

**Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, August 11, 2016**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, August 11, 2016 at Lake St. Clair Metropark at the Thomas Welsh Activity Center.

Commissioners Present:	John C. Hertel Timothy J. McCarthy Robert W. Marans Bernard Parker Jaye Quadrozzi
Staff Officers: Director	George Phifer
Other Attendees: Steve Mann Holly Bettersby Christopher Frescoln	Miller, Canfield, Paddock and Stone, PLC Johnson, Rozati, Schultz, Joppich PC Fausone Bohn, LLP
Absent: Commissioner Livingston County Representative	Anthony V. Marrocco Vacant

Chairman Hertel called the Aug. 11, 2016 meeting to order at 10:30 a.m.

1. Chairman's Statement

Commissioner Hertel welcomed everyone to Lake St. Clair Metropark and said he and staff just found out that the beach was closed due to high E. coli levels.

2. Public Comments

Frank Campbell, Metroparks part-time retiree, said he was hoping the director would change his mind on the Silver Card policy and that he understands why discontinuation happened as people used the card to gain entry into the parks for free. He also said he believes the part-time retirees earned the privilege of free golf.

Tom Scott, Sterling Heights, said he thinks the parks are fabulous but had two complaints. One, the summer bands were horrible and have had poor turnout; and two, the parking lot no longer has markings, which made it easier to find your car at the end of the day.

Lisa Grodsky, Oakland Livingston Human Services Agency, thanked the Board and staff for having the Summer Fun events in the parks. She said her agency was approached to participate and said the event was phenomenal and really helped those who would not normally have the opportunity to attend events in the park.

Ken Dean, Metroparks part-time retiree, said he made a partial presentation at the July 2016 meeting on the Silver Card, that he requested an answer from the director on the policy, has not heard from anyone and wanted to know if the Silver Card retirees would receive an answer.

Commissioner Hertel said there was a golf update on the agenda.

3. Minutes – July 14, 2016 Regular Meeting

Motion by Commissioner Marans, supported by Commissioner Parker that the Board of Commissioners' approve the July 14, 2016 meeting minutes as presented.

Motion carried unanimously.

4. Approval – August 11, 2016 Agenda

Motion by Commissioner Quadrozzi, supported by Commissioner McCarthy that the Board of Commissioners' approve the August 11, 2016 agenda as presented.

Commissioner McCarthy said he understood the ICMA item needed to be discussed in closed session and requested item 6-G-2 – *Retiree Health Care Trust ICMA-RC Participation Agreement* be moved to after closed session.

All present consented.

Motion as amended carried unanimously.

5. Approval – August 11, 2016 Consent Agenda

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

- a. Approval – July 2016 Financial Statements and Payment Registers
- b. Approval – July 2016 Appropriation Adjustments
- c. Purchases
 1. Park Brochures, All Locations
 2. Invasive Species Control – Phragmites, Various Locations
 3. Invasive Shrub Control, Various Locations
 4. Tree Removal, Lower Huron, Willow and Oakwoods Metroparks
- d. Update – Purchases over \$10,000
- e. Update – Unmanned Aerial Vehicle Insurance
- f. Bids – Roadway Reconstruction and Resurfacing, Kensington
- g. Approval – Water Quality Monitoring Agreements, Stony Creek and Kensington

Commissioner Hertel said the drone insurance was an unusual item.

Motion carried unanimously.

Regular Agenda

6. Reports

A. Planning Department

1. Approval – Stony Creek Master Plan

Motion by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners' approve the Stony Creek Master Plan as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the details of the Master Plan and explained the process and posting for feedback.

Commissioner Hertel asked how much public input there was. Ms. Kelly said there were 600 online responses, good attendance at both public meetings and three emails received during the two-week public comment period.

Commissioner Hertel asked if the public had any objections to the plan. Ms. Kelly replied no. However, mountain bikers that use the park wanted more areas added to the trails.

Commissioner Marans said it was a good plan and likes the phase in approach, which is a new approach and will help guide staff.

Motion carried unanimously.

6. Reports

B. Lake St. Clair Metropark

1. Approval – DTE Utility Pole Relocation

Motion by Commissioner McCarthy, supported by Commissioner Quadrozzi that the Board of Commissioners' (1) approve staff moving forward with DTE Energy Company (DTE) on project 502-16-673 to relocate the existing primary power supply to Lake St. Clair Metropark in the amount of \$265,000; (2) and approve a fund transfer for the project from the General Fund Balance 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 power line and electrical issues at Lake St. Clair Metropark that included frequent power outages and heavy equipment that needs to go through the marsh to fix power lines during outages. Mr. Brahm-Henkel said staff talked with DTE representatives and conducted onsite property visits. A tree survey was also completed and it was determined that 33 trees would need to be removed to accommodate relocating the power lines.

Commissioner Hertel said the power line issue has been an ongoing problem and that the electric poles are currently located in the marsh, which is soggy soft ground. The park has also lost a lot of revenue due to frequent power outages and that an outage last year was over a busy holiday weekend.

Commissioner Parker asked if DTE had any cost responsibility. Director Phifer said DTE was not required to move the lines, and this was a Metroparks request. The project was estimated to cost up to \$500,000, and with the Metroparks and DTE working together, both organizations agreed to share the cost to relocate the poles.

Commissioner Parker also asked if the new location was better. Mr. Brahm-Henkel said yes; however, it would not completely eliminate power outages, it would reduce outages and provide better access for equipment needed to repair the utility lines.

Commissioner Hertel said Director Phifer did a lot of work to get this issue resolved and that his hard work was appreciated.

Motion carried unanimously.

2. Approval – West Beachfront and Playground Redevelopment Project

Motion by Commissioner Marans Supported by Commissioner McCarthy that the Board of Commissioners' accept the proposal from Anderson, Eckstein, and Westrick, Inc. for professional design services in the amount of \$23,950 as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the background of the project stating that she approved the contract termination with Johnson Ethics Land Studio at the July 14, 2016 meeting. She said staff contacted Anderson, Eckstein and Westrick (AEW) about resubmitting their original proposal and noted that the AEW proposal was \$10,000 less than JHLE.

Commissioner Parker asked about the timeline for the project. Ms. Kelly said staff would like to break ground on demolition items this fall and finish in the spring.

Motion carried unanimously.

C. Wolcott Mill Metropark

1. Approval – Trail Easement Agreement

Motion by Commissioner Quadrozzi, supported by Commissioner Parker that the Board of Commissioners' authorize staff to work towards a formal easement agreement with Ray Township for the construction of a continuous pedestrian, horse and wagon trail between the Wolcott Farm and Historic Center as recommended by Manager of Engineering, Mike Brahm-Henkel and staff.

Discussion: Mr. Brahm-Henkel updated the Board on the history of the project and said staff has had preliminary discussions with Ray Township officials regarding getting permission for an easement that would go across township property.

Motion carried unanimously.

D. Stony Creek Metropark

1. Approval – Cart Path Reconstruction

Motion by Commissioner Quadrozzi, supported by Commissioner Marans that the Board of Commissioners (1) award Contract No. 509-16-534 to the low responsive, responsible bidder, James P. Contracting, Inc., in the amount of \$1,278,601.50; (2) and authorize the transfer of \$275,000 from the Lake St. Clair Unallocated Major Maintenance Account, \$239,000 from the Lake St. Clair Unallocated Capital Account, \$75,000 from the Hudson Mills Unallocated Major Maintenance Account, \$17,000 from the Willow Major Maintenance Account, \$79,000 from the Stony Creek Unallocated Major Maintenance Account, and \$230,000 from the Kensington Capital Unallocated Account to the Stony Creek Unallocated Capital Account to fund the project as recommended by Mike Brahm-Henkel and staff.

Discussion: Mr. Brahm-Henkel updated the Board on the project history and staff's recommendation on how best to fix the drainage issues.

Commissioner Marans asked if the \$360,000 was left from the original contract. Mr. Brahm-Henkel replied yes.

Commissioner Quadrozzi asked if the \$1.28 million was just for this phase of the project. Mr. Brahm-Henkel replied yes. Commissioner Quadrozzi said it was a lot of money but needed to be done.

Commissioner Parker asked if the golf revenue at Stony Creek would be able to help offset the cost. Director Phifer said staff would be giving a golf update under other business.

Motion carried unanimously.

E. Delhi Metropark

1. Approval – Delhi Court Resurfacing Project

Motion by Commissioner Parker, supported by Commissioner Quadrozzi that the Board of Commissioners' approve the contribution of \$3,150, which is 10 percent of the project cost, to the Scio Township resurfacing project for Delhi Court as recommended by Director Phifer and staff.

Discussion: Ms. Kelly said Scio Township representatives approached Metroparks staff to determine whether the Authority would be interested in contributing funding to the project, which totals \$31,500. While a specific amount was not requested, staff suggested supporting the project with a 10 percent contribution.

Commissioner Marans said he was approached by Washtenaw County officials regarding this project and said the paving would give patron's access to parts of Delhi that normally does not get used. In addition, the project also helps with signage.

Motion carried unanimously.

6. Reports

F. Lake Erie Metropark

1. Approval – Memo of Understanding, Detroit River-Western Lake Erie Cooperative Weed Management Area

Motion by Commissioner Marans, supported by Commissioner Parker that the Board of Commissioners' approve the Memorandum of Understanding with the Detroit River Western Lake Erie Cooperative Weed Management Area (CWMA) as recommended by Natural Resources Coordinator Ryan Colliton and staff.

Discussion: Natural Resources Coordinator Ryan Colliton updated the Board and said the request was to extend the MOU.

Commissioner Hertel asked about the algae bloom in Lake Erie. Mr. Colliton replied he did not have information on the algae bloom.

Motion carried unanimously.

6. Reports

G. Administrative Office

1. Update – Administrative Office Redesign

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners' receive and file the Administrative Design report as presented.

Discussion: Director Phifer introduced Craig Borum, Professor of Architecture with the Taubman College of Architecture and Urban Planning at the University of Michigan.

Mr. Borum said staff on the project consisted of students, graduate students and that they conducted site visits, met with both administrative and park staff, looked at the current administrative office, the Kensington park office and the vacant land, which is being considered for a new building. Mr. Borum said analysis was done to understand zoning requirements, speaking with staff regarding spatial, privacy and storage needs. He reviewed the current Kensington park office and said the building is outdated and has several issues one of which is that it's a two-story building, which make it hard to move around and is not handicap accessible. Mr. Borum said the trends for office space were moving towards floor plans that are more open and that have natural lighting and flexible workspaces and storage areas. The location near I-96 was also incorporated into the design by tucking the building into the woods to help reduce highway sound.

Commissioner Marans said the quality, thoroughness is quite good, and he was impressed with the changes in the public space because the Metroparks would be celebrating 80 years in 2019. The sustainable design is impressive considering the geography.

Commissioner Marans asked if the South Lyon community has seen the proposal and what where the next steps. Director Phifer said staff spoke with South Lyon residents that lived near the vacant land and said they were pleased that the Metroparks would be retaining the land, as they were concerned about developers and what would be built on the site (i.e. tall buildings).

Director Phifer said staff was seeking Board support to move forward with the project as well as continue to address other issues with the current building. He also said staff would meet with residents and keep them informed on the progress of the project.

Commissioner McCarthy said if the Board decided to proceed, would the park office be demolished or if the office would be redesigned for park use. Director Phifer said he would have discussion with staff on the best way to repurpose the building.

Commissioner Quadrozzi said it was important to make staff space conducive for collaborating on projects.

Commissioner Parker asked if staff looked at geothermal and other options. He also said he would like to see the lobby area expanded into more than just an exhibit area where people could come into the office and take advantage of the space. He also said he would like to see adequate board room space.

Commissioner Parker also said he hopes staff considers cost and that the building not become the best part of the parks. Director Phifer said staff will continue to identify area in the parks that require updating and try to maintain balance.

Commissioner Hertel said it was a good presentation and said Commissioner Parker had good points about resources. He said he came on the Board in the mid-1980s when the office was moved from downtown Detroit to the current location. He would like staff to look at rental properties since real estate is inexpensive right now. He said while he would not like to have to move in that direction (leasing), the Board needs to take into account employee productivity and while the millage isn't increasing, neither is attendance.

Commissioner Hertel also reiterated his request to have a Board committee to look at land and the possible sale of parcels that have no use or plans for development.

Motion carried unanimously.

6. Reports

G. Administrative Office

2. Approval – Retiree Health Care Trust ICMA-RC Participant Agreement

Moved to after the closed session.

3. Approval – Internal Control Review Update

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners' approve expanding the scope of work for the internal control review currently being performed by Plante Moran to include a single unified best-practice policy and procedure document for the financial reporting process for an amount not to exceed \$2,000 as recommended by Controller Franchock and staff.

Motion carried unanimously.

7. Closed Session

At the regular meeting of the Board of Commissioners' held on Aug. 11, 2016 there was a motion by Commissioner Parker supported by Commissioner McCarthy that the Board of Commissioners adjourn to a closed session to (a) consult with attorney regarding pending litigation – [Section 8\(e\) of the Michigan Open Meetings Act M.C.L. 15.268 \(e\)](#); and (b) consult with attorney(s) to consider a legal opinion from outside counsel within the attorney-client privilege - [Section 8\(h\) of the Michigan Open Meetings Act M.C.L. 15.268 \(h\)](#).

ROLL CALL VOTE

Voting yes: McCarthy, Parker, Marans, Quadrozzi, Hertel

Voting no: None

Absent: Marrocco

Vacant: Livingston County Representative

The regular meeting adjourned at 11:42 a.m.

Chairman Hertel reconvened the regular meeting at 12: 27 p.m.

It was moved by Commissioner Parker, supported by Commissioner Quadrozzi that the Board of Commissioners' accept the recommendation by legal counsel as discussed in closed session.

Motion carried unanimously.

6. Reports

G. Administrative Office

2. Approval – Retiree Health Care Trust ICMA-RC Participant Agreement

Motion by Commissioner McCarthy, supported by Commissioner Marans that the Board of Commissioners' approve the revised participation agreement for Vantage Trust II Collective Investment Funds Trust for the ICMA Retirement Health Savings Accounts as recommended by Controller Franchock.

Motion carried unanimously.

8. Other Business

a. Salary Compensation Survey

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners (1) approve the recommendation to hire The Archer Company to conduct an Executive Compensation Analysis survey for the Metroparks; and (2) approve the transfer of \$9,250 from the Fund Balance to the Human Resources Professional Services account to cover the cost of the project as recommended by Human Resources Manager Randy Rossman and staff.

Discussion: Director Phifer said as requested by the Board at the July 14, 2016 meeting, staff was bringing a recommendation for the approval to hire an outside consultant to review executive staff compensation.

Commissioner Marans asked what the timeframe on the project would be. Director Phifer said the process would take approximately two months.

Commissioner Hertel said the scope of work should be with similar organizations in the parks and recreation area.

Motion carried unanimously.

b. Golf Update

Director Phifer said staff would be updating the Board on golf revenue, silver card member usage and policies.

Commissioner McCarthy said in the interest of time, if staff would limit the presentation to issues with the Silver Card.

Golf Services Superintendent Braddon Maddick updated the Board on Silver Card golf usage compared to golf usage as a whole. He reviewed golf totals for 2015 and 2016, pricing per round, revenue per round and overall Silver Card usage.

Director Phifer reviewed Silver Card policies beginning with the 2005 policy and the changes that occurred after that time. He reviewed other local agency policies on golf stating no other park or government system offers free golf except during the time an employee is working; and reviewed the opinion given by legal counsel.

Director Phifer recommended giving current/existing Silver Card members ten (10) 2-for-1 coupons to use during the golf season and that the Silver Card be phased out over a three-year period beginning in 2017 and ending in 2019.

Commissioner Marans asked if the Silver Card holders would receive 10 coupons for three years. Director Phifer replied yes.

Commissioner McCarthy asked if this was for both the Gold and Silver Card. Director Phifer said the Silver Card, and that the Golf Card was for full-time retirees.

Commissioner McCarthy said he would like to spend time looking at both the Gold and Silver Card policies and make his own recommendation at the October meeting.

Commissioner Hertel asked for a motion to table the golf item.

Motion by Commissioner McCarthy, supported by Commissioner Quadrozzi that the Board of Commissioners' table the Gold and Silver Card policy until the October 13, 2016 meeting.

Commissioner Parker asked if this included the Gold Card as well.

Commissioner Hertel replied yes.

Motion carried unanimously.

9. Staff Officer Update

Director Phifer introduced Eric Ellis as the new manager of natural resources and regulatory compliance, replacing Paul Muelle. Mr. Ellis introduced himself to the Board and provided his background.

Human Resources Manager Randy Rossman introduced Wayne Flees, the new HR/safety risk management coordinator. Mr. Flees introduced himself and provided the Board his background.

Media Relations Specialist Lisa Croff update the Board on media efforts and said she recently met with the Detroit Metro Convention Bureau on partnering with the Metroparks to promote tourism in the area. Ms. Croff also updated the Board on viewership numbers and publicity values received through media outreach efforts. She also showed a recent segment NBC aired on Summer Fun at the Metroparks.

10. Commissioner Comments

Commissioner Hertel called for a moment of silence in memory of Commissioner Jack La Belle.

Commissioner Marans said he was at Hudson Mills for one of their Summer Fun events and was glad to hear it would be occurring again next year.

Commissioner Quadrozzi said she loved to hear the public during the public participation portion of the meeting and encourage people to keep attending the meetings.

Commissioner Parker asked if staff offered reduced pricing for the pool when the beach closes. Director Phifer said not at this time, but would look into the option and report back to the Board.

Commissioner Parker also asked if there was protocol or if anything was done for commissioners when they pass.

Commissioner Hertel said it is up to the Board and that the building they were in was named after former Commissioner Thomas Welsh. Director Phifer said he would speak with staff and report back to the Board.

11. Motion to Adjourn

Motion by Commissioner Marans supported by Commissioner McCarthy that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 12:55 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary