

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, February 14, 2019**

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A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners' was held on Thursday, Feb. 14, 2019 at 10:30 a.m. at the Administrative Office.

Commissioners Present:	Timothy J. McCarthy Robert W. Marans Bernard Parker Kurt L. Heise Steve Williams John Paul Rea
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Staff Officers:	
Director	Amy McMillan
Deputy Director	David Kirbach
Chief of Finance	Rebecca Franchock

Other Attendees:	
Miller Canfield	Steve Mann

Absent:	
Commissioner	Jaye Quadrozzi

**1. Call to Order**

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

**2. Chairman's Statement**

None.

**3. Public Participation**

None.

**4. Approval – Jan. 10, 2019 Regular Meeting and Closed Session Minutes**

Motion by Commissioner Parker, support from Commissioner Heise that the Board of Commissioners' approve the Jan. 10, 2019 regular meeting and closed session minutes as presented.

Motion carried unanimously.

**5. Approval – Feb. 14, 2018 Full Agenda**

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' approve the Feb. 14, 2018 agenda as presented.

Motion carried unanimously.

**6. Approval – Feb. 14, 2018 Consent Agenda**

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

- a. Approval – December 2018 Financial Statements
- b. Approval – Appropriation Adjustments
  - a. December 2018
  - b. January 2019
- c. Report – Purchases Over \$10,000
- d. Purchases
  1. Ford Explorer, Administrative Office
  2. Learning Management System, Systemwide

3. Computers, Engineering Department
4. Propane, Systemwide
5. ADA Accessible Golf Carts, Various Locations
6. Golf Carts, Indian Springs Metropark
7. Heavy Duty Trucks, Wolcott, Lake St. Clair, Huron Meadows and Lake Erie
8. Trucks, Stony Creek, Kensington and Lower Huron Metroparks
9. Compact Utility Tractor, Hudson Mills Metropark
10. Bids – Invasive Shrub and Vine Control, Various Locations

Motion carried unanimously.

## 7. Reports

### A. Planning Department

#### 1. Report – Ray Township Property Exchange Concept

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners' receive and file the Conceptual Property Exchange Report recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly reviewed the history and progress with Ray Township with the Board.

Commissioner Rea thanked staff for their efforts to work toward a solution with Ray Township.

Commissioner Marans what the distance was between the farm center and the southern point of the Wolcott property. Ms. Kelly said approximately one mile, which will help the interpretive department when developing a plan for Wolcott.

Commissioner McCarthy said he was pleased with the progress with Ray Township.

Motion carried unanimously.

#### 2. Approval – Green Oak Township Access Easement

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' approve the temporary and permanent easements for access across Green Oak Township property connecting to Huron Meadows Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly reviewed the history of the project with the Board and said in April 2017, the Board approved the sale of 13.02 acres of land at Huron Meadows Metropark to Green Oak Township for construction of a new emergency services complex. In August 2018, the Metroparks and township officials met to discuss preliminary drawings provided by the township engineer for a temporary road easement and future permanent boulevard easement. The permanent easement would take effect upon construction of the new fire station building on site, which is not yet scheduled.

Commissioner Parker asked why temporary and permanent. Ms. Kelly said the scope of work has changed since Green Oak Township purchased the property (location of new building changed). An access road is needed before the old building can be demolished and the new building is in place. Ms. Kelly said staff did not want to be cut off from Metroparks property.

Commissioner McCarthy said the time frame would be temporary until the new building is finished.

Motion carried unanimously.

## 7. Reports

### B. Finance Department

#### 1. Report – Capital Projects Fund

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' receive and file the report on the Capital Project Fund as recommended by Chief of Finance Rebecca Franchock and staff.

*Discussion:* Ms. Franchock updated the Board on the newly created Capital Projects Fund and the status as of Dec. 31, 2018. She said had the 44 projects remained in the General Fund at year-end, the unspent \$7.3 million would have been returned to the fund balance and the 2019 budget would have included refunding these same projects.

Commissioner Marans asked if all the projects were open. Ms. Franchock said yes, most of them were still open.

Commissioner Parker asked for a list of the projects included in the 2019 capital fund, as well as a list of equipment and major maintenance projects for 2019. Ms. Franchock provided the information.

Motion carried unanimously.

#### 2. Report – 2018 Year-end Financial Statement Review

Motion by Commissioner Marans, support from Commissioner Heise that the Board of Commissioners' receive and file the 2018 Year-end Financial Statement report as submitted by Chief of Finance Franchock.

*Discussion:* Ms. Franchock provided the Board with a synopsis of how each major general fund revenue and expenditure area finished in 2018 and how it compared to historical trends.

Commissioner Parker said he was glad to see cost saving initiatives.

Motion carried unanimously.

### C. Administrative Office

#### 1. Approval – Government Relations Consultant

Motion by Commissioner Marans, support from Commissioner Heise that the Board of Commissioners' (1) approve hiring Muchmore Harrington Smalley & Associates, LLC (MHSA) as a consultant to provide Government Relations services in the amount of \$5,000 per month for a period of one-year with the option of a one-year contract renewal; and (2) authorize the director to execute a contract with MHSA as recommended by Director McMillan.

*Discussion:* Ms. McMillan updated the Board on the process and important criteria used deciding on firms. After the January board meeting, she said she met with the top three firms and their teams. Each firm then submitted a proposal for a legislative strategy for the Metroparks. Ms. McMillan said Muchmore Harrington Smalley & Associates (MHSA) stood out because MHSA proposed creating a Metroparks caucus with the legislators that serve the five-counties in which the Metroparks operates.

Commissioner Parker asked if the contract would outline the responsibilities and reporting structure. Ms. McMillan said yes, the agreement will spell out the responsibilities and legal counsel will review and approve the agreement before she signs it.

Commissioner Marans asked what the legislative caucus would entail. Ms. McMillan said it would benefit the Metroparks with natural resources and other issues relevant to the Metroparks.

Commissioner Heise requested the motion include the provision that legal counsel approve the agreement before Ms. McMillan sign it.

Commissioner Marans amended the motion to include the provision that legal counsel approve the agreement prior to the director executing the agreement with Muchmore Harrington Smalley & Associates.

Commissioner Rea voted no.

Motion carried.

## 7. Reports

### C. Administrative Office

#### 2. Approval – Public Relations Consultant

Discussion: Ms. McMillan updated the Board on the purpose to hire a public relations consultant and that the contract would be for a one-year period to assist with building as well as rebuilding relationships. She said she met with Public Sector Consultants for assistance with trail planning and related items.

Commissioner called for a motion to approve hiring Truscott Rossman as a consultant to provide public relations services in the amount of \$6,000 per month for a period of one-year.

No motion on recommendation.

Commissioner Parker said an RFP was not done for public relation services, which concerned him. He said there may be other firms that have different ideas and proposals even though Miller Canfield said an RFP was not required.

Commissioner Marans asked if the contract the Metroparks had with Berline was based on an RFP. Ms. McMillan said yes.

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners' approve going through the RFP process for public relation consulting services.

Commissioner Heise asked how long the process would take. Ms. McMillan said at least 60 days.

Commissioner Marans asked if this timeframe would be an issue. Ms. McMillan said she would like to get started right away with a public relations firm and that she doesn't know if the outcome will be different.

Commissioner Parker asked how long it took to choose a lobbying firm. Ms. McMillan said approximately 60 days.

Commissioners Heise and McCarthy voted no.

Motion carried.

#### 3. Approval – Economic Analysis Study

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners' (1) approve hiring The Trust for Public Land as a consultant to provide an Economic Analysis of the value of the Metroparks in the amount of \$125,000; and (2) authorize the director to execute a contract with The Trust for Public Land as recommended by Director McMillan.

Discussion: Ms. McMillan updated the Board on The Trust for Public Land and how an economic analysis will benefit the Metroparks.

Commissioner McCarthy asked if this was a good organization to obtain this type of information.

Commissioner Rea said The Trust for Public Land is "the" organization to use for this type of information and analysis.

Commissioner Marans said they are a great organization and asked if an RFP should have been done for this as well. Ms. McMillan said The Trust for Public Land is the only organization for this type of study.

Commissioner Marans asked how long it would take to complete the study. Ms. McMillan said approximately one year.

Motion carried unanimously.

## **7. Reports**

### **D. Information Technology Department**

#### **1. Update – Kronos Time and Attendance**

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners' receive and file the Kronos Time and Attendance report as presented.

Chief of Information Technology Robert Rudolph updated the Board on the Kronos project, thanked the IT and HR staff for their hard work, reviewed the project timeline, plan and phased rollout.

Commissioner Marans asked if the Board could get a demo of the system. Ms. McMillan said yes.

Commissioner Parker asked if they can see a demo on a laptop and a timeclock. Mr. Rudolph said yes.

Commissioner Parker asked if there is anything in the employee contracts that limits the amount of time worked.

Mr. Rudolph said leadership met to discuss the issue and a policy will go out to employees before May 1.

Ms. McMillan said there are a lot of moving pieces to the project such as employees can only punch in seven minutes before the start of the shift and seven minutes after the shift. There are legal issues that need to be cleared up, so everyone is paid for the hours worked. She said there will be glitches, but everyone will get paid.

Commissioner Heise asked how time and attendance was held before. Mr. Rudolph said staff used paper timesheets.

Commissioner Parker asked if the employee associations were involved in the decision-making process. Mr. Rudolph said yes.

Commissioner McCarthy said a few years the Finance Department began implementing a new financial system. Kronos was selected for the time and attendance and the Board probably would not go the same route now. He said timekeeping and allocation of hours is important and he thanked staff for their hard work.

Motion carried unanimously.

## **8. Other Business**

Commissioner Heise asked if there was an update on the Zoo. Commissioner McCarthy said no and that the Zoo was working on figuring it out.

## **9. Staff Leadership Update**

Ms. McMillan said weather has been a challenge and thanked staff for keeping the roads, paths and parking lots plowed.

Commissioner Heise asked if the Metroparks close for a weather event. Ms. McMillan said the parks are always open; however, facilities within the parks may close.

**10. Commissioner Comments**

Commissioner Parks said the governor's State of the State address was well-done and had an emphasis on roads and education.

Commissioner Williams said he appreciated the new signage and saw the albino deer at Kensington when he was walking with his colleagues.

Commissioner Heise asked what the next steps were for the new K-9 officer. Ms. McMillan said Officer Parks would soon be going out on patrols and going to the basic obedience classes. Officer Parks and his handler Officer Green will be going to the official K-9 training in the fall and will be a certified police officer when he graduates.

Commissioner Heise said media outreach may not be what staff wanted and everyone will have to work on local media.

Commissioner Rea said the Macomb County Planning department and the Metroparks Planning and Engineering departments have been working together on transportation grants that come out of both SEMCOG and MDOT that would affect the 26 Mile Road bridge into Stony Creek Metropark and non-motorized paths. He said Nina Kelly passed along information related to the Sheldon Trails project so that Macomb County can see how it fits into its trail ways master plan.

Commissioner Marans said he has received positive comments regarding the groomed cross country trails at Hudson Mills.

Commissioner McCarthy said the governor's comments on education were OK and he supports the efforts for both road improvements and education. He said the head of government affairs at the Detroit Chamber spent two months during the transition working on road alternatives and he said he hopes the governor has not backed herself into a corner regarding funding.

**11. Motion to Adjourn**

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

The meeting adjourned at 11:35 a.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary