



**Howell Area Parks & Recreation Authority  
Regular Meeting  
Oceola Community Center  
Tuesday, March 19, 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. Regular Board Meeting Minutes dated Tuesday, February 20, 2024
2. Check Register Report Ending February 29, 2024
3. Bank Statements Ending February 29, 2024
4. Financial Reports Ending February 29, 2024

Approval- Regular Agenda

5. Discussion/Approval item- Resolution 24-2 Ballot Language for the HAPRA Millage
6. Discussion/Approval item – Recreation Master Plan
7. Events and Programs Report
  - a. Upcoming events & programs
    - i. Dragon Quest
    - ii. Volleyball
  - b. Sponsorship & marketing updates
8. Preventive Maintenance Report
9. Directors Report
  - a. Proclamation for July is Parks and Rec month
  - b. Meeting w/ Commissioners
  - c. Update of Community Captains

10. 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:

11. Old Business

12. New Business

13. Next Meeting: April 16, 2024 @ 6:30pm Oceola Community Center

14. Adjournment



**Howell Area Parks & Recreation Authority**  
Oceola Community Center

Regular Board Meeting Minutes

February 20, 2024

**Call to Order**

Chair Diana Lowe called the meeting to order at 6:30 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, Nikki Wattles, Andrew Wittbrodt, Kevin Troshak, Kyle Tokan, Jordan Hilbrecht

**Public:** Non Present

**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**

Secretary Nikolas Hertrich made a motion to approve the consent agenda with a requested modification of changing Item #14, the next meeting date from February 20, 2024 @ 7 pm to March 19, 2024 @ 6:30 pm. Motion supported by Treasurer Tammy Beal. **Motion carried 5 – 0.**

**Discussion/Approval – Facility Closure Changes**

Director Church provided an updated list of 2024 facility closure dates. Changes made from the previously approved schedule were related to providing patrons with greater opportunities on Sundays and alignment

with annual maintenance such as crack sealing. A motion to approve the updated 2024 Dates of Facility Closures was made by Treasurer Tammy Beal and supported by Vice Chair Terry Philibeck. **Motion carried 5 – 0.**

### **Discussion/Approval – Oceola Community Center Lease Agreement**

Director Church indicated that the proposed Agreement to lease the Oceola Township Community Center is the same as those approved in previous years, no changes have been made. A motion to approve the Agreement to Lease Oceola Township Community Center was made by Secretary Nikolas Hertrich and supported by Treasurer Tammy Beal. **Motion carried 5 – 0.**

### **Events and Programs Report**

#### **A. Upcoming Event & Programs:**

- i. Sweetheart Dance Recap: Jordan Hilbrecht informed the Board the Sweet Heart Dances sold out three of the six nights. The Family Dance had 100 attendees out of a possible maximum of 150, this is the highest participation to date. Next year's events have been booked and will occur throughout the week

The Dragon Quest Egg Hunt is scheduled for Sunday, April 7, 2024, from 11:00 am to 2:00 pm. Event will occur at the Oceola Soccer complex and is a different approach to the traditional Easter Egg Hunt.

A String Art Program is being introduced by Andrew Wittbrodt. Projects that will be offered include the Michigan Mitten, a Trio of Cacti, patriotic themed patterns, and various landscaping scenes.

A Corn Hole League will be starting soon. League will run for five weeks with the sixth week being a tournament.

- ii. Summer Camp: Kevin Troshak shared with the Board that Summer Camp registration, which was done all in person, sold out in 10 minutes. There is a wait list in case of openings. An additional week of camp capped at 30 participants is set for Melon Fest week.
- iii. Spring Soccer: Nikki Wattles notified the Board that Spring Soccer had sold out with 625 registrants. Including the wait list 824 individuals have registered. Capacity is limited by the number of coaches. April 8<sup>th</sup> is first practice with the first game on April 20<sup>th</sup>.

Women volleyball will be starting soon.

- iv. GRIT – Lineman Camp: Football camp with a lineman and defense focus began on February 17<sup>th</sup>. It is an 8 week program that costs \$40.00. Program has received lots of support and future events covering other areas of focus will be planned.

**B. Sponsorship & Marketing Updates:**

- i. Oceola Township Marketing Agreement: Oceola Township is looking to update their webpage and have entered into a Memorandum of Understanding (MOU) with HAPRA to hire Chris Techentin at an hourly rate. Hiring of Chris for this service is a great opportunity to create revenue in a department that does not generate much.

The van for the Rec on the Go Program is being wrapped by First Impression Printing and the cost is being covered by a sponsorship. A ribbon cutting will be held in March with a date to be announced.

**Preventative Maintenance Report:**

HAPRA is looking to enter into a Memorandum of Understanding with Genoa Township for facility services. The agreement has the support of Township Supervisor Bill Rogers. MOU will be similar in structure to the marketing agreement but will allow flexibility at \$1,000.00/month and an allowance for additional work if needed at an hourly rate. If agreement is successful will look to enter into similar partnerships with other townships.

**Directors Report**

- a. Audit Update: Audit is complete and findings were good, the report will be finalized soon.
- b. Recreation Master Plan: Spicer's Group has been contacted regarding the creation of a Recreation Master Plan. A Recreation Master Plan was proposed during the period of financial struggles however it was not approved and has not been brought back since. Estimated cost is between \$30,000.00 and \$33,000.00 but will help support the millage. The cost to complete could be divided up amongst HAPRA participating communities that do not currently have a plan.
- c. Millage Update: A meeting was had earlier today regarding setting up the banking needed to raise funds. In Oceola Township, it is estimated that if the millage passes it will cost the average house \$75.00. The ballot language will be brought to the Board in March for Approval, this is two months earlier than needed. To help get the message out Director Church asked each member to identify five individuals and one business to be advocates for the millage. Director Church and Township Supervisor Dunleavy will be looking to schedule meetings with the County Commissioners to discuss the proposal in detail, town halls to occur in late spring/early summer. Attorney Gormley is looking into potential legislation changes regarding Recreation Authorities.

- d. Reading Trail: HAPRA was contacted by Great Start Livingston concerning putting in a reading walking trail at the Oceola Township Hall. Costs associated with the reading trail are fully funded by Great Start Livingston, all that is needed is Oceola Township to provide 16 locations for the reading stations.

### **Board Member Reports**

Secretary Nikolas Hertrich shared with the Board agenda items from the January 22, 2024, February 5, 2024, and February 12, 2024, Howell City Council Meetings which included approval of various civic events and board appointments, the adoption of budget amendments, MDOT Non-Motorized Crossing Improvements, and notice that the City was not selected for the SPARK Grant which would have covered Bennett Center improvements.

Vice Chair Terry Philibeck informed the Board of various improvements that will be made at the Oceola Community Center which include addressing issues with the elevator, fixing erratic light behavior, polishing of the cement at the front door, replacing the light panel on the front sign, and sound proofing the entrance.

Treasurer Chair Tammy Beal shared with the Board Spicer Group is soliciting bids for the walking trail. The walking trail will be composed of a 1 mile and a 1 kilometer loop, bid opening will be in April.

Chair Diana Lowe did not have an update to provide.

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

### **Old Business**

Secretary Nikolas Hertrich asked if the document order on the HAPRA webpage could be switched so that recent items are at the top and older material is at the bottom. Director Church did not think this would be a problem and would follow up with Chris Techentin to make changes.

### **New Business**

None

### **Next Meeting**

Regularly Scheduled HAPRA Meeting - Tuesday, March 19th, 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 7:22pm. **Motion carried 5-0**

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Approved

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Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

DRAFT

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## HOWELL AREA PARKS & RECREATION AUTHORITY

MEMBER ID: 110099341

1661 N LATSON RD  
HOWELL MI 48843-9007

### Statement Period

February 01, 2024 to February 29, 2024

### Account Balances at a Glance

Total Savings **\$5,088.67**

### Commercial Membership Savings

Account Number: 10006221590

#### Summary

<b>Beginning Balance (02/01)</b>	<b>\$5,088.47</b>
Deposits & Additions	\$0.00
Withdrawals	\$0.00
Interest	\$0.20

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<b>Ending Balance (02/29)</b>	<b>\$5,088.67</b>
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#### Additional

Average Daily Balance	\$5,088.47
Annual % Yield Earned This Period	0.05%
Interest Paid Year-to-Date	\$0.42

### Transactions

DATE	DESCRIPTION	AMOUNT	BALANCE
2/1/2024	<b>Beginning Balance</b>		<b>\$5,088.47</b>
2/29/2024	Credit Interest/Dividend	\$0.20	\$5,088.67
2/29/2024	<b>Ending Balance</b>		<b>\$5,088.67</b>



*BOAA  
Feb 2024*

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

Stay Secure!

Watch out for people pretending to be Bank of Ann Arbor employees.  
 We will never ask you to transfer money to anyone, including yourself.  
 When in doubt, call your branch.

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

DOCUMENTS-DEBITS: 77 CREDITS: 0 LAST STATEMENT 01/31/24 185,934.13  
 AVG AVAILABLE BALANCE 224,264.57 107 CREDITS 234,136.56  
 83 DEBITS 239,323.40  
 THIS STATEMENT 02/29/24 180,747.29  
 TOTAL DAYS IN STATEMENT PERIOD 02/01/24 THROUGH 02/29/24: 29

DEPOSITS					
REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	02/01	132.00		02/15	158.00
	02/08	149.00		02/15	160.00
	02/08	162.00		02/15	179.00
	02/08	179.00		02/15	545.00
	02/08	217.00		02/15	5,073.05
	02/08	478.00		02/22	164.00
	02/08	26,133.29		02/22	184.00
	02/15	36.00		02/22	240.00
				02/22	289.00
				02/22	404.00
				02/22	17,276.00
				02/26	70.00
				02/26	288.00
				02/26	6,593.50

OTHER CREDITS					
DESCRIPTION				DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/01	78.00
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/01	260.00
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/01	913.00
TIVITY HEALTH 13124 CLUB	25959752			02/01	3,370.90
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/02	5,062.00
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/02	59,020.50
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/05	119.00
GLOBAL PAYMENTS GLOBAL DEP	8788240022289			02/05	372.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/05	829.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/05	949.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/05	1,884.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/05	1,977.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/05	2,919.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/05	3,544.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/06	186.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/06	275.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/07	335.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/07	349.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/07	867.00
PAYOUT RunSignUp TRN*1*TX39039987500XT**3S7Z8P61V08UZQQM\RM R*IK*TX390	02/07	915.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/08	210.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/08	1,278.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/08	5,083.00
111368525 Transfer from STATEMENT SAVINGS - 95076204 ON 2/08 AT 14:42	02/08	40,000.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/09	596.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/09	880.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/09	2,085.50
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	35.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	140.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	149.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	350.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	434.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	844.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	1,035.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	1,130.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/12	2,685.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/13	575.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/13	575.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/13	985.00
PAYOUT RunSignUp TRN*1*TX39181588900XT**3S7Z8P61XS9BSF9T\RM R*IK*TX391	02/14	30.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/14	245.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/14	453.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/14	1,925.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/15	265.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/15	2,132.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/16	811.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/16	2,005.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/16	5,532.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	90.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	119.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	130.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	180.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	273.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	299.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	325.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	335.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	422.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	630.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	1,013.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/20	1,495.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/21	190.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/21	220.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/21	1,070.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/22	112.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/22	875.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/23	90.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/23	254.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/23	1,432.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	119.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	125.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	550.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	580.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	715.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/26	3,091.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/27	347.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/27	440.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/27	525.00
PAYOUT RunSignUp TRN*1*TX39466615400XT**3S5U2X623CB72GAO\RM R*IK*TX394	02/28	65.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/28	139.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/28	260.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/28	1,181.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/29	74.00
INTEREST	02/29	213.82
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	02/29	346.00

CHECKS

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
15329 02/27 480.00	15346*02/06 1,187.50	15374 02/06 1,909.98
15330*02/27 250.00	15361*02/02 100.00	15375*02/02 1,740.83
15333*02/20 100.00	15363*02/13 21.99	15379 02/01 100.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

CHECKS								
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
15380*	02/05	60.00	15408	02/05	60.00	15433	02/20	55.50
15384	02/07	315.00	15409	02/08	650.00	15434	02/22	180.00
15385	02/08	1,547.13	15410	02/08	78.00	15435	02/12	80.00
15386	02/08	22.50	15411	02/02	120.00	15436	02/22	1,346.00
15387	02/09	100.00	15412	02/12	45.00	15437	02/27	393.72
15388	02/06	268.95	15413	02/08	160.00	15438	02/21	40.00
15389*	02/06	911.16	15414	02/15	20.00	15439	02/27	275.17
15391	02/05	4,595.36	15415	02/21	1,100.00	15440	02/26	280.63
15392	02/06	45.00	15416	02/27	260.00	15441	02/27	2,177.91
15393	02/06	100.00	15417*	02/26	17,561.75	15442	02/23	3,060.00
15394*	02/09	6,964.05	15420	02/13	548.46	15443*	02/23	3,071.65
15396	02/08	497.54	15421	02/20	100.00	15446	02/22	250.00
15397	02/06	669.90	15422	02/12	273.00	15447	02/21	80.00
15398	02/05	5,217.25	15423	02/12	95.00	15448	02/26	360.48
15399	02/06	4,000.00	15424	02/13	120.00	15449	02/28	3,600.60
15400	02/06	422.00	15425	02/13	1,260.00	15450*	02/28	1,628.09
15401	02/12	1,046.07	15426	02/23	37.98	15453	02/28	4,546.65
15402	02/21	120.00	15427	02/13	80.25	15454	02/27	77.07
15403	02/14	2,916.00	15428	02/15	1,215.59	15455	02/29	2,916.00
15404	02/01	440.00	15429	02/12	169.41	15456*	02/22	295.00
15405	02/06	2,472.40	15430	02/08	137.78	15458*	02/26	675.00
15406	02/07	56.37	15431	02/09	220.00	15464	02/27	3,330.55
15407	02/07	1,695.30	15432	02/21	120.00			

(\*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS			
DESCRIPTION	DATE	AMOUNT	
GLOBAL PAYMENTS GLOBAL STL 8788240022289	02/02	3,275.76	
REDEPOSITED ITEM CHARGE	02/07	6.00	
111378037 Transfer to SAVINGS 95076204 ON 2/08 AT 14:43	02/08	80,000.00	
PAYCHEX EIB INVOICE X06220300000707	02/14	30,701.51	
PAYCHEX-OAB INVOICE 06301300028893X	02/20	166.60	
PAYCHEX EIB INVOICE X06388100000283	02/28	31,649.01	

INTEREST			
AVERAGE LEDGER BALANCE:	225,384.22	INTEREST EARNED:	213.82
AVERAGE AVAILABLE BALANCE:	224,264.57	DAYS IN PERIOD:02/01/24-02/29/24:	29
INTEREST PAID THIS PERIOD:	213.82	ANNUAL PERCENTAGE YIELD EARNED:	1.21%
INTEREST PAID 2024:	361.16		
INTEREST PAID 2023:	1,723.75		

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

DAILY BALANCE

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
02/01	190,148.03	02/12	232,689.08	02/22	239,871.23
02/02	248,993.94	02/13	232,793.38	02/23	235,477.60
02/05	251,654.33	02/14	201,828.87	02/26	228,741.24
02/06	240,128.44	02/15	209,141.33	02/27	222,808.82
02/07	240,521.77	02/16	217,489.33	02/28	183,029.47
02/08	231,318.11	02/20	222,378.23	02/29	180,747.29
02/09	227,595.56	02/21	222,398.23		

MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

DOCUMENTS-DEBITS:	0	CREDITS:	0	LAST STATEMENT 01/31/24	82,944.75
AVG AVAILABLE BALANCE		82,944.75		1 CREDITS	36.25
				DEBITS	.00
				THIS STATEMENT 02/29/24	82,981.00
TOTAL DAYS IN STATEMENT PERIOD 02/01/24 THROUGH 02/29/24:					29

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
INTEREST	02/29	36.25

I N T E R E S T

AVERAGE LEDGER BALANCE:	82,944.75	INTEREST EARNED:	36.25
AVERAGE AVAILABLE BALANCE:	82,944.75	DAYS IN PERIOD:02/01/24-02/29/24:	29
INTEREST PAID THIS PERIOD:	36.25	ANNUAL PERCENTAGE YIELD EARNED:	.55%
INTEREST PAID 2024:	65.43		
INTEREST PAID 2023:	274.35		

DAILY BALANCE

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
02/29	82,981.00				

STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

Stay Secure!  
 Watch out for people pretending to be Bank of Ann Arbor employees.  
 We will never ask you to transfer money to anyone, including yourself.  
 When in doubt, call your branch.

DESCRIPTION DEBITS CREDITS DATE BALANCE

BALANCE LAST STATEMENT			01/31/24	100,918.88
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HOWELL AREA PARKS AND

STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
111378037 Transfer from COMMUNITY INTEREST A 205138 ON 2/08 AT 14:43		80,000.00	02/08/24	180,918.88
111368525 Transfer to CHECKING 205138 ON 2/08 AT 14:42	40,000.00		02/08/24	140,918.88
INTEREST		125.15	02/29/24	141,044.03
BALANCE THIS STATEMENT .....			02/29/24	141,044.03

TOTAL DAYS IN STATEMENT PERIOD 02/01/24 THROUGH 02/29/24: 29

TOTAL CREDITS (2) 80,125.15  
 TOTAL DEBITS (1) 40,000.00

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

AVERAGE LEDGER BALANCE:	131,263.70	INTEREST EARNED:	125.15
INTEREST PAID THIS PERIOD:	125.15	DAYS IN PERIOD:02/01/24-02/29/24:	29
INTEREST PAID 2024:	234.52	ANNUAL PERCENTAGE YIELD EARNED:	1.21%
INTEREST PAID 2023:	632.00		

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgtd Used
<b>Fund: 208 PARKS &amp; REC AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
208-751-587.001	PK/RC MARION TWP PARTICIPATION	124,500.00	31,125.00	0.00	93,375.00	25.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	124,500.00	31,125.00	0.00	93,375.00	25.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	124,500.00	31,125.00	0.00	93,375.00	25.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	124,500.00	31,125.00	0.00	93,375.00	25.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	124,500.00	31,125.00	0.00	93,375.00	25.00
208-751-650.106	FACILITY MEMBERSHIPS	130,000.00	27,174.00	12,279.00	102,826.00	20.90
208-751-651.022	OCEOLA BLDG RENTAL FEES	75,000.00	4,970.00	1,440.00	70,030.00	6.63
208-751-651.026	GYMANASIUM RENTALS	35,000.00	6,817.20	2,464.20	28,182.80	19.48
208-751-665.000	INVESTMENT INTEREST	1,800.00	661.53	375.42	1,138.47	36.75
208-751-671.002	MISC REVENUES	500.00	2,240.25	2,151.25	(1,740.25)	448.05
208-751-675.074	DOG PARK SALES - FOBS	9,000.00	1,720.00	1,320.00	7,280.00	19.11
208-751-678.010	SPONSORSHIP FEES	15,000.00	1,350.00	1,350.00	13,650.00	9.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		888,800.00	200,557.98	21,379.87	688,242.02	22.57
Revenues		888,800.00	200,557.98	21,379.87	688,242.02	22.57
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
208-751-702.001	SAL & WAGES DIRECTOR	72,691.56	13,938.64	8,428.02	58,752.92	19.18
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	51,815.90	9,604.69	6,193.53	42,211.21	18.54
208-751-702.004	SAL & WAGES - OPERATIONS MGR	24,996.40	10,011.03	6,066.23	14,985.37	40.05
208-751-702.024	SAL & WAGES -MARKETING	24,745.60	8,967.20	5,416.80	15,778.40	36.24
208-751-702.030	SAL & WAGES FRONT OFFICE	87,000.00	18,059.27	11,670.83	68,940.73	20.76
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	84,000.00	19,590.00	13,397.00	64,410.00	23.32
208-751-713.000	EMPLOYER SHARE FICA	30,116.05	5,797.53	3,690.69	24,318.52	19.25
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	14,000.00	1,451.66	754.05	12,548.34	10.37
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	427.60	227.74	1,072.40	28.51
208-751-730.000	POSTAGE	1,500.00	98.85	98.85	1,401.15	6.59
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	127.14	57.85	1,372.86	8.48
208-751-740.023	OPERATING SUPPLIES - DOG PARK	2,200.00	(74.97)	0.00	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	564.99	338.69	2,435.01	18.83
208-751-801.000	PROFESSIONAL SERVICES	50,000.00	7,118.64	4,402.69	42,881.36	14.24
208-751-804.000	CONTRACTUAL SERVICES	15,000.00	7,260.00	0.00	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	1,467.80	553.66	9,532.20	13.34
208-751-850.008	COMMUNICATION - INTERNET & CABLE	19,800.00	3,091.80	1,545.90	16,708.20	15.62
208-751-860.000	TRAVEL	7,000.00	1,593.70	178.70	5,406.30	22.77
208-751-900.000	MARKETING, PRINTING & PUBLISHING	10,000.00	830.31	782.41	9,169.69	8.30
208-751-910.000	INSURANCE	45,000.00	7,201.20	3,600.60	37,798.80	16.00
208-751-920.000	UTILITIES - ELECTRICITY	7,300.00	1,190.44	641.98	6,109.56	16.31
208-751-920.001	UTILITIES - GAS	8,000.00	1,726.70	815.54	6,273.30	21.58
208-751-920.002	UTILITIES - WAT / SEW	2,300.00	280.63	0.00	2,019.37	12.20
208-751-920.003	UTILITIES - RUBBISH	960.00	226.89	75.63	733.11	23.63
208-751-920.012	UTILITIES - ELEC/OCEOLA	50,000.00	9,142.01	4,546.65	40,857.99	18.28
208-751-920.013	UTILITIES - GAS/OCEOLA	12,500.00	2,177.91	0.00	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	205.47	68.49	694.53	22.83

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 208 PARKS &amp; REC AUTHORITY</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
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	460.70	435.46	539.30	46.07
208-751-930.014	GROUNDS MAINTENANCE OCEOLA	45,000.00	19,514.50	1,952.75	25,485.50	43.37
208-751-931.000	BLDG R&M BENNETT	8,000.00	1,495.28	660.38	6,504.72	18.69
208-751-931.014	BLDG R &M OCEOLA	12,000.00	3,629.41	2,164.80	8,370.59	30.25
208-751-940.000	EQUIPMENT RENTAL	40,000.00	10,341.16	3,215.59	29,658.84	25.85
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	318.25	318.25	181.75	63.65
208-751-956.003	BANK CHARGES & FEES	28,000.00	5,711.42	3,448.36	22,288.58	20.40
208-751-957.000	EDUCATION / TRAINING	100.00	206.00	206.00	(106.00)	206.00
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	1,346.00	1,346.00	4,719.65	22.19
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	0.00	(1,859.39)	209.38
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	35,000.00	2,526.76	254.27	32,473.24	7.22
208-751-991.000	PRINCIPAL	10,992.00	2,748.00	916.00	8,244.00	25.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		888,800.00	183,934.00	88,470.39	704,866.00	20.69
Expenditures		888,800.00	183,934.00	88,470.39	704,866.00	20.69
<b>Fund 208 - PARKS &amp; REC AUTHORITY:</b>						
TOTAL REVENUES		888,800.00	200,557.98	21,379.87	688,242.02	
TOTAL EXPENDITURES		888,800.00	183,934.00	88,470.39	704,866.00	
NET OF REVENUES & EXPENDITURES:		0.00	16,623.98	(67,090.52)	(16,623.98)	



REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 214 YOUTH SPORTS</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
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	9,937.00	7,737.00	8,063.00	55.21
214-751-650.051	PROGRAM FEES - ENRICHMENT	22,000.00	5,729.50	4,717.50	16,270.50	26.04
214-751-650.052	PROGRAM FEES - PICKLEBALL	2,500.00	375.00	0.00	2,125.00	15.00
214-751-650.053	PROGRAM FEES - SOCCER	135,000.00	68,480.50	68,480.50	66,519.50	50.73
214-751-650.054	PROGRAM FEES - BASKETBALL	38,000.00	1,976.00	1,614.00	36,024.00	5.20
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	2,683.80	1,066.80	7,316.20	26.84
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	7,500.00	1,000.00	500.00	6,500.00	13.33
Total Dept 751 - RECREATION / PARKS DEPARTMENT		246,500.00	90,181.80	84,115.80	156,318.20	36.58
Revenues		246,500.00	90,181.80	84,115.80	156,318.20	36.58
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
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	7,967.50	4,777.50	36,170.10	18.05
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATOR	31,300.00	1,683.00	1,134.00	29,617.00	5.38
214-751-713.000	EMPLOYER SHARE FICA	5,671.53	1,043.05	660.85	4,628.48	18.39
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	0.00	(39.00)	100.00
214-751-740.000	OPERATING SUPPLIES	4,500.00	1,587.05	1,587.05	2,912.95	35.27
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	2,000.00	47.50	47.50	1,952.50	2.38
214-751-740.081	OPER SUPP/ SOCCER	30,000.00	(24.97)	0.00	30,024.97	(0.08)
214-751-740.083	OPERATING SUPPLIES - PICKLEBALL	2,500.00	919.31	862.50	1,580.69	36.77
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	11,000.00	5,217.40	96.65	5,782.60	47.43
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	2,132.00	1,067.00	5,868.00	26.65
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	548.70	73.70	451.30	54.87
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	1,372.11	239.94	327.89	80.71
Total Dept 751 - RECREATION / PARKS DEPARTMENT		246,500.00	22,531.65	10,546.69	223,968.35	9.14
Expenditures		246,500.00	22,531.65	10,546.69	223,968.35	9.14
<b>Fund 214 - YOUTH SPORTS:</b>						
TOTAL REVENUES		246,500.00	90,181.80	84,115.80	156,318.20	
TOTAL EXPENDITURES		246,500.00	22,531.65	10,546.69	223,968.35	
NET OF REVENUES & EXPENDITURES:		0.00	67,650.15	73,569.11	(67,650.15)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 216 FESTIVALS</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	20,000.00	10,276.00	1,355.00	9,724.00	51.38
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	20,000.00	20,000.00	16,072.99	55.44
216-751-678.041	STREET VENDOR FEES MELON	15,000.00	3,658.75	3,433.75	11,341.25	24.39
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	10,000.00	10,000.00	5,000.00	66.67
216-751-678.048	PROGRAM FEES MELON RUN	20,000.00	1,711.00	1,010.00	18,289.00	8.56
216-751-678.049	FOOD VENDOR FEES MELON	10,000.00	1,700.00	0.00	8,300.00	17.00
216-751-678.050	SPONSORSHIP FEES LEGEND	8,000.00	1,475.00	1,475.00	6,525.00	18.44
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	48,820.75	37,273.75	139,752.24	25.89
Revenues		188,572.99	48,820.75	37,273.75	139,752.24	25.89
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	44,137.60	8,438.40	5,092.80	35,699.20	19.12
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	645.56	389.61	4,062.07	13.71
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	90.63	51.63	9.37	90.63
216-751-730.000	POSTAGE	100.00	(197.19)	0.00	297.19	(197.19)
216-751-740.000	OPERATING SUPPLIES	500.00	139.03	139.03	360.97	27.81
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	20,000.00	12,715.15	7,698.85	7,284.85	63.58
216-751-740.102	OPER SUPP MELON FESTIVAL	50,000.00	4,872.40	0.00	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	0.00	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
216-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	148.59	148.59	(148.59)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		188,572.99	27,286.42	13,520.51	161,286.57	14.47
Expenditures		188,572.99	27,286.42	13,520.51	161,286.57	14.47
<b>Fund 216 - FESTIVALS:</b>						
TOTAL REVENUES		188,572.99	48,820.75	37,273.75	139,752.24	
TOTAL EXPENDITURES		188,572.99	27,286.42	13,520.51	161,286.57	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 216 FESTIVALS</b>						
NET OF REVENUES & EXPENDITURES:		0.00	21,534.33	23,753.24	(21,534.33)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 217 PRESCHOOL</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
217-751-650.051	PROGRAM FEES - ENRICHMENT	0.00	365.00	365.00	(365.00)	100.00
217-751-651.003	PRESCHOOL CAMP TUITION	7,500.00	(225.00)	(225.00)	7,725.00	(3.00)
217-751-651.007	PRESCHOOL TUITION	62,460.00	23,220.00	17,400.00	39,240.00	37.18
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	23,360.00	17,540.00	47,900.00	32.78
Revenues		71,260.00	23,360.00	17,540.00	47,900.00	32.78
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
217-751-702.023	SAL & WAGES PRESCHOOL	59,164.80	10,358.86	6,798.11	48,805.94	17.51
217-751-713.000	EMPLOYER SHARE FICA	4,437.00	858.39	520.06	3,578.61	19.35
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	10.81	10.81	989.19	1.08
217-751-801.017	BACKGROUND CHECKS	37.00	0.00	0.00	37.00	0.00
217-751-840.000	DUES & MEMBERSHIPS	75.00	75.00	75.00	0.00	100.00
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	11,303.06	7,403.98	59,956.94	15.86
Expenditures		71,260.00	11,303.06	7,403.98	59,956.94	15.86
<b>Fund 217 - PRESCHOOL:</b>						
TOTAL REVENUES		71,260.00	23,360.00	17,540.00	47,900.00	
TOTAL EXPENDITURES		71,260.00	11,303.06	7,403.98	59,956.94	
NET OF REVENUES & EXPENDITURES:		0.00	12,056.94	10,136.02	(12,056.94)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 218 SENIOR CENTER</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
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	1,330.00	1,007.00	8,670.00	13.30
218-751-650.098	PROGRAM FEES - FITNESS	50,000.00	12,097.80	5,908.90	37,902.20	24.20
218-751-650.107	TRAVEL	40,000.00	33,612.50	11,860.00	6,387.50	84.03
218-751-675.009	DONATIONS / PKS & RECS SENIORS	1,000.00	500.00	0.00	500.00	50.00
218-751-675.013	UNITED WAY SENIORS	2,400.00	1,200.00	1,200.00	1,200.00	50.00
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	9,672.00	2,841.00	20,328.00	32.24
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	1,000.00	100.00	0.00	900.00	10.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		157,900.00	58,512.30	22,816.90	99,387.70	37.06
Revenues		157,900.00	58,512.30	22,816.90	99,387.70	37.06
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
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	8,192.00	4,944.00	34,656.00	19.12
218-751-713.000	EMPLOYER SHARE FICA	3,277.87	626.72	378.24	2,651.15	19.12
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	0.00	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	189.84	189.84	4,810.16	3.80
218-751-740.061	OPER SUPP/FITNESS	0.00	75.59	0.00	(75.59)	100.00
218-751-740.070	OPER SUPP/ TRAVEL	45,000.00	4,400.30	1,355.00	40,599.70	9.78
218-751-804.008	CONTRACT SERV - INSTRUCTORS	20,000.00	3,235.00	1,795.00	16,765.00	16.18
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	0.00	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	17,233.45	8,662.08	140,666.55	10.91
Expenditures		157,900.00	17,233.45	8,662.08	140,666.55	10.91
<b>Fund 218 - SENIOR CENTER:</b>						
TOTAL REVENUES		157,900.00	58,512.30	22,816.90	99,387.70	
TOTAL EXPENDITURES		157,900.00	17,233.45	8,662.08	140,666.55	
NET OF REVENUES & EXPENDITURES:		0.00	41,278.85	14,154.82	(41,278.85)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 219 SUMMER DAY CAMP</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
219-751-651.003	SUMMER CAMP	77,500.00	23,760.00	6,475.00	53,740.00	30.66
219-751-651.025	SPECIALTY CAMPS	11,000.00	3,484.00	1,485.00	7,516.00	31.67
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	27,244.00	7,960.00	66,256.00	29.14
Revenues		93,500.00	27,244.00	7,960.00	66,256.00	29.14
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
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	0.00	44,900.85	2.39
219-751-713.000	EMPLOYER SHARE FICA	5,975.00	22.72	0.00	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	18.50	18.50	181.50	9.25
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	1,140.37	18.50	92,359.63	1.22
Expenditures		93,500.00	1,140.37	18.50	92,359.63	1.22
Fund 219 - SUMMER DAY CAMP:						
TOTAL REVENUES		93,500.00	27,244.00	7,960.00	66,256.00	
TOTAL EXPENDITURES		93,500.00	1,140.37	18.50	92,359.63	
NET OF REVENUES & EXPENDITURES:		0.00	26,103.63	7,941.50	(26,103.63)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 02/29/2024

GL Number	Description	2024 Amended Budget	YTD Balance 02/29/2024	Activity For 02/29/2024	Available Balance 02/29/2024	% Bdgt Used
<b>Fund: 221 TEEN CENTER</b>						
<b>Account Category: Revenues</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
221-751-649.000	CONCESSION SALES TEEN	6,000.00	813.20	438.70	5,186.80	13.55
221-751-650.005	PROGRAM FEES TEENS	22,000.00	4,880.00	1,820.00	17,120.00	22.18
221-751-650.060	PROGRAM FEES - YOUTH	20,000.00	2,185.00	1,145.00	17,815.00	10.93
221-751-675.010	DONATIONS - TEEN	250.00	5,000.00	0.00	(4,750.00)	2,000.00
221-751-675.012	UNITED WAY - TEENS	16,500.00	4,250.00	4,250.00	12,250.00	25.76
221-751-675.110	FUNDRAISING	21,000.00	2,712.75	0.00	18,287.25	12.92
221-751-678.010	SPONSORSHIPS	15,000.00	150.00	0.00	14,850.00	1.00
221-751-679.100	GRANTS > \$1000	0.00	15,000.00	0.00	(15,000.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		100,750.00	34,990.95	7,653.70	65,759.05	34.73
Revenues		100,750.00	34,990.95	7,653.70	65,759.05	34.73
<b>Account Category: Expenditures</b>						
<b>Department: 751 RECREATION / PARKS DEPARTMENT</b>						
221-751-702.026	SAL & WAGES TEEN MANAGERS	48,692.80	9,300.80	5,618.40	39,392.00	19.10
221-751-702.035	SAL & WAGES TEEN COORDINATOR	6,300.00	2,460.44	1,737.62	3,839.56	39.05
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	17,381.00	2,587.50	2,587.50	14,793.50	14.89
221-751-713.000	EMPLOYER SHARE FICA	4,207.00	1,076.60	752.42	3,130.40	25.59
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	5,300.00	1,104.72	564.62	4,195.28	20.84
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	428.73	390.75	4,071.27	9.53
221-751-740.036	OPER SUPPLIES - TEENS	3,500.00	881.59	865.67	2,618.41	25.19
221-751-840.000	DUES & MEMBERSHIPS	330.00	0.00	0.00	330.00	0.00
221-751-860.000	CONFERENCE /TRANSPORTATION	600.00	367.50	130.00	232.50	61.25
221-751-900.000	PRINTING & PUBLISHING	0.00	39.00	0.00	(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	18,246.88	12,646.98	82,503.12	18.11
Expenditures		100,750.00	18,246.88	12,646.98	82,503.12	18.11
Fund 221 - TEEN CENTER:						
TOTAL REVENUES		100,750.00	34,990.95	7,653.70	65,759.05	
TOTAL EXPENDITURES		100,750.00	18,246.88	12,646.98	82,503.12	
NET OF REVENUES & EXPENDITURES:		0.00	16,744.07	(4,993.28)	(16,744.07)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,747,282.99	483,667.78	198,740.02	1,263,615.21	
TOTAL EXPENDITURES - ALL FUNDS		1,747,282.99	281,675.83	141,269.13	1,465,607.16	
NET OF REVENUES & EXPENDITURES:		0.00	201,991.95	57,470.89	(201,991.95)	

STATE OF MICHIGAN  
HOWELL AREA PARK AND RECREATION AUTHORITY

RESOLUTION NO. \_\_\_\_\_  
(Enacted March 19, 2024)

**RESOLUTION APPROVING BALLOT LANGUAGE  
TO PERMIT THE HOWELL AREA PARK AND RECREATION  
AUTHORITY TO LEVY A TAX (MILLAGE) TO SUPPORT  
ITS STATUTORIAL AUTHORIZED ACTIVITIES**

WHEREAS, the Howell Area Park and Recreation Authority (hereinafter “HAPRA”) is created under the Michigan Recreation Authority Act 321 of 2000 (hereinafter the “Act”).

WHEREAS, An Authority may levy a tax of not more than 1 mill for a period of not more than 20 years on all of the taxable property within the territory of the authority for the purposes of acquiring, constructing, operating, maintaining, and improving a public swimming pool, public recreation center, public auditorium or conference center, or public park. The authority may levy the tax only upon the approval of a majority of the electors in each of the participating municipalities of the authority voting on the tax on November 6, 2001 or, thereafter, at a statewide general or primary election, per Section 11 (1) of the Act.

WHEREAS, the proposal for a tax shall be submitted to a vote of the electors of the authority by resolution of the board, per Section 11 (1) of the Act.

WHEREAS a ballot proposal for a tax shall state the amount and duration of the millage and the purposes for which the millage may be used. A proposal for a tax shall not be placed on the ballot unless the proposal is adopted by a resolution of the board and certified by the board not later than 60 days before the election to the county clerk of each county in which all or part of the territory of the authority is located for inclusion on the ballot. The proposal shall be certified for inclusion on the ballot at the next eligible election, as specified by the board's resolution, per Section 11 (2) of the Act.

WHEREAS, if a majority of the electors in each of the participating municipalities of the authority voting on the question of a tax approve the proposal as provided under subsection (1), the tax levy is authorized. Not more than 2 elections may be held in a calendar year on a proposal for a tax authorized under this act, per Section 11 (3) of the Act.

WHEREAS, the HARPA Board has determined to submit a request for a tax levy authorized under the above provision of the Act to the voters in the August 2024 statewide election.

IT IS THEREFORE RESOLVED that:

SECTION 1: The Howell Park and Recreation Authority Act certifies the following language for inclusion on the August 6, 2024 statewide election ballot for all the electors in its participating municipalities of the Authority:



**HOWELL AREA PARKS AND RECREATION AUTHORITY MILLAGE PROPOSAL**

**AUGUST 6, 2024 ELECTION**

*Shall the limitation on the amount of taxes which may be 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 0.5 mill (\$0.50 per \$1,000 of taxable value) for a period of five (5) years, with the tax levy beginning 12/01/2024, and with the tax levy ending 12/01/2028 for the purpose of funding the Howell Park and Recreation Authority's ability to acquire, construct, operate, maintain, and improve public swimming pools, public recreation centers, public auditoriums, public conference center, and public parks and such other related purposes as authorized by Section 11 of the Recreation Authority 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 \$1,600,000.00 across all portions of the five (5) tax levy jurisdictions that make up the Howell School District.*

**YES \_\_\_\_\_?**

**NO \_\_\_\_\_?**

*This millage will generate estimated revenues for the Howell Park and Recreation Authority of approximately \$1,600,000.00 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 12/01/2024 and conclude on 12/01/2028 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.*

SECTION 2: The Secretary of HAPRA shall certify this Resolution, if it passes and immediately file it with the County Clerk and send a copy to all taxing jurisdiction effected by this Resolution.

I further certify that the following Members were present at said meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and that the following Members were absent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I further certify that Members, \_\_\_\_\_, moved for adoption of said resolution, and that Members, \_\_\_\_\_, supported said motion.

I further certify that the following Members voted for adoption of said Resolution:  
  
and that the following Members voted against adoption of said Resolution:

\_\_\_\_\_  
Diana Lowe,  
HAPRA Chairperson

I certify that the above is a true copy of Resolution No \_\_\_\_\_ adopted by the Howell Area Park and Recreation Authority at its regular meeting held on March 19, 2024

\_\_\_\_\_  
Nikolas Hertrich  
HAPRA Recording Secretary

Drafted by: John L. Gormley (P53539)  
Gormley Law Offices, PLC  
Attorney for the Howell Area Park and Recreation Authority  
101 East Grand River Avenue  
Fowlerville, Michigan 48836  
(517) 223-3758

February 6, 2024

Tim Church, Executive Director  
Howell Area Parks and Recreation Authority  
1661 N Latson Road  
Howell, MI 48843

RE: Howell Area Parks and Recreation Authority 5-Year Recreation Master Plan  
Howell Area Parks & Recreation Authority, Livingston County, Michigan  
Letter Agreement for Professional Services

Dear Tim:

Thank you for the potential opportunity to work with Howell Area Parks & Recreation Authority to complete a Five-Year Parks and Recreation Master Plan for the Authority. Our understanding is that Authority includes the following entities the City of Howell, Oceola Township, Marion Township, Genoa Township, and Howell Township. It appears that the City of Howell, Genoa Township, and Howell Township all have their own individual plans. It appears that Oceola Township and Marion Township do not have their own plan. HAPRA would like to draft a plan that incorporates all of the communities in some way. For those that have their own plans, we propose incorporating them into the Authority's plan. For those that do not, we propose they partner with the Authority and join in this planning effort. The intention of this document is to form a comprehensive parks and recreation planning effort that addresses the needs of HAPRA and ensures grant eligibility for the Authority. If Oceola Township and Marion Township choose to participate in this effort, the plan will also give them eligibility. This letter agreement outlines our proposal to complete a comprehensive Parks and Recreation Master Plan.

A Parks and Recreation Master Plan is a policy document that will help recreation officials guide the development of their parks, open space, recreational facilities, and programs, as well as pursue funding sources. This information is presented in a reader-friendly format with maps, charts, text, and pictures. Listed below is our proposed Scope of Work and Fee.

#### **SCOPE OF WORK**

The following is a description of each section of the proposed Parks and Recreation Master Plan and what is contained in each. We anticipate the process will take approximately nine (9) months. Our professional services will include attendance at five (5) meetings. These services are further defined as follows:

#### **Task One: Gather Background Information, Kick-off Meeting, and Plan Public Participation – Meeting #1**

##### **Gather Background Data**

Prior to the first meeting, Spicer Group will gather key community information from the Authority and each entity such as demographic and economic characteristics and physical attributes into the draft. This information may include:

- Other relevant reports and plans from the participating entities, such as the existing parks maps
- Census-based information about demographic trends and economic characteristics, and
- Information about physical features of the Howell Area.

With this background information gathered, we will hold a kick-off meeting with the Howell Area Parks & Recreation Authority staff, Oceola Township representatives, and Marion Township representatives, referred to as the "Planning Committee".

### **Kick-off Meeting**

To kick off the project, we will meet with the Planning Committee and discuss the work plan, timeline, details of the planning process, and the public input process. At this meeting, we will discuss key information for understanding the area parks and recreation administrative structure, its parks and recreational facilities, and its natural resources such as unique wetlands, woodlands, wildlife habitat, greenway corridors, or floodplains in the area. We will review programs and facilities available in the community and the general region. We will also gather any information related to participating communities that the Planning Committee feels is pertinent to this planning effort. At this meeting, we will discuss how to incorporate the existing and approved DNR Recreation Plans for the City of Howell, Genoa Township, and Howell Township into this master plan. This feedback will complement the more detailed information we will begin seeking after the kick-off meeting in order to begin writing the draft of the Plan. Also at this meeting, we will discuss and begin to plan forms of public engagement.

### **Plan Public Participation**

The DNR requires that public input needs to be solicited by at least two (2) means, with the first taking place before or during the preparation of the plan and the second being a required public hearing prior to official adoption.

We believe that in order for a plan to truly be effective, it needs to be based on broad and inclusive public participation. Spicer proposes an online community input survey as well as assistance in promoting the Plan through social media, in addition to the required public hearing.

At the kick-off meeting, we will discuss the format and draft questions for the online survey. The online survey can be expected to address a wide range of issues such as frequency of use at different facilities, reasons for park and recreational facility visitation, suggestions for improving accessibility at the parks, and open-ended insights for overall park improvement. Spicer Group proposes the use of social media as the most efficient means for launching the online survey for the general population. This technique has a much higher response rate than community meetings. We will work with staff to assist with the marketing strategy for the survey launch.

### **Deliverables:**

- Kick-off documents
- Draft public input survey
- Marketing strategy for community input

### **Task Two – Begin Writing and Reviewing the Parks and Recreation Master Plan and Finalize Community Input**

Following the first meeting, Spicer will begin developing the draft of the plan document. Over the weeks following the kick-off meeting, we will anticipate receiving certain information from the Planning Committee pertaining to the Administrative Structure and Recreation Inventory chapters of the plan. This will include items such as the organizational chart for the administration of parks and recreation, a description of funding sources for the parks and recreation budget, and an inventory of all parks and recreation areas and facilities within each entity. We will also gather some key information pertinent to the Recreation and Resource Inventory chapters. This information will include:

- A map illustration for the location of each park within the Authority.
- An accessibility assessment for each park and recreation facility.

- A status report for any DNR grant-assisted projects. (We will reach out to the DNR for this information).
- An update of the natural features inventory which will use local resources and mapping data to analyze the natural features in the participating communities. With the assistance of the Howell Area Parks & Recreation Authority Board, we will reach out to Livingston County and any other agencies, such as MNFI and Southeastern Michigan Council of Governments, to collect and analyze the most recent data. Our analysis will include, but is not limited to hydrology, land cover, watersheds, wetlands, floodplains, topography, soils, woodlands, green infrastructure, wildlife, and greenway corridors.

We will begin integrating these components into the Plan along with the previously received information regarding the background demographics, economic conditions and physical characteristics of the entities within the Recreation Authority. Our analysis will include a detailed look at existing recreational opportunities compared to sources such as U.S. Census data from 2020 (population, age, household composition, disability status, income, etc.), recreation standards, barrier-free standards, and current trends. We will also integrate the various components of the area's administrative structure information into the Plan.

During this task, we will be corresponding with the Planning Committee to finalize the questions to the community input survey. In addition, we finalize the survey launch techniques and develop effective methods for publicizing the opportunity for residents to complete the general input survey.

### **Task Three – Facilitate and Publicize Community Input**

Spicer Group, the Howell Area Parks & Recreation Authority, and the other participating entities will work together to fully promote and launch the survey at this time. During this time, the survey may also be promoted via the following tools:

- A Dedicated URL
- Link on each entity's website
- Newsletter inserts
- Postcards with QR codes linked to the survey for digital devices
- A link and announcements on each entity's social media page
- Press release
- A targeted marketing campaign on social media, facilitated by Spicer Group

We will work with you to determine the optimal timeframe for the survey to be open to the public. Once the online input surveys have been closed, Spicer Group will tally and analyze the results so they can be presented to at the next meeting.

### **Task Four – Meeting to Review Community Input and Recreation Goal Setting – Meeting #2**

With solid and meaningful public input, we will hold Meeting #2 with the Planning Committee to review all comments from the online survey. The goal of this meeting is to determine a foundation of public sentiment in terms of the general type of recreational development and improvement the Howell Area would like to see and to compare those desires and needs to national and regional trends in recreation. This foundation will help us draft a set of updated goals and objectives for the future of parks and recreation in the Howell Area. We will also work with the HAPRA staff to review and incorporate the other goals and objectives of the City of Howell, Howell Township, and Genoa Township into the plan in a meaningful way.

While much of the discussion will center on existing park land and facilities, we will also consider any future parks and facilities. Following this meeting, Spicer will refine the goals and objectives based on the public input and discussion with Planning Committee. This section of the plan includes a set of local standards and recommendations for parks, open space, trail and recreation facilities, programs, and services.

As a final item for this meeting, Spicer will also discuss the process for developing the action program and how best to incorporate departmental expectations, community needs, and standards of excellence. We will also discuss any fiscal concerns the Planning Committee may have. This section will be part of the Action Program and will serve as the blueprint for providing broad-based recreation opportunities in the Howell Area. Spicer Group will work with the Planning Committee to discuss specific action items.

Together, with the inventory, public participation, goals, and objectives, Spicer will develop a draft Action Program for all the participating entities. The Action Program will provide recommendations for the development and maintenance of existing parks, recreation facilities, non-motorized trails, and open spaces. Spicer Group will work with the Planning Committee to finalize the action program prior to completing the draft of the Plan.

**Deliverables:**

- Public input summary report
- Draft goals and objectives
- Draft action plan

**Task Five – Completion of Draft Recreation Master Plan**

Spicer Group will complete the draft of the Parks and Recreation Master Plan. This draft will be presented in the DNR format described in Guidelines for the Development of Community Park and Recreation Plans. It will include full-color maps, graphs, and charts to support the plan narrative.

**Task Six – Present the Draft to the Howell Area Parks & Recreation Authority and Plan the Adoption Process – Meeting #3**

Spicer Group will prepare a draft of the Parks and Recreation Master Plan and present that draft at the third meeting with the Planning Committee. The intention of this meeting is to review the entire document with the group and hear comments to prepare the document for public review. After we review the draft, we will go through the adoption process and schedule with the group to ensure adoption prior to the February 1, 2025 deadline.

**Deliverables:**

- Draft of the Parks and Recreation Master Plan

**Task Seven – Administer the Required Public Review Period**

During this task, prior to the required public hearing, Spicer Group will facilitate the mandatory 30-day review period. Spicer will provide HAPRA with three (3) copies of the draft plan to be used for distribution and review. The draft Parks and Recreation Master Plan will also be provided to the participating entities electronically for publication on their respective websites and printing additional copies, as needed. Additionally, Spicer Group will draft the required public notice documents and a sample resolution for adoption to be used by the Howell Area Parks & Recreation Authority, Oceola Township and Marion Township.

#### **Task Eight – Presentation of Recreation Master Plan at Public Hearing & Adoption – Meeting #4**

Spicer Group will present the plan to the Howell Area Parks & Recreation Authority Board and the public at the required public hearing (meeting #4). After the presentation and public hearing, the Howell Area Parks & Recreation Authority can adopt the plan, which is a requirement for certification by the DNR. After HAPRA adopts the plan, Oceola Township and Marion Township will each be required to adopt the plan at their respective Township Boards.

#### **Task Nine – Prepare Final Documents**

Comments from the public hearing will be taken into consideration as the draft of the Parks and Recreation Master Plan is finalized. As required, one final copy for each entity will be submitted to the DNR and a second copy will be submitted to the Southeast Michigan Council of Governments. The final step is to assist the participating entities in uploading the plan to MiGrants for final approval. We will provide the each entity with one bound color copy of the final Parks and Recreation Master Plan and one electronic copy in PDF format.

#### **Items to Be Provided by Howell Area Parks & Recreation Authority, Oceola Township and Marion Township**

- Administrative information regarding its organizational structure. For example, if the area has volunteers, relationship with area schools regarding use of their facilities, etc.
- Parks & recreation funding and budget data for the past two years, inclusive of operations and maintenance, programming, and capital improvements. Submittal of this information with the Parks and Recreation Master Plan is a requirement of the DNR.
- The participating entities are responsible for notification of the public participation initiative, notification of the draft plan for review, and all notifications for the public hearing. In anticipation of the online survey, Spicer Group will provide the participating entities with a full-color flyer, quarter page postcards, and draft text for a press release to promote the online survey in advance.
- Park photos.
- If the entities do not already have a MiGrants Account with the DNR, each will be responsible for creating that account prior to the Parks and Recreation Master Plan submittal. They will also be responsible for adding Cynthia Todd as a consultant on their account.
- After the public meeting and adoption, each entity will provide Spicer Group with the following: copies of the notification of the availability of the draft plan for review, notice of the public meeting, minutes from the public meeting, and a signed and dated resolution from each entity adopting the plan.
- Post Completion Self-Inspection reports on any past grants.

#### **Deliverables from Spicer Group**

- Meetings with the Howell Area Parks & Recreation Authority, Oceola Township and Marion Township:
  - Meeting #1 – A kick-off meeting for the project and to plan the public input strategy.
  - Meeting #2 – Review the public input results and determine goals, objectives, and action items.
  - Meeting #3 – Meeting to review the draft plan.
  - Meeting #4 – Attendance at one (1) required public hearing prior to adoption of the Plan.
- One (1) public participation endeavor in the form of an online survey to gather community input. In anticipation of the community input, Spicer Group will provide the Planning Committee with a full-color flyer and draft text for a press release to promote the input opportunity in advance.
- Three (3) copies of the draft plan for distribution and review 30-days prior to the public hearing.
- Sample resolution(s) for plan adoption.

- Two (2) final copies of the Parks and Recreation Master Plan for distribution to the required agencies: one each, to the regional planning agency and the County planning agency.
- One (1) bound color copies of the final Parks and Recreation Master Plan and one (1) flash drive for each participating entity.

**FEE**

We propose to provide our professional services and work in coordination with the Howell Area Parks & Recreation Authority to develop a Parks and Recreation Plan document as described above at an hourly rate with a total estimated project cost between \$30,000 - \$33,500 (hourly rate sheet attached). Should additional meetings be required or requested to complete the plans, there would be an additional fee.

We will submit monthly invoices to you for our professional services, any additional authorized services, and any reimbursable expenses. Should we approach the fee amount for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Cynthia Todd, PLA**  
Director of Planner



**Shawn P. Middleton, P.E., CFM**  
Sr. Project Manager, Vice President

**SPICER GROUP, INC.**  
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Cc: SGI File 135879SG2024  
KSC, Acctg.

\_\_\_\_\_  
Above proposal accepted and approved by Owner.

**HOWELL AREA PARKS & RECREATION  
AUTHORITY**

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Date: \_\_\_\_\_