

UPDATED AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
July 12, 2012 – 10:30 a.m.
Oakwoods Metropark, Nature Center

1. Chairman's Statement
2. Public Participation
3. Minutes – June 2012
4. Financial Statements
 - A. May 2012
 - B. June 2012
5. Vouchers – June 2012
6. Purchases
 - A. 72-inch Zero Turn Mower – Lake St. Clair **(pg. 1)**
 - B. Litter Vacuum – Lake St. Clair **(pg. 3)**
 - C. Tractor – Indian Springs **(pg. 5)**
 - D. Sand Trap Rake – Indian Springs **(pg. 7)**
 - E. Core Processor – Indian Springs **(pg. 9)**
 - F. Equipment Trailer – Kensington/Natural Resources Crew **(pg. 11)**
7. Controller Replacement
 - A. Candidate Interview **(pg. 13)**
 - B. Candidate Selection **(pg. 15)**
8. Closed Session –
 - A. Consult with Counsel regarding specific pending litigation
Section 8(e) of the Michigan Open Meetings Act. M.C.L. 15.268 (e).
 - B. Consult with Counsel regarding strategy and contract negotiations
Section 8(c) of the Michigan Open Meetings Act. M.C.L. 15.268 (c).
9. Director Selection Process **(pg. 21)**
10. Reports
 - A. Wolcott Mill
 1. Approval – Golf Course Request for Proposals (RFP) **(pg. 27)**
 2. ~~Bids – Roof Replacements, Camp Rotary Buildings and Farm Center Horse Barn~~
 - B. Stony Creek
 1. Bids – Resurface Gladeview Parking Lot **(pg. 77)**
 - C. Indian Springs
 1. Proposed Amendment to Seismic Contract **(pg. 79)**
 - D. Lower Huron
 1. Bids – Roof Replacement, Park Office **(pg. 83)**
 - E. Willow
 1. Change Order – Removal of Contaminated Soil, UST Site **(pg. 87)**

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
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Oakwoods Metropark, Nature Center
Page Two

10. Reports
 - F. Administrative Office
 1. 2012 Second Quarter Appropriation Adjustments (pg. 89)
 2. Approval – Appropriation Adjustment for Insurance Deductible (pg. 93)
 3. Report – Recreation Needs Survey (pg. 95)
 4. Five-Year-Plan Approval (Separate Attachment) (pg. 123)
 5. Report – Legislative (pg. 125)
 6. Engineering Consultant Contract (pg. 127)
11. Deputy Director's Comments
12. Commissioners' Comments
13. Motion to Adjourn

The next regular Board of Commissioners meeting will be held on Thursday, August 9 at 10:30 a.m. at Stony Creek Metropark at the Nature Center.

The dedication for the new playground at the Eastwood Beach at Stony Creek Metropark will immediately follow the August Commission meeting.

A Pension Committee meeting will take place prior to the August 9 Board meeting at 9:00 a.m. at the Nature Center at Stony Creek Metropark with a Retiree Health Care Trust meeting immediately following the Pension Committee meeting.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ron Smith, Buyer
 Project No: ITB-12-019
 Project Title: 72-inch Zero Turn Mower
 Location: Lake St. Clair Metropark, Macomb County
 Date: June 29, 2012

Bids Opened: Thursday, June 7, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver a 72-inch zero turn, rear discharge rotary mower to be used by the grounds maintenance department.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Midwest Power Equipment	Okemos, MI	\$12,000.00
Midwest Power Equipment (Alt. 2)*	Okemos, MI	\$ 9,900.00
Pro Mower and Snow Equipment	Warren, MI	\$12,224.00
Weingartz, Inc.	Utica, MI	\$12,893.00
Weingartz, Inc. (Alt. 1)	Utica, MI	\$13,322.00
JW Turf	Wixom, MI	\$13,671.35
Spartan Distributors (Alt. 1)	Sparta, MI	\$15,500.00
Spartan Distributors	Sparta, MI	\$17,837.42
Pro Mowers and Snow Equipment (Alt. 1)	Warren, MI	\$20,088.90
Midwest Power Equipment (Alt. 1)	Okemos, MI	\$20,088.90
Pro Mowers and Snow Equipment (Alt. 2)	Warren, MI	\$24,299.00

Note:

*The Midwest Power Equipment alternate bid (Alt. 2) does not meet specifications because the engine is a gas engine and specifications called for a diesel engine.

This mower makes a 72-inch cut and will be more efficient than a 60-inch unit that is 7-years-old with 1,400 hours.

This invitation to bid was posted on Michigan Inter-Governmental website and was sent to 52 registered suppliers.

Recommendation: That the Board of Commissioners award ITB-12-019 to the low responsive, responsible bidder, Midwest Power Equipment in the amount of \$12,000.00 as recommended by Buyer Ron Smith and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ron Smith, Buyer
 Project No: ITB-12-021
 Project Title: Litter Vacuum
 Location: Lake St. Clair Metropark, Macomb County
 Date: June 29, 2012

Bids Opened: Friday, June 29, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver a litter vacuum to be used in the park plaza area.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Weingartz, Inc.	Utica, MI	\$ 22,948.00
Wolverine Rental*	Ann Arbor, MI	\$ 5,750.00
Weingartz, Inc.	Utica, MI	\$ 24,570.00
Spartan Distributors	Sparta, MI	\$ 26,390.00
Tennant Company	Minneapolis, MN	\$ 27,318.27

Note: *The bid by Wolverine Rental is a 2005 model year, three-wheel type, not four as specified, and has more than 8,000 hours.

This unit replaces a 2001 Elephant Vac that has over 1000 hours of a heavy usage and has reached the end of its life cycle.

This invitation to bid was posted on Michigan Inter Governmental Website and was sent to 38 registered suppliers.

Recommendation: That the Board of Commissioners award ITB-12-021 to the low responsive, responsible bidder, Weingartz, Inc. in the amount of \$22,948.00 as recommended by Buyer Ron Smith and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ron Smith, Buyer
 Project No: ITB-12-016
 Project Title: Tractor
 Location: Indian Springs Metropark, Oakland County
 Date: June 29, 2012

Bids Opened: Thursday, May 31, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver a 50-horsepower tractor to be used by the grounds and golf course maintenance departments.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Weingartz Supply	Farmington Hills, MI	\$26,917.00
Tri County Equipment*	Lapeer, MI	\$28,581.05
D & G Equipment	Howell, MI	\$28,671.94
Bader & Sons Co.	Tecumseh, MI	\$28,961.19

Note:

*The bid by Tri County Equipment is considered a non-responsive bid as it was received by fax, not in the required sealed envelope.

This tractor replaces a 1987 Ford tractor that is 24-years-old with nearly 4,000 hours and has reached the end of its life cycle.

This invitation to bid was posted on Michigan Inter-Governmental website and was sent to 20 registered suppliers.

Recommendation: That the Board of Commissioners award ITB-12-016 to the low responsive, responsible bidder, Weingartz Supply in the amount of \$26,917.00 as recommended by Buyer Ron Smith and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ron Smith, Buyer
 Project No: ITB-12-017
 Project Title: Sand Trap Rake
 Location: Indian Springs Metropark, Oakland County
 Date: June 29, 2012

Bids Opened: Tuesday, June 5, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver a sand trap rake to be used at the golf course.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Spartan Distributors	Sparta, MI	\$13,168.14
R&R Products, Inc.*	Tucson, AZ	\$12,978.95*
JW Turf, Inc.	Wixom, MI	\$13,531.80

Note: Bid by R&R Products of Tucson AZ. is not supported by a local dealer and does not include training. Warranty only includes parts, not labor, for two years.

This sand trap rake replaces a 2002 John Deere 9-year-old rake that has high hours and is worn out because of its age and usage in sand.

This invitation to bid was posted on Michigan Inter-Governmental website and was sent to 53 registered suppliers.

Recommendation: That the Board of Commissioners award ITB 12-017 to the low responsive, responsible bidder, Spartan Distributors in the amount of \$13,168.14 as recommended by Buyer Ron Smith and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ron Smith, Buyer
 Project No: ITB-12-018
 Project Title: Aerification Core Processor
 Location: Indian Springs Metropark, Oakland County
 Date: June 29, 2012

Bids Opened: Thursday, June 5, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver an aerification core processor to be used on fairways by both Indian Springs and Kensington golf courses.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Spartan Distributors	Sparta, MI	\$20,914.59

Note:

The Toro brand sold by Spartan Distributors is the only one-step core processor on the market. It sweeps, breaks down, and disperses cores in one pass using one person.

This is a new item for the Western District and will increase the efficiency of their process for the maintenance of the golf courses.

This invitation to bid was posted on Michigan Inter-Governmental website and was sent to 59 registered suppliers.

Recommendation: That the Board of Commissioners award ITB-12-018 to the responsive, responsible bidder, Spartan Distributors in the amount of \$20,914.59 as recommended by Buyer Ron Smith and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Ron Smith, Buyer
 Project No: ITB-12-020
 Project Title: Equipment Trailer
 Location: Kensington Metropark, Oakland County
 Date: June 29, 2012

Bids Opened: Tuesday, June 12, 2012 at 2:00 p.m.

Scope of Work: Furnish and deliver a 40,000-pound payload capacity equipment trailer to be used by the Natural Resource Crew.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Grand Equipment Co.	Hudsonville, MI	\$18,658.00
Grand Equipment Co.*	Hudsonville, MI	\$15,632.00*
Holden Industries, Inc.	South West City, MO	\$19,304.00
AIS Construction Equipment Corp.	New Hudson, MI	\$19,750.00

Note:

*The alternate bid from Grand Equipment Company does not meet specifications because of the deck length requirements.

This trailer replaces a 1998 Talbert which is a 14-year-old heavy equipment trailer that is wearing out due to heavy usage, exposure to the elements and has reached the end of its life cycle.

This invitation to bid was posted on Michigan Inter-Governmental website and was sent to 66 registered suppliers.

Recommendation: That the Board of Commissioners award ITB-12-020 to the low responsive, responsible bidder, Grand Equipment Company in the amount of \$18,658.00 as recommended by Buyer Ron Smith and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Human Resources Manager
Subject: Interviews - Controller
Date: July 3, 2012

With the assistance of Les Pulver of Plante & Moran, applications were reviewed and ten candidates were selected for the first round of interviews for the position of Controller. The interview panel, consisted of Commissioner McCarthy, Les Pulver, and myself, and interviews were held on Tuesday, June 26.

Based on the results of these interviews and a preliminary background check, three to four candidates will be presented to the Board for interview and consideration at the July 12 Board meeting. Resumes for the candidates being interviewed will be provided prior to the Board meeting.

In the event that you have any questions or require any additional information, please don't hesitate to contact me.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Human Resources Manager
Subject: Selection Process - Controller
Date: July 3, 2012

Candidates for the position of Controller will be interviewed by the Board at the July 12 Board meeting. As Mr. Wahl will be retiring on August 31, 2012 and it would be beneficial to have the new Controller work with Mr. Wahl prior to his retirement. It is recommended that the Board select a candidate at the July meeting and authorize staff to extend an offer of employment to the selected candidate.

Salary and benefits for Staff Officers are established by the Board of Commissioners. In the past, benefits have generally been set at a level comparable to those provided to other full-time employees. The salary posted in the attached candidate profile/job description was \$98,000 to \$120,000 depending upon experience and qualifications. In the salary and benefit survey recently completed, the average salary for the position of controller was \$112,000.

Recommendation: That the Board of Commissioners authorize staff to extend an offer of employment to the candidate selected by the Board within the parameters established by the Board and to initiate the necessary documents to establish the new controller as pension trustee, retiree health care trust trustee, authorized representative for the deferred compensation programs, and authorized signer on all the Authority's bank and investment accounts effective September 1, 2012.

Huron-Clinton Metropolitan Authority

POSITION DESCRIPTION

Controller

CANDIDATE PROFILE: Candidate should be an experienced leader and financial executive with working knowledge of public sector accounting. Must be energetic, forward-thinking and a strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus. Must be able to facilitate change within the organization. Should be articulate and possess excellent communication skills with the ability to establish strong working relationships with Board members, staff officers, and employees. Must be organized and self-directed. Must have the ability to make effective, persuasive, and understandable presentations to the Board, employees and the public on complex topics and issues.

SALARY RANGE: \$98,000 to \$120,000 DOQ plus benefits to include pension, health insurance, dental insurance, vision insurance, life insurance, short & long-term disability insurance and paid leave time.

GENERAL STATEMENT OF DUTIES: Under the direction of the Board of Commissioners, position has the fiduciary responsibility for administering all financial proceedings of the Metroparks in accordance with federal, state and local laws, the Governmental Accounting Standards Board and other regulatory agencies.

SUPERVISION RECEIVED: Works under the general direction of the Board of Commissioners in consultation with the Director, Deputy Director, and Executive Secretary to the Board. Required to work independently and exercise judgment.

SUPERVISION EXERCISED: Responsible for supervision of Controller's Department employees.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Plan, develop, organize, implement, direct and evaluate HCMA's fiscal function, policies, and performance.
- Ensures compliance with federal, state and local legal requirements as it pertains to accounting and financial operations and reporting.
- Maintain all official financial and accounting records in conformance with generally accepted government accounting standards.
- Responsible for preparing and administering annual budget for all funds to include general fund budget of \$73,000,000 including \$18,000,000 in capital expenditures, \$41,000,000 in operations, and \$14,000,000 in reserves; and a \$6,000,000 supplemental major maintenance budget.
- Maintain accounting records of all property acquired by the Authority.
- Analyze, interpret and communicate financial operating results to provide information, guidance and technical support to the Board, staff officers, parks and departments. Provide timely and accurate analysis of budgets, financial reports and financial trends.
- Participate in the development of HCMA's strategic plan and programs. Evaluate and advise on the financial impact of strategic plans, programs and operations.
- Maintain a general accounting/budgeting system for HCMA and exercise financial control over all offices, parks, and departments.
- In collaboration with the Director, Deputy Director and Executive Secretary to the Board, lead and direct all operational and business activities to ensure reliable and cost effective delivery of services.

- Prepare five year financial and capital improvement plan.
- Responsible for preparing and administering annual budget for all funds.
- Responsible for creating and maintaining financial records and reports to include reports to track and report financial positions and manage the budget.
- Oversee annual financial audit and act as principle liaison to the auditors during the audit process.
- Responsible for preparation, analysis and communication of monthly and annual year-end financial reporting to the Board of Commissioners.
- Responsible for managing cash flow and accounts receivable.
- Responsible for managing investment accounts and making recommendations consistent with HCMA's approved investing policies for Authority's General Fund, Supplemental Major Maintenance Fund, Pension Fund, and Retiree Health care Trust. Manages a general fund investment portfolio ranging from \$32,000,000 to \$50,000,000.
- Serves as co-signer on all Authority bank and investment accounts with Executive Secretary.
- Receive all money due the Authority from taxes and other sources and deposit in accordance with policy approved by the Board of Commissioners.
- Responsible for accounting functions including: overseeing maintenance of general and subsidiary ledgers, general journal entries, accounts receivable, accounts payable, payroll, investment and reserve accounts, capital, depreciation and inventory schedules.
- Responsible for developing, implementing, maintaining and enforcing system of internal controls in accordance with generally accepted government accounting standards and in accordance with recommendations from the auditors.
- Responsible for administering accounts payable to include certifying that an appropriation has been made in accordance with HCMA policy and that funds are available in the appropriate budget to cover the expenditure. Present vouchers for certification by the Chief Executive and issue payments once appropriation has been made by the Board of Commissioners.
- Serves as Pension Trustee and is responsible for administering HCMA pension fund of \$43,000,000 providing benefits to 110 retirees.
- Serves as plan administrator and manages Retiree Health Care Trust Fund of \$16,000,000.
- Serves as plan administrator for deferred compensation plans (457) and Retirement Health savings Plan.
- Hire, train, supervise, evaluate and discipline full and part-time employees assigned to the Controller's department to include the chief accountant, internal auditor, accounting clerks (2.5 fte), payroll system coordinator, part-time secretary.
- Serve as part of negotiating team for collective bargaining agreements.
- Coordinates and administers property and casualty insurance program.
- Attends monthly meetings of the Board of Commissioners.

PERIPHERAL DUTIES:

- Attend quarterly meetings of Employee Cooperative Alliance.
- Serve on Safety Committee

MINIMUM QUALIFICATIONS:

- Bachelor degree (required) and Masters Degree (preferred) from an accredited college or university with specialization in finance, accounting, public administration or related field.
- CPA certification and/or CPFO certification from the Government Finance Officers Association is preferred.
- Ten years of increasingly responsible experience in public administration, finance, accounting or a related field sufficient to demonstrate ability to perform the required duties.

- Must be able to qualify for fiduciary bonding.
- Strong working knowledge of computer systems to include financial software, spreadsheets, data bases and word processing applications.
- Experience and strong working knowledge of public sector accounting, budgeting, auditing, financial control and financial forecasting methods.
- Excellent management skills and the ability to make strategic decisions pertaining to staff and procedures.
- Skill in supervising and training employees.
- Ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control.
- Ability to operate listed tools and equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain positive working relationships with the Board, the public, outside agencies and co-workers.
- Ability to perform essential duties.

SPECIAL REQUIREMENTS: CPA certification and/or CPFO certification preferred.

TOOLS and EQUIPMENT USED: Personal computer including financial, accounting, payroll, data base, scheduling, publishing, spreadsheet, and word processing software; calculator, copy and fax machines; phone, radios, automobile.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally performs work within an office environment. The noise level is usually quiet. Occasionally, the employee will be required to work in outdoor environments and will be subject to weather conditions to include heat, rain, and snow.

SELECTION GUIDELINES: Selection process may include, but is not limited to, any or all of the following: formal application, rating of education and experience, oral interviews, reference check, job related tests, psychological exam, and physical exam to include drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employee and Huron Clinton Metropolitan Authority and is subject to change by HCMA based on the needs and requirements of the organization.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Human Resources Manager
Subject: Selection Process - Director
Date: July 3, 2012

While I am still in the process of obtaining input from Commissioners as requested at the June 2012 Board of Commission meeting, I have prepared a preliminary draft candidate profile/job description for the position of Director based on the input received to date. As it may be of some assistance when discussing the selection process for the Director position, I have attached a copy of the draft.

Please let me know if you have any questions or I can be of any further assistance.

Attachment: Draft Copy of Director Job Description

Recommendation: That the Board of Commissioners receive and file the director position description/candidate profile as recommended by Human Resources Manager Carol Stone and staff.

Huron-Clinton Metropolitan Authority

POSITION DESCRIPTION – CANDIDATE PROFILE
Draft 2012- DIRECTOR

CANDIDATE PROFILE: Candidate should be an experienced leader with working knowledge of public sector and parks and recreation agencies. Must be energetic, forward-thinking and a strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus with a hands-on approach. Must be innovative and able to facilitate change within the organization. Should be articulate and possess excellent communication skills with the ability to establish strong working relationships with Board members, staff officers, and employees. Must be organized and self-directed. Must have the ability to make effective, persuasive, and understandable presentations to the Board, employees and the public on complex topics and issues.

SALARY RANGE: \$115,000 to \$140,000 DOQ plus benefits to include pension, health insurance, dental insurance, vision insurance, life insurance, short and long-term disability insurance and paid leave time.

GENERAL STATEMENT OF DUTIES: Under the direction of the Board of Commissioners, position serves as chief executive officer of the Metroparks and performs a variety of professional, administrative and managerial duties related to the operation of the Metroparks.

SUPERVISION RECEIVED: This is an at-will position that works under the general direction of the Board of Commissioners in consultation with the Deputy Director, Controller and Executive Secretary to the Board. Required to work independently and exercise judgment.

SUPERVISION EXERCISED: Director provides broad policy and general guidance and direction to department heads.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides leadership and direction in the development and implementation of short and long-range plans, ensures that the mission and core values of the Metroparks are achieved.
- Develops policies, procedures and processes as needed to implement the decisions and policy directives of the Board of Commissioners.
- Provides professional advice to the Board of Commissioners and department heads; make presentations to the Board, civic groups and the general public. Engages the Board on policy matters and communicates information, analysis and recommendations and options for Board consideration.
- Communicates with Board of Commissioners on a regular basis. Ensures that Board is notified of issues and emergencies as they arise.
- Serves as final hiring and terminating authority for all personnel except those whose appointment/termination is made by the Board of Commissioners or as otherwise directed by the Board of Commissioners.
- Collaborates with the Deputy Director (Chief Operations Officer) to direct and administer operations to achieve full and effective use of personnel, facilities and equipment and to establish a strong productive employee management culture.
- Provides clear direction and feedback to HCMA department heads and holds them accountable for results.
- Thinks strategically to ensure the financial sustainability of HCMA programs and services.

- Establish credibility throughout the organization and with the Board as an effective developer of solutions to administrative business challenges. This would include the assessment of "out-sourcing" of various activities and functions if such external support would be the most effective method of providing the proper level of services at the appropriate cost.
- Manages relationships with national, state and local governmental officials and organizations by monitoring legislation for appropriate comment and action, coordinates communication with governmental officials on various matters and in collaboration with professional consultant, presents HCMA's viewpoint on legislative matters.
- Monitors HCMA operations to ensure compliance with all applicable laws, regulations, rules, policies, and ordinances.
- Evaluates potential projects, programs and services to determine feasibility and makes recommendations and reports to the Board of Commissioners.
- Responsible for the origination and approval of all purchase orders and commitments for equipment and material and the employment of all services for the activities of the Authority authorized or directed by the Board of Commissioners.
- May make purchases or commitments for an amount not exceeding Ten Thousand Dollars (\$10,000.00) without prior authority of the Board of Commissioners, providing that written confirmation has been received from the Controller that money has been appropriated and is available for such purposes. Purchases shall be made only after having received as many quotations as practicable from qualified bidders.
- For any expenditures in the amount in excess of Ten Thousand Dollars (\$10,000.00), responsible for obtaining bids and presenting tabulations to the Board of Commissioners for its approval. Bids will not be required for the purchase of land, for payrolls or the employment of professional or specialized service. This paragraph shall be effective except in case of written contracts which have previously been approved by the Board of Commissioners. In such case, the terms of the contract itself shall govern.
- Director shall certify all invoices for property or services, stating that such property or services were duly ordered, have been received, and are satisfactory.
- Director shall certify the rates of pay and the payrolls of all employees.

PERIPHERAL DUTIES:

- Attends quarterly meetings of Employee Cooperative Alliance.
- Serves on Safety Committee.
- Attends special events held on evenings & weekends throughout the Metroparks.

MINIMUM QUALIFICATIONS:

- Bachelor degree (required) and Masters Degree (preferred) from an accredited college or university with specialization in public administration, parks and recreation, planning, engineering, management, parks and recreation or related field.
- Ten years of increasingly responsible management level experience in public administration, Parks & Recreation Management or a related field sufficient to demonstrate ability to perform the required duties.
- Strong working knowledge of parks & recreation operations.
- Strong working knowledge of computer systems to include financial software, spreadsheets, data bases and word processing applications.
- Working knowledge of planning, engineering, finance, labor relations, and natural resource management.
- Must be able to demonstrate creativity and the ability to implement new initiatives.
- Excellent management skills and the ability to make strategic decisions pertaining to staff and procedures.

- Ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control.
- Ability to operate listed tools and equipment.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain positive working relationships with the Board, the public, outside agencies and employees.
- Ability to perform essential duties.

TOOLS & EQUIPMENT USED: Personal computer including financial, accounting, payroll, data base, scheduling, publishing, spreadsheet, and word processing software; calculator, copy and fax machines; phone, radios, automobile.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally performs work within an office environment. The noise level is usually quiet. Occasionally, the employee will be required to work in outdoor environments and will be subject to weather conditions to include heat, rain, and snow.

SELECTION GUIDELINES: Selection process may include, but is not limited to, any or all of the following: formal application, rating of education and experience, oral interviews, reference check, job related tests, psychological exam, and physical exam to include drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employee and Huron-Clinton Metropolitan Authority and is subject to change by HCMA based on the needs and requirements of the organization.

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: Golf Course Request for Proposals
Location: Wolcott Mill Golf Course
Date: July 3, 2012

At the regular June 2012 meeting of the Board of Commissioners staff recommended that the Wolcott Mill Golf Course be retained in the recreation inventory. However, considering the Authorities reorganization efforts and concerns for legacy costs, staff suggested that it solicit potential interest from qualified bidders to operate and maintain the course.

Following discussion and recommendations from the meeting, the Board of Commissioners directed staff to prepare a Request for Proposal (RFP) for Board review and approval, and subsequently solicit proposals from operators qualified to operate and maintain the golf course at Wolcott Mill Metropark beginning in 2013.

The proposal requests that bidders propose a Guaranteed Annual Return, a percent (%) of Gross Revenue, or a combination of both. The contract period is eight (8) years with an option to renew for two (2) additional four year periods.

Per Board of Commission discussion, an alternate proposal for Board consideration is included which would require a defined minimum guarantee as part of the bid proposal.

Also please note, the Metroparks reserves the right to award to the Bidder providing the best value proposal, in whatever manner is deemed to be in the Metroparks best interest; to award the proposal to the most effective total package which matches the Metroparks needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications. In addition, the Metroparks reserves the right to continue the operation, and management of the golf course with Metroparks forces and not award a contract, if determined to be in the Metroparks best interest.

If approved, staff will proceed to solicit interest in the proposal and return to the regular September meeting of the Board with a recommendation to award a contract.

Attachment: Draft Wolcott Mill Golf Course RFP

Recommendation: That the Board of Commissioners approve the Request for Proposals for Golf Course Operations and Maintenance of the Wolcott Mill Metropark Golf Course as presented or amended, as recommended by Deputy Director Almas and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

REQUEST FOR PROPOSAL

RFP#: RFP-12-005

TITLE: Golf Course Operations and Maintenance Services

ISSUE DATE: July 16, 2012

PROPOSAL DUE DATE: **August 28, 2012 AT 2:00 P.M.** (local time)

LOCATION: Huron-Clinton Metropolitan Authority
Purchasing Department
13000 High Ridge Drive
Brighton, Michigan 48114
(810) 227-2757

DESCRIPTION: The Huron-Clinton Metroparks is soliciting proposals from experienced and qualified firms to provide total operations and maintenance services for the Metroparks' Wolcott Mill Golf Course. The following framework and scope are provided only to describe the extent to which the Metroparks currently operates and maintains the golf course. Firms may continue the same pattern, or adopt different methods to achieve the same results. The Metroparks expects the same level of operation, maintenance, and appearance of Wolcott Mill Golf Course as currently achieved by Metroparks forces throughout the life of the contract. This contract will be cost (to HCMA) and performance (of Contractor) based.

A copy of the complete RFQ/RFP document may be obtained by subscribing to www.MITN.info, whereby notification of any addendums may be received. Copies may also be obtained from the Purchasing Department, 13000 High Ridge Drive, Brighton, Michigan 48114, and (810) 227-2757. The Purchasing Department is not responsible for forwarding addendums to prospective Bidders. It shall be the Bidder's responsibility to make inquiry as to changes or addenda issued.

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL DOCUMENT.

Proposals must be in the actual possession of the Purchasing Department at the location indicated, on or prior to the exact time and date indicated above in the manner as stated. Proposals received by the correct time and date shall be publicly acknowledged. Late bids shall not be considered.

CONTACT - If further information regarding this proposal is required, please contact the Purchasing Department designated representative, Ms. Maria van Rooijen at 810-494-6049.

AWARD OF CONTRACT - The evaluation and award of this proposal shall be a combination of factors. The intent is to award the contract to one Bidder. The Huron-Clinton Metroparks reserves the right to award to the Bidder providing the best value proposal, in whatever manner is deemed to be in the Metroparks best interest; to award the proposal to the most effective total package which matches the Metroparks needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications. In addition, the Metroparks reserves the right to continue the operation, and management of the golf course with Metroparks forces and not award a contract, if determined to be in the Metroparks best interest.

Scott W. Michael, Purchasing Manager

THIS PROPOSAL IS OFFERED BY: _____

1. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addendum issued in relation to this bid document will be available at www.MITN.info and on file in the Office of the Purchasing Department. It shall be the Bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the Contract and all Bidders shall be bound by such addenda. Information on all changes or addenda issued will be available at the Purchasing Department.
2. **SPECIFICATIONS:** Unless otherwise stated by the Bidder, the proposal will be considered as being in accordance with the Metroparks applicable standard specifications, and any special specifications outlined in the Bid document. However, the Bidder, if awarded a Contract, will be required to furnish the particular item or service referred to in the specifications or description unless departure or substitution is clearly noted and described in the proposal. The Metroparks reserves the right to determine if the equipment/product or service being proposed is an acceptable alternate. All goods shall be new unless otherwise so stated in the proposal. Any unsolicited alternate bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this proposal, may be considered non-responsive. The Metroparks reserves the right to disregard any conflicting terms and conditions submitted by the Bidder and hold the Bidder to the submitted proposal price. The Metroparks strongly discourages the submittal of anything that is not specifically requested in this solicitation.
3. **CURRENCY:** Prices calculated by the Bidder shall be stated in U.S. dollars.
4. **PRICING:** Prices shall be stated in units of quantity specified in the RFP Document. In case of discrepancy in computing the amount of the proposal, the unit price will govern.
5. **CERTIFICATION:** By signature in the offer section of the Offer and Acceptance page, Bidder certifies:
 - A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
 - C. The Bidder hereby certifies that the individual signing the proposal is an authorized agent for the Bidder and has the authority to bind the Bidder to the Contract.
 - D. The Bidder hereby certifies that the firm will abide by the COPELAND ANTI-KICKBACK ACT, Title 18, U.S.C. June 25, 1948, Section 874, Kickbacks from Public Employees.
6. **DEFINITIONS:**
 - A. "Metroparks" - The Huron-Clinton Metropolitan Authority.
 - B. "Metropark Unit" - The department of the Metroparks that intends to use the resulting Contract.
 - C. "Bidder" - The Bidder whose proposal is accepted by the Metroparks.
7. **MATERIALS AND WORKMANSHIP:** Unless otherwise specified, all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Huron-Clinton Metropolitan Authority (Metroparks).
8. **NON-DISCRIMINATION CLAUSE:** The Bidder agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such Contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the Contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The Bidder further agrees to require similar provisions from any sub Bidders, or suppliers.

9. **INDEMNIFICATION:** The Bidder shall protect, defend, and save the Metroparks, its officials, employees, departments and agents harmless against any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or Contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the party or parties by or from any of the acts of the Bidder, their employees, or agents; from all liability claims, demands, judgments and expenses to the persons or property occasioned, wholly, or in part, by the acts or omissions of the Bidder, agents or employees.
10. **CONTRACT:** The Contract shall contain the entire agreement between the Metroparks and the Bidder relating to this requirement and shall prevail over any and all previous contracts, proposals, negotiations, or master agreements in any form. By signing the Offer to Contract, it is understood and agreed to that the Request for Proposal (RFP) in its entirety and all enclosed forms are fully incorporated herein as a material and necessary part of the Contract. In case of conflicts, the following order shall prevail: 1) Addendum, 2) Specifications, 3) Special Terms and Conditions 4) General Terms and Conditions, 5) Instructions to Bidders, 6) Insurance forms.
11. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract shall forthwith be physically amended to make such insertion or correction.
12. **RELATIONSHIP OF PARTIES:** It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Bidder is advised that taxes or social security payments shall not be withheld from a Metroparks payment issued hereunder and that the Bidder should make arrangements to directly pay such expenses, if any.
13. **RIGHTS AND REMEDIES:** No provision in this document or in the Bidder's offer shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of Contract. The failure of either party to insist upon the strict performance of any term or condition of the Contract or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, or the acceptance of materials or services, obligations imposed by this Contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the Contract.
14. **ADVERTISING:** Bidder shall not advertise, issue a press release or otherwise publish information concerning this RFP or Contract without prior written consent of the Metroparks. The Metroparks shall not unreasonably withhold permission.
15. **APPLICABLE REGULATIONS/POLICIES:** The rules and regulations and policies of the Metroparks and local ordinances shall apply. It shall be the responsibility of the Bidder to be familiar and comply with said regulations/policies.
16. **ROYALTIES, PATENTS, COPYRIGHTS, NOTICES AND FEES:** The Bidder shall give all notices and pay all royalties and fees. The Bidder shall defend all suits or claims for infringement of any patent rights and shall save the Metroparks harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

All services, information, computer program elements, reports, and other deliverables which are created under this Agreement shall be the property of the Metroparks and shall not be used by the Bidder or any other person except with the prior written permission of the Metroparks. The Metroparks shall hold the copyright to any copyrightable material. Patents for any item created under this Contract shall be assigned to the Metroparks.

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PART 1 - QUALIFICATIONS and PROPOSAL CONTENT

- 1.01 GENERAL - The Huron-Clinton Metropolitan Authority (Metroparks) is requesting that all Bidders complete the attached and Request for Proposal (RFP) documents, including Attachment 1: Form A - Vendor Questionnaire and Attachment 2: Proposal: Form B - Price Proposal for golf course operation and maintenance services. Bidders shall pass the RFQ phase of the process in order to have their proposal considered. Please read the entire RFP documents for a detailed description of the Scope of Services.
- 1.02 DEFAULT/TERMINATION - If, in the reasonable discretion of the Metroparks, the Contractor has abandoned the operation and maintenance of the golf course and related areas, is willfully violating any of the terms of the Contract, is carrying out any term of the Contract in bad faith, or has committed what is defined as a material breach, the Metroparks may provide written notice of default to the Contractor. The Contractor will have a period of thirty (30) days from the date of that notice to cure the default. If the Contractor fails to cure the default to the Metroparks's reasonable satisfaction within that period of time, the Metroparks may terminate the Contract, and upon termination, the Contractor's right to maintain the golf course and use the facilities shall cease.
- 1.03 WORKMANSHIP - Failure to conform to standards specified by the Metroparks shall be considered a breach of the Contract. The Contractor shall designate a supervisor who shall be available at all times to accommodate the Metroparks. The supervisor shall have the power to initiate immediate action to resolve disputes and/or complaints. Condition of the course, performance of the Contract and complaints are to be used as measures in evaluating performance.
- 1.04 ASSIGNMENTS/SUBLEASE - The Contractor shall not assign the Contract in whole or in part without the prior written approval of the Metroparks.
- 1.05 QUALIFICATIONS OF BIDDER
- A. REFERENCES - The Bidder is required to have verifiable positive references, which may include but are not limited to ability, performance of previous contracts and services, integrity, character, reputation, judgment, experience, efficiency, delivery, and professionalism of service. References of successful experience in municipal golf course maintenance of a similar scope are required.
- B. QUALIFICATIONS OF FIRM TO PERFORM PROJECT AS SPECIFIED - Each Bidder shall submit a table of organization, listing staff, if known, to be assigned to the account including resumes, experience and responsibilities. Bidders shall include joint venture and/or subcontractor information including a list of the team members that may partner/participate with the Bidder.
- EXPERIENCE - The Bidder shall represent an existing and established business with a preference of two (2) years experience operating and maintaining a municipal golf course per these specifications
- Bidders shall describe capabilities specific to the scope of services as specified including the following items:
1. The desire of the Metroparks to have its golf course operated and maintained in a top quality manner.
 2. Experience and qualifications of proposed personnel.
 3. Qualifications of the Bidder specific to its ability to operate and maintain the golf course and provide services based on previous experience, capability, technical resources and financial strength

4. Performance of golf courses currently operated and maintained by the Bidder. Visits to sites and/or contact with facilities/municipalities presently being serviced will be made by the Metroparks if thought to be necessary to complete the evaluation.

C. OPERATION PLAN AND METHODOLOGY PROPOSED

1. Bidders shall provide an operation, and maintenance plan and methodology that outlines how the Bidder intends to provide top quality operations and maintenance services of the Metropark golf course. Bidders shall include their methodology to deal appropriately with the transition from Metropark operations to Contractor operations.
2. Grounds maintenance – Describe the Bidder’s approach to turf management, specifically maintenance of golf course greens, tees, fairways, roughs, and sand bunkers.
3. Food Service Operations - Describe the Bidder’s approach to food and beverage operations
4. Pro Shop/Clubhouse Operations - Describe the Bidder’s approach to clubhouse and golf starter/clubhouse operations

1.06 RESPONSE TO ATTACHED QUESTIONNAIRE - The Bidder shall provide detailed responses to questions in the enclosed vendor questionnaire, see Attachment 1.

1.07 FINANCIAL INFORMATION - The Metroparks reserves the right to require a Bidder to show to the complete satisfaction of Metroparks staff that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The Bidder may also be required to give a past history in order to satisfy the Metroparks in regard to the Bidder’s qualifications. The Metroparks may make a reasonable investigation deemed necessary and proper to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Metroparks all information for this purpose that may be requested.

1.08 RESPONSES TO QUESTIONS - A Bidder may submit questions via MITN site response form in order to clarify any matters relating to this RFP. All questions and comments will be addressed to the designated Metroparks representative specified in this document (See front page). The Bidder’s question(s) and the Metroparks answer(s) will become part of the public record and will be shared with all other Bidders to whom the RFQ/RFP has been provided. Questions will only be accepted until five (5) business days prior to opening the proposals.

PART 2 - INSTRUCTIONS TO BIDDERS

2.01 PROPOSAL SUBMISSION HARD COPY:

- A. Sealed Proposals shall be submitted in complete original form by mail or messenger to the following address:

Huron-Clinton Metropolitan Authority,
Purchasing Department
13000 High Ridge Drive
Brighton, Michigan 48114
- B. Proposals will be accepted at the above address until the date and time specified herein, and immediately after will be publicly opened and Bidder named aloud.
- C. Proposals shall be enclosed in a sealed, opaque envelope and plainly marked with the RFP number, due date and the Bidder's name and address.
- D. Proposals received after the time designated for opening of bids will not be accepted and will be returned to the Bidder.
- E. All bids submitted in response to this invitation shall become the property of the Metroparks.

2.02 PREPARATION OF BIDS:

- F. The proposal shall be legibly prepared with ink or typed.
- G. If a unit price or extension already entered is to be altered, it shall be crossed out and initialed by the Bidder with ink.
- H. The proposal shall be signed and Bidder shall include the full name and address of the Bidder. The Metroparks is exempt from Federal Excise and State Sales Taxes, and such taxes shall not be included in bid prices.

2.03 SIGNATURES: All bids, notifications, claims and statements shall be signed as follows:

All bids, notifications, claims and statements shall be signed by an individual authorized to bind the Bidder. Any individual signing certifies, under penalty of perjury, that he or she has the legal authorization to bind the Bidder.

2.04 GENERAL - The following pages include a questionnaire and proposal pricing section to be completed by each Bidder submitting a proposal. Each item shall be completed with a response and numbered as per the questionnaire. Bidders not responding to the questions may be classified as unresponsive. The Bidder shall initial any corrections. The questionnaire and proposal are to be completed in legible form, preferably typewritten.

2.05 FORMAT - The response shall follow this format. Supplemental information should be provided in additional sections following the same numbering scheme. The response should be concise and complete.

2.06 COPIES - Completed forms may be duplicated as required. Original plus (six) 6 copies of the complete package shall be submitted at the time of proposal submission.

2.07 SUPPLEMENTAL INFORMATION - Any additional written material such as professional records, certifications, etc. which the Bidder may think to be important should be attached and submitted to augment the data included in the questionnaire and proposal. It is not necessary to include expensive custom binders, displays, or other materials unless the Bidder believes such materials are necessary to the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly borne by the prospective Bidder.

- 2.08 A mandatory pre-proposal meeting is scheduled for **July 24, 2012** starting at 10:00AM E.S.T. The meeting shall begin at Wolcott Mill Golf Course, 21690 – 27 Mile Road, Ray Township, MI 48096. Appointments to see the facilities with Metroparks staff shall be scheduled by calling Ms. Maria van Rooijen, Buyer at 810-494-6049.
- 2.09 BID DATE - Sealed proposals for WOLCOTT MILL METROPARK GOLF COURSE OPERATIONS AND MAINTENANCE SERVICES will be received by the Metroparks at the Administrative Offices of the Metroparks c/o Purchasing Department, 13000 High Ridge Drive until 2 P.M. **August 28, 2012** local time, after which time they will be publicly opened and names of responding Bidders will be read.
- 2.10 SUBMITTAL REQUIREMENTS:
- A. ALL ENVELOPES MUST BE MARKED WITH THE FOLLOWING INFORMATION:
- The Qualification Proposal shall be in an envelope separate from the Price Proposal and marked RFP12-005, WOLCOTT MILL METROPARK GOLF COURSE OPERATIONS AND MAINTENANCE, Vendor Questionnaire: Form A –on the lower left-hand corner.
- The Price Proposal shall be in an envelope separate from the Qualification Proposal and marked RFP- 12-005, WOLCOTT MILL METROPARK GOLF COURSE OPERATIONS AND MAINTENANCE, Proposal: Form B - Price Proposal” on the lower left-hand corner.
- B. FAXED DOCUMENTS WILL NOT BE ACCEPTED EXCEPT AS NOTED
- Insurance Certificate
- C. REJECTED BIDS - All information requested herein shall be submitted with the Request for Proposal (RFP); failure to do so may result in rejection of the RFP as non-responsive and/or incomplete.
- D. TAX EXEMPT STATUS – The Metroparks are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Metroparks will furnish the successful Bidder with tax exemption certificates when requested.
- E. CONTACT - If further information regarding this proposal is required, please contact the Purchasing Department designated representative, Ms. Maria van Rooijen, Buyer at 810-494-6049.
- F. AUTHORIZED VERSION - BIDDER CHANGES OR ALTERATIONS TO RFP DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A RFP BEING CONSIDERED NON-RESPONSIVE. Any Bidder who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the Metroparks to the Authorized Version of the RFP document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. The Metroparks may pursue costs and expenses to re-bid the Contract. The Authorized Version of the RFP document shall be that document appearing on the MITN System with any amendments and updates.
- G. WAIVERS - To the extent permitted by law, the Metroparks and the successful Bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect’s consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

PART 3 - CRITERIA FOR SELECTION

- 3.01 REVIEW CRITERIA - The Metroparks review committee will analyze the proposals. The Metroparks reserves the right to award a Contract to the Bidder considered the most qualified based upon a combination of factors including but not limited to the following:
- H. Compliance with qualifications criteria
 - I. Completeness of the proposal
 - J. Cost
 - K. Financial strength and capacity of the Bidder
 - L. Other factors which may be deemed to be in the Metroparks' best interest
 - M. Evaluation process
- 3.02 MINIMUM QUALIFICATIONS EVALUATION - Bidders shall meet minimum established criteria.
- 3.03 EVALUATION OF PROPOSALS - Each Committee member will independently use a weighted score sheet to evaluate the proposals and each will calculate a weighted score. The average of all scores awarded by individual Committee members will serve as the final rating.
- 3.04 INTERVIEW SCORE - The Metroparks will invite, at a minimum, the top three (3) rated Bidders to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each Committee member will independently use a weighted score sheet to evaluate the interview; each Committee member will calculate a weighted score. The average of all scores awarded by individual Committee members will serve as the final rating for each Bidder for this phase of the process. Firms selected for interviews may be supplied with further instructions and requests prior to the interview. Persons representing the Bidder at the interview shall be the personnel who are representatives authorized to explain and answer questions related to the proposal.
- 3.05 SITE VISIT – The Metroparks, at their option, may choose to visit a site presently being serviced by the Bidders. The Committee will use a weighted score sheet to evaluate the facilities at the time of the site visit.
- 3.06 OTHER (OPTIONAL) - Firms may be awarded “Other” points for items not specified, but for which the evaluation Committee deems as outstanding.
- 3.07 FINAL SCORING AND SELECTION - The Metroparks reserves the right to reject any or all bids, to waive irregularities and/or formalities and to make award in any manner deemed in the best interest of the Authority. Factors impacting the decision are as follows:

SCORE CRITERIA	WEIGHT (%)
1. Price Proposal	30
2. Qualification Proposal	30
3. Interview	20
4. Site Visit	10
5. Other	10
TOTAL	100

Points for price shall be calculated as follows:

$$[1 - (\text{Highest Return} - \text{Proposal Return}) / \text{Highest Return}] \times \text{Available Points}$$

PART 4 - **INSURANCE**

4.01 INSURANCE REQUIREMENTS - Insurance requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE (Attachment 12). At time of award, the required Insurance Certificate shall be submitted to the Controller or Metroparks Designated Representative, within five (5) days of contract award. The RFP cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed (810) 227-8610 to the Metroparks offices and is the only document accepted in this format.

In addition, proposals shall include a letter or insurance certificate from the proposer's insurance agent or carrier that the insurance to be supplied will meet specifications. See paragraph titled IMPORTANT below.

We can meet the specified insurance requirements.

We cannot meet the specified insurance requirements.

4.02 GENERAL LIABILITY/WORKERS COMPENSATION - A successful Bidder furnishing labor on Metroparks/public premises agrees to have his workers covered by Worker's Compensation, and furnish a certificate of insurance showing coverage for bodily injury and property damage and worker's compensation within five (5) days of a verbal request. The "Company Representative" does warrant that by signing the RFP document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the Metroparks as part of the specified requirements.

NOTE: Failure on the part of any Bidder to contact his/her insurance carrier to verify that the insurance carried by the Bidder meet Metroparks specifications shall result in this proposal being completed incorrectly.

IMPORTANT: A Bidder shall submit with their proposal on the designated opening date and time a letter or insurance certificate from their insurance agent or carrier that the insurance to be supplied will meet specifications. A Bidder will be considered non-qualified if an acceptable letter or certificate is not received with the proposal documents.

4.03 FINAL INSURANCE CERTIFICATE SUBMISSION - Prior to Board of Commissioners approval of a final Contract, the Bidder will provide a fax notification to submit within five (5) days a fully executed insurance certificate(s) in accordance with specifications. The Bidder will be considered non-responsive and the proposal un-awardable if an acceptable insurance certificate is not received within the specified timeframe.

PART 5 - PROPOSAL TERMS AND CONDITIONS

- 5.01 SITE INSPECTION: An opportunity to tour the facilities will be made available the day of the pre proposal meeting. Further inspection of the course, buildings, maintenance yard, storage area and pump house must be done by appointment only. Please contact Ms. Maria van Rooijen, Buyer at 810-494-6049 to schedule.
- 5.02 RETAIN PROPOSALS - The Metroparks reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Bidder of the conditions contained in this RFQ/RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the Huron-Clinton Metroparks and the Bidder selected.
- 5.03 LAWS - All applicable State of Michigan and Federal laws, Metroparks ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference.
- 5.04 RIGHT TO REQUEST ADDITIONAL INFORMATION - The Metroparks reserves the right to request any additional information it deems necessary from any Bidder responding to this RFQ/RFP after the documents have been received.
- 5.05 RIGHT TO NEGOTIATE FINAL CONTRACT - The Huron-Clinton Metroparks reserves the right to negotiate a final written Contract with the recommended Bidder.
- 5.06 CONTRACT DOCUMENT - After the Huron Clinton Metropolitan Authority Board of Commissioners has approved the award, the Metroparks Purchasing Department will notify the successful Bidder. The proposal documents in conjunction with the Contract form from the Metroparks will create a bilateral contract between the parties, and the successful Bidder shall commit to perform the contract in accordance with specifications.
- The Huron-Clinton Metroparks is the only party to this contract that may authorize amendment of this schedule.**
- 5.07 ORDINANCES AND REGULATIONS - The Operator shall be required to comply with all ordinances, regulations and requirements of the Huron-Clinton Metroparks and all other laws, regulations, etc. pertinent to the construction and maintenance of all buildings and grounds.
- 5.08 PERMITS and LICENSES- The Contractor will be required to obtain all necessary permits and licenses, as required, for all operational and maintenance work performed at the golf course. Any fees associated with the permits and licenses will be the responsibility of the Contractor.
- 5.09 TAXES - The successful Bidder will be responsible for all personal property taxes.
- 5.10 PAYMENT - Amounts quoted shall remain firm for 90 days or contract award, whichever comes first, except the successful Bidder whose return to the Metroparks shall remain the same for the duration of the contract.
- 5.11 EXCEPTIONS - Any exceptions, substitutions, deviations, etc. from Metroparks specifications and this proposal must be stated below including reason(s) for the exception, substitution, and/or deviation.

Part 6 - SIGNATURE PAGE

TO THE HURON-CLINTON METROPOLITAN AUTHORITY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete and states that he/she has authority to submit this proposal, which will result in a binding Contract if accepted by the Huron-Clinton Metropolitan Authority.

ACKNOWLEDGEMENT – I/We, _____, certify that I have read the Instructions to Bidders and that the proposal documents contained herein were obtained directly from the Metroparks Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

I/We acknowledge receipt of the following addendum(s): _____, _____, _____, _____.

I/We certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

_____ For clarification of this offer, contact:
Company Name _____
_____ Name: _____
Address _____
_____ Phone: _____
City _____ State _____ Zip _____
_____ Fax: _____
Tax I.D. No. _____
Signature of Person Authorized to Sign _____
Printed Name _____
Title _____

ACCEPTANCE OF OFFER:

The Offer is hereby accepted.

The Bidder is now bound to sell the materials or services listed by the attached Contract and based upon the Invitation for Bid, including all terms, conditions, specification, amendments, etc. and the Bidder's Offer as accepted by the Huron-Clinton Metropolitan Authority.

This Contract shall henceforth be referred to as Contract No. _____. The Bidder has been cautioned not to commence any billable work or to provide any material or service under this Contract until Bidder receives purchase order and/or a notice to proceed from the Huron-Clinton Metropolitan Authority Purchasing Manager.

COUNTERSIGNED:

Director Date

PART 7 - PROJECT FRAMEWORK AND SCOPE

7.01 OBJECTIVE - The Huron-Clinton Metroparks is soliciting proposals from experienced and qualified firms to provide operations, food and beverage and maintenance services for Wolcott Mill Golf Course. The following framework and scope are provided only to describe the extent to which the Metroparks currently operates and maintains Wolcott Mill Metropark Golf Course. Firms may continue the same pattern, or adopt different methods to achieve the same results. This contract shall be price and performance based and the Metroparks expects the same level of operations, maintenance, and appearance of Wolcott Mill Golf Course as currently achieved by Metroparks forces throughout the Contract.

7.02 OVERVIEW

BUILDINGS AND FACILITIES

The clubhouse is a one and a half story structure with a partial basement and has approximately 2,700 square feet on the main level. The main level includes a snack bar and grill with seating for 70 persons, lounge which seats 20, pro shop, kitchen, rest rooms, and utility and storage room. The upper level has an office and storage. The basement is used for storage, walk-in cooler, and mechanical. Outside the clubhouse is a patio and paved parking area for approximately 120 cars.

COURSE DESCRIPTION

The Metroparks currently owns and operates Wolcott Mill Golf Course. The golf course is an 18 hole course with driving range, pro-shop, food and beverage operations with a Class C liquor license, early Sunday sales permit, fully equipped kitchen, patio, maintenance and storage buildings.

The course is 6266 yards in length, par 72 encompassing 97 acres consisting of the following:

Fairways	16 Acres
Tees	76,100 Sq. Ft.
Greens	78,800 Sq. Ft.
Sand Traps	17,000 Sq. Ft.
Roughs	79 Acres
Driving Range	10 Acres
Paved Cart path (10' wide)	23,476 Ln. Ft.

7.03 PROJECT DESCRIPTION - The Huron-Clinton Metroparks is interested in proposals that will assume all operations and maintenance services of the golf course including but not necessarily limited to the following:

- A. Maintaining all required licenses and certifications required by State and Federal Laws.
- B. Keeping records of the sales of food and beverages, rounds of golf, all revenue, and maintenance of the golf course in such a fashion that the Metroparks can, at any time, audit records to determine that the terms of the contract are being met.

Reports indicating sales of food; alcohol; rounds of golf are to be submitted to Park Operations Department twice monthly, for the period of days 1 through 15 and days 16 to end of month. Reports are to be submitted within two days of the end of said period.

- C. Providing, at its own expense, all operational equipment, all mowing and golf maintenance equipment and repair equipment, fuel, and fuel dispensing equipment, necessary to maintain and operate on a day to day basis, including but not limited to, rakes, poles, cups, tee markers, flags, non-fixed yardage markers .

- D. Janitorial services at clubhouse and maintenance building.
 - E. Operating daily food bar and beverage sales, including being named as a Participant on the current Class C liquor license held in the name of the Metroparks.
- 7.04 SCOPE OF MAINTENANCE SERVICES
- A. Under this section, the term Contractor refers to the successful Bidder.
 - B. It is the intent of these specifications to grant to a single, successful, and qualified Bidder, the right to operate the golf course located at Wolcott Mill Metropark, Ray Twp., Michigan.
 - C. The successful Bidder should assume all golf course operations and maintenance within the period specified at award of Contract unless otherwise agreed upon.
 - D. Each Bidder will be required to provide an operational and maintenance plan that outlines how the Bidder intends to provide top quality services of the facilities. The Bidder shall include their methodology to deal appropriately with the transition from Metropark operations to contracted operations, the method of staffing the golf course clubhouse, food and beverage operations and maintenance staff, and agronomic maintenance plan including but not necessarily limited to turf management of golf course greens, tees, fairways, roughs, driving range and all other areas described as Wolcott Mill Metropark Golf Course and the following:
 - 1. Natural Areas including wetlands and ponds/waterways
 - 2. Irrigation System / Pump house
 - 3. Landscaping
 - 4. Tree Maintenance
 - 5. Misc. Maintenance (fencing, cart paths, etc)
 - 6. Environmental Compliance
 - 7. Record Keeping and Reporting
- 7.05 SCOPE OF CLUBHOUSE OPERATIONS - the Contractor shall operate the clubhouse with adequate, trained staff, having a manager or knowledgeable person in charge on premise during business hours. Said personnel shall be trained in customer service. Hours of operation shall be consistent with industry standards.
- 7.06 SCOPE OF FOOD BAR AND BEVERAGE OPERATIONS – The Contractor shall be responsible for operating food and beverage sales, including the sale of beer and wine during operational hours. Such operation includes the availability of a beverage cart on the course during peak hours. Food bar staff shall be Serv Safe trained, and a knowledgeable person on site at all times that food is being served. The Contractor shall be named a participant on the current Class C liquor license held in the name of the Metroparks. The Contractor shall have TiPS trained servers on premise at all times alcohol is served and shall comply by all Michigan Liquor Liability Commission codes and regulations. The Contractor shall be responsible for all fees related to the above mentioned liquor license.
- 7.07 ARSENIC REMOVAL SYSTEM - The Contractor shall be responsible for the operation, maintenance and compliance of the arsenic removal system that is in place. In addition, Contractor shall be responsible for all permits, fees and inspections required for the system.
- 7.08 INSPECTIONS/REVIEW PROCEDURES - For the purpose of inspection, the Metroparks reserves the right to enter upon any part of the premises at any time during the Contract period.
- 7.09 PERFORMANCE REVIEW / EVALUATION – ANNUAL/END OF SEASON – An end of the season performance review shall be completed by the Contractor upon closing the course.
- 7.10 UTILITIES - The Contractor shall be responsible for payment of all utilities at the locations encompassed by the Contract. Utility fees for 2010 and 2011 are shown on Attachment 9.

7.11 REPORTING

- A. The Contractor shall meet with the Metroparks Designated Representative as may be required by either party to review the performance of the Contract and to discuss matters or problems as determined by either party.
- B. Monthly written reports shall be submitted to the Metroparks Designated Representative and shall include records and descriptions of all work performed for that period.
- C. The Metroparks may, at their discretion, retain a golf course consultant to evaluate the course.
- D. Course deficiencies, will be reported in writing to the Contractor by the Metroparks. Contractor must take action to correct the deficiencies within ten (10) days of notification or the Metroparks may take action to correct the deficiencies at the Contractor's expense.

7.12 MAINTENANCE AND REPAIRS - The Contractor shall, to the satisfaction of the Metroparks, provide normal and routine maintenance of the golf course, clubhouse and maintenance facility, designed to keep the premises and equipment in a good state of repair, free from hazardous conditions and deterioration, thus providing for the comfort and safety of visitors and patrons. The standard to be used shall be consistent with the current conditions and Municipal Golf Course operations.

7.13 TRASH, RUBBISH AND GARBAGE REMOVAL - The Contractor shall provide, at his expense, all garbage, trash and rubbish receptacles within the confines of his area, and shall provide a sufficient number of these receptacles for his own use. Dumping of receptacles and removal of trash, debris, rubbish and garbage shall be the responsibility of the Contractor. The Contractor will provide its own dumpster service for their trash, rubbish, debris, and garbage removal. Waste to be disposed of as required by all applicable federal, state, local laws and regulations.

7.14 PRINT MATERIAL, MARKETING AND ADVERTISING – All print material, advertising, and graphics shall be subject to prior approval by the Metroparks.

7.15 GREEN FEES AND RELATED CHARGES – All prices charged including, but not limited to, Greens Fees, Driving Range Fees, Merchandise, Cart Rentals, Food and Beverage shall be posted on the premises at those locations where said fees are normally paid.

Proposal should include suggested fees and charges for the first year of operation.

All fees and charges shall be comparable to other similar courses in the surrounding area.

All fees and charges shall be approved by the Metroparks prior to the beginning of each season.

7.16 EQUIPMENT , FURNITURE AND FIXTURES - The Contractor must provide, install and maintain at his/her own cost and expense, all equipment required to operate and maintain the golf course. The Contractor shall repair and maintain all equipment, furnishings and fixtures during the term of this Contract at his/her sole cost and expense according to reasonable standards acceptable to the Metroparks. Further, the Contractor will furnish, at its cost and expense, all expendable equipment necessary for the successful maintenance of the course and shall replace at its expense any equipment provided under the Contract, which has been destroyed or damaged, with like equipment. Contractor will submit to the Metroparks an annual inventory of F/F/E.

7.17 CONTRACTOR EQUIPMENT - All equipment shall be kept in a secure location and in working condition. All vehicles shall be marked for identifiable purposes with the Contractors logo. At no time shall equipment be operated in close proximity to the public. All courtesy shall be extended to the public during maintenance operations.

- 7.18 OTHER EQUIPMENT - The Contractor shall be required to provide, at its expense, such equipment as may be necessary to provide services consistent with the policies established by the Metroparks. Any additional equipment and facilities deemed necessary by the Contractor for the conduct of its operation shall be provided by the Contractor at its expense and shall be subject to approval by the Metroparks.
- 7.19 FACILITIES - Contractor acknowledges it is receiving control of the premises and personal property in good order and sanitary condition. Contractor assumes sole responsibility for maintenance and repair of all buildings included in the Contract and other improvements on the premises. The Contractor will maintain the premises in good order and in sanitary and safe condition.
- Use of the buildings shall be solely for the operations to fulfill the Contract. Any other use(s) shall require prior approval of the Metroparks.
- 7.20 OTHER METROPARK POLICIES
- The Metroparks does not currently permit the sale of spirits within the golf course or facility. Only beer and wine is sold at the present time.
- As a facility licensed by the Michigan Liquor Control Commission, the Metroparks does not permit players to bring their own beer, wine, or spirits on the premises.
- The rental of power golf carts is not required.
- Current rate schedules are included in Attachment 8.
- 7.21 PARKING LOTS – It shall be the Contractor's responsibility to provide daily maintenance of all parking lots including snow removal to allow access to the buildings for maintenance and emergency services.
- 7.22 GOLF CARTS – USAGE REGULATIONS as agreed on by both parties, carts will not be permitted to operate on the golf courses at such times that golf cart traffic might be injurious to the playing surfaces. Carts shall not be permitted on tees, greens, mounds, or other posted areas. Notice to this effect shall be posted in all carts; this is the responsibility of the Contractor.
- 7.23 ALTERATIONS OF PREMISES - No alterations or additions shall be made to the premises, or any part thereof, without first having obtained the written consent of the Metroparks or its authorized representative. Authorized alterations or additions shall be made at the Contractor's expense and shall become the property of the Huron-Clinton Metroparks at the termination of the Contract.
- 7.24 LIENS - The Contractor shall not have the right to create or permit the creation of any lien(s), which attach to the interest in the premises as a result of any construction of capital improvements, alterations or additions.
- 7.25 COURSE CLOSURE - The Contractor will make every effort to avoid closing portions of the golf course. Closure of the course for any purpose will require the Metroparks' advance written approval, except in those instances when unanticipated emergency improvements shall be made immediately in order to protect life or property or if such closure should result from acts of force majeure.
- 7.26 GUARANTEE – The Contractor shall replace at its expense, all turf grasses and plant material which, in the opinion of the Metroparks Designated Representative fails to maintain a healthy, vigorous condition as a result of the Contractor's failure to perform work specified herein. This shall include but not be limited to turf damage caused by equipment or golf cars, traffic wear areas, and irrigated areas that fail due to faulty irrigation equipment.

- 7.27 LIABILITY FOR DAMAGES – The Contractor shall be responsible for any and all damage occurring within the agreed and defined golf course boundary, resulting from the Contractor’s operations under this Contract. This shall include but not be limited to the replacement, at the Contractor’s expense, of shrubs, trees, vines, turf, ground cover, or other landscape items that are lost due to negligence in pest and disease control practices; and/or due to improper watering, fertilizing, or lack of proper maintenance and care. Except as otherwise required by law or this Contract, lost plant material shall be replaced by comparable sized plants and of the same species and horticultural variety as the shrub or tree being replaced unless otherwise agreed by both parties.
- 7.28 EMERGENCY SERVICES – The Contractor shall provide the Metroparks with the names and contact information of at least two (2) qualified persons who can be contacted by the Metroparks designated representative(s) when emergency maintenance conditions occur during hours when the Contractor’s normal work force is not present.
- 7.29 BONDS - The Contractor shall furnish at its own expense the Faithful Performance and Labor and Material Bonds with a responsible surety authorized to issue such bonds in Michigan. The successful Contractor shall furnish bonds covering performance of the Contract for the agreed Contract period.
- The amount shown for each shall be equal to 100 percent of the full amount of the Contract.
- 7.30 QUALIFICATIONS OF CONTRACTOR AND PERSONNEL - The Contractor shall employ a GCSAA Certified Superintendent (Superintendent) who shall hold a valid and current Class “A” certification from the Golf Course Superintendents’ Association of America (GCSAA).
- A. Personnel shall abide by Metropark policies while on Metropark property. The Metroparks shall be notified of all after hours work. All safety and MIOSHA standards shall be practiced at all times.
 - B. Should any vacancy occur in the position of golf course maintenance superintendent, the Contractor shall advise the Metroparks.
 - C. Conduct of the employees of the Contractor shall be subject to reasonable regulation by the Metroparks. Employees must be familiar with golf course etiquette. All employees of the Contractor shall be clean, courteous, efficient and neat in appearance.
 - D. All employees of the Contractor shall be in approved uniforms at all times which include nametags, shirts identifying the person as an employee of the Contractor. Uniforms are to be furnished by the Contractor at no cost to the Metroparks. Uniforms and employee appearance must be consistent with the HCMA Appearance Policy, available upon request.
 - E. The Contractor shall not employ any person or persons in or about any facility who are known to use improper language or act in a loud or boisterous or otherwise improper manner. Upon written notification by the Metroparks to the Contractor that a person employed by the Contractor is, in the Metroparks opinion, disorderly, unsanitary, or otherwise unsatisfactory, the Contractor shall remedy the situation to the Metroparks reasonable satisfaction, and failing that, the employee shall be removed from service at any of the facilities and shall not again be trained or employed by the Contractor at any facility without consent of the Metroparks.
 - F. The Contractor agrees, at the request of the Metroparks or its authorized representative, forthwith to terminate for cause the employment within the park(s) of any employee whom the Metroparks or such representative reasonably considers detrimental to the best interests of the park(s) or the public using same.

- G. The Contractor shall employ such help and personnel as it may deem reasonable and necessary for its operation hereunder. The Contractor is to comply with all applicable State and Federal Employment laws and regulations. The Contractor's attention is called to the requirement imposed by MCL 37.2209. The Contractor agrees that he will not discriminate against any employee or applicant for employment, to be employed in the performance of this Contract with respect to his hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related, to employment, because of his race, sex, color, religion, national origin or ancestry. Breach of this covenant will be regarded as a material breach of this Contract.
- H. The Contractor and its staff that is specifically assigned to Wolcott Mill Metropark Golf Course shall be required to pay the regular public fees and charges for all other Metroparks facilities and/or programs.
- 7.31 STOCKPILES - All mineral and natural resources of the Metropark shall remain Metropark property and may not be sold, transported, or removed off of the site. Delivery of any and all material and fill brought to the golf course shall have prior approval from the Metroparks. No dumping or burial of any material shall take place. Material and property of the Contractor shall be removed upon termination of the Contract.
- 7.32 FUEL – The Contractor shall be responsible for providing all fuel necessary to operate its maintenance equipment at all times. All fueling facilities provided by the Contractor shall meet MDEQ requirements and regulations. The Contractor shall not have access to fueling facilities and equipment that is the property of the Metroparks.
- 7.33 VANDALISM – The Contractor shall be responsible for the repairs and/or replacement of Metroparks property, whether real or personal, which is lost, damaged, or destroyed through vandalism, while in possession or under control of the Contractor, or which is damaged or destroyed as a result of failure of the Contractor to protect said property.
- 7.34 FORCE MAJEURE - Neither Party hereto shall be liable to the other for any failure of performance due to causes beyond its reasonable control, the occurrence of which could not have been prevented by the exercise of due diligence (“Force Majeure”), such as acts of God, acts of the other party, acts of civil or military authority, fires, floods, earthquakes, epidemics, windstorms, explosions, natural disasters, sabotage, vandalism, wars, riots, strikes, work stoppages, labor disputes, or changes in laws or regulations; provided, however, that written notice of such Force Majeure event (including the anticipated duration of the delay caused by a Force Majeure event) shall be given by the affected Party to the other Party as soon as possible after the event or occurrence (but in no event more than thirty (30) days thereafter).
- 7.35 SOIL SAMPLES - Soil samples shall be taken (at a minimum) on an annual basis before or early in the growing season on three greens, three tees and three fairways on a rotating schedule. Applications of fertilizer and micronutrients shall be based on soil test results and recommendations. Upon request, a record of the soil samples will be provided to the Metroparks.
- 7.36 IRRIGATION – EQUIPMENT REQUIRED TO IRRIGATE ALL AREAS OF THE GOLF COURSE AND THE ADMINISTRATIVE OFFICE LAWN
- A. Scheduling - The entire golf course shall be irrigated as necessary in quantity and frequency consistent with seasonal requirements in order to support proper and vigorous growth of the turf. Additional hand watering shall be done to insure proper moisture levels. Watering shall be done at night or other appropriate times so as not to interfere with golf play. Irrigation coverage shall be reviewed daily.

- B. Maintenance - Contractor shall be responsible for the repair and/or replacement of all heads, wiring, electronics, computer systems, sensors, pumps, and pipe as needed to maintain the proper operation of the entire golf course irrigation system (including greens, tees, fairways, roughs, planters, flower beds, etc.) on an on-going basis. All replacement parts must meet or exceed original equipment installed. All repairs shall be approved by the Metroparks prior to any repair work. Any damage caused to the irrigation system including pumping station and control components, utilities, or structures, by the Contractor, shall be replaced or repaired at no expense to the Metroparks. All excavations shall be cordoned off to protect the public and filled in within 48 hours or less. At no time shall excavations be left open and unattended without proper barricades.
- C. Duration - Irrigation maintenance includes system startup and proper winterization of irrigation system and pump house for the irrigation system on the golf course. Any damage incurred to the irrigation system, pump house components or related items through the improper winterization, improper maintenance or negligence of the Contractor will be replaced by the Contractor with original manufactured equipment and calibrated by an approved qualified technician at no additional expense to the Metroparks. All equipment shall be maintained in and in working condition within two (2) weeks of needed repair unless otherwise approved by the Metroparks. Any third party contractors needed to repair components must first receive approval and provide the proper insurance before beginning work.
- D. Trimming - Bi-monthly edging and trimming shall take place on all irrigation heads, isolation valves, splice boxes, and quick couplers.
- E. Drainage Systems - All existing drain lines and fixtures should be maintained in working order at all times. Drain line risers are edged and trimmed monthly.

7.37

MISCELLANEOUS ITEMS

- A. FENCES - Necessary repairs or replacement of all fences, gates and locking devices needed for the protection of the golf courses or equipment should be done immediately. All components shall meet or exceed current material specifications.
- B. WETLANDS - Contractor shall clean all surface drains and culverts in wetland areas and throughout the golf course. All drainage structures must be kept free of debris at all times.
- C. NATURALIZED AREAS (FESCUE/HEATHER) - Contractor shall fertilize areas consisting of fescue (designated heather) one (1) time per year using an agriculture grade 1-0-1 ratio fertilizer. Spot treat with herbicide as needed. Naturalized areas shall be mowed with brush hog one (1) time per year in the late fall/early winter.
- D. CART PATHS - All cart paths including paved and unpaved surfaces, shall be maintained and repaired as needed and as directed by the Metroparks. Paths shall remain free of debris, cracks or pot holes and shall be repaired as needed. Gravel paths shall be graded monthly, and maintained free of potholes. Traffic rope and stakes shall be installed as needed to protect worn areas and to maintain turf quality.
- E. WINTER SEASON PREPARATION - Contractor shall cordon off all areas that present potentially unsafe conditions, and install warning sign(s) on all pond(s) which may present a hazard in the event that the property is used for winter activities , such as cross country skiing.

7.38

ENVIRONMENTAL COMPLIANCE AND RECORDKEEPING

- A. Environmental Compliance / Sustainability Program - The Contractor shall comply with all Metropark, local, State and Federal laws, regulations, policies and programs. Metropark emergency pollution response procedures or equal must be adopted and followed. The Contractor is required to participate in the Metroparks environmental compliance and Phase II Storm Water Management programs. Any costs associated with the proper disposal of environmental waste will be the responsibility of the Contractor.

- B. Water Use Record Keeping for Michigan DNR State Monitoring Program The Contractor shall be responsible for record keeping and submittal to applicable local and State of Michigan regulatory agency(ies). Monthly total water use shall be recorded and the annual total water used for golf course and lawn irrigation purposes shall be submitted annually to the Michigan DNR and the Metroparks
- C. Access to all facilities shall be made available for environmental audit and review by Metroparks staff. Any environmental occurrence shall be reported to the Metroparks immediately and/or as required by state and federal law.
- D. Status of Certification in the Michigan Environmental Stewardship Program shall be maintained and all requirements for recertification shall be met by the Contractor. Contractor shall be responsible for maintaining all required licenses, certifications (i.e.: certified pesticide application), permits or other requirements for proper operation and maintenance of the golf course.
- E. The Metroparks is actively involved in a sustainability program with the intent of reducing the negative environmental impact of park maintenance and operations. The Contractor shall be requested to cooperate with these existing programs.
- F. Record Keeping & Reporting - The Contractor shall keep records of all maintenance practices on the golf course in such a fashion that the Metroparks can, at any time, audit records to determine that the terms of the contract are met, including but not limited to, pesticide application logs, fertilization applications, water use, hazardous and non-hazardous waste removal documents, fuel delivery and use, or others as requested.

DRAFT

VENDOR QUESTIONNAIRE

1. DATE: _____

2. FIRM NAME: _____

3. DATE ESTABLISHED: _____ 4. STATE: _____ 5. YEARS in BUSINESS: _____

6. TYPE OF ORGANIZATION: (Check One)

- Individual
- Partnership
- Corporation
- Joint Venture
- Other _____

7. FORMER FIRM NAME(S) If applicable:

Not Applicable

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

8. On a separate document, describe your firm's experience relative to golf course management and operation services including but not necessarily limited to the following:

A. Background and history;

B. Examples of golf course operations, food and beverage service, and grounds maintenance experience where the proposer provided continuous management and maintenance services for a minimum of two years, are presently active and/or have occurred within the last ten years (provide references on included form below);

C. Experience and/ qualifications in managing municipal golf courses.

Additional information is attached and entitled _____

9. Provide a complete list of similar contracts for golf course management and operations held within the past ten years, including facility name, contact person, phone number, email address and years of service.

Facility Name _____

Contact Name _____

Phone _____ E-Mail _____ Years of Service _____

Facility Name _____

Contact Name _____

Phone _____ E-Mail _____ Years of Service _____

Facility Name _____

Contact Name _____

Phone _____ E-Mail _____ Years of Service _____

Facility Name _____

Contact Name _____

Phone _____ E-Mail _____ Years of Service _____

Additional information is attached and entitled _____

10. Attach sample of maintenance conditions report which you would submit to the Metroparks weekly, monthly and/or annually.

Sample report is attached and entitled _____

11. Please indicate, for informational purposes only, any interest on your part to purchase, purchase with terms, or decline the use of existing HCMA equipment. These items include grounds maintenance tools and machinery, golf carts, food service equipment, business machines, and other miscellaneous items which may be needed to operate the golf course.

Purchase some or all equipment per attached list and entitled _____

Purchase some or all equipment with terms per list and entitled _____

Decline use of any and all Metroparks equipment

12. If known at the time of this proposal, include the names, qualifications, and resumes of the Golf Course Manager and Golf Course Maintenance Superintendent that will be assigned to this account. At a minimum, provide the job title and minimum qualifications that will be required by each of your staff. (Chart 1) In addition, provide other key individuals that will operate and maintain the golf course under this contract. (Chart 2)

CHART 1

JOB TITLE	NAME	DEGREE/ CERTIFICATION	EXPERIENCE/ YEARS

CHART 2

POSITION TITLE	POSITION DESCRIPTION	Number of Full-time Staff	Number of Part-time Staff

Additional information is attached and entitled _____

13. If applicable, provide a list of joint ventures, partnerships or associations that will be formed as a result of this contract. Include a list of team members that may partner/participate on this contract including their resumes, stating experience and qualifications; and describe the role each will have in the operations of the golf course. Include your experience working with these professionals.

Not Applicable

13 -

Additional information is attached and entitled _____

14. If applicable, provide a list of subcontractors that will perform services under this contract including a description of services to be performed and evidence of experience and qualifications. Include your experience working with these subcontractors.

Not Applicable

14 -

Additional information is attached and entitled _____

15. Have you, your organization or affiliates ever filed for bankruptcy protection?

NO YES If YES, please explain.

15 -

16. Provide detailed explanation of your firm's experience with reference to labor relations, contractual and legal issues, personnel benefits, employee orientation and training.

16 -

Additional information is attached and entitled _____

17. Provide a brief description of any litigation brought against your firm over worker health and safety, labor laws, or affirmative action, as related to performance of duties.

Not Applicable

17 -

Additional information is attached and entitled _____

18. If applicable, describe the circumstances under which your firm was terminated from a contract for cause.

Not Applicable

18 -

Additional information is attached and entitled _____

19. Provide firm's approach to sharing information with public/governmental clients relative to operational, budgetary, and financial matters. Examples of reports should be included with the proposal.

19 -

Additional information is attached and entitled _____

20. Provide the proposed transition plan of operation from the Metroparks to your firm.

20 -

Additional information is attached and entitled _____

21. Describe your firm’s public relations and marketing policy. Explain how it helps to ensure superior service and effective promotions for public satisfaction and increased revenues.

21 -

Additional information is attached and entitled _____

22. SAMPLE DOCUMENT – a sample Business Plan document must be included with your submitted proposal. This document needs to be an operations contract held by your firm with a similar project scope and must include information about revenue, expenses and rounds. This document will be reviewed as part of the evaluation process and will become the property of the Metroparks.

Sample business plan is attached and entitled _____

23. List all golf course operations and maintenance contract commitments your firm is currently engaged to perform. Give facility address, owners contact information, size and type of facility, contract start and completion dates, and gross annual amount of each contract.

<u>Facility</u>		<u>Address</u>			
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>	
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>	
<u>Facility</u>		<u>Address</u>			
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>	
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>	
<u>Facility</u>		<u>Address</u>			
<u>Contact Name</u>		<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>	
<u>Size (acres)</u>	<u>Public or Private</u>	<u>No. of Holes</u>	<u>Contract Period</u>	<u>Gross Annual Contract Amt</u>	

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized
Firm Representative:

Representative's Name:

Firm Name:

Address:

Phone Number:

Fax Number:

E-mail:

Date:

DRAFT

PRICE PROPOSAL FORM

The undersigned proposes TO PROVIDE EIGHT (8) YEARS OF GOLF COURSE MANAGEMENT SERVICES FOR WOLCOTT MILL GOLF COURSE WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL FOUR (4) YEAR PERIODS at Metroparks discretion, in accordance with the specifications attached hereto and to be considered an integral part hereof as follows:

PROPOSER NAME: _____

RETURN SCHEDULE:

PROPOSAL : Annual Return for Wolcott Mill Golf Course

Awarded Proposer agrees to pay the Metroparks for the use of the premises the amount listed below. The annual amount of return is to be received by the Metroparks as net, free and clear of all costs and charges arising from or relating to said premises, payable in twelve (12) equal payments by the end of each month of operation.

Alternative proposals shall be accepted.

\$ _____ **Guaranteed Annual Return**

And/or

_____ **% of Gross Revenue**

FEE SCHEDULE – YEAR 1:

In addition, a copy of your company's complete suggested fee schedule listing green fees, cart fees, and all other charges for the first year shall be provided. **NOTE:** Rates shall be approved by the Metroparks prior to the start of each new season.

Fee Schedule is attached and labeled _____

ALTERNATE FOR BOARD CONSIDERATION

PRICE PROPOSAL FORM

The undersigned proposes TO PROVIDE EIGHT (8) YEARS OF GOLF COURSE MANAGEMENT SERVICES FOR WOLCOTT MILL GOLF COURSE WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL FOUR (4) YEAR PERIODS at Metroparks discretion, in accordance with the specifications attached hereto and to be considered an integral part hereof as follows:

PROPOSER NAME: _____

RETURN SCHEDULE:

PROPOSAL: Annual Return for Wolcott Mill Golf Course

Awarded Proposer agrees to pay the Metroparks for the use of the premises the amount listed below. The annual amount of return is to be received by the Metroparks as net, free and clear of all costs and charges arising from or relating to said premises, payable in twelve (12) equal payments by the end of each month of operation.

Alternative proposals shall be accepted.

Minimum Guaranteed Annual Return must equal or exceed

\$ _____

\$ _____

And

_____ **% of Gross Revenue**

FEE SCHEDULE – YEAR 1:

In addition, a copy of your company's complete suggested fee schedule listing green fees, cart fees, and all other charges for the first year shall be provided. **NOTE:** Rates shall be approved by the Metroparks prior to the start of each new season.

Fee Schedule is attached and labeled _____

WOLCOTT MILL GOLF COURSE MAINTENANCE

The following is a description of the current common practices for the maintenance of Wolcott Mill Golf Course. Proposed deviations from these practices should be discussed in Attachment 1 - Vendor Questionnaire.

1. MOWING

- a. Greens, practice putting greens, and turf nursery shall be mowed seven (7) days per week during the active growing season by triplex type greens mowers. Frequency and height of cut should be 0.145" but may be modified, with prior approval by the Metroparks, as deemed necessary May through September. Early spring and end of season greens may be mowed as needed with height of cut not to exceed 0.156". The practice of alternate mowing patterns shall be followed. Greens shall be mowed before daily course play begins. Collars and aprons shall be mowed at least three (3) times per week during the active growing season, less during periods of dormancy. Collars and aprons height of cut shall be 0.625" and shall be mowed with triplex greens mowers with the grass clippings being collected from the playing surface.
- b. All tee areas shall be mowed with triplex greens mowers (alternating patterns) and grass clippings collected from the playing surface every other day, during the active growing season and less often during period of reduced growth. Height of cut shall be 0.625".
- c. Fairways shall be mowed a minimum of three (3) times per week during the active growing season. All fairways are maintained at a height of 0.750" during the growing season.
- d. Rough areas shall be mowed a minimum of twice per week during the active growing season and less frequent during periods of slow growth. Roughts shall be maintained at a height of 1.5" and 2.0" during the growing season.

2. FERTILIZING

- a. Types and analysis of fertilizers to be applied to greens, practice putting green(s), and turf nursery shall be determined from the results of soil nutrient testing and growing conditions. Approximately five (5) pounds of actual nitrogen per 1000 sq. ft. may be applied during the growing season. In general, greens shall be fertilized monthly with 3/4 lb. N&K/1,000 sq. ft. (May through September) with a slow release fertilizer. Additional foliar application of 0.1 lb. N/1,000 sq. ft. shall be applied bi-weekly (March-April-May-Sept-Oct). Weekly foliar applications of 0.1 lb. N/1,000 sq. ft. June, July and August may also be applied. The application of micro nutrients shall be dictated by soil analysis results and recommendations. Applications of potassium are 5-7 pounds annually. Collars and aprons shall be included with greens fertilization.
- b. All tee areas shall be fertilized a minimum of three (3) times per year using a 1 to 1 N to K ratio applied at one and one-quarter (1¼) lb. of N per 1,000 sq. ft. The application of micro nutrients shall be dictated by soil analysis results and recommendations.
- c. All fairways shall be fertilized a minimum of two (2) times per year with a 1 to 1 N to K ratio at an annual rate of 3.0 lbs. N&K/1,000 sq. ft. The application of micro nutrients shall be dictated by soil analysis results and recommendations.
- d. All roughs shall be fertilized a minimum of one (1) time per year with a slow release fertilizer at an annual rate of 2 lbs. N&K/1,000 sq. ft.

3. AERIFICATION

- a. Core aerify all greens, practice putting green(s) and turf nursery once per year during the growing season. Remove cores; apply topdressing with 100% angular sand and drag until holes are completely filled. Spot topdressing may be applied to repair damage from ball marks or any other damage. Light

topdressing may be done in conjunction with verticutting during the growing season. This shall be carried out with a minimum of interference with course play and with prior approval by the Metroparks.

- b. At a minimum, all tee areas are to be aerified once per year using 5/8" hollow tines at 2 X 2 spacing. An increased frequency of aerification may be required to promote turf health, using the appropriate equipment
- c. All fairways shall be aerified one (1) time per year. If hollow tines are used cores are to be chopped, dragged, and tufts blown. Spot aerification may be done any time to relieve compaction. This shall be carried out with a minimum of interference to course play and with prior approval by the Metroparks.

4. TOPDRESSING

- a. Topdressing specification and subsequent samples of the sand for greens, practice putting greens and nurseries shall be provided to the Metroparks for approval prior to application. Round sand will not be acceptable. Solid tine or deep tine aerify with Soil Reliever using one-half inch (1/2") tines, with 2 X 2 spacing to an 8" to 10" depth in June and November. Application shall be done with an approved topdressing spreader. This shall be carried out with a minimum of interference with course play and with prior approval by the Metroparks.
- b. All tee areas shall be verticut and top dressed once a year with an 80/20 sand-topsoil mix. Topdressing specification and subsequent samples of the mix shall be provided to the Metroparks for approval prior to application. Round sand and peat will not be acceptable components of the mix.

5. WEED CONTROL

- a. All greens, practice putting green(s) and turf nursery are maintained free of foreign grasses and weeds for a smooth playable surface. This will be achieved through both pre and post-emergence chemical applications. Applications will be done in a timely manner to minimize damage to course playability. In the Spring of each year a minimum of two applications of Primo-Proxy or equivalent shall be applied to suppress Poa annua seed head formation.
- b. All tee areas and fairways shall be kept free of weeds and undesirable grasses by the proper application of herbicides. Spot treatments with contact herbicide shall be performed as needed.
- c. All planters, perennial or annual flower beds, perennial grass beds and landscaped beds shall be maintained and free of weeds and unwanted grasses whether by mechanical or chemical means. Adequate amounts (3" min.) of wood mulch should be maintained in beds at all times to prevent weed and grass infestation and maintain aesthetics

6. CHEMICALS AND PESTICIDES

- a. This section applies to all golf course grounds including the maintenance of greens, tees, fairways, and roughs.
- b. All chemical and pesticide applications shall be made during the night and/or very early morning hours when golfers are not present.
- c. Pesticide and chemicals shall be applied in accordance with all applicable laws and regulations, during proper weather conditions, and with all contacts informed who are present listed on the golf course pre-notifications lists. Contact list shall be provided by the Metroparks.
- d. The Contractor shall not use chemicals that require a special permit unless otherwise approved by the Metroparks.
- e. All chemicals stored or remaining on-site shall be properly removed, transported and/or disposed of upon termination of this Contract by and at the expense of the Contractor.

i. INSECTICIDES

All greens, practice putting green(s), tee areas, fairways, roughs and turf nursery shall be treated on a curative basis. An IPM (Integrated Pest Management) program will govern rates and timing of applications

ii. FUNGICIDES

1. A preventative fungicide program shall be instituted on all greens; including collars and aprons for the prevention of all applicable diseases associated with bentgrass/poa annua surfaces.
2. Applications of fungicides on tee areas and greens shall be carried out on a preventative schedule during the season and an additional treatment at the end of the season for snow mold prevention. An IPM (Integrated Pest Management) program will govern rates and timing of applications.
3. A fungicide program shall be instituted on all fairways on a preventative schedule during the season. An IPM (Integrated Pest Management) program will govern rates and timing of applications
4. Applications on roughs shall be carried out on a curative “as needed” basis. An IPM (Integrated Pest Management) program will govern rates and timing of applications.

7. GREENS – Preparation and Special Maintenance

- a. Cup Locations - Change cup locations on all greens every day or as required during the active season.
- b. Grain Control - Verticutting shall be done a minimum of two (2) times from April to May and again at least two (2) times from September to October and shall be coordinated to compliment aerification and topdressing schedules. Combing and brushing may also be done.
- c. Repair - Repair ball marks daily. Divots or any other damaged turf on all greens and practice putting greens should be repaired immediately.

8. TEES – Preparation and Special Maintenance

- a. This work includes all areas used for teeing surface
- b. Set-up - Tee markers and all tee equipment shall be moved daily for proper teeing and to control turf wear.
- c. All tee and fairway yardage markers and GAM markers shall be trimmed monthly. Move green and tee markers to preserve hole yardage integrity.
- d. Divots - Divots on all tees shall be filled by hand as needed with an 80/20 sand-topsoil mix and approved bluegrass and perennial ryegrass seed mix. Drag until holes are completely filled. Topdressing specification and subsequent samples of the mix shall be provided to the Metroparks for approval prior to application. Round sand and peat will not be acceptable components of the mix

9. FAIRWAYS – Preparation and Special Maintenance

- a. This work includes areas of play except Greens, Tees and Roughs.
- b. Divots - Divots on all fairways shall be filled by hand with an 80-20 soil mix and approved bluegrass and perennial ryegrass seed mix. Topdressing specification and subsequent samples of the mix shall be provided to the Metroparks for approval prior to application. Round sand and peat will not be acceptable components of the mix.

10. SAND BUNKERS

- a. Maintenance - All sand bunkers (bunkers) shall be raked a minimum of four (4) times per week, edged and trimmed monthly, and sand added as needed to maintain a semi-soft dry smooth condition. Bunkers shall be maintained free of weeds, grasses and debris. Care shall be taken to maintain the design outline of the bunker to insure the integrity of the bunker shape.
- b. Materials – Sand used to construct new and/or replenish existing bunkers shall meet the specifications of “West Branch” grade aggregate as supplied by Sand Sales Co. LLC, Clarkston, MI (313-410-5201).

11. PLANTERS, FLOWER BEDS AND LANDSCAPES

- a. Trimming - The plant material (trees, shrubbery, perennial plants, flowers and ground covers) in planters, landscaped beds shall be trimmed for appearance and protected from wind, insect damage, and disease as needed or determined by the Metroparks.

- b. Trees within the defined golf course boundary -
- c. Mulch - Trees shall be mulched in accordance with the current practice by the Metroparks. Mulched areas around the base of trees shall be maintained at an adequate level (min. 3") and shall be kept free of weeds, unwanted grasses and litter.
- d. Pruning - All ornamental trees are pruned for protection from wind and pests as well as for appearance. Large trees will be trimmed as needed to protect the public from injury or prevent damage to park facilities. Once identified by Metropark Landscape Architect or Arborist as a hazardous, all dangerous trees or limbs are to be removed promptly for public safety. All pruning, trimming or cutting will be done to International Society of Arboriculture standards. Unless damaged, no trees are to be removed without prior approval of the Metroparks.
- e. Watering - All trees are watered as necessary to provide adequate moisture for proper growth.

12. GENERAL

- a. Large area mowers should not be used within one foot of the trunk of all trees.
- b. Girdling. Damage from string-line trimmers will not be tolerated. If the health of a tree is compromised as a result of Contractor's maintenance practices, it will be replaced as negotiated by the Metroparks.
- c. Litter Control - Policing for debris and overall appearance of the golf course shall be done on a regular basis for the removal of litter (paper, leaves, cans)

13. Golf Course Infrastructure

All appurtenances shall be maintained in good working order at all times, examples include all bridges, tee consoles, restrooms, drinking fountains, etc.

14. Cart Paths

All cart paths shall be maintained, asphalt paths are free of debris, cracks or potholes repaired, etc. Gravel paths are graded monthly, and free of potholes. Traffic rope and stakes as needed on worn areas to maintain turf quality.

15. Non-Play Areas

Weekly mowing and trimming throughout the course, club house, parking lot, outside fence lines; edging of all sidewalks and curbs monthly.

16. Water Bodies on Course

Maintain water bodies free of aquatic weeds and algae throughout the course. Awarded Proposer shall maintain and trim hazard stakes around water bodies.

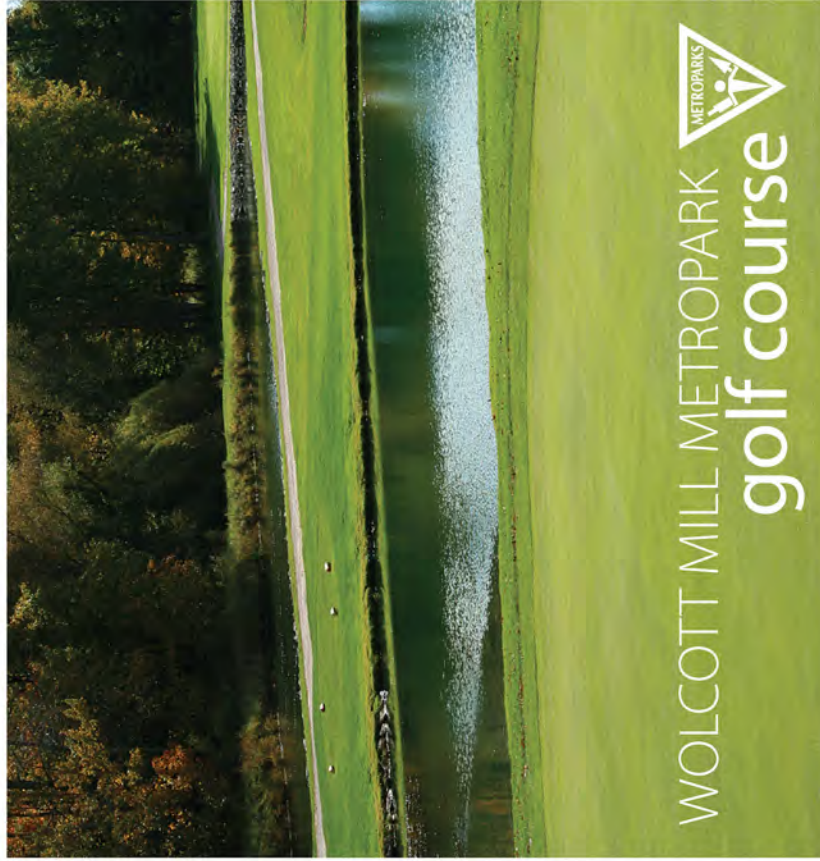
17. Fescue (Heather)

Fertilize once per year using an agriculture grade 1-1-1 ration fertilizer. Spot treat with herbicide in spring, mow Phragmites monthly.

18. Certification

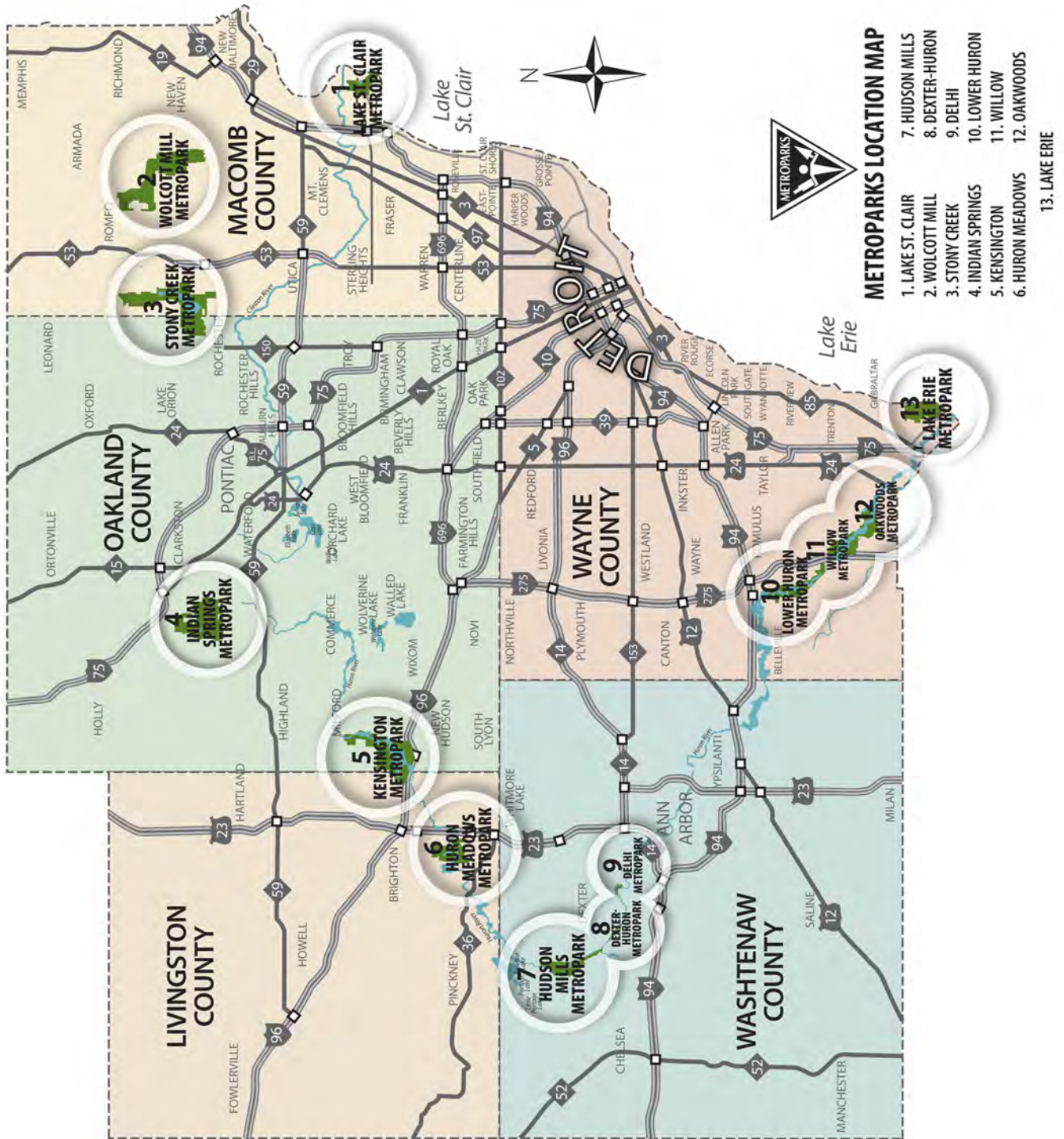
Status of Certification in the Michigan Environmental Stewardship Program shall be maintained and all requirements for recertification shall be met.





	10	11	12	13	14	15	16	17	18	IN	OUT	TOTAL	HCP	NET
	327	175	463	351	354	486	309	171	327	2963	3303	6266		
	310	164	441	342	339	457	302	149	324	2828	3157	5985		
	4	3	5	4	4	5	4	3	4	36	36	72		
	14	4	8	16	10	12	18	6	2					
														
														
														
														
														
	241	114	405	278	317	361	264	136	217	2333	2695	5028		
	4	3	5	4	4	5	4	3	4	36	36	72		
	16	6	4	10	2	8	18	14	12					



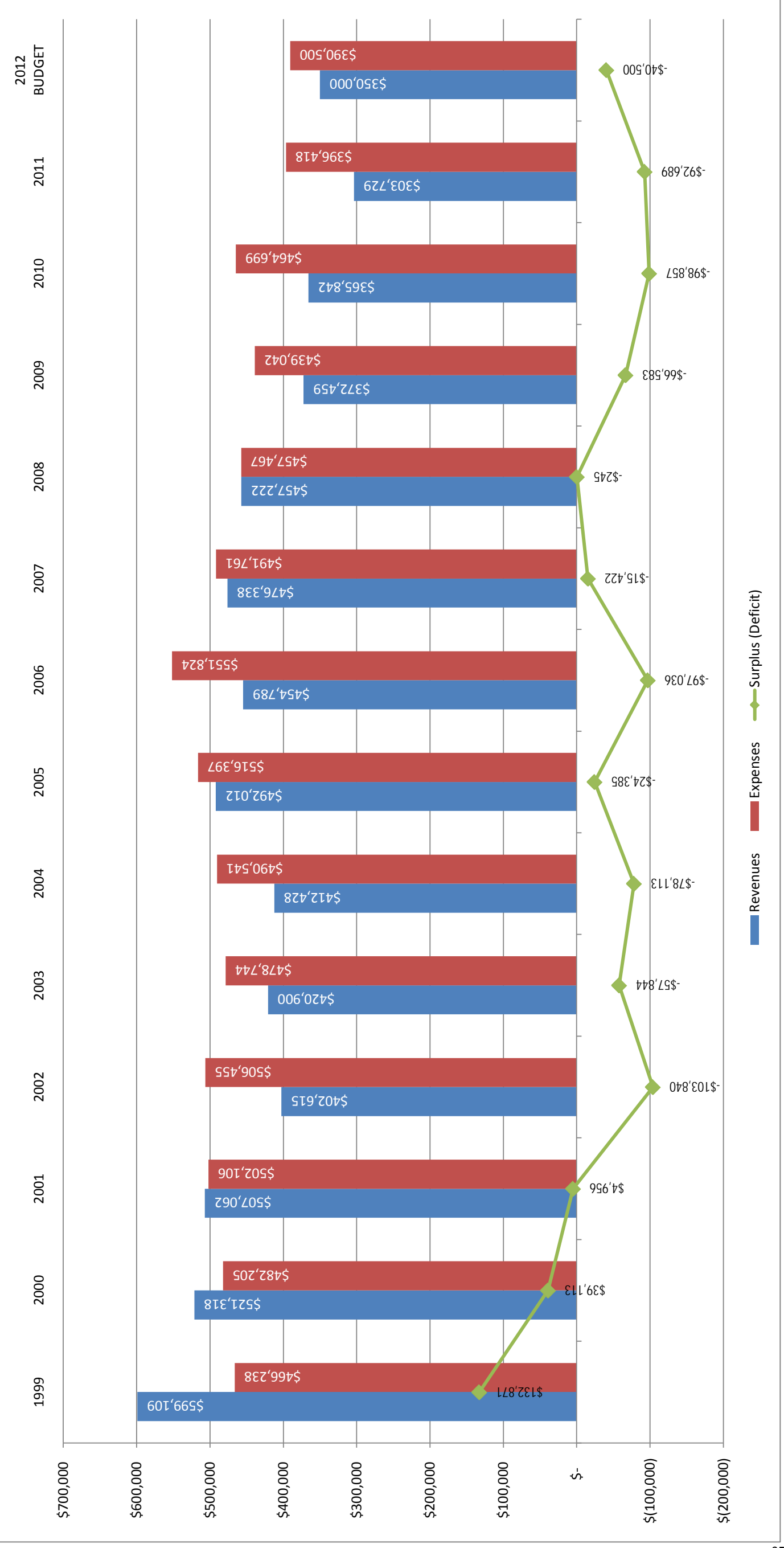


WOLCOTT MILL GOLF COURSE REVENUES AND EXPENSES 1999-TO PRESENT TABLE 2

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012 BUDGET
Revenues	\$ 599,109	\$ 521,318	\$ 507,062	\$ 402,615	\$ 420,900	\$ 412,428	\$ 492,012	\$ 454,789	\$ 476,338	\$ 457,222	\$ 372,459	\$ 365,842	\$ 303,729	\$ 350,000
Expenses	\$ 466,238	\$ 482,205	\$ 502,106	\$ 506,455	\$ 478,744	\$ 490,541	\$ 516,397	\$ 551,824	\$ 491,761	\$ 457,467	\$ 439,042	\$ 464,699	\$ 396,418	\$ 390,500
Surplus (Deficit)	\$ 132,871	\$ 39,113	\$ 4,956	\$ (103,840)	\$ (57,844)	\$ (78,113)	\$ (24,385)	\$ (97,036)	\$ (15,422)	\$ (245)	\$ (66,583)	\$ (98,857)	\$ (92,689)	\$ (40,500)

# of Rounds	29,404	25,540	24,329	20,436	20,404	20,266	23,104	21,759	23,079	22,622	18,303	18,677	15,390
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WOLCOTT MILL METROPARK
CHART 1



**2012 FEES
Peak Season
Wolcott Mill Golf Course**

Green Fees		
Weekday	Walking	With Cart
18 Holes Regular	\$ 21.00	\$ 35.00
18 Holes Senior/Jr	\$ 14.00	\$ 25.00
9 Holes Regular	\$ 13.00	\$ 22.00
9 Holes Resident	\$ 13.00	\$ 22.00
9 Holes Senior/Jr	\$ 10.00	\$ 17.50
9 Holes Senior/Jr	\$ 10.00	\$ 17.50
Weekend		
	Walking	With Cart
18 Holes Regular	\$ 25.00	\$ 39.00
18 Holes Senior/Jr	\$ 14.00	\$ 25.00
18 Holes PM Special (after 12 pm)		\$ 30.00
9 Holes Regular	\$ 16.00	\$ 25.00
9 Holes Senior/Jr	\$ 10.00	\$ 17.50
9 Holes (After 6 pm)	\$ 16.00	\$ 25.00
Leagues		
	Walking	With Cart
9 Holes	\$ 13.00	\$ 20.50
9 Holes Senior Regular	\$ 10.00	\$ 17.50
Outings		
	Walking	With Cart
18 Holes weekday	\$ 21.00	\$ 35.00
9 Holes weekday	\$ 13.00	\$ 22.00
18 Holes weekend	\$ 25.00	\$ 39.00
9 Holes weekend	\$ 16.00	\$ 25.00
Rentals		
Pull Carts	\$2.00	
Clubs	\$8.00	
Range Rates		
Large Bucket	\$7.00	
Small Bucket	\$3.00	

OPERATIONAL REVENUE

Food and beverage sales

2010 season	\$ 89,143.00	Gross Sales
2011	\$ 80,106.00	Gross Sales

Sundry Item Sales/Pro Shop

2010 season	\$ 3,153.00	Gross Sales
2011	\$ 2,950.00	Gross Sales

Utility Charges

2010	\$ 5,153.00	Maintenance buildings
	\$ 10,274.00	Clubhouse/Starter Building
2011	\$ 5,332.00	Maintenance buildings
	\$ 9,731.00	Clubhouse/Starter Building

EQUIPMENT LIST WITH METER INFORMATION
HURON-CLINTON METROPOLITAN AUTHORITY

EQUIP #	CLASS	DEPT	YEAR/MAKE/MODEL	SERIAL NUMBER	LICENSE		LTD
1386	E39	413	1999 CLUB CAR CARRYALL I	FG9839698523	UD	H	1,444
1403	K62	413	2002 BILLIE GOAT QB883	050798016	UD	N	1
1409	PB5	413	2002 Greensgroomer 720E	721937	UD	N	1
1416	SP3	413	1999 TORO 41411	80136	UD	N	1
1419	E42	413	1999 TORO WORKMAN 3200-02	07202-90147	UD	H	1,382
1424	K35	413	2003 JACOBSEN LF3800	6786700002980	UD	H	2,230
1445	E31G	413	2005 CLUB CAR Precedent	PRO542563852	NA	H	930
1458	K15	413	2001 BUSH HOG UD	UD	UD	N	1
1460	E39	413	2000 John Deere TURF GATOR	W00TURF008837	UD	H	1,389
1467	K19	413	2004 TORO 3100	04356-240000156	UD	H	1,435
1470	K35	413	2001 JACOBSEN LF3800	67867-2423	UD	H	3,480
1486B	J19	413	2004 TORO UD	UD	UD	N	1
1492	E39	413	2002 John Deere GATOR 4X2	W004X2X069990	UD	H	2,149
1503	K71	413	2002 RYAN 544872	LM17955	UD	N	1
1517	S60	413	2005 HONDA WB30	WACT1166327	NA	N	1
1540	NB1	413	1999 TURFCO F12D	A98574	UD	N	1
1552	J90	413	2001 LELY HR	10612-111	UD	N	1
1608	S20	413	2010 HONDA WB30	WACT1341718	NA	N	0
1625	K19	413	2008 TORO 3100	280000130	NA	H	1,008
1630	J70H2	413	2008 TORO 2020 SandPro	280000180	NA	H	870
1634	S60	413	2008 HONDA WB20X	WABT1378022	NA	N	0
1635	S60	413	2008 HONDA WB20X	WABT1378020	NA	N	0
1686A	K13G72	413	2004 TORO Z587-L	240000539	NA	H	857
1688	KC7	413	2007 STIHL FS100RX	264196425	NA	N	1
1694	K19	413	2008 TORO 3100	280000117	NA	H	1,075
1695	KC7	413	2007 STIHL FS100RX	264196425	NA	N	1
1702	E39	413	2007 CLUB CAR TURF II	RG0718-754219	NA	H	4,605
1766	TW4	413	2007 WITTEK 50G	13-0405	NA	N	0
1767	K34	413	2007 WITTEK SL90	202056	NA	N	0
1769	K68E	413	2006 AgriMetal BWT180	27101	NA	H	1
1805	K19	413	2007 TORO 3100	270000165	NA	H	1,133
1862	SP3	413	2004 HUSKEY FLOJET E	9570059	UD	N	1
1904	K28	413	2005 TORO 3500D	250000721	NA	H	3,107
1909	E39	413	2005 CLUB CAR TURF II	RG0539-550880	NA	H	11,931
1910	E38	413	2005 CLUB CAR AM-1124	13-052605	NA	N	0
1960	S60	413	2006 HONDA WX10	GCAAM-1459943	NA	N	0
1997	K61	413	2006 STIHL BG85	266874270	NA	N	0
2031	E31G	413	2006 CLUB CAR Precedent	PRO651-712690	NA	H	593
2098	E39	413	2007 CLUB CAR TURF 1	HG0718/754229	NA	H	861
2136	E39	413	2008 CLUB CAR TURF 1	HG0718-754226	NA	H	948
2138	TW2	413	2008 LANDA PE3-11024D	11060090-100028	NA	N	0

Golf Cart Inventory

Equip. No.	Equip. Co.	Year	Make	Model	License	Dept.	Shop	Class
C001	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C002	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C003	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C004	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C005	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C006	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C007	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C008	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C089	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C010	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C011	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C012	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C013	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C014	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C81S	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C016	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C017	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C018	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C019	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C020	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C021	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C022	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C023	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C024	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C025	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C026	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C027	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C028	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C029	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C030	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C031	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C032	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C033	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C034	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C035	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C036	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C037	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C038	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C039	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C040	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C041	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C042	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C043	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C044	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C045	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C046	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C047	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C048	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C049	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C050	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C051	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C052	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C053	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C054	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C055	001	2005	CLUB CAR	Precedent	NA	413	C02	E30G
C056	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C057	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C058	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C059	001	2005	CLUB CAR	Precedent	NA	416	R01	E30G
C060	001	2006	CLUB CAR	Precedent	NA	413	C01	E30G
C061	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C062	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C063	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C064	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G
C065	001	2006	CLUB CAR	Precedent	NA	413	C02	E30G

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PRODUCER NAME ADDRESS CITY	CONTACT NAME: PHONE (A/C, No, Ext): PHONE NUMBER	FAX (A/C, No): FAX NUMBER
	E-MAIL ADDRESS:	
INSURED CONTRACTOR NAME ADDRESS CITY	INSURER(S) AFFORDING COVERAGE	
	INSURER A: INSURANCE COMPANY A	
	INSURER B: INSURANCE COMPANY B	
	INSURER C:	
	INSURER D: MUST BE RATED A- OR	
	INSURER E: BETTER BY A.M. BEST	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER: SAMPLE-GOLF COURSE** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			POLICY NUMBER	DATE	DATE	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> INCL XCU HAZARD		X				PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> BLNKT CONTRACTUAL					GENERAL AGGREGATE \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 1,000,000	
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					Liquor Liab \$ 1,000,000	
A	AUTOMOBILE LIABILITY			POLICY NUMBER	DATE	DATE	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS		X				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	UMBRELLA LIAB			POLICY NUMBER	DATE	DATE	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> OCCUR						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB		X				
	DED						
	RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			POLICY NUMBER	DATE	DATE	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y / N				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
A	HERBICIDE/PESTICIDE & POLLUTION LIABILITY			POLICY NUMBER	DATE	DATE	\$1,000,000 PER OCCURRENCE \$2,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

PROJECT: OPERATIONS AND MAINTENANCE AT WOLCOTT MILL GOLF COURSE.
HURON CLINTON METROPOLITAN AUTHORITY IS LISTED AS ADDITIONAL INSURED
\$ 1,000,000 LIMIT FOR COVERAGE FOR GOLF COURSE PROPERTY INCLUDING TEES, GREENS FAIRWAYS AND GROUNDS

CERTIFICATE HOLDER

CANCELLATION

HURON CLINTON METROPOLITAN AUTHORITY WOLCOTT MILL METRO PARK 13000 HIGH RIDGE RD BRIGHTON, MI	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	AUTHORIZED SIGNATURE

Certificate issued to HURON CLINTON METROPOLITAN AUTHORITY
PRODUCER NAME

06/25/2012

PESTICIDE & HERBICIDE APPLICATION COVERAGE INCLUDING POLLUTION LEGAL LIABILITY POLICY

COVERAGE APPLIES ON A PRIMARY BASIS AND THE INSURANCE OF THE ADDITIONAL INSURED SHALL BE NON-CONTRIBUTORY. (INCLUDE COPY OF THE ADDITIONAL INSURED FORM)

ALL POLICIES INCLUDE WAIVER OF SUBROGATION IN FAVOR OF HURON CLINTON METROPOLITAN AUTHORITY.

INSURER WARRANTS THAT ADDITIONAL INSURED INCLUDES COMPLETED OPERATIONS.

THE FOLLOWING CANCELLATION NOTICE SUPERCEDES THE STANDARD WORDING:

SHOULD ANY OF THE DESCRIBED POLICIES BE CANCELLED OR MATERIALLY CHANGED BEFORE THE EXPIRATION DATE, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED.

DRAFT

STATEMENT OF NO INTEREST
HURON-CLINTON METROPARKS

BID NUMBER: RFP-12-005
TITLE: *Golf Course Management Services*

Please Send or Fax To:
Metroparks Purchasing Department
13000 High Ridge Drive
Brighton, MI 48114

FAX NUMBER: (810) 227-7512

We, the undersigned, have declined to bid on the subject bid for the following reasons (Check all that apply):

- Our company does not handle the type of product / service
- We cannot meet the specifications nor provide an approved alternate – please explain below
- Our company is not interested in bidding at this time
- Job is too small
- Job is too large
- Cannot be competitive
- Liability Issues such as insurance, bonding, indemnification, hold harmless
- Insufficient time to respond – please explain below
- Insufficient time to respond – please explain below
- Other – describe below

REMARKS:

COMPANY INFORMATION:

Please retain _____ on the bid list for the item described above.
(COMPANY NAME)

SIGNATURE OF AUTHORIZED
COMPANY REPRESENTATIVE: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

FAX No. _____ TELEPHONE No. _____

IMPORTANT NOTE:

To qualify as a respondent to the proposal, the Proposer shall submit a proposal or return this completed form.

PROPOSER REGISTRATION: The Metroparks uses the MITN website for Proposer registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results – www.mitn.info.

HURON-CLINTON METROPARKS

NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

_____, being duly sworn deposed, says that he
(Print Full Name)

is _____. The party making the foregoing proposal or bid,
(State Official Capacity in Company)

that such bid is genuine and not collusion or sham; that said Proposer has not colluded, conspired, connived, or agree, directly or indirectly, with any Proposer or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other Proposer, or to fix any overhead, profit, or cost element of said bid price, or that of any other Proposer, or to secure the advantage against the Metroparks or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING PROPOSAL

NOTARY'S SIGNATURE

Subscribed and sworn to before me this

_____ day of _____, 20____

In and for _____ County

My commission expires:



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project No: 713-12S
 Project Title: Roof Replacements, Camp Rotary Buildings and Farm Center Horse Barn
 Project Type: Major Maintenance
 Location: Wolcott Mill Metropark, Macomb County
 Date: June 29, 2012

Bids Opened: Thursday, June 28, 2012 at 2:00 p.m.

Scope of Work: Work includes the removal of the existing deteriorated shingle roof system to the roof deck and replacement with new shingle roof system on the Activity Building and Shorian Lodge at Camp Rotary, and the Farm Center Horse Barn and all related work.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Usztan LLC	Auburn Hills	\$27,951.00
JT Maurer Building Company, Inc.	Plymouth	\$52,910.00
Total Budget Amount for Contract Services and Administration		\$44,000.00
Proposed Work Order Amount		
Contract Amount – Usztan (Rounded)		\$28,000.00
Contract Administration		<u>\$ 3,000.00</u>
Total Proposed Work Order Amount		\$31,000.00

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, Reed Construction Data, Reprographics One DFS Plan Room, HCMA website and McGraw Hill Dodge

Recommendation: That the Board of Commissioners award Contract No. 713-12S to the lowest responsive, responsible bidder, Usztan LLC, in the amount of \$27,951.00 as recommended by Chief Engineer Arens and Staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Project No: 509-11G
 Project Title: Gladeview South Parking Lot Reconstruction
 Project Type: Capital Improvement
 Location: Stony Creek Metropark, Macomb County
 Date: June 29, 2012

Bids Opened: Thursday, June 28 at 2:00 p.m.

Scope of Work: Work includes reconstruction of the south Gladeview parking lot and access drive, including crushing and shaping of existing asphalt pavement, grading, repaving and related work. The existing 4,305 square yard (100 spaces total) parking lot was constructed in 1988 and is deteriorated and failing; the 250 lineal foot access drive (611 square yards total) is deteriorated as well. The project also includes paved walks to the comfort station and other accessibility improvements needed, since the existing lot and walks do not currently meet accessibility standards.

Bids received for the project were significantly over budget, due to the project scope having been increased over the scope as originally estimated. Also individual as-bid unit prices were somewhat higher than originally estimated. After review of project scope and bids received, staff believes that the most severely deteriorated portion of the project (the parking lot) should be addressed at this time, and that the less deteriorated portion (the access drive) can be deferred to a future date. In addition, the proposed pavement thickness can be reduced from 4 inches as proposed in the bid documents to two inches and still provide adequate service life.

Therefore staff recommends that the project's unit quantities be reduced accordingly, and that a deductive Change Order No. 1 be approved concurrently with award of a contract. This being an itemized unit price bid, the unit prices will not change. The low bidder will be that which provided the lowest Base Bid amount, net of Deductive Change Order No. 1, based on the itemized unit prices contained in the bid.

<u>Contractor</u>	<u>City</u>	<u>Base Bid Amount</u>	<u>Deductive Change Order 1</u>	<u>Bid Amount Net of Chg. Order 1</u>
Pavex Corporation	Grosse Ile	\$167,122.72	\$57,972.05	\$109,150.67
Nagle Paving Co.	Novi	\$169,488.02	\$56,220.72	\$113,267.30
James P. Contracting, Inc.	Washington	\$164,926.85	\$49,263.60	\$115,663.25
Florence Cement Co.	Shelby Twp.	\$171,723.80	\$56,003.05	\$115,720.75
Pro-Line Asphalt Paving Corp.	Washington	\$176,170.76	\$57,200.32	\$118,970.44
S&J Asphalt Paving Co.	Canton	\$180,768.70	\$59,193.20	\$121,575.50
T&M Asphalt Paving, Inc.	Milford	\$181,078.80	\$57,539.35	\$123,539.45
Al's Asphalt Paving Co., Inc.	Taylor	\$198,885.00	\$56,969.00	\$141,916.00
Cadillac Asphalt, LLC	Clarkston	\$203,900.50	\$60,305.65	\$143,549.85

Total Budget Amount for Contract Services and Administration (Work Order No. 509.03-503S)	\$100,000.00
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Proposed Work Order Amount	
Contract Amount – Pavex Corporation (Rounded)	\$110,000.00
Contract Administration	\$ 4,000.00
Total Proposed Work Order Amount	\$114,000.00

If a contract is awarded, no transfer of funds is necessary. Sufficient funds exist in the Stony Creek Capital Improvement Account to cover the difference between total Budget Amount and total proposed Work Order Amount.

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

Decrascape – Sterling Heights, Davenport Brothers – Belleville, Dynasty Paving – Washington, Boddy Construction – Port Huron, Total Asphalt Paving – Washington Twp., Best Asphalt – Romulus, Fonson – Brighton, Ideal Concrete – Shelby Twp., Pavement Recycling – Imlay City

This project was reported and publicly advertized in the following construction reporting outlets:

Builders Exchange of Michigan, Builders Exchange of Lansing and Central Michigan, Construction Association of Michigan, Construction News Corporation, Construction News Service, Reed Construction Data, Reprographics One DFS Plan Room, HCMA website, McGraw Hill Dodge

Recommendation: That the Board of Commissioners award Contract No. 509-11G to the lowest responsive, responsible bidder, Pavex Corporation, in the amount of \$167,122.72, and that concurrently with award of contract Change Order No. 1 be approved in the deductive amount of \$57,972.05, for a resultant contract amount of \$109,150.67 as recommended by Chief Engineer Arens and Staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Michael Arens, Chief Engineer
Subject: Proposed Amendment of Seismic Contract for Time Extension – Oil and Gas Lease, Jordan Development, LLC
Location: Indian Springs Metropark, Oakland County
Date: June 29, 2012

On September 8, 2011, the Board of Commissioners approved a Seismic Contract with Jordan Development Co., LLC of Traverse City to explore the potential for oil and gas development within Indian Springs Metropark. The Seismic Contract includes an exclusive option for Jordan to enter into an oil and gas lease during the 12-month period commencing on September 8, 2011 and ending on September 8, 2012.

In April 2012, Jordan stated their intent to exercise the option for a 316-acre portion of land within Indian Springs. Accordingly, on June 7, 2012 the Board of Commissioners approved an Oil and Gas Lease for this portion of land.

As indicated in their attached letter dated June 13, 2012, Jordan's intent has been to proceed to obtain the necessary approvals and drill an initial well, promptly after execution of the Lease. The initial well will provide them with the information necessary to determine the potential for further exploration, and for leasing of additional lands, within the park.

Due to several delays, including the state of Michigan's lease auction and its permitting processes, commencement of drilling operations will take place later than expected. Jordan submitted its drilling permit to the Michigan Department of Environmental Quality on June 14, 2012. A drilling permit will be issued no sooner than mid- or late- July. Drilling is planned to commence in August, and results of drilling and testing will not be available until late September 2012, after the expiration of the lease option under the Seismic Contract.

Therefore Jordan has requested a two-month time extension for the Seismic contract from September 8, 2012 to November 8, 2012, during which Jordan may exercise its option to lease additional lands within Indian Springs Metropark.

Attachment: Proposed Extension of Seismic Contract

Recommendation: That the Board of Commissioners approve the Extension of the Seismic Contract and authorize staff to execute said Extension, as recommended by Chief Engineer Arens and staff.

JDC **JORDAN DEVELOPMENT COMPANY, L.L.C.**
 1503 GARFIELD ROAD NORTH • TRAVERSE CITY, MICHIGAN 49696
 Telephone: 231.935.4220 • Facsimile: 231.935.4450

June 13, 2012

Mr. Michael Arens
 Huron-Clinton Metro Authority
 13000 High Ridge Drive
 Brighton, MI 48114-9058

RE: Seismic Permit with Oil & Gas Lease Option

Dear Mike:

It has been a pleasure working with you on our project. We certainly appreciate your professionalism and attention to detail as we have worked through the oil and gas leasing process with HCMA. As I have mentioned to you several times, Jordan is excited about testing the Indian Springs Metropark property.

As you know, Jordan and HCMA entered into a Seismic Permit with Oil and Gas Lease Option on September 8, 2011. According to the terms of the Option, Jordan has 12 months from that date in which to exercise its option to lease HCMA lands. On June 7th, Jordan did exercise the Option on a portion of the lands covered, and the HCMA Board approved a 316 acre lease covering the properties in which the Option was exercised.

It has been Jordan's intention all along to timely proceed with obtaining a permit and drill a well on the HCMA leased minerals located in Section 3 of White Lake Township, in order to gain sufficient information which would enable us to adequately evaluate the potential of the area. Based on results obtained from the initial well we would be in a better position to make a decision regarding whether or not we would exercise the Option as to the additional lands covered, prior to the September 8, 2011 deadline. However, due to several unforeseen delays which include the State of Michigan leasing process, Jordan believes it is unlikely we will be able to drill and have enough time to adequately evaluate the initial test well prior to the September 8, 2012. Therefore, Jordan respectfully requests that the HCMA Board grant Jordan a two month extension of the Option as to all remaining lands in which we have not yet exercised our Option.

I have enclosed an Amendment to Seismic Permit with Oil and Gas Lease Option, extending the time period in which to make a decision as to the remaining, unleased lands still covered by the Option, to November 8, 2012. We would appreciate it if you would present this to the HCMA Board at the July, 2012 meeting, for their review and consideration.

Very truly yours,

Jordan Development Company, L.L.C.


 Benjamin S. Brower
 Its: Vice President

EXTENSION OF SEISMIC CONTRACT

KNOW ALL MEN BY THESE PRESENTS THAT WHEREAS, under date of September 8, 2011, Huron-Clinton Metropolitan Authority, a public body corporate under the laws of the state of Michigan, whose offices are located at 13000 High Ridge Drive, Brighton, Michigan 48114, as Grantor, executed and delivered unto Jordan Development Company, L.L.C., of 1503 Garfield Road North, Traverse City, Michigan 49696, as Grantee, a SEISMIC CONTRACT WITH OIL AND GAS LEASE OPTION AGREEMENT (Agreement) covering certain lands owned by Indian Springs Metropark located in Sections 26, 27, 28, 32, 33, 34 and 35 of T4N-R8E and Sections 2, 3 and 4 of T3N-R8E, Oakland County, Michigan.

WHEREAS, the term of said Agreement is now set to expire on September 8, 2012, and the Grantor and Grantee mutually desire to extend said term.

NOW THEREFORE, in consideration of the sum of One Hundred Dollars (\$100.00) and other valuable consideration paid to the undersigned by said Jordan Development Company, L.L.C., the receipt of which is hereby confessed and acknowledged, the undersigned agree as follows:

1. Said Agreement is hereby amended so that the term of 12 months, shall now be 14 months from the date of said Agreement, said primary term thereby extended for an additional two months, INSOFAR AND ONLY INSOFAR as said Agreement covers those lands NOT already leased by the Huron-Clinton Metropolitan Authority to Jordan Development Company, L.L.C., pursuant to the board meeting dated June 7, 2012.
2. As amended hereby, the undersigned ratifies, adopts and confirms said Agreement in all its terms and provisions, and does hereby lease and let the above described lands to Jordan Development Company upon and subject to the provisions of the above referenced Agreement, as hereby amended.
3. This Agreement shall be binding upon and inure to the benefit of the respective heirs, representatives, successors and assigns of the undersigned, and said Jordan Development Company, L.L.C.

IN WITNESS WHEREOF, this Extension of Lease is dated this _____ day of _____, 2012.

HURON-CLINTON METROPOLITAN AUTHORITY

By: _____ By: _____

Its: _____ Its: _____

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
) SS
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this _____ day of _____, 2012, by

My Commission Expires:

_____, Notary Public
_____, Michigan
Acting in _____ County, Michigan

Prepared by: Benjamin S. Brower, of 1503 Garfield Road North Traverse City, MI 49696



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Michael Arens, Chief Engineer
 Title: Roof Replacement - Park Office
 Project No: 706-12U
 Project Type: Major Maintenance
 Location: Lower Huron Metropark, Wayne County
 Date: June 29, 2012

Bids Opened: Thursday, June 28, 2012 at 2:00 p.m.

Scope of Work: Work includes the removal of the existing deteriorated shingle roof system to the roof deck and replacement with new shingle roof system and all related work.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Usztan LLC	Auburn Hills	\$17,532.00
JT Maurer Building Company, Inc.	Plymouth	\$21,290.00
Total Budget Amount for Contract Services and Administration		\$20,000.00
Proposed Work Order Amount		
Contract Amount – Usztan (Rounded)		\$18,000.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		\$20,000.00

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

Recommendation: That the Board of Commissioners award Contract No. 706-12U to the lowest responsive, responsible bidder, Usztan LLC, in the amount of \$17,532.00 as recommended by Chief Engineer Arens and Staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Michael Arens, Chief Engineer
Subject: Change Order – Removal of Contaminated Soil, Former UST Site
Project Title: Replace Underground Storage Tank with Aboveground Storage Tank
Project Type: Capital Improvement
Location: Willow Metropark Service Area, Wayne County
Date: June 29, 2012

Change Order – Extra Work Required to Obtain Clean Closure of Former UST Site

On October 13, 2011 the Board of Commissioners awarded Contract No. 510-11H to Matzak, Inc. in the amount of \$147,900.00 for the removal and disposal of three (3) existing underground fuel storage tanks (USTs) and associated appurtenances at the Willow Metropark Service Area. The contract included the removal and disposal of up to 100 cubic yards of assumed contaminated material in the base bid, along with backfill and compaction of former UST site. Under this contract, the USTs were to be replaced with a new compartmentalized 6,000 gallon aboveground storage tank (AST), including concrete pad, dispensing system, electrical and controls, restoration and related work. Work on the project is complete, and the new AST system is now in service.

Prior to removing the USTs, we retained the services of Testing Engineers & Consultants, Inc. to provide environmental compliance services, in the event that the UST system had been compromised, and/or that a release of contaminants into the environment had occurred. When the USTs were removed and inspected, they were discovered to be intact, with no damage and no evidence of leakage. Staff coordinated with TEC, the Michigan Department of Environmental Quality, and our UST liability insurer throughout the tank removal process.

However, contaminated soils were encountered in the excavation area immediately adjacent to the UST, containing relatively low levels of contamination. Staff's initial inspection confirmed that it would be possible to remove the contaminated material within the UST cavity and obtain clean closure in accordance with Part 213 of Act 451, Michigan's Leaking Underground Storage Tank act.

Therefore, staff authorized the contractor to remove an additional 72 cubic yards of contaminated material, which was in excess of the 100 cubic yards included in the contract. This authorization was based on the following factors: (1) our contractor was mobilized, on-site and prepared to perform the work; (2) unit prices for removal of contaminated soils and related items were included in the contract, and (3) it was imperative that staff proceed rapidly to remove the contaminated material and thus prevent further contamination while the excavation was open. The removal of extra contaminated soil dictated that additional asphalt and base material had to be removed; and large quantities of groundwater were removed and disposed of, also in excess of contract amounts.

Excess earth excavation and pavement removal resulted in additional replacement costs of these items. A section of storm piping crossing the excavation area also had to be removed and replaced, and a connection to the Veeder-Root UST level monitoring system had to be replaced. These items were also not included in the contract scope.

Staff was successful in removing the contaminated material directly associated with the UST and its appurtenances, and therefore the UST site has been remediated to unrestricted-use cleanup levels, under the requirements of Part 213. After UST removal the contractor backfilled the UST excavation, restored area pavements and finalized all work under the contract.

A Change Order must be prepared to address these added costs that were not anticipated and not included in the contract scope. Added costs of the contract are as follows.

Removal and disposal of extra contaminated soil	\$ 2,484.00*
Pump, transport and dispose of contaminated water	\$ 9,359.38
Pavement removal	\$ 1,392.00*
Backfill with clean material	\$ 681.99*
Storm piping repairs	\$ 1,606.39
Asphalt pavement replacement	\$ 7,430.32*
Install new connections for UST monitoring system	<u>\$ 2,555.00</u>
Total change order amount	\$ 25,509.08
Original Contract Amount	\$147,900.00
Proposed Change Order Amount	<u>\$ 25,509.08</u>
Final Contract Amount	\$173,409.08

(*) Items denoted by asterisk indicates unit prices included in contract. Payments for items without an asterisk were negotiated based on time and material charges as documented and verified.

Also, additional contract administration costs by HCMA engineering staff were incurred due to added time required to oversee the project. Added costs of contract administration (W/O 510-05-305W-900) were approximately \$6,000.

Proposed Work Order Revisions

Current Work Order Amounts, Work Order No. No. 510-05-305W

Contract Services (920)	\$148,000.00
Employee Wages (900)	<u>\$ 4,000.00</u>
Total Current Work Order Amount	\$152,000.00

Additional Work Order Amounts Needed

Contract Services, Rounded (920)	\$ 26,000.00
Employee Wages (900)	<u>\$ 6,000.00</u>
Total Current Work Order Amount	\$ 32,000.00

Total Amount Needed to Transfer to W/O No. 510-05-305W \$ 32,000.00

Future Work Required to Address Contamination Beyond UST Area

Unfortunately, during removal of contaminated material in the UST cavity, contaminated soils were encountered in subsurface areas along a storm sewer line and drain tile which crosses the former UST site. This storm sewer and drain tile extends to the east, toward a discharge point outside of the Service Area. Because the extent of this contamination is unknown and cannot be determined without more detailed investigation, we concluded that its remediation must be addressed in a separate project, as may prove to be necessary.

Contamination levels in the area beyond the UST area were above applicable cleanup criteria. Because the UST system was intact with no evidence of damage, it is apparent that contamination originated from fuel spillage which had occurred in the area over the years, possibly during vehicle filling operations. Spillage likely entered through pavement joints into the soil around the storm system and drain tile. It was apparent during excavation that contamination had migrated an unknown distance to the east along the permeable fill around the storm sewer piping.

Staff attempted to remove some short lengths of storm sewer piping and associated soils, but we were unable to obtain clean soil samples, and the extent of contamination along the storm sewer is unknown at this time. These areas piping must be remediated in accordance with Part 201 of Act 451, Michigan's Environmental Remediation act. The cleanup criteria are the same as for Part 213 (the UST regulation), but the procedural and notification requirements vary.

TEC has submitted, and staff has authorized, a proposal in the amount of \$6,800 (within the Director's approval limit) to perform a subsurface soil investigation. TEC will collect soil samples and analyze them as to the extent and concentration of contamination, along and beyond the storm sewer. TEC will prepare a report which will summarize the investigation, compare analytical results against MDEQ cleanup criteria, and will include recommendations as to future action as necessary. Staff will report to the Board of Commissioners at a future date as to the outcome of this investigation.

Recommendation: That the Board of Commissioners (1) authorize a Change Order to Contract No. 510-11H in the amount of \$25,509.08, and (2) that a transfer in the amount of \$32,000 be made from the Reserves for Future Contingencies Account to cover the Change Order (plus additional contract administration costs) as recommended by Chief Engineer Arens and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief Accountant
 Subject: 2012 Second Quarter Appropriation Adjustments
 Date: July 3, 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 Deputy Director and Controller, these appropriation adjustments have been recorded.

\$37,700 (6 percent) of the \$644,100 in General Fund appropriation adjustments made represent appropriations transferred between accounts within the same cost center.

\$236,500 (37 percent) of the \$644,100 in General Fund appropriation adjustments made represent appropriations transferred between accounts, between different cost centers.

Appropriations totaling \$369,900 (57 percent) were made from the General Fund Reserve for Future Contingencies account as follows:

1.	\$292,000	Unbudgeted special early retirement (13) Severance and Resignation (1) payments – all locations.
2.	31,000	Tornado damage – Hudson Mills.
3.	32,000	Donations – benches/trees/landscaping/interpretive and other programs – all locations.
4.	600	Emergency freezer repair – Huron Meadows.
5.	5,200	Funding for canoe livery improvements – Delhi.
6.	9,100	High Deductible health plan budget adjustments.
	<u>\$369,900</u>	

Please note that in addition to the above appropriation adjustments, 2012 Budget appropriations totaling \$1,261,400 were returned to the General Fund Reserve for Future Contingencies Account for the following items. In total during the second quarter there was a net increase in the Reserve account of \$891,500.

1.	\$ 424,600	Negotiated change to High Deductible Health Care Plan for all Association employees (excluded Police).
2.	510,800	Budget wage adjustments relating to special early retirement and resignation (14).
3.	72,300	Concessionaire food service in lieu of self-operation – Huron Meadows.
4.	253,700	Negotiated elimination of Sick Leave Bonuses for all Association employees (excludes Police).
	<u>\$1,261,400</u>	

Attachment: 2012 Second Quarter Appropriations Adjustments

Recommendation: That the Board of Commissioners approve the 2012 Second Quarter Appropriation Adjustments as recommended by Deputy Director Almas and Controller Wahl.

Summary of Changes by Cost Center

10-F-1-a

	<u>Appropriations Transferred Out of Cost Center</u>	<u>Appropriations Transferred Into Cost Center</u>	<u>Appropriations Transferred Within Cost Center</u>	<u>Appropriations From Reserve</u>	<u>Total Appropriations Transferred</u>
<u>Capital Improvements</u>					
Lake St. Clair	-	-	-	\$ 16,000	\$ 16,000
Hudson Mills	-	-	-	10,000	10,000
Stony Creek	\$ (4,500)	-	-	-	(4,500)
Wolcott Mill	-	\$ 20,000	-	-	20,000
<u>Equipment</u>					
Kensington	(1,000)	-	-	-	(1,000)
Lower Huron	(4,500)	-	\$ 1,300	-	(3,200)
Hudson Mills	-	11,200	3,000	-	14,200
Stony Creek	-	-	3,200	-	3,200
Lake Erie	(1,100)	-	-	-	(1,100)
Indian Springs	-	-	1,400	-	1,400
Huron Meadows	(10,100)	-	-	-	(10,100)
<u>Major Maintenance</u>					
Lower Huron	(8,000)	4,000	-	-	(4,000)
Hudson Mills	-	35,100	-	23,200	58,300
Willow	(1,400)	-	-	-	(1,400)
Lake Erie	(8,800)	-	-	-	(8,800)
<u>Operations</u>					
Administrative Office	-	7,400	-	40,000	47,400
Central Pool	-	-	-	-	-
Lake St. Clair	(32,600)	-	7,400	2,900	(22,300)
Kensington	(38,200)	26,900	-	81,700	70,400
Lower Huron	(6,700)	12,500	-	3,900	9,700
Hudson Mills	(32,400)	48,800	-	95,800	112,200
Stony Creek	(51,200)	25,200	13,000	59,100	46,100
Willow	-	4,100	-	23,600	27,700
Lake Erie	-	8,800	2,200	7,400	18,400
Wolcott Mill	(16,000)	7,400	2,600	1,400	(4,600)
Indian Springs	-	18,300	-	4,300	22,600
Huron Meadows	-	6,800	3,600	600	11,000
Parkway	-	-	-	-	-
Natural Resources	-	-	-	-	-
<u>Land</u>					
Land	(20,000)				(20,000)
Total All Funds	<u>\$ (236,500)</u>	<u>\$ 236,500</u>	<u>\$ 37,700</u>	<u>\$ 369,900</u>	<u>\$ 407,600</u>



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Human Resources Manager
Subject: Appropriation Adjustment for Insurance Deductible
Date: July 3, 2012

In consultation with Scottsdale Insurance, a settlement agreement was reached on the matter and within parameters as presented to the Board of Commission on May 10, 2012. The Authority has received an invoice from Scottsdale in the amount of \$55,000 which covers the Authority's deductible expenses under the settlement.

It is now being requested that funds be transferred from the Authority's Reserve for Loss Contingencies and that payment be issued to Scottsdale in the amount of \$55,000.

Recommendation: That the Board of Commissioners approve (1) the transfer of funds from the Reserve for Loss Contingencies Account to the Indian Springs Police Department Miscellaneous Account in the amount of \$55,000 and (2) that payment be made to Scottsdale for the Authority's deductible expenses.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Susan H. Nyquist, Chief Planner
Subject: Recreation Needs Survey
Location: Authority-wide
Date: July 3, 2012

As part of its Master Plan and ongoing recreation planning activities, the Board approved a contract with Public Sector Consultants (PSC) to complete a random and representative survey of adult residents of the five Michigan counties encompassed by the HCMA.

The purpose of this survey is to garner public opinion about and satisfaction with HCMA programs, services, and facilities; patterns of use among Metroparks and other competing parks; general demographic profiles of current and potential customers; barriers to participation; perceptions of how the Metroparks impact quality of life; and relative value among residents of the five counties. This survey builds on a body of survey and focus group research completed over the past decade by the HCMA as part of the mandated Recreation Plan activities.

Currently in year four of a five-year planning cycle, an updated Recreation Plan is due to the state of Michigan by December 31, 2012. A total of 2,400 surveys were collected – 1,920 by landline and 480 by cell phone, with additional oversampling among African-American respondents and those age 18–34 to ensure a representative sample. The overall sample included 850 surveys in Wayne County, 500 in Oakland, 400 in Macomb, 325 in Washtenaw, and 325 in Livingston. Results are weighted to account for disproportionate sampling in each county and to match 2010 U.S. Census population estimates, with an overall margin of error of +/-2 percent at a 95 percent confidence level.

Attached you will find an executive summary of the survey results. In addition, representatives for Public Sector Consultants will be available to explain results in more details and to respond to questions and comments.

Attachment: Executive Results Summary

Recommendation: That the Board of Commissioners receive and file the attached report entitled “Huron-Clinton Metropolitan Authority Telephone and Online Survey Results” as recommended by Chief Planner Susan Nyquist and staff.

Huron-Clinton Metropolitan Authority Telephone and Online Survey Results

July 12, 2012

Prepared for

Huron-Clinton Metropolitan Authority
Brighton, Michigan

Submitted by

Public Sector Consultants Inc.
Lansing, Michigan
www.pscinc.com

Executive Summary

OVERVIEW

As part of its Master Plan and ongoing recreation planning activities, the Huron-Clinton Metropolitan Authority (HCMA) hired Public Sector Consultants (PSC) to complete a random and representative survey of adult residents of the five Michigan counties encompassed by the HCMA. The purpose of this survey is to garner public opinion about and satisfaction with HCMA programs, services, and facilities; patterns of use among Metroparks and other competing parks; general demographic profiles of current and potential customers; barriers to participation; perceptions of how the Metroparks impact quality of life; and relative value among residents of the five counties. This survey builds on a body of survey and focus group research completed over the past decade by the HCMA as part of the mandated Recreation Plan activities. Currently in year four of a five-year planning cycle, an updated Recreation Plan is due to the State of Michigan by December 31, 2012. A total of 2,400 surveys were collected—1,920 by landline and 480 by cell phone, with additional oversampling among African American respondents and those age 18–34 to ensure a representative sample. The overall sample included 850 surveys in Wayne County, 500 in Oakland, 400 in Macomb, 325 in Washtenaw, and 325 in Livingston. Results are weighted to account for disproportionate sampling in each county and to match 2010 U.S. Census population estimates, with an overall margin of error of +/-2 percent at a 95 percent confidence level.

HIGHLIGHTS OF SURVEY RESULTS

- **Good market penetration:** About 8 out of every 10 adults in the five-county region has visited a Metropark in the past year.
- **Repeat customers are common:** Nearly half of visitors have visited either 3–6 times (25 percent) or more than 6 times (21 percent).
- **Excellent customer satisfaction ratings:** Visitors are very satisfied with their experience at the Metroparks; 97 percent of visitors report being *very satisfied* (70 percent) or *somewhat satisfied* (27 percent).
- **Visitation is driven by proximity:** Metropark visitation does follow geographic patterns, with Metropark visitation highest among visitors from within the county in which the Metropark is located. At the same time, *close to my home/work* was the highest rated reason for visiting a park among both visitors (48 percent) and non-visitors (65 percent).
- **The Metroparks have a comparative advantage:** Among the most common outdoor activities, visitors are choosing Metroparks over other parks for *picnicking*, *swimming (beach or lake)*, *swimming (pool)* and *beaches (public)*, primarily for *family togetherness*.
- **Non-visitors have a profile:** Non-visitors are choosing other parks for *field sports* and are more likely to engage in outdoor activities for *exercise* than current Metropark visitors. The main reason non-visitors do not come to Metroparks is *time*, because the *location is not convenient*, and they are *not interested in Metroparks activities/amenities*.
- **Parks are valued by all:** About two-thirds of both visitors (64 percent) and non-visitors (67 percent) feel it is *very important* to preserve large tracts of open space. In all, just 2 percent of adult residents in the five counties felt there should be less natural areas/open spaces.

METROPARK VISITORS

- The most visited Metroparks among park visitors of the five-county region are Kensington (29 percent of residents), Metro Beach (20 percent), and Stony Creek (16 percent).
- The most common outdoor activities among Metropark visitors are *walking* (31 percent), *picnicking* (29 percent), *swimming at a beach or lake* (18 percent), *biking (road)* (18 percent), and *swimming at a pool* (15 percent).
- Overall, 67 percent of Metropark visitors have used the trails, primarily to *walk nature trails* (90 percent), *walk paved trails* (82 percent), *hike rustic trails* (63 percent), and *cycle paved trails* (50 percent).
- The primary reasons that Metropark visitors cite for participating in outdoor activities are *family togetherness* (30 percent), *fun and enjoyment* (17 percent), and *exercise* (17 percent).

NON-VISITORS

- The main reasons non-visitors are not visiting a Metropark are *time* (18 percent), *location is not convenient* (14 percent), and *not interested in Metroparks activities/amenities* (13 percent).
- Overall, 50 percent of non-visitors visited another park other than a Metropark. The main reason cited for visiting another park was that it was *close to my home/work* (65 percent).
- While done with less frequency, non-visitors who visited another park share several of the most common outdoor activities with Metropark visitors: *walking* (32 percent), *biking (road)* (14 percent), *picnicking* (11 percent), and *swimming at a pool* (10 percent). *Field sports* (13 percent) are more common among non-visitors than among Metropark visitors.
- *Exercise* (26 percent) is the primary reason for participating in outdoor activities, although *family togetherness* (23 percent) is also important among non-visitors (as with Metropark visitors).

SUMMARY

Based upon the survey results and analysis it is clear that familiarity and satisfaction with the Metroparks is high; Kensington, Metro Beach, and Stony Creek received the highest visitation rates and levels of satisfaction across all five counties. *Family togetherness* emerged as the primary reason Metroparks are visited, followed by *fun and enjoyment* and *exercise*. Trail use is also high and seems to follow similar patterns overall, with *walking* the most common. Perhaps not surprising, visitation rates are highly correlated to geographic proximity to parks, with the highest visitation being in parks within close proximity to a respondent's county of residence. Interestingly, visitation was more evenly distributed in Washtenaw County compared to other counties.

The most common activities in Metroparks included *walking*, *picnicking*, *court games*, and *biking*. *Walking* was one of the most common activities across all counties, with *picnicking* more common in Washtenaw and Wayne counties. *Swimming* (both at pool and beach or lake) is more common in Wayne County. In general, *road biking* is twice as common as *mountain biking* across all five counties.

Non-visitors cited *lack of time* as the primary reason for not visiting a Metropark ever, or within the last year. However, other reasons for not visiting are somewhat evenly distributed among a variety (e.g., *location*, *not interested in parks*). The percentage of respondents who had never visited any Metropark was highest in Washtenaw County and lowest in Livingston County. "Non-visitors" stated that they would be more likely to visit if the Metroparks offered more events,

followed by having more information about regular services provided at Metroparks. There appears to be a higher likelihood of converting non-visitors in Washtenaw and Wayne counties if emphasis is placed on providing more handicap access followed by better transportation options.

Livingston County had the highest percentage of repeat visitors. In comparison, Wayne County had relatively lower repeat visitation, though based upon survey results overall this is likely not a reflection of the actual experience as much as other factors (e.g., transportation, costs).

In terms of why visitors chose to visit a Metropark, there were a few significant differences by race. For example, *close to my home/work* was less important for African American visitors compared to white visitors. In addition, being able to *enjoy nature* was more important for African American visitors compared to white visitors. White visitors were more likely to cite *exercise* as a primary reason for visiting a Metropark compared to African American visitors, who prefer *picnicking* and *swimming*.

CONCLUSIONS

- Because visitors provide such high marks for the quality of their experience, and visit Metroparks repeatedly throughout the year, once non-visitors are converted, HCMA should be able to retain them as customers.
- Special events, concerts, and festivals may have more drawing power compared to more typical outdoor recreation activities (such as walking, biking, and picnicking which are common to both visitors and non-visitors). These types of high-profile social events might also engage younger adults (18–24 years), whose primary motivation for visiting the Metroparks is *being with friends*.
- Both non-visitors and Metropark visitors seem to be choosing other parks for *exercise* options such as field sports and running/jogging. HCMA should consider new products that target this motivation and set of activities.
- The preservation of large tracts of open space is valued by both Metropark visitors and non-visitors in the five-county region. This preservation ethic should be capitalized on and promoted during marketing efforts, particularly if millage increases are sought among voters.

Introduction

OVERVIEW

The Huron-Clinton Metropolitan Authority (HCMA) manages 13 Metroparks that cover nearly 25,000 acres in the five-county Southeast Michigan region that includes Livingston, Macomb, Oakland, Washtenaw, and Wayne counties, underpinned by its Master Plan that defines the vision and the mission of the HCMA and sets priorities for the future. The Master Plan explains the HCMA's multifaceted responsibilities and provides policies and guidelines for achieving the highest standards of service in resource conservation, management, interpretation, public access, and recreation. The policies set forth by the Master Plan help guide the stewardship and development of current and future parks in such a way to maintain a careful balance between the need to protect and conserve natural resources while offering recreational use of parklands for all to enjoy now and in the future.

Today, because of continued urbanization, the need for a regional system of publicly owned open space areas, recreational facilities, and trails is perhaps even greater than it was when the HCMA was originally established. And, as in 1939, the times are uncertain. Like other public agencies, the HCMA continually faces the potential loss of important revenues, while the demand for recreational areas, facilities, programs and services continues to grow. Economic uncertainty, changes in population density, the increased ethnic and cultural diversity of the five-county region, improved scientific knowledge in natural and cultural resource management, and land use changes are among the key challenges that will continue to shape the HCMA's work of the future.

As part of its Master Plan and ongoing recreation planning activities, the HCMA hired Public Sector Consultants (PSC) to complete a random and representative survey of adult residents of the five Michigan counties encompassed by the HCMA. This survey builds on a body of survey and focus group research completed over the past decade by the HCMA as part of the mandated Recreation Plan activities. Currently in year four of a five-year planning cycle, an updated Recreation Plan is due to the State of Michigan by December 31, 2012.

The purpose of this survey is to garner public opinion about and satisfaction with HCMA programs, services, and facilities; patterns of use among Metroparks and other competing parks; general demographic profiles of current and potential customers; barriers to participation; perceptions of how the Metroparks impact quality of life; and relative value among residents of the five counties.

METHODOLOGY

The research presented here includes two distinct data collection activities:

- A telephone survey of residents in the five counties, and
- An online form that allows respondents to provide additional comments and suggestions.

While random, a Random Digit Dial (RDD) landline telephone survey of the five-county HCMA region will not necessarily be representative or reliable (generalizable to the target population). Non-coverage bias is especially possible in Washtenaw and Livingston counties where the population is smaller. At the same time, certain demographic categories (particularly African Americans and residents aged 18–34) are traditionally under-represented by RDD landline surveys. Additionally, recent research estimates that 24.9 percent of the U.S. adult population has

wireless telephone service only.¹ In addition to representing fully a quarter of the U.S. adult population, cell phone only households are typically younger and more racially diverse than the general population. For these reasons, the American Association for Public Opinion Research (AAPOR) recommends including a cell phone sample in telephone surveys to avoid non-coverage bias that may result from missing these potential respondents.² The current recommendation is that 20 percent of completed interviews are from cell phones and 80 percent from landline telephones. Given these circumstances, this survey utilized an updated version of the 2001 HCMA telephone survey sampling frame that reflects Census 2010 population estimates and includes cell phone respondents.

To complete the telephone data collection, PSC contracted with Survey Sampling International (SSI). With 2,500 interviewers across the United States, SSI is one of the world's leading telephone sampling organizations.

Finally, because open-ended questions increase the length and, as a result, the cost of a telephone survey, a short online form was deployed by PSC to garner open-ended comments and suggestions from residents of the target counties. Telephone respondents were encouraged to provide additional feedback through the form and were given the link at the end of the telephone interview. In addition, the online form was promoted by the HCMA through its website.

DATA COLLECTION PROCEDURES

Instrument Development and Field Testing

Prior to data collection beginning, PSC used a participatory model to develop the telephone survey. PSC met in person with HCMA staff and a member of the HCMA Board to discuss the goals for the telephone survey, gain a deeper understanding of what the survey was supposed to measure, explore prior surveys the HCMA conducted, and discuss appropriate question wording and measurement scales.

After this initial meeting, PSC developed a draft instrument for HCMA comment and approval. Once the survey instrument was finalized, it was programmed for data collection by SSI and then field tested. During this testing period, 15 surveys were completed with randomly selected residents of the five-county target region and recorded. Both PSC and HCMA staff reviewed these recordings and final adjustments were made to the survey instrument for data collection.

Sample

The sampling plan for this survey was designed to accomplish the following:

- 2,400 completed surveys across the five-county HCMA region (Livingston, Macomb, Oakland, Washtenaw, and Wayne counties) that are representative of demographic subgroups

¹ S.J. Blumberg and J.V. Luke, *Wireless Substitution: Early Release of Estimates from the National Health Interview Survey, January–June 2010*, Center for Health Statistics, December 2010. Available from <http://www.cdc.gov/nchs/nhis.htm>. (Accessed 6-27-12.)

² *New Considerations for Survey Researchers when Planning and Conducting RDD Telephone Surveys in the U.S. with Respondents Reached via Cell Phone Numbers*. American Association for Public Opinion Research Cell Phone Task Force. 2010.

and are proportionate to each county's population, to a margin of error of +/- 2 percent at a 95 percent confidence level.³

- Representative data for each of the three management districts (Western, Eastern and Southern), using respondent ZIP Code and GIS technology to aggregate respondents by district, to a maximum margin of error of +/- 5 percent at a 95 percent confidence level.
- Representative data for each of the five counties, to a margin of error between +/- 3–5 percent at a 95 percent confidence level.

As shown in Exhibit 1, a total of 480 surveys were collected by cell phone, representing 20 percent of the total number of completed surveys. The overall sample included 850 surveys in Wayne County, 500 in Oakland, 400 in Macomb, 325 in Washtenaw and 325 in Livingston.

EXHIBIT 1. 2012 HCMA Sample

County	Census 2010 population		Sample				Margin of error (95% CI)
	#	%	Cell phone	Landline	Total	%	
Wayne	1,820,574	41%	170	680	850	35%	3%
Oakland	1,202,362	27%	100	400	500	21%	4%
Macomb	840,978	19%	80	320	400	17%	5%
Washtenaw	344,791	8%	65	260	325	14%	5%
Livingston	180,967	4%	65	260	325	14%	5%
TOTAL	4,389,672	100%*	480	1,920	2,400	100%*	2%

*These columns do not add exactly to 100 percent due to rounding.
SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Exhibit 2 shows the breakdown of demographics for the sample, along with a comparison to the Census 2010 estimates for the five-county region.

EXHIBIT 2. 2012 HCMA Sample Demographics

Category	Census 2010 population %	Sample	Sample %	Margin of error (95% CI)
Gender				
Male	48%	1,150	48%	+/-2.9%
Female	52	1,250	52	+/-2.8
Age				
18–34	12%	116	5%	+/-9.1%
25–34	16	408	17	+/-4.9
35–44	18	346	14	+/-5.3

³ The margin of error provides an estimate of how accurate the survey results represent the target population. In this case, survey results could be interpreted as being accurate within 2 percent of the stated results, 95 percent of the time.

Category	Census 2010 population %	Sample	Sample %	Margin of error (95% CI)
45–54	20%	420%	18%	+/-4.8%
55–64	16	511	21	+/-4.3
65+	17	497	21	+/-4.4
Race/Ethnicity				
White, non-Hispanic	67%	1,549	65%	+/-2.5%
African American	23	535	22	+/-4.2
All other races	9	223	10	+/-6.6

SOURCE: *Huron-Clinton Metropolitan Authority Telephone Survey, 2012.*

Weighting

Because the sample was disproportionate for each county, and additional oversampling was completed for African American respondents and those aged 18–34, weights were applied so the final sample would more closely match Census 2010 population estimates.

First, each county was adjusted for disproportionate county sampling, and then post-stratification weights were applied so that gender, age, and race/ethnicity match the Census 2010 population estimates for the five-county region as a whole. Additionally, each county-level analysis was weighted according to its individual demographic profile for gender, age, and race/ethnicity.

Telephone Survey Results

OVERVIEW

To begin, all respondents were asked to rate their familiarity with the Metroparks, if they had ever visited any of the 13 Metroparks, and if they had visited a Metropark in the past year. Regardless of whether or not they had ever visited a Metropark, only those respondents who indicated that they had visited a Metropark during the past year were considered visitors, while those who had not were considered non-visitors.

Familiarity with the Metroparks was high among respondents, with 77 percent indicating they are either *somewhat familiar* (43 percent) or *very familiar* (34 percent). As shown in Exhibit 3, this high degree of familiarity was consistent across all five counties in the region, varying from 63 percent in Washtenaw County to 84 percent in Livingston County.

EXHIBIT 3. Familiarity with Metroparks among All Respondents, by County

County	Very familiar	Somewhat familiar	Familiar
Livingston	43%	41%	84%
Macomb	44	39	83
Oakland	32	44	76
Washtenaw	23	40	63
Wayne	32	44	76
OVERALL	34%	43%	77%

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Metropark Lifetime Visitation

As shown in Exhibit 4, the Metroparks with the greatest number of respondents visiting in their lifetime are Kensington (49 percent), Metro Beach (40 percent), and Stony Creek (33 percent). In general, park visitation follows geographic proximity to parks, with the highest number of respondents having visited parks within close proximity to their county of residence (e.g., Kensington is most visited in Livingston County and Metro Beach in Macomb County).

Visitation in Washtenaw County was more evenly distributed among the Metroparks (particularly Hudson Mills, Dexter-Huron and Delhi) compared to other counties. The percentage of non-visitors to any Metropark (lifetime) was highest in Washtenaw County (19 percent) and lowest in Livingston County (5 percent).

EXHIBIT 4. Metropark Visitation (lifetime), by County

Metropark	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Delhi	8%	1%	2%	31%	3%	5%
Dexter-Huron	22%	4%	4%	34%	6%	8%

Metropark	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Hudson Mills	30%	4%	5%	38%	7%	10%
Huron Meadows	32	6	5	12	11	10
Indian Springs	10	3	15	3	3	6
Kensington	84	30	63	30	49	49
Lake Erie	8	4	6	13	21	12
Lower Huron	9	6	8	18	32	20
Metro Beach	17	70	35	11	36	40
Oakwoods	3	3	3	3	7	4
Stony Creek	16	65	44	12	17	33
Willow	5	4	3	9	19	10
Wolcott Mill	2	16	3	2	3	5
None	5	7	10	19	11	10
Don't know	1	4	2	3	2	3

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Overall, 76 percent of respondents had visited a Metropark during the past year. Ten percent of respondents indicated they had never visited a Metropark, while 24 percent had not visited a Metropark during the past year, for a total of 34 percent of respondents being non-visitors.

As shown in Exhibit 5, Livingston County had the highest percentage of repeat visitors (84 percent), with 36 percent having visited *more than six times*, and only 17 percent reporting that they have not visited a Metropark in the past year. In comparison, Wayne County had relatively lower repeat visitation (74 percent), with 15 percent having visited *more than six times*, and 26 percent reporting that they have not visited a Metropark in the past year.

EXHIBIT 5. Metropark Visitation in the Past Year, by County

Visitation	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Once or twice	25%	22%	27%	36%	35%	30%
3—6 times	23	26	30	19	24	25
More than 6 times	36	31	21	21	15	21
Haven't visited in the past year	17	21	21	24	26	24

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Park Land Development Preferences

All respondents (both visitors and non-visitors) were asked for their opinion on parks and open space, as well as what they thought was an appropriate mix of recreation and open space. Two-thirds of both visitors (64 percent) and non-visitors (67 percent) feel that it was *very important* to preserve large tracts of open space (such as through the Metroparks). An overwhelming majority

of both visitors (94 percent) and non-visitors (90 percent) responded that having about one-quarter of the Metroparks for active recreation use is appropriate.

Among those who do not feel that one-quarter is an appropriate mix of recreation and open space, visitors and non-visitors had similar opinions, but visitors were more likely to say there should be *less natural area/open space*:

- 33 percent of visitors and 36 percent of non-visitors feel that there should be *much more natural areas with trees and other native vegetation*.
- 22 percent of visitors and 32 percent of non-visitors feel there should be *a little more natural area/open space*.
- 24 percent of visitors and 9 percent of non-visitors feel that there should be *less natural area/open space*.

VISITORS

Value Concepts

As stated above, 76 percent of respondents had visited a Metropark during the past year. Overall, 97 percent of visitors indicated that they were either *very satisfied* (70 percent) or *somewhat satisfied* (27 percent) with the Metroparks. This pattern was consistent across all five counties, with dissatisfaction representing only about 2 percent of the respondents. Satisfaction was highest in Washtenaw County (79 percent *very satisfied*) and was slightly lower in Macomb and Wayne counties (69 percent *very satisfied*).

Visitors were also asked how important various factors were in their decision to visit a Metropark. Overall, the most important reasons are:

- Safety (80 percent *very important*)
- Well-maintained grounds (79 percent *very important*)
- Clean facilities (77 percent *very important*)

The least important reasons are:

- Helpful/knowledgeable staff (48 percent *very important*)
- Food quality (26 percent *very important*)

As shown in Exhibit 6, there is variation in the reasons to visit a Metropark among the five counties. Being *close to home* was more important in Livingston County (71 percent *very important*) than in Washtenaw or Wayne County (52 percent *very important*). *Food quality* was more important in Wayne County (35 percent *very important*) than in Oakland County (14 percent *very important*). *Helpful/knowledgeable staff* was also more important in Wayne County (55 percent *very important*) than in Washtenaw County (32 percent *very important*).

EXHIBIT 6. Reasons to Visit a Metropark (% Very Important), by County

Reason	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Safety	74	84	74	81	81	80
Well-maintained grounds	73	85	76	68	80	79
Clean facilities	75	82	69	73	80	77
Close to home	71	64	66	52	52	58
Good value	53	56	48	45	62	57
Chance to experience nature	55	56	53	63	45	50
Helpful/knowledgeable staff	40	48	37	32	55	48
Food quality	19	26	14	17	35	26

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Metropark Visitation

When visitors were asked to pick one Metropark that they visited most often, Kensington had the highest number of responses (29 percent), followed by Metro Beach (20 percent), Stony Creek (16 percent), and Lower Huron (9 percent). Park visitation followed geographic patterns, with visitors in each county reporting higher levels of visitation at parks within or in close proximity to their county of residence (Exhibit 7).

- Visitation among Wayne County residents was slightly more dispersed between Kensington, Lower Huron, Metro Beach, and Lake Erie.
- More than two-thirds (68 percent) of residents in Livingston County visited Kensington.
- Nearly nine out of ten residents in Macomb County visited either Metro Beach (47 percent) or Stony Creek (40 percent).
- Over half of residents of Washtenaw County visited either Hudson Mills (37 percent) or Delhi (21 percent).

EXHIBIT 7 Most Visited Metroparks (Visitors), by County

Metropark	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Kensington	68%	2%	48%	8%	29%	29%
Metro Beach	1	47	6	3	19	20
Stony Creek	1	40	27	3	3	16
Lower Huron	0	<1	2	8	19	9
Lake Erie	0	0	1	4	10	4
Hudson Mills	14	<1	2	37	1	4
Delhi	<1	0	<1	21	1	2

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

The main reason visitors cited for visiting these Metroparks over other parks was *close to my home/work* (48 percent). This was true in every county as well, although the percentage was lowest in Wayne County.

- Livingston County (61 percent)
- Macomb County (54 percent)
- Washtenaw County (54 percent)
- Oakland County (53 percent)
- Wayne County (41 percent)

Outdoor Activities

As shown in Exhibit 8, the most common activities at Metroparks are *walking* (31 percent), *picnicking* (29 percent), *swimming (beach or lake)* (18 percent), and *biking, on road* (18 percent). *Walking* is one of the most common activities across all counties, with *picnicking* more common in Washtenaw and Wayne counties. *Swimming* (both at a pool and at the beach or lake) is more common in Wayne County. *Hiking* is more common in Oakland and Livingston counties and lowest in Wayne County. In general, *road biking* is nearly twice as common as *mountain biking* across all five counties.

EXHIBIT 8. Most Common Outdoor Activities for Visitors at Metroparks, by County

Activity	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Walking	43%	34%	30%	29%	27%	31%
Picnicking	20	25	24	31	33	29
Swimming (beach or lake)	14	17	21	10	20	18
Biking (road)	23	20	20	18	15	18
Swimming (at pool)	5	12	7	4	22	15
Hiking	21	13	22	15	8	14
Beaches (public)	14	13	11	1	15	13
Fishing	10	16	9	11	13	12
Boating	5	14	12	6	11	11
Biking (mountain biking)	9	12	12	5	10	10

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

The primary reason Metropark visitors cite for participating in outdoor activities is *family togetherness* (30 percent), followed by *fun and enjoyment* (17 percent), and *exercise* (17 percent). As shown in Exhibit 9, this pattern is generally true among the five counties, with *family togetherness* most common in Wayne County. *Exercise* is more common in Livingston County compared to Washtenaw and Wayne counties, while *relaxation* is more common in Macomb County.

EXHIBIT 9. Primary Reason for Outdoor Activities among Visitors, by County

Reason	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Family togetherness	25%	29%	26%	22%	31%	30%
Fun and enjoyment	17	17	17	8	19	17
Exercise	29	18	21	16	14	17
Relaxation	6	14	10	12	10	11
Experiencing nature	11	10	12	13	10	10
Being with friends	5	6	11	8	9	8
Other	3	2	1	3	3	2

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Trail Use

Visitors were also asked specific questions about their use of trails in the Metroparks. Overall, 67 percent of visitors to Metroparks have used the trails. Use of the trails seems to follow the same patterns of activity detailed above, with walking being the most common, followed by biking. The primary ways that visitors use the trails include *walk nature trails* (89 percent), *walk paved trails* (82 percent), *hike on rustic trails* (63 percent), and *cycle on paved trails* (50 percent). This pattern of trail use was consistent across all counties (Exhibit 10). When compared to other counties, cycling on *mountain bike trails* is more common in Macomb County, while *in-line skate on paved trails* is most common in Macomb and Wayne counties.

EXHIBIT 10. Trail Use among Visitors, by County

Activity	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Walk nature trails	90%	93%	85%	93%	90%	90%
Walk paved trails	83	88	72	83	85	82
Hike on rustic trails	70	65	64	76	60	63
Cycle on paved trails	49	50	49	49	53	50
Walk/run dog on paved trails	46	42	32	45	38	37
Run paved trails	32	36	32	33	31	33
Cycle on mountain bike trails	29	40	31	26	29	31
Cycle on roadways	23	27	29	31	28	28
In-line skate on paved trails	14	27	16	17	26	22
Go horseback riding	6	6	7	9	11	9

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Other Park Visitation

Fully three-quarters (76 percent) of Metropark visitors have also visited a park other than a Metropark within an hour of where they live during the past year.

The parks most commonly visited by Metropark visitors included local community parks and other nearby parks. The parks cited most often in each county, in descending order, are:

- Livingston County: *Island Lake Recreation Area, Brighton Recreation Area, Pinckney Recreation Area, and Lakelands Trail State Park*
- Macomb County: *Macomb Orchard Trail*
- Oakland County: *Pontiac Lake State Park, Red Oaks, Highland State Recreation Area, Proud Lake State Park, and Waterford Oaks*
- Washtenaw County: *Pinckney Recreation Area, Rolling Hills, Independence Lake, and Waterloo State Recreation Area*
- Wayne County: *Belle Isle, Hines Park, Elizabeth, Maybury State Park, and Rouge Park*

NON-VISITORS

As stated above, 34 percent of respondents indicated that they had either never visited a Metropark (10 percent) or had not visited in the past year (24 percent). Non-visitation was highest in Washtenaw County (43 percent), with 19 percent of respondents having never visited a Metropark and 24 percent having not visited in the past year.

Non-visitors were then asked what the main reason was for not visiting a Metropark during the past year. Overall, *time* (18 percent), *location is not convenient* (14 percent), and *not interested in Metroparks activities/amenities* (13 percent) were the most common reasons. Exhibit 11 shows the breakdown for each county. When compared to other counties, *time* is a more common barrier in Washtenaw County, *transportation* is a more common barrier in Wayne County, and in Macomb County, non-visitors are more likely *not interested in Metroparks activities/amenities*.

EXHIBIT 11. Reason for Not Visiting a Metropark in the Past Year, by County

Reason	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Time	18%	16%	23%	35%	18%	18%
Location is not convenient	12	12	17	10	12	14
Not interested in Metroparks activities/amenities	17	21	13	12	10	13
Don't visit parks of any kind	8	6	10	3	10	9
Transportation	1	4	2	4	12	8
I use other parks or recreation facilities	7	3	10	5	8	7
Lack of information	7	2	2	9	4	4
Cost	6%	2%	3%	9%	4%	4%

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Non-visitors were also asked what would make them interested in visiting a Metropark; in other words, what would help convert them into a Metropark user? About half said that they would be interested or willing to visit a Metropark if:

- The Metroparks *offered more events* (47 percent)
- They *knew more about their services* (45 percent)

In contrast, over half of non-visitors said they would *not* be interested or willing to visit a Metropark if:

- *They were more handicap accessible* (61 percent)
- *There were better transportation options* (57 percent)
- *They offered more education classes* (56 percent)

Exhibit 12 shows the breakdown of willingness to visit by county. In general, there appears to be a higher likelihood of converting non-visitors in Washtenaw and Wayne counties, with the lowest likelihood in Livingston County. When compared to other counties, there is a greater willingness to visit a Metropark if *they were more handicap accessible* in Wayne and Washtenaw counties. More non-visitors in Wayne and Washtenaw counties also said they would be interested in visiting if *there were better transportation options*.

EXHIBIT 12. Willingness of Non-Visitors to Visit a Metropark, by County

Reason	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
They offered more events	31%	44%	47%	52%	50%	47%
You knew more about their services	31	38	44	54	49	45
They offered more education classes	24	30	34	44	48	40
There were better transportation options	14	36	28	38	49	40
They were more handicap-accessible	19	29	19	37	41	32

SOURCE: *Huron-Clinton Metropolitan Authority Telephone Survey, 2012.*

Overall, 50 percent of non-visitors indicated that they had been to another park at least once during the past year. As shown in Exhibit 13, non-visitors were most likely to visit another park in Oakland and Wayne counties, and least likely in Macomb County.

EXHIBIT 13. Non-Visitor Visitation to Other Park, by County

County	%
Wayne	53%
Oakland	52

Livingston	47%
Washtenaw	42
Macomb	35
OVERALL	50%

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

The parks most commonly visited by Metropark non-visitors included local community parks and other nearby parks. The parks cited most often in each county, in descending order, are:

- Livingston County: *Brighton Recreation Area, Pinckney Recreation Area, Island Lake Recreation Area, and Lakelands Trail State Park*
- Macomb County: *Macomb Orchard Trail*
- Oakland County: *Pontiac Lake State Park, Red Oaks, Proud Lake State Park, Waterford Oaks, and Highland State Recreation Area*
- Washtenaw County: *Pinckney Recreation Area, Rolling Hills, Independence Lake, and Waterloo State Recreation Area*
- Wayne County: *Belle Isle, Hines Park, Rouge Park, Elizabeth, and Maybury State Park*

The main reason non-visitors cited for visiting these parks over Metroparks was that they were *close to my home/work* (65 percent). This was true in every county as well, although the percentage was lowest in Macomb County:

- Washtenaw County (77 percent)
- Livingston County (68 percent)
- Oakland County (68 percent)
- Wayne County (62 percent)
- Macomb County (58 percent)

Among non-visitors, the most common outdoor activity they typically participate in is *walking* (32 percent). As shown in Exhibit 14, *walking* is also the most popular activity in each county. When compared to other counties, *walking, hiking, and running/jogging* are more common in Washtenaw County, while *field sports* are more common in Livingston County. *Running/jogging* is least common in Oakland County, and *picnicking* is least common in Macomb and Washtenaw counties.

EXHIBIT 14. Most Common Outdoor Activities for Non-Visitors, by County

Activity	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Walking	31%	24%	38%	54%	29%	32%
Biking (road)	31%	12%	16%	27%	15%	14%
Field sports	24	7	18	11	13	13
Fishing	14	10	15	6	12	12
Picnicking	19	5	11	7	14	11
Swimming (pool)	9	9	14	6	10	10

Activity	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Hiking	21%	8%	12%	34%	6%	9%
Camping	9	12	11	3	7	8
Running, jogging	1	8	5	28	7	7

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

About half of non-visitors said that their primary reason for participating in outdoor activities is either for *exercise* (26 percent) or *family togetherness* (23 percent). This pattern was generally followed in Macomb, Oakland and Wayne counties. *Fun and enjoyment* is slightly higher in Livingston County, while *experiencing nature* is highest in Washtenaw County (Exhibit 15).

EXHIBIT 15. Primary Reason for Outdoor Activities among Non-Visitors, by County

Reason	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County	Overall
Exercise	26%	24%	23%	16%	28%	26%
Family togetherness	11	19	24	18	24	23
Relaxation	16	12	12	11	13	13
Fun and enjoyment	19	14	16	5	10	12
Experiencing nature	7	8	12	27	10	10
Being with friends	12	12	7	14	8	9
Other	8	1	4	<1	2	3

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

VISITORS COMPARED TO NON-VISITORS

As shown in Exhibit 16, some patterns are apparent when outdoor activities of visitors, visitors who also visited a non-Metropark, and non-visitors who visited a non-Metropark are compared. *Walking* is the most common activity among all three groups. After *walking*, the most common activities to occur at the Metroparks are *picnicking*, *swimming (beach or lake)*, *biking (road)*, *swimming (pool)*, *hiking*, and *beaches (public)*. In contrast, respondents were more likely to visit another park for *field sports* and *running/jogging*.

EXHIBIT 16. Most Common Outdoor Activities for Visitors and Non-Visitors

Activity	Metropark visitor	Visited another park	
		Metropark visitor	Non-visitor
Walking	31%	37%	32%
Picnicking	29	15	11
Swimming (beach or lake)	18	12	8
Biking (road)	18	24	14
Swimming (at pool)	15	9	10
Hiking	14	14	9
Beaches (public)	13	5	4
Fishing	12	14	12
Boating	11	8	9
Biking (mountain biking)	10	11	5
Field sports	7	13	13
Running/Jogging	7	12	7

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

Exhibit 17 compares the main reason visitors chose a Metropark and non-visitors chose another park. Proximity to home and work was the main reason cited by both visitors and non-visitors, but was a stronger motivation among the non-visitors. In addition, non-visitors are not going to other parks to use trails, as this was rated much lower among non-visitors.

EXHIBIT 17. Main Reason for Park Visit by Visitors and Non-Visitors

Reason	Metropark visitor	Non-visitor (visited another park)
Close to my home/work	48%	65%
Enjoy nature	10	7
Trails	10	2
Facilities	9	8
Cleanliness	5	4
Safety	2	1
Cost	1	3
Other	10	4

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

As shown in Exhibit 18, there are some differences among Metropark visitors and non-visitors on their primary reason for engaging in outdoor activities. *Family togetherness* and *fun and enjoyment* are slightly higher rated motivations among Metropark visitors, while *exercise* is a stronger motivation among non-visitors.

EXHIBIT 18. Primary Reason for Outdoor Activities among Visitors and Non-Visitors

Reason	Metropark visitor	Non-visitor (visited another park)
Family togetherness	30%	23%
Fun and enjoyment	17	12
Exercise	17	26
Relaxation	11	13
Experiencing nature	10	10
Being with friends	8	9
Other	2	3

SOURCE: Huron-Clinton Metropolitan Authority Telephone Survey, 2012.

- Taken together, non-visitors and Metropark visitors who also visit other parks are more likely to use a non-Metropark for exercise, primarily field sports and running/jogging, and are choosing other parks because of their proximity to home and work.

DEMOGRAPHIC COMPARISONS

This portion of the analysis examines results disaggregated by race, gender, and age.⁴ In order to have a sufficient number of respondents for comparison, race was recoded to include white, African American, and all other races. African American visitors and those of all other races tended to follow the same patterns in the analysis, so for simplicity, comparisons below are described in terms of white visitors and African American visitors.

In terms of why visitors chose to visit a Metropark, there were a few significant differences by race:

- *Close to home/work* was less important for African American visitors (35 percent) compared to white visitors (55 percent)
- Being able to *enjoy nature* was more important for African American visitors (18 percent) compared to white visitors (9 percent)

There were significant differences in the most common outdoor activities by age, gender, and race:

- *Mountain biking* was more common among visitors aged 18–24 (20 percent) compared to other age groups (about 10 percent), but *biking (road)* was most common among visitors aged

⁴ Weighting of survey results must be modified when the variable of interest is also a weighting element. As such, when referring to analysis by race, the race weight has been removed; when referring to age groupings, the age weight has been removed; when referring to differences by gender, the gender weight has been removed. All other weighting elements are still applied.

45–65 (23 percent) compared to those aged 18–24 (14 percent). Visitors aged 65 or over are engaging in both types of biking less frequently (2–6 percent). *Running* is far more popular among visitors aged 18–24 (17 percent) compared to other age groups (3–9 percent). *Swimming (at pool)* was consistent among all age groups (14–16 percent), but *swimming (at beach or lake)* was more common among visitors aged 18–24 (33 percent), 25–34 (22 percent), and 35–44 (20 percent) compared to other visitors (12–14 percent).

- Females (16 percent) are more likely to visit *beaches (public)* compared to males (9 percent). *Fishing* is more popular among male visitors (16 percent) compared to females (8 percent). Males (13 percent) are more likely to *golf* than females (5 percent). *Swimming (at pool)* is more popular among females (20 percent) than males (10 percent).
- White visitors (20 percent) are more likely to go *biking (road)* than African American visitors (10 percent). *Hiking* is a more popular activity among white visitors (18 percent) compared to African American visitors (3 percent), while *picnicking* is more popular among African American visitors (40 percent) than white (21 percent). African American visitors (26 percent) are far more likely to go *swimming (at pool)* than white visitors (10 percent).

The main reasons for participating in outdoor activities showed significant differences by race, age, and gender:

- White visitors (21 percent) were more likely to cite *exercise* as a primary reason for visiting a Metropark compared to African American visitors (10 percent), while African American visitors (34 percent) were more likely to cite *family togetherness* than white visitors (25 percent).
- Visitors aged 18–24 (32 percent) are far more likely to cite *being with friends* compared to other age groups (between 2–9 percent). *Family togetherness* was more important to visitors aged 25–34 (36 percent) and 35–44 (44 percent) compared to those aged 18–24 (14 percent) and 65 or over (21 percent). *Relaxation* was a stronger motivation for visitors aged 65 or over (16 percent) compared to those 18–24 (6 percent).
- Females (35 percent) are slightly more likely to cite *family togetherness* than males (26 percent), while males (20 percent) are slightly more likely to cite *exercise* than females (14 percent).

DISTRICT COMPARISONS

Survey data for the HCMA region included the collection of zip code data for respondents. This was done in order to be able to group respondents by the three HCMA service districts: East, with 908 respondents and an error rate of 3 percent; West, with 844 respondents and an error rate of 3 percent; and South, with 565 respondents and an error rate of 4 percent. These regions cross multiple community and county boundaries and approximate the distribution of the communities that make them up, hence, the results have not been weighted for this analysis.

The three regions are very similar in their distribution of responses, with the obvious exception of Metroparks and other parks most frequented by respondents. Aside from high visitation of Kensington Park (with 42 to 66 percent of respondents from each district having visited Kensington Park in their lifetime), respondents were most likely to have visited a park in the region in which they reside.

Non-Visitors

- Respondents from the South district (12 percent) were more likely to cite *transportation* as a primary reason they have not visited a Metropark during the past year than those in the East (8 percent) or West (4 percent) districts.
- Non-visitors to the Metroparks residing in the West district (13 percent) cite *facilities* as the main reason they visit a particular park more often than those residing in the South (5 percent) and East (7 percent) districts.

Visitors

- As with the region-wide and county analysis, being *close to my home/work* was the primary reason district residents selected a particular Metropark.
- Visitors residing in the West district are more likely to participate in activities such as *hiking* (21 percent) than visitors residing in the East or South districts (11 percent each), but less likely to participate in *swimming* activities than those in the East and South districts (a combined 19 percent for the West, 36 percent for the East and 39 percent for the South).
- Visitors residing in the South district (22 percent total) are less likely to participate in *biking (road and mountain biking)* than residents of the East or West districts (29 percent and 30 percent total, respectively).

All

- The vast majority of all respondents for all districts feel that the preservation of large tracts of open space through public ownership is *very important* or *somewhat important* (90 to 91 percent of respondents in each of the three districts).
- Of those who do not feel the current ratio of recreation use and open space in the Metroparks is a good mix, residents in the East district (64 percent) are more likely to feel there should be *a little more or more* natural areas with trees and other native vegetation than in the West (47 percent) and South (53 percent) districts.

Online Results

In addition to the telephone survey, an online form was programmed for electronic data collection. This short survey included a few categorical questions, and also allowed respondents to provide written comments. A total of 45 responses were received on the online form, with about half (44 percent) of the respondents indicating that they had also completed the telephone survey. These results provide anecdotal evidence of consumer preferences, but carry no statistical significance and cannot be generalized to the overall regional population.

When asked how to deal with budget setback, 44 percent of online survey respondents said they would prefer to *pay higher fees at pay-for-use facilities*, followed by *close lesser-used facilities* (29 percent), *pay higher park entry fees* (22 percent), and *increase taxes to keep lesser-used facilities* (18 percent). In addition, three-quarters (77 percent) said that they support a millage increase to restore funding to the .25 mil level through a Headlee override.

Eighty percent of online survey respondents feel that the Metroparks should be part of the solution for the rising obesity trend among youth. Specific suggestions included:

- Disc golf, skateboarding, inline skating, volunteer programs aimed at young people (get them actively involved at the Metroparks)
- “Get Moving” types of events (i.e., Family and Teen Walk-a-Thons, Biking, Roller Blading) that feature healthy snacks
- Perhaps part of the parks funding should be allocated to reach out more to area K-12 schools to lure them away from technology

Similar to the telephone survey results, 88 percent of online respondents feel that a quarter of the Metroparks being developed for recreation is a good mix. Specific comments included:

- We love the undeveloped land—it really adds a natural feel compared to being overdeveloped.
- Open space is what makes it so inviting.
- Good amount of paved and wooded trails for walking and biking. Lots of areas to picnic.
- Keep the nature areas undeveloped.

Respondents were also asked to provide suggestions for programs, festivals, or other special events. Comments were widely varied, including everything from the need for more picnicking opportunities and dog parks to outdoor wedding sites. One respondent requested a Metroparks “app” that visitors could use on the trails with their GPS. Some of the specific ideas for festivals or events included:

- Maybe a catch and release fishing contest, or perhaps a "river cruise" where prizes are given to individuals (whether in a kayak, canoe or raft, are able to either note, or photograph as many birds, turtles, fish (if possible), animals (deer, raccoon, etc.) along a stretch of the river. Prizes could be fairly easy—an annual park tag, 3 free canoe/kayak rentals, etc.
- Perhaps more use by church, school, or social groups for picnics, outdoor services, or nature focused events.
- Culturally diverse festivals and more diversity in advertising for the parks would make more people feel "included" in the parks community.
- Outdoor concerts would be a nice addition.

Summary and Conclusions

MARKET PENETRATION

The Metroparks have been visited at least once during the past year by three-quarters (76 percent) of survey respondents in the five-county region. This park visitation follows geographic patterns by county; Metropark visitors are primarily visiting the park that is in close proximity to their home/work. This pattern is also true of non-visitors and Metropark visitors who have visited another park for outdoor recreation in the past year.

This represents a challenge for the Metroparks. While market penetration is high (nearly 8 out of every 10 adults), Metropark visitors and non-visitors are motivated primarily by proximity to home and work for existing products and services included in the survey, so getting them to drive a larger distance might require the development of new products and services not currently offered by the Metroparks or other nearby parks.

Special events, concerts, and festivals may have more drawing power compared to more typical outdoor recreation activities (such as *walking*, *biking*, and *picnicking* which are common to both visitors and non-visitors). These types of high-profile social events might also engage younger adults (18–24 years), whose primary motivation for visiting the Metroparks is *being with friends*.

HIGH-QUALITY EXPERIENCE

In addition to having high market penetration, the Metroparks are providing a high-quality experience to visitors. Overall, 97 percent are either *very satisfied* (70 percent) or *somewhat satisfied* (27 percent). While satisfaction varied slightly among the five counties included in the survey, the vast majority of Metropark visitors were *very satisfied*. These results indicate that across all of the Metropark products and services in the five-county region, a quality visitor experience is occurring and the parks are meeting or exceeding visitor expectations. Since a quality experience is clearly part of the Metropark ethos, it can be expected that the development of new products and services would also be high quality. Once non-visitors are converted, they should be retained.

OUTDOOR ACTIVITIES

While *walking* was the most common activity among Metropark visitors, non-visitors, and Metropark visitors who also visited another park in the past year, activities where the Metroparks seem to have a comparative advantage include *picnicking*, *swimming (beach or lake)*, *swimming (pool)*, and *beaches (public)*. Non-visitors and Metropark visitors are not choosing other parks over the Metroparks to participate in these activities.

In contrast, *running/jogging* and *field sports* are occurring at other parks instead of in the Metroparks. Because running is most popular among visitors age 18–24, visitation could potentially be increased if this market segment is targeted. Running promoted through special events (such as triathlons, or organized races) or through new/novel opportunities (such as an iPhone application that interacts with visitors as they run the trail) might engage this age group in running at the Metroparks.

PARK LAND

The preservation of large tracts of open space is valued by both Metropark visitors and non-visitors in the five-county region. The vast majority of both visitors and non-visitors also indicated that having three-quarters of the park land undeveloped was an appropriate mix in the Metroparks. In all, just 2 percent of adult residents of the five counties felt that there should be less natural areas/open space in the parks. This preservation ethic should be capitalized on and promoted during marketing efforts, particularly if millage increases are sought among voters.

COMPARISON TO 2001 TELEPHONE SURVEY

While the battery of questions changed slightly from the 2001 survey, the 2012 survey instrument was designed to allow for comparison of key measures and concepts. The following broad comparisons are provided for the 2001 telephone survey.

- **Visitation remains high:** In 2001, 79 percent of respondents in the five-county region had visited a Metropark in the past year, with a consistent 76 percent in 2012. With such a high market penetration, and products that provide such broad recreational appeal, the Metroparks may need to consider new products that target emerging trends without sacrificing the core services already provided.
- **Customer satisfaction remains high:** In 2001, 87 percent of Metropark visitors had a positive customer satisfaction rating. Satisfaction ratings in 2012 were at 97 percent. In both surveys, just 3 percent of respondents had a negative rating of the Metroparks. As noted above, this high customer satisfaction rating demonstrates a commitment to a quality visitor experience that should help maintain new customers once they are converted.
- **Most popular outdoor activities are consistent:** Five out of the top six outdoor activities from 2001 are the same in 2012. *Hiking, walking, biking, swimming at a pool, beaches,* and *picnicking* are still among the top activities cited by Metropark visitors. Given the consistency of these activities among visitors (and their popularity among non-visitors), they should fit well with potential marketing and product development efforts.
- **Reasons for participating in outdoor activities show potential:** While direct comparisons cannot be made to 2001 results, *family togetherness* was the highest rated reason among Metropark visitors in 2012. The 2001 survey found that *picnicking, swimming in pools,* and *beaches* were among the highest rated activities around this motivation. Since these are still among the highest rated outdoor activities among visitors, this should be seen as positive news. At the same time, *biking, walking,* and *hiking* were cited as main reasons for exercise in the 2001 survey. Since *exercise* is the top motivation among non-visitors in 2012, these activities should be considered for expanding the customer base. As noted earlier, since these activities are already part of the core, highly rated products and services offered by the Metroparks, it may be necessary to develop new or novel products that cater to specific target audiences (such as an iPhone app for trail users).
- **Non-visitors continue to cite the same reasons for not visiting a Metropark:** *Lack of time* and *location/distance* were the top two reasons for not visiting a Metropark in both 2001 and 2012. As noted earlier, proximity to parks is a consistent pattern in visitation and among non-visitors who recreate elsewhere. Strategies that motivate potential customers to overcome the distance and time barriers should be considered as part of new product development and marketing strategies (such as special events or new/novel spins on existing products).



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: David L. Wahl, Controller
Subject: Five-Year-Plan Financial Projections – 2013 to 2017
Date: July 3, 2012

Attached please find staff's recommended 2013 to 2017 Five-Year-Plan. This enclosure includes: (1) a summary page, (2) key assumptions and (3) a schedule of capital improvement projects by park. This recommended Plan updated the March 1, 2012 "draft" plan that was presented at the April 12 Board meeting and reviewed in detail at the May 17 Board Special meeting.

The recommended June 1, 2012 updated Five-Year-Plan incorporates the following changes:

1. Board recommended toll fee increases in 2014 and 2016. By accelerating the timing and amount of the toll fee increases, it created a favorable impact on the Authority's projected Reserve account.
2. The estimated impact of the pending Personal Property Tax reform starting in 2014.
3. Increase in tax refunds due to U.S. Steel in 2012 and future years.
4. Attrition of 13 of the 15 full-time employees who elected the "special" Early Retirement window. Plus attrition of one employee who resigned. These employees were not replaced in accordance with the March 2011 Board approved Park Reorganization Plan.
5. Estimated attrition of another 21 full-time employees from "regular" 2012 to 2017 retirements not replaced.
6. Small reduction in funding for major maintenance – 2012 to 2017.
7. Inclusion of \$500,000 relating to a grant application for Phase II of the Lake St. Clair Parking Lot reconstruction.

Key assumptions included in the June 1, 2012 recommended Five-Year-Plan that were unchanged include:

1. No wage increases projected for full and part-time employees.
2. Back filling full-time positions with greater utilization of part-time employees.
3. Potential privatization/closure of Wolcott Mill Golf Course in 2013.
4. Allowances have been made for estimated cost increases of (a) 5 percent annually for pension and retiree health care contributions, utilities, repairs/maintenance of equipment and facilities, (b) 7 percent annually for gas fueling costs, (c) 8 percent annually for health care costs and (d) 3 percent annually for all other materials/supplies/outside services.

5. Capital improvement funding is based on staff's recommended schedule of projects continuing the Authority's efforts to address redevelopment/renovation/reconstruction (3R) type projects. Fifty-five (55) projects at a cost of \$14.9 million (82 percent) are related to 3R type projects out of 107 projects at a cost of \$18,315,000.
6. Equipment replacements are projected at roughly \$1.5 million per year, reflecting an extension of equipment replacement cycles.
7. No additional funds have been allocated to land acquisition.
8. Continuance of the Authority's new marketing efforts.

Staff feels this recommended Five-Year-Plan addresses some of the operational structural changes the Board requested. It also implements the Authority's Park Reorganization Plan. With the potential loss of an estimated 35 full-time employees over the next six years, maintaining the service levels and standards of maintenance in park operations will be a significant challenge. Staff is currently working through the transitional challenges of losing 15 employees through the "special" early retirement window and preparing for the loss of another 13 employees expected to retire prior to year end.

These Five-Year-Plan financial projections will ultimately provide staff with general guidance to allocate future funds as each annual budget is prepared. Staff has made every effort to provide realistic revenue and expenditure forecasts based on historical trends and assumptions as we currently know them. Attempts have been made to anticipate the timing of projects in a logical progression. Staff feels these financial projections represent a balanced plan which addresses:

1. A restructuring of Authority's staff and operations;
2. Ongoing infrastructure renovation;
3. Future equipment needs, and;
4. Maintenance of an adequate Reserve account.

Attachments: Huron-Clinton Metroparks Five-Year-Plan – 2013 to 2017

Recommendation: That the Board of Commissioners approve the Five-Year-Plan – 2013 to 2017 as recommended by Controller Wahl and staff.

GEORGE M. CARR, P.C.

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

July 3, 2012

Dear Chairman Marrocco:

The Legislature has begun the scheduled summer recess. They will return Wednesday, July 18th for one day to clean up a number of bills. Included in the schedule is the Natural Resources Trust Fund appropriation with funding for the Metropark's Kensington project. We expect the Senate to concur in the House action and the bill to go quickly to the Governor.

There is only one session day scheduled for August on the 16th. For the balance of the year there are only 12 solid and 6 tentative days of sessions currently scheduled. The current schedule is somewhat deceptive since much depends upon the 2012 General Elections outcome for the House of Representatives. Should the current Republican majority in the House be reversed or seriously depleted look for both an expanded session and agenda this fall.

Respectfully submitted,



George M. Carr



HURON-CLINTON METROPOLITAN AUTHORITY

To: Greg Almas, Deputy Director
From: Carol Stone, Human Resources Manager
Subject: Employment Contract – Engineering Consultant
Date: July 3, 2012

Mike Arens, Chief Engineer for The Metroparks, has taken advantage of the early retirement window and has retired as of June 29, 2012.

There are specific projects and initiatives that Mr. Arens was solely responsible for and in order to ensure a smooth transition and maintain design integrity and continuity with these projects, it is recommended that the Authority contract with Mr. Arens as an engineering consultant.

Mr. Arens specific responsibilities would include:

- Lake St. Clair Parking Lot Redevelopment
- Hudson Mills-Dexter Trail
- Huron Meadows Park Service Building
- Indian Springs Oil and Gas Lease
- Indian Springs SolarCurrents Project
- Supplemental Major Maintenance Infrastructure Projects
- Asset Management Initiatives

Mr. Arens will be compensated at the rate of \$32 per hour with a contract maximum expenditure of \$55,000. Mr. Arens will coordinate with Laura Martin, Supervising Engineer, to ensure a smooth transition and completion of the projects specified.

Please note, a proposed agreement with the above terms will be presented at the Board of Commission meeting. Richard Seryak of Miller, Canfield Paddock and Stone has been unavailable but will return timely for the July meeting.

Recommendation: That the Board of Commissioners approve an agreement with Michael Arens to serve as an Engineering Consultant for a period not to exceed one year or a maximum contract cost of \$55,000, whichever occurs first as recommended by Deputy Director Almas and staff.



**HURON-CLINTON METROPOLITAN AUTHORITY
JUNE MONTHLY REPORT
FOR
BOARD OF COMMISSIONERS
July 12, 2012**

Deputy Director's Comments

- Warm summer weather generated very good visitation and revenue numbers. Year-to-date visitation is up nearly 15 percent and revenues 20 percent compared to last year.
- Training on the use of the new Procurement Card (P-Card) was completed and is now in use for the pilot program in the Southern District. Preliminary indications by staff are favorable.
- The WCSX Blues, Brews and BBQ event, the first of its kind at Lake St. Clair Metropark was a success with approximately 4,000 in attendance.
- The Costco in store promotion and Dunkin' Donuts Passport to the Metroparks Program debuted this month as well; also a first promotion wise.
- Kensington Metropark hosted the inaugural Detroit Lions Kevin VanDam Charity Fishing tournament. We expect them back again next year.
- The \$10 special event daily fee was implemented for this year's fireworks displays with only minor complaints.
- June 30 was the last day of the early retirement selection window. There were 15 employees that elected to take the early retirements and another 15 normal retirements are expected in 2012; nearly 950 years of experience.
- It is heartening to see Metroparks employees pull together and support each other through this challenging year of transition.

Eastern District

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

- June was a good month in terms of visitation and revenues at Lake St. Clair Metropark. Weather was good with the exception a couple of rainy days and a few extremely hot days in the mid-90's.
- Several athletic events took place during the month which included: The "Feets of Endurance" 5K on June 2; the first annual "Sprint and Splash Duathlon" was held in conjunction with a national paddle board competition on June 9 had more than 200 participants; the 3-Disciplines Triathlon held on June 24 has nearly 300 participants, and the annual American Red Cross 5K was held June 30.
- Concerts held during June included: Purdy Good on June 3; Rhythm Society on June 10; Rich Eddy's Rockin Oldies on June 17 and Dr. Pocket on June 24.
- The highlight for the month was the 94.7 WCSX Blues, Brews and BBQ event that was held on June 23 at the East Beach area of the park. This first-year event and will be returning next year and staff hopes it will become an annual occurrence. The event attracted approximately 4,000 people throughout the day and featured several live performances from Blues Bands and food/beverage vendors. WCSX broadcasted live from the site which helped promote Lake St. Clair Metropark.
- The 15th Annual "Blast from the Past" Car Show was held on June 10 and attracted more cars than ever with more than 400 cars participating.
- The FLW Bass Tournament held on June 23 had 150 boats participating in the tournament. The 11th season of Summer Discovery Cruises aboard the Schoolship Clinton began on June 20.

Eastern District (con't)

- Vehicle entries and revenues were above average for June at Stony Creek Metropark due to good summer weather.
- The Metroparks Super Golf Day was held at both Stony Creek and Wolcott Mill Golf Courses on June 5. Stony Creek had 260 rounds and Wolcott Mill had 132 rounds for the day. Total rounds and revenues were up slightly for the month and are up substantially for the year.
- The first Rustic Family Camping weekend of the year was held at the new campground at Ridgewood June 22 – 24. All 45 sites were reserved for the weekend with 207 registered individual campers. This new campground site is a huge improvement over the Baypoint campground site used in the past as it is much more private and secluded. Future camping weekend reservations are going strong.
- The first summer concert of the season took place on June 22 with Intrigue performing to a crowd of approximately 700 people at Stony Creek's Eastwood Beach.
- The "War in the Wilderness" Encampment was held at the Oakgrove Picnic Area June 16 and 17. This is a very unique, informative and educational annual event at the park.
- The Nature Center's Child Day Camp was held June 18 – 20. This camp continues to be popular and well received by the public.
- The Banquet Tent hosted seven weddings and one baptism during the month, three other weddings were held at the Sheldon Estate area of the park. Other events held consisted of seven large charity walk/runs, one bike-a-thon, and two sailboat races.
- The inflatable Ripslide and the new playscape at Eastwood Beach have been very popular and well received by the public.

Western District

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

- Warm weather and many events helped increase attendance and revenue in the Western District. Total park revenue for the month increased by \$31,600 and is up for the year by \$281,000. Attendance for the month rose by 8,859 vehicles and for the year vehicle entries increased 86,980.
- Hudson Mills hosted the 21st annual Antique Gas Engine and Tractor Show on June 1 and 2 at the Activity Center. Two new events were added this month – the Multiple Sclerosis Walk and ALS Bike-a-thon.
- Huron Meadows had a new event, the Infaterra Sports Adventure Race with 150 participants canoeing, mountain biking, running, and orienteering throughout the park.
- Kensington hosted the inaugural Detroit Lions Kevin VanDam Charity Fishing tournament at the East Boat Launch. Players, coaches and donors were matched up with Bass Fishing Captains for this tournament. The winning boat Captain, Jeff Elliot is a former employee of Hudson Mills.
- Other events at Kensington in June included the Brain Injury Association of Michigan Tips Up for Troops bass fishing tournament and picnic, the 10th annual Amateur Disc Golf Championship, the Michigan Philharmonic Pops plus concert, the 13th annual Women's Adventure program, the Grand Opening of the golf course clubhouse, and the Fireworks program. This is the first year the park charged \$10.00 for the daily entry fee after 5:00 p.m. for this program and it went very well with very few complaints from the public.

Southern District

Lower Huron, Willow, Oakwood, Lake Erie – Jim Pershing

- June was hot, humid and because of the lack of rain, the Huron River has also been so low that staff found it challenging to be able to properly irrigate the Willow Golf Course.

Southern District (con't)

- The Gibraltar Explorers held a 5K run on June 2 with approximately 50 participants at Lake Erie Metropark.
- On June 14 staff met with officials from MDOT and CSX at the railroad crossing in Oakwoods Metropark to discuss crossing safety improvements. Proposed improvements for the crossing include gates on the road and lights to provide a warning to cyclists on the hike-bike trail crossing which is adjacent to the road crossing. There will be no cost to the Authority for these improvements.
- The new Procurement Card (P-Card) rollour began in the Southern District on June 20.
- Trinity Transportation held its annual company picnic on June 23 with approximately 1,000 employees and family members attending.
- The Walnut Grove Campground grand opening was held on June 23 with staff from Oakwoods Nature Center presenting several programs throughout the day for the campers.
- Riverbank stabilization at the Huron River crossing of the hike-bike trail in Lower Huron Metropark began on June 28. The contractor is moving large limestone boulders in place to prevent riverbank erosion at the bridge abutment at the southern approach.
- The annual fireworks displayed was held at Lake Erie Metropark on June 30. This was also the first year the after 5:00 p.m. \$10 special event daily vehicle permit entry fee with only few minor complaints.
- There were 1,284 special event daily passes sold. Vehicle entries for the day totaled 4,322 with 2,443 vehicle entries coming after 5:00 p.m. Additionally, it appears the increased daily fee spurred the purchase of regular annual permits. In 2011, 142 regular permits were sold on fireworks day. This year, with comparable weather, 141 regular permits were sold after 5:00 p.m.

Interpretive Services – Mike George

- The summer schedule of “Summer Discovery Cruises” kicked off at Lake St. Clair and Lake Erie Metroparks. Several larger events, like the “War in the Wilderness Encampment” held at Stony Creek and the Wolcott Mill Farm’s, “Country Fair” experienced excellent attendance.
- Involved on several days with osprey banding activities that involved staff from the DNR, Detroit Zoo, Osprey Watch of Southeast Michigan and HCMA. This long term initiative has been, and continues to be a great success.

Lake St. Clair Nature Center

- Several Voyageur Canoe programs with schools and the public were held during June and these programs are always popular.
- Several out-of-park programs were presented. Staff had a table display and booth for the National Get Outdoors Day at Greenfield Village/The Henry Ford, held in cooperation with the U.S. Forest Service. Staff also conducted a library outreach program at New Baltimore Library and a summer school outreach for Voyageur Academy in Detroit.
- Staff did a lot of research and preparation to develop a new Summer Discovery Cruise program and a new library outreach program that ties in to the Summer Reading theme for libraries around the state.
- Once school was out, staff was busy with walk-in traffic from families, day camps, home schools. Staff does creature features for these groups.
- The big emergence of Mayflies apparently caught a lot of interest from the media and staff was interviewed by the Macomb Daily, Fox News, WJR radio about the Mayflies.

Interpretive Services (con't)

Lake St. Clair Nature Center

- Summer Discovery Cruise programs began and have all been well attended and well received. This cooperative program with Michigan Sea Grant, Michigan Extension Service, NOAA and this year EPA, Clinton River cruises, DNR, Save Our South Channel Lights, brings in many people for the first time to the parks, some from out of state and out of the southeastern Michigan area.
- Several volunteers helped with weeding the back garden. A new front landscape was installed thanks to a generous donation, and the irrigation system was removed at the same time.

Wolcott Mill Historic Center

- The weather was very dry with some very hot days, thus the river became very shallow. Still, many people visited to use the trails.
- Along with programs, this kept visitation above average. "Take Me Fishin'" held during the month had many people calling on the event, however turnout was light. Many visitors continually say the center is hard to find.
- The "Geocache Bash" had decent numbers. Ten new caches were unveiled during the event which stirred a competition of who would be the first to find them. The caches will continue to bring in visitors for the next year.
- Joyce Kilpatrick, a local artist, offered a wonderful class in beginning watercolor painting for children and she provided all the materials.
- Three weddings were held at the Mill during the month and more are scheduled. This year has had more reservations than past years. The historic area offers a wonderful backdrop for these types of activities.

Wolcott Mill Farm Center

- Staff started off the month the planting the pumpkin patch which covers more than four acres. This is the first time in several years that staff at the Farm Center is growing its own pumpkins and the first time that a cover crop is being used which should help maintain moisture, but most importantly keep a clean field (free of weeds) and provide a clean area for the pumpkins. Thanks to Bob Koenders and George VanHoote for donating the pumpkin seeds.
- This year's Country Fair and Dairy Days had an attendance of approximately 800 participants. The two-day program was fun for all and celebrated the month of June as Dairy Month. Everyone enjoyed the free dairy products donated by the Michigan Dairy and the United Dairy Industry of Michigan. Many took advantage of the Milk Mustache booth, which is always a big hit. The Thumb Draft Horse Association was popular with demonstrations of old time farming methods and the sheer power of the Draft Horse.
- Father's Day weekend offered Hot Dogs and Wagon Rides and the turnout was great considering the weather.
- In addition, the Farm Center hosted the Macomb County 4-H Canine Fun Match, several horse workshops, and had two pavilion rentals.
- Staff conducted offsite programming promoting HCMA at the "PBS Kids Club Live" program that took place in Royal Oak for a two-day event.
- Staff also attended a new program offsite called "Tons 'o' trucks and Wheels of Wonder" in Macomb County. This was a great place to showcase the Metroparks and everyone enjoyed seeing the animals.
- Farm tours and wagon rides also continue to keep staff busy.
- The month was very busy with the last of our regular school tours, home school programs, voyageur canoes, and public programs.

Interpretive Services (con't)

Stony Creek Nature Center

- The "Nature's Child Day Camp" was held on June 18 - 20 and was filled to capacity.
- The Father's Day program, "Wagon Rides and Hotdogs" was well attended.
- On June 23, staff conducted a "critter" program for the participants at the "Rustic Camping" weekend.
- On June 26, the "Blast Off – Make a Rocket" family program was held and the participants enjoyed the program.
- June had 50 dedicated volunteers that donated 171 hours of their time to the care of the animals, trail maintenance, building cleaning, gardening, and the completion of other projects at the nature center.

Indian Springs Environmental Discovery Center

- The first two weeks of the month were "full-speed ahead" as staff continued with the fast-paced school field trip season. Each day (except one) there were at least two schools out for multiple-hour field trips.
- Outreach programs conducted this month included two "Planetarium" programs presented at the Cromaine Library, and two "Animal Skins and Skulls" programs presented to at a preschool.
- The most popular weekend events included "Frog Catchin' Fun," "Fairy Habitat Creations" and "Summer Stars."
- Day camps, daycare centers, and summer community programs attended appointment programs the last week of June. Many more groups have already been scheduled for July and August.
- There has been an increase in the number of organized groups walking over from the Spray Zone to informally tour the display area and pond dome during the month.

Kensington Farm Center

- Over April, May and June dozens of school groups come out to the farm to learn about animals and agriculture. Schools from all over the Metropolitan area visited the farm and all enjoyed themselves.
- Staff has been busy with the Metroparks/Dunkin' Donuts promotional program. As one of the sites, staff have begun to see an increase in the number of people getting their passport stamped in recent weeks.
- This month also saw yet another installment of the "Fun on the Farm" program on June 7. Approximately 60 people attended to learn all about sheep and make a lamb related craft.
- On Father's Day, free hayrides were offered for dads, and had a very good turnout. Overall, weekend hayrides have been very popular and attendance for the hayrides, as well as general visitation has been up this month.
- The big happenings at the Farm Center this month were the "Farm Camp" and "Women's Adventure Programs." As always, the Farm Camp program was filled to capacity as 31 campers spent four days at the Farm doing a wide variety of activities. All the kids, as well as staff, enjoyed themselves despite the near 100 degree heat. Kids participated in chores, crafts, food-making and a number of enjoyable activities.
- The Women's program was likewise filled with 60 women getting a chance to kayak, learn archery skills and get a chance to work with the Farm Center's draft horses. All who participated said the program was above their expectations and really enjoyed the program's offerings.
- Although there were some extremely hot days, there were many pleasant days that attracted large crowds, with several weekend days in overflow parking.

Interpretive Services (con't)

Kensington Nature Center

- The major event of the month was the "Transit of Venus," which occurred on a Tuesday evening and will not take place again for another 105 years. Despite it being overcast all day, the sky cleared in time to attract well over 1,000 visitors. There were about 50 telescopes set up with equipment to allow safe viewing of the sun.
- Three staff conducted the center's annual insect counts; butterflies on one day and dragonflies on the other. The butterfly count set a new Kensington record of 35 species. The dragonfly count dealt with rain for half the time, limiting the success.
- At least 10 of staff's days were spent pruning and spraying invasive aliens; mostly autumn olive. Downed trees were also cut.

Mobile Learning Center

- During the first half of the month, Mobile Learning Center staff was busy finishing up the school year visiting schools with 11 school visits, and 31 programs given to 732 people. One of these days was a "Double-up Day". Double-up Days are those in which one school receives a visit from the mobile classroom while a second school has a visit from interpreters inside a school classroom.
- The MLC was set up for the "PBS Kids Club Live" event at the Royal Oak Farmers Market during the month. This two-day event is organized by Detroit Public Television, and caters to families with young children.
- Staff conducted a "Cold-Blooded Creatures" program in the Mobile Classroom for the children attending the Kensington Farm Camp on June 21.
- Milliken State Park invited the MLC interpreters to participate in the Detroit River Days festival held June 22 - June 24. Staff was located at a tent located along the Detroit River Walk. Staff talked with festival goers about all the Metroparks has to offer. In addition, staff educated the public about macroinvertebrates and other animals that utilize wetlands. Staff interacted with close to 2,500 people during this three-day event.

Hudson Mills Activity Center

- June's weather was wonderful for holding programs.
- The interpretive staff also provided out-of-park programs at a local Montessori school every week during June and will continue to do so throughout the summer.

Oakwoods Nature Center

- The month of June started off splendidly. Schools were wrapping up and teachers made last minute fieldtrips.
- The 2nd Annual National Trails Day was held on June 2 and was well attended. "Friend of Oakwoods" set up this special event as a way for patrons and other volunteers to give back to the park by removing invasive species. Participants were treated to some fun programming, lunch, canoe tours, and were able to visit with some outstanding local environmental and recreational groups. Some of these groups included the Michigan Audubon Society, the Huron River Watershed Council, the Michigan Hiking Club, the Sierra Club, Michigan Geocaching Organization, and a local Girl Scout Troop.
- Staff enjoyed presenting programming at the grand opening weekend of the new Walnut Grove Campground in Lower Huron on June 23. "Wetlands," "Reptiles and Amphibians" and "Owls" were the program topics.
- Staff led a group of Boy Scouts through the "Let's Go Fishing at Washago Pond" program in Willow Metropark.
- The "Reptiles and Amphibians" program, held on the June 10 was a great success. The highlight of the program was when staff had to chase down a Leopard Frog that escaped.

Interpretive Services (con't)

Lake Erie Marshlands Museum and Nature Center

- The first part of the month was packed with school programming. Staff delivered educational programming to at least 12 classes on the schedule.
- Staff also conducted 48 classes for Schoolship programs.

Human Resources –

Carol Stone

- A total of 168 applications were received for the position of Controller. On June 26, an interview panel comprised of Commissioner McCarthy, Les Pulver (Plante & Moran), and Carol Stone interviewed nine candidates with the goal of final interviews with the Board of Commissioners and selection taking place at the July 12 Board meeting.
- The Catch-the-Fish customer service initiative continues with the following employees caught by supervisors and other employees during the month of June: *Beki Franchock, Mike Broughton, Debbie Cavallaro, Sherrie Borchardt, Tracey Bidwell Lake Saint Clair Nature Center staff and the Grounds Maintenance Crew, Chris Cerrini, Kesley Castiglioni, Chris Wilkins, Laura Dubay, Evan Haggerty, Todd Rogers, Cheryl Donovan, Becky Uhlenhake, Ron Smith, Aaron Dau, Adrienna Bartnicki, Tim O'Donnell, Dan Elliott, Brian Bradley, Tyler Rogoff, Adam Schoen, Bill Spehar, Brian Banyai, Jessica Biddle, Nicole Boggs, Jake Howarth, Shelby Armentrout, Carlos Sosa, Katie Graffignino, Chris LaBelle, Dave Venier, Robert Wrobel, Melissa Samory, Debbie Litwinski, Jake Swan, Dave Wittman, Maryann McBroom, Chelsea Topolewski, Tonja Jolly, Erin LaPalm, Alexis Gronda, Michael Thibault Scott Moy, Floyd Drouillard, Dave Wittman, Nicole Boggs, Pat Frame, Daniel Wrobel, James Trush, Linda Hicks, Rocco Sanfillipo, Debbie Litwinski, Jessica Biddle, Karen Koch, Jenna Hogg, Chelsea Topoloweski, Emily Shaw, Ray Coop, and Jordyn Jump.*
- A meeting was held on June 21 with Tom Eaton, Labor Consultant, to review the salary/benefit study and prepare recommendations to the Board for parameters for contract negotiations.
- During June, there were three workers compensation claims filed: a shoulder strain, a finger contusion, and a foreign object in the eye. There were two injury reports for park patrons including a patron on a bike that ran into a moving vehicle and a child with skate shoes that fell.
- A meeting was held with McGraw-Wentworth on June 11 to begin preparing for provisions of the Health Care Reform Act that will go into effect in 2014. Of particular interest to the Metroparks are the provisions requiring employers provide health insurance coverage for seasonal employees working more than 120 days/season and part-time employees working 30 hours per week.

Information Systems –

Nolan Clark

- Staff has been very busy during the month with support calls, staging and the installation of new replacement computers. The next round of computer requisitions will be placed in mid-July.
- Challenges in June have come with staff changes and temporary assignments and preparing computers for new arrivals.
- Progress is being made to move forward the Sharepoint project and a meeting was held with Compuware to discuss possible partnership on a number of projects.

Planning – Susan Nyquist

- Reviewed early results and provided input for the final report on the results of the Recreation Needs Survey.
- Drawings and detailed description were prepared for an application for a Great Lakes Restoration Initiative grant administered by the EPA for phase II of the reconstruction of the parking lot at Lake St. Clair Metropark. If awarded, this grant will make a large impact on the ability to direct surface run-off from the parking lot to the marsh and away from the Black Creek resulting in a positive impact on water quality in Lake St. Clair.
- Developed plans for the golf course storage/maintenance building at Lake St. Clair Metropark.
- Began design of barrier-free accessible docks at the Lake St. Clair Metropark marina.
- Designed DTE's Solar Currents landscape, fencing, and access road plans for Indian Springs Metropark.
- Completing drawings for Martindale parking lot at Kensington Metropark.
- Began redevelopment plans of the park service and maintenance area at Huron Meadows Metropark.
- Accessed storm damage through the new hike-bike trail area to determine a scope of work for the contract that is currently under development at Hudson Mills Metropark.

Purchasing – Scott Michael

- Staff spent a substantial amount of time on implanting the Procurement Card (P-Card).
- A draft RFP for the Wolcott Golf Course was reviewed and prepared for Board approval.

Police Department – George Phifer

Lower Huron

- On June 17, Metroparks Police Officers stopped a speeding motorist near the North Fishing site. The driver of the vehicle had a suspended license, with two (2) traffic warrants out of the Wayne County Sheriff's Department and one (1) warrant from the Redford Police Department. A citation issued.
- On June 27, two bicycles were stolen from the nature center. There are no suspects and the bicycles have not been recovered.

Hudson Mills

- On June 26, Metropark Police Officers responded to a fatal accident at the intersection of North Territorial Road and Dexter Pickney. A bicyclist suffered fatal injuries, after riding the bicycle into the path of a vehicle traveling on North Territorial Road. Officers assisted with traffic, and later cleared the scene.

Kensington

- On June 16, a Metropark Officer observed flames coming from a recreation vehicle that was parked near the Baywoods Picnic area. The owner's son was sleeping in the RV, and the Officer and the owner, entered the RV and retrieved the child from the vehicle.
- On June 16, a Metropark Officer was patrolling the disc golf area, and noticed that an unknown subject was smoking marijuana. The subject was placed under arrest for possession of Marijuana, and processed. A warrant request is being processed. Later that same day, the Officer came across another subject at the same location illegally consuming alcohol. The subject was issued a citation, and released.

Police Department (con't) –

Lake St. Clair

- On June 20, employees of the Natural Resource Crew showed a Metropark Officer a location in the Marsh, where several Marijuana Plants were being grown. The 12 marijuana plants were recovered and seized as evidence. No suspects at this time.
- On June 20, a Metropark Officer stopped a vehicle for disregarding a stop sign at the S/B lot perimeter and Metropolitan Parkway. The subject had several outstanding warrants. The subject was placed under arrest, and transported to Macomb County Jail for processing.

Community Relations –

Jack Liang

- Worked with Engineering trying to confirm whether or not the U.S. Navy Seabees are going to move forward with the boat launch project at Oakwoods Metroopark.
- Finalized contract arrangements with PGA certified instructor, Peter Kingsley, to provide multi-program instruction, beginning at Stony Creek golf course.
- The joint MSU/Macomb Community College Agricultural Tech program is scheduled to begin this fall with on-site classes at Wolcott Farm.
- Coordinated follow-up meetings with staff and sales consultant candidate, Randy Thomas to determine whether or not to recommend proceeding with his assistance in group sales effort(s) or to move ahead on our own.
- Continue to communicate with Henry Ford Health System regarding the possibility to have the Metroparks participate in their fall health and quality of life program event at the Henry Ford W. Bloomfield Hospital's new greenhouse and education center, as well as their event at Eastern Market.

Communications –

Denise Semion

- Several newspapers, including the Macomb Daily, Livingston Press and Argus, Oakland Press and Detroit Free Press, along with several radio and television stations featured numerous summer stories and mentions of the Metroparks.
- Living Social featured a half-off deal to the Country Fair; 41 vouchers were purchased. Photos were sent to Macomb Now magazine for their feature story on Lake St. Clair Metropark.
- The Metropark email marketing campaign continues with weekly announcements for events and golf to more than 40,000 subscribers.

Marketing –

Kassie Kretzschmar

- The 94.7 WCSX Blues, Brews & BBQ event took place June 23 at Lake St. Clair Metropark and was very successful with crowds estimated at more than 4,000 throughout the day. The event included live music, BBQ vendors, a charity Beer tent with proceeds benefiting the Karmanos Cancer Institute, along with live broadcasts on WCSX 94.7 from Noon - 6:00 p.m. The Authority received \$105,500 in promotions and marketing from WCSX that included on-air time, website exposure, and e-blasts. In addition, the Macomb Daily, Oakland Press and Daily Tribune all ran stories about the concerts.
- Costco in-store HCMA promotion debuted this month. The program runs June, July, August 2012. In addition, may add a 2013 package which would be located in the 10 Michigan Costco locations October, November and December of this year.
- Working with CBS radio station group on an Oct. 27 Halloween "Trick and Treat Trail" event at Stony Creek Metropark.

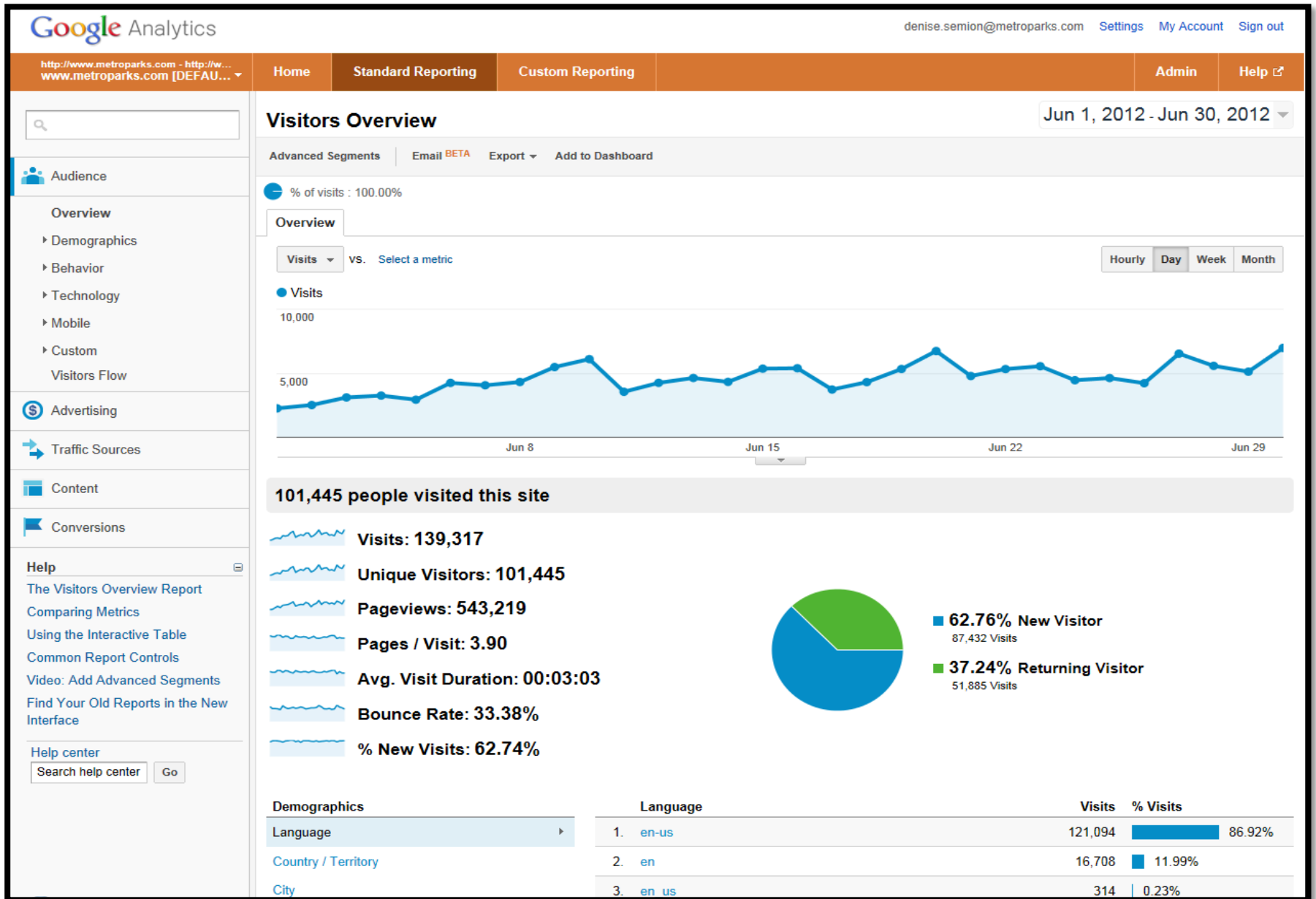
Marketing (con't) –

- Continue to solicit participants/displays and sponsors for the Monster Truck Motorsport event at Willow on August 11 and 12.
- The Dunkin' Donuts Passport Program to the Metroparks Kicked off June 16; the promotion running June – August. The Metroparks are promoting on WYCD 99.5 in radio spots that run in June and July. Dunkin' Donuts is promoting this program in: a 700,000 Michigan household direct mail piece, 100,000 promotional flyers to be handed out at Detroit Tiger games and other Dunkin' Donuts events, 100 lawn signs posted at all the Dunkin' Donut store locations. Dunkin' Donuts provided HCMA with 40 lawn signs for the parks and 65,000 promotional flyers to be handed out at park toll booths.
- The inaugural "Sprint & Splash" at Lake St. Clair Metropark was held on June 9. The event began with a Duathlon, a race combining two sports: running a 5K and kayaking 5K. Shortly after the start of the Duathlon was a 5K "Fun Run and Walk." Following the completion of both events there was a WPA Sanctioned Stand Up Paddleboarding competition. The benefactors of the event were the Lake St. Clair Tourism Initiative, The Clinton River Watershed Council and Six Rivers Regional Land Conservancy.

Communications Monthly Report June 2012

Activity Type	Activity	Park
Interpretive	Nature Center staff did a presentation on invasive alien plants for the Farmer's Club in Howell.	Kensington
	Mobile Learning Center staff was present at the 3-day Detroit River Days festival, having contact with approximately 2,500 people.	Kensington
	Nature center staff was present for the National Get Outdoors Day at Greenfield Village/The Henry Ford, held in cooperation with the U.S. Forest Service.	Lake St. Clair
News Release	Give Dad His Day at the Huron-Clinton Metroparks.	Multiple parks
	Try Yoga at Stony Creek Metropark.	Stony Creek
	Antique gas engine and tractor show pulling in to Hudson Mills Metropark.	Hudson Mills
	Music, Dancing at Lake St. Clair Metropark in June.	
	Music concerts coming to Stony Creek Metropark.	Stony Creek
	Country Fair.	Wolcott Mill Farm Center
	Step back in time at 'War in the Wilderness'.	Stony Creek
	15 th Annual Blast from the Past Car Show.	Lake St. Clair
	Women: Try paddling and archery at Kensington Metropark.	Kensington
	Michigan Philharmonic brings "An American Salute" to Kensington Metropark.	Kensington
	Kensington Metropark celebrates summer's start with fireworks June 16.	Kensington
	Summer Discovery Cruises at Lake St. Clair.	Lake St. Clair
	Campers fill opening weekend at Stony Creek Metropark's new campground.	Stony Creek
	Save money at Costco to explore the Huron-Clinton Metroparks.	All parks
	Walnut Grove Campground brings wild adventures.	Lower Huron
	Stand Up Paddleboarding offered at park.	Stony Creek
Course plans to tee off on a grand opening celebration.	Kensington	
Online Store	Online store generated \$1969 in sales, with 36 Annual Permits, one Annual Boat Permit, eight HCMA/Oakland County Joint Permits and \$655 in gift card sales.	AO
Website	More than 3800 Metropark patrons requested to join our email list during the month.	AO

June Google Analytics



HURON-CLINTON METROPARKS MONTHLY STATISTICS

JUNE 2012

PARK	MONTHLY VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	70,102	68,498	2.3%
Wolcott Mill	4,162	4,418	-5.8%
Stony Creek	81,418	75,390	8.0%
Indian Springs	13,599	14,090	-3.5%
Kensington	107,076	98,376	8.8%
Huron Meadows	11,553	11,383	1.5%
Hudson Mills	29,351	28,701	2.3%
Lower Huron	38,615	39,570	-2.4%
Willow	18,994	18,308	3.7%
Oakwoods	2,953	3,632	-18.7%
Lake Erie	32,664	31,077	5.1%
Monthly TOTALS	410,487	393,443	4.3%

MONTHLY TOLL REVENUE		
Current Year	Previous Year	Change
\$ 226,112	\$ 218,938	3.3%
\$ -	\$ -	0.0%
\$ 267,078	\$ 258,011	3.5%
\$ 34,885	\$ 35,996	-3.1%
\$ 252,517	\$ 245,250	3.0%
\$ 4,288	\$ 3,685	16.4%
\$ 51,153	\$ 49,998	2.3%
\$ 96,556	\$ 83,616	15.5%
\$ 32,591	\$ 33,775	-3.5%
\$ 4,200	\$ 5,045	-16.7%
\$ 85,603	\$ 69,443	23.3%
\$ 1,054,983	\$ 1,003,757	5.1%

MONTHLY TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 347,640	\$ 329,106	5.6%
\$ 79,997	\$ 78,333	2.1%
\$ 482,378	\$ 459,031	5.1%
\$ 147,126	\$ 143,845	2.3%
\$ 530,172	\$ 496,479	6.8%
\$ 112,975	\$ 134,649	-16.1%
\$ 132,773	\$ 138,134	-3.9%
\$ 393,236	\$ 276,000	42.5%
\$ 181,813	\$ 121,090	50.1%
\$ 4,200	\$ 5,045	-16.7%
\$ 361,721	\$ 299,569	20.7%
\$ 2,774,031	\$ 2,481,281	11.8%

PARK	Y-T-D VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	199,273	176,151	13.1%
Wolcott Mill	15,949	13,776	15.8%
Stony Creek	250,054	207,261	20.6%
Indian Springs	45,710	41,595	9.9%
Kensington	398,203	331,770	20.0%
Huron Meadows	39,156	39,507	-0.9%
Hudson Mills	115,504	99,885	15.6%
Lower Huron	138,603	130,263	6.4%
Willow	88,460	79,403	11.4%
Oakwoods	17,646	16,562	6.5%
Lake Erie	95,029	85,567	11.1%
Y-T-D TOTALS	1,403,587	1,221,740	14.9%
Y-T-D Vehicle Entries by Management Unit			
Eastern Dist.	465,276	397,188	17.1%
Western Dist.	598,573	512,757	16.7%
Southern Dist.	339,738	311,795	9.0%

Y-T-D TOLL REVENUE		
Current Year	Previous Year	Change
\$ 620,561	\$ 530,563	17.0%
\$ -	\$ -	100%
\$ 896,675	\$ 785,296	14.2%
\$ 130,083	\$ 119,371	9.0%
\$ 888,335	\$ 802,292	10.7%
\$ 20,011	\$ 25,445	-21.4%
\$ 235,669	\$ 210,335	12.0%
\$ 245,270	\$ 194,716	26.0%
\$ 115,387	\$ 110,321	4.6%
\$ 24,306	\$ 21,125	15.1%
\$ 279,108	\$ 227,176	22.9%
\$ 3,455,406	\$ 3,026,640	14.2%
Y-T-D Toll Revenue by Management Unit		
\$1,517,236	\$1,315,859	15.3%
\$1,274,098	\$1,157,443	10.1%
\$664,071	\$553,338	20.0%

Y-T-D TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 854,269	\$752,638	13.5%
\$ 259,153	\$180,794	43.3%
\$ 1,568,442	\$1,327,998	18.1%
\$ 478,372	\$375,790	27.3%
\$ 1,584,799	\$1,350,594	17.3%
\$ 342,135	\$332,578	2.9%
\$ 437,020	\$458,414	-4.7%
\$ 634,344	\$ 451,974	40.3%
\$ 468,932	\$ 307,753	52.4%
\$ 33,969	\$ 30,112	12.8%
\$ 874,734	\$ 709,429	23.3%
\$ 7,536,169	\$ 6,278,074	20.0%
Y-T-D Total Revenue by Management Unit		
\$2,681,864	\$2,261,430	18.6%
\$2,842,326	\$2,517,376	12.9%
\$2,011,979	\$1,499,268	34.2%

ACTIVITY REPORT - GOLF

GOLF COURSE	MONTHLY ROUNDS		
	Current Year	Previous	Change
Wolcott Mill	3,466	3,525	-1.7%
Stony Creek	6,248	6,015	3.9%
Indian Springs	4,012	4,322	-7.2%
Kensington	5,811	5,911	-1.7%
Huron Meadows	4,316	4,965	-13.1%
Hudson Mills	2,570	3,192	-19.5%
Willow	3,720	2,860	30.1%
Lake Erie	4,329	5,238	-17.4%
Regulation Subtotal	34,472	36,028	-4.3%
LSC Par 3	2,776	2,988	-7.1%
L. Huron Par 3	1,460	1,424	2.5%
TOTALS	38,708	40,440	-4.3%

ROUNDS Y-T-D		
Current Year	Previous Year	Change
7,846	5,383	45.8%
15,769	11,104	42.0%
11,403	8,453	34.9%
15,868	11,290	40.5%
11,783	9,970	18.2%
4,808	5,998	-19.8%
9,401	4,930	90.7%
10,825	9,324	16.1%
87,703	66,452	32.0%
5,997	4,328	38.6%
2,923	2,252	29.8%
96,623	73,032	32.3%

GOLF REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 161,404	\$ 108,300	49.0%
\$ 436,051	\$ 318,678	36.8%
\$ 280,457	\$ 213,462	31.4%
\$ 373,964	\$ 256,246	45.9%
\$ 299,317	\$ 246,660	21.3%
\$ 109,239	\$ 143,878	-24.1%
\$ 239,848	\$ 121,511	97.4%
\$ 273,405	\$ 216,616	26.2%
\$ 2,173,685	\$ 1,625,351	33.7%
\$ 30,643	\$ 22,365	37.0%
\$ 15,294	\$ 11,638	31.4%
\$ 2,219,622	\$ 1,659,354	33.8%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

JUNE 2012

ACTIVITY REPORT - SUMMER ACTIVITIES

SWIMMING	PATRONS		
	Current Year	Previous	Change
Lake St. Clair	18,227	13,482	+ 4745
KMP Splash-Blast	15,975	12,562	+ 3413
Lower Huron	34,823	22,354	+ 12469
Willow	6,703	5,036	+ 1667
Lake Erie	15,305	10,639	+ 4666
TOTALS	91,033	64,073	+ 26960

PATRONS Y-T-D		
Current Year	Previous Year	Change
22,051	17,660	+ 4391
20,301	15,472	+ 4829
41,670	26,980	+ 14690
8,617	6,556	+ 2061
19,336	13,396	+ 5940
111,975	80,064	+ 31911

REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 65,283	\$ 51,692	26.3%
\$ 68,001	\$ 51,680	31.6%
\$ 276,562	\$ 173,529	59.4%
\$ 28,607	\$ 21,913	30.5%
\$ 107,391	\$ 74,545	44.1%
\$ 545,844	\$ 373,359	46.2%

PARK	Seasonal Activities this Month		
	Current Year	Previous Year	Change
Lake St. Clair			
Welsh Center	12	13	(1)
Shelters	112	108	+ 4
Boat Launches	1,656	1,474	+ 182
Marina	694	722	(28)
Mini-Golf	3,382	3,951	(569)
Stony Creek			
Disc Golf Daily	4,464	4,378	+ 86
Disc Golf Annual	1	6	(5)
Disc Golf Fees			
Shelters	62	66	(4)
Boat Rental	4,538	4,221	+ 317
Boat Launches	448	493	(45)
Indian Springs			
Shelters	4	18	(14)
EDC Event Room	11	3	+ 8
Kensington			
Disc Golf Daily	5,601	5,615	NA
Disc Golf Annual	7	11	
Disc Golf Fees			
Shelters	80	89	(9)
Boat Rental	3,025	3,310	(285)
Huron Meadows			
Shelters	5	5	0
Boat Rental	115	78	+ 37
Hudson Mills			
Disc Golf Daily	2,620	2,449	+ 171
Disc Golf Annual	8	8	0
Disc Golf Fees			
Shelters	27	26	+ 1
Canoe Rental ³	1,372	747	+ 625
Lower Huron / Willow / Oakwoods			
LH Shelters	30	30	0
Willow Shelters	35	18	+ 17
Lake Erie			
Shelters	19	15	+ 4
Boat Launches	2,677	2,884	(207)
Marina	NA	NA	NA

Seasonal Activities Y-T-D		
Current Year	Previous Year	Change
36	46	(10)
145	130	+ 15
3,220	2,280	+ 940
1,115	1,033	+ 82
4,059	4,844	(785)
14,839	10,712	+ 4127
66	84	(18)
326	341	(15)
6,553	5,625	+ 928
993	766	+ 227
35	43	(8)
30	14	+ 16
15,853	11,569	NA
102	87	
348	322	+ 26
4,585	4,654	(69)
29	28	+ 1
216	141	+ 75
9,975	7,829	+ 2146
123	160	(37)
112	103	+ 9
1,847	747	+ 1100
180	174	+ 6
121	92	+ 29
81	71	+ 10
8,960	7,060	+ 1900
NA	NA	NA

Seasonal Revenue Y-T-D		
Current Year	Previous Year	Change
\$ 16,450	\$ 33,625	-51.1%
\$ 46,760	\$ 45,300	3.2%
NA	NA	
\$ 9,754	\$ 13,599	-28.3%
\$ 10,587	\$ 12,464	-15.1%
\$ 28,736	\$ 21,425	34.1%
\$ 3,090	\$ 4,200	-26.4%
\$ 31,826	\$ 25,625	24.2%
\$ 49,660	\$ 51,100	-2.8%
\$ 54,658	\$ 47,896	+ 6762
NA	NA	NA
\$ 5,250	\$ 6,450	-18.6%
\$ 31,474	\$ 16,868	86.6%
\$ 31,512	\$ 23,236	35.6%
\$ 4,778	\$ 5,332	-10.4%
\$ 36,290	\$ 28,568	27.0%
\$ 52,300	\$ 48,410	8.0%
\$ 59,013	\$ 50,031	18.0%
\$ 4,350	\$ 4,200	3.6%
\$ 3,149	\$ 2,685	17.3%
\$ 19,950	\$ 15,658	27.4%
\$ 5,910	\$ 8,840	-33.1%
\$ 25,860	\$ 24,498	5.6%
\$ 16,800	\$ 16,500	1.8%
\$ 8,636	\$ 3,496	100%
\$ 28,050	\$ 27,000	3.9%
\$ 18,190	\$ 13,800	31.8%
\$ 12,375	\$ 11,850	4.4%
NA	NA	NA
\$ 90,069	\$ 92,988	-3.1%

INTERPRETIVE FACILITIES

TOTAL ATTENDANCE AND REVENUE	Monthly Attendance		YTD Attendance			Monthly Revenue		YTD Revenue		
	Current	Previous	Current	Previous	Change	Current	Previous	Current	Previous	Change
Lake St Clair	24,528	22,865	59,350	28,435	108.7%	\$ 2,411	\$ 2,064	\$ 11,455	\$ 7,272	57.5%
Wolcott Mill	4,495	2,614	9,746	9,328	4.5%	\$ 362	\$ 442	\$ 3,908	\$ 3,769	3.7%
Wolcott Farm	19,941	8,131	30,171	16,240	85.8%	\$ 7,770	\$ 4,788	\$ 33,232	\$ 14,467	129.7%
Horse/Tractor Rides						\$ 166	\$ 147	\$ 2,804	\$ 204	100.0%
Livestock/Produce						\$ 3,149	\$ 4,467	\$ 37,973	\$ 30,209	25.7%
Stony Creek	24,801	22,029	75,574	61,641	22.6%	\$ 4,158	\$ 2,490	\$ 17,513	\$ 18,834	-7.0%
Indian Springs	12,769	12,073	28,438	24,502	16.1%	\$ 6,643	\$ 3,530	\$ 26,895	\$ 17,140	56.9%
Kensington NC	33,695	39,030	103,631	76,562	35.4%	\$ 2,432	\$ 2,654	\$ 11,335	\$ 9,218	23.0%
Kensington Farm	50,517	54,775	98,728	92,173	7.1%	\$ 4,892	\$ 5,344	\$ 28,046	\$ 24,005	16.8%
Horse/Tractor Rides						\$ 2,038	\$ 2,077	\$ 10,969	\$ 12,807	-14.4%
Livestock/Produce						\$ 1,023	\$ 501	\$ 6,968	\$ 7,580	-8.1%
Mobile Center	4,929	3,730	11,882	9,654	23.1%	\$ 2,535	\$ 1,117	\$ 8,429	\$ 8,232	2.4%
Hudson Mills	3,833	5,366	12,895	14,033	-8.1%	\$ 906	\$ 1,137	\$ 10,382	\$ 9,313	11.5%
Oakwoods	12,222	12,039	43,628	39,396	10.7%	\$ 877	\$ 1,542	\$ 8,770	\$ 8,654	1.3%
Lake Erie	15,301	18,422	50,690	43,196	17.3%	\$ 1,993	\$ 1,165	\$ 6,525	\$ 4,443	46.9%
Totals	207,031	201,074	524,733	415,160	26.4%	41,355	33,465	225,203	176,147	27.8%

BREAKDOWN OF ATTENDANCE	ON-SITE Programs and Attendance				OFF-SITE Programs and Attendance				Other Visitors	
	Programs		Attendance		Programs		Attendance			
	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous
Lake St Clair	97	207	2,106	5,531	48	14	2,376	434	20,046	16,900
Wolcott Mill	22	13	1,345	779	0	0	-	-	3,150	1,835
Wolcott Farm	97	79	5,049	2,536	3	0	4,340	-	10,552	5,595
Stony Creek	50	129	3,174	7,909	0	1	-	23	21,627	14,097
Indian Springs	94	131	3,912	5,668	7	22	148	795	8,709	5,610
Kensington NC	73	269	3,095	8,088	7	5	220	230	30,380	30,712
Kensington Farm	306	334	7,244	7,377	0	0	306	-	42,967	47,398
Mobile Center	31	107	732	2,890	4	2	4,197	840	-	-
Hudson Mills	12	42	185	895	6	13	148	1,271	3,500	3,200
Oakwoods	76	69	1,386	2,582	7	18	306	808	10,530	8,649
Lake Erie	113	179	2,172	3,481	1	7	250	925	12,879	14,016
Totals	971	1,559	30,400	47,736	83	82	12,291	5,326	164,340	148,012

HURON-CLINTON METROPARKS MONTHLY STATISTICS

JUNE 2012

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	0	0
160	2,955	(2795.00)
0	0	0
59	684	(625.00)
0	162	(162.00)
0	0	0
14	12	+ 2
0	0	0
0	80	(80.00)

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	47	(47.00)
160	3,220	(3060.00)
0	476	(476.00)
59	737	(678.00)
0	162	(162.00)
0	662	(662.00)
14	20	(6.00)
0	20	(20.00)
121	167	(46.00)