

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
December 13, 2012 – 10:30 a.m.
Administration Office

1. Chairman's Statement
2. Public Participation
3. Minutes
 - A. Nov. 8, 2012 – Regular Meeting Minutes
 - B. Nov. 8, 2012 – Closed Session Minutes
4. Approval of Dec. 13, 2012 Agenda
5. Financial Statements – November 2012
6. Vouchers – November 2012
7. Purchases
 - A. Radios – Kensington (pg. 1)
8. 2013 Budget - Approval and Resolution (pg. 3)
9. Reports
 - A. *Lake St. Clair*
 1. Bids – SCADA System at Pump Stations (pg. 23)
 - B. *Stony Creek*
 1. Bids – SCADA System at Pump Stations (pg. 25)
 - C. *Indian Springs*
 1. Bids – SCADA System at Environmental Discovery Center (pg. 27)
 - D. *Huron Meadows*
 1. Report – Park Maintenance Building (pg. 29)
 - E. *Hudson Mills*
 1. Update – Tornado Damage Clean-up Report (pg. 33)
 2. Report – Update on Hudson Mills to Dexter Trail (pg. 37)
 - F. *Lake Erie*
 1. Bids – Door Replacements at Bathhouse (pg. 39)
 2. Bids – Dredge Spoil Pile Removal (pg. 41)
 3. Bids – Marina Channel Maintenance Dredging (pg. 43)

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PAGE TWO

9. Reports

G. *Administrative Office*

1. 2012 Property Tax Receivable Adjustment (pg. 45)
2. 2012 Budget Appropriation Amendments (pg. 47)
3. 2013 Insurance Coverage (pg. 51)
4. 2013 Liability Indemnification Resolution (pg. 53)
5. Approval – Resolution, Wayne County Dept. of Public Works Permit to Occupy ROW (pg. 59)
6. Request – Changes to 2013 Board of Commissioners' Meeting Schedule (pg. 65)
7. Approval – Purchasing Card Full Implementation (pg. 69)
8. Donations (pg. 87)
9. Report – Legislative (pg. 89)

10. Closed Session Regarding Strategy and Contract Negotiations
Section 8(c) of the Michigan Open Meetings Act. M.C.L. 15.268 (c).

11. Director Selection

12. Deputy Director's Comments

13. Commissioners' Comments

14. Motion to Adjourn

A Special Pension Committee meeting will take place **prior** to the Dec. 13 Board meeting at **9:00 a.m.** at the Administrative Office.

A Public Hearing for the 2013 Huron-Clinton Metroparks Budget will take immediately before the regular Board of Commissioners meeting at 10:30 a.m.

The next regular Board of Commissioners meeting will be held Thursday, Jan. 10 at 10:30 a.m. at the Administrative Office.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Maria van Rooijen, Buyer
 Project No: Contract # 071B9200262 Radios State of Michigan
 Project Title: Police and Park Radio Replacement
 Location: Kensington Metropark, Oakland County
 Date: December 6, 2012

Bids Opened: Friday, Sept. 2, 2011 at 3:00 p.m.

Scope of Work: Furnish and deliver 25 radios, XPR6550 VHF Portable/Digital radios with all necessary programming included for both police and park staff. Due to the narrowband technology upgrade required by the Federal Communications Commission (FCC) there are more "dead spots" or no communications in areas of the park using the old analog radios. The digital radios are giving the Authority 99 percent coverage in the park which is better than before. The digital radios were tested for accuracy and coverage. Moving forward, the Authority will need to upgrade all the radios.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
Motorola Inc c/o Herkimer Radio	Monroe, MI	\$20,648.75

Recommendation: that the Board of Commissioners award Contract #071B2200101 to the low responsive, responsible bidder, Motorola Inc. c/o Herkimer Radio in the amount of \$20,648.75 as recommended by Buyer Maria van Rooijen and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: 2013 Budget Approval
Date: December 4, 2012

After considerable work by staff and especially Controller Lisa Dolan and the Accounting Department, the proposed 2013 Budget for the Huron-Clinton Metroparks is submitted to the Board of Commissioners for approval.

The budget is balanced at \$50.3 million with the use of \$5.84 million of Fund Balance. This use of Fund Balance is based on an aggressive capital projects budget of \$9.69 million due to deferral of certain 2012 projects and due to receipt of two EPA grants for the Lake St. Clair Parking Lot Reconstruction project set to begin in 2013.

New 2013 revenues are projected at \$44.45 million, an increase of \$600,000 over budgeted 2012. The Authority's .2146 millage rate will remain the same as in the last several years and is expected to generate a net \$27.9 million in tax revenues, a decline of \$700,000 or 2.6 percent from actual 2012 tax revenues.

Park operating revenues are projected to increase to \$14.44 million from \$14.25 million budgeted in 2012 despite a drop of approximately \$300,000 in revenue at Wolcott Mill Golf Course. Budgeted expenditures are projected at \$50.3 million which compares to \$58.9 million budgeted in 2012. The decrease is primarily due to reallocating land acquisition funds of \$5.45 million to an assigned Fund Balance account and due to a decrease in personnel costs with the reduction of 30 full-time positions.

The 2013 Budget will allow the Metroparks to maintain park services, quality maintenance and secure parks and continue capital improvements and major maintenance projects that focus on redeveloping, renovating and reconstructing aging facilities.

The accompanying Budget message and documents further detail the 2013 Budget. Controller Dolan and I are prepared to answer or clarify any questions the Board may have.

Recommendation: That the Board of Commissioners approve the 2013 Budget following the budget hearing with the attached resolution as required by the Uniform Budget Act, as presented by Controller Dolan and Deputy Director Almas and made by staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Lisa M. Dolan, Controller
Subject: Recommended 2013 Budget – General Fund
Date: December 6, 2012

After many budget meetings, I am pleased to present Staff's final recommended 2013 Budget for consideration by the Board of Commissioners. With the use of \$6 million dollars of Fund Balance, the 2013 Budget is balanced at \$50 million. This use of Fund Balance is based on an aggressive capital projects budget of \$9.7 million. The \$6 million deduction from Fund Balance will consume most of the capital projects carryover from previous years.

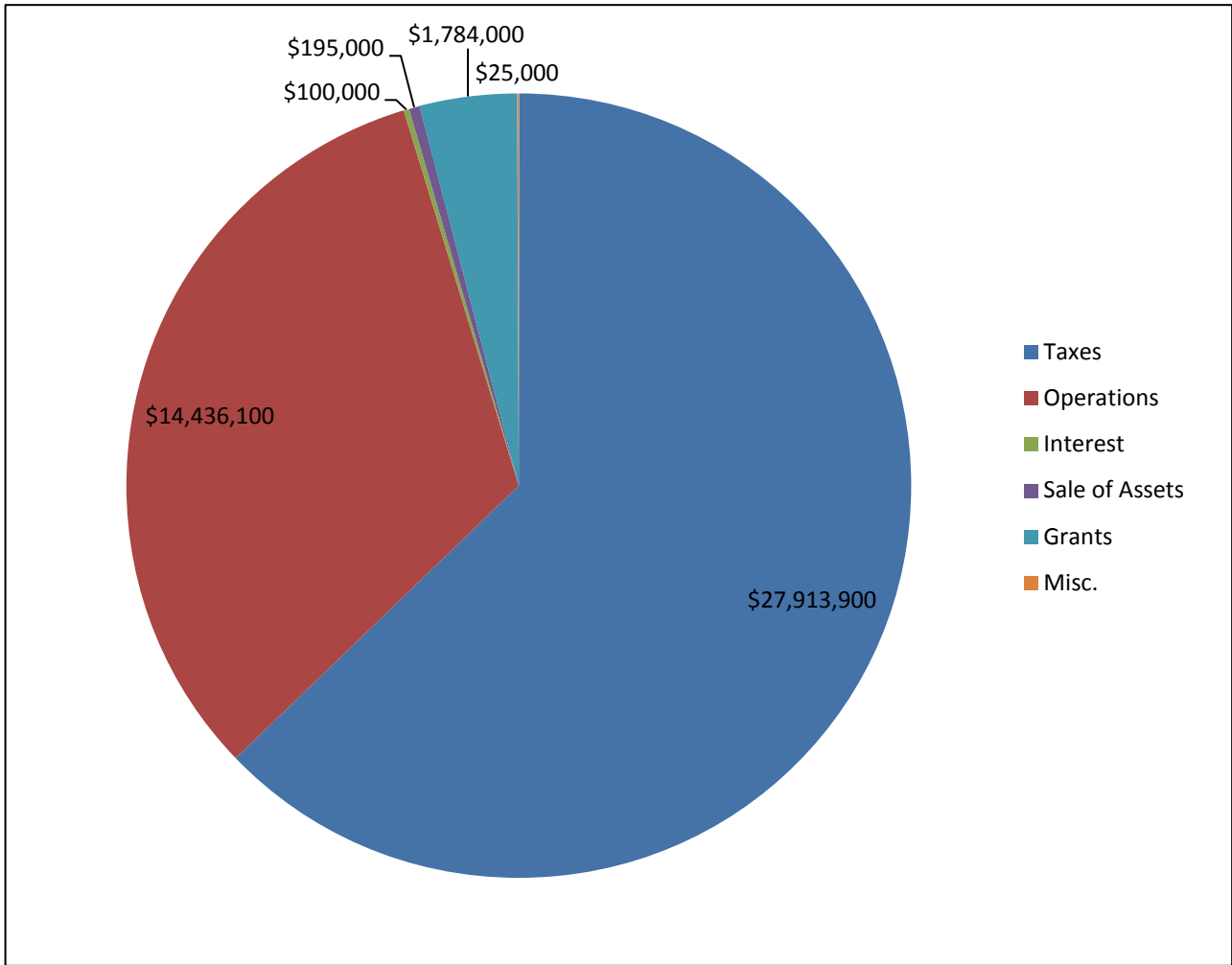
When compiling the 2013 Budget, the intention was not to reduce or eliminate any facilities, services, programs or security levels that our visitors have come to expect. The 2013 Budget was balanced with: a reduction of employees (attrition), restructuring of park administrative functions, and use of \$6 million of carry over in Fund Balance.

This budget document meets the mandates of the state of Michigan's Uniform Budgeting and Accounting Act. Following this budget recommendation is a summary of comparative financial data for review.

Revenue:

Overall, 2013 revenue is budgeted to decline to \$44.4 million, down from 2011 actual of \$45.7 million and slightly down from projected 2012 of \$44.6 million. This decline is primarily the result of Property tax revenue continuing to decline. The five-county .2146 millage rate is expected to generate revenue of \$27,913,900, a decrease from 2012 tax revenue of approximately \$737,000.

Total 2013 Budgeted Revenue



Park operating revenues for 2013 are expected to be approximately \$14.4 million. Due to early spring weather, the 2012 park operations revenue is projected to be \$14.8 million, an increase from 2011. Across all Parks, 2013 tolling revenue should increase with event sponsorships and/or admission charges for promoted events. Golf revenues will be dependent upon weather conditions; however, with the transfer of golf management at Wolcott Mill in 2013, Wolcott Mill golf revenues will decrease approximately \$300,000. Correspondingly, Wolcott Mill golf expenditures should decrease by the same amount or more.

Budgeted 2013 Grant Revenue is comprised of the following:

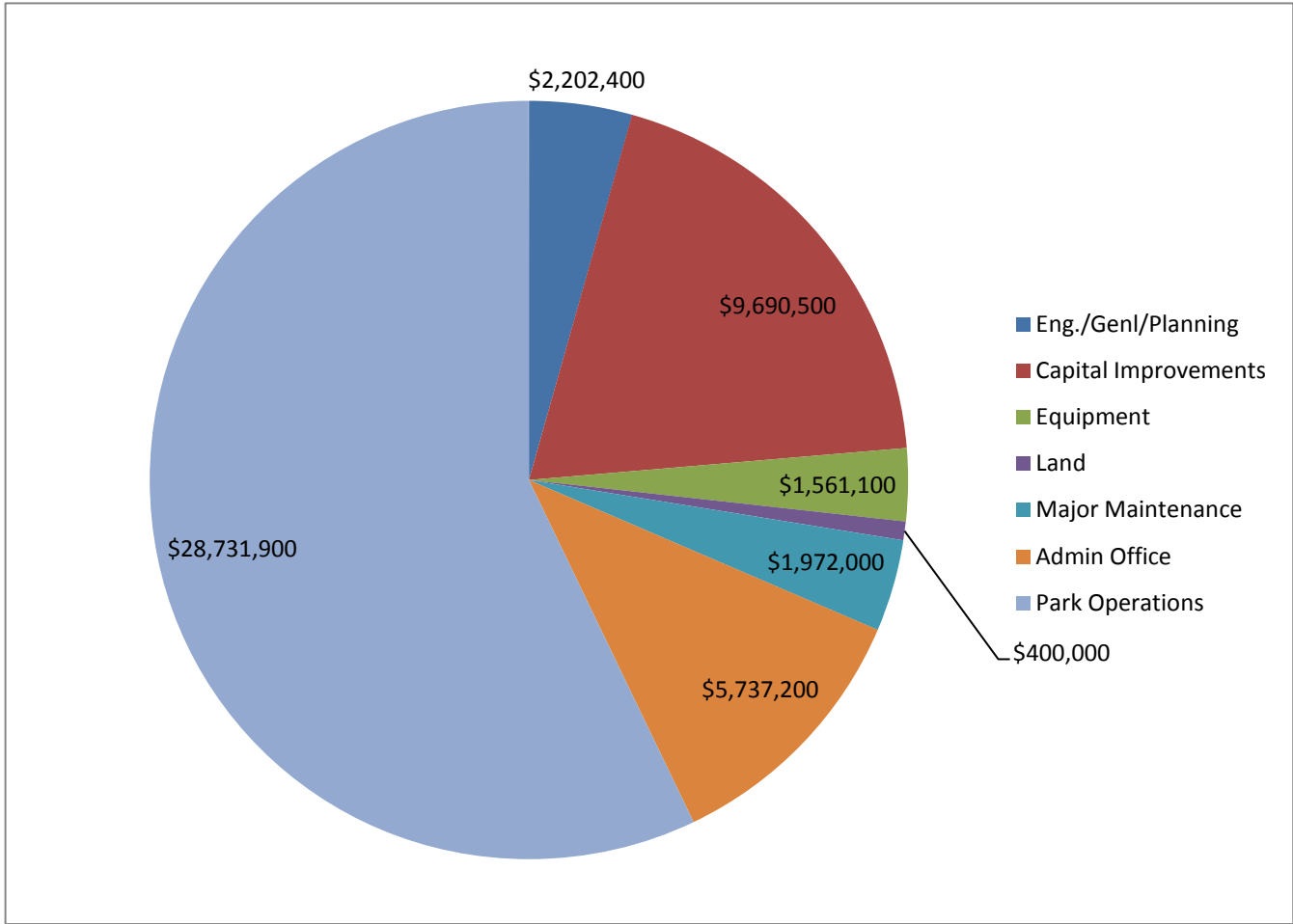
Hudson Mills to Dexter Trail	\$ 500,000
Lake St. Clair Parking Lot	1,500,000
Nature Center Sheet Pile Repairs (Kensington)	135,000

It is anticipated that not all of the \$1.5 million for the Lake St. Clair Parking Lot will be reimbursed in 2013, but will be received in total by 2014.

Expenditures:

The allocation of the \$50.3 million of anticipated 2013 expenditures was generally guided by the Five-Year-Plan. Capital improvement projects are budgeted at \$9.7 million. The majority of these projects have been previously reviewed by the Board of Commissioners, either in the 2012 Budget or in the revised Five-Year Plan. As anticipated in the Board approved revised Five-Year-Plan for 2013, Fund Balance must be utilized to balance the 2013 Budget, reducing Fund Balance to approximately \$27 million at the end of 2013. This use of Fund Balance is primarily attributable to the capital improvement projects budgeted, however historically, the Authority does not spend all funds allocated to capital improvements.

Total 2013 Budgeted Expenditures



The largest expenditure is Park Operations at \$28.7 million. This is a reduction from the \$31.7 million spent in 2011 and the projected 2012 amount of \$30.8 million. The reduction of full-time personnel has significantly contributed to this decrease in park operations.

I would like to thank all of the administrative and park employees for their assistance in the preparation of this budget, and I also want to express my appreciation to the Commissioners, Greg Almas, and George Phifer for their counsel and guidance in my first few months as the new Controller. I look forward to working with you in future years.

The attached detailed analysis of each revenue and expenditure area is intended to assist the Board of Commissioners in gaining an understanding of Staff's recommended 2013 Budget. The 2013 Budget will be presented to the public at the public hearing immediately preceding the Dec. 13, 2012 Board meeting. Formal adoption of the 2013 Budget should occur during the course of the regular Board meeting.

I present and recommend adoption of this financial plan at \$50.3 million for 2013. If additional information is needed, I am available to assist as requested.

Recommendation: That the Board of Commissioners approve the 2013 Budget Resolution as recommended by Controller Dolan and staff.

**Huron-Clinton Metropolitan Authority
2013 Budget**

	2011 Actual	2012 Initial Budget	2012 Projected	2013 Budget
Revenues:				
Taxes	\$30,691,073	\$29,100,000	\$28,651,264	\$27,913,900
Park Operations	14,151,725	14,250,000	14,886,700	14,436,100
Interest Income	266,837	150,000	150,000	100,000
Sale of Capital Assets	126,880	100,000	200,000	195,000
Grants	351,412	250,000	140,000	1,784,000
Gifts/Donations	110,423	-	110,000	-
Miscellaneous	28,460	50,000	425,000	25,000
Total Budgeted Revenues	45,726,810	43,900,000	44,562,964	44,454,000
Expenditures:				
Engineering/General Planning	1,929,611	2,200,000	2,202,100	2,202,400
Capital Improvements	3,012,780	8,850,000	2,000,000	9,690,500
Equipment	965,066	1,450,000	1,200,000	1,561,100
Land Acquisition	565,997	5,450,000	-	400,000
Major Maintenance	1,164,673	2,750,000	1,600,000	1,972,000
Administrative Office	5,590,120	5,950,000	5,846,600	5,737,200
Park Operations	31,717,979	32,200,000	30,759,100	28,731,900
Total Budgeted Expenditures	44,946,226	58,850,000	43,607,800	50,295,100
Budget Exp. over/under Rev.	780,584	(14,950,000)	955,164	(5,841,100)
Fund Balance-Beg. of Year	31,081,000	31,861,584	31,861,584	32,816,748
Fund Balance-End of Year	\$31,861,584	\$16,911,584	\$32,816,748	\$26,975,648

2013 BUDGET RESOLUTION

MOVED BY: Commissioner _____

SUPPORTED BY: Commissioner _____

DATE: December 13, 2012

In accordance with the provisions of Public Act 621 of 1978, the Uniform Local Budgeting Act, Public Act 147 of 1939, the incorporation of the Huron-Clinton Metropolitan Authority and the By-Laws of the Huron-Clinton Metropolitan Authority, the Board of Commissioners, after due deliberation with the Director and his staff, does hereby adopt the 2013 General Fund Budget.

BE IT RESOLVED: That the 2013 revenues for the Huron-Clinton Metropolitan Authority are detailed in the Revenue section of the Budget and are summarized as follows:

Property Tax Levy	\$27,913,900
Park Operating Revenues	14,436,100
Interest Income	100,000
Sale of Capital Assets	195,000
Grants	1,784,000
Miscellaneous	25,000
	<u>\$44,454,000</u>

AND BE IT RESOLVED: That the 2013 expenditures for the Huron-Clinton Metropolitan Authority are hereby appropriated on an overall category basis as detailed on the 2013 Budget.

BE IT FURTHER RESOLVED: That all sections of the 2013 Huron-Clinton Metropolitan Authority Budget document be approved as submitted.

BE IT FURTHER RESOLVED: That the Director of the Huron-Clinton Metropolitan Authority is hereby authorized to make budgetary transfers within the appropriation centers established throughout this Budget, and that all such transfers will be subsequently presented to the Board of Commissioners for further action, in conformance with the provisions of the Michigan Uniform Budgeting Act.

AYES: _____

NAYS: _____

ABSENT: _____

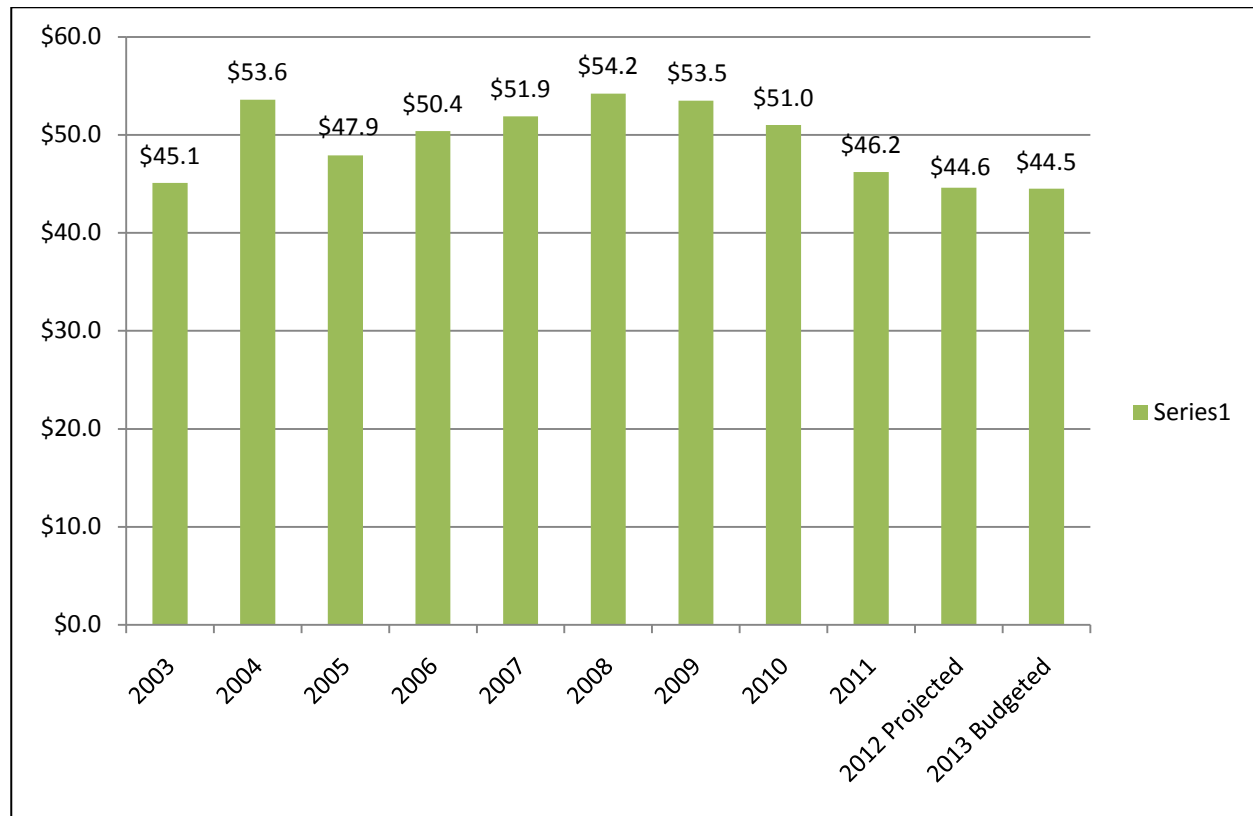
I, George Phifer, the duly appointed and qualified Executive Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the foregoing resolution was adopted by the Board of Commissioners at the regular scheduled meeting held in Brighton, Michigan on December 13, 2012.

George Phifer, Executive Secretary

2013 KEY FACTORS

REVENUES – \$44.5 Million

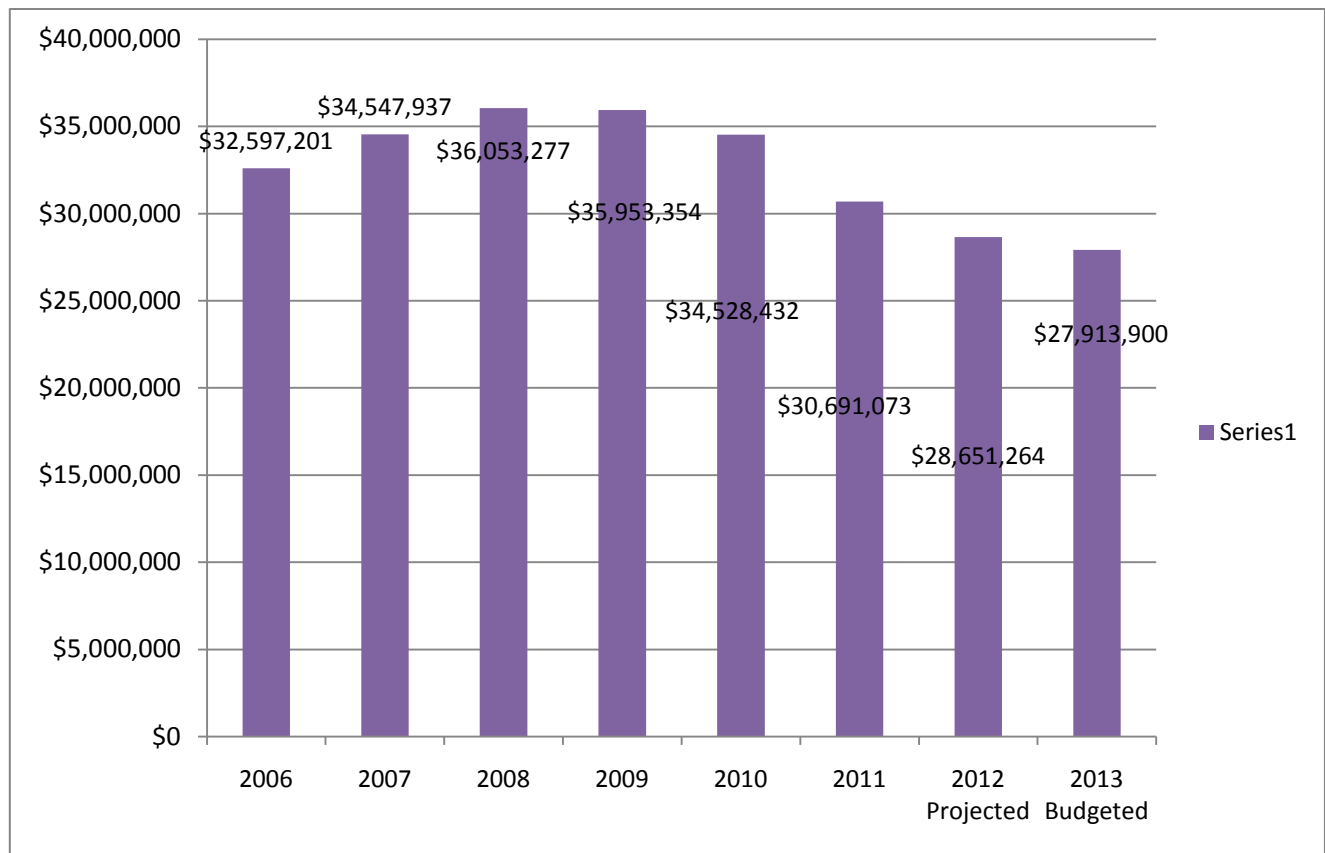
Total Revenue Historical Data
(in Millions)



Tax Revenues - \$27,913,900

- Millage rate remains at .2146 mills for eighth consecutive year.
- “Net” tax revenues estimated at \$27,913,900, this is a 2.6% decline from 2012 “net” taxes of \$28,651,264.
- 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 (6.7%) and in 2011 it was 9.4%.

Property Tax Revenue Historical Data



Park Operating Revenues - \$14,436,100

2013 estimated Park Operating revenues are projected at \$14,436,100 a decrease from 2012 projected of (\$14,886,700), but an increase from 2011 of \$14.1 million.

- Golf revenue at Wolcott Mill will be down by \$300,000 due to transfer of management.
- We are budgeting conservatively and not expecting an early spring as 2012 experienced.

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 - \$1,784,000

- The \$1.5 million EPA grant project for the reconstruction of a portion of the parking lot should be substantially completed. We should receive \$1,149,000 of reimbursement in 2013.
- Two grants are from the Michigan Natural Resources Trust Fund for the Kensington Nature Center pond to replace existing failing sheet pile wall (\$135,000), and for the Hudson Mills/Dexter non-motorized trail on west side of Huron River to connect to village of Dexter (\$500,000).

EXPENDITURES – \$50.3 Million

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

- Includes 14 full-time employees in Engineering Department, including field engineers, full-time Planning/Natural Resource Department, part-time employees; wages and fringe benefits.
- Approximately \$626,000 for outside consultants – Major Items are listed below:

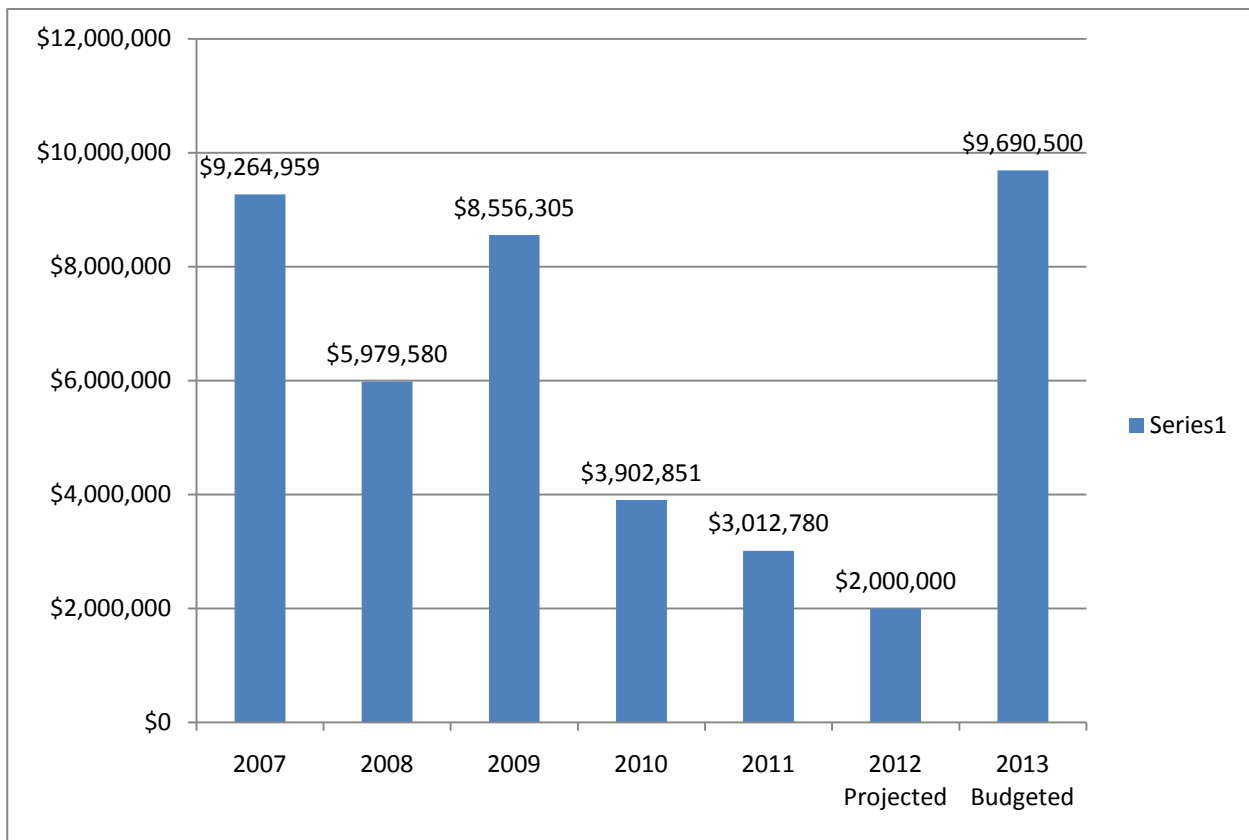
Major Consulting Projects

Stream Gauging	\$42,000
Vehicular Bridge Inspections	25,000
Kent Lake Water Quality Assessment	10,000
Creek Study - Stony Creek	20,000
Parking Lot Reconstruction	90,000
Class A Comfort Station	20,000
Maple Beach Redevelopment	40,000
Service Area U.S.T. to A.S.T.	10,000
Eastwood Beach Building Renovations	30,000
Boat Launch Restroom Renovations	23,000
Boat Rental Building Replacement	40,000
South Dam Bypass	15,000
Wellhouse Iron Removal System	20,000
Park Service Buildings	<u>20,000</u>

Capital Improvements - \$9,690,500

The Capital Improvement appropriations provide funds for various park capital improvement projects which are in excess of \$10,000. The fifty-six (56) specific projects have been detailed in the budget document within each park unit. The level of 2013 capital improvement projects of \$9.69 million will place heavy emphasis on redevelopment/renovation-type projects throughout the Metropark system. This is essential now that many Metropark facilities have aged beyond their useful lives.

Capital Improvement Projects Historical Data



2013 Budgeted Capital Improvement Projects

	2012 Rebudgeted Projects (22)	2013 Grant Projects (4)	2013 Five-Year Projects (23)	2013 New Projects (7)	2013 Total (56)
Lake St. Clair	\$1,978,000	\$1,500,000	140,000	\$26,000	\$3,644,000
Kensington	178,000	135,000	60,000	–	373,000
Dexter-Delhi	50,000	–	–	–	50,000
Lower Huron	30,000	–	57,000	14,000	101,000
Hudson Mills	184,000	500,000	10,000	11,000	705,000
Stony Creek	185,000	–	295,000	32,000	512,000
Willow	557,000	–	20,000	29,000	606,000
Lake Erie	139,000	–	140,000	–	279,000
Indian	273,000	–	100,000	–	373,000
Wolcott Mills	–	–	60,000	–	60,000
Oakwoods	–	–	10,000	38,000	48,000
Totals	<u><u>\$3,574,000</u></u>	<u><u>\$2,135,000</u></u>	<u><u>\$892,000</u></u>	<u><u>\$150,000</u></u>	<u><u>\$6,751,000</u></u>
Work In Progress Administration Projects				<u>15,000</u>	\$2,924,000
					<u>\$9,690,500</u>

Equipment - \$1,561,100

Major equipment purchases have declined from 2012 budgeted of \$2,750,000. The following is a detail list of equipment expenditures in the 2013 budget document.

Office Equipment

2	Copiers	\$17,500	
1	Printer	2,000	
1	Phone Equipment	4,000	
			<hr/>
			\$23,500

Autos & Trucks

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

Heavy Equipment

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	
2	Refuse Bins	9,000	
1	Trail Groomer	9,500	
1	Trap Rake	\$8,600	
1	Truckster	19,000	
7	Work Vehicle	81,800	
			<hr/>
			\$931,000

Small Tools

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

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

Food Service Equipment

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

Communication Equipment

66	Radios		\$79,500
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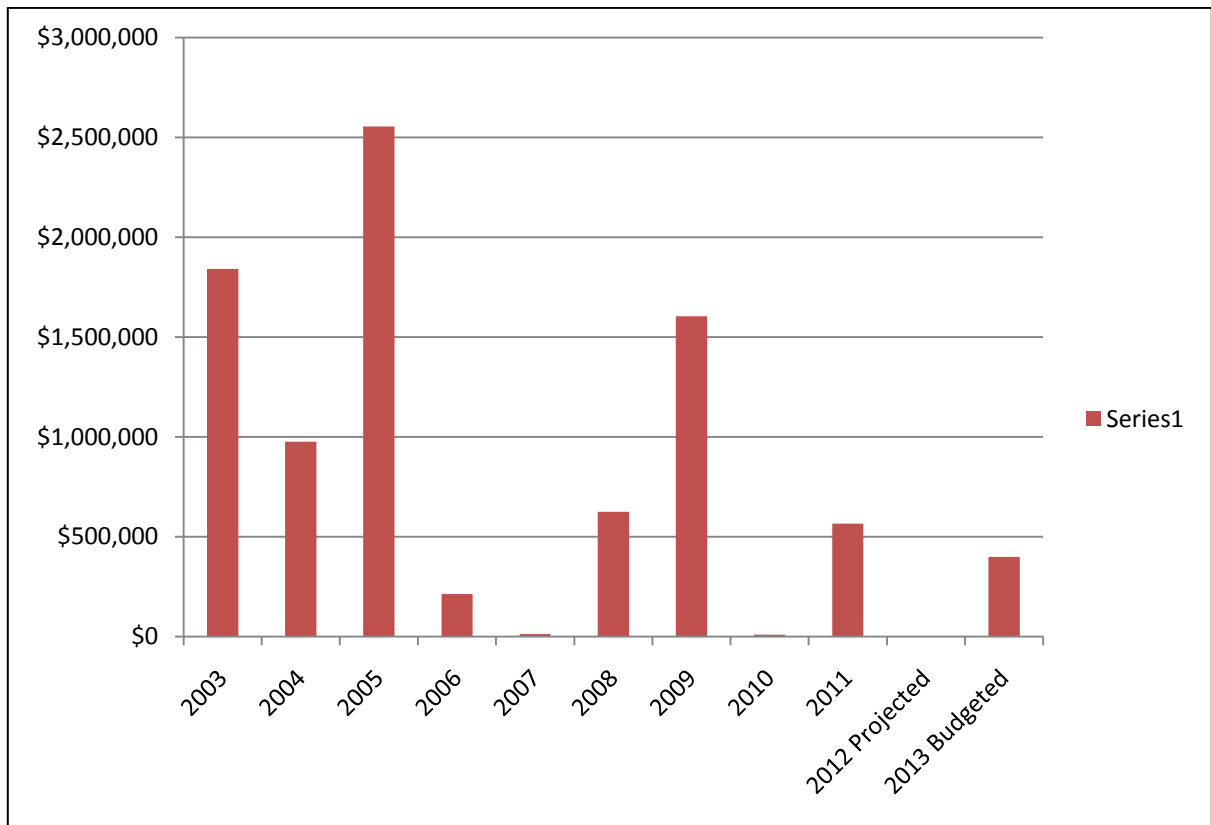
Other Park Operating Equipment

4	Defibrillator	\$6,800	
2	Pool Lifts	13,400	
1	Brine Tank	22,000	
1	Draft Horse cart	2,200	
2	Waterproof Wheelchairs	3,600	
5	Handguns	21,000	
2	Pumpkin Launcher	10,000	
1	Safe	<u>1,000</u>	
			\$80,000
			<u>\$1,561,100</u>

Land Acquisition - \$400,000

Provides possible funding to fulfill Board designated park boundaries at Wolcott Mill.
Please see detail in Budget document.

Land Acquisition Historical Data



Major Maintenance - \$1,972,000

In order to keep up with the aging Metro Park infrastructure, sixty-four (64) projects have been identified and are requested for funding. Projects are detailed under tab "Major Maintenance Expenditures" of the budget document. These projects consist of repair/maintenance/renovation projects that exceed \$10,000 in cost and are of a non-recurring nature. They are projects that are deemed essential by park staffs and the Engineering/Planning Departments to keep the Metropark facilities in good working order and prevent further deterioration. The intent of these repair projects is to preserve Metropark facilities for their useful life as Metropark's infrastructure continues to age more and more.

2012 & 2013 Major Maintenance Projects Comparison

	<u>2012 Budget (83)</u>	<u>2013 Budget (64)</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
Total Major Maintenance Projects	\$2,750,000	\$1,972,000

Administrative Office - \$5,737,200

Total 2013 budgeted Administrative Office expenditures represent a decrease from 2012 projected expenditures of \$5,846,600. Please see the tab "Administrative Office" of the budget document.

Park Operations - \$28,731,900

Total 2013 budgeted Park Operations has declined from 2012 projected expenditures of \$30,759,100. This decline is primarily attributable to a decline in costs, primarily wages, at Kensington, Hudson Mills/Dexter/Delhi, Lake Erie, Wolcott Mill, and Indian Springs.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura L. Martin, Supervising Design Engineer
 Project No: 502-12Y
 Project Title: SCADA Systems-Pump Stations
 Project Type: Capital Improvement
 Location: Lake St. Clair Metropark, Macomb County
 Date: December 6, 2012

Bids Opened: Tuesday, Nov. 20, 2012 at 4:00 p.m.

Scope of Work: Work includes the construction and installation of Mission M-800 cellular communication- based Supervisory Control and Data Acquisition (SCADA) systems to monitor, gather data and generate alarm and status notifications for sanitary sewer pump systems at two pump stations and related work. The system will provide real-time information on critical pump system operating conditions and failures to HCMA staff, to improve system performance, identify potential problems, and reduce the risk of outages and overflows.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
J. Ranck Electric, Inc.	Mt. Pleasant, MI	\$11,498.00
Rotor Electric Company of Michigan, LLC	Detroit, MI	\$15,000.00
Corby Energy Services, Inc.	Belleville, MI	\$15,675.00
Total Budget Amount for Contract Services and Administration (Work Order Number 502.05-652M)		\$20,000.00
Proposed Work Order Amount		
Contract Amount – J. Ranck Electric (Rounded)		\$12,000.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		\$14,000.00
Funds to be returned to Reserves for Future Contingencies Account		\$ 6,000.00

The following contractors obtained request for quotes but did not submit a quote: Centerline Electric, Center Line; Great Lake Power and Light, Casco; Patti Electric, Auburn Hills; Rauhorn Electric, Macomb; Utility Instrumentation Service, Ypsilanti; Wade Trim, Taylor.

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.

Recommendation: That the Board of Commissioners award Contract No. 502-12Y to the lowest responsive, responsible bidder, J. Ranck Electric, Inc., in the amount of \$11,498.00 and that \$6,000.00 of Capital Improvement funds be returned to the Reserve for Future Contingencies Account as recommended by Supervising Design Engineer Martin and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura L. Martin, Supervising Design Engineer
 Project No: 509-12P
 Project Title: SCADA Systems-Pump Stations
 Project Type: Capital Improvement
 Location: Stony Creek Metropark, Macomb County
 Date: December 6, 2012

Bids Opened: Tuesday, Nov. 20, 2012 at 4:00 p.m.

Scope of Work: Work includes the construction and installation of Mission M-800 cellular communication- based Supervisory Control and Data Acquisition (SCADA) systems to monitor, gather data and generate alarm and status notifications for sanitary sewer pump systems at two pump stations and related work. The system will provide real-time information on critical pump system operating conditions and failures to HCMA staff, to improve system performance, identify potential problems, and reduce the risk of outages and overflows.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
J. Ranck Electric, Inc.	Mt. Pleasant, MI	\$21,892.00
Corby Energy Services, Inc.	Belleville, MI	\$28,500.00
Rotor Electric Company of Michigan, LLC	Detroit, MI	\$38,600.00
Total Budget Amount for Contract Services and Administration (Work Order Number 509.05-510S)		\$20,000.00
Proposed Work Order Amount		
Contract Amount – J. Ranck Electric (Rounded)		\$22,000.00
Contract Administration		<u>\$ 2,000.00</u>
Total Proposed Work Order Amount		\$24,000.00
Amount Recommended for Transfer From Reserves		\$ 4,000.00

Note: If a contract is awarded, a funds transfer in the amount of \$4,000 from the Reserves for Future Contingencies Account will be necessary to fund the Work Order. Funds were transferred into this account from favorable bids received for the "SCADA Systems - Pump Stations" project at Lake St. Clair Metropark.

The following contractors obtained request for quotes but did not submit a quote: Centerline Electric, Center Line; Great Lake Power and Light, Casco; Patti Electric, Auburn Hills; Rauhorn Electric, Macomb; Utility Instrumentation Service, Ypsilanti; Wade Trim, Taylor.

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.

Recommendation: That the Board of Commissioners award Contract No. 509-12P to the lowest responsive, responsible bidder, J. Ranck Electric, Inc., in the amount of \$21,892.00, and that a transfer of \$4,000.00 be made from the Reserves for Future Contingencies Account as recommended by Supervising Design Engineer Martin and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura L. Martin, Supervising Design Engineer
 Project No: 515-12H
 Project Title: SCADA Systems – Environmental Discovery Center
 Project Type: Capital Improvement
 Location: Indian Springs Metropark, Oakland County
 Date: December 6, 2012

Bids Opened: Tuesday, Nov. 20, 2012 at 4:00 p.m.

Scope of Work: Work includes the construction and installation of Mission M-800 cellular communication- based Supervisory Control and Data Acquisition (SCADA) systems at the Environmental Discovery Center (EDC) and Well house to monitor, gather data and generate alarm and status notifications for pump systems and related work. The system will provide real-time information on pump system operating conditions and failures to HCMA staff, to improve system performance, identify potential problems, and reduce the risk of outages and overflows. This work is necessary to monitor critical pumps systems at the well house, and the building foundation drains and sewage ejector pumps, at the EDC.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Corby Energy Services, Inc.	Belleville, MI	\$25,575.00
Rotor Electric Company of Michigan, LLC	Detroit, MI	\$31,500.00
J. Ranck Electric, Inc.	Mt. Pleasant, MI	\$31,898.00
Total Budget Amount for Contract Services and Administration (Work Order No. 515.05-147I)		\$30,000.00
Proposed Work Order Amount		
Contract Amount – Corby Energy Services (Rounded)		\$26,000.00
Contract Administration		<u>\$ 4,000.00</u>
Total Proposed Work Order Amount		\$30,000.00

The following contractors obtained request for quotes but did not submit a quote: Centerline Electric, Center Line; Great Lake Power and Light, Casco; Patti Electric, Auburn Hills; Rauhorn Electric, Macomb; Utility Instrumentation Service, Ypsilanti; Wade Trim, Taylor.

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.

Recommendation: That the Board of Commissioners award Contract No. 515-12H to the lowest responsive, responsible bidder, Corby Energy Services, Inc., in the amount of \$25,575.00 as recommended by Supervising Design Engineer Martin and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura Martin, Supervising Design Engineer
 Subject: Status Update, Park Service Complex Replacement Preliminary Design
 Project Type: Capital Improvement
 Location: Huron Meadows Metropark, Livingston County
 Date: December 6, 2012

At its May 10, 2012 meeting, the Board of Commissioners retained the architectural firm of Lindhout Associates to provide design services for the Huron Meadows Park Service Complex Replacement project. The preliminary design is complete at this time (approximately the 20 percent design stage). This report presents the project background, preliminary design of the building and site development, preliminary cost estimates and anticipated project schedule.

As reported to the Board of Commissioners on Feb. 9, 2012, the 2012 Capital Improvement Budget included a project for replacing the existing park service buildings, utilities and site work at Huron Meadows Metropark. The project is in keeping with the Metroparks' goal of replacing, renovating and reconstructing deteriorated and obsolete facilities. The main components of the project, as separately itemized in the 2012 Budget, are as follows:

Park Service Building	\$ 840,000
Park Maintenance Storage Building	\$ 330,000
Park Maintenance Area Site Completion	\$ 25,000
Park Maintenance Area Paving	\$ 130,000
Park Maintenance Building Demolition	<u>\$ 85,000</u>
Total	\$1,410,000

Existing facilities in the service complex to remain include the salt storage building, constructed in 1999 and currently in good condition, and the underground fuel storage system, constructed in 1993 and in serviceable condition at this time. Demolition of existing park maintenance buildings, budgeted at \$85,000, is planned to take place in 2014, after completion and occupancy of the new park service building. Therefore the total budget amount for this Park Service Complex Replacement project is \$1,325,000.

The existing park service buildings, located adjacent to a residential area on Rickett Road south of Brighton, consists of two large and two small metal Quonset buildings of World War II vintage. Also included are a wood frame storage building dating from the 1920s, and a residential building, circa 1955, which currently serves as an office and employee area. These buildings are deteriorated, difficult to maintain, beyond repair and not in compliance with current codes. The storage and maintenance buildings have structural and electrical deficiencies that may present potential safety issues. The buildings were neither designed nor constructed for their present use and cannot economically be modified or adapted as such.

The proposed service building will include approximately 1,901 square feet for park service equipment maintenance and workshop activities; approximately 1,130 square feet of office, employee restroom and support space; 636 square feet for mechanical equipment, utilities and parts storage; and approximately 9,000 square feet of equipment/supply storage space with provisions for pesticide loading and storage. The building is designed primarily for functionality, economy and efficiency; with durable structural components and features, and detailed appropriately for a park setting. Utilities, including new water well, septic, natural gas, electrical service and communications will be included, along with site work, aggregate parking lot surfacing, and landscaping.

The heated portion of the building (3,667 square feet total, including the maintenance/workshop, employee, storage and mechanical areas) will be of conventional construction, with concrete slab floor, block masonry walls and wood truss roof. The 9,000 square foot unheated equipment/supply storage area will be constructed using an economical, pre-engineered metal building system.

During the conceptual design phase, all use areas were reviewed with park staff to assure they meet park service needs at Huron Meadows. Equipment maintenance areas, mechanical, office, restroom, storage and workshop spaces are the minimum necessary to support park maintenance functions, and they are approximately the same in area as are other recently-constructed service buildings in the Metroparks. The equipment storage area is the minimum necessary to house Huron Meadows Metroparks' inventory of maintenance equipment.

The preliminary cost estimate for the project is \$1,300,000, which is \$25,000 under the budget amount of \$1,325,000. An itemized preliminary cost estimate is attached to this report. Design completion is scheduled for February 2013 with construction bids to be advertised afterward, and a recommendation for award of a construction contract award planned for April or May 2013. If the Board of Commissioners authorizes award of a construction contract at that time, construction could potentially begin in May 2013 and be completed by the early part of 2014.

Attachment: Park Service Complex Preliminary Cost Estimates

Recommendation: That the Board of Commissioners authorize staff to proceed with design of the Park Service Complex Replacement project through advertisement for bids as recommended by Supervising Design Engineer Laura Martin and staff.

**Park Service Complex Replacement
Huron Meadows Metropark
Preliminary Cost Estimate**

<u>Component Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Extended Cost</u>
<u>Park Service Building</u>				
Conventional Construction Area	3,667	S.Ft.	130.00	476,710
Pre-Engineered Metal Building Area	9,000	S.Ft.	60.00	<u>540,000</u>
Park Service Building Subtotal				\$1,016,710
<u>Utilities</u>				
Water Well	1	L. Sum		10,000
Septic System	1	L. Sum		15,000
Electrical Service	1	L. Sum		9,500
Natural Gas Service	1	L. Sum		2,000
Telephone/ Communication	1	L. Sum		23,000
Dry Hydrant	1	L. Sum		<u>4,000</u>
Utilities Subtotal				\$63,500
<u>Site Work</u>				
Tree Removal	21	Each	400.00	8,400
Earth Excavation	3,600	Cu.Yds.	2.90	10,440
Aggregate Parking Area	3,300	Tons	14.00	46,200
Concrete Apron at Bldg	2,712	S.F.	6.00	16,272
Landscaping, Turf Establishment, Misc.	1	L. Sum		<u>10,000</u>
Sitework Subtotal				\$91,312
<u>Subtotal, All Components</u>				\$1,171,522
Contingency, 5%				\$58,576
Contract Administration By HCMA Staff, 6%				<u>\$70,291</u>
<u>Grand Total</u>				<u>\$1,300,389</u>
<u>Grand Total, Rounded</u>				<u>\$1,300,000</u>



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Paul Muelle
 Subject: Update - Tornado Damage Cleanup Report
 Location: Hudson Mills Metropark, Washtenaw County
 Date: December 6, 2012

On March 12, 2012, a tornado (intensity EF-3) struck the Dexter area, causing extensive damage to portions of Hudson Mills Metropark including the golf course and approximately 90 acres of the surrounding forest. Immediately after the storm, staff began damage assessment and initiated cleanup efforts and assisted local and county agencies in the local emergency cleanup effort. The golf course parking lot and service area were utilized by both DTE Energy and Washtenaw County as a staging area for their crews to clear wood debris from along Dexter-Pinckney Road. The high level of cooperation between HCMA and area agencies allowed for prompt restoration of power for area residents.

As for the restoration of services for the golf course, park staff and area volunteers concentrated cleanup efforts removing damaged trees and debris and repairing sections of damaged turf on the front nine of the golf course. Due to those efforts, the front nine re-opened for play on April 6. However, the most significant damage occurred on the back nine of the golf course as well as a section of the proposed west side hike bike trail alignment from Hudson Mills to Dexter. In April, the Board approved contracts for the remaining repair and cleanup of park facilities and the harvesting and sale of salvaged timber. Concentrating first on the golf course, the contractor and park staff were able to do enough cleanup and repair to re-open the back nine to the public on May 26 in time for the Memorial Day holiday.

Cleanup efforts for the remainder of the golf course and bike trail sections continued until the end of September and a cart path bridge which was damaged beyond repair was also replaced in September. Loss of some league play and initial hesitancy by the public to return to the golf course resulted in a reduction of play in 2012 to 12,085 rounds, down from 15,636 rounds recorded in 2011 and accordingly revenue declined from \$320,458 in 2011 to \$247,017 in 2012.

In total, \$276,313 was spent at the golf course and adjacent woodlot for tree damage cleanup and facility repair and another \$71,500 was spent on bike trail tree damage cleanup for a net cleanup and facility repair expense of \$347,813. Expenses include all park wages, contractor wages and expenses, equipment, materials and structural repairs.

To offset these costs, the sale of salvaged timber and woodchips on both the golf course and bike trail produced \$131,967 in revenue. Former Controller Wahl submitted a damage claim to the Authority's insurance carrier, CNA Insurance. CNA was forthcoming in approving a damage claim of \$212,500 and a business interruption claim of \$63,697 for a total of \$276,197. Net revenue for both timber sales and insurance claims totaled \$408,164.

Attachment: Tornado Expense Statement

Recommendation: That the Board of Commissioners receive and file the Tornado Damage Cleanup Report as recommended by Chief of Natural Resources Paul Muelle and staff.

**HUDSON MILLS METROPARK
2012 Tornado Damage**

GOLF COURSE - Front 9			
WO# 708.65-H054	Wages	Contract	Total
Natural Resource Crew	\$ 37,958		\$ 37,958
Park Forces	\$ 22,065		\$ 22,065
Contract/Materials		\$ 12,704	\$ 12,704
			\$ 72,727
GOLF COURSE - Back 9			
WO# 708.65-H056	Wages	Contract	Total
Natural Resource Crew	\$ 16,407		\$ 16,407
Park Forces	\$ 12,100		\$ 12,100
Cleanup Contract		\$ 86,000	\$ 86,000
Stump Removal/Seeding		\$ 10,630	\$ 10,630
			\$ 125,137
GOLF COURSE - Misc.			
WO# 708.65-H057 - Fence	\$ 2,531	\$ 9,830	\$ 12,361
WO# 708.65-H059 - Bridge	\$ 300	\$ 56,700	\$ 57,000
WO# 508.02-202H - Tree Planting	\$ 758	\$ 8,330	\$ 9,088
	Total Expense		\$ 276,313
GOLF COURSE REVENUE			
Timber Sales			\$ 110,502
CNA Damage Claim			\$ 212,500
Business Interruption Claim			\$ 63,697
	Total Revenue		\$ 386,699
GOLF COURSE	NET SURPLUS		\$ 110,386

BIKE TRAIL STORM DAMAGE			
WO# 708.75-H055	Wages	Contract	Total
Cleanup Contract		\$ 64,000	\$ 64,000
Stump Removal		\$ 7,500	\$ 7,500
	Total Expense	\$ 71,500	\$ 71,500
BIKE TRAIL REVENUE			
Timber Sales Westridge Woodlot	Total Revenue		\$ 21,465
BIKE TRAIL	NET LOSS		\$ 50,035
	OVERALL SURPLUS		\$ 60,351



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Laura Martin, Supervising Design Engineer
Subject: Report – Update on Hudson Mills to Dexter Trail
Location: Hudson Mills Metropark, Washtenaw County
Date: December 6, 2012

As reported to the Aug. 9, 2012 Board of Commissioners meeting, bids are scheduled to be received by the Michigan Department of Transportation for the Hudson Mills – Dexter non-motorized trail on Dec. 7, 2012. Bid results will be reported to the Board at its Dec. 13, 2012 meeting.

Background

The Hudson Mills – Dexter Trail will be approximately three miles in length and will extend from the southern end of HCMA's existing West Side Trail to the northern end of the village of Dexter's Warrior Park trail. The Trail will include 12,704 lineal feet of 10-foot wide asphalt path, 1,595 lineal feet of 12-foot wide boardwalk, and a 65 linear feet 14-foot steel pedestrian bridge. The total estimated project cost is \$2,180,000.

The Trail will be an integral part of Washtenaw County's 35-mile Border-to-Border Trail. It is a companion project of the village of Dexter's Warrior Park Trail (currently under construction) and the Washtenaw County Parks and Recreation Commission's River Terrace Trail, currently under construction on HCMA property between the village of Dexter and Dexter- Huron Metropark.

The Hudson Mills – Dexter Trail represents a partnership between multiple agencies. Those agencies, and their estimated cost participation in the project, are as follows:

Washtenaw County Parks & Recreation Commission (WCPARC)	\$242,000
MDOT Surface Transportation Program - Enhancement (STPE) funding through Washtenaw County Road Commission (WCRC)	\$780,000
MDOT Surface Transportation Program – Urban (STPU) funding through WCRC	\$558,000
Michigan Natural Resources Trust Fund (MNRTF) Grant	\$500,000
Huron-Clinton Metropolitan Authority (HCMA)	<u>\$100,000</u>
Total Estimated Project Cost	\$2,180,000

A multi-party agreement between HCMA, WCPARC and WCRC (approved by HCMA July 14, 2011; executed Aug. 2, 2012) addresses the responsibilities of the parties and their respective commitments for cost participation in the project. A Development Project Agreement between HCMA and MDNR (approved by HCMA June 9, 2011; executed Sept. 2, 2011) addresses the responsibilities of HCMA and MDNR with respect to the MNRTF grant.

As reported to the Board of Commissioners in the past, the project will receive major FHWA funding through the STPE and STPU programs, via MDOT. Therefore the project must be undertaken through MDOT's Local Agency Program. The construction contract for the project will be issued by MDOT, and its contract requirements will govern. WCRC will serve as the MDOT Local Agency for purposes of general administration of the project and will enter into the appropriate interagency contract(s) with MDOT.

HCMA will serve as project manager, designer and contract administrator as it customarily does, but in cooperation with and under the general direction of WCRC. HCMA must comply with all FHWA, MDOT and WCRC requirements, as well as the requirements included in the MNRTF Development Project Agreement. HCMA will be responsible to own, operate, maintain and repair the trail in perpetuity.

In accordance with MDOT's Local Agency Project procedures, if the confirmed low bid is below the engineer's construction cost estimate, or less than ten percent over the engineer's estimate, the local agency is committed to accepting the bid and proceeding with construction. Further, if the low bid exceeds the engineer's estimate by more than ten percent, the local agency has the option to either accept or reject the bids. Failure to consent to contract award if the low bid is within 10 percent of the project estimate will result in cancellation of the project, and will jeopardize future grant project funding through FHWA/MDOT.

The Aug. 2, 2012 multi-party agreement provides that "in the event that total Project cost as determined after receipt of construction bids exceeds the total estimated Project cost as stipulated below, then the parties reserve the right to renegotiate their respective contributions to the Project and other terms of this Agreement as they deem necessary."

RECOMMENDATION: That the Board of Commissioners receive and file the Update on Hudson Mills to Dexter Trail Report as recommended by Supervising Design Engineer Martin and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura L. Martin, Supervising Design Engineer
 Project No.: 712-12I
 Project Title: Bathhouse Door Replacements and Repairs
 Project Type: Major Maintenance
 Location: Lake Erie Metropark, Wayne County
 Date: December 6, 2012

Bids Opened: Tuesday, Nov. 20, 2012 at 2:00 p.m.

Scope of Work: Work to include repair and replacement of existing doors (two-exterior doors with double door replacement; two-interior doors) and all related work at the Bathhouse. The existing doors and frames are deteriorated and need replacement. New doors will be fiberglass-reinforced panel doors and aluminum frames for improved durability and corrosion resistance.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
J.T. Maurer Building Co., Inc.	Plymouth, MI	\$24,940.00
B. Sarkett Construction Co.	Woodhaven, MI	\$25,105.00

Note: Blue Line Building Co., Brownstown, submitted a bid in the amount of \$19,995.00 which was rejected because it did not meet the specifications and included contingencies.

Total Budget Amount for Contract Services and Administration	\$31,000.00
Proposed Work Order Amount	
Contract Amount – J.T. Maurer Bldg. Co. (Rounded)	\$25,000.00
Contract Administration	<u>\$ 2,000.00</u>
Total Proposed Work Order Amount	\$27,000.00

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.

Recommendation: That the Board of Commissioners approve issuance of a Purchase Order to the lowest responsive, responsible bidder, J.T. Maurer Building Co., Inc., in the amount of \$24,940.00 as recommended by Supervising Design Engineer Martin and Staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura L. Martin, Supervising Design Engineer
 Project Title: 2013 Dredge Spoil Pile Removal
 Project Type: Major Maintenance
 Location: Lake Erie Metropark, Wayne County
 Date: December 6, 2012

Bids Opened: Tuesday, Nov.20, 2012 at 2:00 p.m.

Scope of Work: Remove approximately 13,500 cubic yards of dredge spoils from the temporary holding area adjacent to the marina channel, haul and place the dredge spoils in the permanent disposal area within the park, and provide earthwork and grading at the permanent disposal area. Work is required to clear the temporary holding area prior to the annual 2013 Marina Channel Dredging project.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Salenbien Trucking and Excavating, Inc.	Dundee, MI	\$ 47,250.00
Earth Works Excavating	Carleton, MI	\$ 49,200.00
Kopas Construction, LLC	Troy, MI	\$ 49,900.00
Marine Services, Inc.	Oak Park, MI	\$ 51,300.00
RVP Construction, Inc.	S. Rockwood, MI	\$ 62,250.00
Erie Construction, LLC	Woodhaven, MI	\$ 72,528.00
Pavex Corporation	Grosse Ile, MI	\$124,900.00

Total Budget Amount for Contract Services and Administration (Proposed 2013 Major Maintenance Budget)	\$ 63,000.00
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Proposed Work Order Amount	
Contract Amount – Salenbien Trucking (Rounded)	\$ 48,000.00
Contract Administration	<u>\$ 3,000.00</u>
Total Proposed Work Order Amount	\$ 51,000.00

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

Dean Marine & Excavating, Clinton Township; Compeau Bros., Carleton; Faro Contracting, Southgate; Homrich, Carleton; Pro Excavation, Wyandotte

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

Recommendation: That the Board of Commissioners approve issuance of a Purchase Order to the lowest responsive, responsible bidder, Salenbien Trucking and Excavating, Inc., in the amount of \$47,250.00 as recommended by Supervising Design Engineer Martin and staff. Purchase Order to be effective upon approval of the 2013 Budget, after January 1, 2013.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura L. Martin, Supervising Design Engineer
 Project Title: Bids - 2013 Maintenance Dredging, Marina Channel
 Project Type: Operations
 Location: Lake Erie Metropark, Wayne County
 Date: December 6, 2012

Bids Opened: Tuesday, Nov. 20, 2012 at 2:00 p.m.

Scope of Work: Dredge approximately 6,000 cubic yards of material in the channel and mooring areas of the Marina; set channel markers at the Marina and Boat Launch. Place dredged material in the temporary holding area adjacent to the Marina. Dredging is required to remove accumulated sediment and to assure boating access to the marina. Dredging will provide 7.0 feet of depth below low water datum in the offshore channel and 3.0 feet within the inland channel and mooring areas

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Marine Services, Inc.	Oak Park, MI	\$24,960.00
Total Budget Amount for Contract Services and Administration (Proposed 2013 Operations Budget)		\$48,000.00
Proposed Work Order Amount		
Contract Amount – Marine Services, Inc. (Rounded)		\$25,000.00
Contract Administration		<u>\$ 3,000.00</u>
Total Proposed Work Order Amount		\$28,000.00

The following contractors obtained bidding documents but did not submit a proposal: Dean Marine & Excavating, Clinton Township; Gibraltar Marine, Gibraltar; Michigan Marine Services, S. Rockwood.

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.

Recommendation: That the Board of Commissioners approve issuance of a Purchase Order to the lowest responsive, responsible bidder, Marine Services, Inc., in the amount of \$24,960.00 as recommended by Supervising Design Engineer Martin and staff. Purchase Order to be effective upon approval of the 2013 Budget, after January 1, 2013.



HURON-CLINTON METROPOLITAN AUTHORITY

9 - G - 1
Meeting of December 13, 2012

To: Board of Commissioners
From: Rebecca Franchock, Chief Accountant
Subject: 2012 Property Tax Receivable Adjustments
Date: December 6, 2012

At the start of each budget year, the Authority establishes a receivable account for the current year's tax levy. Since 2008, the Authority has been estimating the amount of taxes that will be captured locally under various tax abatement programs or adjusted downward by Board of Reviews. For the 2012 Budget, the Authority's initial levy was \$30,311,637 with estimated captured taxes of \$1,216,000 producing a "net" tax receivable balance of \$29,095,637. As tax payments are received during the year, they are applied to reduce the tax receivable balance.

Prior to year end, it is necessary to reconcile the differences between the Authority and county accounting records. During the past four months, staff has been working with various representatives of the five County Treasurer's offices to obtain information on the many 2012 tax levy adjustments from local tax abatement programs, Board of Reviews, Tax Tribunals, etc. In total, the actual tax levy adjustments reported by County Treasurer's offices are \$837,553.20 compared to the Authority's estimated adjustments of \$1,216,000. This results in a net tax levy receivable increase or write-up of \$378,446.80 as summarized below.

County	Estimated Tax Adjustments	Actual Tax Adjustments	Net Tax Write Up/(Down)
Livingston	\$37,000.00	(\$34,271.35)	\$2,728.65
Macomb	\$92,000.00	\$20,491.98	\$112,491.98
Oakland	\$406,000.00	(\$374,961.63)	\$31,038.37
Washtenaw	\$61,000.00	(\$46,908.45)	\$14,091.55
Wayne	\$620,000.00	(\$401,903.75)	\$218,096.25
Totals	\$1,216,000.00	(\$837,553.20)	\$378,446.80

In addition, at this time it is appropriate to reduce the Authority's tax receivable balances for uncollected delinquent 2006 and prior year's personal property taxes since collections of these taxes are unlikely. Macomb and Oakland Counties have sent the Authority Circuit Court judgments striking these taxes from the tax rolls. Although staff has not received copies of circuit court judgments from Livingston, Washtenaw, or Wayne Counties, it is consistent to also write off their 2006 and prior year's receivable balances at this time. The total tax receivable balance to write off for all five counties is \$15,182.25.

Between the 2012 tax levy adjustments due to the current year reconciliations and the write off of 2006 and prior year's personal delinquent balances the net increase to the Authority tax receivable balance totals \$363,264.55. The net impact of these tax levy adjustments is an increase to the Authority's Reserve account.

Recommendation: That the Board of Commissioners approve the 2012 Property Tax Receivable Adjustments as recommended by Controller Dolan and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Rebecca Franchock, Chief Accountant
Subject: 2012 Budget Appropriation Amendments
Date: December 6, 2012

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

\$772,100 (42 percent) of the \$1,834,200 in General Fund appropriation adjustments made represent appropriations transferred between accounts within the same cost center.

\$277,300 (15 percent) of the \$1,834,200 in General Fund appropriation adjustments made represent appropriations transferred between accounts, between different cost centers.

Appropriations totaling \$784,800 (43 percent) were made from the General Fund Reserve for Future Contingency Account for the following items:

1	\$ 8,100	Bench, table, tree and program donations – Kensington, Lower Huron, Hudson Mills and Lake Erie.
2	293,800	Unbudgeted severance payment – Administrative Office, Kensington, Stony Creek, Willow, Lake Erie and Wolcott Mill.
3	33,100	Cover overages in Equipment Accounts – various locations.
4	31,500	Cover cost of Radio Equipment – Kensington.
5	228,100	Cover overages in Major Maintenance Projects – various locations
6	23,800	Police Department – vehicle and other unplanned costs.
7	130,000	Decrease budget in Construction Grant Revenue Account.
8	3,600	Correct Budget Amendment for high deductible health care plan.
9	23,800	Increase budget for part-time staff to replace full-time staff.
10	<u>9,000</u>	REI Grant for Natural Resources projects.
	<u>\$ 784,800</u>	

In addition to the above appropriation adjustments, 2012 Budget appropriation amendments totaling \$12,073,300 were returned to the General Fund Reserve for Future Contingencies Account.

1	\$ 4,020,000	Decreased Capital Improvement Budget – various locations.
2	239,500	Decreased Capital Equipment Budget – various locations.
3	1,723,000	Decreased Major Maintenance Budget – various locations.
4	675,000	Increase budget in miscellaneous, donation, grant and sale of Capital Asset Revenue.
5	20,200	Savings in full-time wages for unplanned retirement.
6	<u>5,395,600</u>	Decrease land acquisition budget.
	<u>\$ 12,073,300</u>	

In total, there was a favorable adjustment to the 2012 budget of \$11,288,500.

Attachment: 2012 Budget Appropriation Amendments

Recommendation: That the Board of Commissioners approve the 2012 Budget Appropriation Amendments as recommended by Deputy Director Almas, Controller Lisa Dolan and staff.

Summary of Changes by Cost Center**9-G-2-a**

	Appropriations Transferred Out of Cost Center	Appropriations Transferred Into Cost Center	Appropriations Transferred Within Cost Center	Appropriations From Reserve	Total Appropriations Transferred
<u>Engineering/Planning</u>					
Administrative Office	-	-	-	43,100	43,100
<u>Capital Improvements</u>					
Lake St Clair	-	39,000	-	-	39,000
Kensington	(12,000)	-	-	-	(12,000)
Stony Creek	-	4,000	-	-	4,000
Indian Springs	-	18,000	-	-	18,000
<u>Equipment</u>					
Administrative Office	(1,400)	-	-	4,400	3,000
Kensington	(15,600)	-	50,000	17,700	52,100
Lower Huron	-	-	-	3,600	3,600
Hudson Mills	-	-	-	100	100
Stony Creek	-	-	-	200	200
Willow	-	-	-	2,800	2,800
Lake Erie	-	-	-	1,200	1,200
Wolcott Mill	(10,000)	-	-	-	(10,000)
Indian Springs	-	-	-	100	100
<u>Major Maintenance</u>					
Lake St Clair	(30,000)	-	-	26,400	(3,600)
Kensington	-	-	-	9,800	9,800
Lower Huron	-	-	-	6,900	6,900
Hudson Mills	-	23,900	-	54,800	78,700
Stony Creek	-	-	-	33,600	33,600
Willow	-	-	-	48,800	48,800
Lake Erie	-	-	-	41,900	41,900
Wolcott Mill	-	-	-	4,000	4,000
Indian Springs	-	-	-	1,900	1,900
<u>Operations</u>					
Administrative Office	(6,100)	-	119,400	199,200	312,500
Central Pool	-	800	-	3,600	4,400
Lake St Clair	(13,600)	25,700	74,300	4,200	90,600
Kensington	(38,600)	5,000	88,400	84,100	138,900
Lower Huron	(6,000)	8,600	39,000	800	42,400
Hudson Mills	(30,200)	45,400	52,000	26,500	93,700
Stony Creek	(13,000)	40,800	90,400	35,800	154,000
Willow	(29,700)	7,100	53,000	25,600	56,000
Lake Erie	(12,200)	16,600	77,800	64,000	146,200
Wolcott Mill	(13,000)	12,500	41,000	35,300	75,800
Indian Springs	(28,200)	600	48,900	-	21,300
Huron Meadows	(11,200)	16,500	35,800	2,800	43,900
North Metroparkway I	(3,500)	-	-	-	(3,500)
Natural Resources	(3,000)	12,800	2,100	1,600	13,500
Total Adjustments	<u>\$ (277,300)</u>	<u>\$ 277,300</u>	<u>\$ 772,100</u>	<u>\$ 784,800</u>	<u>\$ 1,556,900</u>



HURON-CLINTON METROPOLITAN AUTHORITY

9 - G - 3
Meeting of December 13, 2012

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: 2013 Insurance Coverage
Date: December 6, 2012

The Authority is in receipt of notices of nonrenewal of insurance from our insurance company, CNA, for general liability, workers compensation, property and auto liability insurance coverage. Current coverage expires Dec. 31, 2012.

Mr. Matt Wolf of Wolf-Hulbert Company is surveying the market. Staff and Treasurer McCulloch are scheduled to meet with Mr. Wolf on Dec. 18 to review proposals. Staff has also independently contacted the Michigan Municipal Risk Management Association (MMRMA), the Michigan Association of Counties (MAC) and the Michigan Municipal League (MML) for bids.

To assure no lapse in coverage, staff is recommending that staff review the bids with the HCMA Board Chairman and/or Treasurer and select the appropriate carrier(s) for coverage implementation effective Jan. 1, 2013.

A summary report will be presented at the January regular Board of Commissioners meeting.

Recommendation: That the Board of Commissioners authorize staff, upon review and concurrence of the Board Chairman and/or Treasurer, to enter into and execute agreements to provide insurance coverage for general liability, workers compensation, property and auto liability coverage effective Jan. 1, 2013; and that a summary of coverage report be presented at the January regular meeting of the Board of Commissioners as recommended by Deputy Director Almas, Controller Dolan and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Lisa L. Dolan, Controller
Subject: 2013 Liability Indemnification Resolution
Date: December 6, 2012

Based on a continuing recommendation from Miller Canfield, the Authority's Board of Commissioners has adopted the Liability Indemnification Resolution since 1986. This annual administrative matter is necessary each year so that the Board can reaffirm their general intent on retaining liability indemnification coverage in case a claim is presented to the Authority at some later date.

The Liability Indemnification Resolution offers protection for Board members, employees and volunteers against claims and losses arising out of the course of their service/employment with the Authority while acting within the scope of their duties.

Attachment: Liability Indemnification Resolution

Recommendation: That the Board of Commissioners adopt the Liability Indemnification Resolution at the December 13, 2012 meeting as recommended by Controller Dolan and staff.

**HURON-CLINTON METROPOLITAN AUTHORITY
LIABILITY INDEMNIFICATION RESOLUTION**

WHEREAS, Huron-Clinton Metropolitan Authority (the "Authority") has purchased public officials errors and omissions liability insurance to indemnify and protect all of its Board members, officers, employees and volunteers against loss on account of a judgment secured against them arising out of any claim for personal injury or property damage caused by such Board members, officers, employees and volunteers as is authorized by Section 9 of Michigan Act 170 of 1964, MCL 691.1409, as amended; and

WHEREAS, the Authority has, historically, purchased various liability insurance coverages for personal injury and property damage liability insuring all Authority premises and operations and covering all Board members, officers, employees and volunteers as additional named insured; and

WHEREAS, Board members, officers and other employees of the Authority may from time to time act as investment fiduciaries or carry out fiduciary duties under Michigan Act 314 of 1965, MCL 38.1121 et seq, as amended, or under other applicable law; and

WHEREAS, in order to attract and retain qualified individuals to serve as Board members, officers and employees of the Authority and to serve in various fiduciary and voluntary capacities, it is necessary that such individuals be indemnified and protected against losses and claims arising out of the conduct of such Board members, officers, employees and volunteers while in the course of their employment and while acting within the scope of their authority; and

WHEREAS, it is the desire of this Board to provide indemnification and protection to Authority Board members, officers, employees and volunteers to the fullest extent permitted by law;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Definition. For purposes of this Resolution, the phrase "Covered Persons" shall be defined to mean all of the following: members of the Board of Commissioners, staff officers, all Authority employees and all authorized volunteers.

2. Civil Action Indemnification.

a. General. Whenever a claim is made or a civil action is commenced against a Covered Person for injuries to persons or property allegedly caused by the Covered Person while acting within the scope of his or her employment and while acting within the scope of his or her authority, the Authority shall, to the fullest extent authorized or permitted by Michigan law, pay, engage, or furnish the services of an attorney to advise the Covered Person as to the claim and to appear for and represent the Covered Person in the action. The Authority may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against a Covered Person as a result of a civil action for personal injuries or property damage caused by the Covered Person while in the course of employment and while

acting within the scope of his or her authority, the Authority shall, to the fullest extent authorized or permitted by Michigan law, indemnify the Covered Person or pay, settle or compromise the judgment. Notwithstanding the generality of the preceding sentences included in this paragraph, the indemnification, and the provision of attorney services provided by this paragraph shall not apply to claims or actions which arise out of dishonest, fraudulent, criminal or malicious acts or omissions.

b. Fiduciary. Whenever a claim is made or a civil action is commenced against a Covered Person who is (or who is alleged to be) a fiduciary under a retirement, retirement system, deferred compensation plan or any other benefit plan or arrangement maintained by the Authority, the Authority shall, to the fullest extent authorized or permitted by Michigan law, pay, engage, or furnish the services of an attorney to advise the Covered Person as to the claim and to appear for and represent the Covered Person in the action, provided such person acted in good faith and in a manner which he/she reasonably believed to be solely in the interest of the participants and beneficiaries. The Authority may compromise, settle and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against a Covered Person as a result of a civil action for damages or other relief caused by his or her acts or omissions as a fiduciary, while acting within the scope of his or her authority, the Authority shall, to the fullest extent authorized or permitted by Michigan law, indemnify the Covered Person or pay, settle or compromise the judgment, provided such person acted in good faith and in a manner which he/she reasonably believed to be solely, in the interest of the participants and beneficiaries. A Covered Person, who discharges his or her fiduciary duties in a manner he or she reasonably believes to be solely in the interest of the participants and beneficiaries of a plan, system or arrangement maintained by the Authority, shall be deemed to have acted in a manner which he or she reasonably believed to be in (or not opposed to) the best interests of the Authority. Notwithstanding the generality of the preceding sentences included in this subparagraph, the indemnification, and the provision of attorney services provided by this paragraph shall not apply to claims or actions which arise out of dishonest, fraudulent, criminal or malicious acts or omissions.

3. Continuing Effect. Even though a Covered Person has ceased to serve the Authority in a capacity enumerated in Section 1 above, the provisions of Section 2 above shall still apply for all action taken by a Covered Person while in a capacity enumerated in Section 1 above. The provisions of Section 2 above shall inure to the benefit of the of the estate, heirs and personal representatives of each Covered Person.

4. Implementation. In order to fully implement the provisions of paragraph 2 above, the Authority will undertake to adopt a Resolution authorizing the indemnification and/or the provisions for attorney services of a Covered Person in each and every situation in which the

necessity for indemnification of and/or attorney services for a Covered Person arises, as provided for in paragraph 2 above.

5. Insurance. If valid and collectible insurance maintained by the Authority is available to a Covered Person with respect to any claim or civil action referenced in Paragraph 2 above, then such insurance coverage shall be deemed primary and the indemnification and the provision of attorney services specified in paragraph 2 shall be in excess of and shall not contribute with such other insurance.

6. Non-Exclusive. The provisions of this Resolution shall not be deemed to restrict or prohibit the Authority, to the extent allowed or permitted by Michigan law, from indemnifying a Covered Person even though such indemnification may not be required by the terms hereof.

7. Amendment/Revocation. The Authority shall have a continuing right to amend or revoke this Resolution, such amendment or revocation to be effective on a prospective basis only.

8. Liability restricted. This Resolution shall not impose any liability upon the Authority other than as specifically provided herein.

9. Captions. The captions in this Resolution are for convenience only and shall not be deemed to amplify or modify the terms of this Resolution.

10. Severability. If any provision or section of this Resolution is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Resolution.

11. Conflicts. All resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

Date Adopted: December 13, 2012

By: _____
Anthony V. Marrocco
Chairman of the Board of Commissioners,
Huron-Clinton Metropolitan Authority

By: _____
John C. Hertel
Secretary of the Board of Commissioners,
Huron-Clinton Metropolitan Authority

By: _____
George Phifer
Executive Secretary, Huron-Clinton Metropolitan Authority



HURON-CLINTON METROPOLITAN AUTHORITY

9 - G - 5
Meeting of December 13, 2012

To: Board of Commissioners
From: Susan Nyquist, Chief Planner
Subject: Resolution
Location: Wayne County

A Wayne County Annual Maintenance Permit is required in order that Metroparks staff can install and maintain directional and informational signs located in a Wayne County public road right-of-way.

As a condition of the annual permit, the County requires that the governing body pass a resolution of approval which:

- a) agrees to fulfill all permit obligations and conditions
- b) indemnifies, hold harmless and defends Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity
- c) designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf

Recommendation: That the Board of Commissioners approve the attached resolution as recommended by Chief Planner Nyquist and staff.

**MODEL COMMUNITY RESOLUTION
AUTHORIZING EXECUTION OF
ANNUAL MAINTENANCE PERMITS**

Resolution No. _____

At a Regular Meeting of the _____ (*Name of Community Governing Board*) on _____ (*date*), the following resolution was offered:

WHEREAS, the _____ (hereinafter the "Community") periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs and annual maintenance work on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 *et seq*, the County permits and regulates such activities and related temporary road closures;

NOW THEREFORE, in consideration of the County granting such Permit, the Community agrees and resolves that:

It will fulfill all permit requirements and will save harmless, represent and defend the County of Wayne and all of its officers, agents and employees:

from any and all claims and losses occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies to the Community as the result of the Community's installation, construction, operation, repair or maintenance activities which are being performed under the terms of the Permit on, over, and/or under the County right-of-way or any local road; and

from any and all claims of every kind for injuries to, or death of, any and all persons, and for loss of or damage to property, and environmental damage or degradation, and from attorney's fees and related costs arising out of, under, or by reason of the Community's installation, construction, operation, repair or maintenance activities which are being performed under the terms of the Permit on, over, and/or under the County right-of-way or any local road, except claims resulting from the direct negligence or willful acts or omissions of said County performing permit activities.

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors or any other person not a party to the Permit without its specific prior written consent and notwithstanding the issuance of the Permit.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this resolution as part of a Permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

The resolution shall stipulate that the requesting city, incorporated village or township shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

The resolution shall stipulate that the requesting city, incorporated village or township shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This resolution shall continue in force from this date until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the County of Wayne Department of Public Services Engineering Division Permit Office for the necessary permit to work within County road right-of-way or local roads on behalf of the Community.

Name	and/or	Title
<hr/>		
<hr/>		

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the [Board of Trustees/City Council] of the _____ (name of Community), County of Wayne, Michigan, on _____.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment**

To the extent allowed by law, the Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity for any incident arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

The Wayne County Department of Public Services shall be a Certificate Holder on the policy of insurance. Wayne County, and its officers, agents and employees shall be named as additional insured parties.

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by Certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.



9 - G - 6
Meeting of December 13, 2012

HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: Change to 2013 Board of Commissioners' Meeting Schedule
Date: December 6, 2012

At the request of the Chairman, staff offers exchanging the location of the April meeting to Indian Springs Metropark and the location of the May meeting to Lake St. Clair Metropark.

The current approved schedule has the April meeting at Lake St. Clair Metropark and the May meeting at Indian Springs Metropark.

Attachment: Revised 2013 Board of Commissioners' Meeting Schedule

Recommendation: That the Board of Commissioners approve the revised 2013 Commission meeting schedule as presented.

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

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

9 - G - 7

Meeting of December 13, 2012

To: Board of Commissioners
From: Carol Stone, Administrative Services Manager
Subject: Approval - Purchasing Card Full Implementation
Date: December 6, 2012

The P-Card was introduced on a trial basis in the Southern District approximately four months ago. The overall experience has been positive and it is being recommended that the program be expanded to the Eastern and Western Districts as well as the Administrative Office. Attached you will find a report on the trial period prepared by Maria van Rooijen and the current P-Card Policy, as well as a sample of a typical usage report.

The P-card provides for greater accountability for employee generated purchases, reduces the number of open accounts at area vendors, and increases the efficiency of park operations and the accounts payable process. The P-Card system also facilitates comparison shopping as it eliminates the requirement that the Purchasing Department establish a vendor account before a purchase can be made.

As the Authority expands the program and monitors and evaluates usage, it is anticipated that additional amendments to the Board approved P-Card policy and credit card policy may be necessary. These amendments would be included as part of an overall review of HCMA financial and accounting policies that is being conducted by Controller Lisa Dolan and will be presented to the Board at a later date.

In the event that you have any questions regarding the P-Card program, please don't hesitate to contact me.

Attachments: Trial Period Report
P-Card Policies and Procedures
Monthly Accounts Payable Report

Recommendation: That the Board of Commissioners authorize expansion of the P-Card program to the Eastern and Western Districts, as well as the Administrative Office as recommended by Administrative Services Manager Carol Stone, Buyer Maria van Rooijen and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

9 - G - 7 - a
Meeting of December 13, 2012

To: Carol Stone, Administrative Services Manager
From: Maria van Rooijen, Buyer
Subject: Purchasing Card Full Implementation
Date: December 6, 2012

The P-Card four month trial period has been successful and well received by employees and vendors. The trial did not come without a few bumps which should be expected anytime a new policy and procedure change takes place, but corrections have been made.

Vendors benefit from the quick payment but they have had to deal with some confusion because employees without cards still had to buy on a vendor account while others were able to charge their order on the P-card. The P-card system is designed to have selected employees responsible for all their own purchases. In addition, the system simplifies the recording and documentation of correct accounting information for purchases. Due to the Metroparks high number of part-time employees, some will need cards, depending on their position. We will need to distribute approximately 150 (+/-) cards.

The P-card will allow employees to make quickly needed purchases for low cost items without the hassle of setting up vendor accounts and waiting for approval from Purchasing. All purchases by employees are reviewed by their supervisor, and staff from Purchasing and Accounting. Purchasing staff will be responsible for final review and corrections of account numbers or descriptions, if needed, prior to payment.

The P-card will correct past problems such as when employees place orders and forget to give their name or their writing is not legible. With the P-card, all orders are traceable back to the one person assigned to the credit card number.

The P-card significantly reduces the amount of paperwork submitted to Accounts Payable. Under this program, there will be a single monthly payment for P-card purchases that may otherwise have produced 60 or more different payments to vendors.

1.0 PURPOSE:

To set forth the Policies and Procedures for the Metroparks **Procurement Card Program**.

2.0 INTRODUCTION:

Metroparks Procurement Card Program has been established to provide an efficient means to make small purchases and reduce the costs associated with initiating and paying for those purchases. The Metroparks Purchasing Department is responsible for managing the program. Each department/park is responsible for managing its Cardholder accounts. Two areas of responsibility have been defined within each department/park: the Cardholder and the Card Administrator (District Park Manager; District Maintenance Supervisor; District Interpretive Service Supervisor; Park Operations Manager; Department Head; Executive Secretary). It is permissible for one individual to be assigned one or more of these responsibilities as defined in these Policies and Procedures.

3.0 DEFINITIONS:

- 3.1 Procurement Card: A charge card issued to an employee of Metroparks for the purpose of making authorized purchases and/or travel arrangements on the Metroparks' behalf.
- 3.2 Cardholder: The Metroparks Employee (full or part time) whose name appears on the Procurement card and is accountable for all charges made with that card.
- 3.3 Card Administrator: Metroparks employee(s) (District Park Manager; District Maintenance Supervisor; Park Operations Manager; District Interpretive Service Supervisor; Department Head; Executive Secretary) within each department/park responsible for verifying that all charges against the Cardholder's account have supporting documentation as detailed in Section 6.
- 3.4 Program Administrator: Metroparks Purchasing Department designee responsible for administering the Procurement Card Program for the Metroparks and acting as the main contact between the Metroparks and the Bank.
- 3.5 Transaction/Charge Limit: A dollar limitation of purchasing authority assigned to the Cardholder for each total charge made with the Procurement Card.
- 3.6 Spending Limit: A dollar limitation of purchasing authority assigned to the Cardholder for the total of all charges made during a specific time period.

Department/parks may request lower limits on a per Cardholder basis.

STANDARD MAXIMUM LIMITS ARE AS FOLLOWS:

Single Purchase Limit \$1,000.00
Daily Purchase Limit \$2,000.00
Monthly Purchase Limit \$5,000.00
Number of Transactions per day = 5
Number of Transactions per month = 30

Under no circumstances may a transaction be split into separate receipts to bypass the single transaction dollar limit. Transactions shall be electronically monitored.

***Limits for charges on the card made by Purchasing Department staff will be allowed in amounts within the Purchasing/Accounts Payable Policy.**

- 3.7 General Ledger Account: All charges made with the Procurement Card shall be assigned a g/l account(s) selected from the drop down box in the procurement card system. If the required account is not available for selection, card user must contact the Program Administrator to add the proper account after verifying existence of active account in the financial system.
- 3.8 Support Documentation: A merchant produced or non-Metroparks document that records the relevant details for each item purchased including quantities, price, and a description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, packing slip, credit receipt, etc.).
- 3.9 Transaction Summary: The form to be completed by on line by the cardholder, printed, receipts/documentation attached and turned in to Card Administrator.

4.0 CARDHOLDER ENROLLMENT:

- 4.1 A complete Cardholder Request Form shall be submitted for each prospective Cardholder signed by the District Park Manager. (see attached)
- 4.2 All prospective Cardholders shall attend an orientation session and sign a Metroparks Cardholder Agreement Form to be eligible to receive a Procurement Card. (see attached)
- 4.3 Completed forms shall be kept by the Human Resources Department and recorded as an asset in the Payroll/HR system.

5.0 NON - AUTHORIZED CARD USE:

- 5.1 Cardholders are authorized to use the Procurement Card to purchase merchandise required as a function of their duties at the Metroparks with the exception of the following:
 - a. Items for Personal Use/Entertainment/Recreation
 - b. Cash Advances
 - c. Items for Non-Metroparks Purposes
 - d. Personal/Professional memberships (require authorization)

- e. Food/Meals (shall be submitted on employee expense statement for review/approval) Food & beverage items may only be purchased for public/group meetings as described in Metroparks Guidelines
 - f. Alcoholic Beverages
 - g. Gasoline (To be purchased with Metroparks Fleet Card)
 - h. Capital Equipment
 - i. HCMA #’d Equipment
 - j. Sales tax
 - k. Any purchases prohibited by Metroparks policy
 - l. Travel*(exceptions being HR Department; Administrative Secretary)
 - m. Items issued on Purchase Orders
- 5.2 Only the Cardholder whose name is embossed on the Procurement Card is authorized to use the card and is responsible for ensuring that all charges made with the card are in compliance with these Policies and Procedures. ***Exception only to the Purchasing Department individual cards.**
- 5.3 The total value of any one charge made with the Procurement Card may not exceed the single transaction limit set for each cardholder.
- 5.4 VIOLATION OF THIS POLICY, INCLUDING UNAUTHORIZED PURCHASES BY A CARDHOLDER AS DEFINED, MAY RESULT IN CARD CANCELLATION, DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM METROPARKS EMPLOYMENT, AND CRIMINAL PROSECUTION.

6.0 CARDHOLDER MAKING A PURCHASE WITH THE PROCUREMENT CARD:

- 6.1 Cardholders are accountable for all charges made with their Procurement Card. The Cardholder and Card Administrator are responsible for checking all transactions against the corresponding support documentation to verify their accuracy. This check shall be done no less than one time per week using the Metroparks’ on-line transaction review system with Fifth Third.
- 6.2 Confirm that the selected merchant accepts bank card. If not purchase is to be made following standard purchasing procedures.
- 6.3 The Cardholder is responsible for notifying merchants that Metroparks purchases are not subject to sales tax. A statement regarding the Metroparks’ tax liability shall be provided to each Cardholder. The Cardholder will be held responsible for any sales tax. Cardholders will be required to reimburse HCMA for taxes charged.
- 6.4 When making purchases in person, the Cardholder shall sign the charge receipt and retain the customer copy. The Cardholder shall verify that either the charge receipt or sales receipt complies with the requirements for supporting documentation including no tax being charged set forth in Section 3.8 (Support Documentation).

- 6.5 When making purchases via telephone, computer, mail order, etc., Cardholders shall give the merchant the account number embossed on their card, tax exempt number, verifying no tax is being charged and direct the merchant to include the following on the shipping label and/or packing slip:
1. Cardholder name and phone number
 2. Department and park name
 3. Complete delivery address
 4. The words "Procurement Card"
- 6.6 The Cardholder shall notify the receiving department in advance.
- 6.7 If a particular charge or credit does not appear on-line, it shall be checked against future on-line transaction information. If the charge or credit does not appear within 60 days after the original charge was made, the Cardholder shall notify the Program Administrator.
- 6.8 If the Cardholder disputes a charge, the nature of the dispute and the final resolution shall be documented. This documentation shall be retained with the on-line transaction information on which the disputed charge appears (See Section 12.0).
- 6.9 Regardless of who receives the shipment, the Cardholder is responsible for obtaining all documentation (packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for support documentation set forth in Section 3.0 (paragraph 3.8).
- 6.10 After all transactions have been verified by the Cardholder, a signed copy of the on-line transaction report and supporting documentation shall be forwarded to the Card Administrator.
- 6.7 Completed Transaction Report with attached receipts/scanned receipts are to be turned in to cardholder's Card Administrator no less than weekly.

7.0 CARD ADMINISTRATOR

- 7.1 The Card Administrator is responsible for reviewing all transactions on a weekly basis to verify that each transaction is supported by adequate documentation and meets all the criteria for authorized card use set forth in Authorized Use Section.
- 7.2 The Card Administrator is responsible for reviewing the Transaction Summary for all proper expenditures, attached receipts, information and account numbers. Card Administrator is to approve transactions on-line verifying description and account charges.
- 7.3 Each Card Administrator is to maintain a file of all transaction summaries by Card User. Files are to be maintained on site for three years. Random audits will be conducted

7.4 Discrepancies associated with a charge may result from:

- a. Insufficient support documentation.
- b. Purchase of an exception item
- c. The Cardholder disputing the charge
- d. Questionable transactions

All discrepancies shall be investigated and resolved. The disposition of each discrepancy shall be documented and retained with the Support Documentation. Cardholders are accountable for all discrepancies.

In the event of questionable transactions, the Card Administrator shall contact the Cardholder to obtain an explanation, and/or supporting documentation, or to identify unallowable charges (i.e. exceptions, sales tax).

In the event of sales tax being charged, the Cardholder is responsible for getting the sales tax removed from the receipt by the merchant.

In the case of an unallowable charge, the Card Administrator shall direct the Park Operations Manager to invoice the employee and notify the Program Administrator.

If a discrepancy cannot be resolved, the Program Administrator shall be notified. Discrepancies resulting from unauthorized card usage, shall also be reported to the District Park Manager.

8.0 DISTRICT PARK SUPERINTENDENTS

- 8.1 The District Park Manager has the responsibility to review transactions and approvals made by their staff and/or to act as Card Administrator for some cardholders.
- 8.2 If a transaction requires change of an account charge prior to posting to the financial system, the District Park Manager shall notify the Program Administrator.
- 8.3 Account charge changes after posting shall be given to the Chief Accountant.

9.0 PROGRAM ADMINISTRATOR

- 9.1 The Program Administrator will issue cards to individuals based on a completed Cardholder Request Form submitted by the District Park Superintendent / Department Head.
- 9.2 The Program Administrator is responsible for reviewing each transaction approval and account charge, prior to releasing for payment.
- 9.3 A flat file shall be created on the 20th of the month and sent to the Accounts Payable Department.

10.0 MERCHANDISE RETURNS AND EXCHANGES:

- 10.1 The Cardholder is responsible for contacting the merchant when merchandise purchased with the Procurement Card is not acceptable (incorrect, damaged, defective, etc.) and arrange a return for credit or an exchange.

- 10.2 If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the documentation for that purchase. Receiving cash or checks to resolve a credit is prohibited.
- 10.3 If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase.
- 10.4 In the event of a return, exchange or other credit transaction, the Cardholder is responsible for notifying the Card Administrator and Program Administrator of any dispute within seven (7) days of transaction.

11.0 RESOLVING ERRORS, DISPUTES

- 11.1 Cardholder: There may be occasions where items on the statement do not correlate with receipts. The transaction may not have been made by the Cardholder, the amount may be incorrect or there is a quality issue. In the event of a disputed charge, the Cardholder shall try to resolve the dispute directly with the merchant. If the merchant agrees that an error has been made, they shall credit the account. The Cardholder and Card Administrator shall verify the credit has occurred the following month. If the Cardholder is unable to resolve the issue, the Program Administrator shall be notified.

DISPUTES

You the cardholder should try to resolve the issue with the merchant. If successful, make sure to get a written confirmation or a credit from the merchant (a credit slip is acceptable).

- 11.2 Program Administrator: If the dispute cannot be resolved, the merchant shall be notified in writing that the Metroparks is disputing the charge or is dissatisfied with the purchase. The dispute shall also be submitted in writing to the Bank within 60 days of the date of the statement indicating the disputed charge.

12.0 PROCUREMENT CARD SECURITY:

- 12.1 The following guidelines will help prevent fraud: Examine transactions for unauthorized charges. Notify Fifth Third w/in 60 days. Notify Program Administrator of unresolved disputes.
 - a. Watch sales clerks to make sure your card is not being used to imprint more than one transaction slip. Be sure your card is returned and that the card you are handed is yours.
 - b. Do not leave cards lying around the house, a hotel room, your office, your vehicle or in an unlocked desk.
 - c. Beware of callers seeking your account number. The telephone is a favorite tool for criminals seeking valid account numbers of information.
 - d. Destroy expired cards by cutting them in half.
 - e. If the card is lost/stolen/missing please notify the Bank Card company and the Program Administrator IMMEDIATELY.

13.0 LOST, STOLEN OR DAMAGED PROCUREMENT CARD:

- 13.1 If a Procurement card is lost, stolen or damaged, the Cardholder shall notify the Bank immediately.
- 13.2 Cardholders shall notify the Program Administrator if their cards are lost, stolen or damaged within 24 hours after reporting the incident to the Bank.
- 13.3 After the above notification procedures have been completed, a new Procurement card will be issued to the Cardholder by the Program Administrator.
- 13.4 A Procurement card that is found after it has been reported lost or stolen shall be destroyed by cutting it in half. The same procedure applies if a card is damaged. Both card halves shall be forwarded to the Program Administrator.

14.0 CARDHOLDER ACCOUNT MAINTENANCE:

- 14.1 Whenever any information contained on a Cardholder's Enrollment Form changes, a revised Enrollment Form shall be completed and signed by the cardholder. The revised Cardholder Enrollment Form shall then be forwarded to the Program Administrator.

15.0 CARDHOLDER TRANSFER OR SEPARATION FROM THE METROPARKS:

- 15.1 Prior to transferring from the department/park or separating from the Metroparks, Cardholders shall surrender their Procurement Cards and corresponding support documentation to the Card Administrator.
- 15.2 Program Administrator is to be notified in writing of transfer or separation.
- 15.3 Program Administrator will cancel the card in all cases of transfer or separation from employment.
- 15.4 A new Enrollment Form must be completed if a card is to be assigned after transferring to a new position.

16.0 PROCUREMENT CARD CANCELLATION:

The Program Administrator shall be notified immediately when a Procurement Card is to be canceled. The card shall be destroyed by cutting it in half. Both card halves shall be forwarded to the Program Administrator.

METROPARKS
PROCUREMENT CARDHOLDER AGREEMENT

I (employee name) _____, as the Cardholder, agree to the following conditions regarding my use of the Metroparks Procurement Card:

1. I understand that by using the procurement card, I will be making financial commitments on behalf of the Metroparks and agree to use the procurement card to purchase goods or services solely for the Metroparks' use or benefit. I shall strive to obtain the best value for the Metroparks when purchasing merchandise and/or services with the procurement Card.
2. I agree to use the procurement card only for authorized purchases and in an appropriate manner, as defined in the Procurement Card Program Rules and Regulations. I understand that under NO circumstances is this procurement card to be used for personal purchases and that the procurement card may **not** be used to obtain cash.
3. I understand that if I make an unauthorized purchase with the procurement card or use the procurement card in an inappropriate manner, I shall be responsible for reimbursing the Metroparks and I shall be subject to disciplinary action including possible cancellation of procurement card privileges, termination of employment at the Metroparks and/or criminal prosecution.
4. I further understand that I shall submit individual receipts detailing all of the materials or services purchased with the procurement card. I am responsible for reviewing my card statements and signing them indicating that I made the card purchases and payment is authorized. I shall forward the signed and dated transaction log, statement and receipts to my Card Administrator for review and authorization, in a timely manner, to ensure that the Metroparks will never be responsible for paying any interest on charges.
5. I understand that I shall report errors or discrepancies on my statement to Fifth Third by filing a dispute form within seven days of receipt of statement. A copy of the dispute form shall be attached to the month end packet.
6. I understand that I am responsible for immediately reporting my lost or stolen card to Fifth Third - , 24 hours daily. In addition I shall notify my Card Administrator and the Program Administrator no later than the following business day. If I do not immediately report the lost or stolen card, I may be responsible for any unauthorized charges. I shall not be liable for unauthorized charges occurring after I have notified Fifth Third of the lost or stolen card. I understand that disciplinary action shall be taken if I do not report the lost or stolen card to my Card Administrator and the Program Administrator.
7. I understand that the Metroparks will monitor and audit my use of the procurement card. The procurement card remains the property of the Metroparks. I agree to return the card to the Program Administrator and sign the signature card in the Purchasing Division indicating the return, unless otherwise directed by my Department Head/Park Manager, immediately at the Metroparks' request, my transfer or termination of employment.
8. At any time, the Metroparks may revoke or cancel the card and terminate this agreement including but not limited to the following reasons: 1) failure to comply with the terms of this Agreement; 2) a case of fraud or abuse of the card including exceeding my spending limit; 3) breach of any other requirements of employment with the Metroparks. Termination of employment, whether by myself or the Metroparks, shall not affect prior transactions or obligations existing at the time of termination.
9. I have attended training on the rules and regulations for procurement card use and have received and read a copy of the Metroparks Procurement Card Program Rules and Regulations Manual and shall abide by all the requirements set forth in said manual.

I have read this agreement, understand it and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a Procurement Cardholder at the Metroparks.

Print Employee Name _____

Department/Division _____

Employee Signature _____ Date _____

CARDHOLDER REQUEST FORM

Employee name: _____

Job title: _____

Location: _____

Ext. Number: _____

Card Administrator assigned: _____

STANDARD MAXIMUM LIMITS ARE AS FOLLOWS:

Single Purchase Limit \$1,000.00

Daily Purchase Limit \$2,000.00

Monthly Purchase Limit \$5,000.00

Number of Transactions per day = 5

Number of Transactions per month = 30

Please indicate if card limits should be set lower:

Single Purchase Limit _____

Daily Purchase Limit _____

Monthly Purchase Limit _____

Number of Transactions per day _____

Number of Transactions per month _____

Signature, District Park Superintendent

Date

Monthly Accounts Payable Report - Purchasing Card (October 2012)

Account Name	Transaction Amount	Merchant Name	Expense Description	Posting Date	Accounting Code 03 Value	Transaction Reference Number
SCOTT KOZIOL	\$ 999.90	LIBERTY PLUMBING SUPPL	HAND DRYERS	10/30/2012	180674937	000001945498223
DAVE JUCHARTZ	\$ 173.62	SPARTAN DISTRIBUTORS	WILLOW GC EQUIPMENT #1946 REPAIR - REPLA	10/30/2012	181065929	000001945498222
DAVE JUCHARTZ	\$ 25.45	SPARTAN DISTRIBUTORS	WILLOW GC EQUIPMENT # 1946 REPAIR RELAY	10/30/2012	181065929	000001945498221
RICK GARRISON	\$ 459.00	SERVICE ELECTRIC SUPPL	LIGHTS T-8S, BALLAST 2,3,4BULB BALLASTS,	10/30/2012	180674932	000001945498219
SCOTT KOZIOL	\$ 18.89	SUMPTER ACE HARDWARE	NEW ELECTRICAL CORD FOR BAND SAW	10/29/2012	181095937	000001944404759
RON SMITH	\$ 785.95	SUPERWATER.COM	FILTER HOUSING	10/29/2012	181674937	000001944404766
BOB STEWART	\$ (8.32)	RED HOLMAN PONTIAC GMC	THIS CHARGE WAS CREDIT BACK TO P-CARD CH	10/29/2012	180673929	000001944404763
BOB STEWART	\$ 187.08	RED HOLMAN PONTIAC GMC	THIS MIRROR WAS ORDERED FOR UNIT#652 POL	10/29/2012	180673929	000001944404762
WALT PYCH	\$ 12.62	JOHN DEERE LANDSCAPES0	SPLICE KIT FOR IRRIGATION SYSTEM	10/29/2012	180665929	000001944404760
DAVE JUCHARTZ	\$ 238.62	CARQUEST 01061829	WILLOW GC RENTAL CART REPLACEMENT TIRE V	10/29/2012	181069929	000001944404758
DAVE JUCHARTZ	\$ 2.46	CARQUEST 01061829	WILLOW GC RENTAL CART VALVE STEMS	10/29/2012	181069929	000001944404757
DAVE JUCHARTZ	\$ 94.99	KRZYSKE BROS. LBR.	DRAIN TILE FOR 16 FW DRAINAGE PROJECT	10/29/2012	151003306	000001944404756
RICK GARRISON	\$ 467.35	KUSH PAINT COMPANY	PAINT MARINE ENANEL,VARNISH,THINNER FOR	10/29/2012	180653937	000001944404753
BRIAN BANYAI	\$ 600.00	COUGAR SALES AND R	COMPRESSOR RENTAL FOR IRRIGATION BLOW OU	10/29/2012	181265926	000001944404752
BOB WHITWAM	\$ 12.99	PATIO MARKET AND PR	PAINT THINNER AT POOL (13.79%)	10/29/2012	181253932	000001944404764
BOB WHITWAM	\$ 4.59	PATIO MARKET AND PR	BELT FOR SHOP (4.87%)	10/29/2012	181274937	000001944404764
BOB WHITWAM	\$ 0.74	PATIO MARKET AND PR	SCREWS FOR MUSEUM (0.79%)	10/29/2012	181288937	000001944404764
BOB WHITWAM	\$ 62.40	PATIO MARKET AND PR	SCREEN REPAIR FOR WET SHOP (66.24%)	10/29/2012	181253937	000001944404764
BOB WHITWAM	\$ 13.49	PATIO MARKET AND PR	CUTTING PLIERS FOR SHOP (14.32%)	10/29/2012	181274928	000001944404764
BOB STEWART	\$ 13.48	SUMPTER ACE HARDWARE	FLOATS WAS REPLACED FOR UNIT# 1697 POWER	10/29/2012	180695929	000001944404761
DAVE JUCHARTZ	\$ (2.46)	CARQUEST 01061829	CREDIT GIVEN FOR VALVE STEM BACK-ORDERED	10/29/2012	181069929	000001944404755
DAVE JUCHARTZ	\$ 102.03	CARQUEST 01061829	WILLOW GC RENTAL CARTS, BATTERY AND TIRE	10/29/2012	181069929	000001944404754
ANDY SMITH	\$ 69.39	AMAZON.COM	1 EA PAPER CUTTER	10/26/2012	181271928	000001942067615
ANDY SMITH	\$ 17.48	AMAZON MKTPLACE PMTS	1 EA 3HOLE PUNCH (36.63%)	10/26/2012	181271928	000001942067614
ANDY SMITH	\$ 30.24	AMAZON MKTPLACE PMTS	1 EA LAMINATOR (63.37%)	10/26/2012	181271928	000001942067614
CRAIG MCNEIL	\$ 122.10	MONROE ALUMINUM PRODUC	2- 50' ROLLS OF ALUMINUM FOR STORAGE BAR	10/26/2012	181274937	000001942067612
CRAIG MCNEIL	\$ 19.96	MONROE ALUMINUM PRODUC	4- TUBES OF BROWN CAULK FOR STORAGE BARN	10/26/2012	181274937	000001942067612
BOB STEWART	\$ 377.48	SPARTAN DISTRIBUTORS	PARTS FOR UNIT# 709 AT PAR 3 ,CARB REBUI	10/26/2012	180695929	000001942067618
BOB STEWART	\$ 69.10	CARQUEST 01061829	THIS BATTERY WAS FOR UNIT#1902 BATTERY W	10/26/2012	180695929	000001942067617
BOB STEWART	\$ (58.42)	CARQUEST 01061829	THIS BATTERY WAS ORDERED FOR UNIT#1902 A	10/26/2012	180695929	000001942067616
JEFF SCHUMAN	\$ 202.50	FLATROCK PARTY STORE	SUPPLIES FOR GOLF COURSE VOLUNTEER DINNE	10/26/2012	181069932	000001942067613
DAVE JUCHARTZ	\$ 58.42	CARQUEST 01061829	BATTERY CHARGED IN ERROR TO THIS ACCOUNT	10/26/2012	181065929	000001942067611
KEN BALOGH	\$ 92.63	CARQUEST 01061829	POWER STEERING PUMP FOR # 613 IMPALA	10/26/2012	181295929	000001942067603
DAVE JUCHARTZ	\$ (69.10)	CARQUEST 01061829	CREDIT GIVEN FOR BATTERY CHARGED IN ERRO	10/26/2012	181065929	000001942067610
DAVE JUCHARTZ	\$ 69.10	CARQUEST 01061829	BATTERY CHARGED IN ERROR TO THIS ACCOUNT	10/26/2012	181065929	000001942067609
DAVE JUCHARTZ	\$ (58.42)	CARQUEST 01061829	CREDIT GIVEN FOR BATTERY ERRONEOUSLY CHA	10/26/2012	181065929	000001942067608
KEN BALOGH	\$ 28.49	CARQUEST 01061829	TOOL RENTAL (PULLER)	10/26/2012	181295928	000001942067606
KEN BALOGH	\$ 42.13	CARQUEST 01061829	BLEND AIR DOOR ACTUATOR FOR #627 POLICE	10/26/2012	181273929	000001942067605
JEFF SCHUMAN	\$ 25.93	GFS MKTPLC #1525	HOT DOGS AND BUNS FOR GOLF COURSE	10/25/2012	181051931	000001940804118
RON SMITH	\$ 88.97	FILTERS	AIR FILTERS	10/25/2012	180874932	000001940804121
BOB STEWART	\$ 58.42	CARQUEST 01061829	THIS BATTERY WAS THE WRONG SIZE FOR UNIT	10/25/2012	180695929	000001940804119
BRIAN BRADLEY	\$ 392.70	RESIDEX, LLC	21 BAGS 30-0-5 FERTILIZER (42%)	10/24/2012	180680938	000001939552088
BRIAN BRADLEY	\$ 542.30	RESIDEX, LLC	29 BAGS 30-0-5 FERTILIZER (58%)	10/24/2012	181080938	000001939552088
DERRICK MITCHELL	\$ 159.98	CAREFREE LAWN CENTER	2 ROLLS OF WEED BARRIER FOR PLAYGROUNDS	10/24/2012	170680L152920	000001939552091
KEN BALOGH	\$ 343.08	CARQUEST 01061829	HUB BEARINGS FOR #617 POLICE EXPLORER	10/24/2012	181273929	000001939552086
KEN BALOGH	\$ 61.98	CARQUEST 01061829	BATTERY FOR #1709 CLUB CAR	10/24/2012	181295929	000001939552084
BOB WHITWAM	\$ 550.20	ENGINEERNG INTERESTS I	REPAIR LEAKING VALVE AT WET SHOP	10/23/2012	181253937	000001938498823
JEFF SCHUMAN	\$ 11.98	GFS MKTPLC #1525	HOT DOGS FOR GOLF COURSE	10/23/2012	181051931	000001938498822

Monthly Accounts Payable Report - Purchasing Card (October 2012)

Account Name	Transaction Amount	Merchant Name	Expense Description	Posting Date	Accounting Code 03 Value	Transaction Reference Number
CRAIG MCNEIL	\$ 122.10	MONROE ALUMINUM PRODUC	2- 50' ROLLS OF ALLUMINUM FOR STORAGE BA	10/23/2012	181274937	000001938498821
CRAIG MCNEIL	\$ 15.90	MONROE ALUMINUM PRODUC	2- BOX TRIM NAILS FOR STORAGE BARN (11.5	10/23/2012	181274937	000001938498821
DAVE JUCHARTZ	\$ 389.97	KRZYSKE BROS. LBR.	#16 FAIRWAY DRAINAGE PROJECT 12" CULVERT	10/23/2012	151003306W920	000001938498820
DAVE JUCHARTZ	\$ 99.03	KRZYSKE BROS. LBR.	#16 FAIRWAY DRAINAGE PROJECT DRAIN TILE	10/23/2012	151003306W920	000001938498819
HOLLY CLEGG	\$ 21.44	OFFICE DEPOT #669	1 EA BINDER AND 1 EA SHEET LIFTER	10/23/2012	180671932	000001938498818
RONI HUTCHINSON	\$ 196.89	MEIJER INC #70 Q01	LIGHTS, BATTERIES, CIDER, BAGS, PROPS FO	10/22/2012	181088932	000001937088456
CRAIG MCNEIL	\$ 128.60	KRZYSKE BROS. LBR.	100' RAT GAURD FOR STORAGE BARN.	10/22/2012	181274937	000001937088460
SCOTT KOZIOL	\$ 595.00	ENMET	NEW GAS DETECTOR, TO REPLACE OLD ONE	10/22/2012	181074928	000001937088459
JEFF SCHUMAN	\$ 2.49	GFS MKTPLC #1525	SPLIT - ONIONS FOR GOLF FOOD SERVICE (3.	10/19/2012	181051931	000001935126522
JEFF SCHUMAN	\$ 80.28	GFS MKTPLC #1525	SPLIT - RUGS FOR PARK OFFICE (96.99%)	10/19/2012	180671928	000001935126522
DAVE JUCHARTZ	\$ 130.83	KRZYSKE BROS. LBR.	REPLACEMENT TIMBERS FOR #16 TEE	10/19/2012	181065932	000001935126521
DAVE JUCHARTZ	\$ 174.95	KRZYSKE BROS. LBR.	WGC #16 FAIEWAY DRAINAGE PROJECT: SILT F	10/19/2012	151003306	000001935126520
RAY COOP	\$ 6.92	THE HOME DEPOT 2738	CEMENT FOR PARK BENCHES	10/19/2012	181280932	000001935126525
BOB STEWART	\$ 20.82	FLAT ROCK AUTOMOTIVE S	REPLACED A STROB BULB FOR UNIT#2023	10/19/2012	180695929	000001935126523
DAVE JUCHARTZ	\$ (74.86)	CARQUEST 01061829	LONNIE FILTERS, CREDITED BACK	10/19/2012	181069929	000001935126519
RONI HUTCHINSON	\$ 47.92	HALLOWEEN CITY #8116	STROBE LIGHTS AND PROPS FOR LANTERN TOUR	10/19/2012	181088932	000001935126518
RICK GARRISON	\$ 303.06	FLAT ROCK BAGGING	SAND FOR SAND FILTERS TURTLE COVE 63 BAG	10/19/2012	180653932	000001935126517
KEN BALOGH	\$ 121.02	CARQUEST 01061829	PARTS FOR #911 TRUCK	10/19/2012	181295929	000001935126516
KEN BALOGH	\$ (183.40)	CARQUEST 01061829	CREDIT FOR RETURNED OIL FILTERS.	10/19/2012	181295929	000001935126515
MARIA VANROOIJEN	\$ 673.51	WELLSAW	TABLE SAW GUARDS OKSHA REQUIREMENTS	10/19/2012	180495929	000001935126524
MARIA VANROOIJEN	\$ 71.03	BAILEY'S INC	CHAIN SAW REPAIR PARTS	10/18/2012	187695929	000001933808916
MARIA VANROOIJEN	\$ 500.00	STATE DEQ SUBMRGD LAND	LSC PARKING LOT PERMIT MDEQ	10/18/2012	150201900	000001933808917
JAN NEWBOLES	\$ 173.16	TRENTWOOD FARM MAR	FOOD FOR VOLUNTEER DINNER AT GOLF COURSE	10/18/2012	181269932	000001933808914
DAVE JUCHARTZ	\$ 84.69	JW TURF INC	REPLACE VOLTAGE REGULATOR ON #1813 JOHN	10/18/2012	181065929	000001933808913
RONI HUTCHINSON	\$ 10.00	PET NEEDS ETC INC	CRICKETS FOR CRITTERS	10/18/2012	181088932	000001933808912
RONI HUTCHINSON	\$ 12.00	KROGER #458	DONUTS FOR AUTUMN ADVENTURE	10/18/2012	181088932	000001933808911
RONI HUTCHINSON	\$ 109.96	MEIJER INC #70 Q01	CIDER, COOKIES, APPLES FOR LANTERN TOURS	10/18/2012	181088932	000001933808909
ROB HOGG	\$ 966.40	OSBURN INDUSTRIES	GRAVEL SERVICE DRIVE TO POOL	10/18/2012	181275932	000001933808908
KEN BALOGH	\$ 218.60	ALLIED INC	HOIST REPAIRED BY ALLIED.	10/17/2012	181295937	000001932474358
ANDY SMITH	\$ 691.20	KSS ENTERPRISE, INC	30 CS TRASH BAGS	10/17/2012	181274932	000001932474362
CRAIG MCNEIL	\$ 4.37	THE HOME DEPOT 2738	DRYWALL SCREWS FOR COMPUTER TABLE (18.02	10/17/2012	181274929	000001932474361
CRAIG MCNEIL	\$ 19.88	THE HOME DEPOT 2738	THERMOSTAT FOR BOAT LAUNCH (81.98%)	10/17/2012	181274937	000001932474361
DAVE JUCHARTZ	\$ 61.98	CARQUEST 01061829	REPLACEMENT BATTERY FOR RENTAL CART # 51	10/17/2012	181069929	000001932474360
ROB HOGG	\$ 985.40	OSBURN INDUSTRIES	GRAVEL FOR MARINA PARKING LOT.	10/17/2012	181254932	000001932474359
BOB STEWART	\$ 288.35	WEINGARTZ SUPPLY CO FA	REPLACE MULCH KIT PARTS THAT GOT DANMAGE	10/16/2012	180695929	000001931452590
BRIAN BANYAI	\$ 81.12	JOHN DEERE LANDSCAPES0	MULCH FOR TEE RENOVATION	10/16/2012	171265E091920	000001931452589
MARIA VANROOIJEN	\$ 844.88	SHERATON	ROOM AND BOARD CAROL STONE	10/15/2012	1900100925	000001929877986
ANDY SMITH	\$ 16.47	FOOD TOWN (ROCKWOOD)	3 CS CHIPS	10/15/2012	181251931	000001929877974
ANDY SMITH	\$ 6.49	GFS MKTPLC #1525	1 EA CONDIMENTS (13.99%)	10/15/2012	181251932	000001929877972
ANDY SMITH	\$ 19.99	GFS MKTPLC #1525	1 CS SNICKERS (43.1%)	10/15/2012	181251931	000001929877972
ANDY SMITH	\$ 19.90	GFS MKTPLC #1525	10 PK HOT DOG BUNS (42.91%)	10/15/2012	181251931	000001929877972
DAVE JUCHARTZ	\$ 681.00	RESIDEX, LLC	CHEMICALS FOR SNOW MOLD PREVENTATIVE APP	10/15/2012	181065938	000001929877969
ROB HOGG	\$ 935.00	RESIDEX, LLC	FERTILIZER FOR PARK	10/15/2012	181280938	000001929877968
BRIAN BANYAI	\$ (935.00)	RESIDEX, LLC	CREDIT FOR FERTILIZER MISCHARGE	10/15/2012	181265938	000001929877965
BOB WHITWAM	\$ 7.03	W W GRAINGER 916	SAFETY GLASS & EYE GLASS CLEANER FOR CAR	10/15/2012	181274932	000001929877983
BOB STEWART	\$ 18.32	SUMPTER ACE HARDWARE	REPLACED TOGGEL SWITCH ON UNIT #1578 THE	10/15/2012	180695929	000001929877979
RICK GARRISON	\$ 70.65	WW GRAINGER	TAP,TAPER PIPE 1/2 IN	10/15/2012	181053928	000001929877966
BRIAN BANYAI	\$ 568.50	RESIDEX, LLC	BARRICADE, AND DACIONIL	10/15/2012	181265938	000001929877963

Monthly Accounts Payable Report - Purchasing Card (October 2012)

Account Name	Transaction Amount	Merchant Name	Expense Description	Posting Date	Accounting Code 03 Value	Transaction Reference Number
KEN BALOGH	\$ 33.50	CARQUEST 01061829	BATTERY FOR STOCK.	10/15/2012	181295929	000001929877960
BRIAN BANYAI	\$ 935.00	RESIDEX, LLC	FERTILIZER FOR PARK, MISCHARGED	10/15/2012	181265938	000001929877962
MARIA VANROOIJEN	\$ 80.00	PET PROVISIONS	FISH FOOD	10/15/2012	180488932	000001929877985
BOB STEWART	\$ 442.99	HOTSY MIDWEST CLEANING	REPAIR HOTSY POWER WASHER UNIT #1697 REP	10/15/2012	180695937	000001929877978
JAMES LOMAS	\$ 22.45	SUMPTER ACE HARDWARE	FURNACE FILTERS FOR NATURE CENTER BUILDI	10/15/2012	181088932	000001929877971
JEFF SCHUMAN	\$ 65.23	GFS MKTPLC #1525	FOOD ITEMS FOR GOLF COURSE	10/12/2012	181051931	000001927953495
RONI HUTCHINSON	\$ 46.98	MEIJER INC #70 Q01	FIRESTARTERS, LANTERNS, COOKIES FOR LANT	10/12/2012	181088932	000001927953488
KEN BALOGH	\$ 54.69	HARBOR FREIGHT TOOLS 1	SPLIT - SHOP SUPPLIES (7.16%)	10/12/2012	181295932	000001927953485
KEN BALOGH	\$ 708.83	HARBOR FREIGHT TOOLS 1	SPLIT - TOOLS (92.84%)	10/12/2012	181295928	000001927953485
KEVIN ARNOLD	\$ 57.92	SPIRIT HALLOWEEN 60598	6 EA STROBES & COSTUME PARTS	10/12/2012	181088932	000001927953478
DAVE JUCHARTZ	\$ 74.86	CARQUEST 01061829	FILTERS FOR LONNIE, MISTAKENLY CHARGED T	10/12/2012	181069929	000001927953494
BRIAN BANYAI	\$ 52.77	LYDEN OIL COMPANY	SPLIT - 2 CYCLE (50%)	10/12/2012	181295932	000001927953486
BRIAN BANYAI	\$ 52.77	LYDEN OIL COMPANY	SPLIT - 2 CYCLE (50%)	10/12/2012	181265932	000001927953486
KEN BALOGH	\$ 56.84	CARQUEST 01061829	OIL FILTERS FOR STOCK.	10/12/2012	181295929	000001927953483
KEN BALOGH	\$ 183.40	CARQUEST 01061829	FILTERS WERE NOT USED RETURN TO VENDOR.	10/12/2012	181295929	000001927953482
KEVIN ARNOLD	\$ 27.96	HALLOWEEN CITY #8116	DECORATIONS	10/12/2012	181088932	000001927953480
MARIA VANROOIJEN	\$ 7.39	WM SUPERCENTER#5048	COMMISSION MEETING ITEMS	10/11/2012	1900100933	000001926704905
RONI HUTCHINSON	\$ 50.00	TARGET 00009233	PUMPKIN PAILS FOR LANTERN TOURS	10/11/2012	181088932	000001926704901
RONI HUTCHINSON	\$ 86.83	MEIJER INC #70 Q01	STROBE LIGHTS, PUMPKIN LIGHTS	10/11/2012	181088932	000001926704900
RONI HUTCHINSON	\$ 182.06	MEIJER INC #035 Q01	STROBE LIGHTS, PUMPKIN LIGHTS, BATTERIES	10/11/2012	181088932	000001926704899
KEN BALOGH	\$ 71.98	GONYEA AUTO SUPPLY INC	PARTS FOR #888 DUMP TRUCK WO#23692	10/11/2012	181295929	000001926704895
KEVIN ARNOLD	\$ 35.93	TARGET 00002808	PUMPKIN LIGHTS & TIKI FUEL	10/11/2012	181088932	000001926704890
BOB STEWART	\$ 20.00	TEL WEST AUTO ELECTRIC	REPAIR STARTER FOR UNIT # 146 TRACTOR T	10/11/2012	180695929	000001926704903
BOB STEWART	\$ 3.60	CARQUEST 01061829	STOCK ,HYD FILTER	10/11/2012	180695929	000001926704902
KEN BALOGH	\$ 105.00	BLOCKS STAND AND GREEN	PIE PUMPKINS FOR FALL FUN FOR ALL.	10/11/2012	181288932	000001926704897
KEN BALOGH	\$ 250.00	CARQUEST 01061829	OIL AND FUEL FILTERS FOR GOLF CARTS.	10/11/2012	181269929	000001926704892
KEVIN ARNOLD	\$ 51.96	MEIJER INC #67 Q01	BATTERIES & PUMPKIN LIGHTS FOR LANTERN T	10/11/2012	181088932	000001926704887
RICK GARRISON	\$ 170.72	WW GRAINGER	STENNER PUMP TUBES FOR CHLORINE PUMPS	10/10/2012	180653937	000001925469792
BRIAN BANYAI	\$ 193.17	MIDWEST GOLF & TURF	PARTS FOR AERIFIER, TINES	10/10/2012	181265929	000001925469791
MARIA VANROOIJEN	\$ 53.00	BECK SALES/TROJAN SPC/	WATER TANK REPAIR PART	10/10/2012	180491929	000001925469794
BOB STEWART	\$ 66.64	CARQUEST 01061829	THIS WAS A FILTER ORDER FOR STOCK FILTER	10/10/2012	180695929	000001925469793
ANDY SMITH	\$ 29.96	AMAZON MKTPLACE PMTS	1 EA CORDLESS PHONE (22.29%)	10/09/2012	181269928	000001924197222
ANDY SMITH	\$ 14.95	AMAZON MKTPLACE PMTS	1 EA GRILL SET (11.12%)	10/09/2012	181251928	000001924197222
ANDY SMITH	\$ 83.99	AMAZON MKTPLACE PMTS	1 EA CORDLESS PHONE (62.48%)	10/09/2012	181269928	000001924197222
ANDY SMITH	\$ 5.52	AMAZON MKTPLACE PMTS	1 EA GRILL BRUSH (4.11%)	10/09/2012	181251928	000001924197222
JEFF SCHUMAN	\$ 56.90	GFS MKTPLC #1525	HOT DOGS AND BUNS FOR GOLF COURSE	10/09/2012	181051931	000001924197221
MARIA VANROOIJEN	\$ 67.62	WILDBLUE COMMUNICATION	OAKWOODS NTR CTR INTERNET SERVICE	10/09/2012	181088924	000001924197225
MARIA VANROOIJEN	\$ 67.62	WILDBLUE COMMUNICATION	STONY CRK NATURE CTR INTERNET SERVICE	10/09/2012	180988924	000001924197224
BOB STEWART	\$ 24.48	CARQUEST 01061829	THIS FILTER ORDER WAS A PART ORDER FOR S	10/08/2012	180695929	000001922577040
ROB HOGG	\$ 80.00	TEL WEST AUTO ELECTRIC	STARTER REBUILD FOR #197, WO#23613	10/08/2012	181295940	000001922577038
HOLLY CLEGG	\$ 100.56	SAMSCLUB #6666	CANDY FOR HCMA TURTLE COVE FLOAT IN PARA	10/08/2012	180653946	000001922577034
KEN BALOGH	\$ 30.47	J & R TRACTOR LLC	PARTS FOR #197 TRACTOR WO#23613	10/08/2012	181295929	000001922577032
PAUL CYPHER	\$ 19.89	MICHAELS #1600	CRAFT SUPPLIES FOR FALL FUN-FOR-ALL	10/08/2012	181288932	000001922577036
KEN BALOGH	\$ 120.02	GTR GOODYEAR TIRE	TIRE FOR #604 POLICE PICKUP W/O#23558	10/05/2012	181273929	000001920860039
BOB STEWART	\$ (6.12)	MAACO COLLISION REPAIR	THIS 6.12 CHARGE WAS REMOVED FROM INVOIC	10/05/2012	180695940	000001920860043
BOB STEWART	\$ 521.12	MAACO COLLISION REPAIR	THIS WAS BODY REPAIR FOR UNIT#661 BATHRO	10/05/2012	180695940	000001920860042
BRIAN BANYAI	\$ 135.00	TEL WEST AUTO ELECTRIC	STARTER GENERATOR FOR GOLF CART	10/05/2012	181269940	000001920860041
KEN BALOGH	\$ 44.44	CARQUEST 01061829	PARTS FOR #911 PICKUP W/O#23587	10/05/2012	181295929	000001920860038

Monthly Accounts Payable Report - Purchasing Card (October 2012)

Account Name	Transaction Amount	Merchant Name	Expense Description	Posting Date	Accounting Code 03 Value	Transaction Reference Number
BOB STEWART	\$ 327.03	SPARTAN DISTRIBUTORS	ORDERED A SET OF MULCH BLADES AND BELTS	10/04/2012	180695929	000001919486123
SCOTT KOZIOL	\$ 68.23	KRZYSKE BROS. LBR.	SS SCREWS AND 8INCH STAR LAGS FOR NEW EA	10/04/2012	180674937	000001919486122
RONI HUTCHINSON	\$ 10.00	PET NEEDS ETC INC	CRICKETS	10/04/2012	181088932	000001919486120
RONI HUTCHINSON	\$ 26.45	KROGER #708	DONUTS, CIDER, COOKIES FOR FALL FESTIVAL	10/04/2012	181088932	000001919486117
BRIAN BANYAI	\$ 792.91	JW TURF INC	RAKE FRAME AND TINES FOR TRAP RAKE	10/04/2012	181265929	000001919486113
PAUL CYPHER	\$ 4.24	I LOVE MY PETS	ANIMAL FOOD	10/04/2012	181288932	000001919486114
BRIAN BANYAI	\$ 5.47	THE HOME DEPOT 2738	LIGHT BULBS FOR WORK LIGHT	10/04/2012	181265932	000001919486110
ANDY SMITH	\$ 41.04	GFS MKTPLC #1525	3 CS HOT DOGS	10/03/2012	181251931	000001918640892
JEFF SCHUMAN	\$ 60.90	GFS MKTPLC #1525	HOT DOGS AND BUNS FOR WGC	10/03/2012	181051931	000001918640891
PAUL CYPHER	\$ 82.80	BOTTOM LINE BAIT	ANIMAL FOOD	10/03/2012	181288932	000001918640890
BRIAN BANYAI	\$ 16.73	MIDWEST GOLF & TURF	AERIFYER SPRINGS	10/03/2012	181265929	000001918640889
BRIAN BANYAI	\$ 7.00	FLAT ROCK DO IT CE	RENTAL FOR ROLLER, TEE RENOVATION	10/03/2012	171265E091920	000001918640888
KEN BALOGH	\$ 4.59	PATIO MARKET AND PR	PARTS FOR #544 AERIFIER	10/03/2012	181265929	000001918640887
KEN BALOGH	\$ 38.48	CARQUEST 01061829	PARTS FOR #630 POLICE IMPALA	10/03/2012	181273929	000001918640886
MARIA VANROOIJEN	\$ 55.96	WILDBLUE COMMUNICATION	WOLCOTT INTERNET SERVICE	10/02/2012	181388924	000001917628513
BOB WHITWAM	\$ 15.76	W W GRAINGER 916	COUPLING&FLEX COUPLING USED TO REPAIR PU	10/02/2012	181254937	000001917628512
BRIAN BANYAI	\$ 314.18	MIDWEST GOLF & TURF	CLUTCHES FOR GOLF CARTS	10/02/2012	181269929	000001917628511
BOB STEWART	\$ 274.26	MAACO COLLISION REPAIR	REPLACE FRONT DOOR PINS AND BUSHINGS ON	10/01/2012	180695929	000001915975807
BOB STEWART	\$ 634.96	WW GRAINGER	INSTALLED 4 SPILL CONTAINMENT PLATFORMS	10/01/2012	180695928	000001915975804
ANDY SMITH	\$ 106.70	GFS MKTPLC #1525	2 CS CUPS 24OZ (89.91%)	10/01/2012	181251932	000001915975796
ANDY SMITH	\$ 11.98	GFS MKTPLC #1525	2 PK FOOD TOWELS (10.09%)	10/01/2012	181251932	000001915975796
SCOTT KOZIOL	\$ 58.00	LIBERTY PLUMBING SUPPL	NEW SCREENS FOR URINALS	10/01/2012	181088937	000001915975793
SCOTT KOZIOL	\$ 10.98	KRZYSKE BROS. LBR.	DRILL BITS TO INSTALL URINAL SCREENS (92	10/01/2012	181088932	000001915975792
SCOTT KOZIOL	\$ 0.92	KRZYSKE BROS. LBR.	SCREWS TO INSTALL NEW URINAL SCREENS (7	10/01/2012	181088937	000001915975792
BRIAN BANYAI	\$ 69.72	HARRELLS LLC	STARTER FERTILIZER	10/01/2012	171265E091920	000001915975783
KEN BALOGH	\$ 124.51	CCP INDUSTRIES	SHOP TOWELS	10/01/2012	181295932	000001915975780
KEN BALOGH	\$ 79.48	GTR GOODYEAR TIRE	TIRES FOR #2106 ROUGH MOWER.	10/01/2012	181265929	000001915975774
BOB STEWART	\$ 100.55	SPARTAN DISTRIBUTORS	REPLACE SEAT SWITCH ON UNIT #1544 580-D	10/01/2012	180695929	000001915975802
ANDY SMITH	\$ 752.39	HP PRODUCTS CORPORATIO	39 CS PAPER TOWEL	10/01/2012	181274932	000001915975800
RONI HUTCHINSON	\$ 42.61	BLOCKS STAND AND GREEN	APPLES FOR FALL FESTIVAL	10/01/2012	181088932	000001915975788
RONI HUTCHINSON	\$ 5.98	MICHAELS #1404	CRAFT SUPPLIES FOR FALL FESTIVAL	10/01/2012	181088932	000001915975786
RONI HUTCHINSON	\$ 23.98	ERASERS & CRAYONS INC.	NEWSPRINT FOR FALL FESTIVAL	10/01/2012	181088932	000001915975785



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Gregory J. Almas, Deputy Director
Subject: November Donations
Date: December 6, 2012

The following donations were received through Nov. 30, 2012:

1. Wilson Born made a \$10,000 cash donation to help with the construction of a new playground area at the Wolcott Mill Farm Center.
2. Team Nordic Ski Racer made a \$1,774 cash donation to purchase children's ski equipment to be used at Huron Meadows Metropark.
3. Joan Hines made a \$900 cash donation to purchase three white pine trees to be planted at Lake St. Clair Metropark as a memorial to her family.
4. Trenton Firefighter Charities made a \$500 cash donation to purchase life jackets to be used at Turtle Cove at Lower Huron Metropark.
5. Julie Catka made a \$350 cash donation to purchase a bench to be used at Lake Erie Metropark.
6. Chris Stratychuck made a \$300 cash donation to purchase a bench to be used along the bike trail at Kensington Metropark in memory of Lindsey Stratychuck.
7. Commissioner Jack La Belle and his wife Beverly La Belle made a \$300 cash donation to purchase a bench to be used at Kensington Metropark along the Nature Center trail in memory of Phillip Strake.
8. The Axemen Professional Firefighters Motorcycle Club made a \$250 cash donation to purchase life jackets to be used at Turtle Cove at Lower Huron Metropark.
9. The Brownstown Fire Department made a \$250 Cash donation to purchase life jackets to be used at the pool area at Lake Erie Metropark.
10. McGraw Wentworth made a \$250 cash donation to be used for the "Wear the Gear" program.
11. Charles Shelton donated canvas art panels to be used for programming at Wolcott Mill Metropark; itemizing a value of \$13,000.

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

GEORGE M. CARR, P.C.

ATTORNEY AND COUNSELOR

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

December 6, 2012

Dear Chairman Marrocco:


The Michigan House is scheduled today to pass the Governor's repeal of portions of Michigan's Personal Property Tax (PPT). Yesterday the House Tax Policy Committee approved a 12 bill package sending it to the House floor. The House must either vote the package through today to meet the 5-day Constitutional requirement or extend lame-duck session an additional week.

As reported from committee, HCMA would be treated equal or better than our five constituent counties. The Authority would be eligible for PPT revenue replacement but the specific amount is yet to be determined. The entire revenue replacement scheme would be subject to a state wide vote in the most current version.

Deputy Director Almas, Controller Dolan and Chief Phifer have all been directly involved in the effort to keep the impact on the Authority minimized. Their efforts have been key in the adoption of specific provisions beneficial to the parks. After the expected passage of the PPT package today we will regroup and attempt to quantify the impact on future Authority budgets.

Compounding the confusion on the PPT bills is the scheduled attempt to vote today on Right-to-Work legislation in both chambers. The Capitol is completely full of protestors from organized labor chanting, singing and stomping the floor. If any Commissioners have any questions or need additional information please do not hesitate to contact me on my cell phone: 517-202-0924. At this time, our best guess is a final vote on the PPT may occur late next week.

Respectfully submitted,



George M. Carr



**HURON-CLINTON METROPOLITAN AUTHORITY
NOVEMBER MONTHLY REPORT
FOR
BOARD OF COMMISSIONERS
DECEMBER 13, 2012**

Deputy Director's Comments

- November was mostly cold with attendance slightly lower from 2011.
- 2013 annual permits were offered for sale Nov. 1. In prior years, permits were offered Nov. 15. Tolling revenues were up 19 percent compared to Nov. 2011.
- The Costco promotion kicked off this month. HCMA's \$25 annual permit and a \$25 gift card package are being sold in the top five Costco stores in the region. Early results are promising.
- HCMA has again been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for its comprehensive annual financial report (CAFR) for year ending Dec. 31, 2011. This recognition represents a significant accomplishment by HCMA.
- Mark Szabo, Nature Interpreter at Stony Creek, is the recipient of the National Association for Interpretation (NAI) *Master Front-line Interpreter Award* for 2012. Mark will be introduced to the Board at the upcoming meeting.

Eastern District

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

- For the sixth year in a row, Harrison Township took advantage of the corporate discount by making a bulk purchase of 1,001 HCMA annual vehicle permits. These permits are sold to residents of Harrison Township at cost.
- Park staff attended a Northstar Sailing Club on Nov. 29. The club is developing a business plan to bring a sailing school to Lake St. Clair Metropark that will increase awareness of the sport and offer training to the public. The organization plans to present the business plan to HCMA in the near future.
- The park began accepting "Toys for Tots" donations Nov. 12. This has been a banner year for donations seemingly due to increased public awareness of the program.
- Moving up the sales of annual permits to Nov. 1 had a positive effect on tolling revenue as sales were above average for the month even though the weather was much colder than normal. Several organizations including Beaumont Hospital, Utica Community Schools, Clinton River Riders and the Stony Creek Running Club took advantage of the HCMA corporate discount and purchased annuals in bulk.
- Wolcott Mill Golf Course closed for the season on Nov. 4 and Stony Creek Golf Course closed on Nov. 25. Golf play was down slightly for the month as temperatures were well below average. Irrigation systems have been winterized and initial fungicide applications for snow mold prevention have been applied at both courses.
- The winter draw down of Stony Lake has been ongoing for most of the month with the lake nearly at normal winter level. It is anticipated that the lake level will be reduced substantially further this winter to allow for the dam to be inspected and possibly repaired once permits are approved.
- There have been 51 winter boat storage spots reserved for the season which is slightly below average.
- The Historic Grist Mill kicked off the season by hosting its first of six evenings of the Heritage Holidays celebration on Nov. 30.

Western District

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

- Golf came to an end in the District for the season with Indian Spring's Golf Course closing on Nov. 4, Kensington closing on Nov. 11 and Huron Meadows closing on Nov. 25. Favorable spring weather led to an increase in rounds for the year at these three courses compared to 2011.
- On Nov. 10 the annual "Turkey Trot" was held at Hudson Mills with 2,300 runners. This is the most runners ever to participate in this event.
- On Nov. 18 the YMCA had its "Girls on the Run" 5K event at Kensington. This program inspires girls to be healthy and confident. More than 1,800 girls and their families ran or walked this fun run.
- The DTE SolarCurrent project site at the corner of White Lake and Teggerdine Road is now online and site cleanup is taking place.
- Kensington's Farm Center, Nature Center and Mobile Learning Center were in the annual Milford Christmas Parade on Nov. 24. The theme was "We Dig Animals." On the Farm hay wagon was a 13-foot dinosaur from the Nature Center along with a Paleontologist. Kensington Farm Center goats and donkeys were dressed appropriately for the holiday season followed the wagon.

Southern District

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

- On Nov. 4 the Willow and Lake Erie Golf Courses closed for the season.
- Planning and park staff met with representatives of the Huron Township Planning Commission to discuss the relocation of the Group Camp to the southerly portion of the East Bend Picnic Area. The township has no objections to the move and praised the Authority in general for the way it operates its parks. Steps have now been taken obtain the appropriate permits and licenses.
- The annual "Turkey Trot" took place at Lake Erie on Nov. 20. Approximately 500 people enjoyed this event.
- Planning, Natural Resources and park staff walked the proposed new trail that will start at the Woods Creek picnic area and proceed north for approximately two miles to a point just south of Robbe Rd. This property lies on the western side of the Huron River and traverses some very beautiful areas of Lower Huron Metropark. There will be plenty of opportunities for flora and fauna interpretation as well as historical interpretation. When this trail is completed the old Paw Paw trail will be abandoned as most of it is in the flood plain of the Huron River and is very difficult to maintain.
- As the month closed the resurfacing of the parkway from a point near the South Fishing Site up to a point near the old Lower Huron Pool site was completed.

Interpretive Services – Mike George

- All centers were on the go with programming which included educational outreach, scout, family and facility school programs.
- Mark Szabo, Stony Creek Nature Center Interpreter, was awarded the National Association for Interpretations, Master Front-Line Interpretive award. This is a national award from our professional organization.

Interpretive Services (con't)

Lake St. Clair Nature Center

- The Voyageur canoe and trailer was set up as a float in the Macomb County Santa Parade in Mount Clemens the day after Thanksgiving. Members of the Voyageur Club dressed in period clothes and “paddled” the canoe and handed out flyers advertising the programs, canoe rides, and encampment.
- The Nature Center hosted the Macomb County Water Resource Advisory Council meeting. The organization presented with a program describing the GLRI Marsh Restoration project.
- Staff met with Science Olympiad coordinators to begin planning a new event and presented an out-of-park program for a Pre-School.
- Voyageur Club members worked on preparations for Simply Dickens concert, a fundraiser for the Voyageur Encampment program.
- Scout programs were well attended and extra sessions were added to handle the requests.

Wolcott Mill Historic Center

- Programming during the month did well, mainly because the first “Heritage Holidays” was held on Nov. 30. This event continues to draw a following with increased visitation starting last year.
- The “Old Fashion Thanksgiving” drew a lot of attention this year. The plans were to limit to 30 people but final total was 53 participants.
- A cooperative effort with Stony Creek Nature Center brought home schoolers to the Mill for a lumbering program.
- Another off-site library program was presented by staff and seems to be growing in popularity.
- The items on-lone to the Macomb County Cultural Center were brought back to the Mill. This has been a good collaborative effort with some of our collection items appearing in several of their presentations. As well, we have presented programs at their site which helps encourage visitation to the Mill.

Wolcott Mill Farm Center

- A new program was offered in November called Working in Balance Horse and Rider. This is a series of weekly clinics that will continue through February. The clinics are full and well received.
- Programs at the farm also included several Gingerbread Barn programs; all sessions were booked and everyone enjoyed themselves. In addition, the Farm also hosted 4-H and Pheasants Forever meetings.
- On Nov. 28, the Farm’s horse team, JJ and Tom, took Santa to the Ray Township Tree Lighting ceremony on the Farm’s wagon, and then treated the public to wagon rides. Staff also made an appearance at the Romeo Christmas Parade and enjoyed the biggest turn out to date and with a change in route down Main Street.
- The soy beans and most of the corn were harvested this month and both were very successful. Quantities are up about ten times over 2011 quantities. The Farm has also continued to enjoy higher than normal milk checks as well.

Stony Creek Nature Center

- Interpretively it was a busy November with school outreach, scout badge programs, and home school programs. Walk-in visitation was up from last year while program numbers were down.
- An Eagle Scout candidate and his volunteer helpers completed a 6-foot addition to the raptor enclosure which also included a split rail barricade across the cage front to help keep patrons away from the cage wire. This addition provides our Great Horned owl with more flight room.

Interpretive Services (con't)

Stony Creek Nature Center

- During November, 32 volunteers generously donated 128 hours of their time to the care and feeding of the nature center's animals as well as helping out with trail and garden work.

Environmental Discovery Center

- The main topics requested during the month were Animals in winter, and Geology.
- Scout programs brought visitors out on the weekends; the most popular scout program was Webelos Scientist. Girl Scouts Geocacher badge was offered for the first time and went over well.
- Staff spent time planning and preparing for "Snacks with Santa" which takes place in early December.
- The Natural Resources Department held a seed-collection event in our prairie on Nov. 17 with several participants. Hopefully some of these seeds can be used to re-grow an area of prairie under oaks where photographers commonly take photos and have destroyed the plants. The Natural Resources Department also facilitated invasive shrub removal from areas on the Woodland Trail where eastern massasauga snakes are known to live.
- Four Woodland Discovery Backpacks were borrowed this month, allowing 20 visitors a chance to "explore a little more" out on the trail.

Kensington Farm Center

- "Snacks with Santa" tickets sold out very quickly.
- The Farm center also participated in the annual Milford Christmas Parade on Nov. 24. Farm staff was joined by Nature Center and Mobile Learning Center staff for the fun. The Farm Center staff brought a number of goats and donkeys to the parade as well as one of the hay wagons which featured the Nature Center's 13-foot wooden dinosaur. The float was titled "We Dig Animals."
- Yoder, a 10-year-old Percheron, was loaned to the park by a local family and he has already been a big hit with the visitors; he was featured on the Farm Center blog and Facebook. Yoder has already begun to pull the hay wagons and is fitting into the Farm program well.
- On Nov. 17, Sugar the Farm's Yorkshire sow, delivered a litter of piglets. Quite a large crowd gathered to see the piglets being born, and many more folks have come to see them in the past few days.

Kensington Nature Center

- Some program offerings that did well this month were the "Survival Weekend" programs concerning wilderness survival skills and the "Chickadee Chowdown" which is always a favorite. The Chickadee Chowdown was so well received on Nov. 24 that a second session was added on Nov. 25 for the overflow.
- Staff visited two schools for outreach programs and a career day program at a local high school.
- Each weekend in November, the Riverbank Book Service has been set up in the Nature Center lobby selling nature related books. This has been very well received by our visitors and will continue during the month of December.

Mobile Learning Center

- November was another busy month for school programs. The MLC visited 18 schools doing 54 programs for 1,469 people.
- A highlight this month was MLC staff participation in the Milford Parade along with the Kensington Farm Center and Nature Center staff which is a great way for all three interpretive departments to work together and provide an excellent experience for the community.

Interpretive Services (con't)

Hudson Mills Activity Center

- The most popular school programs selected this month include "Colors of Autumn" at the beginning of the month and "Animals prepare for winter" towards the end of the month.
- After taking a year off from offering Boy and Girl Scout programs several were held this month. The Webelos programs ended up have a waiting list. The Girl Scouts have completely redesigned their badges and this fall they launched new ones. Therefore, the Brownie "Hiker" and junior "Animal Habitats" programs were very popular.
- This month program preparation began for our "Santa Central" and "Chillin' at the Mills Winter Festival."

Oakwoods Nature Center

- Staff spent nearly every weekend communing with the Screech Owls during our annual Owl Festival and Owl Prowls. On Nov. 3, about 150 people came out to visit with the Nature Center staff rehabilitator and her Eagle Owl Bigfoot; as well as, venturing out into the dark woods to play tapes of Screech Owl calls in hopes that a few of these critters would oblige us with their presence. All three prowls done during the festival were successful in calling in owls. All of our Owl Prowls for November have been full and December is looking great as well.
- Staff also visited Seitz Middle School in Riverview for a Career Day during November.

Lake Erie Marshlands Museum and Nature Center

- The Museum staff enjoyed a month of amphibian adventures in November as we were invaded by a number of groups from the Taylor School District looking to have some "Frog Fun."
- Staff performed an Earth Science program for a few classes of Kindergarteners, with a major emphasis on glaciers. With the help of some homemade "glacial goo" the kids and adults, left with a much better understanding of some of the Earth's processes; as well as how glaciers helped sculpt the landscape.
- Staff performed an excellent program called "From 10 gauge to 10 power" highlighting the history of birding.
- A special congratulations to Mark Szabo from the Stony Creek Nature Center on receiving the National Master Frontline Interpreter Award at the National Association for Interpretation Conference.

Human Resources –

Carol Stone

- With Board approval of the Administrative Office Organization plan at the November meeting, efforts were focused on open positions. Job descriptions for the open positions were updated and the following positions were posted in accordance with HCMA's selection policy: Accountant/Internal Auditor, Police Administration Support Specialist, Administrative Services Support Specialist, Police Administrative Lieutenant, and Interpretive Services Manager.
- Andrew Donovan, Interpreter at Kensington and Jan Newboles, Park Support Specialist at Lake Erie were recognized in November for their outstanding customer service.
- An all day session is scheduled with POAM for Dec. 7 and will focus on economic issues. Meetings were held with the Employee Association on Nov. 6 and 16 focusing on economic issues.
- CNA (current liability and workers compensation carrier) completed their annual park inspections during November. As Kensington was the recipient of a surprise MI-OSHA inspection in September, the focus of the CNA park inspections was on employee safety and compliance with MI-OSHA regulations.

Human Resources (con't)

- HCMA's employee benefit open enrollment takes place in November of each year. Open enrollment packets were prepared and mailed to all full-time HCMA employees. This year, employees are completing an online health risk assessment through Blue Cross and Summit Health is providing Biometric Screening Kits that can be completed at home, mailed to Summit for analysis, with results mailed back to the employee.
- Ulliance, HCMA's Employee Assistance Program, provided a third quarter utilization report. During the period of July through September 2012, assistance was provided to seven employees or their family members. Year-to-date utilization of the EAP is at 7.5 percent. The national average for utilization of employee assistance programs is between 3 – 5 percent.

Information Systems –

Nolan Clark

- November has been busy with the ordering, staging and placement of new equipment. Staff is in the process of staging a new disaster recovery server for HCMA.
- Staff deployed replacement computers to Stony creek, Willow, and Lake Erie golf courses and an update for the Golf Point of Sale system is scheduled to be updated in December.
- Staff has also begun to explore the possibilities of once again doing online tee times at Metropark golf courses. Staff will look at the variety of options now available and then look the process of how the Metroparks would go about the process or reestablishing a link to the electronic tee sheets.
- SharePoint is continuing to move forward with the rollout of the new Intranet containing a website for each department. This completes the first phase of the conversion. Staff is now working on the second phase of the project which is the creation of park websites.
- November ended with the threat of a new “worm” on the Internet. The reason this worm is significant is that it managed to elude the mainstream virus protection software. It took a couple of days for the tools to be built to combat this new threat.

Natural Resources –

Paul Muelle

- Attended the Lake St. Clair Bi-National Conference sponsored by The Great Lakes Commission. The conference was held to review and discuss restoration and protection efforts for the lake and watershed. Two GLRI grant projects at Lake St. Clair Metropark were discussed by the Office of the Great Lakes as were numerous research projects currently underway which are looking at water quality at the swimming beach at Lake St. Clair Metropark. The meeting was attended by members of the International Joint Commission, U.S. EPA, Environment Canada, MDEQ and others.
- 3M has informed staff that the Metroparks are recipients of a \$48,000 3M ECO Grant. The grant entitled Technology Enhanced Nature Study was submitted in October and designed as a student-driven comparative analysis of urban and suburban ecosystems in the Huron River and Clinton River Watersheds. The program will use experiential learning and incorporate the use of technology and computer applications with traditional academic curriculum to promote ecosystem and watershed stewardship.
- Began initial investigation of a trail alignment and vegetation management program for the Woods Creek Trail with the Planning Department and Park Staff.
- Continued working with Macomb County Planning and SEMCOG regarding a Clean Streets grant proposal for planting native vegetation along Metro Parkway.
- Field staff time was spent spraying cutting and applying basal bark herbicide treatment to invasive shrubs and completing repairs to the Moraine Fen Trail at Huron Meadows Metropark.
- The Natural Resource Crew (NRC) continued brush-hogging and using the wet-blade to remove invasive shrubs at Kensington, Indian Springs and Oakwoods.

**Planning –
Susan Nyquist**

Administration

- Staff is writing the Metropark Community Recreation Plan. This is the document that is due to the Michigan Department of Natural Resources in order to be eligible for grants through the Michigan Natural Resources Trust Fund.

Wolcott Mill Metropark

- Final construction drawings for the farm play area are complete and the project will be ready for construction as soon as funds are in place.

**Purchasing –
Maria van Rooijen**

- Met with Wolcott Mill staff regarding the golf course and Royal Oak Management to discuss the organization taking over operations for the golf course.

**Police Department –
George Phifer**

Kensington

- On Nov. 1 a Metroparks Officer working a cross country meet was advised by a cross country coach that an intoxicated subject was trying to pick up a child from the event. Officers investigated and determined the subject was intoxicated. The subject was placed under arrest.

Lower Huron

- On Nov. 21 a Metroparks Officer responded to a call of a suspicious person possibly trespassing on park property and carrying a long gun and bow. The officer checked the area but was unable to find any suspects.

**Community Relations –
Jack Liang**

- Met with Donn Scott with the First Tee program to discuss the potential for HCMA being involved with the restart of the First Tee efforts in this region.
- Worked with Planning Department to complete contract plans for the Wolcott Farm play area. Met with donor to review updated plans and received \$10,000 in funding support. Staff expects to receive an additional \$50,000 from a second donor; along with \$5,000 received from the Kiwanis organization will bring the total to \$65,000 which is the amount to fund the Wolcott Mill Farm playground. It is anticipated that bids will go out this winter with the project to begin in the spring with the completion in early summer.
- Met with representatives from the Lake St. Clair Sailing Club at Lake St. Clair Metropark to review their business plan for development of a regional sailing program to be based at Lake St. Clair Metropark.

**Communications –
Denise Semion**

- The weekly email marketing campaign promoted purchasing gift cards for holiday gifts, saving money by purchasing the permit/gift care package at Costco, Santa events along with other programs.
- The online store was updated, with sales of the 2013 permits beginning Nov. 1.

Marketing –

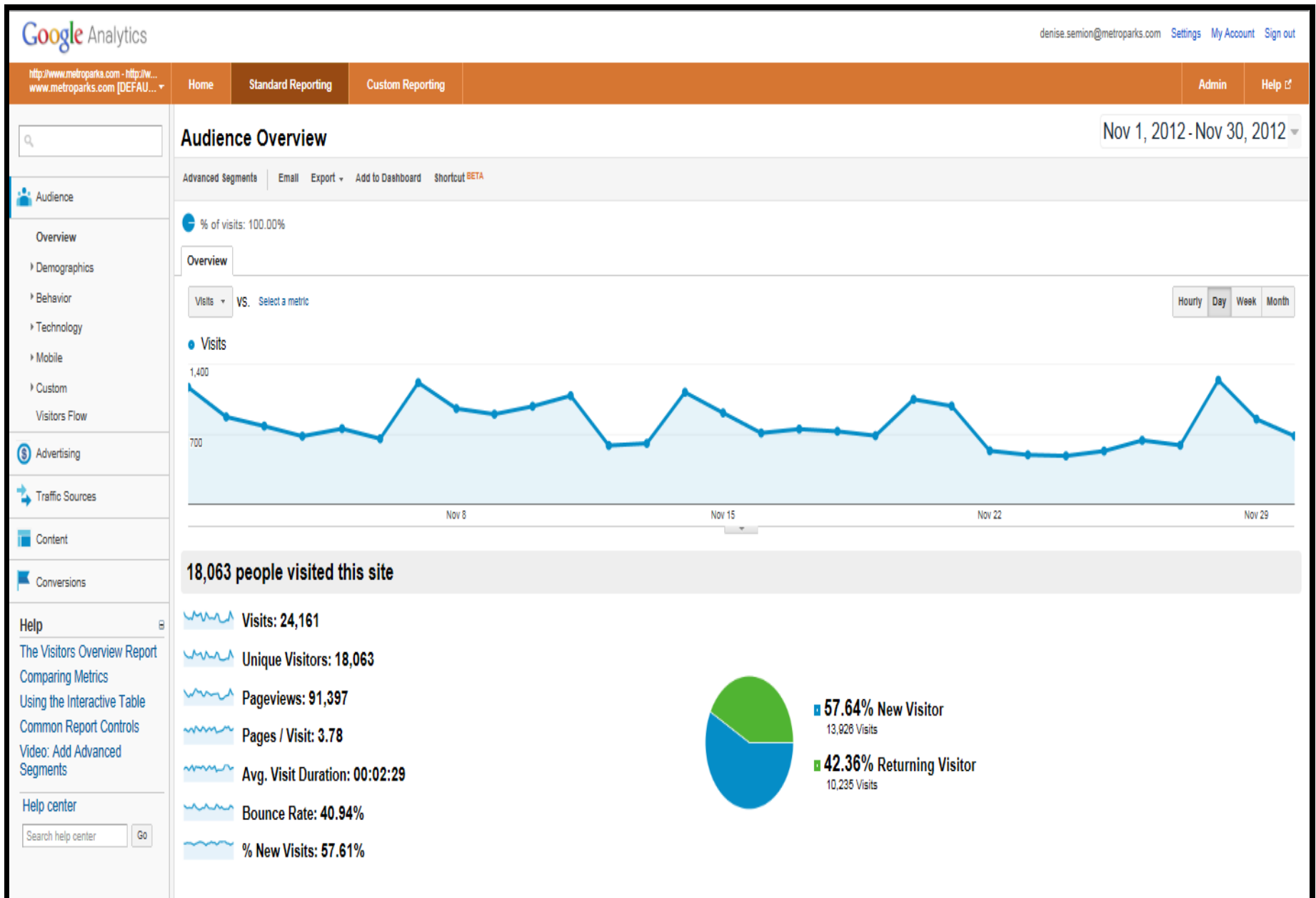
Kassie Kretzschmar

- The Costco promotion for the fall 2013 kicked off this month. HCMA's \$25 annual permit and a \$25 gift card package is being sold in the top five selling metro area Costco stores from November 15 to March 1, 2013. The stores include: Shelby Township, Bloomfield Hills, Brighton, and the two stores in Livonia.
- Partnered again this year with WMGC 105.1 FM to promote the Heritage Holidays event at Wolcott Mill. WMGC on-air host, Lisa Jesswein did a two-hour appearance on opening night; the radio gave out prizes and HMCA also did a drawing for 10 live Christmas Trees compliments of Blake's Orchard & Farm. Blake's trees will be given out every day of the event.
- Continue working on selling to companies, groups and schools bulk 2013 annual permit sales. To date, I have sold 100 permits to two schools, one in Clinton Township and one in Warren.
- Working on securing two fall 2013 events for Lake Erie: a Country/Beer festival and a Petapalooza pet event.
- Working on February Cardboard Classic event for Indian Springs.

Communications Monthly Report - November 2012

Email	Online store generated \$4,109 in sales: 94 Annual Permits, 1 Annual Boat Permit, 28 HCMA/Oakland County Joint Permits and \$385 in gift card sales.	AO
News Releases	Save money at Costco to explore the Huron-Clinton Metroparks.	All parks
	Horse, bunny, piglets: They're all new at Kensington Farm Center.	Kensington Farm Center
	Rekindle Winter Traditions at Wolcott Mill's "Heritage Holidays."	Wolcott Mill Historic Center
	Metroparks collecting toys for "Toys for Tots."	Multiple parks
	Doug Spiller retiring from Metroparks.	All parks
	Long-time interpreter William Thomas retiring from Wolcott Mill.	All parks
	C. Michael George, Huron-Clinton chief of interpretive services, retiring.	All parks
	Long-time Kensington interpreter Robert Hotaling retiring.	All parks
	Give a Gift of the great outdoors this holiday season.	All parks
Website	Nearly 598 Metropark website visitors requested to join our email list during the month.	AO

Google Analytics - November 2012



HURON-CLINTON METROPARKS MONTHLY STATISTICS

Novemebr 2012

PARK	MONTHLY VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	14,778	14,077	5.0%
Wolcott Mill	1,895	1,780	6.5%
Stony Creek	20,464	20,168	1.5%
Indian Springs	3,538	3,678	-3.8%
Kensington	35,686	39,868	-10.5%
Huron Meadows	4,668	3,607	29.4%
Hudson Mills	13,108	12,075	8.6%
Lower Huron	14,485	16,915	-14.4%
Willow	10,851	11,191	-3.0%
Oakwoods	2,939	2,840	3.5%
Lake Erie	8,281	8,024	3.2%
TOTALS	130,693	134,223	-2.6%
PARK	Y-T-D VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St. Clair	410,188	389,744	5.2%
Wolcott Mill	34,039	32,826	3.7%
Stony Creek	508,458	466,790	8.9%
Indian Springs	92,451	89,521	3.3%
Kensington	768,345	703,218	9.3%
Huron Meadows	85,030	83,965	1.3%
Hudson Mills	233,013	220,134	5.9%
Lower Huron	296,298	301,650	-1.8%
Willow	182,812	171,441	6.6%
Oakwoods	34,913	33,010	5.8%
Lake Erie	190,364	190,869	-0.3%
TOTALS	2,835,911	2,683,168	5.7%
Vehicle Entries by Management Unit			
Eastern Dist.	952,685	889,360	7.1%
Western Dist.	1,178,839	1,096,838	7.5%
Southern Dist.	704,387	696,970	1.1%

	MONTHLY TOLL REVENUE		
	Current Year	Previous Year	Change
\$ 31,918	\$ 27,432	16.4%	
\$ -	\$ -	0.0%	
\$36,621	\$33,397	9.7%	
\$ 3,870	\$ 3,926	-1.4%	
\$ 22,783	\$ 25,017	-8.9%	
\$ 1,231	\$ 60	1951.7%	
\$ 15,685	\$ 8,959	75.1%	
\$ 4,300	\$ 1,850	132.4%	
\$ 1,495	\$ 5	#####	
\$ 1,440	\$ 850	69.4%	
\$ 10,005	\$ 6,989	43.2%	
\$ 129,348	\$ 108,485	19.2%	
	Y-T-D TOLL REVENUE		
	Current Year	Previous Year	Change
\$ 1,031,600	\$ 955,096	8.0%	
\$ -	\$ -	0.0%	
\$1,404,428	\$1,285,603	9.2%	
\$ 186,318	\$ 179,475	3.8%	
\$ 1,352,816	\$ 1,293,259	4.6%	
\$ 46,168	\$ 48,040	-3.9%	
\$ 367,290	\$ 339,138	8.3%	
\$ 475,852	\$ 453,218	5.0%	
\$ 217,557	\$ 217,030	0.2%	
\$ 31,861	\$ 28,000	13.8%	
\$ 413,360	\$ 391,261	5.6%	
\$ 5,527,250	\$ 5,190,120	6.5%	
Toll Revenue by Management Unit			
\$2,436,028	\$2,240,699	8.7%	
\$1,952,592	\$1,859,912	5.0%	
\$1,138,630	\$1,089,509	4.5%	

	MONTHLY TOTAL PARK REVENUE		
	Current Year	Previous Year	Change
\$ 49,620	\$ 38,598	28.6%	
\$ 28,057	\$ 17,408	61.2%	
\$61,085	\$61,069	0.0%	
\$ 11,379	\$ 18,205	-37.5%	
\$ 48,815	\$ 64,142	-23.9%	
\$ 20,394	\$ 17,170	18.8%	
\$ 19,333	\$ 12,230	58.1%	
\$ 7,576	\$ 3,030	150.0%	
\$ 3,440	\$ 528	551.5%	
\$ 4,307	\$ 4,264	1.0%	
\$ 14,595	\$ 20,708	-29.5%	
\$ 268,601	\$ 257,352	4.4%	
	Y-T-D TOTAL PARK REVENUE		
	Current Year	Previous Year	Change
\$ 1,640,555	\$1,627,187	0.8%	
\$ 529,555	\$454,199	16.6%	
\$2,713,193	\$2,427,566	11.8%	
\$ 856,255	\$761,635	12.4%	
\$ 2,819,295	\$2,651,010	6.3%	
\$ 690,456	\$753,074	-8.3%	
\$ 792,139	\$862,303	-8.1%	
\$ 1,552,406	\$ 1,524,633	1.8%	
\$ 958,878	\$ 737,749	30.0%	
\$ 53,729	\$ 49,421	8.7%	
\$ 1,532,816	\$ 1,544,846	-0.8%	
\$ 14,139,276	\$ 13,393,624	5.6%	
Total Revenue by Management Unit			
\$4,883,303	\$4,508,952	8.3%	
\$5,158,144	\$5,028,022	2.6%	
\$4,097,829	\$3,856,650	6.3%	

ACTIVITY REPORT - GOLF

GOLF COURSE	MONTHLY ROUNDS		
	Current Year	Previous Year	Change
Wolcott Mill	21	0	
Stony Creek	943	1,081	-12.8%
Indian Springs	69	382	-81.9%
Kensington	518	1,164	-55.5%
Huron Meadows	981	764	28.4%
Hudson Mills	0	0	-
Willow	74	0	
Lake Erie	168	622	-73.0%
Subtotal	2,774	4,013	-30.9%
LSC Par 3	71	95	-25.3%
L. Huron Par 3	167	0	
TOTALS	3,012	4,108	-26.7%

	ROUNDS Y-T-D		
	Current Year	Previous Year	Change
17,205	15,390	11.8%	
35,201	30,295	16.2%	
23,664	22,510	5.1%	
33,380	29,644	12.6%	
25,639	24,849	3.2%	
12,085	15,636	-22.7%	
20,406	15,159	34.6%	
21,004	22,570	-6.9%	
188,584	176,053	7.1%	
12,968	12,105	7.1%	
6,920	5,774	19.8%	
208,472	193,932	7.5%	

	GOLF REVENUE Y-T-D		
	Current Year	Previous Year	Change
\$ 349,330	\$ 300,610	16.2%	
\$845,162	\$709,934	19.0%	
\$ 550,042	\$ 497,404	10.6%	
\$ 771,115	\$ 644,362	19.7%	
\$ 614,257	\$ 583,013	5.4%	
\$ 247,017	\$ 320,458	-22.9%	
\$ 490,155	\$ 292,407	67.6%	
\$ 479,535	\$ 464,410	3.3%	
\$ 4,346,613	\$ 3,812,598	14.0%	
\$ 65,885	\$ 62,059	6.2%	
\$ 34,400	\$ 29,225	17.7%	
\$ 4,446,898	\$ 3,903,882	13.9%	

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	-
TOTALS	0	0	-
PARK	Seasonal Activities this Month		
	Current Year	Previous Year	Change
Lake St. Clair			
Welsh Center	9	6	50.0%
Shelters	0	0	
Boat Launches	39	99	-60.6%
Marina	0	0	
Mini-Golf	0	0	
Stony Creek			
Disc Golf Daily	0	874	-100.0%
Disc Golf Annual	0	0	
Disc Golf Fees			
Shelters	0	12	-100.0%
Boat Rental	0	0	
Boat Launches	6	19	-68.4%
Indian Springs			
Shelters	0	1	-100.0%
Event Room	3	5	-40.0%
Kensington			
Disc Golf Daily	58	52	11.5%
Disc Golf Annual	0	0	
Disc Golf Fees			
Shelters	17	17	0.0%
Boat Rental	0	0	
Huron Meadows			
Shelters	0	4	100.0%
Boat Rental	0	0	
Hudson Mills			
Disc Golf Daily	503	486	3.5%
Disc Golf Annual	2	2	100.0%
Disc Golf Fees			
Shelters	3	3	0.0%
Canoe Rental ³	0	0	#DIV/0!
Lower Huron /			
LH Shelters	12	7	71.4%
Willow Shelters	1	2	-50.0%
Lake Erie			
Shelters	4	2	100.0%
Boat Launches	476	474	0.4%
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%	
295,036	314,261	-6.1%	
Seasonal Activities Y-T-D			
Current Year	Previous Year	Change	
82	97	-15.5%	
522	533	-2.1%	
7,498	6,393	17.3%	
3,160	3,749	-15.7%	
11,401	13,447	-15.2%	
23,336	21,257	9.8%	
67	87	-23.0%	
455	480	-5.2%	
17,297	17,383	-0.5%	
2,364	2,252	5.0%	
46	55	-16.4%	
49	27	81.5%	
29,761	23,795	25.1%	
103	89	15.7%	
479	496	-3.4%	
13,253	13,273	-0.2%	
38	34	11.8%	
395	358	10.3%	
17,039	14,946	14.0%	
127	167	-24.0%	
162	154	5.2%	
5,928	5,225	13.5%	
286	288	-0.7%	
170	140	21.4%	
106	106	0.0%	
16,903	16,633	1.6%	
NA	NA	NA	
REVENUE Y-T-D			
Current Year	Previous Year	Change	
\$ 165,986	\$ 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%	
\$ 1,464,377	\$ 1,532,982	-4.5%	
Seasonal Revenue Y-T-D			
Current Year	Previous Year	Change	
\$ 29,900	\$ 49,325	-39.4%	
\$ 68,824	\$ 67,855	1.4%	
NA	NA	NA	
\$ 30,633	\$ 60,528	-49.4%	
\$ 28,735	\$ 33,782	-14.9%	
\$45,685	\$40,831	11.9%	
\$3,110	\$4,350	-28.5%	
\$ 48,795	\$ 45,181	8.0%	
\$73,055	\$71,875	1.6%	
\$141,445	\$140,745	0.5%	
NA	NA	NA	
\$ 7,000	\$ 8,250	-15.2%	
\$ 63,718	\$ 39,488	61.4%	
\$ 59,345	\$ 47,807	24.1%	
\$ 4,828	\$ 5,436	-11.2%	
\$ 64,173	\$ 53,243	20.5%	
\$ 80,100	\$ 74,560	7.4%	
\$ 158,430	\$ 150,831	5.0%	
\$ 5,900	\$ 5,100	15.7%	
\$ 6,162	\$ 6,396	-3.7%	
\$ 34,078	\$ 29,892	14.0%	
\$ 6,110	\$ 9,190	-33.5%	
\$ 40,188	\$ 39,082	2.8%	
\$ 24,850	\$ 24,300	2.3%	
\$ 26,864	\$ 23,531	14.2%	
\$ 45,250	\$ 44,100	2.6%	
\$ 26,690	\$ 21,000	27.1%	
\$ 16,625	\$ 17,425	-4.6%	
NA	NA	NA	
\$ 177,364	\$ 194,323	-8.7%	

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	5,026	3,855	170,490	163,693	4.2%	\$ 572	\$ 802	\$ 16,225	\$ 13,157	23.3%
Wolcott Mill	1,967	2,761	37,411	36,222	3.3%	\$ 583	\$ 328	\$ 10,390	\$ 12,445	-16.5%
Wolcott Farm	6,047	4,203	138,791	83,920	65.4%	\$ 1,489	\$ 1,397	\$ 54,361	\$ 30,803	76.5%
Horse/Tractor Rides						\$ -	\$ -	\$ 2,962	\$ 728	100.0%
Livestock/Produce						\$ 22,944	\$ 14,751	\$ 75,174	\$ 70,694	6.3%
Stony Creek	18,873	19,638	204,921	208,443	-1.7%	\$ 1,845	\$ 1,725	\$ 29,524	\$ 29,407	0.4%
Indian Springs	5,421	5,682	90,423	87,738	3.1%	\$ 1,388	\$ 2,317	\$ 40,479	\$ 30,877	31.1%
Kensington NC	20,643	27,959	297,120	266,870	11.3%	\$ 1,722	\$ 2,225	\$ 19,115	\$ 17,086	11.9%
Kensington Farm	586	14,533	346,263	336,204	3.0%	\$ 5,250	\$ 5,360	\$ 42,384	\$ 35,106	20.7%
Horse/Tractor Rides						\$ 1,744	\$ 1,692	\$ 32,704	\$ 36,283	-9.9%
Livestock/Produce						\$ 826	\$ 107	\$ 14,277	\$ 19,347	-26.2%
Mobile Center	1,469	1,371	25,921	23,669	9.5%	\$ 2,389	\$ 1,905	\$ 16,325	\$ 15,639	4.4%
Hudson Mills	3,519	3,410	40,767	40,722	0.1%	\$ 1,019	\$ 959	\$ 17,005	\$ 14,564	16.8%
Oakwoods	16,025	12,824	126,193	119,819	5.3%	\$ 2,867	\$ 3,034	\$ 19,434	\$ 19,630	-1.0%
Lake Erie	13,290	10,470	145,100	130,510	11.2%	\$ 1,434	\$ 1,439	\$ 11,415	\$ 8,573	33.1%
Totals	92,866	106,706	1,623,400	1,497,810	8.4%	46,072	38,041	401,773	354,339	13.4%

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	47	24	792	487	14	15	174	411	4,060	2,957
Wolcott Mill	6	7	478	251	1	0	17	-	1,472	2,510
Wolcott Farm	15	18	565	428	2	2	1,800	950	3,682	2,825
Stony Creek	20	51	1,455	3,623	15	2	1,204	130	16,214	15,885
Indian Springs	39	78	1,434	2,304	0	0	-	-	3,987	3,378
Kensington NC	50	77	1,439	3,434	7	13	319	751	18,885	23,774
Kensington Farm	46	148	567	2,532	0	0	-	-	19	12,001
Mobile Center	54	49	1,469	1,346	0	1	-	25	-	-
Hudson Mills	16	11	418	354	4	2	101	56	3,000	3,000
Oakwoods	81	48	2,512	1,573	4	8	112	1,615	13,401	9,636
Lake Erie	34	25	1,029	554	0	3	-	100	12,261	9,816
Totals	408	536	12,158	16,886	47	46	3,727	4,038	76,981	85,782