

**Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, March 12, 2020**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, March 12, 2020, after the Public Hearing at the Administrative Office.

Commissioners Present:

Robert W. Marans
Jaye Quadrozzi
Bernard Parker
Kurt Heise
John P. Rea
Steve Williams

Staff Officers:

Director
Deputy Director
Chief of Finance

Amy McMillan
Dave Kirbach
Rebecca Franchock

Absent:

Commissioner

Timothy J. McCarthy

Other Attendees:

Miller Canfield

Steve Mann

1. Call to Order

Chairman Marans called the meeting to order at 10:54 a.m.

2. Chairman's Statement

Thanked leadership for heeding the governor's warning.

3. Public Participation

None.

4. Approval – February 13, 2020 Public Hearing and Regular Meeting Minutes

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners approve the February 13, 2020 Public Hearing and Regular Meeting Minutes as submitted.

Motion carried unanimously.

5. Approval – March 12, 2020 Full Agenda

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the March 12, 2020 agenda as presented.

Commissioner Parker asked that the update from Director McMillan be moved up on the agenda.

Commissioner Rea amended the motion.

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the March 12, 2020 agenda as amended.

Motion carried unanimously.

6. Approval – March 12, 2020 Consent Agenda

Motion by Commissioner Quadrozzi, support from Commissioner Parker that the Board of Commissioners approve the March 12, 2020 consent agenda as presented:

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

Motion carried unanimously.

7. Leadership Update (*Moved up on the agenda*)

Director McMillan updated the Board on steps being taken now that there are confirmed COVID-19 cases in the state of Michigan. She said communications had been sent to all staff regarding efforts to clean offices and public facilities. Staff leadership met regarding changes that will be taking place, which includes canceling travel for conferences and meetings, closing interpretive centers and suspending interpretive programs until March 31. Public restrooms are to remain open at this time.

Ms. McMillan said she spoke with Oakland County and Wayne County Parks and Recreation as well as the DNR about what each group is doing so that everyone has the same information. She said leadership would meet with the employee association and continue meeting with leadership teams to discuss options for working remotely. Information will be emailed to employees regarding policies and what is being done to keep the Metroparks staff and patrons safe.

Ms. McMillan also let the Board know about DNR staff that tested positive for Tuberculosis (TB) while conducting deer management. She said Metroparks staff that participated in will deer management be tested for TB as a precautionary measure.

Commissioner Parker asked if golf carts would be cleaned when golf courses opened. Ms. McMillan said yes, golf courses were scheduled to open March 27; however, food service would be suspended. Commissioner Parker asked if there would be latex gloves at the toll booths. Ms. McMillan said yes.

Commissioner Parker asked if there would be signage at the restroom facilities. Ms. McMillan said yes, signage is in the works.

Commissioner Rea said Macomb County emergency operations staff would reach out when needed.

Commissioner Heise said Wayne County Emergency Management was holding a meeting today. He also asked if the Metroparks had an emergency management plan. Ms. McMillan said no. Deputy Director Dave Kirbach said the police department is updating the Metroparks current emergency plan.

Commissioner Marans asked about the status of golf outings and leagues. Ms. McMillan said staff would be monitoring.

Commissioner Williams asked if the beverage cart would still be out on the courses. Ms. McMillan said a decision had not been made yet.

Ms. McMillan said finance will be tracking costs and expenses incurred for budget purposes.

Commissioner Marans asked how many programs would be canceled. Jennifer Jaworski, chief of interpretive services, said a lot of programs would be canceled.

8. Reports

A. Finance Department

1. Approval – February Financial Statements

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners approve the February Financial statements as submitted by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock reviewed the February financial statements, including revenue, expenditures and trends. She said February was stronger than expected.

Motion carried unanimously.

2. Report – February Capital Projects Update

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners receive and file the February Capital Project Funds update as submitted by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock said one capital project had been completed to date.

Motion carried unanimously.

3. Approval – February Appropriation Adjustments

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners approve the February 2020 Appropriation Adjustments as submitted by Chief of Finance Rebecca Franchock and staff.

Motion carried unanimously.

8. Reports

B. Marketing Department

1. Report – February Marketing Update

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the February marketing updated as submitted by Chief of Marketing and Communications Danielle Mauter and staff.

Motion carried unanimously.

2. Approval – Digital Marketing Services

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners award RFP 2020-011 to 3Sixty Interactive of Flint, Michigan to provide digital marketing services for 10 months (March – December 2020) for a not-to-exceed amount of \$100,000, which includes \$85,000 for Metroparks brand and event placements and \$15,000

for golf placements, with up to four, one-year extensions as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Commissioner Marans asked if staff has worked with the vendor before. Ms. Mauter said yes.

Commissioner Parker commented that this group is \$600,000 higher than vendors in the five-county region.

Motion carried unanimously.

8. Reports

C. Planning and Development

1. Report – Planning and Development Monthly Update

Motion by Commissioner Rea, support from Commissioner Quadrozzi 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.

Motion carried unanimously.

2. Bids – Shelden Trails Development and Construction, Stony Creek

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

Discussion: Ms. Kelly updated the Board on the project and said it was a lengthy RFP process. The contractor will redevelop three sections of the Shelden trail system using the recommendations provided by the Metroparks consultant Applied Trail Research (ATR).

Motion carried unanimously.

3. Approval/Resolution – Ralph C. Wilson, Jr. Trails Maintenance Fund Grant

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

Discussion: Ms. Kelly updated the Board on the project and said the proposed project total cost is estimated at \$404,928 with \$202,464 in grant funding (50 percent), \$191,464 in cash outlay and \$11,000 in Metroparks in-kind match, including workforce labor. Grant funds would be provided as an expense reimbursement. If awarded, match funding would be allocated in Capital Project Fund during the 2021 Metroparks annual budget process. She also said the project involves the relocation of a section of the Iron Belle Trail in Willow Metropark from the edge of the Huron River east of the Big Bend picnic area, where signs of shoreline erosion have been observed. The trail would be moved out of the flooding area in order to ensure the connectivity provided by this section of regional trail is sustainable into the future.

Motion carried unanimously.

4. Approval – City of Detroit Parks and Recreation MOU Renewal

Motion by Commissioner Parker, support from Commissioner Quadrozzi that the Board of Commissioners authorize staff to renew and extend the Memorandum of Understanding with the City of Detroit Parks and Recreation Department as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Ms. Kelly updated the Board and said in April 2019, the Board approved the original Memorandum of Understanding (MOU) with the city of Detroit Parks and Recreation Department with a focus on Rouge Park. Since that time, staff has worked with city of Detroit

staff and the Friends of Rouge Park to develop a proposed partnership plan guide work for the next three years, leading up to the 100th anniversary of Rouge Park. City of Detroit and Metroparks staff agree that an extension of the original MOU from one to three years will make it possible to achieve more meaningful results through this collaboration.

Commissioner Marans said staff may want to include the same type of partnership opportunities with the Detroit Riverfront Conservancy.

Motion carried unanimously.

8. Closed Session

No closed session took place.

9. Other Business

Director McMillan updated the Board on Crank's Catering and their ability to be on our liquor license for the remainder of their contract, which ends December 31, 2020. She said staff would begin to bring a purchasing document to the Board explaining if companies were located in the five-county region.

10. Staff Leadership Update

None.

11. Commissioner Comments

Commissioner Parker said there was good discussions at the meeting.

Commissioner Heise thanked staff for the quick action and response to the COVID-19 situation.

Commissioner Williams thanked staff for the continued hard work.

Commissioner Rea said things looked good at Wolcott.

Commissioner Quadrozzi said Kensington was busy over the weekend.

12. Motion to Adjourn

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

The meeting adjourned at 11:50 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary