

**Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, October 10, 2019**

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

Commissioners Present:

Robert W. Marans
Jaye Quadrozzi
Bernard Parker (arrived at 10:55am)
Kurt Heise
Steve Williams
Timothy J. McCarthy
John P. Rea

Staff Officers:

Director
Deputy Director
Chief of Finance

Amy McMillan
Dave Kirbach
Rebecca Franchock

Other Attendees:

Miller Canfield

Steve Mann

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, thanked the staff for not spraying for mosquitoes at Huron Meadows. She said spraying is not supposed to be done in wetlands since the spray doesn't decompose quickly. Ms. Spears also said the storm water management plan requires attention and asked the board to carefully review it. She also wanted to know what the \$350,000 appropriation adjustment was for in the administrative office.

4. Approval – September 27, 2019 Special Meeting Minutes

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve the September 27, 2019 regular meeting minutes as presented.

Motion carried unanimously.

5. Approval – October 10, 2019 Full Agenda

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners approve the October 10, 2019 agenda as presented.

Motion carried unanimously.

6. Approval – October 10, 2019 Consent Agenda

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve the October 10, 2019 consent agenda as presented.

Discussion: Commissioner Quadrozzi asked that the fireworks be removed from the consent agenda.

Commissioner McCarthy amended his motion.

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners remove the fireworks items from the consent agenda as requested.

Motion as amended carried unanimously.

7. Reports

A. Administrative

1. Report – September General Fund Financial Statement Review

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners receive and file the September 2019 General Fund Financial Statement Review as recommended by Chief of Finance Rebecca Franchock and staff.

Motion carried unanimously.

2. Report – Monthly Capital Project Fund Update

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

Motion carried unanimously.

3. Approval – Brand Development Contract Extension, Factory Detroit

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve a one-year contract extension with Factory Detroit, Inc. for brand development services in the amount of \$120,000 as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Senior Buyer Heidi Dziak said the contract with Factory Detroit expires in November and a one-year contract extension would continue building on the work Factory Detroit has already completed.

Motion carried unanimously.

4. Report – Marketing Update

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

Motion carried unanimously.

Moved from Consent Agenda

5. Approval – Fireworks Contract Extension

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners (1) approve a one-year contract extension with Wolverine Fireworks for fireworks displays for a total amount of \$42,000 at four Metroparks as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Director McMillan said she had discussions with staff on whether to include Kensington Metropark in the rotation for fireworks. Staff proposed having fireworks at Kensington in even numbered years and at Hudson Mills in odd numbered years.

Motion amended by Commissioner Quadrozzi

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners (1) approve a one-year contract extension with Wolverine Fireworks for fireworks displays for a total amount of \$42,000 at four Metroparks in 2020; (2) include Kensington Metropark for 2020; and (3) rotate Kensington and Hudson Mills Metroparks as recommended by Senior Buyer Heidi Dziak and staff.

Commissioner Marans said he would like a mechanism in place to monitor patron responses regarding not having fireworks at Hudson Mills next year.

Motion carried unanimously.

7. Reports

B. Planning Department

1. Report – Permit Scanning Data Analysis

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners receive and file the receive and file the tollbooth scanning data analysis report 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 permit scanning data and said the daily pass scans most likely do not accurately reflect the number of daily passes sold. She said an average of 4.2 scans per annual permit occurred in the summer months.

Commissioner Marans asked what the interpretation was for the systemwide chart. Ms. Kelly said that was how many visitors are coming to the parks from the population centers.

Commissioner Marans commented that annual pass scans were down for Detroit. Ms. Kelly said more daily pass scans come from Detroit than annual passes.

Motion carried unanimously.

2. Approval – Maple Beach Playground Design, Kensington Metropark

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the design concept for the Maple Beach Playground Project as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on the proposed project design along with the partners working on the project FAIR (Fun, Accessible, Inclusive Recreation) Play Coalition. Ms. Kelly reviewed the principal design elements – use of rubber surfacing, transfer stations at ground level, dignity slide landings, steel slides, multiple play features, multiple social play elements, color contrast to separate age group use areas, We-Go-Rounds, fabric canopies, shade trees and benches.

Commissioner McCarthy asked if rubber absorbs or reflects more heat. Ms. Kelly said there hasn't been any major issues using rubber.

Ms. Kelly reviewed the types of play that coordinates with the types of play equipment, reviewed the location and design layout with play elements including fall zones.

Commissioner Quadrozzi asked what a fall zone was. Ms. Kelly said it's an invisible area around the equipment that indicates where a child could fall.

Ms. Kelly said there the color of rubber surfacing distinguishes the various age appropriate areas.

Commissioner Marans asked if there would be signage at the playgrounds. Ms. Kelly said yes, it's one of the Metroparks playground requirements.

Commissioner Marans asked what the build schedule was for the project. Ms. Kelly said the playground should be built by the fall 2020.

Motion carried unanimously.

Commissioner Parker entered the meeting at 10:55 a.m.

Commissioner Quadrozzi said she appreciates the work staff is doing and hopes that the playground will be publicized.

Commissioner Marans asked if there are other playgrounds like this one in the area. Ms. Kelly said yes, that Commerce Township is in the process of building one.

7. Reports

B. Planning Department

3. Approval – Nonpoint Source Grant Application, Lake St. Clair Metropark

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners approve the Michigan Department of Environment, Great Lakes, and Energy (EGLE) non-point source pollution (NPS) grant application and associated match required for the Beach Restoration Project at Lake St. Clair Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board and said the proposed grant project will implement the conceptual design, which was approved by the Board in November 2018. It will feature plantings such as tall grasses and trees, sand screens, and acoustic bird deterrents. Interpretive signs will be installed to share project benefits.

Commissioner McCarthy said the diagrams show acoustic bird deterrents and he thought the Metroparks already had these deterrents. Ms. Kelly said staff is looking for funding for the acoustic deterrents.

Motion carried unanimously.

4. Report – Draft American with Disabilities Act (ADA) Transition Plan

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the presentation of the draft ADA Transition Plan update as presented by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on the draft ADA plan including the required contents – identification of physical obstacles, methods to make facilities accessible, schedule for making modification, naming an ADA coordinator and project timeline.

Ms. Kelly said staff used the most recent park maps to identify facilities and conducted field surveys to determine a priority ranking system based on the 2010 standards checklist from the Department of Justice (DOJ) and listed priorities one through seven. She also reviewed requirements for picnic facilities, playgrounds, programming and signage. She said the next steps is to integrate the transition plan with master planning and capital improvement planning.

Commissioner Marans said the plan was impressive and thanked staff for their work. He asked how braille on signage would be determined. Ms. Kelly said staff would use the resources through the FAIR Play Coalition.

Commissioner Marans asked if staff received feedback from the public. Ms. Kelly said yes.

Motion carried unanimously.

5. Report – North Branch Greenway Partnership Overview

Motion by Commissioner McCarthy, support from Commissioner Heise that the Board of Commissioners receive and file the North Branch Greenway Partnership Project report as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board and said the Metroparks has committed to a \$1,000 cash match for a \$32,740 planning grant received by Macomb County Planning and Economic Development through the Southeast Michigan Council of Governments (SEMCOG). The grant funding will be used to hire a consultant to facilitate development of planning and outreach activities regarding a greenway along the North Branch of the Clinton River throughout Macomb County.

Motion carried unanimously.

7. Reports

B. Planning Department

6. Approval – Draft Storm Water Management Plan

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the systemwide Storm Water Management Plan (SWMP) prepared by OHM Advisors, as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly introduced John Deslippe with OHM. Mr. Deslippe reviewed the project overview and said the first step in the planning process was to conduct a field study. Baseline data was collected, including identification of community comments and concerns, evaluation of stream channel and shorelines within park boundaries, inspection of culverts under 50 feet in length, outfalls, and oil and grit separators. He said approximately 94 miles of streambank, 65 miles of shoreline, 191 outfalls and 600 culverts were assessed in this project. Mr. Deslippe said overall, the Overall, the system was found to be in fair condition, with areas of high erosion on streams and shorelines, blocked or damaged culverts and outfalls and invasive species.

Commissioner Heise asked about the lifespan of the plan. Mr. Deslippe said there wasn't one.

Commissioner Marans asked if the Metroparks has done this before. Mr. Mike Henkel, chief of engineering services, said no.

Commissioner Heise asked when the plan should be updated. Mr. Deslippe said every five years for some aspects of the plan.

Commissioner Marans asked if there is a lot of funding or grants available. Mr. Deslippe said yes and having the plan in place will help with obtaining funds.

Commissioner Parker asked if there was a list of the critical elements. Ms. Kelly said yes, and that staff would send the information to commissioners.

Commissioner Quadrozzi asked if staff has begun looking at sources of funding. Ms. McMillan said yes.

Commissioner McCarthy asked if there is an assessment for wastewater. Mr. Henkel said yes.

Motion carried unanimously.

C. Engineering Department

1. Approval – Park Office Design Concept, Willow Metropark

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners (1) approve the building concept; and (2) authorize staff to move forward with the full design of a new park office building that will service Willow, Oakwoods and Lower Huron Metroparks as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel updated the Board on the project and requested design approval in order to move forward with the project.

Commissioner Parker asked if the building was strictly for office space or if it included event space for the public. Mr. Henkel said the design was for a functional office building.

Commissioner Parker asked what the difference was between the current building and new one. Mr. Henkel said the current office building is a converted steel building ~~with~~, the Police department offices are not LEIN compliant and there are structural issues with the current building.

Commissioner Marans asked is LEED guidelines were addressed. Mr. Pettitt with Straub, Pettitt, Yaste said the building is situated with the windows facing east-west in order to get

the natural light, all the offices would have operable windows and the building would be made of wood and would have a metal roof.

Commissioner Marans asked if staff would be able to reuse material from the existing building. Mr. Henkel said no, that not a lot is reusable.

Commissioner Parker asked if there were any energy saving items. Mr. Henkel said the building would be energy efficient with the appliances used in the building.

Motion carried unanimously.

7. Reports

C. Engineering Department

2. Bids – Culvert Replacement, Willow Metropark Golf Course

Motion by Commissioner Parker, support from Commissioner Heise that the Board of Commissioners award Contract 510-19-314 to DP Schwehofer Excavating in the amount of \$64,1900 as recommended by Chief of Engineering Services Mike Henkel and staff.

Motion carried unanimously.

3. Bids – Maintenance Yard Storm Water Improvements, Willow Metropark

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners (1) award Contract No. 510-17-313 to the low responsive, responsible bidder, Erie Construction, LLC in the amount of \$96,512; and (2) approve the transfer of funds within the Capital Project Fund from the Stony Creek Sanitary Sewer Rehabilitation Project as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel said the project includes the installation of a water control structure, excavation, placement of rip rap, outfall pipe installation and site restoration. The project will address runoff from the site before entering the river. The project will provide a retention basin for runoff for pretreatment.

Motion carried unanimously.

4. Bids – Farm Center Pasture Fence Replacement, Wolcott Mill Metropark

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners award Contract No. 713-19-053 to the low responsive, responsible bidder, Future Fence Company in the amount of \$37,891 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel said the existing pasture fence at the Wolcott Mill Farm is in poor condition and needs to be replaced and that the project includes the removal and disposal of the existing fence and installation of approximately 3,400 feet of woven wire pasture fence and gate installation.

Motion carried unanimously.

5. Bids – Sewer Rehabilitation, Stony Creek Metropark

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners award Contract No. 709-17-043 to the low responsive, responsible bidder, Inland Waters Pollution Control in the amount of \$51,162 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel updated the Board and said the project includes installing cured in place pipe lining of 1,102 feet of sanitary sewer. The existing sanitary sewer system is experiencing ground water infiltration through the pipe joints. Any infiltration into the system adds cost to the operation of the system. Pipe lining is a lower cost alternative to pipe replacement and will extend the life of the conveyance system.

Motion carried unanimously.

7. Reports

C. Engineering Department

6. Approval – Ray Township Property Exchange Agreement, Wolcott Mill Metropark

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve the land exchange agreement with Ray township as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel said the land agreement will exchange approximately 3.16 acres of Metroparks property for approximately 3.13 acres of property from Ray Township. The land exchange will benefit both parties as the Metroparks will be able to physically connect the Wolcott Farm with the Historic Center via a trail. Ray township will be able to expand their municipal services complex. He said connecting the Wolcott Farm and Historic Center has been a long-term goal for the Metroparks and will open up opportunities for programming between the two areas of the park.

Motion carried unanimously.

8. Closed Session

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners adjourn the regular meeting and enter into a closed session to consult with attorneys to (1) consider material exempt from discussion or disclosure by State law pursuant to Section 8 (h) of the Open Meetings Act and; (2) to consult with attorneys for the purpose of discussion and strategizing regarding specific pending litigation pursuant to Section 8 (e) of the Open Meetings Act.

ROLL CALL VOTE

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

Voting no: None

Absent:

Motion carried unanimously.

The regular meeting adjourned at 12:06 p.m.

Commissioner Marans reconvened the regular meeting at 12:25 p.m.

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners accept the recommendation of counsel as outlined in the closed session.

Motion carried unanimously.

9. Other Business

Commissioner Quadrozzi said she was not at the meeting last month for the discussion regarding raising the annual fee. She said the results from the recent polling survey supported raising the annual permit fees and that she doesn't think we (the Metroparks) would receive many complaints from patrons. Commissioner Quadrozzi said she would like the Board to reconsider raising the permit fees.

Motion by Commissioner Quadrozzi, support from Commissioner McCarthy that the Board of Commissioners approve increasing the annual permit fee and senior permit fee and to allocate the funding to trail maintenance.

Ms. McMillan said staff is working on packages for patrons when they visit various facilities. She said staff is working on gaining patron support by following through on projects and action items.

Commissioner Parker said he does not believe the Board should raise fees.

Commissioner Heise said if the Board is going to vote on an issue, it should be on the agenda.

Commissioner Marans said it should be added to the November agenda.

Commissioner Quadrozzi amended the motion.

Motion by Commissioner Quadrozzi, support from Commissioner McCarthy that the Board of Commissioners add approving increasing the annual permit fee and senior permit fee to the Nov. 14, 2019 meeting agenda.

Motion as amended carried unanimously.

10. Staff Leadership Update

Ms. McMillan said clean up at the Stony Creek boat launch area is underway.

Ms. McMillan said she received a letter from a law firm representing Wayne County regarding the capture and improper use of tax increment revenue by the Allen Park Downtown Development Authority. Wayne County would like the Metroparks to pay 2 percent of revenue received from the effort to look into the Allen Park DDA issue and improper activities.

Commissioner Heise asked if this was the only one. Ms. McMillan said there could be more.

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners authorize staff to move forward with an agreement with Wayne County.

Motion carried unanimously.

11. Commissioner Comments

Commissioner Williams thanked staff that attended the golf charity outing and said it was a good event.

12. Motion to Adjourn

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

The meeting adjourned at 12:37 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary