

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, July 9, 2020**

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At a regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, July 9, 2020 at 1:00 p.m. The meeting was held via remote attendance by commissioners and members of the public due to the Coronavirus pandemic pursuant to Executive Order 2020-75.

Commissioners Present:

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

Staff Officers Present:

Director  
Deputy Director  
Chief of Finance

Amy McMillan  
Dave Kirbach  
Rebecca Franchock

Absent:

Commissioner

Timothy McCarthy

Others:

Plante Moran  
Plante Moran

David Helisek  
Austin DeLaCruz

**1. Call to Order**

Commissioner Marans called the meeting to order at 1:00 p.m.

**2. Chairman's Statement**

Commissioner Marans welcomed everyone to the call and said he hopes to be able to have in person meetings beginning in August.

**3. Public Participation**

None.

**4. Approval – June 11, 2020 Regular Meeting Minutes**

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the June 11, 2020 regular meeting minutes as submitted.

Motion carried unanimously.

**5. Approval – July 9, 2020 Full Agenda**

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners approve the July 9, 2020 agenda as presented.

Motion carried unanimously.

**6. Approval – July 9, 2020 Consent Agenda**

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners approve the July 9, 2020 consent agenda as presented:

- a. Approval – June Financial Statements
- b. Approval – June Appropriation Adjustments
- c. Report – June Planning and Development Update
- d. Approval – 2020/2021 Tax Levy
- e. Bids – Vault Latrine Replacements, Stony Creek Metropark

Motion carried unanimously.

## 7. Reports

### A. Finance Department

#### 1. Report – 2019 Audited Financial Statements

Motion by Commissioner Williams, support from Commissioner Parker that the Board of Commissioners receive and file the 2019 Audited Financial Statements as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock updated the Board on the recently completed financial audit, introduced representatives from Plante Moran and thanked staff for their hard work to complete the audit.

Dave Helisek with Plante Moran said the audit was clean and reviewed revenue and expenses. He said legacy costs were added for the pension plan (funding at 77 percent with an 83 percent funding level for liability).

Austin DeLaCruz reviewed three-year trends for general revenue, expenditures as well as trends for the Pension and Retiree Health Care Trust plans. He said the pension liability increased slightly while the Retiree Health Care Trust liability decreased slightly.

Commissioner Parker said he had a chance to meet with the auditors and to go through everything they examined. He said the auditors complimented the Metroparks on a clean audit even with the current challenges. Mr. Parker commended staff on an outstanding job in documenting everything and having a clean audit as it's not often a public agency has a clean audit.

Motion carried unanimously.

#### 2. Report – June General Fund Financial Review

Motion by Commissioner Heise, support from Commissioner Quadrozzi that the Board of Commissioners receive and file the June General Fund Financial Statement Review as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock updated the Board on finances to date, reviewed operating variance projections, reviewed June revenue and said with incredibly strong tolling and golf, overall operating revenue exceeded not only the estimate staff made for the month but the year-to-date target. June actual expenditures also incurred a positive variance. Together they combined to create a projected positive variance of more than \$2 million. The 2020 budget has a planned use of \$2.7 million of fund balance and with this variance the actual use of fund balance would fall to \$700,000.

Ms. Franchock said July operating revenue to date was \$982,100, refunds to date are \$151,685 and daily permits traded up were at 8,740. Revenue at this time last year was approximately \$200,000 higher, tolling revenue is on par with this time last year and golf is 15 percent higher compared to last year.

Motion carried unanimously.

#### 3. Report – June Capital Project Fund

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

Discussion: Chief of Finance Rebecca Franchock updated the Board on Capital Projects to date.

Motion carried unanimously.

#### 4. Approval – 2019 Pension Valuation, GASB 67/68 and 2020 Contribution

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners (1) receive and file the Annual Actuarial Valuation and GASB Statement No.

67 and No. 68 Report; and (2) approve the 2020 Pension contribution at the annual required contribution amount of \$2,645,500.

*Discussion:* Chief of Finance Rebecca Franchock updated the Board on the actuarial valuation and the requested contribution that was approved by the Pension Committee at its quarterly meeting in June.

Motion carried unanimously.

## **7. Reports**

### **A. Finance Department**

#### **5. Approval – 2020 Retiree Health Care Trust GASB 74/75 and Contribution**

Motion by Commissioner Heise, support from Commissioner Parker that the Board of Commissioners (1) receive the Governmental Accounting Standards Board Statements (GASB) No. 74 and 75; and (2) approve making the annual required contribution in the amount of \$1,060,774 as recommended by Retiree Health Care Trust Administrator Rebecca Franchock.

*Discussion:* Chief of Finance Rebecca Franchock updated the Board on the Retiree Health Care Trust recommended contribution that was approved by the Retiree Health Care Trust Board of Trustees at its quarterly meeting in June.

Motion carried unanimously.

Commissioner Marans asked for a motion to amend the agenda to include the addition of a closed session after the staff leadership.

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners amend the agenda and add a closed session after the staff leadership update.

Motion carried unanimously.

### **B. Administrative Department**

#### **1. Report – May Marketing Update**

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners receive and file June Marketing Report that includes updated 2020 Marketing Goals as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

*Discussion:* Chief of Marketing and Communications Danielle Mauter updated the Board on marketing efforts and goals that have been updated due to the COVID-19 pandemic. She said during the pandemic, attendance has been higher with more media coverage and social media engagement taking place. Vehicle entries are on track to reach the 2020 goal. Facebook and Instagram followers are up and earned media is doing well.

Ms. Mauter said marketing goals that are no longer relevant due to the pandemic have been removed as they are no longer relevant while other goals already in place have been updated and revised.

Commissioner Parker asked if the plan for diversity, equity and inclusion could be more aggressive and be added as a goal instead of just an initiative. Ms. Mauter said she would look into adding DEI as a goal.

Motion carried unanimously.

#### **2. Report – 2021 Out of County Annual Permit Fee**

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners approve a \$5 annual permit fee increase for residents that do not reside within the Metroparks five-county jurisdiction as recommended by Director Amy McMillan and staff.

*Discussion:* Director McMillan updated the Board on the proposed fee increase for patrons that reside outside the five-county area the Metroparks serves. She said the \$5 increase

would be for all permits – annual, senior and combo permits. There will be a presale discount before the new rate goes into effect.

Motion carried unanimously.

## 7. Reports

### B. Administrative Department

#### 3. Report – 2021 Oakland County Combo Permit Agreement

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners approve the 2021 agreement for the pricing and pricing split for the Oakland County Parks and Huron-Clinton Metroparks combo pass as recommended by Director Amy McMillan and staff.

*Discussion:* Director McMillan updated the Board on the agreement with Oakland County and the pricing changes for the joint permit.

Motion carried unanimously.

### C. Planning Department

#### 1. Approval – B2B Trail Segment D3 Project Agreement and Easement, Delhi Metropark

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners (1) approve the project agreement; and (2) approve the permanent easement agreement for segment D3 of the Border-to-Border (B2B) Trail through Delhi Metropark, as recommended by Chief of Planning and Development Nina Kelly and staff.

*Discussion:* Chief of Planning and Development Nina Kelly updated the Board and said Segment D3 of the B2B will connect the three areas of Delhi: West Delhi, the current Skip's Canoe Livery and East Delhi via paved trail. The Board approved the conceptual alignment of the next phase of B2B Trail through Delhi Metropark in July 2019 and an authorization letter granting partners and permitting agencies access to Metroparks property in June 2020. The construction of this segment of trail, along with the relocation of Skip's Canoe Livery, will result in the completion of several of the projects identified in the 2018 Dexter-Huron and Delhi Master Plan.

Motion carried unanimously.

#### 2. Approval – Beach Restoration Grant Project, Lake St. Clair Metropark

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners authorize staff to execute a grant contract with the Department of Energy, Great Lakes, and the Environment (EGLE) under the Clean Michigan Initiative Nonpoint Source Pollution program for the Lake St. Clair Beach Restoration Project, as recommended by Chief of Planning and Development Nina Kelly and staff.

*Discussion:* Chief of Planning and Development Nina Kelly updated the Board on the project and said the projected start date was Oct. 1, 2020.

Motion carried unanimously.

#### 3. Approval – Maple Beach Playground Redevelopment, Kensington Metropark

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners accept the proposal from the low responsive, responsible bidder, Michigan Recreational Construction, Inc., for \$236,972.50 to redevelop the Maple Beach playground at Kensington Metropark, as recommended by Chief of Planning and Development Nina Kelly and staff.

*Discussion:* Chief of Planning and Development Nina Kelly updated the Board on the project and said This project will include the removal of the existing "pirate ship" playground and associated pavement, earthwork, installation of perforated drain tile, new concrete pavement/curbs/retaining wall, poured-in-place surfacing, plantings, and turf restoration. The contracts for the purchase and installation of the playground equipment and benches for this project has already been awarded to Playworld Midstates and Penchura. The selected

contractor shall coordinate site work operations with these two-playground equipment and bench installers. Ms. Kelly said the goal of this project is to create an accessible playground to be enjoyed by all park patrons inclusive of those with cognitive, emotional, physical, and intellectual disabilities. To help guide design, development, and fundraising, staff have worked with community advocates to form the FAIR (Fun, Accessible, Inclusive Recreation) Play Coalition.

Motion carried unanimously.

## 7. Reports

### C. Planning Department

#### 4. Report – Permit Scanning Data Analysis

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners receive and file the tollbooth scanning report for the period from May 16 through June 15, 2020, as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly reviewed the permit scanning with the Board.

Commissioner Marans said he found it interesting from the regional and detailed maps that certain areas had little or no people coming into the parks (city of Detroit, southern Washtenaw County, various parts of Oakland County). Ms. Kelly said that most scans are annual permits, but most vehicle traffic is daily permit holders. Once the RecTrac system is fully functioning, if the number of daily permit scans increases, it may bridge the gap in the data.

Motion carried unanimously.

### D. Engineering Department

#### 1. Report – Boat Launch Building Redevelopment, Stony Creek Metropark

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners receive and file the Boat Launch Building Redevelopment report as recommended by Chief of Engineering Services, Mike Henkel and staff.

Discussion: Chief of Engineering Mike Henkel updated the Board on the Boat Launch building redevelopment project and said construction on the parking lot would begin soon with completion slated for this fall. He said staff is finishing the conceptual phase of the design for the building, will move to full architectural drawings and then bid the project for construction. A new construction schedule is also under development due to delays caused by the COVID-19 pandemic.

Commissioner Marans asked if the bathroom sizes are large enough. Mr. Henkel said restroom sizes were compared to ones at Turtle Cove for sizing indicators.

Commissioner Parker asked if a gathering space with tables and chairs. Mr. Henkel said yes, a gathering area could be added for inside and outside.

Commissioner Quadrozzi asked if the restrooms were individual restrooms as the current building has three stalls and a bench. Mr. Henkel said they are individual bathrooms.

Commissioner Quadrozzi said individual bathrooms are not ideal and it would be better to have a separate changing area.

Commissioner Williams asked if touchless systems could be installed. Mr. Henkel said yes and that staff is looking into various touchless items.

Motion carried unanimously.

## 7. Reports

### D. Engineering Department

#### 2. Approval – Golf Course Culvert Repair, Willow Metropark

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners approve a change order to Contract 510-19-314 to DP Schwehofer Excavating in the amount of \$128,380 for the replacement of two sets of culverts at the Willow Golf Course as recommended by Chief of Engineering Services Mike Henkel and staff.

*Discussion:* Chief of Engineering Mike Henkel updated the Board on the project and said that the contractor currently working on site was awarded the contract to replace the second pair of culverts on the Willow golf course at the Oct. 11, 2019 Board meeting. The first set of culverts were replaced in 2017. The contractor has not been able to start work due to high water and flooding as well as the shut-down of all non-essential construction due to the pandemic. While the work was underway to repair the current set of culverts, the next set of culverts upstream started to wash out and fail due to their deteriorated condition and high spring flows. The culverts allow the passage of the golfers, carts and work vehicle to access the golf course which connects to the starter building across from the Hale Drain.

Motion carried unanimously.

## 8. Other Business

None.

## 9. Staff Leadership Update

### 1. Approval – Body Cameras, Police Department

Director McMillan updated on conversations held with staff related to the death of George Floyd and other social injustice issues that have taken place across the country. One of the issues staff wanted to address is how the Metroparks Police Department interacts with visitors. After the last board meeting, Chief Reese approached her with a request to consider purchasing body cameras. Ms. McMillan said Chief Reese indicated that body cameras are an important objective, impartial tool for holding officers accountable for violations of both departmental policies and the law, while at the same time protecting officers if a false claim is made against them. She also said Chief Reese's command staff supports his position on body cameras, as do many of our police officers.

Ms. McMillan said she has had conversations with Chief Reese, Chief of Diversity, Equity and Inclusion Artina Sadler as well as with department heads. After these conversations, Chief Reese began to soliciting quotes for purchasing body cameras. He received quotes from three companies to purchase 52 body cameras and is recommending the company WatchGuard for this purchase. Chief of Information Technology Robert Rudolph recommends using a cloud-based service to store the data from the cameras.

Normally, staff would not bring a recommendation to the Board using only quotes and not going through the RFP process. However, timing on this issue is important as many larger agencies are working to acquire body cameras and the Metroparks would not be able to purchase this equipment in a timely manner.

Commissioner Parker asked why staff was selecting WatchGuard when one of the other companies was less expensive. Chief of Information Technology Robert Rudolph explained that the vendor (ComSource) does not cover storage or hardware, once those prices were factored into the quote, ComSource is comparable in pricing to WatchGuard. Chief Reese said staff will be able to retrieve data from the camera without activating it, which is also a safety net for officers.

Commissioner Marans asked if storage capacity was unlimited. Mr. Rudolph said yes.

Commissioner Marans asked Chief Reese if the information recorded would be used for any other purpose. Chief Reese said no and that the only time the information would be used was if there was an incident involving a police officer, if there is a complaint against an officer or if

the Metroparks receives a media request stemming from an incident/complaint. The data may also be used for training purposes.

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners (1) approve the use of body cameras for Metroparks Police Offices; and (2) approve the purchase of 52 body cameras by WatchGuard in the amount of \$137,534 as recommended by Director Amy McMillan and staff.

Motion carried unanimously.

**10. Closed Session (added to the agenda)**

Motion by Commissioner Williams, support by Commissioner Rea that the Board of Commissioners adjourn the regular meeting and enter into a closed session for the purpose of consulting with attorneys to consider the purchase or lease of property pursuant to Section 8 (d) of the Open Meetings Act.

**ROLL CALL VOTE**

Voting yes: Quadrozzi, Rea, Williams, Parker, Heise, Marans  
Voting no: None  
Absent: McCarthy

Motion carried unanimously.

The regular meeting adjourned at 2:37 p.m.

Commissioner Marans reconvened the regular meeting at 3:05 p.m.

**11. Commissioner Comments**

Commissioner Williams thanked staff for their continued hard work.

Commissioner Rea said he recently played golf at Stony Creek and thanked staff for their hard work and said the course looked great.

Commissioner Heise thanked staff for their hard work.

**12. Motion to Adjourn**

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

The meeting adjourned at 3:06 p.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary