

**Agenda**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**September 10, 2020 – 1:00 p.m.**

<https://global.gotomeeting.com/join/329075005>

Phone: +1 (872) 240-3212 / Access Code: 329-075-005#

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1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – August 13, 2020 Regular Meeting Minutes
5. Approval – September 10, 2020 Full Agenda

**Consent Agenda**

6. Approval – September 10, 2020 Consent Agenda
  - a. Approval – August Financial Statements
  - b. Approval – August Appropriation Adjustments **pg. 1**
  - c. Report – August Planning and Development Update **pg. 3**
  - d. Report – Purchases over \$10,000 **pg. 20**

**Regular Agenda**

7. **Reports**
  - A. *Financial Department***
    1. Report – August General Fund Financial Review **pg. 21**
    2. Report – August Capital Project Fund **pg. 27**
  - B. *Administrative Department***
    1. Approval – Amended Purchasing Policy **pg. 29**
    2. Report – August Marketing Update **pg. 34**
    3. Approval – Resolution Supporting MNRTF Ballot Proposal **pg. 39**
  - C. *Planning Department***
    1. Report – Permit Scanning Analysis **pg. 41**
    2. Approval – CRAMBA Memo of Understanding **pg. 50**
    3. Approval – Beach Restoration Grant Project, Lake St. Clair **pg. 55**
  - D. *Engineering Department***
    1. Bids – Dam Concrete Repairs, Stony Creek **pg. 56**
8. Other Business
9. Staff Leadership Update
10. Commissioner Comments
11. In Memoriam – Deputy Director David Kirbach
12. Motion to Adjourn

The next regular Metroparks Board meeting will take place  
**Thursday, Oct. 8, 2020 – 1:00 p.m.**  
Remote Access Meeting



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

**Action Requested: Motion to Approve**

That the Board of Commissioners approve the August 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 August, the tax revenue budget was increased by \$7,402. \$278,354 was transferred between general fund operation accounts and \$42,989 was transferred between general fund engineering wage accounts and capital project wage accounts. The net impact on Fund Balance is a \$7,402 net increase.

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

**Attachment: August Appropriation Adjustments**

**Huron-Clinton Metropolitan Authority**  
**August 2020 Appropriation Transfer Summary**

**Expense Accounts**

	<u>Location</u>	<u>Expense Increase/ Revenue Decrease</u>	<u>Expense Decrease/ Revenue Increase</u>	<u>Difference</u>
<b>Funding for Capital Project Fund</b>	Funding To/From General Fund	\$ 42,989		\$ 42,989
	<b>Total</b>	<b>\$ 42,989</b>	<b>\$ -</b>	<b>\$ 42,989</b>
<b>Capital</b>	Administrative Engineering	\$ -	\$ 42,989	\$ (42,989)
	<b>Total</b>	<b>\$ -</b>	<b>\$ 42,989</b>	<b>\$ (42,989)</b>
<b>Major Maintenance</b>	Lake St. Clair	\$ 21,000	\$ 21,000	\$ -
	Stony Creek	20,000	20,000	-
	Lake Erie	24,000	24,000	-
	<b>Total</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>
<b>Operations</b>	Administrative Office	\$ 15,000	\$ 15,000	\$ -
	Lake St. Clair	72,530	72,530	-
	Kensington	5,999	5,999	-
	Lower Huron	-	-	-
	Hudson Mills	-	-	-
	Stony Creek	108,925	108,925	-
	Lake Erie	600	600	-
	Wolcott	9,500	9,500	-
	Indian Springs	800	800	-
	Huron Meadows	-	-	-
	<b>Total</b>	<b>\$ 213,354</b>	<b>\$ 213,354</b>	<b>\$ -</b>
<b>Revenue</b>	Administrative Office			-
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total General Fund Transfers</b>		<b>\$ 321,343</b>	<b>\$ 321,343</b>	<b>\$ -</b>
<b>Capital Project Fund</b>	Funding To/From General Fund	\$ -	\$ 42,989	\$ (42,989)
	Lake St. Clair	464	-	464
	Kensington	4,644	-	4,644
	Lower Huron/Willow/Oakwoods	5,210	-	5,210
	Hudson Mills	8,471	-	8,471
	Stony Creek	21,883	-	21,883
	Lake Erie	319	-	319
	Wolcott	1,998	-	1,998
	<b>Total</b>	<b>\$ 42,989</b>	<b>\$ 42,989</b>	<b>\$ -</b>
<b><u>Tax Adjustment</u></b>		<u>Revenue Decrease</u>	<u>Revenue Increase</u>	<u>Net</u>
	Current	\$ 1,602	\$ -	\$ 1,602
	Prior	5,800	-	5,800
<b>Total</b>	<b>\$ 7,402</b>	<b>\$ -</b>	<b>\$ 7,402</b>	



To: Board of Commissioners  
From: Nina Kelly, Chief of Planning and Development  
Project Title: Report – August Planning and Development Update  
Date: September 3, 2020

**Action Requested: Receive and file**

That the Board of Commissioners receive and file the Planning & 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

September 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	September 2020 Actions
DISTRICT-WIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly
	Tollbooth scanning reports	Report		Monthly	Staff time	Report assembly
	Foundation administrative Tasks	Various		Ongoing	Grant/Foundation funding	Administrative tasks
	Sign request processing/signage transition plans	Infrastructure/ Small Facilities		Ongoing	Actual Cost	Administrative tasks
	CAPRA accreditation preparation/initiation	Report	Various	Ongoing	Staff time	Self-Assessment preparation with Chapter Chairs
	Regional transportation/recreation opportunities	Various	Various	Ongoing	Staff time	Seeking funding
	SEMTAT participation	Report		Ongoing	Staff time	Meeting attendance for Capacity Building & Planning/Mapping committees
	FAIR Play Coalition maintenance and development	Various		Ongoing	Volunteers	Consultations on projects
	Agency/org partnership maint. and development	Various	Various	Ongoing	Staff time	Meetings with Detroit Riverfront Conservancy
	CAPRA Programming Ch. 6	Various		Ongoing	Staff time	Documentation assembly
	CAPRA Planning Ch. 2	Report		Ongoing	Staff time	Documentation assembly
	Commemorative trees and benches	Various		Ongoing	Staff time	Administrative tasks
Great Lakes Way advisory committee participation	Various		Ongoing	Staff time	Meeting attendance	

# SYSTEM-WIDE

## Facility Concept Planning

Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 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	September 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	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	September 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 GOAL Grants	Applications		Sept./Oct.	Staff time	Revising education grants from field trips to virtual programming with in-class materials
2020 DNR Recreation grant applications	Documentation	Various	Sept.	Staff time	Scoring and supplemental information
2019 DNR Rec grant project agreements boundary maps with legal descriptions	Documentation		Sept.	Staff time	Action required as part of grant project agreement

# SYSTEM-WIDE

## Project Implementation/Oversight

Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 2020 Actions
Sustainability Plan projects coordination	Various		Ongoing	Various	EV Station site selection study, clean beaches no butts about it program, community garden partnership with Environmental Council (Brighton Chamber of Commerce)

## Recreation Programming

Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 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	Mkting	On going	Staff time	Administrative tasks
Drive-in 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	September 2020 Actions
OAKWOODS	Ford Volunteer Corps; tentative project development	Plan	NR	Aug./Sept.	Staff	Project plan; grant application

## Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 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 Heritage Group and submitted to SHPO for review. Planning staff met with Chief Ted Roll regarding the project on site)

# SOUTHERN DISTRICT

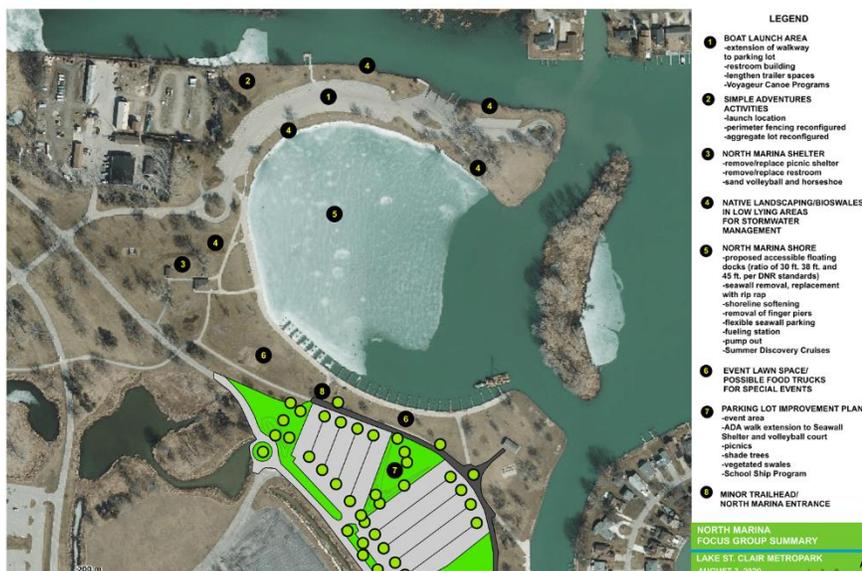
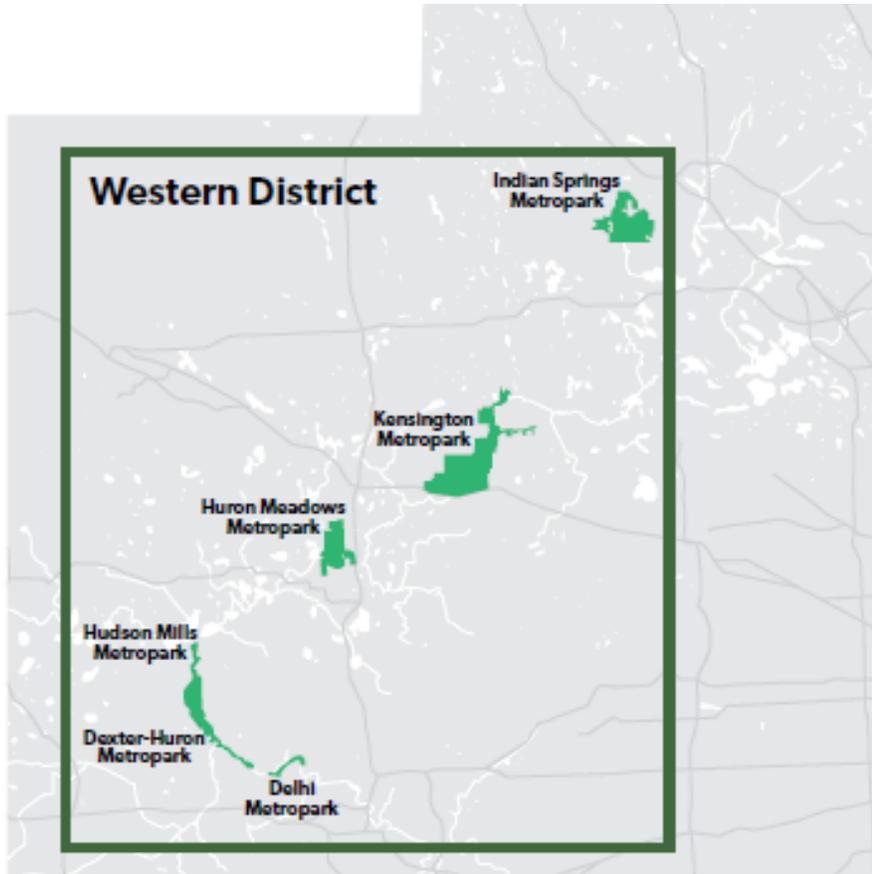
## Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 2020 Actions
LAKE ERIE	Lake Erie Marina Facility Concept Plan	Master Plan		July	Staff time	Final focus group meeting held late August. Conceptual site plan in development.

## HCMA Studies/Initiatives

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

# WESTERN DISTRICT



Focus group summary notes based on stakeholder input on North Marina LSC

# WESTERN DISTRICT

## Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 2020 Actions
DELHI	Border-to-Border trail design and construction	Large Facilities		Ongoing	Estimated Cost	Construction start anticipated fall 2020
DELHI	Skip's Livery relocation	Large Facilities		Ongoing	Consultant fee	Design and permitting in progress
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	Public art guidelines in development.

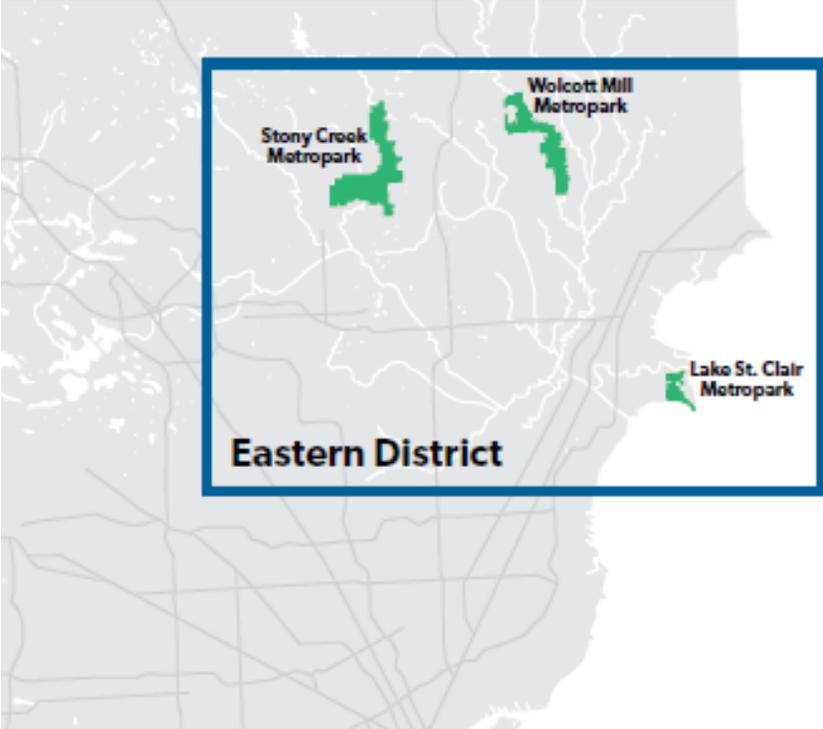
## Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 2020 Actions
HMI	Inspiring STEM Success (ISS)- Hanover Foundation	Application		Sept./Oct.	Staff Time	Develop request to continue ISS with virtual program at Northwest Elementary in Howell
IS	Technology Enhanced Nature Study (TENS)- 3M Foundation	Application		Sept./Oct.	Staff Time	Develop request to continue with enhanced virtual program

## Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 2020 Actions
KEN	Maple Beach Playground	Large Facilities		6 months	Staff time	Preconstruction meeting held August 26
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 nearly complete

# EASTERN DISTRICT



# EASTERN DISTRICT

## Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 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	Meeting with county and community partners of SE Michigan
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	September 2020 Actions
WMi & SCr	Experimental Learning Outdoors- Four County Community and Foundation (4CCF)	Application		Sept./Oct.	Staff Time	Work with interpretive staff to develop applications for virtual field trip programs
LSC	LSC Beach Restoration Project- Nonpoint Source Pollution Grant	Large Facilities		2023 Completion	Staff Time	Working with EGLE to finalize project agreement, solicited proposals for landscape design and construction oversight

## Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	September 2020 Actions
LSC	LSC Nature Center-DNR Grant Admin	Large Facilities		Sept./Oct.	Staff time	Interpretive Services overseeing implementation; project completion- final invoicing and reporting
SCr	Shelden Trails Redevelopment	Large Facilities		Ongoing	Staff time	Contractor back onsite to continue working on Loops A&B, working with Oakland Twp. on northern connector alignment across Snell Rd.
	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	September 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	September 2020 Actions
LSC	Lake St. Clair North Marina Facility Concept Plan	Master Plan		July	Staff time	Final focus group meeting held late August. Conceptual site plan in development.

# WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	Mobile Learning Center Early Education- PNC Foundation report/new grant	Staff time
	Trail Counts/Parking Lot Counts (ongoing)	Staff time
	River Restoration Campaign concept plan	Staff time
	2021 DNR Recreation Grants planning	Staff time
	Metroparks updates to website with Accessible facilities and amenities	Staff time
EASTERN DISTRICT	Shelden Trails Redevelopment Project construction (summer/fall 2020)	Capital Project
	Recreational programming drive-in movie at Stony Creek	Staff time
	LSC Beach Restoration Project- Nonpoint Source Pollution Grant	Staff time
WESTERN DISTRICT	Maple Beach Playground Redevelopment construction	Capital Project
	Recreational programming drive-in movie at Kensington	Staff time
SOUTHERN DISTRICT	Recreational programming drive-in movies at Willow	Staff time







To: Board of Commissioners  
From: Amy McMillan, Director  
Project Title: Update – Purchases Over \$10,000  
Date: September 3, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners receive and file the update for purchases over \$10,000, up to, and including \$25,000 as submitted by Director Amy McMillan and staff.

**Background:** On May 9, 2013, the Board approved the updated financial policy requiring the Director to notify the Board of purchases exceeding \$10,000, up to, and including \$25,000.

The following list contains purchases exceeding the \$10,000 threshold:

<u>Vendor</u>	<u>Description</u>	<u>Price</u>
1. 3andathird	Photography for summer advertising Marketing & Communications Department	\$18,500.00
2. LFI & Company	Installation of carpet, Adventure Golf Lake St. Clair	\$20,905.60
3. Graph-X	Production of 2021 Annual Permits All Metroparks	\$24,580.65



To: Board of Commissioners  
From: Rebecca Franchock, Chief of Finance  
Subject: Receive – August General Fund Financial Statement Review  
Date: September 3, 2020

**Action Requested: Motion to Receive and File**

That the Board of Commissioners receive and file the August General Fund Financial Statement Review as recommended by Chief of Finance Rebecca Franchock and staff.

**Summary:** Park operating revenue exceeded monthly targets by nearly \$600,000. Almost half of all the positive variance was generated by golf. Park and administrative office operating expenditures came in under target by \$140,000. The total net positive variance generated in August is \$740,000. In a different comparison, park operating revenue is just 2.7 percent below Aug. 31 year-to-date 2019 revenue; park and administrative operating expenditures are 7.4 percent below 2019 Aug. year-to-date 2019.

**Revenue:** As noted previously, for now, COVID-19 continues to primarily impact park operating revenue. As the economic impact of the virus fallout in the broader economy, we are watchful to see if downward pressure on property values is occurring. 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.
- August park operating revenue of \$3.1 million exceeded the monthly target estimate of \$2.6 million but not the monthly budget target of \$3.3 million.
- July's monthly park operating revenue results in a negative variance of \$162,000. (\$591,000 better 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 August, 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 currently 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 have been implemented to keep parks at the goal of less than 60 percent capacity.
- Golf course openings were delayed and limited to walking only initially; carts were added in mid-May but limited to single person use. June saw a return to two people per cart and opening of clubhouses (with social distancing) and the implementation of a hybrid use of online reservations and reservations taken at the clubhouse. The increased spacing of reservations continues to provide additional social distancing. Demand for golf has kept up even through the dog days of August at an unprecedented pace.
- Three spray facilities and two pool facilities are currently open and projected to continue to operate with the current limit to attendance. The wave pool at Lake Erie and the water park at Lower Huron will be unable to open this summer; no revenue has been projected for these facilities.
- Interpretive facilities and programming are being restructured to accommodate safe practices and reduced group size in accordance with anticipated standards. Limited 2020 program revenue is anticipated at this time, primarily limited to livestock and crop revenue from the interpretive farms.
- 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
<b>Total Park Operating Revenue</b>	<b>1,961,000</b>	<b>1,643,000</b>	<b>2,348,000</b>	<b>3,822,000</b>	<b>4,164,000</b>	<b>3,304,000</b>	<b>1,528,000</b>	<b>18,770,000</b>
Operating Revenue Actual/ Estimate by Month								
	January - March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Estimate	Total January - September
Park Operating Revenue								
Tolling revenue	1,586,622	837,317	1,969,379	2,392,453	1,678,054	1,198,790	400,000	10,062,615
Golf		1,000	609,735	1,197,030	1,342,795	1,386,788	845,000	5,382,348
Aquatic			-	-	117,476	88,475	5,000	210,951
Dockage/Boat Storage	89,234	14,943	48,707	66,072	68,964	52,441	35,000	375,361
Rentals/Refunds	257,898	(19,975)	(21,317)	69,105	1,840	50,611	20,000	358,162
Interpretive	64,979			10,659	17,111	21,062	15,000	128,811
Boat Rental					220,633	190,517	50,000	
Other park revenue**	289,685	18,628	346,678	343,270	190,672	153,124	50,000	1,392,057
<b>Total Park Operating Revenue</b>	<b>2,288,418</b>	<b>851,913</b>	<b>2,953,182</b>	<b>4,078,589</b>	<b>3,637,545</b>	<b>3,141,808</b>	<b>1,420,000</b>	<b>18,371,455</b>
Variance	327,418	(791,087)	605,182	256,589	(526,455)	(162,192)	(108,000)	(398,545)
* 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 the target by \$791,000
  - May revenue exceeded the monthly target by \$605,000.
  - June revenue exceeded the monthly target by \$257,000
  - July revenue exceeded the monthly target by \$615,000; however, it was \$526,000 below the budget allocation.
- Year-to-date revenue deficit – \$290,000
- Currently, there is an estimated operating revenue deficit of \$400,000 estimated to be in place at September month-end. This is a huge decrease from April’s estimated deficit of \$4.7 million. Current trends project expenditure reductions to more than offset this deficit.
- August operating revenue was strong in most categories, with golf revenue outpacing all else.
- 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 August are up 15 percent for the month after dipping in July. On a year-to-date basis, sales of annual permits are relatively flat, up just 1.3 percent. There have been significant monthly swings up and down in comparison to 2019.
- Daily permit sales declined marginally for August but remain up 11.8 percent on a year to date basis. This is down significantly from the 35.5 percent increase in volume in place at the end of June.
- August vehicle entries show a 20 percent positive variance from the three-year average, which would seem to indicate that patrons are making good use of their annual permits.
- 1,700 more daily permits were turned in toward the purchase of an annual permit in August. This brings the total so far this year to 12,989. This trade-up program, which was implemented in conjunction with the 2020 annual permit fee increase, was initially scheduled to end July 31; the program was extended.
- Total refunds year to date is more than \$225,000. Shelter rentals for August (\$40,000) offset the refunds from activity center rentals of \$11,000.
- Year-to-date golf revenue surpassed 2019 year-to-date by an incredible \$248,000 in August.

**Expenditures:** Park and administrative expenses of \$3.9 million are below both the target/estimate of \$4.4 million. Although revenue is negatively impacted by the loss of key aquatic facilities and other interpretive and facility/shelter rental revenue, expenditure reductions in for form of organic and planned savings are more than offsetting these losses.

- Delays opening facilities, hiring freeze/delays, and other staff initiatives have resulted in significant expenditure reductions, which total \$5.2 million year-to-date.

- For August, savings occurred in the following activities:
  - Aquatics – down \$275,000
  - Police – down \$108,000
  - Interpretive – down \$77,000
- Offsetting the savings were the following increased activities:
  - Tolling – up \$33,000
  - Golf – up \$37,000
  - Natural Resources – up \$31,000
  - Boat Rental – up \$27,000
  - Beach – up \$17,000
- The temporary layoff of 13 full-time and 52 part-time staff have took 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 7.9 percent below the Aug. 31 prior-year totals.
- YTD Administrative office expense totals are 5.5 percent below the Aug. 31 prior year totals.
- Future savings are anticipated in 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								
<b>Total Park Operating Expense</b>	<b>8,159,000</b>	<b>3,739,000</b>	<b>4,703,000</b>	<b>4,399,000</b>	<b>4,711,000</b>	<b>4,379,000</b>	<b>4,061,000</b>	<b>34,151,000</b>
Administrative and Park Operating Expense Actual/ Estimate by Month								
	January - March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Estimate	Total January - September
Expense								
Administrative	1,917,602	666,663	926,976	647,699	661,471	693,655	752,000	6,266,066
Lay off / Workshare								-
Other planned savings								
Park Operating	5,535,918	2,098,249	3,626,965	2,794,073	3,228,973	3,218,896	3,109,000	23,612,074
Lay off / Workshare								-
Other planned savings								
Major Maintenance Project Reduction			(1,130,000)					
<b>Total Expense</b>	<b>7,453,520</b>	<b>2,764,912</b>	<b>3,423,941</b>	<b>3,441,772</b>	<b>3,890,443</b>	<b>3,912,551</b>	<b>3,861,000</b>	<b>28,748,139</b>
Variance	(705,480)	(974,088)	(1,279,059)	(957,228)	(820,557)	(466,449)	(200,000)	(5,402,861)

- 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 expenditure results are below target by \$466,449
- September estimated below target by \$200,000
- Year-to-date expenditures are \$5.2 million below the year-to-date budget target. More than offsetting the current operating revenue shortfall of \$291,000.
- Additional expenditures related to the implementation of COVID-19 additional leave totals \$955,000 year-to-date.

### **Combined Revenue and Expense Variances**

	January - March Actual	April Actual	May Actual	June Actual	July Estimate	August Actual	September Estimate	Total January - September
<b><u>Combined Revenue and Expense</u></b>								
Monthly Variance - Revenue and Expense	1,032,898	183,001	1,884,241	1,213,817	294,102	304,257	92,000	5,004,316
Cumulative Variance - Revenue and Expense	1,032,898	1,215,899	3,100,140	4,313,957	4,608,059	4,912,316	5,004,316	

Combining the estimated variance to budget for revenue and expense results in a potential for a positive variance as of September month end of \$5.0 million. This includes \$1.13 million related to reductions in major maintenance projects.

**Summary:** With each month, the intentional and organic savings partially reduced by some revenue losses associated with the impact of the pandemic have resulted in a net positive variance. The Metroparks continues 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 \$1.6 less revenue year-to-date. Partially offsetting this is savings of \$812,000 in reduced aquatic expenses.

Projections for September park operating revenue reflect golf beating 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 September above budget. These projections, combined with actual results through July, would produce a \$400,000 negative variance.

Operating expenses have been reduced by the delayed 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 August balance sheet reflects cash assets on hand of \$4.8 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 will likely keep trending lower. The Net Taxes Receivable is \$1.3 million, this is \$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 is relatively flat. 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 August, the amount due to the General Fund from the Capital Project Fund is \$275,000. 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 before 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 the 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: September 3, 2020

**Action Requested: Motion to Receive and File**

That the Board of Commissioners receive and file the Capital Project Fund report as submitted by Chief of Finance 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:

- August capital project expenditures totaled \$306,000
- Hudson Mills Hike-Bike Trail reconstruction project payments, which totaled \$225,000 were the primary payments processed in August.

**Attachment: August 2020 Capital Project Fund Update**

**Capital Project Fund  
Period Ending August 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	42,951.82	57,146.75	0.00	13,365.99	
50217.683	Pump Station No. 1 Replacement-SAW Grant	80-5-102-990-88	Lake St Clair	Other Improvements	432,350.91	(19,295.14)	354,180.01	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	957,935.99	343,662.69	454,957.24	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	527,038.06	2,038.06	2,038.06	453,536.50	71,463.50	
50420.1119	Hike-Bike Trail Reconstruction	80-5-104-990-89	Kensington	Infrastructure	444,199.37	291,144.38	291,144.38	153,608.40	(553.41)	
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	93,300.54	35,236.97	39,581.55	10,607.99	43,111.00	
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	82,862.77	10,352.27	10,352.27	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	328,021.93	217,771.48	217,771.48	110,764.90	(514.45)	
50820.216	Hike-Bike Trail Reconstruction	80-5-108-990-89	Hudson Mills	Infrastructure	280,909.75	236,467.96	236,467.96	44,507.21	(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	1,215,440.65	334,037.54	435,939.37	779,951.28	(450.00)	
50918.548	Shelden Trails Redevelopment	80-5-109-990-89	Stony Creek	Infrastructure	272,680.66	1,202.58	50,137.16	223,481.00	(937.50)	
50920.553	Boat Launch Parking Lot Reconstruction	80-5-109-540-88	Stony Creek	Other Improvements	1,276,138.08	70,983.90	82,817.58	1,083,345.35	109,975.15	
50920.554	Boat Launch Building Redevelopment	80-5-109-540-84	Stony Creek	Building	1,573,764.26	35,385.78	39,391.76	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	63,280.43	3,280.43	3,280.43	0.00	60,000.00	
50920.558	26 Mile Rd. Connector - Bike Path	80-5-109-990-89	Stony Creek	Infrastructure	1,325.40	1,325.40	1,325.40	0.00	-	
51017.311	Park Office Replacement	80-5-106-990-84	Willow	Building	2,164,595.96	52,183.11	152,593.46	0.00	2,012,002.50	
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	304,485.72	73,690.77	80,435.72	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	AO & Existing Maintenance Building - Gas Service Line	80-5-106-990-89	Willow	Infrastructure	200,596.43	596.43	596.43	0.00	200,000.00	
51020.317	Backup Internet Fiber Installation	80-5-106-990-89	Willow	Infrastructure	0.00	0.00	0.00	0.00	-	
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	1,615,162.21	49,814.18	84,159.12	105,723.91	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	245,132.54	132.54	132.54	0.00	245,000.00	
51319.139	Mill Building Stabilization and Repairs	80-5-113-880-84	Wolcott	Building	101,845.84	1,845.84	19,117.84	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	31,689.87	1,689.87	1,689.87	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)	
					<b>\$ 14,936,611.15</b>	<b>\$ 2,341,046.53</b>	<b>\$ 3,461,733.20</b>	<b>\$ 3,808,339.21</b>	<b>\$ 7,666,763.74</b>	



To: Board of Commissioners  
From: Amy McMillan, Director  
Subject: Approval – Purchasing Policy Amendments  
Date: September 3, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners approve the amendments to the Purchasing Policy as recommended by Director McMillan and staff.

**Background:** Staff has worked with Michelle Crockett from Miller Canfield to develop amendments to Purchasing Policy that will allow for consideration of local vendors as well as vendors providing their staff with a living wage and that have implemented a diversity, equity and inclusion plan in the bidding and contract award process.

**Attachment: Proposed Purchasing Policy Amendments**



HURON-CLINTON METROPOLITAN AUTHORITY  
ADMINISTRATIVE / EXECUTIVE ORDER

Effective Date: 1/9/2020

Supersedes Policy Dated: 5/9/2013

**PURCHASING POLICY**

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## 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 Diversity, Equity and Inclusion (DEI) Plan.

- a. Bid discounts will apply to all bids equating to \$2500 or more that are solicited by, and subsequently submitted to, the Metroparks for review, consideration and evaluation. Bid discounts may be used in any combination not to exceed 4 percent or \$25,000, whichever is lower.
- b. Businesses may earn bid discount(s) if they meet either one or both of the following criteria:
  1. DEI Plan: A bid discount of 2 percent may be earned by businesses demonstrating their commitment to employ and sustain a diverse workforce via the adoption of a DEI Plan at least six months prior to submission of a bid.
  2. Living Wage Payment: A bid discount of 2 percent may be earned by businesses demonstrating that they pay their labor force a living wage of no less than \$15.00 per hour.
- c. The following outlines the eligible criteria that qualify for bid discounts and the requisite forms and documentation that must be submitted to the Metroparks.

Criteria	Bid Discount	Required Documentation
<b>DEI Plan</b>	2%	1. Copy of DEI Plan; <u>and</u> 2. DEI Plan Verification Form verifying that Plan was adopted at least six months prior to submission of bid.
<b>Living Wage Payment</b>	2%	1. Evidence of living wage payment to employees of no less than \$15.00 per hour (e.g. income taxes; payroll documentation); <u>and</u> 2. Living Wage Payment Verification Form.

- d. An original bid may be discounted by up to 4 percent for purposes of evaluation and ultimately determining the lowest, responsive and responsible Bidder.
- e. Where earned, a bid discount of 2 percent or 4 percent will be applied to the original bid offered by the respective Bidder, and the Metroparks will evaluate the bid as if it were 2 percent or 4 percent lower than the bid submitted. If the adjusted bid is the lowest bid, the respective Bidder may be offered the contract at the bid amount they originally quoted.
- f. Bidders must submit the required documentation (as described in item c. above) with their bid or indicate in their bid that the required documentation was provided to the Metroparks no more than one year prior to submitting the bid.

## 9. Local Preference

Local vendor preference will be considered in administration of all purchases for goods and services of \$2,500 or more in further promotion of the Metroparks mission and core values which include our commitment to: excellence in public service, stewardship and programing; 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.

- a. Determining local vendor status: A “Metroparks-based business” is defined as a business that meets the following criteria:
  1. operates from a building or office with a permanent street address located within the Metroparks service region encompassing Livingston, Macomb, Oakland, Washtenaw and Wayne counties, on an ongoing basis for at least one year prior to responding to the solicitation; and
  2. has been providing the goods and/or services specified in the solicitation within the service region on an ongoing basis for at least one year prior to responding to the solicitation.
  3. A Metroparks-based business also must agree not to sublet 50% or more of the dollar value of the contract to subcontractors who do not meet the definition of a Metroparks-based business.
- b. Providing evidence of local vendor status:
  1. A Metroparks-based business shall be required to sign and submit verification of its designation as a local vendor, as defined above, before any contract shall be awarded.
  2. The Metroparks-based business may submit such verification in conjunction with its bid response, or at any point up to one year prior to responding to the solicitation. The Metroparks may also accept eligibility verification from a person or business seeking to qualify as a Metroparks-based business at any time.
  3. Any person or business intentionally submitting false information to the Metroparks to qualify as a Metroparks-based business may be barred from bidding on Metroparks contracts for a period of not less than three years.
- c. Purchases from \$2,500 and below \$25,000: In addition to all other applicable requirements outlined within this Policy, purchases having an estimated cost of at least \$2,500 and below \$25,000, at least on quote will be solicited from a Metroparks-based business. Should the Metroparks be unable to identify a Metroparks-based business from which to solicit a quote, the effort shall be documented by the Metroparks.
- d. Purchases \$25,000 and over based on quality-based solicitations, (i.e. request for proposals, request for qualifications, etc.): Metroparks based business will be given additional consideration in the selection/evaluation criteria.

- e. Purchases \$25,000 and over solicited through competitive sealed bids and invitations to bid may also be subject to the following consideration in the award of the purchase:
  - 1. The person or business submitting the lowest bid shall be deemed the lowest bidder. If the lowest bidder is not a Metroparks-based business the Metroparks shall determine the lowest Metroparks-based business that has properly submitted a bid which falls within 5%, but not more than \$5,000, of the lowest bid. In this case, the Metroparks may ask the lowest Metroparks-based business to agree to reduce their bid to match the low bid without altering the goods or services offered, including but not limited to, delivery lead time, fees, warranty, 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 percent, but not more than \$5,000 of the lowest bid, but does not agree to reduce its bid, then the contract shall be awarded to the business that submitted the lowest bid.



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

**Action Requested: Motion to Receive and File**

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

**Attachment: August Marketing Update**



# MONTHLY MARKETING REPORT

August 2020

Administrative Office  
13000 High Ridge Drive  
Brighton, MI 48814



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

# AUGUST 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.

## **AUGUST RECAP FROM MARKETING DEPARTMENT**

Work continues on 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. Summer campaigns on TV, video, radio, Out-of-Home, digital and social outlets are coming to an end and planning is already underway for fall campaigns.

Followers should have noticed updates about the Shelden Trails Redevelopment projects this month as well as updates about the EDC Pond Dome project worked in with our traditionally scheduled content. Some updates appeared as posts and some appeared as social media stories. We've been collaborating across departments to keep those updates accurate and throughout ongoing projects.

## **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. Staff is currently seeing increases in car counts of about 30-35 percent higher than year-to-date 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 2,368 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 17,123 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 181,205. By these numbers, we have already surpassed our goal. (includes likes, comments, share, clicks, video views, story views)

**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 8,546 engagements and growing.

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

Our list is currently just over 90,674 subscribers and 217 people have signed up online for our emails in the past 30 days with 208 unsubscribes.

**Maintain email open rate at industry benchmark**

Campaigns sent year-to-date are maintaining an average open rate of 22%. 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. Staff is receiving 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 August. These photos will be used in future ads and promotions as well as on the website and social media as needed. Also started working with a local photographer 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 and Delayed Dates)**

Finalizing and proofing evaluation tools (survey monkey surveys) that can begin being used in September. 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).**

Truscott Rossman has connected us with Michigan Chronical Editors and WWJ producers and we will be meeting with them the first week of September. We're also beginning plans for the roll-out of the Economic Impact Report.

**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.**

Ongoing – working with Chief of Diversity, Equity and Inclusion and others to develop a schedule for social media that includes some milestone topics that support DEI efforts. Also working with Chief of DEI, HR, Chief of Police and Truscott Rossman on improving the information we include on our careers/hiring page of the website and LinkedIn account to better lend ourselves to casting a wider net in future hiring efforts.





To: Board of Commissioners  
From: Amy McMillan, Director  
Subject: Approval – Resolution Supporting MNRTF Ballot Proposal  
Date: September 3, 2020

**Action Requested: Motion to Approve Resolution**

That the Board of Commissioners approve the resolution supporting the ballot proposal amending the Michigan Natural Resources Trust Fund as recommended by Director McMillan and staff.

**Background:** mParks, the professional organization representing public parks and recreation agencies in the state of Michigan has asked its members to adopt a resolution(s) supporting the upcoming issue on the November ballot.

**Proposal 20-1**

A proposed constitutional amendment to allow money from oil and gas mining on state owned lands to continue to be collected in state funds for land protection and creation and maintenance of parks, nature areas, and public recreation facilities; and to describe how money in those state funds can be spent.

This proposed constitutional amendment would:

- Allow the State Parks Endowment Fund to continue receiving money from sales of oil and gas from state- owned lands to improve, maintain and purchase land for state parks, and for Fund administration, until its balance reaches \$800,000,000.
- Require subsequent oil and gas revenue from state-owned lands to go into the Natural Resources Trust Fund.
- Require at least 20 percent of Endowment Fund annual spending go toward state park improvement.
- Require at least 25 percent of Trust Fund annual spending go toward parks and public recreation areas and at least 25 percent toward land conservation.

A copy of the draft resolution provided by mParks for this purpose is attached. Steve Mann with Miller Canfield has reviewed the resolution and does not see an issue with the Board supporting resolution.

**Attachment: Resolution Supporting the Ballot Proposal for the MNRTF**

**Huron-Clinton Metropolitan Authority  
Board of Commissioners  
Resolution Supporting the Ballot Proposal to  
Amend the Michigan Natural Resources Trust Fund**

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**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 SEPTEMBER 10, 2020, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:**

**WHEREAS**, the Michigan Natural Resources Trust Fund (MNRTF) has funded public land acquisition and recreation projects with royalties from oil, gas and minerals from public lands in all eighty-three counties in the state since its founding in 1976; and

**WHEREAS**, projects supported by the MNRTF help Michigan communities protect the state’s lakes, streams, lands and wildlife habitats and build recreational facilities for the enjoyment of Michigan residents and visitors, with economic, quality-of-life and public health benefits; and

**WHEREAS**, every Michigan resident is within a one-hour drive of a state park or recreation area, which are critical contributors to Michigan’s \$25.7 billion tourism industry that supports 237,733 direct jobs; and

**WHEREAS**, the Huron-Clinton Metropolitan Authority has received \$4,609,800 to develop and acquire park and recreation opportunities; and

**WHEREAS**, the Michigan Legislature unanimously voted to remove the accumulated principal limit on the MNRTF once the State Park Endowment Fund reaches its accumulated principal limit of \$800 million, add “renovation and redevelopment” alongside “development” as an allowable use for MNRTF dollars, and change the percentage of funds made available for these projects from a maximum of 25 percent to a minimum of 25 percent to match the percentage available for land acquisition projects; and

**WHEREAS**, Michigan voters will now have the opportunity to approve these changes in the 2020 general election, thus amending Article IX, Section 35 and 35a of the Michigan Constitution.

**NOW, THEREFORE, BE IT RESOLVED**, that The Huron-Clinton Metropolitan Authority support the ballot question placed before voters in the 2020 general election to update and expand the MNRTF, guaranteeing investment in conservation and outdoor recreation for generations to come, protecting our natural resources and invigorating our local economies.

- 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 Sept. 10, 2020.

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Shawn M. Athayde  
Recording Secretary



To: Board of Commissioners  
 From: Nina Kelly, Chief of Planning and Development  
 Subject: Report – Permit Scanning Analysis  
 Date: September 3, 2020

**Action Requested: Motion to Receive and File**

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

**Fiscal Impact:** None

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

**Background:** The following is a summary of barcode scanning activity in the Huron-Clinton Metroparks for the period from July 16 – Aug. 15, 2020. During this time, there were a total of 171,784 barcode scans system wide. Compared to 171,743 barcode scans system wide during the last monthly reporting period, this represents a .02 percent increase in total scans for the July/August month period vs. June/July.

A comparison of vehicle entries and barcode scanning shows that there were 437,058 vehicle entries during the reporting period. Compared to 460,273 vehicle entries in June/July, this means that vehicle entries decreased by 5 percent month-over-month. In June/July 38 percent of vehicle entries were captured through barcode scanning, in parks with both technologies deployed. For the July/August reporting period, barcode scans from the seven parks with both barcode scanning and vehicle counters (171,460) represent 39 percent of the total vehicle entries (437,058) counted in those parks. This shows an effective 1 percent increase in scan rate (barcode scans/vehicle counts).

June/July		
Park	Vehicle Count	Barcode Scans
Stony Creek	110,174	33,247
Kensington	126,618	62,384
Lake St. Clair	80,782	25,584
Lower Huron	30,408	11,967
Willow	25,949	12,973
Hudson Mills	20,917	7,589
Indian Springs	15,385	6,326
Lake Erie	26,825	11,390
<b>Grand Total</b>	<b>437,058</b>	<b>171,460</b>

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

**Data Caveats:** Wolcott Mill does not have a scanner in the Farm Center tollbooth, nor at the Historic Center, Camp Rotary or the North Branch Trails. The Bemis Road tollbooth at Lower Huron, tollbooth #2 at Lake Erie, and the Oakwoods tollbooth are all also without scanners. Delhi, Dexter-Huron and Huron Meadows do not have barcode scanning.

Lake St. Clair reported intermittent scanning issues in tollbooth #1 on 7/18/, 7/23, 7/24, 7/28, 8/5, 8/11 8/12 and 8/15 and tollbooth #2 on 7/19, 7/20, 7/24, 7/25, 7/26, 7/27, 7/28, 7/29 8/5, and 8/8 due to scanner and charging issues and 8/1-8/3 scanning was stopped at all tollbooths due to heavy rain in the afternoon.

Hudson Mills did not have scanning suspensions during the period.

Kensington Metropark reported that on 8/16–8/17, the tollbooth 5 scanner and computer were not working.

Stony Creek Metropark reported intermittent scanning suspensions due to high traffic and hardware issues 7/17-7/19, 7/25-7/26, 7/28, 7/30-7/31, 8/1, 8/5-8/9 and 8/14-8/15 and intermittent scanning suspensions due to high traffic, low staffing and hardware issues 8/12-8/13.

Lower Huron and Willow experienced scanning suspensions at tollbooth 1 on 7/19-7/20 due to power outage and on 8/5, 8/7, 8/19 and 8/13 the scanner was down, Tollbooth 8 experienced intermittent issues on 7/17, 7/25 8/1 and 8/19 due to scanner technical issues and charging needed. Tollbooths two and three were down on 7/19-7/20 during the power outage as well.

**Zip Codes:** Of the total barcode scans, 94 percent (160,929) had a valid U.S. zip code attached and 67 percent (115,783) of those came from within Michigan. Of these Michigan scans, 109,539, or 95 percent came from zip codes within the Metroparks five-county jurisdiction.

Refused or bad zip codes represented 6 percent (10,855) 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 (45,346, or 79 percent) of these scans have Washington D.C. area Zip Codes (20001-20020), which initially was given to operations staff as coding for a person 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.

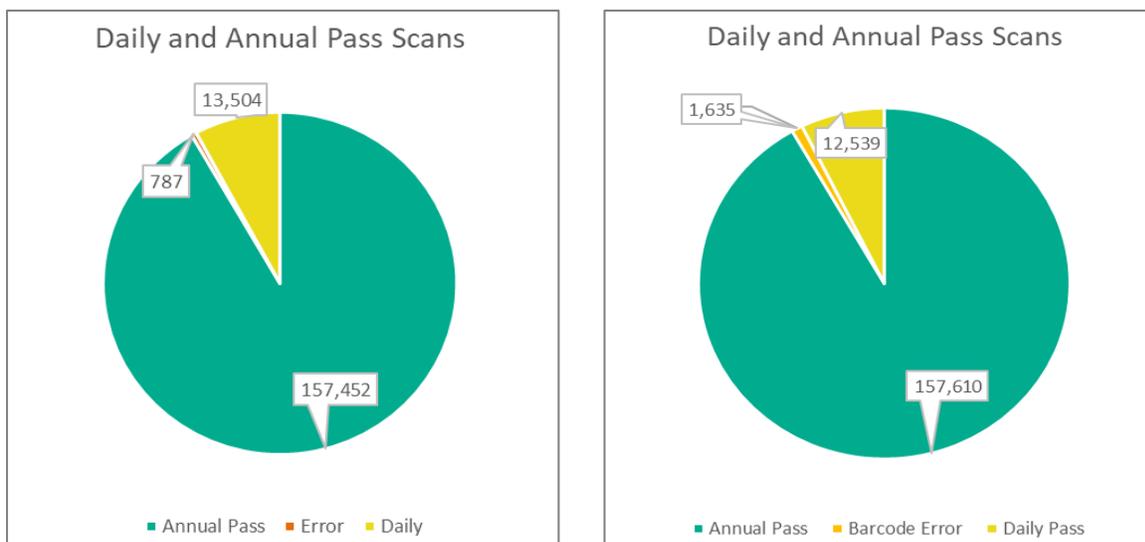


Figure 1 shows the daily pass vs. annual and errors from June/July (left) and July/August (right).

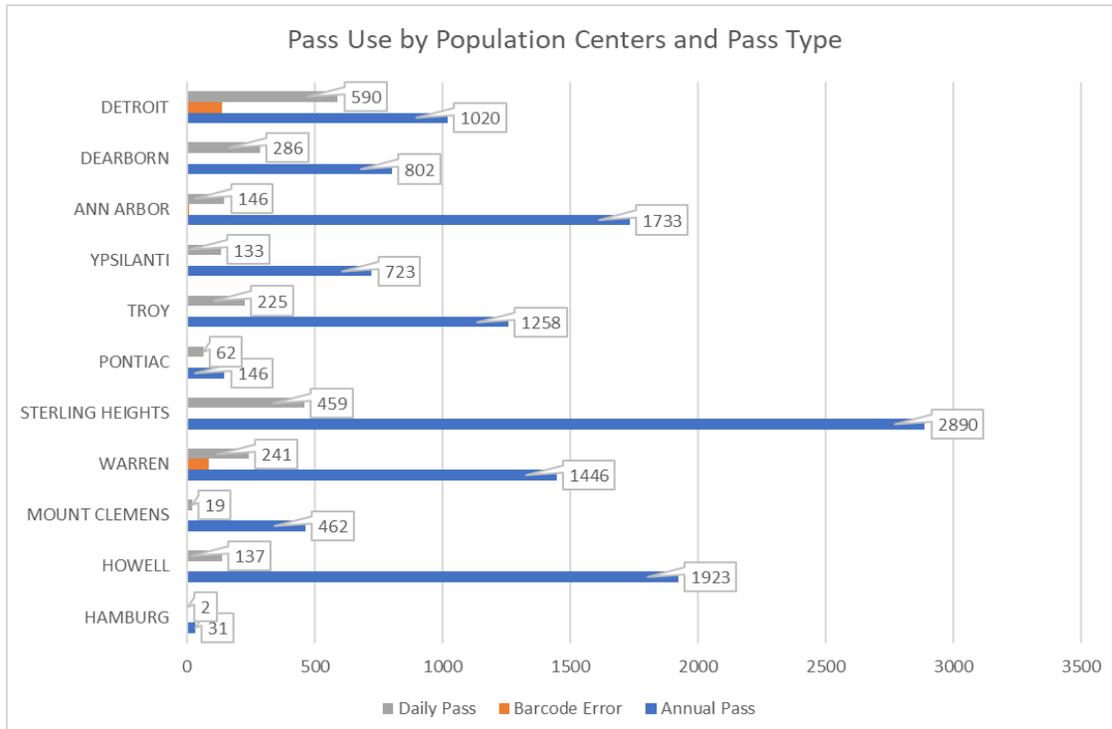
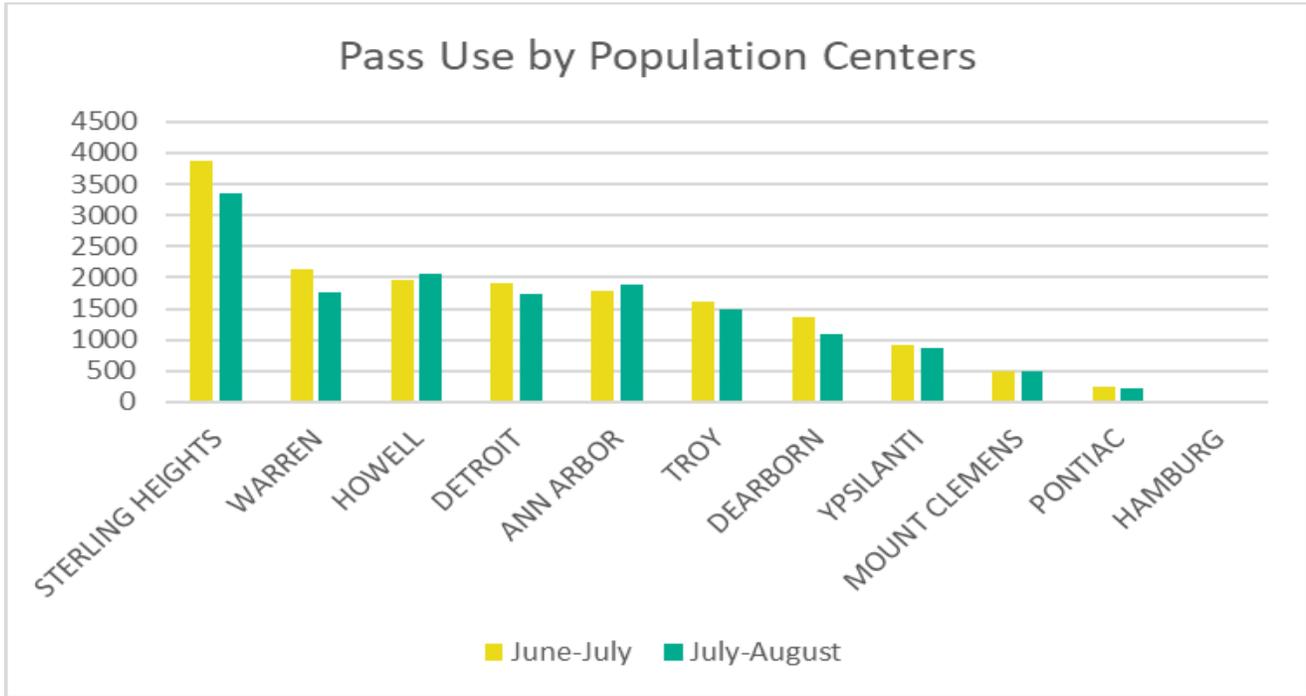
\*\*Toll attendants and park staff should now utilize only 99999 as coding for when a patron refuses to give their zip code. This will assist Planning and Development staff in accurately analyzing counts and locales of any out-of-state park users of the Metroparks system, whereas currently there appears to be a significant # 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 15 percent increase in barcode scanning in 2020 over 2019.

**2019:** 149,900 scans

**2020:** 171,784 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 8.7 percent (down 1.3 percent from the last reporting period) of the total scans.



Breakdown of total scans this month by county and location.

**Livingston County**

Place	Zip Code	Annual	Error	Daily	Total Scans	Place Total
BRIGHTON	48114	2421	6	72	2499	4829
	48116	2258	6	66	2330	
HOWELL	48843	1599	4	104	1707	2064
	48855	324		33	357	
PINCKNEY	48169	803	1	21	825	825
FENTON	48430	353	1	62	416	416
HARTLAND	48353	325		12	337	337
GREGORY	48137	191		4	195	195
FOWLerville	48836	131		11	142	142
LINDEN	48451	83	2	24	109	109
WEBBERVILLE	48892	53		5	58	58
LAKELAND	48143	50		5	55	55
HAMBURG	48139	31		2	33	33
BYRON	48418	23		1	24	24
STOCKBRIDGE	49285	15		1	16	16
PERRY	48872	4		2	6	6
<b>Grand Total</b>		<b>10,301</b>	<b>21</b>	<b>461</b>	<b>10,783</b>	<b>9,109</b>

**Macomb County**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
UTICA	48315	1632	10	167	1809	6497
	48316	3340	2	129	3471	
	48317	1124		93	1217	
STERLING HEIGHTS	48310	601	2	154	757	3354
	48312	713	2	159	874	
	48313	1215		92	1307	
CLINTON TOWNSHIP	48314	361	1	54	416	3058
	48035	1273		35	1308	
	48036	661	5	37	703	
MACOMB	48038	951	1	95	1047	2939
	48042	1271	6	91	1368	
	48044	1359	1	211	1571	
WASHINGTON	48094	2160	7	38	2205	2881
	48095	655	2	19	676	
HARRISON TOWNSHIP	48045	2402	1	24	2427	2427
WARREN	48088	467		30	497	1770
	48089	251		53	304	
	48091	194		67	261	
	48092	256		54	310	
	48093	276	83	37	396	
	48397	2			2	
SAINT CLAIR SHORES	48080	420	1	40	461	1298
	48081	380		26	406	
	48082	406		25	431	

**Macomb County(con't)**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
NEW BALTIMORE	48047	441	37	65	543	840
	48051	268		29	297	
ROSEVILLE	48066	730		76	806	806
ROMEO	48065	533	1	28	562	562
MOUNT CLEMENS	48043	462	2	19	483	483
FRASER	48026	365		28	393	393
EASTPOINTE	48021	250		42	292	292
NEW HAVEN	48048	118		12	130	140
	48050	9		1	10	
RAY	48096	107		6	113	113
CENTER LINE	48015	87		21	108	108
ARMADA	48005	50		15	65	65
RICHMOND	48062	33	1	8	42	42
<b>Grand Total</b>		<b>25,823</b>	<b>165</b>	<b>2,080</b>	<b>28,068</b>	<b>28,068</b>

**Oakland County**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
MILFORD	48380	1637	1	36	1674	5248
	48381	3523	2	49	3574	
SOUTH LYON	48178	3624	8	176	3808	3808
ROCHESTER	48306	852		115	967	2980
	48307	1208	2	153	1363	
	48309	568	1	81	650	
WHITE LAKE	48383	1280	1	99	1380	2455
	48386	993	2	80	1075	
FARMINGTON	48331	471		91	562	1918
	48334	248		60	308	
	48335	484	3	64	551	
	48336	394	3	100	497	
NOVI	48374	583		64	647	1900
	48375	729	6	77	812	
	48377	384		57	441	
NEW HUDSON	48165	1521	4	35	1560	1560
TROY	48083	293		55	348	1485
	48084	329	1	42	372	
	48085	409	1	77	487	
	48098	227		51	278	
HIGHLAND	48356	556	1	31	588	1283
	48357	638		57	695	
WATERFORD	48327	445	2	32	479	1250
	48328	247	3	46	296	
	48329	420		55	475	
COMMERCE TOWNSHIP	48382	1121	3	98	1222	1222

**Oakland County (con't)**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
WEST BLOOMFIELD	48322	288		106	394	921
	48323	197		57	254	
	48324	238		35	273	
ROYAL OAK	48067	386	2	77	465	912
	48073	366		81	447	
WALLED LAKE	48390	680	1	77	758	758
CLARKSTON	48346	370		44	414	677
	48348	214	1	48	263	
WIXOM	48393	597		56	653	653
SOUTHFIELD	48033	80	3	34	117	606
	48034	108		30	138	
	48075	78	6	47	131	
	48076	157		63	220	
HOLLY	48442	164	359	22	545	545
BLOOMFIELD HILLS	48301	120		31	151	502
	48302	137		39	176	
	48304	132		43	175	
AUBURN HILLS	48326	280		85	365	365
FERNDAL	48220	243	1	88	332	332
MADISON HEIGHTS	48071	228		61	289	289
LAKE ORION	48359	50		12	62	269
	48360	100		37	137	
	48362	57		13	70	
BIRMINGHAM	48009	211		45	256	256
FRANKLIN	48025	201		47	248	248
BERKLEY	48072	179	3	54	236	236
OAK PARK	48237	155		72	227	227
DAVISBURG	48350	208		12	220	220
PONTIAC	48340	43	1	29	73	209
	48341	62		24	86	
	48342	41		9	50	
HAZEL PARK	48030	135		32	167	167
OAKLAND	48363	138		23	161	161
CLAWSON	48017	122		32	154	154
OXFORD	48370	14		1	15	102
OXFORD	48371	63		24	87	
HUNTINGTON WOODS	48070	75		21	96	96
ORTONVILLE	48462	49	1	11	61	61
PLEASANT RIDGE	48069	44	1	11	56	56
KEEGO HARBOR	48320	44		8	52	52
LEONARD	48367	38		6	44	44
<b>Grand Total</b>		<b>25,015</b>	<b>414</b>	<b>3,316</b>	<b>28,745</b>	<b>30,419</b>

**Wayne County**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
BELLEVILLE	48111	4798	11	127	4936	4936
NEW BOSTON	48164	3159		31	3190	3190
ROCKWOOD	48173	2296	5	84	2385	2385
TRENTON	48183	1984	36	107	2127	2127
FLAT ROCK	48134	1792	6	227	2025	2025
DETROIT	48201	26	1	14	41	1748
	48202	60		22	82	
	48204	16		11	27	
	48205	62		18	80	
	48206	33		19	52	
	48207	50		8	58	
	48208	18		10	28	
	48209	52	1	30	83	
	48210	54	127	41	222	
	48211	13	1	5	19	
	48213	27		10	37	
	48214	28		12	40	
	48215	17		5	22	
	48216	21		7	28	
	48217	4		5	9	
	48219	73	2	57	132	
	48221	58	1	52	111	
	48223	105		24	129	
	48224	80	1	22	103	
	48226	24	2	11	37	
	48227	19		39	58	
	48228	66	2	57	125	
48233	4		3	7		
48234	31		34	65		
48235	67		49	116		
48238	10		25	35		
48242	2			2		
LIVONIA	48150	283	1	92	376	1480
	48152	478	3	87	568	
	48154	437	3	96	536	
CANTON	48187	605	3	130	738	1421
	48188	580	1	102	683	
ROMULUS	48174	1137		84	1221	1221
NORTHVILLE	48167	549		75	624	1186
	48168	478		84	562	
SOUTHGATE	48195	993	3	154	1150	1150
DEARBORN	48120	75		22	97	1090
	48124	342		91	433	
	48126	275	2	139	416	
	48128	110		34	144	

**Wayne County (con't)**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
TAYLOR	48180	864	1	146	1011	1011
WESTLAND	48185	455	3	125	583	986
	48186	322	4	77	403	
WYANDOTTE	48192	631		71	702	702
DEARBORN HEIGHTS	48125	225		35	260	638
	48127	266		112	378	
PLYMOUTH	48170	483		113	596	596
ALLEN PARK	48101	416	3	59	478	478
REDFORD	48239	212		73	285	454
	48240	121		48	169	
GROSSE POINTE	48230	144		20	164	452
	48236	242	2	44	288	
LINCOLN PARK	48146	325		90	415	415
RIVERVIEW	48193	332		30	362	362
GROSSE ILE	48138	277		22	299	299
GARDEN CITY	48135	202		71	273	273
WAYNE	48184	175	2	37	214	214
HAMTRAMCK	48212	120	3	69	192	192
INKSTER	48141	128		34	162	162
MELVINDALE	48122	126	1	27	154	154
HARPER WOODS	48225	112		12	124	124
ECORSE	48229	25		13	38	38
HIGHLAND PARK	48203	21		17	38	38
RIVER ROUGE	48218	8		8	16	16
<b>Grand Total</b>		<b>27,623</b>	<b>231</b>	<b>3,709</b>	<b>31,563</b>	<b>31,563</b>

**Washtenaw County**

Place Name	Zip Code	Annual	Error	Daily	Total Scans	Place Total
DEXTER	48130	3136	8	13	3157	3157
ANN ARBOR	48103	960	6	58	1024	1888
	48104	167	2	21	190	
	48105	430	1	37	468	
	48108	171		29	200	
	48109	5		1	6	
YPSILANTI	48197	441		90	531	856
	48198	282		43	325	
WHITMORE LAKE	48189	514	1	24	539	539
CHELSEA	48118	315		7	322	322
SALINE	48176	188	1	32	221	221
MILAN	48160	93		7	100	100
WILLIS	48191	64		4	68	68
MANCHESTER	48158	23	2	4	29	29
WHITTAKER	48190	17		4	21	21
GRASS LAKE	49240	11		1	12	12
CLINTON	49236	2		1	3	3
<b>Grand Total</b>		<b>10,443</b>	<b>29</b>	<b>552</b>	<b>11,024</b>	<b>11,024</b>

**Pass Sales Data**

<b>Metropark</b>	<b>Annual</b>	<b>% of Park Total</b>	<b>Daily</b>	<b>% of Park Total</b>	<b>Other</b>	<b>% Other</b>
Lake St. Clair	1,756	8%	19,709	87%	1,075	5%
Stony Creek	2,749	10%	22,982	87%	697	3%
Wolcott Mill	<i>No data reported for this period</i>					
Hudson Mills	530	18%	2,207	76%	172	6%
Dexter-Huron	1,279	84%	162	11%	82	5%
Delhi (+ livery)	97	8%	1,121	91%	18	1%
Huron Meadows	18	35%	22	43%	11	22%
Kensington	4,560	15%	25,712	85%	0	0%
Indian Springs	564	19%	2363	81%	0	0%
Lake Erie	593	19%	2512	81%	0	0%
Lower Huron	497	12%	3,419	84%	150	4%
Willow	389	15%	2,163	81%	104	4%
Oakwoods	100	16%	510	80%	27	4%
<b>SYSTEM TOTAL</b>	<b>13,132</b>	<b>13%</b>	<b>82,882</b>	<b>84%</b>	<b>2,336</b>	<b>2%</b>



To: Board of Commissioners  
From: Nina Kelly, Chief of Planning and Development  
Project Title: Approval – CRAMBA Memorandum of Understanding  
Date: September 3, 2020

**Action Requested: Motion to approve**

That the Board of Commissioners authorize staff to renew the Memorandum of Understanding with the Clinton River Area Mountain Bike Association (CRAMBA-IMBA) as recommended by Chief of Planning and Development Nina Kelly and staff.

**Fiscal Impact:** There is no immediate fiscal impact of this agreement on the Authority.

**Background:** The Clinton River Area Mountain Bike Association (CRAMBA) is a chapter of the International Mountain Bike Association (IMBA). Previously known as the Michigan Mountain Bike Association (MMBA), this organization has been actively volunteering at Stony Creek Metropark for many years.

Many representatives from CRAMBA-IMBA were actively engaged in the master planning process for Stony Creek in 2016. Since this time, Metroparks staff and CRAMBA-IMBA leaders have worked together to hold volunteer workdays on the mountain bike trails at Stony Creek and members have been engaged in the ongoing Sheldon Trails redevelopment project. The proposed MOU is a renewal of the one initially approved in September 2017 and it was reviewed by Miller Canfield in its original iteration.

**Attachment: CRAMBA MOU**

## Collaborative Partnership Memorandum of Understanding

### HURON-CLINTON METROPOLITAN AUTHORITY AND CRAMBA-IMBA

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The HURON-CLINTON METROPOLITAN AUTHORITY (“HCMA”) and CLINTON RIVER AREA MOUNTAIN BIKE ASSOCIATION (“CRAMBA-IMBA”) memorialize the following understandings regarding the mountain biking trail system located at Stony Creek Metropark, Washington Township, Michigan this 10<sup>th</sup> day of September 2020.

#### i. Purpose

The purpose of this Memorandum of Understanding (MOU) is to document the collaboration between parties in accordance with the following provisions:

To facilitate the maintenance and improvement of the mountain biking trails at Stony Creek Metropark in accordance with HCMA standards and plans.

To encourage and manage volunteer involvement in the maintenance of mountain biking trails.

To recognize CRAMBA-IMBA as the major partner in the maintenance of mountain biking trails at Stony Creek Metropark.

#### ii. Background and Statement of Mutual Interest

Whereas, the HCMA is a regional park system created in 1940 by the citizens of southeast Michigan for the purpose of providing excellent recreational and educational opportunities while serving as stewards of natural resources, and

Whereas, CRAMBA-IMBA is a Michigan 501(c)3 non-profit organization operating as a chapter of the International Mountain Biking Association (IMBA), and

Whereas, CRAMBA-IMBA exists to maintain and develop mountain biking trail access, support relationships with land managers, and promote responsible mountain biking in southeast Michigan, and

Whereas, IMBA, through scientific study and experience, has developed principles and methods (hereafter referred to as “IMBA methods”) for building and managing sustainable mountain bike trails that are also suitable and enjoyable for pedestrians, and

Whereas members of CRAMBA-IMBA have received formal training regarding IMBA methods, and will continue to keep abreast of any refinements of or changes to the IMBA methods, and

Stony Creek Metropark is owned by HCMA, and is managed as a public park, and as of the date of this MOU, there exist approximately 14 miles of mountain bike trails at Stony Creek Metropark (the “Trails”). All references to trails in this MOU will refer to the Trails existing as of the date of this MOU, including all authorized modifications thereto, and any new trail established with appropriate written permission from HCMA, and

Whereas, as of the date of this MOU, the Trails are being informally managed by local mountain bikers, and

Whereas, CRAMBA-IMBA wishes to maintain the Trails in compliance with the IMBA methods and encourage use of the Trails by the general public, and

Whereas, HCMA recognizes the value of the Trails to park patrons and the citizens of Southeast Michigan as a whole and wishes to utilize CRAMBA-IMBA’s expertise and volunteer labor to maintain and promote the Trails.

#### iii. Understandings

- I. Use of Stony Creek Metropark. HCMA will allow CRAMBA-IMBA to maintain and have access to the Trails at Stony Creek Metropark.
  - a. *Permitted Users*. Except as expressly permitted otherwise in this Memorandum, cyclists and pedestrians will be allowed on the Trail. Under no circumstances and at no times will motorized vehicles, horses, or any similar users be permitted on the Trails. HCMA will enforce this policy.
  - b. *Access to Trails*. Except as otherwise provided below, the Trails will be open to permitted users at all times during which Stony Creek Metropark is open to the public, and public access will generally be governed by the policies regarding public access to Stony Creek Metropark as a whole.
    - i. Closing Due to Conditions. HCMA will consult with CRAMBA-IMBA to determine the best procedure with which to notify users of trail closures and enforce trail closures.
    - ii. Special Events. A Special Event is any bike ride, run, or hike/walk that charges any form of fee, tracks time or other results in any fashion, and/or that generally resembles a race or “charity ride” or “charity run.” A Special Event also includes any use of a trail that is substantially incompatible with use of the trail by the general public. A Special Event does not include an informal group ride or run scheduled by CRAMBA-IMBA, a local cycling or running shop, or any other party.
    - iii. Coordination with CRAMBA-IMBA. If a party other than CRAMBA-IMBA is seeking to hold a Special Event at the Trails, then HCMA will endeavor to consult with CRAMBA-IMBA at least one week before the event regarding the event and its impact on the Trails. HCMA has final authority to approve or deny a Special Event.
    - iv. Clean-Up. Any party that holds a Special Event will be responsible for cleaning up any course-marking tape, energy gel packets, and any and all similar debris.
  - c. *Management of the Trails*.
    - i. HCMA will manage the Trails in coordination with CRAMBA-IMBA. Management includes but is not limited to user policies, parking, signage, and maps.
    - ii. User conflicts. CRAMBA-IMBA will seek to reduce the potential for user conflict by using the IMBA methods.
    - iii. Maps and signage. HCMA will consult with CRAMBA-IMBA on appropriate signage and to fund the installation and maintenance of such signage. HCMA has final authority on decisions regarding the content and placement of maps and signage.
  - d. *Maintenance of Existing Trails*.
    - i. IMBA methods. IMBA methods will be used to maintain the Trails.
    - ii. HCMA assistance. HCMA will provide reasonable assistance with maintenance of the Trails that is consistent with its overall maintenance of Stony Creek Metropark.
    - iii. Maintenance.
      1. Regular maintenance. Regular maintenance will consist of such activities as the removal of limbs, leaves, and other natural debris from the trail, picking up litter, maintenance of existing signage, and other similar activities. Tools utilized for regular maintenance include hand-held trimmers, mowers, and wheelbarrows. CRAMBA-IMBA volunteers will be required to wear safety glasses and ear protection to operate these power tools. No other power equipment may be used without first obtaining authorization from HCMA.
        - a. Notice and Consent Required. At least three days prior to performing regular maintenance, CRAMBA-IMBA will notify HCMA.

2. Extraordinary maintenance. Extraordinary maintenance will consist of such activities as building or installing wooden bridges, kiosks, or any other non-natural structure, and other similar activities.
    - a. Notice and Consent required. CRAMBA-IMBA will describe the proposed activity to the satisfaction of HCMA and obtain written consent from HCMA at least one week prior to performing any extraordinary maintenance activities.
  3. Redevelopment. Redevelopment will consist of such activities as rerouting of Trails, building new Trails, and other similar activities.
    - a. Notice and Consent required. CRAMBA-IMBA will submit a formal proposal to HCMA to initiate any redevelopment project. HCMA will work in direct coordination with CRAMBA-IMBA to assess the existing Trails, design new Trails and routes, and implement any redevelopment plans.
- IV. Exclusivity.** At the complete discretion of HCMA, CRAMBA-IMBA and HCMA will be the only groups and entities involved in the management and maintenance of the Trails during the term of this agreement.
- V. Non-fund obligating document.** Nothing in this MOU shall obligate HCMA or the CRAMBA-IMBA to contribute or transfer any funds. Specific work projects or activities that would require the transfer of funds or services between HCMA and CRAMBA-IMBA will require execution of separate agreements and be contingent upon the availability of appropriated funds.
- VI. Volunteer labor.** Unless CRAMBA-IMBA has obtained prior consent from HCMA, CRAMBA-IMBA will use only volunteer, unpaid labor to conduct its maintenance activities and any other activities performed at Stony Creek Metropark.
  - a. *Volunteer application.* All individuals under the direction of CRAMBA-IMBA performing volunteer maintenance activities at Stony Creek Metropark shall have on file the standard HCMA Volunteer Application.
  - b. *Records Management.* All records (paper or electronic) created or produced in part of or in whole are to be maintained for three years and made available upon request. The number of volunteer hours and trail maintenance accomplishments are to be reported to HCMA annually.
- VII. Communications.**
  - a. Method of providing notice and obtaining consent. Notice and consent may be provided or confirmed via email or other written communication.
  - b. Authorized Parties.
    - i. CRAMBA-IMBA. All communications regarding Stony Creek Metropark will be directed first to the President of CRAMBA-IMBA.
    - ii. HCMA. All communications regarding Stony Creek Metropark will be directed first to either the Eastern District Superintendent or the Park Manager.
    - iii. Change in authorized parties. CRAMBA-IMBA and HCMA will provide notice to the other party of any changes in the Authorized Parties.
- VIII. Property rights.** Nothing in this MOU will convey any property rights to CRAMBA-IMBA.
- IX. Liability and indemnification.** CRAMBA-IMBA, its members, and all volunteers assume all risks and hazards incidental to participation in the foregoing activities. CRAMBA-IMBA agrees to indemnify, defend, and hold harmless HCMA, its officers, agents, and employees, from all claims, damages, losses, suits, or actions, including reasonable costs and attorney fees, arising or resulting from the installation, construction, operation, maintenance, repair, renewal, replacement or removal of any Trails, natural or man-made materials, or other facilities on HCMA property by CRAMBA-IMBA or its employees, agents, successors, or assigns upon the HCMA's property described herein. CRAMBA-IMBA also agrees to indemnify, defend, and hold harmless HCMA, its agents, employees, officers and servants from all claims, damages, losses and expenses

pertaining to the use of HCMA property arising out of its CRAMBA-IMBA operations or activities, HCMA operations or activities, or the operations or activities of others. However, notwithstanding anything to the contrary, CRAMBA-IMBA will not indemnify HCMA for claims arising out of the sole negligence of HCMA.

- X. Not an Employee.** Although utilizing an HCMA facility, the CRAMBA-IMBA, its members, agents or volunteers shall not be considered agents or employees of HCMA or any purpose. It is understood by the CRAMBA-IMBA and HCMA that this MOU is not intended to create a joint venture or principal-agent relationship between them and their respective members, employees, officers, agents or volunteers.
  
- XI. Duration.** This MOU will continue in effect for a period of three years, commencing on September 10, 2020 and ending on September 30, 2023, unless terminated prior thereto. Either party may terminate this MOU upon 10 days advance written notice to the other party.

Agreed and understood:

**CRAMBA-IMBA**

By: \_\_\_\_\_  
Steve Vigneau

Its: \_\_\_\_\_  
President

**HURON-CLINTON METROPOLITAN AUTHORITY**

By: \_\_\_\_\_  
Amy McMillan

Its: \_\_\_\_\_  
Director



To: Board of Commissioners  
From: Nina Kelly, Chief of Planning and Development  
Project Title: Approval – Beach Restoration Grant Project  
Location: Lake St. Clair Metropark  
Date: September 3, 2020

**Action Requested: Motion to approve**

That the Board of Commissioners (1) approve a project agreement with the Department of Energy, Great Lakes, and the Environment (EGLE) under the Clean Michigan Initiative Nonpoint Source Pollution program for the Lake St. Clair Beach Restoration Project; and (2) approve the transfer of \$100,000 from the Willow Golf Course Culvert Project and increase the Lake St. Clair Beach Restoration Project grant revenue by \$300,000 as recommended by Chief of Planning and Development Nina Kelly and staff.

**Fiscal Impact:** The total cost of the project is \$400,000. The grant will fund \$300,000, and the Metroparks' match will be a combination of cash and in-kind labor totaling \$100,000. This project was not budgeted for 2020; however, funding for the match is available from the Willow Golf Course Culvert Project, which was overbudgeted in the 2020 capital project fund.

**Background:** In 2018, Macomb County hired Environmental Consulting & Technology, Inc. (ECT, Inc.) to develop a beach restoration concept in coordination with staff from the Metroparks, several Macomb County departments (Planning and Economic Development, Public Works, Health Department), the Clinton River Watershed Council and other partners. The awarded grant project will implement the conceptual design, which was approved by the Board in November 2018. It will feature plantings such as tall grasses and trees, sand screens, and acoustic bird deterrents. Interpretive signs will also be installed to share project benefits.

Metroparks Planning and Development staff submitted a full grant proposal in October 2019 and received notification of the grant award in late June 2020. In July 2020, staff presented a report to the Board informing them the grant was awarded. Staff has worked with EGLE since that time to revise and update the attached project agreement. Metroparks staff selected ECT, Inc. to provide design services for the project after evaluating project proposals from a total of four firms in accordance with the Metroparks Purchasing Policy.

The EGLE project agreement will be sent separately before the Sept. 10 meeting.



To: Board of Commissioners  
From: Mike Henkel, Chief of Engineering Services  
Project No: 709-20-050  
Project Title: Bids – Upper and Lower Dam Concrete Repairs  
Project Type: Major Maintenance  
Location: Stony Creek Metropark  
Date: September 3, 2020

Quotes Received: August 27, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners award Contract No. 709-20-050 to the low responsive, responsible bidder, Z Contractors, Inc. in the amount of \$79,000 as recommended by Chief of Engineering Services Mike Henkel and staff.

**Fiscal Impact:** The project was budgeted at \$50,000 and is over budget by \$29,000. Funds are available in the Major Maintenance unallocated account to cover the cost of the project.

**Scope of Work:** The project includes hand chipping, concrete patching, installation of cathodic protection, structural crack repairs, clearing, site restoration and traffic control.

**Background:** As part of maintenance to both the upper and lower dam, areas were identified last year and added to the 2020 budget to be repaired. The repairs will address concrete surface cracking and spalling. The cracks and spalls are due to the weathering of the concrete surface. Smaller cracks will be pressure grouted. Overgrowth of vegetation will also be removed. The work will take place on the abutment walls and some of the bridge beams. The work is not extensive; however, some of the areas are beneath the bridge deck are more difficult to access.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Z Contractors, Inc.	Shelby Twp.	\$ 79,000.00
C.A. Hull Co. Inc.	Walled Lake	\$190,087.00
Grand River Construction	Hudsonville	\$524,422.00
Budget Amount for Contract Services		\$ 50,000.00
Work Order Amount		
• Contract Amount Z Contractors, Inc.		\$ 79,000.00
• Contract Administration		<u>\$ 5,000.00</u>
○ Total Proposed Work Order Amount		\$ 84,000.00

*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.*

**Current Condition of Upper and Lower Dam Concrete**



HURON-CLINTON METROPARKS MONTHLY STATISTICS

August, 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	76,949	64,996	58,290	32%	\$ 257,504	\$ 210,385	\$ 174,324	48%
Wolcott Mill	4,868	2,575	4,936	-1%	\$ 4,150	\$ 2,836	\$ 3,852	8%
Stony Creek	104,815	88,948	79,384	32%	\$ 305,140	\$ 279,255	\$ 248,203	23%
Indian Springs	15,345	13,828	13,056	18%	\$ 36,698	\$ 33,119	\$ 29,791	23%
Kensington	112,282	100,697	94,933	18%	\$ 372,035	\$ 306,862	\$ 274,766	35%
Huron Meadows	15,384	13,023	13,338	15%	\$ 2,103	\$ 19,579	\$ 17,028	-88%
Hudson Mills	36,120	24,729	24,233	49%	\$ 72,509	\$ 51,820	\$ 52,809	37%
Lower Huron/Willow/Oakwoods	62,183	64,629	66,479	-6%	\$ 98,621	\$ 151,429	\$ 153,237	-36%
Lake Erie	25,661	25,212	23,993	7%	\$ 43,416	\$ 52,461	\$ 47,871	-9%
<b>Monthly TOTALS</b>	<b>453,607</b>	<b>398,637</b>	<b>378,641</b>	<b>20%</b>	<b>\$ 1,192,176</b>	<b>\$ 1,107,746</b>	<b>\$ 1,001,881</b>	<b>19%</b>

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	414,717	315,509	307,728	35%	\$ 1,760,449	\$ 1,372,349	\$ 1,329,684	32%
Wolcott Mill	17,694	20,286	34,428	-49%	\$ 11,295	\$ 67,573	\$ 49,702	-77%
Stony Creek	600,492	409,121	416,413	44%	\$ 2,751,143	\$ 2,012,819	\$ 2,012,128	37%
Indian Springs	81,167	63,591	64,562	26%	\$ 310,778	\$ 248,457	\$ 244,673	27%
Kensington	676,419	556,906	558,268	21%	\$ 2,772,987	\$ 2,201,014	\$ 2,230,424	24%
Huron Meadows	79,129	61,171	63,524	25%	\$ 28,961	\$ 56,128	\$ 50,694	-43%
Hudson Mills	206,437	139,453	141,549	46%	\$ 545,119	\$ 389,105	\$ 410,208	33%
Lower Huron/Willow/Oakwoods	407,471	373,394	392,236	4%	\$ 723,503	\$ 842,206	\$ 882,336	-18%
Lake Erie	172,417	143,028	140,544	23%	\$ 554,164	\$ 513,214	\$ 501,554	10%
<b>Monthly TOTALS</b>	<b>2,655,943</b>	<b>2,082,459</b>	<b>2,119,252</b>	<b>25%</b>	<b>\$ 9,458,399</b>	<b>\$ 7,702,865</b>	<b>\$ 7,711,405</b>	<b>23%</b>

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	\$ 328,264	\$ 318,708	\$ 271,962	21%	\$ 2,167,899	\$ 2,058,039	\$ 1,977,344	10%
Wolcott Mill	\$ 16,395	\$ 19,020	\$ 21,639	-24%	\$ 66,319	\$ 214,683	\$ 188,207	-65%
Stony Creek	\$ 680,890	\$ 614,993	\$ 544,322	25%	\$ 4,288,503	\$ 3,418,034	\$ 3,391,748	26%
Indian Springs	\$ 228,117	\$ 184,620	\$ 182,570	25%	\$ 973,758	\$ 887,655	\$ 891,009	9%
Kensington	\$ 787,950	\$ 737,043	\$ 643,803	22%	\$ 4,230,778	\$ 3,981,079	\$ 3,834,393	10%
Huron Meadows	\$ 203,455	\$ 186,136	\$ 173,010	18%	\$ 711,075	\$ 750,233	\$ 711,862	0%
Hudson Mills	\$ 245,451	\$ 185,532	\$ 166,927	47%	\$ 1,101,621	\$ 896,169	\$ 878,689	25%
Lower Huron/Willow/Oakwoods	\$ 330,703	\$ 618,835	\$ 584,897	-43%	\$ 1,445,417	\$ 2,512,065	\$ 2,467,669	-41%
Lake Erie	\$ 260,834	\$ 296,502	\$ 265,897	-2%	\$ 1,309,029	\$ 1,470,826	\$ 1,437,195	-9%
<b>Y-T-D TOTALS</b>	<b>\$ 3,082,060</b>	<b>\$ 3,161,389</b>	<b>\$ 2,855,027</b>	<b>8%</b>	<b>\$ 16,294,399</b>	<b>\$ 16,188,783</b>	<b>\$ 15,778,116</b>	<b>3%</b>

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	1,032,903	744,916	758,569	36%	6,522,722	5,690,756	5,557,299	17%
Western	1,043,152	821,121	827,903	26%	7,017,231	6,515,136	6,315,953	11%
Southern	579,888	516,422	532,780	9%	2,754,446	3,982,891	3,904,864	-29%

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	7,114	7,003	6,184	15%	\$ 233,309	\$ 204,432	\$ 191,860	22%
Indian Springs	6,178	4,853	4,833	28%	\$ 190,119	\$ 146,196	\$ 140,210	36%
Kensington	6,979	6,683	6,040	16%	\$ 217,774	\$ 205,411	\$ 186,415	17%
Huron Meadows	6,549	5,467	5,152	27%	\$ 200,902	\$ 166,547	\$ 155,845	29%
Hudson Mills	6,120	4,719	4,067	50%	\$ 150,354	\$ 111,301	\$ 96,393	56%
Willow	6,491	5,446	4,773	36%	\$ 192,289	\$ 156,971	\$ 137,861	39%
Lake Erie	6,346	5,294	4,711	35%	\$ 181,195	\$ 148,891	\$ 132,142	37%
Total Regulation	45,777	39,465	35,761	28%	\$ 1,365,942	\$ 1,139,749	\$ 1,040,727	31%
LSC Par 3	1,237	1,482	1,478	-16%	\$ 10,030	\$ 11,932	\$ 9,558	5%
LSC Foot Golf	214	210	177	21%	\$ 1,542	\$ 1,592	\$ 1,200	28%
<b>Total Golf</b>	<b>47,228</b>	<b>41,157</b>	<b>37,416</b>	<b>26%</b>	<b>\$ 1,377,514</b>	<b>\$ 1,153,273</b>	<b>\$ 1,051,485</b>	<b>31%</b>

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	25,235	23,300	23,293	8%	\$ 809,923	\$ 738,887	\$ 749,848	8%
Indian Springs	20,720	18,884	19,130	8%	\$ 630,375	\$ 568,409	\$ 559,045	13%
Kensington	25,764	26,656	24,622	5%	\$ 787,047	\$ 819,080	\$ 754,090	4%
Huron Meadows	22,187	21,824	20,733	7%	\$ 654,473	\$ 670,264	\$ 638,460	3%
Hudson Mills	19,726	17,211	15,438	28%	\$ 475,440	\$ 411,872	\$ 369,767	29%
Willow	20,411	17,625	16,601	23%	\$ 593,123	\$ 515,790	\$ 483,717	23%
Lake Erie	21,316	19,804	18,907	13%	\$ 579,165	\$ 543,251	\$ 529,779	9%
Total Regulation	155,359	145,304	138,725	12%	\$ 4,529,545	\$ 4,267,553	\$ 4,084,707	11%
LSC Par 3	5,456	4,638	5,391	1%	\$ 44,760	\$ 36,396	\$ 34,555	30%
LSC Foot Golf	586	695	568	3%	\$ 4,540	\$ 4,470	\$ 3,729	22%
<b>Total Golf</b>	<b>161,401</b>	<b>150,637</b>	<b>144,683</b>	<b>12%</b>	<b>\$ 4,578,845</b>	<b>\$ 4,308,419</b>	<b>\$ 4,122,991</b>	<b>11%</b>

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	5,212	11,728	10,691	-51%	\$ 20,791	\$ 58,556	\$ 52,593	-60%
Stony Creek Rip Slide	0	7,361	7,043	-	\$ -	\$ 39,644	\$ 38,161	-
KMP Splash	11,616	12,413	11,354	2%	\$ 46,229	\$ 83,008	\$ 69,732	-34%
Lower Huron	0	23,538	23,998	-	\$ -	\$ 270,575	\$ 254,695	-
Willow	3,988	4,212	4,175	-4%	\$ 17,850	\$ 19,672	\$ 19,595	-9%
Lake Erie	0	7,820	7,013	-	\$ -	\$ 63,069	\$ 56,033	-
<b>TOTALS</b>	<b>20,816</b>	<b>67,072</b>	<b>64,275</b>	<b>-68%</b>	<b>\$ 84,870</b>	<b>\$ 534,524</b>	<b>\$ 490,808</b>	<b>-83%</b>

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	11,554	43,689	43,176	-73%	\$ 46,457	\$ 217,979	\$ 214,756	-78%
Stony Creek Rip Slide	0	22,439	24,946	-	\$ -	\$ 117,354	\$ 127,010	-
KMP Splash	36,027	38,550	39,758	-9%	\$ 147,765	\$ 273,126	\$ 251,048	-41%
Lower Huron	0	81,703	83,903	-	\$ -	\$ 934,625	\$ 882,926	-
Willow	9,173	19,228	18,503	-50%	\$ 40,885	\$ 88,363	\$ 87,244	-53%
Lake Erie	0	31,341	30,654	-	\$ 75	\$ 254,208	\$ 243,371	-100%
<b>TOTALS</b>	<b>56,754</b>	<b>236,950</b>	<b>240,939</b>	<b>-76%</b>	<b>\$ 235,182</b>	<b>\$ 1,885,655</b>	<b>\$ 1,806,355</b>	<b>-87%</b>

HURON-CLINTON METROPARKS MONTHLY STATISTICS

August, 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
<b>Lake St. Clair</b>								
Welsh Center	3	1	2	50%	\$ 4,500	\$ 800	\$ 1,600	181%
Shelters	41	38	22	89%	\$ 9,465	\$ 10,145	\$ 6,112	55%
Boat Launches	2,368	1,376	1,140	108%	\$ -	\$ -	\$ -	-
Marina	378	541	635	-40%	\$ 4,276	\$ 3,662	\$ 4,854	-12%
Mini-Golf	2,537	3,466	2,793	-9%	\$ 12,219	\$ 12,219	\$ 9,584	27%
<b>Wolcott</b>								
Activity Center	0	5	8	-	\$ -	\$ 3,500	\$ 2,167	-
<b>Stony Creek</b>								
Disc Golf Daily	2,620	1,869	1,979	32%	\$ 8,917	\$ 6,239	\$ 6,370	40%
Disc Golf Annual	2	0	0	500%	\$ 120	\$ -	\$ 18	555%
Total Disc Golf	2,622	1,869	1,980	32%	\$ 9,037	\$ 6,239	\$ 6,388	41%
Shelters	59	41	28	111%	\$ 13,275	\$ 9,150	\$ 6,275	112%
Boat Rental	7,615	5,033	3,994	91%	\$ 77,917	\$ 52,270	\$ 41,722	87%
Boat Launches	113	123	116	-3%	\$ -	\$ -	\$ -	-
<b>Indian Springs</b>								
Shelters	10	4	3	233%	\$ 1,300	\$ 550	\$ 517	152%
Event Room	0	2	6	-	\$ -	\$ 3,000	\$ 10,133	-
<b>Kensington</b>								
Disc Golf Daily	3,875	2,550	2,716	43%	\$ 11,625	\$ 7,650	\$ 8,149	43%
Disc Golf Annual	1	1	1	0%	\$ 55	\$ 60	\$ 57	-3%
Total Disc Golf	3,876	2,551	2,717	43%	\$ 11,680	\$ 7,710	\$ 8,206	42%
Shelters	78	54	36	115%	\$ 15,643	\$ 12,150	\$ 8,700	80%
Boat Rental	7,234	4,839	4,362	66%	\$ 88,138	\$ 67,273	\$ 58,156	52%
<b>Huron Meadows</b>								
Shelters	3	0	1	350%	\$ 450	\$ -	\$ 133	238%
<b>Hudson Mills</b>								
Disc Golf Daily	1,305	882	845	54%	\$ 3,915	\$ 2,646	\$ 2,536	54%
Disc Golf Annual	2	1	1	200%	\$ 120	\$ 60	\$ 32	279%
Total Disc Golf	1,307	883	846	54%	\$ 4,035	\$ 2,706	\$ 2,568	57%
Shelters	13	9	8	56%	\$ 1,750	\$ 1,800	\$ 1,667	5%
Canoe Rental	3,382	3,044	2,242	51%	\$ 15,631	\$ 15,419	\$ 11,279	39%
<b>Lower Huron / Willow / Oakwoods</b>								
Disc Golf Daily	255	195	240	6%	\$ 765	\$ 585	\$ 720	6%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ 18	-
Total Disc Golf	255	195	240	6%	\$ 765	\$ 585	\$ 738	4%
Shelters	38	27	21	84%	\$ 8,050	\$ 5,850	\$ 4,567	76%
<b>Lake Erie</b>								
Shelters	8	10	6	33%	\$ 1,550	\$ 2,400	\$ 1,433	8%
Boat Launches	2,215	1,884	1,807	23%	\$ -	\$ -	\$ -	-
Marina	0	0	158	-	\$ 34,673	\$ 28,244	\$ 26,634	30%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

August, 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
<b>Lake St. Clair</b>								
Welsh Center	16	46	43	-63%	\$ 22,200	\$ 36,325	\$ 33,500	-34%
Shelters	287	304	240	20%	\$ 64,419	\$ 79,055	\$ 63,403	2%
Boat Launches	9,191	3,176	3,812	141%	\$ -	\$ -	\$ -	-
Marina	1,332	1,451	1,863	-29%	\$ 14,221	\$ 14,438	\$ 17,451	-19%
Mini-Golf	6,341	8,746	8,267	-23%	\$ 31,956	\$ 31,956	\$ 29,636	8%
<b>Wolcott</b>								
Activity Center	22	31	55	-60%	\$ 6,000	\$ 19,480	\$ 14,557	-59%
<b>Stony Creek</b>								
Disc Golf Daily	11,757	9,212	10,135	16%	\$ 39,368	\$ 31,298	\$ 33,108	19%
Disc Annual	43	104	110	-61%	\$ 2,560	\$ 5,860	\$ 6,018	-57%
Total Disc Golf	11,800	9,316	10,245	15%	\$ 41,928	\$ 37,158	\$ 39,127	7%
Shelters	345	378	340	1%	\$ 77,351	\$ 85,025	\$ 76,458	1%
Boat Rental	29,206	15,898	14,908	96%	\$ 280,443	\$ 167,742	\$ 156,816	79%
Boat Launches	838	715	707	19%	\$ -	\$ -	\$ -	-
<b>Indian Springs</b>								
Shelters	49	68	42	16%	\$ 5,876	\$ 9,375	\$ 6,892	-15%
Event Room	12	23	34	-64%	\$ 22,000	\$ 41,500	\$ 56,767	-61%
<b>Kensington</b>								
Disc Golf Daily	19,869	14,399	15,703	27%	\$ 66,239	\$ 47,604	\$ 49,787	33%
Disc Annual	179	173	159	12%	\$ 10,005	\$ 10,080	\$ 8,852	13%
Total Disc Golf	20,048	14,572	15,862	26%	\$ 76,244	\$ 57,684	\$ 58,639	30%
Shelters	444	455	399	11%	\$ 91,651	\$ 102,163	\$ 92,821	-1%
Boat Rental	21,617	15,958	15,441	40%	\$ 246,167	\$ 218,019	\$ 203,412	21%
<b>Huron Meadows</b>								
Shelters	32	25	24	35%	\$ 5,250	\$ 5,000	\$ 4,733	11%
<b>Hudson Mills</b>								
Disc Golf Daily	6,193	4,913	5,708	8%	\$ 18,579	\$ 14,739	\$ 17,124	8%
Disc Annual	167	130	149	12%	\$ 9,820	\$ 7,600	\$ 8,205	20%
Total Disc Golf	6,360	5,043	5,857	9%	\$ 28,399	\$ 22,339	\$ 25,329	12%
Shelters	59	71	88	-33%	\$ 9,300	\$ 14,200	\$ 18,267	-49%
Canoe Rental	9,895	7,520	6,234	59%	\$ 30,910	\$ 22,274	\$ 22,654	36%
<b>Lower Huron / Willow / Oakwoods</b>								
Disc Golf Daily	1,148	815	1,073	7%	\$ 3,444	\$ 2,445	\$ 3,222	7%
Disc Annual	6	7	12	-50%	\$ 340	\$ 420	\$ 652	-48%
Total Disc Golf	1,154	822	1,085	6%	\$ 3,784	\$ 2,865	\$ 3,874	-2%
Shelters	202	258	255	-21%	\$ 41,275	\$ 56,100	\$ 55,700	-26%
<b>Lake Erie</b>								
Shelters	49	74	63	-23%	\$ 10,350	\$ 16,200	\$ 14,000	-26%
Boat Launches	14,392	13,484	12,869	12%	\$ -	\$ -	\$ -	-
Marina	0	0	667	-	\$ 167,113	\$ 133,567	\$ 135,349	23%

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	17,500	21,800	19,088	-8%	110,630	133,959	123,617	-11%
Wolcott Mill	1,766	1,650	1,937	-9%	9,738	12,324	15,899	-39%
Wolcott Farm	5,868	4,519	5,087	15%	15,104	38,088	44,744	-66%
Stony Creek	20,100	19,813	19,569	3%	125,876	129,980	127,127	-1%
Eastern Mobile Center	0	308	407	-	1,072	7,286	7,919	-86%
Indian Springs	5,835	7,794	6,967	-16%	39,414	52,052	48,245	-18%
Kens NC	37,665	30,881	31,895	18%	272,216	197,855	219,880	24%
Kens Farm	0	31,169	19,677	-	82,972	184,880	153,949	-46%
Western Mobile Center	0	543	292	-	1,954	7,641	5,338	-63%
Hudson Mills	3,500	3,636	3,672	-5%	23,311	28,684	26,263	-11%
Oakwoods	16,101	16,099	15,873	1%	116,157	101,898	105,811	10%
Lake Erie	17,475	16,926	16,710	5%	133,574	104,460	115,385	16%
Southern Mobile Center	0	176	104	-	1,910	10,736	7,131	-73%
<b>Totals</b>	<b>125,810</b>	<b>155,314</b>	<b>141,278</b>	<b>-11%</b>	<b>933,928</b>	<b>1,009,843</b>	<b>1,001,306</b>	<b>-7%</b>

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	\$ -	\$ 2,093	\$ 1,792	-	\$ 6,237	\$ 20,931	\$ 21,540	-71%
Wolcott Mill	\$ -	\$ 68	\$ 505	-	\$ 845	\$ 4,023	\$ 9,437	-91%
Wolcott Farm	\$ -	\$ 2,861	\$ 1,727	-	\$ 2,444	\$ 57,993	\$ 51,502	-95%
Wagon Rides	\$ -	\$ -	\$ 510	-	\$ -	\$ -	\$ 6,144	-
Livestock/Produce	\$ 8,443	\$ 5,860	\$ 7,769	9%	\$ 25,216	\$ 41,332	\$ 29,537	-15%
<b>FARM TOTAL</b>	<b>\$ 8,443</b>	<b>\$ 8,721</b>	<b>\$ 10,006</b>	<b>-16%</b>	<b>\$ 27,660</b>	<b>\$ 99,325</b>	<b>\$ 87,183</b>	<b>-68%</b>
Stony Creek	\$ -	\$ 626	\$ 1,106	-	\$ 3,681	\$ 14,630	\$ 17,093	-78%
Eastern Mobile Center	\$ -	\$ 625	\$ 483	-	\$ 3,013	\$ 9,088	\$ 8,577	-65%
Indian Springs	\$ -	\$ 1,755	\$ 1,754	-	\$ 4,728	\$ 18,837	\$ 22,442	-79%
Kens NC	\$ -	\$ 2,366	\$ 2,547	-	\$ 4,000	\$ 26,217	\$ 23,258	-83%
Kens Farm	\$ 670	\$ 2,888	\$ 3,455	-81%	\$ 14,423	\$ 46,289	\$ 42,829	-66%
Wagon Rides	\$ -	\$ 2,610	\$ 3,027	-	\$ 3,451	\$ 12,292	\$ 18,597	-81%
Livestock/Produce	\$ 2,469	\$ 250	\$ 745	231%	\$ 3,815	\$ 2,755	\$ 3,810	0%
<b>FARM TOTAL</b>	<b>\$ 3,139</b>	<b>\$ 5,748</b>	<b>\$ 7,228</b>	<b>-57%</b>	<b>\$ 21,689</b>	<b>\$ 61,336</b>	<b>\$ 65,236</b>	<b>-67%</b>
Western Mobile Center	\$ -	\$ 2,250	\$ 1,354	-	\$ 4,050	\$ 16,906	\$ 14,009	-71%
Hudson Mills	\$ -	\$ 280	\$ 590	-	\$ 1,562	\$ 10,480	\$ 10,380	-85%
Oakwoods	\$ -	\$ 685	\$ 851	-	\$ 1,763	\$ 15,908	\$ 14,627	-88%
Lake Erie	\$ -	\$ 531	\$ 721	-	\$ 1,168	\$ 7,225	\$ 9,271	-87%
Southern Mobile Center	\$ -	\$ 1,563	\$ 829	-	\$ 6,045	\$ 10,138	\$ 10,266	-41%
<b>Totals</b>	<b>\$ 11,582</b>	<b>\$ 27,311</b>	<b>\$ 29,767</b>	<b>-61%</b>	<b>\$ 86,441</b>	<b>\$ 315,043</b>	<b>\$ 313,318</b>	<b>-72%</b>

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	-	-	69	1,699	-	-	-	-
Wolcott Mill	-	-	2	31	-	-	-	-
Wolcott Farm	-	-	24	394	-	-	-	-
Stony Creek	-	-	12	313	-	-	-	-
Eastern Mobile Center					-	-	14	308
Indian Springs	-	-	31	546	-	-	-	-
Kens NC	-	-	38	770	-	-	2	150
Kens Farm	-	-	102	947	-	-	-	-
Western Mobile Center					-	-	16	543
Hudson Mills	-	-	14	136	-	-	-	-
Oakwoods	-	-	17	156	-	-	1	44
Lake Erie	-	-	35	382	-	-	1	28
Southern Mobile Center					-	-	6	176
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>344</b>	<b>5,374</b>	<b>-</b>	<b>-</b>	<b>40</b>	<b>1,249</b>

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	17,500	20,101
Wolcott Mill	1,766	1,619
Wolcott Farm	5,868	4,125
Stony Creek	20,100	19,500
Indian Springs	5,835	7,248
Kens NC	37,665	29,961
Kens Farm	-	30,222
Hudson Mills	3,500	3,500
Oakwoods	16,101	15,899
Lake Erie	17,475	16,516
<b>Totals</b>	<b>125,810</b>	<b>148,691</b>

"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.