actually took place a week after Valentine's Day. Thank you for all the support from everyone that help to make these dances a great success and to the staff at 3 Fires Middle School for all their help and kindness. 60-Genoa, 47-City of Howell, 21-Howell Twp., 54-Marion, 98-Oceola and 46-Other.

INDOOR GARAGE SALE- All the tables were sold out and we had hundreds of shoppers.
Coming soon-City Surplus Sale, Flea Market and Used Sport Sale in May.

Reviewed and Approved for Submission

A handwritten signature in black ink that reads "Deborah E. Mikula". The signature is written in a cursive style and ends with a long horizontal line extending to the right.

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



Sports and Athletic Leagues Report – March 6, 2008

Chris Galatis, Sports Director

Contact Information

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Cell Phone: 517/404-3323

Youth Sports

Our boy's basketball league will be wrapping up its season in the next couple of weeks. We had been hit hard with many cancellations because of weather and building problems that our season has been extended an additional two weeks. I would like to thank all our volunteer coaches who have done a wonderful job with our players!

We are currently in the process of registering for girls travel volleyball. The league is scheduled to start practice on Monday March 24th and the league will run until May 16th. All practices will occur at the Howell High School Field House with games taking place there and at other communities which include Huron Valley, Hartland, and South Lyon. Numbers will be available once all registrations are taken.

The 2008 MRPA Hoop Shoot competition was a success we have over 30 children participating in the competition. The winners from our competition will be competing at Saline Recreation Center on March 9th. If they do well enough they could earn a spot to compete at the Palace of Auburn Hills before a Detroit Pistons game.

Adult Sports

Our volleyball leagues are coming to a close. Our Women's league has finished up the season with Serendipity Adventures coming in 1st place. Our co-ed league will finish up its season with an end of the year tournament on March 9th. Winners of our leagues will receive champion t-shirts and a coupon for 50 free wings courtesy of Buffalo Wild Wings in Howell.

Our Men's Basketball League wrapped up its season with a great showing and competitive games. The end of the year tournament was won by D.R. Electric. We are looking forward to continuing our basketball season with another session that is scheduled to start on March 22nd.

Programs Currently Being Registered For

Girls Travel Volleyball (4th-8th Grades)

Spring Soccer (Pre K-6th Grades)

Soccer Clinics (1st-7th Grades)

Tiny Tot Soccer (3 and 4 yr olds)

Flag Football (6-13 yr olds)

Men's 30 & Over Basketball League
Weight Room/Gym Memberships
Adult Soccer Leagues

Reviewed and Approved for Submission

A handwritten signature in black ink, reading "Deborah E. Mikula", followed by a long horizontal line extending to the right.

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



Senior Center Report – March 6, 2008

Cassie Matlock – Administrative Assistant

Contact Information

E-Mail: cmatlock@ci.howell.mi.us

Phone: 517/545-0219

SENIOR NEWSLETTER

The March 2008 Newsletter was mailed out on Tuesday, March 4. We were a little behind in terms of the mailing date, but everything seemed to move fairly smoothly otherwise. We re-formatted the whole newsletter, giving more of a professional and streamlined effect. We are already beginning work on the April letter.

SENIOR BREAKFAST

Our early morning breakfast took place on Wednesday, March 5. We had a total of 8 seniors show up, which was great considering the weather! A huge thanks to our chef, Anne Lott, who will be joining us again next month. We couldn't have done it without her.

TRIPS

We are working with Bill from Seniors Unlimited in re-configuring our senior trips, both 1-day and extended. We hope with better marketing and promotion, we can really bring up the numbers for our great excursions!

TAI CHI

Our Wednesday morning Tai Chi class has really picked up! We have 8 participants, and our instructor Doug Taylor has been doing a wonderful job! 2-City, 2-Marion, 3-Howell Township, 1-Other.

BRIDGE LESSONS

Friday afternoon is hopping around the senior center! We have several people registered for our bridge lessons that run from 11-12:30 on Fridays and 3 tables for our bridge games from 1-3:30 pm. The lessons were scheduled to start on Feb 29, but due to the weather, have been pushed back until the 7th. The participants have all picked up their instruction manuals and are doing their homework! Participation numbers will be included in next month's report.

Reviewed and Approved for Submission

A handwritten signature in black ink, reading "Deborah E. Mikula".

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



Teen Center Report – March 6, 2008

Kyle Aulette, Teen Center Director

Contact Information

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Phone: 517/546-0625

Fundrasiers

During the month of February, the Teen Center ran numerous activities. The can drive flyers that were passed out in January worked. Some kids and supervisors collected pop cans after Super Bowl and received \$76.40 in cans. Also, after a donation of VG's receipts, added to our current receipts, we had \$54.97.

Late Night Leap Year Party

At the end of February we had a late night and had a total of 14 people that showed up. We estimated a total of 20 but some kids were busy and unable to make it. The late night made a total of \$41.04 and the next late night is scheduled for May.

Spring/Summer Brochure

Also, the Teen Center made the spring/summer brochure along with adding the next late night to the brochure hoping to attract new members.

Mural

Next month we have planned some activities with the kids to brainstorm ideas for the graffiti wall that we received a \$500 grant to create.

Reviewed and Approved for Submission

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



Preschool Report – March 6, 2008

Debbie Jacobs, Preschool Director

Contact Information

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As I sit at my desk, I wonder which news to start with first. This is the time of year when the preschool tends to "Take Off" if you will, in many different directions.

Just today we had a new parent request that her child be placed in our Tuesday/Thursday class for the remainder of the school year! Registration for 2008-2009 is off to one of the finest starts I can remember. We hope to continue a steady rate of enrollment until we are filled.

In February we had the Howell Nature Center come to our class and share with our children and families some of the animals that they encounter. The children especially enjoyed the animals that were brought in to inspect up close and personal. We had a variety of owls, an opossum, a skunk, a ground hog and some that were quite unusual. Did you know that when your nose tells you skunk, it could be a fox instead? They both share this unique odor. Our kids thought that was cool!

This is dental week in our classroom and one of our parents is a dental hygienist. She was kind enough to come in and share with the children her knowledge about teeth in a fun and interesting presentation. The kids loved it! We also have a parent this year that is a veterinarian and has expressed interest in sharing with our kids her expertise. We are fortunate to have such great parents!

With the end of our school year fast approaching we are trying to fit in as much fun and interesting activities as possible. It is our hope that our children and their families remember their preschool experience and pass the word on to others.

Reviewed and Approved for Submission

A handwritten signature in black ink that reads "Deborah E. Mikula". The signature is written in a cursive style and is followed by a horizontal line.

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

ACCOUNT DESCRIPTION	2007-08		YEAR-TO-DATE THRU 01/31/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED	
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 01/31/2008			
Revenues							
Dept 751: RECREATION / PARKS DEPARTMENT							
587.001	PK/RC MARION TWP PARTICIPATION	57,980.00	57,980.00	0.00	0.00	57,980.00	0.00
587.002	PK/RC GENOA TWP PARTICIPATION	57,980.00	57,980.00	0.00	0.00	57,980.00	0.00
587.003	PK/RC OCEOLA TWP PARTICIPATION	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
649.000	PARK CONCESSION SALES	8,500.00	8,500.00	6,050.30	255.71	2,449.70	71.18
649.001	AMUSEMENT PARK TICKET SALES	8,000.00	8,000.00	4,671.05	0.00	3,328.95	58.39
649.003	PK & REC BROCHURE ADVERTISEMNT	3,000.00	3,000.00	450.00	125.00	2,550.00	15.00
650.001	PROGRAM FEES SPORTS	114,007.00	114,007.00	61,794.28	5,140.00	52,212.72	54.20
650.002	PROGRAM FEES ENRICHMENT	63,250.00	63,250.00	26,425.64	7,354.50	36,824.36	41.78
650.003	PROGRAM FEES SPECIAL EVENTS	27,296.00	27,296.00	23,166.24	2,227.35	4,129.76	84.87
651.001	PARKS / BOAT RAMP FEES	23,250.00	23,250.00	10,118.78	0.00	13,131.22	43.52
651.002	PARK PAVILLION RENTAL FEES	4,500.00	4,500.00	475.00	0.00	4,025.00	10.56
651.004	BUILDING RENTAL FEES	29,000.00	29,000.00	18,737.75	3,022.00	10,262.25	64.61
651.005	SENIOR PROGRAM FEES	100.00	100.00	230.00	0.00	(130.00)	230.00
651.007	PRESCHOOL TUITION	54,062.00	54,062.00	24,576.65	4,560.00	29,485.35	45.46
651.008	REC PROGRAM CONTRIBUTIONS	500.00	500.00	0.00	0.00	500.00	0.00
651.009	PAGE FIELD RENTAL	12,000.00	12,000.00	5,850.00	0.00	6,150.00	48.75
665.000	INVESTMENT INTEREST	100.00	100.00	4.56	4.56	95.44	4.56
671.002	MISC REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
675.003	DONATIONS/FUNDRAISING	5,000.00	5,000.00	4,810.21	153.20	189.79	96.20
675.009	DONATIONS SENIORS	1,500.00	1,500.00	1,891.00	380.00	(391.00)	126.07
675.012	UNITED WAY - TEENS	9,000.00	9,000.00	3,995.00	1,995.00	5,005.00	44.39
675.013	UNITED WAY SENIORS	5,900.00	5,900.00	2,945.00	1,475.00	2,955.00	49.92
675.015	PRESCHOOL FUNDRAISING	1,000.00	1,000.00	1,365.60	5.60	(365.60)	136.56
676.006	SENIOR POSTAGE REIMB	800.00	800.00	1,015.20	5.00	(215.20)	126.90
677.003	SENIOR TRAVEL REIMBURSEMENT	1,500.00	1,500.00	276.00	0.00	1,224.00	18.40
684.001	WORKERS COMP/DISABILITY REFUND	0.00	0.00	915.00	0.00	(915.00)	100.00
Total - Dept 751		589,225.00	589,225.00	199,763.26	26,702.92	389,461.74	33.90
Dept 966: TRANSFERS OUT							
699.004	TRANS IN GENERAL FUND	447,168.00	447,168.00	0.00	0.00	447,168.00	0.00
Total - Dept 966		447,168.00	447,168.00	0.00	0.00	447,168.00	0.00
Total Revenues		1,036,393.00	1,036,393.00	199,763.26	26,702.92	836,629.74	19.27
Expenditures							
Dept 751: RECREATION / PARKS DEPARTMENT							
702.000	SAL & WAGES	83,744.00	83,744.00	69,448.05	3,946.03	14,295.95	82.93
702.001	SAL & WAGES ADMINISTRATION	279,463.00	279,463.00	163,139.06	22,531.16	116,323.94	58.38
702.002	SAL & WAGES OVERTIME	2,800.00	2,800.00	1,416.40	0.00	1,383.60	50.59
702.005	SAL & WAGES CEM	56,432.00	56,432.00	31,041.72	3,571.77	25,390.28	55.01
702.007	SAL & WAGES OT / CEM	3,200.00	3,200.00	2,042.81	27.12	1,157.19	63.84
702.008	SAL & WAGES ON-CALL	5,760.00	5,760.00	3,047.16	443.90	2,712.84	52.90
702.023	SAL & WAGES PRESCHOOL	41,617.00	41,617.00	20,936.19	2,605.68	20,680.81	50.31
714.001	CITY SHARE MED INS RETIREE	5,221.00	5,221.00	2,758.09	324.54	2,462.91	52.83
714.004	ICMA RETIREMENT	0.00	0.00	2,014.33	473.96	(2,014.33)	100.00
717.000	FRINGE BENEFITS	149,018.00	149,018.00	110,816.29	18,875.37	38,201.71	74.36
727.000	OFFICE SUPPLIES	4,000.00	4,000.00	4,292.09	523.17	(292.09)	107.30
730.000	POSTAGE	3,100.00	3,100.00	2,059.47	0.00	1,040.53	66.43
740.000	OPERATING SUPPLIES	1,000.00	1,000.00	1,215.49	(110.95)	(215.49)	121.55
740.003	OPERATING SUPPLIES T-SHIRTS	15,000.00	15,000.00	3,772.85	1,309.00	11,227.15	25.15
740.015	OPER SUPP/CONCESSIONS	3,000.00	3,000.00	3,188.71	0.00	(188.71)	106.29
740.016	OPER SUPP/AMUSEMENT PARK TICKET	8,000.00	8,000.00	4,705.30	0.00	3,294.70	58.82
740.019	OPER SUPP/SMALL EQUIPMENT	1,500.00	1,500.00	2,140.50	0.00	(640.50)	142.70
740.022	OPER SUPP/COMP SMALL EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
740.027	OPER SUPP/REC SMALL EQUIPMENT	1,000.00	1,000.00	676.85	0.00	323.15	67.69
740.028	OPERATING SUPPLIES/PRESCHOOL	3,000.00	3,000.00	1,686.33	136.35	1,313.67	56.21
740.030	OPER SUPPLIES - SPORTS	7,500.00	7,500.00	4,433.00	1,042.00	3,067.00	59.11
740.031	OPER SUPPLIES - ENRICH/EVENTS	14,500.00	17,000.00	16,089.88	889.06	910.12	94.65
741.000	UNIFORMS/CLOTHING ALLOWANCE	400.00	400.00	51.60	0.00	348.40	12.90
741.002	UNIFORMS/CLEANING/RENTAL	700.00	700.00	270.44	79.68	429.56	38.63
751.000	GASOLINE & DIESEL FUEL	1,500.00	1,500.00	1,500.55	0.00	(0.55)	100.04
775.000	MAINTENANCE SUPPLIES	10,300.00	10,300.00	6,259.90	131.65	4,040.10	60.78
775.006	MAINTENANCE SUPPLIES / PARKS	17,000.00	17,000.00	4,297.20	104.77	12,702.80	25.28
801.000	PROFESSIONAL SERVICES	36,000.00	33,500.00	1,130.50	150.00	32,369.50	3.37
804.000	CONTRACTUAL SERVICES	16,700.00	16,700.00	4,770.00	1,050.00	11,930.00	28.56
804.008	CONTRACT SERVICES/INSTRUCTORS	17,000.00	17,000.00	12,200.13	2,099.00	4,799.87	71.77
804.009	CONT SERVICES OFFICIALS/REFEREES	16,965.00	16,965.00	2,934.00	940.00	14,031.00	17.29
822.000	COMPUTER SOFTWARE SUPPORT	500.00	500.00	0.00	0.00	500.00	0.00
840.000	DUES & MEMBERSHIPS	1,300.00	1,300.00	1,376.00	995.00	(76.00)	105.85
840.003	PROGRAM ENTRY FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
850.000	COMMUNICATION - TELEPHONES	8,000.00	8,000.00	6,079.60	640.79	1,920.40	76.00
850.006	COMMUNICATION - PHONE/BARNARD	300.00	300.00	0.00	0.00	300.00	0.00

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
Month Ended 01/31/2008

11:43 am

FUND 208 - PARKS & RECREATION FUND

ACCOUNT DESCRIPTION	2007-08		YEAR-TO-DATE THRU 01/31/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 01/31/2008		
850.008 COMMUNICATION - INTERNET	960.00	960.00	449.24	0.00	510.76	46.80
860.000 CONFERENCE/TRANSPORTATION	3,000.00	3,000.00	4,381.07	1,052.29	(1,381.07)	146.04
860.001 SENIOR TRAVEL EXPENSE	250.00	250.00	0.00	0.00	250.00	0.00
900.000 PRINTING & PUBLISHING	14,000.00	14,000.00	12,297.16	0.00	1,702.84	87.84
900.006 SR COMMUNICATION	1,800.00	1,800.00	692.32	61.55	1,107.68	38.46
900.007 SUBSCRIPTIONS & PUBLICATIONS	200.00	200.00	200.00	0.00	0.00	100.00
910.000 INSURANCE	15,000.00	15,000.00	11,500.00	0.00	3,500.00	76.67
920.000 UTILITIES - ELECTRICITY	15,600.00	15,600.00	7,877.38	1,110.10	7,722.62	50.50
920.001 UTILITIES - GAS	7,000.00	7,000.00	3,903.21	934.10	3,096.79	55.76
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	912.15	114.03	87.85	91.22
920.003 UTILITIES - RUBBISH	6,300.00	6,300.00	3,874.68	265.20	2,425.32	61.50
920.006 UTILITIES - GAS/BARNARD ST	8,000.00	8,000.00	3,031.08	872.26	4,968.92	37.89
920.007 UTILITIES - ELEC/BARNARD ST	9,880.00	9,880.00	2,056.40	63.74	7,823.60	20.81
920.008 UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,000.00	397.80	132.60	602.20	39.78
920.009 UTILITIES - WTR-SWR/BARNARD ST	950.00	950.00	539.69	0.00	410.31	56.81
930.000 REPAIR & MAINTENANCE	2,000.00	2,000.00	242.85	0.00	1,757.15	12.14
930.009 REPAIR & MAINT - EQUIPMENT	3,000.00	3,000.00	1,442.96	0.00	1,557.04	48.10
931.000 BUILDING MAINTENANCE	8,000.00	8,000.00	4,113.60	460.57	3,886.40	51.42
931.003 BUILDING MAINTENANCE/BARNARD	5,500.00	5,500.00	2,946.04	2,090.00	2,553.96	53.56
940.000 EQUIPMENT RENTAL	18,617.00	18,617.00	11,464.66	1,793.38	7,152.34	61.58
942.001 PORTA JOHN RENTALS	4,400.00	4,400.00	998.75	150.00	3,401.25	22.70
956.003 MISC BANK CHARGES	8,000.00	8,000.00	4,455.88	662.82	3,544.12	55.70
957.000 EDUCATION / TRAINING	2,700.00	2,700.00	744.37	41.62	1,955.63	27.57
960.000 PURCHASES FROM DONATIONS	5,000.00	5,000.00	4,402.97	0.00	597.03	88.06
960.002 PURCH FROM DONATIONS - SENIORS	1,500.00	1,500.00	1,124.88	166.50	375.12	74.99
960.006 PURCHASES/TEEN CTR/UNITED WAY	9,000.00	9,000.00	7,724.37	649.90	1,275.63	85.83
960.007 PURCH PRESCHOOL FUNDRAISING	1,000.00	1,000.00	561.00	561.00	439.00	56.10
964.001 PROGRAM REFUNDS	3,500.00	3,500.00	2,849.25	88.00	650.75	81.41
965.000 FACILITY RENTALS	15,000.00	15,000.00	4,143.00	3,020.00	10,857.00	27.62
970.004 CAPITAL OUTLAY / PARKS	10,000.00	10,000.00	3,013.00	0.00	6,987.00	30.13
980.000 OFFICE EQUIPMENT	1,500.00	1,500.00	1,097.69	199.99	402.31	73.18
980.004 EQUIP / COMPUTER HARDWARE	0.00	0.00	1,235.50	0.00	(1,235.50)	100.00
980.005 EQUIPMENT/COMPUTER SOFTWARE	500.00	500.00	274.00	0.00	226.00	54.80
999.080 TRANS OUT HUMAN RESOURCES	34,216.00	34,216.00	19,957.00	2,851.00	14,259.00	58.33
Total - Dept 751	1,036,393.00	1,036,393.00	616,694.44	80,119.70	419,698.56	59.50
Total Expenditures	1,036,393.00	1,036,393.00	616,694.44	80,119.70	419,698.56	59.50
NET OF REVENUES AND EXPENDITURES	0.00	0.00	(416,931.18)	(53,416.78)	416,931.18	



Howell Area Parks & Recreation Authority

NEW BUSINESS ITEM #1

Liability Waiver

Participant Waiver

I parent/guardian, hereby waive any or all rights, claims for damage arising from injury received while my child is playing, walking, or being transported to games or other activities. I also hold harmless the Recreation Department, its directors, organizers, coaches, sponsors, managers, or any other supervisor appointed for any injury incidental to the activities or transportation to and from these activities.

We also agree to allow the Howell Recreation Department to use and reproduce the participant's name, likeness and/or information concerning the child to circulate the same for any and all promotional purposes.

We certify that the information on this form is correct.

Full refunds given only when a program has been cancelled by the Rec. Department. All other refunds will be in the form of a voucher. Restrictions apply.

Parent/Guardian Signature _____ Date _____

We do not currently have Coach/Volunteer Waiver Statement

The above waiver is only for children, not for adults participating in our programs.

We should probably have a lawyer help us draft a liability waiver statement that can be accommodated by all of our participants regardless of age, and volunteer needs.



Howell Area Parks & Recreation Authority

NEW BUSINESS ITEM #2

Summer Day Camp Rates

Howell Recreation Summer Day Camp is gearing up for some outrageous outdoor fun and excitement this summer! Each week is packed with a variety of activities and non-stop excitement to help kids, age 5-12 keep active and engaged.

Bring your friends and meet new ones while participating in fun activities such as sports, games, archery, fishing, computers, team work skills, environmental education, make-n-take craft projects and special community outings. Look forward to experiencing something new each day. A special emphasis on character development (caring, honesty, respect and responsibility) is rolled into every activity.

Campers will start and end each day at the Barnard Community Center in downtown Howell and participate in daily summer activities at Howell City Park and Thompson Lake! New camp themes begin each week throughout the summer with swim time and water play offered daily, weather permitting.

Howell Recreation Summer Day Camp offers families the opportunity to *pick the weeks that work best for you!* Parents also have the option to purchase just the Base Camp or purchasing the Base Camp with an A.M. *and/or* a P.M. Extender.

Our counselors and staff are carefully selected, trained, screened and have outgoing and caring personalities. Low ratios ensure personal attention from their "*professional role models.*"

We hope you'll join us for a summer that kids are sure to remember their entire lives!

2008 Weekly Camp Themes!

Week	Theme
June 16-20	Old School Back Yard Week
June 23-27	Treasure Island Week
*June 30-July 3	Stars and Stripes Week
*(4-day Week-No Camp on July 4-special fee applied)	
July 7-11	Wide World of Sports Week

July 21-25	Weird Science Week
July 28-Aug 1	Wilderness Week
August 4-8	Planes, Trains & all things that move Week
August 11-15	Wet and Wild Week
August 13-17	Welcome to Hollywood Week
August 18-22	Go Bananas Week

Campers should bring towel, appropriate bathing suit, a change of clothes, gym shoes, & a brown bag lunch daily. We provide a daily snack only. Vending machines and concession stand available.

Registration Information and Deadlines

The Howell Recreation Summer Day Camp can accommodate a maximum of 45 children each week. Registrations will be taken on a first-come, first serve basis with weekly registration taking precedence over daily drop off.

Payment-in-full for weekly camp is due two weeks prior to the week of participation. All Campers are registered by the week, Monday-Friday. There will be no-refunds if a camper doesn't attend camp one or more days during that week.

All campers (weekly and daily) must pay a one-time \$20 registration fee at the time of registration which is good for the entire summer and is non-refundable.

Daily Drop off is offered on an as needed basis and when spaces are available. Registration and payment in full for daily drop off must be made by the Wednesday prior to the week of participation. The daily rate will apply.

RATES

Weekly Rate	Times	Resident	Non-Resident
Base Camp	9:00 a.m.-4:00 p.m.	\$150.00/week	\$175.00/week
A.M. Extender	7:00 a.m.-9:00 a.m.	\$17.00/week	\$25.00/week
P.M. Extender	4:00 p.m.-6:00 p.m.	\$17.00/week	\$25.00/week
Daily Rate	Times	Resident	Non-Resident
Base Camp	9:00 a.m.-4:00 p.m.	\$35.00/day	\$45.00/day
A.M. Extender	7:00 a.m.-9:00 a.m.	\$10.00/day	\$15.00/day
P.M. Extender	4:00 p.m.-6:00 p.m.	\$10.00/day	\$15.00/day

- **All campers will receive a Camp T-shirt and name badge.**