

**Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, April 14, 2016**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, April 14, 2016 at Wolcott Mill Metropark at Camp Rotary.

Commissioners Present:	John C. Hertel Robert W. Marans Bernard Parker Jaye Quadrozzi Anthony V. Marrocco (arrived at 10:35 a.m.)
Staff Officers: Director	George Phifer
Other Attendees: Steve Mann George Carr	Miller, Canfield, Paddock and Stone, PLC Legislative Consultant
Absent: Commissioner Commissioner	Timothy J. McCarthy John E. La Belle

Chairman Hertel called the April 14, 2016 meeting to order at 10:37 a.m.

1. Chairman's Statement

Commissioner Hertel said he was waiting for a quorum to officially begin the meeting. In the meantime, he said it looked like spring was finally here and that he enjoys having meetings at Wolcott as the location is the prettiest spot on the Clinton River. He also said the Metroparks are lucky to have this tributary on our property.

Commissioner Hertel said something good happened earlier in the week. He and Commissioner Marrocco met with Director Phifer and staff at Lake St. Clair Metropark to review the plans for the new playground. Mr. Hertel said Commissioner Marrocco used his history on the Board to represent Macomb County residents. He also said he was glad to see staff and Board members working together and that he believes Director Phifer is doing well and staff will be able to accomplish good things under his leadership.

2. Public Comments

Jerry Sieja, Sterling Heights, said he attended the meeting at Wolcott last year and spoke about the Sheldon Estate. He thanked the Board for saving Camp Rotary, the farm center and the historic center. He also thanked the director, board members and staff for cleaning, repairing and preserving the wall at the Sheldon Estate. Mr. Sieja said he would also like to see some of the trees replaced that were damaged in the storm a couple of years ago.

3. Minutes – March 10, 2016 Regular Meeting

Motion by Commissioner Parker, supported by Commissioner Marans that the Board of Commissioners' approve the March 10, 2016 meeting minutes as presented.

Motion carried unanimously.

4. Approval – April 14, 2016 Agenda

Motion by Commissioner Marans, supported by Commissioner Marrocco that the Board of Commissioners' approve the April 14, 2016 agenda as presented removing item 7-A-1 for the approval of the Lake St. Clair Metropark playground redevelopment.

Motion carried unanimously.

5. **Approval – April 14, 2016 Consent Agenda**

Motion by Commissioner Marrocco, supported by Commissioner Marans that the Board of Commissioners' approve the consent agenda consisting of the following:

- a. Approval – March 2016 Financial Statements and Payment Registers
- b. Approval – March Appropriation Adjustments
- c. Purchases
 1. Safety Surface Mulch, All Locations
 2. Lake Aquatic Chemicals, Kensington, Stony Creek and Willow Metroparks
 3. Chemical Application, Kensington, Stony Creek and Willow Metroparks
 4. Voyageur Canoes, Stony Creek and Lake Erie Metroparks
 5. Waste Removal, various parks
 6. Accounting and HR Office Renovation, Administrative Office
- d. Update – Purchases over \$10,000
- e. Approval – Cooperative Weed Management Area (CWMA) Grant Submittal
- f. Update – Lake St Clair Cooperative Invasive Species Management Area Grant
- g. Approval – Cove Point Playground Replacement, Lake Erie Metropark
- h. Update – Auction Services

Motion carried unanimously.

Regular Agenda

6. **Legislative Report**

Motion by Commissioner Quadrozzi, supported by Commissioner Marans that the Board of Commissioners' receive and file the Legislative Report as submitted by Consultant George Carr.

Discussion: Legislative Consultant George Carr said there were no direct challenges to the Metroparks at this time. He said there may be one bill that will affect the Metroparks depending on how the Authority is defined. Mr. Carr said he would keep Director Phifer and the Board updated on issues that come up between now and the summer recess.

Motion carried unanimously.

7. **Reports**

A. Lake St. Clair Metropark

1. Bids – Playground Redevelopment

Removed from Agenda

Commissioner Parker also asked if there was anything new on the Lake St. Clair playground and asked why the item was removed from the agenda.

Director Phifer explained the purpose of the playground site visit, reviewed discussions held with Commissioners' Hertel, Marrocco and staff, and said items involving the boardwalk and tree preservation needed to be worked out before the project could move forward.

Commissioner Parker asked when construction would begin. Director Phifer said construction would probably not begin until next year and that staff wanted to make sure the layout and scope of the project was appropriate.

Commissioner Hertel said that the playground layout was started by one planning manager and it is now being handled by another person. He also said he wanted to make sure some of the mature trees are not cut down. He also said he wanted to make sure the plan, which includes the playground and the boardwalk are designed properly and with care.

B. Stony Creek Metropark

1. Approval – Professional Design Services, Golf Course Cart Path

Motion by Commissioner Quadrozzi, supported by Commissioner Marrocco that the Board of Commissioners' approve proposal from Rowe Professional Services, Co. of Farmington Hills in the amount of \$48,387 for engineering design services as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manager of Engineering Mike Brahm-Henkel updated the Board on the history of the project stating the Board approved the project at the Oct. 8, 2015 meeting and that staff requested the contract termination at the Feb. 11, 2016 meeting due to changes in the scope of work.

Commissioner Parker asked if there was a timeframe for construction. Mr. Brahm-Henkel said that construction could begin this year and that he hoped the project would be completed by the end of October.

Motion carried unanimously.

7. Reports

C. Wolcott Mill Metropark

1. Bids – Grist Mill Wheel Replacement

Motion by Commissioner Parker supported by Commissioner Marans that the Board of Commissioners' (1) award Contract No. 713-15-037 to the low responsive, responsible bidder, Cross Renovation, Inc. of Livonia in the amount of \$77,777.77; and (2) transfer \$77,778.00 from the Unallocated Major Maintenance account for Lower Huron to cover the cost of the project as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Mr. Brahm-Henkel updated the Board on the project and said staff had trouble receiving bids, as the project was very specialized.

Commissioner Hertel asked for an explanation regarding the funding for ice-skating. Mr. Brahm-Henkel said funds were budgeted to replace lighting at the skating ponds at Lower Huron. However, the lighting needs to be updated, which changes the scope of the project. He said the project would not be completed this year.

Commissioner Quadrozzi asked why the project was not budgeted. Mr. Brahm-Henkel said because of the way the budget process, is set up, it wasn't until after the budget was approved that staff was asked to look into repairing the wheel.

Commissioner Parker asked if staff has looked into using the wheel as an alternative energy source. Mr. Brahm-Henkel explained that the building set up and how that the wheel was an addition to the building, that a turbine under the building turned the wheel and that the water in the pond did not actually power the wheel. The wheel is more of a decorative part of the building.

Commissioner Parker encouraged staff to look into how the wheel could be used to generate alternative energy.

Commissioner Marrocco asked if the contractor was going to take the wheel apart. Mr. Brahm-Henkel said yes, that the contractor would rebuild the wheel by hand.

Commissioner Marrocco also said staff should contact PBS and tape the wheel rebuild and then show it on one of their shows. Director Phifer said it would be a good project for the new media relations person to look into.

Commissioner Marans said he remembers when the wheel was built in the early 1990s and that there was a lot of discussion about the cost.

Commissioner Marrocco said this project would be a good one for the Foundation to raise funds for to help minimize costs to the Metroparks. Director Phifer said he has spoken to Molly Bell previously and this project is on her radar.

Motion carried unanimously.

7. Reports

D. Interpretive Department

1. Approval – Summer Fun at the Metroparks

Motion by Commissioner Marans, supported by Commissioner Parker that the Board of Commissioners' (1) approve the Summer Fun at the Metroparks community outreach initiative; and (2) approve a budget transfer from the general Fund Balance in the amount of \$143,000 to the Western, Southern and Eastern District Community Outreach accounts as recommended by Interpretive Services Manager Jennifer Hollenbeck and staff.

Discussion: Director Phifer introduced Interpretive Services Manager Jennifer Hollenbeck.

Ms. Hollenbeck updated the Board on the project stating there would be a total of 24 events (four events each) at Lake St. Clair, Stony Creek, Kensington, Lower Huron, Hudson Mills and Lake Erie Metroparks. She said the Metroparks would provide transportation, food, welcome packets and T-shirts to participants; that staff would contact organizations for donations and grants; that at least 20 volunteers would be used per event; staff would track data with pre and post event evaluations and that there would be a variety of structured and unstructured events.

Commissioner Quadrozzi asked if the events were just for children. Ms. Hollenbeck said no, the events were open to all ages. Staff will use a reservation system and the events would be limited to 200 people.

Commissioner Quadrozzi said she would like to see activities for older people as well (i.e. Tai Chi, gentle yoga). She also said she wanted to see signage that made it look like a fun event. She also said it looks like a great event and incorporates Commissioner Parker's idea about providing transportation and Commissioner Hertel's idea about community outreach.

Commissioner Marans asked what other organizations staff has reached out to (i.e. Washtenaw County, University of Michigan). He also asked how staff planned to market the project. Ms. Hollenbeck said staff has already reached out to religious groups, senior centers etc. Director Phifer said a media relations person was just hired and she would also be promoting the event.

Commissioner Quadrozzi asked that staff please look into finding a sponsor to provide refillable water bottles and not use store bought water bottles.

Commissioner Parker said this is a great project and thanked staff for creating events that involve more than just bussing kids to a park.

Motion carried unanimously.

E. Administrative Office

1. Approval – Amended/Restated Bylaws

Motion by Commissioner Parker, supported by Commissioner Quadrozzi that the Board of Commissioners' approve the revised and restated bylaws as proposed and recommended by Director Phifer and Steve Mann of Miller Canfield.

Discussion: Director Phifer updated the Board on the changes to the amended Authority Bylaws. He said one change was to the Pension and Retiree Health Care Trust committees. The amended bylaws now say, "Committees are set by the Board of Commissioners from time to time" to make it consistent.

Commissioner Hertel asked what the other changes included. Steve Mann with Miller Canfield said the executive secretary position was eliminated, the Pension and Retiree Health Care committees were updated in order to keep the Pension Plan in compliance, a CFO position was created and the parliamentary procedures was changed from *Cushing's Manual of Parliamentary Practice* to *Robert's Rules of Order Newly Revised*.

Commissioner Marrocco asked if Director Phifer was good with the changes. Director Phifer replied yes.

Commissioner Quadrozzi said she liked the updated bylaws, which brings the Pension Plan into compliance and that it had straightforward language.

Motion carried unanimously.

7. Reports

E. Administrative Office

2. Update – Revised Adoption Agreement for the ICMA 401 Plan

Motion by Commissioner Marans, supported by Commissioner Parker that the Board of Commissioners' approve the revised adoption agreement for the 401 plan with ICMA-RC in accordance with IRS regulations as recommended by Controller Franchock and staff.

Discussion: Controller Franchock said the amendment to the Pension Plan approved by the Board at its Jan. 10, 2013 meeting had a scrivener error and in order to comply with IRS regulations, the correction needed to be approved before April 30, 2016. Ms. Franchock said Ken Sachs with Miller Canfield would be at the May 12, 2016 meeting to answer questions.

Motion carried unanimously.

8. Other Business

None

9. Staff Officer Update

Director Phifer introduced Lisa Croff as the new media relations specialist and updated the Board on her background.

Ms. Croff introduced herself and highlighted her background and explained why she choose to come to the Metroparks. She said she has a lot of media contacts to promote the parks and said the new "Summer Fun at the Metroparks" initiative will make a good morning show promo. Ms. Croff also showed a video that she and Director Phifer put together in three days.

Director Phifer asked Manager of Planning Nina Kelly to introduce the new Systems Planner. Ms. Kelly introduced Carolyn Lusch and said she had been working for the Metroparks in a part-time capacity and was hired full-time as the Systems Planner. Ms. Kelly also reviewed Ms. Lusch's background and education.

Ms. Kelly also updated the Board on the first Stony Creek master-planning meeting held on April 2, 2016. She said Commissioner Marrocco attended and that there was a good turnout for the two-hour meeting that included activities for adults and children. She said there would be another Stony Creek master-planning meeting and then staff would begin working on the master plan for Wolcott.

Director Phifer expressed his condolences for the loss of Commissioner Hertel's brother.

Director Phifer also thanked Steve Mann and Miller Canfield for their hard work and timely responses to staff requests.

10. Commissioner Comments

Commissioner Marans referred to the sustainability comments and said he would like to hear from staff on sustainability efforts at the parks. He said he was at the University of Illinois earlier in the week and they had a great sustainability program. He said the university partnered with Kimberly Clarke on a program that turned recycled plastic water bottles into park benches. Commissioner Marans also said they have a good recycling program for dredging. He said there is a lot staff can do to reduce our use and he would like to see an update about efforts in the parks as well as the administrative office.

Commissioner Quadrozzi said staff should work on collaborating with counties and other area organizations, so that the people that are in a position to promote the Metroparks can do so.

Commissioner Parker said he liked the video and hopes we can use it on social media etc.

Commissioner Parker also said he would like to form an ad hoc committee to look at compensation to see what other organizations pay their employees so the Board can make sure Metroparks employees are paid appropriately.

Commissioner Hertel said the item would be added to a future agenda.

Commissioner Hertel said he also had the opportunity to meet with Ms. Croff earlier in the week and that she said social media marketing is high on her to do list.

Commissioner Marrocco said he wanted to recognize Tom Welsh, Jr. who was in attendance at the meeting today. He said his father was an integral part of the parks and was instrumental in having the equestrian trails added to the park system.

Mr. Welsh, Jr. said he owns a billboard near 32 Mile and Gratiot and would like to donate the use of the billboard to the Metroparks. He also said he had a mobile billboard trailer that he would like to make available to promote events at the farm center. He said he would work with Director Phifer on the details and is happy he can help promote the parks.

Commissioner Hertel thanked everyone for the kindness shown to his family during this hard time. He also said he is happy because the Metroparks now have a development director, a volunteer services supervisor and a real media relations specialist to promote the parks.

11. Motion to Adjourn

Motion by Commissioner Parker supported by Commissioner Marrocco that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 11:42 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary