

**MINUTES  
BOARD OF COMMISSIONERS MEETING  
HURON-CLINTON METROPOLITAN AUTHORITY  
THURSDAY, MAY 9, 2013**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 11:00 a.m. on Thursday, May 9, 2013 at Lake St. Clair Metropark at the Thomas Welsh Activity Center. The meeting was convened in pursuance to a call thereof by the Executive Secretary and due notice was given to the HCMA Board of Commissioners.

Present:	Commissioners:	Anthony V. Marrocco John E. La Belle John C. Hertel Timothy J. McCarthy Harry E. Lester Robert W. Marans Jaye Quadrozzi
	Staff Officers:	
	Director	John P. McCulloch
	Controller	Lisa Dolan
	Executive Secretary	George Phifer
Others:	Legal Counsel (Miller Canfield)	Steve Mann
	Legislative Consultant	George Carr
	Land Consultant	Wayne Fetters
	Rehmann Robson	Mark Tschirhart

The meeting was called to order by Chairman Marrocco at 11:07 a.m.

**1. Chairman's Statement**

Chairman Marrocco welcomed everyone to Lake St. Clair Metropark and mentioned the parking lot ground breaking ceremony would be held after the meeting.

**2. Public Comments**

Larry Noodén, Clinton Huron Environmental Coalition (CHEC), thanked HCMA for the Dexter Trail Connector. He said the trail is heavily used and people were concerned about conservation and that the trails were placed in a way that minimal damage was done to sensitive areas. Construction management for the project was good, and sensitive soil was reused. Noodén also suggested using a brochure to market the trail.

**3. Minutes – April 11, 2013**

It was moved by Commissioner McCarthy, supported by Commissioner Marans that the Board of Commissioners approve the April 11, 2013 regular meeting minutes as submitted by Executive Secretary Phifer and staff.

Motion carried unanimously.

**4. Approval of May 9, 2013 Agenda**

It was moved by Commissioner Lester, supported by Commissioner Quadrozzi that the Board of Commissioners approve the May 9, 2013 agenda as submitted.

Motion carried unanimously.

**5. Approval of Consent Agenda**

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners approve the May 9, 2013 consent agenda consisting of the following: vouchers; Financial Statement – March; Purchases for a tractor (LSC), park radio replacements (KMP), carpet replacement (AO), Ford F-350 truck (NRC), and a mower (LE); Bids – Sanitary Sewer Cleaning and Televising, Kensington and Willow Metroparks, 2013 Equipment purchase update; and donations.

Motion carried unanimously.

## Regular Agenda

### **6. Legislative Report**

Legislative Consultant George Carr reported that he recently met with the new director and staff to work on identifying key areas of legislation that will impact the parks. Thirty subject areas were identified important to HCMA; and currently, there are seven bills going through the legislature which will impact the Metroparks. After the Boston Marathon incident, the director and chief of police looked at security issues and a meeting was set up with the State Police to discuss grants and funding opportunities for HCMA. Discussion is ongoing with the State Police.

The dredging project for Lake St. Clair and Lake Erie is moving forward. The goal was to maximize the money being brought into the Metroparks with the least amount of strings and conditions attached to it.

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners receive and file the Legislative Report as presented by Legislative Consultant George Carr.

Motion carried unanimously.

### **7. Update – Park Superintendents**

Kim Jarvis, Western Park District Superintendent, Mike Lyons, Eastern Park District Superintendent and Jim Pershing, Southern Park District Superintendent provided the commissioners with updates on various programs and events that occurred at parks in their districts.

It was moved by Commissioner McCarthy, supported by Commissioner Lester that the Board of Commissioners receive and file the updates given by the District Park Superintendents.

Motion carried unanimously.

### **8. Financial Resource & Enterprise Development (FRED) Project Update**

Controller Dolan provided the Commissioners with an update on the Financial Resource & Enterprise Development Project.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners receive and file the FRED Project update.

Motion carried unanimously.

### **9. Reports**

#### **A. Lake St. Clair**

##### **1. Update – Storm Water Greenscape Project**

Asset and Development Manager Mike Brahm-Henkel provided the Commissioners with an update on the Storm Water Greenscape Project.

It was moved by Commissioner La Belle, supported by Commissioner Quadrozzi that the Board of Commissioners receive and file the Storm Water Greenscape Project update as presented by Asset and Development Manager Mike Brahm-Henkel.

Motion carried unanimously.

#### **B. Indian Springs and Lake Erie Metroparks**

##### **1. Bids – Golf Course Irrigation Head Replacement, Phase 3**

Asset and Development Manager Brahm-Henkel reported that the project included the removal of existing, obsolete irrigation heads at various locations throughout the golf courses and replace with new heads. The irrigation heads that are removed will be used to supplement parts for the existing heads.

It was moved by Commissioner McCarthy, supported by Commissioner Lester that the Board of Commissioners approve award Contract No. 700-13S to the low responsive, responsible bidder, Michigan Automatic Sprinkler, Inc. in the amount of \$39,155.00 as recommended by Manager of Assets and Development, Mike Brahm-Henkel and staff.

Motion carried unanimously.

## 9. Reports

### C. Administrative Office

#### 1. Approval – Board of Commission Policies

Commissioner Marrocco said since there are a lot of policies to go over, he recommends reviewing a few policies today and bring the rest back in small increments at future meetings.

Director McCulloch said there are a few policies that are a priority and he would like the Board to take action on the ethics, financial and investment policies today.

#### **Ethics Policy**

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners approve the Ethics Policy as submitted by Director McCulloch and staff.

Motion carried unanimously.

#### **Financial Policy**

Discussion was held on this item.

It was moved by Commissioner Hertel, supported by Commissioner La Belle that the Board of Commissioners approve the Financial Policy and Bylaws with the following recommended changes (1) any word that appear as shall in the policy is to be changed to will; (2) estimated amount of purchases for the level 3 approval amount will be \$5,001 to \$25,000; (3) estimated amount of purchases for the level 4 approval amount will be \$25,001 and over; and (4) the Director will notify the Board of all purchases exceeding \$10,000.

Motion carried unanimously.

#### **Investment Policy**

It was moved by Commissioner McCarthy, supported by Commissioner Quadrozzi that the Board of Commissioners approve the Investment Policy as recommended by Director McCulloch and staff.

Further discussion was held on this item.

Commissioner McCarthy amended his motion to add the word “or equivalent” to the Investment Amount section referring to bank ratings.

Motion as amended carried unanimously.

#### 2. 2012 Audited Financial Statements

Controller Dolan reported that the Authority’s auditing firm, Rehmann Robson, completed their audit of our accounting records, pension plan, retiree health care trust and related financial statements for 2012. Staff is pleased to report that Rehmann Robson has issued an unqualified opinion, meaning the Audited Financial Statements present fairly the financial position of the governmental activities and each major fund of the Authority as of December 31, 2012 is in conformity with generally accepted accounting principles.

Rehmann Robson representative Mark Tschirhart provided the Board with an update on the 2012 Audited Financial Statements.

Tschirart thanked Controller Dolan and staff on the work done preparing for the audit. Rehmann looked at the required communications, management of the books/records and

internal controls and found no inefficiencies. No audit adjustments were made. New standards affected the format and some wording.

It was moved by Commissioner Hertel, supported by Commissioner Lester that the Board of Commissioners accept the 2012 Audited Financial Statements as recommended by Controller Dolan and staff.

Motion carried unanimously.

## **9. Reports**

### **C. Administrative Office**

#### **3. Capture of Taxes**

Controller Dolan reported that since 2008, the Authority has cumulatively lost \$14 million in tax revenue; and that much of the loss in tax revenue is due to the decline in taxable values across the five counties. In the next few years, it is anticipated taxable values will slowly begin to increase. With this in mind, staff would like to address Tax Incremental Financing (TIF) plans such as: Brownfield Redevelopment Financing, Downtown Development Authorities (DDA), and Corridor Improvement Authorities (CIA). During the initial phase of these TIF plans, a governing body proposing to capture the Authority's future taxes must notify the Authority in writing and then hold a public hearing. At that time, HCMA often has the ability to opt out of the capture or negotiate a partial exemption status. Unfortunately, the Authority has not documented the financial implications of our historical tax captures. Moving forward, staff will scrutinize and document TIF plans that propose to capture our future revenue. As significant captures are proposed, it is recommended that HCMA take advantage of exemption status.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners authorize staff to pursue opportunities of tax exemption status under future TIF plans with material/significant financial implications to the Authority as recommended by Controller Dolan and staff.

Motion carried unanimously.

#### **4. Approval – Major Events/Partnership Contract Template**

Director McCulloch reported that staff would like to use the Event Venue Contract template throughout the Metroparks. Staff will customize this contract for each new, major event based on the event's specific needs and details. Staff tried to capture all relevant elements possible in this master template. This contract template has been reviewed by the Authority's insurance company, MMRMA, as well as legal representation, Miller Canfield.

Commissioner Quadrozzi questioned why the template did not include a dispute resolution.

Further discussion was held on this item.

Director McCulloch asked the Board to approve the template, and he would ask Miller Canfield to make a recommendation and bring it back to the Board at the next meeting.

It was moved by Commissioner Marans, supported by Commissioner Quadrozzi that the Board of Commissioners approve the Event Venue Contract Template to be used for all future major events and authorize the Director to (1) amend and revise this contract in any way deemed reasonable for each event including but not limited to such things as changes in insurance coverages, services rendered, etc.; (2) allow the Director to approve and sign all future Event Venue Contracts; and (3) the Director would ask Miller Canfield for a recommendation and bring the contract back to the Board at the next meeting as recommended by Director McCulloch and staff.

Motion carried unanimously.

**9. Reports**

**C. Administrative Office**

**5. Director Recommended Evaluation Form and Process**

Director McCulloch reported that in order to ensure that the Director has a clear understanding of the goals and expectations of the Board, it is recommended that the Board review and evaluate his performance and establish goals for the position on an annual basis.

Further discussion was held on this item.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners approve the Evaluation Form and Process for the Director as recommended by Administrative Services Manager Carol Stone and staff.

Motion carried unanimously.

**10. Director's Comments**

None

**11. Closed Session**

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners immediately adjourn to a closed session to consider land acquisition. [Section 8\(d\) of the Michigan Open Meetings Act. M.C.L 15.268 \(d\)](#).

**ROLL CALL VOTE**

Voting Yes: Commissioners Marrocco, La Belle, Hertel, Lester, Marans, McCarthy, Quadrozzi

Voting No: None

Absent: None

Motion carried unanimously.

The regular meeting adjourned at 12:41 p.m.

In closed session, it was moved by Commissioner La Belle, supported by Commissioner McCarthy that the Board of Commissioners adjourn the closed session and immediately reconvene the regular meeting.

**ROLL CALL VOTE**

Voting yes: Commissioners Marrocco, Lester, La Belle, Marans, Hertel, McCarthy, Quadrozzi

Voting no: None

Absent: None

Motion carried unanimously.

The regular meeting reconvened at 1:10 p.m.

**12. Other Business**

Director McCulloch requested that the Board of Commissioners authorize the Pension Committee to change the Authority's investment policy on equities from 50 percent to 55 percent.

It was moved by Commissioner La Belle, supported by Commissioner Lester that the Board of Commissioners approve changing the investment policy on equities from 50 to 55 percent.

Motion carried unanimously.

Director McCulloch reported that he has been working with Western Park District Superintendent Kim Jarvis and staff at Hudson Mills to address several issues related to golf and the service being provided at the park. As part of the evaluation being conducted by ROI Management, staff is looking at changing the senior tee times, rates and age in order to help bring the Hudson Mills Golf Course in line with what other competing golf courses are offering. Tee times for seniors will be offered during a designated time during the day. Senior rates will also be adjusted per the recommendation of ROI Management, and the age for seniors will be reduced from age 62 to 55.

Further discussion was held on this item.

It was moved by Commissioner Marans, supported by Commissioner Quadrozzi that the Board of Commissioners authorize staff to change the tee times for seniors, adjust the senior rate per the recommendation of ROI Management and reduce the senior age from 65 to 55 as recommended by Director McCulloch and staff.

Motion carried unanimously.

**13. Commissioner Comments**

None

**14. Motion to Adjourn**

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners adjourn the regular meeting.

Motion carried unanimously.

The meeting adjourned at 1:18 p.m.

Respectfully submitted,



George Phifer  
Executive Secretary