

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commissioners Work Session
March 12, 2020 – 9:00 a.m.
Administrative Office

1. Call to Order
2. **Closed Session** – for the purpose of consulting with attorneys to consider material exempt from discussion or disclosure by State law pursuant to Section 8 (h) of the Open Meetings Act.
3. Public Participation
4. Motion to Adjourn

PUBLIC HEARING

Trust Fund/Land and Water Conservation Fund Applications
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
March 12, 2020
Administrative Office
10:30 a.m.

1. Call to Order
2. Chairman's Statement
3. Motion to Open Public Hearing
4. Grant Applications Overview – Nina Kelly
 - a. *Lower Huron Metropark*
 1. Iron Belle Trail Segment, MNRTF
 2. Off-Leash Dog Area, LWCF
 3. Campground Improvements, MNRTF and LWCF
 - b. *Dexter-Huron Metropark*
 1. Accessibility Improvements, MNRTF
5. Public Participation
6. Motion to Close Public Hearing

Note: Action on grant applications 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
March 12, 2020 – After Public Hearing
Administrative Office

1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – February 13, 2020 Public Hearing, Regular Meeting Minutes
5. Approval – March 12, 2020 Full Agenda

Consent Agenda

6. Approval – March 12, 2020 Consent Agenda
 - a. Approval – Gas Line Installation, Willow **pg. 1**
 - b. Approval – East Pump Repairs, Indian Springs **pg. 5**
 - c. Bids – Buno Road Bridge Approach Repairs, Kensington **pg. 6**
 - d. Bids – Splash 'n' Blast Resurfacing, Kensington **pg. 8**
 - e. Approval – Motor City Canoe Rental Services Agreement Renewal, Oakwoods **pg. 10**
 - f. Report – Purchases over \$10,000 **pg. 24**
 - g. Purchases
 1. Grounds and Golf Course Mowers and Equipment, various locations **pg. 25**
 2. Ford F-150 Super Crew Cab Pickup Truck, Lake St. Clair **pg. 29**
 3. Midsize SUVs, Engineering Department and Hudson Mills **pg. 30**
 4. Heavy Duty Utility Vehicle, Kensington **pg. 31**
 5. Aerial Lift Truck, Stony Creek **pg. 32**
 6. Utility Carryall Vehicles, various locations **pg. 33**
 7. Stainless Steel Lockers, Great Wave Pool, Lake Erie **pg. 36**
 8. Outdoor Carpet and Installation at Great Wave Pool, Lake Erie **pg. 37**
 9. Outdoor Furnishings, all locations **pg. 38**
 - h. Approval – Grant Application Resolutions
 1. *Lower Huron Metropark*
 - a. Iron Belle Trail segment, MNRTF **pg. 40**
 - b. Off-Leash Dog area, LWCF **pg. 42**
 - c. Campground Improvements
 1. MNRTF Application **pg. 44**
 2. LWCF Application **pg. 46**
 2. *Dexter-Huron Metropark*
 - a. Accessibility Improvements including a floating kayak launch, MNRTF **pg. 48**

Regular Agenda

7. Reports
 - A. **Finance Department**
 1. Approval – February Financials **pg. 50**
 2. Report – February Capital Projects Update **pg. 52**
 3. Approval – February Appropriation Adjustments **pg. 54**
 - B. **Marketing Department**
 1. Report – February Marketing Update **pg. 56**
 2. Approval – Digital Marketing Services **pg. 63**

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
March 12, 2020 – After Public Hearing
Page 2

7. Reports

C. Planning Department

1. Report – Planning Monthly Report **pg. 64**
2. Bids – Shelden Trails Development and Construction, Stony Creek **pg. 78**
3. Approval/Resolution – Ralph C. Wilson, Jr. Trails Maintenance Fund Grant, Willow **pg. 80**
4. Approval – City of Detroit Parks and Recreation MOU Renewal **pg. 82**

8. **Closed Session** – for the purpose of consulting with attorneys to consider material exempt from discussion or disclosure by State law pursuant to Section 8 (h) of the Open Meetings Act.
9. Other Business
10. Staff Leadership Update
11. Commissioner Comments
12. Motion to Adjourn

A work session will take place prior to the Regular Meeting
Thursday, March 12, 2020 – 9:00a.m.
Administrative Office

The next regular Metroparks Board meeting will take place
Thursday, April 9, 2020 – 1:00 p.m.
Kensington Nature Center



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 510-20-316
Project Title: Approval – Gas Line Installation
Project Type: Capital Improvement
Location: Willow Metropark Park Office and Maintenance Building
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the DTE Application for the Installation of a Natural Gas service line in the amount of \$159,786.00 as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: This project is a Board approved capital improvement project with a \$200,000 budget; the project is \$40,214 under budget. The final price may vary depending on the actual footage installed.

Scope of Work: The project involves the installation and connection of a three-inch natural gas line from the existing DTE line at the pool complex.

Background: Architectural plans are being finalized for the new Willow Park office. As part of that project a new gas line was identified to supply the new building in lieu of propane. The new line will also supply the buildings at Washago Pond and the Willow maintenance facility. This will eliminate the necessity for propane at those locations. There is a five-year estimated payback cost to switching to natural gas from propane. In addition, there will be some ancillary costs to convert the existing water heaters and furnaces from propane to natural gas and will take place at a future date.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
DTE	Detroit	\$159,786.00
Budget Amount for Contract Services		\$200,000.00
Work Order Amount		
• Contract Amount DTE		\$159,786.00
• Contract Administration		<u>\$ 3,000.00</u>
• Total Proposed Work Order Amount		\$162,786.00

**Attachments: DTE Application
Map**

APPLICATION FOR THE INSTALLATION OF A NATURAL GAS SERVICE LINE/MAIN


DTE Energy®

CUSTOMER INFORMATION

Customer Name ANDREW STORER	Installation Address 23200 S HURON	City/Village NEW BOSTON	Township/Municipality HURON TWP
Cross Street-Nearest Side Streets Between WILLOW and S HURON		Zip Code 48164	Subdivision (if applicable) Lot #
Billing Address		Building Type <input type="checkbox"/> New Residential <input type="checkbox"/> New Commercial <input type="checkbox"/> Existing Residential <input type="checkbox"/> Existing Commercial <input type="checkbox"/> Industrial	Daytime Phone 810-494-6054 Alternate Phone
Contact Name: ANDREW STORER		E-mail Address	

SITE INFORMATION:

Underground Facilities <input type="checkbox"/> City Water / Sewer / Geothermal <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Septic Field / Well <input type="checkbox"/> Private Underground Wiring <input type="checkbox"/> Underground Fence <input type="checkbox"/> Other:	Building Information Site Ready Date: _____ Square Footage: _____ (new construction only)																														
Customer Drawing: You may attach a separate drawing with this application Draw the location of the driveway, any private underground facilities, place an "X" for the meter location, and an arrow indicating north. Show the preferred service line path. (meter must be on the front or side of building). There is an example on the backside of this application.	Types of appliances existing and future (BTU input) <table border="1"> <thead> <tr> <th>Appliances</th> <th>Quantity</th> <th>BTU's</th> </tr> </thead> <tbody> <tr><td>Furnace</td><td></td><td></td></tr> <tr><td>Water Heater (Tankless? Y or N)</td><td></td><td></td></tr> <tr><td>Clothes Dryer</td><td></td><td></td></tr> <tr><td>Generator</td><td></td><td></td></tr> <tr><td>Cooking</td><td></td><td></td></tr> <tr><td>Fireplace</td><td></td><td></td></tr> <tr><td>Other:</td><td></td><td></td></tr> <tr><td>Other:</td><td></td><td></td></tr> <tr><td>Total BTU's</td><td></td><td></td></tr> </tbody> </table>	Appliances	Quantity	BTU's	Furnace			Water Heater (Tankless? Y or N)			Clothes Dryer			Generator			Cooking			Fireplace			Other:			Other:			Total BTU's		
Appliances	Quantity	BTU's																													
Furnace																															
Water Heater (Tankless? Y or N)																															
Clothes Dryer																															
Generator																															
Cooking																															
Fireplace																															
Other:																															
Other:																															
Total BTU's																															
	Distance 'A': _____ feet from property line to front of building (estimated) Distance 'B': _____ feet from front of building to side meter location, zero if on front (estimated)																														
	If corrugated stainless steel fuel line is used, will 2psi delivery pressure be required? (if available) <input type="checkbox"/> Yes <input type="checkbox"/> No																														

PAYMENT INFORMATION

Excessive Service Line Fee Customer acknowledges that the Total Excessive Service Line Fee may be adjusted if it is determined by DTE Gas Company ("DTE Gas") that the actual service line length is different than represented by Customer and a new Application will be forwarded for Customer execution. The excessive service line fee is due before any construction will commence. Excessive Service Line Costs, if applicable First _____ feet included with the standard installation. Excessive footage of _____ at _____ per foot	Cost to Extend Natural Gas Facilities Extending natural gas facilities requires additional costs, the following two options are available. This Fixed Monthly Surcharge will commence on the date that the customer receives gas service or six (6) months following the date the service line is installed, whichever occurs first. Please initial that you acknowledge pricing terms: Lump Sum (One-time Payment) : 159,786.00 OR Fixed Monthly Surcharge of : _____ * *Fixed Monthly Surcharge includes interest at _____ annually over the next _____ years.
Excessive Service Line Fee - Due Now _____	

I hereby apply to DTE Gas for all gas supplied in accordance with DTE Gas' Rules, Regulations and Rate schedules ("Rate Book") as approved by the Michigan Public Service Commission ("MPSC"). I assume full responsibility for the total charges due. I understand and agree that I am responsible for payment and for notifying subsequent purchasers of this property of the Fixed Monthly Surcharge.

Customer Signature _____ Date _____ DTE Energy Representative Signature _____ Date _____

TO BE COMPLETED BY DTE GAS COMPANY

Main Information	Side of St.	J.T.	P.L. to Main Ftg.	Total Svc. Line Footage	Contract Account # / Sundry	P.O. If applicable
Service Size	# of Devices	Size of Devices		New Main Footage	Service Order #	Device Service Order #
Need Date:	Premise #:			Project Name:	Project #:	
Station:	WO #:			Cons WO #:	Invest W/O #:	
Business Partner #:	Connection Object #:			Installation #:	OPA:	

Branched Service: Same parcel branched service only requires one project pricing lump sum or monthly surcharge.

- ☐ Service line will be branched to another building on the same parcel. Name of other building: _____ (will be indicated on bill)
☐ Service line will be branched to another building on a DIFFERENT parcel. Address of the other parcel: _____

Revision Date: 10/01/2018

Customer requests that DTE install a gas service line at the installation address indicated on the reverse side of this form in accordance with this application and DTE Gas' Rules, Regulations and Rate Schedules ("Rate Book") which are on file and approved by the Michigan Public Service Commission ("MPSC"). Accordingly, the charges set forth in this agreement may be modified to reflect changes in DTE Gas' Rate Book which may be approved by the MPSC after this agreement is signed but before the installation of a service line has begun.

- AN IMPORTANT SAFETY MESSAGE FOR OUR NATURAL GAS CUSTOMERS:**

Remember, if you're planning to dig or build near underground piping, you must mark the underground lines you own. A qualified plumbing, heating or construction contractor can help you. You must also call MISS DIG at 1-800-482-7171 to have utility-owned underground gas and other service lines marked. This service is free. In all cases, you must hand-dig to uncover all underground gas, cable and other service lines before excavating.

*It is the Customer's responsibility to identify all existing underground facilities within their property lines. Underground facilities should be noted on Customer drawing(s) as well as marked at the property location. Notwithstanding anything to the contrary in DTE Gas' Rate Book, DTE Gas shall not be liable for damages to Customer facilities that are not accurately identified.

Distance B: Measure, in feet, the distance from the front corner to the meter location on the side of the building. If the meter location is on the front of the



6-a-1-b

PROPOSED GAS
LINE (APPROX.)

EXISTING
GAS LINE



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 715-20-030
Project Title: Approval – East Well Pump Repairs
Project Type: Major Maintenance
Location: Indian Springs Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve a purchase order to Peerless Midwest, Inc. in the amount of \$25,900; and (2) approve the transfer of funds from the Major Maintenance Projects; Stony Creek R Golf Course Renovate Tees in the amount of \$20,000, and from the Hudson Mills golf course salt shed roof replacement in the amount of \$6,000 to cover the cost of the repair as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: This is an unbudgeted repair in the amount of \$25,900.00. Two budgeted projects are available to fund the cost of the repair. The Stony Creek golf course tee renovation project will be reviewed after a comprehensive study of Metroparks golf courses is completed. Also, the Hudson Mills golf course salt shed roofing project was completed last year and is no longer needed in this year's budget.

Scope of Work: The work included the pulling of the east turbine pump for repair, all new parts below pump head, transducer installation and motor repairs.

Background: At the February meeting, the Board approved the repair to the west pump. After pulling the east pump to do the transducer installation, similar repair work is needed after inspecting the east pump.

The system is currently operating on the recently repaired west pump. The two turbine pumps that are located in the well house building at Indian Springs supplies the Environmental Discovery with water and heat for the geothermal system. Working in conjunction, the pumps supply up to 1750 GPM of water to the geothermal system to heat the building.

The work is an emergency repair in order to maintain water and heat to the facility.



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 704-20-365
Project Title: Bids – Buno Road Bridge Approach Repairs
Project Type: Major Maintenance
Location: Kensington Metropark
Date: March 5, 2020

Proposals Received: February 25, 2020.

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve Contract 704-20-365 to the low responsive, responsible bidder, Dave's Contracting Inc. in the amount of \$63,400; and (2) approve the transfer of \$13,400 from the Capital Project – Bemis Road fiber installation project to cover the cost as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: The project was budgeted at \$50,000 and is \$13,400 over budget. Funds are available due to favorable cost estimates on the bids for the Bemis Road Fiber optic installation project to cover the added cost.

Scope of work: The project includes removal of asphalt pavement, construction of concrete pavement, drainage improvements and site restoration.

Erosion is occurring along the shared use path at the abutments to the Buno road bridge. The project will construct spillways and address drainage in the area to prevent further erosion.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Dave's Contracting*	Dearborn	\$63,400.00
- Budget Amount for Contract Services and Administration		\$50,000.00
- Work Order Amount		
o Contract Amount – Dave's Contracting		\$63,400.00
o Contract Administration		<u>\$ 6,000.00</u>
o Total Proposed Work Order Amount		\$69,400.00

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.

(*) Note: Only one bid was received. The following received documents but did not submit a bid:

Plan Holders List

Organization Name	City
Poco Sales Inc.	Canton
Pre-Construction Media	West Bloomfield
All Star Power LLC	Canton
Heinz Tree Service	Saginaw
Decorative Concrete Resources	Saginaw
Blaze Contracting Inc.	Detroit
JSS-Macomb, Inc	Shelby Twp.
Audia Concrete Construction, Inc.	Milford
Macomb Pipeline & Utilities Company	Sterling Heights
American Pavement Solutions, Inc.	Green Bay
L.J. Construction, Inc.	Clifford
Santos Cement	Lincoln Park
Contech Engineered Solutions	Zeeland
Ajax Paving Industries	Troy
Concrete Construction Inc.	Howell
Great Lakes Contracting Solutions LLS	Waterford
IDMC	Grand Junction
Border City Contractors	Grosse Pointe
Forte Contracting, Inc.	Redford
Finishing Touch Photo & Video	Chesterfield
Goretski Construction Co.	Milford
Doan Construction	Ypsilanti
T&M Asphalt	Milford
Dave's Contracting, Inc.	Dearborn
Gibraltar Construction	Trenton
Toebe Construction LLC	Wixom
Metropolitan Concrete Corp.	Sterling Hts.
Michigan Concrete Association	Okemos
Myranda Kelly, lie	Veneta
Interstate Sealant & Concrete, Inc	Waukesha
James P Contracting, Inc.	Romeo
KMI Road Maintenance LLC	Burton
Midwest Pavement Contracting, Inc.	Milford
Z Contractors, Inc.	Shelby Township
Florence Cement Company	Shelby Township
Cadillac Asphalt, LLC	Canton
GM & Sons, INC.	Whitmore Lake
Anglin Civil	Livonia
Fonson Company, Inc.	Brighton
Nationwide Construction Group	Chesterfield



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 704-20-364
Project Title: Bids – Flooring and Features Replacements Splash ‘n’ Blast
Project Type: Major Maintenance
Location: Kensington Metropark
Date: March 5, 2020

Bids Opened: February 25, 2020 at 2:00 p.m.

Action Requested: Motion to Approve

That the Board of Commissioners award Contract No. 704-20-364 to the low responsive, responsible bidder, Penchura LLC in the amount of \$191,918 as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: The project was budgeted at \$210,000 and is \$18,082 under budget.

Scope of Work: The project will include the installation of a new poured-in-place (PIP) surface, removal and replacement of concrete joint sealant, installation of three water cannons and removal of five activation bollards.

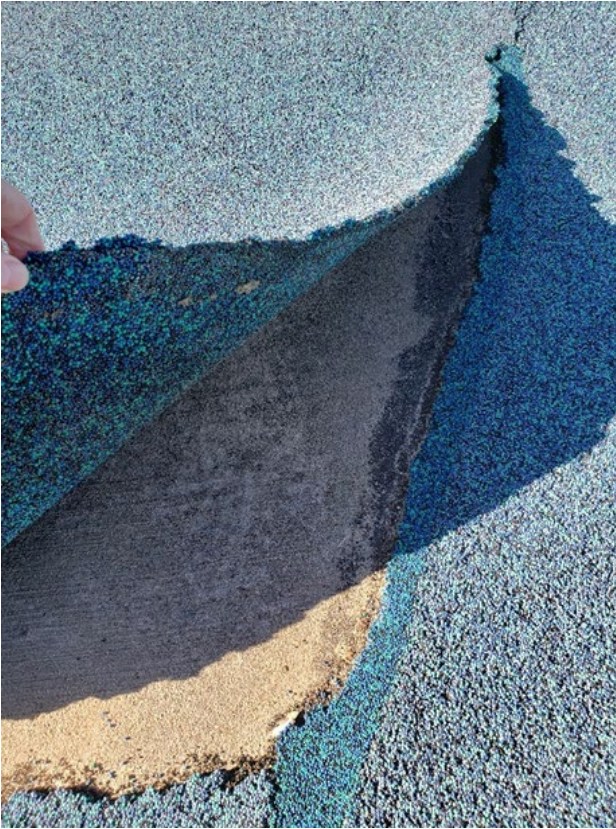
Background: The existing Splash ‘n’ Blast surface needs to be replaced. The surface had joint separation, was thin, and was delaminating from the concrete. Park staff removed a majority of the old surface to help save on installation costs. The surface was last installed at the end of the 2015 season. The product previously installed was Polysoft; the current product is Aquaflex. The product is composed of thermoplastic polyurethane pebbles chemically fused together with a polyurethane binder. Once cured the surface provides a slip resistance softer surface.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Penchura LLC	Brighton	\$191,918.00
Michigan Recreational Construction	Howell	\$205,925.00
Budget Amount for Contract Services		
- Flooring and Features Replacement at Splash and Blast		\$210,000.00
- Work Order Amount		
o Contract Amount – Penchura LLC		\$191,918.00
o Contract Administration		<u>\$ 4,000.00</u>
o Total Proposed Work Order Amount (Rounded)		\$ 195,918.00

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.

Attachment: Current Surface Photos

Current Condition of Splash 'n' Blast Surface





To: Board of Commissioners
From: Dave Kirbach, Deputy Director
Subject: Approval – Motor City Canoe Rental Services Agreement
Location: Oakwoods Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners' renew a one-year contract with Motor City Canoe Rentals for 2019 as recommended by Deputy Director David Kirbach and staff.

Fiscal Impact: No expense for the Metroparks.

Background: Motor City Canoe Rentals began operating a canoe livery at Oakwoods Metropark from the Cedar Knoll Picnic area in 2018. Staff would like to renew the agreement for the 2020 season.

Attachment: Motor City Canoe Rental Service Agreement

HURON-CLINTON METROPOLITAN AUTHORITY

Concessionaire Contract

CONTRACT EXPIRATION DATE: December 31, 2020

This "Contract" made this 28TH day of January, 2020 between the Huron-Clinton Metropolitan, a Michigan public body corporate, whose address is 13000 High Ridge Drive, Brighton, Michigan 48114, and the "Contractor" as further described in the following Table. In this Contract, either Contractor or HCMA (as defined herein) may also be referred to individually as "Party" or collectively, as "Parties".

HURON-CLINTON METROPOLITAN AUTHORITY 13000 High Ridge Drive Brighton, MI 48114 Tel: (810) 227-2757 Fax: (810) 227-7512 (herein, "HCMA")	MOTOR CITY CANOE RENTALS, L.L.C 24500 Goddard Road Taylor, MI 48180 Tel: (313) 473-9847 Identification No. <u>E5787W</u> (herein the "Contractor")
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INTRODUCTION

A. The HCMA owns and operates the following facilities:

- Lower Huron Metropark, 17845 Savage Rd.; Belleville, MI (mailing address)
- Willow Metropark, 17845 Savage Rd.; Belleville, MI 48111 (mailing address)
- Oakwoods Metropark, 17845 Savage Rd.; Belleville, MI (mailing address)

B. Subject to the terms and conditions set forth herein, HCMA desires to grant a license to utilize space (as designated by HCMA) at Lower Huron, Willow and Oakwoods Metroparks to the Contractor and to grant to the Contractor the right to provide certain services at said locations under the terms and conditions set forth in this Contract.

This Contract is organized and divided into the following "Section" or "Sections" for the convenience of the Parties.

SECTION 1. CONTRACT DOCUMENTS AND DEFINITIONSSECTION 2. CONTRACT EFFECTIVE DATE AND TERMINATIONSECTION 3. SCOPE OF CONTRACTOR'S SERVICESSECTION 4. USE OF HCMA FACILITIES AND PROPERTYSECTION 5. PAYMENT OBLIGATIONSSECTION 6. CONTRACTOR'S ASSURANCES AND WARRANTIESSECTION 7. CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATIONSECTION 8. GENERAL TERMS AND CONDITIONS

In consideration of the mutual promises, obligations, representations, and assurances in this Contract, the Parties agree to the following:

1. CONTRACT DOCUMENTS AND DEFINITIONS

The following words and expressions when printed with the first letter capitalized as shown herein, whether used in the singular or plural, possessive or non-possessive, and/or either within or without quotation marks, shall be defined and interpreted as follows:

1.1. "Services" shall mean the following items:

1.1.1. Rental items which will include but not be limited to:

- Canoes
- Kayaks
- Tubes

1.1.2. Porter service between Lower Huron, Willow and Oakwoods for individuals with their own equipment which may include the use of bicycles.

