

**Agenda**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**October 8, 2020 – 1:00 p.m.**

<https://global.gotomeeting.com/join/799204741>

**+1 (646) 749-3122 / Access Code: 799-204-741#**

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1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – September 10, 2020 Regular Meeting Minutes
5. Approval – October 8, 2020 Full Agenda

**Consent Agenda**

6. Approval – October 8, 2020 Consent Agenda
  - a. Approval – September Financial Statements
  - b. Approval – September Appropriation Adjustments **pg. 1**
  - c. Report – September Planning and Development Update **pg. 3**
  - d. Bids – Boat Launch Road Culvert Replacement, Lake Erie Metropark **pg. 19**
  - e. Report – Purchases over \$10,000 **pg. 21**

**Regular Agenda**

7. The Trust for Public Land – Economic Impact Study Presentation **pg. 22**
8. **Reports**
  - A. *Financial Department***
    1. Report – September General Fund Financial Review (*will be sent under separate cover*)
    2. Report – September Capital Project Fund **pg. 23**
  - B. *Administrative Department***
    1. Approval – New Model for Catering Services **pg. 25**
    2. Approval – Factory Detroit, Inc. Contract Extension **pg. 36**
    3. Report – September Marketing Update **pg. 37**
    4. Report – September DEI Update **pg. 45**
    5. Report – Interpretive Services Update **pg. 62**
  - C. *Planning Department***
    1. Report – Permit Scanning Analysis **pg. 74**
  - D. *Engineering Department***
    1. Bids – Willow Park Office **pg. 84**
    2. Bids – Pasture Fence Replacement, Phase II, Wolcott Mill Farm Center **pg. 92**
9. Other Business
10. Staff Leadership Update
11. Commissioner Comments
12. Motion to Adjourn

The next regular Metroparks Board meeting will take place  
**Thursday, Nov. 12, 2020 – 1:00 p.m.**  
**Indian Springs Metropark – EDC**





To: Board of Commissioners  
From: Rebecca Franchock, Chief of Finance  
Subject: Approval – September Appropriation Adjustments  
Date: October 1, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners approve the September 2020 Appropriation Adjustments as recommended by Chief of Finance Rebecca Franchock and staff.

**Background:** The Metroparks ERP system provides a work-flow process to facilitate departmental budget management. Requested transfers are initiated by department staff and routed to the appropriate department head/district superintendent for review and approval. Finance provides a final review of the approved requests to verify that they do not negatively impact Fund Balance.

For the month of August, \$1,022,566 was transferred between general fund operation accounts and \$52,766 was transferred between general fund engineering wage accounts and capital project wage accounts. The net result is no change to Fund Balance.

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

**Attachment: September Appropriation Adjustments**



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

**Expense Accounts**

	Location	Expense Increase/ Revenue Decrease	Expense Decrease/ Revenue Increase	Difference
<b>Funding for Capital Project Fund</b>	Funding To/From General Fund	\$ 52,766	\$ -	\$ 52,766
	<b>Total</b>	<b>\$ 52,766</b>	<b>\$ -</b>	<b>\$ 52,766</b>
<b>Capital</b>	Administrative Engineering	0	52,766	(52,766)
	<b>Total</b>	<b>\$ -</b>	<b>\$ 52,766</b>	<b>\$ (52,766)</b>
<b>Major Maintenance</b>	Administrative Engineering	\$ -	\$ 79,500	\$ (79,500)
	Lake St. Clair	2,799	-	2,799
	Kensington	12,709	-	12,709
	Lower Huron	14,713	-	14,713
	Hudson Mills	3,061	-	3,061
	Stony Creek	6,725	-	6,725
	Lake Erie	12,794	-	12,794
	Wolcott Mill	66	-	66
	Indian Springs	26,633	-	26,633
	<b>Total</b>	<b>\$ 79,500</b>	<b>\$ 79,500</b>	<b>\$ -</b>
<b>Operations</b>	Administrative Office	\$ 13,483	\$ 115,670	\$ (102,187)
	Lake St. Clair	71,621	67,026	4,595
	Kensington	253,352	147,676	105,676
	Lower Huron	196,210	227,147	(30,937)
	Hudson Mills	39,703	37,065	2,638
	Stony Creek	169,255	164,540	4,715
	Lake Erie	62,565	24,565	38,000
	Wolcott	67,880	67,880	0
	Indian Springs	33,590	40,590	(7,000)
	Huron Meadows	35,407	50,907	(15,500)
	<b>Total</b>	<b>\$ 943,066</b>	<b>\$ 943,066</b>	<b>\$ -</b>
<b>Revenue</b>	Lake St. Clair	\$ 355	\$ 355	\$ -
	<b>Total</b>	<b>\$ 355</b>	<b>\$ 355</b>	<b>\$ -</b>
<b>Total General Fund Transfers</b>		<b>\$ 1,075,687</b>	<b>\$ 1,075,687</b>	<b>\$ -</b>
<b>Capital Project Fund</b>	Funding To/From General Fund	\$ -	\$ 52,766	\$ (52,766)
	Lake St. Clair	1,325	-	1,325
	Kensington	10,190	-	10,190
	Lower Huron/Willow/Oakwoods	5,219	-	5,219
	Hudson Mills	9,269	-	9,269
	Stony Creek	26,311	-	26,311
	Lake Erie	187	-	187
	Wolcott	265	-	265
	<b>Total</b>	<b>\$ 52,766</b>	<b>\$ 52,766</b>	<b>\$ -</b>





To: Board of Commissioners  
From: Nina Kelly, Chief of Planning and Development  
Project Title: Report – Monthly Planning and Development Update  
Date: October 1, 2020

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

That the Board of Commissioners receive and file the Planning and Development Department Monthly Update as recommended by Chief of Planning and Development Nina Kelly and staff.

**Background:** The monthly update for the Planning and Development department is attached for review.

**Attachment: Planning and Development Monthly Update**





6-c-1

# PLANNING AND DEVELOPMENT MONTHLY REPORT

October 2020

Administrative Office  
13000 High Ridge Drive  
Brighton, MI 48114








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



# TABLE OF CONTENTS

Metroparks System-Wide . . . . .	3
Southern District . . . . .	6
Western District . . . . .	8
Eastern District. . . . .	10
What's Next . . . . .	13

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	October 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, assist with audit
	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, City of Detroit Parks & Rec
	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, multiple trees and benches implemented
	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	October 2020 Actions
	Accessible picnic shelter layouts for parks	Plan		4 months	Staff time	Spring Hill first picnic facility to be fully accessible. Several others underway..

## HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 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	October 2020 Actions
	REI Grant Rouge Park	Plan		Ongoing	Staff time	Bench and peace pole have been ordered. Coordinating with NR on work day(s)
	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	Supplemental materials submitted; Awaiting final scores
	Mobile Learning Center PNC Early Education Grant	Reporting		October	Staff time	Report due late Oct.; Plan to reapply for 2021 thereafter






# SYSTEM-WIDE

## Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 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	October 2020 Actions
	2021 Recreation Programming	Various		On going	Staff time	Planning underway
	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, coordination, and completed evaluations
	ADA Programming Evaluation	Various		On going	Staff time	Awaiting scope of work from Detroit Disability Power to develop evaluation forms and workshop of programs accessibility



# SOUTHERN DISTRICT









# SOUTHERN DISTRICT

## Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 2020 Actions
OAKWOODS	Ford Volunteer Corps; tentative project development	Plan	NR	Response due Oct/Nov	Staff	Oakwoods Tallgrass Prairies enhancement planting (\$2500), if received will be planted in May 2021


## Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 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 permit received; Submit plans to DNR
LH-WIL-OAK	2019 Iron Belle Trail Signage Grant Project	Small Facilities		September 2020 deadline	Contractor	Project near completion, working on sorting reimbursements, granted extension due to state spending freeze
OAKWOODS	2019 LWCF - Oakwoods Accessible Nature Trail Grant Project	Large Facilities		Waiting on Project Agreement Execution	Staff time	SHPO submittals have received clearance letter.; DNR does not anticipate agreements executed until 2021
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

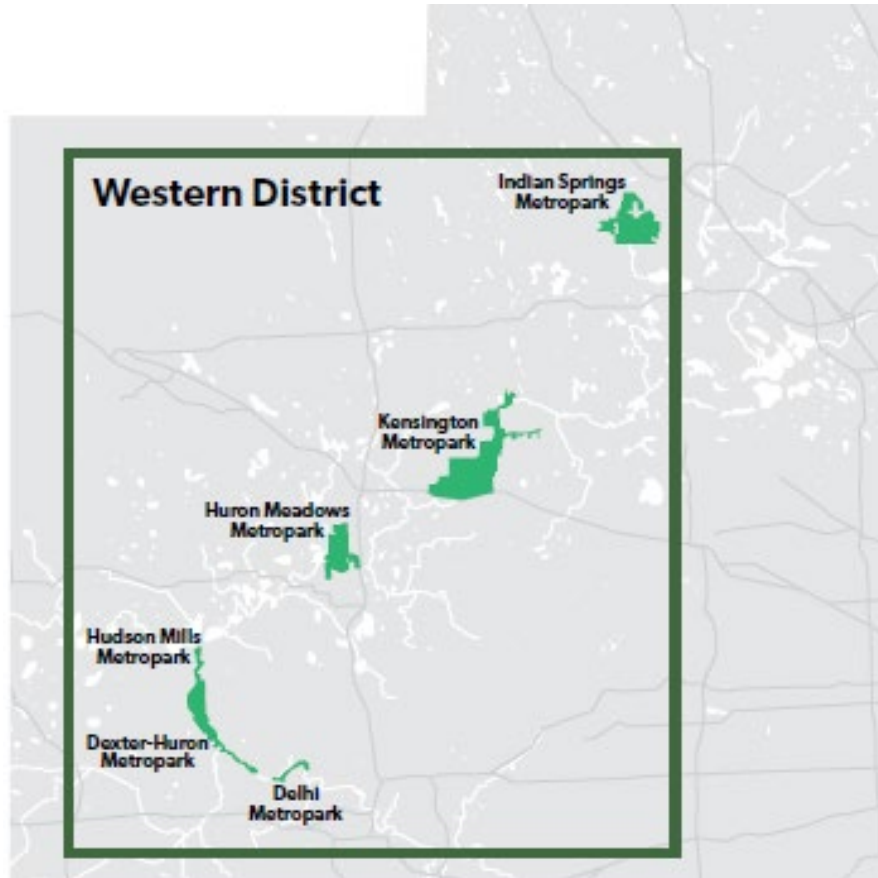
	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 2020 Actions
LAKE ERIE	Lake Erie Marina Facility Concept Plan	Master Plan		July	Staff time	Final Draft Conceptual Plan presented on P&D website for public review

## HCMA Studies/Initiatives

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



# WESTERN DISTRICT







Spring Hill picnic shelter is ADA compliant





# WESTERN DISTRICT



## Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 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

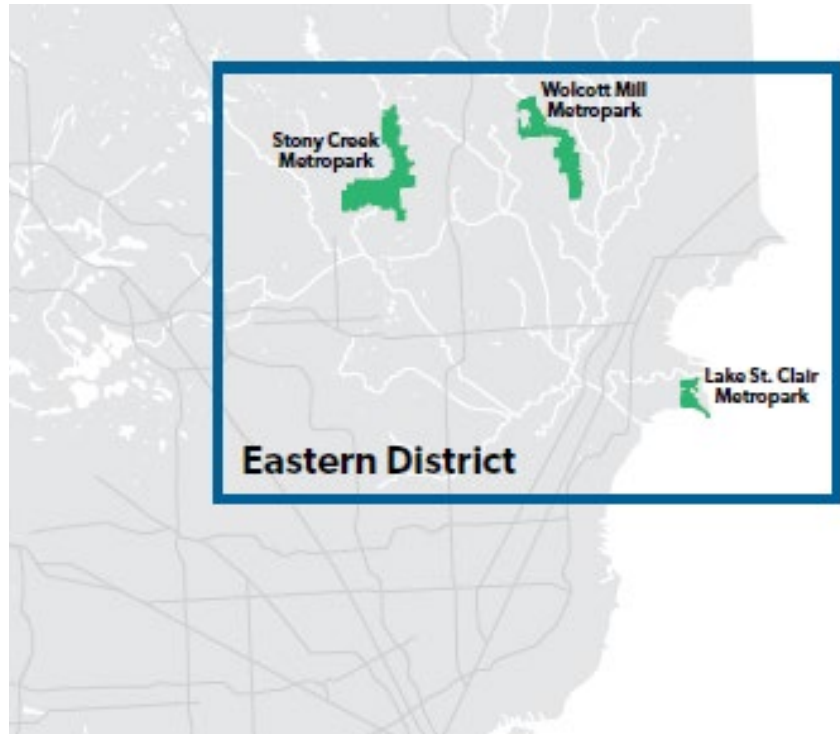
	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 2020 Actions
HMI	Inspiring STEM Success (ISS)- Hanover Foundation	Application		Sept./Oct.	Staff Time	Develop request to continue ISS with virtual program at Northwest Elementary in Howell
IS	Technology Enhanced Nature Study (TENS)- 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	October 2020 Actions
KEN	Maple Beach Playground	Large Facilities		6 months	Staff time	Construction underway
DHU	2019 Iron Belle Trail B2B Connector Grant Project	Small Facilities		September 2020 deadline	Contractor	Project near completion, working on sorting reimbursements, granted extension due to state spending freeze







# EASTERN DISTRICT






# EASTERN DISTRICT



## Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 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	October 2020 Actions
LSC	LSC Beach Restoration Project- Nonpoint Source Pollution Grant	Large Facilities		2023 Completion	Staff Time	Signed project agreement, solicited proposals and working on selecting contractor for landscape design and oversight. First grant report sent to EGLE


## Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 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	October 2020 Actions
LSC	Swimming pilot at Lake St. Clair	Large Facilities		Ongoing	Visitor counts	On hold, working with Detroit Riverfront Conservancy on planning next steps to develop Detroit Swims Coalition

## Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	October 2020 Actions
LSC	Lake St. Clair North Marina Facility Concept Plan	Master Plan		October	Staff time	Final Draft Conceptual Plan presented on P&D website for public review
	Simple Adventures Relocation Study	Small Facilities		October	Staff time	Concept plan underway for relocation of Simple Adventures, Voyageur Canoe and a new public launch



# WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	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
	Accessible Programming Evaluations	Staff time
WESTERN DISTRICT	Maple Beach Playground Redevelopment construction	Capital Project
	Accessible Programming Evaluations	Staff time
SOUTHERN DISTRICT	Accessible Programming Evaluations	Staff time









To: Board of Commissioners  
From: Mike Henkel, Chief of Engineering Services  
Project No: 712-19-124  
Project Title: Bids – Boat Launch Road Culvert Replacement  
Project Type: Major Maintenance  
Location: Lake Erie Metropark  
Date: October 1, 2020

Bids Received: September 24, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners approve a change order to contract 712-19-124 to Universal Consolidated Enterprises, Inc. in the amount of \$43,440 recommended by Chief of Engineering Services Mike Henkel and staff.

**Fiscal Impact:** The project was budgeted at \$65,000 and is \$21,560 under budget.

**Scope of Work:** The work will include the removal of the existing roadway culvert, installation, cutting back the existing asphalt, excavation, installation of new pipe bedding material, placing new culvert section and site restoration.

**Background:** The existing culvert underneath the roadway to the boat launch area is in need of replacement. An existing steel roadway plate is currently over the roadway at the location to provide integrity. The plate was installed after depressions and holes were developing in the roadway surface. The exact age of the culvert is not known, as no records could be found, but is believed to have been installed prior to the park.

<b><u>Contractor</u></b>	<b><u>City</u></b>	<b><u>Amount</u></b>
Universal Consolidated Enterprises, Inc.	St. Clair	\$ 43,440.00
Gibraltar Construction Co.	Trenton	\$ 73,680.00
DP Scheihofer Excavating	St. Clair	\$107,290.00
Anglin Civil, LLC	Livonia	\$132,046.25
Erie Constuction LLC	Woodhaven	\$135,789.00
M-K Construction Co	Brownstown	\$256,789.23
Budget Amount for Contract Services		\$ 65,000.00
• Work Order Amount		
○ Contract Amount – Universal Consolidated Enterprises, Inc.		\$ 43,440.00
○ Contract Administration		<u>\$ 5,000.00</u>
▪ Total Proposed Work Order Amount		\$ 48,440.00

*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.*









To: Board of Commissioners  
From: Amy McMillan, Director  
Project Title: Update – Purchases over \$10,000  
Date: October 1, 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>
Factory Detroit	Fall television commercial	\$10,300.00
Scaffolding Inc.	Scaffold structure for dome refurbishment Environmental Discovery Center Indian Springs Metropark	\$12,000.00
Environmental Consulting & Technology	Beach restoration design Lake St. Clair Metropark	\$23,000.00
Conventional Carpet	Installation of outdoor carpet Wave Pool Lake Erie Metropark	\$23,750.00
Universal Consolidated	Site work for vault latrines Stony Creek Metropark	\$23,793.80
AIS	Repair of Loader 878 Stony Creek Metropark	\$24,430.69





To: Board of Commissioners  
From: Amy McMillan, Director  
Subject: The Trust for Public Land – Economic Impact Study Presentation  
Date: October 1, 2020

**Background:** Jennifer Plowden, Senior Conservation Economist, for the Trust for Public Land will give a presentation to the Board regarding the Economic Impact Study at the October meeting.





To: Board of Commissioners  
From: Rebecca Franchock, Chief of Finance  
Subject: Report – Monthly Capital Project Fund  
Date: October 1, 2020

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

That the Board of Commissioners' receive and file the Capital Project Fund report as submitted by Rebecca Franchock and staff.

**Background:** In 2018, the Board of Commissioners approved the creation of a capital project fund. To improve the information provided on specific capital improvement projects Finance is working on developing a monthly performance report.

The following columns of data are provided by project:

- Life-To-Date Total Project Budget
- Year-To-Date Total Project Expenditures
- Life-To-Date Total Project Expenditures
- Current Project Encumbrances (Funds committed through the purchase order process)
- Balance (Life-To-Date Budget less Life-To-Date Expenditures and Current Encumbrances)

Project updates include:

- September capital project expenditures totaled \$493,000
- Over \$115,000 was expended on the Kensington Maple Beach Site Improvement project. The sister project at Stony Creek's Baypoint Beach had \$65,000 in September payments.
- Stony Creek Shelden Trail project incurred \$66,000.
- Hudson Mills and Lower Huron Hike-Bike Trail reconstruction project payments which totaled \$140,000.

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



**Capital Project Fund**  
**Period Ending September 30, 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	48,951.82	63,146.75	0.00	7,365.99	
50217.683	Pump Station No. 1 Replacement-SAW Grant	80-5-102-990-88	Lake St Clair	Other Improvements	433,676.31	(17,969.74)	355,505.41	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	
50220.696	Beach Restoration	80-5-102-538-88	Lake St Clair	Other Improvements	400,000.00	0.00	0.00	23,000.00	377,000.00	
50417.1107	Maple Beach Site Improvements	80-5-104-538-88	Kensington	Other Improvements	966,757.88	459,274.05	570,688.60	395,716.18	353.10	
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	527,711.45	31,926.45	31,926.45	424,321.50	71,463.50	
50420.1119	Hike-Bike Trail Reconstruction	80-5-104-990-89	Kensington	Infrastructure	444,862.07	291,807.08	291,807.08	153,608.40	(553.41)	
50420.1120	West Boat Launch - Accessible Kayak Launch	80-5-104-990.88	Kensington	Other Improvements	308,032.30	32.30	32.30	0.00	308,000.00	
50519.126	Iron Belle Trailhead	80-5-108-990-82	Dexter-Delhi	Land Improvements	94,360.86	45,656.89	50,001.47	0.00	44,359.39	
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	85,371.78	15,475.28	15,475.28	0.00	69,896.50	
50619.491	North Fishing Site Redevelopment	80-5-106-990-88	Lower Huron	Other Improvements	309,907.03	10,323.29	21,617.03	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	328,552.09	306,211.70	306,211.70	0.00	22,340.39	
50820.216	Hike-Bike Trail Reconstruction	80-5-108-990-89	Hudson Mills	Infrastructure	286,608.97	288,691.38	288,691.38	0.00	(2,082.41)	
50820.217	Backup Internet Fiber Installation	80-5-108-990-89	Hudson Mills	Infrastructure	7,993.60	0.00	0.00	0.00	7,993.60	
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	800,000.00	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	1,220,349.97	398,713.01	500,614.84	720,185.13	(450.00)	
50918.548	Shelden Trails Redevelopment	80-5-109-990-89	Stony Creek	Infrastructure	392,180.66	67,852.84	116,787.42	276,330.74	(937.50)	
50920.553	Boat Launch Parking Lot Reconstruction	80-5-109-540-88	Stony Creek	Other Improvements	1,292,020.43	87,426.79	99,035.41	1,083,345.35	109,639.67	
50920.554	Boat Launch Building Redevelopment	80-5-109-540-84	Stony Creek	Building	1,576,031.37	39,979.39	44,115.99	46,936.50	1,484,978.88	
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	64,141.96	4,141.96	4,141.96	23,793.80	36,206.20	
50920.558	26 Mile Rd. Connector - Bike Path	80-5-109-990-89	Stony Creek	Infrastructure	3,716.46	3,716.46	3,716.46	0.00	-	
51017.311	Park Office Replacement	80-5-106-990-84	Willow	Building	2,167,778.46	57,750.82	157,861.17	0.00	2,009,917.29	
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	269,717.80	74,732.85	81,477.80	0.00	188,240.00	
51020.315	Main Park Road Culvert Replacements near Acorn Knoll	80-5-106-990-89	Willow	Infrastructure	40,000.00	0.00	0.00	0.00	40,000.00	
51020.316	Administrative Office and Existing Maintenance Building - Gas Service Line	80-5-106-990-89	Willow	Infrastructure	200,596.43	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	1,615,349.07	69,823.05	104,167.99	85,901.90	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	102,110.92	2,110.92	19,382.92	56,518.00	26,210.00	
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	7,757.78	0.00	0.00	0.00	7,757.78	
51620.093	Backup Internet Fiber Installation	80-5-116-990-89	Huron Meadows	Infrastructure	0.00	0.00	0.00	0.00	-	
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		(110,582.00)	0.00	0.00	0.00	(110,582.00)	
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>\$ 15,292,985.32</b>	<b>\$ 2,833,835.70</b>	<b>\$ 3,954,147.93</b>	<b>\$ 3,572,388.02</b>	<b>\$ 7,766,674.37</b>	





To: Board of Commissioners  
From: Michael Lyons, Interim Deputy Director  
Project Title: Approval – New Model for Catering Services  
Date: October 1, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners approve the recommended new catering model and pricing for 2021 and 2022 as presented by Deputy Director Michael Lyons and staff.

**Fiscal Impact:** The Metroparks have received a 17 percent commission on food and beverage from catered events. To make up for the reduced catering commission revenue staff is recommending an increase in catered facility rental fees for 2021 and 2022. Staff also believes that the new proposed catering model will increase facility rentals due to the increased flexibility of patrons being able to use the caterer of their choice.

The patrons should also benefit in the fact that the 17 percent commission fee will not be passed onto them.

The proposed catered facility rental fees are listed below:

**Lake St. Clair Thomas Welsh Activity Center**

	<u><b>2021 Proposed</b></u>	<u><b>2020</b></u>
Sunday – Thursday	\$1,700	\$1,000
Friday/Sunday/Holidays	\$2,200	\$1,500

**Stony Creek Banquet Tent**

Sunday – Thursday	\$1,700	\$1,000
Friday/Sunday/Holidays	\$2,200	\$1,500

**Indian Springs Environmental Discovery Center**

Ceremony and Reception		
Sunday – Thursday	\$2,700	\$2,000
Friday/Saturday/ Holidays	\$3,200	\$2,500

**Reception Packages Only**

Sunday – Thursday	\$2,400	\$1,700
Friday/Saturday/Holidays	\$2,900	\$2,200

➤ *Park Entrance Fees Included in Prices for Day of Event*

**Background:** The Metroparks have contracted with catering companies for many years to provide food and beverage services at catering venues. Catering services for Metropark venues were bid over the summer to award a new three-year contract. Only two companies submitted bids to provide services at the three Metropark catering venues including the Environmental Discovery Center at Indian Springs, the Thomas Welsh Activity Center at Lake St. Clair and the Banquet Tent at Stony Creek.



It is not clear if the COVID-19 pandemic played a role in the low number of interested parties; However, it is clear that 2020 was a difficult year for catering companies due to the limited amount of people allowed at events, especially indoor facilities similar to the catered facilities offered by the Metroparks.

Due to the recent struggles in garnering interest from a diverse pool of catering companies and the current uncertainty of the catering market due to the pandemic, staff would like to implement a new model for 2021 and 2022.

Staff recommends allowing groups to rent Metropark banquet facilities and to use a licensed caterer of their choosing. This would allow groups and the Metroparks to have much more flexibility during this uncertain time. Patrons would have the freedom to select a caterer that fits their food/beverage needs at a price point that works with their budget. This flexibility is an important step in meeting the needs and desires of the diverse communities in southeast Michigan in which the Metroparks serve.

Under this proposed model, the Metroparks would need to drop space on the liquor licenses at the Environmental Discovery Center at Indian Springs and the Banquet Tent at Stony Creek. The liquor licenses at golf courses will not be affected and the liquor license at the Thomas Welsh Activity Center would be put into escrow. If in the future, the Metroparks chooses to go back to the exclusive caterer model, staff would need to add the facility space back onto our licenses and remove the Thomas Welsh Activity Center license from escrow.

The Metroparks would maintain the catering portion of our liquor licenses allowing staff to cater our own functions within the impacted parks.

In the proposed model, the event organizers will need to hire a licensed caterer and staff. Licensing verification along with insurance documentation will be required from the caterer and the renters will sign a release of liability.

Miller Canfield has reviewed the catering agreements.

**Attachments:**   **Lake St. Clair – Thomas Welsh Activity Center Agreement**  
                          **Stony Creek – Banquet Tent Agreement**  
                          **Indian Springs – Environmental Discovery Center Agreement**



## Lake St. Clair Metropark Thomas Welsh Activity Center 2021 Terms and Conditions

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### 1. Room Accessibility

- The Activity Center is available beginning at 9:00am on the reserved date unless otherwise approved by Metroparks staff.
- Your rental is for ten (10) hours. You must specify your start time with the Metroparks staff.
- Events held must end by Midnight (12:00 am) with the building vacated with all possessions by 1 am.
- Events held Monday through Thursday must end by 9:00pm with the building and park vacated with all possessions by 10:00pm.
- Events held on Sundays Memorial Day through Labor Day must end by 3:00pm with the building vacated with all possessions by 4:00pm.

### 2. Alcohol and Smoking

- Alcoholic beverages are available only through your state-licensed caterer. Outside alcoholic beverages are not permitted.
- All state laws and state regulations regarding the serving of alcoholic beverages and food must be followed.
- Your licensed caterer must supply Bartenders that have TIPS or equivalent certification.
- Bartenders are not permitted to administer any shots. No exceptions.
- For all events, the last call will be made at one-half hour before the ending of the event.
- No alcohol shall be distributed once the bartender's shift has ended.
- Underage drinking will not be tolerated and will result in the event being terminated immediately by our Metroparks Police Department.
- Cash Bars are prohibited.
- Smoking is not permitted inside any Metroparks facilities.

### 3. Food

- If catered, the event must be catered by a licensed caterer and approved by Metroparks staff. The renting party must provide a copy of the caterer's license and any license required by the state to serve food along with required insurance that will be current through the date of the event (**See #6 for insurance requirements**). All documents and contact information on your caterer should be provided to Metroparks staff as soon as possible but no later than thirty (30) days before your event.
- Your licensed caterer is responsible for considering the spaces they will have access to throughout the event and how it will affect their operation. It is suggested they make an appointment to view the venue.

### 4. Park Entry

- The rental fee includes the daily park entrance fee of \$10 per vehicle on the day of the event. It does not include the entrance fee for set-up or rehearsal in the days before your event. Park entry not included for park approved special events utilizing the facility for event.



## **5. Set-up/Decorations**

- Metroparks staff will set the room according to one of the three layouts provided. The client will choose the layout and supply chair counts for tables 14 days before the event.
- Metroparks staff will have the tables and chairs set accordingly no later than 9:00 am on the day of the event.
- The use of nails, staples, or anything that leaves a residue is not permitted.
- Nothing may be attached to the ceiling or walls.
- Since our facility is environmentally friendly, the use of confetti, birdseed, silly string, and rice are prohibited due to their long-lasting impact on our environment. You may use fresh petals or bubbles only.
- Candles may be used if protected by a glass enclosure.
- Fireworks, sparklers, and paper lanterns are strictly prohibited.

## **6. Insurance**

- The renting party must provide a copy of the caterer's license and any license required by the state to serve food/alcohol along with required insurance that will be current through the date of the event.
- The renting party must provide a copy of their caterer's certificates of insurance with endorsement naming the HCMA additionally insured in the following amounts \$1,000,000 General Liability; \$1,000,000 Auto Liability; \$1,000,000 Liquor Liability (if alcohol is served); and Workers Comp per Statute.
- All required documentation must be submitted to the park at least thirty (30) days prior to the event. If documentation is not provided in specified timeframe the HCMA reserves the right to cancel the event without refund.

## **7. Security Deposit**

- The renter shall pay a \$500 security deposit at the time of booking. The deposit will be refunded within thirty (30) days after use of facility. The deposit is separate from the rental fee and not included in the rental fee. The renter authorizes the HCMA to deduct from the deposit a sum sufficient to repair any damages sustained by the renter's use of the facility. If damages exceed the amount of the deposit, the renter hereby agrees to pay for all damages. The security deposit will not be refunded if the facility is not vacated by the contracted time and/or any other violation of the Terms and Agreement. A portion of the security deposit may be retained by the HCMA if the building is not sufficiently cleaned at the end of facility use. The security deposit shall be refunded if the event is cancelled at least six (6) months prior to the scheduled event.

## **8. Other Terms**

- The booking party is responsible for any damage, theft, breakage, and loss on the premises and is responsible for repair/replacement costs.
- The room must be left as clean as when your event started. The renting party is responsible for removing all decorations, flowers, table linens, chair covers, glasses, silverware, centerpieces, and napkins. All garbage must be bagged and left in the designated area for removal. Bags will be provided. Cleanup must be completed by the end of the rental period. Failure to properly clean the facility by the end of the rental period may result in forfeiture of a portion of the security deposit.



- The Metroparks is not responsible for any items left behind.
- Cancellation of a reservation will result in the forfeiture of the entire reservation fee. No refunds, unless the event is cancelled due to State, County or Township restrictions at the time of event.
- Launching, landing, or operating unmanned aircraft such as drones and sky lanterns from or on the lands and waters administrated by the Huron-Clinton Metropolitan Authority must follow current drone policies. Violation of this rule is subject to ticketing or other actions. Please advise your photographer of this policy.
- The Metroparks Police Officers are certified Law Enforcement Officers. They do enforce all State and Local Laws when situations arise.

*To the fullest extent permitted by law, the below renter agrees to defend, pay on behalf of, indemnify, and hold harmless the Huron-Clinton Metropolitan Authority and its elected, appointed officials, employees, agents and volunteers, and others working on behalf of the Huron-Clinton Metropolitan Authority against any claims, demands, suits, or loss, including all costs connected in addition to that, and for any damages which may be asserted, claimed, or recovered against or from the Huron-Clinton Metropolitan Authority, because of personal injury, including bodily injury or death or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated in whole or in part with the sponsoring organization's special event. By signing below, I state that I can sign this document on behalf of the sponsoring party.*

*I/We understand the above terms and conditions and agree, by signing this contract/agreement, that I/we are bound to them through the completion of our event.*

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



## Stony Creek Metropark Banquet Tent 2021 Terms and Conditions

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### 1. Room Accessibility

- The Banquet Tent is available beginning at 9:00am on the reserved date unless otherwise approved by Metroparks staff.
- Events held on Friday, Saturday and Holidays must end by 11:00pm with the building vacated with all possessions by Midnight (12:00am).
- Events held Sunday through Thursday must end by 9:00pm with the banquet tent and park vacated with all possessions by 10:00pm.

### 2. Alcohol and Smoking

- Alcoholic beverages are available only through your state-licensed caterer. Outside alcoholic beverages are not permitted.
- All state laws and state regulations regarding the serving of alcoholic beverages and food must be followed.
- Your licensed caterer must supply Bartenders that have TIPS or equivalent certification.
- Bartenders are not permitted to administer any shots. No exceptions.
- For all events, the last call will be made at one-half hour before the ending of the event.
- No alcohol shall be distributed once the bartender's shift has ended.
- Underage drinking will not be tolerated and will result in the event being terminated immediately by our Metroparks Police Department.
- Cash Bars are prohibited.
- Smoking is not permitted inside any Metroparks facilities.

### 3. Food

- The event must be catered by a licensed caterer and approved by Metroparks staff. The renting party must provide a copy of the caterer's license and any license required by the state to serve food along with required insurance that will be current through the date of the event (**See #6 for insurance requirements**). All documents and contact information on your caterer should be provided to Metroparks staff as soon as possible but no later than thirty (30) days before your event.
- Your licensed caterer is responsible for considering the spaces they will have access to throughout the event and how it will affect their operation. It is suggested they make an appointment to view the venue.

### 4. Park Entry

- The rental fee includes the daily park entrance fee of \$10 per vehicle on the day of the event. It does not include the entrance fee for set-up or rehearsal in the days before your event. Park entry not included for park approved special events utilizing the facility for event.

### 5. Set-up/Decorations

- Metroparks staff will set the room according to a standard setup. The renter is responsible for any change to the standard setup and must return the facility to the standard setup when their event is completed.
- The use of nails, staples, or anything that leaves a residue is not permitted.
- Nothing may be attached to the ceiling or walls.



- Since our facility is environmentally friendly, the use of confetti, birdseed, silly string, and rice are prohibited due to their long-lasting impact on our environment. You may use fresh petals or bubbles only.
- Candles may be used if protected by a glass enclosure.
- Fireworks, sparklers, and paper lanterns are strictly prohibited.

## **6. Insurance**

- The renting party must provide a copy of the caterer's license and any license required by the state to serve food/alcohol along with required insurance that will be current through the date of the event.
- The renting party must provide a copy of their caterer's certificates of insurance with endorsement naming the HCMA additionally insured in the following amounts \$1,000,000 General Liability; \$1,000,000 Auto Liability; \$1,000,000 Liquor Liability (if alcohol is served); and Workers Comp per Statute.
- All required documentation must be submitted to the park at least thirty (30) days prior to the event. If documentation is not provided in specified timeframe the HCMA reserves the right to cancel the event without refund.

## **7. Security Deposit**

- The renter shall pay a \$500 security deposit at the time of booking. The deposit will be refunded within thirty (30) days after use of facility. The deposit is separate from the rental fee and not included in the rental fee. The renter authorizes the HCMA to deduct from the deposit a sum sufficient to repair any damages sustained by the renter's use of the facility. If damages exceed the amount of the deposit, the renter hereby agrees to pay for all damages. The security deposit will not be refunded if the facility is not vacated by the contracted time and/or any other violation of the Terms and Agreement. A portion of the security deposit may be retained by the HCMA if the building is not sufficiently cleaned at the end of facility use. The security deposit shall be refunded if the event is cancelled at least six (6) months prior to the scheduled event.

## **8. Other Terms**

- The booking party is responsible for any damage, theft, breakage, and loss on the premises and is responsible for repair/replacement costs.
- The room must be left as clean as when your event started. The renting party is responsible for removing all decorations, flowers, table linens, chair covers, glasses, silverware, centerpieces, and napkins. All garbage must be bagged and left in the designated area for removal. Bags will be provided. Cleanup must be completed by the end of the rental period. Failure to properly clean the facility by the end of the rental period may result in forfeiture of a portion of the security deposit.
- The Metroparks is not responsible for any items left behind.
- Cancellation of a reservation will result in the forfeiture of the entire reservation fee. No refunds, unless the event is cancelled due to State, County or Township restrictions at the time of event.
- Launching, landing, or operating unmanned aircraft such as drones and sky lanterns from or on the lands and waters administrated by the Huron-Clinton Metropolitan Authority must follow current drone policies. Violation of this rule is subject to ticketing or other actions. Please advise your photographer of this policy.
- The Metroparks Police Officers are certified Law Enforcement Officers. They do enforce all State and Local Laws when situations arise.



*To the fullest extent permitted by law, the below renter agrees to defend, pay on behalf of, indemnify, and hold harmless the Huron-Clinton Metropolitan Authority and its elected, appointed officials, employees, agents and volunteers, and others working on behalf of the Huron-Clinton Metropolitan Authority against any claims, demands, suits, or loss, including all costs connected in addition to that, and for any damages which may be asserted, claimed, or recovered against or from the Huron-Clinton Metropolitan Authority, because of personal injury, including bodily injury or death or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated in whole or in part with the sponsoring organization's special event. By signing below, I state that I can sign this document on behalf of the sponsoring party.*

*I/We understand the above terms and conditions and agree, by signing this contract/agreement, that I/we are bound to them through the completion of our event.*

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_



## Indian Springs Metropark Environmental Discovery Center Event Room 2021 Terms and Conditions

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### 1. Room Accessibility

- The event room is available beginning at 11:00am on the reserved date unless otherwise approved by Metroparks staff.
- Your rental is for six (6) hours. You must specify your start time with the Metroparks staff.
- Events held on Friday, Saturday and Holidays must end by Midnight with the building and park vacated with all possessions by 1:00am.
- Events held Sunday through Thursday must end by 9:00pm with the building and park vacated with all possessions by 10:00pm.

### 2. Exhibit Area Accessibility

- The lower level exhibit area and the pond level area will be closed to your party. The exhibit area is only open during regular business hours.

### 3. Alcohol and Smoking

- Alcoholic beverages are available only through your state-licensed caterer. Outside alcoholic beverages are not permitted.
- All state laws and state regulations regarding the serving of alcoholic beverages and food must be followed.
- There is no alcohol allowed in the lower level exhibit area or the pond level area, which will be closed during your event.
- Your licensed caterer must supply Bartenders that have TIPS or equivalent certification.
- Bartenders are not permitted to administer any shots. No exceptions.
- For all events, the last call will be made at one-half hour before the ending of the event.
- No alcohol shall be distributed once the bartender's shift has ended.
- Underage drinking will not be tolerated and will result in the event being terminated immediately by our Metroparks Police Department.
- Cash Bars are prohibited.
- Smoking is not permitted inside any Metroparks facilities.

### 4. Food

- The event must be catered by a licensed caterer and approved by Metroparks staff. The renting party must provide a copy of the caterer's license and any license required by the state to serve food along with required insurance that will be current through the date of the event **(See #8 for insurance requirements)**. All documents and contact information on your caterer should be provided to Metroparks staff as soon as possible but no later than thirty (30) days before your event.
- The Environmental Discovery Center does not have a kitchen. There is no ice machine or dishwasher. The licensed caterer is required to prepare all food offsite.
- Your licensed caterer is responsible for considering the spaces they will have access to throughout the event and how it will affect their operation. It is suggested they make an appointment to view the venue.
- Licensed caterer/Booking party will have access to the following equipment:
  - Up to 200 white reception chairs
  - Up to 21 sixty-inch round tables
  - 10 six-foot rectangular tables
  - 4 eight-foot rectangular tables
  - Sweetheart table
  - Sound system (booking party responsible for operating)
  - Three-door refrigerator
  - 2 Kegerators
  - 1 Coffee Maker



## **5. Park Entry**

- The rental fee includes the daily park entrance fee of \$10 per vehicle on the day of the event. It does not include the entrance fee for set-up or rehearsal in the days before your event.

## **6. Set-up/Decorations**

- Metroparks staff will set the room according to one of the three layouts provided. The client will choose the layout and supply chair counts for tables fourteen (14) days before the event.
- Metroparks staff will have the tables and chairs set accordingly no later than 11 am on the day of the event.
- Moving the dance floor is prohibited.
- Access to dance until dinner is concluded may not be possible, as it may be required by your caterer to serve food.
- The use of nails, staples, or anything that leaves a residue is not permitted.
- Nothing may be attached to the ceiling or walls.
- Since our facility is environmentally friendly, the use of confetti, birdseed, silly string, and rice are prohibited due to their long-lasting impact on our environment. You may use fresh petals or bubbles only.
- Candles may be used if protected by a glass enclosure.
- Fireworks, sparklers, and paper lanterns are strictly prohibited.

## **7. Wedding Ceremonies**

- The Metroparks has two locations at Indian Springs that can conduct ceremonies before holding your reception in our event room.
- Metroparks staff can set up to 200 chairs at the ceremony location of your choice on the day of your wedding.
- Chairs will be set according to the attached layout. The number of chairs required (up to 200) must be provided to Metroparks staff 14 days in advance.
- Each ceremony location has access to electricity within 20 feet.
- Both ceremony locations are outdoors. The only indoor space that you will have access to in inclement weather is the event room itself.
- It is the booking party's choice to cancel their outdoor ceremony and move inside. Metroparks staff will play no role in moving the ceremony indoors, and the event room will stay set up for the reception during this ceremony.
- The booking party can hold a rehearsal; this must be coordinated with Metroparks staff to not interfere with any other events. Only access to the outdoor ceremony site is provided for rehearsals. Each car will have to have a Metroparks sticker to enter the park.
- The Metroparks does not provide staff to coordinate ceremonies or rehearsals.

## **8. Insurance**

- The renting party must provide a copy of the caterer's license and any license required by the state to serve food/alcohol along with required insurance that will be current through the date of the event.
- The renting party must provide a copy of their caterer's certificates of insurance with endorsement naming the HCMA additionally insured in the following amounts \$1,000,000 General Liability; \$1,000,000 Auto Liability; \$1,000,000 Liquor Liability (if alcohol is served); and Workers Comp per Statute.
- All required documentation must be submitted to the park at least thirty (30) days prior to the event. If documentation is not provided in specified timeframe the HCMA reserves the right to cancel the event without refund.

## **9. Security Deposit**

- The renter shall pay a \$500 security deposit at the time of booking. The deposit will be refunded within thirty (30) days after use of facility. The deposit is separate from the rental fee and not included in the rental fee. The renter authorizes the HCMA to deduct from the deposit a sum sufficient to repair any damages sustained by the renter's use of the facility. If damages exceed the amount of the deposit, the renter hereby agrees to pay for all damages. The



security deposit will not be refunded if the facility is not vacated by the contracted time and/or any other violation of the Terms and Agreement. A portion of the security deposit may be retained by the HCMA if the building is not sufficiently cleaned at the end of facility use. The security deposit shall be refunded if the event is cancelled at least six (6) months prior to the scheduled event.

#### 10. Other Terms

- The booking party is responsible for any damage, theft, breakage, and loss on the premises and is responsible for repair/replacement costs.
- The room must be left as clean as when your event started. The renting party is responsible for removing all decorations, flowers, table linens, chair covers, glasses, silverware, centerpieces, and napkins. All garbage must be bagged and left in the designated area for removal. Bags will be provided. Cleanup must be completed by the end of the rental period. Failure to properly clean the facility by the end of the rental period may result in forfeiture of a portion of the security deposit.
- The Metroparks is not responsible for any items left behind.
- Cancellation of a reservation will result in the forfeiture of the entire reservation fee. No refunds, unless the event is cancelled due to State, County or Township restrictions at the time of event.
- Launching, landing, or operating unmanned aircraft such as drones and sky lanterns from or on the lands and waters administrated by the Huron-Clinton Metropolitan Authority must follow current drone policies. Violation of this rule is subject to ticketing or other actions. Please advise your photographer of this policy.
- The Metroparks Police Officers are certified Law Enforcement Officers. They do enforce all State and Local Laws when situations arise.

*To the fullest extent permitted by law, the below renter agrees to defend, pay on behalf of, indemnify, and hold harmless the Huron-Clinton Metropolitan Authority and its elected, appointed officials, employees, agents and volunteers, and others working on behalf of the Huron-Clinton Metropolitan Authority against any claims, demands, suits, or loss, including all costs connected in addition to that, and for any damages which may be asserted, claimed, or recovered against or from the Huron-Clinton Metropolitan Authority, because of personal injury, including bodily injury or death or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated in whole or in part with the sponsoring organization's special event. By signing below, I state that I can sign this document on behalf of the sponsoring party.*

*I/We understand the above terms and conditions and agree, by signing this contract/agreement, that I/we are bound to them through the completion of our event.*

Authorized Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_





To: Board of Commissioners  
From: Danielle Mauter, Chief of Marketing and Communications  
Subject: Approval – Factory Detroit, Inc. Contract Extension  
Date: October 1, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners approve a one-year contract extension with Factory Detroit, Inc. for brand development services in the amount of \$120,000 as recommended by Chief of Marketing and Communications Danielle Mauter, and staff.

**Fiscal Impact:** Funds for November and December 2020 have been budgeted in the 2020 marketing department budget. Funds for January through October 2021 will be included in the 2021 Marketing department budget.

**Scope of Work:** Build upon work completed under the current contract, specifically: grow the Metroparks new brand identity and market position; further develop the communication strategy to help create and increase awareness of, attendance in, and participation with the Metroparks. These objectives support endeavors to increase revenue and funding for the Metroparks.

**Background:** In 2018, Factory Detroit was awarded a one-year contract in the amount of \$120,000 as a result of a competitive request for proposal process. The contract was extended one year in November 2019 and an additional one-year extension would continue building on the work Factory Detroit has already completed.

Staff is requesting approval for a one-year extension in the amount of \$120,000, to be paid in monthly installments of \$10,000. A monthly installment contract offers economy of scale over separately bidding the projects. It is important that this work is completed by the same firm to maintain brand consistency and save time; Factory Detroit has proven their qualifications through work completed the last two years.

The production projects that were added to their standing contract have been under budget, and staff has received positive feedback and results from the firm's work. Trying to continue this type of work with another agency would require additional time and coaching and could result in inconsistencies or a lesser level of quality than Factory Detroit has already demonstrated.





To: Board of Commissioners  
From: Danielle Mauter, Chief of Marketing and Communications  
Subject: Report – September Marketing Report  
Date: October 1, 2020

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

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

**Attachment: September Marketing Report**





# MONTHLY MARKETING REPORT

September 2020

Administrative Office  
13000 High Ridge Drive  
Brighton, MI 48814



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



# SEPTEMBER 2020

## SEPTEMBER RECAP FROM MARKETING DEPARTMENT

September marked Labor Day and the end to a summer that no one could have predicted. The COVID-19 pandemic impacted operations and everything we did. It resulted in different usage patterns in the parks and new messaging that had to be shared. It meant canceled events and programs and quick shifts in marketing and advertising plans that were previously planned for promoting new signature events, long standing large events, shelter reservations, water facility promotions and more.

2020 has been the first full year of the Metroparks having a marketing plan in place, and more advertising was placed in summer of 2020 than summer of 2019. If you remember back to summer of 2019, our marketing efforts got off to a late start with the branding work completing around July (with radio and some small placements running before then).

Summer 2020 advertisements started in May after a pivot in messaging. That is when our messaging shifted to focus on social distancing, reminding Southeast Michigan that we were still open, and communicating the restrictions we had in place. Events and programs were canceled, golf was delayed and so were pools. Our marketing content and imagery shifted to be the social distancing related graphic that were brand general instead of event specific campaigns.

Our summer campaign ran through Labor Day on radio, TV, digital video, social media, digital display/retargeting/paid search, billboards and print with complimented earned media (press releases, media interviews, etc.) and owned media (email blasts, website, organic social media, etc.).

**LOOKING AHEAD:** Fall campaigns have started running on TV/video, billboards, digital, social and print channels. Some of that imagery will be included in a presentation for the October board meeting. In November, Planning and Development and Marketing will be collaborating on a combined report to show our summer season scan data and marketing efforts. The report will further break down the results and geographic coverage of advertising placements in summer 2020. In December, the 2021 Marketing Plan will be presented to the Board.



## **UPDATES ON THE REVISED MARKETING GOALS APPROVED AT JULY 2020 BOARD MEETING.**

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

The onset of the COVID-19 epidemic has led to unprecedented changes in tolling and attendance. Please see the board stats at the end of the packet for most up to date counts at this time. 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 – combined summer report coming in November 2020

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

Currently at 2,445 followers. Currently growing through slow organic growth. We have met and surpassed this goal and will continue working on growth.

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

Currently at 17,203 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 201,653. 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 9,878 engagements and growing.

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

Our list is currently just over 90,554 subscribers and 162 people have signed up online for our emails in the past 30 days with 284 unsubscribes. The negative net indicates that it may be time to perform a list clean up.

### **Maintain email open rate at industry benchmark**

Campaigns sent year-to-date are maintaining an average open rate of 22 percent. The average click through rate (CTR) increased to 6 percent. Our email blast about the online surplus auction in September had a skyrocketing 34 percent click through rate, which is one of the highest CTR we have seen.



**Some notes about social and digital engagement:** We placed digital and social media paid ads throughout the summer on Facebook, Instagram, digital display, retargeting and paid search platforms. Those placements were targeted based on geographic location and user interests to reach the best possible audience for our budget. Those ads performed well and helped contribute to our high social media engagement throughout the summer. More information will be provided in November board report combined with scan data.

### **Social and Digital Ad Performance for May – Labor Day**

- Impressions & click through rate (CTR) for Metroparks brand and movies ads by ad platform
  - Social Media – 4,294,481 impressions – 1.65% response rate (*Note this is response as it also includes page likes and event responses*)
  - Paid Search – 115,853 impressions - 2.71% CTR
  - Display – 7,534,244 impressions - 0.55% CTR
- Impressions & CTR for Golf Specific Ads By Ad Platform
  - Social Media - 435,506 impressions - 3.78% response rate
  - Paid Search - 40,085 impressions - 9.90% CTR
  - Display - 572,661 impressions - 0.66% CTR
- Impressions & CTR by County For Paid Search and Digital Ads (*Social Media Reporting doesn't break down this far*)
  - Livingston
    - Paid Search - 11,645 impressions - CTR 16.20%
    - Display - 386,081 impressions - CTR 0.46%
  - Wayne
    - Paid Search - 70,583 impressions - CTR 3.16%
    - Display - 3,063,079 impressions - CTR 0.64%
  - Oakland
    - Paid Search - 44,800 impressions - CTR 3.85%
    - Display - 2,253,491 impressions - CTR 0.52%
  - Macomb
    - Paid Search - 19,462 impressions - CTR 3.35%
    - Display - 1,520,478 impressions - CTR 0.54%
  - Washtenaw
    - Paid Search - 9,448 impressions - CTR 6.44%
    - Display - 883,776 impressions - CTR 0.48%
  - Impressions & CTR by platform in City of Detroit (these are included in Wayne County as well, but pulled out specifically based on how locations are reported on)
    - Paid Search - 40,107 impressions - CTR 2.35%
    - Display - 1,106,194 impressions - CTR 0.66%

### **Increase earned media**

Our recent press releases have been well received by media and we have fielded on average at least two – three calls per week from media over the last few months. We are getting calls and working with the larger media names on a much more regular basis.

### **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. Looking to continue working with photographer through fall.



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

Finalizing and proofing evaluation tools (survey monkey surveys) that can begin being used. 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 connected us with Michigan Chronical Editors and WWJ producers the first week of September. Those successful meetings resulted in feedback from publishers that we implemented and received more coverage that same week. We're also working with Truscott Rossman and TPL for the roll-out of the Economic Impact Report that will include working with many of those newly established contacts to push that information out.

**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 – Continuing to share content across departments and build out the content we are sharing with the public. Worked with Interpretive Department to train staff on video editing software and branding elements so that all virtual programs correctly reflect our new branding efforts. Working with Interpretive to proof and publish all public programming as well as new teacher programming that includes free virtual live, virtual pre-recorded and limited in person.

programs for classrooms. Pulling all information for those together for early October promotions to teachers.

Also working with Engineering, Natural Resources and Planning & Development departments to continually publish construction updates on projects like the EDC Pond Dome, Shelden Trails Redevelopment, Maple Beach, etc.

**(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.**

- 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. This work is ongoing and includes topics such as the anniversary of ADA, Black History Month, etc. and how those relate and are important to the Metroparks. That content will then be woven into our social media posting schedule to continue that conversation and bring awareness to the fact that the Metroparks are focusing on it.



- Worked 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 showcase ourselves during recruitment. Used this new page as well as our new media relationships to share information about three open positions in the police department currently looking to be filled in attempt to cast that wider net.
- Expanded our reach during summer of 2020 by placing print ads in more local and diverse publications. This included placing bilingual ads in some publications and reviewing photo placements to ensure our imagery matched the audience it was being delivered to in a particular publication. Summer 2020 included placements in the following. Some of these publications were used sporadically before, but this was the first summer of consistent placements, bilingual placements and the first time using some of these publications.

#### ***La Prensa***

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

#### ***The Jewish News***

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

#### ***Michigan Chronical***

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

#### ***Arab American News***

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

#### ***The Chaldean News***

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

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

- Daily and Weekly publications geared toward specific geographic locations

#### ***The Huron Hub***

- Digital publication geared toward Huron Township

#### ***C & G News***

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

#### ***Spinal Column***

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



- Began working with Michigan Chronicle and Real Time Media (RTM - parent company) to develop an advertising partnership to best reach the African American community in Detroit.

Real Time Media specializes in creating campaigns and adjusting messaging to reach and resonate with that audience and then get them to take action. We understand (and agree with RTM) that we can be better about reaching the diverse audiences within the city and that one of our biggest blocks is public understanding of the Metroparks and feeling included.

RTM will come back with proposals in October for late 2020 placements through 2021. Proposals will include suggestions on how we can work together and adjust our messaging and topics to better resonate with those audiences.







To: Board of Commissioners  
From: Artina Sadler, Chief of Diversity, Equity and Inclusion  
Subject: Report – DEI Update  
Date: October 1, 2020

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

That the Board of Commissioners receive and file DEI Update as recommended by Chief of Diversity, Equity and Inclusion Artina Sadler and staff.

**Attachment: DEI Update**





# DEI MONTHLY REPORT

OCTOBER 8, 2020



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







# TABLE OF CONTENTS

Introduction .....	4
DEI Department .....	5
Training Staff, DEI Advisory Team, and Relationship Building	5
Boosts	6
Cross-departmental DEI Work .....	9
Leadership, Police, Finance/Purchasing	9
Marketing/Communications	10
Human Resources	10
Planning and Development	12
Interpretive Services	15



# INTRODUCTION

We are currently in the **Forming Stage** of the DEI plan. In this stage, we begin with the process of creating the foundational structures that will support the change we want to make. The work of this stage includes (but is not limited to): **training staff; review of organizational policies, reviewing and revising policies and practices across the system (where needed);** communicating changes and/or adjustments to the Association, Union and staff; along with dates for implementation with expectations for accountability. **We also work together to develop the internal and external relationships necessary to sustain our efforts and move the work forward.**

COVID-19 has disrupted many things; but I am proud to say that it has not (totally) disrupted DEI work in the Metroparks. Staff has been finding new and innovative ways to get things done. Many of us are now working closer together than we did pre-Covid. This report will highlight some of that Metroparks collaboration related to DEI efforts from April-September 2020.



# DEI DEPARTMENT

## TRAINING STAFF

When training was suspended In March, over 300 employees had experienced some type of DEI training. Employees had been divided into two groups: Tiers and the Police Department. When training was suspended we had just started the Tier 3 trainings. Tier 3 consists of all non-management employees across the Metroparks.

Since August, I have been working to transition the Tier 3 trainings to an online format and to schedule the remaining 227 employees. Since participating in online training requires specific logistic (i.e. camera, microphones, space, etc.) I have been working with the Parks and IT to ensure participants have what they need. To document this process, an Online Training Matrix was developed.

To date, we have 10 training sessions scheduled (two per day over five days). The first two session are scheduled for October 15<sup>th</sup>.

## DEI ADVISORY TEAM

The DEI Advisory Team is the conduit through which we spread DEI across the system. We have recently added, one new member and now have several Ad-hoc members, who because of their schedules were not able to official join the group.

Since March, the DEI Advisory Team has had four meetings and one training titled “The Power of Language.” In this training, we took the comments (in reaction to the Open Letter) from social media and deconstructed it to better determine the meaning behind the comments. This training is key to training the “ear” of the Advisory Team to not assess words through social influence but to evaluate them through an equity lens.

On Oct. 6, we had our Fall planning session. I will share information from that session in the November report.

## RELATIONSHIP BUILDING

Part of the process of internal relationship building is normalizing having difficult conversations. The goal is to condition and encourage staff to engage in the challenging work of DEI; often in real time. By doing this, we will be able to better adapt to the necessary cultural changes we need to make to achieve our DEI goals across the Metropark system.



# BOOSTS

I use Boosts as a means of staying in touch with staff and keeping DEI specific learning ongoing outside of our established training schedule of October-April. I will say, although Coronavirus has been an unwelcomed disruption; the pandemic has also yielded unique opportunities to address very difficult DEI related issues.

We have adopted two specific methods for Boosts: All Employee Emails and DEI Conversations.

## ALL EMPLOYEE EMAILS (AEE)

AEE's are communications written to inform and/or share topics related to DEI. Topics such as: DEI in the Time of Coronavirus, provided guidance on how not to talk about Coronavirus. In the month of June, we talked about George Floyd, cautioned our Metropark Family "Don't Look Away", gave a brief history of PRIDE month and Supreme Court ruling to protect Gay and Trans worker from discrimination in the workplace and Juneteenth.

In July we celebrated the 30<sup>th</sup> anniversary of ADA and the awesome work happening at the Metroparks to make our parks more inclusive and accessible to all. I also did a tribute to Representative John Lewis.

In August we celebrated the 100th anniversary of the ratification of the 19th amendment by talking about women's fight for the vote. Many of us watched the PBS Documentary The Vote and had a DEI conversation about it (I will get to that later).

In September we talked about voting in Michigan. I provided strategies for voting in person and absentee; as well as the important dates associated with the election process.

## DEI CONVERSATIONS

DEI Conversations are Zoom or Teams calls where we talk about current events and how they impact the Metroparks. An invitation is sent to all employees and they have the option to participate or not. These calls usually host about 30 employees; but other calls, like the one after the murder of George Floyd host over 92 people.

Using DEI Conversations, we have discussed topics like: the protest following George Floyd's murder, How to be an Ally, and the cost of Racism. Additionally, we discussed the documentary "The Vote".



## AMERICANS WITH DISABILITIES ACT (ADA) WORK

The work on ADA touches many departments: Planning and Development, Engineering and DEI. We work closely together to move this important work forward. More information related to the cross-departmental nature of this work will follow. The following are the tasks specific to the DEI department:

- Created the Metroparks ADA Grievance Policy. This is a federal requirement, with which we were out of compliance. The policy is being reviewed.
- Created a Checklist for planning accessible events
- Created an Accommodation Request form

## SPECIAL PROJECTS

- Reclaiming Restorative Space—This project is funded through the Robert Wood Johnson Foundation’s Culture of Health Leaders program. The goal of this project is to partner with organizations in the City of Detroit to provide recreation, education opportunities to underrepresented youth (i.e. fishing, hiking, nature walks, etc.) and expose participants to environmental and conservation careers.
  - Project Partners: Black to the Land, Keep Growing Detroit, Aten Education Consulting and Elite Archery



# CROSS- DEPARTMENTAL DEI WORK





# CROSS-DEPARTMENTAL DEI WORK

DEI work is not done in a vacuum. The majority of the work coming from the DEI department is done in collaboration with other departments. In fact, removing silos and finding equitable ways of working together are critical to successful and sustainable DEI efforts. Likewise, DEI is an important part of the work of other departments. The following is a list of DEI initiatives across departments (NOTE: many of these initiatives will also be covered in Departmental Updates):

## LEADERSHIP

- Reaching out to diverse leaders throughout the region to promote hiring and to share The Trust for Public Land report.
- Work continues on the partnership agreement with the Detroit Riverfront Conservancy.
- Reaching out to colleagues for speaker recommendations for our upcoming 2021 DEI speakers' series with recommendations from Alicia Bradford (Director, Wayne County Parks), the Detroit Riverfront Conservancy team, Catherine Nagel (CEO, City Parks Alliance), Clay Summers (Executive Director, mParks), NRPA and Metroparks staff:

## POLICE DEPARTMENT

- Body Cameras
  - Support initial request
  - Policy for Officers
- Complaint review
- Coordinating Socially Relevant and DEI Trainings
  - Policing People with Disabilities
  - Encountering individuals with Mental Health Challenges
- Recruitment

## FINANCE/PURCHASING DEPARTMENT

- New Purchasing Policy
- Remote Auction
- Purchased Accessible Podium for Board meetings
- Purchased Accessible picnic tables and grills
- Living wage discussion



# MARKETING AND COMMUNICATIONS

- Pandemic Signage
- Developed a schedule for social media that includes some milestone topics that support DEI efforts. This work is ongoing and has to-date included topics such as the anniversary of ADA, the 100th anniversary of the ratification of the 19th amendment, Pride month, Black History month, etc. and how these topics relate to DEI and are important to the Metroparks.” That content will then be woven into our social media posting schedule to continue that conversation and bring awareness to the fact that the Metroparks are focusing on it.
- Expanded our reach during summer of 2020 by placing print ads in more local and diverse publications. This included placing bilingual ads in some publications and reviewing photo placements to ensure our imagery matches the audience it was being delivered to in a particular publication. These include, but are not limited to:
  - La Prensa
  - The Jewish News
  - Michigan Chronical and Real Time Media
  - Arab American News
  - The Chaldean News
  - Dearborn Press & Guide
- Collaboratively developed the new recruiting material for the Police Department
- Formed new media relationships to share information about open positions to cast that wider net and attract more diverse candidates.

# HUMAN RESOURCES

- Developed the Administrative Office Covid-19 Reopening Plan
- Developed Interview Panel protocol to promote equity in interview and hiring processes.
- Updated Harassment and Bullying policy
- LMS Training:
  - Discrimination in the Workplace
  - Diversity in the Workplace
  - Sexual Harassment and Discrimination for Employees
- Expanded the list of recruitment sites
  - Arab-American News
  - Detroit Jewish News
  - C&G News
  - News Herald
  - Lazo Cultural
  - NRPA
  - MRPA



- HBCU (The Historically Black Colleges) – which also posts our positions to:
  - Diversity Job Board Network
  - Network Members
  - abilityJOBS
  - Advancing Women Careers
  - African American Employee Network
  - ALPFA Job Board
  - Alpha Psi Lambda National
  - American Association for Access, Equity and Diversity
  - Association of Professional Christian Women
  - Be A Hero Hire A Hero
  - California Women Lead
  - College Diversity Network
  - ColorsCareers.com
  - ColorsVA Jobs
  - Diversity Woman
  - DiversityIS
  - EOP'S Diversity and Inclusion Career Center
  - Fairmont State University Career Center
  - Gamma Phi Beta International Sorority
  - Hispanic Professionals of Greater Milwaukee
  - INSIGHT Into Diversity
  - JewishCareers
  - Latin American Association (LAA)
  - National Alliance for the Advancement of Haitian Professionals
  - National Association of Asian American Professionals
  - National Millennial Community
  - National Professional Women of Color Network Career Board
  - Northern Illinois University
  - Prospanica Job Board
  - Racing Toward Diversity Magazine
  - The HBCU Career Center
  - The Legal Career Network
  - Transition Careers
- Police Specific Sites including:
  - MCOLES
  - NOBLE
  - NABLE
  - HAPCOA



# PLANNING AND DEVELOPMENT

## PLANS

- ADA Transition Plan: Accessible Programming Evaluations. P&D staff have inventoried programs for upcoming evaluations on ADA barriers and solutions. Potential partnership with Detroit Disability Power; DDP would develop tools for staff to evaluate and provide workshops in each district for clear and concise understanding of each activity in terms of vision, hearing, and mobility barriers that currently exist.
- ADA Transition Plan: Picnic Shelter Layouts. New accessible picnic tables and accessible grills are being added to several picnic shelters throughout the park system. Work will continue through the end of the year on the installation of new concrete grill pads and the securing of picnic tables in accessible table arrangements. Updates to the picnic shelter pages on the Metroparks website are also being made. The information being added to the shelter pages focuses on accessible features at and around each shelter.
- Lake Erie Nature Trails has begun and is focused on accessibility improvements to wayfinding signs, park benches, trailheads, bike racks, and segments of the trails not accessible due to high waters.
- Lake Erie Marina Concept Plan is being developed and has accessibility components (boat slips, turn around with accessible parking, Marina restrooms).
- LSC North Marina Concept Plan is being developed and has accessibility components (boat slips, walkways).
- LSC Simple Adventures Relocation/Accessible Launch Concept Plan developed in advance of 2021 budget project list finalization for cost estimating.

## VOLUNTEER SERVICES

- Shelden Trails signage are being designed with ADA compliance (colors/text size, etc.)
- Making native seed balls with multiple organizations such as ACCESS, Detroit Community Schools NHS, John Glenn HS, Wayne Memorial HS)
- Partnership with Rouge Park: Dixon Elementary for the Prairie project to volunteer, art competition for trail head sign
- Continued engagement with the FAIR Play Coalition for project review – received Planning Excellence award from Michigan Association of Planning.



## GRANTS

- SEMCOG Transit Equity Grant proposal (submitted 9/24/20) will include public and stakeholder involvement as a cornerstone of the project approach. The Public Involvement Plan will be crafted to ensure a clear approach and concise messaging. Considerations for this PIP include: It is essential to consider multi-ethnic, multi-lingual and multi-racial communities along the corridor, in addition to variations in education levels and socio-economic backgrounds. The project team will develop effective strategies for disseminating information and gathering meaningful input from these diverse populations. The team will identify where the public receives most of its information to help guide the best tools and techniques to reach stakeholder groups allowing for continuing substantive input into the planning process. Local communities along the transit corridor will identify stakeholders from underserved populations to take part on the committee.
- Project Agreements executed for three grants in summer 2020:
  - Kensington Metropark - West Boat Launch Development. The project will improve accessibility at the West Boat Launch including installation of a new accessible floating canoe/kayak launch, shoreline launch area, barrier-free parking, picnicking and other park amenities including walkways, signage, native landscaping and a pet waste station. The project will also include a new accessible vault restroom facility for the launch area.
  - Stony Creek Metropark - parking lot accessibility improvements.
  - Hudson Mills Metropark – Rapids View Development. The project involves the renovation of the Rapids View picnic and launch site for improved accessibility including a new turnaround drop-off for paddlers, restructured accessible parking, canoe/kayak launch renovations with a moveable transfer station for accessibility; picnic areas with accessible tables and grills, and modifications to the river overlook that also incorporates an accessible pathway, and a new unisex accessible restroom.

## CONSTRUCTION PROJECTS UNDERWAY

- Maple Beach playground redevelopment (to be constructed by late 2020). The new playground at Maple Beach will go above and beyond ADA to meet the principles of universal design.
- Sheldon Trails Redevelopment – Loop A (under construction). As part of the redevelopment of the Sheldon Trails, Loop A of the newly-configured system will be designed and built as handcycle-accessible.



## TRAINING

- Katie – completed the Foundations of Accessibility certificate via Eppley Institute for Parks and Public Lands, Indiana University
- Leah – applied for and was accepted into NRPA's virtual Equitable and Inclusive Community Engagement workshop

## GENERAL

- Coordination with Wyandot of Anderdon on SHPO process for Lake Erie Boat Launch LWCF grant application, interest in joint opportunities, sharing plans
- Detroit Riverfront Conservancy programming collaboration
- Developing draft public art guidelines for to encourage representation of diversity through art in the Metroparks



# INTERPRETIVE SERVICES

## PROGRAMMING

- For the 2020-2021 school year, program fees will be waived for all school programming. We recognize this is a difficult time for everyone and especially economically with less funding going toward schools.
- We are offering three styles of school programming and two styles of public programming to reach out to and engage with as many visitors and students as possible.
- Offered sensory friendly events
- We will be working with Libraries to have more hot spots available

## GRANTS

- Oakland County Impact 100 grant: Seeding a Green Future – reallocated funds to purchase hardware equipment for the classroom teachers to successfully teach remotely.

## TRAILS AND EXHIBITS

- Lake Erie Nature Trails has begun and is focused on accessibility improvements to wayfinding signs, park benches, trailheads, bike racks, and segments of the trails not accessible due to high waters.
- New Exhibits at Lake St. Clair and Oakwoods Nature Centers include universal design principles. We engaged with community organizations while in the design phase. Community organizations include: Penrickton School for the Blind, Paralyzed Veterans of America. Disability Network of Oakland and Macomb and the Wyandot of Anderdon Nation.









To: Board of Commissioners  
From: Jennifer Jaworski, Chief of Interpretive Services  
Subject: Report – Interpretive Services Update  
Date: October 1, 2020

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

That the Board of Commissioners receive and file Interpretive Services Update as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

**Attachment: Interpretive Services Update**



# INTERPRETIVE SERVICES REPORT OCTOBER 2020



8-B-5-a



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





# TABLE OF CONTENTS

## Interpretive Services Report

DEI Initiatives .....	3
In-person Outdoor Programming .....	4
School Programming .....	5
Community Organizations Programming ....	8
Virtual Programming .....	10



# DEI INITIATIVES

There are many DEI initiatives within the Interpretive Department, below highlight some major initiatives within 2020.

## Programming:

- For the 2020-2021 school year, program fees will be waived for all school programming. We recognize this is a difficult time for everyone and especially economically with less funding going toward schools.
- We are offering three styles of school programming and two styles of public programming to reach out to and engage with as many visitors and students as possible.
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- Lake Erie Nature Trails has begun and is focused on accessibility improvements to wayfinding signs, park benches, trailheads, bike racks, and segments of the trails not accessible due to high waters.
- New Exhibits at Lake St. Clair and Oakwoods Nature Centers include universal design principles. We engaged with community organizations while in the design phase. Community organizations include: Penrickton School for the Blind, Paralyzed Veterans of America. Disability Network of Oakland and Macomb and the Wyandot of Anderdon Nation.



# IN-PERSON OUTDOOR PROGRAMMING

In-person Outdoor Programming commenced at all our Interpretive Centers in September. Our farm centers have been open for visitors to enjoy the animals and grounds since June. Wolcott Mill Farm Center has had 17,600 people visit the farm since June and Kensington Farm Center has had 95,772 visitors.

COVID-19 precautions were identified for the safety of visitors and staff.

## COVID-19 safety precautions:

- All programs take place outdoors
  - Except when walking through a barn
- Staff wear a face covering
- Visitors encouraged to wear face covering
- Social distancing
  - Patrons will be seated 6 feet back from the drivers, at the rear of the wagon.
  - Stanchions will be placed to keep public from entering area containing animals and interpreter.
- Sanitizing will be done on objects and in between hay wagon rides

Much research has been done on how other organizations have been doing outdoor programming. We are following CDC Covid-19 safety precautions as well as learned experiences from other organizations.

Two styles of programming are being offer to the public to ensure equity.

## Two styles of interpretive outdoor programming:

1. Walk up, unscheduled, which are being referred to as Outdoor/impromptu Interpretive Programs
2. Scheduled, pre-registration outdoor programming with limited attendance per session

Examples: The “Meet Around the Table,” walk up programs have been extremely successful and received well by visitors. They can walk up at their leisure and be socially distance.

In lieu, of large special event programming such as Hawkfest, staff has created a month-long celebration of raptors. Various raptors have been highlighted each weekend in September.

Halloween and Holiday programming are being adapted for COVID-19 precautions as well.



# SCHOOL PROGRAMMING

All school programming provides environmental, cultural and natural science literacy. All programs support the Common Core Science, Technology, Reading, Engineering, Arts and Math (STREAM) and Michigan Science Standards curriculum in content, methodology and technology use.

## Three types of programming have been developed

- Synchronous - Live virtual programming
- Asynchronous - Pre-recorded modules to round out curriculum for teachers. To be used as pre-and post-visit components
- In-person Outdoor Programming at School/Interpretive Center
  - Current outdoor programming created by our Community Outreach Interpreters, Farm Centers and/or Nature Centers.
    - This is a popular option for homeschools, pods, and private preschools/schools

## Other school initiatives

- *Macomb County Green School Initiative* and Lk. St. Clair, Stony Creek and Wolcott Mill Metroparks developed a "Passport to your Metroparks". This will be a scavenger hunt/passport stop where students can explore the Metroparks and learn how our sustainability efforts, conservation and environmental efforts.

## Continued Grant projects

- Oakland County Impact 100 – Kensington Farm Center
- Hanover Insurance – Hudson Mills Metroparks
- PNC Early Childhood Education – Western District Mobile Learning Center
- 3M TENS – Indian Springs Environmental Discovery Center





# SCHOOL PROGRAMMING (con't)

## Example of New Synchronous and Asynchronous Programming:

Vernal Pond Investigation first – fifth grades

Introduce students to wetlands and what a vernal pond is and how these vernal ponds change over time. They will understand the importance of vernal ponds to wildlife by exploring how animals live and use vernal ponds. While studying these animals, habitat requirements, food chain and other topics will be introduced. Students will obtain biological as well as physical data in the spring and fall to compare changes.

Focus Question: Why Vernal Ponds are important and how they change over time?

Pre-visit Material: Recommended reading: “The Secret Pool,” Drag and drop activities. Tool to create: Make your own at-home rain gauge

Interactive Portion: One synchronous program in fall and another in spring, Students in-class: traveling trunk to use during and after synchronous program: includes an in-class search for macro-invertebrates through collected pond water, hand-held microscopes and magnifiers, ID charts, Freshwater Invertebrates ID book (Voshell), classroom data sheet they can fill out during synchronous vernal pond exploration. At Home & In Class: Flipgrid student presentations of the animal they liked best and what they learned about it.

**Module 1:** Pre-visit video: What are wetlands, a virtual introduction to wetlands and why they are important. Demonstrate how wetlands filter water, hold water and are habitat for animals. Explore differences of wetlands. Will end with a vernal pond to introduce how this type of wetland is so unique. Extra video: The Story of Freddy the Fish.



# SCHOOL PROGRAMMING (con't)

**Module 2:** Fall Vernal Pond Investigation synchronous program - Pre-recorded video/images of close-up macroinvertebrates will be needed (we can share our screen to show these images) Look at physical characteristics of the vernal pond (depth of water, determine surface area, and temp of water) the class can record this on their class data sheet. Interpreter will dip for invertebrates during synchronous program. In a labelled grid pan, students "point" to different organisms.

They can then see them closer while the interpreter id's them. After the synchronous program in-class traveling trunk: Students will look through pond water, ID, and record what they found from pond water.

**Module 3:** Spring Vernal Pond Investigation synchronous program - Pre-recorded video/images of close-up macroinvertebrates will be needed (we can share our screen to show these images) Look at physical characteristics of the vernal pond (depth of water, determine surface area, and temp of water) the class can record this on their class data sheet. Interpreter will dip for invertebrates during synchronous program. In a labelled grid pan, students "point" to different organisms. They can then see them closer while the interpreter id's them. After the synchronous meeting, the students will look through pond water, ID and record from pond water dropped off.

**Module 4:** Flipgrid presentations from individual student/group (depending on what the teacher would like to do). Students will use recorded data from synchronous programs and pond water search to describe the differences they found from Fall to Spring. They can also highlight the animal they like the best.

Linkable Education Resources:

<https://leafpacknetwork.org/learn/macroinvertebrates/>

For video of vernal pool microlife:

<https://www.sacsplash.org/video/huell-howser-visits-vernal-pools-mather-field>



# COMMUNITY ORGANIZATIONS PROGRAMMING



## Scouting

To expand on our partnership with the Girl Scouts of Southeastern Michigan we are continuing our Metroparks Explorer Patch and participating in Outdoor Adventures throughout 2020-2021.

Here are few Outdoor Adventures we are collaborating with GSSEM this fall.

### AMAZING RACE

Explore southeast Michigan and some of the outdoor jewels that our region has to offer in this Amazing Race Road Rally! Journey across southeast Michigan on this giant scavenger hunt and compete challenges along the way to get your next clue. Teams are encouraged to come up with a team name and dress-up in Girl Scout wear; feel free to make it even more awesome with face paint, costume pieces and vehicle décor. There will be awards given at the finish line for “most creative” “best in show” “girl scout proud” and “you made it!”

### HIKE LIKE A GIRL! VIRTUAL HIKE ACROSS MICHIGAN

Trek Virtually across Michigan; join your fellow Girl Scouts and GO! explore our beautiful state. Hikes can be done in your neighborhood, local or state parks. Every mile counts. Earn bonus points along the way by competing in social media competitions, celebrating milestones on social media and finishing your miles.

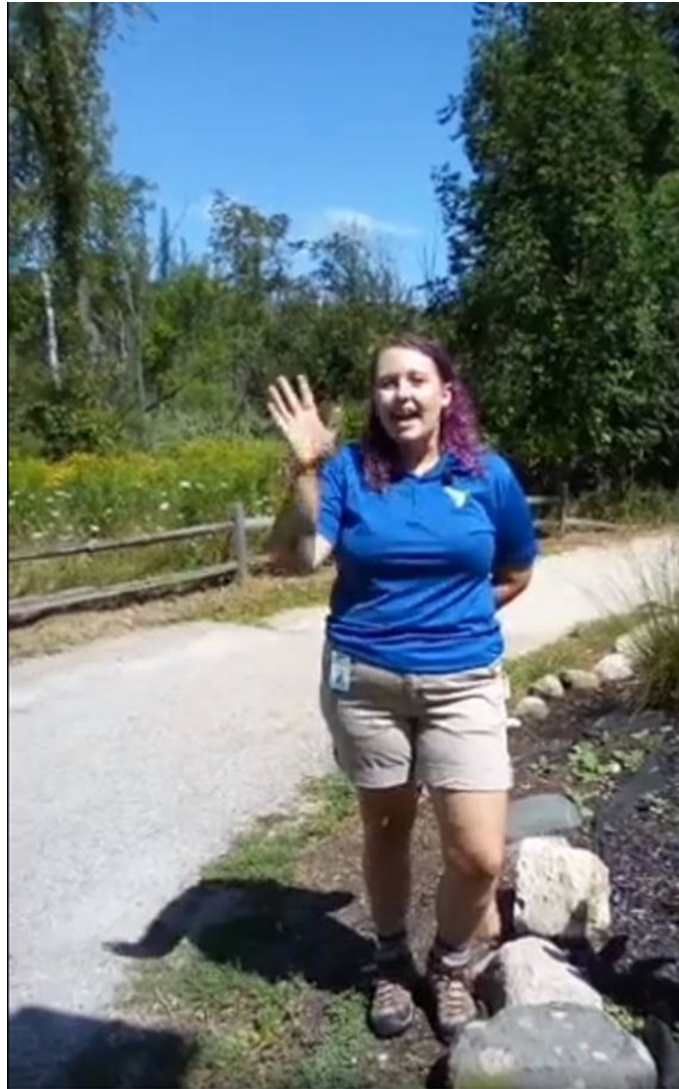
### GIRL SCOUTS OPT OUTSIDE #GSSEMOPTOUTSIDE

Join us for our favorite social media competition of the year! Share your outdoor adventures with GSSEM via Social Media on Nov. 27, 2020 and you can win some amazing prizes while enjoying the great outdoors.

### GO! SKILLS SETS

Kits Includes: Welcome Sheet and get started activity, activity supplies, access to digital learning and additional digital handouts.





## Library Programs:

- Zoom programs sponsored by various libraries throughout the summer
- Nature Pack Video series –digital component for expanded distance learning
  - Highland Township Public Library has started checking out popular Nature Packs and has four topics; Animal Tracks, Bird Watching, Michigan Trees & Wildflowers and Seashells. Each one has a storybook, a pocket guide, an activity and a game. Some of them have other tools, like binoculars. Metroparks (Indian Springs) developing a partnership on fun and interpretive season-themed Nature Packs, to provide instruction or “how to” videos along with their already existing topics and a link to our YouTube video and distance learning section on our website. Encourages families to visit the Metroparks to do outdoor portion of the backpacks. Potential in having Metroparks out to the HTPL for outreach programs in the future on topics related to the Nature Packs
- Facebook Live – various libraries throughout the summer
- Farmington Public Libraries record virtual program at Kensington Farm Center.

**Detroit Audubon:** Partnered to give a Facebook Live program.

## Macomb Community College:

- The Society of Active Retirees – synchronous program
- Environmental Science class – outdoor in-person program

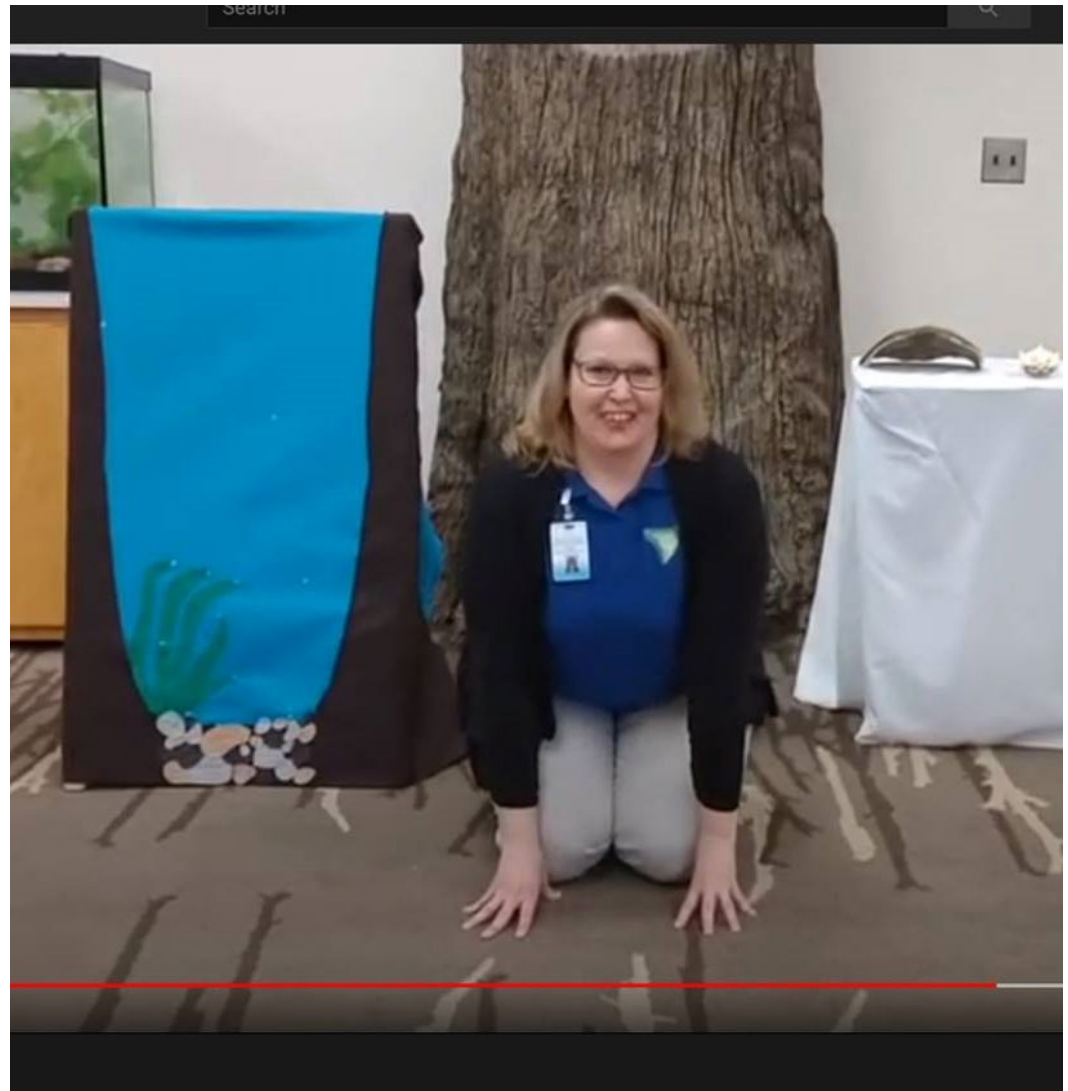


# VIRTUAL PROGRAMMING

The Interpretive Services staff continues to write scripts, shoot video, edit the videos, and record voice-overs to produce high quality professional videos to highlight the natural and cultural features of our Metroparks. We recognize this style of programming will be our new normal and we will continue to provide interpretive programming both in-person and virtually moving forward.

In addition to school virtual programming staff has been producing the following:

- Video series on YouTube
- Instagram
- Facebook Live











To: Board of Commissioners  
From: Nina Kelly, Chief of Planning and Development  
Subject: Report – Permit Scanning Analysis  
Date: October 1, 2020

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

That the Board of Commissioners receive and file the August/September 2020 Barcode 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 Metroparks for the period from Aug. 16 – Sept. 15, 2020.

During this time, there were a total of 134,164 barcode scans system wide. Compared to 171,784 barcode scans during the last monthly reporting period, this represents a 22 percent decrease in total barcode scans for the August/Sept 2020 month period from the July/August 2020 month period.

Park	July/August		August/September		% Change Month-over-	
	Vehicle	Barcode	Vehicle	Barcode	Vehicle	Barcode
Hudson Mills	20,917	7,589	21,508	6,339	3%	-16%
Indian Springs	15,385	6,326	14,284	5,771	-7%	-9%
Kensington	126,618	62,384	104,682	50,639	-17%	-19%
Lake Erie	26,825	11,390	24,378	11,512	-9%	1%
Lake St. Clair	80,782	25,584	67,064	10,108	-17%	-60%
Lower Huron	30,408	11,967	29,395	11,585	-3%	-3%
Stony Creek	110,174	33,247	91,527	26,598	-17%	-20%
Willow	25,949	12,973	25,862	11,573	0%	-11%
<b>Grand Total</b>	<b>437,058</b>	<b>171,460</b>	<b>354,322</b>	<b>134,125</b>	<b>-19%</b>	<b>-22%</b>

Table 1 At the same time, there were 354,322 vehicle entries in this period, compared to 437,058 vehicle entries in the July/August period, meaning that vehicle entries decreased by %19 month-over-month.

Last month, 38 percent of vehicle entries were captured through barcode scanning in the seven parks with both technologies deployed. This month, barcode scans (134,125) remained steady at 38 percent of the total vehicle entries (354,322).



## Year-over-year Comparison: Vehicle Entries to Total Scans

Reporting Period August 16th, 2020 to September 15th, 2020 Year-over-year Comparison of Vehicle Entries and Barcode Scanning										
Park	2019 Vehicle Entries	2020 Vehicle Entries	Change	% Change Vehicle Entries	2019 Scans	2020 Scans	Change	% Change Total Scans	2019 % Scanned	2020 % Scanned
Hudson Mills	15,741	21,508	5,767	37%	6315	6,339	24	0%	40%	29%
Indian Springs	12,250	14,284	2,034	17%	3892	5,771	1,879	48%	32%	40%
Kensington	87,321	104,682	17,361	20%	38027	50,639	12,612	33%	44%	48%
Lake Erie	20,631	24,378	3,747	18%	5204	11,512	6,308	121%	25%	47%
Lake St. Clair	55,923	67,064	11,141	20%	15441	10,108	(5,333)	-35%	28%	15%
Lower Huron	30,871	29,395	(1,476)	-5%	7566	11,585	4,019	53%	25%	39%
Stony Creek	68,305	91,527	23,222	34%	25193	26,598	1,405	6%	37%	29%
Willow	24,066	25,862	1,796	7%	6542	11,573	5,031	77%	27%	45%
Grand Total	315,108	354,322	39,214	12%	108180	134,125	25,945	24%	34%	38%

Table 2 above shows the 2019 Aug/Sept scan rate as a baseline for scanning capture rates by park. The 2020 scan rate is color-coded to denote whether scan rates got better, worse or stayed generally the same, compared to this time last year.

A year-over-year comparison of vehicle entries and barcode scanning shows that vehicle entries for the reporting period increased by 12 percent from 2019 to 2020. This increase is visible systemwide and vehicle entry increases in almost every individual park. The exception for vehicle entries is Lower Huron, which saw a slight decrease from the same period in 2019. Total barcode scans also increased systemwide, and by a greater percentage than vehicle entries. This 24 percent greater increase can be attributed to increased scan rates in many parks. The scan rate is determined by dividing total scanned entries by vehicle entries.

Three parks that saw a significant increase in vehicle entries, but a decrease, or no change in scanned entries, these were Hudson Mills, Lake St. Clair and Stony Creek. In these three parks, as vehicle entries increased, the percentage of vehicle entries scanned (scan rate) decreased.

Kensington, Indian Springs, Lake Erie, Lower Huron and Willow all saw an increased number of vehicle entries, as well as an increase in scanning rates. The sum of the effect on the scan rate systemwide is a slight increase in the effective scan rate (+4 percent) in 2020 over 2019.

**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.

Kensington reported that scanning was suspended at tollbooth 5 on Aug. 16 and 17 due to equipment failure.

There were no scanning suspensions at Lake Erie during this period.

Tollbooth 2 was not staff at Lower Huron for most of the month. There was also an equipment failure reported in tollbooth 3 on Aug. 29.

Willow Metropark reported equipment failures in tollbooth 8 on Aug. 19, 20 and Sept. 13.

There were no scanning suspensions at Indian Springs or Hudson Mills during this period.



**Zip Codes:** Of the total barcode scans, 67 percent (90,379) of those came from within Michigan; this rate remains steady from the previous month. Of these Michigan scans, 85,733, or 95 percent (steady from last month) came from zip codes within the Metroparks five-county jurisdiction.

Zip codes from outside of Michigan and refused zip codes made up 36 percent of scans; however, a large amount (36,026 or 74 percent) of these scans have Washington D.C. zip codes (20001-20040), which initially was given to operations staff as coding for a person refusing to give a zip code. \*\*

The chart below shows the breakdown of daily passes, annual passes and barcode errors. Annual passes made up 94 percent of the barcodes, while daily passes accounted for 6 percent and barcode errors and 2019 pass scans less than 1 percent each.

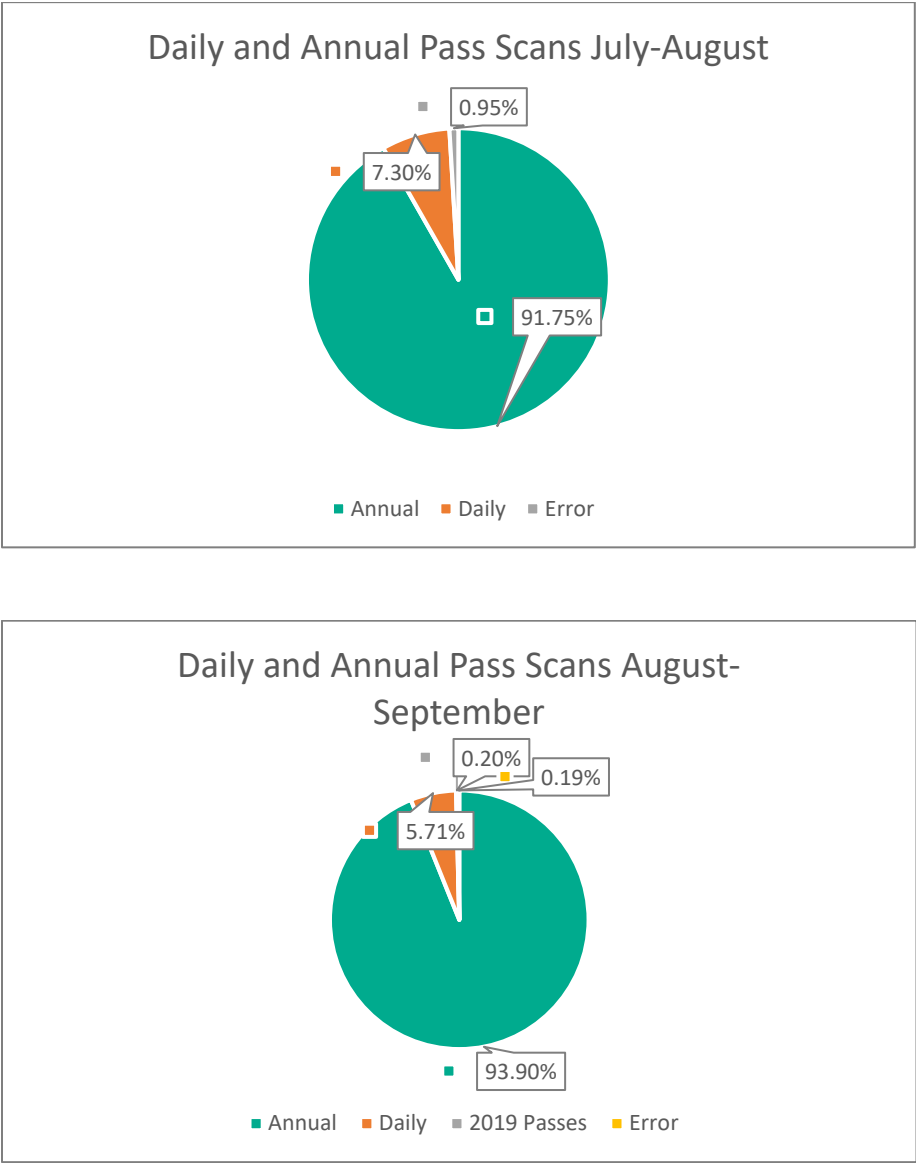
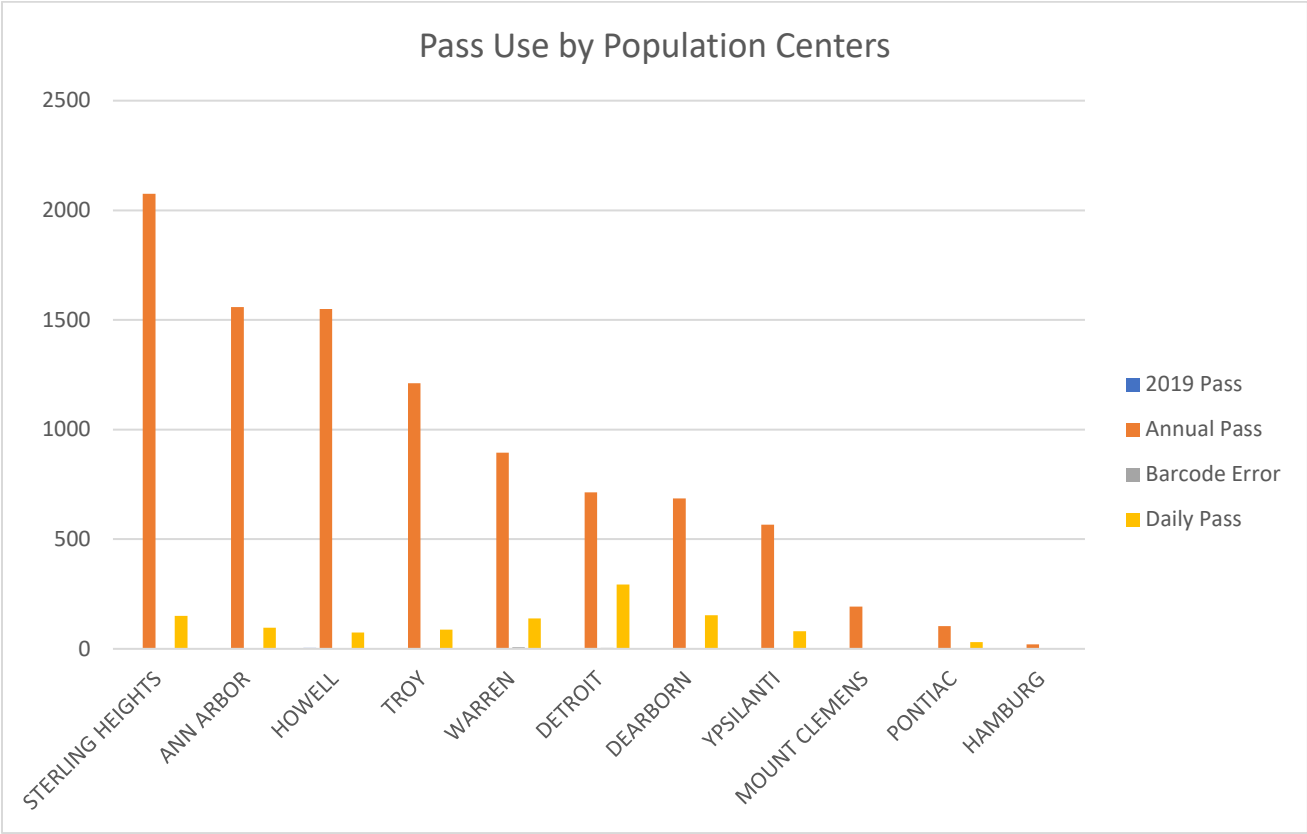


Figure 1 shows the daily pass vs. annual and errors from June/July (left) and July/August (right).



**\*\*Toll attendants and park staff should now use 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 number of out-of-state users which are likely Michigan users who refused giving their zip code.**

**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 percent (down 2 percent from the last reporting period) of the total scans.





## Appendix: Full Five County Zip Code and Place Totals

### Livingston County

Place	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
BRIGHTON	48116		1,874	3		1877	3926
	48114	1	2,048			2049	
HOWELL	48855		251			251	1544
	48843	4	1,289			1293	
PINCKNEY	48169		607			607	607
FENTON	48430		286	2		288	288
HARTLAND	48353		262			262	262
GREGORY	48137		149			149	149
FOWLERVILLE	48836		106			106	106
LINDEN	48451		62	2		64	64
LAKELAND	48143		36			36	36
WEBBERVILLE	48892		31			31	31
HAMBURG	48139		20			20	20
STOCKBRIDGE	49285		15			15	15
BYRON	48418		10			10	10
PERRY	48872		2			2	2
<b>Grand Total</b>		<b>5</b>	<b>7,048</b>	<b>7</b>	<b>0</b>	<b>7,060</b>	<b>7,060</b>

### Washtenaw County

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
ANN ARBOR	48109		6			6	1,589
	48108		147		21	168	
	48105		384		19	403	
	48104		153	1	14	168	
	48103	1	805		38	844	
CHELSEA	48118		250		5	255	255
CLINTON	49236		8		2	10	10
DEXTER	48130	3	2,418	2	13	2,436	2,436
GRASS LAKE	49240		5		2	7	7
MANCHESTER	48158		35		1	36	36
MILAN	48160		73		13	86	86
SALINE	48176		166		14	180	180
SOUTH LYON	48178	2	3,305	6	92	3,405	3,405
WHITMORE LAKE	48189		433		8	441	441
WHITTAKER	48190		24		5	29	29
WILLIS	48191		59		7	66	66
YPSILANTI	48198		202		33	235	648
	48197		365		48	413	
<b>Grand Total</b>		<b>6</b>	<b>8,838</b>	<b>9</b>	<b>335</b>	<b>9,188</b>	<b>9,188</b>



**Macomb County**

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
UTICA	48317		817		51	868	5,251
	48316	4	3,133	1	59	3,197	
	48315	2	1,156	1	27	1,186	
STERLING HEIGHTS	48314		273		25	298	2,207
	48313		852		35	887	
	48312	1	458		40	499	
	48310		478		45	523	
WASHINGTON	48095		438		5	443	2,135
	48094	4	1,644	1	43	1,692	
CLINTON TOWNSHIP	48038		670	1	31	702	1,583
	48036		337		12	349	
	48035	1	514		17	532	
HARRISON TOWNSHIP	48045		1,218		13	1,231	1,231
WARREN	48397		3			3	1,040
	48093	3	181	7	42	233	
	48092		195		21	216	
	48091		109		27	136	
	48089		151		25	176	
	48088		252		24	276	
MACOMB	48044		992		46	1,038	1,940
	48042	3	875	1	23	902	
ST CLAIR SHORES	48082		173		8	181	546
	48081		162		7	169	
	48080	1	187		8	196	
ROMEO	48065	1	407		13	421	421
ROSEVILLE	48066		323		32	355	355
NEW BALTIMORE	48047		293	6	24	323	323
MOUNT CLEMENS	48043		166		3	169	169
EASTPOINTE	48021		144		16	160	160
NEW BALTIMORE	48051		142		16	158	158
FRASER	48026		144		13	157	157
NEW HAVEN	48050		5			5	83
	48048		70		8	78	
RAY	48096		78		4	82	82
CENTER LINE	48015	1	55		8	64	64
ARMADA	48005		37			37	37
RICHMOND	48062		32		2	34	34
<b>Grand Total</b>		<b>21</b>	<b>17,164</b>	<b>18</b>	<b>773</b>	<b>17,976</b>	<b>17,976</b>



**Oakland County**

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
MILFORD	48381		3,154		36	3,190	4,566
	48380	1	1,357		18	1,376	
ROCHESTER	48309	4	443		33	480	2,582
	48307	3	1,120		71	1,194	
	48306	1	875		32	908	
WHITE LAKE	48386	1	954	2	26	983	2,173
	48383	1	1,124	1	64	1,190	
NOVI	48377		350		43	393	1,560
	48375		551	1	52	604	
	48374		520		43	563	
NEW HUDSON	48165	1	1,515	1	33	1,550	1,550
FARMINGTON	48336		331		31	362	1,524
	48335		366		47	413	
	48334		230		41	271	
	48331		441		37	478	
TROY	48098		235		18	253	1,289
	48085		507		24	531	
	48084		220		18	238	
	48083		244		23	267	
HIGHLAND	48357	1	582		23	606	1,170
	48356		548		16	564	
WATERFORD	48329		380		40	420	1,093
	48328		217	1	23	241	
	48327		407		25	432	
COMMERCE TOWNSHIP	48382		1,000		44	1,044	1,044
WEST BLOOMFIELD	48324		233		18	251	783
	48323		202		16	218	
	48322		256		58	314	
ROYAL OAK	48073		274		34	308	617
	48067		268		41	309	
WALLED LAKE	48390		542		43	585	585
CLARKSTON	48348		159		23	182	497
	48346		295		20	315	
WIXOM	48393		452	2	34	488	488
SOUTHFIELD	48076	1	100		29	130	385
	48075		69		26	95	
	48034		75		15	90	
	48033		57		13	70	
BLOOMFIELD HILLS	48304		104		17	121	372
	48302		117		20	137	
	48301		97	1	16	114	
HOLLY	48442		190	78	15	283	283
AUBURN HILLS	48326	2	207		24	233	233



**Oakland County (con't)**

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
FERNDALE	48220		194		25	219	219
BIRMINGHAM	48009		181		26	207	207
DAVISBURG	48350		185		6	191	191
MADISON HEIGHTS	48071		171		20	191	191
LAKE ORION	48362		61		8	69	182
	48360		55		8	63	
	48359		46		4	50	
OAK PARK	48237		138		43	181	181
BERKLEY	48072		131		25	156	156
FRANKLIN	48025	4	128		16	148	148
PONTIAC	48342		27		8	35	128
	48341		40		7	47	
	48340		31		15	46	
CLAWSON	48017		92		9	101	101
HAZEL PARK	48030		84		13	97	97
OXFORD	48371		61		14	75	95
	48370		15		5	20	
OAKLAND	48363		83		4	87	87
HUNTINGTON WOODS	48070		57		7	64	64
ORTONVILLE	48462		40		12	52	52
KEEGO HARBOR	48320		44		5	49	49
LEONARD	48367		33		2	35	35
PLEASANT RIDGE	48069		27		2	29	29
<b>Grand Total</b>		<b>20</b>	<b>23,292</b>	<b>87</b>	<b>1,607</b>	<b>25,006</b>	<b>25,006</b>

**Wayne County**

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
BELLEVILLE	48111	3	4154	1	118	4276	4276
NEW BOSTON	48164		2597		30	2627	2627
ROCKWOOD	48173		2049	2	76	2127	2127
FLAT ROCK	48134	1	1699		219	1919	1919
TRENTON	48183		1682		141	1823	1823
CANTON	48188		511	1	72	584	1177
	48187		509		84	593	
LIVONIA	48154		319		45	364	1128
	48152		405		42	447	
	48150	1	275	1	40	317	
ROMULUS	48174		1062		60	1122	1122
SOUTHGATE	48195		963	1	132	1096	1096



## Wayne County (con't)

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
DETROIT	48242		2			2	961
	48238		10		3	13	
	48235		39		24	63	
	48234		23		9	32	
	48233		3		2	5	
	48228		47		31	78	
	48227		12		18	30	
	48226		25		1	26	
	48224		37		15	52	
	48223		81		22	103	
	48221		43		25	68	
	48219		60		22	82	
	48217		3		7	10	
	48216		21		3	24	
	48215		13		1	14	
	48214		38	2	7	47	
	48213		13		9	22	
	48211		12		5	17	
	48210		23		27	50	
	48209		22		14	36	
	48208		14		2	16	
	48207		29	2	8	39	
	48206		26		6	32	
	48205		19		10	29	
	48204		8		5	13	
	48202		33		5	38	
	48201		12		8	20	
TAYLOR	48180		775		185	960	960
NORTHVILLE	48168		392		49	441	921
	48167		417	1	62	480	
WESTLAND	48186		323		48	371	770
	48185		353	2	44	399	
DEARBORN	48128		86		21	107	743
	48126		217	2	67	286	
	48124		241		39	280	
	48120		47		23	70	
WYANDOTTE	48192		564		81	645	645
PLYMOUTH	48170		447		75	522	522
ALLEN PARK	48101		433		42	475	475
DEARBORN HEIGHTS	48127		163		50	213	456
	48125		218		25	243	
RIVERVIEW	48193		291		29	320	320
LINCOLN PARK	48146		261		49	310	310
GROSSE ILE	48138		245		47	292	292



**Wayne County (con't)**

Place Name	Zip Code	2019 Passes	Annual Pass	Barcode Error	Daily Pass	Total	Place Total
GROSSE POINTE	48236		161		16	177	281
	48230		93	1	10	104	
WAYNE	48184		206		25	231	231
GARDEN CITY	48135	1	184		36	221	221
REDFORD	48239		140		50	190	190
INKSTER	48141		137		20	157	157
HAMTRAMCK	48212	1	104		33	138	138
MELVINDALE	48122		110		10	120	120
REDFORD	48240		102		16	118	118
HARPER WOODS	48225		51		8	59	59
HIGHLAND PARK	48203		21		11	32	32
ECORSE	48229		18		12	30	30
RIVER ROUGE	48218		6		6	12	12
<b>Grand Total</b>		<b>7</b>	<b>23699</b>	<b>16</b>	<b>2537</b>	<b>26259</b>	<b>26259</b>





To: Board of Commissioners  
From: Mike Henkel, Chief of Engineering Services  
Project No: 510-17-311  
Project Title: Willow Park Office  
Project Type: Capital Improvement  
Location: Willow Metropark  
Date: October 1, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners (1) award Contract No. 510-17-311 to the low responsive, responsible bidder, North American Construction Enterprises LLC in the amount of \$2,191,600; and (2) authorize the transfer of \$200,000 from the Lake St. Clair Electrical Grid replacement project to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel and staff.

**Fiscal Impact:** The project is currently funded in the Capital Project Fund in the amount of \$2 million, which is over the budgeted amount by \$191,600. Funding is available from the Lake St. Clair Electrical Grid replacement (the scope that project is still under development).

**Scope of Work:** The project will include site work necessary to construct a 6,150 square foot park office building at the South Huron Road entrance at Willow Metropark. The existing park office is approximately 4,200 square feet. The project will also include a parking lot and associated site work. The project does not include the natural gas service line, which will be addressed under a separate project.

**Background:** At the Oct. 10, 2019 Board meeting, staff was authorized to move forward with the full design for a new park office building that will service Willow, Oakwoods and Lower Huron Metroparks based on the presented concept.

The existing park office at Lower Huron has foundation settling issues that is causing the walls to separate. In addition, the current building location is not conducive for park operations and park patrons. The structure was constructed in 1958 and was converted into an office from a steel storage building. At the March 8, 2018 Board meeting, the firm of Struab, Pettitt, and Yaste was approved to provide architectural design services. The current building concept and location was developed from discussions from park operations and maintenance staff. All departments were instrumental in designing the size, flow and operational needs of the proposed facility.

Items were incorporated into the design include, natural lighting, location and access to sensitive police and money operations, visual sight lines in the building to the lobby area, separation of police and operational functions, sight lines to the existing tolling area, employee work areas in the main common area to save space and cost, storage, mechanical efficiencies and systems controls, information technology disaster recovery area, public areas and restroom facilities.



The location of the building was chosen by park staff to provide a more central location to Lower Huron, Willow and Oakwoods. Willow hosts larger group events and as such the location of the park office at Willow will aid in overseeing those functions. Lower Huron and the Turtle Cove Aquatic Center supporting infrastructure provides much of the park support needed during the peak summer months and additional support from a park office was not needed at that location. In addition, discussions have taken place to provide natural gas service to not only the proposed park office but to convert the existing maintenance garage and carpenter shop to natural gas. By converting those building the parks will realize an operational cost savings.

<b><u>Contractor</u></b>	<b><u>City</u></b>	<b><u>Amount</u></b>
North American Construction Enterprises LLC	St. Clair Shores	\$2,191,600.00
Cross Construction Group	Livonia	\$2,283,777.00
Cre8tive Construction Concepts	Brighton	\$2,348,000.00
Sorenson Gross Company	Flint	\$2,426,000.00
FH Martin Constructors	Warren	\$2,432,500.00
Construction Solutions	Brighton	\$2,442,000.00
Kasco	Royal Oak	\$2,488,000.00
Degenhardt & Sons, Inc.	Troy	\$2,555,500.00
Braun Construction Group	Farmington Hills	\$2,557,262.00
Heaney General Contracting, Inc	Ypsilanti	\$2,650,000.00
Davenport Brothers Construction	Belleville	\$2,692,200.00
Sole Building Company	Westland	\$2,799,765.00
Daves Contracting, Inc.	Dearborn	\$2,842,800.00
NRC Builders	Farmington Hills	\$2,969,000.00
Budget Amount for Contract Services		
• Park Office Building		\$2,000,000.00
○ LSC Electrical Grid		<u>\$ 200,000.00</u>
		\$2,200,000.00
Work Order Amount		
• Contract Amount North American		
○ Construction Enterprises, LLC		\$2,191,600.00
• Contract Administration		<u>\$ 20,000.00</u>
▪ Total Proposed Work Order Amount		\$2,211,600.00

*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.*

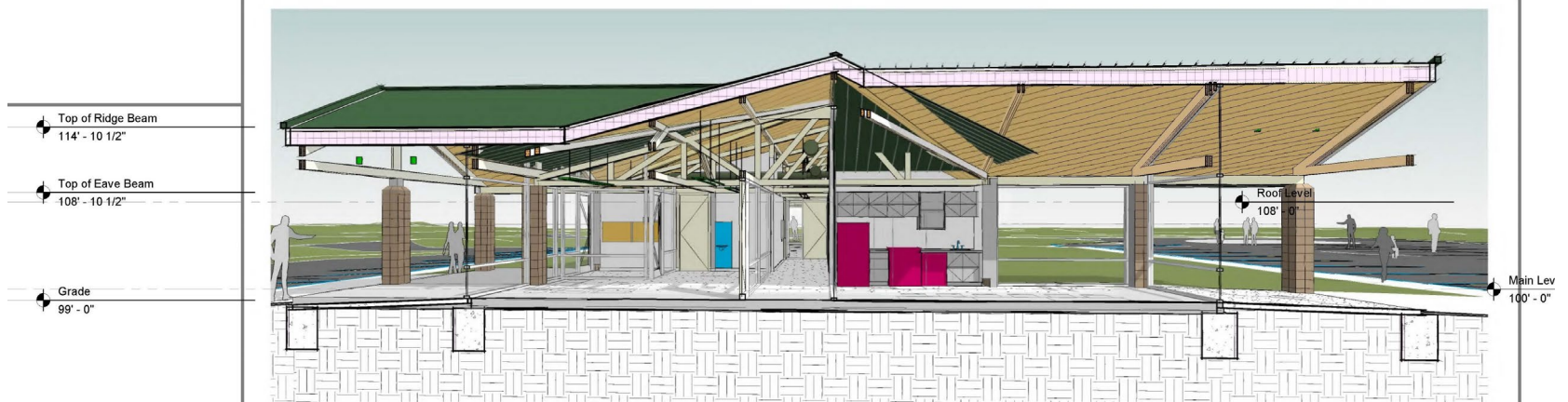
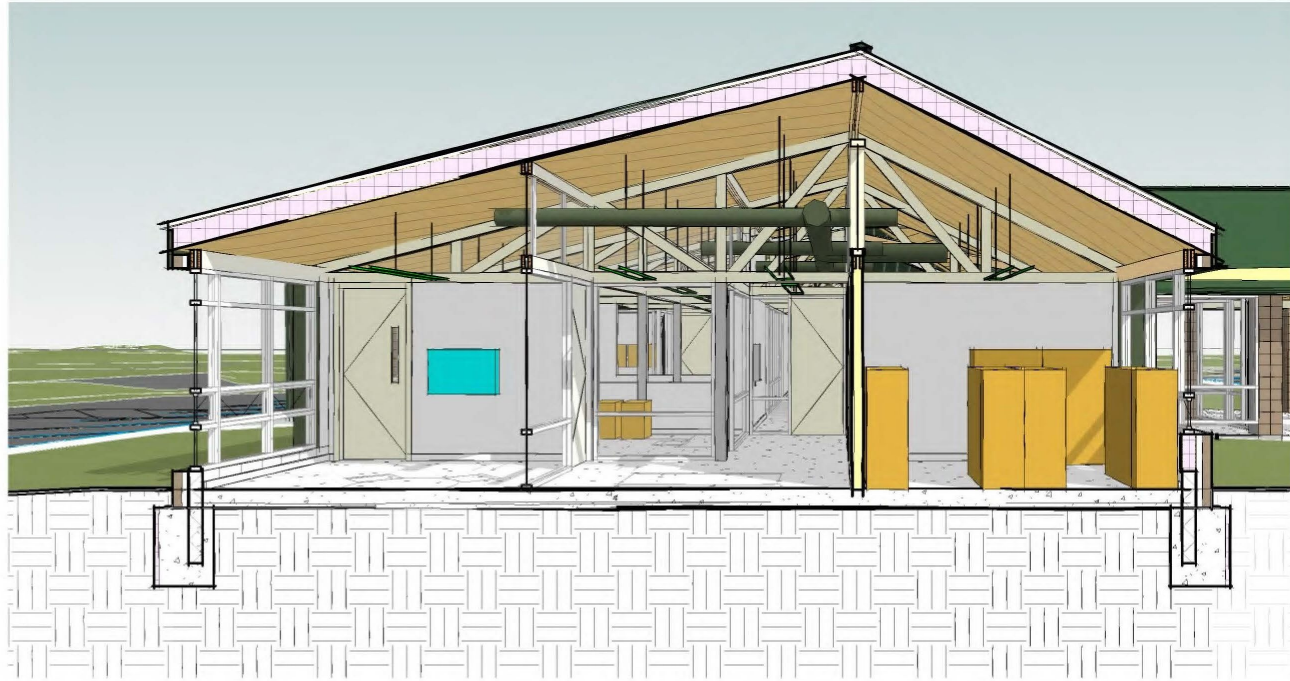






# Proposed Willow Park Office Design

8-D-1-a



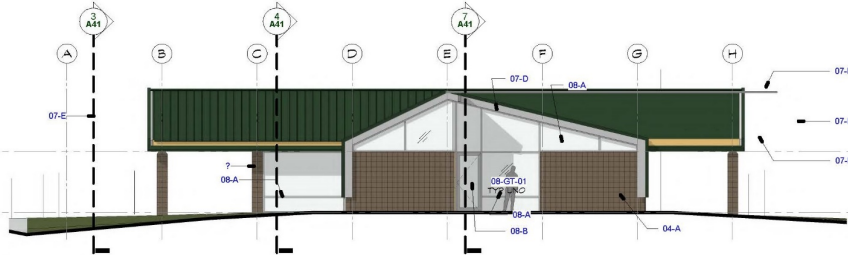




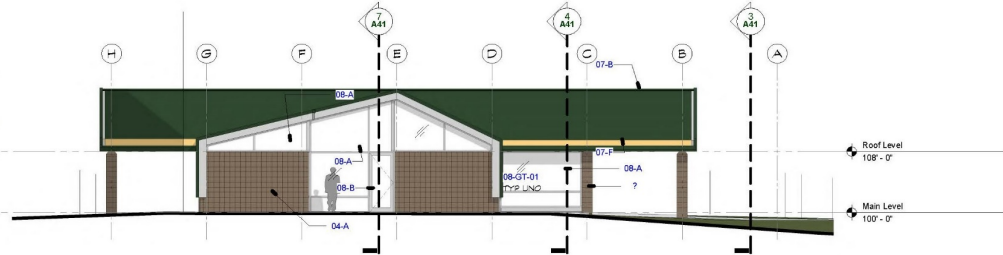








**4 EAST ELEVATION**  
A31 SCALE: 1/8" = 1'-0" REF: A11



**3 WEST ELEVATION**  
A31 SCALE: 1/8" = 1'-0" REF: A11



**2 SOUTH ELEVATION**  
A31 SCALE: 1/8" = 1'-0" REF: A11



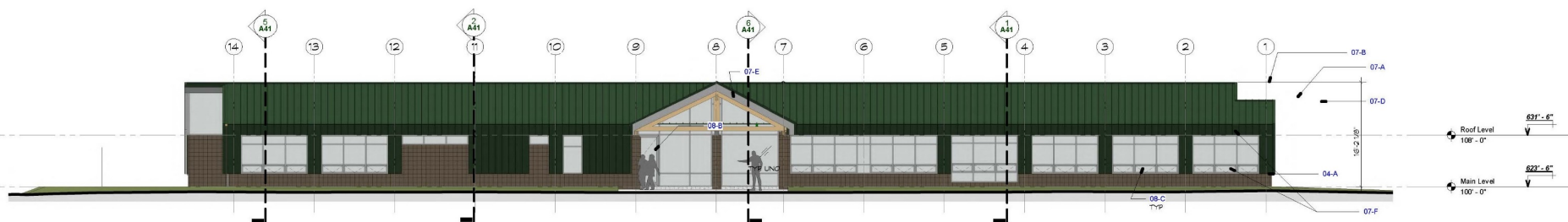
**PUBLIC ENTRY,  
VIEW FROM NORTHEAST**



**PUBLIC ENTRY,  
VIEW FROM NORTHWEST**



**PATIO & EMPLOYEE ENTRY,  
VIEW FROM SOUTHEAST**

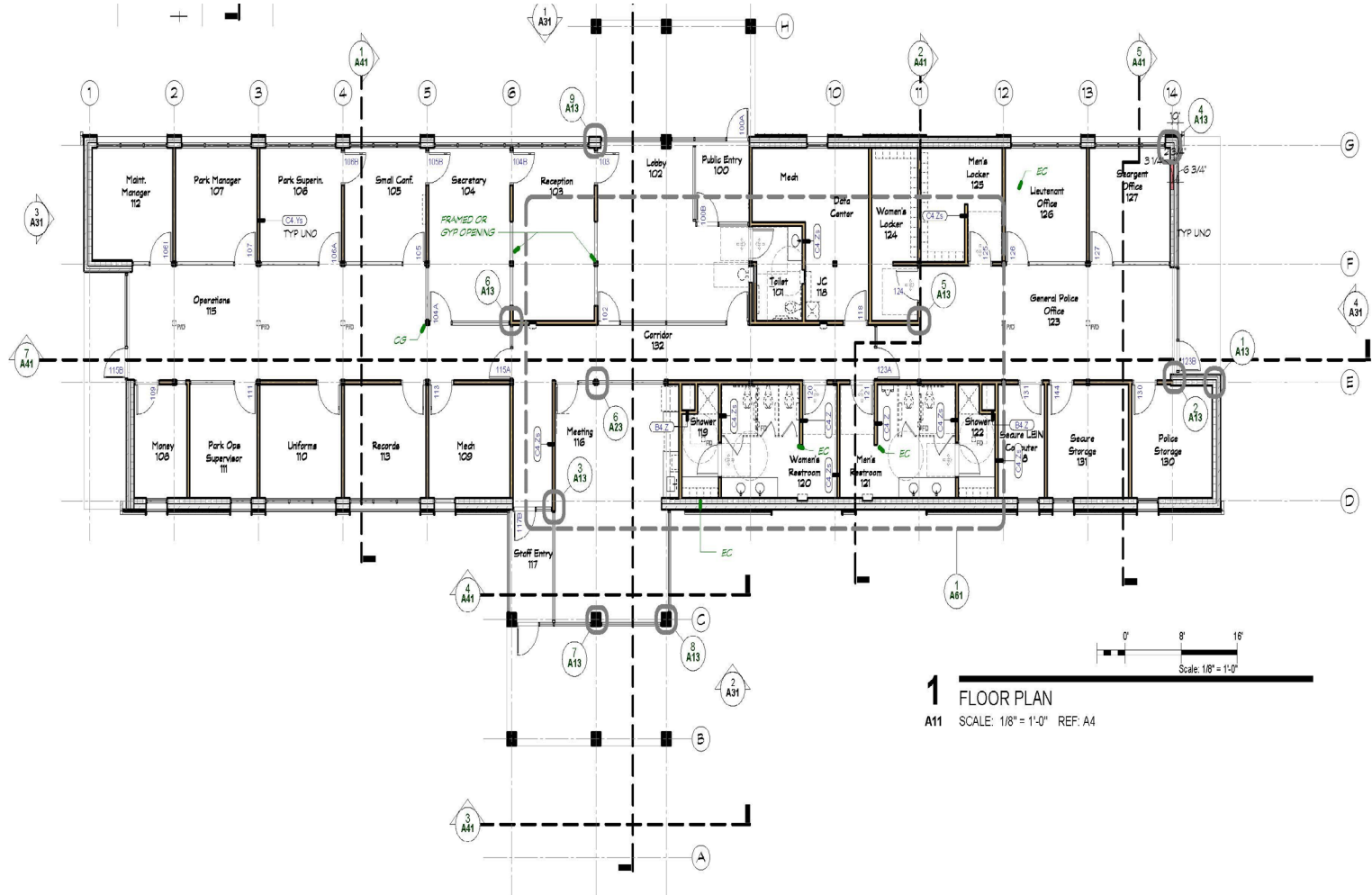


**1 NORTH ELEVATION**  
A31 SCALE: 1/8" = 1'-0" REF: A11



# FLOOR PLAN LEGEND

-  WOOD STUD PARTITION
-  WALL PARTITION TAG, SEE A21
-  DOOR & TAG, SEE A22
-  ROOM NAME  
101 ROOM, SEE A23
-  KEYED NOTE TAG,  
SEE LEGEND
-  TOP OF SLAB/  
CONCRETE ELEVATION



## 1 FLOOR PLAN

A11 SCALE: 1/8" = 1'-0" REF: A4





To: Board of Commissioners  
From: Mike Henkel, Chief of Engineering Services  
Project No: 513-20-145  
Project Title: Bids – Pasture Fence Replacement Phase II  
Project Type: Major Maintenance  
Location: Wolcott Mill Metropark  
Date: October 1, 2020

Quotes Received: August 25, 2020

**Action Requested: Motion to Approve**

That the Board of Commissioners award Contract No. 513-20-145 to the low responsive, responsible bidder, RMD Holdings, LTD d/b/a Nationwide Construction Group in the amount of \$23,792.20 as recommended by Chief of Engineering Services Mike Henkel and staff.

**Fiscal Impact:** The project was budgeted at \$30,000 and is under budget in the amount \$6,207.80.

**Scope of Work:** The project will include the removal and installation of approximately 1685 feet of woven wire pasture fence and gate installation.

**Background:** This is the second phase of replacing pasture fence at Wolcott Farm. This second phase of the project came in overbudget and the project scope was reduced to meet the current budgeted amount. A future project will be rebudgeted to finish the work. The existing pasture fence at the Wolcott Mill Farm is in poor condition and needs to be replaced. Park staff are having a hard time maintaining the integrity of the existing fencing due to the condition of the existing posts and fencing material. This project will remove and dispose of the existing fence and install new posts and fencing as requested by Park staff.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
Nationwide Construction Group* (Original bid \$79,514.00)	Richmond	\$23,792.20
Budget Amount for Contract Services		\$30,000.00
Work Order Amount		
• Contract Amount RMD Holdings, LTD d/b/a Nationwide Construction Group		\$23,792.20
• Contract Administration		<u>\$ 4,000.00</u>
○ Total Proposed Work Order Amount		\$27,792.20

*\*Only one bid was received.*

*The following contractors view the project but did not submit a bid; Michigan Fence Outlet, Macomb; Nationwide Construction Group; Chesterfield; L.J Construction, Clifford; JT Maurer Building, Plymouth; Superior Lawn Care, Ypsilanti; Motor City Fence, Rochester Hills; Future Fence Company; Warren.*

*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.*



**HURON-CLINTON METROPARKS MONTHLY STATISTICS**
**September, 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	51,063	43,578	43,775	17%	\$ 93,686	\$ 85,193	\$ 97,810	-4%
Wolcott Mill	4,019	5,712	6,267	-36%	\$ 4,419	\$ 12,077	\$ 6,990	-37%
Stony Creek	72,103	53,016	59,363	21%	\$ 144,386	\$ 119,817	\$ 138,411	4%
Indian Springs	12,385	9,768	9,890	25%	\$ 19,913	\$ 15,000	\$ 14,751	35%
Kensington	91,024	69,815	73,390	24%	\$ 205,297	\$ 129,753	\$ 141,487	45%
Huron Meadows	14,791	13,402	12,620	17%	\$ 3,753	\$ 14,411	\$ 14,649	-74%
Hudson Mills	30,428	21,096	21,690	40%	\$ 35,437	\$ 33,344	\$ 38,308	-7%
Lower Huron/Willow/Oakwoods	76,650	50,494	52,274	47%	\$ 78,105	\$ 73,904	\$ 70,375	11%
Lake Erie	21,953	18,236	19,675	12%	\$ 28,294	\$ 33,834	\$ 37,340	-24%
Monthly TOTALS	374,416	285,117	298,943	25%	\$ 613,290	\$ 517,333	\$ 560,121	9%

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	465,780	359,087	351,503	33%	\$ 1,854,135	\$ 1,457,542	\$ 1,427,494	30%
Wolcott Mill	21,713	25,998	40,695	-47%	\$ 15,714	\$ 79,650	\$ 56,692	-72%
Stony Creek	672,595	462,137	475,776	41%	\$ 2,895,529	\$ 2,132,636	\$ 2,150,539	35%
Indian Springs	93,552	73,359	74,452	26%	\$ 330,691	\$ 263,457	\$ 259,424	27%
Kensington	767,443	626,721	631,658	21%	\$ 2,978,284	\$ 2,330,767	\$ 2,371,911	26%
Huron Meadows	93,920	74,573	76,144	23%	\$ 32,714	\$ 70,539	\$ 65,343	-50%
Hudson Mills	236,865	160,549	163,239	45%	\$ 580,556	\$ 422,449	\$ 448,516	29%
Lower Huron/Willow/Oakwoods	484,121	423,888	444,510	9%	\$ 801,608	\$ 916,110	\$ 952,711	-16%
Lake Erie	194,370	161,264	160,218	21%	\$ 582,458	\$ 547,048	\$ 538,895	8%
Monthly TOTALS	3,030,359	2,367,576	2,418,195	25%	\$ 10,071,689	\$ 8,220,198	\$ 8,271,526	22%

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	\$ 128,280	\$ 116,952	\$ 126,701	1%	\$ 2,296,179	\$ 2,174,991	\$ 2,104,044	9%
Wolcott Mill	\$ 9,715	\$ 23,326	\$ 22,096	-56%	\$ 76,034	\$ 238,009	\$ 210,303	-64%
Stony Creek	\$ 360,208	\$ 266,884	\$ 295,252	22%	\$ 4,648,711	\$ 3,684,918	\$ 3,687,000	26%
Indian Springs	\$ 171,730	\$ 122,788	\$ 119,953	43%	\$ 1,145,488	\$ 1,010,443	\$ 1,010,962	13%
Kensington	\$ 462,032	\$ 334,061	\$ 329,646	40%	\$ 4,692,810	\$ 4,315,140	\$ 4,164,039	13%
Huron Meadows	\$ 163,900	\$ 123,293	\$ 118,974	38%	\$ 874,975	\$ 873,526	\$ 830,836	5%
Hudson Mills	\$ 194,959	\$ 123,113	\$ 119,817	63%	\$ 1,296,580	\$ 1,019,282	\$ 998,507	30%
Lower Huron/Willow/Oakwoods	\$ 244,643	\$ 207,991	\$ 207,524	18%	\$ 1,690,060	\$ 2,720,056	\$ 2,675,193	-37%
Lake Erie	\$ 190,628	\$ 160,280	\$ 166,489	14%	\$ 1,499,657	\$ 1,631,106	\$ 1,603,685	-6%
Y-T-D TOTALS	\$ 1,926,095	\$ 1,478,688	\$ 1,506,453	28%	\$ 18,220,494	\$ 17,667,471	\$ 17,284,569	5%

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	1,160,088	847,222	867,974	34%	7,020,924	6,097,918	6,001,348	17%
Western	1,191,780	935,202	945,492	26%	8,009,853	7,218,391	7,004,343	14%
Southern	678,491	585,152	604,728	12%	3,189,717	4,351,162	4,278,878	-25%



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	5,825	4,903	4,398	32%	\$ 156,379	\$ 127,164	\$ 130,285	20%
Indian Springs	4,976	3,691	3,458	44%	\$ 151,632	\$ 101,228	\$ 97,570	55%
Kensington	5,995	4,481	4,363	37%	\$ 174,960	\$ 137,109	\$ 132,889	32%
Huron Meadows	5,221	3,562	3,520	48%	\$ 159,547	\$ 108,882	\$ 104,325	53%
Hudson Mills	5,109	3,086	2,727	87%	\$ 120,817	\$ 69,648	\$ 64,743	87%
Willow	5,337	3,876	3,555	50%	\$ 151,574	\$ 108,810	\$ 98,490	54%
Lake Erie	4,798	3,914	3,438	40%	\$ 134,854	\$ 99,701	\$ 97,748	38%
Total Regulation	37,261	27,513	25,459	46%	\$ 1,049,763	\$ 752,542	\$ 726,049	45%
LSC Par 3	1,175	647	796	48%	\$ 8,780	\$ 5,052	\$ 5,098	72%
LSC Foot Golf	128	77	57	125%	\$ 986	\$ 562	\$ 390	153%
Total Golf	38,564	28,237	26,312	47%	\$ 1,059,529	\$ 758,156	\$ 731,538	45%

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	31,060	28,203	27,692	12%	\$ 966,302	\$ 866,051	\$ 880,134	10%
Indian Springs	25,696	22,575	22,588	14%	\$ 782,007	\$ 669,637	\$ 656,615	19%
Kensington	31,759	31,137	28,985	10%	\$ 962,007	\$ 956,189	\$ 886,979	8%
Huron Meadows	27,408	25,386	24,253	13%	\$ 814,020	\$ 779,146	\$ 742,784	10%
Hudson Mills	24,835	20,297	18,165	37%	\$ 596,257	\$ 481,520	\$ 434,510	37%
Willow	25,748	21,501	20,156	28%	\$ 744,697	\$ 624,600	\$ 582,207	28%
Lake Erie	26,107	23,718	22,345	17%	\$ 714,019	\$ 642,952	\$ 627,526	14%
Total Regulation	192,613	172,817	164,184	17%	\$ 5,579,308	\$ 5,020,095	\$ 4,810,756	16%
LSC Par 3	6,631	5,285	6,187	7%	\$ 53,540	\$ 41,448	\$ 39,654	35%
LSC Foot Golf	714	772	625	14%	\$ 5,526	\$ 5,032	\$ 4,119	34%
Total Golf	199,958	178,874	170,995	17%	\$ 5,638,374	\$ 5,066,575	\$ 4,854,528	16%

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	998	697	1,031	-3%	\$ 3,976	\$ 3,485	\$ 5,292	-25%
Stony Creek Rip Slide	0	332	636	-	\$ -	\$ 1,892	\$ 3,286	-
KMP Splash	1,511	485	902	68%	\$ 5,992	\$ 3,355	\$ 5,405	11%
Lower Huron	0	863	1,860	-	\$ -	\$ 12,076	\$ 22,084	-
Willow	559	247	470	19%	\$ 2,660	\$ 2,318	\$ 3,939	-32%
Lake Erie	0	331	654	-	\$ -	\$ 5,485	\$ 7,870	-
TOTALS	3,068	2,955	5,552	-45%	\$ 12,628	\$ 28,611	\$ 47,876	-74%

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	12,552	44,386	44,207	-72%	\$ 50,433	\$ 221,464	\$ 220,048	-77%
Stony Creek Rip Slide	0	22,771	25,582	-	\$ -	\$ 119,246	\$ 130,296	-
KMP Splash	37,538	39,035	40,660	-8%	\$ 153,757	\$ 276,482	\$ 256,453	-40%
Lower Huron	0	82,566	85,762	-	\$ -	\$ 946,701	\$ 905,010	-
Willow	9,732	19,475	18,973	-49%	\$ 43,545	\$ 90,681	\$ 91,183	-52%
Lake Erie	0	31,672	31,307	-	\$ 75	\$ 259,693	\$ 251,241	-100%
TOTALS	59,822	239,905	246,491	-76%	\$ 247,810	\$ 1,914,266	\$ 1,854,231	-87%



## HURON-CLINTON METROPARKS MONTHLY STATISTICS

September, 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	2	4	3	-25%	\$ 3,125	\$ 7,200	\$ 3,600	-13%
Shelters	10	5	4	173%	\$ 3,150	\$ 2,475	\$ 1,412	123%
Boat Launches	505	536	533	-5%	\$ -	\$ -	\$ -	-
Marina	294	415	486	-39%	\$ 2,535	\$ 2,029	\$ 4,127	-39%
Mini-Golf	1,240	657	818	52%	\$ 5,680	\$ 2,358	\$ 3,134	81%
<b>Wolcott</b>								
Activity Center	1	10	9	-88%	\$ 500	\$ 2,500	\$ 2,033	-75%
<b>Stony Creek</b>								
Disc Golf Daily	2,490	1,069	1,336	86%	\$ 8,230	\$ 3,495	\$ 4,104	101%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ 18	-
Total Disc Golf	2,490	1,069	1,336	86%	\$ 8,230	\$ 3,495	\$ 4,122	100%
Shelters	24	17	9	157%	\$ 5,438	\$ 4,025	\$ 2,167	151%
Boat Rental	2,432	892	888	174%	\$ 24,447	\$ 9,995	\$ 9,514	157%
Boat Launches	219	134	92	137%	\$ -	\$ -	\$ -	-
<b>Indian Springs</b>								
Shelters	1	3	1	0%	\$ 100	\$ 600	\$ 200	-50%
Event Room	0	2	3	-	\$ -	\$ 4,400	\$ 5,500	-
<b>Kensington</b>								
Disc Golf Daily	3,517	1,500	1,815	94%	\$ 10,551	\$ 4,500	\$ 5,446	94%
Disc Golf Annual	0	2	1	-	\$ -	\$ 120	\$ 40	-
Total Disc Golf	3,517	1,502	1,816	94%	\$ 10,551	\$ 4,620	\$ 5,486	92%
Shelters	46	34	15	214%	\$ 8,775	\$ 7,650	\$ 3,483	152%
Boat Rental	2,309	967	1,246	85%	\$ 29,777	\$ 14,347	\$ 16,673	79%
<b>Huron Meadows</b>								
Shelters	4	0	0	-	\$ 600	\$ -	\$ -	-
<b>Hudson Mills</b>								
Disc Golf Daily	821	659	681	21%	\$ 2,463	\$ 1,977	\$ 2,043	21%
Disc Golf Annual	0	1	0	-	\$ -	\$ 60	\$ 20	-
Total Disc Golf	821	660	681	20%	\$ 2,463	\$ 2,037	\$ 2,063	19%
Shelters	11	1	3	313%	\$ 1,700	\$ 200	\$ 533	219%
Canoe Rental	1,542	653	763	102%	\$ 32,916	\$ 14,797	\$ 11,166	195%
<b>Lower Huron / Willow / Oakwoods</b>								
Disc Golf Daily	453	127	186	143%	\$ 1,359	\$ 381	\$ 559	143%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	453	127	186	143%	\$ 1,359	\$ 381	\$ 559	143%
Shelters	13	11	5	179%	\$ 2,700	\$ 2,350	\$ 983	175%
<b>Lake Erie</b>								
Shelters	1	1	1	0%	\$ 200	\$ 200	\$ 267	-25%
Boat Launches	1,460	1,016	1,266	15%	\$ -	\$ -	\$ -	-
Marina	0	0	117	-	\$ 26,911	\$ 16,317	\$ 17,168	57%



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	18	50	46	-61%	\$ 25,325	\$ 43,525	\$ 37,100	-32%
Shelters	297	309	244	22%	\$ 67,569	\$ 81,530	\$ 64,815	4%
Boat Launches	9,696	3,712	4,345	123%	\$ -	\$ -	\$ -	-
Marina	1,626	1,866	2,349	-31%	\$ 16,756	\$ 16,467	\$ 21,578	-22%
Mini-Golf	7,433	9,403	9,084	-18%	\$ 32,762	\$ 34,314	\$ 32,771	0%
<b>Wolcott</b>								
Activity Center	23	41	64	-64%	\$ 6,500	\$ 21,980	\$ 16,590	-61%
<b>Stony Creek</b>								
Disc Golf Daily	14,247	10,281	11,471	24%	\$ 47,598	\$ 34,793	\$ 37,212	28%
Disc Annual	43	104	110	-61%	\$ 2,560	\$ 5,860	\$ 6,037	-58%
Total Disc Golf	14,290	10,385	11,581	23%	\$ 50,158	\$ 40,653	\$ 43,249	16%
Shelters	369	395	349	6%	\$ 82,789	\$ 89,050	\$ 78,625	5%
Boat Rental	31,638	16,790	15,796	100%	\$ 304,890	\$ 177,737	\$ 166,330	83%
Boat Launches	1,057	849	799	32%	\$ -	\$ -	\$ -	-
<b>Indian Springs</b>								
Shelters	50	71	43	15%	\$ 5,976	\$ 9,975	\$ 7,092	-16%
Event Room	12	25	37	-68%	\$ 22,000	\$ 45,900	\$ 62,267	-65%
<b>Kensington</b>								
Disc Golf Daily	23,386	15,899	17,518	33%	\$ 76,790	\$ 52,104	\$ 55,233	39%
Disc Annual	179	175	160	12%	\$ 10,005	\$ 10,200	\$ 8,892	13%
Total Disc Golf	23,565	16,074	17,678	33%	\$ 86,795	\$ 62,304	\$ 64,125	35%
Shelters	490	489	413	19%	\$ 100,426	\$ 109,813	\$ 96,304	4%
Boat Rental	23,926	16,925	16,688	43%	\$ 275,944	\$ 232,366	\$ 220,085	25%
<b>Huron Meadows</b>								
Shelters	36	25	24	52%	\$ 5,850	\$ 5,000	\$ 4,733	24%
<b>Hudson Mills</b>								
Disc Golf Daily	7,014	5,572	6,389	10%	\$ 21,042	\$ 16,716	\$ 19,167	10%
Disc Annual	167	131	149	12%	\$ 9,820	\$ 7,660	\$ 8,225	19%
Total Disc Golf	7,181	5,703	6,538	10%	\$ 30,862	\$ 24,376	\$ 27,392	13%
Shelters	70	72	91	-23%	\$ 11,000	\$ 14,400	\$ 18,800	-41%
Canoe Rental	11,437	8,173	6,997	63%	\$ 63,826	\$ 37,071	\$ 33,820	89%
<b>Lower Huron / Willow / Oakwoods</b>								
Disc Golf Daily	1,601	942	1,259	27%	\$ 4,803	\$ 2,826	\$ 3,781	27%
Disc Annual	6	7	12	-50%	\$ 340	\$ 420	\$ 652	-48%
Total Disc Golf	1,607	949	1,271	26%	\$ 5,143	\$ 3,246	\$ 4,433	16%
Shelters	215	269	260	-17%	\$ 43,975	\$ 58,450	\$ 56,683	-22%
<b>Lake Erie</b>								
Shelters	50	75	64	-22%	\$ 10,550	\$ 16,400	\$ 14,267	-26%
Boat Launches	15,852	14,500	14,135	12%	\$ -	\$ -	\$ -	-
Marina	0	0	784	-	\$ 194,024	\$ 149,884	\$ 152,518	27%



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	13,850	15,621	14,629	-5%	124,480	149,580	138,246	-10%
Wolcott Mill	3,945	4,911	3,872	2%	13,683	17,235	19,771	-31%
Wolcott Farm	5,924	12,808	11,969	-51%	21,028	50,896	56,713	-63%
Stony Creek	18,252	18,404	18,365	-1%	144,128	148,384	145,492	-1%
Eastern Mobile Center	0	159	714	-	1,072	7,445	8,633	-88%
Indian Springs	0	8,228	5,378	-	39,414	60,280	53,623	-26%
Kens NC	39,579	25,232	28,651	38%	311,795	223,087	248,531	25%
Kens Farm	0	18,892	11,990	-	112,696	203,772	175,846	-36%
Western Mobile Center	42	1,435	1,193	-96%	1,996	9,076	6,531	-69%
Hudson Mills	3,500	3,607	3,720	-6%	26,811	32,291	29,983	-11%
Oakwoods	15,884	15,604	15,496	3%	132,041	117,502	121,307	9%
Lake Erie	16,765	17,022	16,227	3%	150,339	121,482	131,612	14%
Southern Mobile Center	72	86	2,613	-97%	1,982	10,822	9,744	-80%
Totals	117,813	142,009	134,818	-13%	1,081,465	1,151,852	1,146,032	-6%

PARK	Monthly Revenue				YTD Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	\$ -	\$ 2,653	\$ 1,750	-	\$ 6,237	\$ 23,584	\$ 23,290	-73%
Wolcott Mill	\$ -	\$ 360	\$ 1,135	-	\$ 845	\$ 4,383	\$ 10,572	-92%
Wolcott Farm	\$ 617	\$ 2,285	\$ 3,167	-81%	\$ 3,061	\$ 60,278	\$ 54,668	-94%
Wagon Rides	\$ -	\$ -	\$ 489	-	\$ -	\$ -	\$ 6,634	-
Livestock/Produce	\$ 2,427	\$ 975	\$ 1,701	43%	\$ 27,643	\$ 42,307	\$ 31,237	-12%
FARM TOTAL	\$ 3,044	\$ 3,260	\$ 5,357	-43%	\$ 30,704	\$ 102,585	\$ 92,539	-67%
Stony Creek	\$ 21	\$ 1,957	\$ 2,188	-99%	\$ 3,702	\$ 16,587	\$ 19,281	-81%
Eastern Mobile Center	\$ -	\$ 675	\$ 700	-	\$ 3,013	\$ 9,763	\$ 9,277	-68%
Indian Springs	\$ 85	\$ 1,560	\$ 1,924	-96%	\$ 4,813	\$ 20,397	\$ 24,366	-80%
Kens NC	\$ 326	\$ 2,268	\$ 1,996	-84%	\$ 4,326	\$ 28,484	\$ 25,255	-83%
Kens Farm	\$ 3,741	\$ 3,545	\$ 2,034	84%	\$ 18,164	\$ 49,834	\$ 44,863	-60%
Wagon Rides	\$ 1,150	\$ 3,249	\$ 4,981	-77%	\$ 4,601	\$ 15,541	\$ 23,578	-80%
Livestock/Produce	\$ 1,442	\$ 1,397	\$ 750	92%	\$ 5,257	\$ 4,152	\$ 4,560	15%
FARM TOTAL	\$ 6,333	\$ 8,191	\$ 7,765	-18%	\$ 28,022	\$ 69,527	\$ 73,001	-62%
Western Mobile Center	\$ -	\$ 2,000	\$ 908	-	\$ 4,050	\$ 18,906	\$ 14,918	-73%
Hudson Mills	\$ 650	\$ 551	\$ 964	-33%	\$ 2,212	\$ 11,031	\$ 11,344	-81%
Oakwoods	\$ 75	\$ 1,387	\$ 2,036	-96%	\$ 1,838	\$ 17,295	\$ 16,663	-89%
Lake Erie	\$ 369	\$ 4,157	\$ 4,465	-92%	\$ 1,537	\$ 11,382	\$ 13,735	-89%
Southern Mobile Center	\$ -	\$ 1,200	\$ 1,433	-	\$ 6,045	\$ 11,338	\$ 11,699	-48%
Totals	\$ 10,903	\$ 30,219	\$ 32,622	-67%	\$ 97,344	\$ 345,262	\$ 345,940	-72%



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	-	-	78	2,021	-	-	-	-
Wolcott Mill	-	-	-	-	-	-	-	-
Wolcott Farm	7	92	12	727	-	-	104	-
Stony Creek	1	2	22	504	-	-	-	-
Eastern Mobile Center					-	-	9	159
Indian Springs	-	-	29	1,376	-	-	-	-
Kens NC	-	-	8	163	-	-	-	-
Kens Farm	-	-	50	550	-	-	4	60
Western Mobile Center					3	42	5	1,435
Hudson Mills	-	-	5	107	-	-	-	-
Oakwoods	12	592	34	628	4	72	1	36
Lake Erie	17	477	28	1,092	-	-	-	-
Southern Mobile Center					4	72	6	86
Totals	37	1,163	266	7,168	11	186	129	1,776

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	13,850	13,600
Wolcott Mill	3,945	4,911
Wolcott Farm	5,832	12,081
Stony Creek	18,250	17,900
Indian Springs	-	6,852
Kens NC	39,579	25,069
Kens Farm	-	18,282
Hudson Mills	3,500	3,500
Oakwoods	15,220	14,940
Lake Erie	16,288	15,930
Totals	116,464	133,065

"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.