

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, December 13, 2018**

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A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners' was held on Thursday, Dec. 13, 2018, after the 2019 Budget Hearing at the Administrative Office.

Commissioners Present:

Timothy J. McCarthy  
Robert W. Marans  
Jaye Quadrozzi  
Bernard Parker  
Kurt L. Heise  
Steve Williams  
John Paul Rea

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 10:57 a.m.

**2. Chairman's Statement**

Commissioner McCarthy said he was overcommitted for the day and had to leave at noon. He gave a Detroit Zoo update and said that he, Macomb County Public Works Commissioner Candice Miller, Commissioner Quadrozzi and Amy McMillan met with Zoo officials last month. Ms. Miller wanted to address the issues the Metroparks had with the Zoo proposal for the Great Lakes Nature Center. Ms. Miller agreed that the Metroparks were being reasonable with the requests and that they should be addressed. Commissioner McCarthy said we agreed on funding and that the Zoo agreed they did not have a basis for the funding request. Staff provided the Zoo with a map of suggested locations for the Great Lakes Nature Center and will be conducting soil boring soon. Metropark attorneys would also begin working on a draft lease agreement.

**3. Public Participation**

Toni Spears, Dexter, thanked the Board for a good year and that the organization was making great progress and using fewer resources.

**4. Approval – Nov. 8, 2018 Regular Meeting Minutes**

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the Nov. 8, 2018 regular meeting minutes as presented.

Motion carried unanimously.

**5. Approval – Dec. 13, 2018 Full Agenda**

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners’ approve the Dec. 13, 2018 agenda as presented.

Motion carried unanimously.

**6. Approval – Dec. 13, 2018 Consent Agenda**

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

- a. Approval – November 2018 Financial Statements and Payment Registers
- b. Approval – November 2018 Appropriation Adjustments
- c. Report – Purchases Over \$10,000
- d. Bids – LED Lighting Replacements, Willow Metropark
- e. Approval – Designated 2019 Fund Balance
- f. Approval – Workers Compensation Insurance Renewal
- g. Approval – 2019 Property and Liability Insurance Renewal
- h. Report – Marketing/Media Stats
- i. Approval – 2017 Tax Levy Adjustment
- j. Purchase – Taser Supplies, Five-Year Agreement

Motion carried unanimously.

**7. 2019 Budget and Resolution**

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners’ approve the 2019 Budget and Resolution as recommended by Chief of Finance Rebecca Franchock and staff.

*Discussion:* Commissioner Parker said in 2017, \$33.2 million was used for operations and in 2019 it’s estimated to increase to \$35.6 million, which is a \$2.4 million increase. He said this is what the fund balance is primarily being used for and that the Metroparks cannot keep using the fund balance for operations. Mr. Parker said the fund balance should be used for special projects or emergencies and that the Metroparks needs to learn to live within its means. He said he is opposed to the recommended budget based on the use of the fund balance.

Commissioner Parker voted no.

Motion carried.

**8. Closed Session**

Motion by Commissioner Quadrozzi, 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, Parker, McCarthy  
 Voting no: None  
 Absent: None

Motion carried unanimously.

The regular meeting adjourned at 11:08 a.m.

Commissioner McCarthy reconvened the regular meeting at 11:30 a.m.

## 9. Reports

### A. Planning Department

#### 1. Approval – Sheldon Trails Concept Design, Stony Creek Metropark

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the Sheldon Trails Redevelopment Plan developed by Applied Trails Research LLC as recommended by Chief of Planning and Development Nina Kelly and staff.

*Discussion:* Chief of Planning and Development Nina Kelly introduced Jeremy Wimpey with Applied Trails Research. Dr. Wimpey presented the Sheldon Trails Redevelopment plan to the Board and reviewed the project timeline, goals, existing trail system and conceptual plan.

Commissioner Quadrozzi said using the trails can be confusing and hoped it could be fixed.

Commissioner Marans asked about the timeframe. Ms. Kelly said staff would have an idea by the end of the year. Funding for the study was done through a grant and construction would likely be completed by the end of 2019.

Motion carried unanimously.

Commissioner McCarthy left the meeting at 11:56 a.m.; Commissioner Marans began chairing the meeting.

### A. Planning Department

#### 2. Approval – Macomb County Partnership MOU Agreement

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners' approve the Collaborative Partnership Memorandum of Understanding (MOU) with Macomb County as recommended by Chief of Planning and Development Nina Kelly, and staff.

Motion carried unanimously.

#### 3. Report – Sustainability Plan

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners' receive and file the report and presentation on sustainability initiatives as presented by Chief of Planning and Development Nina Kelly and staff.

*Discussion:* Ms. Kelly updated the Board on the project and said a Sustainability Committee was formed and consisted of employees from all areas of the Metroparks. Ms. Kelly reviewed sustainability efforts throughout the parks, the process, goals and action plan.

Commissioner Williams asked if composting would be part of the plan. Ms. Kelly said some areas of the parks (farm centers) already compost.

Commissioner Marans said the education component is important and that staff should have signage to let the public know what the parks are doing.

Motion carried unanimously.

## 9. Reports

### A. Planning Department

#### 4. Report – Storm Water Management Plan Update

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners' receive and file the Metroparks Storm Water Management Plan Process report as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on where staff was with the updates to the Storm Water Management Plan and said staff would bring the plan to the Board for approval in August 2019.

Motion carried unanimously.

### B. Finance Department

#### 1. Update – Financial Policy Revisions

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners' (1) review the draft section updates to the Financial Policies related to Fund Policies; and (2) receive and file the Financial Policy update as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock said there were three components to the proposed changes to the financial policy.

Motion carried unanimously.

#### 2. Approval – Capital Project Fund Implementation Amendment

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners' approve the transfer of funds from various park General Fund Capital Unallocated accounts in preparation for Capital Project Fund implementation as recommended by Chief of Finance Rebecca Franchock and staff.

Motion carried unanimously.

### C. Interpretive Department

#### 1. Approval – Exhibit Design, Fabrication and Installation, Oakwoods Nature Center

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners' award Contract No. 511-18-110PD to the responsible, responsive vendor, Taylor Studios of Rantoul, Illinois in an amount not to exceed \$600,000 for the design, fabrication and installation of exhibits at Oakwoods Metropark Nature Center as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

Discussion: Chief of Interpretive Services Jennifer Jaworski updated the Board on Oakwoods Nature center and reviewed the process, bids and pricing. She said 15 proposals were received and that a specific set of criteria was used when evaluating the proposals.

Commissioner Parker said the evaluations were helpful and said the companies located in the five-county area that bid were ranked low.

Motion carried unanimously

**10. Other Business**

None.

**11. Staff Leadership Update**

Ms. McMillan thanked everyone on the input for the budget and invited Board members to the holiday parties held throughout the Metroparks.

**12. Commissioner Comments**

Commissioner Parker said he didn't believe it was necessary for the Board to interview lobbying firms and that staff should bring a recommendation for approval. He also thanked staff for adopting children for the holidays again this year.

Commissioner Williams thanked staff for their hard work and wished everyone happy holidays.

Commissioner Heise wished everyone a Merry Christmas and Happy New Year and said the Metroparks would be starting the New Year on a good note.

Commissioner Rea thanked staff for their hard work and presented a check to Ms. McMillan for \$5,200 from proceeds from the Sprint n' Splash event held over the summer.

Commissioner Quadrozzi wished everyone happy holidays.

Commissioner Marans wished everyone happy holidays.

**13. Motion to Adjourn**

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

The meeting adjourned at 12:21 p.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary