



**Regular Meeting
Oceola Community Center
Tuesday, November 21, 2023, 7:00 p.m.**

Call to order

Pledge of Allegiance (all stand)

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

Approval- Consent Agenda

1. Regular Board Meeting Minutes dated Tuesday, October 17, 2023
2. Check Register Report Ending October 31, 2023
3. Bank Statements Ending October 31, 2023
4. Financial Reports Ending October 31, 2023

Approval- Regular Agenda

1. Discussion/Approval- 2023 Budget Amendments
2. Discussion/Approval- 2024 Board Meeting Schedule
3. Discussion/Approval- 2024 Facility Closure Dates
4. Discussion/Approval- Bennett Lease Agreement
5. Discussion/Approval- Page Field Lease Agreement
6. Discussion/Approval- Director Review Format
7. Events & programs Reports
 - a. Events & programs
 - i. Walk-A-Thon
 - ii. Holiday Events
 - b. Sponsorship & marketing updates
8. Preventive Maintenance Report
9. Directors Report
10. Board Member Reports
 - i. City of Howell Board Rep:
 - ii. Oceola Township Board Rep:
 - iii. Marion Township Board Rep:
 - iv. Genoa Township Board Rep:
 - v. Howell Township Board Rep:
11. Old Business
12. New Business
13. Next Meeting: December 19, 2023 @ 7pm Oceola Community Center
14. Adjournment



Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

October 17, 2023

Call to Order

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

Attendance

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

HAPRA Staff: Director Tim Church, Jen Savage, Kyle Tokan, Kevin Troshak

Public: None

Call to the Public

None Present

Approval of Consent Agenda

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

Approval of Regular Agenda

A motion to approve the regular agenda was made by Vice Chair Terry Philibeck and supported by Treasurer Tammy Beal. **Motion carried 5 – 0**

Discussion/Approval – 2023 HAPRA Budget

Director Church informed the Board that meetings with all HAPRA partners went well with three of the communities discussing the proposed bond. A motion to approve the 2024 HAPRA Budget was made by Secretary Nikolas Hertrich and supported by Treasurer Tammy Beal. **Motion carried 5 – 0.**

Events and Programs Report

- I. Event & Programs:
 - a. The Legend of Sleepy Howell will be Saturday, October 28, 2023, on Clinton, Court, and Church Streets.
 - b. Annual Buck Pole will be held on Wednesday, November 15, 2023, at the Marion Township Hall.
- II. Sponsorship & Marketing Updates:
 - a. Chris Techentin is currently on paternity leave following the birth of a child. No updates on sponsorships and marketing.

Preventative Maintenance Report:

Kyle Tokan informed the Board that there is lots going on. The flat portion of the roof at the Bennett Center is being replaced. There have been unexpected challenges that led to the canceling of the Teen Center and pre-school but Ray Kraft with the City of Howell has been great to work with. Following completion of the roof the walkthrough is scheduled for tomorrow October 18th and the carpets will be cleaned on Friday (October 20th). At the Oceola Center work on the HVAC will be done between November 14th and 17th with new cameras being installed on November 28th and 29th.

Directors Report

- a. Schedule Annual Director Review: Director Church's annual review usually occurs in November or December. Director Church indicated that he will reach out to Oceola Township Supervisor Sean Dunleavy for the review form used in 2022. A brief discussion was had on the format of the review with Director Church stating that he will provide samples for the Board's consideration. Director Church spoke to the format the he uses for HAPRA Leadership annual reviews and the potential to follow a similar style. A decision on the format will be made during the November meeting with the Director's review to be had in December.
- b. Schedule Stakeholder Meeting: The annual stakeholders meeting was scheduled to occur at 5:00 pm prior to the regularly scheduled Board meeting in January 2024.
- c. Interview Updates: Director Church informed the Board that interviews have been completed for the 5:00 am shift and two individuals have been hired. He also shared that Steve Fellhauer, the Sports Recreation Manager has decided to take a job with the Novi Recreation Department which is much closer to his home. Interviews were had to fill the resulting vacancy and an offer letter was sent earlier today to a qualified candidate.

Board Member Reports

Secretary Nikolas Hertrich shared with the Board agenda items from the October 9, 2023, Howell City Council Meeting which included discussion and approval of multiple civic event applications including a Veterans Day Ceremony and Director Church's presentation of the 2024 HAPRA budget.

Vice Chair Terry Philibeck informed the Board that he had no updates to provide.

Treasurer Chair Tammy Beal shared with the Board that the buck pole is being setup and that trunk or treating will occur at the township hall on October 31st, from 6:00 pm to 8:00 pm.

Chair Diana Lowe informed the Board that the Genoa Township Board approved the purchase of 23 acres of land on Crooked Lake Rd. with the purpose of being used for recreation.

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

Old Business

Kevin Troshak let the Board know that fundraising for The Hive has begun and will provide everyone with a flyer next week. A wrestling organization has been signed to kick off the Walkathon which will occur Saturday, December 8, 2023, between 8:00 pm and 8:00 am. \$5.00 per ticket sold will go to the Teen Center.

Secretary Nikolas Hertrich mentioned to HAPRA staff that he recently attended an event held by Lake Trust Credit Union and that they seemed to be interested in partnering with organization in the community. Director Church said he would look to schedule a meeting with them.

New Business

None

Next Meeting

Regularly Scheduled HAPRA Meeting - Tuesday, November 21st, 2023, at 7:00 pm at Oceola Community Center

Adjournment:

A motion to adjourn the meeting was made by Vice Chair Terry Philibeck and supported by Treasurer Tammy Beal at 7:33 pm. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

*BOAA
 Oct 2023*

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

Stay Vigilant! Imposters will...
 Ask you to transfer money to someone, or yourself, to keep it protected.
 Alert you to your computer being compromised or hacked.
 Advise you not to tell anyone, or coach you on responding to your Bank.

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

DOCUMENTS-DEBITS: 69 CREDITS: 0 LAST STATEMENT 09/29/23 74,986.31
 AVG AVAILABLE BALANCE 136,259.81 112 CREDITS 244,490.02
 73 DEBITS 143,288.36
 THIS STATEMENT 10/31/23 176,187.97
 TOTAL DAYS IN STATEMENT PERIOD 09/30/23 THROUGH 10/31/23: 32

- - - - - DEPOSITS - - - - -					
REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	10/02	65.00		10/13	376.00
	10/05	91.00		10/13	91,548.23
	10/05	132.00		10/19	119.00
	10/05	141.00		10/19	143.00
	10/05	31,393.99		10/19	185.00
	10/13	159.00		10/19	191.00
	10/13	224.00		10/19	209.00
	10/13	267.00		10/19	560.00
	10/13	323.00		10/26	65.00
				10/26	162.00
				10/26	207.00
				10/26	248.00
				10/26	924.00
				10/26	34,207.00
				10/31	97.00
				10/31	109.00
				10/31	416.00

- - - - - OTHER CREDITS - - - - -				
DESCRIPTION			DATE	AMOUNT
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	50.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	50.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	60.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	100.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	350.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	420.00
GLOBAL PAYMENTS	GLOBAL DEP	8788240022289	10/02	765.00

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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	10/02	1,651.00
TIVITY HEALTH 09292023 C 25924447	10/02	2,676.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/02	3,867.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/03	59.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/04	147.00
PAYOUT RunSignUp TRN*1*TX36509976500XT**3RZEKL60GZ97ZXAC\RM R*IK*TX365	10/04	2,451.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/04	2,768.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/05	12.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/05	305.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/05	1,096.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/06	160.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/06	260.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/06	574.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	5.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	24.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	30.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	50.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	85.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	187.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	302.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	384.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	578.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	615.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/10	1,284.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/11	35.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/11	134.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/11	1,171.00
PAYOUT RunSignUp TRN*1*TX36641598100XT**3S5U1X60JRA3KEWI\RM R*IK*TX366	10/11	1,949.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/12	220.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/12	966.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/13	60.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/13	1,123.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/16	5.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/16	55.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/16	270.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/16	463.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/16	1,270.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/17	197.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/18	140.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/18	170.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	10/18	1,125.00
PAYOUT RunSignUp TRN*1*TX36779855200XT**3S7Z7P60MJAYR6H1\RM R*IK*TX367	10/18	1,503.00

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HOWELL AREA PARKS AND

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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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- - - - - OTHER CREDITS - - - - -				DATE	AMOUNT
DESCRIPTION					
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/19	50.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/19	80.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/19	676.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/20	300.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/20	430.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/20	705.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	12.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	20.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	110.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	350.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	665.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	717.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/23	1,012.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/24	60.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/24	218.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/24	235.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/25	40.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/25	630.00
PAYOUT RunSignUp TRN*1*TX36918555800XT**444NC860PBAQWDR\RM				10/25	934.00
R*IK*TX369					
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/25	16,815.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/26	926.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/26	12,215.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/27	1,685.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/27	1,972.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/27	3,117.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	86.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	86.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	344.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	358.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	580.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	604.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	1,242.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/30	1,348.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/31	126.00
INTEREST				10/31	138.80
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/31	174.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289				10/31	646.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
10/05	115,672.44	10/16	172,161.91	10/24	154,582.47
10/06	114,277.69	10/17	170,552.84	10/25	135,706.15
10/10	112,205.69	10/18	172,005.98	10/26	173,415.17
10/11	80,067.56	10/19	173,968.98	10/27	175,816.97
10/12	78,693.68	10/20	175,217.81	10/30	177,982.17
10/13	172,086.91	10/23	175,813.27	10/31	176,187.97

MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

DOCUMENTS-DEBITS: 0	CREDITS: 0	LAST STATEMENT 09/29/23	82,801.97
AVG AVAILABLE BALANCE	82,801.97	1 CREDITS	39.93
		DEBITS	.00
		THIS STATEMENT 10/31/23	82,841.90
TOTAL DAYS IN STATEMENT PERIOD 09/30/23 THROUGH 10/31/23:			32

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

DESCRIPTION	DATE	AMOUNT
INTEREST	10/31	39.93

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

AVERAGE LEDGER BALANCE:	82,801.97	INTEREST EARNED:	39.93
AVERAGE AVAILABLE BALANCE:	82,801.97	DAYS IN PERIOD:09/30/23-10/31/23:	32
INTEREST PAID THIS PERIOD:	39.93	ANNUAL PERCENTAGE YIELD EARNED:	.55%
INTEREST PAID 2023:	200.68		

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

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
10/31	82,841.90				

STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

Stay Vigilant! Imposters will...
 Ask you to transfer money to someone, or yourself, to keep it protected.
 Alert you to your computer being compromised or hacked.
 Advise you not to tell anyone, or coach you on responding to your Bank.

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			09/29/23	100,508.51
INTEREST		105.74	10/31/23	100,614.25

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HOWELL AREA PARKS AND

STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE THIS STATEMENT			10/31/23	100,614.25
TOTAL DAYS IN STATEMENT PERIOD 09/30/23 THROUGH 10/31/23:				32
TOTAL CREDITS (1)	105.74			
TOTAL DEBITS (0)	.00			

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

AVERAGE LEDGER BALANCE:	100,508.51	INTEREST EARNED:	105.74
INTEREST PAID THIS PERIOD:	105.74	DAYS IN PERIOD: 09/30/23-10/31/23:	32
INTEREST PAID 2023:	436.74	ANNUAL PERCENTAGE YIELD EARNED:	1.21%

**HOWELL AREA PARKS & RECREATION
AUTHORITY**

1661 N LATSON RD
HOWELL MI 48843-9007

MEMBER ID: 110099341

Statement Period

October 01, 2023 to October 31, 2023

Account Balances at a Glance

Total Savings **\$5,087.82**

Commercial Membership Savings

Account Number: 10006221590

Summary

Beginning Balance (10/01)	\$5,087.60
Deposits & Additions	\$0.00
Withdrawals	\$0.00
Interest	\$0.22
<hr/>	
Ending Balance (10/31)	\$5,087.82

Additional

Average Daily Balance	\$5,087.60
Annual % Yield Earned This Period	0.05%
Interest Paid Year-to-Date	\$2.15

Transactions

DATE	DESCRIPTION	AMOUNT	BALANCE
10/1/2023	Beginning Balance		\$5,087.60
10/31/2023	Credit Interest/Dividend	\$0.22	\$5,087.82
10/31/2023	Ending Balance		\$5,087.82

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**.

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 208 PARKS & REC AUTHORITY						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-587.001	PK/RC MARION TWP PARTICIPATION	120,000.00	120,000.00	30,000.00	0.00	100.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	120,000.00	120,000.00	30,000.00	0.00	100.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	120,000.00	120,000.00	30,000.00	0.00	100.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	120,000.00	120,000.00	30,000.00	0.00	100.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	120,000.00	120,000.00	30,000.00	0.00	100.00
208-751-650.106	FACILITY MEMBERSHIPS	88,500.00	123,293.13	11,317.50	(34,793.13)	139.31
208-751-651.020	BENNETT BLDG RENTAL FEES	200.00	195.00	0.00	5.00	97.50
208-751-651.022	OCEOLA BLDG RENTAL FEES	81,000.00	69,190.00	830.00	11,810.00	85.42
208-751-651.026	GYMANASIUM RENTALS	32,800.00	41,142.35	3,220.60	(8,342.35)	125.43
208-751-665.000	INVESTMENT INTEREST	600.00	2,252.53	284.69	(1,652.53)	375.42
208-751-671.002	MISC REVENUES	2,300.00	2,646.58	120.00	(346.58)	115.07
208-751-675.026	GIFT CERTIFICATE	250.00	0.00	0.00	250.00	0.00
208-751-675.075	DOG PARK MAINT SERV FEES	5,000.00	3,750.00	1,250.00	1,250.00	75.00
208-751-678.010	SPONSORSHIP FEES	11,000.00	6,200.00	0.00	4,800.00	56.36
Total Dept 751 - RECREATION / PARKS DEPARTMENT		821,650.00	848,669.59	167,022.79	(27,019.59)	103.29
Revenues		821,650.00	848,669.59	167,022.79	(27,019.59)	103.29
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-702.001	SAL & WAGES DIRECTOR	70,233.39	59,265.34	5,402.56	10,968.05	84.38
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	46,000.00	39,986.98	3,990.24	6,013.02	86.93
208-751-702.004	SAL & WAGES - OPERATIONS MGR	29,809.68	35,297.61	4,013.09	(5,487.93)	118.41
208-751-702.024	SAL & WAGES -MARKETING	29,183.60	26,800.12	(43.06)	2,383.48	91.83
208-751-702.030	SAL & WAGES FRONT OFFICE	90,000.00	71,235.41	6,799.68	18,764.59	79.15
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	75,000.00	70,666.29	7,318.00	4,333.71	94.22
208-751-713.000	EMPLOYER SHARE FICA	26,027.34	24,063.47	2,358.19	1,963.87	92.45
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	18,040.00	10,731.51	697.61	7,308.49	59.49
208-751-714.004	ICMA RETIREMENT	20,510.06	11,716.65	250.00	8,793.41	57.13
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,020.29	49.82	479.71	68.02
208-751-730.000	POSTAGE	5,000.00	1,016.74	171.00	3,983.26	20.33
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	210.33	26.94	1,289.67	14.02
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,500.00	2,268.50	288.00	231.50	90.74
208-751-751.000	GASOLINE & DIESEL FUEL	3,000.00	2,115.65	236.75	884.35	70.52
208-751-801.000	PROFESSIONAL SERVICES	30,000.00	35,984.51	2,369.34	(5,984.51)	119.95
208-751-804.000	CONTRACTUAL SERVICES	12,000.00	10,254.37	0.00	1,745.63	85.45
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	3,000.00	2,458.52	179.00	541.48	81.95
208-751-850.000	COMMUNICATION - TELEPHONES	10,000.00	9,060.56	914.91	939.44	90.61
208-751-850.008	COMMUNICATION - INTERNET & CABLE	19,000.00	15,024.65	1,534.51	3,975.35	79.08
208-751-860.000	TRAVEL	6,000.00	4,055.43	0.00	1,944.57	67.59
208-751-900.000	MARKETING, PRINTING & PUBLISHING	15,000.00	5,606.94	147.39	9,393.06	37.38
208-751-910.000	INSURANCE	40,500.00	44,476.68	11,284.80	(3,976.68)	109.82
208-751-920.000	UTILITIES - ELECTRICITY	6,500.00	7,554.84	1,294.32	(1,054.84)	116.23
208-751-920.001	UTILITIES - GAS	6,500.00	5,308.03	33.70	1,191.97	81.66
208-751-920.002	UTILITIES - WAT / SEW	2,000.00	1,610.10	0.00	389.90	80.51
208-751-920.003	UTILITIES - RUBBISH	900.00	676.56	75.63	223.44	75.17
208-751-920.012	UTILITIES - ELEC/OCEOLA	48,000.00	41,772.89	3,949.89	6,227.11	87.03
208-751-920.013	UTILITIES - GAS/OCEOLA	12,000.00	9,968.35	27.60	2,031.65	83.07
208-751-920.014	UTILITIES - WATER/OCEOLA	1,500.00	1,384.48	333.54	115.52	92.30

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 208 PARKS & REC AUTHORITY						
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	850.00	650.07	68.49	199.93	76.48
208-751-930.000	GROUNDS MAINTENANCE BENNETT	4,000.00	2,960.94	(609.23)	1,039.06	74.02
208-751-930.006	REPAIR & MAINT - VEHICLES	2,000.00	222.96	32.81	1,777.04	11.15
208-751-930.014	GROUNDS MAINTENANCE OCEOLA	45,000.00	28,597.39	721.00	16,402.61	63.55
208-751-931.000	BLDG R&M BENNETT	8,000.00	7,286.02	3,230.23	713.98	91.08
208-751-931.014	BLDG R &M OCEOLA	10,000.00	12,502.03	1,109.47	(2,502.03)	125.02
208-751-940.000	EQUIPMENT RENTAL	35,000.00	30,479.86	3,125.57	4,520.14	87.09
208-751-940.040	FACILITY RENT	24,000.00	22,000.00	2,000.00	2,000.00	91.67
208-751-956.000	MISCELLANEOUS	1,045.93	568.89	0.00	477.04	54.39
208-751-956.003	BANK CHARGES & FEES	18,000.00	22,286.67	1,567.61	(4,286.67)	123.81
208-751-957.000	EDUCATION / TRAINING	600.00	280.00	0.00	320.00	46.67
208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	0.00	2,232.50	0.00	(2,232.50)	100.00
208-751-980.000	OFFICE EQUIPMENT	750.00	671.59	0.00	78.41	89.55
208-751-980.004	EQUIP / COMPUTER HARDWARE	1,200.00	0.00	0.00	1,200.00	0.00
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	30,000.00	31,302.26	0.00	(1,302.26)	104.34
208-751-991.000	PRINCIPAL	10,000.00	10,076.00	916.00	(76.00)	100.76
Total Dept 751 - RECREATION / PARKS DEPARTMENT		821,650.00	723,708.98	65,865.40	97,941.02	88.08
Expenditures		821,650.00	723,708.98	65,865.40	97,941.02	88.08
Fund 208 - PARKS & REC AUTHORITY:						
TOTAL REVENUES		821,650.00	848,669.59	167,022.79	(27,019.59)	
TOTAL EXPENDITURES		821,650.00	723,708.98	65,865.40	97,941.02	
NET OF REVENUES & EXPENDITURES:		0.00	124,960.61	101,157.39	(124,960.61)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 214 YOUTH SPORTS						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
214-751-650.006	GENOA SOCCER FIELD RENTALS	7,500.00	15,435.00	0.00	(7,935.00)	205.80
214-751-650.050	PROGRAM FEES - VOLLEYBALL	15,000.00	16,282.00	350.00	(1,282.00)	108.55
214-751-650.051	PROGRAM FEES - ENRICHMENT	17,000.00	20,896.00	400.00	(3,896.00)	122.92
214-751-650.052	PROGRAM FEES - PICKLEBALL	2,500.00	2,115.00	540.00	385.00	84.60
214-751-650.053	PROGRAM FEES - SOCCER	120,000.00	140,263.50	0.00	(20,263.50)	116.89
214-751-650.054	PROGRAM FEES - BASKETBALL	30,000.00	37,381.00	20,297.00	(7,381.00)	124.60
214-751-650.094	PROGRAM FEES - SOFTBALL	2,300.00	4,650.00	0.00	(2,350.00)	202.17
214-751-650.102	DROP IN SPORTS	10,000.00	9,769.40	952.40	230.60	97.69
214-751-651.009	PAGE FIELD RENTAL	0.00	4,845.00	0.00	(4,845.00)	100.00
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	4,500.00	5,451.35	115.00	(951.35)	121.14
Total Dept 751 - RECREATION / PARKS DEPARTMENT		208,800.00	257,088.25	22,654.40	(48,288.25)	123.13
Revenues		208,800.00	257,088.25	22,654.40	(48,288.25)	123.13
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
214-751-702.004	SAL & WAGES OPERATION MANAGER	12,423.20	6,211.50	0.00	6,211.70	50.00
214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	42,848.00	35,055.33	2,472.00	7,792.67	81.81
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATOR	25,000.00	21,147.96	3,604.00	3,852.04	84.59
214-751-713.000	EMPLOYER SHARE FICA	5,190.37	5,083.57	454.18	106.80	97.94
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	750.00	0.00	250.00	75.00
214-751-714.004	ICMA RETIREMENT	4,284.80	2,173.60	0.00	2,111.20	50.73
214-751-727.000	OFFICE SUPPLIES	0.00	57.60	0.00	(57.60)	100.00
214-751-740.000	OPERATING SUPPLIES	3,600.00	4,227.37	782.27	(627.37)	117.43
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	1,500.00	1,455.40	0.00	44.60	97.03
214-751-740.081	OPER SUPP/ SOCCER	30,000.00	27,166.76	367.67	2,833.24	90.56
214-751-740.083	OPERATING SUPPLIES - PICKLEBALL	2,000.00	2,633.89	19.20	(633.89)	131.69
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	9,500.00	9,645.86	2,267.50	(145.86)	101.54
214-751-801.017	BACKGROUND CHECKS	3,500.00	1,720.50	0.00	1,779.50	49.16
214-751-804.008	CONTRACT SERV - INSTRUCTORS	4,500.00	6,265.00	688.00	(1,765.00)	139.22
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	7,000.00	5,145.00	1,410.00	1,855.00	73.50
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	40,000.00	37,112.50	7,804.00	2,887.50	92.78
214-751-840.000	DUES & MEMBERSHIPS	200.00	165.00	0.00	35.00	82.50
214-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,191.08	334.05	(191.08)	119.11
214-751-900.000	PRINTING & PUBLISHING	0.00	200.00	200.00	(200.00)	100.00
214-751-920.002	UTILITIES - WAT / SEW	3,000.00	3,060.98	0.00	(60.98)	102.03
214-751-942.001	PORTA JOHN RENTALS	4,000.00	4,417.04	1,300.00	(417.04)	110.43
214-751-957.000	EDUCATION / TRAINING	200.00	110.00	30.00	90.00	55.00
214-751-970.000	CAPITAL OUTLAY EQUIP	8,053.63	(89.97)	0.00	8,143.60	(1.12)
Total Dept 751 - RECREATION / PARKS DEPARTMENT		208,800.00	174,905.97	21,732.87	33,894.03	83.77
Expenditures		208,800.00	174,905.97	21,732.87	33,894.03	83.77
Fund 214 - YOUTH SPORTS:						
TOTAL REVENUES		208,800.00	257,088.25	22,654.40	(48,288.25)	
TOTAL EXPENDITURES		208,800.00	174,905.97	21,732.87	33,894.03	
NET OF REVENUES & EXPENDITURES:		0.00	82,182.28	921.53	(82,182.28)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 216 FESTIVALS						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	20,000.00	18,647.63	450.00	1,352.37	93.24
216-751-675.101	FUNDRAISING - SPECIAL EVENTS	1,000.00	1,911.31	0.00	(911.31)	191.13
216-751-678.039	PROGRAM FEES - MELON FESTIVAL	15,000.00	8,867.00	0.00	6,133.00	59.11
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	32,000.00	35,214.00	0.00	(3,214.00)	110.04
216-751-678.041	STREET VENDOR FEES MELON	15,000.00	15,532.50	0.00	(532.50)	103.55
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	19,388.75	36.00	(1,388.75)	107.72
216-751-678.047	SPONSORSHIP FEES MELON RUN	10,000.00	10,000.00	0.00	0.00	100.00
216-751-678.048	PROGRAM FEES MELON RUN	17,500.00	20,074.15	0.00	(2,574.15)	114.71
216-751-678.049	FOOD VENDOR FEES MELON	10,000.00	6,650.00	0.00	3,350.00	66.50
216-751-678.050	SPONSORSHIP FEES LEGEND	12,000.00	3,660.00	2,610.00	8,340.00	30.50
216-751-678.054	PROGRAM FEES - LEGENDS	2,500.00	100.00	0.00	2,400.00	4.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	4,000.00	4,000.00	2,500.00	0.00	100.00
216-751-678.058	PROGRAM FEES HORSEMAN RUN	14,000.00	11,565.00	6,837.00	2,435.00	82.61
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	10,000.00	5,350.00	0.00	4,650.00	53.50
Total Dept 751 - RECREATION / PARKS DEPARTMENT		181,000.00	160,960.34	12,433.00	20,039.66	88.93
Revenues		181,000.00	160,960.34	12,433.00	20,039.66	88.93
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	41,600.00	36,527.53	3,296.00	5,072.47	87.81
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	7,453.92	2,362.44	0.00	5,091.48	31.69
216-751-702.103	SALARY & WAGES STAFF	17,400.00	14,515.95	1,689.81	2,884.05	83.43
216-751-713.000	EMPLOYER SHARE FICA	5,083.72	3,068.86	252.16	2,014.86	60.37
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	750.00	0.00	250.00	75.00
216-751-714.004	ICMA RETIREMENT	4,160.00	2,277.60	0.00	1,882.40	54.75
216-751-727.000	OFFICE SUPPLIES	115.00	51.99	0.00	63.01	45.21
216-751-730.000	POSTAGE	100.00	0.84	0.00	99.16	0.84
216-751-740.000	OPERATING SUPPLIES	1,000.00	266.76	0.00	733.24	26.68
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	19,500.00	16,207.17	538.40	3,292.83	83.11
216-751-740.102	OPER SUPP MELON FESTIVAL	47,800.00	75,371.44	5,654.18	(27,571.44)	157.68
216-751-740.106	OPER SUPP MELON RUN	5,800.00	10,628.71	0.00	(4,828.71)	183.25
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	10,000.00	2,725.00	725.00	7,275.00	27.25
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	3,500.00	6,925.35	6,925.35	(3,425.35)	197.87
216-751-840.000	DUES & MEMBERSHIPS	200.00	165.00	0.00	35.00	82.50
216-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	905.78	0.00	94.22	90.58
216-751-900.000	PRINTING & PUBLISHING	3,500.00	2,081.56	311.00	1,418.44	59.47
216-751-942.001	PORTA JOHN RENTALS	6,000.00	6,100.00	260.00	(100.00)	101.67
216-751-956.000	MISCELLANEOUS	0.00	18.50	0.00	(18.50)	100.00
216-751-957.000	EDUCATION / TRAINING	100.00	70.00	30.00	30.00	70.00
216-751-970.000	CAPITAL OUTLAY EQUIP	3,987.36	0.00	0.00	3,987.36	0.00
216-751-980.004	EQUIP / COMPUTER HARDWARE	1,700.00	1,459.91	0.00	240.09	85.88
Total Dept 751 - RECREATION / PARKS DEPARTMENT		181,000.00	182,480.39	19,681.90	(1,480.39)	100.82
Expenditures		181,000.00	182,480.39	19,681.90	(1,480.39)	100.82
Fund 216 - FESTIVALS:						
TOTAL REVENUES		181,000.00	160,960.34	12,433.00	20,039.66	
TOTAL EXPENDITURES		181,000.00	182,480.39	19,681.90	(1,480.39)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 216 FESTIVALS						
NET OF REVENUES & EXPENDITURES:		0.00	(21,520.05)	(7,248.90)	21,520.05	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 217 PRESCHOOL						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
217-751-651.003	PRESCHOOL CAMP TUITION	4,160.00	4,284.00	111.00	(124.00)	102.98
217-751-651.007	PRESCHOOL TUITION	58,560.00	42,071.00	6,400.00	16,489.00	71.84
217-751-675.015	PRESCHOOL FUNDRAISING	1,000.00	247.00	0.00	753.00	24.70
217-751-675.040	DONATIONS - GENERAL	0.00	25.00	0.00	(25.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		63,720.00	46,627.00	6,511.00	17,093.00	73.17
Revenues		63,720.00	46,627.00	6,511.00	17,093.00	73.17
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
217-751-702.023	SAL & WAGES PRESCHOOL	54,840.00	42,002.36	4,634.90	12,837.64	76.59
217-751-713.000	EMPLOYER SHARE FICA	4,195.26	3,179.98	345.02	1,015.28	75.80
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	750.00	0.00	250.00	75.00
217-751-740.028	OPER SUPP/PRESCHOOL	1,500.00	254.23	0.00	1,245.77	16.95
217-751-801.017	BACKGROUND CHECKS	37.00	18.50	0.00	18.50	50.00
217-751-840.000	DUES & MEMBERSHIPS	75.00	0.00	0.00	75.00	0.00
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	0.00	0.00	400.00	0.00
217-751-957.000	EDUCATION / TRAINING	150.00	135.00	0.00	15.00	90.00
217-751-970.000	CAPITAL OUTLAY EQUIP	1,274.40	0.00	0.00	1,274.40	0.00
217-751-980.015	PRESCHOOL EQUIPMENT	248.34	0.00	0.00	248.34	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		63,720.00	46,340.07	4,979.92	17,379.93	72.72
Expenditures		63,720.00	46,340.07	4,979.92	17,379.93	72.72
Fund 217 - PRESCHOOL:						
TOTAL REVENUES		63,720.00	46,627.00	6,511.00	17,093.00	
TOTAL EXPENDITURES		63,720.00	46,340.07	4,979.92	17,379.93	
NET OF REVENUES & EXPENDITURES:		0.00	286.93	1,531.08	(286.93)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 218 SENIOR CENTER						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
218-751-590.000	GRANTS	0.00	69,000.00	0.00	(69,000.00)	100.00
218-751-650.030	PROGRAM FEES - ENRICHMENT	8,000.00	11,009.00	3,565.00	(3,009.00)	137.61
218-751-650.098	PROGRAM FEES - FITNESS	45,000.00	55,454.56	6,231.50	(10,454.56)	123.23
218-751-650.107	TRAVEL	15,000.00	36,797.50	280.00	(21,797.50)	245.32
218-751-675.009	DONATIONS / PKS & RECS SENIORS	600.00	1,500.00	0.00	(900.00)	250.00
218-751-675.013	UNITED WAY SENIORS	5,000.00	3,700.00	0.00	1,300.00	74.00
218-751-675.100	FUNDRAISING ENRICHMENT	500.00	212.00	0.00	288.00	42.40
218-751-678.012	MEMBERSHIP FEES	35,000.00	26,155.05	2,447.00	8,844.95	74.73
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	1,000.00	1,000.00	100.00	0.00	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		110,100.00	204,828.11	12,623.50	(94,728.11)	186.04
Revenues		110,100.00	204,828.11	12,623.50	(94,728.11)	186.04
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
218-751-702.024	SAL & WAGES -MARKETING	5,056.80	3,792.60	1,264.20	1,264.20	75.00
218-751-702.027	SAL & WAGES SENIORS	41,600.00	34,440.00	3,200.00	7,160.00	82.79
218-751-713.000	EMPLOYER SHARE FICA	3,569.25	2,680.56	244.80	888.69	75.10
218-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	750.00	0.00	250.00	75.00
218-751-714.004	ICMA RETIREMENT	4,160.00	2,132.00	0.00	2,028.00	51.25
218-751-727.000	OFFICE SUPPLIES	100.00	51.99	0.00	48.01	51.99
218-751-730.000	POSTAGE	900.00	449.97	0.00	450.03	50.00
218-751-740.032	OPER SUPP/SENIORS	4,500.00	2,016.68	217.55	2,483.32	44.82
218-751-740.061	OPER SUPP/FITNESS	10,000.00	890.74	0.00	9,109.26	8.91
218-751-740.070	OPER SUPP/ TRAVEL	15,000.00	37,641.88	1,085.50	(22,641.88)	250.95
218-751-804.008	CONTRACT SERV - INSTRUCTORS	20,000.00	16,882.00	1,560.00	3,118.00	84.41
218-751-840.000	DUES & MEMBERSHIPS	300.00	165.00	0.00	135.00	55.00
218-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	857.03	0.00	142.97	85.70
218-751-957.000	EDUCATION / TRAINING	500.00	0.00	0.00	500.00	0.00
218-751-970.000	CAPITAL OUTLAY EQUIP	2,413.95	0.00	0.00	2,413.95	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		110,100.00	102,750.45	7,572.05	7,349.55	93.32
Expenditures		110,100.00	102,750.45	7,572.05	7,349.55	93.32
Fund 218 - SENIOR CENTER:						
TOTAL REVENUES		110,100.00	204,828.11	12,623.50	(94,728.11)	
TOTAL EXPENDITURES		110,100.00	102,750.45	7,572.05	7,349.55	
NET OF REVENUES & EXPENDITURES:		0.00	102,077.66	5,051.45	(102,077.66)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 219 SUMMER DAY CAMP						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
219-751-651.003	SUMMER CAMP	70,000.00	71,934.00	0.00	(1,934.00)	102.76
219-751-651.025	SPECIALTY CAMPS	6,500.00	5,975.00	900.00	525.00	91.92
219-751-678.030	SPONSORSHIP FEES - ENRICHMENT	5,000.00	694.30	0.00	4,305.70	13.89
Total Dept 751 - RECREATION / PARKS DEPARTMENT		81,500.00	78,603.30	900.00	2,896.70	96.45
Revenues		81,500.00	78,603.30	900.00	2,896.70	96.45
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	4,800.00	2,165.02	0.00	2,634.98	45.10
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	8,820.00	7,676.40	0.00	1,143.60	87.03
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	44,000.00	41,614.67	0.00	2,385.33	94.58
219-751-713.000	EMPLOYER SHARE FICA	4,407.93	3,164.52	0.00	1,243.41	71.79
219-751-740.003	OPER SUPPLIES/T-SHIRTS	1,500.00	994.50	0.00	505.50	66.30
219-751-740.029	OPER SUPPLIES/SPECIALTY CAMPS	500.00	0.00	0.00	500.00	0.00
219-751-740.033	OPER SUPP/SUMMER CAMP	5,000.00	1,371.80	0.00	3,628.20	27.44
219-751-740.041	OPERATING SUPPLIES SNACKS	500.00	875.84	0.00	(375.84)	175.17
219-751-740.042	FIELD TRIPS	10,000.00	7,661.85	(537.50)	2,338.15	76.62
219-751-801.017	BACKGROUND CHECKS	180.00	138.25	0.00	41.75	76.81
219-751-860.000	CONFERENCE /TRANSPORTATION	150.00	0.00	0.00	150.00	0.00
219-751-900.000	MARKETING PRINTING & PUBLISHING	500.00	795.00	250.00	(295.00)	159.00
219-751-957.000	EDUCATION / TRAINING	142.07	100.00	0.00	42.07	70.39
219-751-970.000	CAPITAL OUTLAY EQUIP	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		81,500.00	66,557.85	(287.50)	14,942.15	81.67
Expenditures		81,500.00	66,557.85	(287.50)	14,942.15	81.67
Fund 219 - SUMMER DAY CAMP:						
TOTAL REVENUES		81,500.00	78,603.30	900.00	2,896.70	
TOTAL EXPENDITURES		81,500.00	66,557.85	(287.50)	14,942.15	
NET OF REVENUES & EXPENDITURES:		0.00	12,045.45	1,187.50	(12,045.45)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 221 TEEN CENTER						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
221-751-649.000	CONCESSION SALES TEEN	6,000.00	5,126.95	462.00	873.05	85.45
221-751-650.005	PROGRAM FEES TEENS	22,000.00	14,380.01	2,380.00	7,619.99	65.36
221-751-650.060	PROGRAM FEES - YOUTH	5,500.00	1,420.00	0.00	4,080.00	25.82
221-751-675.010	DONATIONS - TEEN	1,000.00	100.00	0.00	900.00	10.00
221-751-675.012	UNITED WAY - TEENS	20,000.00	14,250.00	0.00	5,750.00	71.25
221-751-675.110	FUNDRAISING	18,000.00	1,675.00	60.00	16,325.00	9.31
221-751-678.010	SPONSORSHIPS	12,000.00	1,000.00	0.00	11,000.00	8.33
221-751-679.100	GRANTS > \$1000	10,000.00	1,000.00	0.00	9,000.00	10.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		94,500.00	38,951.96	2,902.00	55,548.04	41.22
Revenues		94,500.00	38,951.96	2,902.00	55,548.04	41.22
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
221-751-702.026	SAL & WAGES TEEN MANAGERS	36,648.00	37,420.94	3,619.20	(772.94)	102.11
221-751-702.035	SAL & WAGES TEEN COORDINATOR	6,000.00	3,303.85	432.60	2,696.15	55.06
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	23,940.00	18,419.02	1,955.98	5,520.98	76.94
221-751-713.000	EMPLOYER SHARE FICA	5,093.98	5,233.95	454.89	(139.97)	102.75
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	5,500.00	5,868.38	540.10	(368.38)	106.70
221-751-714.004	ICMA RETIREMENT	4,544.80	2,436.72	0.00	2,108.08	53.62
221-751-727.000	OFFICE SUPPLIES	300.00	115.34	0.00	184.66	38.45
221-751-740.015	OPER SUPP/CONCESSIONS	3,006.22	3,503.00	343.19	(496.78)	116.53
221-751-740.036	OPER SUPPLIES - TEENS	3,000.00	9,184.83	771.95	(6,184.83)	306.16
221-751-740.044	OPER SUPPLIES/YOUTH	2,500.00	356.26	0.00	2,143.74	14.25
221-751-840.000	DUES & MEMBERSHIPS	330.00	330.00	0.00	0.00	100.00
221-751-860.000	CONFERENCE /TRANSPORTATION	600.00	639.33	0.00	(39.33)	106.56
221-751-900.000	PRINTING & PUBLISHING	500.00	525.00	125.00	(25.00)	105.00
221-751-957.000	EDUCATION / TRAINING	375.00	375.00	0.00	0.00	100.00
221-751-970.000	CAPITAL OUTLAY EQUIP	2,162.00	0.00	0.00	2,162.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		94,500.00	87,711.62	8,242.91	6,788.38	92.82
Expenditures		94,500.00	87,711.62	8,242.91	6,788.38	92.82
Fund 221 - TEEN CENTER:						
TOTAL REVENUES		94,500.00	38,951.96	2,902.00	55,548.04	
TOTAL EXPENDITURES		94,500.00	87,711.62	8,242.91	6,788.38	
NET OF REVENUES & EXPENDITURES:		0.00	(48,759.66)	(5,340.91)	48,759.66	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 10/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 10/31/2023	Activity For 10/31/2023	Available Balance 10/31/2023	% Bdgt Used
Fund: 223 DOG PARK						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
223-751-675.074	DOG PARK SALES - FOBS	10,550.00	9,065.00	800.00	1,485.00	85.92
223-751-678.010	SPONSORSHIP FEES	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		11,550.00	9,065.00	800.00	2,485.00	78.48
Revenues		11,550.00	9,065.00	800.00	2,485.00	78.48
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
223-751-740.000	OPERATING SUPPLIES	2,200.00	2,496.68	220.00	(296.68)	113.49
223-751-801.018	MANAGEMENT SERVICES	5,000.00	3,750.00	1,250.00	1,250.00	75.00
223-751-900.000	PRINTING & PUBLISHING	150.00	135.05	0.00	14.95	90.03
223-751-910.000	INSURANCE	500.00	0.00	0.00	500.00	0.00
223-751-930.000	REPAIR & MAINTENANCE	650.00	0.00	0.00	650.00	0.00
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,800.00	2,574.00	495.00	226.00	91.93
223-751-970.000	CAPITAL OUTLAY EQUIP	250.00	0.00	0.00	250.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		11,550.00	8,955.73	1,965.00	2,594.27	77.54
Expenditures		11,550.00	8,955.73	1,965.00	2,594.27	77.54
Fund 223 - DOG PARK:						
TOTAL REVENUES		11,550.00	9,065.00	800.00	2,485.00	
TOTAL EXPENDITURES		11,550.00	8,955.73	1,965.00	2,594.27	
NET OF REVENUES & EXPENDITURES:		0.00	109.27	(1,165.00)	(109.27)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,572,820.00	1,644,793.55	225,846.69	(71,973.55)	
TOTAL EXPENDITURES - ALL FUNDS		1,572,820.00	1,393,411.06	129,752.55	179,408.94	
NET OF REVENUES & EXPENDITURES:		0.00	251,382.49	96,094.14	(251,382.49)	



Board of Trustee Meeting Schedule 2024

The Howell Area Parks & Recreation Authority holds public meetings typically on the third Tuesday of every month at 7:00 pm unless otherwise noted

Packets for each of the meetings can be downloaded from www.howellrecreation.org.

Meetings held at Oceola Community Center 1661 N. Latson Rd. Howell, MI 48843

Tuesday, January 16, 2024	7 pm
Tuesday, February 20, 2024	7 pm
Tuesday, March 19, 2024	7 pm
Tuesday, April 16, 2024	7 pm
Tuesday, May 21, 2024	7 pm
Tuesday, June 18, 2024	7 pm
Tuesday, July 16, 2024	7 pm
Tuesday, August 27, 2024*	7 pm
Tuesday, September 17, 2024	7 pm
Tuesday, October 15, 2024	7 pm
Tuesday, November 19, 2024	7 pm
Tuesday, December 17, 2024	7 pm



2024 Facility Closures

New Year's Eve (Observed)	January 1, 2024
New Year's Day (Observed)	January 2, 2024
Memorial Day	May 25- 27, 2024
Independence Day	July 4-7, 2024
Election	August 6, 2024 (Gym Closed August 5-7)
Melon Festival Weekend	August 15-19
Labor Day	September 2, 2024
Election	November 5, 2024 (Gym Closed November 4-6)
Thanksgiving	November 28- December 1, 2024
Christmas	December 23-25, 2024
New Year's Eve	December 31, 2024
New Years Day	January 1, 2025

AGREEMENT TO LEASE CITY OF HOWELL BENNETT BUILDING

This lease is effective November ____, 2023, by the CITY OF HOWELL, with offices at 611 E. Grand River Ave., Howell, MI 48843 ("Landlord"), and the HOWELL AREA PARKS AND RECREATION AUTHORITY, with offices at 1661 N. Latson Road, Howell, Michigan, 48843, ("Tenant"), upon the following terms and conditions:

1. Description of Premises. Landlord leases to Tenant and Tenant hires from Landlord that area, which is containing the Bennett building, which is located at 925 W Grand River, for the purposes of this lease ("premises"), located in the City of Howell, in Livingston County, Michigan.

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

3. Term. This lease shall be for the term of commencing on December 1, 2023, "commencement date" and ending on November 30, 2024.

4. Rental. Tenant shall pay to landlord as annual rent the sum of one (\$1) dollar, payable as a single lump sum payment. All rent shall be paid to Landlord at the address set forth above or at any other address that the Landlord designates in writing, without any prior demand by the landlord and without any deduction or offset.

5. Landlord's Operating Expenses. As used in this paragraph, Landlord's operating expenses include, without limitations, the following costs and expenses incurred by Landlord with respect to the land and improvements including the common areas, and the area in which the main building is situated:

- a. All property taxes and assessments, real, personal, general, and special.
- b. Any capital investments or improvements which are made in accordance with generally accepted accounting principles, which include but not limited to replacement of the entire roof, entire HVAC system, doors, windows and any other major capital expenditure. Further, the City will repair and/or replace such other capital investments upon same being fully depreciated and past its useful life.

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

- a. Water, sewer, electricity, gas, and other sources of power for heating, lighting, ventilating, or air conditioning; snow removal and exterior grounds care to leased premises; installation and maintenance of exterior signs identifying the building and its tenant; any cost associated with maintenance and keeping in good condition and repair (but not replacement) exterior windows, heating and air conditioning equipment, and the electrical and plumbing systems.

b. Janitorial services to maintain the premises in a neat and clean condition.

c. Repair and replacements costs, occasioned by the normal use of the main building and outbuilding leading to normal wear and tear, which shall be considered maintenance costs of the building, including repairs and replacement components that do not require full replacement. However, all costs and damages of any kind and nature, including capital costs, as a result of any negligence or willful act of Tenant or its agent, employees, invitees, or licensees, shall be the full responsibility of the Tenant.

7. Use. Tenant shall use and occupy the premises as a Recreation Center and for no other purpose without the prior written consent of Landlord. Tenant shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule or regulation adopted or imposed by any federal, state, county or municipal body or other governmental agency. Tenant shall not deface or injure the premises or the building, permit anything to be done on the premises tending to create a nuisance or to disturb other tenants in the building, or permit any activity in the premises that will result in an increase of any insurance premium on the premises or the building.

8. Taxes. Landlord shall pay all taxes and special assessments levied against the land and improvements on and in which the premises are situated. Tenant shall pay all personal property taxes assessed against any personal property owned by Tenant on the premises.

9. Assignment and Subletting. Tenant agrees not to sell, assign, mortgage, pledge, or in any manner transfer this lease or sublet the premises or any portion of the premises without Landlord's prior written consent.

10. Insurance. Landlord shall insure the building, including the premises and the common areas, against loss or damage under a policy of fire or extended coverage insurance in amounts that Landlord deems appropriate.

Tenant shall indemnify Landlord and keep Landlord harmless from any liability or claim for damages that may be asserted against Landlord because of any accident or casualty occurring on or about the premises. Tenant shall at its own cost and expense, obtain and keep in force a policy or policies of public liability insurance with an insurance company approved by Landlord, with liability coverage of not less than \$5,000,000.00 for injury or death to any one person, \$1,000,000.00 for injury or death to more than one person, and \$300,000.00 for damage to property. In addition, the Tenant shall name the Landlord as an additional insured with respect to liability for these premises on Tenant's insurance policy.

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

11. Acceptance of Premises. The use by Tenant of the buildings as a Recreation Center shall constitute an acknowledgement by the Tenant that the premises are then in acceptable condition.

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

this lease. If, during the term of this lease, the premises or the buildings are partially or totally destroyed by fire or other casualty, and the cost of restoring the premises or the buildings to its prior condition equals or exceeds 50 percent of its fair replacement value immediately before the damage, or if the premises are damaged by any casualty not insured against by Landlord, Landlord shall have the right to terminate this lease by giving Tenant written notice of its election to do so within 15 days after the date on which the damage occurs. Upon the giving of the notice, the lease shall terminate as of the date on which the damage occurred, and the rent shall cause the premises or the buildings to be repaired or restored with due diligence.

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

14. Signs. Landlord shall provide appropriate signs on the exterior of the buildings and in the common areas. Tenant shall, at its own expense, be responsible for any of its signs on the exterior of the premises. Landlord reserves the right to require uniform signs for all tenants, and no sign or other advertising or lettering shall be placed on the exterior walls or corridors of the building or on any windows or doors of the premises without Landlord's prior consent.

15. Remedies and Default. If Tenant does any of the following:

- a. Defaults in paying any sums to Landlord when due, including rents and additional rent, and does not cure the default within 10 days;
- b. Defaults in performing any other covenant or condition of the lease and does not cure the other default within 30 days after written notice from Landlord specifying the default;
or
- c. Is adjudicated a bankrupt or makes any assignment for the benefit of creditors;
then Landlord may,
 1. Accelerate the full balance of the rent payable for the remainder of the term and sue for the sums due;
 2. Terminate this lease ; or
 3. Without terminating this lease, reenter the premises and dispossess Tenant or any other occupant of the premises, remove Tenant's effects, and relet the premises for the account of Tenant for rent and upon terms that are satisfactory to Landlord, crediting the proceeds, after deducting the costs and expense of reentry, alterations, additions, and reletting, to the unpaid rents and the other amounts due under the lease during the remainder of the term, and Tenant shall remain liable to Landlord for the balance owed.

If a suit is brought to recover possession of the premises, to recover any rent or any other amount

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

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

17. Rules and Regulations. Landlord reserves the right to adopt from time to time rules and regulations for operation of the building that are customary for buildings of this character and are not inconsistent with the provisions of this lease. Tenant and its agents, employees, invitees, and licensees shall comply with all rules and regulations.

18. Waiver. Landlord's failure to insist on a strict performance of any of the terms, covenants, or conditions of this lease shall not be deemed a waiver of any subsequent breach or default in the terms, covenants, and conditions in this lease. This lease may not be changed, modified, or discharged orally.

19. Notices. All notices required under this lease shall be in writing and shall be deemed to be given if either delivered personally or mailed by certified or registered mail to Landlord or to Tenant at their respective addresses set forth in this lease or to any other address that either party furnishes in writing during the term of this lease.

20. Quiet Enjoyment. Landlord covenants and agrees with Tenant and its successors and assigns that, upon Tenant's paying the rent and observing and performing all the terms, covenants, and conditions on Tenant's part to be performed and observed, Tenant may peaceably and quietly hold, occupy, possess, and enjoy the premises for the full term of this lease.

21. Changes by Landlord. Landlord reserves the absolute right at any time and from time to time to make changes or revisions in the buildings, parking lot, driveways, signs, landscaping, and rearrangement of the improvements, provided that the changes do not materially alter the use of the premises.

22. Holding Over. If Tenant remains in possession of the premises after the expiration or termination of the lease and without signing a new lease, it shall be deemed to be occupying the premises as a tenant from month-to-month at twice the minimum rent (as adjusted in this lease), subject to all the conditions, provisions, and obligations of this lease insofar as is can be applicable to a month-to-month tenancy, cancelable by either party upon seven days written notice to the other.

23. Recording. Tenant shall not record this lease without the written consent of Landlord; however, upon the request of either party, the other party shall join in signing a memorandum or so-called "short form" of this lease for the purpose or recordation. The memorandum or short form of this lease shall describe the parties, the premises, and the term of this lease, and shall incorporate this lease by reference.

24. Captions and Headings. The captions and headings used in this lease are intended only for convenience and are not to be used in construing this lease.

25. Applicable Law. This lease shall be construed under the laws of the State of Michigan. If any provision of this lease or portions of this lease or their application to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this lease shall not be affected and each provision of this lease shall be valid and enforceable to the fullest extent permitted by law.

26. Successors. This lease and its covenants and conditions shall inure to the benefit of and be binding on Landlord and its successors and assigns and shall be binding on Tenant and permitted assigns of Tenant.

27. No Partnership. Any intentions to create a joint venture or partnership between the parties are expressly disclaimed.

28. Recovery by Tenant. Tenant agrees to look solely to the interest of Landlord in the land and improvements on which the premises are situated to satisfy any judgment against Landlord as a result of any breach by Landlord of its obligations under this lease. No other property of Landlord or any partners shall be subject to levy or execution as a result of any claim by Tenant against Landlord arising out of the relationship created by this lease.

29. Estoppel Agreement. At the request of Landlord, Tenant shall, within 10 days, deliver to Landlord, or anyone designated by Landlord, a certificate stating the commencement date and the term and certifying, as of that date, the date to which rent, additional rent, and other charges under this lease are paid, that this lease is unmodified and in full force, and that Landlord is not in default under any provision of this lease or, if the lease is modified or if Landlord is in default, stating the modification or nature of the default and the amount of any claims.

30. Effective Date. Landlord and Tenant have signed this lease and it shall be effective on the date listed at the beginning of this agreement.

CITY OF HOWELL

HOWELL AREA PARKS & RECREATION
AUTHORITY

LANDLORD:

TENANT:

By: _____

By: _____

Robert Ellis

Diane Lowe

Its: Mayor

Its: Chairman

By: _____

By: _____

Deanna Robson

Tim Church

Its: Clerk

Its: Executive Director

**PAGE ATHLETIC AND
AUXILIARY FIELDS LEASE
BETWEEN CITY OF
HOWELL AND
THE HOWELL AREA PARKS & RECREATION
AUTHORITY**

This lease is effective November ____, 2023 between the City of Howell (landlord), whose address is 611 E. Grand River Ave., Howell, MI 48843 and the Howell Area Parks & Recreation Authority (Tenant), whose address is 1661 N. Latson Road, Howell, MI 48843, upon the following terms and conditions:

Premises: Landlord hereby leases to Tenant, real property containing approximately 6 acres of land located in the City of Howell, Livingston County, called Page Athletic and Auxiliary Fields (Premises).

Use: Tenant shall use and occupy the premises as athletic fields (soccer, football, lacrosse, or any other lawn sport) and for no other purpose without the prior written consent of Landlord. Tenant shall be solely responsible for the booking and scheduling of games, practices, and events on the Premises.

When the Tenant is not using the fields for play by teams associated with the Tenant, the fields may be rented by other organizations not associated with Tenant at reasonable rates, with rent being paid to Tenant. Tenant shall ensure that games are properly supervised. Tenant shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule, or regulation adopted or imposed by the City of Howell and any other governmental body.

Common Areas: Landlord shall also make available areas to the Tenant and facilities of common benefit to the Tenant and occupants including parking areas, driveways, sidewalks and ramps, bleachers, press box and concession stand, service areas, storage facility and landscaped area (“common areas”).

Term: The term of this lease shall be for a period commencing on December 1, 2023, the “commencement date” and shall expire on November 30, 2024.

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

Landlord’s Operating Expenses: As used in this paragraph, Landlord’s operating expenses include, without limitations, the following costs and expenses incurred by Landlord with respect to the land and improvements including the common areas, on which the premises are situated:

- a. All property taxes and assessments, real, personal, general, and special; unless tenant leases said property that generates the requirement for property taxes and

assessments, real, personal, general, and special.

- b. Any capital investments, improvements or major maintenance which are made in accordance with generally accepted accounting principles, which include but are not limited to sprinkler system, fencing, parking lot maintenance, track upgrade and repair, concession stand, press box, lighting, score board, bleachers, landscaping, etc.
- c. Provide waste collection containers on site.
- d. Provide access to storage building to secure equipment and nets and access to the press box and concession stand.

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

- a. Maintenance of the real property including mowing, fertilizing, aerating, and grass seeding.
- b. Any water usage costs while operating the irrigation system.
- c. Striping of the property for athletic fields.
- d. Providing nets, flags, and other equipment necessary for the maintenance of standard athletic fields.
- e. Arrange for trash collection on a regular basis.
- f. Winterize the sprinkler system.
- f. The actual costs of electricity used at the site during events.

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

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

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

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

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

Insurance: Tenant shall indemnify Landlord and keep Landlord harmless from any liability or claim for damages that may be asserted against Landlord because of any accident or casualty occurring on or about the premises. Tenant shall at its own cost and expense, obtain and keep in force a policy or policies of public liability insurance with an insurance company approved by Landlord, with liability coverage of not less than \$5,000,000.00 for injury or death to any one person, \$1,000,000.00 for injury or death to more than one person, and \$300,000.00 for damage to property. In addition, the Tenant shall name the Landlord as an additional insured with respect to liability for these premises on Tenant's insurance policy.

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

Holding Over: If Tenant remains in possession of the premises after the expiration or termination of the Lease and without signing a new Lease, it shall be deemed to be occupying the premises as a Tenant from month to month, subject to all of the conditions, provisions, rent and obligations of this Lease insofar as it can be applicable to a month to month tenancy, cancelable by either party upon sixty (60) days written notice to the other.

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

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

This agreement is entered as of this ____ day of November, 2023.

CITY OF HOWELL
AUTHORITY
A Michigan Municipal Corporation

HOWELL AREA PARKS & RECREATION
A Michigan Municipal Corporation

BY: Robert Ellis, Mayor

BY: Diana Lowe, Chairman

BY: Deanna Robson, Clerk

BY: Tim Church, Executive Director