

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, December 14, 2017

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held after the 2018 Budget Hearing on Thursday, December 14, 2017 at the Administrative Office.

Commissioners Present:	Robert W. Marans Kurt L. Heise Steve Williams John Paul Rea Bernard Parker
Staff Officers:	
Acting Director/Chief of Police	Michael Reese
Deputy Director	David Kirbach
Absent:	
Commissioner	Timothy J. McCarthy
Commissioner	Jaye Quadrozzi
Other Attendees:	
Ron Liscombe	Miller, Canfield, Paddock and Stone, PLC

Vice Chairman Marans called the Dec. 14, 2017 meeting to order at 10:51 a.m.

1. Chairman's Statement

None.

2. Public Participation

None.

3. Approval – November 21, 2017 Special Meeting Minutes

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners' approve the Nov. 21, 2017 special meeting minutes as presented.

Motion carried unanimously.

4. Approval – December 14, 2017 Agenda

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' approve the amended Dec. 14, 2017 agenda as presented.

Motion carried unanimously.

5. Approval – December 14, 2017 Consent Agenda

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners' approve the consent agenda consisting of the following:

- a. Approval – November 2017 Financial Statements and Payment Registers
- b. Approval – November 2017 Appropriation Adjustments
- c. Approval – 2017 Tax Levy Adjustments
- d. Approval – Recommended 2018 Fund Balance Designation
- e. Approval – Wayne County Annual Maintenance Permit
- f. Approval – 2018 Property and Liability Insurance Renewal
- g. Report – Purchases over \$10,000
- h. Report – Black Creek Marsh Restoration, Lake St. Clair Metropark

Motion carried unanimously.

6. **Approval – 2018 Budget and Resolution**

Discussion: Commissioner Marans said the board could approve the 2018 budget as presented or amend it.

Commissioner Parker said he wanted an amended budget with reduced expenditures and no more than a 10 percent reduction of Fund Balance, with cuts coming out of the administrative and operations budget.

Ms. Franchock said that it would be a \$4 million reduction to the administrative and park operations budget.

Commissioner Williams asked how the Board and staff should proceed as part of the Fund Balance includes project cost carryover from the 2017 budget. Commissioner Parker said the goal is to not use as much of the Fund Balance as depleting it will eventually catch up with the park system. He asked the amount that was coming from Fund Balance in 2018. Ms. Franchock said at total of \$7.2 million was projected to come out of the Fund Balance, which includes \$5 million estimated to carryover for ongoing projects. Commissioner Rea said some of the capital improvement projects cost may not carryover.

Further discussion was held on the Fund Balance and project funding.

Ms. Franchock said at the end of 2017, there will be \$5 million in capital improvement projects that will not have been spent and will not come out of Fund Balance. However, \$5 million is committed for 2018, which is part of the \$7.2 million. Commissioner Parker said he would like to see a graph showing how the Fund Balance has been reduced. He also said the Fund Balance should not be used to supplement operations.

Commissioner Marans said Ms. Franchock and Deputy Director Kirbach would work with staff to make the appropriate cuts.

Commissioner William asked if the 2018 budget needed to be approved today since the new fiscal year begins on Jan. 1, 2018. Commissioner Marans said yes, the 2018 budget needed to be approved at this meeting. Ms. Franchock said the Board could approve the original budget with the caveat that staff make the appropriate reductions and then bring a budget amendment to the Board for approval.

Ms. Franchock asked for clarification on the requested reductions and if the Board wanted to cut \$4 million from the administrative and operations budget.

Commissioner Marans called for a motion.

Motion by Commissioner Williams, support by Commissioner Rea that the Board of Commissioners' approve the 2018 Budget and Resolution as recommended by Supervisor of Budget and Payroll Rebecca Franchock and staff.

Commissioner Parker made a motion to amend the budget to reduce cost by 10 percent, that not more than \$3.5 million not come out of Fund Balance, and that cuts be made from the administrative and operations portion of the budget; not to include capital projects.

Commissioner Williams said he understood what Commissioner Parker wanted to achieve; however, if the \$5 million funding for projects from the 2017 budget is not carried over to 2018, then the projects would not get completed.

Commissioner Williams discussed the capital carryover process. Commissioner Parker said no more than 10 percent should be taken out of Fund Balance and that the \$3.7 million reduction come from administrative and operations.

Ms. Franchock asked for another clarification and said staff was given guidance by Chairman McCarthy to not make any changes to staffing at this time and to budget for vacant positions.

Commissioner Marans asked if that meant a hiring freeze? Ms. Franchock said funding including budgeting for the vacant positions and asked if those positions should still be included in the budget or removed?

Commissioner Parker said the Board has given her direction and how the cuts are made is up to staff.

Commissioner Rea said staff should have the latitude to reduce areas of the budget as they see fit. Commissioner Parker said he didn't want cuts made to capital projects if it means those projects will be carried over year after year.

Commissioner Williams asked if the main objective was to reduce operating costs so that capital projects could be funded through the operating budget. Commissioner Parker said the objective was not to have annual reductions to Fund Balance.

Commissioner Marans said staff should think consider reductions moving forward and said he has ideas on additional revenue sources such as grants. He also said a hiring freeze on full-time employees until a director is appointed is a good idea.

Commissioner Marans called for a vote on the motion to approve the 2018 budget as presented.

Motion carried.

Commissioner Parker voted no.

7. Reports

A. Administrative Department

1. Approval – First Amendment to Skips Canoe Livery Agreement

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners' approve a three-year contract with Skip's Huron River Canoe Livery LLC with the option of two, one-year contract extensions as recommended by Deputy Director Kirbach and staff.

Discussion: Deputy Director Dave Kirbach updated the Board and said Mill Creek Outdoor Adventures recently bought Skip's Huron River Canoe Livery LLC. Owners Nate Pound and Tyler Soja have invested more than \$100,000 in this purchase and are requesting a three-year contract with the option of two, one-year contract extensions instead of the five, one-year contract extensions currently left on the contract.

Motion carried unanimously.

2. Approval – Annual ERP Software as Service (SaaS) Contract

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners' approve the annual contract with Tyler Technologies in the amount of \$71,981 to provide ERP Software as a Service as recommended by Rebecca Franchock and staff.

Discussion: Ms. Franchock updated the Board and said by moving the ERP software product to the cloud, benefits the Metroparks with 24/7 uptime supported by the Tyler tech team, which will reduce the demand on the Metroparks IT staff. The cloud solution also eliminates the need for Metroparks to develop, support and maintain an array of server resources specifically for the ERP. In addition, this solution provides offsite redundant protection of critical data, providing both disaster avoidance and disaster recovery.

She said Tyler Technologies hosts more than 3,100 Software as a Service (SaaS) clients across the nation, employs more than 50 full-time staff members and constantly monitor operations. Tyler's cloud solution provides multiple layers of security, including antivirus, intrusion protection, security monitoring and firewalls. Third party audits are used for security validations and to ensure accuracy at all levels.

Commissioner Parker asked if the IT manager was in agreement. IT Manager Robert Rudolph said yes.

Motion carried unanimously.

7. Reports

B. Planning Department

1. Report – Draft Master Plan, Indian Springs Metropark

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners' receive and file the Draft Indian Springs Master Plan as presented by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the draft Master Plan for Indian Springs and gave a brief overview of the park. She said more than 85 percent of the park is covered by biodiversity areas; she reviewed infrastructure and other facilities and centers in the area. Ms. Kelly reviewed revenue and expenditures for the park and said golf and tolling were the primary revenue sources.

Ms. Kelly said two public meetings were held for the master plan – one on Saturday morning, and one on a weekday evening – with average attendance. She also said staff received 221 responses from an online survey/questionnaire.

Ms. Kelly reviewed the action plan including projects, signage, etc. Along with suggested improvements to the park office, moving the play structure closer to spray pad area and adding dog-friendly area. She said staff is also looking at some art initiative for the park. She said the next step would be to post the draft plan on the website and bring the final Master Plan to the Board January for approval.

Commissioner Williams asked if the Metroparks would purchase the art or have it on assignment. Ms. Kelly said staff is open to all ideas.

Commissioner Heise said the DIA has a program called "Inside|Out," which could be tailored to fit the Metroparks.

Commissioner Marans said the EDC is underutilized and one of the most expensive facility that was built. He asked how the Metroparks can increase outside events/weddings as well as have more local community groups hold meetings at the EDC. Ms. Kelly said staff can look into other opportunities with direct communications and through the community outreach coordinator.

Commissioner Williams asked if the Metroparks were eligible for grants to help cover the cost of underground gas storage. Ms. Kelly said staff would look into it.

Commissioner Rea also suggested staff look at what Oakland County does with the Brownfield Developments.

Motion carried unanimously.

2. Approval – Ralph C. Wilson, Jr. Fund Grant Application, Stony Creek Metropark

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners' approve staff to submit an application for grant funding to the Community Foundation for Southeast Michigan (CFSEM) Ralph C. Wilson, Jr. Fund for design services to redevelop the multi-use natural surface Sheldon and Trolley trails at Stony Creek Metropark as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on a project staff would like to do at Stony creek (Shelden and Trolley Trails). She said these trails are used by hikers, mountain bikers (including fat tire cyclists) and cross country skiers and that surface quality, safety, sustainability, conflicts between user groups, lack of connectivity between the two sites

and inadequate signage are all issues that have led to the need to re-evaluate the trails and to develop a sustainable, multi-use design for expansion and redevelopment.

Ms. Kelly said the Design and Access Fund of the CFSEM Wilson Legacy Funds supports the pre-planning, development, and/or construction costs of projects related to increasing the walkability and bikeability of local communities and/or increasing recreational activities within the region and the grant will fund projects up to \$50,000. If awarded, Metroparks staff would issue a request for proposals for the redesign of the two trail networks.

Motion carried unanimously.

7. Reports

C. Engineering Department

1. Bids – Golf Cart Path Repairs, Indian Springs Metropark

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners' (1) award Contract No. 715-17-021 to the low responsive, responsible bidder, Total Asphalt Paving, Inc., in the amount of \$56,390; and (2) approve a \$46,390 transfer from the Lake Erie Major Maintenance Unallocated account to the Indian Springs Major Maintenance Unallocated account as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manger of Engineering Mike Brahm-Henkel said the project will provide the repair and replacement of deteriorated sections of asphalt cart paths; the project entails more repair work than originally anticipated. During the design of the project other areas were identified as needing repair. Since staff will have a contractor on site, and already mobilized it is efficient to address this added work at this time.

Motion carried unanimously.

2. Bids – Sidewalk Repairs, Willow and Lake Erie Metroparks

Motion by Commissioner Parker, support from Commissioner Heise that the Board of Commissioners' (1) award Contract No. 900-17-011 to the low responsive, responsible bidder, Fiore Enterprises, LLC, in the amount of \$102,253.75; and (2) approve the transfer of \$27,253.75 from the Lake Erie Major Maintenance Unallocated account to cover the cost of the project as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manger of Engineering Mike Brahm-Henkel said the work includes sidewalk repairs, accessible parking improvements at the park office, Marshlands Museum, Great Wave Area and Marina Office at Lake Erie Metropark, and concrete repairs at the Golf Starter Building at Willow Metropark, entails more repair work than originally anticipated and since the contractor will already be on site and already mobilized, it is more efficient to address the added work now.

Motion carried unanimously.

8. Closed Session

At the regular meeting of the Board of Commissioners' held on Dec. 14, 2017 there was a motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners adjourn to a 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.

ROLL CALL VOTE

Voting yes: Marans, Williams, Rea, Parker, Heise

Voting no: None

Absent: McCarthy, Quadrozzi

Motion carried unanimously.

The regular meeting adjourned at 11:37 a.m.

Commissioner Marans reconvened the regular meeting at 12:10 p.m.

9. Other Business

Commissioner Marans said the Board needed to review the bylaws updated in 2016 regarding the Deputy Director and the CFO regarding the reporting structure. He said the current bylaws along with previous versions would be sent to all commissioners after the holidays.

Commissioner Parker asked if the intent was to discuss the bylaws as a group. Commissioner Marans replied yes.

10. Staff Leadership Update

None.

11. Commissioner Comments

Commissioner Marans said he spoke with Kerry Laycock last week and that he is available to speak with commissioners by phone to discuss the progress of the director's search. Human Resources Manager Randy Rossman said Mr. Laycock has received approximately 30 resumes for the director's position to date.

Commissioner Williams wished everyone happy holidays.

Commissioner Heise wished everyone a Merry Christmas and Happy New Year.

Commissioner Parker asked everyone to remember the true meaning of Christmas and that it is not about receiving, it's about giving and to help those that are in need of assistance. He said as Fiat Chrysler adopted Timbuktu Academy again this year to provide toys to the children.

12. Motion to Adjourn

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 11:59 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary