

**MINUTES
BOARD OF COMMISSIONERS MEETING
HURON-CLINTON METROPOLITAN AUTHORITY
THURSDAY, SEPTEMBER 13, 2012**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, September 13, 2012 at the Wave Pool Food Bar area at Lake Erie Metropark. 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 Robert W. Marans Timothy J. McCarthy Harry E. Lester
	Staff Officers:	
	Director	Vacant
	Deputy Director	Gregory J. Almas
	Controller	Vacant
	Executive Secretary	George Phifer

Absent: None

Others: None

The meeting was called to order by Chairman Marrocco at 10:31 a.m.

1. Chairman's Statement

Chairman Marrocco welcomed everyone to Lake Erie Metropark.

2. Public Comments

James Gill, area resident, said he had a plan that he would like the Board to review. Gill also stated he was recording the meeting. Gill said he understood that the Board approved a plan that would allow the drain commissioner to create 23 acres of swamp in the park area. The Wagner-Pink drain is located in Wayne and Monroe counties. Gill said it appears these changes would bring the West Nile virus to that body of water.

Commissioner Marrocco advised Mr. Gill that his public speaking time was up and that he could speak to Mr. Arens about the issue further after the meeting.

Toni Spears, HCMA volunteer, said that the Metroparks would soon be hiring a new Director and that all administrative staff should report to the Director. Spears said the plan appears to change the duties of the chief planner that will cause them to be demoted by two positions. The engineering department will have challenges and their duties are different than that of a planner. Spears also said the Police Chief should report to the Director. Spears said that currently, the Police department has six openings, and while she (Spears) knows that public safety is important, she wanted to know if the Police Department has taken its cuts like other departments. Spears said another item on the agenda is the strategic plan; and that many organizations stick together during tough times.

Commissioner Marrocco advised Ms. Spears that her public speaking time was up. Spears indicated she would stop when she was finished.

Commissioner Hertel said Spears would have to follow the rules like everyone else.

Commissioner Marrocco again indicated Spears time was up and indicated the microphone needed to be turned off.

3. Minutes – August 2012

It was moved by Commissioner Hertel, supported by Commissioner Lester that the Board of Commissioners approve the August 9, 2012 regular and closed meeting minutes as submitted by Executive Secretary Phifer and staff.

Motion carried unanimously.

4. Approval of September 13, 2012 Agenda

It was moved by Commissioner McCarthy, supported by Commissioner McCulloch that the agenda for the September 13, 2012 Board of Commissioner meeting be approved as submitted.

Motion carried unanimously.

5. Financial Statements – August 2012

It was moved by Commissioner Lester, supported by Commissioner Hertel that the Board of Commissioners approve the August 2012 financial statements as submitted.

Motion carried unanimously.

6. Vouchers – August 2012

It was moved by Commissioner Marans, supported by Commissioner La Belle that the vouchers for August (0224554 through 0255170) be approved as submitted.

Motion carried unanimously.

7. Purchases

Purchasing Buyer Maria van Rooijen requested the Board approve the following purchase:

A. Swap Loader and Component – Lake St. Clair

- Award ITB 12-023A to the low responsive, responsible bidder, Knapheide Truck Equipment Co. in the amount of \$56,683.00 as recommended by Buyer Maria van Rooijen and staff.

It was moved by Commissioner McCulloch, supported by Commissioner La Belle that the Board of Commissioners approve the purchases as recommended by Purchasing Buyer Maria van Rooijen and staff.

Motion carried unanimously.

8. Reports

A. Wolcott Mill

1. Approval – Golf Course Request for Proposals (RFP)

Deputy Director Greg Almas reported that an RFP was issued for the complete operations of Wolcott Mill Golf Course for a period of eight years with an option for two, four-year extensions(s) including food service and sundry operations.

Commissioner Marrocco asked the other commissioners if they had any suggestions.

Further discussion was held.

It was moved by Commissioner La Belle, supported by Commissioner Marans that the Board of Commissioners award RFP-12-005 to the low responsive, responsible bidder, Stony Creek Golf Management under the terms of Option 2, and authorize staff to execute a contract and an equipment lease agreement pending review by legal counsel as recommended by Buyer Maria van Rooijen and staff.

Further discussion was held on this item.

Commissioner La Belle amended his motion to accept Option 2 and to include a Personal Guarantee or have a Performance Bond added to the contract.

It was moved by Commissioner La Belle, supported by Commissioner Marans that the Board of Commissioners award RFP-12-005 to the low responsive, responsible bidder, Stony Creek Golf Management under the terms of Option 2 to include a Personal Guarantee or add a Performance Bond to the contract; and authorize staff to execute a contract and an equipment lease agreement pending review by legal counsel as recommended by Buyer Maria van Rooijen and staff.

The motion as amended carried unanimously.

8. Reports

A. Wolcott Mill

2. Bids – Roof Replacements, Camp Rotary Buildings and Farm Center Horse Barn

Supervising Design Engineer Laura Martin reported that work includes the removal of the existing shingle roof system and replacement with a new shingle roof system on the Camp Rotary Activity Building, Shorian Lodge and the Farm Horse Barn. The existing shingle roofs are deteriorated and subject to leaks.

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners award Contract No. 713-12SR to the lowest responsive, responsible bidder, Weatherseal Home Improvements Co., Inc., in the amount of \$39,710.00 as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

B. Stony Creek

1. Bids – Roof Replacement, Park Office

Commissioner Marrocco called for a motion.

It was moved by Commissioner McCarthy, supported by Commissioner Lester that the Board of Commissioners award Contract No. 709-12N to the lowest responsive, responsible bidder, VJM Design and Build Corporation, in the amount of \$37,544.00 as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

C. Kensington

1. MNRTF Project Agreement and Resolution, Nature Center Pond Overlook

Chief Planner Susan Nyquist reported the Authority is a recipient of a Michigan Natural Resources Trust Fund Grant (MNRTF) to help fund the redevelopment of the Kensington Nature Center Pond Overlook. Nyquist said the existing sheet pile seawall is tipping, rusting, and its overall failure has weakened the railing and asphalt walks to a point where safety is a concern.

Nyquist said that in order to receive the MNRTF grant, the Board of Commissioners is required to enter into a MNRTF Development Project Agreement with the Michigan Department of Natural Resources (MDNR), and to pass a Resolution accepting the terms of the Agreement. Nyquist also said that under the terms of the agreement, HCMA is bound to appropriate the funds necessary to complete the project.

It was moved by Commissioner Hertel, supported by Commissioner Marans that the Board of Commissioners approve the MNRTF Development Project Agreement and Resolution, and furthermore approve a transfer of funds in the amounts of \$10,000 and \$125,000 from the Kensington Metropark major maintenance account and the Reserve account respectively, as recommended by Chief Planner Nyquist and staff.

Nyquist also informed the Board that the HCMA is a recipient of an additional EPA grant under the Great Lakes Restoration Initiative program in the amount of \$500,000 towards Phase 2 of the parking lot reconstruction. This brings total federal and state grants towards projects at Lake St. Clair Metropark over the course of the past few years to approximately \$3 million. Through the efforts of Planning, Engineering and Natural

Resources staff, more than \$20 million in funds have been leveraged for land acquisition and development projects throughout the 13 Metroparks.

Motion carried unanimously.

8. Reports

C. Kensington

2. Bids – Park Road Pavement Markings

Commissioner Marrocco called for a motion.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners award Contract No. 700-12P to the lowest responsive, responsible bidder, R.S. Contracting, Inc., in the amount of \$24,197.50 as recommended by Supervising Design Engineer Martin and Staff.

Motion carried unanimously.

D. Huron Meadows

1. Bids – Golf Course Cart Path Repairs

Commissioner Marrocco called for a motion.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners award Contract No. 716-12O to the lowest responsive, responsible bidder, T & M Asphalt Paving, Inc., in the amount of \$17,450.88 as recommended by Supervising Design Engineer Martin and Staff.

Motion carried unanimously.

E. Lower Huron

1. Bids – Turtle Cove Access Walks and Shade Structures

Supervising Design Engineer Martin reported that this project was previously presented to the Board at its Aug. 8, 2012 meeting. The item was tabled pending further research by staff to consider a permanent roofed structure in lieu of the fabric roofed structure as specified in the bid documents. Martin said the shade structure as originally specified consists of a permanent hot-dipped galvanized steel frame structure with a fabric shade material, as manufactured by Anchor Industries. The proposed fabric-roofed structure was selected because of the aesthetic and colorful appearance; and, because it matches other fabric-roofed shade structures at Turtle Cove.

Martin said the Metroparks have similar fabric structures at the Squirt Zone at Lake St. Clair and at the Willow Playground, and there have been no issues with these structures for the past 10 years. The fabric remains in place year-around at those locations. At Turtle Cove, it is the practice of park staff to remove the existing fabric shade structures from their supporting frames for off-season storage, for improved longevity.

Martin said bids received for the project were over budget due to changes to the originally estimated project scope. In addition, due to reductions in Park staff, the shade structure (originally to be installed by Park staff) is included in the contract.

Martin said staff recommends that the project's unit quantities be reduced accordingly, and that a deductive Change Order No. 1 be approved concurrently with award of a contract.

Further discussion was held.

It was moved by Commissioner Marans, supported by Commissioner La Belle that the Board of Commissioners (1) award Contract No. 506-12T to the lowest responsive, responsible bidder, R.L. Sheridan, LLC, in the amount of \$33,970.00, (2) that concurrently with award of contract Change Order No. 1 be approved in the deductive amount of \$1,931.48 for a resultant contract amount of \$32,038.52, and (3) that a transfer in the amount of \$7,000 be made from the Reserves for Future Contingencies

Account to cover the difference between low bid and Budget Amount as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

8. Reports

E. Lower Huron

2. Bids – Main Road Resurfacing and Trail Repairs

Commissioner Marrocco called for a motion.

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners (1) award Contract No. 506-12S to the lowest responsive, responsible bidder, Florence Cement Company, in the amount of \$197,199.75, and (2) that \$201,000 be transferred from the Lower Huron Capital Improvement Account to the Lower Huron Major Maintenance account, as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

F. Willow

1. Bids – No. 16 Drainage Improvements, Cart Path Construction

Commissioner Marrocco called for a motion.

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners award Contract No. 510-12I to the lowest responsive, responsible bidder, RVP Construction, Inc., in the amount of \$19,109.00, as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

2. Change Order – Removal of Contaminated Soil, Service Yard

Supervising Design Engineer Martin reported that as reported at the July 12, 2012 Board meeting, a contract was awarded to the firm of Matzak, Inc. in October 2011 in the amount of \$147,900.00 for the removal and disposal of three existing underground fuel storage tanks (USTs), removal of contaminated soil, site restoration and related work at the Willow Metropark Service Area. Under this contract the USTs were replaced with a new compartmentalized 6,000 gallon aboveground storage tank (AST), including concrete pad, dispensing system, electrical and controls, restoration and related work. Work on the project is complete and the new AST system is in service.

Martin said that at the July 12, 2012 meeting, the Board authorized Change Order No. 1 for the removal of additional contaminated material which was encountered in excess of the amounts allowed in the contract. The change order amount was \$25,509.08, bringing the total contract amount to \$173,409.08.

Martin said that in July, staff retained the environmental consultant firm, Testing Engineers and Consultants, Inc. (TEC) to determine the extent and concentration of contamination along the storm sewer. TEC performed their site investigation and concluded that contamination is limited to an area within the service yard, and within 65-feet of the earlier UST excavation, generally along the storm sewer alignment. TEC also coordinated with the Michigan Department of Environmental Quality to determine whether MDEQ would prefer removing the contaminated soil in conjunction with the UST closure under Part 213, or treating it as a separate release under Part 201. MDEQ has indicated that they would prefer the release to be performed under Part 213 as part of the UST site closure. The MDEQ indicated that if storm sewer contamination is cleaned up prior to December 2012, the MDEQ would handle the remaining contamination under Part 213. This would expedite closure of the site in one regulatory action.

Martin said that at staff's request, Matzak submitted a proposal to perform this additional cleanup in the amount of \$8,770.00 as a change order to their existing contract.

Proposed work includes removal of existing pavement, removal and disposal of approximately 50 tons of contaminated soil, removal and replacement of approximately 65-feet of storm sewer and drain tail, backfill and compaction. The prices contained in Matzak's proposal are comparable to their previous contract prices, and staff believes that their proposal is reasonable. Further, a separate quote was requested and received from O. W. Larson Co. in the amount of \$15,198.00 to perform this work, which confirms the competitiveness of Matzak's quote.

Martin said staff believes that it is most cost effective and expedient to perform this work as a change order to the existing contract with Matzak.

Further discussion was held.

It was moved by Commissioner Lester, supported by Commissioner Hertel that the Board of Commissioners authorize a transfer of funds in the amount of \$10,000 from the Reserves for Future Contingencies Account to cover the Change Order (plus additional contract administration costs) as recommended by Supervising Design Engineer Laura Martin and staff.

Motion carried unanimously.

8. Reports

G. Administrative Office

1. Approval – Administrative Office Reorganization Plan

Deputy Director Almas presented a proposed Administrative Office Reorganization Plan. The report highlighted inclusion of a central coordinator for Interpretive Services as required by the Board approved Strategic Plan, a Natural Resources/Regulatory Compliance Manager in response to the Strategic Plan goals, one additional IT Support Specialist, reclassifying the Chief Accountant to Financial Services Manager, addition of one clerical support staff in the Police Department, combining of Purchasing and the Human Resources Manager to one position of Administrative Services, combining of the Chief of Engineering and Planner to one position of Asset and Development Manager, and the duties of Community Relations to be transitioned to the Communication Department as well as reduction in other support staff.

Discussion was held.

It was moved by Commissioner Hertel, supported by Commissioner Marans that the Board of Commissioners postpone the item titled Approval – Administrative Office Reorganization Plan until the next regular Board of Commissioners meeting.

Commissioner La Belle voted no.

Motion carried.

2. Approval – 2013 Fees and Charges

Deputy Director Almas reported on the recommended changes to the 2013 fees and charges; and that input was received from district park managers, department heads and staff.

Almas said the recommended changes are in accord with the proposed Five-Year-Plan; and that no increases in regulation golf course fees were proposed for 2013 in the Five-Year-Plan. However, rates will be reviewed prior to the 2013 season.

Almas said in addition, staff is recommending an increase in the special event fee to \$250/one-day event or \$400/two-day event. However, staff will be reviewing special event pricing and considering a percent or per participant fee for Board review.

Almas said staff was bringing the 2013 fees and charges to the Board early because staff wanted to make changes to the shelter reservations at the parks prior to Oct. 1.

Commissioner Lester left the meeting room at 11:23 a.m.

Commissioner Lester returned to the meeting room at 11:26 a.m.
Further discussion was held.

It was moved by Commissioner Lester, supported by Commissioner Hertel that the Board of Commissioners approve the 2013 Fees and Charges with the amendment that prices remain at the same level for the 2013 rates for the Turtle Cove Aquatic Center at Lower Huron, the Pool at Willow and the Wave Pool at Lake Erie.

Motion as amended carried unanimously.

8. Reports

G. Administrative Office

3. Report – 2011/2012 Deer Management Plan Implementation

Chief of Natural Resources Paul Muelle reported that deer management activities continued in the fall of 2011 and winter of 2012 at four Metroparks: Kensington, Indian Springs, Stony Creek, and Oakwoods. A total of 87 deer were removed with minor impact on other park uses during the management operations, the same number as removed the previous year.

Muelle said volunteers provided assistance in organizing and conducting the controlled hunts at Stony Creek and Indian Springs.

Muelle said staff continues on the maintenance phase of the deer management program having met or being close to meeting deer density goals in several parks. In order to maintain a stable population, additional removals may be necessary but the overall number of deer to be removed is greatly reduced when compared to the first several years of the operation.

Muelle said due to unfavorable weather conditions, no aerial surveys were conducted last winter. Results of previous aerial surveys along with the bio-data collected each year are used to estimate deer herd size and subsequent management goals.

Muelle said it is the consensus of natural area managers that controlling excessive deer populations is critical to the long term health and viability of the native ecosystems that these animals are a component of. The management efforts the Metroparks established has had a direct impact on insuring that the parks' high quality natural areas remain intact for future generations to enjoy.

Further discussion was held.

It was moved by Commissioner Hertel, supported by Commissioner La Belle that the Board of Commissioners receive and file the report titled 2011/2012 Deer Management Plan Implementation as recommended by Chief of Natural Resources Paul Muelle and staff.

Motion carried unanimously.

8. Reports

G. Administrative Office

4. Donations

Deputy Director Almas requested the Board accept the August donations:

- Howard Chanter donated a six-year-old Shire Mare to the Kensington Farm Center; itemizing the value of the horse at \$8,500.
- Lester Sutherland donated a miniature Mediterranean Donkey to the Kensington Farm Center; itemizing a value of \$800 for the miniature donkey.

- Russell Villerot made a \$325 cash donation to purchase a tree to be planted at Kensington Metropark in memory of Rick Villerot.
- Christopher and Jessica Shamie made a \$300 cash donation to purchase a bench to be used near the West Boat Launch at Kensington Metropark.
- Wilderdest made a \$300 cash donation to purchase a park bench to be used on the nature trail near the Nature Center at Kensington Metropark in memory of Karen Verhey.
- The Dexter Mill made a \$300 cash donation to purchase gift cards for the Dog Days of Summer Event held at Hudson Mills.

It was moved by Commissioner Marans, supported by Commissioner McCarthy 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.

5. Legislative Report

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

Motion carried unanimously.

9. Controller Selection

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners accept the Controller Contract presented.

Motion carried unanimously.

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners appoint Lisa Dolan as Controller for the Huron-Clinton Metropolitan Authority.

Motion carried unanimously.

10. Deputy Director's Comments

Deputy Director Almas said the bridge at Hudson Mills has been replaced; that the 2012 fall auction for surplus equipment would be held at Wolcott Mill; that the Walnut Creek campground at Lower Huron has exceeded its revenue projections for the year; and that the campground at Stony Creek is operating at Capacity.

Commissioner Marrocco inquired if staff plans to expand the campsites. Almas replied that staff would look into it.

Almas also reported that DTE plans to reconfigure a section of the Clinton River (east of Wolcott Road at Camp Rotary) to protect a Michigan gas main exposed by erosion. The project will also remove an existing non-functioning concrete dam.

Commissioner Hertel said he would like to be involved with the project.

Almas also recognized Commissioner Emeritus Bill Kreger.

11. Commissioner Comments

Commissioner Marans said he saw the recent article in the newsletter on the seven steps for clean water and that this was a different message to the public and he would like to see more of this.

Marans also asked Human Resources Carol Stone for an update on the Director selection process.

Stone replied there were approximately 155 applicants for the director's position; that the list was narrowed down to 40, and has since been narrowed down to 10 people for interviews.

Commissioner Lester thanks Deputy Director Almas and Southern District Park Manager Jim Pershing for the campground; and that he has received nice reviews on the condition of the campground.

Commissioner La Belle asked that the commissioners address the Reorganization Plan at the special meeting scheduled for Sept. 19. La Belle said we need to move forward and get something going.

Commissioner Marrocco said he would like to recognize Adam Haberkorn from Huron Meadows for the work he is doing at the park. Commissioner La Belle added that Adam is doing a great job at the golf course and cross country ski trails.

Marrocco also said he received a letter from the organization that organized the Merrill Mud Run and that they wanted to recognize Lieutenant Brown, Western District Park Manager Kim Jarvis and the staff at Kensington for making the event successful.

Commissioner Marrocco also said he believed the next Board meeting would be held at Wolcott Mill and that the Board can take a look at the dam while there.

12. Motion to Adjourn

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

Motion carried unanimously.

The meeting adjourned at 11:56 p.m.

Respectfully submitted,



George Phifer
Executive Secretary