

**AGENDA**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commission Meeting**  
**November 8, 2012 – 10:30 a.m.**  
**Administration Office**

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1. Chairman's Statement
2. Public Participation
3. Minutes – Oct. 11, 2012
4. Approval of Nov. 8, 2012 Agenda
5. Financial Statements – October 2102
6. Vouchers – October 2012
7. Purchases
  - A. Lockers – Lake. St. Clair Metropark (pg. 1)
  - B. Hydraulic Sewer Jetter – Willow Metropark (pg. 3)
8. Reports
  - A. Wolcott Mill
    1. Approval – Draft Park Master Plan (pg. 5)
  - B. Stony Creek
    1. Proposal – Consultant Services, South Dam Bypass Sluice Gate Repairs (pg. 9)
  - C. Lake Erie
    1. Bids - Pool Blower Room Dehumidification (pg. 17)
  - D. Administrative Office
    1. Approval – Administrative Office Organization Plan (pg. 19)
    2. Preliminary 2013 Budget Estimates (pg. 31)
    3. Proposed 2013 Board of Commissioners' Meeting Schedule (pg. 63)
    4. 2013 Employee Awards Banquet Allocation (pg. 67)
    5. Donations (pg. 69)
    6. Approval – Legislative Consultant Retainer (pg. 71)
    7. Report – Legislative
9. Director's Selection
10. Closed Session regarding strategy and contract negotiations  
*Section 8(c) of the Michigan Open Meetings Act. M.C.L. 15.268 (c).*
11. Deputy Director's Comments
12. Commissioners' Comments
13. Motion to Adjourn

<p>The next regular Board of Commissioners meeting will be held <u><a href="#">Thursday, Dec.13 at 10:30 a.m.</a></u> at the Administrative Office.</p>
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# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Maria van Rooijen, Buyer  
 Project No: ITB-12-026  
 Project Title: Lockers (Pool)  
 Location: Lake St. Clair Metropark, Macomb County  
 Date: November 1, 2012

Bids Opened: Tuesday, October 23, 2012 at 2:00 p.m.

**Scope of Work:** Furnish and deliver 80 each Pool Lockers, 15-inch x 18-inch x 18-inch, stainless steel; coin activated and completely assembled with all necessary hardware and spare cylinders. All bidders offered a one-year warranty.

<u>Vendor</u>	<u>CITY</u>	<u>AMOUNT</u>
American Locker Security Systems, Inc.	Coppell, TX	\$25,997.90
Shelving, Inc.	Auburn Hills, MI	\$30,600.00
Golich Building Supply	Brighton, MI	\$31,500.00
Pride Enterprises	St. Petersburg, FL	\$34,803.90

*Invitation for bids were posted on the Michigan Inter-Governmental website and was sent to 94 registered suppliers.*

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





# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Maria van Rooijen, Buyer  
 Project No: ITB-12-027  
 Project Title: Hydraulic Sewer Jetter  
 Location: Willow Metropark, Wayne County  
 Date: November 8, 2012

Bids Opened: Tuesday, October 23, 2012 at 2:00 p.m.

**Scope of Work:** Furnish and deliver a Hydraulic Sewer Jetter (high pressure washer), 18-gallons per minute with 4000 psi, 300-gallon water tank for use cleaning pools (Turtle Cove, Willow Pool), and sewer lines.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Spartan Tools LLC	Mendota, IL	\$34,575.00
Jack Doheny Companies	Northville, MI	\$42,851.00

*INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND WAS SENT TO 50 REGISTERED SUPPLIERS.*

**Recommendation:** That the Board of Commissioners award ITB-12-027 to the low responsive, responsible bidder, Spartan Tools LLC, in the amount of \$34,575.00 as recommended by Buyer Maria van Rooijen and staff.





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Susan Nyquist, Chief Planner  
Subject: Update – Park Master Plan  
Location: Administrative Office  
Date: November 1, 2012

As reported last month, the Board was provided a draft of the Wolcott Mill Metropark Master Plan. Staff is seeking input from the Board. In addition to the document delivered in the previous month, discussion points to be incorporated in the plan are attached.

To recap the document previously provided to the Board, Staff has drafted an update of the Master Development Plan (Plan) for Wolcott Mill Metropark. As trends in recreation have changed, the existing master plan approved in the early 1970s is potentially inconsistent with current and foreseeable future recreation. Demand for trails of all types is on the rise and is reflected in the design which includes paved hike/bike trails, rustic hiking trails, and hike-in camping. In an effort to avoid duplication of services, the plan eliminates a nature center since Stony Creek is nearby and the existing mill and farm center provide interpretive services. Environmental stewardship has also played a role in the development of the plan with the identification of areas with significant and special natural resources.

The Plan prioritizes the acquisition of significant parcels of land within the approved park boundaries that have yet to be acquired and evaluate potential land exchange(s) or sale(s) with Ray Township.

The Plan proposes the future replacement, removal, or reconstruction of aging and deteriorating facilities and infrastructure such as the Mill, the golf starter building.

The Plan suggests facilities and development to provide for recreation of patrons.

The Plan incorporates proposed road abandonment and/or improvements.

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

**Recommendation:** That the Board of Commissioners receive the Preliminary Draft Wolcott Mill Metropark Master Plan as presented; direct staff to solicit public input; and, subsequently return the Plan to the Board for final approval; as recommended by Chief Planner Nyquist and staff.

In addition to the document delivered in October 2012, additional discussion points to be incorporated in the plan are as follows:

### **ROADS AND ACCESS**

The Plan is predicated on a number of assumptions about road Rights of Way abandonments, road closures, local bridges, and cooperation by Ray Township and the Macomb County Department of Roads (MCDR) in finding solutions. The Metroparks has been made aware that the MCDR has a policy which prevents the abandonment of existing road rights-of-way even in cases where a road is considered permanently closed. Where the road is considered permanently closed, 27 Mile Road between Teller and Ray Center Roads, for example, the MCDR will consider allowing the Metroparks to occupy the ROW through a long-term use license.

North south road closures include:

1. The closing and abandonment of Kuntsman Road north of 29 Mile Road
2. Closing with an option to relocate Teller Road North of 27 Mile Road (a project that would also require land acquisition outside the currently approved park boundaries)
3. The closing and abandonment of Wolcott Road between 29 Mile Road and Indian Trail.
  - The Metroparks owns property on both sides of Wolcott Road in this location and an internal road would cross this ROW. Realistically, however, the development of an internal park road may not occur in the foreseeable future.
  - The Wolcott Road bridge is on the Macomb County critical list and will certainly be in need of reconstruction long before the Metroparks can be prepared to construct a limited access road system. If the bridge were to be reconstructed the financial investment will certainly eliminate the Metroparks ability to have this section of public road abandoned.
  - At a minimum, the Metroparks will work cooperatively with the county to assure pedestrian access at the crossing. In addition, at the time of this document, the MCDR has completed the replacement of a culvert in the north portion of Wolcott Road including repairs to the tailrace at the Wolcott Mill Metropark historic grist mill.

The Metroparks' desire to abandon Wolcott Road is further complicated by the location of the Ray Township fire department on the corner of Wolcott Road and 29 Mile. Currently Wolcott Road provides a north-south emergency access route. There have been discussions between the Township and the Metroparks regarding the exchange of property for the relocation of the fire station and Township offices to a site approximately one mile east on 29 Mile Road. The capital investment required by Ray Township to make this happen is not available at the time of this Master Plan.

East-west projects include:

1. The abandonment and/or long term irrevocable use licensure of the 27 Mile Road ROW between Teller and Ray Center and Roads;
2. The reconstruction of 28 Mile Road and bridge designed to accommodate an under pass for a park road trail;
3. Construct 29 Mile Road at grade or bridge crossing;
4. Closure and abandonment of 30 Mile Road between Romeo Plank and Wolcott Roads.

The Master Plan calls for an internal limited access road from a main park entrance at 26 Mile, extending north four miles into the activity area, and an additional entrance off of 29 Mile Road. This is an ambitious vision that will take many years to realize. While not currently identified in the Plan, additional temporary entrances may need to be planned and constructed.

### **LAND**



The Master Plan identifies properties within the approved park boundary which are critical for future park development. As directed by the Board, future acquisitions outside the park boundaries may be considered as parcels become available. In addition to acquisitions there are a number of farm leases (750 +/- acres) on Wolcott Mill Metropark property that will gradually be taken out of crop production and restored to native plant types and attractive wildlife habitat, and/or, reforested to create contiguous wildlife corridors from disconnected wooded areas. Areas where restoration will occur are indicated on the plan.

### **FARM CENTER**

The Master plan recognizes the importance of the Farm Center both for educational programs and its entertainment potential. The Plan recommends increased capital investment to include a play area, additional parking, and tolling to provide for a more robust experience. It is possible that the 4-H activities which currently take place at Camp Rotary could be relocated to the farm.

At the time of this Plan, the Metroparks is also considering a change in crop production. In partnership with an organization such as Forgotten Harvest, whose mission is to relieve hunger in the Detroit metropolitan community, vegetable production could replace grain production. Forgotten Harvest is interested in developing an educational, interactive vegetable farm to provide nutritious produce for donation to area food relief agencies. In addition, Forgotten Harvest will add an educational and volunteer program to increase attendance and create a more diverse agricultural experience.

Educational institutions including Michigan State University and Macomb County Community College have expressed interest in using the farm as a classroom for agriculture students.

### **HISTORIC GRIST MILL**

The Plan developed for discussion suggests that the Historic Grist Mill be buttoned up and opened for limited special events. To get the Mill running again, repairs to the headrace, the turbines, and pumps would need to be complete. As a point of clarification, “up and running again” refers to being able to power the mill for demonstration; it does not mean that it will grind grain to flour. Belts will turn and the floor will rumble but it will not produce flour. The power transfer exhibit inside the demonstration room will grind flour on a small scale. The exhibit is powered by electricity. If the headrace were repaired (\$300,000), turbines and pumps repaired (\$20,000), and the water wheel repaired or replaced (\$100,000), the exhibit could be switched to run on water power.

The existing deteriorated dam should be removed.

### **GOLF COURSE**

The Plan calls for an expanded golf course and relocation of the clubhouse so to accommodate access from inside the park. As approved by the Board, the golf course will be operated, maintained, and managed by a private concessionaire through 2020. At the end of the term of the contract, the Metroparks will determine whether or not to continue operating with a private vendor. It will also be a time to consider improvements particularly to the clubhouse which may be near its useful life.



**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners  
From: Laura L. Martin, P.E., Supervising Design Engineer  
Subject: Proposal, Engineering Consulting Services  
Project Title: Lower Dam Control Mechanism Inspection and Repair  
Location: Stony Creek Metropark, Macomb County  
Date: November 1, 2012

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

The two bypass sluice gates for the Stony Lake Lower Dam are currently inoperable. The west bypass sluice gate is currently stuck in a partially opened position, and is leaking water downstream. The east bypass sluice gate is stuck in its closed position. These conditions, along with normal leakage through the drum gate seals, have caused the existing water level to fall below the crest of the drum gate. Therefore, staff is not able to positively control the lake level; we are unable to ensure maximum impoundment of water during the summer season, or to ensure a fixed water level during the winter season. The latter is a safety concern, since fluctuating and weak ice formation along the shoreline can create problems for ice fishing. Additionally, the operation of the drum gate is hampered by the accumulation of debris on its downstream face which increases friction on its front seals, and it must periodically be cleaned by water blasting.

The control mechanisms for the bypasses and the drum gate are critical for the proper operation of the dam, and should be fully functional at all times. Therefore, an investigation of the bypass sluice gates and other mechanisms is needed to determine the problem and take corrective action. It is necessary to perform the investigation and make necessary repairs in the off-season, when the lake can be lowered approximately three-feet below normal winter level. Only in this way can the interior chambers of the dam be dewatered, and the bypass sluice gates individually isolated, for inspection and repair.

Staff has retained Stantec Michigan, Inc. (formerly Ayres, Lewis, Norris and May, Inc., the original designer of the Stony Lake Dam) of Ann Arbor in an amount not-to-exceed \$3,000 to coordinate and obtain on HCMA's behalf, a permit from the Michigan Department of Environmental Quality for temporary lake drawdown beyond the normal winter level.

Staff has also requested and received Stantec's proposal to prepare a scope of work and contract documents for a repair project to provide the following: place bypass stop-plates (to isolate the sluice gates); install temporary drum gate struts; dewater all interior chambers; clean by water blasting interior spaces; clean interior and exterior faces of the drum gate; provide access to interior spaces (including drum gate control chamber, bypass chambers and piping) for inspection of control mechanisms and structural elements by Stantec and

Engineering staff and for assessment of corrective action needed; implement adjustments, repairs and/or replacements based on that assessment. This repair project would be performed by a separately-retained qualified contractor. Included in Stantec's proposal are the providing of inspection services, assisting in condition assessment, updating the dam's operation and maintenance procedures, and developing recommendations for repairs. The proposed repair contract will include alternates for pricing depending upon the conditions encountered during the investigation and assessment. Stantec's proposal dated Oct. 25, 2012 in the amount (based on estimated time and materials) of \$34,500 is attached.

A project has been included in the Authority's Five-Year Plan for 2013 to repair the west bypass sluice gate in the amount of \$80,000. Major repairs were last performed on the dam in 1998; work included cleaning the drum gate and interior surfaces, concrete repairs and pressure grouting. Another project was undertaken in 2008 to repair a component on the west bypass sluice gate, along with cleaning the drum gate surfaces and incidental work. With the recent discovery of the non-functioning bypass sluice gates, coupled with significant effort necessary to place (and fabricate, if needed) steel stop plates at the bypasses, and to draw down the lake and dewater interior spaces for access to sluice gate components, it is prudent to perform cleaning and inspection of all other components of the dam at the same time, to ensure proper operation and good condition of the dam.

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

**Note:** Because this project was unanticipated, funding for engineering services for it was not included in the 2012 Budget. If this proposal is accepted, it is recommended that funds be transferred from the Stony Creek Capital Improvement Account to cover the engineering services proposal.

#### **Attachment: Stantec Proposal**

**Recommendation:** That the Board of Commissioners accept the proposal from Stantec Consulting Michigan, Inc. in the amount of \$34,500; transfer \$34,500 from the Stony Creek Capital Improvement Account and authorize staff to execute the necessary professional services agreement, as recommended by Supervising Design Engineer Martin and staff.



**Stantec Consulting Michigan Inc.**  
 3754 Ranchero Drive  
 Ann Arbor MI 48108-2771  
 Tel: (734) 761-1010  
 Fax: (734) 761-1200

**Stantec**

October 30, 2012  
 File: 207599000

**Attention: Ms. Laura Martin**  
**Mr. Michael Arens**

Huron-Clinton Metropolitan Authority  
 13000 High Ridge Drive  
 Brighton, Michigan 48114-9058

**Reference: Professional Engineering Services**  
**Stony Lake Lower Dam Control Mechanism Inspection and Repair**

Dear Ms. Martin,

Per Mr. Michael Arens' request, Stantec Consulting Michigan Inc. (Stantec) has prepared the following proposal for engineering services related to the referenced work on the Stony Lake Dam.

## **PROJECT BACKGROUND AND UNDERSTANDING**

Stantec understands that the control bypass sluiceways at the Stony Lake Dam are currently inoperable. One (the west or right) is inoperable in its partially open position, and the other (the east or left) is inoperable in its closed position. Normally the drum gate crest controls lake level, but due to leakage through the bypass sluiceway and the drum gate seals, the lake level is currently below the crest and the only water flowing downstream is leakage water. The dam cannot be properly operated at this time, and therefore the Huron-Clinton Metropolitan Authority (HCMA) is interested in implementing corrective actions by conducting the following:

- Placement (and fabrication as necessary) of steel stop plates at the intake wells.
- Temporary drawdown of the Stony Lake, beyond normal winter level.
- Dewater the right and left bypasses and chambers.
- Temporarily prop drum gate in high position using diver-installed struts.
- Clean by water blasting interior surfaces and mechanisms.
- Clean by water blasting interior and exterior drum gate surfaces.
- Retain contractor services necessary to place stop plates, drum struts and other temporary items, to perform cleaning and to provide access to interior spaces for inspection.
- Perform a site inspection of the following:
  - The bypass control sluice gates.
  - The drum gate, both interior and exterior.
  - Drum gate control sluices.
  - Drum gate strut mechanism.
  - The drum gate flotation and control chamber.

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**Reference: Professional Engineering Services  
Stony Lake Lower Dam Control Mechanism Inspection and Repair**

- The intake and trash racks.
  - Control chamber intake and outlet valves and sluices.
  - Bypass piping.
  - All structural concrete.
- Review and update dam operating manual; establish dam mechanism exercising procedures; review and update draft dam quarterly maintenance inspection checklist.
- Assess needed actions (maintenance, repair, or replacement of components).
- Perform needed corrective actions based on the inspection results. Such actions may vary from adjusting/repairing in place to replacing entire assemblies; retain contractor services for corrective actions as necessary.

Stantec is in the process of meeting with MDEQ to further understand the permitting requirements and related lake drawdown/dewatering impacts for the above activities. HCMA is interested in having Stantec provide engineering services related to design and construction services to address the above mentioned issues. In light of the above, Stantec provides below a work plan to address the related design, permitting, bidding, and construction.

## **WORK PLAN**

To undertake this work, we envision performing the following tasks:

### **Task 1 - Design Initiation Phase**

- Attend project kickoff meeting.
- Determine client/project objectives.
- Develop project schedule.
- Collect background information including drawings, reports, past repair work, etc.

### **Task 2 - Preliminary Design Phase**

- Conduct one site visit to observe facilities and condition.
- Meet with dam operations personnel to discuss operational issues.
- Review all compiled background information.

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**Reference: Professional Engineering Services  
Stony Lake Lower Dam Control Mechanism Inspection and Repair**

- Investigate and evaluate bypass sluiceway repair alternatives including:
  - Inspect, clean and adjust only.
  - Inspect partial repair as needed.
  - Complete replacement.
- Investigate and evaluate bypass sluiceway repair methods including:
  - The contractor is responsible for performing all the work.
  - The contractor partially responsible for completing the work (drawdown, dewatering and cleaning) while the supplier is responsible for sluiceway repair and/or replacement.
- Develop construction execution sequence and schedule (sequence of tasks) for the all evaluated alternatives.
- Develop preliminary engineer's opinion of probable construction cost for all alternatives including:
  - Placement of intake stop plates and temporary supports.
  - Fabrication of intake stop plates (as necessary).
  - Possible ancillary inspection/repair work.
  - Dewatering and inspection of both bypasses.
  - Inspection of the remaining gates/valves in both bypasses.
  - Cleaning and inspection of the drum gate, both interior and exterior.
  - Cleaning and inspection of the drum gate flotation chamber.
  - Cleaning and inspection of drum gate and control chamber mechanisms.
  - Cleaning and inspection of the intake and trashracks.
  - Cleaning and inspection of 30" bypass piping.
  - Inspection of all structural concrete and repair as needed.
  - Evaluation of the cost of installing permanent dewatering equipment (i.e. owner installed stop logs and/or gates).
- Prepare a technical memorandum summarizing findings.
- Meet with HCMA to discuss the memorandum and determine preferred alternative(s).

**Task 3- Final Design Phase**

- Complete contract documents (detailed specifications).
- Develop the Contract Proposal with emphasis on alternative scopes of work and pricing depending upon conditions encountered.

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**Reference: Professional Engineering Services  
Stony Lake Lower Dam Control Mechanism Inspection and Repair**

- Update the engineer's opinion of probable construction cost.
- Submit final documents to HCMA for review and comment.
- Finalize bid documents based on HCMA review comments.
- Assist with application for any required construction permits.
- Perform internal and peer QA/QC reviews of the preliminary design, final design, and bidding phases.

**Task 4- Bidding Phase**

- Provide electronic copy of the bid documents to HCMA for HCMA's use in bid solicitation.
- Provide a list of potential construction contractors.
- Attend the pre-bid meeting.
- Answer bidder questions.
- Assist with issuance of addendum(s) as needed.
- Review the Contractor bids and make a recommendation for award of contract.

**Task 5- Construction Phase**

- Coordinate and facilitate a preconstruction meeting.
- Review shop drawings for all materials.
- Respond to Requests for Information from the Contractor if necessary.
- Coordinate with HCMA's operation personnel.
- Coordinate the sluice gate inspection and repair with the gate supplier.
- Assist HCMA with inspection of other dam elements and determine the corrective action scope and methods (if any).
- Assist HCMA with Contractor negotiation for any corrective work change orders.



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**Reference: Professional Engineering Services  
Stony Lake Lower Dam Control Mechanism Inspection and Repair**

- Attend site visits and site meetings (upon HCMA's request).
- Assist with the development of project punch list and closeout.

### **SIGNIFICANT ASSUMPTIONS**

- The upcoming meeting with MDEQ will not significantly alter the proposed scope of work listed above.
- Stantec will utilize HCMA's Standard General Conditions and Standard Construction Document Template for the front end section of the bidding contract.
- Stantec will perform up to five site visits during the construction phase.
- The project will start in January 2013 for a total duration of six month.
- HCMA will:
  - Assemble Construction Bid Documents with specifications provided by Stantec.
  - Review insurance and bonds submitted by the Contractor.
  - Process and issue contractor's pay requests.
  - Perform construction observations with support from Stantec.
  - Pay for all permit fees, if any.

### **SCHEDULE**

Stantec values the importance of minimizing the impacts on the Park's operations. Therefore, Stantec suggests that construction of the proposed improvements be executed during the off season (i.e between October and May). Stantec developed a schedule that endeavors to minimize impacts on the Park's operations:

<b><u>ACTION</u></b>	<b><u>NO LATER THAN</u></b>
Initiate Project	November 15, 2012
90% Contract Document	January 1, 2013
Bidding	January 15, 2013
Contract Award	February 2013
Start Construction	February 2013
Substantial Completion	July 2013

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**Reference: Professional Engineering Services  
Stony Lake Lower Dam Control Mechanism Inspection and Repair**

**BUDGET**

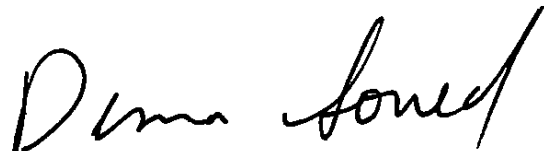
We propose to perform the above work scope on an estimated time and materials fee basis. The estimated fee would be **\$34,500**. This fee can further be broken down as follows:

Task 1	Initial Design Phase	\$ 2,000
Task 2	Preliminary Design Phase	\$ 6,500
Task 3	Final Design Phase	\$ 8,500
Task 4	Bid Phase	\$ 3,000
Task 5	Construction Phase	<u>\$14,500</u>
<b>Total</b>		<b>\$34,500</b>

If you have any questions regarding the items included with this letter, please do not hesitate to contact me. We look forward to working with you on this very important project. Thank you.

Sincerely,

**STANTEC CONSULTING MICHIGAN INC.**



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c. Dana Dougherty, Stantec

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# HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
 From: Laura L. Martin, Supervising Design Engineer  
 Project No: 712-12H  
 Project Title: Pool Blower Room Dehumidification  
 Project Type: Major Maintenance  
 Location: Lake Erie Metropark, Wayne County  
 Date: November 1, 2012

Bids Opened: October 25, 2012 at 4:00 p.m.

**Scope of Work:** Work includes the installation of electric unit heaters and a dehumidifier with associated electrical and plumbing work. Components of the air compressor have failed prematurely due to high humidity levels in the Pool Blower Room.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Erie Welding & Mechanical Contractors, Inc.	Erie	\$21,842.00
Contrast Mechanical, Inc.	Macomb Township	\$24,900.00
A/C Building System, Inc.	Wixom	\$27,000.00
Monroe Plumbing & Heating Co.	Monroe	\$33,593.00
Corby Energy Services, Inc.	Belleville	\$34,777.00
Total Budget Amount for Contract Services and Administration		\$10,000.00
Proposed Work Order Amount		
Contract Amount – Erie Welding & Mechanical (Rounded)		\$22,000.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		\$24,000.00
Additional Amount Required to Fund Proposed Work Order		\$14,000.00

**Note:** If a contract is awarded, a transfer of funds in the amount of \$14,000 from the Lake Erie Major Maintenance Account (712.99-999) will be necessary to fund the Work Order; funds are available in this account.

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

*The following contractors obtained request for quotes but did not submit a quote: Labelle Electric, Macomb Township; Patti Electric, Auburn Hills; Fraser Mechanical, Washington*

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





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Gregory J. Almas, Deputy Director  
Subject: Approval – Administrative Office Organization Plan  
Date: November 1, 2012

On March 10, 2011 the Board of Commissioners approved a motion that staff reduction be accomplished “as attrition occurs.” In 2012, the Board approved a well crafted early retirement incentive program which successfully accelerated the attrition.

Since peak staffing levels of 254 full-time employees in 2007, the Metroparks will have reduced full-time staff by approximately 70 employees or near 28 percent by Dec. 31, 2012.

Base wage costs today would be approximately \$16.8 million per year had no reductions occurred. At Dec. 31, 2012 base wage costs are projected at \$11.9 million per year. Additionally there is a reduction of approximately \$2.2 million per year in fringe benefit costs. The total cost savings achieved through the reorganization plan is approximately \$7 million per year. This has been accomplished with minimal impact on services.

To date, staff reduction has been accomplished with little effect on part-time wages. However, part-time wages will increase in 2013 due to the reduction of a projected 34 full-time positions in 2012.

Past exhibits which have been presented to the Board have combined the proposed organization plan with the status of attrition.

For clarity, Exhibit 1 simply displays the staff recommended Administrative Office Organization Plan which is being presented for approval. The Board of Commissioners will note the Controller’s office is being presented with no change to the current Table of Organization (TO) at this time.

The purpose is to allow the recently appointed Controller, Lisa Dolan, the time necessary to assess the department and recommend an appropriate organizational structure. This is especially true considering the recent resignation of the accountant/internal auditor. Across the organization, staff intends to evaluate and assess the most efficient means to deliver the services of each vacated position.

Any proposed revisions will be presented to the Board of Commissioners as later determined.

Exhibit 2 is the Board approved Park Administration and Operation Organization Plan and is provided for reference.

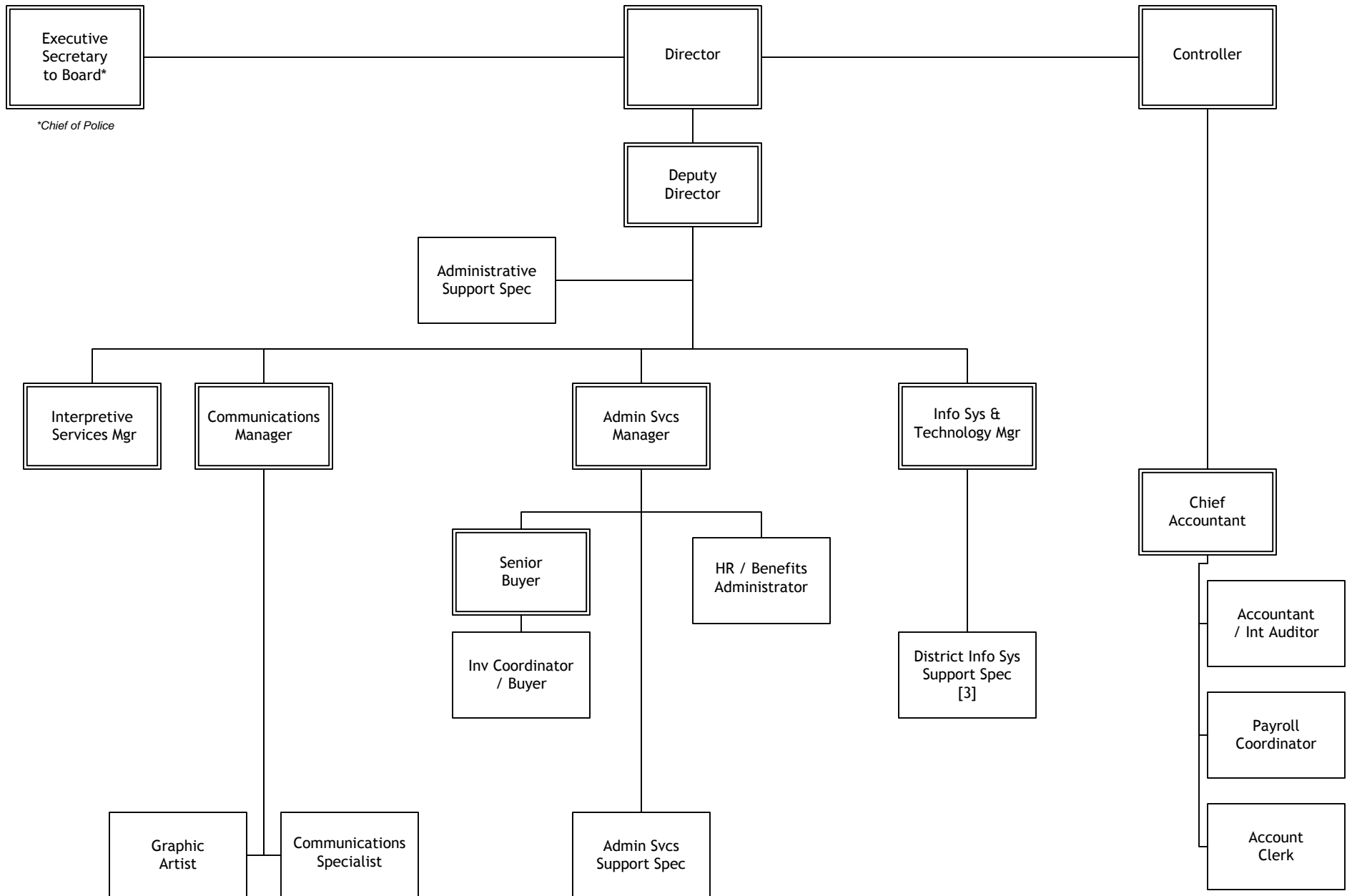
**Attachments:**      **Exhibit 1 – Administrative Office Organization Chart**  
                             **Exhibit 2 – Board Approved Park Organization Plan**

**Recommendation:** That the Board of Commissioners approve the Administrative Office Organization Plan, promotions and hiring as needed to maintain staffing at the target level as recommended by Deputy Director Gregory J. Almas and Human Resources Manager Carol Stone and staff.

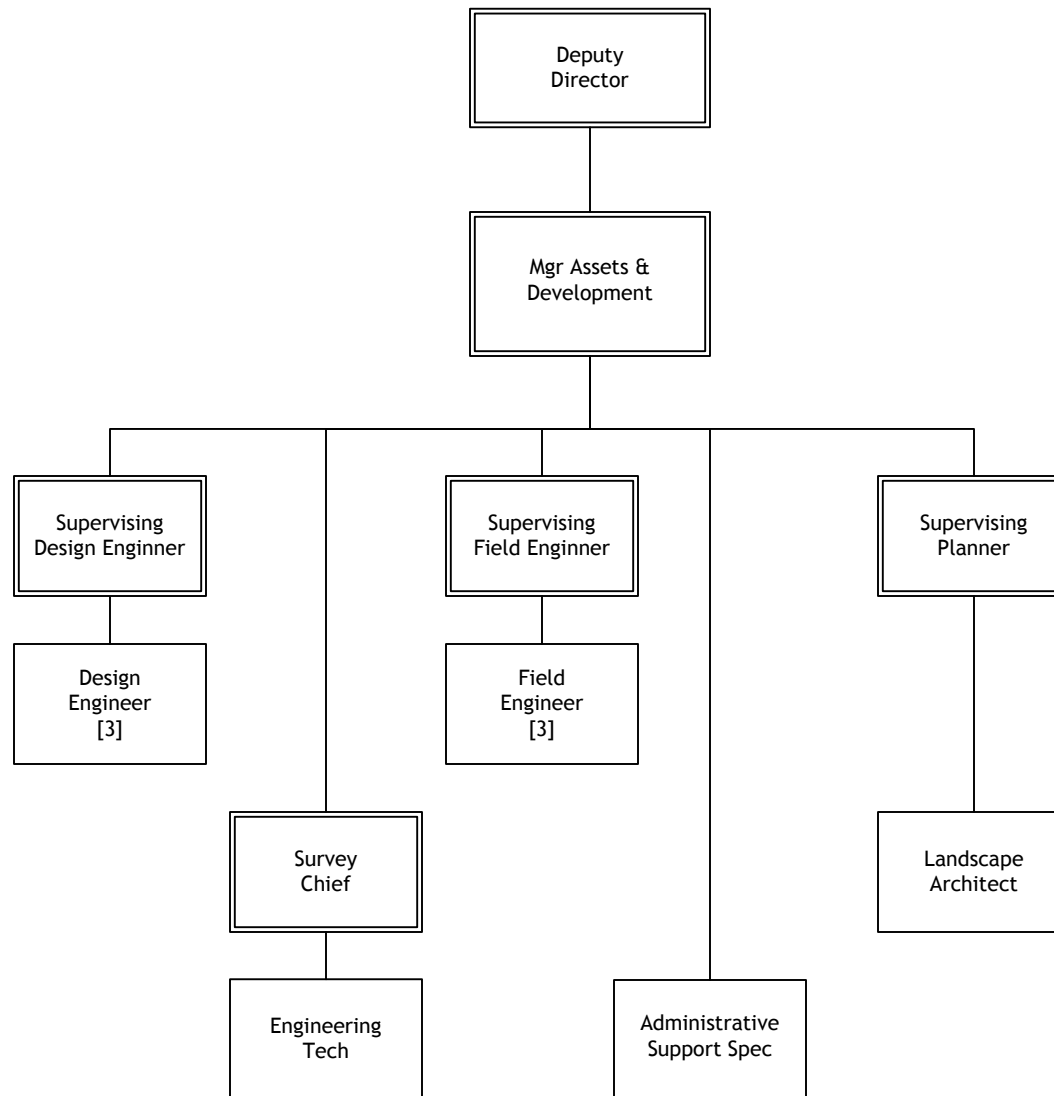


# EXECUTIVE & ADMINISTRATIVE OFFICE

8-D-1-a  
Exhibit 1

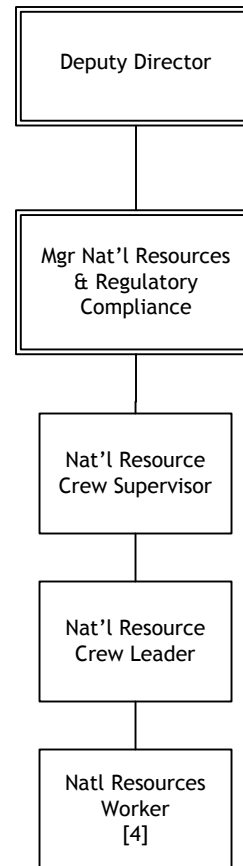


# ASSETS & DEVELOPMENT





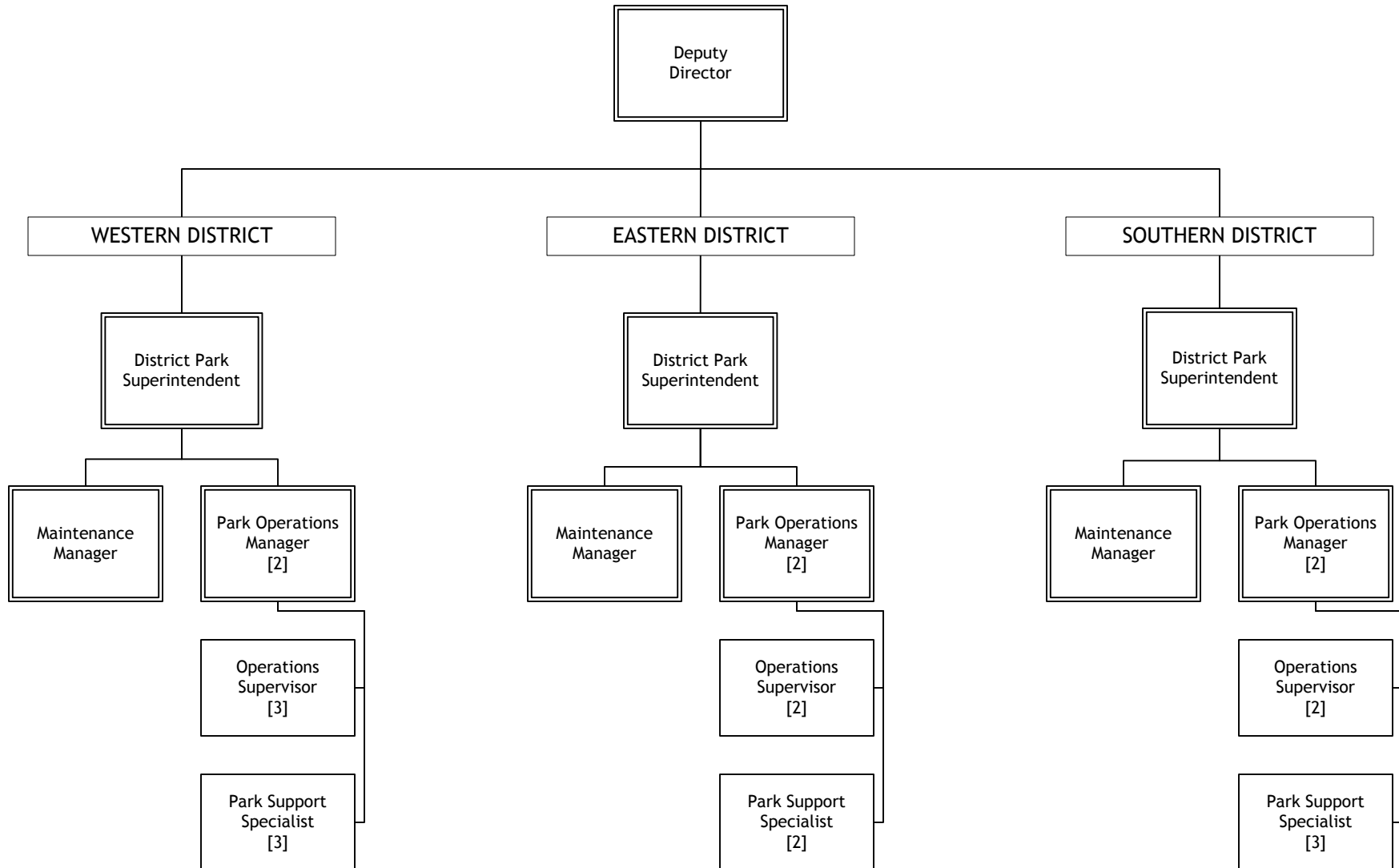
# NATURAL RESOURCES & REGULATORY COMPLIANCE



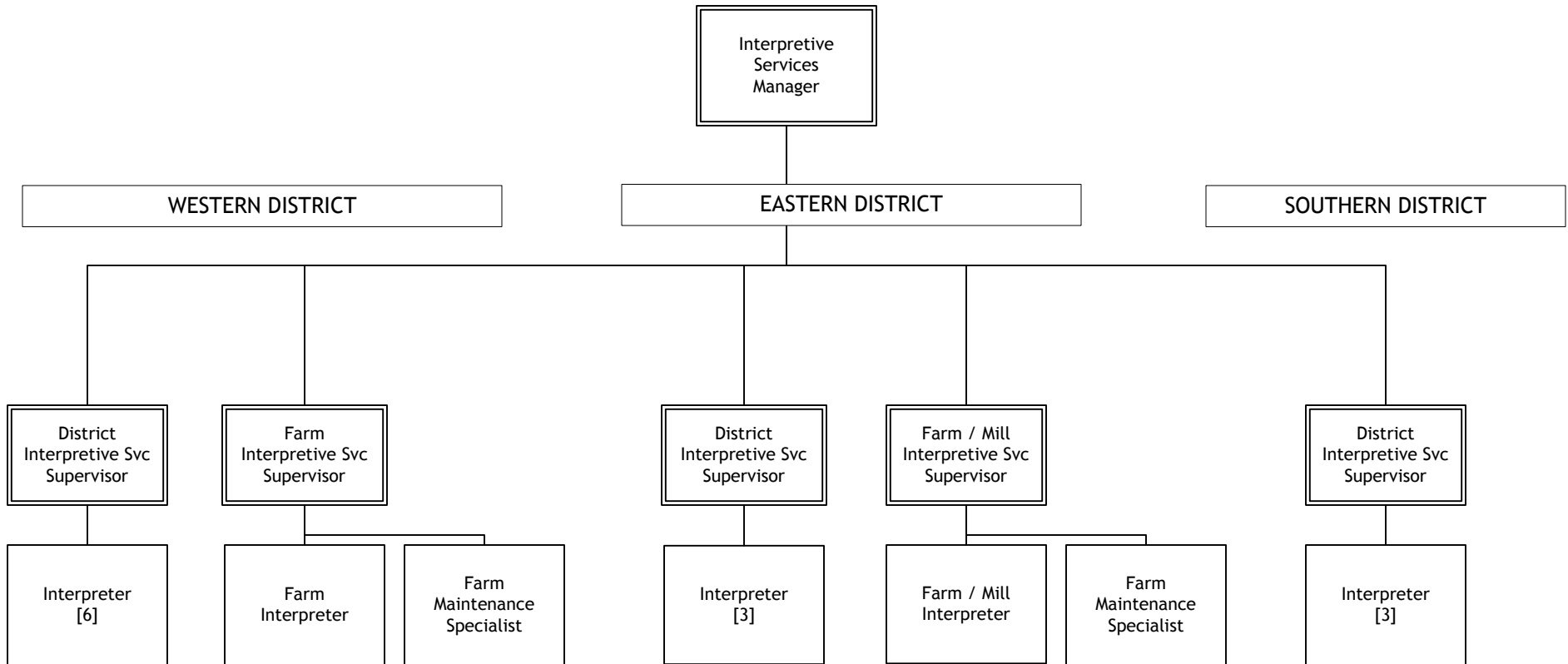


# PARK ADMINISTRATION & OPERATIONS

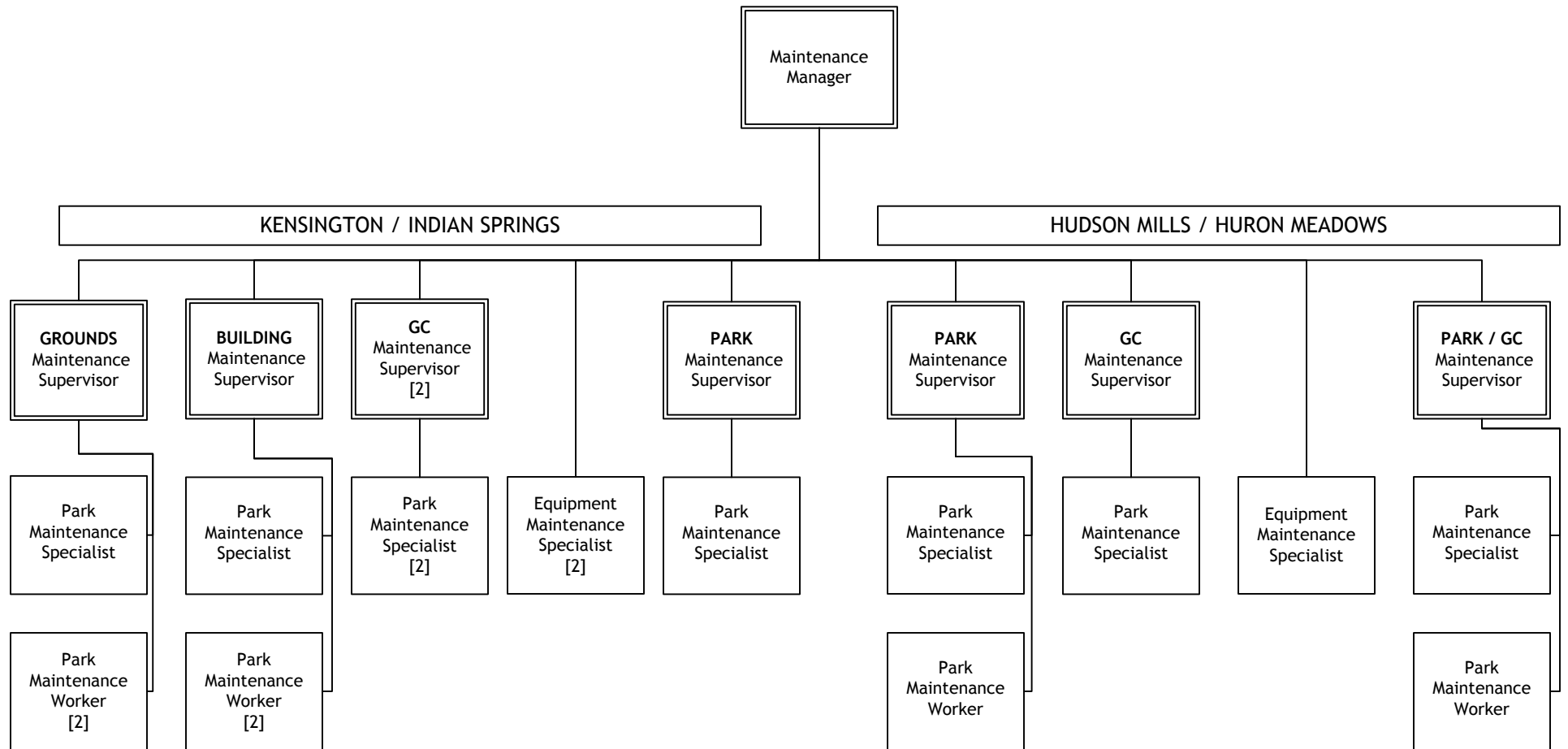
8-D-1- b  
Exhibit 2



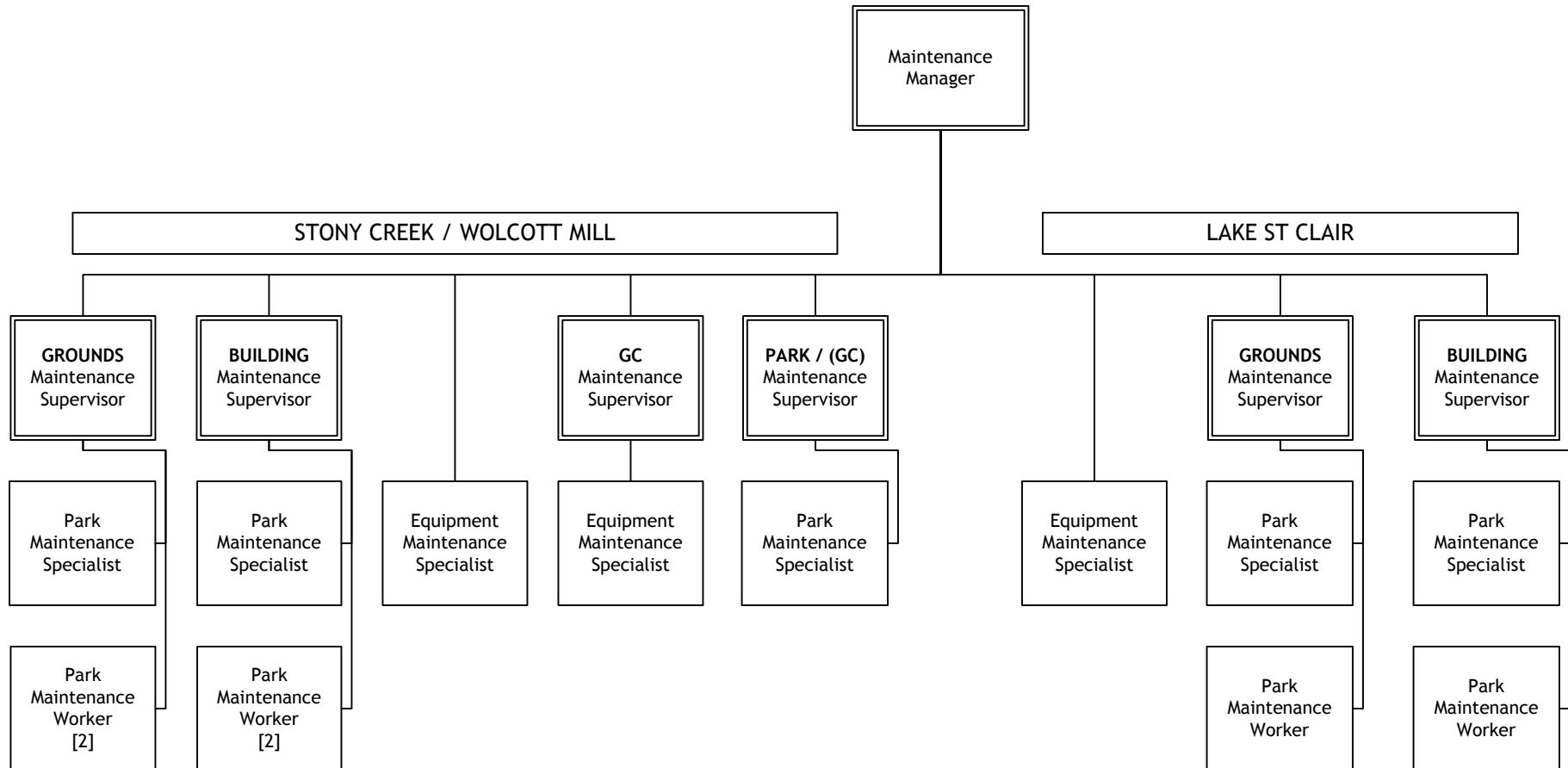
# INTERPRETIVE SERVICES



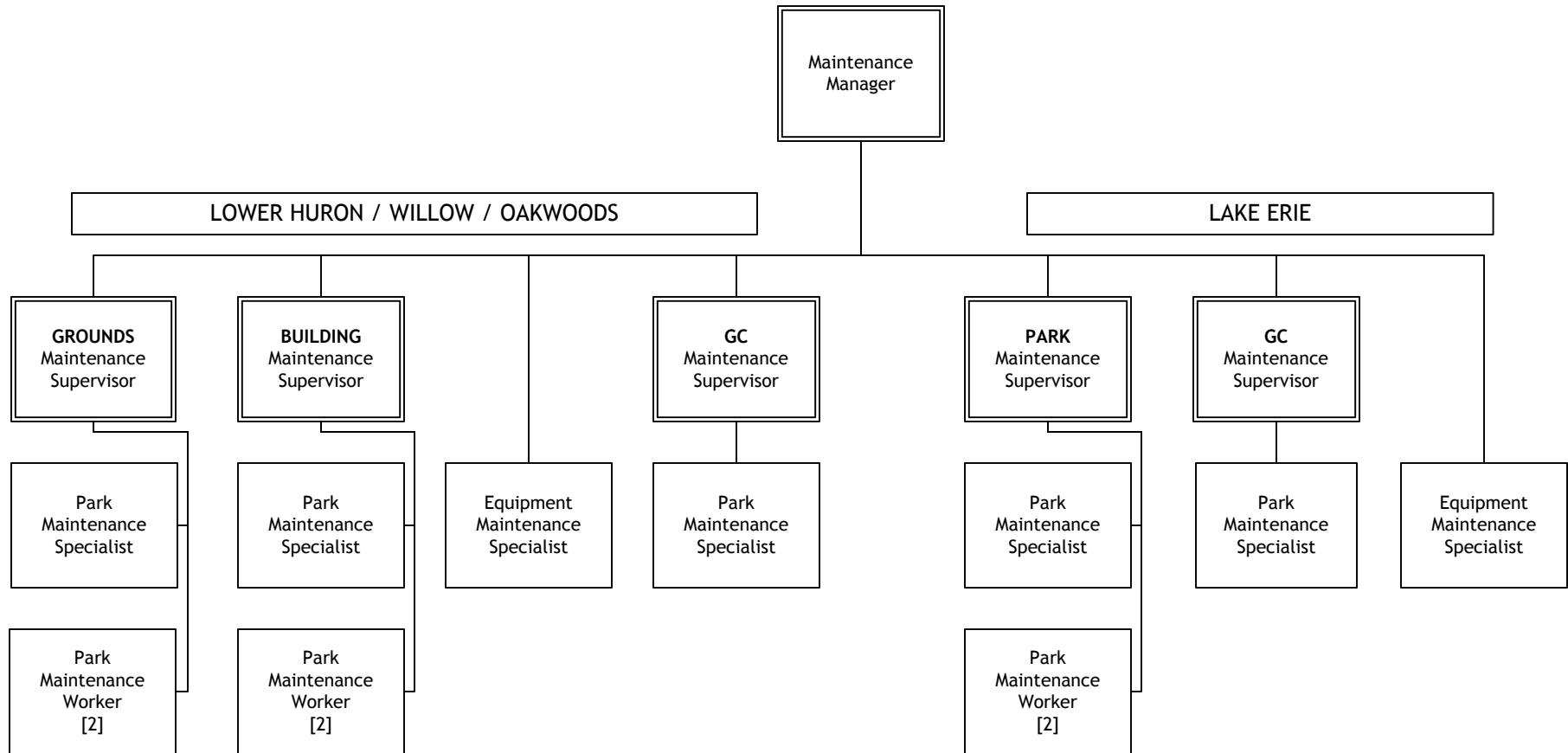
# PARK MAINTENANCE - WESTERN DISTRICT



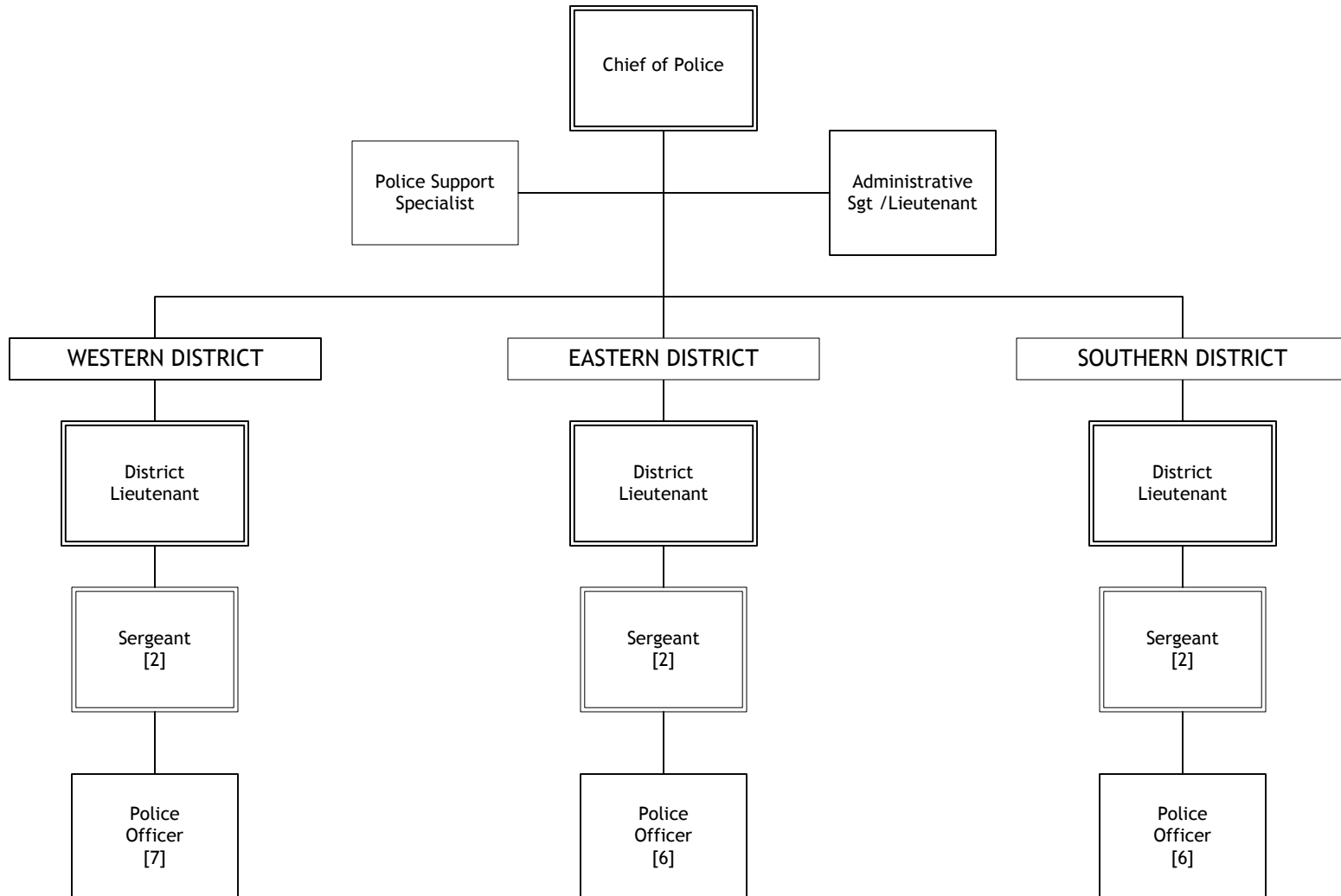
## PARK MAINTENANCE - EASTERN DISTRICT



# PARK MAINTENANCE - SOUTHERN DISTRICT



# POLICE DEPARTMENT







## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Lisa Dolan, Controller  
Subject: Preliminary 2013 Budget Estimates  
Date: November 1, 2012

During this stage of the 2013 budget process, we are asking for input from the Board of Commissioners. In the following pages, I present a preliminary 2013 annual budget for your review. I welcome any recommendations or suggestions that the Board may offer.

The format is somewhat similar to what has been provided in the past, however, I would like to suggest a few changes. These changes relate to the budgeting of land acquisitions and capital improvement projects. Land Acquisition has historically been budgeted at \$5.4 million every year. This \$5.4 million represents the total amount reserved for land purchases, however, not all of the reserve will be spent in one year. I am proposing that we budget only what we will spend. I recommend the same change for Capital Improvement Projects. We should budget only the amount we plan to spend on projects in the budget year.

### **Preliminary Total Expenditures - \$47 Million**

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

### **Preliminary Total Revenue - \$44 Million**

We expect to receive reimbursement for two projects in 2013, the Lake St. Clair parking lot for \$1,409,000 and the Kensington Nature Center Sheet Pile Repairs for \$94,000. **Schedule B**

Property Tax Revenue continues to decline as a result of decreasing taxable values and tax abatements. Please see **Schedule 1** for more detail on the estimation of tax revenue at \$27.9 million, down from \$30.6 million in 2011. Operational Park Revenue is detailed on **Schedule 2** at \$14.6 million.

Please refer to the "**Key Factors**" section to find more detail of revenue and expenditures.

**Attachments:**

**1. Detail of Preliminary Budgeted Revenue and Expenditures compared to 2012 Budget and 2011 Actual.**

- Schedule 1 Tax Levy Revenue computation**
- Schedule 2 Park Operating Revenue, 2013 budgeted to 2012 Projected**
- Schedule 3 Capital Improvement Projects**
  - A. Re-budgeted projects from 2012**
  - B. Grant Projects**
  - C. Five Year Plan Projects**
  - D. New Projects**
- Schedule 4 Major Maintenance Projects Summary and Detail**
- Schedule 5 Administrative Comparison by Account Type**
- Schedule 6 Operating Expenses by Park**

**2. Key Factors- Brief overview of Revenue and Expenditures**

As stated above, one of the suggested changes in this budget relates to Land Acquisition funds. While we will continue to account for the total \$5.45 million in Fund Balance for Land Acquisitions, only the amount that we intend to spend in the current year should be budgeted. This will allow the budget document to serve as a useful guide for planning and investing cash throughout the year. It also provides the budget document reader with our true intentions of land acquisition funds during the year. In 2013, 40 acres of land at Wolcott Mill is budgeted to be purchased, if Board approved, at approximately \$250,000.

The second change relates to budgeting Capital Improvement Projects. The Planning and Engineering departments submitted an optimistic list of Capital Improvement Projects totaling \$8.8 million. After some discussion, staff feels that a more realistic budget amount is approximately \$6.8 million, based on historical expenditure trends and staffing levels (\$3 million relates to the grant project at Lake St. Clair). The historical trend for capital improvement projects has been \$3 million for the last three years. The total \$8.8 million list is provided for your review and the projects that may be deferred are denoted with an asterisk.

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

**Recommendation:** That the Board of Commissioners provide input on this budget, and receive and file the Preliminary 2013 Budget estimates as recommended by Controller Dolan and staff.

**Huron-Clinton Metropark Authority  
2013 Budget**

	<b>2011*</b> <b>Actual</b>	<b>2012</b> <b>Initial Budget</b>	<b>2012</b> <b>Projected</b>	<b>2013</b> <b>Budget</b>
<b><u>Revenues</u></b>				
Taxes <b>(Schedule 1)</b>	\$30,691,073	\$ 29,100,000	\$ 28,339,966	\$ 27,900,000
Park Operations <b>(Schedule 2)</b>	\$14,151,725	14,250,000	14,401,500	14,605,200
Interest Income	\$266,837	150,000	200,000	100,000
Sale of Capital Assets	\$126,880	100,000	100,000	195,000
Grants	\$351,412	250,000	250,000	1,409,000
Gifts/Donations	\$110,423	-	-	-
Miscellaneous	\$28,460	50,000	25,000	25,000
<b>Total Budgeted Revenues</b>	<b>\$45,726,810</b>	43,900,000	\$ 43,316,466	44,234,200
<b><u>Expenditures</u></b>				
Engineering/General Planning	\$1,929,611	\$2,200,000	\$2,197,118	\$2,202,400
Capital Improvements <b>(Schedule 3)</b>	\$3,012,780	8,850,000	3,000,000	6,841,000
Equipment	\$965,066	1,450,000	1,635,271	1,513,100
Land Acquisition	\$565,997	5,450,000	-	250,000
Major Maintenance <b>(Schedule 4)</b>	\$1,164,673	2,750,000	3,095,900	1,972,000
Administrative Office <b>(Schedule 5)</b>	\$5,590,120	5,950,000	5,846,000	5,737,200
Park Operations <b>(Schedule 6)</b>	\$31,717,979	32,200,000	30,759,100	28,780,600
<b>Total Budgeted Expenditures</b>	<b>\$44,946,226</b>	\$ 58,850,000	\$46,533,389	\$ 47,296,300
<b>Budget Expenditures over Revenue</b>	<b>\$780,584</b>	(14,950,000)	(\$3,216,923)	(3,062,100)
<b>Fund Balance at Beginning of Year</b>	<b>\$31,081,000</b>	<b>\$31,861,584</b>	<b>\$31,861,584</b>	<b>\$28,644,661</b>
<b>Fund Balance at End of Year</b>	<b>\$31,861,584</b>	<b>\$16,911,584</b>	<b>\$28,644,661</b>	<b>\$25,582,561</b>

\* From 2011 Financial Statements



**HURON-CLINTON METROPARK AUTHORITY  
2012 TAX LEVY COMPUTATION-REVENUE  
2013 - Schedule 1**

<b>COUNTY</b>	<b>TAX VALUES 2012</b>	<b>HCMA 1/4 MILL LEVY (.00025)</b>	<b>HCMA REDUCED TAX REVENUE (0.0002146)</b>	<b>EST. WRITE OFF DUE TO TAX NEGATIVE ADJUSTMENTS</b>	<b>HCMA EST. LEVY TO BE COLLECTED</b>
<b>LIVINGSTON</b>	\$7,482,442,287	\$1,870,611	\$1,605,732	-\$40,000	\$1,565,732
<b>MACOMB</b>	\$24,237,795,651	\$6,059,449	\$5,201,431	-\$50,000	\$5,151,431
<b>OAKLAND</b>	\$49,184,190,893	\$12,296,048	\$10,554,927	-\$500,000	\$10,054,927
<b>WASHTENAW</b>	\$13,975,122,118	\$3,493,781	\$2,999,061	-\$115,000	\$2,884,061
<b>WAYNE</b>	\$40,693,316,954	\$10,173,329	\$8,732,786	-\$475,000	\$8,257,786
<b>TOTAL</b>	<u>\$135,572,867,903</u>	<u>\$33,893,217</u>	<u>\$29,093,937</u>	<u>-\$1,180,000</u>	<u><b>\$27,913,937</b></u>



**Huron-Clinton Metropolitan Authority  
2013 Park Operating Revenue  
Schedule 2**

	<b>2012 Projected</b>	<b>2013 Preliminary Budget</b>
Administrative Office	\$ 25,000	\$ 25,000
Lake St Clair	1,673,000	1,780,700
Kensington	2,945,900	2,995,800
Lower Huron	1,553,400	1,500,000
Resident Houses	126,100	139,600
Hudson Mills	826,800	890,600
Stony Creek	2,796,900	2,780,500
Willow/Oakwoods	1,012,000	1,047,100
Lake Erie	1,550,800	1,562,300
Wolcott Mill	554,900	230,400
Indian Springs	931,800	877,900
Huron Meadows	713,900	714,000
North Metro Parkway Sect. I	46,400	46,400
North Metro Parkway Sect. II	3,500	3,500
North Metro Parkway Sect. III	8,000	8,000
South Metro Parkway Sect. VII	3,300	3,400
	<u>\$ 14,771,700</u>	<u>\$ 14,605,200</u>





**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget Estimates**  
**Capital Improvement Projects**  
**Schedule 3**

	<b>2012 Rebudgeted Projects (25) (Schedule A)</b>	<b>2013 Grant Projects (2) (Schedule B)</b>	<b>2013 Five-Year Projects (26) (Schedule C)</b>	<b>2013 New Projects (10) (Schedule D)</b>	<b>2013 Total** Projects (63)</b>
Lake St. Clair	\$2,523,000	\$1,500,000	140,000	\$76,000	\$4,239,000
Kensington	833,000	94,000	\$60,000	20,000	1,007,000
Dexter-Delhi	71,000	—	—	—	71,000
Lower Huron	30,000	—	57,000	14,000	101,000
Hudson Mills	84,000	—	240,000	11,000	335,000
Stony Creek	985,000	—	295,000	32,000	1,312,000
Willow	557,000	—	20,000	29,000	606,000
Lake Erie	139,000	—	140,000	—	279,000
Indian Springs	273,000	—	100,000	37,000	410,000
Huron Meadows	85,000	—	20,000	—	105,000
Wolcott Mill	—	—	70,000	—	70,000
Oakwoods	—	—	10,000	38,000	48,000
<b>Totals</b>	<b>\$5,580,000</b>	<b>\$1,594,000</b>	<b>\$1,152,000</b>	<b>\$257,000</b>	<b>\$8,583,000</b>
					<b>** (\$1,783,000)</b>
					<b>\$6,800,000</b>

\*\* Although projects listed are at \$8,583,000, it may be more realistic to budget an amount less than this for 2013 based on staffing levels and the amounts spent in previous years of \$3 million each year. We conclude to budget \$6,800,000 in this year, \$3,000,000 relates to parking lot at Lake St. Clair.



**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 Rebudgeted Projects (26)**  
**Schedule A**

8-D-2-e

<b><u>PROJECT</u></b>	<b><u>AMOUNT</u></b>	<b><u>REMARKS</u></b>
<b><u>LAKE ST. CLAIR</u></b>		
1. Reconstruct Parking Lot, Phase 1	\$1,800,000	Initial phase to redevelop the northerly half of Lake St. Clair's 42 acre Main Parking Lot which was constructed in 1950. Includes new parking near Nature Center. HCMA was awarded a \$1.0 million U.S. Environmental Protection Agency-Great Lakes Restoration grant. This project will redesign and reconstruct the configuration and drainage system of the Main Parking Lot. It will increase green space and meet new Phase 2 storm water discharge requirements. Engineering near completion of design.
2. Redevelop East Boardwalk Area	*\$295,000	Replace deteriorated boardwalk with paved walk, site furnishings and trees.
3. Comfort Station – Class A	*\$250,000	Construct comfort station at site of old combination building which was demolished in 2010.
4. Par 3 Maintenance Bldg Replacement	\$89,000	Completely replace deteriorated Par 3 Maintenance Building.
5. Pool Backwash System Discharge Mod.	\$14,000	Install connection to sanitary sewer for pool filter backwash to meet compliance requirements.
6. Marina Accessible Docks	\$75,000	Provide four (4) ADA handicap accessible docks in reconstructed South Marina.
<b><u>KENSINGTON</u></b>		
1. Maple Beach Redevelopment	*\$500,000	Initial funds to demolish outdated food bar/bathhouse; replace with comfort station and redevelop site at Maple Beach.
2. East Boat Launch Ramp / Pier Replacement	\$255,000	Replace six boat launch ramps and three piers, walk and parking lot which have deteriorated beyond their useful lives.
3. Golf Cart Path Resurfacing	\$78,000	Repair deteriorated pavement on existing cart paths and extend paths to repair worn turf areas
<b><u>DEXTER-DELHI</u></b>		
1. West Picnic Shelter	\$50,000	Replace deteriorated large West Picnic Shelter.
2. Add heat in Comfort Station	*\$21,000	Comfort Station heat for year-round use.
<b><u>LOWER HURON</u></b>		
– Culvert Replacement – Group Camp Area	\$30,000	Replace deteriorated/failed culverts in group camp area.

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 Rebudgeted Projects (26)**  
**Schedule A**

8-D-2-e

**HUDSON MILLS**

- |  |          |  |
|--|----------|--|
| – Above Ground Fuel Storage Tanks-Service Area | \$84,000 | Replace current underground fuel storage tanks with above ground fuel storage tanks at Service Area. |
|--|----------|--|

**STONY CREEK**

- |  |            |   |
|--|------------|---|
| 1. Eastwood Beach Building Renovations         | \$300,000  | Renovate deteriorated Eastwood Beach Food Bar and bathhouse building interiors.                 |
| 2. Boat Launch Restroom Renovations            | \$250,000  | Provide accessible restroom upgrades to accommodate heavy use.                                  |
| 3. Golf Maintenance Equipment Storage Building | \$35,000   | Construct a three-sided equipment storage building to protect and extend the life of equipment. |
| 4. Boat Rental Facility Replacement            | *\$400,000 | Replace existing deteriorated building and add new walks.                                       |

**WILLOW**

- |   |           |   |
|---|-----------|---|
| 1. Connector Trail Erosion Control Improvements   | \$32,000  | Add riprap on bank slopes along Huron River near Service Area to stabilize erosion.   |
| 2. North Entrance Road - Toll Area Reconstruction | \$525,000 | Replace badly deteriorated North Entrance Road with new realigned entry road and HCMA standardized toll booth off South Huron River Road. |

**LAKE ERIE**

- |  |          |   |
|--|----------|---|
| 1. Toll Booth Replacement              | \$90,000 | Replace badly deteriorated entrance toll booth with HCMA standardized toll booth. |
| 2. Pool Backwash System Discharge Mod. | \$49,000 | Revise backwash drains to discharge to sanitary system.                           |

**INDIAN SPRINGS**

- |   |           |  |
|---|-----------|--|
| 1. Well House Iron Removal System           | \$205,000 | Upgrade iron removal system for Environmental Discovery Center water supply at well house. |
| 2. Farm Fencing –Schmitt Lake               | \$51,000  | Establish boundary lines on 2011 acquired land parcel around Schmitt Lake.                 |
| 3. North Meadowlark Shelter Accessible Walk | \$17,000  | Install ADA accessible asphalt walk from connector path to picnic shelter                  |

**HURON MEADOWS**

- |   |          |  |
|---|----------|--|
| 1. Park Maintenance Building Demolition | \$85,000 | Demolish existing park service and storage buildings to prepare site for construction. |
|---|----------|--|

<b>TOTAL 2012 REBUDGETED PROJECTS</b>	<b>\$5,580,000</b>
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\*May be deferred - \$1,466,000

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 Grant Projects (2)**  
**Schedule B**

8-D-2-e

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REMARKS</u>
<u>LAKE ST. CLAIR</u>		
1. Reconstruct Parking Lot – Phase 1	\$1,500,000	U.S. Environmental Protection Agency-Great Lakes Restoration grant of \$500,000 to complete Phase 2 of the reconstruction of the Main Parking Lot. This \$1.5 million project will redesign and reconstruct the configuration and drainage system of the Main Parking Lot. Engineering near completion of design.
<u>KENSINGTON</u>		
2. Nature Center Sheet Pile Repairs	\$94,000	Michigan Natural Resources Trust Fund grant of \$94,000 to be used to construct new sheetpile wall for overlook at Nature Center pond to replace existing failing sheetpile wall.
<b>TOTAL 2013 GRANT PROJECTS (2)</b>	<u>\$1,594,000</u>	

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 Five-Year Plan Projects (26)**  
**Schedule C**

8-D-2-e

<b><u>PROJECT</u></b>	<b><u>AMOUNT</u></b>	<b><u>REMARKS</u></b>
<b><u>LAKE ST. CLAIR</u></b>		
1. Energy Conservation Initiative	\$10,000	Improving building energy efficiencies through improvements in windows, doors, caulk, insulation, seals, lighting, controls, timers and heating as part of an audit.
2. Pool Drain Modifications	\$100,000	Reroute existing drain piping to sanitary sewer.
3. Vegetative Management/Restoration	\$30,000	Wetland and grassland restoration through removal of non-native shrubs and phragmites. Planting of native grasses and forbs may also take place.
<b><u>KENSINGTON</u></b>		
1. Energy Conservation Initiative	\$10,000	Improving building energy efficiencies through improvements in windows, doors, caulk, insulation, seals, lighting, controls, timers and heating as part of an audit.
2. Vegetative Management/Restoration	\$50,000	Forest and grassland restoration and rehabilitation through removal of non-native species and native vegetation reintroduction and reforestation.
<b><u>LOWER HURON</u></b>		
1. Energy Conservation Initiative	\$10,000	Improving building energy efficiencies through improvements in windows, doors, caulk, insulation, seals, lighting, controls, timers and heating as part of an audit.
2. Woods Creek Trail Development	\$20,000	Rustic hiking/walking trail.
3. Tree Planting, Walnut Grove	\$11,000	Plant shade trees.
4. Relocate Group Camp to East Bend	\$16,000	Move Group Camp to East Bend picnic area.
<b><u>HUDSON MILLS</u></b>		
1. Park Service Area Storage Building	*\$230,000	Replace existing deteriorated metal building.
2. Energy Conservation Initiative	\$10,000	Improving building energy efficiencies through improvements in windows, doors, caulk, insulation, seals, lighting, controls, timers and heating as part of an audit.
<b><u>STONY CREEK</u></b>		
1. Energy Conservation Initiative	\$10,000	Improving building energy efficiencies through improvements in windows, doors, caulk, insulation, seals, lighting, controls, timers and heating as part of an audit.

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 Five-Year Plan Projects (26)**  
**Schedule C**

8-D-2-e

2. UST to AST Conversion, Service Area	\$175,000	Convert fuel storage from underground tanks to above ground fuel storage tanks
3. South Dam Sluice Gate Replacement	\$80,000	Replace existing leaking and inoperable dam bypass sluice gate
4. Vegetative Management/Restoration	\$30,000	Forest and grassland restoration and rehabilitation through removal of non-native species and native vegetation reintroduction and reforestation.

**WILLOW**

1. Salt Overstock Temporary Containment	\$20,000	Containment area for loading and storage of temporarily stockpiled road salt.
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**LAKE ERIE**

1. Energy Conservation Initiative	\$10,000	Improving building energy efficiencies through improvements in windows, doors, caulk, insulation, seals, lighting, controls, timers and heating as part of an audit.
2. Pool Drain Modifications	\$100,000	Reroute existing drain piping to sanitary sewer.
3. Vegetative Management/Restoration	\$30,000	Wetland and grassland restoration through removal of non-native shrubs and phragmites. Planting of native grasses and forbs may also take place.

**INDIAN SPRINGS**

1. Vegetative Management/Restoration	\$30,000	Forest and grassland restoration and rehabilitation through removal of non-native species and native vegetation reintroduction and reforestation.
2. Schmitt Lake Trail Development and Boardwalk	\$70,000	Construction of four miles of new hiking trails and enhancement of existing trails.

**HURON MEADOWS**

1. Sledding Hill	*\$20,000	Construct sledding hill north of Sunset Ridge Picnic Area.
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**WOLCOTT MILL**

1. Farm Overflow Parking	*\$10,000	Grading, leveling and turf establishment for overflow lot.
2. Farm- Hog Shed	\$30,000	Construction of shed to expand animal program.
3. Farmland Restoration	\$30,000	Forest and grassland restoration and rehabilitation through removal of non-native species and native vegetation reintroduction and reforestation.

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 Five-Year Plan Projects (26)**  
**Schedule C**

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8-D-2-e

**OAKWOODS**

1. Nature Center Trail Interpretive Signs	<u>\$10,000</u>	Install new interpretive signs on nature trails.
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<b>TOTAL 2013 FIVE-YEAR PLAN PROJECTS (26)</b>	<b><u><u>\$1,152,000</u></u></b>	
--	----------------------------------	--

\* May be deferred - \$260,000



**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget – Capital Improvements Projects**  
**2013 New Projects (10)**  
**Schedule D**

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REMARKS</u>
<b><u>LAKE ST. CLAIR</u></b>		
1. Generator Connection, Activity Building	\$26,000	Install generator connection and bypass for temporary power.
2. Pool Bathhouse Exterior Lockers	\$50,000	Install lockers on exterior of bathhouse to expand availability for park patron use.
<b><u>KENSINGTON</u></b>		
1. Fiber Optic Cable to Boat Rental Building	*\$20,000	Install fiber optic cable to improve monetary transactions.
<b><u>LOWER HURON</u></b>		
1. Pave Entrance Drive, Tulip Tree	\$14,000	Pave existing gravel drive for access to Tulip Tree Picnic Area.
<b><u>HUDSON MILLS</u></b>		
1. Golf Course Tree Planting	\$11,000	Plant new trees on Golf Course to replace trees destroyed by 2012 tornado.
<b><u>STONY CREEK</u></b>		
1. Snell Road Well House Generator Hook Up	\$17,000	Install generator connection and bypass for temporary power.
2. Golf Course, Alternate Tees, Nos. 2 & 12	\$15,000	Construct alternate tees to improve playability.
<b><u>WILLOW</u></b>		
1. Pool Lot Shelter Access Walks	\$29,000	Construct accessible asphalt walk from parking lot and pool walk to picnic shelter.
<b><u>INDIAN SPRINGS</u></b>		
1. Replace Toll Booth	*\$37,000	Replace deteriorated toll booth and concrete island to match existing.
<b><u>OAKWOODS</u></b>		
1. Carry In Canoe/Kayak Launch	\$38,000	Construct gravel drive and parking lot at Shore Fishing picnic area.
<b>TOTAL 2013 NEW PROJECTS (10)</b>	<b><u>\$257,000</u></b>	

\* May be deferred -\$57,000



**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget Estimates**  
**Major Maintenance Projects**  
**Schedule 4**

	<u><b>2012 Budget (83)</b></u>	<u><b>2013 Budget (64)</b></u>
Lake St. Clair	\$479,000	\$348,000
Kensington	\$414,000	\$272,000
Dexter-Huron	\$13,000	\$0
Lower Huron	\$433,000	\$284,000
Hudson Mills	\$87,000	\$20,000
Stony Creek	\$308,000	\$58,000
Willow	\$267,000	\$376,000
Oakwoods	\$0	\$0
Lake Erie	\$246,000	\$360,000
Wolcott Mill	\$126,000	\$20,000
Indian Springs	\$179,000	\$113,000
Huron Meadows	\$86,000	\$6,000
Engineering/General Planning	\$105,000	\$115,000
Rounding Factor	\$7,000	\$0
	<hr/>	<hr/>
<b>Total Major Maintenance Projects</b>	<u><b>\$2,750,000</b></u>	<u><b>\$1,972,000</b></u>



**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget Estimates**  
**Significant Major Maintenance Projects**

<u>LAKE ST. CLAIR (14)</u>		<u>TOTAL</u>
1. Marina Concrete Walk Repairs, Shore and North Marina	\$45,000	
2. Parapet Repair and painting, Admin/Concession Bldg	54,000	
3. Oil Shed and open storage Bldg. Roof Coating	50,000	
4. Bathhouse Roof Repairs	11,000	
5. Remove Cold Storage Area, Admin Bldg	32,000	
6. Lighting system Energy Retrofit Service Garage	17,000	
7. Nature Center-Replace Furnace, Phase II	13,000	
8. West Playful Comfort Station Ventilation System and Window	10,000	
9. Pump Station 1 Add Ventilation	10,000	
10. Pool Plumbing System Testing and Repair	14,000	
11. Skid Pier Replacement Phase 1 of 4	10,000	
12. Wetland Restoration	18,000	
13. Activity Bldg. Metal Roof Repairs	10,000	
14. Replace Trash Compactor	<u>54,000</u>	\$348,000
 <u>KENSINGTON (12)</u>		
1. Play Area Surfacing, Phase 4	14,000	
2. Salt Storage Bldg. Loading Modifications	11,000	
3. Refurbish Road Shoulders, Phase 4	10,000	
4. North Martindale Shelter, Replace Concrete	17,000	
5. Hike Bike Trail Repairs	42,000	
6. Warehouse Repair-1,2,3,4,& 5	30,000	
7. Salt Storage Bldg. Wood Repair-Posts and Walls	11,000	
8. Nature Center Roof Replacement	60,000	
9. Replace Falling Drains, Park Office	24,000	
10. Repair Toll Booths	13,000	
11. West Boat Launch Comfort Station New FRP Doors	15,000	
12. Park Service Area Monitoring Wells	<u>25,000</u>	272,000
 <u>LOWER HURON (5)</u>		
1. Hike Bike Trail Repairs	25,000	
2. Park Maintenance Building Roof Repair	74,000	
3. Turtle Cove Paint Spray Pad Structure	23,000	
4. Turtle Cove Leisure Pool Marcite and Tile Repair	17,000	
5. Hike Bike Trail Steel Pedestrian Bridge Painting	<u>145,000</u>	284,000
 <u>HUDSON MILLS (2)</u>		
1. Hike-Bike Trail Culvert Repairs Island Area	10,000	
2. Golf Course Wireless Controllers	<u>10,000</u>	20,000

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget Estimates**  
**Significant Major Maintenance Projects**

**STONY CREEK (5)**

1. Play Area Surfacing, Phase 4 Final	11,000	
2. Park Office Rebuild ADA Ramp Stone Wall	11,000	
3. Road Shoulder Repair Phase 2	10,000	
4. Overband Crack Sealing Nature Center and Course	14,000	
5. Install Grease Trap, Golf Starter	<u>12,000</u>	58,000

**WILLOW (8)**

1. Hike Bike Trail Washago Pond to Bldg Bend	\$40,000	
2. Connector Trail Repairs at Railroad Crossing	13,000	
3. Pool Bathhouse Food Bar Restroom Renovations	160,000	
4. Pool Bathhouse Food Bar Galvanized Pipe Replacement	86,000	
5. Sanitary Sewer Cleaning and Televising	27,000	
6. Golf Course Replace Sand Traps Phase I	12,000	
7. Golf Course Irrigation, Wireless Controllers	11,000	
8. Repair Sewer Lift Station, Washago Pond	<u>27,000</u>	376,000

**LAKE ERIE (13)**

1. Asphalt Pavement Repairs - Park Wide	25,000	
2. Repair Lift Ramp Concrete Marina	10,000	
3. Maintenance Storage West Roof Replacement	15,000	
4. Bathhouse, Replace Doors Phase 1	25,000	
5. Roof Repairs, Golf Course	12,000	
6. Pool Mechanical Install Roof Hatch	11,000	
7. Wave Pool Refinishing Phase 2	71,000	
8. Repair Pool Pumps	27,000	
9. Golf Course Irrigation Head Replacement Phase 3	23,000	
10. Replace Boiler, Bathhouse	50,000	
11. Boat Launch Seawall Repair and Rip Rap	18,000	
12. Move Dredge Spoil Pile	63,000	
13. Pool Compressor Rm Unit Heaters and Dehumidification	<u>10,000</u>	360,000

**WOLCOTT MILL (1)**

1. Paint Grist Mill	<u>20,000</u>	20,000
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**INDIAN SPRINGS (4)**

1. Golf Starter Roof Replacement	50,000	
2. Golf Maint. Metal Building	15,000	
3. Golf Course Irrigation Head Replacement Phase 3	27,000	
4. Replace Controller, EDC HVAC	<u>21,000</u>	113,000

**HURON-CLINTON METROPOLITAN AUTHORITY**  
**Preliminary 2013 Budget Estimates**  
**Significant Major Maintenance Projects**

HURON MEADOWS (1)

1. Fuel Underground Storage Tank Removal	<u>6,000</u>	<u>6,000</u>
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ADMINISTRATIVE OFFICE

– Engineering and General Planning		<u>115,000</u>
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<b>TOTAL 2013 Major Maintenance Projects (64)</b>		<u><u>\$1,972,000</u></u>
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**Huron-Clinton Metropolitan Authority**  
**Administrative Office Comparison by Account Type**  
**2013- Schedule 5**

	<b>2012 Projected</b>	<b>2013 Preliminary Budget</b>
Full-Time Wages	\$ 2,137,300	\$ 1,927,500
Part-Time Wages	78,300	106,100
Employee Benefits	325,900	125,800
Employee Group Insurance	276,300	237,800
Full-Time Overtime	2,100	4,600
Retirement	465,700	432,500
Retiree Health	1,360,600	1,533,100
<b>Total Personnel Services</b>	<b>\$ 4,646,200</b>	<b>\$ 4,367,400</b>
Utilities	31,500	33,900
Communications	47,600	51,900
Insurance	76,900	81,900
Professional Services	609,300	749,300
Transportation/Travel	35,700	45,400
Rents/Leases	2,200	16,000
Printing/Photography	10,500	18,500
Small Tools/Equipment	77,500	133,500
Repair/Maintenance Equipment	17,700	15,700
Office Supplies	14,500	16,000
Operating Supplies	8,000	10,600
Miscellaneous	1,600	900
Membership/Subscription	7,300	7,300
Taxes	3,200	3,000
Training	18,800	28,300
Repair/Maintenance Facilities	9,400	17,400
Chemicals	1,500	1,400
Employee Uniforms	100	1,000
Outsourced Repair Service	1,200	2,600
Gasoline/Diesel Fuel	10,200	11,000
Marketing	100,700	124,200
In-Kind Advertising	115,000	-
	<b>1,200,400</b>	<b>1,369,800</b>
<b>Total Adminisitrative</b>	<b>\$ 5,846,600</b>	<b>\$ 5,737,200</b>



**Huron-Clinton Metropolitan Authority  
Comparison of Park Operating Expense  
2013-Schedule 6**

	<b>2012 Projected</b>	<b>2013 Preliminary Budget</b>
Lake St. Clair Metropark	\$ 3,528,000	\$ 3,504,000
Kensington Metropark	6,221,000	5,955,400
Lower Huron Metropark	2,670,700	2,754,500
Resident Houses	29,000	28,100
Hudson Mills/ Dexter/ Delhi Metroparks	2,759,700	2,537,500
Stony Creek Metropark	4,013,700	3,990,100
Willow Metropark	2,789,000	2,751,600
Lake Erie Metropark	3,438,800	3,313,200
Wolcott Metropark	1,651,100	1,215,700
Indian Springs Metropark	1,832,400	1,734,200
Huron Meadows Metropark	831,000	825,600
Other Park Operations	291,100	170,700
	<u><u>\$ 30,055,500</u></u>	<u><u>\$ 28,780,600</u></u>



## 2013 PRELIMINARY BUDGET ESTIMATES KEY FACTORS

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### REVENUES – \$44.2 Million

#### Tax Revenues - \$27,900,000

- Millage rate remains at .2146 mills for eighth consecutive year.
- “Net” tax revenues estimated at \$27,900,000, see **Schedule 1**, this is a \$1,200,000 (4.13 percent) decline from 2012 “net” taxes of \$29,100,000.
- Continued weakness in local real estate market (residential, industrial and commercial), foreclosures, minimal new construction and depressed prices have created a downward spiral on “taxable values.”
- In 2012 the decline was (7.2 percent) and in 2011 it was 9.4 percent.

#### Park Operating Revenues - \$14,605,200

- See **Schedule 2**. 2013 estimated Park Operating revenues are projected at \$14,605,000, a \$355,000 increase over 2012 Budget targets of (\$14,250,000).
- Event sponsorship and/or admission charges for marketing promoted events are anticipated to bring in some additional revenue.
- We continue to meet with the parks to discuss their 2013 budgets over the next few weeks.

#### Interest Income - \$100,000

- Due to the credit crisis and the fragile nature of the economy, the interest rates continue to remain low.
- Investable balances will continue to decline due to cumulative impact of tax revenue declines.

#### Sale of Capital Assets - \$195,000

- 2013 annual surplus equipment proceeds should be comparable to 2012 auction.

#### Grants - \$1,409,000

- The \$1.5 million EPA grant project for the reconstruction of a portion of the parking lot should be substantially completed.
- Michigan Natural Resource Trust Fund Grant of \$135,000 for sheet pile wall of Nature Center pond should be received in 2013.

### EXPENDITURES – \$47.3 Million

#### Engineering/General Planning - \$2,202,400

- Includes full time employees in Engineering Department, including field engineers, full-time Planning/Natural Resource Department, part-time employees; wages and fringe benefits.
- Approximately \$627,000 for outside consultants – **Major Items:**

Administrative Office	Stream Gauging	\$42,000
	Vehicular Bridge Inspections	25,000
	Kent Lake Water Quality Assessment	10,000
	Creek Study - Stony Creek	20,000
Lake St. Clair	Parking Lot Reconstruction	90,000
	Class A Comfort Station	20,000
Kensington	Maple Beach Redevelopment	40,000
Hudson Mills	Service Area U.S.T. to A.S.T.	10,000
Stony Creek	Eastwood Beach Building Renovations	30,000
	Boat Launch Restroom Renovations	23,000
	Boat Rental Building Replacement	40,000
	South Dam Bypass	15,000
Indian Springs	Well house Iron Removal System	20,000
Huron Meadows	Park Service Buildings	20,000

**Capital Improvements – \$8,624,000 of which \$6,841,000 is Budgeted**

- See **Schedule 3** and attached **Schedules A, B, C** and **D** for detail of the 63 capital improvement projects listed for 2013. Although staff would like to address and complete all of these projects, the planning/engineering department has assessed the list and provided for projects that may be potentially deferred based on staffing levels and other possible barriers. These potential deferred projects have been identified on the list with an asterisk.
- Twenty-six (26) projects are being re-budgeted from 2012 at a cost of \$5,710,000. Projects are detailed on **Schedule A**.
- The \$1.5 million EPA grant portion of the Lake St. Clair parking lot reconstruction project has been included and the \$135,000 grant for Kensington. These projects are listed on **Schedule B**.
- Twenty-six (26) revised Five-Year Plan 2013 projects are being requested for funding at \$1,152,000. These projects are detailed on **Schedule C**.
- Ten (10) new projects are requested for funding at \$257,000. These projects are detailed on **Schedule D**.

**Equipment – \$1,513,100**

- Major equipment purchases have declined from 2012 (Projected) of \$1,635,271. Here is a preliminary list of the intended equipment purchases.

**OFFICE EQUIPMENT (.10)**

2	Copiers	\$17,500	
1	Printer	2,000	
1	Phone Equipment	4,000	
			\$23,500

**AUTOS & TRUCKS (.11)**

1	Garbage Truck	\$95,000	
6	Police Autos/SUV's/Trucks	160,000	
4	Park SUV/Truck/Vans	125,000	
			\$380,000

**HEAVY EQUIPMENT (.12)**

1	Blower	\$7,000	
1	Brush Hog	12,000	
1	Golf Cart - 6 Passenger	10,000	
56	Golf Carts	224,000	
1	Moped	5,000	
11	Mower	410,300	
1	Salt Spreader	2,300	
1	Skid Sprayer	3,500	
1	Sleigh	6,000	
1	Spray Tank	2,000	
1	Tennant Sweeper	5,000	
1	Track Setter	5,000	
2	Tractors	85,000	
2	Trailers	27,000	
1	Trail Groomer	9,500	
1	Trap Rake	8,600	
1	Truckster	19,000	
7	Work Vehicle	81,800	
			\$923,000

**SMALL TOOLS (.13)**

3	Pressure Washer	\$6,200	
1	Paint Shaker	1,200	
1	Chain Hoist	2,600	
1	Utility Line Locator	3,000	
1	Hydraulic Elevation Cart	1,600	
		<hr/>	\$14,600

**WATER/BEACH EQUIPMENT (.16)**

1	Jon Boat	\$8,000	
10	Paddleboats	24,000	
2	Pool Handicap Lifts	12,000	
		<hr/>	\$44,000

**FOOD SERVICE EQUIPMENT (.18)**

1	Hot Dog Roller	\$1,500	
1	Refrigerator	6,000	\$7,500
		<hr/>	

**COMMUNICATION EQUIPMENT (.19)**

66	Radios		\$79,500
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**OTHER PARK OPERATING EQUIPMENT (.20)**

4	Defibrillator	\$6,800	
1	Draft Horse cart	2,200	
5	Handguns	21,000	
2	Pumpkin Launcher	10,000	
1	Safe	1,000	
		<hr/>	\$41,000
			<hr/>
			\$1,513,100

**Land Acquisition - \$250,000**

- Provides funding to fulfill Board designated park boundaries at Wolcott Mill.

**Major Maintenance - \$1,972,000**

- In order to keep up with the aging Metropark infrastructure, sixty-four (64) projects have been identified and are requested for funding. Projects are detailed on **Schedule 4**.

**Administrative Office - \$5,737,200**

- Total 2013 budgeted Administrative Office expenditures represent a \$109,000 decrease from 2012 projected expenditures of \$5,846,000. Please see **Schedule 5** for detail. This decline is mainly attributable to a decline in Professional Services and Small Tools/Equipment purchases.

**Park Operations - \$28,780,600**

- Total 2013 budgeted Park Operations has declined from 2012 projected expenditures of \$30,055,500. Please see **Schedule 6** for detail. This decline is primarily attributable to a decline in costs, primarily wages, at Kensington, Hudson Mills/Dexter/Delhi, Lake Erie, Wolcott, and Indian Springs. Staff continues to meet with the Parks to review 2013 numbers submitted in detail.







## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Gregory J. Almas, Deputy Director  
Subject: 2013 Board of Commissioners' Proposed Meeting Schedule  
Date: November 1, 2012

The proposed 2013 Board of Commissioners' meeting schedule is attached for review. All meeting dates are on the second Thursday of each month with the exception of the June and October meetings.

Staff proposes changing the June and October meetings to the first Thursday of the month due to scheduled conflicts with conferences. The Special Parks District Forum is scheduled to be held June 10 – 15 in British Columbia, Canada; and the National Recreation and Parks Association (NRPA) meeting is scheduled for Oct. 8 – 10 in Houston, Texas.

### **Attachment: 2013 Board of Commissioners' Meeting Schedule**

**Recommendation:** That the Board of Commissioners approve the 2013 Commission meeting schedule as recommended by Deputy Director Almas and staff.



## HURON-CLINTON METROPOLITAN AUTHORITY 2013 BOARD OF COMMISSIONERS' MEETING SCHEDULE

Date	Site	Time	Location/Comments
Jan. 10	<b>Administrative Offices</b> 13000 High Ridge Drive Brighton, MI 48114	10:30 am	Administrative Office Board Room
Feb. 14	<b>Administrative Offices</b> 13000 High Ridge Drive Brighton, MI 48114	9:00 am	<i>Pension and Health Care Trust Meetings</i>
		10:30 am	Administrative Office Board Room
Mar. 14	<b>Administrative Offices</b> 13000 High Ridge Drive Brighton, MI 48114	10:30 am	Administrative Office Board Room
Apr. 11	<b>Lake St. Clair Metropark</b> 31300 Metro Parkway Mt. Clemens, MI 48046	10:30 am	Thomas S. Welsh Activity Center
May 9	<b>Indian Springs Metropark</b> 5175 Indian Trail White Lake, MI 48386	9:00 am	<i>Pension and Health Care Trust Meetings</i>
		10:30 am	Environmental Discovery Center
June 6*	<b>Lake Erie Metropark</b> 32481 West Jefferson Brownstown, MI 48173	10:30 am	Marshland Museum and Nature Center
July 11	<b>Kensington Metropark</b> 2240 West Buno Road Milford, MI 48380	10:30 am	Farmhouse Grille
Aug. 8	<b>Willow Metropark</b> 17845 Savage Road Belleville, MI 48111	10:30 am	Wave Pool Food Bar
Sept. 12	<b>Stony Creek Metropark</b> 4300 Main Park Road Shelby Township, MI 48316	8:30 am	<i>Pension and Health Care Trust Meetings</i>
		10:30 am	Nature Center
Oct. 3**	<b>Hudson Mills Metropark</b> 8801 North Territorial Road Dexter, MI 48130	8:30 am	<i>Pension and Health Care Trust Meetings</i>
		10:30 am	Activity Center
Nov. 14	<b>Administrative Office</b> 13000 High Ridge Drive Brighton, MI 48114	10:30 am	Administrative Office Board Room
Dec. 12	<b>Administrative Office</b> 13000 High Ridge Drive Brighton, MI 48114	10:30 am	Administrative Office Board Room

### NOTE:

MRPA: Feb.27 – March 1, Lansing, MI

\*Special Parks District Forum: June 10 – 15, British Columbia, Canada

\*\*NRPA: Oct. 8 – 10, Houston, TX





# HURON-CLINTON METROPOLITAN AUTHORITY

8 - D - 4  
Meeting of November 11, 2012

To: Board of Commissioners  
From: Gregory J. Almas, Deputy Director  
Subject: 2013 HCMA Employee Recognition Dinner  
Date: November 1, 2012

The 2013 HCMA Employee Recognition Dinner, hosted by the Eastern District, is planned for Saturday, March 9, 2013 and will be held in the event room at the Environmental Discovery Center at Indian Springs Metropark.

The Board of Commissioners has generously supported this event in the past which honors exemplary employees, pays tribute to retiring employees, recognizes employee tenure milestones and in general helps build employee morale.

An allocation, not to exceed \$7,000, is requested of the Board of Commissioners to subsidize the cost of the event.

**Recommendation:** That the Board of Commissioners approve a subsidy not to exceed \$7,000 for the 2013 Employee Recognition Dinner as recommended by Deputy Director Almas and staff.





## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Gregory J. Almas, Deputy Director  
Subject: October Donations  
Date: November 1, 2012

The following donations were received through Oct. 31, 2012:

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

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





**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners  
From: Gregory J. Almas, Deputy Director  
Subject: Legislative Consultant Retainer Agreement  
Date: November 1, 2012

The current retainer agreement HCMA has with our state legislative consultant, George Carr, is due to expire Dec. 31, 2012. Mr. Carr and staff are requesting that HCMA enter into a new retainer agreement under the same terms, conditions and compensation as the current agreement for the two-year period beginning Jan. 1, 2013 through Dec. 31, 2014.

Mr. Carr has been a valuable asset to the Metroparks serving as the eyes, ears and voice regarding any and all political matters pertaining to the interests of the Metroparks at the state's capitol. His knowledge of the state political process and his network of personal contacts has been a great benefit for HCMA in dealing with matters that affect or could potentially affect the Metroparks. With the turnover in the state legislature, as well as in state administrative departments, Mr. Carr's long-term experience and contacts will become even more important and beneficial.

A letter from Mr. Carr expressing his interest in continuing his relationship with HCMA as its state legislative consultant and the proposed retainer agreement are attached.

**Attachments:**        **Consultant Letter**  
                              **Consultant Contract**

**Recommendation:** That the Board of Commissioners approve the retainer agreement with George Carr for legislative consulting services during the period of Jan. 1, 2013, through Dec. 31, 2014 as recommended by Deputy Director Almas and staff.



**GEORGE M. CARR, P.C.**

ATTORNEY AND COUNSELOR

327 SEYMOUR  
LANSING, MICHIGAN 48933

(517) 371-2577  
Fax (517) 482-8866  
gmccarr@carrlawfirm.com

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

October 10, 2012

Dear Chairman Morrocco:

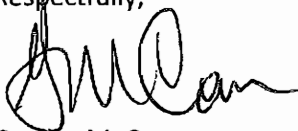
It has been a pleasure to represent the Huron-Clinton Metropolitan Authority these past two years. Promoting the interests of HCMA and continuing work on a myriad of issues through 2011 and 2012 has been an enjoyable challenge.

I would be pleased to continue representation of HCMA on matters of interest before the State Legislature and Administration. I look forward to continuing our relationship, working with your outstanding staff and continue to build on the legislative support we have developed for HCMA.

Enclosed are two copies of a proposed 2013-2014 Retainer Agreement with the same terms and conditions as the previous 2011-2012 Retainer.

If the proposed Retainer is acceptable, please sign both copies and return one to my office. If you have any questions, please call me at 517/371-2577.

Respectfully,



George M. Carr  
George M. Carr, PC



## RETAINER AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of November 2012, by and between George M. Carr P.C., a law firm and Michigan Professional Corporation with its principle office located at 327 Seymour, Lansing, Michigan 48933 (hereinafter called ATTORNEY) and The Huron-Clinton Metropolitan Authority with its administrative offices located at 13000 High Ridge Drive, Brighton, Mi 48114 (hereinafter referred to as CLIENT).

1. ATTORNEY accepts retainer and agrees to provide the following services in the following order of priority to the CLIENT:

- A. Monitoring of legislative and regulatory activities of the Michigan Legislature.
- B. Monthly updates of business related legislative and administrative activities to alert CLIENT of possible issues affecting the CLIENT as requested.
- C. The scope of this RETAINER AGREEMENT shall include lobbying as defined by Michigan Law and registration as a lobbyist agent for the CLIENT if required by state law or regulation. Legislative activity relating to amending state statues increasing license availability for the CLIENT shall not be within the scope of this Agreement unless agreed to in writing between the parties.
- D. Develop and coordinate a state legislative information program into the CLIENT's local government program.

2. The file and work product materials of the CLIENT shall be maintained by ATTORNEY in Lansing, Michigan.

3. It is understood and agreed the Attorney's operations hereunder are those of an independent contractor, and that ATTORNEY has the authority to control and direct the performance of the details of the services to be rendered and performed and it is further agreed that Attorney's employees are not employees of CLIENT and the ATTORNEY is not, except as herein provided, subject to control by CLIENT.

## COMPENSATION

1. For and in consideration for such services, CLIENT agrees to pay ATTORNEY and ATTORNEY agrees to accept during the terms of this Agreement, the sum of Ninety-Six (\$96,000.00) Thousand Dollars or \$4,000.00 per month due by the 15<sup>th</sup> of every month for 24 months commencing January 1, 2013.

## COSTS AND EXPENSES

1. It is understood and agreed that the compensation of \$4,000.00 per month includes usual and ordinary costs and expenses. Travel expenses at the request of CLIENT shall be assumed by CLIENT. If it develops that ATTORNEY shall be exposed to extraordinary costs and expenses, then in the event, CLIENT shall assume and pay the same, providing the nature and circumstances thereof are disclosed to and approved by CLIENT prior to the time the same are incurred.

## TERM OF AGREEMENT

1. The term of this Agreement shall be for the period beginning January 1, 2013 and ending December 31, 2014. Thereafter, the employment relationship shall continue from month to month on terms and conditions to be agreed upon by the parties hereto. Either party may terminate this Agreement without cause upon ninety (90) days' written notice to the other party.

## NON-ASSIGNABILITY

1. This Agreement shall not be transferable or assignable by operation of law or otherwise.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first written above.

### **Attorney:**

George M. Carr, PC

By: \_\_\_\_\_  
George M. Carr, President

### **Client:**

Huron-Clinton Metropolitan Authority

By: \_\_\_\_\_  
Anthony V. Marrocco, Chairman

By: \_\_\_\_\_  
John C. Hertel, Secretary



## HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners  
From: Gregory J. Almas, Deputy Director  
Subject: Legislative Report  
Date: November 1, 2102

Legislative Consultant George M. Carr will present the Legislative Report with along with an election update at the Nov. 8 Commission meeting.







**HURON-CLINTON METROPOLITAN AUTHORITY  
OCTOBER MONTHLY REPORT  
FOR  
BOARD OF COMMISSIONERS  
NOVEMBER 8, 2012**

**Deputy Director's Comments**

- October weather was rainy and cold with average visitation.
- Halloween activities and cross country meets continue to be popular October activities.
- New this year, the Michigan Humane Society's Mega March for Animals was held at Kensington Metropark with 4,000 participants.
- Staff is working hard pulling together the 2013 Budget. All department budgets have been submitted and are in the senior staff review process.
- Lisa Dolan, Controller joined the Metroparks on Oct. 15 and immediately engaged in the budget process. Staff welcomes Lisa to the organization.

***Eastern District***

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

**Mike Lyons**

- Visitation and revenues were near average for the month.
- Several large events took place at Lake St. Clair Metropark during the month. The Frostbite Rendezvous was held from Oct. 4 – 6. This is a very popular annual boating event that is organized by several area yacht clubs including the Detroit Yacht Club and the Jefferson Yacht Club. Activities included trick or treating, kids' crafts and games, pumpkin carving and a heated tent for entertainment. Nearly 200 boats took part in the event as both the South and Shore Marinas were booked to capacity.
- The TGA Golf School closed out their season on October 19 on the Par 3 Golf Course.
- Lake St. Clair Metropark continues to be a popular destination for high school cross country events with four races held by area schools at the park.
- Several meetings were held regarding the anticipated parking lot construction project scheduled to begin early next year. This project will have a major impact on the park due to the scope of the project. Organizers of large events to be held in the park were invited to an informational meeting regarding construction project on Oct. 27. Park and Engineering Department staff met with organizers of eight large events proposed for 2013 to explain details of the project and how events could be impacted by the construction project.
- Stony Creek's October's visitation and revenues were near average for the month.
- Picnic shelter rentals for 2013 began on Oct. 1 with 32 rentals on the first day and a total of 50 for the month which is exactly the same number as the previous year even though there was a price increase this year.
- The Halloween themed Rustic Family Camping weekend was held Oct. 12- 14; 36 sites were reserved for the event totaling 159 people. Activities offered for the campers included a candy scramble, pumpkin carving and a costume contest.
- Other events held at Stony Creek included four cross country runs, four charity walk/runs, five weddings at the Banquet Tent and a new event called the Halloween Hustle 5/10k which took place on Oct. 27 and attracted nearly 1,400 participants.
- The "Naturally It's Howl'oween" program was held at the Stony Creek Nature Center on Oct. 20 with good attendance.
- The staffs at Wolcott Farm Center and the Historic Mill were kept busy during the month preparing for, and conducting programs. The Farm held its weekend pumpkin, cider/donut wagon rides on every weekend in October. The Farm Halloween event took place on Oct. 21 and the Farm "Trick or Treat" on Oct. 27. All of these events were well organized and attended.

### **Eastern District (con't)**

- Farm staff organized and hosted a new event, called the Zombie Run on Oct. 28. Staff hopes to make this an annual event.
- The Mill hosted its largest annual event, the Civil War Skirmish, on Oct. 20 and 21. The event was well attended and received by the public.

### **Western District**

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

- October was a busy month in the Western District filled with cross country meets, walks, camp outs and Halloween programs. The first weekend of October the annual Fall Camp Out hosted by the Kensington Trail Riders Association was held at the horse staging area of the group camp. Riders from as far away as Traverse City enjoyed three days of trail riding, bonfires and entertainment.
- On Oct. 6, Kensington hosted the 53<sup>rd</sup> Annual Oakland County Championship Cross Country meet with more than 5,000 people in the park for this regional meet.
- On Oct. 7, a new event, and what staff hopes will be annual event, was held at Kensington. The Michigan Humane Society's 7<sup>th</sup> Annual "Mega March for Animals." Kensington was a new site for the event along with the Hart Plaza location. Kensington had 4,000 participants and their pets that enjoyed this fundraising event for the Michigan Humane Society. Thank you to Marketing Manager Kassie Kretzchmar for helping to bring this event to the park.
- The Interpretive Centers were busy this month with the Fall Festival, Pick Your Pumpkin Hayrides and Fun on the Farm Halloween Party at the Farm Center; Rosco and the Raptors at the Nature Center which saw the parking lots at both this facilities in overflow. The Halloween Fun Program was held at Hudson Mills with the Great Lakes Zoological Society bringing out snakes, tarantulas and tortoises.
- The Environmental Discovery Center had many school groups participate in their Autumn Adventure Program.
- Indian Springs was the host site for the Huron Valley Optimist Club Great Pumpkin Hunt on Oct. 13. Despite the rainy, wet weather, 100 people turned out to enjoy this event.
- Seven wedding receptions were held at the Event Room at the EDC this month and the dome was cleaned twice.
- Hudson Mills and Huron Meadows continue to host many cross country meets. Huron Meadows alone hosted seven meets this month. Hudson Mills hosted both the annual Gabriel Richard and Saline Middle School Invitational's. Both of these events had more than 2,000 people in attendance.
- Adam Haberkorn, Golf Course Maintenance Supervisor at Huron Meadows was honored by the Livingston County Workforce Development Council and received the Outstanding Service Award. For the past six years Adam has assisted the Livingston County Summer Youth Challenge Work Skills program and has provided young adults with disabilities with on the job training and relevant work experience at Huron Meadows.

### **Southern District**

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

- Several cross country meets were held in the district during the month. At Willow six meets were held. Salem hosted two (one on Oct. 2 and one on Oct. 9); Ann Arbor Huron hosted one on Oct. 12 as did New Boston Huron on Oct. 18. The Wayne County Championship was held on Oct. 6 and the regional meet was held on Oct. 27.
- Lake Erie hosted three cross country meets. Carlson hosted a meet on Oct. 4, Trenton on Oct. 18 and Woodhaven on Oct. 27. Attendance at these meets ranged from several hundred to several thousand.

## **Southern District (con't)**

- The Applefest parade was held on Oct. 6. The HCMA float was one of many that was in this year's parade. A covered hay wagon, with a Turtle Cove theme, was towed by an HCMA vehicle. TC, the Turtle Cove mascot, was on the hay wagon along with some of his young admirers and their parents.
- The first day of picnic shelter rentals for 2013 took place on Oct. 1. A minimal number of shelters were reserved at Lake Erie on that first day, which is normal there; at Lower Huron there were 47 rentals.
- The annual Lake Erie Marina lottery was held on Oct. 7. A total of 39 slips were claimed at the lottery. Staff anticipates most of the balance of available slips will be rented in the next few months.
- The Community United Methodist Church in Romulus held its annual "Crop Walk" at Lower Huron on Oct. 7 with approximately 200 people participating in the event. Funds generated from the event are used to help fund the church's food pantry.
- On Oct. 13 and 14 the Michigan Gazehound Association held an event in the field adjacent to the Wave Pool parking lot. This group runs lured timed events for their dogs. This very well organized group has been here many times.
- The Par 3 Golf Course at Lower Huron closed on Oct. 14; 6,753 golfers played the course this year. This represents an increase of just over 1,000 golfers when compared to last year's flood ravaged numbers.
- The Cyclocross event was held at Lower Huron in upper and lower Woods Creek on the Oct 14. This a timed cross country event held on bicycles that traverses paved, grass covered and gravel covered level and inclined surfaces.
- Brownstown Fire Department held their annual Haunted Hayride on Oct. 26 and 27. While staff doesn't have numbers for Saturday, approximately 700 people enjoyed the event on Friday.

## **Interpretive Services –**

### **Mike George**

- All of the facilities offered a variety of programming that echoed the season including: craft making classes, hay rides, scouting activities and much more.
- Finalized outdoor signage for Lake St. Clair Nature Center as part of the grant with Michigan Sea Grant.
- Along with other interpretive staff, accepted a "Partner Award" from the Michigan State University Extension/Michigan Sea Grant, for our exceptional working relationship on educational programming.
- Met with local Boy Scout staffs to discuss future initiatives in the Metroparks.

### **Lake St. Clair Nature Center**

- Halloween programs kept the staff busy.
- School groups, Great Lakes Education Program, and scout groups rounded out the program activity. Scout appointments increased with appointments and scheduled offerings.
- Two out-of-park programs were offered at the Warren Library and at the store of Wild Birds Unlimited. Wild Birds Unlimited in Grosse Pointe has donated hundreds of dollars worth of bird seed and feeders to us for many years.
- Two different mailings went out that included a mailing for spring Great Lakes Education Program which we include in the MSU extension service mailing to schools, and one for winter predator/prey programs.
- Staff met with Clinton River Watershed Council representatives to plan education and outreach under the marsh restoration GLRI grant.
- Staff also continued to work on interpretive outdoor signage under the phragmites grant and the marsh restoration GLRI grant.

## **Interpretive Services (con't)**

### **Wolcott Mill Historic Center**

- Numbers were slightly down this month.
- Days that were nice, people came in great numbers to get out and enjoy the decent weather and wonderful fall colors.
- Some of the Mill's collection is currently at the Lorenzo Cultural Center at Macomb Community College. The pieces make a great centerpiece display for the industrial revolution exhibit taking place this fall.
- The Civil War Skirmish was well received. Saturday did have weather problems, but Sunday was a very nice fall day and many visitors enjoyed great experiences.
- An Eagle Scout completed the last sections of boardwalk on our Settlers Trail.

### **Wolcott Mill Farm Center**

- The pumpkin patch was a big hit with a wide variety to choose from. Staff had many school children for tours and wagon rides to the pumpkin patch.
- The public came out in good numbers for Fall Festival events including: Wagon Rides, The Boo Barn, The Corn Maze, Straw Mountain, The Pumpkin Patch, and Cider and Donuts. The "Farm Halloween" had 835 people in a four-hour period and the "Trick or Treat" event had an all time high of 735 visitors.
- The Farm also participated in the Ray Township Trunk or Treat event and distributed Metropark information.
- The first Zombie Chase 5K and Monster Mash Mile On Oct. 28 was a big hit. Participants enjoyed a meal, entertainment, and Hanson's Running Shop donated eight gift certificates.
- Staff planted winter wheat and is waiting for the soy beans and the remainder of the corn to be harvested.

### **Stony Creek Nature Center**

- "Autumn Adventure", school tours, "Naturally It's Howl'O'Ween" program, and preparation for school outreach and scout badge programs took up much of the staff's time.
- The "Autumn Adventure" program continues to be very popular and provides the Nature Center with most of the program numbers from schools during the month.
- The "Naturally It's Howl'O'Ween" program was well attended and "Dr. D. Mented's Creepy Critters" program was presented again this year and was very well received.
- Most of the Scout badge programs continue to be very popular.
- This month 33 dedicated volunteers donated 148 hours of their time to the care and feeding of our animals and helping with programs and activities.

### **Environmental Discovery Center**

- School groups were the main focus during October. Many of the younger groups chose activities from the traditional "Autumn Adventure" line-up, including hayrides. Upper Elementary and High school classes concentrated studies on Water Quality and Ecosystems.
- Weekend scout programs were popular. There was a full-house for the "Scouts Space Night," and the "Soil and Water Conservation for Bear Scouts" was equally well-received. Brownies "Bugs" had good reviews, as well.
- Staff set up an interpretive table at the Great Pumpkin Hunt, an event sponsored by the Huron Valley Optimist Club, which took place at the Meadowlark picnic area. Rain kept many visitors from attending the event. However, the 52 visitors that did stop by the table enjoyed the pond creatures and antlers on display.

## **Interpretive Services (con't)**

### **Environmental Discovery Center**

- Staff promoted the Girl Scout programs at an Expo for Area Girl Scouts in Clarkston. The Girl Scout badge offerings have recently changed, and many of our traditional scout offerings are no longer included in their requirements. Networking at events such as the Expo is a great way to spur girl scouts to visit our center and encourage them to complete community service requirements at the Metroparks.

### **Kensington Farm Center**

- October was a busy month centered around the pumpkin patch. Every weekday and weekends had hayrides to the pumpkin patch.
- Later in the month, the "Fun on the Farm" Halloween Party was a huge success.
- The Fall Festival was well attended, visitors were able to experience a number of traditional activities including cider-pressing, apple-butter making, broom-making, and much more.

### **Kensington Nature Center**

- It was a terrific October, with many sunny and pleasant days, resulting in a great influx of visitors.
- Staff's spent a lot of time this month presenting badge programs for Webelos. All sessions were filled, or overfilled. More than 100 people were present for the geology program alone.
- The Fall Festival, entitled "Rosco and the Raptors" did well.
- The Homeschool program is off to a good start, with strong response from the public.

### **Mobile Learning Center**

- During October, Mobile Learning Center staff visited 11 schools doing 37 programs for 986 people. This was a slight increase over 2011 numbers, but triple the amount of numbers recorded in 2010.
- MLC staff was set up at the Kensington Farm Center for its Fall Festival on Oct. 6 and 7. In addition, MLC staff assisted the Farm with its "Fun on the Farm" Halloween Party on Oct. 25.

### **Hudson Mills Activity Center**

- October was a busy month filled with many schools groups and preparing for and having the "Halloween Fun" program.
- The most popular school programs include "Colors of Autumn" and "Plant Parts and Cycles." About the same amount of "EDventures," a field trip at schools, and in-park school programs were given. For this school year staff developed "Fun Add-ons." The harvest hayrides were selected by six teachers to accompany their "Colors of Autumn" program. These hayrides gave the visitors a chance to experience fall color in areas of the park where the program does not take place.
- This was the third year we held the "Halloween Fun" program. This was another sold out program with 83 children tickets and 96 adult tickets sold. The Great Lakes Zoological Society generously brought snakes, tarantulas, tortoise and other creepy crawlies. Earth Art Garden Supply graciously decorated the fall photo area with trees, pumpkins and mums.

### **Oakwoods Nature Center**

- Staff was focused on the annual Evening Lantern Tours program. This year, staff did the program on two weekends.
- Another big event during the month is the Hayride and Bonfire programs which begins with a hayride and ends around the bonfire. Participants are treated to a program on the wagon, as well as around the fire and enjoyed cider and cookies.
- Tadpoles and Explorer's Club programming continues to be very popular on the first Saturday of the month.

## **Interpretive Services (con't)**

### **Lake Erie Marshlands Museum and Nature Center**

- Staff spent the month wrapping up another successful School Ship season. A vast majority of the schools that attended the program this fall were from Detroit. Schools from Ann Arbor, Gibraltar, Lake Orion, Redford, and Trenton also participated.
- Staff and a Brownstown Historical Society representative met with Chiefs from the Huron-Wyandot Anderdon Nation to discuss local history, how the Huron Nation contributed to our area, and the possibility of them bringing a group of college-age students out in 2013 to visit the Museum and the Oakwoods Nature Center.

## **Human Resources –**

### **Carol Stone**

- Employee focus on customer service continues with the following employees recognized for their efforts during the month of October: Mark Irish, Victoria Taylor-Sluder, and Stephanie Kozak.
- Meetings were held with POAM on Oct. 12 and 26. An all day session is scheduled with POAM for Dec. 7 and will focus on economic issues. A meeting with the legal counsel for the Employee Association is scheduled for Nov. 6.
- Arrangements have been made with New Horizons to conduct an employee assessment of technology skills. The assessment is being done at no cost to HCMA and will identify training needs in anticipation of future upgrades in technology throughout the Metroparks.
- Renewal rates were received from Blue Cross on both the active employee and retiree insurance programs. The change to the high deductible health plan had a positive impact on claims experience and the rate stabilization fund resulting in no increase in premiums for active employees and pre-65 retiree plans and a 1.4 percent increase in premiums for the retiree Medicare Advantage program.
- Delta Dental renewed with no increase and a two year rate guarantee.
- HR is in the process of getting quotes for workers comp insurance. Wolf-Hulbert will be coordinating the quote process and will look at both fully insured and self-insured plans. In addition, staff is requesting a quote from the MML self-insured program.
- Staff is in the process of getting quotes for the liability insurance program. Wolf-Hulbert will be coordinating the quote process and will look at both fully insured and self-insured plans. In addition, staff is requesting a quote from the Michigan Municipal Risk Management Authority.

## **Information Systems –**

### **Nolan Clark**

- Staff has been installing new equipment such as the new routers at Hudson Mills, Lower Huron and at the Administration Office.
- Staff has also been putting together lists of equipment yet to be purchased in 2012 and finalizing plans for yearend projects.
- The IT department also had a surprise software licensing audit by one of our vendors; staff was able to prove compliance using our current auditing software.
- The first phase of the SharePoint deployment project is near completion. As of Oct. 29, staff has created a link from our current Intranet to the new SharePoint site so employees can see what is coming. IT staff is scheduling training meetings over the next two weeks on how to work with SharePoint.
- Other items occurring during the month include preparing the golf POS systems for a major upgrade and discussions surrounding online tee times.

## **Natural Resources –**

### **Paul Muelle**

- Finalized the Tree Removal Settlement Agreement with ITC.
- Completed and submitted 2012-2013 DNR Deer Management Assistance permits.
- Much of the field staff time was spent spraying phragmites, applying basal bark herbicide treatment to invasive shrubs and organizing and initiating trail maintenance.
- Staff also continued working with the parks on small quantity hazardous waste reduction and disposal reporting.
- Staff began initial investigation of a trail alignment and vegetation management program for the Schmitt Lake property at Indian Springs Metropark. In addition, staff conducted a field survey of environmental conditions for a proposed oil/gas exploration site at Indian Springs.
- Continued to evaluate the progress of the 2012 MDNR LIP grant work in the parks.
- Continued working with Macomb County Planning and SEMCOG regarding a Clean Streets grant proposal for planting native vegetation along Metro Parkway.
- Reviewed DTE Energy work at Wolcott Mill Metropark regarding the River Relocation project near Camp Rotary. Reviewed the construction work to date at Lake St. Clair Metropark for the EPA Marsh Restoration grant.
- The Natural Resource Crew (NRC) completed seeding native plant material at Lake St. Clair Metropark Nature Center, began brush-hogging and using the wet-blade to remove invasive shrubs at Kensington and Oakwoods and continued removal of dangerous trees and limbs throughout the parks.

## **Planning –**

### **Susan Nyquist**

#### **Lake St. Clair Metropark**

- Plans for the parking lot reconstruction are near completion. The plans were presented to the Harrison Township Planning Commission where it was received favorably. The Commission approved all phases of the plan to reconstruct the lot with phases three and four subject to future review by the commission under “Old Business.”

#### **Wolcott Mill Metropark**

- Staff assisted purchasing staff with a final rendition of an agreement with the successful bidder, Royal Oak Golf, for the operations and management of the Wolcott Mill Metropark Golf Course.
- Final construction drawings for the farm play area are being prepared.

#### **Kensington Metropark**

- Staff has been working cooperatively with the Spicer Group, consultants for the city of Dearborn. The city of Dearborn has a trust fund grant for a trail connecting Camp Dearborn to the Milford trail. This will require an agreement between HCMA, the Village and Dearborn. The consultants working for the city are drafting an agreement fashioned after the agreement we have with the Township.

#### **Huron Meadows Metropark**

- The site plan and floor plan for the park maintenance area and building is complete. The latest concept has been prepared and during the next few weeks a serious cost analysis will be applied to the current building design, including the cost to enclose both overhangs and/or the cost to remove the south overhang and enclose the north side.

#### **Willow Metropark**

- Staff attended a preliminary design meeting with MDOT to discuss permitting and R.O.W issues for the New Entrance to Willow off of South Huron.

## **Purchasing –**

### **Maria van Rooijen**

- Much of October was spent on 2013 budget, the process and forms from the purchasing end will need to be updated prior to 2014 budget.
- In the process of finalizing and purchasing items in the 2012 budget, all pool lift and related items will be moved to the 2013 budget due to ADA regulation changes.
- A p-card audit was conducted with accounting; some minor paperwork procedures need to be updated, however, over all the project and procedures looked good.

## **Police Department –**

### **George Phifer**

#### **Wolcott Mill**

- On Oct. 1. Officers received from a contractor on site reporting vandalism to construction equipment (Bull Dozer). The bull dozers gauge panel was sprayed with orange construction paint.
- On Oct. 14 officers were dispatched to a HCMA rental property for a hunting complaint. Suspects stated they were given permission to hunt on HCMA property by a resident on Romeo Plank Road. Both suspects were advised that no hunting is allowed on park property.
- On Oct. 23 officers were dispatched to investigate a complaint of indecent exposure by a man walking on the trails wearing nothing but socks and construction boots. Description was given to the Macomb County Sheriff's Department and Wolcott personnel. Responding Officers were unable to locate suspect.

#### **Lower Huron**

- On Oct. 17 a hunter requesting permission to retrieve a deer he had shot and tracked onto Metropark property returned with three warrants. Both Chesterfield and Westland Police Departments stated to advise and release. Canton Police set up a meeting at a location in Van Buren Twp. Officers transported the individual to the location and subject was turned over to the Canton Police Department.

#### **Willow**

- On Oct. 9 an officer was dispatched to Willow Golf Course responding to report of a female Huron High School golf team member that was hit in the back of the head by a golf ball. Victim blacked out momentarily; the Huron Township Fire Department checked victim out at the scene. Victim's mother refused transport and advised she would transport victim to Brownstown Henry Ford Hospital. Follow-up phone calls have been made with no return calls to date.
- On Oct. 26 a patron reported that her 11-year-old granddaughter possibly broke her nose while playing on the playground equipment when she hit the horizontal bar at the top of the slide on Oct. 21. Complainant was met at the scene by an Officer. Child went to Children's Hospital in Detroit, MI on Oct. 29 and was advised she had a deviated septum requiring surgery to repair.

#### **Oakwoods**

- On Oct. 25 an Officer discovered a large brush fire while on patrol. The Huron Township Fire Department with assistance from the Sumpter Fire Department and Flat Rock Fire Department put out the fire which spread fast due to high winds.

#### **Kensington**

- On Oct. 25 a car traveling west bound on route 2 towards Kensington Rd. was struck by a deer, shattering the passenger window. No injuries were sustained by driver.
- On Oct. 22 Officers located a tree stand on HCMA property approximately 15 - 20 yards from private property posted signs. Stand was removed; the owner is unknown.



## **Police (con't)**

### **Huron Meadows**

- On October 25 Officers seized one tree stand; the owner is unknown.

### **Lake Erie**

- On Oct. 6 an Officer discovered four illegal deer ground blinds and one illegal tree stand on Metropark Property. The Officer dismantled the ground blinds and took custody of the tree stand. Other hunting property items were found at various sites and were also seized.
- On Oct. 7 an Officer discovered two male subjects illegally bow hunting on Metropark property; citations were issued for recreational trespassing.

## **Community Relations –**

### **Jack Liang**

- Met with REI staff regarding holiday promotional sale of HCMA 2013 vehicle permits to REI's 40,000 area members.

## **Communications –**

### **Denise Semion**

- The weekly email marketing campaign promoted park events, including Halloween programs, the Zombie Run at Wolcott Mill, and Santa tickets going on sale.
- Sightings of an alleged cougar near Kensington Metropark were reported in the Oakland Press; the Detroit News, Livingston County Press and Argus and in Patch.com. On Oct. 25, a woman came into Kensington's park office to report that she saw a cougar and photographed it, while riding her horse on Kensington property east of Milford Road. The photo was sent to the Michigan DNR, and they confirmed it was a photo of a cougar seen in Marquette County. Staff is working with the DNR about a potential news release on the hoax, and to confirm that a cougar was not seen in Kensington Metropark.

## **Marketing –**

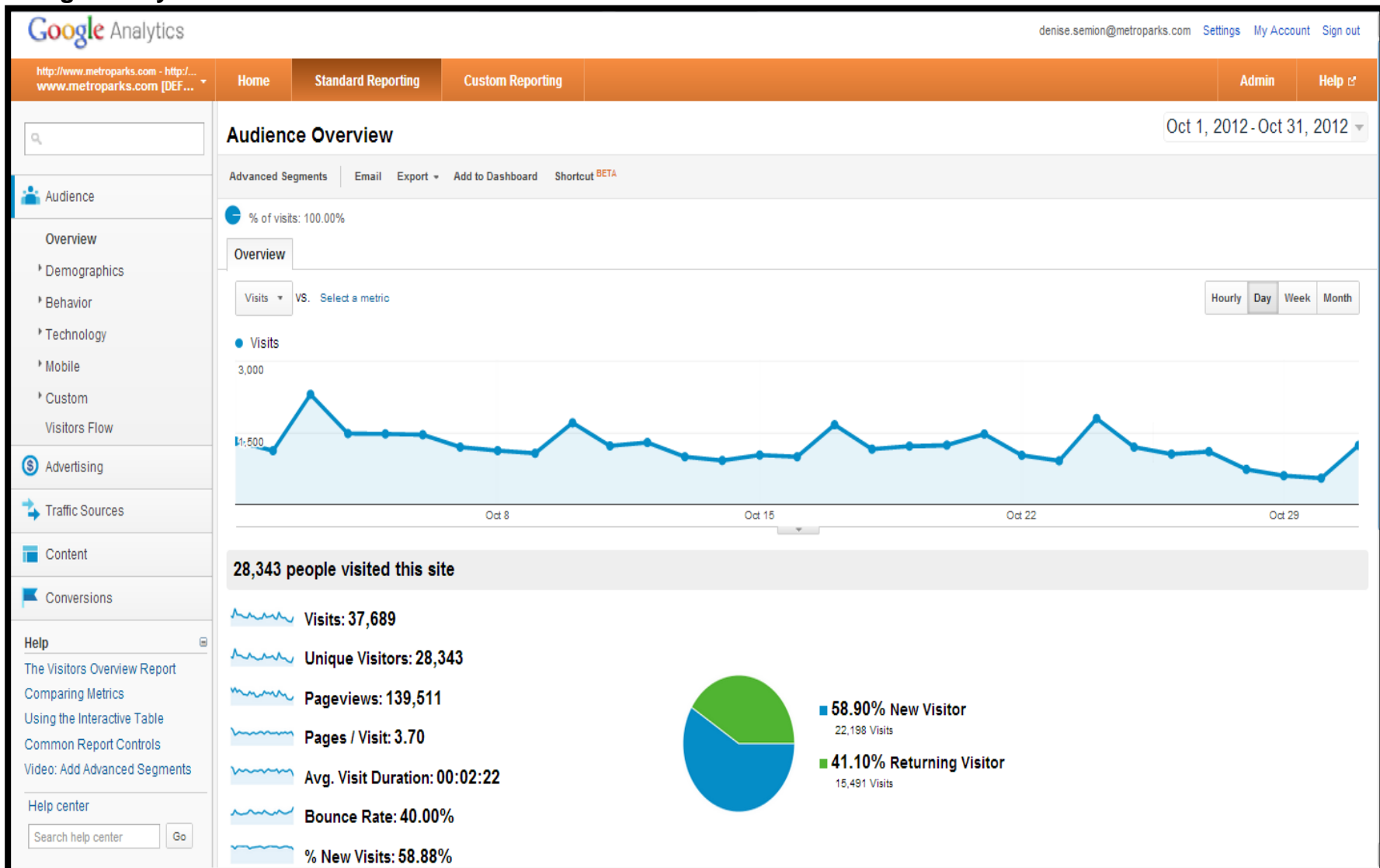
### **Kassie Kretzschmar**

- Continue working on event details and sponsors for the B.A.S.S. Elite tournament for July 2013 along with Macomb County Executive's office and the Detroit Sports Commission.
- Working on Costco promotion for the fall 2013 Costco packages to be in the top five of Costco's 10 southeastern Michigan stores Nov.15 to March 2013.
- Continue working on the December Heritage Holidays event at Wolcott Mill Metropark partnering again with a radio station and building on that holiday event.
- Continue working on selling to companies, groups and schools bulk 2013 annual permit sales.
- Completed the Oct. 7, 2012 partnership/event secured with the Michigan Humane Society's 7<sup>th</sup> Annual Michigan Humane Society's Mega March for Animals at Kensington Metropark. The Humane Society was very pleased with all the staff members saying they are all easy to work with as well as saying Kensington was a perfect venue for the event.
- Working with Cabela's on possible events for 2013 for fall and possibly one in the spring.



Communications Monthly Report - October		2012
e-Mail	Nearly 809 Metropark website visitors requested to join our email list during the month	AO
News Release	Save gas, see autumn colors at Huron-Clinton Metroparks.	Multiple parks
	Zombie Invasion coming to Wolcott Mill Metropark Farm Center.	Wolcott Mill Farm Center
	Volunteers needed to reconstruct boardwalk at Huron Meadows.	Huron Meadows
	Huron-Clinton Metroparks Board names controller.	All parks
	Michigan photographer displays artwork at Indian Springs Metropark.	Indian Springs
	Tickets going on sale to meet Santa at a Metropark.	Multiple parks
	Free entry to Metroparks on Veterans Day and Thanksgiving.	All parks
Website	Permit sales were removed from the online store until the 2013 permits go on sale November 1. No gift cards were purchased.	AO

## Google Analytics - October 2012



# HURON-CLINTON METROPARKS MONTHLY STATISTICS

OCTOBER 2012

PARK	MONTHLY VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	21,971	24,500	-10.3%
Wolcott Mill	6,086	5,640	7.9%
Stony Creek	29,972	31,961	-6.2%
Indian Springs	6,433	7,508	-14.3%
Kensington	61,467	63,662	-3.4%
Huron Meadows	9,044	9,555	-5.3%
Hudson Mills	19,580	22,728	-13.9%
Lower Huron	20,287	22,688	-10.6%
Willow	17,285	17,750	-2.6%
Oakwoods	3,231	3,504	-7.8%
Lake Erie	13,640	16,520	-17.4%
<b>TOTALS</b>	<b>208,996</b>	<b>226,016</b>	<b>-7.5%</b>
PARK	Y-T-D VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	395,410	375,667	5.3%
Wolcott Mill	32,144	31,046	3.5%
Stony Creek	487,994	446,622	9.3%
Indian Springs	88,913	85,843	3.6%
Kensington	732,659	663,350	10.4%
Huron Meadows	80,362	80,358	0.0%
Hudson Mills	219,905	208,059	5.7%
Lower Huron	281,813	284,735	-1.0%
Willow	171,961	160,250	7.3%
Oakwoods	31,974	30,170	6.0%
Lake Erie	182,083	182,845	-0.4%
<b>TOTALS</b>	<b>2,705,218</b>	<b>2,548,945</b>	<b>6.1%</b>
Vehicle Entries by Management Unit			
Eastern Dist.	915,548	853,335	7.3%
Western Dist.	1,121,839	1,037,610	8.1%
Southern Dist.	667,831	658,000	1.5%

MONTHLY TOLL REVENUE		
Current Year	Previous Year	Change
\$ 16,391	\$ 17,803	-7.9%
\$ -	\$ -	0.0%
\$28,045	\$30,364	-7.6%
\$ 3,400	\$ 5,775	-41.1%
\$ 35,744	\$ 49,483	-27.8%
\$ 7,962	\$ 11,465	-30.6%
\$ 17,397	\$ 22,267	-21.9%
\$ 1,670	\$ 4,160	-59.9%
\$ 9,880	\$ 14,115	-30.0%
\$ 290	\$ 820	-64.6%
\$ 13,494	\$ 16,565	-18.5%
\$ 134,273	\$ 172,817	-22.3%
Y-T-D TOLL REVENUE		
Current Year	Previous Year	Change
\$ 999,682	\$ 927,664	7.8%
\$ -	\$ -	0.0%
\$1,367,807	\$1,252,206	9.2%
\$ 182,448	\$ 175,549	3.9%
\$ 1,330,033	\$ 1,268,242	4.9%
\$ 44,937	\$ 47,980	-6.3%
\$ 351,605	\$ 330,179	6.5%
\$ 471,552	\$ 451,368	4.5%
\$ 216,062	\$ 217,025	-0.4%
\$ 30,421	\$ 27,150	12.0%
\$ 403,355	\$ 384,272	5.0%
\$ 5,397,902	\$ 5,081,635	6.2%
Toll Revenue by Management Unit		
\$2,367,489	\$2,179,870	8.6%
\$1,909,023	\$1,821,950	4.8%
\$1,121,390	\$1,079,815	3.9%

MONTHLY TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 44,909	\$ 63,010	-28.7%
\$ 50,578	\$ 50,854	-0.5%
\$92,060	\$101,250	-9.1%
\$ 41,600	\$ 49,295	-15.6%
\$ 112,901	\$ 134,814	-16.3%
\$ 39,453	\$ 61,370	-35.7%
\$ 41,964	\$ 52,083	-19.4%
\$ 13,841	\$ 16,837	-17.8%
\$ 49,288	\$ 42,899	14.9%
\$ 1,614	\$ 3,463	-53.4%
\$ 41,935	\$ 62,274	-32.7%
\$ 530,143	\$ 638,149	-16.9%
Y-T-D TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 1,590,935	\$1,588,589	0.1%
\$ 501,498	\$436,791	14.8%
\$2,652,669	\$2,366,497	12.1%
\$ 844,876	\$743,430	13.6%
\$ 2,770,480	\$2,586,868	7.1%
\$ 670,062	\$735,904	-8.9%
\$ 772,806	\$850,073	-9.1%
\$ 1,544,830	\$ 1,521,603	1.5%
\$ 955,438	\$ 737,221	29.6%
\$ 49,422	\$ 45,157	9.4%
\$ 1,518,222	\$ 1,524,138	-0.4%
\$ 13,871,237	\$ 13,136,272	5.6%
Total Revenue by Management Unit		
\$4,745,102	\$4,391,877	8.0%
\$5,058,223	\$4,916,275	2.9%
\$4,067,912	\$3,828,120	6.3%

## ACTIVITY REPORT - GOLF

GOLF COURSE	MONTHLY ROUNDS		
	Current Year	Previous Year	Change
Wolcott Mill	1,157	1,151	0.5%
Stony Creek	2,337	2,275	2.7%
Indian Springs	1,439	1,972	-27.0%
Kensington	2,164	2,239	-3.3%
Huron Meadows	1,612	2,179	-26.0%
Hudson Mills	722	1,036	-30.3%
Willow	1,491	1,247	19.6%
Lake Erie	754	1,631	-53.8%
Subtotal	11,676	13,730	-15.0%
LSC Par 3	393	404	-2.7%
L. Huron Par 3	167	294	-43.2%
<b>TOTALS</b>	<b>12,236</b>	<b>14,428</b>	<b>-15.2%</b>

ROUNDS Y-T-D		
Current Year	Previous Year	Change
17,184	15,390	11.7%
34,258	29,214	17.3%
23,595	22,128	6.6%
32,862	28,480	15.4%
24,658	24,085	2.4%
12,085	15,636	-22.7%
20,332	15,159	34.1%
20,836	21,948	-5.1%
185,810	172,040	8.0%
12,897	12,010	7.4%
6,753	5,774	17.0%
205,460	189,824	8.2%

GOLF REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ 348,917	\$ 300,610	16.1%
\$828,092	\$691,421	19.8%
\$ 548,888	\$ 489,934	12.0%
\$ 761,450	\$ 622,397	22.3%
\$ 595,381	\$ 568,634	4.7%
\$ 247,017	\$ 320,458	-22.9%
\$ 488,784	\$ 292,407	67.2%
\$ 477,544	\$ 455,083	4.9%
\$ 4,296,073	\$ 3,740,944	14.8%
\$ 65,490	\$ 61,579	6.4%
\$ 33,659	\$ 29,225	15.2%
\$ 4,395,222	\$ 3,831,748	14.7%

## ACTIVITY REPORT - SUMMER ACTIVITIES

SWIMMING	PATRONS		
	Current Year	Previous Year	Change
Lake St. Clair	0	0	-
KMP Splash	0	0	-
Lower Huron	0	0	-
Willow	0	0	-
Lake Erie	0	0	-
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>-</b>
PARK	Seasonal Activities this Month		
	Current Year	Previous Year	Change
<b>Lake St. Clair</b>			
Welsh Center	9	11	-18.2%
Shelters	3	4	-25.0%
Boat Launches	142	297	-52.2%
Marina	100	206	-51.5%
Mini-Golf	8	0	#DIV/0!
<b>Stony Creek</b>			
Disc Golf Daily	0	874	-100.0%
Disc Golf Annual	0	0	#DIV/0!
Disc Golf Fees			
Shelters	48	54	-11.1%
Boat Rental	0	0	#DIV/0!
Boat Launches	45	91	-50.5%
<b>Indian Springs</b>			
Shelters	2	2	0.0%
Event Room	3	1	200.0%
<b>Kensington</b>			
Disc Golf Daily	1,540	1,154	33.4%
Disc Golf Annual	0	0	#DIV/0!
Disc Golf Fees			
Shelters	0	51	-100.0%
Boat Rental	0	0	#DIV/0!
<b>Huron Meadows</b>			
Shelters	4	2	100.0%
Boat Rental	17	16	6.3%
<b>Hudson Mills</b>			
Disc Golf Daily	840	743	13.1%
Disc Golf Annual	0	0	100.0%
Disc Golf Fees			
Shelters	11	10	10.0%
Canoe Rental <sup>3</sup>	17	221	-92.3%
<b>Lower Huron /</b>			
LH Shelters	53	68	-22.1%
Willow Shelters	25	21	19.0%
<b>Lake Erie</b>			
Shelters	3	11	-72.7%
Boat Launches	870	1,282	-32.1%
Marina	NA	NA	NA
PATRONS Y-T-D			
Current Year	Previous Year	Change	
55,876	62,155	-10.1%	
55,863	61,547	-9.2%	
119,434	122,157	-2.2%	
21,744	24,072	-9.7%	
42,119	44,330	-5.0%	
<b>295,036</b>	<b>314,261</b>	<b>-6.1%</b>	
Seasonal Activities Y-T-D			
Current Year	Previous Year	Change	
73	91	-19.8%	
522	533	-2.1%	
7,459	6,294	18.5%	
3,160	3,749	-15.7%	
11,401	13,447	-15.2%	
23,197	20,383	13.8%	
67	87	-23.0%	
455	468	-2.8%	
17,297	17,383	-0.5%	
2,358	2,233	5.6%	
46	54	-14.8%	
46	22	109.1%	
29,703	23,743	25.1%	
103	89	15.7%	
445	479	-7.1%	
13,253	13,273	-0.2%	
38	30	26.7%	
395	358	10.3%	
16,553	14,443	14.6%	
125	165	-24.2%	
159	151	5.3%	
5,928	5,225	13.5%	
274	281	-2.5%	
169	138	22.5%	
102	104	-1.9%	
16,427	16,159	1.7%	
NA	NA	NA	
REVENUE Y-T-D			
Current Year	Previous Year	Change	
\$ 165,917	\$ 183,226	-9.4%	
\$ 185,675	\$ 204,904	-9.4%	
\$ 804,202	\$ 810,594	-0.8%	
\$ 75,967	\$ 81,525	-6.8%	
\$ 232,547	\$ 252,733	-8.0%	
<b>\$ 1,464,308</b>	<b>\$ 1,532,982</b>	<b>-4.5%</b>	
Seasonal Revenue Y-T-D			
Current Year	Previous Year	Change	
\$ 28,800	\$ 48,425	-40.5%	
\$ 68,174	\$ 65,430	4.2%	
NA	NA	NA	
\$ 30,633	\$ 60,528	-49.4%	
\$ 28,679	\$ 33,782	-15.1%	
\$45,592	\$40,767	11.8%	
\$3,110	\$4,350	-28.5%	
\$ 48,702	\$ 45,117	7.9%	
\$71,255	\$70,075	1.7%	
\$141,445	\$140,745	0.5%	
NA	NA	NA	
\$ 7,000	\$ 8,100	-13.6%	
\$ 60,418	\$ 35,388	70.7%	
\$ 59,229	\$ 47,703	24.2%	
\$ 4,828	\$ 5,436	-11.2%	
\$ 64,057	\$ 53,139	20.5%	
\$ 76,650	\$ 72,010	6.4%	
\$ 158,368	\$ 150,831	5.0%	
\$ 5,900	\$ 4,500	31.1%	
\$ 6,162	\$ 6,396	-3.7%	
\$ 33,106	\$ 28,886	14.6%	
\$ 6,010	\$ 9,090	-33.9%	
\$ 39,116	\$ 37,976	3.0%	
\$ 24,350	\$ 23,850	2.1%	
\$ 26,864	\$ 23,531	14.2%	
\$ 42,850	\$ 43,050	-0.5%	
\$ 26,490	\$ 20,700	28.0%	
\$ 15,825	\$ 17,075	-7.3%	
NA	NA	NA	
\$ 177,289	\$ 194,028	-8.6%	

# 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	10,805	12,850	170,490	163,693	4.2%	\$ 1,947	\$ 1,860	\$ 15,653	\$ 12,355	26.7%
Wolcott Mill	7,083	9,070	37,411	36,222	3.3%	\$ 4,021	\$ 6,572	\$ 9,807	\$ 12,117	-19.1%
Wolcott Farm	18,958	11,786	138,791	90,270	53.8%	\$ 11,559	\$ 10,973	\$ 52,872	\$ 29,406	79.8%
Horse/Tractor Rides						\$ 5	\$ 524	\$ 2,962	\$ 728	100.0%
Livestock/Produce						\$ 6,036	\$ 5,241	\$ 52,230	\$ 55,943	-6.6%
Stony Creek	21,655	27,114	204,921	208,443	-1.7%	\$ 6,120	\$ 2,490	\$ 27,679	\$ 27,682	0.0%
Indian Springs	7,931	10,638	90,423	87,738	3.1%	\$ 3,146	\$ 4,445	\$ 39,091	\$ 28,560	36.9%
Kensington NC	34,268	31,482	297,120	266,870	11.3%	\$ 2,167	\$ 2,625	\$ 17,393	\$ 14,861	17.0%
Kensington Farm	38,393	39,755	346,263	336,204	3.0%	\$ 2,462	\$ 1,882	\$ 37,134	\$ 29,746	24.8%
Horse/Tractor Rides						\$ 8,452	\$ 12,140	\$ 30,960	\$ 34,591	-10.5%
Livestock/Produce						\$ 5,246	\$ 8,794	\$ 13,451	\$ 19,265	-30.2%
Mobile Center	1,553	2,206	25,921	23,669	9.5%	\$ 2,576	\$ 2,802	\$ 13,936	\$ 13,734	1.5%
Hudson Mills	4,560	4,653	40,767	40,722	0.1%	\$ 3,827	\$ 2,234	\$ 15,986	\$ 13,605	17.5%
Oakwoods	13,379	14,025	126,193	119,819	5.3%	\$ 1,324	\$ 2,643	\$ 16,567	\$ 16,596	-0.2%
Lake Erie	14,458	13,921	145,100	130,510	11.2%	\$ 854	\$ 1,106	\$ 9,981	\$ 7,134	39.9%
Totals	173,043	177,500	1,623,400	1,504,160	7.9%	59,742	66,331	355,702	316,323	12.4%

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	81	116	2,233	3,567	2	2	33	44	8,539	9,239
Wolcott Mill	38	37	4,054	5,430	4	0	368	-	2,661	3,640
Wolcott Farm	121	66	7,524	5,599	1	0	380	-	11,054	6,187
Stony Creek	127	125	6,328	6,894	0	13	-	255	15,327	19,965
Indian Springs	89	157	2,462	4,779	3	10	39	201	5,430	5,658
Kensington NC	95	103	6,268	5,304	3	2	25	50	27,975	26,128
Kensington Farm	278	282	9,359	9,732	0	0	-	-	29,034	30,023
Mobile Center	37	33	986	861	2	3	567	1,345	-	-
Hudson Mills	18	15	753	550	12	21	307	603	3,500	3,500
Oakwoods	91	126	1,719	2,456	0	14	-	2,456	11,660	9,113
Lake Erie	102	129	1,735	1,738	0	0	-	-	12,723	12,183
Totals	1,077	1,189	43,421	46,910	27	65	1,719	4,954	127,903	125,636