

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
February 8, 2018 – 10:30 a.m.
Administrative Office

1. Chairman's Statement
2. Public Participation
3. Approval – January 11, 2018 Meeting Minutes
4. Approval – February 8, 2018 Full Agenda

Consent Agenda

5. Approval – February 8, 2018 Consent Agenda

- a. Approval – December 2017 and January 2018 Financial Statements and Payment Registers
- b. Approval – December 2017 and January 2018 Appropriation Adjustments
- c. Purchases
 1. Concert Series Promotor, Lake St. Clair and Stony Creek Metroparks

Regular Agenda

6. Update – Director Search
7. **Reports**
 - A. *Administrative Department*
 1. Report – 2017 Year-end Financial Statement Review
 2. Report – Proposed Amended and Restated Bylaws
 3. Approval – Investment Policy Statement Changes
 - B. *Planning Department*
 1. Approval – Lake Erie Master Plan
 - C. *Engineering Department*
 1. Bids – Sanitary System Assessments, Various Locations
 2. Approval – Macomb County Road Easement, Wolcott Mill Metropark
 - D. *Information Technology Department*
 1. Approval – Board Meeting Audio and Video Conferencing
 - E. *Interpretive Department*
 1. Report – Interpretive Education Programs
8. **Closed Session** – For the purpose of discussing material, which is exempt from discussion or disclosure under the Freedom of Information Act, this is a permissible purpose for closed session pursuant to Section 8(h) of the Open Meetings Act.
9. Other Business
10. Staff Leadership Update
11. Commissioner Comments
12. Motion to Adjourn

A combined *Pension Committee and Retiree Health Care Trust* meeting will take place prior to the Board meeting at the Administrative Office

Thursday, February 8, 2018 – 9:00 a.m.

The next regular Metroparks Board meeting will take place

Thursday, March 8, 2018 – 10:30 a.m.

Administrative Office

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Rebecca Franchock, Supervisor of Budget and Payroll
Subject: Approval – December 2017 / January 2018 Financial Statements and
Payment Registers
Date: February 1, 2018

Due to the timing of year-end and month-end accounting processes, financial statements and payment registers for December 2017 and January 2018 will be sent separately prior to the Feb. 8, 2018 meeting.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Rebecca Franchock, Supervisor of Budget and Payroll
Subject: Approval – December Appropriation Adjustments
Date: February 5, 2018

Action Requested: Motion to Approve

That the Board of Commissioners' approve the December 2017 Appropriation Adjustments as recommended by Supervisor of Budget and Payroll Rebecca Franchock and staff.

Background: The Metroparks ERP system provides a work-flow process to facilitate departmental budget management. Requested transfers are initiated by department staff and routed to the appropriate department head/district superintendent for review and approval. Finance provides a final review of the approved requests to verify that they do not negatively impact Fund Balance.

For the month of January, \$2,717,485 represents funds transferred within and between the departments to cover over budget accounts or to move funds to the correct account. There is no impact on Fund Balance.

Attachment: December 2017 Appropriation Adjustments

Huron-Clinton Metropolitan Authority
December 2017 Appropriation Adjustment Summary

Expense Accounts

Location	Increase	Decrease	Difference
Capital			
Administrative	\$ 229,053	\$ -	\$ 229,053
Lake St. Clair	158,112	147,700	10,411
Kensington	66,533	125,616	(59,083)
Lower Huron	66,820	60,460	6,360
Stony Creek	188,767	135,130	53,637
Lake Erie	8,282	8,282	-
Wolcott	42,029	35,005	7,024
Indian Springs	13,793	13,793	-
Huron Meadows	10,900	21,494	(10,594)
Total	\$ 784,287	\$ 547,479	\$ 236,808
Major Maintenance			
Administrative	\$ 1,387	\$ -	\$ 1,387
Lake St. Clair	19,925	103,315	(83,391)
Kensington	27,748	33,307	(5,559)
Lower Huron	49,913	12,450	37,463
Hudson Mills	780	16,955	(16,175)
Stony Creek	23,482	103,315	(79,833)
Lake Erie	5,501	-	5,501
Wolcott	2,532	-	2,532
Indian Springs	102,812	-	102,812
Huron Meadows	-	1,754	(1,754)
Total	\$ 234,081	\$ 271,097	\$ (37,016)
Operations			
Administrative	\$ 581	\$ -	\$ 581
Lake St. Clair	143,455	85,010	58,445
Kensington	374,947	308,521	66,427
Lower Huron	138,219	193,426	(55,207)
Hudson Mills	109,330	109,653	(323)
Stony Creek	164,809	134,553	30,256
Lake Erie	208,683	142,925	65,758
Wolcott	92,487	307,715	(215,228)
Indian Springs	90,832	53,431	37,401
Huron Meadows	118,863	62,849	56,014
Total	\$ 1,442,206	\$ 1,398,083	\$ 44,123
Administrative Office			
Administrative	\$ 256,911	\$ 500,826	\$ (243,915)
Total	\$ 256,911	\$ 500,826	\$ (243,915)
Total Expenses	\$ 2,717,485	\$ 2,717,485	\$ -

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Rebecca Franchock, Supervisor of Budget and Payroll
Subject: Approval – January Appropriation Amendments
Date: February 5, 2018

Action Requested: Motion to Approve

That the Board of Commissioners' approve the January 2017 Appropriation Amendments as recommended by Rebecca Franchock, Supervisor of Budgeting and Payroll.

Background: The Metroparks ERP system provides a work-flow process to facilitate departmental budget management. Requested transfers are initiated by department staff and routed to the appropriate department head/district superintendent for review and approval. Finance provides a final review of the approved requests to verify that they do not negatively impact Fund Balance.

For the month of January, \$3,000 represents funds transferred within and between the departments to cover over budget accounts or to move funds to the correct account.

\$1,899,639 has been taken from Fund Balance to fund Major Maintenance and Capital Improvement work that was anticipated to be done prior to Dec. 31, 2017. In addition, capital equipment account budgets were reduced because of vehicles purchased in January 2018 for \$21,000 less than the budgeted amount.

The net impact on Fund Balance is an anticipated reduction of 1,878,639.

Attachment: January 2018 Appropriation Adjustments

Huron-Clinton Metropolitan Authority
January 2018 Appropriation Adjustment Summary

Expense Accounts

<u>Location</u>	<u>Increase</u>	<u>Decrease</u>	<u>Difference</u>
Capital			
Administrative	\$ -	\$ 15,100	\$ (15,100)
Lake St. Clair	260,490	-	260,490
Kensington	93,376	7,200	86,176
Lower Huron	50,757	-	50,757
Hudson Mills	-	700	(700)
Stony Creek	1,180,808	-	1,180,808
Lake Erie	-	5,500	(5,500)
Wolcott	26,289	-	26,289
Indian Springs	2,340	-	2,340
Total	\$ 1,614,060	\$ 28,500	\$ 1,585,560
Major Maintenance			
Administrative	146,500	-	146,500
Kensington	1,948	-	1,948
Lower Huron	12,450	-	12,450
Indian Springs	95,181	-	95,181
Total	\$ 256,079	\$ -	\$ 256,079
Operations			
Lower Huron	\$ 3,000	\$ 3,000	\$ -
Total	\$ 3,000	\$ 3,000	\$ -
Administrative Office			
Administrative	\$ 37,000	\$ -	\$ 37,000
Total	\$ 37,000	\$ -	\$ 37,000
Total Expenses	\$ 1,910,139	\$ 31,500	\$ 1,878,639



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Heidi Dziak, Senior Buyer
 Project No: RFP 2018-004
 Project Title: Bids – Promoter for Concert Series
 Location: Lake St. Clair, Stony Creek
 Date: February 1, 2018

Action Requested: Motion to Approve

That the Board of Commissioners' award RFP 2018-004 to the bidder, Gail and Rice for a contract term of one year with up to four, one-year renewal options to promote the Metroparks annual concert series as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: A total of \$38,000 is available for the concert series in the Board approved 2018 budget (\$25,000 for Lake St. Clair and \$13,000 for Stony Creek).

Scope of Work: Identify, hire, pay talent, manage and promote the Metroparks annual concert series, which consists of 15 concerts at Lake St. Clair and seven concerts at Stony Creek.

Background: The RFP notified proposers that the Metroparks budget of \$38,000 would have to cover the promoter's fee, related costs and payments to talent (bands). The RFP was posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 39 vendors. Additionally, the RFP was emailed to 20 vendors.

Staff evaluated the proposals based on the vendor's qualifications, related experience, capacity, understanding of the project, methodology and approach, and references. Proposals were then ranked highest to lowest as follows:

<u>Vendor</u>	<u>Location</u>	<u>Total Price</u>	<u>(promoter fee)</u>
Gail & Rice	Farmington Hills	\$12,000	(balance from \$38,000 available for talent)
Carey & Paul Group	Troy	\$12,000	(balance from \$38,000 available for talent)
Funfest Productions	Mt. Clemens	\$ 6,000	(\$30,000 for talent)
CGS Entertainment	Detroit	\$ 6,100	(balance from \$38,000 available for talent)
Ignited Light & Sound	Clinton Township	\$22,000	(balance from \$38,000 available for talent)
The Major Group	Birmingham	\$ 7,700	(balance from \$38,000 available for talent)



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca L. Franchock, Supervisor of Budget and Payroll
 Subject: Report – 2017 Year-End Financial Statement
 Date: February 1, 2018

Action Requested: Motion to Receive and File

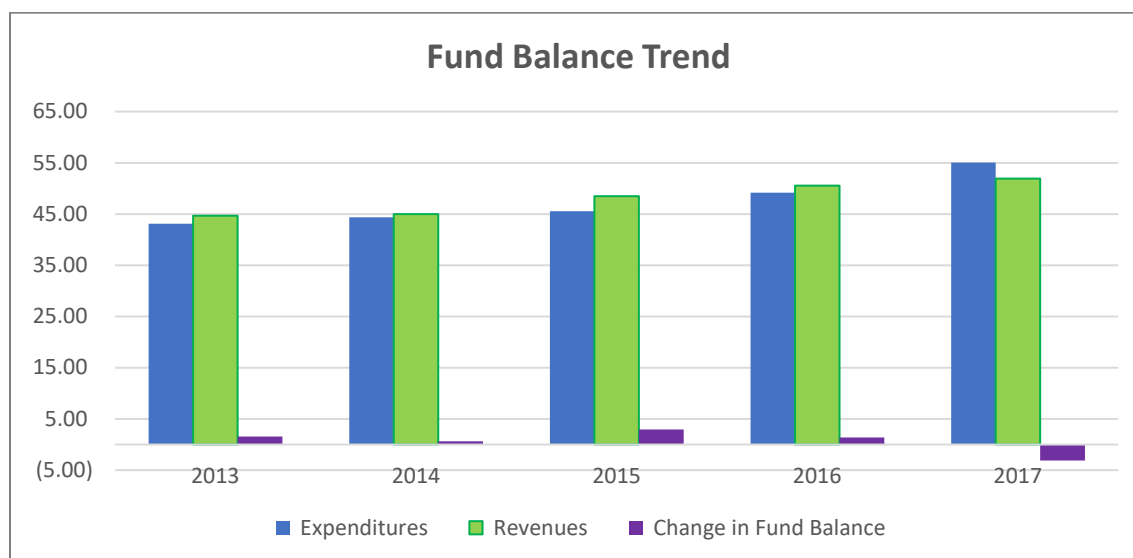
That the Board of Commissioners' receive and file the December 31, 2017 Financial Statement report as recommended by Supervisor of Budget and Payroll Rebecca Franchock and staff.

Background: This year-end financial review will provide the Board with a synopsis of how each major general fund revenue and expenditure area finished in 2017 and how it compares to historical trends.

The 2017 Budget was developed to enable staff to deliver Metropark recreational services and facilities to park visitors, as well as to maintain and renovate Metropark infrastructure to the extent that current funding and staffing allows.

FUND BALANCE

For 2017 total expenditures exceeded total revenues by \$3.1 million, which results in a decrease to fund balance.



The 2017 use of fund balance reverses the trend of 5 percent average growth in fund balance.

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Total Fund Balance	35,894,500	36,709,000	39,626,500	40,983,500	37,869,000

7-A-1
2017 Year-end Financial Review
Page 2

When staff began developing the 2018 budget, it was anticipated that the reduction to fund balance would be \$6.0 million. The 2018 projected capital expenditures included \$1.9 million of work that was committed to, but not accomplished, prior to Dec. 31, 2017. This work will be completed in 2018 and the capital expenditures budget for 2018 has been increased in January 2018 accordingly.

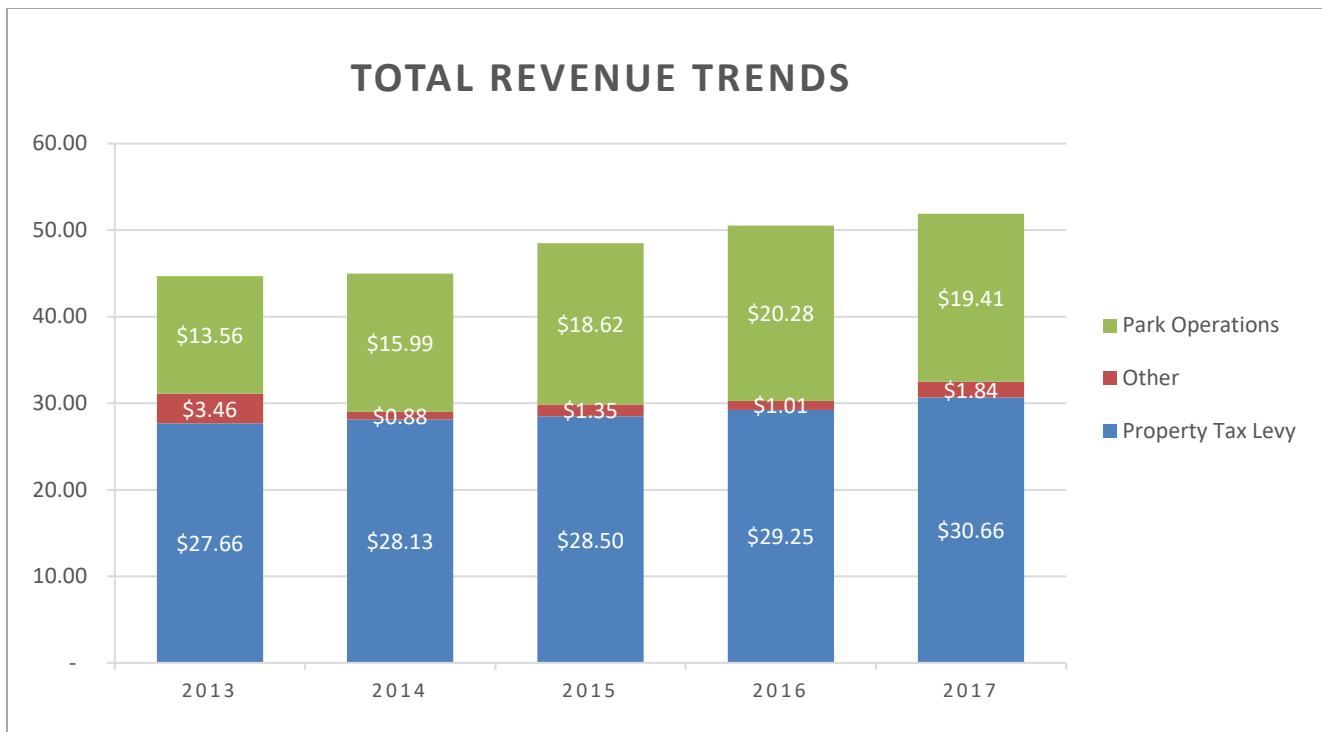
REVENUES

Overall, revenues increased from 2016 to 2017 by nearly \$1.4 million, which is due to a \$1.4 million increase in property tax revenue. Park operations revenue declined by just under \$1 million offsetting an equivalent increase in other revenue sources.

	2016	%	2017	%	Change	%
Property Tax Levy	\$ 29,246,499	57.9%	\$ 30,658,374	59.1%	\$ 1,411,876	4.8%
Grant	76,182	0.2%	315,985	0.6%	239,803	314.8%
Development	130,674	0.3%	243,211	0.5%	112,537	86.1%
Interest	287,928	0.6%	448,592	0.9%	160,664	55.8%
Sale of Assets	319,165	0.6%	643,421	1.2%	324,255	101.6%
Miscellaneous	194,690	0.4%	184,420	0.4%	(10,270)	-5.3%
Park Operations	20,276,064	40.1%	19,412,874	37.4%	(863,189)	-4.3%
	\$ 50,531,202		\$ 51,906,878		\$ 1,375,676	2.7%

2017 property tax revenue continued the positive growth that began in 2014. It showed the largest single year increase in revenue since the Great Recession triggered declining revenue. The \$30.7 million in revenue generated, is roughly equivalent to the revenue generated in 2011.

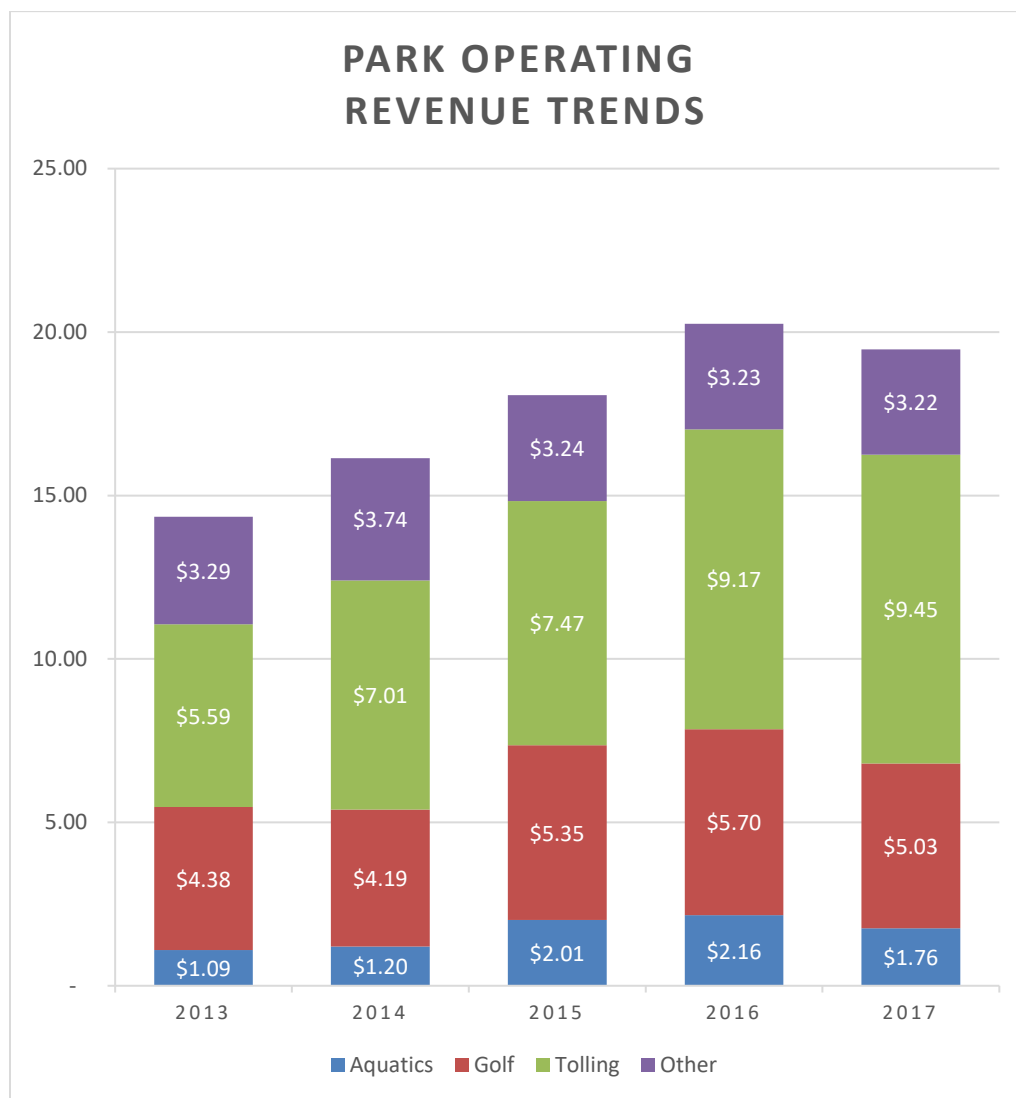
Tax revenue, remains the largest single source of Metroparks revenue. Prior to the Great Recession, tax revenue accounted for 68 percent of total revenue. Today, even with the growth of the past four years, it accounts for only 59 percent. This is positive as it reflects increased revenue generated from other sources. Staff continues to work diligently to find alternative revenue sources.



Donation, grant, sale of capital assets and interest revenue all increased in 2017. The most significant changes were in grant revenue and sale of capital assets. Grant revenue increases reflect the Lake St. Clair Marsh project as well as other smaller projects. Sale of capital assets increase is a result of the replacement of a significant amount of capital equipment, which has taken place in 2016 and 2017. Expenditures in this area averaged \$3 million for 2016 and 2017 as compared to an average below \$1.5 million for 2013 through 2015.

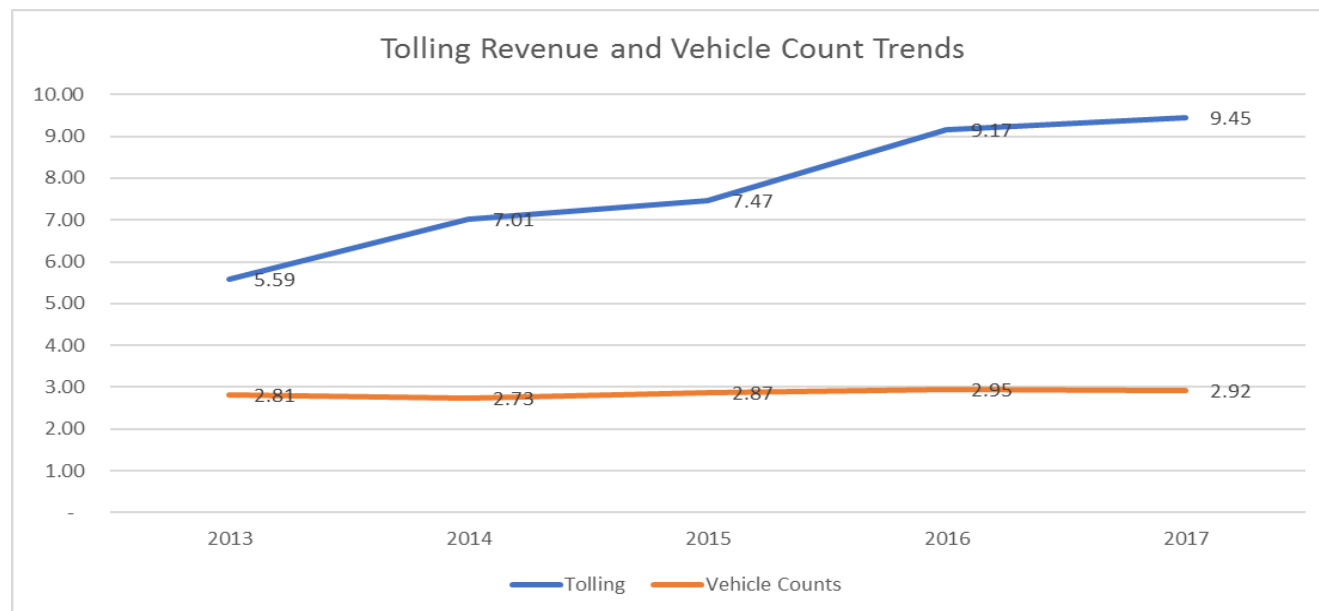
PARK OPERATIONS

Park operating revenue in 2017 decreased by 3.9 percent from 2016 levels. Declining by \$800,000 from \$20.3 million to \$19.5 million. This was primarily the result of cooler summer weather impacting aquatic facilities and the closure of Wolcott Golf Course. The three largest sources of operating revenue continue to be tolling, golf and aquatics.



7-A-1
2017 Year-end Financial Review
Page 4

Despite the slight decline in vehicle counts, tolling revenue was the only significant revenue center to increase year-over-year. 2015 revenue reflects a \$5 increase to annual permits. 2016 reflects an additional \$5 increase to annual permits and a \$3 increase to daily permit fees.



GOLF REVENUE

Golf revenues declined by just \$662,000 overall, reflecting the closure of Wolcott Golf Course. Results at other courses was mixed with Hudson Mills reflecting more than a 6 percent increase in total revenue generated. Kensington and Willow courses showed the largest declines.

<u>Golf Revenue by Facility</u>				
	<u>2016</u>	<u>2017</u>	<u>Change</u>	<u>% Change</u>
LSC Par 3	\$ 57,797	\$ 50,341	\$ -	-
Kensington	980,687	892,447	(88,240)	-9.0%
Lower Huron Par 3	33,735	-	-	-
Willow	701,233	625,701	(75,532)	-10.8%
Hudson Mills	378,164	402,558	24,394	6.5%
Stony Creek	956,640	944,852	(11,788)	-1.2%
Lake Erie	658,080	636,586	(21,494)	-3.3%
Wolcott Mill	393,839	-	(393,839)	-100.0%
Indian Springs	737,696	691,493	(46,203)	-6.3%
Huron Meadows	797,681	789,121	(8,560)	-1.1%
	<u>\$5,695,553</u>	<u>\$5,033,099</u>	<u>\$(662,453)</u>	<u>-11.6%</u>

AQUATICS REVENUE

As previously mentioned, aquatic facility revenue declined in 2017, largely because of cool/wet weather. The reduction totaled just under \$400,000. A minor portion of this amount related to closing the inflatable slide at Hudson Mills. This slide was originally used at Lake Erie; however, due to lack of use, park staff decided to try a different location. Unfortunately, the Hudson Mills setting was not much better and when the slide was no longer usable due to wear and tear, it was not replaced.

<u>Aquatic Revenues by Facility</u>				
	<u>2016</u>	<u>2017</u>	<u>Change</u>	<u>% Change</u>
Lake St. Clair	\$ 257,469	\$ 208,334	(49,135)	-19.1%
Kensington	283,388	231,712	(51,676)	-18.2%
Lower Huron	1,065,627	909,377	(156,250)	-14.7%
Hudson Mills	20,392	-	(20,392)	-100.0%
Stony Creek	245,670	183,943	(61,727)	-25.1%
Lake Erie	284,243	229,924	(54,318)	-
	<u>\$ 2,156,789</u>	<u>\$ 1,763,289</u>	<u>\$ (393,499)</u>	<u>-18.2%</u>

OTHER REVENUE

Other revenue sources in total were relatively flat year-over-year. Reductions in boat rentals, dockage, shelter rentals, stages and activity centers declined by approximately \$250,000. Nearly completely offsetting this decline was an increase in interpretive programs and other sources.

<u>Other Operating Revenue Sources</u>				
	<u>2016</u>	<u>2017</u>	<u>Change</u>	<u>% Change</u>
Adventure/Disc Golf	\$ 211,653	\$ 205,443	(6,210)	-2.9%
Boat Rental	476,722	436,393	(40,330)	-8.5%
Dockage	394,197	372,434	(21,764)	-5.5%
Facility Rental	641,102	447,188	(193,913)	-30.2%
Interpretive	685,609	778,992	93,383	13.6%
Miscellaneous	821,029	979,059	158,031	19.2%
	<u>\$ 3,230,313</u>	<u>\$ 3,219,509</u>	<u>\$ (10,804)</u>	<u>-0.3%</u>

EXPENDITURES

Overall, 2017 expenditures totaled \$55 million, which is a 12 percent increase from 2016 expenditures totaling \$49.2 million. This is mainly the result of increases in capital improvements, up \$3.2 million (77 percent), major maintenance, up \$500,000 (26 percent) and the administrative office, up \$1.7 million (24 percent). In developing the 2018 budget, staff anticipated expenditures would exceed revenue by \$6 million. In 2017, only \$3.1 million was used from fund balance, which is the result of capital work that was anticipated to be completed in 2017, but will be done in 2018.

<u>Total Expenditures</u>					
	2016	%	2017	Change	%
Capital Improvements	\$ 4,162,207	23%	\$ 7,387,448	\$ 3,225,241	77%
Capital Equipment	3,089,427	129%	2,788,395	(301,032)	-10%
Land Acquisition	2,735		-	(2,735)	-100%
Total Capital	<u>7,254,369</u>	53%	<u>10,175,843</u>	<u>2,921,474</u>	40%
Major Maintenance	1,926,211	8%	2,435,619	509,408	26%
Administrative Office	7,371,708	-2%	9,120,308	1,748,600	24%
Park Operations	32,622,291	4%	33,289,153	666,862	2%
Total Operating	<u>41,920,210</u>	3%	<u>44,845,080</u>	<u>2,924,869</u>	7%
Total Expenditures	<u>49,174,579</u>	8%	<u>55,020,923</u>	<u>5,846,344</u>	12%

CAPITAL EXPENDITURES

Authority investments into capital equipment during 2017 totaled \$2.8 million, which is a 10 percent reduction from 2016, but more than double the preceding five-year average of \$1.3 million.

Acquisitions include:

- ◆ \$839,000 – 20 Mowers
- ◆ \$659,000 – 19 Trucks/Vans
- ◆ \$385,000 – Four Tractors
- ◆ \$255,000 – Three Loaders
- ◆ \$169,000 – Six Police Vehicles
- ◆ \$ 43,000 – Two Snowmakers

Capital improvement project expenditures tend to show greater variance due to the nature of the work. In 2017, capital improvement capital expenditures totaled \$7.4 million, a 77 percent increase over 2016 expenditures.

Significant project expenditures in 2017 include:

- ◆ \$2,335,000 – Lake St. Clair West Beach Front Development
- ◆ \$1,256,000 – IT Infrastructure Connectivity, multiple locations
- ◆ \$ 850,000 – Lake St. Clair Black Creek Marsh Restoration
- ◆ \$ 739,000 – Stony Creek Boat Launch Site Development and Ramp Reconstruction
- ◆ \$ 267,000 – Lake St. Clair DTE Power Line Relocation

- ◆ \$247,000 – Lake St. Clair Pool Backwash Connection
- ◆ \$239,000 – Lake Erie Spray Pad Toy Installation at Great Wave Pool
- ◆ \$209,000 – Building Demolition, three locations
- ◆ \$167,000 – Kensington East Boat Launch Replacement
- ◆ \$167,000 – Kensington Replace Vault Latrine
- ◆ \$155,000 – Lower Huron Above Ground Storage Tank
- ◆ \$ 90,000 – Fuel Management Systems, four locations

<u>Capital Expenditure Trends</u>			
	<u>2015</u>	<u>2016</u>	<u>2017</u>
Equipment	\$1,347,505	\$3,089,427	\$ 2,788,395
Buildings	325,504	48,125	511,007
Infrastructure	2,546,254	575,815	1,693,168
Land Improvements	44,980	229,197	1,057,860
Other Improvements	296,117	3,304,013	4,122,913
Total Projects	<u>\$3,212,855</u>	<u>\$4,157,151</u>	<u>\$ 7,384,948</u>
Land Acquisition	177,591	5,056	2,500
Total Capital	<u>\$4,737,951</u>	<u>\$7,251,634</u>	<u>\$10,175,843</u>

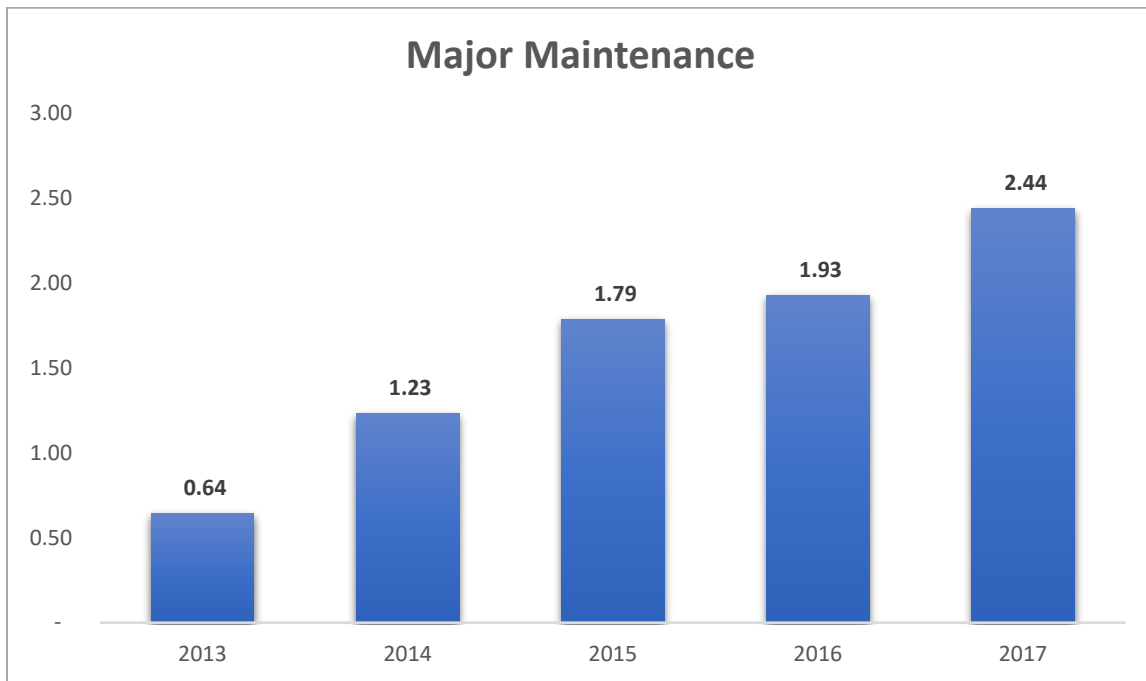
MAJOR MAINTENANCE EXPENDITURES

There were nearly 70 major maintenance projects that rehabilitated existing Metroparks facilities at a cost of \$2.4 million. This is a 26 percent increase over 2016 major maintenance expenditures and double the average for the previous three years of \$1.2 million.

Major maintenance projects worked on in 2017 include:

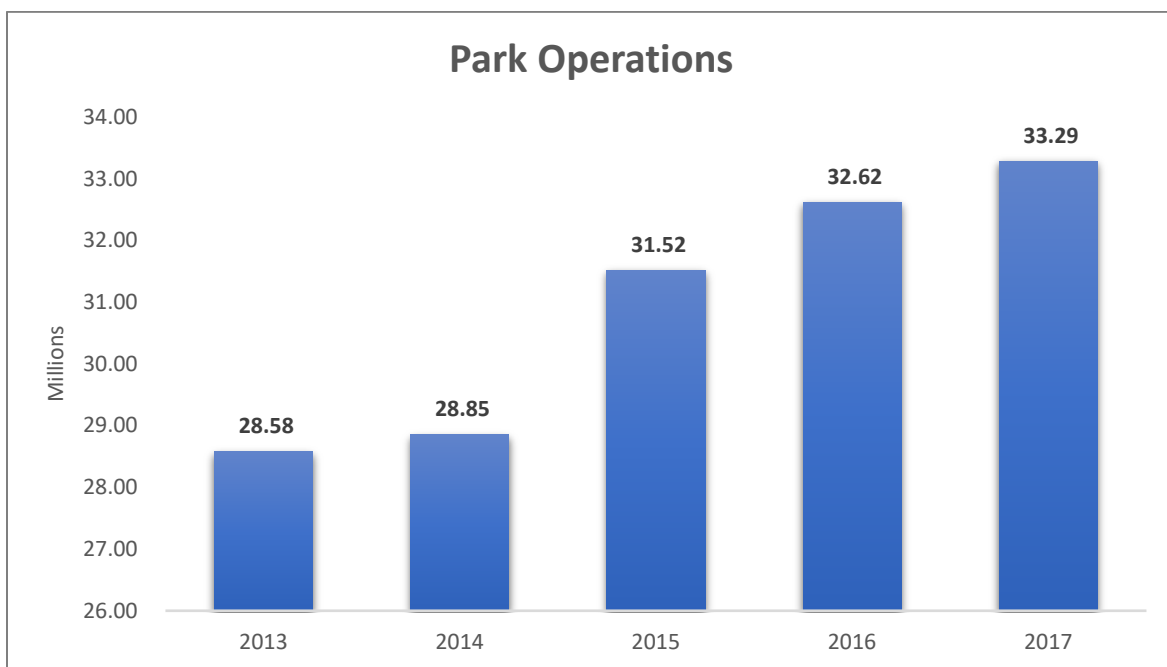
- ◆ \$352,000 – Lake St. Clair Spray Area Surface Pad Replacement
- ◆ \$289,000 – Indian Springs Spray Area Surface Pad Replacement
- ◆ \$191,000 – Invasive Species/Vegetation Removal, various locations
- ◆ \$150,000 – Administrative Office Generator Replacement
- ◆ \$150,000 – Lower Huron River Bank Stabilization
- ◆ \$106,000 – Lake St. Clair Building Dryvit Repairs
- ◆ \$ 88,000 – Willow Golf Course Culvert Repairs
- ◆ \$ 88,000 – Lake St. Clair Pool Concrete Painting
- ◆ \$ 84,000 – Wolcott Mill Grist Mill Wheel Restoration
- ◆ \$ 77,000 – Stony Creek Beach Sand Replacement
- ◆ \$ 76,000 – Lower Huron Maintenance Building Roof Replacement
- ◆ \$ 76,000 – Stony Creek Sewer Rehabilitation

These items accounted for 4.4 percent of total 2017 expenditures.

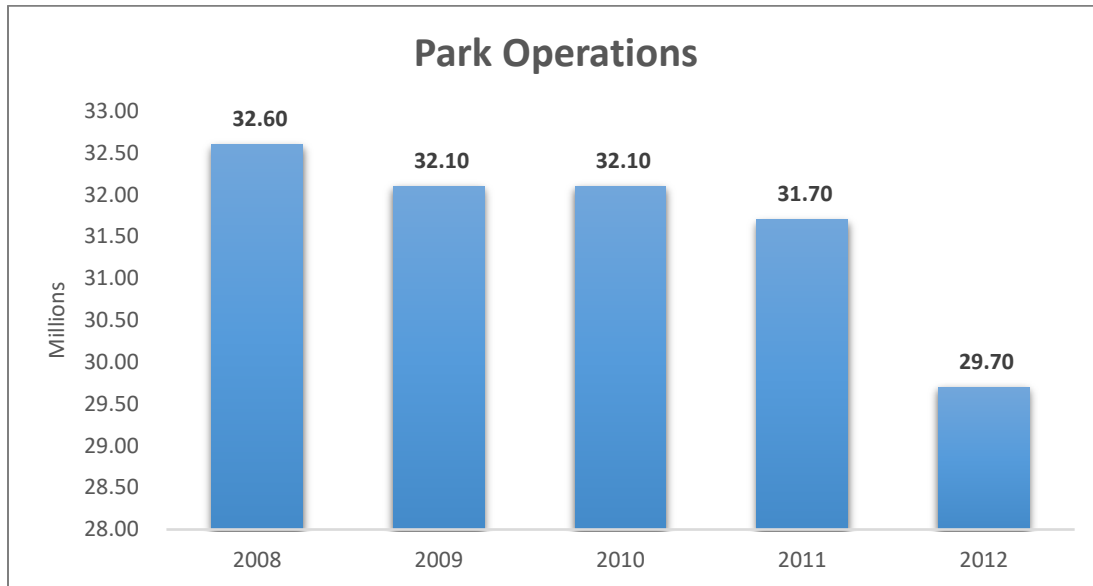


OPERATION EXPENDITURES

The 2017 direct cost of operating Metroparks facilities, programs and services for the estimated 7.3 million visitors totaled \$33.3 million. The following chart shows the growth in expenditures in recent years which has averaged 3.9 percent.



It is interesting to compare this recent trend with the previous five years as shown below. Park operation expenditures in 2016 are nearly identical to 2008 expenditures. revenue in 2008 totaled \$54.1 million while revenue in 2017 totaled \$51.9 million.



OPERATING EXPENDITURE TRENDS

The following chart breaks down operating expenditures into significant categories. General Park includes all grounds, buildings and road maintenance for all areas of the park outside the specific cost centers identified by category. This category grew at a rate of 3.9 percent as compared to an overall growth of 2.0 percent for total operations.

Outside this category the next largest cost center is the police department totaling \$4.9 million which showed growth of 7.0 percent year-over-year. Offsetting this increase is an 8.8 percent reduction in golf expenditures primarily resulting from the closure of both the Wolcott and Lower Huron Par 3 golf courses. Interpretive programs and facilities also increased, up nearly \$300,000 or 7 percent.

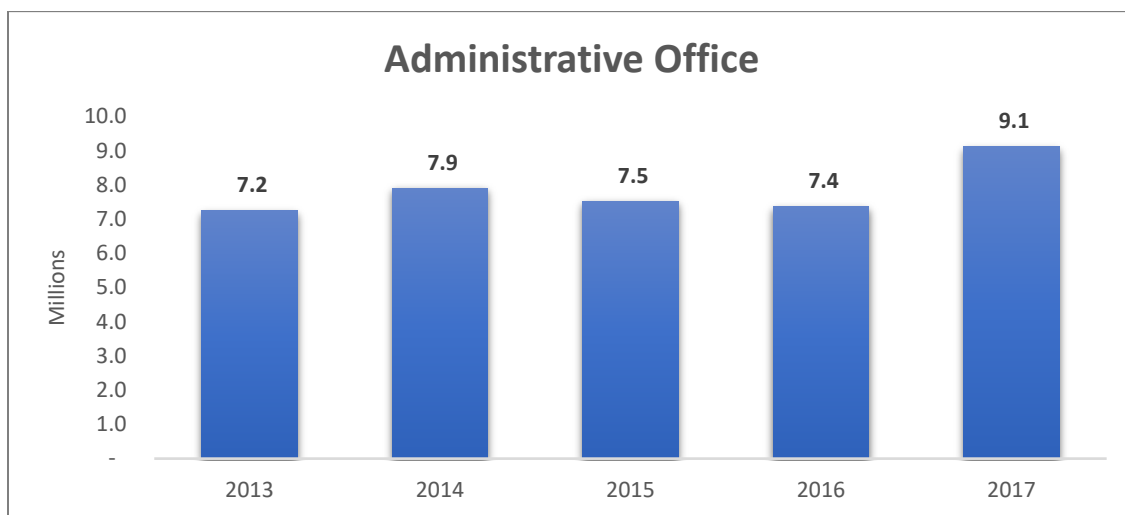
<u>Operation Expenditure Trends</u>					
Category	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Administration	\$ 4,928,270	\$ 4,330,157	\$ 4,530,954	\$ 4,585,861	\$ 4,578,792
Aquatics	1,369,368	1,262,117	2,155,246	2,271,603	2,287,858
Golf	3,339,884	3,630,516	4,899,395	5,237,201	4,774,736
Interpretive	3,772,690	3,744,664	3,988,131	4,137,602	4,427,820
Police	3,817,403	4,080,919	4,509,269	4,576,459	4,897,883
Tolling	436,607	482,389	569,070	777,674	857,992
General Park	10,911,670	11,320,592	10,866,558	11,035,891	11,464,073
	<u>\$28,575,891</u>	<u>\$28,851,354</u>	<u>\$31,518,622</u>	<u>\$32,622,291</u>	<u>\$33,289,153</u>

ADMINISTRATIVE OFFICE EXPENDITURES

Administrative Office expenditure for 2017 total \$9.1 million. This is an increase of \$1.7 million (23.7 percent) over 2016 expenditures. The increase is primarily in full-time staffing costs.

Staffing increases are due to filling six full-time positions in the Finance, Golf, Human Resources, IT, Graphics and Community Relations departments. Shifting the cost of the Natural Resource crew from the parks where they work to the Administrative Office and a Board approved rate increase for the director also pushed the trend upward.

Tools and equipment expenses has a \$178,000 decrease while outside services show an offsetting increase of \$261,000.



The 2017 year-end figures will be audited by Yeo and Yeo in March.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: David Kirbach, Deputy Director
Subject: Approval – Amended and Restated Bylaws
Date: February 1, 2018

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the amended and restated Bylaws for discussion purposes.

Fiscal Impact: None

Background: Significant changes to the bylaws were made in 2016, which included changing the reporting structure for the Deputy Director and the newly created Chief Financial Officer position.

In 2016, Miller Canfield provided a document explaining the revisions to the bylaws that were approved by the Board at its April 2016 meeting, which is attached for background information. In addition, a clean copy of the current bylaws, a redline copy of the proposed changes to the bylaws and the bylaws updated in 2009 is attached for review.

Attachments: Summary of 2016 Bylaw Revisions
Current Bylaws (as of April 2016)
Redlined Bylaws with Proposed Changes
Amended and Restated Bylaws (as of June 2009)

MEMORANDUM

TO: George Phifer, Director
Huron-Clinton Metropolitan Authority

FROM: Steven D. Mann
Miller, Canfield, Paddock and Stone, PLC

RE: Summary of Substantive Bylaws Revisions

DATE: March 17, 2016

George,

Set forth below is a summary of the substantial changes proposed to the Authority's bylaws, comparing the draft dated for April 14, 2016 to the bylaws currently in effect (amended January 22, 2013). I have included a brief explanation of the reason for the change, arranged by bylaw article number.

Article	Changes
I. Terms of Office	Clarified to provide expiration date of initial appointment term. Recognize that Board members shall take the constitutional oath of office before assuming duties.
III. Meetings	Provides that a special meeting may be called by three members of the Board of Commissioners. This is change from the current requirement that four members are needed to call a special meeting. This reduces Open Meeting Act concerns associated with the current requirement that a quorum of the Board is required to call a special meeting. Requires two day notice to Board members of a special meeting and allows Board members to waive such notice in writing. Currently three days' notice is required.
IV. Action by Board	Recognize that Board action is taken by resolution or ordinance. Recognizes that Board may exercise fullest powers permitted by law.
V. Officers	Removed language which pertained to Secretary and Treasurer being non-members of the Board.
VI. Director	Provide that the Director is responsible for appointment or employment and discharge of all employees and for directing their activities. Provide authority for the Director to delegate special duties to subordinates at his/her discretion.

VI. Director (Cont.)	<p>Provide that purchasing approvals are governed by the Authority's Purchasing Policy rather than the Bylaws.</p> <p>Provide that the Director may sign contracts, leases, obligations, and other instruments if such power is delegated to the Director by the Board.</p> <p>Provides that the Director is the "keeper of the records" (previously a duty of the Executive Secretary).</p>
VII. Deputy Director	<p>Provides that the responsibilities of office shall be directed by the Director.</p> <p>Authorizes the Deputy Director to counter sign contracts, leases, etc. with the Director.</p> <p>Removes devolution of power from Secretary or Executive Secretary.</p>
VIII. Controller	<p>Retitles position to Chief Financial Officer.</p> <p>Provides that the Director shall appoint a CFO, subject to approval of the Board of Commissioners.</p> <p>Designates the CFO as responsible for preparing annual budget and causing to be prepared an annual audit (currently duties that rest with the Board).</p> <p>Provide that purchasing approvals are governed by the Authority's Purchasing Policy rather than the Bylaws.</p> <p>Removes responsibility for recommendations on appropriate carriers and levels of insurance coverage.</p>
IX. Fiscal Year Budget	<p>Reassigned responsibility from Board to CFO for preparing annual budget and causing to be prepared an annual audit.</p>
X. Contracts	<p>Requires contracts to be executed by the Chairperson or Director and witnessed by the Secretary or Deputy Director.</p> <p>Provides that purchasing procedures are governed by the Authority's Purchasing Policy rather than the Bylaws.</p>
XI. Committees	<p>Provides that committee members are appointed by the Board for terms of one year.</p> <p>Provides for an audit committee consisting of the Chairperson or Vice Chairperson, the Secretary and the Treasurer.</p>
XIII. Amendments	<p>Provides that notice of proposed changes to the Bylaws shall be provided to the Secretary at least ten days before the meeting, and requires the Director to provide copies of such changes to each Commissioner at least five days before the meeting.</p>

	Provides for waiving of the required notice and allows approval of amendment to the Bylaws at the same meeting at which they are introduced by unanimous vote of the Board.
XIII. (Deleted)	Removed provisions regarding Executive Secretary.
XIV. Parliamentary	Provides that the rules of parliamentary procedure shall be Robert's Rules of Order Newly Revised. Robert's Rules are the most commonly used rules of parliamentary procedures and the current rules, Cushing's Manual of Parliamentary Practice, has long been out of publication.
XVII. (Deleted)	Removed provision regarding biannual reports to the Governor and County Boards.
XVIII. (Deleted)	Powers of Board moved to Section IV.

BYLAWS OF THE HURON-CLINTON METROPOLITAN AUTHORITY

As Amended April 14, 2016

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election by the respective County or appointment by the Governor in the year 1941, and shall run for the terms specified by statute.

(a)	Elected Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	<u>County</u>			
	Wayne	Six	1947	1953
	Oakland	Five	1946	1951
	Macomb	Four	1945	1949
	Washtenaw	Three	1944	1947
	Livingston	Two	1943	1945
(b)	Appointed Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	Governor Appointee	Four	1945	1949
	Governor Appointee	Two	1943	1945

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected by a County shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed by the Governor shall be for a period of four (4) years or until their successors are elected or appointed, in accordance with Act No. 147.

Before assuming the duties of office, a Board member shall qualify by taking and subscribing to the constitutional oath of office.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may be determined from time to time by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the Chairperson or Secretary, or by three members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least two (2) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner may waive such notice in writing, and shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Action by the Board

(a) The Board may act only by resolution or ordinance. The Secretary of the Board shall provide for the collection, codification and publication of all ordinances and resolutions of the Authority in accordance with law.

(b) A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business.

(c) The concurrence of a majority of the members of the Board of Commissioners then in office shall be necessary and sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

(d) The Board shall exercise all such powers and perform such duties to the fullest extent authorized and provided by Act No. 147 and the statutes and the laws of the State of Michigan.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected. The officers shall be members of the Board of Commissioners.

In the event of a vacancy in any of the offices of the Board, the Board of Commissioners at any meeting may fill the vacancy for the remainder of the unexpired term.

(a) Chairperson

(i) The Chairperson shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(ii) The Chairperson may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(b) Vice-Chairperson

In the event the office of Chairperson shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chairperson or the Chairperson's inability to discharge the duties of the office, the Vice-Chairperson shall assume the duties and responsibilities of Chairperson.

(c) Treasurer

The Treasurer shall consult with the CFO (hereafter defined) from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any

loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

(d) Secretary

The Secretary shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

VI. Director

The chief executive officer of the Authority shall be known as the Director. The Director shall be appointed by the Board of Commissioners and hold office at the will and pleasure of the Board. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities.

(b) The Director may delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval procedures set forth in the Authority's Purchasing Policy and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall have the power and authority to execute and deliver, and to delegate signatory power for, contracts, leases, obligations, and other instruments approved by the Board or for which power to execute and deliver has been delegated by the Board to the Director.

(f) The Director shall arrange for the recording of minutes of meetings of the Board of Commissioners and shall have custody of the minute book and of the corporate seal of the Authority.

(g) The Director shall be the custodian of all records, except the financial records of the CFO, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, and Act 442, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(h) The Director may co-sign on such bank accounts as the CFO may designate. The Director shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Director. The premium for said bond shall be paid out of the funds of the Authority.

(i) The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

VII. Deputy Director

The Director shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Director. The Deputy Director, under the immediate supervision of the Director, is responsible for such responsibilities as shall be directed from time to time by the Director. The Deputy Director may witness the signature of the Director on contracts, leases, obligations, and other instruments which the Director has been authorized to sign. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the duties

of the office, such duties, including the authority to execute and deliver contracts, leases, obligations, and other instruments approved by the Board, for the time being devolve upon the Deputy Director.

VIII. Chief Financial Officer

There is hereby created the position of chief financial officer ("CFO") of the Authority. The Director shall appoint a CFO, subject to approval by the Board of Commissioners. The CFO shall hold office at the will and pleasure of the Director. The CFO shall perform the usual duties of such office and such other duties as the Director may direct or as are required by law. This, among other things, includes the following:

(a) The CFO shall prepare an annual budget for the Authority containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities of the Authority, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year.

(b) The CFO shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the CFO shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The CFO may co-sign on such bank accounts.

(c) The CFO shall keep accounting records showing all financial transactions of the Authority in accordance with the law, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(d) The CFO shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the Authority's Purchasing Policy.

(e) The CFO shall cause an annual audit of the Authority to be performed by independent certified public accountants in the manner required by Act No. 2, Public Acts of Michigan, 1968, as amended.

(f) The CFO shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act No. 20, Public Acts of 1943, as amended. The CFO shall prepare reports respecting the Authority's investments from time to time but no less often than semi-annually.

(g) The CFO shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts.

(h) The CFO shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the CFO. The premium for said bond shall be paid out of the funds of the Authority.

(i) The CFO shall advise the Treasurer on the financial affairs of the Authority.

IX. Fiscal Year; Budget

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended.

X. Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the Chairperson or Director and witnessed by the Secretary or Deputy Director, or otherwise as directed by the Board of Commissioners. Procurement procedures shall be established pursuant to the Authority's Purchasing Policy, as approved by the Board of Commissioners from time to time.

XI. Committees

(a) The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees as standing committees for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The members of the foregoing standing committees shall include such members as the Board may appoint. Members of the foregoing standing committees shall serve for terms as the Board shall determine.

(b) The Board of Commissioners shall establish an audit committee consisting of the Chairperson or Vice Chairperson and the Treasurer and Secretary. The audit committee shall meet not less often than annually with the Director, the CFO, and the Authority's independent public auditors to review the reports related to the financial condition, operations, performance, and management of the Authority, and may also recommend special reviews or audits to the Board.

(c) The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairperson shall be *ex officio* a member of all such committees.

XII. Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XIII. Amendments

(a) These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan.

(b) Prior to any changes being made to these bylaws, a copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Director shall cause a copy of the proposed changes to be provided to each

Commissioner at least five (5) days prior to the meeting, together with written notice of the time and place of the meeting; provided that this notice requirement may be waived and bylaws amendments considered and approved at the same meeting at which they were introduced by unanimous vote of the members of the Board of Commissioners then in office.

XIV. Parliamentary Practice

The rules of parliamentary procedure comprised in "*Robert's Rules of Order Newly Revised*," as the same is updated and released from time to time, shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.


CERTIFICATION:

I, Jaye Quadrozzi, Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the above is a true copy of the Bylaws of the Authority, as last amended on March 10, 2016.



Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:



Steven D. Mann, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

BYLAWS OF THE HURON-CLINTON METROPOLITAN AUTHORITY

As Amended ~~April 14, 2016~~ February 8, 2018

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election by the respective County or appointment by the Governor in the year 1941, and shall run for the terms specified by statute.

(a)	Elected Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	<u>County</u>			
	Wayne	Six	1947	1953
	Oakland	Five	1946	1951
	Macomb	Four	1945	1949
	Washtenaw	Three	1944	1947
	Livingston	Two	1943	1945
(b)	Appointed Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	Governor Appointee	Four	1945	1949
	Governor Appointee	Two	1943	1945

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected by a County shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed by the Governor shall be for a period of four (4) years or until their successors are elected or appointed, in accordance with Act No. 147.

Before assuming the duties of office, a Board member shall qualify by taking and subscribing to the constitutional oath of office.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may be determined from time to time by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the Chairperson or Secretary, or by three members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least two (2) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner may waive such notice in writing, and shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Action by the Board

(a) The Board may act only by resolution or ordinance. The Secretary of the Board shall provide for the collection, codification and publication of all ordinances and resolutions of the Authority in accordance with law.

(b) A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business.

(c) The concurrence of a majority of the members of the Board of Commissioners then in office shall be necessary and sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

(d) The Board shall exercise all such powers and perform such duties to the fullest extent authorized and provided by Act No. 147 and the statutes and the laws of the State of Michigan.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected. The officers shall be members of the Board of Commissioners.

In the event of a vacancy in any of the offices of the Board, the Board of Commissioners at any meeting may fill the vacancy for the remainder of the unexpired term.

(a) Chairperson

(i) The Chairperson shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(ii) The Chairperson may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(b) Vice-Chairperson

In the event the office of Chairperson shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chairperson or the Chairperson's inability to discharge the duties of the office, the Vice-Chairperson shall assume the duties and responsibilities of Chairperson.

(c) Treasurer

The Treasurer shall consult with the CFO (hereafter defined) from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any

loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

(d) Secretary

The Secretary shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

VI. Director

The chief executive officer of the Authority shall be known as the Director. The Director shall be appointed by the Board of Commissioners and hold office at the will and pleasure of the Board. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities- (except those whose appointment is made by the Board of Commissioners).

(b) The Director may delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval procedures set forth in the Authority's Purchasing Policy and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall have the power and authority to execute and deliver, and to delegate signatory power for, contracts, leases, obligations, and other instruments approved by the Board or for which power to execute and deliver has been delegated by the Board to the Director.

(f) The Director shall arrange for the recording of minutes of meetings of the Board of Commissioners and shall have custody of the minute book and of the corporate seal of the Authority.

(g) The Director shall be the custodian of all records, except the financial records of the CFO, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, and Act 442, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(h) The Director may co-sign on such bank accounts as the CFO may designate. The Director shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Director. The premium for said bond shall be paid out of the funds of the Authority.

(i) The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

VII. Deputy Director

~~The Director shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Director. The Board of Commissioners shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Board of Commissioners.~~

The Deputy Director, under the immediate supervision of the Director, ~~is responsible for such responsibilities as shall be directed from time to time by the Director~~ is responsible for the administration, operations, maintenance, marketing, community relations and volunteer services of the Authority, and such other responsibilities as shall be directed from time to time by the Director.

The Deputy Director may witness the signature of the Director on contracts, leases, obligations, and other instruments which the Director has been authorized to sign. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the duties of the office, such duties, including the authority to execute and deliver contracts, leases, obligations, and other instruments approved by the Board, for the time being devolve upon the Deputy Director.

VIII. Chief Financial Officer

~~There is hereby created the position of chief financial officer ("CFO") of the Authority. The Director shall appoint a CFO, subject to approval by the Board of Commissioners. The CFO shall hold office at the will and pleasure of the Director. The CFO shall perform the usual duties of such office and such other duties as the Director may direct or as are required by law.~~

The Board of Commissioners shall appoint a chief financial officer of the Authority who shall be known as the CFO. The CFO shall hold office at the will and pleasure of the Board and shall perform the usual duties of such office and such other duties as the Board of Commissioners may direct or as required by law. This, among other things, includes the following:

(a) The CFO shall prepare an annual budget for the Authority containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities of the Authority, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year.

(b) The CFO shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the CFO shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The CFO may co-sign on such bank accounts.

(c) The CFO shall keep accounting records showing all financial transactions of the Authority in accordance with the law, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(d) The CFO shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the Authority's Purchasing Policy.

(e) The CFO shall cause an annual audit of the Authority to be performed by independent certified public accountants in the manner required by Act No. 2, Public Acts of Michigan, 1968, as amended.

(f) The CFO shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act No. 20, Public Acts of 1943, as amended. The CFO shall prepare reports respecting the Authority's investments from time to time but no less often than semi-annually.

(g) The CFO shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts.

(h) The CFO shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the CFO. The premium for said bond shall be paid out of the funds of the Authority.

- (i) The CFO shall advise the Treasurer on the financial affairs of the Authority.

IX. Fiscal Year; Budget

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended.

X. Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the Chairperson or Director and witnessed by the Secretary or Deputy Director, or otherwise as directed by the Board of Commissioners. Procurement procedures shall be established pursuant to the Authority's Purchasing Policy, as approved by the Board of Commissioners from time to time.

XI. Committees

(a) The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees as standing committees for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The members of the foregoing standing committees shall include such members as the Board may appoint. Members of the foregoing standing committees shall serve for terms as the Board shall determine.

(b) The Board of Commissioners shall establish an audit committee consisting of the Chairperson or Vice Chairperson and the Treasurer and Secretary. The audit committee shall meet not less often than annually with the Director, the CFO, and the Authority's independent public auditors to review the reports related to the financial condition, operations, performance, and management of the Authority, and may also recommend special reviews or audits to the Board.

(c) The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairperson shall be *ex officio* a member of all such committees.

XII. Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XIII. Amendments

(a) These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan.

(b) Prior to any changes being made to these bylaws, a copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Director shall cause a copy of the proposed changes to be provided to each Commissioner at least five (5) days prior to the meeting, together with written notice of the time and place of the meeting; provided that this notice requirement may be waived and bylaws amendments considered and approved at the same meeting at which they were introduced by unanimous vote of the members of the Board of Commissioners then in office.

XIV. Parliamentary Practice

The rules of parliamentary procedure comprised in "*Robert's Rules of Order Newly Revised*," as the same is updated and released from time to time, shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.

CERTIFICATION:

I, _____, Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the above is a true copy of the Bylaws of the Authority, as last amended on ~~March 10, 2016~~ February 8, 2018

Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:

Steven D. Mann, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

BYLAWS OF THE HURON-CLINTON METROPOLITAN AUTHORITY

As Amended February 8, 2018

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election by the respective County or appointment by the Governor in the year 1941, and shall run for the terms specified by statute.

(a)	Elected Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	<u>County</u>			
	Wayne	Six	1947	1953
	Oakland	Five	1946	1951
	Macomb	Four	1945	1949
	Washtenaw	Three	1944	1947
	Livingston	Two	1943	1945
(b)	Appointed Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	Governor Appointee	Four	1945	1949
	Governor Appointee	Two	1943	1945

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected by a County shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed by the Governor shall be for a period of four (4) years or until their successors are elected or appointed, in accordance with Act No. 147.

Before assuming the duties of office, a Board member shall qualify by taking and subscribing to the constitutional oath of office.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may be determined from time to time by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the Chairperson or Secretary, or by three members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least two (2) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner may waive such notice in writing, and shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Action by the Board

(a) The Board may act only by resolution or ordinance. The Secretary of the Board shall provide for the collection, codification and publication of all ordinances and resolutions of the Authority in accordance with law.

(b) A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business.

(c) The concurrence of a majority of the members of the Board of Commissioners then in office shall be necessary and sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

(d) The Board shall exercise all such powers and perform such duties to the fullest extent authorized and provided by Act No. 147 and the statutes and the laws of the State of Michigan.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a Chairperson, a Vice-Chairperson, a Treasurer, and a Secretary, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected. The officers shall be members of the Board of Commissioners.

In the event of a vacancy in any of the offices of the Board, the Board of Commissioners at any meeting may fill the vacancy for the remainder of the unexpired term.

(a) Chairperson

(i) The Chairperson shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(ii) The Chairperson may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(b) Vice-Chairperson

In the event the office of Chairperson shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chairperson or the Chairperson's inability to discharge the duties of the office, the Vice-Chairperson shall assume the duties and responsibilities of Chairperson.

(c) Treasurer

The Treasurer shall consult with the CFO (hereafter defined) from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any

loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

(d) Secretary

The Secretary shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

VI. Director

The chief executive officer of the Authority shall be known as the Director. The Director shall be appointed by the Board of Commissioners and hold office at the will and pleasure of the Board of Commissioners. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities (except those whose appointment is made by the Board of Commissioners).

(b) The Director may delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval procedures set forth in the Authority's Purchasing Policy and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall have the power and authority to execute and deliver, and to delegate signatory power for, contracts, leases, obligations, and other instruments approved by the Board or for which power to execute and deliver has been delegated by the Board to the Director.

(f) The Director shall arrange for the recording of minutes of meetings of the Board of Commissioners and shall have custody of the minute book and of the corporate seal of the Authority.

(g) The Director shall be the custodian of all records, except the financial records of the CFO, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, and Act 442, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(h) The Director may co-sign on such bank accounts as the CFO may designate. The Director shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Director. The premium for said bond shall be paid out of the funds of the Authority.

(i) The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

VII. Deputy Director

The Board of Commissioners shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Board of Commissioners.

The Deputy Director, under the immediate supervision of the Director, is responsible for the administration, operations, maintenance, marketing, community relations and volunteer services of the Authority, and such other responsibilities as shall be directed from time to time by the Director.

The Deputy Director may witness the signature of the Director on contracts, leases, obligations, and other instruments which the Director has been authorized to sign. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the duties of the office, such duties, including the authority to execute and deliver contracts, leases, obligations, and other instruments approved by the Board, for the time being devolve upon the Deputy Director.

VIII. Chief Financial Officer

The Board of Commissioners shall appoint a chief financial officer of the Authority who shall be known as the CFO. The CFO shall hold office at the will and pleasure of the Board of Commissioners and shall perform the usual duties of such office and such other duties as the Board of Commissioners may direct or as required by law. This, among other things, includes the following:

(a) The CFO shall prepare an annual budget for the Authority containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities of the Authority, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year.

(b) The CFO shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the CFO shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The CFO may co-sign on such bank accounts.

(c) The CFO shall keep accounting records showing all financial transactions of the Authority in accordance with the law, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(d) The CFO shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the Authority's Purchasing Policy.

(e) The CFO shall cause an annual audit of the Authority to be performed by independent certified public accountants in the manner required by Act No. 2, Public Acts of Michigan, 1968, as amended.

(f) The CFO shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act No. 20, Public Acts of 1943, as amended. The CFO shall prepare reports respecting the Authority's investments from time to time but no less often than semi-annually.

(g) The CFO shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts.

(h) The CFO shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the CFO. The premium for said bond shall be paid out of the funds of the Authority.

(i) The CFO shall advise the Treasurer on the financial affairs of the Authority.

IX. Fiscal Year; Budget

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended.

X. Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the Chairperson or Director and witnessed by the Secretary or Deputy Director, or otherwise as directed by the Board of Commissioners. Procurement procedures shall be established pursuant to the Authority's Purchasing Policy, as approved by the Board of Commissioners from time to time.

XI. Committees

(a) The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees as standing committees for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The members of the foregoing standing committees shall include such members as the Board may appoint. Members of the foregoing standing committees shall serve for terms as the Board shall determine.

(b) The Board of Commissioners shall establish an audit committee consisting of the Chairperson or Vice Chairperson and the Treasurer and Secretary. The audit committee shall meet not less often than annually with the Director, the CFO, and the Authority's independent public auditors to review the reports related to the financial condition, operations, performance, and management of the Authority, and may also recommend special reviews or audits to the Board.

(c) The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairperson shall be *ex officio* a member of all such committees.

XII. Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XIII. Amendments

(a) These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan.

(b) Prior to any changes being made to these bylaws, a copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting at which action thereon is to be

taken, and the Director shall cause a copy of the proposed changes to be provided to each Commissioner at least five (5) days prior to the meeting, together with written notice of the time and place of the meeting; provided that this notice requirement may be waived and bylaws amendments considered and approved at the same meeting at which they were introduced by unanimous vote of the members of the Board of Commissioners then in office.

XIV. Parliamentary Practice

The rules of parliamentary procedure comprised in "*Robert's Rules of Order Newly Revised*," as the same is updated and released from time to time, shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.

CERTIFICATION:

I, _____, Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the above is a true copy of the Bylaws of the Authority, as last amended on February 8, 2018

Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:

Steven D. Mann, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

BYLAWS OF THE HURON-CLINTON METROPOLITAN AUTHORITY

As Amended June 18, 2009

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election or appointment, and shall run for the terms specified by statute.

(a) Elected Commissioners	Original Terms in Years	Original Expiration Date
<u>County</u>		
Wayne	Six	1947
Oakland	Five	1946
Macomb	Four	1945
Washtenaw	Three	1944
Livingston	Two	1943
(b) Appointed Commissioners	Original Terms in Years	Original Expiration Date
One Appointee	Four	1945
One Appointee	Two	1943

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed shall be for a period of four (4) years or until their successors are appointed, in accordance with Act No. 147.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may be determined by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the Chairman or Secretary, or by a majority of the members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least three (3) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Quorum

A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business. The concurrence of a majority of the members of the Board of Commissioners then in office shall be sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected; provided, however, should either the Secretary or the Treasurer be a non-member of the Board of Commissioners, the Secretary's or Treasurer's term of office shall be at the will and pleasure of the Board of Commissioners. The Chairman and Vice-Chairman shall be members of the Board of Commissioners.

In the event of a vacancy occurring in the office of Chairman, the Vice-Chairman shall assume the duties and responsibilities of Chairman until a new Chairman is elected by the Board of Commissioners. In the event of a vacancy in any of the offices hereinbefore mentioned, the Board of Commissioners at any subsequent regular meeting may fill said vacancy for the remainder of the unexpired term.

VI. Chairman

(a) The Chairman shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(b) The Chairman shall sign, with the Secretary or Executive Secretary, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

VII. Vice-Chairman

In the event the office of Chairman shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chairman or the Chairman's inability to discharge the duties of the office, such duties for the time being devolve upon the Vice-Chairman.

VIII. Secretary

The Secretary shall consult with the Executive Secretary from time to time respecting the Authority's administrative affairs, and otherwise shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary shall sign, with the Chairman, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

IX. Treasurer

The Treasurer shall consult with the Controller from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

X. Director

The Board of Commissioners shall appoint a chief executive officer of the Authority who shall be known as the Director. The Director shall hold office at the will and pleasure of the Board. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities (except those whose appointment is made by the Board of Commissioners), or as otherwise directed by the Board of Commissioners. Decisions regarding the employment of management personnel shall be made in consultation with the Board of Commissioners, with emphasis placed on the recommendations and advice of members of the Board of Commissioners with special knowledge or experience relating to a given position for which an appointment is being considered.

(b) The Director may, with the advice and consent of the Board of Commissioners, delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

XI. Deputy Director

The Board of Commissioners shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Board. The Deputy Director, under the immediate supervision of the Director, is responsible for the administration, operations, maintenance, marketing, community relations and volunteer services of the Authority, and such other responsibilities as shall be directed from time to time by the Director. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the duties of the office, such duties for the time being devolve upon the Deputy Director. The Deputy Director, in the absence of the Secretary or the Executive Secretary or in the event of the Secretary's or Executive Secretary's inability to act, shall perform the duties of the Secretary or Executive Secretary, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Secretary or Executive Secretary.

XII. Controller

The Board of Commissioners shall appoint a chief financial officer of the Authority who shall be known as the Controller. The Controller shall hold office at the will and pleasure of the Board and shall perform the usual duties of such office and such other duties as the Board of Commissioners may direct or as are required by law. This, among other things, includes the following:

(a) The Controller shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the Controller shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The Controller may co-sign on such bank accounts as the Board of Commissioners may designate.

(b) The Controller shall be responsible to the Board of Commissioners for a record of all property acquired by the Authority. The Controller shall keep accounting records showing all financial transactions of the Authority in accordance with a financial report at each regular meeting of the Board of Commissioners, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(c) The Controller shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.

(d) The Controller shall issue regular pay checks to all employees on payrolls certified by the Executive Secretary and approved by the Director.

(e) The Controller shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act No. 20, Public Acts of 1943, as amended. The Controller shall prepare reports respecting the Authority's investments from time to time as directed by the Board of Commissioners.

(f) The Controller shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts. The Controller shall

present recommendations to the Board on appropriate carriers and levels of coverage insuring against risks assumed by the Authority and shall prepare and make reports respecting the Authority's risk profile from time to time as directed by the Board of Commissioners.

(g) The Controller shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Controller. The premium for said bond shall be paid out of the funds of the Authority.

(h) The Controller shall advise the Treasurer on the financial affairs of the Authority.

XIII. Executive Secretary

The Board of Commissioners shall appoint an Executive Secretary, who shall hold office at the will and pleasure of the Board. The Executive Secretary shall perform the following duties and such other duties as the Board of Commissioners shall direct:

(a) The Executive Secretary shall attend all meetings of the Board of Commissioners and of all Committees, and shall record the minutes of such meetings. The Executive Secretary shall have custody of the minute book and of the corporate seal of the Authority.

(b) The Executive Secretary shall have charge of all correspondence and communications to and from the Board of Commissioners, and the giving and receiving of all notices pertaining to the work of the Authority.

(c) The Executive Secretary shall be the custodian of all records, except the financial records of the Controller, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(d) The Executive Secretary shall see that all property acquired is vested in the name of the Authority. The Executive Secretary shall notify the Board of Commissioners and the Controller when any such property is disposed of for cash consideration or otherwise.

(e) In the event the office of Secretary shall become vacant by death, resignation or otherwise, or in the event of the absence of the Secretary or the Secretary's inability to discharge the duties of the office, such duties for the time being devolve upon the Executive Secretary, and the Executive Secretary may sign, with the Chairman or Vice Chairman, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners, and when necessary shall affix the corporate seal thereto.

(f) The Executive Secretary shall review and approve all such vouchers for payment of obligations and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.

(g) The Executive Secretary shall co-sign on such bank accounts as the Board of Commissioners may designate. The Executive Secretary shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Executive Secretary. The premium for said bond shall be paid out of the funds of the Authority.

(h) The Executive Secretary shall be the Authority's FOIA Coordinator as defined in Act No. 442, Public Acts of 1976, as amended, unless the Board of Commissioners shall make another designation of FOIA Coordinator.

XIV. Budget; Fiscal Year; Annual Financial Report; Audit

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the Board of Commissioners shall cause to be prepared a budget containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities under the jurisdiction of the Board of Commissioners, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year. The Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended. The Board of Commissioners also shall cause to be prepared an annual financial report of the Authority, and shall obtain an annual audit of the Authority's financial records, accounts, and procedures, all in accordance with the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended.

XV. Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the Chairman, Director or Deputy Director and by the Secretary, Executive Secretary or Controller, or otherwise as directed by the Board. Procurement procedures shall be established to secure purchases at the lowest possible cost commensurate with the quality needed; to provide for the efficient purchase of supplies, equipment and services in a timely and creditworthy fashion; to exercise positive financial control over all purchases; and to clearly define authority for the purchasing function, subject to the following:

(a) The Director shall approve all purchase orders and commitments for equipment and material and the employment of all services for the activities of the Authority authorized or directed by the Board of Commissioners.

(b) For any expenditure in an amount in excess of Ten Thousand Dollars (\$10,000.00), bids shall be obtained and presented to the Board of Commissioners for its approval. Bids will not be required for the purchase of land or for payrolls or the employment of professional or specialized services. This paragraph shall be effective except in case of written contracts which have previously been approved by the Board of Commissioners. In such cases, the terms of the Contract itself shall govern.

(c) Purchases, contracts or commitments in an amount not exceeding Ten Thousand Dollars (\$10,000.00) may be made without specific prior approval of the Board of Commissioners and pursuant to the authorization under the general appropriations act adopted by the Board of Commissioners under the Uniform Budget and Accounting Act, Act No. 2 of the Public Acts of 1968, as amended, provided that (i) the Director and the Executive Secretary concur that the purchase, contract or commitment is authorized under the general appropriations act, (ii) such purchase, contract or commitment is made only after having received as many quotations as practicable from qualified bidders, and (iii) the procedures in

this Article respecting the issuance, certification, presentation and approval of vouchers for payment of obligations shall be adhered to. In the case of emergency, the Director, with the approval of the Chairman, may approve of purchases, contracts or commitments in an amount not exceeding Fifty Thousand Dollars (\$50,000.00) without specific prior approval of the Board of Commissioners and pursuant to the authorization under the general appropriations act.

(d) Upon the receipt of an invoice, together with certification that the property or service was duly ordered, has been received, and is satisfactory, the Controller shall issue a voucher and shall certify on each voucher that an appropriation has been made for such expenditure and that there remains an unexpended balance sufficient to pay such voucher. If there be not sufficient money appropriated and available, the Controller shall not issue the voucher until an appropriation is made. When a voucher has been so issued and certified by Controller, the Controller shall deliver it to the Executive Secretary to be approved for payment. When such voucher has been approved by the Executive Secretary, the Controller shall issue payment.

(e) The Executive Secretary shall inspect all vouchers for payment of obligations presented by the Controller and verify that they are duly certified. If satisfied of their authenticity, the Executive Secretary shall sign them as approved for payment. The Executive Secretary then shall present the voucher for certification by the Director that the property or service was duly ordered, has been received, and is satisfactory. The Executive Secretary thereafter shall present the vouchers to the Board of Commissioners at each regular meeting of the Board for approval.

XVI. Committees

The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairman shall be ex officio a member of all committees.

XVII. Biannual Report

The Board of Commissioners, on or before the first day in June of every even year, shall submit a written report to the Governor and to the Board of County Commissioners of each of the Counties of Wayne, Oakland, Macomb, Washtenaw and Livingston, which report shall contain a statement of the doings of the Board of Commissioners during the preceding two calendar years.

XVIII. Powers of Board of Commissioners

The Board of Commissioners shall exercise all such powers and perform such duties to the fullest extent authorized and provided by Act No. 147 and the statutes and the laws of the State of Michigan.

XIX. Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XX. Amendments

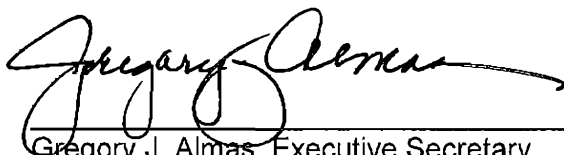
These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan. Provided, that before any changes are made in said bylaws, a copy of the proposed changes shall be filed with the Executive Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Executive Secretary shall cause a copy of said proposed changes to be sent each Commissioner at least five (5) days prior to said meeting, together with written notice of the time and place of such meeting.

XXI. Parliamentary Practice

The rules of parliamentary procedure comprised in "*Cushing's Manual of Parliamentary Practice*" shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.

CERTIFICATION:

I, Gregory J. Almas, Executive Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the above is a true copy of the Bylaws of the Authority, as last amended on June 18, 2009.



Gregory J. Almas, Executive Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:



Michael P. McGee, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

DELIB:3050240.10\042460-00005



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Rebecca Franchock, Pension Trustee / Plan Administrator
Subject: Approval – Investment Policy Change Statements
Date: February 1, 2018

Action Requested: Motion Approve

That the Board of Commissioners' approve the revised Investment Policy Statements for the Pension Plan and Retiree Health Care Trust as recommended by the Pension Committee and Retiree Health Care Trust Board of Trustees and the Pension Trustee/Plan Administrator Rebecca Franchock and staff.

Fiscal Impact: None

Background: It is anticipated that the Pension Committee and the Retiree Health Care Trust Board will recommend approval at their meeting preceding the Board meeting on Feb. 8.

The previous investment policies have been in place since May 2015. A redline copy of the Investment Plan Statements for both the Employees' Retirement Plan and Trust Agreement and the Retiree Health Care Benefits Plan and Trust are provided.

The only changes in the new documents, are reflected in the Performance Expectations section. The assumed rate of return was reduced from 7.25 percent to 6.75 percent. This reflects changes to the actuarial assumptions previously approved in November 2016.

The overall rate of return target was also revised to reflect a rate of return annualized over a long-time horizon (50-year period) and to exceed the 6.75 percent actuarial assumption.

Attachments:

Redline: Investment Policy Statement - HCMA Employees' Retirement Plan

Redline: Investment Policy Statement - HCMA Retiree Health Care Trust

Redline Copy

Investment Policy Statement

Huron-Clinton Metropolitan Authority

Employees' Retirement
Plan and Trust Agreement

~~November 2017~~ February 2018

INTRODUCTION

The Huron-Clinton Metropolitan Authority (the “Authority”), a Michigan public body corporate, established the Huron-Clinton Metropolitan Authority Employees’ Retirement Plan and Trust Agreement (the “Plan”) effective October 1, 1952. The Plan is intended to be a tax-qualified defined benefit retirement plan.

Plan Article 8 provides for the establishment and composition of a Pension Committee. The Pension Committee has various responsibilities and obligations, including managing the investment process of the Plan’s assets.

DUTIES AND RESPONSIBILITIES

After consultation with its retained investment advisors, the Authority’s Board of Commissioners (the “Board”) established this Investment Policy Statement (“Investment Policy”) for the Plan. More specifically, the Board, after consulting with outside investment professionals, has arrived at this Investment Policy through careful study of the returns and risks associated with various investment strategies in relation to the Plan’s current and projected liabilities. This Investment Policy has been chosen as an appropriate policy for achieving the Plan’s objectives as such are described in the “Statement of Objectives” section of this Investment Policy; provided however, the Pension Committee, in its discretion and in accordance with applicable law, may deviate from this Investment Policy when it concludes that it is prudent and in the best interest of the Plan to do so.

This Investment Policy incorporates a long-term investment horizon such that the chances and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets. This Investment Policy may be amended by the Board at any time. As stated below, as necessary, the Pension Committee shall make recommendations to the Board regarding revisions to this Investment Policy.

Consistent with this Investment Policy, the Pension Committee, in accordance with Plan Article 8, shall approve an asset allocation strategy for the Plan’s assets and, as necessary, retain professional investment advisors to provide services, such as, but not limited to, guidance as to the investment of the Plan’s assets and the review and monitoring of this Investment Policy.

The investment of the Plan’s assets and the implementation of this Investment Policy shall, at all times, comply and be construed in accordance with the terms of Michigan Public Act 314 of 1965, entitled the “Public Employee Retirement System Investment Act” (“Public Act 314”), as amended.

Pension Committee

The Pension Committee shall implement this Investment Policy. This includes, but is not limited to: allocations between equity, fixed income, and alternative assets; selection of acceptable asset classes; and designing and monitoring investment performance expectations. The Pension Committee shall, as necessary, review this Investment Policy and make recommendations to the Board regarding potential modifications. The Pension Committee may retain qualified investment professionals and other service providers to assist with the implementation of this Investment Policy.

The Pension Committee shall regularly review the Plan’s investment performance, including the performance of any retained investment professionals and other service providers, to ensure the Investment Policy is being followed and progress is being made toward achieving the objectives.

Investment Advisors

In accordance with the Plan, the Pension Committee may retain, monitor, discharge and replace investment advisors. Investment advisors retained by the Pension Committee shall be qualified under Public Act 314 and shall acknowledge their and the Authority’s obligations and responsibilities under Public Act 314.

Investment advisors, in accordance with applicable underlying contracts, may be retained to provide the following (and additional) services: monitor asset allocation across and among asset classes; monitor investment performance; analyze and monitor this Investment Policy; and provide timely reports

to the Pension Committee, including any substantive developments that may affect the Plan’s assets or the management or operation of the Plan.

STATEMENT OF OBJECTIVES

Primary Plan Objective

The Plan’s primary objective is to provide a source of retirement income for its participants and beneficiaries.

Plan Financial Objective

The Plan’s primary financial objective is to provide for an orderly accumulation of assets to satisfy future benefit payments, expenses and obligations. This objective shall be primarily based on a long-term investment horizon, so that interim fluctuations should be viewed with appropriate perspective. Financial objectives are to be established and modified, as necessary, in conjunction with comprehensive reviews of the Plan’s current projected financial requirements.

STATEMENT OF INVESTMENT POLICY

Asset Allocation Targets

It will be the policy of the Plan to invest assets with an allocation as follows:

<u>Asset Class</u>	<u>Permitted Ranges</u>
Equity	15% - 60%
Fixed Income	25% - 70%
Alternatives	0% - 20%

Adherence to Policy Targets and Rebalancing

The above asset allocation targets represent a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside of the policy range. These divergences should be of a short-term nature.

To ensure divergence from the target policy is within acceptable limits, rebalancing of assets may be necessary. In its discretion, the Pension Committee may authorize and empower a qualified investment advisor to oversee and implement rebalancing procedures.

Liquidity

Adequate assets should be accessible to meet expected Plan benefit payments, expenses and obligations.

Cash Equivalent Reserves

As deemed appropriate, a portion of the Plan’s assets may be held in cash reserves or similar investment vehicles.

Volatility

Consistent with the desire for adequate diversification, this Investment Policy is based on the assumption that the volatility of the combined equity investments will be similar to that of the market opportunity available to institutional investors with similar return objectives. The volatility of fixed income portfolios may be greater than the market during periods when the portfolio duration exceeds that of the market.

CONTROL PROCEDURES

Review of Assumptions

The Pension Committee shall review, at least annually, this Investment Policy, including its underlying assumptions, such as, but not limited to, the number of participants, benefit accruals, liabilities, and actuarial assumptions. The Pension Committee may, in its discretion, retain appropriate experts to assist with this review. As necessary, the Pension Committee shall recommend to the Board modifications to this Investment Policy.

Review of Investments

The Pension Committee shall review, at least annually, the investments to determine the continued feasibility of achieving the Plan's financial objectives and the appropriateness of this Investment Policy. In addition, at least annually, the stated objectives should be reviewed by the Pension Committee.

It is not expected that the Investment Policy will change frequently. In particular, short-term changes in the financial markets should not require an adjustment to the Investment Policy.

Review of Investment Advisor and Investments

The Pension Committee shall review, at least quarterly, the performance of the Plan's investments and any investment advisors (and other service providers) retained to assist the Pension Committee.

Performance reviews shall focus on:

- Comparison of investment results to appropriate benchmarks, as well as market index returns in both equity and debt markets
- Investment adherence to this Investment Policy and guidelines.
- Material changes in an investment organization, such as in investment philosophy, investment strategy, key personnel and other relevant factors.

Performance Expectations

The Board, unless delegated by the Pension Committee, shall establish investment rate of return objectives. The current assumed rate of return (for actuarial purposes) is 7.256.75%. The Plan's investment portfolio is currently designed to achieve over a long period an, and the overall rate of return target is estimated at 7.7125% averaged annually over a long time horizon (i.e. 50-year period, based on capital market return expectations as of September 2017 and anticipated retiree life expectancies) an average rate of return equal to or greater than 6.75%, which will meet or exceed our actuarial rate of return assumption. Return objectives are based on capital markets assumptions provided by the Investment Advisor and/ or Actuary. Return objectives for additional time horizons, such as 10-years, may be reviewed by the Board and/or Pension Committee.10-year period.

The most important performance expectation is the achievement of long-term investment results that are consistent with the Plan's Investment Policy. Implementation of the policy will be directed toward achieving this return and not toward maximizing return without regard to risk.

The Pension Committee recognizes that this real return objective may not be meaningful during some time periods. In order to ensure that investment opportunities available over a specific time period are fairly evaluated, comparative performance statistics (including benchmark indices) will be used to evaluate investment results.

ADOPTION OF INVESTMENT POLICY STATEMENT

The Huron-Clinton Metropolitan Authority Board of Commissioners has reviewed, approved and adopted this Investment Policy Statement.

Board of Commissioners Chairman:

Signature

Date

Clean Copy

Investment Policy Statement

Huron-Clinton Metropolitan Authority

**Employees' Retirement
Plan and Trust Agreement**

February 2018

INTRODUCTION

The Huron-Clinton Metropolitan Authority (the “Authority”), a Michigan public body corporate, established the Huron-Clinton Metropolitan Authority Employees’ Retirement Plan and Trust Agreement (the “Plan”) effective October 1, 1952. The Plan is intended to be a tax-qualified defined benefit retirement plan.

Plan Article 8 provides for the establishment and composition of a Pension Committee. The Pension Committee has various responsibilities and obligations, including managing the investment process of the Plan’s assets.

DUTIES AND RESPONSIBILITIES

After consultation with its retained investment advisors, the Authority’s Board of Commissioners (the “Board”) established this Investment Policy Statement (“Investment Policy”) for the Plan. More specifically, the Board, after consulting with outside investment professionals, has arrived at this Investment Policy through careful study of the returns and risks associated with various investment strategies in relation to the Plan’s current and projected liabilities. This Investment Policy has been chosen as an appropriate policy for achieving the Plan’s objectives as such are described in the “Statement of Objectives” section of this Investment Policy; provided however, the Pension Committee, in its discretion and in accordance with applicable law, may deviate from this Investment Policy when it concludes that it is prudent and in the best interest of the Plan to do so.

This Investment Policy incorporates a long-term investment horizon such that the chances and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets. This Investment Policy may be amended by the Board at any time. As stated below, as necessary, the Pension Committee shall make recommendations to the Board regarding revisions to this Investment Policy.

Consistent with this Investment Policy, the Pension Committee, in accordance with Plan Article 8, shall approve an asset allocation strategy for the Plan’s assets and, as necessary, retain professional investment advisors to provide services, such as, but not limited to, guidance as to the investment of the Plan’s assets and the review and monitoring of this Investment Policy.

The investment of the Plan’s assets and the implementation of this Investment Policy shall, at all times, comply and be construed in accordance with the terms of Michigan Public Act 314 of 1965, entitled the “Public Employee Retirement System Investment Act” (“Public Act 314”), as amended.

Pension Committee

The Pension Committee shall implement this Investment Policy. This includes, but is not limited to: allocations between equity, fixed income, and alternative assets; selection of acceptable asset classes; and designing and monitoring investment performance expectations. The Pension Committee shall, as necessary, review this Investment Policy and make recommendations to the Board regarding potential modifications. The Pension Committee may retain qualified investment professionals and other service providers to assist with the implementation of this Investment Policy.

The Pension Committee shall regularly review the Plan’s investment performance, including the performance of any retained investment professionals and other service providers, to ensure the Investment Policy is being followed and progress is being made toward achieving the objectives.

Investment Advisors

In accordance with the Plan, the Pension Committee may retain, monitor, discharge and replace investment advisors. Investment advisors retained by the Pension Committee shall be qualified under Public Act 314 and shall acknowledge their and the Authority’s obligations and responsibilities under Public Act 314.

Investment advisors, in accordance with applicable underlying contracts, may be retained to provide the following (and additional) services: monitor asset allocation across and among asset classes; monitor investment performance; analyze and monitor this Investment Policy; and provide timely reports

to the Pension Committee, including any substantive developments that may affect the Plan’s assets or the management or operation of the Plan.

STATEMENT OF OBJECTIVES

Primary Plan Objective

The Plan’s primary objective is to provide a source of retirement income for its participants and beneficiaries.

Plan Financial Objective

The Plan’s primary financial objective is to provide for an orderly accumulation of assets to satisfy future benefit payments, expenses and obligations. This objective shall be primarily based on a long-term investment horizon, so that interim fluctuations should be viewed with appropriate perspective. Financial objectives are to be established and modified, as necessary, in conjunction with comprehensive reviews of the Plan’s current projected financial requirements.

STATEMENT OF INVESTMENT POLICY

Asset Allocation Targets

It will be the policy of the Plan to invest assets with an allocation as follows:

<u>Asset Class</u>	<u>Permitted Ranges</u>
Equity	15% - 60%
Fixed Income	25% - 70%
Alternatives	0% - 20%

Adherence to Policy Targets and Rebalancing

The above asset allocation targets represent a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside of the policy range. These divergences should be of a short-term nature.

To ensure divergence from the target policy is within acceptable limits, rebalancing of assets may be necessary. In its discretion, the Pension Committee may authorize and empower a qualified investment advisor to oversee and implement rebalancing procedures.

Liquidity

Adequate assets should be accessible to meet expected Plan benefit payments, expenses and obligations.

Cash Equivalent Reserves

As deemed appropriate, a portion of the Plan’s assets may be held in cash reserves or similar investment vehicles.

Volatility

Consistent with the desire for adequate diversification, this Investment Policy is based on the assumption that the volatility of the combined equity investments will be similar to that of the market opportunity available to institutional investors with similar return objectives. The volatility of fixed income portfolios may be greater than the market during periods when the portfolio duration exceeds that of the market.

CONTROL PROCEDURES

Review of Assumptions

The Pension Committee shall review, at least annually, this Investment Policy, including its underlying assumptions, such as, but not limited to, the number of participants, benefit accruals, liabilities, and actuarial assumptions. The Pension Committee may, in its discretion, retain appropriate experts to assist with this review. As necessary, the Pension Committee shall recommend to the Board modifications to this Investment Policy.

Review of Investments

The Pension Committee shall review, at least annually, the investments to determine the continued feasibility of achieving the Plan's financial objectives and the appropriateness of this Investment Policy. In addition, at least annually, the stated objectives should be reviewed by the Pension Committee.

It is not expected that the Investment Policy will change frequently. In particular, short-term changes in the financial markets should not require an adjustment to the Investment Policy.

Review of Investment Advisor and Investments

The Pension Committee shall review, at least quarterly, the performance of the Plan's investments and any investment advisors (and other service providers) retained to assist the Pension Committee.

Performance reviews shall focus on:

- Comparison of investment results to appropriate benchmarks, as well as market index returns in both equity and debt markets
- Investment adherence to this Investment Policy and guidelines.
- Material changes in an investment organization, such as in investment philosophy, investment strategy, key personnel and other relevant factors.

Performance Expectations

The Board, unless delegated by the Pension Committee, shall establish investment rate of return objectives. The current assumed rate of return (for actuarial purposes) is 6.75 percent. The Plan's investment portfolio is currently designed to achieve over a long period (i.e. 50-year period, based on capital market return expectations as of September 2017 and anticipated retiree life expectancies) an average rate of return equal to or greater than 6.75 percent, which will meet or exceed our actuarial rate of return assumption. Return objectives are based on capital markets assumptions provided by the Investment Advisor and/or Actuary. Return objectives for additional time horizons, such as 10-years, may be reviewed by the Board and/or Pension Committee.

The most important performance expectation is the achievement of long-term investment results that are consistent with the Plan's Investment Policy. Implementation of the policy will be directed toward achieving this return and not toward maximizing return without regard to risk.

The Pension Committee recognizes that this real return objective may not be meaningful during some time periods. In order to ensure that investment opportunities available over a specific time period are fairly evaluated, comparative performance statistics (including benchmark indices) will be used to evaluate investment results.

ADOPTION OF INVESTMENT POLICY STATEMENT

The Huron-Clinton Metropolitan Authority Board of Commissioners has reviewed, approved and adopted this Investment Policy Statement.

Board of Commissioners Chairman:

Timothy J. McCarthy

Date

Redline Copy

Investment Policy Statement

Huron-Clinton Metropolitan Authority

Retiree Health Care Benefits Plan and Trust

~~May 2015~~ February 8, 2018

INTRODUCTION

The Huron-Clinton Metropolitan Authority (the “Authority”), a Michigan public body corporate, established the Huron-Clinton Metropolitan Authority Retiree Health Care Benefits Plan and Trust (the “Plan”). The Plan’s trust is intended to be a governmental trust under Internal Revenue Code Section 115.

The Plan provides for a Board of Trustees (the “Trustees”). The Trustees have various responsibilities and obligations, including managing the investment process of the Plan’s assets.

DUTIES AND RESPONSIBILITIES

After consultation with its retained investment advisors, the Authority’s Board of Commissioners (the “Board”) established this Investment Policy Statement (“Investment Policy”) for the Plan. More specifically, the Board, after consulting with outside investment professionals, has arrived at this Investment Policy through careful study of the returns and risks associated with various investment strategies in relation to the Plan’s current and projected liabilities. This Investment Policy has been chosen as an appropriate policy for achieving the Plan’s objectives as such are described in the “Statement of Objectives” section of this Investment Policy; provided however, the Trustees, in their discretion and in accordance with applicable law, may deviate from this Investment Policy when they conclude that it is prudent and in the best interest of the Plan to do so.

This Investment Policy incorporates a long-term investment horizon such that the chances and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets.

This Investment Policy may be amended by the Trustees at any time. As stated below, as necessary, the Trustees shall make recommendations to the Board regarding revisions to this Investment Policy.

Consistent with this Investment Policy, the Trustees, in accordance with the Plan, shall approve an asset allocation strategy for the Plan’s assets and, as necessary, retain professional investment advisors to provide services, such as, but not limited to, guidance as to the investment of the Plan’s assets and the review and monitoring of this Investment Policy.

The investment of the Plan’s assets and the implementation of this Investment Policy shall, at all times, comply and be construed in accordance with the terms of Michigan Public Act 149 of 1999, entitled the “Public Employee Health Care Fund Investment Fund Act” (“Public Act 149”) and, as applicable, Michigan Public Act 314 of 1965, entitled the “Public Employee Retirement System Investment Act” (“Public Act 314”), both as amended.

Trustees

The Trustees shall implement this Investment Policy. This includes, but is not limited to: allocations between equity, fixed income, and alternative assets; selection of acceptable asset classes; and designing and monitoring investment performance expectations. The Trustees shall, as necessary, review this Investment Policy and make recommendations to the Board regarding potential modifications. The Trustees may retain qualified investment professionals and other service providers to assist with the implementation of this Investment Policy.

The Trustees shall regularly review the Plan’s investment performance, including the performance of any retained investment professionals and other service providers, to ensure the Investment Policy is being followed and progress is being made toward achieving the objectives.

Investment Advisors

In accordance with the Plan, the Trustees may retain, monitor, discharge and replace investment advisors. Investment advisors retained by the Trustees shall be qualified under Public Act 314 and shall acknowledge their and the Authority’s obligations and responsibilities under Public Act 314.

Investment advisors, in accordance with applicable underlying contracts, may be retained to provide the following (and additional) services: monitor asset allocation across and among asset classes; monitor investment performance; analyze and monitor this Investment Policy; and provide timely reports to the Trustees, including any substantive developments that may affect the Plan’s assets or the management or operation of the Plan.

STATEMENT OF OBJECTIVES

Primary Plan Objective

The Plan’s primary objective is to provide retiree medical benefits to eligible participants.

Plan Financial Objective

The Plan’s primary financial objective is to provide for an orderly accumulation of assets to satisfy future benefit payments, expenses and obligations. This objective shall be primarily based on a long-term investment horizon, so that interim fluctuations should be viewed with appropriate perspective. Financial objectives are to be established and modified, as necessary, in conjunction with comprehensive reviews of the Plan’s current projected financial requirements.

STATEMENT OF INVESTMENT POLICY

Asset Allocation Targets

It will be the policy of the Plan to invest assets with an allocation as follows:

<u>Asset Class</u>	<u>Permitted Ranges</u>
Equity	20% - 60%
Fixed Income	40% - 80%
Alternatives	0% - 20%

Adherence to Policy Targets and Rebalancing

The above asset allocation targets represent a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside of the policy range. These divergences should be of a short-term nature.

To ensure divergence from the target policy is within acceptable limits, rebalancing of assets may be necessary. In their discretion, the Trustees may authorize and empower a qualified investment advisor to oversee and implement rebalancing procedures.

Liquidity

Adequate assets should be accessible to meet expected Plan benefit payments, expenses and obligations.

Cash Equivalent Reserves

As deemed appropriate, a portion of the Plan's assets may be held in cash reserves or similar investment vehicles.

Volatility

Consistent with the desire for adequate diversification, this Investment Policy is based on the assumption that the volatility of the combined equity investments will be similar to that of the market opportunity available to institutional investors with similar return objectives. The volatility of fixed income portfolios may be greater than the market during periods when the portfolio duration exceeds that of the market.

CONTROL PROCEDURES

Review of Assumptions

The Trustees shall review, at least annually, this Investment Policy, including its underlying assumptions, such as, but not limited to, the number of participants, benefit accruals, liabilities, and actuarial assumptions. The Trustees may, in their discretion, retain appropriate experts to assist with this review. As necessary, the Trustees shall recommend to the Board modifications to this Investment Policy.

Review of Investments

The Trustees shall review, at least annually, the investments to determine the continued feasibility of achieving the Plan's financial objectives and the appropriateness of this Investment Policy. In addition, at least annually, the stated objectives should be reviewed by the Trustees.

It is not expected that the Investment Policy will change frequently. In particular, short-term changes in the financial markets should not require an adjustment to the Investment Policy.

Review of Investment Advisor and Investments

The Trustees shall review, at least quarterly, the performance of the Plan's investments and any investment advisors (and other service providers) retained to assist the Trustees.

Performance reviews shall focus on:

- Comparison of investment results to appropriate benchmarks, as well as market index returns in both equity and debt markets
- Investment adherence to this Investment Policy and guidelines.
- Material changes in an investment organization, such as in investment philosophy, investment strategy, key personnel and other relevant factors.

Performance Expectations

The Board, unless delegated by the Board to the Trustees, shall establish investment rate of return objectives. The current assumed rate of return (for actuarial purposes) is 7.256.75%. The Plan's investment portfolio is currently designed to achieve over a long period an, and the overall rate of return target is estimated at 7.7125% averaged annually over a long time horizon (i.e. 50-year period, based on capital market return expectations as of September 2017 and anticipated retiree life expectancies) an average rate of return equal to or greater than 6.75%, which will meet or exceed our actuarial rate of return assumption. Return objectives are based on capital markets assumptions provided by the Investment Advisor and / or Actuary. Return objectives for additional time horizons, such as 10-years, may be reviewed by the Board and / or Retiree Health Care Trust Board.10-year period.

The most important performance expectation is the achievement of long-term investment results that are consistent with the Plan's Investment Policy. Implementation of the policy will be directed toward achieving this return and not toward maximizing return without regard to risk.

The Trustees recognize that this real return objective may not be meaningful during some time periods. In order to ensure that investment opportunities available over a specific time period are fairly evaluated, comparative performance statistics (including benchmark indices) will be used to evaluate investment results.

ADOPTION OF INVESTMENT POLICY STATEMENT

The Huron-Clinton Metropolitan Authority Board of Commissioners has reviewed, approved and adopted this Investment Policy Statement.

Board of Commissioners Chairman:

Timothy J. McCarthy

Date _____

Investment Policy Statement

Huron-Clinton Metropolitan Authority

**Retiree Health Care Benefits
Plan and Trust**

February 8, 2018

INTRODUCTION

The Huron-Clinton Metropolitan Authority (the “Authority”), a Michigan public body corporate, established the Huron-Clinton Metropolitan Authority Retiree Health Care Benefits Plan and Trust (the “Plan”). The Plan’s trust is intended to be a governmental trust under Internal Revenue Code Section 115.

The Plan provides for a Board of Trustees (the “Trustees”). The Trustees have various responsibilities and obligations, including managing the investment process of the Plan’s assets.

DUTIES AND RESPONSIBILITIES

After consultation with its retained investment advisors, the Authority’s Board of Commissioners (the “Board”) established this Investment Policy Statement (“Investment Policy”) for the Plan. More specifically, the Board, after consulting with outside investment professionals, has arrived at this Investment Policy through careful study of the returns and risks associated with various investment strategies in relation to the Plan’s current and projected liabilities. This Investment Policy has been chosen as an appropriate policy for achieving the Plan’s objectives as such are described in the “Statement of Objectives” section of this Investment Policy; provided however, the Trustees, in their discretion and in accordance with applicable law, may deviate from this Investment Policy when they conclude that it is prudent and in the best interest of the Plan to do so.

This Investment Policy incorporates a long-term investment horizon such that the chances and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets.

This Investment Policy may be amended by the Trustees at any time. As stated below, as necessary, the Trustees shall make recommendations to the Board regarding revisions to this Investment Policy.

Consistent with this Investment Policy, the Trustees, in accordance with the Plan, shall approve an asset allocation strategy for the Plan’s assets and, as necessary, retain professional investment advisors to provide services, such as, but not limited to, guidance as to the investment of the Plan’s assets and the review and monitoring of this Investment Policy.

The investment of the Plan’s assets and the implementation of this Investment Policy shall, at all times, comply and be construed in accordance with the terms of Michigan Public Act 149 of 1999, entitled the “Public Employee Health Care Fund Investment Fund Act” (“Public Act 149”) and, as applicable, Michigan Public Act 314 of 1965, entitled the “Public Employee Retirement System Investment Act” (“Public Act 314”), both as amended.

Trustees

The Trustees shall implement this Investment Policy. This includes, but is not limited to: allocations between equity, fixed income, and alternative assets; selection of acceptable asset classes; and designing and monitoring investment performance expectations. The Trustees shall, as necessary, review this Investment Policy and make recommendations to the Board regarding potential modifications. The Trustees may retain qualified investment professionals and other service providers to assist with the implementation of this Investment Policy.

The Trustees shall regularly review the Plan’s investment performance, including the performance of any retained investment professionals and other service providers, to ensure the Investment Policy is being followed and progress is being made toward achieving the objectives.

Investment Advisors

In accordance with the Plan, the Trustees may retain, monitor, discharge and replace investment advisors. Investment advisors retained by the Trustees shall be qualified under Public Act 314 and shall acknowledge their and the Authority’s obligations and responsibilities under Public Act 314.

Investment advisors, in accordance with applicable underlying contracts, may be retained to provide the following (and additional) services: monitor asset allocation across and among asset classes; monitor investment performance; analyze and monitor this Investment Policy; and provide timely reports

to the Trustees, including any substantive developments that may affect the Plan's assets or the management or operation of the Plan.

STATEMENT OF OBJECTIVES

Primary Plan Objective

The Plan's primary objective is to provide retiree medical benefits to eligible participants.

Plan Financial Objective

The Plan's primary financial objective is to provide for an orderly accumulation of assets to satisfy future benefit payments, expenses and obligations. This objective shall be primarily based on a long-term investment horizon, so that interim fluctuations should be viewed with appropriate perspective. Financial objectives are to be established and modified, as necessary, in conjunction with comprehensive reviews of the Plan's current projected financial requirements.

STATEMENT OF INVESTMENT POLICY

Asset Allocation Targets

It will be the policy of the Plan to invest assets with an allocation as follows:

<u>Asset Class</u>	<u>Permitted Ranges</u>
Equity	20% - 60%
Fixed Income	40% - 80%
Alternatives	0% - 20%

Adherence to Policy Targets and Rebalancing

The above asset allocation targets represent a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside of the policy range. These divergences should be of a short-term nature.

To ensure divergence from the target policy is within acceptable limits, rebalancing of assets may be necessary. In their discretion, the Trustees may authorize and empower a qualified investment advisor to oversee and implement rebalancing procedures.

Liquidity

Adequate assets should be accessible to meet expected Plan benefit payments, expenses and obligations.

Cash Equivalent Reserves

As deemed appropriate, a portion of the Plan's assets may be held in cash reserves or similar investment vehicles.

Volatility

Consistent with the desire for adequate diversification, this Investment Policy is based on the assumption that the volatility of the combined equity investments will be similar to that of the market opportunity available to institutional investors with similar return objectives. The volatility of fixed income portfolios may be greater than the market during periods when the portfolio duration exceeds that of the market.

CONTROL PROCEDURES

Review of Assumptions

The Trustees shall review, at least annually, this Investment Policy, including its underlying assumptions, such as, but not limited to, the number of participants, benefit accruals, liabilities, and actuarial assumptions. The Trustees may, in their discretion, retain appropriate experts to assist with this review. As necessary, the Trustees shall recommend to the Board modifications to this Investment Policy.

Review of Investments

The Trustees shall review, at least annually, the investments to determine the continued feasibility of achieving the Plan's financial objectives and the appropriateness of this Investment Policy. In addition, at least annually, the stated objectives should be reviewed by the Trustees.

It is not expected that the Investment Policy will change frequently. In particular, short-term changes in the financial markets should not require an adjustment to the Investment Policy.

Review of Investment Advisor and Investments

The Trustees shall review, at least quarterly, the performance of the Plan's investments and any investment advisors (and other service providers) retained to assist the Trustees.

Performance reviews shall focus on:

- Comparison of investment results to appropriate benchmarks, as well as market index returns in both equity and debt markets
- Investment adherence to this Investment Policy and guidelines.
- Material changes in an investment organization, such as in investment philosophy, investment strategy, key personnel and other relevant factors.

Performance Expectations

The Board, unless delegated by the Board to the Trustees, shall establish investment rate of return objectives. The current assumed rate of return (for actuarial purposes) is 6.75 percent. The Plan's investment portfolio is currently designed to achieve over a long period (i.e. 50-year period, based on capital market return expectations as of September 2017 and anticipated retiree life expectancies) an average rate of return equal to or greater than 6.75 percent, which will meet or exceed our actuarial rate of return assumption. Return objectives are based on capital markets assumptions provided by the Investment Advisor and/or Actuary. Return objectives for additional time horizons, such as 10-years, may be reviewed by the Board and/or Pension Committee.

The most important performance expectation is the achievement of long-term investment results that are consistent with the Plan's Investment Policy. Implementation of the policy will be directed toward achieving this return and not toward maximizing return without regard to risk.

The Trustees recognize that this real return objective may not be meaningful during some time periods. In order to ensure that investment opportunities available over a specific time period are fairly evaluated, comparative performance statistics (including benchmark indices) will be used to evaluate investment results.

ADOPTION OF INVESTMENT POLICY STATEMENT

The Huron-Clinton Metropolitan Authority Board of Commissioners has reviewed, approved and adopted this Investment Policy Statement.

Board of Commissioners Chairman:

Timothy J. McCarthy

Date

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Nina Kelly, Manager of Planning
Subject: Approval – Lake Erie Master Plan
Date: February 1, 2018

Action Requested: Motion to Approve

That the Board of Commissioners' approve the Lake Erie Master Plan as recommended by Manager of Planning Nina Kelly and staff.

Fiscal Impact: Projects identified in the Master Plan will affect the Metroparks budget over the 10-year planning horizon; however, there is no immediate fiscal impact.

Background: The master planning process for Lake Erie included several opportunities for public input. Two public meetings were facilitated for this plan: one took place on a late Saturday morning in early November 2017 and the second on a weekday evening in mid-December 2017. Both meetings were held at the Food Bar in the Great Wave area. A total of 29 people signed in for the two meetings. The online and hard-copy questionnaire was available from October 2017 through January 2018. Social media posts encouraging people to attend the meetings and to complete the questionnaire were made to the Lake Erie Facebook page and Metroparks Twitter account throughout the process.

Planning Department staff also conducted intercept surveys to increase the number of questionnaire responses. These efforts coincided with two specific events: a large cross country running event at the Lake Erie Food Bar and the Santa's Workshop event held at the Oakwoods Nature Center. A total of 218 responses were collected.

At the Jan. 11, 2018 meeting, Planning Department staff presented the draft Lake Erie Master Plan to the Board for review and comment. The plan draft was posted to www.metroparks.com/about-us/planning-department/ through Jan. 26, 2018 for public review and comment.

Planning Department staff compiled comments and made necessary revisions in order to complete the final version of the master plan document presented herein for approval.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Mike Brahm-Henkel, Manager of Engineering
 Project No: 900-18-012
 Project Title: Bids – Sanitary Sewer System Assessments
 Project Type: Capital Improvement
 Location: Indian Springs, Kensington, Lake Erie, Lake St. Clair, Lower Huron, Stony Creek and Willow Metroparks
 Date: February 1, 2018

Bids Received: January 18, 2018 at 2:00 p.m.

Action Requested: Motion to Approve

That the Board of Commissioners' award Contract No. 900-18-012 to the low responsive, responsible bidder, Metro Environmental Services, Inc., in the amount of \$152,605.70 as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Fiscal Impact: The project is under budget. However, this is just preliminary work for the projects as well as work necessary for the asset assessment portion of the grant. \$1,560,200 was budgeted for the total projects.

Scope of Work: The project includes sanitary pipeline cleaning, manhole defect identification, root cutting and condition assessments using closed circuit television.

Background: The intent of the SAW Grant Program is to accelerate the statewide use of asset management planning practices as well as improve water quality. The SAW Grant covers three distinct areas, which include storm water, asset management and wastewater.

The Metroparks received the Grant Award letter from the state of Michigan in December 2016; the grant was applied for in December 2013. The grant only reimburses the design services for projects and an assets management system; the grant award is in the amount of \$1,919,372. The local match for this grant is \$417,568 for a total cost of \$2,336,940. The local match is based on 10 percent of the first million and 25 percent for the second million. The Metroparks must provide a notice to proceed for construction within three years of award of the grant.

As part of the ongoing effort to assess the infrastructure of the sanitary underground utility system, a condition assessment is necessary. The current work is an integral part of the Storm Water, Asset Management and Waste Water (SAW) Grant; the work is eligible for grant reimbursement. The assessments will aid in the formulation of future work as it relates to SAW grant projects and identify areas of priorities for future work. This assessment is integral with the background information that is necessary for defining the scope and possible issues with the future SAW projects. The assessment information will then be used for future projects and the resulting information incorporated into the current GIS system.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Metro Environmental Services, Inc.	Walled Lake	\$ 152,605.70
DVM Utilities	Sterling Heights	199,995.50
Elite Pipeline Services, Inc.	Allendale	285,977.75
Pipetek Infrastructure Services	Plymouth	329,441.25
Advanced Underground Inspection LLC	Westland	339,222.75
Greenscape General Contracting LLC	Lake	341,756.25
Tapling Group LLC	Kalamazoo	343,646.63
Insight Pipe Contracting LLC	Harmony	371,363.50
United Resource, LLC	Livonia	388,780.50
Inland Waters Pollution Control	Detroit	452,267.50
Budget Amount for Contract Services and Administration		
Kensington Sanitary Sewer Connection		\$ 485,200.00
Lake St. Clair Sanitary Sewer Rehabilitation		800,000.00
Stony Creek Sanitary Force Main Replacement		275,000.00
Total		<u>\$ 1,560,200.00</u>
Work Order Amount		
Contract Amount Metro Environmental Services		\$ 152,605.70
Contract Administration		3,000.00
Total Proposed Work Order Amount (Rounded)		<u>\$ 155,606.00</u>

This project was reported and publicly advertised in the following construction reporting outlets: MITN, Construction Association of Michigan, Reed Construction Data, Construction News Corporation, Construction News Service, HCMA Website, Builders Exchange of Michigan, McGraw Hill Dodge, Builders Exchange of Lansing and Central Michigan.



Indian Springs Metropark - Sanitary Sewer System

Park Office, Environmental Discovery Center, Maintenance Building

Legend

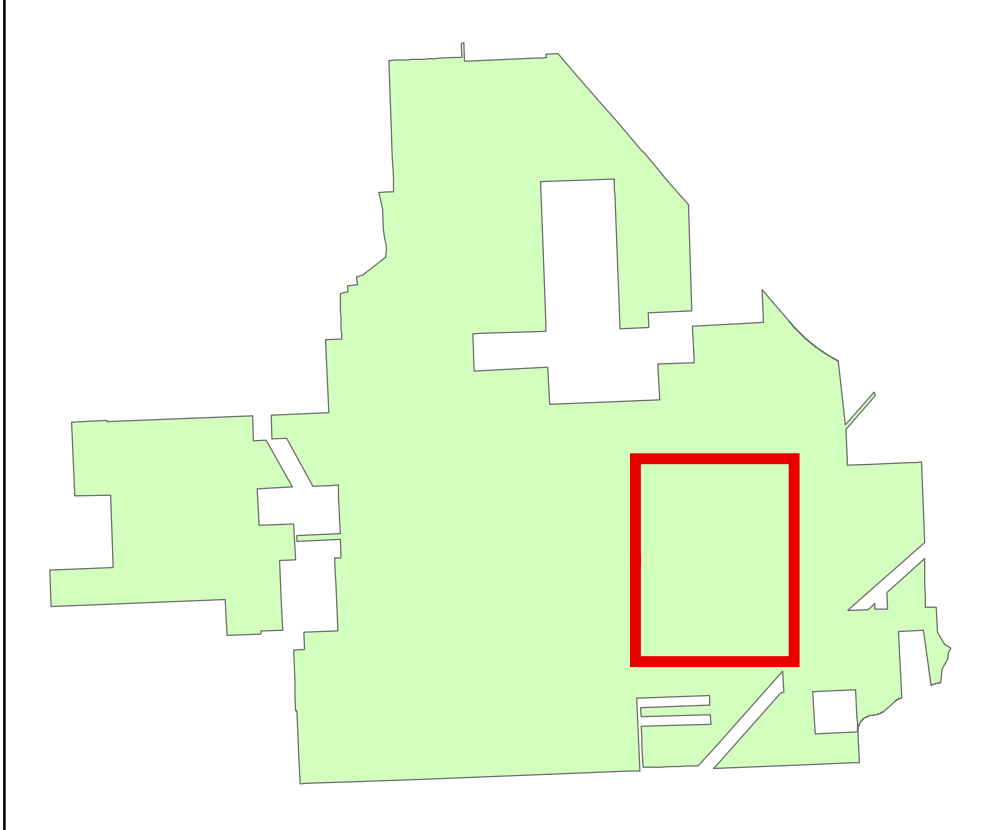
Sanitary Sewer Pipeline

- HCMA
- Clean, Televis, Assess

Sanitary Manhole Type

- HCMA
- Manhole to Inspect
- Pump Station
- Septic Tank

Location Map



Notes:



Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Indian Springs.gdb
12 /20/ 2017



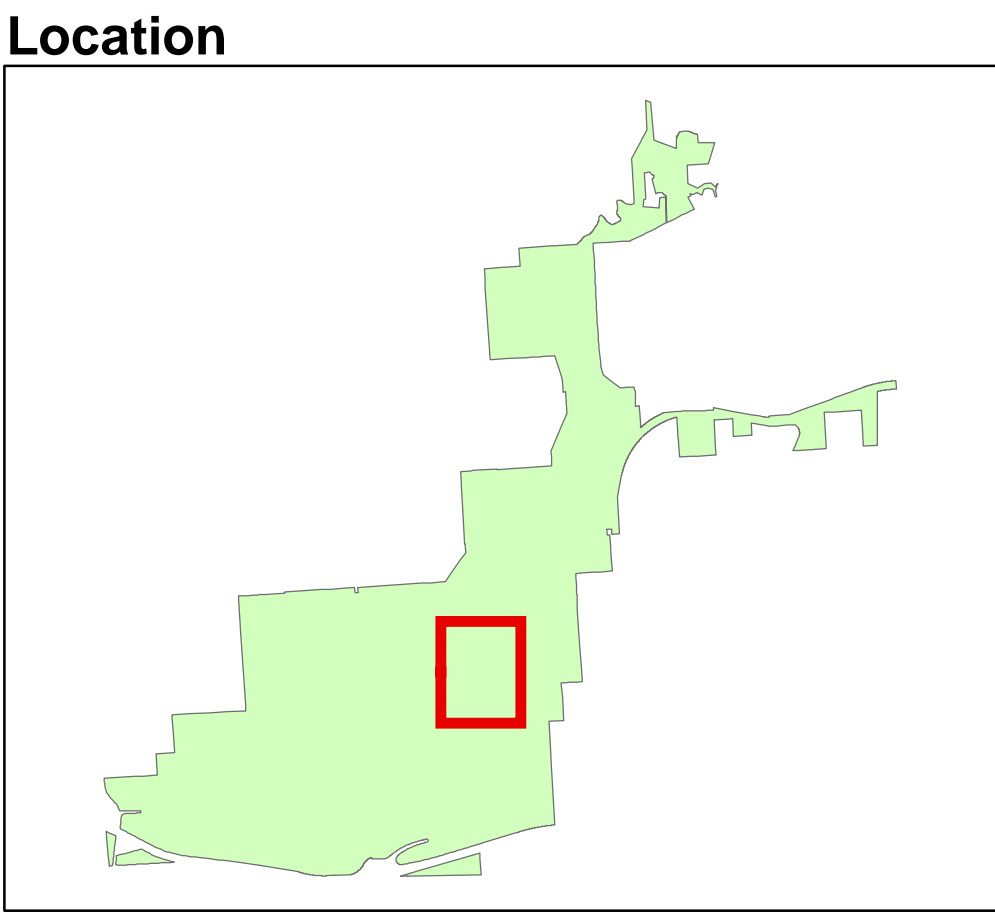
Legend

Sanitary Sewer Type

- HCMA
- Clean, Televis, Assess

Sanitary Manhole Type

- HCMA
- Manhole To Inspect
- Pump Stations



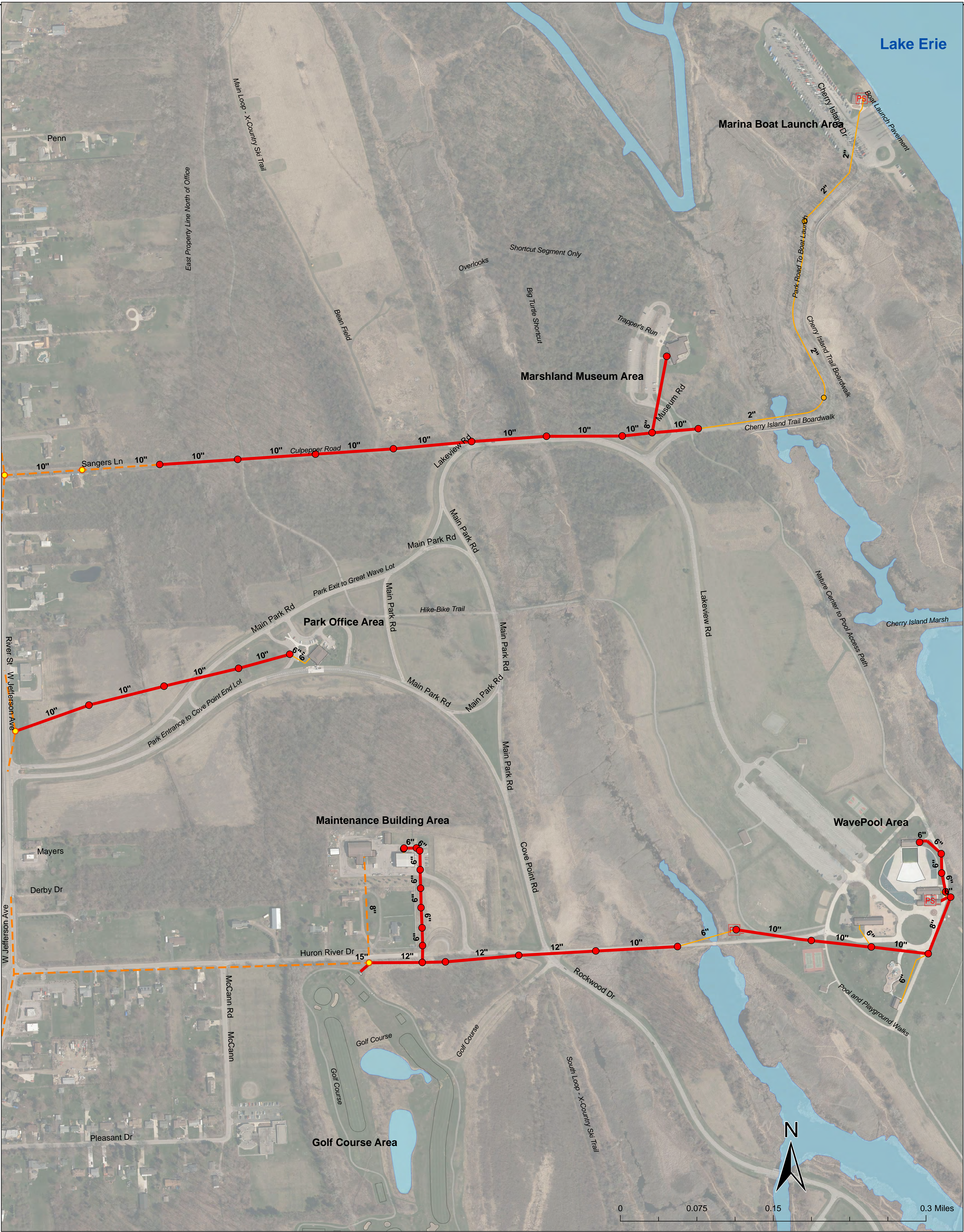
Kensington Metropark - Sanitary Sewer System
Maple Beach Area

Notes:

Sanitary Sewer discharged to Milford Township.



Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Kensington.gdb
12/20/2017

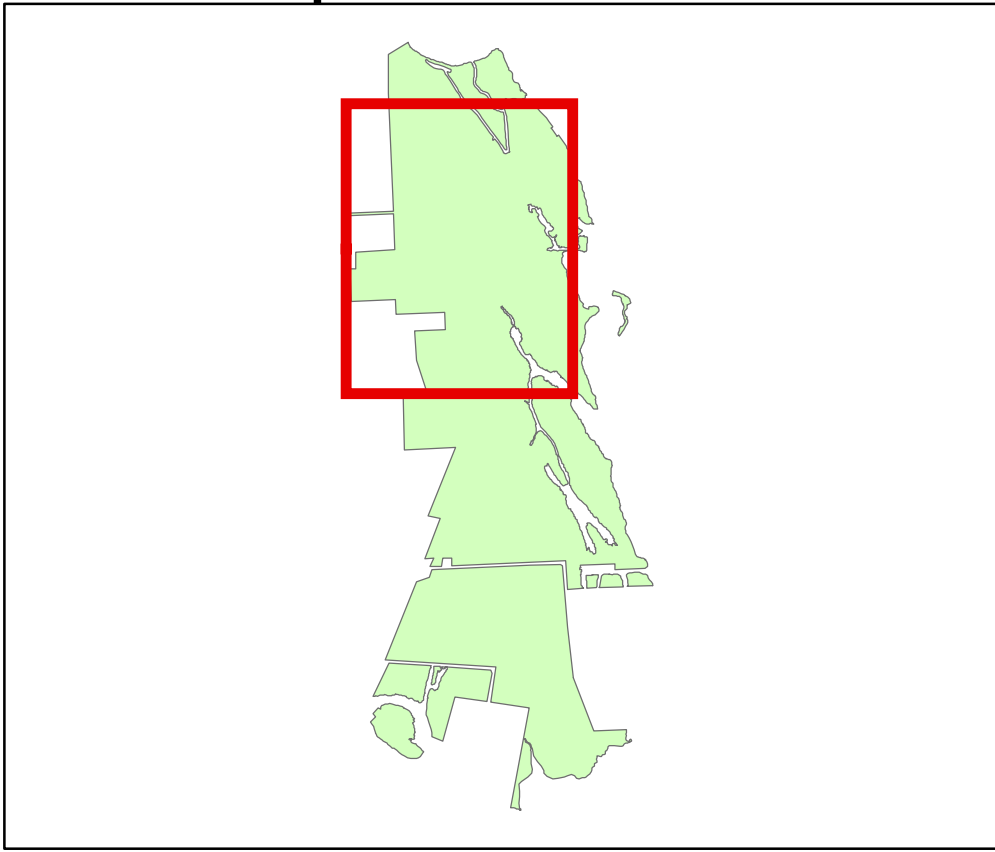


**Lake Erie Metropark - Sanitary Sewer System
North End**

Legend

- Sanitary Sewer Pipe Line**
- HCMA
 - Brownstown Township
 - Clean, Televis, Assess
- Sanitary Manhole Type**
- HCMA
 - Brownstown Township
 - Manhole to Inspect
 - Pump Stations

Location Map



Notes:

Sanitary Sewer discharge to Brownstown Township



Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Lake Erie.gdb
12 /20/ 2017

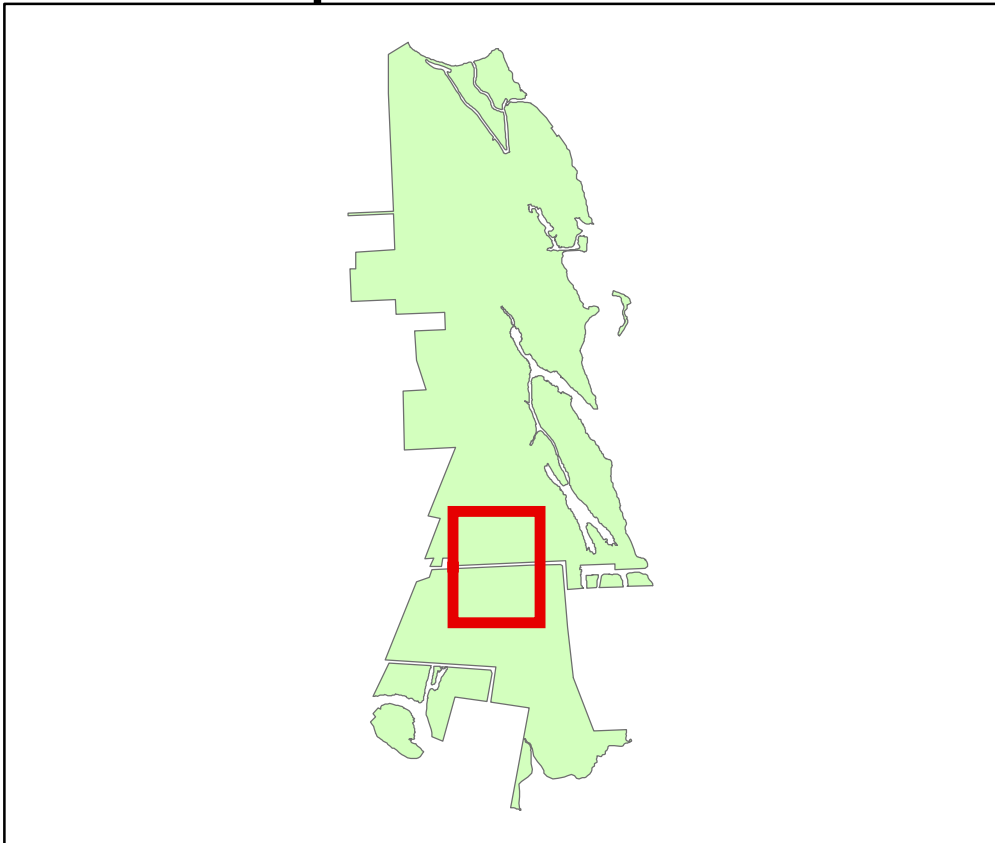


**Lake Erie Metropark - Sanitary Sewer System
South End**

Legend

- Sanitary Sewer Pipe Line**
- HCMA
 - Brownstown Township
 - Clean, Televis, Assess
- Sanitary Manhole Type**
- HCMA
 - Brownstown Township
 - Manhole to Inspect
 - PS Pump Stations

Location Map



Notes:

Sanitary Sewer discharge to Brownstown Township

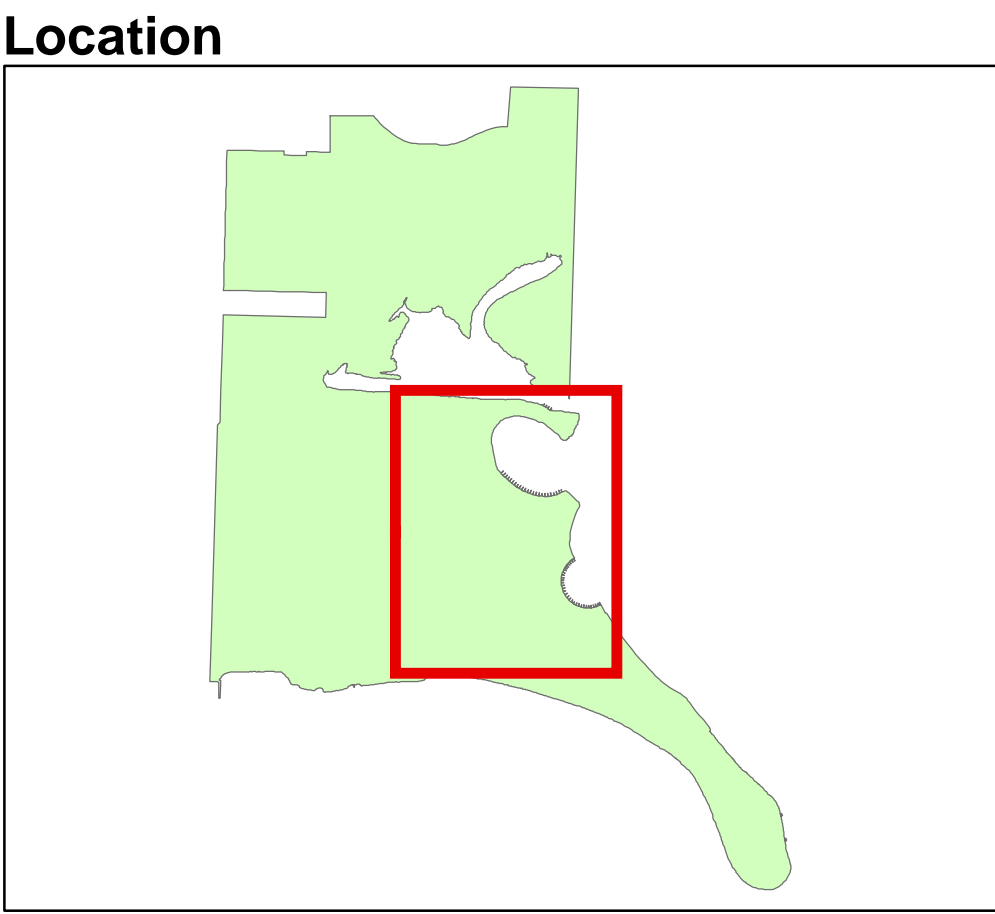


Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Lake Erie.gdb
12 /20/ 2017



Lake St. Clair Metropark - Sanitary Sewer System
North End

Legend	
Sanitary Sewer Type	Sanitary Manhole Type
— HCMA	● HCMA
- - - Abandoned	○ Abandoned
— Clean, Televis, Assess	● Manhole to Inspect
	PS Pump Stations



Notes:

Sanitary Sewer discharged to Harrison Township.

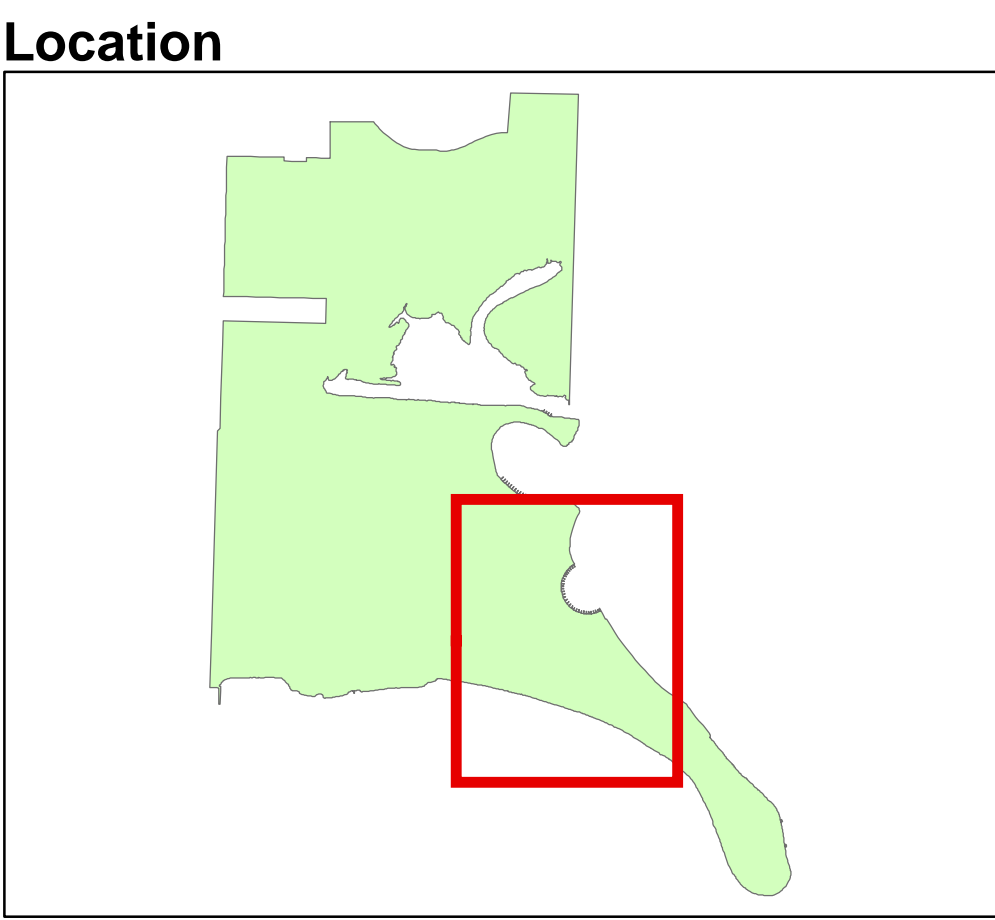




Legend

Sanitary Sewer Type
— HCMA
- - Abandoned
— Clean, Televis, Assess

Sanitary Manhole Type
● HCMA
○ Abandoned
● Manhole to Inspect
PS Pump Stations



Lake St. Clair Metropark - Sanitary Sewer System
South End

Notes:

Sanitary Sewer discharged to Harrison Township.

Huron-Clinton Metroparks

Source:G:\001 Utility Geodatabases\Lake St Clair.gdb

12 /20/ 2017



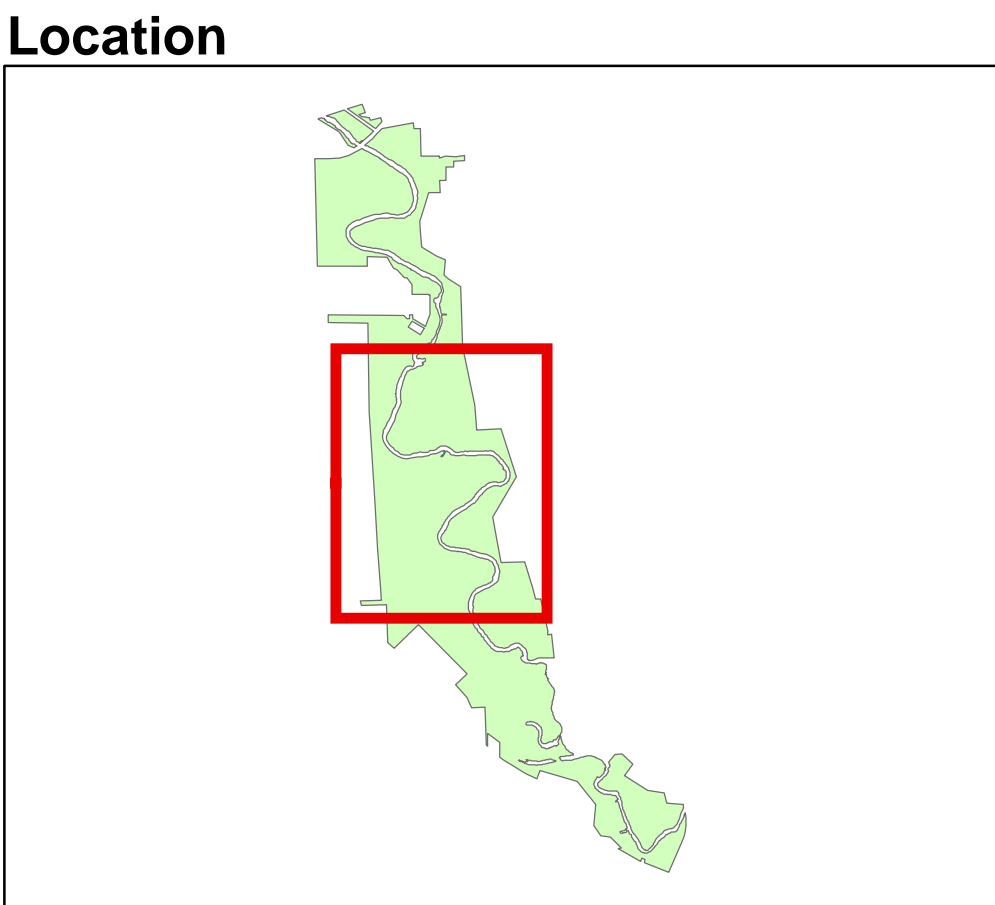
Legend

Sanitary Sewer Type

- HCMA
- Wayne County
- Abandoned
- Clean, Televis, Assess

Sanitary Manhole Type

- HCMA
- Wayne County
- Abandoned
- Manhole to Inspect
- Pump Stations



Lower-Huron Metropark - Sanitary Sewer System North End

Notes:

Sanitary Sewer discharged to SHVUA Agreement





Legend

Sanitary Sewer Type

Sanitary Manhole Type

HCMA

Wayne County

Abandoned

Clean, Televis, Assess

●

●

○

●

PS

HCMA

Wayne County

Abandoned

Manhole to Inspect

Pump Stations

Location

Lower-Huron Metropark - Sanitary Sewer System
South End

Notes:

Sanitary Sewer discharged to SHVUA Agreement

Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Lower Huron.gdb
12 /20/ 2017

76 of 84



Stony Creek Metropark - Sanitary Sewer System

Eastwood Beach, Park Office, Maintenance Building Area

Legend

Sanitary Sewer Pipeline

HCMA

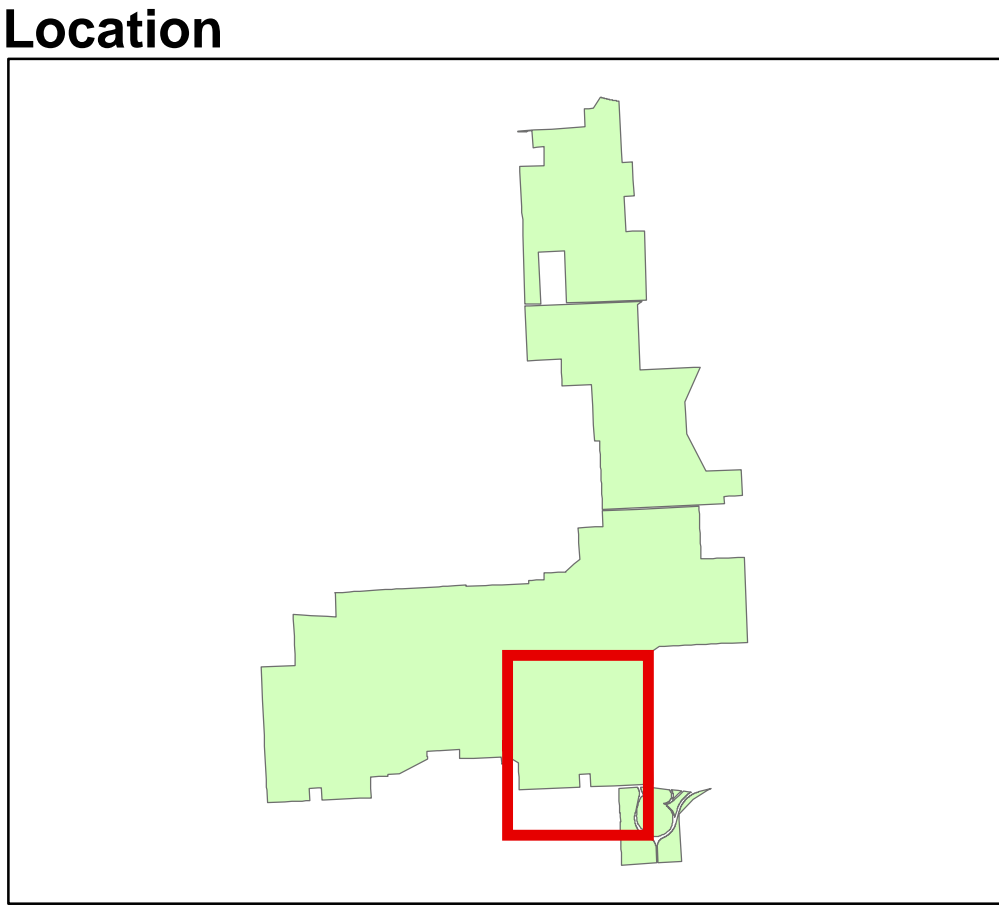
Clean, Televis, Assess

Sanitary Manhole

HCMA

Manhole to Inspect

Pump Stations



Notes:

Sanitary Sewer discharged to City of Rochestor.



Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Stony Creek.gdb
12 /20/ 2017

Stony Creek Metropark
Sanitary Sewer System

Baypoint Beach, Winter Cove Area

Legend

- Sanitary Sewer Type
- HCMA

Clean, Televis, Assess
- Sanitary Manhole Type
- HCMA

Manhole to Inspect

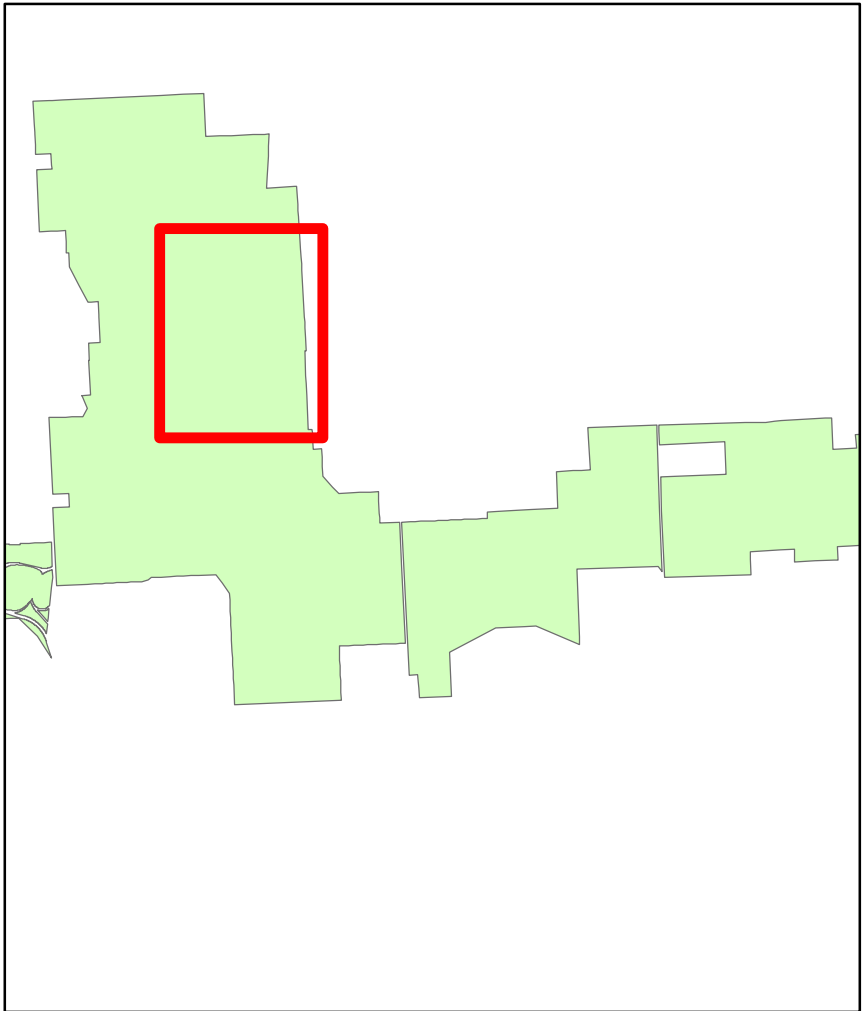
PS

Pump Stations

Notes:

Sanitary Sewer discharged to city of Rochester.

Location:



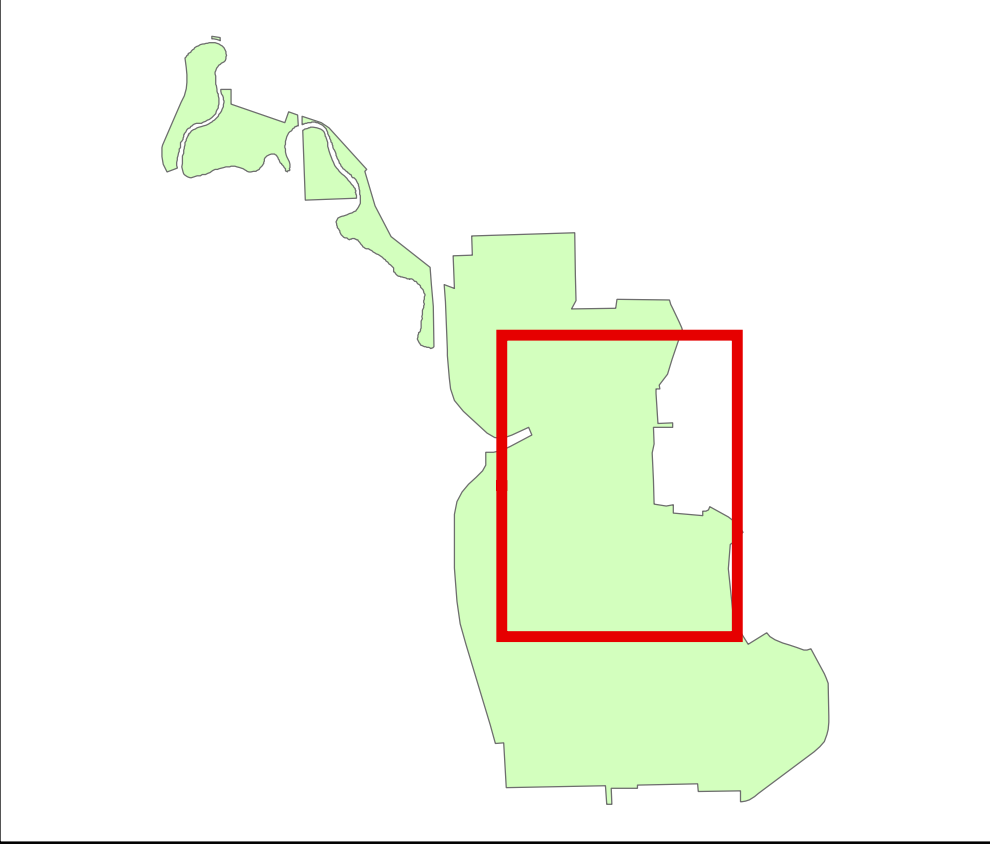


Willow Metropark - Sanitary Sewer System North End

Legend

Sanitary Sewer Type	Sanitary Manhole Type
— HCMA	● HCMA
- - - Wayne County	● Wayne County
— Clean, Televis, Assess	● Manhole to Inspect
	PS Pump Stations

Location



Notes:

Sanitary Sewer discharged to Huron Township.



Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Willow.gdb
12 /20/ 2017

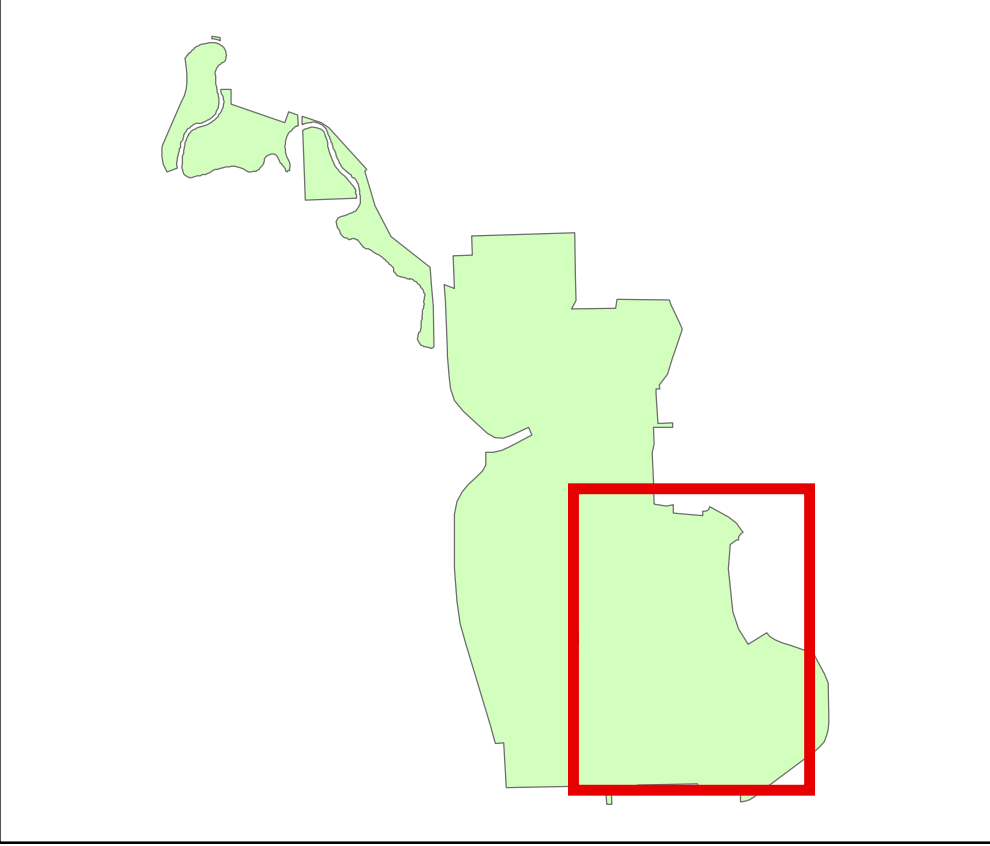


Willow Metropark - Sanitary Sewer System
South End

Legend

Sanitary Sewer Type	Sanitary Manhole Type
— HCMA	● HCMA
- - - Wayne County	● Wayne County
— Clean, Televis, Assess	● Manhole to Inspect
	PS Pump Stations

Location



Notes:

Sanitary Sewer discharged to Huron Township.



Huron-Clinton Metroparks
Source:G:\001 Utility Geodatabases\Willow.gdb
12 /20/ 2017



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Mike Brahm-Henkel, Manager of Engineering
Subject: Approval – Temporary and Highway Easement
Location: Wolcott Mill Metropark, Macomb County
Date: February 1, 2018

Action Requested: Motion to Approve

That the Board of Commissioners' approve the highway easement as requested by the Road Commission of Macomb County and recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Fiscal Impact: None

Background: The Road Commission of Macomb County (RCMC) is in the process of replacing the 28 Mile Road Bridge between Teller and Ray Center Roads. The bridge construction will reopen this section of 28 Mile Road.

During construction, the bridge had been closed to traffic and in order to proceed with the project, the RCMC needs to obtain a highway easement, which will accommodate ditching and put the existing electric poles back into the right of way. Currently, the poles are currently located outside of the right of way.

The easement would grant the RCMC the rights needed for construction of the project. The county is requesting a 120-foot right of way, 60-feet each way off the centerline of the roadway as compared to the existing 66-foot right of way, which is 33-feet each side of the centerline. The right of way would affect Wolcott Mill Metropark property, which lies between Teller and Ray Center roads along 28 Mile Road.

Miller Canfield has reviewed the easement agreement.

Attachment: Easement Agreement
 Easement Rendering

EASEMENT FOR ROAD

For and in consideration of the sum of One and 00/100 (\$1.00) Dollar, **HURON-CLINTON METROPOLITAN AUTHORITY** (the "Grantor"), whose address is 13000 High Ridge Drive, Brighton, Michigan, 48114, does hereby grant, warrant and convey to the **COUNTY OF MACOMB**, whose address is c/o Macomb County Department of Roads, 117 South Groesbeck Highway, Mount Clemens, Michigan, 48043, its agents, servants, employees and contractors (the "Grantee") a permanent, exclusive road easement, and perpetual right of entry for roadway purposes and public travel over the following described real property:

28 MILE ROAD RIGHT OF WAY

See attached legal descriptions and parcel sketches, referenced as Exhibit "A".

Commonly known as: Vacant 28 Mile Road, Ray Township, Michigan

Part of Tax ID Nos.	PARCEL A: 05-22-300-003
	PARCEL B: 05-22-300-004
	PARCEL C: 05-22-400-009
	PARCEL D: 05-27-100-003
	PARCEL E: 05-27-200-008
	PARCEL F: 05-27-200-009
	PARCEL G: 05-27-200-002

This legally described easement area shall be herein referred to as the "Easement."

The rights granted under this Easement include the perpetual right to enter upon the Easement and to do that which is necessary or desirable for the construction, reconstruction, installation, use, repair, maintenance, replacement, paving and/or widening of the roadway and bridge system, which includes, but is not limited to the right to install or maintain any desirable temporary or permanent soil erosion control facilities; to install, relocate and maintain all parking control, traffic signs and control devices, road drainage and storm sewer facilities, sidewalks and all utilities; and to trim or remove brush, trees, or other vegetation, fixtures and/or improvements.

To the extent permitted under Michigan law, Grantee agrees to indemnify and hold Grantor harmless for any claims, liabilities or damages occurring as a result of the actions and activities of Grantee pursuant to this Easement for Road, or the negligence of Grantee in exercising its rights hereunder, provided, however, that Grantee shall not be responsible for any claims, liabilities or damages resulting from the actions of Grantor or third parties outside the control of Grantee, or caused by the negligence of Grantor or third parties outside of the control of Grantee. Notwithstanding the foregoing, nothing herein shall constitute a waiver of governmental immunity or other rights and privileges as provided by Michigan law.

Grantor agrees to construct no buildings or other structures, obstructions or encroachments of any kind, including trees, within the Easement without the prior written approval of Grantee. No grade shall be changed without the prior written approval of the Grantee.

This Easement shall run with the land and be binding upon Grantor's heirs, executors, administrators, successors, and assigns, as the holders of the legal title to the underlying Real Property.

The rights granted hereunder may be assigned in writing by the Grantee to a municipality, the State, or another proper road authority should jurisdiction of such roadway be transferred to another entity in accordance with the law.

This instrument is exempt from state and county transfer taxes pursuant to MCL §207.526(a) and MCL §207.505(a).

Dated this _____ day of _____, 2018.

GRANTOR:
HURON-CLINTON METROPOLITAN AUTHORITY

Timothy J. McCarthy, Chairperson
HCMA Board of Commissioners

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

On this ____ day of _____, 2018, before me a Notary Public, personally appeared **Timothy J. McCarthy, Chairperson, Board of Commissioners for the HURON-CLINTON METROPOLITAN AUTHORITY**, known to me to be the person who executed the within instrument and who acknowledged the same to be his free act and deed.

_____, Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

HURON-CLINTON METROPOLITAN AUTHORITY

David Kirbach, Deputy Director, HCMA

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

On this ____ day of _____, 2018, before me a Notary Public, personally appeared **David Kirbach, Deputy Director, of the HURON-CLINTON METROPOLITAN AUTHORITY**, known to me to be the person who executed the within instrument and who acknowledged the same to be his free act and deed.

_____, Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____

Drafted by:
BENJAMIN J. ALOIA
ALOIA & ASSOCIATES, P.C.
48 South Main Street, Suite 3
Mount Clemens, MI 48043

When recorded, return to:
Macomb County Department of Roads
c/o Right of Way Office
117 South Groesbeck Highway
Mount Clemens, MI 48043

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Robert Rudolph Jr, IT Manager
Subject: Approval – Board Meeting Audio and Video Conferencing/Recording
Location: All Locations
Date: February 1, 2018

Action Requested: Motion to Approve

That the Board of Commissioners' authorize staff to seek a solution to provide audio/video conferencing capabilities for Metroparks meetings as recommended by Robert Rudolph Jr, IT Manager and staff.

Fiscal Impact: This is an unbudgeted project. However, funds are available in the 2018 Information Technology budget.

Background: As requested by the Board at the Jan. 11, 2018 meeting, staff has researched options to provide both audio/video conferencing and video recording for Board meetings. This conferencing solution can be used for meetings held throughout the park system.

In one option explored, the Metroparks would rent equipment for audio/video conferencing. Metroparks staff would record the monthly Board meetings, which would then be uploaded to the Metroparks website as well as social media sites for public viewing. Costs are estimated to be approximately \$7,300 annually.

If this concept is approved, staff would seek competitive bids in accordance with the Metroparks purchasing policy.

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: David Kirbach, Deputy Director
Subject: Report – Interpretive Educational Programs
Date: February 1, 2018

Interpretive Services Manager Jennifer Hollenbeck will give an update to the Board at the Feb. 8, 2018 meeting on educational programs offered at the Metroparks.

PARK	MONTHLY VEHICLE ENTRIES				MONTHLY TOLL REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	20,933	14,593	15,529	35%	\$ 101,160	\$ 60,247	\$ 62,411	62%
Wolcott Mill	1,035	1,984	2,873	-64%	\$ 1,896	\$ 371	\$ 179	957%
Stony Creek	21,700	17,098	15,879	37%	\$ 100,678	\$ 100,511	\$ 90,832	11%
Indian Springs	2,441	2,133	2,181	12%	\$ 14,144	\$ 13,244	\$ 13,912	2%
Kensington	32,304	29,875	30,743	5%	\$ 137,235	\$ 129,659	\$ 109,720	25%
Huron Meadows	4,559	3,398	4,083	12%	\$ 13,063	\$ 5,084	\$ 9,185	42%
Hudson Mills	7,316	6,810	6,284	16%	\$ 27,138	\$ 29,114	\$ 25,881	5%
Lower Huron/Willow/Oakwoods	25,262	27,140	24,807	2%	\$ 38,490	\$ 37,592	\$ 32,095	20%
Lake Erie	6,302	6,263	6,163	2%	\$ 40,787	\$ 38,056	\$ 35,463	15%
Monthly TOTALS	121,852	109,294	108,542	12%	\$ 474,591	\$ 413,878	\$ 379,680	25%

PARK	Y-T-D VEHICLE ENTRIES				Y-T-D TOLL REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	20,933	14,593	15,529	35%	\$ 101,160	\$ 60,247	\$ 62,411	62%
Wolcott Mill	1,035	1,984	2,873	-64%	\$ 1,896	\$ 371	\$ 179	957%
Stony Creek	21,700	17,098	15,879	37%	\$ 100,678	\$ 100,511	\$ 90,832	11%
Indian Springs	2,441	2,133	2,181	12%	\$ 14,144	\$ 13,244	\$ 13,912	2%
Kensington	32,304	29,875	30,743	5%	\$ 137,235	\$ 129,659	\$ 109,720	25%
Huron Meadows	4,559	3,398	4,083	12%	\$ 13,063	\$ 5,084	\$ 9,185	42%
Hudson Mills	7,316	6,810	6,284	16%	\$ 27,138	\$ 29,114	\$ 25,881	5%
Lower Huron/Willow/Oakwoods	25,262	27,140	24,807	2%	\$ 38,490	\$ 37,592	\$ 32,095	20%
Lake Erie	6,302	6,263	6,163	2%	\$ 40,787	\$ 38,056	\$ 35,463	15%
Monthly TOTALS	121,852	109,294	108,542	12%	\$ 474,591	\$ 413,878	\$ 379,680	25%

PARK	MONTHLY PARK REVENUE				Y-T-D PARK REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 117,211	\$ 70,040	\$ 70,634	66%	\$ 117,211	\$ 70,040	\$ 70,634	66%
Wolcott Mill	\$ 6,258	\$ 8,619	\$ 8,189	-24%	\$ 6,258	\$ 8,619	\$ 8,189	-24%
Stony Creek	\$ 122,391	\$ 111,901	\$ 102,647	19%	\$ 122,391	\$ 111,901	\$ 102,647	19%
Indian Springs	\$ 19,147	\$ 19,611	\$ 21,729	-12%	\$ 19,147	\$ 19,611	\$ 21,729	-12%
Kensington	\$ 166,508	\$ 150,117	\$ 134,478	24%	\$ 166,508	\$ 150,117	\$ 134,478	24%
Huron Meadows	\$ 23,262	\$ 10,605	\$ 17,754	31%	\$ 23,262	\$ 10,605	\$ 17,754	31%
Hudson Mills	\$ 32,485	\$ 36,954	\$ 31,718	2%	\$ 32,485	\$ 36,954	\$ 31,718	2%
Lower Huron/Willow/Oakwoods	\$ 45,011	\$ 41,281	\$ 36,565	23%	\$ 45,011	\$ 41,281	\$ 36,565	23%
Lake Erie	\$ 42,843	\$ 43,395	\$ 40,525	6%	\$ 42,843	\$ 43,395	\$ 40,525	6%
Y-T-D TOTALS	\$ 575,116	\$ 492,523	\$ 464,239	24%	\$ 575,116	\$ 492,523	\$ 464,239	24%

District	Y-T-D Vehicle Entries by Management Unit				Y-T-D Total Revenue by Management Unit			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Eastern	43,668	33,675	34,281	27%	245,860	190,560	181,470	35%
Western	46,620	42,216	43,291	8%	241,402	217,287	205,679	17%
Southern	31,564	33,403	30,970	2%	87,854	84,676	77,090	14%

AQUATICS THIS MONTH	PATRONS THIS MONTH				MONTHLY REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	0	0	0	-	\$ -	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ 200	\$ 200	\$ 283	-29%
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ 200	\$ 200	\$ 283	-29%

AQUATICS Y-T-D	PATRONS Y-T-D				REVENUE Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	0	0	0	-	\$ -	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ 200	\$ 200	\$ 283	-29%
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ 200	\$ 200	\$ 283	-29%

PARK	Seasonal Activities this Month				Monthly Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
Welsh Center	12	7	4	200%	\$ 9,600	\$ 4,800	\$ 2,733	251%
Shelters	14	17	15	-9%	\$ 4,250	\$ 4,325	\$ 3,708	15%
Boat Launches	0	0	1	-	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	7	5	5	50%	\$ 600	\$ 1,000	\$ 1,500	-60%
Stony Creek								
Disc Golf Daily	1	5	2	-40%	\$ 3	\$ 15	\$ 5	-40%
Disc Golf Annual	17	12	6	200%	\$ 915	\$ 640	\$ 305	200%
Total Disc Golf	18	17	7	145%	\$ 918	\$ 655	\$ 310	196%
Shelters	20	17	18	11%	\$ 4,500	\$ 3,825	\$ 3,858	17%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	0	0	0	-	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	0	1	2	-	\$ -	\$ 200	\$ 367	-
Event Room	3	3	4	-25%	\$ 4,600	\$ 5,800	\$ 6,800	-32%
Kensington								
Disc Golf Daily	1	62	22	-95%	\$ 3	\$ 186	\$ 66	-95%
Disc Golf Annual	15	20	10	45%	\$ 805	\$ 1,100	\$ 563	43%
Total Disc Golf	16	82	32	-51%	\$ 808	\$ 1,286	\$ 629	28%
Shelters	31	23	29	8%	\$ 6,975	\$ 8,450	\$ 7,750	-10%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	2	3	3	-33%	\$ 400	\$ 600	\$ 733	-45%
Hudson Mills								
Disc Golf Daily	59	195	151	-61%	\$ 177	\$ 585	\$ 452	-61%
Disc Golf Annual	29	27	24	19%	\$ 1,515	\$ 1,485	\$ 1,278	19%
Total Disc Golf	88	222	175	-50%	\$ 1,692	\$ 2,070	\$ 1,730	-2%
Shelters	6	3	5	20%	\$ 1,200	\$ 600	\$ 1,000	20%
Canoe Rental	0	0	0	-	\$ -	\$ 4,716	\$ 1,572	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	60	0	0	-	\$ 180	\$ -	\$ -	-
Disc Golf Annual	4	0	0	-	\$ 200	\$ -	\$ -	-
Total Disc Golf	64	0	0	-	\$ 380	\$ -	\$ -	-
Shelters	18	6	14	26%	\$ 4,100	\$ 1,400	\$ 3,283	25%
Lake Erie								
Shelters	2	4	5	-60%	\$ 400	\$ 900	\$ 1,133	-65%
Boat Launches	114	170	107	7%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 56	\$ 49	\$ 35	60%

PARK	Seasonal Activities Y-T-D				Seasonal Revenue Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
Welsh Center	12	7	4	200%	\$ 9,600	\$ 4,800	\$ 2,733	251%
Shelters	14	17	15	-9%	\$ 4,250	\$ 4,325	\$ 3,708	15%
Boat Launches	0	0	1	-	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott Mill								
Activity Center	7	5	5	50%	\$ 600	\$ 1,000	\$ 1,500	-60%
Stony Creek								
Disc Golf Daily	1	5	2	-40%	\$ 3	\$ 15	\$ 5	-40%
Disc Annual	17	12	6	200%	\$ 915	\$ 640	\$ 305	200%
Total Disc Golf	18	17	7	145%	\$ 918	\$ 655	\$ 310	196%
Shelters	20	17	18	11%	\$ 4,500	\$ 3,825	\$ 3,858	17%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	0	0	0	-	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	0	1	2	-	\$ -	\$ 200	\$ 367	-
Event Room	3	3	4	-25%	\$ 4,600	\$ 5,800	\$ 6,800	-32%
Kensington								
Disc Golf Daily	1	62	22	-95%	\$ 3	\$ 186	\$ 66	-95%
Disc Annual	15	20	10	45%	\$ 805	\$ 1,100	\$ 563	43%
Total Disc Golf	16	82	32	-51%	\$ 808	\$ 1,286	\$ 629	28%
Shelters	31	23	29	8%	\$ 6,975	\$ 8,450	\$ 7,750	-10%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	2	3	3	-33%	\$ 400	\$ 600	\$ 733	-45%
Hudson Mills								
Disc Golf Daily	59	195	151	-61%	\$ 177	\$ 585	\$ 452	-61%
Disc Annual	29	27	24	19%	\$ 1,515	\$ 1,485	\$ 1,278	19%
Total Disc Golf	88	222	175	-50%	\$ 1,692	\$ 2,070	\$ 1,730	-2%
Shelters	6	3	5	20%	\$ 1,200	\$ 600	\$ 1,000	20%
Canoe Rental	0	0	0	-	\$ -	\$ 4,716	\$ 1,572	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	60	0	0	-	\$ 180	\$ -	\$ -	-
Disc Annual	4	0	0	-	\$ 200	\$ -	\$ -	-
Total Disc Golf	64	0	0	-	\$ 380	\$ -	\$ -	-
Shelters	18	6	14	26%	\$ 4,100	\$ 1,400	\$ 3,283	25%
Lake Erie								
Shelters	2	4	5	-60%	\$ 400	\$ 900	\$ 1,133	-65%
Boat Launches	114	170	107	7%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 56	\$ 49	\$ 35	60%

PARK	Cross Country Ski Rental this Month				Cross Country Ski Rental Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	\$ 1,805	\$ -	\$ 535	237%	\$ 1,805	\$ -	\$ 535	237%
Kensington	\$ 6,288	\$ -	\$ 1,648	282%	\$ 6,288	\$ -	\$ 1,648	282%
Huron Meadows	\$ 9,163	\$ 3,744	\$ 6,921	32%	\$ 9,163	\$ 3,744	\$ 6,921	32%
Hudson Mills	\$ 1,538	\$ -	\$ 287	435%	\$ 1,538	\$ -	\$ 287	435%

PARK	Winter Sports this Month				Winter Sports Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
XC Skiers	8	0	5	50%	8	0	0	-
Ice Skaters	12	0	90	-87%	12	0	37	-67%
Sledders	101	0	89	14%	101	0	0	-
Ice Fishermen	2,779	267	1,213	129%	2,779	267	616	351%
Stony Creek								
XC Skiers	360	30	213	69%	360	30	30	1100%
Ice Skaters	194	76	147	32%	194	76	25	666%
Sledders	780	150	503	55%	780	150	207	277%
Ice Fishermen	0	179	208	-	0	179	140	-
Indian Springs								
XC Skiers	62	1	17	265%	62	1	5	1140%
Sledders	76	0	44	73%	76	0	17	356%
Kensington								
XC Skiers	642	0	143	350%	642	0	4	15950%
Ice Skaters	11	3	97	-89%	11	3	1	1000%
Sledders	1,423	0	7	20229%	1,423	0	14	10064%
Ice Fishermen	153	5	43	256%	153	5	25	512%
Huron Meadows								
XC Skiers	1,510	760	1,554	-3%	1,510	760	1,327	14%
Ice Fishermen	0	4	6	-	0	4	1	-
Hudson Mills								
XC Skiers	404	20	136	198%	404	20	35	1065%
Lower Huron								
Ice Skaters	190	4	184	3%	190	4	25	670%
Willow								
XC Skiers	17	4	10	76%	17	4	1	1175%
Sledders	163	30	135	21%	163	30	10	1530%
Ice Fishing	16	5	31	-48%	16	5	8	109%
Lake Erie								
XC Skiers	29	0	16	85%	29	0	0	-
Sledders	38	0	48	-21%	38	0	3	1325%
Ice Fishing	717	381	509	41%	717	381	288	149%

INTERPRETIVE FACILITIES

PARK	Monthly Patrons Served				YTD Patrons Served			
	(total program participants and non-program visitors)				(total program participants and non-program visitors)			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	3,692	3,090	3,104	19%	3,692	3,090	3,104	19%
Wolcott Mill	968	1,766	1,660	-42%	968	1,766	1,660	-42%
Wolcott Farm	993	869	1,108	-10%	993	869	1,108	-10%
Stony Creek	10,729	12,134	11,300	-5%	10,729	12,134	11,300	-5%
Eastern Mobile Center	516	0	258	100%	516	0	258	100%
Indian Springs	1,592	2,325	2,191	-27%	1,592	2,325	2,191	-27%
Kens NC	14,680	13,062	13,091	12%	14,680	13,062	13,091	12%
Kens Farm	7,316	6,899	5,438	35%	7,316	6,899	5,438	35%
Western Mobile Center	661	694	937	-29%	661	694	937	-29%
Hudson Mills	2,651	2,531	2,582	3%	2,651	2,531	2,582	3%
Oakwoods	8,126	8,941	8,720	-7%	8,126	8,941	8,720	-7%
Lake Erie	8,966	8,475	6,483	38%	8,966	8,475	6,483	38%
Southern Mobile Center	477	237	238	100%	477	237	238	100%
Totals	61,367	61,023	57,112	7%	61,367	61,023	57,112	7%

PARK	Monthly Revenue				YTD Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 1,113	\$ 289	\$ 1,624	-31%	\$ 1,113	\$ 289	\$ 1,624	-31%
Wolcott Mill	\$ 531	\$ 221	\$ 113	371%	\$ 531	\$ 221	\$ 113	371%
Wolcott Farm	\$ 660	\$ 800	\$ 1,121	-41%	\$ 660	\$ 800	\$ 1,121	-41%
Wagon Rides	\$ 14	\$ 24	\$ 20	-30%	\$ 14	\$ 24	\$ 20	-30%
Livestock/Produce	\$ 2,041	\$ 3,698	\$ 2,867	-29%	\$ 2,041	\$ 3,698	\$ 2,867	-29%
FARM TOTAL	\$ 2,715	\$ 4,522	\$ 4,008	-32%	\$ 2,715	\$ 4,522	\$ 4,008	-32%
Stony Creek	\$ 1,455	\$ 1,511	\$ 1,941	-25%	\$ 1,455	\$ 1,511	\$ 1,941	-25%
Eastern Mobile Center	\$ 1,600	\$ -	\$ -	-	\$ 1,600	\$ -	\$ -	-
Indian Springs	\$ 196	\$ 367	\$ 643	-70%	\$ 196	\$ 367	\$ 643	-70%
Kens NC	\$ 1,569	\$ 2,655	\$ 2,887	-46%	\$ 1,569	\$ 2,655	\$ 2,887	-46%
Kens Farm	\$ 3,837	\$ 2,290	\$ 1,950	97%	\$ 3,837	\$ 2,290	\$ 1,950	97%
Wagon Rides	\$ 990	\$ 1,802	\$ 1,061	-7%	\$ 990	\$ 1,802	\$ 1,061	-7%
Livestock/Produce	\$ 531	\$ 1,395	\$ 956	-44%	\$ 531	\$ 1,395	\$ 956	-44%
FARM TOTAL	\$ 5,358	\$ 5,487	\$ 3,966	35%	\$ 5,358	\$ 5,487	\$ 3,966	35%
Western Mobile Center	\$ 1,588	\$ 2,380	\$ 2,999	-47%	\$ 1,588	\$ 2,380	\$ 2,999	-47%
Hudson Mills	\$ 465	\$ 68	\$ 517	-10%	\$ 465	\$ 68	\$ 517	-10%
Oakwoods	\$ 417	\$ 635	\$ 562	-26%	\$ 417	\$ 635	\$ 562	-26%
Lake Erie	\$ 808	\$ 4,390	\$ 2,456	-67%	\$ 808	\$ 4,390	\$ 2,456	-67%
Southern Mobile Center	\$ 1,329	\$ 1,155	\$ 385	245%	\$ 1,329	\$ 1,155	\$ 385	245%
Totals	\$ 19,143	\$ 23,680	\$ 22,101	-13%	\$ 19,143	\$ 23,680	\$ 22,101	-13%

BREAKDOWN OF ATTENDANCE	ON-SITE Programs and Attendance				OFF-SITE Programs and Attendance			
	CURRENT YEAR		PREVIOUS YEAR		CURRENT YEAR		PREVIOUS YEAR	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
Lake St Clair	18	251	9	201	-	-	2	24
Wolcott Mill	8	34	1	8	-	-	-	-
Wolcott Farm	-	-	7	66	-	-	-	-
Stony Creek	30	829	35	1,093	-	-	-	-
Eastern Mobile Center					20	516	-	-
Indian Springs	6	92	21	193	-	-	2	53
Kens NC	34	912	34	825	6	172	2	105
Kens Farm	27	164	13	56	-	-	-	-
Western Mobile Center					29	661	25	694
Hudson Mills	1	16	-	-	5	135	1	31
Oakwoods	7	68	10	99	3	80	-	-
Lake Erie	18	364	18	363	-	-	-	-
Southern Mobile Center					16	477	7	237
Totals	149	2,730	148	2,904	79	2,041	39	1,144
BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)							
	Current	Previous						
Lake St Clair	3,441	2,865						
Wolcott Mill	934	1,758						
Wolcott Farm	993	803						
Stony Creek	9,900	11,041						
Indian Springs	1,500	2,079						
Kens NC	13,596	12,132						
Kens Farm	7,152	6,843						
Hudson Mills	2,500	2,500						
Oakwoods	7,978	8,842						
Lake Erie	8,602	8,112						
Totals	56,596	56,975						

"ON-SITE" - Statistics includes both programs offered to the public and programs offered to school and scout groups.

"OFF-SITE" - Statistics includes outreach programs at schools, special events such as local fairs, or outdoor related trade shows.

"OTHER VISITORS" - Represents patrons to interpretive centers who visit to view exhibits, walk trails, and generally just enjoy the outdoors.