

**MINUTES
BOARD OF COMMISSIONERS MEETING
HURON-CLINTON METROPOLITAN AUTHORITY
THURSDAY, FEBRUARY 10, 2011**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, Feb. 10, 2011 at the Administrative Offices. The meeting was convened in pursuance to a call thereof by the Executive Secretary and due notice to the HCMA Board of Commissioners.

Present:	Commissioners:	Harry E. Lester Robert W. Marans Anthony V. Marrocco Warren C. Evans John C. Hertel John E. La Belle
	Staff Officers:	
	Director	David C. Moilanen
	Deputy Director	Gregory J. Almas
	Controller	David L. Wahl
	Executive Secretary	George Phifer
Absent:	Oakland County Rep.	Vacant
Others:	Legislative Consultant	George Carr
	Land Consultant	Wayne Fetters

The meeting was called to order by Chairman Lester at 10:30 a.m.

1. Chairman's Statement

Chairman Lester welcomed everyone and commented on the annual reports and thanked staff for putting the information together and asked everyone to keep up the good work.

2. Public Comments

Larry Noodén, Clinton Huron Environmental Coalition (CHEC), commented on the Metro Beach wetland restoration as it relates to the Great Lakes Restoration Initiative and relayed his concern of the environment and how it is very important to the health of the Lake St. Clair shorelines and marshes; that it brings in more migratory birds which enhances the user experience.

3. Minutes – January 2011

It was moved by Commissioner Marans, supported by Commissioner Marrocco that the Board of Commissioners approve the Jan. 13, 2011 regular meeting minutes and the Jan. 13, 2011 closed meeting minutes as submitted.

Motion carried unanimously.

3. Financial Statements – December 2010, January 2011

Controller Wahl reported that HCMA had a solid financial year in 2010, and because of the parks' efforts, the Authority was able to meet our budgeted revenue goals and came in under budget by nearly \$1.6 million for park operations and expenditures. Wahl said he wanted to publicly thank park staffs and department heads for their efforts in producing these favorable results. Wahl also said the strategy of the revised Five-Year Plan to build-up the Reserve Account is working.

It was moved by Commissioner La Belle, supported by Commissioner Evans that the financial statements for December 2010 and January 2011 by approved as submitted by Controller Wahl and staff.

Motion carried unanimously.

5. Vouchers

It was moved by Commissioner Marans, supported by Commissioner Marrocco that the vouchers for December 2010 (214351 through 215248) and January 2011 (215249 through 215389) be approved as submitted.

Motion carried unanimously.

6. Purchases

It was moved by Commissioner Hertel, supported by Commissioner Evans that the following purchases be approved as recommended by Purchasing Manager Scott Michael and staff.

- GSA Contract No. GS-35F-4543G – IT Equipment, Software and Services, Engineering Dept.
- State of Michigan Contract No. 3958-0087 – Pick-Up Truck for Police Dep't at Lower Huron.
- GSA Contract No. GS-07F-00694 – GPS Survey Equipment, Engineering Dept.

Motion carried unanimously.

7. Reports

A. Metro Beach

1. Agreement – WWII Veterans Weekend

Deputy Director Almas reported that Acme Productions, LLC is requesting to hold an event at Metro Beach called the WWII Veterans Weekend June 17-19, 2011. This event will have static displays of 40-60 military vehicles, amphibious landing battle reenactments and vendors selling military collectibles and re-enactors (both Allied and Axis) dressed in period uniforms.

Almas reported that Advantage Food Service (HCMA's caterer at Metro Beach) will provide food on site for patrons to purchase and that Acme would like to make beer and wine available for purchase to show attendees. Acme will be responsible for obtaining any liquor licenses and insurance necessary to operate.

Almas stated that Acme will pay the following consideration to HCMA: 20 percent of gross admission charges; 20 percent of vendor booth fees and space rental fees; Full-time employee labor at \$51.10 per hour; Seasonal employee labor at \$12.32 per hour and \$18.48 per overtime hour.

It was moved by Commissioner La Belle, supported by Commissioner Marans that the Board of Commissioners approve the Agreement with Acme, LLC as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

B. Stony Creek

1. Change Order No.1 – Sanitary Sewer Rehabilitation, Project No. 2-509-10A

Chief Engineer Arens reported that a video inspection of the sewer lines has shown that many areas of the system have gotten worse requiring a Change Order.

Commissioner Hertel commented he was concerned with the number of Change Orders that come before the Board. Arens responded that staff does its best to minimize Change Orders whenever possible.

Commissioner Marrocco commented that these types of unforeseen repairs do occur with underground work.

It was moved by Commissioner Marans, supported by Commissioner Marrocco that the Board of Commissioners approve Change Order No. 1 to Contract No. 2-509-10A in the amount of \$46,000.00 and that a transfer of funds in the amount of \$46,000.00 from the Supplemental Major Maintenance Reserve Account to Work Order No. 2-709.80-S163 be made to cover the change order as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

7. Reports

C. Kensington

1. Proposal – Final Assessment Report, Service Area UST Release

Chief Engineer Arens reported that in 2010, HCMA undertook a project to remove three existing USTs at the Kensington Service Area and replace them with an above-ground fuel storage tank (AST).

Arens stated that during removal of the USTs, contaminants were discovered at relatively high levels in a localized area of the excavation and it was required that the release be reported to the MDEQ on April 20, 2010 in accordance with regulations.

Arens said the initial report concluded that groundwater has not been impacted by the release. However, because the initial investigation did not fully define the extent of impacted soils, the IAR recommended the construction of additional soil borings and monitoring wells, as outlined in FTCH's Jan. 12, 2011 proposal for the FAR.

Arens said it should be noted that active remediation of the contamination may be necessary in the future, depending upon the conclusions of the FAR. Arens also said it is critical that HCMA continue to meet environmental regulations with respect to this UST release, and that groundwater in the area be fully protected.

It was moved by Commissioner Marrocco, supported by Commissioner Marans that the Board of Commissioners accept the proposal from Fishbeck, Thompson, Carr & Huber, Inc. dated January 12, 2011 in the total estimated amount of \$48,750 and that an appropriation from General Fund Reserve Account to the Major Maintenance Account (700.01) in this amount be made as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

7. Reports

D. Hudson Mills

1. Transfer of Easement – Village of Dexter Trail

Chief Engineer Arens reported that the village of Dexter and the Washtenaw County Parks and Recreation Commission (WCPRC) are developing a hike-bike trail to extend from Dexter's Warrior Park, across Mill Creek, under the Norfolk Southern Railway bridge and into Westridge Subdivision. The trail will be approximately 1,700 feet and will lie completely within the village of Dexter. The project is being developed and funded by WCPRC and Dexter. In December 2010, WCPRC, in cooperation with Dexter, awarded a contract in the amount of \$650,000 for the construction of the southern 1,200-foot section of this trail.

Arens also reported that a northern 480 feet section of the trail will be located within a 100-foot wide easement currently held by HCMA. For many years, HCMA has planned to construct a hike-bike trail extending into Dexter, and these easements were reserved by HCMA specifically for this purpose. Dexter has now committed to constructing the section of trail that will occupy this easement and staff believes that the easement, with its associated benefits and responsibilities, should be transferred to the village of Dexter.

A Quit Claim Deed, executed by HCMA, is necessary to transfer HCMA's easement rights to the Village of Dexter. Also necessary is a simultaneously-executed Closing Memorandum between HCMA and Dexter to memorialize the intentions of the parties and the terms of the transaction. These instruments were drafted in cooperation with HCMA's legal counsel, Miller Canfield.

The village of Dexter's trail will connect to HCMA's Hudson Mills–Dexter Trail, which is currently under design by HCMA.

Commissioner Marans commented that this is a complex relationship. Once the whole trail is in place, it will be great for HCMA.

It was moved by Commissioner Marans, supported by Commissioner Evans that the Board of Commissioners approve the attached Quit Claim Deed and Closing Memorandum as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

7. Reports

E. Delhi

1. Bids – Park Entrance Road Resurfacing

Chief Engineer Arens reported that the project is required to replace the deteriorated and failing pavements and structures of the park entry, and to improve the overall appearance of Delhi Metropark. It will also complement the nearby Delhi Bridge Rehabilitation project, completed by the Washtenaw County Road Commission in 2009.

It was moved by Commissioner Marans, supported by Commissioner Evans that the Board of Commissioners award Contract No. 505-100 to the lowest responsive, responsible bidder, S & J Sealer Co. dba: S & J Asphalt Paving Company, in the amount of \$111,073.75 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

7. Reports

F. Lake Erie

1. Bids – 2011 Marina Channel Maintenance Dredging

Chief Engineer Arens reported that the project involves removing approximately 6,000 cubic yards of dredging in the channel and mooring areas of the Marina, and to set channel markers at the Marina and Boat Launch.

It was moved by Commissioner Hertel, supported by Commissioner La Belle that the Board of Commissioners approve a purchase order be issued to the lowest responsive, responsible bidder, Marine Services, Inc., in the amount of \$27,600.00 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

2. Bids – Picnic Shelters (Lake Erie and Willow)

Chief Engineer Arens reported that the project includes the furnishing and construction of two 24-foot by 36-foot prefabricated wood picnic shelters, including site preparation, footings, concrete pavement, access walks, roofing, wood staining and site repairs. The Picnic shelters will be located at Lake Erie and Willow Metroparks respectively.

Major funding for this project is provided through a \$50,000 donation from an anonymous donor. This donation was received by the Huron-Clinton Metroparks Foundation by action of the Board on Dec. 9, 2010.

It was moved by Commissioner Evans, supported by Commissioner Marrocco that the Board of Commissioners award Contract No. 500-111 to the lowest responsive, responsible bidder, LC Construction, LLC, in the amount of \$61,635.60; that \$50,000 be transferred from the Huron-Clinton Metroparks Foundation and received by the Authority to fund the project, and that \$15,000 be transferred from the General Fund Reserve Account to cover the difference between low bid and the amount of the anonymous donation, as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

7. Reports

G. Administrative Office

1. Update – Organization Alternatives Overview – Park Operations

Director Moilanen reported that the goals of this reorganization are to reduce costs of operation while managing the reduction in the full-time work force as attrition occurs.

Moilanen said Deputy Director Almas will present three alternatives for organizing the Metroparks into different size districts. Staff asked that Board members review each of these plans before the March 10 Board meeting so that the alternatives can be discussed further and a decision made on which one to adopt at that meeting. Executive staff members are also available to meet with Board members individually to review and discuss these alternatives.

Deputy Director Almas reported that with the current economic challenges facing the Metroparks and the retirements that are taking place, staff has been reviewing the organizational structure in an attempt reduce costs and to be more efficient. Almas presented three alternative structures separating park administration into three, five or six districts. Almas also stated each structure is workable and that the key to any structure is to place the right people in the right position.

Almas said when reviewing the proposed structures, the following should be noted: (1) the comparisons are between current and proposed staffing levels. Current staff levels have been reduced through attrition approximately 14 percent compared to 2007 levels; and (2) the major changes are in the park administrative table of organization (TO). Maintenance, operations, interpretive services and police TOs change minimally or not at all but are shown for convenience.

It was moved by Commissioner Marans, supported by Commissioner Marrocco that the Board of Commissioners receive and file the Organization Alternative Overview report as recommended by Director Moilanen, Deputy Director Almas and staff, and that the matter be placed on the March 10 Board of Commissioners meeting agenda.

Commissioner Marans requested a summary of the advantages and disadvantages of each alternative.

Motion carried unanimously.

2. Update – Kensington Golf Course Maintenance Request for Proposal (RFP)

Director Moilanen reported that staff has developed the RFP for contracting with a private company for the maintenance of the Kensington Metropark Golf Course on a one-year trial basis for the 2011 golf season. Several proposals/contracts obtained from municipalities, who had previously undertaken a similar process for their golf course(s), were used as templates for preparing this detailed document specific to the Metroparks and Kensington Golf Course. Moilanen also reported that the RFP was reviewed by Commissioner Marrocco and his input was incorporated into the document before it was posted and distributed to the public.

Moilanen said the golf maintenance RFP is on a very short timeline with proposals due by Feb. 17. A pre-proposal meeting was held on Feb. 8 to describe and provide a tour of the golf course and to answer questions from potential bidders. Staff will review proposals and interview the top three candidates and present a recommendation to the Board at the March 10 meeting. If a contract is awarded, the company will have 25 days in which to prepare for maintaining the golf course.

Commissioner Marrocco asked how many companies showed up for the Feb. 8 meeting. Director Moilanen replied that seven companies were at the Feb. 8 meeting.

Commissioner Marrocco also asked staff to provide him a copy of all the proposals that are received for the RFP.

It was moved by Commissioner Hertel, supported by Commissioner Marrocco that the Board of Commissioners receive and file the update on the Kensington golf maintenance RFP report as recommended by Director Moilanen and staff.

Motion carried unanimously.

7. Reports

G. Administrative Office

3. Bids – Hike-Bike Trail Crack Filling, Roadway Overbanding (various locations)

Chief Engineer Arens reported that the work includes overband crack sealing of park roadways at various locations throughout Indian Springs, Kensington, Lake Erie, Lower Huron, Oakwoods, Stony Creek, and Willow Metroparks; also includes hot-applied rubber crack filler at various locations of hike-bike trail at Hudson Mills, Lake Erie, Lower Huron, Stony Creek and Willow Metroparks.

It was moved by Commissioner Marrocco, supported by Commissioner Marans that the Board of Commissioners award Contract No. 700-11J to the low responsive, responsible bidder, Michigan Joint Sealing, Inc. in the amount of \$77,000.00 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

4. 4th Quarter 2010 Appropriation Adjustments

Controller Wahl reported that in order to maintain compliance with line item appropriation limits, periodic reviews have been made of the Budgetary Expenditure accounts. As a result of these reviews these appropriation adjustments have been recorded.

Wahl stated that \$1,491,800 (91 percent) of the \$1,641,000 in General Fund appropriation adjustments made represent funds transferred between accounts and appropriations totaling \$149,200 were made from the General Funds Reserve for Future Contingencies account as follows:

1)	\$21,000	Represents donations received by the Authority.
2)	\$4,600	Represents funds needed to correct a clerical error.
3)	<u>\$123,600</u>	Represents funds needed for completed work orders.
	<u>\$149,200</u>	

Wahl stated that during the quarter, net funds totaling \$170,100 were returned to the Reserve for Future Contingencies account relating primarily to Board Policy on returning unused funds from completed work orders and that total Appropriation adjustments are \$1,641,000.

It was moved by Commissioner La Belle, supported by Commissioner Evans that the Board of Commissioners approve the appropriation adjustments as recommended by Controller Wahl and staff.

Motion carried unanimously.

5. Washtenaw County Tax Levy Adjustments

Controller Wahl reported that over the past several months, staff has been working with representatives of Washtenaw County Treasurer's offices in an attempt to reconcile outstanding prior year tax receivable balances. At this time staff has determined that the county is unable to advise the Authority of the tax receivable balance by specific tax year. Although each county treats the write offs of delinquent personal property taxes a bit differently, generally personal property taxes that are over five years old are considered to be uncollectible. This would mean that the Authority should write off the 2004 tax levy and prior year receivables.

Wahl stated that it is appropriate for the Authority to write off the following property tax receivable amounts from our books effective with the December 2010 year end:

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>Total</u>
<u>Washtenaw</u>	\$17,650.76	\$14,192.26	\$16,974.13	\$48,817.15

Wahl said that Washtenaw County does advise the Authority of the amount of delinquent personal property tax collected annually and remits this amount to the Authority in January of each year.

It was moved by Commissioner Evans, supported by Commissioner La Belle that the Board of Commissioners approve the write off of \$48,817.15 of uncollectible delinquent personal property taxes from the Authority's tax revenue receivable accounts.

Motion carried unanimously.

6. Donations

It was moved by Commissioner Hertel, supported by Commissioner Marans that the following donations be accepted and a letter of appreciation be sent to the donors as recommended by Deputy Director Almas and staff.

- A \$2400 donation made by The Michigan Net QMN for weather station/monitor exhibit to be used at Lake Erie Marshlands Museum.
- A \$740 donation made by the employees at Excelda to be used for a picnic table, plaque and tree at Kensington Metropark.
- A donation made by John's Sanitation for us of porta-johns during the Frosty Freestyle cross country race held at Huron Meadows Metropark.

Motion carried unanimously.

7. Legislative Report

Legislative Consultant Carr reported that the flow of information has been fantastic with HCMA staff; that lines of communication are working well and that staff officers are working well together.

Carr reported briefly on Senate Bills 34, 7 and 8 and the potential impact on the Authority.

Carr said he met with Gov. Snyder's chief of staff and it looks like things are going to be busy. The governor will roll out his budget plans for the year on Feb. 17 and that the governor is expected to cut \$2.8 billion or 13.28 percent of the total budget.

It was moved by Commissioner Hertel, supported by Commissioner Marans that the Board of Commissioners receive and file the legislative report as submitted by Legislative Consultant Carr.

Motion carried unanimously.

8. Resolution – Former Commissioner Peter Walters

Executive Secretary Phifer read the resolution for former Commissioner Peter Walters. This resolution be spread at length upon the minutes of the meeting of Feb. 10, 2011 and that a copy be presented to him.

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners approve the resolution.

Motion carried unanimously.

8. Closed Session

It was moved by Commissioner Marrocco, supported by Commissioner Marans that the Board of Commissioners immediately adjourn to a closed session to discuss land acquisition.

ROLL CALL VOTE

Voting yes: Commissioners Hertel, La Belle, Evans, Marrocco, Marans, Lester
Voting no: None

The regular meeting adjourned at 11:37 a.m.

Commissioner Marans exited the closed session at 11:39 am.

In closed session, it was moved by Commissioner Hertel, supported by Commissioner Marrocco that the Board of Commissioners immediately reconvene to the regular meeting.

ROLL CALL VOTE

Voting yes: Commissioners Hertel, La Belle, Evans, Marrocco, Lester
Voting no: None
Absent: Commissioner Marans

The regular meeting reconvened at 12:11 pm.

The Board of Commissioners authorized staff to proceed as discussed in the closed session.

Commissioner Marrocco exited the meeting room at 12:12 p.m.

9. Park/Department Presentations

a. Fluency Media – Marketing Presentation

Ivan Frank, chief marketing officer for Fluency Media, presented a digital marketing update. Frank said the topline results indicated HCMA received more than 17,000 conversions (conversions take place when a person visits the web site and click from email to an event link on the web site). Frank also said that emails averaged approximately a 29 percent open rate. The objective for Fluency was to: establish a first rate digital marketing program that drives park visitors, manage budget constraints, offer a two-tier plan to deliver email and social media efforts, implement interstitial page on web site to capture anonymous users and to redesign a new card to capture email and survey data.

Frank recommended the Metroparks engage employees to leverage incentives; engage employees for more on the ground assets (photos); increase content in emails to promote social media sign-up; build social media frequency messaging of events to leverage synergy with email and increase Twitter volume.

b. Denise Semion, chief of communications, presented a report on the Communications and Marketing Department highlighting the following: new web site launched in February 2010; marketing responsibilities promoting the parks, working with media, placing paid advertising and designing collateral. Semion also commented on 2011 goals including hiring a marketing director; growing the email list and email campaigns; adding additional print/paid advertisements; and creating a Metroparks video.

10. Director’s Comments

Director Moilanen reported that HCMA received a plaque from the Michigan Recreation and Parks Association for the web site created by Basso Design. Moilanen said Basso and Metropark staff did an excellent job putting the web site together.

Moilanen invited the commissioners to attend the 51st Annual Employee Recognition Dinner scheduled for March 19.

Moilanen also reported that he has checked with Oakland County regarding the vacant HCMA Oakland County commissioner position and was told the county has received approximately 10-15 applications for the position.

Moilanen reported that HCMA had six retirements in January and that around 180 years of experience left the organization.

11. Commissioner Comments

Commissioner Hertel requested new ID cards for the commissioners.

Commissioner La Belle recognized how well staff is doing for HCMA.

Commissioner Lester stated that Commissioner Marans had to be excused earlier due to another appointment.

12. Motion to Adjourn

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

Motion carried unanimously.

The meeting adjourned at 12:45 p.m.

Respectfully submitted,



George Phifer
Executive Secretary