

**Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, April 11, 2019**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, April 11, 2019, at 10:30 a.m. at Lake Erie Metropark at the pool food bar area.

Commissioners Present:	Robert W. Marans Bernard Parker Jaye Quadrozzi Kurt L. Heise Steve Williams John Paul Rea
Staff Officers:	
Director	Amy McMillan
Deputy Director	David Kirbach
Chief of Finance	Rebecca Franchock
Other Attendees:	
Miller Canfield	Steve Mann
Absent:	
Commissioner	Timothy J. McCarthy

1. Call to Order

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

2. Chairman's Statement

Commissioner Marans welcomed everyone and thanked the Southern District employees for attending.

3. Public Participation

None.

4. Approval – March 14, 2019 Work Session, Public Hearing, Regular Meeting and Closed Session Minutes

Motion by Commissioner Parker, support from Commissioner Heise that the Board of Commissioners approve the March 14, 2019 Work Session, Public Hearing, Regular Meeting and Closed Session minutes as presented.

Motion carried unanimously.

5. Approval – April 11, 2019 Full Agenda

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners approve the April 11, 2019 agenda as presented.

Motion carried unanimously.

6. Approval – April 11, 2019 Consent Agenda

- a. Approval – April 2019 Financial Statements
- b. Approval – March 2019 Appropriation Adjustments
- c. Report – Capital Project Fund Monthly Report
- d. Approval – Exemption of Taxes Subject to Capture, Charter Township of Shelby
- e. Report – Marketing and Communications
- f. Report – Purchases Over \$10,000
- g. Purchases
 1. Heavy Duty Pickup Truck, Kensington Metropark
 2. Utility Vehicles, Lake St. Clair and Indian Springs Metroparks
 3. Cargo Van, Lake St. Clair Metropark
 4. Vehicles, Engineering Department

Commissioner Marans said he was asked to move the Capital Project Fund report (item 6-c, Approval for the Exemption of Taxes Subject to Capture (item 6-d) and the Marketing/Communications report (item 6-e) to the regular agenda.

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the consent agenda with the recommended changes.

Motion carried unanimously.

7. Community Service Awards

Ryan Colliton, chief of natural resources and environmental compliance, introduced Toni Spears, one of the recipients of the mParks Volunteer Service Awards. He said Ms. Spears has been a volunteer with the Metroparks for more than 10 years, and in 2018, she volunteered more than 500 hours removing invasive species and helping with land management at both Hudson Mills Metropark and Dexter-Huron Metropark.

Ms. Spears said she is grateful for previous staff members that suggested she volunteer for the Metroparks.

Nina Kelly, chief of planning and development, said two organizations were also being recognized for volunteer efforts at the Metroparks – Beyond the Seed Greenhouse and Garden, and Clinton River Area Mountain Bike Association (CRAMBA).

Ms. Kelly said CRAMBA volunteers put in hundreds of hours every year towards trail maintenance work and has become a major supporter, and advocate, for the Sheldon Trails Development Project at Stony Creek Metropark.

Ms. Kelly said the Beyond the Seed Greenhouse and Garden is a great asset to Wolcott Mill Metropark. In addition to the greenhouse itself, the project has expanded outdoors, including 42 raised beds for vegetables and a 70-foot x 70-foot floral garden. Most recently, a hydroponic system was installed, which is bringing about more interest in farming.

Director McMillan thanked everyone for volunteering at the Metroparks.

Commissioner Marans said Toni Spears also does volunteer work for Washtenaw County Parks and Recreation.

8. Reports

A. Administrative Department

1. Approval – MOU, City of Detroit Parks and Recreation

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners' approve the Collaborative Partnership Memorandum of Understandings (MOU) with Detroit Parks and Recreation with an updated end date of April 2022 as recommended by Chief of Natural Resources and Regulatory Compliance Ryan J. Colliton and staff.

Discussion: Mr. Colliton updated the Board on meetings staff has had during the past several months regarding a collaborative partnership. He said the area of focus is in the Rouge River Greenway and that natural resources staff will be working on invasive species control and prairie restoration.

Commissioner Heise said the agreement should be changed to reflect and end date of April 2022.

Commissioner Parker said he was glad to see this partnership and that it's important for the Metroparks to have signage in these areas, so people are aware of the Metroparks contribution.

Motion carried unanimously.

8. Reports

A. Administrative Department

2. Report – Focus Group Analysis, Factor Detroit

Discussion: Director McMillan gave the background information on what Factory Detroit was hired to do and introduced Mark Lantz.

Mr. Lantz reviewed the scope of the project, said 12 listening sessions were held with employees and that he spoke with each board member. He reviewed items everyone agreed on – great trails, great bathrooms, aging infrastructure, communications has been an issue, more smaller venues now competing with Metroparks and that the annual permit is a good value.

Mr. Lantz reviewed 15 recurring themes – low awareness/familiarity with the Metroparks, preserving green space, the Metroparks Mission and understanding, diversity of parks and experiences, introducing people to nature, helping families, touching people's lives, mental wellbeing, physical wellbeing, regionalism, diversity in people, morale, challenges, technology and marketing.

Mr. Lantz reviewed observations – a lot of people care about the Metroparks and are passionate, healthy tension between natural resources and recreation and the Metroparks story as a whole.

Commissioner Williams asked if there was a way to draw more people into the parks outside of the summer season. Mr. Lantz said yes.

Commissioner Parker said most employees have a positive impression of the Metroparks and he is interested in seeing how the community sees the Metroparks. He also said he was concerned that diversification was not brought up. He is also glad to see technology is important and that it's needed to bring people into the parks.

Commissioner Quadrozzi said many of the employee observations are the same as the overall metropolitan area – transportation, diversity, aging population, etc. Mr. Lantz said the same issues seen at the Metroparks are the same issues seen throughout southeast Michigan.

Ms. McMillan said the same concerns board members have are the same concerns employees have.

Commissioner Marans asked if Factory staff looked at the differences between the park districts. Mr. Lantz said no.

Commissioner Rea asked for one strength that came out of the listening sessions and what made him crazy. Mr. Lantz said the greatest strength was park diversity.

Mr. Lantz explained that Factory Detroit staff went back to the drawing board after the listening sessions to try different things for branding. He said he is working with staff on a campaign platform to remind people of southeast Michigan what the Metroparks are.

No action taken.

3. Approval – GolfNow Software Upgrade

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' approve the updated GolfNow G1 system for reservations and partial marketing at all seven regulation Metroparks golf courses in the amount of \$21,081.60 as recommended by Deputy Director Dave Kirbach and staff.

Discussion: Deputy Director Dave Kirbach updated the Board on the current software used for golf and said it is out of date and needs to be updated.

Commissioner Parker asked what the difference was between the old platform and the new one. Dan Bury, a representative from GolfNow said the new software is cloud-based software. Jerry Cyr, southern park district superintendent, said the Metroparks has had the current system since 2013 and that the partnership with GolfNow has been a good one. Commissioner Williams asked if park staff would be able to update software on their own. Mr. Bury said yes and that updates will automatically happen every two weeks.

Motion carried unanimously.

8. Reports

A. Administrative Department

4. Approval – Customer Relationship Management / Point of Sale Solution Software

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' (1) award RFP 2018-055 to Vermont Systems, Inc. of Essex Junction, Vermont to provide a Customer Relationship Management (CRM) and Point of Sale (POS) solution for three years with a one two-year extension option for a total cost for three years of \$329,780, which includes \$195,240 for hardware; and (2) authorize staff to transfer \$112,340 from Fund Balance to cover the cost of the project as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Ms. Dziak updated the Board on the project and said staff sought CRM/POS software solutions to support the next phase of the ERP initiative. In addition to efficiency and data integrity improvements, the product supports enhancements to online revenue and that online sales have steadily increased over the last several years. Ms. Dziak said staff from met several times to participate in webinars presented by firms in the CRM/POS industry to learn about the solutions available. Staff then created a list of the features desired in a CRM/POS solution and drafted the scope of work for the RFP. A 14-member evaluation committee reviewed the proposals based on how well the CRM/POS solution addressed the Metroparks needs, the vendor's qualifications, experience, capacity, references, understanding of the project, approach and price. The two top-ranked vendors were then invited to demonstrate their CRM/POS solution to Metroparks staff.

Ms. McMillan said she will keep the Board updated on how the new CRM/POS software assists in driving revenue.

Motion carried unanimously.

5. Approval – Public Relations Consultant

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners' award RFP 2019-024 to Truscott Rossman Group LLC of Lansing, Michigan to provide public relations and communication services for one year for a total amount of \$74,160 as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Ms. Dziak updated the Board on the project and said the chosen vendor will provide professional public relations and communications services to help the Metroparks develop successful relationships with key media outlets, government officials, departments, organizations and agencies. She said an eight-member committee evaluated and ranked the proposals based on the vendor's approach and process, qualifications, experience, understanding of the project and price. The four top-ranked vendors presented their proposals to the evaluation committee and responded to questions and requests for clarification.

Commissioner Parker asked if the scope of service was to communicate with government officials and decision makers. Ms. Dziak said yes.

Commissioner Marans asked why the contract was for only one year. Ms. Dziak said the contract was for one year in order to help Metroparks staff build relationships with state officials and media outlets.

Motion carried unanimously.

8. Reports

A. Administrative Department

6. Approval – Prevailing Wage Policy

Discussion: Steve Mann, legal counsel for the Metroparks, reviewed the current Metroparks prevailing wage policy adopted by the Board in 1992 and also updated the Board on changes to the law that went into effect last in June 2018. He said he had discussions with staff regarding changing the prevailing wage policy. The current policy has the state providing salary surveys that contractors post on job sites. With the repeal of the state law, the salary surveys are no longer prepared, which means staff no longer has a source for that information. Mr. Mann said the Board has a couple of options: (1) rescind the policy and not require prevailing wage going forward (if the current policy is rescinded, the Board would be prohibited from putting it in place again with the current law); or (2) amend the policy and look at alternate wage surveys from another source such as the Davis-Bacon Act.

Commissioner Parker asked if the policy was amended to include federal language, would staff would need to go back to contractors to get their approval? Mr. Mann said no, the new policy and language would be used moving forward.

Commissioner Parker said he would like to amend the prevailing wage policy to include the federal language.

Mr. Mann suggested postponing the item to a future meeting in order to draft an amendment to the policy.

Commissioner Quadrozzi asked what other entities have done regarding prevailing wage. Mr. Mann said most entities had rescinded the policy.

Commissioner Williams asked if an analysis was done between the state and federal language. Mr. Henkel, chief of engineering services, said the federal language has similar requirements and is economically driven.

Commissioner Parker made a motion to table the prevailing wage policy in order to have legal counsel amend the prevailing wage policy.

Commissioner Quadrozzi asked if the motion excludes consideration of both options if it is tabled.

Commissioner Parker said he believes Miller Canfield would amend the policy, removing the state language and replacing it with something else.

Mr. Mann said if the option was to postpone, then both options would still be available.

Commissioner Quadrozzi said she would second the motion if it was to table the item and bring it back at a later meeting with both options available. If the motion was not to rescind but to modify the policy she does not support it.

Commissioner Parker made a motion to table the item. There was no support for the motion.

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners' approve the resolution for the removal of the prevailing wage stipulations and requirements for construction contracts except where required by Federal Law as recommended by Chief of Engineering Services Mike Henkel and staff.

Commissioner Rea asked staff would have to follow Davis-Bacon requirements when applying for federal grants. Mr. Mann said yes.

Commissioner Parker voted no.

Motion carried.

8. Reports

A. Administrative Department

7. Report – Diversity, Equity and Inclusion

Discussion: Artina Sadler, chief of diversity, equity and inclusion, said she appreciated working for a Board that appreciates this type of work. She has a lot to do and a lot to learn and has been learning more about the parks. Ms. Sadler said there is no data to determine where training should start. The first step will be to do a climate survey with employees to find out how people perceive the parks.

Commissioner Marans asked if this included all employees. Ms. Sadler said yes and there would be different questions for seasonal employees and the police department.

Commissioner Marans asked who would analyze the information. Ms. Sadler she would.

Commissioner Heise said he would like to see the questions and take the survey as well.

Ms. McMillan asked Ms. Sadler to describe what she is doing at the Metroparks ties into the classes she teaches at the University of Michigan-Flint. Ms. Sadler explained how what she teaches ties into her work at the Metroparks. She said you have to determine who we are internally in order to find out how it affects us externally, which will help the organization build better relationships.

No action taken.

8. Capital Project Fund Monthly Report (item 6-c from consent agenda)

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

Discussion: Ms. Franchock updated the Board on the newly created Capital Project Fund, said it's a work in progress and requested feedback from the Board on what they would like to see in the report.

Commissioner Marans said he likes the layout and asked how often the Board would receive a report. Ms. Franchock said staff would provide a report monthly.

Motion carried unanimously.

9. Approval – Exemption of Taxes Subject to Capture, Charter Twp. of Shelby (was 6-d)

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners' (1) approve the resolution exempting taxes from capture by the Shelby Township DDA; and (2) direct staff to file the resolution in accordance with the applicable statutes governing the tax increment authorities as recommended by Director McMillan and staff.

Motion carried unanimously.

10. Marketing and Communications Report (was 6-e)

Discussion: Danielle Mauter, chief of marketing and communications, gave a brief overview on goals and strategies and said a marketing plan would presented to the Board at the May meeting.

Commissioner Williams asked if staff could add PSA's to radio rotations. Ms. Mauter said it depended on the message and wording used.

Commissioner Parker said it was a good presentation and he hopes that outreach will include urban areas and urban radio stations. Ms. McMillan said the Metroparks have done some radios ads for winter activities at faith-based radio stations in Detroit.

No action taken.

8. Reports

B. Engineering Department

1. Bids – Island Pedestrian Bridge Replacements, Hudson Mills Metropark

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners' award Contract No. 516-18-091 to the low responsive, responsible bidder, Universal Consolidated Enterprises, Inc. of Roseville, MI in the amount of \$109,269 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel said the project includes the removal and replacement of two, 12-foot-wide by 60-foot-long steel pedestrian bridges. The steel has rusted through and is no longer structurally sound. Temporary bracing has been installed to provide structural integrity to the bridges until the replacement bridges can be installed. He said steel testing was done on the existing bridges and the steel met the specifications. The same bridges are located throughout the Metroparks and have had no issues. Staff has worked to assure that no maintenance practices are used that would affect the structure.

Motion carried unanimously.

2. Bids – Hike-Bike Trail Repairs, Kensington Metropark

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners' award Contract No. 704-19-360 to the low responsive, responsible bidder, Birmingham Sealcoat, Inc. of Oxford, MI in the amount of \$139,144.80 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel said the project includes crushing and shaping of the existing asphalt bike trail, installation of crib walls, asphalt paving, pavement markings and site restoration. The original as bid project included work to address erosion along the Buno Road bridge, trail surface repairs, trail reconstruction and the installation of crib walls. The existing project came in over bid, and as such, the Buno Road bridge work will be removed from the scope of work at this time and will be addressed at a later time.

Motion carried unanimously.

C. Planning Department

1. Update – Biannual Plan Implementation Report

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

Discussion: Ms. Kelly updated the Board on the Biannual Plan Implementation report, said it now included metrics and the Board would receive updates twice a year.

Commissioner Quadrozzi said it was a great report, easy to read and understand.

Commissioner Marans asked about the symbols and was used for Natural Resources. Ms. Kelly said a campfire for prescribed burns.

Motion carried unanimously.

2. Bids – Playground Mulch Installation

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' accept the bid from the low responsive, responsible bidder, AMS Grounds of Ypsilanti, MI in the amount of \$35,955 to replace wood fiber playground surfacing at 11 Metroparks as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly explained the project was overbudget because playground mulch was mistakenly omitted from the Hudson Mills and Delhi combined budget; there should have been a line item included based on the amount of mulch estimated from the previous year. This would have brought the total estimated amount much closer to the average spent across the system for the past three years (\$30,600 for 1,200 cubic yards). An additional factor in 2019 is the determination by certified playground inspectors on staff that total replacement of

12 inches of mulch (as opposed to a topping-off) is needed at one of the play areas at Kensington to best meet playground safety requirements for fall attenuating surfaces. Staff has also determined a need for playground mulch at Lake St. Clair, which was not needed in 2018.

Motion carried unanimously.

8. Reports

C. Planning Department

3. Report – Washtenaw to Wayne County Iron Belle Trail Connection Alignment Study

Motion by Commissioner Quadrozzi, support from Commissioner Parker that the Board of Commissioners' receive and file the Washtenaw to Wayne County Belle Trail Connection Alignment Study as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly introduced Jeff Smith with PEA, Inc. who updated the Board on the study, reviewed the progress, planning process and proposed routes.

Commissioner Parker asked if the path in Van Buren Township part is included in one of the Metroparks master plans. Ms. Kelly said yes, and that connectivity is a part of all master plans.

Motion carried unanimously.

D. Natural Resources Department

1. Approval – MOUs with Huron Valley Audubon and Audubon Great Lakes

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners' approve the Collaborative Partnership Memorandum of Understandings (MOUs) with Huron Valley Audubon and Audubon Great Lakes as recommended by Chief of Natural Resources and Regulatory Compliance Ryan J. Colliton and staff.

Discussion: Chief of Natural Resources Ryan Colliton requested that the MOU for Audubon for Great Lakes be omitted as there were issues about waivers and indemnification which are still being worked out.

Commissioner Quadrozzi said the agreement needed to be amended for a grammatical error in section 3.1.C – “*Data obtained by HVAS from the MOTUS tracking wildlife tracking tower will be provided to HCMA to HCMA.*” The language should read *provided to HCMA by HVAS.*

Mr. Colliton reviewed the project, partnerships and research that would be conducted. He introduced Kathleen Hansen, president of the Huron Valley Audubon, said the monitors are a two-part system and each species has a unique Nanotag.

Commissioner Quadrozzi asked who makes the decision on what species to chip. Ms. Hansen said each researcher decides based on the research they are conducting.

Commissioner Parker asked about the cost. Mr. Colliton said the only cost to the Metroparks is for staff time to install the equipment and if any repairs are needed in the future.

Commissioner Parker said he would like to see this endeavor in all of the Metroparks.

Motion carried unanimously.

E. Police Department

1. Approval – Resolution for Eastern District Traffic Citation Ordinances

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners' approve the resolution requesting amendments of Washington Township and Ray Township ordinances as recommended by Acting Chief/Lieutenant David Smith and staff.

Discussion: Acting Chief of Police/Lieutenant Smith updated the Board and said staff recently discovered that traffic citations issued by Metroparks Officers at Stony Creek were being dismissed at 41-A District Court in Shelby Township without officers being subpoenaed to

provide testimony. After looking into the matter, it was determined that the problem was outdated language in the township ordinance. He said Shelby Township ordinance grants authority to the Macomb County Sheriff's Department and "Special Deputies" to enforce township code. When the Metroparks created its police department, language was never updated to include "park officers" within the boundaries of Metroparks property. As a result, all traffic citations Metroparks Officers issued were viewed as enforcement of state law. The Macomb County Prosecutors office requires all state laws to be pre-authorized for prosecution. Because traffic tickets are not commonly handled this way (a cumbersome process to enforce traffic law), any contested traffic ticket was being dismissed.

Motion carried unanimously.

10. Other Business

Ms. McMillan said she would like to do conduct a poll in order to obtain data related to attendance and revenue trends. She has reached out to several polling companies for cost estimates and there are a couple of options available: (1) issue and RFP or; (2) solicit quotes for professional services.

Ms. McMillan said an agenda item for the May meeting will be to discuss polling questions and to receive input from Board members.

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners authorize Director McMillan to enter into an agreement with EPIC-MRA to provide a Survey Research for the Metroparks.

Commissioner Marans asked how the Board will play a role. Ms. McMillan said commissioners would bring provide questions or specific data points to include in the survey.

Commissioner Parker asked if it could be done directly without bringing items back to the Board in May. Ms. McMillan said yes.

Motion carried unanimously.

11. Staff Leadership Update

Ms. McMillan updated the Board about awards the Metroparks recently received from the International Wildlife Refuge Alliance (John D. Dingell, Jr. Friend of the Refuge Award) and from Clinton River Watershed Council.

12. Commissioner Comments

Commissioner Heise said he will not be at the May meeting. He also asked legal counsel if the Metroparks needed to do anything about recreational marijuana? Mr. Mann said Miller Canfield will work with Chief Reese and the police department on creating an appropriate ordinance, if necessary. Acting Chief of Police/Lieutenant Smith advised the Board on the current status of marijuana enforcement.

Commissioner Rea said Stony Creek looked great when he visited the past weekend.

Commissioner Williams said Kensington looks great.

Commissioner Marans thanked staff for the great reports.

13. Motion to Adjourn

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

The meeting adjourned at 1:10 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary