

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, February 10, 2022

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, Feb. 10, 2022 at the Administrative Office.

Commissioners Present:

Jaye Quadrozzi
Robert W. Marans
John Paul Rea
Stephen Pontoni
Bill Bolin
Bernard Parker
Tiffany Taylor

Staff Officers Present:

Director	Amy McMillan
Deputy Director	Michael Lyons
Chief of Finance	Shedreka Miller

Others:

Miller, Canfield, Paddock & Stone	Steve Mann
-----------------------------------	------------

1. Call to Order

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

2. Chairperson's Statement

None.

3. Public Participation

None.

4. Approval – Jan. 13, 2022 Regular Meeting Minutes

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners approve the Jan. 13, 2022 regular meeting minutes as submitted.

Motion carried unanimously.

5. Approval – Feb. 10, 2022 Full Agenda

Motion by Commissioner Marans, support from Commissioner Taylor that the Board of Commissioners approve the Feb. 10, 2022 full agenda.

Motion carried unanimously.

6. Approval – Feb. 10, 2022 Consent Agenda

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners approve the Feb. 10, 2022 consent agenda as amended:

- a. Approval – December 2021 Financial Statements
- b. Approval – December 2021 Appropriation Adjustments
- c. ~~Report – Marketing Update~~ (*moved to regular agenda*)
- d. Report – Planning and Development Update
- e. Report – Interpretive Services Update
- f. Report – Natural Resources Update
- g. Report – DEI Update
- h. Purchases
 1. Report – Purchases over \$10,000
 2. Total Spend and Vendor Location

Commissioner Parker requested that the Marketing update be moved to the regular agenda.

Motion carried unanimously.

7. Reports

A. Administrative Department

1. Report – 2021 Lobbying Review and 2022 Preview, MHSA

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of Commissioners receive and file the 2021 Lobbying Review / 2022 Preview as presented by Muchmore, Muchmore Harrington Smalley & Associates, LLC.

Discussion: Ms. McMillan introduced Patrick Harrington and Evelyn Sweeney with Muchmore, Harrington, Smalley and Associates. Mr. Harrington updated the Board on lobbying efforts in 2021 highlighting various partnerships the Metroparks are involved with including the use of the parks as a COVID-19 testing site and the possibility for electric charging stations in the parks. He said there is roughly \$5 billion in American Rescue Plan (ARP) funding still available and that the team has been meeting with Metroparks Caucus members and legislators.

Director McMillan said they have been meeting with legislators from southeast Michigan and across the state on focused funding projects and that staff was working on preparing zip code data for legislators that serve the five counties the Metroparks serves.

Commissioner Rea said he appreciates any information regarding funding as it relates to economic development, EGLE and waterways.

Commissioner Parker said there is money for mental health for schools in the governor's budget and he would like to see language added to the budget on getting children out into nature and the parks.

Motion carried unanimously

7. Reports

A. Administrative Department

2. Approval – Government Relations Consulting Services

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners (1) approve renewing a contract with Muchmore Harrington Smalley & Associates LLC (MHSA) as a consultant to provide Government Relations services in the amount of \$5,000 per month for a period of one-year with the option of a one-year contract extension; and (2) authorize the director to execute a contract with MHSA as recommended by Director McMillan and staff.

Motion carried unanimously.

Commissioner Quadrozzi moved the closed session up on the agenda to ensure there would be a quorum.

7. Reports

B. Closed Session – 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 Rea support from Commissioner Taylor that the Board of Commissioners adjourn the regular meeting and enter into a closed session to consider the periodic personnel evaluation of Director McMillan, pursuant to Section 8(a) of the Michigan Open Meetings Act.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Taylor, Rea, Bolin, Pontoni, Marans

Voting no: None

Absent: None

Motion carried unanimously.

The regular meeting adjourned at 1:25 p.m.

Commissioner Quadrozzi reconvened the regular meeting at 1:38 p.m.

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners (1) accept the Director's favorable performance evaluation and increase her base salary by \$10,000 retroactive to Jan. 1, 2022; and (2) authorize Chief of Human Resources Randy Rossman to bring a contract extension for the Director to the Board at the March 2022 Board meeting for approval.

Motion carried unanimously.

7. Reports

A. Administrative Department

3. Report – 2021 DEI Climate Survey Results

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners receive and file the 2021 DEI Climate Survey results as submitted by Chief of Diversity, Equity and Inclusion Artina Carter and staff.

Discussion: Chief of Diversity, Equity and Inclusion Artina Carter reviewed the results of the climate survey conducted in the fall 2021.

Commissioner Quadrozzi left the meeting at 1:52 p.m.

Commissioner Parker began chairing the meeting.

Commissioner Bolin said that he went through the information and he observed that looking at the responses versus the number of people that took the survey, there seemed to be small responses and the negative responses look to be dictated. He said looking at the disparity of the responses that he doesn't think we are connecting adequately with the workforce with the types of question that were asked and the difficulty in answering them. Commissioner Bolin said he thinks there's a real problem and that many employees may be afraid to answer the questions.

Commissioner Parker asked if the survey was anonymous and that individuals were free to write what they wanted, and no one would know who the responses came from. Ms. Carter said yes.

Commissioner Marans said it's obvious there has been a change and if the results changed the way you (Ms. Carter) plan to move forward. Ms. Carter replied yes. By looking at the responses, it seems the Metroparks are moving too fast. Training has been focused on learning the definitions of equality and inclusion and incorporating it into the work environment.

Commissioner Pontoni said there seemed to be a lot of responses on age discrimination.

Commissioner Taylor said she appreciates all the effort and hard work.

Motion carried unanimously.

4. Approval – 2022 DEI Speaker Series

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of Commissioners approve (1) approve the \$10,000 fee for the March 10 DEI Speaker Series featured guest, Johann Hari; and (2) approve the \$10,000 fee for the June 9 DEI Speaker Series guest, Jessica Nordell as recommended by Chief of Diversity, Equity and Inclusion Artina Carter and staff.

Discussion: Chief of Diversity, Equity and Inclusion Artina Carter updated the Board and said the first two speakers for 2022 were scheduled for March and June.

Commissioner Bolin voted no.

Motion carried.

7. Reports

A. Administrative Department

5. Approval – Archeological Services, Lake Erie

Motion by Commissioner Marans, support from Commissioner Bolin that the Board of Commissioners award a contract for Archeological Services to Commonwealth Heritage Group of Dexter, Michigan, for a not-to-exceed amount of \$43,610, which includes \$22,520 for testing and reporting and a contingency of \$21,090 for up to 20 days of monitoring at \$1054.50 per day 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 and said GLC and NOAA have provided funding to support the Metroparks' efforts to increase coastal resiliency and biological diversity through the restoration of shoreline and Great Lakes coastal marshlands. In 2019, with support from GLC and NOAA, the Metroparks contracted with GEI Consultants to oversee design, construction, pre- and post-monitoring, and coordinate restoration of the shoreline and marshlands at Lake Erie Metropark. Additional nearshore habitat work is still in the design phase. Contracting for archaeological services will help identify and protect any unknown cultural artifacts which maybe beneath the earth's surface and address state permitting requirements.

Motion carried unanimously.

6. Approval – Romeo Area Radio Control Model Airplane Club Agreement, Wolcott

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners approve renewal of the use agreement with the Romeo Area Radio Control Model Airplane Club for five (5) years as recommended by Deputy Director Michael Lyons.

Discussion: Deputy Director Michael Lyons updated the Board and said the Romeo Area Radio Control Model Airplane Club is requesting renewal of the five-year Use Agreement with the Metroparks, which was originally approved by the Board of in 2001 and renewed every five years thereafter. He said the Club has developed and maintained the 5.7-acre site located west of Kuntsman Road and south of 30 Mile Road within Wolcott Mill Metropark; all flying is required to be in accordance with the rules of the Academy of Model Aeronautics, the Field Rules of the Club, Metroparks Rules and Regulations and all Township ordinances; and flying will be limited to the hours of 9am – 9pm or dusk, whichever is earlier.

Commissioner Pontoni asked if there were any complaints from neighbors. Mr. Lyons said no.

Motion carried unanimously.

7. Approval – Media Partnership, Real Times Media (Michigan Chronicle)

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of Commissioners approve the media and advertising partnership with Real Times Media, the parent company of the Michigan Chronicle, in the amount of \$34,770.95 as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Motion carried unanimously.

8. Report – Marketing Update (*moved from consent agenda*)

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

Discussion: Commissioner Parker said when the survey was done for summer employment opportunities, the young people said they were not aware of opportunities at the park and asked what's being done to change this. Chief of Marketing and Communications Danielle Mauter said staff has been in discussions with DABO about holding job fairs, sending the employment listings to high schools in Detroit – both public and private schools.

Commissioner Parker suggested having material that could physically be posted on a bulletin board so kids could take the information with them.

Commissioner Taylor asked if there was a social media calendar so she can refer to items and do her part by sharing information. Ms. Mauter said yes.

7. Reports

C. Financial Department

1. Approval – Amended Investment Policy

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the amended Investment Policy language regarding eligibility requirements for financial institutions as submitted by Chief of Finance Shedreka Miller and staff.

Discussion: Chief of Finance Shedreka Miller updated the Board and said the changes were minor and include adding “the National Credit Union Administration (NCUA)” under the authorized financial dealers and institutions section.

Motion carried unanimously.

2. Report – 2021 Yearend Financial Review

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners that the Board of Commissioners receive and file the 2021 Yearend Financial Review as submitted by Chief of Finance Shedreka Miller and staff.

Discussion: Chief of Finance Shedreka Miller updated the Board highlighting revenue and expenditures for 2021.

Commissioner Marans said 2020 was an unusual year and he would like to see three-year observations in the next report.

Commissioner Parker asked what the administrative office expense increases entailed. Ms. Miller said from marketing, DEI, IT and intergovernmental partnerships.

Commissioner Parker asked year the Metroparks were expecting to get back on track with property tax losses from the Great Recession. Ms. Miller said 2024.

Motion carried unanimously.

3. Report – December 2021 Capital Project Fund

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners that the Board of Commissioners receive and file the December 2021 Capital Project Fund report as submitted by Chief of Finance Shedreka Miller and staff.

Motion carried unanimously.

4. Report – December 2021 Major Maintenance

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners that the Board of Commissioners receive and file the December 2021 Major Maintenance report as submitted by Chief of Finance Shedreka Miller and staff.

Motion carried unanimously.

7. Reports

D. Planning and Development

1. Approval – Kensington Five-Year Master Plan Update

Motion by Commissioner Taylor, support from Commissioner Rea that the Board of Commissioners that the Board of Commissioners approve the 2021 update to the Kensington Master Plan as recommended by Interim Chief of Planning and Development Jay Bibby and staff.

Discussion: Interim Chief of Planning and Development Jay Bibby updated the Board and on changes to the plan including changes to revenue, visitation, demographic/socioeconomic population data and community and supporting plan documents.

Commissioner Taylor asked if public responses were low. Mr. Bibby said there was not a large turnout.

Commissioner Parker asked about the plan for the administrative office. Ms. McMillan said building a new administrative office was not on the current plan cycle.

Motion carried unanimously.

7. Reports

E. Engineering Department

1. Approval – Change Order, Willow Park Office

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve a change order to the construction of the new Willow Park Office contract 510-17-311 in the amount of \$27,986.39 to cover additional construction costs as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board on the project and said the engineering and informational technology departments collaborated with moving forward with the implementation of the data conductors, connections and supporting hardware within the building. This scope of work would be completed under this contract in lieu of a separate contract after the completion of building.

Commissioner Marans asked when the building would be finished. Mr. Henkel said in June or July.

Motion carried unanimously.

2. Bids – Golf Course Underground Storage Tank Removal, Hudson Mills

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners award Contract No. 508-21-222 to the low responsive, responsible bidder, VIN-CON, Inc., in the amount of \$22,727.50 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board on the project and said The project includes the removal of the existing 1,000-gallon diesel tank, 2,500-gallon unleaded fuel tank, pumps, backfilling, and all associated work necessary to complete the work. As part of required testing, in June 2021, results showed water and fuel in the interstitial space of the tanks. Upon further testing, there appeared to be some failure with the inner tanks. A suspected release was filed with the state, and staff in conjunction with our class A and B operator, decommissioned the tanks and hired a contractor to have geoprobng done around the tank to ascertain if there was any leak outside of the tanks. The geoprobng did not show any suspected release. The park has been operating on temporary above-ground storage tanks.

Motion carried unanimously.

3. Bids – West Boat Launch Site Redevelopment, Kensington

Motion by Commissioner Marans, support from Commissioner Taylor that the Board of Commissioners (1) award Contract No. 504-20-1120 to the low responsive, responsible bidder, Brock and Associates, Inc., in the amount of \$394,655.50; and (2) authorize staff to transfer \$86,655.50 from fund balance to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel.

Discussion: Chief of Engineering Services Mike Henkel updated the Board on the project and said In March 2019, the Board approved the grant resolution for the project on the National Huron River Water Trail, which involves the development of the West Boat Launch site for accessibility using universal design principles, including: (1) a new accessible floating

canoe/kayak dock, launch, and gangway; (2) two new pea stone/sand launch areas; (3) parking lot restriping for van accessible spaces including two trailer spaces; (4) new barrier free parking area with additional van spaces; (5) accessible picnic tables and grills; (6) various amenities including accessible concrete walkways, signage, a pet waste station; and (7) an accessible vault latrine restroom.

Motion carried unanimously.

8. Leadership Update

a. Report – Summer Employment Survey, ETC Institute

Discussion: Director McMillan updated the Board on the background of the summer employment survey that was conducted by the ETC Institute. Only received 92 responses and the goal was 200 responses. She said she was disappointed to hear that many young people don't apply to the Metroparks because they don't know much about the parks.

Motion carried unanimously.

b. Work Force Subcommittee Update

Discussion: Chief of Human Resources and Labor Relations Randy Rossman updated the Board on the initial meeting of the workforce committee and the recommendations for approval of the following: hourly bonus, 457 contribution, paid time off (PTO), tuition assistance, wage scale increase and 40/80 health insurance

Commissioner Quadrozzi returned to the meeting at 3:00 pm.

Commissioner Parker said he would like to see the wage scale increase. He also said he wasn't sure if the Metroparks are eligible to partake in the student loan forgiveness program and that staff should look into it.

Commissioner Taylor suggested looking into options for students to help with purchasing books for school.

Commissioner Pontoni asked what the cost was to replace someone.

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of commissioners accept the recommended benefits and wage programs as outlined:

1. Hourly Bonus: Provide an hourly bonus for all seasonal and provisional employees for hours worked between April 17 through Oct. 15, 2022. The bonus will be calculated at \$1.00 per hour worked. This program has been budgeted for with the 2022 general fund budget. (Approve to implement as requested).
2. 457 Contribution: Allow all provisional employees to participate in the existing 457 contribution program as currently available to all full-time employees. Effective with the first pay period in May 2022. This program will be a zero cost to the 2022 budget. (Approve to implement as requested).
3. Paid Time-Off (PTO): Develop a PTO program for both seasonal and provisional employees. Initial thoughts have been for seasonal workers to earn up to two days per season and provisional workers to earn up to five days per year. This program will be a zero cost to the 2022 budget. (Approve to develop program and implement as requested).
4. Tuition Assistance: Research the possibility of creating a tuition/training assistance program for both seasonal and provisional employees. (Approve to provide a policy and recommendation for the 2023 budget process).
5. Wage Scale Increase: Research the possibility of creating a wage step scale process by which both seasonal and provisional employees would be paid a minimum of \$15 per hour based on the number of seasons worked (i.e. when returning for their third season). Another idea is to progressively step the bonus during the season (i.e. month of May \$1.00

bonus per hour worked and then increase the per hour bonus each month, so by August/September the rate may be as high as \$3.00 per hour). This is to help with recruiting and retention of the workforce. (Approve to provide a policy and recommendation for the 2023 budget process).

6. 40/80 Health Insurance: Authorize administration to initiate discussions with the Police Union (POAM) to pursue a pilot health insurance program for 40/80 police officers. This program is intended for assisting in the recruitment and retention of highly qualified officers. Depending on the Metroparks contribution level, there may be some impact on the 2022 budget. However, \$80,000 has been added to the 2022 budget fringe rate for this benefit addition. (Approve as requested).

Motion carried unanimously.

9. Other Business

Director McMillan thanked the Board for their generosity.

10. Public Participation

None.

11. Commissioner Comments

12. Motion to Adjourn

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

The meeting adjourned at 3:08 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary