

**MINUTES
BOARD OF COMMISSIONERS MEETING
HURON-CLINTON METROPOLITAN AUTHORITY
THURSDAY, FEBRUARY 9, 2012**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, February 9, 2012 at the Administrative Office. 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:	Anthony V. Marrocco John E. La Belle John C. Hertel John P. McCulloch Harry E. Lester Robert W. Marans
	Staff Officers:	
	Director	David C. Moilanen
	Deputy Director	Gregory J. Almas
	Controller	David L. Wahl
	Executive Secretary	George Phifer
Absent:	Commissioner	Timothy J. McCarthy
Others:	None	

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

1. Chairman's Statement

The Chairman announced that Controller Dave Wahl would be retiring Aug. 31, 2012 and that he has done a wonderful job for HCMA.

Marrocco also said the Board would be looking at vehicle use and organizational affiliations by the next meeting and would then report back.

Marrocco also said he received a card from former Commissioner Jim Young regarding one of the Board's previous votes and that he would pass the card around for the other Board members to look at.

2. Public Comments

Toni Spears, HCMA volunteer, expressed her thanks to Controller Wahl for his outstanding service to the park system. Spears also commented on the Point Rosa Marsh Grant and its significance, and thanked the Metroparks for looking into the diverse needs at Lake St. Clair Metropark. Spears said she is happy to see that the Metroparks is considering alternate funding through its foundation but hopes that administrative costs will be low.

3. Minutes – Jan. 12, 2012 Regular and Closed Meeting

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners approve the Jan. 12 regular meeting and closed meeting minutes as submitted by Executive Secretary Phifer and staff.

Motion carried unanimously.

4. Financial Statements – December 2011 and January 2012

It was moved by Commissioner Hertel, supported by Commissioner McCulloch that the financial statements for December 2011 and January 2012 be approved as submitted.

Motion carried unanimously.

5. Vouchers – December 2011 and January 2012

It was moved by Commissioner Marans, supported by Commissioner Lester that the vouchers for December 2011 (0220679 through 0221521) and January 2012 (0221522 through 0221673) be approved as submitted.

Motion carried unanimously.

6. Purchases

Purchasing Manager Scott Michael requested that the Board approve the following purchases:

A. Kosch Food Service Contract Renewal

Board discussion was held regarding the food services contract.

It was moved by Commissioner McCulloch, supported by Commissioner Hertel that the Board postpone action on the Kosch Food Service Contract for 60 days, and directed staff to come back to the Board with additional information regarding the contract.

Motion carried unanimously.

B. Steel Drums – All Locations

Board discussion was held on the bid selection process.

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners award ITB No 12-001 to the low responsive, responsible bidder, Valmec, Inc. for the total bid amount of \$28,462.60 as recommended by Buyer Smith and staff.

Motion carried 5-1 with Commissioner Marrocco voting no.

C. Golf Cart Batteries – Stony Creek Golf Course

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners award ITB No 12-003 to the low responsive, responsible bidder, Energy Products, Inc. in the amount of \$34,193.88 as recommended by Buyer Smith and staff.

Motion carried unanimously.

D. Sodium Hypochlorite – Lower Huron

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners award RFQ-12-004 to the low responsive, responsible bidder, O.P. Aquatics in the estimated amount of \$15,480 as recommended by Buyer Smith and staff.

Board discussion was held on the amount and pricing for purchasing Sodium Hypochlorite.

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the motion be amended to include that staff look into a public state contract for this item to see which is lower in cost for purchasing the needed item for the project.

Motion as amended carried unanimously.

7. Reports

A. Lake St. Clair

1. Bids – Furnace and A/C System Replacement – Nature Center, Service Bldg.

Chief Engineer Arens reported that work was to include installing two commercial forced air furnaces and two air conditioning units at the Nature Center Building, and installing two commercial forced air furnaces and one air conditioning unit at the Service Building. Existing furnaces and air conditioning units are deteriorated, failing and beyond repair.

Arens reported that if a Purchase Order is approved, no additional appropriation of funds would be necessary. Sufficient funds exist in the Lake St. Clair Metropark Major Maintenance account to cover the difference between budget amount and the low bid plus contract administration costs.

Board discussion was held on the bidding process for this project.

It was moved by Commissioner McCulloch, supported by Commissioner Marans that the Board of Commissioners direct staff, that in the future, contact at least four (4) businesses within a 15 mile radius of the project location for additional quotes.

Motion carried 5-1 with Commissioner La Belle voting no.

Staff was directed to coordinate additional quotes with Chairman Marrocco so these replacements would not be held up.

Commissioner Marans stated he would like a report at the next commission meeting as to the final outcome.

2. Report – Point Rosa Marsh Grant

Chief of Natural Resources Paul Muelle reported that in April 2011, Macomb County and its partners, the Metroparks, the Clinton River Watershed Council, and Wayne State University was awarded \$1,275,000.00 from the U.S. EPA – Great Lakes Restoration Initiative to begin the restoration of nearly 400 acres of Great Lakes Coastal Marsh at Lake St. Clair Metropark, one of the largest remaining coastal marshes remaining on Lake St. Clair. The focus of the project is to restore marsh hydrology, and monitor and improve current avian, reptile and amphibian populations within the marsh through the improvement of wetland habitat including encouraging native vegetation post phragmites removal efforts.

Muelle reported that construction plans for phase one of this project has been submitted to the Metroparks for review and comment. The construction documents are close to completion and the necessary permits have been submitted to the proper State and Federal agencies. This phase of the project is focusing on hydrology improvements in Point Rosa Marsh, habitat improvements and public access to the site.

Muelle reported that the public access and education component of the project will include approximately 600 lineal-feet of boardwalk through the marsh leading to an elevated overlook adjacent to the day sail parking area. Habitat improvements will include tern nesting platforms in the Black Creek Marsh to the north as well as creating open water habitat in the Point Rosa Marsh along with basking and hibernation sites for various herptofauna.

Muelle reported that as part of the work plan, the Metroparks retained the services of Herpetological Resource and Management LCC (HRM) as a consultant for herpetological monitoring. As a result of this monitoring work, recommendations

have been made to the partnership for herptofauna habitat improvements including creating Eastern Fox Snake (T) hibernation areas and nesting sites for various species of turtles. Muelle also said it is recommended that the Metroparks work with HRM LCC on developing these habitat improvements at an estimated cost of \$25,000.

Muelle reported that the Metroparks would initially cover the expense of the habitat construction activity, however all costs incurred for this work will be fully reimbursed through the EPA GLRI grant.

Commissioner Hertel stated he would like a report on all 13 Metroparks regarding Phragmite control efforts.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners receive and file the Marsh Restoration Report and approve the transfer of funds in the total amount of \$25,000 from the Reserve Account to cover the habitat improvement expenditures as recommended by Chief of Natural Resources Muelle and staff.

Motion carried unanimously.

7. Reports

A. Lake St. Clair

3. Report Main Parking Lot Redevelopment

a. Project Status Update

Chief Engineer Arens reported that at the Sept. 8, 2011 meeting, the Board of Commissioners approved a Grant Agreement with the U.S. Environmental Protection Agency (EPA) for a Great Lakes Restoration Initiative (GLRI) grant in the amount of \$1 million for a project to redevelop the Main Parking Lot at Lake St. Clair Metropark. The total estimated cost of the project is \$1.65 million.

Arens reported that the Parking Lot Redevelopment project will redesign and reconstruct the Main Parking Lot, its configuration and drainage system, in order to reduce its total area of impervious surface, increase green space, and implement stormwater best management practices.

Arens reported that its pavement is nearing the end of its useful life, and its storm sewer system is deteriorated and failing. The project will eliminate portions of the existing (and failing) storm sewer system and will eliminate the existing discharge to the Black Creek. It will reduce, capture and redirect stormwater runoff away from the Black Creek and toward the adjacent coastal marshlands to the west, where biological treatment of pollutants can occur.

Arens said this project is the first phase of a project to redevelop the entire Main Parking Lot. As a first phase, primarily the northerly half (approximately) of the parking lot will be addressed in this project. It is estimated that a project to redevelop the entire 42-acre Main Parking Lot could be in the \$4 million range.

Arens also reported that certain consultant services would be required as the project develops, including: Hydrologic Design Services; Quality Assurance Project Plan (QAPP); Electrical Engineering Consulting Services; and Geotechnical Services.

Arens said the EPA project period is Oct. 1, 2011 to Sept. 30, 2013; therefore it will be important to proceed aggressively with design development and that HCMA will serve as project manager, designer and contract administrator for the Main Parking Lot Redevelopment project as it customarily does. Grant funds will be requested by

HCMA and received from the EPA periodically throughout the project on a reimbursement basis.

Board discussion was held regarding the grant and parking lot.

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners receive and file the Main Parking Lot Redevelopment Project Status Update report, as recommended by Chief Engineer Michael Arens and Staff.

Motion carried unanimously.

7. Reports

A. Lake St. Clair

3. Report Main Parking Lot Redevelopment

b. Proposal – Hydrologic Design Services

Chief Engineer Arens stated that as reported in the Main Parking Lot Redevelopment Project Status Update, the conceptual design of Main Parking Lot Redevelopment is currently in progress. Landscape architectural and civil engineering design of the project is being provided by HCMA Planning and Engineering staff.

Arens said Hydrological modeling and analysis of the proposed stormwater system will be required, along with coordination of hydrology with the adjacent Coastal Marshlands Restoration project, stormwater analyses, conceptual design and related assistance on water conveyance and control systems. Specialized qualification and experience is required for these services.

Arens said staff recommends retaining the services of Applied Science, Inc. of Detroit, currently subconsultant to the firm of ASTI Environmental, Inc. for the Coastal Marshlands Restoration project. Applied Science has submitted the attached proposal dated Jan. 23, 2012 in response to staff's request. Their estimated total proposed amount is \$11,000; actual billings will be based on Applied Science's standard hourly rates.

Arens said that HCMA does not have experience internally to handle this type of project.

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners accept the proposal of Applied Science, Inc. in the estimated total amount of \$11,000 as recommended by Chief Engineer Arens and Staff.

Motion carried unanimously.

7. Reports

B. Huron Meadows

1. Report – Park Service Area Replacement Concept

Chief Engineer Arens reported that the 2012 Capital Improvement Budget includes a project for replacing the existing park service buildings and related facilities at Huron Meadows. Arens said that existing facilities in the service complex to remain include the salt storage building, constructed in 1999; currently in good condition, and the underground fuel storage system, constructed in 1993; in serviceable condition at this time.

Arens reported that the existing park service building complex, located adjacent to a residential area on Rickett Road south of Brighton, consists of two large and two

small metal Quonset buildings of World War II vintage. Also included are a wood frame storage building dating from the 1920s, and a residential building, circa 1955, which currently serves as an office and employee area.

Arens said these buildings are deteriorated, difficult to maintain, beyond repair and not in compliance with current codes. The storage and maintenance buildings have structural and electrical deficiencies that may present potential safety issues. The buildings were neither designed nor constructed for their present use and cannot economically be modified or adapted as such.

Arens said the proposed service building will include an estimated 1,700 square-feet of space for office, employee areas, restrooms and mechanical equipment; an estimated 1,700 square-feet for equipment maintenance; and approximately 4,500 square-feet of equipment/supply storage space, with provisions for pesticide loading and storage and that the project is in the pre-design stage.

Arens said staff will require the services of an architect for building design services. To this end and with the Board's concurrence, staff will recommend requesting a proposal from the firm of Lindhout Associates, Inc. of Brighton. Lindhout was selected by HCMA through a qualifications-based selection process from among a number of firms for the Kensington Golf Starter Building project, which is nearing completion at this time. Lindhout successfully provided quality and economical services on that project; they are a local firm familiar with the local agencies having jurisdiction, and they are familiar with HCMA's operational requirements.

Board discussion was held on the capital improvement project.

Commissioner Hertel left the meeting room at 11:36 a.m.

Commissioner Marrocco stated he wanted a minimum of three (3) proposals for this project.

It was moved by Lester, supported by Commissioner La Belle that the Board of Commissioners direct staff to seek three (3) proposals for the Park Service Area Replacement project and report back to the Board.

Commissioner Hertel was not present for the vote.

Motion carried.

7. Reports

C. Willow

1. Bids – Crack Sealing, Roads and Bike Trails

Chief Engineer Arens reported that work was to include overband crack sealing of park roadways at various locations throughout Lake Erie, Lower Huron and Willow Metroparks; work also includes hot-applied rubber crack filler at various hike-bike trail locations at Lake Erie and Willow Metroparks and that the project is necessary to preserve and extend the life of pavement surfaces.

It was moved by Lester, supported by Commissioner Marans that the Board of Commissioners approve issuing a Purchase Order to the low responsive, responsible bidder, Michigan Joint Sealing, Inc. in the amount of \$19,000.00 as recommended by Chief Engineer Arens and staff.

Commissioner Hertel was not present for the vote.

Motion carried.

Commissioner Hertel re-entered the meeting room at 11:38 a.m.

7. Reports

D. Administrative Office

1. 2011 4th Quarter Budget Appropriation Adjustments

Controller Wahl reported that in order to maintain compliance with 2011 Budget line item appropriation limits, monthly reviews for the fourth quarter of 2011 have been made of Capital and Operation General Fund expenditure accounts. As a result of these reviews and subsequent review and approval by the Director, these appropriation adjustments have been recorded and were reflected in the year-end financial statements.

Wahl reported that \$1,032,100 (58 percent) of the \$1,778,300 in General Fund appropriation adjustments made represent appropriations transferred between accounts within the same cost center.

Wahl reported that \$695,900 (40 percent) of the \$1,778,300 in General Fund appropriation adjustments made represent appropriations transferred between accounts, between different cost centers; and that Appropriations totaling \$50,300 (2 percent) were made from the General Fund Reserve for Future Contingencies account

Wahl said that in accordance with Board Policy, \$21,700 of excess Capital Improvement Work Order funds on 2011 completed work orders was returned to the Reserve for Future Contingencies upon completion of these projects.

Wahl said in addition, funds totaling \$14,000 were taken from the Supplemental Major Maintenance Reserve Fund for engineering wages associated with the Kensington Waste Water Treatment project and \$600 of Supplemental Major Maintenance Fund costs were transferred between accounts, between cost centers.

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners approve the 2011 4th Quarter Appropriation adjustments as recommended by Director Moilanen and Controller Wahl.

Commissioner Hertel left the meeting room at 11:40 a.m.

Commissioner Hertel re-entered the meeting room at 11:41 a.m.

Motion carried unanimously.

2. Early Retiree Reimbursement Program

Human Resources Manager Carol Stone reported that in May 2010, the Federal government implemented the Early Retiree Reimbursement Program (ERRP) as part of the Patient Protection and Affordable Care Act. The program provided employers with reimbursement for a portion of the health insurance claims paid for pre-65 retirees. Interest in the program exceeded expectations and the ability to enroll was suspended shortly after the program was introduced.

Stone report a payment of \$130,425.21 was received on Jan. 17, 2012. The cost to administer the program by Automated Benefit Services was \$29,250 resulting in a net reimbursement of \$101,175.20.

Stone said as part of HCMA's effort to pre-fund retiree health care benefits; in June 2005, the Board directed that Medicare Part D subsidy payments be deposited into

the Retiree Health Care Trust and that it is recommended the ERRP reimbursement be treated in the same manner as the Medicare Part D subsidy and be transferred into the Retiree Health Care Trust.

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners approve the transfer of \$101,175.20 to the Retiree Health Care Trust Fund as recommended by Human Resources Manager Carol Stone and staff.

Motion carried unanimously.

7. Reports

D. Administrative Office

3. Metroparks Fund Development Assessment Report

Director Moilanen reported that one of the goals identified in the recently adopted Strategic Plan was to increase and diversify funding resources for the Metroparks. One of the areas that had been identified for consideration is to re-activate the Huron-Clinton Metroparks Foundation and/or to retain the services of a person with expertise and experience in fund development.

Moilanen said that in exploring this option he engaged the help of Hammond and Associates, which provides strategic philanthropic services, to develop a report answering some of the questions that would need to be answered if the Metroparks was to move forward in the area of fund raising.

Moilanen said that although the report from Hammond envisions an External Relations Department for the Metroparks with an External Relations Director who could expect a salary of \$90,000 to \$125,000, other fundraising counsel have suggested that a fund development director with some experience fundraising and working with a variety of groups and individuals, could command a salary of \$65,000 - \$80,000.

Moilanen said with Board consensus that the Metroparks should proceed with a formal, structured fund development program; there are several possible alternative ways to proceed.

- 1) As the Hammond report would suggest, hire a fund development director to re-establish the Huron-Clinton Metroparks Foundation, as well as to develop and oversee major capital campaigns and fundraising efforts.
- 2) Retain the services of a fund development director on a contract basis, perhaps three years, to work on developing a case for support and fund raising collateral, identifying several fundraising projects, and then working to secure funding for these projects.
- 3) Work with existing staff to enhance the mechanisms and improve methodology for gift giving so that it is easier for potential donors to make contributions. This would mean improving the Website to promote and permit gift giving on line, developing a gift-giving brochure, training staff on how to encourage and work with potential donors, and tap into the potential of gifts from current park users, volunteers and other known supporters of the Metroparks.

Moilanen said of the three alternatives, the second would appear the most appealing. While current staff can do more in the way of fund development, and can be trained to better promote and solicit contributions, hiring a person who has the experience and

expertise and could devote 100 percent of their time to fund development would probably be more successful.

Board discussion was held on Fund Development alternatives.

It was moved by Commissioner Marans, supported by Commissioner McCulloch that the Board of Commissioners defer any decision on Fund development process until after the April 10, 2012 Board Retreat.

Motion carried unanimously.

7. Reports

D. Administrative Office

4. Update – Contract Negotiation Consultant

Human Resources Manager Carol Stone reported that at the January Board meeting, Commissioner McCulloch recommended that HCMA utilize a consultant as a resource during upcoming union contract negotiations to include:

- Assist in assembling best practices and salary and benefit information in preparation for negotiations to include a review of the wage and benefit study prepared by HCMA to validate accuracy of the information.
- Review existing labor contracts and cost containment measures taken to date. Work with HCMA negotiating team to identify issues to be addressed during the collective bargaining process.
- Utilizing the Five-Year-Plan, external comparables, and the wage and benefit study, assist in development and/or review of contract proposals prepared by HCMA staff to ensure that the wages and benefits proposed accurately reflect the current labor market and support HCMA's strategic plan with a focus on structural cost containment/cost reductions.
- Provide recommendations and feedback to the HCMA negotiating team and the Board.

Stone said staff has contacted the Michigan Municipal League (MML) and Michigan State University's School of Human Resources and Labor Relations for assistance in identifying potential consultants. In addition, Commissioner McCulloch recommended consideration of Tom Eaton.

Stone said potential candidates identified to date include: Tom Eaton, Amy Sullivan and Michael Polzin.

It was moved by Commissioner McCulloch, supported by Commissioner Marans that the Board of Commissioners direct staff to pursue a proposal for hourly rates from the listed potential consultants.

Motion carried unanimously.

Commissioner Marrocco inquired if this person would be acting as a consultant and not negotiating the contract.

Commissioner McCulloch replied that is correct.

7. Reports

D. Administrative Office

5. Donations

Deputy Director Almas requested the Board accept the January donations:

- Excelda Corporation made a \$520 cash donation for program use at Kensington's Farm Center and Nature Center.

- Richard Higgins donated a Civil War era wagon to be used for displays at Wolcott Mill; itemizing a value of \$500.
- Terry and Jo Anne Trush made a \$500 cash donation for the maintenance and care of the Eagles at Lake Erie.
- Ryan Black made a \$300 cash donation as a gift for Katie Carney to be used at Kensington.

It was moved by Commissioner Lester, supported by Commissioner Hertel that the Board of Commissioners accept the donations and a letter of appreciation be sent to the donors as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

6. Legislative Report

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

Motion carried unanimously.

8. Director's Comments

Director Moilanen asked the Board for clarification regarding hiring a new controller.

Commissioner McCulloch recommended to the Board that a committee consisting of Commissioners' La Belle, McCarthy and himself report back to the Board with a recommendation on the hiring process for the Controller.

Moilanen said each of the Commissioners should have received tickets for the upcoming Employee Recognition Dinner and invited everyone to attend the event.

9. Commissioner Comments

Commissioner La Belle wanted all employees to know that the Board is not trying to deprive them of their accrued pension benefit rights. La Belle said he believes that we have an opportunity to save money by moving the new hired employees to a defined contribution pension plan.

Commissioner Hertel recommended staff develop a resolution of commendation for Dave Wahl recognizing his years of service and commitment to HCMA.

Commissioner Lester said that for 52 years he has represented the working people and that he is really disturbed by the frivolous charges being filed and the amount of money being wasted on defending against the charges. Lester continued to say that people should be using the grievance process.

Commissioner Marans said he wanted to make sure that we are going to discuss the Fund Development issue at the retreat and also asked that the Chairman and Director work to establish other agenda items for the retreat.

Commissioner McCulloch said Oakland County just raised golf rates and that staff should compile a list of golf courses and their current rates to compare them with what we charge at the Metroparks, and that staff report back to the Board in March regarding golf rate adjustments.

Commissioner McCulloch said as it relates to the boardwalk at Lake St. Clair, Oakland County used volunteers and their own staff to help replace a similar boardwalk at county parks, and that Oakland County saved a significant amount of money by using in-house personnel; and the Metroparks may want to look into this as an option.

Commissioner Marrocco said we need to review fees at our golf courses. There are several courses losing money and we need to consider closing some of these courses in order to start saving money. Golf rounds continue to go down at courses everywhere.

Commissioner McCulloch specifically requested the impact of closing the Wolcott Mill and Hudson Mills golf courses.

Commissioner Marrocco said he would like the part-time wage scale.

Commissioner McCulloch wanted to know the protocol for contacting Commissioners. There was a small plane crash on Saturday (Feb. 4) and he heard about it on the news. McCulloch said he read Chief Phifer's comments but did not get contacted until Monday. McCulloch asked that Commissioners be notified immediately in the future when there is a serious incident like the plane crash in one of the parks.

Commissioner Marrocco said he was still trying to figure out how we can show a small decrease in park attendance, but a larger decrease in revenues.

10. Motion to Adjourn

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

Motion carried unanimously.

The meeting adjourned at 12:30 p.m.

Respectfully submitted,



George Phifer
Executive Secretary