

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commission Meeting
April 9, 2020 – 1:00 p.m.
VIA GoToMeetings

<https://global.gotomeeting.com/install/466348101>
Phone: +1 (669) 224-3412 / Access Code: 466-348-101#

1. Call to Order
2. Approval – Resolution Establishing Rules for Remote Meetings **pg.1**
3. Chairman’s Statement
4. Public Participation
5. Approval – March 12, 2020 Work Session, Closed Session, Public Hearing, Regular Meeting Minutes
6. Approval – April 9, 2020 Full Agenda

Consent Agenda

7. Approval – April 9, 2020 Consent Agenda
 - a. Approval – March Financial Statement Review **pg. 4**
 - b. Approval – March Appropriation Adjustments **pg. 6**
 - c. Report – Capital Project Fund **pg. 9**
 - d. Report – March Marketing Update **pg. 11**
 - e. Report – March Planning and Development Update **pg. 17**
 - f. Approval – Wayne County Annual Maintenance Permit **pg.31**
 - g. Bids – Playground Mulch **pg. 41**
 - h. Bids – Hike-Bike Trail Reconstruction, Kensington **pg. 42**
 - i. Bids – Hike-Bike Trail Reconstruction, Lower Huron **pg. 43**
 - j. Bids – Hike-Bike Trail Reconstruction, Hudson Mills **pg. 44**
 - k. Bids – Iron Belle Connector Trail Paving, Dexter-Huron **pg. 45**
 - l. Bids – Stony Creek Boat Launch Parking Lot Reconstruction **pg. 47**
 - m. Approval – RecTrac and CardConnect Equipment **pg. 49**
 - n. Report – Purchases over \$10,000 **pg. 50**
 - o. Purchases
 1. Heavy Duty Work Utility Vehicle, Hudson Mills **pg. 51**
 2. Forage Harvester, Wolcott Mill Farm Center **pg. 52**

Regular Agenda

8. Reports
 - A. **Administrative Department**
 1. Report – Emergency Management Plan **pg. 53**
9. Other Business
10. Staff Leadership Update
11. Commissioner Comments
12. Motion to Adjourn

The next regular Metroparks Board meeting will take place
Thursday, May 14, 2020 – 1:00 p.m.
Stony Creek Metropark Nature Center

**HURON-CLINTON METROPOLITAN AUTHORITY
BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING RULES FOR REMOTE ATTENDANCE BY COMMISSIONERS AND
MEMBERS OF THE PUBLIC AT REMOTE MEETINGS DUE TO CORONAVIRUS PANDEMIC
PURSUANT TO EXECUTIVE ORDER 2020-15**

Resolution No. 2020-10

Motion made by: Commissioner

Supported by: Commissioner

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to implement MDHHS's mitigation strategies, allow the Board of Commissioners to continue public business, and to allow the public to attend meetings of the Board of Commissioners remotely if they desire, consistent with and in compliance with Executive Order 2020-15, the Board of Commissioners desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Board of Commissioners by telephone or other electronic means as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners immediately authorizes its members and members of the public to attend all meetings of Board of Commissioners by telephone or other electronic means and establishes rules as follows:

1. NOTICE OF MEETINGS:

- A. For every meeting to be held remotely pursuant to this Resolution, the Recording Secretary shall post on the homepage of Authority's website in a conspicuous location and at the Administrative Office, 13000 High Ridge Drive, Brighton, MI 48114, the following:
 - a. An explanation of why the Commission is meeting remotely.
 - b. Contact information for all members of the Commission along with information about how the public may contact the member(s) to provide input or ask questions on any business that will come before the Commission at the meeting.

- c. The dial-in conference number or other necessary information for members of the public to utilize in order to access the meeting remotely.
 - d. The agenda for the meeting at least 18 hours prior to the meeting.
 - e. Procedures by which persons with disabilities may participate in the meeting.
- B. If any meeting includes a public hearing, all material that will be considered by the Commission at the public hearing shall be posted or linked on the homepage of the Authority's website in a conspicuous location or as otherwise required by law. This provision shall not apply to written public comments received by the Commission for the public hearing.

2. CONDUCT OF THE MEETING:

- A. The telephone or other electronic technology being utilized shall, at a minimum, (i) allow the members of the Commission to hear and be heard by other members of the Commission, and (ii) assure that general public participants can hear members of the Commission and can be heard by members of the Commission and other participants during a public comment period.
- B. Members of the Commission attending remotely shall be considered present and in attendance at the meeting and may participate in the meeting as if physically present.
- C. For closed sessions conducted under this policy, each Commissioner and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session.
- D. Emails, texting, or other forms of electronic communication by or between Commissioners during the meeting are prohibited.

3. ATTENDANCE BY MEMBERS OF THE PUBLIC:

- A. Immediately after calling the meeting to order, the Recording Secretary or other designated facilitator shall ensure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
- B. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Commission on public comment. Such opportunity shall be given by the Chairperson or designated facilitator soliciting public comments at the appropriate point in the agenda. Members of the public breaching the peace or interfering with the ability of the Commission to conduct the meeting may be removed from the meeting.
- C. If any member of the public is attending, and a closed session is called by the Commission as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Commission to utilize for a closed session that is not available to the public. The Commission shall resume the public meeting following the closed session to adjourn the meeting or take other action as necessary.

- 4. This Resolution is intended to establish rules for and authorize participation by remote access by members of the Commission and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for Commission members and members of the public, including members of the press and other news media.

5. In the event of a conflict between this Resolution and the Rules of the Commission the terms of this Resolution shall control.
6. This Resolution shall be effective immediately and shall remain in effect until April 15, 2020 at 11:59 pm or so long as Executive Order 2020-15 is in effect, whichever is longer.
7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution by and the same hereby are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Shawn M. Athayde
Recording Secretary

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of the Huron-Clinton Metropolitan Authority, at a regular meeting held on the 9th day of April, 2020 and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act No 267, Public Acts of Michigan, 1976, as temporarily modified by Governor Whitmer's Executive Order No. 2020-15 (COVID-19) and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Shawn M. Athayde
Recording Secretary



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – March General Fund Financial Statement Review
Date: April 3, 2020

Action Requested: Motion to Approve and Receive and File

That the Board of Commissioners (1) approve the March 2020 Financial Statements; and (2) receive and file the March 2020 General Fund Financial Statement Review as recommended by Chief of Finance Rebecca Franchock and staff.

Balance Sheet: The March balance sheet reflects cash assets on hand of \$5.8 million. Investments, consisting primarily of CD's, U.S. Treasury/Agency funds and municipal pooled funds totals \$47.3 million. The average rate of return on investments remains just below 1.5 percent, however, the decline in rates which began in February is resulting in renewal rates below 1 percent. The Net Taxes Receivable is \$9.4 million, 25 percent higher than the 2019 current receivable. This is reflective slightly slower collections from the five counties. This may be a result of COVID-19 closures in many municipal offices we will follow up to ensure that to the extent possible these receipts are not interrupted.

No real change in the category Other Assets, which still totals \$1.1 million. Anticipated grant funding related primarily to the SAW grants is reflected here as is the MMRMA self-insured retention fund. 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 March, the amount due to the General Fund from the Capital Project Fund is \$4,000. Liabilities and Fund Equity Categories reflect the balances approved at year end of 2019.

Park Operating Revenue: As we work our way through this unprecedented experience of the COVID-19 pandemic we are fortunate to be able to continue to offer a respite where social distancing can occur in a beautiful, natural setting. We are seeing refund requests for programs, event and shelter rentals flow through.

In addition to closing interpretive centers and postponing opening golf facilities we have ceased tolling Tuesday through Thursday. Despite these, which all have a dampening impact on park revenue, 2020 March operating activities produced \$409,000 more than March 2019. This is solely a reflection of increased toll revenue, which accounts for 90 percent of park operating revenue in March of 2020. Last March, tolling produced 67.5 percent of total park operating revenue. This March, tolling produced \$740,000. This is 58.5 percent higher than March 2019 tolling. This is a stressful time and staff are very thankful that for now, we have been able to provide a much-needed outlet for the public that we serve.

The following chart compares March tolling for 2019 and 2020 by location:

March Tolling by Location	2019	2020	Increase/ (Decrease)	%
Administrative Office (On-Line)	20,000	40,000	20,000	100.0%
Lake St. Clair	59,000	85,000	26,000	44.1%
Kensington	156,000	239,000	83,000	53.2%
Lower Huron/Willow/Oakwoods	37,000	44,000	7,000	18.9%
Hudson Mills/Dexter/Delhi	29,000	40,000	11,000	37.9%
Stony Creek	104,000	207,000	103,000	99.0%
Lake Erie	43,000	57,000	14,000	32.6%
Wolcott	5,000	1,000	(4,000)	-80.0%
Indian Springs	12,000	26,000	14,000	116.7%
Huron Meadows	2,000	1,000	(1,000)	-50.0%
	467,000	740,000	273,000	58.5%

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. This should be the last month we see this discrepancy.

Other Revenue: Tax revenue is down by \$847,000 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 March 2020 total \$721,000. This is a 9.3 percent increase from March last year. Year-to-date, 2020 administrative office expenditures total \$1,918,000 an increase of 2.5 percent. Year-to-date increases are reflected in the Executive, Human Resources, Marketing departments. The Engineering and Natural Resources department have produced reductions in year to date expenditures.

Park Operating Expenditures: Year to date 2020 park operating expenditures as of March 31 are \$5.5 million compared to \$5.7 million spent at this time in 2019. A decrease of \$174,000 or 3.0 percent. All locations except Stony Creek, Indian Springs and Huron Meadows saw expenditures decline year-to-date. Comparing the March monthly expenditures for 2019 and 2020, these expenditures actually reflect an increase of \$43,000 or 2.1 percent.

In reviewing which act across the parks, the largest single decrease is a 36 percent reduction in insurance costs. This is more likely the result of timing shifts as it is early in the year to expect for a trend to become clear. Utility costs are down 17.5 percent or \$64,000.

Major Maintenance Expenditures: As was noted in February, major maintenance work is up dramatically from the 2019 expenditure level. At the end of March 2019 only \$47,000 had been spent on projects. This year at the end of March, \$258,000 has been spent. Perhaps even more significant, the encumbered amount has also increased by 81.8 percent. Encumbrances are entered on the system to mark funds as committed for a specific contractual agreement. This reflects the early prioritization of major maintenance work in 2020.



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – March Appropriation Adjustments
Date: April 3, 2020

Action Requested: Motion to Approve

That the Board of Commissioners' approve the March 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 the month of March, \$743,630 were transferred within and between the departments to move funds to the correct account. \$40,059 was transferred to fund Capital Project Funds engineering wages, which were originally budgeted in the General Fund. In addition, there were various adjustments to taxes receivable resulting in a net increase of \$36,873. The net impact on Fund Balance is a \$7,602 decrease.

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

Attachment: March Appropriation Adjustments

Huron-Clinton Metropolitan Authority
March 2020 Appropriation Transfer Summary

<u>Expense Accounts</u>	<u>Location</u>	<u>Expense Increase/ Revenue Decrease</u>	<u>Expense Decrease/ Revenue Increase</u>	<u>Difference</u>
Funding for Capital Project Fund	Funding To/From General Fund	\$ 40,059	\$ -	\$ 40,059
	Total	\$ 40,059	\$ -	\$ 40,059
Capital	Administrative Engineering	\$ -	\$ 40,059	\$ (40,059)
	Total	\$ -	\$ 40,059	\$ (40,059)
Major Maintenance	Administrative	\$ -	\$ 35,025	\$ (35,025)
	Lake St. Clair	10,603	-	10,603
	Kensington	5,366	-	5,366
	Lower Huron/Willow/Oakwoods	211,876	207,535	4,341
	Stony Creek	2,253	-	2,253
	Lake Erie	310,619	306,024	4,595
	Wolcott	44,702	37,891	6,811
	Indian Springs	76,380	75,324	1,056
	Total	\$ 661,799	\$ 661,799	\$ -
Operations	Lake St. Clair	\$ 29,500	\$ -	\$ 29,500
	Kensington	665	-	665
	Lower Huron/Willow/Oakwoods	665	-	665
	Stony Creek	9,765	7,800	1,965
	Wolcott	-	1,300	(1,300)
	Huron Meadows	1,177	527	650
	Administrative Office	-	32,145	(32,145)
	Total	\$ 41,772	\$ 41,772	\$ -
Total General Fund Transfers		\$ 743,630	\$ 743,630	\$ -
Capital Project Fund	Funding To/From General Fund	\$ -	\$ 40,059	\$ (40,059)
	Lake St. Clair	881	-	881
	Kensington	9,333	-	9,333
	Lower Huron/Willow/Oakwoods	5,727	-	5,727
	Hudson Mills	2,107	-	2,107
	Stony Creek	21,949	-	21,949
	Lake Erie	62	-	62
	Total	\$ 40,059	\$ 40,059	\$ -

Huron-Clinton Metropolitan Authority
March 2020 Appropriation Transfer Summary

<u>Tax Adjustment</u>		Revenue Decrease	Revenue Increase	Net
	Current	\$ -	\$ 36,536	\$ (36,536)
	Prior	-	337	(337)
	Total	\$ -	\$ 36,873	\$ (36,873)



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

- Work was begun on the Iron Belle Trailhead Project and the project to relocate the Canoe Livery building. Both projects are in Dexter-Delhi.
- 16 of the 48 capital improvement projects in the capital project fund had staff time spent on them during the month.
- Significant work (\$185,000) was paid for on the Oakwoods Nature Center Exhibit project.

Attachment: March 2020 Capital Project Fund Update

Capital Project Fund Report
Period Ending March 31, 2020

Project Code	Project Description	GL Account Number	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	70,512.74	26,931.36	41,126.29	15,000.00	14,386.45	
50217.683	Pump Station No. 1 Replacement-SAW Grant	80-5-102-990-88	Lake St Clair	Other Improvements	428,242.17	(23,403.88)	350,071.27	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	929,112.44	14,367.89	125,762.44	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	403,599.78	3,599.78	3,599.78	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	48,668.39	198.81	4,543.39	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	75,286.44	286.44	286.44	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	947.30	947.30	947.30	0.00	-	
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	303,917.86	3,917.86	3,917.86	0.00	300,000.00	
50820.216	Hike-Bike Trail Reconstruction	80-5-108-990-89	Hudson Mills	Infrastructure	302,350.65	2,350.65	2,350.65	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	1,187,327.68	7,925.85	109,827.68	1,075,000.00	2,500.00	
50918.548	Shelden Trails Redevelopment	80-5-109-990-89	Stony Creek	Infrastructure	272,415.58	0.00	48,934.58	223,481.00	-	
50920.553	Boat Launch Parking Lot Reconstruction	80-5-109-540-88	Stony Creek	Other Improvements	1,035,819.11	26,472.93	38,306.61	0.00	997,512.50	
50920.554	Boat Launch Building Redevelopment	80-5-109-540-84	Stony Creek	Building	1,759,384.49	10,275.39	14,411.99	63,156.50	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	2,144,247.46	8,119.61	108,229.96	9,267.50	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	298,856.14	33,265.07	40,010.02	33,846.12	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	Administrative Office 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	187,367.02	344,884.02	278,881.23	(19,865.25)	
51119.111	Flat Rock Dam Boom Installation	80-5-106-990-88	Oakwoods	Other Improvements	29,899.40	1,712.47	4,899.40	12,206.00	12,794.00	
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	1,613,250.53	29,444.33	63,789.27	125,347.26	1,424,114.00	
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)	
					\$ 14,841,936.39	\$ 329,325.89	\$ 1,458,829.76	\$ 2,714,882.25	\$ 10,668,449.38	



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – March Marketing Update
Date: April 3, 2020

Action Requested: Motion to Receive and File

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

Attachment: March Marketing Report



MONTHLY MARKETING REPORT

March 2020

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

MARCH 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**
Last month's board packet showed increases in tolling revenue and car counts compared to this time in 2019. Additionally, the onset of the Covid-19 epidemic has led to increase tolling numbers in the parks. Please see the board stats at the end of the packet for most up to date counts at this time.
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 future campaign pages and tracking of ad campaigns to these pages will take place.
4. **Increase attendance at Interpretive Series programs by 30 percent over 2019 attendance**
Unfortunately, the Covid-19 epidemic has resulted in cancelations of interpretive programs through at least April 13. It's anticipated that this will result in this goal not being met for the year, but we will instead calculate results at the end of the year based on the months in which we were able to deliver programs as scheduled.
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, but were halted when the Covid-19 epidemic restrictions started being put into place. With the final date of restrictions being on clear at this time, we are not promoting reserving spaces for large gatherings. Once restrictions start lifting, we will resume promotions of these spaces, but we will have likely missed the prime reservation season where the best opportunities to reach this goal would be.
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 at the time we are able to open course. Currently, course openings are delayed until at least April 14.
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 went 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. We had to suspend this sale with the closure of park offices. At that time, we had sold two at Lower Huron/Willow, one at Lake Erie and five at Lake St. Clair.

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 1857.
9. **Increase Facebook followers by 20 percent over 2019 goal from 14,000 to 16,800 followers by end of 2020**
Currently at 14,047.
10. **Increase average Facebook engagement by 100 percent**
Year-to-Date engagement through March 16 (our normal monthly reporting is the 15th of month prior to 16th of current month) is 4,354. Compared to 5,940 in this time period in 2019. One trend staff continue to see is that with Covid-19 restrictions in place, people are spending more time online and on social media. To capitalize on that, we have increased our presence on social media. We are scheduling more posts and trying new ideas. The Interpretive Department has been a huge asset in making this possible. Marketing and Interpretive are working together to implement bird of the week content, Facebook Live virtual tours and content, virtual programming videos, more content on stories, Herp Madness races (play off of March Madness), a Dear Kevin component in the style of “Dear Abby” and continuing to send us photos and videos from the centers on the days they are there caring for animals.

Therefore, we are seeing engagement numbers skyrocket. Between March 1 – March 27 our engagement statistics on social have been as follows:

Facebook engagement

- 2020: 3,648
- 2019: 2,860

Instagram engagement

- 2020: 1,037
- 2019: 154

Twitter engagement

- 2020: 128
- 2019: 31

Additionally, we launched metroparks.com/virtual for visitors to download content and do activities at home – the majority we’re supplied by the interpretive department and marketing added our branding elements and published them.

WEBSITE RESULTS

- Website traffic and annual pass online sales are both up (February 19 – March 17).
 - Pageviews + 28.26 percent
 - 135,266 (2020) vs 105,459 (2019)
 - Users + 34.60 percent
 - 41,613 (2020) vs 30,917 (2019)
 - Online Pass Sales (2020) \$19,436 vs (2019) \$13,730
- Since it was created, the /virtual page of the website has had 2,885 Page Views and about 1700 unique users. 80 percent of those were mobile vs 20 percent desktop
- The COVID-19 overview page (linked to the alert at the top) is the most viewed page other than the homepage with 10k+ on that page in the last week.
- The virtual page is averaging about fifth most visited for the last three days. Just behind Home, COVID-19 post, Kensington and Stony

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

Year to Date engagement is 1992. Engagement this time in 2019 was only 785. See above for comments about increased social media efforts. Those efforts are being implemented on Instagram as well.

12. **Continue growing email subscriber list by 10 percent**

Emails were collected at the Metroparent Summer Camp Expo and the Golf Show. Those emails still need to be added to the system (they are manual data entry). Our list is currently just over 85,000 subscribers and 255 people have signed up online for our emails in the past 30 days. We've seen a big spike in subscribers during this time.

13. **Maintain email open rate at industry benchmark**

Campaigns sent year-to-date average an open rate of 21 percent. The average click through rate is 4 percent.

14. **Increase earned media**

Continued working with Truscott Rossman to set up media meet and greets until COVID-19 restrictions halted those efforts. Recent press releases have been well received by media and we have fielded on average two-three calls per week from media over the last month.

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

Ongoing efforts.

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

Creation of visitor evaluation tools are in process but delayed by the Covid-19 epidemic that shifted the time used on creating those to other efforts until programming can be resumed.

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 percent 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 five conferences over the course of 2020.**

During the time between last report and now we attended the Golf Show at Suburban Showplace Collection.

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-December programming so that materials could be created. COVID-19 restrictions have delayed the printing of our summer rack cards. Work is still progressing.

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.**

Announcement and press release of these events has been delayed until after COVID-19 restrictions start lifting.

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.**

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. Other intentions have been delayed as a result of COVID-19 restrictions.





To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Report – Planning and Development Monthly Update
Date: April 2, 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 review.

Attachment: Planning and Development Monthly Update



PLANNING AND DEVELOPMENT MONTHLY REPORT

APRIL 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	April 2020 Actions
DISTRICT-WIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly
	Foundation administrative Tasks	Various		Ongoing	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	Self-Assessment preparation with Chapter Chairs
	Regional transportation/recreation opportunities	Various	Various	Ongoing	Staff time	RTA Providers Workgroup meeting attendance
	SEMTAT participation	Report		Ongoing	Staff time	Meeting attendance
	FAIR Play Coalition maint. and development	Various		Ongoing	Volunteers	Communication as needed
	Agency/org partnership maint. and development	Various	Various	Ongoing	Staff time	Meeting attendance and coordination as needed
	CAPRA Programming Ch. 6	Various		Ongoing	Staff time	Documentation assembly
	CAPRA Planning Ch. 2 documentation	Report		Ongoing	Staff time	Documentation assembly
	Tree/bench procedures	Various		Ongoing	Staff time	Instructional binders sent to each park office and documentation put onto shared drive and sharepoint


SYSTEM-WIDE

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

Grants/Fundraising




	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
	REI Grant Rouge Park	Plan		Ongoing	Staff time	Grant submittal to REI, concept planning

SYSTEM-WIDE

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
	Collaborative projects coordination	Rouge Park Partnership		Ongoing	Staff time	MOU executed
	Visitor counts	Various		Ongoing	Staff time	Research
	Sustainability Plan projects coordination	Various		Ongoing	Various	Water Bottle Recycle Bins Ordered SCr, WMill by Purchasing Dept.
	Playground mulch bids	Small facilities		3 months	Staff time	Bid to be awarded at next BOC meeting

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
	Event/program evaluation analysis/reporting	Report		On going	Staff time	Met with interpretive, DEI, Marketing
	Signature Events support/oversight	Various		On going	Staff time	Developed sponsorship packages, solidified vendors and acts- on hold until further notice (COVID-19)
	DIA's Inside/Out program	Various		On going	Staff time	Programming

SOUTHERN DISTRICT







Visitor Count Program: Bicycle and Pedestrian Counts





SOUTHERN DISTRICT

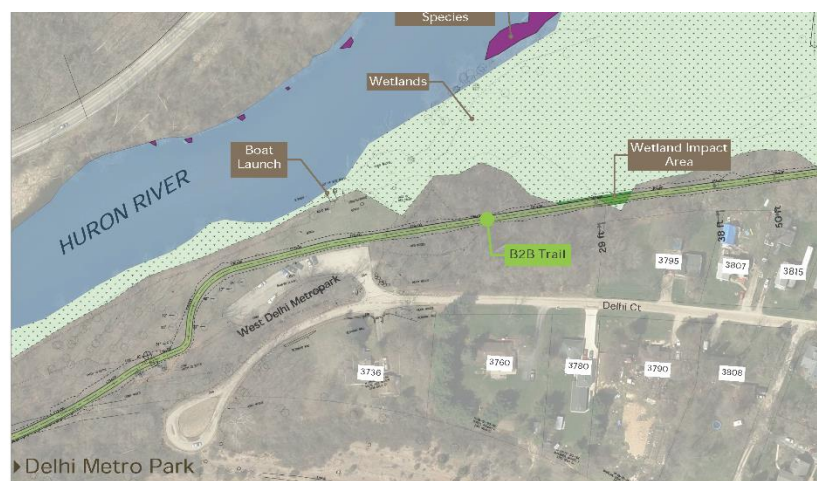
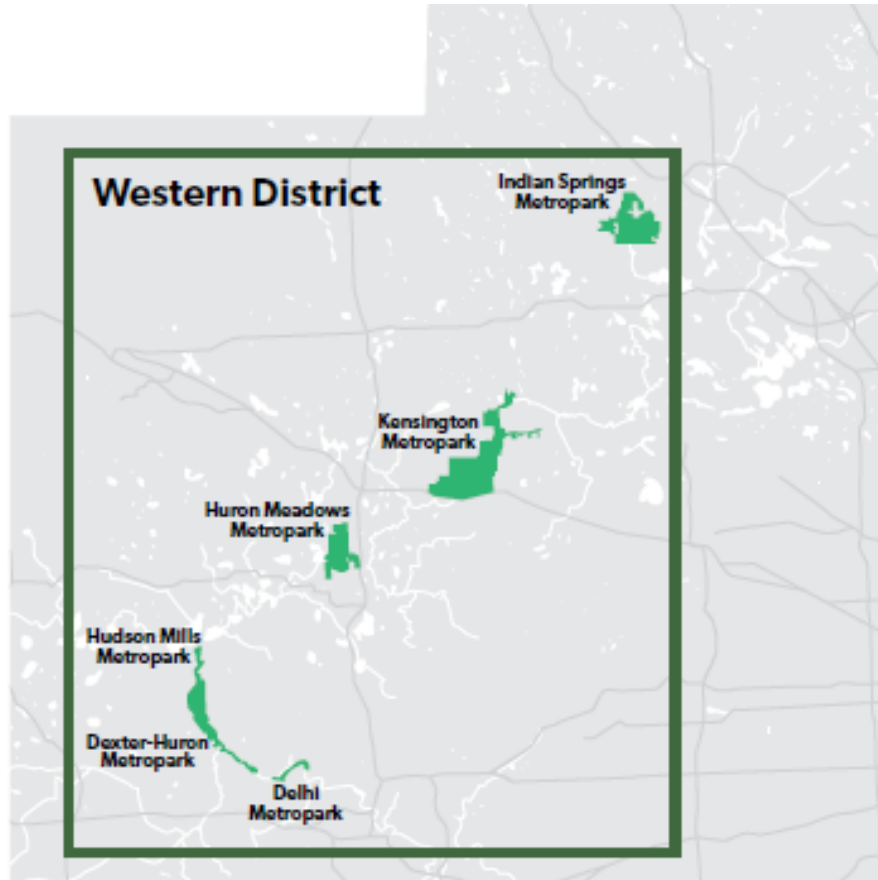
Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
LOWER HURON	LH IBT Connector TF Application	Large Facilities		3 months	Grant/Foundation Funding	Submitted to DNR April 1, 2020
	LH Off-Leash Dog Area TF application	Large Facilities		3 months	Grant/Foundation Funding	Submitted to DNR April 1, 2020
	LH Walnut Grove Campground TF application	Large Facilities		3 months	Grant/Foundation Funding	Submitted to DNR April 1, 2020
KEN	Willow IBT relocation Wilson Trails Maintenance Fund	Large Facilities		1 month	Grant/Foundation Funding	Board of Commissioners resolution, submittal

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
LOWER HURON	LH N. Fishing Site LWCF grant administration	Large Facilities		Ongoing	Staff time	Design to begin later in 2020
LAKE ERIE	LEr Shoreline Restoration NOAA grant administration	Natural Resources		Ongoing	Staff time	Natural Resources working with operations and contractor on completing site plans, permitting, etc.

WESTERN DISTRICT






Border to Border Trail
Zeab Road to Delhi Metropark




Border to Border Trail Design

WESTERN DISTRICT


Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
DELHI	Border 2 Border trail design and implementation	Large Facilities		Ongoing	Estimated Cost	Coordination with Washtenaw County Parks and Recreation as needed
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	Solicitation package development

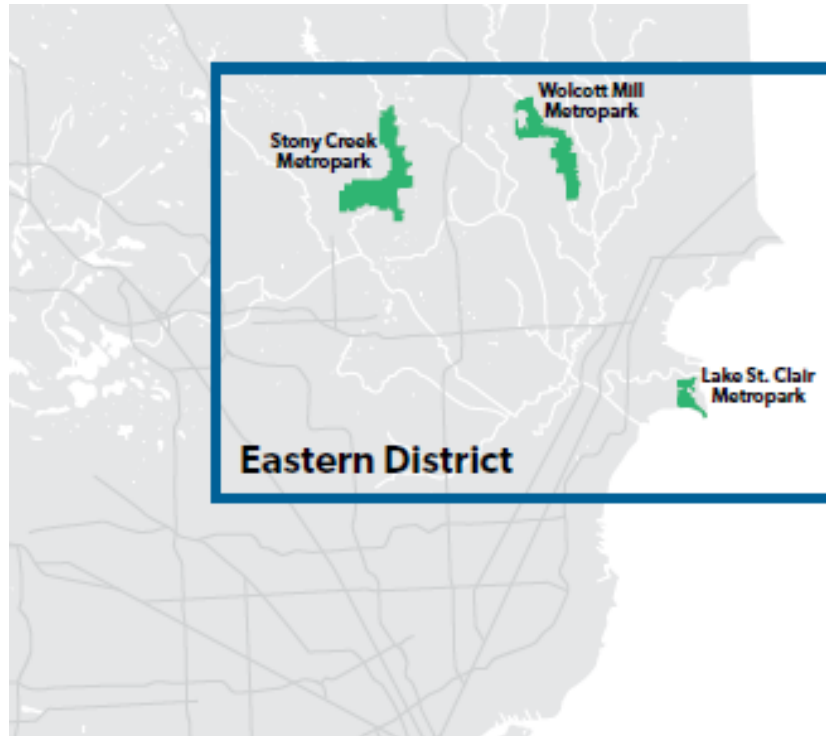
Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
DEXTER-HURON	Dexter-Huron Accessible Kayak Launch TF application	Large Facilities		3 months	Grant/Foundation Funding	Submitted to DNR April 1, 2020

Project Implementation/Oversight


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
KEN	Maple Beach Playground	Large Facilities		6 months	Staff time	Construction drawings started

EASTERN DISTRICT





EASTERN DISTRICT






Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
SCr	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	April 2020 Actions
WMIII	AARP Community Challenge grant- Wolcott Accessible Wagon	Equipment, various		2 months	Grant/Foundation Funding	Deadline extended (COVID-19) from April 1 to May 15,2020
LSC	LSC Accessible Kayak Launch through Michigan Health Fund	Large Facilities		1 month	Grant/Foundation Funding	Concept paper submitted

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	April 2020 Actions
LSC	LSC Accessible Kayak Launch with Simple Adventures	Large Facilities		Ongoing	Staff time	Design and coordination with concessionaire
	LSC Nature Center-DNR Grant Admin	Large Facilities		Ongoing	Staff time	Interpretive services overseeing implementation.
	LSC Pool Bathhouse RFP	Large Facilities		Ongoing	Staff time	RFP draft under dept. review
SCr	Shelden Trails Grant Admin	Large Facilities		Ongoing	Staff time	Flowtrack contract approved, pre-construction meeting to be scheduled
	Shelden Trails Signage Plan	Small Facilities		3 months	Staff time	Coordination with Marketing Dept.

Recreation Programming

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

WHAT'S NEXT?

Description		Action Type
SOUTHERN DISTRICT	LE Marina Facility Concept Plan	Plan
EASTERN DISTRICT	LSC Marina Facility Concept Plan	Plan
WESTERN DISTRICT	Trail Counts/Parking Lot Counts Field Test	Research





To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval – Wayne County Annual Maintenance Permit
Date: April 3, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a resolution authorizing Tim Phillips, Park Planner, to execute the Wayne County Annual Maintenance Permit A-20088 as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: There are no fees associated with this permit.

Background: The Annual Maintenance Permit is a standing permit with Wayne County to occupy the right-of-way of county roads to remove, replace, and/or repair Metroparks signage.

The Planning and Development Department facilitated a pathfinder signage update project throughout the five-county service area in 2015-2016. This 2020 Annual Maintenance Permit will enable the Metroparks to address any damage to pathfinder signs within the Wayne County road right-of-way on an as-needed basis.

If this resolution is approved by the Board of Commissioners, the Metroparks will be required to submit the following to the Wayne County Department of Public Services Permit Office:

- Certified copy of the resolution
- Original permit executed by the individual authorized by resolution
- Copy of the Metroparks Certificate of Insurance consistent with County requirements

**Attachment: 2020 Wayne County Maintenance Permit
Board Resolution**

PERMIT OFFICE

33809 MICHIGAN AVE
WAYNE, MI 48184,
PHONE (734) 595-6504
FAX (734) 595-6356

72 HOURS BEFORE ANY
CONSTRUCTION. CALL
Floyd Spann
(734) 595-6504, Ext:
FOR INSPECTION



**WAYNE COUNTY
DEPARTMENT OF PUBLIC SERVICES**

PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN

PERMIT No.

A-20088

ISSUE DATE

1/1/2020

EXPIRES

12/31/2020

REVIEW No.

WORK ORDER

79394

PROJECT NAME

HURON-CLINTON METROPOLITAN AUTHORITY - MAINTENANCE

LOCATION

VARIOUS

CITY/TWP

WAYNE COUNTY

PERMIT HOLDER

HURON-CLINTON METROPOLITAN AUTHORITY
13000 HIGH RIDGE DR
BRIGHTON, MI 48114

CONTRACTOR

CONTACT

TIM PHILLIPS

(810) 227-2757

CONTACT

<BLANK>

DESCRIPTION OF PERMITTED ACTIVITY

(72 HOURS BEFORE YOU DIG, CALL MISS DIG 1-800-482-7161, www.missdig.org)

TO OCCUPY THE RIGHT-OF-WAY OF COUNTY ROADS TO REMOVE, REPLACE AND/OR REPAIR METRO PARK SIGNAGE.

REFER TO ATTACHMENTS REFERENCED BELOW FOR ANNUAL PERMIT REQUIREMENTS AND CONDITIONS. ALL ATTACHMENTS ARE INCORPORATED BY REFERENCE AS PART OF THIS PERMIT.

PAVEMENT REPAIRS REQUIRE A SEPARATE PERMIT AND ARE NOT TO BE COMPLETED UNDER THE TERMS OF THIS ANNUAL PERMIT.

PERMIT HOLDER AGREES TO SUBMIT MONTHLY REPORTS OF WORK PERFORMED UNDER THIS PERMIT.

ALL ACTUAL INSPECTION COSTS, INCLUDING OVERTIME, SUPERVISION, TESTING OF MATERIAL AND EMERGENCY WORK, IF REQUIRED, SHALL BE BILLED.

FINANCIAL SUMMARY

PERMIT FEE	\$0.00
PLAN REVIEW FEE	\$0.00
PARK FEE	\$0.00
OTHER FEE	\$0.00
BOND	\$0.00
INSPECTION DEPOSIT	\$0.00
OTHER BOND	\$0.00
TOTAL COSTS	\$0.00

TOTAL CHECK AMOUNT

\$0.00

CASHIER

DATE

1/1/2020

DEPOSITOR

LETTER OF CREDIT DEPOSITOR

APPROVED PLANS PREPARED BY

PLANS APPROVED BY	DATE PLANS APPROVED
	1/1/2020

REQUIRED ATTACHMENTS

GENERAL CONDITIONS
SCOPE OF WORK AND CONDITIONS FOR
MUNICIPAL MAINTENANCE PERMITS
INDEMNITY AND INSURANCE ATTACHMENT
SAMPLE COMMUNITY RESOLUTION
RULES, SPECIFICATIONS AND PROCEDURES
FOR PERMIT CONSTRUCTION - AVAILABLE
ONLINE AT

www.waynecounty.com/dps_engineering_cpoffice.htm

(PERMIT VALID ONLY IF ACCOMPANIED
BY ABOVE ATTACHMENTS)

In consideration of the Permit Holder and Contractor agreeing to abide and conform with all the terms and conditions herein, a Permit is hereby issued to the above named to Construct, Operate, Use and/or Maintain within the Road Right of Way, County Easement, and/or County Property. The permitted work described above shall be accomplished in accordance with the Approved Plans, Maps, Specifications and Statements filed with the Permit Office which are integral to and made part of this Permit. The General Conditions as well as any Required Attachments are incorporated as part of this Permit.

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES

TIM PHILLIPS

PERMIT HOLDER / AUTHORIZED AGENT

DATE

PREPARED BY

<BLANK>

CONTRACTOR / AUTHORIZED AGENT

DATE

VALIDATED BY

DATE



**Wayne County Department of Public Services
Engineering Division – Permit Office
Scope of Work and Conditions Attachment
For Annual Municipal Maintenance Permits**

The Annual Permit authorizes the municipality to occupy Wayne County road rights-of-way for the purpose of inspection, repair and routine maintenance of the facilities listed below that are under its jurisdiction.

Scope of Work - The following work is authorized under the Annual Maintenance Permit:

Sanitary Sewers

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction

Water Main and installation of 2" pipe

1. Inspection, repair and routine maintenance of the facilities under its jurisdiction
2. Water service connection with 2" diameter pipe or less, serving single customer

A separate permit will be required for any operations performed under the following conditions for Water and/or Sanitary related work:

- a. For all water service connections larger than a two inch (2") diameter.
- b. For any water service connection that serves more than one customer.
- c. Whenever work is to be performed in a new subdivision.
- d. For any sanitary sewer service connection.

Dust Palliative Applications

1. Dust palliative treatment shall be with calcium magnesium chloride in accordance with Wayne County specifications.
2. The municipality shall designate each road to be treated with dust palliative and pay the Contractor for all materials and service.
3. Prior to the application of Dust Palliative Materials, the Permit Holder shall provide at least seven (7) days notice to the Wayne County Roads Division (313-955-9920) to allow for preparation and inspection of the roads to be treated.

Sidewalk

1. Existing sidewalks may be repaired or replaced at existing alignment on existing grade.

A separate permit will be required for the construction of a new sidewalk, for the replacement of an existing sidewalk on a new alignment or grade or for the construction of new sidewalk ramps to the County road.

Street Sweeping

1. Street sweeping shall be performed during daylight hours only.
2. All traffic control devices shall conform to the provisions of the current MMUTCD.

Permit Conditions

1. **A separate permit will be required for final pavement repairs when pavement is broken while making either emergency or non-emergency repairs.**
2. Reports indicating all work performed or that no work was performed under the permit shall be provided to the Permit Office at the end of each month.
3. Any work not covered under the annual scope of work and conditions above shall require a separate permit. Refer to the *Wayne County Rules, Specifications and Procedures Construction Permits*.
4. All inspection costs, including overtime, supervision, testing of materials and emergency work, if required, shall be billed to the Permit Holder.



**Wayne County Department of Public Services
Engineering Division – Permit Office**

**Annual Special Events for Municipalities
Road Closure/Detour Guidelines**

An Annual Permit granting permission to temporarily close a County road for a reasonable length of time for a parade, marathon, celebration, festival or similar activity, or to use a County road as a detour for traffic around such activity taking place on a non-County road may be issued by the Permit Office to a governing body of a city, incorporated village or township.

A permit, granting authorization to close County roads and to set detours over County roads may be issued if an annual Special Events Permit was previously executed with an associated blanket resolution. For each event, the Permit Holder shall submit a written request at least ten (10) business days prior to the commencement of a road closure. Each request shall be submitted on municipal letterhead and include the following information:

- a) The nature of the activity for which the permit is requested;
- b) The dates and times it is proposed to close and reopen the County road to traffic;
- c) The roads and/or portions of roads to be closed;
- d) The proposed detour route or routes, including a map if necessary to clearly describe the proposed detour.

The written request shall be sent to the following offices:

Wayne County Permit Office
33809 Michigan Ave
Wayne MI 48184

Wayne County Division of Roads
Traffic Operations Office
29900 Goddard Road
Romulus MI 48242

Upon approval of the request, a permit will be issue authorizing the special event activities.

Permit Conditions:

1. All roads temporarily closed under the permit shall be County local roads, as certified under Act 51, P.A. 1951, with residential frontage exclusive of section line (mile roads), quarter section line (collector roads) and border line roads.
2. Road closures authorized under the permit shall not be for the purpose of allowing private commercial activities such as advertising or the sale of goods, wares or produce.
3. The Permit Holder, at no expense to the County, shall provide any necessary police supervision.
4. Road closures authorized under the permit shall not have the effect of depriving property which is not adjacent to the section of road being closed from continuous uninterrupted access to the main public road system.
5. The closure or partial closure of the road and any detour route selected shall allow alternative routes for the reasonably safe and convenient movement of traffic.
6. Road closures authorized by the permit shall not exceed the approved duration, generally between 24 and 72 hours.
7. The Permit Holder shall, at no expense to the County, install, maintain and remove all traffic control devices required for the temporary road closure and detour routes.
8. All traffic control devices installed in conjunction with the road closure or partial closure and any detour route shall conform to the provisions of the current MMUTCD.
9. The Permit Holder shall, at its sole expense, immediately following conclusion of the permitted activity clean up and remove any litter, debris, refuse, etc., placed or left in the right-of-way as a result of the permitted activity. In the event that the Permit Holder fails to clean up as required, causing Wayne County to do the cleanup work, the Permit Holder shall reimburse Wayne County any costs incurred to restore the right-of-way.
10. The Permit Holder acknowledges that the County may, at its sole discretion, deny any road closure proposed under the permit.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Banner Attachment for Municipalities
Guidelines**

Pursuant to MCL §247.323, a permit for installation of any banner to be placed within or over County road right-of-way may be issued to a governing body of a city, incorporated village or township. Commercial signs shall not be permitted within the right-of-way of any road under the jurisdiction of the Wayne County.

A permit, authorizing the placement of banners within the County right-of-way may be issued if an annual Special Events Permit was previously executed with an associated blanket resolution. For each event, the Permit Holder shall submit a written request at least ten (10) business days prior to the placement of banner(s). Each request shall be submitted on municipal letterhead and include the following information:

- a) The activity in connection with which the banner is to be placed;
- b) The location of the proposed installation, including distance to overhead traffic control devices;
- c) A description of the banner, including any legend or symbol thereon;
- d) The height of any overhead banner from the road surface to its lowest point;
- e) The dates the banner will be erected and removed. This period shall not exceed a time specified by the Permit Office. An acceptable period of time for banners to be in place is a total of three (3) weeks, except for Holiday decorations which may be in place for eight (8) weeks;
- f) Such other information as the Permit Office may deem necessary.

Upon approval of the request, a permit will be issued authorizing the special event activities.

Design & Placement Requirements

- a) Any banner shall be designed, installed and located so as to avoid danger to those using the road or undue interference with the free movement of traffic or maintenance operations.
- b) Any banner shall be securely fastened so as to have a minimum bottom height of 18 feet above the surface of the traveled way, shall be placed no closer than 100 feet in advance of flashing beacons or traffic control signals and shall be placed so as to not obstruct a clear view of traffic lights, signals or other traffic control devices.
- c) Banners shall not be attached to trees.
- d) No banner shall have displayed thereon any legend or symbol which may in any way be construed to advertise or otherwise promote the sale of or publicize any merchandise or commodity, or which may be construed to be political in nature.
- e) No banner shall have displayed thereon any device that is or purports to be an imitation of, resembles or may be mistaken for a traffic control device or which attempts to direct the movement of traffic.
- f) No banner shall be above ground figures, signs or other structures, objects or devices whether lit or unlit.
- g) Decorations shall not include flashing lights, reflective materials or other devices that may distract motorists.

Permit Conditions

- a) Any authorization may be revoked by the Permit Office if the banner placement becomes dangerous to those using the road or unduly interferes with the free movement of traffic or maintenance operations.
- b) The city, village or township making application shall faithfully fulfill all permit requirements.

An addendum authorization may be revoked by the Permit Office upon failure to comply with any permit conditions.



Wayne County Department of Public Services Engineering Division – Permit Office

Conditions & Limitations of Permits

Plan Approval and Specifications: All work performed under the permit shall be done in accordance with the approved plans, specifications, maps, statements and special conditions filed with the County and shall comply with Wayne County Specifications, as defined in the current *Wayne County Rules, Specifications and Procedures for Permit Construction*, included as an attachment to this permit, the *Wayne County Standard Plans for Permit Construction*, and the *MDOT Standard Specifications For Construction*, as modified by WCDPS Special Provisions, and other WCDPS specifications. Any situation or problem which occurs as a result of the construction, operation, use and/or maintenance of the facility in the right-of-way and is not covered by the approved plans nor by the County's current Standards and Specifications shall be resolved by the Permit Holder as directed and approved by the Permit Office. Any significant change to the plans must be approved by the Permit Office and is authorized only when an approved addendum is obtained from the Permit Office.

Fees: The Permit Holder shall be responsible for all fees and costs incurred by the County in connection with the permit and shall deposit payment for fees and costs as determined by the County at the time the permit is issued.

Bond: The Permit Holder shall furnish a bond in cash or Certified check in an amount acceptable to the County to guarantee performance under the conditions of the permit. The County may use all or any portion of the bond which shall be necessary to cover any expense, including inspection costs or damage incurred by the County through the granting of the permit. Should the bond be insufficient to cover the expenses and damages incurred by the County, the Permit Holder shall pay such deficiency upon billing by the County. If the bond amount exceeds the expenses and damages incurred by the County, the excess portion will be returned to the Depositor. The excess performance bond provided for herein, when it cannot be returned, shall be deposited into the County Road Fund and become a part thereof, unless claimed by the Depositor within one year of the date of satisfactory completion of the construction authorized by the permit.

Insurance: The Permit Holder shall furnish proof of liability and property damage insurance in the form and amounts acceptable to the County with Wayne County named as an insured party. The Permit Holder shall maintain this insurance until the permit is released, revoked or cancelled by the County.

Indemnification / Hold Harmless: Sub-Section 1 herein applies to all Permit Holders except Municipalities. Sub-Section 2 herein applies to Municipalities only.

1. To the extent allowed by law, the Permit Holder shall indemnify, hold harmless and defend Wayne County, its Department of Public Services, its officials and employees against any and all claims, suits and judgments to which the County, the Department, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the County, whether due to negligence of the Permit Holder or to the joint negligence of the Permit Holder and the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of the work product that is the subject of the permit. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County.
2. To the extent allowed by law, the Municipality as Permit Holder shall hold harmless and defend Wayne County, its Department of Public Services, its officials and employees, for the Municipality's own negligence, tortious acts, errors, or omissions, and the acts, errors, or omissions of any of its employees, on account of injury to persons or damage to property, including property of the County, arising out of any and all work performed under the permit, or in connection with work not authorized by the permit, or resulting from failure to comply with the terms of the permit or arising out of the continued existence of work product that is the subject of the permit. Sub-section 1 above applies to contractors, subcontractors, consultants, or agents of the Municipality. This hold harmless provision must not be construed as a waiver of any governmental immunity by the County or the Municipality's, as provided by statute or modified by court decisions.

Permit on Site: The Permit Holder shall keep available a copy of the permit and any associated approved plans on site during permitted activities.

Notification for Start and Completion of Work: The permit shall not become operative until it has been fully executed by the County. The Permit Holder shall notify the County before starting construction and shall notify the County when work is completed. The Permit Holder or their representative shall have copies of the executed permit and approved plans in their possession on the job site at all times.

1. The Permit Holder shall provide at least three (3) days advanced notice, excluding Saturdays, Sundays and holidays, to the Permit Office prior to the commencement of any permitted activities by submitting a START OF WORK NOTIFICATION form by mail, fax or e-mail. In certain instances, additional notice may be required by the Permit Office. In the event that construction work ceases for a period of time, then the Permit Holder shall notify the Wayne County Inspector at least 24 hours prior to resuming work.
2. The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG", at (800) 482-7161, at least 72 hours, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
3. The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office at (734) 955-2154, at least 72 hours prior, excluding Saturdays, Sundays and holidays, but not more than twenty-one (21) calendar days, before starting any underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County.

Safety: The Permit Holder agrees that all work under the permit shall be performed in a safe manner and to keep the area affected by the permit in a safe condition until the work is completed and accepted by the County. The Permit Holder shall furnish, install and maintain all necessary traffic controls and protection which are in accordance with the current *Manual on Uniform Traffic Control Devices (MUTCD)*. The Permit Holder shall conduct all activities and maintain all facilities as set forth in the permit in a manner so as not to damage, impair, interfere with, or obstruct a public road or create a foreseeable risk of harm to the traveling public. The Permit Holder shall comply with all applicable OSHA and MIOSHA requirements.

Underground Utilities: The Permit Holder shall contact all utility owners regarding their facilities prior to starting work and shall comply with all applicable provisions of Act 53, Public Acts of 1974, as amended. Wayne County makes no warranty either expressed or implied as to the condition or suitability of subsurface conditions or any existing facility which may be encountered during an excavation. The presence or absence of utilities is based on the best information available and the County is not responsible for the accuracy of this information. The Permit Holder assumes all responsibility for the interruption and damage to underground utilities. The Permit Holder is responsible for proper disposal, in accordance with current regulations, of any material excavated from within the right-of-way. Such materials include, without limitation, soils or groundwater contaminated by petroleum products or other pollutants associated with sites identified by the MDEQ or reported on appropriate release forms for underground storage tanks.

Assignability: The permit is neither transferable nor assignable without the written consent of the County.

Limitation of Permit: The Applicant and the Permit Holder shall be responsible for obtaining and shall secure any permits or permission necessary or required by law from State, federal or other local governmental agencies and jurisdictions, corporations or individuals. These include, without limitation, those pertaining to drains, inland lakes and streams, wetlands, woodlands, flood plains, filling, noise regulation and hours of operation. Issuance of a Wayne County permit does not authorize activities otherwise regulated by State, federal or local agencies.

Access of Other Vehicles: The Permit Holder shall, at all times possible, maintain a minimum of one acceptable access to all abutting occupied properties, driveways and side streets unless otherwise specified on the approved plans. The Permit Holder shall notify all owners or occupants of properties whose access may be temporarily disrupted during the permitted work. The local police, fire or emergency service agencies shall define acceptable access. The Permit Holder shall provide signing and other improvements necessary to ensure adequate access until the roadway, driveway or side street is restored. The Permit Holder shall conduct all operations so as to minimize inconvenience to abutting property owners. Wayne County reserves the right to reasonably restrict the progress of work by the Permit Holder based on the rate of roadway and right-of-way restoration, including permanent or temporary pavement. Wayne County may require that work be suspended until satisfactory backfilling of open trenches or excavations has been completed and driveways, side streets and drainage restored.

Restoration: The Permit Holder agrees to restore the County road and road right-of-way, County drain easement or County park property to a condition equal to or better than its condition before work under the permit began. If the Permit Holder fails to satisfactorily restore the permitted work area, Wayne County may take all practical actions necessary to provide reasonably safe and convenient public travel, preservation of the roadway and drainage, prevention of soil erosion and sedimentation, and elimination of nuisance to abutting property owners caused by the permitted activity. Security in the form of cash, a certified check or surety bond shall be required to secure the cost of restoring the disturbed portion of the right-of-way to an acceptable safe condition. The amount of the security shall be determined by the Permit Office. In the event that a suspension of work will be protracted or that the work will not be completed by the Permit Holder, the Permit Holder shall restore the right-of-way to a condition similar to the condition that existed prior to issuance of the permit.

Acceptance: Acceptance by the County of work performed does not relieve the Permit Holder of full responsibility for work performed or the presence of the permitted facility. The Permit Holder acknowledges that the County has no liability for the presence of the Permit Holder's facility located within the County road right-of-way, County drain easement or County park property.

Permit Expiration and Extension of Time: All work authorized by the permit shall be completed to the satisfaction of the Permit Office on or before the expiration date specified in the permit. Any request for an extension of time for completion shall be on a completed County form and shall demonstrate good cause for granting the request. Additional requirements may be imposed as a condition of an extension of time due to seasonal limitations or other considerations. These additional requirements may include, without limitation, changes to materials or construction methods, reestablishment of fees, bonds, deposits and insurance requirements.

Responsibility: The design, construction, operation and maintenance of all work covered by the permit shall be at the Permit Holder's expense with the exception that the Permit Holder will not be responsible for maintaining road widenings or similar facilities which become part of the County roadway.

Revocation: The permit may be suspended or revoked at the will of the County. Upon order of the County, the Permit Holder shall surrender the permit, cease operations and remove, alter or relocate, at their expense, the facilities for which the permit was granted. The Permit Holder expressly waives any right to claim damages for compensation resulting from the revocation of the permit.

Violation: The County may declare the permit null and void if the Permit Holder violates the terms of the permit. The County may require immediate removal of the Permit Holder's facilities and restoration of the County property, or the County may remove the facilities and restore the County property at the Permit Holder's expense. The Permit Holder agrees that in the event of a violation of the terms of the permit or in the event the work authorized by the permit is not satisfactorily completed by the permit expiration date, the County may use all or any portion of the performance bond to restore the County road right-of-way, drain easement, wastewater facility or park property as necessary for reasonably safe and efficient operations and maintenance, or to establish extraordinary maintenance procedures as required to assure reasonably safe and efficient operation of the County facility.

Inspection and Testing of Materials: Wayne County reserves the right of inspection and the testing of materials by its authorized representatives of all permitted activities and/or activities within the road right-of-way, County owned property or within a County drain easement. All items identified by the final inspection shall be resolved prior to release of the permit. All materials and methods utilized during the course of the authorized permit work shall meet the requirements of the current MDOT Standard Specifications For Construction as modified by Wayne County Special Provisions, Standard Plans for Permit Construction and this manual. The Permit Holder shall reimburse Wayne County for all required inspections and testing of materials.

Design: The Permit Holder is fully responsible for the design of the permitted facility, such that the design shall be consistent with all applicable County standards, specifications, guidelines, requirements and with good engineering practice. Any errors in the plans that become evident after the issuance of a permit, and which change the scope of permitted work, are subject to review and may be grounds for revocation of the permit. The Permit Office will not relieve the Permit Holder of the responsibility of correcting errors, deficiencies, or omissions due to oversight or unforeseen contingencies such as faulty drainage, poor subsoil conditions or the failure of the Permit Holder's engineer to show all the related or pertinent conditions inside or outside the plan area.

Drainage: Drainage shall not be altered to flow into the road right-of-way or road drainage system unless approved by Wayne County.

Permit Holder Compliance: The Permit Holder shall abide by the conditions and limitations contained on the permit and all other conditions listed within the WCDPS Rules, Specifications and Procedures for Construction Permits. The application of any work undertaken under the permit shall constitute the Permit Holder's agreement to the Provision.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Indemnity and Insurance Attachment**

To the extent allowed by law, the Permit Holder shall defend and hold harmless Wayne County, the Department of Public Services, its officials and employees against any and all claims, suits and judgments to which Wayne County, the Departments, its officials and employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including County property. The Permit Holder shall provide this indemnity for any incident arising out of any and all activities performed under the permit or in connection with work not authorized by the permit, or resulting from the failure to comply with the terms of the permit, or arising out of the continued existence of the work product that is subject to the permit.

Certificates of insurance shall be required for all construction permits, excluding residential driveway permits. Each certificate of insurance and any associated correspondence shall reference the plan review number of the project. General liability and automotive liability insurance coverage shall be in amounts detailed below:

The general liability insurance coverage shall be in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. Proof of automobile liability shall be in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$1,000,000 for bodily injury each person, each occurrence and property damage liability \$1,000,000 each occurrence.

The certificate of insurance must be provided by a person, the corporation, or by authorized representatives who signed personally either the application or permit. Insurance shall remain in force until the permit is released by Wayne County.

The Wayne County Department of Public Services shall be a Certificate Holder on the policy of insurance. Wayne County, drainage district, and its officers, agents and employees shall be named as additional insured parties. It is also required that the annual permit numbers are included on each certificate of insurance.

The insurance shall cover a period not less than the term of the permit and shall provide that it cannot be cancelled or reduced without thirty (30) days advance written notice to Wayne County, by certified mail, first-class, return receipt requested. The thirty (30) days shall begin on the date when the County received the notice, as evidenced by the return receipt.

Such insurance shall provide by endorsement therein for the thirty (30) day notice by the insurer to the Permit Office prior to termination, cancellation or material alteration of the policy.

Licensee agrees to make application for renewal thereof at least sixty (60) days before the expiration date of the policy then in force and to file a certified copy of such renewed policy with the Permit Office.

The policy shall also provide by endorsement for the removal of the contractual exclusion.

Should insurance coverage be cancelled or reduced below acceptable limits, or allowed to expire, the authorization to continue work under the permit shall be suspended or revoked and shall not resume until new insurance is in force and accepted by Wayne County. Wayne County may, in such cases, take appropriate action to restore or protect the road and appurtenances. All costs incurred by this action shall be deducted from any remaining inspection deposit, bond and/or Letter of Credit and, if necessary, the Permit Holder may be billed to defray actual expenses.



**Wayne County Department of Public Services
Engineering Division – Permit Office
Scope of Allowable Work and Conditions
for Annual Utility Permits**

General Conditions:

The Permit Holder shall comply with all requirements of the Miss Dig Statute, MCL §460.701 et seq., as amended. The Permit Holder shall call "MISS DIG," at (800) 482-7161, before starting any underground work. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.

The Permit Holder shall call Wayne County Department of Public Services' Traffic Operations Office, at (734) 955-9920, before starting any emergency underground work in the vicinity of any traffic signal equipment owned, operated or maintained by Wayne County. For non emergency work, the Permit Holder shall call (734) 955-2154 at least 72 hours, excluding Saturdays Sundays and holidays, but not more than twenty-one (21) calendar days, before starting work.

Traffic shall be maintained in accordance with the current Manual on Uniform Traffic Control Devices and Wayne County Specifications.

A current copy of the, "Wayne County Rules, Specifications and Procedures for Construction Permits" shall be attached and incorporated as part of the conditions of the permit.

Scope of Work: Annual Utility Permits are limited to the following work:

- 1) Maintenance – Tree trimming for trees within the right-of-way; outside of the right-of-way, tree trimming requires the permission of the abutting property owner. Within the right-of-way, no tree shall be removed without Wayne County permission.
- 2) Repair of existing underground conduit, buried cable, buried wire and pipe, except under pavement.
- 3) Replacement of defective or degraded buried cable sections with like size up to fifty (50') feet in length is allowed. Plans shall be submitted for all cable section replacement. Replacement cable may not be placed outside the immediate area (more than two (2') feet away from existing location centerline) without special permission.
- 4) Insertion of plastic pipe inserts or lining through existing mains (gas, water or sewer) in connection with maintenance and renewal programs not requiring pavement cuts.
- 5) Installation of buried cable to an existing pole in an existing pole line. This may include crossing of road by squeeze boring or pushing one pipe not more than two (2") inches in diameter. Refer to Rule 4.15: *Squeeze Boring*.
- 6) Installation, removal or replacement of load coil case on existing buried cable or wire; including loop from main trench at one location only.
- 7) Replacement of up to 1,000 feet open wires, cables, single pair rural wire and/or drop wire with multiple line wire or small cable on same pole line, not extending beyond the present wire. If replacing lengths greater than 1,000 feet, a separate permit shall be required.
- 8) Repair and maintenance of open wire, multiple type wire, drop wire and/or aerial cable.
- 9) Replacement or addition of up to two (2) poles within or beyond an existing pole line, provided that poles are not relocated laterally and that no tree work is required because of increased pole height.
- 10) Repair and/or replacement of leaking, distressed or otherwise damaged sections of up to fifty (50') feet of existing gas main, except under pavement. In such cases, the Permit Holder shall backfill and restore in accordance with Wayne County Specifications.
- 11) Addition or replacement of guys and anchors to poles; new or replacement equipment shall run parallel to or away from the road centerline.
- 12) Installation of aerial drops which do not require a new pole within road right-of-way outside of the existing pole line, or installation of aerial drops along with an intermediate pole in an existing pole line to facilitate installing an aerial drop.
- 13) Crossing beneath paved roads for underground house service. Any such crossing shall be accomplished by squeeze bore, auger or moleing (a single forward boring system without removal of soil and a return pass of reamer or shank with underground cable, water or gas line attachment) as follows:

**MODEL COMMUNITY RESOLUTION
AUTHORIZING EXECUTION OF
WAYNE COUNTY PERMITS**

Resolution No. 2020-11

At a Regular Meeting of the Huron-Clinton Metropolitan Authority on April 9, 2020, the following resolution was offered:

WHEREAS, the Huron-Clinton Metropolitan Authority (hereinafter the "Community") periodically applies to the County of Wayne Department of Public Services, Engineering Division Permit Office (hereinafter the "County") for permits to conduct emergency repairs, annual maintenance work, and for other purposes on local and County roads located entirely within the boundaries of the Community, as needed from time to time to maintain the roads in a condition reasonably safe and convenient for public travel;

WHEREAS, pursuant to Act 51 of 1951, being MCL 247.651 et seq., the County permits and regulates such activities noted above and related temporary road closures;

NOW THEREFORE, BE IT RESOLVED, in consideration of the County granting such permit (hereinafter the "Permit"), the Community agrees and resolves that:

Any work performed for the Community by a contractor or subcontractor will be solely as a contractor for the Community and not as a contractor or agent of the County. Any claims by any contractor or subcontractor will be the sole responsibility of the Community. The County shall not be subject to any obligations or liabilities by vendors and contractors of the Community, or their subcontractors.

The Community shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the Permit, which results in claims being asserted against or judgment being imposed against the County, and all officers, agents and employees thereof pursuant to a maintenance contract. In the event that same occurs, for the purposes of the Permit, it will be considered a breach of the Permit thereby giving the County a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

With respect to any activities authorized by Permit, when the Community requires insurance on its own or its contractor's behalf, it shall also require that such policy include as named insured the County of Wayne and all officers, agents and employees thereof.

The incorporation by the County of this Resolution as part of a permit does not prevent the County from requiring additional performance security or insurance before issuance of a Permit.

This Resolution stipulates that the requesting Community shall, at no expense to Wayne County, provide necessary police supervision, establish detours and post all necessary signs and other traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices.

This Resolution stipulates that the requesting Community shall assume full responsibility for the cost of repairing damage done to the County road during the period of road closure or partial closure.

This Resolution shall continue in force from the date of execution until cancelled by the Community or the County with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the Community with regard to any Permit which has already been issued or activity which has already been undertaken.

The Community stipulates that it agrees to the terms of the County of Wayne permit at the time a permit is signed by the Community's authorized representative.

BE IT FURTHER RESOLVED, that the following individual(s) is/are authorized in their official capacity as the Community's authorized representative to sign and so bind the Community to the provisions of any and all permits applied for to the County of Wayne, Department of Public Services Engineering Division Permit Office for necessary permits from time to time to work within County road right-of-way or local roads on behalf of the Community.

<u>Name</u>	<u>Title</u>
Robert W. Marans	Chairman Huron-Clinton Metropolitan Authority Board of Commissioners
Amy McMillan	Director Huron-Clinton Metropolitan Authority

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the *Huron-Clinton Metropolitan Authority*, County of Wayne, Michigan, on April 9, 2020.

Shawn Athayde
Recording Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project No: 800-20-017
Project Title: Bids – Playground Mulch Installation
Location: Stony Creek, Lake St. Kensington Metropark, Huron Meadows, Hudson Mills, Dexter-Huron, Delhi Metroparks, Lower Huron, Willow and Lake Erie
Date: April 2, 2020

Action Requested: Motion to approve

That the Board of Commissioners accept the proposal from the low responsive, responsible bidder, AMS Grounds, for \$29,845 to replace wood fiber playground surfacing at various Metroparks, as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: This project is \$6,659 under budget. Mulch replenishment was budgeted in 2020 as line items in the individual operational budgets for each of the 10 Metroparks listed above.

Scope of Work: Replenishment of wood fiber playground surfacing (playground mulch).

Background: This project is for the annual replenishment of playground mulch throughout the Metroparks system.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
AMS Grounds	Ypsilanti	\$29,845.00
Superior Groundcover, Inc.	Grand Rapids	\$35,877.50



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 504-20-1119
Project Title: Bids – Hike-Bike Trail Reconstruction
Project Type: Capital Improvement
Location: Kensington Metropark
Date: April 3, 2020

Bids Received: March 24, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) award Contract No. 504-20-1119 to the low responsive, responsible bidder, T&M Asphalt Paving, Inc., in the amount of \$428,422; and (2) transfer \$28,422 from the Hudson Mills hike bike trail paving project to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: The project is \$28,422 over budget; however, funds are available from the Hudson Mills Hike-bike trail paving, which was \$34,887.50 under budget.

Scope of Work: The project includes crushing and shaping of the existing trail and reconstruction of 7,400 feet (1.4 miles) of 10-foot-wide asphalt path.

Background: The sections of the existing pave trails are in poor condition and need to be reconstructed. The existing surface has become alligatored and uneven. Past preventative maintenance measures have included crack sealing and asphalt patching of selected areas. The total length of the paved hike bike trail is approximately 8.5 miles. Future reconstruction projects will be necessary moving forward to maintain the trail.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
T&M Asphalt Paving, Inc.	Milford	\$428,422.00
Best Asphalt, Inc.	Romulus	\$447,695.00
Al's Asphalt Paving Co. Inc.	Taylor	\$471,360.25
Pro-Line Asphalt Paving Corp.	Washington	\$515,326.00
Gibraltar Construction Company	Trenton	\$589,446.60
Anglin Civil, LLC	Livonia	\$698,764.50
True North Asphalt	Madison Heights	\$782,377.00
Budget for Contract Services		\$400,000.00
- Hudson Mill Hike Bike Paving		<u>\$ 28,422.00</u>
o Total		\$428,422.00
Work Order Amount		
- Contract Amount T&M Asphalt Paving, Inc.		\$428,422.00
- Contract Administration		<u>\$ 8,000.00</u>
o Total Proposed Work Order Amount		\$436,422.00

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



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 506-20-494
Project Title: Bids – Hike-Bike Trail Reconstruction
Project Type: Capital Improvement
Location: Lower Huron Metropark
Date: April 3, 2020

Bids Received: March 24, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) award Contract No. 506-20-494 to the low responsive, responsible bidder, Best Asphalt, Inc., in the amount of \$306,420; and (2) approve a \$6,420.00 transfer from the Hudson Mills Hike Bike Trail Paving project to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: The project is \$6,420 over budget; however, funds are available from the Hudson Mills hike-bike trail paving, which was \$34,887.50 underbudget and of which, \$28,422 was used to fund the Kensington hike-bike trail project leaving a remaining balance of \$6,465.50 available after covering the cost of the Lower Huron project.

Scope of Work: The project includes crushing and shaping of the existing trail and reconstruction of 5,845 feet (1.1 miles) of 10-foot-wide asphalt path.

Background: The sections of the existing pave trails are in poor condition and need to be reconstructed. The existing surface has become cracked and uneven. Past preventative maintenance measures have included crack sealing and asphalt patching of selected areas. The total length of the paved hike bike trail in Lower Huron is 4.1 miles. Future reconstruction projects will be necessary moving forward to maintain the surface.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Best Asphalt, Inc., Inc.	Romulus	\$306,420.00
Al's Asphalt Paving Co. Inc.	Taylor	\$341,490.25
Gibraltar Construction Company	Trenton	\$383,939.50
S&J Asphalt Paving Company	Canton	\$404,419.75
Cadillac Asphalt, LLC	Wixom	\$407,822.00
Pro-Line Asphalt Paving Corp.	Washington	\$411,632.00
True North Asphalt	Madison Heights	\$579,275.08
Anglin Civil, LLC	Livonia	\$631,657.00
- Budget for Contract Services		\$300,000.00
- Hudson Mills hike-bike paving		<u>\$ 6,420.00</u>
o Total		\$306,420.00
- Work Order Amount		
- Contract Amount Best Asphalt, Inc., Inc.		\$306,420.00
- Contract Administration		<u>\$ 8,000.00</u>
o Total Proposed Work Order Amount (Rounded)		\$314,420.00

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



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 508-20-216
Project Title: Bids – Hike-Bike Trail Paving
Project Type: Capital Improvement
Location: Hudson Mills Metropark
Date: April 3, 2020

Bids Received: March 24, 2020

Action Requested: Motion to Approve

That the Board of Commissioners award Contract No. 508-20-216 to the low responsive, responsible bidder, Best Asphalt, Inc., in the amount of \$306,420 as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: The project is \$34,887.50 under budget.

Scope of Work: The project includes crushing and shaping of the existing trail and reconstruction of 3,820 feet (0.72 miles) of 10-foot-wide asphalt path.

Background: The sections of the existing pave trails are in poor condition and needs to be reconstructed. The existing surface has become cracked and uneven. Past preventative maintenance measures have included crack sealing and asphalt patching of selected areas. The length of the paved hike bike trail loop within Hudson Mills is three miles. Future reconstruction projects will be necessary moving forward to maintain the surface.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Best Asphalt, Inc., Inc.	Romulus	\$265,112.50
True North Asphalt	Madison Heights	\$311,794.00
Pro-Line Asphalt Paving Corp.	Washington	\$334,262.00
S&J Asphalt Paving Company	Canton	\$349,307.50
Anglin Civil, LLC	Livonia	\$474,429.75
Budget for Contract Services		\$300,00.00
Work Order Amount		
- Contract Amount Best Asphalt, Inc.		\$265,112.50
- Contract Administration		<u>\$ 6,000.00</u>
o Total Proposed Work Order Amount (Rounded)		\$271,113.00

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



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 505-19-126
Project Title: Bids – Iron Belle Connector Trail Paving
Project Type: Capital Improvement
Location: Dexter-Huron Metropark
Date: April 3, 2020

Bids Received: March 24, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) award Contract No. 505-19-126 to the low responsive, responsible bidder, Best Asphalt, Inc., in the amount of \$39,428; and (2) approve the use unbudgeted capital project fund interest earnings to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: The project is funded in the amount of \$38,742.00 from the Iron Belle Trail Challenge Grant from the Michigan Department of Natural Resources. The extra \$686.00 needed to cover the cost of the project is available from the Engineering Professional Services account.

Scope of Work: The project includes all work necessary to construct 400 square yards of asphalt connector path to the Border-to-Border trail.

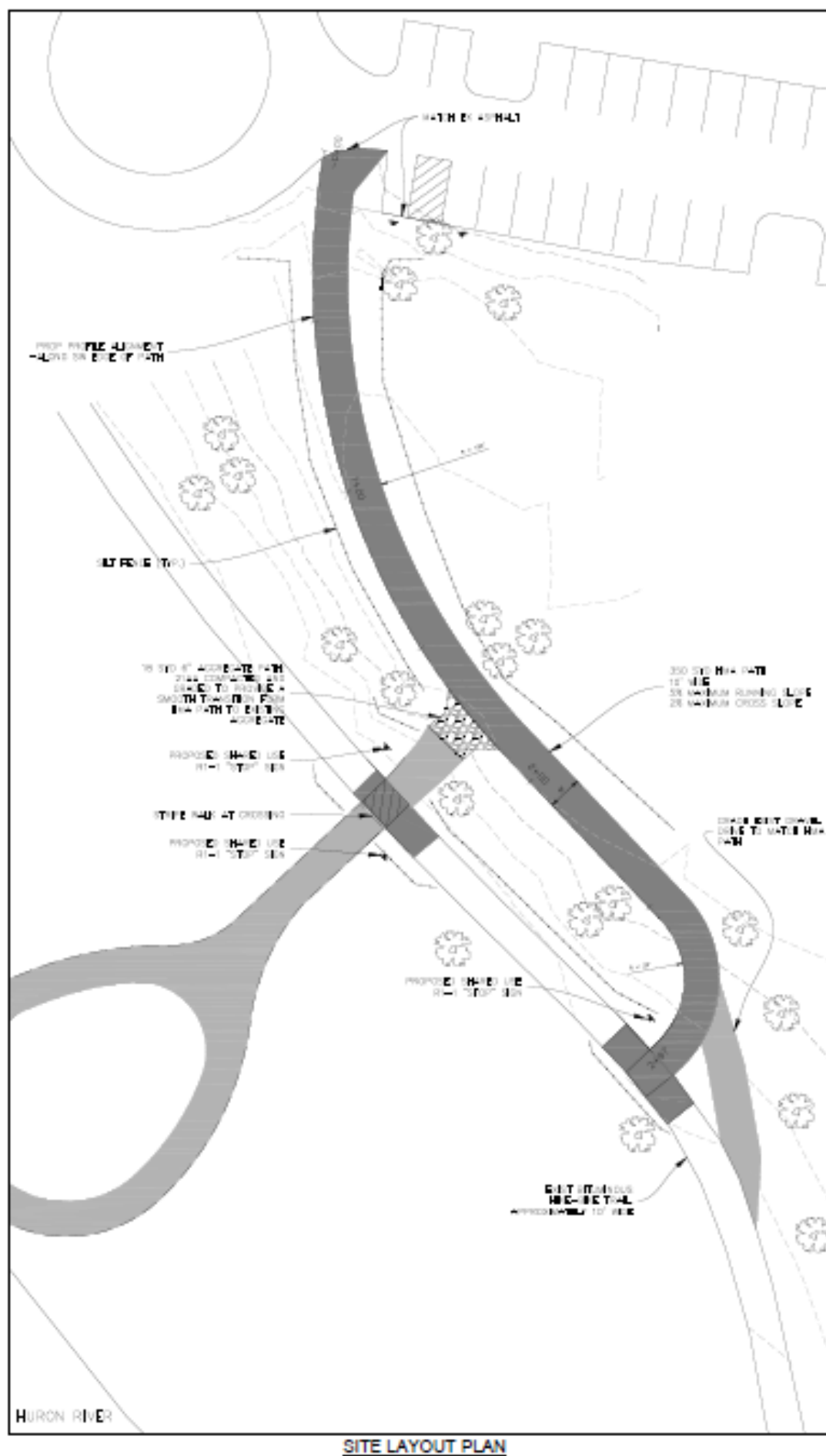
Background: A small connector trail is necessary to connect the existing hike bike trail in Dexter Huron park to the new Border-to-Border Trail. The path will connect the existing parking lot to the trail.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Best Asphalt, Inc.	Romulus	\$39,428.00
Anglin Civil, LLC	Livonia	\$64,293.75

Budget for Contract Services	
- Grant Funding	\$38,742.00
- Engineering Professional Services Account	\$ 686.00
o Total	\$39,428.00

Work Order Amount	
- Contract Amount Best Asphalt, Inc.	\$39,428.00
- Contract Administration	\$ 4,000.00
o Total Proposed Work Order Amount (Rounded)	\$43,428.00

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





To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 509-20-553
Project Title: Boat Launch Parking Lot Reconstruction
Project Type: Capital Improvement
Location: Stony Creek Metropark
Date: April 9, 2020

Bids Received: March 24, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) award Contract No. 509-20-553 to the low responsive, responsible bidder, James P. Contracting, in the amount of \$1,196,540; and (2) approve a transfer of \$196,540 from the Stony Creek Boat Launch building project to the Boat Launch Parking Lot Reconstruction project to cover the total cost as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: The total project cost allocated in the 2020 budget to complete the Stony Creek Boat Launch restroom building and parking lot is \$2.75 million, of which, \$1 million was allocated for the parking lot and \$1.75 million for the building. The building will not require the full \$1.75 million and is projected at approximately \$1.2 million.

Scope of Work: The project will include the reconstruction of the existing parking lot including culvert replacements, storm and sanitary sewer work, earth excavation, crushing and shaping of the existing surface, asphalt paving, seawall removal, tree plantings, and site restoration. The project will provide 352 parking spaces compared to the original 272 spaces.

Background:

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
James P. Contracting	Romeo	\$1,196,540.00
Ajax Paving Industries, Inc.	Troy	\$1,242,476.89
M.L. Chartier Excavating, Inc.	Fair Haven	\$1,274,297.70
Warren Contractors & Development, Inc.	Shelby Twp.	\$1,356,550.00
Sorensen Gross Company	Flint	\$1,376,405.24

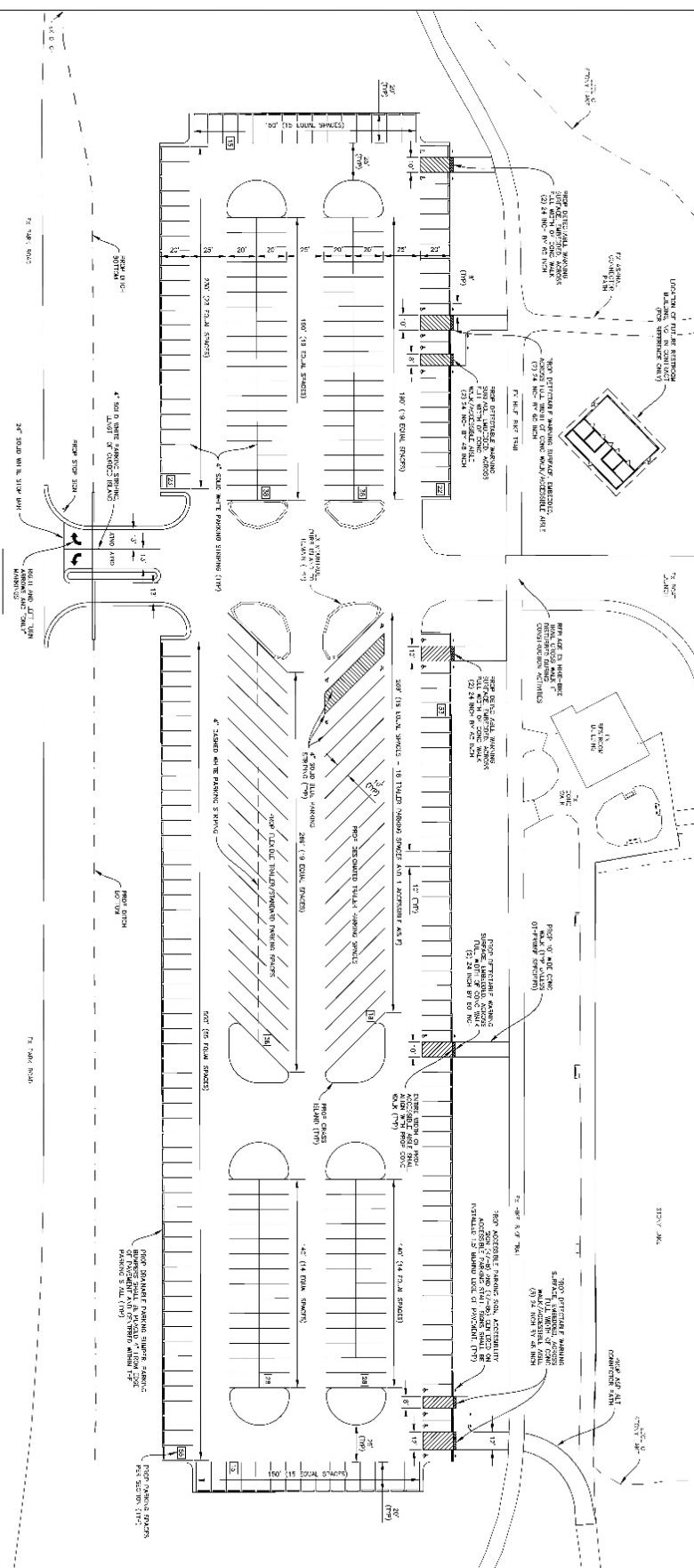
Budget for Contract Services

- Stony Parking Lot Reconstruction	\$1,000,000.00
- Stony Creek Building Project	<u>\$ 196,540.00</u>
o Total	\$1,196,540.00

Work Order Amount

- Contract Amount James P. Contracting	\$1,196,540.00
- Contract Administration	<u>\$ 12,000.00</u>
o Total Proposed Work Order Amount	\$1,208,540.00

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



STRIPING AND SIGNAGE NOTES:

[illegible]

PARKING SUMMARY

PLACED IN FRONT SUBMIT

572 STANDARD SPACES
13 STANDARD ACCESSIBLE 574025
25 800" AND TRAILER SPACES
2 300" AND TRAILER ACCESSIBLE

572 HOLD.

CROSS REFERENCES

FOR DISTRIBUTION AND CIRCULATION PLANS SEE 1-4-

<p>DESIGNER: P.L. 3000 HIGH RIDGE DRIVE BRIGHTON, MICHIGAN 48114-5058 810-227-2757 / P: 810-227-4610 / Mail@metroparks.com</p>	<p>DATE: 07/03/2023</p>	<p>PROJECT: P.L. "A"</p>	<p>SECTION: P.L. "A"</p>	<p>DATE: 07/03/2023</p>	<p>PROJECT: P.L. "A"</p>	<p>SECTION: P.L. "A"</p>	<p>DATE: 07/03/2023</p>
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STONY CREEK METROPARK
BOAT LAUNCH PARKING LOT RECONSTRUCTION
PAVEMENT MARKING AND SIGNAGE PLAN

2023

13 / 21



To: Board of Commissioners
From: Robert Rudolph, Chief of Information Technology
Project Title: Approval – RecTrac & CardConnect Equipment for RecTrac Deployment
Location: Authority Wide
Date: April 3, 2020

Action Requested: Motion to Approve

The Board of Commissioners approve the purchase of RecTrac equipment for a total amount of \$180,590; and CardConnect credit card terminals in the amount of \$36,000 from Vermont Systems for a grand total of \$216,590 as recommended by Chief of Information Technology Robert Rudolph, Jr. and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Park Operations budget, which allowed for the approval of \$231,489 for RecTrac equipment deployment. The \$180,590 for the cost of the RecTrac Point of Sale (POS) equipment and \$36,000 for CardConnect Credit Card terminals, which includes support and support and maintenance replacement on credit card terminals. The result of the purchase of the hardware is a savings of \$14,899.

Scope of Work: Furnish and ship the equipment to provide support during setup and to support setup and configuration questions. This equipment will replace the old GEN POS system at all locations throughout the Metroparks except for golf operations. Staff will replace Golf POS in 2021 with an evaluation of Golf Operations.

Background: The proposed purchase of equipment was part of the RecTrac contract that supplied pricing itemized for POS equipment per each piece of equipment to build a POS system.



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update – Purchases over \$10,000
Date: April 3, 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. Seal Tight Roofing	Shelter Roof Repairs Lake St. Clair Metropark	\$10,800.00
2. All Star Power LLC	Installation of Debris Boom System Flat Rock Dam, Oakwoods Metropark	\$12,206.00
3. Star Heating & Sheet Metal Works Inc.	Replacement of HVAC System Park Office, Stony Creek Metropark	\$14,000.00
4. Dean Marine & Excavating Inc	Dock Repairs Lake St. Clair Metropark	\$19,600.50
5. Exclusive Floor Covering LLC	New Carpet and Flooring Nature Center, Oakwoods Metropark	\$19,865.25
6. Richmond Transport Inc	Road Gravel Stony Creek Metropark	\$20,000.00
7. Southeastern Michigan Sealants	Joint Sealing Lower Huron Metropark	\$20,332.50
8. Safety Skills LLC	Learning Management System Fee Human Resources Department	\$20,400.00
9. JLL Powersports	Amphibious All-Terrain Vehicle Natural Resources Department	\$24,800.00



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-026
Project Title: Purchase – One Heavy Duty Work Utility Vehicle
Location: Hudson Mills Metropark
Date: April 2, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approves the purchase of one new Kubota RTV heavy-duty utility vehicle with cab and rotary broom attachment for a total amount of \$28,431.05 from Weingartz Supply Company of Utica, Michigan, the low responsive, responsible bidder for ITB 2020-026 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget which provided \$20,000 for the purchase. The purchase will total \$28,431.05. The difference of \$8,431.05 will come from savings realized from other capital equipment purchases.

Scope of Work: Furnish and deliver one new Kubota RTV-X1100CWL-H with cab, and a rotary broom attachment.

Background: The proposed purchase was competitively bid and the ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 76 vendors, of which 10 vendors downloaded the ITB; one bid was received.

This equipment will be used to groom the B2B trails.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Weingartz Supply Company	Utica	\$28,431.05*

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-028
Project Title: Purchase – One Forage Harvester
Location: Wolcott Mill Farm Center
Date: April 2, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of one new, New Holland Forage Harvester with an installed corn head for a total amount of \$51,350 from Dick Coulter, Inc. of North Branch, Michigan, the low responsive, responsible bidder for ITB 2020-028 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget, which provided \$50,000 for the purchase. The purchase will total \$51,350. The \$1,350 difference will come from savings realized from other capital equipment purchases.

Scope of Work: Furnish and deliver one new, New Holland FP230 Forage Harvester with an installed corn head.

The vendor has also offered a trade in allowance of \$2,850 for unit 1605, a 1985 New Holland Forage Harvester model 782 with attached unit 1870, a New Holland Corn Chopper model 824.

Background: The proposed purchase was competitively bid twice. The first ITB was issued on March 3, 2020 and was posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice to 29 vendors; no bids were received.

Staff revised and issued the solicitation as ITB 2020-028 on March 20. The ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site, which again provided notice of the solicitation to 29 vendors, of which nine vendors downloaded the ITB; two bids were received.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Dick Coulter, Inc.	North Branch, MI	\$51,350.00*
Flint New Holland	Burton, MI	\$58,991.00

(*) Indicates recommended award.



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Approval – Emergency Management Plan
Date: April 3, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the Emergency Management Plan in response to the COVID-19 emergency as recommended by Director Amy McMillan and staff.

Emergency Management Plan:

- Commit to continuing with regular operations until May 14, 2020, in the event of all parks closing, to be reviewed monthly thereafter until all executive orders have expired.
- Postpone further expenses on all major maintenance projects not yet underway until at least May 14, 2020.
- Postpone further expenses on all capital projects not yet underway or for which bids have not yet been awarded until at least May 14, 2020.
- Continue free Tuesday, Wednesday and Thursday until stay at home order expires.
- In the event of an order to close parks in any one county by order of that county's health department, all other Metroparks outside of that county will continue to operate
- Review at each board meeting the large special events scheduled 30-60 days out to determine whether such events should go forward.

Attachment: Revenue and Expenses / Fund Balance / Major Maintenance Information

Revenue and Expense Estimate by Month

	April	May	June	July	August	September	Total April - September
Administrative Revenue	240,000	195,000	265,000	450,000	85,000	80,000	1,315,000
Park Operating Revenue							
Non-tolling park revenue	700,000	1,100,000	1,900,000	2,400,000	2,100,000	1,000,000	9,200,000
Tolling revenue reductions	900,000	1,200,000	1,800,000	1,600,000	1,100,000	550,000	7,150,000
Total Park Operating Revenue	1,600,000	2,300,000	3,700,000	4,000,000	3,200,000	1,550,000	16,350,000
Total Revenue	1,840,000	2,495,000	3,965,000	4,450,000	3,285,000	1,630,000	17,665,000
							-
Full Time Staff	1,820,000	2,775,000	1,850,000	1,890,000	1,845,000	1,615,000	11,795,000
							-
Part Time staff							
Golf Maintenance	25,000	85,000	80,000	85,000	80,000	55,000	410,000
Tolling	35,000	90,000	95,000	100,000	100,000	85,000	505,000
Police	35,000	75,000	80,000	110,000	90,000	80,000	470,000
Interpretive	65,000	65,000	65,000	60,000	55,000	55,000	365,000
Aquatics Maintenance	5,000	5,000	20,000	25,000	25,000	15,000	95,000
General Maintenance	75,000	75,000	200,000	205,000	195,000	160,000	910,000
Other *	120,000	570,000	580,000	700,000	670,000	505,000	3,145,000
Total Part-Time Staff	360,000	965,000	1,120,000	1,285,000	1,215,000	955,000	5,900,000
Materials and Services	1,530,000	1,530,000	1,515,000	1,280,000	1,500,000	1,675,000	9,030,000
Total Expense	3,710,000	5,270,000	4,485,000	4,455,000	4,560,000	4,245,000	26,725,000

*Other includes Beach, Dockage/Boat Storage, Boat Rental, Excursion Boat, Cross Country Skiing, Family Camping, Activity Center Rental, Mobile Stage, Disc/Adventure Golf, Trackless Train, and Administrative

Fund Balance

Board approved range for unassigned fund balance is 25 to 30% of budgeted revenue:

2020 Budgeted Revenue	\$54,500,000
25% to 30% of this is:	\$13.6 to \$16.4 million

12/31/2019 Unassigned Fund Balance is: *\$25,200,000*

\$8.8 million over the upper limit of range

\$11.6 million over the lower limit of range

2019 Budget anticipated use of \$2.5 million, actual results were growth of \$5.9 million

General Fund - Committed Fund Balance:

Land	<i>\$5,500,000</i>
Rate Stabilization	<i>\$1,200,000</i>

Supplemental Major Maintenance

Fund Balance	<i>\$4,900,000</i>
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Major Maintenance

Amended Budget	Encumbered Funds	3/31/2020 YTD Expenditures	Balance
\$ 3,727,267	\$ 775,206	\$ 258,185	\$ 2,693,876

HURON-CLINTON METROPARKS MONTHLY STATISTICS

March, 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	30,347	21,620	17,565	73%	\$ 85,239	\$ 59,479	\$ 44,151	93%
Wolcott Mill	1,930	1,805	3,409	-43%	\$ 847	\$ 5,157	\$ 3,035	-72%
Stony Creek	42,146	22,237	24,203	74%	\$ 205,029	\$ 103,452	\$ 88,051	133%
Indian Springs	7,497	3,326	3,272	129%	\$ 25,545	\$ 11,660	\$ 12,421	106%
Kensington	62,722	47,103	43,751	43%	\$ 239,952	\$ 156,316	\$ 135,417	77%
Huron Meadows	5,465	3,048	3,201	71%	\$ 647	\$ 1,622	\$ 1,122	-42%
Hudson Mills	21,316	11,897	11,310	88%	\$ 40,228	\$ 28,798	\$ 27,984	44%
Lower Huron/Willow/Oakwoods	43,810	33,876	34,105	28%	\$ 44,352	\$ 36,505	\$ 34,733	28%
Lake Erie	15,455	10,011	9,047	71%	\$ 57,359	\$ 42,918	\$ 35,681	61%
Monthly TOTALS	230,688	154,923	149,862	54%	\$ 699,198	\$ 445,907	\$ 382,594	83%

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	57,080	53,964	50,710	13%	\$ 167,000	\$ 191,455	\$ 179,478	-7%
Wolcott Mill	4,523	4,184	7,169	-37%	\$ 2,495	\$ 6,356	\$ 4,950	-50%
Stony Creek	77,769	52,267	63,134	23%	\$ 414,346	\$ 276,962	\$ 291,961	42%
Indian Springs	12,883	7,694	8,194	57%	\$ 53,910	\$ 35,233	\$ 40,901	32%
Kensington	131,058	111,822	109,707	19%	\$ 501,242	\$ 368,045	\$ 397,518	26%
Huron Meadows	13,490	10,708	11,264	20%	\$ 20,607	\$ 21,657	\$ 18,265	13%
Hudson Mills	40,363	27,480	27,210	48%	\$ 97,143	\$ 76,136	\$ 82,633	18%
Lower Huron/Willow/Oakwoods	98,598	86,575	88,454	11%	\$ 111,879	\$ 89,209	\$ 107,169	4%
Lake Erie	27,550	22,283	21,976	25%	\$ 126,638	\$ 105,782	\$ 102,046	24%
Monthly TOTALS	463,314	376,977	387,819	19%	\$ 1,495,260	\$ 1,170,835	\$ 1,224,922	22%

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	\$ 92,473	\$ 113,612	\$ 91,216	1%	\$ 319,355	\$ 274,345	\$ 331,432	-4%
Wolcott Mill	\$ 9,245	\$ 16,404	\$ 19,070	-52%	\$ 23,131	\$ 54,998	\$ 43,714	-47%
Stony Creek	\$ 222,137	\$ 133,744	\$ 117,290	89%	\$ 478,213	\$ 331,916	\$ 365,135	31%
Indian Springs	\$ 29,142	\$ 14,061	\$ 22,746	28%	\$ 79,205	\$ 47,754	\$ 65,817	20%
Kensington	\$ 261,776	\$ 214,284	\$ 184,203	42%	\$ 584,538	\$ 474,689	\$ 495,879	18%
Huron Meadows	\$ 2,379	\$ 4,977	\$ 3,570	-33%	\$ 45,018	\$ 41,887	\$ 37,770	19%
Hudson Mills	\$ 45,436	\$ 42,089	\$ 41,371	10%	\$ 111,030	\$ 98,746	\$ 108,145	3%
Lower Huron/Willow/Oakwoods	\$ 49,849	\$ 47,759	\$ 47,993	4%	\$ 133,517	\$ 124,235	\$ 136,558	-2%
Lake Erie	\$ 66,783	\$ 55,624	\$ 47,546	40%	\$ 140,736	\$ 120,856	\$ 118,880	18%
Y-T-D TOTALS	\$ 779,220	\$ 642,554	\$ 575,003	36%	\$ 1,914,743	\$ 1,569,426	\$ 1,703,330	12%

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	139,372	110,415	121,013	15%	820,699	661,259	740,280	11%
Western	197,794	157,704	156,375	26%	819,791	663,076	707,612	16%
Southern	126,148	108,858	110,430	14%	274,253	245,091	255,438	7%

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	9	-	\$ -	\$ -	\$ 215	-
Indian Springs	0	0	5	-	\$ 19	\$ -	\$ 192	-90%
Kensington	0	0	30	-	\$ -	\$ -	\$ 748	-
Huron Meadows	0	0	6	-	\$ -	\$ -	\$ 134	-
Hudson Mills	0	0	4	-	\$ -	\$ -	\$ 70	-
Willow	0	0	9	-	\$ -	\$ -	\$ 222	-
Lake Erie	0	0	3	-	\$ -	\$ -	\$ 93	-
Total Regulation	0	0	65	-	\$ 19	\$ -	\$ 1,674	-99%
LSC Par 3	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Foot Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Total Golf	0	0	65	-	\$ 19	\$ -	\$ 1,674	-99%

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	9	-	\$ -	\$ -	\$ 215	-
Indian Springs	0	0	5	-	\$ 19	\$ -	\$ 192	-90%
Kensington	0	0	30	-	\$ -	\$ -	\$ 748	-
Huron Meadows	0	0	6	-	\$ -	\$ -	\$ 134	-
Hudson Mills	0	0	4	-	\$ -	\$ -	\$ 70	-
Willow	0	0	9	-	\$ -	\$ -	\$ 222	-
Lake Erie	0	0	3	-	\$ -	\$ -	\$ 93	-
Total Regulation	0	0	65	-	\$ 19	\$ -	\$ 1,674	-99%
LSC Par 3	0	0	0	-	\$ -	\$ -	\$ -	-
LSC Foot Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Total Golf	0	0	65	-	\$ 19	\$ -	\$ 1,674	-99%

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	-	\$ 375	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ 200	\$ 1,200	\$ 733	-73%
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ 75	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ 650	\$ 1,200	\$ 733	-11%

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	-	\$ 375	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ 1,000	\$ 1,900	\$ 1,233	-19%
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ 200	\$ 67	-
Lake Erie	0	0	0	-	\$ 75	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ 1,450	\$ 2,100	\$ 1,300	12%

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	10	10	-69%	\$ 2,100	\$ 10,100	\$ 7,900	-73%
Shelters	16	41	28	-42%	\$ 4,248	\$ 10,450	\$ 7,600	-44%
Boat Launches	0	0	12	-	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	3	2	6	-47%	\$ 1,500	\$ 2,000	\$ 2,783	-46%
Stony Creek								
Disc Golf Daily	203	245	161	26%	\$ 642	\$ 735	\$ 484	33%
Disc Golf Annual	6	14	12	-51%	\$ 360	\$ 840	\$ 688	-48%
Total Disc Golf	209	259	174	20%	\$ 1,002	\$ 1,575	\$ 1,172	-15%
Shelters	24	47	34	-29%	\$ 5,475	\$ 10,600	\$ 7,625	-28%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	18	0	3	500%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	3	4	4	-25%	\$ 450	\$ 550	\$ 717	-37%
Event Room	2	0	3	-40%	\$ 2,700	\$ -	\$ 6,400	-58%
Kensington								
Disc Golf Daily	1,206	661	587	105%	\$ 3,618	\$ 1,983	\$ 1,762	105%
Disc Golf Annual	37	47	39	-4%	\$ 2,200	\$ 2,800	\$ 2,158	2%
Total Disc Golf	1,243	708	626	99%	\$ 5,818	\$ 4,783	\$ 3,920	48%
Shelters	25	62	47	-47%	\$ 5,175	\$ 13,950	\$ 11,292	-54%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	1	3	3	-63%	\$ 100	\$ 600	\$ 533	-81%
Hudson Mills								
Disc Golf Daily	309	302	326	-5%	\$ 927	\$ 906	\$ 979	-5%
Disc Golf Annual	20	37	27	-27%	\$ 1,160	\$ 2,180	\$ 1,525	-24%
Total Disc Golf	329	339	354	-7%	\$ 2,087	\$ 3,086	\$ 2,504	-17%
Shelters	4	7	11	-64%	\$ 650	\$ 1,400	\$ 2,667	-76%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	53	70	77	-31%	\$ 159	\$ 210	\$ 232	-31%
Disc Golf Annual	2	1	1	100%	\$ 100	\$ 60	\$ 57	76%
Total Disc Golf	55	71	78	-30%	\$ 259	\$ 270	\$ 289	-10%
Shelters	11	31	37	-71%	\$ 2,300	\$ 6,850	\$ 8,200	-72%
Lake Erie								
Shelters	4	6	8	-50%	\$ 800	\$ 1,200	\$ 900	-11%
Boat Launches	1,072	690	141	660%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 8,500	\$ 11,000	\$ 9,937	-14%

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	10	28	25	-59%	\$ 11,400	\$ 22,025	\$ 18,808	-39%
Shelters	59	75	65	-10%	\$ 15,898	\$ 19,900	\$ 17,633	-10%
Boat Launches	0	1	13	-	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	16	7	15	4%	\$ 3,000	\$ 7,500	\$ 6,500	-54%
Stony Creek								
Disc Golf Daily	204	245	406	-50%	\$ 644	\$ 750	\$ 1,248	-48%
Disc Annual	15	38	44	-66%	\$ 880	\$ 1,980	\$ 2,332	-62%
Total Disc Golf	219	283	449	-51%	\$ 1,524	\$ 2,730	\$ 3,580	-57%
Shelters	68	87	74	-8%	\$ 15,375	\$ 19,600	\$ 16,625	-8%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	42	0	3	1300%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	8	11	8	4%	\$ 1,288	\$ 1,900	\$ 1,433	-10%
Event Room	10	5	12	-14%	\$ 19,300	\$ 7,600	\$ 19,300	0%
Kensington								
Disc Golf Daily	1,309	807	915	43%	\$ 3,927	\$ 2,421	\$ 2,746	43%
Disc Annual	68	85	69	-1%	\$ 4,040	\$ 4,980	\$ 3,825	6%
Total Disc Golf	1,377	892	984	40%	\$ 7,967	\$ 7,401	\$ 6,571	21%
Shelters	111	118	105	6%	\$ 24,300	\$ 26,550	\$ 25,650	-5%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	11	7	7	57%	\$ 2,000	\$ 1,400	\$ 1,400	43%
Hudson Mills								
Disc Golf Daily	518	483	667	-22%	\$ 1,554	\$ 1,449	\$ 2,001	-22%
Disc Annual	69	67	74	-6%	\$ 4,020	\$ 3,900	\$ 4,043	-1%
Total Disc Golf	587	550	741	-21%	\$ 5,574	\$ 5,349	\$ 6,044	-8%
Shelters	8	16	22	-64%	\$ 1,450	\$ 3,200	\$ 4,933	-71%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ 1,572	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	131	164	139	-6%	\$ 393	\$ 492	\$ 416	-6%
Disc Annual	6	6	4	38%	\$ 340	\$ 360	\$ 242	41%
Total Disc Golf	137	170	143	-4%	\$ 733	\$ 852	\$ 658	11%
Shelters	65	71	73	-11%	\$ 13,725	\$ 15,600	\$ 16,150	-15%
Lake Erie								
Shelters	18	13	12	54%	\$ 4,100	\$ 2,800	\$ 2,533	62%
Boat Launches	1,347	900	947	42%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 9,000	\$ 11,000	\$ 10,510	-14%

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	\$ -	\$ -	\$ -	-	\$ 3,391	\$ 2,504	\$ 3,435	-
Kensington	\$ -	\$ -	\$ 209	-	\$ 9,979	\$ 5,098	\$ 6,950	44%
Huron Meadows	\$ 1,632	\$ 2,753	\$ 1,729	-6%	\$ 22,571	\$ 18,828	\$ 17,049	32%
Hudson Mills	\$ 174	\$ -	\$ 2	8600%	\$ 2,103	\$ 2,845	\$ 2,658	-21%

PARK	Winter Sports this Month				Winter Sports Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
XC Skiers	0	0	0	-	0	0	6	-
Ice Skaters	0	3	1	-	0	155	62	-
Sledders	0	4	1	-	0	156	132	-
Ice Fishermen	0	1,307	436	-	45	4,028	2,676	-98%
Stony Creek								
XC Skiers	0	0	0	-	599	364	519	15%
Ice Skaters	0	0	0	-	0	58	66	-
Sledders	0	0	0	-	1,720	610	934	84%
Ice Fishermen	0	66	22	-	109	304	367	-70%
Indian Springs								
XC Skiers	0	0	3	-	76	47	78	-3%
Sledders	0	0	6	-	183	183	192	-5%
Kensington								
XC Skiers	0	0	39	-	1,446	808	865	67%
Ice Skaters	0	0	0	-	0	10	9	-
Sledders	0	0	71	-	2,385	1,382	1,650	45%
Ice Fishermen	0	0	0	-	21	36	75	-72%
Huron Meadows								
XC Skiers	310	391	285	9%	3,075	3,421	2,790	10%
Ice Fishermen	0	0	0	-	0	0	1	-
Hudson Mills								
XC Skiers	52	0	0	15500%	549	796	682	-20%
Lower Huron								
Ice Skaters	0	0	0	-	0	15	102	-
Willow								
XC Skiers	0	0	1	-	7	15	22	-68%
Sledders	0	0	5	-	110	213	242	-55%
Ice Fishing	0	0	0	-	0	7	13	-
Lake Erie								
XC Skiers	0	0	0	-	0	13	20	-
Sledders	0	0	0	-	0	22	30	-
Ice Fishing	0	712	237	-	0	1,742	1,138	-

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	7,589	9,169	8,731	-13%	22,683	17,824	19,811	14%
Wolcott Mill	987	1,321	1,933	-49%	2,844	3,892	4,479	-36%
Wolcott Farm	744	1,855	2,403	-69%	3,100	3,843	4,550	-32%
Stony Creek	11,514	11,626	11,620	-1%	31,876	31,238	31,618	1%
Eastern Mobile Center	0	747	794	-	847	1,286	1,600	-47%
Indian Springs	4,817	3,372	4,685	3%	9,949	8,065	9,745	2%
Kens NC	33,404	21,727	24,915	34%	67,712	49,155	54,883	23%
Kens Farm	9,122	18,434	16,731	-45%	27,932	32,481	33,503	-17%
Western Mobile Center	431	943	862	-50%	1,954	2,877	2,478	-21%
Hudson Mills	1,068	5,209	3,829	-72%	6,111	10,275	8,425	-27%
Oakwoods	10,844	9,216	9,930	9%	28,767	24,742	25,833	11%
Lake Erie	13,270	9,505	11,826	12%	31,697	25,411	29,245	8%
Southern Mobile Center	423	739	910	-54%	1,910	1,976	2,370	-19%
Totals	94,213	93,863	99,171	-5%	237,382	213,065	228,540	4%

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	\$ 512	\$ 940	\$ 1,369	-63%	\$ 6,056	\$ 5,339	\$ 4,835	25%
Wolcott Mill	\$ 835	\$ 2,219	\$ 3,004	-72%	\$ 845	\$ 2,239	\$ 3,389	-75%
Wolcott Farm	\$ 1,358	\$ 3,231	\$ 3,367	-60%	\$ 2,059	\$ 4,308	\$ 4,823	-57%
Wagon Rides	\$ -	\$ -	\$ 326	-	\$ -	\$ -	\$ 343	-
Livestock/Produce	\$ 1,869	\$ 1,150	\$ 2,283	-18%	\$ 7,880	\$ 27,013	\$ 14,690	-46%
FARM TOTAL	\$ 3,227	\$ 4,381	\$ 5,975	-46%	\$ 9,939	\$ 31,321	\$ 19,856	-50%
Stony Creek	\$ 555	\$ 2,387	\$ 2,070	-73%	\$ 3,681	\$ 5,362	\$ 5,057	-27%
Eastern Mobile Center	\$ 488	\$ 1,625	\$ 1,742	-72%	\$ 2,663	\$ 3,263	\$ 3,863	-31%
Indian Springs	\$ 428	\$ 1,851	\$ 2,903	-85%	\$ 4,688	\$ 3,021	\$ 3,805	23%
Kens NC	\$ 840	\$ 2,471	\$ 1,993	-58%	\$ 3,966	\$ 5,545	\$ 5,235	-24%
Kens Farm	\$ 5,188	\$ 14,466	\$ 12,947	-60%	\$ 11,395	\$ 18,311	\$ 17,840	-36%
Wagon Rides	\$ 926	\$ 990	\$ 1,467	-37%	\$ 3,051	\$ 1,689	\$ 3,923	-22%
Livestock/Produce	\$ -	\$ 120	\$ 561	-	\$ -	\$ 815	\$ 1,530	-
FARM TOTAL	\$ 6,114	\$ 15,576	\$ 14,975	-59%	\$ 14,446	\$ 20,815	\$ 23,293	-38%
Western Mobile Center	\$ 888	\$ 4,350	\$ 4,167	-79%	\$ 4,050	\$ 8,588	\$ 7,712	-47%
Hudson Mills	\$ 1,299	\$ 3,912	\$ 3,475	-63%	\$ 1,562	\$ 4,408	\$ 3,960	-61%
Oakwoods	\$ 697	\$ 1,547	\$ 1,449	-52%	\$ 1,763	\$ 3,040	\$ 2,610	-32%
Lake Erie	\$ 248	\$ 478	\$ 735	-66%	\$ 1,168	\$ 1,159	\$ 3,147	-63%
Southern Mobile Center	\$ 1,591	\$ 1,593	\$ 1,539	3%	\$ 4,443	\$ 4,585	\$ 4,346	2%
Totals	\$ 17,722	\$ 43,329	\$ 45,396	-61%	\$ 59,269	\$ 98,684	\$ 91,107	-35%

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	16	341	29	660	1	15	7	232
Wolcott Mill	2	-	16	721	-	-	-	-
Wolcott Farm	-	-	11	777	-	-	41	-
Stony Creek	41	1,014	50	1,226	-	-	-	-
Eastern Mobile Center					-	-	31	747
Indian Springs	15	479	24	623	-	-	5	121
Kens NC	12	233	41	1,152	1	108	28	871
Kens Farm	56	998	158	2,522	8	138	-	-
Western Mobile Center					20	431	40	943
Hudson Mills	10	268	49	1,170	-	-	5	539
Oakwoods	7	102	18	291	1	18	7	413
Lake Erie	1	12	8	82	2	58	3	114
Southern Mobile Center					14	423	23	739
Totals	160	3,447	404	9,224	47	1,191	190	4,719

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	7,233	8,277
Wolcott Mill	987	600
Wolcott Farm	744	1,078
Stony Creek	10,500	10,400
Indian Springs	4,338	2,628
Kens NC	33,063	19,704
Kens Farm	7,986	15,912
Hudson Mills	800	3,500
Oakwoods	10,724	8,512
Lake Erie	13,200	9,309
Totals	89,575	79,920

"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.