

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, September 12, 2019

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, September 12, 2019, at 10:30 a.m. at the Kensington Metropark Nature Center.

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

1. Call to Order

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

2. Chairman's Statement

None.

3. Public Participation

Toni Spears, Dexter, said the redesign for the logo involves a lot of implementation and asked if the cost was worth changing the logo. She also said she understands the interest in purchasing land adjacent to Metroparks property and asked if it was worth the investment.

4. Approval – August 8, 2019 Regular Meeting and Closed Session Minutes

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners approve the August 8, 2019 regular meeting minutes as presented.

Motion carried unanimously.

5. Approval – September 12, 2019 Full Agenda

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve the Sept. 12, 2019 agenda as presented.

Motion carried unanimously.

6. Approval – September 12, 2019 Consent Agenda

Motion by Commissioner Rea, support from Commissioner McCarthy that the Board of Commissioners approve the September 12, 2019 consent agenda as presented.

- a. Approval – July 2019 Appropriation Adjustments
- b. Report – Purchases over \$10,000

Motion carried unanimously.

7. Closed Session

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners' adjourn the regular meeting and enter into a closed session for the purpose of consulting with attorney(s) for: (1) the purpose of discussing material, which is exempt from discussion or disclosure under the Freedom of Information Act; and (2) for the purpose of consulting with attorney(s) regarding specific pending litigation, these are a permissible purpose for a closed session pursuant to Section 8(h) of the Open Meetings Act.

ROLL CALL VOTE

Voting yes: Quadrozzi, Williams, Parker, McCarthy, Rea, Marans

Voting no: None

Absent: Heise

Motion carried unanimously.

The regular meeting adjourned at 10:34 a.m.

Commissioner Marans reconvened the regular meeting at 11:10 a.m.

8. Approval – Redesigned Metroparks Logo

Motion by Commissioner McCarthy, support from Commissioner Quadrozzi that the Board of Commissioners approve the director's recommendation for a redesigned Metroparks logo.

Discussion: Commissioner McCarthy asked if staff had a recommendation on the logo. Director McMillan said she is recommending the Board approve originally approved logo.

Commissioner McCarthy said we hired professionals to create a logo and the Board should go with what was proposed.

Commissioner Parker said the Board needs to make a decision. He also said he prefers the logo with the water.

Commissioner Quadrozzi said she still prefers the original logo choice.

Commissioner Rea said from a graphic and marketing standpoint if moving towards a logo on that was previously discussed gives the Metroparks a better foundation moving forward is a good collective decision as Board members.

Commissioner Marans said he like the transitioning process laid out by staff.

Commissioner Williams said he agrees with Commissioner Parker and likes the logo with water; however, he will support the decision for the chosen logo.

Motion carried unanimously.

9. Budget

A. 2020-2021 Financial Forecast

1. Report – Financial Forecast

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners (1) receive and file the Financial Forecast report as presented by Director McMillan and staff.

Discussion: Ms. McMillan updated the Board on the revenue and expenditures to date and said the forecast has improved with an added \$600,000 from income on investments. She said the system as a whole will most likely hit revenue goals this year, marketing is helping to move things in the right direction and the system is underbudget on part-time and seasonal wages. Ms. McMillan said staff has been conservative with budgeting and expenditures. She said the biggest change in the financial forecast is the unassigned fund balance, which is significantly higher than the range that was established. This year the unassigned fund balance should be between \$13 – 17 million, which is at the 25-30 percent range.

Motion carried unanimously.

9. Budget

A. 2020-2021 Financial Forecast

2. Report – 2020 Capital Improvement Projects / Major Maintenance

3. Report – 2020 Capital Equipment List

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners support the staff recommended major maintenance, capital equipment and capital projects as presented by Director Amy McMillan and staff.

Discussion: Ms. McMillan updated the Board about the capital improvement projects and major maintenance items for 2020. Park staff worked collaboratively with Planning and Engineering staff to develop a project list for both capital project and major maintenance.

Ms. McMillan said there are also many projects coming in the near future; however, they do not have a plan, designs or costs. Park staff will meet with Planning and Engineering over the next year to develop a plan for these larger upcoming projects, in order to assign appropriate resources assigned to the larger projects, so they can be properly executed.

Ms. McMillan asked the Board to review the capital improvement project list and the major maintenance list to make sure everyone is comfortable with the general characteristics. Infrastructure and sustainability are two themes in the project lists for 2020.

Ms. McMillan asked Chief of Finance Beki Franchock give the Board the boundaries for funding levels staff is requesting for major maintenance, capital equipment and capital projects. Ms. Franchock said the funding level for major maintenance is \$2 million, capital equipment is \$2.2 million and capital projects is \$3.4 million.

Commissioner McCarthy asked if the request was for support in general. Ms. McMillan said yes, a general range.

Commissioner Parker asked if staff has looked at adding off leash dog parks at locations other than Stony Creek. Ms. McMillan said yes, staff has added money to the budget for projects outside of the grant for Stony Creek.

Commissioner Marans asked is this was a final list of projects. Ms. McMillan said no, it was a preliminary list.

Commissioner Parker asked if there was a line item in the budget for special activities. Ms. McMillan said the special event line item would be in the operating budget.

Motion carried unanimously.

9. Budget

A. 2020-2021 Financial Forecast

3. Report – 2020 Capital Equipment List

Action taken in item 9-A-2.

B. Supplemental Major Maintenance

1. Report – Supplemental Major Maintenance Fund

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners receive and file Supplemental Major Maintenance Fund report as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Ms. McMillan updated the Board on the electrical grid at Lake St. Clair Metroparks and the supplemental major maintenance fund. She said the supplemental major maintenance fund was developed for emergencies and that the electrical grid at Lake St. Clair is unstable and if it fails will lead to the closure of Lake St. Clair during repairs. She said \$5.2 million is in the supplemental major maintenance fund and asked the Board if they preferred to leave the electrical upgrade where it's at or move it to the capital projects fund.

Commissioner McCarthy said he defers to staff on this decision.

Motion carried unanimously.

9. Budget

C. Land Opportunities

1. Approval – Land Acquisition Opportunities

Motion by Commissioner McCarthy, support from Commissioner Williams that the Board of Commissioners that the Board of Commissioners' approve staff to initiate the acquisition process for 31820/6 South River Road in Harrison Township and 4210 Teggerdine Road in White Lake Township in partnership with Six Rivers Land Conservancy as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on Metroparks land opportunities. She reviewed existing policies for land acquisition and land divestiture and said both polices required updates. Ms. Kelly reviewed 2016-2017 planning actions that included reviews with the DNR related to encumbered land. She reviewed possible opportunities that included a land swap with Ray Township at Wolcott Mill Metropark as well as two possible acquisitions (one at Indian Springs and one at Lake St. Clair Metroparks).

Commissioner Quadrozzi left the meeting at 11:55am.

Motion carried unanimously.

2. Approval – Land Divestiture Opportunities

Discussion: Ms. Nina Kelly reviewed two possible land divestiture opportunities with the Board, both at Lake St. Clair Metropark. She said both parcels are not accessible to the public and is disconnected from Lake St. Clair Metropark. The property is also encumbered by previous grants. Ms. Kelly reviewed the next steps in the divestiture

process, which included hiring a real estate agent, developing an RFP and marketing strategy.

Ms. Kelly introduced Chris Bunch, executive director for Six Rivers Land Conservancy. He updated the Board on Six Rivers Land Conservancy background (real estate investment corporation that acquires land and interests in land for conservation purposes). He said Six Rivers pre-acquires and holds property while public agencies pursue grant funding from MNRTF and other sources. Six Rivers works directly with the landowner and property can be leased so that owners can begin utilization/management. Mr. Bunch also reviewed process requirements for land acquisition.

Ms. Kelly said staff was asking for approval for acquiring the parcels and working with Six Rivers Land Conservancy.

Commissioner Parker asked if houses were on the properties and if they would be torn down. Ms. Kelly said, yes most likely as the house does not fit into the Metroparks goals. The property at Indian Springs also has a structure that will be demolished as well.

Commissioner McCarthy said how much time and money will be involved to get the land un-encumbered. Ms. Kelly said staff will have meetings with the DNR relatively soon regarding property conversion and encumbered property land.

Commissioner Parker asked if staff looked at land to sell. Ms. McMillan said staff is looking at land to divest and will come back to the board with more information.

No action taken.

9. Budget

D. Operations

1. Approval – 2020 Fees and Charges

Motion by Commissioner McCarthy, support from Commissioner Parker that the Board of Commissioners accept the recommended 2020 fees and charges without changing the annual permit fees as recommended by Director Amy McMillan and staff.

Discussion: Director McMillan reviewed the proposed changes to the fees and charges including increasing the annual permit fee from \$35 to \$40 and the senior annual permit fee from \$24 to \$29. She also asked for approval to develop “pop-up” packages to use during the summer at aquatic facilities, which would help bring people into the parks and make certain amenities such as the aquatic facilities more affordable.

Commissioner Marans asked if the annual permit fee for 2020 would be offered at 2019 prices before Jan. 1, 2020. Ms. McMillan said yes.

Ms. McMillan said she would like the Board to authorize using the revenue from the \$5 increase for trail maintenance as the fee increase would generate approximately \$800,000.

Commissioner Parker said he was concerned about raising prices when the Metroparks are financial solvent and it's not needed right now. Ms. McMillan said the data from the recent polling survey supports an increase. She also said the unassigned fund balance will be increasing in 2020; however, there will be up to 21 projects that will need to be completed in 2021, which will reduce the fund balance.

Ms. McMillan also said she expects the economy to go into a recession in the near future and increasing the rates will not be feasible once that happens.

Commissioner Williams said he is good with the changes except for the increase to the annual permits.

Commissioner Rea said after seeing the data from the polling survey, it seems the increase wouldn't be as bad as staff thought. He also said he would love for the extra revenue to go towards trails and he is not in favor of increasing senior rates.

Commissioner McCarthy asked if the fee would be higher for people outside the five-county area that visit the parks. Ms. McMillan said the Metroparks POS system is not able to accommodate that type of fee and staff is deferring the option for a year.

Motion carried unanimously.

9. Budget

E. Human Resources

1. Approval – Use of Blue Cross Blue Shield Rate Stabilization Surplus

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners approve the use of a portion of Fund Balance Committed for Rate Stabilization to be paid in January 2020 to full-time employees enrolled in the Metroparks High Deductible Health Plan, for either \$1,000 for single coverage or \$2,000 for two-person/family coverage, in accordance with the Board of Commissioners previous actions as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Chief of Human Resources and Labor Relations Randy Rossman updated the Board on the history of the health care rate stabilization.

Motion carried unanimously.

2. Approval – Part-Time and Seasonal Wage Increase

Motion by Commissioner McCarthy, support from Commissioner Parker that the Board of Commissioners accept the proposal to increase the part-time and seasonal employee wage scale by 3 percent, which corresponds with the scheduled increase for full-time employees as determined by the full-time employee collective bargaining agreements as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Mr. Rossman said the proposed 2020 wage scale increase is anticipated to equal or exceed any minimum wage increase as directed by the state of Michigan and will maintain position equity throughout the part-time and seasonal wage scale. He said staff believes that the approval and implementation of the proposed wage scale increase will enhance Metroparks recruitment and retention of qualified part-time and seasonal employees and prevent wage compression. Additionally, with the very competitive labor market, this recommendation will provide a stable and reliable workforce that is beneficial to patrons and supporters of the Metroparks.

Commissioner Williams asked if all the part-time position were filled this year. Mr. Rossman said no.

Motion carried unanimously.

9. Budget

E. Human Resources

3. Approval – Executive Wage Scale

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners accept the proposal to establish executive wage scales for positions not covered by a collective bargaining agreement as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Mr. Rossman update the Board and said the Metroparks has established a standard wage scale for all full-time positions covered under collective bargaining agreements. Non-bargaining executive positions do not currently have standard established scales. Through salary surveys, using scales for similarly situated positions throughout Michigan and southeast Michigan, wage scales have been created that will insure competitiveness in the market and equity within the executive non-bargaining positions.

Commissioner Williams asked if the annual increases needed to be Board approved. Mr. Rossman said no, the increases will be comparable to the bargaining unit wages.

Commissioner Parker said he agreed that the wages not be tied to a bargain unit and be subject to Board approval. He said he supports the ranges, but not the automatic increases.

Commissioner McCarthy said his motion was to approve the range scale. The other issue is tying the annual increase to the bargaining unit, which has been a policy regardless of the wage scale. Ms. McMillan said the steps on the scale would replace that process.

Mr. Rossman said the person would receive a jump if they weren't at the top of the scale and also get an increase. If the person was at the top of the scale, they would only get one raise.

Commissioner Parker said non-union people should get an increase based on a performance evaluation. Automatically giving an increase does not give motivation for someone to do well.

Ms. McMillan asked to have the item tabled for further discussion.

Commissioner McCarthy amended his motion to table the executive wage scale discussion.

Motion by Commissioner McCarthy, support from Commissioner Parker to table the executive wage scale discussion be tabled.

Motion as amended carried unanimously.

10. Reports

A. Administrative

1. Approval – August Financial Statement Review

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners (1) approve the August 2019 Financial Statements; and (2) receive and file the August 2019 Financial Statement Review as recommended by Chief of Finance Rebecca Franchock and staff.

Motion carried unanimously.

10. Reports

A. Administrative

2. Approval – Audit Services

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners award RFP 2019-045 to Plante Moran PLLC of Ann Arbor, Michigan to provide auditing services for three years for a total of \$105,100, with up to two (2) one-year extensions as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Senior Buyer Heidi Dziak updated the Board on the RFP for audit services.

Commissioner Parker asked why Plante Moran was so high. Ms. Dziak said Plante Moran offered more time with staff and they do a lot of work with public agencies.

Motion carried unanimously.

3. Report – Capital Project Fund

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

Motion carried unanimously.

4. Approval – Metroparks Branded Fall TV Commercials Production

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners approve the Metroparks TV Production estimate from Factory Detroit, Inc., in an amount not to exceed \$75,000 to include video shoot, post-production and Contingency as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Motion carried unanimously.

5. Report – Marketing Update

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners receive and file the August Marketing report as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Motion carried unanimously.

10. Reports

B. Planning Department

1. Report – Permit Scanning Data Analysis, July 16 – August 15

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners receive and file the receive and file the tollbooth scanning data analysis report for the period July 16 to August 15, 2019 as recommended by Chief of Planning and Development Nina Kelly and staff.

Motion carried unanimously.

2. Approval – Wayne County Memo of Understanding

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners approve the Collaborative Partnership Memorandum of Understanding (MOU) with Wayne County as recommended by Chief of Planning and Development Nina Kelly and staff.

Motion carried unanimously.

10. Reports

B. Planning Department

3. Approval – Detroit Riverfront Conservancy Memo of Understanding

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners approve the Collaborative Partnership Memorandum of Understanding with the Detroit Riverfront Conservancy (DRC) as recommended by Chief of Planning and Development Nina Kelly and staff.

Motion carried unanimously.

11. Other Business

Chief of Engineering Services updated the Board on the structural issues at the Wolcott Mill Metropark Historic Center and said a firm will be hired to assess the foundation.

12. Staff Leadership Update

None.

13. Commissioner Comments

Commissioner Williams thanked staff for their continued hard work.

14. Motion to Adjourn

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

The meeting adjourned at 1:01 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary