

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

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, December 13, 2012 at the Administrative Offices. The meeting was convened in pursuance to a call thereof by the Executive Secretary and due notice was given to the HCMA Board of Commissioners.

Present:	Commissioners:	Anthony V. Marrocco John E. La Belle John P. McCulloch John C. Hertel Robert W. Marans Timothy J. McCarthy Harry E. Lester
	Staff Officers:	
	Director	Vacant
	Deputy Director	Gregory J. Almas
	Controller	Lisa Dolan
	Executive Secretary	George Phifer
Others:	Legislative Consultant	George Carr
	Attorney	Michael McGee
	Labor Consultant	Tom Eaton

The meeting was called to order by Chairman Marrocco at 10:35 a.m.

**1. Chairman's Statement**

Chairman Marrocco welcomed everyone to the December Board of Commissioners Meeting.

**2. Public Comments**

Toni Spears, HCMA volunteer, said that this fall, the state put together a panel to look at a number of recommendations for state and local parks. The state of Michigan will be focusing on trails and networking with local municipalities as a priority over the next 10 years. Spears said the Metroparks should look at how to benefit from the initiative.

Spears also said she wanted to comment about item 9-G-3 regarding why CNA cancelled the insurance for the Authority. Spears also wanted to comment on item 10 regarding the contract negotiations and that Social Security continues to be a concern for employees.

**3. Minutes**

**A. November 8, 2012 – Regular Meeting Minutes**

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

Motion carried unanimously.

**B. November 8, 2012 – Closed Meeting Minutes**

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

Motion carried unanimously.

**4. Approval of November 8, 2012 Agenda**

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the agenda for the Dec. 13, 2012 Board of Commissioners meeting be amended to include the item Employment Matters as a discussion item.

Motion carried unanimously.

**5. Financial Statements – November 2012**

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

Motion carried unanimously.

**6. Vouchers – November 2012**

It was moved by Commissioner Marans, supported by Commissioner La Belle that the vouchers for November (0226099 through 0226560) be approved as submitted.

Motion carried unanimously.

**7. Purchases**

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

**A. Radios – Kensington Metropark**

- Award contract #071B2200101 to the low responsive, responsible bidder, Motorola Inc. c/o Herkimer Radio in the amount of \$20,648.75 as recommended by Buyer Maria van Rooijen and staff.

It was moved by Commissioner Lester, supported by Commissioner Marans that the Board of Commissioners approve the purchase as recommended by Buyer Maria van Rooijen and staff.

Motion carried unanimously.

**8. 2013 Budget Approval and Resolution**

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners approve the 2013 Budget following the budget hearing with the attached resolution as required by the Uniform Budget Act, as presented by Controller Dolan and Deputy Director Almas and made by staff.

Motion carried unanimously.

**9. Reports**

**A. Lake St. Clair**

**1. Bids – SCADA System at Pump Stations**

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners award Contract No. 502-12Y to the lowest responsive, responsible bidder, J. Ranck Electric, Inc., in the amount of \$11,498.00 and that \$6,000.00 of Capital Improvement funds be returned to the Fund Balance as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

**B. Stony Creek**

**1. Bids – SCADA System at pump Station**

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners award Contract No. 509-12P to the lowest responsive, responsible bidder, J. Ranck Electric, Inc., in the amount of \$21,892.00, and that a transfer of \$4,000.00 be made from the Fund Balance as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously

## 9. Reports

### C. Indian Springs

#### 1. Bids – SCADA System at Environmental Discovery Center

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners award Contract No. 515-12H to the lowest responsive, responsible bidder, Corby Energy Services, Inc., in the amount of \$25,575.00 as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

### D. Huron Meadows

#### 1. Report – Park Maintenance Building

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners authorize staff to proceed with design of the Park Service Complex Replacement project through advertisement for bids as recommended by Supervising Design Engineer Laura Martin and staff.

Motion carried unanimously.

### E. Hudson Mills

#### 1. Update – Tornado Damage Cleanup Report

Chief of Natural Resources Paul Muelle reported that on March 12 a tornado (intensity EF-3) struck the Dexter area, causing extensive damage to portions of Hudson Mills Metropark including the golf course and approximately 90 acres of the surrounding forest. Immediately after the storm, staff began damage assessment and initiated cleanup efforts and assisted local and county agencies in the local emergency cleanup effort. The high level of cooperation between HCMA and area agencies allowed for prompt restoration of power for area residents.

Muelle said park staff and area volunteers concentrated cleanup 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 re-opened for play on April 6. However, the most significant damage occurred on the back nine of the golf course as well as a section of the proposed west side hike bike trail alignment from Hudson Mills to Dexter.

Muelle said cleanup efforts for the remainder of the golf course and bike trail sections continued until the end of September and a cart path bridge which was damaged beyond repair was also replaced in September. Loss of some league play and initial hesitancy by the public to return to the golf course resulted in a reduction of play in 2012 to 12,085 rounds, down from 15,636 rounds recorded in 2011 and accordingly revenue declined from \$320,458 in 2011 to \$247,017 in 2012.

Muelle said, in total, \$276,313 was spent at the golf course and adjacent woodlot for tree damage cleanup and facility repair and another \$71,500 was spent on bike trail tree damage cleanup for a net cleanup and facility repair expense of \$347,813. Expenses include all park wages, contractor wages and expenses, equipment, materials and structural repairs.

Muelle said to offset costs, the sale of salvaged timber and woodchips on both the golf course and bike trail produced \$131,967 in revenue. Former Controller Wahl submitted a damage claim to the Authority's insurance carrier, CNA Insurance. CNA approved a damage claim of \$212,500 and a business interruption claim of \$63,697 for a total of \$276,197. Net revenue for both timber sales and insurance claims totaled \$408,164.

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners receive and file the Tornado Damage Cleanup Report as recommended by Chief of Natural Resources Paul Muelle and staff.

Motion carried unanimously.

## 9. Reports

### E. Hudson Mills

#### 2. Report – Update on Hudson Mills to Dexter Trail

Supervising Design Engineer Laura Martin said that as reported in the Aug. 9 Board of Commissioners meeting, bids were scheduled to be received by the Michigan Department of Transportation for the Hudson Mills to Dexter non-motorized trail on Dec. 7. Preliminary bid results are stated in the report.

Martin said the Hudson Mills – Dexter Trail will be approximately three miles in length and will extend from the southern end of HCMA's existing West Side Trail to the northern end of the village of Dexter's Warrior Park trail. The Trail will include 12,704 lineal feet of 10-foot wide asphalt path, 1,595 lineal feet of 12-foot wide boardwalk, and a 65 linear feet 14-foot steel pedestrian bridge. The total estimated project cost is \$2,180,000.

Martin said the Trail will be an integral part of Washtenaw County's 35-mile Border-to-Border Trail. It is a companion project of the village of Dexter's Warrior Park Trail (currently under construction) and the Washtenaw County Parks and Recreation Commission's River Terrace Trail, currently under construction on HCMA land between the village of Dexter and Dexter Huron Metropark. The Hudson Mills – Dexter Trail represents a partnership between multiple agencies which includes Washtenaw County Parks and Recreation Commission (WCPARC), MDOT Surface Transportation Program – Enhancement (STPE), MDOT Surface Transportation Program – Urban (STPU), Michigan Natural Resources Trust Fund (MNRTF) Grant and HCMA.

Martin said a multi-party agreement between HCMA, WCPARC and WCRC (approved by HCMA July 14, 2011; executed Aug. 2, 2012) addresses the responsibilities of the parties and their respective commitments for cost participation in the project. HCMA will serve as project manager, designer and contract administrator as it customarily does, but in cooperation with and under the general direction of WCRC. HCMA must comply with all FHWA, MDOT and WCRC requirements, as well as the requirements included in the MNRTF Development Project Agreement. HCMA will be responsible to own, operate, maintain and repair the trail in perpetuity.

Martin said because the lowest qualified bid is under the budgeted amount, no further action is needed by WCRC for MDOT to award a contract, in accordance with MDOT's Local Agency Project procedures.

Further discussion was held on this item.

It was moved by Commissioner McCulloch, supported by Commissioner Lester that the Board of Commissioners receive and file Update on Hudson Mills to Dexter Trail report as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

### F. Lake Erie

#### 1. Bids – Door Replacements at Bathhouse

It was moved by Commissioner Marans, supported by Commissioner Lester that the Board of Commissioners approve issuance of a Purchase Order to the lowest responsive, responsible bidder, J.T. Maurer Building Co., Inc., in the amount of \$24,940.00 as recommended by Supervising Design Engineer Martin and staff.

Motion carried unanimously.

#### 2. Bids – Dredge Spoil Pile Removal

Supervising Design Engineer Martin reported that the Project will include removing approximately 13,500 cubic yards of dredge spoils from the temporary holding area adjacent to the marina channel, haul and place the dredge spoils in the permanent disposal area within the

park, and provide earthwork and grading at the permanent disposal area. The work is required to clear the temporary holding area prior to the annual 2013 Marina Channel Dredging project.

Further discussion was held on this item.

It was moved by Commissioner Lester, supported by Commissioner McCarthy that the Board of Commissioners approve issuance of a Purchase Order to the lowest responsive, responsible bidder, Salenbien Trucking and Excavating, Inc., in the amount of \$47,250.00 as recommended by Supervising Design Engineer Martin and staff. Purchase Order to be effective upon approval of the 2013 Budget, after January 1, 2013.

Motion carried unanimously.

## **9. Reports**

### **F. Lake Erie**

#### **3. Bids – Marina Channel Maintenance Dredging**

It was moved by Commissioner Lester, supported by Commissioner McCulloch that the Board of Commissioners approve issuance of a Purchase Order to the lowest responsive, responsible bidder, Marine Services, Inc., in the amount of \$24,960.00 as recommended by Supervising Design Engineer Martin and staff. Purchase Order to be effective upon approval of the 2013 Budget, after January 1, 2013.

Motion carried unanimously.

## **9. Reports**

### **G. Administrative Office**

#### **1. 2012 Property Tax Receivable Adjustments**

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the Board of Commissioners approve the 2012 Property Tax Receivable Adjustment as recommended by Controller Dolan and staff.

Motion carried unanimously.

#### **2. 2012 Budget Appropriation Amendments**

It was moved by Commissioner Lester, supported by Commissioner La Belle that the Board of Commissioners approve the 2012 Budget Appropriation Amendments as recommended by Deputy Director Almas, Controller Lisa Dolan and staff.

Motion carried unanimously.

#### **3. 2013 Insurance Coverage**

It was moved by Commissioner Hertel, supported by Commissioner McCarthy that the Board of Commissioners authorize staff, upon review and concurrence of the Board Chairman and/or Treasurer, to enter into and execute agreements to provide insurance coverage for general liability, workers compensation, property and auto liability coverage effective Jan. 1, 2013; and that a summary of coverage report be presented at the January regular meeting of the Board of Commissioners as recommended by Deputy Director Almas, Controller Dolan and staff.

Motion carried unanimously.

#### **4. 2013 Liability Indemnification Resolution**

It was moved by Commissioner Marans, supported by Commissioner La Belle that the Board of Commissioners adopt the Liability Indemnification Resolution at the December 13, 2012 meeting as recommended by Controller Dolan and staff.

Motion carried unanimously.

## 9. Reports

### G. Administrative Office

#### 5. Approval – Resolution, Wayne County Dept. of Public Works Permit to Occupy ROW.

Chief Planner Susan Nyquist reported that a Wayne County Annual Maintenance Permit is required in order for Metroparks staff to be able install and maintain directional and informational signs located in a Wayne County public road right-of-way. As a condition of the annual permit, the county requires that the governing body pass a resolution of approval which: (a) agrees to fulfill all permit obligations and conditions; (b) indemnifies, hold harmless and defends Wayne County and its officials and employees against any and all damage claims, suits or judgments of any kind or nature arising as a result of the permitted activity; and (c) designates and authorizes an appropriate official of the requesting municipality to sign the permit on its behalf

It was moved by Commissioner McCarthy, supported by Commissioner Lester that the Board of Commissioners approve the Wayne County Annual Maintenance resolution as recommended by Chief Planner Nyquist and staff.

Motion carried unanimously.

#### 6. Request – Changes to 2013 Board of Commissioners' Meeting Schedule

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners approve the revised 2013 Commission meeting schedule as presented.

Motion carried unanimously.

#### 7. Approval – Purchasing Card Full Implementation

Administrative Services Manager Carol Stone reported that the P-Card was introduced on a trial basis in the Southern District approximately four months ago. The overall experience has been positive and it is being recommended that the program be expanded to the Eastern and Western Districts as well as the Administrative Office.

Stone said the P-card provides for greater accountability for employee generated purchases, reduces the number of open accounts at area vendors, and increases the efficiency of park operations and the accounts payable process.

Stone said as the Authority expands the program and monitors and evaluates usage, it is anticipated that additional amendments to the Board approved P-Card policy and credit card policy may be necessary. These amendments would be included as part of an overall review of the HCMA Financial Policy that is being conducted by Controller Lisa Dolan and will be presented to the Board at a later date.

It was moved by Commissioner McCarthy, supported by Commissioner Hertel that the Board of Commissioners authorize expansion of the P-Card program to the Eastern and Western Districts, as well as the Administrative Office as recommended by Administrative Services Manager Carol Stone, Buyer Maria van Rooijen and staff.

Motion carried unanimously.

#### 8. Donations

Deputy Director Almas requested the Board accept the September donations:

- Wilson Born made a \$10,000 cash donation to help with the construction of a new playground area at the Wolcott Mill Farm Center.
- Team Nordic Ski Racer made a \$1,774 cash donation to purchase children's ski equipment to be used at Huron Meadows Metropark.
- Joan Hines made a \$900 cash donation to purchase three white pine trees to be planted at Lake St. Clair Metropark as a memorial to her family.
- Trenton Firefighter Charities made a \$500 cash donation to purchase life jackets to be used at Turtle Cove at Lower Huron Metropark.

- Julie Catka made a \$350 cash donation to purchase a bench to be used at Lake Erie Metropark.
- Chris Stratyckuck made a \$300 cash donation to purchase a bench to be used along the bike trail at Kensington Metropark in memory of Lindsey Stratyckuck.
- Commissioner Jack La Belle and his wife Beverly La Belle made a \$300 cash donation to purchase a bench to be used at Kensington Metropark along the Nature Center trail in memory of Phillip Strake.
- The Axemen Professional Firefighters Motorcycle Club made a \$250 cash donation to purchase life jackets to be used at Turtle Cove at Lower Huron Metropark.
- The Brownstown Fire Department made a \$250 Cash donation to purchase life jackets to be used at the pool area at Lake Erie Metropark.
- McGraw Wentworth made a \$250 cash donation to be used for the “Wear the Gear” program.
- Charles Shelton donated canvas art panels to be used for programming at Wolcott Mill Metropark; itemizing a value of \$13,000.

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

### **9. Legislative Report**

Legislative Consultant Carr reported that the Michigan House is scheduled today to pass the governor's repeal of portions of Michigan's Personal Property Tax (PPT). On Dec. 5, the House Tax Policy Committee approved a 12 bill package sending it to the House floor. The House must either vote the package through today (Dec. 6) to meet the five-day Constitutional requirement or extend lame-duck session an additional week.

Carr said as reported from committee, the Authority would be eligible for PPT revenue replacement but the specific amount is yet to be determined. The entire revenue replacement scheme would be subject to a state-wide vote in the most current version.

Carr said Deputy Director Almas, Controller Dolan and Chief Phifer have all been directly involved in the effort to keep the impact on the Authority minimized. Their efforts have been key in the adoption of specific provisions beneficial to the parks. After the expected passage of the PPT package we will regroup and attempt to quantify the impact on future Authority budgets.

Carr said compounding the confusion on the PPT bills is the scheduled attempt to vote today (Dec. 6) on Right-to-Work legislation in both chambers.

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

Motion carried unanimously.

### **10. Closed Session**

It was moved by Commissioner Marans, supported by Commissioner McCarthy that the Board of Commissioners immediately adjourn to a closed session to discuss strategy and contract negotiations.

#### **ROLL CALL VOTE**

Voting Yes: Commissioners Marrocco, La Belle, McCulloch, Hertel, Lester, Marans, McCarthy  
 Voting No: None  
 Absent: None

Motion carried unanimously.

The regular meeting adjourned at 11:03 a.m.

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

The regular meeting reconvened at 11:35 a.m.

It was moved by Commissioner McCulloch, supported by Commissioner Marans that the Board of Commissioners accept the recommendation as discussed in the closed session.

#### **10. Director's Selection**

It was moved by Commissioner Marans, supported by a roll call vote that the Board of Commissioners approve the appointment and employment of John P. McCulloch as director for the Huron-Clinton Metropolitan Authority effective Dec. 21, 2012; subject to a mutually acceptable employment agreement to be drafted and reviewed by Michael McGee, legal counsel with Miller Canfield Paddock & Stone.

#### **ROLL CALL VOTE**

Voting Yes: Commissioners Marrocco, La Belle, Hertel, Lester, Marans, McCarthy  
Voting No: None  
Abstained: Commissioner McCulloch

Motion carried.

#### **11. Employment Matters**

It was moved by Commissioner Lester, supported by Commissioner Hertel that the Board of Commissioners approve the Resolution as stated and accept the Summary of Terms of the Retirement Agreement with Gregory J. Almas as outlined and submitted by Michael McGee, Legal Counsel with Miller Canfield Paddock & Stone.

#### **12. Deputy Director's Comments**

Deputy Director Almas reported that HCMA received a Certificate of Financial Achievement and that he believes this is the eleventh or twelfth time the Authority has received this award.

Almas also said he wanted to recognize one of the Authority's Interpreters, Mark Szabo. Mr. Szabo received a national award from the National Association for Interpretation (NAI). Almas said Chief of Interpretive Services, Michael George was here to introduce Mr. Szabo to the Board of Commissioners.

Mike George said Mark Szabo was awarded the National Association for Interpretation 2012 Master Front – Line Interpreter Award. George said Szabo has been with the Authority for more than 30 years and has mastered the art of Interpretive Services. George also said Szabo's father was very involved in this region as an interpreter and Mark has represented the park system very well.

Almas also let everyone know that this is Mike George's last meeting as he is retiring at the end of the year after 32 years of service. Almas said he wanted to thank Mike for his years of service and dedication to the Authority.

Almas also said that when he first came to the Metroparks he was extremely impressed at the competency and dedication of the Metroparks team from the Board of Commissioners to the seasonal employees. Almas said today he feels even stronger about the quality of the Metroparks team. Almas said he truly has been blessed to be associated with this organization and especially those in the room today. Almas said he has made friends that he knows will last a lifetime. Almas thanked the Board of Commissioner for the opportunities given to him and he wanted to especially thank staff for their support and camaraderie over the years.

Almas also said he believes the Metroparks is positioned well for the future and as Commissioner La Belle recently remarked, the best is yet to come. Almas said, with that, he was announcing his retirement effective Dec. 31, 2012.



Almas wished everyone a happy and heartfelt holiday season.

### **13. Commissioner Comments**

Commissioner La Belle said he has known Commissioner McCulloch for about 20 years and that with John coming on board, the potential in this organization is unlimited and the best is yet to come.

Commissioner Hertel wanted to thank Mike George for all of the years in his position and he wanted to emphasize his appreciation and pleasure of working with a real gentleman. Hertel wished Mr. George the best in the future.

Commissioner Hertel also thanked Greg Almas for his years of service and his commitment to the Metroparks and wished him well in his retirement.

Commissioner Hertel also said he has worked with Commissioner McCulloch in the past and he is looking forward to all the things that McCulloch will bring to the Authority. Hertel also thanked Mike McGee and George Steel for their assistance with the regional transit system. Hertel also wished everyone happy holidays.

Commissioner Lester said that he always found Greg to be fair and honest to the Authority. Lester said Greg has been a great contribution to the park system and he will be missed. Lester also said retirement is what you make of it, so stay around.

Commissioner Lester also said he has been very impressed with Commissioner McCulloch and he is looking forward to his innovative ideas. Lester also wished everyone happy holidays.

Commissioner McCarthy said he's been on the Board for about a year and a half and have since hired a new Controller and Director and the Board got a lot done at this meeting alone. McCarthy also congratulated staff and Mark Szabo and wished everyone happy holidays.

Commissioner Marans said he has known Greg for a while and was surprised about his retirement. Marans said the whole process was handled very professionally and it's terrific that Commissioner McCulloch applied for the Director's position.

Commissioner Marans also requested that all the commissioners receive a copy of the Michigan State Parks and Outdoor Recreation Blue Ribbon Panel report submitted to Gov. Snyder.

It was moved by Commissioner Marans, supported by Commission La Belle that the Board of Commissioners and staff plan out a process for looking for a new Deputy Director.

Commissioners Marrocco, McCarthy, Marans and La Belle voted yes.

Commissioners Hertel and Lester voted no.

Commissioner McCulloch abstained from voting.

Motion carried.

Commissioner McCulloch said he was truly humbled by the Board support. McCulloch said he is looking forward to 2013. McCulloch also wished Greg well in the next chapter of his life and appreciates the role he has served in the organization. McCulloch also wished everyone happy holidays.

Commissioner Marrocco wished everyone happy holidays.

### **14. 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 12:08 p.m.

Respectfully submitted,



George Phifer  
Executive Secretary