

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, May 13, 2021

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, May 13, 2021. Due to state of Michigan Department of Health and Human Services Emergency Order under MCL 333.2253 and to minimize the spread of COVID-19, this meeting was held in person and electronically, as permitted under Public Act 228 of 2020.

Commissioners Present:	Robert W. Marans Jaye Quadrozzi (<i>Remote – Beverly Hills, Oakland County, MI</i>) Kurt Heise Bernard Parker Steve Williams (<i>Remote – Marine City, St. Clair County, MI</i>) John Paul Rea (<i>Remote – Washington Twp., Macomb County, MI</i>)
Staff Officers Present:	
Director	Amy McMillan
Interim Deputy Director	Michael Lyons
Chief of Finance	Rebecca Franchock
Absent:	
Commissioner	Timothy J. McCarthy
Others:	
Miller, Canfield, Paddock & Stone	Steve Mann
EGLE	Stephanie Kammer

1. Call to Order

Commissioner Marans called the meeting to order at 1:00 p.m.

2. Chairman's Statement

None.

3. Public Participation

None.

4. Approval – April 8, 2021 Regular Meeting Minutes

Motion by Commissioner Parker, support from Commissioner Heise that the Board of Commissioners approve the April 8, 2021 regular meeting minutes as submitted.

Motion carried unanimously.

5. Approval – May 13, 2021 Full Agenda

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the May 13, 2021 full agenda as presented.

Motion carried unanimously.

6. Approval – May 13, 2021 Consent Agenda

Motion by Commissioner Heise, support from Commissioner Parker that the Board of Commissioners approve the May 13, 2021 consent agenda as presented:

- a. Approval – April 2021 Financial Statements
- b. Approval – April 2021 Appropriation Adjustments
- c. Approval – Change Order, Marshland Museum/Activities Bldg. Roof Replacement, Lake Erie
- d. Report – Purchases over \$10,000

- e. Purchases
 - 1. Total Spend and Vendor Location
 - 2. Cargo Van
 - 3. Diesel Tractor
 - 4. Compact Utility Tractor
 - 5. Large Pickup Truck with Service Body

Motion carried unanimously.

7. Reports

A. Administrative Department

1. Report – Department of Environment, Great Lakes and Energy, PFAS Presentation

Discussion: Stephanie Kammer, with EGLE, gave a PFAS update presentation to the Board and reviewed fish collection sites in 2020 – declining since 2018; still large amounts detected. Monitoring continues in 2021 in the Huron Watershed and that the current advisory will likely stay in place. Ms. Kammer said the Department of Health and Human Services (DHHS) will likely issue advisory for Washago Pond at Willow Metropark; the Willow Run airport received grant to conduct a PFAS investigation.

Director McMillan said this is the first time she has heard about an advisory and that she did not appreciate the lack of notice. Ms. Kammer said the advisory has not been issued yet.

Commissioner Williams asked if DHHS is going to conduct testing in Portage Lake. Ms. Kammer said testing was not done in 2020 and that she will send data they currently have.

Commissioner Marans asked how many times a year are areas tested. Ms. Kammer said once a year.

Commissioner Marans said he would like a copy of the presentation.

No action taken.

2. Report – Opening Aquatic Facilities

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the Aquatics Facility Opening report as presented by Director McMillan and staff.

Discussion: Director McMillan updated the Board on the status of opening aquatic facilities for the summer season. She said the following facilities will open Memorial Day weekend: The pool and the splash pad at Lake St. Clair with increased capacity limits compared to last year (two sessions instead of four); the new ripslide at Stony Creek; the splash pad at Indian Springs; the Splash n' Blast at Kensington; and the Willow pool (two sessions). Ms. McMillan said the Great Wave Pool at Lake Erie would not be opening for the Memorial Day weekend as it is severely understaffed with only four lifeguards and because there are still restrictions on waterpark facilities. In addition, Turtle Cove will not open Memorial Day weekend due to restrictions. The facility could still open for July 4 and be in good shape operationally.

Ms. McMillan said the pool at Chandler Park in Wayne County was not opening at all for the season and that both Oakland and Washtenaw counties are struggling with hiring.

Commissioner Heise asked who defines what a pool/splash pad/waterpark was. Ms. McMillan said the county health departments make their own designations. She said she was uncertain who makes the decision on what a waterpark was classified as.

Commissioner Heise asked if the lobbyist was helping to find out definition. Ms. McMillan said yes.

Motion carried unanimously.

7. Reports

A. Administrative Department

3. Report – Marketing Update

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

Discussion: Chief of Marketing and Communications Danielle Mauter updated the Board on current marketing efforts including the kick-off for the summer campaign, print media ads and TV commercials.

Motion carried unanimously.

4. Report – DEI Update

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

Discussion: Chief of Chief of Diversity, Equity and Inclusion Carter updated the Board on DEI efforts including the “storming” phase and the speaker series.

Commissioner Marans asked who determined the 20/60/20 rule. Ms. Carter said it has been a long-standing rule.

Motion carried unanimously.

5. Report – Interpretive Services Update

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file Interpretive Services monthly update as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

Discussion: Chief of Interpretive Services Jennifer Jaworski updated the Board on various programs and initiatives that took place during the month within the Interpretive Department.

Motion carried unanimously.

6. Report – Natural Resources Update

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners receive and file the Natural Resources update 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 projects and highlighted activities in the Natural Resources department including invasive species control, volunteer days, hazardous tree removal, prescribed burns and upcoming lake treatments.

Commissioner Rea asked if there were any concerns with gypsy moths. Mr. Mitchell said he was working with Macomb County and that spraying should take place May 11-12.

Motion carried unanimously.

B. Financial Department

1. Report – Monthly Financial Review

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the monthly financial review as presented by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock updated the Board on current finances and said the Metroparks has produced revenue typically seen by the end of June (\$2 million). Tax collections are doing well and ahead of where we were last year. She said there is also strong revenue in both tolling and golf during April.

Commissioner Marans asked if there is a way to determine how much marketing efforts has played a part in the increased revenue trends. Ms. McMillan said staff is working on metrics to see how marketing certain programs correlates to an increase in visitors.

Commissioner Parker asked if the additional funding was going into Fund balance. Ms. McMillan said it is too soon to tell where revenue/expenses will be at the end of the year.

Motion carried unanimously.

7. Reports

B. Financial Department

2. Report – April 2021 Capital Project Fund Update

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners receive and file the Capital Project Fund update as submitted by Chief of Finance Rebecca Franchock and staff.

Discussion: Ms. Franchock updated the Board on the status of capital projects to date.

Commissioner Williams asked if Charter was the cable provider at Huron Meadows. Chief of Information Technology Robert Rudolph said Charter would be a third-party vendor.

Motion carried unanimously.

3. Report – April 2021 Major Maintenance Update

Motion by Commissioner Rea, support from Commissioner Heise that the Board of Commissioners receive and file the Major Maintenance update as submitted by Chief of Finance Rebecca Franchock and staff.

Discussion: Commissioner Quadrozzi said she likes the format.

Motion carried unanimously.

4. Approval – 2020 Pension Valuation, GASB 67/68, 2021 Contribution

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners (1) receive the Annual Actuarial Valuation and GASB Statement No. 67 and No. 68 Report; and (2) approve the 2021 Pension contribution at the annual required contribution amount of \$2,725,948 as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Ms. Franchock updated the Board and said the Pension Committee approved the recommendation at their quarterly meeting prior to the Board meeting. She said the 2021 General Fund Budget includes \$3.2 million for funding of the defined contribution Huron-Clinton Metropolitan Authority Employees' Retirement Plan. Staff is asking that only the recommended contribution be made at this time resulting in budgetary savings of \$474,052. Should current revenue and expenditure trends continue, an additional contribution may be considered later in the year.

ROLL CALL VOTE

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

Motion carried unanimously.

5. Approval – 2020 Retiree Health Care Trust Valuation, GASB 74/75, 2021 Contribution

Motion by Commissioner Heise, support from Commissioner Parker that the Board of Commissioners that the Board of Commissioners (1) receive the Governmental Accounting Standards Board Statements (GASB) No. 74 and 75 and the Retiree Health Care Trust Valuation; and (2) approve making the annual required contribution in the amount of \$248,174 as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Ms. Franchock updated the Board and said the Retiree Health Care Trust Board of Trustees Committee approved the recommendation at their quarterly meeting prior to the Board meeting. \$1,250,000 was included in the general fund budget. She said staff was requesting that the Board approve that \$248,174 be contributed at this time. Should current revenue and expenditure trends continue, an additional contribution may be considered later in the year.

ROLL CALL VOTE

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

Motion carried unanimously.

7. Reports

C. CAPRA Accreditation Progress

1. Report – Recreation Programming Plan Annual Review

Motion by Commissioner Parker, support from Commissioner Heise that the Board of Commissioners receive and file the Recreation Programming Plan Presentation as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly and updated the Board on the recreation programming plan and said it was required to be reviewed annually for CAPRA accreditation. Ms. Kelly then reviewed the recreation programming plan, program objectives and community education for leisure process.

Janet Vandewinkle grant writer/recreation programs coordinator reviewed 2021 Recreation programming highlighting building upon partnerships, the Swim in the "D" program, concert series DIA Inside/Out program and recreational volunteering.

Commissioner Parker asked if the concert series has already been developed. Ms. McMillan said staff will send the information to the Board.

Commissioner Parker also asked if people need to be six feet apart. Ms. McMillan said it is too soon to tell as guidelines from the CDC is continually changing.

Commissioner Marans asked about how the Swim in the "D" program will be kicked Off. Ms. Vandewinkle said staff is working with Detroit on announcements and marketing efforts.

Commissioner Marans asked when the initial event will take place as he would like to be there.

Commissioner Marans also asked if this was the first time the Metroparks has worked toward accreditation Ms. Kelly said yes, this first time and it's a long and involved process.

Motion carried unanimously.

2. Approval – Mission, Vision and Core Values Statements

Director McMillan updated the Board on the outcome of staff leadership retreat process that occurred late last year. She said the current mission statement is clunky, outdated and not easy to remember and that updating the mission statement will be the foundation of the strategic plan.

Commissioner Parker said mission and core values statements are something the Board should be involved with and he is not comfortable approving it today. He said he would like to have a Board retreat and to see what other organizations have in place.

Commissioner Marans said he agrees with Commissioner Parker and that the Board should have been more involved in helping to develop mission statement. He also said stewardship should be incorporated into the mission statement as well.

Ms. McMillan said staff can bring the mission statement and core values back to the Board for review and that the updated statements do incorporate all aspects of stewardship and recreation.

She said the Mission statement should be regularly evaluated.

Commissioner Williams asked if there were any legal ramifications to changing the mission statement. Ms. McMillan said no.

Commissioner Marans said he would like to hold off approving a new mission statement and core values until the Board is able to have a retreat. Ms. McMillan said she would like a consensus around elements the parks have been working towards – stewardship, diversity and inclusion – in order to move forward with strategic planning.

Commissioner Marans said he had no problem moving forward and that he would like a lot of thought put into changing mission and core values.

Motion by Commissioner Heise, support from Commissioner Rea that the Board of Commissioners adopt the proposed Mission, Vision and Core Values Statements subject to further review by of the Board.

Commissioner Parker asked if approved today, wouldn't it be adopted.

Commissioner Heise amended his motion to include "Draft" in the proposed Mission, Vision and Core Values Statements.

ROLL CALL VOTE

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

Motion carried unanimously.

7. Reports

C. CAPRA Accreditation Progress

3. Report – Media Policy

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners receive and file the Media Policy in order to meet CAPRA standards as recommended by Chief of Communications Danielle Mauter and staff.

Motion carried unanimously.

4. Report – Social Media Policy

Motion by Commissioner Rea, support from Commissioner Quadrozzi that the Board of Commissioners receive and file the Social Media Policy in order to meet CAPRA standards as recommended by Chief of Communications Danielle Mauter and staff.

Motion carried unanimously.

D. Planning Department

1. Report – Planning Department Monthly Update

Motion by Commissioner Rea, support from Commissioner Williams 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 on Planning and Development activities highlighting project initiative implantation, community engagement, programming and grants.

Motion carried unanimously.

2. Approval/Resolution – Launch and Picnic Area Renovation, Dexter-Huron

Motion by Commissioner Williams, support from Commissioner Rea that the Board of Commissioners approve a resolution authorizing staff to execute the forthcoming Project Agreement for the Michigan Natural Resources Trust Fund (MNRTF) Grant for the Dexter-Huron

Launch and Picnic Area Renovation Project as recommended by Chief of Planning and Development Nina Kelly and staff.

ROLL CALL VOTE

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

Motion carried unanimously.

7. Reports

D. Planning Department

3. Approval/Resolution – Iron Belle Trail Extension, Lower Huron

Motion by Commissioner Quadrozzi, support from Commissioner Rea that the Board of Commissioners approve a resolution and authorize staff to execute the forthcoming Project Agreement for the Michigan Natural Resources Trust Fund (MNRTF) Grant for the Iron Belle Trail Extension to Huron River Drive as recommended by Chief of Planning and Development Nina Kelly and staff.

ROLL CALL VOTE

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

Motion carried unanimously.

E. Engineering Department

1. Approval – Change Order, Dome Polishing/Seal Replacement, Indian Springs (EDC)

Motion by Commissioner Heise, support from Commissioner Parker that the Board of Commissioners (1) approve an additional project cost to Contract 715-20-029 in the amount of \$74,592; and (2) approve the transfer of \$60,000 from the Major Maintenance projects 702-21-330 Lake St. Clair Hike Bike Trail Reconstruction and \$14,592 from 708-21-026 Hudson Mills Golf Course EPDM Roof Replacement to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said as approved and reported at the Feb. 13, 2020 Board meeting the project total was estimated to take 19 days and the work was based on actual time and material necessary to complete the work (to date, the project has taken 28 days. He said the work from Reynolds was based on an estimate due to the nature of the work required to remove scratches, which varies depending on the severity and the amount of sanding and polishing necessary. The water side of the dome required more work than anticipated. Additional time was also necessary to remove and install the base seal at the bottom of the dome where it attaches to the foundation which was deeper and wider. The dome polishing is now complete and the inner seal in is close to completion. There is approximately three days left to finish the inner seal which will be scheduled shortly. Clarity through the dome has been improved.

Commissioner Heise asked if the scratching as external or internal. Mr. Henkel said mostly external.

ROLL CALL VOTE

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

Motion carried unanimously.

7. Reports

E. Engineering Department

2. Approval – Marina Building Study, Lake Erie Metropark

Motion by Commissioner Parker, support from Commissioner Rea that the Board of Commissioners approve the proposal from Thomas Roberts Architect (TRA) dated April 27, 2021 for the Lake Erie Marina Building Use Evaluation Study in the amount of \$28,000 as recommended by Chief of Planning and Development Nina Kelly and Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said staff is considering to more effectively utilize and to expand the usage of the existing Marina building. Possible future renovations to the marina building would improve accessibility and expand programming opportunities. As part of this study, the possible utilization of all the existing upper levels of the building will be evaluated. The extent of usage will depend on a detailed analysis of egress, accessibility, allowable structural loads, building capacity, fire suppression, lighting, electrical, sanitary and mechanical requirements. The consultant shall work in conjunction with the owner to develop a preliminary target of occupancy, which can be used to develop phased concepts as well as preliminary cost estimates needed to prioritize future improvement.

Commissioner Marans asked if the Metroparks are committed to using the architect that did the original work. Mr. Henkel said no.

ROLL CALL VOTE

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

Motion carried unanimously.

3. Approval – DTE Gas Line Easement, Willow Park Office

Motion by Commissioner Williams, support from Commissioner Parker that the Board of Commissioners approve the DTE Gas Line Easement as recommended by Chief of Engineering Services Mike Henkel and Staff.

Motion carried unanimously.

8. Public Participation

None.

9. Other Business

None.

10. Staff Leadership Update

Ms. McMillan gave Commissioner Marans his official award from Crain's 2021 Notable Nonprofit Board Member. She thanked the thanked Western District for hosting the May Board meeting; the IT department for their support in making the virtual meeting go smoothly; Kerry Laycock for his efforts in finding a Deputy Director in an open and transparent process.

Ms. McMillan announced that she has chosen Interim Deputy Director Mike Lyons to become the next deputy director for the Metroparks. She said Mr. Lyons has more than 27 years of service with the parks and that she would like the Board to approve his position to deputy director.

Motion by Commissioner Rea, support from Commissioner Quadrozzi that that the Board of Commissioners approve the recommendation from Director McMillan to appoint Michael Lyons as the Deputy Director for the Metroparks.

Commissioner Parker said the Board is setting a precedence if they approve the deputy director position since it is not a Board appointed position. Ms. McMillan said the motion could be amended and use "endorse" instead of appoint.

Steve Mann said the board should not be approving the deputy director since the person reports directly to Ms. McMillan and not the Board.

Commissioner Rea amended his motion.

Motion by Commissioner Rea, support from Commissioner Quadrozzi that that the Board of Commissioners endorse the recommendation from Director McMillan to appoint Michael Lyons as the Deputy Director for the Metroparks.

Deputy Director Mike Lyons thanked Mr. Laycock, Director McMillan and the Board for their support.

11. Commissioner Comments

Commissioner Heise said funding level of OPEB is outstanding and he congratulated Mr. Lyons.

Commissioner Parker congratulated Mr. Lyons and then asked staff if they have reached out to schools to have them come out to the parks. Ms. McMillan said staff is meeting with Detroit Public schools and will have more information at the June meeting.

Commissioner Williams thanked staff for all their hard work and congratulated Mr. Lyons.

12. Motion to Adjourn

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

The meeting adjourned at 3:27 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary