

**MINUTES  
BOARD OF COMMISSIONERS MEETING  
HURON-CLINTON METROPOLITAN AUTHORITY  
THURSDAY, APRIL 12, 2012**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, April 12, 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 Timothy J. McCarthy
	Staff Officers:	
	Director	David C. Moilanen
	Deputy Director	Gregory J. Almas
	Controller	David L. Wahl
	Executive Secretary	George Phifer
Absent:	None	
Others:	Legislative Consultant	George Carr
	Legal Counsel	Richard Seryak
	Legal Counsel	Amanda Van Dusen

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

**1. Chairman's Statement**

Chairman Marrocco stated it was an eventful 30 days and that everyone would move forward with doing what is right for the Metroparks. Marrocco inquired with Controller Wahl retiring in August if a date was set for conducting interviews to fill the position.

Commissioner McCulloch said he met with Commissioners' La Belle and McCarthy to discuss the position; spoke with the Michigan Municipal League (MML) and Plante Moran. McCulloch said the consensus of the three member committee was to select Plante Moran to assist with filling the Controller's position. McCulloch said he wanted to bring this information to the full board and that an engagement letter with Plante Moran will be brought to the Board for approval.

It was moved by Commissioner McCulloch, supported by Commissioner McCarthy that the Board of Commissioners authorize using Plante Moran as consultant to assist with the hiring of a Controller.

Motion carried unanimously.

**2. Public Comments**

Larry Noodén, Clinton Huron Environmental Coalition (CHEC), commented that everyone should be concerned about the amount of bacteria resistant to antibiotics in the water systems in and around the park waters.

Toni Spears, HCMA volunteer, thanked staff for the clean-up after the tornado damage at Hudson Mills and asked that the Board give consideration for the continued clean-up at the golf course.

Spears also addressed the Five-Year-Plan draft and the Metroparks mission statement which states that the Metroparks offers excellent recreation educational opportunities. Spears asked the Board to continue to support the interpretive programming and have one central interpretive person for the Metroparks that will help maintain the quality of these programs.

Spears also said that with no wage increases for the next five years, there is no motivation to attract future employees. Spears continued to say the Metroparks has a healthy bank account; that the money is used wisely; and that the morale of current employees should be sustained.

### **3. Closed Session**

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners immediately adjourn to a closed session to discuss:

**(A)** To consider a written legal opinion from outside counsel within the Attorney-Client privilege. Section 8(h) of the Michigan Open Meetings Act. M.C.L. 15.268(h); and

**(B)** consult with Counsel regarding specific pending litigation. Section 8(e) of the Michigan Open Meetings Act. M.C.L 15.268 (e).

#### **ROLL CALL VOTE**

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

Voting No: None

Motion carried unanimously.

The regular meeting adjourned at 10:39 a.m.

In closed session, it was moved by Commissioner Hertel, supported by Commissioner La Belle that the Board of Commissioners adjourn the closed session.

The regular meeting reconvened at 11:36 a.m.

It was moved by Commissioner Hertel, supported by Commissioner McCulloch that the Board of Commissioners authorize and direct counsel to enter into discussions with the Director's attorney to work out an amicable settlement resolution to his employment status.

Motion carried unanimously.

### **4. Minutes**

#### **A. Regular Meeting – March 8, 2012**

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners approve the March 8, 2012 regular meeting minutes as submitted by Executive Secretary Phifer and staff.

Commissioner McCarthy requested a motion to amend the regular meeting minutes to reflect he was present for the March 8, 2012 meeting.

It was moved by Commissioner Marans, supported by Commissioner Lester to amend the March 8, 2012 meeting minutes to reflect the Commissioner McCarthy was present for the March 8, 2012 regular meeting of the Board of Commissioners.

Motion as amended carried unanimously.

#### **B. Closed Session – March 8, 2012**

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners approve the March 8, 2012 closed session minutes as submitted by Executive Secretary Phifer and staff.

Motion carried unanimously.

### **5. Financial Statements – March 2012**

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the financial statements for March 2012 be approved as submitted.

Motion carried unanimously.

**6. Vouchers – February 2012**

It was moved by Commissioner Marans, supported by Commissioner Hertel that the vouchers for March 2012 (0222068 through 0222514) be approved as submitted.

Motion carried unanimously.

**7. Purchases**

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

**A. Safety Surface Materials** – Kensington, Stony Creek, Lower Huron and Willow Metroparks

- Award ITB No 12-004 to the low responsive, responsible bidder, Superior Groundcover, Inc. on a unit price basis of \$24.00 per cubic yard of material as recommended by Food Service Administrator Janice Schlitters, C.P.P.B., and staff.

**B. Staff Vehicles** – Administrative Office

- Award to the low responsive, responsible bidder, Berger Chevrolet as per the Oakland County Contract in the amount of \$35,676.00 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.

**C. Mobile Stage** – Kensington Metropark

- Award to the low responsive, responsible bidder, Century Industries in the amount of \$105,862.00 per the Oakland County Purchasing Division Event No. 002110 as recommended by buyer Maria van Rooijen and staff.

**D. Mopeds** – Kensington, Stony Creek and Lower Huron Metroparks

- Award to the low responsive, responsible bidder, Nicholson Enterprises in the amount of \$12,936.00 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.

**E. Pick-up Truck** – Police Department, Stony Creek Metropark

- Award to the low responsive, responsible bidder, Signature Ford as per the state of Michigan Contract in the amount of \$24,735.00 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.

**F. Police Utility Vehicles** – Police Department, Stony Creek, Hudson Mills and Lower Huron Metroparks

- Award to the low responsive, responsible bidder, Signature Ford as per the Macomb County Contract in the amount of \$84,696 as recommended by Janice Schlitters, C.P.P.B., Food Service Administrator and staff.

**G. Food Services Contract Extension** – Stony Creek, Wolcott Mill, Indian Springs, Huron Meadows and Kensington Metroparks

- Extend the current contract for a three (3) year period to Kosch Hospitality as recommended by Janice Schlitters, Food Service Administrator and staff.

**7. Purchases**

**H. Seasonal Uniforms** – All parks

- Award ITB-12-008 to the low responsive, responsible bidder, Austin Uniform and Embroidery as recommended by buyer Maria van Rooijen and staff.

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners approve the purchases as recommended by Purchasing Manager Scott Michael and staff.

Motion carried unanimously.

## 8. Reports

### A. Lake St. Clair

#### 1. Bids – Control Valve Replacements, Squirt Zone

Chief Engineer Mike Arens stated he provided information in the Board packet and that he was prepared to answer questions.

It was moved by Commissioner McCarthy, supported by Commissioner Marans that the Board of Commissioners award Contract No. 702-12V to the low responsive, responsible bidder, O’Laughlin Construction Company, in the amount of \$39,800.00 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

## 7. Reports

### B. Wolcott Mill

#### 1. Update – Wolcott Mill Farm Center

Director Moilanen reported that staff continues to make changes at the Wolcott Mill Metropark Farm Center to increase visitation, enhance programming and marketing efforts, and to reduce the costs of operating the farm.

Moilanen said Staff has made changes in program staffing and schedules, as well as the types of programs offered so as to increase programs from 275 programs conducted in 2011 to 430 in 2012. Staff projects this will almost double program participation numbers and more than double program revenue. While several large seasonal programs, such as Farm Egg Scramble; Babies, Babies, Everywhere; Harvest Festival; and Corn Maze and Halloween programs will anchor the weekend programs, smaller, regular events such as Harness and Hitch, Farm Chores and wagon rides will enhance a trip to the farm on a regular basis.

Moilanen said so far this year, the Farm already has had a very good turnout for the Farm Egg Scramble with approximately 1,600 participants and generating more than \$3,000 in revenue, and the new Babies, Babies Everywhere program is drawing a lot of visitors even during the week – 775 visitors and \$2,700 in revenue the first two days of the program.

Moilanen said that in addition to the programs, staff has drawn plans for a small farm themed playground to encourage families to stay longer at the facility. While funds are not budgeted to construct this playground, efforts are being made to raise the \$65,000 needed for the project.

Moilanen said meetings with farm supporters, the Wolcott Farm Friends group, have been held to discuss and plan a host of events, programs, projects and other efforts where this group could be of benefit to the farm. One of the programs the group is going to help with is a block party to be held in May, in order to get to know the local community better. Additionally, the MSU Cooperative Extension has committed to help add more programming at the farm that fits into its mission, and Michigan Farm Bureau has committed to helping generate more support for the farm from local farmers.

Moilanen also reported that operating costs for the farm have been trimmed. When the former farm manager left last fall, the position was filled by combining the farm manager position with the supervising interpreter’s position at Stony Creek Nature Center. That person, who had managed the farm previously, now supervises both facilities. So far, the arrangement has worked well. The individual is good at supervising staff and interacting with the public, and is very program oriented.

Moilanen reported that at the direction of board members on the subcommittee, letters have been sent to a variety of organizations to inquire about their interest in partnering in some capacity with the Metroparks, whether to help with programming, take over crop production or operate the entire farm. Some have responded, but staff is waiting to hear from others. These responses and proposals will be discussed within the subcommittee and recommendations brought to the board at a later date.

It was moved by Commissioner Hertel, supported by Commissioner Marans that the Board of Commissioners receive and file the Wolcott Mill Farm Center update as recommended by Director Moilanen and staff.

Motion carried unanimously.

## **8. Reports**

### **C. Stony Creek**

#### **1. Bids – Water Heater Replacement, Baypoint Bathhouse**

Chief Engineer Arens said he has provided information in the Board packet and he was prepared to answer questions.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners award Contract No. 709-12J to the low responsive, responsible bidder, A & F Water Heater & Spa Service, in the amount of \$19,545.35 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

#### **2. Bids – Auxiliary Generator Power Connection, Baypoint Lift Station**

Chief Engineer Arens said he has provided information in the Board packet and he was prepared to answer questions.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners award Contract No. 509-12I to the low responsive, responsible bidder, Corby Energy Services, Inc., in the amount of \$13,687.00 as recommended by Chief Engineer Arens and staff

Motion carried unanimously.

## **8. Reports**

### **D. Hudson Mills**

#### **1. Report – Hudson Mills Golf Course Tornado Damage**

Chief of Natural Resources Paul Muelle reported that March 15 tornado that struck the Dexter area also caused extensive damage to the Hudson Mills Golf Course. Fortunately, no one was injured in the storm and only minor damage occurred to one of the comfort stations on the golf course although the cart bridge from the 10 green to the 11 tee was severely damaged.

Muelle said a substantial area of the golf course and approximately 90 acres of the surrounding forest sustained considerable tree damage which in turn caused damage to the greens, tees and fairways due to flying debris.

Muelle reported that on March 16, Park and Administrative Office staff began cooperating with local and county agencies in an emergency cleanup effort. For several days, DTE Energy utilized the Hudson Mills Golf Course parking lot as a staging area for their crews in order to restore power for area residents. Property at the Golf Course entrance is currently being utilized by Washtenaw County as a collection point for wood debris from the cleanup along Dexter-Pinckney Road. During the past two weeks, Park staff, area volunteers and the Natural Resource Crew have concentrated their efforts removing damaged trees and debris and repairing sections of damaged turf on the front nine of the golf course. Due to those efforts, the front nine of the golf course is now open for play.

Muelle said the most significant amount of damage occurred on the back nine of the course, in particular along holes 13, 14 and 15. The severely damaged area also includes a section of the golf course service road and the proposed westside hike bike trail alignment from Hudson Mills to Dexter. It is estimated that the cleanup of the back nine of the golf course and tree clearing for the hike bike trail alignment may take up to six weeks to complete.

Muelle said current estimates for tree clean up on the back nine ranges from \$86,000 to \$95,000. Estimates to remove damaged trees from the golf course service road and the bike trail alignment range between \$52,000 and \$64,000. If this work were to proceed, staff would attempt to harvest and sell the damaged trees that still have a market value. Value estimates of storm damaged timber from both locations range from \$30,000 to \$55,000 if the logs can be brought to market in the next several months.

Muelle said claim representatives from CNA Insurance have visited the site and reviewed damaged facilities with Park staff and that claim settlement discussions with CNA are expected to occur in the near future.

Further discussion was held regarding the tornado damage.

It was moved by Commissioner Marans, supported by Commissioner McCulloch that the Board of Commissioners direct staff to commence cleanup efforts and award tree cleanup to, Fodor Timber, Inc, in the amount not to exceed \$86,000.00 on the golf course and not to exceed \$64,000.00 on the hike bike trail alignment and that all merchantable timber to be recovered and sold to partially offset cleanup costs as recommended by Chief of Natural Resources Paul Muelle and staff.

Motion carried unanimously.

## **8. Reports**

### **E. Lower Huron**

#### **1. Bids – Concrete Expansion Joint Caulking, Turtle Cove Deck and Park-Wide**

Chief Engineer Arens said he has provided information in the Board packet and he was prepared to answer questions.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners approve issuance of a Purchase Order to the low responsive, responsible bidder, Camo Construction, in the amount of \$20,000.00 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

## **8. Reports**

### **E. Lower Huron**

#### **2. Bids – Surfacing Repairs, Lazy River and Spray Pad, Turtle Cove**

Chief Engineer Arens said he has provided information in the Board packet and he was prepared to answer questions.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners approve issuance of a Purchase Order to the low responsive, responsible bidder, Advanced Pool Service, Inc., in the amount of \$12,847.00 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

## **8. Reports**

### **F. Administrative Office**

#### **1. 2012 First Quarter Appropriation Adjustments**

Controller Wahl reported In order to maintain compliance with 2012 Budget line item appropriation limits, monthly reviews 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 and Controller, appropriation adjustments have been recorded.

Wahl reported that \$127,900 (34 percent) of the \$380,200 in General Fund appropriation adjustments made represented appropriations transferred between accounts within the same cost center; and that \$223,100 (59 percent) of the \$380,200 in General Fund appropriation adjustments

made represented appropriations transferred between accounts, and between different cost centers.

Wahl also reported that appropriations totaling \$29,200 (7 percent) were made from the General Fund Reserve for Future Contingency Account.

It was moved by Commissioner Hertel, supported by Commissioner La Belle that the Board of Commissioners approve the 2012 First Quarter Appropriation adjustments as recommended by Director Moilanen and Controller Wahl.

Motion carried unanimously.

## **8. Reports**

### **F. Administrative Office**

#### **2. Five-Year-Plan Financial Projections 2013 – 2017 Draft**

Controller Wahl reported that the Board received a working "DRAFT" of the 2013 to 2017 Five-Year-Plan financial projections for review, discussion and input; and that it includes: (1) a summary page, (2) key assumptions, and (3) a schedule of capital improvement projects by park with detailed analysis of each major project. Wahl said two years (2010-2011) of actual financial data is presented for comparative purposes.

Wahl reported that 2012 Budget figures reflect the 2012 Budget amended as of March 1, 2012, plus estimated net cost savings from negotiated labor cost containment initiatives approved by the Board on March 8, 2012. Wahl noted that results of the ratification votes were not available at the time of preparing the Five-Year-Plan.

Wahl said 2013 to 2017 have been projected based on assumptions that are detailed on pages two through eight of the draft plan.

Wahl said the Board should be aware that in addition to General Fund major maintenance and capital improvement renovation type projects, the Authority funds major infrastructure repairs through the Supplemental Major Maintenance fund (\$4.1 million).

Wahl said staff feels this "DRAFT" Five-Year-Plan addresses some of the operational structural changes the Board requested at its December 2011 meeting. It also implements the Authority's Reorganization Plan approved by the Board in March 2011. With the potential loss of an estimated 37 full-time employees over the next six years, maintaining operations at current levels will be a significant challenge.

Wahl said these Five-Year-Plan financial projections will ultimately provide staff with general guidance to allocate future funds as each annual budget is prepared. Staff has made every effort to provide realistic revenue and expenditure forecasts based on historical trends and assumptions as we currently know them. Attempts have been made to anticipate the timing of projects in a logical progression. Staff feels these financial projections represent a balance plan which addresses: (1) a restructuring of Authority staff and operations, (2) ongoing infrastructure renovation, (3) future equipment needs, and (4) maintenance of an adequate reserve account.

Wahl said staff is prepared to review this "DRAFT" Five-Year-Plan either individually with Board members or at a rescheduled workshop session.

Further Board discussion was held.

It was moved by Commissioner La Belle, supported by Commissioner McCulloch that the Board of Commissioners receive and file the Five-Year-Plan draft and schedule a Board retreat to discuss this matter within the next 30 days.

Motion carried unanimously.

## 8. Reports

### F. Administrative Office

#### 3. Report – Phragmites Control

Chief of Natural Resources Muelle reported that over the past several years the Metroparks has put a concerted effort into controlling the spread of non-native Common reed grass (*Phragmites australis*). Much of the control effort, especially the larger coastal wetland projects, have been, or will be accomplished through partnerships with other organizations with funding from various grants. The smaller control programs are being managed through park and Natural Resource Department operations budgets. Muelle also said that *Phragmites* is a wetland plant species found in every U.S. state. It can grow up to 14 feet high in dense stands and often forms a monotypic plant community where it is virtually the only species present.

Muelle reported that the Metroparks largest control effort to date has been the treatment of more than 400 acres within and around Lake St. Clair Metropark. The funding for this project is through a U.S. Fish and Wildlife Service grant which began in 2009 and will end in August 2012. Two applications of herbicide have been applied to *Phragmites* infested areas within the marsh at Lake St. Clair Metropark and it is anticipated that follow up spot treatments will be required to address areas not covered under the original treatments. Results of the treatments to date have been very good. Plant diversity has increased significantly throughout the wetland systems, and response from the bird community is encouraging.

Muelle reported that in the fall of 2012, a similar *Phragmites* control effort will begin at Lake Erie Metropark as part of regional effort by multiple agencies including The Nature Conservancy, Huron-Clinton Metroparks, Michigan DNR, Ducks Unlimited, and Detroit River International Wildlife Refuge, to eradicate invasive *Phragmites* on approximately 1,200 acres of coastal wetlands within the western Lake Erie basin, from the Detroit River to northern Maumee Bay. It is anticipated that approximately 400 acres of *Phragmites* will be treated over a three year period at Lake Erie Metropark. Muelle also said that additional minor *Phragmites* control efforts have been initiated in five other Metroparks covering approximately 90 acres.

It was moved by Commissioner Hertel, supported by Commissioner Lester that the Board of Commissioners receive and file the Phragmites Update Report as recommended by Chief of Natural Resources Muelle and staff.

Motion carried unanimously.

#### 4. Approval – Procurement Card

##### a. Procurement Card Report

Purchasing Manager Scott Michael reported that as part of the procurement process, the Purchasing Department and staff have been evaluating more efficient and cost effective methods of improving the process. During the evaluation process it was determined that a significant amount of time and energy is being made on small purchases and that it would be beneficial to the organization to institute a procurement card system. Other government agencies have seen significant cost saving and benefits. The Procurement or P-Card Program is a concept for managing low-dollar purchases and offers numerous and significant benefits to participants.

Michael said the program is designed to reduce the use of petty cash funds, improve the small-dollar purchasing process, reduce the number of requests for special checks, processing less vendor checks and minimize the need to use personal funds.

Michael said that in addition to saving administrative costs, one of the other benefits of this process would be the rebates offered by banks for use of the card.

Michael said that the Purchasing Department will review cardholder-buying patterns, review card usage and program compliance. The Purchasing Department will review and approve all user applications, set spending limits and share training responsibilities. Accounts Payable responsibilities include processing payment and coordinating payment to the issuing bank.



It was moved by Commissioner McCulloch, supported by Commissioner Hertel that the Board of Commissioners receive and file the Procurement Card Report as recommended by Purchasing Manager Scott Michael and staff.

Motion carried unanimously.

## **8. Reports**

### **F. Administrative Office**

#### **4. Approval – Procurement Card**

##### **b. Banking Service Recommendation**

Purchasing Manager Michael reported that as part of the Rochester Hills, Request for Proposals for Banking Services, responders were requested to submit proposals on Procurement Cards, as an optional banking service. Proposals relative to the procurement card program were reviewed by an evaluation team of Fiscal and Purchasing staff with Fifth Third Bank ranking as the best value for the Rochester Hills.

Michael said procurement cards are designed primarily for low dollar procurements (under \$1,000). The program provides cost savings and efficiencies to transaction processing for the Purchasing and Accounting Departments.

Michael said the Fifth Third program utilizes MasterCard's multi-card (purchasing and travel) services. The program is web-based allowing real-time online maintenance, authorization control, and transaction data within 24-48 hours, liability protection, three-years of historical data, custom reporting and data integration with the Authority's financial system. The card program requires no administrative fee and will rebate initially .75 percent of the Authority's annual spending volumes (approximately \$5,000).

Michael said Fifth Third Bank, clearly understanding the financial structure and needs of local government, agreed to reduce the individual threshold for participation in the program to \$250,000.

It was moved by Commissioner Hertel, supported by Commissioner La Belle that the Board of Commissioners award to the low responsive, responsible bidder, Fifth Third Bank, Southfield, MI per contract No. RFP-RH11-029 at no cost to the Authority with rebates as stated by Purchasing Manager Scott Michael and staff.

Motion carried unanimously.

##### **c. Change in Credit Card Policy**

Discussion was held on the revision to the Credit Card Policy.

Commissioner McCulloch requested the Board be provided the Purchasing policy

It was moved by Commissioner McCulloch, supported by Commissioner Hertel that the Board of Commissioners postpone the change to the Credit Card Policy item until the May Board meeting.

Motion carried unanimously.

#### **5. Medicare Part D Subsidy – Fourth Quarter 2011**

It was moved by Commissioner La Belle, supported by Commissioner Marans that the Board of Commissioners approve the transfer of the 2011 Fourth Quarter Medicare Part D Subsidy reimbursement of \$9,138.22 to the Retiree Health Care Trust Fund and direct staff to transfer all Medicare Part D Subsidy reimbursements received in 2012 into the Retiree Health Care Trust Fund as recommended by Human Resources Manager Carol Stone and staff.

Motion carried unanimously.

## 8. Reports

### F. Administrative Office

#### 6. Update – Contract for Consultant and Union Contract Negotiations

It was moved by Commissioner La Belle, supported by Commissioner Marans that the Board of Commissioners approve the contract with Thomas Eaton to serve as labor consultant and that prior to the May Board meeting, Carol Stone, HR Manager, be directed to meet with labor consultant Thomas Eaton to provide background information in preparation for contract negotiations as recommended by HR Manager Stone and staff.

Further discussion was held.

Commissioner McCarthy called for the question on the motion

Voting Yes: Commissioners Hertel, McCulloch, Lester, Marans, McCarthy

Voting No: Commissioners Marrocco, La Belle

Motion carried.

#### 7. Contract Renewal – Marketing Manager

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners approve staff extending Kassie Kretzschmar's contract as marketing manager for the Metroparks under the same terms, conditions and compensation as her initial contract for a period of six months from May 16, 2012, to November 15, 2012 as recommended by Director Moilanen and staff.

Motion carried unanimously.

#### 8. Approval – HCMA Co-Hosting 2015 Special Parks District Forum

Director Moilanen reported that the Special Park Districts Forum (SPDF) is an annual national park conference that brings together park districts similar in funding and organization to HCMA. Each year a different park district hosts the forum which typically draws 120 – 150 participants from park districts around the country and Canada and typically last for three days.

Moilanen reported that in 1995 and 2005, the Metroparks co-hosted the SPDF with the Oakland County Parks and Recreation Commission. This offered participants the opportunity to examine and learn about two park systems and allowed the two hosting staffs to work more closely together and to develop stronger working relationships that lasted beyond conducting the forum.

Director Moilanen reported that with two nationally respected, larger and diversified park systems for park professionals to tour, there was excellent interest and attendance in the past when the two systems hosted the forum.

Moilanen reported that HCMA and OCPRC are tentatively scheduled to co-host SPDF in 2015. With Board approval to move forward with co-hosting the forum, the goal would be for the two organizations to incur no or minimal monetary cost.

It was moved by Commissioner Lester, supported by Commissioner McCulloch that the Board of Commissioners approve staff working with Oakland County Parks and Recreation Commission to co-host the 2015 Special Park Districts Forum, as recommended by Director Moilanen and made by staff.

Motion carried unanimously.

## 8. Reports

### F. Administrative Office

#### 9. Donations

Deputy Director Almas requested the Board accept the March donations:

- Bill Westrick made a \$1000 cash donation to be used for programs and displays at Stony Creek Metropark's Nature Center.

- Recreational Equipment Inc. (REI) donated four new tents (two 4-man and two 6-man tents), 10 used sleeping bags and 11 used pads and liners; itemizing a value of \$1200 to be used at Stony Creek and Lower Huron Metroparks for outdoor camping events.
- Richard Brown made a \$300 cash donation for programs and supplies to be used at Kensington Metropark's Nature Center.
- Ralph Kopcewicz made a \$300 cash donation to be used for a portion of the new hike-bike trail at Kensington Metropark in memory of Peggy Ann Nicholas.
- William and Susan Frank donated two registered Toggenburg Doe goats to the Kensington Metropark Farm center; itemizing a value of \$700.

It was moved by Commissioner Marans, supported by Commissioner La Belle 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.

## **8. Reports**

### **F. Administrative Office**

#### **10. Legislative Report**

Legislative Consultant George Carr reported that the most important thing the Metroparks needs to be concerned about in Lansing is the Personal Property Tax bill. Carr said he would have an update next week. Carr also said the Legislature was scheduled to adjourn May 28.

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

Motion carried unanimously.

## **9. Review and discuss Retention of counsel in new litigation**

Human Resources Manager Carol Stone reported that on March 23, the Authority received notice of a lawsuit filed by a Police Department employee alleging that age and race discrimination occurred in a promotional process for the position of sergeant that occurred in 2009.

Stone reported that since the Authority had no inkling of this claim and it was just received after coverage with Scottsdale Insurance Company was cancelled, Scottsdale has notified the Authority that they will not be covering the claim.

Effective Jan. 1, 2012, employment practices liability coverage was placed with XL-Indian Harbor. This policy is also a claims made policy. While the claim was reported when the coverage was in effect, the actual event causing the claim occurred in 2009. The Authority's agent with XL-Indian Harbor has indicated that XL-Indian Harbor will not cover the claim since the policy was issued excluding all claims prior to Jan. 1, 2012. Therefore, it will be necessary for the Authority to retain counsel to handle the lawsuit.

Board discussion was held.

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners authorize staff to retain George Steel, of the Harvey-Kruse law firm, based on his knowledge of the Authority's policies and procedures and current experience handling similar Police Department lawsuits for the Authority as recommended by Director Moilanen and staff.

Motion carried unanimously.

## **10. Employment Matters**

No discussion or action was taken.

**11. Director's Comments**

Director Moilanen reported that the Special Parks District Forum (SPDF) would be held in Minneapolis this year. Moilanen also asked if there was Commissioner interest in attending, to please let him know so staff can take care of registration for the conference.

Moilanen also said he would be working with the Board to coordinate rescheduling the Board retreat.

**12. Commissioner Comments**

Commissioner McCulloch asked for board support to speak with Ms. Van Dusen and Mr. Seryak regarding the closed session policy. Commissioner Marrocco replied that Commissioner McCulloch had Board support.

There were no other Commissioner comments.

**13. Motion to Adjourn**

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

Motion carried unanimously.

The meeting adjourned at 12:41 p.m.

Respectfully submitted,



George Phifer  
Executive Secretary