

UPDATED AGENDA
Huron-Clinton Metropolitan Authority
Board of Commissioners Meeting
April 12, 2012, 10:30 a.m.
Administrative Office

1. Chairman's Statement
2. Public Participation
3. Closed Session –
 - A. To consider a written 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).
 - B. Consult with Counsel regarding specific pending litigation. Section 8(e) of the Michigan Open Meetings Act. M.C.L. 15.268 (e).
4. Minutes –
 - A. Regular Meeting – March 8, 2012
 - B. Closed Session – March 8, 2012
5. Financial Statements – March 2012
6. Vouchers – March 2012
7. Purchases
 - A. Safety Surface Materials (pg. 1)
 - B. Staff Vehicles (pg. 3)
 - C. Mobile Stage (pg. 5)
 - D. Mopeds (pg. 11)
 - E. Pick-up Truck (pg. 13)
 - F. Police Utility Vehicles (pg. 15)
 - G. Food Services Contract Extension (pg. 17)
 - H. Seasonal Uniforms (pg. 19)
8. Reports
 - A. Lake St. Clair
 1. Bids – Control Valve Replacements, Squirt Zone (pg. 23)
 - B. Wolcott Mill
 1. Update – Wolcott Mill Farm Center (pg. 25)
 - C. Stony Creek
 1. Bids – Water Heater Replacement, Baypoint Bathhouse (pg. 27)
 2. Bids – Auxiliary Generator Power Connection, Baypoint Lift Station (pg. 29)
 - D. Hudson Mills
 1. Report – Hudson Mills Golf Course Tornado Damage (pg. 31)
 - E. Lower Huron
 1. Bids – Concrete Expansion Joint Caulking, Turtle Cove Deck and Park-Wide (pg. 37)
 2. Bids – Surfacing Repairs, Lazy River and Spray Pad, Turtle Cove (pg. 39)

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Page Two

8. Reports
 - F. Administrative Office
 1. 2012 First Quarter Appropriation Adjustments **(pg. 41)**
 2. Five-Year-Plan Financial Projections 2013 – 2017 Draft *(separate insert)*
 3. Report – Phragmites Control **(pg. 43)**
 4. Approval – Procurement Card
 - a. Procurement Card Report **(pg. 53)**
 - b. Banking Services Recommendation **(pg. 55)**
 - c. Change in Credit Card Policy **(pg. 59)**
 5. Medicare Part D Subsidy – Fourth Quarter 2011 **(pg. 61)**
 6. Update - Contract for Consultant and Union Contract Negotiations **(pg. 63)**
 7. Contract Renewal – Marketing Manager **(pg. 71)**
 8. Approval – HCMA Co-Hosting 2015 Special Parks District Forum **(pg. 81)**
 9. Donations **(pg. 83)**
 10. Report – Legislative **(pg. 85)**
9. [Review and discuss retention of counsel in new litigation](#)
10. Employment Matters
11. Director's Comments
12. Commissioners' Comments
13. Motion to Adjourn

A Pension Committee meeting will take place ***prior*** to the May 10 Board meeting at 9:00 a.m. at the Thomas Welsh Activity Center at Lake St. Clair Metropark with a Retiree Health Care Trust meeting immediately following the Pension Committee meeting.

The next regular Board of Commissioners meeting will be held on Thursday, May 10, 2012 at 10:30 a.m. the Thomas Welsh Activity Center at Lake St. Clair Metropark.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Janice Schlitters, C.P.P.B., Food Service Administrator
 Project No: ITB-12-004
 Project Title: Safety Surface
 Location: Kensington, Stony Creek, Lower Huron, and Willow Metroparks
 Date: April 5, 2012

Bids Opened: March 14, 2012 at 2:00 p.m.

Scope of Work: Furnish, deliver, certify materials and install 1,565 cubic yards of wood fiber around playground equipment as per the project specifications.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Superior Groundcover, Inc.	Hudsonville, MI	\$24/c.y. - \$37,560.90
Walker Lawn Maintenance and Landscaping	Romulus, MI	\$28/c.y. - \$43,820.00

Delivery Locations

- 510 cubic yards – Kensington Metropark
- 435 cubic yards – Lower Huron Metropark
- 410 cubic yards – Stony Creek Metropark
- 210 cubic yards – Willow Metropark

* **Note:** The project specifies the use of a blown-in installation. The purpose is for two reasons, (1) to minimize the site disturbance with delivering bulk materials to a developed site and, (2) the time needed to install the material. The bid price by Superior Groundcover, Inc. is the same price as the 2011 awarded contract.

INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND WAS SENT TO 73 REGISTERED SUPPLIERS.

Recommendation: That the Board of Commissioners award ITB No 12-004 to the low responsive, responsible bidder, Superior Groundcover, Inc. on a unit price basis of \$24.00 per cubic yard of material as recommended by Food Service Administrator Janice Schlitters, C.P.P.B., and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Janice Schlitters, C.P.P.B., Food Service Administrator
 Project Title: Executive Staff Vehicles
 Location: Administrative Offices

Scope of Work: Furnish and deliver two (2) small size, 4-door sedans, as per best contract pricing from cooperative purchasing agreements through the state of Michigan MiDeal Cooperative Purchasing agreement and Oakland County Cooperative Purchasing Contracts.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>	<u>Contracting Agency</u>
Berger Chevrolet	Grand Rapids, MI	\$17,838.45 - \$35,676	Oakland County 0003007
Garber Automotive Group	Midland, MI	\$17,887.50 - \$35,775	State of Michigan 3905-0002

NOTES: Prices include cost of delivery.

The units being replaced include one 2006 Ford Taurus that was sold at the fall Surplus Equipment Auction and one 2006 Dodge Magnum with more than 100,000 miles, has engine problems and per the equipment maintenance software is beyond its' life cycle. Units are assigned to the director and deputy director.

Recommendation: That the Board of Commissioners award to the low responsive, responsible bidder, Berger Chevrolet as per the Oakland County Contract in the amount of \$35,676.00 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Maria van Rooijen, Buyer
Project No: Event No. 002110
Project Title: Mobile Stage
Location: Kensington Metropark, Oakland County
Date: April 5, 2012

Bids Opened: Tuesday, Feb. 14, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver a 28 x 14 foot mobile stage, which will offer sight, sound and weather control for a variety of outdoor events. The stage will have a hydraulic operated canopy for sun and rain protection and have a hydraulic operated stage deck for extra performance area. The stage will be constructed of vandal resistant materials and non-corrosive exterior body panels and frame; along with a weather resistant stage floor.

Bids for this item were taken by Oakland County Purchasing Division Event #002110 and bids were evaluated on pricing per specifications, warranty, references and set-up time.

Attachments: **Bid Tabulation
Evaluation by Oakland County**

Recommendation: That the Board of Commissioners award to the low responsive, responsible bidder, Century Industries in the amount of \$105,862.00 per the Oakland County Purchasing Division Event No. 002110 as recommended by buyer Maria van Rooijen and staff.

**County of Oakland
Purchasing Division
Bid Tabulation
Solicitation Event 002110
Waterford Oaks Mobile Stage**

ITEM NO.	COMPANY → DESCRIPTION ↓	Bidder #1	Bidder #2	Bidder #3
		Century Industries	Fantasee Lighting	Wenger Corp.
		Price ea.	Price ea.	Price ea.
1	Pricing - Mobile Stage	\$105,862.00	\$113,861.15	\$99,092.00
2	Brand/Model Quoted	Century MSM 2800 Showmaster 2000	Wenger Showmobile	Wenger Showmobile
3	Estimated Delivery Time ARO	90-120 Days	60 Days	30-60 Days
4	Warranty Information	3 Year Warranty	5 Year Manufacturer's Warranty	5 Year Warranty
5	References	Provided	N/A	Provided
Awarded to Century Industries, see the evaluation below				

Oakland County Purchasing Division
 Solicitation Evaluation
 Solicitation Event ID: 002110
 Waterford Oaks Mobile Stage

Company →		Century Industries		Fantasee Lighting		Wenger Corp.	
Category	Evaluation Percentage	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Pricing per specifications	60.00%	5	3	4	2.4	4	2.4
Warranty	15.00%	4	0.6	5	0.75	5	0.75
References	15.00%	5	0.75	5	0.75	5	0.75
Set-Up Time	10.00%	5	0.5	4	0.4	4	0.4
Total Percentage:	100.00%						
Total Weighted Score:		4.85		4.3		4.3	

Evaluation Percentage is based on previous expenditures on similar contracts
 Scored on a Scale of 1-5, with 1 being the lowest score (least favorable) and 5 the highest (most favorable).

Mobile Stage Comparison	
Century Industries	Wenger
Highest wind load rating - ShowMaster stages offer the highest independently certified wind load rating for enclosed sound shell mobile stages. Stages rated at 46 mph.	Stages rated at 45 mph.
High-Floatation Tires - ShowMaster stages are equipped with wide, high-floatation tires. The additional width of these tires provides a wider foot print for off-road travel, minimizing the environmental impact when operating on soft surfaces.	Tires and Rims - LT 235/85 R16 steel-belted radial tires mounted on an 8-bolt rim.
Anti-Corrosion (additional option to protect the life of the stage) - Provides increased corrosion resistance for longer stage life and reduced maintenance.	Did not provide an anti-corrosion option.
Stage Deck - The ShowMaster stage deck is dampened, composite, all-weather construction, with a slip resistant surface pattern. It features a neutral gray surface color for a significantly lower summer surface temperature compared to typical black stage decks. Seamless three-part composite, 1 7/8" thick. Features 1' urethane core, sandwiched between two (2) 3/8" plywood layers. The plywood is coated with rugged waterproof fiberglass reinforced polymer which eliminated the need for periodic refinishing. The top surface is textured for a slip resistance.	Stage Deck - Composite stage deck shall be 3/4" 7-ply Douglas Fir plywood core. Black, non-skid traffic surface shall be 0.015' thermally fused Polyglass composite overlay embossed with raised textured pattern. Backer material shall be 0.008" thermally fused MDO overlay, and shall function as a moisture barrier. Stage deck shall be constructed of economical replaceable components in the event that damage should require decking replacement.
Deck Support Truss - replaces the standard multiple leveling/support legs with a full-length support truss featuring two-point leveling. As the deck lowers, control arms automatically extend the support truss, keeping it perpendicular to the ground. In addition to significantly expediting the leveling process by eliminating multiple leveling points, the support truss holds the deck flat, totally eliminating any waviness from the deck surface.	Legs - 5 adjustable support legs attached to the leading edge of the hydraulic stage to provide uniform stability and load capacity. Legs fold into position when the hydraulic stage is opened and shall be secured for transport to magnetic catches when closed.
Century Industries Bid - \$105,862 Sellersburg, IN	Wenger Bid - \$99,092 Owatonna, MN



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Janice Schlitters, C.P.P.B., Food Service Administrator
 Project No.: MQ-12-012
 Project Title: Mopeds
 Location: Lower Huron, Stony Creek, Kensington
 Date: April 5, 2012

Bids Opened: Thursday, March 29, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver four (4) Mopeds for use by the police department Lower Huron – (two) 2 mopeds, Stony Creek – one (1) moped and Kensington – one (1) moped.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Nicholson Enterprises	Ann Arbor, MI	\$3,234.00 - \$12,936.00
C & C Sports	Brighton, MI	\$2,717.50 - \$10,870.00*

NOTES: Bid by C & C Sports does not include storage compartment, and therefore does not meet specifications.

Units for Lower Huron replace two that were sold at the 2011 Surplus Equipment Auction. Kensington's unit replaces a 2009 Honda Ruckus with 4,300 miles. The unit for Stony Creek is additional to the fleet to provide means for patrol by PSA staff.

Recommendation: that the Board of Commissioners award to the low responsive, responsible bidder, Nicholson Enterprises in the amount of \$12,936.00 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Janice Schlitters, C.P.P.B., Food Service Administrator
 Project Title: Pick-Up Truck
 Location: Police Department – Stony Creek Metropark, Macomb County
 Date: April 5, 2012

Scope of Work: Furnish and deliver one 4x4 Extended Cab Pick-up Truck for police department use at Stony Creek Metropark as per contract pricing from cooperative purchasing from state of Michigan MIDeal Cooperative Agreements and Oakland County Cooperative Purchasing Contracts.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>	<u>Contract</u>
Signature Ford	Owosso, MI	\$24,735.00	State of Michigan
Red Holman	Westland, MI	\$26,081.00	Oakland County

Note: *This replaces a 2007 truck that has 111,000 miles. Per the equipment maintenance software, the truck is beyond its' life cycle.*

Recommendation: that the Board of Commissioners award to the low responsive, responsible bidder, Signature Ford as per the state of Michigan Contract in the amount of \$24,735.00 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Janice Schlitters, C.P.P.B., Food Service Administrator
Project Title: Utility Vehicles, All-Wheel Drive
Location: Police Department – Stony Creek, Hudson Mills and Lower Huron
Date: April 5, 2012

Scope of Work: Furnish and deliver three (3) All-Wheel Drive 2013 Ford Explorer utility vehicles for police department use at Stony Creek, Hudson Mills and Lower Huron as per contract pricing with Macomb County Cooperative Purchasing Contracts.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>	<u>Contract</u>
Signature Ford	Owosso, MI	\$28,232 - \$84,696	Macomb County

The units being replaced include one (1) 2008 Ford Explorer with 113,000 miles that will be transferred to the Mobile Learning Center staff; one (1) 2008 Ford Explorer with 100,000 miles that will be transferred to the Lower Huron Operations Department and one (1) 2008 Ford Explorer with 91,000 miles that will be transferred to the Stony Creek Nature Center. Each of these transfers is replacing an older model vehicle with higher mileage that will be put into the Authority's surplus equipment auction.

NOTE: The above recommended vendor was selected as the responsive, responsible bidder per the competitive bid process by Macomb County. A survey of other available municipal contracts from the state of Michigan and Oakland County did not have a comparable vehicle with the police package.

Recommendation: That the Board of Commissioners award to the low responsive, responsible bidder, Signature Ford as per the Macomb County Contract in the amount of \$84,696 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Janice Schlitters, C.P.P.B., Food Service Administrator
 Project Title: Food Concessions Contract Renewal
 Location: Stony Creek, Wolcott Mill, Indian Springs, Huron Meadows and Kensington
 Date: April 5, 2012

Scope of Work: Provide concessions and catering at Stony Creek, Wolcott Golf Course, Indian Springs, and Kensington Metroparks as per the terms and conditions of Contract No. 09-003 and the following payment schedule. Kosch Hospitality has been providing concession food service and catering at events for the Metroparks since 2010; with the addition of Huron Meadows in 2012. Kosch is currently contracted for three years, through 2012, with an extension clause, as approved by the Board of Commission in December 2009.

In addition to the annual payment, the extension agreement includes additional commission of 33 percent of the net profit, estimated to be \$25,000.00 for 2013, with an estimated annual increase of \$2,000 and 8 percent commission on alcohol sales for events at the Stony Creek Event Tent and Indian Springs Environmental Discovery Center.

In 2011, an extension of the Authority's liquor licenses for Stony Creek Golf Course and Indian Springs Golf Course were received to allow for the sale of alcoholic beverages at the catering facilities. These permits were approved in May 2011 and October 2011 respectively.

The amount bid by Kosch for 2009 was \$72,000; 2010 \$78,000 and 2011 \$82,000 plus 33 percent of net profit.

<u>Vendor</u>	<u>City</u>	<u>Year</u>	<u>Amount</u>	<u>% of Alcohol Sales at Tent and EDC</u>	<u>% of Net Profit</u>
Kosch Hospitality Services	Rochester, MI	2013	\$92,500	+ 8 %	+ 33 %
		2014	\$95,500	+ 8 %	+ 33 %
		2015	\$99,500	+ 8 %	+ 33 %

This formula represents an estimated 8 percent of total gross revenue.

Recommendation: That the Board of Commissioners extend the current contract for a three (3) year period to Kosch Hospitality as recommended by Janice Schlitters, Food Service Administrator and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Maria van Rooijen, Buyer
Project No: ITB-12-008
Project Title: Seasonal Uniforms
Location: All Parks
Date: April 5, 2012

Bids Opened: Friday, March 30, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver seasonal uniforms for a period of two years with a possible two year extension. The successful bidder will provide 19 different items which will include several types of polo shirts, t-shirts, sweaters, sweatshirts, coats and caps. Vendors were asked to provide a unit price for each item and the successful vendor was chosen based on the overall low total units. For a two year period this contract has an estimated value of \$50,000.

Vendor

Austin Uniform and Embroidery
Seacoast Embroidery, Inc,
Image Impressions, Inc.
JEM Industries, Inc.
Uniforms Manufacturing, Inc.
Arrow Uniform

City

Milford, MI
Atlantis, FL
Southfield, MI
Warren, MI
Scottsdale, AZ
Taylor, MI

INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND WAS SENT TO 132 REGISTERED SUPPLIERS

Attachment: Seasonal Uniform Price Breakdown

Recommendation: that the Board of Commissioners award ITB-12-008 to the low responsive, responsible bidder, Austin Uniform and Embroidery as recommended by buyer Maria van Rooijen and staff.

Seasonal Uniform Worksheet ITB-12-008

	Austin Uniforms	Seacoast Embroidery	Image Impressions	JEM Industries	Uniform Manufacturing	Arrow Uniform
POLO #OB11	\$ 13.70	\$ 15.15	\$ 19.91	\$ 18.96	\$ 14.50	\$ 24.35
SWEATER 81010	\$ 24.45	\$ 31.00	\$ 36.45	\$ 38.55	\$ 33.26	\$ 46.53
L/S SHIRT 839 MEN	\$ 23.70	\$ 23.12	\$ 29.98	\$ 31.55	\$ 24.50	NO BID
L/S SHIRT 802 WOMEN	\$ 23.70	\$ 17.50	\$ 29.98	\$ 10.30	\$ 21.00	NO BID
POLO SK28HG	\$ 16.80	\$ 23.40	\$ 23.40	\$ 20.86	\$ 15.62	\$ 23.71
COAT 88080	\$ 40.00	\$ 52.00	\$ 78.00	\$ 53.00	\$ 49.00	NO BID
VEST 78081	\$ 20.99	\$ 30.66	\$ 32.50	\$ 36.11	\$ 31.54	\$ 41.94
SWEATSHIRT F260	\$ 11.40	\$ 12.99	\$ 13.14	\$ 16.65	\$ 13.32	\$ 24.75
HOODED SWEATSHIRT S1781	\$ 22.90	\$ 28.00	\$ 21.61	\$ 32.41	\$ 20.30	\$ 40.58
ZIPPED SWEATSHIRT P180	\$ 24.00	\$ 21.00	\$ 21.97	\$ 24.45	\$ 20.70	\$ 29.87
L/S WORK SHIRT ST62LT	\$ 12.05	\$ 13.75	\$ 32.62	\$ 19.50	\$ 13.94	\$ 16.74
S/S WORK SHIRT ST52LT	\$ 11.05	\$ 15.00	\$ 27.62	\$ 17.80	\$ 15.67	\$ 16.74
T-SHIRT 5180	\$ 5.35	\$ 5.50	\$ 2.60	\$ 8.55	\$ 5.32	\$ 12.58
T-SHIRT W/PKT 5180P	\$ 6.80	\$ 7.85	\$ 3.99	\$ 11.15	\$ 7.73	\$ 14.99
DICKIES ZIP HOODED JKTTW6303DB	\$ 31.85	\$ 23.75	\$ 57.78	\$ 36.00	\$ 56.00	NO BID
MAINT. JACKET JT22BN	\$ 25.55	\$ 26.99	\$ 49.96	\$ 32.35	\$ 28.29	\$ 36.83
T-SHIRT NO PKT 5930	\$ 6.65	\$ 4.25	NO BID	\$ 5.72	\$ 4.77	\$ 9.47
TWILL CAP 6363V	\$ 6.00	\$ 4.99	\$ 2.99	\$ 7.35	\$ 7.05	\$ 10.30
MESH CAP A6363V2	\$ 6.00	\$ 6.99	\$ 5.20	\$ 8.66	\$ 9.43	NO BID
TOTAL	\$ 332.94	\$ 363.61	\$ 489.70	\$ 429.92	\$ 391.94	\$ 349.38

*lowest unit price



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project No: 702-12V
 Project Title: Control Valve Replacement, Squirt Zone
 Project Type: Major Maintenance
 Location: Lake St. Clair Metropark, Macomb County
 Date: April 5, 2012

Bids Opened: Thursday, March 29, 2012 at 2:00pm

Scope of Work: Work includes the removal and replacement of approximately 70 existing solenoid valves, installation of true union ball valves on all play feature supply lines, and pressure testing of existing supply lines to all play features and related work. Existing solenoid valves are faulty and no longer manufactured; repair parts are not available. Pressure testing is required to locate suspected leaks in supply lines. Work is required to assure proper and leak-free operation of the Squirt Zone spray and its features. Project must be completed by May 20, 2012 in order for the Squirt Zone to be operational for the season.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
O'Laughlin Construction Company	Brighton	\$39,800.00
Total Budget Amount for Contract Services and Administration		\$49,000.00
Proposed Work Order Amount		
Contract Amount – Corby Energy (Rounded)		\$40,000.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		<u>\$42,000.00</u>

The following contractors obtained bidding documents but did not submit a bid:

Cyr Electric, LLC, Highland
R. P. Walker Co., Clarkston
W. J. O'Neil, Livonia
Limbach Co., Pontiac

This project was reported and publicly advertized in the following construction reporting outlets: *Construction Association of Michigan, Construction News Corporation, Construction News Service, Builders Exchange of Michigan, Builders Exchange of Lansing and Central Michigan, McGraw Hill Dodge, Reed Construction Data, Reprographics One DFS Plan Room HCMA website.*

Recommendation: That the Board of Commissioners award Contract No. 702-12V to the low responsive, responsible bidder, O'Laughlin Construction Company, in the amount of \$39,800.00 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: David C. Moilanen, Director
Subject: Update – Wolcott Mill Metropark Farm Center
Date: April 5, 2012

Staff continues to make changes at the Wolcott Mill Metropark Farm Center to increase visitation, enhance programming and marketing efforts, and to reduce the costs of operating the farm. The subcommittee has not met recently, but staff continues to move forward with developing the business plan for the farm and to solicit interest from outside groups to partner with the Metroparks to operate the farm in some capacity.

Staff has made changes in program staffing and schedules, as well as the types of programs offered so as to increase programs from 275 programs conducted in 2011 to 430 in 2012. Staff projects this will almost double program participation numbers and more than double program revenue. While several large seasonal programs, such as Farm Egg Scramble; Babies, Babies, Everywhere; Harvest Festival; and Corn Maze and Halloween programs will anchor the weekend programs, smaller, regular events such as Harness and Hitch, Farm Chores and wagon rides will enhance a trip to the farm on a regular basis. Of course, school tours will continue to be the bread and butter programs for the weekdays, and staff has changed scheduling to accommodate another time slot each day for regular school tours during the week.

So far this year, the Farm already had a very good turnout for the Farm Egg Scramble with approximately 1,600 participants and generating more than \$3,000 in revenue, and the new Babies, Babies Everywhere program is drawing a lot of visitors even during the week – 775 visitors and \$2,700 in revenue the first two days of the program. Marketing efforts for these programs has been increased and include putting up signage promoting the programs on 26 Mile Road and along 29 Mile Road.

In addition to the programs, staff has drawn plans for a small farm themed playground to encourage families to stay longer at the facility. While funds are not budgeted to construct this playground, efforts are being made to raise the \$65,000 needed for the project. A presentation to the Macomb Kiwanis Club is scheduled for its April meeting to tell members about the farm and to request support for this project.

Meetings with farm supporters, the Wolcott Farm Friends group, have been held to discuss and plan a host of events, programs, projects and other efforts where this group could be of benefit to the farm. A few of the items discussed include how they could help with repairs to the sheep barn, how the greenhouse could be utilized and how to generate more use of the picnic areas at the farm, as well as the fishing pond. One of the programs the group is going to help with is a block party to be held in May, in order to get to know the local community better. Additionally, the MSU Cooperative Extension has committed to help add more programming at the farm that fits into its mission, and Michigan Farm Bureau has committed to helping generate more support for the farm from local farmers.

Operating costs for the farm have been trimmed. When the former farm manager left last fall, the position was filled by combining the farm manager position with the supervising interpreter's position at Stony Creek Nature Center. That person, who had managed the farm previously, now supervises both facilities. So far, the arrangement has worked well. The individual is good at supervising staff and interacting with the public, and is very program oriented. Staff has developed a budget scenario showing costs for operating the farm without crop production, either by leasing the fields currently cropped or by partnering with another group to do crop production. The cost of milk production has been analyzed as well. This analysis indicates there could be further cost savings by altering the milking program.

At the direction of board members on the subcommittee, letters have been sent to a variety of organizations to inquire about their interest in partnering in some capacity with the Metroparks, whether to help with programming, take over crop production or operate the entire farm. Some have responded, but staff is waiting to hear from others. These responses and proposals will be discussed within the subcommittee and recommendations brought to the board at a later date.

Recommendation: That the Board of Commissioners receive and file the Wolcott Mill Farm Center Update as recommended by Director Moilanen and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project No: 709-12J
 Project Title: Water Heater Replacement, Baypoint Bathhouse
 Project Type: Major Maintenance
 Location: Stony Creek Metropark, Macomb County
 Date: April 5, 2012

Bids Opened: Thursday, March 29, 2012 at 2:00pm

Scope of Work: Work includes the removal and disposal of the existing oil-fired water heater and hot water storage tank, piping and appurtenances; and furnish and install new propane-fired water heating system, piping and appurtenances at the Baypoint Bathhouse. Existing oil-fired water heating boiler is aged and deteriorated; replacement with a propane-fired system will permit removal of existing underground fuel-oil storage tank and replacement with above-ground propane system.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
A & F Water Heater & Spa Service	Sterling Heights	\$19,545.35
Contrast Mechanical, Inc.	Macomb Township	\$28,800.00
Total Budget Amount for Contract Services and Administration (Work Order No. 709.74-S169)		\$33,000.00

The following contractors obtained bidding documents but did not submit a bid:

RL Deppman Company, Southfield

Long Mechanical, Northville

W. J. O'Neil, Livonia

This project was reported and publicly advertized in the following construction reporting outlets: *Construction Association of Michigan, Construction News Corporation, Construction News Service, Builders Exchange of Michigan, Builders Exchange of Lansing and Central Michigan, McGraw Hill Dodge, Reed Construction Data, Reprographics One DFS Plan Room, HCMA website.*

Recommendation: That the Board of Commissioners award Contract No. 709-12J to the low responsive, responsible bidder, A & F Water Heater & Spa Service, in the amount of \$19,545.35 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project No: 509-121
 Project Title: Auxiliary Generator Power Connection, Baypoint Lift Station
 Project Type: Capital Improvement
 Location: Stony Creek Metropark, Macomb County
 Date: April 5, 2012

Bids Opened: Thursday, March 29, 2012 at 2:00pm

Scope of Work: Work includes the construction of an auxiliary power connection, manual transfer switch and associated electrical service revisions at the Baypoint Lift Station. Work is needed to permit the connection of a portable electrical generator when needed to support the lift station operation during power outages. Frequent power outages have resulted in pump station flooding and backups in the past.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Corby Energy Services, Inc.	Belleville	\$13,687.00
Center Line Electric, Inc.	Center Line	\$17,900.00
Total Budget Amount for Contract Services and Administration		\$10,000.00
Proposed Work Order Amount		
Contract Amount – Corby Energy (Rounded)		\$14,000.00
Contract Administration		<u>\$ 1,000.00</u>
Total Proposed Work Order Amount		\$15,000.00

If a Purchase Order is issued, no additional appropriation of funds will be necessary. Sufficient funds exist in the Stony Creek Metropark Capital Improvement account to cover the difference between Budget Amount and low bid plus contract administration.

The following contractors obtained bidding documents but did not submit a bid:

Cyr Electric LLC, Highland Great Lakes Power Co., Algonac Patti Electric Co, Auburn Hills

This project was reported and publicly advertized in the following construction reporting outlets: *Construction Association of Michigan, Construction News Corporation, Construction News Service, Builders Exchange of Michigan, Builders Exchange of Lansing and Central Michigan, McGraw Hill Dodge, Reed Construction Data, Reprographics One DFS Plan Room, HCMA website.*

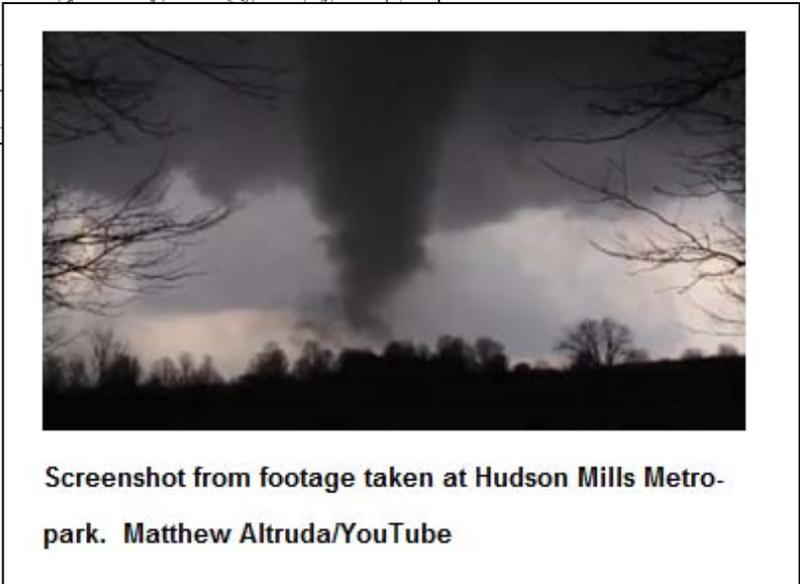
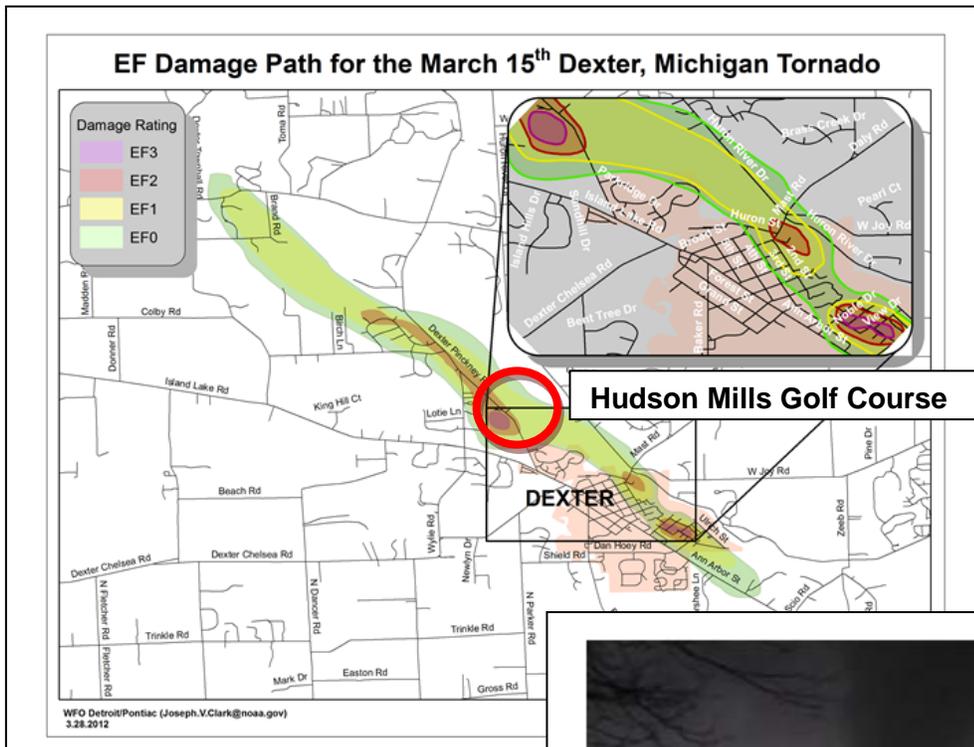
Recommendation: That the Board of Commissioners award Contract No. 509-121 to the low responsive, responsible bidder, Corby Energy Services, Inc., in the amount of \$13,687.00 as recommended by Chief Engineer Arens and staff



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Paul Muelle, Chief of Natural Resources
 Subject: Report - Hudson Mills Golf Course Tornado Damage
 Date: April 5, 2012

On the afternoon of March 15, an EF-3 tornado with wind speeds of 135 to 140 mph struck the Dexter area, damaging at least 100 homes and destroying 10. This same tornado also caused extensive damage to the Hudson Mills Golf Course. Fortunately, no one was injured in the storm and only minor damage occurred to one of the comfort stations on the golf course although the cart bridge from 10 green to 11 tee was severely damaged. No damage has been indentified on the golf course starter building or the irrigation pumphouse.

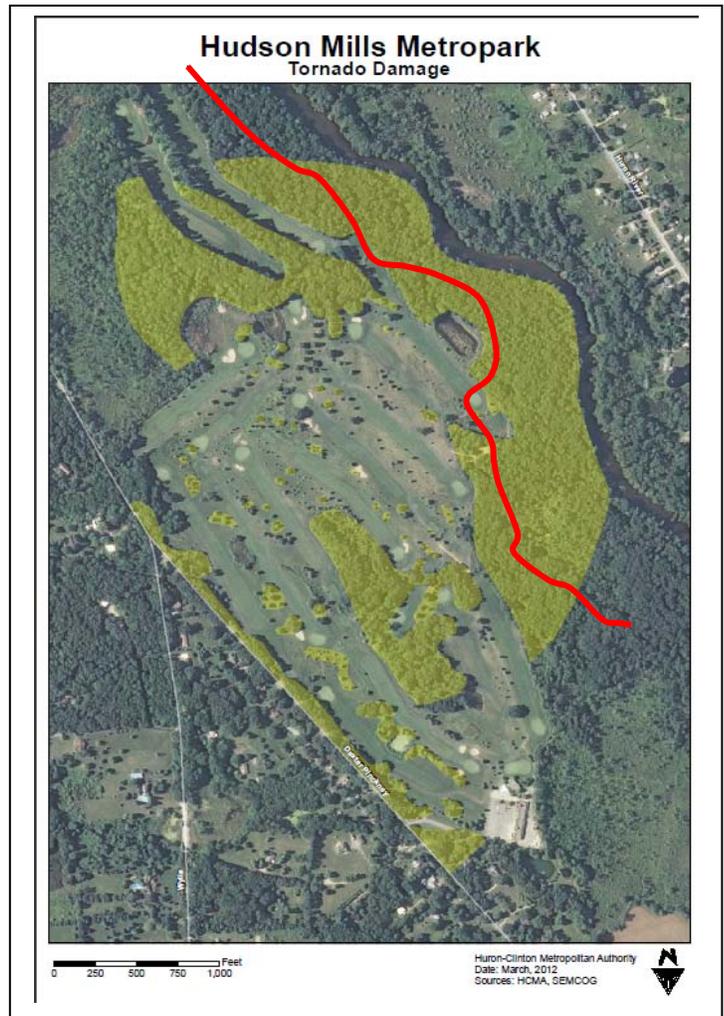


Unfortunately, a substantial area of the golf course and approximately 90 acres of the surrounding forest sustained considerable tree damage which in turn caused damage to the greens, tees and fairways due to flying debris.



On March 16, Park and Administrative Office staff began cooperating with Local and County agencies in an emergency cleanup effort. For several days, DTE Energy utilized the Hudson Mills Golf Course parking lot as a staging area for their crews in order to restore power for area residents. Property at the Golf Course entrance is currently being utilized by Washtenaw County as a collection

point for wood debris from the cleanup along Dexter-Pinckney Road. During the past two weeks, Park staff, area volunteers and the Natural Resource Crew have concentrated their efforts removing damaged trees and debris and repairing sections of damaged turf on the front nine of the golf course. Due to those efforts, the front nine of the golf course is now once again ready for play.



However, the most significant amount of damage occurred on the back nine of the course, in particular along holes 13, 14 and 15. The severely damaged area also includes a section of the proposed westside hike bike trail alignment from Hudson Mills to Dexter. It is estimated that the cleanup of the back nine of the golf course and tree clearing for the hike bike trail alignment may take up to six weeks to complete.

Current estimates for tree clean up on the back nine range from \$86,000 to \$95,000. Estimates to remove damaged trees from the bike trail alignment range between \$52,000 and \$64,000. If this work were to proceed, we would attempt to harvest and sell the damaged trees that still have a market value. Value estimates of storm damaged timber from both locations range from \$30,000 to \$55,000 if the logs can be brought to market in the next several months.



Claim representatives from CNA Insurance have visited the site and reviewed damaged facilities with Park Staff. Claim settlement discussions with CNA are expected to occur in the near future. Attached to this report is a spreadsheet of the total estimated cleanup cost associated with the storm damaged areas of Hudson Mills. Partial funding for cleanup costs is available from previously budgeted 2012 Hudson Mills park maintenance, golf operations and tree maintenance funds.

Golf Course Back Nine Cleanup

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Harry Fox, Inc.	Roseville, MI	\$95,000.00
Fodor Timber, Inc	Grass Lake, MI	\$86,000.00
J.H. Hart Urban Forestry	Sterling Heights, MI	Declined
Urban Foresters	Ann Arbor, MI	Declined

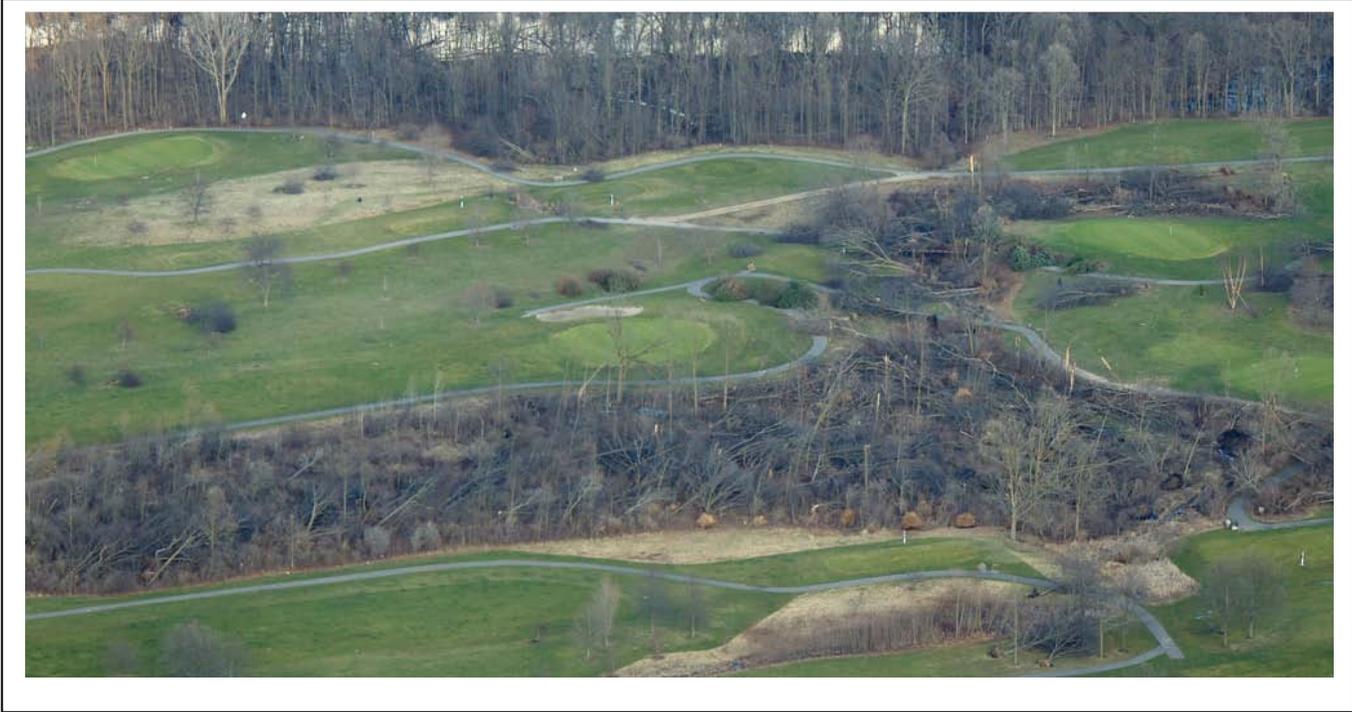
Bike Trail Cleanup

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Harry Fox, Inc.	Roseville, MI	\$52,000.00
Fodor Timber, Inc	Grass Lake, MI	\$64,000.00
J.H. Hart Urban Forestry	Sterling Heights, MI	Declined
Urban Foresters	Ann Arbor, MI	Declined

In an effort to resume normal golf operations at Hudson Mills and prepare the proposed bike trail alignment for construction, we are seeking Board direction and approval for staff to commence cleanup efforts in both locations.

Recommendation: That the Board of Commissioners direct staff to commence cleanup efforts and award tree cleanup to, Fodor Timber, Inc, in the amount not to exceed \$86,000.00 on the golf course and not to exceed \$64,000.00 on the hike bike trail alignment and that all merchantable timber to be recovered and sold to partially offset cleanup costs as recommended by Chief of Natural Resources Paul Muelle and staff.





**HUDSON MILLS GOLF COURSE
Storm Damage Repair Estimate**

FRONT 9 - Clean Up & Repair

	Work Item	Responsible Party	Days	Wages / Benefits	Material / Equip / Fuel	Total
1	Debris Clearing - Greens, Tees, Fairways	Park Staff*	10	\$ 15,000.00	\$ 500.00	\$ 15,500.00
2	Turf Repair - Greens, Tees, Fairways	Park Staff*	5	\$ 10,000.00		\$ 10,000.00
3	Irrigation Repair	Park Staff* / Contract	3	\$ 3,000.00	\$ 1,300.00	\$ 4,300.00
4	Tree Removal / Clearing (GC & Fence Line)	NRC** / Contract	8	\$ 27,100.00	\$ 2,500.00	\$ 29,600.00
5	Stump Removal & Disposal	NRC** / Contract	2	\$ 6,800.00	\$ 1,000.00	\$ 7,800.00
6	Turf Repair from tree cleanup	Park Staff*	3	\$ 4,500.00	\$ 2,000.00	\$ 6,500.00
		Sub Total - Front 9		\$ 66,400.00	\$ 7,300.00	\$ 73,700.00

BACK 9 - Clean Up & Repair

	Work Item	Responsible Party	Days	Wages / Benefits	Material / Equip / Fuel	Total
7	Debris Clearing - Greens, Tees Fairways	Park Staff*	10	\$ 20,000.00	\$ 500.00	\$ 20,500.00
8	Turf Repair - Greens, Tees Fairways	Park Staff*	5	\$ 10,000.00		\$ 10,000.00
9	Irrigation Repair	Park Staff*	3	\$ 3,000.00	\$ 1,300.00	\$ 4,300.00
10	Tree Removal / Clearing (GC / irrigation pond)	Contract (T & M)	16	\$ 86,000.00		\$ 86,000.00
11	Tree Pruning - Bucket Truck	NRC**	1	\$ 3,400.00	\$ 500.00	\$ 3,900.00
12	Stump Removal and Disposal	NRC**	4	\$ 13,500.00	\$ 2,000.00	\$ 15,500.00
13	Turf Repair from tree cleanup	Park Staff*	3	\$ 8,000.00	\$ 2,000.00	\$ 10,000.00
	Estimated Timber Value					\$ (20,000.00)
		Sub Total - Back 9		\$ 143,900.00	\$ 6,300.00	\$ 130,200.00

GC Followup Work - Clean Up & Repair

	Work Item	Responsible Party	Days	Wages / Benefits	Material / Equip / Fuel	Total
14	Winter Cleanup - Log Removal / Chip Removal from staging areas.	NRC** / Contract	2	\$ 6,800.00	\$ 1,500.00	\$ 8,300.00
15	Boundary Fence - Dexter Pinckney Rd.					\$ -
	Tree Clean-up / Fence Removal	NRC** / Contract	2	\$ 6,800.00	\$ 1,000.00	\$ 7,800.00
		Sub Total - Follow Up	5	\$ 13,600.00	\$ 2,500.00	\$ 16,100.00
		TOTAL Clean Up Cost				\$ 220,000.00

Golf Course Facilities - Repair and Replace: Under Review By CNA

16	Boundary Fence - Dexter Pinckney Rd. (5000 lf)	Contract				\$ 25,000.00
17	Split Rail Entry Fence Replacement	Park Staff*		\$ 2,500.00	\$ 1,200.00	\$ 3,700.00
18	Parking Lot Screen Fence	Contract		\$ 2,000.00		\$ 2,000.00
19	Tree Replacements - Front 9 66@325 ea.	Planning / Contract			\$ 21,450.00	\$ 21,450.00
20	Tree Replacements - Back 9 82@325 ea.	Planning / Contract			\$ 26,650.00	\$ 26,650.00
21	10 / 11 Bridge Remove & Replace	Engineering / Contract			\$ 80,000.00	\$ 80,000.00
22	Comfort Station Repair	Engineering			\$ 8,000.00	\$ 8,000.00
		TOTAL - Repair & Replace		\$ 4,500.00	\$ 137,300.00	\$ 166,800.00
		Grand Total Golf Course				\$ 386,800.00

Hike Bike Trail Alignment / Maint. Road

1	Tree Removal/Clearing/Pruning	Contract	14	\$ 64,000.00		\$ 64,000.00
	Estimated Timber Value					\$ (40,000.00)
		Total - Bike Trail				\$ 24,000.00

NOTES:

Tree Removal / Clearing estimates based on removal and disposal of damaged trees on the golf course and the removal and pruning of damaged trees 30' to 40' outside of the roughs or around greens and tees in order to create safe playing conditions.

Tree replacement estimate based on replacing only previously planted nursery stock (116) and native trees (32) located within the maintained (mowed) portion of the golf course. Replacement cost based on 3" - 3 1/2" cal. Nursery stock.

116 - 2 1/2" to 6" dbh nursery stock damaged

32 - 8" to 52" native trees damaged

*Park Staff wage estimate based on an average of both part time and full time wages /benefits. Partial funding is available in 2012 park/gc operating budget

**NRC wage estimate based on 7 man crew, 10 hour days. Partial funding for NRC work is available in 2012 NRC operating budget



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project Title: Concrete Expansion Joint Caulking, Turtle Cove Deck and Park-Wide
 Project Type: Major Maintenance
 Location: Lower Huron Metropark, Wayne County
 Date: April 5, 2012

Bids Opened: Thursday, March 29, 2012 at 2:00pm

Scope of Work: Project to include expansion joint caulking in the Turtle Cove concrete deck and plaza area, and other areas within Lower Huron Metropark. Project was bid on a unit price basis per lineal foot, with a total contract amount equal to the total budgeted amount for contract services of \$20,000. The low bidder is that which proposes to provide the greatest quantity at the least unit price.

<u>Contractor</u>	<u>City</u>	<u>Total LF</u>	<u>Unit Price Per LF</u>
Camo Construction	Mt. Clemens, Mi	8,000	\$2.50
D.C. Byers Company	Detroit, MI	6,689	\$2.99
Poe Restoration & Waterproofing Co.	Oak Park, MI	5,748	\$3.48
Baruzzini Construction Co.	Brighton, MI	3,360	\$5.50
Total Budget Amount for Contract Services and Administration			\$20,000.00
Proposed Work Order Amount			
Contract Amount – Camo Construction (Rounded)			<u>\$20,000.00</u>
Total Proposed Work Order Amount			\$20,000.00

The following contractors obtained bidding documents but did not submit a bid:
The Garrison Company

Recommendation: That the Board of Commissioners approve issuance of a Purchase Order to the low responsive, responsible bidder, Camo Construction, in the amount of \$20,000.00 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project Title: Surfacing Repairs, Lazy River and Spray Pad, Turtle Cove
 Project Type: Major Maintenance
 Location: Lower Huron Metropark, Wayne County
 Date: April 5, 2012

Bids Opened: Thursday, March 29, 2012 at 2:00 p.m.

Scope of Work: Work includes repairs to the “Sunstone” wall finish and perimeter tile at the Lazy River, repairs of the “Deckoseal” joint system at the Lazy River and Spray Pad areas, at the Turtle Cove Aquatic Play Area. Work must be completed prior to starting up the facility for the season.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Advanced Pool Service, Inc.	Milford, MI	\$12,847.00
Baruzzini Construction Co.	Brighton, MI	\$13,765.00
B & B Pools	Livonia, MI	\$24,000.00
Total Budget Amount for Contract Services and Administration		\$14,000.00
Proposed Work Order Amount		
Contract Amount – Advanced Pool Service (Rounded)		\$13,000.00
Contract Administration		<u>\$ 1,000.00</u>
Total Proposed Work Order Amount		\$14,000.00

The following contractors obtained bidding documents but did not submit a bid:
Knapp Bros. Pool Service, Inc., The Garrison Company, Northstar Pools, LLC

Recommendation: That the Board of Commissioners approve issuance of a Purchase Order to the low responsive, responsible bidder, Advanced Pool Service, Inc., in the amount of \$12,847.00 as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief Accountant
 Subject: 2012 First Quarter Appropriation Adjustments
 Date: April 5, 2012

In order to maintain compliance with 2012 Budget line item appropriation limits, monthly reviews have been made of Capital and Operation General Fund expenditure accounts. As a result of these reviews and subsequent review and approval by the Director and Controller, these appropriation adjustments have been recorded.

\$127,900 (34 percent) of the \$380,200 in General Fund appropriation adjustments made represent appropriations transferred between accounts within the same cost center.

\$223,100 (59 percent) of the \$380,200 in General Fund appropriation adjustments made represent appropriations transferred between accounts, between different cost centers.

Appropriations totaling \$29,200 (7 percent) were made from the General Fund Reserve for Future Contingency Account for the following items:

1	\$	5,000	Lake St. Clair signage changes.
2	\$	3,700	Donations – Administrative Office – Tree; Kensington – Benches/General; Stony Creek – Trees/Benches/Interpretive funding.
3	\$	2,900	Controller Severance payment.
4	\$	800	Funding for Beef Cattle provided by sale of Dairy Cattle.
5	\$	16,800	Funding for Provisional wages replacing full-time employee.
	\$	<u>29,200</u>	

Summary of Changes by Cost Center

	Appropriations Transferred Out of Cost Center	Appropriations Transferred Into Cost Center	Appropriations Transferred Within Cost Center	Appropriations From Reserve	Total Appropriations Transferred
<u>Capital Improvements</u>					
Lake St. Clair				\$ 5,000	\$ 5,000
Kensington	\$ (9,000)	\$ 83,000			74,000
Stony Creek	(5,000)				(5,000)
Willow		34,000			34,000
<u>Equipment</u>					
Kensington	(32,000)				(32,000)

	Appropriations Transferred Out of Cost Center	Appropriations Transferred Into Cost Center	Appropriations Transferred Within Cost Center	Appropriations From Reserve	Total Appropriations Transferred
Major Maintenance					
Lake St. Clair	\$ (9,000)				\$ (9,000)
Kensington	(9,000)				(9,000)
Lower Huron	(23,300)				(23,300)
Hudson Mills		\$ 29,500			29,500
Stony Creek	(9,000)				(9,000)
Willow	(19,500)				(19,500)
Lake Erie	(4,000)				(4,000)
Wolcott Mill	(9,000)				(9,000)
Operations					
Administrative Office			\$ 36,500	\$ 3,100	39,600
Lake St. Clair			78,700	16,800	95,500
Kensington	(3,400)	1,000		1,400	(1,000)
Lower Huron		7,300	600		7,900
Hudson Mills	(22,900)		2,500	100	(20,300)
Stony Creek	(64,800)		9,600	2,000	(53,200)
Willow		3,500			3,500
Lake Erie					
Wolcott Mill		64,800		800	65,600
Indian Springs	(1,500)				(1,500)
Huron Meadows	(1,700)				(1,700)
Total All Funds	\$ (223,100)	\$ 223,100	\$ 127,900	\$ 29,200	\$ 157,100

Please note that in addition to the above appropriation adjustments, 2012 Budget appropriation adjustments totaling \$1,166,400 were returned to the General Fund Reserve for Future Contingencies account for the following items as approved by the Board at its Dec. 8, 2011 meeting. These adjustments were made in January and February 2012. They do not include estimated net labor cost containment initiatives (\$815,400) approved by the Board on March 8, 2012 and HCMA Employees Association April 2, 2012 (POAM did not ratify). These adjustments will be made over the next four months as actual early window retirements occur and the High Deductible Health Care plan is implemented.

1	\$ 218,000	Part-time rate and retention bonus revision
2	14,500	High Deductible Health Care Plan
3	12,700	Unemployment Compensation expense reduction
4	24,400	Additional unbudgeted employees Health Care Opt Out
5	89,500	Revenue enhancement – special event tolling
6	116,100	Engineering/Planning/Natural Resources Dept reductions in wages and materials
7	96,700	Administrative Office Dept reductions in wages and materials
8	80,400	Lake St. Clair reductions in wages and materials
9	95,600	Kensington reductions in wages and materials
10	32,900	Lower Huron reductions in wages and materials
11	24,300	Hudson Mills reduction in wages and materials
12	180,500	Stony Creek reduction in wages and materials
13	64,800	Willow reductions in wages and materials
14	59,800	Lake Erie reductions in wages and materials
15	4,100	Wolcott Mill reductions in wages and materials
16	36,700	Indian Springs reductions in wages and materials
17	15,200	Huron Meadows reductions in wages and materials
	<u>\$ 1,166,400</u>	

Recommendation: That the Board of Commissioners approve the 2012 First Quarter Appropriation adjustments as recommended by Director Moilanen and Controller Wahl.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Paul Muelle, Chief of Natural Resources
 Subject: Phragmites Control Update
 Date: April 5, 2012

Over the past several years the Metroparks has put a concerted effort into controlling the spread of non-native Common reed grass (*Phragmites australis*). Much of the control effort, especially the larger coastal wetland projects, have been, or will be accomplished through partnerships with other organizations with funding from various grants. The smaller control programs are being managed through park and Natural Resource Department operations budgets.

Phragmites is a wetland plant species found in every U.S. state. It can grow up to 14 feet high in dense stands and often forms a monotypic plant community where it is virtually the only species present. Common reed has been aggressively invading coastal marshes and inland wetlands, but also can be found on disturbed uplands, often in close proximity to wetlands. Eventually, *Phragmites* becomes the sole dominant plant in many of these wetlands at the expense of native flora and fauna dependent on these native habitats. As biodiversity decreases, wildlife cover and food production is reduced and the habitat value of these marshes for many fish and wildlife species is severely degraded. In addition to ecological concerns, stands of Common reed may represent a potential fire hazard, especially where they occur contiguous to man-made structures.



As biodiversity decreases, wildlife cover and food production is reduced and the habitat value of these marshes for many fish and wildlife species is severely degraded. In addition to ecological concerns, stands of Common reed may represent a potential fire hazard, especially where they occur contiguous to man-made structures.

Our largest control effort to date has been the treatment of over 400 acres within and around Lake St. Clair Metropark. The funding for this project is through a U.S. Fish and Wildlife Service grant which began in 2009 and will end in August 2012. Two applications of herbicide have been applied to *Phragmites* infested areas within the marsh at Lake St. Clair Metropark and it is anticipated that follow up spot treatments will be required to address areas not covered under the original treatments. Results of the treatments to date have been very good. Plant diversity has increased significantly throughout the wetland systems, and response from the bird community is encouraging.

Lake St. Clair Metropark Phragmites in 2009



0 0.1 0.2 0.3 0.4 0.5 Miles

Lake St. Clair Metropark Phragmites in 2010-2011



0 0.1 0.2 0.3 0.4 0.5 Miles

Huron-Clinton Metropolitan Authority
Date: March, 2012
Sources: HCMA, SEMCOG





**Phragmites Ground Spray
Point Rosa Marsh**



**Phragmites Aerial Spray
Black Creek Marsh**



**Phragmites Mowing
Black Creek Marsh**



**Prescribed Burn
Point Rosa Marsh**



**Black Creek Marsh
Pre-Phragmites Control**



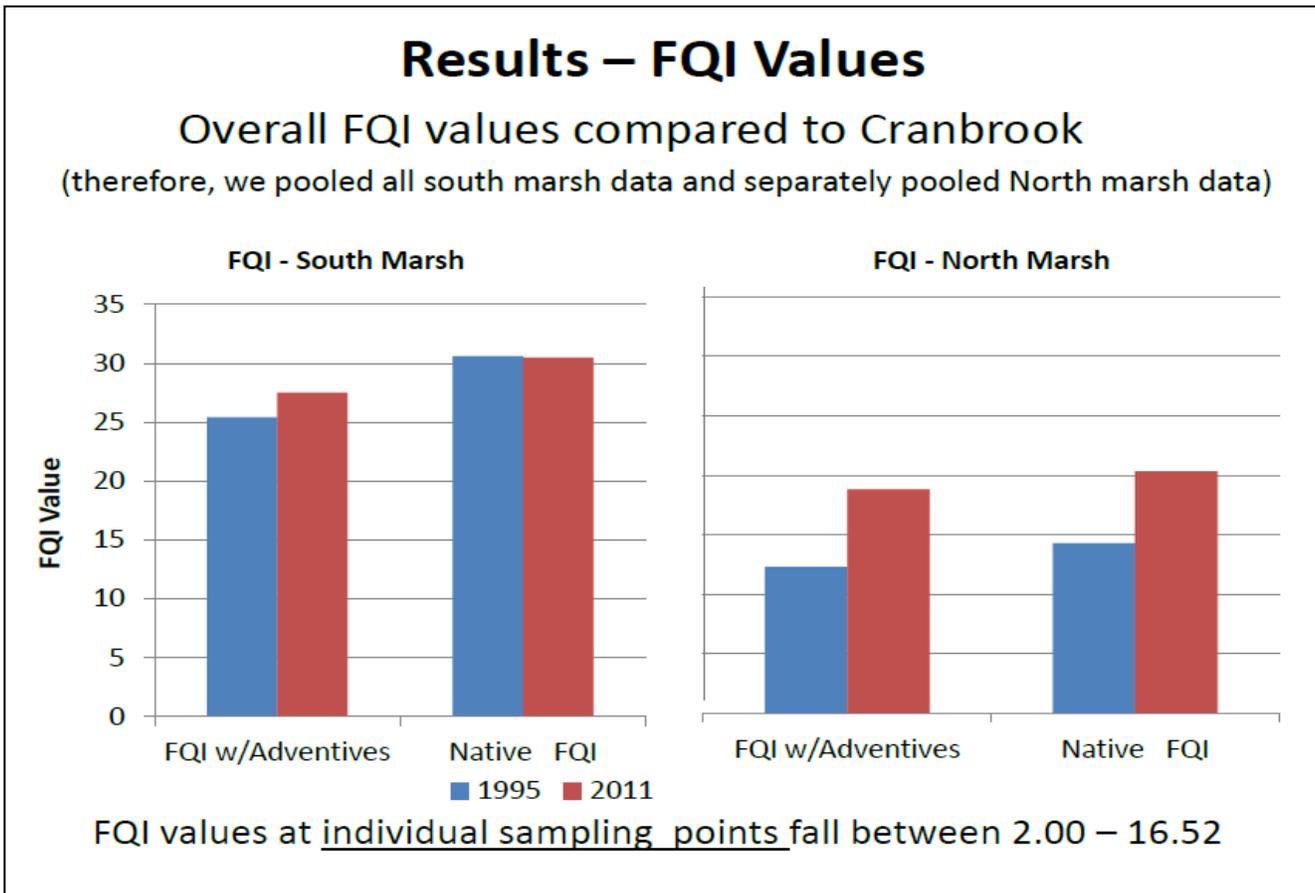
**Point Rosa Marsh
Pre-Phragmites Control**



**Black Creek Marsh
Post Phragmites Control**



**Point Rosa Marsh
Post Phragmites Control**



Floristic Quality Index (FQI) comparison – Cranbrook 1995 (Pre Phragmites Infestation) and Wayne State University 2011 (Post Phragmites Control Efforts)

Lake St. Clair Metropark – Marsh Restoration Bird Survey Preliminary Results

Spring Banding

- 731 Birds Banded
- 60 Species Represented
- Capture Rate 1.07 birds per net hour

Fall Banding

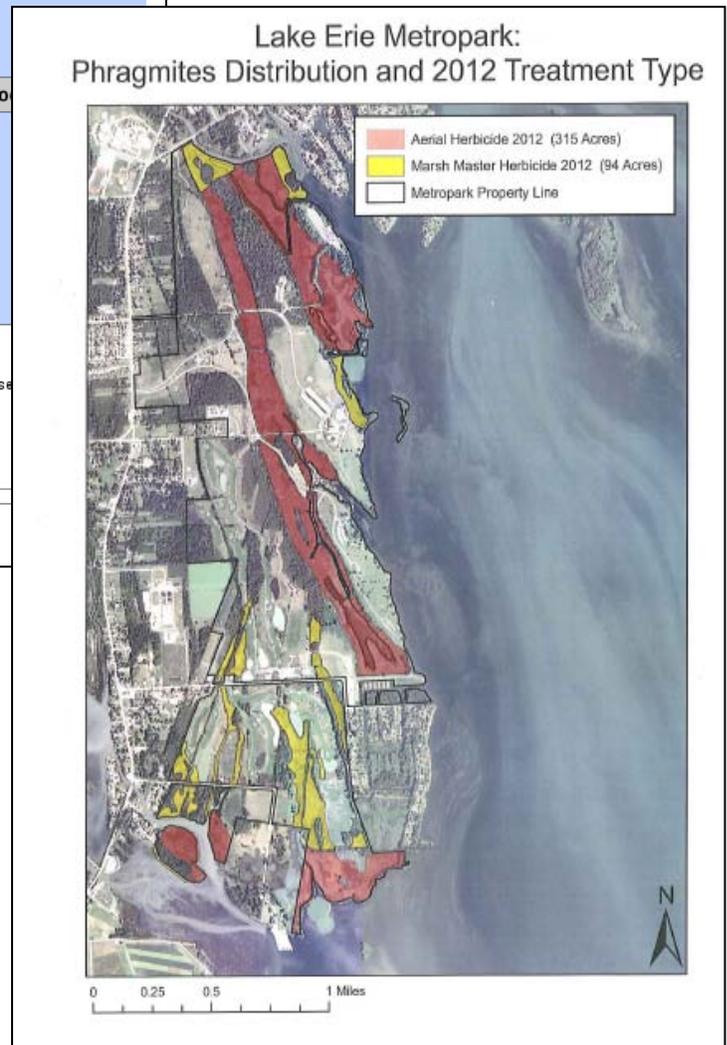
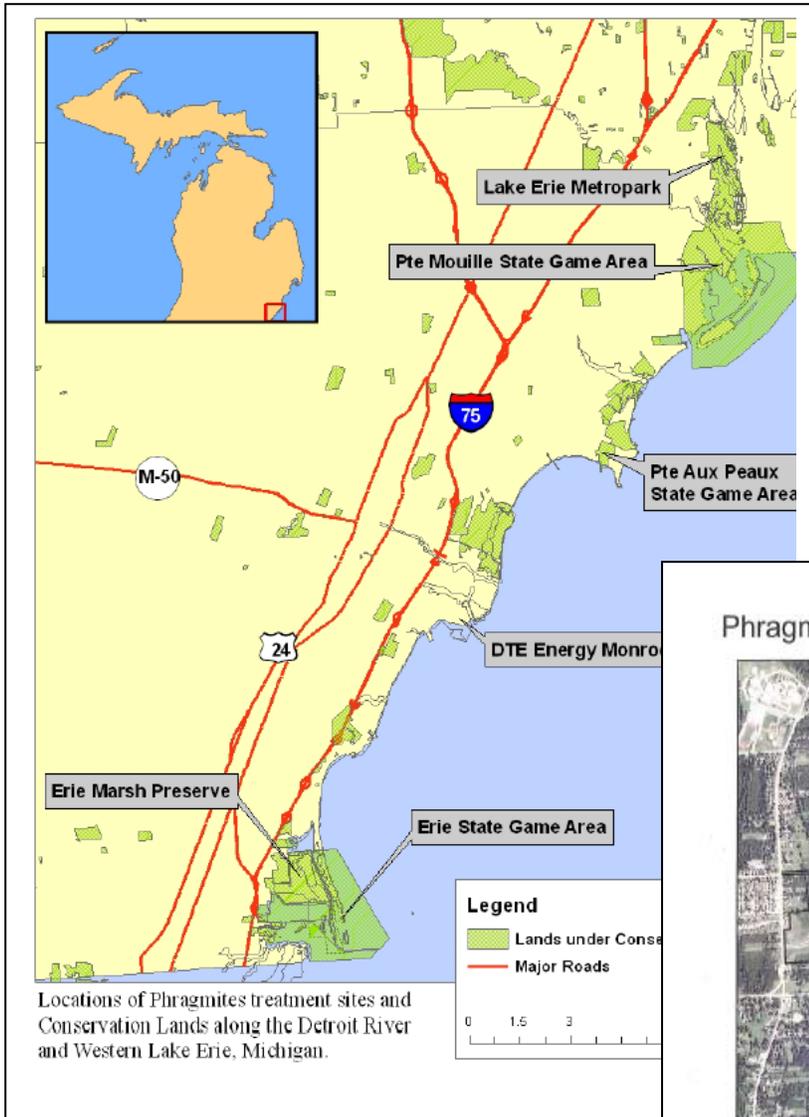
- 2115 Birds Banded (2nd Highest Recorded)
- 79 Species (Highest Recorded)
- Capture Rate 1.201 birds per net hour (2nd Highest Recorded)

Significant Sightings

- Least Bittern (T) – 16 to 18 Pair
- Common Moorhen (T) – 3 to 5 Pair (Breeding Confirmed)
- Marsh Wren (SC) – 160 to 200 Pair
- Caspian Tern (T) – 72 (One Day Count)

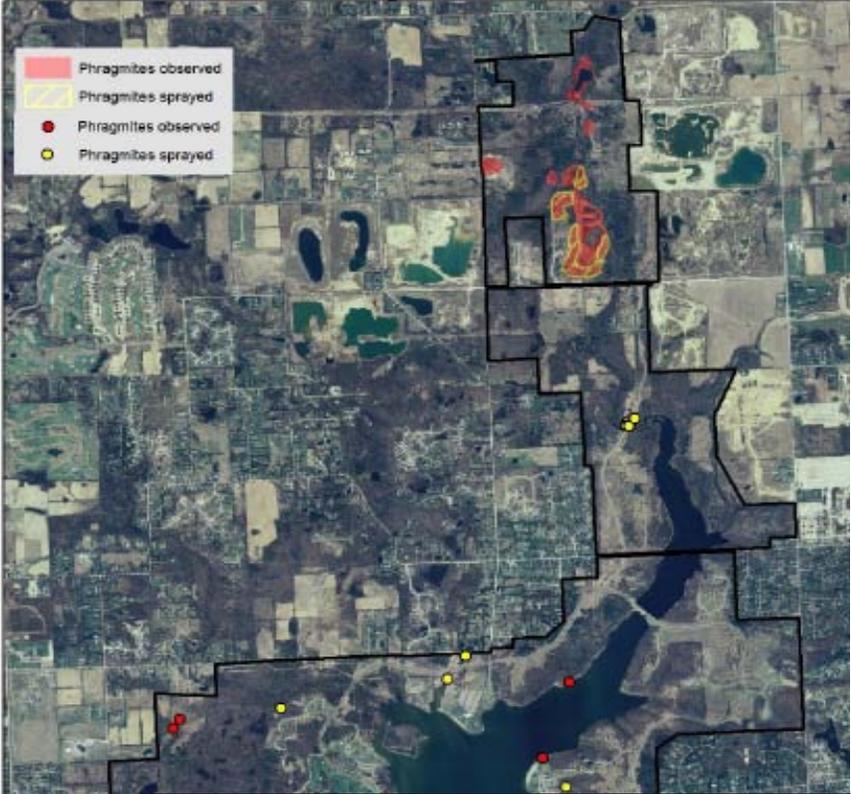
In the fall of 2012, a similar *Phragmites* control effort will begin at Lake Erie Metropark as part of regional effort by multiple agencies including The Nature Conservancy, Huron-Clinton Metroparks, Michigan DNR, Ducks Unlimited, and Detroit River International Wildlife Refuge,

to eradicate invasive *Phragmites* on approximately 1,200 acres of coastal wetlands within the western Lake Erie basin, from the Detroit River to northern Maumee Bay. It is anticipated that approximately 400 acres of *Phragmites* will be treated over a three year period at Lake Erie Metropark.

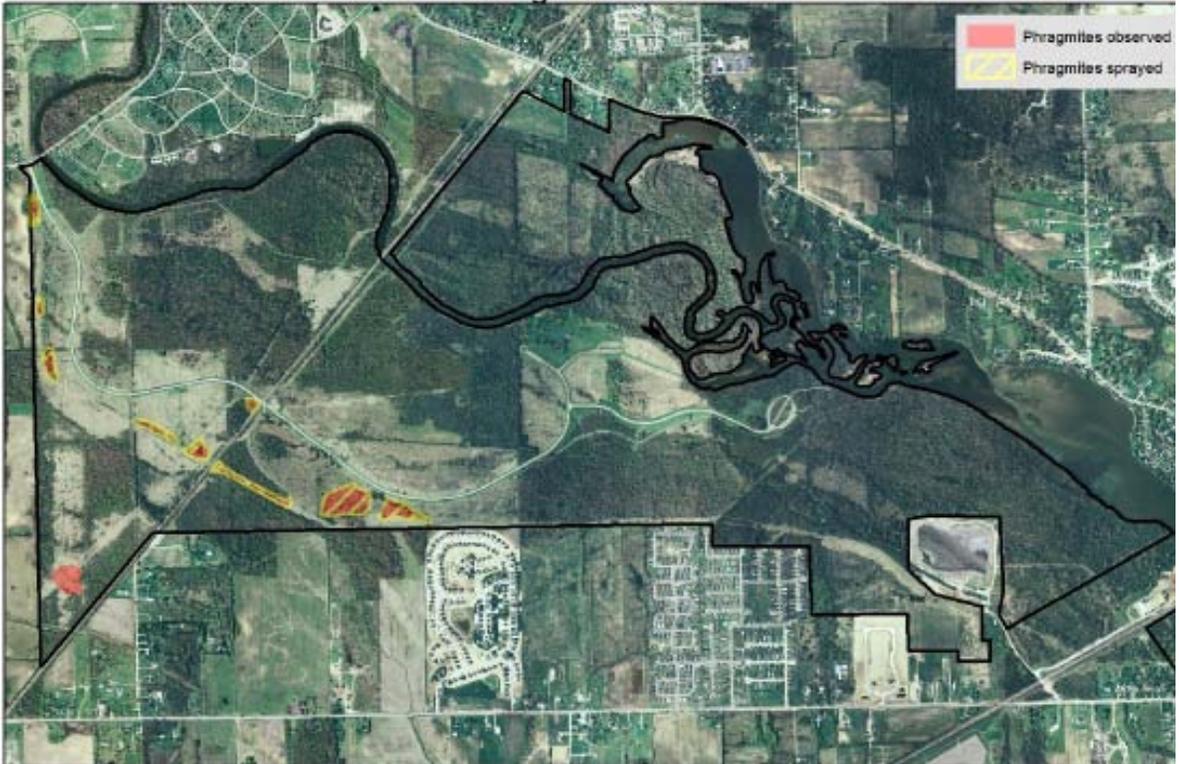


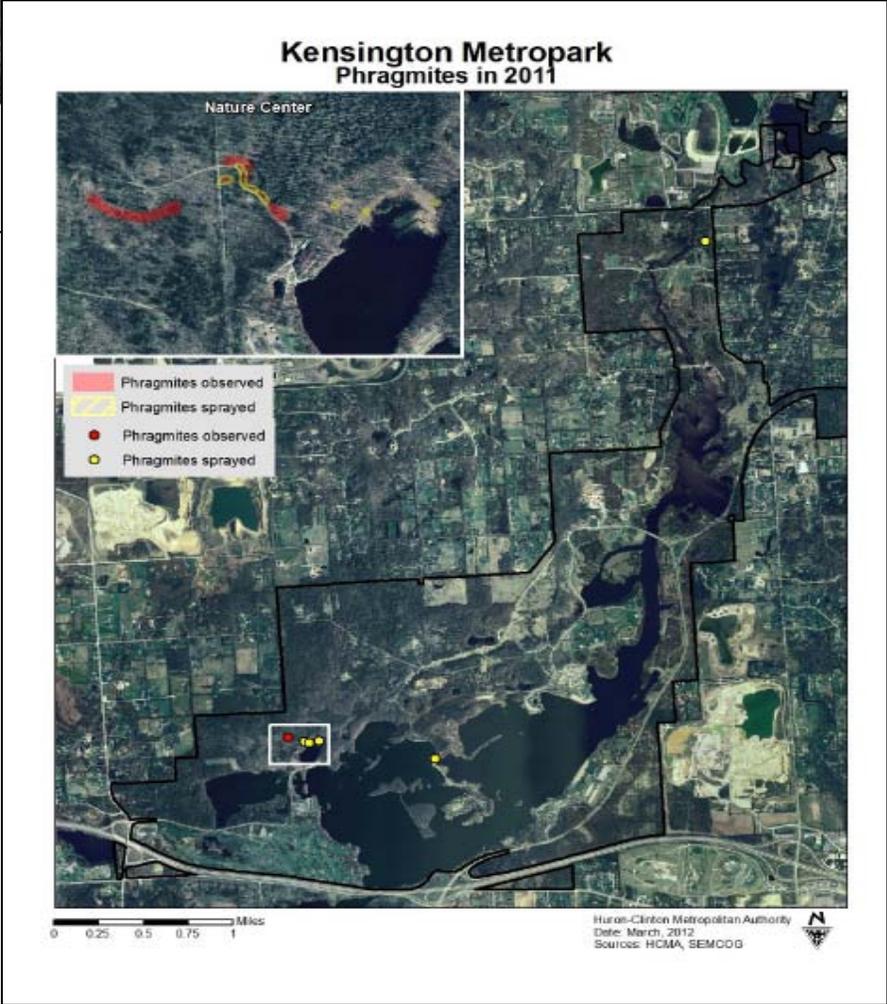
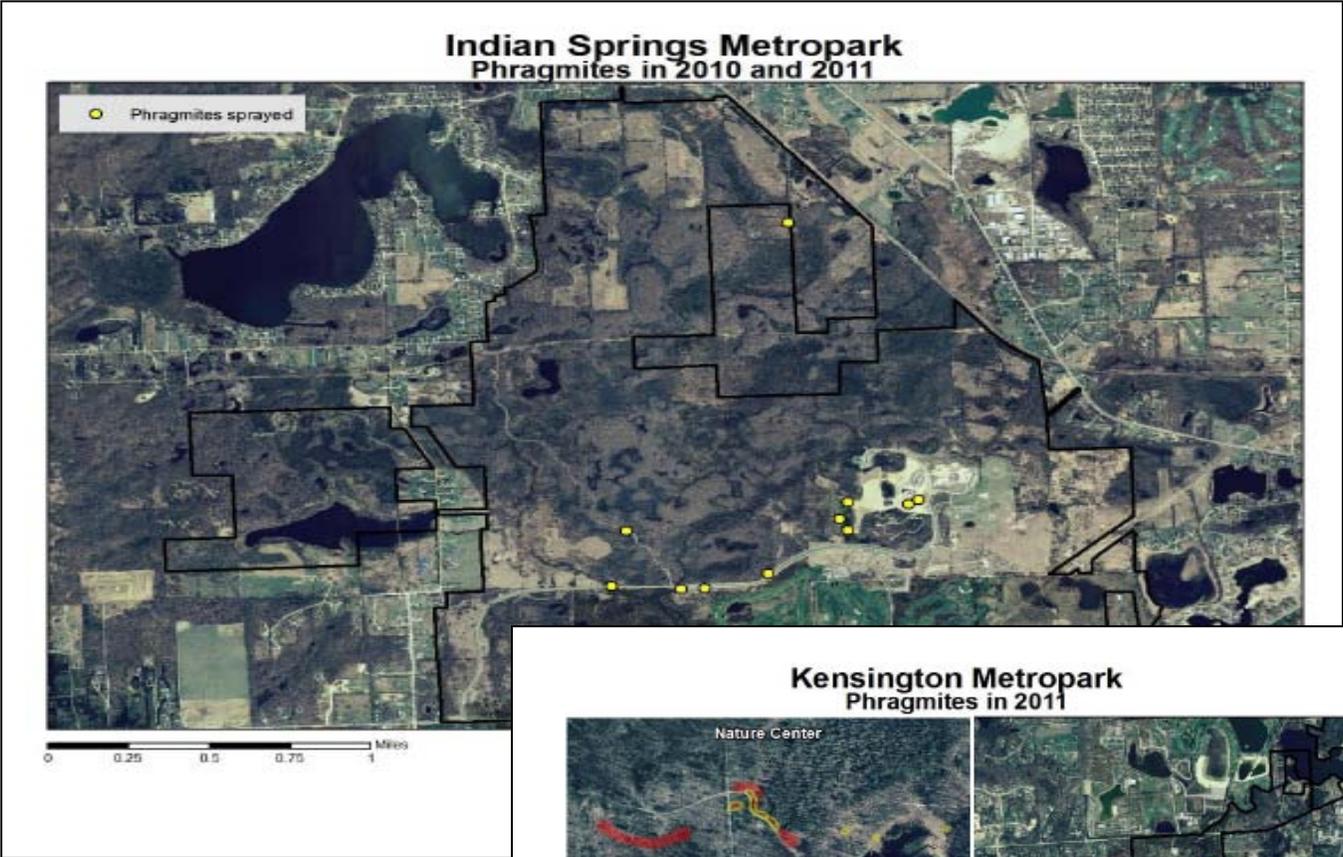
Additional minor *Phragmites* control efforts have been initiated in five other Metroparks covering approximately 90 acres. In 2011, Macomb County Department of Roads provided funding for herbicide to assist the Metroparks in treating 75 acres of *Phragmites* at Stony Creek Metropark, and REI has provided funding for herbicide to treat *Phragmites* infested areas in other Metroparks, as illustrated below.

Stony Creek Metropark Phragmites in 2011



Oakwoods Metropark Phragmites in 2011





Recommendation: That the Board of Commissioners receive and file the Phragmites Update Report as recommended by Chief of Natural Resources Muelle and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Scott W. Michael, Purchasing Manager
Subject: Procurement Card
Date: April 5, 2012

As part of the procurement process, the Purchasing Department and staff have been evaluating more efficient and cost effective methods of improving the process. During the evaluation process it was determined that a significant amount of time and energy is being made on small purchases and that it would be beneficial to the organization to institute a procurement card system. Other government agencies have seen significant cost saving and benefits. The Procurement or P-Card Program is a concept for managing low-dollar purchases and offers numerous and significant benefits to participants.

The program is designed to reduce the use of petty cash funds, improve the small-dollar purchasing process, reduce the number of requests for special checks, processing less vendor checks and minimize the need to use personal funds. As an example, instead of an employee using their own funds to make a small purchase and then requesting reimbursement, getting a manual check or advance, they would instead, use the Procurement Card.

In addition to saving administrative costs, one of the other benefits of this process would be the rebates offered by banks for use of the card. As an example, the number of invoices expected to be processed annually by P-Card will total approximately \$1.6 million, (17,000 invoices), resulting in rebates expecting to exceed \$12,000.

The Purchasing Department will review cardholder-buying patterns, review card usage and program compliance. The Purchasing Department will review and approve all user applications, set spending limits and share training responsibilities. Accounts Payable responsibilities include processing payment and coordinating payment to the issuing bank. Accounting will also perform audits of card expenditures. Both departments review and approve all applications and share training responsibilities. In addition, representatives from both departments will meet regularly to review the progress of the entire program on a monthly basis.

Recommendation: That the Board of Commissioners receive and file the Procurement Card Report as recommended by Purchasing Manager Scott Michael and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Scott W. Michael, Purchasing Manager
Project No: RFP-RH11-029
Project Title: Procurement Card Services
Location: Administrative Office
Date: April 5, 2012

Bids Opened: Monday, Sept. 19, 2011 at 2:00 p.m.

Scope of Work: to provide procurement card services to the Metroparks. Other services will include the following: (1) Monthly billing cycle, (2) 25-day payment date after 30-day billing cycle, (3) Provide administrative reporting, (4) Online access to specific card usage for reporting, reconciliation and account maintenance, and (5) Training sessions to implement program.

Background:

As part of the Rochester Hills, Request for Proposals for Banking Services, responders were requested to submit proposals on Procurement Cards, as an optional banking service. Proposals relative to the procurement card program were reviewed by an evaluation team of Fiscal and Purchasing staff with Fifth Third Bank ranking as the best value for the Rochester Hills.

Procurement cards are designed primarily for low dollar procurements (under \$1,000). The program provides cost savings and efficiencies to transaction processing for the Purchasing and Accounting Departments. It is the Authority's intent to eliminate all present cards, with the exception of fleet fuel cards, and promote the use of the procurement card.

The Fifth Third program utilizes MasterCard's multi-card (purchasing and travel) services. The program is web-based allowing real-time online maintenance, authorization control, and transaction data within 24-48 hours, liability protection, three-years of historical data, custom reporting and data integration with the Authority's financial system. The Fifth Third program provides a strong customer service component, with local support, a crucial element for the Authority to administer a responsible card program.

The card program requires no administrative fee and will rebate initially .75 percent of the Authority's annual spending volumes (approximately \$5,000). Although rebates offered by banks ranged from 0 to approximately 1 percent, Fifth Third was the only proposer identifying a participation threshold of \$500,000, allowing the agency, with its current estimated dollar expenditure on a procurement card, to immediately qualify for a rebate.

During further discussions with Fifth Third Bank, the concept of developing a program for the Michigan Inter-governmental Trade Network (MITN) group was presented by the city of Rochester Hills. The city of Farmington Hills, with a similar purchasing card spend, had expressed interest in piggybacking off of Rochester Hills contract. Fifth Third Bank, clearly understanding the financial structure and needs of local government, agreed to reduce the individual threshold for participation in the program to \$250,000. In addition, the bank has developed an aggregated spend program with graduated increases in the percentage of rebates for the MITN cooperative group. This structure will provide the opportunity for all participating agencies to see an increase in the rebate percentage.

Recommendation: That the Board of Commissioners award to the low responsive, responsible bidder, Fifth Third Bank, Southfield, MI per contract No. RFP-RH11-029 at no cost to the Authority with rebates as stated by Purchasing Manager Scott Michael and staff.

RFP for Banking Services - Procurement Card Optional Services (RFP-RH-11-029)
Proposals Tabulation

Name	Fifth Third Bank	First of America	Comerica	Charter One	Citizens	PNC	Chase
Product	MasterCard - Multi-Card = Purchasing, Travel and Fleet	Visa state of Michigan Contract expires June 2012	MasterCard	MasterCard	Visa - First Bankcard	Visa	MasterCard US One Card program
Services	Dedicated Card Spec. & Relationship Mgr Implementation Maintains 3 years online data 15 payment options - cycle days	Assigned Acct Mgr and Card Acct Specialist Payment cycle 14/30 days	Assigned Program Advisor	3 billing options	7 years card statements available Electronic statements	Implementation Specialist Download Information to CSV format	US One Care Program/MasterCard Platform Declining balance cards Assigned Rep.
Software	Smartdat.gen2-web-based Fifth Third Direct Integrated w/JDE Purchasing Module 3 years history	Works Solution - web-based Vantiv	SmartData Custom Export set-up 12 months of online statements Online card management system	SmartData	Direct Card Access online administration; interface to most accounting software	Back office workflow tools and online data delivery	Smart Data
Other	Master coverage up to \$100,000 per employee	Coverage up to \$100,000 per employee			One-time card use	\$100,000 coverage per card for loss	\$100 minimum transaction size
Cost to City	None	None	Logo on Card - \$500	Card set-up \$500	None		\$35 annual card fee it less than \$1 million
Rebate Structure	\$500K to \$1 million (.25%) \$1 million to \$4 million (.75%) \$4 million to \$10 million (1%) \$10 million (1.1%)	Based on aggregate spend and applicable basis points, approx 1 % Must meet \$1 million spend; aggregate spend participants subject to change	\$1 million + (.90%)	\$1 million + (.90%)	No Rebate		\$1 million (.65%)
Rebate Threshold	\$250,000	\$1 million	\$1 million	\$1 million			\$1 million



HURON-CLINTON METROPOLITAN AUTHORITY

BOARD OF COMMISSIONER POLICY

CREDIT/PROCUREMENT CARD

EFFECTIVE DATE: 4/12/2012

BC C 1

SUPERCEDES POLICY DATED: 07/13/2000

PREPARED BY: DAVID WAHL, CONTROLLER
SCOTT MICHAEL, PURCH MGR

In order to comply with Section 3 of Michigan Public Act 266 of 1995 (MCL 129.241), the Board of Commissioners of the Huron-Clinton Metropolitan Authority hereby adopts the following credit card policy:

1. The Purchasing Department Manager/Program Administrator is responsible for all credit card issuance, accounting, monitoring and retrieval, and general oversight of compliance with the **Huron-Clinton Metroparks Credit Card Policy**.
2. Credit cards shall be used only by an officer or employee (card holders) of the Huron-Clinton Metroparks and only for the purchase of goods or services for the official business of the Metroparks.
3. Any officer or employee using a credit card pursuant to Item 2 shall provide appropriate and complete documentation in the format required to the Card Administrator detailing 1) the goods or service purchased; 2) the cost of the goods or services; 3) the date of the purchase; 4) the official business for which purchased; and 5) the account to be charged. After approval by the Card Administrator, an electronic file will be reviewed by the Program Administrator/Purchasing Department Manager of goods or services purchased and forwarded to Accounts Payable for payment. Periodic field audits will be performed by the accounting department for reconciliation of credit card documentation. For gasoline credit cards, employees must submit a signed gasoline credit card receipt to Accounts Payable with the number of gallons, price, and total cost clearly identified.
4. Any officer or employee issued a credit card for official business use shall be responsible for its protection and custody, and shall immediately notify the Issuing Bank and Program Administrator/ Purchasing Department Manager if the card is lost or stolen.
5. Any officer or employee issued a credit card shall return the card to the Purchasing Department Manager/Program Administrator no later than any return date specified by the Program Administrator/Purchasing Department Manager, but in any event not later than the termination of his or her employment or service with the Metroparks.
6. A system of internal accounting controls will be maintained by the Purchasing Department Manager/Program Administrator and the Controller to monitor the use of credit cards. Any officer or employee approving transactions will not be issued a card.
7. Credit card transactions will not be paid unless and until approved by the Card Administrator and the Purchasing Department.
8. Balances due under credit card arrangements will be paid in full within the specified requirements of the credit card statement date.
9. An officer or employee who violates a provision of this policy shall have his/her use of a credit card revoked immediately. Disciplinary measures consistent with the law and Huron-Clinton Metropolitan Authority policy may be applied for the unauthorized use of a credit card by an officer or employee of the Metroparks.
10. The total combined authorized credit limit of all credit cards issued by the Huron-Clinton Metroparks shall not exceed 5 percent of the total budget of the Authority for the current fiscal year.

Adopted on: April 12, 2012

Anthony V. Marrocco, Chairman, Board of Commissioners

David C. Moilanen, Director, HCMA

George Phifer, Executive Secretary, HCMA



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Human Resources Manager
Subject: Medicare Part D Subsidy – Fourth Quarter 2011
Date: April 5, 2012

The Authority has received a payment in the amount of \$9,138.22 as a reimbursement for the Medicare Part D Prescription Drug Subsidy Program for the fourth quarter of 2011. Total payment received in 2011 was \$50,329.

As part of the Authority's effort to pre-fund retiree health care benefits and in accordance with Board action taken in 2005, funds received under the Medicare Part D Subsidy in the past have been transferred into the Retiree Health Care Trust Fund. It is recommended that the Authority receive the \$9,138.22, as well as any future reimbursements received during 2012, and that reimbursements be transferred into the Retiree Health Care Trust Fund. Future deposits received will be reported to the Board in the Human Resource Department's monthly report.

Recommendation: That the Board of Commissioners approve the transfer of \$9,138.22 to the Retiree Health Care Trust Fund and direct staff to transfer all Medicare Part Subsidy reimbursements received in 2012 into the Retiree Health Care Trust Fund as recommended by Human Resources Manager Carol Stone and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Human Resources Manager
Subject: Contract for Labor Consultant and Update on Union Contract Negotiations
Date: April 5, 2012

At the March Board meeting, proposals were presented for the labor relations consultant and the Board authorized staff to negotiate a contract with Thomas Eaton based on the scope of services established by the Board. Mr. Eaton has accepted the terms of the contract pending Board approval.

All of HCMA's collective bargaining agreements expire on Dec. 31, 2012. Based on the impact of Public Act 54 of 2011 which prohibits retroactivity and assesses to the employee any benefit cost increases incurred after a contract has expired, it is staff's recommendation that contract negotiations begin in July. Prior to entering into negotiations, it will be necessary for the negotiating team, including Mr. Eaton, to meet with the Board to establish contract parameters. At the May Board meeting, staff will be requesting a closed session with the Board to discuss contract negotiations.

In preparation for the meeting with the Board, Mr. Eaton has requested information on HCMA operations. It would also be beneficial for Mr. Eaton to review the Early Retirement/Cost Contain Initiatives that were recently approved, as well as salary and benefit comparables. If it's acceptable to the Board, I will meet with Mr. Eaton and provide this background information prior to the May Board meeting.

Attachment: Proposed Union Contract Negotiation Consultant Agreement

Recommendation: That the Board of Commissioners approve the contract with Thomas Eaton to serve as labor consultant and that prior to the May Board meeting, Carol Stone, HR Manager, be directed to meet with labor consultant Thomas Eaton to provide background information in preparation for contract negotiations as recommended by HR Manager Stone and staff.

**HURON-CLINTON METROPOLITAN AUTHORITY
INDEPENDENT CONSULTANT AGREEMENT**

THIS AGREEMENT dated this 12th day of April, 2012, by and between Huron-Clinton Metropolitan Authority, a public body corporate of the State of Michigan having offices at 13000 High Ridge Drive, Brighton, Michigan, 48114, hereinafter referred to as "Authority," and Thomas Eaton, hereinafter referred to as "Consultant."

WHEREAS, Consultant has significant knowledge of and expertise relative to collective bargaining; and

WHEREAS, Authority desires to secure and have the advantages of Consultant's expertise and knowledge as described herein, in connection with its activities.

NOW, THEREFORE, in consideration of the mutual benefits to be derived from this Agreement, Authority and Consultant agree as follows:

1. **Services Provided.**

The Authority hereby retains the services of the Consultant to perform the services as set forth below:

- a) Consultant will serve as a member of HCMA's negotiating team, will participate at the negotiating table and will attend all meetings with POAM and the Employee Association relative to negotiation of the collective bargaining agreements expiring on December 31, 2012. It is anticipated that negotiations will begin on or after July 1, 2012.
- b) Prior to start of negotiations, consultant will work with the Human Resource Manager to assemble best practices and salary and benefit information in preparation for negotiations. This will include a review of the wage and benefit study prepared by HCMA to validate accuracy and relevancy of information.
- c) Consultant will review existing labor contracts and will work as part of negotiating team to identify issues to be addressed during the collective bargaining process.
- d) As part of the negotiating team, consultant will participate in meetings with the Board of Commissioners to determine parameters for the collective bargaining process. The negotiating team will provide monthly updates to the Board of Commissioners on the status of negotiations and Consultant will assist in preparation of these updates.
- e) Utilizing the five year plan, external comparables, the wage & benefit study and other data as may be identified by the Consultant; Consultant will assist in development of contract proposals to be presented by HCMA. Said proposals shall ensure that the wages and benefits proposed accurately reflect the current labor market and support HCMA's strategic plan with a focus on structural cost containment and cost reductions.
- f) Consultant will assist in evaluating and responding to proposals received from POAM and the Employee Association during the collective bargaining process.

2. **Terms and Times of Service.**

- a) Effective Date: This Agreement is effective as of April 12, 2012, (“Effective Date”).
- b) Initial Term: The initial term of this Agreement extends from the effective date until approval of the Board and ratification by the employees of collective bargaining agreements to replace the agreements expiring on December 31, 2012, unless terminated otherwise per the provisions of paragraph #9.
- c) Extension: The initial term of this Agreement may be extended by written mutual agreement between Consultant and Authority.
- d) Service Period: The term “Service Period” as used in this Agreement means the initial term of this Agreement and any extension.
- e) Service Time: All services hereunder will be performed by the Consultant at times as mutually agreed upon by the parties.

3. **Compensation**

The Authority agrees to pay Consultant as follows:

- a) Hourly: The Authority will pay \$100.00 per hour, in quarter-hour increments, for services rendered under this Agreement. Consultant shall invoice the Authority on or about the first of the month for services rendered the previous month, and the Authority agrees to issue payment within thirty (30) days of receipt of invoice.
- b) Expenses: Consultant will be reimbursed mileage from his residence to the negotiating sites at the HCMA rate of .48 per mile. It is anticipated that the majority of meetings shall take place at the Administrative Office located at 13000 High Ridge Dr, Brighton, MI. However, there may be times when meetings or negotiating sessions are held at other sites within the Metropark system. Consultant will include in monthly invoice a summary of the miles driven for each date worked.
- (c) Taxes: Consultant will pay all taxes and other governmental charges, however designated, which are levied or assessed upon any payment made to or on behalf of Consultant pursuant to this Agreement and will provide HCMA with a 1099 prior to starting work.

4. **Independent Contractor.**

- a) It is agreed that Consultant is an independent contractor. Consultant, and employees, servants and agents of Consultant, will not be deemed to be employees, servants or agents of the Authority and will not be entitled to any fringe benefits of the Authority, such as, but not limited to, health and accident insurance, workers’ compensation insurance, automobile insurance or costs, life insurance, pension benefits, paid vacation or sick leave, or longevity.
- b) Employees of the Consultant shall be utilized only with written authorization of the Authority. Consultant shall be responsible for paying all salaries, wages and other compensation which may be due its employees, servants or agents for performing services under the

Agreement and for withholding and payment of all applicable taxes, including but not limited to, income and Social Security taxes, to the proper federal, state and local governments.

5. **Standard of Care.**

- a) Consultant shall perform services in a diligent and professional manner in accordance with the terms of this Agreement. Consultant represents that professional services performed under this Agreement shall be performed in a manner consistent with the level of care and skill ordinarily exercised by other professional consultants in his field of expertise.
- b) Consultant shall comply with all Authority policies with respect to safety and conduct, in accordance with Authority policy documentation as provided to Consultant.

6. **Authorized Representative:** The authorized representative for the Authority with respect to this Agreement will be Carol Stone, Human Resource Manager. The authorized representative will provide instructions, schedule meetings and negotiating sessions, and provide and receive information relative to this Agreement.

7. **Location, Equipment and Facilities.**

- a) Authority will furnish facilities, equipment and supplies which may be reasonably required in the performance of services at Authority property under this Agreement.
- b) Consultant shall furnish his own transportation to and from all work locations. Consultant may use his own computer property, such as computer equipment, software and supplies at his own discretion, for use in the performance of services under this Agreement, however, Consultant shall be solely responsible for such Consultant-supplied property.
- c) The Human Resource Manager shall coordinate meeting dates and times and will provide any and all information needed for consultant to perform the work described under this contract.

8. **Confidential Information.**

- a) Consultant shall hold in confidence and shall not use except as provided herein and shall not disclose to any third person any confidential information disclosed to Consultant at any time by Authority. The term "confidential information" as used herein means any and all information which relates to the activities of Authority and which is not generally available to third parties. Authority shall retain ownership of all property provided by Authority to Consultant or otherwise in the possession of Consultant, including material, supplies, equipment and computer software. Authority shall have ownership of all documents, reports and files, in printed or electronic format created by Consultant pursuant to this Agreement. Upon completion or termination of this Agreement, all such property shall be provided to Authority by Consultant.

9. **Termination.**
 - a) Either party may terminate this Agreement at any time, with or without cause, with 30 days written notice.
 - b) Upon termination of this Agreement, Consultant will be paid for all services authorized and performed up to the date of termination.
10. **Indemnification:** Authority will indemnify and hold harmless Consultant, Consultant's officer, directors and employees from and against any and all costs, losses and damages caused solely by the negligent acts or omissions of Authority, Authority's officers, directors, partners, employees in the providing of services under this Agreement. Consultant shall indemnify and hold harmless the Authority, Authority's officers, directors and employees from and against any and all costs, losses and damages caused solely by the negligent acts or omissions of Consultant, Consultant's officers, directors, partners, employees in the providing of services under this Agreement.
11. **Assignment:** This Agreement will be deemed to require the performance of services by Consultant. Consultant will not assign any right, delegate any duty, subcontract any portion, or otherwise transfer any interest hereunder without the prior written consent of Authority.
12. **Amendment:** This Agreement may be amended or revoked at any time by written agreement executed by all of the parties to this Agreement. No change or modification to this Agreement will be valid unless in writing and signed by all of the parties to this Agreement.
13. **Severability:** If any provision or paragraph of this Agreement shall be prohibited by law or held to be invalid, such provision or paragraph shall be separable from this Agreement without invalidating the remaining provisions or paragraphs hereof.
14. **Notices:** Any notice required under this Agreement shall be in writing, given personally or addressed to the appropriate party at its legal address by registered or certified mail. All notices shall be effective upon the date of receipt.
15. **Waiver:** Non-enforcement of any provision herein by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
16. **Governing Law:** This Agreement is governed by and shall be construed and enforced in accordance with the laws of the State of Michigan.
17. **Headings:** The headings to the Sections of the Agreement are inserted for convenience only and will not be deemed a part of this Agreement for purposes of interpreting or applying the provisions of this Agreement.
18. **Entire Agreement:** This Agreement represents the entire agreement between Authority and Consultant and neither party has relied upon representations not contained in this Agreement. This Agreement supersedes all other prior agreements and policies, either oral or written, between Authority and Consultant.

- 19. **Remedies:** The remedies herein provided are not exclusive and the exercise of any such remedy will be without prejudice to the exercise of any other right or remedy hereunder or under law.
- 20. **Counterparts:** This Agreement may be executed in several counterparts, each of which will be deemed an original but all of which will constitute one and the same.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed in their respective names as of this day and year first above written.

Consultant:

Huron-Clinton Metropolitan Authority:

Thomas Eaton

Anthony V. Marrocco, Chairman

John C. Hertel, Secretary

Date: _____

Date: _____

Witnesses:

Witnesses:



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: David C. Moilanen, Director
Subject: Contract Renewal – Marketing Manager
Date: April 5, 2012

At the April 14, 2011, Board meeting the Commission approved entering into a one-year contract with Kassie Kretzchmar to serve as marketing manager for the Metroparks. That contract will expire May 15, 2012. Her job responsibilities are to develop and implement a marketing program designed to increase attendance at the Metroparks through stronger brand recognition, increased awareness of the parks and the development of sponsored events and festivals that are self sustaining.

From the beginning, Ms. Kretzchmar has worked diligently to boost attendance at various Metroparks primarily by planning and developing larger programs and marketing campaigns while controlling costs by seeking partnering organizations and businesses that are willing to sponsor these events and campaigns. Starting in the middle of May, Ms. Kretzchmar first learned more about the Metroparks and what they offer, then outlined ideas for larger programs and festivals, and then began to market partnership opportunities to a variety of businesses and organizations. While good progress was made developing ideas and soliciting potential partners, it was very late in the busy season for the Metroparks to actually conduct some of the programs and campaigns.

The first big program that Ms. Kretzchmar coordinated was the 9/11 Michigan Remembers ceremony commemorating the 10-year anniversary of the attacks on the World Trade Center. Ceremonies were held at both Lake St. Clair and Lake Erie Metroparks with 8,000 attending the event at Lake St. Clair and 2,000 attending at Lake Erie. There was much organizing that had to be done, several partners were involved and the events provided much positive publicity for the Metroparks. As an initial example of Ms. Kretzchmar's capabilities, it was very successful.

Ms. Kretzchmar's efforts at obtaining a media partner for the Heritage Holiday programs at Wolcott Mill Historic Center helped boost the attendance at those programs considerably. A big event planned for winter, the Cardboard Classic, was showing promise as she obtained media and other partners for it, but with no snow, the event had to be canceled.

Ms. Kretzchmar has also been working on campaigns that will market the Metroparks in different, new venues – Costco stores and Dunkin Donut restaurants. These marketing campaigns are set to take place later in spring and early summer of 2012.

A marketing report is attached that recaps activities in 2011 and outlines other major events that Ms. Kretzschmar has been developing for 2012. Planning and obtaining sponsors for these programs is well underway and should provide a number of attractive new or enhanced events in the Metroparks this year. Staff feels it would be premature to discontinue Ms. Kretzschmar's work on these events at this time and not reap the benefits of seeing these programs to fruition. Ms. Kretzschmar collaborates well with Metroparks staff; works hard, and has the skills, knowledge and contacts necessary to build an outstanding marketing program for the Metroparks.

It would be worthwhile for the Metroparks to take more time to evaluate the effectiveness of Ms. Kretzchmar's work and offer her a six month extension on her contract under the same compensation, terms and conditions as her current contract.

**Attachments: 2012 Marketing Overview
Employment Contract**

Recommendation: That the Board of Commissioners approve staff extending Kassie Kretzschmar's contract as marketing manager for the Metroparks under the same terms, conditions and compensation as her initial contract for a period of six months from May 16, 2012, to November 15, 2012 as recommended by Director Moilanen and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Kassie Kretzschmar, Marketing Manager
Subject: Marketing Report
Date: April 5, 2012

I have been working for the Metroparks since May 16, 2011 and have accomplished and/or am working on the following:

Focusing on three areas:

- Ways to increase awareness and focusing on how we can brand the Metroparks
 - By building bigger partnerships with metro Detroit media outlets
 - By partnering with various corporations, groups etc.
- Ways to increase number of visitors to the Metroparks
 - Through new events and new partnerships
 - Looking at how to build on existing programs and events
- Ways to bring in more money
 - Sponsorships
 - Event fees
 - Grants

2011 KEY EVENTS:

- **Sept. 2011 – the 9/11 Michigan Remembers** 10th anniversary event for Michigan military, police and firefighters at Lake Erie and Lake St. Clair Metroparks. There were approximately 10,000 attendees on a Sunday evening between 5:00 – 9:30pm. The Authority received a 9/11 military award for our 9/11 Michigan Remembers events. In addition, I received the same award, plus received a presidential award (one of 50 that were given out in the U.S.) which was an American flag that flew over the U.S. Capitol during the time of our event on Sept. 11, 2011. The additional award was for me creating the event and for inviting the military along with police, firefighters and first responders.
 - Received a \$500 sponsor check for the event from Paragon Properties for a booth they set up at Lake St. Clair Metropark.
 - Received in-kind advertising from CBS Detroit Radio stations (98.7 AMP Radio, WWJ 950 Newsradio, 97.1 The Ticket, 99.5 WYCD, 104.3 WOMC) valued at \$111,600.
 - Received in-kind advertising from WRIF 101.1 (a non-sponsor) valued at \$4,000.
 - HCMA Cash Expense for the event was \$8,300.

- **Heritage Holidays** at Wolcott Mill, Dec. 2011 – built upon this existing event by working with Magic 105.1. Commercials ran on Magic 105.1 and the station did a live appearance with on-air host Lisa Jesswein. Prizes were given away every hour including 60 gift certificates for live (cut) Christmas trees from Blake’s Orchards. Families came to see Santa in an intimate, old-fashioned setting, old-fashioned children’s games, Victorian Era candles, old-time television and outdoor Christmas lights; kids created holiday crafts indoors, and made s’mores at the outside bonfire too.
 - Spent \$5450 on the radio commercials and the talent on-site appearance.
 - Attendance more than doubled from 2010 to 2011 as did donations made on-site too.
 - 2010 attendance – 797 2011 attendance – 1,630
 - 2010 donations – \$591 2011 donations – \$1,369

2012 KEY BUDGETED EVENTS AND PROGRAMS

(I continue to solicit sponsors for the events below to cover the budgeted amounts as well):

- Created a partnership with **Costco** – for three months beginning in April, we will offer a Metroparks package for sale at all nine Michigan Costco locations. The package includes a \$25 annual permit and a \$25 Metroparks Gift card.
- **Golf promotion with WJR’s Frank Beckmann** – “Beat Beckmann” golf challenge where he would invite listeners out to four Metorpark golf courses which he will play and the public is encouraged to participate. Two golf courses a month in late spring/summer. *(\$6,000 budgeted)*
- **Metroparks Passport** – secured Dunkin’ Donuts as our partner, they will distribute Metropark Passports for the public to pick up, and then over a three month period (May, June, July) the public that picked up the Metroparks Passport would visit each of the 13 parks to get a “passport” stamp. Once all the stamps are collected they are entered in a contest to win a “grand prize” trip for four. The Passport will include a page for each Metropark and Dunkin’ Donuts’ coupons as well. *(\$15,000 budgeted)*
- **Outdoor Expo with Cabela’s, Beaumont and Boy Scouts** – a public event, the focus will be on healthy eating and getting active (scouts will attend for merit badges); Cabela’s will do demonstrations and have interactive activities; Beaumont will have health stations. Slated for summer/early fall. *(\$9,000 budgeted)*
- **Motorsports event at Willow** – expanding on the Monster Truck event we currently have to bring in other motorsport activities and displays. Event is scheduled for Aug. 11 and 12. *(\$7,000 budgeted)*
- **Country Fest at Lake Erie** – country bands over a summer weekend with family activities etc. *(\$9,500 budgeted)*
- **Metroparks and the War of 1812 Bicentennial Commemoration/Navy Week 2012** – Michigan Philharmonic along with members of the U.S. Navy Band and Choir from Washington, D.C. will perform at Lake St. Clair Metropark on Sept. 7, where we will also

have two ships the entire week and War of 1812 memorabilia on display near the marina. There will also be 1812 War re-enactments as well; Navy Week is Sept. 5-10, 2012.

In addition, I am working with companies including Power Distributing, General Motors and Masco to secure sponsorships as well as other companies. Tentative events (depending on sponsor confirmation) include: Military Tribute concerts at Lake St. Clair July 7 and Sept. 7 or 8. (*\$18,500 budgeted*)

- **Fall Festival at Wolcott Mill** – since it was originally a flour mill, the idea is to tie in King Arthur Flour as a sponsor of a baking contest, family activities, hayrides, pumpkins, etc. (*\$7,000 budgeted*)
- Have met with McCann Worldwide to discuss Metroparks branding, Focus Groups, and research as well of users and non-users of the Metroparks. (*\$15,000 budgeted*)

OTHER EVENTS/PROGRAMS THAT I CONTINUE TO WORK ON:

- **Metroparks Freedom Fireworks** – seeking sponsors for the parks fireworks displays and looking to pre-promote the War of 1812 Bicentennial events at the fireworks with military presence as well as on-site sponsors. Power Distributing said they will provide \$15,000, possibly more, and I am still working on these sponsors. I will be bringing more detail to the Board in April regarding Power Distributing and their product tie-in as well in the parks for approval. Event dates are planned June 16 at Kensington, June 30 at Lake Erie, July 1 at Stony Creek, July 3 at Hudson Mills, and July 4 at Willow.
- Camper and RV event for the fall in Lake Erie Metropark.
- Final Major 2013 FLW Outdoors Bass Fishing Tournament at Lake St. Clair Metropark in June or July. Working on securing WRIF and WCSX as the media sponsors for this national fishing event. If the media partnership is confirmed, the Metroparks would receive \$116,000 worth of promotional exposure with those two radio stations. I am working with Macomb County leadership and members of the Lake St. Clair initiative group on the event details and execution with FLW Outdoors.
- A Summer Blue Grass, Blues and Jazz Festival at Hudson Mills. I am working with a promoter who wants to bring in southeastern Michigan Cumulus radio stations to sponsor this event.
- Working with the Michigan Humane Society on pet events in the parks. One major event I am trying to secure has the potential for 5,000 – 6,000 people and pets to attend. The Michigan Humane Society is considering Kensington Metropark for a late September event.
- WRIF/Monster Energy Drink BMX and Motorcross event at Lake St. Clair Metropark in July or August. Working to secure this event where the Metroparks will receive in-kind media through on-air and on-site radio exposure for being the host location. Monster Energy Drink sponsors this event nationally.

- To date, I have brought in \$3,000 in revenue as I continue to contact companies/organizations to promote bulk annual permit purchases at the corporate discount rate. I also contacted all Michigan schools and received two orders for 50 annual permit purchases. In addition, I sold 50 annual permits to one corporation with a total of 150 annual permits sold to date.
- Working on park signage opportunities and potential sponsors.
- Soliciting sponsorships for the HCMA maps, newsletter and back of the annual permits.

EMPLOYMENT AGREEMENT

THIS AGREEMENT dated this ____ day of April 2012, by and between Huron-Clinton Metropolitan Authority, a public body corporate of the State of Michigan having offices at 13000 High Ridge Drive, Brighton, Michigan, 48114, hereinafter referred to as "Authority," and Kassie Kretzchmar hereinafter referred to as "Employee."

WHEREAS, the Authority desires to employ Employee and Employee desires to become employed by the Authority, upon the terms and subject to the conditions hereinafter set forth.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements hereinafter set forth, the parties hereby agree as follows:

1. Employment and Duties.

The Authority agrees to employ Employee as a Marketing Manager. Employee is employed with those working duties and responsibilities as may be determined and assigned to Employee by the Chairman and Director of the Authority from time to time. In performing her duties under this Agreement, the Marketing Manager is responsible for developing and implementing a marketing program designed to increase attendance at the Huron-Clinton Metroparks through stronger brand recognition, increased awareness of the parks in the Southeast Michigan region and the development of sponsored events and festivals that are self-sustaining. This position collaborates with other members of the Metroparks Marketing Steering Team to promote the purpose and vision of the 13 Metroparks, and to assure that all the marketing opportunities, marketing quality, brand identification and goal attainments are being met. Employee agrees to accept employment with the Authority on the terms and conditions set forth in this Agreement and agrees to devote Employee's full and exclusive business time, best efforts, energy and skill to fulfilling the duties of the Marketing Manager position as detailed in the Position Overview, which is attached hereto and made a part of this Agreement as Exhibit A. Employee must comply with the policies and procedures of the Authority regarding personal conduct, conflicts of interests, anti-harassment and other policy statements applicable to employees.

2. Duration of Contract and Termination.

This Agreement shall commence on May 16, 2012, and shall continue to and including November 15, 2012, unless earlier terminated by either the Authority or the Employee pursuant to this Section. This Agreement and Employee's employment relationship with the Authority may be terminated at any time by either party with or without cause, and for any or no reason, and shall be regarded as an "employment at will." The Authority shall not be required to provide Employee with any prior notice of termination, written or otherwise, and may affect termination of this Agreement immediately upon giving oral or written notice. Employee may terminate this Agreement upon providing the Authority with ten (10) days' advance written notice. In the event the Authority terminates this Agreement within three (3) months from the commencement date, Authority will pay Employee a severance benefit of \$7,692. This Agreement may be extended only by mutual written agreement signed by both the Employee and the Chairman and Secretary of the Authority, and Employee shall have no expectancy that this Agreement or Employee's employment will be renewed or extended without such mutual written extension.

3. Compensation.

The Authority shall compensate Employee at rate of \$100,000 per annum, payable at a rate of \$3,846.15 biweekly in accordance with the Authority's normal payroll practices.

4. Benefits.

Employee agrees that he shall not receive and is not eligible or entitled to receive or participate in those benefits made available to the Authority's other employees, including, but not limited to, group term life insurance programs, disability insurance programs, medical, dental, vision and hospitalization insurance coverages, medical expense reimbursement plans, flexible benefit plans, pension or retirement plans, 457 plans and other reasonable and customary fringe benefits which may from time-to-time be made available by the Authority. Nothing in this Agreement shall be construed to deprive Employee of any benefits or leave provided by state or federal statute.

5. Vacations, Personal Leave, Paid Sick Leave, and Holidays.

Employee agrees that she shall not receive and is not eligible or entitled to receive any paid vacation leave, paid personal leave, or paid sick leave. Employee is eligible to receive paid holidays as are available to other non-bargaining unit employees of the Authority.

6. Expenses.

The Authority shall reimburse Employee for cellular phone charges and travel expenses Employee incurs in connection with Authority-related business activities. Reimbursement shall be made in accordance with the Authority's Mobile Phone Policy and Travel Reimbursement Policy applicable generally to other Authority employees.

7. Confidential Information.

Employee agrees to treat the following types of information as confidential trade secret property of the Authority: development and design specifications, advertising and promotional materials, forecasts, marketing plans and strategies, pricing of services, events and products; computer programs and instructions relating to the Authority's publications; employee benefits and personnel information and any other documents or information which the Authority designates from time-to-time as confidential or information which relates to the activities of the Authority and which is not generally available to third persons, including without limitation all specifications, designs, and plans relating to efforts to market the Authority's parks, events, services and facilities.

8. Confidentiality.

During and after the term of Employee's services, Employee agrees to keep and maintain the confidentiality of all trade secret and confidential information described in Paragraphs 7 and 9 of this Agreement, and other documents and property of Authority and shall make no use of any trade secret information, confidential information, documents or property of Authority except in the performance of the Employee's services rendered on behalf of Authority.

9. Intellectual Property.

All rights, title and interest in and to any copyrights, patents, trade secrets, trademarks, service marks, discoveries, inventions (whether patented or not), developments or other intellectual property rights recognized by the laws of any country or state (the "Intellectual Property") in any works created individually or jointly by Employee (the "Works") shall vest exclusively in the Authority. To the extent that, by operation of law, Employee owns any Intellectual Property rights in the Works, Employee hereby irrevocably assigns and transfers to the Authority all rights, title and interest in and to such Works. Employee agrees to execute all documents and perform all acts that the Authority may reasonably request in order to assist the Authority in perfecting its rights to the Works.

10. Entire Agreement.

This Agreement constitutes the entire agreement of the parties regarding the terms and conditions of Employee's employment with the Authority and supersedes any and all prior written or oral communications, representations, promises, commitments or understandings regarding Employee's employment. This Agreement may be changed or amended only by an agreement in writing signed by the Employee and by the Chairman and Secretary of the Authority.

11. Severability.

If any provision of this Agreement shall for any reason be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall then be construed as if such invalid and/or unenforceable provision had never been contained herein.

12. Choice of Law and Severability.

The terms of this Agreement are contractual and not a mere recital. The terms and conditions of this Agreement shall be governed by and construed in accordance with the laws of the state of Michigan.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the date and year written above in the first paragraph of this Agreement.

Employee

Huron-Clinton Metropolitan Authority

Kassie Kretzschmar

By: _____
Anthony V. Marrocco, Chairman

Dated

And: _____
John C. Hertel, Secretary

Dated



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: David C. Moilanen, Director
Subject: Co-Hosting 2015 Special Parks District Forum
Date: April 5, 2012

The Special Park Districts Forum (SPDF) is an annual national park conference that brings together park districts similar in funding and organization to HCMA. Each year a different park district hosts the forum which typically draws 120 – 150 participants from park districts around the country and Canada and typically last for three days. The forum takes the format of touring various parks and facilities rather than holding sessions conducted in classrooms. It is an excellent way for park staff and commissioners to learn about and compare the operations of different park systems.

In 1995 and 2005, the Metroparks co-hosted the SPDF with the Oakland County Parks and Recreation Commission. This offered participants the opportunity to examine and learn about two park systems and allowed the two hosting staffs to work more closely together and to develop stronger working relationships that lasted beyond conducting the forum. Putting on a forum also brings internal staff and commissioners closer as they work on planning and conducting the conference. With two nationally respected, larger and diversified park systems for park professionals to tour, we have had excellent interest and attendance in the past when the two systems hosted the forum.

HCMA and OCPRC are tentatively scheduled to co-host the event again in 2015. With Board approval to move forward with co-hosting that forum, the goal, as it was when the two systems hosted previously, would be for the two organizations to incur no or minimal monetary cost. Sponsorships from associated companies, along with registration fees, would cover the financial costs of the forum.

Recommendation: That the Board of Commissioners approve staff working with Oakland County Parks and Recreation Commission to co-host the 2015 Special Park Districts Forum, as recommended by Director Moilanen and made by staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: March Donations (5)
Date: April 5, 2012

The following donations were received through March 30, 2012:

1. Bill Westrick made a \$1000 cash donation to be used for programs and displays at Stony Creek Metropark's Nature Center.
2. Recreational Equipment Inc. (REI) donated four new tents (two 4-man and two 6-man tents), 10 used sleeping bags and 11 used pads and liners; itemizing a value of \$1200 to be used at Stony Creek and Lower Huron Metroparks for outdoor camping events.
3. Richard Brown made a \$300 cash donation for programs and supplies to be used at Kensington Metropark's Nature Center.
4. Ralph Kopcewicz made a \$300 cash donation to be used for a portion of the new hike-bike trail at Kensington Metropark in memory of Peggy Ann Nicholas.
5. William and Susan Frank donated two registered Toggenburg Doe goats to the Kensington Metropark Farm center; itemizing a value of \$700.

Recommendation: That the Board of Commissioners formally accept the March donations and a letter of appreciation be sent to the donors as recommended by Deputy Director Almas and staff.

GEORGE M. CARR, P.C.

ATTORNEY AND COUNSELOR

327 SEYMOUR
LANSING, MICHIGAN 48933

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gmcarr@carrlawfirm.com

8-F-10

Mr. Anthony Marrocco, Chairman
Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, Michigan 48114-9058

April 4, 2012

Dear Chairman Marrocco:

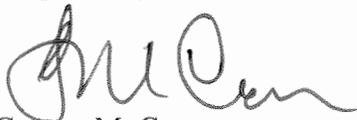
The Legislature is in the middle of their two week spring break but the courts are alive with challenges to their pre-break work. Following is a brief list of pending litigation as of this date:

1. Four (4) school unions are in Federal court challenging the state's prohibition on payroll union dues collection;
2. Thirty (30) public employee unions are in Federal court challenging the state's Emergency Manager Law, Public Act 4.
3. The Michigan Court of Appeals just today overturned an Ingham Circuit Court injunction allowing the Detroit Financial Review Team to continue to meet;
4. The Michigan House Democratic Caucus is challenging the Immediate Effect Vote certification by the House Republican Leadership on three bills in not conducting a record roll call vote.

With the negotiations now resumed with the City of Detroit the stated deadline for some financial resolution with the City is now April 13th. Therefore, when the Legislature reconvenes on April 17th all of the current, and possibly additional, lawsuits will be in some level of activity. The good news is the Authority is neither party to, or directly impacted by, any of the pending litigation.

The long awaited Personal Property Tax legislation is being drafted and may be introduced in the next two weeks. We are working with other local government associations to keep HCMA in the replacement revenue stream if legislation begins to move.

Respectfully submitted,



George M. Carr



**HURON-CLINTON METROPOLITAN AUTHORITY
MARCH MONTHLY REPORT
FOR
BOARD OF COMMISSIONERS
APRIL 12, 2012**

Director's Comments

- Mother Nature still is the best marketer for the parks. With the extended warm weather, the month saw outstanding visitation. The golf courses, except Hudson Mills, opened earlier than normal and had a lot of play that pushed the number of rounds well above previous March numbers.
- Interpretive programs focused on maple syruping demonstrations. While the warmer temperatures, along with good programming, brought more people they also brought a premature end to the sap run.
- Much work was done to clean up after the tornado went through Hudson Mills and surrounding areas. Most of the damage to the park was confined to the golf course and the area on the west side of the Huron River where the next phase of the hike-bike trail is to go. A more complete report will be provided at the Board meeting. Hundreds of trees were downed or damaged, a foot and cart path bridge was severely damaged and a long length of fencing was destroyed along Dexter-Pinckney Road. Except for minor damage to one of the restrooms on the course, there was no building damage. The Natural Resource Crew and many other park staff from around the district, along with volunteers, gathered to help clean-up, concentrating on the front nine and all the greens. The front side is scheduled to open April 6 in time to accommodate the golf leagues that had already signed contracts to play at Hudson Mills this season. Some tree removal was done on the back nine for safety concerns, but further work on the back nine will wait until discussion with the Board at the Commission meeting. Much cleanup will also need to be done along the hike-bike trail alignment. The way staff came together to help out was inspiring and gratifying to see.
- The Kensington Farm Center's 1856-vintage horse barn received the "Barn of the Year" award from the Michigan Barn Preservation Network. In 2001, the barn had been moved from a small farm in Milford and, with a lot of help from volunteers, had been reconstructed at the Kensington Farm Center.

Eastern District

**Lake St. Clair, Stony Creek, Wolcott Mill, –
Mike Lyons**

- The early beginning to spring allowed patrons visiting Lake St. Clair Metropark to enjoy hiking, biking, rollerblading, fishing and golf at the par-3 for most of the month. The excellent March weather had a direct positive impact on visitation and revenue for the month.
- The Shore Marina, along with the South Marina at Lake St. Clair Metropark, is now available for reservation through the state DNR system. This will allow boaters to make advanced reservations for boat slips.
- Lake St. Clair Metropark received a Certificate of Congressional Recognition. This award was presented in recognition of service during the 2011 Harrison Township Nautical Coast Cleanup.
- The excellent weather conditions directly attributed to record visitation and revenue figures with 31,790 vehicles visiting Stony Creek; the highest March vehicle count in the history of the park.
- A tollbooth operator was in place for 13 weekdays in March which boosted tolling revenue for the month.

Eastern District (con't)

- Stony Creek and Wolcott Mill Golf Courses opened on March 14 which is much earlier than the last several years. Disc golf is also off to a tremendous start with March revenues at \$6,451 compared to \$426 the previous season.
- Events during the month included the “Mudfest Disc Golf Tournament” held on March 11 and had more than 100 participants. The “Naturally It’s Easter” program at the Stony Creek Nature Center was well received and filled to capacity with nearly 200 children registered to attend. The Maple Sweetness programs at the Historic Mill were well attended all month long.
- The water level of Stony Lake is in the process of being raised to summer levels. It has been a slow process due to the lack of precipitation.
- Work has continued on the construction of the Ridgewood Campground and the additional three holes at the Buckhorn Disc Golf Course.
- Contractors began the construction of the new playground at Eastwood Beach and renovation of the golf course parking lot.
- Contractors also completed the new waterline from the Boat Launch to Eastwood Beach and a sewer line repair on Wintercove Island.

Western District

Indian Springs, Kensington, Huron Meadows, Hudson Mills, Dexter-Huron, Delhi –

Kim Jarvis

- The district saw an increase in attendance for the district of 32,523 vehicles compared to March of 2011 and revenue rose by \$230,098.
- Kensington and Huron Meadows golf courses opened for the season on March 7, while Indian Springs and Hudson Mills golf courses opened on March 14. Rounds increased by 5,028 compared to March of 2011 and revenue increased \$99,334.
- The March 15 tornado that struck the Dexter area caused minimal damage to the main park at Hudson Mills. However, the golf course suffered substantial damage. Structural damage included a comfort station, cart-bridge, irrigation controller and fences. Additionally, hundreds of trees were destroyed throughout the golf course.
- Thanks to the dedication of all Metropark staffs, the Natural Resources Tree Crew, Hudson Mills Golf Course and park maintenance crews, the front nine of the golf course opened Friday, April 6. In addition, numerous people and organizations called offering to volunteer and help with the clean up.
- Staff coordinated the logistics for the Metroparks exhibit and staffed the booth at the Michigan Golf Show. Many golfers visited the booth, filled out information cards and purchased annual vehicle permits.
- Meetings were held with the March of Dimes, Detroit Lions, and Stand Up Paddle Board Festival representatives for their events being held in parks throughout the Western District.

Southern District

Lower Huron, Willow, Oakwood, Lake Erie –

Jim Pershing

- On March 4 the annual slip lottery was held at Lake Erie with 52 slips rented this year, compared to 63 in 2011.
- Preparations at the marina were made in anticipation of the office opening at that facility on April 1. The annual dredging of the marina channel was completed just prior to the end of the month.
- Both regulation golf courses in the Southern District opened during the month. Willow Golf Course opened on March 11 and Lake Erie Golf Course opened on March 13.

Southern District (con't)

- Willow Golf Course closed for three days beginning March 16 due to the Huron River flooding. Flood damage at Willow was minimal and reopened on the March 19. Even with the flooding, Willow Golf Course recorded 644 rounds for the month which was 644 more than 2011.
- Work on the Walnut Grove Campground continues. All 18 of the camp site parking trays have received six inches of limestone. An additional nine campsites (six for tent campers and three for large motor homes) have been laid out using existing parking lots. This will provide 27 camp sites for the first year.
- Provisional employee orientation was held for employees from the northern part of the district on March 28. This was the first presentation of the "Catch the Fish" program that is being introduced throughout the Authority.

Interpretive Services –

Mike George

- Maple sugaring demonstrations were in full swing, with many of the interpretive facilities busy showing visitors the time-honored practice of creating maple syrup from the sap of the maple tree.
- Met with representatives of Michigan Sea Grant to discuss the final text needs for Lake St. Clair Nature Center exhibits.
- Attended the regional National Association of Interpretation (NAI) conference March 27-30.

Lake St. Clair Nature Center

- Visitation in March was similar to early summer days with a lot of visitors, families hiking, bird watchers, etc., all enjoying the summer-like weather. Staff increased trail patrol to meet and greet the public and to make sure there were no dogs on the trails and no one collecting turtles, snakes and frogs.
- Staff also prepared for "Owl Festival" and "Sidewalk Astronomy Night." The "Owl Festival" had the best attendance staff has ever seen, presenting four live owl programs for 76 people each. Since there were so many calls to register, staff added extra programs.
- There were also a lot of calls for "Sidewalk Astronomy Night." Volunteers from four astronomy clubs helped with setting up telescopes and allowing public viewing. Wayne State University instructors and astronomy club members presented programs and staff from Indian Springs presented planetarium programs. Kids' crafts and hands-on activities rounded out the programming.
- Nature center staff continued with winter season "Predator Prey," scout programs and training teams for Science Olympiad.

Wolcott Mill Historic Center

- With temperatures in the 70's for a number of days mid-month and a mild winter, everything was budding and blooming early. The park had a lot of visitors that came out to enjoy the wonderful spring weather.
- March is usually the month of maple syruping. As such, the center scheduled programs well ahead and capitalized on this one subject. With the warm temperatures this year, tapping the Maple trees ended early which prevented staff from using the sap for anything. The informative programs were continued, keeping in mind that people could plan on doing their own syruping next year. This continued to be a highly popular program, not only for the public, but for many school groups as well.
- The National Quilt Month demonstrations added another good event for the public. The Riverside Quilters provided a great day with displays and demonstrations.

Interpretive Services (con't)

Wolcott Mill Historic Center

- The Four County Community Foundation Grant is again providing benefits for the center and others. Several Library programs were given by staff during the month under the grant. In addition, a school from Lapeer County took advantage of the grant.

Wolcott Mill Farm Center

- There were two open volunteer days during the month totaling 118 volunteers. The volunteers helped staff prepare for upcoming programs by stuffing eggs for Easter events, readying crafts, and other tasks.
- “Family Farm Chores” and “Harness and Hitch” programs were a big hit again in March. School tours started again in earnest and some of them were even able to use the Four County Foundation Grant to pay for transportation costs.
- This year the farm held four “Toddlers’ Egg Scramble” programs and the event was booked solid. Everyone enjoyed themselves and stuck around until well after the program.
- The arrival of spring also means the arrival of babies at the farm; animals started lambing, kidding and calving on the March 30. Chicks, ducklings and bunnies have also taken over the farm. The “Babies, Babies, Everywhere” event is in full swing.

Stony Creek Nature Center

- Group numbers and walk-in visitation numbers were up from last year. The majority of group numbers were from school outreach programs that were presented during the month. Other interpretive efforts during the month were directed towards Science Olympiad workshops, homeschool, scout badge programs and onsite school tours.
- Interpretive staff presented two workshops for “Science Olympiad” students. These workshops called “Don’t Bug Me,” dealt with insects and were filled to capacity.
- “School Outreach” programs ended during the month with 16 programs presented to 1,328 students and teachers. During the 2011 - 2012 school outreach program the center presented a total of 69 programs for 5,015 students and teachers at 20 schools.
- There was 14 dedicated volunteers who contributed 45 hours of time to the care and feeding of the nature center's animals and helped with public programs.

Indian Springs Environmental Discovery Center

- Interpretive staff began the month with their last two winter ecology field trips of the season. The beautiful, sunny weekends brought out the patrons in droves, and the amount of activity in the center made it feel more like June or July than March.
- Maple Sugaring dominated the program lineup, both with family programs on weekends, and with school groups and homeschool groups during the weeks.
- The maples “trickled” rather than “flowed” this March, but it didn’t stop staff from putting on an excellent display for program attendees. The center also expanded on its Maple Sugaring revenue sources by offering a pancake breakfast on March 17 and 18. The pancake breakfast was relatively successful, with only a few people enjoying it on Saturday, but with a larger group on Sunday. Staff may look to increase marketing for this next year.
- Staff sold bottles of maple syrup and maple sugaring starter kits for the first time this year, and was very successful. As of March 25, 13 starter kits were sold.
- For the second year in a row the EDC was the hosting center for the Michigan Region 6 Envirothon. Staff members ran several programs for these groups of high school students before they took their state-level competitive environmental test.

Interpretive (con't)

Kensington Farm Center

- “Maple’s Sweet Story” attracted a tremendous amount of visitors and had the opportunity to see the entire sugaring process. This was the second year the farm charged for the program, and the second year a scheduled, interpreter-guided tour was offered. Visitors were satisfied with the changes, and responses via surveys and comments were overwhelmingly positive. Weekday school tours were also popular. The program received great media coverage with several reporters and photographers visiting to cover the program. The increased media attention did a lot to attract new visitors to the farm center.
- An encampment depicting several historical demonstrations from the mid-18th Century was offered. Historical re-enactors manned the encampment, showed visitors sugar making techniques that would have been used by Native American and French habitants during the 1700s. Various historical reproductions were also displayed.
- The busy “new babies” season began with a new litter of piglets, new baby goats and many new lambs.

Kensington Nature Center

- With warmer than normal days during the month, visitation was well above normal, with numerous days in extreme overflow parking.
- The center set numerous records for early spring happenings, in regards to wildflowers, reptiles, amphibians and insects. Furthermore, the great blue herons returned to the rookery and sandhill cranes were back in force.

Mobile Learning Center

- The Mobile Learning Center tractor-trailer was back on the road in March and it was a busy month, with 17 schools visited, 61 programs given to a total of 1,579 people.
- The Mobile Learning Center has “gone green” and gone paperless with their teacher packets.

Hudson Mills Activity Center

- The weather definitely affected the number of programs offered and attendance levels. Despite the weather though, March was very busy with public, school and at school programs.
- The Maple Syrup programs continued throughout the month, however there was less programs and lower attendance. Twenty schools scheduled programs and 14 purchased the pancake breakfast to extend their experience.
- Maple Syrup Starter kits were available for purchase and 17 were sold. Many people opted to take the kit home and tap their own tree; tapping a tree in the park was still made available.
- Volunteers were contacted early in the month to begin monitoring the bluebird nest boxes as well as conducting a frog, toad and salamander survey. A volunteer also cut lumber for the bluebird nest box kits which will be sold for \$25 a kit. In addition to the nest box, people will receive a booklet describing how and why to manage their nest box.

Oakwoods Nature Center

- The summer-like temperatures of March made for some enjoyable days of programming. Staff was able to move a few programs that would normally occur indoors, outside. Orienteering, Maple Sugaring and Explorer’s Club were successful in part to the beautiful weather.

Interpretive (con't)

Oakwoods Nature Center

- Another successful "outside" program was "Hobo Ways" held on March 24. A visit to the "hobo jungle" was followed by a unique look at the hobo way of life and how it has changed through the years. A meal of beans cooked over an open fire, a make-your-own hobo cup and stove session, and some awesome music finished off the day.
- Staff also found an Eastern Box Turtle enjoying the sunshine while out working in the park.

Lake Erie Marshlands Museum and Nature Center

- The majority of programs held during the month did well, with some interesting discussions taking place. "Beginner's Guide to Whitetails" and "Muskrat Club: Deer Are Near" were held during the month - both were well attended.
- As always "Crack of Dawn Coffee Club" and the "Webelos Badge Day: Forester & Naturalist" programs were well attended.
- School programs were at a minimum during the month.

Human Resources –

Carol Stone

- Staff received notification April 2 that the Early Retirement/Cost Containment Package was approved by the Superintendent/Department Head Association, the Professional Association, the Supervisory Association and the Non-Supervisory Association.
- Enrollment information and forms for the High Deductible Health Plan and Health Savings Account will be distributed to employees during the first week in April with an effective date of May 1, 2012.
- The Police Officers Association did not approve the package and staff is in the process of reviewing the options available to achieve the necessary savings for 2012.
- Officer Rodney Bradburn was promoted to Sergeant effective March 3 and will be assigned to Lake St. Clair Metropark.
- In January, staff launched a customer service initiative called "Catch-the-Fish." Training for managers and supervisors took place in January with training videos and supplies provided to each Park District in March. The program includes an employee recognition component in which employees 'caught' delivering excellent customer service will be recognized as the Catch-of-the-Day and reported throughout the Authority via email and the monthly report. Employees can be 'caught' by supervisors, other employees, and park patrons.
- Human Resources employees attended a half-day update session on the Health Care Reform Act sponsored by the Authority's insurance agent, McGraw-Wentworth. Of particular concern to the Metroparks is the requirement to provide health insurance benefits for part-time and seasonal employees in 2014. As it currently stands, part-time employees working 30 or more hours per week and seasonal employees working more than 120 days would be eligible for health insurance benefits.
- The Authority's new employment practices liability insurance provider requires that management and supervisory employees complete a harassment training program. The training is available via the web at no cost to HCMA. All HCMA management and supervisory employees were provided access to the training website and are in the process of completing the training program.
- HCMA's employee assistance program (EAP) is administered through Ulliance. The EAP provides a resource for employees and their families for short-term counseling/coaching, referrals for longer term issues/concerns, web-based resources and training, 24 hour crisis line, and a 24 hour voice your concern line for employees to report work related issues and concerns. Ulliance also provides a resource for managers/supervisors in addressing employee issues and training needs.

Human Resources (con't)

- Staff recently received the annual utilization report for 2011. During 2011, the utilization rate was 10 percent with 23 employees utilizing the services provided. This is an increase from the 2010 utilization rate of 5.6 percent with 14 employees utilizing the EAP services.

Information Systems – Nolan Clark

- During March the Information Systems group concentrated on preparing the parks for the spring season. Final changes to the phone systems, getting the golf systems ready and going through the budget planning process for equipment purchases for the year were all on the schedule.
- In April the fiber optic cables at Willow and Lake St Clair Metroparks will be finalized as well as the Lake St Clair splice block for the Activity Center and Pool complex.

Community Relations – Jack Liang

- Received donation of ten sleeping bags, 11 pads and liners from REI in Ann Arbor to support our outdoor camping program at the Metroparks. This is in addition to the four new tents REI already donated. Staff anticipates using this equipment at the Great American Backyard Camping event sponsored by the National Wildlife Federation (NWF) and REI, the weekend of June 23.
- Preliminary meeting held with Detroit Zoo management regarding potential for increased sales and exposure of permits, programs and services via area organizations as well as through Detroit Zoo members.
- The Authority was nominated for fifth year in a row by REI staff to submit an application for funding support of volunteer stewardship efforts at the Metroparks. The total possible funding amount for 2012 is \$15,000. More than \$29,000 has been received from REI to date.
- Worked with Hudson Mills staff locating volunteer groups to provide support for tornado damage clean-up at the golf course.
- Helped arrange for transportation for a Pontiac children's center to visit Wolcott Farm.

Engineering – Mike Arens

Lake St. Clair Metropark

- Design of the U.S. EPA GLRI grant-supported Coastal Marshland Restoration project at Lake St. Clair Metropark is near completion. Schleede-Hampton completed soil boring work in support of boardwalk design. Planning of the boardwalk portion was completed and forwarded to ASTI/Hamilton Anderson for inclusion in the construction documents. The construction portion of the project will be advertised for bids by Macomb County within the next two weeks.
- The conceptual design phase of the U.S. EPA GLRI grant-supported Parking Lot Redevelopment project is near completion. Staff continue to receive input from hydrologic design consultant Applied Science, park staff, and further internal review.
- Staff is finalizing the geometry of parking areas, green spaces and connecting drives. A meeting was held on March 6 with Dr. Peter Savolainen, transportation researcher at Wayne State University, to review geometry and capacities of access lanes and intersections. It has been confirmed that traffic circles at key intersections will improve throughput and reduce backups. Dr. Savolainen is reviewing our concept and volume estimates and has preliminarily confirmed the concept's viability. Staff also continues to develop preliminary hydraulic profiles in cooperation with Karen Ridgeway of Applied Science.

Engineering (con't)

- J. A. Lombardo is currently reviewing the electrical system, alternatives and cost of primary line relocation. G2 Consulting was retained to provide geotechnical services, testing and analysis of soils underlying proposed areas of construction, and soil boring work by G2 is currently in progress. Main Heating and Cooling has replaced the furnaces at the Nature Center and Service Building; air conditioning unit replacement is scheduled to take place in the near future.
- J. A. Lombardo submitted a draft of the electrical system study for staff review. Since its original construction, a number of changes have been made to the system which may cause inadequate overcurrent control, damage to facilities, and safety issues. The final report and recommendations will be forthcoming.

Stony Creek

- Total Asphalt Paving is preparing to mobilize for the Golf Cart Path Repair project. Asphalt placement will take place as soon as possible after the expected April 15 asphalt plant opening date.
- Work on the Eastwood Beach/Boat Launch Water Main Rehabilitation project by Teltow Construction is near completion. The water main piping has been installed; connections and hookups have been made. The backflow protection device and vault have been installed and final pressure and bacteriological testing is in progress. The sewer relocation near the Play Area project is complete.
- Contrast Mechanical, previously authorized to remove and dispose of the existing underground heating fuel storage tank at Baypoint, removed the tank on March 15. Low levels of contaminated material (approx 45 ppm PID reading) were encountered under the tank, and approximately 15-yards were removed and disposed of by Contrast. This brought contamination to minimal levels, and a release notification was not required, since the tank was an unregulated UST. Under the circumstances this was a very favorable outcome.
- Usztan Construction has begun construction of the Play Area Redevelopment project. Constructing staking by the Survey Crew is in progress. Topsoil stripping, hauling and site preparation is in progress, aggregate base for concrete flatwork is in place, and placement of concrete walkways is under way. Play equipment has been delivered, and equipment foundations are being laid out at this time.
- Work on the Golf Course Parking Lot Resurfacing project by ProLine Asphalt has begun. A preconstruction meeting took place on March 14. Clearing is under way, topsoil has been stripped and the Survey crew has provided construction staking. Re-grading of sideslopes and ditches will take place soon. Staff expects paving will take place as soon as possible after the anticipated April 15 asphalt plant startup date.

Indian Springs

- Design of the DTE SolarCurrents project is underway by DTE consultant Nova Consultants of Novi. An onsite meeting with DTE, Nova and HCMA staff took place on March 21 to review project details.
- Jordan Exploration Co. is continuing their evaluation of potential for oil and gas exploration at Indian Springs Metropark. Their second round of seismic testing is complete, and additional seismic work is currently in the planning stage. Jordan has expressed their interest in having the lease executed in the near future, and staff plans to present it to the Board at the May meeting. It will be recalled that the form of lease and its key terms were authorized by the Board on Sept. 8, 2011 as part of the Seismic Contract. Jordan has indicated that initially they would like to exercise the lease for approximately 300 acres, and after they determine the extent of the formation, they proposed leasing the remaining acreage necessary. Discussions with Jordan are ongoing.

Engineering (con't)

Indian Springs

- Thiesen Irrigation is mobilizing for the irrigation head replacement project at the golf Course, and a preconstruction meeting took place on April 3.

Kensington

- Bob Myers Excavating is nearing completion of the Boat Rental pump station and force main replacement. The sewer pump basin has been installed and the force main was directionally drilled. Sanitary pipe connections are being finalized. Pump system installation will take place in the near future.
- The Sanitary System Improvement project by Reliance Building Co. continues to move toward completion. Reliance and their directional drilling subcontractor, Teltow/DeLude, were successful in directionally drilling the under-lake bore during March 6-7, with no problems. The remaining bores under the Main Park Road and the Park and Ride area off I-96 have been completed. Restoration along the force main is in progress. Electrical and mechanical work at both pump stations are in progress.
- Foundation work on the equalization basin (at the East Boat Launch pump station) and dewatering are in progress; dewatering continues to be a challenge for the contractor.
- Work on the Golf Starter Building by Garrison Construction is nearing completion. Minor exterior building punch list items are almost complete; the interior punch list is complete. A conditional occupancy permit has been issued, contingent upon completion of exterior access items. Walkway grading and concrete flatwork are being completed; irrigation and landscaping will follow shortly thereafter. Asphalt walk construction is scheduled to take place immediately after the anticipated April 15 asphalt plant opening date.
- D & R Earthmoving is preparing to re-mobilize for completion of the Kensington - Milford Trail Connector project on April 18, after asphalt plants open on April 15 (estimated). Work to be completed includes repairs of eroded areas and damaged asphalt surfacing; removal of temporary erosion control measures; and pavement marking. Partial grant reimbursement from the MDNR was received in the amount of \$158,320.

Huron Meadows

- A project to remove the existing UST at the Golf Starter building is under design.
- RFPs for the design of the Park Service Building Replacement project were issued on March 16 to architectural firms including Angelini & Associates; Lindhout Associates, Wakely Associates and Wilkie Zanley, all of whom staff has worked with successfully in the past.

Hudson Mills

- Design of the Trail is approximately 90 percent complete. The MDOT grade inspection (GI) package was submitted on March 2, which included drawings, specification listing, cost estimate and the required MDOT program application. Staff has worked extensively with MDEQ's Mr. Sallee to insure that any MDEQ environmental permit issues have been addressed in advance, therefore we do not anticipate any issues with the MDEQ permit.
- The recent tornado that inflicted major tree damage at the Hudson Mills Golf Course also seriously impacted the proposed trail alignment, in the woods just east of the course. This damage may add significantly to the cost of tree clearing in this area of the trail under the bike trail contract.

Willow

- Work on the UST Removal/AST Installation project at the Park Service Area by Matzak Construction is near completion. The tank has been installed and is currently operational; however, MDEQ approval is in progress, and a use permit may be issued in the upcoming week or so. Removal of the existing UST to take place shortly thereafter.

Engineering (con't)

Oakwoods

- Staff continues to await final authorization from the Office of Assistant Secretary of Defense, Reserve Affairs, for the construction of the Canoe/Kayak Access Site project, to be undertaken as a readiness training project by the Navy SeeBees at Selfridge AFB.
- Design of the Flat Rock – Oakwoods Trail by Flat Rock and its engineer, C. E. Raines is nearing completion. A grade inspection between Flat Rock with MDOT took place on March 5. The easement across Flat Rock Metal property and the GTW railroad was secured. Pending items include easement across pipelines and S. Huron Road right of way permit. An agreement was reached with Huron Township wherein the Township agreed to support the maintenance of the portion of trail within Township jurisdiction.

Lake Erie

- The Marina Channel Dredging project has been completed by Marine Services, Inc.
- Thiesen Irrigation is mobilizing for the irrigation head replacement project at the Golf Course, and a preconstruction meeting took place on April 3.

Administrative Office

- Camo Construction has begun work on Pool Area Caulking Repairs at Kensington, Willow and Lake Erie Metroparks. Caulking at the Lake St. Clair pool is complete. Michigan Joint Sealing, Inc. is currently completing the crack filling projects at Lake Erie, Lower Huron and Willow Metroparks.

Planning –

Susan Nyquist

- Planning and engineering staff was consumed with preparing the 2013-2017 Five-Year-Plan. The work included preliminary site plans/designs, scope of work, and cost estimates for more than 100 Capital Improvement projects, and conceptual plans and estimates for an additional 120 plus or minus projects in preparation for Board discussion and consideration of the plan.
- Staff completed two applications for grants (1) a picnic shelter replacement at Dexter-Huron Metropark through the Recreation Passport Grant Program; and (2) Lake St. Clair Metropark land acquisition through the Michigan Natural Resources Trust Fund.
- Staff has been advising on and supervising construction of the new play area at Stony Creek Metropark, and the campgrounds at Stony Creek and Lower Huron.

Natural Resources –

Paul Muelle

- Met with the Michigan Department of Natural Resources (MDNR) Wildlife Division to review site at both Kensington and Indian Springs Metroparks regarding a potential Landowner Incentive Program (LIP) Grant habitat restoration funding for 2012.
- Reviewed construction drawings prepared by ASTI Environmental/Hamilton Anderson for the Lake St Clair Metropark marsh restoration grant activity.
- Began working on the newly required National Pollution Discharge Elimination System (NPDES) permit for controlling aquatic weeds or other invasive species in lakes, streams or wetlands.
- Conducted the first Mute swan management program on Kent Lake. Members of the U.S. Department of Agriculture (USDA) and Animal and Plant Health Inspection Service (APHIS) Wildlife unit removed 27 Mute swans from the lake without incident. Staff also prepared and submitted Canada Goose egg nest destruction permits to the MDNR Wildlife Division.

**Purchasing –
Scott Michael**

- Listed are some of the highlights that department has been working on: Finalized equipment totals for Five-Year-Plan; opened RFP's for food concessions and catering at Lake St. Clair Metropark; prepared recommendations for procurement card procedures; and contacted prospective concessionaires regarding operating Huron Meadows food services in 2012.

**Police Department –
George Phifer**

Stony Creek

- On March 11 an officer responded to the tollbooth regarding a counterfeit annual pass. The officer spoke with the person that presented the counterfeit pass who admitted to copying the permit and a citation was issued.

Kensington

- On March 8 an officer came across an elderly male driver, who had driven his vehicle into the swamp adjacent to the boat ramp at the West Boat Launch. The park patron stated that he must have blacked out. The vehicle was towed from that area

Huron Meadows

- On March 28, a park patron reported seeing a grass fire near the hiking trails near Cedar Ridge. Green Oaks and Hamburg Twp Fire Departments responded to the scene. The parks sustained 3½ - 4 acres of burnt grass along the trails. No suspects or cause of fire has been determined.

Lower Huron

- During the month, officers responded to several complaints related to illegal coyote snares and traps being set up inside Oakwood's Metropark. Officers have removed several snares and traps near the Horse Trail area. At least two coyotes have been caught in these snares and traps. The coyotes had to be put down by officers, due to injuries received by being caught in these traps.

**Communications –
Denise Semion**

- Golf course employees staffed the Metroparks booth at The Golf Show, where the "enter to win a foursome of golf" campaign netted 640 new email addresses.
- Staff began the seasonal golf email marketing campaign this month by issuing two golf emails, one announcing golf courses opening, the other thanking golfers for signing up for our email list at The Golf Show with a coupon. Future golf emails will promote special rates during slow weekday times, along with coupons to be obtained at the courses on Mother's Day, Father's Day and the Fourth of July for a reduced deal on their next game.
- Valpak advertisements were finalized; staff will be sending a Valpak golf coupon to 100,000 homes in April, May, June and July to areas near Metorpark courses.
- The biweekly (six-story) emails focused on Easter programs and Babies, Babies Everywhere at Wolcott Mill Farm Center.
- Promotions for Babies, Babies Everywhere include a new A-frame sign for 26 Mile Road, a series of road signs for 29 Mile Road and display advertising in the Romeo Observer.
- Many newspapers and websites featured our maple sugaring and Easter programs, along with new farm animals at both Kensington and Wolcott Mill farms.

Marketing –

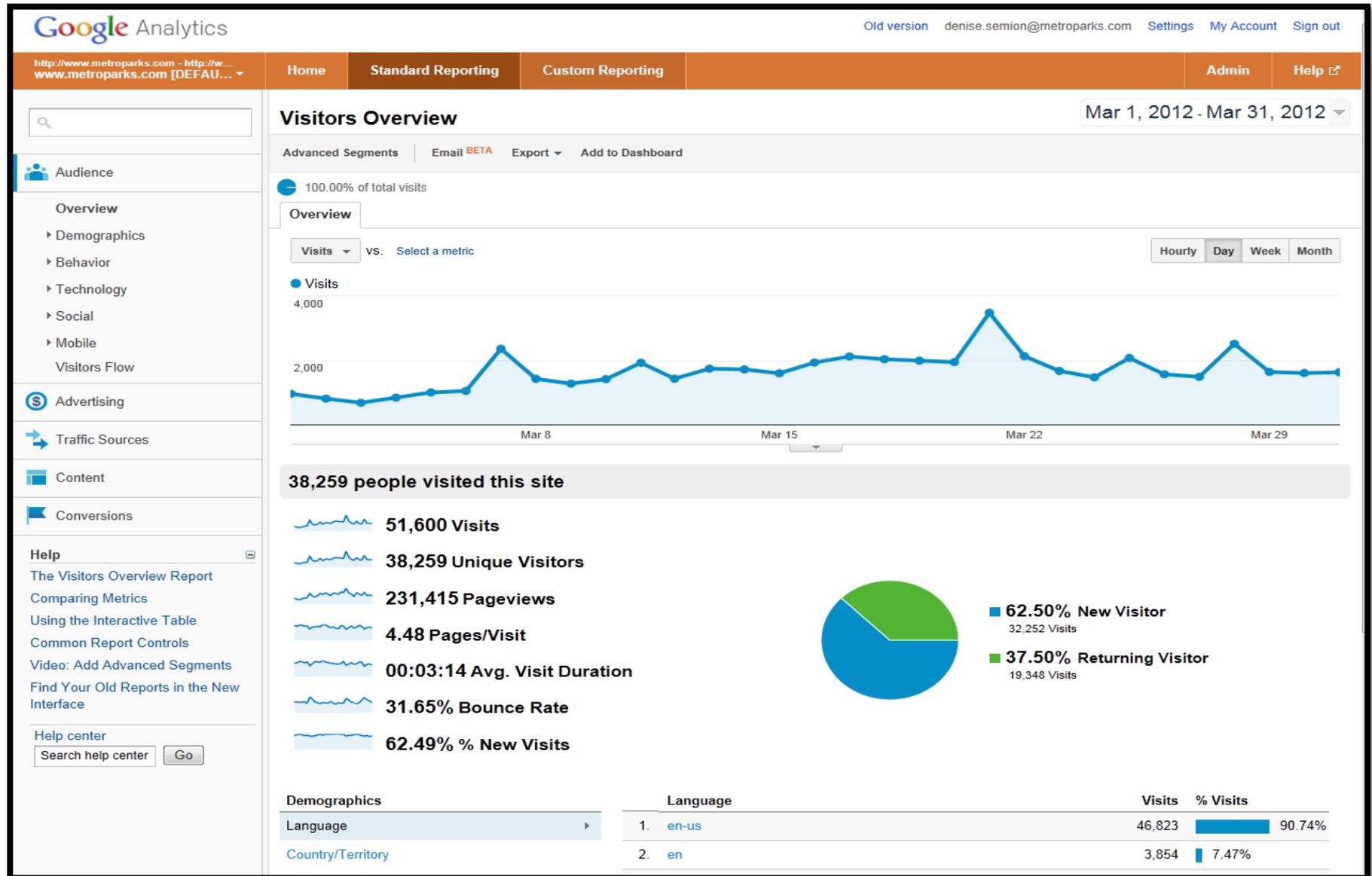
Kassie Kretzschmar

- Met with WRIF and WCSX radio station personnel and conducted site visits at Lake St. Clair Metropark as a final site review regarding a June 23 WCSX “Blues, Brews and BBQ” event and a WRIF “RIF Fest” on July 28. This was the final step to see if both events can be secured; finalizing event details for presentation to the Board.
- Continue working on a “Sprint & Splash Duathlon” fundraiser at Lake St. Clair Metropark with Macomb County Executive’s office and the Lake St. Clair Initiative committee for a June event.
- Continue to solicit participants/displays and sponsors for the “Monster Truck Motorsport” event at Willow. The event dates are scheduled for Aug. 11 and 12. This year’s event is being expanded to two days as staff is trying to building upon the event.
- Continue to meet with companies to secure sponsorships and sponsorship dollars for War of 1812 Bicentennial week activities, the Michigan Philharmonic concert, and the Metroparks fireworks.
- Brought key Michigan Humane Society representatives to Kensington for a site visit for an upcoming Mega March event, I am trying to secure for this fall that would have approximately 6,000 dogs and 6,000 or more people.

Communications and Marketing Summary March 2012

Activity Type	Activity	Park
Miscellaneous	Facebook - more than 5,300 followers.	AO
	Park employees staffed the Metroparks booth at The Golf Show; 640 email addresses gathered.	Hudson Mills
	Jim Pershing presented the new HCMA promo DVD to 100 eighth graders at Wagar Middle School for their Career Day.	Lower Huron
News Release	Metroparks: Sweet on maple sugaring.	Multiple parks
	Easter 'eggs' hunts at Huron-Clinton Metroparks.	Multiple parks
	Indian Springs Metropark celebrates maple sugaring season with pancake breakfast.	Indian Springs
	Spring Cleanups: Help Wanted at the Huron-Clinton Metroparks.	Multiple parks
	Huron-Clinton Metroparks Announces Outstanding Employees of the Year for 2011.	All parks
	Hudson Mills Golf Course Severely Damaged in Storm - Park is Without Power.	Hudson Mills
	Lower Huron Metropark opening new campground.	Lower Huron
	Stony Creek Metropark develops new campground, offers five special family camping weekends.	Stony Creek
	2012 Major Events Announced for Huron-Clinton Metroparks.	All parks
	Stork alert: Baby animals due at Wolcott Mill Metropark.	Wolcott Mill Farm Center
	Spring Break Events at the Metroparks.	Multiple parks
	Hudson Mills Golf Course to Reopen April 6.	Hudson Mills
	Volunteers Needed to Pull Garlic Mustard.	Multiple parks
	Try Yoga at Lake St. Clair Metropark.	Lake St. Clair
Golf courses opening: Hudson Mills, Huron Meadows, Indian Springs, Kensington, Lake Erie, Stony Creek, Willow and Wolcott Mill Metroparks.	Multiple parks	
Online Store	Online store generated \$3,256 in sales, with 72 Annual Permits, 4 Annual Boat Permits, 22 HCMA/Oakland County Joint Permits and \$280 in gift card sales.	AO
Website	More than 1,100 Metropark website visitors requested to join our email list during the month.	AO

March Google Analytics



HURON-CLINTON METROPARKS MONTHLY STATISTICS

March 2012

PARK	MONTHLY VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	25,570	18,096	41.3%
Wolcott Mill	1,743	1,513	15.2%
Stony Creek	31,790	17,149	85.4%
Indian Springs	6,150	3,785	62.5%
Kensington	61,328	39,855	53.9%
Huron Meadows	6,094	2,419	151.9%
Hudson Mills	17,607	12,597	39.8%
Lower Huron	20,231	17,565	15.2%
Willow	14,659	11,748	24.8%
Oakwoods	3,388	2,667	27.0%
Lake Erie	10,417	8,507	22.5%
Monthly TOTALS	198,977	135,901	46.4%

MONTHLY TOLL REVENUE		
Current Year	Previous Year	Change
\$ 85,899	\$ 24,140	255.8%
\$ -	\$ -	0.0%
\$ 147,483	\$ 47,691	209.2%
\$ 21,904	\$ 10,097	116.9%
\$ 156,128	\$ 68,221	128.9%
\$ 4,495	\$ 1,430	214.3%
\$ 35,822	\$ 26,638	34.5%
\$ 27,911	\$ 14,450	93.2%
\$ 18,765	\$ 6,805	175.8%
\$ 4,580	\$ 2,830	61.8%
\$ 49,873	\$ 22,390	122.7%
\$ 552,860	\$ 224,692	146.1%

MONTHLY TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 102,023	\$ 49,075	107.9%
\$ 18,456	\$ 17,257	6.9%
\$ 202,967	\$ 71,948	182.1%
\$ 54,541	\$ 15,795	245.3%
\$ 234,396	\$ 94,362	148.4%
\$ 45,661	\$ 1,780	2465.2%
\$ 51,183	\$ 43,746	17.0%
\$ 33,276	\$ 19,179	73.5%
\$ 43,290	\$ 14,091	207.2%
\$ 96,235	\$ 51,075	88.4%
\$ 882,027	\$ 378,308	133.2%

PARK	Y-T-D VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	53,376	47,086	13.4%
Wolcott Mill	3,768	3,619	4.1%
Stony Creek	65,515	49,329	32.8%
Indian Springs	12,034	10,685	12.6%
Kensington	129,456	105,880	22.3%
Huron Meadows	10,923	12,848	-15.0%
Hudson Mills	35,775	31,039	15.3%
Lower Huron	46,206	42,222	9.4%
Willow	35,114	29,305	19.8%
Oakwoods	8,236	6,825	20.7%
Lake Erie	23,560	21,349	10.4%
Y-T-D TOTALS	423,963	360,187	17.7%

Y-T-D TOLL REVENUE		
Current Year	Previous Year	Change
\$ 141,949	\$ 100,658	41.0%
\$ -	\$ -	100%
\$ 258,346	\$ 191,310	35.0%
\$ 44,440	\$ 30,628	45.1%
\$ 296,814	\$ 221,551	34.0%
\$ 9,845	\$ 14,870	-33.8%
\$ 86,043	\$ 74,607	15.3%
\$ 65,639	\$ 32,230	103.7%
\$ 29,710	\$ 25,910	14.7%
\$ 11,976	\$ 7,650	56.5%
\$ 91,461	\$ 59,800	52.9%
\$ 1,036,223	\$ 759,214	36.5%

Y-T-D TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 178,823	\$ 141,030	26.8%
\$ 51,186	\$ 37,794	35.4%
\$ 344,740	\$ 256,610	34.3%
\$ 89,603	\$ 44,356	102.0%
\$ 402,305	\$ 295,154	36.3%
\$ 56,434	\$ 30,769	83.4%
\$ 112,373	\$ 111,948	0.4%
\$ 78,871	\$ 45,053	75.1%
\$ 59,010	\$ 40,051	47.3%
\$ 141,595	\$ 92,216	53.5%
\$ 1,573,058	\$ 1,123,618	40.0%

	Y-T-D Vehicle Entries by Management Unit		
Eastern Dist. Lake St Clair Stony Creek Wolcott Mill	122,659	100,034	22.6%
Western Dist. Kensington Hudson Mills Indian Springs Huron Meadows	188,188	160,452	17.3%
Southern Dist. Lower Huron Willow Oakwoods Lake Erie	113,116	99,701	13.5%

	Y-T-D Toll Revenue by Management Unit		
Eastern Dist.	\$400,295	\$291,968	37.1%
Western Dist.	\$437,142	\$341,656	27.9%
Southern Dist.	\$198,786	\$125,590	58.3%

	Y-T-D Total Revenue by Management Unit		
Eastern Dist.	\$574,749	\$435,434	32.0%
Western Dist.	\$660,714	\$482,227	37.0%
Southern Dist.	\$337,595	\$205,957	63.9%

ACTIVITY REPORT - GOLF

GOLF COURSE	MONTHLY ROUNDS		
	Current Year	Previous Year	Change
Wolcott Mill	467	0	+ 467
Stony Creek	991	0	+ 991
Indian Springs	1,160	0	+ 1160
Kensington	2,098	0	+ 2098
Huron Meadows	1,713	0	+ 1713
Hudson Mills	57	0	+ 57
Willow	647	0	+ 647
Lake Erie	887	0	+ 887
Regulation Subtotal	8,020	0	
LSC Par 3	0	0	-
L. Huron Par 3	0	0	-
TOTALS	8,020	0	

ROUNDS Y-T-D		
Current Year	Previous Year	Change
467	0	+ 467
991	0	+ 991
1,160	0	+ 1160
2,098	0	+ 2098
1,713	0	+ 1713
57	0	+ 57
647	0	+ 647
887	0	+ 887
8,020	0	
1	0	-
0	0	-
8,021	0	

GOLF REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 8,539	\$ -	+ 8539
\$ 32,397	\$ 8,480	+ 23917
\$ 23,921	\$ -	+ 23921
\$ 39,433	\$ -	+ 39433
\$ 35,047	\$ -	+ 35047
\$ 933	\$ -	+ 933
\$ 12,569	\$ -	+ 12569
\$ 16,456	\$ -	+ 16456
\$ 169,296	\$ 8,480	
\$ 1,358	\$ -	-
\$ -	\$ -	-
\$ 170,654	\$ 8,480	

ACTIVITY REPORT - FINAL SUMMER ACTIVITIES

SWIMMING	PATRONS		
	Current Year	Previous Year	Change
Lake St. Clair	0	0	0
KMP Splash-Blast	0	0	0
Lower Huron	0	0	0
Willow	0	0	0
Lake Erie	0	0	0
TOTALS	0	0	

PATRONS Y-T-D		
Current Year	Previous Year	Change
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	

REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ -	\$ -	0
\$ 200	\$ -	+ 200
\$ -	\$ -	0
\$ -	\$ -	0
\$ -	\$ -	0
\$ 200	\$ -	

PARK	Winter Sports this Month		
	Current Year	Previous Year	Change
Lake St. Clair			
XC Skiers	0	0	0
Ice Skaters	0	0	0
Ice Fishermen	0	2,250	(2250.00)
Stony Creek			
XC Skiers	0	0	0
Ice Skaters	0	0	0
Sledders	0	0	0
Ice Fishermen	0	0	0
Indian Springs			
XC Skiers	0	22	(22.00)
Sledders	0	0	0
Kensington			
XC Skiers	0	40	(40.00)
Ice Skaters	0	0	0
Sledders	0	0	0
Ice Fishermen	0	29	(29.00)
Huron Meadows			
XC Skiers	0	50	(50.00)
Ice Fishermen	0	20	(20.00)
Hudson Mills			
XC Skiers	0	10	(10.00)
Lower Huron			
Ice Skaters	0	0	0
Willow			
XC Skiers	0	0	0
Ice Fishing	0	0	0
Sledders	919	2,919	(2000.00)
Lake Erie			
XC Skiers	0	0	0
Sledders	0	15	(15.00)
Fishing	514	217	+ 297

Winter Sports Y-T-D		
Current Year	Previous Year	Change
7	199	(192.00)
12	563	(551.00)
791	8,295	(7504.00)
570	5,800	(5230.00)
0	1,227	(1227.00)
1,130	5,605	(4475.00)
117	1,737	(1620.00)
33	519	(486.00)
0	0	0
202	2,222	(2020.00)
0	1,700	(1700.00)
2,556	14,120	(11564.00)
35	554	(519.00)
1,013	4,440	(3427.00)
0	254	(254.00)
160	2,955	(2795.00)
0	1,067	(1067.00)
59	684	(625.00)
0	162	(162.00)
1,838	5,818	(3980.00)
14	12	+ 2
80	55	+ 25
875	615	+ 260

2011-12 Winter Season To Date (Nov-Present)		
Current Year	Previous Year	Change
7	220	(213.00)
12	691	(679.00)
791	9,457	(8666.00)
570	7,090	(6520.00)
0	1,227	(1227.00)
1,130	6,865	(5735.00)
117	2,069	(1952.00)
40	547	(507.00)
75	229	(154.00)
202	2,908	(2706.00)
0	2,515	(2515.00)
2,556	19,152	(16596.00)
35	590	(555.00)
1,013	5,010	(3997.00)
0	301	(301.00)
160	3,220	(3060.00)
0	1,543	(1543.00)
59	737	(678.00)
0	162	(162.00)
1,838	6,480	(4642.00)
14	20	(6.00)
80	75	+ 5
996	702	+ 294

HURON-CLINTON METROPARKS MONTHLY STATISTICS

March 2012

PARK	Seasonal Activities this Month		
	Current Year	Previous Year	Change
Lake St. Clair			
Welsh Center	3	5	(2)
Picnic Reservations	0	0	0
Boat Launches	270	10	+ 260
Marina	0	0	0
Mini-Golf	0	0	0
Stony Creek			
Disc Golf ¹	NA	NA	NA
Picnic Reservations	75	65	+ 10
Boat Rental	0	0	0
Boat Launches	3	0	+ 3
Indian Springs			
Picnic Reservations	6	2	+ 4
EDC Event Room	100	75	+ 25
Kensington			
Disc Golf Daily	1,303	51	+ 1252
Disc Golf Annual	24	24	0
Disc Golf Fees			
Picnic Reservations	65	43	+ 22
Boat Rental	0	0	0
Huron Meadows			
Picnic Reservations	5	2	+ 3
Boat Rental	0	0	0
Hudson Mills			
Disc Golf Daily	1,488	674	+ 814
Disc Golf Annual	37	37	0
Disc Golf Fees			
Picnic Reservations	14	11	+ 3
Canoe Rental ³	0	0	0
Lower Huron / Willow / Oakwoods			
Lower Huron / Willow / Oakwoods	35	29	+ 6
Picnic Reservations	17	17	0
Lake Erie			
Picnic Reservations	10	14	(4)
Boat Launches	1,387	486	+ 901
Marina	NA	NA	NA

Seasonal Activities Y-T-D		
Current Year	Previous Year	Change
11	17	(6)
0	1	(1)
270	10	+ 260
0	0	0
0	0	0
NA	NA	NA
143	137	+ 6
0	0	0
4	0	+ 4
8	9	(1)
361	111	+ 250
1,375	77	+ 1298
41	43	(2)
141	102	+ 39
0	0	0
11	8	+ 3
0	0	0
1,997	843	+ 1154
76	73	+ 3
33	24	+ 9
0	0	0
79	76	+ 3
30	28	+ 2
25	21	+ 4
1,744	667	+ 1077
NA	NA	NA

Seasonal Revenue Y-T-D		
Current Year	Previous Year	Change
\$ 7,850	\$ 20,900	(13,050)
\$ 16,850	\$ 18,475	(1,625)
NA	NA	
\$ -	\$ -	0
\$ -	\$ -	0
\$ 344	\$ 370	
\$ 21,640	\$ 20,500	+ 1140
\$ -	\$ -	0
NA	NA	NA
\$ 1,200	\$ 1,350	(150)
\$ 11,300	\$ 6,300	+ 5000
\$ 2,750	\$ 154	+ 2596
\$ 1,978	\$ 2,072	(94)
\$ 4,728	\$ 2,226	+ 2502
\$ 21,200	\$ 15,300	+ 5900
\$ -	\$ -	0
\$ 1,650	\$ 1,200	+ 450
\$ -	\$ -	0
\$ 3,994	\$ 1,686	+ 2308
\$ 3,620	\$ 3,570	+ 50
\$ 7,614	\$ 5,256	+ 2358
\$ 4,950	\$ 4,650	+ 300
\$ -	\$ -	0
\$ 13,840	\$ 13,050	+ 790
\$ 13,840	\$ 13,050	+ 790
\$ 4,000	\$ 4,125	(125)
NA	NA	NA
\$ 20,320	\$ 25,150	(4,830)

ACTIVITY REPORT - INTERPRETIVE FACILITIES

FACILITY	March MONTHLY Totals					Year to Date Totals				
	Programs	Persons served	Previous Year	Persons served	Change	Programs	Persons served	Previous Year	Persons served	Change
LAKE ST CLAIR										
In Park Programs and Attendance	96	7,384	38	1,124	556.9%	177	9,130	128	3,286	177.8%
OUT OF PARK	12	108	11	261	-58.6%	18	268	54	1,731	-84.5%
Other Visitors (non-program)		18,544		4,054	357.4%	0	25,424	0	10,531	141.4%
Total Programs and Persons Served	108	26,036	49	5,439	378.7%	195	34,822	182	15,548	124.0%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$1,352		\$610		121.6%	\$3,545		\$2,106		68.3%
WOLCOTT FARM										
In Park Programs and Attendance	20	1,273	20	461	176.1%	82	2,742	60	1,052	160.6%
OUT OF PARK PROGRAMS	1	700	1	210	233.3%	2	1,150	1	210	447.6%
Other Visitors (non-program)		3,006		2,134	40.9%	0	6,338	0	4,996	26.9%
Total Programs and Persons Served	21	4,979	21	2,805	77.5%	84	10,230	61	6,258	63.5%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$1,129		\$2,113		-46.6%	\$2,981		\$2,925		1.9%
REVENUE FROM RIDES	\$113		\$0			\$113		\$0		
Livestock/produce sales	\$3,377		\$6,764		-50.1%	\$30,302		\$17,761		70.6%
WOLCOTT MILL										
In Park Programs and Attendance	46	1,189	37	3,951	-69.9%	59	1,590	49	4,137	-61.6%
OUT OF PARK PROGRAMS	4	153	0	0		4	153	0	0	
Other Visitors (non-program)		1,107		1,180	-6.2%	0	3,087	0	2,632	17.3%
Total Programs and Persons Served	50	2,449	37	5,131	-52.3%	63	4,830	49	6,769	-28.6%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$663		\$1,900		-65.1%	\$2,162		\$2,857		-24.3%
STONY CREEK										
In Park Programs and Attendance	33	1,974	35	1,154	71.1%	79	4,430	83	3,663	20.9%
OUT OF PARK PROGRAMS	16	1,328	27	1,455	-8.7%	69	5,015	91	5,885	-14.8%
Other Visitors (non-program)		19,086		16,572	15.2%	0	41,328	0	37,023	11.6%
Total Programs and Persons Served	49	22,388	62	19,181	16.7%	148	50,773	174	46,571	9.0%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$2,376		\$5,552		-57.2%	\$8,405		\$11,269		-25.4%
INDIAN SPRINGS										
In Park Programs and Attendance	104	2,129	123	2,553	-16.6%	245	5,880	250	6,210	-5.3%
OUT OF PARK PROGRAMS	0	-	11	267	-100.0%	0	-	14	507	-100.0%
Other Visitors (non-program)		4,110		3,096	32.8%	0	9,789	0	8,115	20.6%
Total Programs and Persons Served	104	6,239	134	5,916	5.5%	245	15,669	264	14,832	5.6%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$5,504		\$1,202		357.9%	\$7,727		\$4,204		83.8%
KENSINGTON										
In Park Programs and Attendance	81	2,209	59	1,521	45.2%	239	5,811	178	6,526	-11.0%
OUT OF PARK	68	4,948	5	135	3565.2%	70	4,986	84	5,395	-7.6%
Other Visitors (non-program)		26,065		15,904	63.9%	0	58,468	0	41,880	39.6%
Total Programs and Persons Served	149	33,222	64	17,560	89.2%	309	69,265	262	53,801	28.7%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$3,132		\$2,226		40.7%	\$4,269		\$4,261		0.2%

ACTIVITY REPORT - INTERPRETIVE FACILITIES

FACILITY	March MONTHLY Totals					Year to Date Totals				
	Programs	Persons served	Previous Year	Persons served	Change	Programs	Persons served	Previous Year	Persons served	Change
KENSINGTON FARM										
In Park Programs and Attendance	187	4,550	173	4,435	2.6%	285	6,262	279	6,215	0.8%
OUT OF PARK PROGRAMS	0	0	0	0		0	0	0	0	
Other Visitors (non-program)		32,976		24,010	37.3%	0	41,949	0	32,757	28.1%
Total Programs and Persons Served	187	37,526	173	28,445	31.9%	285	48,211	279	38,972	23.7%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$7,870		\$6,371		23.5%	\$11,515		\$8,998		28.0%
REVENUE FROM RIDES	\$2,535		\$1,529		65.8%	\$4,220		\$5,126		-17.7%
Livestock/produce sales	\$4,678		\$5,371		-12.9%	\$5,296		\$6,504		-18.6%
MOBILE LEARNING CENTER										
In Park Programs and Attendance	61	1,579	72	1,892	-16.5%	135	3,475	154	4,151	-16.3%
OUT OF PARK PROGRAMS	1	475	1	530	-10.4%	2	3,478	4	3,393	2.5%
Other Visitors (non-program)		-		0		0	-	0	0	
Total Programs and Persons Served	62	2,054	73	2,422	-15.2%	137	6,953	158	7,544	-7.8%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$1,394		\$842		65.6%	\$2,835		\$4,790		-40.8%
HUDSON MILLS										
In Park Programs and Attendance	39	908	55	1,850	-50.9%	54	1,602	75	2,768	-42.1%
OUT OF PARK PROGRAMS	2	42	10	252	-83.3%	4	84	11	302	-72.2%
Other Visitors (non-program)		2,500		2,500	0.0%	0	7,200	0	7,200	0.0%
Total Programs and Persons Served	41	3,450	65	4,602	-25.0%	58	8,886	86	10,270	-13.5%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$2,392		\$2,916		-18.0%	\$4,483		\$4,518		-0.8%
OAKWOODS										
In Park Programs and Attendance	30	938	50	1,137	-17.5%	136	3,829	126	3,331	15.0%
OUT OF PARK	7	877	15	1,536	-42.9%	14	1,754	22	2,193	-20.0%
Other Visitors (non-program)		9,531		9,296	2.5%	0	20,711	0	22,463	-7.8%
Total Programs and Persons Served	37	11,346	65	11,969	-5.2%	150	26,294	148	27,987	-6.0%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
REVENUE FROM FEES	\$1,573		\$1,868		-15.8%	\$3,767		\$3,017		24.9%
Lake Erie Marshlands Museum										
In Park Programs and Attendance	17	156	123	2,553	-93.9%	116	2,346	244	4,352	-46.1%
OUT OF PARK	1	25	7	215	-88.4%	12	1,207	14	884	36.5%
Other Visitors (non-program)		13,620		11,955	13.9%	0	31,836	0	28,046	13.5%
Total Programs and Persons Served	18	13,801	130	14,723	-6.3%	128	35,389	258	33,282	6.3%
REVENUE	Current Year		Previous Year			Current Y-T-D		Previous Y-T-D		
FROM FEES	\$893		\$1,031		-13.4%	\$1,482		\$1,518		-2.4%