



**Howell Area Parks & Recreation Authority
Regular Meeting
Oceola Community Center
Tuesday, February 20, 2024, 6:30 p.m.**

Call to order

Pledge of Allegiance (all stand)

Call to the Public (for any items not on the agenda)

Approval- Consent Agenda

1. Stakeholder Meeting Minutes dated Tuesday, January 16, 2024
2. Regular Board Meeting Minutes dated Tuesday, January 16, 2024
3. Check Register Report Ending January 31, 2024
4. Bank Statements Ending January 31, 2024
5. Financial Reports Ending January 31, 2024

Approval- Regular Agenda

6. Discussion/Approval item – Facility Closure changes
7. Discussion/Approval item- Oceola Community Center Lease Agreement 2024
8. Events and Programs Report
 - a. Upcoming events & programs
 - i. Sweetheart Dance Recap
 - ii. Summer Camp
 - iii. Spring Soccer
 - iv. GRIT- Lineman Camp
 - b. Sponsorship & marketing updates
 - i. Oceola Township Marketing Agreement
9. Preventive Maintenance Report
 - a. Potential Maintenance MOU w/ Genoa Township
10. Directors Report
 - a. Audit Update
 - b. Recreation Master Plan
 - c. Millage Update
 - d. Reading Trail

11. Board Member Reports

- i. City of Howell Board Rep:
- ii. Oceola Township Board Rep:
- iii. Marion Township Board Rep:
- iv. Genoa Township Board Rep:
- v. Howell Township Board Rep:

12. Old Business

13. New Business

14. Next Meeting: February 20, 2024 @ 7pm Oceola Community Center

15. Adjournment



Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

January 16, 2024

Call to Order

Chair Diana Lowe called the meeting to order at 7:00 pm.

Attendance

Board Members: Chair Diana Lowe, Vice Chair Terry Philibeck, Secretary Nikolas Hertrich, Treasurer Tammy Beal, Trustee Sue Daus

HAPRA Staff: Director Tim Church, Jen Savage, Kyle Tokan, Nikki Wattles, Kevin Troshak, Andrew Wittbrodt, Jordan Hillbrecht

Public: Sean Dunleavy

Call to the Public

None Present

Approval of Consent Agenda

Treasurer Tammy Beal made a motion to approve the consent agenda, supported by Vice Chair Terry Philibeck. **Motion carried 5 – 0.**

Approval of Regular Agenda

A motion to approve the regular agenda was made by Secretary Nikolas Hertrich and supported by Treasurer Tammy Beal. **Motion carried 5 – 0.**

Discussion/Approval – 2024 Blue Cross Blues Shield Renewal

Director Church provided a brief overview of the 2024 Blue Cross Blue Shield Health Care Plan Renewal. There are no changes from the plan offered in 2023 however premiums will increase by 5.23 %. A motion to approve

the 2024 Blue Cross Blue Shield Renewal was made by Vice Chair Terry Philibeck and supported by of the Treasurer Tammy Beal. **Motion carried 5 – 0.**

Discussion/Approval – ICMA 401 & ICMA 457(b) Plan Contributions for 2024

Director Church reminded the HAPRA Board that historically a ICMA 401k and ICMA 457(b) plan is offered to staff. HAPRA contributes 10% of a full time employee’s base salary while the 457 is optional and funded by employee contributions. A motion to approve the 10% contribution level for the 401k program and continue to offer the employee contribution 457(b) program was made by Secretary Nikolas Hertrich and supported by Vice Chair Terry Philibeck. **Motion carried 5 – 0.**

Discussion/Approval – 2024 In-Lieu of Insurance Payment

Since 2015, for those employees who do not participate in the health care program, in-lieu of insurance payments in the amount of \$250.00 per completed quarter are made. \$1,000.00 per year is paid to each of the six (6) participating staff members. A motion to approve the 2024 in-lieu of insurance payments in the amount of \$250.00 per completed quarter was made by Vice Chair Terry Philibeck and supported by Treasurer Tammy Beal. **Motion carried 5 – 0.**

Discussion/Approval – Resolution 24-1

Resolution 24-1 which amends a 2021 resolution that allowed the hiring of Jennifer Church, wife of Director Timothy Church, to be an independent fitness instructor contractor. Revisions provided clarification on reporting requirements for Jennifer Church, monthly invoice submittal direction, and oversight obligations to be provided by the HAPRA Board Chairperson. A motion to adopt Resolution 24-1 made by Treasurer Tammy Beal and supported by Vice Chair Terry Philibeck. **Roll Call Vote: Vice Chair: Terry Philibeck – Yes, Chair: Diana Lowe – Yes, Treasurer: Tammy Beal – Yes, Trustee: Sue Daus, Secretary: Nikolas Hertrich – Yes. Motion carried 5 – 0.**

Events and Programs Report

I. Upcoming Event & Programs:

- a. Yeti Recap: Event began at the Bennett Center and ended at Chemung Hills. 19 teams originally registered with 15 teams participating. Individuals not participating in the Yeti event who were present at Chemung Hills at the conclusion of the scavenger hunt were interested in participating in next year’s event.
- b. Sweetheart Dances: Both Daddy Daughter dances are sold out and the Mother Son dances are selling well and nearly sold out. Family Dance is selling better than previous years.
- c. Rec on the Go: A van has been picked out and currently waiting on a municipal plate. Staff is working on wrapping the van. One quote has been received however additional quotes are being sought from other companies within Livingston County. Following last meeting with Maxey Ford, Maxey Ford is ok with \$10,000 dollar donations for the next four years and continuing the soccer jersey agreement for two more years. Director Church confirmed

that the driver of the van only needs to be older than 18 years and does not require a special certification.

II. Sponsorship & Marketing Updates:

- a. Bank of Ann Arbor: Bank of Ann Arbor has agreed to donate \$20,000.00 to be the Main Stage Sponsor at this year's Melon Festival.
- b. Other News: Chem-Trend has agreed to donate \$10,000.00 towards this year's Melon Run and is open to having additional sponsors.
- c. Summer Camp: Camp registration opens next week with a new format. This year registration has to be done in person and similar to the past camps is expected to sellout quickly.

III. Seasonal Program Guide Distribution:

- a. January – May: The January through May season program guide will be published next week.

Preventative Maintenance Report:

Standard upkeep such as asphalt crack sealing will be needed this year. Following the replacement of the roof on the Bennett Center the UV coating still needs to be applied. There is interest in contracting with Marion Township for property management services. Agreement would be similar to those that are in place with other HAPRA participating communities that receive this service. Additionally, the Marion Township walking path has been released for bid and is expected to be completed in 2024.

Directors Report

Director Church did not have an update to provide

Board Member Reports

Secretary Nikolas Hertrich shared with the Board agenda items from the January 8, 2024, Howell City Council Meeting which included approval of various civic events and board appointments and updating of the credit card policy.

Vice Chair Terry Philibeck informed the Board that Oceola Township is looking develop a township flag for the Michigan Township Association and that the golf simulators at Chemung Hills are up and running. Sean Dunleavy shared with the Board a brief summary of the various tools that the golf simulators provide, that rates for use vary depending on the time, and that they are consistently booked.

Treasurer Chair Tammy Beal shared with the Board that construction on the meeting room is complete and it is now being used.

Chair Diana Lowe did not have an update to provide.

Howell Township Trustee Sue Daus did not have an update to provide.

Old Business

None

New Business

Chair Diana Lowe asked if fellow HAPRA Board members would object to moving the regularly scheduled board meetings to begin at 6:30 pm. No objections were made. A motion to move regularly scheduled HAPRA Board meetings was made by Treasurer Tammy Beal and supported by Vice Chair Terry Philibeck. **Motion carried 5-0**

Kevin Troshak shared with the Board that the Teen Center had received a \$15,000.00 grant from the Hanover Group to help bring down the monthly membership cost. Cost will be reduced from \$30.00/month to \$20.00/month.

Next Meeting

Regularly Scheduled HAPRA Meeting - Tuesday, February 20th, 2024, at 6:30 pm at Oceola Community Center.

Adjournment:

A motion to adjourn the meeting was made by Vice Chair Terry Philibeck and supported by Treasurer Tammy Beal at 7:42pm. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

HOWELL AREA PARKS & RECREATION AUTHORITY

1661 N LATSON RD
HOWELL MI 48843-9007

MEMBER ID: 110099341

Statement Period

January 01, 2024 to January 31, 2024

Account Balances at a Glance

Total Savings **\$5,088.47**

Commercial Membership Savings

Account Number: 10006221590

Summary

Beginning Balance (01/01)	\$5,088.25
Deposits & Additions	\$0.00
Withdrawals	\$0.00
Interest	\$0.22
<hr/>	
Ending Balance (01/31)	\$5,088.47

Additional

Average Daily Balance	\$5,088.25
Annual % Yield Earned This Period	0.05%
Interest Paid Year-to-Date	\$0.22

Transactions

DATE	DESCRIPTION	AMOUNT	BALANCE
1/1/2024	Beginning Balance		\$5,088.25
1/31/2024	Credit Interest/Dividend	\$0.22	\$5,088.47
1/31/2024	Ending Balance		\$5,088.47

You have the power of options.

Check your account balances or transfer funds anytime, anywhere with Text Banking or with the Lake Trust app, available on the App Store or on Google Play. Or set up alerts in Online Banking to get notifications about low balances, large deposits, or other activity on your account. Visit laketrust.org/managemyaccount to get started.

If you ever have a question or need help with your account, remember that we're here for you. Start a secure chat with us in Online Banking or give us a call at **888.267.7200**.

*BOAA
Jan 2024*

HOWELL AREA PARKS AND
RECREATION AUTHORITY
1661 N LATSON RD
HOWELL MI 48843-9007

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We hope your new year is off to a great start!
We like to keep things fresh around here.
You can help by making sure your contact information is up-to-date.
Need to change or verify your info? Contact us at 734.662.1600.
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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138
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DOCUMENTS-DEBITS: 52 CREDITS: 0 LAST STATEMENT 12/29/23 40,671.09
AVG AVAILABLE BALANCE 142,150.64 125 CREDITS 337,272.62
60 DEBITS 192,009.58
THIS STATEMENT 01/31/24 185,934.13
TOTAL DAYS IN STATEMENT PERIOD 12/30/23 THROUGH 01/31/24: 33

- - - - - DEPOSITS - - - - -					
REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	01/02	673.00		01/11	88,540.44
	01/04	315.00		01/18	107.00
	01/04	444.00		01/18	191.00
	01/04	2,960.00		01/18	207.00
	01/11	218.00		01/18	264.00
	01/11	252.00		01/18	573.00
	01/11	381.00		01/18	36,784.50
	01/11	449.00		01/25	107.00
	01/11	830.00		01/25	124.00
	01/11	31,125.00		01/25	204.00

- - - - - OTHER CREDITS - - - - -				
DESCRIPTION			DATE	AMOUNT
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	01/02	38.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	01/02	100.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	01/02	100.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	01/02	120.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	01/02	252.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	01/02	334.00

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HOWELL AREA PARKS AND

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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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- - - - - OTHER CREDITS - - - - -

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/02	360.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/02	430.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/02	837.00
TIVITY HEALTH 122923 CLU 25950853	01/02	3,261.90
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/02	4,680.00
111349611 Transfer from MONEY MARKET CHECKIN 820936 ON 1/02	01/02	50,000.00
AT 14:40		
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/03	30.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/03	147.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/03	382.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/04	104.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/04	126.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/04	3,719.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/05	537.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/05	546.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/05	580.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	40.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	166.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	256.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	272.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	340.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	352.00
PAYCHEX EIB INVOICE X05492000000273	01/08	507.50
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	572.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	664.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/08	1,570.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/09	386.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/09	429.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/09	477.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/10	138.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/10	220.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/10	1,160.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/11	300.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/11	642.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/11	1,604.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/12	530.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/12	799.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/12	1,578.00
MyEvent.com myeventcom 000000404473322	01/12	2,712.75
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	71.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	100.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	105.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	152.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	183.00

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HOWELL AREA PARKS AND

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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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- - - - - OTHER CREDITS - - - - -

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	188.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	313.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	347.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	680.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	1,404.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/16	2,013.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/17	30.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/17	491.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/17	1,001.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/18	138.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/18	454.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/18	802.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/19	55.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/19	182.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/19	1,722.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	20.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	152.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	164.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	219.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	474.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	1,465.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/22	1,620.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/23	528.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/23	652.00
PAYOUT RunSignUp TRN*1*TX38751989700XT**3S7Z8P61PG6HONYK\RM R*IK*TX387	01/24	80.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/24	168.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/24	2,082.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/25	100.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/25	300.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/25	14,200.50
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/26	421.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/26	455.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/26	1,012.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	45.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	50.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	90.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	868.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	1,033.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	1,070.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/29	2,178.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/30	56.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/30	537.00

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HOWELL AREA PARKS AND

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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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- - - - - OTHER CREDITS - - - - -

DESCRIPTION	DATE	AMOUNT
INTEREST	01/31	147.34
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/31	230.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/31	408.00
PAYOUT RunSignUp TRN*1*TX38895687600XT**3S5U2X61S87TU8UJ\RM R*IK*TX388	01/31	621.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	01/31	1,428.00

- - - - - CHECKS - - - - -

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
15301*01/05 900.00	15342 01/10 598.00	15362*01/18 2,916.00
15310*01/05 3,046.56	15343 01/19 8,532.99	15364 01/18 95.00
15312*01/17 1,090.00	15344 01/17 1,032.28	15365 01/17 60.00
15322 01/04 599.00	15345*01/22 250.00	15366 01/19 220.00
15323*01/09 6,729.80	15347 01/26 100.00	15367 01/30 395.33
15326 01/05 250.00	15348 01/09 80.00	15368 01/29 20.00
15327 01/09 180.00	15349 01/22 54.95	15369 01/30 1,150.00
15328*01/10 140.00	15350 01/10 63.67	15370 01/30 553.66
15331 01/11 954.70	15351 01/18 13.00	15371 01/30 395.90
15332*01/24 40.00	15352 01/09 700.00	15372 01/30 1,460.13
15334 01/09 4,200.00	15353 01/16 120.00	15373*01/31 80.00
15335 01/12 165.29	15354 01/18 25.51	15377 01/26 456.15
15336 01/29 250.00	15355 01/26 2,922.00	15378*01/29 296.00
15337 01/10 250.00	15356 01/25 2,172.50	15381 01/30 1,300.00
15338 01/16 507.94	15357 01/16 604.89	15382 01/30 360.48
15339 01/08 317.01	15358 01/22 1,215.59	15383 01/31 3,600.60
15340 01/11 160.00	15359 01/18 1,415.00	
15341 01/10 1,909.98	15360*01/18 185.00	

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

- - - - - OTHER DEBITS - - - - -

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL STL 8788240022289	01/02	2,102.36
PAYCHEX EIB INVOICE X05323000000208	01/03	26,093.98
PAYCHEX EIB INVOICE X05700100000014	01/17	27,762.57
113363645 Transfer to CHECKING 820936 ON 1/18 AT 14:42	01/18	50,000.00
PAYCHEX-OAB INVOICE 05808200016828X	01/22	154.70
RETURNED ITEM CHARGE	01/26	6.00
RETURNED DEPOSIT ITEMS	01/26	300.00
PAYCHEX EIB INVOICE X06018000001065	01/31	30,455.06

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ACCOUNT: 205138
DOCUMENTS: 52

01/31/2024

HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

INTEREST

AVERAGE LEDGER BALANCE:	145,349.15	INTEREST EARNED:	147.34
AVERAGE AVAILABLE BALANCE:	142,150.64	DAYS IN PERIOD:12/30/23-01/31/24:	33
INTEREST PAID THIS PERIOD:	147.34	ANNUAL PERCENTAGE YIELD EARNED:	1.15%
INTEREST PAID 2024:	147.34		
INTEREST PAID 2023:	1,723.75		

DAILY BALANCE

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
01/02	99,754.63	01/11	194,362.87	01/23	157,413.41
01/03	74,219.65	01/12	199,817.33	01/24	159,703.41
01/04	81,288.65	01/16	204,140.50	01/25	217,739.10
01/05	78,755.09	01/17	175,717.65	01/26	215,842.95
01/08	83,177.58	01/18	160,588.64	01/29	220,620.95
01/09	72,579.78	01/19	153,794.65	01/30	215,598.45
01/10	71,136.13	01/22	156,233.41	01/31	185,934.13

MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

DOCUMENTS-DEBITS:	0	CREDITS:	0	LAST STATEMENT 12/29/23	82,915.57
AVG AVAILABLE BALANCE	58,673.14			2 CREDITS	50,029.18
				1 DEBITS	50,000.00
				THIS STATEMENT 01/31/24	82,944.75
TOTAL DAYS IN STATEMENT PERIOD 12/30/23 THROUGH 01/31/24:					33

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
113363645 Transfer from COMMUNITY INTEREST A 205138 ON 1/18 AT 14:42	01/18	50,000.00
INTEREST	01/31	29.18

OTHER DEBITS

DESCRIPTION	DATE	AMOUNT
111349611 Transfer to CHECKING 205138 ON 1/02 AT 14:40	01/02	50,000.00

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HOWELL AREA PARKS AND

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MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

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- - - - - I N T E R E S T - - - - -

AVERAGE LEDGER BALANCE: 58,673.14 INTEREST EARNED: 29.18
 AVERAGE AVAILABLE BALANCE: 58,673.14 DAYS IN PERIOD:12/30/23-01/31/24: 33
 INTEREST PAID THIS PERIOD: 29.18 ANNUAL PERCENTAGE YIELD EARNED: .55%
 INTEREST PAID 2024: 29.18
 INTEREST PAID 2023: 274.35

- - - - - DAILY BALANCE - - - - -

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
01/02	32,915.57	01/18	82,915.57	01/31	82,944.75

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STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

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We hope your new year is off to a great start!
 We like to keep things fresh around here.
 You can help by making sure your contact information is up-to-date.
 Need to change or verify your info? Contact us at 734.662.1600.

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			12/29/23	100,809.51
INTEREST		109.37	01/31/24	100,918.88
BALANCE THIS STATEMENT			01/31/24	100,918.88
TOTAL DAYS IN STATEMENT PERIOD 12/30/23 THROUGH 01/31/24:				33
TOTAL CREDITS	(1)	109.37		
TOTAL DEBITS	(0)	.00		

- - - - - I N T E R E S T - - - - -

AVERAGE LEDGER BALANCE: 100,809.51 INTEREST EARNED: 109.37
 INTEREST PAID THIS PERIOD: 109.37 DAYS IN PERIOD:12/30/23-01/31/24: 33
 INTEREST PAID 2024: 109.37 ANNUAL PERCENTAGE YIELD EARNED: 1.21%
 INTEREST PAID 2023: 632.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgtd Used
Fund: 208 PARKS & REC AUTHORITY						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-587.001	PK/RC MARION TWP PARTICIPATION	124,500.00	31,125.00	31,125.00	93,375.00	25.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	124,500.00	31,125.00	31,125.00	93,375.00	25.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	124,500.00	31,125.00	31,125.00	93,375.00	25.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	124,500.00	31,125.00	31,125.00	93,375.00	25.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	124,500.00	31,125.00	31,125.00	93,375.00	25.00
208-751-650.106	FACILITY MEMBERSHIPS	130,000.00	14,895.00	14,895.00	115,105.00	11.46
208-751-651.022	OCEOLA BLDG RENTAL FEES	75,000.00	3,530.00	3,530.00	71,470.00	4.71
208-751-651.026	GYMANASIUM RENTALS	35,000.00	4,353.00	4,353.00	30,647.00	12.44
208-751-665.000	INVESTMENT INTEREST	1,800.00	286.11	286.11	1,513.89	15.90
208-751-671.002	MISC REVENUES	500.00	89.00	89.00	411.00	17.80
208-751-675.074	DOG PARK SALES - FOBS	9,000.00	400.00	400.00	8,600.00	4.44
208-751-678.010	SPONSORSHIP FEES	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		888,800.00	179,178.11	179,178.11	709,621.89	20.16
Revenues		888,800.00	179,178.11	179,178.11	709,621.89	20.16
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-702.001	SAL & WAGES DIRECTOR	72,691.56	5,510.62	5,510.62	67,180.94	7.58
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	51,815.90	3,411.16	3,411.16	48,404.74	6.58
208-751-702.004	SAL & WAGES - OPERATIONS MGR	24,996.40	3,944.80	3,944.80	21,051.60	15.78
208-751-702.024	SAL & WAGES -MARKETING	24,745.60	3,550.40	3,550.40	21,195.20	14.35
208-751-702.030	SAL & WAGES FRONT OFFICE	87,000.00	6,388.44	6,388.44	80,611.56	7.34
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	84,000.00	6,193.00	6,193.00	77,807.00	7.37
208-751-713.000	EMPLOYER SHARE FICA	30,116.05	2,106.84	2,106.84	28,009.21	7.00
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	14,000.00	697.61	697.61	13,302.39	4.98
208-751-714.004	ICMA RETIREMENT	21,716.84	0.00	0.00	21,716.84	0.00
208-751-727.000	OFFICE SUPPLIES	1,500.00	199.86	199.86	1,300.14	13.32
208-751-730.000	POSTAGE	1,500.00	0.00	0.00	1,500.00	0.00
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	69.29	69.29	1,430.71	4.62
208-751-740.023	OPERATING SUPPLIES - DOG PARK	2,200.00	(74.97)	(74.97)	2,274.97	(3.41)
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	1,500.00	0.00	0.00	1,500.00	0.00
208-751-751.000	GASOLINE & DIESEL FUEL	3,000.00	226.30	226.30	2,773.70	7.54
208-751-801.000	PROFESSIONAL SERVICES	50,000.00	2,715.95	2,715.95	47,284.05	5.43
208-751-804.000	CONTRACTUAL SERVICES	15,000.00	7,260.00	7,260.00	7,740.00	48.40
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	3,000.00	0.00	0.00	3,000.00	0.00
208-751-850.000	COMMUNICATION - TELEPHONES	11,000.00	914.14	914.14	10,085.86	8.31
208-751-850.008	COMMUNICATION - INTERNET & CABLE	19,800.00	1,545.90	1,545.90	18,254.10	7.81
208-751-860.000	TRAVEL	7,000.00	1,415.00	1,415.00	5,585.00	20.21
208-751-900.000	MARKETING, PRINTING & PUBLISHING	10,000.00	47.90	47.90	9,952.10	0.48
208-751-910.000	INSURANCE	45,000.00	3,600.60	3,600.60	41,399.40	8.00
208-751-920.000	UTILITIES - ELECTRICITY	7,300.00	548.46	548.46	6,751.54	7.51
208-751-920.001	UTILITIES - GAS	8,000.00	911.16	911.16	7,088.84	11.39
208-751-920.002	UTILITIES - WAT / SEW	2,300.00	280.63	280.63	2,019.37	12.20
208-751-920.003	UTILITIES - RUBBISH	960.00	151.26	151.26	808.74	15.76
208-751-920.012	UTILITIES - ELEC/OCEOLA	50,000.00	4,595.36	4,595.36	45,404.64	9.19
208-751-920.013	UTILITIES - GAS/OCEOLA	12,500.00	2,177.91	2,177.91	10,322.09	17.42
208-751-920.014	UTILITIES - WATER/OCEOLA	2,500.00	0.00	0.00	2,500.00	0.00
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	900.00	136.98	136.98	763.02	15.22

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 208 PARKS & REC AUTHORITY						
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-930.000	GROUNDS MAINTENANCE BENNETT	4,000.00	0.00	0.00	4,000.00	0.00
208-751-930.006	REPAIR & MAINT - VEHICLES	1,000.00	25.24	25.24	974.76	2.52
208-751-930.014	GROUNDS MAINTENANCE OCEOLA	45,000.00	17,561.75	17,561.75	27,438.25	39.03
208-751-931.000	BLDG R&M BENNETT	8,000.00	834.90	834.90	7,165.10	10.44
208-751-931.014	BLDG R &M OCEOLA	12,000.00	1,464.61	1,464.61	10,535.39	12.21
208-751-940.000	EQUIPMENT RENTAL	40,000.00	7,125.57	7,125.57	32,874.43	17.81
208-751-940.040	FACILITY RENT	24,000.00	0.00	0.00	24,000.00	0.00
208-751-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
208-751-956.003	BANK CHARGES & FEES	28,000.00	2,263.06	2,263.06	25,736.94	8.08
208-751-957.000	EDUCATION / TRAINING	100.00	0.00	0.00	100.00	0.00
208-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,400.00	0.00	0.00	2,400.00	0.00
208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	6,065.65	0.00	0.00	6,065.65	0.00
208-751-980.000	OFFICE EQUIPMENT	2,500.00	0.00	0.00	2,500.00	0.00
208-751-980.004	EQUIP / COMPUTER HARDWARE	1,700.00	3,559.39	3,559.39	(1,859.39)	209.38
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	35,000.00	2,272.49	2,272.49	32,727.51	6.49
208-751-991.000	PRINCIPAL	10,992.00	1,832.00	1,832.00	9,160.00	16.67
Total Dept 751 - RECREATION / PARKS DEPARTMENT		888,800.00	95,463.61	95,463.61	793,336.39	10.74
Expenditures		888,800.00	95,463.61	95,463.61	793,336.39	10.74
Fund 208 - PARKS & REC AUTHORITY:						
TOTAL REVENUES		888,800.00	179,178.11	179,178.11	709,621.89	
TOTAL EXPENDITURES		888,800.00	95,463.61	95,463.61	793,336.39	
NET OF REVENUES & EXPENDITURES:		0.00	83,714.50	83,714.50	(83,714.50)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 214 YOUTH SPORTS						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
214-751-650.006	GENOA SOCCER FIELD RENTALS	10,000.00	0.00	0.00	10,000.00	0.00
214-751-650.050	PROGRAM FEES - VOLLEYBALL	18,000.00	2,200.00	2,200.00	15,800.00	12.22
214-751-650.051	PROGRAM FEES - ENRICHMENT	22,000.00	1,012.00	1,012.00	20,988.00	4.60
214-751-650.052	PROGRAM FEES - PICKLEBALL	2,500.00	375.00	375.00	2,125.00	15.00
214-751-650.053	PROGRAM FEES - SOCCER	135,000.00	0.00	0.00	135,000.00	0.00
214-751-650.054	PROGRAM FEES - BASKETBALL	38,000.00	362.00	362.00	37,638.00	0.95
214-751-650.094	PROGRAM FEES - SOFTBALL	3,500.00	0.00	0.00	3,500.00	0.00
214-751-650.102	DROP IN SPORTS	10,000.00	1,617.00	1,617.00	8,383.00	16.17
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	7,500.00	500.00	500.00	7,000.00	6.67
Total Dept 751 - RECREATION / PARKS DEPARTMENT		246,500.00	6,066.00	6,066.00	240,434.00	2.46
Revenues		246,500.00	6,066.00	6,066.00	240,434.00	2.46
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
214-751-702.004	SAL & WAGES OPERATION MANAGER	21,736.00	0.00	0.00	21,736.00	0.00
214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	44,137.60	3,190.00	3,190.00	40,947.60	7.23
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATOR	31,300.00	549.00	549.00	30,751.00	1.75
214-751-713.000	EMPLOYER SHARE FICA	5,671.53	382.20	382.20	5,289.33	6.74
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
214-751-714.004	ICMA RETIREMENT	4,413.76	0.00	0.00	4,413.76	0.00
214-751-727.000	OFFICE SUPPLIES	0.00	39.00	39.00	(39.00)	100.00
214-751-740.000	OPERATING SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	2,000.00	0.00	0.00	2,000.00	0.00
214-751-740.081	OPER SUPP/ SOCCER	30,000.00	(24.97)	(24.97)	30,024.97	(0.08)
214-751-740.083	OPERATING SUPPLIES - PICKLEBALL	2,500.00	56.81	56.81	2,443.19	2.27
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	11,000.00	5,120.75	5,120.75	5,879.25	46.55
214-751-801.017	BACKGROUND CHECKS	2,500.00	0.00	0.00	2,500.00	0.00
214-751-804.008	CONTRACT SERV - INSTRUCTORS	9,000.00	0.00	0.00	9,000.00	0.00
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	8,000.00	1,065.00	1,065.00	6,935.00	13.31
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	35,000.00	0.00	0.00	35,000.00	0.00
214-751-840.000	DUES & MEMBERSHIPS	200.00	0.00	0.00	200.00	0.00
214-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	475.00	475.00	525.00	47.50
214-751-920.002	UTILITIES - WAT / SEW	4,000.00	0.00	0.00	4,000.00	0.00
214-751-942.001	PORTA JOHN RENTALS	4,500.00	0.00	0.00	4,500.00	0.00
214-751-957.000	EDUCATION / TRAINING	200.00	0.00	0.00	200.00	0.00
214-751-970.000	CAPITAL OUTLAY EQUIP	22,141.11	0.00	0.00	22,141.11	0.00
214-751-980.004	EQUIP / COMPUTER HARDWARE	1,700.00	1,132.17	1,132.17	567.83	66.60
Total Dept 751 - RECREATION / PARKS DEPARTMENT		246,500.00	11,984.96	11,984.96	234,515.04	4.86
Expenditures		246,500.00	11,984.96	11,984.96	234,515.04	4.86
Fund 214 - YOUTH SPORTS:						
TOTAL REVENUES		246,500.00	6,066.00	6,066.00	240,434.00	
TOTAL EXPENDITURES		246,500.00	11,984.96	11,984.96	234,515.04	
NET OF REVENUES & EXPENDITURES:		0.00	(5,918.96)	(5,918.96)	5,918.96	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 216 FESTIVALS						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	20,000.00	8,921.00	8,921.00	11,079.00	44.61
216-751-675.101	FUNDRAISING - SPECIAL EVENTS	2,500.00	0.00	0.00	2,500.00	0.00
216-751-678.039	PROGRAM FEES - MELON FESTIVAL	10,000.00	0.00	0.00	10,000.00	0.00
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	36,072.99	0.00	0.00	36,072.99	0.00
216-751-678.041	STREET VENDOR FEES MELON	15,000.00	225.00	225.00	14,775.00	1.50
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	0.00	0.00	18,000.00	0.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	15,000.00	0.00	0.00	15,000.00	0.00
216-751-678.048	PROGRAM FEES MELON RUN	20,000.00	701.00	701.00	19,299.00	3.51
216-751-678.049	FOOD VENDOR FEES MELON	10,000.00	1,700.00	1,700.00	8,300.00	17.00
216-751-678.050	SPONSORSHIP FEES LEGEND	8,000.00	0.00	0.00	8,000.00	0.00
216-751-678.054	PROGRAM FEES - LEGENDS	1,000.00	0.00	0.00	1,000.00	0.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	7,500.00	0.00	0.00	7,500.00	0.00
216-751-678.058	PROGRAM FEES HORSEMAN RUN	15,500.00	0.00	0.00	15,500.00	0.00
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		188,572.99	11,547.00	11,547.00	177,025.99	6.12
Revenues		188,572.99	11,547.00	11,547.00	177,025.99	6.12
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	44,137.60	3,345.60	3,345.60	40,792.00	7.58
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	5,434.00	0.00	0.00	5,434.00	0.00
216-751-702.024	SAL & WAGES -MARKETING	5,000.00	0.00	0.00	5,000.00	0.00
216-751-702.103	SALARY & WAGES STAFF	17,400.00	0.00	0.00	17,400.00	0.00
216-751-713.000	EMPLOYER SHARE FICA	4,707.63	255.95	255.95	4,451.68	5.44
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
216-751-714.004	ICMA RETIREMENT	4,413.76	0.00	0.00	4,413.76	0.00
216-751-727.000	OFFICE SUPPLIES	100.00	39.00	39.00	61.00	39.00
216-751-730.000	POSTAGE	100.00	(197.19)	(197.19)	297.19	(197.19)
216-751-740.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	20,000.00	5,016.30	5,016.30	14,983.70	25.08
216-751-740.102	OPER SUPP MELON FESTIVAL	50,000.00	4,872.40	4,872.40	45,127.60	9.74
216-751-740.106	OPER SUPP MELON RUN	10,000.00	0.00	0.00	10,000.00	0.00
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	6,000.00	0.00	0.00	6,000.00	0.00
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	7,500.00	0.00	0.00	7,500.00	0.00
216-751-840.000	DUES & MEMBERSHIPS	680.00	433.85	433.85	246.15	63.80
216-751-860.000	CONFERENCE /TRANSPORTATION	1,500.00	0.00	0.00	1,500.00	0.00
216-751-900.000	PRINTING & PUBLISHING	3,000.00	0.00	0.00	3,000.00	0.00
216-751-942.001	PORTA JOHN RENTALS	7,000.00	0.00	0.00	7,000.00	0.00
216-751-957.000	EDUCATION / TRAINING	100.00	0.00	0.00	100.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		188,572.99	13,765.91	13,765.91	174,807.08	7.30
Expenditures		188,572.99	13,765.91	13,765.91	174,807.08	7.30
Fund 216 - FESTIVALS:						
TOTAL REVENUES		188,572.99	11,547.00	11,547.00	177,025.99	
TOTAL EXPENDITURES		188,572.99	13,765.91	13,765.91	174,807.08	
NET OF REVENUES & EXPENDITURES:		0.00	(2,218.91)	(2,218.91)	2,218.91	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 217 PRESCHOOL						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
217-751-651.003	PRESCHOOL CAMP TUITION	7,500.00	0.00	0.00	7,500.00	0.00
217-751-651.007	PRESCHOOL TUITION	62,460.00	5,820.00	5,820.00	56,640.00	9.32
217-751-675.015	PRESCHOOL FUNDRAISING	1,200.00	0.00	0.00	1,200.00	0.00
217-751-675.040	DONATIONS - GENERAL	100.00	0.00	0.00	100.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		71,260.00	5,820.00	5,820.00	65,440.00	8.17
Revenues		71,260.00	5,820.00	5,820.00	65,440.00	8.17
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
217-751-702.023	SAL & WAGES PRESCHOOL	59,164.80	3,560.75	3,560.75	55,604.05	6.02
217-751-713.000	EMPLOYER SHARE FICA	4,437.00	338.33	338.33	4,098.67	7.63
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
217-751-740.028	OPER SUPP/PRESCHOOL	1,000.00	0.00	0.00	1,000.00	0.00
217-751-801.017	BACKGROUND CHECKS	37.00	0.00	0.00	37.00	0.00
217-751-840.000	DUES & MEMBERSHIPS	75.00	0.00	0.00	75.00	0.00
217-751-860.000	CONFERENCE /TRANSPORTATION	300.00	0.00	0.00	300.00	0.00
217-751-957.000	EDUCATION / TRAINING	150.00	0.00	0.00	150.00	0.00
217-751-970.000	CAPITAL OUTLAY EQUIP	3,196.20	0.00	0.00	3,196.20	0.00
217-751-980.000	OFFICE EQUIPMENT	1,700.00	0.00	0.00	1,700.00	0.00
217-751-980.015	PRESCHOOL EQUIPMENT	200.00	0.00	0.00	200.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		71,260.00	3,899.08	3,899.08	67,360.92	5.47
Expenditures		71,260.00	3,899.08	3,899.08	67,360.92	5.47
Fund 217 - PRESCHOOL:						
TOTAL REVENUES		71,260.00	5,820.00	5,820.00	65,440.00	
TOTAL EXPENDITURES		71,260.00	3,899.08	3,899.08	67,360.92	
NET OF REVENUES & EXPENDITURES:		0.00	1,920.92	1,920.92	(1,920.92)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 218 SENIOR CENTER						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
218-751-590.000	GRANTS	23,000.00	0.00	0.00	23,000.00	0.00
218-751-650.030	PROGRAM FEES - ENRICHMENT	10,000.00	323.00	323.00	9,677.00	3.23
218-751-650.098	PROGRAM FEES - FITNESS	50,000.00	6,188.90	6,188.90	43,811.10	12.38
218-751-650.107	TRAVEL	40,000.00	21,752.50	21,752.50	18,247.50	54.38
218-751-675.009	DONATIONS / PKS & RECS SENIORS	1,000.00	500.00	500.00	500.00	50.00
218-751-675.013	UNITED WAY SENIORS	2,400.00	0.00	0.00	2,400.00	0.00
218-751-675.100	FUNDRAISING ENRICHMENT	500.00	0.00	0.00	500.00	0.00
218-751-678.012	MEMBERSHIP FEES	30,000.00	6,831.00	6,831.00	23,169.00	22.77
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	1,000.00	100.00	100.00	900.00	10.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		157,900.00	35,695.40	35,695.40	122,204.60	22.61
Revenues		157,900.00	35,695.40	35,695.40	122,204.60	22.61
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
218-751-702.024	SAL & WAGES -MARKETING	1,800.00	0.00	0.00	1,800.00	0.00
218-751-702.027	SAL & WAGES SENIORS	42,848.00	3,248.00	3,248.00	39,600.00	7.58
218-751-713.000	EMPLOYER SHARE FICA	3,277.87	248.48	248.48	3,029.39	7.58
218-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
218-751-714.004	ICMA RETIREMENT	4,284.80	0.00	0.00	4,284.80	0.00
218-751-727.000	OFFICE SUPPLIES	50.00	39.00	39.00	11.00	78.00
218-751-730.000	POSTAGE	750.00	0.00	0.00	750.00	0.00
218-751-740.032	OPER SUPP/SENIORS	5,000.00	0.00	0.00	5,000.00	0.00
218-751-740.061	OPER SUPP/FITNESS	0.00	75.59	75.59	(75.59)	100.00
218-751-740.070	OPER SUPP/ TRAVEL	45,000.00	3,045.30	3,045.30	41,954.70	6.77
218-751-804.008	CONTRACT SERV - INSTRUCTORS	20,000.00	1,440.00	1,440.00	18,560.00	7.20
218-751-804.080	CONTRACT SERVICES ENTERTAINMENT	1,500.00	0.00	0.00	1,500.00	0.00
218-751-840.000	DUES & MEMBERSHIPS	500.00	0.00	0.00	500.00	0.00
218-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	475.00	475.00	525.00	47.50
218-751-957.000	EDUCATION / TRAINING	500.00	0.00	0.00	500.00	0.00
218-751-970.000	CAPITAL OUTLAY EQUIP	28,689.33	0.00	0.00	28,689.33	0.00
218-751-980.004	EQUIP / COMPUTER HARDWARE	1,700.00	0.00	0.00	1,700.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		157,900.00	8,571.37	8,571.37	149,328.63	5.43
Expenditures		157,900.00	8,571.37	8,571.37	149,328.63	5.43
Fund 218 - SENIOR CENTER:						
TOTAL REVENUES		157,900.00	35,695.40	35,695.40	122,204.60	
TOTAL EXPENDITURES		157,900.00	8,571.37	8,571.37	149,328.63	
NET OF REVENUES & EXPENDITURES:		0.00	27,124.03	27,124.03	(27,124.03)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 219 SUMMER DAY CAMP						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
219-751-651.003	SUMMER CAMP	77,500.00	17,285.00	17,285.00	60,215.00	22.30
219-751-651.025	SPECIALTY CAMPS	11,000.00	1,999.00	1,999.00	9,001.00	18.17
219-751-678.030	SPONSORSHIP FEES - ENRICHMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		93,500.00	19,284.00	19,284.00	74,216.00	20.62
Revenues		93,500.00	19,284.00	19,284.00	74,216.00	20.62
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	14,707.00	0.00	0.00	14,707.00	0.00
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	46,000.00	1,099.15	1,099.15	44,900.85	2.39
219-751-713.000	EMPLOYER SHARE FICA	5,975.00	22.72	22.72	5,952.28	0.38
219-751-740.003	OPER SUPPLIES/T-SHIRTS	1,200.00	0.00	0.00	1,200.00	0.00
219-751-740.029	OPER SUPPLIES/SPECIALTY CAMPS	200.00	0.00	0.00	200.00	0.00
219-751-740.033	OPER SUPP/SUMMER CAMP	2,000.00	0.00	0.00	2,000.00	0.00
219-751-740.042	FIELD TRIPS	11,040.00	0.00	0.00	11,040.00	0.00
219-751-801.017	BACKGROUND CHECKS	200.00	0.00	0.00	200.00	0.00
219-751-957.000	EDUCATION / TRAINING	125.00	0.00	0.00	125.00	0.00
219-751-970.000	CAPITAL OUTLAY EQUIP	12,053.00	0.00	0.00	12,053.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		93,500.00	1,121.87	1,121.87	92,378.13	1.20
Expenditures		93,500.00	1,121.87	1,121.87	92,378.13	1.20
Fund 219 - SUMMER DAY CAMP:						
TOTAL REVENUES		93,500.00	19,284.00	19,284.00	74,216.00	
TOTAL EXPENDITURES		93,500.00	1,121.87	1,121.87	92,378.13	
NET OF REVENUES & EXPENDITURES:		0.00	18,162.13	18,162.13	(18,162.13)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 01/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 01/31/2024	Activity For 01/31/2024	Available Balance 01/31/2024	% Bdgt Used
Fund: 221 TEEN CENTER						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
221-751-649.000	CONCESSION SALES TEEN	6,000.00	374.50	374.50	5,625.50	6.24
221-751-650.005	PROGRAM FEES TEENS	22,000.00	3,060.00	3,060.00	18,940.00	13.91
221-751-650.060	PROGRAM FEES - YOUTH	20,000.00	1,040.00	1,040.00	18,960.00	5.20
221-751-675.010	DONATIONS - TEEN	250.00	5,000.00	5,000.00	(4,750.00)	2,000.00
221-751-675.012	UNITED WAY - TEENS	16,500.00	0.00	0.00	16,500.00	0.00
221-751-675.110	FUNDRAISING	21,000.00	2,712.75	2,712.75	18,287.25	12.92
221-751-678.010	SPONSORSHIPS	15,000.00	150.00	150.00	14,850.00	1.00
221-751-679.100	GRANTS > \$1000	0.00	15,000.00	15,000.00	(15,000.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		100,750.00	27,337.25	27,337.25	73,412.75	27.13
Revenues		100,750.00	27,337.25	27,337.25	73,412.75	27.13
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
221-751-702.026	SAL & WAGES TEEN MANAGERS	48,692.80	3,682.40	3,682.40	45,010.40	7.56
221-751-702.035	SAL & WAGES TEEN COORDINATOR	6,300.00	722.82	722.82	5,577.18	11.47
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	17,381.00	0.00	0.00	17,381.00	0.00
221-751-713.000	EMPLOYER SHARE FICA	4,207.00	324.18	324.18	3,882.82	7.71
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	5,300.00	540.10	540.10	4,759.90	10.19
221-751-714.004	ICMA RETIREMENT	4,869.00	0.00	0.00	4,869.00	0.00
221-751-727.000	OFFICE SUPPLIES	100.00	0.00	0.00	100.00	0.00
221-751-740.015	OPER SUPP/CONCESSIONS	4,500.00	37.98	37.98	4,462.02	0.84
221-751-740.036	OPER SUPPLIES - TEENS	3,500.00	15.92	15.92	3,484.08	0.45
221-751-840.000	DUES & MEMBERSHIPS	330.00	0.00	0.00	330.00	0.00
221-751-860.000	CONFERENCE /TRANSPORTATION	600.00	237.50	237.50	362.50	39.58
221-751-900.000	PRINTING & PUBLISHING	0.00	39.00	39.00	(39.00)	100.00
221-751-970.000	CAPITAL OUTLAY EQUIP	4,970.20	0.00	0.00	4,970.20	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		100,750.00	5,599.90	5,599.90	95,150.10	5.56
Expenditures		100,750.00	5,599.90	5,599.90	95,150.10	5.56
Fund 221 - TEEN CENTER:						
TOTAL REVENUES		100,750.00	27,337.25	27,337.25	73,412.75	
TOTAL EXPENDITURES		100,750.00	5,599.90	5,599.90	95,150.10	
NET OF REVENUES & EXPENDITURES:		0.00	21,737.35	21,737.35	(21,737.35)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,747,282.99	284,927.76	284,927.76	1,462,355.23	
TOTAL EXPENDITURES - ALL FUNDS		1,747,282.99	140,406.70	140,406.70	1,606,876.29	
NET OF REVENUES & EXPENDITURES:		0.00	144,521.06	144,521.06	(144,521.06)	



2024 Facility Closures

New Year's Eve (Observed)	January 1, 2024
New Year's Day (Observed)	January 2, 2024
Memorial Day	May 27, 2024 was (May 25-27)
Independence Day	July 4, 2024 (was July 4-7)
Election	August 6, 2024 (Gym Closed August 5-7)
Annual maintenance shutdown/ Melon Fest	August 12-18, 2024 (was August 15-19)
Labor Day	September 2, 2024
Election	November 5, 2024 (Gym Closed November 4-6)
Thanksgiving	November 28 and 29th, 2024 (was Nov 28-Dec 1)
Christmas	December 24 and 25, 2024 (was Dec 23-25)
New Year's Eve	December 31, 2024
New Year's Day	January 1, 2025

**AGREEMENT TO LEASE
OCEOLA TOWNSHIP COMMUNITY CENTER**

This lease is effective **January 1, 2024**, by the OCEOLA TOWNSHIP BOARD, with offices at 1577 N. Latson Road, Howell, MI 48843 ("Landlord"), and the HOWELL AREA PARKS AND RECREATION AUTHORITY, with offices at 1661 N Latson, Howell, Michigan, 48843, ("Tenant"), upon the following terms and conditions:

1. Description of Premises. Landlord leases to Tenant and Tenant hires from Landlord that area, which is containing the Oceola Township Community Center ("building"), which is located at 1661 N. Latson Road, Howell, MI 48843, for the purposes of this lease ("premises"), located in Oceola Township, in Livingston County, Michigan.
 - a. The front storage room shall be designated to Landlord for its sole use as the "Election's Storage". The Tenant shall have no access to this closet and the closet shall remain locked per the Township Clerk, with access exclusively vested with the Landlord.
2. In this contract where Landlord is written it will refer to the Oceola Township Board.
3. Common Areas. Landlord shall also make available areas and facilities of common benefit to the tenants and occupants of the building, including parking areas, driveways, sidewalks and ramps, service areas, lighting facilities and natural areas ("common areas").
4. Term. This lease shall be for the term of 12 months commencing on January 1, 2024 ("commencement date") and ending on December 31, 2024. Either party may terminate the lease with 90 days written notice.
5. Rental. Tenant shall pay to Landlord per month rent the sum of Two Thousand Dollars (\$2,000.00), payable monthly by the 1st of each month. Any rental amount due from the Tenant to Landlord under this Lease which is not paid within Ten (10) days of its due date shall bear interest at the rate of Six percent (6%) per annum. All rent shall be paid to Landlord at the address set forth above or at any other address that the Landlord designates in writing, without any prior demand by Landlord and without any deduction of offset. **When the tenant holds tournaments or has a full facility rental the profits will be split 50/50 after the expenses incurred by the tenant have been deducted.**
6. Landlord's Operating Expenses. As used in this paragraph, Landlord's operating expenses include the following costs and expenses incurred by Landlord with respect to the land and improvements including the common areas, on which the premises are situated, as approved by the Landlord.
 - a. All property taxes and assessments, including real, general and special;
 - b. Any capital investments or improvements which are made in accordance with generally accepted accounting principles, to repair and replace structural

elements and equipment, including exterior and interior walls, roof and roofing, foundation, glass doors, heating, plumbing, (including the computerized components of mechanical, electrical and engineering systems) sidewalks, parking lots, driveways, and like structural elements and equipment;

- c. Fire safety, including but not limited to: fire extinguishers, smoke alarms, carbon monoxide alarms, sprinkler systems, fire inspections, and AED machines;
- d. Elevator inspections, yearly maintenance, and updates to the elevator;
- e. HVAC heating and cooling units, including damages, problems, yearly maintenance, and inspections;
- f. Lighting that cannot be easily accessed with a basic six (6) foot ladder, or any lighting that requires the use of additional equipment. The Tenant shall be required to inform the Landlord of lighting deficiencies; and
- g. Snow plowing and maintenance of the parking lot surrounding the Ocoola Community Center.

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

- a. Water, sewer, electricity, gas and other sources of power for heating, lighting ventilating, or air conditioning;
- b. Snow removal and plowing including the Community Center parking lot, Community Center entrance/exit drive onto Latson Road, the surrounding drive circling the Community Center building and all sidewalks and door entrances leading into the building;
- c. Landscaping, including grass cutting, grass maintenance, exterior grounds care to leased premises (groomed lawn immediately surrounding the building) and the parking lot;
- d. Lighting that can be easily accessed with a basic six (6) foot ladder;
- e. any cost associated with maintenance and keeping in good condition and repair (but not replacement) exterior windows, doors, heating and air conditioning equipment, and the electrical and plumbing systems;
- f. Janitorial services to maintain the premises in a neat and clean condition; and

- g. If the Tenant desires to utilize the Landlord's flooring stored on the Leased Premises, the following conditions apply:
 - i. Tenant must give the Landlord at least 72 hours notice of their intended use;
 - ii. The Tenant assumes all responsibility for the flooring while it is being utilized by the Tenant. The Tenant shall immediately inform the Landlord of any damaged flooring while utilized by the Tenant and shall repair or replace any damaged flooring to the Landlord's satisfaction within 15 days of the damage.
 - iii. There shall be no charge for the use of the vinyl flooring if the Tenant is the main event holder and does not exceed 4 uses in a 12 month period.
 - iv. If the Tenant is hosting an event for outside vendors or exceeds the allotted uses in 12 months, Landlord shall be paid a usage fee for the vinyl flooring.
 - h. Repair or replacement occasioned by the negligence or willful act of Tenant or its agent, employees, invitees, or licensees.
8. Use. Tenant shall use and occupy the premises as a Community Center and for no other purpose without the prior written consent of Landlord. Tenant shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule or regulation adopted or imposed by any federal, state, county or municipal body or other governmental agency. Tenant shall not deface or injure the premises or the building, permit anything to be done on the premises tending to create a nuisance or to disturb other tenants in the building, or permit any activity in the premises that will result in an increase of any insurance premium on the premises or the building.
- a. Tenant shall not commit or suffer to be committed any waste upon the Premises or any nuisance or other act or thing which may disturb the quiet enjoyment of any Tenant in the building and development site. If Tenant shall violate any municipal nuisance ordinance or law, it shall immediately cure same, to the satisfaction of the municipality and Landlord and pay any tickets, fines, restitution and any costs associated with said violation, including reasonable attorney's fees, whether due in the name of Tenant or Landlord.
 - b. Tenant agrees that it will not directly or indirectly, cause, suffer or permit any hazardous or toxic material, substance, vapor, or waste to be brought to, delivered to, stored in or on, discharged from or to, or disposed of in, on or under, the Site, for any reason whatsoever, in contravention of any applicable Environmental Laws. "Hazardous or Toxic Waste" means any hazardous or toxic material, substance, vapor or waste which is defined by those or similar terms or is regulated as such under any Environmental Laws. "Environmental Laws" is defined as any statute,

law, ordinance, rule or regulation of any local, county, state or federal authority having jurisdiction over the leased premises in which it is located.

- c. Should Tenant directly or indirectly, cause, suffer or permit any hazardous or toxic material, substance, vapor or waste to be brought of, delivered to, stored in or on, discharged from or to, disposed of in, on or under the leased premises, in contravention of any applicable Environmental Laws, Tenant must promptly (A) notify Landlord of the existence of any discharge of Hazardous Materials, and (B) notify the appropriate governmental authorities and comply and cause the premises to comply with all Environmental Laws, and (C) take all required and recommended remedial actions as set forth by said authorities and pay for any cost or claims for same levied or charged against Tenant or Landlord, and (D) defend, indemnify and hold the Landlord harmless from any and all claims, expenses, liability, loss or damage resulting from any Hazardous Material that exists or existed, or is or was discharged due to acts of neglect of Tenant, its agents, employees, contractors, invitee, vendors or guests.

Tenant's obligations and liabilities as set forth above, and additionally as provided for under the law, shall survive the expiration of this Lease.

9. Taxes. Landlord shall pay all taxes and special assessments levied against the land and improvements on and in which the premises are situated. Tenant shall pay all applicable personal property taxes assessed against any personal property owned by Tenant on the premises, when due and before the same become delinquent and shall, upon demand, exhibit receipts for such taxes to Landlord.
10. Assignment and Subletting. Tenant agrees not to sell, assign, mortgage, pledge, or in any manner transfer this lease or sublet the premises or any portion of the premises without Landlord's prior written consent. The Tenant shall be able to rent rooms at the facility for activities associated with the use as a Community Center. It shall also make available the facility for occasional usage by the Oceola Township for official business such as elections.
11. Insurance. Landlord shall insure the building, including the premises and the common areas, against loss or damage under a policy or fire or extended coverage insurance in amounts that Landlord deems appropriate.

Tenant shall at its own cost and expense, obtain and keep in force a policy or policies of public liability insurance with an insurance company approved by Landlord, with liability coverage of not less than \$2,000,000.00 for injury or death to any one person, \$5,000,000.00 for injury or death to more than one person, and \$300,000.00 for damage to property. In addition, the Tenant shall name the Landlord as an additional insured with respect to liability for these premises on Tenant's insurance policy.

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

12. Acceptance of Premises. The use by the Tenant of the building as a Community Center shall constitute an acknowledgement by the Tenant that the premises are then in acceptable condition.

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

If, during the term of this lease, the premises or the building are partially or totally destroyed by fire or other casualty, Landlord shall have the right to terminate this lease by giving Tenant written notice of its election to do so within 15 days after the date on which the damage occurs. Upon the giving of the notice, the lease shall terminate as of the date on which the damage occurred. If the notice by Landlord is not given, this lease shall continue and Landlord shall cause the premises or the building to be repaired or restored with due diligence.

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

15. Signs. Landlord reserves the right to require uniform signs. No sign or other advertising or lettering shall be placed on the exterior walls of the building or on any windows or doors of the premises without Landlord's prior consent. All signs shall conform to Ocoala Township's sign ordinance.

16. Remedies and Default.

If Tenant does any of the following:

- a. defaults in paying any sums to Landlord when due, including rents and does not cure the default within 10 days;

- b. defaults in performing any other covenant or condition of the lease and does not cure the other default within 30 days after written notice from Landlord specifying the default; or
- c. is adjudicated a bankrupt or makes any assignment for the benefit of creditors;

then Landlord may,

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

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

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

- a. Landlord shall have the right to hold elections beginning the Sunday before each election at 8:00 a.m. until the Wednesday following the election at 12:00 p.m. as temporarily indicated below:
 - i. Landlord shall have exclusive use of the front large conference room from 8:00 a.m. on Sunday until 12:00 p.m. (noon) on Sunday before the election and again on the Wednesday following the election from 8:00 a.m. until 12:00 p.m. (noon).

- ii. Landlord shall also have the exclusive use of the gymnasium from 8:00 a.m. on Sunday until the Wednesday after the election at 12:00 p.m. (noon), and the election flooring is removed from the gymnasium floor.
- iii. Tenant shall have use of the remaining rental premises, including the walking paths, considering that high foot and vehicle traffic is expected by the Landlord on Election Day, Tuesday, from 7:00 a.m. until 8:00 p.m.
- iv. Tenant agrees to designate a proper space for storing the election flooring and racks and to install the flooring required for elections after hours on Saturday, but before 8:00 a.m. the Sunday preceding the election and to remove the flooring after 12:00 p.m. the Wednesday following the election. The Tenant will be compensated at the rate of \$25.00 per person per hour.
- v. This temporary schedule is for the 2024 Election year.

18. Rules and Regulations. Landlord reserves the right to adopt from time to time rules and regulations for the operation of the building that are customary for buildings of this character and are not inconsistent with the provisions of this lease. Tenant and its agents, employees, invitees and licensees shall comply with all rules and regulations.
19. Waiver. Landlord's failure to insist on a strict performance of any of the terms, covenants, or conditions of this lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants, and conditions in this lease.
20. Amendments. This lease may not be changed, modified, or discharged orally. No Amendments to this Lease or any provision hereof shall be effective unless the same be in writing and signed by the parties hereto.
21. Notices. All notices required under this lease shall be in writing and shall be deemed to be given if either delivered personally or mailed by certified or registered mail to Landlord or to Tenant at their respective addresses set forth in this lease or to any other address that either party furnishes in writing during the term of this lease.
22. Quiet Enjoyment. Landlord covenants and agrees with Tenant, upon Tenant's paying the rent and observing and performing all the terms, covenants, and conditions on Tenant's part to be performed and observed, Tenant may peaceably and quietly hold, occupy, possess, and enjoy the premises for the full term of this lease.
23. Changes by Landlord. Landlord reserves the absolute right at any time and from time to time to make changes or revisions in the buildings, parking lots, signs, landscaping, and rearrangement of the improvements, provided that the changes do not materially alter the use of the premises.

24. Holding Over. If Tenant remains in possession of the premises after the expiration or termination of the lease and without signing a new lease, it shall be deemed to be occupying the premises as a tenant from month-to-month subject to all the conditions, provisions and obligations of this lease in so far as it can be applicable to a month-to month tenancy, cancelable by either party upon seven days written notice to the other.
25. Recording. Tenant shall not record this lease without the written consent of Landlord; however, upon the request of either party, the other party shall join in signing a memorandum or so-called “short form” of this lease for the purpose or recordation. The memorandum or short form of this lease shall describe the parties, the premises, and the term of this lease, and shall incorporate this lease by reference.
26. Captions and Headings. The captions and headings used in this lease are intended only for convenience and are not to be used in construing this lease.
27. Applicable Law. This lease shall be construed under the laws of the State of Michigan. If any provision of this lease or portions of this lease or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this lease shall not be affected, and each provision of this lease shall be valid and enforceable to the fullest extent permitted by law.
28. No Partnership. Any intention to create a joint venture or partnership between the parties is expressly disclaimed.
29. Recovery by Tenant. Tenant agrees to look solely to the interest of Landlord in the land and improvements on which the premises are situated to satisfy any judgment against Landlord as a result of any breach by Landlord of its obligations under this lease. No other property of Landlord or any partners shall be subject to levy or execution as a result of any claim by Tenant against Landlord arising out of the relationship created by this lease.
30. Estoppel Agreement. At the request of Landlord, Tenant shall within 10 days, deliver to Landlord, or anyone designated by Landlord, a certificate stating the commencement date and the term and certifying, as of that date, the date to which rent, additional rent, and other charges under this lease are paid, that this lease is unmodified and in full force, and that Landlord is not in default under any provision of this lease or, if the lease is modified or if Landlord is in default, stating the modification or nature of the default and the amount of any claims.
31. Effective Date. Landlord and Tenant have signed this lease, and it shall be effective on the date listed at the beginning of this agreement.

OCEOLA TOWNSHIP BOARD

LANDLORD:

By: _____

Sean P. Dunleavy

Its: Supervisor

By: _____

Jaime Clay

Its: Clerk

HOWELL AREA PARKS &

RECREATION AUTHORITY

TENANT:

By: _____

Diana Lowe

Its: Chairman

By: _____

Tim Church

Its: Director

1. **Community Well-being:**
 - Highlight the positive impact of recreational facilities on community health and well-being.
 - Discuss the physical and mental health benefits associated with regular physical activity.
2. **Quality of Life:**
 - Emphasize the role of recreational spaces in enhancing the overall quality of life for residents.
 - Showcase how well-maintained parks, trails, and sports facilities contribute to a vibrant and attractive community.
3. **Economic Benefits:**
 - Point out the potential economic advantages, such as increased property values in areas with well-maintained recreational spaces.
 - Discuss the positive impact on local businesses, especially those catering to recreational activities.
4. **Youth Development:**
 - Stress the importance of providing recreational opportunities for youth development.
 - Discuss the positive influence of sports, arts, and other recreational activities on character building, teamwork, and leadership skills.
5. **Community Cohesion:**
 - Explain how recreational spaces serve as gathering points, fostering community interaction and cohesion.
 - Highlight the potential for community events, festivals, and sports competitions to bring residents together.
6. **Environmental Stewardship:**
 - Discuss any plans for environmentally sustainable practices in the development or maintenance of recreational areas.
 - Emphasize the importance of preserving green spaces for ecological balance and biodiversity.
7. **Infrastructure Improvement:**
 - Address any concerns about the current state of recreational facilities and how the millage will contribute to their improvement.
 - Provide specific examples of planned upgrades and developments.
8. **Public Input and Transparency:**
 - Emphasize the transparent and inclusive nature of the decision-making process.
 - Highlight opportunities for public input and involvement in shaping the priorities for recreational projects.
9. **Alternative Funding Sources:**

- Address concerns about tax increases by exploring alternative funding sources or cost-saving measures.
- Showcase the potential long-term benefits that outweigh the initial investment.

10. **Success Stories:**

- Share success stories or case studies from other communities that have implemented similar millages, emphasizing positive outcomes and community satisfaction.

HOWELL AREA PARKS AND RECREATION AUTHORITY MILLAGE PROPOSAL

AUGUST 6, 2024 ELECTION

Shall the limitation on the amount of taxes which maybe levied against all taxable real and personal property in the City of Howell, and the portions of Genoa Township, Howell Township, Marion Township and Oceola Township which are contained in the Howell Public School District, Livingston County be increased by of 0.5 mill (\$0.50 per \$1,000 of taxable value) for a period of five (5) years, beginning [Start Date], and ending [End Date], for the purpose of funding improvements to public parks, recreation facilities, centers, programs, operations, maintenance and such other related purposes as authorized by Section 5 and Section 11 of the Act 321 of 2000, as amended, that being MCL 123.1135 and 123.1141, which millage, if approved and levied, will raise in the first year of levy an estimated \$XXXX

YES

NO

This millage will generate estimated revenues of approximately \$[Estimated Revenue] in the first year of levy. The funds raised from this millage will be dedicated solely to the enhancement and maintenance of public parks, recreation facilities, centers, and programs within the Howell Area Parks and Recreation Authority jurisdiction.

If approved, this millage will commence on [Start Date] and conclude on [End Date], providing essential financial support to enhance the quality of recreational amenities and maintain operational standards for the community.

Voting "YES" approves the levy of the millage.

Voting "NO" rejects the levy of the millage.

This proposal is presented by the Howell Area Parks and Recreation Authority

Weeks 1-2: Pre-Campaign Planning

- Identify campaign goals and objectives.
- Develop a budget and allocate resources.
- Conduct a SWOT analysis to understand strengths, weaknesses, opportunities, and threats.
- Formulate key messages and target audience personas.
- Establish a campaign timeline and milestones.

Weeks 3-4: Stakeholder Engagement

- Identify and engage key stakeholders, including local community leaders, influencers, and businesses.
- Develop partnerships with local media outlets for coverage and support.
- Create a communication plan for internal staff to ensure everyone is aligned with the campaign messaging.

Weeks 5-6: Branding and Collateral Development

- Design campaign branding and logo.
- Create promotional materials, including brochures, flyers, banners, and social media graphics.
- Develop a campaign website with information about the millage and its impact.

Weeks 7-8: Digital Marketing Launch

- Launch social media channels dedicated to the campaign (Facebook, Twitter, Instagram).
- Implement a targeted online advertising strategy.
- Start a weekly blog or newsletter series highlighting the benefits of the millage.

Weeks 9-10: Community Events and Outreach

- Plan and host community events to raise awareness.
- Organize town hall meetings or virtual webinars to address questions and concerns.
- Conduct door-to-door canvassing to engage directly with residents.

Weeks 11-12: Media Blitz

- Coordinate with local media outlets for interviews, articles, and features.
- Send out press releases regularly.
- Leverage radio and television interviews to reach a broader audience.

Weeks 13-14: Get-Out-The-Vote (GOTV) Campaign

- Mobilize volunteers for GOTV efforts.
- Implement phone banking and text messaging campaigns.
- Distribute yard signs and promotional materials.

Week 15: Final Push and Election Day

- Launch a final week push on social media.
- Encourage supporters to share their commitment to vote on social media.
- Monitor election day activities and engage in last-minute outreach.

Post-Election: Thank You and Assessment

- Send out thank-you messages to supporters and volunteers.
- Evaluate the campaign's success against set goals.
- Conduct a post-campaign analysis to identify areas for improvement.