

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, May 10, 2018**

---

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, May 10, 2018 at 10:30 a.m. at the Willow Metropark Pool Area Activity Center.

Commissioners Present:	Timothy J. McCarthy Jaye Quadrozzi Robert W. Marans Bernard Parker Kurt L. Heise Steve Williams John Paul Rea
Staff Officers:	
Director	Amy McMillan
Deputy Director	David Kirbach
Other Attendees:	
Rebecca Franchock	Supervisor of Budget and Payroll
Steve Mann	Miller, Canfield, Paddock and Stone, PLC
Ken Sachs	Miller, Canfield, Paddock and Stone, PLC

Chairman McCarthy called the meeting to order at 10:30 a.m.

**1. Chairman's Statement**

Welcomed Amy McMillan to the Metroparks.

**2. Public Participation**

Toni Spears, Dexter, welcomed Ms. McMillan and thanked staff for their continuing hard work.

**3. Approval – April 12, 2018 Regular Meeting Minutes**

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners' approve the April 12, 2018 regular meeting minutes as presented.

Motion carried unanimously.

**4. Approval – May 10, 2018 Agenda**

Commissioner McCarthy moved two purchasing items from the consent agenda to the regular agenda. Item 5-c-3: Grounds and Golf Course Mowers and Equipment moved to reports 8-A-3. Item 5-c-5: F-550 Truck Cab and Chassis moved to reports 8-A-4.

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' approve the May 10, 2018 amended agenda.

Motion carried unanimously.

**5. Approval – April 12, 2018 Consent Agenda**

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the amended consent agenda consisting of the following:

- a. Approval – April 2018 Financial Statements and Payment Registers
- b. Approval – April 2018 Appropriation Adjustments
- c. Purchases
  1. Microsoft System Center Security Software, All Locations
  2. Network Cable Installation, Various Locations
  4. Chipper Truck
  6. Glow Product Resale for Special Events
- d. Report – Purchases Over \$10,000
- e. Bids – Invasive Shrub and Vine Control, Various Locations

f. Bids – Roadway Overbanding, Various Locations

Motion carried unanimously.

**6. Charter Township of Orion Corridor Improvement Authority Presentation**

Chris Barnett, Orion Township supervisor, reviewed the Corridor Improvement Authority (CIA) and requested Board support to rescind the exempting resolution. He explained how the Metroparks would be able to say yes to Orion Township, while still opting out of other policies. Mr. Barnett reviewed the CIA boundaries, said this CIA is only requesting a 50 percent capture for a set period. He also said this CIA is different than other ones because there is no full-time staff and that similar requests for participation were made and approved by Oakland Community College and Oakland County Parks and Recreation.

Motion by Commissioner Quadrozzi that the Board of Commissioners' rescind the resolution to opt out of the CIA for Orion Township.

Discussion: Commissioner Quadrozzi said the Metroparks has no control on property taxes and rescinding the resolution to opt out of this CIA provides us the opportunity to be good neighbors.

Commissioner Parker said the Board needed to evaluate the entire policy and not vote on just one opt out.

Commissioner Marans said this is the first TIF type plan to ask for a 50 percent tax capture. However, Board discussion is needed on the policy and any exemptions.

Commissioner Heise asked when Orion Township needed a decision.

Mr. Barnett said no action is an answer; however, the township would like a decision sooner rather than later as the Metroparks have already missed the first year of the CIA and there's a chance the timeframe could be shorter.

Legal Counsel Steve Mann said the Board would need to rescind the current policy before July 1 in order for Orion Township to capture taxes for the current year if the Metroparks levies July 1.

Commissioner Marans asked that staff add the TIF policy to the June agenda.

Commissioner McCarthy said he believes the Metroparks are different and not comparable to Oakland Community College or Oakland County Parks and Recreation because the Metroparks operates in five counties. He said the policy would be discussed at next month's meeting and that it's open to further discussion.

No support on motion.

No action taken.

**7. Closed Session**

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' adjourn to a closed session for the purpose of discussion material, which is exempt from discussion or disclosure under the Freedom of Information Act, this is a permissible purpose for closed session pursuant to MCL 15.268 Section 8(h) of the Open Meetings Act.

**ROLL CALL VOTE**

Voting yes: Quadrozzi, Marans, Rea, Parker, Heise, Williams, McCarthy  
Voting no: None  
Absent: None

Motion carried unanimously.

The regular meeting adjourned at 10:51 a.m.

Commissioner McCarthy reconvened the regular meeting at 11:10 a.m.

## 8. Reports

### A. Finance Department

#### 1. Approval – Pension Plan Actuarial Valuation and Contribution

Motion by Commissioner Williams, support from Commissioner Marans that the Board of Commissioners' (1) receive and file the Annual Actuarial Valuation and Governmental Accounting Standards Board Statement No. 67 and No. 68 Report; and (2) approve of the 2018 Pension Contribution at the budgeted amount of \$3 million as recommended by the Pension Trustee Rebecca Franchock and staff.

Discussion: Supervisor of Budget and Payroll Rebecca Franchock updated the Board and said the Pension Committee approved the \$3 million contribution at its meeting prior to the Board meeting.

Commissioner McCarthy said the Pension plan is healthy and is funded at almost 75 percent, which is after reducing assumptions and mortality rates.

Motion carried unanimously.

#### 2. Approval – Retiree Health Care Trust Contribution

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' (1) receive the Governmental Accounting Standards Board Statement No. 74; and (2) approve the 2018 Retiree Health Care Trust contribution at the budgeted amount of \$1.5 million as recommended by Retiree Health Care Administrator Franchock and staff.

Discussion: Supervisor of Budget and Payroll Rebecca Franchock updated the Board and said Retiree Health Care Board of Trustees approved the \$1.5 million recommended contribution at its meeting prior to the Board meeting.

Commissioner McCarthy said the Retiree Health plan is in good shape and that most municipalities are pay as you go.

Motion carried unanimously.

#### 3. Purchase (*Item 5-c-3 moved from consent agenda*)

##### **Grounds and Golf Course Mowers and Equipment, Various Locations**

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners' (1) approve ITB 2018-007 to the low responsive, responsible bidder, Spartan Distributors of Auburn Hills, Michigan for the purchase of six (6) new mowers in the total amount of \$370,022.16; and (2) approve the transfer of the remaining \$8,977.84 budgeted amount to the Fund Balance as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Deputy Director Dave Kirbach updated the Board on the amended purchasing item and said the Jacobsen brand mowers were first recommended. However, after further conversations with park staff, it was decided they wouldn't be a good fit for the Metroparks. He said Toro has better quality equipment, have good customer service and it's a better value for the Metroparks.

Commissioner Parker asked if there was any liability by not going with the lowest bid. Senior Buyer Heidi Dziak said staff is allowed to evaluate the proposals on items other than pricing. She said she had questions for the lowest bidder that were not answered, references given were for leased pieces of equipment, and customer service was not adequate for the needs of the Metroparks.

Mr. Kirbach said purchasing the Toro equipment was still under the budgeted amount.

Motion carried unanimously.

## 8. Reports

### A. Purchase

#### 4. F-550 Truck Cab and Chassis

##### *Item 5-c-5 moved from consent agenda*

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners' approve ITB 2018-214 to the low responsive, responsible bidder Signature Ford of Owosso, Michigan for the purchase of three (3) new 2018 four-wheel drive Ford F-550 cab and chassis trucks for a total amount of \$111,387 as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Mr. Kirbach updated the Board and said the low bid came in from Signature Ford of Owosso; however, the bid from Jorgensen Ford is less than \$700 from that of Signature Ford. He said the question is do we (the Metroparks) want to help vendors in the five-county area if the bids are close. There is currently not a policy giving preferential treatment to five-county area vendors.

Commissioner Heise asked where the vehicles would be serviced. Mr. Kirbach said Ford vehicles in the fleet are serviced at Brighton Ford.

Commissioner Parker said his preference is to give five-county vendors. He asked staff to provide an update to the Board regarding a policy with a preference for five-county vendors.

Ms. Dziak said she surveyed local municipalities and that the city of Detroit prefers using Detroit companies and that Ann Arbor will use local vendors if all other factors are equal. She said the Metroparks does not have a local preference policy and that one would need to be created and added to bid documents so vendors know what they are up against when submitting pricing. Currently, vendors are doing their best to provide a fair, reasonable bid in order to receive our business.

Motion carried unanimously.

### B. Administrative Department

#### 1. Approval – Motor City Canoe Rentals, Oakwoods Metropark

Motion by Commissioner Marans, support from Commissioner Quadrozzi that the Board of Commissioners' approve staff to work with Motor City Canoe Rental (MCCR) on a service agreement for a canoe livery operation at Oakwoods Metropark as recommended by Deputy Director Dave Kirbach and staff.

Discussion: Mr. Kirbach updated the Board on the request staff received from Motor City Canoe Rentals (MCCR) and said the operation would be similar to other concessionaires that operate within the Metroparks, it would be a one-year pilot program and that MCCR has proposed giving the Metroparks a 20 percent fee.

Commissioner McCarthy asked if any infrastructure would need to be added. Mr. Kirbach said no. Southern District Park Superintendent Jim Pershing said the vendor has not requested any infrastructure or temporary fencing. MCCR requested a temporary storage rack to be used during the season and for overnight parking for one vehicle.

Commissioner Parker asked why the request was for only one year. Mr. Kirbach said in order for the Metroparks to see if the program was successful and to see if the group is a good fit.

Motion carried unanimously.

### C. Planning Department

#### 1. Report – Willow and Oakwoods Draft Master Plan

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' receive and file the Willow and Oakwoods Draft Master Plan as presented by Manager of Planning Nina Kelly and staff.

Discussion: by Manager of Planning Nina Kelly reviewed the master plan draft and included updates on biodiversity/cultural history, infrastructure, surrounding area facilities and community influences. She said three public meetings were held and that a total 79 people attended the meetings. For the questionnaire related to Willow, 277 responses were received and 209 responses for Oakwoods. Ms. Kelly reviewed the action plan for each location and said Washago Pond and the Pool activity center area both needed to improvements and updates. Suggested improvements for Washago Pond include consolidating soccer facilities to one area and trail development around the pond. Suggested improvements for Oakwoods include, improvements to the kayak launch area and adding a playground at the nature center. Ms. Kelly reviewed other projects such as updating the disc golf area and improving the safety crossing on the hike-bike trail at Willow. She said the next step is to post the draft plan on the Metroparks website for two weeks and bring to the Board for approval in June.

Commissioner Heise asked if staff had any outreach or comments from Huron Township. Ms. Kelly said staff met with Township Planners regarding the hike-bike trail crossing at Willow and that Huron Township is also on the outreach list and were notified of the meetings.

Commissioner Heise said he was contacted by a Huron Township trustee last year regarding things happening at the parks.

Commissioner Marans said Oakwoods was one of the least utilized parks and asked how it could be marketed better. Ms. Kelly said once nature improvements are completed, staff will then be able to promote it more. Also, there is not a lot of mapping or connectivity for equestrian trails, which could be another action item to increase visitation to Oakwoods.

Commissioner Marans said staff should collaborate on both physical and program development.

Commissioner Parker asked if staff reaches out to communities such as Detroit or Grosse Pointe to find out why they don't visit the parks. Ms. Kelly said making the link between the master plan process and then having the community outreach and marketing staff follow up with the various communities is important and is a way to make the relationships stronger.

Commissioner Parker asked about the prospects of adding special events at the disc golf area. Ms. Kelly said disc golf is a new revenue source and that the Metroparks began charging a fee to play disc golf at Willow last year. She said staff could reach out to other disc golf groups regarding the possibility of holding tournaments.

Commissioner Marans asked if the data and responses from the five-county survey completed last year could be referenced for Wayne County in the master planning process. Ms. Kelly said yes, staff references the five-county survey in the process.

Commissioner Williams said one of the items in the report suggested eliminating cross country meets and asked what the issues were for holding these types of events at Willow. Ms. Kelly said it was one of the responses from the community.

Commissioner McCarthy said reducing infrastructure and adding a playground at the Oakwoods Nature Center is a good idea.

Motion carried unanimously.

## **8. Reports**

### **D. Natural Resources Department**

#### **1. Report – 2018 Forest Service Great Lakes Restoration Initiative Grant Application**

Motion by Commissioner Marans, support from Commissioner Parker that the Board of Commissioners' approve staff applying for the 2018 Forest Service Great Lakes

Restoration Initiative Grant as recommended by Manager of Natural Resources and Environmental Compliance Ryan Colliton and staff.

Discussion: Natural Resources Coordinator Tyler Mitchell updated the Board and said staff plans to seek up to \$160,000 through the Forest Service Great Lakes Restoration Initiative grant program. A match of at least 20 percent (\$32,000) is required. In-kind matching funds will come from the annual major maintenance account for vegetation management and staff hours spent on project design and implementation. He said This project would be the beginning of phase III, which is the start of the process of naturalizing shoreline where appropriate to help filter run-off before it reaches the Black Creek Marsh and Lake St. Clair. This will also improve fish and wildlife habitats along the shore as well as recreational fishing along the shoreline at Lake St. Clair Metropark.

## 8. Reports

### D. Natural Resources Department

#### 2. Bids – Black Creek Shore Fishing Accessible Dock, Lake St. Clair Metropark

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners' approve contract number 502-17-677 to the low responsive, responsible bidder, JSS – Macomb LLC in the amount of \$63,749 as recommended by Manager of Natural Resources and Environmental Compliance Ryan Colliton and staff.

Discussion: Mr. Mitchell updated the Board and said work includes purchasing and installing a complete floating dock system. The project will provide a concrete trail from the parking lot near the boat launch to a large universally accessible fishing/observation platform. Handicap parking spaces will be added near the trail in the existing parking lot.

Motion carried unanimously.

### E. Engineering Department

#### 1. Approval – Change Order, Stony Landing Boat Launch Replacement, Stony Creek

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners' (1) approve a change order awarding a contract in the amount of \$66,690 to Anglin; and (2) approve a fund transfer in the amount of \$66,690 from contract 509-16-532 (Stony Creek Landing) to contract 509-16-535 (Boat Launch Ramp Replacement) for work as recommended by Manager of Engineering Mike Henkel and staff.

Discussion: Mr. Henkel updated the Board and said the work includes paving the wearing course on the hike/bike trail, wedging asphalt in specific areas to facilitate public access to the wedding tent area and restrooms, and paving of sections to the boat ramp area. He said this is an emergency repair under the approval of the Chairman of the Board and director as outlined in the Financial Policy for emergency procurements up to \$100,000. Mr. Henkel said the existing contract for the Stony Creek Landing project is currently being rebid by the Surety. In response to the rebidding process, the Surety inquired if the Metroparks could complete the paving portion of the project in house since their replacement contractors indicated that they would not be able to complete the work within the required time frame. Mr. Henkel said the Engineering Department had been working on a contingency plan to complete the necessary work in order to make the area usable to the public, boaters and the weddings that access the tent area from the parking lot. The concurrent project to replace the boat ramps is almost finished up and there is paving work associated with that project and the paving contractor is able to complete the additional work while on site.

Commissioner Quadrozzi thanked staff for being proactive on fixing the site before the summer season.

Motion carried unanimously.

**9. Other Business**

**1. Employees of the Year / Years of Service Recognition**

Commissioner McCarthy acknowledged Katie Kowalski and Margaret Raymor as the Metroparks 2017 Employees of the Year.

Commissioner McCarthy acknowledged Tom Chapman Susan Ashenden for their years of service with the Metroparks. Mr. Chapman has worked at the Metroparks part-time for 55 years and Ms. Ashenden has worked part-time at the Metroparks for 25 years.

**10. Staff Leadership Update**

Amy McMillan thanked the Board for the opportunity and said she looks forward to working with staff and engaging employees, visitors and non-visitors of the Metroparks.

Commissioner Heise asked for a Zoo update. Ms. McMillan said she met with Zoo officials; staff and commissioners will also meet with Zoo officials; Zoo engineering staff will do soil boring testing and there is not a building design.

Commissioner Marans said the Detroit Zoo also wanted to build something along the Detroit riverfront. Ms. McMillan said she spoke to Zoo officials regarding this topic and said when commissioners are able to meet with Zoo officials they can discuss possible synergies with the two projects and whether or not they will be competing for capital resources.

Commissioner Rea said both sides are doing comprehensive due diligence and the Zoo is deploying multiple assets in the community as they look at their capital strategy and looking at assets in Detroit and Wayne County. The synergies as far as operations and interpretive programming should be highlighted. Also important is how this partnership would integrate environmental stewardship efforts the Metroparks already has for the marshland areas as well as shoreline strategies, which have been discussed by the Natural Resources staff and by programs at the county. This concept is a win for both the Metroparks and the county; however strategic due diligence and ensuring all the operational and programmatic objectives can be met and that Ms. McMillan can vet the project from a director's level is imperative. This Board also deserves to vet any and all proposals to ensure it's a proper fit.

Commissioner McCarthy said he went to Lake St. Clair to look at the proposed site, which is the Par 3 and that it would need to be closed if the project moved forward. The Board needs to be sensitive regarding closing the Par 3 as well.

**11. Commissioner Comments**

Commissioner Williams said he is signing up for the Trail Challenge along with some of his coworkers.

Commissioner Parker said he would like to see a marketing update for this year. He said he hopes staff is being creative and is planning a free day for first responders, veterans etc.

Commissioner Rea said staff at the Wolcott Farm Center did a great job with their Easter celebrations and Babies, Babies Everywhere programs.

**12. Motion to Adjourn**

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 12:10 p.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary