

Agenda
Huron-Clinton Metropolitan Authority
Board of Commissioners
August 13, 2020 – 1:00 p.m.

<https://global.gotomeeting.com/join/115565389>

Phone: +1 (571) 317-3112 / **Access Code:** 115-565-389

1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – July 9, 2020 Regular Meeting and Closed Session Minutes
5. Approval – August 13, 2020 Full Agenda

Consent Agenda

6. Approval – August 13, 2020 Consent Agenda
 - a. Approval – July Financial Statements
 - b. Approval – July Appropriation Adjustments **pg. 1**
 - c. Report – July Planning and Development Update **pg. 4**
 - d. Report – Purchases over \$10,000 **pg. 20**

Regular Agenda

7. Reports

A. *Financial Department*

1. Report – July General Fund Financial Review **pg. 21**
2. Report – July Capital Project Fund **pg. 27**

B. *Administrative Department*

1. Report – Purchasing Policy Amendments **pg. 29**
2. Report – EDC Dome Refurbishing Project, Indian Springs **pg. 37**
3. Approval – Intergovernmental Maintenance Agreements with Macomb County **pg. 43**
4. Report – July Marketing Update **pg. 55**
5. Approval – Backup Internet Solution **pg. 61**

C. *Planning Department*

1. Report – Permit Scanning Analysis **pg. 62**
2. Approval – Maple Beach Playground Redevelopment Change Order, Kensington **pg. 67**
3. Report – Metroparks Park Access Improvement Plan **pg. 69**
4. Approval – Sheldon Trails Development/Construction Change Order, Stony Creek **pg. 91**
5. Approval/Resolution – West Boat Launch Redevelopment Grant Funding, Kensington **pg. 94**
6. Approval/Resolution – Rapids View Development Grant Funding, Hudson Mills **pg. 96**
7. Approval/Resolution – Off-Leash Dog Area Grant Funding, Stony Creek **pg. 98**

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Regular Agenda

7. Reports

D. *Engineering Department*

1. Bids – Accessible Dock Renovations, Lake St. Clair **pg. 100**
2. Bids – Historic Center Stabilization Repairs, Wolcott Mill **pg. 101**
3. Bids – Vault Latrine Replacement Site Work, Stony Creek **pg. 103**

8. Other Business

9. Staff Leadership Update

10. Commissioner Comments

11. Motion to Adjourn

Pension Committee and Retiree Health Care Trust meeting
Thursday, Aug. 13, 2020 – 2:30 p.m.
[Remote Access Meeting](#)

The next regular Metroparks Board meeting will take place
Thursday, Sept. 10, 2020 – 1:00 p.m.
Remote Access Meeting



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – July Appropriation Adjustments
Date: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the July 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 July, tax revenue budget was decreased by \$35,965 and grant and donation revenue was increased by \$9,500 to fund \$7,550 in identified projects. \$379,386 was transferred between general fund operation accounts and \$40,861 was transferred between general fund engineering wage accounts and capital project wage accounts. The net impact on Fund Balance is a net decrease of \$34,015.

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

Attachment: July Appropriation Adjustments

Huron-Clinton Metropolitan Authority
July 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	\$ 182,105	\$ 141,244	\$ 40,861
	Total	\$ 182,105	\$ 141,244	\$ 40,861
Capital	Administrative Engineering	\$ -	\$ 40,861	\$ (40,861)
	Total	\$ -	\$ 40,861	\$ (40,861)
Major Maintenance	Lake St. Clair	\$ 16,970	\$ 16,970	\$ -
	Stony Creek	-	8,600	(8,600)
	Lake Erie	-	10,000	(10,000)
	Total	\$ 16,970	\$ 35,570	\$ (18,600)
Operations	Administrative Office	\$ 45,210	\$ 35,142	\$ 10,068
	Lake St. Clair	14,053	2,300	11,753
	Kensington	20,148	-	20,148
	Lower Huron	15,111	23,264	(8,153)
	Hudson Mills	11,753	-	11,753
	Stony Creek	61,040	50,368	10,672
	Lake Erie	21,753	-	21,753
	Wolcott	12,506	22,506	(10,000)
	Indian Springs	21,792	-	21,792
	Huron Meadows	-	-	-
	Total	223,366	133,580	89,786
Revenue	Administrative Office	\$ -	\$ 71,186	\$ (71,186)
	Total	\$ -	\$ 71,186	\$ (71,186)
Total General Fund Transfers		\$ 422,441	\$ 422,441	\$ -
Capital Project Fund	Funding To/From General Fund	\$ 15,075	\$ 40,861	\$ (25,786)
	Lake St. Clair			-
	Kensington	6,891	-	6,891
	Lower Huron/Willow/Oakwoods	136,050	120,000	16,050
	Hudson Mills	10,136	12,506	(2,370)
	Stony Creek	13,827	-	13,827
	Lake Erie	125	-	125
	Indian Springs	-	8,737	(8,737)
	Total	\$ 182,104	\$ 182,104	\$ -

Huron-Clinton Metropolitan Authority
July 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>
		<u>Revenue Decrease</u>	<u>Revenue Increase</u>	<u>Net</u>
Tax Adjustment	Current	\$ -	\$ 6,937	\$ (6,937)
	Prior	42,902		42,902
	Total	\$ 42,902	\$ 6,937	\$ 35,965

		<u>Revenue Decrease</u>	<u>Revenue Increase</u>	<u>Net</u>
Donations/ Grants	Administrative	\$ 4,805	\$ 3,076	\$ 1,729
	Kensington	4,239	2,897	1,342
	Lower Huron/Willow/Oakwoods	-	513	(513)
	Stony Creek	448	1,056	(608)
	Indian Springs	8	8	-
	Total	\$ 9,500	\$ 7,550	\$ 1,950



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Report – Planning and Development Department Monthly Update
Date: August 6, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Planning and Development Department 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

August 2020






Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



[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	August 2020 Actions
DISTRICT-WIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly
	Tollbooth scanning reports	Report		Monthly	Staff time	Tollbooth scanning reports: Resumed in June, included in July board packet
	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	Transit access study with OHM completed; presentation to BOC at August meeting
	SEMTAT participation	Report		Ongoing	Staff time	Meeting attendance for Capacity Building & Planning/Mapping committees
	FAIR Play Coalition maintenance and development	Various		Ongoing	Volunteers	Focus group interviews for LSC North Marina and LER Marina
	Agency/org partnership maint. and development	Various	Various	Ongoing	Staff time	Meetings with Detroit Riverfront Conservancy, DIA. P&D and Interpretive Services had site tour of Detroit Riverfront Conservancy parks.
	CAPRA Programming Ch. 6	Various		Ongoing	Staff time	Documentation assembly
	CAPRA Planning Ch. 2 documentation	Report		Ongoing	Staff time	Documentation assembly
	Commemorative trees and benches	Various		Ongoing	Staff time	Administrative tasks

SYSTEM-WIDE



Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	Accessible picnic shelter layouts for parks	Plan		4 months	Staff time	Plans and website recommendations are complete. Implementation to follow.

HCMA Studies/Initiatives



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	Volunteer Management	Plan		Ongoing	Staff time	Phase one (golf, natural resources, work skills, eagle scouts/collaborative projects) are currently now able to be re-engaged
	Trail ambassador program	Report		4 months	Staff time	On pause due to COVID-19
	ADA Transition Plan	Plan		Ongoing	Staff time	ADA webpage and Programming Transition Plan under development.
	Visitor counts	Various		Ongoing	Staff time	Bike/ped counter installs complete, adjustments to be made, data collection in progress with weekly reports generated. Parking lot counts during weekdays started in July

Grants/Fundraising



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	REI Grant Rouge Park	Plan		Ongoing	Staff time	Bench, garbage can, peace pole; In process of being ordered and installed Fall 2020. Wayfinding signs: nature trail signs plan to be developed Fall 2020, installed late Fall 2020 (if possible, if not Spring 2021)
	2020/2021 Education Grants	Various		Ongoing	Grant Funding	Revising education grants from field trips to virtual programming with in-class materials; researching alternative funding sources
	MCWCF grant for ergonomic sit/stand desks	Plan	Various	Closing out	Grant Funding	Requested and received reimbursement for 8 sit/stand desks and accessories for staff across parks and AO

SYSTEM-WIDE

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	Sustainability Plan projects coordination	Various		Ongoing	Various	Committee meeting resulted in three action projects (Ozone Guidelines, EV Station, food donations). District Maintenance Managers assigned Sustainability Liaison roles to assist Sustainability Coordination
	Playground mulch bids	Small facilities		3 months	Staff time	Installation complete

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	Signature Events support/oversight	Various		On going	Staff time	All signature events postponed until 2021, notifications to partners/vendors
	DIA's Inside/Out program	Various		On going	Staff time	Installations complete at Indian Springs, Lake St. Clair, and Oakwoods
	Virtual races with Epic Races	Various	Mktg	On going	Staff time	Administrative tasks
	Movies in the Park	Plan	Operations / Police	On going	Staff time	Implementation and coordination

SOUTHERN DISTRICT







SOUTHERN DISTRICT

Grants/Fundraising


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	None at this time					

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
LOWER HURON	2018 LWCF - LH N. Fishing Site Grant Project	Large Facilities		Ongoing	Staff time	Design to process; plans submitted to EGLE for permits
LH-WIL-OAK	2019 Iron Belle Trail Signage Grant Project	Small Facilities		September 2020 deadline	Contractor	Grant reimbursements from DNR on hold due to COVID-19-related budget restrictions; signage and striping nearing completion
OAKWOODS	2019 LWCF - Oakwoods Accessible Nature Trail Grant Project	Large Facilities		Awaiting SHPO response (delayed due to COVID)	Staff time	SHPO and PDESf submittals completed and awaiting clearance letter.
LAKE ERIE	2019 LWCF - Lake Erie Accessible Boat/Kayak Launch Grant Project	Large Facilities		1 month	Staff time	SHPO response requested State file review (archaeological study by Commonwealth Associates consulting services to perform task)

SOUTHERN DISTRICT

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
LAKE ERIE	Lake Erie Marina Facility Concept Plan	Master Plan		July	Staff time	Project kickoff meetings were held and preliminary concept plans have been started. Focus group meeting and stakeholder interviews held.

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	None at this time					





WESTERN DISTRICT



Construction to begin shortly on the Maple Beach playground at Kensington Metropark

WESTERN DISTRICT



Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
DELHI	Border-to-Border trail design and construction	Large Facilities		Ongoing	Estimated Cost	Coordination with Washtenaw County Parks and Recreation/Roads; project bid. Construction start anticipated fall 2020
DELHI	Skip's Livery relocation	Large Facilities		Ongoing	Consultant fee	Design and permitting in progress; approvals to be sought beginning in August
KEN	Kensington CMS pipeline coordination	Large Facilities		Ongoing	Staff time	Regular calls with CMS on project progress
KEN	Public art initiative for Maple Beach	Large Facilities		Ongoing	Staff time	Solicitation package development on pause. Public art guidelines in development.

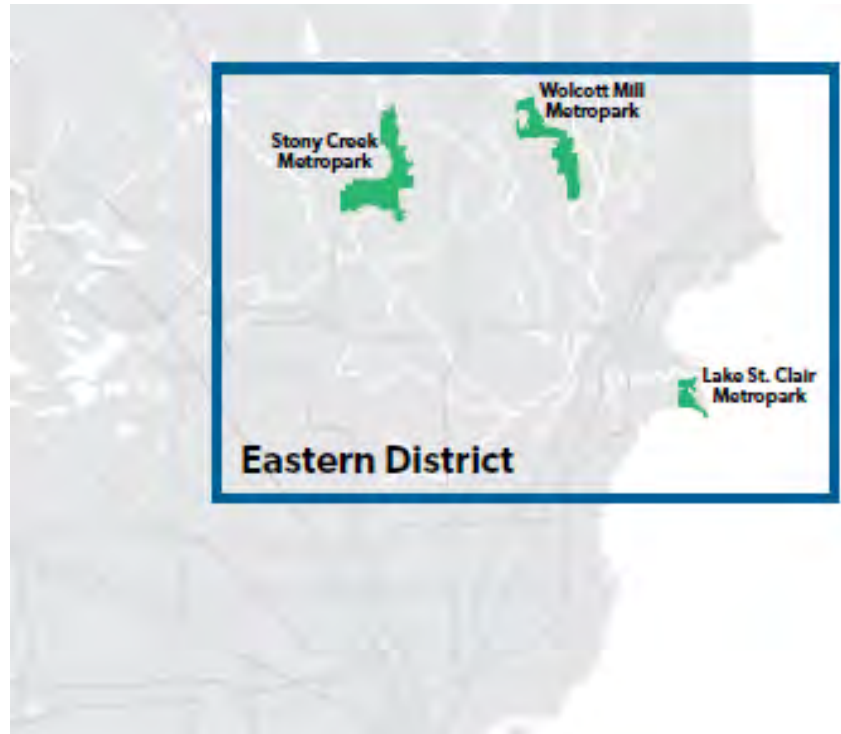
Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
	None at this time.					

Project Implementation/Oversight





	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
KEN	Maple Beach Playground	Large Facilities		6 months	Staff time	Project awarded to Michigan Recreational Construction. Construction to begin shortly.
DHU	2019 Iron Belle Trail B2B Connector Grant Project	Small Facilities		September 2020 deadline	Contractor	Grant reimbursements from DNR on hold due to COVID-19-related budget restrictions; construction moving forward

EASTERN DISTRICT



EASTERN DISTRICT



Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
SCr	Recycle Bin Purchasing	Small Facilities		Ongoing	Staff Time	Recycle bins delivered for SCr and WMi. Placement in outdoor public areas on pause due to COVID-19.
WMi	North Branch Greenway Plan	Large Facilities		June 2020 completion	Staff Time	Participation on plan steering committee with Macomb County PED & DPW, CRWC, Six Rivers Land Conservancy; project finalization
WMi	Schmidt Property Acquisition	Land Acquisition		Summer 2020	Offer in negotiations	Initial offer accepted, beginning Phase 1 ESA and appraisal
LSC	Nona (S. River Road) Potential Property Acquisition	Land Acquisition		Summer/Fall 2020	Consultant fees	Appraisal complete, acquisition strategy in progress

Grants/Fundraising


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
WMi	None at this time					

Project Implementation/Oversight


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
LSC	LSC Nature Center-DNR Grant Admin	Large Facilities		Ongoing	Staff time	Interpretive Services overseeing implementation
SCr	Shelden Trails Redevelopment	Large Facilities		Ongoing	Staff time	Pre-con meeting held, construction began on Loop B, contractor returning in August with completion of Phase 1 by fall
	Shelden Trails Signage Plan	Small Facilities	Mkting	3 months	Staff time	Coordination with stakeholders and staff; in development

EASTERN DISTRICT

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
LSC	Swimming pilot at Lake St. Clair	Large Facilities		Ongoing	Visitor counts	On hold until further guidance is received for COVID-19

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	August 2020 Actions
LSC	Lake St. Clair North Marina Facility Concept Plan	Master Plan		July	Staff time	Staff toured the St. Clair Harbor Marina Facility on June 17 th . Project kickoff meetings were held and preliminary concept plans have been started. Stakeholder focus group virtual meeting took place along with staff interviews.

WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	Get Out and Learn (GOAL)- Various foundations	Staff time
	Trail Counts/Parking Lot Counts (ongoing)	Staff time
EASTERN DISTRICT	Shelden Trails Redevelopment Project construction (summer/fall 2020)	Capital Project
	Recreational programming drive-in movie at Stony Creek	Staff time
WESTERN DISTRICT	Maple Beach Playground Redevelopment construction	Capital Project
	Inspiring STEM Success- Hanover Foundation	
	Recreational programming drive-in movie at Kensington	Staff time
SOUTHERN DISTRICT	Recreational programming drive-in movies at Willow	Staff time
	Technology Enhanced Nature Study (TENS)- 3M Foundation	





To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update – Purchases over \$10,000
Date: August 6, 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. Kennedy Industries	Pool Pump Replacement Lake St. Clair Metropark	\$16,970.00



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – July General Fund Financial Statement Review
Date: August 6, 2020

Action Requested: Motion to Receive and File

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.

Introduction: With another month of operating during this pandemic under our belts, we are increasingly developing some range of understanding the impact on operating revenue and expense. This month I will continue the format developed in April to review the financials including a more bulleted, graphical approach followed by a narrative recap and a brief balance sheet review.

Revenue: As noted previously, COVID-19 continues to primarily impact park operating revenue, for now. As economic impact from the virus fallout in the broader economy, it is not out of the question that downward pressure on property values may eventually occur. The benefit of our tax revenue base process is that this would not impact the Metroparks tax revenue until 2022 at the earliest. Staff expects 2021 property tax revenue to grow by more than \$1 million. For this reason, our analysis and review continue to primarily focus on operating revenue and administrative and park operating expenditures.

The following factors were used in developing the chart data:

- Annual Revenue and Expense budgets were converted to monthly targets.
 - 2019 actual revenue was summarized by activities such as tolling, golf, aquatics, etc. the actual monthly amounts by activity were divided into the whole to develop a monthly percentage.
 - These percentages were applied to the 2020 budgeted revenue and expense figures which were also summarized by activity to create the monthly targets.
- July revenue of \$3.6 million exceeded the monthly estimate of \$3.0 million but not the monthly budget target of \$4.2 million.
- July monthly park operating revenue results in a negative variance of \$526,000. (\$615,000 less than anticipated)
- COVID-19 – restrictions and social distancing initially eliminated most park operating revenue with the notable exception of tolling. Currently, as of the end of July most revenue generating facilities are open with the exception of Lower Huron's Turtle Cove and Lake Erie's Great Wave. Nature Center buildings and park offices also remain closed to the public.

- Parks have remained open and initially tolling took place four of seven days weekly allowing our main operating revenue stream to continue and providing our public with a safe place to get outside. Returning to seven day-a-week tolling occurred in mid-May. Park attendance has been closely monitored and periodic temporary closures for some facilities and even entire parks has been implemented to keep parks at the goal of less than 60% capacity.
- Golf course openings were delayed and limited to walking only initially, carts were added in mid-May but limited to single use. June saw a return to two persons per cart and opening of clubhouses (with social distancing) and the implementation of a hybrid use of on-line reservations and reservations taken at the club house. Increased spacing of reservations continues to provide additional social distancing.
- Three spray facilities and two pool facilities are currently opened and projected to stay open with the current limit to attendance. Due to a number of factors it is less likely that the wave pool at Lake Erie and the water park at Lower Huron will be able to open this summer and no revenue has been projected.
- Interpretive facilities and programing is being restructured to accommodate safe practices and reduced group size in accordance with anticipated standards. No program revenue is anticipated at this time.
- Current executive orders are anticipated to stay in place through the end of September in the projected numbers.

Operating Revenue Budget Target by Month								
	January - March	April	May	June	July	August	September	Total January - September
Park Operating Revenue								
Tolling revenue	1,328,000	991,000	1,283,000	1,896,000	1,723,000	1,202,000	559,000	8,982,000
Non-tolling park revenue	633,000	652,000	1,065,000	1,926,000	2,441,000	2,102,000	969,000	9,788,000
Total Park Operating Revenue	1,961,000	1,643,000	2,348,000	3,822,000	4,164,000	3,304,000	1,528,000	18,770,000
Operating Revenue Actual/ Estimate by Month								
	January - March Actual	April Actual	May Actual	June Actual	July Actual	August Estimate	September Estimate	Total January - September
Park Operating Revenue								
Tolling revenue	1,586,622	837,317	1,969,379	2,392,453	1,678,054	1,100,000	400,000	9,963,825
Golf		1,000	609,735	1,197,030	1,342,795	1,100,000	735,000	4,985,560
Aquatic			-	-	117,476	70,486	-	187,961
Dockage/Boat Storage	89,234	14,943	48,707	66,072	68,964	35,000	25,000	347,920
Rentals/Refunds	257,898	(19,975)	(21,317)	69,105	1,840	25,000	25,000	337,551
Interpretive	64,979			10,659	17,111	10,000	10,000	112,749
Boat Rental					220,633	140,000	40,000	
Other park revenue**	289,685	18,628	346,678	343,270	190,672	40,000	20,000	1,248,933
Total Park Operating Revenue	2,288,418	851,913	2,953,182	4,078,589	3,637,545	2,520,486	1,255,000	17,585,133
Variance	327,418	(791,087)	605,182	256,589	(526,455)	(783,514)	(273,000)	(1,184,867)
* Rentals/Refunds includes Family and Group Camping, Activity Center Rental, Mobile Stage and Shelter Reservations								
**Other includes Beach, Excursion Boat, Cross Country Skiing, Disc/Adventure Golf, Trackless Train, and Administrative								

- Q1 Revenue exceeded target by \$327,000
- Q2 Revenue exceeded target by \$71,000
 - April Revenue fell short of target by \$791,000

- May revenue exceeded monthly target by \$605,000.
- June revenue exceeded monthly target by \$257,000
- July revenue exceeded monthly target by \$615,000
- Year to date revenue deficit – \$128,000
- Currently, there is an estimated operating revenue deficit of \$1.0 million by September month end. Down from April's estimated deficit of \$4.7 million. Current trends project expenditure reductions to more than offset this deficit.
- July operating revenue was strong in most categories – exceptions being aquatics, facility/shelter rental and interpretive.
- 2020 revenue increases are being driven both by an increase in annual permit sales prices (up \$5 per permit) as well as increased volume. The volume is accounting for approximately two-thirds of the revenue increase.
- Annual permit sales are down for July and flat on a year-to-date basis. Reversing the trend noted earlier of increased annual permits sales. This may have represented a shift in timing as opposed to increased annual sales.
- Daily permit sales were also down for July but remain up 16.7% on a year to date basis. It should be noted that this is down from the 35.5% increase in volume at the end of June.
- July vehicle entries shows a 15% positive variance from the three-year average which would seem to indicate that patrons are making good use of their annual permits.
- 11,257 daily permits have been turned in toward the purchase of an annual permit so far this year. This trade-up program, which was implemented in conjunction with the 2020 annual permit fee increase, was initially scheduled to end July 31st. The program has now been extended.
- Total refunds year to date are over \$200,000. Rental of shelters for the month of July of \$34,000 offset the refunds from activity center rentals of \$32,000.
- Year-to-date golf revenue surpassed the 2019 year-to-date by \$38,000 in July.

Expenditures: Park and administrative expenses of \$3.9 million are below both the target/estimate of \$4.7 million. As revenue is negatively impacted by the loss of key aquatic facilities and other interpretive and facility/shelter rental revenue, expenditure reductions related to organic savings resulting from closed or limited facilities are more than offsetting those losses.

- Delays opening facilities, hiring freeze/delays, and other staff initiatives have resulted in significant expenditure reductions which year-to-date total \$4.7 million.
- For the month of July savings occurred in the following activities:
 - Aquatics – down \$257,000
 - Special events – down \$146,000
 - Interpretive – down \$52,000
 - Marketing – down \$61,000
 - Engineering – down \$71,000

- Offsetting the savings were the following increased activities:
 - Tolling – up \$18,000
 - Golf – up \$56,000
- Temporary layoffs of 13 full-time and 52 part-time staff have taken place for varying lengths of time between May 9 and June 8. Savings from these costs are reflected in May and June expense totals. Offsetting this 2020 expense reduction will be an increase in 2021 unemployment costs.
- YTD Park operations expense totals are 8.3% below the prior year July 31 totals
- YTD Administrative office expense totals are 6.7% below the prior year July 31 totals
- Future savings are anticipated in the areas of aquatics, special events and interpretive.

Administrative and Park Operating Expense Budget Target by Month								
	January - March	April	May	June	July	August	September	Total January - September
Expenditures								
Administrative	2,116,000	1,006,000	1,008,000	766,000	897,000	758,000	752,000	7,303,000
Park Operating	6,043,000	2,733,000	3,695,000	3,633,000	3,814,000	3,621,000	3,309,000	26,848,000
Major Maintenance								
Total Park Operating Expense	8,159,000	3,739,000	4,703,000	4,399,000	4,711,000	4,379,000	4,061,000	34,151,000
Administrative and Park Operating Expense Actual/ Estimate by Month								
	January - March Actual	April Actual	May Actual	June Actual	July Actual	August Estimate	September Estimate	Total January - September
Expense								
Administrative	1,917,602	666,663	926,976	647,699	661,471	758,000	752,000	6,330,411
Lay off / Workshare								-
Other planned savings								
Park Operating	5,535,918	2,098,249	3,626,965	2,794,073	3,228,973	3,296,000	3,109,000	23,689,178
Lay off / Workshare								-
Other planned savings								
Major Maintenance Project Reduction			(1,130,000)					
Total Expense	7,453,520	2,764,912	3,423,941	3,441,772	3,890,443	4,054,000	3,861,000	28,889,588
Variance	(705,480)	(974,088)	(1,279,059)	(957,228)	(820,557)	(325,000)	(200,000)	(5,261,412)

- Q1 expenditure results were \$705,000 below target.
- Q2 expenditure results are \$3.2 below target.
 - April – below target \$974,000
 - May – below target \$1,279,000 (\$1.13 of this was a reduction in major maintenance projects)
 - June – below target \$957,000
- July expenditure results are below target by \$821,000
- August estimated below target by
- September estimated below target by
- Year-to-date expenditures are \$4.7 million below year-to-date budget target. More than offsetting the current operating revenue shortfall of \$128,000.
- Additional expenditures related to implementation of COVID-19 additional leave totals \$643,000 year-to-date.

Combined Revenue and Expense Variances

	January - March Actual	April Actual	May Actual	June Actual	July Estimate	August Estimate	September Estimate	Total January - September
Combined Revenue and Expense								
Monthly Variance - Revenue and Expense	1,032,898	183,001	1,884,241	1,213,817	294,102	(458,514)	(73,000)	4,076,544
Cumulative Variance - Revenue and Expense	1,032,898	1,215,899	3,100,140	4,313,957	4,608,059	4,149,544	4,076,544	

Combining the estimated variance to budget for revenue and expense results in a potential for a positive variance as of September month end of \$4.1 million. This includes \$1.13 million related to reductions in major maintenance projects.

Summary: With each month, the intentional and organic savings partially offset by some revenue losses associated with the impact of the pandemic have resulted in a net positive variance. The Metroparks continue to be in a much stronger position financially than we were at the end of April.

2020 year-to-date tolling revenue exceeds 2019 year-to-date as well as the budget target and the monthly estimates. Golf has also helped significantly and has stayed surprisingly strong even during less than ideal weather conditions. Limitations on operating aquatic facilities have resulted in \$1.2 less revenue year-to-date. Partially offsetting this is savings of \$579,000 in reduced aquatic expenses.

Projections for August and September park operating revenue reflect golf essentially hitting target. Aquatics is projected at the reduced capacity as well as reduced facilities, as Lake Erie's Great Wave and Lower Huron's Turtle Cove will be unable to open in 2020. Interpretive farm facilities have reopened while other interpretive buildings remain closed. Reduced revenue has been included for interpretive programming at this time. Boat rental revenue has been projected for August and September at or above budget. These projections combine with actual results through July would produce a \$1.1 million-dollar negative variance.

Operating expenses have been reduced by the delay opening of facilities. In addition, staff continues to identify additional opportunities for savings. Offsetting this, somewhat will be increased costs related to COVID-19 operating procedures at some facilities.

Balance Sheet: The June balance sheet reflects cash assets on hand of \$2.6 million. Investments, consisting primarily of CD's, U.S. Treasury/Agency funds and municipal pooled funds totals \$49.8 million. The average rate of return on investments continues to decline and is near 1.1 percent and will likely keep trending lower. The Net Taxes Receivable is \$3.4 million, this is \$3.1 million higher than the 2019 receivable at this point in the year. This is the result of a slow-down in receipts from Wayne County. Receipts continue to come through but are lagging. Staff continues to monitor the position, and we have been assured that the payment has been approved and is in process.

The category Other Assets has increased by \$809,000. 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 July, the amount due to the General Fund from the Capital Project Fund is \$1.0 million. Liabilities and Fund Equity Categories reflect the balances approved at year end of 2019.

Recap of Process: Several factors are important to consider in looking at this data. We are in unprecedented territory on many fronts. One of these is the methodology used to develop the monthly budget targets.

- I used 2019 actual monthly expense and revenue summarized by activity level. These numbers were then used to develop percentages earned/spent by activity/by month. These percentages were then applied to the annual budget for revenue and expense also summarized by activity level.
- These amounts were summarized across all parks and there was no further breakdown by category or account in hopes that this might smooth out minor timing shifts between months as well as variances between accounts.
- I only used one year so there is potential that a significant and infrequent expense or revenue has skewed the percentage allocations.
- I only looked at park revenue, park operations and administrative office operations. The other general fund revenues and expenditures are either not impacted by COVID-19 now (tax revenue) or are larger expenditures/lower volume transactions (capital equipment and major maintenance projects) which would produce greater swings and less validity to the percentage allocations.
- Although, capital equipment and major maintenance expenditures, which have not been committed to are being reviewed prior to proceeding, neither of these directly impact monthly operations. In addition, more than \$1 million major maintenance deferrals have been identified as noted above. Most of capital equipment purchases were committed to prior to the beginning of our recognition of the pandemic.



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

- July capital project expenditures totaled \$855,000
- Backup Internet Fiber Project initial payment of \$150,000 was made to initiate this important infrastructure needed to support RecTrac and other technology.
- Work on and payments for three Hike-Bike trail projects totaling over \$1 million are substantially completed. (Kensington, Lower Huron and Willow Metroparks)
- Kensington Maple Beach and Stony Creek Baypoint Beach Site Improvement projects had additional expenditures this month totaling over \$300,000.

Attachment: July 2020 Capital Project Fund Update

Capital Project Fund
Period Ending July 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	35,294.41	49,489.34	0.00	21,023.40	
50217.683	Pump Station No. 1 Replacement-SAW Grant	80-5-102-990-88	Lake St Clair	Other Improvements	431,887.02	(19,759.03)	353,716.12	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	30,815.05	9,184.95	
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	954,489.95	340,116.65	451,511.20	502,605.65	373.10	
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	526,441.61	1,441.61	1,441.61	453,536.50	71,463.50	
50420.1119	Hike-Bike Trail Reconstruction	80-5-104-990-89	Kensington	Infrastructure	443,597.60	290,305.11	290,305.11	153,608.40	(315.91)	
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	91,179.90	3,782.32	8,126.90	39,428.00	43,625.00	
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	80,554.84	8,044.34	8,044.34	2,712.00	69,798.50	
50619.491	North Fishing Site Redevelopment	80-5-106-990-88	Lower Huron	Other Improvements	309,443.14	9,859.40	21,153.14	0.00	288,290.00	
50620.492	Bemis Road Entrance Fiber Connectivity	80-5-106-990-89	Lower Huron	Infrastructure	0.00	0.00	0.00	0.00	-	
50620.493	Backup Internet Fiber Installation	80-5-106-990-89	Lower Huron	Infrastructure	185,361.89	150,000.00	150,000.00	33,702.39	1,659.50	
50620.494	Hike-Bike Trail Reconstruction	80-5-106-990-89	Lower Huron	Infrastructure	327,812.44	217,561.99	217,561.99	110,764.90	(514.45)	
50820.216	Hike-Bike Trail Reconstruction	80-5-108-990-89	Hudson Mills	Infrastructure	276,867.28	11,820.20	11,820.20	265,112.50	(65.42)	
50820.217	Backup Internet Fiber Installation	80-5-108-990-89	Hudson Mills	Infrastructure	27,493.60	0.00	0.00	0.00	27,493.60	
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	12,346.00	67,654.00	
50917.542	Baypoint Beach Site Improvements	80-5-109-538-88	Stony Creek	Other Improvements	1,211,851.40	330,448.29	432,350.12	779,951.28	(450.00)	
50918.548	Shelden Trails Redevelopment	80-5-109-990-89	Stony Creek	Infrastructure	272,680.66	733.83	49,688.41	223,481.00	(488.75)	
50920.553	Boat Launch Parking Lot Reconstruction	80-5-109-540-88	Stony Creek	Other Improvements	1,259,729.09	54,574.91	66,408.59	1,083,345.35	109,975.15	
50920.554	Boat Launch Building Redevelopment	80-5-109-540-84	Stony Creek	Building	1,573,602.68	35,093.58	39,230.18	49,096.50	1,485,276.00	
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	70,406.95	9,593.05	
50920.557	Shore Fishing Replace Vault Latrine	80-5-109-990-84	Stony Creek	Building	62,816.52	2,816.52	2,816.52	0.00	60,000.00	
50920.558	26 Mile Rd. Connector - Bike Path	80-5-109-990-89	Stony Creek	Infrastructure	66.27	66.27	66.27	0.00	-	
51017.311	Park Office Replacement	80-5-106-990-84	Willow	Building	2,160,092.18	47,679.33	138,599.43	0.00	2,021,492.75	
51017.313	Service Yard Stormwater Improvements-SAW Grant	80-5-106-990-89	Willow	Infrastructure	124,964.73	5,671.82	92,038.44	0.00	32,926.29	Complete
51019.314	Golf Course Culvert Replacement	80-5-106-650-89	Willow	Infrastructure	304,253.79	73,458.84	80,203.79	0.00	224,050.00	
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	200,331.35	331.35	331.35	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	375,876.02	533,393.02	90,372.23	(19,865.25)	
51119.111	Flat Rock Dam Boom Installation	80-5-106-990-88	Oakwoods	Other Improvements	30,830.83	14,849.90	18,036.83	0.00	12,794.00	
51120.113	Backup Internet Fiber Installation	80-5-106-990-89	Oakwoods	Infrastructure	0.00	0.00	0.00	0.00	-	
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	1,614,975.35	44,609.32	78,954.26	110,741.91	1,425,279.18	
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	101,538.20	1,538.20	18,810.20	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	1,000,957.51	957.51	957.51	0.00	1,000,000.00	
51520.159	Backup Internet Fiber Installation	80-5-115-990-89	Indian Springs	Infrastructure	27,757.78	0.00	0.00	0.00	27,757.78	
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)	
					\$ 14,973,621.91	\$ 2,034,605.71	\$ 3,145,952.75	\$ 4,062,782.51	\$ 7,765,111.65	



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Report – Purchasing Policy Amendments
Date: August 6, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Purchasing Policy Amendments as recommended by Director McMillan and staff.

Background: Administration has worked with Michelle Crockett from Miller Canfield to develop an amendment to Purchasing Policy that will allow for consideration of local vendors in the bidding and contract award process.

Ms. Crockett will present the draft policy for the purpose of information and discussion by the Board of Commissioners. The policy, including any required amendments and/or changes, will come back to the Board at the September meeting for action.

DEI PLAN VERIFICATION

7-B-1-a

NOTICE TO VENDORS

- ❖ Vendors seeking to qualify for a 2% bid discount via demonstration of their commitment to employ and sustain a diverse workforce must return this Verification Form, fully executed on an annual basis.
- ❖ A copy of your DEI Plan/Program must also be attached to this Form.

I, _____ hereby certify to the best of my knowledge, information and belief the following:

- ❖ I am the _____ of the business known as _____.
- ❖ The business has adopted a DEI Program/Plan within (no less than) six (6) months prior to the date of this Verification.

I further acknowledge that any person, firm, corporation, or entity intentionally submitting false information to Huron-Clinton Metroparks in an attempt to qualify for the DEI Bid Discount will be barred from bidding on Metroparks contracts for a period of not less than three (3) years.

SIGNED: _____

DATE: _____

PRINTED NAME: _____

TITLE: _____

EMAIL ADDRESS: _____

PHONE: _____

APPENDIX B

HURON-CLINTON METROPOLITAN AUTHORITY BOARD OF COMMISSION	Effective Date	August __, 2020
LOCAL PREFERENCE POLICY	Prepared By:	

- A. Purpose: The intent of this policy is to encourage the procurement of goods and services from local vendors in further promotion of the Metroparks' Core Values which include our commitment to: excellence in public service, stewardship, and programming; sustainability in balancing the environmental, social and economic impacts of the Metroparks; responsibility in planning, development and maintenance; and connectivity to the places and people we serve. In addition, the Board of Commissioners seeks to promote economic growth and regional job development while simultaneously assisting with the increased participation of underrepresented communities across the Metroparks' region.
- B. Local Vendor Preference Definitions: A "Metroparks-based business" is defined as one that meets all of the following criteria:
1. physically headquartered within the Metroparks' service region encompassing Livingston, Macomb, Oakland, Washtenaw and Wayne counties, or has been conducting business at a location with a permanent street address in the service region on an ongoing basis for 12 consecutive months prior to submission of its bid or response to a Request for Proposal (RFP);and
 2. has been providing goods and services for at least one year (12 consecutive months) in the specific business area for which the Metroparks has solicited a bid or RFQ.
- C. Exceptions: The following exceptions to this Policy are as follows:
- 1, **Emergency Purchases.** Whenever there is an imminent threat to the public health, safety or welfare of the Metroparks or its citizens, or where in the judgment of the Director or Deputy Director a situation is deemed an emergency. These purchases must still be made in accordance with the thresholds outlined in the Metroparks' Purchasing Policy.
 2. **Sole Source Procurement.** Sole source purchases are defined as those in which "only one vendor possesses the unique and singularly available capability to meet the requirements set. Such as technical qualifications, ability to deliver at a particular time, services from a public utility or in a situation where a particular supplier or person is identified as the only qualified source available.
 3. **Federally Funded Purchases.** Any federally funded programs or projects that prohibit awards based on Local Preference criteria are exempt under this Policy.

- D. Preferences for Metroparks-based businesses on purchases \$2,500 and below \$25,000:
In addition to all other applicable requirements outlined in the Metroparks' Purchasing Policy, when purchasing supplies, services and construction items having an estimated cost of at least \$2500 and below \$25,000, at least one quote will be solicited from Metroparks-based businesses. The procurement department must obtain said quote, unless it can be shown that the department was unable to identify a Metroparks-based business. All efforts to identify and subsequently solicit a quote from a Metroparks-based business shall be documented by the procurement department.
- E. Preferences for Metroparks-based businesses on purchases \$25,000 and over: In accordance with the Purchasing Policy, purchases or contracts estimated to incur costs of \$25,000 or more shall require formal competition as deemed appropriate, including but not limited to, competitive sealed bids, requests for proposals, quality-based selection, negotiated purchases, etc. Contracts are subsequently awarded to the person or entity determined to be best qualified based on the evaluation factors set forth and negotiation of fair and reasonable compensation. In addition to the foregoing, the following shall also be considered in the awarding of the contract:
1. The person or business submitting the lowest bid shall be deemed the lowest bidder. To the extent the lowest bidder is not a Metroparks-based business the procurement department shall identify a Metroparks-based business that has properly submitted a bid which falls within 5%, but not more than \$5,000 of the lowest bid. The identified Metroparks-based business will be asked to agree to reduce its bid to match the bid of the lowest bidder without altering bid specifications, contract requirements, or scope of work. Provided the Metroparks-based business agrees to such terms, they will be deemed the lowest bidder for purposes of awarding the contract.
 2. In the event a Metroparks-based business submits a bid within 5%, but not more than \$5000 of the lowest bid, but does not agree to reduce its bid, then the contract shall be awarded to the person or business that has submitted the lowest bid.
 3. No contract awarded to a Metroparks-based business pursuant to this Policy shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor(s) who do not meet the definition of a Metroparks-based business.

4. A Metroparks-based business shall be required to sign and submit verification of its designation as a local vendor, as defined by this Policy, before any contract shall be awarded. The Metroparks-based business may submit such verification in conjunction with its bid response, or at point within the preceding 12-month period. The procurement department may also accept eligibility verification from a person or business seeking to qualify as a Metroparks-based business at any time. Any person, firm, corporation or entity intentionally submitting false information to the procurement department in an attempt to qualify as a Metroparks-based business shall be barred from binding on Metroparks' contract for a period of not less than ____ years/months.
- F. Scope: This Policy does not waive or restrict the right of the Metroparks to reject bids or proposals that do not comply with any and all applicable procurement requirements. In addition, the Board of Commissioners is in no waiving or restricting their ability to award a contract that they determine, within their sole discretion, will be in the best interest of the Metroparks. In addition, all other Metroparks' procurement policies and procedures remain in full effect.

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LOCAL VENDOR VERIFICATION

NOTICE TO VENDORS

- ❖ Vendors seeking to qualify as Metroparks-based businesses must return this Verification Form, fully executed on an annual basis.
- ❖ No contract awarded pursuant to the Metroparks' Local Preference Policy, or in reliance upon this Verification, shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by subcontractor(s) who do not meet the definition of "Metroparks-based business" as defined under the Local Preference Policy.

I, _____ hereby certify to the best of my knowledge, information and belief the following:

- ❖ I am the _____ of the business known as _____.
- ❖ The business has been in existence and either physically headquartered or located at: _____, _____, Michigan,

Street Address *City*

 In the County of _____ for not less than one (1) year immediately prior to the date of this Verification.
- ❖ The business has been in existence and provided or produced the following goods and/or services: _____ for not less than one (1) year immediately prior to the date of this Verification

I further acknowledge that any person, firm, corporation, or entity intentionally submitting false information to Huron-Clinton Metroparks in an attempt to qualify as a Metroparks-based business under its Local Preference Policy will be barred from bidding on Metroparks contracts for a period of not less than three (3) years.

SIGNED: _____

DATE: _____

PRINTED NAME: _____

TITLE: _____

EMAIL ADDRESS: _____

PHONE: _____



HURON-CLINTON METROPOLITAN AUTHORITY ADMINISTRATIVE / EXECUTIVE ORDER

Effective Date: 1/9/2020

Supersedes Policy Dated: 5/9/2013

PURCHASING POLICY

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15. Definitions	30

8. Bid Discounts

Financial incentives or “bid discounts” will be awarded as an incentive to businesses that are voluntarily involved in specific activities that align and compliment the Metroparks Mission, Core Values and DEI Plan.

- a. An original bid will be discounted by up to 4 percent for purposes of evaluating and ultimately determining the lowest, responsive and responsible bidder.
- b. Bid discounts will apply to all bids equating to \$2500 or more that are solicited by, and subsequently submitted to, the Metroparks’ Purchasing Department for review, consideration and evaluation. Bid discounts may be used in any combination not to exceed 4 percent or \$25,000, whichever is lower.
- c. The following outlines the eligible activities that qualify for bid discounts as well as the requisite forms and documentation that must be submitted to the Purchasing Department:

Bid Discount	Required Documentation
DEI Program/Plan	Copy of DEI Plan; Verification of Plan adoption at least six months prior to submission of bid
Living Wage Payment	Evidence of living wage payment to employees of no less than \$15.00 per hour e.g., Income Taxes; Payroll documentation

- d. DEI Program/Plan – The Metroparks will give a 2 percent bid discount to businesses demonstrating their commitment to employ and sustain a diverse workforce via the adoption of a DEI Program or Plan at least six months prior to submission of a bid.
- f. Living Wage Payment – A 2 percent bid discount will be given to businesses who can clearly show that they pay their labor force a living wage of no less than \$15.00 per hour.



To: Board of Commissioners
From: Tyler Mitchell, Chief of Natural Resources and Regulatory Compliance
Subject: Report – EDC Pond Dome Refurbishing Project, Indian Springs
Date: August 6, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the EDC Dome Refurbishing report as recommended by Chief of Natural Resources and Regulatory Compliance Tyler Mitchell and staff.

Fiscal Impact: None

Background: This report serves as an update to the board on the project to refurbish and repair the dome at the EDC Pond at Indian Springs Metropark. This project is scheduled to begin the week of Aug. 24, 2020. The pond will be drained to allow seals to be replaced and resurfacing the dome. This project will require the relocation of fish and herptile species within the pond, to appropriate areas within the park.

This report will detail the steps that Natural Resources staff, in conjunction with other departments, will be following to ensure that best management practices are being observed in the relocation of these animals. Additionally, it will provide information on plans to incorporate volunteers in the project, and communicate to the public the progress of the project throughout its duration.

Attachment: EDC Dome Project

ENVIRONMENTAL DISCOVERY CENTER DOME REFURBISHING PROJECT

Tyler Mitchell

Chief of Natural Resources and Regulatory Compliance

8/6/2020



MAJOR PROJECT ELEMENTS

- Draining of Pond
- Relocation of Wildlife
- Refurbishing of Dome
- Refilling and Restocking
- Communication and Volunteer Engagement



PROJECT MAP

- Project construction area
 - Will be surrounded by barrier
 - Prevents wildlife from entering work area.
- Pond will be drained
 - Drain built in to the pond
 - Additional draining will be accomplished through the use of a pump
- Fish and herptile relocation
 - Fish will be netted and moved
 - Fish and herptiles will be relocated to the Fen pond or other areas within the park as appropriate
- Dome Refurbishing
 - Polishing and resealing
 - Work is expected to take 3 months
- Pond will be refilled
 - Herptile barrier will be removed
 - Post construction assessment, restocking to occur in 2021.



MANAGING WILDLIFE

- Fish will be netted and relocated.
- Volunteers will be engaged according to current EO requirements.
- Herptile safe construction barriers will be used throughout the project site.
- Any herp species found on the project site will be relocated within the park.
- Monitoring will be conducted in all phases of construction.



THANK YOU!

Tyler.Mitchell@Metroparks.com

810-494-6019





To: Board of Commissioners
From: Dave Kirbach, Deputy Director
Subject: Approval – Intergovernmental Maintenance Agreements with Macomb County
Date: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve renewing the Maintenance Agreements for a five-year period with the Macomb County Department of Roads for mowing along 26 Mile Road (Stony Creek) and Metropolitan Parkway at Lake St. Clair Metropark as recommended by Deputy Director Dave Kirbach and staff.

Scope of Work: The Metroparks will mow the parkways and trails as described in the recommended submitted contracts.

Background: The Metroparks has partnered with the Macomb County Road Department of Roads, to provide parkways and trails mowing and weed whipping maintenance contiguous and outside of Lake St. Clair and Stony Creek for more than 20 years. The terms of the contracts are for an additional five-year period.

**Attachments: 26 Mile Maintenance Agreement with the MCDR
Metropolitan Parkway Maintenance Agreement with the MCDR**

MUNICIPAL MAINTENANCE AGREEMENT – 26 MILE ROAD

THIS AGREEMENT, made and entered into this _____ day of _____, 2020 by and between the **Macomb County Department of Roads** ("Department of Roads") whose address is 117 S. Groesbeck Hwy, Mount Clemens, MI 48043 and the **Huron-Clinton Metropolitan Authority** ("Authority") whose address is 13000 High Ridge Drive, Brighton, Michigan 48114. In this Agreement, either the Department of Roads and/or Authority may also be referred to individually as a "Party" or jointly as "Parties."

RECITALS:

WHEREAS, it is deemed both necessary and practical by both parties that 26 Mile Road median from Stony Creek Metropark to M-53 (not including M-53 roundabouts) under the jurisdiction of the Department of Roads be provided grass and weed control maintenance, and by through maintenance staff of the Authority; and,

WHEREAS, it is declared that the services to be performed under this Agreement is a governmental function and it is the intent of the Parties that the Authority shall perform the services under this Agreement in a manner and with such frequency as to maintain the roadways in a condition reasonably safe and convenient for public travel and/or to prevent a condition from becoming a nuisance; and,

WHEREAS, the manner in which the work is to be performed will be within the discretion and control of the Authority as to what services it feels is necessary and proper weed and grass control of median along 26 Mile Road; and,

WHEREAS, the Department of Roads has requested the Authority to assist the Department of Roads by providing grass and weed control maintenance services of the median along 26 Mile Road, and the Authority is adequately staffed and equipped to provide such services, and is willing to do so upon certain conditions.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Services.** During the term of this Agreement, the Authority agrees to provide the following grass and weed control maintenance services ("Services") consisting of approximately 13 acres (the median) along 26 Mile Road from Stony Creek Metropark to M-53 (not including M-53 roundabouts).

The Services do not include, and the Authority does not undertake, maintenance or repair of the road surface or other structural elements, any clearance of obstacles or blockages or any activity which is intended to survey, monitor, identify, report, correct, modify, change or improve any condition of the road with respect to the safety of the road for travel of persons or vehicles or the safety in any respect of any person having occasion to use of 26 Mile Road. Rather, the Services will be provided on an occasional basis, solely to enhance the recreational characteristics of the Metropark.

- 2. Department of Roads Obligation to Reimburse the Authority for Services.** The Department of Roads agrees reimburse the Authority for the cost of Services provided by the Authority. For 2021, the Department of Roads shall reimburse the Authority: **\$18,260.00**. The breakdown of the Authority's costs and expenses, are set forth in Exhibit B. The Department of Roads shall pay the Authority's invoice(s) within thirty (30) days of the invoice date. Each year, after 2021, the Authority shall review its personnel costs and any other costs affecting the ability of the Authority to provide the Services under this Agreement. If the Authority's costs have increased, the Authority will notify the Department of Roads in writing of the amount of and the reason for the increased costs for Services under the Agreement. Unless the Department of Roads notifies the Authority in writing of its intention to terminate this Agreement as provided herein, those increased costs will become effective 30 days after notification by the Authority. Exhibit B to this Agreement shall be revised to reflect the revised Service costs and expenses accordingly.
- 3. Term.** This Agreement shall become effective upon execution by the duly authorized agents of the parties. The term of this Agreement shall be for five (5) years from January 1, 2021 through December 31, 2025, and unless terminated as provided herein, may be extended for an additional five-year term upon mutual agreement of the Parties. During the term of this Agreement and any renewal or extension, the Parties shall review this Agreement for compliance with state and federal law, and shall negotiate in good faith if any amendments are required to make this Agreement comply with change in state or federal law after the effective date.
- 4. Termination.** This Agreement may be terminated by (i) the expiration of the term of this Agreement and any renewal; (ii) upon 30-days' written notice of termination by one Party to the other Party to this Agreement; or, (iii) by operation of law if a court of competent jurisdiction order the termination of this Agreement
- 5. Amendment.** This Agreement may be amended only with the prior written approval of the both the Department of Roads Board and Authority's Board of Commissioners.
- 6. Employees.** The Authority shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any of its employees, independent contractors, or personnel for the governmental services provided pursuant to this Agreement.
- 7. Independent Contractor.** At all times and for all purposes under this Agreement, the Parties' relationship to each other is that of an independent contractor. No liability, right or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.
- 8. Insurance.** Each Party agrees to self-insure or procure and maintain, during the term of this Agreement, at its sole expense, the following insurance which shall be written for not less than the coverage specified herein:

 - a. Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following

extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

- b. Workers' Compensation insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - c. Automobile Liability insurance including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - d. Each Party will provide the other with a certificate or certificates of the insurance described herein upon request, and shall also include an endorsement naming the other Party, it's respective elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof as additional insureds.
 - e. All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to the persons identified in paragraph 13, "Notices", in this Agreement.
 - f. It is expressly understood and agreed by and between the parties that the liability of the Department of Roads hereunder shall not be limited to the aforementioned insurance coverage.
- 9. Indemnification – Department of Roads.** To extent permitted by law, the Department of Roads agrees to indemnify, defend and hold harmless the Authority, its Commissioners, officers, agents and employees against any and all claims, suits, losses, damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising out of or in connection with the ownership and maintenance of the road as set forth in this Agreement. The duty to indemnify, defend and hold harmless by the Department of Roads shall include all costs of litigation or defense of claims, including attorney fees, costs and expert fees. Notwithstanding the foregoing, nothing in this Agreement shall constitute a waiver of immunities and privileges as provided by law, including governmental immunity.
- 10. Indemnification – Authority.** Subject to the disclaimer of warranties set forth in this Agreement and to the extent permitted by law, the Authority agrees to indemnify, defend and hold harmless the Department of Roads, its elected officials, officers, agents and employees against any and all claims, suits, losses, damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising from the Services provided by the Authority provided such damage or injury were proximately caused by the gross negligence of Authority, its officers, employees or agents in the provision of the Services. The duty to indemnify, defend and hold harmless by the Authority shall include all costs of litigation or defense of claims including attorney fees, costs and expert fees. Notwithstanding the foregoing, nothing in this Agreement shall constitute a waiver of immunities and privileges as provided by law, including governmental immunity.

11. Notice of Claims. The Parties agree that a Party will promptly deliver to the other Party written notice and copies of any claims, complaints, charges, or any other accusations or allegations of negligence or other wrongdoing, whether civil or criminal in nature, that the other Party becomes aware of which involves, in any way the facility, equipment, personnel and/or services under this Agreement. Unless otherwise provided by law and/or the Michigan Court Rules, the Parties agree to cooperate with one another in any investigation conducted by the other Party of any acts or performances of any services under this Agreement.

12. Privileges and Immunities. All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules, and all pensions, relief, disability, worker's compensation and other benefits which apply to the activity of officers, agency, or employees of any public agency when performing their respective functions within the territorial limits of their respective agencies shall apply to the same degree and extent to the performance of such functions, services and duties under this Agreement. Furthermore, the Parties believe that their performance of services and duties pursuant to this Agreement will be in the exercise or discharge of a governmental function.

13. Notices. Any notice, demand or communication required under this Agreement shall be in writing and personally delivered or mailed by first-class mail addressed as follows:

a. If to the Authority: Dave Kirbach, Deputy Director
HCMA Administrative Office
13000 High Ridge Drive
Brighton, MI 48114
Tel: (810) 22-2757
Fax: (810) 225-6212
David.Kirbach@metroparks.com

b. If to the Department of Roads:

Bryan Santo, Director
Macomb County Department of Roads
117 S Groesbeck Hwy
Mount Clemens, MI 48043
Tel: (586) 463-8671
Fax: (586) 463-8682
Email: bsanto@rcmcweb.org

The Parties may, by written notice, designate any further or different address to which subsequent notices, demands or communications may be given.

14. Governing Law. This Agreement has been executed and delivered and it shall be interpreted, construed, and enforced under and in accordance with Michigan law. This Agreement was mutually drafted and cannot be construed against the Authority or Department of Roads on the basis that one was the author of the Agreement.

- 15. Warranty Waiver; Consequential Damages.** This Agreement does not, and is not intended to include or connote any warranties, promises or guaranties by the Authority of any nature whatsoever, concerning the Services provided under this Agreement. SPECIFICALLY, NO WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR ANY OTHER WARRANTY IS MADE OR TO BE IMPLIED BY THE AUTHORITY WITH RESPECT TO SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL THE AUTHORITY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER UNDER CONTRACT, TORT OR OTHERWISE.
- 16. Assignment.** This Agreement may not be assigned unless approved in writing by both Parties. This Agreement shall be binding on the Parties and their successors in interest.
- 17. Severability.** If any provision of this Agreement is held to unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect. If, because of the invalidity of any part of this Agreement either Party determines that the purpose and intent of the Agreement has failed, the Parties shall negotiate in good faith to amend the Agreement to make it valid and satisfactory to both Parties.
- 18. Sections and other Headings.** The articles, sections and other headings in this Agreement are for reference purposes only and shall not affect the in any way the meaning or interpretation of this Agreement.
- 19. Counterparts.** This Agreement may be executed in any number of counterparts, and each counterpart shall be considered a valid original.
- 20. Entire Agreement.** This Agreement constitutes the entire agreement between the Parties. Neither Party shall be entitled to benefits other than those specified in this Agreement. No oral statement or prior or contemporaneous written material not specifically incorporated or referenced in this Agreement shall be of any force and effect, and both Parties specifically acknowledge in entering into and executing this Agreement they rely solely on the representations in this Agreement.

IN WITNESS WHEREOF, the parties have caused these presents to be executed and delivered by their duly authorized officers on the date first given above.

Huron-Clinton Metropolitan Authority

By: _____
Robert W. Marans, Chairman

Steven E. Williams, Secretary

Date: _____

Macomb County/Department of Roads

By: _____
John Paul Rea, AICP
Deputy County Executive

Date: _____

MUNICIPAL MAINTENANCE AGREEMENT – METROPOLITAN PARKWAY

THIS AGREEMENT, made and entered into this _____ day of _____, 2020 by and between the **Macomb County Department of Roads** ("Department of Roads") whose address is 117 S. Groesbeck Hwy, Mount Clemens, MI 48043 and the **Huron-Clinton Metropolitan Authority** ("Authority") whose address is 13000 High Ridge Drive, Brighton, Michigan 48114. In this Agreement, either the Department of Roads and/or Authority may also be referred to individually as a "Party" or jointly as "Parties."

RECITALS:

WHEREAS, it is deemed both necessary and practical by both parties that Metropolitan Parkway from Jefferson to Schoenherr under the jurisdiction of the Department of Roads be provided grass and weed control maintenance, and by through maintenance staff of the Authority; and,

WHEREAS, it is declared that the services to be performed under this Agreement is a governmental function and it is the intent of the Parties that the Authority shall perform the services under this Agreement in a manner and with such frequency as to maintain the roadways in a condition reasonably safe and convenient for public travel and/or to prevent a condition from becoming a nuisance; and,

WHEREAS, the manner in which the work is to be performed will be within the discretion and control of the Authority as to what services it feels is necessary and proper weed and grass control along Metropolitan Parkway; and,

WHEREAS, the Department of Roads has requested the Authority to assist the Department of Roads by providing grass and weed control maintenance services along Metropolitan Parkway, and the Authority is adequately staffed and equipped to provide such services, and is willing to do so upon certain conditions.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Services.** During the term of this Agreement, the Authority agrees to provide the following grass and weed control maintenance services ("Services") consisting of approximately 85 acres along Metropolitan Parkway between Jefferson Avenue to Schoenherr Road.

The Services do not include, and the Authority does not undertake, maintenance or repair of the road surface or other structural elements, any clearance of obstacles or blockages or any activity which is intended to survey, monitor, identify, report, correct, modify, change or improve any condition of the road with respect to the safety of the road for travel of persons or vehicles or the safety in any respect of any person having occasion to use of Metropolitan Parkway. Rather, the Services will be provided on an occasional basis, solely to enhance the recreational characteristics of the Metropark.

2. **Department of Roads Obligation to Reimburse the Authority for Services.** The Department of Roads agrees reimburse the Authority for the cost of Services provided by the Authority. For 2021, the Department of Roads shall reimburse the Authority: **\$117,532.85**. The breakdown of the Authority's costs and expenses, are set forth in Exhibit B. The Department of Roads shall pay the Authority's invoice(s) within thirty (30) days of the invoice date. Each year, after 2021, the Authority shall review its personnel costs and any other costs affecting the ability of the Authority to provide the Services under this Agreement. If the Authority's costs have increased, the Authority will notify

the Department of Roads in writing of the amount of and the reason for the increased costs for Services under the Agreement. Unless the Department of Roads notifies the Authority in writing of its intention to terminate this Agreement as provided herein, those increased costs will become effective 30 days after notification by the Authority. Exhibit B to this Agreement shall be revised to reflect the revised Service costs and expenses accordingly.

3. **Term.** This Agreement shall become effective upon execution by the duly authorized agents of the Parties. The term of this Agreement shall be for five (5) years from January 1, 2021 through December 31, 2025, and unless terminated as provided herein, may be extended for an additional five-year term upon mutual agreement of the Parties. During the term of this Agreement and any renewal or extension, the Parties shall review this Agreement for compliance with state and federal law, and shall negotiate in good faith if any amendments are required to make this Agreement comply with change in state or federal law after the effective date.
4. **Termination.** This Agreement may be terminated by (i) the expiration of the term of this Agreement and any renewal; (ii) upon 30-days' written notice of termination by one Party to the other Party to this Agreement; or, (iii) by operation of law if a court of competent jurisdiction order the termination of this Agreement
5. **Amendment.** This Agreement may be amended only with the prior written approval of the both the Department of Roads Board and Authority's Board of Commissioners.
6. **Employees.** The Authority shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any of its employees, independent contractors, or personnel for the governmental services provided pursuant to this Agreement.
7. **Independent Contractor.** At all times and for all purposes under this Agreement, the Parties' relationship to each other is that of an independent contractor. No liability, right or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.
8. **Insurance.** Each Party agrees to self-insure or procure and maintain, during the term of this Agreement, at its sole expense, the following insurance which shall be written for not less than the coverage specified herein:
 - a. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
 - b. Workers' Compensation insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - c. Automobile Liability insurance including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - d. Each Party will provide the other with a certificate or certificates of the insurance described herein upon request, and shall also include an endorsement naming the other Party, it's respective elected and appointed officials, all employees and volunteers, all boards,

commissions, and/or authorities and board members, including employees and volunteers thereof as additional insureds.

- e. All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to the persons identified in paragraph 13, "Notices", in this Agreement.
- f. It is expressly understood and agreed by and between the parties that the liability of the Department of Roads hereunder shall not be limited to the aforementioned insurance coverage.

9. Indemnification – Department of Roads. To extent permitted by law, the Department of Roads agrees to indemnify, defend and hold harmless the Authority, its Commissioners, officers, agents and employees against any and all claims, suits, losses, damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising out of or in connection with the ownership and maintenance of the road as set forth in this Agreement. The duty to indemnify, defend and hold harmless by the Department of Roads shall include all costs of litigation or defense of claims, including attorney fees, costs and expert fees. Notwithstanding the foregoing, nothing in this Agreement shall constitute a waiver of immunities and privileges as provided by law, including governmental immunity.

10. Indemnification – Authority. Subject to the disclaimer of warranties set forth in this Agreement and to the extent permitted by law, the Authority agrees to indemnify, defend and hold harmless the Department of Roads, its elected officials, officers, agents and employees against any and all claims, suits, losses, damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising from the Services provided by the Authority provided such damage or injury were proximately caused by the gross negligence of Authority, its officers, employees or agents in the provision of the Services. The duty to indemnify, defend and hold harmless by the Authority shall include all costs of litigation or defense of claims including attorney fees, costs and expert fees. Notwithstanding the foregoing, nothing in this Agreement shall constitute a waiver of immunities and privileges as provided by law, including governmental immunity.

11. Notice of Claims. The Parties agree that a Party will promptly deliver to the other Party written notice and copies of any claims, complaints, charges, or any other accusations or allegations of negligence or other wrongdoing, whether civil or criminal in nature, that the other Party becomes aware of which involves, in any way the facility, equipment, personnel and/or services under this Agreement. Unless otherwise provided by law and/or the Michigan Court Rules, the Parties agree to cooperate with one another in any investigation conducted by the other Party of any acts or performances of any services under this Agreement.

12. Privileges and Immunities. All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules, and all pensions, relief, disability, worker's compensation and other benefits which apply to the activity of officers, agency, or employees of any public agency when performing their respective functions within the territorial limits of their respective agencies shall apply to the same degree and extent to the performance of such functions, services and duties under this Agreement. Furthermore, the Parties believe that their performance of services and duties pursuant to this Agreement will be in the exercise or discharge of a governmental function.

13. Notices. Any notice, demand or communication required under this Agreement shall be in writing and personally delivered or mailed by first-class mail addressed as follows:

a. If to the Authority: Dave Kirbach, Deputy Director
HCMA Administrative Office
13000 High Ridge Drive
Brighton, MI 48114
Tel: (810) 227-2757
Fax: (810) 225-6212
david.kirbach@metroparks.com

b. If to the Department of Roads:

Bryan Santo, Director
Macomb County Department of Roads
117 S Groesbeck Hwy
Mount Clemens, MI 48043
Tel: (586) 463-8671
Fax: (586) 463-8682
Email: bsanto@rcmcweb.org

The Parties may, by written notice, designate any further or different address to which subsequent notices, demands or communications may be given.

14. Governing Law. This Agreement has been executed and delivered and it shall be interpreted, construed, and enforced under and in accordance with Michigan law. This Agreement was mutually drafted and cannot be construed against the Authority or Department of Roads on the basis that one was the author of the Agreement.

15. Warranty Waiver; Consequential Damages. This Agreement does not, and is not intended to include or connote any warranties, promises or guaranties by the Authority of any nature whatsoever, concerning the Services provided under this Agreement. SPECIFICALLY, NO WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR ANY OTHER WARRANTY IS MADE OR TO BE IMPLIED BY THE AUTHORITY WITH RESPECT TO SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL THE AUTHORITY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER UNDER CONTRACT, TORT OR OTHERWISE.

16. Assignment. This Agreement may not be assigned unless approved in writing by both Parties. This Agreement shall be binding on the Parties and their successors in interest.

17. Severability. If any provision of this Agreement is held to unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect. If, because of the invalidity of any part of this Agreement either Party determines that the purpose and intent of the Agreement has failed, the Parties shall negotiate in good faith to amend the Agreement to make it valid and satisfactory to both Parties.

18. Sections and other Headings. The articles, sections and other headings in this Agreement are for reference purposes only and shall not affect the in any way the meaning or interpretation of this Agreement.

19. Counterparts. This Agreement may be executed in any number of counterparts, and each counterpart shall be considered a valid original.

20. Entire Agreement. This Agreement constitutes the entire agreement between the Parties. Neither Party shall be entitled to benefits other than those specified in this Agreement. No oral statement or prior or contemporaneous written material not specifically incorporated or referenced in this Agreement shall be of any force and effect, and both Parties specifically acknowledge in entering into and executing this Agreement they rely solely on the representations in this Agreement.

IN WITNESS WHEREOF, the parties have caused these presents to be executed and delivered by their duly authorized officers on the date first given above.

Huron-Clinton Metropolitan Authority

By: _____
Robert W. Marans, Chairman

Steven E. Williams, Secretary

Date: _____

Macomb County/Department of Roads

By: _____
John Paul Rea, AICP
Deputy County Executive

Date: _____



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – July Marketing Report
Date: August 6, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file July Marketing Report that includes updated 2020 Marketing Goals as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Attachment: July Marketing Report



MONTHLY MARKETING REPORT

July 2020

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

JULY 2020

COVID-19 has impacted all levels of the organization including the marketing plan. In order to measure our successes for the remainder of the year, the marketing plan goals have been updated and were approved at the July board meeting. All other strategies and definition in the 2020 Marketing plan remain the same.

JULY RECAP FROM MARKETING DEPARTMENT

Work continues updating maps and brochures into the new brand identity style; re-focusing on some requests for interpretive signage; working on promotions for Drive-In Movies in the Parks event series; re-focusing on continued social media efforts; and growing our owned photo library. Through July the general branding campaign continued to run on TV, video, radio, Out-of-Home, digital and social outlets.

In July agreements were also negotiated with local print publications throughout the region to run a series of ads on summer activities and Movie in the Parks. Those publications include the following.

La Prensa

- Michigan (and Ohio's) oldest and largest Latino Newspaper - bilingual
- 75,000 weekly readers

The Jewish News

- Serving the Jewish community since 1942
- 10,000 print distribution
- 85,000 website page views per month

Michigan Chronical

- Serve the Urban African American community
- Available at 400+ outlets in Metro Detroit

Arab American News

- Largest and oldest Arab American newspaper in the United States – bilingual
- 140,000 readership
- 35,000+ distribution

The Chaldean News

- Delivered to 6,000 homes and business each month & 12,000 readers online
- 80% of Michigan's Chaldean Americans reside in Oakland and Macomb

The Macomb Daily – Oakland Press – News Herald – Dearborn Press & Guide

- Daily and Weekly publications geared toward specific geographic locations

The Huron Hub

- Digital publication geared toward Huron Township

C & G News

- Biweekly publications geared toward specific geographic locations
- Running in: Farmington Press, Southfield Sun, Troy Times, Woodward Talk, Eastsider, Warren Weekly, Advertiser Times, Grosse Pointe Times, St. Clair Shores Sentinel, Shelby-Utica News, Journal, Advertiser Times

Spinal Column

- Serving Wixom, Walled Lake, Wolverine Lake, Commerce, Highland, White Lake and Milford
- 104,670 combined distribution

In July we also issued public and media statements about an algae/water test at Stony Creek Metropark and an employee testing positive at the Kensington Splash 'N' Blast. The transparency and details provided in that statement were well received and resulted in multiple publications running the release nearly as is without any conspiracies or rumors trending. We received several "thank you" type feedback for being up front about the information. Specifically for the Splash 'N' Blast release, we spoke with reporters at Livingston Daily and Hometown Life (Milford). The rest of the pickups were strictly from the release, including Detroit News who stuck with just the release facts:

<https://www.detroitnews.com/story/news/local/oakland-county/2020/07/28/kensington-metropark-splash-pad-shut-employee-covid-19/5529487002/>

On twitter the post received one retweet and two likes. On Facebook it has seen 41 shares and 9 likes but no comments. According to Facebook analytics, the post has reached 2,800 people and had 348 engagements (i.e. people clicking on the link or interacting with it). This is more engagement than some of our organic posts but did not "trend."

UPDATES ON THE REVISED MARKETING GOALS APPROVED AT JULY BOARD MEETING.

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

The onset of the Covid-19 epidemic has led to unprecedented changes in tolling and attendance. Please see the board stats at the end of the packet for most up to date counts at this time. We're currently seeing increases in car counts of about 30-35% higher than YTD last year. On track to meet goal if trends continue.

Collaborate with Planning and Development and Information Technology departments to establish regular reporting and evaluation of marketing performance data (Revised & Delayed Date)

Ongoing

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

Currently at 2318 followers. Currently growing through slow organic growth and on track to meet goal.

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

Currently at 117,555 and growing through organic growth and use of paid ads. We have met and surpassed this goal and will continue working on growth.

Increase average Facebook engagement by 100 percent (total to be 86,142 engagements)

Year to Date daily engaged users is at 154,983. By these numbers, we have already surpassed our goal. (includes likes, comments, share, clicks, video views, story views)

Of those, about 17.7 percent (27,432) are engaged at a level to comment, like or share a post.

Increase average Instagram engagement by 20 percent

We have met and surpassed this goal. The increased goal was to hit 6,700 engagements by the end of the year. We are currently at 7,383 engagements and growing.

Other Social Media Stats, Updates and Trends We Are Seeing

Instagram Stories

- Regular/sharing photos we are tagged in get between 140-170 views
- Interactive stories get more views and interaction
 - Trivia Tuesday stories or the stories with the "quiz" option get more engagement
 - Least engagement is where viewers have to type in an answer

YouTube Videos

- When posted to our social media channels, they don't get that great of engagement
- Better engagement of the video posts at the beginning of the virtual programming series
Non-YouTube Facebook videos
- Get good engagement with many likes and views
 - Top video views: toads singing, goose parade, turtle hatchling, cow naming contest, baby goats
 - Any animal videos get over 50 likes, and close to 2K views
 - Facebook Live videos had over 1K views

Non-YouTube Instagram videos

- If non-YouTube videos get posted to Instagram, they get less likes than a photo
- Animal videos get more likes and views (top was 395 views, baby goat brothers)

Continue growing email subscriber list by 10 percent

Our list is currently just over 88,827 subscribers and 1,421 people have signed up online for our emails in the past 30 days with 231 unsubscribes.

Maintain email open rate at industry benchmark

Campaigns sent year-to-date are maintaining an average open rate of 22 percent. The average click through rate is holding at 5 percent.

Increase earned media

Our recent press releases have been well received by media and we have fielded on average at least two-three calls per week from media over the last few months. We are getting calls and working with the larger media names on a much more regular basis at this time. We're seeing that our communications with media are becoming more effective and they are reaching out to us willingly on a more regular basis during this pandemic.

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

Had staff scheduled for shoot days throughout July. These photos will be used in future ads and promotions as well as on the website and social media as needed. Also working on quotes with local photographers to build library at a faster rate with images we own indefinitely as well.

Develop a more comprehensive understanding of the visitor experience of the Metroparks. (Revised & Delayed Dates)

Finalizing and proofing evaluation tools (survey monkey surveys) that can begin being used in August. Includes coordination with Planning, Interpretive, Operations and DEI.

Outreach and relationship building – The Metroparks marketing department will meet with at least one new group or organization per month (12 over the year).

Attended a tour of the Detroit Riverfront Conservancy and spent some time talking with their communications staff. Truscott Rossman helped connect us to staff at the Oakland County Health Department as well as the communications person at the county level for Oakland County and is working on scheduling meetings with media and organizations within Detroit area.

Improve the timing of projects within the marketing department and establish a written Crisis Communications Plan (Revised)

Ongoing

(New Goal) Update branding and content on maps, brochures and signage templates/design standards by end of 2020. Move forward with a website restage to round out branding update.

Ongoing – currently working through details of park maps for Kensington, Lower Huron, Willow, Oakwoods and Stony Creek. Also working on brochure details for Kensington and templates/standards for trailhead signs. Will continue working through maps, brochures and needed templates through this year.

(New Goal) Build off successes of virtual resources and social media content shared throughout the pandemic. Create a sustainable plan for continued content collaboration with Interpretive, Planning and Engineering Departments as well as Park Staff.

Ongoing – testing a video editing software to suggest for both Marketing and Interpretive staff to use and work together on. Continuing to share content across departments and build out the content we are sharing with the public.

(New Goal) Create and implement an initial plan to bolster the Metroparks efforts in Diversity, Equity and Inclusion and increase engagement, brand identity and outreach in those diverse audiences.

July was the 30th anniversary of ADA. This milestone is important to the Metroparks on several levels. We used this milestone on social media, email and the website to bolster our organizational views of the importance of ADA and our efforts to remove barriers and improve accessibility in the parks. Milestones such as this will continue to be used in our communication channels to start making those connections for people between the parks and other social related issues.





To: Board of Commissioners
From: Robert Rudolph, Jr., Chief of Information Technology
Project No: RFP 2019-053
Project Title: Approval – Backup Internet Solution
Location: All Locations
Date: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners' award RFP 2019-053 to Comcast Business Communications, LLC of Philadelphia, PA to provide a backup internet for a period of five years for a total of \$968,457.96 as recommended by Chief of Information Technology Robert Rudolph, Jr. and staff.

Fiscal Impact: This project is a 2020-budgeted item, which provides funds in the amount of \$605,000 in the Capital Projects and \$165,500 in the Park Operations budget for monthly fees.

The amount of \$317,165.51 for estimated construction costs and \$15,694.45 for the purchase of equipment totals \$332,859.96; \$272,140.04 in favor of the Capital Projects budget.

A monthly fee of \$10,593.30 for a total of \$127,119.60 per year is \$38,380.40 in favor of the Park Operations budget.

The monthly fee of \$10,593.30 for years two through five will be included in the operations budgets for consecutive years.

	Monthly	Yearly (12 Months)	One Time Fee (Equipment etc)	One Time Construction Costs	Total
Year 1 (2020)	\$10,593.30	\$127,119.60	\$15,694.45	\$317,165.51	\$ 459,979.56
Year 2 (2021)	\$10,593.30	\$127,119.60	0	0	\$ 127,119.60
Year 3 (2022)	\$10,593.30	\$127,119.60	0	0	\$ 127,119.60
Year 4 (2023)	\$10,593.30	\$127,119.60	0	0	\$ 127,119.60
Year 5 (2024)	\$10,593.30	\$127,119.60	0	0	\$ 127,119.60
CONTRACT TOTAL					\$ 968,457.96

Scope of Work: The vendor will provide backup internet throughout the Metroparks two main data center sites (the Administrative Office and Indian Springs Park Office) will have a higher bandwidth to handle all backup data transmissions as necessary. Each location will be equipped with a Software-Defined Wide Area Networking (SD-WAN) solution supplied by the vendor. This will allow the Metroparks to have visibility and control of the network performance and securely distribute network traffic across all locations and data center sites.

Background: The RFP was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 105 vendors, of which 48 downloaded the RFP; one proposal was received. Staff negotiated with the vendor to reach the final price.

<u>Vendor</u>	<u>Location</u>	<u>Total Cost</u> (five-year contract)
Comcast Business Communications, LLC	Philadelphia, PA	\$968,457.96



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Subject: Report – Permit Scanning Analysis
Date: August 6, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the July 2020 Permit Scanning Report as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: None

Background: The following is a summary of barcode scanning activity for the period from June 16 – July 15, 2020. During this time, there were a total of 171,743 barcode scans system wide. Compared to 170,521 barcode scans system-wide during the last monthly reporting period, this represents a .72 percent increase in total scans for the June/July month period vs. May/June.

A comparison of vehicle entries and barcode scanning shows that there were 460,273 vehicle entries during the reporting period. Compare to 417,774 vehicle entries in May/June, this means that vehicle entries increased by 10.17 percent month-over-month. In May/June, 41 percent of vehicle entries were captured through barcode scanning, in parks with both technologies deployed. For the June/July reporting period, barcode scans from the seven parks with both barcode scanning and vehicle counters (171,646) represent 38 percent of the total vehicle entries (454,212) counted in those parks. This shows an effective 3 percent decrease in scan rate (barcode scans/vehicle counts).

June/July		
Park	Vehicle Count	Barcode Scans
Stony Creek	124,680	37,500
Kensington	123,529	57,167
Lake St. Clair	83,480	25,623
Lower Huron	30,758	13,319
Willow	25,187	11,747
Hudson Springs	21,211	7,739
Indian Springs	14,661	6,966
Lake Erie	30,706	11,585
Grand Total	454,212	171,646

The chart to the left shows vehicle counts and barcode scans for each park by the numbers.

Data Caveats: Wolcott Mill does not have a scanner at the Farm Center tollbooth, nor at the Historic Center, Camp Rotary or the North Branch Trails, nor does Oakwoods have a scanner at its tollbooth.

Lake St. Clair reported scanner intermittent scanning issues on June 16, 19, 25, 28, July 4, 6, 12, 14 and 15 due to problems keeping a charge on the scanner battery. Lake St. Clair staff also reported that there was no scanning at all on July 10 and 11 due to a power outage and that the scanner in Tollbooth 2 has

stopped working completely as of July 15, 2020.

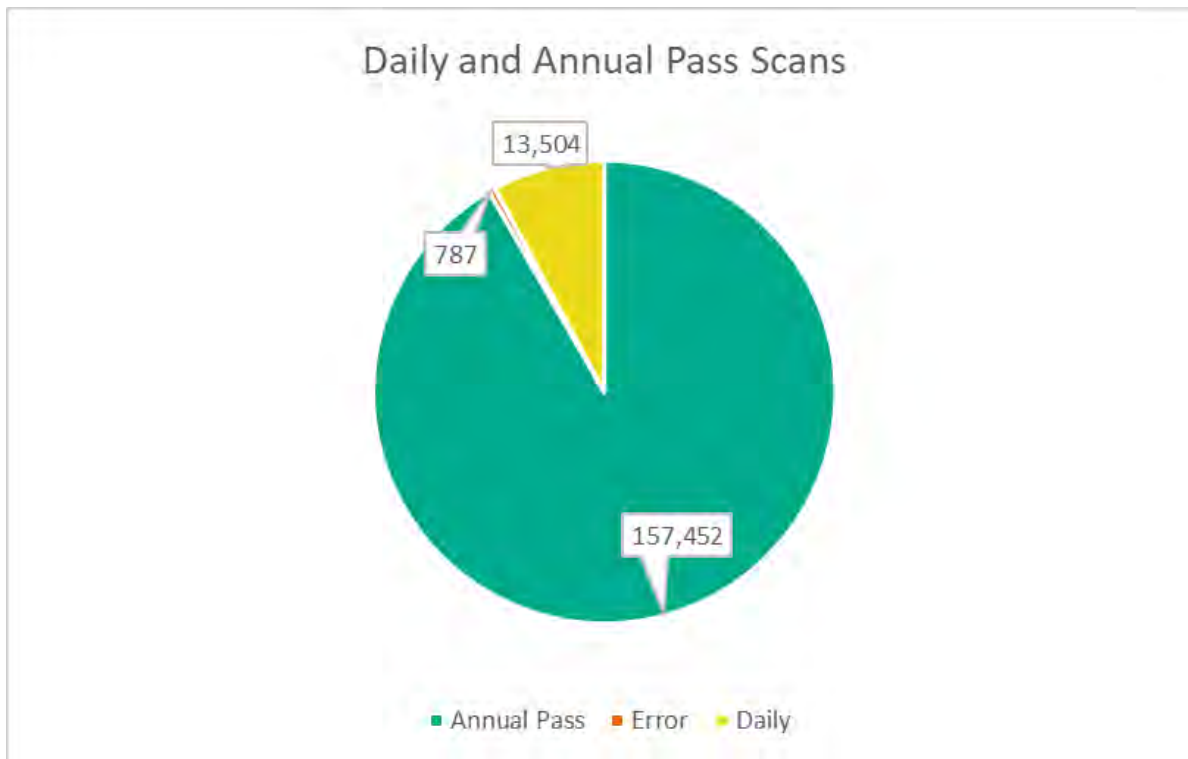
Hudson Mills reported that there was no scanning done on June 27 and 28 due to a power outage.

Barcodes from 2019 were scanned 417 times (338 unique barcodes).

Zip Codes: Of the total barcode scans, 94 percent (160,934) had a valid U.S. zip code attached and 73 percent (118,064) of those came from within Michigan. Of these Michigan scans, 113,436, or 96 percent came from zip codes within the Metroparks five-county jurisdiction.

Refused or bad Zip Codes represented 6 percent of all scans. Zip codes from outside of Michigan made-up 27 percent of scans with a valid U.S. Zip Code; however, a large amount of these scans have Washington D.C. area zip codes (20002-20015), which initially was given to operations staff as coding for refusing to give a zip code.

The below pie chart shows the breakdown of daily passes, annual passes and barcode errors. Annual passes made up 92 percent of the barcodes, while Daily passes accounted for 8 percent and barcode errors less than 1 percent.



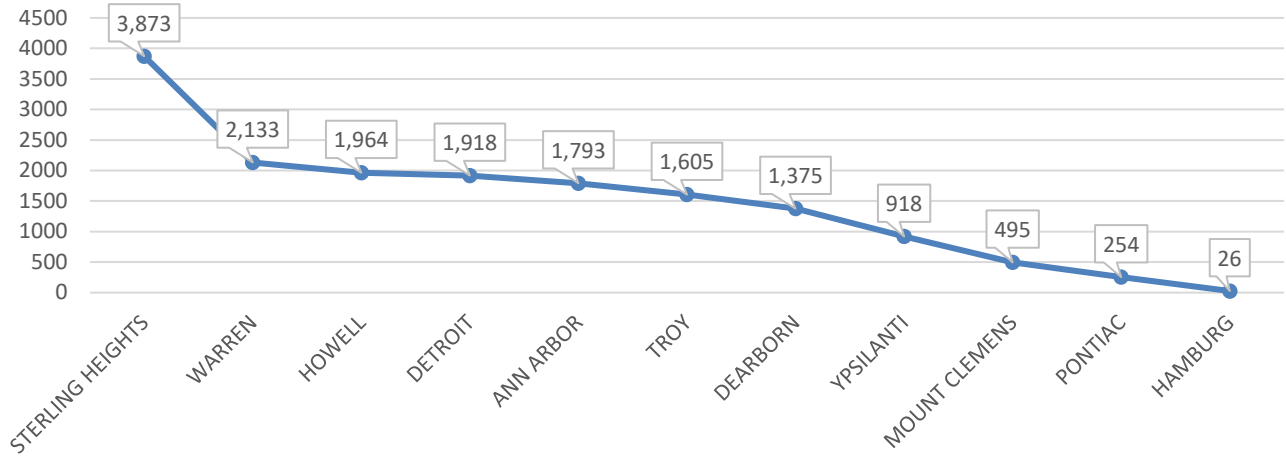
**Toll attendants and park staff should now only use 99999 as coding for when a patron refuses to give their zip code. This will assist Planning and Development staff in accurately analyzing counts and locales of any out-of-state park users of the Metroparks system, whereas currently there appears to be a significant number of out-of-state users, which are likely Michigan users who refused giving their zip code.

Year-over-year Comparison: A year-over-year comparison of the total number of barcode scans for this period shows a 13 percent increase in barcode scanning in 2020 over 2019.

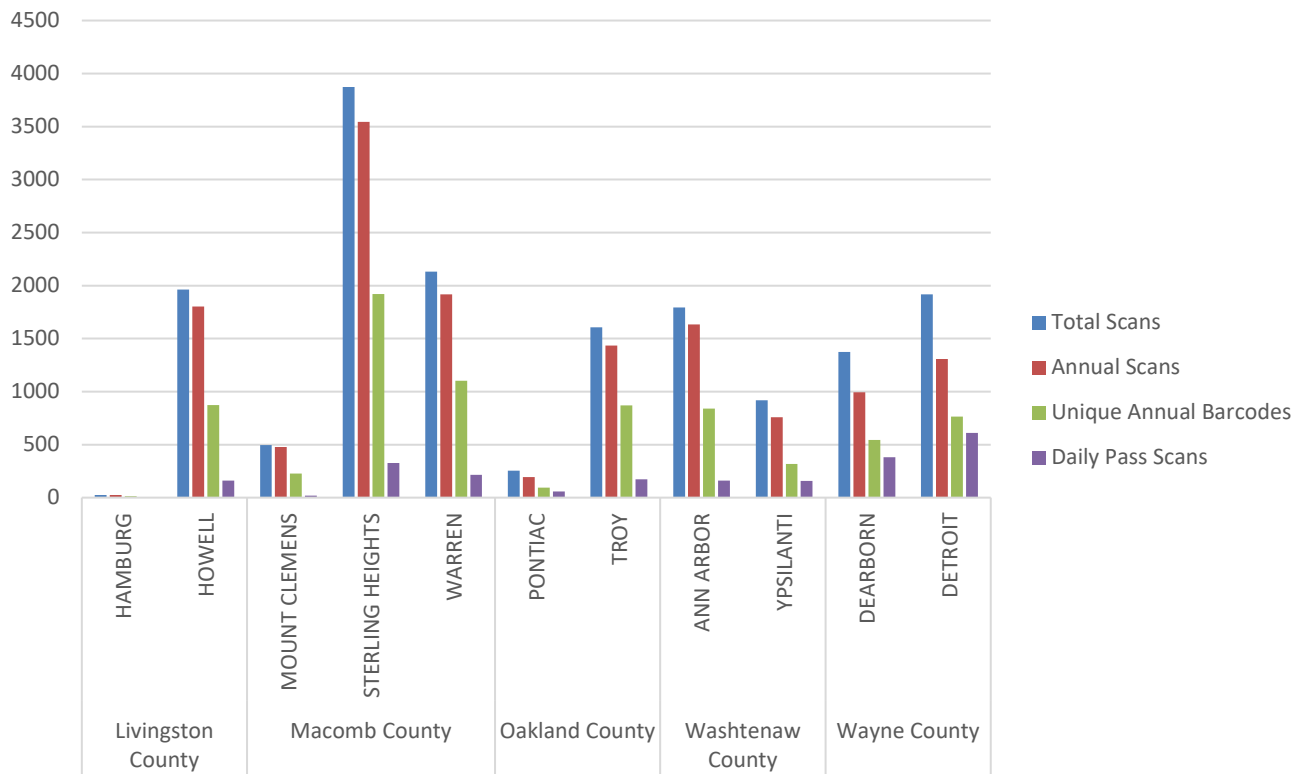
- **2019:** 152,039 scans
- **2020:** 171,743 scans

Pass Use by Population Centers: The population centers and county seats listed in the below chart, make up 34 percent of the total population of the five-county area. In this time frame, however, residents from these locales account for just 10 percent (up 1 percent from the last reporting period) of the total scans.

Pass Use by Population Centers



Pass Use by Population Centers (and Pass Type)



Annual Pass Scan Frequency

The below table depicts the average annual pass scan frequency for this reporting period (June 16-July 15). These numbers represent the ratios between annual barcode scans to unique annual barcode scans.

Delhi Metropark	1
Hudson Mills Metropark	1.94
Indian Springs Metropark	1.86
Kensington Metropark	2.14
Lake Erie Metropark	2.3
Lake St. Clair Metropark	1.9
Lower Huron Metropark	2.62
Stony Creek Metropark	1.72
Willow Metropark	2.58
Wolcott Mill Metropark	2.56
Oakwoods Metropark	N/A
Dexter-Huron Metropark	N/A
Huron Meadows Metropark	N/A
<i>Systemwide</i>	2.18

A breakdown of total scans this month by county and place.

Macomb County

PLACE	TOTAL SCANS
UTICA	6992
STERLING HEIGHTS	3873
MACOMB	3419
CLINTON TOWNSHIP	3314
WASHINGTON	3220
HARRISON TOWNSHIP	2289
WARREN	2133
SAINT CLAIR SHORES	1377
NEW BALTIMORE	1030
ROSEVILLE	997
ROMEO	589
MOUNT CLEMENS	495
FRASER	402
EASTPOINTE	368
NEW HAVEN	209
CENTER LINE	132
RAY	116
ARMADA	79
RICHMOND	75
GRAND TOTAL	31109

Livingston County

PLACE	TOTAL SCANS
BRIGHTON	4005
HOWELL	1964
PINCKNEY	900
HARTLAND	296
GREGORY	210
FOWLerville	158
LAKELAND	44
HAMBURG	26
GRAND TOTAL	7603

Oakland County

PLACE	TOTAL SCANS
LAKE ORION	5302
SOUTH LYON	3398
ROCHESTER	3312
WHITE LAKE	2463
FARMINGTON	2012
NOVI	1898
TROY	1605
WATERFORD	1426
NEW HUDSON	1372
HIGHLAND	1256
COMMERCE TOWNSHIP	1199
WEST BLOOMFIELD	990
ROYAL OAK	956
CLARKSTON	724
WALLED LAKE	716
SOUTHFIELD	587
WIXOM	574
BLOOMFIELD HILLS	480
HOLLY	407
AUBURN HILLS	393
FERNDAL	348
OAK PARK	266
BERKLEY	265
BIRMINGHAM	254
PONTIAC	254
FRANKLIN	250
DAVISBURG	236
HAZEL PARK	203
CLAWSON	165
OAKLAND	164
OXFORD	121
HUNTINGTON WOODS	115
KEEGO HARBOR	78
PLEASANT RIDGE	67
ORTONVILLE	66
GRAND TOTAL	33922

Wayne County

PLACE	TOTAL SCANS
BELLEVILLE	5100
NEW BOSTON	3104
ROCKWOOD	2474
TRENTON	2040
DETROIT	1918

Wayne County (Con't)

FLAT ROCK	1918
LIVONIA	1645
CANTON	1549
ROMULUS	1419
DEARBORN	1375
NORTHVILLE	1253
TAYLOR	1144
SOUTHGATE	1091
WESTLAND	1003
DEARBORN HEIGHTS	748
WYANDOTTE	729
PLYMOUTH	640
ALLEN PARK	558
REDFORD	507
LINCOLN PARK	479
GROSSE POINTE	425
RIVERVIEW	391
GARDEN CITY	345
HAMTRAMCK	343
GROSSE ILE	322
WAYNE	293
MELVINDALE	214
INKSTER	193
HARPER WOODS	126
HIGHLAND PARK	64
RIVER ROUGE	45
ECORSE	39
GRAND TOTAL	33494

Washtenaw

PLACE	TOTAL SCANS
DEXTER	3355
ANN ARBOR	1793
YPSILANTI	918
WHITMORE LAKE	530
CHELSEA	295
SALINE	206
MILAN	88
WILLIS	57
MANCHESTER	33
WHITTAKER	33
GRAND TOTAL	7308

Maps: [Click here](#) to view an interactive map of total scans by county and zip code.



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project No: 504-19-1118
Project Title: Approval – Maple Beach Playground Redevelopment Change Order
Project Type: Capital Project
Location: Kensington Metropark
Date: August 6, 2020

Action Requested: Motion to approve

That the Board of Commissioners approve a change order to contract 504-19-1118 in the amount of \$20,841 to cover the cost for the additional work of replacing the existing swing set, developing an access path to the swing area, and restoring the site as recommended by Chief of Planning and Development Nina Kelly and Staff.

Fiscal Impact: The redevelopment of the playground at Maple Beach was included in the approved 2020 capital project budget at an estimated cost of \$525,000. The total cost, inclusive of the site work contract with Michigan Recreational Construction, Inc., approved in July 2020, was \$428,359.50, meaning that the project was under budget by \$96,640.50. The additional cost for making accessibility improvements to the existing swing area will result in the project as a whole still falling under budget by \$75,799.50.

Scope of Work: This additional work will include the removal of the existing swing set, replacement with a three-bay swing set (two belt seats, two full bucket seats, and two molded bucket seats with harnesses), development of a 60-foot long, six-foot wide concrete access path to the play area from the hike-bike trail, installation of a ramp from the path into the mulch area, and restoration of the site upon completion.

Background: 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. The proposed additional work will expand the accessibility to all play structures within the vicinity of Maple Beach.

Attachment: MI Recreational Construction Price Proposal



PROPOSAL

No: 220166A CO1

Date of Estimate: 7/21/2020
Quote Valid Until: 9/21/2020
Payment Terms: Net 30
Estimator: Bradley Sheffer
Email: brad@buildingfun.com

Bill To: Huron-Clinton Metropolitan Authority
 13000 High Ridge Drive
 Brighton, MI 48114

Project Name: Kensington Metro Park - Maple Beach Playground Redevelopment
Organization: Huron-Clinton Metropolitan Authority
Address: Maple Beach Dr, Milford, MI 48380
Contact: Tim Phillips
Phone: 810-494-6022
Email: Tim.Phillips@metroparks.com

Qty	Item	Item Description	Price Each	Total
Additional Work: 3-bay Single Post Swing Replacement				
1	3-bay Swing Replacement	Work to be completed includes the following 1. Silt Fence Installation near the hike-bike trail, 20 lf 2. Remove an existing 3-bay swing set (Miracle) 3. Replace the swing set with a new Landscape Structures 3-Bay Swing ~ Single Post Swing Frame 8' Beam Height, Qty 1 ~ Single Post Swing Frame Additional 8' Bay, Qty 2 ~ Belt Seat w/Chains ProGuard Chains for 8' Beam Height, Qty 2 ~ Full Bucket Seat w/Chains ProGuard Chains for 8' Beam Height, Qty 2 ~ Molded Bucket Seat w/Harness & ProGuard Chains for 8' Beam Height, Qty 2. ~ Colors: Please submit color rendering for our Board of Commission with these colors: Posts: Limon, Top Rail: Carbon, Clamps: Lagoon, Molded Bucket Seat: Tan Seat with Lagoon Harness 4. 4' x 6' x 2" Dyna Cushion mats, Qty 4 5. Topsoil Stripping and Earthwork for walk 6. 6" Reinforced Concrete Walk on a 6" Compacted 21AA Aggregate Base per the Contract Details and Specs, 6' Wide, 60' long, 40 SY Total ~ The walk shall have a 6' long ramp at the end into the playground mulch area. Existing playground mulch to be raked over the top of the new ramp when complete. 7. Restoration of the turf area with topsoil and seed	\$20,841.00	\$20,841.00
			Total:	\$20,841.00

Proposal does not include supply of product, site preparation, drainage, restoration, removing existing structures, safety surface, permits or prevailing wage unless specified in quote.

Accepted by Customer: _____

Date: _____

Please make check or purchase order payable to: Michigan Recreational Construction, Inc.
 P.O. Box 2127, Brighton, MI 48116
 Office: 517.545.7122 Fax: 517.545.7144



o: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Report – Metroparks Park Access Plan
Date: August 6, 2020

Action Requested: Motion to Receive and file

That the Board of Commissioners receive and file the Metroparks Park Access Plan and presentation by OHM Advisors as recommended by Chief of Planning and Development Nina Kelly and staff.

Background: OHM Advisors approached Planning and Development staff with a proposal to prepare a plan for improving transit and nonmotorized access to the Metroparks. No fee was charged to the Metroparks for these planning services; however, the estimated value of consultant staff hours dedicated toward this project is \$7,150.

Following analyses of demographic data, ZIP code scanning data, and existing nonmotorized and transit routes, three Metroparks were identified as priorities for access improvements: Lake St. Clair, Delhi, and Lake Erie. Specific recommendations, potential partner agencies, and funding opportunities were outlined for these parks.

Attachment: OHM Park Access Plan

2020

PARK ACCESS PLAN

HURON-CLINTON METROPARKS

JULY 2020

Created for:
Huron-Clinton Metroparks



Created by:
OHM Advisors



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INTRODUCTION

ABOUT

The Huron Clinton Metroparks Authority (HCMA) is a regional parks system created by the citizens of Southeast Michigan in 1940 to provide recreational and educational opportunities to all residents. The Metroparks are located in a greenbelt surrounding the Metro Detroit area and allow for access to open space, natural environments, and various outdoor activities throughout the entire year. The Metroparks are located in five counties throughout Southeast Michigan – Macomb, Wayne, Oakland, Washtenaw, and Livingston – and are intended to provide a natural retreat from urban and suburban life.

As the Southeast Michigan region has grown over the past 80 years, so has the parks' popularity. However, the parks are almost exclusively used by residents with access to private automobiles and those lacking access to transportation are unable to access the Metroparks. As the popularity of the parks has risen, more and more vehicles are utilizing the park contributing to the degradation of these pristine natural environments. Additionally, the 2020 COVID-19 pandemic has led to an increased demand for quality parks as residents look for ways to recreate while social distancing. The Metroparks are a great resource for Southeast Michigan, but not all residents have equal access to the parks because they may not have access to a vehicle and the Metroparks are not connected to public transit.

The HCMA Park Access Plan will explore ways the

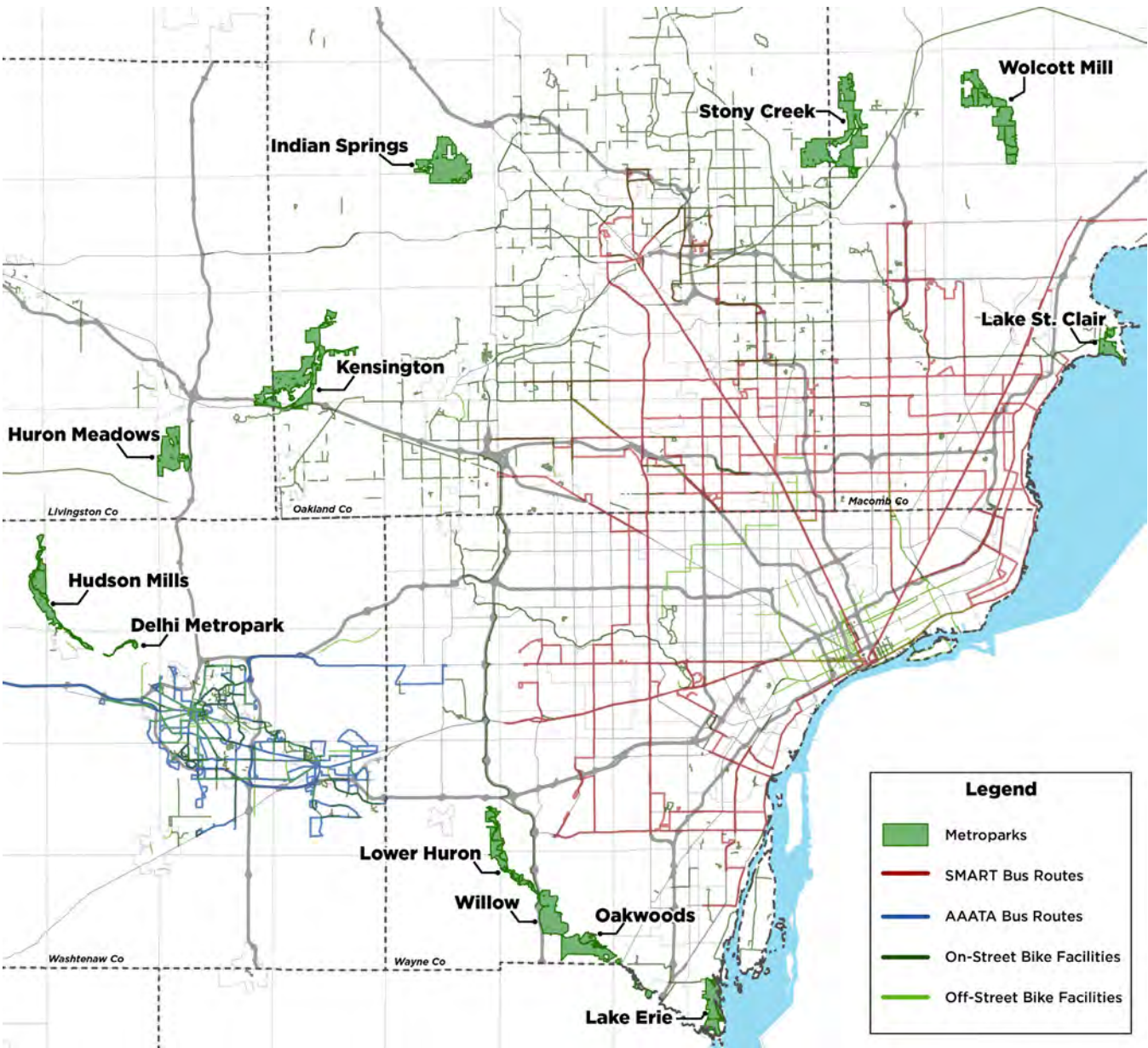
Huron Clinton Metroparks Authority can better connect their parks to public transportation and non-motorized transportation systems to increase access for all residents of the region. Connecting the parks to these networks will also allow for more park users to access their preferred park without a private vehicle, reducing greenhouse gasses in the parks, slowing the degradation of vehicle infrastructure in the park, and contributing to improved safety.

PROJECT GOALS

At the onset of the project, a kick-off meeting was held with HCMA staff to better understand the previous work around improving access to the Metroparks. The following goals of HCMA will be furthered through this project:

- Connect urban areas across the Metro Region to the Metroparks
- Further HCMA equity goals through the fair distribution of resources and improvements across the Metro Region
- Decrease potential barriers of entry through increased opportunities for transit use and non-motorized connections

FIGURE 1-1: HCMA Parks and Existing Mobility Infrastructure



EXISTING CONDITIONS

ABOUT

In order to best understand which parks have the most opportunity to improve access, an analysis of the existing demographic and transportation conditions was undertaken. HCMA's 2019 Scanning Report was used as the basis to determine where park visitors are coming from and to which parks they go.

CATCHMENT AREA ANALYSIS

The park Catchment Areas are the general areas where most park visitors are coming from. The 2019 HCMA Scanning Report summarized and analyzed the park visitor passes that were scanned upon entering the park. This analysis allowed HCMA to determine where park users are coming from. As expected, visitors who live in the zip codes surrounding a given Metropark tend to visit that park most. This data was used to determine the Catchment Area for each park in order to perform a demographic analysis. The demographic analysis will identify those zip codes that contain population groups that may be more reliant on public or non-motorized transportation and will help the project team identify recommendations to improve access to the nearby parks.

This report was compiled using data downloaded from the Metroparks server recorded through barcode scanning of vehicle passes upon entry into the Metroparks. In some instances, revenue data,

vehicle count data and U.S. Census data have been incorporated as well.

DEMOGRAPHIC ANALYSIS

A demographic analysis of each of the zip codes identified as part of a Catchment Area was performed to determine which parks have the greatest number of potentially transit dependent visitors. In many cases, areas that have higher levels of public transit ridership also have high population densities for the following demographic conditions:

- Overall population density
- Zero car household density
- Senior population density
- Low income individual population density
- Child population density

These data were compiled from the US Census website and analyzed at the block group level (for the entire region) and the zip code level (for the Metropark catchment areas). The demographic data was used to find the 'Transit Score' for each of the geographic levels identified.

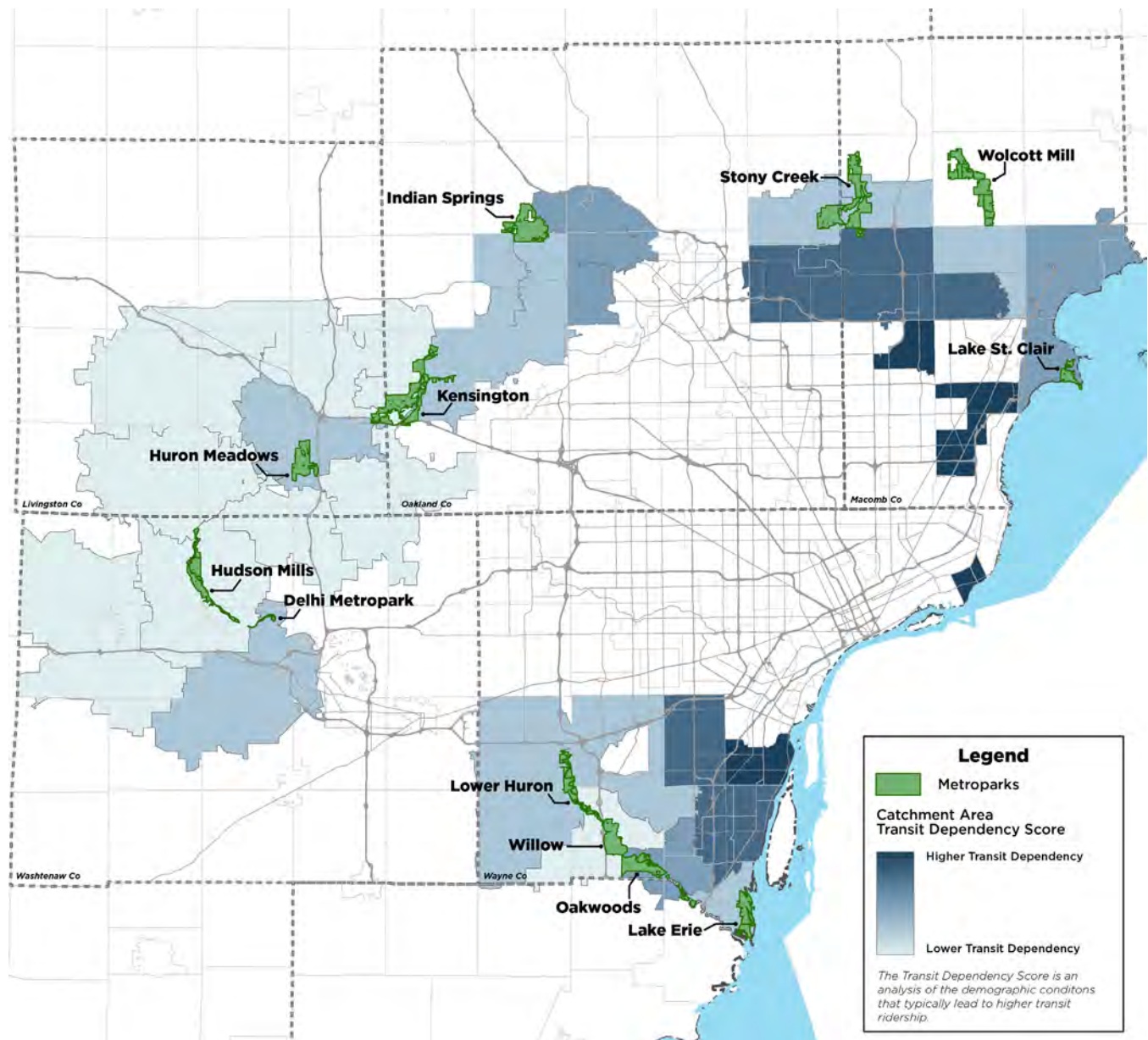
'Transit Score' is a measure of transit dependency or propensity that can be used to estimate how likely

the people in a given area are to use public transit. To calculate an area's 'Transit Score', each set of demographic density data is sorted largest to smallest and divided into 5 equal groups based on the value. The geographic areas in the highest cohort are awarded a score of 5, the next cohort is awarded a score of 4, and so on. This process is repeated with each demographic dataset. An overall 'Transit Score' is calculated by summing the score of each dataset. For the purposes of

this plan a 'Transit Score' analysis was completed for the five counties in the HCMA region, as well as for each of the zip codes in the Catchment Areas (Figure 1-2). An overall Metropark Transit Score was also developed by analyzing the demographic conditions in each catchment area as well.

The Transit Score analysis for the full metro area shows that the areas closest to the City center, Detroit and

FIGURE 1-2: Catchment Area Map



the surrounding suburbs, have the highest potential dependency on transit. This also matches up with where the majority of the transit service is located. This is important because these residents desire access to open spaces but may not have a chance to access many of the Metroparks. This analysis is helpful in determining if there are potential transit connections to

the parks that touch large areas of transit dependency. The long-haul routes such as Gratiot, Michigan, and Woodward Avenue SMART Bus routes provide potential connections for the Oakland, Macomb, and Wayne County Metroparks. The Washtenaw County Metroparks are near to The Ride's system and could be connected as well.

FIGURE 1-3: Transit Score Map

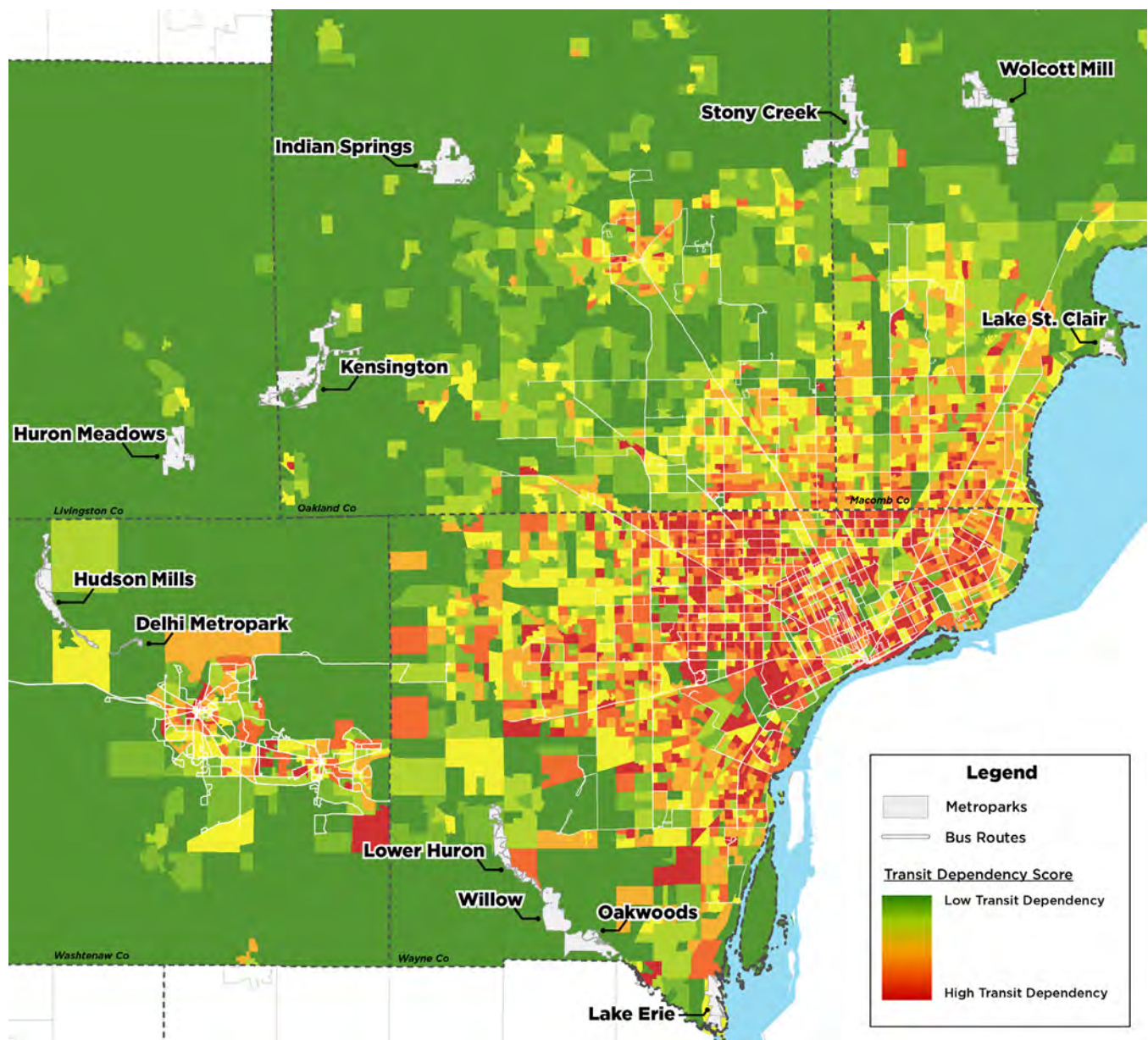


TABLE 1-1: Demographic Analysis and Transit Scores of Catchment Areas

	Population			Zero Car Households		Senior Population		Individuals in Poverty		Child Population		
Metropark	Total	Density	Transit Score	Density	Transit Score	Density	Transit Score	Density	Transit Score	Density	Transit Score	Total Transit Score
Lake St. Clair	107,228	2,516	5	92.4	5	377.9	5	367.9	5	420.09	5	25
Stony Creek	366,427	3,356	5	53.9	5	537.9	5	188.2	4	616.81	5	24
Lake Erie	208,601	2,195	5	56.1	5	370.7	5	264.2	5	384.59	4	24
Wolcott Mills	147,173	1,968	4	21.4	4	249.8	4	99.9	3	398.04	4	19
Indian Springs	101,750	1,717	4	21.9	4	264.8	4	132.3	4	289.97	3	19
Oakwoods	91,917	1,282	4	28.1	4	188.3	3	188.0	4	251.23	3	18
Dexter-Huron	65,562	1,040	3	14.8	2	170.0	3	68.9	2	190.23	3	13
Willow	93,815	724	2	17.4	3	94.7	2	96.7	3	142.76	2	12
Delhi	43,770	981	3	14.3	2	174.3	3	47.9	2	165.45	2	12
Kensington	172,781	602	2	7.5	1	96.3	2	28.0	1	111.44	2	8
Lower Huron	80,574	572	2	14.7	2	75.7	1	75.6	2	108.92	1	8
Huron Meadows	76,169	514	1	5.8	1	86.4	2	27.5	1	85.26	1	6
Hudson Mills	132,623	409	1	7.7	1	70.3	1	24.0	1	69.66	1	5

GAP ANALYSIS

In order to determine which of the Metroparks present the best opportunity to connect to existing transportation infrastructure, a high-level gap analysis was performed. The gap analysis consisted of drawing a 6-mile buffer from the main meeting place¹ in each park and identifying the public transportation and non-motorized transportation facilities that exist in the buffer zone. The 6-mile buffer was chosen because this adequately captured the potential public transit routes near to the parks while representing the farthest someone would likely bike to access the park.

The gap analysis considered four data points to

determining the overall connection opportunity:

- Total number of transit routes within buffer
- Driving distance to nearest transit stop
- Total non-motorized facility length outside of park, within buffer
- Total non-motorized facility length inside of park

Transportation options nearby the Metroparks vary depending on where the park is located. Some parks are surrounded by non-motorized transportation facilities but very few public transit routes, some have many potential connections to transit and fewer bike and pedestrian connections, and some are more isolated and only accessible with a vehicle.

TABLE 1-2: Gap Analysis

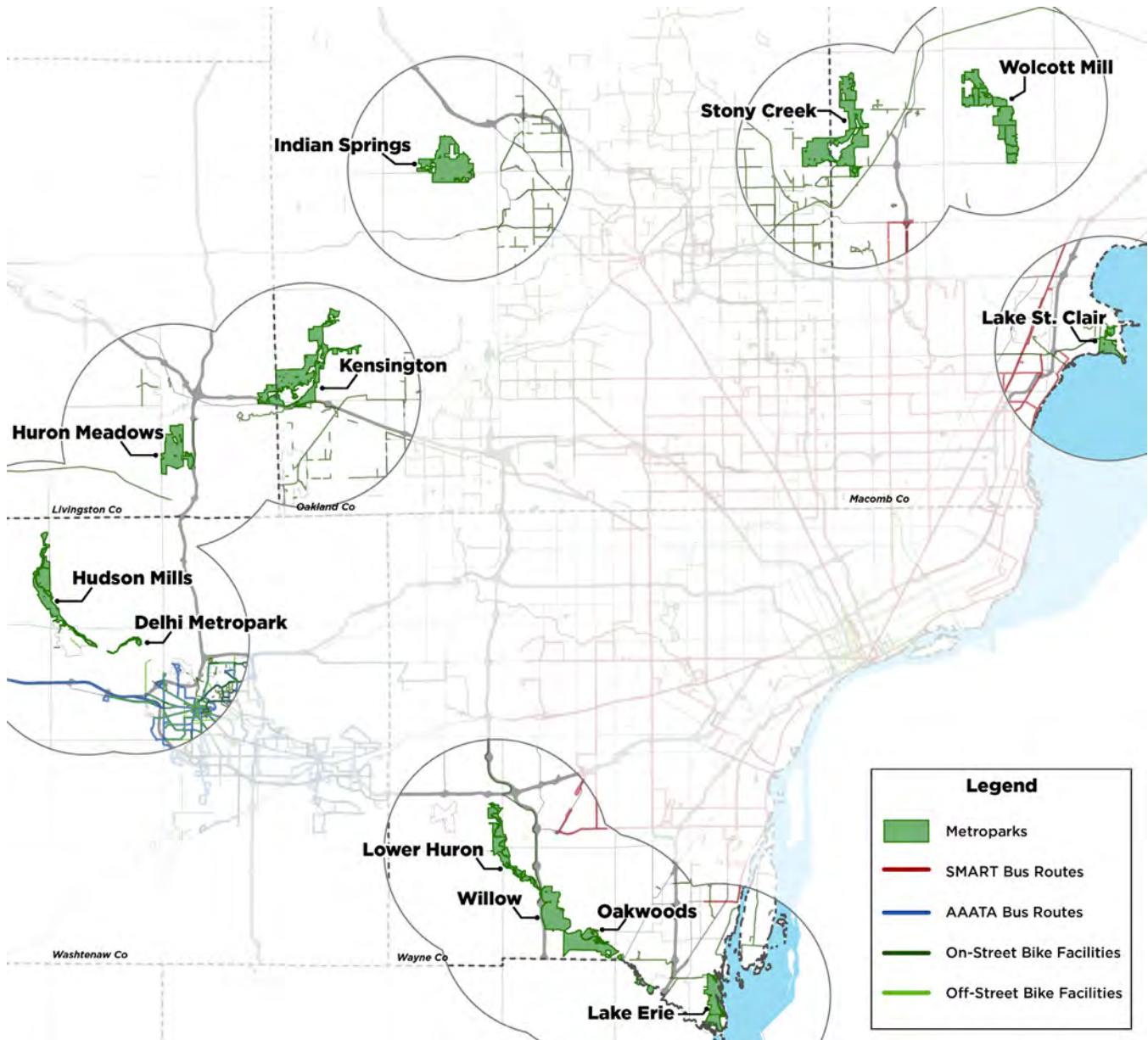
Metropark	Non-Motorized		Public Transit	
	Total Length Outside of Park	Total Length Inside Park	Distance to Nearest Stop	Total Routes in Buffer
Lake St. Clair	13.46	2.81	3.4 miles	7
Stony Creek	95.45	8.08	7.1 miles	1
Lake Erie	20.73	4.11	6.5 miles	1
Wolcott Mills	28.65	0	n/a	0
Indian Springs	40.61	5.07	n/a	0
Oakwoods	19.48	4.28	n/a	0
Dexter-Huron	17.84	1.76	5.2 miles	7
Willow	15.97	6.33	8.4 miles	1
Delhi	41.56	0.09	3.1 miles	26
Kensington	29.63	20.3	n/a	0
Lower Huron	16.19	6.82	8.2 miles	3
Huron Meadows	15.37	0	n/a	0
Hudson Mills	5.8	8.3	n/a	0

¹This could be the park office, large parking area, or main activity area of the park.

Lake St. Clair, Delhi, and Dexter-Huron are the parks that present the most opportunity to connect to nearby transit facilities since they are relatively close to existing SMART and AAATA service. Stony Creek, Indian

Springs, and Kensington would be best suited to more bicycle and pedestrian connections as there are many existing connections to the surrounding communities into these parks.

FIGURE 1-4: Gap Analysis Map



PARK ACCESS RECOMMENDATIONS

PRIORITIZATION

To determine which of the Metroparks present the best opportunity for potential new transit and non-motorized connections, the existing conditions and gap analysis data was compiled and summarized for each park. Since transportation resources are limited, the prioritization process helps determine which of the Metroparks would benefit most from these connections and which would be the most efficient to connect from a resource standpoint. An objective decision was made by utilizing the data analysis.

Table 1-3 shows the results of a high-level prioritization exercise that evaluates each Metropark on the ease of connecting to non-motorized and public transit infrastructure. The parks that had the highest total distance of non-motorized infrastructure both inside and outside of the park, the most transit routes, were the closest to existing transit stops, and had the highest overall transit score were scored the highest. These parks all are located closer to the urbanized areas and see a higher number of visitors each year.

Delhi, Stony Creek, Lake St. Clair, and Lake Erie Metroparks were the top scoring parks and received the highest priority. These parks have a higher amount of non-motorized facilities nearby the park, as well as within the park. They are also within reasonable connecting distance to existing transit routes and have a relatively higher amount of transit dependent residents. Additionally, because these parks are relatively close to

existing transit, the potential is greater to connect other residents who may not have access to a vehicle but would like to visit the Metroparks.

One of HCMA's goals for improving park access is to explore solutions that are equitable. To meet this goal, Stony Creek will not be carried forward to the recommendations phase. Stony Creek was chosen because it is the furthest from the existing transit routes and is already connected to the existing non-motorized network. Delhi, Lake St. Clair, and Lake Erie Metroparks have a higher need for access improvements and represent the three regions of the Metroparks Authority, meaning any future investments will touch a larger portion of the region.

TABLE 1-3: Prioritization Matrix

Metropark	Transit Score	Distance to Nearest Stop	Transit Routes	Non-motorized Length Outside	Non-motorized Length Inside	Total Score
Delhi	● ●	● ● ●	● ● ●	● ● ●	● ● ●	14
Stony Creek	● ● ●	● ●	● ●	● ● ●	● ● ●	13
Lake St. Clair	● ● ●	● ● ●	● ● ●	●	● ●	12
Lake Erie	● ● ●	● ●	● ●	● ●	● ●	11
Dexter-Huron	● ●	● ●	● ● ●	● ●	● ●	11
Indian Springs	● ●	●	●	● ● ●	● ● ●	10
Lower Huron	●	● ●	● ● ●	● ●	● ●	10
Willow	● ●	● ●	● ●	●	● ●	9
Wolcott Mills	● ●	●	●	● ●	● ●	8
Oakwoods	● ●	●	●	● ●	● ●	8
Kensington	●	●	●	● ●	● ●	7
Huron Meadows	●	●	●	●	●	4
Hudson Mills	●	●	●	●	●	4

Lake St. Clair Metropark

RECOMMENDATIONS

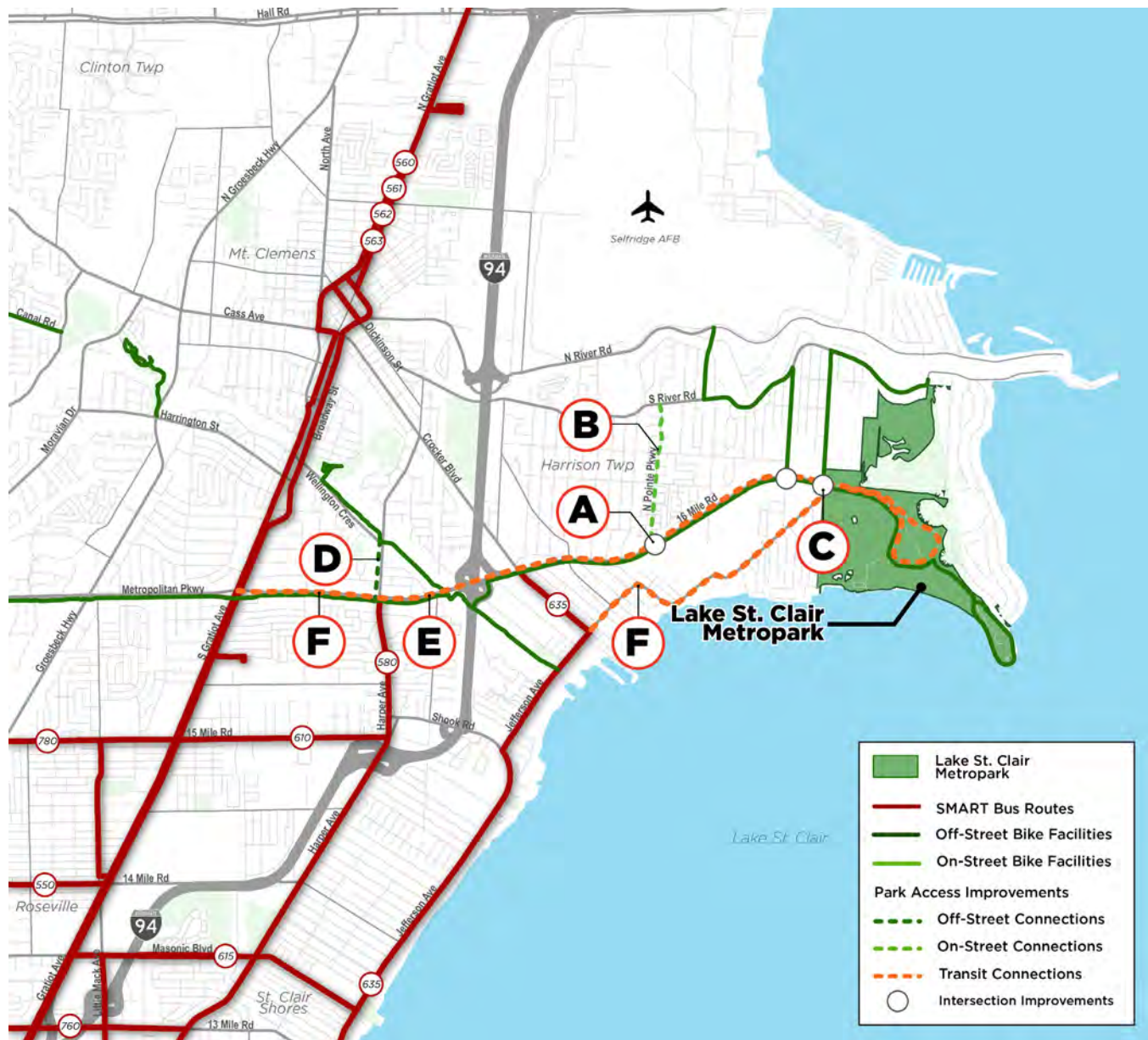
		HARRISON TOWNSHIP	CLINTON TOWNSHIP	MT. CLEMENS	MACOMB COUNTY	SMART	SEMCOG
	TIMEFRAME	POTENTIAL PARTNERS					
Action A: Add a HAWK signal and other crossing improvements at N. Pointe Pkwy and 16 Mile	SHORT	●					●
Action B: Add a bike lane along N. Pointe Pkwy connecting to S. River Road	LONG	●					●
Action C: Improve visibility of existing crossing at 16 Mile Road and Jefferson Avenue	SHORT	●					●
Action D: Harper shared use path from 16 Mile to Wellington Crescent	LONG		●				●
Action E: Provide a shuttle that runs between the park and Gratiot that picks users up from bus stops (peak season only)	SHORT	●	●	●	●	●	
Action F: Transit route on Gratiot or Jefferson connecting to neighborhoods	LONG					●	

Short term time frame is 0 to 3 years, long term timeframe is over 3 years.

Global Recommendations:

- Build strategic connections from apartment buildings/complexes along 16 Mile Road to Freedom Trail (especially near Harper Avenue and 16 Mile Road)
- Develop opportunities for strategic crossing of 16 Mile Road to connect neighborhoods

FIGURE 1-5: Lake St. Clair Metropark Recommendations



The recommended access connections for Lake St. Clair Metropark attempt to foster connections between the existing non-motorized network, the adjacent neighborhoods, and nearby transit routes. Adding safer and more visible crossing infrastructure for non-motorized users to cross 16 Mile Road/Metro Parkway at N. Pointe Parkway, Jefferson Road, and S. River Road will help foster connections to the Freedom Trail, which has direct access to the park.

Transit access to Lake St. Clair Metropark could be achieved in a number of ways. A shuttle running

along Metro Parkway and serving the park could help transport passengers from SMART's Gratiot, Harper, 15 Mile, and Jefferson Routes. Alternatively, a dedicated route deviating from Gratiot serving the park could connect many transit dependent neighborhoods in the region. An extension of SMART Route 635 could also offer limited stop service into the park from many transit dependent neighborhoods. All potential transit options would operate during the peak season on the busiest days to maximize ridership and make the most of limited funds.

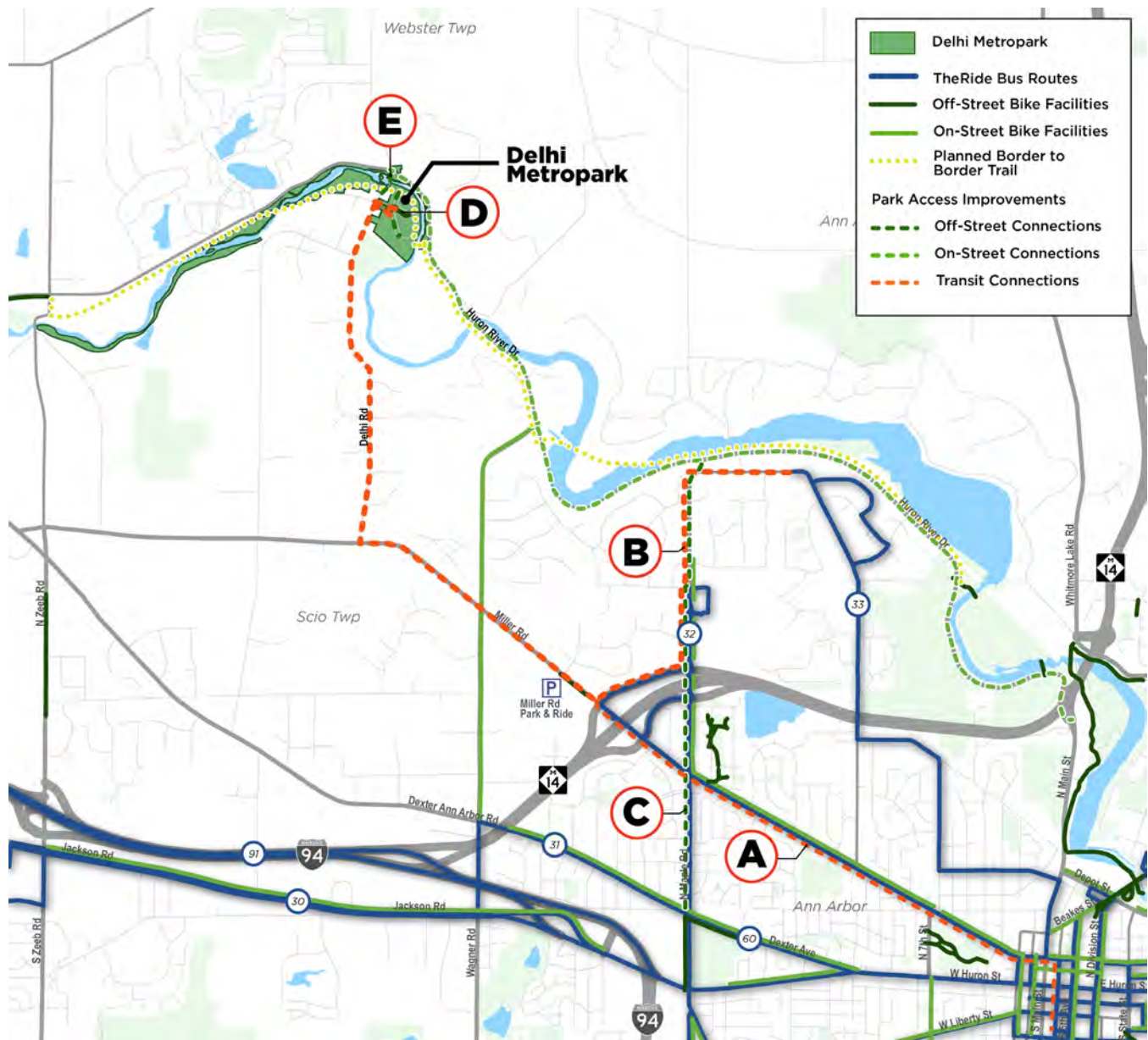
Delhi Metropark

RECOMMENDATIONS

		CITY OF ANN ARBOR	THE RIDE	SCIO TOWNSHIP	WASHTENAW COUNTY	SEMCOG	ANN ARBOR TOWNSHIP
	TIMEFRAME	POTENTIAL PARTNERS					
Action A: Run an express shuttle to Delhi Metropark from the Ann Arbor Area Transportation Authority - Blake Transit Center (4-5 stops total and only during the summer during peak times)	LONG		●				
Action B: Run a circulator shuttle hitting The Ride Routes 32 and 33	SHORT		●				
Action C: Connect Maple Road path to the Border-to-Border Trail	LONG	●		●	●	●	
Action D: Build sidewalk/path connection along park entrance road	SHORT	HCMA Lead					
Action E: Add a bike lane along Huron River Drive to Delhi Road/Delhi Metropark	SHORT			●		●	

Short term time frame is 0 to 3 years, long term timeframe is over 3 years.

FIGURE 1-6: Delhi Metropark Recommendations



The recommended access connections for Delhi Metropark are intended to connect to the non-motorized and transit network facilities in nearby Ann Arbor. Ann Arbor has a number of transit dependent neighborhoods that could connect to the park. A trail/shared use path connection from central Ann Arbor along Maple Road to Huron River Drive, and eventually the Border to Border Trail, would help foster non-motorized connections to the Park. Additional pathways from Huron River Drive to Delhi Metropark, and along the entrance road into the park, will help users access the park from major routes.

Delhi Metropark is near most of the transit routes operated by TheRide (Ann Arbor Area Transportation Authority) and could be connected in a few ways. One option is to operate a limited stop route starting at the Blake Transit Center and traveling along Miller Road and Delhi Road and linking with Route 32. Another option is to operate a circulator shuttle connecting Routes 32 and 33 to the park. Both options would link with the Park and Ride lot on Miller Road. Any potential transit service connecting to Delhi Metropark could be operated during the peak season on the most popular days in order to maximize ridership and reduce overall operating expenses.

Lake Erie Metropark

RECOMMENDATIONS

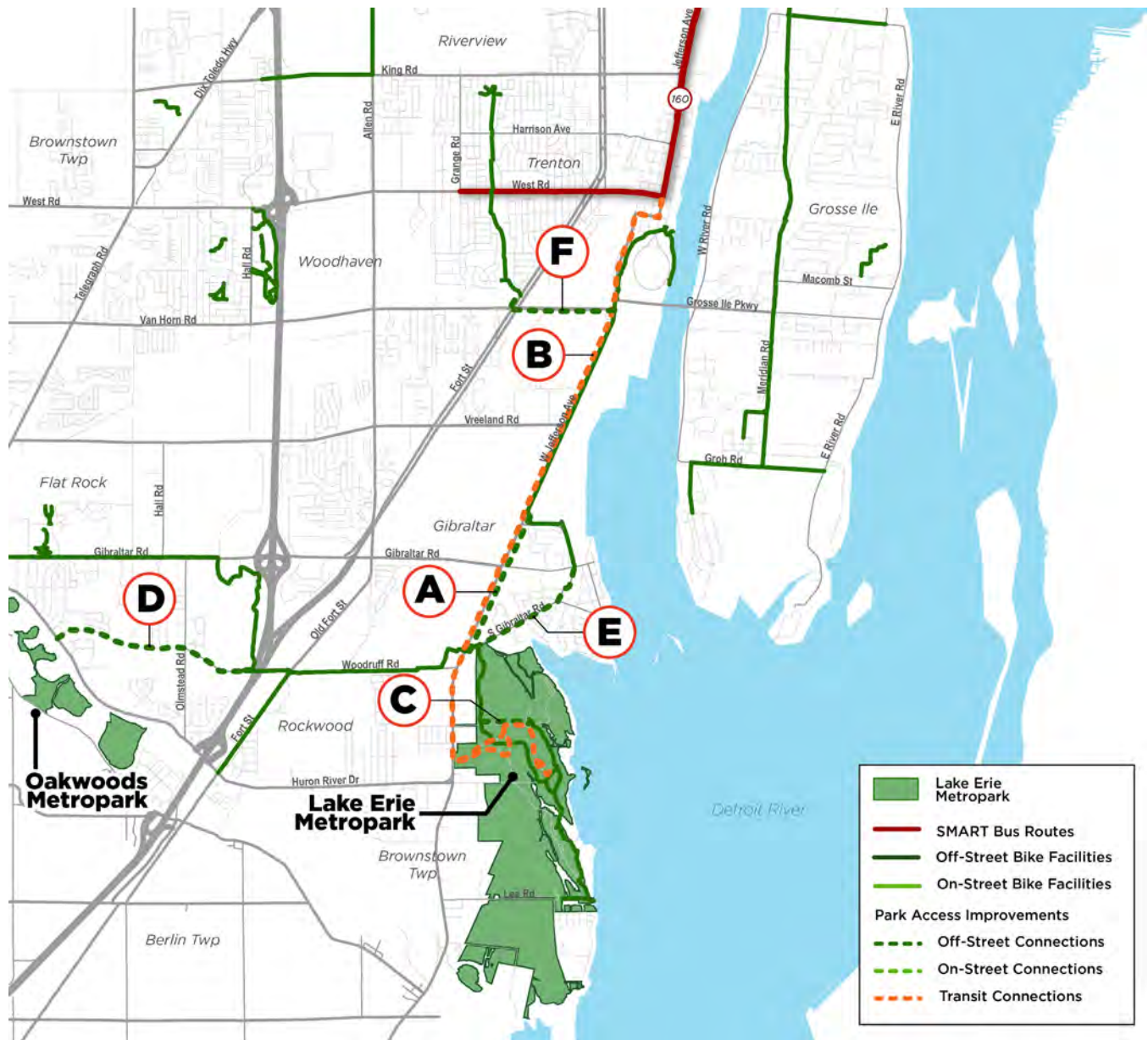
		CITY OF FLAT ROCK	CITY OF ROCKWOOD	CITY OF GIBRALTAR	CITY OF WOODHAVEN	BROWNSTOWN TWP.	CITY OF TRENTON	SMART	SEMCOG
	TIMEFRAME	POTENTIAL PARTNERS							
Action A: Continue the Jefferson Avenue path connection to park*	LONG			●		●	●		●
Action B: Extend SMART route 160, allowing for access to park	LONG							●	
Action C: Create a connection of the interior path connection on Culpepper Road	SHORT					●			
Action D: Continue Woodruff Road path connection into the City of Flat Rock/Oakwoods Metropark*	LONG	●	●						●
Action E: Continue the Gibraltar Road trail to Jefferson Avenue*	SHORT			●					

Short term time frame is 0 to 3 years, long term timeframe is over 3 years.

*Additional Coordination:

- Work with Friends of the Detroit River and Downriver Linked Greenways to coordinate trail connections

FIGURE 1-7: Lake Erie Metropark Recommendations



The recommended access connections for Lake Erie Metropark look to take advantage of the existing non-motorized network and connect to future Iron Belle Trail and Downriver Linked Trail facilities. Adding trail connections along Jefferson Avenue and Gibraltar Road will help connect bicyclists and pedestrians directly into the park. A path connection on Culpepper Road would facilitate non-motorized trips within the park and a pathway connection/extension along Woodruff Road

would connect Oakwoods Metropark to Lake Erie.

Transit access to Lake Erie Metropark could be achieved by extending SMART Route 160 to the park along Jefferson Avenue. This would allow riders in transit dependent neighborhoods in Southern Wayne County and Detroit to access a Metropark. This service would likely be available during the peak season on days when park visitation is the highest in order to maximize ridership and available operating dollars.

FUNDING OPPORTUNITIES

The following options should be looked into as potential funding opportunities for the recommendations listed in this plan.

Ralph C. Wilson

The Ralph C. Wilson Foundation funds the Community Foundation of Southeast Michigan in key ways to improve the region. Grants in four separate categories honor the lifetime interest of Mr. Wilson and include: the Caregivers Fund, the Design and Access Fund, the Youth Sports Fund, and the Grosse Pointe Community Assets Fund. Grants from the Design and Access Fund could be used to support walking and biking trails in Southeast Michigan. Over the past few years, the Community Foundation for Southeast Michigan has funded trails, greenways, and bicycle facilities for a number of different entities, including HCMA.

Washtenaw County, Connecting Communities Grant

The Connecting Communities grant program is designed to assist Washtenaw County communities in developing and enhancing the non-motorized transportation network. The program is supported by the four-year Road and Trails Millage (2016) and could help advance the walking and biking connections to Delhi and the other Metroparks in Washtenaw County. These grants would be applied for in partnership with other communities in the county.

Partnerships with Local Municipalities

Many municipalities around Southeast Michigan have dedicated funding mechanisms to add walking and biking infrastructure outside of dedicated grant funding. HCMA can work with the communities planning for these facilities and identify ways for trail connections to be made, while still serving the greater community. These connections could be made in the form of on-street interventions like bike lanes or signed bike routes.

RTA Funding

The Regional Transit Authority of Southeast Michigan (RTA) is a regional entity who's mission is to manage and secure transportation resources to enhance mobility in Southeast Michigan. The goal for the RTA is to secure additional local funding to expand transit service around the region. Although no funding has been allocated at this time, a regional transit master plan is being developed that lays out service goals for SMART, DDOT, and AAATA. With additional funding, connections to the nearby Metroparks could be made, helping to connect residents to these vital resources. If funding is secured in the future, HCMA should consult with the RTA to identify connection opportunities.

Congestion Mitigation and Air Quality (CMAQ)

CMAQ is a federally funded program administered through SEMCOG that funds transportation projects that work towards better air quality and reduction of congestion. Related projects that are eligible for CMAQ funding include non-motorized transportation facility improvements such as bike lanes, and shared ride improvements such as transit.

Natural Resources Trust Fund (MNRTF)

The Michigan Department of Natural Resources' Natural Resources Trust Fund (MNRTF) primarily allocates resources for acquisition and development for outdoor recreation and natural resource protection. Applications are evaluated based on natural resource access, availability of matching funds, financial need, priority projects, and proximity to population clusters. Any unit of government with an approved community five-year recreation plan is eligible to receive funding through MNRTF.

Land and Water Conservation Fund (LWCF)

The Department of Natural Resources' Land and Water Conservation Fund (LWCF) provides matching grants to local governments for the development of public recreation areas and facilities. Any unit of government with an approved community five-year recreation plan is eligible to receive funding through LWCF.

Outdoor Recreation Legacy Partnership Program

The purpose of the Outdoor Recreation Legacy Partnership Program is to provide grants for the development of outdoor recreation areas and facilities, primarily in urban areas. Any unit of government, or combination thereof, that is legally constituted to provide recreation is eligible to apply for funding.



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project No: 509-18-548
Project Title: Approval – Shelden Trails Development and Construction
Project Type: Capital
Location: Stony Creek Metropark
Date: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve a change order to contract 509-18-548 in the amount of \$119,500; and (2) approve the transfer of \$119,500 from surplus funds originally allocated for backup internet fiber installation projects to cover the cost for the additional work for partial construction of Loop “D” and bridge fabrication and construction on the Northern Connector as recommended by Chief of Planning and Development Nina Kelly and Staff.

Fiscal Impact: Funding has been allocated in the Capital Project Fund and through the Metroparks Foundation to complete Phase 1 of this project as approved by the Board in March 2020. Funding that was originally budgeted in the Capital Project Fund for backup internet fiber installation projects in multiple parks is available to cover the cost of the additional work.

Scope of Work: Flowtrack, the contractor selected to complete Phase 1 of the Shelden Trails Development project, has submitted a cost proposal to expand the scope of work in their existing contract to include the partial construction of Loop “D” and the fabrication and installation of a bridge on the Northern Connector before the end of 2020.

Loop D (2.22 miles): This loop is intended for intermediate and advanced trail users and will, with Loop E in a future phase, provide connectivity between The Pines and the base of Shelden Hill. The trail type will provide a constantly reversing grade and moderate sinuosity. Tread will be well-defined by a narrower cleared corridor and presence of native rock material and will include constructed natural features of wood and rock which will be enhanced for riding and require moderate to advanced bike handling skills. The resulting trail will provide a “backcountry” type of experience of narrow single-track.

Northern Connector Bridge: In order to complete the connection from the Shelden Trails system to Snell Road and ultimately to the new Stony Creek Ravine Nature Park in Oakland Township, it will be necessary to construct a bridge over the West Branch of the original Stony Creek just north of the West Branch picnic areas and existing trailhead. Flowtrack will develop a plan and specifications for this bridge, which will be reviewed by the Metroparks Engineering Department prior to fabrication and installation.

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

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

Background: The approved construction contract (\$223,481) for Phase 1 of the project includes three (3) sections of the Shelden trail system using the design recommendations provided by HCMA's consultant Applied Trail Research (ATR) as described below.

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

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

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

A significant portion of funding for the design and construction of Phase 1 of the Shelden Trails project has been assembled from several grant sources, fundraising initiatives, and individual contributions, as outlined below:

Source	Amount
REI 2018 (design/volunteer training)	\$25,000
Community Foundation for SE Michigan (CFSEM) 2018 (design)	\$35,000
REI 2019 (construction)	\$14,400
CFSEM Ralph Wilson Jr. Legacy Fund 2019 (Ph. 1 construction pledge)	\$50,000
Clinton River Area Mountain Biking Association (CRAMBA)	\$3,000
Back to the Beach Runners	\$2,000
ITC (trail signage)	\$5,000
Moosejaw/Walmart	\$10,000
Howlin' at the Moon 2018	\$14,926
Individual and other contributions (misc)	\$9,339
<i>Total raised toward project</i>	<i>\$168,665</i>

Sixty thousand (\$60,000) of this total was utilized for the design of the project with Applied Trails Research, and \$5,000 will be used toward the fabrication of new trail signage upon completion of the project. The remaining \$103,665 raised by staff from sources outside of the Metroparks will account for approximately 46 percent of the cost of construction for Phase 1. (The 2019 CFSEM funding was pledged for Phase 1 and will be reimbursed to the Metroparks Foundation upon completion.)

Attachment: Flowtrack Construction Cost Estimate

FLOWTRACK

MOUNTAIN BIKE TRAILS, LLC

FlowTrack Mountain Bike Trails, LLC

420 Pine St

Marquette, MI 49855

Phone: **906-869-4044**

Shelden Trails Development and Construction

Construction Cost Estimates, 2020 Build Season

Trail Loop D

Northern Connector Steel Bridge

Our total cost estimate for loop D construction is based on Applied Trail Research documents "HURON-CLINTON METROPARKS STONY CREEK METROPARK SHARED-USE TRAIL DESIGN MAY, 2019"

Flowtrack Mountain Bike Trails, LLC is requesting to add approximately 60% of "Trail Loop D" and "Northern Connector Steel Bridge" to the 2020 build season. The "Northern Connector Steel Bridge" is critical to complete the "Northern Connector" trail during the 2020 build season. Constructing a large portion of "Trail Loop D" during the 2020 build season will add additional excitement to the overall project, as "Trail Loop D" is to be built on a "significant sideslope", which in itself is unique. The addition of a portion "Trail Loop D" will also allow us to open the entirety of "Trail Loop D" very early in 2021, or even late 2020, giving riders a much more substantial trail network to ride during their first and most critical impression of the trail system.

Total Price Estimate \$119,500



Matt Belic, President

Flowtrack Mountain Bike Trails, LLC



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval – West Boat Launch Area Development
Project Type: Capital
Location: Kensington Metropark
Date: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners' approve the attached resolution and authorize staff to execute the Project Agreement for the Michigan Natural Resources Trust Fund (MNRTF) Grant for the Kensington Metropark West Boat Launch Area Development project as recommended by Nina Kelly, Chief of Planning and Development, and staff.

Fiscal Impact: This is a reimbursement grant. The total cost of the project is estimated at \$308,000, of which the Metroparks will be responsible for 50 percent (\$154,000). This project was included on the list of 2020 projects budgeted in the capital project fund.

Background: In March 2019, The Board authorized staff to apply for an MNRTF grant to assist in the redevelopment of the West Boat Launch area of Kensington Metropark. The project was recommended for award in December 2019, and staff received the attached Project Agreement in August 2020.

The project is on the National Huron River Water Trail and involves the development of the West Boat Launch site for accessibility using universal design principles, including: (1) a new accessible floating canoe/kayak dock, launch, and gangway; (2) two new pea stone/sand launch areas; (3) parking lot restriping for van accessible spaces including two trailer spaces; (4) new barrier free parking area with four additional van spaces; (5) accessible picnic tables and grills; (6) various amenities including accessible concrete walkways, signage, and a pet waste station; and (7) an accessible vault latrine restroom.

In order to move forward with accepting the grant funding, the Metroparks is required to submit the Project Agreement, Resolution, Boundary Map, and Property Description by Oct. 2, 2020. The project must be completed by Aug. 31, 2022, with final reimbursement request submitted no later than Nov. 30, 2022.

Attachment: MNRTF Resolution

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

**RESOLUTION APPROVING SUBMISSION OF GRANT AGREEMENT
FOR KENSINGTON METROPARK – WEST BOAT LAUNCH DEVELOPMENT PROJECT**

Resolution No. 2020-14

Motion made by: Commissioner ____

Supported by: Commissioner ____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON AUGUST 13, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS the Huron-Clinton Metropolitan Authority, does hereby accept the terms of the Agreement for TF19-0049 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Huron-Clinton Metropolitan Authority does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$154,000 dollars (\$146,000 in cash outlay, \$8,000 in workforce labor) match for the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

AYES:

NAYS:

ABSTAIN:

ABSENT:

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Huron-Clinton Metropolitan Authority on August 13, 2020.

Shawn Athayde, Recording Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval – Rapids View Development
Project Type: Capital Project
Location: Hudson Mills Metropark
Date: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners' approve the attached resolution and authorize staff to execute the Project Agreement for the Michigan Natural Resources Trust Fund (MNRTF) Grant for the Hudson Mills Rapids View Development project as recommended by Chief of Planning and Development Nina Kelly and staff.

Fiscal Impact: This is a reimbursement grant. The total cost of the project is estimated at \$453,300, of which the Metroparks will be responsible for 50 percent (\$226,900). This project was included on the list of 2020 projects budgeted in the capital project fund.

Background: In March 2019, The Board authorized staff to apply for an MNRTF grant to assist in the redevelopment of the Rapids View area of Hudson Mills Metropark. The project was recommended for award in December 2019, and staff received the attached Project Agreement in August 2020.

The project involves the development of the Rapids View picnic and launch site to comprise: (1) new upper parking lot and designated trailer parking spaces; (2) new turnaround drop-off for paddlers and redeveloped lower parking lot; (3) accessible launch improvements; (4) accessible picnic area and river overlook; and (5) an accessible vault latrine restroom.

In order to move forward with accepting the grant funding, the Metroparks is required to submit the Project Agreement, Resolution, Boundary Map, and Property Description by Oct. 2, 2020. The project must be completed by Aug. 31, 2022, with final reimbursement request submitted no later than Nov. 30, 2022.

Attachment: Rapid View Development Grant Resolution

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

**RESOLUTION APPROVING SUBMISSION OF GRANT AGREEMENT
FOR HUDSON MILLS METROPARK – RAPIDS VIEW DEVELOPMENT PROJECT**

Resolution No. 2020-15

Motion made by: Commissioner ____

Supported by: Commissioner ____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON AUGUST 13, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS the Huron-Clinton Metropolitan Authority, does hereby accept the terms of the Agreement for TF19-0013 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Huron-Clinton Metropolitan Authority does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$226,900 dollars (\$213,100 in cash outlay, \$13,800 in workforce labor) match for the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

AYES:

NAYS:

ABSTAIN:

ABSENT:

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Huron-Clinton Metropolitan Authority on August 13, 2020.

Shawn Athayde, Recording Secretary



o: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval – Off-Leash Dog Area Development Grant Funding
Project Type: Capital Project
Location: Stony Creek Metropark, Macomb County
Date: August 6, 2020

Action Requested: Motion to approve

That the Board of Commissioners' approve the attached resolution and authorize staff to execute the Project Agreement for the Michigan Natural Resources Trust Fund (MNRTF) Grant for the Stony Creek Metropark Off-Leash Dog Area Development project as recommended by Nina Kelly, Chief of Planning and Development, and staff.

Fiscal Impact: This is a reimbursement grant. The total cost of the project is estimated at \$138,500, of which HCMA will be responsible for 63% (\$88,500). This project was included on the list of 2020 projects budgeted in the capital project fund.

Background: In March 2019, The Board authorized staff to apply for an MNRTF grant to assist in the development of an off-leash dog area in the Oakgrove picnic facility at Stony Creek Metropark. The project was recommended for award in December 2019, and staff received the attached Project Agreement in August 2020.

The project involves the development of an accessible off-leash dog area to comprise: (1) fencing for two areas of nearly three acres each (small dogs and all dogs alternating to reduce turf wear) including utility and entry gates; (2) a 10-foot wide asphalt path from the parking lot to the bullpen area; (3) concrete bullpen with water bottle/pet filling station, benches, planting bed, and dog waste stations; (4) accessible aggregate surface in each high traffic area at turf entry and on each 6-foot wide path extending into the off-leash areas; (5) accessible unisex portable toilet placed on concrete outside of bullpen area; and (6) striping and signs for three van accessible parking spaces.

In order to move forward with accepting the grant funding, the Metroparks is required to submit the Project Agreement, Resolution, Boundary Map, and Property Description by Oct. 2, 2020. The project must be completed by Aug. 31, 2022, with final reimbursement request submitted no later than Nov. 30, 2022.

Attachment: Grant Resolution

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

**RESOLUTION APPROVING SUBMISSION OF GRANT AGREEMENT
FOR STONY CREEK METROPARK – OFF-LEASH DOG AREA DEVELOPMENT PROJECT**

Resolution No. 2020-16

Motion made by: Commissioner ____

Supported by: Commissioner ____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON AUGUST 13, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS the Huron-Clinton Metropolitan Authority, does hereby accept the terms of the Agreement for TF19-0014 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Huron-Clinton Metropolitan Authority does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$88,500 dollars (\$50,000 in cash outlay, \$38,500 in workforce labor and material) match for the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

AYES:

NAYS:

ABSTAIN:

ABSENT:

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Huron-Clinton Metropolitan Authority on August 13, 2020.

Shawn Athayde, Recording Secretary



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 702-20-320
Project Title: Bids – Accessible Dock Renovations
Project Type: Major Maintenance
Location: Lake St. Clair Metropark
Date: August 6, 2020

Bids Received: July 28, 2020

Action Requested: Motion to Approve

That the Board of Commissioners award Contract No. 702-20-320 to the low responsive, responsible bidder, Dean Marine Excavating, Inc., in the amount of \$41,228.20 as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: This project is \$ 28,771.80 under the budgeted amount of \$70,000.00.

Scope of Work: Work includes the removal and installation of lower profile floats, modifications to the existing ramp and framing alterations.

Background: The original ramp construction was part of the seawall replacement project in 2016. As part of the original consultant's design for the accessible dock and ramp elements there were some design elements that did not meet the tolerances after construction, which were necessary to meet the regulations. These elements included cross and end ramp slope. In addition, due to sustained record high water elevations the ramp has not been able to be used to its full extent. The original design was based on historical water level data. Since the time of construction, staff has experienced sustained high-water levels. The consultant has made design alterations to account for the slope requirements and the high-water levels.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Dean Marine & Excavating	Mount Clemens	\$ 41,228.20
• Only one bid was received.		
Budget Amount for Contract Services		\$ 70,000.00
• Contract Amount Dean Marine and Excavating, Inc.		\$ 41,228.20
• Contract Administration		<u>\$ 3,000.00</u>
• Total Proposed Work Order Amount (Rounded)		\$ 44,229.00

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

**Note: Only one bid was received.*



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 513-19-139
Project: Bids – Wolcott Mill Stabilization Repairs
Project Type: Major Maintenance
Location: Wolcott Mill Metropark Historic Center
Date: August 6, 2020

Bids Received: August 6, 2020

Action Requested: Motion to Approve

That the Board of Commissioners Approve Contract 513-19-139 to the low responsive, responsible bidder, Pullman SST, Inc. in the amount of \$50,850 as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: The project has a budgeted amount of \$250,000. However, there will be an additional project to fill the raceway beneath the mill that will occur in the future.

Scope of work: The work includes concrete saw cutting, removal of sections of the concrete floor, and pressure grouting to fill the voids beneath the slab.

Background: At the February 2020 Board meeting staff provided an update on the results of the investigative report dated Dec. 30, 2019, by Testing Engineers and Consultants (TEC). Work was targeted to begin in March 2020; however due to the pandemic it was necessary to reschedule the work.

In summary, TEC was authorized to perform a site investigation in September 2019 to address issues with the basement floor slab and the buildings foundation. The investigation was initiated due to the loss of material underneath the basement floor slab and the subsequent cracking in some areas. Hollow areas could be heard while tapping on the slab in the basement. The building was closed to the public in the beginning of September 2019 as a precaution. Previous work had been completed in the late 1990's to address some similar issues. TEC evaluated the current condition of the slab and foundation along with providing recommendations as to the cause and corrective actions. The work included digging test pits on the outside of the building to evaluate the condition of the soils and foundation, coring through the basement floor to quantify the depth of the voids, and additional soil boring to evaluate the supporting soils and the depth of the water table. The draft report was completed, and a meeting took place on Jan. 8, 2020 to review the report.

In general, the foundation is in relatively good condition. The roof of the headrace structure is corrugated metal supported on beams of which both are severely corroded. No strong conclusions were ascertained to explain the loss of material beneath the basement floor slab. The most important repairs items identified were to remediate the basement floor voids since the floor slab supports structural columns and to shore the roof of the headrace. Once these items are completed the building could be opened.

The current work will address these issues. TEC has been hired to provide drawings and specification for this work. The work will be divided into two projects to help expedite the work. The first phase will address the basement floor grouting and the second phase will address backfilling the headrace. In conjunction with this work, staff was working on the abatement of asbestos in the basement, which has been completed.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Pullman SST, Inc.	Trenton	\$ 50,850.00
M-K Construction	Brownstown	\$530,100.00
Budget Amount for Contract Services		\$250,000.00
Work Order Amount		
• Contract Amount- Pullman SST, Inc.		\$ 50,850.00
○ Contract Administration		<u>\$ 10,000.00</u>
○ Total Proposed Work Order Amount		<u>\$ 60,850.00</u>

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

The following Contractors reviewed documents but did not submit a bid:

Universal Consolidated Enterprises, Roseville; Officepartners360,Pittsburgh; BNE Services LLC, Livonia; Mihm Enterprises, Inc., Hamilton; Asphalt Specialists, Inc., Pontiac; Allied Building Service Company of Detroit, Inc., Detroit; Climate Survival Solutions, Inc. PBC, Grand Junction; JT Maurer Building Company Inc., Plymouth; Grunwell-Cashero, Detroit; Construction Journal, Stuart; Warren Contractors & Development Inc., Shelby Twp.; Washtenaw Contractors Association, Ann Arbor; Myranda Kelly, LLC, Veneta; Best Asphalt, Inc., Romulus; LaSalle Construction Services, Farmington Hills; DeBuck Construction Inc, Utica; Erie Construction, LLC Woodhaven; Michigan Concrete Association, Okemos; Pullman SST, Inc., Trenton; M-K Construction Company Inc., Brownstown; GM & SONS, INC., Whitmore Lake; Anglin Civil, Livonia



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 509-20-557
Project Title: Vault Latrine Replacement (Site Work)
Project Type: Capital
Location: Stony Creek Metropark, Macomb County
Date: August 6, 2020

Bid Received: July 28, 2020

Action Requested: Motion to Approve

That the Board of Commissioners award contract 509-20-557 to the low responsible bidder Universal Consolidated Enterprises, Inc. in the amount of \$23,783.80 as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: The project as bid is under budget in the amount of \$2,976.70. The budget for the project was \$60,000. At the July 9 Board meeting, a purchase order was approved for the cost of the prefabricated unit in the amount of \$33,239.50. The remaining budget available for installation and site work for the structure is \$26,760.50. The low bid to complete the site work is \$23,783.80.

Scope of Work: The project includes the demolition of the existing old wood framed latrines, construction on a new concrete walkway, grading, signage, pavement markings, and site restoration.

Background: At the July 9 meeting, the Board approved the procurement of a prefabricated vault latrine to replace the existing aging wood latrines at the shore fishing site. Similar units have been installed previously at Stony Creek and have worked well. The units are a concrete structure that requires little structural maintenance and are easily maintained.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Universal Consolidated Enterprises, Inc.	Roseville	\$23,793.80
DP Schwehofer Excavating	St. Clair	\$26,790.00
DeBuck Construction, Inc.	Utica	\$28,924.00
Premier Group Associates	Detroit	\$48,681.00
TJM Services	Allegan	\$59,941.20

Budget Amount for Contract Services	\$60,000.00
• CXT Concrete Building (approved July 9, 2020)	<u>\$33,239.50</u>
○ Remaining available budget	\$26,760.50

Work Order Amount for site work	
• Contract Amount Universal Consolidated Enterprises, Inc.	\$23,783.80
○ Contract Administration	<u>\$ 4,000.00</u>
○ Total Proposed Work Order (Rounded)	\$27,784.00

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



Shorefishing Stony Creek



CXT Unit

HURON-CLINTON METROPARKS MONTHLY STATISTICS

July, 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	84,084	70,907	72,007	17%	\$ 379,439.00	\$ 309,744.72	\$ 308,352.91	23%
Wolcott Mill	3,230	1,482	4,425	-27%	\$ 3,178.00	\$ 3,692.00	\$ 6,517.67	-51%
Stony Creek	118,964	88,873	91,061	31%	\$ 451,249.00	\$ 406,760.00	\$ 418,619.00	8%
Indian Springs	14,695	13,018	13,257	11%	\$ 47,874.00	\$ 38,717.00	\$ 37,602.67	27%
Kensington	132,787	104,046	108,307	23%	\$ 523,272.00	\$ 417,209.00	\$ 448,351.33	17%
Huron Meadows	14,557	10,487	11,143	31%	\$ 1,110.00	\$ 2,884.00	\$ 2,508.00	-56%
Hudson Mills	38,952	26,431	26,777	45%	\$ 100,792.00	\$ 74,851.00	\$ 74,788.67	35%
Lower Huron/Willow/Oakwoods	62,321	71,047	75,730	-18%	\$ 110,284.00	\$ 253,203.00	\$ 252,488.67	-56%
Lake Erie	28,969	31,373	30,583	-5%	\$ 61,629.00	\$ 111,537.00	\$ 105,062.00	-41%
Monthly TOTALS	498,559	417,664	433,290	15%	\$ 1,678,827.00	\$ 1,618,597.72	\$ 1,654,290.91	1%

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	337,768	250,513	249,438	35%	\$ 1,502,945	\$ 1,161,964	\$ 1,155,360	30%
Wolcott Mill	12,826	17,711	29,492	-57%	\$ 7,145	\$ 64,737	\$ 45,850	-84%
Stony Creek	495,677	320,173	337,029	47%	\$ 2,446,003	\$ 1,733,564	\$ 1,763,925	39%
Indian Springs	65,822	49,763	51,506	28%	\$ 274,080	\$ 215,338	\$ 214,882	28%
Kensington	564,137	456,209	463,335	22%	\$ 2,400,952	\$ 1,894,152	\$ 1,955,658	23%
Huron Meadows	63,745	48,148	50,186	27%	\$ 26,858	\$ 36,549	\$ 33,666	-20%
Hudson Mills	170,317	114,724	117,316	45%	\$ 472,610	\$ 337,285	\$ 357,399	32%
Lower Huron/Willow/Oakwoods	345,288	308,765	325,757	6%	\$ 624,882	\$ 690,777	\$ 729,099	-14%
Lake Erie	146,756	117,816	116,551	26%	\$ 510,748	\$ 460,753	\$ 453,683	13%
Monthly TOTALS	2,202,336	1,683,822	1,740,610	27%	\$ 8,266,223	\$ 6,595,119	\$ 6,709,524	23%

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	\$ 443,236	\$ 459,180	\$ 453,023	-2%	\$ 1,839,635	\$ 1,739,331	\$ 1,705,382	8%
Wolcott Mill	\$ 7,481	\$ 14,080	\$ 16,165	-54%	\$ 49,924	\$ 195,663	\$ 166,568	-70%
Stony Creek	\$ 937,001	\$ 765,145	\$ 770,386	22%	\$ 3,607,613	\$ 2,803,041	\$ 2,847,426	27%
Indian Springs	\$ 227,198	\$ 183,614	\$ 188,159	21%	\$ 745,641	\$ 703,035	\$ 708,438	5%
Kensington	\$ 976,737	\$ 879,570	\$ 884,638	10%	\$ 3,442,828	\$ 3,244,037	\$ 3,190,590	8%
Huron Meadows	\$ 197,907	\$ 162,596	\$ 158,242	25%	\$ 507,620	\$ 564,097	\$ 538,852	-6%
Hudson Mills	\$ 253,761	\$ 195,256	\$ 185,423	37%	\$ 856,170	\$ 710,637	\$ 711,763	20%
Lower Huron/Willow/Oakwoods	\$ 339,492	\$ 893,821	\$ 853,190	-60%	\$ 1,114,714	\$ 1,893,230	\$ 1,882,772	-41%
Lake Erie	\$ 278,875	\$ 408,207	\$ 388,106	-28%	\$ 1,048,195	\$ 1,174,324	\$ 1,171,298	-11%
Y-T-D TOTALS	\$ 3,661,688	\$ 3,961,469	\$ 3,897,332	-6%	\$ 13,212,339	\$ 13,027,394	\$ 12,923,089	2%

District	Y-T-D Vehicle Entries by Management Unit				Y-T-D Total Revenue by Management Unit			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Eastern	846,271	588,397	615,959	37%	5,497,172	4,738,035	4,719,376	16%
Western	864,021	668,844	682,343	27%	5,552,258	5,221,806	5,149,643	8%
Southern	492,044	426,581	442,308	11%	2,162,909	3,067,554	3,054,070	-29%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

July, 2020

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	7,527	5,882	5,806	30%	\$ 249,413	\$ 189,586	\$ 190,700	31%
Indian Springs	5,804	4,708	4,884	19%	\$ 178,624	\$ 141,742	\$ 144,460	24%
Kensington	7,300	6,188	5,816	26%	\$ 227,974	\$ 190,864	\$ 182,970	25%
Huron Meadows	6,483	5,160	4,976	30%	\$ 195,297	\$ 159,112	\$ 155,201	26%
Hudson Mills	5,461	4,234	3,839	42%	\$ 131,147	\$ 105,287	\$ 95,749	37%
Willow	6,360	4,926	4,588	39%	\$ 189,026	\$ 141,490	\$ 134,429	41%
Lake Erie	6,179	5,062	4,772	29%	\$ 171,132	\$ 140,721	\$ 136,278	26%
Total Regulation	45,114	36,160	34,681	30%	\$ 1,342,613	\$ 1,068,802	\$ 1,039,786	29%
LSC Par 3	1,268	1,308	1,625	-22%	\$ 10,248	\$ 9,420	\$ 9,932	3%
LSC Foot Golf	206	279	206	0%	\$ 1,694	\$ 1,290	\$ 1,219	39%
Total Golf	46,588	37,747	36,512	28%	\$ 1,354,555	\$ 1,079,512	\$ 1,050,937	29%

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	18,121	16,297	17,109	6%	\$ 576,614	\$ 534,455	\$ 557,988	3%
Indian Springs	14,542	14,031	14,297	2%	\$ 440,256	\$ 422,213	\$ 418,835	5%
Kensington	18,785	19,973	18,582	1%	\$ 569,273	\$ 613,669	\$ 567,675	0%
Huron Meadows	15,638	16,357	15,581	0%	\$ 453,571	\$ 503,717	\$ 482,614	-6%
Hudson Mills	13,606	12,492	11,371	20%	\$ 325,086	\$ 300,571	\$ 273,375	19%
Willow	13,920	12,179	11,828	18%	\$ 400,834	\$ 358,819	\$ 345,856	16%
Lake Erie	14,970	14,510	14,196	5%	\$ 397,970	\$ 394,360	\$ 397,636	0%
Total Regulation	109,582	105,839	102,964	6%	\$ 3,163,604	\$ 3,127,804	\$ 3,043,980	4%
LSC Par 3	4,219	3,156	3,913	8%	\$ 34,730	\$ 24,464	\$ 24,997	39%
LSC Foot Golf	372	485	390	-5%	\$ 2,998	\$ 2,878	\$ 2,528	19%
Total Golf	114,173	109,480	107,267	6%	\$ 3,201,332	\$ 3,155,146	\$ 3,071,505	4%

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	5,808	19,220	18,645	-69%	\$ 23,151	\$ 95,608	\$ 92,920	-75%
Stony Creek Rip Slide	0	8,730	10,569	-	\$ -	\$ 45,542	\$ 53,391	-
KMP Splash	17,960	16,277	17,759	1%	\$ 74,560	\$ 114,689	\$ 110,664	-33%
Lower Huron	0	38,306	38,290	-	\$ -	\$ 434,362	\$ 400,688	-
Willow	4,676	9,988	9,067	-48%	\$ 20,913	\$ 44,301	\$ 41,407	-49%
Lake Erie	0	14,940	14,022	-	\$ -	\$ 120,286	\$ 110,817	-
TOTALS	28,444	107,461	108,352	-74%	\$ 118,624	\$ 854,788	\$ 809,887	-85%

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	6,342	31,961	32,485	-80%	\$ 25,666	\$ 159,423	\$ 162,163	-84%
Stony Creek Rip Slide	0	15,078	17,903	-	\$ -	\$ 77,710	\$ 88,849	-
KMP Splash	24,411	26,137	28,404	-14%	\$ 101,536	\$ 190,119	\$ 181,316	-44%
Lower Huron	0	58,165	59,905	-	\$ -	\$ 664,050	\$ 628,231	-
Willow	5,185	15,016	14,328	-64%	\$ 23,035	\$ 68,691	\$ 67,649	-66%
Lake Erie	0	23,521	23,640	-	\$ 75	\$ 191,139	\$ 187,338	-100%
TOTALS	35,938	169,878	176,664	-80%	\$ 150,312	\$ 1,351,131	\$ 1,315,547	-89%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

July, 2020

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	0	3	3	-	\$ -	\$ 3,000	\$ 2,100	-
Shelters	75	46	27	174%	\$ 13,468	\$ 13,585	\$ 8,652	56%
Boat Launches	2,394	742	966	148%	\$ -	\$ -	\$ -	-
Marina	470	256	559	-16%	\$ 5,352	\$ 3,730	\$ 6,295	-15%
Mini-Golf	2,016	2,458	2,526	-20%	\$ 8,982	\$ 8,982	\$ 9,168	-2%
Wolcott								
Activity Center	0	5	10	-	\$ -	\$ 2,530	\$ 1,357	-
Stony Creek								
Disc Golf Daily	2,566	1,648	1,966	30%	\$ 8,670	\$ 5,651	\$ 6,408	35%
Disc Golf Annual	6	4	1	350%	\$ 360	\$ 240	\$ 80	350%
Total Disc Golf	2,572	1,652	1,968	31%	\$ 9,030	\$ 5,891	\$ 6,488	39%
Shelters	67	53	48	39%	\$ 15,075	\$ 11,875	\$ 10,858	39%
Boat Rental	10,024	5,784	5,834	72%	\$ 101,861	\$ 61,194	\$ 61,458	66%
Boat Launches	267	210	191	40%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	8	15	8	0%	\$ 700	\$ 1,825	\$ 1,175	-40%
Event Room	0	1	2	-	\$ -	\$ 666	\$ 3,722	-
Kensington								
Disc Golf Daily	3,785	2,309	2,807	35%	\$ 12,371	\$ 7,224	\$ 8,562	44%
Disc Golf Annual	0	5	7	-	\$ -	\$ 240	\$ 373	-
Total Disc Golf	3,785	2,314	2,814	35%	\$ 12,371	\$ 7,464	\$ 8,935	38%
Shelters	101	54	50	102%	\$ 20,475	\$ 12,150	\$ 11,400	80%
Boat Rental	8,421	6,163	6,210	36%	\$ 99,215	\$ 80,441	\$ 80,412	23%
Huron Meadows								
Shelters	10	3	3	233%	\$ 1,500	\$ 600	\$ 600	150%
Hudson Mills								
Disc Golf Daily	1,157	871	1,052	10%	\$ 3,471	\$ 2,613	\$ 3,155	10%
Disc Golf Annual	8	5	3	140%	\$ 480	\$ 300	\$ 192	150%
Total Disc Golf	1,165	876	1,055	10%	\$ 3,951	\$ 2,913	\$ 3,347	18%
Shelters	11	8	11	-3%	\$ 1,800	\$ 1,600	\$ 2,400	-25%
Canoe Rental	3,344	3,178	2,635	27%	\$ 15,279	\$ 5,752	\$ 7,581	102%
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	244	183	241	1%	\$ 732	\$ 549	\$ 727	1%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ 12	-
Total Disc Golf	244	183	242	1%	\$ 732	\$ 549	\$ 739	-1%
Shelters	32	33	30	8%	\$ 6,125	\$ 7,000	\$ 6,217	-1%
Lake Erie								
Shelters	10	8	10	3%	\$ 1,800	\$ 1,600	\$ 2,133	-16%
Boat Launches	2,746	2,385	2,431	13%	\$ -	\$ -	\$ -	-
Marina	0	0	197	-	\$ 44,314	\$ 33,155	\$ 32,522	36%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

July, 2020

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	13	45	41	-68%	\$ 17,700	\$ 35,525	\$ 31,900	-45%
Shelters	246	266	218	13%	\$ 54,954	\$ 68,910	\$ 57,291	-4%
Boat Launches	6,823	1,800	2,673	155%	\$ -	\$ -	\$ -	-
Marina	954	910	1,228	-22%	\$ 9,945	\$ 10,776	\$ 12,597	-21%
Mini-Golf	3,804	5,280	5,474	-31%	\$ 19,737	\$ 19,737	\$ 20,052	-2%
Wolcott								
Activity Center	22	26	47	-54%	\$ 6,000	\$ 15,980	\$ 12,390	-52%
Stony Creek								
Disc Golf Daily	9,137	7,343	8,156	12%	\$ 30,451	\$ 25,059	\$ 26,739	14%
Disc Annual	41	104	109	-63%	\$ 2,440	\$ 5,860	\$ 6,000	-59%
Total Disc Golf	9,178	7,447	8,265	11%	\$ 32,891	\$ 30,919	\$ 32,739	0%
Shelters	286	337	312	-8%	\$ 64,076	\$ 75,875	\$ 70,183	-9%
Boat Rental	21,591	10,865	10,914	98%	\$ 202,526	\$ 115,472	\$ 115,094	76%
Boat Launches	725	592	591	23%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	39	64	39	-1%	\$ 4,576	\$ 8,825	\$ 6,375	-28%
Event Room	12	21	27	-56%	\$ 22,000	\$ 38,500	\$ 46,633	-53%
Kensington								
Disc Golf Daily	15,994	11,849	12,987	23%	\$ 54,614	\$ 39,954	\$ 41,638	31%
Disc Annual	178	172	158	12%	\$ 9,950	\$ 10,020	\$ 8,795	13%
Total Disc Golf	16,172	12,021	13,145	23%	\$ 64,564	\$ 49,974	\$ 50,433	28%
Shelters	366	401	362	1%	\$ 76,008	\$ 90,013	\$ 84,121	-10%
Boat Rental	14,383	11,119	11,079	30%	\$ 158,029	\$ 150,746	\$ 145,256	9%
Huron Meadows								
Shelters	29	25	23	26%	\$ 4,800	\$ 5,000	\$ 4,600	4%
Hudson Mills								
Disc Golf Daily	4,888	4,031	4,863	1%	\$ 14,664	\$ 12,093	\$ 14,588	1%
Disc Annual	165	129	148	11%	\$ 9,700	\$ 7,540	\$ 8,173	19%
Total Disc Golf	5,053	4,160	5,011	1%	\$ 24,364	\$ 19,633	\$ 22,761	7%
Shelters	46	62	80	-43%	\$ 7,550	\$ 12,400	\$ 16,600	-55%
Canoe Rental	6,513	4,476	3,992	63%	\$ 15,279	\$ 6,855	\$ 11,375	34%
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	893	620	833	7%	\$ 2,679	\$ 1,860	\$ 2,502	7%
Disc Annual	6	7	12	-49%	\$ 340	\$ 420	\$ 633	-46%
Total Disc Golf	899	627	845	6%	\$ 3,019	\$ 2,280	\$ 3,135	-4%
Shelters	164	231	235	-30%	\$ 33,225	\$ 50,250	\$ 51,133	-35%
Lake Erie								
Shelters	41	64	57	-28%	\$ 8,800	\$ 13,800	\$ 12,567	-30%
Boat Launches	12,177	11,600	11,062	10%	\$ -	\$ -	\$ -	-
Marina	0	0	509	-	\$ 132,440	\$ 105,323	\$ 108,716	22%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

July, 2020

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	18,950	24,417	21,386	-11%	93,130	112,159	104,529	-11%
Wolcott Mill	1,137	2,403	2,499	-55%	7,972	10,674	13,962	-43%
Wolcott Farm	4,029	6,794	5,881	-31%	9,236	33,569	39,657	-77%
Stony Creek	20,100	21,179	20,329	-1%	105,776	110,167	107,558	-2%
Eastern Mobile Center	0	419	249	-	1,072	6,978	7,513	-86%
Indian Springs	4,779	7,172	6,745	-29%	33,579	44,258	41,278	-19%
Kens NC	36,930	29,963	34,191	8%	234,551	166,974	187,985	25%
Kens Farm	40,781	31,444	35,509	15%	82,972	153,711	134,271	-38%
Western Mobile Center	0	676	363	-	1,954	7,098	5,045	-61%
Hudson Mills	3,500	3,642	3,644	-4%	19,811	25,048	22,591	-12%
Oakwoods	16,048	15,561	16,089	0%	100,056	85,799	89,938	11%
Lake Erie	19,257	15,464	16,899	14%	116,099	87,534	98,675	18%
Southern Mobile Center	0	355	183	-	1,910	10,560	7,027	-73%
Totals	165,511	159,489	163,966	1%	808,118	854,529	860,028	-6%

PARK	Monthly Revenue				YTD Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ -	\$ 2,722	\$ 1,914	-	\$ 6,237	\$ 18,838	\$ 19,748	-68%
Wolcott Mill	\$ -	\$ 499	\$ 739	-	\$ 845	\$ 3,955	\$ 8,932	-91%
Wolcott Farm	\$ -	\$ 1,706	\$ 1,225	-	\$ 2,444	\$ 55,132	\$ 49,775	-95%
Wagon Rides	\$ -	\$ -	\$ 651	-	\$ -	\$ -	\$ 5,634	-
Livestock/Produce	\$ 1,949	\$ 3,140	\$ 2,299	-15%	\$ 16,773	\$ 35,472	\$ 21,768	-23%
FARM TOTAL	\$ 1,949	\$ 4,846	\$ 4,175	-53%	\$ 19,217	\$ 90,604	\$ 77,177	-75%
Stony Creek	\$ -	\$ 1,538	\$ 1,094	-	\$ 3,681	\$ 14,004	\$ 15,987	-77%
Eastern Mobile Center	\$ -	\$ 825	\$ 633	-	\$ 3,013	\$ 8,463	\$ 8,094	-63%
Indian Springs	\$ -	\$ 664	\$ 1,199	-	\$ 4,728	\$ 17,082	\$ 20,688	-77%
Kens NC	\$ -	\$ 3,218	\$ 2,270	-	\$ 4,000	\$ 23,851	\$ 20,711	-81%
Kens Farm	\$ 457	\$ 4,733	\$ 4,048	-89%	\$ 13,753	\$ 43,401	\$ 39,374	-65%
Wagon Rides	\$ 100	\$ 944	\$ 2,629	-96%	\$ 3,451	\$ 9,682	\$ 15,570	-78%
Livestock/Produce	\$ 270	\$ 496	\$ 665	-59%	\$ 1,346	\$ 2,505	\$ 3,065	-56%
FARM TOTAL	\$ 827	\$ 6,173	\$ 7,342	-89%	\$ 18,550	\$ 55,587	\$ 58,008	-68%
Western Mobile Center	\$ -	\$ 1,725	\$ 1,350	-	\$ 4,050	\$ 14,656	\$ 12,655	-68%
Hudson Mills	\$ -	\$ 451	\$ 732	-	\$ 1,562	\$ 10,200	\$ 9,790	-84%
Oakwoods	\$ -	\$ 903	\$ 1,108	-	\$ 1,763	\$ 15,223	\$ 13,776	-87%
Lake Erie	\$ -	\$ 908	\$ 945	-	\$ 1,168	\$ 6,694	\$ 8,550	-86%
Southern Mobile Center	\$ -	\$ 1,175	\$ 421	-	\$ 6,045	\$ 8,575	\$ 9,436	-36%
Totals	\$ 2,776	\$ 25,648	\$ 23,923	-88%	\$ 74,859	\$ 287,732	\$ 283,551	-74%

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	-	-	98	1,726	-	-	1	45
Wolcott Mill	-	-	3	75	-	-	-	-
Wolcott Farm	-	-	38	1,931	-	-	-	-
Stony Creek	-	-	42	1,479	-	-	-	-
Eastern Mobile Center					-	-	17	419
Indian Springs	-	-	31	392	-	-	4	228
Kens NC	-	-	27	500	-	-	-	-
Kens Farm	-	-	75	3,994	-	-	-	-
Western Mobile Center					-	-	16	676
Hudson Mills	-	-	11	142	-	-	-	-
Oakwoods	-	-	22	238	-	-	3	105
Lake Erie	-	-	11	202	-	-	3	51
Southern Mobile Center					-	-	12	355
Totals	-	-	358	10,679	-	-	56	1,879
BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)							
	Current	Previous						
Lake St Clair	18,950	22,646						
Wolcott Mill	1,137	2,328						
Wolcott Farm	4,029	4,863						
Stony Creek	20,100	19,700						
Indian Springs	4,779	6,552						
Kens NC	36,930	29,463						
Kens Farm	40,781	27,450						
Hudson Mills	3,500	3,500						
Oakwoods	16,048	15,218						
Lake Erie	19,257	15,211						
Totals	165,511	146,931						

"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.