

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, August 13, 2020

At a regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, July 9, 2020 at 1:00 p.m. The meeting was held via remote attendance by commissioners and members of the public due to the Coronavirus pandemic pursuant to Executive Order 2020-154.

Commissioners Present:

Robert W. Marans
Jaye Quadrozzi
Bernard Parker
Kurt Heise
Steve Williams
Timothy J. McCarthy (arrived at 2pm)

Staff Officers Present:

Director
Deputy Director
Chief of Finance

Amy McMillan
Dave Kirbach
Rebecca Franchock

Absent:

Commissioner

John P. Rea

Others:

Miller, Canfield, Paddock & Stone
Miller, Canfield, Paddock & Stone
OHM-Advisors

Steve Mann
Michelle Crockett
Eric Dryer

1. Call to Order

Commissioner Marans called the meeting to order at 1:05 p.m.

2. Chairman's Statement

None.

3. Public Participation

None.

4. Approval – July 9, 2020 Regular Meeting and Closed Session Minutes

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners approve the July 9, 2020 regular meeting and closed session minutes as submitted.

Motion carried unanimously.

5. Approval – August 13, 2020 Full Agenda

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners approve the August 13, 2020 agenda as presented.

Motion carried unanimously.

6. Approval – August 13, 2020 Consent Agenda

Motion by Commissioner Quadrozzi, support from Commissioner Williams that the Board of Commissioners approve the August 13, 2020 consent agenda as presented:

- a. Approval – July Financial Statements
- b. Approval – July Appropriation Adjustments
- c. Report – July Planning and Development Update
- d. Report – Purchases over \$10,000

Motion carried unanimously.

7. Reports

A. Finance Department

1. Report – June General Fund Financial Review

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

Discussion: Chief of Finance Rebecca Franchock updated the Board on finances to date. She reviewed revenue, summarized operating revenue to date, reviewed year-to-date variances between 2019 and 2020. Ms. Franchock also said daily permit sales were up year-to-date.

Commissioner Marans said tolling is a major source of revenue and asked staff if the daily permit trade up program will continue next year. Director McMillan said staff will take time after the season ends to review the program. She said a lot of people have taken advantage of the program and it was extended through Labor Day. Ms. McMillan said staff will bring a recommendation to the Board for approval for 2021.

Motion carried unanimously.

2. Report – June Capital Project Fund

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

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

Motion carried unanimously.

B. Administrative Department

1. Report – Purchasing Policy Amendments

Discussion: Director McMillan said staff has been working on amendments to the purchasing policy and that it is in draft form to address questions or concerns from the Board. She said staff will bring a final document to the Board for approval by the end of the year.

Ms. McMillan said the document was updated to include a section for local preference and that staff developed a local preference definition. Two categories were added, and vendors will receive points if they have a DEI plan and include a living wage.

Michelle Crockett with Miller Canfield said the policy amendments are in compliance with the Michigan constitution.

Commissioner Parker said he is glad staff is doing this and that it's a good move to encourage businesses to have a DEI plan.

Commissioner Williams said he supports local purchasing preferences but does not support the portion requiring a DEI plan or living wage. Ms. Crockett said the DEI plan and documentation verifying a living wage would qualify for bid discounts and is separate from the local preference policy.

Commissioner Williams thanked Ms. Crockett for the explanation and said he believes its too burdensome for small businesses.

Commissioner Marans asked if this included professional services. Ms. McMillan said yes.

Commissioner Marans asked if there are any considerations for hiring a specialized service if staff would consult with commissioners. Ms. McMillan said yes.

Commissioner Quadrozzi said she sits on other boards and they are also looking at adding DEI plans and a living wage and she doesn't see it as a limiting factor.

No action taken.

7. Reports

B. Administrative Department

2. Report – EDC Dome Refurbishing Project, Indian Springs

Motion by Commissioner Quadrozzi, support from Commissioner Heise 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.

Discussion: Chief of Natural Resources and Regulatory Compliance Tyler Mitchell updated the Board on the project and said the pond was currently being drained and that the fish were being moved to a nearby fen and wildlife would be relocated to appropriate areas within the park. The dome will then be refurbished and once completed; the pond would be restocked.

Commissioner Marans asked about the cost. Mr. Mitchell deferred to Mike Henkel, chief of engineering services for the project cost. Mr. Henkel said the cost for the contractor was \$40,000 and that parks staff would be used to handle the rest of the work.

Commissioner Marans asked if the water quality/clarity would be addressed. Mr. Mitchell said polishing the dome will help with viewing as will draining the pond.

Motion carried unanimously.

Commissioner McCarthy joined the meeting at 2:00pm.

B. Administrative Department

3. Approval – Intergovernmental Maintenance Agreements with Macomb County

Motion by Commissioner McCarthy, support from Commissioner Quadrozzi 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.

Discussion: Deputy Director Kirbach updated the Board on the agreements and said the agreement extension was for a five-year period.

Motion carried unanimously.

B. Administrative Department

4. Report – July Marketing Update

Motion by Commissioner McCarthy, support from Commissioner Williams that the Board of Commissioners receive and file July Marketing Report as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Chief of Marketing and Communications Danielle Mauter updated the Board on marketing efforts, reviewed print ads, digital ads, social media posts and the social distancing campaign.

Commissioner McCarthy asked if staff has considered making the website bilingual. Ms. Mauter said there is an option on the website for the user to choose a language.

Motion carried unanimously.

B. Administrative Department

5. Approval – Backup Internet Access

Motion by Commissioner McCarthy, support from Commissioner Williams 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.

Discussion: Chief of Information Technology Robert Rudolph, Jr. updated the Board on the project and said 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.

Motion carried unanimously.

7. Reports

C. Planning Department

1. Report – Permit Scanning Analysis

Motion by Commissioner Parker, support from Commissioner McCarthy 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on permit scanning, reviewed data caveats and various locations where scanning took place.

Commissioner Marans asked who reviews the data. Ms. Kelly said the data is provided to staff and anyone that would like to see it.

Motion carried unanimously.

C. Planning Department

2. Approval – Maple Beach Playground Redevelopment Change Order, Kensington

Motion by Commissioner Quadrozzi, support from Commissioner Heise 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on the project and said the 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, 6-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.

Motion carried unanimously.

C. Planning Department

3. Report – Metroparks Park Access Plan

Motion by Commissioner Quadrozzi, support from Commissioner Williams 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.

Discussion: Chief of Planning and Development Nina Kelly introduced Eric Dryer with OHM-Advisors who then updated the Board on the purpose of the project, reviewed existing conditions of the parks and reviewed prioritization for park updates.

Motion carried unanimously.

C. Planning Department

4. Approval – Sheldon Trails Development/Construction Change Order, Kensington

Motion by Commissioner McCarthy, support from Commissioner Heise 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board and said Flowtrack, the contractor selected to complete Phase 1 of the Sheldon 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. 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.

Motion carried unanimously.

7. Reports

C. Planning Department

- 5. Approval/Resolution – West Boat Launch Redevelopment Grant Funding, Kensington**
Motion by Commissioner Heise, support from Commissioner Quadrozzi 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on the Project.

Motion carried unanimously.

C. Planning Department

- 6. Approval/Resolution – Rapid View Development Grant Funding, Hudson Mills**
Motion by Commissioner Parker, support from Commissioner McCarthy 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on the Project.

Motion carried unanimously.

C. Planning Department

- 7. Approval/Resolution – Off-Leash Dog Area Grant Funding, Stony Creek**
Motion by Commissioner McCarthy, support from Commissioner Parker 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on the Project.

Motion carried unanimously.

D. Engineering Department

- 1. Bids – Accessible Dock Renovations, Lake St. Clair**
Motion by Commissioner McCarthy, support from Commissioner Williams 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.

Discussion: Chief of Engineering Mike Henkel updated the Board on the project and said 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.

Commissioner McCarthy asked if the ramp will still work once the water levels recede. Mr. Henkel said yes.

Motion carried unanimously.

7. Reports

D. Engineering Department

2. Bids – Historic Center Stabilization Repairs, Wolcott Mill

Motion by Commissioner McCarthy, support from Commissioner Parker 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.

Discussion: Chief of Engineering Mike Henkel updated the Board on the project and said 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. 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.

Motion carried unanimously.

D. Engineering Department

3. Bids – Vault Latrine Replacement Site Work, Stony Creek

Motion by Commissioner Heise, support from Commissioner McCarthy 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.

Discussion: Chief of Engineering Mike Henkel updated the Board on the project and said 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.

Motion carried unanimously.

8. Other Business

None.

9. Staff Leadership Update

- a. Jennifer Jaworski, chief of interpretive services updated the Board on the progress of the Oakwoods Nature Center Redevelopment.
- b. Director McMillan updated the Board on special events and cross-country events at the parks. She said staff has been working with cross country coaches in order to have these events in the parks if the Metroparks are able to host these events. She said staff received feedback from the Michigan High School Athletic Association (MHSAA). Events are limited to two teams and 70 people competing at any one time.

10. Commissioner Comments

Commissioner Parker noted that people coming to the parks from Detroit are less than 2,000 people.

Commissioner Williams thanked staff for their continued hard work and for sending the presentations to the Board ahead of the meeting.

11. Motion to Adjourn

Motion by Commissioner McCarthy, support from Commissioner Parker that the Board of Commissioners adjourn the regular meeting.

The meeting adjourned at 3:05 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Shawn M. Athayde". The signature is written in a cursive, flowing style.

Shawn M. Athayde
Recording Secretary