

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, September 14, 2017

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, September 14, 2017 at the Pool Food Bar at Lake Erie Metropark.

Commissioners Present:	Timothy J. McCarthy Robert W. Marans Kurt L. Heise John Paul Rea Steve Williams Jaye Quadrozzi Bernard Parker (arrived at 11:04am)
Staff Officers:	
Acting Director/Chief of Police	Michael Reese
Deputy Director	David Kirbach
Absent:	
Chief Financial Officer	Michelle Cole
Other Attendees:	
Steve Mann	Miller, Canfield, Paddock and Stone, PLC

Chairman McCarthy called the Sept. 14, 2017 meeting to order at 10:30 a.m.

1. Chairman's Statement

None.

2. Public Participation

None.

3. Approval – Aug. 10, 2017 Regular and Closed Meeting Minutes

Motion by Commissioner Quadrozzi, support from Commissioner Marans that the Board of Commissioners' approve the Aug. 10, 2017 meeting minutes as presented.

Motion carried unanimously.

4. Approval – September 14, 2017 Agenda

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners' approve the September 14, 2017 agenda as presented.

Motion carried unanimously.

5. Approval – September 14, 2017 Consent Agenda

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

- a. Approval – August 2017 Financial Statements and Payment Registers
- b. Approval – August 2017 Appropriation Adjustments
- c. Purchases
 1. Phragmites Invasive Species Control, Various Locations
 2. Tasers, Police Department
- d. Report – Purchases over \$10K
- e. Approval/Resolution – Exemption of Taxes Subject to Capture, Independence Twp.
- f. Approval/Resolution – MNRTF Land Acquisition Project Agreement Extension
- g. Bids – Sanitary Sewer Rehabilitation, Stony Creek Metropark
- h. Bids – 30-Ton Chiller Replacement, Indian Springs Metropark

- i. Bids – ADA Access Improvements/Bridge Approach Replacement, Lower Huron/Willow
- j. Bids – Salt Storage Structure, Willow Metropark
- k. Approval – Revised Kronos Contract

Motion carried unanimously.

Regular Agenda

6. Reports

A. Administrative Department

1. Approval – 2017 Audit Services Agreement

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' approve engaging Yeo & Yeo, P.C. to conduct the Metroparks financial statement audit for the years 2017 and 2018 at a cost of \$27,000 and \$28,000 as recommended by Rebecca Franchock and staff.

Discussion: Commissioner McCarthy said Abraham and Gaffney has been the Metroparks auditor for three years and at the July 13, 2017 meeting, the Board agreed to extend the contract for Abraham & Gaffney. Since that time, the firm has split up and Alan Panter, who has been working with the Metroparks, went to Yeo & Yeo. The Metroparks will still be dealing with the same people. The Board approved a two-year extension and fee structure with Abraham and Gaffney; Yeo & Yeo will adhere to the same fee structure.

Motion carried unanimously.

2. Appointment – NexVortex SIP/VOIP Phone Service Agreement

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' approve a contract with NexVortex for a period of three years to provide Session Initiation Protocol/Voice Over Internet Protocol (SIP/VOIP) phone service throughout the Metroparks system in the amount of \$4,898.20 monthly for 36 months as recommended by Information Technology Manager Robert Rudolph, Jr. and staff.

Discussion: Information Technology Manager Robert Rudolph updated the Board on the project background including pricing, cost reductions and annual savings.

Commissioner Marans asked if NexVortex was the only company that bid on the project. Mr. Rudolph said NexVortex was the only company that offered a free trial.

Commissioner Heise asked if there was training for staff. Mr. Rudolph said there will not be a change in equipment and that staff will still be using the current ShoreTel system.

Commissioner Williams asked if the direct dial numbers would be able to give a physical address when someone dials 911. Mr. Rudolph said yes.

Motion carried unanimously.

3. Approval – Foundation Member Appointment

Discussion: Commissioner McCarthy said the Foundation is dealing with a 501(c)(3) issue (Foundation is filed under the wrong category). He said he would like to meet with the attorneys and bring a recommendation to the Board at the October meeting on the Foundation.

Commissioner McCarthy asked for a motion to table the Foundation item.

Commissioner Marans asked if the Board would have a chance to discuss the purpose of the Foundation and how it has been operating the last several years. Commissioner McCarthy said yes and that staff would bring a presentation for review.

Commissioner Rea said a comprehensive review of the Foundation would be beneficial for everyone as several questions have come up during his on-boarding process.

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners table the Foundation item for one month.

Motion carried unanimously.

6. Reports

B. Planning Department

1. Approval – Master Plan, Hudson Mills Metropark

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the Hudson Mills Master Plan as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the master plan, the over view of the public input process, the additional public meetings that were held and said the plan was revised, which included the golf course remaining open.

Motion carried unanimously.

2. Approval/Resolution – 2018-2022 Community Recreation Plan

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' approve Resolution 2017-07 adopting the 2018-2022 Metroparks Community Recreation Plan as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly briefly reviewed the Plan, requested approval for the Plan and said once completed, staff would send it to SEMCOG, the five counties and the DNR.

Commissioner Rea applauded the efforts of the Planning Department as he has had the pleasure of writing these documents in other capacities and that it is truly a showcase document.

Motion carried unanimously.

3. Approval – Clinton River Area Mountain Bike Association (CRAMBA) MOU

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners' approve a Memorandum of Understanding with the Clinton River Area Mountain Bike Association (CRAMBA-IMBA) as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Ms. Kelly reviewed the history between the Metroparks and CRAMBA and said the group would like to enter into an official agreement with the Metroparks for the maintenance and improvements of the biking trails at Stony Creek. She also said working with the group may help bring in additional funding for mountain bike trails at Stony Creek. Ms. Kelly introduced Steve Vigneau, the chairperson with CRAMBA who explained what CRAMBA is and what they do.

Commissioner Marans asked if there were other mountain biking chapters in Michigan. Mr. Vigneau said yes, there were two other organizations in the area – the Motor City Mountain Bike Association and the Potawatomi Mountain Bike Association. Mr. Vigneau said that all the groups work together and divide the trail networks into sections since there are so many throughout the state.

Commissioner Marans also asked if the Metroparks had relationships with these other groups. Ms. Kelly replied yes and that Motor City Mountain Bike Association gave comments for the Community Recreation Plan.

Commissioner McCarthy asked if Miller Canfield has reviewed the MOU. Ms. Kelly said yes.

Motion carried unanimously.

6. Reports

C. Engineering Department

1. Approval – Cell Tower Renewal Agreement, Wolcott Mill Metropark

Discussion: Commissioner McCarthy said when he met with staff he asked if the Metroparks were getting the right amount of money for these cell tower agreements.

Mr. McCarthy would like a consultant to do research on market prices to see if the Metroparks are getting adequately paid.

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners table the Cell Tower Renewal Agreement item for one month.

Commissioner Marans asked if we had a consultant that deals with real estate. Deputy Director Kirbach said yes.

Commissioner Heise asked if there was more than one location and if there was more than one carrier. Manager of Engineering Mike Brahm-Henkel said yes, there are two cell tower locations with multiple carriers on each tower.

Commissioner Heise asked if the Metroparks was receiving rent for these towers. Mr. Brahm-Henkel said yes.

Commissioner Rea said staff should explore the opportunities for additional easements along with lump sum payments as this is a growing industry.

Motion carried unanimously.

2. Approval – Cell Tower Renewal Agreement, Stony Creek Metropark

I Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners table the Cell Tower Renewal Agreement item for one month.

Motion carried unanimously.

3. Approval – SEMCO Gas Installation Agreement, Stony Creek Metropark

Motion by Commissioner Williams, support from Commissioner Marans that the Board of Commissioners' (1) approve the SEMCO Natural Gas Service Installation Agreement in the amount of \$95,524.20; and (2) authorize staff to transfer funds from the Lake St. Clair Unallocated Capital account to the Stony Creek 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; said this was an unbudgeted project; that funding was available and that the gas service installation and standby generator were necessary for the new Stony Landing building and Eastwood Beach facilities.

Motion carried unanimously.

4. Approval – Change Order, EIFS System Repairs, Lake St. Clair Metropark

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners' (1) approve a change order to contract No. 702-17-297 in the amount of \$28,000; and (2) approve a fund transfer from the General Repairs account and General Aquatic Repairs account as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Mr. Brahm-Henkel said the additional work is to include structural framing to the existing bathhouse rollup door, which is a safety issue and needs to be addressed. The remainder of the work is for additional patching with armor mesh to repair additional cracks and squirrel holes that were identified during construction.

Motion carried unanimously.

Commissioner Parker arrived at 11:04 a.m.

7. Closed Session

At the regular meeting of the Board of Commissioners' held on Sept. 14, 2017 there was a motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners adjourn to a closed session for the purpose of discussing material, which is exempt from discussion or disclosure under the Freedom of Information Act, this is a permissible purpose for closed session pursuant to Section 8(h) of the Open Meetings Act.

ROLL CALL VOTE

Voting yes: Quadrozzi, Marans, Williams, Rea, Parker, Heise, McCarthy

Voting no: None

Motion carried unanimously.

The regular meeting adjourned at 11:05 a.m.

Commissioner McCarthy reconvened the regular meeting at 12:32 p.m.

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners' approve the separation agreement as discussed in closed session.

Motion carried unanimously.

8. Other Business

Commissioner McCarthy said the Board needed to hire a permanent director and suggested retaining an executive search firm who could advertise the position, review resumes and bring candidates before the Board for interviews before permanently making a recommendation to fill the position. Mr. McCarthy said he was looking for recommendations from Board members.

Commissioner Quadrozzi said she liked the idea and would like a firm that has experience with our type of organization.

Commissioner Marans said he has been dealing with this issue at Washtenaw County and that Mparks staff gave him recommendations on people/organizations that handle these searches. He suggested looking into hiring Kerry Laycock as he has experience, is competent and is local.

Commissioner Parker said it would most likely be early next year before a candidate is found. He said he would like to begin the process now and would like to have an executive committee formed in order to begin the process.

Commissioner Heise said he agreed with hiring a search firm and doing a national search. He said he would like to see the position hired by January 2018.

Commissioner McCarthy said an RFP was not needed for a professional agreement and that the Board would work with HR to conduct research for a firm, summarize the costs and qualifications and then bring a recommendation to the Board.

Commissioner McCarthy said the Board may also need to have additional special meetings for the purpose of reviewing organizations. He also said committees don't work well and that the meetings would have to be conducted in a public meeting.

Commissioner Marans asked if there is agreement amongst the Board on the qualifications and if there is a job description. He said that the documents Kerry Laycock prepared is applicable and that he would distribute the information he has collected on search firms with all the Board members.

Commissioner McCarthy said the Board should proceed with the process.

Commissioner Williams said he would like to hire a search firm and have more input than on just the final few candidates. He also said background checks should be conducted well before the end of the process as it will help vet better candidates.

9. Staff Leadership Update

Acting Director Reese introduced Kim Fix as the new Community Outreach Coordinator. Ms. Fix introduced herself and updated the Board on her background.

Deputy Director Dave Kirbach let the Board know that the Mill Creek Outdoor Adventures bought Skips Canoe Livery and that they are abiding by all the rules and regulations regarding operating the business.

10. Commissioner Comments

Commissioner Rea thanked staff at Wolcott Mill Metropark for the recent Harvest Festival and Farm Days event that he attended with his family. Mr. Rea also said there has been several discussions with the Macomb County Executive and the Public Works Commissioner regarding Lake St. Clair. He said there may be enhancements and improvements in the near future, which will help eliminate lengthy beach closures as experienced this summer.

Commissioner Quadrozzi commented on Skip's Canoe contract and said she would like to see if the Metroparks could have the company do a pickup service for canoers and kayakers even if they are not renting from Skips Canoe.

11. Motion to Adjourn

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

The meeting adjourned at 12:55 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary