



Howell Area Parks & Recreation Authority
Regular Meeting
Oceola Community Center
Tuesday, May 17, 2022 7:00 p.m.

Call to Order

Pledge of Allegiance (all stand)

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

Staff Comments

Consent Agenda

1. Check Register Report Ending April 30, 2022
2. Bank Statements Ending April 30, 2022
3. Financial Reports Ending April 30, 2022
4. Special Board Meeting Minutes dated Friday, April 15, 2022
5. Regular Board Meeting Minutes dated Tuesday, April 19, 2022

Regular Agenda

6. Introduction- HAPRA Intern
7. Presentation- 62nd Howell Melon Festival
8. Discussion/Approval- Civic Event Application Howell Melon Festival
9. Discussion/Approval- Resolution 22-1 Melon Festival Liquor License
10. Presentation- HAPRA Community Survey
11. Discussion/Approval- Revised Refund and Cancellation Policy
12. Discussion/Approval- Revised Employee Discount Policy
13. Directors Report
 - i. Strategic Planning Committee
 - ii. Event Sign-Up
 - iii. DNR ARPA Funds
 - iv. IT transition update
14. Committee Report: Dog Park
15. Old Business
16. New Business
17. Next Meeting: Tuesday, June 14, 2022 - 7:00 PM – **OCEOLA COMMUNITY CENTER**
18. Adjournment



Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

April 19, 2022

Call to Order

Chairman Sean Dunleavy called the meeting to order at 7:00 pm.

Attendance

Board Members: Chairman Sean Dunleavy, Vice Chair Diana Lowe, Secretary Nikolas Hertrich, Treasurer Jean Graham, and Trustee Tammy Beal.

HAPRA Staff: Tim Church, Kyle Tokan, Jordan Jones, Jen Savage, Renee Baumgart, Kevin Troshak,

Public: Nathan Hilbrecht, Alice Heinrich

Approval of Agenda

Diana Lowe made a motion to approve the agenda, supported by Tammy Beal. **Motion carried 5 – 0.**

Approval – Regular Board Meeting Minutes dated Tuesday, April 19, 2022

Following the correction of “Dianna” under New Business a motion to approve the April 19, 2022, Board minutes made by Diana Lowe and supported by Tammy Beal. **Motion carried 5 – 0.**

Call to the Public

Alice Heinrich – 119 Sedum, Howell, MI 48843: Alice Heinrich spoke to the Board and HAPRA Staff concerning the temperature in the room they play cards in and the limited hours that seniors with basic membership can walk the track. Regarding the temperature she indicated that in for the room to be comfortable it needs to be above 70 degrees. She mentioned that her concerns have been shared with staff who have informed her that they are working on it. Chair Dunleavy supported staffs comment and informed Alice Heinrich that it is an HVAC issue and they continue to work on it. Regarding track times Chair Dunleavy, the HAPRA Board, and Director Church informed Alice Heinrich that with a full membership anyone can use the track at their leisure. Brief discussion was had on the different membership rates.

Staff Comments

- Renee Baumgart informed the board that there are three (3) \$100.00 and one (1) \$50.00 sponsorships pending for the Community Wall.
- Individuals have been inquiring about their Annual Passes for the Boat Launch and to the City Park. It was requested that the rates be included in the minutes. Per the City of Howell webpage ([Welcome to Howell, MI \(cityofhowell.org\)](https://www.cityofhowell.org)):

HOWELL CITY BOAT LAUNCH: The City boat launch on Thompson Lake is located near the intersection of Lake Street and Roosevelt Street. The boat launch will be open for paid launching May 1 – October 31 and a seasonal or daily pass will be required during this time frame. Annual passes are for City of Howell and Oceola Township residents ONLY. Oceola Township residents can pick up one free annual Boat Launch pass. Oceola Township households will be able to upgrade to a Park and Boat Launch Pass for an additional \$20. Upgrades are only permitted when obtaining their free Boat Launch pass. City of Howell residents will receive two free annual Resident Park/Boat Launch passes. Each additional annual pass will be \$60. Genoa Township, Marion Township and Howell Township households may purchase one annual Resident Park/Boat Launch Pass for \$40, and additional passes for \$60. All other individuals may purchase an annual Pass for \$60.

Passes are available on the 2nd floor of Howell City Hall, located at 611 East Grand River. They can be picked up from 7am - 6pm on Monday, or 7am-5pm Tuesday through Thursday. Please bring a driver's license to verify residency and license plate number of vehicle. Launching of boats will take place from dawn to dusk. Violators will be ticketed if no valid seasonal or daily pass is visible in the windshield.

SCOFIELD PARK: Relax and enjoy the natural beauty of Scofield Park. Whether you want to take a walk, play on the swings, picnic with family and friends, or enjoy the fun and sun in the water at the beach, there is something for everyone. Those wishing to enter the park between May 1st – Labor Day will need either a seasonal park sticker, available on the 2nd floor of Howell City Hall, or a daily pass. Please bring a driver's license to verify residency and license plate number of vehicle. Violators will be ticketed if no valid seasonal or daily pass is visible in the windshield.

- Kevin Troshak shared that there is lots going on at The Hive, construction has begun. On Thursday April 14, 2022, at the Bennett Center was the first ever Teen Flashlight Egg Hunt. The event was sold out with 60 individuals and was a success. On Tuesday nights there is the Pokémon Go Walking Club. Every Tuesday the Club meets and walks for about 1.5 hours around town catching Pokémon. On one Saturday a month the Club meets between 2:00 pm and 5:00 pm; they walk ~ 4 miles.
- Jordon Jones informed the Board that the Muffin Man Egg Hunt scheduled for Sunday April 24, 2022, has 270 people signed up. There will be lots of outdoor activities with the event happening at the Oceola Center between 11:00 am and 2:00 pm. She is currently meeting with the Bank of Ann Arbor regarding partnership opportunities. Registration for the Melon Ball and Melon Golf Outing is now open with registration for the Aquathon opening soon.
- Kyle Tokan mentioned that the beginning of the soccer season was delayed because of inclement weather. The start of the season will be dependent on field conditions.

Discussion/Approval – BS&A Quotes

Director Church informed the Board that with the separation of HAPRA from the City of Howell concerning the use of its BS&A account, quotes for HPARA's own account were sought. Two options were presented to the Board, one utilizing cloud technology and the other using an in-house server. A discussion was had concerning the various options and costs. It was noted that HAPRA does not have its own server and is not planning on purchasing one. Motion to Approve the BS&A Software Quote for Software and Services for BS&A Cloud in the amount of \$10,320.00 was made by Diana Lowe and supported by Tammy Beal. Roll call vote was taken: Jean Graham – Yes, Tammy Beal – Yes, Diana Lowe – Yes, Nikolas Hertrich – Yes, and Sean Dunleavy – Yes. **Motion carried 5 – 0.**

Discussion/Approval – IT Support Quotes

IT Services were previously provided by Mike Pitera (City of Howell) and Gracon Service, Inc. (Gracon). With the separation of HAPRA IT support from the City of Howell quotes for a similar service were requested. Quotes were received from Gracon and UTEC IT LLC. (UTEC). Gracon proposed blocks of 24 hours' worth of tech service at a cost of \$3,060.00 and UTEC proposed support at \$2,800.00/month. Director Church indicated that at the moment it is not known the level of service that will be needed and was comfortable proceeding with Gracon based on previously working with the company and their knowledge of HAPRA's IT system. It was noted that it is estimated that the setup will require 5 hours of the 24 hour block. Additional 24 hour blocks can be purchased when needed and any unused hours roll over. Motion to Approve the Gracon Services, Inc. Technical Services Agreement in the amount of \$3,060.00 was made by Tammy Beal and supported by Jean Graham. **Motion carried 5 – 0.**

Discussion/Approval – Part-time Personnel Policy

Current Personnel Policy classifies an employee that works less than 35 hours per week part-time and therefore is not eligible for Howell Parks & Recreation Authority benefits unless otherwise specified. It was determined that this provision only applies to organizations with 50 or more employees. To entice potential employees it was proposed to change the definition of part-time employee from an individual who works less than 35 hours per week to an individual who works less than 29 hour a week. A motion to update the Part-Time Personnel Policy was made by Diana Lowe and supported by Tammy Beal. **Motion carried 5 – 0.**

Discussion/Approval – 1st Quarter Adjustments

Director Church provided a brief summary of the 1st quarter adjustments. Some of the larger adjustments were related to increases in costs for maintenance, plowing, and grounds keeping; it was noted that these increases were expected. Another larger increase was for memberships but this was due to allocations. Director Church informed the Board that adjustments will be evaluated quarterly and updates will be made as needed. A motion to Approve 1st Quarter Adjustments was made by Tammy Beal and supported by Jean Graham. **Motion carried 5 – 0.**

Discussion/Approval – Removal of COVID-19 Policy

Director Church provided a brief update on the current COVID-19 situation. Based on current pandemic conditions and approval from the HAPRA attorney it was determined that the COVID 19-Policy was no longer needed in the Howell Area Parks & Recreation Authority Agreement to Refunds, Acknowledgements and Waivers of Liabilities. A motion to remove the COVID-19 Policy was made by Diana Lowe and supported by Tammy Beal. **Motion carried 5 – 0.**

Review/Discussion – Check Register Report Ending March 31, 2022

No Questions. It was noted that Bank of Ann Arbor is working on the title on the top of the bank documents.

Review/Discussion – Bank Statements Ending March 31, 2022

No Questions

Review Discussion – Financial Reports Ending March 31, 2022

- Director Church indicated that revenues are coming in strong and that we are in a good place. Expenditures are also going up but there is lots going on.
- A brief discussion was had concerning the expected increase in cost of fertilizer however the contract has already been signed.

Directors Report

- Director Church informed the Board that he has received positive responses on the new format of the Director's Report.
- General Updates
 1. Hive Grant Projects
 - a. Painting and flooring are schedule to take place in May
 - b. Furniture for the spaces is being order with the help of State Street Blinds
 - c. All of this is paid for by the grant money Kevin received to give the Hive a much needed face lift
 2. mParks is conducting a salary survey throughout the state association and plans on sharing the data with everyone in early May. The plan is to share this with the HAPRA board in our May Board meeting to show were we compare.
 3. We will be reviewing all Policies and Procedures over the next month. We will bring ALL updated policies for the board approval in May or June.
 4. We are finalizing the Staff and Board Bio page on our website- reminder that head shots are available Wednesday, April 20, 2022
 5. Facility drop-ins increased by 24% from February to March
 6. Soccer started 4-18, was delayed a week because of field conditions.
 7. Oceola approved blinds for the facility at their April meeting. New additional Bleachers have been delivered

8. Working with Livingston County Special Ministries to provide open gym time for the patrons and begin more structured recreational opportunities for the population they serve.

- Current/Post Event Recap
 - Spring Youth Soccer has 600 participants Teen Flashlight Egg Hunt – over 60 teens
- Upcoming Events
 - April 24, 2022- The Muffin Man Presents- Druray Lane- A Fairytale Egg Hunt @ Oceola Township

Committee Report: Dog Park

- Group is currently working on dissolving original agreement and updating a new one between all parties.
- Recently an issue with the locks occurred. Repairs were able to be made however the system is now at the point where parts are no longer available and are having to be scavenged. The computer will need to be upgraded or replaced, a quote will be brought to the Board during next month's meeting.

Old Business

None

New Business

- Diana Lowe asked Chair Dunleavy and fellow Board members if there were any objections to moving regularly occurring meeting items to a Consent Agenda. None were heard and a Consent Agenda will be used during the next HAPRA Board Meeting.
- Director Church relayed that Friday's Strategic Planning Session was very positive and potential branding for employee retention. He is planning on having a draft survey developed by May for launch in June. A brief conversation on how the results will be used to support/get the message out for a mileage was had.

Next Meeting

Tuesday, May 17, 2022, at 7:00 PM at the Oceola Community Center

Adjournment

Motion to adjourn meeting at 8:34 PM by Diana Lowe and supported by Tammy Beal. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

BOAA - April 2022

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

Positive Pay Fraud Detection and Prevention Service.
Check fraud is at an all-time high and this service will let you know
when a check comes in that does not match the check information you
provide. Ask a banker today for more details about Positive Pay.

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

DOCUMENTS-DEBITS: 67 CREDITS: 0 LAST STATEMENT 03/31/22 142,631.99
AVG AVAILABLE BALANCE 183,718.53 105 CREDITS 155,124.01
71 DEBITS 135,478.09
THIS STATEMENT 04/29/22 162,277.91

DEPOSITS

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	04/01	220.00		04/07	28,599.00		04/21	248.00
	04/01	257.00		04/07	28,718.51		04/21	306.00
	04/01	260.00		04/15	85.00		04/21	836.00
	04/01	284.00		04/15	86.00		04/29	120.00
	04/01	450.00		04/15	164.00		04/29	148.00
	04/01	583.99		04/15	184.00		04/29	167.00
	04/01	2,282.00		04/15	188.00		04/29	207.00
	04/07	160.00		04/15	190.00		04/29	447.00
	04/07	167.00		04/15	28,483.50		04/29	488.00
	04/07	264.00		04/21	150.00		04/29	28,891.86
	04/07	266.00		04/21	238.00			

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/01	350.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/01	690.00
TIVITY HEALTH 032522 CLU 25771254	04/01	1,534.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	185.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	297.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	355.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	1,225.00

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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	04/04	1,475.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	2,705.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/05	236.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/05	382.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/05	435.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/06	185.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/06	665.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/07	39.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/07	1,066.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/07	1,113.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/08	130.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/08	271.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/08	635.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	5.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	15.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	20.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	24.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	65.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	245.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	610.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	815.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/12	135.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/12	1,060.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/13	12.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/13	70.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/13	570.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/14	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/14	173.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/14	396.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/15	39.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/15	55.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/15	515.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	44.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	60.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	189.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	315.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	407.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	1,792.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/19	65.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/19	195.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/20	35.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/20	785.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/21	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/21	730.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/21	952.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/22	217.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/22	590.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	32.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	40.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	70.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	185.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	360.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	480.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	595.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	1,335.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/26	280.00
PAYOUT RunSignUp TRN*1*TX15638146900XT**3S5U1V5UOLUMBPI0\RM R*IK*TX156	04/27	4.85
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/27	370.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/27	1,155.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/28	20.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/28	88.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/28	205.00
INTEREST	04/29	7.30
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/29	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/29	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/29	545.00

CHECKS

CHECK #..DATE..	AMOUNT	CHECK #..DATE..	AMOUNT	CHECK #..DATE..	AMOUNT
13863*04/19	240.00	13916 04/13	250.00	13933*04/15	150.00
13878*04/13	250.38	13917 04/13	200.00	13935 04/12	18.50
13881*04/01	570.00	13918 04/13	1.20	13936 04/18	100.00
13894*04/05	210.00	13919 04/15	180.00	13937 04/11	140.00
13901*04/01	250.38	13920 04/19	4,882.50	13938 04/12	1,844.00
13904 04/07	135.00	13921 04/20	360.00	13939 04/18	20.00
13905 04/08	50.00	13922 04/20	250.00	13940 04/18	1,600.00
13906 04/11	2,200.00	13923 04/12	110.15	13941 04/12	160.00
13907 04/07	2,500.00	13924 04/18	56.49	13942 04/19	8,826.00
13908 04/08	998.21	13925 04/21	5,322.00	13943 04/14	1,498.40
13909 04/13	80.00	13926 04/14	250.00	13944 04/19	25.00
13910 04/11	240.03	13927 04/29	35.98	13945 04/27	100.00
13911 04/12	1,000.00	13928 04/15	250.00	13946 04/20	293.87
13912 04/07	384.76	13929 04/12	691.25	13947 04/19	244.70
13913 04/11	2,916.00	13930 04/08	250.00	13948 04/21	337.10
13914 04/11	144.78	13931 04/18	200.00	13949 04/20	1,321.71
13915 04/12	400.00	13932 04/14	222.00	13950 04/22	555.85

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

CHECKS								
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
13951	04/18	72.00	13957	04/26	198.06	13963*	04/28	6,059.98
13952	04/20	1,909.98	13958	04/28	1,145.00	13966	04/26	390.46
13953	04/19	320.48	13959	04/28	3,478.59	13967	04/27	1,760.40
13954	04/29	1,898.39	13960	04/27	965.34	13968	04/29	1,390.00
13955	04/29	30.00	13961	04/28	272.50			
13956	04/26	294.32	13962	04/27	22,377.50			

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS		
DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL STL 8788240022289	04/04	1,132.44
PAYCHEX EIB INVOICE X96823900000465	04/13	23,801.62
PAYCHEX-OAB INVOICE 96917200013170X	04/20	133.50
PAYCHEX EIB INVOICE X96989500001045	04/27	24,531.29

I N T E R E S T

AVERAGE LEDGER BALANCE:	184,838.79	INTEREST EARNED:	7.30
AVERAGE AVAILABLE BALANCE:	183,718.53	DAYS IN PERIOD:	29
INTEREST PAID THIS PERIOD:	7.30	ANNUAL PERCENTAGE YIELD EARNED:	.05%
INTEREST PAID 2022:	70.31		

DAILY BALANCE					
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
04/01	148,722.60	04/12	205,764.99	04/21	190,693.56
04/04	153,832.16	04/13	181,833.79	04/22	190,944.71
04/05	154,675.16	04/14	180,442.39	04/25	194,041.71
04/06	155,525.16	04/15	209,851.89	04/26	193,438.87
04/07	212,897.91	04/18	210,610.40	04/27	145,234.19
04/08	212,635.70	04/19	196,331.72	04/28	134,591.12
04/11	208,793.89	04/20	192,882.66	04/29	162,277.91

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HOWELL AREA PARKS AND

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MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

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DOCUMENTS-DEBITS: 0 CREDITS: 0 LAST STATEMENT 03/31/22 49,609.10
 AVG AVAILABLE BALANCE 49,609.10 1 CREDITS .79
 DEBITS .00
 THIS STATEMENT 04/29/22 49,609.89

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

DESCRIPTION	DATE	AMOUNT
INTEREST	04/29	.79

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

AVERAGE LEDGER BALANCE:	49,609.10	INTEREST EARNED:	.79
AVERAGE AVAILABLE BALANCE:	49,609.10	DAYS IN PERIOD:	29
INTEREST PAID THIS PERIOD:	.79	ANNUAL PERCENTAGE YIELD EARNED:	.02%
INTEREST PAID 2022:	6.46		

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

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
04/29 49,609.89		

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STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

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Bank Statements ready when you are.
 Receive account statements electronically and experience the
 safety and convenience of going paperless.
 Enroll for eStatements today at boaa.com or a branch location near you.

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			03/31/22	22,641.94
BALANCE THIS STATEMENT			04/29/22	22,641.94
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			

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

AVERAGE LEDGER BALANCE:	22,641.94	INTEREST EARNED:	.90
INTEREST PAID THIS PERIOD:	.00	DAYS IN PERIOD:	29
INTEREST PAID 2022:	.83	ANNUAL PERCENTAGE YIELD EARNED:	.05%

HOWELL AREA PARKS & RECREATION AUTHORITY

1661 N LATSON RD
HOWELL MI 48843-9007

MEMBER ID: 110099341

Statement Period

April 01, 2022 to April 30, 2022

Account Balances at a Glance

Total Savings **\$5,083.94**

Commercial Membership Savings

Account Number: 10006221590

Summary

Beginning Balance (04/01)	\$5,083.73
Deposits & Additions	\$0.00
Withdrawals	\$0.00
Interest	\$0.21
<hr/>	
Ending Balance (04/30)	\$5,083.94

Additional

Average Daily Balance	\$5,083.73
Annual % Yield Earned This Period	0.05%
Interest Paid Year-to-Date	\$0.84

Transactions

DATE	DESCRIPTION	AMOUNT	BALANCE
4/1/2022	Beginning Balance		\$5,083.73
4/29/2022	Eff. 04-30 Credit Interest/Dividend	\$0.21	\$5,083.94
4/30/2022	Ending Balance		\$5,083.94

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**.

05/13/2022

REVENUE AND EXPENDITURE REPORT FOR HOWELL RECREATION
PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR		% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET		MONTH 04/30/22	AVAILABLE BALANCE	
Fund 208 - PARKS & REC AUTHORITY							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
208-751-587.001	PK/RC MARION TWP PARTICIPATION	113,500.00	113,500.00	56,750.00	28,375.00	56,750.00	50.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	113,500.00	113,500.00	56,750.00	28,375.00	56,750.00	50.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	113,500.00	113,500.00	56,750.00	28,375.00	56,750.00	50.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	113,500.00	113,500.00	28,375.00	0.00	85,125.00	25.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	113,500.00	113,500.00	56,750.00	28,375.00	56,750.00	50.00
208-751-650.106	FACILITY MEMBERSHIPS	40,000.00	120,000.00	36,058.00	7,975.00	83,942.00	30.05
208-751-651.020	BENNETT BLDG RENTAL FEES	0.00	650.00	640.00	0.00	10.00	98.46
208-751-651.022	OCEOLA BLDG RENTAL FEES	35,000.00	45,000.00	25,339.00	2,885.00	19,661.00	56.31
208-751-651.026	GYMANASIUM RENTALS	12,000.00	16,000.00	11,646.00	2,278.50	4,354.00	72.79
208-751-665.000	INVESTMENT INTEREST	300.00	300.00	78.44	8.30	221.56	26.15
208-751-671.002	MISC REVENUES	250.00	400.00	186.14	15.00	213.86	46.54
208-751-675.026	GIFT CERTIFICATE	0.00	1,000.00	10.00	0.00	990.00	1.00
208-751-675.075	DOG PARK MAINT SERV FEES	5,000.00	5,000.00	1,250.00	0.00	3,750.00	25.00
208-751-678.010	SPONSORSHIP FEES	50,000.00	15,000.00	250.00	0.00	14,750.00	1.67
Total Dept 751 - RECREATION / PARKS DEPARTMENT		710,050.00	770,850.00	330,832.58	126,661.80	440,017.42	42.92
TOTAL REVENUES		710,050.00	770,850.00	330,832.58	126,661.80	440,017.42	42.92
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
208-751-702.001	SAL & WAGES DIRECTOR	66,000.00	66,000.00	22,846.14	5,076.92	43,153.86	34.62
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	40,000.00	40,000.00	14,144.26	2,905.50	25,855.74	35.36
208-751-702.004	SAL & WAGES - OPERATIONS MGR	36,480.00	36,480.00	16,769.63	3,999.13	19,710.37	45.97
208-751-702.024	SAL & WAGES -MARKETING	23,530.00	23,530.00	12,263.26	2,299.00	11,266.74	52.12
208-751-702.030	SAL & WAGES FRONT OFFICE	76,128.00	76,128.00	23,760.13	4,621.75	52,367.87	31.21
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	45,000.00	45,000.00	21,257.00	4,975.75	23,743.00	47.24
208-751-713.000	EMPLOYER SHARE FICA	19,000.00	19,000.00	8,343.30	1,843.41	10,656.70	43.91
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	16,400.00	16,400.00	5,614.43	1,004.51	10,785.57	34.23
208-751-714.002	EMP DISABILITY /LIFE INSURANCE	2,400.00	2,400.00	792.24	198.06	1,607.76	33.01
208-751-714.004	ICMA RETIREMENT	19,028.00	32,580.00	11,020.00	0.00	21,560.00	33.82
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,500.00	486.09	218.30	1,013.91	32.41
208-751-730.000	POSTAGE	3,000.00	3,000.00	776.06	170.64	2,223.94	25.87
208-751-740.000	OPERATING SUPPLIES - GENL	3,000.00	3,000.00	114.21	(57.04)	2,885.79	3.81
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
208-751-751.000	GASOLINE & DIESEL FUEL	2,500.00	2,500.00	382.67	0.00	2,117.33	15.31
208-751-801.000	PROFESSIONAL SERVICES	30,000.00	30,000.00	18,573.43	3,902.66	11,426.57	61.91
208-751-804.000	CONTRACTUAL SERVICES	3,000.00	10,000.00	4,022.00	0.00	5,978.00	40.22
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	5,000.00	2,500.00	1,901.68	0.00	598.32	76.07
208-751-850.000	COMMUNICATION - TELEPHONES	8,500.00	8,500.00	2,617.55	73.46	5,882.45	30.79
208-751-850.008	COMMUNICATION - INTERNET & CABLE	14,000.00	16,000.00	5,938.00	1,482.10	10,062.00	37.11
208-751-850.030	COMMUNICATIONS INTERNET YOUTH CNTR	4,800.00	0.00	0.00	0.00	0.00	0.00
208-751-860.000	TRAVEL	3,500.00	6,000.00	4,533.88	1,693.65	1,466.12	75.56
208-751-900.000	MARKETING, PRINTING & PUBLISHING	4,000.00	4,000.00	2,572.91	446.90	1,427.09	64.32
208-751-910.000	INSURANCE	33,000.00	33,000.00	10,643.24	1,760.40	22,356.76	32.25
208-751-920.000	UTILITIES - ELECTRICITY	6,500.00	6,500.00	2,051.15	452.20	4,448.85	31.56
208-751-920.001	UTILITIES - GAS	5,500.00	5,500.00	4,210.78	946.74	1,289.22	76.56
208-751-920.002	UTILITIES - WAT / SEW	1,800.00	1,800.00	478.35	0.00	1,321.65	26.58
208-751-920.003	UTILITIES - RUBBISH	700.00	900.00	293.36	0.00	606.64	32.60
208-751-920.012	UTILITIES - ELEC/OCEOLA	48,000.00	48,000.00	11,168.87	3,478.59	36,831.13	23.27
208-751-920.013	UTILITIES - GAS/OCEOLA	22,000.00	22,000.00	5,914.56	0.00	16,085.44	26.88
208-751-920.014	UTILITIES - WATER/OCEOLA	1,000.00	1,000.00	390.46	390.46	609.54	39.05
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	700.00	700.00	236.29	0.00	463.71	33.76
208-751-930.000	GROUPS MAINTENANCE BENNETT	4,000.00	4,000.00	90.00	90.00	3,910.00	2.25
208-751-930.006	REPAIR & MAINT - VEHICLES	500.00	500.00	70.65	0.00	429.35	14.13
208-751-930.014	GROUPS MAINTENANCE OCEOLA	32,000.00	60,000.00	26,192.45	(440.56)	33,807.55	43.65
208-751-931.000	GROUPS MAINT BENNETT	8,000.00	8,000.00	1,358.03	904.01	6,641.97	16.98
208-751-931.014	BLDG R & M OCEOLA	15,000.00	15,000.00	2,818.53	270.97	12,181.47	18.79
208-751-940.000	EQUIPMENT RENTAL	22,000.00	35,000.00	11,549.20	2,875.32	23,450.80	33.00
208-751-940.040	FACILITY RENT	24,000.00	24,000.00	10,000.00	2,000.00	14,000.00	41.67
208-751-956.000	MISCELLANEOUS	1,000.00	2,098.00	1,732.65	160.93	365.35	82.59
208-751-956.003	BANK CHARGES & FEES	6,000.00	9,000.00	5,552.29	1,265.94	3,447.71	61.69
208-751-957.000	EDUCATION / TRAINING	1,000.00	250.00	0.00	0.00	250.00	0.00
208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	12,084.00	12,084.00	0.00	0.00	12,084.00	0.00
208-751-980.000	OFFICE EQUIPMENT	4,500.00	1,000.00	0.00	0.00	1,000.00	0.00
208-751-980.004	EQUIP / COMPUTER HARDWARE	2,000.00	4,000.00	3,316.46	2,224.25	683.54	82.91

208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	30,000.00	30,000.00	27,364.49	3,250.00	2,635.51	91.21
208-751-991.000	PRINCIPAL	0.00	0.00	4,580.00	916.00	(4,580.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		710,050.00	770,850.00	308,740.68	55,399.95	462,109.32	40.05
TOTAL EXPENDITURES		710,050.00	770,850.00	308,740.68	55,399.95	462,109.32	40.05
Fund 208 - PARKS & REC AUTHORITY:							
TOTAL REVENUES		710,050.00	770,850.00	330,832.58	126,661.80	440,017.42	42.92
TOTAL EXPENDITURES		710,050.00	770,850.00	308,740.68	55,399.95	462,109.32	40.05
NET OF REVENUES & EXPENDITURES		0.00	0.00	22,091.90	71,261.85	(22,091.90)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 214 - YOUTH SPORTS							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
214-751-650.006	GENOA SOCCER FIELD RENTALS	14,000.00	14,000.00	3,440.00	1,365.00	10,560.00	24.57
214-751-650.050	PROGRAM FEES - VOLLEYBALL	5,500.00	10,000.00	7,490.00	0.00	2,510.00	74.90
214-751-650.051	PROGRAM FEES - ENRICHMENT	11,000.00	11,000.00	3,660.00	785.00	7,340.00	33.27
214-751-650.053	PROGRAM FEES - SOCCER	75,000.00	95,000.00	53,645.00	0.00	41,355.00	56.47
214-751-650.054	PROGRAM FEES - BASKETBALL	25,000.00	25,000.00	3,530.00	0.00	21,470.00	14.12
214-751-650.055	PROGRAM FEES - SPECIAL EVENTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
214-751-650.094	PROGRAM FEES - SOFTBALL	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
214-751-650.102	DROP IN SPORTS	7,500.00	10,000.00	4,344.00	1,090.25	5,656.00	43.44
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	7,756.00	7,756.00	0.00	0.00	7,756.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		150,256.00	177,256.00	76,109.00	3,240.25	101,147.00	42.94
TOTAL REVENUES		150,256.00	177,256.00	76,109.00	3,240.25	101,147.00	42.94
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	37,440.00	41,600.00	13,965.00	3,245.00	27,635.00	33.57
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATORS	15,850.00	15,850.00	6,202.00	2,280.75	9,648.00	39.13
214-751-702.083	SAL & WAGES - YOUTH FACILITIES COOR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
214-751-713.000	EMPLOYER SHARE FICA	4,842.00	5,160.00	1,716.36	438.23	3,443.64	33.26
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	1,000.00	250.00	0.00	750.00	25.00
214-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	0.00	0.00	0.00	0.00	0.00
214-751-714.004	ICMA RETIREMENT	3,744.00	4,160.00	1,040.00	0.00	3,120.00	25.00
214-751-740.000	OPERATING SUPPLIES	3,600.00	3,600.00	883.17	32.00	2,716.83	24.53
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	1,500.00	1,500.00	621.25	0.00	878.75	41.42
214-751-740.081	OPER SUPP/ SOCCER	20,000.00	20,000.00	10,549.83	8,705.83	9,450.17	52.75
214-751-740.082	OPER SUPP/ SPECIAL EVENTS	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	5,000.00	5,000.00	2,731.50	0.00	2,268.50	54.63
214-751-801.017	BACKGROUND CHECKS	500.00	750.00	314.50	0.00	435.50	41.93
214-751-804.008	CONTRACT SERV - INSTRUCTORS	2,500.00	4,000.00	1,400.00	0.00	2,600.00	35.00
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	6,000.00	6,000.00	1,590.00	45.00	4,410.00	26.50
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	28,000.00	38,000.00	2,074.72	2,074.72	35,925.28	5.46
214-751-840.000	DUES & MEMBERSHIPS	180.00	183.33	183.33	0.00	0.00	100.00
214-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,000.00	589.72	0.00	410.28	58.97
214-751-920.002	UTILITIES - WAT / SEW	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
214-751-942.001	PORTA JOHN RENTALS	3,750.00	3,750.00	490.00	490.00	3,260.00	13.07
214-751-957.000	EDUCATION / TRAINING	50.00	50.00	0.00	0.00	50.00	0.00
214-751-970.000	CAPITAL OUTLAY EQUIP	0.00	10,952.67	0.00	0.00	10,952.67	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		150,256.00	177,256.00	44,601.38	17,311.53	132,654.62	25.16
TOTAL EXPENDITURES		150,256.00	177,256.00	44,601.38	17,311.53	132,654.62	25.16
Fund 214 - YOUTH SPORTS:							
TOTAL REVENUES		150,256.00	177,256.00	76,109.00	3,240.25	101,147.00	42.94
TOTAL EXPENDITURES		150,256.00	177,256.00	44,601.38	17,311.53	132,654.62	25.16
NET OF REVENUES & EXPENDITURES		0.00	0.00	31,507.62	(14,071.28)	(31,507.62)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET		MONTH 04/30/22		
Fund 216 - FESTIVALS							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	29,000.00	35,000.00	15,110.00	952.00	19,890.00	43.17
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	20,000.00	20,000.00	1,900.00	1,900.00	18,100.00	9.50
216-751-678.041	STREET VENDOR FEES MELON	5,000.00	0.00	0.00	0.00	0.00	0.00
216-751-678.042	FESTIVAL TENT MELON FEST	9,000.00	18,000.00	0.00	0.00	18,000.00	0.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
216-751-678.048	PROGRAM FEES MELON RUN	16,000.00	16,000.00	1,622.89	4.85	14,377.11	10.14
216-751-678.049	FOOD VENDOR FEES MELON	5,000.00	5,000.00	1,850.00	25.00	3,150.00	37.00
216-751-678.050	SPONSORSHIP FEES LEGEND	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
216-751-678.058	PROGRAM FEES HORSEMAN RUN	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	10,000.00	10,000.00	100.00	0.00	9,900.00	1.00
216-751-678.075	PROGRAM FEES DOC MAY RIDE	750.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		126,250.00	135,500.00	20,582.89	2,881.85	114,917.11	15.19
TOTAL REVENUES		126,250.00	135,500.00	20,582.89	2,881.85	114,917.11	15.19
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	36,400.00	37,440.00	12,900.75	2,913.75	24,539.25	34.46
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	7,360.00	7,360.00	0.00	0.00	7,360.00	0.00
216-751-702.103	SALARY & WAGES STAFF	17,400.00	17,400.00	1,521.00	741.00	15,879.00	8.74
216-751-713.000	EMPLOYER SHARE FICA	4,679.00	4,760.26	986.90	222.90	3,773.36	20.73
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	4,000.00	1,000.00	250.00	0.00	750.00	25.00
216-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	0.00	0.00	0.00	0.00	0.00
216-751-714.004	ICMA RETIREMENT	3,640.00	3,744.00	936.00	0.00	2,808.00	25.00
216-751-727.000	OFFICE SUPPLIES	100.00	115.00	212.67	101.97	(97.67)	184.93
216-751-730.000	POSTAGE	100.00	100.00	4.33	0.00	95.67	4.33
216-751-740.000	OPERATING SUPPLIES	100.00	0.00	13.98	13.98	(13.98)	100.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	10,000.00	20,000.00	20,837.68	2,473.63	(837.68)	104.19
216-751-740.102	OPER SUPP MELON FESTIVAL	12,000.00	18,000.00	7,849.90	0.00	10,150.10	43.61
216-751-740.106	OPER SUPP MELON RUN	7,500.00	6,500.00	0.00	0.00	6,500.00	0.00
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
216-751-840.000	DUES & MEMBERSHIPS	180.00	183.33	183.33	0.00	0.00	100.00
216-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,000.00	798.79	188.60	201.21	79.88
216-751-900.000	PRINTING & PUBLISHING	1,500.00	1,397.67	1,209.80	980.95	187.87	86.56
216-751-942.001	PORTA JOHN RENTALS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
216-751-957.000	EDUCATION / TRAINING	0.00	0.00	30.00	30.00	(30.00)	100.00
216-751-970.000	CAPITAL OUTLAY EQUIP	3,191.00	(0.26)	0.00	0.00	(0.26)	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		126,250.00	135,500.00	47,735.13	7,666.78	87,764.87	35.23
TOTAL EXPENDITURES		126,250.00	135,500.00	47,735.13	7,666.78	87,764.87	35.23
Fund 216 - FESTIVALS:							
TOTAL REVENUES		126,250.00	135,500.00	20,582.89	2,881.85	114,917.11	15.19
TOTAL EXPENDITURES		126,250.00	135,500.00	47,735.13	7,666.78	87,764.87	35.23
NET OF REVENUES & EXPENDITURES		0.00	0.00	(27,152.24)	(4,784.93)	27,152.24	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 217 - PRESCHOOL							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
217-751-590.000	GRANTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
217-751-651.003	PRESCHOOL CAMP TUITION	2,600.00	3,000.00	0.00	0.00	3,000.00	0.00
217-751-651.007	REC FEE/PRESCHOOL TUITION	45,880.00	46,000.00	26,931.00	3,041.00	19,069.00	58.55
217-751-651.030	REGISTRATION FEE	2,400.00	0.00	0.00	0.00	0.00	0.00
217-751-675.015	PRESCHOOL FUNDRAISING	2,500.00	4,500.00	214.00	0.00	4,286.00	4.76
217-751-675.040	DONATIONS - GENERAL	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,980.00	55,100.00	27,145.00	3,041.00	27,955.00	49.26
TOTAL REVENUES							
		54,980.00	55,100.00	27,145.00	3,041.00	27,955.00	49.26
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
217-751-702.023	SAL & WAGES PRESCHOOL	45,000.00	45,000.00	15,949.63	3,137.50	29,050.37	35.44
217-751-713.000	EMPLOYER SHARE FICA	3,710.00	3,710.00	1,268.83	275.22	2,441.17	34.20
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	1,000.00	250.00	0.00	750.00	25.00
217-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
217-751-740.028	OPER SUPP/PRESCHOOL	2,000.00	2,042.60	617.43	308.95	1,425.17	30.23
217-751-801.017	BACKGROUND CHECKS	50.00	50.00	0.00	0.00	50.00	0.00
217-751-840.000	DUES & MEMBERSHIPS	0.00	75.00	100.00	0.00	(25.00)	133.33
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	400.00	0.00	0.00	400.00	0.00
217-751-957.000	EDUCATION / TRAINING	300.00	300.00	0.00	0.00	300.00	0.00
217-751-970.000	CAPITAL OUTLAY EQUIP	1,100.00	1,102.40	0.00	0.00	1,102.40	0.00
217-751-980.000	OFFICE EQUIPMENT	900.00	900.00	0.00	0.00	900.00	0.00
217-751-980.015	PRESCHOOL EQUIPMENT	420.00	420.00	0.00	0.00	420.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,980.00	55,100.00	18,185.89	3,721.67	36,914.11	33.01
TOTAL EXPENDITURES							
		54,980.00	55,100.00	18,185.89	3,721.67	36,914.11	33.01
Fund 217 - PRESCHOOL:							
TOTAL REVENUES		54,980.00	55,100.00	27,145.00	3,041.00	27,955.00	49.26
TOTAL EXPENDITURES		54,980.00	55,100.00	18,185.89	3,721.67	36,914.11	33.01
NET OF REVENUES & EXPENDITURES		0.00	0.00	8,959.11	(680.67)	(8,959.11)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 218 - SENIOR CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
218-751-590.000	AREA ON AGING GRANT	5,000.00	5,000.00	(5,000.00)	0.00	10,000.00	(100.00)
218-751-650.030	PROGRAM FEES - ENRICHMENT	9,000.00	15,000.00	6,191.50	750.50	8,808.50	41.28
218-751-650.098	PROGRAM FEES - FITNESS	30,000.00	40,000.00	20,804.50	4,014.00	19,195.50	52.01
218-751-650.107	TRAVEL	25,500.00	35,000.00	18,855.00	0.00	16,145.00	53.87
218-751-675.009	DONATIONS / PKS & RECS SENIORS	1,500.00	1,500.00	596.00	96.00	904.00	39.73
218-751-675.013	UNITED WAY SENIORS	7,500.00	7,500.00	1,875.00	0.00	5,625.00	25.00
218-751-675.100	FUNDRAISING ENRICHMENT	750.00	750.00	0.00	0.00	750.00	0.00
218-751-678.012	MEMBERSHIP FEES	30,000.00	30,000.00	17,093.50	1,951.75	12,906.50	56.98
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	0.00	1,100.00	1,100.00	0.00	0.00	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		109,250.00	135,850.00	61,515.50	6,812.25	74,334.50	45.28
TOTAL REVENUES		109,250.00	135,850.00	61,515.50	6,812.25	74,334.50	45.28
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
218-751-702.027	SAL & WAGES SENIORS	39,520.00	39,520.00	13,284.00	3,040.00	26,236.00	33.61
218-751-713.000	EMPLOYER SHARE FICA	3,023.00	3,023.00	1,016.25	232.56	2,006.75	33.62
218-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	(3,320.00)	250.00	0.00	(3,570.00)	(7.53)
218-751-714.004	ICMA RETIREMENT	0.00	3,504.00	1,988.00	0.00	1,516.00	56.74
218-751-727.000	OFFICE SUPPLIES	50.00	350.00	268.66	0.00	81.34	76.76
218-751-730.000	POSTAGE	150.00	240.00	56.58	0.00	183.42	23.58
218-751-740.032	OPER SUPP/SENIORS	2,500.00	2,500.00	109.95	0.00	2,390.05	4.40
218-751-740.061	OPER SUPP/FITNESS	5,000.00	5,000.00	289.97	248.00	4,710.03	5.80
218-751-740.070	OPER SUPP/ TRAVEL	22,000.00	30,000.00	525.00	0.00	29,475.00	1.75
218-751-804.008	CONTRACT SERV - INSTRUCTORS	15,000.00	15,000.00	6,060.00	1,460.00	8,940.00	40.40
218-751-804.080	CONTRACT SERVICES ENTERTAINMENT	500.00	500.00	150.00	0.00	350.00	30.00
218-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	183.33	0.00	16.67	91.67
218-751-860.000	CONFERENCE /TRANSPORTATION	800.00	1,200.00	798.79	188.60	401.21	66.57
218-751-900.000	MARKETING PRINTING & PUBLISHING	4,590.00	4,590.00	0.00	0.00	4,590.00	0.00
218-751-957.000	EDUCATION / TRAINING	50.00	150.00	95.00	0.00	55.00	63.33
218-751-964.001	PROGRAM REFUNDS	50.00	50.00	0.00	0.00	50.00	0.00
218-751-967.002	GRANT EXPENSES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
218-751-970.000	CAPITAL OUTLAY EQUIP	10,817.00	28,343.00	0.00	0.00	28,343.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		109,250.00	135,850.00	25,075.53	5,169.16	110,774.47	18.46
TOTAL EXPENDITURES		109,250.00	135,850.00	25,075.53	5,169.16	110,774.47	18.46
Fund 218 - SENIOR CENTER:							
TOTAL REVENUES		109,250.00	135,850.00	61,515.50	6,812.25	74,334.50	45.28
TOTAL EXPENDITURES		109,250.00	135,850.00	25,075.53	5,169.16	110,774.47	18.46
NET OF REVENUES & EXPENDITURES		0.00	0.00	36,439.97	1,643.09	(36,439.97)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 219 - SUMMER DAY CAMP							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
219-751-651.003	SUMMER CAMP	49,750.00	49,750.00	20,664.00	4,175.00	29,086.00	41.54
219-751-651.025	SPECIALTY CAMPS	5,000.00	5,000.00	2,420.00	0.00	2,580.00	48.40
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,750.00	54,750.00	23,084.00	4,175.00	31,666.00	42.16
TOTAL REVENUES		54,750.00	54,750.00	23,084.00	4,175.00	31,666.00	42.16
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	3,053.00	3,053.00	0.00	0.00	3,053.00	0.00
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	30,684.00	30,684.00	2,228.50	1,009.50	28,455.50	7.26
219-751-713.000	EMPLOYER SHARE FICA	2,347.00	2,347.00	0.00	0.00	2,347.00	0.00
219-751-740.003	OPER SUPPLIES/T-SHIRTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
219-751-740.033	OPER SUPP/SUMMER CAMP	1,650.00	1,650.00	262.63	252.20	1,387.37	15.92
219-751-740.041	OPERATING SUPPLIES SNACKS	796.00	796.00	23.24	0.00	772.76	2.92
219-751-740.042	FIELD TRIPS	7,500.00	7,500.00	427.00	0.00	7,073.00	5.69
219-751-801.017	BACKGROUND CHECKS	125.00	125.00	55.50	55.50	69.50	44.40
219-751-900.000	MARKETING PRINTING & PUBLISHING	250.00	250.00	0.00	0.00	250.00	0.00
219-751-957.000	EDUCATION / TRAINING	250.00	250.00	0.00	0.00	250.00	0.00
219-751-970.000	CAPITAL OUTLAY EQUIP	1,095.00	1,095.00	0.00	0.00	1,095.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		54,750.00	54,750.00	2,996.87	1,317.20	51,753.13	5.47
TOTAL EXPENDITURES		54,750.00	54,750.00	2,996.87	1,317.20	51,753.13	5.47
Fund 219 - SUMMER DAY CAMP:							
TOTAL REVENUES		54,750.00	54,750.00	23,084.00	4,175.00	31,666.00	42.16
TOTAL EXPENDITURES		54,750.00	54,750.00	2,996.87	1,317.20	51,753.13	5.47
NET OF REVENUES & EXPENDITURES		0.00	0.00	20,087.13	2,857.80	(20,087.13)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 221 - TEEN CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
221-751-649.000	CONCESSION SALES TEEN	5,000.00	5,000.00	1,505.75	456.50	3,494.25	30.12
221-751-650.005	PROGRAM FEES TEENS	14,000.00	14,000.00	3,105.00	665.00	10,895.00	22.18
221-751-675.010	DONATIONS - TEEN	5,403.00	999.53	70.65	0.00	928.88	7.07
221-751-675.012	UNITED WAY - TEENS	30,000.00	30,000.00	7,500.00	0.00	22,500.00	25.00
221-751-675.110	FUNDRAISING	8,000.00	16,308.33	0.00	0.00	16,308.33	0.00
221-751-679.100	GRANTS > \$1000	23,000.00	80,000.00	60,500.00	0.00	19,500.00	75.63
Total Dept 751 - RECREATION / PARKS DEPARTMENT		85,403.00	146,307.86	72,681.40	1,121.50	73,626.46	49.68
TOTAL REVENUES							
		85,403.00	146,307.86	72,681.40	1,121.50	73,626.46	49.68
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
221-751-702.026	SAL & WAGES TEEN MANAGERS	36,420.00	39,312.00	14,720.63	3,438.75	24,591.37	37.45
221-751-702.035	SAL & WAGES TEEN COORDINATOR	13,224.00	6,800.00	0.00	0.00	6,800.00	0.00
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	15,950.00	15,950.00	5,285.00	1,162.00	10,665.00	33.13
221-751-713.000	EMPLOYER SHARE FICA	5,251.00	5,084.53	1,628.06	386.37	3,456.47	32.02
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	4,320.00	6,000.00	2,385.44	503.74	3,614.56	39.76
221-751-714.004	ICMA RETIREMENT	3,948.00	6,868.00	3,092.00	0.00	3,776.00	45.02
221-751-727.000	OFFICE SUPPLIES	100.00	100.00	43.85	0.00	56.15	43.85
221-751-740.000	OPERATING SUPPLIES	700.00	0.00	0.00	0.00	0.00	0.00
221-751-740.003	OPER SUPPLIES/T-SHIRTS	510.00	510.00	0.00	0.00	510.00	0.00
221-751-740.015	OPER SUPP/CONCESSIONS	1,500.00	1,500.00	664.49	33.98	835.51	44.30
221-751-740.036	OPER SUPPLIES - TEENS	2,000.00	2,700.00	2,357.04	627.95	342.96	87.30
221-751-840.000	DUES & MEMBERSHIPS	180.00	183.33	183.33	0.00	0.00	100.00
221-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,000.00	313.79	188.60	686.21	31.38
221-751-900.000	PRINTING & PUBLISHING	300.00	300.00	0.00	0.00	300.00	0.00
221-751-979.100	GRANTS >\$1000 EXP	0.00	60,000.00	33,224.34	23,322.34	26,775.66	55.37
Total Dept 751 - RECREATION / PARKS DEPARTMENT		85,403.00	146,307.86	63,897.97	29,663.73	82,409.89	43.67
TOTAL EXPENDITURES							
		85,403.00	146,307.86	63,897.97	29,663.73	82,409.89	43.67
Fund 221 - TEEN CENTER:							
TOTAL REVENUES		85,403.00	146,307.86	72,681.40	1,121.50	73,626.46	49.68
TOTAL EXPENDITURES		85,403.00	146,307.86	63,897.97	29,663.73	82,409.89	43.67
NET OF REVENUES & EXPENDITURES		0.00	0.00	8,783.43	(28,542.23)	(8,783.43)	100.00

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 223 - DOG PARK							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
223-751-675.074	DOG PARK SALES - FOBS	10,550.00	10,550.00	3,470.00	1,530.00	7,080.00	32.89
223-751-678.010	SPONSORSHIP FEES	10,411.00	10,411.00	0.00	0.00	10,411.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		20,961.00	20,961.00	3,470.00	1,530.00	17,491.00	16.55
TOTAL REVENUES		20,961.00	20,961.00	3,470.00	1,530.00	17,491.00	16.55
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
223-751-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	110.00	110.00	1,890.00	5.50
223-751-801.018	MANAGEMENT SERVICES	5,000.00	5,000.00	1,250.00	0.00	3,750.00	25.00
223-751-900.000	PRINTING & PUBLISHING	150.00	150.00	0.00	0.00	150.00	0.00
223-751-910.000	INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
223-751-920.002	UTILITIES - WAT / SEW	400.00	400.00	0.00	0.00	400.00	0.00
223-751-930.000	REPAIR & MAINTENANCE	300.00	300.00	272.50	272.50	27.50	90.83
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,200.00	2,200.00	95.00	95.00	2,105.00	4.32
223-751-970.000	CAPITAL OUTLAY EQUIP	10,411.00	10,411.00	0.00	0.00	10,411.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		20,961.00	20,961.00	1,727.50	477.50	19,233.50	8.24
TOTAL EXPENDITURES		20,961.00	20,961.00	1,727.50	477.50	19,233.50	8.24
Fund 223 - DOG PARK:							
TOTAL REVENUES		20,961.00	20,961.00	3,470.00	1,530.00	17,491.00	16.55
TOTAL EXPENDITURES		20,961.00	20,961.00	1,727.50	477.50	19,233.50	8.24
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,742.50	1,052.50	(1,742.50)	100.00
TOTAL REVENUES - ALL FUNDS							
		1,311,900.00	1,496,574.86	615,420.37	149,463.65	881,154.49	41.12
TOTAL EXPENDITURES - ALL FUNDS							
		1,311,900.00	1,496,574.86	512,960.95	120,727.52	983,613.91	34.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	102,459.42	28,736.13	(102,459.42)	100.00

HAPRA COUNT REPORTS April 2022

PARTICIPATION TOTALS

Row Labels	Count of Name
Brighton Township	251
City of Brighton	67
City of Howell	1190
Cohoctah Township	126
Conway Township	49
Deerfield Township	126
Genoa Township	1059
Green Oak Township	69
Hamburg Township	93
Handy Township/Fowlerville	196
Hartland Township	201
Howell Township	938
Iosco Township	99
Marion Township	1152
Oceola Township	2164
Other Area	468
Pinckney Village	20
Putnam Township	48
Tyrone Township	22
Unadilla Township	17
(blank)	79
Grand Total	8434

SPECIAL EVENTS

Row Labels	Count of Name
Brighton Township	80
City of Brighton	17
City of Howell	247
Cohoctah Township	30
Conway Township	13
Deerfield Township	24
Genoa Township	227
Green Oak Township	19
Hamburg Township	30
Handy Township/Fowlerville	59
Hartland Township	37
Howell Township	209
Iosco Township	19
Marion Township	233
Oceola Township	320
Other Area	102
Pinckney Village	4
Putnam Township	14
Tyrone Township	6
Unadilla Township	4
(blank)	4
Grand Total	1698

50 & BEYOND + TRAVEL

Row Labels	Count of Name
Brighton Township	9
City of Brighton	7
City of Howell	78
Cohoctah Township	3
Conway Township	1
Deerfield Township	10
Genoa Township	62
Hamburg Township	2
Handy Township/Fowlerville	3
Hartland Township	5
Howell Township	42
Iosco Township	2
Marion Township	63
Oceola Township	143
Other Area	23
Pinckney Village	1
Putnam Township	3
Grand Total	457

YOUTH SERVICES PROGRAMS

Row Labels	Count of Name
Brighton Township	2
City of Howell	66
Cohoctah Township	2
Conway Township	2
Deerfield Township	4
Genoa Township	48
Green Oak Township	3
Hamburg Township	4
Handy Township/Fowlerville	6
Hartland Township	2
Howell Township	27
Iosco Township	3
Marion Township	65
Oceola Township	81
Other Area	16
Putnam Township	2
Unadilla Township	2
(blank)	4
Grand Total	339

SPORTS PROGRAMS

Row Labels	Count of Name
Brighton Township	16
City of Brighton	3
City of Howell	194
Cohoctah Township	25
Conway Township	6
Deerfield Township	28
Genoa Township	236
Green Oak Township	6
Hamburg Township	6
Handy Township/Fowlerville	29
Hartland Township	25
Howell Township	207
Iosco Township	21
Marion Township	278
Oceola Township	488
Other Area	40
Pinckney Village	2
Putnam Township	7
Tyrone Township	2
Unadilla Township	1
Grand Total	1620

FITNESS MEMBERSHIPS & CLASSES

Row Labels	Count of Name
Brighton Township	15
City of Brighton	3
City of Howell	136
Cohoctah Township	7
Conway Township	3
Deerfield Township	16
Genoa Township	131
Green Oak Township	1
Hamburg Township	9
Handy Township/Fowlerville	4
Hartland Township	22
Howell Township	68
Iosco Township	6
Marion Township	82
Oceola Township	488
Other Area	34
Tyrone Township	3
Unadilla Township	1
Grand Total	1029

HAPRA COUNT REPORTS April 2022

FACILITY USAGE BY LOCATION

Row Labels	Count of User
Bennett Recreation Center Room A	1
Genoa Soccer Complex Field 1	2
Genoa Soccer Complex Field 2	13
Oceola Community Center Court 1	2
Oceola Community Center Main Meeting Room 1	18
Oceola Community Center Meeting Room 2	7
Oceola Community Center Meeting Room 3	2
Oceola Community Center Whole Gymnasium	1
(blank)	
Grand Total	46

POINT OF SALE REPORTS

BY SECTION

Row Labels	Sum of Total
POS Item: (NON RESIDENT) Community Center Drop-In Pass	590
POS Item: Community Center Drop-In Pass	3170
POS Item: Fitness Class/ Yoga Drop in	220
POS Item: Senior Fitness Class (non Senior Center membe	40
POS Item: Senior Fitness Class (Senior Center Member)	198
Grand Total	4218

FACILITY USAGE BY MUNICIPALITY

Row Labels	Count of User
City of Brighton	13
City of Howell	2
Genoa Township	3
Marion Township	3
Oceola Township	19
Other Area	6
(blank)	
Grand Total	46

BY QUANTITY, CASH, AND CREDIT CARD

Row Labels	Sum of Quantity	Sum of Cash	Sum of Credit/Debit
Admin - Gymnasium Rental	260	1005	380
Sports - Drop-in Fees	386	1475	665
Wellness - Memberships	47	185	50
Wellness - Program Fees Fitness	96	280	172
Grand Total	789	2945	1267

OCC DROP-IN COUNTS

City of Howell	209
Oceola Township	183
Genoa Township	77
Marion Township	46
Howell Township	40
Other	49
Unknown	106
Totals:	710

OCC TOUR COUNTS

City of Howell	3
Oceola Township	9
Genoa Township	3
Marion Township	3
Howell Township	0
Other	2
Unknown	7
Totals:	27

CITY OF HOWELL

CIVIC EVENT APPLICATION

Complete and return this application to the City Clerk's Office
 Please refer to the Civic Event Policy for application deadlines
 *** A new application must be submitted each year.

***** FEES FOR CITY SERVICES WILL BE ASSESSED AT A MINIMUM OF 50% OF THE COST FOR ALL EVENTS**

EVENT			
Event Name: Howell Melon Festival			
Event Purpose: Community Engagement and Celebration			
SPONSORING ORGANIZATION INFORMATION			
Legal Business Name: Howell Area Parks and Recreation Authority			
<input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> City Operated/Sponsored	<input type="checkbox"/> Co-Sponsored
Address: 1661 N. Latson Rd.	City: Howell	State/Zip: MI, 48843	
Mailing Address: Same	City: same	State/Zip: same	
Telephone: 517-546-0693	Email Address: jjones@howellrecreation.org		
Contact Name: Jordan Jones	Title: Special Events Manager		
Telephone: 517-579-2867	Cell Phone:	Email Address: same	
CONTACT PERSON ON DAY OF EVENT			
Name: Jordan Jones		Title: Special Events Manager	
Address: same as above		City:	
Telephone: same	Cell Phone:	Email Address: same	
TYPE OF EVENT (Check One)			
<input type="checkbox"/> Marathon/Race	<input type="checkbox"/> Block Party	<input type="checkbox"/> Political or Ballot Issue Event	<input type="checkbox"/> Video or Film Production
<input checked="" type="checkbox"/> Festival/Fair	<input type="checkbox"/> Wedding	<input type="checkbox"/> Other (describe) _____	
EVENT INFORMATION			
Event Date(s): August 10th -14th, 2022			
Rain Date(s): n/a			
Event Location(s): Describe & Attach Map Downtown Howell			
Event Hours(s): Varies, schedule of events included			
Estimate date/time for set up: August 10th am			
Estimate date/time for clean up: August 15th am			
Describe set up and clean up procedures: Perrys Tents coming in Wednesday the 10th and coming back Monday the 15th. Food court area will be set up starting Friday at 4pm and taken down Sunday by 5pm. Melon run set up starts 3pm on Friday and will be clean up by 9pm Friday. Car Show set up Saturday Morning and ends in evening.			

EVENT INFORMATION (Continue)

Estimated Attendance: 15,000-25,000

Describe crowd control plans for this event:

Road Closures, Assistance from local PD, proper signage.

Describe the Civic Event's impact on adjacent commercial and residential property:

Only side streets will be closed, Grand River will remain open along with all the parking on Grand River.

Will sidewalks be used?

YES NO

If yes, include a detailed map outlining the proposed sidewalk use.

Describe sidewalk use:

Main walk ways between side streets where events will be held. These will not be closed, but main walk ways between different area of event.

Will street closures be necessary?

YES NO

If yes, include a detailed map including road closures and emergency vehicle access.

Describe street closures:

Wednesday - Close S. Center St. by 8am and reopen Monday by 5pm

Friday - Close N. Walnut St. by 8am and reopen Sunday by 5pm, Close N. State St. & Run Course by 3pm and reopen run course by 9pm Friday, reopen N. State St. by 5pm Sunday.

Saturday - Close S. Walnut St. & N. Center St. by 8am and reopen by 5pm Sunday. Close Grand River for Parade by 8am and reopen by 2pm on Saturday. N. Walnut from Clinton to Wetmore closed Saturday for the car show.

Street closed: date/time:

Street re-open: date/time:

If the proposed event is a parade, list the point of origin, path, termination point and the number of entries.

Will parking lot closures be necessary?

YES NO

If yes, include a detailed map indicating proposed closures.

Parking lot(s) location:

N. Walnut & W. Clinton St. Lot, Friday by 8am and reopen Sunday by 5pm. N. State St lot, close Friday by 3pm and reopen Sunday by 5pm.

Parking lot(s) closed: date/time:

N. Walnut & Wetmore St. Lot closed during Car Show on Saturday.

Parking lot(s) re-open: date/time:

What parking arrangements are proposed to accommodate attendance?

All other public lots and Grand River parking will be open.

Scofield Park & Boat Launch will be closed during the Melon Run. Request the road in park is good for runners (no large pot holes) and the wood chip trail is good for runners.

Will music be provided/included during the event?

YES NO

Music must conform to City Ordinance.

Describe type of music proposed:

Live Amplification Recorded Loudspeakers

Proposed time music will begin:

Thursday 5pm -10pm Sunday 10am-12pm
Friday 5pm-10pm

Proposed time music will end:

Saturday 11am-11pm Wednesday 5pm-10pm

Proposed location of live band/disc jockey/loudspeakers/equipment:

Thursday - Festival Tent on S. Center Friday - Festival Tent on S. Center & Loudspeaker on State St.

Saturday - Festival Tent on S. Center & S. Walnut Sunday - Festival Tent on S. Center

Describe noise control:

Wednesday - Festival Tent on S. Center

EVENT INFORMATION (Continue)

Will the event require the use of any of the following municipal equipment? YES NO

- Barricades Quantity: Labeled on Map
 Traffic Cones Quantity: Labeled on Map
 Other (describe) Quantity:

Will the following be constructed or located in the event area?

No stakes of any kind allowed on asphalt.

- | | | | |
|---|---------------------|--|------------------------|
| <input type="checkbox"/> Booths: | Quantity: | <input checked="" type="checkbox"/> Tables: | Quantity: |
| <input checked="" type="checkbox"/> Tents: Perry's Tents | Quantity: 1 (2 Max) | <input type="checkbox"/> Rides: | Quantity: |
| <input type="checkbox"/> Awnings: | Quantity: | <input type="checkbox"/> Other (describe) | Quantity: |
| <input checked="" type="checkbox"/> Canopies: 10x10s for
check ins | Quantity: | <input checked="" type="checkbox"/> *Portable Toilets: | Quantity: label on map |
- *May be required depending on event

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, rides, routes, portable toilets, etc.

Will the event have kiddie rides, inflatables, (i.e. moonwalk), amusement rides, climbing walls, live animals, etc.?

YES NO *If yes, additional insurance coverage will be required.*

If yes, describe in detail the types of attractions proposed:

Kids Play Area may have some inflatables on Library lawn. This may include a rock wall.

Will electric services be needed? YES NO

If yes, describe in detail.

Panel Dropped on N. Walnut and S. Center

Potentially also on S. Walnut Will other

utilities be needed? YES No

If yes, describe in detail.
Requesting use of DDA and City Gators and a DPW truck for trash services and Race set up/ tear down.

Will other City facilities be needed? YES NO

If yes, describe in detail.

Water hook up on N. Walnut and S. Center

Will the event have food, beverage or concessions? YES NO *If yes, please attach copy of valid Food License*

Describe: Food Vendors on N. Walnut and S. Center

Do you plan to have alcohol served at this event? YES NO *If yes, Liquor Liability Insurance is required, as well as a Special License from the Michigan Liquor Control Commission*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors.

ID check at entrance to festival tent and colored wristbands for each night, Alcohol ticket sales at one table. Organization staff, volunteers, and local law enforcement.

Do you plan to have special event signs? YES NO *Signs must conform to City ordinance.*

Describe signs proposed locations, etc.

Signs on N. State St , N. Walnut, S. Walnut, N. Center, and S. Center. As well as along race course on Friday.

APPLICATION CHECK LIST (failure to provide necessary documentation will delay application review and approval)

I have attached the following items:

- Completed Application
- Event Map (include detailed event layout and boundaries for all activities)
- Detailed Plan showing road closures, sidewalk uses, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office 30 days prior to first day of event)
- Event Signage (description & location)
- Schedule of activities for event
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Howell as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than thirty (30) days prior to the event.

Execute the attached Indemnification Agreement on the **sponsoring organizations letterhead** and submit it to the City Clerk's Office at the time of application.

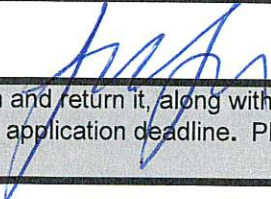
Comply with all City and County ordinances, policies and applicable State & Federal laws, and acknowledges that the Civic Event permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies. All sponsors are required to comply with the Americans with Disabilities Act when applicable. The ADA does not require the City of Howell to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities, or impose undue financial or administrative burden.

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval. **For new events, a 75% deposit of estimated fees are required 30 days before the event.**

Applicant and sponsoring organization further understands the approval of this civic event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Civic Event Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and the City Council approval will be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

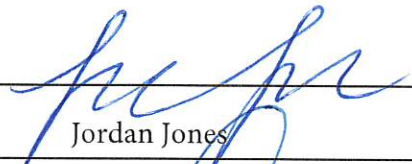

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and or the Livingston County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of the Civic Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature 	Date 5/13/2022
Complete this application and return it, along with all required documentation, to the City Clerk's Office prior to the application deadline. Please note that a new application must be submitted each year.	Application Receipt Date

INDEMNIFICATION AGREEMENT

The Howell Recreation (*event sponsor*) agrees to defend, indemnify, and hold harmless the City of Howell, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Howell Melon Festival (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Howell or by third parties, or by the agents, servants, employees or factors of any of them.

Signature  Date May 13th, 2022
Printed Name Jordan Jones Title Special Events Manager
Witness  Date May 13th, 2022
Printed Name Tim Church



Wednesday, August 10th

- Tent set up 8-5pm
- Ticketed Classic Trivia Night in tent 5-10pm
 - Sporcle hosted
- Alcohol served 5-10pm (last call 9:30)

Thursday, August 11th

- Ticketed Kick-Off Event in tent 5-10pm
 - Dueling Pianos
- Alcohol served 5-10pm (last call 9:30)

Friday, August 12th

- Racecourse Roads closed by 3pm
 - Open after race 9pm ish
 - N. State St. can open after race as well if needed
- Food Court Set Up and open
- Melon Run 6pm – 9pm
- Great Scott playing in Festival Tent 7-10pm
- Alcohol Served 4 – 11pm (last call at 10:30)
- Get Gators and truck from DPW

Saturday, August 13th

- Food Court open
- Kids Melon Patch Set up and open
- Highlander Alumni Tent set up and open
- CornHowell Tournament 12-6pm
- Howell Melon Parade 10-12pm

- Fast Eddie 12-2pm
- Car Show
- Empty Canvas in Festival Tent 5-9pm
- Alcohol Served 11am – 11pm (last call at 10:30)
- Pre-selected musicians playing in festival tent throughout day
 - Local bands & Acoustic singers
- First Presbyterian hosting craft show
- Library - book sale
- Opera House - community mural
- Outside organizer rented Historic Theater to host own concert
 - KayLyn Pace – Country Singer



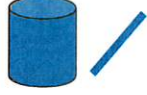


Sunday, August 14th

- Food Court & Kids Melon Patch Open
 - Close and clean up at 5pm
- Mimosas and Brunch in festival tent 10-12am
 - May be a ticketed event depending on food vendor
- Alcohol served 10-12pm (last call at 11:30)
- Clean up and tear down @ 5pm
- Return Gators and truck to DPW

Monday, August 15th

- Tent tear down and clean up 8-2pm

Food Court N. Walnut

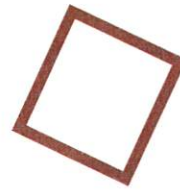
-  Barricades
-  Electrical
-  Water Hook Up and line
-  No Food vendors for cross walk
-  Food Court Tables & Chairs



N. Walnut & Wetmore St.



Car Show Area (Historic Society is setting up and running this event)



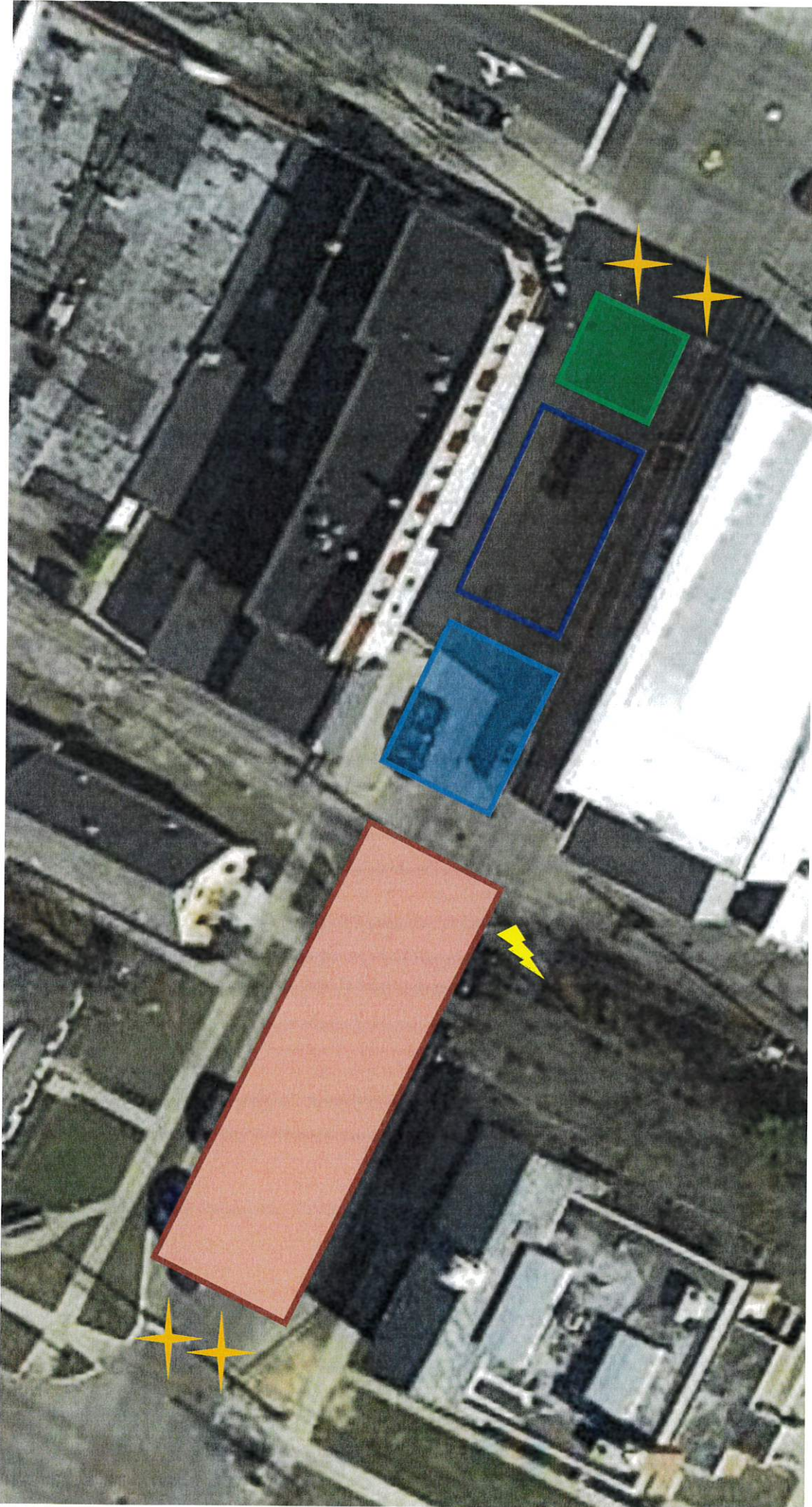
This lot may remain open depending on car show size and numbers.



Barricades



S. Walnut



Electrical



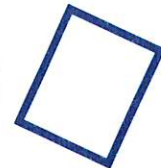
Fast Eddie



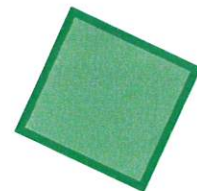
Barricades



This area will be used for staff parking and event staging



Seating for Fast Eddie Concert on Saturday



Info Booth for event and first aid station.

On Sunday this road may be used for a Tractor Show.

**State St.
Friday 8/12**




 Barricades


Registration &
Check in Tent


Food & Water for
runners


Melon Royalty Area


Hope Water
International



Ainsley's Angels


Beauchamp Water


 Electrical



N. Center St.

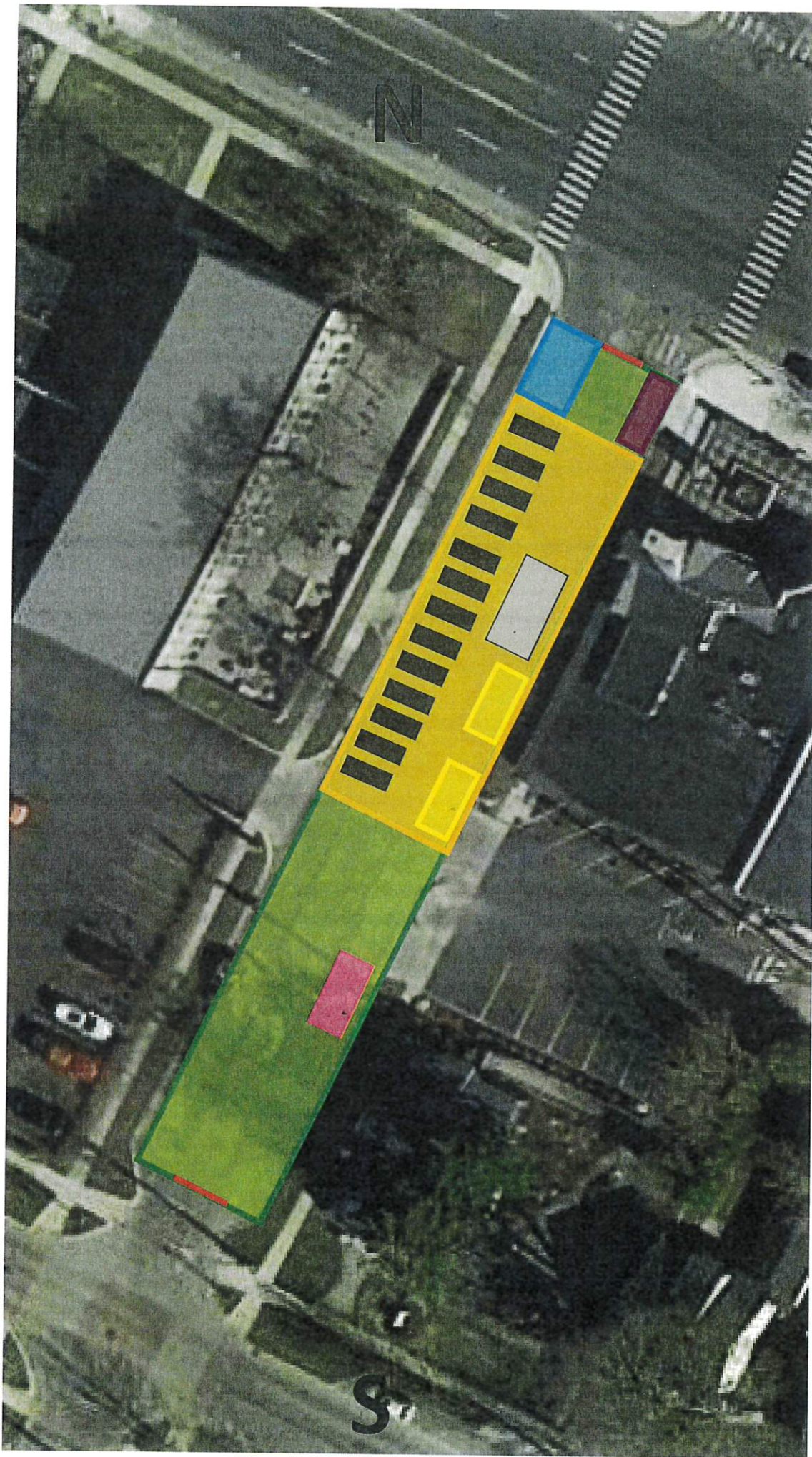
 Barricades

 Kids Melon Patch

 Highlander Tent

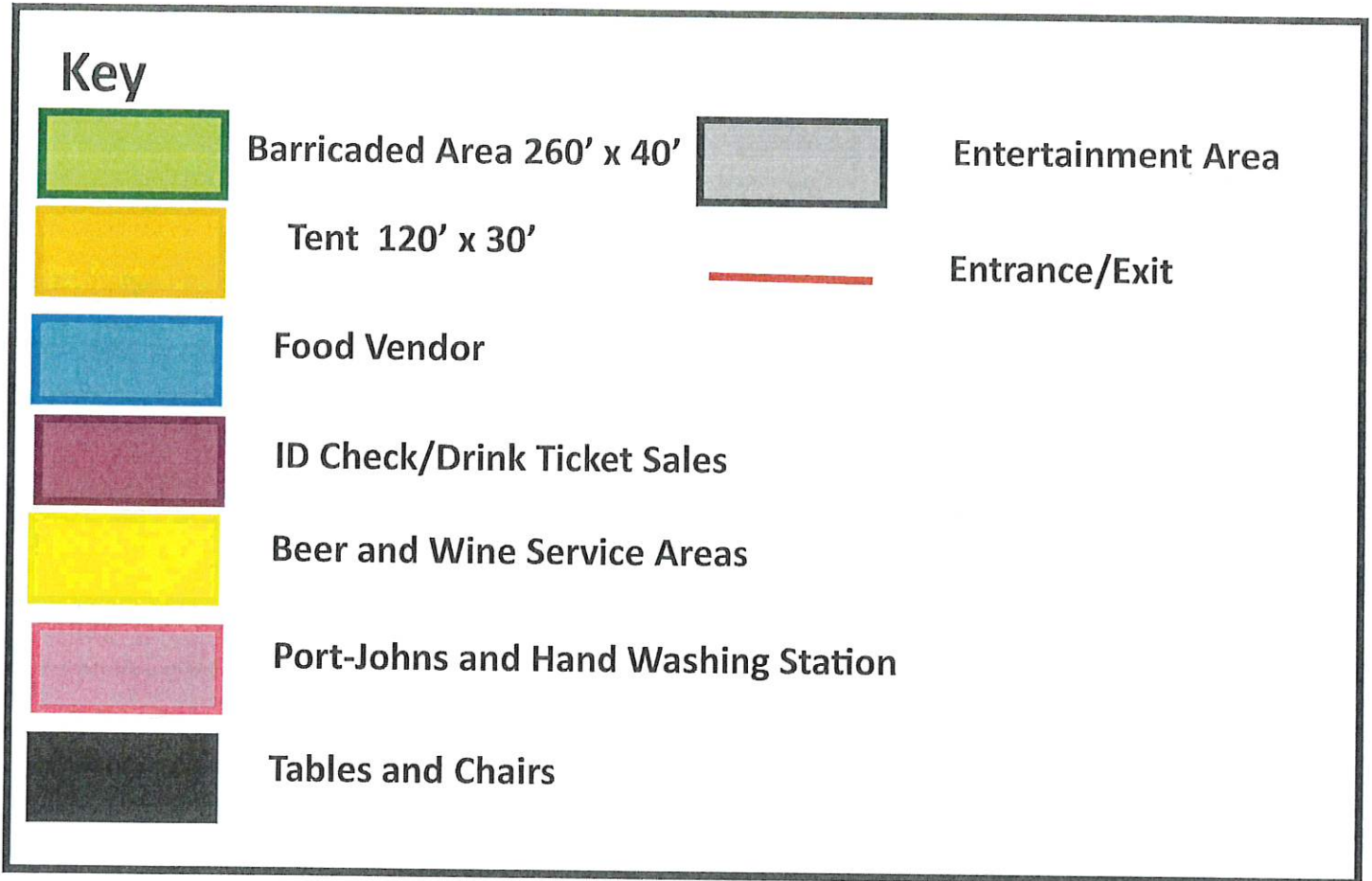
 Electrical

W



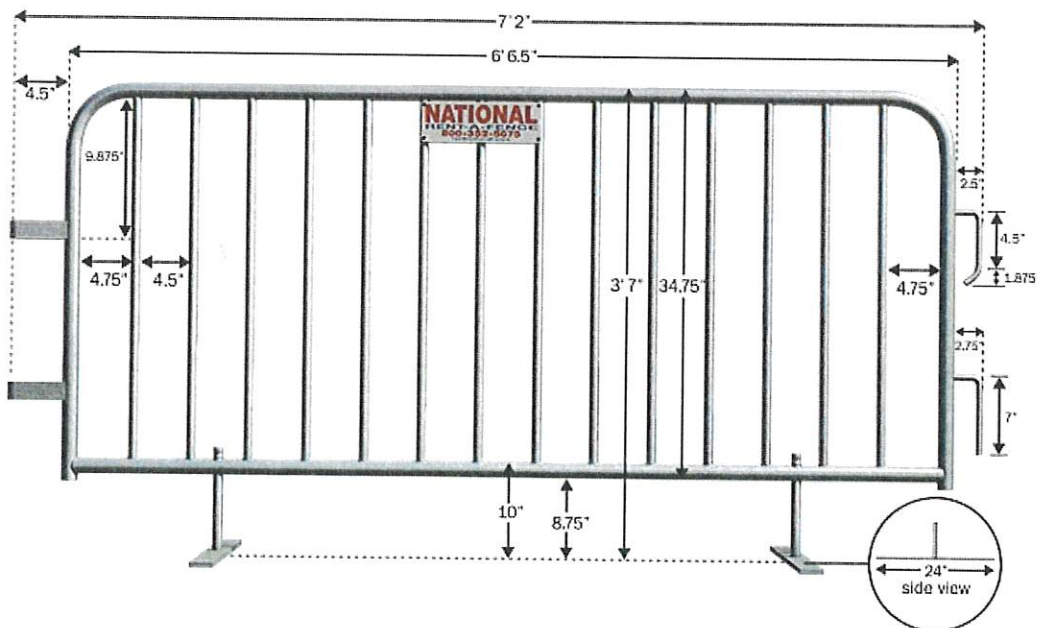
E

S



Barricades

Width: 78.5" X Height: 43"





Caledonia

Caledonia

Inverness

City Park

Thompson Lake

Burns St.

Riddle

Boston

Thompson

2 MILE

Lakeview Cemetery

Madison

WATER

WATER

Sum-

1 MILE

Monroe

Lake

Boat Launch

Thompson Lake

Michigan Ave.

State St.

Court

Barnard

Page Field

START/FINISH

Roosevelt

CHECK IN

3 MILE

www.howellrecreation.org

Clinton St.

Hesse

Almon

Elm

Park St.





Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Howell Area Parks and Recreation Authority			
Applicant address: 1661 N. Latson Rd			
City: Howell		Zip Code: 48843	
Contact name: Tim Church	Phone: 517-546-0693	Email: tchurch@howellrecreation.org	
Alternate contact name: Jordan Jones	Phone: 517-579-2867	Email: jjones@howellrecreation.org	
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No			<i>Leave Blank - MLCC Use Only</i>
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)			
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Date the applicant organization was established (month/day/year): _____			
3. Is the applicant organization a municipality? <input type="radio"/> Yes <input checked="" type="radio"/> No			

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 100 Block of S. Center St.	
City, township, or village where event will be held: Howell	County: Livingston ▼
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input checked="" type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
40	feet X 260 feet = square feet
Width	Length
Describe type and height of the barrier that will be used to enclose the outdoor area: Bike Rack Style Barricades 78.5" x 43"	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Organization Staff, Volunteers, and local law enforcement will assist with crowd control and ID checks. IDs will be checked at entrance to area and patrons will be given a colored bracelet that corresponds to each day. Drink tickets will be sold at one table.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
 If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
 If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? Yes No
 If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? Yes No

11. Is the event location within the commons area of a Social District? Yes No
 If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to [MCL 436.1551\(3\)](#). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	8-10-2022	Describe event being held: Local festival tent with live entertainment and food.	
	Date		
	5pm 10pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

2	8-11-2022	Describe event being held: Local festival tent with live entertainment and food.	
	Date		
	5pm 10pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

3	8-12-2022	Describe event being held: Local festival tent with live entertainment and food.	
	Date		
	4pm 11pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

4	8-13-2022	Describe event being held: Local festival tent with live entertainment and food.	
	Date		
	11am 11pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

5	8-14-2022	Describe event being held: Local festival tent with live entertainment and food.	
	Date		
	10am 12pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input checked="" type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
Start Time End Time	Is this date a Sunday? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input checked="" type="radio"/> Yes <input type="radio"/> No		

6		Describe event being held:	
	Date		
	Start Time End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No		

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

8	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

9	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

10	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

11	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

12	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No			

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>		<p>If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.</p> <p>Make checks payable to: State of Michigan</p>	<p><i>Leave Blank - MLCC Use Only</i></p>
x Number of Special Licenses:			
= Special License Fees: <i>MLCC Fee Code: 4008</i>			
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:			

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Sean Dunleavy 517-546-0693

Print Name and <u>Phone Number</u> of President	Signature of President	Date
---	------------------------	------

Print Name of Notary	Signature of Notary	Date
----------------------	---------------------	------

Notary Public, State of Michigan, County of <input style="width: 100%;" type="text"/>	<input type="button" value="v"/>	Acting in the County of <input style="width: 100%;" type="text"/>	<input type="button" value="v"/>
My commission expires <input style="width: 100%;" type="text"/>			

Nikolas Hertrich 517-546-3500

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
---	------------------------	------

Tammy Beal

Print Name of Notary	Signature of Notary	Date
----------------------	---------------------	------

Notary Public, State of Michigan, County of <input style="width: 100%;" type="text"/>	<input type="button" value="v"/>	Acting in the County of <input style="width: 100%;" type="text"/>	<input type="button" value="v"/>
My commission expires <input style="width: 100%;" type="text"/>			

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: City of Howell Police Department	
Name & title of reviewing officer: Scott Mannor, Chief of Police	
Phone number of officer: 517-546-1330	Email of officer: smannor@cityofhowell.org
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	<div style="text-align: right;"> _____ Signature of Reviewing Officer </div> <div style="text-align: right;"> _____ Date </div>

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: First Presbyterian Church - Howell	
Address of church or school: 323 W. Grand River Rd.	
City: Howell	Zip Code: 48843
Phone number: 517-546-0290	Email: padrigh12@gmail.com
Name of clergy member or superintendent: Patrick Cleary, President/Chair Property, Fiance & Stewardship	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	<div style="text-align: right;">  Signature of Clergy Member or Superintendent </div> <div style="text-align: right;"> 5/11/2022 Date </div>

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	<div style="text-align: right;"> _____ Signature of Authorized Signer for Licensee </div> <div style="text-align: right;"> _____ Date </div>



Community Feedback Survey Questions:

Howell Recreation would like to hear from you! Please fill out the following survey to help us improve recreation in the Howell community in years to come!

1. Please indicate which of the Howell Recreation programs/services you've used in the last year (please check all that apply):

- Adult Sports (basketball, volleyball, pickleball)
- Youth Sports (soccer, volleyball, basketball, tennis, lacrosse)
- Howell Senior Center Membership
- Senior Services and Activities
- Drop-in Fitness
- Adult Fitness Classes
- Howell Recreation Preschool
- Howell Recreation Camps
- The Hive Teen Center Membership
- Teen Programs
- Special Events
- Adult Enrichment Programs (art classes, karate, etc.)
- Youth Enrichment Programs (karate, dance, art classes, etc.)
- Travel
- Volunteering / Coaching
- Did not participate

2. Please check all the ways you hear about Howell Recreation Programs: (OR) How would members of your household prefer to receive information about Howell Recreation's programs and services?

- Digital Program Guide
- Howell Recreation Website
- Other Website
- Social Media

- Newspaper
- Radio
- Word of Mouth
- Schools
- Flyers
- Senior Newsletter
- Email Newsletter
- Repeat Customer
- Info at Howell Recreation Facility
- Other (please specify) _____

3. Please check all items that prevent you and your household from using Howell Recreation facilities and programs (please check all that apply):

- I don't know what's offered
- Fees are too high
- Location (prefer to use facilities elsewhere)
- Times of programs are inconvenient for my schedule
- Belong to another organization
- Programs are full
- Lack of child care
- Facilities lack the amenities I am looking for
- Facilities and programs are not accessible for people with disabilities
- Registration is difficult or confusing
- Howell Recreation doesn't have the programs I am looking for
- Poor customer experience
- Poor quality of facilities
- We are too busy
- I choose not to use recreation services
- None, I am a regular participant
- Other (please specify) _____

4. On a scale of 1-5 with 5 being the most positive, please rank your experience at the following Howell Recreation facilities?

Oceola Community Center / Howell Senior Center

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Bennett Rec Center

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Oceola Soccer Complex

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Genoa Soccer Fields

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Countryside Veterinary Dog Park

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

5. Do you require funding assistance for recreation programs?

Yes

No

6. The costs to operate and maintain Howell Recreation facilities is rising faster than the ability for local taxes and user fees to cover these operating costs.

Please rank the below funding options on a scale of 1-5 with 5 being the most positive.

Reduce operating hours and services provided

5	4	3	2	1
---	---	---	---	---

Fund all cost increases from higher user fees with no tax increase

5	4	3	2	1
---	---	---	---	---

Fund all cost increases from higher taxes with no user fee increase

5	4	3	2	1
---	---	---	---	---

Fund the increased costs through a balance of some increases in taxes and user fees

5	4	3	2	1
---	---	---	---	---

7. Howell Recreation wants to know how you want to see recreation dollars spent. On the items listed below, please indicate how you would appropriate \$100 future recreation

dollars. (you may choose to assign \$0 to a line item if you choose).

\$___ Acquiring open space for parks, trails, and outdoor programming

\$___ Maintaining current condition of facilities (Oceola Community Center, Hive Teen Center, Howell Recreation Preschool, Oceola Soccer Complex, Genoa Fields, and Countryside Veterinary Dog Park)

\$___ New indoor facility development

\$___ Funding of program opportunities (sports, fitness, youth & teen programs, special events, and enrichment classes)

\$100 Total

8. A millage is a tax rate used to calculate local property taxes. The millage rate represents the amount per every \$1,000 of a property's assessed value. Would you and the voting age members of your household generally support a funding millage for parks and recreation?

Yes

Yes, depending on the projects

Yes, depending on the amount

No

No opinion

9. If you would support a funding millage, how much would your household be willing to pay?

1 / 8 mil (\$12.50 for every \$100,000 taxable income)

1 / 4 mil (\$25 for every \$100,000 of taxable income)

1 / 2 mil (\$50 for every \$100,000 of taxable income)

1 mil (\$100 for every \$100,000 of taxable income)

10. What is the most important opportunity to have close to home? Please rank the below options on a scale of 1-5 with 5 being the most positive.

A place to play or take kids to play

5	4	3	2	1
---	---	---	---	---

A place to exercise

5	4	3	2	1
---	---	---	---	---

A place to relax or enjoy the outdoors

5	4	3	2	1
---	---	---	---	---

A trail on which to walk, run, or bike

5	4	3	2	1
---	---	---	---	---

A place to gather with family, friends, or neighbors

5	4	3	2	1
---	---	---	---	---

A place to play or watch sports

5	4	3	2	1
---	---	---	---	---

A place to take pets

5	4	3	2	1
---	---	---	---	---

A place to participate in programming and events

5	4	3	2	1
---	---	---	---	---

11. On a scale of 1-5 with 5 being the most important, rank the importance of the purposes/benefits of parks and recreation to you and your family?

Provide before/after school care

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Youth/Teen physical and social development

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Sports/athletic opportunities

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Help older adults & people with disabilities remain active

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Improve community health/wellness

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Provide opportunities to enjoy nature/outdoors

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Preserve open space and environment

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Make Howell a more desirable place to live

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Enhance community image & peace of mind

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Improve connectedness and sense of community

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Provide opportunities for lifelong learning

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

Provide cultural opportunities

5	4	3	2	1	Not Applicable
---	---	---	---	---	----------------

12. What other activities/programs, if any, would you consider important?

13. What are the main reasons you use parks and recreation programs in Howell (please check all that apply)?

- Enjoy outdoors & nature
- Access to water
- For exercise

- Picnic & general leisure activities
- Attend special events/concerts
- Participate in family activities
- Play sports
- Use a specific facility at a park
- Meet friends
- I don't use Howell Recreation
- Other (please specify) _____

14. On a scale of 1-5 with 5 being the most important, please rank the following functions that might be performed by Howell Recreation:

Providing places for outdoor sports programs

5	4	3	2	1
---	---	---	---	---

Providing places for indoor recreation & fitness programs

5	4	3	2	1
---	---	---	---	---

Providing programs for residents

5	4	3	2	1
---	---	---	---	---

Operating & maintaining parks & facilities

5	4	3	2	1
---	---	---	---	---

Allocating park facilities equally to different parks of the community

5	4	3	2	1
---	---	---	---	---

Providing trails & linear parks

5	4	3	2	1
---	---	---	---	---

Providing places for cultural programs (i.e. theater, arts, dance)

5	4	3	2	1
---	---	---	---	---

Providing specific programs for teens

5	4	3	2	1
---	---	---	---	---

15. Please check which potential improvements to existing parks is most important to you (select one).

Park and outdoor facility amenities (drinking fountains, bathrooms, bike racks, picnic shelters, picnic tables and benches)

Outdoor park and facility improvements (additional sidewalks, trails, trees, playgrounds, and landscaping)

Additional outdoor/indoor courts/fields (pickleball, tennis, basketball, and soccer)

Improvements to existing outdoor/indoor courts and fields (field lighting, refurbishments, relining, updated nets and equipment, and security cameras)

Additional Programming in existing community spaces

16. On a scale of 1 to 5 with 5 being the most important, rank the importance of the following programs/amenities for your household:

Community Centers

5	4	3	2	1
---	---	---	---	---

Indoor Walking Track

5	4	3	2	1
---	---	---	---	---

Indoor Courts (Basketball, Volleyball, & Pickleball)

5	4	3	2	1
---	---	---	---	---

Outdoor Courts (Basketball, Volleyball, & Pickleball)

5	4	3	2	1
---	---	---	---	---

Baseball/Softball Fields

5	4	3	2	1
---	---	---	---	---

Soccer Fields

5	4	3	2	1
---	---	---	---	---

Playgrounds

5	4	3	2	1
---	---	---	---	---

Pavilions and Picnic Areas

5	4	3	2	1
---	---	---	---	---

Outdoor Trails

5	4	3	2	1
---	---	---	---	---

Dog Parks

5	4	3	2	1
---	---	---	---	---

Golf Courses

5	4	3	2	1
---	---	---	---	---

Parks & Green Space

5	4	3	2	1
---	---	---	---	---

Splashpads

5	4	3	2	1
---	---	---	---	---

—
The following section is going to ask about the perceived value of parks and recreation to our community.
—

17. Indoor and outdoor recreation opportunities directly correlate to a decline in crime.

1. Strongly Agree
2. Somewhat Agree
3. Neutral
4. Disagree
5. Strongly Disagree

18. Living close to parks and local recreation opportunities brings value to our community.

1. Strongly Agree
2. Somewhat Agree
3. Neutral
4. Disagree
5. Strongly Disagree

19. Property values are increased where local parks and recreation opportunities are easily accessible.

1. Strongly Agree
2. Somewhat Agree
3. Neutral
4. Disagree
5. Strongly Disagree

20. Living close to local parks and recreation opportunities improves the quality of life of my community.

1. Strongly Agree
2. Somewhat Agree
3. Neutral
4. Disagree
5. Strongly Disagree

21. How many people in your household are within each of the below age groups?

Under 5 _____
5-9 _____
10-14 _____
15-19 _____
20-24 _____
25-34 _____
35-44 _____
45-54 _____
55-64 _____
65-74 _____
75+ _____

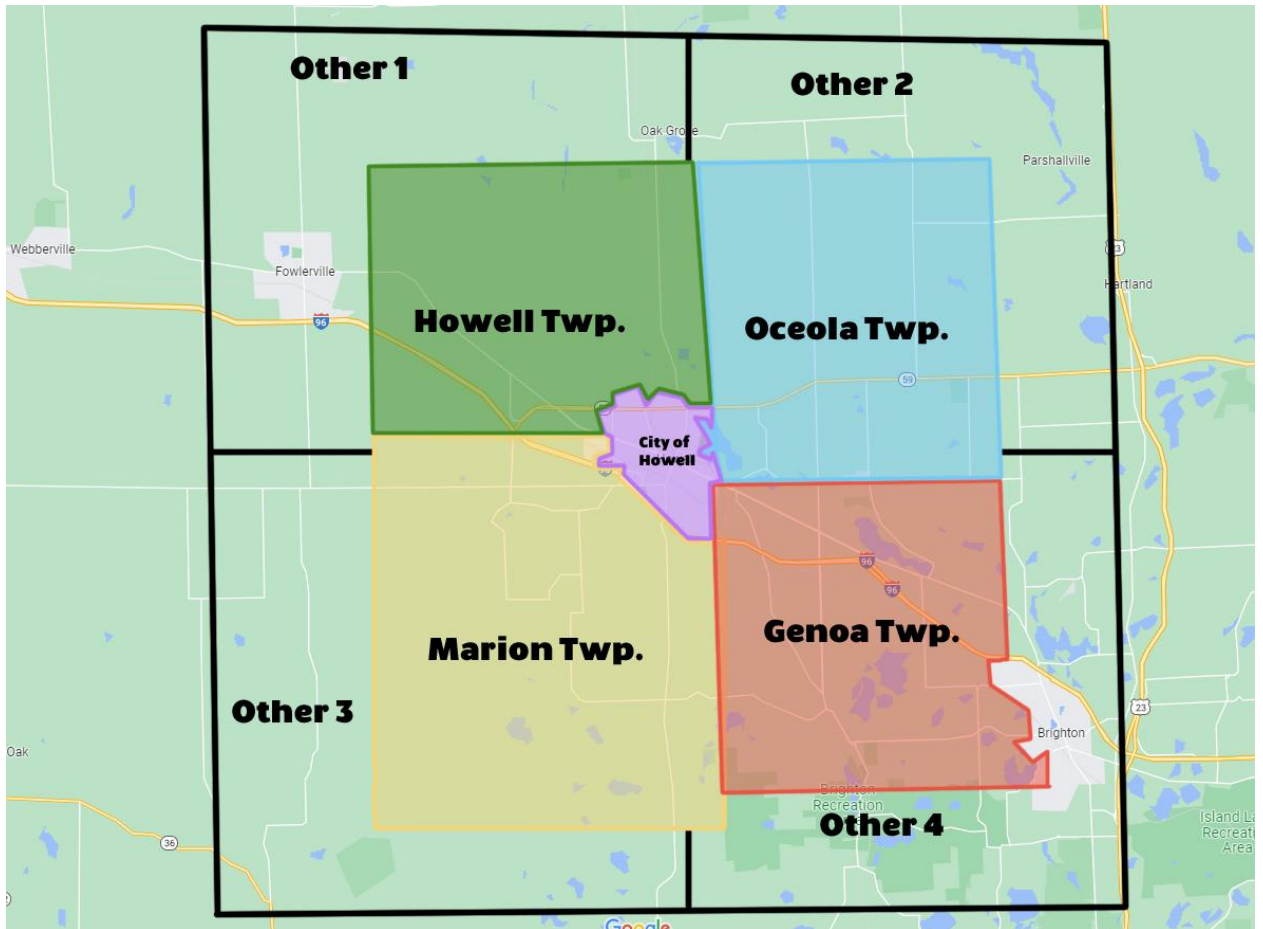
22. Please check all that apply for your home:

Children in the home and both parents work
Children in the home and one parent is stay-at-home
Children in the home and both parents are stay-at-home
No children in the home, all adults work
No children in the home, one or more adults is stay-at-home
Other, please explain: _____

23. Using the attached map please check the township/municipality you live in.

City of Howell
Genoa Township

- Howell Township
- Marion Township
- Oceola Township
- Other 1 (NW)
- Other 2 (NE)
- Other 3 (SW)
- Other 4 (SE)
- Another Twp. (please specify) _____



24. Do any members of your family have a disability as defined by the Americans With Disabilities Act (ADA)?

- Yes
- No

24-A. If you answered “yes”, what accommodation is needed to serve people with disabilities in your family?

- Non-verbal assistance (braille)
- Adaptive equipment

Additional Staff
Sign language interpretation
Other: please explain _____

24-B. If you answered “yes”, what types of programs are needed to serve people with disabilities in your family?

- Organized sports
- Social activities (dances, luncheons, etc.)
- Outdoor adventure programs
- Arts and crafts

25. What comes to mind when you hear “Howell Recreation”?

Survey Raffle Prize

Thank you for filling out this survey. If you would like to be entered into a raffle to win a \$100 Visa gift card, please fill out the information below.

Name _____

Email Address _____

Phone Number _____

Refund & Cancellation Policy (PROPOSED)

I understand and agree to the following cancellation and refund policy. Refunds and credits may take up to 3 weeks to process. Rental contract refunds and cancellations follow the contract terms.

If Howell Area Parks & Recreation Authority cancels an entire program, participants will be given a full refund. Refunds will be issued based on your original method of payment except cash transactions will be issued as checks.

Participants who choose to be removed from a program prior to the close of registration will be issued a credit to their Recreation account minus a \$10.00 cancellation fee. After the close of registration, no credits will be granted. Credits can only be used by family members on the user's account and are valid for 1 year. The following are NOT eligible for credits at any time: one day programs, tuition, drop-in programs, memberships, sponsorships, travel, and team registrations. Registrations are not allowed to be transferred to other customers for any reason.



Employee Discount and Membership Policies

*Adopted by the Board of Trustees,
Amended 5.18.2021*

POLICY STATEMENT

To promote and practice our mission statement, the Howell Area Parks and Recreation Authority encourage our employees to utilize our facilities and program offerings. The Board of Trustees recognizes the hard work and dedication of the current staff in moving the Authority forward, and in recognizing this, the board approved the employee discount and membership policy that allows you and/or your immediate family members to enjoy the programs of the Howell Area Parks & Recreation Authority.

Discount Policy

IF MARRIED: employee, spouse and children under 18

IF SINGLE: employee and/or employee's children under 18

50%- Sports and Enrichment Programs & Facility Rentals*

10%- HAPRA Travel, Preschool Tuition, Summer Camp Tuition**

* Facility Rentals are on a first come, first serve basis. Any requests under 30 days must have prior approval from the Executive Director.

**For Travel program discount, the employee must request PTO or have prior approval for time off if the travel program is during regularly scheduled business hours.

TO BE REMOVED:

Policy Excludes the following:

Scofield/Howell City Park Pass

Scofield/ Howell City Park Pavilions

Facility Memberships

All full-time and regular part-time employee (as defined in our handbook per our PTO policy) will receive an annual Facility Plus Membership.

All other part-time employees working under 1250 hours annually and seasonal employees will receive a Facility Membership only during the duration of their employment.

For full-time and regular part-time employees to add a family membership it would be an annual fee of \$100 for the first additional family member and \$25 for each additional member. All family members must be of the same household as defined in the membership policies and procedures. To add a fitness plus to any additional family member there will be a \$20 per month charge per person.

*The discount policy will be offered to all new Howell Area Parks & Recreation Authority employees immediately following the completion of the 90 day introductory period. An employee or contract employees may approach the Board of Trustees with a specific request for an employee discount not included in this policy.

**The membership policy will be offered to all new Howell Area Parks & Recreation Authority employees immediately following the completion of hire. An employee or contract employees may approach the Board of Trustees with a specific request for an employee discount not included in this policy.

To take advantage of these discounts and register for your membership you must do so in person at the Oceola Community Center with the Patron Support Supervisor and/or the Business Manager



Director's Report- 05.17.2022

General Updates

1. Strategic Planning Committee
 - a. If the board agrees, I would request a formal committee be formed to continue the work that was set in place at our April 15th meeting and be a part of the process moving forward. I would like two board members, and then will follow up with 2 to 3 other stakeholders and 2 staff to complete the committee. Goal would be for the committee to help stir the ship with the public survey and lay the foundation for the final strategic plan.
 - b. Sally Palto- Wheeler, will be a part of this process as well through the end of 2022.
2. Event Sign-up
 - a. I have a list of current upcoming events through Melon Festival for Board members to sign-up to attend and help volunteer at. I encourage you to find at least 2 different events to help with. This will give you a great opportunity to see the full impact HAPRA has and how hard working and dedicated our staff truly is.
3. DNR ARPA Funds
 - a. mDNR is working on a funding processes for Parks and Recreation departments to apply for ARPA funds. There is roughly \$65 Million dollars that will be focused mainly on infrastructure needs. They are still in the processes of finalizing how the application process will go. They are working on simplifying the process.
 - b. I have sent an inquiry if Rec Authorities would qualify or if the municipalities will need to a
4. IT transition update
 - a. BS&A- the full transfer will take place June 1-June 6th. On June 6th- 10th a representative will be on sight to train Jen and myself on the new cloud system.

Upcoming Events

1. Hive Late Night- 5/27
2. Preschool Graduation – 6/1
3. Summer Event Series
 - a. Potter Park Zoo- 6/11
 - b. Flip N Flop- 6/12