1.2. "Contractor Employee" means without limitation, any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Contractor, and also includes any Contractor licensees, concessionaires, contractors, subcontractors, independent contractors, contractor's suppliers, subsidiaries, joint ventures or partners, and/or any such persons, successors or predecessors, employees, (whether such persons act or acted in their personal, representative or official capacities), and/or any and all persons acting by, through, under, or in concert with any of the above. "Contractor Employee" shall also include any person who was a Contractor Employee at any time during the term of this Contract but, for any reason, is no longer employed, appointed, or elected in that capacity.

1.3. "Claims" means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which arise or related to the Services provided by Contractor and are imposed on, incurred by, or asserted against the HCMA, or for which the HCMA may become legally and/or contractually obligated to pay or defend.

1.4. "Contract Documents" This Contract includes and fully incorporates herein all of the following documents:

1.4.1. Exhibit I: Contractor Insurance Requirements.

1.5. "HCMA" means the Huron-Clinton Metropolitan Authority, a Michigan public body corporate, its departments, divisions, authorities, boards, committees, and "HCMA Agent" as defined below.

1.6. "HCMA Agent" means all appointed officials, directors, board members, commissioners, employees, volunteers, representatives, and/or any such persons' successors (whether such person act or acted in their personal representative or official capacities), and/or any persons acting by, through, under, or in concert with any of them. "HCMA Agent" shall also include any person who was a "HCMA Agent" anytime during the term of this Contract but, for any reason, is no longer employed, appointed, or elected and serving as an Agent.

- 1.7. "Day" means any calendar day, which shall begin at 12:00:01 a.m. and end at 11:59:59 p.m.
- 1.8. "Facility" means a building, or property, as designated by HCMA located at Lower Huron, Willow and/or Oakwoods Metropark.
- 1.9. "HCMA Board of Commissioners" means the HCMA commission established in accordance with Michigan Public Act 147 of the Michigan Public Acts of 1939, as amended, Michigan Compiled Laws 119.51 et seq.

2. CONTRACT EFFECTIVE DATE AND TERMINATION

- 2.1. The effective date of this Contract shall be April 1st, 2020, and unless otherwise terminated or canceled as provided herein, it shall end at 11:59:59 p.m. on the "Contract Expiration Date" shown on the first page of this Contract, at which time this Contract expires without any further act or notice of either Party being required. The Parties are under no obligation to renew or extend this Contract after Contract Expiration Date. At the expiration of the Contract unless otherwise extended, the Contract shall be bid through HCMA, according to its policies and procedures. Notwithstanding the above, under no circumstances shall this Contract be effective until and unless:
 - 2.1.1. This Contract is signed by a Contractor Employee, legally authorized to bind the Contractor.
 - 2.1.2. Any and all Contractor Certificates of Insurance and any other conditions precedent to the Contract have been submitted and accepted by the HCMA.
 - 2.1.3. This Contract is signed by an authorized agent of the HCMA, as provided for on the signature page of this Contract, who shall be the final signatory to this Contract.
- 2.2. Termination. HCMA may terminate and/or cancel this Contract (or any part thereof) at any time during the term, any renewal, or any extension of this Contract, upon thirty (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.
- 2.3. Contractor may terminate and/or cancel this Contract (or any part thereof) at any time upon sixty (60) days written notice to HCMA, if HCMA defaults in any obligation contained herein, and within the sixty (60) notice period the HCMA has failed or has not attempted to cure any such default. The effective date of termination and/or cancellation and the specific alleged default shall be clearly stated in the written notice
- 2.4. In the event of termination and/or cancellation by HCMA for any reason, Contractor shall pay the HCMA all fees as set forth herein until the effective date of termination. Upon termination, cancellation and/or expiration of this Contract, Contractor's use of HCMA Property shall cease as of the effective date of termination cancellation and/or expiration.
- 2.5. Under no circumstances shall the HCMA be liable for any future loss of income, profits, any consequential damages or any loss of business opportunities, revenues, or any other economic benefit Contractor may have realized but for the termination and/or cancellation of this Contract. The HCMA shall not be obligated to pay Contractor any cancellation or termination fee if this Contract is cancelled or terminated as provided herein.

3. SCOPE OF CONTRACTOR'S SERVICES

- 3.1. Contractor shall perform the Services as defined herein at the Facility, not less than described in section 3.4.
- 3.2. Equipment and Supplies. Contractor is responsible for providing all equipment and supplies to deliver the Services required by this Contract, which are not expressly required to be provided by the HCMA herein.
- 3.3. Personal Floatation Devices and Waiver. Approved PFD's are required for all rentals. Contractor shall require every customer/renter to execute an HCMA-provided waiver of liability and indemnification agreement for inherently dangerous activities (a "Waiver"). Contractor shall maintain all original Waivers for the term of this Contract, shall make all or any of the Waivers available to HCMA upon request, and shall transfer all Waivers to HCMA's custody on or before the Contract Expiration Date or the effective date of any earlier termination.
- 3.4. Days/Hours of Operation. Minimum days/hours of on-site operation will be:
 - 3.4.1. May: Weekends and Holidays, 10am – 5pm or by appointment
 - 3.4.2. June, July, August: Seven days per week, 12pm – 6pm
 - 3.4.3. September and October: Weekends and Holidays, 10am – 5pm or by appointment

4. USE OF HCMA FACILITIES AND PROPERTY

- 4.1. Contractor may use and have access to the Facility described and depicted in this contract to provide the Services.
- 4.2. The HCMA may access the Facility at any time for the purpose of examining and inspecting the Facility and evaluating the Services provided pursuant to this Contract. If the HCMA determines that the Facility is not maintained pursuant to this Contract or Services are not provided pursuant to this Contract, it shall immediately notify Contractor in writing to correct the unsatisfactory conditions or Services. Contractor shall take immediate steps to correct such conditions or Services.
- 4.3. Contractor agrees not to advertise its Services with HCMA in any manner or form, on or at the Facility, HCMA premises, or other location; or in any newspapers, website or through the use of electronic media, without the prior written consent of the HCMA Director or his or her designee. Contractor shall not employ or use any persons known as "hawkers", "spielers", "crier" or other noise makers or means of attracting attention to Contractor's business, unless approved in writing by HCMA Director or his or her designee.
- 4.4. Contractor shall keep the Facility, and anything stored thereon in good order and repair and in a clean, safe and healthful condition as required by this Contract and as required by federal, state or local, law, rule, regulation or ordinance.
- 4.5. Except as otherwise provided in this Contract and unless prior written approval is given by the HCMA Director or his or her designee, Contractor shall not make any alterations, additions, or changes to the Facility.
- 4.6. At the expiration or termination of this Contract, Contractor shall leave the Facility in the same condition that Contractor found them and clean of all rubbish. Contractor shall remove all of its personal property within thirty (30) days of expiration or termination of this Contract. If Contractor does not remove its personal property within the thirty (30)

day period, the HCMA shall dispose of it as it sees fit and Contractor shall reimburse the HCMA for all reasonable costs associated with the disposal of the personal property upon receipt of an invoice from HCMA.

- 4.7. Damage to HCMA Facilities. Contractor shall be responsible for any damage to the Facilities or other HCMA property that is caused by the negligence of Contractor or Contractor Employees. If damage occurs, Contractor shall notify the HCMA immediately and the HCMA shall make the necessary repairs and/or replacements or cause a third party to make the necessary repairs or replacements, provided, however, that upon receipt of an invoice from the HCMA, Contractor shall reimburse the HCMA for all reasonable costs associated with repairing and/or replacing the Facilities or other HCMA owned property.
- 4.8. Damage to Contractor Property. Contractor shall be solely liable and responsible for any property loss or damage resulting from fire, theft or other means to Contractor's personal property located, kept, or stored on or around the Facilities during this Contract.
- 4.9. Contractor shall be solely liable and responsible for any Claims, occurring at or around the Facilities, which arise out of Contractor's or Contractor's Employees use of the Facilities or performance of Services under this Contract.
- 4.10. Contractor acknowledges that it has no title in or to the Facility or any portion thereof and will not claim any such title to the Facility.

5. PAYMENT OBLIGATIONS

- 5.1. Contractor shall pay HCMA 20% of gross revenue, payable in monthly installments in exchange for the license to provide Services as set forth in this Contract. Days/Months of operation will not be less than defined in section 3.4..
- 5.2. The Monthly Fee shall be due and payable on the 15th of each calendar month while in operation.
- 5.3. Late Charge. If the HCMA does not receive the Monthly Fee or any other sum owed by Contractor under this Contract within five (5) days after its due date, Contractor shall pay the HCMA a late charge equal to five percent (5%) of any such overdue amount. Such late charge represents a fair and reasonable estimate of the costs the HCMA will incur by reason of late payment by the HCMA. Acceptance of such late charge by the HCMA shall in no event constitute a waiver of Contractor's default with respect to such overdue amount, nor prevent the HCMA from exercising any of its other rights and remedies.
- 5.4. Under no circumstances shall the HCMA be responsible for any cost, fee, fine, penalty, or direct, indirect, special, incidental or consequential damages incurred or suffered by Contractor in connection with or resulting from Contractor's provision of Services under this Contract.
- 5.5. The HCMA has the right to offset any amounts due and owing to the Contractor should the HCMA incur any cost associated with this Contract that is the obligation of Contractor under this Contract.

6. CONTRACTOR'S ASSURANCES AND WARRANTIES

- 6.1. Service Warranty. Contractor warrants that all Services performed hereunder will be performed in a manner that complies with all applicable laws, statutes, regulations, ordinances, and professional standards.

- 6.2. Taxes. The Contractor shall pay, its own local, state and federal taxes, including without limitation, taxes by reason of this Contract, social security taxes, and unemployment compensation taxes. The HCMA shall not be liable to or required to reimburse the Contractor for any federal, state and local taxes or fees of any kind.
- 6.3. Contractor's Incidental Expenses. Except as otherwise expressly provided in this Contract, the Contractor shall be solely responsible and liable for all of Contractor's costs and expenses incident to the performance of all Services for the HCMA including, but not limited to, any professional dues, association fees, license fees, fines, taxes, and penalties.
- 6.4. Contractor Employees.
- 6.4.1. Contractor shall employ and assign qualified Contractor Employees as necessary and appropriate to provide the Services under this Contract. Contractor shall ensure all Contractor Employees have all the necessary knowledge, skill, and qualifications necessary to perform the required Services and possess any necessary licenses, permits, certificates, and governmental authorizations as may be required by law.
- 6.4.2. Contractor shall solely control, direct, and supervise all Contractor Employees with respect to all Contractor obligations under this Contract. Contractor will be solely responsible for and fully liable for the conduct and supervision of any Contractor Employee.
- 6.4.3. All Contractor Employees assigned to work under this Contract may, at the HCMA's discretion, be subject to a security check and clearance by the HCMA.
- 6.5. Contractor Employee-Related Expenses. All Contractor Employees shall be employed at the Contractor's sole expense (including employment-related taxes and insurance) and the Contractor warrants that all Contractor Employees shall fully comply with and adhere to all of the terms of this Contract. Contractor shall be solely and completely liable for any and all applicable Contractor Employee's federal, state, or local payment withholdings or contributions and/or any and all Contractor Employee related pension or welfare benefits plan contribution under federal or state law. Contractor shall indemnify and hold the HCMA harmless for all Claims against the HCMA by any Contractor Employee, arising out of any contract for hire or employer-employee relationship between the Contractor and any Contractor Employee, including, but not limited to, Worker's Compensation, disability pay or other insurance of any kind.
- 6.6. Full Knowledge of Service Expectations and Attendant Circumstances. The Contractor is responsible for being adequately and properly prepared to execute this Contract. Contractor has satisfied itself in all material respects that it will be able to perform all obligations under the Contract as specified herein.
- 6.7. The Contractor's Relationship to The HCMA Is That Of An Independent Contractor. Nothing in this Contract is intended to establish an employer-employee relationship between the HCMA and either the Contractor or any Contractor Employee. All Contractor Employees assigned to provide Services under this Contract by the Contractor shall, in all cases, be deemed employees of the Contractor and not employees, agents or sub-contractors of the HCMA.

7. CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION

7.1. Indemnification.

- 7.1.1. Contractor shall indemnify, defend and hold HCMA harmless from any and all Claims which are incurred by or asserted against HCMA by any person or entity alleged to have been caused or found to arise, from the acts, performances, errors,

or omissions of Contractor or Contractor's Employees, including, without limitation, all Claims relating to injury or death of any person or damage to any property.

7.1.2. The indemnification rights contained in this Contract are in excess and over and above any valid and collectible insurance rights/policies. Contractor and HCMA shall have no rights against each other for any indemnification (e.g., contractual, equitable, or by implication), contribution, subrogation, and/or any other right to be reimbursed except as expressly provided herein.

7.1.3. Contractor waives and releases all actions, liabilities, loss and damage including any subrogated rights it may have against the HCMA based upon any Claim brought against the HCMA suffered by a Contractor Employee.

7.2. Contractor Provided Insurance. At all times during this Contract, Contractor shall obtain and maintain insurance according to the specifications indicated in Exhibit I.

8. GENERAL TERMS AND CONDITIONS

8.1. Cumulative Remedies. A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.

8.2. Survival of Terms and Conditions. The following terms and conditions shall survive and continue in full force beyond the termination and/or cancellation of this Contract (or any part thereof) until the terms and conditions are fully satisfied or expire by their very nature:

"CONTRACTOR'S ASSURANCES AND WARRANTIES";

"CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION";

"Damage Clean Up To HCMA Property and/or Premises";

"Severability";

"Governing Law/Consent To Jurisdiction And Venue"; and

"Survival of Terms And Conditions".

8.3. HCMA Right to Suspend Services. Upon written notice, the HCMA may suspend performance of this Contract if Contractor has materially failed to comply with Federal, State, or Local laws, or any requirements contained in this Contract. The right to suspend services is in addition to the HCMA's right to terminate and/or cancel this Contract. The HCMA shall incur no penalty, expense, or liability to Contractor if the HCMA suspends services under this Section.

8.4. No Third-Party Beneficiaries. Except as provided for the benefit of the Parties, this Contract does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to be indemnified, right to be subrogated to the Parties' rights in this Contract, and/or any other right, in favor of any other person or entity.

8.5. Compliance with Laws. Contractor shall comply with all federal, state, and local laws, statutes, ordinances, regulations, rules, insurance policy requirements, and requirements applicable to its activities under this Contract, including but not limited to the Michigan Liquor Control Code, as amended, and all regulations and rules promulgated thereunder.

8.6. Permits and Licenses. Contractor shall be responsible for obtaining, maintaining, and paying for all licenses, permits, certificates, and governmental authorizations necessary to perform its obligations under this Contract and to conduct business under this Contract.

- 8.7. Discrimination.** Contractor shall not discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin, or handicap in violation of State and Federal law.
- 8.7.1.** Contractor shall promptly notify the HCMA of any complaint or charge filed and/or determination by any Court or administrative agency of illegal discrimination by Contractor.
- 8.7.2.** The HCMA, in its discretion, may consider any illegal discrimination described above as a breach of this Contract and may terminate or cancel this Contract immediately with notice.
- 8.8. Reservation of Rights.** This Contract does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the HCMA.
- 8.9. Force Majeure.** Notwithstanding any other term or provision of this Contract, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, any law, order, regulation, direction, action, or request of the United States government or of any other government, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, or other labor difficulties. Reasonable notice shall be given to the affected Party of any such event. The Contractor is expected, through insurance or alternative temporary or emergency service arrangements, to continue its obligations under this Contract in the event of a reasonably anticipated, insurable business risk such as business interruption and/or any insurable casualty or loss.
- 8.10. Conflict of Interest.** Pursuant to Public Acts 317 and 318 of 1968, as amended (MCL 15.321, et seq.), no contracts shall be entered into between the HCMA, including all agencies and departments thereof, and any HCMA Agent. To avoid any real or perceived conflict of interest, Contractor shall identify any Contractor Employee or relative of Contractor's Employees who are presently employed by the HCMA. Contractor shall give the HCMA notice if there are any HCMA Agents or relatives of HCMA Agents who are presently employed by Contractor.
- 8.11. Contract Administrator.** Each Party shall designate an employee or agent to act as Contract Administrator. The HCMA's Contract Administrator shall be responsible for such activities as monitoring deliverables and funding addressing the quality of services provided by the Contractor, reviewing invoices and submitting requests to the HCMA's procurement authority for any contract modification. The Contract Administrators for both Parties shall serve as a contact point for all matters related to the services to be performed under this Contract.
- 8.12. Dispute Resolution.** All disputes arising under or relating to the execution, interpretation, performance, or nonperformance of this Contract involving or affecting the Parties may first be submitted to the respective Contract Administrators for possible resolution. The Contract Administrators may promptly meet and confer in an effort to resolve such dispute. If the Contract Administrators cannot resolve the dispute in five (5) business days, the dispute may be submitted to the signatories of this Contract or their successors in office. The signatories of this Contract may meet promptly and confer in an effort to resolve such dispute. Before litigation is commenced by either Party regarding Claims arising under this Contract, the Parties shall use their best efforts to mediate such Claims. All costs for mediation shall be borne equally by the Parties. The Parties shall mutually agree to the mediator.

- 8.13. Access and Records.** The Contractor shall establish and maintain a reasonable accounting system that enables HCMA to readily identify Contractor's assets and Gross Receipts of the Services provided under this Contract, including but not limited to: a full and accurate book of accounts, cash receipts, and other pertinent data customarily used in Contractor's type of operation, showing Contractor's activities under this Contract. The Contractor shall only utilize those recording keeping devices, including without limitation, cash registers, tapes, books, ledgers, journals, sale slips, guest checks, invoices, and cash register maintenance logs which are reasonably acceptable to the HCMA and by which every sale or other transaction related to sundry sales and services are recorded. Contractor will maintain accurate books and records in connection with the Services provided under this Contract for thirty-six (36) months after end of this Contract and provide the HCMA with reasonable access to such book and records.
- 8.14. Delegation /Subcontract/Assignment/Sublease.** Contractor shall not delegate, assign, sublease or subcontract any obligations or rights under this Contract without the prior written consent of the HCMA.
- 8.14.1.** The rights and obligations under this Contract shall not be diminished in any manner by assignment, delegation, sublease or subcontract.
- 8.14.2.** Any assignment, delegation, sublease or subcontract by Contractor and approved by the HCMA, must include a requirement that the assignee, delegee, or subcontractor will comply with the rights and obligations contained in this Contract.
- 8.14.3.** The Contractor shall remain primarily liable for all work performed by any subcontractors. The Contractor shall remain liable to the HCMA for any obligations under the Contract not completely performed or improperly performed by any Contractor delegee or subcontractor.
- 8.14.4.** Should a Subcontractor fail to provide the established level of service and response, the Contractor shall contract with another agency for these services in a timely manner. Any additional costs associated with securing a competent subcontractor shall be the sole responsibility of the Contractor.
- 8.15.** No provision in this Contract limits, or is intended to limit, in any way the Contractor's right to offer and provide its services to the general public, other business entities, municipalities, or governmental agencies during or after the term of this Contract. This Contract is not an exclusive contract and HCMA may contract with other vendors or contractors to provide the same or similar services at the Facility or other facilities under the jurisdiction of HCMA.
- 8.16. No Implied Waiver.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any right or remedy under this Contract shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Contract. No waiver of any term, condition, or provision of this Contract, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Contract. No waiver by either Party shall subsequently affect its right to require strict performance of this Contract.
- 8.17. Severability.** If a court of competent jurisdiction finds a term, condition, or provision of this Contract to be illegal or invalid, then the term, condition, or provision shall be deemed severed from this Contract. All other terms, conditions, and provisions of this Contract shall remain in full force and effect. Notwithstanding the above, if Contractor's promise to indemnify or hold the HCMA harmless is found illegal or invalid, Contractor shall contribute the maximum it is permitted to pay by law toward the payment and satisfaction of any Claims against the HCMA.

8.18. Captions. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Contract are intended for the convenience of the reader and are not intended to have any substantive meaning and shall not be interpreted to limit or modify any substantive provisions of this Contract. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Contract shall be deemed the appropriate plurality, gender or possession as the context requires.

8.19. Notices. Notices given under this Contract shall be in writing and shall either be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given when one of the following occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

8.19.1. If notice is sent to the Concessionaire, it shall be addressed to:

*John Blevins
Motor City Canoe Rentals, L.L.C
24500 Goddard Road
Taylor, MI 48180
(313) 473-9847*

8.19.2. If notice is sent the HCMA, it shall be addressed to:

*Amy McMillan, Director
Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, MI 48114-9058
Tel: (810) 227-2757
Fax: (810) 225-6212
Email address: amy.mcmillan@metroparks.com*

8.19.3. Either Party may change the address or individual to which notice is sent by notifying the other party in writing of the change.

8.20. Contract Modifications or Amendments. Any modifications, amendments, rescissions, waivers, or releases to this Contract must be in writing, agreed to by both Parties, and added as a change order or amendment to this Contract.

8.21. Precedence of Documents. In the event of a conflict between the terms and conditions in any of the documents comprising this Contract, the conflict shall be resolved as follows:

8.21.1. The terms and conditions contained in this Contract shall prevail and take precedence over any allegedly conflicting provisions in all other Exhibits or documents.

8.22. Governing Laws/Consent to Jurisdiction and Venue. This Contract shall be governed, interpreted and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Contract shall be brought in the 44th Judicial Circuit Court of the State of Michigan (Livingston County), the 53rd District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law

or court rule, venue is proper in the courts set forth above. The choice of forum set forth above shall not be deemed to preclude the enforcement of any judgment obtained in such forum or taking action under this Contract to enforce such judgment in any appropriate jurisdiction.

- 8.23.** Entire Contract. This Contract represents the entire Contract and understanding between the Parties. This Contract supersedes all other prior oral or written understandings, communications, agreements or Contracts between the Parties. The language of this Contract shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.
- 8.24.** HCMA Intellectual Property. Contractor shall have no copyright, patent, trademark or trade secret rights in HCMA Intellectual Property.
- 8.25.** Contractor Use of HCMA Servicemark.
- 8.25.1.** The HCMA grants Contractor the non-exclusive right to use its servicemark on publications (in any format) related to or associated with performance of this Contract. Permission to use the servicemark extends to use on the Contractor's website.
- 8.25.2.** Contractor shall only use the servicemark as provided by HCMA for the purposes described in this Contract and not for any other purpose.
- 8.25.3.** Contractor acknowledges that the HCMA has certain rights in the servicemark and that Contractor has no right, title or interest in the servicemark.
- 8.25.4.** The servicemark covered under this Section shall be provided at no cost to Contractor.
- 8.25.5.** Contractor's permission to use the servicemark shall cease when the entire Contract is terminated and/or cancelled. Immediately upon termination and/or cancellation of this Contract, Contractor shall not display or depict the servicemark on its website or display, distribute or create any publication (in any format) or display, distribute or create other items that contain the servicemark.

The undersigned executes this Contract on behalf of Contractor and the HCMA, and by doing so legally obligates and binds Contractor and the HCMA to the terms and conditions of this Contract.

[Signatures on next page]

MOTOR CITY CANOE RENTALS L.L.C

BY: _____

John Blevins

DATE: 02-04-2020

John Blevins, Motor City Canoe Rentals, L.L.C appeared in person before me this day and executed this Contract on behalf of Contractor and acknowledged to me under oath that he has taken all actions and secured any and all necessary approvals and authorizations and has the requisite authority from Contractor to fully and completely obligate and bind Contractor to the terms and conditions of this.

Subscribed and sworn to before me on this 4th day of February, 2020.

Notary Public, State of _____

Wayne

County

My Commission Expires: _____

06-01-2021

Acting in the County of _____

Wayne

VICKI L GRIGGS
Notary Public, State of Michigan
County of Wayne
My Commission Expires 06-01-2021
Acting In the County of Wayne

For the HCMA

By: _____

Amy McMillan, Director

Date: _____

EXHIBIT I
CONTRACTOR INSURANCE REQUIREMENTS

The Contractor shall provide and maintain, at their expense, all insurance as set forth below, protecting the HCMA against any Claims, as defined in this Contract. The insurance shall be written for not less than any minimum coverage herein specified.

1. **Commercial General Liability** Occurrence Form including: a) Premises and Operations; b) Products and Completed Operations (including On and Off Premises Coverage); c) Personal and Advertising Injury d) Broad Form Property Damage e) Independent Contractors; f) Broad Form Contractual including coverage for obligations assumed in this contract;

 \$1,000,000 – Each Occurrence Limit
 \$1,000,000 – Personal & Advertising Injury
 \$1,000,000 – Products & Completed Operations Aggregate Limit
 \$2,000,000 – General Aggregate Limit
 \$ 500,000 – Fire Damage Limit (Any One Fire)
2. **Workers' Compensation** insurance with limits statutorily required by any applicable Federal or State Law and Employers Liability insurance with limits of no less than \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit.
3. **Commercial Umbrella/Excess Liability** insurance with a minimum limit of \$3,000,000 each occurrence. Umbrella or Excess Liability coverage shall be no less than following form of primary coverages or broader. The Umbrella/Excess Liability policy must also include and must be in excess of Liquor Liability coverage.
4. **Liquor Liability** insurance with a limit of \$1,000,000 each occurrence; \$1,000,000 annual aggregate.
5. **Commercial Property** insurance. The Contractor shall be responsible for obtaining and maintaining insurance covering their equipment and personal property against all physical damage.
6. **General Insurance Conditions:** The aforementioned insurance shall be endorsed, as applicable, and shall contain the following terms, conditions, and/or endorsements. All certificates of insurance shall provide evidence of compliance with all required terms, conditions and/or endorsements.
 - a. All policies of insurance shall be on a primary, non-contributory basis with any other insurance or self-insurance carried by the HCMA;
 - b. The insurance company(s) issuing the policy(s) shall have no recourse against the HCMA for subrogation, premiums, deductibles, or assessments under any form;
 - c. Any and all deductibles or self-insured retentions shall be assumed by and be at the sole risk of the Contractor;
 - d. All policies, with the exception of Workers' Compensation, shall be endorsed to name the HCMA as additional insured;
 - e. All policies shall be endorsed to provide a written waiver of subrogation in favor of HCMA;
 - f. The Contractor shall require their contractors, or sub-contractors not protected under the Contractors insurance policies, to procure and maintain insurance with coverages, limits, provisions, and/or clauses equal to those required in this Contract;
 - g. Certificates of insurance must be provided no less than ten (10) working days prior to commencement of contract and must bear evidence of all required terms, conditions and endorsements; and
 - h. All insurance carriers must be licensed and approved to do business in the State of Michigan and shall have and maintain a minimum A.M. Best's rating of A.



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update – Purchases over \$10,000
Date: March 5, 2020

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>
1. Cribley Drilling Co.	Well Inspection and Repair Stony Creek Metropark	\$12,000.00
2. Kimtek Corp.	Wildfire Skid Unit Natural Resources Department	\$12,580.00
3. Fiber Link Inc	Fiber Connectivity for Bemis Rd Entrance Lower Huron Metropark	\$13,497.42
4. PK Contracting	Iron Belle Trail Crossings Signage and Striping Lower Huron Metropark	\$16,365.00
5. Holbrook's Roofing	Comfort station siding Willow Metropark	\$17,425.00
6. Waterplay Solutions	3 water cannons for Splash 'n' Blast Kensington Metropark	\$17,449.91



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-010
Project Title: Purchase - Grounds and Golf Course Mowers and Equipment
Location: Hudson Mills, Lake Erie, Huron Meadows, Lower Huron, Willow, Oakwoods
Kensington, Stony Creek
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve purchases per ITB 2020-010 to the low responsive, responsible bidders, as indicated, for the purchase of 16 pieces of grounds and golf course mowers and equipment as listed below for a total spend of \$572,062.11 as recommended by Senior Buyer Heidi Dziak and staff.

- Award of a purchase order in the amount of \$521,310.11 to Spartan Distributors of Auburn Hills, Michigan for 12 pieces of equipment. Spartan Distributors is offering a total trade-in allowance of \$10,000.00 for one (1) mower from Stony Creek Metropark.
- Award of a purchase order in the amount of \$14,356 to D & G Equipment of Williamston, Michigan for one piece of equipment.
- Award of a purchase order in the amount of \$36,396 to Weingartz of Farmington Hills, Michigan for three pieces of equipment.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget, which allowed \$586,000 for the purchase of the equipment listed below. The \$572,062.11 for the cost of the equipment is \$13,937.89 under budget.

Scope of Work: Furnish and deliver 16pieces of new equipment as follows:

<u>Description / Location / Unit Replaced</u>	<u>Cost</u>	<u>Budget</u>
<u>Kensington</u>		
(1) Toro Groundsmaster 3150-Q Model 04358 • Replaces #136: 2004 Toro Greensmaster 3100 with 2737 hours	\$30,588.88	\$30,000.00
(1) Toro Groundsmaster 3150-Q Model 04358 • Replaces #260: 2008 Toro Greensmaster 3100 with 2989 hours	\$30,588.88	\$30,000.00
<u>Stony Creek</u>		
(1) Exmark Lazer Z X Series 72" Mower • Replaces #717: 2015 Toro Mower with 1286 hours	\$12,799.00	\$12,500.00

(1) Exmark Lazer Z X Series 72" Mower • Replaces #818: 2009 Exmark Lazer Z 72" Mower with 919 hours	\$12,799.00	\$12,500.00
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(1) Toro Groundsmaster 5900 Model 31698 • Replaces #704: 2009 Toro 5900 Groundsmaster with 4294 hours which will be traded-in.	\$88,242.77	\$85,000.00
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Lower Huron/Willow/Oakwoods

(1) Toro Groundsmaster 4000-D Model 30609 • Replaces #1947: 2006 Toro 328D with 2679 hours, and #1948: 2006 Toro 328D with 2669 hours	\$59,502.26	\$60,000.00
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(1) Toro 5800 Multi ProSprayer • Replaces #1798: 2009 John Deere 2030A Sprayer with 1432 hours	\$47,515.48	\$60,000.00
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Hudson Mills

(1) Exmark Lazer Z X Series 72" Mower • New Equipment to maintain the B2B trail	\$14,356.00	\$13,000.00
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(1) Toro Groundsmaster 4000-D Model 30609 • Replaces #910, 1998 Toro Groundsmaster 325D with 2958 hours, and #1802, 2007 Toro Groundsmaster 328D with 1098 hours	\$61,369.94	\$60,000.00
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(1) Toro Groundsmaster 5900 Model 31698 • Replaces #1086: 2001 Toro 580D with 3065 hours	\$88,400.91	\$95,000.00
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(1) Landpride Ditch Bank Mower Model DB 2660 • New Equipment to maintain the B2B trail	\$10,798.00	\$13,000.00
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(1) Toro Pro Force Debris Blower Model 44538 • New Equipment to maintain the B2B trail	\$7,159.71	\$7,000.00
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Huron Meadows

(1) Toro Groundsmaster 3150-Q Model 04358 • Replaces #1370: 2008 Toro Greensmaster 3100 with 3843 hours	\$30,400.70	\$30,000.00
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(1) Toro ProCore Aeraor Model 864 • Replaces #1234: 2004 Toro Pro Core 660 Aerator	\$25,491.95	\$20,000.00
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Lake Erie

(1) Toro Groundsmaster 3320 Model 04530 • Replaces #867, 2004 Jacobsen Greensking IV, and #1263, 2005 Jacobsen Greensking IV, which were sold at auction in 2019	\$34,456.27	\$36,000.00
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(1) Toro SandPro 3040 Trap Rake Model 08703 • Replaces #2045: 2007 John Deere 1200A Rake with 3218 hours	<u>\$17,592.36</u>	<u>\$22,000.00</u>
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TOTAL	\$572,062.11	\$586,000.00
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Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 104 vendors, of which 28 vendors downloaded the ITB.

Toro is the brand of choice for staff and acquiring one brand of equipment allows the Metroparks to develop and maintain consistency of product and service as well as standardize the parts and accessories needed for the routine maintenance and use of the equipment.

Unless otherwise indicated below, out-going equipment will be sold at auction.

<u>Item by Vendor</u>	<u>Location</u>	<u>Price</u>
Exmark Lazer Z X Series 72-inch Mower (Configuration 1)		
• Weingartz	Farmington Hills, MI	\$13,306.00
○ <i>with optional Air Ride Seat</i>		\$14,456.00
• D & G Equipment, Inc.	Williamston, MI	\$13,506.00
○ <i>with optional Air Ride Seat</i>		\$14,356.00*
• Rosy Brothers	Dryden, MI	\$11,695.00
○ <i>offering Grasshopper Model</i>		
• J.W. Turf	Elgin, IL/Wixom, MI	\$11,453.23
○ <i>offering John Deere</i>		
Exmark Lazer Z X Series 72-inch Mower (Configuration 2)		
• Weingartz	Farmington Hills, MI	\$12,799.00*
○ <i>with optional Air Ride Seat</i>		\$13,949.00
• D & G Equipment, Inc.	Williamston, MI	\$12,898.00
○ <i>with optional Air Ride Seat</i>		\$13,748.00
• Rosy Brothers	Dryden, MI	\$11,270.00
○ <i>offering Grasshopper Model</i>		
• J.W. Turf	Elgin, IL/Wixom, MI	\$11,453.23
○ <i>offering John Deere</i>		
Toro Greensmaster 3150-Q (Configuration 1)		
• Spartan Distributors, Inc.	Auburn Hills, MI	\$30,400.70*
• J.W. Turf	Elgin, IL/Wixom, MI	\$29,478.30
○ <i>offering John Deere 2500B</i>		
Toro Greensmaster 3150-Q (Configuration 2)		
• Spartan Distributors, Inc.	Auburn Hills, MI	\$30,588.88*
• J.W. Turf	Elgin, IL/Wixom, MI	\$29,265.21
○ <i>offering John Deere 2500B</i>		
Toro Groundsmaster 4000-D (Configuration 1)		
• Spartan Distributors, Inc.	Auburn Hills, MI	\$61,369.94*
• J.W. Turf	Elgin, IL/Wixom, MI	\$55,782.36
○ <i>offering John Deere 1600WAM</i>		

Toro Groundsmaster 4000-D (Configuration 2)

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$59,502.26*
- J.W. Turf Elgin, IL/Wixom, MI \$55,782.36
 - offering John Deere 1600WAM

Toro Groundsmaster 5900 (Configuration 1)

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$88,400.91*

Toro Groundsmaster 5900 (Configuration 2)

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$88,242.77*

Toro Greensmaster 3320

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$34,456.27*
- J.W. Turf Elgin, IL/Wixom, MI \$32,264.17
 - offering John Deere 2700

Landpride Ditchbank Mower

- Rosy Brothers Dryden, MI \$12,145.20
- [Weingartz](#) Farmington Hills, MI \$10,798.00*
- J.W. Turf Elgin, IL/Wixom, MI \$14,636.00

Toro ProCore®Aerator

- J.W. Turf Elgin, IL/Wixom, MI \$29,609.88
- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$25,491.95*

Toro Pro Force Debris Blower

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$6,657.44*
 - optional 10-gal fuel tank \$ 502.27*
- J.W. Turf Elgin, IL/Wixom, MI \$6,769.40
 - offering Buffalo Blower KB4

Toro 5800 MultiPro Sprayer

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$17,592.36*
- J.W. Turf Elgin, IL/Wixom, MI \$40,271.92
 - offering John Deere Progator 2020A at \$22,117.15 with HD300 Sprayer at \$18,154.77

Toro SandPro Trap Rake

- [Spartan Distributors, Inc.](#) Auburn Hills, MI \$17,592.36*
- J.W. Turf Elgin, IL/Wixom, MI \$13,115.28
 - offering John Deere 1200A

(*) indicates recommended award



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-013
Project Title: Purchase – Ford F-150 Super Crew Cab Pickup Truck
Location: Lake St. Clair Metropark, Macomb County
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of one new 2020 Ford F-150 Super Crew Cab Pickup truck for a total amount of \$34,361.88 from Fairlane Ford Sales of Dearborn, Michigan the low responsive, responsible bidder for ITB 2020-013 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget which allowed \$35,000 for the purchase of the vehicle. The purchase will total \$34,361.88; \$638.12 under budget.

Scope of Work: Furnish and deliver one Ford F-150 Super Crew Cab Pickup truck.

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 102 vendors, of which 16 vendors downloaded the ITB.

The new vehicle will replace unit 1331, a 2005 GMC Sierra Crew Cab Pickup truck with 123,894 miles and substantial rust. The out-going unit will be sold at auction.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Fairlane Ford Sales	Dearborn, MI	\$34,361.88*
Signature Ford-Lincoln	Owosso, MI	\$35,249.00
Jorgensen Ford	Detroit, MI	\$37,777.77

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-019
Project Title: Purchase – Two Midsize SUVs
Location: Engineering Department, Hudson Mills Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of two 2020 Ford Escapes with all-wheel drive for a total amount of \$48,800 from Signature Ford of Owosso, Michigan the low responsive, responsible bidder for ITB 2020-019 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget which allowed a total of \$46,000 for the vehicles. The purchase will total \$48,800; the additional \$2,800 will come from savings realized from capital equipment purchases.

Scope of Work: Furnish and deliver two (2) 2020 Ford Escapes as follows:

<u>Description / Location / Unit Replaced</u>	<u>Cost</u>	<u>Budget</u>
Engineering Department		
(1) 2020 Ford Escape, AWD	\$24,400.00	\$23,000.00
• Replaces #59: 2013 Ford Explorer with 120,415 miles		
Hudson Mills Metropark		
(1) 2020 Ford Escape, AWD	<u>\$24,400.00</u>	<u>\$23,000.00</u>
• Replaces #423: 2007 Chevrolet Impala with 105,166 miles and #643: 2014 Ford Explorer with 106,422 miles		
TOTAL	\$48,800.00	\$46,000.00

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site which provided notice of the solicitation to 128 vendors, of which 15 vendors downloaded the ITB.

<u>Vendor</u>	<u>Location</u>	<u>Total Price for Two Vehicles</u>
Signature Ford-Lincoln	Owosso, MI	\$48,800.00*
Jack Demmer Ford	Wayne, MI	\$49,822.28
Jorgensen Ford	Detroit, MI	\$49,372.00

(*) indicates recommended award.



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-023
Project Title: Purchase – One Heavy Duty Work Utility Vehicle
Location: Kensington Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of one new Kubota RTV heavy duty utility vehicle with cab and attachments for a total amount of \$33,119.15 from Weingartz of Utica, Michigan, the low responsive, responsible bidder for ITB 2020-023 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget which allowed for \$39,000.00 for the purchase. The purchase will total \$33,119.15, which is \$5,880.85 under budget.

Scope of Work: Furnish and deliver one new Kubota RTV-X1100CWL-H with cab, plow, rotary broom and snow blower attachments.

This equipment will replace the following items that are primarily used for snow removal and will be sold at auction.

- Unit 188: 2002 John Deere 1445 Mower with 1507 hours, cab and broom
- Unit 241: 2003 John Deere 1445 Mower with 1293 hours
- Unit 368: 2004 John Deere 1445 Mower with 1310 hours and cab

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site which provided notice of the solicitation to 98 vendors, of which 12 vendors downloaded the ITB; one bid was received.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Weingartz	Utica, MI	\$33,119.15*

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-014
Project Title: Purchase – One Aerial Lift Truck
Location: Stony Creek Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of one new 2020 Ford F-550 Pickup truck with an installed Service Body and Aerial Lift for a total amount of \$127,940 from Signature Ford of Owosso, Michigan the low responsive, responsible bidder for ITB 2020-014 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget which allowed \$130,000 for the purchase of the vehicle. The purchase includes an extended warranty for the truck and will total \$127,940; which is \$2,060 under budget.

Scope of Work: Furnish and deliver one Ford F-550 Pickup truck with an installed service body and an aerial lift.

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 176 vendors, of which 13 vendors downloaded the ITB.

The new vehicle replaces unit 735, a 2000 Ford F-550 pickup truck with 14,185 miles, and an aerial lift (the aerial lift is inspected each year by a certified vendor). The aerial lift has 14,183 hours and will soon have too many hours to be certified safe to use. The out-going unit will be sold at auction.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Galena's Van Dyke Dodge <ul style="list-style-type: none"><i>Offering a Dodge Ram 550 with a Dakota Body and a Versalift</i>	Warren, MI	\$139,244
Signature Ford-Lincoln <ul style="list-style-type: none"><i>Offering a Ford F550 with a Dakota Body and a Versalift</i><i>Offering a Ford F550 with a Knapheide Body and a Dur-a-lift DPM-40MH lift</i>	Owosso, MI	\$127,940* \$128,038

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-020
Project Title: Purchase – 10 Utility Carryall Vehicles
Location: Hudson Mills, Lake St. Clair, Hudson Mills, Stony Creek, Kensington, Lake Erie
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve purchases per ITB 2020-020 to the low responsive, responsible bidders as indicated for the purchase of 10 new utility carts in the total amount of \$84,319.90 as recommended by Senior Buyer Heidi Dziak and staff.

- Award of a purchase order in the amount of \$48,289.90 to Midwest Golf & Turf Acquisitions LLC of Commerce Township, Michigan for five carts.
- Award of a purchase order in the amount of \$36,030.00 to Spartan Distributors, Inc of Auburn Hills, Michigan for five carts.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget, which allowed \$99,000.00 for the equipment. The \$84,319.90 for the cost of the equipment is \$14,680.10 under budget.

Scope of Work: Furnish and deliver 10 new pieces of equipment as follows:

<u>Description / Location / Unit Replaced</u>	<u>Cost</u>	<u>Budget</u>
<u>Lake St. Clair</u>		
Club Car Carryall 300 utility cart • Replaces #1764: 2007 Club Car Turf II; 2757 hours	\$8,619.25	\$9,000.00
Club Car Carryall 300 utility cart • Replaces #1824: 2002 Club Car Carryall I; 5477 hours	\$8,619.25	\$9,000.00
Club Car Carryall 300 utility cart • Replaces #1671: 2003 Club Car Transporter; 2612 hours	\$8,619.75	\$9,000.00
<u>Hudson Mills</u>		
Cushman 1200 EFI utility cart • Replaces #1315: 2002 Club Car Carryall I; 2990 hours	\$6940.00	\$9,000.00
Cushman 1200 EFI utility cart • Replaces #1115: 2010 John Deere Gator; 1338 hours and #2094: 2007 John Deere Gator; 2094 hours	\$8195.00	\$12,000.00

Stony Creek

Cushman 1200 EFI utility cart	\$6,730.00	\$11,000.00
• Replaces #537: 2007 Club Car Turf I; 2111 hours		
Cushman 1200 EFI utility cart	\$6,730.00	\$ 9,000.00
• Replaces #1825: 2002 Club Car Turf I; 1696 hours		

Kensington

Cushman 1200 EFI utility cart	\$7,435.00	\$ 9,000.00
• Replaces #290: 2006 Club Car Turf II; 2000 hours		

Lake Erie

Club Car Carryall Transporter	\$11,277.20	\$12,000.00
• Replaces #1709: 2000 Club Car Transporter; 2813 hours		
Club Car Carryall 500 Portable Refreshment Center	<u>\$11,154.45</u>	<u>\$10,000.00</u>
• Replaces #1045: 2006 Club Car Turf II; 3942 hours		
TOTAL	\$84,319.90	\$99,000.00

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site which, provided notice to 98 vendors, of which 13 vendors downloaded the ITB.

Staff received bids for Cushman and Club Car equipment and staff prefers to purchase Club Car equipment for particular locations as indicated below given the work required and the ability of the equipment to resist rust, towing capacity, larger tires, interchangeability of parts and accessories that the Metroparks already owns and for driver consistency.

Item by Vendor**Location****Price****Club Car Carryall 300 (configuration 1; for 2 cars)**

- | | | |
|---|----------------------------------|------------------------------|
| • Spartan Distributors, Inc.
○ offering Cushman 1200 EFI model | Auburn Hills, MI | \$13,460.00 |
| • Midwest Golf & Turf Acquisitions LLC
○ offering Club Car 300 | Commerce Twp, MI | \$17,238.50* |

Club Car Carryall 300 (configuration 2)

- | | | |
|---|----------------------------------|------------------------------|
| • Spartan Distributors, Inc.
○ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 6,730.00 |
| • Midwest Golf & Turf Acquisitions LLC
○ offering Club Car 300 | Commerce Twp, MI | \$ 8,619.75* |

Club Car Carryall 300 (configuration 3)

- | | | |
|---|------------------|------------------------------|
| • Spartan Distributors, Inc.
○ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 6,940.00* |
| • Midwest Golf & Turf Acquisitions LLC
○ offering Club Car 300 | Commerce Twp, MI | \$ 8,659.85 |

Club Car Carryall 300 (configuration 4)

- | | | |
|---|------------------|------------------------------|
| • Spartan Distributors, Inc.
○ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 6,730.00* |
| • Midwest Golf & Turf Acquisitions LLC
○ offering Club Car 300 | Commerce Twp, MI | \$ 8,976.25 |

Club Car Carryall 300 (configuration 5)

- | | | |
|--|------------------|--------------|
| • Spartan Distributors, Inc. <ul style="list-style-type: none">◦ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 6,730.00* |
| • Midwest Golf & Turf Acquisitions LLC <ul style="list-style-type: none">◦ offering Club Car 300 | Commerce Twp, MI | \$ 8,976.25 |

Club Car Carryall 300 (configuration 6)

- | | | |
|--|------------------|--------------|
| • Spartan Distributors, Inc. <ul style="list-style-type: none">◦ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 7,435.00* |
| • Midwest Golf & Turf Acquisitions LLC <ul style="list-style-type: none">◦ offering Club Car 300 | Commerce Twp, MI | \$ 9,680.25 |

Club Car Carryall 500

- | | | |
|--|------------------|--------------|
| • Spartan Distributors, Inc. <ul style="list-style-type: none">◦ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 8,195.00* |
| • Midwest Golf & Turf Acquisitions LLC <ul style="list-style-type: none">◦ offering Club Car 500 | Commerce Twp, MI | \$ 9,949.60 |

Club Car Carryall Transporter

- | | | |
|--|------------------|--------------|
| • Spartan Distributors, Inc. <ul style="list-style-type: none">◦ offering Cushman 1200 EFI model | Auburn Hills, MI | \$12,950.00* |
| • Midwest Golf & Turf Acquisitions LLC <ul style="list-style-type: none">◦ offering Club Car 500 Transporter | Commerce Twp, MI | \$11,277.20 |

Club Car Carryall 500 Portable Refreshment Center

- | | | |
|--|------------------|--------------|
| • Spartan Distributors, Inc. <ul style="list-style-type: none">◦ offering Cushman 1200 EFI model | Auburn Hills, MI | \$ 9,585.00 |
| • Midwest Golf & Turf Acquisitions LLC <ul style="list-style-type: none">◦ offering Club Car 500 Transporter | Commerce Twp, MI | \$11,154.45* |

(*) indicates recommended award.



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-022
Project Title: Purchase – Stainless Steel Lockers
Location: Lake Erie Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of new stainless-steel lockers for a total amount of \$33,318.60 from American Lockers of North Las Vegas, Nevada the low responsive, responsible bidder for ITB 2020-022 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the park budget, which allowed \$30,000. The purchase will total \$33,318.60; the additional \$3,318.60 will come from the park budget.

Scope of Work: Furnish and deliver stainless-steel lockers for the Great Wave Pool at Lake Erie Metropark.

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 100 vendors, of which 15 vendors downloaded the ITB.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
American Locker	North Las Vegas, NV	\$33,318.60*
Global Office Solutions	Novi, MI	\$37,449.00

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-024
Project Title: Purchase – Outdoor Carpet and Supplies
Location: Lake Erie Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of outdoor carpet and adhesive supplies for a total amount of \$60,910 from Prosource Detroit Metro of Romulus, Michigan the low responsive, responsible bidder for ITB 2020-024 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Major Maintenance budget, which allowed \$75,000 for new outdoor carpet and installation at the Great Wave Pool at Lake Erie Metropark. The cost of \$60,910 for carpet and supplies leaves \$14,090, which will be used for installation services.

Scope of Work: Provide and deliver outdoor carpet and adhesive supplies to re-cover approximately 19,000 square feet of outdoor area surrounding the Great Wave Pool.

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 43 vendors, of which eight vendors downloaded the ITB.

The new carpet and supplies will replace the existing worn out outdoor carpet at the Great Wave Pool. Maintenance and operations staff will remove the existing covering and then a professional vendor will install the new outdoor carpet once supplies are delivered.

<u>Vendor</u>	<u>Location</u>	<u>Price for Carpet and Supplies</u>
Prosource of Detroit Metro	Romulus, MI	\$ 60,910.00*
Conventional Carpet Inc.	Sterling Heights, MI	\$ 80,800.00
MBCM Service Experts	Ann Arbor, MI	\$125,605.00

() indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-021
Project Title: Metroparks Outdoor Furnishings
Location: All Locations
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve ITB 2020-021 to the low responsive, responsible bidders, as indicated below, for the purchase of outdoor furnishings for a total spend of \$84,681.67 as recommended by Senior Buyer Heidi Dziak and staff.

- Award of a purchase order in the amount of \$2,706 to Jamestown Advanced Products Company, Inc. of Jamestown, New York for 22 ADA accessible standard grills.
- Award of a purchase order in the amount of \$69,848 to R.J. Thomas Manufacturing Company of Cherokee, Iowa for 160 6-foot and 90 8-foot Universal Access picnic tables.
- Award of a purchase order in the amount of \$4,024 to Rugged Steel Works, LLC of Ft. Wayne, Indiana for 8 1.5 cubic yard local containers.
- Award of a purchase order in the amount of \$8,103.67 to Belson Outdoors of Naperville, Illinois for 14 large ADA accessible grills.

Fiscal Impact: Funds are available in the Board approved 2020 budget, which included \$84,257 for all outdoor furnishing items across the Metroparks. The total purchase of furnishing will be \$84,681.67; the additional \$424.67 will come from the park budgets.

Scope of Work: Furnish and deliver Metropark outdoor furnishings in specified quantities. Furnishings include ADA accessible and Universal Access picnic tables, grills and local containers.

Background: The ITB was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 46 vendors, from which 30 vendors downloaded the ITB. As the solicitation included a wide range of items, and staff wanted to obtain as much competition per item as possible, vendors were permitted to bid on only the items they regularly provide.

Bid amounts below are for the total quantity of an item requested by the Metroparks.

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
6-foot Picnic Tables Bids (160 tables)		
• Jamestown Advanced Products Corp.	Jamestown, NY	\$44,640.00
• Rugged Steel Works LLC	Ft. Wayne, IN	no bid
• R.J. Thomas Mfg. Co. Inc	Cherokee, IA	\$43,251.20*
• BSN Sports LLC	Dallas, TX	no bid

8-foot Picnic Tables Bids (90 tables)

- | | | |
|--|------------------------------|------------------------------|
| • Jamestown Advanced Products Corp. | Jamestown, NY | \$26,100.00 |
| • Rugged Steel Works LLC | Ft. Wayne, IN | no bid |
| • R.J. Thomas Mfg. Co. Inc | Cherokee, IA | \$26,596.80* |
| • BSN Sports LLC | Dallas, TX | no bid |

Grill Bids – ADA Small (22 tables)

- | | | |
|---|-------------------------------|-----------------------------|
| • Jamestown Advanced Products Corp. | Jamestown, NY | \$2,706.00* |
| • Rugged Steel Works LLC | Ft. Wayne, IN | no bid |
| • R.J. Thomas Mfg. Co. Inc | Cherokee, IA | \$2,734.82 |
| • BSN Sports LLC | Dallas, TX | \$4,994.00 |

Grill Bids – ADA Large (14 grills)

- | | | |
|---|--------------------------------|-----------------------------|
| • Jamestown Advanced Products Corp. | Jamestown, NY | no bid |
| • Rugged Steel Works LLC | Ft. Wayne, IN | no bid |
| • R.J. Thomas Mfg. Co. Inc | Cherokee, IA | no bid |
| • BSN Sports LLC | Dallas, TX | \$10,192.00 |
| ○ <i>(grill model is not ADA compliant)</i> | | |
| • Belson Outdoors | Naperville, IL | \$8,103.67* |
| ○ <i>(quote obtained after bid opening as no bids were ADA compliant)</i> | | |

Lodal Bids (8 lodal containers)

- | | | |
|--|-------------------------------|-----------------------------|
| • Jamestown Advanced Products Corp. | Jamestown, NY | no bid |
| • Rugged Steel Works LLC | Ft. Wayne, IN | \$4,024.00* |
| • R.J. Thomas Mfg. Co. Inc | Cherokee, IA | no bid |
| • BSN Sports LLC | Dallas, TX | no bid |

() indicates recommended award.*



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Michigan Natural Resources Trust Fund Grant Resolution
Project: Iron Belle Trail Extension to Huron River Drive
Location: Lower Huron Metropark
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve a resolution for the Michigan Natural Resources Trust Fund (MNRTF) grant program for the Iron Belle Trail Extension to Huron River Drive project at Lower Huron Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: The proposed project total cost is estimated at \$716,766 with \$300,000 in grant funding (50 percent), \$326,333 in funding assistance through the Ralph C. Wilson, Jr. Foundation, \$80,433 in cash outlay and \$10,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement.

If awarded, match funding would be allocated in Capital Project Fund during the 2021 Metroparks annual budget process.

Background: The proposed project will include the development of a 10-foot wide half-mile section of the Iron Belle Trail to extend to E. Huron River Drive from Lower Huron Metropark. The development will be entirely accessible using universal design principles, and will include a culvert, a bench, trailhead kiosk, road guardrail, new signs and striping, and native plantings.

Application Timeline

Deadline for submission	April 1, 2020
Notification of award	December 2020
Project Agreement	Spring 2021
Survey, final design, permitting/bidding	Fall 2021
Begin construction	Summer 2022

Attachment: Resolution

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

**MICHIGAN NATURAL RESOURCES TRUST FUND SUBMISSION FOR
LOWER HURON METROPARK – IRON BELLE TRAIL EXTENSION TO HURON RIVER DRIVE**

Resolution No. 2020-04

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON March 12, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority (“Authority”) supports the submission of an application titled, Iron Belle Trail Extension to Huron River Drive, to the Michigan Natural Resources Trust Fund grant program; and

WHEREAS, the proposed improvements are identified in the Five-Year Recreation Plan for the Metroparks as a priority, adopted by the Board of Commissioners of the Authority at their regular meeting on September 14, 2017; and

WHEREAS, the Authority desires to develop a half-mile section of the Iron Belle Trail to extend to E. Huron River Drive from Lower Huron Metropark. The development will be entirely accessible using universal design principles, including: a half mile of 10-foot-wide paved trail, a culvert, a bench, trailhead, guardrail, new signs and striping, and native plantings; and

WHEREAS, the Planning and Development Department, under the direction of the Chief of Planning and Development, has prepared a grant request for \$300,000 from the Michigan Natural Resources Trust Fund grant program to assist with the \$716,766 development cost; and

WHEREAS, an additional \$326,333 cash award received from the Ralph C. Wilson, Jr. Foundation will assist in funding the project redevelopment cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby authorize the commitment of \$80,433 in cash outlay and \$10,000 in workforce labor and other sources of in-kind contributions as necessary, toward the initiation of the proposed project during the 2021 fiscal year; and

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority hereby authorizes submission of a Michigan Natural Resources Trust Fund grant application to be made to the Michigan Department of Natural Resources.

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 March 12, 2020

Steven Williams, Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Land and Water Conservation Fund Grant Resolution
Project: Off-Leash Dog Area Development
Location: Lower Huron Metropark
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a resolution for the Land and Water Conservation Fund (LWCF) grant program for the Off-Leash Dog Area Development project at Lower Huron Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: The proposed project total cost is estimated at \$330,800 with \$165,400 in grant funding (50 percent), \$159,900 in cash outlay and \$5,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement. If awarded, match funding would be allocated in Capital Project Fund during the 2021 Metroparks annual budget process.

Background: The proposed project will redevelop the Lower Huron Metroparks old par-3 golf course into an accessible off-leash dog area using universal design principles, to include: (1) two fenced areas for large and small dogs; (2) concrete bullpen area with water bottle/pet filling station, benches, planting bed, and dog waste stations; (3) aggregate surface in high traffic areas at turf entry and on pathways extending into fenced areas; (4) improvements to paved parking lot; (5) concrete access path from parking to bullpen; (6) bridge railing improvements; (7) landscaping; (8) unisex portable restroom placed on concrete; (9) removal of aggregate parking lot and asphalt paths; and (10) demolition of small golf building and surrounds.

Application Timeline

Deadline for submission	April 1, 2020
Notification of award	December 2020
Project Agreement	Spring 2021
Survey, final design, permitting/bidding	Fall 2021
Begin construction	Summer 2022

Attachment: Resolution

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

**LAND AND WATER CONSERVATION FUND SUBMISSION FOR
LOWER HURON METROPARK – OFF-LEASH DOG AREA DEVELOPMENT**

Resolution No. 2020-05

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON MARCH 12, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority ("Authority") supports the submission of an application titled, Lower Huron Metropark – Off-Leash Dog Area Development, to the federal Land and Water Conservation Fund grant program as administered by the Michigan Department of Natural Resources; and

WHEREAS, the proposed improvements are identified in the Five-Year Recreation Plan of the HCMA as a priority, adopted by the Board of Commissioners of the Authority at their regular meeting on September 14, 2017; and

WHEREAS, the Authority desires to redevelop the Lower Huron Metroparks old par-3 golf course into an accessible off-leash dog area using universal design principles, to comprise: (1) two fenced areas for large and small dogs; (2) concrete bullpen area with water bottle/pet filling station, benches, planting bed, and dog waste stations; (3) aggregate surface in high traffic areas at turf entry and on pathways extending into fenced areas; (4) improvements to paved parking lot; (5) concrete access path from parking to bullpen; (6) bridge railing improvements; (7) landscaping; (8) unisex portable restroom placed on concrete; (9) removal of aggregate parking lot and asphalt paths; and (10) demolition of small golf building and surrounds.

WHEREAS, the Planning and Development Department, under the direction of the Chief of Planning and Development, has prepared a grant request for \$165,400 from the Land and Water Conservation Fund grant program to assist in funding the \$330,800 redevelopment cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby authorize the commitment of \$159,900 in cash outlay, \$5,500 in workforce labor and other sources of in-kind contributions as necessary, toward the initiation of the proposed project during the 2021 fiscal year; and

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority hereby authorizes submission of a Land and Water Conservation Fund grant application be made to the Michigan Department of Natural Resources.

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 Thursday, March 12, 2020.

Steven Williams, Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Michigan Natural Resources Trust Fund Grant Resolution
Project: Walnut Grove Campground Development
Location: Lower Huron Metropark
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a resolution for the Michigan Natural Resources Trust Fund (MNRTF) grant program for the Walnut Grove Campground Development project at Lower Huron Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: The proposed project total cost is estimated at \$784,600 with \$300,000 in grant funding (50 percent), \$150,000 in funding assistance through the Ralph C. Wilson, Jr. Foundation, \$324,600 in cash outlay and \$10,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement. If awarded, match funding would be allocated in Capital Project Fund during the 2021 HCMA annual budget process.

Background: The proposed project will include: (1) six new campsites; (2) seven ADA-compliant campsites with concrete pads; (3) water and electric hookups to all sites; (4) accessible picnic tables throughout; (5) firewood storage shed; (6) playground upgrades; (7) Wi-Fi connectivity; (8) landscaping including fifty native tree plantings; (9) two drinking fountain/water bottle filling stations; and (10) parking lot improvements including removal of excess parking areas.

Application Timeline

Deadline for submission	April 1, 2020
Notification of award	December 2020
Project Agreement	Spring 2021
Survey, final design, permitting/bidding	Fall 2021
Begin construction	Summer 2022

Attachment: Resolution

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

**MICHIGAN NATURAL RESOURCES TRUST FUND SUBMISSION FOR
LOWER HURON METROPARK – WALNUT GROVE CAMPGROUND DEVELOPMENT**

Resolution No. 2020-06

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON MARCH 12, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority (“Authority”) supports the submission of an application titled, Lower Huron Metropark – Walnut Grove Campground Development, to the Michigan Natural Resources Trust Fund grant program; and

WHEREAS, the proposed improvements are identified in the Five-Year Recreation Plan of the HCMA as a priority, adopted by the Board of Commissioners of the Authority at their regular meeting on September 14, 2017; and

WHEREAS, the Authority desires to redevelop the Lower Huron Metropark campground with improved features and accessibility using universal design principles, to comprise: (1) six new campsites; (2) seven ADA campsites with concrete pads; (3) water and electric hookups to all sites; (4) accessible picnic tables throughout; (5) firewood storage shed; (6) playground upgrades; (7) Wi-Fi; (8) landscaping including fifty native tree plantings; (9) two drinking fountain/water bottle filling stations; and (10) parking lot improvements including removal of excess parking areas.

WHEREAS, the Planning and Development Department, under the direction of the Chief of Planning and Development, has prepared a grant request for \$300,000 from the Michigan Natural Resources Trust Fund grant program to assist in funding the \$784,600 redevelopment cost.

WHEREAS, an additional \$150,000 cash award received from the Ralph C. Wilson, Jr. Foundation will assist in funding the project redevelopment cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby authorize the commitment of \$324,600 in cash outlay, \$10,000 in workforce labor and other sources of in-kind contributions as necessary, toward the initiation of the proposed project during the 2021 fiscal year; and

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority hereby authorizes submission of a Michigan Natural Resources Trust Fund grant application be made to the Michigan Department of Natural Resources.

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 Thursday, March 12, 2020.

Steven Williams, Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Land and Water Conservation Fund Grant Resolution
Project: Walnut Grove Campground Development
Location: Lower Huron Metropark
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a resolution for the Land and Water Conservation Fund (LWCF) grant program for the Walnut Grove Campground Development project at Lower Huron Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: The proposed project total cost is estimated at \$600,000 with \$300,000 in grant funding (50 percent), \$150,000 in funding assistance through the Ralph C. Wilson, Jr. Foundation, \$140,000 in cash outlay and \$10,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement. If awarded, match funding would be allocated in Capital Project Fund during the 2021 HCMA annual budget process.

Background: The proposed project will include: (1) six new campsites; (2) seven ADA-compliant campsites with concrete pads; (3) water and electric hookups to all sites; (4) accessible picnic tables throughout; (5) firewood storage shed; (6) playground upgrades; (7) Wi-Fi connectivity; (8) landscaping including 50 native tree plantings; (9) two drinking fountain/water bottle filling stations; and (10) parking lot improvements including removal of excess parking areas.

Application Timeline

Deadline for submission	April 1, 2020
Notification of award	December 2020
Project Agreement	Spring 2021
Survey, final design, permitting/bidding	Fall 2021
Begin construction	Summer 2022

Attachment: Resolution

LAND AND WATER CONSERVATION FUND SUBMISSION FOR
LOWER HURON METROPARK – WALNUT GROVE CAMPGROUND DEVELOPMENT

Resolution No. 2020-07

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON MARCH 12, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority (“Authority”) supports the submission of an application titled, Lower Huron Metropark – Walnut Grove Campground Development, to the federal Land and Water Conservation Fund grant program as administered by the Michigan Department of Natural Resources; and

WHEREAS, the proposed improvements are identified in the Five-Year Recreation Plan of the HCMA as a priority, adopted by the Board of Commissioners of the Authority at their regular meeting on September 14, 2017; and

WHEREAS, the Authority desires to redevelop the Lower Huron Metropark campground with improved features and accessibility using universal design principles, to comprise: (1) six new campsites; (2) seven ADA campsites with concrete pads; (3) water and electric hookups to all sites; (4) accessible picnic tables throughout; (5) firewood storage shed; (6) playground upgrades; (7) Wi-Fi; (8) landscaping including 50 native tree plantings; (9) two drinking fountain/water bottle filling stations; and (10) parking lot improvements including removal of excess parking areas.

WHEREAS, the Planning and Development Department, under the direction of the Chief of Planning and Development, has prepared a grant request for \$300,000 from the Land and Water Conservation Fund grant program to assist in funding the \$600,000 redevelopment cost.

WHEREAS, an additional \$150,000 cash award received from the Ralph C. Wilson, Jr. Foundation will assist in funding the project redevelopment cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby authorize the commitment of \$140,000 in cash outlay, \$10,000 in workforce labor and other sources of in-kind contributions as necessary, toward the initiation of the proposed project during the 2021 fiscal year; and

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority hereby authorizes submission of a Land and Water Conservation Fund grant application be made to the Michigan Department of Natural Resources.

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 Thursday, March 12, 2020.

Steven Williams, Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Michigan Natural Resources Trust Fund Grant Resolution
Project: Launch and Picnic Area Renovation
Location: Dexter-Huron Metropark
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a resolution for the Michigan Natural Resources Trust Fund (MNRTF) grant program for the Launch and Picnic Area Renovation project at Dexter-Huron Metropark as recommended by Nina Kelly, Chief of Planning and Development, and staff.

Fiscal Impact: The proposed project total cost is estimated at \$385,500 with \$192,700 in grant funding (50 percent), \$184,800 in cash outlay and \$8,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement. If awarded, match funding would be allocated in Capital Project Fund during the 2021 Metroparks annual budget process.

Background: The proposed project will include: (1) parking lot expansion for designated trailer parking and increased accessible spaces; (2) new aggregate loading and unloading area; (3) launch renovations with new floating launch; (4) picnic shelter renovations; (5) concrete access walkways to launch, picnic shelter, and playground; (6) playground improvements; (7) picnic area improvements; and (8) additional landscaping features.

Application Timeline

Deadline for submission	April 1, 2020
Notification of award	December 2020
Project Agreement	Spring 2021
Survey, final design, permitting/bidding	Fall 2021
Begin construction	Summer 2022

Attachment: Resolution

MICHIGAN NATURAL RESOURCES TRUST FUND SUBMISSION FOR
DEXTER-HURON METROPARK – LAUNCH AND PICNIC AREA RENOVATION

Resolution No. 2020-08

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON MARCH 12, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority (“Authority”) supports the submission of an application titled, Dexter-Huron Metropark – Launch and Picnic Area Renovation, to the Michigan Natural Resources Trust Fund grant program; and

WHEREAS, the proposed improvements are identified in the Five-Year Recreation Plan of the HCMA as a priority, adopted by the Board of Commissioners of the Authority at their regular meeting on September 14, 2017; and

WHEREAS, the Authority desires to redevelop the Dexter-Huron Metropark picnic and launch site to comprise: (1) parking lot expansion for designated trailer parking and increased accessible spaces; (2) new aggregate loading and unloading area; (3) launch renovations with new floating launch; (4) picnic shelter renovations; (5) concrete access walkways to launch, picnic shelter, and playground; (6) playground improvements; (7) picnic area improvements; and (8) additional landscaping features.

WHEREAS, the Planning and Development Department, under the direction of the Chief of Planning and Development, has prepared a grant request for \$192,700 from the Michigan Natural Resources Trust Fund grant program to assist in funding the \$385,500 redevelopment cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby authorize the commitment of \$184,800 in cash outlay, \$8,000 in workforce labor and other sources of in-kind contributions as necessary, toward the initiation of the proposed project during the 2021 fiscal year; and

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority hereby authorizes submission of a Michigan Natural Resources Trust Fund grant application be made to the Michigan Department of Natural Resources.

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 Thursday, March 12, 2020.

Steven Williams, Secretary



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – February General Fund Financial Statements
Date: March 5, 2020

Action Requested: Motion to Approve / Receive and File

That the Board of Commissioners (1) approve the February 2020 financial statements; and (2) receive and file the February 2020 General Fund Financial Statement report as recommended by Chief of Finance Rebecca Franchock.

Balance Sheet: The February balance sheet reflects cash assets on hand of \$2.6 million. Investments, consisting primarily of CD's, U.S. Treasury/Agency funds and municipal pooled funds totals \$45.6 million. The average rate of return on investments had been holding fairly steady at about 1.5 percent, however, starting Friday and continuing into this week, rates have fallen markedly. As of today, it would be difficult to get over 1.0 percent. At this time, I would still project that the Metroparks will meet the \$500,000 budget.

The Net Taxes Receivable is \$16.4 million, a little over 5 percent higher than the 2019 current receivable. This is reflective slightly slower collections from the five counties. At this time, it is not concerning but staff will continue to monitor.

Other assets total \$1.1 million. Anticipated grant funding related primarily to the SAW grants is reflected here as is the MMRMA self-insured retention fund. A change in accounting for the personal property tax reimbursement from the state of Michigan had increased accounts receivable as of the end of January. These funds were received in February for the anticipated amount. 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 January, the amount due to the general fund from the Capital Project Fund is \$20,100. Liabilities and fund equity categories reflect the balances approved at 2019-year end.

Park Operating Revenue: 2020 February operating activities produced \$557,000 for the month. This was a 30.9 percent increase over February 2019. \$127,000 of the \$131,000 increase is the result of increased toll revenue. A \$14,000 increase in dockage/boat storage at Lake St. Clair offset a \$19,000 decrease in the revenue generated by Wolcott Farm Learning Center.

Focusing on Toll revenue earned in February, \$411,000 is up slightly from last month's \$403,000 and up 45 percent from the 2019 February total of \$284,000. Tolling represents 74 percent of all operating revenue generated for the month. Although revenue was anticipated to increase due to rate changes implemented in 2020, quantities of permits have also increased. It is early in the year, but there seems to be a shift in the distribution of types of permit sold with dailies increasing at a greater rate than annual permits. In addition, 107 daily permits have been traded in towards an annual permit throughout the parks, so far. These transactions are reflected as contra-revenue reducing toll revenue by 0.1 percent. Offsetting

this trend was the Administrative Office online sales, which decreased 43.8 percent from \$13,800 to \$7,800.

Cross country skiing is the only winter activity tracked directly in revenue. Other winter activities, such as ice fishing or sledding generate toll revenue, but have no direct fees associated with them. Despite the lackluster performance in January, February cross country skiing revenue surpassed not only February 2020, but pushed the year-to-date revenue ahead of 2019 year-to-date revenue.

As noted last month, on a year-to-date basis, a timing shift related to the Macomb County Road Commission annual payment for roadside mowing resulted in the joint government maintenance revenue account increasing by \$129,900.

Other Revenue: Unchanged from the January report tax revenue is down by \$284,000 when compared to prior year. This is offset by the increase in revenue from state sources (up \$400,000). As mentioned earlier in the balance sheet review, there has been an accounting change in classification of the personal property tax reimbursement from the state. These items are now appropriately reflected in the correct account.

Administrative Expenditures: Administrative office expenditures for February 2020 total \$617,000. This is a 1.4 percent increase from February 2019. Year-to-date, 2020 administrative office expenditures total \$1,156,000 a 4.6 percent decrease. One full-time vacant position in the natural resources department in January and part of February was a contributing factor. Reductions are also evident in tools and outside service contracts. While minor equipment was budgeted to decrease in 2020, outside/professional services are budgeted to increase by nearly 30 percent. The reduction in professional services is more likely to be a timing shift.

Park Operating Expenditures: Total February 2020 park operating expenditures are \$3.3 million compared to \$3.7 million spent at this point in 2019. A \$321,000 decrease or 8.7 percent. All locations except Indian Springs and Huron Meadows saw expenditures decline year-to-date. Comparing the February monthly expenditures for 2019 and 2020, these expenditures also reflect an 8.7 percent decline.

In reviewing accounts across the parks, operating supplies, professional services and utilities are all decreased substantially (40 – 60 percent). This is in direct contrast to the January review which found operating supplies, resale products, outside contractors and utilities all increased when compared to 2019. This is likely the result of timing shifts.

Major Maintenance Expenditures: February major maintenance work is up dramatically from 2019. At the end of February 2019, only \$11,000 had been spent on projects. As of the end of February 2020, \$216,000 has been spent. Perhaps even more significant, the encumbered amount has also increased by 17.4 percent. Encumbrances are entered on the system to mark funds as committed for a specific contractual agreement. This bodes well for the system to make serious inroads on many of the priority maintenance work identified in the 2020 budget. To further put this in context, \$216,000 is nearly one quarter of the total major maintenance funds expended in all of 2019.



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – Monthly Capital Project Fund
Date: March 5, 2020

Action Requested: Motion to Receive and File

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

Background: In 2018, the Board of Commissioners approved the creation of a capital project fund. 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:

- The Kensington nature center exhibit was completed, the first project completed in 2020.
- 15 of the 48 capital improvement projects in the capital project fund had staff time spent on them during the month.
- The Stony Creek boat launch building redevelopment design contract was approved.

Attachment: February 2020 Capital Project Fund Update

Capital Project Fund Report
Period Ending February 29, 2020

Project Code	Project Description	GL Account No	Location	Category	Life-to-Date Budget	Year-to-Date Transactions	Life-to-Date Transactions	Life-to-Date Encumbrance	Balance	Project Status
50217.679	Nature Center Improvements - DNR Passport Grant Funded	80-5-102-880-88	Lake St Clair	Building	70,029.61	18,768.27	32,963.20	22,500.00	14,566.41	
50217.683	Pump Station No. 1 Replacement-SAW Grant	80-5-102-990-88	Lake St Clair	Other Improvements	427,844.55	(23,801.50)	349,673.65	45,087.90	33,083.00	
50219.688	Black Creek Marsh Wetland Filtration Enhancement	80-5-102-990-88	Lake St Clair	Other Improvements	253,000.00	0.00	0.00	0.00	253,000.00	
50220.692	Accessible Kayak Launch & Power Installation	80-5-102-990-88	Lake St Clair	Other Improvements	50,000.00	0.00	0.00	0.00	50,000.00	
50220.693	Backup Internet Fiber Installation	80-5-102-990-89	Lake St Clair	Infrastructure	40,000.00	0.00	0.00	0.00	40,000.00	
50220.694	Electrical Grid Replacement - Design in 2020	80-5-102-990-89	Lake St Clair	Infrastructure	1,000,000.00	0.00	0.00	0.00	1,000,000.00	
50417.1107	Maple Beach Site Improvements	80-5-104-538-88	Kensington	Other Improvements	920,529.56	5,785.01	117,179.56	800,000.00	3,350.00	
50418.1113	Nature Center Exhibits	80-5-104-880-88	Kensington	Other Improvements	30,897.88	0.00	30,897.88	0.00	-	Complete
50420.1118	Maple Beach - Universal Accessible Playground	80-5-104-538-89	Kensington	Infrastructure	525,000.00	0.00	0.00	0.00	525,000.00	
50420.1119	Hike-Bike Trail Reconstruction	80-5-104-990-89	Kensington	Infrastructure	402,849.61	2,849.61	2,849.61	0.00	400,000.00	
50420.1120	West Boat Launch - Accessible Kayak Launch	80-5-104-990.88	Kensington	Other Improvements	308,000.00	0.00	0.00	0.00	308,000.00	
50519.126	Iron Belle Trailhead	80-5-108-990-82	Dexter-Delhi	Land Improvements	48,469.58	0.00	4,344.58	0.00	44,125.00	
50520.127	Delhi Relocating Border-to-Border Trail	80-5-108-990-89	Dexter-Delhi	Infrastructure	100,000.00	0.00	0.00	0.00	100,000.00	
50520.128	Relocating Concessionaire Canoe Livery Building	80-5-108-990-84	Dexter-Delhi	Building	75,000.00	0.00	0.00	0.00	75,000.00	
50619.491	North Fishing Site Redevelopment	80-5-106-990-88	Lower huron	Other Improvements	301,816.76	1,723.02	13,016.76	0.00	288,800.00	
50620.492	Bemis Road Entrance Fiber Connectivity	80-5-106-990-89	Lower huron	Infrastructure	13,175.00	2,340.79	2,340.79	0.00	10,834.21	
50620.493	Backup Internet Fiber Installation	80-5-106-990-89	Lower huron	Infrastructure	205,000.00	0.00	0.00	0.00	205,000.00	
50620.494	Hike-Bike Trail Reconstruction	80-5-106-990-89	Lower huron	Infrastructure	302,915.88	2,915.88	2,915.88	0.00	300,000.00	
50820.216	Hike-Bike Trail Reconstruction	80-5-108-990-89	Hudson Mills	Infrastructure	300,728.97	728.97	728.97	0.00	300,000.00	
50820.217	Backup Internet Fiber Installation	80-5-108-990-89	Hudson Mills	Infrastructure	40,000.00	0.00	0.00	0.00	40,000.00	
50820.218	Rapids View area Development	80-5-108-990-89	Hudson Mills	Infrastructure	453,800.00	0.00	0.00	0.00	453,800.00	
50820.219	Toll Booth Removal and Replacement	80-5-108-590-84	Hudson Mills	Building	80,000.00	0.00	0.00	0.00	80,000.00	
50917.542	Baypoint Beach Site Improvements	80-5-109-538-88	Stony Creek	Other Improvements	1,181,872.47	2,470.64	104,372.47	1,075,000.00	2,500.00	
50918.548	Shelden Trails Redevelopment	80-5-109-990-89	Stony Creek	Infrastructure	211,833.58	0.00	48,934.58	0.00	162,899.00	
50920.553	Boat Launch Parking Lot Reconstruction	80-5-109-540-88	Stony Creek	Other Improvements	1,021,729.74	9,896.07	21,729.74	0.00	1,000,000.00	
50920.554	Boat Launch Building Redevelopment	80-5-109-540-84	Stony Creek	Building	1,756,980.50	2,843.90	6,980.50	68,184.00	1,681,816.00	
50920.555	Development of Off Leash Dog Area	80-5-109-990-82	Stony Creek	Land Improvements	138,500.00	0.00	0.00	0.00	138,500.00	
50920.556	Backup Internet Fiber Installation	80-5-109-990-89	Stony Creek	Infrastructure	80,000.00	0.00	0.00	0.00	80,000.00	
50920.557	Shore Fishing Replace Vault Latrine	80-5-109-990-84	Stony Creek	Building	60,000.00	0.00	0.00	0.00	60,000.00	
51017.311	Park Office Replacement	80-5-106-990-84	Willow	Building	2,143,452.22	2,054.37	102,164.72	14,537.50	2,026,750.00	
51017.313	Service Yard Stormwater Improvements - SAW Grant	80-5-106-990-89	Willow	Infrastructure	124,749.91	(3,609.01)	91,744.17	27,940.74	5,065.00	
51019.314	Golf Course Culvert Replacement	80-5-106-650-89	Willow	Infrastructure	296,001.22	66.27	6,811.22	64,190.00	225,000.00	
51020.315	Main Park Road Culvert Replacements near Acorn Knoll	80-5-106-990-89	Willow	Infrastructure	40,000.00	0.00	0.00	0.00	40,000.00	
51020.316	AO and Existing Maintenance Building - Gas Service Line	80-5-106-990-89	Willow	Infrastructure	200,000.00	0.00	0.00	0.00	200,000.00	
51020.317	Backup Internet Fiber Installation	80-5-106-990-89	Willow	Infrastructure	80,000.00	0.00	0.00	0.00	80,000.00	
51118.110	Nature Center Exhibit Design	80-5-106-880-88	Oakwoods	Other Improvements	603,900.00	1,990.02	159,507.02	444,392.98	-	
51119.111	Flat Rock Dam Boom Installation	80-5-106-990-88	Oakwoods	Other Improvements	28,824.48	637.55	3,824.48	0.00	25,000.00	
51120.113	Backup Internet Fiber Installation	80-5-106-990-89	Oakwoods	Infrastructure	40,000.00	0.00	0.00	0.00	40,000.00	
51120.114	Accessible Nature Trail Development	80-5-106-880-89	Oakwoods	Infrastructure	248,000.00	0.00	0.00	0.00	248,000.00	
51218.239	Shoreline and Fish Habitat Restoration	80-5-112-990-88	Lake Erie	Other Improvements	1,613,188.24	14,142.79	48,487.33	140,586.51	1,424,114.40	
51220.240	Boat Launch Fish Cleaning Station	80-5-112-990-88	Lake Erie	Other Improvements	45,000.00	0.00	0.00	0.00	45,000.00	
51220.241	Accessible Kayak Launch with Area Development	80-5-112-990-88	Lake Erie	Other Improvements	245,000.00	0.00	0.00	0.00	245,000.00	
51319.139	Mill Building Stabilization and Repairs	80-5-113-880-84	Wolcott	Building	100,000.00	0.00	17,272.00	5,668.00	77,060.00	
51319.140	Generator Hookup at Farm	80-5-113-881-89	Wolcott	Infrastructure	50,000.00	0.00	0.00	0.00	50,000.00	
51320.142	Phase Two - Animal Pen Fencing Replacement	80-5-113-881-88	Wolcott	Other Improvements	30,000.00	0.00	0.00	0.00	30,000.00	
51320.144	Farm to Mill Trail Connector	80-5-113-881-89	Wolcott	Infrastructure	1,000,000.00	0.00	0.00	0.00	1,000,000.00	
51520.159	Backup Internet Fiber Installation	80-5-115-990-89	Indian Springs	Infrastructure	40,000.00	0.00	0.00	0.00	40,000.00	
51620.093	Backup Internet Fiber Installation	80-5-116-990-89	Huron Meadows	Infrastructure	80,000.00	0.00	0.00	0.00	80,000.00	
Grants	50217.679R - Nature Center Building Improvement		Lake St Clair		(45,000.00)	0.00	0.00	0.00	(45,000.00)	
Grants	50219.688R - Black Creek Marsh Wetland Filtration Grant		Lake St Clair		(160,000.00)	0.00	0.00	0.00	(160,000.00)	
Grants	50420.1120R - Accessible Kayak Launch Grant		Kensington		(154,000.00)	0.00	0.00	0.00	(154,000.00)	
Grants	50520.128R - Relocate Concessionaire Building		Delhi		(5,000.00)	0.00	0.00	0.00	(5,000.00)	
Grants	50519.126R - Iron Belle Trailhead		Dexter-Huron		(38,742.00)	0.00	0.00	0.00	(38,742.00)	
Grants	50619.491R - North Fishing Site Accessibility Grant		Lower Huron		(144,400.00)	0.00	0.00	0.00	(144,400.00)	
Grants	50820.218R - Rapids View Area Development Grant		Hudson Mills		(226,900.00)	0.00	0.00	0.00	(226,900.00)	
Donations	50918.548R - Shelden Trail		Stony Creek		(50,000.00)	0.00	0.00	0.00	(50,000.00)	
Grants	50920.555R - Off Leash Dog Area Grant		Stony Creek		(50,000.00)	0.00	0.00	0.00	(50,000.00)	
Grants	51017.313R - Service Yard Stormwater Improvements-SAW		Willow		(55,759.94)	0.00	0.00	0.00	(55,759.94)	
Grants	51120.114R - Accessible Nature Trail Development Grant		Oakwoods		(124,000.00)	0.00	0.00	0.00	(124,000.00)	
Grants	51218.239R - Coastal Marsh Habitat & Trail Development		Lake Erie		(1,478,039.38)	0.00	0.00	0.00	(1,478,039.38)	
Grants	51220.241R - Kayak Launch Area Development Grant		Lake Erie		(122,500.00)	0.00	0.00	0.00	(122,500.00)	
					\$ 14,753,748.44	\$ 41,802.65	\$ 1,168,739.11	\$ 2,708,087.63	\$ 10,876,921.70	



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – February Appropriation Adjustments
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the February 2020 Appropriation Adjustments as recommended by Chief of Finance Rebecca Franchock and staff.

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 February, \$177,086 was transferred within and between the departments to move funds to the correct account. In addition, there were various adjustments to taxes receivable, resulting in a net decrease of \$7,602. The net impact on Fund Balance is a decrease of \$7,602.

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

Attachment: February Appropriation Adjustments

**Huron-Clinton Metropolitan Authority
February 2020 Appropriation Transfer Summary**

Expense Accounts

	Location	Expense Increase/ Revenue Decrease	Expense Decrease/ Revenue Increase	Difference
Funding for Capital Project Fund	Funding To/From General Fund	\$ 48,381	\$ 13,500	\$ 34,881
	Total	\$ 48,381	\$ 13,500	\$ 34,881
Capital	Administrative Engineering	\$ 672	\$ 48,381	\$ (47,709)
	Lake St. Clair	3,454	-	3,454
	Kensington	6,908	-	6,908
	Lower Huron/Willow/Oakwoods	3,454		3,454
	Hudson Mills		2,897	(2,897)
	Stony Creek	3,454	15,045	(11,591)
	Total	\$ 17,942	\$ 66,323	\$ (48,381)
Major Maintenance	Lake St. Clair	\$ 35,000	\$ 35,000	\$ -
	Kensington	17,450	17,450	-
	Lower Huron/Willow/Oakwoods	35,333	35,333	-
	Stony Creek	32,000	32,000	-
	Total	\$ 35,333	\$ 35,333	\$ -
Operations	Lower Huron/Willow/Oakwoods	\$ 13,500	\$ -	\$ 13,500
	Huron Meadows	13	13	-
	Administrative Office	36	36	-
	Total	\$ 13,549	\$ 49	\$ 13,500
Total General Fund Transfers		\$ 115,205	\$ 115,205	\$ -
Capital Project Fund	Funding To/From General Fund	\$ 13,500	\$ 48,381	\$ (34,881)
	Lake St. Clair	16,954	-	16,954
	Kensington	8,285	-	8,285
	Lower Huron/Willow/Oakwoods	7,397	13,500	(6,103)
	Hudson Mills	729	-	729
	Stony Creek	14,861	-	14,861
	Lake Erie	155	-	155
	Total	\$ 61,881	\$ 61,881	\$ -
Tax Adjustment		Revenue Decrease	Revenue Increase	Net
	Current	\$ -	\$ 120	\$ (120)
	Prior	\$ 7,722	\$ -	\$ 7,722
	Total	\$ 7,722	\$ 120	\$ 7,602



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – February Marketing Update
Date: March 5, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file February Marketing Report as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Attachment: February Marketing Report

MONTHLY MARKETING REPORT

February 2020

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



[METROPARKS.COM](https://www.metroparks.com)

FEBRUARY 2020

UPDATES ON GOALS

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

Ongoing and measured through the increases in the other goals until such time a follow-up public poll is conducted.

2. Increase overall attendance by 30,000 vehicles over and above the 2019 car count goal

Will begin reporting on (and comparing) car counts starting in March.

3. Collaborate with Planning and Development and Information Technology departments to establish regular reporting and evaluation of marketing performance data

The marketing department campaign and project calendar has been shared with all department heads. As media buys are placed, the geographic zip code areas and dates they are placed in will be shared with Planning so that these areas can be incorporated into the scanning data reports for those date ranges. We will be looking to compare previous years' attendance on those event dates in those zip codes to see if ad placements are impactful.

Work with the IT department continued to begin set up of late winter/spring campaign pages and tracking of ad campaigns to these pages will take place.

4. Increase attendance at Interpretive Series programs by 30% over 2019 attendance

All series programs have been set up with a facebook event page and posts are posted after each occurrence as well as the cover photo being swapped. Graphic design staff are finishing the creation of flyers for each series program that includes dates and info of all occurrences. Some digital ads and boosting began in Feb. and will continue to be evaluated in coming months.

5. **Increase Family reunions/picnics/events booked in the parks by at least 3-5 percent from \$373, 500 to at least \$384,705 - \$392,175 by end of 2020**

Promotions for shelter reservations started on Feb. 20. Metroparks are running special pricing of 50% weekday rentals and \$50 off weekend rentals at Hudson Mills, Indian Springs and Huron Meadows (weekend special only runs Feb 20 – Apr 3). Social posts began Feb 20. Email blasts will go out to subscribers plus chamber leads first week of March. Digital, social and print ads will begin in March.

6. **Increase golf outings booked at Metroparks courses by 10 percent in 2020 with an average of at least 50 golfers per outing.**

Will begin reporting on results in April.

7. **Increase attendance at aquatic facilities through use of consistent messaging, special promotions, pop-up pricing and dynamic pricing**

Worker with Park Managers and Superintendents to create an approved plan for special promotions related to water facilities. The first piece of that goes on sale March 1. Family Pool Memberships will allow access to all three Metroparks pools, all summer long, for one membership fee. Members will receive an ID badge, and household data will be recorded for future use in RecTrac. Promotions will start March 3.

Mentions of summer deals have been included in the summer rack cards to prepare for information sharing about other special promotions. Promotions of “Splash Sales” and special deals will begin in May. Until then, the pieces are being created to be able to promote them.

8. **Increase Instagram followers by 20 percent over the 2019 goal to 2,400 total**

Currently at 1796.

9. **Increase Facebook followers by 20 percent over 2019 goal from 14,000 to 16,800 followers by end of 2020**

Currently at 13,885.

10. **Increase average Facebook engagement by 100 percent**

Year to Date engagement is 2178. Compared to 2924 in Feb 2019. We feel confident we are on track to meet our goal based on upcoming content and promotions planned.

11. **Increase average Instagram engagement by 20 percent**

Year to Date engagement is 1267. We saw a spike in engagement this month compared to January. We anticipate it is because of increased focus on Insta stories and tailoring content to support topics that draw highest engagement. Engagement this time in 2019 was only 455.

12. Continue growing email subscriber list by 10 percent

Emails were collect at the Metroparent Summer Camp Expo and ongoing in the Interpretive Centers. The will also be collect at the Golf Show in order for patrons to receive a 2-for-1 coupon.

13. Maintain email open rate at industry benchmark

Campaigns sent year-to-date average an open rate of 19%. Constant Contact benchmarks this as 4% above industry standard. The average click through rate is 5% which Constant Contact benchmarks as 1% below industry standard. We would like to see improvement in both of these numbers.

14. Increase earned media

Continued working with Truscott Rossman to set up media meet and greets. Met with Both Fox 2 and WDIV-Channel 4 morning content managers/producers. Have established a connection and preliminary list of story interests they each have. Sent DNR Recreation Grant Public Input press releases to relevant media contact lists.

15. Reduce reliance on, and cost of, stock imagery by using at least 90 percent owned images in marketing materials by end of 2020

Unusual winter weather prevented ability to capture large numbers of good winter photos.

16. Develop a more comprehensive understanding of the visitor experience of the Metroparks.

OBJECTIVE 1: Make visitor evaluations available on the Metroparks website by May 2020 for passive park visitors and advertise their availability through email and social media. Test temporary signage within three parks to evaluate if having signage about the availability results in a higher number of completed evaluations.

OBJECTIVE 2: Send evaluations directly to participants of at least 50 percent of all 2020 Metroparks organized programs and events. (The 2021 objective will be to provide these evaluations to 100% of program and event attendees.)

OBJECTIVE 3: Achieve an average of 10 percent response rate on program and event evaluations sent in 2020. The Metroparks will track the number of people directly sent program and event evaluations through email to determine this rate. (An average evaluation response rate is approximately 25 percent of those surveyed. Initially, the Metroparks will aim for a modest 10 percent response rate on program and event evaluations. Passive park visitor and children evaluations will be more sporadic and are not included as part of this objective.)

OBJECTIVE 4: Utilize an interactive tool or strategy to gather youth evaluations at all interpretive programming during Summer Fun and at the three Movies in the Parks events this summer. Use the knowledge gathered during these evaluations to develop better youth evaluations for future programs and events.

- 17. Outreach and relationship building – The Metroparks marketing department will meet with at least one new group or organization per month (12 over the year). Additionally, the Metroparks staff, as a whole, will present or speak at 5 conferences over the course of 2020.**

January was the mParks annual conference. Both the Interpretive and Natural Resources Departments presented sessions during the conference schedule and the two departments collaborated to host an off-site tour of Kensington Metropark to showcase our Interpretive operations and Natural Resources management.

Additionally, marketing staff were able to connect with marketing staff at Washtenaw County Parks, West Bloomfield Parks, Independence Township Parks and City of Novi and resulted in some new connections.

Marketing Department attended the Metro Parent Summer Camp Expo to promote summer camps and summer activities to that audience of families.

- 18. Improve the timing of projects within the marketing department**

The marketing department campaign and project calendar was share with all department heads, interpretive supervisors, park managers and superintendents. This was a request from several departments to have a better understanding of dates and project timing for things the department is working on.

Programming and event content was also submitted and proofed for all July-Dec programming so that materials can be created and the next round of rack cards is on schedule.

- 19. Collaborate with the Planning and Development Department and park operations staff to promote new signature events and work towards smooth logistics, solid media partnerships, social media engagement and modest attendance success in 2020.**

Sponsorship packets were created for each of the three new signature events and major event details were worked into descriptions so that campaign creation can begin. Radio media buys were considered and included for these events when purchasing major buys for the year. Promotions for Kids Summer Kick-Off will begin in March, Metro Beachfest will be announced on March 19 and promotions for Rally at River's End will begin in April/May.

20. Coordinate with Human Resources department and Chief of Diversity, Equity and Inclusion to create a campaign that noticeably increases qualified pre-season seasonal job applications.

Marketing staff began gathering content and video interviews for staff testimonials to use on social media and ads. The goal will be to showcase why the Metroparks are a great place to work and to get people to think of the Metroparks as a place for summer jobs.

An ad and business feature in MI Makers was placed. This publication will be distributed to southeast Michigan high school students, counselor offices, college admissions offices, etc.





To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Project No: RFP 2020-011
Project Title: Approval - Digital Marketing Services
Location: Marketing and Communications Department
Date: March 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners award RFP 2020-011 to 3Sixty Interactive of Flint, Michigan to provide digital marketing services for 10 months (March – December 2020) for a not-to-exceed amount of \$100,000 which includes \$85,000 for Metroparks brand and event placements and \$15,000 for golf placements, with up to four, one-year extensions as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Fiscal Impact: Funds are available in the Board approved 2020 budget.

Scope of Work: Strategically provide digital advertising services and placements to reach the entire southeast Michigan market.

Background: The RFP was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice to 173 vendors, of which 55 downloaded the RFP. Five Proposals were received.

Staff evaluated the proposals based on the following criteria: The firm's ability to deliver on all types of ads requested, the number of impressions and quality of impressions/placements, ad targeting capabilities, campaign optimization strategies, flexibility of the firm to change and alter on-going campaigns while staying within budget, qualifications, experience and price.

The RFP required vendors to provide detailed suggestions for brand and activity placements and specified that there was a \$15,000 golf budget that would be detailed out with the selected vendor after award.

The following list shows the vendors ranked by technical score; the top two vendors were a tie for the highest technical score.

<u>Vendor</u>	<u>Location</u>	<u>Brand and Events Proposal Amount</u>
3Sixty Interactive	Flint	\$84,979.50*
MLive Media Group	Grand Rapids	
- Option 1		\$85,000.00
- Option 2		\$85,000.00
Cumulus Digital	Detroit	\$85,320.00
Beasley Media Group	Ferndale	\$84,600.00
Adams Outdoor Advertising	Ypsilanti	\$85,000.00

(*) indicates recommended award



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Report – Planning and Development Monthly Update
Date: March 5, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Planning and Development monthly update as recommended by Chief of Planning and Development Nina Kelly and staff.

Background: The monthly update for the Planning and Development department is attached for Board review.

Attachment: Planning and Development Monthly Update

PLANNING AND DEVELOPMENT MONTHLY REPORT

MARCH 2020






Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



[METROPARKS.COM](https://www.metroparks.com)

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OTHER DEPARTMENT INPUT KEY	
	Natural Resources and Regulatory Compliance
	Planning and Development
	Diversity, Equity and Inclusion
	Interpretive Services and Community Outreach
	Engineering

SYSTEM-WIDE

Restoration – Linear feet or acreage of project impact for shoreline protected or restored, wetlands protected or restored, floodplain protected or mitigated

Invasive Species Management – Linear feet or acreage of project impact treating invasive species

Habitat and Wildlife Protected – Linear feet or acreage of project impact for fish habitat, fish barriers removed or bypassed, species moved or avoided

Partnerships – Outside agency funding sources (total cost/sharing percentage)

Volunteers – Total number of volunteers/workdays

Grant/Foundation Funding – Total funding/match

Visitor Counts – Total number of visitors weekend/weekday










Best practices education – Project emphasizes educational and interpretational opportunities

Estimated cost – Total estimated or actual cost of project

Accessibility – Determine if facility or programs designed for accessibility (A) or if barriers (B) exist based on ADA checklist


Staff time – Total number of staff hours estimated

Administrative





	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
DISTRICT-WIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly
	Foundation administrative Tasks	Various		Monthly	Grant/Foundation Funding	Administrative tasks
	Sign request processing/signage transition plans	Infrastructure/ Small Facilities		Ongoing	Actual Cost	Administrative tasks
	CAPRA accreditation preparation/initiation	Report	Various	Ongoing	Staff time	Research
	Regional transportation/recreation opportunities	Various	Various	Ongoing	Staff time	RTA Providers Workgroup
	SEMTAT participation	Report		Ongoing	Staff time	Meeting attendance
	Volunteer Policy/Handbook	Report		1 month	Staff time	Administrative tasks
	FAIR Play Coalition maint. and development	Various		Ongoing	Volunteers	DNR 2020 Grant Project Stakeholder Input Meeting
	Agency/org partnership maint. and development	Various	Various	Ongoing	Staff time	Meeting attendance (Env Council, TWLA, DIA, Healthy Kids Healthy Futures Coalition, Wright and Filippis, SELCRA)
	CAPRA Programming Ch. 6	Various		Ongoing	Staff time	Research
	CAPRA Planning Ch. 2 documentation	Report		Ongoing	Staff time	Research
	Tree/bench procedures	Packets		Ongoing	Staff time	Administrative tasks

SYSTEM-WIDE


Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
	Accessible picnic shelter layouts for parks	Plan		4 months	Staff time	Research





HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
	Property Acquisition/Divestment Strategy Report	Plan		Ongoing	Staff time	Report draft under department review
	Volunteer Development Plan	Plan		2 months	Staff time	Report draft under department review
	Trail ambassador program	Report		4 months	Staff time	Administrative tasks
	ADA Transition Plan	Plan		Ongoing	Staff time	Accessible webpage development

Grants/Fundraising





	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
	Sit-Stand Workstations	Small Facility		2 months	Grant/Foundation Funding	Application development

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
	Collaborative projects coordination	Rouge Park Partnership		Ongoing	Staff time	MOI drafted
	Visitor counts	Various		Ongoing	Staff time	Research
	Sustainability Plan projects coordination	Various		Ongoing	Various	Zero waste event, Brighton Fishing Derby
	Pilot Transit Program	Small facilities/transit partnership		Ongoing	Staff time	Research

SYSTEM-WIDE

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
	Event/program evaluation analysis/reporting	Report		On going	Staff time	Met with interpretive, DEI, Marketing
	DPSCD Field Trips (pending)	Report		6 months	Staff time	
	Signature Events support/oversight	Various		On going	Staff time	Developed sponsorship packages, solidified vendors and acts
	DIA's Inside/Out program	Various		On going	Staff time	Programming

SOUTHERN DISTRICT






Visitor Count Program: Bicycle and Pedestrian Counts




SOUTHERN DISTRICT

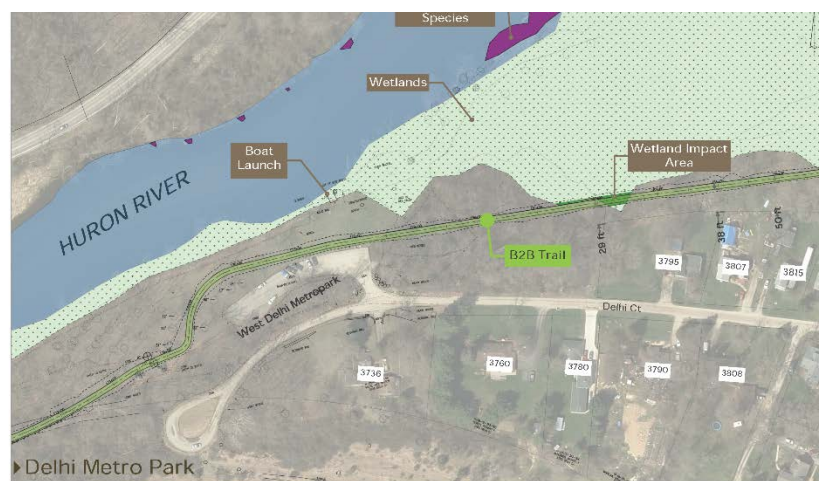
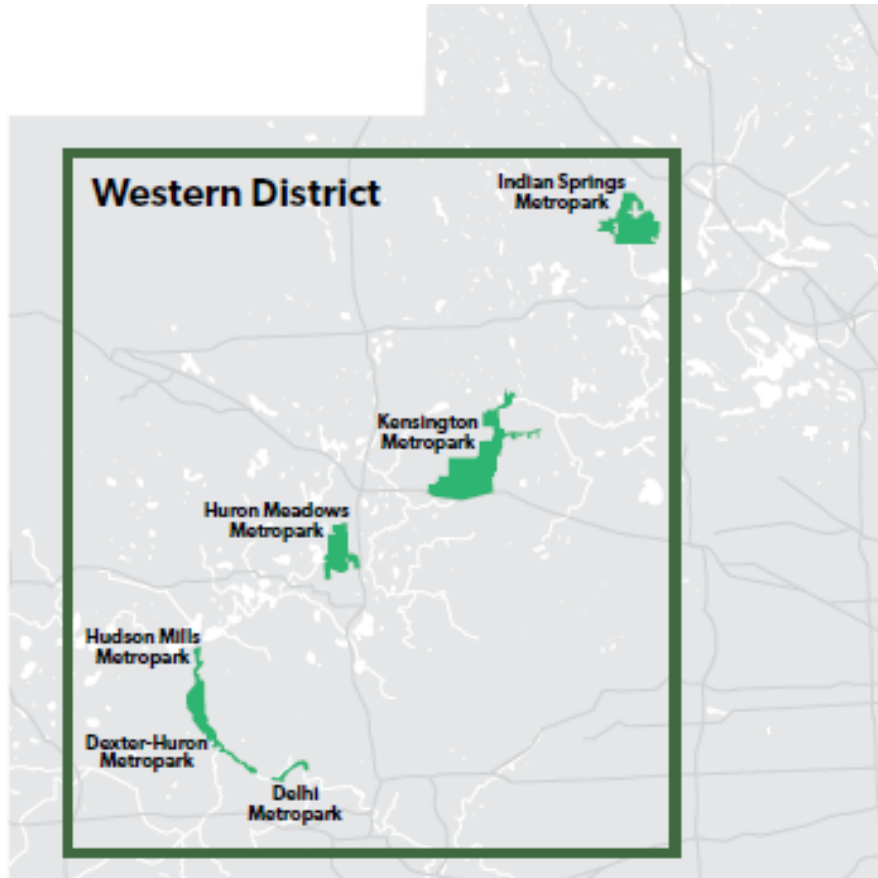
Grants/Fundraising



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
LOWER HURON	LH IBT Connector TF Application	Large Facilities		3 months	Grant/Foundation Funding	Public outreach, Board of Commissioners resolution, staff tasks
	LH Off-Leash Dog Area TF application	Large Facilities		3 months	Grant/Foundation Funding	Public outreach, Board of Commissioners resolution, staff tasks
	LH Walnut Grove Campground TF application	Large Facilities		3 months	Grant/Foundation Funding	Public outreach, Board of Commissioners resolution, staff tasks

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
LOWER HURON	LH N. Fishing Site LWCF grant administration	Large Facilities		Ongoing	Staff time	Engineering Dept. working on construction plans

WESTERN DISTRICT






  **Border to Border Trail**
Zeab Road to Delhi Metropark

       February 2020



Border to Border Trail Design

WESTERN DISTRICT

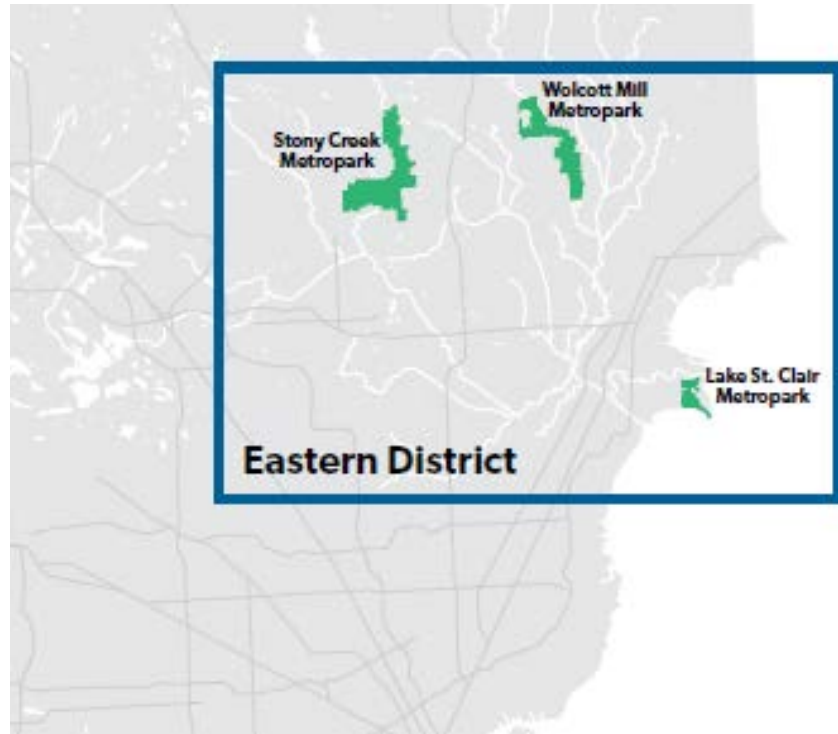
Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
DELHI	Border To Border trail design and implementation	Large Facilities		Ongoing	Estimated Cost	WCPARC public input meeting
KEN	Kensington CMS pipeline coordination	Large Facilities		Ongoing	Staff time	Public meeting led by Village of Milford and Consumers Energy (HCMA will attend)
KEN	Public art initiative for Maple Beach	Large Facilities		Ongoing	Staff time	Public art studio selection process ongoing

Grants/Fundraising


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
KENSINGTON	KMP AARP Fitot application	Small Facilities		2 months	Grant/Foundation Funding	Application submitted
DEXTER-HURON	Dexter-Huron Accessible Kayak Launch TF application	Large Facilities		3 months	Grant/Foundation Funding	Public outreach, Board of Commissioners resolution, staff tasks

EASTERN DISTRICT



EASTERN DISTRICT





Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
STONY	Recycle Bin Purchasing	Small Facilities		Ongoing	Staff Time	On site meeting with staff, purchase order

Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
	First State Bank	Various		3 months	Grant/Foundation Funding	Grant discussion

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
LSC SCR	LSC Accessible Kayak Launch with Simple Adventures	Large Facilities		Ongoing	Staff time	Partnership meetings
	LSC Nature Center-DNR Grant Admin	Large Facilities		Ongoing	Staff time	Interpretive services overseeing implementation.
	Shelden Trails Grant Admin	Large Facilities		Ongoing	Staff time	RFP Interviews
	Shelden Trails Signage Plan	Small Facilities		3 months	Staff time	

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	March 2020 Actions
LSC	Swimming pilot at Lake St. Clair	Large Facilities		Ongoing	Visitor counts	Partnership meetings

WHAT'S NEXT?

	Description	Action Type
SOUTHERN DISTRICT	LE Marina Facility Concept Plan	Plan
EASTERN DISTRICT	LSC Marina Facility Concept Plan	Plan
	LSC Pool and Bathhouse	RFP
WESTERN DISTRICT	Maple Beach playground	Construction Project





To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project No: RFP 2020-017
Project Title: Bids – Shelden Trails Development and Construction (Phase 1)
Project Type: Capital Improvement
Location: Stony Creek Metropark
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners award RFP 2020-017 to FlowTrack Mountain Bike Trails LLC of Marquette, MI in the amount of \$223,481 for the redevelopment and construction of three sections of the Shelden Trails system at Stony Creek Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: Funding has been allocated in the Capital Project Fund and through the Metroparks Foundation to complete this project.

Scope of Work: The Contactor will redevelop three sections of the Shelden trail system using the recommendations provided by the Metroparks consultant Applied Trail Research (ATR). These trail sections, approximate lengths, and intended experiences as a result of the redevelopment are:

Loop A (1.92 miles): This trail will be developed with a constantly reversing grade and relatively low sinuosity. Excavated soil material will be used to form small rollers, slightly in-sloped trail segments on outside turns, and low super-elevated turns. The trail tread will be well defined and contain avoidable obstructions that can be easily rolled over without advanced bike handling skills. The resulting trail will provide a “front country” style experience with a relatively smooth trail tread that is wide enough to inspire confidence by beginner trail users and hand cyclists.

Loop B (1.74 miles): This trail will provide a constantly reversing grade and moderate sinuosity. Tread will be well-defined by a narrower cleared corridor and will have the presence of native rock material. Trail should be developed with constructed natural features of wood and rock which will be enhanced for riding and require moderate to advanced bike handling skills, but will not include large rollers, in-sloped or super-elevated turns. The resulting trail will provide a “back country” type of experience of narrow trail and somewhat rough tread.

Northern Trail Connector (.64 miles): This trail will be a connector path linking the Loop A and Loop B trails to other existing trails inside and outside the park.

The contractor will augment the current trails to obtain desired trail widths, grades, terrain smoothness/roughness, turn radius', and add skill development features to enhance the intended experience of the cyclists and hikers.

The Metroparks Planning and Development, and Natural Resources and Regulatory Compliance departments will work closely with the contractor to protect designated biodiversity areas and to minimize impacts to the natural and cultural resources surrounding the trails.

Background: The Shelden trail system is 19 plus miles of natural surface trails that run through the historic western segment of Stony Creek Metropark and hosts several different user groups: mountain and fat tire bikers, hikers with and without pets, and cross country skiers. The Clinton River Area Mountain Bike Association, a chapter of the International Mountain Bicycling Association (CRAMBA-IMBA) dedicates volunteer hours to maintaining these trails.

In 2018, the Metroparks hired consultant ATR to redesign the Sheldon trail system with specific goals in mind:

- Replace existing unsustainable trail alignments with routes that would remain durable over time with minimal maintenance.
- Design trails with specifications that maximize physical sustainability, protect natural resources, minimize potential user conflicts and increase navigability.
- Design single direction loops utilizing existing trails, where available, to create a diverse, stacked loop trail system that offers additional riding and recreational opportunities for newer riders/hand cycles, inexperienced trail users (hike/bike/run), as well as more experienced trail users.
- Provide connectivity to picnic/pavilion areas, gated neighborhood access to the west and Stony Creek Ravine Nature Park (Oakland Township) to the north of Stony Creek Metropark.
- Increase the single-track mileage of the system.

Three Requests for Proposal (RFP) were issued to identify a professional, experienced firm to redevelop three sections of the trail system using the recommendations provided by ATR. The RFP represented Phase 1 of the multi-phase effort to redevelop the entire trail system.

The first RFP (2019-054) was posted on Sept. 27, 2019 on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice to 374 vendors, of which 23 vendors downloaded the RFP. The RFP was also posted on the Trail Builders Association website and the Metroparks notified 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 indicated scheduling conflicts and lack of time to prepare proposals.

Staff revised and issued a second RFP (2019-059) on Nov. 4, 2019 through MITN, the Trail Builders Association and an email to vendors. In all, 354 vendors were notified; 62 of which downloaded the RFP. Two proposals were received; neither proposal was found acceptable.

The third RFP (2020-017) was issued on Jan. 31, 2020 through MITN, the Trail Builders Association, and an email to vendors. Four proposals were received and evaluated for experience, understanding of the project, approach and price.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
TrailSense	Holly	\$190,025
Anglin Civil	Livonia	\$226,945
Flowtrack Mountain Bike Trails	Marquette	\$223,481* as negotiated
WCI Contractors	Detroit	\$364,520

() indicates recommended award.*



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Approval – Ralph C. Wilson, Jr. Trails Maintenance Fund Grant Resolution
Location: Willow Metropark
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a resolution for the Ralph C. Wilson, Jr. Trails Maintenance Fund grant program for the Iron-Belle Trail Relocation project at Willow Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: The proposed project total cost is estimated at \$404,928 with \$202,464 in grant funding (50 percent), \$191,464 in cash outlay and \$11,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement. If awarded, match funding would be allocated in Capital Project Fund during the 2021 Metroparks annual budget process.

Background: The Ralph C. Wilson, Jr. Trails Maintenance Fund is a \$10 million endowment initiated this year in partnership with the Community Foundation of Southeast Michigan in celebration of the 100th anniversary of Mr. Wilson’s birth. The purpose of the program is to support the maintenance of existing trails and greenways in southeast Michigan. To qualify, proposed projects must be part of or directly connected to a named regional trail corridor (e.g. Iron Belle Trail, Joe Louis Greenway, Great Lake-to-Lake Trail).

The project involves the relocation of a section of the Iron Belle Trail in Willow Metropark from the edge of the Huron River east of the Big Bend picnic area, where signs of shoreline erosion have been observed. The trail would be moved out of the flooding area in order to ensure the connectivity provided by this section of regional trail is sustainable into the future.

This project was generally identified in the Storm Water Management Plan approved by the Board in September 2019.

Application Timeline

Deadline for submission	March 31, 2020
Notification of award	July 2020
Survey, final design, permitting/bidding	Spring 2021
Begin construction	Summer 2021

**Attachment: Resolution
Map Overview**

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

7-C-3-a

**Iron-Belle Trail Relocation at Willow Metropark, to the
Ralph C. Wilson Jr. Foundation through their Trails Maintenance Program**

Resolution No. 2020-09

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON March 12, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority ("Authority") supports the submission of an application titled, Iron-Belle Trail Relocation at Willow Metropark, to the Ralph C. Wilson Jr. Foundation through their Trails Maintenance Program; and

WHEREAS, the proposed improvements are identified in the Storm Water Management Plan for Willow Metropark as a priority, adopted by the Board of Commissioners of the Authority at their regular meeting on September 12, 2019; and

WHEREAS, the Authority desires to relocate this section of the Iron-Belle trail from the edge of the Huron River east of Big Bend and move the trail out of the flooding area to provide a route through the park until such time that the old path becomes unstable due to shoreline erosion.

WHEREAS, the Planning and Development Department, under the direction of the Chief of Planning and Development, has prepared a grant request for \$202,464 from the Ralph C. Wilson Jr. Foundation's Trail Maintenance Program to assist with the \$404,928 redevelopment cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby authorize the commitment of \$191,464 in cash outlay, \$11,000 in workforce labor and other sources of in-kind contributions as necessary, toward the completion of the proposed project during the 2021 fiscal year; and

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority hereby authorizes submission of a Trails Maintenance Program grant application to be made to the Ralph C. Wilson Jr. Foundation.

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 March 12, 2020.

Steven Williams, Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval – City of Detroit Parks and Recreation MOU Renewal
Date: March 5, 2020

Action Requested: Motion to approve

That the Board of Commissioners authorize staff to renew and extend the Memorandum of Understanding with the City of Detroit Parks and Recreation Department as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: Funding is available in the 2020 Budget to complete the 2020 tasks outlined in the partnership plan, which primarily comprise Metroparks staff time. Funding for subsequent years' tasks would need to be allocated in future annual budgets.

Background: In April 2019, the Board approved the original Memorandum of Understanding (MOU) with the city of Detroit Parks and Recreation Department with a focus on Rouge Park. Since that time, staff have worked with city of Detroit staff and the Friends of Rouge Park to develop a proposed partnership plan (Exhibit A to the attached Memorandum of Understanding) to guide work for the next three years, leading up to the 100th anniversary of Rouge Park.

City of Detroit and Metroparks staff agree that an extension of the original MOU from one to three years will make it possible to achieve more meaningful results through this collaboration.

**Attachment: City of Detroit Parks and Recreation MOU
Draft Natural Areas Management Plan**

**Collaborative Partnership Memorandum of Understanding
Huron-Clinton Metropolitan Authority
And
City of Detroit**

THE HURON-CLINTON METROPOLITAN AUTHORITY ("HCMA") and CITY OF DETROIT GENERAL SERVICES DEPARTMENT PARKS AND RECREATION DIVISION ("Detroit Parks and Recreation" or "GSD") memorialize the following understandings this 12th day of March 2020.

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to document the collaboration between parties in accordance with the following provisions:

1. To recognize GSD as a partner of the HCMA to assist with the development and/or enhancement of park properties under the ownership of the Detroit General Services Department; and
2. To describe the roles of HCMA and GSD in future collaborative endeavors.

II. Background and Statement of Mutual Interest

Whereas, the HCMA is a regional park system created in 1940 by the citizens of southeast Michigan for the purpose of providing excellent recreational and educational opportunities while serving as stewards of natural resources, and

Whereas, Detroit Parks and Recreation is a department within the City of Detroit government, a municipal corporation, and

Whereas, the mission of Detroit Parks and Recreation is connecting communities with our parks, programs, and facilities, to positively impact their health and wellness.

Whereas, Detroit Parks and Recreation wishes to coordinate with HCMA as a cooperator for park maintenance and /or development projects, and

Whereas, HCMA recognizes the value of the Detroit Parks to park patron and the citizens of Southeast Michigan as a whole, and wishes to cooperate with Detroit Parks and Recreation to improve or enhance Detroit Parks and Recreation property.

Now therefore, in exchange for good and valuable consideration, the sufficiency of which is acknowledge by the parties, HMCA and the City agree as follows:

III. Understandings

1. Collaboration. HCMA will coordinate with Detroit Parks and Recreation to assist with the development and/or enhancement of park properties.
 - a. Planning. HCMA staff will implement development and/or maintenance projects in coordination with Detroit Parks and Recreation in accordance to the Partnership Plan attached in **Exhibit A**.
 - b. Materials. If necessary, the cost of materials purchased for collaborative projects will be paid for based on agreement HCMA and Detroit Parks and Recreation.
 - c. Public Outreach. HCMA and Detroit Parks and Recreation will in general cross promote the partnership. This includes but is not limited to adding partner's logo to any partnership webpage, identifying partner on social media posts about partnership or work completed under the partnership, and coordinate all press releases or public outreach regarding the partnership.

2. Exclusivity. At the complete discretion of HCMA, Detroit Park and Recreation and HCMA will be the only groups and entities involved during the term of this agreement.
3. Non-fund obligating document. Nothing in this MOU shall obligate HCMA or Detroit Parks and Recreation to contribute or transfer any funds. Specific work projects or activities that would require the transfer of funds or services between HCMA and Detroit Parks and Recreation will require execution of separate project-specific agreements and be subject to approval by both parties and contingent upon the availability of appropriated funds.
4. Communications.
 - a. Method of providing notice and obtaining consent. Notice and consent may be provided or confirmed via email or other written communication.
 - b. Authorized Parties.
 - i. Detroit Parks and Recreation will designate an appropriate contact person based on the project in question.
 - ii. HCMA. All communications regarding the partnership should contact the Chief of Natural Resources.
 - iii. Change in Authorized Parties. Detroit Parks and Recreation and HCMA will provide notice to the other party of any changes in the Authorized Parties.
 - c. Annual Review. Each year, HCMA and Detroit Parks and Recreation will review this partnership agreement and any collaborative projects to identify opportunities for improvement in communications, organization, and administration.
5. Property Rights. Nothing in this MOU will convey any property rights or independent decision-making authority to Detroit Parks and Recreation. All final decisions affecting the infrastructure, aesthetics, and programming at the Metroparks will be made by the HCMA Board of Commissioners. All final decisions affecting the infrastructure, aesthetics and programming on Detroit Parks and Recreation will be made by its Department Director.
6. Duration. This MOU will continue until Midnight on March 31, 2023. Either party may terminate this MOU upon 10 days advance written notice to the other party.

[The remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the City and HCMA, by and through their duly authorized officers and representatives, have executed this MOU.

Huron-Clinton Metropolitan Authority

By: _____
Amy McMillan

Its: Director

Date: _____

City of Detroit General Services and Recreation Department

By: _____

Print Name: _____

Its: _____

Date: _____

Exhibit A

PARTNERSHIP PLAN: ROUGE PARK 2020-2023

OVERVIEW: 'The goal of the park is to experience nature' – The *Rouge Park Master Plan, 2016*
<http://www.rougepark.org/master-plan.html>

Guided by the 2016 Rouge Park Master Plan, and in recognition of the park's most valuable asset is its natural areas, as well as the ability to best utilize the talent and skill of the Metroparks Natural Resources department, the Metroparks support will focus primarily on the Prairie of Rouge Park.

Rouge Park is Michigan's largest urban park with 1,184 acres and has 4.6 miles of the Rouge River flowing through its forested floodplain. The uplands area includes the Prairie, a 60-acre natural area of the park with its own 1.25 mile trail (currently a mowed path) and a butterfly garden. The Prairie is located in the southern half of the park, just south of Joy Road and West of Outer Drive.

At its current state, the Prairie is overrun with invasive species and its trail has low spots making it hard to trek during the wet seasons. The trail is a mowed area, and would benefit being a more defined, natural surface trail. Native plantings are also needed to help make the Prairie and butterfly garden flourish. Additional interpretive signs and an overlook platform with benches for the butterfly garden would also benefit visitors.

Street parking is available along Outer Drive for the Prairie. There is a trailhead at southern entrance. It is recommended to add garbage cans and an aggregate parking lot (ADA compliant, 20 spaces) near this entrance to more clearly define the access point and to discourage litter.

The partnership between the City and the Huron-Clinton Metroparks will be categorized into four major areas: Natural Areas Management, Volunteer Services, Grant writing, and Marketing/Communications. Other potential partnership opportunities in the future: Interpretive Programming (Mobile Outreach), Recreation Programming and general planning support.

In collaboration with the City of Detroit Parks & Recreation and the Friends of Rouge Park, the following projects have been identified as priority and noted in the 2016 Rouge Park Master Plan. With these improvements, the hope is to propel the Prairie area into being a major asset of the park and anticipate high visitation for personal enjoyment and educational programming in celebration of the 100-year anniversary of Rouge Park in 2023.

ATTACHMENTS:

- Park Map
 - o Prairie area in detail
- 2016 Rouge Park Master plan

FOCUS: clean- up area of debris and trash and removal of overgrowth and invasive species with volunteer & HCMA staff efforts, update trailhead kiosks, benches, and wayfinding signs

NATURAL RESOURCES SUPPORT:

1. Create a Natural Areas Management plan for the Prairie
 - a. Include plant inventory and area assessment
 - b. Recommendation of type of Prairie
 - c. Identify volunteer workday projects
 - i. Volunteer training for Friends/public volunteers by Metroparks Natural Areas Crew
 - ii. NR volunteer coordinator to lead volunteer days (3 days)
 - d. Long-term maintenance plan with City of Detroit/Friends group
2. Implement heavy machinery workdays (5 staffed days with Metroparks Natural Resource Crew)

VOLUNTEER SERVICES SUPPORT:

1. Create a 3-year partnership workplan
2. Create a volunteer schedule in coordination with Friends of Rouge Park
 - a. Natural Resources volunteer days (3)
 - i. July 30, 2020: GM Cares volunteer group
 - ii. September 4, 2020: Ford Motor Co volunteer group
 - iii. October 6, 2020: DTE Energy volunteer group
3. Schedule corporate volunteer groups/introduce contacts to Friends of Rouge Park
 - a. April/May (park clean-ups)
 - b. Invasive species removal
4. Identify projects for combined volunteer and grant support
 - a. Butterfly garden overlook
 - b. Trail – footbridge if applicable
 - c. Prairie Plantings
 - d. Trail signage
5. Apply for REI stewardship community grant for Prairie project: due date April 3, 2020
6. Create year-end Metroparks & City of Detroit annual impact report

GRANTWRITING SUPPORT:

1. Identify projects for grant funding
2. Apply for REI stewardship community grant for Prairie project: due date April 3, 2020
 - a. Trailhead improvements
 - i. Benches
 - ii. Garbage cans
3. Identify grants to apply for collaboratively
 - i. General Motors (Due before September 30)

MARKETING/COMMUNICATION SUPPORT

Create a marketing/communications plan for partnership

1. Website presence: Add the partnership to our community partners page of the website with a short description and then links to articles as they're published
2. Press Releases: For all press releases on this piece, we will heavily target media outlets in Wayne County and the neighborhoods surrounding the projects we are partnering on.

- a. Early May: Send out a press release/email at the start of the partnership to talk about the goals of the partnership and what we will be working on together. This email can also go to our full marketing list and be a call for volunteers for their May 16th volunteer day. This will also include the City of Detroit Parks logo and link. Metroparks marketing staff will coordinate with Detroit Parks communications staff for proofing and approval of press release.
- b. REI Grant: Member voting for Rouge Park Prairie project April 8- May 3
- c. July & October: Send out an “update” email/press release at the middle and end of the busy season. Link to those articles we will have been posting on the website. This will also include the City of Detroit Parks logo and link.
 - i. HCMA/NR led volunteer days in July (with GM Cares), August, and September
 - ii. REI grant completed in October
- 3. Social media: Project updates shared and call for volunteers (May, July, August, Sept)
 - a. Tag the City of Detroit Parks
- 4. Create cross-promotion collateral
 - a. Cross-promotion signage for collaborative projects
 - i. Used for volunteer days
 - ii. NR workdays
 - iii. Grant funded project(s)

2021

GOAL: infrastructure improvements of trail (potential realignment, aggregate surfacing) & building of parking lot, continued prairie restoration efforts by volunteer and HCMA staff, invasive species removal.

NOTE: Support details will be confirmed and updated dependent upon previous year project completion.

NATURAL RESOURCES SUPPORT:

- 1. Identify priorities for heavy machinery workdays
 - a. Invasive species
- 2. Identify areas for plantings (volunteer workdays)
- 3. Prep for prescribed burn, if applicable

VOLUNTEER SERVICES SUPPORT

- 1. Create a volunteer schedule in coordination with Friends of Rouge Park
 - a. Natural Resources volunteer days (3)
- 2. Schedule corporate volunteer groups to support Friends of Rouge Park
 - a. Park clean-ups
 - b. Invasive species removal
- 3. Implement projects for combined volunteer and grant support
- 4. Identify new projects for combined volunteer and grant support
- 5. Create year-end Metroparks & City of Detroit annual impact report

GRANT WRITING SUPPORT

Identify grants and apply for funding:

- a. Parking Lot
 - ii. 20 car lot with ADA spot
 - 1. Estimated cost \$50,000
- b. Trail improvements
 - iii. aggregate surface
 - iv. boardwalks or footbridge for low areas

- v. May need to be re-aligned depending on storm water management plan by DWSD

MARKETING/COMMUNICATION SUPPORT

Marketing plan dependent on confirmed projects and work schedule

2022

GOAL: strategic prairie plantings and continued invasive species removal for restoration efforts, signage installations (interpretive and wayfinding), butterfly garden improvements. NOTE: Support details will be confirmed and updated dependent upon previous year project completion.

NATURAL RESOURCES SUPPORT:

1. Identify priorities for heavy machinery workdays
 - a. Invasive species
2. Identify areas for plantings (volunteer workdays)
3. Prescribed burn, if applicable

VOLUNTEER SERVICES SUPPORT

1. Create a volunteer schedule in coordination with Friends of Rouge Park
 - a. Natural Resources volunteer days (3)
2. Schedule corporate volunteer groups to support Friends of Rouge Park
 - a. Park clean-ups
 - b. Invasive species removal
3. Implement projects for combined volunteer and grant support
4. Create year-end Metroparks & City of Detroit annual impact report

GRANT WRITING SUPPORT:

Identify grants and apply for funding:

- a. Signage
 - vi. Wayfinding signs
 - vii. Interpretive signs
 1. Butterfly garden
- b. Prairie Plantings
 - viii. Prairie Restoration plantings
 - ix. Butterfly garden

MARKETING/COMMUNICATION SUPPORT

Marketing plan dependent on confirmed projects and work schedule

2023

** 100-year anniversary of Rouge Park **

DRAFT Natural Areas Management Plan

Hawthorn Meadows – River Rouge Park

General Site Description:

This site is a mixture of remnant Southern Wet Meadow and Old Field habitats, spread over roughly 65 acres. The unit is heavily invaded with a variety of exotic shrub and forb species. It is surrounded by public road on each side of the management unit. A mowed path runs throughout the site. Two small wetland remnants flank the east and west side of the unit, with a few well dispersed wet pockets scattered across the unit.

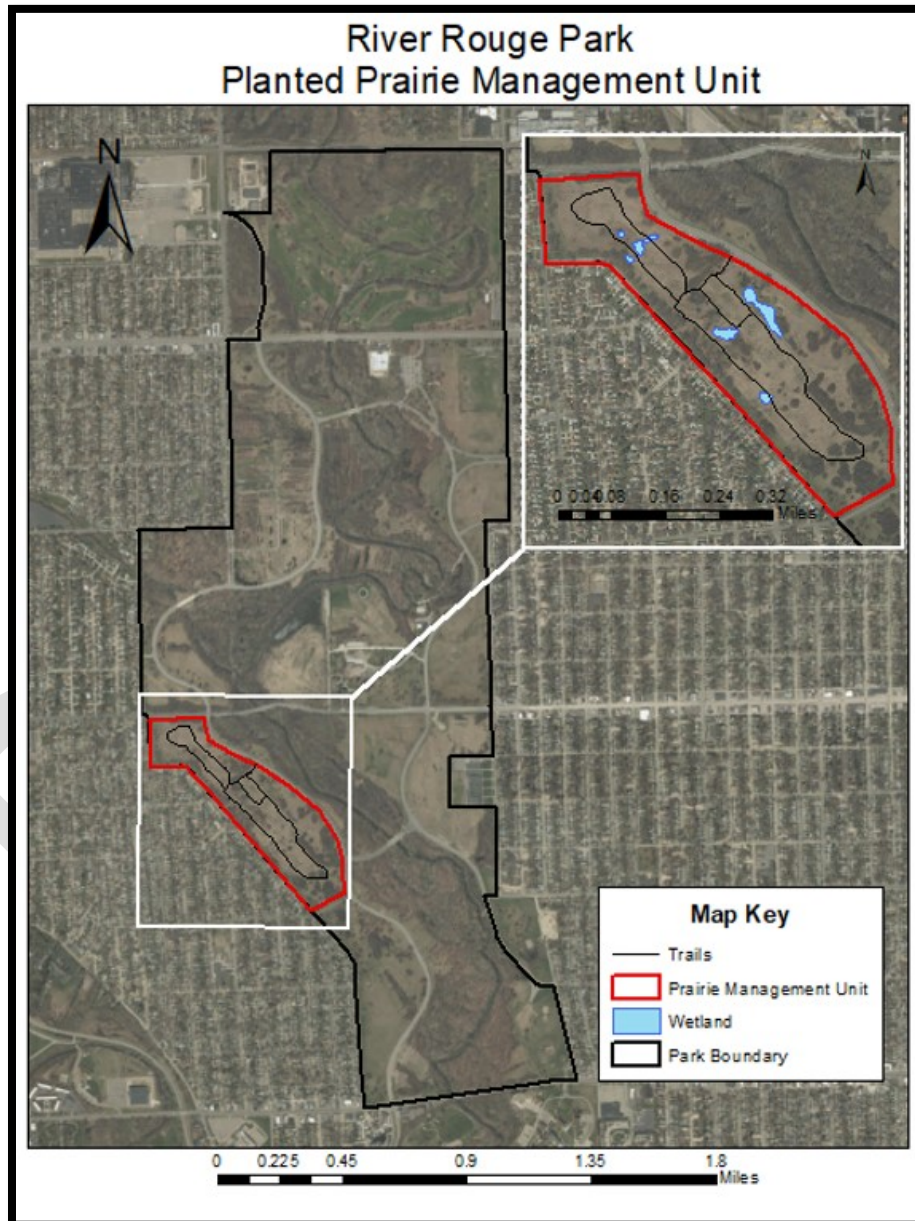


Fig 1. Overview of Management Unit

History of Survey and Restoration work:

Field survey performed by Metroparks staff in winter of 2019 and 2020. Previous survey completed in 2004 for baseline study of native flora by MNFI. In 2012 the Friends of the Rouge developed an invasive species management plan for the burn units within the park. Several species of rare plants were discovered during the 2004 baseline study, and will receive appropriate management if discovered during the 2020 growing season survey conducted by Metroparks Staff. Previously identified rare plants include Nodding Rattlesnake-root, Cup-plant, Virginia Water-horehound, Woodland Lettuce, James' Sedge and Shumard Oak.



Fig 2. Yellow Coneflower blooming in the restored prairie in 2004.

General guidelines and challenges:

Management of highly urbanized and disturbed sites can be a challenge due to historic and current disturbances (agriculture in historic times, construction disturbances, land use changes, suppression of fire, etc.). These alterations to the land reduce native plant diversity and create conditions that are advantageous for invasive species.

At this site, natural hydrology has been interrupted, and will continue to be compromised as storm water projects divert water from a nearby neighborhood into the unit. At the time of writing this plan, the final design of the storm water control features to be incorporated into the park are still unknown.

Initial Restoration Priorities:

Identify and remove non-native, invasive plants. Typical species that threaten prairie include:

- **Spotted knapweed** - *Centaurea stoebe* L. subsp. *Micranthos*
- **Canada Thistle** - *Cirsium arvense*
- **Sweet clover** (white & yellow) – *Melilotus albus*, *M. officinalis*
- **Crown vetch** - *Securigera varia*
- **Common buckthorn** - *Rhamnus cathartica*
- **Autumn Olive** - *Elaeagnus umbellata*
- **Porcelain Berry** – *Amur peppervine*

Wet areas within the site will have their own suite of invaders to control. These include:

- **Phragmites** - *Phragmites australis*
- **Reed Canary grass** - *Phalaris arundinacea*
- **Glossy buckthorn** - *Frangula alnus*
- **Purple loosestrife** - *Lythrum salicaria*



Fig 3. Roadside infestations of Phragmites australis in degraded wetland remnants bordering the unit

Treatment of invasive species within the management unit:

Depending on available resources, several different methodologies will be employed to maintain and restore the site. In a prairie unit, structure is critical to the species that make up the community. In this case, maintaining an open area free of trees and shrubs is the most important structural consideration.

Shrubs such as autumn olive or common buckthorn will be removed either by cutting down the shrub and treating the stump with herbicide, the use of prescribed fire, mowing with capable equipment, or all the above.

Hand cutting will be used as a targeted approach to low density populations, or within sensitive sites. Forestry mowing with large equipment will be employed on large infestations in highly degraded locations. It will also be a focus of this plan to incorporate volunteer efforts to aid in the removal of invasive shrubs using hand tools.

For control of herbaceous nonwoody plants, control will be achieved through the application of herbicide. For broadleaf species such as crown vetch, Canada thistle, and spotted knapweed, a broadleaf selective herbicide will be employed, which will leave grasses unaffected. For grasses such as Phragmites and reed canary grass, a nonselective aquatic safe herbicide will be employed to achieve acceptable control.



Fig. 4 Land clearing machine with Forestry Mulcher attachment removing invasive shrubs

Management by Prescribed Fire:

An alternating schedule of prescribed burns will help control invaders, promote natives, and maintain the structure of the prairie. Burns will be conducted early in the year and more frequently for the first several years, to aid in the control of invasive species. Burn frequency will decrease over time, and begin to alternate between spring and fall. This will help promote a diversity of grasses and forbs that will better benefit pollinators. Frequent spring burns will cause the site to become dominated by grasses, in particular the native Big bluestem *Andropogon gerardii*.

Restoration and protection of biodiversity:

After control methods have been employed, a seed mix of locally appropriate native species should be introduced to fill the spaces left open by the removal of nonnative plants. Left open, these spaces are prone to reinvasion by the same, or similarly adapted invasive species. Native plants added to these locations, can compete with any potential invaders making the establishment of a new population in the treated locations less likely.

In addition to purchase of seed from native seed suppliers, seed can be harvested and dried for future use by staff and volunteers. This will protect the genetic integrity of plant species within the unit and ensure that a diversity of plant species persist. Seed can be spread immediately post burn or other restoration work, or incorporated into larger prairie expansion efforts.



Fig 5. Metroparks Prescribed fire crew performing grassland burn

Scope of Plan:

Geographic area:

Management plan confined to the geographic area known as Hawthorn Meadows, or Rouge Park Prairie.

Identified stakeholders include:

- Detroit Parks and Recreation
- Detroit Water and Sewerage Department
- Friends of Rouge Park
- Friends of the Rouge
- Huron-Clinton Metropolitan Authority
- Residents of neighborhoods adjacent to the management area

Key components of process include:

- Removal and control of invasive species
- Management of grasslands through prescribed burns
- Incorporating volunteer efforts in restoration
- Seed collection and dispersal
- Public education and interaction on the topic of natural areas management of the unit

Conservation targets:

- Removal of invasive species throughout the unit
- Restoration of natural fire cycle through prescribed burns
- Limiting access to sensitive areas and conserving soils within the unit
- Improving biodiversity of native plant species
- Restoring unit to pre-settlement condition

Measuring conditions and improvements:

- Initial inventory of invasive species percent cover and improvement over three years
- Initial inventory of native plant biodiversity and improvement over three years.

Prioritization and strategies to mitigate environmental stressors:

- Identify extent of hydrological impairment in the unit through seasonal survey
- Identify stress on the landscape due to access, land use, or maintenance practices
- Design plan to mitigate foot traffic or other access damage on the landscape
- Design a plan to prevent the introduction and spread of invasive species
- Collaborate with DSWD to incorporate natural features into storm water control infrastructure

Indicators of success to be measured:

- 10 percent reduction in invasive shrub cover annually for first three
- 10 percent year one increase in native biodiversity following first prescribed fire, 5 percent years after
- Utilization of volunteer efforts to restore three acres of the management unit annually

HURON-CLINTON METROPARKS MONTHLY STATISTICS

February, 2020

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	15,085	17,977	16,514	-9%	\$ 51,107	\$ 65,547	\$ 59,381	-14%
Wolcott Mill	1,466	1,035	2,306	-36%	\$ 1,016	\$ 671	\$ 984	3%
Stony Creek	19,953	14,790	20,919	-5%	\$ 111,998	\$ 59,045	\$ 98,693	13%
Indian Springs	2,894	2,211	2,678	8%	\$ 17,131	\$ 10,513	\$ 14,997	14%
Kensington	35,678	31,407	34,126	5%	\$ 141,069	\$ 70,607	\$ 126,096	12%
Huron Meadows	4,724	3,030	3,867	22%	\$ 11,879	\$ 6,559	\$ 6,603	80%
Hudson Mills	10,294	7,511	8,501	21%	\$ 30,471	\$ 14,203	\$ 24,853	23%
Lower Huron/Willow/Oakwoods	27,808	25,345	27,764	0%	\$ 35,383	\$ 19,065	\$ 35,863	-1%
Lake Erie	6,656	5,808	6,586	1%	\$ 28,364	\$ 24,711	\$ 27,367	4%
Monthly TOTALS	124,558	109,114	123,262	1%	\$ 428,418	\$ 270,921	\$ 394,836	9%

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	26,733	32,344	33,145	-19%	\$ 81,761	\$ 131,976	\$ 135,326	-40%
Wolcott Mill	2,593	2,379	3,760	-31%	\$ 1,648	\$ 1,199	\$ 1,915	-14%
Stony Creek	35,623	30,030	38,932	-8%	\$ 209,317	\$ 173,510	\$ 203,911	3%
Indian Springs	5,386	4,368	4,922	9%	\$ 28,365	\$ 23,573	\$ 28,480	0%
Kensington	68,336	64,719	65,956	4%	\$ 261,290	\$ 211,729	\$ 262,101	0%
Huron Meadows	8,025	7,660	8,063	0%	\$ 19,960	\$ 20,035	\$ 17,144	16%
Hudson Mills	19,047	15,583	15,900	20%	\$ 56,915	\$ 47,338	\$ 54,649	4%
Lower Huron/Willow/Oakwoods	54,788	52,699	54,350	1%	\$ 67,527	\$ 52,704	\$ 72,437	-7%
Lake Erie	12,095	12,272	12,929	-6%	\$ 69,279	\$ 62,864	\$ 66,365	4%
Monthly TOTALS	232,626	222,054	237,957	-2%	\$ 796,062	\$ 724,928	\$ 842,328	-5%

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	\$ 65,329	\$ 77,594	\$ 150,086	-56%	\$ 226,881	\$ 160,733	\$ 240,216	-6%
Wolcott Mill	\$ 4,713	\$ 24,914	\$ 15,125	-69%	\$ 13,886	\$ 38,594	\$ 24,644	-44%
Stony Creek	\$ 128,742	\$ 73,921	\$ 128,331	0%	\$ 256,076	\$ 198,172	\$ 247,846	3%
Indian Springs	\$ 29,093	\$ 17,799	\$ 24,853	17%	\$ 50,063	\$ 33,693	\$ 43,071	16%
Kensington	\$ 180,760	\$ 96,710	\$ 151,570	19%	\$ 322,762	\$ 260,405	\$ 311,676	4%
Huron Meadows	\$ 29,286	\$ 13,792	\$ 15,205	93%	\$ 42,639	\$ 36,910	\$ 34,200	25%
Hudson Mills	\$ 35,168	\$ 18,606	\$ 30,945	14%	\$ 65,594	\$ 56,657	\$ 66,775	-2%
Lower Huron/Willow/Oakwoods	\$ 42,030	\$ 27,107	\$ 43,344	-3%	\$ 83,668	\$ 76,476	\$ 88,565	-6%
Lake Erie	\$ 30,817	\$ 25,714	\$ 29,416	5%	\$ 73,953	\$ 65,232	\$ 71,334	4%
Y-T-D TOTALS	\$ 545,938	\$ 376,157	\$ 588,875	-7%	\$ 1,135,523	\$ 926,871	\$ 1,128,326	1%

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	64,949	64,753	75,837	-14%	496,844	397,498	512,705	-3%
Western	100,794	92,330	94,841	6%	481,058	387,665	455,722	6%
Southern	66,883	64,971	67,279	-1%	157,621	141,708	159,899	-1%

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	0	0	0	-	\$ -	\$ -	\$ -	-
Indian Springs	0	0	0	-	\$ -	\$ -	\$ -	-
Kensington	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows	0	0	0	-	\$ -	\$ -	\$ -	-
Hudson Mills	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
Total Regulation	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Par 3	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Foot Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Total Golf	0	0	0	-	\$ -	\$ -	\$ -	-

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	0	0	0	-	\$ -	\$ -	\$ -	-
Indian Springs	0	0	0	-	\$ -	\$ -	\$ -	-
Kensington	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows	0	0	0	-	\$ -	\$ -	\$ -	-
Hudson Mills	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
Total Regulation	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Par 3	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Foot Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Total Golf	0	0	0	-	\$ -	\$ -	\$ -	-

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	-	\$ 600	\$ 700	\$ 367	64%
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ 200	\$ 67	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ 600	\$ 900	\$ 433	38%

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	0	0	0	-	\$ -	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ 800	\$ 700	\$ 500	60%
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ 200	\$ 67	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ 800	\$ 900	\$ 567	41%

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	3	8	5	-44%	\$ 4,900	\$ 2,700	\$ 3,033	62%
Shelters	26	19	22	16%	\$ 6,550	\$ 6,100	\$ 6,058	8%
Boat Launches	0	1	1	-	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	5	5	6	-12%	\$ -	\$ 2,000	\$ 2,017	-
Stony Creek								
Disc Golf Daily	0	0	242	-	\$ -	\$ -	\$ 753	-
Disc Golf Annual	4	4	15	-73%	\$ 220	\$ 240	\$ 825	-73%
Total Disc Golf	4	4	257	-98%	\$ 220	\$ 240	\$ 1,578	-86%
Shelters	23	23	22	5%	\$ 5,175	\$ 5,175	\$ 4,950	5%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	12	0	0	-	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	2	6	3	-33%	\$ 238	\$ 1,075	\$ 558	-57%
Event Room	4	3	6	-29%	\$ 7,800	\$ 5,100	\$ 8,600	-9%
Kensington								
Disc Golf Daily	103	141	305	-66%	\$ 309	\$ 423	\$ 916	-66%
Disc Golf Annual	19	18	12	63%	\$ 1,140	\$ 1,040	\$ 652	75%
Total Disc Golf	122	159	317	-62%	\$ 1,449	\$ 1,463	\$ 1,568	-8%
Shelters	51	33	32	58%	\$ 11,250	\$ 7,425	\$ 7,492	50%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	5	0	1	275%	\$ 900	\$ -	\$ 267	238%
Hudson Mills								
Disc Golf Daily	157	43	210	-25%	\$ 471	\$ 129	\$ 630	-25%
Disc Golf Annual	22	6	20	12%	\$ 1,280	\$ 360	\$ 1,065	20%
Total Disc Golf	179	49	230	-22%	\$ 1,751	\$ 489	\$ 1,695	3%
Shelters	2	4	7	-70%	\$ 400	\$ 800	\$ 1,333	-70%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	39	25	18	113%	\$ 117	\$ 75	\$ 55	113%
Disc Golf Annual	2	2	1	100%	\$ 120	\$ 120	\$ 58	106%
Total Disc Golf	41	27	19	112%	\$ 237	\$ 195	\$ 113	109%
Shelters	23	20	21	10%	\$ 4,825	\$ 4,400	\$ 4,667	3%
Lake Erie								
Shelters	6	3	4	50%	\$ 1,400	\$ 700	\$ 900	56%
Boat Launches	144	61	201	-28%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 500	\$ -	\$ 537	-7%

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	7	18	15	-53%	\$ 9,300	\$ 11,925	\$ 10,908	-15%
Shelters	43	34	38	14%	\$ 11,650	\$ 9,450	\$ 10,033	16%
Boat Launches	0	1	1	-	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	13	5	10	34%	\$ 1,500	\$ 5,500	\$ 3,717	-60%
Stony Creek								
Disc Golf Daily	1	0	244	-100%	\$ 2	\$ 15	\$ 764	-100%
Disc Annual	9	24	31	-71%	\$ 520	\$ 1,140	\$ 1,643	-68%
Total Disc Golf	10	24	276	-96%	\$ 522	\$ 1,155	\$ 2,407	-78%
Shelters	44	40	40	10%	\$ 9,900	\$ 9,000	\$ 9,000	10%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	24	0	0	-	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	5	7	4	36%	\$ 838	\$ 1,350	\$ 717	17%
Event Room	8	5	8	-4%	\$ 16,600	\$ 7,600	\$ 12,900	29%
Kensington								
Disc Golf Daily	103	146	328	-69%	\$ 309	\$ 438	\$ 984	-69%
Disc Annual	31	38	30	3%	\$ 1,840	\$ 2,180	\$ 1,667	10%
Total Disc Golf	134	184	358	-63%	\$ 2,149	\$ 2,618	\$ 2,651	-19%
Shelters	86	56	58	48%	\$ 19,125	\$ 12,600	\$ 14,358	33%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	10	4	4	131%	\$ 1,900	\$ 800	\$ 867	119%
Hudson Mills								
Disc Golf Daily	209	181	341	-39%	\$ 627	\$ 543	\$ 1,022	-39%
Disc Annual	49	30	46	6%	\$ 2,860	\$ 1,720	\$ 2,518	14%
Total Disc Golf	258	211	387	-33%	\$ 3,487	\$ 2,263	\$ 3,540	-2%
Shelters	4	9	11	-65%	\$ 800	\$ 1,800	\$ 2,267	-65%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ 1,572	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	78	94	61	27%	\$ 234	\$ 282	\$ 184	27%
Disc Annual	4	5	3	20%	\$ 240	\$ 300	\$ 185	30%
Total Disc Golf	82	99	65	27%	\$ 474	\$ 582	\$ 369	28%
Shelters	54	40	36	51%	\$ 11,425	\$ 8,750	\$ 7,950	44%
Lake Erie								
Shelters	14	7	7	91%	\$ 3,300	\$ 1,600	\$ 1,633	102%
Boat Launches	275	210	345	-20%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 500	\$ -	\$ 572	-13%

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	\$ 2,264	\$ 2,181	\$ 2,725	-17%	\$ 3,391	\$ 2,504	\$ 3,435	-17%
Kensington	\$ 7,505	\$ 3,382	\$ 4,074	84%	\$ 9,979	\$ 5,098	\$ 6,742	48%
Huron Meadows	\$ 16,577	\$ 7,233	\$ 8,070	105%	\$ 20,939	\$ 16,075	\$ 15,320	37%
Hudson Mills	\$ 1,239	\$ 1,638	\$ 1,741	-29%	\$ 1,929	\$ 2,845	\$ 2,656	-27%

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	3	-	0	0	6	-
Ice Skaters	0	127	49	-	0	152	61	-
Sledders	0	92	77	-	0	152	130	-
Ice Fishermen	45	2,390	1,115	-96%	45	2,721	2,241	-98%
Stony Creek								
XC Skiers	349	296	366	-5%	599	364	519	15%
Ice Skaters	0	52	39	-	0	58	66	-
Sledders	1,180	450	570	107%	1,720	610	934	84%
Ice Fishermen	100	121	182	-45%	109	238	345	-68%
Indian Springs								
XC Skiers	32	34	50	-36%	76	47	75	1%
Sledders	65	118	139	-53%	183	183	186	-2%
Kensington								
XC Skiers	1,086	506	512	112%	1,446	808	827	75%
Ice Skaters	0	10	4	-	0	10	9	-
Sledders	1,862	1,080	1,004	85%	2,385	1,382	1,579	51%
Ice Fishermen	21	27	19	11%	21	36	75	-72%
Huron Meadows								
XC Skiers	2,175	1,040	1,085	100%	2,765	3,030	2,505	10%
Ice Fishermen	0	0	0	-	0	0	1	-
Hudson Mills								
XC Skiers	339	378	401	-16%	497	796	682	-27%
Lower Huron								
Ice Skaters	0	15	37	-	0	15	102	-
Willow								
XC Skiers	0	5	10	-	7	15	21	-66%
Sledders	0	25	110	-	110	213	237	-54%
Ice Fishing	0	7	6	-	0	7	13	-
Lake Erie								
XC Skiers	0	0	6	-	0	13	20	-
Sledders	0	0	10	-	0	22	30	-
Ice Fishing	0	780	451	-	0	1,030	900	-

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	9,566	4,891	6,752	42%	15,094	8,655	11,080	36%
Wolcott Mill	556	1,152	1,316	-58%	1,857	2,571	2,545	-27%
Wolcott Farm	1,414	977	1,163	22%	2,356	1,988	2,147	10%
Stony Creek	9,344	9,213	9,282	1%	20,362	19,612	19,998	2%
Eastern Mobile Center	435	303	418	4%	847	539	806	5%
Indian Springs	2,253	2,523	2,846	-21%	5,132	4,693	5,060	1%
Kens NC	19,449	10,401	14,446	35%	34,308	27,428	29,968	14%
Kens Farm	12,000	6,613	9,585	25%	18,810	14,047	16,772	12%
Western Mobile Center	768	1,125	874	-12%	1,523	1,934	1,616	-6%
Hudson Mills	2,539	2,566	2,535	0%	5,043	5,066	5,087	-1%
Oakwoods	9,864	7,672	7,890	25%	17,923	15,526	15,903	13%
Lake Erie	10,184	7,849	8,996	13%	18,427	15,906	17,418	6%
Southern Mobile Center	770	728	892	-14%	1,487	1,237	1,460	2%
Totals	79,142	56,013	66,997	18%	143,169	119,202	129,859	10%

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	\$ 2,842	\$ 1,055	\$ 1,884	51%	\$ 5,544	\$ 4,399	\$ 3,466	60%
Wolcott Mill	\$ 10	\$ -	\$ 127	-92%	\$ 10	\$ 20	\$ 385	-97%
Wolcott Farm	\$ 501	\$ 1,057	\$ 963	-48%	\$ 701	\$ 1,077	\$ 1,456	-52%
Wagon Rides	\$ -	\$ -	\$ 5	-	\$ -	\$ -	\$ 18	-
Livestock/Produce	\$ 2,301	\$ 19,484	\$ 8,367	-72%	\$ 6,011	\$ 25,863	\$ 12,407	-52%
FARM TOTAL	\$ 2,802	\$ 20,541	\$ 9,335	-70%	\$ 6,712	\$ 26,940	\$ 13,881	-52%
Stony Creek	\$ 1,931	\$ 2,042	\$ 1,687	14%	\$ 3,126	\$ 2,975	\$ 2,986	5%
Eastern Mobile Center	\$ 1,275	\$ 1,000	\$ 1,375	-7%	\$ 2,175	\$ 1,638	\$ 2,121	3%
Indian Springs	\$ 3,924	\$ 1,111	\$ 695	465%	\$ 4,260	\$ 1,170	\$ 902	372%
Kens NC	\$ 1,787	\$ 796	\$ 1,075	66%	\$ 3,126	\$ 3,075	\$ 3,242	-4%
Kens Farm	\$ 5,249	\$ 2,969	\$ 2,558	105%	\$ 6,206	\$ 3,845	\$ 4,893	27%
Wagon Rides	\$ 1,476	\$ 406	\$ 1,428	3%	\$ 2,125	\$ 699	\$ 2,456	-13%
Livestock/Produce	\$ -	\$ 482	\$ 256	-	\$ -	\$ 695	\$ 969	-
FARM TOTAL	\$ 6,725	\$ 3,857	\$ 4,242	59%	\$ 8,331	\$ 5,239	\$ 8,317	0%
Western Mobile Center	\$ 1,375	\$ 2,263	\$ 1,565	-12%	\$ 3,163	\$ 4,238	\$ 3,546	-11%
Hudson Mills	\$ 223	\$ 483	\$ 303	-26%	\$ 263	\$ 496	\$ 485	-46%
Oakwoods	\$ 709	\$ 1,067	\$ 668	6%	\$ 1,066	\$ 1,493	\$ 1,161	-8%
Lake Erie	\$ 589	\$ 304	\$ 554	6%	\$ 920	\$ 681	\$ 2,412	-62%
Southern Mobile Center	\$ 722	\$ 1,692	\$ 1,546	-53%	\$ 2,852	\$ 2,992	\$ 2,807	2%
Totals	\$ 24,915	\$ 36,211	\$ 25,055	-1%	\$ 41,547	\$ 55,355	\$ 45,712	-9%

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	38	1,242	30	752	-	-	6	130
Wolcott Mill	1	2	1	3	-	-	-	-
Wolcott Farm	5	88	6	29	-	-	-	-
Stony Creek	45	1,394	46	1,263	-	-	-	-
Eastern Mobile Center					19	435	16	303
Indian Springs	15	183	16	438	2	162	5	138
Kens NC	37	901	24	568	5	395	3	81
Kens Farm	74	768	30	400	8	138	-	-
Western Mobile Center					33	768	50	1,125
Hudson Mills	6	39	7	66	-	-	-	-
Oakwoods	9	129	12	104	2	46	1	28
Lake Erie	12	124	10	82	1	20	-	-
Southern Mobile Center					24	770	24	728
Totals	242	4,870	182	3,705	94	2,734	105	2,533
BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)							
	Current	Previous						
Lake St Clair	8,324	4,009						
Wolcott Mill	554	1,149						
Wolcott Farm	1,326	948						
Stony Creek	7,950	7,950						
Indian Springs	1,908	1,947						
Kens NC	18,153	9,752						
Kens Farm	11,094	6,213						
Hudson Mills	2,500	2,500						
Oakwoods	9,689	7,540						
Lake Erie	10,040	7,767						
Totals	71,538	49,775						

"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.