

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, July 13, 2017

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, July 13, 2017 at the Oakwoods Metropark Nature Center.

Commissioners Present: Timothy J. McCarthy
Robert W. Marans
Kurt L. Heise
John Paul Rea
Steve Williams

Staff Officers:
Acting Director/Chief of Police Michael Reese
Deputy Director David Kirbach
Chief Financial Officer Michelle Cole

Absent:
Oakland County Representative Jaye Quadrozzi
Wayne County Representative Bernard Parker

Other Attendees:
Steve Mann Miller, Canfield, Paddock and Stone, PLC

Chairman McCarthy called the July 13, 2017 meeting to order at 10:31 a.m.

1. Chairman's Statement

Commissioner McCarthy said Commissioners Parker and Quadrozzi would not be attending the meeting as Commissioner Parker was out of the country and Commissioner Quadrozzi had a family emergency.

2. Public Participation

Natalie Rogers, thanked the Metroparks Police Department and Huron Township Police Department for making a difficult day a little easier.

David Johnson, Superior Township, inquired if the Metroparks planned on keeping the speed restrictions on Kent Lake; if the tour boat (Island Queen) was required to adhere to the speed limit and why the island within Kensington on Kent Lake where Eagles have nests is closed to the public.

3. Approval – June 21, 2017 Special Meeting Minutes

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' approve the June 21, 2017 special meeting minutes as presented.

Motion carried unanimously.

4. Approval – July 13, 2017 Agenda

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the July 13, 2017 agenda as presented.

Motion carried unanimously.

5. Approval – July 13, 2017 Consent Agenda

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners' approve the consent agenda consisting of the following:

- a. Approval – June 2017 Financial Statements and Payment Registers
- b. Approval – June 2017 Appropriation Adjustments
- c. Report – Purchases over \$10K
- d. Approval – Amended 2017 Tax Levy Rate
- e. Approval – Audit Services Contract Extension

Motion carried unanimously.

Regular Agenda

6. Reports

A. Administrative Department

1. Approval – Foundation Reclassification

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' table the Foundation Reclassification item.

Motion carried unanimously.

2. Approval – Mill Creek Outdoor Adventures License Agreement

Motion by Commissioner Heise, support by Williams that the Board of Commissioners' table the Mill Creek Outdoor Adventure License Agreement.

Discussion: Commissioner McCarthy said he spoke with Steve Mann before the meeting and said the license agreement is not ready for approval and that has been held up by Mill Creek and not by the Metroparks. The lawyers are still negotiating and Mill Creek had some issues.

Commissioner Marans asked Deputy Director Kirbach to give an update on Mill Creek. Mr. Kirbach said he recently spoke with Nate Pound, one of the owners of the Mill Creek Adventure Center. Mr. Pound said they are running into more and more costs and regulations associated with the business and that he would be interested in taking over the contract for Skips Canoe Livery that runs out at the end of 2017. He said that if he was able to get the contract, he would probably not move forward with the Mill Creek Outdoor Adventure.

Motion carried unanimously.

3. Approval – Kronos Time and Attendance Software Contract

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners' approve the software license contract with Kronos, Inc. for a three-year period as recommended by Chief Financial Officer Michelle Cole and staff.

Discussion: Chief Financial Officer Michelle Cole updated the Board on the RFP for the time and attendance system. She said that Kronos was the best fit functionally and the lowest cost.

Commissioner Marans asked how many bids were received. Ms. Cole said two official bids were received; however, there were several bids from several years before.

Commissioner Rea asked how it would take before the system was fully functional. Ms. Cole said six to eight months.

Motion carried unanimously.

6. Reports

B. Planning Department

1. Report – Draft Master Plan, Lake St. Clair Metropark

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners' receive and file the draft Lake St. Clair Metropark Master Plan as presented by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly presented the draft Master Plan for Lake St. Clair Metropark and reviewed the process, background, history and public input.

Commissioner Marans asked if staff contacted anyone in Harrison Township or the other counties. Ms. Kelly said at the beginning of the process, stakeholders were sent email notification regarding public meetings and when the plan would be ready for review. Township representation was included on the email list; however, there was no officials from Harrison Township or Macomb County at the public meetings. The supervisor for Harrison Township did attend a stakeholders meeting for the Community Recreation Plan.

Commissioner Marans asked if Harrison Township had a planning department. Ms. Kelly said no.

Commissioner Rea said the community influence section of the draft master plan were accurate and aligns with the needs of Macomb County. He said if there is anything the operation or planning staff needs regarding coordination that the county is there to help. Commissioner Rea also said the county is thrilled about the trail strategy as it is a key asset.

Commissioner Heise asked if the Aug. 10 date was steadfast date for approval of the master plan. Ms. Kelly said it was a Board decision and that the master plan process is generally a six-month timeline.

Commissioner Heise asked if there were any financial obligations with the master plan approval. Ms. Kelly said no, that the master plans were an internal document.

Deputy Director Kirbach said to answer one of Commissioner Maran's earlier questions, staff plans to repair relationships with townships and other organizations and to look for ways to how the Metroparks and local municipalities can work together.

Commissioner McCarthy said he recently met with Commissioner Rea and County Executive Mark Hackel. He said that Mr. Hackel is a big fan of Lake St. Clair Metropark and the best room at the park was above the park office. Commissioner McCarthy asked if there was a way to make this room accessible to the public or to rent out the room. Ms. Kelly said the room was part of the park office and food bar and that the room is only accessible by a stairway; there is not an elevator.

Commissioner Marans said the room is not very inviting; however, at some point an observation platform could be added to the park building.

Commissioner McCarthy also said the first meeting he attended before he was appointed to the Board was at Lake St. Clair Metropark and former Commissioner Marrocco was the chair. At Commissioner Marrocco's urging, the name of the park was changed from Metro Beach to Lake St. Clair Metropark. At the time, he (commissioner McCarthy) wasn't sure if it was a big deal and didn't think anyone would call it Lake St. Clair Metropark.

Motion carried unanimously.

6. Reports

B. Planning Department

2. Report – Draft 2018-2022 Community Recreation Plan

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' receive and file the draft 2018-2022 Community Recreation Plan as presented by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the contents of the Recreation Plan and presented a brief overview. She said there will be a public hearing prior to the approval of the Recreation Plan and that survey results are included in the draft plan.

Commissioner Rea asked how working with the DNR has been throughout this process. Ms. Kelly said that staff works closely with the DNR regarding grants and is in contact with DNR staff regularly.

Commissioner Marans asked about the goals and objectives and to what extent do they reflect the Board's goals and objectives. Ms. Kelly said staff looked at previous surveys, recreation plans and what assets the parks have.

Commissioner Marans said the Board should be involved in the next Five-Year-Plan, inquired if staff had access to the data from the consulting firm and encouraged the Board and staff to delve into the data. Ms. Kelly said staff does have the data and maps from the consultant.

Commissioner Marans also said the Board should also look at the organization chart and the reporting structure for employees.

Commissioner McCarthy said having Board input on the goals and objectives is a good idea and that it should be added now and not wait for the next Five-Year-Plan.

Commissioner McCarthy asked about the accessibility scale in the Recreation Inventory section for Kensington. He asked about the worst to best with one being the worst and stated the Metroparks had no "best" in this area. Ms. Kelly said that was correct and that accessibility was one of the main objectives for the plan.

Commissioner Rea said these ratings are universal theme seen throughout many parks systems regardless if it's a municipal park.

Motion carried unanimously.

C. Engineering Department

1. Bids – Hike-Bike Trail Bank Stabilization, Lower Huron Metropark

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners' (1) award Contract No. 706-16-176 to the low responsive, responsible bidder, Erie Construction, LLC. in the amount of \$164,085; and (2) approve the transfer of \$100,000 from the Wolcott Unallocated Capital account and \$64,085 from the Indian Springs Unallocated Capital account to cover the cost of the project as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manager of Engineering Mike Brahm-Henkel updated the Board on the project and said the embankment has eroded due to the flow of the river, the erosion is encroaching on the trail and that accessibility is an issue.

Motion carried unanimously.

6. Reports

C. Engineering Department

2. Bids – HVAC Control Replacement (EDC), Indian Springs Metropark

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' (1) award Contract No. 715-17-020 to the low responsive, responsible bidder, W.J. O'Neil Company in the amount of \$67,966; and (2) approve a \$30,000 transfer from the Hudson Mills Unallocated Major Maintenance account and a \$23,000 from Stony Creek Unallocated Major Maintenance account to cover the cost of the work as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manager of Engineering Mike Brahm-Henkel updated the Board on the scope of the project and said staff has struggled with the system over the past several years and that park staff are no longer able to make manual updates or changes.

Commissioner Williams asked if there would be any software upgrades and if there would be costs involved. Mr. Brahm-Henkel said it would be dependent on the system and if there was a component change.

Commissioner Marans asked if the problem went back to the original design. Mr. Brahm-Henkel said not on the design, but the components that were put into the system.

Commissioner McCarthy asked if any other companies bid on the project. Mr. Brahm-Henkel said no; that it is a complicated system.

Motion carried unanimously.

3. Approval – Change Order, Fiber Optic Connectivity, Indian Springs Metropark

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners' (1) approve a change order to contract 900-17-008 in the amount of \$46,797.50; and (2) approve a transfer of \$47,000 from the Stony Creek Unallocated Capital account to project to cover the cost of the project as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manager of Engineering Mike Brahm-Henkel updated the Board on the project background and reviewed the cost breakdown for the project.

Motion carried unanimously.

D. Natural Resources Department

1. Approval – Great Lakes Commission Grant Partnership

Motion by Commissioner Williams, support from Commissioner Marans that the Board of Commissioners' approve staff to work with the Great Lakes Commission (GLC) and the National Ocean and Atmospheric Administration (NOAA) to provide up to an additional \$250,000 to cover costs associated with the Black Creek Marsh Restoration Dredge Project as recommended by Manager of Natural Resources and Environmental Compliance Ryan Colliton and staff.

Discussion: Manager of Natural Resources and Environmental Compliance Ryan Colliton explained the potential partnership opportunities with the Great Lakes Commission for the Black Creek Marsh project at Lake St. Clair Metropark.

Commissioner Marans asked if the \$200,000 was guaranteed given the political environment in Washington, D.C. Julie Sims, NOAA Fish Habitat Restoration Specialist said yes, that the funding was available.

Commissioner Heise asked where the dredging spoils would go. Mr. Colliton said they would be hauled to a type II landfill.

Commissioner Marans asked if staff would have a say where the dredging material went. Mr. Colliton said no.

Commissioner Heise asked how long the dredging would last and if there were any maintenance costs.

Commissioner McCarthy introduced Eric Ellis, a former Metropark employee now with the Great Lakes Commission. Mr. Ellis said additional work would be needed at some point but the amount or timeframe was hard to determine.

Commissioner Marans said he thought the partnership was great.

Motion carried unanimously.

7. Other Business

1. Report – Financial Assessment of Expenses

Chief Financial Officer Michelle Cole reviewed expenses for the Board and said currently there is a \$6.38 million reduction in the Fund Balance with Board approved expenditures at \$3.456 million and \$2.931 million left to be spent this year. She also said that the Stony Creek Landing project will most likely only have \$1 million in expenditures by year end.

Commissioner McCarthy said it is not uncommon to carry over project costs from year to year.

Commissioner Marans said it was a significant reduction in Fund Balance and asked about the implications. Ms. Cole said the Metroparks needs to reduce expenditures.

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners receive and file the financial assessment report as presented by CFO Cole.

Commissioner Heise asked if Ms. Cole wanted Board input on the process.

Commissioner McCarthy said it was difficult to put together subcommittees and encouraged individual members to talk with Ms. Cole.

8. Staff Leadership Update

Chief of Police/Acting Director Michael Reese introduced the new Natural Resources Coordinator Tyler Mitchell who then updated the Board on his background.

Mr. Reese thanked staff as we moved through the process and wanted to assure the Board that scheduled projects will move forward as planned.

9. Commissioner Comments

Commissioner Marans said he was pleased with the way the management team is operating and that the Board needs to start thinking about where to go from here.

Commissioner Rea thanked park staff at Lake St. Clair as the Sprint n' Splash was recently held at the park with a great turnout.

Commissioner Williams said he appreciates all the feedback and said Bill Fountain came to his office and gave him background information on the Hudson Mills Golf Course, which he was going to share with the rest of the Board. He said the first public hearing for the Hudson Mills Golf Course went well and that staff did a good job presenting the information.

Commissioner Marans said it was July 5 public hearing was the first of two public meetings and that the second one was scheduled for July 19 in the evening off park property in Dexter.

10. Motion to Adjourn

Motion by Commissioner Williams, support from Commissioner Marans that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 11:51 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary