

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
February 14, 2013 – 10:30 a.m.
Administration Office

1. Chairman's Statement
2. Public Hearing – Community Recreation Plan
3. Public Participation
4. Minutes
 - A. Jan. 10, 2013 – Regular Meeting Minutes
 - B. Jan. 10, 2013 – Closed Session Minutes
 - C. Jan. 22, 2013 – Special Meeting Minutes
5. Approval of Agenda – Feb. 14, 2013
6. Purchases
 - A. Golf Carts – Lake Erie (pg. 1)
7. **Approval of Consent Agenda – Feb. 14, 2013**
 - a. Financial Statements
 - December 2012
 - January 2013
 - Vouchers
 - December 2012
 - January 2013
 - b. 2012 Budget Amendments pg. 5
 - c. Purchases
 - Vehicles – Police Dept. and Administrative Office pg. 9
 - Handguns – Police Dept. pg. 13
 - d. Donations pg. 27

Regular Agenda

8. Reports
 - A. *Lake St. Clair Metropark*
 1. Bids – Parking Lot Redevelopment pg. 29
 - B. *Kensington Metropark*
 1. Approval – City of Dearborn Easement Agreement pg. 37
 2. Proposal – Metal Roof Snow Retention System Installation pg. 43

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
February 14, 2013 – 10:30 a.m.
Administration Office
Page Two

8. Reports
 - C. *Administrative Office*
 1. Designation of Fund Balance for 2012 **pg. 45**
 2. Appointments – Pension Committee and Retiree Health Care Trust Board of Trustees **pg. 51**
 3. Resolution – Approval of Community Recreation Plan **pg. 53**
 4. Approval – Non-Union Employees Benefits and Compensation **pg. 67**
 5. Proposed Bylaw Amendments **pg. 69**
9. Other Business
10. Director's Comments
11. Commissioners' Comments
12. Motion to Adjourn

A Pension Committee Meeting will take place **prior** to the Thursday, Feb. 14, 2013 Board meeting beginning at 9:00 a.m. at the Administrative Office with a Retiree Health Care Trust meeting immediately following.

The next regular Board of Commissioners meeting will be held Thursday, March 14, 2013 at 10:30 a.m. at the Administrative Office.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Maria van Rooijen, Purchasing Agent
 Project No: ITB-13-001
 Project Title: Golf Carts
 Location: Lake Erie Metropark, Wayne County
 Date: January 31, 2013

Bids Opened: Monday, January 18, 2013 at 2:00 p.m.

Scope of Work: Furnish and Deliver 56 each Golf Carts (gas), replacements at Lake Erie Metroparks. The replacement carts are 9-years-old and represent three-fourths of the fleet. Previously, staff had been replacing carts every 4 – 5 years. Due to budgetary concerns, replacement was extended to nine years which resulted in additional repair costs, to the seats, starter units and batteries, etc. It has now been determine that carts should be replaced every 6 – 7 years.

Due to a better detail warranty, a maintenance agreement is not needed.

Currently only Stony Creek and Huron Meadows is setup for electric golf carts.

<u>Vendor</u>	<u>City</u>	<u>Price</u>
Midwest Golf & Turf	Novi	\$4050.00 - \$226,800.00
Spartan Distributors	Sparta	\$4125.00 - \$231,000.00

*Both companies offered a four year warranty.

INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND WAS SENT TO 36 REGISTERED SUPPLIERS.

Recommendation: That the Board of Commissioners award ITB-13-001 to the low responsive, responsible bidder, Midwest Golf & Turf in the amount of \$226,800.00 as recommended by Purchasing Agent van Rooijen and staff.

2013 Golf Cart Inventory

Park	Total Carts	Qty-Yr.	Model	Hrs Range
Lake Erie	73	56 - 2004	DS-Gas	1300 - 1450
		17 - 2007	Prec-Gas	900

Kensington	71	71 - 2005	Prec-Gas	1250 -1400
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Hudson Mills	61	48 - 2006	Prec-Gas	600 - 700
		10 - 2002	DS-Gas	600 -1100
		3 - 2004	DS-Gas	800

Willow	69	69 - 2006	Prec-Gas	900 - 1050
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Stony Creek	72	72 - 2007	Prec-Electric	
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Indian Springs	70	70 - 2009	DS-Gas	400 - 550
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Huron Meadows	70	70 - 2010	DS-Electric	
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HURON-CLINTON METROPOLITAN AUTHORITY

To: John P. McCulloch, Director
From: Rebecca Franchock, Chief Accountant
Subject: 2012 Budget Amendments – Dec. 31, 2012
Date: February 6, 2013

In order to maintain compliance with 2012 Budget line item appropriation limits, a review has been made of the capital and operation expenditure accounts as of Dec. 31, 2012. As a result of this review, the following appropriation adjustments are being recommended for your approval.

- \$511,800 has been transferred between accounts within different cost centers.
- \$995,500 has been transferred between accounts between different cost centers.

Appropriations totaling \$10,300 were made from the General Fund Reserve for Future Contingency Account for the following items:

1	\$ 1,400	Donations – Kensington Metropark.
2	<u>8,900</u>	Funds needed for Park Secretary transfer.
	<u>\$ 10,300</u>	

Attachment: 2012 Budget Amendments – Dec. 31, 2012

Recommendation: That the Board of Commissioners approve the 2012 Budget Appropriation Amendments – Dec. 31, 2012 as recommended by Director John McCulloch and Controller Lisa Dolan.

Summary of Changes by Cost Center

	Appropriations Transferred Out of Cost Center	Appropriations Transferred Into Cost Center	Appropriations Transferred Within Cost Center	Appropriations From Reserve	Total Appropriations Transferred
<u>Capital Improvements</u>					
Lake St Clair	-	64,300	-		64,300
Kensington	(58,000)	-	-		(58,000)
Lower Huron	(5,100)	5,300	-		200
Hudson Mills	(13,800)	-	-		(13,800)
Stony Creek	-	74,300	-		74,300
Willow	(22,500)	-	-		(22,500)
Oakwoods	(3,700)	-	-		(3,700)
Lake Erie	(4,000)	8,500	-		4,500
Wolcott Mill	(8,600)	-	-		(8,600)
Indian Springs	(9,800)	4,800	-		(5,000)
Huron Meadows	(123,000)	-	-		(123,000)
Administrative Office	(6,400)	177,300	-		170,900
<u>Capital Improvements</u>					
Lake St Clair	(17,100)	26,300	-		9,200
Kensington	-	-	176,800		176,800
Hudson Mills	-	-	2,200		2,200
Stony Creek	-	-	52,000		52,000
Willow	-	-	6,800		6,800
Lake Erie	-	-	2,300		2,300
Wolcott Mill	(2,300)	4,300	-		2,000
Indian Springs	-	-	11,000		11,000
Cost Share Other Agencies	-	800	-		800
<u>Equipment</u>					
Administrative Office	(25,000)	-	-		(25,000)
Kensington	(124,000)	83,200	-		(40,800)
Lower Huron	(17,600)	6,000	-		(11,600)
Hudson Mills	(46,500)	-	-		(46,500)
Stony Creek	-	-	2,300		2,300
Willow	-	-	1,600		1,600
<u>Major Maintenance</u>					
Administrative Office	-	1,500	-		1,500
Lake St Clair	(27,600)	54,000	-		26,400
Kensington	-	1,200	-		1,200
Lower Huron	(1,600)	1,600	-		-
Hudson Mills	-	400	-		400
Stony Creek	(3,400)	1,800	-		(1,600)
Willow	-	22,100	-		22,100
Lake Erie	(9,500)	-	-		(9,500)
Indian Springs	(15,000)	25,000	-		10,000
Huron Meadows	(1,000)	8,700	-		7,700

Operations

Central Pool	-	1,000	-		1,000
Lake St Clair	(17,000)	11,000	37,000		31,000
Kensington	(74,800)	4,900	96,600	1,400	28,100
Lower Huron	(25,000)	24,600	8,400		8,000
Resident Houses	-	1,400	-		1,400
Hudson Mills	(16,000)	-	23,100		7,100
Stony Creek	(11,000)	-	40,700		29,700
Willow	(22,900)	10,300	9,500		(3,100)
Lake Erie	(6,100)	13,700	7,200		14,800
Wolcott Mill	-	-	1,900		1,900
Indian Springs	(400)	12,000	19,700		31,300
Huron Meadows	-	7,500	7,100		14,600
Natural Resources	(17,700)	51,200	5,600		39,100
South Metro Pkwy	-	700	-		700
Administrative Office	(259,100)	285,800	-	8,900	35,600
Total Adjustments	<u>\$ (995,500)</u>	<u>\$ 995,500</u>	<u>\$ 511,800</u>	<u>\$ 10,300</u>	<u>\$ 522,100</u>



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Administrative Services Manager
Subject: Vehicle Purchases for 2013
Date: January 31, 2013

A total of \$203,000 was Included in the 2013 budget for the purchase of the following vehicles:

- Three (3) Police patrol vehicles budgeted at \$66,000
- Three (3) Police SUVs budgeted at \$87,000
- Two (2) SUVs for the Engineering Department budgeted at \$50,000

Attached is a report that details the justification for the new vehicle purchases and the disposition of the existing vehicles. Life expectancy of the vehicles, mileage, and maintenance costs are all considered when disposing of vehicles. Several of the existing vehicles will be sent to auction later this year and several will be utilized as pool vehicles or will replace higher mileage/higher maintenance vehicles in another park/department.

One of the Ford Explorers originally designated for the Engineering Department will be reassigned to the director. The Chevy Cruz purchased in 2012 for the director will be reassigned as a pool vehicle and the purchase of a second vehicle for Engineering will be postponed until 2014.

After reviewing the cooperative purchasing contracts from the state of Michigan, Oakland County, and Macomb County, it is recommended that the following vehicles be purchased:

- **Lafontaine Chrysler-Jeep Dodge** (Oakland County contract)
3 – 2013 Dodge Charger Police Vehicles TOTAL: **\$63,882**
- **Signature Ford** (Macomb County contract)
3 – 2013 Utility Police Interceptors TOTAL: **\$81,237**
2 – 2013 Ford Explorers TOTAL: **\$52,231**
- Total Vehicle Expenditure** **\$197,350**

The overall expenditure for vehicles is \$5,650 under the total budgeted amount.

Attachment: Budgeted Vehicle Replacement Justification

Recommendation: That the Board of Commissioners award the purchase of vehicles to Lafontaine Chrysler-Jeep Dodge for the purchase of three Dodge Charger Police vehicles at a cost of \$21,294 each; and to Signature Ford for the purchase of three 2013 Police Interceptors at a cost of \$26,289 each, and two 2013 Ford Explorers at a cost of \$52,231 as recommended by Administrative Services Manager Stone and staff.

2013 - Budgeted Vehicle Replacement Justification

Police Cars	Make/Model	Mileage	Maint. Costs	Faster Points	Disposition of vehicle
339	2006 Chev Impala	69,560	\$8,724.00	12.7	Transfer to AO Pool to replace #410 w/high miles
415	2007 Chev Impala	99,147	\$11,130.39	15	To auction high miles, high maint. Costs
423	2007 Chev Impala	79,919	\$8,114.62	13.3	Transfer to KMP Ops to repl. #52 '06 Taurus (14 pts)
Police SUV's					
437	2010 Ford Explorer	86,249	\$5,836.00	8.6	Transfer to Eng. To replace #858 w/137,618 miles
622	2008 Ford Explorer	93,996	\$7,600.40	11.3	Auction or transfer
627	2008 Ford Explorer	97,220	\$7,226.67	11.4	Auction
Engineering					
411	2008 Ford Explorer	105,000	\$6,180.00	11.3	Auction/avg miles per year 25,000
898	2007 Ford Explorer	137,618		15	Replaced with 437

Notes: Point system is based on Faster's evaluation of life expectancy, maint. costs and mileage (15 pts. Max)
 Police vehicles need to be rotated to even out mileage, high usage on newer vehicles
 #437 (35,000 miles per/yr) # 622 and 627 (20,000 per year)
 One or two vehicles may be kept to distribute for park use to alleviate the pay out to employees presently using their own vehicles for company business

Prepared by Sherrie Borchardt 1-15-2013



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Maria van Rooijen, Purchasing Agent
 Project No: ITB-13-002
 Project Title: Glock Handguns
 Location: Police Department
 Date: January 31, 2013

Bids Opened: Friday, January 18, 2013 at 2:00 p.m.

Scope of Work: Furnish and deliver 40 each Glock Model 27 Generation 4 handguns to the Police Department. Currently Police Department employees carry their own handguns. If the Metroparks provide handguns, it would save money on ammunition and gun accessories.

Due to Glock setting a standard price for all police agencies for their handguns, all vendors must bid the same price, provide the same accessories and issue the same Lifetime limited warranty provided by Glock. The Metroparks cannot purchase directly from Glock. The low bidder was determined based on the customer service provided to Metroparks in the past.

Glock is the vendor of choice for a lot of police agencies, carrying either the Model 22 or 27 handgun.

Attached is the Police Department handgun request and policy for carrying a weapon.

<u>Vendor</u>	<u>City</u>	<u>Amount</u>
CMP Distributors	Lansing	\$16,360.00
Michigan Police Equipment Co.	Charlotte	\$16,360.00

INVITATION FOR BIDS WERE POSTED ON MICHIGAN INTER GOVERNMENTAL WEBSITE AND WAS SENT TO 47 REGISTERED SUPPLIERS.

Staff received one additional bid late.

Attachment: Police Department Handgun Policy

Recommendation: That the Board of Commissioners award ITB No 13-002 to the low responsive, responsible bidder, CMP Distributors in the amount of \$16,360.00 as recommended by Purchasing Agent van Rooijen and staff.

Huron-Clinton Metropolitan Authority Police Department

GENERAL ORDER		Number 5.13
Subject Use of Weapons – Authorized Weapons		
This Policy Supersedes All Previously Issued Correspondence Relative to This Topic		
Effective Date 15 July 2005	Approved 1 June 2005	Chief George Phifer
Review History (Dates)		
Distribution All Personnel		No. of Pages 9

I. POLICY:

This Department recognizes and respects the value and special integrity of each human life. In vesting law enforcement officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this agency that law enforcement officers shall use only authorized weapons and they shall use them only within the scope of their training and abilities.

In addition, in order to provide reasonable control and oversight, as well as effective training, the Department, through this directive, will specify the weapons that members are authorized to carry and use.

II. PURPOSE:

The purpose of this order is to establish policy and procedure specifying the various types of weapons, as well as the training and proficiency standards required for members to carry or use the issued/authorized weapons of this department.

III. DEFINITIONS:

- A. **"Aerosol Subject Restraint"** (ASR) is an issued/authorized self defense spray device to be utilized in accordance with applicable department policies.
- B. **"Firearm"** is an issued/authorized weapon to be utilized in accordance with applicable department policies.
- C. **"Handcuffs"** are an issued/authorized temporary restraint device intended to restrict and control a subject's actions, to provide for officer safety and security, and to be utilized in accordance with applicable department policies.

IV. WEAPONS – GENERAL:

A. Authorized Weapons/Equipment/Circumstances:

- 1. Duty Weapon:
 - a. Authorized types:
 - (1) Revolver – Double Action.
 - (a) Six round minimum capacity for patrol duty.
 - (b) Five round minimum for plain clothes or office duty.
 - (2) Pistol – Double action first shot, or Safe Action (five [5] pound minimum trigger pull for first shot).
 - (a) Six round minimum magazine capacity.

Huron-Clinton Metropolitan Authority Police Department

- b. Authorized manufacturers: The Firearms Training Team shall periodically publish a list of authorized firearms, by make and model, that have been approved by the Chief. Firearms not on the current list of authorized firearms are not authorized for on-duty or off-duty carry by HCMA officers, except as otherwise permitted under section 5.13,IV,B.1, below.
- c. Authorized calibers: The Firearms Training Team shall periodically publish a list of authorized calibers that have been approved by the Chief. Ammunition not on the current list of authorized ammunition is not authorized for on-duty or off-duty carry by HCMA officers, except as otherwise permitted under section 5.13,IV,B.1, below.
- d. Authorized barrel lengths:
 - (1) Uniformed Patrol – 3 ½” minimum, 6” maximum
 - (2) Plain clothes assignment – 2” minimum, 6” maximum.
 - (3) Uniformed Command Officers:
 - (a) When primarily assigned to patrol duty – Uniformed Patrol Standards.
 - (b) When generally assigned to office duty – Plainclothes standards.
- 2. Back-up pistols/revolvers may be carried provided that at a minimum they meet the above requirements for plain clothes assignment.
- 3. Off-duty weapons – The carrying of weapons off-duty is not mandatory. However, sworn officers who elect to carry weapons off duty are governed by this policy, and off duty weapons must meet the above minimum requirements for plain clothes assignment.
- 4. Carbine/Rifle (May be carried only with written authorization of the Chief):
 - a. Authorized action types:
 - (1) Semi-automatic;
 - (2) Bolt action.
 - b. Authorized manufacturers: The Firearms Training Team shall periodically publish a list of authorized firearms, by make and model, that have been approved by the Chief. Firearms not on the current list of authorized firearms are not authorized for on-duty or off-duty carry by HCMA officers, except as otherwise permitted under section 5.13,IV,B.1, below.
 - c. Authorized calibers: The Firearms Training Team shall periodically publish a list of authorized calibers that have been approved by the Chief. Ammunition not on the current list of authorized ammunition is not authorized for on-duty or off-duty carry by HCMA officers, except as otherwise permitted under section 5.13,IV,B.1, below.
- 5. Shotgun:
 - a. Authorized types:
 - (1) Pump Action;
 - (2) Semi-automatic.
 - b. Authorized manufacturers: The Firearms Training Team shall periodically publish a list of authorized firearms, by make and model, that have been approved by the Chief. Firearms

Huron-Clinton Metropolitan Authority Police Department

not on the current list of authorized firearms are not authorized for on-duty or off-duty carry by HCMA officers, except as otherwise permitted under section 5.13, IV, B.1, below.

- c. Authorized calibers: 12 gauge only
- 6. Ammunition: All ammunition for use and carry in authorized firearms, both on and off duty, shall only be that ammunition that is issued by the Department, subject to the exceptions in Section 5.13, IV, B.1, below.
- 7. Chemical Aerosol Spray: Only that Chemical Aerosol Spray issued by the Department is authorized for carry and use by Department Personnel, provided the officer carrying/using the Chemical Aerosol Spray is trained and current as per Department Policy.
- 8. Baton: Only expandable batons, such as the ASP Expandable baton, are authorized for Department use, provided the officer carrying/using the baton is trained and current as per Department Policy.
- 9. Conducted Energy Weapon (Taser®): Refer to Section 5.14 for Policy and Procedure

B. PROHIBITED WEAPONS/USES:

- 1. Members are prohibited from carrying/using, in the line of duty, weapons that are not otherwise specifically authorized by this policy, or otherwise authorized by Special Order for a particular circumstance or situation.
 - a. This policy does not prohibit the possession, carry or use of firearms or other weapons during the course of legitimate hunting or sporting events.
 - b. Sworn officers who also possess a Concealed Pistol License are governed by this policy at all times they are carrying concealed firearms.
- 2. At no time shall an officer unnecessarily brandish or use any weapon as an intimidation device.
- 3. Weapons shall not be exhibited or displayed contrary to Section V herein, except when necessary for legitimate law enforcement purpose.
- 4. The carrying or use of any non-approved weapon shall be strictly prohibited. Prohibited weapons include, but are not limited to, “sap gloves”, “saps”, “black jacks”, “billy clubs”, “brass knuckles” or “martial arts” weapons.
- 5. Officers may carry folding pocket knives of legal length and description. Knives are to be routinely utilized as utility tools, rather than as weapons.
- 6. Unless a tool, weapon or implement has been specifically authorized for use in this order, its use is strictly forbidden.
- 7. The use of equipment or other objects not designed or designated as weapons, but used as such, requires extreme and urgent circumstances as defined in the “Last Resort” section of the Use of Force policy, found elsewhere in this manual. Such use will generally be treated as the use of deadly force.
- 8. No officer shall modify, alter, or change in any manner the issued/authorized tools, weapons or implements approved for carry under this policy without permission of the Chief or his designee.

V. PROCEDURES - GENERAL:

Huron-Clinton Metropolitan Authority Police Department

A. Use of Force Training:

1. All sworn members shall successfully complete:
 - a. Department firearms training – Elements of this training may include, but are not be limited to, low light firing, cold or inclement weather firing, decision making skills, multiple adversaries, simulation or role-playing scenarios, concealed carry training, proficiency testing, and the department's use of force policy. At a minimum, Department firearms training shall include qualification on the M.C.O.L.E.S. basic level firearms qualification course(s), using the M.C.O.L.E.S. standards for basic level police training.
 - b. Training with any authorized weapons, prior to their issue or carry: This shall apply to restraint devices, aerosol weapons, and any other weapons with which the officer is equipped or is authorized to carry.
2. All sworn members assigned to field duties or activities, including detectives and supervisors, shall successfully complete a department approved defensive tactics training program on a periodic basis. Elements of this training may include, but are not be limited to, handcuffing, weapon retention, pressure point control techniques, joint locks, come-alongs, the resistance/control continuum, resistance/control reporting procedures, decision making and the department's use of force policy.

B. SAFETY AND SECURITY OF WEAPONS:

Officers are responsible for the safe and secure storage of weapons, whether in the workplace, or elsewhere.

1. In the workplace:
 - a. Weapons shall be safely handled at all times.
 - b. Weapons shall not be left unattended unless properly secured.
 - (1) Weapons placed in "gun boxes" shall be secured by locking the gun box and taking the key.
 - (2) Weapons left in lockers may be left loaded, as long as the locker is properly secured with a lock.
 - c. Handling of weapons shall be kept to a minimum. Situations where handling of weapons is permissible include:
 - (1) Start and end of shift, while changing into or out of uniform, or during weapon inspections conducted by a supervisor;
 - (2) Maintenance by a departmentally approved weapon instructor or armorer;
 - (3) During training classes, under the direction of a departmentally approved trainer;
 - (4) Whenever necessary for a law enforcement related purpose, such as securing a weapon prior to entering a holding cell, etc.;
 - (5) Cleaning in designated areas.
2. In the home:
 - a. Weapons shall be safely handled at all times.
 - b. Weapons left unattended in the home, or elsewhere, shall be secured, so as to keep them

Huron-Clinton Metropolitan Authority Police Department

away from children or other unauthorized persons.

3. The Department shotguns and carbines/rifles will be stored in secured gun locker in the police department:
 - a. Shotguns, carbines and rifles carried in regularly assigned marked patrol vehicles shall only be carried in approved locking devices that are specifically fitted to the particular weapon.
 - b. When no locking device is in the vehicle, the weapon shall be carried in a case in the locked trunk of the patrol sedan, or in a case and out of sight in the patrol truck or SUV.
 - c. Officer electing to take a supplemental weapon for road patrol must be qualified to carry the weapon by the department firearms instructors.
 - d. Officers will follow procedures for getting their supplemental weapons cruiser ready per this general order.

C. HANDCUFFS AND RESTRAINTS:

1. The purpose of handcuffs, flex cuffs, or transport handcuffs is to restrain the movements of a subject in a manner that provides a safe means of transportation for officers and others. Restraints also control further physical resistance from a subject. Only the department issued/authorized restraint devices may be used.
2. Subjects taken into custody should be handcuffed behind their back. This is to assure the safety of the officer and other citizens. The exceptions to this rule are:
 - a. When the subject has an injury that does not permit his/her arms to move behind the back;
 - b. When the subject's age, physical condition, or physical limitations may also indicate a change in this procedure is appropriate at the officer's discretion;
 - c. Juvenile status offenders, if they are compliant to the officer's directions;
 - d. When one of the conditions listed above exists, the subject should be handcuffed in front, if possible.
3. Whenever handcuffs are applied, they shall be double locked. The exception to this rule is when, due to the arrest environment, it would be tactically unsafe. Handcuffs will be double locked as soon as possible after exiting the unsafe environment.
4. To assure proper safety for officers, all subjects will be handcuffed before being searched, provided an exception to the handcuffing requirement does not exist.
5. When transporting a handcuffed subject, the officer shall attempt to assure that unnecessary tightness does not occur during use (fingertip space/gap).
6. Except under exceptional circumstances, officers shall not handcuff a subject to fixed objects such as posts, vehicles, buildings, etc.
7. If an officer encounters resistance after applying handcuffs, the officer should utilize reasonable control techniques to prevent injuries to the officers or injuries to the subject.
8. Use of alternative restraint devices, such as flex cuffs, leg ties, or hobbles, shall be limited to situations in which standard departmental restraint devices are unavailable or insufficient to safely secure suspects.
9. "Hog-tying" and other types of restraint that involve bending a person so as to connect his or

Huron-Clinton Metropolitan Authority Police Department

her hands and feet should be avoided. Officers shall avoid restraint and transport techniques that place individuals into positions that restrict breathing.

D. AEROSOL SUBJECT RESTRAINTS (ASR):

The purpose of the ASR is to provide members with a safe and effective control option. ASR's provide for the temporary incapacitation of subjects while providing a high degree of safety for both the officer and the subject.

1. ASR's may be employed by trained personnel in the following situations:
 - a. To affect custody during a lawful arrest of a subject(s) who physically resists or threatens to physically resist by assuming an aggressive posture, and who does not comply with verbal requests.
 - b. To defend oneself, another officer or citizen from attacks by a subject or animal.
2. The ASR must be carried in a manner opposite "gun hand" that provides for the adequate security and retention of the ASR when not in use.
3. In the event an officer is personally threatened with an ASR, the officer may use that degree of force necessary to defend against the assault, based upon the totality of the circumstances.
4. After use Procedures:
 - a. After a subject has been exposed to the ASR, the officer should:
 - (1) give momentary pause before moving in to establish control, to insure the ASR has begun to produce the expected effect;
 - (2) penetrate the gap to establish control and handcuff;
 - (3) provide verbal directions and positive reinforcement to reassure the subject that the level of discomfort being experienced is only temporary, and will pass.
 - b. Persons coming into contact with ASR's shall:
 - (1) Be treated with exposure to fresh air (face into wind, fan, etc.) and/or allowed to wash with copious amounts of flowing water;
 - (2) A neutralizing spray may also be used to counter the effects of the chemical spray.
 - c. The subject shall be checked by EMS if:
 - (1) they appear to be injured from the use of this spray;
 - (2) if they request medical attention.
 - d. Persons who do not substantially recover from the effects of the ASR after a reasonable time shall be transported to a medical facility for treatment.

E. FLASHLIGHTS:

1. Only the department issued or approved flashlight may be used.
2. The flashlight may not be used as an offensive weapon.
3. Officers trained to use the flashlight defensively, may use it to defend themselves, another officer, or a citizen from attack by a subject or animal.

Huron-Clinton Metropolitan Authority Police Department

F. FIREARMS:

The purpose of the firearm is to provide members an effective control option when faced with deadly force confrontations.

1. Only those firearms and ammunition that are issued/authorized by the department shall be carried while on or off duty.
2. Officers shall fire a passing score with all issued/authorized firearms on the department approved combat proficiency course on an annual basis.
 - a. This requirement applies to all firearms, including the primary duty weapon, back up weapon, shotgun, carbine or rifle, or any other firearm authorized or approved for law enforcement purposes.
3. Handguns and ammunition will be carried;
 - a. By uniformed personnel in the issued/approved holster and ammunition carrier.
 - b. Plainclothes and administrative personnel shall carry their handguns in a holster that provides safety and security.
 - c. All on-duty Department Officers shall carry at a minimum one full reload for their primary duty handgun, and said reload shall be carried in an appropriate and accessible manner.
4. Carbine/Rifle Care and Handling:
 - a. Each rifle will be secured in the vehicle a "CAR READY RIFLE" condition.
 - (1) A rifle is "car ready" when:
 - (a) The safety is in the "ON" position.
 - (b) The slide/bolt is cycled and the chamber is checked to assure it is empty.
 - (c) The slide/bolt is forward.

NOTE: Before handling any rifle officers are required to ensure that the safety is "ON."

- b. Safety and Responsibility:
 - (1) Officers will follow the department General Order for the use of firearms when using the rifle.
 - (2) Firing the rifle will be done with the knowledge of the physical characteristics of a fired rifle bullet in mind.
 - (3) When carrying the rifle, the muzzle will be pointed in a safe direction.
- c. Magazines and ammunition:
 - (1) Each officer shall carry at least one additional loaded magazine for the department carbine/rifle.
 - (2) Each officer will be responsible for the cleanliness and condition of his/her magazines.
 - (3) Only ammunition authorized and issued by the department will be used.
 - (4) Each officer will check for factory imperfections in the ammunition issued to him/her and return any ammunition that has apparent defects to the District Instructor.
 - (5) Any ammunition that becomes damaged, or of questionable integrity, will be replaced.

Huron-Clinton Metropolitan Authority Police Department

5. Shotgun Care and Handling:

- a. Officers have the option of carrying a department shotgun for duty use, providing they have met the qualification requirements.
- b. The departmental shotguns will be stored in a locker near the roll call room. The secured locker will hold duty shotguns and carrying cases.
- c. Officers who have qualified to carry shotguns will be issued duty ammo for the shotguns.
- d. Shotguns will be carried in their soft covers and placed in the trunk of the officer's duty patrol vehicle, or in the appropriate locking shotgun racks.
- e. Shotguns will be carried with the chamber empty, bolt closed and safety on.
- f. Officers shall not chamber a round or take the safety off until the shotgun is out of the car and pointed in a safe direction, *and* there is immediate necessity to do so.
- g. Officers shall always store the shotgun with the safety on and the action open.
 - (1) The only time the trigger should be pulled is to fire the weapon.
 - (2) Officers will be responsible for the cleanliness and condition of the weapon assigned.

VI. PROCEDURES FOR FIREARMS USE:

A. The use of a firearm is categorized as deadly force as described in the Use of Force policy found elsewhere in this manual. The use of a firearm must be in strict compliance with the deadly force sections of the Use of Force policy.

B. The use of a firearm is also authorized:

1. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured, or;
2. While on the firing range during recognized firearms training program.

VII. REPORTING REQUIREMENTS:

When ever an officer uses an issued/authorized weapon as a means of controlling resistive behavior, or uses any other object as a weapon pursuant to the "Last Resort" provisions of the Department's Use of Force policy, a report will be completed by the officer in charge.

VIII. TRAINING AND QUALIFICATION:

A. This department is committed to the belief that increased training enhances professionalism and decreases the likelihood of injury, to both the officer and the subject. Because of this commitment, appropriate training in the proper use of department issued and/or authorized weapons is considered mandatory as defined in the Training Policy found elsewhere in this manual.

B. Continued proficiency in defensive tactics techniques and the use of issued/authorized weapons is recognized as a required job skill, necessary to continued employment as a police officer.

C. Failure to successfully complete the required training at the required frequencies, or to demonstrate proficiency in the use of any issued/authorized weapon, will result in one or both of the following administrative actions:

1. the revocation of authorization to carry or use the weapon in question;

Huron-Clinton Metropolitan Authority Police Department

2. discipline, up to and including discharge. Prior to resorting to disciplinary action, the department will take whatever reasonable steps are necessary to provide the officer with additional or remedial training so that the required level of proficiency can be achieved.

IX. COMPLIANCE:

Violations of this policy, or portions thereof, may result in disciplinary action up to and including termination.

X. OFFICERS ASSIGNED TO OTHER AGENCIES:

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this policy.

XI. APPLICATION:

This order constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.



HURON-CLINTON METROPOLITAN AUTHORITY POLICE DEPARTMENT

7-D-b-2

Receipt for Badge(s), ID Card, P&P Manual, Weapon, etc...

I, (print name) _____, acknowledge receipt of Photo Identification Card bearing my name, photo and MITN number, and HCLAPD Badges and items as indicated below.

Receiving employee shall initial by each listed item received and list the date the item was received.

<input type="checkbox"/> Breast Badge # _____ Date Rcd _____	<input type="checkbox"/> Hat Badge # _____ Date Rcd _____
<input type="checkbox"/> Breast Badge # _____ Date Rcd _____	<input type="checkbox"/> P&P Manual # _____ Date Rcd _____
<input type="checkbox"/> Wallet Badge # _____ Date Rcd _____	<input type="checkbox"/> Other Item _____ Date Rcd _____
<input type="checkbox"/> Duty Weapon # _____ Date Rcd _____	<input type="checkbox"/> Other Item _____ Date Rcd _____

I acknowledge that the ID card, P&P Manual, Duty Weapon and all HCLAPD badges are property of the Huron-Clinton Metropolitan Authority, are subject to all HCMA regulations pertaining to HCMA property and shall be surrendered immediately upon termination of my employment from HCLAPD, regardless of the reason for the termination, or at any time prior to termination when directed to surrender the ID card, P&P Manual, Duty Weapon and/or badge(s) by a superior officer. Failure to return said property may result in criminal prosecution.

I further acknowledge that I shall not at any time during my employment with the HCMA, carry on my person any Identification Card or Badge that purports to identify me as an active duty law enforcement officer for any other agency, excepting Identification Card(s) and Badge(s) issued by another law enforcement agency for which I work as a certified police officer and for which employment I have permission in accordance with HCLAPD Policy and Procedure. I further acknowledge that I will adhere to HCLAPD policies, for carrying a weapon and department issued equipment.

Signature Date

Authorizing Supervisor Signature Printed Name Title/Rank

The above listed ID Card, Badge(s), P & P Manual, Duty Weapon, and other items have been surrendered to me on this date _____

Receiving Supervisor Signature Printed Name Title/Rank



HURON-CLINTON METROPOLITAN AUTHORITY

7 - E
Meeting of February 14, 2013

To: Board of Commissioners
From: John P. McCulloch, Director
Subject: January Donations
Date: January 31, 2013

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

1. Donald Caley made a \$6,000 cash donation for the construction of a flower garden with benches surrounding the flagpole at the East Boat Launch at Kensington Metropark.
2. Excelda Manufacturing employees made a \$450 donation for the Daddy-Daughter Dance at Kensington Metropark at the Farm Center.

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



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Laura Martin, Supervising Design Engineer
 Project No: 502-12W
 Project Title: Bids - Parking Lot Redevelopment
 Project Type: Capital Improvement
 Location: Lake St. Clair Metropark, Macomb County
 Date: January 31, 2013

Bids Opened: Thursday, January 24, 2013 at 2:00 p.m.

Scope of Work: Work to include reconstruction of 11,000 square yards of the Main Parking Lot and Park Road, construction of a new storm water conveyance system to redirect storm water flows from the Black Creek to the Point Rosa Marsh, construction of a new parking lot at the Nature Center, pavement sealing and new pavement marking on existing pavement surfaces not to be reconstructed in this project. Project will reduce the total area of impervious surface, increase green space, implement storm water best management practices, replace aging infrastructure and improve vehicular and pedestrian circulation. The parking lot and associated infrastructure was originally constructed in 1950. Its pavement is nearing the end of its useful life, and its storm sewer system is deteriorated and failing.

The Authority has received two grants with combined totals of \$1.5 million for the completion of this project from the U.S. Environmental Protection Agency, under the Great Lakes Restoration Initiative. Please see the attachment for a complete update on this project.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Dan's Excavating, Inc.	Shelby Township	\$3,028,189.18
Nagle Paving Company	Novi	\$3,118,377.65
Teltow Contracting, Inc.	Casco	\$3,299,199.00
Pro-Line Asphalt Paving Corp.	Washington	\$3,448,738.89
M.L. Chartier Excavating, Inc.	Fair Haven	\$3,449,665.05
Angelo Construction Company	Warren	\$3,597,820.50
Ajax Paving Industries, Inc.	Troy	\$3,616,817.08
Cadillac Asphalt, LLC	Clarkston	\$3,694,102.06
D&R Earthmoving, LLC	Howell	\$3,764,898.30
Bernco, Inc.	St. Clair Shores	\$3,849,414.51
Barrett Paving Materials, Inc.	Ypsilanti	\$3,874,833.00
Total Budget Amount for Contract Services and Administration		\$3,300,000.00
Proposed Work Order Amount		
Contract Amount – Dan's Excavating, Inc. (Rounded)		\$3,030,000.00
Contract Administration		<u>\$ 200,000.00</u>
Total Proposed Work Order Amount		\$3,230,000.00
Funds to be returned to Fund Balance		\$ 70,000.00

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, Michigan BIDNET, Construction News Service, HCMA Web Site, Builders Exchange of Michigan, McGraw Hill Dodge, Builders Exchange of Lansing and Central Michigan.

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

<i>DiPonio Contracting, Inc., Shelby Township</i>	<i>L. D'Agostini and Sons, Inc., Macomb Township</i>
<i>Wenn Seal Coating & Striping, Adrian</i>	<i>Motor City Electric, Detroit</i>
<i>Industrial Fence and Landscaping, Inc., Detroit</i>	<i>Advanced Underground Inspection, Westland</i>
<i>Pavex Corporation, Treton</i>	<i>State Barricades, Warren</i>
<i>Hart & Associates Construction LLC, Detroit</i>	<i>Warren Contractors & Development, Waterford</i>
<i>Stante Excavating, Wixom</i>	<i>Landscape Services, Clinton Township</i>
<i>Metropolitan Power & Lighting, Inc., Imlay City</i>	<i>D & E Landscaping and Grading, Richmond</i>
<i>J.T. Maurer Building Company, Plymouth</i>	<i>P.K. Contracting, Troy</i>
<i>Florence Cement Company, Shelby Township</i>	<i>The Garrison Company, Farmington Hills</i>
<i>Jensen Bridge and Supply Company, Sandusky</i>	<i>Sterling Topsoil & Grading, Inc.; Sterling Heights</i>
<i>Blaze Contracting, Detroit</i>	<i>Play Environments, Holland</i>
<i>Fiore Enterprises, LLC, Washington</i>	<i>James P. Contracting, Inc., Washington</i>
<i>Wade's Electrical Contracting, Inc., Washington</i>	<i>Ahern Contracting, Inc., Chesterfield</i>
<i>Dean Marine \$ Excavating, Clinton Township</i>	<i>Weyand Bros., Inc., Saginaw</i>
<i>Construction Consulting & Testing, Waterville</i>	<i>CTI & Associates, Wixom</i>
<i>Cortis Brothers Trucking & Excavating, Marine City</i>	<i>D.L.F., Inc., Romeo</i>
<i>Michigan State Electric/ Airport, Charlotte</i>	<i>G2 Consulting Group, LLC, Troy</i>
<i>Pavement Recycling, Inc., Imlay City</i>	<i>Commerce Const. & Landscaping, Inc., Milford</i>
<i>Bell Landscaping, LLC, Saginaw</i>	

Attachment: Project Status Update and Summary, Parking Lot Redevelopment

Recommendation: That the Board of Commissioner award Contract No. 502-12W to the low responsive, responsible bidder, Dan's Excavating, Inc. in the amount of \$3,028,189.18 and that \$70,000.00 of Capital Improvement funds be returned to Fund Balance as recommended by Supervising Design Engineer Martin and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: John P. McCulloch Director
 From: Laura Martin, Supervising Design Engineer
 Subject: Project Status Update and Summary, Parking Lot Redevelopment
 US EPA Great Lakes Restoration Initiative (GLRI) Grant Numbers GL
 00E00862 and GL-00E01117-0
 Project Type: Capital Improvement
 Location: Lake St. Clair Metropark, Macomb County
 Date: January 31, 2013

Design of the Parking Lot Redevelopment at Lake St. Clair Metropark is complete, the project was advertised on Jan. 7, 2013, bids were received on Jan. 24, 2013, and bid tabulation has been prepared. Eleven bids were received, ranging from \$3,028,189 to \$3,874,833. Bid results will be presented to the Board of Commissioners at its Feb. 14, 2013 meeting. Construction must begin early in 2013 in order to meet the Nov. 29, 2013 completion date, as required under our GLRI Grant agreements. A project status update and project summary is given below.

General Project Description

The Parking Lot Redevelopment project will redesign and reconstruct the Main Parking Lot, its configuration and storm water conveyance system, in order to reduce its total area of impervious surface, increase green space, implement storm water best management practices, replace aging infrastructure and improve vehicular and pedestrian circulation. The parking lot and associated infrastructure was originally constructed in 1950. Its pavement is nearing the end of its useful life, and its storm sewer system is deteriorated and failing.

The project will decommission portions of the existing storm sewer system and will eliminate the existing discharge to the Black Creek (which in turn flows to the Lake St. Clair shoreline). It will reduce, capture and redirect storm water runoff away from the Black Creek to the east, and toward the coastal marshlands to the west, where biological treatment of pollutants can occur. It will accomplish this by constructing a series of conveyances within the parking lot and extending them to the northeasterly edge of the Point Rosa Marsh. These conveyances will include vegetated swales, wetlands, rain gardens and canals. The project will redevelop the parking lot to add green space, and to segregate parking areas to improve their relationship to use areas within the park. The project will also redevelop the access drives to and within the lot to improve vehicular and pedestrian circulation. The project coordinates with the EPA GLRI Coastal Marshlands Restoration grant project (currently being undertaken in partnership with Macomb County), which will improve wetland habitat in the Point Rosa Marsh.

It is estimated that a project to redevelop the entire 42-acre main parking lot could be in the \$4,000,000 - \$6,000,000 range. Therefore the project must be developed in phases, and the current undertaking represents the initial stages of a larger multi-year effort. This initial undertaking will focus on redeveloping the northerly and westerly portions of the parking lot. Existing pavements on the southerly and easterly side of the lot will be retained and rejuvenated.

But even as an initial effort, the project will accomplish measurable goals toward improving water quality and native habitats at Lake St. Clair Metropark. It will provide the maximum in improvements and the maximum in meeting the goals of the grants. It will utilize available grant funds to the greatest extent possible, and it will make meaningful progress toward a comprehensive, master-planned parking lot redevelopment plan.

This project, along with others in the Lake St. Clair Metropark area, is important not only to the Authority. It is important to the USEPA and stakeholders throughout the Clinton River Watershed, to address specific Beneficial Use Impairments, toward the ultimate goal of delisting the Clinton River as a USEPA Area of Concern.

GLRI Grant Applications, 2011 and 2012

In April 2011, the Huron-Clinton Metropolitan Authority (HCMA) submitted a grant application to the U.S. Environmental Protection Agency (USEPA) for a grant under the Great Lakes Restoration Initiative (GLRI) for a Phase 1 project to redevelop the main parking lot at Lake St. Clair Metropark. The focus of this grant project was the development of a new storm water conveyance system, revision of the entrance and exit drive, and revisions of select parking areas. The grant application was coordinated by the Authority's Chief of Natural Resources Paul Muelle, with assistance from the firm of ECT, Inc. On Aug. 5, 2011, the USEPA awarded GLRI Grant No. GL 00E00862 to the Authority for the Phase 1 project. The HCMA Board of Commissioners, at its Sept. 8, 2011 meeting, took action to approve the Agreement. The total estimated cost of the Phase 1 project is \$1.65 million. This amount includes the following fund sources:

USEPA Grant Amount, Phase 1	\$1,000,000
HCMA Match: 2013 Capital Improvement Budget item, "Reconstruct Main Parking Lot – Phase 1"	\$ 800,000
HCMA Match, In-Kind Services: Engineering services (Consulting and in-house design services)	<u>\$ 165,000</u>
Total Project Amount, Phase 1	\$1,965,000

Subsequently, in May 2012, the Authority submitted a grant application for a Phase 2 project to continue the Parking Lot Redevelopment effort. The grant application was coordinated by the Authority's Chief Planner Sue Nyquist. This project includes the construction of additional conveyances and further parking lot revisions, with the goal of capturing, redirecting and treating those storm water flows not addressed in Phase 1. On Aug. 24, 2012, GLRI Grant No. GL 00E01117 was awarded to the Authority for Phase 2. Amounts and funding sources for the Phase 2 project are as follows:

USEPA Grant Amount, Phase 2	\$ 500,000
HCMA Match: 2013 Capital Improvement Budget item, "Reconstruct Main Parking Lot – Phase 2"	\$1,000,000
HCMA Match, In-Kind Services: Engineering services (Consulting and in-house design services)	<u>\$ 150,000</u>
Total Project Amount, Phase 2	\$1,650,000
Total Project Amount, Phase 1 and Phase 2	<u>\$3,615,000</u>

Project design began in August 2011, proceeded continuously through 2012, and is complete at this time. The grant agreements were originally structured separately, so that design and construction of each phase would proceed independently. This dictated that two separate design documents and construction contracts be developed, with potentially two separate contractors; and it also dictated that construction would take place over two successive years. Phase 1 must be completed by Sept. 30, 2013, and Phase 2 must be completed by Sept. 30, 2014.

Staff has requested and received approval from the USEPA to combine the design and construction of the Phase 1 and 2 projects into one single undertaking. Approval is conditioned upon the Authority's submittal of a combined Phase 1 and Phase 2 Quality Assurance Project Plan. By doing this, the time, cost and effort of project design and contract administration will be reduced. One contractor will construct both phases in one effort instead of two. Disruption of park operations, and inconvenience to our customers, would be reduced, since construction would involve one undertaking instead of two. All project reporting, cost accounting and administration for each grant would remain separate.

Combined Grant, Phase 1 and 2	
Estimated Total Construction Contract Amount plus	
Construction Engineering by HCMA Staff, Both Phases	\$3,300,000
 Total In-Kind Engineering Services, Both Phases	 \$ 315,000
 Total Project Amount, Phase 1 and Phase 2 Combined	 <u>\$3,615,000</u>

Project Design: Key Design Challenges

Design and construction of the project is being managed by Authority staff. The conceptual design and landscape architectural designs were developed the Authority's Planning Department staff, Tim Philips. Engineering design was prepared by Engineering Department staff, Andrew Caulk. Construction will be performed by a construction contractor retained by HCMA; the construction contract will be administered by HCMA's Field Engineering staff.

The project site and its existing conditions posed several design challenges, as summarized below.

1. The project site is very flat, varying no more than about three-feet across 70 acres. A key element of the design is the reversal of storm water flow, from the existing storm pipe outlet at Black Creek, to a new open-water outlet at the Point Rosa Marsh, approximately 2,500 feet from the existing outlet. A key challenge was to design a series of conveyances, including swales, made wetlands, culverts and canals, which, with minimal hydraulic gradient, can effectively detain and drain storm water with no risk of flooding during a 10-year event. The effectiveness of these open-water conveyances in redirecting flows and reducing storm water pollutants, and their prominence as a design element, was the primary basis of the USEPA grant awards.

2. Existing soil conditions imposed severe limitations on proposed earthwork operations. The site consists of an average of about 5 feet of hydraulically-placed sand, underlain by very loose organic material, over a deep strata very soft clay. It is upon this sand layer that the existing and proposed pavements and conveyances are constructed. These existing soil conditions have rendered impractical any major structural improvements, and they have limited options with respect to hydraulic improvements.
3. The project will impact large areas of the existing parking lot and entrance drive, and the construction season necessarily coincides with the use season. Park operations must be maintained during construction, impact on operations must be minimized, and efficient construction sequencing will be critical to the project's success.
4. Existing utilities and other aging infrastructure to remain in place created numerous conflicts with the proposed storm water conveyances and piping. A detailed analysis of project hydrology (using HEC Hydraulic Modeling System) enabled us to minimize ditch and culvert cross-sectional areas, thus minimizing their impact on existing infrastructure.
5. Reducing the impact of storm water and pollutants is in the forefront of the goals of the project. However, the esthetics of the revised parking lot, and its ability to function efficiently, are critical to the success of the project. These factors will be the most visible elements to the public, and the Main Parking Lot presents one of the first impressions of the park to our visitors. Therefore a great deal of attention was paid to the planning, layout, geometry, circulation patterns, and overall appearance of the lot. Parking areas were segregated to better identify with associated use areas. Existing entry and exit circulation was improved. Plantings were selected and designed, not just for their ability to provide biological treatment of storm water, but also for their landscape architectural qualities.
6. At approximately 4,260 parking spaces the existing lot is oversized for current usage levels. Reduction of pavement area and addition of green space is an important design goal. Therefore, reduction of spaces and pavement area is warranted. During project design, Engineering and Planning reviewed historical data and coordinated extensively with Park staff to verify the optimal capacity and layout of the revised parking lot. Based upon this analysis, 3,383 spaces will be available upon completion of this combined Phase 1 and 2 project. This does not include overflow spaces in turf and roadside areas throughout the park, which are available for occasional (possibly one to two times per year) overflow conditions. With the completion of future phases of construction, the lot's capacity will increase. Ultimate capacity upon completion of the final phase of the lot reconstruction will be 3,560 spaces.
7. As always, the budget placed constraints on the scope of the project. Design details and construction materials were selected to maximize economy while supporting project goals. The principles of value engineering were applied throughout design development. Alternates will be included in the bidding documents to assure that the contract amount matches the project budget to the greatest extent possible. In spite of these constraints, the project will meet the goal stated in the GLRI grant work plan of capturing and biologically treating nearly 100 percent of storm water originating from the lot.

Stakeholders and Project Consultants

HCMA also coordinated the project's development with representatives from several stakeholder agencies during planning and design, to insure maximum input at the project's early stages. Those agencies include: the Macomb County Planning Department, Macomb County Public Works Commissioner, Harrison Township, the Michigan Department of Environmental Quality, the Clinton River Watershed Council and the Southeast Michigan Council of Governments.

Several project elements required specialized consultant services. These services and a description of their scope of work is as follows.

Quality Assurance Project Plan (QAPP): The USEPA GLRI program requires that the project conforms with an approved QAPP. The QAPP is intended to (1) demonstrate project performance, (2) monitor environmental data to characterize specific parameters, and (3) evaluate innovative processes. Staff retained the services of Dr. Shawn McElmurry of Wayne State University's Department of Civil and Environmental Engineering to provide QAPP monitoring services. WSU is also a partner on the Coastal Wetland project, along with Macomb County and the Clinton River Watershed Council.

Hydrologic Design Services: Hydrological modeling and analysis of the proposed storm water system was required, along with coordination of hydrology with the adjacent Coastal Marshlands Restoration project, storm water analyses, conceptual design and related assistance on water conveyance and control systems. Applied Science, Inc., also sub consultant to the firm of ASTI on the Coastal Marshlands Restoration project, was retained to provide these services.

Geotechnical Services: A soil boring program and report covering the proposed project area was necessary to characterize existing subsurface conditions. Services were provided by G2 Consulting Group.

Traffic Design Services: An analysis of the revised lot and connecting drive configurations, including the traffic circles, connecting lanes, lot entrances and exits, was needed to confirm the concept and develop geometry and details. Dr. Peter Savolainen of WSU's Department of Civil and Environmental Engineering was retained to assist in this analysis.

Electrical Engineering Consulting Services: The project will impact the main electrical power service into Lake St. Clair Metropark, as well as portions of the roadway and pedestrian lighting system. The services of the electrical engineering firm of J. A. Lombardo were retained to provide these services.

Hydraulic Modeling Services: Independently of the monitoring program under the QAPP, predictive water quality analyses were performed by the firm of ASTI Environmental, to predict theoretical water quality benefits of the project. This effort will also facilitate the environmental permitting process of the MDEQ.

Grant Reimbursements to HCMA

Grant funds will be requested by HCMA and received from the USEPA periodically throughout the project on a reimbursement basis. Regular project progress reporting to the USEPA will be required under the USEPA Great Lakes Accountability System.

Staff will continue to coordinate the project with local and state agencies, including Harrison Township, Macomb County, the Macomb County Department of Public Works and the Michigan Department of Environmental Quality.

Schedule

The revised project schedule, resulting from combining the Phase 1 and 2 projects into one single undertaking, is based on a revised project completion date of Nov. 29, 2013.

Panned milestones are as follows.

Design Complete	December, 2012
Advertisement for Bids	January 7, 2013
Bid Opening	January 24, 2013
Recommendation of Contract Award	February 14, 2013
Construction Start	March-April, 2013
Completion Date	November 29, 2013



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Susan Nyquist, Chief Planner
Subject: Approval - City of Dearborn Trail Easement
Location: Kensington Metropark, Oakland County

The city of Dearborn (City) is the recipient of a Michigan Natural Resources Trust Fund (MNRTF) grant for the purposes of constructing a trail to provide access from its Camp Dearborn property to the Milford/Kensington Trail.

A grant of easement by the Authority to the City is required to satisfy the MDNR's requirement that the City as MNRTF grant applicant has adequate control of the land underlying the project. The Authority will retain all rights of access and control necessary for its purposes.

Recognizing the value of partnerships between communities when developing recreation lands and specifically trails, Metroparks has supported the City's grant application.

A draft easement agreement conveying perpetual and exclusive right to construct, operate, maintain, repair, and/or replace a recreational non-motorized trail extension at Camp Dearborn within the easement across and through land owned by the Metroparks is attached for Board approval. The draft has been reviewed by the Authority's legal counsel. The final easement document will include language addressing reversion of the proposed easement to the Authority in the event of cessation of the non-motorized trail purpose, and also addressing non-transferability of the easement.

Attachment: City of Dearborn Easement Agreement

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

PERPETUAL EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the HURON CLINTON METROPOLITAN AUTHORITY ("Grantor"), a Michigan public body corporate organized, and operating under the provisions of Act 554, Public Acts of Michigan 2008, as amended, whose address is 13000 High Ridge Drive, Brighton, Michigan 48114, for and in consideration of the sum of One (\$1.00) Dollar paid to Grantor by the CITY OF DEARBORN ("Grantee"), a Michigan Municipal corporation, whose address is 13615 Michigan Avenue, Dearborn, MI 48126, does hereby grant to the Grantee, a perpetual and exclusive right to construct, operate, maintain, repair, and/or replace a recreational non-motorized trail extension at Camp Dearborn located at 1700 General Motors Rd., Milford, MI 48380, within the easement across and through the following described land situated in the Charter Township of Milford, Oakland County, Michigan:

SEE ATTACHED EXHIBIT A

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors, and assigns and the covenants contained herein shall run with the land.

IN WITNESSES WHEREOF, the undersigned hereunto affixed their signature this

_____ day of _____, 2013.

HURON CLINTON METROPOLITAN AUTHORITY,
a public body corporate organized and operating
under the provisions of Act 554, Public Acts of
Michigan 2008, as amended

WITNESSES:

By: _____
ANTHONY V. MARROCCO
Its: Chairman

By: _____
GEORGE PHIFER
Its: Executive Secretary

STATE OF MICHIGAN)
) SS.
COUNTY OF OAKLAND)

On the ____ day of _____, 2013, before me appeared ANTHONY V. MARROCO and GEORGE PHIFER to me personally known who, being sworn by me, did say that they are, respectively, the Chairman and Executive Secretary of the Huron Clinton Metropolitan Authority, and that said instrument was signed and sealed on behalf of the Huron Clinton Metropolitan Authority, by the authority of its Board of Directors, and they acknowledge said instrument to the free acts and deed of the Huron Clinton Metropolitan Authority.

_____, Notary Public
_____, County, Michigan
My commission expires: _____
Acting in _____ County, Michigan

When Recorded Return To:
LICIA A. YANGOUYIAN
City of Dearborn
13615 Michigan Avenue, Ste. 8
Dearborn, MI 48126

Send Subsequent Tax Bills To:
LICIA A. YANGOUYIAN
City of Dearborn
13615 Michigan Avenue, Ste. 8
Dearborn, MI 48126

Drafted By:
LICIA A. YANGOUYIAN
City of Dearborn
13615 Michigan Avenue, Ste. 8
Dearborn, MI 48126

Tax Parcel # part of 16-10-301-010

Recording Fee: \$20.00 Revenue Stamps:

Exempt MCL 207.505(a) and
MCL 207.526(a)



Spicer Group
230 S. Washington Avenue
Saginaw, MI 48607-1286
TEL (989) 754-4717
FAX (989) 754-4440
www.SpicerGroup.com

DWG. NO.: A-26961-2

EASEMENT SKETCH FOR: City of Dearborn
4500 Maple Road,
3rd Floor
Dearborn, MI 48126

DATE: November 30, 2012

EASEMENT SKETCH OF:

Proposed Pathway Easement:

A strip of 30.00 feet in width in part of the Southeast 1/4 of the Southeast 1/4 of Section 9, T.2 N.- R.7 E., Milford Township, Oakland County, Michigan, the sidelines of said strip of land being 15.00 feet, measured at right angles, each side of the following described centerline: To fix the point of beginning, commence at the intersection of the South line of Section 9 and the East 1/8 line of said Section; thence N.86°-32'-25"E., on said South line, 65.08 feet; thence N.03°-27'-35"W., perpendicular to said South line, 90.52 feet to the point of beginning of said centerline description and the northerly edge of the existing pathway; thence N.08°-33'-23"E., 195.61 feet; thence on the arc of a 50.00 foot radius curve to the left, 5.00 feet, said arc being subtended by a chord bearing and distance of N.05°-41'-37"E., 4.99 feet; thence N.02°-49'-50"E., 35.93 feet; thence on the arc of a 50.00 foot radius curve to the right, 5.45 feet, said arc being subtended by a chord bearing and distance of N.05°-57'-08"E., 5.45 feet; thence N.09°-15'-28"E., 219.26 feet; thence on the arc of a 145.00 foot radius curve to the right, 71.60 feet, said arc being subtended by a chord bearing and distance of N.23°-24'-12"E., 70.87 feet; thence N.37°-32'-57"E., 147.09 feet; thence on the arc of a 37.89 foot radius curve to the left, 63.03 feet, said arc being subtended by a chord bearing and distance of N.12°-21'-14"W., 56.01 feet; thence N.63°-10'-38"W., 53.00 feet to the centerline of the Huron River (so-called) and there end. The sidelines of said strip of land to be extended or shortened so as to meet their respective intersections.

Tax Parcel # part of 16-10-301-010

DRAWN BY: MJE
CHECKED BY: RPM

PLOT DATE: 11/30/12 11:25
SHEET 2 OF 2

JOB#: 119951SG2012
DWG#: A-26961-2



Spicer Group
230 S. Washington Avenue
Saginaw, MI 48607-1286
TEL (989) 754-4717
FAX (989) 754-4440
www.SpicerGroup.com

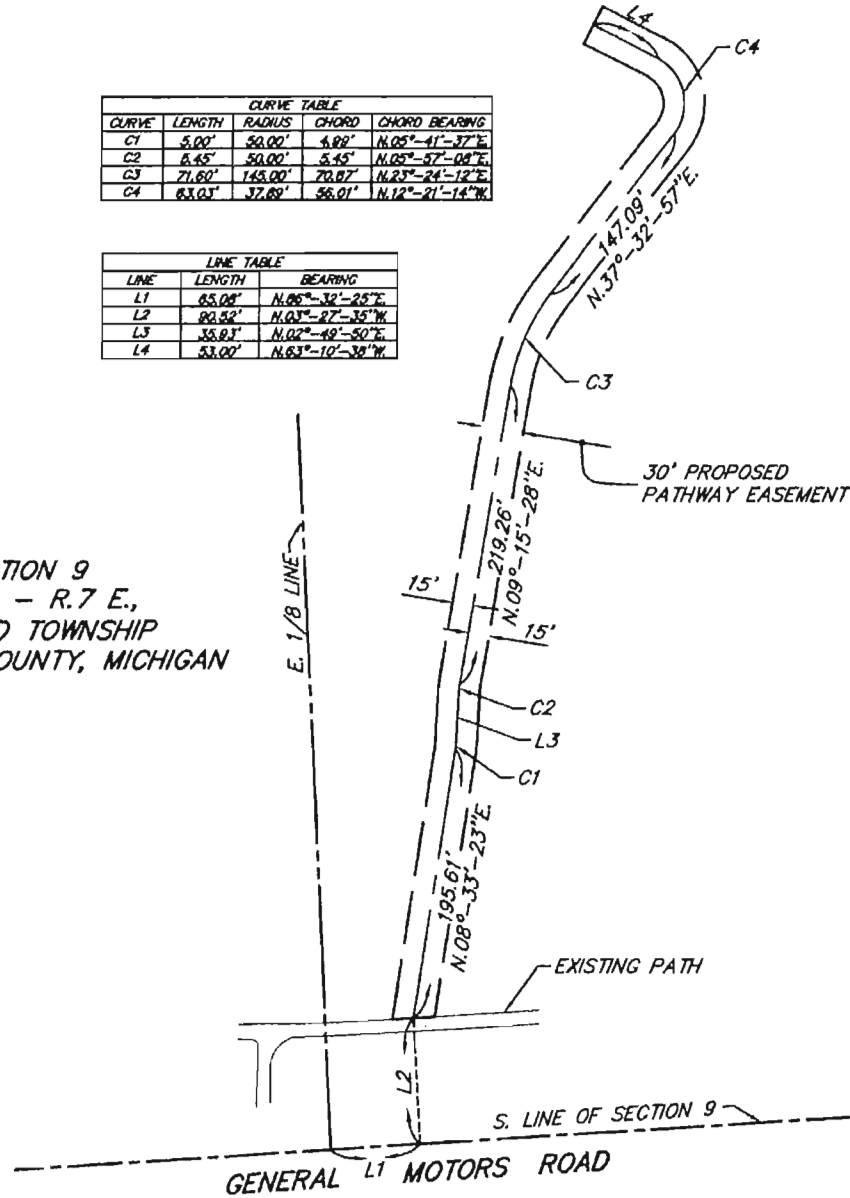
DWG. NO.: A-26961-1



CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	CHORD BEARING
C1	5.00'	50.00'	4.89'	N.05°-41'-37"E
C2	6.45'	50.00'	5.45'	N.05°-57'-04"E
C3	71.00'	145.00'	70.07'	N.23°-24'-12"E
C4	63.00'	37.89'	56.01'	N.12°-21'-14"W

LINE TABLE		
LINE	LENGTH	BEARING
L1	65.08'	N.06°-32'-25"E
L2	80.52'	N.03°-27'-35"W
L3	35.83'	N.02°-48'-50"E
L4	53.00'	N.63°-10'-38"W

SECTION 9
T.2 N. - R.7 E.,
MILFORD TOWNSHIP
OAKLAND COUNTY, MICHIGAN



EASEMENT SKETCH FOR: City of Dearborn
4500 Maple Road,
3rd Floor
Dearborn, MI 48126

DATE: November 30, 2012

EASEMENT SKETCH OF:

SEE SHEET A-26961-2 FOR DESCRIPTION

Tax Parcel # part of 16-10-301-010

DRAWN BY: MJE
CHECKED BY: RPM

PLOT DATE: 11/30/12 11:25
SHEET 1 OF 2

JOB#: 119951SG2012
DWG#: A-26961-1



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Laura Martin, Supervising Design Engineer
Subject: Proposal – Metal Roof Snow Retention System Installation
Project Title: Golf Starter Building
Location: Kensington Metropark, Oakland County
Date: January 31, 2013

After the completion of the Golf Starter Building, it was discovered that additional coverage for snow retention on the existing metal roofing system (installed under the building contract completed this spring) was necessary to protect park patrons around the building exterior for cross country ski activities. Snow detention was designed over all entryways and other areas of the building, but patrons may access other areas along the roof perimeter, during winter use periods, where they were not originally anticipated.

The snow retention system must be furnished and installed by original roof installation company in order to retain the warranty on the metal roof system.

Staff requested and received a proposal from the original installer, Professional Roofing Services, Inc., of Romeo in the amount of \$11,750 to do this work.

Recommendation: That the Board of Commissioners accept the proposal from Professional Roofing Services, Inc., for snow retention system additions in the amount of \$11,750 as recommended by Supervising Design Engineer Martin and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

8 - C - 1

Meeting of February 14, 2013

To: Board of Commissioners
From: Lisa Dolan, Controller
Subject: Recommended 2012 Designation of Fund Balance
Date: January 31, 2013

The following are recommendations for the 2012 designation of Fund Balance as required under GASB 54.

Fund Balance 2012

Assigned Fund Balance:

Compensated Balances (sick and vacation)	\$3,645,928
2013 Operating Requirement	5,841,100
Retiree Health Care ARC 2013	2,460,000
Pension Contribution 2013	2,579,654
Technology Upgrade:	
Hardware	550,000
Software	400,000
Consultant	50,000
Lake St. Clair Marina (Grant Requirement)	90,430

Committed Fund Balance:

Land	5,428,900
Encumbrances	405,245
Legal Claims	500,836
Capital Projects	7,000,000

- **“Sick and vacation” balances** are to be paid in the future and are considered long-term debt. Fund Balance should be assigned for this obligation.
- **“2013 Operating Requirement”** of \$5,841,000 is next year’s shortage (budgeted expenditures over revenue) and we must set aside by assignment.
- **“Retiree Health Care”** and **“Pension Contribution”** are two required 2013 expenditures for legacy costs.
- **“Lake St. Clair Marina”** is a grant requirement previously reserved.
- **“Land”** and **“Encumbrances”** have historically been committed at year end balances.
- **“Legal Claims”** or (Loss Contingencies) has also been committed in the past. We request that the commission increase the decreasing balance of \$199,000 to \$500,000 to meet our future deductibles and claim expenditures.
- **“Capital Projects”** have been reviewed and the recommendation is to commit \$7,000,000 of our Fund Balance for future capital projects.

- **“Technology Upgrade”** relates to the new ERP system to integrate internal and external management information across the organization. It is recommended that this amount be assigned at a total of \$1,000,000, including consultant, hardware and software.

Recommendation: That the Board of Commissioners approve the above Fund Balance Commitments and Assignments for 2012 as recommended by Controller Dolan and staff.

Huron-Clinton Metropark Authority
2012 Year end

8-C-1-a

	2011 Actual	2012 Initial Budget	2012 Projected	2012 Actual	2013 Budget
<u>Revenues</u>					
Taxes	\$30,691,073	\$ 29,100,000	\$ 28,651,264	\$28,401,891	\$ 27,913,900
Park Operations	\$14,151,725	14,250,000	14,886,700	15,027,243	14,436,100
Interest Income	\$266,837	150,000	150,000	133,183	100,000
Sale of Capital Assets	\$126,880	100,000	200,000	204,213	195,000
Grants	\$351,412	250,000	140,000	409,537	1,784,000
Gifts/Donations	\$110,423	-	110,000	127,231	-
Miscellaneous	\$28,460	50,000	425,000	513,164	25,000
Total Budgeted Revenues	\$45,726,810	43,900,000	\$ 44,562,964	\$44,816,462	44,454,000
<u>Expenditures</u>					
Engineering/General Planning	\$1,929,611	\$2,200,000	\$2,202,100	\$1,578,084	\$2,202,400
Capital Improvements	\$3,012,780	8,850,000	2,000,000	2,492,221	9,690,500
Equipment	\$965,066	1,450,000	1,200,000	1,170,103	1,561,100
Land Acquisition	\$565,997	5,450,000	-	2,350	400,000
Major Maintenance	\$1,164,673	2,750,000	1,600,000	1,552,322	1,972,000
Administrative Office	\$5,590,120	5,950,000	5,846,600	5,960,109	5,737,200
Park Operations	\$31,717,979	32,200,000	30,759,100	29,707,523	28,731,900
Total Budgeted Expenditures	\$44,946,226	\$ 58,850,000	\$43,607,800	\$42,462,712	\$ 50,295,100
Budget Expenditures over Revenue	\$780,584	(14,950,000)	\$955,164	\$2,353,750	(5,841,100)
Fund Balance at Beginning of Year	\$31,081,000	\$31,861,584	\$31,861,584	\$31,861,584	\$32,816,748
Fund Balance at End of Year	\$31,861,584	\$16,911,584	\$32,816,748	34,215,334	\$26,975,648

Huron Clinton Metro Park Authority
12/31/2012

Unfunded Liabilities:

Retiree Health Care Plan	\$22,018,315
Pension Plan	\$20,844,245
Sick and Vacation Balances	<u>\$3,645,928</u>
Total Unfunded	<u><u>\$46,508,488</u></u>



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Lisa M. Dolan, Pension Trustee / Retiree Trust Administrator
Subject: Appointment – Pension Committee and Retiree Health Care Board
Date: January 31, 2013

There are six (6) members required on the Pension Committee and the Retiree Health Care Board. These members are listed in the plan document as the following:

- Chairman of the Board of Commissioners
- Two (2) “at large” Board of Commissioners
- HCMA Director
- POAM representative
- Employee Association representative

Since former Commissioner McCulloch served as an “at large” member, but then was appointed as Director, an “at large” Board of Commissioner position is now vacant on these two Boards. The required term of service, once appointed, coincides with the service on the Board of Commissioners, up to a six-year term.

The next scheduled Pension Committee and Retiree Health Care Board meeting is scheduled for May 9, 2013 at 9 a.m. at Lake St. Clair Metropark.

Recommendation: That the Board of Commissioners appoint a new “at large” Board member to the Authority’s Pension Committee and Health Care Trust Board as recommended by Controller Dolan and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Susan Nyquist, Chief Planner
Subject: Resolution – Approval of Community Recreation Plan
Location: Administrative

In order to be eligible for Federal and State Grant programs, every community must have an approved Community Recreation Plan (Plan) on file with the state of Michigan. The Plan must be adopted by a Resolution of the governing body that has the final authority on recreational expenditures.

In addition to a significant amount of required information including a community description, administrative structure description, recreation inventory, planning process, and goals and objectives, there is the Action Plan. The Action plan is essentially the approved five-year capital program. The Action Plan was approved by the Board of Commissioners at a Special meeting of September 19, 2012.

1. April 12, 2012 –Draft Plan presented to the Board.
2. May 17, 2012 (Public Special Meeting) – Final staff recommendations presented for review and approval at a later date.
3. July 12 and August 9, 2012 – Final Plan presented to the Board; approval postponed pending recommended changes.
4. September 19, 2012 (Public Special Meeting) – Plan approved.

Public participation during the development of the Plan is important. Public input was gathered through the random telephone survey conducted in early 2012. In addition, all meetings of the Board were publically advertised to give interested parties an opportunity to provide their opinion of the Plan. Most recently, the Plan was posted on the Metropark website. A printed copy of the entire Plan will be provided at the regular meeting on February 14, 2013. The essential part of the Plan, the Action Plan, is attached as a reminder of items approved at the September 2012 special meeting.

As a result of public responses to the draft plan, staff will consider the development of additional mountain biking trails. If determined to be feasible, funding could be available under “Minor Projects Under \$20,000” earmarked for each park, and each year of the Plan.

A Resolution to adopt the “Huron-Clinton Metroparks Community Recreation Plan 2013-2017” as presented, is attached.

**Attachments: Resolution
2013 – 2017 Community Recreation Plan**

Recommendation: That the Board of Commissioners approve the Resolution for the Community Recreation Plan as recommended by Susan Nyquist, Chief Planner and staff.

RESOLUTION

Board of Commissioners of the Huron-Clinton Metropolitan Authority

WHEREAS, the Huron-Clinton Metropolitan Authority has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2013 and 2017, and

WHEREAS, separate public comment sessions were held August 9, 2012 and February 14, 2013 at the Huron-Clinton Metropolitan Authority Administrative Office, 13000 High Ridge Drive, Brighton, Michigan and posted on the Metropark Website on January 14, 2013 to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, the Huron-Clinton Metropolitan Authority has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

NOW, THEREFORE BE IT RESOLVED the Huron-Clinton Metropolitan Authority Board of Commissioners hereby adopts the Huron-Clinton Metropolitan Authority Community Recreation Plan for 2012-2013 as a guideline for improving recreation for the residents of southeast Michigan including those residing in the counties of Macomb, Oakland, Livingston, Washtenaw, and Wayne.

I hereby certify that the above is a true and correct copy of the original resolution adopted by the Huron-Clinton Metropolitan Authority at a meeting held on February 14, 2013

George Phifer, Executive Secretary

LAKE ST. CLAIR METROPARK

	2013	2014	2015	2016	2017
PROJECTED					
<u>In-Progress/Budgeted Projects</u>					
1 Wetland Restoration	\$ 19,600				
2 Dumpster Enclosure	17,000				
3 Pump Station Gas Detection	\$ 12,000				
4 Pump Monitoring	\$ 20,000				
<u>New Projects</u>					
1 Reconstruct Main Parking Lot (Phase 1)	\$ 1,800,000				
2 Parking Lot Reconstruction (Phase 2 of 4)	1,500,000				
3 Par 3 Maintenance Building Replacement	89,000				
4 Redevelop East Boardwalk Area	295,000				
5 Comfort Station	250,000				
6 Accessible Docks - Marina	75,000				
7 Pool Main Drain Modifications	100,000				
8 Seawall Replacement		\$ 250,000			
9 Vegetative Management/Restoration	30,000				
10 Energy Conservation Initiatives	10,000		\$ 10,000		
11 Redevelop West Boardwalk & Trail to Day Sail			450,000		
12 Tot Lot Replacement		800,000			
13 Kayak Launch North Marsh				\$ 10,000	
14 Relocate Maint. Yard Fence North Marsh				40,000	
15 Nature Center Exhibits					\$ 300,000
16 Pool Redevelopment				1,500,000	2,000,000
Minor Projects Under \$20K	40,000	50,000	40,000	20,000	50,000
TOTAL LAKE ST. CLAIR PROJECTS	\$ 4,257,600	\$ 1,100,000	\$ 500,000	\$ 1,570,000	\$ 2,350,000
<u>Other Redevelopment, Renovation, Replace Projects</u>					
Office/Foodbar Redevelopment	\$ 4,000,000	Loop Hike Bike Trail			\$ 130,000
Parking Lot Reconstruction Phase 3/4	\$ 2,000,000	Skate Park			\$ 150,000
Entrance Road Reconstruction	\$ 400,000	Ice Rink (artificial)			\$ 600,000
Replace West Playfield Comfort Station	\$ 230,000	Bankshot Basketball			\$ 65,000
TOTAL 3R PROJECTS	\$ 6,630,000	TOTAL NEW PROJECTS			
					\$ 945,000

KENSINGTON METROPARK

	2013	2014	2015	2016	2017
	PROJECTED				
<u>In-Progress/Budgeted Projects</u>					
1 East Boat Launch Ramp/Pier Replacement	255,000				
2 Golf Cart Paths Reconstruction	78,000				
3 Maple Beach Redevelopment	500,000				
4 Martindale Parking Lot Redevelopment/Surfacing	1,065,000				
<u>New Projects</u>					
1 Nature Center Sheet Pile Repairs	\$ 135,000				
2 Vegetative Management/Restoration	50,000	\$ 50,000		\$ 50,000	
3 Energy Conservation Initiatives	10,000		\$ 10,000		
4 Fiber Optic Cable	20,000				
5 Nightly Closure Traffic Devices, Lighting, Gates	-		400,000		
6 East Main Park Road Reconstruction, Phase 6		500,000			
7 Martindale Beach Sand Replacement		80,000			
8 ADA Connections		50,000			
9 North Kensington Trail Restroom		20,000			
10 Above Ground Fuel Storage - Golf Course			80,000		
11 West Main Park Road Reconstruction Phase 1				500,000	
12 Nature Center Exhibits				300,000	
13 Nature Center Trail Signs				20,000	
14 Nature Center Parking Reconstruction					\$ 150,000
Minor Projects Under \$20K	20,000	30,000	40,000	30,000	50,000
TOTAL KENSINGTON PROJECTS	\$ 2,133,000	\$ 730,000	\$ 530,000	\$ 900,000	\$ 200,000
<u>Other Redevelopment, Renovation, Replace Projects</u>	New Projects				
Toll Booth(s) Replace and/or Repair	\$ 100,000	Heavner Canoe Take-out		\$ 25,000	
Mitten Bay Redevelopment	\$ 300,000	Winter Sports Development/Snow Making		\$ 3,000,000	
Vault Toilet(s) Replacement	\$ 230,000	Convert Winter Sports area to year round :		\$ 800,000	
Boat Rental Building Replacement	\$ 1,000,000	Golf Course Picnic Shelter		\$ 40,000	
Barn Timber Shelter Replacement (2)	\$ 80,000				
TOTAL 3R PROJECTS	\$ 1,710,000	TOTAL NEW PROJECTS			
				\$ 3,865,000	

LOWER HURON METROPARK

	2013	2014	2015	2016	2017
	PROJECTED				
<u>In-Progress/Budgeted Projects</u>					
1 Natural Resources Management	\$ 24,200				
2 Culvert Replacements	\$ 18,000				
3 Walks/Shade Structures Turtle Cove	10,000				
<u>New Projects</u>					
1 Above Ground Fuel Storage - Service Yard		\$ 150,000			
2 Woods Creek Trail Development	20,000				
3 Relocate Group Camp to East Bend	16,000				
4 Vegetative Management/Restoration	\$ -				\$ 30,000
5 Energy Conservation Initiatives	10,000				
6 Culvert Replacement -Old Group Camp	30,000				
7 Pave Tulip Tree Entrance Drive	11,000				
8 Tree Planting Walnut Grove					
9 Elwoods Shelter Replacement		40,000			
10 ADA Connections (Hawthorn, Elwoods)			\$ 30,000		
11 Eastside Trail Development			\$ 10,000		
12 Woods Creek Shelter Replacement				\$ 40,000	
13 North Fishing Site Expand Parking					\$ 100,000
14 North Fishing Site Pre-fab Comfort Station					150,000
Minor Projects Under \$20K	20,000	50,000	40,000	50,000	50,000
TOTAL LOWER HURON PROJECTS	\$ 159,200	\$ 240,000	\$ 80,000	\$ 90,000	\$ 330,000

<u>Other Redevelopment, Renovation, Replace Projects</u>	<u>New Projects</u>
Hike Bike Trail Repaving	\$ 250,000 South Entry Gravel Shoulder Reduction to Tu \$ 12,000
Hawthorn Glade Shelter Replacement/Relocation	\$ 40,000 Woods Creek Pavement Reduction \$ 45,000
Bemis Road Toll Island Replacement	\$ 50,000 Foxwoods ADA Access \$ 20,000
Future of Par 3 Golf	Unknown scot Bankshot Basketball \$ 65,000
TOTAL 3R PROJECTS \$ 340,000	TOTAL NEW PROJECTS \$ 142,000

HUDSON MILLS/DEXTER/DELHI METROPARKS

	2013	2014	2015	2016	2017
PROJECTED					
In-Progress/Budgeted Projects					
1 Hike/Bike Trail to Dexter - Phase 2	\$ 600,000				
2 Above Ground Fuel Storage - Service Area	84,000				
New Projects					
1 Park Service Area Storage Building	\$ 230,000				
2 Vegetative Management/Restoration	-	\$ 50,000	\$ 50,000		
3 Energy Conservation Initiatives	10,000				
4 Tree Planting - Golf Course	11,000				
5 West Side Trail Restroom (2)		40,000			
6 ADA Connections			\$ 40,000		
7 Comfort Station Rapids View				\$ 160,000	
8 Entry Road Improvements & Toll Booth Island				240,000	
9 ADA Connections (Dexter-Huron/Delhi)					\$ 40,000
Minor Projects Under \$20K	30,000	50,000	50,000	50,000	50,000
TOTAL HUDSON MILLS PROJECTS	\$ 965,000	\$ 140,000	\$ 140,000	\$ 450,000	\$ 90,000

	<u>Other Redevelopment, Renovation, Replace Projects</u>		<u>New Projects</u>	
Future of the Golf Course	Unknown	Sco Comfort Station at South Activity Area	\$	250,000
Ball Field Backstop Replacement (4) Delhi	\$	12,000	Group Camp Yurts (5)	\$ 60,000
Golf Course Pump Station Replacement	\$	200,000	Riverbank Restoration Delhi	\$ 15,000
Vault Toilet(s) Replacement	\$	230,000		
TOTAL 3R PROJECTS	\$	442,000	TOTAL NEW PROJECTS	\$ 325,000

STONY CREEK METROPARK

	2013	2014	2015	2016	2017
	PROJECTED				
<u>In-Progress/Budgeted Projects</u>					
1 Replace Boat Launch Piers	\$ 230,000				
2 Golf Maintenance Equipment Storage Building	35,000				
3 Boat Rental Facility Development	\$ 400,000				
4 Boat Launch Restroom Renovations	250,000				
5 Eastwood Beach Buildings Renovation	300,000				
<u>New Projects</u>					
1 Boat Launch Seawall Replacement	\$ 500,000				
2 Alternate Golf Course Tees	15,000				
3 South Dam Sluice Gate Replacement	80,000				
4 Vegetative Management/Restoration	30,000			\$ 50,000	
5 Energy Conservation Initiatives	10,000		\$ 10,000		
6 Wellhouse Generator Hook-up	17,000				
7 Dog Park		\$ 40,000			
8 Baypoint Beach Redevelopment			\$ 500,000		
9 Boat Rental-Baypoint Boardwalk & Trail				100,000	
10 Above Ground Fuel Storage - Service Area	175,000				
11 Entrance Road Traffic Circle Reconstruction				250,000	
12 Golf Course Pump House Replacement					\$ 200,000
13 North Inwood Trail & Bridge					50,000
14 North Inwood Waterless Restroom					20,000
Minor Projects Under \$20K	40,000	50,000	40,000	50,000	30,000
TOTAL STONY CREEK PROJECTS	\$2,082,000	\$ 90,000	\$ 550,000	\$ 450,000	\$ 300,000

	PROJECTED				
	PROJECTED				
<u>Other Redevelopment, Renovation, Replace Projects</u>					
Dry Boat Storage Replacement	\$ 400,000	Boat Launch Parking Restriping		\$ 10,000	
Vault Toilet Replacement	\$ 250,000	Lake View Picnic Area New Comfort Station		\$ 230,000	
Golf Course Maintenance Building Replacement	\$1,000,000	Cont Improvement of Ridgewood Campin		\$ 30,000	
Golf Starter Bid	\$1,500,000	Island Rustic Canoe Camping		\$ 10,000	
Golf Irrigation System Replacement	\$ 900,000	Zipline/Adventure Course		\$ 800,000	
		Lake Shore Rustic Walking Trail		\$ 20,000	
		Walkway/Parking Lot Lighting at Banquet		\$ 30,000	
		Trail to Nature Center		\$ 400,000	
TOTAL 3R PROJECTS		TOTAL NEW PROJECTS		\$1,530,000	

WILLOW/OAKWOODS METROPARKS

	2013	2014	2015	2016	2017
	PROJECTED				
<u>In-Progress/Budgeted Projects</u>					
1 Natural Resources Management	27,000				
2 North Entrance Road/Toll Reconstruction	525,000				
3 Culvert Replacemnet - Main Park Road	27,000				
4 Connector Trail - Erosion Control	32,000				
5 Golf Course #16 Cart Path	21,000				
6 Canoe Access Site (Oakwoods)	38,000				
<u>New Projects</u>					
1 Access Walks - Pool Shelter	29,000				
2 Salt Overstock Temporary Containment	\$ 20,000				
3 Nature Trail Interpretive Signs (Oakwoods)	10,000				
4 Vegetative Management/Restoration	-				30,000
5 Nature Center Shelter & Play Equipment		\$ 100,000			
6 ADA Connections (Flintwoods)			\$ 30,000		
7 Big Bend Shelter Replacement			\$ 40,000		
8 Above Ground Fuel Storage - Golf Course			80,000		
Minor Projects Under \$20K	\$ 20,000	50,000	20,000	50,000	\$ 50,000
TOTAL WILLOW/OAKWOODS PROJECTS	\$ 749,000	\$ 150,000	\$ 50,000	\$ 170,000	\$ 80,000

<u>Other Redevelopment, Renovation, Replace Projects</u>	New Projects				
Bath House/Foodbar Architectural Updates	\$ 150,000	Pool Entrance Booth		\$ 80,000	
Nature Center Exhibits	\$ 300,000	Tree Plantings - Shade for Dance Area		\$ 10,000	
Nature Center Building Finish Updates	\$ 80,000	Golf Cart Storage - Elec upgrades/convert to		\$ 80,000	
Disc Golf Improvements	\$ 10,000	Pool Parking Reduction and Shelter Access		\$ 90,000	
Skate Park Maintenance	\$ 10,000	Washago Pond Fit Center		\$ 30,000	
		Dog Park		\$ 40,000	
		Gravel Lot at Entry for Trailhead (Oakwoods)		\$ 20,000	
TOTAL 3R PROJECTS	\$ 550,000	TOTAL NEW PROJECTS			\$ 350,000

LAKE ERIE METROPARK

	2013	2014	2015	2016	2017
	PROJECTED				
<u>In-Progress/Budgeted Projects</u>					
1 Natural Resources Management	\$ 13,000				
2 Toll Booth Replacement	90,000				
3 Pool Backwash System Modifications	49,000				
<u>New Projects</u>					
1 Pool Drain Modifications	\$ 100,000				
2 Energy Conservation Initiatives	10,000				
3 Nature Trail Interpretive Signs		\$ 10,000			
4 Vegetative Management/Restoration	30,000	30,000	\$ 30,000		
5 Food Bar Terrace Improvements			60,000		
6 Golf Course Pump House Replacement				\$ 200,000	\$ 350,000
7 Hike-Bike Trail Loop (Paved)					
Minor Projects Under \$20K	40,000	40,000	50,000	50,000	50,000
TOTAL LAKE ERIE PROJECTS	\$ 332,000	\$ 80,000	\$ 140,000	\$ 250,000	\$ 400,000

<u>Other Redevelopment, Renovation, Replace Projects</u>	<u>New Projects</u>	
Service Drive Bridge to Pool	\$ 400,000	Hawk Watch Overlook Improvements \$ 60,000
		Cart Storage- Elec Upgrades/convert to elect \$ 80,000
TOTAL 3R PROJECTS	\$ 400,000	TOTAL NEW PROJECTS \$ 140,000

WOLCOTT MILL METROPARK

	2013	2014	2015	2016	2017
PROJECTED					
In-Progress/Budgeted Projects					
1 Mill Race Reconstruction (MCRC)					
New Projects					
1 Farm - Play Area Development	\$ 60,000				
2 Farm - Visitor Entry and Tally Gate	20,000				
3 Farm - Hog Shed	30,000				
4 Farmland Restoration	30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
5 Farm - Overflow Parking	10,000				
6 Pedestrian Crossing Farm to Mill		50,000			
Minor Projects Under \$20K	20,000	50,000	50,000	50,000	50,000
TOTAL WOLCOTT MILL PROJECTS	\$ 170,000	\$ 130,000	\$ 80,000	\$ 80,000	\$ 80,000

Other Redevelopment, Renovation, Replace Projects		New Projects	
Rebuild Waterwheel	\$ 100,000	Develop Trail to connect North South	\$ 20,000
Rebuild Headrace	\$ 200,000	Develop North/South Gravel Parking	\$ 40,000
Close Mill	\$ 10,000	River Access for Fishing/Kayak at North South	Minor
Rebuild Small Animal Barn	\$ 100,000	Close Kuntzman Road and portion of 30 Mile F	200,000
			\$ 2,000,000
			\$ 60,000
TOTAL 3R PROJECTS	\$ 410,000	TOTAL NEW PROJECTS	\$ 2,320,000

INDIAN SPRINGS METROPARK

	2013	2014	2015	2016	2017
	PROJECTED				
In-Progress/Budgeted Projects					
1 Bridge Replacement - Woodland Trail					
2 Well House Iron Removal System					
3 Farm Fencing - Schmitt Lake					
New Projects					
1 North Meadowlark Accessible Walk	17,000				
2 Well House Iron Removal System	205,000				
3 Schmitt Lake Trail Development & Boardwalk	\$ 70,000				
4 Schmitt Lake Fencing	\$ 51,000				
5 Replace Toll Booth	\$ 37,000				
6 Schmitt Lake Gravel Parking Lot		\$ 20,000			
7 Vegetative Management/Restoration	30,000				
8 Schmitt Lake Aquatic Management		\$ 10,000			
9 Schmitt Lake Shoreline Access and Docks		20,000			
10 Golf Course Pump House Replacement		200,000			
11 Adventure Playground Toy Improvements			\$ 50,000		\$ 100,000
12 Above Ground Fuel Storage - Service Area					400,000
13 Hike-Bike Trail Loop (Bank)					
Minor Projects Under \$20K	30,000	40,000	30,000	50,000	50,000
TOTAL INDIAN SPRINGS PROJECTS	\$ 440,000	\$ 50,000	\$ 270,000	\$ 100,000	\$ 550,000

Other Redevelopment, Renovation, Replace Projects	New Projects
Old Tot Lot Removal (20 Years Old)	\$ 10,000 Adventure Playground Comfort Station \$ 250,000
	Picnic Area Development - West Side \$ 100,000
	Timberland Lake North Hiking Access \$ 10,000
	Equestrian Parking \$ 40,000
	\$ 60,000
TOTAL 3R PROJECTS \$ 10,000	TOTAL NEW PROJECTS \$ 460,000

HURON MEADOWS METROPARK

	2013	2014	2015	2016	2017
	PROJECTED				
In-Progress/Budgeted Projects					
1 Park Service Building	\$ 1,325,000				
2 Existing Park Maintenance Buildings Demolition	85,000				
3 Park Maintenance Area Paving	130,000				
New Projects					
1 Vegetative Management/Restoration	\$ -	\$ 50,000	\$ 50,000		\$ 50,000
2 Sledding Hill	20,000				
3 Toll Entrance Development		50,000			
4 Pedestrian Crossing (Huron River) & Trail Development			320,000		
5 Maltby Lake Hike-Bike Trail Construction					\$ 350,000
Minor Projects Under \$20K	30,000	50,000	50,000	50,000	50,000
TOTAL HURON MEADOWS PROJECTS	\$ 1,590,000	\$ 150,000	\$ 420,000	\$ 50,000	\$ 450,000

Other Redevelopment, Renovation, Replace Projects	New Projects
	Develop Shared Entry Road - Hammel/Park F \$ 300,000
	Gravel Parking for Trail Access near Hamme \$ 20,000
	Gravel Parking for Canoe/Kayak Access to M \$ 20,000
	River Camping Yurts (5) \$ 36,000
	Canoe Launch \$ 10,000
TOTAL 3R PROJECTS	TOTAL NEW PROJECTS \$ 386,000



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Carol Stone, Administrative Services Manager
Subject: Non-Union Employees Benefits and Compensation
Date: January 31, 2013

Currently, there are eight non-union positions with the Metroparks: Director, Deputy Director, Controller, Executive Secretary, Administrative Services Manager, HR/Benefits Administrator, and two Administrative Support positions. Compensation and benefits for the non-union staff is established by the Board of Commissioners and has traditionally followed the contracts with the Employee Association.

A summary of the compensation and benefit issues contained in the collective bargaining agreements is as follows:

- **Wages:** No across-the-board wage increases for 2013, 2014, 2015;
- **Lump Sum Bonus:** \$800 for 2013 and \$200 for 2014 and 2015;
- **Pension:** Implement defined contribution plan for new hires and a 1 percent employee contribution for employees covered under the defined benefit plan;
- **Annual (vacation leave):** Amended the accrual schedule, reduced the annual leave bonus option by 50 percent, and increased the maximum accrual to 50 days;
- **Sick Leave:** Eliminated accrual of sick leave, froze existing sick leave banks; implemented short-term income replacement program and provided 96 hours of sick leaving annually with pay-out of 50 percent of unused sick leave at the end of the calendar year;
- **Personal Leave:** Increase personal leave days from one to two;
- **Tuition Reimbursement:** Increase maximum reimbursement from \$2,000 to \$3,000 per year;
- **Retiree Life Insurance:** Eliminate for employees hired on or after Jan. 1, 2013.

Recommendation: That the Board of Commissioners adopt benefits and compensation for non-union employees that are consistent with the collective bargaining agreements with the Employee Association effective Jan. 1, 2013 as recommended by Administrative Services Manager Stone and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

8 - C - 5

Meeting of February 14, 2013

To: Board of Commissioners
From: John P. McCulloch, Director
Subject: Proposed Bylaw Amendments
Date: January 31, 2013

As a follow up to the Jan. 22 special meeting of the Board of Commissioners, attached are the proposed changes to the bylaws showing the revisions that were approved during the special meeting held on Jan. 22 along with other changes suggested by legal counsel, Michael McGee with Miller Canfield.

Attachments: **Current Bylaws (Amended in 2009)**
 Bylaws with suggested changes from Miller Canfield
 Clean copy of amended Bylaws

Recommendation: That the Board of Commissioners consider adopting the recommended changes to the Huron-Clinton Metropolitan Bylaws as recommended by Director McCulloch and staff.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
Subject: Current Bylaws (Amended in 2009)

**BYLAWS OF THE
HURON-CLINTON METROPOLITAN AUTHORITY**

As Amended June 18, 2009

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election or appointment, and shall run for the terms specified by statute.

(a) Elected Commissioners	Original Terms in Years	Original Expiration Date
<u>County</u>		
Wayne	Six	1947
Oakland	Five	1946
Macomb	Four	1945
Washtenaw	Three	1944
Livingston	Two	1943
(b) Appointed Commissioners	Original Terms in Years	Original Expiration Date
One Appointee	Four	1945
One Appointee	Two	1943

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed shall be for a period of four (4) years or until their successors are appointed, in accordance with Act No. 147.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may be determined by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the Chairman or Secretary, or by a majority of the members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least three (3) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Quorum

A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business. The concurrence of a majority of the members of the Board of Commissioners then in office shall be sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected; provided, however, should either the Secretary or the Treasurer be a non-member of the Board of Commissioners, the Secretary's or Treasurer's term of office shall be at the will and pleasure of the Board of Commissioners. The Chairman and Vice-Chairman shall be members of the Board of Commissioners.

In the event of a vacancy occurring in the office of Chairman, the Vice-Chairman shall assume the duties and responsibilities of Chairman until a new Chairman is elected by the Board of Commissioners. In the event of a vacancy in any of the offices hereinbefore mentioned, the Board of Commissioners at any subsequent regular meeting may fill said vacancy for the remainder of the unexpired term.

VI. Chairman

(a) The Chairman shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(b) The Chairman shall sign, with the Secretary or Executive Secretary, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

VII. Vice-Chairman

In the event the office of Chairman shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chairman or the Chairman's inability to discharge the duties of the office, such duties for the time being devolve upon the Vice-Chairman.

VIII. Secretary

The Secretary shall consult with the Executive Secretary from time to time respecting the Authority's administrative affairs, and otherwise shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary shall sign, with the Chairman, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

IX. Treasurer

The Treasurer shall consult with the Controller from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

X. Director

The Board of Commissioners shall appoint a chief executive officer of the Authority who shall be known as the Director. The Director shall hold office at the will and pleasure of the Board. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities (except those whose appointment is made by the Board of Commissioners), or as otherwise directed by the Board of Commissioners. Decisions regarding the employment of management personnel shall be made in consultation with the Board of Commissioners, with emphasis placed on the recommendations and advice of members of the Board of Commissioners with special knowledge or experience relating to a given position for which an appointment is being considered.

(b) The Director may, with the advice and consent of the Board of Commissioners, delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

XI. Deputy Director

The Board of Commissioners shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Board. The Deputy Director, under the immediate supervision of the Director, is responsible for the administration, operations, maintenance, marketing, community relations and volunteer services of the Authority, and such other responsibilities as shall be directed from time to time by the Director. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the duties of the office, such duties for the time being devolve upon the Deputy Director. The Deputy Director, in the absence of the Secretary or the Executive Secretary or in the event of the Secretary's or Executive Secretary's inability to act, shall perform the duties of the Secretary or Executive Secretary, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Secretary or Executive Secretary.

XII. Controller

The Board of Commissioners shall appoint a chief financial officer of the Authority who shall be known as the Controller. The Controller shall hold office at the will and pleasure of the Board and shall perform the usual duties of such office and such other duties as the Board of Commissioners may direct or as are required by law. This, among other things, includes the following:

(a) The Controller shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the Controller shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The Controller may co-sign on such bank accounts as the Board of Commissioners may designate.

(b) The Controller shall be responsible to the Board of Commissioners for a record of all property acquired by the Authority. The Controller shall keep accounting records showing all financial transactions of the Authority in accordance with a financial report at each regular meeting of the Board of Commissioners, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(c) The Controller shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.

(d) The Controller shall issue regular pay checks to all employees on payrolls certified by the Executive Secretary and approved by the Director.

(e) The Controller shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act No. 20, Public Acts of 1943, as amended. The Controller shall prepare reports respecting the Authority's investments from time to time as directed by the Board of Commissioners.

(f) The Controller shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts. The Controller shall

present recommendations to the Board on appropriate carriers and levels of coverage insuring against risks assumed by the Authority and shall prepare and make reports respecting the Authority's risk profile from time to time as directed by the Board of Commissioners.

(g) The Controller shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Controller. The premium for said bond shall be paid out of the funds of the Authority.

(h) The Controller shall advise the Treasurer on the financial affairs of the Authority.

XIII. Executive Secretary

The Board of Commissioners shall appoint an Executive Secretary, who shall hold office at the will and pleasure of the Board. The Executive Secretary shall perform the following duties and such other duties as the Board of Commissioners shall direct:

(a) The Executive Secretary shall attend all meetings of the Board of Commissioners and of all Committees, and shall record the minutes of such meetings. The Executive Secretary shall have custody of the minute book and of the corporate seal of the Authority.

(b) The Executive Secretary shall have charge of all correspondence and communications to and from the Board of Commissioners, and the giving and receiving of all notices pertaining to the work of the Authority.

(c) The Executive Secretary shall be the custodian of all records, except the financial records of the Controller, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(d) The Executive Secretary shall see that all property acquired is vested in the name of the Authority. The Executive Secretary shall notify the Board of Commissioners and the Controller when any such property is disposed of for cash consideration or otherwise.

(e) In the event the office of Secretary shall become vacant by death, resignation or otherwise, or in the event of the absence of the Secretary or the Secretary's inability to discharge the duties of the office, such duties for the time being devolve upon the Executive Secretary, and the Executive Secretary may sign, with the Chairman or Vice Chairman, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners, and when necessary shall affix the corporate seal thereto.

(f) The Executive Secretary shall review and approve all such vouchers for payment of obligations and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.

(g) The Executive Secretary shall co-sign on such bank accounts as the Board of Commissioners may designate. The Executive Secretary shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Executive Secretary. The premium for said bond shall be paid out of the funds of the Authority.

(h) The Executive Secretary shall be the Authority's FOIA Coordinator as defined in Act No. 442, Public Acts of 1976, as amended, unless the Board of Commissioners shall make another designation of FOIA Coordinator.

XIV. Budget; Fiscal Year; Annual Financial Report; Audit

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the Board of Commissioners shall cause to be prepared a budget containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities under the jurisdiction of the Board of Commissioners, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year. The Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended. The Board of Commissioners also shall cause to be prepared an annual financial report of the Authority, and shall obtain an annual audit of the Authority's financial records, accounts, and procedures, all in accordance with the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended.

XV. Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the Chairman, Director or Deputy Director and by the Secretary, Executive Secretary or Controller, or otherwise as directed by the Board. Procurement procedures shall be established to secure purchases at the lowest possible cost commensurate with the quality needed; to provide for the efficient purchase of supplies, equipment and services in a timely and creditworthy fashion; to exercise positive financial control over all purchases; and to clearly define authority for the purchasing function, subject to the following:

(a) The Director shall approve all purchase orders and commitments for equipment and material and the employment of all services for the activities of the Authority authorized or directed by the Board of Commissioners.

(b) For any expenditure in an amount in excess of Ten Thousand Dollars (\$10,000.00), bids shall be obtained and presented to the Board of Commissioners for its approval. Bids will not be required for the purchase of land or for payrolls or the employment of professional or specialized services. This paragraph shall be effective except in case of written contracts which have previously been approved by the Board of Commissioners. In such cases, the terms of the Contract itself shall govern.

(c) Purchases, contracts or commitments in an amount not exceeding Ten Thousand Dollars (\$10,000.00) may be made without specific prior approval of the Board of Commissioners and pursuant to the authorization under the general appropriations act adopted by the Board of Commissioners under the Uniform Budget and Accounting Act, Act No. 2 of the Public Acts of 1968, as amended, provided that (i) the Director and the Executive Secretary concur that the purchase, contract or commitment is authorized under the general appropriations act, (ii) such purchase, contract or commitment is made only after having received as many quotations as practicable from qualified bidders, and (iii) the procedures in

this Article respecting the issuance, certification, presentation and approval of vouchers for payment of obligations shall be adhered to. In the case of emergency, the Director, with the approval of the Chairman, may approve of purchases, contracts or commitments in an amount not exceeding Fifty Thousand Dollars (\$50,000.00) without specific prior approval of the Board of Commissioners and pursuant to the authorization under the general appropriations act.

(d) Upon the receipt of an invoice, together with certification that the property or service was duly ordered, has been received, and is satisfactory, the Controller shall issue a voucher and shall certify on each voucher that an appropriation has been made for such expenditure and that there remains an unexpended balance sufficient to pay such voucher. If there be not sufficient money appropriated and available, the Controller shall not issue the voucher until an appropriation is made. When a voucher has been so issued and certified by Controller, the Controller shall deliver it to the Executive Secretary to be approved for payment. When such voucher has been approved by the Executive Secretary, the Controller shall issue payment.

(e) The Executive Secretary shall inspect all vouchers for payment of obligations presented by the Controller and verify that they are duly certified. If satisfied of their authenticity, the Executive Secretary shall sign them as approved for payment. The Executive Secretary then shall present the voucher for certification by the Director that the property or service was duly ordered, has been received, and is satisfactory. The Executive Secretary thereafter shall present the vouchers to the Board of Commissioners at each regular meeting of the Board for approval.

XVI. Committees

The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairman shall be ex officio a member of all committees.

XVII. Biannual Report

The Board of Commissioners, on or before the first day in June of every even year, shall submit a written report to the Governor and to the Board of County Commissioners of each of the Counties of Wayne, Oakland, Macomb, Washtenaw and Livingston, which report shall contain a statement of the doings of the Board of Commissioners during the preceding two calendar years.

XVIII. Powers of Board of Commissioners

The Board of Commissioners shall exercise all such powers and perform such duties to the fullest extent authorized and provided by Act No. 147 and the statutes and the laws of the State of Michigan.

XIX. Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XX. Amendments

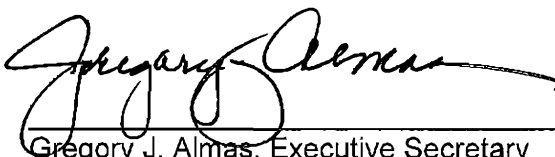
These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan. Provided, that before any changes are made in said bylaws, a copy of the proposed changes shall be filed with the Executive Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Executive Secretary shall cause a copy of said proposed changes to be sent each Commissioner at least five (5) days prior to said meeting, together with written notice of the time and place of such meeting.

XXI. Parliamentary Practice

The rules of parliamentary procedure comprised in "*Cushing's Manual of Parliamentary Practice*" shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.

CERTIFICATION:

I, Gregory J. Almas, Executive Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the above is a true copy of the Bylaws of the Authority, as last amended on June 18, 2009.



Gregory J. Almas, Executive Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:



Michael P. McGee, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

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HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
Subject: Proposed Bylaws with suggested changes from Miller Canfield

BYLAWS OF THE HURON-CLINTON METROPOLITAN AUTHORITY

As Amended ~~January 22,~~ , 2013

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election by the respective County or appointment ~~by the Governor in the year 1941,~~ and shall run for the terms specified by statute.

(a)	<u>Elected</u> Elected	Original	Original	<u>Second</u>	<u>Date</u>
	Commissioners	Terms in Years		<u>Expiration</u>	
	<u>Expiration Date</u>				
	<u>County</u>				
	Wayne	Six	1947	<u>1953</u>	
	Oakland	Five	1946	<u>1951</u>	
	Macomb	Four	1945	<u>1949</u>	
	Washtenaw	Three	1944	<u>1947</u>	
	Livingston	Two	1943	<u>1945</u>	
(b)	<u>Appointed</u> Appointed	Original	Original	<u>Second</u>	<u>Date</u>
	Commissioners	Terms in Years		<u>Expiration</u>	
	<u>Expiration Date</u>				
	One <u>Governor</u> Appointee	Four	1945	<u>1949</u>	
	One <u>Governor</u> Appointee	Two	1943	<u>1945</u>	

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected by a County shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed by the Governor shall be for a period of four (4) years or until their successors are elected or appointed, in accordance with Act No. 147.

Before assuming the duties of office, a Board member shall qualify by taking and subscribing to the constitutional oath of office.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may be determined from time to time by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the ~~Chairman or Secretary~~, Chairperson or by ~~a majority~~ three members of the members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least ~~three~~ two (32) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner may waive such notice in writing, and shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Quorum ~~Action by the Board~~

(a) The Board may act only by resolution or ordinance. The Secretary of the Board shall provide for the collection, codification and publication of all ordinances and resolutions of the Authority in accordance with law.

(b) A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business.

(c) A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business.—The concurrence of a majority of the members of the Board of Commissioners then in office shall be necessary and sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a ~~Chairman~~ Chairperson, a Vice-~~Chairman~~ Chairperson, a Secretary, and a Treasurer, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected; ~~provided, however, should either the Secretary or the Treasurer be a non-member of the~~

~~Board of Commissioners, the Secretary's or Treasurer's term of office shall be at the will and pleasure of the Board of Commissioners. The Chairman and Vice Chairman.~~ The officers shall be members of the Board of Commissioners.

In the event of a vacancy ~~occurring in the office of Chairman, the Vice Chairman shall assume the duties and responsibilities of Chairman until a new Chairman is elected by the Board of Commissioners. In the event of a vacancy in any of the offices hereinbefore mentioned~~ in any of the offices of the Board, the Board of Commissioners at any ~~subsequent regular~~ meeting may fill ~~said~~ the vacancy for the remainder of the unexpired term.

~~VI.~~ Chairman

(a) Chairperson

(i) ~~(a)~~ The ~~Chairman~~ Chairperson shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(ii) ~~(b)~~ The ~~Chairman shall sign, with the Secretary or Executive Secretary~~ Chairperson may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(b) ~~VII.~~ Vice-~~Chairman~~ Chairperson

In the event the office of ~~Chairman~~ Chairperson shall become vacant by death, resignation or otherwise, or in the event of the absence of the ~~Chairman~~ Chairperson or the ~~Chairman~~ Chairperson's inability to discharge the duties of the office, ~~such duties for the time being devolve upon the Vice Chairman~~ the Vice-Chairperson shall assume the duties and responsibilities of Chairperson.

(c) ~~VIII.~~ Secretary

The Secretary ~~shall consult with the Executive Secretary from time to time respecting the Authority's administrative affairs, and otherwise~~ shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary ~~shall~~ may sign, ~~with the Chairman~~, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(d) ~~IX.~~ Treasurer

The Treasurer shall consult with the Controller from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

VI. ~~X.~~ **Director**

The ~~Board of Commissioners shall appoint a~~ chief executive officer of the Authority ~~who~~ shall be known as the Director. The Director shall be appointed by the Board of Commissioners and hold office at the will and pleasure of the Board. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities ~~(except those whose appointment is made by the Board of Commissioners), or as, unless~~ otherwise directed by the Board of Commissioners. ~~Decisions regarding the employment of management personnel shall be made in consultation with the Board of Commissioners, with emphasis placed on the recommendations and advice of members of the Board of Commissioners with special knowledge or experience relating to a given position for which an appointment is being considered.~~

(b) The Director may, ~~with the advice and consent of the Board of Commissioners,~~ delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval procedures set ~~forth in these bylaws~~ out in the Authority's Purchasing Policy and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall prepare an annual budget for the Authority containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities of the Authority, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year.

(f) The Director shall have the power and authority to execute and deliver, and to delegate signatory power for, contracts, leases, obligations, and other instruments approved by the Board or for which power to approve has been delegated by the Board to the Director.

(g) ~~(e)~~—The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

VII. ~~XI.~~ **Deputy Director**

The Director shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Director. The Deputy Director, under the immediate supervision of the Director, is responsible for ~~the administration, operations, maintenance, marketing, community relations and volunteer services of the Authority, and such other~~ such responsibilities as shall be directed from time to time by the Director. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the

duties of the office, such duties, including the authority to execute and deliver contracts, leases, obligations, and other instruments approved by the Board, for the time being devolve upon the Deputy Director. ~~The Deputy Director, in the absence of the Secretary or the Executive Secretary or in the event of the Secretary's or Executive Secretary's inability to act, shall perform the duties of the Secretary or Executive Secretary, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Secretary or Executive Secretary.~~

VIII. ~~XII.~~ Controller

The ~~Board of Commissioners~~Director shall appoint a chief financial officer of the Authority who shall be known as the Controller. The Controller shall hold office at the will and pleasure of the ~~Board~~Director and shall perform the usual duties of such office and such other duties as the ~~Board of Commissioners~~Director may direct or as are required by law. This, among other things, includes the following:

(a) The Controller shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the Controller shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The Controller may co-sign on such bank accounts ~~as the Board of Commissioners may designate.~~

(b) ~~The Controller shall be responsible to the Board of Commissioners for a record of all property acquired by the Authority.~~ The Controller shall keep accounting records showing all financial transactions of the Authority in accordance with ~~a financial report at each regular meeting of the Board of Commissioners~~law, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(c) The Controller shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the ~~purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners~~Authority's Purchasing Policy.

(d) The Controller shall ~~issue regular pay checks to all employees on payrolls certified by the Executive Secretary and approved by the Director~~cause an annual audit of the Authority to be performed by independent certified public accountants in the manner required by Act No. 2, Public Acts of Michigan, 1968, as amended.

(e) The Controller shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act No. 20, Public Acts of 1943, as amended. The Controller shall prepare reports respecting the Authority's investments from time to time ~~as directed by the Board of Commissioners~~but no less often than semi-annually.

(f) The Controller shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts. ~~The Controller shall present recommendations to the Board on appropriate carriers and levels of coverage insuring against risks assumed by the Authority and shall prepare and make reports respecting the Authority's risk profile from time to time as directed by the Board of Commissioners.~~

(g) The Controller shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Controller. The premium for said bond shall be paid out of the funds of the Authority.

(h) The Controller shall advise the Treasurer on the financial affairs of the Authority.

IX. ~~XIII.~~ **Executive Secretary**

The Board of Commissioners shall appoint an Executive Secretary, who shall hold office at the will and pleasure of the Board. The Executive Secretary shall perform the following duties ~~and such other duties as the Board of Commissioners shall direct~~ in support of the Secretary:

(a) The Executive Secretary shall ~~attend all~~ record the minutes of meetings of the Board of Commissioners and ~~of all Committees, and shall record the minutes of such meetings. The Executive Secretary~~ shall have custody of the minute book and of the corporate seal of the Authority.

~~(b) The Executive Secretary shall have charge of all correspondence and communications to and from the Board of Commissioners, and the giving and receiving of all notices pertaining to the work of the Authority.~~

(b) ~~(e)~~ The Executive Secretary shall be the custodian of all records, except the financial records of the Controller, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(c) ~~(d)~~ The Executive Secretary ~~shall see that all property acquired is vested in the name of the Authority. The Executive Secretary shall notify the Board of Commissioners and the Controller when any such property is disposed of for cash consideration or otherwise.~~

~~(e) In the event the office of Secretary shall become vacant by death, resignation or otherwise, or in the event of the absence of the Secretary or the Secretary's inability to discharge the duties of the office, such duties for the time being devolve upon the Executive Secretary, and the Executive Secretary may sign, with the Chairman or Vice Chairman, in the name of the Authority, all~~ may sign contracts, leases, obligations, and ~~legal documents~~ other instruments approved by the Board of Commissioners, and when necessary shall affix the corporate seal thereto.

(d) ~~(f)~~ The Executive Secretary ~~shall review and approve all such vouchers for payment of obligations and make such certifications as shall be required or permitted under the purchasing authority and approval set forth in these bylaws and otherwise as authorized and directed by the Board of Commissioners.~~

~~(g) The Executive Secretary shall~~ may co-sign on such bank accounts as the ~~Board of Commissioners~~ Director or the Controller may designate. The Executive Secretary shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Executive Secretary. The premium for said bond shall be paid out of the funds of the Authority.

(e) ~~(h)~~ The Executive Secretary shall be the Authority's FOIA Coordinator as defined in Act No. 442, Public Acts of 1976, as amended, unless the ~~Board of Commissioners~~Director shall make another designation of FOIA Coordinator.

X. ~~XIV.~~ Budget; Fiscal Year; Annual Financial Report; Audit~~Budget~~

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the ~~Board of Commissioners shall cause to be prepared a budget containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities under the jurisdiction of the Board of Commissioners, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year. The~~ Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, ~~Act No. 2, Public Acts of 1968, as amended. The Board of Commissioners also shall cause to be prepared an annual financial report of the Authority, and shall obtain an annual audit of the Authority's financial records, accounts, and procedures, all in accordance with the Uniform Budget and Accounting Act,~~ Act No. 2, Public Acts of 1968, as amended.

XI. ~~XV.~~ Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the ~~Chairman,~~ Director or Deputy Director and by the ~~Secretary,~~ Executive Secretary or Controller, or otherwise as directed by the Board. Procurement procedures shall be established pursuant to secure purchases at the lowest possible cost commensurate with the quality needed; to provide for the efficient purchase of supplies, equipment and services in a timely and creditworthy fashion; to exercise positive financial control over all purchases; and to clearly define authority for the purchasing function, subject to the following: the Authority's Purchasing Policy, as approved by the Board of Commissioners from time to time.

~~(a) — The Director shall approve all purchase orders and commitments for equipment and material and the employment of all services for the activities of the Authority authorized or directed by the Board of Commissioners.~~

~~(b) — For any expenditure in an amount in excess of Ten Thousand Dollars (\$10,000.00), bids shall be obtained and presented to the Board of Commissioners for its approval. Bids will not be required for the purchase of land or for payrolls or the employment of professional or specialized services. This paragraph shall be effective except in case of written contracts which have previously been approved by the Board of Commissioners. In such cases, the terms of the Contract itself shall govern.~~

~~(c) — Purchases, contracts or commitments in an amount not exceeding Ten Thousand Dollars (\$10,000.00) may be made without specific prior approval of the Board of Commissioners and pursuant to the authorization under the general appropriations act adopted by the Board of Commissioners under the Uniform Budget and Accounting Act, Act No. 2 of the Public Acts of 1968, as amended, provided that (i) the Director and the Executive Secretary concur that the purchase, contract or commitment is authorized under the general appropriations act, (ii) such purchase, contract or commitment is made only after having received as many quotations as~~

~~practicable from qualified bidders, and (iii) the procedures in this Article respecting the issuance, certification, presentation and approval of vouchers for payment of obligations shall be adhered to. In the case of emergency, the Director, with the approval of the Chairman, may approve of purchases, contracts or commitments in an amount not exceeding Fifty Thousand Dollars (\$50,000.00) without specific prior approval of the Board of Commissioners and pursuant to the authorization under the general appropriations act.~~

~~(d) — Upon the receipt of an invoice, together with certification that the property or service was duly ordered, has been received, and is satisfactory, the Controller shall issue a voucher and shall certify on each voucher that an appropriation has been made for such expenditure and that there remains an unexpended balance sufficient to pay such voucher. If there be not sufficient money appropriated and available, the Controller shall not issue the voucher until an appropriation is made. When a voucher has been so issued and certified by Controller, the Controller shall deliver it to the Executive Secretary to be approved for payment. When such voucher has been approved by the Executive Secretary, the Controller shall issue payment.~~

~~(e) — The Executive Secretary shall inspect all vouchers for payment of obligations presented by the Controller and verify that they are duly certified. If satisfied of their authenticity, the Executive Secretary shall sign them as approved for payment. The Executive Secretary then shall present the voucher for certification by the Director that the property or service was duly ordered, has been received, and is satisfactory. The Executive Secretary thereafter shall present the vouchers to the Board of Commissioners at each regular meeting of the Board for approval.~~

~~XII.~~ XVI. Committees

(a) The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees ~~as standing committees~~ for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The ~~Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairman shall be ex-officio a member of all committees.~~ members of the foregoing standing committees shall include such members as the Board may appoint. Members of the foregoing standing committees shall serve for terms of 1 year or until their successors are appointed and serving and may be reappointed to additional terms.

~~XVII. Biannual Report~~

~~The Board of Commissioners, on or before the first day in June of every even year, shall submit a written report to the Governor and to the Board of County Commissioners of each of the Counties of Wayne, Oakland, Macomb, Washtenaw and Livingston, which report shall contain a statement of the doings of the Board of Commissioners during the preceding two calendar years.~~

~~XVIII. Powers of Board of Commissioners~~

~~The Board of Commissioners shall exercise all such powers and perform such duties to the fullest extent authorized and provided by Act No. 147 and the statutes and the laws of the State of Michigan.~~

(b) The Board of Commissioners shall establish an audit committee consisting of the Chairperson or Vice Chairperson and the Secretary and Treasurer. The audit committee shall

meet not less often than annually with the Director, the Controller, and the Authority's independent public auditors to review the reports related to the financial condition, operations, performance, and management of the Authority, and may also recommend special reviews or audits to the Board.

(c) The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairperson shall be *ex officio* a member of all such committees.

XIII. ~~XIX.~~ Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XIV. ~~XX.~~ Amendments

(a) These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan.

(b) These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan. ~~Provided, that before any changes are~~ Prior to any changes being made ~~in said~~ to these bylaws, a copy of the proposed changes shall be filed with the Secretary and Executive Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Executive Secretary shall cause a copy of ~~said the~~ proposed changes to be ~~sent~~ provided to each Commissioner at least five (5) days prior to ~~said the~~ meeting, together with written notice of the time and place of ~~such meeting~~ the meeting; provided that this notice requirement may be waived and bylaws amendments considered and approved at the same meeting at which they were introduced by unanimous vote of the members of the Board of Commissioners then in office.

XV. ~~XXI.~~ **Parliamentary Practice**

The rules of parliamentary procedure comprised in ~~"Cushing's Manual of Parliamentary Practice"~~"Robert's Rules of Order Newly Revised." as the same is updated and released from time to time, shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.

CERTIFICATION:

I, ~~Gregory J. Almas, Executive~~ _____,
Secretary of the Huron-Clinton Metropolitan Authority, do
hereby certify that the above is a true copy of the Bylaws
of the Authority, as last amended on ~~June 18,~~
~~2009,~~ _____, 2013.

~~Gregory J. Almas, Executive~~ Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:

Michael P. McGee, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

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Document comparison by Workshare Professional on Friday, February 01, 2013 1:38:35 PM

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Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

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Insertions	103
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Moved from	9
Moved to	9
Style change	0
Format changed	0
Total changes	231



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
Subject: Clean copy of amended Bylaws

BYLAWS OF THE HURON-CLINTON METROPOLITAN AUTHORITY

As Amended _____, 2013

I. Terms of Office of Board of Commissioners

In accordance with the provisions of Act No. 147, Public Acts of 1939, the term of office of each member of the first Board of Commissioners shall commence on the date of election by the respective County or appointment by the Governor in the year 1941, and shall run for the terms specified by statute.

(a)	Elected Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	<u>County</u>			
	Wayne	Six	1947	1953
	Oakland	Five	1946	1951
	Macomb	Four	1945	1949
	Washtenaw	Three	1944	1947
	Livingston	Two	1943	1945
(b)	Appointed Commissioners	Original Terms in Years	Original Expiration Date	Second Expiration Date
	Governor Appointee	Four	1945	1949
	Governor Appointee	Two	1943	1945

From and after the expiration of the first terms herein specified, the term of office for each member of the Board of Commissioners subsequently elected by a County shall be for a term of six (6) years, and the term of office for each Commissioner subsequently appointed by the Governor shall be for a period of four (4) years or until their successors are elected or appointed, in accordance with Act No. 147.

Before assuming the duties of office, a Board member shall qualify by taking and subscribing to the constitutional oath of office.

II. Principal Office

The principal office of the Authority shall be at 13000 High Ridge Drive, Brighton, Michigan 48114, or at such other location as may be determined by the Board of Commissioners from time to time.

III. Meetings

(a) Regular meetings of the Board of Commissioners shall be held monthly on the second Thursday of each month at the principal office of the Authority for the transaction of such business as may be brought before the meeting, provided, however, that the regular monthly meetings of the Board of Commissioners may be held at such other date, location or place as may

be determined from time to time by a majority of the members of the Board of Commissioners. The regular monthly meeting held in the month of June shall constitute the annual meeting of the Board of Commissioners.

(b) Special meetings of the Board of Commissioners may be called at any time by the Chairperson or by three members of the members of the Board of Commissioners, at such time or place as may be deemed necessary. Commissioners shall be notified in writing of the time, place and purpose of all special meetings of the Board of Commissioners at least two (2) days prior thereto. Notice of special meetings provided to the Board of Commissioners shall describe the business to be transacted at said special meeting. Any Commissioner may waive such notice in writing, and shall be deemed to have waived such notice by his or her attendance at any such meeting.

(c) Public notice of all meetings of the Board of Commissioners shall be given and posted as required in Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(d) Closed sessions may be held in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

(e) A person shall be permitted to address a meeting of the Board of Commissioners under rules established and recorded by the Board of Commissioners and in accordance with Act No. 267, Public Acts of 1976, as amended, or other applicable State law.

IV. Action by the Board

(a) The Board may act only by resolution or ordinance. The Secretary of the Board shall provide for the collection, codification and publication of all ordinances and resolutions of the Authority in accordance with law.

(b) A majority of the members of the Board of Commissioners then in office shall constitute a quorum for the transaction of business.

(c) The concurrence of a majority of the members of the Board of Commissioners then in office shall be necessary and sufficient for the passage of any resolutions, but no business shall be transacted unless there are then in office at least a majority of the full number of Commissioners fixed by law.

V. Officers of Board of Commissioners

The Board of Commissioners shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer, who shall be elected by the Commissioners at the annual meeting of the Board of Commissioners. The term of each office shall be for one (1) year, expiring at the time of the following annual meeting of the Board of Commissioners or until their successors are elected. The officers shall be members of the Board of Commissioners.

In the event of a vacancy in any of the offices of the Board, the Board of Commissioners at any meeting may fill the vacancy for the remainder of the unexpired term.

(a) Chairperson

(i) The Chairperson shall preside at all meetings of the Board of Commissioners, and shall have a vote upon all resolutions as a Commissioner.

(ii) The Chairperson may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(b) Vice-Chairperson

In the event the office of Chairperson shall become vacant by death, resignation or otherwise, or in the event of the absence of the Chairperson or the Chairperson's inability to discharge the duties of the office, the Vice-Chairperson shall assume the duties and responsibilities of Chairperson.

(c) Secretary

The Secretary shall perform the customary duties of such office, and such other duties as the Board of Commissioners shall direct. The Secretary may sign, in the name of the Authority, all contracts and legal documents approved by the Board of Commissioners.

(d) Treasurer

The Treasurer shall consult with the Controller from time to time respecting the Authority's financial affairs and otherwise shall perform the customary duties of such office pursuant to applicable law, and such other duties as the Board of Commissioners shall direct. The Treasurer shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Treasurer. The premium for said bond shall be paid out of the funds of the Authority.

VI. Director

The chief executive officer of the Authority shall be known as the Director. The Director shall be appointed by the Board of Commissioners and hold office at the will and pleasure of the Board. The Director shall supervise, and be responsible for, the day-to-day operation of the Authority and shall provide general direction to the work and general management of all activities of the Authority. This, among other things, specifically includes the following:

(a) The Director shall be responsible for the appointment or employment and discharge of all employees, and for the direction of their activities, unless otherwise directed by the Board of Commissioners.

(b) The Director may delegate to subordinates any of the special duties assigned to the Director.

(c) The Director shall approve of such purchases and make such certifications as shall be required or permitted under the purchasing authority and approval procedures set out in the Authority's Purchasing Policy and otherwise as authorized and directed by the Board of Commissioners.

(d) The Director shall certify the rates of pay and the payrolls of all employees.

(e) The Director shall prepare an annual budget for the Authority containing an itemized statement of the estimated current operational expenses and the expenses for capital outlay including funds for the operation and development of all property and facilities of the Authority, including any amounts necessary to pay the obligations of the Authority maturing during the ensuing fiscal year, and an estimate of the anticipated revenue of the Authority from all sources for the ensuing fiscal year.

(f) The Director shall have the power and authority to execute and deliver, and to delegate signatory power for, contracts, leases, obligations, and other instruments approved by the Board or for which power to approve has been delegated by the Board to the Director.

(g) The Director shall take such other actions and assume such other responsibilities as may be provided by federal and state law.

VII. Deputy Director

The Director shall appoint a chief operating officer of the Authority who shall be known as the Deputy Director. The Deputy Director shall hold office at the will and pleasure of the Director. The Deputy Director, under the immediate supervision of the Director, is responsible for such responsibilities as shall be directed from time to time by the Director. In the event the office of Director shall become vacant by death, resignation or otherwise, or in the event of the absence of the Director or the Director's inability to discharge the duties of the office, such duties, including the authority to execute and deliver contracts, leases, obligations, and other instruments approved by the Board, for the time being devolve upon the Deputy Director.

VIII. Controller

The Director shall appoint a chief financial officer of the Authority who shall be known as the Controller. The Controller shall hold office at the will and pleasure of the Director and shall perform the usual duties of such office and such other duties as the Director may direct or as are required by law. This, among other things, includes the following:

(a) The Controller shall receive all money due the Authority from taxes, fees, charges and all other sources, and shall deposit all such money in such bank or banks, and in such separate accounts, as the Controller shall deem prudent and appropriate, subject to the approval of the Board of Commissioners. The Controller may co-sign on such bank accounts.

(b) The Controller shall keep accounting records showing all financial transactions of the Authority in accordance with law, and shall permit inspection of all financial records by any Commissioner at any reasonable time.

(c) The Controller shall issue and approve of such vouchers for payment of obligations and make such certifications as shall be required or permitted under the Authority's Purchasing Policy.

(d) The Controller shall cause an annual audit of the Authority to be performed by independent certified public accountants in the manner required by Act No. 2, Public Acts of Michigan, 1968, as amended.

(e) The Controller shall be the chief investment officer of the Authority and shall advise the Board of Commissioners in respect of an investment policy satisfying the requirements of Act

No. 20, Public Acts of 1943, as amended. The Controller shall prepare reports respecting the Authority's investments from time to time but no less often than semi-annually.

(f) The Controller shall monitor and evaluate the Authority's risk profile from time to time and provide direction to the Authority's risk management efforts.

(g) The Controller shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Controller. The premium for said bond shall be paid out of the funds of the Authority.

(h) The Controller shall advise the Treasurer on the financial affairs of the Authority.

IX. Executive Secretary

The Board of Commissioners shall appoint an Executive Secretary, who shall hold office at the will and pleasure of the Board. The Executive Secretary shall perform the following duties in support of the Secretary:

(a) The Executive Secretary shall record the minutes of meetings of the Board of Commissioners and shall have custody of the minute book and of the corporate seal of the Authority.

(b) The Executive Secretary shall be the custodian of all records, except the financial records of the Controller, and shall keep, at the office of the Board of Commissioners, and open to public examination in accordance with Act No. 267, Public Acts of 1976, as amended, at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Authority.

(c) The Executive Secretary may sign contracts, leases, obligations, and other instruments approved by the Board of Commissioners, and when necessary shall affix the corporate seal thereto.

(d) The Executive Secretary may co-sign on such bank accounts as the Director or the Controller may designate. The Executive Secretary shall provide the Authority with a fidelity bond to indemnify the Authority from any loss caused by any fraudulent or dishonest act on the part of the Executive Secretary. The premium for said bond shall be paid out of the funds of the Authority.

(e) The Executive Secretary shall be the Authority's FOIA Coordinator as defined in Act No. 442, Public Acts of 1976, as amended, unless the Director shall make another designation of FOIA Coordinator.

X. Fiscal Year; Budget

The fiscal year of the Authority shall begin on January 1 and shall end on December 31 of each calendar year, or such other annual period as may be established by the Board of Commissioners. Prior to the beginning of each fiscal year, but not later than the December regular meeting, the Board of Commissioners shall adopt the budget in accordance with and subject to the requirements of the Uniform Budget and Accounting Act, Act No. 2, Public Acts of 1968, as amended.

XI. Contracts; Purchasing Authority and Approval

Contracts shall be executed on behalf of the Authority by the Director or Deputy Director and by the Executive Secretary or Controller, or otherwise as directed by the Board. Procurement procedures shall be established pursuant to the Authority's Purchasing Policy, as approved by the Board of Commissioners from time to time.

XII. Committees

(a) The Board of Commissioners shall establish a Pension Committee and a Retiree Health Care Benefits and Trust Board of Trustees as standing committees for the purpose of overseeing matters pertaining to the Authority's pension and retirement health care benefit programs. The members of the foregoing standing committees shall include such members as the Board may appoint. Members of the foregoing standing committees shall serve for terms of 1 year or until their successors are appointed and serving and may be reappointed to additional terms.

(b) The Board of Commissioners shall establish an audit committee consisting of the Chairperson or Vice Chairperson and the Secretary and Treasurer. The audit committee shall meet not less often than annually with the Director, the Controller, and the Authority's independent public auditors to review the reports related to the financial condition, operations, performance, and management of the Authority, and may also recommend special reviews or audits to the Board.

(c) The Board of Commissioners from time to time may establish such other committees, standing or special, as the Board shall deem necessary or convenient to carry out the work of the Authority. The Chairperson shall be *ex officio* a member of all such committees.

XIII. Immunity, Indemnification and Insurance

(a) Immunity. A member of the Board of Commissioners or an officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

(b) Indemnification. The Authority shall indemnify and procure insurance indemnifying each member of the Board of Commissioners and each officer and appointee of the Authority against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to bonds or other obligations of the Authority, the issuance of bonds or other obligations of the Authority, or by reason of any other action taken or the failure to act by the Authority.

(c) Insurance. The Authority, in addition to the insurance referred to above, shall purchase and maintain insurance on behalf of each member of the Board of Commissioners and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity.

(d) Eligible Expenses. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

XIV. Amendments

(a) These bylaws or any of them may be altered, amended, added to or repealed by a majority of the members of the Board of Commissioners then in office at any regular meeting of said Board of Commissioners or at any special meeting, providing any of such changes are not inconsistent with or contravene the laws of the State of Michigan.

(b) Prior to any changes being made to these bylaws, a copy of the proposed changes shall be filed with the Secretary and Executive Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Executive Secretary shall cause a copy of the proposed changes to be provided to each Commissioner at least five (5) days prior to the meeting, together with written notice of the time and place of the meeting; provided that this notice requirement may be waived and bylaws amendments considered and approved at the same meeting at which they were introduced by unanimous vote of the members of the Board of Commissioners then in office.

XV. Parliamentary Practice

The rules of parliamentary procedure comprised in "*Robert's Rules of Order Newly Revised*," as the same is updated and released from time to time, shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Board and not contrary to any existing laws of the State of Michigan.

CERTIFICATION:

I, _____, Secretary of the Huron-Clinton Metropolitan Authority, do hereby certify that the above is a true copy of the Bylaws of the Authority, as last amended on _____, 2013.

Secretary
Huron-Clinton Metropolitan Authority

Approved as to legal form
and conformity with law:

Michael P. McGee, Esq.
Miller Canfield Paddock and Stone, PLC
150 West Jefferson Ave., Suite 2500
Detroit, Michigan 48226

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HURON-CLINTON METROPARKS MONTHLY STATISTICS

January, 2013

PARK	MONTHLY VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St Clair	16,097	14,066	14.4%
Wolcott Mill	1,220	982	24.2%
Stony Creek	17,603	16,989	3.6%
Indian Springs	2,712	2,896	-6.4%
Kensington	31,340	35,353	-11.4%
Huron Meadows	4,849	2,848	70.3%
Hudson Mills	8,516	9,260	-8.0%
Lower Huron	12,228	12,692	-3.7%
Willow	10,020	10,053	-0.3%
Oakwoods	2,422	2,479	-2.3%
Lake Erie	6,523	6,749	-3.3%
Monthly TOTALS	113,530	114,367	-0.7%

MONTHLY TOLL REVENUE		
Current Year	Previous Year	Change
\$ 39,888	\$ 36,010	10.8%
\$ -	\$ -	0.0%
\$ 90,106	\$ 73,687	22.3%
\$ 17,138	\$ 13,013	31.7%
\$ 94,516	\$ 88,152	7.2%
\$ 8,245	\$ 4,355	89.3%
\$ 34,651	\$ 26,632	30.1%
\$ 14,950	\$ 29,537	-49.4%
\$ 7,805	\$ 5,800	34.6%
\$ 3,845	\$ 4,605	-16.5%
\$ 23,175	\$ 26,623	-13.0%
\$ 334,319	\$ 308,414	8.4%

MONTHLY TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 50,281	\$ 49,319	2.0%
\$ 5,612	\$ 26,851	-79.1%
\$ 108,556	\$ 92,329	17.6%
\$ 27,719	\$ 14,944	85.5%
\$ 115,138	\$ 100,395	14.7%
\$ 16,179	\$ 6,817	137.3%
\$ 41,710	\$ 32,532	28.2%
\$ 17,750	\$ 32,597	-45.5%
\$ 9,226	\$ 7,072	30.5%
\$ 4,633	\$ 6,165	-24.8%
\$ 25,775	\$ 28,249	-8.8%
\$ 422,579	\$ 397,270	6.4%

PARK	Y-T-D VEHICLE ENTRIES		
	Current Year	Previous Year	Change
Lake St Clair	16,097	14,066	14.4%
Wolcott Mill	1,220	982	24.2%
Stony Creek	17,603	16,989	3.6%
Indian Springs	2,712	2,896	-6.4%
Kensington	31,340	35,353	-11.4%
Huron Meadows	4,849	2,848	70.3%
Hudson Mills	8,516	9,260	-8.0%
Lower Huron	12,228	12,692	-3.7%
Willow	10,020	10,053	-0.3%
Oakwoods	2,422	2,479	-2.3%
Lake Erie	6,523	6,749	-3.3%
Y-T-D TOTALS	113,530	114,367	-0.7%

Y-T-D TOLL REVENUE		
Current Year	Previous Year	Change
\$ 39,888	\$ 36,010	10.8%
\$ -	\$ -	0.0%
\$ 90,106	\$ 73,687	22.3%
\$ 17,138	\$ 13,013	31.7%
\$ 94,516	\$ 88,152	7.2%
\$ 8,245	\$ 4,355	89.3%
\$ 34,651	\$ 26,632	30.1%
\$ 14,950	\$ 29,537	-49.4%
\$ 7,805	\$ 5,800	34.6%
\$ 3,845	\$ 4,605	-16.5%
\$ 23,175	\$ 26,623	-13.0%
\$ 334,319	\$ 308,414	8.4%

Y-T-D TOTAL PARK REVENUE		
Current Year	Previous Year	Change
\$ 50,281	\$ 49,319	2.0%
\$ 5,612	\$ 26,851	-79.1%
\$ 108,556	\$ 92,329	17.6%
\$ 27,719	\$ 14,944	85.5%
\$ 115,138	\$ 100,395	14.7%
\$ 16,179	\$ 6,817	137.3%
\$ 41,710	\$ 32,532	28.2%
\$ 17,750	\$ 32,597	-45.5%
\$ 9,226	\$ 7,072	30.5%
\$ 4,633	\$ 6,165	-24.8%
\$ 25,775	\$ 28,249	-8.8%
\$ 422,579	\$ 397,270	6.4%

District	Y-T-D Vehicle Entries by Management Unit		
Eastern	34,920	32,037	9.0%
Western	47,417	50,357	-5.8%
Southern	31,193	31,973	-2.4%

Y-T-D Toll Revenue by Management Unit		
\$ 129,994	\$ 109,697	18.5%
\$ 154,550	\$ 132,152	16.9%
\$ 49,775	\$ 66,565	-25.2%

Y-T-D Total Revenue by Management Unit		
\$ 164,449	\$ 168,499	-2.4%
\$ 200,746	\$ 154,688	29.8%
\$ 57,384	\$ 74,083	-22.5%

ACTIVITY REPORT - GOLF

GOLF COURSE	MONTHLY ROUNDS		
	Current Year	Previous Year	Change
Wolcott Mill	0	0	-
Stony Creek	0	0	-
Indian Springs	0	0	-
Kensington	0	0	-
Huron Meadows	0	0	-
Hudson Mills	0	0	-
Willow	0	0	-
Lake Erie	0	0	-
Total Regulation	0	0	-
LSC Par 3	0	1	-
L. Huron Par 3	0	0	-
Total Golf	0	1	-

ROUNDS Y-T-D		
Current Year	Previous Year	Change
0	0	-
0	0	-
0	0	-
0	0	-
0	0	-
0	0	-
0	0	-
0	0	-
0	0	-
0	1	-
0	0	-
0	1	-

GOLF REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ -	\$ -	-
\$ 448	\$ 1,296	-65.4%
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ 448	\$ 1,296	-65.4%
\$ -	\$ 5	-
\$ -	\$ -	-
\$ 448	\$ 1,301	-65.6%

INTERPRETIVE FACILITIES

January, 2013

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	3,942	4,054	3,942	4,054	-2.8%	\$ 587	\$ 1,325	\$ 587	\$ 1,325	-55.7%
Wolcott Mill	1,116	1,570	1,116	1,570	-28.9%	\$ 79	\$ 233	\$ 79	\$ 233	-66.1%
Wolcott Farm	1,624	1,968	1,624	1,968	-17.5%	\$ 570	\$ 916	\$ 570	\$ 916	-37.8%
Horse/Tractor Rides						\$ -	\$ -	\$ -	\$ -	100.0%
Livestock/Produce						\$ 2,788	\$ 24,086	\$ 2,788	\$ 24,086	-88.4%
Stony Creek	8,083	15,559	8,083	15,559	-48.0%	\$ 2,997	\$ 3,736	\$ 2,997	\$ 3,736	-19.8%
Indian Springs	3,476	3,725	3,476	3,725	-6.7%	\$ 1,048	\$ 1,381	\$ 1,048	\$ 1,381	-24.1%
Kensington NC	18,150	18,916	18,150	18,916	-4.0%	\$ 738	\$ 495	\$ 738	\$ 495	49.1%
Kensington Farm	2,677	2,679	2,677	2,679	-0.1%	\$ 1,650	\$ 1,448	\$ 1,650	\$ 1,448	14.0%
Horse/Tractor Rides						\$ 303	\$ 634	\$ 303	\$ 634	-52.2%
Livestock/Produce						\$ 286	\$ 9	\$ 286	\$ 9	3077.8%
Mobile Center	1,076	953	1,076	953	12.9%	\$ 1,763	\$ 987	\$ 1,763	\$ 987	78.6%
Hudson Mills	2,514	2,597	2,514	2,597	-3.2%	\$ 1,129	\$ 753	\$ 1,129	\$ 753	49.9%
Oakwoods	9,974	9,031	9,974	9,031	10.4%	\$ 527	\$ 1,466	\$ 527	\$ 1,466	-64.1%
Lake Erie	10,144	10,645	10,144	10,645	-4.7%	\$ 250	\$ 153	\$ 250	\$ 153	63.4%
Totals	62,776	71,697	62,776	71,697	-12.4%	\$ 14,715	\$ 37,622	\$ 14,715	\$ 37,622	-60.9%

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	35	41	704	742	6	3	48	87	3,190	3,225
Wolcott Mill	3	3	42	59	-	3	-	516	1,074	995
Wolcott Farm	23	29	424	291	-	1	-	450	1,200	1,227
Stony Creek	32	28	984	1,668	7	28	364	1,981	6,735	11,910
Indian Springs	34	67	776	1,076	-	-	-	-	2,700	2,649
Kensington NC	51	88	1,748	2,178	3	5	111	168	16,291	16,570
Kensington Farm	20	49	377	677	-	-	-	-	2,300	2,002
Mobile Center	39	36	1,076	953	-	-	-	-		
Hudson Mills	5	4	314	397	-	-	-	-	2,200	2,200
Oakwoods	16	52	250	746	2	12	385	1,454	9,339	6,831
Lake Erie	81	84	1,491	2,052	-	2	-	100	8,653	8,493
Totals	339	481	8,186	10,839	18	54	908	4,756	53,682	56,102

HURON-CLINTON METROPARKS MONTHLY STATISTICS

January, 2013

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	-

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

REVENUE Y-T-D		
Current Year	Previous Year	Change
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-
\$ -	\$ -	-

PARK	Seasonal Activities this Month		
	Current Year	Previous Year	Change
Lake St. Clair			
Welsh Center	3	3	0.0%
Shelters	0	0	-
Boat Launches	1	0	-
Marina	0	0	-
Mini-Golf	0	0	-
Stony Creek			
Disc Golf Daily	13	22	-40.9%
Disc Golf Annual	8	6	33.3%
Total Disc Golf	21	28	-25.0%
Shelters	28	38	-26.3%
Boat Rental	0	0	-
Boat Launches	0	0	-
Indian Springs			
Shelters	1	1	0.0%
Event Room	12	1	1100.0%
Kensington			
Disc Golf Daily	21	13	61.5%
Disc Golf Annual	8	11	-27.3%
Total Disc Golf	29	24	0
Shelters	16	34	-52.9%
Boat Rental	0	0	-
Huron Meadows			
Shelters	5	2	150.0%
Boat Rental	0	0	-
Hudson Mills			
Disc Golf Daily	222	180	23.3%
Disc Golf Annual	30	34	-11.8%
Total Disc Golf	252	214	17.8%
Shelters	3	9	-66.7%
Canoe Rental	0	0	-
Lower Huron / Willow / Oakwoods			
LH Shelters	14	20	-30.0%
Willow Shelters	4	6	-33.3%
Lake Erie			
Shelters	9	7	28.6%
Boat Launches	81	137	-40.9%
Marina	N/A	N/A	N/A

Seasonal Activities Y-T-D		
Current Year	Previous Year	Change
3	3	0.0%
0	0	-
1	0	-
0	0	-
0	0	-
13	22	-40.9%
8	6	33.3%
21	28	-25.0%
28	38	-26.3%
0	0	-
0	0	-
1	1	0.0%
12	1	1100.0%
21	13	61.5%
8	11	-27.3%
29	24	20.8%
16	34	-52.9%
0	0	-
5	2	150.0%
0	0	-
222	180	23.3%
30	34	-11.8%
252	214	17.8%
3	9	-66.7%
0	0	-
14	20	-30.0%
4	6	-33.3%
9	7	28.6%
81	137	-40.9%
N/A	N/A	N/A

Seasonal Revenue Y-T-D		
Current Year	Previous Year	Change
\$ 1,400	\$ 2,750	-49.1%
\$ 6,650	\$ 4,975	33.7%
NA	NA	NA
\$ -	\$ -	-
\$ -	\$ -	-
\$ 26	\$ 44	-40.9%
\$ 400	\$ 300	33.3%
\$ 426	\$ 344	23.8%
\$ 5,600	\$ 5,800	-3.4%
\$ -	\$ -	-
N/A	N/A	N/A
\$ 200	\$ 150	33.3%
\$ 9,300	\$ 400	2225.0%
\$ 42	\$ 26	61.5%
\$ 380	\$ 538	-29.4%
\$ 422	\$ 564	-25.2%
\$ 5,900	\$ 5,130	15.0%
\$ -	\$ -	-
\$ 1,000	\$ 300	233.3%
\$ -	\$ -	-
\$ 444	\$ 360	23.3%
\$ 1,460	\$ 1,620	-9.9%
\$ 1,904	\$ 1,980	-3.8%
\$ 800	\$ 1,350	-40.7%
\$ -	\$ -	-
\$ 2,800	\$ 3,000	-6.7%
\$ 800	\$ 940	-14.9%
\$ 2,000	\$ 1,100	81.8%
N/A	N/A	N/A
\$ 60	\$ -	-

HURON-CLINTON METROPARKS MONTHLY STATISTICS

January, 2013

PARK	Winter Sports this Month		
	Current Year	Previous Year	Change
Lake St. Clair			
XC Skiers	1	0	
Ice Skaters	82	12	583.3%
Ice Fishermen	954	140	581.4%
Stony Creek			
XC Skiers	790	370	113.5%
Ice Skaters	94	0	
Sledders	2,005	605	231.4%
Ice Fishermen	117	79	48.1%
Indian Springs			
XC Skiers	128	14	814.3%
Sledders	335	155	116.1%
Kensington			
XC Skiers	812	117	594.0%
Ice Skaters	307	0	
Sledders	202	1,306	-84.5%
Ice Fishermen	99	27	-
Huron Meadows			
XC Skiers	2,621	778	-
Ice Fishermen	0	0	-
Hudson Mills			
XC Skiers	284	160	77.5%
Lower Huron			
Ice Skaters	319	0	
Willow			
XC Skiers	125	44	184.1%
Ice Fishing	50	0	
Sledders	1,247	656	90.1%
Lake Erie			
XC Skiers	5	8	-37.5%
Sledders	18	65	-72.3%
Fishing	203	131	55.0%

Winter Sports Y-T-D		
Current Year	Previous Year	Change
1	0	
82	12	583.3%
954	140	581.4%
790	370	113.5%
94	0	
2,005	605	231.4%
117	79	48.1%
128	14	814.3%
335	155	116.1%
812	117	594.0%
307	0	
202	1,306	-84.5%
99	27	266.7%
2,621	778	236.9%
0	0	-
284	160	77.5%
319	0	
125	44	184.1%
50	0	
1,247	656	90.1%
5	8	-37.5%
18	65	-72.3%
203	131	55.0%