

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, Aug. 8, 2019**

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A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, Aug. 8, 2019, at 10:30 a.m. at Stony Creek Metropark.

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

**1. Call to Order**

Chairman Marans called the meeting to order at 10:32 a.m.

**2. Chairman's Statement**

None.

**3. Public Participation**

None.

**4. Approval – July 11, 2019 Meeting Minutes**

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners' approve the July 11, 2019 regular meeting minutes as presented.

Motion carried unanimously.

**5. Approval – Aug. 8, 2019 Full Agenda**

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners' approve the Aug. 8, 2019 agenda as presented.

Motion carried unanimously.

**6. Approval – Aug. 8, 2019 Consent Agenda**

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' approve the Aug. 8, 2019 consent agenda as presented.

- a. Approval – July 2019 Appropriation Adjustments
- b. Report – Monthly Capital Project Fund Update
- c. Bids – Crack Filling and Overbanding, multiple locations
- d. Bids – UST Class A, B, C Operator, golf courses
- e. Report – Purchases over \$10,000
- f. Approval – Resolution Authorizing Document Execution for Liquor License

Motion carried unanimously.

## 7. Reports

### A. Finance Department

#### 1. Report – July 2019 Financial Statements

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners' receive and file the July 2019 Financial Statements update as recommended by Chief of Finance Rebecca Franchock and staff.

*Discussion:* Chief of Finance Rebecca Franchock updated the Board on the July 2019 financials.

Commissioner Quadrozzi thanked Ms. Franchock for the format of the report and said the summarization was helpful.

Motion carried unanimously.

### B. Administrative Department

#### 1. Approval – Change to Park Rules and Regulations for Pictures

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners' approve the "Pictures rule" and authorize adding the statement to the Metroparks Parks Rules and Regulations as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

*Discussion:* Chief of Marketing and Communications Danielle Mauter updated the Board on the staff's request regarding adding the paragraph on "pictures" to the Metroparks Rules and Regulations.

Commissioner Quadrozzi asked if there have ever been incidents of people complaining. Ms. Mauter said not to her knowledge.

Commissioner Marans asked if the people that are in the new Metroparks commercials signed releases. Ms. Mauter said yes.

Motion carried unanimously.

#### 2. Report – Metroparks Climate Survey Results

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners' receive and file the Metroparks Climate Survey Results as presented by Chief of Diversity, Equity and Inclusion Artina Sadler.

*Discussion:* Chief of Diversity, Equity and Inclusion Artina Sadler reviewed the results of the climate survey with the Board, thanked staff and the Employee Association for helping her with the survey. Ms. Sadler reviewed the survey, when it was conducted, the number of people that participated and the results. She reviewed the different questions and answers as well as questions and answers regarding Metroparks Leadership.

Commissioner Marans asked if leadership was defined. Ms. Sadler said no.

Commissioner Parker arrived at 10:46 a.m.

Ms. Sadler reviewed the employee experience and said only 46 percent of employees feel connected to all the Metroparks and that staff needs to work on communications with everyone. She reviewed the next steps – share results with all employees, develop training curriculum and schedule, and present action plan to the Board in October.

Commissioner Williams asked if training will focus on full-time employees. Ms. Sadler said it's still a work in progress.

Commissioner Marans said he did not see background information on respondents, such as length of employment, etc. and asked if Ms. Sadler had the information. Ms. Sadler said she has the information but did not include it as staff was hesitant to have the information released because staff were concerned they could be identified by length of service.

Commissioner Marans said he would like to see the breakdown of employment and how long people have worked at the Metroparks.

Commissioner Parker asked how many people participated. Ms. Sadler said 300 people (28 percent) and three board members participated.

Motion carried unanimously.

## 7. Reports

### B. Administrative Department

#### 3. Report – Marketing Presentation

#### 4. Report – July Marketing Update

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners' receive and file the marketing report as presented by Chief of Marketing and Communications Danielle Mauter and staff.

*Discussion:* Chief of Marketing and Communications Danielle Mauter updated the Board on marketing and efforts including the brand identity rollout, TV and radio commercials, social media, digital billboard ads, speakers bureau requests, monthly statistics.

Commissioner Heise asked what type of organizations were responding to the speakers' bureau. Ms. Mauter said it varies, but mostly rotary clubs.

Ms. Mauter also reviewed the monthly marketing statistics and results from the Detroit Riverfront Conservancy's *Detroit River Days* event in which the Metroparks participated.

Commissioner Williams asked how the monthly statistics were measured. Ms. Mauter said by IP addresses and referral sources (how traffic was getting to the website).

Commissioner Marans asked when the Board would receive another update. Ms. Mauter later in the fall after the summer season ends, most likely in November.

Motion carried unanimously.

### C. Planning Department

#### 1. Approval – Budget Amendments for Iron Belle Trail Challenge Grants

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' (1) approve an amendment to increase the project expense budget by \$44,125 and the grant revenue budget by \$38,742 in the Capital Project Fund for the Iron Belle Trailhead at Dexter-Huron project and; (2) approve an amendment to increase the Major Maintenance project expense budget by \$43,350 and the grant revenue budget by \$25,350 in the General Fund budget for the Metroparks Southern District Iron Belle Trail Signage project as recommended by Chief of Planning and Development Nina Kelly and staff.

*Discussion:* Chief of Planning and Development Nina Kelly updated the Board on the two projects (Iron Belle Trailhead at Dexter-Huron and Metroparks Southern District Iron Belle Trail Signage) along with the requested changes. She said staff submitted applications for two projects to the Iron Belle Trail Challenge Grant Program through the Michigan Department of Natural Resources Parks and Recreation Division. Both projects are anticipated for completion by September 2020.

Motion carried unanimously.

## 7. Reports

### C. Planning Department

#### 2. Report – Tollbooth Scanning Data Analysis

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners' receive and file the report on Tollbooth scanning Data Analysis as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly gave the Board an overview of the scanning process and said the first scanning timeframe was June 16 – July 15 and that it takes approximately two weeks to analyze the data. Ms. Kelly reviewed the report outline, scanning caveats (what was missing from the reports) and said no scanning was done for fireworks or the Independence Day holiday as those days are considered high capacity days. Ms. Kelly reviewed the five-county map, scans by district, and the cities that had the most scans.

Commissioner Williams said he would like to see data for events.

Commissioner Quadrozzi said she was curious on the breakouts on the “heat map” (using Kensington as an example) and would like to see data a little farther out in Oakland County to include areas such as Southfield, Pontiac, etc.

Commissioner Quadrozzi also said she thought dailies would have had a greater impact and that it was an interesting data point.

Commissioner Marans said having quarterly reports would be useful and he would like to see key findings by county and parks in a summary format. He said the graphics and summary were helpful.

Commissioner Parker said he would like to see the data for the summer months and asked if scanning occurred for any special events. Ms. Kelly said scanning did not occur for fireworks or Independence Day; however, tollbooth operators also have handheld counters and staff could get that information.

Commissioner Parker said the Detroit numbers were low, which shows Detroit is not using the parks as much and hopefully staff would get more information from the polling survey.

Commissioner Williams said he would like to know if increasing the senior rates affected attendance. He also said he had received a lot of complaints regarding not having fireworks at Kensington Metropark this year.

Commissioner Quadrozzi said she had received a lot of feedback regarding Kensington not having fireworks this year as well.

Commissioner Marans asked how staff will get information from areas such as golf courses and Delhi Metropark. Ms. Kelly said staff is working on solutions to gather the data.

Ms. Kelly asked the Board if they would like to see a report after the summer season. Commissioner Marans said yes.

Motion carried unanimously.

## 7. Reports

### D. Engineering Department

#### 1. Bids – Maple Beach and Baypoint Restrooms, Kensington and Stony Creek Metroparks

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners (1) award Contracts No. 504-17-1107 and 509-17-542 in the combined amount of \$1,875,000 to the low responsive, responsible bidder, Sorensen Gross Company and; (2) authorize the transfer of \$275,000 from the Sanitary Sewer Rehabilitation project at Stony Creek to cover the additional cost of the project as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board on the project and said the bids came back higher than expected and staff was working with the contractor to reduce costs.

Commissioner Williams asked what municipalities the projects were located. Mr. Henkel said Milford and Shelby Townships.

Commissioner Parker asked if the recommendation was to approve \$1.8 million and what was the status of the contractor. Mr. Henkel said staff is close to the \$1.8 million (within \$50,000 - \$60,000 range).

Commissioner Parker also asked if the recommendation was also to authorize signing the contract. Mr. Henkel said yes.

Commissioner Marans asked Ms. Franchock, chief of finance if there were any issues with the budget. Ms. Franchock said no.

Motion carried unanimously.

## 7. Reports

### D. Engineering Department

#### 2. Approval – Change Order for Hike-Bike Trail Repairs, Kensington Metropark

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners (1) approve a Change Order to contract 704-19-360 in the amount of \$49,185; and (2) approve a \$13,300 transfer from the Unallocated Major Maintenance accounts for Huron Meadows and Indian Springs to cover the cost of the additional work for erosion control, trail repairs and an accessibility connector as recommended by Chief of Engineering Services Mike Henkel and staff.

*Discussion:* Chief of Engineering Services Mike Henkel updated the Board on the project. He said there are \$49,185 in additional project costs and that further work was necessary to repair the shoreline erosion along the hike-bike trail section, pavement repairs to the Milford trail connector, repairs to the trail between Possum Hollow and Maple, and to provide an accessibility connector to the trail at the boat rental in Kensington.

Motion carried unanimously.

### E. Purchasing Department

#### 1. Inflatable Water Slide, Stony Creek Metropark

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners' (1) award ITB 2019-044 to Freestyle Slide, Inc. of St. Petersburg, Florida, the responsive, responsible bidder for the purchase of a new 50-foot, four-lane Hippo Inflatable Water Slide in the amount of \$231,900; (2) authorize staff to make a \$115,950 deposit to be paid in 2019; and (3) approve a \$231,900 transfer within the 2019 Capital Equipment budget as recommended by Senior Buyer Heidi Dziak and staff.

*Discussion:* Senior Buyer Heidi Dziak updated the Board on the status of the current slide and said the purchase of the new slide was not included in the 2019 Capital Equipment budget; however, funds are available within the Capital Equipment budget. Ms. Dziak also said to have the new slide before the start of the 2020 season; staff would need to pay a deposit on the new slide in 2019.

Commissioner Marans asked about the lifespan of the slide. Ms. Dziak said approximately four to five years and that the current slide can be sold at auction.

Motion carried unanimously.

#### 2. Agricultural Tractor, Wolcott Mill Metropark Farm Center

Motion by Commissioner Heise, support from Commissioner Quadrozzi that the Board of Commissioners' (1) approve the purchase of a demo model 2019 New Holland model T6.175 Agricultural Tractor from Dick Coulter, Inc. of North Branch, Michigan for \$83,950; and (2) accept a \$7,500 trade-in allowance as recommended by Senior Buyer Heidi Dziak and staff.

*Discussion:* Senior Buyer Heidi Dziak updated the Board on the request for the tractor and said the item went out to bid twice – once in April and once in June. Staff decided the best option was to staff contacted other vendors to see if a similar tractor for the same price could be found with

a shorter lead time. A demo unit was found that had the same features staff needed and was available for immediate delivery.

Commissioner Parker asked if the tractor was a name brand. Ms. Dziak said yes, it was a New Holland.

Motion carried unanimously.

## 7. Reports

### E. Purchasing Department

#### 3. Custom Work Boat, Kensington Metropark

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners' award ITB 2019-049 to the low responsive, responsible bidder Wilson Marine Wixom of Wixom, Michigan for one custom work boat for \$31,134 as recommended by Senior Buyer Heidi Dziak and staff.

*Discussion:* Senior Buyer Heidi Dziak updated the Board on the purchase and said funds would come from the Board approved 2019 Capital Equipment budget and the purchase was \$1,134 over budget. The balance is available in the Capital Equipment budget from previous purchases that came in under budget.

Motion carried unanimously.

### F. Natural Resources Department

#### 1. Bids – Phragmites Control, Lake St. Clair, Stony Creek, Wolcott, Lower Huron, Lake Erie

Motion by Commissioner Heise, support from Commissioner Quadrozzi that the Board of Commissioners' award the ITBs 2019-046, 047, 048 for Phragmites control to the low responsive, responsible bidders as indicated below for a total amount not to exceed \$57,000 as recommended by the Chief of Natural Resources and Regulatory Compliance Ryan Colliton and staff.

- Award a contract to GEI Consultants of Allendale, Michigan for an amount not-to-exceed \$47,000 for Phragmites control at Lake St. Clair, Wolcott, Lower Huron and Lake Erie Metroparks.
- Award a contract to Davey Resource Group of Kent, Ohio for an amount not-to-exceed \$10,000 for Phragmites control at Stony Creek Metropark.

*Discussion:* Chief of Natural Resources Ryan Colliton updated the Board on staff's efforts for Phragmites control at the Metroparks.

Motion carried unanimously.

Mr. Colliton also let the Board know he would be leaving the Metroparks and has taken a position at Maryland National Capital Parks and Planning Commission, in Silver Springs, Maryland.

## 8. Closed Session

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners' adjourn the regular meeting and enter into a closed session for the purpose of consulting with attorney(s) for the purpose of discussing material, which is exempt from discussion or disclosure under the Freedom of Information Act, this is a permissible purpose for a closed session pursuant to Section 8(h) of the Open Meetings Act.

### ROLL CALL VOTE

Voting yes: Quadrozzi, Heise, Williams, Parker, Marans

Voting no: None

Absent: Rea, McCarthy

Motion carried unanimously.

The regular meeting adjourned at 12:20 p.m.

Commissioner Marans reconvened the regular meeting at 12:33 p.m.

Commissioner Quadrozzi left the meeting at 12:33 p.m.

**9. Other Business**

None.

**10. Staff Leadership Update**

**1. Report – Special Event Process and Procedures**

Director McMillan updated the Board on special events held at the parks, what constitutes a special event, the process staff uses for special events and the required paper needed for each event (i.e. agreement, insurance). She also said staff is working towards adding more special events at the parks.

Commissioner Williams asked if picnics count as special events. Ms. McMillan said no.

Commissioner Williams said he noticed only two special events at Wolcott. Ms. McMillan said Wolcott is making some forward progress and the Old Skool Classic is the primary event for Wolcott. She said one of the reasons staff doesn't look at special events from park to park and have special deals at Wolcott because they have smaller events is it would not be equitable throughout the system. While it would be a loss if the Old Skool Classic does not return to Wolcott next year because they can't meet our requirements, it is important to maintain the process for events.

Ms. McMillan handed out the official report and updated the Board on the internal investigation related to the incident involving the police officer at Lake Erie on June 30. She said the report would be available via a FOIA request and that Chief Reese would follow up with the organization that brought the incident to the Metroparks attention.

Commissioner Parker asked if any action was taken against the officer. Ms. McMillan said personnel issues and disciplinary actions are not made public.

Commissioner Parker said by reading the report it sounds like no action is being taken.

**11. Commissioner Comments**

Commissioner Williams said to keep up the good work.

**12. Motion to Adjourn**

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

The meeting adjourned at 12:51 p.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary