

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, October 11, 2018**

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A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners' was held on Thursday, Oct. 11, 2018 at 10:30 a.m. at the Administrative Office.

Commissioners Present:

Timothy J. McCarthy  
Robert W. Marans  
Jaye Quadrozzi  
Kurt L. Heise  
Steve Williams  
John Paul Rea  
Bernard Parker (participated via phone)

Staff Officers:

Director  
Deputy Director  
Chief of Finance

Amy McMillan  
David Kirbach  
Rebecca Franchock

Other Attendees:

Miller Canfield  
Miller Canfield

Steve Mann  
Larry Dudek

**1. Call to Order**

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

**2. Chairman's Statement**

Commissioner McCarthy said there were no new developments regarding the Zoo and the GLNC.

**3. Public Participation**

Toni Spears, Dexter, thanked Nina Kelly on holding the storm water management public meetings and said she looked forward to reading the report. She also said there are a lot of biodiversity area at Dexter-Huron and thanked staff for continuing the upkeep for these areas.

**4. Approval – Sept. 13, 2018 Regular Meeting and Closed Session Minutes**

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the Sept. 13, 2018 regular meeting and closed session minutes as presented.

Motion carried unanimously.

**5. Approval – Oct. 11, 2018 Agenda**

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners' approve the Oct. 11, 2018 agenda as presented.

Motion carried unanimously.

**6. Approval – Oct. 11, 2018 Consent Agenda**

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

- a. Approval – September 2018 Financial Statements and Payment Registers
- b. Approval – September 2018 Appropriation Adjustments
- c. Report – Purchases Over \$10,000
- d. Approval – Fiduciary Policy Renewal
- e. Approval – Employee Recognition Dinner
- f. Report – Marketing/Media Stats

Motion carried unanimously.

**7. Reports**

**A. Administrative Office**

**1. Demonstration – FirstNet Two-way Radio Communication**

Assistant Information Technology Manager Jake Hutchins updated the Board on technology made possible by legislation for FirstNet enacted after 9/11. The technology gives first responders communication priority and allows everyone to communicate at the same time. Mr. Hutchins did a demonstration on how the technology functions.

Commissioner Marans asked if all staff had the devices now. Mr. Hutchins said no, that the program was in a trial phase and limited to staff in the Western district as well as the police department.

Director McMillan asked to Mr. Hutchins explain the fees. Mr. Hutchins said the radios currently in use cost about \$3,000 whereas the purchase price for the FirstNet phones is 99 cents and costs \$35 per month. The plan is much cheaper than the current system.

Commissioner Heise asked about reliability since 800 megahertz radios has been the preferred method of communication with first responders since they would not lose connectivity. Mr. Hutchins said FirstNet is in the process of creating a new network using AT&T as the vendor and building a Band 14 network. With an interoperable device, FirstNet devices will be able to cross-communicate on the 800 MHz network.

Commissioner asked if the devices were glorified mobile phones. Mr. Hutchins said yes.

Commissioner Marans asked how many devices would be in use. Director McMillan said staff would decide on the appropriate personnel to equip each park.

**2. Approval – Printer/Copier Lease Program**

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners' award RFP 2018-050 to the responsive, responsible bidder, Applied Imaging of Novi, MI in the total amount of 52,092 (\$1,447 /per month) to provide two copiers and two printers at the administrative office and a complete maintenance package for stand-alone printers for a three-year lease beginning Nov. 1, 2018 as recommended by Chief of Information Technology Robert Rudolph, Jr. and staff.

Discussion: Mr. Hutchins updated the Board on the scope of the project and said it would reduce cost.

Motion carried unanimously.

Commissioner Parker joined the meeting via telephone at 10:50am.

## 7. Reports

### A. Administrative Office

#### 3. Approval – Backup Disaster Recovery Plan

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' award RFP 2018-043 to the responsive, responsible bidder, Access Interactive of Novi, MI in the amount of \$70,937.50 to provide a Backup Disaster Recovery Plan Solution, which includes the price for a maintenance and service contract for the first year as recommended by Chief of Information Technology Robert Rudolph, Jr. and staff.

*Discussion:* Mr. Hutchins updated the Board and said work consists of streamlining automatic data retention to minimize backup windows, recovering data, minimizing hardware sizing, establishing virtual standby machines for quick restoration and providing 30TB of data storage at the remote location housed at Indian Springs Metropark.

Commissioner Marans asked if staff conducted background checks on the vendors. Heidi Dziak, senior buyer for the Metroparks said yes and that staff participated in webinars to see how the product worked. Mr. Hutchins said the vendor is well known in the public sector.

Motion carried unanimously.

#### 4. Approval – 2019 Fees and Charges

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners' approve the 2019 Fees and Charges as recommended by Director Amy McMillan and staff.

*Discussion:* Director McMillan updated the Board on the process staff used to update the fees and charges. She said robust discussions were held on trends where business may have fallen due to fees increases, opportunities to better communicate with customers and business opportunities. Ms. McMillan said staff proposes increasing the senior rate to \$24, which is a 29 percent discount off the regular price of an annual permit. Staff also proposed increasing fees for interpretive programs; however, there would pricing flexibility for low income schools and kids.

Commissioner Heise asked how staff defined the commercial use fee. Ms. McMillan said commercial photography has a specific intent such as for advertising or commercial use.

Commissioner Quadrozzi said increasing senior rates would most likely receive push back from customers and she was interested to hear the thought process regarding increases. Ms. McMillan said staff has wanted to raise fees for a while as it is an outdated discount. Since it's relatively short notice for patrons, the price increase for senior permits would begin Jan. 1, 2019. Patrons wishing to buy senior permits before the end of the year will still pay the \$21 current annual permit fee. Ms. McMillan said another change for 2019 would be by moving to a rolling calendar for shelter reservations as the Metroparks are losing customers by having to wait to make reservations. This change will also go into effect on Jan. 1, 2019.

Commissioner McCarthy asked if the rolling calendar was for reservations and not the pricing. Ms. McMillan said yes.

Commissioner McCarthy asked if student coming into the parks on busses paid to use the nature centers. Ms. McMillan said students paid a fee for interpretive programs.

Commissioner Rea asked if there was discussion with staff regarding raising the \$35 annual permit fee. Ms. McMillan said staff feels there is a little more potential to increase the annual permit fee; however, not in the daily pass fee. One change to the annual permits is adding barcodes to the permits in order to gather data on who are patrons are and are not. The data collected will help staff map out potential changes in fees and charges, which could lead to increasing the annual permit fee in the future.

Commissioner McCarthy said after collecting and analyzing data, if there is an opportunity to raise the annual permit fee for people that live outside the five-county area the Metroparks serves then the Board should do so.

Commissioner Parker said he agrees with raising fees for residents outside of the five-counties. He also said the budget hasn't been approved yet, which makes it hard to approve fees. He said he is not comfortable raising fees before seeing a budget for next year. He also does not support raising the senior fee. Ms. McMillan said part of the budget process will be based on Board direction given today after discussing the Fund Balance. She said the revenue received from increasing the senior permit would go into the general fund as a line item and that it is not earmarked for specific projects.

Commissioner Parkers asked what the approximate revenue amount would be by increasing the senior rate. Ms. McMillan said \$140,000.

Commissioner Marans asked why golf prices were not included. Southern District Park Superintendent James Pershing said golf fees are based on the recommendation from the Metroparks golf superintendent. Dave Kirbach, the Metroparks deputy director, said golf courses use dynamic pricing, which was approved by the Board several years ago, as it gives golf courses the flexibility to change pricing to fit demands.

Commissioner Williams said he receives the most feedback on the price of annual permits and is hesitant to raise the annual permit rate. He said the 29 percent discount for seniors is a good deal.

Commissioner Williams asked about dry boat storage and if it was available at all the parks. Mr. Kirbach said dry boat storage was available at Stony Creek and that business dropped in recent years when the price was raised.

Commissioner Williams asked if people that want to store their boats at Stony Creek would pay the old fee or new fee. Ms. McMillan said the new fee.

Motion carried unanimously.

*Commissioner Parker voted no; however, according to the Metroparks bylaws and Open Meetings Act, his vote does not count as he was not physically at the meeting.*

## 7. Reports

### B. Finance Department

#### 1. Report – New Capital Project Fund and Fund Balance

Discussion: Chief of Finance Rebecca Franchock updated the Board on the proposed creation and purpose for the capital project fund and how staff would use the fund going forward. She also said the financial policy would also need to be updated if the Board approved the capital project fund.

Commissioner Marans asked what would be included in the capital improvement fund. Ms. Franchock said it would include improvement projects that the Metroparks are currently funding that last more than one year and are more than \$10,000. The projects would be an additional item and not maintenance of an item (i.e. adding additional buildings to a project or building new roads).

Commissioner McCarthy said if we built a road at \$6 million and takes two years to complete, currently, staff would budget the project cost over two years. With the new plan, the funding would be allocated to this fund and not show up in the operations budget.

Commissioner McCarthy asked if the creation of the capital projects fund was discussed with the auditors. Ms. Franchock said yes; however, the auditors said the Metroparks can do what they want. Sought additional direction from other sources to make sure there were no issues.

Commissioner Parker said he agrees with separating the funding and asked how money would be allocated if a project cost \$6 million for 2019/2020. Ms. Franchock said the entire project amount would be budgeted for, and included in the capital fund.

Ms. Franchock updated the Board on the Fund Balance and said not all funds are spendable. She said there were five different sections in the Fund Balance – nonspendable, restricted, committed, assigned and unassigned.

Commissioner McCarthy said there are cash items in the Fund Balance – land acquisition, supplemental major maintenance, rate stabilization, compensated absences, unassigned. With the investments in the general fund, the Fund Balance for 2013 – 2017 period is \$34.8 million for 2013, \$41.4 million for 2014, \$41.4 million for 2015, \$42.1 million for 2016 and \$39.6 million for 2017. Even though the Fund Balance is \$18 million, it's almost double that with cash funding, which means the Metroparks are pretty secure.

Ms. Franchock reviewed the Fund Balance for the past two years and said approximately \$3 million was used out of the Fund Balance between 2016 and 2017. She reviewed the General Fund-Fund Balance and said the current financial policy states the unassigned fund balance has to be maintained at a minimum of 5 percent of the general fund expenditures, which is \$3 million. The Governmental Accounting Standards Board (GASB) suggests the minimum be 17 percent. Ms. Franchock said staff proposes updating the financial policy and basing the Fund Balance on revenue and not expenditures. If the Fund Balance drops below a certain level, discussions can be held to bring it back in line with the economy. This change would make the Fund Balance policy more robust.

Commissioner McCarthy said that the only commissioner that was on the Board in 2008 when the property tax revenue had a big decline was Bob Marans. He said staff drastically cut expenditures in anticipation of decreasing revenue and were able to ride out the turbulent economy. Mr. McCarthy said it will take several years to get back to pre-2008 property tax levels.

Commissioner Quadrozzi asked if staff needed a decision on creating the capital projects fund. Ms. McMillan said yes.

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners' approve staff to create a separate fund for capital projects.

Motion carried unanimously.

## 7. Reports

### C. Planning Department

#### 1. Report – Dexter-Huron/Delhi Draft Master Plan

Discussion: Ms. Kelly updated the Board on the draft master plan for Dexter-Huron and Delhi Metroparks. She reviewed biodiversity, infrastructure, revenue, community influences, action plans/ projects and community input at the two public meetings held for the master plan.

Commissioner Quadrozzi said staff should review the language regarding visitors/tolling as it was confusing. She also said it was a good explanation of the history and area.

Commissioner Marans said these two parks will play an increasingly important role in the system, especially with the Border-to-Border Trail and the Iron Belle Trail.

No action taken.

## 8. Closed Session

Motion by Commissioner Marans, support from Commissioner Heise that the Board of Commissioners' adjourn to a closed session for the purpose of consulting with attorney(s) regarding specific pending litigation, which is exempt from discussion or disclosure under the Freedom of Information Act, this is a permissible purpose for a closed session pursuant to Section 8(e) of the Open Meetings Act.

### ROLL CALL VOTE

Voting yes: Marans, Rea, Quadrozzi, Heise, Williams, McCarthy

Voting no: None

Absent: Parker (participated via telephone and not able to vote)

Motion carried unanimously.

The regular meeting adjourned at 12:02 p.m.

Commissioner McCarthy reconvened the regular meeting at 12:24 p.m.

## 9. Other Business

None

## **10. Staff Leadership Update**

Ms. McMillan thanked the Board for their patience as they worked through policy issues. She thanked Ms. Franchock and the finance staff for their work, she thanked the IT and police department for working towards better communications solutions and thanked the fees and charges committee for their time to bring the recommendations to the Board.

## **11. Commissioner Comments**

Commissioner Heise asked if there was an update on the Zoo. Commissioner McCarthy said Ms. McMillan recently met with Gerry VanAcker and Scott Carter from the Zoo regarding if there was any negotiating room with the items we (the Board) have concerns with.

Commissioner Rea said the Zoo has had a couple of special meetings and work sessions related to the Great Lake Nature Center.

Commissioner Parker asked if the process for reviewing the budget would be the same as last year. Ms. McMillan said yes, that she and staff would meet with everyone individually before the November meeting. Ms. Franchock said the Board would receive fourth quarter projections and unreviewed numbers in November and then a final 2019 budget would be brought to the Board for approval in December.

Commissioner Rea said Ray Township reached out to discuss ingress and egress at Wolcott Farm. He would pass along the information once he had it.

Commissioner Williams thanked staff for their hard work at the golf charity event and said it was well organized. He also thanked staff for the hard work done on the five county maps as a lot of people really like them and he gets requests for them often.

Commissioner Quadrozzi had questions on the do not eat advisory for fish and that according to the DNR, the Metroparks will be in this situation for at least five years. She said she didn't think the public has gotten a lot of information and asked if they were well informed.

Ryan Colliton, chief of natural resources and regulatory compliance for the Metroparks said that the DNR may be reluctant to let the general public know about the ramifications and that it will take several years to resolve.

Commissioner Quadrozzi said she is concerned this issue is being kept under wraps. Mr. Colliton said after the Flint water crisis, the DNR may be trying to get out in front of the issue. Ms. McMillan said she doesn't believe the DEQ or the department of health and human services is being vigilant enough and that staff is working with the Huron River Watershed Council to keep the public informed of issues regarding the do not eat advisory. Ms. McMillan said the Metroparks may need to play more of an advocacy role.

Commissioner Quadrozzi said she feels that the Metroparks don't have a voice in Lansing and that we need to have a voice at the table.

Commissioner Heise said a page should be added to the website where people are able to find information on PFOS. Mr. Colliton said there is currently information on the website and that staff was working on permanent signage for the parks. Mr. Kirbach said he recently attended a meeting in Milford on the PFOS issue and said a source of the contamination in Wixom has been identified.

Commissioner Marans said he recently attended a meeting with Detroit Riverfront Conservancy people and that there may be possibilities to collaborate, which will increase awareness for the Metroparks.

**Motion to Adjourn**

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

The meeting adjourned at 12:42 p.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary