

**MINUTES  
BOARD OF COMMISSIONERS MEETING  
HURON-CLINTON METROPOLITAN AUTHORITY  
THURSDAY, NOVEMBER 8, 2012**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, November 8, 2012 at the Administrative Offices. The meeting was convened in pursuance to a call thereof by the Executive Secretary and due notice was given to the HCMA Board of Commissioners.

Present:	Commissioners:	John E. La Belle John P. McCulloch Robert W. Marans Timothy J. McCarthy Harry E. Lester
	Staff Officers:	
	Director	Vacant
	Deputy Director	Gregory J. Almas
	Controller	Lisa Dolan
	Executive Secretary	George Phifer
Absent:	Commissioner	Anthony V. Marrocco
	Commissioner	John C. Hertel
Others:	Legislative Consultant	George Carr
	Attorney	Michael McGee
	Labor Consultant	Tom Eaton

The meeting was called to order by Vice Chairman La Belle at 10:30 a.m.

**1. Chairman's Statement**

Vice Chairman La Belle recognized Lisa Dolan as the new controller. La Belle also said this appointment represents the first stage of retooling the organization and that she comes with a lot of credentials. La Belle said times have changed and that the organization has to learn to do more with less.

**2. Public Comments**

Larry Noodén, Clinton Huron Environmental Coalition (CHEC), said the reorganization is timely and that there are some difficult decisions to make. Noodén said HCMA is a fine organization and it shouldn't be scrapped.

Toni Spears, HCMA volunteer, said she looked at the draft of the Master Plan for Wolcott Mill and that the partnerships that exist with Forgotten Harvest and volunteers should be encouraged and supported. Spears said the Mill would cost \$400,000 to get it operating which exceeds the \$3 million that has been allocated for the Five-year-Plan. Spears said purchasing two pumpkin shooters would cost \$10,000 each and that launching pumpkins is not how HCMA should be spending money. Spears also said that she noticed that the Police Department is purchasing five handguns for \$4,000 each for a total of \$20,000. Spears also said that only one position in the organization chart reports to the director; and she wanted to know who the Police chief reported to.

**3. Minutes – October 2012**

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners approve the Oct. 11, 2012 regular meeting minutes as submitted by Executive Secretary Phifer and staff.

Motion carried unanimously.

**4. Approval of November 8, 2012 Agenda**

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the agenda for the November 8, 2012 Board of Commissioners meeting be approved.

Motion carried unanimously.

**5. Financial Statements – October 2012**

It was moved by Commissioner McCarthy, supported by Commissioner Lester that the Board of Commissioners approve the October 2012 financial statements as submitted.

Motion carried unanimously.

**6. Vouchers – October 2012**

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the vouchers for September (0225814 through 0226098) be approved as submitted.

Motion carried unanimously.

**7. Purchases**

Purchasing Buyer Maria van Rooijen requested the Board approve the following purchases:

**A. Lockers – Lake St. Clair**

- Award ITB-12-026 to the low responsive, responsible bidder American Locker Security Systems, Inc. in the amount of \$25,997.90 as recommended by buyer Maria van Rooijen and staff.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners approve the purchase as recommended by Buyer Maria van Rooijen and staff.

**B. Hydraulic Sewer Jetter – Willow Metropark**

- Award ITB-12-027 to the low responsive, responsible bidder, Spartan Tools LLC, in the amount of \$34,575.00 as recommended by Buyer Maria van Rooijen and staff.

It was moved by Commissioner Lester, supported by Commissioner McCulloch that the Board of Commissioners approve the purchase as recommended by Buyer Maria van Rooijen and staff.

Motion carried unanimously.

**8. Reports**

**A. Wolcott Mill**

**1. Approval – Draft Master Plan**

Chief Planner Susan Nyquist said as reported last month, the Board was provided a draft of the Wolcott Mill Metropark Master Plan and that staff is seeking input from the Board. Nyquist said the Plan prioritizes the acquisition of significant parcels of land within the approved park boundaries that have yet to be acquired and evaluate potential land exchange(s) or sale(s) with Ray Township. The Plan proposes the future replacement, removal, or reconstruction of aging and deteriorating facilities and infrastructure such as the Mill, the golf starter building and that the Plan incorporates proposed road abandonment and/or improvements.

It is the desire of staff to have the Board comment on the Plan; make recommendations for amendments or changes to the Plan; and, approve presentation of the Plan to the public.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners receive the Preliminary Draft Wolcott Mill Metropark Master Plan as presented; direct staff to solicit public input; and, subsequently return the Plan to the Board for final approval; as recommended by Chief Planner Nyquist and staff.

Motion carried unanimously.

## 8. Reports

### B. Stony Creek

#### 1. Proposal – Consultant Services, South Dam Bypass Sluice Gate Repairs

Supervising Design Engineer Laura Martin reported the water level of Stony Lake is controlled by the Lower Dam which is equipped with a floating moveable drum gate. The drum gate operates in combination with two 30-inch bypasses, each of which are equipped with sluice gates to open and close the bypasses. By raising the drum gate and closing the bypasses, the lake's water level is raised in the spring to maximize the Stony Lake impoundment for the summer use season. It is normally lowered approximately three feet in the fall to protect shoreline improvements, reduce erosion and to ensure adequate downstream flows during the winter season.

Martin said the two bypass sluice gates for the Stony Lake Lower Dam are currently inoperable. The west bypass sluice gate is currently stuck in a partially opened position, and is leaking water downstream. These conditions, along with normal leakage through the drum gate seals, have caused the existing water level to fall below the crest of the drum gate.

Martin said the control mechanisms for the bypasses and the drum gate are critical for the proper operation of the dam, and should be fully functional at all times. Therefore, an investigation of the bypass sluice gates and other mechanisms is needed to determine the problem and take corrective action.

Martin said staff has also requested and received Stantec's proposal to prepare a scope of work and contract documents for a repair project to provide the following: place bypass stop-plates (to isolate the sluice gates); install temporary drum gate struts; dewater all interior chambers; clean by water blasting interior spaces; clean interior and exterior faces of the drum gate.

Martin said the proposed repair contract will include alternates for pricing depending upon the conditions encountered during the investigation and assessment. Stantec's proposal dated Oct. 25, 2012 (based on estimated time and materials) is \$34,500.

Martin said staff believes it is important to proceed promptly to authorize consultant services as recommended, so that bids for contractor services can be promptly solicited to assist in the investigation of the bypass mechanisms, and to make the necessary repairs, as soon as possible. Based on Stantec's proposal, bids would be received in January 2013, a contract for repairs would be brought to the Board of Commissioners for approval in February 2013, and work would be completed before the 2013 use season. Any delay of this schedule may result in unusually low lake levels, and inadequate level control, for the 2013 use season.

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners accept the proposal from Stantec Consulting Michigan, Inc. in the amount of \$34,500; transfer \$34,500 from the Stony Creek Capital Improvement Account and authorize staff to execute the necessary professional services agreement, as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously

## 8. Reports

### C. Lake Erie

#### 1. Bids – Pool Blower Room Dehumidification

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners award Contract No. 712-12H to the low responsive, responsible bidder, Erie Welding & Mechanical Contractors, Inc. in the amount of 21,842.00 and as recommended by Supervising Design Engineer Martin and staff. No additional appropriation will be necessary, sufficient funds exist within the Lake Erie Major Maintenance account to fund this project.

Motion carried unanimously.

## 8. Reports

### D. Administrative Office

#### 1. Approval – Administrative Office Organization Plan

Discussion was held on this item.

It was moved by Commissioner McCulloch, supported by Commissioner McCarthy that the Board of Commissioners approve the Administrative Office Organization Plan, promotions and hiring as needed to maintain staffing at the target level as recommended by Deputy Director Gregory J. Almas and Human Resources Manager Carol Stone and staff.

Motion carried unanimously

#### 2. Preliminary 2013 Budget Estimates

Controller Lisa Dolan reported that the format is somewhat similar to what has been provided in the past, however, there are a few suggested changes. These changes relate to the budgeting of land acquisitions and capital improvement projects. Land Acquisition has historically been budgeted at \$5.4 million every year. This \$5.4 million represents the total amount reserved for land purchases, however, not all of the reserve will be spent in one year. Dolan said she proposes that we budget only what will be spent. Dolan said she recommends the same change for Capital Improvement Projects; and staff should budget only the amount to be spent on projects in the budget year.

Dolan said the 2013 Budget is following a year of major change at HCMA in which 34 employees terminated employment, primarily due to an early retirement incentive program. The result of this significant employee departure is a considerable reduction in full-time wages and benefits. On Schedule 5, the "Administrative" wages (\$4.3 million) are down \$300,000 from 2012 projected wages of \$4.6 million. Schedule 6 shows "Park Operations" expenditures are down from \$30 million to \$28.8 million.

Dolan said staff expects to receive grants for two projects in 2013, the Lake St. Clair parking lot for \$1,409,000 and the Kensington Nature Center Sheet Pile Repairs for \$94,000.

Dolan said Property Tax Revenue continues to decline as a result of decreasing taxable values and tax abatements.

Dolan said that in 2013, 40 acres of land at Wolcott Mill is budgeted to be purchased, if Board approved, at approximately \$250,000. Dolan said the second change relates to budgeting Capital Improvement Projects. The Planning and Engineering departments submitted an optimistic list of Capital Improvement Projects totaling \$8.8 million. After some discussion, staff feels that a more realistic budget amount is approximately \$6.8 million, based on historical expenditure trends and staffing levels (\$3 million relates to the grant project at Lake St. Clair). The historical trend for capital improvement projects has been \$3 million for the last three years.

Dolan said as anticipated for the current year of 2012, Fund Balance is projected to be used in the amount of \$3 million, reducing the Fund Balance to \$28.6 million at the start of 2013. In 2013, it is also expected that \$3 million of Fund Balance will be used to balance the budget, bringing our total Fund Balance down to \$25.6 million. Keep in mind that this is largely dependent upon how many capital improvement projects are completed throughout the year.

It was moved by Commissioner Lester, supported by Commissioner McCulloch that the Board of Commissioners approve provide input on this budget, and receive and file the Preliminary 2013 Budget estimates as recommended by Controller Dolan and staff.

Motion carried unanimously.

## **8. Reports**

### **D. Administrative Office**

#### **3. Proposed 2013 Board of Commissioners' Meeting Schedule**

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners approve the 2013 Commission meeting schedule as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

#### **4. 2013 Employee Awards Banquet Allocation**

It was moved by Commissioner McCarthy, supported by Commissioner McCulloch that the Board of Commissioners approve a subsidy not to exceed \$7,000 for the 2013 Employee Recognition Dinner as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

#### **5. Donations**

Deputy Director Almas requested the Board accept the September donations:

- The Allegrina family made a \$600 cash donation to purchase a picnic table and bench in to be used at Kensington Metropark in memory of Barbara and Charles Allegrina.
- Emily Davis made a \$450 cash donation to purchase a bench to be used along the Dexter-Huron Trail at Hudson Mills Metopark.
- Employees from Excelda Manufacturing made a \$450 cash donation to be used for fitness programs at the Nature Center at Kensington Metropark.

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners accept the donations and a letter of appreciation be sent to the donors as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

#### **6. Approval – Legislative Consultant Retainer**

It was moved by Commissioner McCulloch, supported by Commissioner Lester that the Board of Commissioners approve the retainer agreement with George Carr for legislative consulting services during the period of Jan. 1, 2013, through Dec. 31, 2014 as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

#### **7. Legislative Report**

Legislative Consultant Carr reported that the Republican majority in the state's House of Representatives was reduced overall by a net five seats to 59 Republicans to 51 Democrats. In the five county HCMA district it was awash with the following seats changing: (1) 52<sup>nd</sup> District – Mark Ouimet (R) lost to Saline Mayor Gretchen Driskell in the western Washtenaw District. (2) 39<sup>th</sup> District – Lisa Brown (D) chose to run for a county office in this Oakland County district and Klint Kisto (R) won the general election.

Carr said the political balance in the Michigan Supreme Court will remain unchanged with a four Republican, three Democratic split based on party nominations. Republican Justices Markman and Zahra both were re-elected with Bridget McCormak (D) winning the open seat.

Carr said the Legislature officially began the lame duck session Nov. 8 with numerous committee meetings and session. Two legislative issues may have specific impact on the Authority: (1) Personal Property Tax Reform – the governor, majority leader and Speaker of the House all have PPT reform on their list for completion this year. (2) Right to Work – with the defeat of Proposal 2, the Legislature is seriously considering adopting Right to Work legislation for public employees. The governor has consistently said he is not interested in the issue this year, but may see a bill on his desk by Christmas.

(3) Emergency Financial Managers – with the defeat of Proposal 1, the current Public Act 4 is officially repealed. Both chambers and the governor support some form of EFM replacement options to intervene with financially impaired local units of government.

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners receive and file the legislative report as submitted by Legislative Consultant Carr.

Motion carried unanimously.

**9. Director Selection**

Commissioner Marans reported that HCMA received 165 applications; Carol Stone along with Plante & Moran reduced the list to 10 applicants; and that three applicants were given a brief overview of the selection process for the director's position with both HR Manager Stone and myself at the recent NRPA conference. Marans said he was working with Carol Stone to establish an interview date so the list can be cut to five candidates. Marans indicated scheduling has been difficult.

**10. Closed Session**

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners immediately adjourn to a closed session to discuss strategy and contract negotiations.

**ROLL CALL VOTE**

Voting Yes: Commissioners La Belle, McCulloch, Lester, Marans, McCarthy  
Voting No: None  
Absent: Commissioners Marrocco and Hertel

Motion carried unanimously.

The regular meeting adjourned at 11:10 a.m.

In closed session, it was moved by Commissioner McCarthy, supported by Commissioner Lester that the Board of Commissioners adjourn the closed session and immediately reconvene the regular meeting.

The regular meeting reconvened at 12:03 p.m.

**11. Deputy Director's Comments**

Deputy Director Almas reported that he wanted to welcome Lisa Dolan to the Metroparks and that she has hit the ground running and has done a great job. Almas, on behalf of staff, wished the Board a happy Thanksgiving.

**12. Commissioner Comments**

Commissioner Lester wished everyone a happy Thanksgiving.

Commissioner McCarthy wished everyone a happy Thanksgiving.

**13. Motion to Adjourn**

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners adjourn the regular meeting.

Motion carried unanimously.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,



George Phifer  
Executive Secretary