

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

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

Commissioners Present:

Robert W. Marans
Jaye Quadrozzi
Bernard Parker
Kurt Heise
Steve Williams (arrived at 10:33 a.m.)
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

None.

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

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners approve the regular meeting and closed session meeting minutes as presented.

Motion carried unanimously.

5. Approval – November 14, 2019 Full Agenda

Motion by Commissioner Heise, support from Commissioner Quadrozzi that the Board of Commissioners approve the November 14, 2019 agenda as presented.

Motion carried unanimously.

6. Approval – November 14, 2019 Consent Agenda

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve the November 14, 2019 consent agenda as presented.

Motion carried unanimously.

7. Preliminary Budget

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners (1) provide staff direction on the preliminary 2020 Budget; and (2) receive and file the preliminary 2020 Budget report as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock said the budget numbers were preliminary and would be reviewed by staff before a final budget for 2020 was brought to the Board for approval at the December meeting.

Commissioner Parker asked if golf course improvements were in the budget. Director McMillan said staff was developing a schedule of improvements for 2020 and beyond.

Commissioner Parker asked about replacement costs for the golf cart fleet and if the carts would still be maintained. Ms. Franchock said golf cart fleet replacement would move from the operations account to the capital equipment account since the amounts exceed the limits for operations.

Commissioner Parker asked why administrative costs were going up. Ms. Franchock said it was mainly due to a full year of wages and part-time wages in Human Resources. There were also more professional services fees in 2019. Also, 2020 will be the first full year for the chief of marketing and chief of diversity, equity and inclusion.

Commissioner Parker asked if there was a line item breakdown for the administrative office. Ms. Franchock said no.

Commissioner Parker said he would like to see a line item breakdown.

Commissioner Williams asked if there was an intern program. Ms. McMillan said funds were budgeted in 2019, but no one was hired due to all the changes.

Motion carried unanimously.

8. Reports

A. Administrative

1. Approval – Food and Beverages Concession Services

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners award RFP 2019-052 to Crank's Catering of Shelby Township, Michigan for a contract beginning January 1, 2020 with a term of three years with up to one, two-year renewal option to provide food and beverage concessions as recommended by Senior Buyer Heidi Dziak and staff.

Discussion: Senior Buyer Heidi Dziak explained the RFP process for the concession services contract.

Commissioner Parks asked if food trucks could be used. Ms. Dziak said yes.

Commissioner Parker asked how would staff verify sales. Ms. Dziak said she wasn't sure but would meet with finance.

Commissioner McCarthy asked if there was language in the contract about accounting. Ms. Dziak said yes, the Metroparks have the right to inspect records.

Commissioner Marans asked if choosing Cranks was based on cost. Ms. Dziak said no, other factors were involved.

Motion carried unanimously.

2. Approval – Annual Permit Fee Increase

Motion by Commissioner Quadrozzi, support from Commissioner McCarthy that the Board of Commissioners raise the annual permit fees as recommended by staff.

Discussion: Director McMillan updated the Board on the recommendation to increase annual permits and said that most people that buy daily permits come from urban areas. She said the parks would like to try a pilot program that runs from Jan. 1 – July 4, 2020, where patrons can apply up to four daily passes towards the purchase of an annual permit; the daily permits would need to be purchased on separate days. Ms. McMillan suggested the extra revenue be designated towards specific projects, but legal counsel has cautioned against it.

Commissioner McCarthy asked if the Board were to increase the annual permit fee, is it staff's intent to earmark the additional revenue to be used for specific projects. Ms.

McMillan said it may be appropriate to say the Metroparks have a list of capital project improvements that exceed the budget.

Commissioner Parker is not in favor of raising fees and said it would be an added hardship. He also said the Metroparks needs to learn to live within its means.

Commissioner Quadrozzi said the Metroparks spent a lot of money on the polling survey done this summer and the results said raising the permit fees would not cause a hardship.

Commissioner Marans said he likes the idea of applying the cost of a daily permit to purchase an annual permit. He also asked about marketing efforts. Ms. McMillan said there would be signage at the parks, at tollbooths, social media posts, etc.

Commissioner Rea asked when the last fee increase occurred. Ms. McMillan said senior prices went up \$4 last year as they were not in line with other fees. The annual permit increase by \$5 in 2016.

Commissioner Williams said fees have gone up two times in the last couple of years. He recognizes the value but does not want to see another increase. He said he likes the idea of applying the daily permit cost for an annual permit.

Commissioner Williams asked about a non-resident fee. Ms. McMillan said staff is planning a non-resident fee with a soft launch in 2020 with a full execution of the initiative in 2021.

Commissioner McCarthy asked if staff would be able to determine counties by the zip codes scanned at the tollbooths.

Commissioner Heise said zip codes do not necessarily determine the county. Ms. McMillan said because we know that people that come to the parks are generally local, staff already know the zip codes. Once the point-of-sale system is operations, staff will have a better idea of the counties.

Commissioner Parker asked the percentage of people that get annual permits at the gates. Ms. McMillan said it was a high percentage.

Commissioner Parker said he supports raising the fee for out of the five county area residents, but not for residents within the five counties.

Commissioners Parker and Williams voted no.

Motion carried.

8. Reports

A. Administrative

3. Approval – Executive Wage Salary Scale

Motion by Commissioner McCarthy, support from Commissioner Quadrozzi 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 Director Amy McMillan.

Discussion: Ms. McMillan updated the Board on the process for wage scale increases that was simplified since it was last presented to the Board. She explained the evaluation process and said evaluations would be a two-step process. Ms. McMillan said step increases would take place for the deputy director and chief of finance and that those wages would be capped at the same rates in the bargaining units.

Motion carried unanimously.

4. Report – Draft Purchasing Policy

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the draft Purchasing Policy as recommended by Director Amy McMillan and staff.

Discussion: Ms. McMillan said a draft purchasing policy was provided to the Board for review and that a final draft will be brought to the Board in December for approval.

Commissioner McCarthy asked if legal counsel had reviewed the policy. Ms. McMillan said yes.

Commissioner McCarthy asked how staff determined a starting point. Ms. McMillan said staff reviewed a lot of examples, reviewed the current policy and brainstormed on likes and dislikes.

Commissioner Parker asked if there was any county advantage. Ms. McMillan said no.

Commissioner Parker asked that language be added giving preference to vendors located in the five-counties the Metroparks serves.

Motion carried unanimously.

8. Reports

A. Administrative

5. Report – Monthly Marketing Update

Action taken under item 8-A-6.

6. Report – Marketing Plan Presentation for 2020

Motion by Commissioner McCarthy, support from Commissioner Williams that the Board of Commissioners receive and file the monthly marketing report and the marketing plan for 2020 as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Ms. Mauter requested feedback from the Board and said staff will bring the 2020 marketing plan to the Board for approval in January 2020.

Ms. Mauter reviewed the 2019 marketing plan, goals and achievements that included car counts, golf revenue, website engagement results, program attendance and media outreach results.

Ms. McMillan said she has been meeting with organizations and media outlets and will continue to do so into next year.

Commissioner Williams asked if staff reached out to SEMCOG about holding meetings at the Metroparks. Ms. McMillan said space is an issue but that the SEMCOG planning group held their meeting at Lake St. Clair over the summer.

Commissioner Williams asked if there was a master list of municipalities that staff could send the Metroparks map. Ms. Mauter said there she has a partial list.

Commissioner McCarthy asked if staff keeps track of camping at the Metroparks. Ms. McMillan said yes, and she will provide the data to everyone.

Commissioner Marans said it was an ambitious plan and he would like to see the outcome measures staff will be looking at a year from now.

Commissioner Parker said he would like to see more outreach to the city of Detroit and the urban areas.

Motion carried unanimously.

7. Report – Diversity, Equity and Inclusion Plan

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners receive and file the DEI plan as presented by Chief of Equity, Diversity and Inclusion Artina Sadler.

Discussion: Chief of Diversity, Equity and Inclusion Artina Sadler updated the Board on the Diversity, Equity and Inclusion plan and thanked Metroparks staff and the advisory team for their hard work. Ms. Sadler reviewed the “why” the Metroparks should have a DEI

plan, which included the business case for DEI, how to accomplish the mission, branding, bottom line and organization resilience and relevance. She reviewed a comparison of the region's diversity compared to the Metroparks and reviewed the mission, goals and objectives.

Ms. Sadler reviewed the approach and process that would be used to implement the DEI plan. She said there are several stages to implementing the plan – Forming, Storming, Retrenchment, Norming and Performing.

Commissioner Parker said he was trying to understand the goal of increasing by 20 percent. He asked if Ms. Sadler meant the 4 percent representing people of color. Ms. Sadler said the overall goal is to increase the people of color all levels of diversity.

Commissioner Parker also said he prefers African Americans over the term people of color. Ms. Sadler said when she refers to people of color she refers to people that do not identify as white.

Commissioner Parker said we should use the term African Americans and other people of color.

Commissioner Williams asked if people with disabilities were included in the 20 percent goal. Ms. Sadler said yes.

Commissioner Marans asked if all staff have received a copy of the report. Ms. Sadler said not yet as she wanted the Board to have it first and staff training was in progress. She also said the police department would have separate training as well as command staff training before May 2020.

Commissioner Williams asked if there was a hiring preference for veterans. Ms. McMillan said there was no hiring preferences.

Motion carried unanimously.

8. Reports

B. Finance

1. Report – October General Fund Financial Statement Review

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

Motion carried unanimously.

3. Approval – 2020 Fiduciary Insurance Renewal

Motion by Commissioner McCarthy, support from Commissioner Heise that the Board of Commissioners approve renewing fiduciary liability insurance for the premium amount of \$11,125 with the Johnston Lewis Associates with Chubb Insurance Company for 2020 as recommended by Chief of Finance Rebecca Franchock and staff.

Motion carried unanimously.

8. Reports

C. Planning Department

1. Approval – Flat Rock Dam Feasibility Study Match Commitment, Oakwoods

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners authorize staff to execute a funding commitment letter in the amount of \$12,000 (\$10,000 cash and \$2,000 in-kind) to the Huron River Watershed Council in support of their proposal to the Michigan Department of Natural Resources (DNR) Fisheries Habitat Program to study the feasibility of removing the Flat Rock and Huron dams as recommended by Chief of Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on the grant match and the project.

Motion carried unanimously.

2. Approval – ADA Transition Plan

Motion by Commissioner Rea, support from Commissioner McCarthy that the Board of Commissioners approve the updated Americans with Disabilities Act (ADA) Transition Plan as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board and said minor changes were made to the draft plan.

Motion carried unanimously.

3. Approval – Boat Launch Design, Stony Creek Metropark

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the conceptual site plan and development strategy for the Stony Creek Boat Launch facility as recommended by Chief of Planning and Development, Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on the project and reviewed the different phases involved with the project. She said the project would not exceed \$2.7 million.

Commissioner Marans said he thinks the shade structure could be a major focal point for the project.

Motion carried unanimously.

4. Report – Proposed Five-Year Strategy, Storm Water Projects

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners receive and file a prioritized list of projects from the Storm Water Management Plan as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board on the scope of the project.

Commissioner Heise asked if inflation was factored into the project. Ms. Kelly said yes.

Motion carried unanimously.

D. Engineering Department

1. Approval – Vehicular and Pedestrian Bridge Inspections, All Locations

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve proposal P-900-19-023 dated October 24, 2019, from Wade Trim Associates, in the amount of \$49,671.37 for a one-time inspection of vehicular and pedestrian bridge as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Mr. Henkel updated the Board on the background and scope of the project.

Motion carried unanimously.

8. Reports

D. Engineering Department

2. Bids – Meadowlark Accessibility Improvements, Indian Springs Metropark

Motion by Commissioner William, support from Commissioner Rea that the Board of Commissioners (1) award contract 715-19-028 to D&J Contracting, Inc. in the amount of \$75,324.15; and (2) authorize the transfer from the Unallocated Major Maintenance accounts of Lake St. Clair, Kensington and Stony Creek to the Indian Springs Unallocated Major Maintenance Account as recommended by Chief of Engineering Services Mike Henkel and staff.

Motion carried unanimously.

3. Bids – Pool Picnic Shelter Accessibility Improvements, Willow Metropark

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners (1) award contract 710-19-192 Genoa Contracting LLC in the amount of \$ 36,932.50; and (2) authorize the transfer from the Unallocated Major Maintenance accounts of Huron Meadows, Lake Erie and Stony Creek to the Indian Springs Unallocated Major Maintenance Account as recommended by Chief of Engineering Services Mike Henkel and staff.

Motion carried unanimously.

9. Other Business

None.

10. Staff Leadership Update

Ms. McMillan wished everyone a happy holiday.

11. Commissioner Comments

Commissioner Williams asked if staff was examining gender diversity. Ms. McMillan said yes.

Commissioner Williams asked if there were goals for volunteer services. Ms. Kelly, chief of planning and development, said the volunteer services supervisor was working with the chief of diversity, equity and inclusion on developing a plan.

12. Motion to Adjourn

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

The meeting adjourned at 12:46 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary