

**MINUTES
BOARD OF COMMISSIONERS MEETING
HURON-CLINTON METROPOLITAN AUTHORITY
THURSDAY, DECEMBER 9, 2010**

The regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held at 10:30 a.m. on Thursday, Dec. 9, 2010 at the Administrative Offices. The meeting was convened in pursuance to a call thereof by the Executive Secretary and due notice to the HCMA Board of Commissioners.

Present:	Commissioners:	Harry E. Lester Robert W. Marans Anthony V. Marrocco Warren C. Evans John C. Hertel John E. La Belle
	Staff Officers:	
	Director	David C. Moilanen
	Deputy Director	Gregory J. Almas
	Controller	David L. Wahl
	Executive Secretary	George Phifer
Absent:	Commissioner	Peter S. Walters
Others:	Legislative Consultant Legal Consultant	George Carr Michael McGee

The meeting was called to order by Chairman Lester at 10:48 a.m.

1. Chairman's Statement

Chairman Lester did not make an opening statement.

2. Public Comments

Larry Noodén, Clinton Huron Environmental Coalition (CHEC), commented on the two major strengths of the Metroparks, the natural resources/stewardship programs and the interpretive services. Noodén noted the U.S. has dropped again in education and one of the ways HCMA could increase the quality of life for park users was through science and education.

Toni Spears, Metropark volunteer, thanked staff for the strategic planning meeting that was held at Hudson Mills. Spears said there was dialogue and ideas on a number of viewpoints and that participants appreciated having input and have an interest in continuing public forums.

3. Minutes – November 2010

It was moved by Commissioner Hertel, supported by Commissioner Marrocco that the Board of Commissioners approve the Nov. 11, 2010 minutes as submitted.

Motion carried unanimously.

4. Financial Statements – November 2010

It was moved by Commissioner La Belle, supported by Commissioner Marans that the financial statements for November 2010 be approved as submitted.

Motion carried unanimously.

5. Vouchers

It was moved by Commissioner La Belle, supported by Commissioner Hertel that the vouchers for November 2010 (0213964 through 0214384) be approved as submitted.

Motion carried unanimously.

6. Purchases

It was moved by Commissioner Marrocco, supported by Commissioner Hertel that the following items be approved as recommended by Purchasing Manager Scott Michael and staff.

RFP-10-001 Alarm Monitoring System
ITB-10-037A Park Brochures
ITB-10-036A ShoreTel Phone Equipment

Motion carried unanimously.

Director Moilanen pointed out the design on the park brochures were changed to better serve the needs of customers and HCMA. Chairman Lester inquired if it would save money; Moilanen replied it would save some money because the organization will be able to reduce the amount of brochures printed.

7. 2011 Budget Approval and Resolution

Commissioner La Belle said that the rescheduling of various capital improvements projects via the revised Five-Year Plan and the 2011 budget will allow for staff reductions through attrition. It is important to the state of Michigan that you can't have a huge deficit and then expect to solve all your problems at the last minute.

It was moved by Commissioner Marans, supported by Commissioner Evans that the Board of Commissioners approve the 2011 Budget Resolution as recommended by Director Moilanen, Controller Wahl and staff.

Motion carried unanimously.

8. Reports

A. Metro Beach

1. Agreement – Path Maintenance, Clinton Township

Deputy Director Almas presented a proposed Path Maintenance Agreement for snow plowing, grass cutting on path margins and sweeping of the hike/bike trail located in Clinton Township for the period of Nov. 1, 2010 through Oct. 31, 2011 for the following rates:

- Full-Time employee grass cutting and snow plowing wages at \$51.10 per hour;
- Seasonal employee grass cutting and sweeping at \$12.32 per hour and \$18.48/OT;
- Equipment wages at \$85.00 per 8-hour period; and
- Salt prorated at \$43.00 per ton.

It was moved by Commissioner Marrocco, supported by Commissioner Marans that the Board of Commissioners approve the Path Maintenance Agreement with the Clinton Township for the period of Nov. 1, 2010 through Oct. 31, 2011 as recommended by Deputy Director Almas and staff.

Motion carried unanimously.

8. Reports

B. Kensington

1. Bids – Replace Roof, Farm Center Barn and Classroom

Chief Engineer Arens reported the project is to replace the existing roof on the Farm Center Barn and Classroom including the removal of the existing shingle roof system, providing a new standing seam metal roof.

It was moved by Commissioner Evans, supported by Commissioner Marans that the Board of Commissioners award Contract No. 504-10I to the lowest responsive, responsible bidder, Custom Architectural Sheetmetal Specialists, Inc. in the amount of \$73,300 as recommended by Chief Engineer Arens and staff.

Motion carried unanimously.

8. Reports

C. Hudson Mills

1. Report – Hudson Mills Hike-Bike MNRTF Grant

Chief Planner Nyquist reported that the Board of the Michigan National Resources Trust Fund (MNRTF) awarded approximately \$20 million in development grants and that the Metroparks was awarded a \$500,000 grant to complete the Hudson Mills to Dexter Trail. The trail is approximately three miles in length beginning at the southern end of Phase 1 and ending in the village of Dexter.

Commissioner Marans commended Nyquist, Director Moilanen and Legislative Consultant Carr on the good job they did on this grant.

It was moved by Commissioner Marans, supported by Commissioner Hertel that the Board of Commissioners receive and file this report as recommended by Chief Planner Nyquist and staff.

Motion carried unanimously.

8. Reports

D. Lake Erie

1. Bids – Dredge Spoil Pile Removal

Chief Engineer Arens report the project includes removing approximately 12,000 cubic yards of dredge spoils from the temporary holding area, hauling and placing the dredge spoils in a permanent disposal, and to provide earthwork and grading at the permanent disposal area. Arens also reported the work is required to clear the temporary holding area prior to the annual 2011 Marina Channel Dredging project.

Commissioner Hertel inquired if there were any environmental dangers regarding soil contamination? Arens responded that staff was not aware of any contaminants. The spoil pile site is covered by deed restrictions under the DEQ and Corps permits.

It was moved by Commissioner Evans, supported by Commissioner La Belle that the Board of Commissioners issue a Purchase Order to the lowest responsive, responsible bidder, in the amount of \$47,000 as recommended by Chief Engineer Arens and staff. Purchase Order to be effective after January 1, 2011.

Motion carried unanimously.

8. Reports

E. Administrative Office

1. 2010 HCMA Tax Levy Adjustments

Controller Wahl provided detailed reconciliations of each county's tax levy. Wahl stated that for the 2010 Budget year, it was estimated that \$1,428,000 of HCMA taxes would be captured locally under various tax abatement programs or adjusted downward by Board of Review; that the actual write offs, after adjusting for Industrial/Commercial Facility increases, totaled \$1,099,210.37 resulting in a net write up of \$329,000. In addition, Controller Wahl recommended \$49,851.58 in delinquent 2002 personal property taxes from Wayne County be written off.

It was moved by Commissioner La Belle, supported by Commissioner Marans that the Board of Commissioners approve the 2010 tax levy adjustments and the write off of 2002 personal property taxes from Wayne County as recommended by Controller Wahl and staff.

Motion carried unanimously.

8. Reports

E. Administrative Office

2. Update – Marketing Director

Director Moilanen reported staff has been preparing a job description and consulting agreement for the Marketing Director position. Moilanen provided three options for the Board to consider regarding the hiring process for this position: (1) use internal resources for the hiring process; (2) retain a search firm to conduct the process; or (3) hire a firm to assist staff with paring down applicants.

Commissioner Hertel commented that the Authority should not have to spend money for this process and to use the internet to advertise for this position as there are a lot of people looking for work.

It was moved by Commissioner Hertel, supported by Commissioner Evans that the Board of Commissioners approve staff to proceed with the hiring of a Marketing Director and require this person to meet quarterly with each board member.

Commissioner Marans commented the Authority should use a combination of staff and consultants.

Without objection, it was moved by Commissioner Marrocco, supported by Commissioner La Belle that the Board of Commissioners approve hiring a Marketing Director under a one-year (1) contract; require this person to meet with commissioners on a quarterly basis; and have Hammond and Associates assist staff in the Marketing Director selection process.

Motion as amended carried unanimously.

3. Update – Strategic Plan

Director Moilanen reported that staff held a public meeting on Dec. 7 that included public participation with members of the community. Moilanen commented staff is looking at adding additional categories to the Strategic Plan including stewardship and educational programs.

Commissioner La Belle commented that Director Moilanen is very supportive; that the ad hoc Strategic Planning Committee input is important. The interest the group is showing is very encouraging.

Commissioner Marans inquired how many people attended the meeting at Hudson Mills and how people were informed. Marans also commented that he would have attended had he been informed.

Director Moilanen responded that approximately 12-15 people attended and apologized for Commissioners not receiving an invitation and that it was a staff oversight. Moilanen said he would be sure invitations to future meetings were sent to commissioners.

It was moved by Commissioner Evans, supported by Commissioner Marans that the Board of Commissioners receive and file the update to the Strategic Plan as recommended by Director Moilanen and staff.

Motion carried unanimously.

4. Pilot Privatization Project – Maintenance of a Metroparks Golf Course

It was moved by Commissioner Hertel, supported by Commissioner Marrocco that the Board of Commissioners hire a firm to do maintenance on a golf course for a period of one-year, and to analyze and evaluate the results.

Commissioner Marrocco expressed concern that privatization may result in current employee dismissals and cost the organization more money and that the contract should be bid out.

Commissioner La Belle commented on Controller Wahl's budget letter and the cooperation received by employees which helped the organization get through last year and that privatization may send the wrong message to employees.

Without objection, Commissioner Hertel amended the motion to include that the contract be bid and the cost must be less than current costs.

Motion carried unanimously.

It was moved by Commissioner Marans, supported by Commissioner La Belle that Director Moilanen and staff report back to the Board at the January 2011 meeting with a recommendation on which course to consider.

Motion as amended carried unanimously.

8. Reports

E. Administrative Office

5. FOIA Coordinator Appointment

Deputy Director Almas reported that the HCMA Bylaws provide the Executive Secretary be the Freedom of Information Act (FOIA) coordinator and staff recommends George Phifer, executive secretary be appointed as the Authority's FOIA coordinator.

It was moved by Commissioner Hertel, supported by Commissioner Marans that the Board of Commissioners appoint George Phifer, Executive Secretary as the FOIA Coordinator for the Huron-Clinton Metropolitan Authority as recommended by Deputy Director Almas and staff.

Without objection the motion was amended as offered by Commissioner La Belle that FOIA requests involving the Metroparks Police Department be processed by Deputy Director Almas.

The motion as amended carried unanimously.

6. Donations

a. Regular Donations

It was moved by Commissioner Evans, supported by Commissioner Marans that the following donations be accepted and that a letter of appreciation be sent to the donors as recommended by Deputy Director Almas and staff.

- A \$2500 donation made by the Dexter Soccer Club for fertilizer, seeds and pesticides for use at the Hudson Mills Metropark soccer fields.
- A \$400 donation made by Bridget Turner for a turtle tank to be used at Nature Center at Metro Beach Metropark.
- A \$400 bench donation made by Sally Perry in memory of Henry Sedmak to be used at the Nature Center at Kensington Metropark.
- A \$400 bench donation made by Carol Brahm in memory of her husband to be used at the Nature Center at Kensington Metropark.
- A \$300 tree donation made by Nancy Beyer in memory of Susan Harris for use at Metro Beach Metropark.

Motion carried unanimously.

b. Donation to Huron-Clinton Metroparks Foundation

Controller Wahl commented that a special \$50,000 donation (one of the largest, single donations) was made to the Metroparks Foundation; that the donor wished to remain totally anonymous; and that the money be used for Metroparks in Wayne County.

Commissioner Marans asked if the Foundation was dormant and if the money was going to be used in Wayne County, how would it be authorized.

Controller Wahl replied that the Foundation is not dormant and that Director Moilanen has the authority to use the funds with Board approval.

It was moved by Commissioner Evans, supported by Commissioner Hertel that the Board of Commissioners accept the anonymous \$50,000 donation and that a letter of appreciation be sent to the donor as recommended by Director Moilanen and Controller Wahl.

Motion carried unanimously.

8. Reports

E. Administrative Office

7. Legislative Consultant Contract

Director Moilanen commented that Legislative Consultant Carr has been very helpful in addressing issues for the Metroparks and that his knowledge of the state political process has been beneficial to the Authority.

It was moved by Commissioner Evans, supported by Commissioner La Belle that the Board of Commissioners approve the retainer agreement with George Carr for legislative consulting services during the period of Jan. 1, 2011, through Dec. 31, 2012 in the amount of \$4,000 per month as recommended by Director Moilanen and staff.

Motion carried unanimously.

8. Legislative Report

Legislative Carr commented in the legislature's two-year cycle, the Authority achieved everything we thought we would achieve and he thanked staff for helping with the Trust Fund grant. Carr continued by thanking Chief/Executive Secretary Phifer for his knowledge and background regarding 312 arbitration processes which helped the Metroparks avoid getting involved in unnecessary matters.

9. Director's Comments

Director Moilanen pointed out that the Authority was the recipient of a Certificate of Achievement for having high standards for Finance Accounting Practices and recognized Controller Wahl and staff for their efforts. Moilanen also commented that 2011 vehicle permits were available and to let staff know if any were needed. Moilanen wished everyone a happy holiday.

10. Commissioner Comments

Commissioner Hertel said happy Hanukkah to all.

Commissioner Marans said he was happy to see all of the staff officers in place and that he recognized the value of Legislative Consultant Carr. Marans also inquired to the timing of Commissioner Walters replacement.

Commissioner La Belle wished everyone happy holidays.

Commissioner Evans wished everyone happy holidays.

Commissioner Marrocco wished everyone happy holidays and hopes that 2011 improves from some low points of 2010.

Commissioner Lester expressed that all employees do a great job; should find a way to work together and create a harmonious relationship. Lester said a happy workforce is a good workforce and he appreciates the work staff is doing and that staff has done a great job. Lester also wished everyone a happy Hanukkah and merry Christmas.

11. Motion to Adjourn

It was moved by Commissioner Marans, supported by Commissioner Marrocco that the Board of Commissioners adjourn the regular meeting.

Motion carried unanimously.

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "George Phifer".

George Phifer
Executive Secretary