



Howell Area Parks & Recreation Authority Board Meeting

Tuesday, November 11, 2008

7:00 p.m.

Howell City Hall, Lower Level

AGENDA

1. Call to Order
2. Approve Board Meeting Minutes dated October 14, 2008
3. Approve Executive Session Minutes dated October 14, 2008
4. Call to the Public (for any items not on the agenda)
5. Approve Agenda
6. Correspondence
7. Chemung Hills Presentation
8. Directors Report
9. Holiday Closure Schedule (Discussion/Approval)
10. Lease for Lower Level of Barnard Community Center with CTH (Discussion/Approval)
11. Lease of Genoa Township Athletic Fields (Discussion/Approval)
12. Lease of Oceola Township Athletic Fields (Discussion/Approval)
13. Director's Evaluation & Salary Review (Discussion/Approval)
14. By-laws (Discussion/Approval)
15. Cell Phone Policy (Discussion/Approval)
16. Identify Theft Prevention Policy (Discussion/Approval)
17. Director's & Officers Liability Insurance (Discussion/Approval)
18. Check Register Reports for October 1-31, 2008 (Discussion)
19. Financial Report ending September 30, 2008 (Discussion)
20. Investment of Cash in 6-month Certificate of Deposit (Discussion/Approval)
21. Old Business
22. New Business
23. Member Discussion
24. Next Meeting – Tuesday, December 9, Howell City Hall, 611 E. Grand River Ave.
 - a. Photograph of individual board members and full Board will be taken

25. Adjourn



Howell Area Parks & Recreation Authority
Board of Trustee Minutes
October 14, 2008

Call to Order

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

Members Present

Paula Wyckoff, Steve Manor, Sean Dunleavy, Todd Smith

Absent

Rick Terres

Also Present

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

Approval of Minutes

Motion by Dunleavy and support by Wyckoff to approve the regular meeting minutes for the Recreation Authority dated September 16, 2008. Motion carried unanimously.

Call to Public

Russell Driver talked about the fencing for Oceola Twp. Fields. He noted that there is a water line that sits along the west line and suggested that it be checked out before any fencing is put into place.

Approval of Agenda

Motion by Dunleavy and support by Manor to approve the agenda dated October 14, 2008. Motion carried unanimously.

Correspondence

Mikula stated that we do not receive a lot of criticisms, so she thought this email from Mark Williams and her response should be in front of the board for review. Manor noted that it is clear that he views recreation strictly as athletics but also speaks to our need to have more resources. He also noted that athletic facilities are always an issue and asked what would be involved in approaching the school board and propositioning to use Parker High School. Manor also stated that we are more than just an athletic organization.

Director's Report

Mikula talked about the Teen Center. We just received word that we were granted an "Extreme Makeover" from Citizen's Insurance to build an internet café and that Citizen's would be

investing anywhere from \$5000 - \$10,000 with the project completion date as December 31, 2008.

Mikula said that the Twilight Tours of Lakeview Cemetery were wonderful and served about 175 people during the first weekend.

Mikula noted that there was a defibrillator donated to Barnard Community Center.

Mikula talked about the Recreation Recognition Reception, which is an event that honors the people within the last year that we have worked with and are deserving of our recognition. She added that she hopes all board members will be present.

Mikula stated that we are looking at Identity Theft Protection and Cell Phone policies. Some of the municipalities do not have these policies in place. Any policies that the townships or City have we also need to look at and put into place. Draft policies will be distributed at the next board meeting.

Mikula noted that Chris Galatis is writing a grant for \$5000 for flag football. *Motion by Manor and support by Wyckoff to move forward with the grant application to MRPA/USA Football 2008 Youth Football Grant. Motion carried unanimously.*

Mikula talked about the preschool program potentially moving to Barnard Community Center and expanding from 1 to 2 classes each day. She noted that the State of Michigan Child Services came in and gave us advice about the potential use of Barnard. The next step would be to have the Fire Inspector come in. Smith stated that a new daycare/preschool called The Learning Tree will be going in across from TW & Friends in Howell. It is licensed for 350 children and will be a formidable program.

Mikula stated that she is working on a sponsorship package for Holiday in the Park. She asked for the board's opinion on naming rights. The board agreed on selling naming rights. Smith suggested that we have a link on the website that has information on sponsorship opportunities. Manor suggested that it give the general parameters of what kind of sponsorships we will offer. Smith asked that for any sponsorships over \$5000, Mikula should seek the board's approval.

Future Funding Growth and Millage

Mikula passed out a recap of why people believed the millage did not pass in 2006. She stated that we need to get individuals behind this millage and generate enthusiastic, positive news. Smith added that we don't have any chance at a millage unless we are specific about the needs and what projects the millage dollars will help pay for. Manor stated that part of the planning process is analyzing what we're doing and what we will do and that there is a limit on what we can do with 3 full-time staff. Mikula stated that a shorter time frame (10 years vs. 20 years) will give people some confidence. We need leadership in terms of a credible individual that everyone knows. Perhaps we start a "Friends of..." group as well. The Board asked Mikula to put a draft plan into place about how to proceed at the January board meeting.

Employee Discount Policy

Motion by Dunleavy and support by Wyckoff to support the Employee Discount Policy. Motion carried unanimously.

Financial Report for July and August

Mikula noted there is about \$7200 in past years' savings for senior donations, which will possibly be used for renovations in the senior center. Manor stated that Youth Assets has dissolved and the fund balance was donated to the Teen Center which is also noted on the balance statement for the following month.

Old Business

By-laws

Manor stated that the ad hoc committee had not yet met. Smith asked for a rough review in November and a final draft in December.

Genoa Township Athletic Fields Lease

Smith noted that the soccer field contract went through; there were a few minor items to be amended. He added that SELCRA was reviewing them as well.

New Business

Mikula stated that she was approached by a group of individuals regarding a proposal concerning Chemung Hills. They asked that a short time be allotted them to make a presentation at a special meeting or at the next board meeting. Smith stated that the next board meeting would be the appropriate time and asked for an overview to be included in the board packet for the November 11th meeting.

Member Discussion

Dunleavy stated that the Oceola soccer fields have been repaired again after heavy rain and will probably be fertilized sometime this week.

Executive Session

Motion by Manor with support from Dunleavy to enter into Executive Session by Request of the Director for her annual evaluation. Roll call vote: Dunleavy, yes; Smith, yes; Manor, yes; Wyckoff, yes; Terres, absent.

Motion by Manor with support from Wyckoff to adjourn the Executive Session. Motion carried unanimously.

Adjournment

Motion by Dunleavy with support from Wyckoff to adjourn the October 14, 2008 board of trustees meeting. Motion carried unanimously.



Chemung Hills Presentation

To: Howell Area Parks & Recreation Authority Board of Trustees

From: Committee members: Michael Hall, President/ CEO Cobb-Hall Insurance

Glynis McBain, President Your Peace of Mind

Ned Bowler President Kord Industrial

Dick Shafer- Superintendent Kensington Metropark The Huron-Clinton Metropolitan Authority

John Hartsig- Long time Community Resident

And other long time residents of the Howell Area

HERE IS OUR PROPOSAL

The Howell Area Parks and Recreation Authority purchase Chemung Hills Golf Course to preserve valuable open space and eliminate threats and impact of any type of high density development be it a low/moderate income housing (1st proposal) or 500 unit RV trailer park in the future (2nd proposal). As a committee we have been very cautious as to not imply in any manner that we have authority in any way. It has been our mission to find a way to preserve this property in an economically sound and financially feasible method. We believe we have a process. Chemung Hills Golf Course is one of the most unique open spaces left in all of Livingston County. We strongly believe it should be preserved for the recreation of our county residents and future generations yet to come. We have confirmation that the Developer will enter into conversation about a sale. Our Proposal is consistent with the Recreation Authority Strategic Plan.

The Howell Area Parks and Recreation Authority should consider the future needs of the community and take actions to dedicate and develop parkland in order to meet the future recreational needs of the community.

HOW

We will present to you a revenue neutral way to purchase and support ongoing operations at Chemung Hills through a USDA program specifically designed for this situation. We also believe the time to act is now. Lower land prices, attractive lending terms have created an opportunity for our residents to obtain this property. Information for this process has been provided by nationally recognized Spear Consultants LTD.

We are not proposing the Authority or member municipality “get into the Golf Course Business” in terms of the day to day operation. This program requires the professional Contracting of Operations. It is our belief after considerable study this option could be break even with no financial subsidy by Rec. Authority or members.

Our presentation on November 11th will fill in all the details.

Action Requested: A motion to form an ad-hoc committee to review the Chemung Hills proposal as presented and to come back to the Authority board at a future date to be determined with a recommendation of the feasibility, cost estimates, and future development and use.



Holiday Closure Schedule

After review of our work load, cleaning/maintenance issues, and schedules for the upcoming Thanksgiving and Christmas/New Year's Holiday, we would like to propose the following holiday closure schedule. Full time salaried staff will be given a bonus of 4 additional days of paid vacation during this time frame.

Thanksgiving: Closed Thursday, November 27 and Friday, November 28

Christmas/New Year's: Closed Wednesday, December 24th – Sunday, January 4, 2009.
(NOTE: We will still be holding church services on Sundays at Barnard throughout the holiday season and also allowing for minimal rentals on the weekend after New Year's at the Bennett.) Full time salaried staff will be given a bonus of 4 additional days of paid vacation during this time frame. Part-time staff will not be scheduled to work.

Action Requested: A motion to approve the holiday closure schedule for the Thanksgiving & Christmas/New Year's Holiday for 2008.



Lease Extension for Lower Level of Barnard Community Center to the Community Theatre of Howell

The Community Theatre of Howell has approached the Howell Area Parks & Recreation Authority and is interested in extending their lease for the lower level of Barnard Community Center for another year (February 1, 2009 – January 31, 2010). The Community Theatre of Howell plans to continue to use this space for ancillary rehearsal and education space, for summer youth camp, and for storage of theatrical equipment. It is recommended that an extension be granted.

Action Requested: A motion to approve a one year lease extension from February 1, 2009 – January 31, 2010 to the Community Theatre of Howell for \$5,000.



Lease Agreement for Genoa Township Athletic Fields

Attached is a revised lease agreement between Genoa Township, SELCRA and the Howell Area Parks & Recreation Authority for review and approval. The Genoa Township Athletic Fields will be ready to play on this coming Spring and we are making adjustments to our spring schedule.

Attorneys for Genoa Township, SELCRA and Howell Area Parks & Recreation have reviewed this document.

Action Requested: A motion to approve the lease agreement to manage, maintain and schedule the athletic fields between Genoa Township, the Howell Area Parks & Recreation Authority and the Southeastern Livingston County Recreation Authority (SELCRA) from January 1, 2009 – December 31, 2009 for \$1.

Athletic Fields Lease
Between Genoa Township , the Howell Area Parks & Recreation Authority, and SELCRA
DRAFT October 31, 2008

This lease is effective on January 1, 2009 between Genoa Township (landlord), whose address is 2911 Dorr Rd., Brighton, MI 48116 and the Howell Area Parks & Recreation Authority (Co-Tenant), whose address is 925 W. Grand River Ave., Howell, MI 48843, and **Southeastern Livingston County Recreation Authority** (Co-Tenant), whose address is 7878 Brighton Rd., Brighton, MI 48116 upon the following terms and conditions:

Premises: Landlord hereby leases to Co-Tenants, real property containing approximately [redacted] acres of land located in Genoa Township, Livingston County, behind Genoa Township Hall, described in Exhibit A attached hereto and made a part hereof (the "Premises").

Use. Co-Tenants shall use and occupy the premises as athletic fields (soccer, football, lacrosse, or any other lawn sport) and for no other purpose without the prior written consent of Landlord. Co-Tenants shall be solely responsible for the booking and scheduling of games, practices and events on the Premises. When the Co-Tenants are not using the fields for play by teams associated with the Co-Tenants, the fields may be rented by other organizations not associated with Co-Tenants at reasonable rates, with rent being paid to Co-Tenants. Co-Tenants shall ensure that games are properly supervised. Co-Tenants 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 Genoa Charter Township and any other governmental body.

Common Areas. Landlord shall also make available areas to the Co-Tenants and facilities of common benefit to the Co-Tenants and occupants including parking areas, driveways, sidewalks and ramps, service areas and landscaped area ("common areas"). All common areas shall be under the exclusive control and management of Landlord.

Term: The term of this lease shall be for one year commencing on January 1, 2009, the "commencement date" and shall expire on December 31, 2009.

Rent: Co-Tenants shall pay to landlord as annual rent the sum of one (\$1) dollar.

Landlord's Expenses:

Landlord shall pay cost and expenses incurred by the Landlord for improvements made to the subject premises and the common areas. In addition, Landlord shall pay the cost of operation of the sprinkler system, the cleaning and maintenance restroom facilities, the cost of netting, lighting and operation of scoreboards, if any.

Co-Tenant's Expenses. Co-Tenants shall pay for the following:

a. Maintenance of the athletic fields including mowing, fertilizing, grass seeding and watering.

b. Striping of the property for athletic events.

c. Providing signage for Co-Tenants and for sponsors, if the signs are approved by the Landlord.

d. The actual costs of electricity, used at the site during events if the cost can be ascertained, if the cost cannot be ascertained then the Co-Tenants shall pay the entire cost of electricity supplied to the leasehold premises.

Improvements: Any improvements to the Premises shall be constructed in accordance with all federal and state laws and applicable building codes,

Notification of Adjacent Property Owners: Prior to the first games on the Premises and on a quarterly basis thereafter, Co-Tenants shall notify the adjacent property owners whose property abuts the Genoa Township fields of the dates and times of all activities on the Premises. Co-Tenants shall also provide the name, address and telephone number of a person who may be contacted on behalf of the Co-Tenants by the adjacent property owners with respect to activities.

Notification to Participants: Co-Tenants shall provide all league players and to visiting teams or their leagues a notice containing the following information:

- a. Parking is allowed only within designated parking areas within the township complex.
- b. Athletic facility users must stay within the boundaries of the facility and that trespassing onto the adjacent property shall not be allowed under any circumstances.
- c. Participants must remove all debris from the athletic fields and the surrounding area immediately after the completion of all games.
- d. No alcohol or tobacco usage allowed.
- e. All pets must be leashed.

Waste Collection: Landlord shall provide a sufficient number of waste collection containers to prevent littering on the Premises and shall arrange for trash collection on a regular basis.

No Trespassing: Landlord shall post “No Trespass” notices adequate in size and number on the boundary of the Premises to alert the users of the athletic facility as to the boundary of the Premises and to remind them not to trespass onto the adjacent property.

Parking Control: During any tournaments conducted on the Premises, Co-Tenants shall provide parking controls to ensure that participants park only in the areas designated for parking and do not park on adjacent property.

Meetings: Co-Tenants shall meet with Landlord prior to the anniversary of this lease to discuss renewal of the Lease.

Insurance: The Co-Tenants shall provide insurance coverage for itself, equipment, its employees, and its recreation personnel as it relates to the terms and conditions of this agreement. The Co-Tenants shall indemnify and hold harmless, the Township from any loss or damage that may be claimed to have arisen through the alleged negligent acts or omissions of the Co-Tenants. The Township shall provide insurance coverage for itself, its employees and any other personnel under the terms of this Agreement, holding the Howell Area Parks & Recreation Authority and Southeastern Livingston County Recreation Authority harmless for any loss or damage that may be claimed to have arisen through the alleged negligent acts or omissions of the Township.

Holding Over: If Co-Tenants remain 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, subject to all of the conditions, provisions, rent and obligations of this Lease insofar as it can be applicable to a month to month tenancy, cancelable by either party upon sixty (60) days written notice to the other.

The parties hereto understand and agree that this lease contains the entire agreement between them and that no alteration, modification, rescission or cancellation hereof, either in whole or in part, shall be effective or binding unless and until the same be reduced to writing and signed by the party hereto against whom the enforcement of such alteration, modification, rescission or cancellation is sought. Any notice given by any party hereto to any other party hereto shall be sufficient if mailed to the party for whom such notice is intended at its address set forth herein by first class mail with postage fully prepaid thereon and shall be deemed effective when mailed. This agreement shall be interpreted under the laws of the State of Michigan.

The parties hereby represent that the persons executing this agreement have authority by law, charter, or resolution to bind both parties to this agreement.

This agreement is entered as of this _____ day _____, 200__.

HOWELL AREA PARKS & RECREATION AUTHORITY
A Michigan Municipal Corporation

BY: Todd Smith, Chairman

BY: Deborah E. Mikula, Director

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY
[What is their association?]

BY: Dan Mulvihill, Co-Chairman

BY: Patrick Gerace, Director

GENOA CHARTER TOWNSHIP
A Michigan Municipal Corporation

BY: Gary McCririe, Supervisor

BY: Paulette A. Skolarus, Clerk



Lease Agreement for Oceola Township Athletic Fields

A copy of the revised lease agreement between Oceola Township and the Howell Area Parks & Recreation Authority will be forwarded to you in a separate e-mail. Oceola Township will be reviewing the lease at their monthly meeting on November 6, 2008. The Oceola Township Athletic Fields will be ready to play on this coming Spring and we are making adjustments to our spring schedule.

Attorneys for Oceola Township and Howell Area Parks & Recreation have reviewed this document.

Action Requested: A motion to approve the lease agreement to manage, maintain and schedule the athletic fields between Oceola Township and the Howell Area Parks & Recreation Authority from January 1, 2009 – December 31, 2009 for \$1.



Director Evaluation & Salary Review

The trustees of the Howell Area Parks & Recreation Authority and the Director recognize the need and importance of evaluating the Director's performance. At the last board meeting, a closed session was held at the request of the Director to conduct an open and constructive evaluation. Through this process the leaders of the Howell Area Parks & Recreation Authority have been able to chart a course of action and make progress in fulfilling the organizations' mission.

Chairman Smith has taken all comments and recommendations of expectations by the trustees at the closed session and has compiled them and will distribute a copy of the results at the meeting.

Action Requested: A motion to accept the Director's Evaluation and place it in her official personnel file.

Director Salary

Based on a positive review of her performance, Mikula's memorandum of understanding with the Authority dated September 4, 2007 states that she would be eligible for any increase awarded by the Howell Area Parks & Recreation Authority at the beginning of the next fiscal year (7/1/08). This will help keep consistency in salary reviews and increases among all staff members.

Action Requested: A motion to increase the Director's annual salary by 3%, retroactive to July 1, 2008.



By-laws

Now that the Howell Area Parks & Recreation Authority has made the move to a stand-alone organization it will be necessary to outline in more detail how our organization operates. At one of the last board meetings it was suggested that we put into place a set of by-laws which will give direction to a number of areas (like membership, board duties, elections) that are not well defined within the Articles of Incorporation. While some areas were lacking, others areas in the Articles of Incorporation were very detailed.

At the September, 2008 board meeting, Steve Manor, Sean Dunleavy and Debbie Mikula were appointed to an ad-hoc committee to review and edit the first draft of the by-laws for the Authority. The 3rd revision of the draft By-laws are attached for your perusal. At this time, we would like the board to carefully review the revisions as proposed and suggest any changes or additions at the November 11th board meeting. We will then place the by-laws onto the December board meeting agenda for acceptance.

Action Requested: A motion to allow a 30-day review of the By-laws as proposed and place the final document onto the December 9, 2008 agenda for approval.

ARTICLE 1: MISSION

The Howell Area Parks & Recreation Authority exists to bring communities together to enrich lives by promoting active and healthy lifestyles.

ARTICLE 2: POWERS and AUTHORITY

These by-laws offer further guidance and support to the Articles of Incorporation concerning the governance and operations of the Howell Area Parks & Recreation Authority, hereafter referred to as the Authority. These by-laws are meant to be complimentary and supportive to the Articles of Incorporation. In the event of a conflict between these by-laws and the Articles of Incorporation, the Articles shall prevail.

ARTICLE 3: LOCATION & PARTICIPATING MUNICIPALITIES

- 3.1 **PRINCIPAL OFFICE.** The principal office of the Authority shall be located at 925 W. Grand River Avenue, Howell, Michigan or such other location as may be designated by the Board of the Authority.
- 3.2 **PARTICIPATING MUNICIPALITIES.** The participating municipalities of the Authority are the City of Howell, portions of Genoa Township containing precinct 1, 2, 3, 5, 9, 10, Township of Marion and the precincts of the Township of Oceola which are contained in the Howell Public School District, in the County of Livingston, Michigan. The territory of the Authority shall be all of the combined territory of the participating municipalities.

ARTICLE 4: BOARD OF TRUSTEES

- 4.1 **POWERS OF BOARD.** The business and affairs of the Authority shall be managed by a Board of Trustees as defined in Article 5 of the Articles of Incorporation, first amended.
- 4.2 **NUMBER AND QUALIFICATION.** The board shall be directed and governed by an odd number and be made up of one member selected by the governing body of each of the participating municipalities, each of whom shall be an elected official of said participating municipality; and a member selected by the Howell Public Schools Board of Education. Each member of the board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality, or in the case of the member selected by the Howell Public Schools Board of Education with the Secretary of the Howell Public Schools Board of Education.
- 4.3 **ALTERNATE MEMBERS.** The governing body of each participating municipality, and the Howell Public Schools Board of Education shall formally appoint an alternate member who shall attend and vote and otherwise act at such meetings in the absence of the member appointed by such governing body.
- 4.4 **VACANCIES.** The governing body which selected the representative shall fill the vacancy as expeditiously as possible.
- 4.5 **DURATION OF TERM.** Members of the board shall hold office for the term which they are appointed and until their successors are assigned and qualified, or until resignation or removal.
- 4.6 **RESIGNATION.** A trustee may resign by written notice to the Authority. The resignation is effective upon receipt by the Authority or at a later time as stated in the notice.
- 4.7 **REMOVAL.** A member of the board may be removed by the board for cause, which includes absence from two or more board meetings in any year of the member's term without excuse. A trustee may be removed from office on a majority vote of the remaining trustees in office at a regular or special meeting of the Board of Trustees called for the stated purpose of voting on the removal of such director; however, any director to be removed shall have the right to attend such meeting and to present any evidence which the trustee may wish to present at such meeting.
- 4.8 **DUTIES OF THE BOARD.** In addition to any other responsibilities of the Board of Trustees under Michigan law, the Authority's Articles of Incorporation or these Bylaws, the Board of Trustees will have the following specific obligations and responsibilities.

By-laws of the Howell Area Parks & Recreation Authority

Draft 3 – 11/5/08

- 4.8.1 The Board of Trustees must establish practices and procedures to assure that funds and property received by the Authority are disbursed only for the purpose for which they were received. The Board of Trustees must require a regular accounting of all funds held and disbursed by the Authority.
 - 4.8.2 The Board of Trustees will establish and approve policies governing the day-to-day operation of the Authority.
 - 4.8.3 The Board of Trustees will recruit, select, evaluate, and replace the paid Executive Director. It will fix the terms of compensation, benefits, duties, and responsibilities of the Executive Director in accordance with a personnel policy approved by the Board of Trustees.
 - 4.8.4 The Board of Trustees will require periodic reports on the operations of the Authority from the Director.
- 4.9 COMPENSATION. Trustees shall not be compensated for their services as such, but by resolution of the Board of Trustees, expenses if any, may be allowed for attendance at regular or special meetings of the board.
- 4.10 PARLIMENTARY PROCEDURE. The Board of Trustees will operate under the latest version of Roberts Rules of Order.

ARTICLE 5: MEETINGS OF THE BOARD

- 5.1 REGULAR MEETINGS. Regular meetings of the Board of Trustees shall be held at least quarterly at such time and place as shall be determined by the Board of Trustees.
- 5.2 SPECIAL MEETINGS. Special meetings of the Board of Trustees may be called by the Chairman or upon written request of any two members then in office.
- 5.3 ORGANIZATIONAL MEETING. Each year in July, the board shall hold an organizational meeting with the sole intent to elect officers of the Authority.
- 5.4 NOTICE OF MEETINGS. Written notice of regular, special or organizational meetings shall be provided all board members not less than 24 hours or more than 30 days before a meeting. The notice of a special meeting shall contain the purpose of the meeting. Notice may be given by mail, fax, e-mail or other electronic means of communication.
- 5.5 QUORUM. A majority of the members of the board then in office constitutes a quorum for the transaction of business at any regular, special or organizational meeting.
- 5.6 VOTING. Each member of the board shall have one vote on any matter to come before the board unless the member has a conflict of interest, as determined by the remaining members at the meeting. The vote of the majority of the directors present at a meeting at which a quorum is present shall be the action of the board.
- 5.7 ADDITIONAL MEETING FORMATS. One or more members of the board, or a board committee, may participate in a meeting by means of a conference telephone or similar communications equipment which allows all persons participating in the meeting to interact with each other. Participation in a meeting in this manner constitutes presence in person at the meeting.

ARTICLE 6: OFFICERS

- 6.1 POSITIONS. The officers of the Authority shall be the chairman, vice chairman, secretary, and treasurer.
- 6.2 TERMS OF OFFICE. Officers shall be elected annually by the Board of Trustees, from among its members, at its July board meeting. Officers will hold office for one (1) year terms, and until their successors are assigned and qualified, or until resignation or removal.

By-laws of the Howell Area Parks & Recreation Authority

Draft 3 – 11/5/08

- 6.3 RESIGNATION. An officer may resign by written notice to the Authority. The resignation is effective upon receipt by the Authority or at a later time stated in the notice.
- 6.4 REMOVAL. The Board of Trustees may remove an officer with or without cause. An officer may be removed from office on a majority vote of the remaining directors then in office at a special meeting of the Board of Trustees called for the specific purpose of voting on the removal of such officer; however, any officer to be removed shall have the right to attend such special meeting and to present any evidence which (s)he may wish to present at such meeting.
- 6.5 VACANCIES. Vacancies for unexpired terms of office shall be filled by the board from among its current members.
- 6.6 DUTIES OF OFFICERS.
- 6.6.1 CHAIRMAN. The Chairman shall be the chief officer of the Authority, and shall have such powers and duties as are vested in the chairman of a corporation by law or custom, and as may be determined from time to time by the Board of Trustees, except as otherwise provided by law, the Articles of Incorporation, or these By-laws.
- 6.6.2 VICE CHAIRMAN. The Vice-Chairman shall, in the absence or disability of the chairman, perform the duties and exercise the powers of the chairman, and shall perform such other duties as the Chairman or the Board of Trustees may prescribe.
- 6.6.3 SECRETARY. The secretary shall attend meetings of the board and shall record the minutes of the meetings. The secretary shall give or cause to be given notice of all meetings to the members of the board, and shall perform such other duties as may be prescribed by the Chairman or the Board of Trustees.
- 6.6.4 TREASURER. The treasurer shall exercise general supervision over the receipt, custody and disbursement of the corporate funds within the policies determined by the Board of Trustees. The treasurer shall ensure that an accurate accounting of the financial transactions of the Authority is made, and shall report on all such transactions to the board. The treasurer shall have such further powers and duties as may be conferred upon him/her from time to time by the Chairman or the Board of Trustees.

ARTICLE 7: EXECUTIVE DIRECTOR

The board shall select and employ a competent, experienced administrator who shall be its executive director in the management of the Authority. The board shall delegate to the executive director the necessary authority and responsibility for the administration of the Authority and its activities, subject to policies adopted and orders issued by the board.

ARTICLE 8: COMMITTEES

- 8.1 COMMITTEES. The Board of Trustees may by resolution at any meeting of the board designate and empower standing and/or ad hoc committees to assist with the setting of policy, administering and staffing a function and /or performing other duties which will benefit the mission and purpose of the organization.
- 8.2 COMMITTEE MEMBERSHIP. Each committee shall consist of at least three (3) committee members, at least one, but not more than two, of whom shall be a member of the board. Unless otherwise provided for in these by-laws, the chairman of each committee shall be appointed by the chairman of the board. Any standing or ad hoc committee designated by the Board of Trustees may include as full voting members of such committees such persons, whether or not trustees or officers of the Authority, as the Board of Trustees shall determine. Each such committee shall have power to the extent delegated to it by the board, except that no such powers shall be delegated that are inconsistent or adverse to the Authority's Articles of Incorporation. Each committee shall keep minutes of the proceedings and report to the Board of Trustees. At least one (1) member of the management staff of the Authority shall be an ex-officio member on each committee.

By-laws of the Howell Area Parks & Recreation Authority

Draft 3 – 11/5/08

8.3 COMMITTEE MEETINGS. Committees shall meet on the call of their representative chairs or in the event of their absence or inability to act, on the call of the chairman of the Board of Trustees or the executive director of the Authority. A majority of the members then serving on a committee constitutes a quorum for the meeting of the committee and the vote of a simple majority of those present at a meeting at which a quorum is present, constitutes an action of the committee. Each committee shall determine and schedule the number of regular meetings it will hold each year.

ARTICLE 9: FISCAL YEAR AND FINANCES

9.1 FISCAL YEAR. The fiscal year of the Authority shall be from July 1 of each year through June 30 of the following year.

9.2 CONTRACTS, CHECKS, BANK ACCOUNTS, ETC. The Board of Trustees is authorized to select such banks or depositories as it shall deem proper for funds of the Authority. The board shall determine who, if anyone, in addition to the Executive Director and the Treasurer shall be authorized from time to time on the Authority's behalf to sign checks, drafts and money orders for the payment of money, acceptances, notes and other evidences of indebtedness, to enter into contracts or to execute and deliver other documents and instruments. All persons having access to the monetary assets of the Authority shall be bonded for such purposes.

9.3 AUDIT OR FINANCIAL REVIEW. An audit of the Authority accounts shall be performed annually at the end of the fiscal year by a certified public accountant. The annual audit will be presented to the Board of Trustees for approval prior to sending three copies of the annual audit to each participating municipality.

ARTICLE 10: LIABILITY INSURANCE, INDEMNIFICATION

10.1 LIABILITY INSURANCE. The Authority shall have and maintain liability insurance for the Authority.

10.2 INDEMNIFICATION. The Authority shall indemnify its directors and officers, employees and agents and other persons whom it shall have power to indemnify, as permitted by law, and as determined by the Board of Trustees.

ARTICLE 11: OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

All meetings of the Authority shall be open to the public and shall be held in a place available to the general public. All deliberations and decisions of the Authority shall be made at a meeting open to the public. A person shall be permitted to address a hearing of the Authority under the rules established by these by-laws. A person shall not be excluded from a meeting of the Authority except for a breach of the peace committed at the meeting. All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

ARTICLE 12: BY-LAW AMENDMENT

These by-laws may be amended, repealed or altered in whole or in part by the affirmative vote of two thirds (2/3) of the members of the Board of Trustees then in office, who are present at any regular meeting of the board, except that no such action shall be taken in a manner inconsistent with or adverse to "the Authority's" status. Any proposal to amend these by-laws shall be included with the written notice at least thirty (30) days in advance of the meeting at which the amendment is proposed.



Cell Phone Policy

The Howell Area Parks & Recreation Authority supports the use of cellular communication technology when it provides an economic, efficient, and secure solution to the Authority's business needs. Attached is the draft of a policy that establishes the specific standards, procedures and guidelines for use of cell phones that we recommend for adoption by the board of trustees.

Action Requested: A Motion to approve the Cell Phone Policy as presented.

HOWELL AREA PARKS & RECREATION AUTHORITY

CELL PHONE POLICY

DRAFT 11/4/08

The Howell Area Parks & Recreation Authority supports the use of cellular communication technology when it provides an economic, efficient, and secure solution to the Authority's business needs. This policy establishes the specific standards, procedures and guidelines for use of cell phones.

CELL PHONE OPTIONS: There are three options available to those employees requiring such technology in the course of Authority business. The Director shall approve all cell phone benefits provided to employees.

1. Authority provided equipment and service
2. Reimbursement for Authority business minutes on an employee owned cell phone
3. Cell phone allowance for routine use of a personal cell phone for City Business

AUTHORITY PROVIDED EQUIPMENT & SERVICE: Authority cell phone equipment and services will be provided when it is deemed that providing such equipment and service is the most efficient and cost effective option for the Authority. Use of Authority provided equipment and services shall comply with the following:

- Authority provided cell phones are to be used for Authority business only. For purposes of this policy Authority business use shall include essential personal calls. Essential personal calls shall be defined as personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and which cannot be made at another time or from a different phone. Examples of essential personal calls include calls made to arrange for unscheduled or immediate care of a dependent or family member; calls made to respond to a family emergency; or calls made to alert others of an unexpected delay due to a change in work schedule.
- Although not intended for personal use, the Authority recognizes that on occasion, there may be instances in which personal use occurs. Employees assigned an Authority cell phone will be required to sign a release verifying that they will reimburse the Authority for any personal calls made or received via the Authority provided cell phone. Any unpaid personal cellular telephone calls will be deducted from the employee's paycheck. Failure to declare personal calls or reimburse the Authority for personal calls may result in disciplinary action.
- Employees will be required to review the vendor's monthly billing invoice and highlight all personal calls. Reimbursement of all personal calls shall be calculated as a pro-rated amount of the monthly bill. For example, if 5 minutes of personal use occurred and the total usage was 100 minutes at a total cost of \$50, then 5% of the total bill or \$2.50 must be reimbursed by the employee. In addition, any long distance, roaming, text messaging or other special charges directly associated with personal usage shall be added to the amount reimbursed by the employee.
- Employees shall be responsible for the costs associated with any calls to directory assistance.
- Employees shall be required to immediately report lost or stolen equipment. An employee may be held responsible for the cost of lost equipment.

REIMBURSEMENT FOR AUTHORITY MINUTES ON AN EMPLOYEE OWNED CELL PHONE:

- When an employee makes necessary Authority business calls from a personal cell phone, reimbursement shall be calculated as a pro-rated amount of the monthly bill as described above.

- Employees seeking reimbursement must submit a copy of the cell phone bill, highlight the calls that are related to Authority business, and explain the call.
- All reimbursements must be approved by the Director.

EMPLOYEE CELL PHONE ALLOWANCE:

- Issuance of an employee cell phone allowance shall be made on a need basis and not by position. The need for an allowance shall be determined in accordance with the following criteria. Cell phone allowances must be authorized by the Director.
 - Having a cell phone is an integral part of performing the duties of the position
 - Employee is required to be on-call outside of normal work hours
 - More than 50% of the employee's work is conducted in the field.
 - Employee is contacted on a regular basis outside of normal work hours.
 - Employee is a critical decision maker or required to respond to emergencies.
- Employees receiving a cell phone allowance will be required to carry their cell phone at all times and respond to all calls related to Authority business.
- The employee must maintain active cellular phone service as long as the allowance is in place.
- Employees receiving a cell phone allowance shall be responsible for all costs related to the purchase and usage of the cell phone.
- Cell phones and data devices purchased by employees that are connected to the Authority's network must be compatible with the Authority's computer technology and must adhere to the Authority's policies regarding the security, integrity and availability of data stored on these devices.
- Allowance Rates: Cell phone allowances are considered taxable income to the employee. The amount of a cell phone allowance shall be determined as follows:
 - \$50/mth: Employee is routinely on-call or needs to be reachable while occasionally away from the office.
 - \$75/mth: Employee is routinely out-of-the-office during the performance of their job, needs to be reachable, and is required to respond to emergencies.
 - Equipment Allowance: An allowance of \$100 will be paid once every two years to offset the cost to purchase cellular phone equipment. The first equipment allowance shall be paid upon authorization of the monthly cell phone allowance. Thereafter, the employee will be required to provide documentation of the cost of any new cell phone device purchased. No equipment allowance will be paid if there is no cost for the new equipment or the cost of the equipment is less than \$100.

CELL PHONE OPERATION POLICIES:

- Use of cell phones while operating Authority vehicles or equipment is discouraged.
- Employees shall be respectful in their cell phone usage to include activation of the devices silent alarm or vibration feature during meetings and refraining from conversations during meetings.
- Use of the camera feature on any cell phone is prohibited in the workplace. Use of the camera feature could potentially violate the privacy of co-workers or be used to take pictures of confidential documents.
- Employees are advised that text messages sent or received on Authority owned equipment are not confidential and are subject to release under the Freedom of Information Act.



Identify Theft Prevention Policy

Attached you will find the proposed Identity Theft Policy for the Howell Area Parks & Recreation Authority. Federal Trade Commission (FTC) regulations and guidelines for the Fair & Accurate Credit Transaction Act of 2003 (FACT) now require that governmental agencies that extend credit to customers adopt an identity theft policy. The Identity Theft Policy provides additional protections for personal information that may be provided to the Authority.

The FTC has determined that utility billing operations are extending credit to their customers and therefore must comply with the FACT Act. Although we do not bill for utilities we do offer our customers the option to pay by credit card which is another way of extending credit.

The policy is a duplicate to many of the policies that surrounding municipalities are adopting and has been reviewed by the City of Howell Attorney and is being presented to the Howell Area Parks & Recreation Authority Board of Trustees for adoption. Upon adoption of the policy, training on preventing identity theft will be provided to all employees who work within the front office.

In the event that you have any questions regarding the policy or would like additional information on the Fair & Accurate Transaction Act of 2003, please contact Paula Wyckoff, Treasurer at 517/546-1588.

Action Requested: A Motion to approve adoption and implementation of the proposed Identify Theft Prevention Policy as required by the Fair & Accurate Credit Transaction Act of 2003.

HOWELL AREA PARKS & RECREATION AUTHORITY

IDENTITY THEFT PREVENTION POLICY

DRAFT 11/4/08

PURPOSE

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

DEFINITIONS

Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

Identify theft means fraud committed or attempted using the identifying information of another person without authority.

A covered account means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. For purposes of the Authority's operations, covered accounts would include utility accounts and on-line payments made via credit cards and checking accounts.
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of

the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

A *red flag* means a pattern, practice or specific activity that indicates the possible existence of identity theft.

POLICY

A. **IDENTIFICATION OF RED FLAGS.** The Authority identifies the following red flags, in each of the listed categories:

1. Suspicious Documents

- Identification document or card that appears to be forged, altered or inauthentic;
- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- Application for service that appears to have been altered or forged.

2. Suspicious Personal Identifying Information

- Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- Social security number presented that is the same as one given by another customer;
- An address or phone number presented that is the same as that of another person;
- A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
- A person's identifying information is not consistent with the information that is on file for the customer.

3. Suspicious Account Activity or Unusual Use of Account

- Change of address for an account followed by a request to change the account holder's name;
- Payments stop on an otherwise consistently up-to-date account;
- Account used in a way that is not consistent with prior use (example: very high activity);
- Mail sent to the account holder is repeatedly returned as undeliverable;
- Notice from customer that mail sent by the Authority is not being received;
- Notice to the Authority that an account has unauthorized activity;
- Breach in the Authority's computer system security; and
- Unauthorized access to or use of customer account information.

4. Alerts from Others

- Notice to the Authority from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

B. DETECTING RED FLAGS.

1. **New Accounts.** In order to detect any of the Red Flags identified above associated with the opening of a new account, Authority personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- Verify the customer's identity (for instance, review a driver's license or other identification card);
- Review documentation showing the existence of a business entity; and/or
- Independently contact the customer.

2. **Existing Accounts.** In order to detect any of the Red Flags identified above for an existing account, Authority personnel will take the following steps to monitor transactions with an account:

- Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
- Verify the validity of requests to change billing addresses; and
- Verify changes in banking information given for billing and payment purposes.

C. **PREVENTING AND MITIGATING IDENTITY THEFT.** In the event Authority personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Prevent and Mitigate

- Continue to monitor an account for evidence of Identity Theft;
- Contact the customer;
- Change any passwords or other security devices that permit access to accounts;
- Not open a new account;
- Close an existing account;
- Reopen an account with a new number;
- Notify the Director for determination of the appropriate step(s) to take;
- Notify law enforcement; and/or
- Determine that no response is warranted under the particular circumstances.

2. **Protect customer identifying information:** In order to further prevent the likelihood of identity theft occurring with respect to Authority accounts, the Authority will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- Ensure that its website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing customer information;

- Ensure that office computers are password protected and that computer screens lock after a set period of time;
- Keep offices clear of papers containing customer information;
- Request only the last 4 digits of social security numbers (if any);
- Ensure computer virus protection is up to date; and
- Require and keep only the kinds of customer information that are necessary for utility purposes.

D. POLICY UPDATES: This Policy will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Authority from Identity Theft. The Director will consider the Authority's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Authority maintains and changes in the Authority's business arrangements with other entities. After considering these factors, the Director will determine whether changes to the policy, including the listing of Red Flags, are warranted. If warranted, the Director will present the Authority Board of Trustees with recommended changes and the trustees will determine whether to accept, modify or reject those changes to the policy.

E. POLICY ADMINISTRATION

1. **Oversight.** The Authority shall establish an Identity Theft Committee that will be responsible for developing, implementing and updating this Policy at such time as needed. The Director will be responsible for administration of the Policy, for ensuring appropriate training of Authority staff, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Policy.
2. **Staff Training and Reports.** The Authority shall ensure that all personnel are trained in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. Authority personnel are required to provide a written report to the Director or his designee any time an incident of Identity Theft occurs or is suspected. The report shall include a description of the incident, the Authority's response to the incident and compliance with the Policy.
3. **Specific Policy Elements and Confidentiality.** To ensure the effectiveness of the Identity Theft Prevention Policy, the Red Flag Rule requires a degree of confidentiality regarding the Authority's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Policy, knowledge of such specific practices will be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. As this Policy is to be adopted by a public body and thus publicly available, only the Policy's general red flag detection, implementation and prevention practices are listed in this document.

AUTHORITY & REVISIONS: This policy is effective immediately upon approval of the Authority board. Revisions to this policy shall only be enacted when approved by the Authority board

reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the Director and updated as appropriate.



Director's and Officers Liability Insurance

At the time that we transitioned from the City of Howell to a stand-alone organization, we did not seek quotes for Director's and Officer's Liability Insurance from all carriers as we were under the impression that each of the Trustee's would be covered under their respective municipality coverages when it came to indemnifying them if any issues might arise.

While this is certainly the case individually, we overlooked the concepts of the "collective board and staff" in our deliberations in not seeking quotes and would like to rectify this situation by formulating a Request for Proposal and send it to the insurance companies that initially bid with us.

Action Requested: A motion to send out a request for proposals to Cobb-Hall Insurance; Smith, Peabody, Stiles; and the Michigan Municipal Risk Management Authority; to provide a quote and coverages to the Authority board and staff for Director's and Officers Liability Insurance.



Check Register Reports

Attached is the check register for October 1 – October 31, 2008 for your perusal.

Action Requested: None

REPORT OF COMMITTEE OF COMMISSIONERS
ON CLAIMS AND ACCOUNTS

CITY OF HOWELL
DATED AT 10/31/2008

TO THE HONORABLE BOARD OF TRUSTEES:

YOUR COMMITTEE ON CLAIMS AND ACCOUNTS WOULD RESPECTFULLY SUBMIT THE
FOLLOWING AS THIER REPORT AND DO HEREBY RECOMMEND THAT SEVERAL AMOUNTS
SCHEDULED HEREIN BE ALLOWED, ALSO THAT THE CLERK OF THIS BOARD BE AUTHORIZED TO
DRAW ORDERS ON THE COUNTY TREASURER FOR THE SAME.

COMMITTEE ON CLAIMS AND ACCOUNTS

CHAIRMAN

VICE-CHAIRMAN

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
ABOVO VIS 00029420	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	75808	REC N N N	SENIOR CENTER DESIGN	824.00 0.00 824.00
PD CK# 1215 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-801.000	PROFESSIONAL SERVICES			824.00		
				-----	824.00	
ABOVO VIS 00029623	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	77008	REC N N N	CEMETERY TOUR FLYERS	714.00 0.00 714.00
PD CK# 1260 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-900.000	MARKETING, PRINTING & PUBLISHING			489.00		
208-751-804.000	CONTRACTUAL SERVICES			225.00		
				-----	714.00	
					VENDOR TOTAL:	1,538.00
AFA DOT 00029624	AFA DOT FIRST AID & SAFETY 4776 BROOKWOOD MEADOWS DR BRIGHTON MI 48116	10/24/2008 10/28/2008 / / 10/24/2008	42159	REC N N N	FIRST AID SUPPLIES	108.84 0.00 108.84
PD CK# 1261 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.000	OPERATING SUPPLIES			108.84		
				-----	108.84	
					VENDOR TOTAL:	108.84
SBC 00029421	AT & T P.O. BOX 8100 AURORA IL 60507-8100	09/30/2008 10/15/2008 / / 10/15/2008	51754502191008	REC N N N	COMMUNICATIONS-SENIOR	50.85 0.00 50.85
PD CK# 1216 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			50.85		
				-----	50.85	
SBC 00029422	AT & T P.O. BOX 8100 AURORA IL 60507-8100	09/30/2008 10/15/2008 / / 10/15/2008	517546069309-08	REC N N N	COMMUNICATIONS-BENNETT	402.68 0.00 402.68
PD CK# 1216 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			402.68		
				-----	402.68	
					VENDOR TOTAL:	453.53
BACHELDOR, 00029625	BACHELDOR, CATHERINE 517 NORTH CT ST HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	1000.357	REC N N N	SOCCER REFEREE	30.00 0.00 30.00
PD CK# 1262 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES			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
BEAUDIN BR 00029626	BEAUDIN , BRANDIN 4751 STILLMEADOW HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	1000.354	REC N N N	SOCCER REFEREE	105.00 0.00 105.00
PD CK# 1263 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES			105.00		

				105.00		
					VENDOR TOTAL:	105.00
MISC 00029415	BIRCH, TANYA 427 LAKE STREET HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.343	REC N Y N	INSTRUCTOR	137.00 0.00 137.00
PD CK# 1217 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			137.00		

				137.00		
					VENDOR TOTAL:	137.00
CARLISLE 00029642	CARLISLE/WORTMAN ASSOCIATES INC 605 S MAIN ST SUITE 1 ANN ARBOR MI 48104	10/24/2008 10/30/2008 / / 10/24/2008	2810-140	REC N N N	PROFESSIONAL SERVICES	54.71 0.00 54.71
PD CK# 1264 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-801.000	PROFESSIONAL SERVICES			54.71		

				54.71		
					VENDOR TOTAL:	54.71
HOWELLCITY 00029440	CITY OF HOWELL	09/30/2008 10/15/2008 / / 10/15/2008	10012008	REC N Y N	HEALTH INSURANCE	2,858.81 0.00 2,858.81
PD CK# 1219 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-717.000	FRINGE BENEFITS			2,858.81		

				2,858.81		
HOWELLCITY 00029445	CITY OF HOWELL	09/30/2008 10/15/2008 / / 10/15/2008	10032008-FRINGE	REC N N N	FRINGE BENIFITS REIMBURSEMENT	198.44 0.00 198.44
PD CK# 1218 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-717.000	FRINGE BENEFITS			198.44		

				198.44		
HOWELLCITY 00029423	CITY OF HOWELL	09/30/2008 10/15/2008 / / 10/15/2008	11109-1008	REC N N N	BENNETT-	135.56 0.00 135.56
PD CK# 1218 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.002	UTILITIES - WAT / SEW			135.56		

				135.56		

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
HOWELLCITY 00029648	CITY OF HOWELL	10/24/2008 10/30/2008 / / 10/28/2008	REC03-2008	REC N N N	SEPTEMBER 2008 GAS CHARGE	82.24 0.00 82.24
PD CK# 1265 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-751.000	GASOLINE & DIESEL FUEL			82.24		
				-----	82.24	
					VENDOR TOTAL:	3,275.05
MISC 00029416	CLEARY, RACHELLE 125 KEDDLE RD HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.344	REC N Y N	INSTRUCTOR	384.00 0.00 384.00
PD CK# 1220 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			384.00		
				-----	384.00	
					VENDOR TOTAL:	384.00
COMCAST 00029425	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	09/30/2008 10/15/2008 / / 10/15/2008	1008-BENNETT	REC N N N	INTERNET	64.01 0.00 64.01
PD CK# 1221 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			64.01		
				-----	64.01	
COMCAST 00029424	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	09/30/2008 10/15/2008 / / 10/15/2008	REC-102008	REC N N N	CABLE-TEEN CENTER	87.81 0.00 87.81
PD CK# 1221 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			87.81		
				-----	87.81	
					VENDOR TOTAL:	151.82
CONSUMERS 00029426	CONSUMERS ENERGY LANSING MI 48937-0001	09/30/2008 10/15/2008 / / 10/15/2008	2508-1008	REC N N N	415 N BARNARD ST	48.49 0.00 48.49
PD CK# 1222 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.006	UTILITIES - GAS/BARNARD ST			48.49		
				-----	48.49	
CONSUMERS 00029427	CONSUMERS ENERGY LANSING MI 48937-0001	09/30/2008 10/15/2008 / / 10/15/2008	9516-1008	REC N N N	BENNETT CENTER	47.51 0.00 47.51
PD CK# 1222 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.001	UTILITIES - GAS			47.51		
				-----	47.51	
					VENDOR TOTAL:	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
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CONTINENTA 00029643	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	10/24/2008 10/30/2008 / / 10/24/2008	2971630	REC N N N	FLOOR MATS	55.45 0.00 55.45
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PD CK# 1266 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	55.45
		55.45

CONTINENTA 00029428	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	09/30/2008 10/15/2008 / / 10/15/2008	4029795	REC N N N	FLOOR MATS AND MAINTENANCE SUPPLIES	135.64 0.00 135.64
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PD CK# 1223 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	135.64
		135.64

VENDOR TOTAL: 191.09

MISC 00029669	CUNNINGS, TONYA 5832 FISHER RD HOWELL MI 48855	10/27/2008 10/30/2008 / / 10/28/2008	2001161.001	REC N Y N	REFUND	45.00 0.00 45.00
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PD CK# 1267 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	45.00
		45.00

VENDOR TOTAL: 45.00

DRIVER & S 00029529	DRIVER & SONS ENTERPRICE 2677 N HUGHES RD HOWELL MI 48843	10/21/2008 10/30/2008 / / 10/21/2008	6254	REC N N N	MOWING OCEOLA TOWNSHIP HALL	740.00 0.00 740.00
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PD CK# 1259 10/21/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.000	CONTRACTUAL SERVICES	740.00
		740.00

VENDOR TOTAL: 740.00

DET EDISON 00029429	DTE ENERGY P O BOX 2859 DETROIT MI 48260-0001	09/30/2008 10/15/2008 / / 10/15/2008	6404858-1008	REC N N N	925 W GRAND RIVER	689.99 0.00 689.99
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PD CK# 1224 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-920.000	UTILITIES - ELECTRICITY	689.99
		689.99

DET EDISON 00029430	DTE ENERGY P O BOX 2859 DETROIT MI 48260-0001	09/30/2008 10/15/2008 / / 10/15/2008	7402734-102008	REC N N N	415 N BARNARD ST	218.61 0.00 218.61
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PD CK# 1224 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-920.007	UTILITIES - ELEC/BARNARD ST	218.61
		218.61

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
DET EDISON 00029431	DTE ENERGY P O BOX 2859 DETROIT MI 48260-0001	09/30/2008 10/15/2008 / / 10/15/2008	9406105-1008	REC N N N	415 N BARNARD	131.42 0.00 131.42
PD CK# 1224 10/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-920.007	UTILITIES - ELEC/BARNARD ST				131.42	

					131.42	
						VENDOR TOTAL: 1,040.02
DUNCAN, KRY 00029432	DUNCAN, KRYSTIN 1176 YORK AVE HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.341	REC N N N	INSTRUCTOR	120.00 0.00 120.00
PD CK# 1225 10/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS				120.00	

					120.00	
						VENDOR TOTAL: 120.00
FIFTH THIR 00029386	FIFTH THIRD BANK P.O. BOX 740523 CINCINNATI OH 45274-0523	09/30/2008 10/15/2008 / / 10/15/2008	10242008-1	REC N N N	MAINT SUPPLIES, TEEN PLATFORM, CHAMBER A	1,418.32 0.00 1,418.32
PD CK# 1226 10/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.032	OPER SUPP/SENIORS				73.79	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				99.96	
208-751-900.000	MARKETING, PRINTING & PUBLISHING				513.89	
208-751-727.000	OFFICE SUPPLIES				246.37	
208-751-740.000	OPERATING SUPPLIES				99.56	
208-751-740.036	OPER SUPPLIES - TEENS				130.45	
208-751-740.031	OPER SUPPLIES - ENRICHMENT				121.83	
208-751-931.000	BLDG R & M AND SUPPLIES				132.47	

					1,418.32	
						VENDOR TOTAL: 1,418.32
HOMETOWN 00029629	GANNETT MICHIGAN NEWSPAPERS ACCOUNTS PAYABLE P.O. BOX 30109 LANSING MI 48909-7609	10/24/2008 10/30/2008 / / 10/24/2008	1146442	REC N N N	FALL BROCHURE	5,316.00 0.00 5,316.00
PD CK# 1268 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-900.000	MARKETING, PRINTING & PUBLISHING				5,316.00	

					5,316.00	
HOMETOWN 00029449	GANNETT MICHIGAN NEWSPAPERS ACCOUNTS PAYABLE P.O. BOX 30109 LANSING MI 48909-7609	09/30/2008 10/15/2008 / / 10/15/2008	431566	REC N N N	MASTER PLAN DRAFT	58.20 0.00 58.20
PD CK# 1227 10/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-900.000	MARKETING, PRINTING & PUBLISHING				58.20	

					58.20	

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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HOMETOWN 00029644	GANNETT MICHIGAN NEWSPAPERS ACCOUNTS PAYABLE P.O. BOX 30109 LANSING MI 48909-7609	10/24/2008 10/30/2008 / / 10/24/2008	NOV2008	REC N N N	SUBSCRIPTION	11.05 0.00 11.05
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PD CK# 1268 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	11.05

		11.05

VENDOR TOTAL: 5,385.25

GHAULT 00029433	GHAULT RACE MANAGEMENT 746 CHAMBERLAIN FLUSHING MI 48433	09/30/2008 10/15/2008 / / 10/15/2008	1036	REC N N N	MELON RUN	1,618.00 0.00 1,618.00
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PD CK# 1228 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	1,618.00

		1,618.00

VENDOR TOTAL: 1,618.00

GORDON FD 00029434	GORDON FOOD SERVICE PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	09/30/2008 10/15/2008 / / 10/15/2008	758051693	REC N N N	CONCESSIONS FOR TEEN CENTER	197.84 0.00 197.84
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PD CK# 1229 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	197.84

		197.84

VENDOR TOTAL: 395.21

GORDON FD 00029646	GORDON FOOD SERVICE PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	10/24/2008 10/30/2008 / / 10/24/2008	758052188	REC N N N	PAPER TOWELS	197.37 0.00 197.37
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PD CK# 1269 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	197.37

		197.37

VENDOR TOTAL: 20.00

MISC 00029645	GRACELON, LORA 5800 ROWLAND PINE CT HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	102108	REC N Y N	SENIOR PICTURE	20.00 0.00 20.00
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PD CK# 1270 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.032	OPER SUPP/SENIORS	20.00

		20.00

VENDOR TOTAL: 20.00

GRUNDYS AC 00029435	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	63961	REC N N N	MAINTENANCE SUPPLIES	23.73 0.00 23.73
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PD CK# 1230 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	23.73

		23.73

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 00029436	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	63979	REC N N N	CHAIN AND CLIPS	3.57 0.00 3.57
PD CK# 1230 10/15/2008						
GL #	DESCRIPTION					AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES					3.57

						3.57
GRUNDYS AC 00029437	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	63996	REC N N N	SCREWS	0.96 0.00 0.96
PD CK# 1230 10/15/2008						
GL #	DESCRIPTION					AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES					0.96

						0.96
GRUNDYS AC 00029640	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	64123	REC N N N	KEYS	4.17 0.00 4.17
PD CK# 1271 10/27/2008						
GL #	DESCRIPTION					AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES					4.17

						4.17

VENDOR TOTAL:						32.43
PATTON 00029630	GUDRUN PATTON 416 S TOMPKINS ST HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	2001178.001	REC N N N	CLASS REFUND- CANCELLED	12.00 0.00 12.00
PD CK# 1272 10/27/2008						
GL #	DESCRIPTION					AMOUNT
208-751-964.001	PROGRAM REFUNDS					12.00

						12.00

VENDOR TOTAL:						12.00
GUYS NEXT 00029627	GUYS NEXT DOOR HANDYMAN SERVICE 5069 SHERRY LANE HOWELL MI 48855	10/24/2008 10/30/2008 / / 10/24/2008	0520& 0519	REC N N N	MOVIE SEATING AND INSTALLED CHECK IN DES	600.00 0.00 600.00
PD CK# 1273 10/27/2008						
GL #	DESCRIPTION					AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES					315.00
208-751-931.000	BLDG R & M AND SUPPLIES					285.00

						600.00

VENDOR TOTAL:						600.00
MISC 00029670	HASH, STACEY 441 UMBERLAND HOWELL MI 48843	10/27/2008 10/30/2008 / / 10/28/2008	2001162001	REC N Y N	REFUND	45.00 0.00 45.00
PD CK# 1274 10/27/2008						
GL #	DESCRIPTION					AMOUNT
208-751-964.001	PROGRAM REFUNDS					45.00

						45.00

VENDOR TOTAL:						45.00

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
HEWLETT 00029438	HEWLETT PACKARD COMPANY 13207 COLLECTION CENTER DR CHICAGO IL 60693	09/30/2008 10/15/2008 / / 10/15/2008	44937019	REC N N N	SERVER REPLACEMENT	3,588.00 0.00 3,588.00
PD CK# 1231 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-980.004	EQUIP / COMPUTER HARDWARE			3,588.00		
				-----	3,588.00	
					VENDOR TOTAL:	3,588.00
HIGH FLYER 00029439	HIGH FLYERS 2244 EULER RD. SUITE 104 BRIGHTON MI 48114	09/30/2008 10/15/2008 / / 10/15/2008	1000.347	REC N N N	INSTRUCTOR	892.50 0.00 892.50
PD CK# 1232 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			892.50		
				-----	892.50	
					VENDOR TOTAL:	892.50
HOLCOMB,J 00029454	HOLCOMB, JOLE' 6425 W LAYTON RD FOWLERVILLE MI 48836	09/30/2008 10/15/2008 / / 10/15/2008	12-5-08	REC N N N	SANTA IN THE PARK	50.00 0.00 50.00
PD CK# 1233 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.033	OPER SUPP/SUMMER CAMP			50.00		
				-----	50.00	
					VENDOR TOTAL:	50.00
HORSIN ARO 00029647	HORSIN AROUND FARM 8768 HIDDEN LAKE HOWELL MI 48855	10/24/2008 10/30/2008 / / 10/24/2008	1000.352	REC N N N	INSTRUCTOR	60.00 0.00 60.00
PD CK# 1275 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			60.00		
				-----	60.00	
					VENDOR TOTAL:	60.00
MISC 00029649	HOWELL AREA HISTORICAL SOCIETY	10/24/2008 10/30/2008 / / 10/28/2008	10000.349	REC N Y N	CEMETERY BOOK AND HOWELL HISTORICAL BOOK	90.00 0.00 0.00 90.00
PD CK# 1276 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			90.00		
				-----	90.00	
					VENDOR TOTAL:	90.00
HOW PUBLIC 00029444	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	2008-21	REC N N N	SPORT BUILDING USE	187.50 0.00 187.50
PD CK# 1234 10/15/2008						
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
208-751-965.000	FACILITY RENTALS	187.50

		187.50

HOW PUBLIC 00029443	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	2008-22	REC N N N	SPORTS BUILDING USE	221.00 0.00 221.00
PD CK# 1234	10/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	221.00

		221.00

HOW PUBLIC 00029442	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	2008-23	REC N N N	SPORTS BUILDING USE	112.50 0.00 112.50
PD CK# 1234	10/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	112.50

		112.50

HOW PUBLIC 00029441	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	2008-24	REC N N N	SPORTS BUILDING USE	104.00 0.00 104.00
PD CK# 1234	10/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	104.00

		104.00

VENDOR TOTAL: 625.00

HOW THEATE 00029446	HOWELL THEATER/ CHANDLER CORP P.O. BOX 2276 HOWELL MI 48843-2776	09/30/2008 10/15/2008 / / 10/15/2008	13	REC N N N	FACILITY RENTAL	100.00 0.00 100.00
PD CK# 1235	10/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	100.00

		100.00

VENDOR TOTAL: 100.00

HOW VACUUM 00029665	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	10/27/2008 10/30/2008 / / 10/28/2008	33421	REC N N N	CLEANING SUPPLIES	78.95 0.00 78.95
PD CK# 1277	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	78.95

		78.95

HOW VACUUM 00029650	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/28/2008	33433	REC N N N	MAINT SUPPLIES	64.60 0.00 64.60
PD CK# 1277	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	64.60

		64.60

VENDOR TOTAL: 143.55

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
HOW VILLAG 00029651	HOWELL VILLAGE MARKET 505 E GRAND RIVER HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/28/2008	10212008	REC N N N	DOUGHNUTS FOR CEM,ETERY TOUR	15.46 0.00 15.46
PD CK# 1278 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			15.46		
				-----	15.46	
					VENDOR TOTAL:	15.46
J J JINKLE 00029671	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	10/27/2008 10/30/2008 / / 10/28/2008	17180	REC N N N	LANYARDS	325.00 0.00 325.00
PD CK# 1279 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.000	OPERATING SUPPLIES			325.00		
				-----	325.00	
					VENDOR TOTAL:	325.00
J J JINKLE 00029652	J J JINKLEHEIMER & CO P O BOX 446 HOWELL MI 48844	10/24/2008 10/30/2008 / / 10/28/2008	17183	REC N N N	WRISTBANDS	161.23 0.00 161.23
PD CK# 1279 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			161.23		
				-----	161.23	
					VENDOR TOTAL:	161.23
JONESSCHOO 00029653	JONES SCHOOL SUPPLY CO., INC P.O. BOX 2989 IRMO SC 29063	10/24/2008 10/30/2008 / / 10/28/2008	619873	REC N N N	CERTIFICATE S FOR FALL SPORTS	48.75 0.00 48.75
PD CK# 1280 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.000	OPERATING SUPPLIES			48.75		
				-----	48.75	
					VENDOR TOTAL:	48.75
MISC 00029413	JTF MYSTERY SHOPPING CONSULTANTS RONDA L. ACKERSON 8631 CAMELLIA LANSING MI 48917	09/30/2008 10/15/2008 / / 10/15/2008	092408	REC N Y N	MYSTERY SHOPPER INSTRUCTOR	88.00 0.00 88.00
PD CK# 1236 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			88.00		
				-----	88.00	
					VENDOR TOTAL:	88.00
MISC 00029654	KENNEDY, REBECCA 819 W GRAND RIVER HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/28/2008	2001174.001	REC N Y N	CLASS REFUND-CANCELLED	30.00 0.00 30.00
PD CK# 1281 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			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
MISC 00029417	KIGHT, JOHN 106 N STATE STREET HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.349	REC N Y N	MC AT SKATE CAMP	50.00 0.00 50.00
PD CK# 1237 10/15/2008						
GL # 208-751-650.003	DESCRIPTION PROGRAM FEES SPECIAL EVENTS			AMOUNT 50.00		
				-----	50.00	
VENDOR TOTAL:						50.00
MISC 00029628	KLINGSTON, ALYSSA 3579 MANDRY DR HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	1000.353	REC N N Y	SOCCER REFEREE	90.00 0.00 90.00
PD CK# 1282 10/27/2008						
GL # 208-751-804.009	DESCRIPTION CONT SERVICES OFFICIALS/REFEREES			AMOUNT 90.00		
				-----	90.00	
VENDOR TOTAL:						90.00
MISC 00029447	LIM, RICHARD 2767 LAUREL RIDGE LANE HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.346	REC N Y N	INSTRUCTOR	100.00 0.00 100.00
PD CK# 1238 10/15/2008						
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS			AMOUNT 100.00		
				-----	100.00	
VENDOR TOTAL:						100.00
MISC 00029448	LIM, RICHARD 2767 LAUREL RIDGE LANE HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.347	REC N Y N	INSTRUCTOR	110.00 0.00 110.00
PD CK# 1239 10/15/2008						
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS			AMOUNT 110.00		
				-----	110.00	
VENDOR TOTAL:						210.00
LIV BUSIN 00029655	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	10/24/2008 10/30/2008 / / 10/28/2008	28097	REC N N N	NOTE CARDS PRINTED	338.50 0.00 338.50
PD CK# 1283 10/27/2008						
GL # 208-751-900.000	DESCRIPTION MARKETING, PRINTING & PUBLISHING			AMOUNT 338.50		
				-----	338.50	
VENDOR TOTAL:						338.50
LIV LOCK 00029450	LIVINGSTON LOCK & DOOR P.O. BOX 576 BRIGHTON MI 48116-0576	09/30/2008 10/15/2008 / / 10/15/2008	17596	REC N N N	BUILDING REPAIR	85.00 0.00 85.00
PD CK# 1240 10/15/2008						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT 85.00		
				-----	85.00	
VENDOR TOTAL:						85.00

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
MISC 00029656	LOPEZ, VERONICA 403 GREENWICH APT J HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/28/2008	2001171.001	REC N Y N	CLASS REFUND- CANCELLED	10.00 0.00 10.00
PD CK# 1284 10/27/2008						
GL # 208-751-964.001	DESCRIPTION PROGRAM REFUNDS			AMOUNT 10.00 ----- 10.00		
VENDOR TOTAL:						10.00
MATLOCK 00029664	MATLOCK, CASSIE	10/27/2008 10/30/2008 / / 10/28/2008	11-5-08	REC N N N	TRAVEL ADVANCE	150.00 0.00 150.00
PD CK# 1285 10/27/2008						
GL # 208-751-860.000	DESCRIPTION TRAVEL			AMOUNT 150.00 ----- 150.00		
VENDOR TOTAL:						150.00
MATLOCK 00029657	MATLOCK, CASSIE	10/24/2008 10/30/2008 / / 10/28/2008	SEPT/OCT 2008	REC N N N	MILEAGE	44.17 0.00 44.17
PD CK# 1285 10/27/2008						
GL # 208-751-860.000	DESCRIPTION TRAVEL			AMOUNT 44.17 ----- 44.17		
VENDOR TOTAL:						44.17
MIKULA, DE 00029451	MIKULA, DEBORAH E. 127 JEWETT ST HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	JULY-SEPT08	REC N N N	REIMBURSE MILEAGE	184.28 0.00 184.28
PD CK# 1241 10/15/2008						
GL # 208-751-860.000	DESCRIPTION TRAVEL			AMOUNT 184.28 ----- 184.28		
VENDOR TOTAL:						184.28
MISC 00029452	ONDERCHANIN, IRENE 3426 BREWER RD HOWELL MI 48855	09/30/2008 10/15/2008 / / 10/15/2008	1000.345	REC N Y N	INSTRUCTOR	36.00 0.00 36.00
PD CK# 1242 10/15/2008						
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS			AMOUNT 36.00 ----- 36.00		
VENDOR TOTAL:						36.00
ORIENTAL 00029453	ORIENTAL TRADING COMPANY INC PO BOX 790403 ST LOUIS MO 63179-0403	09/30/2008 10/15/2008 / / 10/15/2008	627003240.01	REC N N N	CANDY FOR TRICK OR TREATING	44.95 0.00 44.95
PD CK# 1243 10/15/2008						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 44.95 ----- 44.95		
VENDOR TOTAL:						44.95

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
ORIENTAL 00029658	ORIENTAL TRADING COMPANY INC PO BOX 790403 ST LOUIS MO 63179-0403	10/24/2008 10/30/2008 / / 10/28/2008	627535956-01	REC N N N	HAYRIDE BANDANNAS	75.87 0.00 75.87
PD CK# 1286 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			75.87		
				-----	75.87	
					VENDOR TOTAL:	120.82
PDQ 00029455	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	09/30/2008 10/15/2008 / / 10/15/2008	200061	REC N N N	SENIOR NEWSLETTER	298.36 0.00 298.36
PD CK# 1244 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-900.000	MARKETING, PRINTING & PUBLISHING			298.36		
				-----	298.36	
PDQ 00029667	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	10/27/2008 10/30/2008 / / 10/28/2008	200266	REC N N N	CEMETERY WALK BROCHURES	345.00 0.00 345.00
PD CK# 1287 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			345.00		
				-----	345.00	
PDQ 00029641	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	10/24/2008 10/30/2008 / / 10/24/2008	200359	REC N N N	SPECIAL EVENTS FLYER	386.88 0.00 386.88
PD CK# 1287 10/27/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			386.88		
				-----	386.88	
					VENDOR TOTAL:	1,030.24
MISC 00029414	PERRY, RENEE 2992 RUSSELL DR HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	2001144.001	REC N Y N	CLASS CANCELLED	55.00 0.00 55.00
PD CK# 1245 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			55.00		
				-----	55.00	
					VENDOR TOTAL:	55.00
PETTY CASH 00029456	PETTY CASH CITY OF HOWELL	09/30/2008 10/15/2008 / / 10/15/2008	10222008	REC N N N	PIZZA , LAMINATING, TEEN CENTER SUPPLIES	126.20 0.00 126.20
PD CK# 1246 10/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			65.91		
208-751-860.000	TRAVEL			6.00		
208-751-740.036	OPER SUPPLIES - TEENS			24.92		
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL			20.38		

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
208-751-740.000	OPERATING SUPPLIES	8.99

		126.20

PETTY CASH	PETTY CASH	10/24/2008	10222008-REC	REC	REIMBURSE PETTY CASH	
00029631	CITY OF HOWELL	10/30/2008		N		116.13
		/ /		N		0.00
		10/24/2008		N		116.13
PD CK# 1288	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	52.30
208-751-740.036	OPER SUPPLIES - TEENS	39.95
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	23.88

		116.13

VENDOR TOTAL: 242.33

PITNEY BOW	PITNEY BOWES	10/27/2008	110208	REC	POSTAGE	
00029666	P O BOX 856042	10/30/2008		N		57.57
	LOUISVILLE KY 40285-6042	/ /		N		0.00
		10/28/2008		N		57.57
PD CK# 1289	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-730.000	POSTAGE	57.57

		57.57

VENDOR TOTAL: 57.57

MISC	RAUCHER, RALPH	10/27/2008	1000.350	REC	INSTRUCTOR	
00029659	4466 WYNNWOOD	10/30/2008		N		627.50
	HOWELL MI 48843	/ /		Y		0.00
		10/28/2008		N		627.50
PD CK# 1290	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	627.50

		627.50

VENDOR TOTAL: 627.50

RHINO SEED	RHINO SEED & LANDSCAPE SUPPLY LLC	10/27/2008	08006669	REC	FERTILIZER	
00029660	850 N OLD US23	10/30/2008		N		1,190.52
	BRIGHTON MI 48114	/ /		N		0.00
		10/28/2008		N		1,190.52
PD CK# 1291	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	1,190.52

		1,190.52

VENDOR TOTAL: 1,190.52

ROSE, KYLE	ROSE, KYLE	10/24/2008	1000.352	REC	SOCCER REFEREE	
00029632	99 LAKE SHORE VISTA	10/30/2008		N		96.00
	HOWELL MI 48843	/ /		N		0.00
		10/24/2008		Y		96.00
PD CK# 1292	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES	96.00

		96.00

VENDOR TOTAL: 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
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SCHOLASTIC 00029663	SCHOLASTIC MAGIZINES P.O. BOX 3725 JEFFERSON CITY MO 65102-3725	10/27/2008 10/30/2008 / / 10/28/2008	M3896491	REC N N N	MAGAZINE SUBSCRIPTION	183.45 0.00 183.45
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PD CK# 1293 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	183.45
		183.45

VENDOR TOTAL: 183.45

HOWARD, B 00029457	SCHRADER, BETH	09/30/2008 10/15/2008 / / 10/15/2008	0908	REC N N N	MILEAGE	126.95 0.00 126.95
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PD CK# 1247 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	126.95
		126.95

VENDOR TOTAL: 126.95

SIGNS BY T 00029458	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	09/30/2008 10/15/2008 / / 10/15/2008	54-15049	REC N N N	CEMETERY TOURS, HAYRIDES SIGNS	528.00 0.00 528.00
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PD CK# 1248 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	528.00
		528.00

VENDOR TOTAL: 576.00

SIGNS BY T 00029459	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	09/30/2008 10/15/2008 / / 10/15/2008	54-15064	REC N N N	HISTORIC TWILITE TOURS- BANNERS	48.00 0.00 48.00
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PD CK# 1248 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	48.00
		48.00

VENDOR TOTAL: 110.00

MISC 00029418	SIMONS, JANE 8768 HIDDEN LAKE HOWELL MI 48855	09/30/2008 10/15/2008 / / 10/15/2008	1000.34	REC N Y N	INSTRUCTOR	110.00 0.00 110.00
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PD CK# 1249 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	110.00
		110.00

VENDOR TOTAL: 110.00

SSCI 00029460	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	09/30/2008 10/15/2008 / / 10/15/2008	27291	REC N N N	BACKGROUND CHECKS (2)	45.00 0.00 45.00
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PD CK# 1250 10/15/2008

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

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
SSCI 00029461	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	09/30/2008 10/15/2008 / / 10/15/2008	27314	REC N N N	BACKGROUND CHECKS(2)	45.00 0.00 45.00
PD CK# 1250	10/15/2008					
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES				AMOUNT 45.00 ----- 45.00	
SSCI 00029462	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	09/30/2008 10/15/2008 / / 10/15/2008	27331	REC N N N	BACKGROUND CHECKS (5)	112.50 0.00 112.50
PD CK# 1250	10/15/2008					
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES				AMOUNT 112.50 ----- 112.50	
SSCI 00029463	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	09/30/2008 10/15/2008 / / 10/15/2008	27376	REC N N N	BACKGROUND CHECKS(1)	22.50 0.00 22.50
PD CK# 1250	10/15/2008					
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES				AMOUNT 22.50 ----- 22.50	
SSCI 00029464	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	09/30/2008 10/15/2008 / / 10/15/2008	27406	REC N N N	BACKGROUND CHECKS (3)	67.50 0.00 67.50
PD CK# 1250	10/15/2008					
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES				AMOUNT 67.50 ----- 67.50	
SSCI 00029465	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	09/30/2008 10/15/2008 / / 10/15/2008	27446	REC N N N	BACKGROUND CHECKS (3)	67.50 0.00 67.50
PD CK# 1250	10/15/2008					
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES				AMOUNT 67.50 ----- 67.50	
SSCI 00029674	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/27/2008 10/28/2008 / / 10/28/2008	27492	REC N N N	SECURITY CHECK- 1 & CREDIT FOR IDS	12.50 0.00 12.50
PD CK# 1294	10/27/2008					
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES				AMOUNT 12.50 ----- 12.50	
SSCI 00029675	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/27/2008 10/30/2008 / / 10/28/2008	27544	REC N N N	SECURITY CHECKS - 2	45.00 0.00 45.00
PD CK# 1294	10/27/2008					
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
208-751-801.000	PROFESSIONAL SERVICES	45.00

		45.00

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	10/27/2008	27577	REC	BACKGROUND CHECK- 1	
00029668	1853 PIEDMONT RD	10/30/2008		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	10/28/2008		N		22.50
PD CK# 1294	10/27/2008					

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

		22.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	10/27/2008	27599	REC	SECURITY CHECK-1	
00029673	1853 PIEDMONT RD	10/30/2008		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	10/28/2008		N		22.50
PD CK# 1294	10/27/2008					

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

		22.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	10/27/2008	27621	REC	SECURITY CHECK-1	
00029672	1853 PIEDMONT RD	10/30/2008		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	10/28/2008		N		22.50
PD CK# 1294	10/27/2008					

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

		22.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	10/27/2008	27668	REC	BACKGROUND CHECK-1	
00029661	1853 PIEDMONT RD	10/28/2008		N		22.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	10/28/2008		N		22.50
PD CK# 1294	10/27/2008					

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

		22.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	10/27/2008	27714	REC	13 BACKGROUND CHECKS	
00029662	1853 PIEDMONT RD	10/30/2008		N		292.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	10/28/2008		N		292.50
PD CK# 1294	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	292.50

		292.50

SSCI	SOUTHEASTERN SECURITY CONSULTANTS	10/24/2008	27756	REC	SECURITY CHECK- COEN	
00029633	1853 PIEDMONT RD	10/30/2008		N		17.50
	SUITE 100	/ /		N		0.00
	MARIETTA GA 30066	10/24/2008		N		17.50
PD CK# 1294	10/27/2008					

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	17.50

		17.50

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 00029634	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/24/2008 10/30/2008 / / 10/24/2008	27780	REC N N N	SECURITY CHECK-COFFMAN	22.50 0.00 22.50
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PD CK# 1294 10/27/2008

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

VENDOR TOTAL: 840.00

STAPLES 00029466	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	09/30/2008 10/15/2008 / / 10/15/2008	SEPT 2008	REC N N N	OFFICE SUPPLIES	457.57 0.00 457.57
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PD CK# 1251 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-727.000	OFFICE SUPPLIES	457.57
		457.57

VENDOR TOTAL: 457.57

MISC 00029467	STONE, ANDREW 1831 WOODDED VALLEY LANE HOWELL MI 48855	09/30/2008 10/15/2008 / / 10/15/2008	1000.342	REC N Y N	LEGOS & LUNCH	59.13 0.00 59.13
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PD CK# 1252 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	59.13
		59.13

VENDOR TOTAL: 59.13

STULTS, BR 00029468	STULTS, BRANDON 6159 GRAND RIVER BRIGHTON MI 48114	09/30/2008 10/15/2008 / / 10/15/2008	1000.348	REC N N N	INSTRUCTOR	45.00 0.00 45.00
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PD CK# 1253 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	45.00
		45.00

VENDOR TOTAL: 45.00

TAYLOR, DO 00029469	TAYLOR, DOUG 8500 WIGGINS HOWELL MI 48855	09/30/2008 10/15/2008 / / 10/15/2008	1000.346	REC N N N	INSTRUCTOR	47.00 0.00 47.00
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PD CK# 1254 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	47.00
		47.00

VENDOR TOTAL: 47.00

VAN GLIDER 00029419	VAN GLIDER, LINDA 5140 EMMONS RD FOWLerville MI 48836	09/30/2008 10/15/2008 / / 10/15/2008	1000.345	REC N N N	STRAW - HAYRIDE AND SQUARE DANCE	87.50 0.00 87.50
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PD CK# 1255 10/15/2008

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
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	87.50

		87.50
	VENDOR TOTAL:	-----
		87.50

VANHUYS NI 00029635	VANHUYSEN, NICK 2351 RAVINE SIDE NORTH HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	1000.356	REC N N Y	SOCCER REFEREE	60.00 0.00 60.00
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PD CK# 1296 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES	60.00

		60.00
	VENDOR TOTAL:	-----
		60.00

VANHUY, ZA 00029636	VANHUYSEN, ZACK 2351 RAVINE SIDE NORTH HOWELL MI 48843	10/24/2008 10/30/2008 / / 10/24/2008	1000.355	REC N N Y	SOCCER REFEREE	75.00 0.00 75.00
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PD CK# 1297 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES	75.00

		75.00
	VENDOR TOTAL:	-----
		75.00

VGS FOOD 00029470	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	09/30/2008 10/15/2008 / / 10/15/2008	74882-81587	REC N N N	SENIORS BREAKFAST/PRESCHOOL SNACK	18.87 0.00 18.87
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PD CK# 1256 10/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	5.78
208-751-740.032	OPER SUPP/SENIORS	13.09

		18.87

VGS FOOD 00029638	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	10/24/2008 10/30/2008 / / 10/24/2008	81474	REC N N N	TEEN CENTER SUPPLIES & SKATE PARK COMPET	44.37 0.00 44.37
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PD CK# 1298 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	35.13
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	9.24

		44.37

VGS FOOD 00029639	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	10/24/2008 10/30/2008 / / 10/24/2008	81828	REC N N N	HOT DOGS AND SUPPLIES FOR HAYRIDE	53.33 0.00 53.33
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PD CK# 1298 10/27/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	53.33

		53.33

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
VG'S FOOD 00029637	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	10/24/2008 10/30/2008 / / 10/24/2008	81832	REC N N N	HAYRIDE SUPPLIES	59.46 0.00 59.46
PD CK# 1298 10/27/2008						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT		
				59.46		

				59.46		
					VENDOR TOTAL:	176.03
WALMART CO 00029682	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	01745	REC N N N	TEEN CENTER CONCESSIONS	68.40 0.00 68.40
PD CK# 1299 10/27/2008						
GL # 208-751-740.036	DESCRIPTION OPER SUPPLIES - TEENS			AMOUNT		
				68.40		

				68.40		
WALMART CO 00029684	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	02494	REC N N N	LANTERNS AND POP	61.24 0.00 61.24
PD CK# 1299 10/27/2008						
GL # 208-751-740.035 208-751-740.036	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS OPER SUPPLIES - TEENS			AMOUNT		
				31.52		
				29.72		

				61.24		
WALMART CO 00029686	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	03238	REC N N N	TEEN CENTER CONCESSIONS AND SPEAKER WIRE	85.90 0.00 85.90
PD CK# 1299 10/27/2008						
GL # 208-751-740.036	DESCRIPTION OPER SUPPLIES - TEENS			AMOUNT		
				85.90		

				85.90		
WALMART CO 00029681	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	03658	REC N N N	DONUTS AND ICE , PRIZES	107.28 0.00 107.28
PD CK# 1299 10/27/2008						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT		
				107.28		

				107.28		
WALMART CO 00029679	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	03975	REC N N N	LANTERNS	44.70 0.00 44.70
PD CK# 1299 10/27/2008						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT		
				44.70		

				44.70		

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
WALMART CO 00029677	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	06185	REC N N N	PRESCHOOL SUPPLIES	33.91 0.00 33.91
PD CK# 1299 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL				33.91	

					33.91	
WALMART CO 00029680	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	06388	REC N N N	CREDIT	-19.76 0.00 -19.76
PD CK# 1299 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				-19.76	

					-19.76	
WALMART CO 00029688	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/28/2008 / / 10/28/2008	07471	REC N N N	CORNER BRACE	6.90 0.00 6.90
PD CK# 1299 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-931.000	BLDG R & M AND SUPPLIES				6.90	

					6.90	
WALMART CO 00029685	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	09677	REC N N N	CLEANING SUPPLIES, SENIORS AND MISC	24.84 0.00 24.84
PD CK# 1299 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.032	OPER SUPP/SENIORS				19.81	
208-751-740.000	OPERATING SUPPLIES				5.03	

					24.84	
WALMART CO 00029689	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/28/2008 / / 10/28/2008	09975	REC N N N	BLDG MAINT SUPPLIES	27.95 0.00 27.95
PD CK# 1299 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-931.000	BLDG R & M AND SUPPLIES				27.95	

					27.95	
WALMART CO 00029683	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	2007	REC N N N	MOVIE , TEEN CENTER SUPPLIES, CLIPBOARDS	124.78 0.00 124.78
PD CK# 1299 10/27/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				5.00	
208-751-740.036	OPER SUPPLIES - TEENS				31.21	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				7.76	
208-751-931.000	BLDG R & M AND SUPPLIES				15.33	
208-751-740.032	OPER SUPP/SENIORS				15.00	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				50.48	

					124.78	

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
WALMART CO 00029676	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	4192-081008	REC N N N	MISC TOOLS - BARNARD	64.18 0.00 64.18
PD CK# 1299 10/27/2008						
GL # 208-751-931.003	DESCRIPTION BUILDING MAINTENANCE/BARNARD				AMOUNT 64.18 ----- 64.18	
WALMART CO 00029678	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/30/2008 / / 10/28/2008	5508	REC N N N	PRESHOOL SUPPLIES	29.54 0.00 29.54
PD CK# 1299 10/27/2008						
GL # 208-751-740.028	DESCRIPTION OPERATING SUPPLIES/PRESCHOOL				AMOUNT 29.54 ----- 29.54	
WALMART CO 00029687	WAL*MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/27/2008 10/28/2008 / / 10/28/2008	9997	REC N N N	TWIN FLAT - TEEN CENTER	9.97 0.00 9.97
PD CK# 1299 10/27/2008						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 9.97 ----- 9.97	
VENDOR TOTAL:						669.83
WASTE MAN 00029472	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	09/30/2008 10/15/2008 / / 10/15/2008	3610660-1389-3	REC N N N	TRASH-BARNARD	132.60 0.00 132.60
PD CK# 1257 10/15/2008						
GL # 208-751-920.008	DESCRIPTION UTILITIES - RUBBISH/BARNARD ST				AMOUNT 132.60 ----- 132.60	
WASTE MAN 00029471	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	09/30/2008 10/15/2008 / / 10/15/2008	3610661-1389-1	REC N N N	TRASH -BENNETT	132.23 0.00 132.23
PD CK# 1257 10/15/2008						
GL # 208-751-920.003	DESCRIPTION UTILITIES - RUBBISH				AMOUNT 132.23 ----- 132.23	
VENDOR TOTAL:						264.83
MISC 00029473	ZONCA, CARA 222 S TOMPKINS HOWELL MI 48843	09/30/2008 10/15/2008 / / 10/15/2008	1000.340	REC N Y N	INSTRUCTOR	640.00 0.00 640.00
PD CK# 1258 10/15/2008						
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 640.00 ----- 640.00	
VENDOR TOTAL:						640.00
TOTAL - ALL VENDORS:						33,249.98



Financial Reports

Attached is our September, 2008 balance sheet and revenue and expense statement for your perusal.

Action Requested: None

BALANCE SHEET FOR CITY OF HOWELL
PERIOD ENDED 09/30/2008
FUND 208 - PARKS & REC AUTHORITY

*** ASSETS ***		
208-000-001.001	CHECKING	113,276.34
208-000-004.001	PETTY CASH-PARKS/REC	400.00
TOTAL ASSETS		113,676.34
*** LIABILITIES ***		
208-000-202.000	ACCOUNTS PAYABLE	27,354.86
208-000-231.008	DEFERRED COMPENSATION	3,833.55
TOTAL LIABILITIES		31,188.41
*** 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		75,125.98
TOTAL CAPITAL		82,487.93
TOTAL LIABILITIES AND CAPITAL		113,676.34

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
Month Ended 09/30/2008

FUND 208 - PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 09/30/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 09/30/2008		
Revenues						
Dept 751: RECREATION / PARKS DEPARTMENT						
587.001	60,000.00	60,000.00	59,314.00	0.00	686.00	98.86
587.002	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
587.003	100,000.00	100,000.00	50,000.00	25,000.00	50,000.00	50.00
587.005	100,000.00	100,000.00	50,000.00	25,000.00	50,000.00	50.00
649.000	1,500.00	1,500.00	878.53	507.50	621.47	58.57
649.001	8,000.00	8,000.00	4,043.30	0.00	3,956.70	50.54
649.003	3,000.00	3,000.00	75.00	0.00	2,925.00	2.50
650.001	115,000.00	115,000.00	25,155.10	7,452.00	89,844.90	21.87
650.002	60,000.00	60,000.00	17,194.23	9,558.00	42,805.77	28.66
650.003	35,350.00	35,350.00	19,534.45	1,638.00	15,815.55	55.26
650.004	45,000.00	45,000.00	17,004.45	586.00	27,995.55	37.79
651.004	29,000.00	29,000.00	4,376.64	1,980.32	24,623.36	15.09
651.005	6,000.00	6,000.00	1,824.00	380.00	4,176.00	30.40
651.007	65,000.00	65,000.00	12,092.00	10,614.00	52,908.00	18.60
665.000	100.00	100.00	402.84	160.77	(302.84)	402.84
671.002	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
675.003	5,500.00	5,500.00	3,410.46	1,872.55	2,089.54	62.01
675.009	1,500.00	1,500.00	358.39	333.15	1,141.61	23.89
675.010	1,000.00	1,000.00	1,312.63	1,312.63	(312.63)	131.26
675.012	8,000.00	8,000.00	2,162.50	0.00	5,837.50	27.03
675.013	5,900.00	5,900.00	2,750.00	0.00	3,150.00	46.61
675.015	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
676.006	800.00	800.00	0.00	0.00	800.00	0.00
677.003	3,000.00	3,000.00	1,037.00	0.00	1,963.00	34.57
678.010	38,500.00	38,500.00	3,300.00	2,000.00	35,200.00	8.57
678.012	5,000.00	5,000.00	452.00	0.00	4,548.00	9.04
Total - Dept 751	760,150.00	760,150.00	276,677.52	88,394.92	483,472.48	36.40
Total Revenues	760,150.00	760,150.00	276,677.52	88,394.92	483,472.48	36.40
Expenditures						
Dept 751: RECREATION / PARKS DEPARTMENT						
702.000	87,460.00	74,960.00	11,129.11	2,897.50	63,830.89	14.85
702.001	196,017.00	196,017.00	44,797.82	15,400.11	151,219.18	22.85
702.023	33,600.00	33,600.00	1,974.00	1,776.00	31,626.00	5.88
702.025	17,300.00	17,300.00	14,438.00	2,043.50	2,862.00	83.46
702.026	7,000.00	7,000.00	937.75	505.75	6,062.25	13.40
702.027	9,000.00	9,000.00	1,615.00	270.00	7,385.00	17.94
714.004	6,350.00	6,350.00	3,180.34	1,113.40	3,169.66	50.08
717.000	96,520.00	96,520.00	22,222.35	4,626.26	74,297.65	23.02
727.000	3,000.00	3,000.00	1,620.42	703.94	1,379.58	54.01
730.000	3,100.00	3,100.00	1,043.13	518.99	2,056.87	33.65
740.000	5,000.00	5,000.00	4,198.23	384.30	801.77	83.96
740.003	15,000.00	15,000.00	2,595.54	1,720.04	12,404.46	17.30
740.016	8,000.00	8,000.00	4,049.80	0.00	3,950.20	50.62
740.028	2,000.00	2,000.00	232.60	232.60	1,767.40	11.63
740.030	7,500.00	7,500.00	303.50	233.50	7,196.50	4.05
740.031	2,500.00	2,500.00	824.92	177.13	1,675.08	33.00
740.032	750.00	750.00	949.32	165.81	(199.32)	126.58
740.033	6,000.00	6,000.00	2,506.62	50.00	3,493.38	41.78
740.035	27,000.00	27,000.00	13,363.35	3,161.07	13,636.65	49.49
740.036	0.00	0.00	814.84	739.84	(814.84)	100.00
751.000	1,000.00	1,000.00	191.07	85.60	808.93	19.11
801.000	23,000.00	23,000.00	8,448.93	2,451.43	14,551.07	36.73
804.000	10,000.00	10,000.00	1,999.25	156.88	8,000.75	19.99
804.008	22,000.00	22,000.00	9,950.56	4,061.13	12,049.44	45.23
804.009	7,500.00	7,500.00	497.00	365.00	7,003.00	6.63
804.010	0.00	12,500.00	1,319.97	0.00	11,180.03	10.56
840.000	2,223.00	2,223.00	927.41	10.55	1,295.59	41.72
850.000	9,000.00	9,000.00	2,154.16	955.96	6,845.84	23.94
850.006	300.00	300.00	0.00	0.00	300.00	0.00

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
Month Ended 09/30/2008

FUND 208 - PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 09/30/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 09/30/2008		
850.008 COMMUNICATION - INTERNET & CABLE	1,000.00	1,000.00	324.54	196.46	675.46	32.45
860.000 TRAVEL	5,060.00	5,060.00	1,148.32	587.10	3,911.68	22.69
860.001 SENIOR TRAVEL EXPENSE	0.00	0.00	1,516.00	212.00	(1,516.00)	100.00
900.000 MARKETING, PRINTING & PUBLISHING	35,300.00	35,300.00	11,050.39	1,414.71	24,249.61	31.30
910.000 INSURANCE	15,000.00	15,000.00	11,115.28	(6.00)	3,884.72	74.10
920.000 UTILITIES - ELECTRICITY	12,000.00	12,000.00	3,240.08	689.99	8,759.92	27.00
920.001 UTILITIES - GAS	7,000.00	7,000.00	142.75	47.51	6,857.25	2.04
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	276.39	135.56	723.61	27.64
920.003 UTILITIES - RUBBISH	6,300.00	6,300.00	444.35	179.15	5,855.65	7.05
920.006 UTILITIES - GAS/BARNARD ST	5,500.00	5,500.00	126.31	48.49	5,373.69	2.30
920.007 UTILITIES - ELEC/BARNARD ST	8,500.00	8,500.00	1,560.17	766.65	6,939.83	18.35
920.008 UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,000.00	265.20	265.20	734.80	26.52
920.009 UTILITIES - WTR-SWR/BARNARD ST	1,100.00	1,100.00	195.63	195.63	904.37	17.78
930.000 GROUNDS MAINTENANCE BENNETT & BARNARD	4,570.00	4,570.00	350.82	0.00	4,219.18	7.68
931.000 BLDG R & M AND SUPPLIES	8,000.00	8,000.00	2,656.77	1,264.51	5,343.23	33.21
940.000 EQUIPMENT RENTAL	2,000.00	2,000.00	716.35	133.10	1,283.65	35.82
942.001 PORTA JOHN RENTALS	1,200.00	1,200.00	263.00	188.00	937.00	21.92
956.000 MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
956.003 BANK CHARGES & FEES	7,500.00	7,500.00	2,330.13	717.53	5,169.87	31.07
957.000 EDUCATION / TRAINING	2,500.00	2,500.00	174.65	31.84	2,325.35	6.99
960.002 PURCH FROM DONATIONS - SENIORS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
960.005 PURCH FROM DONATIONS - TEENS	1,000.00	1,000.00	300.00	300.00	700.00	30.00
960.007 PURCH PRESCHOOL FUNDRAISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
964.001 PROGRAM REFUNDS	3,500.00	3,500.00	944.00	125.00	2,556.00	26.97
965.000 FACILITY RENTALS	12,700.00	12,700.00	537.42	825.00	12,162.58	4.23
980.000 OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
980.004 EQUIP / COMPUTER HARDWARE	3,000.00	3,000.00	3,588.00	3,588.00	(588.00)	119.60
980.005 EQUIPMENT/COMPUTER SOFTWARE	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00
Total - Dept 751	760,150.00	760,150.00	201,551.54	56,711.72	558,598.46	26.51
Total Expenditures	760,150.00	760,150.00	201,551.54	56,711.72	558,598.46	26.51
NET OF REVENUES AND EXPENDITURES	0.00	0.00	75,125.98	31,683.20	(75,125.98)	



Investment of Cash in 6 month CD at First National Bank

Our cash flow has been very steady and since July 1st, our balance each month has hovered close to \$100,000 in our public checking/savings account at First National Bank. We are currently earning 1.19% on our balance each month. As we look for ways to make our money work for us, we would like to invest up to \$25,000 in a 6 month Certificate of Deposit at First National Bank as a way to build our cash reserves. This investment is still very liquid and the penalty not extreme - for early withdrawal the penalty would be 3 months interest. We also like the fact that by investing these funds with First National Bank that we can easily transfer money between our accounts quickly and efficiently.

Action Requested: A motion to open a Certificate of Deposit with First National Bank of Howell and invest up to \$25,000 in a 6 month Certificate of Deposit which is currently earning 2.22% as of 11/7/08.