

Agenda
Huron-Clinton Metropolitan Authority
Board of Commissioners
November 12, 2020 – 1:00 p.m.

<https://global.gotomeeting.com/join/480403669>

Phone: +1 (872) 240-3212 / Access Code: 480-403-669

1. Call to Order
2. Approval – Resolution Establishing Rules for Remote Meetings **pg. 1**
3. Chairman’s Statement
4. Public Participation
5. Approval – October 8, 2020 Regular Meeting Minutes
6. Approval – November 12, 2020 Full Agenda

Consent Agenda

7. Approval – November 12, 2020 Consent Agenda
 - a. Approval – October Financial Statements
 - b. Approval – October Appropriation Adjustments **pg. 3**
 - c. Report – October Planning and Development Update **pg. 5**
 - d. Approval – Splash Pad Programming/Hardware Updates, Kensington/Indian Springs **pg. 21**
 - e. Report – Gas Service Line Installation, Willow Metropark **pg. 28**
 - f. Approval – Motor City Canoe Rental Services Agreement Renewal, Oakwoods **pg. 29**
 - g. Approval – Employee Recognition Dinner Subsidy **pg. 43**
 - h. Report – Purchases over \$10,000 **pg. 44**
 - i. Purchases
 1. Data Servers **pg. 45**
 2. SAN Storage Area Network (SAN) Storage **pg. 46**
 3. Upfitting Police Vehicles **pg. 47**

Regular Agenda

8. Detroit Riverfront Conservancy Partnership Presentation **pg. 48**
 - A. Approval – Detroit Riverfront Conservancy Partnership Agreement
9. Preliminary 2021 Budget **pg. 49**
10. Reports
 - A. **Financial Department**
 1. Report – October General Fund Financial Review **pg. 69**
 2. Report – October Capital Project Fund **pg. 71**
 - B. **Administrative Department**
 1. Approval – Health Insurance Program(s) **pg. 73**
 2. Approval – Use of Blue Cross Blue Shield Rate Stabilization Surplus **pg. 75**
 3. Approval – GolfNow G1 Agreement and Hardware **pg. 76**
 4. Report – 2020 Visitor Data Analysis/RecTrac Presentation **pg. 88**
 5. Report – October Marketing Update **pg. 102**
 6. Report – DEI Monthly Report **pg. 109**
 7. Approval – ADA Grievance Procedure **pg. 120**

10. Reports

C. Planning Department

1. Report – 2020-2023 Rouge Park Partnership Update **pg. 122**

11. Closed Session – for the purpose of consulting with attorneys to consider material exempt from discussion or disclosure by State law pursuant to Section 8 (h) of the Open Meetings Act.

12. Other Business

13. Staff Leadership Update

14. Commissioner Comments

15. Motion to Adjourn

Pension Committee and Retiree Health Care Trust meeting

Thursday, Nov. 12, 2020 – 2:30pm

Lake St. Clair – TWAC and Remote Access Meeting

The next regular Metroparks Board meeting will take place

Thursday, Dec. 10, 2020 – 1:00 p.m.

Indian Springs Metropark – EDC

**HURON-CLINTON METROPOLITAN AUTHORITY
BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING RULES FOR REMOTE ATTENDANCE BY BOARD MEMBERS AND
MEMBERS OF THE PUBLIC AT REMOTE MEETINGS PURSUANT TO THE OPEN MEETINGS ACT**

Resolution No. 2020-18

Motion by: _____

Supported by: _____

WHEREAS, on October 16, 2020, Governor Whitmer signed into law Act 228, Public Acts of Michigan, 2020, which amends the Open Meetings Act (the "OMA") with immediate effect; and

WHEREAS, Act 228 amends the OMA to allow public bodies to conduct electronic "virtual" meetings with remote participation for any reason through December 31, 2020, and anytime during 2021 under specific circumstances; and

WHEREAS, under Act 228, public bodies are required to establish certain procedures to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person; and

WHEREAS, the Board of Commissioners desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Board of Commissioners held remotely by telephone or other electronic means as required by Act 228.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners immediately authorizes its members and members of the public to attend remote meetings of the Board of Commissioners by telephone or other electronic means and establishes rules as follows:

1. NOTICE OF MEETINGS:

- A. For every meeting to be held remotely pursuant to this Resolution, the Board's Recording Secretary shall post on the homepage of Authority's website in a conspicuous location and at the Administrative Office, 13000 High Ridge Drive, Brighton, MI 48114, the following:
 - a. Notice of the meeting posted at least 18 hours before the meeting begins.
 - b. An explanation of why the Board is meeting remotely.
 - c. Information on how members of the public may contact members of the Board to provide input or ask questions on any business that will come before the Board at the meeting.
 - d. The dial-in conference number or other necessary information for members of the public to utilize in order to access the meeting remotely.
 - e. The agenda for the meeting at least two hours prior to the meeting.
 - f. Procedures by which persons with disabilities may participate in the meeting.

2. CONDUCT OF THE MEETING:

- A. The telephone or other electronic technology being utilized shall, at a minimum, (i) allow the members of the Board to hear and be heard by other members of the Board, and (ii) assure that general public participants can hear members of the Board and can be heard by members of the Board and other participants during a public comment period. The Board may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the Board and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting.
- B. Members of the Board attending remotely shall be considered present and in attendance at the meeting and may participate in the meeting as if physically present.
- C. Each member of the Board attending the meeting remotely must publicly announce at the outset of the meeting that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify

specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely. The member's announcement shall be included in the meeting minutes.

- D. For closed sessions conducted under this policy, each Board member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session.

3. ATTENDANCE BY MEMBERS OF THE PUBLIC:

- A. Immediately after calling the meeting to order, the Board Chairperson or other designated facilitator shall ensure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working or cannot be reestablished, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
- B. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Board on public comment. Such opportunity shall be given by the Chairperson or designated facilitator soliciting public comments at the appropriate point in the agenda. Members of the public breaching the peace or interfering with the ability of the Board to conduct the meeting may be removed from the meeting.
- C. If any member of the public is attending, and a closed session is called by the Board as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Board to utilize for a closed session that is not available to the public. The Board shall resume the public meeting following the closed session to adjourn the meeting or take other action as necessary.
4. This Resolution is intended to establish rules for and authorize participation by remote access by members of the Board and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for Board members and members of the public, including members of the press and other news media.
5. In the event of a conflict between this Resolution and the Rules of the Board the terms of this Resolution shall control.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution by and the same hereby are rescinded.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Shawn Athayde
Recording Secretary

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of the Huron-Clinton Metropolitan Authority, at a regular meeting held on the 12th day of November, 2020 and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act No 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Shawn Athayde
Recording Secretary



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – October Appropriation Adjustments
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the October 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 October, \$283,153 was transferred between general fund operation accounts and \$90,342 was transferred between general fund engineering wage accounts and capital project wage accounts. Tax adjustments resulted in a \$11,287 net increase in fund balance.

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

Attachment: October Appropriation Adjustments

Huron-Clinton Metropolitan Authority

October 2020 Appropriation Transfer Summary

Expense Accounts	Location	Expense Increase/ Revenue Decrease	Expense Decrease/ Revenue Increase	Difference
Funding for Capital Project Fund	Funding To/From General Fund	\$ 88,231	\$ 2,113	\$ 86,118
	Total	\$ 88,231	\$ 2,113	\$ 86,118
Capital	Administrative Engineering	\$ -	\$ 88,231	\$ (88,231)
	Total	\$ -	\$ 88,231	\$ (88,231)
Major Maintenance	Administrative Engineering			-
	Lake St. Clair	\$ -	\$ 52,030	\$ (52,030)
	Kensington	2,030	-	2,030
	Lower Huron	22,309	-	22,309
	Hudson Mills		15,109	(15,109)
	Stony Creek	20,741	22,343	(1,602)
	Lake Erie	-	-	-
	Wolcott Mill	7,901	-	7,901
	Indian Springs	56,410	500	55,910
	Total	\$ 109,391	\$ 89,982	\$ 19,409
Operations	Administrative Office	\$ 6,000	\$ 27,291	\$ (21,291)
	Lake St. Clair	20,810	9,261	11,549
	Kensington	20,049	19,500	549
	Lower Huron	3,599	2,700	899
	Hudson Mills	25,724	25,175	549
	Stony Creek	549	-	549
	Lake Erie	900	11,000	(10,100)
	Wolcott	2,900	2,900	-
	Indian Springs	5,000	5,000	-
	Huron Meadows	-	-	-
	Total	\$ 85,531	\$ 102,827	\$ (17,296)
Total General Fund Transfers		\$ 283,153	\$ 283,153	\$ -
Capital Project Fund	Funding To/From General Fund	\$ 2,111	\$ 88,231	\$ (86,120)
	Lake St. Clair	199	-	199
	Kensington	17,195	-	17,195
	Lower Huron/Willow/Oakwoods	14,716	-	14,716
	Hudson Mills	6,500	-	6,500
	Stony Creek	49,247	-	49,247
	Lake Erie	374	-	374
	Wolcott	-	2,111	(2,111)
	Total	\$ 90,342	\$ 90,342	\$ -
Tax Adjustment	Current	\$ 147	\$ -	\$ 147
	Prior	-	11,434	(11,434)
	Total	\$ 147	\$ 11,434	\$ (11,287)



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Report – Monthly Planning and Development Update
Date: November 5, 2020

Action Requested: Motion to Receive and file

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

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

Attachment: Planning and Development Monthly Update

PLANNING AND DEVELOPMENT MONTHLY REPORT

November 2020






Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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

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OTHER DEPARTMENT INPUT KEY	
	Natural Resources and Regulatory Compliance
	Planning and Development
	Diversity, Equity and Inclusion
	Interpretive Services and Community Outreach
	Engineering

SYSTEM-WIDE

Restoration – Linear feet or acreage of project impact for shoreline protected or restored, wetlands protected or restored, floodplain protected or mitigated

Invasive Species Management – Linear feet or acreage of project impact treating invasive species

Habitat and Wildlife Protected – Linear feet or acreage of project impact for fish habitat, fish barriers removed or bypassed, species moved or avoided

Partnerships – Outside agency funding sources (total cost/sharing percentage)

Volunteers – Total number of volunteers/workdays

Grant/Foundation Funding – Total funding/match

Visitor Counts – Total number of visitors weekend/weekday











Best practices education – Project emphasizes educational and interpretational opportunities

Estimated cost – Total estimated or actual cost of project

Accessibility – Determine if facility or programs designed for accessibility (A) or if barriers (B) exist based on ADA checklist

Staff time – Total number of staff hours estimated

Administrative





	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 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	Awarded SEMCOG grant funding received with Harrison Township
	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	November 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..
	David Kirbach Memorial Site	Plan		5 months	Staff time	Conceptual design underway.

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 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 for 2020 compiled into report including pedestrian and bicycle weekly reports generated. In addition, parking lot counts completed in October will be included in report.

Grants/Fundraising




	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 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		Nov..	Staff time	Determining grant opportunities within new free programming paradigm
	2020 DNR Recreation grant applications	Documentation	Various	Nov./Dec.	Staff time	Awaiting final funding decisions; LWCF in Nov. and TF in Dec.
	Mobile Learning Center PNC Early Education Grant	Reporting		Nov.	Staff time	Report submitted; Anticipate invite to apply in Nov.
	EGLE Recycling Bin Grant	Plan	Various	May 2021	Staff time	EGLE Grant awarded for recycling bins system-wide

SYSTEM-WIDE

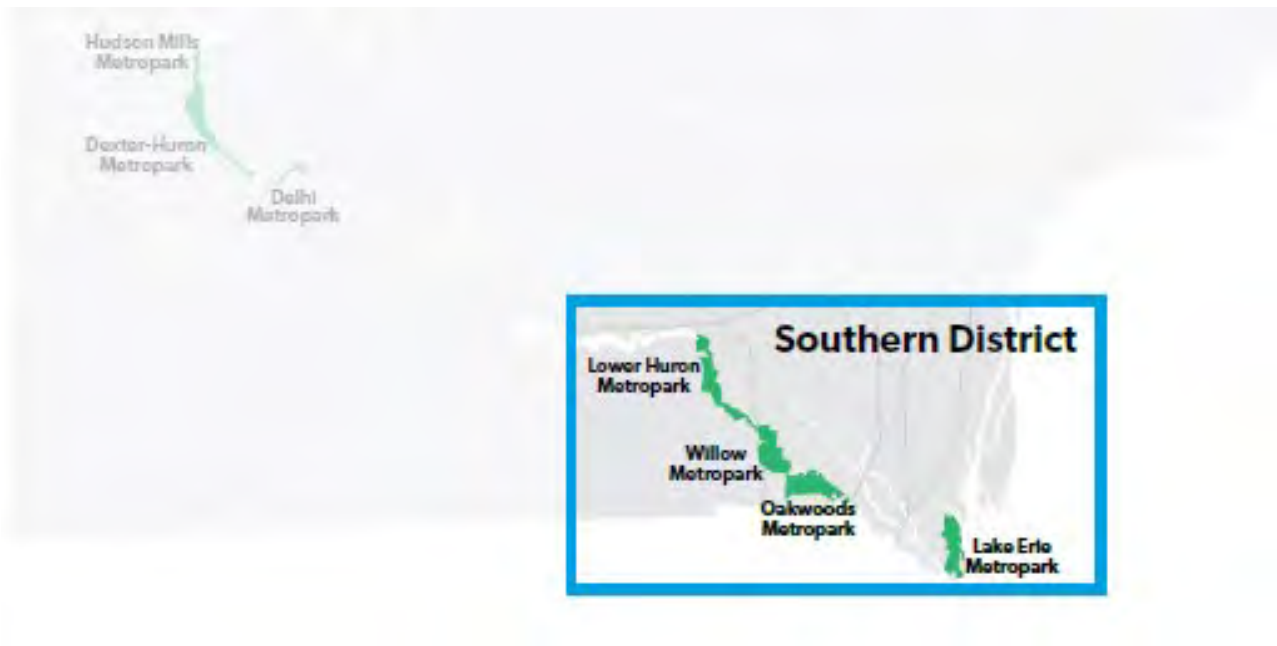
Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
	Sustainability Plan projects coordination	Various		Ongoing	Various	Reset of Environmental Council (Brighton Chamber of Commerce) for potential partnership opportunities with HCMA Sustainability Plan action items

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
	2021 Recreation Programming	Various		On going	Staff time	Planning underway
	DIA's Inside/Out program	Various		On going	Staff time	Removal of exhibits at end of October located at Indian Springs, Lake St. Clair, and Oakwoods
	Virtual races with Epic Races	Various	Mkting	On going	Staff time	Administrative tasks
	ADA Programming Evaluation	Various		On going	Staff time	Contracted with Detroit Disability Power to draft an evaluation form for staff and facilitate workshops about the development of this evaluation tool for programming accessibility

SOUTHERN DISTRICT







SOUTHERN DISTRICT

Grants/Fundraising


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 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, awaiting response
Willow	SE Michigan Resilience Fund	Plan	Eng./NR	Nov	Staff	Determining viability of grant submission for river restoration at sites affecting trails

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
LOWER HURON	2018 LWCF - LH N. Fishing Site Grant Project	Large Facilities		Ongoing	Staff time	Design finalized; plans, EGLE permit received; RFP in development; 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

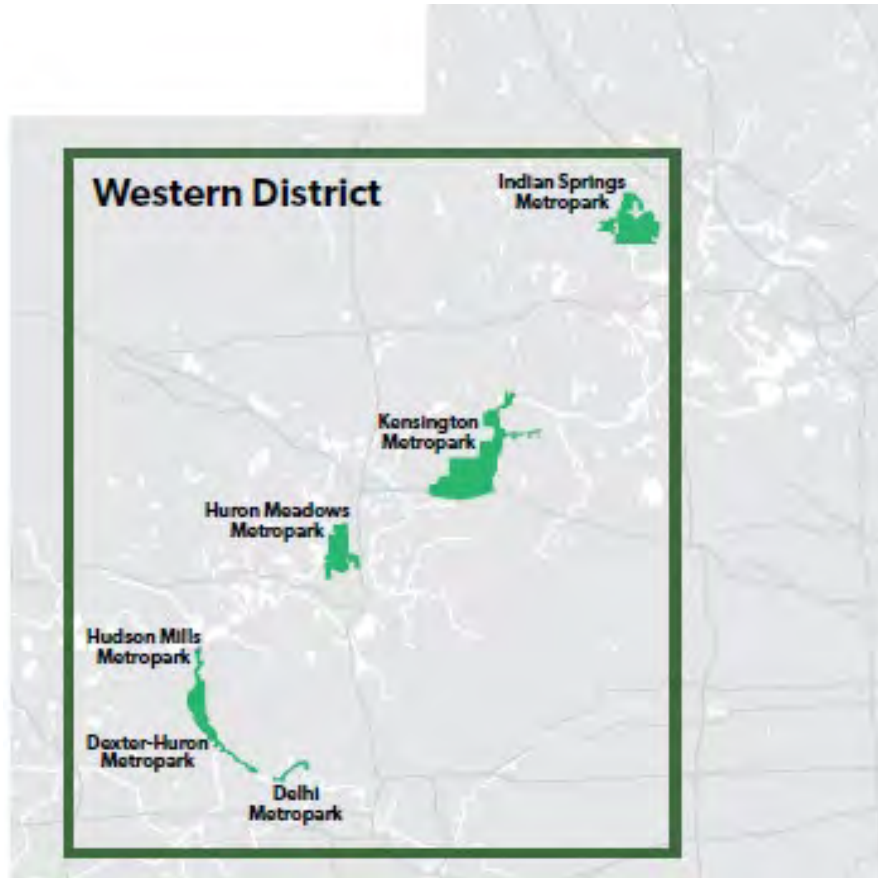
Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
LAKE ERIE	Lake Erie Marina Facility Concept Plan	Master Plan		July	Staff time	Final Draft Conceptual Plan completed. Stakeholder Input summary report in progress
	Lake Erie Nature Trails/Hike-Bike Trails Concept Plan	Large Facilities	Various	December	Staff time	Draft Conceptual Plan in progress, grant pursuit in progress

HCMA Studies/Initiatives

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





WESTERN DISTRICT



Hudson Mills Metropark

WESTERN DISTRICT



Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
DELHI	Border-to-Border trail design and construction	Large Facilities		Ongoing	Estimated Cost	Construction underway. Bench locations determined.
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.

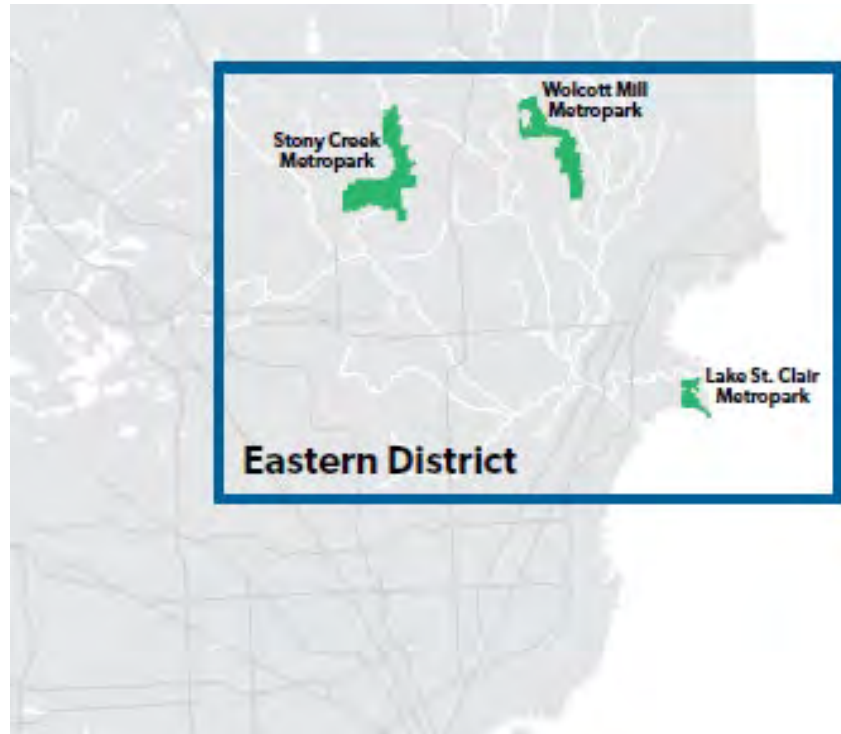
Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 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

Project Implementation/Oversight




	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
KEN	Maple Beach Playground	Large Facilities		6 months	Staff time	Construction will be on hold shortly until spring for the Poured-in-place Rubber Surfacing. All other work completed in November 2020
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	November 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	Schmidt Property Acquisition	Land Acquisition		Summer 2020	Offer in negotiations	Phase 1 ESA completed, beginning Phase 2 ESA and appraisal at start of 90-day due diligence period
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	November 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
	Pilot Transit Planning for Access to LSC	Large Facilities		2021 Completion	Staff Time	Awarded SEMCOG Planning Assistance Program funding for Transportation Equity Grant

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	November 2020 Actions
LSC	LSC Nature Center-DNR Grant Admin	Large Facilities		Nov./Dec.	Staff time	Interpretive Services overseeing implementation; project completion- final invoicing and reporting due by year-end
SCr	Shelden Trails Redevelopment	Large Facilities		Ongoing	Staff time	Contractor back onsite to continue working on Loops A&B
	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	November 2020 Actions
LSC	None at this time					

Facility Concept Planning

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

WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	Trail Counts/Parking Lot Counts Final Summary Report	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
	MCMP grant application with CRWC for LSC accessible launch	Staff time
WESTERN DISTRICT	Maple Beach Playground Redevelopment construction	Capital Project
	Accessible Programming Evaluations	Staff time
SOUTHERN DISTRICT	Accessible Programming Evaluations	Staff time
	Lower Huron Signature Playground Conceptual Plan	Capital Project
	MCMP grant application for LER nature trails/shoreline	Staff time

DETROIT INSTITUTE OF ARTS





To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 700-20-023
Project: Approval – Splash Pad Programming and Hardware Updates
Project Type: Major Maintenance
Date: November 5, 2020

Proposal Received: September 24, 2020

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve the proposal from DLZ dated September 24, 2020 in the amount of \$22,100 for Kensington and \$21,900 for Indian Springs; and (2) transfer \$21,900 from the Major Maintenance unallocated account from Kensington to Indian Springs as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: This project was to be budgeted next year; however, funding is available in the Major Maintenance unallocated account to fund the work this year.

Scope of work: The work includes upgrading the software and hardware for the splash pads at Kensington and Indian Springs.

Background: In the past few years park staff has had issues with the existing controls at each of the splash pads at Kensington and Indian Springs. This has led to park in some instances having to operate the facilities manually instead of using the automated system to turn on valves and pumps.

Engineering staff has assisted with the repairs and previously, at Kensington, has had to install a used controller that was still compatible with the control system. It has also been a challenge to find responsive, qualified services to assist with the repairs.

This past year, DLZ assisted in getting the system up and running for the season and provided recommendations that could be implemented to resolve many of the issue. Staff requested a proposal from DLZ to implement those recommendations.

The work would upgrade the control system and hardware components which would allow the full functioning of the facilities. Starting the work early will allow time to complete the installation before next season.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
DLZ	Waterford	
	➤ Kensington	\$22,100.00
	➤ Indian Springs	\$21,900.00
Budget Amount for Contract Services		\$ 0.00
- Work Order Amount		
- Contract Amount- DLZ		\$44,000.00
- Contract Administration		<u>\$ 2,000.00</u>
- Total Proposed Work Order Amount		\$46,000.00



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

September 24, 2020

Jim Soraghan, Supervising Field Engineer
Huron Clinton Metroparks
13000 High Ridge Drive
Brighton, MI 48114

Dear Mr. Soraghan:

Re: Proposal to Update Indian Springs Splash Pad and Kensington Park Squirt Zone Opto22 Equipment and Programming

Dear Mr. Soraghan:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to the Huron Clinton Metroparks (HCMA) to replace the existing Opto22 Supervisory Control and Data Acquisition (SCADA) equipment and associated programming at the Indian Springs Splash Pad and Kensington Squirt Zone sites. The existing Opto22 equipment at these sites has performed excellently since the early 2000's when they were installed. However, the hardware and programming equipment are showing their age and are becoming increasingly hard to support. As a result, the HCMA has requested DLZ provide them with a proposal to update the Opto22 hardware and software at the sites as well as to incorporate a mobile graphical viewing capability. The requirement of a mobile viewing capability drives the specification of the proposed Opto22 EPIC PR1 RTU. Among Opto22's industry leading lifetime guarantee for their I/O modules, they also guarantee their state-of-the-art EPIC PR1's quad-core processor for life.

The EPIC RTU PR1 has a built-in web server and graphics development capability that not only provides a mobile viewing capability but also a local HMI graphic display capability, as well, without the additional purchase of software or hardware to complete the installation. Local HMI viewing capability will be provided through the EPIC RTU PR1's built in HDMI Hi-Def video output capability. With this capability, a Hi-Def monitor can be plugged directly into the EPIC PR1 should a larger HMI graphic screen footprint be desired. With this capability, the need for a computer at the site to provide video graphics capability is no longer needed reducing cost and the potential point of failure in the future as the computer ages and technology changes. DLZ has included the cost to provide a 21" H-Def monitor that would be mounted near the new panel enclosure location.

The proposal also includes the provision of a cell modem to be installed at the site to provide connection to the internet that will allow for remote viewing of the sites HMI graphics anywhere and at any time. The EPIC PR1 RTU web enabled server has encrypted SSL security technology to ensure secure internet connection to the site.

A summary of the features of the EPIC PR1 RTU are as follows:

- Integral touchscreen for local configuration, commissioning, and troubleshooting—no PC required;

- Real-time, open-source Linux operating system;
- Multi-tasking real-time control engine;
- Dual independent Gigabit Ethernet network interfaces to help securely segment your control network from your business network;
- HDMI port for optional local monitor;
- USB ports for keyboard, mouse, Wi-Fi dongle, serial connections;
- Intelligent, hot-swappable, guaranteed-for-life I/O;
- Spring-clamp field wiring up to 14 AWG, with an integrated wireway and adjustable cover;
- Multicolor LED for I/O module quality, plus channel indicators for discrete I/O;
- Integrated power supply options.



Front View of EPIC PR1 RTU and 8-Channel Chassis with I/O Modules with Local RTU and Mobile HMI Graphics Display



Front View of EPIC PR1 RTU and 8-Channel Chassis with I/O Modules with Display and Some I/O Modules Opened

The following agreement between DLZ and the HCMA is separate and distinct from any other agreement between DLZ and the HCMA.

SCOPE OF SERVICES

KENSINGTON PARK

- DLZ will supply, design, program, install and commission equipment and services necessary to update the existing Opto22 control hardware and programming with new EPIC RTU and I/O based architecture. The following bullets outline the work to be completed under this project.
- DLZ will supply, install and commission new Opto22 GRV-EPIC-PR1 Controller and Groov Server, EPIC GRV-EPIC-CHS8 8-Channel I/O Chassis, EPIC GRV-EPIC-PSAC power supply EPIC GRV-IAC-24 digital input module, EPIC GRV-OAC-12 digital output module, EPIC GRV-IMA-24 analog input module, EPIC GRV-OVMAILP-8 analog output module all built into a new 24x24x8 Lexan clear cover panel enclosure.

- DLZ will supply and install a new panel enclosure next to the existing Opto22 panel enclosure. A new conduit will be installed to connect the two panel enclosures for wiring the new I/O's to the existing control relays.
- **Option A- Existing I/O points not utilized in the upgrade will be electrically isolated but not removed from the circuitry.**
- **Option B- Existing I/O points not utilized in the upgrade will be electrically removed from the circuitry.**
- **Option C- All existing I/O points will be wired into the new I/O modules.**
- DLZ will update the existing Opto22 RTU controller programming and HMI graphics.
- DLZ will configure the built in Groov Server and develop mobile web-based HMI graphics for remote viewing and control, if desired, of the site.
- DLZ will supply and install a 21" Hi-Def monitor that will plug into the new EPIC PR1 controller for local larger HMI graphics display capability than what the EPIC PR1 controller display has.
- DLZ will supply, install and commission a new AirLink RV50X Cell Modem including, power supply, antenna, 100' of antenna cable and modem provisioning and activation for site communications.
- DLZ will commission the new I/O, control programming and HMI graphics.
- DLZ will update I/O table and Opto22 I/O input documentation of the new I/O architecture including backup programs.

SCOPE OF SERVICES

INDIAN SPRINGS SPLASH PAD

- DLZ will supply, design, program, install and commission equipment and services necessary to update the existing Opto22 control hardware and programming with new EPIC RTU and I/O based architecture. The following bullets outline the work to be completed under this project.
- DLZ will supply, install and commission new Opto22 GRV-EPIC-PR1 Controller and Groov Server, EPIC GRV-EPIC-CHS8 8-Channel I/O Chassis, EPIC GRV-EPIC-PSAC power supply EPIC GRV-IAC-24 digital input module, EPIC GRV-OAC-12 digital output module, EPIC GRV-IMA-24 analog input module, EPIC GRV-OVMAILP-8 analog output module all built into a new 24x24x8 Lexan clear cover panel enclosure.
- DLZ will supply and install the new panel enclosure next to the existing Opto22 panel enclosure. A new conduit will be installed to connect the two panel enclosures for wiring the new I/O's to the existing control relays.
- **Option A- Existing I/O points not utilized in the upgrade will be electrically isolated but not removed from the circuitry.**
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- **Option C- All existing I/O points will be wired into the new I/O modules.**
- DLZ will update the existing Opto22 RTU controller programming and HMI graphics.
- DLZ will configure the built in Groov Server and develop mobile web-based HMI graphics for remote viewing and control, if desired, of the site.

- DLZ will supply and install a 21" Hi-Def monitor that will plug into the new EPIC PR1 controller for local larger HMI graphics display capability than what the EPIC PR1 controller display has.
- DLZ will supply, install and commission a new AirLink RV50X Cell Modem including, power supply, antenna, 100' of antenna cable and modem provisioning and activation for site communications.
- DLZ will commission the new I/O, control programming and HMI graphics.
- DLZ will update I/O table and Opto22 I/O input documentation of the new I/O architecture including backup programs.

RESPONSIBILITIES OF THE HCMA

- The HCMA will provide access to all sites, control programs, drawings and system information necessary to perform the work, as needed.
- The HCMA will designate an individual to be the primary contact person to facilitate the system upgrade process.
- The HCMA will attend all necessary meetings and assist with the coordination and development of the upgrade project.
- The HCMA will provide necessary coordination with related municipalities for the project.
- The HCMA will provide their own cell data plan. The preferred carrier needs to be identified prior to ordering the cell modem.

TERMS AND CONDITIONS

The Standard Terms and Conditions, as set forth as attached Exhibit A, are incorporated here into and made a part of this Work Order Proposal. The Client referred to in the Standard Terms and Conditions means the Huron Clinton Metro Parks.

SERVICES FEE

For as needed services, as described, DLZ proposes a Lump Sum fee outlined as follows:

Kensington Park Squirt Zone w/Option A	\$18,400.00
Kensington Park Squirt Zone w/Option B or C	\$22,100.00
Indian Springs Splash Pad w/Option A	\$18,100.00
Indian Springs Splash Pad w/Option B or C	\$21,900.00

Invoices will be rendered monthly.

DLZ and its employees comply with all coronavirus protocols and guidelines, including all updates and revisions thereto, issued by the States in which DLZ provides services and the U.S. Centers for Disease Control and Prevention (CDC). DLZ time and expense for additional safety protocols or training required by the Huron Clinton Metroparks or its representatives are not included in this proposal and will be invoiced at DLZ's standard rates.

Neither Party will be responsible or liable for delays caused by persons, events, or circumstances for which the Party, its employees, subcontractors, and subcontractors are not responsible including, but not limited to, Acts of God including delays attributable to the coronavirus pandemic

If you approve and accept this Proposal, please sign, date and return one copy of this Proposal for our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

DLZ appreciates the opportunity to submit this Letter Agreement for professional services. This offer will remain open for acceptance for 60 days. If for any reason you should have questions, please do not hesitate to call Terry Biederman at (248) 681-7800.

Sincerely,

DLZ MICHIGAN, INC.



Terry Biederman, P.E.
Vice President

Attachments:

Exhibit A: Standard Terms and Conditions

Approved and Accepted

Signature _____

Printed Name _____

Title _____

Date _____



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 510-20-316
Project Title: Report – Gas Service Line Installation
Project Type: Capital Improvement
Location: Willow Metropark
Date: November 5, 2020

Action Requested: Receive and File

That the Board of Commissioners receive and file the Gas Service Line Installation report as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: This project is budgeted at \$200,000. An updated installation cost for the service will require an additional \$16,577. The approximated cost in March was \$159,786 the updated cost is \$176,363.00.

Scope of Work: The project involves the installation of a little over one mile of a 3-inch natural gas line from the existing DTE line at the pool complex.

Background: In March 2020, the Board approved the natural gas line installation agreement for the new service for the new Willow park office and maintenance buildings. The updated cost as stipulated in the installation agreement are approximate and reflect current rates.

The new gas line was identified to supply the new park office building in lieu of propane. The new line will also supply the buildings at Washago Pond and the Willow maintenance facility and will eliminate the necessity for propane at those locations.

There is a five to six year estimated payback cost to switching to natural gas from propane. In addition, there will be some ancillary costs to convert the existing water heaters and furnaces from propane to natural gas which will take place at a future date.



To: Board of Commissioners
From: Michael Lyons, Interim Deputy Director
Project Title: Approval – Motor City Canoe Rental Services Agreement Renewal
Location: Oakwoods Metropark
Date: November 12, 2020

Action Requested: Motion to Approve

That the Board of Commissioners renew a one-year Services Agreement with Motor City Canoe Rentals for 2021 as recommended by Interim Deputy Director Michael Lyons and staff.

Fiscal Impact: The Metroparks will receive a 20 percent commission of gross revenue, with no expense to the Metroparks.

Background: Motor City Canoe Rentals began operating a canoe livery at Oakwoods Metropark from the Cedar Knoll Picnic area in 2018. Staff would like to renew the agreement for the 2021 season.

Attachments: Motor City Canoe Rental Service Agreement

HURON-CLINTON METROPOLITAN AUTHORITY

Concessionaire Contract

CONTRACT EXPIRATION DATE: December 31, 2021

This "Contract" made this 1st day of November, 2020 between the Huron-Clinton Metropolitan, a Michigan public body corporate, whose address is 13000 High Ridge Drive, Brighton, Michigan 48114, and the "Contractor" as further described in the following Table. In this Contract, either Contractor or HCMA (as defined herein) may also be referred to individually as "Party" or collectively, as "Parties".

HURON-CLINTON METROPOLITAN AUTHORITY 13000 High Ridge Drive Brighton, MI 48114 Tel: (810) 227-2757 Fax: (810) 227-7512 (herein, "HCMA")	MOTOR CITY CANOE RENTALS, L.L.C 24500 Goddard Road Taylor, MI 48180 Tel: (313) 473-9847 Identification No. <u>E5787W</u> (herein the "Contractor")
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INTRODUCTION

A. The HCMA owns and operates the following facilities:

- Lower Huron Metropark, 17845 Savage Rd.; Belleville, MI (mailing address)
- Willow Metropark, 17845 Savage Rd.; Belleville, MI 48111 (mailing address)
- Oakwoods Metropark, 17845 Savage Rd.; Belleville, MI (mailing address)

B. Subject to the terms and conditions set forth herein, HCMA desires to grant a license to utilize space (as designated by HCMA) at Lower Huron, Willow and Oakwoods Metroparks to the Contractor and to grant to the Contractor the right to provide certain services at said locations under the terms and conditions set forth in this Contract.

This Contract is organized and divided into the following "Section" or "Sections" for the convenience of the Parties.

SECTION 1. CONTRACT DOCUMENTS AND DEFINITIONS

SECTION 2. CONTRACT EFFECTIVE DATE AND TERMINATION

SECTION 3. SCOPE OF CONTRACTOR'S SERVICES

SECTION 4. USE OF HCMA FACILITIES AND PROPERTY

SECTION 5. PAYMENT OBLIGATIONS

SECTION 6. CONTRACTOR'S ASSURANCES AND WARRANTIES

SECTION 7. CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION

SECTION 8. GENERAL TERMS AND CONDITIONS

In consideration of the mutual promises, obligations, representations, and assurances in this Contract, the Parties agree to the following:

1. CONTRACT DOCUMENTS AND DEFINITIONS

The following words and expressions when printed with the first letter capitalized as shown herein, whether used in the singular or plural, possessive or non-possessive, and/or either within or without quotation marks, shall be defined and interpreted as follows:

1.1. "Services" shall mean the following items:

1.1.1. Rental items which will include but not be limited to:

- Canoes
- Kayaks
- Tubes

1.1.2. Porter service between Lower Huron, Willow and Oakwoods for individuals with their own equipment which may include the use of bicycles.

1.2. "Contractor Employee" means without limitation, any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Contractor, and also includes any Contractor licensees, concessionaires, contractors, subcontractors, independent contractors, contractor's suppliers, subsidiaries, joint ventures or partners, and/or any such persons, successors or predecessors, employees, (whether such persons act or acted in their personal, representative or official capacities), and/or any and all persons acting by, through, under, or in concert with any of the above. "Contractor Employee" shall also include any person who was a Contractor Employee at any time during the term of this Contract but, for any reason, is no longer employed, appointed, or elected in that capacity.

1.3. "Claims" means any alleged losses, claims, complaints, demands for relief or damages, suits, causes of action, proceedings, judgments, deficiencies, liability, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which arise or related to the Services provided by Contractor and are imposed on, incurred by, or asserted against the HCMA, or for which the HCMA may become legally and/or contractually obligated to pay or defend.

1.4. "Contract Documents" This Contract includes and fully incorporates herein all of the following documents:

1.4.1. Exhibit I: Contractor Insurance Requirements.

1.5. "HCMA" means the Huron-Clinton Metropolitan Authority, a Michigan public body corporate, its departments, divisions, authorities, boards, committees, and "HCMA Agent" as defined below.

1.6. "HCMA Agent" means all appointed officials, directors, board members, commissioners, employees, volunteers, representatives, and/or any such persons' successors (whether such person act or acted in their personal representative or official capacities), and/or any persons acting by, through, under, or in concert with any of them. "HCMA Agent" shall also include any person who was a "HCMA Agent" anytime during the term of this Contract but, for any reason, is no longer employed, appointed, or elected and serving as an Agent.

- 1.7. "Day" means any calendar day, which shall begin at 12:00:01 a.m. and end at 11:59:59 p.m.
- 1.8. "Facility" means a building, or property, as designated by HCMA located at Lower Huron, Willow and/or Oakwoods Metropark.
- 1.9. "HCMA Board of Commissioners" means the HCMA commission established in accordance with Michigan Public Act 147 of the Michigan Public Acts of 1939, as amended, Michigan Compiled Laws 119.51 et seq.

2. CONTRACT EFFECTIVE DATE AND TERMINATION

- 2.1. The effective date of this Contract shall be January 1st, 2021, and unless otherwise terminated or canceled as provided herein, it shall end at 11:59:59 p.m. on the "Contract Expiration Date" shown on the first page of this Contract, at which time this Contract expires without any further act or notice of either Party being required. The Parties are under no obligation to renew or extend this Contract after Contract Expiration Date. At the expiration of the Contract unless otherwise extended, the Contract shall be bid through HCMA, according to its policies and procedures. Notwithstanding the above, under no circumstances shall this Contract be effective until and unless:
 - 2.1.1. This Contract is signed by a Contractor Employee, legally authorized to bind the Contractor.
 - 2.1.2. Any and all Contractor Certificates of Insurance and any other conditions precedent to the Contract have been submitted and accepted by the HCMA.
 - 2.1.3. This Contract is signed by an authorized agent of the HCMA, as provided for on the signature page of this Contract, who shall be the final signatory to this Contract.
- 2.2. Termination. HCMA may terminate and/or cancel this Contract (or any part thereof) at any time during the term, any renewal, or any extension of this Contract, upon thirty (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.
- 2.3. Contractor may terminate and/or cancel this Contract (or any part thereof) at any time upon sixty (60) days written notice to HCMA, if HCMA defaults in any obligation contained herein, and within the sixty (60) notice period the HCMA has failed or has not attempted to cure any such default. The effective date of termination and/or cancellation and the specific alleged default shall be clearly stated in the written notice
- 2.4. In the event of termination and/or cancellation by HCMA for any reason, Contractor shall pay the HCMA all fees as set forth herein until the effective date of termination. Upon termination, cancellation and/or expiration of this Contract, Contractor's use of HCMA Property shall cease as of the effective date of termination cancellation and/or expiration.
- 2.5. Under no circumstances shall the HCMA be liable for any future loss of income, profits, any consequential damages or any loss of business opportunities, revenues, or any other economic benefit Contractor may have realized but for the termination and/or cancellation of this Contract. The HCMA shall not be obligated to pay Contractor any cancellation or termination fee if this Contract is cancelled or terminated as provided herein.

3. SCOPE OF CONTRACTOR'S SERVICES

- 3.1. Contractor shall perform the Services as defined herein at the Facility, not less than described in section 3.4.
- 3.2. Equipment and Supplies. Contractor is responsible for providing all equipment and supplies to deliver the Services required by this Contract, which are not expressly required to be provided by the HCMA herein.
- 3.3. Personal Floatation Devices and Waiver. Approved PFD's are required for all rentals. Contractor shall require every customer/renter to execute an HCMA-provided waiver of liability and indemnification agreement for inherently dangerous activities (a "Waiver"). Contractor shall maintain all original Waivers for the term of this Contract, shall make all or any of the Waivers available to HCMA upon request, and shall transfer all Waivers to HCMA's custody on or before the Contract Expiration Date or the effective date of any earlier termination.
- 3.4. Days/Hours of Operation. Minimum days/hours of on-site operation will be:
 - 3.4.1. May: Fridays, noon to 5pm, Weekends and Holidays, 10am – 5pm or by appointment
 - 3.4.2. June, July, August: Monday thru Thursday, 12pm – 5pm, Friday thru Sunday 9am- 5pm
 - 3.4.3. September and October: Weekends and Holidays, 9am – 5pm or by appointment

4. USE OF HCMA FACILITIES AND PROPERTY

- 4.1. Contractor may use and have access to the Facility described and depicted in this contract to provide the Services.
- 4.2. The HCMA may access the Facility at any time for the purpose of examining and inspecting the Facility and evaluating the Services provided pursuant to this Contract. If the HCMA determines that the Facility is not maintained pursuant to this Contract or Services are not provided pursuant to this Contract, it shall immediately notify Contractor in writing to correct the unsatisfactory conditions or Services. Contractor shall take immediate steps to correct such conditions or Services.
- 4.3. Contractor agrees not to advertise its Services with HCMA in any manner or form, on or at the Facility, HCMA premises, or other location; or in any newspapers, website or through the use of electronic media, without the prior written consent of the HCMA Director or his or her designee. Contractor shall not employ or use any persons known as "hawkers", "spielers", "crier" or other noise makers or means of attracting attention to Contractor's business, unless approved in writing by HCMA Director or his or her designee.
- 4.4. Contractor shall keep the Facility, and anything stored thereon in good order and repair and in a clean, safe and healthful condition as required by this Contract and as required by federal, state or local, law, rule, regulation or ordinance.
- 4.5. Except as otherwise provided in this Contract and unless prior written approval is given by the HCMA Director or his or her designee, Contractor shall not make any alterations, additions, or changes to the Facility.
- 4.6. At the expiration or termination of this Contract, Contractor shall leave the Facility in the same condition that Contractor found them and clean of all rubbish. Contractor shall

remove all of its personal property within thirty (30) days of expiration or termination of this Contract. If Contractor does not remove its personal property within the thirty (30) day period, the HCMA shall dispose of it as it sees fit and Contractor shall reimburse the HCMA for all reasonable costs associated with the disposal of the personal property upon receipt of an invoice from HCMA.

- 4.7. Damage to HCMA Facilities. Contractor shall be responsible for any damage to the Facilities or other HCMA property that is caused by the negligence of Contractor or Contractor Employees. If damage occurs, Contractor shall notify the HCMA immediately and the HCMA shall make the necessary repairs and/or replacements or cause a third party to make the necessary repairs or replacements, provided, however, that upon receipt of an invoice from the HCMA, Contractor shall reimburse the HCMA for all reasonable costs associated with repairing and/or replacing the Facilities or other HCMA owned property.
- 4.8. Damage to Contractor Property. Contractor shall be solely liable and responsible for any property loss or damage resulting from fire, theft or other means to Contractor's personal property located, kept, or stored on or around the Facilities during this Contract.
- 4.9. Contractor shall be solely liable and responsible for any Claims, occurring at or around the Facilities, which arise out of Contractor's or Contractor's Employees use of the Facilities or performance of Services under this Contract.
- 4.10. Contractor acknowledges that it has no title in or to the Facility or any portion thereof and will not claim any such title to the Facility.

5. PAYMENT OBLIGATIONS

- 5.1. Contractor shall pay HCMA 20% of gross revenue, payable in monthly installments in exchange for the license to provide Services as set forth in this Contract. Days/Months of operation will not be less than defined in section 3.4..
- 5.2. The Monthly Fee shall be due and payable on the 15th of each calendar month while in operation.
- 5.3. Late Charge. If the HCMA does not receive the Monthly Fee or any other sum owed by Contractor under this Contract within five (5) days after its due date, Contractor shall pay the HCMA a late charge equal to five percent (5%) of any such overdue amount. Such late charge represents a fair and reasonable estimate of the costs the HCMA will incur by reason of late payment by the HCMA. Acceptance of such late charge by the HCMA shall in no event constitute a waiver of Contractor's default with respect to such overdue amount, nor prevent the HCMA from exercising any of its other rights and remedies.
- 5.4. Under no circumstances shall the HCMA be responsible for any cost, fee, fine, penalty, or direct, indirect, special, incidental or consequential damages incurred or suffered by Contractor in connection with or resulting from Contractor's provision of Services under this Contract.
- 5.5. The HCMA has the right to offset any amounts due and owing to the Contractor should the HCMA incur any cost associated with this Contract that is the obligation of Contractor under this Contract.

6. CONTRACTOR'S ASSURANCES AND WARRANTIES

- 6.1. Service Warranty. Contractor warrants that all Services performed hereunder will be performed in a manner that complies with all applicable laws, statutes, regulations, ordinances, and professional standards.
- 6.2. Taxes. The Contractor shall pay, its own local, state and federal taxes, including without limitation, taxes by reason of this Contract, social security taxes, and unemployment compensation taxes. The HCMA shall not be liable to or required to reimburse the Contractor for any federal, state and local taxes or fees of any kind.
- 6.3. Contractor's Incidental Expenses. Except as otherwise expressly provided in this Contract, the Contractor shall be solely responsible and liable for all of Contractor's costs and expenses incident to the performance of all Services for the HCMA including, but not limited to, any professional dues, association fees, license fees, fines, taxes, and penalties.
- 6.4. Contractor Employees.
- 6.4.1. Contractor shall employ and assign qualified Contractor Employees as necessary and appropriate to provide the Services under this Contract. Contractor shall ensure all Contractor Employees have all the necessary knowledge, skill, and qualifications necessary to perform the required Services and possess any necessary licenses, permits, certificates, and governmental authorizations as may be required by law.
- 6.4.2. Contractor shall solely control, direct, and supervise all Contractor Employees with respect to all Contractor obligations under this Contract. Contractor will be solely responsible for and fully liable for the conduct and supervision of any Contractor Employee.
- 6.4.3. All Contractor Employees assigned to work under this Contract may, at the HCMA's discretion, be subject to a security check and clearance by the HCMA.
- 6.5. Contractor Employee-Related Expenses. All Contractor Employees shall be employed at the Contractor's sole expense (including employment-related taxes and insurance) and the Contractor warrants that all Contractor Employees shall fully comply with and adhere to all of the terms of this Contract. Contractor shall be solely and completely liable for any and all applicable Contractor Employee's federal, state, or local payment withholdings or contributions and/or any and all Contractor Employee related pension or welfare benefits plan contribution under federal or state law. Contractor shall indemnify and hold the HCMA harmless for all Claims against the HCMA by any Contractor Employee, arising out of any contract for hire or employer-employee relationship between the Contractor and any Contractor Employee, including, but not limited to, Worker's Compensation, disability pay or other insurance of any kind.
- 6.6. Full Knowledge of Service Expectations and Attendant Circumstances. The Contractor is responsible for being adequately and properly prepared to execute this Contract. Contractor has satisfied itself in all material respects that it will be able to perform all obligations under the Contract as specified herein.
- 6.7. The Contractor's Relationship to The HCMA Is That Of An Independent Contractor. Nothing in this Contract is intended to establish an employer-employee relationship between the HCMA and either the Contractor or any Contractor Employee. All Contractor Employees assigned to provide Services under this Contract by the Contractor shall, in all cases, be deemed employees of the Contractor and not employees, agents or sub-contractors of the HCMA.

7. CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION

7.1. Indemnification.

- 7.1.1.** Contractor shall indemnify, defend and hold HCMA harmless from any and all Claims which are incurred by or asserted against HCMA by any person or entity alleged to have been caused or found to arise, from the acts, performances, errors, or omissions of Contractor or Contractor's Employees, including, without limitation, all Claims relating to injury or death of any person or damage to any property.
- 7.1.2.** The indemnification rights contained in this Contract are in excess and over and above any valid and collectible insurance rights/policies. Contractor and HCMA shall have no rights against each other for any indemnification (e.g., contractual, equitable, or by implication), contribution, subrogation, and/or any other right to be reimbursed except as expressly provided herein.
- 7.1.3.** Contractor waives and releases all actions, liabilities, loss and damage including any subrogated rights it may have against the HCMA based upon any Claim brought against the HCMA suffered by a Contractor Employee.

- 7.2. Contractor Provided Insurance.** At all times during this Contract, Contractor shall obtain and maintain insurance according to the specifications indicated in Exhibit I.

8. GENERAL TERMS AND CONDITIONS

- 8.1. Cumulative Remedies.** A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.
- 8.2. Survival of Terms and Conditions.** The following terms and conditions shall survive and continue in full force beyond the termination and/or cancellation of this Contract (or any part thereof) until the terms and conditions are fully satisfied or expire by their very nature: "CONTRACTOR'S ASSURANCES AND WARRANTIES"; "CONTRACTOR PROVIDED INSURANCE AND INDEMNIFICATION"; "Damage Clean Up To HCMA Property and/or Premises"; "Severability"; "Governing Law/Consent To Jurisdiction And Venue"; and "Survival of Terms And Conditions".
- 8.3. HCMA Right to Suspend Services.** Upon written notice, the HCMA may suspend performance of this Contract if Contractor has materially failed to comply with Federal, State, or Local laws, or any requirements contained in this Contract. The right to suspend services is in addition to the HCMA's right to terminate and/or cancel this Contract. The HCMA shall incur no penalty, expense, or liability to Contractor if the HCMA suspends services under this Section.
- 8.4. No Third-Party Beneficiaries.** Except as provided for the benefit of the Parties, this Contract does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to be indemnified, right to be subrogated to the Parties' rights in this Contract, and/or any other right, in favor of any other person or entity.
- 8.5. Compliance with Laws.** Contractor shall comply with all federal, state, and local laws, statutes, ordinances, regulations, rules, insurance policy requirements, and requirements applicable to its activities under this Contract, including but not limited to the Michigan Liquor Control Code, as amended, and all regulations and rules promulgated thereunder.

- 8.6. Permits and Licenses.** Contractor shall be responsible for obtaining, maintaining, and paying for all licenses, permits, certificates, and governmental authorizations necessary to perform its obligations under this Contract and to conduct business under this Contract.
- 8.7. Discrimination.** Contractor shall not discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin, or handicap in violation of State and Federal law.
- 8.7.1.** Contractor shall promptly notify the HCMA of any complaint or charge filed and/or determination by any Court or administrative agency of illegal discrimination by Contractor.
- 8.7.2.** The HCMA, in its discretion, may consider any illegal discrimination described above as a breach of this Contract and may terminate or cancel this Contract immediately with notice.
- 8.8. Reservation of Rights.** This Contract does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the HCMA.
- 8.9. Force Majeure.** Notwithstanding any other term or provision of this Contract, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, any law, order, regulation, direction, action, or request of the United States government or of any other government, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, or other labor difficulties. Reasonable notice shall be given to the affected Party of any such event. The Contractor is expected, through insurance or alternative temporary or emergency service arrangements, to continue its obligations under this Contract in the event of a reasonably anticipated, insurable business risk such as business interruption and/or any insurable casualty or loss.
- 8.10. Conflict of Interest.** Pursuant to Public Acts 317 and 318 of 1968, as amended (MCL 15.321, et seq.), no contracts shall be entered into between the HCMA, including all agencies and departments thereof, and any HCMA Agent. To avoid any real or perceived conflict of interest, Contractor shall identify any Contractor Employee or relative of Contractor's Employees who are presently employed by the HCMA. Contractor shall give the HCMA notice if there are any HCMA Agents or relatives of HCMA Agents who are presently employed by Contractor.
- 8.11. Contract Administrator.** Each Party shall designate an employee or agent to act as Contract Administrator. The HCMA's Contract Administrator shall be responsible for such activities as monitoring deliverables and funding addressing the quality of services provided by the Contractor, reviewing invoices and submitting requests to the HCMA's procurement authority for any contract modification. The Contract Administrators for both Parties shall serve as a contact point for all matters related to the services to be performed under this Contract.
- 8.12. Dispute Resolution.** All disputes arising under or relating to the execution, interpretation, performance, or nonperformance of this Contract involving or affecting the Parties may first be submitted to the respective Contract Administrators for possible resolution. The Contract Administrators may promptly meet and confer in an effort to resolve such dispute. If the Contract Administrators cannot resolve the dispute in five (5) business days, the dispute may be submitted to the signatories of this Contract or their successors in office. The signatories of this Contract may meet promptly and confer in an effort to resolve such dispute. Before litigation is commenced by either Party regarding Claims arising under

this Contract, the Parties shall use their best efforts to mediate such Claims. All costs for mediation shall be borne equally by the Parties. The Parties shall mutually agree to the mediator.

- 8.13. Access and Records.** The Contractor shall establish and maintain a reasonable accounting system that enables HCMA to readily identify Contractor's assets and Gross Receipts of the Services provided under this Contract, including but not limited to: a full and accurate book of accounts, cash receipts, and other pertinent data customarily used in Contractor's type of operation, showing Contractor's activities under this Contract. The Contractor shall only utilize those recording keeping devices, including without limitation, cash registers, tapes, books, ledgers, journals, sale slips, guest checks, invoices, and cash register maintenance logs which are reasonably acceptable to the HCMA and by which every sale or other transaction related to sundry sales and services are recorded. Contractor will maintain accurate books and records in connection with the Services provided under this Contract for thirty-six (36) months after end of this Contract and provide the HCMA with reasonable access to such book and records.
- 8.14. Delegation /Subcontract/Assignment/Sublease.** Contractor shall not delegate, assign, sublease or subcontract any obligations or rights under this Contract without the prior written consent of the HCMA.
- 8.14.1.** The rights and obligations under this Contract shall not be diminished in any manner by assignment, delegation, sublease or subcontract.
- 8.14.2.** Any assignment, delegation, sublease or subcontract by Contractor and approved by the HCMA, must include a requirement that the assignee, delegee, or subcontractor will comply with the rights and obligations contained in this Contract.
- 8.14.3.** The Contractor shall remain primarily liable for all work performed by any subcontractors. The Contractor shall remain liable to the HCMA for any obligations under the Contract not completely performed or improperly performed by any Contractor delegee or subcontractor.
- 8.14.4.** Should a Subcontractor fail to provide the established level of service and response, the Contractor shall contract with another agency for these services in a timely manner. Any additional costs associated with securing a competent subcontractor shall be the sole responsibility of the Contractor.
- 8.15.** No provision in this Contract limits, or is intended to limit, in any way the Contractor's right to offer and provide its services to the general public, other business entities, municipalities, or governmental agencies during or after the term of this Contract. This Contract is not an exclusive contract and HCMA may contract with other vendors or contractors to provide the same or similar services at the Facility or other facilities under the jurisdiction of HCMA.
- 8.16. No Implied Waiver.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any right or remedy under this Contract shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Contract. No waiver of any term, condition, or provision of this Contract, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Contract. No waiver by either Party shall subsequently affect its right to require strict performance of this Contract.
- 8.17. Severability.** If a court of competent jurisdiction finds a term, condition, or provision of this Contract to be illegal or invalid, then the term, condition, or provision shall be deemed severed from this Contract. All other terms, conditions, and provisions of this Contract shall remain in full force and effect. Notwithstanding the above, if Contractor's promise

to indemnify or hold the HCMA harmless is found illegal or invalid, Contractor shall contribute the maximum it is permitted to pay by law toward the payment and satisfaction of any Claims against the HCMA.

8.18. Captions. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Contract are intended for the convenience of the reader and are not intended to have any substantive meaning and shall not be interpreted to limit or modify any substantive provisions of this Contract. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Contract shall be deemed the appropriate plurality, gender or possession as the context requires.

8.19. Notices. Notices given under this Contract shall be in writing and shall either be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given when one of the following occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

8.19.1. If notice is sent to the Concessionaire, it shall be addressed to:

*John Blevins
Motor City Canoe Rentals, L.L.C
24500 Goddard Road
Taylor, MI 48180
(313) 473-9847*

8.19.2. If notice is sent the HCMA, it shall be addressed to:

*Amy McMillan, Director
Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, MI 48114-9058
Tel: (810) 227-2757
Fax: (810) 225-6212
Email address: amy.mcmillan@metroparks.com*

8.19.3. Either Party may change the address or individual to which notice is sent by notifying the other party in writing of the change.

8.20. Contract Modifications or Amendments. Any modifications, amendments, rescissions, waivers, or releases to this Contract must be in writing, agreed to by both Parties, and added as a change order or amendment to this Contract.

8.21. Precedence of Documents. In the event of a conflict between the terms and conditions in any of the documents comprising this Contract, the conflict shall be resolved as follows:

8.21.1. The terms and conditions contained in this Contract shall prevail and take precedence over any allegedly conflicting provisions in all other Exhibits or documents.

8.22. Governing Laws/Consent to Jurisdiction and Venue. This Contract shall be governed, interpreted and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Contract shall be brought in the 44th Judicial Circuit Court of the

State of Michigan (Livingston County), the 53rd District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above. The choice of forum set forth above shall not be deemed to preclude the enforcement of any judgment obtained in such forum or taking action under this Contract to enforce such judgment in any appropriate jurisdiction.

- 8.23.** Entire Contract. This Contract represents the entire Contract and understanding between the Parties. This Contract supersedes all other prior oral or written understandings, communications, agreements or Contracts between the Parties. The language of this Contract shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.
- 8.24.** HCMA Intellectual Property. Contractor shall have no copyright, patent, trademark or trade secret rights in HCMA Intellectual Property.
- 8.25.** Contractor Use of HCMA Servicemark.
- 8.25.1.** The HCMA grants Contractor the non-exclusive right to use its servicemark on publications (in any format) related to or associated with performance of this Contract. Permission to use the servicemark extends to use on the Contractor's website.
- 8.25.2.** Contractor shall only use the servicemark as provided by HCMA for the purposes described in this Contract and not for any other purpose.
- 8.25.3.** Contractor acknowledges that the HCMA has certain rights in the servicemark and that Contractor has no right, title or interest in the servicemark.
- 8.25.4.** The servicemark covered under this Section shall be provided at no cost to Contractor.
- 8.25.5.** Contractor's permission to use the servicemark shall cease when the entire Contract is terminated and/or cancelled. Immediately upon termination and/or cancellation of this Contract, Contractor shall not display or depict the servicemark on its website or display, distribute or create any publication (in any format) or display, distribute or create other items that contain the servicemark.

The undersigned executes this Contract on behalf of Contractor and the HCMA, and by doing so legally obligates and binds Contractor and the HCMA to the terms and conditions of this Contract.

[Signatures on next page]

MOTOR CITY CANOE RENTALS L.L.C

BY: _____
John Blevins

DATE: _____

John Blevins, Motor City Canoe Rentals, L.L.C appeared in person before me this day and executed this Contract on behalf of Contractor and acknowledged to me under oath that he has taken all actions and secured any and all necessary approvals and authorizations and has the requisite authority from Contractor to fully and completely obligate and bind Contractor to the terms and conditions of this.

Subscribed and sworn to before me on this _____ day of _____, 2020.

Notary Public, State of _____,

_____ County

My Commission Expires: _____

Acting in the County of _____

FOR THE HCMA:

BY: _____
Amy McMillan, Director

DATE: _____

EXHIBIT I
CONTRACTOR INSURANCE REQUIREMENTS

The Contractor shall provide and maintain, at their expense, all insurance as set forth below, protecting the HCMA against any Claims, as defined in this Contract. The insurance shall be written for not less than any minimum coverage herein specified.

1. **Commercial General Liability** Occurrence Form including: a) Premises and Operations; b) Products and Completed Operations (including On and Off Premises Coverage); c) Personal and Advertising Injury d) Broad Form Property Damage e) Independent Contractors; f) Broad Form Contractual including coverage for obligations assumed in this contract;

\$1,000,000 – Each Occurrence Limit
\$1,000,000 – Personal & Advertising Injury
\$1,000,000 – Products & Completed Operations Aggregate Limit
\$2,000,000 – General Aggregate Limit
\$ 500,000 – Fire Damage Limit (Any One Fire)

2. **Workers' Compensation** insurance with limits statutorily required by any applicable Federal or State Law and Employers Liability insurance with limits of no less than \$500,000 each accident, \$500,000 disease each employee, and \$500,000 disease policy limit.
3. **Commercial Umbrella/Excess Liability** insurance with a minimum limit of \$3,000,000 each occurrence. Umbrella or Excess Liability coverage shall be no less than following form of primary coverages or broader. The Umbrella/Excess Liability policy must also include and must be in excess of Liquor Liability coverage.
4. **Liquor Liability** insurance with a limit of \$1,000,000 each occurrence; \$1,000,000 annual aggregate.
5. **Commercial Property** insurance. The Contractor shall be responsible for obtaining and maintaining insurance covering their equipment and personal property against all physical damage.
6. **General Insurance Conditions:** The aforementioned insurance shall be endorsed, as applicable, and shall contain the following terms, conditions, and/or endorsements. All certificates of insurance shall provide evidence of compliance with all required terms, conditions and/or endorsements.
 - a. All policies of insurance shall be on a primary, non-contributory basis with any other insurance or self-insurance carried by the HCMA;
 - b. The insurance company(s) issuing the policy(s) shall have no recourse against the HCMA for subrogation, premiums, deductibles, or assessments under any form;
 - c. Any and all deductibles or self-insured retentions shall be assumed by and be at the sole risk of the Contractor;
 - d. All policies, with the exception of Workers' Compensation, shall be endorsed to name the HCMA as additional insured;
 - e. All policies shall be endorsed to provide a written waiver of subrogation in favor of HCMA;
 - f. The Contractor shall require their contractors, or sub-contractors not protected under the Contractors insurance policies, to procure and maintain insurance with coverages, limits, provisions, and/or clauses equal to those required in this Contract;
 - g. Certificates of insurance must be provided no less than ten (10) working days prior to commencement of contract and must bear evidence of all required terms, conditions and endorsements; and
 - h. All insurance carriers must be licensed and approved to do business in the State of Michigan and shall have and maintain a minimum A.M. Best's rating of A.



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Approval – 2021 Metroparks Employee Recognition Dinner Subsidy
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners' approve a subsidy not to exceed \$8,000 for the 2021 Employee Recognition Dinner as recommended by Director Amy McMillan and staff.

Fiscal Impact: The \$8,000 cost subsidy will be incorporated into the recommended 2021 annual budget.

Background: In accordance with Employee Association contracts, an annual Award and Recognition dinner is held each year to honor new employees, retirees and current employees for their performance and dedication with the Metroparks contributing up to a maximum of \$8,000 toward the cost of the event.



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update – Purchases over \$10,000
Date: November 5, 2020

Action Requested: Motion to Approve

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

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

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

<u>Vendor</u>	<u>Description</u>	<u>Price</u>
1. E-Z-GO Textron	Five Golf Carts with USB Ports Hudson Mills Metropark Golf Course	\$22,375.00
2. Mechanical Heating and Cooling	Office Air Conditioning Removal and Replacement Lake Erie Metropark	\$14,305.00
2. Truscott Rossman Group	Contract Renewal Jan-April 2021	\$12,600.00
3. Penchura, LLC.	Eight Bike Repair Stations Hudson Mills Metropark	\$11,609.60



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-038
Project Title: Purchase – Four Data Servers
Location: Administrative Office
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of four (4) new data servers for a total amount of \$78,336 from Access Interactive of Novi, Michigan, the low responsive, responsible bidder for ITB 2020-038 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 budget.

Scope of Work: Furnish and deliver four new servers.

Background: The proposed purchase was competitively bid and the ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 77 vendors, of which 40 vendors downloaded the ITB. Notice was also sent by email to three vendors.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Access Interactive*	Novi, MI	\$78,336.00
CDW	Vernon Hills, IL	\$104,422.88
Malor and Company	New York, NY	\$299,472.00
Net Solutions	Detroit, MI	\$396,091.20
Horus Group	Rowlett, TX	\$348,314.24
Howard Technology	Laurel, MS	\$361,076.00

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-037
Project Title: Purchase – Storage Area Network (SAN) Storage
Location: Administrative Office, Indian Springs Metropark
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of two new SAN (Storage Area Network) Systems for a total amount of \$117,866 from Access Interactive of Novi, Michigan, the low responsive, responsible bidder for ITB 2020-037 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 Capital Equipment budget, which provided \$150,000.00 for the purchase. The purchase will total \$117,866, which includes a five (5) year warranty with four-hour, 24/7 support. The purchase is \$32,134 under budget.

Scope of Work: Furnish and deliver two 84TB SAN systems; one of which will be installed at the Indian Springs Metropark park office and the other at the Administrative Office. This equipment replaces the current Nimble CS210 system.

Background: The proposed purchase was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 120 vendors, of which 48 vendors downloaded the ITB. Notice was also sent by email to three vendors.

<u>Vendor</u>	<u>Location</u>	<u>Total Price for two 84TB Systems</u>
Access Interactive*	Novi, MI	\$117,866.00
Data Partners Inc. <ul style="list-style-type: none">• offering a solution that does not align with existing hardware	Bloomfield Hills, MI	\$89,077.50
CDW	Vernon Hills, IL	\$169,587.08
Sentinel	Grand Rapids, MI	\$223,888.00
Logicalis Inc.	Bloomfield Hills, MI	\$248,181.52
Net Solutions	Detroit, MI	\$463,981.90

(*) Indicates recommended award.



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2020-036
Project Title: Purchase – Upfitting Police Vehicles
Location: Administrative Office
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners award ITB 2020-036 to the low responsive, responsible bidder, Cruisers, Inc. of Howell, Michigan for the purchase of equipment and installation services to upfit five (5) new 2020 police vehicles in the amount of \$55,150 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2020 budget, which provided \$55,000 for the purchase. The purchase will total \$55,150 which is \$150 over budget. The balance is available in the Police Department budget from previous transactions that were under budget.

Scope of Work: Furnish and install equipment in five new police vehicles. Where possible, equipment removed from outgoing police vehicles will be reinstalled in the new police vehicles.

Background: The proposed purchase was competitively bid and posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice of the solicitation to 76 vendors, of which 12 vendors downloaded the ITB. Notice was also sent by email to five vendors.

<u>Vendor</u>	<u>Location</u>	<u>Bid</u>	<u>Negotiated Price</u>
Arrowhead Upfitters, Inc.	Lapeer, MI	\$55,150.00	N/A
Cruisers, Inc.*	Howell, MI	\$55,850.00	\$55,150.00

() Indicates recommended award.*



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Approval – Detroit Riverfront Conservancy Partnership Agreement
Date: November 5, 2020

Mark Wallace, President and CEO of the Detroit Riverfront Conservancy will give a presentation to the Board at the Nov. 12 meeting.



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Preliminary 2021 Budget Estimates
Date: November 5, 2020

Recommendation: Motion to Receive and File

That the Board of Commissioners (1) provide staff direction on 2021 preliminary budget; and (2) receive and file the Preliminary 2021 Budget estimates as recommended by Chief of Finance Rebecca Franchock and staff.

Background: The following information is based on the unreviewed, preliminary 2021 General Fund annual budget. These numbers have been developed and submitted by park and administrative staff.

During November, the director and staff will meet with each District and Administrative Office Department focused on planned budget year accomplishments and how the proposed budgets will achieve those outcomes. Based on input from the Board and these meetings, a recommended budget will be developed and brought back to the Board for approval at the December meeting.

Preliminary Total Expenditures – \$57.7 million

The 2021 preliminary General Fund Budget expenditures are up from the 2020 estimated actual expenditure, by \$6.5 million. Major Maintenance, park operations and administrative office expenditures are all increased by significant amounts reflecting the reduced expenditures during 2020 and the pandemic.

Capital Project Funding – \$3.9 million

Capital Improvement Projects (\$5.4 million) and grant revenue associated with them (\$1.5 million) are no longer budgeted in the General Fund. These projects have been planned, budgeted and tracked in the Capital Project Fund since yearend 2018. The projects, net of associated grants total \$3.9 million, representing the level of funding planned to be contributed from the General Fund. This is a decrease of \$0.9 million from the 2020 estimated funding from the General Fund supporting the Capital Project Fund totaling \$4.9 million. Unspent 2020 Capital Project Fund project budgets will carryover automatically improving the clarity and understanding of expenditures and fund balance.

The \$3.9 million of net funding from the general fund is anticipated to support 12 new projects throughout the Metroparks System. This level of funding is intended to address priorities related to maintenance and infrastructure as well as stewardship, accessibility and innovation.

Eight of the 12 new capital projects scheduled for 2021 include accessibility and or storm water improvement components. Including, where possible, meeting universal accessibility standards.

Utilizing partnerships and grant funding is also a major theme for the 2021 capital projects. Nearly 26 percent of the total \$5.4 million capital expenditure is anticipated to be grant funded. Grant sources are the Michigan Coastal Management Program, the Michigan Natural Resources Trust Fund, the Land and Water Conservation Fund and the Ralph C Wilson Foundation.

For the second year in a row, the single largest project is the development of a playground. For 2021, a regional playground will be designed and developed in the Metroparks southern district at Lower Huron. This development is expected to include a state-of-the-art play structures which will include accessibility components as well as taking into account appropriate storm water management at the site. Another large investment will be at Stony Creek Metropark with the beginning of a multiphase

program to replace a failing pumphouse and the accompanying irrigation facilities at the golf course. Both of these projects are projected to cost \$1 million. Other large projects include \$716,000 for an extension of the Iron Belle Trail with connectivity to Lower Huron Metropark, \$784,600 for Walnut Grove Campground improvements also at Lower Huron, and \$442,035 for Phase II of Sheldon Trails redevelopment at Stony Creek Metropark.

Equipment – \$2.1 million

Capital Equipment requests for 2021 as submitted total just over \$2.1 million. This is in line with 2020 budgeted capital equipment of \$2.2 million and 6 percent below the 2020 projected expenditures. Some of the more significant items included in the capital equipment plan are \$797,000 for 22 replacement mowers, \$252,000 for two replacement trash compactor trucks, \$120,000 for a replacement dump truck with rear loader, \$190,000 for seven utility vehicles, \$144,000 for four replacement police vehicles and \$192,000 for five replacement staff pickup trucks. Twenty-two other units of equipment total an additional \$0.4 million.

Major Maintenance – \$3.3 million

Staff has identified 44 projects for inclusion in the 2021 major maintenance budget. These include five paving projects totaling \$1.3 million. Storm water management improvements based on needs identified in the storm water management plan as well as accessibility improvements. Other significant projects include \$150,000 in boardwalk decking repairs at Lake St. Clair Metropark that were re-budgeted from 2020, \$100,000 dam maintenance at Kensington Metropark (also re-budgeted from 2020), \$100,000 in irrigation system replacements at Kensington's Maple Beach and \$188,000 for extensive marcite repair at Lake Erie's Great Wave pool.

Park Operations – \$36.8 million

2021 Park Operations expenditure requests (see [Schedule 5](#)) reflect a 10.6 percent increase from the actual projected 2020 expenditures. 2020 budget requests for full-time wages are up 5.7 percent (\$975,000). This primarily reflects contractual wage increases and budgeting for a full year. Due to the COVID-19 pandemic, 2020 expense reflects savings from staff layoffs as well as maintaining vacant positions as cost saving measures. Part-time wages as submitted are anticipated to grow by 26 percent (\$1,881,000). Part-time wages also increased by 3 percent across the board rate increase and has savings from layoffs. In addition, several aquatic facilities were unable to open in 2020 resulting in a large decrease in staff cost. Other facilities were also impacted by COVID-19. Offsetting these increases, minor equipment planned for 2021 is down by 36.4 percent (\$403,000). A portion of this would be the result of the purchase of equipment related to the implementation of RecTrac during 2020; those costs will not need to be repeated in 2021.

Administrative Office – \$11.1 million

The Administrative Office 2021 expenditure (see [Schedule 6](#)) requests reflect a planned increase of \$2.1 million over estimated 2020 results. Increases in full and part-time wages and benefits accounts for \$809,000. The largest single variance is the significant increase anticipated in outside services, which totals nearly \$1.1 million. Operating supplies are projected to increase \$100,000 which may be reflective of the planned return of the Get Out and Learn and Summer Fun programming for 2021.

Preliminary Total Revenue – \$56.2 million

Property tax revenue is expected to increase by \$1.4 million to \$34.2 million. The Metroparks levy was reduced to .2104 per the Headlee legislation. This marks the fourth consecutive reduction reversing the flat rate in place since the decline in property tax values began in 2008. Funding for state reimbursement for personal property tax is anticipated to be available to fund the full reimbursement amount of \$500,000. Please see [Schedule 1](#) for more detail on the estimation of tax revenue.

Operational Park Revenue is detailed on [Schedule 2](#) at \$20.8 million. Fees and charges for 2021 are primarily the same as 2020. The primary reason for the variances are directly related to the pandemic in 2020. For 2021, staff has been directed to budget for a return to more normal operations.

Grant revenue is currently projected at zero. Most grants are anticipated to be supportive of capital improvement projects and will therefore be reflected in the Capital Project fund.

Please refer to the “**Key Factors**” section to find more detail of revenue and expenditures.

Attachments:

1. **Detail of Preliminary 2021 Budgeted Revenue and Expenditures compared to 2020 Initial Budget, 2020 Estimated Revenue and Expenditures.**

Schedule 1: Tax Levy Revenue Computation

Schedule 2: Park Operating Revenue, 2021 Budgeted to 2020 Projected
A: By Cost Center

Schedule 3: Capital Improvement Projects
A: New Projects

Schedule 4: Major Maintenance Projects Summary and Detail
A: Details

Schedule 5: Park Operating Expenses, 2021 Budgeted to 2020 Projected
A: Park Operating Expenses by Account

Schedule 6: Administrative Comparison by Account

2. **Key Factors:** Brief Overview of Revenue and Expenditures

Huron-Clinton Metropolitan Authority 2021 Budget

	2019 Actual	2020 Initial Budget	2020 Estimated	2021 Budget
<u>Revenues</u>				
Taxes (Schedule 1)	\$ 31,312,009	\$ 33,018,609	\$ 32,775,755	\$ 34,189,544
Park Operations (Schedule 2)	20,016,453	20,507,676	20,103,920	20,796,615
State Revenue Sources	1,174,968	-	409,661	500,000
Interest Income	1,016,519	500,000	429,384	400,000
Sale of Capital Assets	160,318	100,000	211,435	100,000
Grants	16,829	-	914,987	-
Gifts/Donations	82,561	20,000	12,510	-
Miscellaneous	1,091,389	362,000	1,130,249	179,500
Total Budgeted Revenues	\$ 54,871,046	\$ 54,508,285	\$55,987,901	\$ 56,165,659
<u>Expenditures</u>				
Funding for Capital Project Fund - Staff	-	304,942	-	373,041
Equipment	1,957,397	2,262,216	2,245,669	2,112,613
Land Acquisition	3,400	-	35,503	-
Major Maintenance (Schedule 4)	900,469	3,688,642	1,771,852	3,335,214
Administrative Office (Schedule 6)	9,641,366	10,746,193	8,992,207	11,137,774
Park Operations (Schedule 5)	33,958,676	35,714,850	33,282,942	36,809,945
Total Operating Expenditures	\$ 46,461,309	\$ 52,716,843	\$ 46,328,173	\$ 53,768,587
Funding for Capital Project Fund (Schedule 3)	\$ 4,992,303	\$ 4,505,300	\$4,876,665	\$ 3,955,481
Total Budgeted Expenditures	\$ 51,453,612	\$ 57,222,143	\$ 51,204,838	\$ 57,724,068
Budget Revenue over (under) Expenditures	3,417,434	(2,713,858)	\$4,783,063	(\$1,558,409)
Fund Balance at Beginning of Year	\$36,204,511	\$39,621,945	\$39,621,945	\$44,405,008
Fund Balance at End of Year	\$39,621,945	\$36,908,087	\$44,405,008	\$42,846,599

HURON CLINTON METROPARK AUTHORITY
2019 TAX LEVY COMPUTATION-REVENUE
2021 - [Schedule 1](#)

COUNTY	TAX VALUES 2019	HCMA 1/4 MILL LEVY (.00025)	HCMA REDUCED TAX REVENUE (0.0002104)	EST. WRITE OFF DUE TO TAX NEGATIVE ADJUSTMENTS	HCMA EST. LEVY TO BE COLLECTED
LIVINGSTON	\$9,806,081,069	\$2,451,520	\$2,063,199	-\$25,000	\$2,038,199
MACOMB	\$29,766,244,229	\$7,441,561	\$6,262,818	-\$25,000	\$6,237,818
OAKLAND	\$62,933,893,150	\$15,733,473	\$13,241,291	-\$9	\$13,241,282
WASHTENAW	\$18,439,816,759	\$4,609,954	\$3,879,737	-\$25,000	\$3,854,737
WAYNE	\$43,690,621,315	\$10,922,655	\$9,192,507	-\$375,000	\$8,817,507
TOTAL	\$164,636,656,522	\$41,159,163	\$34,639,552	-\$450,009	\$34,189,543

Huron-Clinton Metropolitan Authority
2021 Park Operating Revenue
Schedule 2

	2019	2020	2020	2021
	Actual	Initial Budget	Estimated Revenue	Proposed Budget
Administrative Office	\$ 462,103	\$ 405,696	\$ 566,178	\$ 389,084
Lake St Clair	2,450,355	2,581,317	2,446,643	2,658,062
Kensington	4,853,790	4,816,939	5,093,470	4,821,428
Lower Huron	2,896,172	3,070,350	1,822,640	2,952,850
Hudson Mills	1,147,067	1,184,311	1,377,232	1,305,293
Stony Creek	3,996,945	4,250,540	4,984,181	4,720,794
Lake Erie	1,776,265	1,802,475	1,602,718	1,777,340
Wolcott Mill	319,585	270,130	78,593	150,620
Indian Springs	1,154,597	1,188,043	1,188,500	1,095,719
Huron Meadows	959,574	937,875	943,765	925,425
	<u>\$ 20,016,453</u>	<u>\$ 20,507,676</u>	<u>\$ 20,103,920</u>	<u>\$ 20,796,615</u>

Huron-Clinton Metropolitan Authority
2021 Park Operating Revenue by Cost Center
Schedule 2 A

	2018	2019	2019	2020
	Actual	Initial Budget	Estimated Revenue	Proposed Budget
Natural Resources	\$ 5,000	\$ -	\$ -	\$ -
Outside Lease/Rental	163,905	164,471	164,667	170,359
Pool	578,049	588,150	97,850	573,650
Waterpark	946,911	1,026,500	-	947,000
Spray Zone	273,640	258,000	147,072	258,000
Ripslide	119,500	130,000	-	140,000
Beach	104,277	106,750	235,134	439,501
Dockage/Boat Storage	367,098	370,200	406,752	377,200
Boat Rental	472,936	471,412	663,650	534,112
Excursion Boat	54,408	52,200	-	52,200
Plaza Concession	8,627	8,900	15,289	8,900
Cross-Country Skiing	33,481	44,381	41,311	39,726
Tolling	9,294,168	9,999,499	11,168,374	10,026,820
Family Camping	55,873	65,350	58,376	69,750
Group Camping	25,406	24,685	10,876	18,920
Activity Center Rental	180,211	191,100	(4,538)	149,551
Mobile Stage	16,800	12,600	2,950	12,000
Shelter Reservations	390,519	381,625	241,783	340,801
Golf Course	5,484,009	5,347,210	6,021,301	5,501,334
Par 3/Foot Golf	51,280	52,950	64,596	58,930
Disc/Adventure Golf	182,972	182,445	215,758	187,545
Adventure Course	10,000	-	-	-
Trackless Train	6,813	7,000	100	7,000
Special Events	134,541	93,350	16,350	82,952
Interpretive/Mill	191,077	173,471	37,101	105,865
Farm Learning Center	389,703	330,450	135,913	237,595
Mobile Learning Center	63,017	40,500	16,349	15,500
Environmental Discover Center	55,826	86,122	12,865	14,458
General	143,056	97,660	136,646	226,251
Joint Governmental Maintenance	213,350	200,695	197,395	200,695
	<u>\$ 20,016,453</u>	<u>\$ 20,507,676</u>	<u>\$ 20,103,920</u>	<u>\$ 20,796,615</u>

HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2021 Budget Estimates
Funding for Capital Project Fund
Schedule 3

	2021 New projects Projects (12)	2021 Grant & Other Funding Projects (5)	2021 Funding from General Fund
Lake St. Clair	\$ -	\$ -	\$ -
Kensington	150,000	-	150,000
Lower Huron	2,952,100	1,065,400	1,886,700
Hudson Mills	385,500	192,700	192,800
Stony Creek	1,592,035	-	1,592,035
Lake Erie	367,892	183,946	183,946
Wolcott Mill	-	50,000	(50,000)
Indian Springs	-	-	-
Huron Meadows	-	-	-
Administration Office	-	-	-
Totals	\$ 5,447,527	\$ 1,492,046	\$ 3,955,481

HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2020 Budget
Funding for Capital Project Fund
Schedule 3

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REMARKS</u>
<u>KENSINGTON</u>		
1) Interpretive Farm Center Trail	\$150,000	This is a complete replacement of the 0.4 mile long asphalt trail that circles the farm center pens and animal enclosures. This project will improve accessibility for patrons, and was identified as a project in the ADA Transition Plan approved in December 2019.
<u>LOWER HURON/WILLOW</u>		
1) Lower Huron Regional Playground Development	1,000,000	This project will develop a new playground with state-of-the-art features creating a regional draw for the park. This playground is expected to include accessible play features as well as taking into account appropriate stormwater management.
2) Lower Huron Iron Belle Trail Extension	716,700	This project will continue development of the state-wide initiative to develop the Iron Belle Trail. This system when completed provides two routes that each traverse the state from Belle Isle in Detroit to Ironwood in the western Upper Peninsula. This section of trail includes a segment that will support a future link connecting Lower Huron to Belleville. Funding is anticipated from both the MNRTF as well as the Ralph C Wilson Foundation for this project.
3) Lower Huron Walnut Grove Campground Improvements	784,600	The Lower Huron Walnut Grove campground will benefit from the addition of six new campsites, upgrading of seven existing campsites for ADA compliance, water and electric hookups for all sites, wi-fi connectivity along with other amenities. Funding is anticipated from both the MNRTF as well as the Ralph C Wilson Foundation for this project.
4) Lower Huron Off Leash Dog Area	330,800	An off-leash dog area is planned with support from the Land and Water Conservation Fund at Lower Huron. This facility will be developed at the former site of the par three golf course. The site will include both large and small dog areas as well as a concrete bullpen with water bottle/pet filling station, accessibility improvements and an all-gender restroom. Demolition of a small golf building is also included.

HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2020 Budget
Funding for Capital Project Fund
Schedule 3

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REMARKS</u>
<u>LOWER HURON/WILLOW (con't)</u>		
5) Lower Huron - Bemis Road Toll Booth Replacement	30,000	This project will remove and replace the existing modular toll booth which has failed. The replacement unit will help ensure safety and security of tolling staff.
6) Lower Huron Pedestrian Crosswalk to Turtle Cove	90,000	Development of a new pedestrian crosswalk from Foxwoods to Turtle Cove is intended to improve safety for both pedestrians and cyclists in this busy area of Lower Huron.
<u>HUDSON MILLS</u>		
1) Dexter Huron Launch & Picnic Area Renovation	385,500	This project is intended to provide an accessible canoe/kayak site. The scope includes a floating launch, aggregate loading and unloading area, parking improvements, as well as access pathways connecting launch, picnic shelter and to the improved playground. This area is within the Natural Rivers District and therefore components of the project were designed to reflect sensitivity to it's location within the floodplain environment. MNRTF grant funding is planned for.
<u>STONY CREEK</u>		
1) Stony Creek Golf Course Pumphouse and Irrigation Replacement	1,000,000	Funding is planned to provide a multiphase project to replace the current failing pumphouse and irrigation system to this very popular course.
2) Shelden Trails Development - Phase II	442,035	This project will complete the redevelopment of the multi-use natural surface Shelden Trails that began in 2020. The original trails were designed and built by volunteers of from the Michigan Mountain Bike Association and maintenance has subsequently been supported by the Clinton River Area Mountain Bike Association (CRAMBA). A professional trailbuilding contractor has been contracted to complete this project.
3) Baypoint Lift Station Pump Replacement	150,000	This project will engineer and implement a solution to ongoing problems that have plagued the current pump station for some time.

HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2020 Budget
Funding for Capital Project Fund
Schedule 3

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REMARKS</u>
<u>LAKE ERIE</u>		
1) Lake Erie Green Infrastructure	367,892	This project is intended to utilize landscaping and natural plantings to improve stormwater management throughout the park. Funding is anticipated to come from a grant from Michigan Coastal Management.
TOTAL 2021 NEW PROJECTS (12)	<u><u>\$5,447,527</u></u>	

HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2020 Budget Estimates
Major Maintenance Projects
Schedule 4

	<u>2020 Budget (37)</u>	<u>2020 Budget (44)</u>
Lake St Clair	\$ 369,000	\$ 680,900
Kensington	420,000	843,000
Lower Huron	192,000	386,000
Hudson Mills	120,000	529,700
Stony Creek	142,000	140,000
Lake Erie	350,000	323,000
Wolcott Mill	300,000	80,000
Indian Springs	85,000	20,000
Huron Meadows		75,000
Administrative Office		115,000
Engineering/General Planning	266,595	142,614
	<hr/>	<hr/>
Total Major Maintenance Projects	<u><u>\$ 2,244,595</u></u>	<u><u>\$ 3,335,214</u></u>

HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2020 Budget Estimates
Significant Major Maintenance Projects
Schedule 4-A

LAKE ST. CLAIR (12)

1	Hike Bike Path from Jefferson to Nature Center Road	\$243,600	
2	Boardwalk Decking Replacement	150,000	
3	Park Office Boiler Replacement	65,000	
4	Beach Spoil Containment/Removal	50,000	
5	Other projects under \$30,000	172,300	680,900

KENSINGTON (6)

1	Hike Bike Path from Martindale North to Shore Fishing	\$427,000	
2	Hike Bike Path from Maple Beach to the West Playfield	165,000	
3	Dam repairs including concrete work - rebudget from 2020	100,000	
4	Replace Maple Beach irrigation system	100,000	
5	Other projects under \$30,000	51,000	\$843,000

LOWER HURON/WILLOW/OAKWOODS (9)

1	Paving the Oakwoods connector to Chestnut Road	\$151,000	
2	Painting - Lower Huron Turtle Cover Structural Support Slide Towers	70,000	
3	Stormwater management Oakwoods' Sky Come Down Trail	35,000	
4	Lower Huron Bike Trail stormwater work near Gentz Road	30,000	
5	Other projects under \$30,000	100,000	\$386,000

HUDSON MILLS/ DEXTER-DELHI (3)

1	Eastern Half of Hudson Mills Hike Bike Path	\$432,000	
2	Hudson Mills Golf Course Pump House	67,700	
3	Hudson Mills Golf Course Starter Building Roof (rebudget from 2020)	30,000	\$529,700

STONY CREEK (6)

1	Stormwater Drainage Repairs	\$50,000	
2	Shelter Accessibility Improvements Throughout Park	30,000	
3	Other projects under \$30,000	60,000	\$140,000

LAKE ERIE (6)

1	Great Wave Pool Shallow End Marcite Work	\$188,000	
2	Great Wave Pool Plaza Concrete Work	60,000	
3	Boat Launch Road Culvert Stormwater Work Phase II (2020 rebudget)	60,000	
4	Other projects under \$30,000	15,000	\$323,000

WOLCOTT (1)

1	Historic Center Structural Repairs-Raceway (2020 rebudget)	\$80,000	\$80,000
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HURON-CLINTON METROPOLITAN AUTHORITY
Preliminary 2020 Budget Estimates
Significant Major Maintenance Projects
Schedule 4-A

INDIAN SPRINGS (1)

1	EDC Pond Dome Carpet Replacement (2020 rebudget)	<u>\$20,000</u>	\$20,000
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HURON MEADOWS (1)

1	Golf Starter Building Roof Replacement	<u>\$75,000</u>	\$75,000
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ADMINISTRATIVE OFFICE (1)

1	Replace Windows to Improve Ventilation	<u>\$115,000</u>	\$115,000
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TOTAL 2020 Major Maintenance Projects (44)		<u><u>\$3,192,600</u></u>
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Huron-Clinton Metropolitan Authority
Comparison of Park Operating Expense
2021 - Schedule 5

	2019 Actual	2020 Initial Budget	2020 Estimated Expenditures	2021 Proposed Budget
Lake St. Clair	\$ 4,244,286	\$ 4,514,568	\$ 4,268,989	\$ 4,687,029
Kensington	7,252,435	7,474,504	7,452,362	7,967,315
Lower Huron	5,929,336	6,544,324	5,325,004	6,547,517
Hudson Mills/ Dexter/ Delhi Metroparks	2,595,250	2,712,883	2,664,360	2,841,390
Stony Creek Metroparks	5,201,860	5,360,033	5,267,399	5,641,685
Lake Erie Metropark	3,809,592	4,148,465	3,572,740	4,120,612
Wolcott Metropark	1,410,077	1,513,668	1,465,207	1,536,416
Indian Springs Metropark	2,356,437	2,230,256	2,116,519	2,217,081
Huron Meadows Metropark	1,132,929	1,189,549	1,106,217	1,210,300
Administrative Office Park Operations	26,475	26,600	44,145	40,600
	<u><u>\$ 33,958,677</u></u>	<u><u>\$ 35,714,850</u></u>	<u><u>\$ 33,282,942</u></u>	<u><u>\$ 36,809,945</u></u>

Huron-Clinton Metropolitan Authority
Park Operations Comparison by Account Type
2021 - Schedule 5 A

	2019	2020	2020	2021 Proposed
	Actual	Initial Budget	Estimated	Budget
Full-Time Wages	\$ 9,809,624	\$ 10,110,937	\$ 9,987,153	\$ 10,523,011
Full-Time Overtime	239,965	237,352	306,635	238,214
Full-Time Benefits Paid To Employees	653,951	860,589	838,973	941,160
Full-Time Benefits Paid For Employees	6,652,607	6,395,379	6,333,421	6,739,190
Part-Time Wages	7,105,278	7,771,993	6,603,885	8,372,737
Part-Time Overtime	67,343	75,036	55,966	72,922
Part-Time Benefits Paid To Employees	(11,990)	5,090	10,367	5,160
Part-Time Benefits Paid For Employees	679,869	670,039	610,179	710,580
Total Personnel Services	\$ 25,196,647	\$ 26,126,415	\$ 24,746,579	\$ 27,602,974
Operating Supplies	1,472,245	1,636,782	1,495,424	1,707,076
Maintenance Materials	1,410	0	85	0
Tools/Equipment	880,610	921,006	1,106,797	703,416
Chemicals	413,149	437,150	417,257	411,025
Equipment Fuel/Mileage	458,753	510,759	350,159	465,554
Uniforms	76,192	103,296	82,433	105,336
Resale Merchandise	571,645	613,068	457,123	746,686
Outside Services	2,431,807	2,643,589	2,260,490	2,471,953
Insurances	558,646	569,555	559,672	537,460
Utilities	1,727,820	1,959,798	1,655,948	1,859,386
Rents/Leases	95,476	100,180	102,582	104,615
Postage/Shipping	3,366	5,100	3,886	4,630
Memberships	7,089	10,805	7,324	11,062
Employee Development	56,753	76,348	38,203	78,722
Over/Under	8,866	500	(1,520)	(450)
Inventory Gain/Loss on Adjustment	(1,796)	500	500	500
	<u>8,762,031</u>	<u>9,588,436</u>	<u>8,536,363</u>	<u>9,206,971</u>
Total Park Operations	\$ 33,958,678	\$ 35,714,851	\$ 33,282,942	36,809,945

Huron-Clinton Metropolitan Authority
Administrative Office Comparison by Account Type
2021 - Schedule 6

	2019 Actual	2020 Initial Budget	2020 Estimated	2021 Proposed Budget
Full-Time Wages	\$ 3,953,294	\$ 4,333,058	\$ 4,016,377	\$ 4,258,613
Full-Time Overtime	5,218	10,000	4,322	8,500
Full-Time Benefits Paid To Employees	208,227	296,083	253,015	298,692
Full-Time Benefits Paid For Employees	2,116,871	2,200,458	1,876,399	2,139,255
Part-Time Wages	326,548	506,313	296,858	533,688
Part-Time Overtime	142	0	327	0
Part-Time Benefits Paid For Employees	24,332	39,725	22,306	40,002
Total Personnel Services	\$ 6,634,632	\$ 7,385,637	\$ 6,469,604	\$ 7,278,750
Operating Supplies	171,237	366,940	138,690	238,886
Tools/Equipment	226,337	113,468	127,858	137,208
Chemicals	3,763	6,200	6,200	6,200
Equipment Fuel/Mileage	39,013	49,400	20,451	53,250
Uniforms	2,321	6,350	3,895	4,850
Professional Services	221,178	202,000	177,081	225,000
Outside Services	1,588,819	2,160,899	1,724,577	2,804,641
Insurances	132,004	134,423	124,776	125,594
Utilities	138,511	158,329	121,190	108,129
Rents/Leases	1,758	10,627	1,694	6,820
Postage/Shipping	10,847	13,600	16,264	14,000
Miscellaneous	355,573	7,500	529	7,500
Memberships	15,531	18,430	16,245	20,721
Employee Development	99,842	112,390	43,153	106,225
	<u>3,006,734</u>	<u>3,360,556</u>	<u>2,522,603</u>	<u>3,859,024</u>
Total Administrative	\$ 9,641,366.00	\$ 10,746,193	\$ 8,992,207	\$ 11,137,774

**2020 PRELIMINARY BUDGET ESTIMATES
KEY FACTORS**

REVENUES – \$56.2 Million

Tax Revenues – \$34,189,543

- Millage rate reduced to .2104 mills from .2117 in 2020.
- “Net” tax revenues estimated at \$32,618,609, (see [Schedule 1](#)), this is an increase of \$1,405,609 from the 2018 estimated tax revenue of \$31,213,000.
- Taxable values increased in all five counties.
- State of Michigan reimbursement is expected to total \$400,000.
- 2020 budgeted tax revenue reflects an anticipated increase of less than 3.1 percent in revenue.

Park Operating Revenues – \$20,796,615

- 2020 Park Operating revenues are projected at \$20.8 million – An increase of 3 percent over the 2020 Revenue Projections of \$20.1 million (See [Schedule 2](#)).
- 2021 Board approved fees remain at the 2020 rates for most activities.

Interest Income – \$400,000

- Interest rates have declined significantly.
- This number is expected to be revised to \$100,000 during the budget review process.
- Investable balances are anticipated to be relatively stable.

Sale of Capital Assets – \$100,000

- 2021 Capital Equipment purchases remain in the \$2 million range.
- In 2019 Finance was able to develop a process to distinguish between gross auction proceeds and the portion related to capital equipment resulting in this lower but more accurate projection.
- Sale of non-capital assets is reflected in miscellaneous revenue.

Grants – \$0

- It is anticipated that all known grant activity will be related to capital improvement projects. Any revenue associated with these projects will be reflected in the new Capital Projects fund.

Donations – \$0

- This number reflects donations received by at the administrative office. There are no anticipated donations in the preliminary budget numbers. This number may be revised upward in the ten to twenty thousand range during the review process.

EXPENDITURES – \$57.7 Million

Funding for Capital Improvement Project Fund - \$3,955,481

- See [Schedule 3](#) and [Schedule A](#), for detail of the 20 capital improvement projects listed for 2021.

Equipment – \$2,112,613

- Major equipment purchases as requested are in line with the 2020 projected expenditures
- \$797,000 for 22 replacement mowers
- \$252,000 for two replacement trash compactor trucks
- \$120,000 for a replacement dump truck with rear loader
- \$190,000 for seven utility vehicles
- \$144,000 for four replacement police vehicles
- \$192,000 for a total of five staff pick-up trucks

Land Acquisition – \$0

- There is no funding included in this initial budget request.

Major Maintenance – \$3,335,214

- These projects are planned at a significant increase in funding from the level anticipated to be accomplished in 2020. Of the 44 projects planned for 2021, some of the more significant projects are:
 - Lake St. Clair Hike-Bike Path – Jefferson to Nature Center Road (\$243,600)
 - Kensington Hike-Bike Path – Martindale to Shore Fishing (\$427,000)
 - Kensington Hike-Bike Path – Maple each to West Playfield (\$165,000)
 - Hudson Mills Hike-Bike Path – Easter half of trail (\$432,000)
 - Lake St. Clair Boardwalk Decking replacement (150,000)
 - Kensington Dam repairs (\$100,000)
 - Kensington repair Maple Beach Irrigation System (\$100,000)
 - Lake Erie – Marcite Repairs at Great Wave aquatic facility (\$188,000)
 - All projects are detailed on [Schedule 4](#)

Park Operations – \$36,809,945

- Total 2021 budgeted Park Operations is up over \$3.5 million (10.6 percent) from 2020 estimated expenditures of \$33,282,942 (see [Schedule 5 and 6](#)) for detail.
- In spite of no new full-time positions being added for 2021, full time wages are requested to increase by \$535,858 (5.4 percent) from the estimated 2020 estimates. This reflects the negotiated three percent wage increase agreed to in the employee bargaining agreements, and a full year of positions that were vacant for portions of 2020 as well as reduced expenditures related to layoffs triggered by the pandemic.
- Part time wages are projected to increase by \$1,768,852 (26.8 percent) to \$8,372,737. This is the largest increase of any account accounting for more than half of the total increase from 2020 estimated actual to 2021 budget. Staff was given direction to keep part time hours stable with the 2020 budgeted hours which were in turn based on 2019 actual hours worked. With part time rates increasing at only 3 percent annually part-time

wages should have fallen in the neighborhood of \$7.6 million. There will need to be significant review of the submitted hours.

- Staff was directed to project non-wage accounts based on levels needed in 2019. We would have expected to see a reduction in equipment as no golf carts will be purchased in 2021 (2019 included \$300,000). In addition, all point of sale equipment was purchased in 2020 and staff was also encouraged to expedite essential repairs prior to year-end in 2020 all these factors should have depressed contractual costs in 2021.
- Non-wage accounts totaling \$9.2 million are reflecting an increase overall of \$670,608 as compared to 2020 estimated expenses of \$8.5 million. The biggest increases are in operating supplies (\$211,000), resale merchandise (\$290,000), outside services (\$211,000) and utilities (\$203,000). These increases are mitigated by a decrease in minor equipment in the amount of \$403,000).

Administrative Office – \$11,137,774

- Total 2021 requested Administrative Office expenditure budget represents a \$2.1 million increase from 2020 projected expenditures of \$8,992,207 and a \$1.5 million increase from actual 2019. However, this also reflects just a \$392,000 increase from 2020 original budget (see [Schedule 7](#)) for detail.
- Comparing 2021 to 2020 estimated actual, the largest increase is in outside services. This account which increased by \$1.1 million or 62.6 percent primarily reflects engineering design work that is contracted out. Wage and benefit increases account for most of the rest of the increase. This is the result of both across the board wage increases, a full year of positions which were vacant for a portion of the year as well as the savings from layoffs in 2020. No new full-time positions have been added, however 2021 reflects a new part-time position in the Diversity, Equity and Inclusion department.
- Operating Supplies and employee development are also accounts that showed significant increases. This is primarily due to depressed activity during 2020 related to the COVID-19 pandemic.



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – October General Fund Financial Statement Review
Date: November 5, 2020

Action Requested: Motion to Receive and File

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

OCTOBER AT A GLANCE

- Parks are still positioned for significant revenue surplus at yearend
- Golf revenue outpaced tolling by 56 percent
- Vehicle attendance exceeded previous October by 47 percent
- Sales of daily permits declined – annual permits held steady
- Expenditures ahead of October 2019 due to payroll timing

OCTOBER PARK OPERATING REVENUE: In October, park operating revenue could be summarized by one word – Golf. Golf generated 53 percent of the \$960,000 revenue generated in the park this past month. This is an increase over 2019 golf revenue of 55.8 percent.

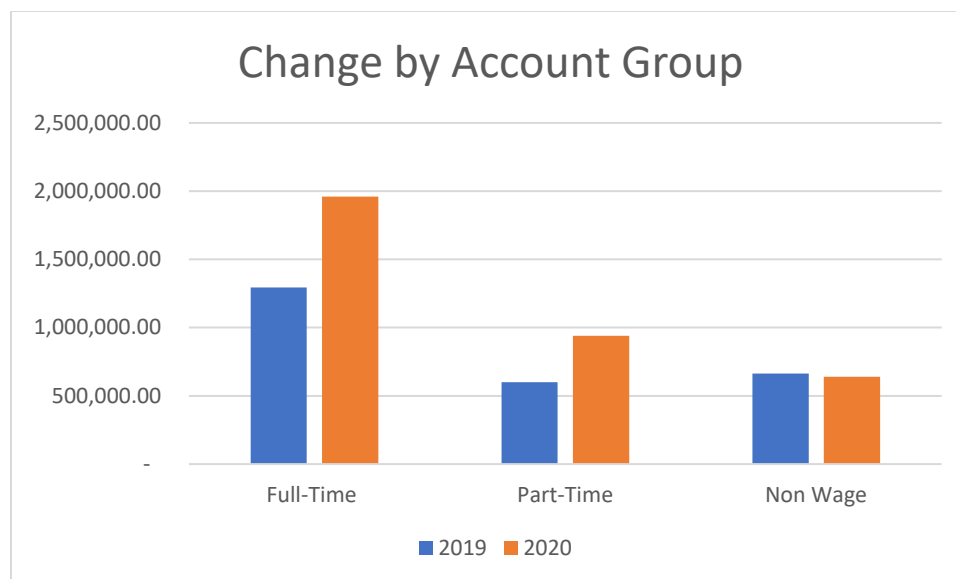
The only other significant source of park operating revenue for the month was tolling, which produced a \$52,000 decline (down 13.8 percent) when comparing 2019 October revenue to 2020.

The other significant variance in revenue this month was interpretive. Interpretive revenue continues to lag, this past month \$24,000 was generated as compared to \$150,000 in 2019.



OCTOBER PARK OPERATING EXPENSE: October 2020 included three payrolls versus October 2019, which had two payrolls. For this reason, wage and benefit comparisons between the two months are skewed. Overall park expenditures were in line with previous years once the number of payrolls was considered.

Although part-time wages appeared to be trending higher even after taking the additional payroll into account, vacant full-time positions and reductions in non-wage accounts somewhat offset this.



OCTOBER ADMINISTRATIVE OFFICE EXPENSE: The additional payroll also made direct month-to-month comparison challenging. Overall, and consistent with park operations, most non-wage accounts reflect a decrease in October expenditures. As noted above, wage and fringes reflect an increase primarily due to a shift in the calendar between 2019 and 2020.

YEAR-TO-DATE: The majority (generally over 90 percent) of operating revenue is generated by the end of September. October revenue generally produces another 5 percent, which is normally made up of three main activities listed in order of volume, tolling which is generally around 40 percent, golf which is normally around 30 percent and interpretive which is generally around 15 percent.

This strong golf revenue continues the pattern we have seen play out since golf was allowed to begin operating in late spring. Tolling revenue initially faltered in the earliest days of the pandemic followed by a strong surge, which outpaced prior year sales. This was then followed by a gradual decline, which resulted in quantities of annual permits holding remarkably unchanged year-to-date. Daily permit sales year to date reflect an 8 percent increase. This brings us to the current state which has year-to-date revenue exceeding 2019 and within 4 percent of budget.

Expenditures in all categories are down significantly year-to-date, in line with projections that could result in a surplus of more than \$4 million. Park and administrative staff have been encouraged to make wise use of this opportunity to invest in maintenance and repairs and in some cases to accelerate projects that might otherwise be planned for 2021. Although it is expected that these shifts will have some impact a surplus for the year is still anticipated.



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – Monthly Capital Project Fund
Date: November 5, 2020

Action Requested: Motion to Receive and File

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

Background: In 2018, the Board approved the creation of a capital project fund. To improve the information provided on specific capital improvement projects Finance developed 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:

- October capital project expenditures totaled \$657,000.
- Almost \$200,000 was expended on the Kensington Maple Beach Site Improvement project. The sister project at Stony Creek's Baypoint Beach had \$222,000 in October payments.
- Willow Golf Course Culvert Replacement incurred \$140,000.

Attachment: October 2020 Capital Project Fund Update

Capital Project Fund
Period Ending October 31, 2020

Project Code	Project Description	GL Acct 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	49,468.19	63,663.12	0.00	6,849.62	
50217.683	Pump Station No. 1 Replacement-SAW Grant	80-5-102-990-88	Lake St Clair	Other Improvements	433,875.12	(17,770.93)	355,704.22	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	800,000.00	0.00	0.00	0.00	800,000.00	
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	975,411.47	658,645.18	770,039.73	212,404.64	(7,032.90)	
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	550,593.04	37,083.04	37,083.04	424,321.50	89,188.50	
50420.1119	Hike-Bike Trail Reconstruction	80-5-104-990-89	Kensington	Infrastructure	444,862.07	292,037.08	292,037.08	153,608.40	(783.41)	
50420.1120	West Boat Launch - Accessible Kayak Launch	80-5-104-990-88	Kensington	Other Improvements	311,411.22	3,411.22	3,411.22	0.00	308,000.00	
50519.126	Iron Belle Trailhead	80-5-108-990-82	Dexter-Delhi	Land Improvements	95,421.18	46,717.21	51,061.79	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	86,039.86	16,143.36	31,326.64	0.00	54,713.22	
50619.491	North Fishing Site Redevelopment	80-5-106-990-88	Lower huron	Other Improvements	313,154.26	13,570.52	24,854.26	0.00	288,300.00	
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	332,793.37	310,452.98	310,452.98	0.00	22,340.39	
50820.216	Hike-Bike Trail Reconstruction	80-5-108-990-89	Hudson Mills	Infrastructure	291,380.41	293,462.82	293,462.82	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	80,000.00	0.00	0.00	12,346.00	67,654.00	
50917.542	Baypoint Beach Site Improvements	80-5-109-538-88	Stony Creek	Other Improvements	1,229,757.96	621,369.58	723,271.41	514,756.55	(8,270.00)	
50918.548	Shelden Trails Redevelopment	80-5-109-990-89	Stony Creek	Infrastructure	392,180.66	68,135.84	117,070.42	276,330.74	(1,220.50)	
50920.553	Boat Launch Parking Lot Reconstruction	80-5-109-540-88	Stony Creek	Other Improvements	1,318,009.93	113,546.91	125,380.59	1,083,345.35	109,283.99	
50920.554	Boat Launch Building Redevelopment	80-5-109-540-84	Stony Creek	Building	1,578,949.95	47,087.35	51,223.95	42,616.50	1,485,109.50	
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	69,837.82	23,780.62	23,780.62	9,851.00	36,206.20	
50920.558	26 Mile Rd. Connector - Bike Path	80-5-109-990-89	Stony Creek	Infrastructure	8,951.79	8,951.79	8,951.79	0.00	-	
51017.311	Park Office Replacement	80-5-106-990-84	Willow	Building	2,370,343.19	68,850.55	168,960.90	0.00	2,201,382.29	
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	274,380.42	214,760.87	221,505.82	0.00	52,874.60	
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 Servi	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 & lighting/electrical	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	Fiat 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	1,615,722.83	73,339.06	107,684.00	82,759.65	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	100,000.00	594.36	17,866.36	50,255.64	31,878.00	
51319.140	Generator Hookup at Farm	80-5-113-881-89	Wolcott	Infrastructure	20,000.00	0.00	0.00	5,668.00	14,332.00	
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)	
					\$ 15,366,824.03	\$ 3,490,844.71	\$ 4,626,535.28	\$ 3,161,648.49	\$ 7,578,865.26	



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources and Labor Relations
Subject: Approve – Health Insurance Program(s)
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners accept the recommendation to approve the 2021 employee and retiree medical and dental insurance program(s) as presented by Human Resources Manager and Labor Relations Randy Rossman and staff.

Fiscal Impact: The proposed 2021 Metroparks general fund budget includes sufficient funding for this recommended change.

Background: Due to a high claims experience over the last renewal period the Metroparks are facing an overall \$271,689 (11.3 percent) premium increase to the health insurance program. This increase also puts the plan cost over the state mandated PA 152, 2021 hard cap by \$191,926.

The current plan has a deductible of \$2,000/\$4,000, 100 percent after deductible medical coverage and a three-tier prescription co-pay after deductible and an out-of-pocket maximum of \$3,000/\$6,000. The current plan does not have employee contributions.

High Deductible Health Plan (HDHP) Medical Plan: Staff discussed the rate increase and several alternative options with the employee association, POAM and COAM representatives. The representatives met with employees and came back with a recommendation, and that senior leadership agrees with, to change the plan and implement an employee contribution for the amount in excess of the hard-cap.

Staff is recommending a change to the active employee and pre-65 retiree HDHP. This plan will have a deductible of \$2,000/\$4,000, 80 percent after deductible medical coverage and a five-tier prescription co-pay after deductible and an out-of-pocket maximum of \$3,000/\$6,000.

The active employee bi-weekly co-pay to cover the cost in excess of the hard cap is as follows:

- Single – \$5.66
- Two Person – \$13.60
- Family – \$16.99

The cost increase to the Metroparks for the proposed plan is equal to an increase of 3.3 percent or \$79,822 annually. The employees will be contributing 2.25 percent of the premium cost or an estimated \$56,941 annually.

Pre-65 HDHP Retiree: Staff recommends that the pre-65 HDHP retirees also move to the new plan. However, as these retirees are not eligible for the proposed rate stabilization surplus distribution, we do not recommend that these retirees participate in the bi-weekly contribution requirement.

Pre-65 PPO Retiree: Staff recommends no change to the pre-65 retiree Community Blue PPO plan. This plan is currently in place for employees who retired prior to February 2013, including those retirees who retired in the negotiated Early Retirement window. This plan will have a 11 percent increase in premium amounting to an annual increase of \$8,912 over our renewal rate.

Medicare Advantage: Staff recommends no change to the Medicare Advantage plan for post-65 retirees. This plan will have a 13.6 percent decrease in premiums amounting to an annual decrease of \$101,273 over our renewal rate.

Dental: Staff recommends no change to the employee and retiree dental plan through Blue Cross Blue Shield of Michigan Blue Dental. The plan will have a .8 percent decrease in premiums amounting to an estimated annual decrease of \$2,321. Other carriers were solicited but none quoted lower than our current carrier renewal rate.

Vision: Staff recommends no change to the Vision plan through Eye Med. This plan has no change in cost.

Life and Disability: Staff recommends no change to our active employee Life and Disability plan through One America. This plan will have a 16 percent increase in premiums amounting to an annual increase of \$21,747 over our renewal rate.



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources and Labor Relations
Subject: Approval – Use of Blue Cross Blue Shield Rate Stabilization Surplus
Date: November 5, 2020

Action Requested: Motion Approve

That the Board of Commissioners approve the use of a portion of Fund Balance Committed for Rate Stabilization to be paid in January 2021 to full-time employees enrolled in the Metroparks High Deductible Health Plan, for either \$1,500 for single coverage or \$3,000 for two-person/family coverage, in accordance with the Board of Commissioners previous actions as recommended by Chief of Human Resources and Labor Relations Randy Rossman.

Fiscal Impact: The 2021 fringe benefit rate will include funding for this payment in the amount of \$433,500.

Background: Each year our medical/prescription insurance carrier, Blue Cross Blue Shield of Michigan (BCBSM), reviews our current claims and the current claim trends for groups of similar size. This results in development of a Rate Stabilization Reserve Account, which is used as a cushion for large claims.

In June 2015, the Board approved utilizing a portion of the rate-stabilization funds to mitigate the impact of the high deductible plan on employees, where financially feasible.

The Board approved the use of funds from the rate stabilization fund in 2016, 2017 and 2018 in the amount of \$700 for single and \$1,400 for two-person/family coverage for each year respectively. In 2019, the amount was increased to \$1,000 for single and \$2,000 for two-person/family coverage.

The final 2021 BCBSM renewal rate is above the hard cap and has resulted in additional costs for participating employees along with a reduction in the health insurance benefit. The current amount in the Fund Balance Committed for Rate Stabilization \$888,850. Approval of this motion will help mitigate some of the additional costs for covered employees. Staff anticipate this payment will bring the Fund Balance Committed for Rate Stabilization balance to \$455,350.



To: Board of Commissioners
From: Michael Lyons, Interim Deputy Director
Project Title: Approval – GolfNow G1 Agreement and Equipment Hardware
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners renew a two-year GolfNow Agreement with upgraded G1 technology and equipment hardware purchase in the amount of \$48,512.80 as recommended by Deputy Director Michael Lyons and staff.

Fiscal Impact: GolfNow G1 software will help improve efficiency and customer service at the seven regulation golf courses within the Metroparks. GolfNow G1 is the industries most advanced software and platform, which will help in driving business to our golf courses. In 2020, three Metropark Golf Courses were in the top 10 for rounds sold in the Detroit market (Kensington, Stony Creek and Indian Springs). The hardware cost for the upgraded system for all seven regulation golf courses totals \$48,512.80.

Background: The Metroparks have utilized the GolfNow software and platform since 2013 at all seven regulation golf courses. The new G1 technology is one of the most advanced all-in-one business management platforms in the golf management industry. G1 is where the majority of GolfNow's development is going, currently, updates are being released consistently on a two-week basis.

GolfNow G1 software and platform will allow the Metropark Golf Courses to enhance golfer experience and allow them to operate more efficiently. GolfNow booking and payments has been a major asset in allowing the golf courses to operate within mandated guidelines during the COVID-19 pandemic. The enhanced GolfNow G1 software will provide even more features in relation to non-contact bookings, payments and food/beverage purchases.

G1 software to include GolfNow proprietary SmartPlay technology services to facilitate the marketing, sale and fulfillment of orders for food, beverages and other products through the Golfnow mobile app and other GolfNow platforms. SmartPlay will provide our customers the opportunity to have a contactless experience by checking in for their pre-paid tee time from their phone in order to avoid contact in the clubhouse while also being able to place orders from wherever they are on the golf course for food/beverage and miscellaneous items. G1 is completely cloud based, allowing for managing the business from anywhere while bringing the databases and customer information for all Metropark courses into one brand location.

Miller Canfield has reviewed the GolfNow G1 Agreement.

**Attachments: GolfNow G1 Agreement
GolfNow Hardware Quote**



This Order Form, subject the terms and conditions of the Agreement (as defined below), is entered into between GolfNow, LLC ("GolfNow") and Huron Clinton-Metropolitan Authority ("Client") (individually, a "Party" and collectively, the "Parties"), effective as of the Effective Date set forth below, and shall govern GolfNow's provision of software, marketing, and/or technology services for Client's golf courses listed below.

GolfNow: 7580 Golf Channel Drive Orlando, FL 32819	Client (Legal Entity Name):	Huron Clinton-Metropolitan Authority
	Client's Mailing Address:	13000 High Ridge Dr Brighton, MI 48116 USA
	Client's Golf Course List: Kensington Metropark Indian Springs Metropark Stony Creek Metropark Lake Erie Metropark Willow Metropark Hudson Mills Metropark Huron Meadows Metropark	

Prepared By:	Matt Pickard	Client's Contact Name:	Jerry Cyr
Phone:	(517) 526-7627	Client's Contact Phone:	(734) 426-8211
Email:	matthew.pickard@golfchannel.com	Client's Email:	jerry.cyr@metroparks.com

TERM AND RENEWALS: The Initial Term of this Agreement shall be effective as of the last date of the last signature written below (the "Effective Date") and shall expire Two (2) Years thereafter and shall be non-cancellable, except as provided herein. **UPON EXPIRATION OF THE INITIAL TERM, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE ONE (1) YEAR TERMS UNLESS OTHERWISE TERMINATED BY EITHER PARTY IN WRITING AT LEAST THIRTY (30) DAYS PRIOR TO ANY RENEWAL TERM.**

PRODUCT(S) & SERVICE(S)

Golf Course	Product	Program
Hudson Mills Metropark	Platform	GolfNow
Hudson Mills Metropark	Tech	G1 Full System
Hudson Mills Metropark	Answers	Staff-on-Demand
Hudson Mills Metropark	PMP	
Hudson Mills Metropark	Other	SmartPlay
Hudson Mills Metropark	Other	Payments
Huron Meadows Metropark	Platform	GolfNow
Huron Meadows Metropark	Tech	G1 Full System
Huron Meadows Metropark	Other	SmartPlay
Huron Meadows Metropark	Other	Payments
Indian Springs Metropark	Platform	GolfNow
Indian Springs Metropark	Tech	G1 Full System
Indian Springs Metropark	Other	SmartPlay
Indian Springs Metropark	Other	Payments
Kensington Metropark	Platform	GolfNow
Kensington Metropark	Tech	G1 Full System
Kensington Metropark	Other	Payments
Kensington Metropark	Other	SmartPlay

Lake Erie Metropark	Platform	GolfNow
Lake Erie Metropark	Tech	G1 Full System
Lake Erie Metropark	PMP	
Lake Erie Metropark	Other	Payments
Lake Erie Metropark	Other	SmartPlay
Stony Creek Metropark	Platform	GolfNow
Stony Creek Metropark	Tech	G1 Full System
Stony Creek Metropark	Other	Payments
Stony Creek Metropark	Other	SmartPlay
Willow Metropark	Platform	GolfNow
Willow Metropark	Tech	G1 Full System
Willow Metropark	Other	Payments
Willow Metropark	Other	SmartPlay

HARDWARE

<u>Golf Course</u>	<u>Hardware Package</u>	<u>Quantity</u>
Kensington Metropark	G1 - Pro Shop - Wired Pin Pad	14
Kensington Metropark	G1 – F&B – Standard – Wireless Pin Pad	7
Kensington Metropark	G1 – Beverage Cart	7

<u>Golf Course</u>	<u>Hardware Item</u>	<u>Quantity</u>
Kensington Metropark	Apple 10.2 Otterbox Case	7
Kensington Metropark	iPad 10.2" 32 GB 7th Gen	7

TOTAL PAYMENT(S)
Trade Payment Terms

Hudson Mills Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Hudson Mills Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Hudson Mills Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10

Trade Payment Terms

Hudson Mills Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Huron Meadows Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Huron Meadows Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Huron Meadows Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Huron Meadows Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Indian Springs Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Indian Springs Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Indian Springs Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10

Trade Payment Terms

Indian Springs Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Kensington Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Kensington Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Kensington Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Kensington Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Lake Erie Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Lake Erie Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Lake Erie Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10

Trade Payment Terms

Lake Erie Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Stony Creek Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Stony Creek Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Stony Creek Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Stony Creek Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
Willow Metropark Trade Provided: Mon-Fri Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Willow Metropark Trade Provided: Mon-Fri Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10 Trade Time will have a Blocking Window beginning at 1:00 PM
Willow Metropark Trade Provided: Sat-Sun Trade Load Time: 10:40 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10

Trade Payment Terms

Willow Metropark Trade Provided: Sat-Sun Trade Load Time: 11:44 AM 18 Holes Cart Included Bookable for 1 to 4 Players	Days In Advance to Load: 10
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Trade Floor & Utilization Guarantee

<p>GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Kensington Metropark on All Days according to the following guidelines:</p> <ul style="list-style-type: none"> During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply); <p>If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");</p> <p>If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");</p> <p>In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and</p> <p>For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.</p>
<p>GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Huron Meadows Metropark on All Days according to the following guidelines:</p> <ul style="list-style-type: none"> During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply); <p>If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");</p> <p>If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");</p> <p>In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and</p> <p>For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.</p>
<p>GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Hudson Mills Metropark on All Days according to the following guidelines:</p> <ul style="list-style-type: none"> During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply);

Trade Floor & Utilization Guarantee

If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");

If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");

In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and

For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.

GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Willow Metropark on All Days according to the following guidelines:

- During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply);
- If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");
- If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");
- In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and
- For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.

GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Stony Creek Metropark on All Days according to the following guidelines:

- During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply);
- If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");
- If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");
- In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and
- For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.

GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Lake Erie Metropark on All Days according to the following guidelines:

- During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply);

Trade Floor & Utilization Guarantee

If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");

If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");

In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and

For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.

GolfNow and Client agree to work cooperatively to determine reasonable Trade Time Pricing at Indian Springs Metropark on All Days according to the following guidelines:

- During the initial thirty (30) days of the Term (the "30-Day Test Period") GolfNow shall not price Trade Times at a discount of more than twenty-five percent (25%) lower than Partner's prevailing publicly posting rate within ninety (90) minutes of posted Trade Time (member guest rates do not apply);

If during the 30-Day Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to thirty-five percent (35%), the tee time(s) of which shall be at the discretion of GolfNow, during a second 30-day test period following the 30-Day Test Period (the "Second Test Period");

If during the Second Test Period GolfNow does not sell sixty percent (60%) of available Trade Times, Client shall allow GolfNow to move such Trade Time(s) to an alternative time frame and/or increase the Trade Time discount to fifty percent (50%) ("Third Test Period");

In the event GolfNow is unable to liquidate sixty percent (60%) of Trade Times after Third Test Period, GolfNow has the right to terminate this Agreement; and

For the avoidance of doubt, promotions and marketing initiatives conducted by GolfNow (including GolfNow promotional codes) shall be separate from and excluded from these Trade Time Pricing guidelines.

Cash Payment Due from Client

Golf Course	Amount	Paid Each
Kensington Metropark	\$3,640.00	One-Time Only
Kensington Metropark	\$28,728.00	One-Time Only
Kensington Metropark	\$268.80	One-Time Only
Kensington Metropark	\$660.00	One-Time Only
Kensington Metropark	\$11,256.00	One-Time Only

Service Fee for SmartPlay Purchases

Golf Course	Service Charge Percentage	Service Charge Paid To
Willow Metropark	10 %	GolfNow
Hudson Mills Metropark	10 %	GolfNow
Stony Creek Metropark	10 %	GolfNow
Kensington Metropark	10 %	GolfNow
Huron Meadows Metropark	10 %	GolfNow
Indian Springs Metropark	10 %	GolfNow
Lake Erie Metropark	10 %	GolfNow

Merchant Processing Fee for GolfNow Payments

Golf Course	Card Present Transactions*	Card Not Present Transactions*
Kensington Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction
Hudson Mills Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction
Lake Erie Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction
Huron Meadows Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction
Willow Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction
Stony Creek Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction
Indian Springs Metropark	2.75 % + \$0.10 cents per transaction	2.90 % + \$0.30 cents per transaction

*Card Present and Card Not Present transactions are as defined/categorized by the card issuers.

GOLFNOW BOOKING ENGINE	ACKNOWLEDGED
Client shall be required to use a booking engine powered by GolfNow.	Yes
ONLINE MARKETING	ACKNOWLEDGED
Does Client agree to grant GolfNow permission to purchase keywords in search engine marketing that include Client's name, or any other trade name, trademark or other intellectual property belonging to Client?	No
MILITARY TEE TIMES	ACKNOWLEDGED
Does Client agree to grant GolfNow permission to add Client inventory to MilitaryTeeTimes.com at a fifteen percent (15%) discount relative to all inventory released and posted on golfnow.com?	No

AGREED TO AND ACCEPTED

This Order Form is subject to all the Standard Terms and Conditions and applicable Additional Terms located on the website: <https://business.golfnow.com/about/terms-and-conditions> (the "Terms and Conditions"), subject to change by GolfNow from time to time, and any attached addenda (collectively, the "Agreement"). The Agreement shall constitute a legally binding agreement between Client and GolfNow, and Client accepts and agrees to the terms of the Agreement by signing below.

_____ Initial Here to confirm you have read the Terms and Conditions

Client Signature: _____ *Printed Name:* _____ *Date:* _____

GolfNow Signature: _____ *Printed Name:* _____ *Date:* _____



Huron-Clinton G1 Hardware Quote

Quantity	Unit	Description	Mfg Model #	Unit Cost	Total Cost
21	Each	iPad 10.2" 32 GB 7 th Gen	MW6W2LL/A	\$650	\$13,650
7	Each	Bar Cart iPad Case	77-62048	\$55	\$385
7	Each	iPad 10 pin CC reader	21073131	\$120	\$840
7	Each	Starter Otterbox Case		\$48	\$336
14	Each	HP Touchscreen All in One Computer	13Q59US#ABA	\$1100	\$15,400
21	Each	APG Cash Drawer (w/ cables)	T320-BL1616	\$185	\$3885
14	Each	Star USB Receipt Printer	39472310	\$300	\$4200
14	Each	Chip & Pin Pad for GN Payments (MX915)	M177-409-01-R	\$750	\$10,500
14	Each	Honeywell Barcode Scanner – G1	1200G-2USB-1	\$175	\$2450
14	Each	Ethernet Switch	GS105NA	\$50	\$700
14	Each	Ethernet Cable	A3L781-03-BLU	\$5	\$70
7	Each	Star LAN Receipt Printer	39463110	\$300	\$2100
7	Each	Windfall Stand for iPad	H602-BG	\$125	\$875
7	Each	Wireless Chip & Pin Pad for GN Payments (ISMP4)	IMP627- 11P3554C	\$750	\$5250
Total					\$60,641
20% Discount					(\$12,128.20)
Grand Total					\$48,512.80



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development;
Danielle Mauter, Chief of Marketing and Communications;
Robert Rudolph, Chief of Information Technology,
Mike Lyons, Interim Deputy Director
Project Title: Report – 2020 Visitor Data Analysis
Date: November 5, 2020

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file a report on the visitor data collection and analysis efforts during 2020 and goals for 2021 as recommended by Chief of Planning and Development Nina Kelly, Chief of Marketing and Communications Danielle Mauter, Chief of Information Technology Robert Rudolph, Interim Deputy Director Mike Lyons and staff.

Attachment: 2020 Visitor Data Analysis/RecTrac Presentation

2020 VISITOR DATA REVIEW & A LOOK FORWARD TO 2021

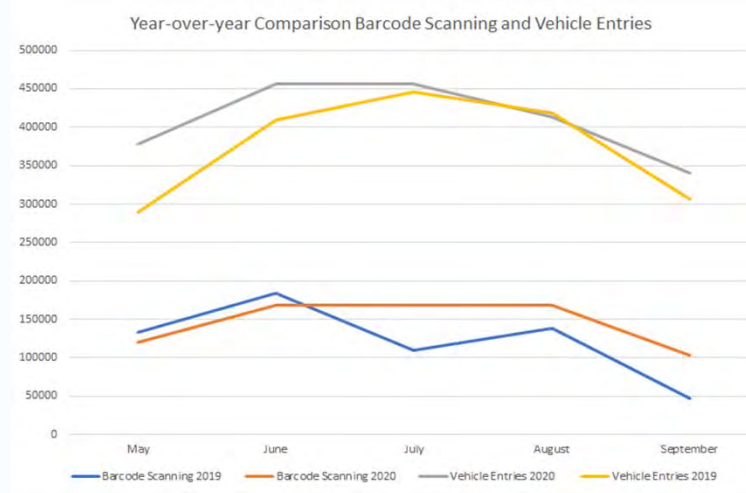
Nina Kelly, Danielle Mauter, Robert Rudolph, Mike Lyons
November 12, 2020



2020 VISITOR DATA
ANALYSIS - NINA

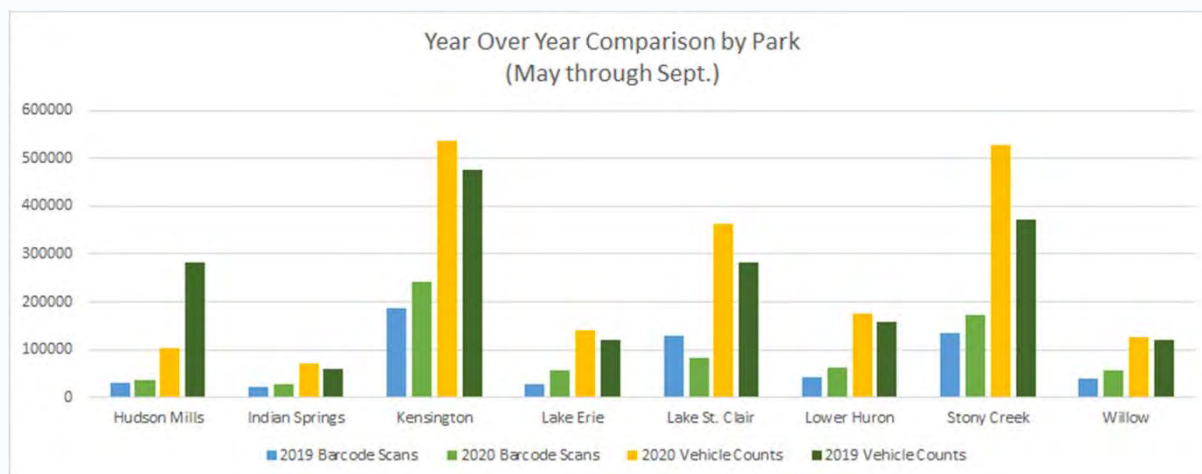
SCANNING DATA OVERVIEW

- In 2020, HCMA saw a 24% increase in Vehicle Entries compared to 2019 and a 21% increase in barcode scanning (systemwide).
- Much of the increase in vehicle entries was in May, June and September (compared to 2019), however scanning increases were mostly in July, August and September.



SCAN DATA OVERVIEW

- Nearly all parks (except for LSC,) increased scanning in 2020.



BARCODE SCAN AND VEHICLE ENTRIES

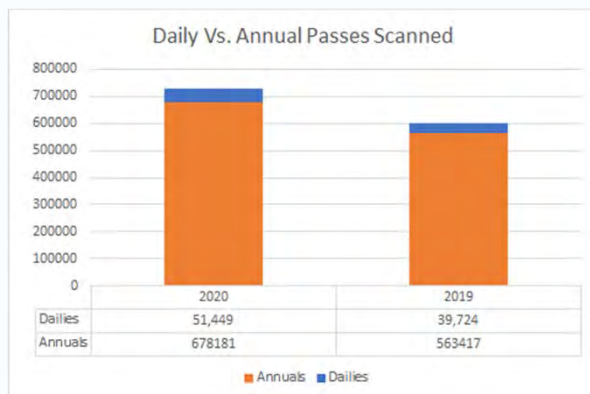
The below table shows a year-over year comparison of barcode scanning and vehicle entry data by park.

Metropark	2019 Vehicle Entries	2020 Vehicle Entries	Change	% Change Vehicle Entries	2019 Barcode Scans	2020 Barcode Scans	Change	% Change Barcode Scans	% 2019 Scanned	% 2020 Scanned
Hudson Mills	76,171	102,272	26,101	34%	30,244	35,142	4,898	16%	40%	34%
Indian Springs	59,353	71,286	11,933	20%	22,147	28,374	6,227	28%	37%	40%
Kensington	391,082	448,577	57,495	15%	186,306	243,046	56,740	30%	48%	54%
Lake Erie	120,951	141,738	20,787	17%	28,120	57,118	28,998	103%	23%	40%
Lake St. Clair	281,664	363,843	82,179	29%	130,149	81,312	-48,837	-38%	46%	22%
Lower Huron	156,917	174,745	17,828	11%	41,189	63,561	22,372	54%	26%	36%
Stony Creek	371,930	528,854	156,924	42%	133,665	171,962	38,297	29%	36%	33%
Willow	120,276	125,886	5,610	5%	39,339	55,995	16,656	42%	33%	44%
Grand Total	1,578,344	1,957,201	378,857	24%	611,159	736,510	125,351	21%	39%	38%



DAILY VS. ANNUAL PASS SCANS

- The chart to the right shows a comparison of pass share between daily and annual pass scans in 2019 and 2020.
- The totals include all types of annual passes, but do not include boat pass and barcode scanning errors.



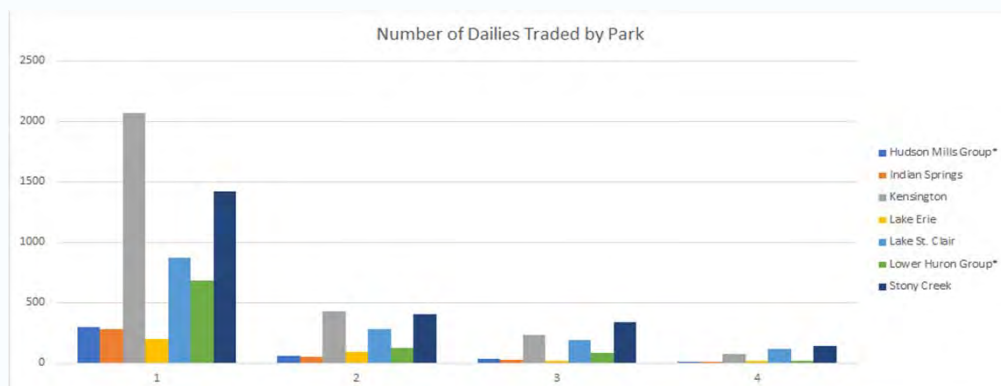
TRADE-UP PILOT

- During 2020, the Huron-Clinton Metroparks piloted a "Trade-Up" program that allowed park patrons to return purchased daily passes to receive a discount on an annual pass.
- The pilot ran from January 1, 2020 - October 10, 2020.
- During this period, 8,560 Annual Passes (total value - \$342,400) were purchased utilizing the trade-up program, a total of 13,018 daily passes (total value - \$130,180) were traded in by participants.
- 6,387 or 90% of Trade Up Annuals were purchased by residents of Zip Codes at least partially within the HCMA jurisdiction.



TRADE-UP PILOT

- Most trade-up purchases (70%) involved 1 daily pass being traded towards the purchase of an annual. Less than 1% of Trade-ups had an error (invalid #) in the dailies traded input column and were excluded from further analysis.



TRADE-UP PILOT

Metropark	Total Annual Passes Purchased through TUP	Total Daily Passes Traded through TUP	%Share of TUP Annuals	% Share of TUP Dailies	Average # of Dailies Traded
Hudson Mills Group*	398	543	5%	4%	1.36
Indian Springs	357	475	4%	4%	1.33
Kensington	2801	3900	33%	30%	1.39
Lake Erie	334	555	4%	4%	1.66
Lake St. Clair	1455	2465	17%	19%	1.69
Lower Huron Group**	908	1254	11%	10%	1.38
Stony Creek	2307	3826	27%	29%	1.66
Grand Total	8560	13018	100%	100%	1.52

*Hudson Mills Group includes Hudson Mills, Huron Meadows, Delhi and Dexter-Huron **Lower Huron Group includes Lower Huron, Oakwoods and Willow



DEMOGRAPHIC/SOCIOECONOMIC DATA

SEMOG Equity Populations

- Children Population: Population aged 17 and under
- Low-Income Households: Households in the lowest income quartile for the region.
- Minority Population: Persons belonging to any of the following groups – Black; Hispanic; Asian; American Indian and Alaskan Native.
- Older Adult Population: Population aged 65 and older
- Transit-Dependent Households: Combines zero-car households and households with fewer cars available than workers (+16 years of age).



SUMMER 2020 MARKETING PERFORMANCE



SUMMER 2020 CAMPAIGN RECAP

- 2020 was our first full year of an integrated marketing plan.
- Campaign shifted from initial plans and focused on general branding, social distancing and Covid-19 reminders.
- Our efforts and spending in 2020 were larger and earlier than 2019. In a lot of ways, 2020 can serve as our baseline to measure against in future years.
- Online engagement was high in 2020.
- Reach was expanded by using billboards, TV/video, radio, print, email, social and digital marketing and by creating new relationships with media outlets and organizations.



Online Videos, Pre-roll, News Clips, etc.

PDV

CAMPAIGN DELIVERY

June 1st – September 8th

Huron Clinton Metro Parks delivered a total of **182,808** impressions across the Livingston, Taylor, Southfield, Walled Lake, Detroit, Chesterfield, Ann Arbor, Macomb, & Westland zones targeting Adults 18-49, Outdoor enthusiast & Women 25-54, with Children Under 18



62.8%

video ad impressions were viewed in full

IMPRESSIONS DELIVERED BY DEVICE

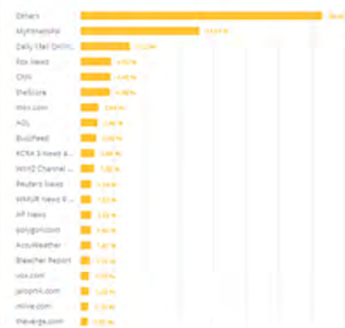


4.80%
CONNECTED TV

70.02%
MOBILE

25.17%
WEB BROWSER

IMPRESSIONS DELIVERED BY CONTENT



SOURCE: Internal data. Represents all PDV impressions delivered from 6/1/2020–9/8/2020
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effectv

BILLBOARDS

- Placed digital billboards along high traffic areas in all five counties.
- Digital billboards moved locations week to week from May through September.
- Locations can be seen in scan data maps.
- Less commuting and traveling happened in 2020. We believe that decreased our impact with billboards, but are evaluating shifts for 2021.



RADIO

- Ran on a variety of radio stations throughout the region from May through September.
- Placements were negotiated and placed based on audience demographics, reach and Neilson ratings of the stations.
- Stations included:
 - WCSX
 - 101WRIF
 - 105.1 the Bounce
 - Praise Network
 - WJR
 - Nash FM
 - WDVD
 - WJLB – Detroit's Hip Hop and R&B
 - WKQI – Detroit's Hit Music
 - WLLZ – Detroit's Wheels
 - WNIC – The best variety of 80's, 90's and Today
 - WMXD – Detroit's R&B and Throwbacks
 - WHMI
 - WYCD Country
 - 98.7 the Breeze
 - 104.3 WOMC



PRINT ADVERTISING

- Placements were negotiated for placement in local markets
- Placements were negotiated in the top ethnic publications in our region ensuring bi-lingual when appropriate and imagery to reflect readership

- *La Prensa*
- *The Jewish News*
- *Michigan Chronical*
- *Arab American News*
- *The Chaldean News*
- *The Huron Hub*
- *Metroparent*
- *Oakland County Moms*
- *Michigan Trails Magazine*
- *Midwest Golfing Magazine*
- *C & G News* - 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*
- *The Macomb Daily*
- *Oakland Press*
- *News Herald*
- *Dearborn Press & Guide*



SOCIAL, DIGITAL & EMAIL MARKETING

- We have just over 90,000 subscribed email recipients
- Average email CTR is 6% with spikes around 15% most times.
 - Email about online surplus auction had skyrocketing 34% CTR.
- Social Media ad impressions & click through rate (CTR) by ad platform – goal to be above 2%.
 - General Brand - 4,294,481 impressions - 1.65% response rate
 - Golf - 435,506 impressions - 3.78% response rate

Golf Digital Display Ads

County	Clicks	Impressions	CTR
Livingston	90	14,222	0.63%
Macomb	593	87,048	0.68%
Monroe	57	12,149	0.47%
Oakland	959	146,231	0.66%
Washtenaw	165	25,199	0.65%
Wayne	1,175	176,557	0.67%
Detroit	287	50,722	0.57%

General Brand Digital Display Ads

County	Clicks	Impressions	CTR
Livingston	836	220,121	0.38%
Macomb	6,502	1,226,109	0.53%
Monroe	894	184,584	0.48%
Oakland	9,564	1,874,129	0.51%
Washtenaw	1,806	409,174	0.44%
Wayne	15,000	2,257,395	0.66%
Detroit	4,109	521,825	0.79%



MEDIA RELATIONSHIPS

- Media relationships improved over 2020. Receiving media calls between 2-3 times per week unsolicited.
- Maintained existing media contacts and met and built stronger relationships with:
 - Detroit News
 - Detroit Free Press
 - Local 4 News
 - Fox 2 News
 - WWJ Radio
 - Crains
 - DABO & Reverend Sheffield
 - American Arab Chamber of Commerce
 - Michigan Chronicle and Real Time Media



MAPS - NINA

PUTTING IT ALL TOGETHER

[ArcGIS Online StoryMap](#)



GOALS FOR 2021 – MIKE/ROBERT

INITIATIVES TO IMPROVE SCANNING RATES

- Upgrading scanning equipment components
 - The PowerScan PBT9500 imager most suitable where the barcode is within 1.0 m/3.3 ft
- Documenting scanning component issues
 - More frequent use of IT Help Desk system
 - Utilizing cell phone video to demonstrate problems
- Minimizing scanning suspensions
 - Equipment/connection failure
 - Extreme traffic back-ups
 - Supervisor responsibilities
 - Documentation



INITIATIVES TO IMPROVE SCANNING RATES, CONT.

- Reviewing scanning documentation
 - Monthly reports on Sharepoint
 - Supervisor responsibilities
- Staff training/expectations
 - Scanning is of utmost importance
 - Video for training purposes
 - Clearly stated and identifiable expectations
 - Alternative codes
 - 99999 – refusal to give ZIP code
 - 11111 – resident but ZIP code unknown (beginning w/ 2021 passes)
 - Supervisor responsibilities



QUESTIONS?





To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – October Marketing Update
Date: 10/30/2020

Action Requested: Motion to Receive and File

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

Attachment: October Marketing Update



MONTHLY MARKETING REPORT

October 2020

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

OCTOBER 2020

OUTDOOR PROGRAMS ARE BACK!

Pre-registration, social distancing and face coverings are required.



[EXPLORE PROGRAMS](#)



FALL CAMPAIGNS

In late September and October our fall campaign ran in billboards, TV, video, digital, social and print (Oakland Press, Macomb Daily, News Herald, Michigan Chronicle, Huron Hub, Arab American News, and Ann Arbor News). All placements used fall imagery and some with references to social distancing. For print publications the imagery was adjusted for the audience and include some ads about outdoor fall programming being back (with imagery showing masks being worn). We did not run any paid advertising specific to any one fall program, however we have seen most fall programming fill to capacity.

THEY'RE YOUR
METROPARKS.
FIND A PATCH
OF SUNSHINE.



[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
KEEP YOUR PACE.
AND YOUR SPACE.



[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
ADD MORE COLOR
TO YOUR PALETTE.



[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
TAKE A WALK.
AND YOUR TIME.



[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
WANDERERS ARE
ALWAYS WELCOME.



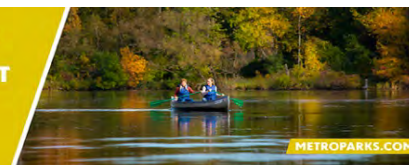
[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
MAKE SURE TO
LEAF SIX FEET.



[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
READY OR NOT
HERE WE ROW.



[METROPARKS.COM](#)

THEY'RE YOUR
METROPARKS.
LET OUR COLORS
COLOR YOUR DAY.



[METROPARKS.COM](#)

2021 Annual passes went on sale Nov. 1:

- Updated temporary pricing signs for toll booths, offices and other sales locations have been completed and delivered to parks and will be installed Nov. 1.
- Updated signs with resident and non-resident pricing will be complete, delivered and installed in December for the prices to start on Jan. 1, 2021.
- Promotions for annual pass sales start Nov. 9. This will give about a week of soft launch time to work any kinks out of the RecTrac system between the on-sale date of Nov. 1 and the big public push of Nov. 9.

Communication pieces and advertisements for annual passes will include:

- An email blast with information about pricing and encouraging people to buy now and save will be sent to the full email subscriber list.
- A press release will go out.
- A series of social media posts and ads to encourage purchasing your 2021 Annual Pass now to save.
- Print ads, Radio ads and digital/social ads will run from Nov. 9 through the end of the year to encourage annual pass sales.
- A series of giveaways were negotiated in exchange for advertising mentions and contests to spread the word about annual passes even further through radio stations and mom blogs.

Metroparent	\$150	3 gift cards
Oakland County Moms	\$150	3 gift cards
Mrs. Weber's Neighborhood	\$150	3 gift cards
Detroit Moms	\$100	2 gift cards
Metro Detroit Mommy	No Response yet	
Cumulus radio stations	\$500	10 gift cards (2 holiday packages)
WHMI	\$325	4 gift cards (1) holiday package)
iHeart radio stations	\$250	5 gift cards
Horace Sheffield radio Show	\$500	10 gift cards
TOTAL		\$2,125 plus items from interpretive gift stores

- Messaging on print, digital and social ads will shift around the beginning of December to include messaging that they make great holiday gifts and that outdoor holiday programs are starting soon – register now.

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

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

- The onset of the COVID-19 epidemic has led to unprecedented changes in tolling and attendance. Please see the board stats at the end of the packet for most up to date counts at this time. We're currently seeing increases in car counts of about 20 percent higher than YTD last year. On track to meet goal if trends continue.

Collaborate with Planning and Development and Information Technology departments to establish regular reporting and evaluation of marketing performance data (revised and delayed date)

- Presented in joint presentation at November board meeting as part of the packet.
- Presentation to include summer 2020 campaign results.

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

- Currently at 2,529 followers. Currently growing through slow organic growth and surpassing our goal.

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

- Currently at 17,344 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 215,433. By these numbers, we have already surpassed our goal by more than double. (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 11,811 engagements and growing.

Other Social Media Stats, Updates and Trends We Are Seeing

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

Continue growing email subscriber list by 10 percent

- List is currently just over 90,000 subscribers and 155 people have signed up online for our emails in the past 30 days.

Maintain email open rate at industry benchmark

- Campaigns sent year-to-date are maintaining an average open rate of 19%. The average click through rate is holding at 6 percent.

Increase earned media

- Our recent press releases have been well received by media and we have fielded on average at least two-three calls per week from media over the last few months. We are getting calls and working with the larger media names on a much more regular basis at this time. We're seeing that our communications with media are becoming more effective and they are reaching out to us willingly on a more regular basis during this pandemic.
- Throughout Summer we placed print ads in a variety of publications as reported in the joint presentation on summer attendance trends and campaign results. The brief details of those publications' audiences is as follows:

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

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

- Working with local photographer, Nadir Ali, to build library at a faster rate with images we own indefinitely for fall programs and passive park use.

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 through RecTrac implementation. 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).

- Connected with DABO TV channel, On-the-line with Reverend Sheffield radio show, Aretha Franklin Amphitheatre and Real Time Media to discuss ideas and promotional partnership opportunities for the remainder of 2020 and into 2021.

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 – Currently working through development of synchronous teacher program materials for website and video components with Interpretive Department. Also working with IT on updates to the formatting of virtual resources page and Education section of the website to make it easier to use.

(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.

- Connected with DABO TV channel, On-the-line with Reverend Sheffield radio show, Aretha Franklin Amphitheatre and Real Time Media (Michigan Chronicle) to discuss ideas and promotional partnership opportunities for the remainder of 2020 and into 2021. Finalized plans to be presented to the board in December and January.
- Discussed initial plans to improve community engagement and creative activations within Detroit neighborhoods and organizations as part of the proposed DRFC partnership communications plan with established goals. A more thorough plan would be presented to the board at a later date in preparation for summer 2021.





To: Board of Commissioners
From: Artina Sadler, Chief of Diversity, Equity and Inclusion
Subject: Report – DEI Monthly Update
Date: November 5, 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 BOARD REPORT

November 12, 2020



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



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OVERVIEW

Greetings Commissioners,

Thank you for the opportunity to present the October DEI report. You will notice right away that this report is not as dense as the previous one. The reason for this is because most of the DEI-related work across the park system is ongoing and will be updated in more detail in departmental reports. However, if you would like to see monthly updates on all DEI-related projects, let me know and I can begin that process in the December report.

This month, in addition to the report, I have one action item for your consideration. It is our Americans with Disabilities Act (ADA) Grievance Procedure. This is a federal mandate, with which we are currently out of compliance. For more details, please see the ADA Grievance Procedure and cover letter among the items in your Board Packet.

I also want to remind you of the four stages of our DEI plan: *Forming, Storming, Norming and Performing*. These stages give context to the work of the DEI Department contained in this report. As in October, we continue to be in the **Forming stage** of our process. In this stage, we begin the process of creating the foundational structures that will support the changes we want to see. The work of this stage includes (but is not limited to): **training staff; reviewing organizational policies and revising policies and practices across the system (where needed). We also work together to develop the internal and external relationships necessary to sustain our efforts and move the work forward.**

If you have any questions regarding the contents of this report or any DEI-related question, please feel free to contact me at artina.sadler@metroparks.com or 810.819.7540. Thank you for your time and support of our DEI efforts.

Sincerely,

Artina

DEI DEPARTMENT

AMERICANS WITH DISABILITIES ACT (ADA)

- Metroparks ADA Grievance Procedure—This is a federally mandated policy with which we are currently out of compliance. In October, the policy was sent to legal counsel for review. Today it is being submitted to the Board for approval.
- Agreements were signed with Detroit Disability Power (DDP) to facilitate ADA training for Metropark staff.
 1. Ableism training
 2. Evaluation Tool Development and Training
 - for evaluating programs for accessibility
 - in partnership with Planning and Development Department

MISCELLANEOUS

- Preparing the DEI Department 2021 Budget
- Working with Finance on the topic of Living Wage
- Working with Finance and Purchasing on the Living Wage language in the purchasing policy
- Supporting the development of the upcoming Leadership Retreat

SPECIAL PROJECTS

- Reclaiming Restorative Space
 - We have secured an evaluator from the University of Michigan School for Environment and Sustainability (SEAS). His name is Dominic Bednar, he is a PhD Candidate and a Fulbright Scholar.
 - Our partner organizations have expressed interested in a “Forrest School” pilot. The team is engaging the community to learn what the pilot could look like. I am researching “Forrest Schools” to learn more about the concept.

TRAINING

- Staff training continues. We trained **93** employees in October. Five sessions scheduled in November and Tier 3 training will wrap up on Saturday, Nov. 7.
- Researching and Planning for Tier 1 training (hopefully in December 2020).
- Working on the 2021 DEI Training plan.

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; again, some of these initiatives will also be covered in Departmental Updates.

Many of the DEI-related projects listed in the October report are ongoing; therefore, I did not list them here. The following list consists of projects that are new, or the status has changed requiring an update.

ADMINISTRATION

- Developing the Capital and Major Maintenance Project Budgets for ADA projects
- Finalized the proposed Project Partnership with the Detroit Riverfront Conservancy
- Speaker Series research
 - Still seeking suggestion from the Board of Commissioners
- Working with Public Sector Consultants and select Department Heads to coordinate the Leadership Retreat

FINANCE/PURCHASING DEPARTMENT

- DEI Department 2021 Budget support

MARKETING AND COMMUNICATIONS

- Connected with DABO TV channel, On-the-line with Reverend Sheffield radio show, Aretha Franklin Amphitheatre and Real Time Media (Michigan Chronicle) to build relationships, discuss ideas and promotional partnership opportunities for the remainder of 2020 and into 2021. Finalized plans to be presented to the board in December and January.
- Discussed initial plans to improve community engagement and creative activations within Detroit neighborhoods and organizations as part of the proposed DRFC partnership communications plan with established goals. A more thorough plan would be presented to the board at a later date in preparation for summer 2021.

NATURAL RESOURCES

The work done at Rouge park by HCMA-NAC this year has consisted of an assessment phase, work phase, and future work planning phase.

- The site was assessed by the Natural Resources Coordinator and Natural Areas Crew lead on 10/1 to determine the state of the prairie restoration, where work should focus, and what methodology to best employ.
- The prairie is currently fragmented into several distinct sections, with two sections of diverse and relatively intact established native plant communities separated by a section dominated by brome grass. Sporadic invasive shrub clumps are common throughout forming dense thickets in multiple sections and are colonizing native dominated sections.
- NR coordinator determined that staff efforts should focus on the area west of the "southern prairie trail head" as work has occurred here in the past, and it has a high diversity of native plants, thus our efforts would have the most positive ecological impact.
- NR coordinator and NA crew lead concurred that foliar spray as a method for invasive shrub control was inappropriate at this time given the state of foliage senescence and instead opted for a shrub cutting and stump herbicide treatment.
- Staff subsequently spent three days cutting and treating non-native shrubs in the 'southern prairie' scattering small shrubs and creating low brush piles when dense patches were removed. The thought was that if forestry mowing isn't possible at some future date the brush piles will be low enough as to not be dramatically noticeable to park patrons. (See map "Rouge Park Worklog for extents.)
- Finally, future work planning for 2021 has been completed in ARC GIS and can be made available as requested (see map "work planning"). In 2021, staff will complete foliar spraying for young invasive shrubs as well as any resprouts earlier in the summer, and will work to address a novel invasive threat, porcelain berry *Ampelopsis glandulosa*, which staff has noted as aggressively colonizing portions of the park. The plant is currently unknown outside Wayne county and addressing it promptly could keep it from spreading beyond the park. A best management practice, early detection and rapid response to new threats can potentially save the rest of the region from having to invest the time and effort (and money) into having to deal with an aggressive invader.

Other planned work is to get a forestry mower in to remove large, dense stands of invasive shrubs. A routine of seasonal mowing in the winter months can suppress and even kill invasive shrubs over time, while reducing impacts on wildlife. Ideally, the Metroparks can mow down large shrubs with its forestry mower so that park staff can maintain the prairie's shrub and tree free structure with mowing equipment they already have.

The pictures show, invasive shrub wall, extent of completed work, extent of work planned for 2021, low brush piles, treated cut stumps, and current condition of prairie.



PLANNING AND DEVELOPMENT

- Evaluation Tool Development and Training
 - for evaluating programs for accessibility
 - in partnership with DEI Department





To: Board of Commissioners
From: Artina Sadler, Chief of Diversity, Equity and Inclusion
Subject: Approval – ADA Grievance Procedure
Date: November 5, 2020

Action Requested: Motion to Approve

That the Board of Commissioners approve the Metroparks Grievance Procedure under the Americans with Disabilities Act (ADA) as recommended by Chief of Diversity, Equity and Inclusion Artina Sadler and staff.

Background: The attached procedure brings the Metroparks into compliance with the Federal mandate under the Americans with Disabilities Act (ADA).

The language in this procedure is based on the federal ADA template and is comparable with other public agencies.

This procedure has been reviewed by the Metroparks Legal counsel. Upon approval, this procedure will serve as the Metroparks' process for receiving and addressing ADA related grievances. The procedure will be placed on the Metropark website, posted in park buildings and made available to the public upon request.

Attachment: ADA Grievance Policy

**Huron-Clinton Metroparks Grievance Procedure
under
The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Metroparks. The Metroparks' Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Artina Sadler
artina.sadler@metroparks.com

OR mail to:

Artina Sadler
ADA Coordinator and Chief of Diversity, Equity and Inclusion
Huron-Clinton Metroparks
13000 High Ridge Dr.
Brighton, MI 48114

Within 15 calendar days after receipt of the complaint, Artina Sadler or her designee will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days of the meeting, Artina Sadler or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Metroparks and offer options for substantive resolution of the complaint.

If the response by Artina Sadler does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 days after receipt of said response to, Amy McMillan, Metroparks Director at: amy.mcmillan@metroparks.com

Within 15 calendar days after receipt of the appeal, the director or the director's designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after this meeting, the director or the director's designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Artina Sadler or her designee, appeals to the Director or director's designee, and responses from these two offices will be retained by the Metroparks for at least three years.



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Report – 2020-2023 Rouge Park Partnership Update
Date: November 5, 2020

Action Requested: Motion to receive and file

That the Board of Commissioners receive and file the 2020-2023 Rouge Park Partnership report as recommended by Chief of Planning and Development Nina Kelly and staff.

Background: The Metroparks is in its first of a three-year partnership plan (approved by the Board in March 2020) with the city of Detroit Parks and Recreation to support Rouge Park. The goals of this partnership are to restore the native prairie habitat at Rouge Park, improve the overall accessibility and use of the area, and to engage the community and create awareness for the park and the outdoors through volunteerism and visitation to the park.

The 2020-2023 Partnership Plan identified four primary areas in which Metroparks staff will provide support: Natural Areas Management, Volunteer Services, Grant writing and Marketing/Communications.

The following describes the work completed in 2020.

1. REI Grant Implementation

In collaboration with the city of Detroit Parks and Recreation department and the Friends of Rouge Park, the Metroparks received a \$10,500 grant from Recreation Equipment, Incorporated Co-op (REI) in May 2020 for the support of the Prairie Restoration project at Rouge Park. Outcomes of this grant funding include:

- a renovated trailhead kiosk at the South Prairie with poured concrete, two benches, and a garbage can;
- updated wayfinding signage throughout the Prairie;
- A Peace Pole, *symbolizing the oneness of humanity and our common wish for world at peace* (<https://www.worldpeace.org/peacepoleproject/>) will be installed at the Sorenson area of Rouge Park, with the languages in English, Arabic, Ojibwe, and Spanish along with a Braille plate that is a reflection of the demographics of the local community; and
- minimum 60 stewardship volunteer hours for prairie restoration and invasive species removal (rescheduled for Spring 2021 due to COVID-19).

2. Nature Resources Support

The site was assessed by the Natural Resources (NR) Coordinator and Natural Areas Crew (NAC) lead in early October to determine the state of the prairie restoration, where work should focus, and what methodology to best employ.

The prairie is currently fragmented into several distinct sections, with two sections of diverse and relatively intact established native plant communities separated by a section dominated by brome grass. Sporadic invasive shrub clumps are common throughout forming dense thickets in multiple sections and are colonizing native dominated sections.

The NR coordinator determined that staff efforts should focus on the area west of the "southern prairie trail head" as work has occurred here in the past, and it has a high diversity of native plants, thus our efforts would have the most positive ecological impact.

The NR coordinator and NAC lead concurred that foliar spray as a method for invasive shrub control was inappropriate at this time given the state of foliage senescence and instead opted for a shrub cutting and stump herbicide treatment.

Staff subsequently spent three days cutting and treating non-native shrubs in the 'southern prairie' scattering small shrubs and creating low brush piles when dense patches were removed. The thought was that if forestry mowing isn't possible at some future date, the brush piles will be low enough as to not be dramatically noticeable to park patrons. (See map "Rouge Park Worklog" for extents.)

Finally, future work planning for 2021 has been completed in ARC GIS and can be made available as requested (see map "work planning"). In 2021, staff will complete foliar spraying for young invasive shrubs as well as any resprouts earlier in the summer, and will work to address a novel invasive threat, porcelain berry *Ampelopsis glandulosa*, which staff has noted as aggressively colonizing portions of the park. The plant is currently unknown outside Wayne County and addressing it promptly could keep it from spreading beyond the park. A best management practice, early detection and rapid response to new threats can potentially save the rest of the region from having to invest the time and effort (and money) into having to deal with an aggressive invader.

Other planned work is to bring in a forestry mower in to remove large, dense stands of invasive shrubs. A routine of seasonal mowing in the winter months can suppress and even kill invasive shrubs over time, while reducing impacts on wildlife. Ideally, the Metroparks can mow down large shrubs with its forestry mower so that park staff can maintain the prairie's shrub and tree free structure with mowing equipment they already have.

3. Marketing/Communications

A communications plan was included in the original partnership agreement to create awareness and promote the improvements being made at Rouge Park and the Prairie, specifically. The efforts this summer included a joint press release that was sent in June, 2020, and an article published on our website <https://www.metroparks.com/new-partnership-to-support-and-improve-rouge-park/>. The article was also included in the July e-newsletter. That email had an 18.4 percent open rate and a 9.4 percent click through rate, which are both above industry averages for email marketing. Email was successfully sent to a total of 72,448 subscribers and 78 of the newsletter's total 1,596 clicks (4.9 percent) were to read the full article about the partnership on the Metroparks website.

Attachment: Highlights for Rouge Partnership

2020-2023 ROUGE PARK PARTNERSHIP UPDATE

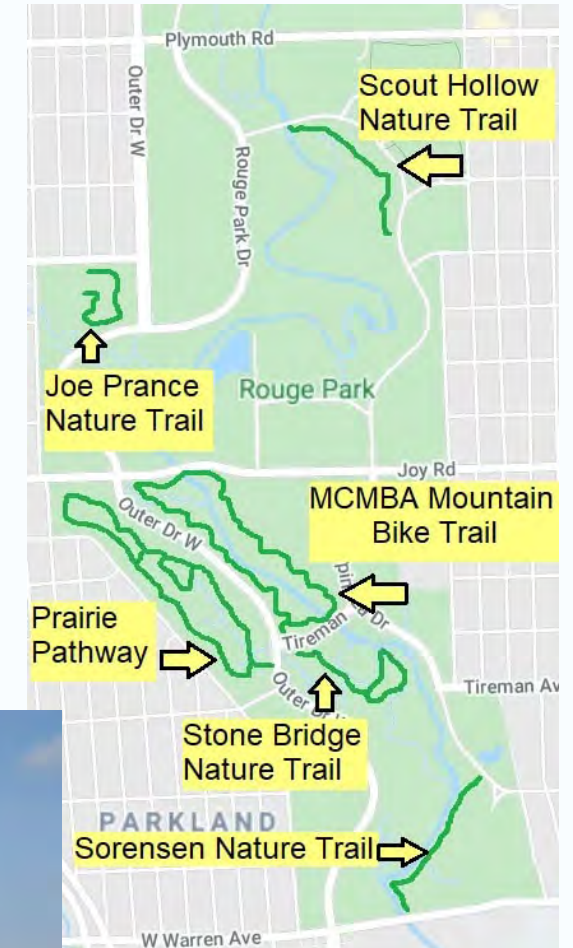
Nina Kelly, Chief of Planning & Development

November 10, 2020



REI GRANT

- Coordination with City of Detroit, Friends of Rouge Park
- Prairie Pathway South Trailhead improvements
 - Plan developed (Detroit)
 - Peace pole ordered
 - Bench ordered
- Volunteer workdays postponed due to COVID-19



2020 NATURAL RESOURCES WORK

- cutting and treating non-native shrubs in the 'southern prairie'
- scattering small shrubs and creating low brush piles when dense patches were removed





PLANNED 2021 NR WORK

NR Field Master

Work_Planning

- Foliar Spray
- Hand Pull
- Cut and Dab
- First Mow
- Maintenance Mow
- Basal Bark Spray
- Other



Master map for field work.

600ft

QUESTIONS?



HURON-CLINTON METROPARKS MONTHLY STATISTICS

October, 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	32,187	23,464	24,681	30%	\$ 31,641	\$ 23,186	\$ 30,934	2%
Wolcott Mill	4,960	3,921	5,083	-2%	\$ 2,159	\$ 3,245	\$ 3,094	-30%
Stony Creek	50,961	36,293	35,233	45%	\$ 71,110	\$ 50,753	\$ 52,172	36%
Indian Springs	8,586	6,813	6,846	25%	\$ 12,165	\$ 9,151	\$ 8,437	44%
Kensington	79,370	62,439	60,468	31%	\$ 114,145	\$ 97,300	\$ 82,416	38%
Huron Meadows	12,234	10,287	10,562	16%	\$ 2,876	\$ 15,218	\$ 13,983	-79%
Hudson Mills	27,543	20,749	20,553	34%	\$ 22,448	\$ 22,069	\$ 27,100	-17%
Lower Huron/Willow/Oakwoods	93,466	44,652	45,860	104%	\$ 46,955	\$ 25,977	\$ 26,830	75%
Lake Erie	18,128	14,189	13,977	30%	\$ 22,291	\$ 21,211	\$ 19,306	15%
Monthly TOTALS	327,435	222,807	223,263	47%	\$ 325,790	\$ 268,110	\$ 264,273	23%

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	497,967	382,551	376,184	32%	\$ 1,885,776	\$ 1,480,728	\$ 1,458,428	29%
Wolcott Mill	26,673	29,919	45,778	-42%	\$ 17,873	\$ 82,895	\$ 59,786	-70%
Stony Creek	723,556	498,430	511,009	42%	\$ 2,966,639	\$ 2,183,389	\$ 2,202,711	35%
Indian Springs	102,138	80,172	81,297	26%	\$ 342,856	\$ 272,608	\$ 267,861	28%
Kensington	846,813	689,160	692,126	22%	\$ 3,092,429	\$ 2,428,087	\$ 2,454,334	26%
Huron Meadows	106,154	84,860	86,705	22%	\$ 35,590	\$ 85,757	\$ 79,326	-55%
Hudson Mills	264,408	181,298	183,792	44%	\$ 603,004	\$ 444,518	\$ 475,617	27%
Lower Huron/Willow/Oakwoods	577,587	468,540	490,370	18%	\$ 848,563	\$ 942,087	\$ 979,541	-13%
Lake Erie	212,498	175,453	174,196	22%	\$ 604,749	\$ 568,259	\$ 558,201	8%
Monthly TOTALS	3,357,794	2,590,383	2,641,458	27%	\$10,397,479	\$ 8,488,328	\$ 8,535,805	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	\$ 41,460	\$ 76,816	\$ 94,131	-56%	\$ 2,337,639	\$ 2,251,807	\$ 2,198,175	6%
Wolcott Mill	\$ 8,721	\$ 25,583	\$ 28,177	-69%	\$ 84,755	\$ 263,592	\$ 238,480	-64%
Stony Creek	\$ 149,847	\$ 123,412	\$ 122,389	22%	\$ 4,832,968	\$ 3,808,330	\$ 3,809,389	27%
Indian Springs	\$ 68,147	\$ 62,290	\$ 59,951	14%	\$ 1,213,635	\$ 1,072,733	\$ 1,070,912	13%
Kensington	\$ 234,836	\$ 230,903	\$ 191,417	23%	\$ 4,927,646	\$ 4,546,044	\$ 4,355,456	13%
Huron Meadows	\$ 87,169	\$ 72,367	\$ 68,319	28%	\$ 962,144	\$ 945,893	\$ 899,155	7%
Hudson Mills	\$ 82,680	\$ 62,148	\$ 64,613	28%	\$ 1,379,260	\$ 1,081,430	\$ 1,063,119	30%
Lower Huron/Willow/Oakwoods	\$ 125,540	\$ 86,072	\$ 80,705	56%	\$ 1,815,600	\$ 2,806,128	\$ 2,755,898	-34%
Lake Erie	\$ 104,080	\$ 81,188	\$ 74,233	40%	\$ 1,603,737	\$ 1,712,294	\$ 1,677,917	-4%
Y-T-D TOTALS	\$ 902,480	\$ 820,779	\$ 783,934	15%	\$19,157,384	\$18,488,250	\$18,068,503	6%

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	1,248,196	910,900	932,971	34%	7,255,363	6,323,728	6,246,044	16%
Western	1,319,513	1,035,490	1,043,921	26%	8,482,685	7,646,100	7,388,643	15%
Southern	790,085	643,993	664,566	19%	3,419,337	4,518,422	4,433,816	-23%

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	2,792	1,599	1,629	71%	\$ 57,896	\$ 39,657	\$ 42,036	38%
Indian Springs	2,967	1,803	1,701	74%	\$ 55,169	\$ 39,259	\$ 38,263	44%
Kensington	3,027	2,895	2,316	31%	\$ 82,688	\$ 71,075	\$ 61,096	35%
Huron Meadows	3,453	2,385	2,227	55%	\$ 83,893	\$ 56,950	\$ 54,003	55%
Hudson Mills	2,659	1,199	1,108	140%	\$ 57,622	\$ 22,754	\$ 21,195	172%
Willow	2,795	2,085	1,719	63%	\$ 72,006	\$ 47,361	\$ 38,769	86%
Lake Erie	2,674	1,740	1,614	66%	\$ 67,711	\$ 44,799	\$ 41,255	64%
Total Regulation	20,367	13,706	12,314	65%	\$ 476,985	\$ 321,855	\$ 296,617	61%
LSC Par 3	334	148	264	27%	\$ 2,992	\$ 1,054	\$ 1,509	98%
LSC Foot Golf	40	51	20	97%	\$ 330	\$ 340	\$ 133	148%
Total Golf	20,741	13,905	12,598	65%	\$ 480,307	\$ 323,249	\$ 298,259	61%
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	33,852	29,802	29,321	15%	\$ 1,058,608	\$ 905,708	\$ 922,169	15%
Indian Springs	28,663	24,378	24,289	18%	\$ 837,176	\$ 708,896	\$ 694,879	20%
Kensington	34,786	34,032	31,301	11%	\$ 1,078,270	\$ 1,027,264	\$ 948,075	14%
Huron Meadows	30,861	27,771	26,480	17%	\$ 897,913	\$ 836,096	\$ 796,788	13%
Hudson Mills	27,494	21,496	19,273	43%	\$ 653,879	\$ 504,274	\$ 455,705	43%
Willow	28,543	23,586	21,875	30%	\$ 816,703	\$ 671,961	\$ 620,976	32%
Lake Erie	28,781	25,458	23,959	20%	\$ 781,730	\$ 687,751	\$ 668,781	17%
Total Regulation	212,980	186,523	176,497	21%	\$ 6,124,278	\$ 5,341,950	\$ 5,107,373	20%
LSC Par 3	6,965	5,433	6,450	8%	\$ 56,532	\$ 42,502	\$ 41,163	37%
LSC Foot Golf	754	823	645	17%	\$ 5,856	\$ 5,372	\$ 4,252	38%
Total Golf	220,699	192,779	183,593	20%	\$ 6,186,666	\$ 5,389,824	\$ 5,152,788	20%
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	0	0	0	-	\$ -	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ -	\$ -	\$ 133	-
Lower Huron	0	0	0	-	\$ -	\$ 210	\$ 70	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ 507	-
TOTALS	0	0	0	-	\$ -	\$ 210	\$ 710	-
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	\$ 275,882	\$ 256,386	-40%
Lower Huron	0	82,566	85,762	-	\$ -	\$ 946,911	\$ 905,080	-
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	\$ 251,748	-100%
TOTALS	59,822	239,905	246,491	-76%	\$ 247,810	\$ 1,913,876	\$ 1,854,741	-87%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

October, 2020

PARK	Seasonal Activities this Month				Monthly Revenue			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
Welsh Center	2	1	2	-14%	\$ 3,000	\$ 800	\$ 1,600	88%
Shelters	7	4	15	-54%	\$ 1,605	\$ 900	\$ 5,200	-69%
Boat Launches	211	266	174	21%	\$ -	\$ -	\$ -	-
Marina	208	224	161	29%	\$ 826	\$ 1,031	\$ 949	-13%
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	0	10	9	-	\$ 525	\$ 3,500	\$ 3,100	-83%
Stony Creek								
Disc Golf Daily	1,520	179	317	379%	\$ 4,560	\$ 574	\$ 963	373%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	1,520	179	317	379%	\$ 4,560	\$ 574	\$ 963	373%
Shelters	7	10	23	-70%	\$ 1,613	\$ 2,250	\$ 5,150	-69%
Boat Rental	0	0	9	-	\$ -	\$ -	\$ 93	-
Boat Launches	11	9	27	-59%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	0	1	0	-	\$ -	\$ 200	\$ 67	-
Event Room	0	6	6	-	\$ -	\$ 10,400	\$ 9,800	-
Kensington								
Disc Golf Daily	2,295	899	876	162%	\$ 6,885	\$ 2,697	\$ 2,628	162%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	2,295	899	876	162%	\$ 6,885	\$ 2,697	\$ 2,628	162%
Shelters	12	19	30	-60%	\$ 2,363	\$ 4,275	\$ 6,825	-65%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	3	1	2	80%	\$ 400	\$ 200	\$ 333	20%
Hudson Mills								
Disc Golf Daily	340	268	311	9%	\$ 1,020	\$ 804	\$ 934	9%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	340	268	311	9%	\$ 1,020	\$ 804	\$ 934	9%
Shelters	4	2	3	33%	\$ 650	\$ 400	\$ 600	8%
Canoe Rental	0	30	18	-	\$ -	\$ 10,452	\$ 9,159	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	225	91	126	79%	\$ 675	\$ 273	\$ 377	79%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	225	91	126	79%	\$ 675	\$ 273	\$ 377	79%
Shelters	6	27	39	-85%	\$ 1,150	\$ 6,200	\$ 8,717	-87%
Lake Erie								
Shelters	0	4	4	-	\$ -	\$ 1,000	\$ 933	-
Boat Launches	842	731	787	7%	\$ -	\$ -	\$ -	-
Marina	0	0	62	-	\$ 13,695	\$ 11,597	\$ 10,357	32%

PARK	Seasonal Activities Y-T-D				Seasonal Revenue Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
Welsh Center	20	51	48	-58%	\$ 28,325	\$ 44,325	\$ 38,700	-27%
Shelters	304	313	259	17%	\$ 69,174	\$ 82,430	\$ 70,015	-1%
Boat Launches	9,907	3,978	4,520	119%	\$ -	\$ -	\$ -	-
Marina	1,834	2,090	2,509	-27%	\$ 17,582	\$ 17,498	\$ 22,527	-22%
Mini-Golf	7,433	9,403	9,084	-18%	\$ 32,762	\$ 34,314	\$ 32,771	0%
Wolcott								
Activity Center	23	51	73	-68%	\$ 7,025	\$ 25,480	\$ 19,690	-64%
Stony Creek								
Disc Golf Daily	15,767	10,460	11,788	34%	\$ 52,158	\$ 35,367	\$ 38,176	37%
Disc Annual	43	104	110	-61%	\$ 2,560	\$ 5,860	\$ 6,037	-58%
Total Disc Golf	15,810	10,564	11,898	33%	\$ 54,718	\$ 41,227	\$ 44,212	24%
Shelters	376	405	372	1%	\$ 84,402	\$ 91,300	\$ 83,775	1%
Boat Rental	31,638	16,790	15,805	100%	\$ 304,890	\$ 177,737	\$ 166,423	83%
Boat Launches	1,068	858	826	29%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	50	72	44	15%	\$ 5,976	\$ 10,175	\$ 7,158	-17%
Event Room	12	31	43	-72%	\$ 22,000	\$ 56,300	\$ 72,067	-69%
Kensington								
Disc Golf Daily	25,681	16,798	18,394	40%	\$ 83,675	\$ 54,801	\$ 57,861	45%
Disc Annual	179	175	160	12%	\$ 10,005	\$ 10,200	\$ 8,892	13%
Total Disc Golf	25,860	16,973	18,554	39%	\$ 93,680	\$ 65,001	\$ 66,753	40%
Shelters	502	508	443	13%	\$ 102,788	\$ 114,088	\$ 103,129	0%
Boat Rental	23,926	16,925	16,688	43%	\$ 275,944	\$ 232,366	\$ 220,085	25%
Huron Meadows								
Shelters	39	26	25	54%	\$ 6,250	\$ 5,200	\$ 5,067	23%
Hudson Mills								
Disc Golf Daily	7,354	5,840	6,700	10%	\$ 22,062	\$ 17,520	\$ 20,101	10%
Disc Annual	167	131	149	12%	\$ 9,820	\$ 7,660	\$ 8,225	19%
Total Disc Golf	7,521	5,971	6,850	10%	\$ 31,882	\$ 25,180	\$ 28,326	13%
Shelters	74	74	94	-21%	\$ 11,650	\$ 14,800	\$ 19,400	-40%
Canoe Rental	11,437	8,203	7,015	63%	\$ 63,826	\$ 47,523	\$ 42,979	49%
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	1,826	1,033	1,385	32%	\$ 5,478	\$ 3,099	\$ 4,158	32%
Disc Annual	6	7	12	-50%	\$ 340	\$ 420	\$ 652	-48%
Total Disc Golf	1,832	1,040	1,397	31%	\$ 5,818	\$ 3,519	\$ 4,810	21%
Shelters	221	296	299	-26%	\$ 45,125	\$ 64,650	\$ 65,400	-31%
Lake Erie								
Shelters	50	79	69	-27%	\$ 10,550	\$ 17,400	\$ 15,200	-31%
Boat Launches	16,694	15,231	14,921	12%	\$ -	\$ -	\$ -	-
Marina	0	0	846	-	\$ 207,719	\$ 161,481	\$ 162,875	28%

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	11,009	12,608	11,911	-8%	135,489	162,188	150,157	-10%
Wolcott Mill	2,017	4,186	3,025	-33%	15,700	21,421	22,796	-31%
Wolcott Farm	5,707	6,926	6,907	-17%	26,735	57,822	63,620	-58%
Stony Creek	20,929	24,147	22,419	-7%	165,057	172,531	167,911	-2%
Eastern Mobile Center	0	951	550	-	1,072	8,396	9,183	-88%
Indian Springs	5,040	7,531	6,794	-26%	49,245	67,811	62,014	-21%
Kens NC	41,262	28,363	31,697	30%	353,057	251,450	280,229	26%
Kens Farm	22,842	28,363	23,590	-3%	161,804	232,135	208,192	-22%
Western Mobile Center	914	725	796	15%	2,910	9,801	7,327	-60%
Hudson Mills	3,683	4,300	4,166	-12%	30,494	36,591	34,149	-11%
Oakwoods	12,109	15,819	14,166	-15%	144,150	133,321	135,473	6%
Lake Erie	14,865	15,650	15,083	-1%	165,204	137,132	146,695	13%
Southern Mobile Center	99	604	467	-79%	2,081	11,426	10,211	-80%
Totals	140,476	150,173	141,574	-1%	1,252,998	1,302,025	1,297,959	-3%

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	\$ 63	\$ 1,324	\$ 1,086	-94%	\$ 6,300	\$ 24,908	\$ 24,376	-74%
Wolcott Mill	\$ -	\$ 2,068	\$ 1,992	-	\$ 845	\$ 6,451	\$ 12,564	-93%
Wolcott Farm	\$ 1,606	\$ 8,181	\$ 9,012	-82%	\$ 4,667	\$ 68,459	\$ 63,680	-93%
Wagon Rides	\$ -	\$ -	\$ 1,937	-	\$ -	\$ -	\$ 8,571	-
Livestock/Produce	\$ 3,872	\$ 14,197	\$ 7,957	-51%	\$ 31,515	\$ 56,504	\$ 39,195	-20%
FARM TOTAL	\$ 5,477	\$ 22,378	\$ 18,906	-71%	\$ 36,181	\$ 124,963	\$ 111,445	-68%
Stony Creek	\$ 187	\$ 3,767	\$ 2,979	-94%	\$ 3,889	\$ 20,354	\$ 22,260	-83%
Eastern Mobile Center	\$ -	\$ 1,752	\$ 959	-	\$ 3,013	\$ 11,515	\$ 10,236	-71%
Indian Springs	\$ 813	\$ 3,280	\$ 3,310	-75%	\$ 5,626	\$ 23,677	\$ 27,676	-80%
Kens NC	\$ 782	\$ 3,012	\$ 3,659	-79%	\$ 5,108	\$ 31,376	\$ 28,873	-82%
Kens Farm	\$ 7,842	\$ 12,492	\$ 8,133	-4%	\$ 26,006	\$ 62,666	\$ 53,109	-51%
Wagon Rides	\$ 1,050	\$ 8,947	\$ 8,163	-87%	\$ 5,651	\$ 24,488	\$ 31,741	-82%
Livestock/Produce	\$ -	\$ 383	\$ 1,230	-	\$ 5,257	\$ 4,535	\$ 5,791	-9%
FARM TOTAL	\$ 8,892	\$ 21,822	\$ 17,527	-49%	\$ 36,914	\$ 91,689	\$ 90,641	-59%
Western Mobile Center	\$ -	\$ 1,840	\$ 2,375	-	\$ 4,050	\$ 20,746	\$ 17,293	-77%
Hudson Mills	\$ 195	\$ 1,546	\$ 1,816	-89%	\$ 2,407	\$ 12,577	\$ 13,160	-82%
Oakwoods	\$ 699	\$ 1,954	\$ 2,690	-74%	\$ 2,537	\$ 19,249	\$ 19,352	-87%
Lake Erie	\$ 383	\$ 826	\$ 869	-56%	\$ 1,920	\$ 12,208	\$ 14,605	-87%
Southern Mobile Center	\$ -	\$ 1,091	\$ 943	-	\$ 6,045	\$ 12,429	\$ 19,325	-69%
Totals	\$ 17,492	\$ 66,660	\$ 59,110	-70%	\$ 114,836	\$ 412,141	\$ 411,806	-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	16	129	57	1,500	1	30	-	-
Wolcott Mill	-	-	12	358	-	-	-	-
Wolcott Farm	10	370	33	2,189	-	-	-	-
Stony Creek	17	129	73	4,647	-	-	-	-
Eastern Mobile Center					-	-	24	951
Indian Springs	14	414	44	2,401	-	-	-	-
Kens NC	6	201	20	821	-	-	1	35
Kens Farm	26	234	249	7,956	-	-	8	136
Western Mobile Center					52	914	32	725
Hudson Mills	4	183	20	725	-	-	2	75
Oakwoods	16	346	38	332	-	-	16	717
Lake Erie	16	424	38	534	-	-	14	594
Southern Mobile Center					5	99	28	604
Totals	125	2,430	584	21,463	58	1,043	125	3,837

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	10,850	11,108
Wolcott Mill	2,017	3,828
Wolcott Farm	5,337	4,737
Stony Creek	20,800	19,500
Indian Springs	4,626	5,130
Kens NC	41,061	27,507
Kens Farm	22,608	20,271
Hudson Mills	3,500	3,500
Oakwoods	11,763	14,770
Lake Erie	14,441	14,522
Totals	137,003	124,873

"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.