

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, January 14, 2021

At a regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, Jan. 14, 2021. The meeting was via remote attendance by commissioners and members of the public due to the Coronavirus pandemic.

Commissioners Present: Robert W. Marans (*Remote – Ann Arbor, Washtenaw County, MI*)
 Jaye Quadrozzi (*Remote – Farmington Hills, Oakland County, MI*)
 Kurt Heise (*Remote – Plymouth Twp, Wayne County, MI*)
 John Paul Rea (*Remote – Mt. Clemens, Macomb County, MI*)
 Timothy J. McCarthy (*Remote – Grosse Pointe, Wayne County, MI*)
 Bernard Parker (*Remote – Detroit, Wayne County, MI*)

Staff Officers Present:
Director Amy McMillan
Interim Deputy Director Michael Lyons
Chief of Finance Rebecca Franchock

Absent:
Commissioner Steve Williams

Others:
Miller, Canfield, Paddock & Stone Steve Mann
Rosati, Schultz, Joppich & Amtsbuechler Carlito Young

1. **Call to Order**
Commissioner Marans called the meeting to order at 9:00 a.m.
2. **Chairman's Statement**
Commissioner Marans wished everyone a happy new year.
3. **Public Participation**
None.
4. **Approval – December 10, 2020 Work Session, Budget Hearing and Regular Meeting Minutes**
Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners approve the December 10, 2020 work session, budget hearing and regular meeting minutes as submitted.

Motion carried unanimously.
5. **Approval – January 14, 2021 Full Agenda**
Motion by Commissioner Heise, support from Commissioner Quadrozzi that the Board of Commissioners approve the January 14, 2021 agenda as presented.

Motion carried unanimously.
6. **Approval – January 14, 2021 Consent Agenda**
Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners approve the January 14, 2021 consent agenda as presented:
 - a. Bids – Hike-Bike Trail Reconstruction, Hudson Mills Metropark
 - b. Bids – Boiler Replacement, Lake St. Clair Metropark
 - c. Bids – Boardwalk Decking Replacement, Lake St. Clair Metropark
 - d. Report – Purchases over \$10,000

Motion carried unanimously.

7. Reports

A. Administrative Department

1. Approval – Deputy Director/Chief of Finance Executive Search

Motion by Commissioner Rea support from Commissioner Heise that the Board of Commissioners approve the recommended firms for the 2021 employment search for the currently open Deputy Director and projected opening of Chief of Finance positions as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Director McMillan updated the Board on the upcoming retirement for Chief of Finance Rebecca Franchock and filling both the chief of finance and the deputy director position. She said the hiring process should be open and transparent.

Chief of Human Resources and Labor Relations Randy Rossman updated the Board and said staff obtained quotes from seven firms, narrowed the field to three firms and that staff was recommending two firms to fill the open leadership positions. Kerry Laycock to recruit for the Deputy Director position and Kapstone Employment Services to recruit for the Chief of Finance position.

Mr. Rossman introduced Tammy Turner and Kerry Buffington with Kapstone. Ms. Turner updated the Board on the company and explained how they handle the recruiting process they use.

Commissioner Parker asked if there was anything in the consulting contract about having diversity in staff or to seek candidates in the five-county area. Ms. McMillan said in the agreement with the recruiting companies would reference the Metroparks DEI plan; staff wanted to have the biggest candidate pool possible.

Commissioner Parker said he wanted a candidate that meets the Metroparks requirements. Ms. McMillan said the candidate needs to have park experience for the Deputy Director position and a candidate with a strong accounting and financial background for the Chief of Finance position.

Commissioner Rea said he looks forward to working with the consultants in finding the appropriate individuals.

Commissioner Quadrozzi said Ms. Franchock has done unbelievably well in her position. She asked if Ms. Turner and Ms. Buffington had experience within the automobile field and if they had the background to fill the position. Ms. Turner said she has more than 20 years' experience and that she has a background in accounting.

Commissioner Marans asked if Ms. Turner was a native Detroit. Ms. Turner said yes.

Kerry Laycock said he looked forward to working with the Board and staff again and that the process he uses is the same process for recruiting for the director's position.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, McCarthy, Rea, Heise, Marans

Voting no: None

Absent: Williams

Motion carried unanimously.

2. Approval – 2021 Marketing Plan

Motion by Commissioner Rea, support from Commissioner McCarthy that the Board of Commissioners approve the 2021 Marketing Plan as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Chief of Marketing and Communications Danielle Mauter updated the Board and reviewed the 2021 Marketing Plan and said the overall strategy for 2021 was largely the same as 2020 and that the integrated strategy was beginning to work. Ms. Mauter said the pandemic

had an impact of marketing, TV viewership increased, radio audiences shifted during the beginning of the pandemic and returned to near normal levels by the end of the year.

Commissioner Marans said Board members should be involved with outreach and relationship building.

Commissioner Heise asked what the long-term goal was for a Metroparks App. Ms. Mauter said she is working with IT on restaging the website, which will be more user friendly and that a fully functioning app is likely a couple of years away.

Commissioner Parker thanked staff for updating the information on Detroit zip codes. He also said the visitation percentages are still low and that a 20 percent increase was a good goal.

Motion carried unanimously.

7. Reports

A. Administrative Department

3. Report – Planning and Development Update

Motion by Commissioner Rea, support from Commissioner Quadrozzi 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.

Discussion: Chief of Planning and Development Nina Kelly updated the Board and highlighted the activities of the Planning and Development Department.

Motion carried unanimously.

4. Report – Natural Resources Update

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners receive and file the monthly Natural Resources Report as recommended by Chief of Natural Resources and Regulatory Compliance Tyler Mitchell and staff.

Discussion: Chief of Natural Resources and Regulatory Compliance Tyler Mitchell updated the Board on wildlife management efforts including aerial deer surveys, beaver damage and the 2021 deer management program.

Motion carried unanimously.

5. Report – Volunteer Services Annual Update

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners receive and file the Volunteer Services Annual Report as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on volunteer services, thanked staff for their hard work during a challenging year with fewer volunteer opportunities available.

Motion carried unanimously.

6. Report – Monthly Marketing Update

Motion by Commissioner Rea, support from Commissioner McCarthy that the Board of Commissioners receive and file monthly marketing update as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Motion carried unanimously.

7. Report – Monthly DEI Update

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners receive and file the monthly DEI update as presented by Chief of Diversity, Equity and Inclusion Artina Sadler and staff.

Discussion: Chief of Diversity, Equity and Inclusion Artina Sadler updated the Board on DEI efforts, reviewed goals, current projects, training and said the Metroparks are now in the “storming phase.”

Commissioner Marans why Ann Arbor and Washtenaw County was not on the list for hotspots. Ms. Sadler said there was a higher need in the Ypsilanti area.

Commissioner Parker asked when staff would begin working to get hotspots for the city of Detroit students. Ms. Sadler said she would be speaking with someone from Detroit soon about adding hotspots and tablets.

Commissioner Parker asked what it meant to take issues on the road. Ms. Sadler said staff was actively looking for partners in the region for various opportunities and partnerships.

Commissioner Marans asked that staff send a preliminary list of speakers to the Board.

Motion carried unanimously.

7. Reports

A. Administrative Department

8. Approval – Concession Agreement, Lake St. Clair Metropark

Motion by Commissioner McCarthy, support from Commissioner Rea that the Board of Commissioners approve a contract amendment to the current Lake St. Clair Metropark concessionaire contract with Simple Adventures to include food concession service at the Lake St. Clair Beach Grill through the current contract period expiring Dec. 31, 2022 as recommended by Interim Deputy Director Michael Lyons and staff.

Discussion: Interim Deputy Director Michael Lyons updated the Board and said Simple Adventures would offer a full concession menu with a wide variety of food options and pay the Metroparks a 20 percent commission of sales. He also said that Simple Adventures has operated the non-motorized paddle rentals and Beach Shop at Lake St. Clair for the past five years and is currently contracted through 2022. They have experience in food concessions as they operate the food service at Camp Dearborn and have also operated a concession operation on Houghton Lake. In addition, Simple Adventures has proposed to cross promote their current operation with the Beach Grill to help drive business to both facilities. Their proposed menu will provide a diverse array of food options at competitive prices to include kosher, vegetarian, vegan and halal friendly options.

Motion carried unanimously.

9. Approval – Winter Season Metroparks Branded TV/Video Commercials Production

Motion by Commissioner Parker, support from Commissioner McCarthy that the Board of Commissioners approve the Metroparks TV production estimate from Factory Detroit, Inc., in an amount not to exceed \$75,000 to include video shoot, post-production and contingency as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Chief of Marketing and Communications Danielle Mauter updated the Board and said This work will be in line with both the summer commercial production and fall commercial production they completed. This is an additional phase to allow us to have TV commercials to use starting next winter and is completely weather dependent. We were unable to record these in 2020 due to insufficient snow and ice. If sufficient snow does not fall to produce winter looking commercials, filming and production will not take place.

Motion carried unanimously.

7. Reports

B. Planning Department

1. Approval – Woods Creek Playground Design Concept, Lower Huron Metropark

Motion by Commissioner McCarthy, support from Commissioner Heise that the Board of Commissioners approve the “Space” design concept from Penchura LLC for the Woods Creek Playground at Lower Huron Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board and recognized staff for all their hard work on this project. She reviewed the proposed project site, existing conditions, the concept development process and next steps.

Commissioner McCarthy asked what the overall budget was for the project. Ms. Kelly said \$1.3 million in Capital Project Funding, \$874,353 for equipment and \$425,000 for site work. She said staff anticipated the project to stay within budget.

Commissioner Marans asked what the design concept was supposed to be. Ms. Kelly said a replica of the solar system.

Commissioner Heise asked if there were any hazards with the open part of the structure at the top. Commissioner Rea said it’s a climbing structure and as a father of young children, he can attest to the popularity of the net/rope structure.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, McCarthy, Rea, Heise, Marans
Voting no: None
Absent: Williams

Motion carried unanimously.

C. Engineering Department

1. Report – 2020 Year-end Overview

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners receive and file the 2020 Engineering year-end report as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Ms. McMillan expressed appreciation to the Engineering department for all the work they were able to accomplish in 2020. She also said the collaboration between the Marketing and Engineering departments allowed for park patrons to see what projects are taking place in the parks.

Chief of Engineering Services Mike Henkel thanked staff for their hard work and reviewed completed Capital Projects as well as in progress and new projects.

Motion carried unanimously.

8. Closed Session

- a. 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.

Motion by Commissioner Rea support from Commissioner Heise that the Board of Commissioners adjourn the regular meeting and enter into a 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.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, McCarthy, Rea, Heise, Marans
Voting no: None
Absent: Williams

Motion carried unanimously.

The regular meeting adjourned at 11:07 a.m.

Commissioner Marans reconvened the regular meeting at 11:38 a.m.

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners approve the settlement agreement for Rost vs. HCMA.

Commissioner Marans called for a five-minute recess.

The regular meeting adjourned at 11:39 a.m.

The regular meeting reconvened at 11:45 a.m.

- b. For the purpose of considering a periodic personnel evaluation of Amy McMillan pursuant to Section 8(a) of the Open Meetings Act.

Motion by Commissioner McCarthy support from Commissioner Rea that the Board of Commissioners adjourn the regular meeting and enter into a closed session for the purpose of considering a periodic personnel evaluation of Amy McMillan pursuant to Section 8(a) of the Open Meetings Act.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, McCarthy, Rea, Heise, Marans

Voting no: None

Absent: Williams

Motion carried unanimously.

The regular meeting adjourned at 11:46 a.m.

The regular meeting reconvened at 12:09 p.m.

Motion by Commissioner McCarthy, support from Commissioner Heise that the Board of Commissioners authorize a \$5,000 increase to the director's salary effective Jan. 1, 2021.

9. Other Business

None.

10. Staff Leadership Update

Ms. McMillan said staff is continuing staff leadership retreats and that a draft plan will be brought to the Board in the near future. She thanked the Board for their generosity and commitment to the parks.

11. Commissioner Comments

Commissioner Quadrozzi thanked staff for the well-prepared reports.

Commissioner Heise said it was a good meeting.

12. Motion to Adjourn

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners adjourn the regular meeting.

The meeting adjourned at 12:13 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary