

**Proposed Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, March 9, 2017**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, March 9, 2017 at Wolcott Mill Metropark at Camp Rotary.

Commissioners Present:	John C. Hertel Anthony V. Marrocco Robert W. Marans Steven E. Williams (arrived at 10:40 a.m.) Bernard Parker (participated via phone)
Staff Officers:	
Director	George Phifer
Deputy Director	Dave Kirbach
Chief Financial Officer	Michelle Cole
Other Attendees:	
Steve Mann	Miller, Canfield, Paddock and Stone, PLC
Absent:	Commissioner Timothy J. McCarthy Commissioner Jaye Quadrozzi

Chairman Hertel called the March 9, 2017 meeting to order at 10:40 a.m.

1. Chairman's Statement

Commissioner Hertel said he was very happy to see the condition of the building, the park and to see the marvelous display of history. He said he wants the public to know about the park system and congratulated Director Phifer and staff on all the improvements.

2. Public Comments

None.

3. Approval – February 9, 2017 Regular Meeting Minutes

Motion by Commissioner Marans, support by Commissioner Williams that the Board of Commissioners' approve the February 9, 2017 regular meeting minutes as presented.

Motion carried unanimously.

4. Approval – March 9, 2017 Amended Agenda

Motion by Commissioner Marrocco, support by Commissioner Marans that the Board of Commissioners' approve the amended March 9, 2017 amended agenda as presented.

Motion carried unanimously.

5. Approval – March 9, 2017 Consent Agenda

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

- a. Approval – February 2017 Financial Statements and Payment Registers
- b. Approval – Appropriation Adjustments
 1. Additional Preliminary December 2016 Appropriation Adjustments
 2. February 2017 Appropriation Adjustments
- c. Purchases
 1. Gas Powered Utility Cart – Various Locations
 2. Ground and Golf Course Mowers and Equipment – Various Locations
 3. Slope Riding Mower – Kensington Metropark
 4. Golf Carts – Willow and Lake Erie Metroparks
 5. Ford Transit Connect Cargo Van – Kensington Metropark
- d. Report – Purchases over \$10,000

- e. Bids – Transportation Services, Summer Fun at the Metroparks
- f. Approval – Auctioneer Agreement
- g. Bids – Playground Mulch, All Locations
- h. Bids – Roadway Striping, All Locations
- i. Bids – Squirt Zone Water Bucket, Lake St. Clair Metropark
- j. Approval – Pool Painting Re-award Bid, Lake St. Clair Metropark
- k. Approval – Recreation Passport Grant, Lake St. Clair Metropark Nature Center
- l. Report – Seawall Project, Lake St. Clair Metropark
- m. Approval – 75th Anniversary Promotion Funding

Commissioner Marans asked for a report on the new item (approval for the 75th Anniversary funding).

Chief Financial Officer Michelle Cole requested the Board approve the \$40,000 transfer from the Fund Balance to cover expenses related to the 75th Anniversary. Only \$7,500 was approved in the 2017 budget.

Commissioner Marrocco asked how the \$75,000 would be spent. Director Phifer said the funds would be used for marketing, displays, promoting events and activities such as the annual fireworks and Michigan Philharmonic concerts.

Commissioner Marans said he would like to see what the fund balance looks like on a quarterly basis and how the recent unbudgeted projects have impacted the Fund Balance.

Commissioner Hertel requested a list of expenditures expected for the 75th Anniversary. Director Phifer said staff would provide list of expenditures and update the Board on a regular basis.

Motion carried unanimously.

Regular Agenda

6. Reports

A. Administrative Office

1. Approval – Capital Improvement Project Funding Procedures

Motion by Commissioner Williams, support by Commissioner Marans that the Board of Commissioners' approve eliminating the Capital Improvement Project Savings Policy approved on July 11, 2013, as recommended by CFO Michelle Cole and staff.

Discussion: Ms. Cole updated the Board on the current procedures and said eliminating the policy would provide better efficiency. Accounting and financial controls would remain in place and that the Board would still approve projects.

Motion carried unanimously.

B. Planning Department

1. Bids – West Beachfront and Playground Redevelopment, Lake St. Clair Metropark

Motion by Commissioner Marrocco, support by Commissioner Williams that the Board of Commissioners' (1) accept the proposal from low responsive, responsible bidder, Warren Contractors & Development, Inc. for \$2,069,215.55; and (2) authorize the transfer of \$869,215.55 from the Fund Balance to cover the cost of the project as recommended by Manager of Planning Nina Kelly, Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the project history and requested Board approval to hire the low bidder.

Commissioner Marans asked if staff has worked with the contractor before. Manager of Engineering Mike Brahm-Henkel said yes.

Commissioner Marrocco said staff should stay on top of the contractor so the project would be completed by the end of June.

Commissioner Hertel asked what was being done to preserve the boardwalk. Director Phifer said staff was assessing the condition of the boardwalk and what could be done to preserve and repair boards to keep it.

Commissioner Hertel asked if anything could be done to draw more people to the boardwalk area. Director Phifer said staff would look into adding more attractions to the area.

Commissioner Marrocco said the boardwalk is a nice feature of the park and that Commissioner McCarthy said at a recent meeting that he uses it when he is at the park for his granddaughters cross country meets.

Ms. Kelly updated the Board on the addition of picnic shelters that will be added to the area.

Commissioner Hertel asked if there were signs directing people to boardwalk? Ms. Kelly said not currently, but that signage could be added.

Motion carried unanimously.

6. Reports

B. Planning Department

2. Bids – Spray Pad Revisions, Indian Springs Metropark

Motion by Commissioner Marans, support by Commissioner Marrocco that the Board of Commissioners' (1) accept the proposal from the sole low responsive, responsible bidder, Michigan Recreational Construction, Inc., in the amount of \$249,376 to replace the ground surface and several spray features at the Indian Springs Spray Pad; and (2) approve the transfer of \$149,376 from the Fund Balance to cover the cost of the project as recommended by Manager of Planning Nina Kelly and staff.

Discussion: Manager of Planning Nina Kelly updated the Board on the spray pad project, said there was only one bidder.

Commissioner Marrocco asked what about the cost of the project. Ms. Kelly said the project was a 2017-budgeted item for \$100,000, that the project amount is \$249,376, which is \$149,376 over budget.

Motion carried unanimously.

C. Engineering Department

1. Bids – Fiber Optic Connectivity Project, All Locations

Motion by Commissioner Williams, support by Commissioner Marans that the Board of Commissioners' (1) approve contract 900-17-008 to the low responsive, responsible bidder J. Ranck Electrical in the amount of \$413,255; and (2) transfer \$272,255 from the Fund Balance to Project 900-17-008 to cover the cost between the budgeted and bid amount as recommended by Manager of Engineering Mike Brahm-Henkel and staff.

Discussion: Mr. Brahm-Henkel updated the Board on the project and requested approval to hire J. Ranck Electrical to install the underground fiber optic cables throughout the park system.

Motion carried unanimously.

7. Other Business

1. Board Subcommittee Salary Report

Commissioner Marrocco said a subcommittee consisting of Commissioners Marans, Parker and himself reviewed the information given to the Board by the Archer Company out of Dublin, Ohio. He said the report included salaries for similar parks and recreation agencies from five states – Michigan, Ohio, Pennsylvania, Maryland and Illinois. Commissioner Marrocco said the Archer Company recommends a salary of \$168,000 for a person serving in a position for

an organization this size; the subcommittee looked at that and the fact that other Parks and Recreation agencies do not compare to Metroparks parks or facilities.

Commissioner Marrocco said the subcommittee decided on a salary of \$168,000 for Director Phifer, which is the midpoint range recommended and provided by the Archer Company that conducted the survey (\$135,803 – minimum, \$169,754 – midpoint, \$190,124 – maximum). He said he has been on the Board of 12 years; the Metroparks has been in existence for 75 years and in those 75 years, there were 12 different directors. However, in the 12 years that I have been on the Board, there have been five directors with no stability. He said the Board knows what they want, Director Phifer has been with us for two years and everyone seems to be happy and we want to keep him on board.

Commissioner Marans said he agrees that director's salary should be increased, that the midpoint salary range is a good starting point and that there's room for improvement. He said the Board discussed conducting an annual evaluation a few years ago, which is something that has not been done. Commissioner Marans said the evaluation should be based on goals established by the director for what he has accomplished over the year and to set goals for the next year and gives the Board a basis for review and that he has met the goals. Commissioner Marans said he has discussed this with Director Phifer and that he likes the idea as well and it would be helpful to the Board in making a determination of what an annual increase should be.

Commissioner Hertel said he wanted to take care of the Director's salary situation today. He said the Board is getting a tremendous value with Director Phifer having served as the police chief for a number of years and then as the deputy director and now as director. The Board has had a chance to see what he has done at each of these levels and its time he is rewarded for his work.

Motion by Commissioner Marans, support Commissioner Williams that the Board of Commissioners' approve the subcommittee's recommendation to raise Director Phifer's salary to \$168,000 per year.

Commissioner Williams asked what the current salary was. Ms. Cole said \$147,000 annually.

Commissioner Parker said that Commissioner Marrocco explained pretty well how the subcommittee came up with the salary recommendation.

Motion carried unanimously.

8. Staff Officer Update

Director Phifer thanked the Board for their confidence. He said he enjoys working with the staff and cannot say enough about the relationship with the Board, the stakeholders in the community along with the employee association and POAM. He said his success is based on the relationship with the Board and members of the organization.

Director Phifer asked Ms. Cole to give an update on the personal property tax reimbursement. Ms. Cole said staff recently received a \$1.2 million personal property tax reimbursement check from the state of Michigan. For 2017, staff budgeted \$700,000 for revenue, which is an additional \$590,000 over what was expected.

Director Phifer said the affect is the original amount budgeted was \$700,000 in revenue and the organization received \$1.2 million, which is more than a \$500,000 positive gain for the organization. Ms. Cole said the additional \$600,000 would be added to the Fund Balance.

Director Phifer said that as he has been meeting with Board members, one item that he has been trying to focus on is ways to continue connecting with the community, working to expand outreach

and finding ways to connect with Metropark partners. Director Phifer said he would like to pursue hiring a person that would focus on outreach, spend time in the community and pursue partnerships with churches, community groups, senior groups and schools. This community outreach position would assist with marketing, connect with the community and help with annual permit sales. The salary range for this position is \$50,000 - \$59,000. Director Phifer would like Board approval to pursue hiring for this position. Director Phifer said he was in the process of completing a job description for the position when the power went out at the administrative office.

Commissioner Parker said having a person hired for this would be very helpful since many people still are not familiar with the parks.

Commissioner Marans said he supports the idea but would like to see a job description before it is posted.

Motion by Commissioner Marrocco, support by Commissioner Marans that the Board of Commissioners' approve staff moving forward with hiring a community outreach specialist after the Board has reviewed the job description.

Commissioner Williams said it would also be good to look at other organizations for similar job descriptions.

Commissioner Marans said if the Cleveland Metroparks has a comparable job title that the Board should look at that job description.

Motion carried unanimously.

9. Commissioner Comments

Commissioner Parker said he recognizes the work and contribution done by Director Phifer and also the need for a community outreach person.

Commissioner Williams said he is happy to be at Wolcott and that this is his second time at the park.

Commissioner Hertel asked when Director Phifer's raise should go into effect.

Commissioner Williams asked if funds would need to be transferred. Ms. Cole said yes, but the raise could go into effect today.

Commissioner Marans suggested April 1, 2017.

Commissioner Marrocco said he would like to see it retroactive to March 1, 2017.

Motion by Commissioner Marrocco, support by Commissioner Marans that the Board of Commissioners' approve the raise for Director Phifer go into effect as of March 1, 2017.

Motion carried unanimously.

Commissioner Marans said he would like an informal committee to arrange for a meeting to discuss a cultural studies survey.

Commissioner Marrocco commented that the Little Mac Bridge is boarded up and that people are not able to access the bridge and that it's the only way to get to other side.

Commissioner Hertel said staff will be bringing design to Board for approval in order to make it bigger and stronger and that reconstruction should be completed by next spring.

Manager of Engineering Mike Brahm-Henkel updated on Board on the Little Mac Bridge and said a tree recently fell on the bridge affecting the sway rigging. He said photos of the bridge were sent to design company in Washington. The company said there was an issue with design load and that safety was an issue.

Commissioner Marans asked how deep the water was under the bridge. Mr. Brahm-Henkel said the water was not deep and that you could wade across the river.

10. Motion to Adjourn

Motion by Commissioner Williams, supported by Commissioner Marans that the Board of Commissioners' adjourn the regular meeting.

The meeting adjourned at 11:26 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary