

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, September 8, 2016

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, September 8, 2016 at Lake Erie Metropark at the pool food bar area.

Commissioners Present:	John C. Hertel Anthony V. Marrocco Bernard Parker Jaye Quadrozzi
Staff Officers: Director	George Phifer
Other Attendees: Steve Mann Kyle Seidel Jason Arlow	Miller, Canfield, Paddock and Stone, PLC Anderson, Eckstein and Westrick, Inc. Anderson, Eckstein and Westrick, Inc.
Absent: Commissioner Commissioner Livingston County Representative	Timothy J. McCarthy Robert W. Marans Vacant

Chairman Hertel called the Sept. 8, 2016 meeting to order at 10:34 a.m.

1. Chairman's Statement

Commissioner Hertel welcomed everyone to Lake Erie Metropark and said the parks have been blessed with warm summer weather, which is good for attendance.

2. Public Comments

None.

3. Approval – Aug. 11, 2016 Regular Meeting and Closed Session Minutes

Motion by Commissioner Parker, supported by Commissioner Quadrozzi that the Board of Commissioners' approve the Aug. 11, 2016, 2016 meeting minutes as presented.

Motion carried unanimously.

4. Approval – Sept. 8, 2016 Agenda

Motion by Commissioner Marrocco, supported by Commissioner Parker that the Board of Commissioners' approve the September 8, 2016 agenda as presented.

Motion carried unanimously.

5. Approval – September 8, 2016 Consent Agenda

Motion by Commissioner Parker, supported by Commissioner Quadrozzi that the Board of Commissioners' approve the consent agenda consisting of the following:

- a. Approval – August 2016 Financial Statements and Payment Registers
- b. Approval – August 2016 Appropriation Adjustments
- c. Update – Purchases over \$10,000
- d. Approval – Part-time and Seasonal Wage Increases
- e. Bids – Above Ground Storage Tank Installation, Lower Huron Metropark
- f. Update – Seawall Repair, Lake St. Clair Metropark
- g. Update – Tree Removal Project Bids

Commissioner Parker asked what the revenue projection was with the increase in revenue. Controller Franchock said the projected \$1.4 million is related to increased tolling revenue, which includes the original \$800,000 estimate plus the aquatics revenue for the season.

Motion carried unanimously.

Regular Agenda

6. Reports

A. Planning Department

1. Report – Wolcott Mill Metropark Draft Master Plan

Motion by Commissioner Quadrozzi, supported by Commissioner Marrocco that the Board of Commissioners' (1) receive and file the Wolcott Mill Draft Master Plan; and (2) authorize staff to move forward with the public input phase by placing the draft plan on the Metroparks website for feedback as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the details of the Wolcott Mill Master Plan and explained the process was similar to that of the Master Plan process for Stony Creek Metropark. Ms. Kelly said that Wolcott Mill only has 1 percent of the overall revenue for the park system; however, vehicle entries were increasing. She said more than 220 responses were received from the public to date and that some of the responses included having longer park hours and better advertising for events. Ms. Kelly said the next step in the process is to post the draft master plan on the website requesting public feedback and bringing the final plan to the Board in October for approval.

Commissioner Hertel said Wolcott Mill is the most unique park we have and that Director Phifer and staff has done a lot to turn the park around in the last several years. The township the park is located in would prefer the Metroparks not make any changes.

Commissioner Hertel said he is supportive with moving forward with public input.

Motion carried unanimously.

2. Approval – Five-Year Recreation Plan Survey RFP

Motion by Commissioner Marrocco, supported by Commissioner Parker that the Board of Commissioners' approve the solicitation of bids for Request for Proposals (RFP) for a public survey of the Metroparks five-county service area as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the scope of the project for the RFP; said the overall Five-Year-Plan needs to be updated by the end of 2017; and that Public Sector Consultants completed the last survey in 2012.

Motion carried unanimously.

B. Lake St. Clair Metropark

1. Bids – Spray Pad Repairs and Resurfacing

Motion by Commissioner Quadrozzi Supported by Commissioner Marrocco that the Board of Commissioners' (1) award Contract No. 702-16-282 to the low responsive, responsible bidder, Michigan Recreational Construction, Inc. in the amount of \$327,240; and (2) approve the transfer of \$327,240 from the Administrative Office

Unallocated Capital Account to cover the cost of the project as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manager of Engineering Mike Brahm-Henkel updated the Board on the project explaining the required work that needed to be done on the project and said staff recommended replacing spray toys at the same time.

Commissioner Hertel said the facility is used a lot.

Commissioner Parker asked if staff has looked at purchasing new toys. Director Phifer said staff is looking at changing out toys as well as improving enhancing the spray pad area.

Commissioner Parker asked if new toys would be added. Director Phifer said staff is looking at repairing existing toys and replacing toys.

Commissioner Parker said he would like to see new toys to make it more exciting for kids. Especially since the beach has been closed a lot. Director Phifer said staff would explore options to replace toys and add new toys to the spray pad area.

Motion carried unanimously.

6. Reports

C. Stony Creek Metropark

1. Approval – Boat Launch Site Design

Motion by Commissioner Quadrozzi, supported by Commissioner Parker that the Board of Commissioners' receive and file the Stony Creek Boat Launch Redesign Project report.

Discussion: Manager of Planning Nina Kelly introduced Kyle Seidel and Jason Arlow with Anderson, Eckstein and Westrick, Inc. (AEW). Mr. Seidel said AEW is designing the building and site and that JHLE is designing the boat launch area.

Director Phifer said staff is looking at repurposing facilities and bringing something new to the parks and that the project is a collaboration with both staff and AEW.

Mr. Seidel said the site itself would be the focal point for activities. Items included in the design included paving part of the parking lot, moving the bike trail to run adjacent to the lake, increasing parking spaces to 300 and adding a bike repair station with bike stands.

Commissioner Hertel asked how many boat trailer spots there were. Mr. Seidel said there are currently 36 spots and that the plan is to reduce by trailer spots by four; going to 30 spots with two ADA compliant spots.

Commissioner Hertel asked why AEW proposed increasing parking spaces and decreasing boat trailer spots. Mr. Seidel said the boating trend has been declining in recent years.

Commissioner Marrocco asked about adding overflow parking in the boat launch area. Director Phifer said adjustments could be made to the design.

Commissioner Marrocco said he didn't believe the bike trail should be adjacent to the lake as it would interfere with people walking.

Commissioner Quadrozzi said she spends a lot of time at Stony Creek and in the winter this area is the "go to" place for runners. She said she believes it's a good idea

to move the hike-bike trail because many runners will cross the street to use the restrooms and then cross back over the road to continue running. Kensington staff manages the hike-bike trail well with both walkers and bikers using the same space. Commissioner Marrocco asked about adding a bypass for runners to use. Director Phifer said staff could explore the option.

Commissioner Quadrozzi asked about widening the area in front of the building to accommodate walkers, bikers etc. Mr. Seidel said it's a possibility.

Jason Arlow with AEW reviewed specs for the building itself and reviewed the proposed amenities that included changing rooms, an inside warming area, vending machines, and an outside patio area with awning that has a nautical look.

Commissioner Hertel said he was concerned with the boat launch area and the proximity to the patio and kids running out in front of trucks with boat trailers.

Mr. Arlow said the patio is enclosed with mesh rails with two entrance points

Commissioner Hertel asked how far the patio was from the boat launch. Mr. Arlow said the boat launch is 20 feet from the patio. Director Phifer said staff will address the patio area and possibly closing one of the entrances.

Commissioner Marrocco asked if the spot for the new building was the same spot as the old building, that he didn't think the new building should be in the same spot as the boat launch and didn't think the spot was conducive for sitting outside to view the lake. Commissioner Marrocco suggested moving the building to the other side of the road.

Both Commissioners' Hertel and Marrocco said they like the building design, but don't like the building location.

Director Phifer said staff will look at the design concept again and bring a new layout to the Board.

Commissioner Quadrozzi said she likes the new building design concept.

Commissioner Parker said it's a good concept and agrees with moving the building location.

Motion carried unanimously.

6. Reports

D. Dexter-Huron Metropark

1. Approval – Border-to-Border Trail Site Access Authorization

Motion by Commissioner Quadrozzi, supported by Commissioner Parker that the Board of Commissioners' authorize staff to grant site access to Washtenaw County Parks and Recreation Commission (WCPARC) during construction of the next segment of the Border-to-Border Trail (B2B) through Dexter-Huron Metropark as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on the project and said there is no financial impact at this time.

Commissioner Hertel asked if staff has spoken to Commissioner Marans regarding this project. Director Phifer said yes and that he was supportive of the project.

Motion carried unanimously.

6. Reports

E. Lower Huron Metropark

1. Bids – Park Maintenance Building Roof Improvements

Motion by Commissioner Marrocco, supported by Commissioner Quadrozzi that the Board of Commissioners' award Contract No. 706-15-162R to the low responsive, responsible bidder, Armstrong Enterprises in the amount of \$72,000 as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Mr. Brahm-Henkel updated the Board on the project and said work included furnishing all labor, equipment and materials to complete the removal of the washbay roof and structure, installation of a new roof, wall panels, fascia and structure modifications and ventilation improvements.

Motion carried unanimously.

F. Administrative Office

1. Update – Plante Moran Cash Management Assessment

Motion by Commissioner Quadrozzi, supported by Commissioner Parker that the Board of Commissioners' receive and file the Internal Control Review Report performed by Plante Moran as recommended by Controller Franchock and staff.

Discussion: Controller Franchock updated the Board on the project and said the scope of work had three phases (1) provide a risk level assessment of all cash collection points, documentation of current procedures and associated internal controls, identify risks and provide recommendations to management; (2) develop a rotational internal audit plan based on risk rating methodology developed; and (3) design an internal audit plan to be used by Metroparks staff on a going forward basis following the rotational plan developed.

Commissioner Parker asked about the individual employee login and if it was for cash registers or computers. Ms. Franchock said it would be for the POS system and that some locations still use cash registers.

Commissioner Parker asked if it depended on technology. Ms. Franchock said yes. Director Phifer said the IT department staff would be bringing a report to the Board on infrastructure, which would address these issues.

Commissioner Parker said having individual employee login is important for accountability.

Motion carried unanimously.

F. Administrative Office

2. Approval – Contractual Services

Motion by Commissioner Marrocco, supported by Commissioner Parker that the Board of Commissioners' (1) approve the employment agreements with Paul Muelle and Maria van Rooijen to serve as consultants listed in the terms and conditions of each agreement and; (2) approve the transfer from the Fund Balance to cover the salaries for each contract as recommended by Director George Phifer.

Discussion: Director Phifer said he was requesting Board approval to hire Paul Muelle and Maria van Rooijen on a contractual basis as this is a crucial time of year and he wants to make sure the transition period goes smoothly.

Commissioner Marrocco asked if there was a timeline for the contracts. Director Phifer said the contracts were short-term and would be done by the end of February 2017.

Commissioner Marrocco amended the motion and added that the contracts end by the end of February 2017 and that the contracts do not exceed the amount set in each contract.

Commissioner Parker asked if the Metroparks had restrictions on employment. Director Phifer said the Metroparks do not have restrictions; however, there were restrictions for benefits that do not include the Metroparks.

Commissioner Hertel asked if Miller Canfield had reviewed the contracts. Director Phifer said yes. Steve Mann with Miller Canfield said Charles Oxander had reviewed the contracts and did not see any issues.

Motion as amended carried unanimously.

7. Other Business

Director Phifer informed the Board that Western District Park Superintendent Kim Jarvis was retiring Oct. 14, 2016 after serving the Metroparks for 40 years. Director Phifer introduced Dave Kirbach as the new Western District Park Superintendent.

Mr. Kirbach addressed the Board and said he has been with the Metroparks for 32 years, thanked Ms. Jarvis and said he looked forward to the new role.

8. Staff Officer Update

None.

9. Commissioner Comments

None.

10. Motion to Adjourn

Motion by Commissioner Quadrozzi supported by Commissioner Parker that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 11:39 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary