

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commissioners Work Session
December 12, 2019 – 9:00 a.m.
Administrative Office

1. Call to Order
2. Closed Session – for the purpose of consulting 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.
3. Lobby Update – Patrick Harrington, Muchmore Harrington Smalley & Associates
4. Public Participation
5. Motion to Adjourn

PUBLIC HEARING

2020 Budget

Huron-Clinton Metropolitan Authority

Board of Commission Meeting

December 12, 2019

Administrative Office

10:30 a.m.

- 1.** Call to Order
- 2.** Chairman's Statement
- 3.** 2020 Budget Review – Rebecca Franchock, Chief of Finance
- 4.** Public Participation
- 5.** Motion to Close the Public Hearing

Note: Action on the 2020 Budget will be taken during the regular meeting of the Board of Commissioners following the public hearing.

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
December 12, 2019 – After Public Hearing
Administrative Office

1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – November 14, 2019 Regular Meeting Minutes
5. Approval – December 12, 2019 Full Agenda
6. Officer Parks – Presentation of Graduation Certificate from Oakland Police K9 Academy

Consent Agenda

7. Approval – December 12, 2019 Consent Agenda
 - a. Approval – November Financial Statements
 - b. Approval – November 2019 Appropriation Adjustments **pg. 1**
 - c. Approval – 2018 Tax Levy Adjustments **pg. 3**
 - d. Bids – Indoor Live Turtle Exhibit Fabrication/Installation, Lake St. Clair Nature Center **pg. 4**
 - e. Bids – Roof Replacements, Lake Erie Metropark **pg. 6**
 - f. Report – Purchases over \$10,000 **pg. 8**

Regular Agenda

8. Approval – 2020 Budget and Resolution **pg. 9**

9. Reports

A. Administrative Department

1. Approval – 2020 Board Meeting Schedule **pg. 16**
2. Approval – 2020 Property and Liability Insurance Renewal **pg. 18**
3. Approval – 2020 Health Insurance Renewal **pg. 19**
4. Approval – Pollution Liability Insurance Renewal **pg. 20**
5. Approval – 2020 Worker's Compensation Insurance Renewal **pg. 21**
6. Report – November Marketing Update **pg. 22**

B. Finance Department

1. Report – November General Fund Financial Statement Review **pg. 26**
2. Report – Monthly Capital Project Fund Update **pg. 28**
3. Approval – 2020 Designation of Fund Balance **pg. 30**

C. Planning Department

1. Approval – Michigan Coastal Management Program Grant Application **pg. 31**
2. Report – Proposed Land Acquisitions and Divestments **pg. 33**
3. Report – Volunteer 2019 Annual Report **pg. 35**

D. Interpretive Department

1. Report – Summer Fun and Get Out and Learn Program Update **pg. 48**
2. Report – Oakwoods Nature Center Update **pg. 49**

E. Natural Resources Department

1. Report – Deer Management Update **pg. 50**

AGENDA
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Board of Commission Meeting
December 12, 2019 – After Public Hearing
Administrative Office
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- 10. Other Business
- 11. Staff Leadership Update
- 12. Commissioner Comments
- 13. Motion to Adjourn

A **Work Session** will take place prior to the Board Meeting
Thursday, Dec. 12, 2019 – 9:00 a.m.
Administrative Office

The next regular Metroparks Board meeting will take place
Thursday, Jan. 16, 2020 – 10:30 a.m.
Administrative Office



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – November Appropriation Amendments
Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners' approve the November 2019 Appropriation Amendments as recommended by Rebecca Franchock, Chief of Finance.

Background: The Metroparks ERP system provides a work-flow process to facilitate departmental budget management. Requested transfers are initiated by department staff and routed to the appropriate department head/district superintendent for review and approval. Finance provides a final review of the approved requests to verify that they do not negatively impact Fund Balance.

For the month of November, \$356,149 was transferred within and between the departments to cover over budget accounts or to move funds to the correct account. In addition, revenue accounts increased by \$12,938 and expense accounts increased by \$11,963 as a result of Foundation support. Finally, there were various adjustments to taxes receivable resulting in a net increase of \$453. The net impact on Fund Balance is a \$1,428 increase.

The result of these changes can be seen by Accounting Function and Location in the attached chart.

Attachment: November Appropriation Adjustments

**Huron-Clinton Metropolitan Authority
November 2019 Appropriation Adjustments**

Expense Accounts

	<u>Location</u>	<u>Expense Increase</u>	<u>Expense Decrease</u>	<u>Difference</u>
Capital	Administrative Engineering Staff	\$ -	\$ 71,315	\$ (71,315)
	Lake St. Clair	6,091		6,091
	Kensington	8,440		8,440
	Lower Huron/Willow/Oakwoods	82,167		82,167
	Hudson Mills	5,752		5,752
	Stony Creek	132,986	58,782	74,204
	Lake Erie	8,756		8,756
	Huron Meadows	4,555		4,555
	Total	\$ 248,747	\$ 130,097	\$ 118,650
Major Maintenance	Lake St. Clair	\$ -	\$ 64,190	\$ (64,190)
	Kensington	-	96,512	(96,512)
	Stony Creek	51,162		51,162
	Total	\$ 51,162	\$ 160,702	\$ (109,540)
Operations	Lake St. Clair	\$ 14,850	\$ 35,500	\$ (20,650)
	Kensington	14,740	14,740	-
	Lower Huron/Willow/Oakwoods	20,650	-	20,650
	Wolcott Mill	6,000	6,000	-
	Total	\$ 56,240	\$ 56,240	\$ -
Administration	Total	\$ -	\$ 9,110	\$ (9,110)
	Total Expense	\$ 356,149	\$ 356,149	\$ -

<u>Foundation/Insurance Support</u>		<u>Expense Increase</u>	<u>Revenue Increase</u>	<u>Net</u>
Operations				
	Kensington	\$ 3,134	\$ 4,109	\$ (975)
	Lower Huron/Willow/Oakwoods	3,085	3,085	-
	Wolcott Mill	5,744	5,744	-
	Total	\$ 11,963	\$ 12,938	\$ (975)
Total Foundation/Donation/Grant Support		\$ 11,963	\$ 12,938	\$ (975)

<u>Tax Adjustment</u>		<u>Revenue Decrease</u>	<u>Revenue Increase</u>	<u>Net</u>
	Current	\$ -	\$ 2,367	\$ (2,367)
	Prior	\$ 1,914	\$ -	\$ 1,914
	Total	\$ 1,914	\$ 2,367	\$ (453)



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief of Finance
 Subject: Approval – 2018 Tax Levy Adjustments
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve the 2018 Tax Levy Adjustments to decrease the current year receivable balance; and (2) write-off 2013 Delinquent Personal Property tax receivable balances as requested by Chief of Finance Beki Franchock and staff.

Fiscal Impact: As a result of this review the tax levy receivable and associated budgeted revenue will be decreased. The net fiscal impact is an expected decrease in the fund balance of \$152,471.31.

Background: At the start of each budget year, the Metroparks establishes a receivable account for the current year's tax levy. Since 2008, Metroparks has been estimating the amount of taxes that will be captured locally under various tax abatement programs or adjusted downward by Boards of Reviews. For the 2019 Budget, Metroparks initial levy was \$31,977,434 with estimated captured taxes of \$755,000 producing a "net" tax receivable balance of \$31,222,434. As tax payments are received during the year, they are applied to reduce the tax receivable balance.

Prior to year-end, it is necessary to reconcile the differences between Metroparks and County accounting records. During the past several months, staff has been working with various representatives of the five County Treasurers' offices to obtain information on the many 2018 tax levy adjustments from local tax abatement programs, Board of Reviews, Tax Tribunals, etc. In total, the actual tax levy adjustments reported by county treasurers' offices are \$824,670.94 compared to Metroparks estimated adjustments of \$755,000. This results in a net tax levy receivable decrease or write-down of \$69,670.94, as summarized below.

County	Estimated Tax Adjustments	Actual Tax Adjustments	Net Tax Write Up/(Down)
Livingston	\$30,000.00	\$24,182.54	\$5,817.46
Macomb	20,000.00	20,805.87	(805.87)
Oakland	285,000.00	298,623.59	(13,623.59)
Washtenaw	70,000.00	93,074.39	(23,074.39)
Wayne	350,000.00	387,984.55	(37,984.55)
Totals	\$755,000.00	\$824,670.94	\$(69,670.94)

At this time, it is appropriate to reduce the Metroparks tax receivable balances for uncollected delinquent 2013 personal property taxes as collection of these taxes is very unlikely. Macomb and Oakland Counties have sent Circuit Court Judgements striking these taxes from the tax rolls. Although staff does not receive copies of circuit court judgments from Livingston, Washtenaw, or Wayne Counties, it is also consistent to write off their 2013 receivable balances as well. The total tax receivable balances to write-off for all five counties is \$82,800.37.

Between the 2018 tax levy adjustment due to the current year reconciliations and the write off of the 2013 and the prior year's personal delinquent balances, the net decrease to the Metroparks tax receivable balance totals \$152,471.31. The net impact of these tax levy adjustments is a decrease to the Metroparks Fund Balance.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Jennifer Jaworski, Chief of Interpretive Services
 Project No: 2019-057
 Project Title: Bids – Indoor Live Turtle Exhibit Fabrication and Installation
 Project Type: Capital Improvement
 Location: Lake St. Clair Metropark
 Date: December 6, 2019

Action Requested: Motion to approve

That the Board of Commissioners award RFP 2019-057 to Spaces to Experiences of Marne, Michigan in the amount of \$30,000 for the design, fabrication and installation of a live turtle exhibit at Lake St. Clair Metropark Nature Center as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

Fiscal Impact: Funding will come from the Michigan Department of Natural Resources (DNR) Recreation Passport Grant Program in the amount of \$30,000.

Scope of Work: Turn-key exhibit design, fabrication and installation services for the Lake St. Clair Metropark Nature Center. The Contractor will fabricate and install the external structure of the indoor turtle habitat. The proposed plan will include a base cabinet with access doors, a tank with a watertight liner and a filtration system that includes all plumbing and mechanicals needed to operate. The tank operation will be fully self-contained. There will be four live turtles living in the tank, which include – Blandings, Map, Red-Eared slider and Painted.

Background: The Lake St. Clair Metropark Nature Center opened in 1989 through a DNR Trust Fund grant and private donations. The Nature Center features displays of freshwater coastal wetlands, taxidermy mounts, the historical use of the area, and live animals. Native animals (amphibians, fish and reptiles) are housed in tanks with mounted lights. While visitors enjoy seeing the live animals up close, the displays are dated. The live animal exhibits do not display wildlife in their natural environment. Ultimately, the new live turtle exhibit will provide an optimal learning experience that showcases the animals in their habitat and maximizes environmental education potential. It is designed to be both dynamic and informative.

This purchase was competitively bid and the Metroparks issued three Requests for Proposals (RFP) to identify a professional, experienced firm to fabricate and install the turtle habitat. The first RFP (#2019-035) was posted on May 28, 2019, on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 170 vendors, of which 20 vendors downloaded the RFP. Notice was also sent to 11 vendors by email; no proposals were received.

Staff contacted vendors known to have received the RFP and inquired as to why the vendors didn't submit a proposal. Some vendors indicated that the habitat design proposed in the RFP was expensive and didn't fit within the budget constraints laid out in the RFP. One vendor was concerned that the project would require more subcontract work than would be profitable.

Metroparks staff revised the proposed design of the habitat to eliminate curves in the habitat walls, and to allow vendors to suggest a design that would be more economical. This second RFP (#2019-051) was issued on July 10, 2019, on the MITN site, which provided notice of the solicitation to 367 vendors, of which 16 vendors downloaded the RFP. Notice was also sent to 11 previous vendors by email; no proposals were received.

Staff once again reached out to vendors to determine why they didn't offer a proposal in response to the RFP. Vendors commented that the budget was too low for what they felt they could provide. Unfortunately, some vendors did not realize they could submit an alternative habitat design to better accommodate the budget though this was indicated in the RFP.

Metroparks staff once again revised the RFP to expand and more fully convey the message that vendors could propose an alternative habitat design providing, of course, that it include the necessary dry and wet areas for the turtles.

This third RFP (#2019-057) was posted to the MITN site on Sept. 27, 2019, which provided notice of the solicitation to 367 vendors, of which 23 downloaded the RFP. The RFP was also emailed to nine vendors. Spaces to Experiences provided the only proposal. The vendor is an experienced exhibit manufacturer and will work with an aquarium builder to create the acrylic components of the habitat.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Spaces to Experiences	Marne, MI	\$30,000.00



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 712-19-126 and 712-19-127
Project Title: Roof Replacements Marshland Museum and Activities Area Buildings
Project Type: Major Maintenance
Location: Lake Erie Metropark
Date: December 6, 2019

Bids Received: November 26, 2019

Action Requested: Motion to Approve

That the Board of Commissioners award Contract No. 712-19-126 and 712-19-127 to the low responsive, responsible bidder, White Pine Building & Development in the amount of \$211,795 as recommended by Chief of Engineering Services Mike Brahm-Henkel and staff.

Fiscal Impact: The project is \$128,205 under budget.

Scope of Work: The work includes furnishing all labor, equipment and materials necessary to remove and replace existing shingles, underlayment, ridge vents, trim boards, gutters and flashing.

Background: The proposed project will replace roofs on the Lake Erie food concession, pool bathhouse, pool mechanical, Marshland Museum and the tot lot restroom building. The existing shingle roofs for the food concession and bathhouse were installed in 1999, the pool mechanical building in 1997, the Marshland Museum in 1994 and the tot lot restroom building in 1986. The shingles are degrading and need to be replaced. In addition, park staff has had to coordinate ongoing repairs.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
White Pine Building & Development	Shelby Twp.	\$211,795.00
KJP Roofing and Maintenance LLC	Chesterfield	\$240,810.00
Weather Seal Home Improvements Co. Inc.	Shelby Twp.	\$260,438.00
Genoa Contracting LLC	St. Clair Shores	\$307,600.00
Cross Renovation, Inc.	Livonia	\$346,000.00
LaDuke Roofing and Sheet Metal	Oak Park	\$521,200.00
Holbrooks Roofing Co., Inc.	Trenton	Non-Responsive
Howell Construction Services LLC	Howell	Non-Responsive

Budget Amount for Contract Services	\$ 340,000.00
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Work Order Amount

- Contract Amount – White Pine Building & Development	\$ 211,795.00
- Contract Administration	<u>\$ 4,000.00</u>
- Total Proposed Work Order Amount	\$ 215,795.00

This project was reported and publicly advertised in the following construction reporting outlets: MITN, Construction Association of Michigan, Reed Construction Data, Construction News Corporation, Construction News Service, HCMA Website, Builders Exchange of Michigan, McGraw Hill Dodge, Builders Exchange of Lansing and Central Michigan.

Current Roof Conditions

7-e-1



7/57



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Amy McMillan, Director
 Project Title: Update – Purchases over \$10,000
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners receive and file the update for purchases over \$10,000, up to, and including \$25,000 as submitted by Director Amy McMillan and staff.

Background: On May 9, 2013, the Board approved the updated financial policy requiring the Director to notify the Board of purchases exceeding \$10,000, up to, and including \$25,000.

The following list contains purchases exceeding the \$10,000 threshold:

<u>Vendor</u>	<u>Description</u>	<u>Price</u>
Eco – Counter, Inc.	Pedestrian and Bicycle Counter Administrative Office	\$14,980.00



HURON-CLINTON METROPOLITAN AUTHORITY

8
Meeting of December 12, 2019

To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – 2020 General Fund Budget and Resolution
Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners' approve the 2020 General Fund Budget and Resolution as recommended by Chief of Finance Rebecca Franchock and staff.

Fiscal Impact: The 2020 general fund budget as submitted makes use of \$2.7 million of fund balance.

Background: The proposed 2020 general fund budget for which approval is requested has been significantly revised from the preliminary proposed numbers reviewed at the November Board of Commissioners meeting. On the revenue side, park operations budgeted revenue has increased by \$731,000. More than offsetting this increase are increases in general fund expenditures totaling \$4.2 million. Overall revenue has been scheduled to reach \$54.5 million and expenditures total \$57.2 million. The net result is the planned use of \$2.7 million of fund balance.

The numbers presented have been reviewed and are recommended by staff. Additional adjustments to these numbers may be discussed based on input from Board members. The detail and full impact on these potential changes will be presented at the December budget hearing based on direction from Board members.

Overall Trends: Total revenue for the Metroparks is planned to increase from the 2019 estimated revenue of \$53.9 million by \$570,000 to \$54.5 million; an increase of 1 percent. This is primarily the net result of an \$840,000 increase in park operating revenue and a \$272,000 decrease in administrative office revenue.

The operating revenue increase is driven by an increase of \$5 in the regular and senior annual vehicle permit fees. Administrative Office revenues reflect nearly a \$1.0 million increase in tax revenue offset by decreases in grant (down \$521,000), interest (down \$220,000) and miscellaneous revenue (down \$381,000).

Budgeted expenditures are scheduled to increase by \$4.4 million from the 2019 estimated expenditure total of \$48.3 million to \$52.7 million. Nearly half the increase is in the category of major maintenance, which is budgeted to more than double, from \$1.8 million to \$3.7 million. This is reflective of the large number of priority projects that have been identified. There remains some question as to which of them will be able to be accomplished in 2020. It is possible that a portion of these funds will not be spent in 2020. Administrative office and park operations costs are also both projected to increase by just over \$1.0 million each. This represents a three percent increase to park operations and a 10 percent increase for the administrative office. Given the criteria used to develop the park operation expense budgets, it is anticipated, unlike in some previous budget years, there will not be a large surplus of unspent funds at year-end 2020.

The budget to provide funding to the Capital Project Fund (\$4.5 million) is virtually flat when compared to the 2019 amount of \$4.4 million. This amount is the net result of \$9.3 million of newly funded capital projects netted against \$1.0 anticipated grant funding and \$4.3 million of funds available from completed or canceled projects within the Capital Project Fund.

The chart below summarizes major budget categories and the impact on fund balance from the proposed 2020 general fund budget:

	2018 Actual	2019 Amended Budget	2019 Projected Actual	2020 Proposed Budget
BUDGETED REVENUES				
ADMINISTRATIVE				
PROPERTY TAX LEVY	\$ 31,675,974	\$ 32,045,720	\$ 32,035,828	\$ 33,018,609
GRANT REVENUE	976,902	54,000	532,977	-
DEVELOPMENT SUPPORT	99,288	20,000	61,450	20,000
INTEREST INCOME	707,124	200,000	720,639	500,000
SALE OF CAPITAL ASSETS	473,716	250,000	153,316	100,000
OTHER	791,122	316,120	767,945	362,000
PARK OPERATIONS				
OPERATING REVENUE	19,347,626	19,704,594	19,552,609	20,499,906
PARK DEVELOPMENT SUPPORT	112,476	153,039	114,559	7,770
TOTAL BUDGETED REVENUES - 2020	<u>\$ 54,184,229</u>	<u>\$ 52,743,472</u>	<u>\$ 53,939,323</u>	<u>\$ 54,508,285</u>
BUDGETED EXPENDITURES				
PARK OPERATIONS	\$ 32,843,622	\$ 35,749,355	\$ 34,654,805	\$ 35,714,850
ADMINISTRATIVE OFFICE	9,254,286	10,472,551	9,742,899	10,746,193
MAJOR MAINTENANCE	2,546,143	3,336,619	1,769,419	3,688,642
CAPITAL				
ENGINEERING, PLANNING & NATURAL	-	111,873	-	304,942
IMPROVEMENT PROJECTS	-	-	-	-
EQUIPMENT	1,836,784	2,137,448	2,137,303	2,262,216
LAND ACQUISITION	-	-	3,400	-
CAPITAL PROJECT FUND				
IMPROVEMENT PROJECT FUNDING	9,377,264	4,400,000	4,400,000	4,505,300
TOTAL BUDGETED EXPENDITURES - 2020	<u>\$ 55,858,099</u>	<u>\$ 56,207,845</u>	<u>\$ 52,707,826</u>	<u>\$ 57,222,143</u>
NET INCREASE (USE) OF FUND BALANCE	<u>\$ (1,673,870)</u>	<u>\$ (3,464,373)</u>	<u>\$ 1,231,497</u>	<u>\$ (2,713,858)</u>

2020 Recommended Budget: While the 2019 budget plan contained a significant number of structural changes, the 2020 budget is reflective of smaller adjustments. One area where fine-tuning took place was in operating expense budgeting. For 2020 park operating expenditures were guided by targeting actual hours work history for a base, as opposed to past practice, which had used prior budgeted hours as a base. The move to use actual worked data is expected to produce a budget that will be closer to actual results and not have large amounts of unused funding at year-end. If we have a blockbuster year staff funding may need to be increased but, in that event, additional revenue should be generated and produce a positive net result. Similarly, departments were directed to use actual material and service history to develop their budgets. This should also aid in resulting in smaller variances between budget and actual.

General Revenue: As noted above, the total 2020 general fund budgeted revenue is planned at \$54.5 million. This is a one percent increase over 2019 estimated revenue and a four percent increase over the original adopted budget amount of \$52.4 million. Tax revenue continues to provide the overwhelming majority of Metroparks funding at \$33 million with park operating revenue-generating most of the remainder at \$20.5 million. The remaining \$1.0 million is expected to primarily be generated through investment of available funds and sale of surplus equipment and materials.

Tax Revenue: Property tax revenue is the source of just over 60 percent of all Metroparks funding. At the beginning of this decade tax revenue was a much larger 67 percent of revenue. Efforts to grow other revenue sources to offset losses in tax revenue have helped close the gap in revenue.

Tax revenue as budgeted for 2020 is 7.6 percent higher than the actual tax revenue received in 2011. However, this has not been a slow, steady climb. Ten years ago, property tax values were still declining towards the low of \$27.7 million in 2013. Since that point, tax growth has been fairly steady, averaging 2.7 percent per year. Keeping tax revenue from climbing in pace with actual property value increases is the result of the return of further rollbacks of the Metroparks tax levy rate, starting with the 2017 levy. This ended 11 straight years at .2146 during the Great Recession. Property tax revenue for 2020 would be just over \$6.0 million higher if the full levy rate of .2500 was utilized.

The Headlee calculation has reduced the millage rate for the 2019 levy (which produces Metroparks 2020 revenue) from .2129 to .2117. This further reduction still allows an increase in property tax revenue of just over \$1.0 million, a 3.2 percent increase. The budget for tax revenue includes \$400,000 for an anticipated state of Michigan reimbursement for Industrial Personal Property Tax funding. The legislation that resulted in reduced IPPT also included a mechanism for reimbursement to local units of government providing sufficient funds are available at the state level. We have budgeted based on the assumption that funding will continue to be available in 2020.

As is normal practice, the property tax revenue budget includes an allowance for losses related to tax abatement programs, Michigan Tax Tribunal adjustments and other potential refunds. Board policy is to opt-out of tax increment financing initiatives where possible; however, many tax increment financing authorities were in place prior to the adoption of this practice. In addition, current legislation only allows the option to opt-out of certain types of TIFAs, even for new initiatives. For 2020 we have estimated that the loss from these sources will be \$775,000. The net result is \$33.0 million in expected revenue.

Operating Revenue: Total park operating revenue planned for 2020 is \$20.5 million. This is an \$841,000 increase from 2019 estimated park operating revenue of \$19.7 million. 2020 looks very much like 2019 with one notable exception. At the November meeting, the Board approved a \$5 increase in the regular and senior annual vehicle rates. This change is anticipated to produce \$900,000 in increased revenue in 2020.

Aquatics and Dockage facilities are planning on a more normal spring/summer weather pattern as well as a new replacement slide at Stony Creek yielding increased revenue totaling \$100,000.

PARK OPERATING REVENUE BY COST CENTER

	2019 Projected Actual	2020 Proposed Budget	Increase (Decrease)	% Increase (Decrease)
Aquatic Facilities	\$ 2,025,023	\$ 2,109,400	\$ 84,377	4.2%
Dockage/Boat Storage	353,346	370,200	16,854	4.8%
Boat Rental/Excursion Boat	527,879	523,612	(4,267)	-0.8%
Tolling	9,095,094	9,999,499	904,405	9.9%
Facility/Stage/Shelter Rental	577,160	585,325	8,165	1.4%
Golf Regulation/Par Three	5,416,633	5,400,160	(16,473)	-0.3%
Interpretive	734,507	630,543	(103,964)	-14.2%
Other	937,526	888,937	(48,589)	-5.2%
Total	\$ 19,667,168	\$ 20,507,676	\$ 840,508	4.3%

Grant Revenue: The majority of grants which are expected to be received by the Metroparks in 2020 are related to Capital Improvement Projects and are not reflected in the Capital Project Fund. 2019 grant revenue primarily relates to the operational components of several SAW grant initiatives completed in 2019. There are no known operational grants identified in the 2020 budget. As grants develop during the year the budget will be amended to recognize them.

Other Revenue Sources: During the latter half of 2019, interest rates have once again begun to fall as the reduction in 2020 expected interest reflects. In addition, 2019 revenue included significant payments from Blue Cross-Blue Shield, MMRMA and MCWCF. While staff hopes that the MMRMA and MCWCF distributions will continue to grow, there is no guarantee and it would not be prudent to include them in budgeted revenue. Similarly, the potential for a rate surplus payment from BCBS always exists but until the results are known it is just as likely that there will not be a payment, therefore, nothing was included in the 2020 budget. The sale of capital and non-capital surplus equipment is expected based on history and the planned replacement of a fleet of golf carts in 2020.

General Expenditures: Total expenditures for 2020 are expected to total \$57.2 million. This is an increase of \$4.5 million (8.5 percent). While funding for much of the planned expenditures in 2020 is relatively flat or stable, there are significant increases in both major maintenance (up 108.5 percent) and the administrative office (up 9.8 percent). Park operations increase by \$1.1 million, but this is only a 3.1 percent change from 2019 estimated expenditures. There are no funds scheduled for land acquisition. Should the Board determine that acquisition of land is beneficial or needed, there are funds committed in fund balance that could be used for this purpose.

Capital Project Funding: Again in 2020, all capital improvement projects are budgeted and tracked in the Capital Project Fund. Funds remain in the CPF unless the Board approves a transfer back to the general fund. For 2020, 35 new projects have been identified. These projects total \$9.3 million; \$4.3 million is estimated to be available within the CPF to help fund these projects from canceled or completed projects. An additional \$1.0 million is expected to be available from various granting agencies leaving the net funding needed from the General Fund at \$4.5 million. Significant projects include:

• Lake St. Clair – Electrical Grid (design in 2020)	\$1,000,000
• Kensington – Maple Beach	525,000
• Kensington – Hike Bike Trail Reconstruction	400,000
• Kensington – West Boat Launch – Accessible Kayak Launch	308,000
• Lower Huron – Hike Bike Trail Reconstruction	300,000
• Hudson Mills – Hike Bike Trail Reconstruction	300,000
• Hudson Mills – Rapids View Area Development	453,800
• Stony Creek – Boat Launch Building/Parking Lot	2,750,000
• Wolcott Mill – Farm to Mill Connector Trail (design in 2020)	1,000,000
• Systemwide – Backup Internet Fiber Installation	657,000

Capital Expenditures: Capital equipment and land acquisition continues to be planned for and tracked within the general fund. The 2020 budget also includes \$304,000 for engineering department staff and benefits that are expected to be used to support the design and construction of capital projects. As the work is completed it will be charged to the appropriate project in the CPF and funds will be transferred as needed.

The budget for capital equipment increased from the 2019 estimated expenditures by \$122,000 (5.7 percent). This is a decrease in general park capital equipment as 2020 includes \$413,000 for the replacement of a fleet of electric golf carts, which didn't occur in 2019 as the carts purchased in 2019 did not meet the capital equipment threshold.

Some of the more significant items planned to be purchased include:

• Mowers (12)	\$477,000
• Electric Golf Cart Fleet (70)	413,000
• Inflatable Water Slide	231,900
• Computer Equipment	193,000
• Police Vehicles (5)	160,000
• Forklift	130,000
• Staff Vehicles (3)	76,000
• Forage Harvester and Wagon	70,000
• Trucks (3)	95,000

Major Maintenance: 2020 Major Maintenance budget includes 57 projects totaling \$3.7 million. This is more than double the amount of funds estimated to be spent in 2019 and \$1.1 million more than has ever been completed in any single year. Nevertheless, staff felt that each project listed had value and priorities warranted the projects to be included in the 2020 budget. Up to 16 of the projects are expected to be park directed, which should help ensure progress on these initiatives as engineering staff has a large load with just the capital project work expected to be in developed and underway during 2020.

Significant projects included on the list are:

• Lake St. Clair – East Boardwalk Decking	\$150,000
• Kensington – Splash-n-Blast Flooring	210,000
• Kensington – Boat House Removal/Sink Hole Repair	150,000
• Kensington – Dam Concrete	100,000
• Lower Huron – Fishing Piers Erosion Reinforcement	100,000
• Lower Huron – Turtle Cove Marcite Replacement	155,000
• Willow – Huron River Shoreline Erosion Control	340,000
• Lake Erie – Marshlands Museum Roof Replacement	120,000
• Lake Erie – Pool Mechanical, Food Bar, Restroom Roof Replacement	220,000
• Wolcott Mill – Structural Repairs	250,000

Park Operations: As noted earlier, guidance for the 2020 budget directed staff to base the 2020 budget, not on prior budget targets or on 2019 estimates, but on 2018 actual expenditures for materials and services and on the most recent 12 months of actual hours worked for wages and fringes. Staff's goal is to continue to work toward a budget that is based on realistic expectations, and while conservative, does not overstate expenditures to the point where there are large variances at year-end. Some categories of expenditures were exempted from these guidelines (insurance, fuel, and utilities).

The chart below summarized park operating expenditure trends. Park full-time wages and fringes reflect a planned shift in the deployment of natural resources staff. These staff are housed in the administrative office charge where they work during the year. Depending on workloads, this shift may reverse, and the park and administrative office budgets will be adjusted. Increases in part-time wages are nearly 6 percent higher than 2019 estimated expenditures. This reflects some adjustment for a more normal spring/summer weather pattern as well as a 3 percent across the board wage increase. In materials and services, notable increases were predicted in utilities, operating supplies and outside services.

PARK OPERATING EXPENDITURES

Personnel Services	2018 Actual	2019 Estimated	2020 Budget
FT Wages	\$ 9,659,039	\$ 10,123,411	\$ 10,348,289
FT Fringes	6,979,790	7,270,884	7,255,967
PT Wages	6,859,706	7,425,663	7,847,029
PT Fringes	649,065	688,164	675,128
Total Personnel Services	\$ 24,147,600	\$ 25,508,122	\$ 26,126,413
Materials and Services			
Operating Supplies	\$ 1,640,518	\$ 1,532,414	\$ 1,636,782
Fuel	524,618	501,196	510,759
Insurance	562,399	559,079	569,555
Minor Equipment	855,035	900,191	921,006
Utilities	1,808,950	1,816,962	1,959,798
Outside Services	2,038,632	2,507,688	2,643,589
Other	1,265,872	1,329,153	1,346,947
Total Materials and Services	\$ 8,696,024	\$ 9,146,683	\$ 9,588,436
Total Park Operating Expense:	\$ 32,843,624	\$ 34,654,805	\$ 35,714,849

Administrative Office: The total administrative office is budgeted to increase by nearly \$1.0 million or 9.8 percent. Approximately \$100,000 of the growth in the administrative office is the shift of natural resource work mentioned above in park operations. Again, these staff will charge either park or administrative accounts depending on the nature of their work, and the budget will be adjusted to actual during 2020. Another growth reflects a full year of several new positions added in 2019. Offsetting this is the elimination of the fund development department. Part-time wage costs have been increased by the following:

- New internal document scanning position \$22,400
- 4,000 hours for new internship positions 47,300
- Full-year of provisional graphic artist position 12,800
- Full-year of GIS Technician 22,000

The following summarized expenditures trends at the administrative office. Of note in the area of materials and services are increases in outside services, primarily driven by marketing. Reductions in engineering equipment/software purchased through the SAW grant (\$100,000) was offset by increases in operating supplies for new signature recreation program development (\$150,000).

ADMINISTRATIVE OFFICE EXPENDITURES				
Personnel Services	2018 Actual	2019 Estimated	2020 Budget	
FT Wages	\$ 4,251,415	\$ 4,004,864	\$	4,343,058
FT Fringes	2,560,396	2,272,035		2,496,541
PT Wages	364,355	309,023		506,313
PT Fringes	30,194	23,271		39,725
Total Personnel Services	\$ 7,206,360	\$ 6,609,193	\$	7,385,637
Materials and Services				
Operating Supplies	\$ 213,779	\$ 207,008	\$	366,940
Fuel	21,811	29,096		49,400
Insurance	134,519	132,217		134,423
Minor Equipment	197,088	219,039		113,468
Utilities	140,265	138,431		158,329
Outside Services	1,189,596	1,948,523		2,362,899
Other	150,868	503,592		175,097
Total Materials and Services	\$ 2,047,927	\$ 3,177,906	\$	3,360,556
Total Park Operating Expenses	\$ 9,254,286	\$ 9,787,099	\$	10,746,193

2020 BUDGET RESOLUTION

MOVED BY: Commissioner
 SUPPORTED BY: Commissioner
 DATE: December 12, 2019

In accordance with the provisions of Public Act 621 of 1978, the Uniform Local Budgeting Act, Public Act 147 of 1939, the incorporation of the Huron-Clinton Metropolitan Authority and the By-Laws of the Huron-Clinton Metropolitan Authority, the Board of Commissioners, after due deliberation with the Director and her staff, does hereby adopt the 2020 General Fund Budget.

BE IT RESOLVED: That the 2020 revenues for the Huron-Clinton Metropolitan Authority are detailed in the Revenue section of the Budget and are summarized as follows:

Property Tax Levy	\$33,018,609
Park Operating Revenues	20,507,676
Interest Income	500,000
Sale of Capital Assets	100,000
Grants	0
Donation & Development Support	20,000
Miscellaneous	362,000
	<u>\$54,508,285</u>

AND BE IT RESOLVED: That the 2020 expenditures for the Huron-Clinton Metropolitan Authority are hereby appropriated on an overall category basis.

BE IT FURTHER RESOLVED: That all sections of the 2020 Huron-Clinton Metropolitan Authority Budget document be approved as submitted.

BE IT FURTHER RESOLVED: That the Director of the Huron-Clinton Metropolitan Authority is hereby authorized to make budgetary transfers within the appropriation centers established throughout this Budget, and that all such transfers will be subsequently presented to the Board of Commissioners for further action, in conformance with the provisions of the Michigan Uniform Budgeting Act.

AYES: Commissioners

NAYS:

ABSENT:

I, Amy McMillan, the duly appointed and qualified Director of the Huron-Clinton Metropolitan Authority, do hereby certify that the foregoing resolution was adopted by the Board of Commissioners at the regular scheduled meeting held in Brighton, Michigan on December 12, 2019.

 Amy McMillan, Director



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Amy McMillan, Director
 Subject: Approval – 2020 Board of Commissioners' Meeting Schedule
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners' (1) approve the 2020 Board of Commissioners meeting location schedule; and (2) approve Option 1, 2 or 3 for meeting changes as recommended by Director McMillan and staff.

Background: The proposed 2020 Board of Commissioners' meeting schedule is attached for review. All meeting dates are scheduled for the second Thursday of each month except for the January 2020 meeting, which is scheduled for the third Thursday due to the timing of the New Year holiday.

Proposed options for the 2020 meeting schedule are:

Option 1

- No change to meeting date (second Thursday of each month), with the exception of the January 2020 meeting, which would occur on the third Thursday of the Month.
- The meeting start time would remain the same at 10:30am.

Option 2

- The meeting time changes to 9:00am.
- Quarterly Pension and Retiree Health Care Trust meetings would take place after the regular monthly meeting.

Option 3

- The meeting time changes to 1:00pm with lunch served at noon.
- Months with quarterly workshops would have a working lunch.
- Quarterly Pension and Retiree Health Care Trust meetings would take place after the regular monthly meeting.

Attachment: 2020 Proposed Board of Commissioners Meeting Schedule

HURON-CLINTON METROPARKS 2020 PROPOSED BOARD OF COMMISSIONERS' MEETING SCHEDULE

Date	Site	Time	Location/Comments
Jan. 16	Administrative Offices 13000 High Ridge Drive Brighton, MI 48114	TBD	Administrative Office Board Room
Feb. 13	Administrative Offices 13000 High Ridge Drive Brighton, MI 48114	TBD	<i>Pension and Retiree Health Care Trust Meeting</i>
		TBD	Administrative Office Board Room
Mar. 12	Administrative Offices 13000 High Ridge Drive Brighton, MI 48114	TBD	<i>Board Work Session</i>
		TBD	Administrative Office Board Room
April 9	Kensington Metropark 4570 Huron River Parkway Milford, MI 48380	TBD	Nature Center
May 14	Stony Creek Metropark 4300 Main Park Road Shelby Township, MI 48316	TBD	<i>Pension and Retiree Health Care Trust Meeting</i>
		TBD	Nature Center
June 11	Oakwoods Metropark 32911 Willow Road New Boston, MI 48164	TBD	<i>Board Work Session</i>
		TBD	Nature Center
July 9	Hudson Mills Metropark 8801 North Territorial Road Dexter, MI 48130	TBD	Park Office / Activity Center
Aug. 13	Lake St. Clair Metropark 31300 Metro Parkway Mt. Clemens, MI 48046	TBD	<i>Pension and Retiree Health Care Trust Meeting</i>
		TBD	Thomas Welsh Activity Center
Sept. 10	Lake Erie Metropark 32481 West Jefferson Brownstown, MI 48173	TBD	<i>Board Work Session</i>
		TBD	Pool Area Food Bar
Oct. 8	Administrative Office 13000 High Ridge Drive Brighton, MI 48114	TBD	Administrative Office Board Room
Nov. 12	Administrative Office 13000 High Ridge Drive Brighton, MI 48114	TBD	<i>Pension and Retiree Health Care Trust Meeting</i>
		TBD	Administrative Office Board Room
Dec. 10	Administrative Office 13000 High Ridge Drive Brighton, MI 48114	TBD	<i>Board Work Session</i>
		TBD	Administrative Office Board Room



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Randy Rossman, Chief of Human Resources and Labor Relations
 Subject: Approval – 2020 Property and Liability Insurance Renewal
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners approve the suggested renewal for the 2020 property and liability insurance with the Michigan Municipal Risk Management Authority (MMRMA) as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Fiscal Impact: The renewal premium is included in the 2020 recommended budget.

Background: Since Jan. 2, 2013, The Metroparks have participated in a self-insured risk pool for property and liability insurance with the Michigan Municipal Risk Management Authority (MMRMA). The program provides for a \$15,000,000 liability coverage limit with a \$75,000 per claim self-insured retention level, a \$15,000 per vehicle/\$30,000 per occurrence on vehicle physical damage, property and crime deductible of \$1,000 and an annual cap on deductible expenses of \$255,000.

Based on the results of MMRMA's assessment of Metroparks operations and claims exposure, renewal rates for 2020 came in with an annual premium of \$609,570 including \$255,000 stop loss coverage. This is a \$49,237 reduction from the \$658,807 premium in 2019.

The Metroparks are also required to deposit an additional \$50,000 into the Member Self Insured Retention (SIR) Fund. These funds, which earn interest, are used to pay deductibles and losses that fall within the self-insured retention layer.

As MMRMA members, the Metroparks participates in the MMRMA's member net asset distribution program. The Metroparks received a payment from the distribution program in the amount of \$93,927 in December 2018 and staff expects a payment in the amount of \$129,885 in December 2019.

In addition, the Metroparks participates in the MMRMA Risk Avoidance Program (RAP). RAP provides grants for reimbursement of 50 percent of expenses up to \$50,000 for employee training, projects, equipment and services that reduce liability exposure. In 2019, the Metroparks received \$1,000 in reimbursements.

MMRMA staff also provides safety inspections and direction to staff on loss prevention initiatives and policies.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Randy Rossman, Chief of Human Resources and Labor Relations
 Subject: Renewal – 2020 Health Insurance Renewal
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners accept the recommended renewal for the 2020 employee and retiree medical and dental insurances as outlined below.

Fiscal Impact: The proposed 2020 Metroparks general fund budget includes sufficient funding for this recommended change.

Background: Due to a good claims experience over the last renewal period the Metroparks were facing an overall premium increase of \$195,792 (5.3 percent) to our health insurance program. The current plan has a deductible of \$2,000/\$4,000.

HDHP Medical Plan: Staff is recommending no change to our active employee and pre-65 retiree High Deductible Health Plan (HDHP). This plan will have a 5.8 percent increase in premium amounting to an annual increase of \$140,712 over our renewal rate.

Pre-65 PPO Retiree: Staff is recommending no change to the pre-65 retiree Community Blue PPO plan. This plan is currently in place for employees who retired prior to February 2013, including those retirees who retired in the negotiated early retirement window. This plan will have a 6.9 percent increase in premium amounting to an annual increase of \$7,136 over our renewal rate.

Medicare Advantage: Staff is recommending no change to the Medicare Advantage plan for post-65 retirees. This plan will have a 0.5 percent increase in premium amounting to an annual increase of \$3,448 over our renewal rate.

Dental: Staff is recommending no change to the employee and retiree dental plan through Blue Cross Blue Shield of Michigan Blue Dental. The plan will have a 16.5 percent increase in premium amounting to an estimated annual increase of \$44,496. Other carriers were solicited but none quoted lower than our current carrier renewal rate.

Vision: We are recommending no change to the vision plan through Eye Med. This plan has no change in cost.

Life and Disability: Staff is also recommending no change to our active employee Life and Disability plan through One America. This plan has no change in cost.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief of Finance
 Subject: Approval – Pollution Liability Insurance for 2020-2022
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners approve a three-year Pollution Liability insurance policy provided by Ironshore, a Liberty Mutual company for the period from January 1, 2020 to January 1, 2023 for the premium in the amount of \$61,475 as recommended by Chief of Finance Rebecca Franchock and staff.

Fiscal Impact: The cost of the policy will be allocated over the three-year term. For 2020 that cost is \$20,491.67. The 2020 general fund budget as proposed contains \$13,280 for Pollution Insurance coverage. \$7,211.67 will be transferred from other operations accounts to cover the variance in 2020.

Background: The Metroparks current Pollution Liability coverage, which is written on a five-year basis, ends Dec. 31, 2019. This \$5 million policy had been written through AIG Insurance Company. This fall, AIG notified Metroparks staff through our agent that they would no longer have this type of coverage.

The Metroparks agent reached out to 15 different carriers to obtain the best pricing. Prices were received from two insurance agencies, both for a three-year term.

The policy provides coverage for all the Metroparks above-ground storage tanks and includes a separation date between pre and new coverage back to Jan. 15, 1996.

<u>Vendor</u>	<u>Amount</u>
Ironshore, A Liberty Mutual Company	\$61,475
James River Insurance	\$90,964



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief of Finance
 Subject: Approval – 2020 Worker's Compensation Insurance Renewal
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners approve the Worker's Compensation insurance policy renewal provided by the Michigan Counties Workers' Compensation Fund (MCWCF) for 2020 for the estimated annual premium amount of \$484,797.79 as recommended by Chief of Finance Rebecca Franchock and staff.

Fiscal Impact: The 2020 renewal premium has been included in the 2020 budgeted fringe benefit calculation used in development of the 2020 general fund budget. The experience modification factor and rates are the same as the 2019 premium.

Background: Since Jan. 1, 2013, the Metroparks have participated in the Michigan Counties Workers' Compensation Self-Insured Fund (MCWCF). Full statutory coverage for workers' disability compensation and employers' liability is guaranteed by the Fund through authority granted by the state of Michigan under Chapter 6, Section 418.611, and Paragraph (2) of the Workers' Disability Compensation Act of 1969, as amended.

The premium for 2020 is based on budgeted hours. It will be audited for actual hours worked in 2021 and a final payment or return of premium will occur at that time.

Although this policy renews unless either party provides 60 days notification of termination, it is consistent with past practice that the Board formally approve the renewal.

It should be noted, as members of the MCWCF that the Metroparks are eligible to receive dividend refunds in the year following the completed audit of results. The Metroparks have received dividend refunds based on each plan year thus far in the following amounts:

- 2013 – \$2,970
- 2014 – \$8,900
- 2015 – \$14,600
- 2016 – \$31,000
- 2017 – \$40,000 (*expected to be received December 2019*)



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – November Marketing Update
Date: December 6, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the November Marketing report as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Attachment: November Marketing Report

Highlights from the Past Month

- Placed and created several holiday program print, digital and social ads.
- Finalized Fall TV commercials
- Promoted annual pass sales after board approved pricing. Online sales are currently much higher than 2019. It is expected that is the result of the \$5 savings people have by buying now instead of waiting. From Nov 16 - Nov 30, online sales revenue was roughly \$35,934 compared to \$11,883 in 2018.
- Coordinated the Giving Tuesday Campaign for the Maple Beach Accessible Playground project – working with Foundation and Planning Department staff on details.
- Discussed 2020 signature events with radio stations for possible partnerships in coordination with Planning and Park staff.
- Began inputting changes and board suggestions into Marketing Plan 2020.
- Worked with Truscott Rossman to schedule several relationship building meetings with Amy and marketing staff. Reference their included report for details.

Update on 2019 Marketing Goals

1. Increase awareness and understanding of the Metroparks brand and identity

See above highlights

2. Increase overall attendance by 30,000 vehicles in 2019

See board packet numbers. Final Comparison in January with final December numbers being available.

3. Track events we promote and their respective attendance

4. Track total interpretive attendance overall and per location

5. Increase Family reunions/picnics/events booked in the parks by 3-5 percent

Working with parks and operations staff on some dynamic pricing related campaigns to increase shelter reservations for 2020 particularly on the slower weekdays and non-peak parts of the season.

6. Support the organizational goal of increasing golf revenues systemwide to \$5,230,294

The November Year-to-Date golf revenue was at \$5,406,358 up approximately 8% from the three year average. We have organizationally passed the goal.

7. Increase Instagram followers to 2,000

Currently at 1,675.

8. Increase Facebook followers by 20 percent (Reach 14,000 by end of 2019)

Currently at 13,644.

9. Increase average Facebook engagement by 20 percent

We have already exceeded this goal. Current engagement for the year is 40,355. 2018 total year engagement was 20,000.

10. Increase average Instagram engagement by 20 percent

We're not quite there yet. Current engagement is 5,193 and 2018 was 5,500. Instagram continues to be the biggest engagement challenge due a lot to how the channel is set up and used. However, we are experimenting with different kinds of Instagram stories and strategies to try and increase this number.

MARKETING REPORT – NOVEMBER 2019

11. Grow email subscriber list by 10 percent (80,300 total subscribers by the end of 2019)

Currently list is at 85,997 subscribers

12. Maintain email open rate at industry benchmark. Benchmark = 26 - 27.5 percent

We are currently at an average open rate of 27.16% with the more segmented emails still delivering the higher open rates.

13. Increase earned media

The Metroparks were mentioned and featured in several articles and media rankings over the last month. The Metroparks were mentioned 217 times for a total audience of 15,970,861 according to our media tracking software, Critical Mention. Highlights include stories about Multiple cross-country events in the parks, several calendar listings. Truscott Rossman compiled a monthly report of their efforts over this time period and it is also attached for reference.

14. Build a library of diverse owned images and videos and eliminate use of stock imagery after one full year.

Ongoing.

15. Make visitor surveys available at all park events, interpretive programs and on our website

Conversations were also started with Planning, DEI, Interpretive, and Rec Programming Departments to work towards have a consistent evaluation that is used at all programs and events as well as available for passive park use and something for youth feedback. The target is to have something developed by January 2020, and that process would include input from all levels of the organization. Also exploring ways of surveying small sample groups on social media and email that are engagement with events/programs but not attending to get some feedback on that as well.

16. Survey response rate of 10 percent

See above.

17. Outreach events and relationship building

Working with Truscott Rossman on several media meet ups and relationship building meetings with various business and organizations including BCBS, Crains, Rotary Clubs, Detroit organizations, Detroit Chamber, Detroit CVB, large media groups, etc.

18. One Speaker presentation through Speakers bureau every week

Working with Truscott Rossman on some more reach outs to various organizations to get more of these presentations scheduled.

MARKETING REPORT – NOVEMBER 2019



Huron-Clinton Metroparks Public Relations and Communications Report Oct. 16 – Nov. 15, 2019

Summary of Findings & Performance Overview

- From Oct. 16 – Nov. 15, there was **one** media announcement regarding Huron-Clinton Metroparks' Get Out and Learn Program. The story was pitched to print, digital and broadcast outlets around southeast Michigan.

GET OUT AND LEARN PROGRAM

- Total placements: **5**
- Reach: **372,162+**

BROADCAST

- [WWJ – Nov. 12, 2019](#)

PRINT/DIGITAL

- [Press & Guide – Nov. 7, 2019](#)
- [The News Herald – Nov. 7, 2019](#)
- [The Oakland Press – Nov. 11, 2019](#)
- [Royal Oak Tribune – Nov. 9, 2019](#)

Upcoming Media Opportunities:

The following releases are under review by the Metroparks team:

- Annual pass sales
- Giving Tuesday

Metroparks Media Meetups:

Media meetups are continually being scheduled. See below for media meetups that took place from Oct. 16 – Nov. 15.

- **Nov. 6** – Mike Lee, Managing Editor, Crain's Detroit Business

Metroparks Speaker Opportunities:

Relationship Building and Speakers Bureau updates:

- Nov. 19, 11am – Meeting with Jennifer Hayes, Vice President, Invest Detroit
- Nov. 19, 1:30pm – Meeting with Horace Sheffield, DABO
- Nov. 20, 10am – Meeting with Brad Williams, Detroit Regional Chamber
- Nov. 20, 2pm – Meeting with Fay Beydoun, American Arab Chamber of Commerce
- Dec. 3, 11am – Meeting with John Walsh, Downtown Detroit Partnership



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief of Finance
 Subject: Receive – November General Fund Financial Statement Review
 Date: December 6, 2019

Action Requested: Motion to Receive

That the Board of Commissioners' receive the November 2019 General Fund Financial Statement Review as recommended by Rebecca Franchock, Chief of Finance.

Balance Sheet: The Oct. 31 balance sheet reflects cash assets on hand of \$2.7 million. Investments, consisting primarily of CD's, U.S. Treasury/Agency funds and municipal pooled funds totals \$38.9 million. The average rate of return on investments continues to decline. This month the average rate of return is again under 2 percent as renewal rates are in the neighborhood of 1.5 percent.

Taxes Receivable from the five counties totals \$227,000, offsetting this is \$171,000 that has been collected and received in advance of recording next year's levy by a community in Macomb County. The Net Taxes Receivable is \$44,000. Other assets total \$1.4 million. Anticipated grant funding related primarily to the SAW grants is reflected here as are the MMRMA self-insured retention funds. Funds are transferred from the Capital Project Fund at the beginning of each month for the payments that have been processed from the General Fund. At the end of September, the amount due to the General Fund from the Capital Project Fund is \$239,000. Liabilities and Fund Equity Categories reflect the balances approved at year end of 2018.

Park Operating Revenue: 2019 November operating revenue totaled just over \$308,000. This was approximately 6 percent less than November 2018; however, we still appear to be poised to reach our budget by year end. On a year-to-date basis we are still ahead overall by more than \$500,000.

Tolling and golf continue to support these improved results. Overall, year-to-date toll and golf revenue are each producing increases in excess of \$200,000. This is a 3 percent increase for tolling but nearly a 6 percent increase for golf. Tolling increases have been greatest at the Administrative online sales, Stony Creek, Kensington and Wolcott. Lake St. Clair, Lower Huron/Willow/Oakwoods and Hudson Mills parks continue to reflect year-to-date decreases compared to 2018.

Focusing on golf revenue, overall, this season revenue is up 5.7 percent. As with tolling, the results by location are mixed. While Kensington produced the most revenue in 2019 (\$1,031,000), Willow has produced slightly more growth year-over-year. \$101,000 (up 17.7 percent). Unfortunately, Stony Creek and Lake Erie revenues declined from the 2018 earnings. In total, golf courses netted \$5.4 million gross revenue against a \$5.2 million budget.

As reviewed last month, of all aquatic facilities only Kensington Splash-n-Blast and the Lake Erie Great Wave were able to meet their revenue budget, with Kensington the only aquatic facility to increase revenue. On the positive side, even though aquatic facilities revenue declined \$25,000 in 2019, the net loss incurred decreased by more than \$62,000. Aquatic facilities fell short of budgeted revenue by \$106,000.

Other Revenue: Tax revenue is up \$250,000 over the prior year. Grant revenue reflects a significant decrease, down \$1.0 million which is only partially offset by an increase of \$284,000 in interest revenue. Sale of capital assets reflects a decrease due to correcting the treatment of the sale of non-capital items in the auction. These items are now appropriately reflected in the correct account.

Administrative Expenditures: Administrative office expenditures total \$8.5 million at the end of November 2019. This is an increase of \$320,000 from the year-to-date total as of one year ago. There have been significant changes in the Administrative Office structure as compared to 2018. For example, nearly \$400,000 of Natural Resources work has been shifted to park operations where the work is performed. Several smaller departments were absorbed into their parent department as well as accompanying staff changes. Also, as noted in previous months, professional and outside services account for the largest increase (up \$616,000 year-to-date).

Park Operating Expenditures: Total year-to-date park operating expenditures are at \$31.1 million compared to \$30.4 million spent at this point in 2018; a \$664,000 increase. The shift charging Natural Resources work to park operations totals \$769,000. Golf, Police, Interpretive facilities and general cost centers are also up. Offsetting these increases are decreases in administrative and aquatic expenditures.

In reviewing accounts across the parks, operating supplies, minor equipment and fuel are all down over the expense total as of Oct. 31, 2018. Full and part-time wages increased. A large portion of the wage increase is related to the Natural Resource cost shift. Work contracted to outside services also has a significant increase, up by \$323,000 (17.5 percent). If expenditures remain on pace, park operations will be significantly under budget again in 2019.

Major Maintenance Expenditures: The nature of major maintenance expenditures makes it difficult to make year-to-year comparisons. More than 40 separate projects are included in the 2019 budget ranging from \$10,000 to \$500,000, they total \$3.3 million. Currently, projects have been written totaling \$1.6 million. Project payments made as of the end of November total \$886,000. It is expected that several additional projects for accessibility, boardwalk and aquatic repairs will be started and be substantially completed by yearend.



HURON-CLINTON METROPOLITAN AUTHORITY

9 - B - 2
Meeting of December 12, 2019

To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – Monthly Capital Project Fund
Date: December 6, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Capital Project Fund report as submitted by Rebecca Franchock and staff.

Background: In 2018, the Board of Commissioners approved the creation of a capital project fund. In order to improve the information provided on specific capital improvement projects Finance is working on developing a monthly performance report.

The following columns of data are provided by project:

- Life-To-Date Total Project Budget
- Year-To-Date Total Project Expenditures
- Life-To-Date Total Project Expenditures
- Current Project Encumbrances (Funds committed through the purchase order process)
- Balance (Life-To-Date Budget less Life-To-Date Expenditures and Current Encumbrances)

Project updates include:

- Lake St. Clair – Park maintenance area SAW Grant projects have been completed.
- Kensington Shoreline Protection and Lower Huron Turtle Cover Screen wall work have also been completed. These projects which covered multiple years were accomplished at below the original planned amount and will not meet capitalization levels.
- Kensington secondary containment of fuel storage project has been cancelled. These funds will be available to fund 2020 capital improvement projects.
- Stony Creek sanitary sewer rehabilitation project has been cancelled. The majority of the original budgeted funds were used for other projects or major maintenance work. The needed work was completed at a lower cost in major maintenance.

The current reporting provides financial information regarding payments that have been processed as well as budget information on all capital project fund projects. In 2020, staff will augment this information with a more in-depth report following each quarter. Mike Henkel, chief of engineering services and finance staff will collaborate to provide additional non-financial information on the status of all major maintenance and capital project fund developments. This will allow a more transparent view of the life of a project, from the conceptual stage, through design, bidding, and permitting to actual construction and development. With the volume of work budgeted in 2020 this information will allow the Board, staff and public to be better informed.

Attachment: November Capital Project Fund Update

**Capital Project Fund Report
Period Ending 11/30/2019**

Project Code	Project Description	Location	Category	Life to Date Budget	Year to Date Expenditures	Life to Date Expenditures	Life to Date Encumbrance	Balance	Project Status
50217.677	Black Creek Shore Fishing Access	Lake St Clair	Other Improvements	139,522.54	133,185.05	139,418.88	0.00	103.66	
50217.679	Nature Center Improvements-DNR Passport Grant Funded	Lake St Clair	Building	61,028.69	1,028.69	1,028.69	15,191.42	44,808.58	
50217.683	Pump Station No. 1 Replacement-SAW Grant	Lake St Clair	Other Improvements	385,885.41	312,638.31	340,701.31	45,087.90	96.20	
50217.684	Park Maintenance Area Stormwater Improvements-SAW Grant	Lake St Clair	Infrastructure	188,753.59	157,866.02	171,024.26	0.00	17,729.33	Completed
50218.687	Truck Hoist	Lake St Clair	Building	42,410.00	0.00	0.00	0.00	42,410.00	Completed
50416.1098	Shoreline Protection	Kensington	Land Improvements	18,721.35	0.00	17,684.05	0.00	1,037.30	Completed
50417.1107	Maple Beach Site Improvements	Kensington	Other Improvements	912,300.55	38,761.00	108,250.55	800,000.00	4,050.00	
50417.1111	Sanitary Sewer Connections, Park Area & Farm - SAW Grant	Kensington	Infrastructure	1,531.71	0.00	0.00	0.00	1,531.71	Cancelled
50418.1113	Nature Center Exhibits	Kensington	Other Improvements	16,116.68	27,069.20	30,897.88	0.00	(14,781.20)	
50419.1116	Secondary Containment of Fuel Storage	Kensington	Other Improvements	50,000.00	0.00	0.00	0.00	50,000.00	Cancelled
50419.1117	Installation of Fiber at Tollbooth near Golf Course	Kensington	Infrastructure	31,227.69	27,020.45	27,020.45	0.00	4,207.24	Completed
50618.489	Turtle Cove Screen Wall	Lower Huron	Building	12,580.00	12,580.00	12,580.00	0.00	0.00	Completed
50619.491	North Fishing Site Redevelopment	Lower huron	Other Improvements	904.59	904.59	904.59	0.00	0.00	
50519.126	Iron Belle Trailhead	Dexter-Delhi	Land Improvements	48,485.90	4,346.82	4,346.82	0.00	44,139.08	
50817.213	Golf Course Maintenance Area Stormwater Improvements-SAW Grant	Hudson Mills	Infrastructure	218,494.33	10,800.01	19,089.66	18,210.00	181,194.67	
50818.215	Island Bridge Replacement	Hudson Mills	Other Improvements	216,381.82	49,187.21	52,666.82	163,715.00	0.00	
50916.532	Boat Launch Site Redevelopment	Stony Creek	Other Improvements	5,354,346.53	(39,124.88)	1,083,239.49	0.00	4,271,107.04	Cancelled
50917.542	Baypoint Beach Site Improvements	Stony Creek	Other Improvements	1,178,667.19	33,343.55	100,467.19	1,075,000.00	3,200.00	
50917.547	Sanitary Force Main Replacement-SAW Grant	Stony Creek	Infrastructure	435,650.06	393,403.45	435,498.78	20.00	131.28	Completed
50918.548	Shelden Trails Redevelopment	Stony Creek	Infrastructure	211,833.61	24,724.61	48,934.61	0.00	162,899.00	
50918.549	Baypoint Sanitary Pump Replacement	Stony Creek	Infrastructure	43,929.69	684.18	43,926.77	0.00	2.92	Completed
50918.550	26 Mile Road Bridge & Deck Rehabilitation-Design/Study	Stony Creek	Infrastructure	916,667.25	780,377.93	857,766.25	0.00	58,901.00	Completed
50919.552	Sanitary Sewer Rehabilitation	Stony Creek	Infrastructure	6,069.00	0.00	0.00	0.00	6,069.00	Cancelled
50920.553	Boat Launch Parking Lot Reconstruction	Stony Creek	Other Improvements	6,537.65	6,537.65	6,537.65	0.00	0.00	
50920.554	Boat Launch Building Redevelopment	Stony Creek	Building	2,091.93	2,091.93	2,091.93	0.00	0.00	
51017.311	Park Office Replacement	Willow	Building	2,139,909.25	41,125.64	72,555.56	40,550.00	2,026,803.69	
51017.313	Service Yard Stormwater Improvements-SAW Grant	Willow	Infrastructure	116,672.17	10,883.47	20,595.07	0.00	96,077.10	
51019.314	Golf Course Culvert Replacement	Willow	Infrastructure	70,670.85	6,480.85	6,480.85	64,190.00	0.00	
51118.110	Oakwoods Nature Center Exhibit Design	Oakwoods	Other Improvements	600,000.00	106,168.25	106,168.25	493,831.75	0.00	
51119.111	Flat Rock Dam Boom Installation	Oakwoods	Other Improvements	28,188.69	3,188.69	3,188.69	0.00	25,000.00	
51215.228	Pool Backwash Connection	Lake Erie	Other Improvements	178,861.59	176,796.71	186,629.91	0.00	(7,768.32)	Completed
51218.238	Course Storm Siren	Lake Erie	Building	27,381.00	27,381.00	27,381.00	0.00	0.00	Completed
51218.239	Shoreline and Fish Habitat Restoration	Lake Erie	Other Improvements	1,612,921.02	28,266.26	28,430.28	160,376.74	1,424,114.00	
51319.139	Mill Building Stabilization and Repairs	Wolcott	Building	100,000.00	7,195.00	7,195.00	15,745.00	77,060.00	
51319.140	Generator Hookup at Farm	Wolcott	Infrastructure	30,000.00	0.00	0.00	0.00	30,000.00	
51319.141	Farm Fence Installation along 28 Mile Rd	Wolcott	Other Improvements	27,645.95	8,116.02	8,116.02	0.00	19,529.93	Completed
51618.091	Demolition of 4 Quonset Huts in Service Yard Area	Huron Meadows	Building	215,891.23	154,752.26	163,639.30	0.00	52,251.93	Completed
51619.092	Lightning Detection System Installation	Huron Meadows	Building	27,281.00	27,281.00	27,281.00	0.00	0.00	Completed
Grants	50217.679 - Nature Center Building Improvement	Lake St Clair		(45,000.00)	0.00	0.00	0.00	(45,000.00)	
Grants	50217.683 - Pump Station No. 1 SAW Grant	Lake St Clair		(150,000.00)	0.00	0.00	0.00	(150,000.00)	
Grants	50918.548 - Shelden Trail	Stony Creek		-	0.00	0.00	0.00	0.00	
Grants	50519.126 - Iron Belle Trailhead	Dexter-Huron		(38,742.00)	0.00	0.00	0.00	(38,742.00)	
Grants	51118.110 - Nature Center New Exhibits	Oakwoods		(15,000.00)	0.00	0.00	0.00	(15,000.00)	
Grants	51218.239 - Coastal Marsh Habitat & Trail Development	Lake Erie		(1,500,000.00)	0.00	0.00	0.00	(1,500,000.00)	
				\$ 13,926,818.51	\$ 2,575,060.92	\$ 4,161,737.56	\$ 2,891,917.81	\$ 6,873,163.14	



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Rebecca Franchock, Chief of Finance
 Subject: Approval – 2020 Designation of Fund Balance
 Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners' approve the Fund Balance Commitments and Assignments for 2020 in accordance with Governmental Accounting Standards Board Statement No. 54 as recommended by Chief of Finance Rebecca Franchock and staff.

Background: In March 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions. The objective of the statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that comprise a hierarchy based primarily on the extent to which a governmental entity is bound to observe constraints imposed on the use of the resources.

- Restricted fund balance results from externally imposed constraints put on resources.
- Committed fund balance represents amounts that have been formally set aside by the Board of Commissioners for use for specific purposes. Commitments are made and can be rescinded only via resolution of the Board.
- Assigned fund balance represents an intent to spend resources on specific purposes expressed by the Board of Commissioners or a person authorized by the Board to make those assignments. An assignment is less restrictive than a commitment.

The following are estimated amounts recommended for the 2019 designation of Restricted, Committed and Assigned Fund Balance as required under GASB 54.

Restricted Fund Balance:

- | | |
|--|-----------|
| • Lake St. Clair Marina (grant requirement) | \$350,000 |
| • Hudson Mills Canoe Livery (contract requirement) | 15,700 |

Committed Fund Balance:

- | | |
|---------------------------|-----------|
| • Land | 5,536,700 |
| • Rate Stabilization Fund | 1,178,900 |

Assigned Fund Balance:

- | | |
|--|-----------|
| • Planned Use of Fund Balance | 2,713,900 |
| • Compensated Absences (sick and vacation) | 3,693,000 |
| • Encumbrances | 700,000 |

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Approval – Michigan Coastal Management Program grant application
Location: Lake Erie Metropark
Date: December 6, 2019

Action Requested: Motion to Approve

That the Board of Commissioners approve the Michigan Department of Environment, Great Lakes, and Energy (EGLE)'s Michigan Coastal Management Program (MCMP) grant resolution and \$183,964 as match to implement green infrastructure projects in Lake Erie Metropark, as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: The total project cost is \$367,892 to implement 17 green infrastructure projects identified as priorities in the recently-approved Storm Water Management Plan. The Metroparks would contribute 50 percent of the total project cost, equivalent to \$183,946 in matching funds and in-kind services.

Background: The MCMP "invests and partners to protect, preserve, restore, enhance, and wisely develop the natural and culturally historic resources on Michigan's coasts." At the October 2019 meeting, the Board approved the Storm Water Management Plan for the Metroparks. Among other types of projects, green infrastructure projects (e.g. rain garden development near the Marshlands Museum) were identified for each park. This application proposes to implement all of the recommended green infrastructure applications within Lake Erie Metropark. Cost estimates identified in the plan documents were used to develop the proposed budget.

If awarded, the proposed project would be completed no later than Dec. 31, 2021.

Attachment: Michigan Coastal Management Program Grant Application Resolution

**HURON-CLINTON METROPOLITAN AUTHORITY
13000 HIGH RIDGE DRIVE, BRIGHTON, MICHIGAN 48114**

**MICHIGAN DEPARTMENT OF ENVIRONMENT,
GREAT LAKES & ENERGY
COASTAL MANAGEMENT PROGRAM REQUEST FOR PROPOSAL**

Resolution No. 2019-16

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON DECEMBER 12, 2019, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, The Huron-Clinton Metropolitan Authority is submitting a proposal for Michigan's Coastal Management Program for green infrastructure improvements at Lake Erie Metropark

WHEREAS, the storm water management plan developed and approved for Lake Erie Metropark

WHEREAS, funding is available from the U.S. Department of Commerce through the Coastal Management Program, and

WHEREAS, total project cost is estimated up to \$367,892, 50 percent of which would be funded through the Coastal Program and 50 percent would be a local match;

NOW, THEREFORE, BE IT RESOLVED, that the Huron-Clinton Metropolitan Authority approves the submission of the grant application to the Michigan Coastal Management Program for up to \$183,946 for the improvements to Lake Erie Metropark and commits that the local match shall be provided if the project is funded.

AYES: Commissioners: _____

NAYS: Commissioners: _____

ABSTAIN: Commissioners: _____

ABSENT: Commissioners: _____

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Huron-Clinton Metropolitan Authority on December 12, 2019.

Steve Williams, Secretary



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Nina Kelly, Chief of Planning and Development
 Subject: Report – Proposed Land Acquisitions and Divestments
 Date: December 6, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the attached maps showing proposed land acquisitions and divestments throughout the Metroparks as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: There is no immediate fiscal impact.

Background: At the September meeting, Planning and Development staff presented a review of the Metroparks acquisition and divestiture policies. Additionally, current opportunities for acquisition and divestment were discussed and approval received to move forward. Staff is currently engaged in conversation with the existing property owners for the potential acquisitions at Lake St. Clair Metropark and Indian Springs Metropark and are working with local officials on the potential divestments at Lake St. Clair Metropark.

As a starting point for discussion regarding strategy for the Metroparks as a system, staff have updated maps showing potential acquisitions and divestments within and/or adjacent to park boundaries. Expanding upon the existing policies, Planning and Development staff worked with the Deputy Director to identify the following guidelines for developing these maps:

Divestments

- For land leased for recreation
 - Connect with Townships/cities currently leasing land from HCMA to determine if, at the end of their lease, they would like the option to purchase
- For land leased for agriculture
 - After leases expire in 2021, revert land back to recreation or renew lease – no divestment
- For land not contiguous to a Metropark proper
 - Seek to divest if possible.
- For existing land within Metropark boundaries
 - No divestment proposed of encumbered land (exceptions at Lake St. Clair as previously presented)
 - No divestment of riverside or lakeside property

Acquisitions

- Seek to fill gaps in parkland where possible
- Protect riverside/lakeside property
- Seek to provide connectivity within park boundaries
- No acquisitions for aesthetic reasons (e.g. around park entrances for “grander” entrance)

Not shown in these maps are additional properties along the Huron River between Oakwoods and Lake Erie (totaling approximately 180 acres) that are owned by the Metroparks but are non-contiguous to a Metropark. Further investigation is needed on these properties to determine how best to proceed.

Staff anticipates bringing this topic back before the Board in March 2020 for approval of recommended actions.

Attachment: Link for Potential Property Acquisition and Divestments Maps

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Aasc%3AUS%3A545f4c78-9225-433a-a98f-59105a31c4eb>

**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Report – Volunteer Handbook/Policy Manual and 2019 Annual Report
Date: December 6, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Volunteer Services 2019 Annual Report as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: There is no immediate fiscal impact.

Background: Beginning in 2019, Volunteer Services moved into the Planning and Development Department. Among other activities, the Volunteer Services Supervisor is responsible for scheduling workdays with Natural Resources, soliciting volunteers for events/programs upon request, and coordinating with corporate and other partners for special volunteer projects (e.g. Kensington Nature Center amphitheater, Oakwoods Nature Center hawk and owl mews).

Volunteers serve as an extension of Metroparks staff, enabling more to be done with these additional human resources. The Volunteer Services Supervisor works collaboratively with staff across the system to ensure that volunteers are solicited strategically to fulfill specific needs.

The 2019 Annual Report demonstrates the value of Metroparks volunteers, diversity of experiences throughout the system, and identifies preliminary goals for growing the program.. Further development of new initiatives will be forthcoming in early 2020.

Attachments: 2019 Volunteer Services Annual Report

VOLUNTEER SERVICES: 2019 ANNUAL REPORT



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“I volunteer for the Metroparks, simply put, because I truly love helping people. But what I love most about volunteering at the Metroparks, is the camaraderie. There’s a special comfort being in the company of like-minded people, who adore and appreciate all things in nature, as much as yourself.”

Heather, Lake Erie Metropark Marshlands Museum volunteer

Cover Photo: Ford Motor Company employees volunteer to prep the area for the new amphitheater at the Kensington Nature Center.



OVERVIEW

The Metroparks Volunteer program supports the park systems missions in Education, Recreation, and the Stewardship of Natural Resources by engaging individual and group volunteers in meaningful activities and projects.

Metroparks volunteers enhance land management by removing invasive species with our Natural Resources team. At our Nature and Farm Centers they assist with regular programs and daily chores. On the Metroparks eight golf courses, our special events and fundraisers could not happen without them. Maintenance and Operations staff even rely on dedicated volunteers for help with park/river clean-ups and minor projects.

The valuable efforts Metroparks dedicated volunteers help to make the Metroparks a premier regional park system.



Photo 1: Bailey Price, a senior at Shorian High School and Farm Center volunteer, was recognized as 'Volunteer of the Year' for Wolcott Mills Metropark 2 years in a row!

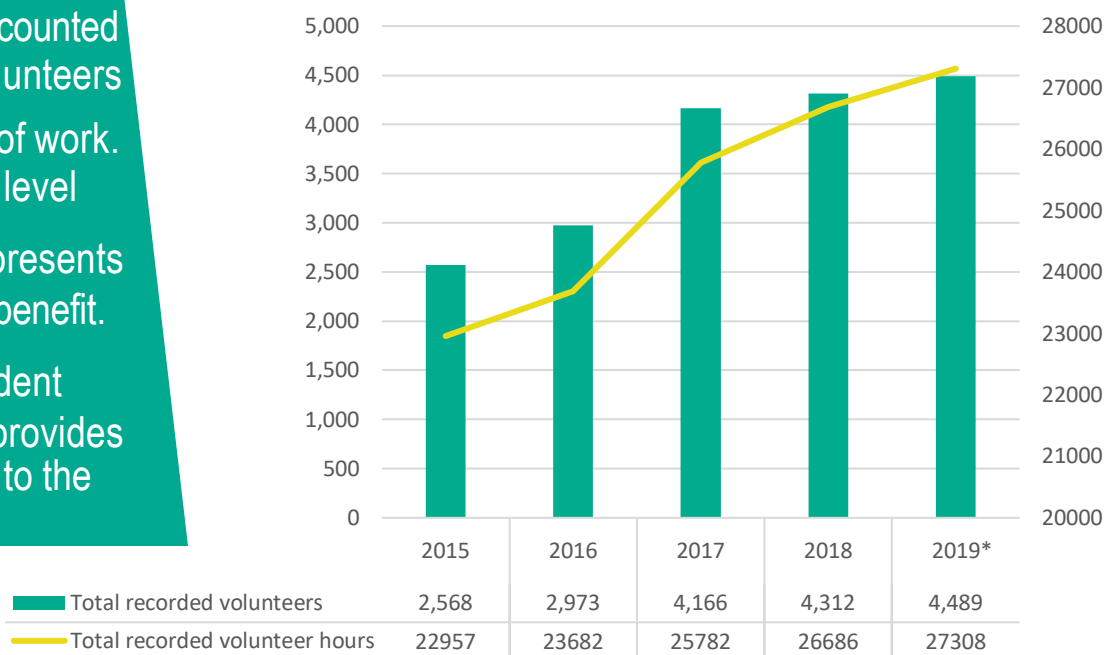
OVERVIEW

BY THE NUMBERS

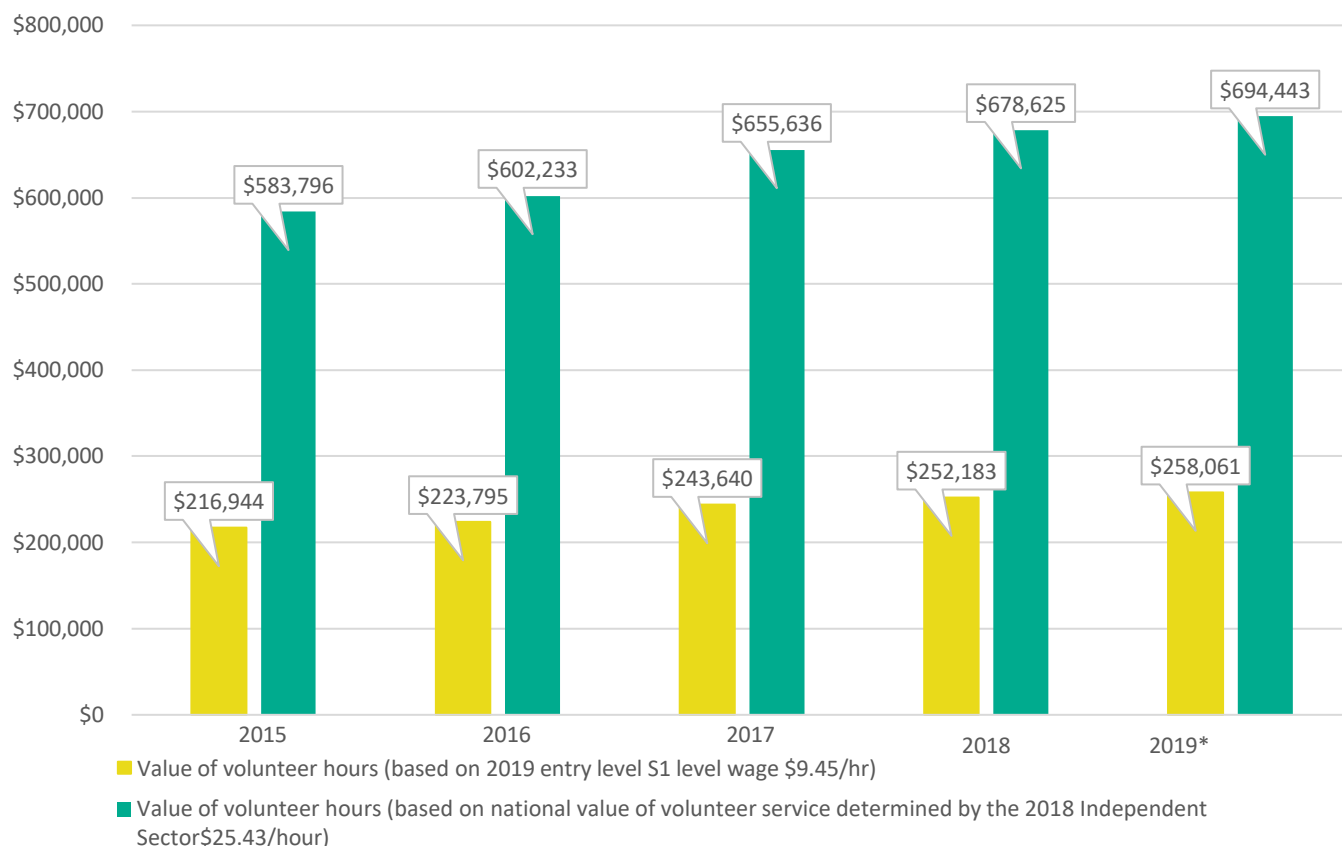
In 2019, the Metroparks counted (and projected) **4,489** volunteers who put in **27,308** hours of work. When valued at an entry level wage, volunteer work represents **\$258,061** worth of labor benefit.

When valued at independent sector wages, this work provides a **\$694,443** labor benefit to the Metroparks.

2019 Volunteer Numbers



2019 Volunteer Value



*2019 numbers are projected and include expected numbers of volunteers and hours for Heritage Holidays through December (240 volunteers, 960 hours).

PROGRAM HIGHLIGHTS

Metroparks volunteers support a wide variety of programs and activities throughout the year. Individuals, groups, one-time and regular volunteers support staff in a variety of capacities. Some examples from this past year include:

Events and Projects

Earth Day: In celebration of Earth Day (April 22), the Metroparks asked volunteers to help clean-up the park of trash and debris. Scouts were able to earn an Earth Day Fun patch for their efforts. In total, 930 volunteers helped at six Metroparks (Lake St Clair, Lake Erie, Wolcott Mill, Kensington, Oakwoods and Stony Creek).

Canoe Clean-ups: In partnership with the Huron River Watershed Council, volunteers assisted with multiple river clean-ups by canoe, from Hudson Mills to Delhi and Lower Huron to Oakwoods. Over the two days, 40 volunteers helped remove trash and debris from the river. The clean-up was financially supported by a grant from the Huron River Watershed Council.

Grant-funded Volunteer Project: The Metroparks was awarded a \$7500 grant from the Ford Volunteer Corps to build an accessible, outdoor Amphitheater with a bonfire pit at Kensington Nature Center. 28 Ford employees volunteered to help build the amphitheater; with land clearing, building benches, and plantings of native species. The Amphitheater will be used for educational programming, including evening programs.



Photo 2: Volunteers help pick up trash and debris at Lake St. Clair Metropark during the Earth Day clean-up event.



Photo 3: Ford Motor Co. volunteers sit at the newly built amphitheater at Kensington Nature Center. Ford employees worked on this project alongside Metroparks staff. The Metroparks received a \$7500 Ford Motor Volunteer Corps grant to pay for this project.

PROGRAM HIGHLIGHTS

Ongoing Partnerships

Advisory Committees: 14 volunteers, with a variety of backgrounds and experiences with adaptive recreation, are part of the FAIR (Fun Accessible Inclusive Recreation) Play Coalition. This advisory committee has supported the design, marketing, and fundraising efforts for the accessible playground at Kensington Metroparks' Maple Beach area.

Event Support: Volunteers from Fiat Chrysler Automotive (FCA) helped at the Annual Metroparks Foundation golf outing held at Kensington Metropark. Volunteers helped staff with event support such as setting up the silent auction and being spotters on the golf course for the hole-in-one games.

Workplace Development: The Metroparks was pleased to partner with InPro Enterprises; Special Tree's vocational rehabilitation program that helps ease individuals with brain injury and other severe disabilities back to work. InPro Volunteers helped weekly at both Lake St. Clair Metropark and Lake Erie Metropark with minor maintenance activities such as cleaning picnic pavilions, removing staples from picnic tables, and trash pick-up.

Collaborations: For the second year, the Metroparks has collaborated with REI Co-Op, the Huron River Watershed Council, and Island Lake State Recreation Area to celebrate National Public Lands day. Celebrated on the fourth Saturday of September, volunteers helped with a river clean-up by canoe/kayak and removing invasive species, such as Autumn Olive, with the Natural Resources crew.

Natural Areas: 793 volunteers have helped our Natural Resources crew remove invasive species and with native seed collection throughout the Metroparks. Along with NR staff, volunteers covered 190 acres in 2019! (SEE APPENDIX 1).



Photo 4: Volunteers from FCA (Fiat Chrysler Automotive) do a clean-up by canoe of the Huron River from Dexter-Huron to Delhi.

PROGRAM HIGHLIGHTS

Recognition

We are proud to have had Metroparks volunteers recognized for their service at The mParks Volunteer Service Awards this past year.



Photo 5: Toni Spears receives an mParks Volunteer Services Awards for her volunteer efforts in Natural Resources and land management at the Metroparks.

We thank the Clinton River Area Mountain Bike Association (CRAMBA) for their help with trail maintenance at Stony Creek; Toni Spears for her volunteer work in the natural areas; and the Cerku Family for all their work at Wolcott Mill Farm Center and the greenhouse

LOOKING FORWARD: 2020

We are excited about expanding the volunteer opportunities and creating a stronger volunteer services program in 2020 and beyond. We will be implementing new programs, partnerships and ideas, such as:

Trail Ambassador program: engaging volunteers to help maintain the trails by observation and light maintenance work.

Volunteer data collection and surveys: implementing a consistent feedback forum to better understand the volunteer successes and challenges and data of who makes up our volunteer base.

Garden volunteer program: Increase the scope of the program to help maintain garden beds throughout all 13 Metroparks.

Natural Resources: Partnering with the city of Detroit Parks & Recreation for volunteer engagement in natural areas. Expanding the river clean-up by canoe efforts.

Community Partnerships: Expand partnerships with community groups to continue to support volunteer services and grant opportunities.

Inclusion: Provide volunteer activities and events to engage volunteers of all abilities.



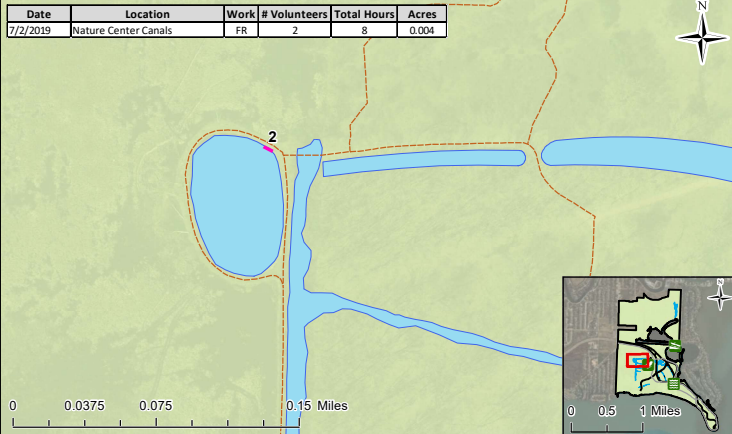
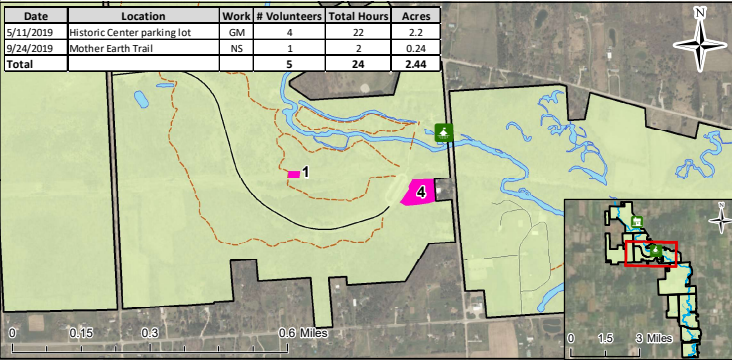
Photo 6: Volunteers worked alongside the Natural Resources technicians to remove garlic mustard, an invasive species at Willow Metropark.

My favorite thing about volunteering for the Metroparks, Wolcott Farm in specific, is getting the opportunity to connect with and care for the animals. I volunteer at the Metroparks to learn about nature and connect with the community of people around me.

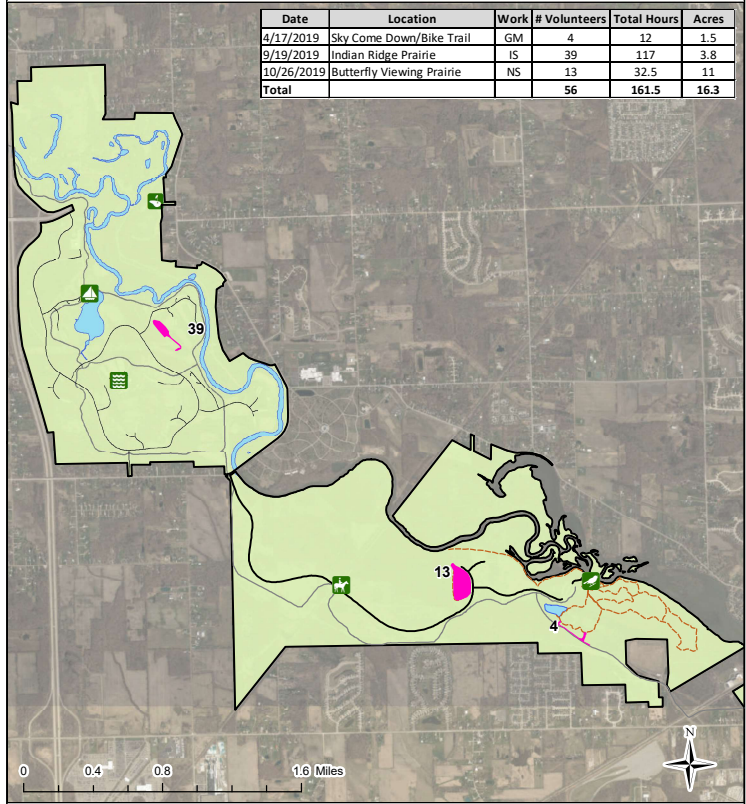
Bailey, Wolcott Mill Farm Center volunteer



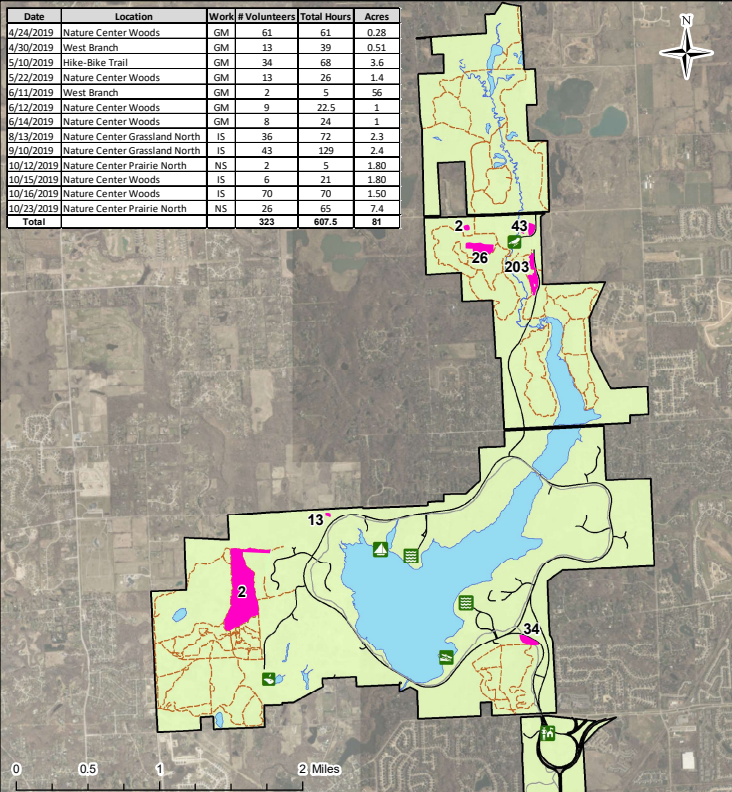
Photo 7: Lake St. Clair Cisma (Coordinated Invasive Species Management Area) from MDEQ at Stony Creek. Volunteers pulled 240 pounds of garlic mustard and learned to identify and report invasive species.

2019 NR Volunteer Work at Wolcott Mill and Lake St. Clair Metroparks

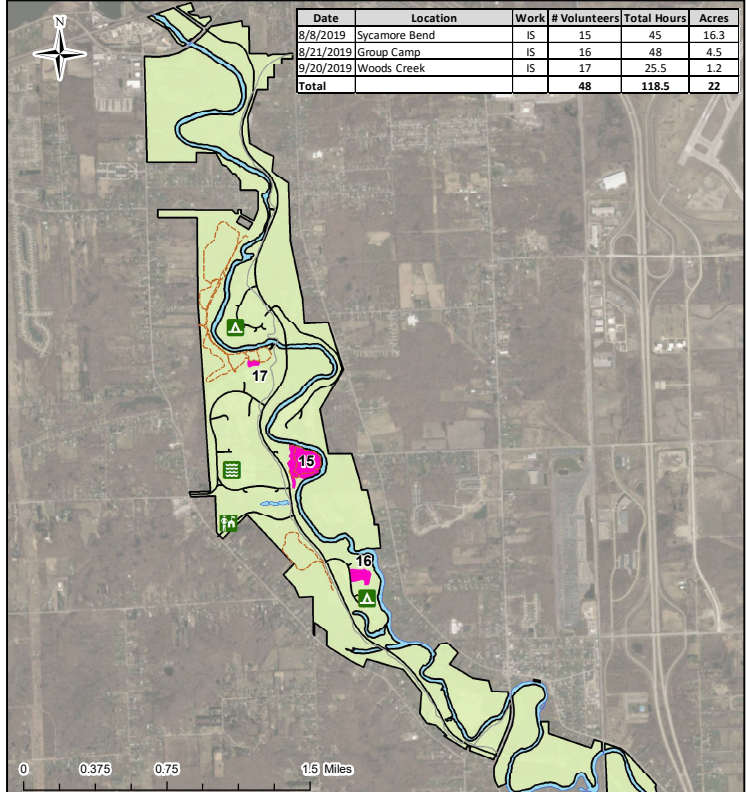
— Road
 — Hike-Bike Trail
 - - - Trail
 Volunteer Work
 Park Amenities
 4 # Volunteers

2019 NR Volunteer Work at Willow and Oakwoods Metroparks

— Road
 — Hike-Bike Trail
 - - - Trail
 Volunteer Work
 Park Amenities
 4 # Volunteers

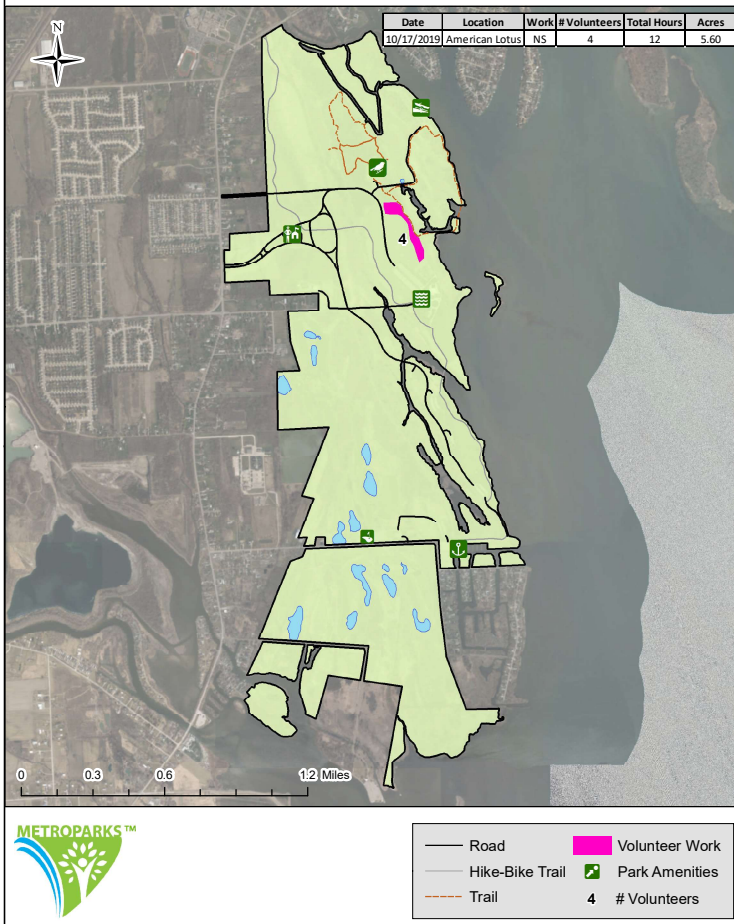
2019 NR Volunteer Work at Stony Creek Metropark

— Road
 — Hike-Bike Trail
 - - - Trail
 Volunteer Work
 Park Amenities
 2 # Volunteers

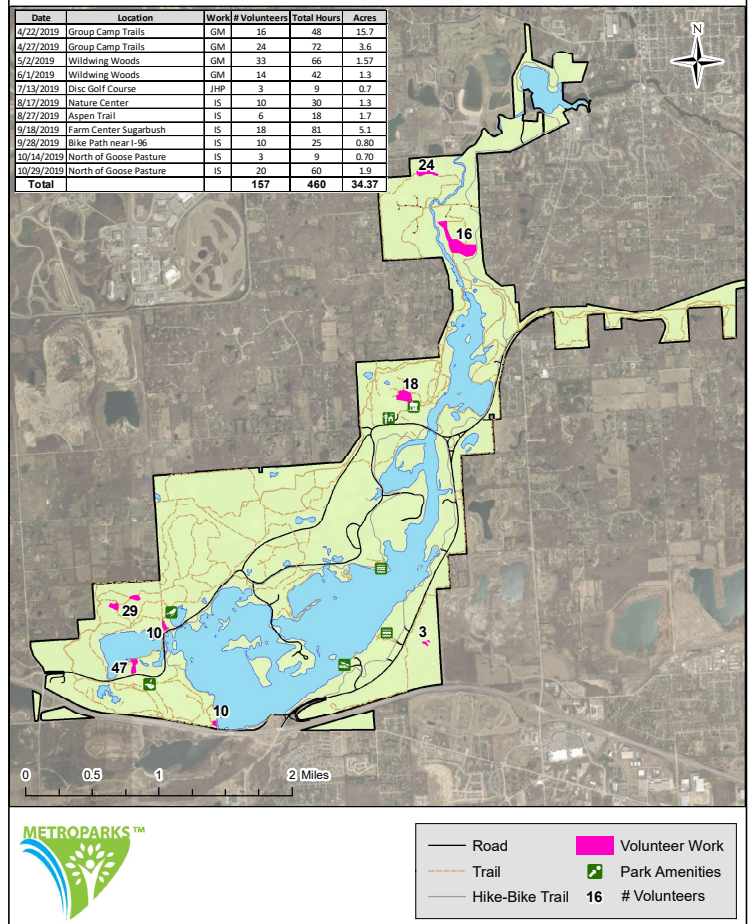
2019 NR Volunteer Work at Lower Huron Metropark

— Road
 — Hike-Bike Trail
 - - - Trail
 Volunteer Work
 Park Amenities
 17 # Volunteers

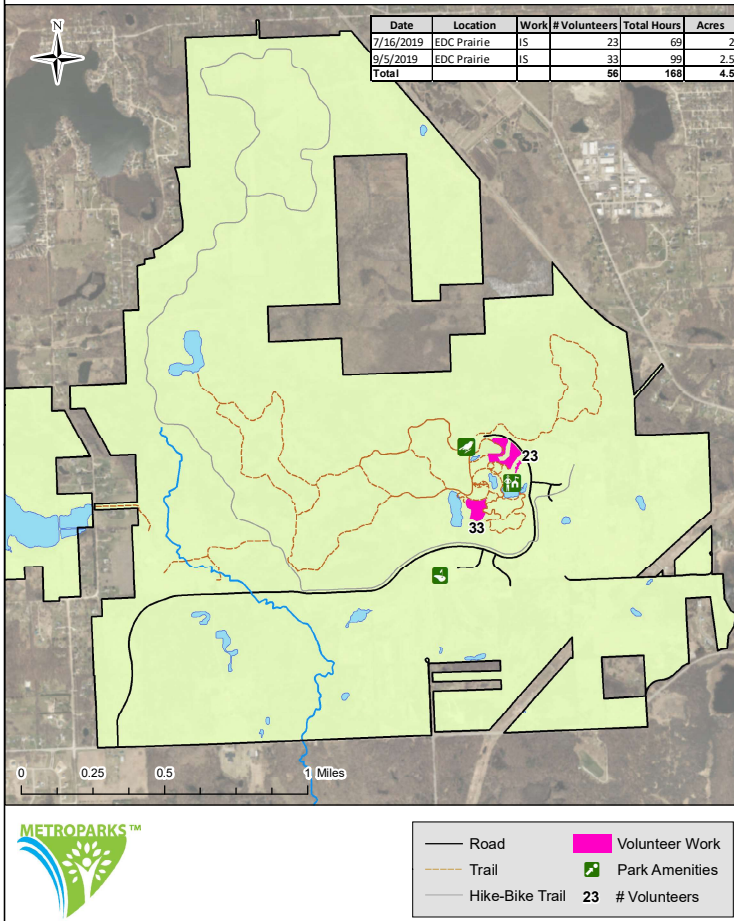
2019 NR Volunteer Work at Lake Erie Metropark



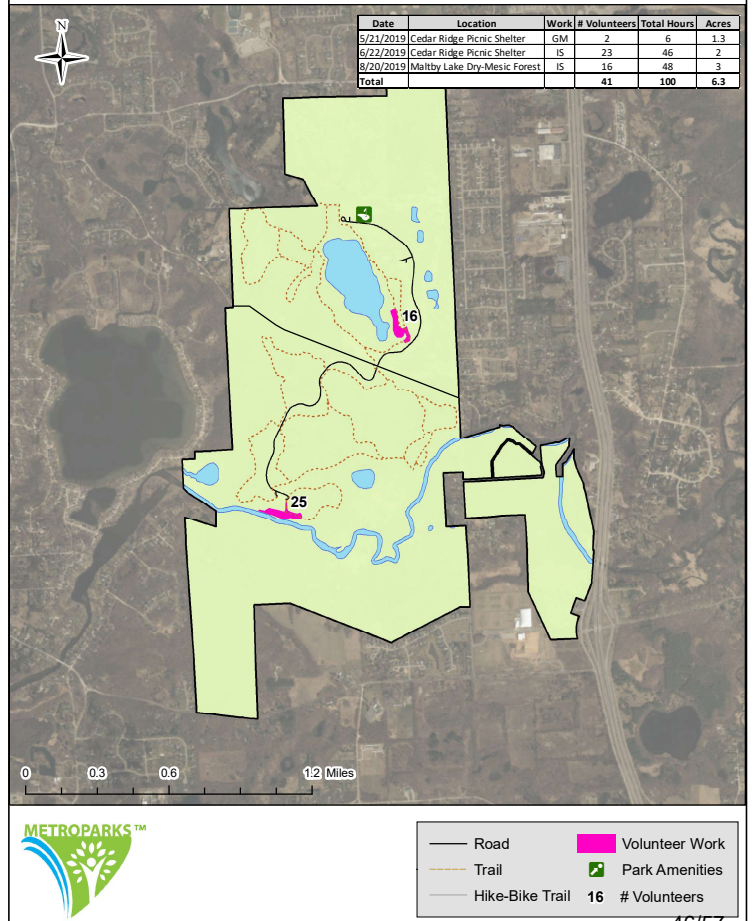
2019 NR Volunteer Work at Kensington Metropark



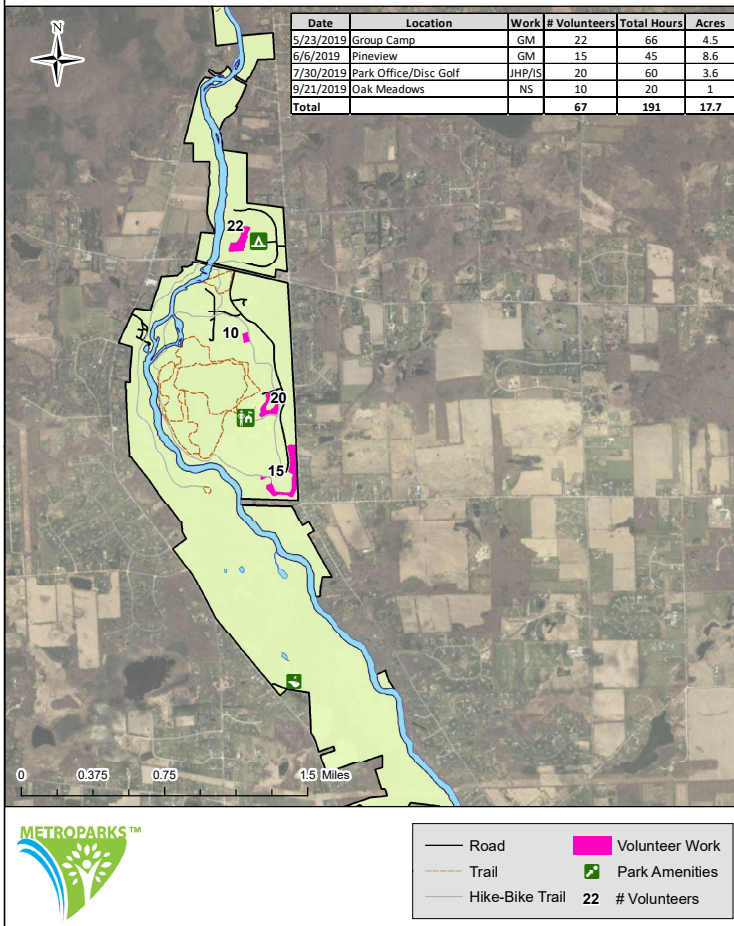
2019 NR Volunteer Work at Indian Springs Metropark



2019 NR Volunteer Work at Huron Meadows Metropark



2019 NR Volunteer Work at Hudson Mills Metropark



**HURON-CLINTON METROPOLITAN AUTHORITY**

To: Board of Commissioners
From: Jennifer Jaworski, Chief of Interpretive Services
Subject: Report – Summer Fun and Get out and Learn Program Updates
Date: December 6, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file Summer Fun and Get out and Learn Program report as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

Fiscal Impact: None

Background: In 2019, more than 1.3 million students, scouts, families, seniors and individuals engaged with interpretive services through Metroparks facilities or outreach programming.

One of the greatest impacts the Metroparks can have are on young people. School and scout programs provide environmental, cultural, and natural science literacy. All interpretive programs support the Michigan Science Standards curriculum in content, methodology and technology use. A wide variety of programs offered support Common Core curriculum and Science, Technology, Engineering and Mathematics (STEM) programs. Each of these programs are taught by a professional interpretive staff member who is knowledgeable in the content and school requirements.

In 2019, the department served 92,349 students and conducted 2,889 programs at facilities and through outreach. To move towards education equity and expand opportunities for greater inclusion several initiatives continued during this time including: Summer Fun grants, Get Out and Learn scholarships, PNC grants, and 3M TENS grant. In addition, the Metroparks three-year program called "Seeding a Green Future" through the Impact 100 Oakland County grant began in the fall.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Jennifer Jaworski, Chief of Interpretive Services
Subject: Report – Oakwoods Nature Center Update
Date: December 6, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file this report as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

Fiscal Impact: None

Background: In December 2018, the Board approved Taylor Studios for design, fabrication, and installation services for exhibits at the Oakwoods Metropark Nature Center. In June 2019, a progress update was provided.

Staff have met with Taylor Studios and the Wyandot of Anderdon Nation twice during the design process. Currently, the design is 90 percent complete and nearly ready for fabrication. Budgeting is on target and installation is projected to begin in the spring.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Tyler Mitchell, Chief of Natural Resources and Regulatory Compliance
 Subject: Report – Deer Management Program
 Date: December 12, 2019

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Metroparks Deer Management Program report as recommended by Chief of Natural Resources and Regulatory Compliance Tyler Mitchell and staff.

Fiscal Impact: No fiscal impact.

Background: In previous years, the Metroparks and Natural Resources Department has partnered with volunteer hunters from Safari Club International (SCI) to harvest deer from Indian Springs Metropark under the Deer Management Assistance Permit (DMAP) as part of our deer management program. These programs were often conducted in December, using equipment and observing all guidelines of the regular Michigan deer hunting season.

In late 2018, restrictions were put in place by the Michigan Natural Resources Commission to include a statewide ban on baiting in the Lower Peninsula effective on Jan. 31, 2019. In previous years, Metroparks Natural Resources staff has been able to pursue exemptions from the state and conduct deer management programs under the DMAP permit. For 2019, the state has determined that they will not grant any exemptions to the baiting ban under this permit, except for very rare cases involving hunters with disabilities engaging in the Liberty and Independence hunts.

Due to the limited time and resources, staff is unable to commit to deer management at Indian Springs. With the limited success anticipated in conducting these volunteer hunts without the use of bait, it is the assessment of Metroparks Natural Resources staff that the DMAP program is not viable as a deer management tool for this year.

In addition to restrictions on baiting, new rules laid out by the state have established the "Urban Deer Management Zone" in Macomb, Oakland and Wayne counties. In this zone of three counties, archery season has been extended through Jan. 31, 2020. This was done to allow an additional reduction in deer population numbers in this zone by Michigan recreational hunters.

Metroparks Natural Resources staff is pursuing a Wildlife Damage Investigation and Control Permit from the MDNR for Indian Springs, Kensington, Stony Creek, Oakwoods and Willow Metroparks. These deer management programs will begin after the regular deer season has ended, which in these counties will be Feb. 1, 2020. Metroparks Natural Resources staff will continue to partner with SCI as volunteer hunters under this permit at Indian Springs.

PARK	MONTHLY VEHICLE ENTRIES				MONTHLY TOLL REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	12,728	12,287	14,067	-10%	\$ 58,482	\$ 44,973	\$ 50,119	17%
Wolcott Mill	100	1,927	3,438	-97%	\$ 3,321	\$ 2,531	\$ 2,150	54%
Stony Creek	19,033	16,861	20,569	-7%	\$ 42,538	\$ 38,492	\$ 43,525	-2%
Indian Springs	2,868	2,815	3,548	-19%	\$ 4,817	\$ 5,471	\$ 6,874	-30%
Kensington	34,410	38,930	39,004	-12%	\$ 51,290	\$ 48,403	\$ 58,549	-12%
Huron Meadows	2,743	2,793	4,320	-36%	\$ 692	\$ 372	\$ 3,629	-81%
Hudson Mills	10,318	8,950	10,338	0%	\$ -	\$ 13,342	\$ 14,779	-
Lower Huron/Willow/Oakwoods	29,816	31,738	32,842	-9%	\$ 12,841	\$ 10,885	\$ 14,209	-10%
Lake Erie	6,798	7,019	8,309	-18%	\$ 15,406	\$ 13,859	\$ 17,444	-12%
Monthly TOTALS	118,814	123,320	136,435	-13%	\$ 189,387	\$ 178,328	\$ 211,279	-10%

PARK	Y-T-D VEHICLE ENTRIES				Y-T-D TOLL REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	395,279	386,060	384,422	3%	\$ 1,539,210	\$ 1,540,989	\$ 1,513,044	2%
Wolcott Mill	30,019	48,842	59,370	-49%	\$ 86,216	\$ 45,935	\$ 36,349	137%
Stony Creek	517,463	547,968	534,445	-3%	\$ 2,225,927	\$ 2,154,730	\$ 2,271,474	-2%
Indian Springs	83,040	83,652	86,877	-4%	\$ 277,425	\$ 273,166	\$ 280,224	-1%
Kensington	723,570	736,053	734,468	-1%	\$ 2,479,377	\$ 2,422,044	\$ 2,485,468	0%
Huron Meadows	87,603	90,474	92,681	-5%	\$ 86,449	\$ 80,266	\$ 79,617	9%
Hudson Mills	191,616	187,315	197,172	-3%	\$ 444,518	\$ 471,113	\$ 508,572	-13%
Lower Huron/Willow/Oakwoods	498,356	521,947	529,241	-6%	\$ 954,928	\$ 987,107	\$ 1,034,522	-8%
Lake Erie	182,251	178,561	185,041	-2%	\$ 583,665	\$ 561,818	\$ 576,947	1%
Monthly TOTALS	2,709,197	2,780,872	2,803,717	-3%	\$ 8,677,715	\$ 8,537,168	\$ 8,786,218	-1%

PARK	MONTHLY PARK REVENUE				Y-T-D PARK REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 63,364	\$ 47,139	\$ 54,381	17%	\$ 2,315,171	\$ 2,279,220	\$ 2,248,444	3%
Wolcott Mill	\$ 8,813	\$ 21,220	\$ 26,790	-67%	\$ 272,405	\$ 235,023	\$ 363,001	-25%
Stony Creek	\$ 59,615	\$ 52,683	\$ 67,503	-12%	\$ 3,867,945	\$ 3,766,444	\$ 3,918,017	-1%
Indian Springs	\$ 16,193	\$ 24,348	\$ 27,330	-41%	\$ 1,088,926	\$ 1,091,475	\$ 1,110,269	-2%
Kensington	\$ 87,246	\$ 74,543	\$ 96,256	-9%	\$ 4,633,290	\$ 4,416,490	\$ 4,353,260	6%
Huron Meadows	\$ 6,240	\$ 8,315	\$ 20,619	-70%	\$ 952,133	\$ 893,074	\$ 891,971	7%
Hudson Mills	\$ 17,680	\$ 18,921	\$ 22,115	-20%	\$ 1,099,110	\$ 1,061,737	\$ 1,068,010	3%
Lower Huron/Willow/Oakwoods	\$ 18,636	\$ 16,878	\$ 29,380	-37%	\$ 2,824,764	\$ 2,762,576	\$ 2,841,998	-1%
Lake Erie	\$ 17,797	\$ 24,065	\$ 29,284	-39%	\$ 1,730,091	\$ 1,727,247	\$ 1,705,693	1%
Y-T-D TOTALS	\$ 295,584	\$ 288,113	\$ 373,658	-21%	\$ 18,783,834	\$ 18,233,287	\$ 18,500,663	2%

District	Y-T-D Vehicle Entries by Management Unit				Y-T-D Total Revenue by Management Unit			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Eastern	942,761	982,870	978,237	-4%	6,455,520	6,280,687	6,529,463	-1%
Western	1,085,829	1,097,494	1,111,198	-2%	7,773,459	7,462,776	7,423,509	5%
Southern	680,607	700,508	714,282	-5%	4,554,855	4,489,823	4,547,691	0%

GOLF THIS MONTH	MONTHLY ROUNDS				MONTHLY REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	88	62	324	-73%	\$ 1,616	\$ 1,187	\$ 7,526	-79%
Indian Springs	65	139	459	-86%	\$ 1,704	\$ 3,174	\$ 9,672	-82%
Kensington	374	209	678	-45%	\$ 7,099	\$ 5,584	\$ 13,906	-49%
Huron Meadows	174	301	656	-73%	\$ 4,632	\$ 7,744	\$ 16,857	-73%
Hudson Mills	0	105	143	-	\$ 28	\$ 1,952	\$ 3,085	-99%
Willow	25	82	415	-94%	\$ 864	\$ 1,675	\$ 8,650	-90%
Lake Erie	12	158	412	-97%	\$ 591	\$ 3,948	\$ 8,656	-93%
Total Regulation	738	1,056	3,087	-76%	\$ 16,534	\$ 25,264	\$ 68,352	-76%
LSC Par 3	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Foot Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Total Golf	738	1,056	3,087	-76%	\$ 16,534	\$ 25,264	\$ 68,352	-76%

GOLF Y-T-D	GOLF ROUNDS Y-T-D				GOLF REVENUE Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	29,890	28,856	29,470	1%	\$ 907,324	\$ 920,346	\$ 941,875	-4%
Indian Springs	24,443	24,455	24,124	1%	\$ 710,600	\$ 693,905	\$ 653,101	9%
Kensington	34,406	30,919	30,216	14%	\$ 1,034,363	\$ 939,408	\$ 857,535	21%
Huron Meadows	27,945	26,251	26,059	7%	\$ 840,728	\$ 781,467	\$ 789,679	6%
Hudson Mills	21,496	19,790	17,394	24%	\$ 504,302	\$ 464,101	\$ 414,917	22%
Willow	23,611	20,228	22,616	4%	\$ 672,825	\$ 571,519	\$ 632,737	6%
Lake Erie	25,470	24,081	24,034	6%	\$ 688,342	\$ 689,544	\$ 661,426	4%
Total Regulation	187,261	174,580	173,913	8%	\$ 5,358,484	\$ 5,060,289	\$ 4,951,270	8%
LSC Par 3	5,433	6,784	7,298	-26%	\$ 42,502	\$ 37,640	\$ 42,526	0%
LSC Foot Golf	823	324	725	14%	\$ 5,372	\$ 1,957	\$ 5,493	-2%
Total Golf	193,517	181,688	185,338	4%	\$ 5,406,358	\$ 5,099,886	\$ 5,021,864	8%

AQUATICS THIS MONTH	PATRONS THIS MONTH				MONTHLY REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	0	0	0	-	\$ -	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ -	\$ -	\$ 67	-
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ 1,296	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ 44	\$ 68	\$ 23	94%
TOTALS	0	0	0	-	\$ 1,340	\$ 68	\$ 89	1400%

AQUATICS Y-T-D	PATRONS Y-T-D				REVENUE Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	44,386	46,746	46,371	-4%	\$ 221,464	\$ 233,797	\$ 231,419	-4%
Stony Creek Rip Slide	22,771	26,031	29,601	-23%	\$ 119,246	\$ 133,308	\$ 151,369	-21%
KMP Splash	39,035	44,648	43,208	-10%	\$ 275,882	\$ 264,525	\$ 255,896	8%
Lower Huron	82,566	93,625	90,585	-9%	\$ 946,911	\$ 951,568	\$ 909,095	4%
Willow	19,475	19,116	19,482	0%	\$ 91,977	\$ 90,592	\$ 96,543	-5%
Lake Erie	31,672	33,731	32,618	-3%	\$ 259,737	\$ 265,911	\$ 259,923	0%
TOTALS	239,905	263,897	262,817	-9%	\$ 1,915,216	\$ 1,939,701	\$ 1,911,042	0%

PARK	Seasonal Activities this Month				Monthly Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
Welsh Center	1	0	2	-40%	\$ 800	\$ -	\$ 1,375	-42%
Shelters	4	0	3	50%	\$ 1,025	\$ -	\$ 600	71%
Boat Launches	17	5	19	-9%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ 9	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	10	5	6	67%	\$ -	\$ 1,500	\$ 1,150	-
Stony Creek								
Disc Golf Daily	0	11	10	-	\$ -	\$ 33	\$ 31	-
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	0	11	10	-	\$ -	\$ 33	\$ 31	-
Shelters	6	5	7	-10%	\$ 1,350	\$ 1,125	\$ 1,492	-9%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	3	1	2	80%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	1	0	0	-	\$ 200	\$ -	\$ -	-
Event Room	5	7	4	15%	\$ 7,400	\$ 10,500	\$ 6,567	13%
Kensington								
Disc Golf Daily	350	398	482	-27%	\$ 1,050	\$ 1,194	\$ 1,445	-27%
Disc Golf Annual	0	1	20	-	\$ -	\$ 55	\$ 1,082	-
Total Disc Golf	350	399	501	-30%	\$ 1,050	\$ 1,249	\$ 2,527	-58%
Shelters	10	9	12	-17%	\$ 2,925	\$ 2,250	\$ 3,000	-3%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	1	1	1	50%	\$ 200	\$ 200	\$ 133	50%
Hudson Mills								
Disc Golf Daily	135	118	209	-35%	\$ 405	\$ 354	\$ 627	-35%
Disc Golf Annual	0	2	5	-	\$ -	\$ 110	\$ 268	-
Total Disc Golf	135	120	214	-37%	\$ 405	\$ 464	\$ 895	-55%
Shelters	1	1	1	0%	\$ 200	\$ 200	\$ 200	0%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	31	29	30	2%	\$ 93	\$ 159	\$ 115	-19%
Disc Golf Annual	0	0	1	-	\$ -	\$ 87	\$ 84	-
Total Disc Golf	31	29	31	-1%	\$ 93	\$ 246	\$ 199	-53%
Shelters	4	6	7	-45%	\$ 900	\$ 1,350	\$ 1,617	-44%
Lake Erie								
Shelters	1	1	2	-40%	\$ 200	\$ 200	\$ 333	-40%
Boat Launches	264	322	474	-44%	\$ -	\$ -	\$ -	-
Marina	0	1	0	-	\$ 412	\$ 300	\$ 285	44%

PARK	Seasonal Activities Y-T-D				Seasonal Revenue Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
Welsh Center	52	53	41	27%	\$ 45,125	\$ 39,150	\$ 32,392	39%
Shelters	317	254	245	30%	\$ 83,455	\$ 64,354	\$ 65,820	27%
Boat Launches	3,995	3,912	4,965	-20%	\$ -	\$ -	\$ -	-
Marina	2,090	2,567	2,840	-26%	\$ 17,498	\$ 22,949	\$ 24,046	-27%
Mini-Golf	9,403	8,427	8,613	9%	\$ 34,314	\$ 30,542	\$ 30,984	11%
Wolcott								
Activity Center	61	92	96	-36%	\$ 25,480	\$ 19,750	\$ 17,297	47%
Stony Creek								
Disc Golf Daily	10,460	10,757	13,352	-22%	\$ 35,367	\$ 34,186	\$ 41,565	-15%
Disc Annual	104	102	120	-13%	\$ 5,860	\$ 5,590	\$ 6,402	-8%
Total Disc Golf	10,564	10,859	13,471	-22%	\$ 41,227	\$ 39,776	\$ 47,966	-14%
Shelters	411	362	375	10%	\$ 92,650	\$ 81,375	\$ 82,453	12%
Boat Rental	16,790	15,386	15,938	5%	\$ 177,737	\$ 159,742	\$ 168,243	6%
Boat Launches	861	858	805	7%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	73	38	38	92%	\$ 10,375	\$ 7,250	\$ 6,117	70%
Event Room	36	53	55	-34%	\$ 63,700	\$ 82,000	\$ 94,623	-33%
Kensington								
Disc Golf Daily	17,148	17,865	20,648	-17%	\$ 55,851	\$ 57,223	\$ 63,154	-12%
Disc Annual	175	181	151	16%	\$ 10,200	\$ 9,775	\$ 9,125	12%
Total Disc Golf	17,323	18,046	20,799	-17%	\$ 66,051	\$ 66,998	\$ 72,279	-9%
Shelters	518	442	413	26%	\$ 117,013	\$ 101,575	\$ 101,137	16%
Boat Rental	16,925	17,667	17,310	-2%	\$ 232,366	\$ 214,133	\$ 221,885	5%
Huron Meadows								
Shelters	27	29	26	5%	\$ 5,400	\$ 5,800	\$ 4,800	13%
Hudson Mills								
Disc Golf Daily	5,975	5,559	7,890	-24%	\$ 17,925	\$ 16,677	\$ 23,670	-24%
Disc Annual	131	165	150	-13%	\$ 7,660	\$ 8,875	\$ 8,037	-5%
Total Disc Golf	6,106	5,724	8,040	-24%	\$ 25,585	\$ 25,552	\$ 31,707	-19%
Shelters	75	99	104	-28%	\$ 15,000	\$ 21,200	\$ 21,467	-30%
Canoe Rental	8,203	6,808	6,421	28%	\$ 47,523	\$ 31,942	\$ 36,485	30%
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	1,064	1,262	1,071	-1%	\$ 3,192	\$ 3,867	\$ 3,240	-1%
Disc Annual	7	16	11	-34%	\$ 420	\$ 927	\$ 596	-29%
Total Disc Golf	1,071	1,278	1,082	-1%	\$ 3,612	\$ 4,794	\$ 3,836	-6%
Shelters	300	312	313	-4%	\$ 65,550	\$ 68,700	\$ 68,342	-4%
Lake Erie								
Shelters	80	65	68	18%	\$ 17,600	\$ 14,100	\$ 15,133	16%
Boat Launches	15,495	14,613	15,349	1%	\$ -	\$ -	\$ -	-
Marina	0	2,490	904	-	\$ 161,893	\$ 169,314	\$ 168,596	-4%

PARK	Cross Country Ski Rental this Month				Cross Country Ski Rental Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	\$ -	\$ -	\$ -	-	\$ 2,504	\$ 7,226	\$ 2,600	-
Kensington	\$ -	\$ -	\$ -	-	\$ 5,098	\$ 14,430	\$ 6,435	-21%
Huron Meadows	\$ 716	\$ -	\$ -	-	\$ 19,544	\$ 24,092	\$ 16,571	18%
Hudson Mills	\$ 45	\$ -	\$ -	-	\$ 2,890	\$ 5,128	\$ 2,266	28%

PARK	Winter Sports this Month				Winter Sports Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
XC Skiers	0	0	0	-	0	16	8	-
Ice Skaters	0	0	0	-	155	31	29	441%
Sledders	0	0	0	-	156	239	123	27%
Ice Fishermen	0	0	0	-	4,028	3,610	1,831	120%
Stony Creek								
XC Skiers	30	0	0	-	394	1,080	436	-10%
Ice Skaters	0	0	0	-	58	0	47	23%
Sledders	150	0	0	-	760	1,930	1,149	-34%
Ice Fishermen	0	0	0	-	304	384	346	-12%
Indian Springs								
XC Skiers	2	0	0	-	49	178	85	-42%
Sledders	55	0	0	-	238	324	227	5%
Kensington								
XC Skiers	0	0	0	-	808	1,622	784	3%
Ice Skaters	0	0	0	-	10	14	6	76%
Sledders	0	0	0	-	1,382	3,567	2,060	-33%
Ice Fishermen	0	0	0	-	36	178	90	-60%
Huron Meadows								
XC Skiers	250	0	0	-	3,671	3,595	2,825	30%
Ice Fishermen	0	0	0	-	0	0	1	-
Hudson Mills								
XC Skiers	68	0	0	-	864	1,231	516	67%
Lower Huron								
Ice Skaters	0	0	0	-	15	287	109	-86%
Willow								
XC Skiers	0	0	0	-	15	41	20	-26%
Sledders	0	0	0	-	213	447	198	8%
Ice Fishing	0	0	0	-	7	27	14	-51%
Lake Erie								
XC Skiers	0	0	0	-	13	45	16	-20%
Sledders	0	0	0	-	22	63	40	-45%
Ice Fishing	0	0	0	-	1,742	1,272	676	158%

INTERPRETIVE FACILITIES

PARK	Monthly Patrons Served				YTD Patrons Served			
	(total program participants and non-program visitors)				(total program participants and non-program visitors)			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	5,671	6,417	5,792	-2%	167,859	159,212	163,688	3%
Wolcott Mill	1,050	2,882	2,042	-49%	22,471	34,150	31,581	-29%
Wolcott Farm	1,723	2,194	1,694	2%	59,545	108,498	72,967	-18%
Stony Creek	17,863	16,353	16,321	9%	190,394	182,498	190,241	0%
Eastern Mobile Center	260	927	722	-64%	8,656	19,009	14,368	-40%
Indian Springs	3,615	4,672	3,851	-6%	71,426	73,659	74,213	-4%
Kens NC	16,370	16,480	16,277	1%	267,820	252,659	258,272	4%
Kens Farm	8,071	6,910	7,025	15%	240,206	237,547	249,406	-4%
Western Mobile Center	721	837	998	-28%	10,522	10,106	10,252	3%
Hudson Mills	2,730	2,863	1,892	44%	39,321	38,226	36,889	7%
Oakwoods	13,966	13,585	13,600	3%	147,287	142,534	146,793	0%
Lake Erie	13,939	13,184	12,435	12%	151,071	150,933	148,004	2%
Southern Mobile Center	461	362	452	2%	11,887	17,489	13,842	-14%
Totals	86,440	87,666	83,100	4%	1,388,465	1,426,520	1,410,517	-2%

PARK	Monthly Revenue				YTD Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ 1,885	\$ 788	\$ 693	172%	\$ 26,793	\$ 20,399	\$ 25,713	4%
Wolcott Mill	\$ -	\$ 1,300	\$ 504	-	\$ 6,451	\$ 18,527	\$ 16,057	-60%
Wolcott Farm	\$ 2,272	\$ 1,457	\$ 1,894	20%	\$ 70,731	\$ 60,119	\$ 62,279	14%
Wagon Rides	\$ -	\$ 46	\$ 186	-	\$ -	\$ 11,491	\$ 12,680	-
Livestock/Produce	\$ 2,288	\$ 9,714	\$ 14,269	-84%	\$ 58,792	\$ 38,111	\$ 43,293	36%
FARM TOTAL	\$ 4,560	\$ 11,217	\$ 16,349	-72%	\$ 129,523	\$ 109,721	\$ 118,252	10%
Stony Creek	\$ 958	\$ 1,037	\$ 1,151	-17%	\$ 21,312	\$ 24,368	\$ 25,533	-17%
Eastern Mobile Center	\$ 677	\$ 1,113	\$ 654	3%	\$ 12,192	\$ 16,051	\$ 7,350	66%
Indian Springs	\$ 2,072	\$ 2,453	\$ 2,030	2%	\$ 25,749	\$ 31,425	\$ 32,418	-21%
Kens NC	\$ 3,990	\$ 2,488	\$ 2,839	41%	\$ 35,366	\$ 30,977	\$ 30,028	18%
Kens Farm	\$ 7,730	\$ 7,228	\$ 2,639	193%	\$ 70,396	\$ 75,005	\$ 64,948	8%
Wagon Rides	\$ 796	\$ 508	\$ 4,535	-82%	\$ 25,284	\$ 25,463	\$ 39,423	-36%
Livestock/Produce	\$ 974	\$ -	\$ 421	131%	\$ 5,509	\$ 4,823	\$ 9,514	-42%
FARM TOTAL	\$ 9,500	\$ 7,736	\$ 7,595	25%	\$ 101,189	\$ 105,290	\$ 113,884	-11%
Western Mobile Center	\$ 2,763	\$ 2,188	\$ 2,359	17%	\$ 23,509	\$ 18,102	\$ 19,640	20%
Hudson Mills	\$ 256	\$ 1,880	\$ 972	-74%	\$ 12,833	\$ 15,541	\$ 14,307	-10%
Oakwoods	\$ 1,995	\$ 2,054	\$ 1,960	2%	\$ 21,244	\$ 20,812	\$ 20,101	6%
Lake Erie	\$ 1,144	\$ 1,399	\$ 952	20%	\$ 13,352	\$ 16,026	\$ 14,617	-9%
Southern Mobile Center	\$ 620	\$ 648	\$ 2,540	-76%	\$ 13,049	\$ 18,658	\$ 11,179	17%
Totals	\$ 30,420	\$ 36,300	\$ 40,599	-25%	\$ 442,561	\$ 445,897	\$ 449,080	-1%

BREAKDOWN OF ATTENDANCE	ON-SITE Programs and Attendance				OFF-SITE Programs and Attendance			
	CURRENT YEAR		PREVIOUS YEAR		CURRENT YEAR		PREVIOUS YEAR	
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
Lake St Clair	29	467	40	912	1	44	1	25
Wolcott Mill	-	-	8	395	-	-	-	-
Wolcott Farm	11	349	12	235	1	30	1	32
Stony Creek	30	1,363	32	1,323	-	-	-	-
Eastern Mobile Center					13	260	17	927
Indian Springs	34	1,104	36	1,336	-	-	-	-
Kens NC	28	716	34	988	1	48	-	-
Kens Farm	46	726	28	256	8	136	-	-
Western Mobile Center					28	721	28	837
Hudson Mills	12	230	12	253	-	-	4	110
Oakwoods	25	442	19	287	2	25	2	155
Lake Erie	17	250	15	259	2	49	6	535
Southern Mobile Center					15	461	11	362
Totals	232	5,647	236	6,244	71	1,774	70	2,983
BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)							
	Current	Previous						
Lake St Clair	5,160	5,480						
Wolcott Mill	1,050	2,487						
Wolcott Farm	1,344	1,927						
Stony Creek	16,500	15,030						
Indian Springs	2,511	3,336						
Kens NC	15,606	15,492						
Kens Farm	7,209	6,654						
Hudson Mills	2,500	2,500						
Oakwoods	13,499	13,143						
Lake Erie	13,640	12,390						
Totals	79,019	78,439						

"ON-SITE" - Statistics includes both programs offered to the public and programs offered to school and scout groups.

"OFF-SITE" - Statistics includes outreach programs at schools, special events such as local fairs, or outdoor related trade shows.

"OTHER VISITORS" - Represents patrons to interpretive centers who visit to view exhibits, walk trails, and generally just enjoy the outdoors.