

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, April 14, 2022

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, April 14, 2022 at the Indian Springs Metropark at the Environmental Discovery Center.

Commissioners Present:	Jaye Quadrozzi Robert W. Marans John Paul Rea Stephen Pontoni Bernard Parker
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Staff Officers Present:	
Director	Amy McMillan
Deputy Director	Michael Lyons
Chief of Finance	Shedreka Miller

Others:	
Miller, Canfield, Paddock & Stone	Steve Mann

Absent:	
Commissioner	Bill Bolin
Commissioner	Tiffany Taylor

1. Call to Order

Commissioner Quadrozzi called the meeting to order at 1:03 p.m.

2. Chairperson's Statement

None.

3. Public Participation

Toni Spears, Dexter, MI, said she was glad to see storm water management on the agenda. She also said she would like to see reduced mowing areas within the parks.

4. Approval – March 10, 2022 work session, public hearing and regular meeting minutes

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

Motion carried unanimously.

5. Approval – April 14, 2022 Full Agenda

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the April 14, 2022 full agenda as presented.

Motion carried unanimously.

6. Approval – April 14, 2022 Consent Agenda

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners approve the April 14, 2022 consent agenda as presented.

- a. Approval – March 2022 Financial Statements
- b. Approval – March 2022 Appropriation Adjustments
- c. Report – Capital Project Fund Update
- d. Report –Major Maintenance Update
- e. Bids – Hike/Bike Crack Filling, various locations
- f. Bids – Roadway Overbanding, various locations
- g. Bids – Variable Frequency Drive (VFD) Replacement, Turtle Cove, Lower Huron
- h. Bids – Dairy Barn Door Replacements, Wolcott Farm Center
- i. Bids – Park Office Communication Conduits, Willow
- j. Bids – Mulch Replacement, various locations

- k. Bids – Swing Replacement, Kensington
- l. Purchases
 - 1. Report – Purchases over \$10,000
 - 2. Total Spend and Vendor Location
 - 3. Pick-up Truck, Lake St. Clair
 - 4. Mulcher, Wolcott Farm Center
 - 5. Mowers and Equipment, various golf courses
 - 6. Outdoor Furnishings, all locations

Motion as amended unanimously.

7. Reports

A. Departmental Updates

1. Report – Natural Resources Update

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file monthly 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 Natural Resources efforts during the month highlighting Rouge Park restoration efforts.

Commissioner Marans asked what efforts are being done to get the message out to the public. Mr. Mitchell said logos and signage at the park.

Motion carried unanimously.

2. Report – Planning and Development Update

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the Planning and Development Department Monthly update 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 on activities that took place during the month highlighting plans for an adaptive ball field in the Southern District. Jeff Linn, Southern District superintendent gave additional background information on the project.

Commissioner Quadrozzi asked what the timeline was for the adaptive ball field. Mr. Bibby said it is in the planning phase.

Motion carried unanimously.

3. Report – Interpretive Services Update

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

Discussion: Chief of Interpretive Services Jennifer Jaworski updated the Board highlighting activities that took place in the Interpretive Services department during the month.

Motion carried unanimously.

4. Report – DEI Update

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners receive and file the monthly DEI report 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 highlighting activities that took place in the DEI department during the month.

Motion carried unanimously.

7. Reports

A. Departmental Updates

5. Report – Marketing Update

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

Discussion: Chief of Marketing and Communications Danielle Mauter updated the Board and gave background information on the summer programming guide.

Commissioner Pontoni said he doesn't not understand why the Metroparks are using this method to attract new users to the parks. Ms. Mauter said the chosen publications tend to be direct delivery pieces and if parents are reading these publications, chances are grandparents are too.

Commissioner Parker said he was glad there are pieces in the newspapers. He asked if staff has thought about adding a tear-off to the inserts so that people can bring them to the parks for a discount.

Commissioner Rea said he is looking forward to seeing the tracking on the sponsor content and asked how it will be tracked. Ms. Mauter said there are specific links and/or QR codes for each advertiser. (i.e. the Detroit News has its own link and can be tracked on the back end).

Motion carried unanimously.

B. Administrative Office

1. Approval – Print and Insert Summer Program Guides

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the services of printing and inserting 12-page summer program guides in Macomb Daily, Oakland Press and News Herald with 21st Century Media/Media News Group, parent company of these publications in the amount of \$35,363 as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Motion carried unanimously.

2. Approval – DEI Speaker Series Presenter

Motion by Commissioner Pontoni, support from Commissioner Rea that the Board of Commissioners approve the fee for the final presenter for the 2022 DEI Speaker Series in the amount of \$12,000 for Ellen Ochoa as recommended by Chief of Diversity, Equity and Inclusion Artina Carter and staff.

Motion carried unanimously.

3. Affirmation – Kensington Pump Station Repair

Motion by Commissioner Rea, support from Commissioner Parker that the Board of Commissioners affirm the emergency transfer of funds from the Major Maintenance account in the amount of \$80,540 to initiate a PO for the purchase of a Watertronics Electrical Panel for the Kensington Golf Course Pump Station. Per Purchasing Policy, Jaye Quadrozzi, chair of the Board of Commissioners and Amy McMillan, director for the Metroparks authorized the project initiation and per policy the project is hereby reported to the Board of Commissioners for affirmation.

Discussion: Deputy Director Mike Lyons updated the Board and said Staff removed four pumps from the pump station to have them heat dried, the bearings replaced, and linings varnished. The cost of this service will be approximately \$4,500 (labor and materials). The Watertronics control panel will be the major expense necessary for the pump station restoration. The replacement cost of the panel is \$80,540, which includes labor and materials. There is an approximate wait time of 12 weeks for the electrical panel. This is a sole source item and two quotes were received for installation as this is a specialized service.

This meets the emergency purchase criteria because of the 12-week delivery timeframe and the quickly approaching golf season. The 12-week window will not take effect until a purchase order has been received by the vendor.

Although a temporary workaround will be initiated to allow us to operate the irrigation system on a limited basis to keep the system running until the final repairs can be completed, it is essential that we ordered the parts as quickly as possible to maintain the turf quality on the golf course as this is one of the Metroparks premier, highest revenue generating golf courses.

Motion carried unanimously.

7. Reports

B. Administrative Office

4. Report – Storm Water and Water Quality Partnership Plan

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file Storm Water and Water Quality Partnership Plan as recommended by Chief of Interpretive Services Jennifer Jaworski, Chief of Natural Resources and Environmental Compliance Tyler Mitchell and Chief of Marketing Danielle Mauter and staff.

Discussion: Chief of Interpretive Services Jennifer Jaworski, Chief of Natural Resources and Environmental Compliance Tyler Mitchell and Chief of Marketing Danielle Mauter updated the Board on partnerships with Oakland, Wayne and Washtenaw counties and how staff will coordinate efforts in tandem with the Metroparks Climate Action Plan.

Director McMillan said storm water management was one of the subjects discussed at the Board retreat last fall and that she has spoken to county drain commissioners about the needs for each county and various communities.

Motion carried unanimously.

5. Report – BOC Workforce Subcommittee for Implemented Programs

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners receive and file the benefits and wage programs update as outlined below as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Chief of Human Resources and Labor Relations Randy Rossman reviewed implemented benefits with the Board.

Commissioner Quadrozzi said she was happy this was able to get accomplished.

Motion carried unanimously.

6. Approval – Graduated Summer Bonus Program for Seasonal/Provisional Employees

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners accept the benefits and wage programs as recommended Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Chief of Human Resources and Labor Relations Randy Rossman updated the Board on the proposed changes. He said the current approved hourly bonus for all seasonal and provisional employees for hours worked between pay period 12-19 is \$1.00 per hour. The proposed schedule for a graduated bonus is: (a) \$1.00 per hour pay period 12, 13 and 14, (b) \$2.00 per hour pay period 15, 16, and 17; and (c) \$3.00 per hour pay period 18 and 19. If an employee works a total of 640 hours that is available through pay period 12-19 it would result in an increase in their hourly wage of \$1.88 and that the potential end of season bonus could result in a gross payment as high as \$1,200. Mr. Rossman said the proposed graduated bonus would replace the current approved \$1.00 per hour bonus.

Commissioner Marans asked how this will be measured with employees. Mr. Rossman said questions would be incorporated into exit interviews.

Commissioner Parker said he is interested to see how many people stay with this wage scale.

Commissioner Pontoni said he is supportive of the \$15 per hour wage and that as a Board, they need to find a way to come up with a way to come up with \$6 million per year to make it so everyone can be at \$15 per hour.

Mr. Rossman said he is developing information to bring to the Board highlighting the overall benefits and how they have changed over the last several years.

Commissioner Quadrozzi said she appreciates everyone's efforts.

Motion carried unanimously.

7. Reports

C. Financial Department

1. Report – Monthly Financial Review

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

Discussion: Chief of Finance Shedreka Miller updated the Board on revenue and expenditures for the month and also said the five-year average was added to the information as requested.

Motion carried unanimously.

D. Planning and Development Department

1. Approval/Resolution – Accessible Launch Development, Lake Erie

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve a resolution for acceptance of the project agreement of the Land and Water Conservation Fund grant for \$122,500 for the Lake Erie Metropark Accessible Launch Development as recommended by Interim Chief of Planning and Development Jay Bibby

Discussion: Interim Chief of Planning and Development Jay Bibby updated the Board and said this is a reimbursement grant and that the total cost of the project is estimated at \$245,000, of which the Metroparks will be responsible for 50 percent. This amounts to \$122,500 in cash outlay. He said the project will make improvements for accessibility along the Lake Erie Shoreline for a launch/take-out area using universal design principals. The project scope includes accessibility improvements to the boat launch restroom building, picnicking area and parking lot.

Motion carried unanimously.

E. Engineering Department

1. Bids – Bids – Turtle Cove Waterslide Design and Construction Services, Lower Huron

Motion by Commissioner Pontoni, support from Commissioner Rea that the Board of Commissioners award contract 506-22-502-D to Water Technology, Inc. in the amount of \$189,700 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said that Water Technology Inc., is the design firm responsible for the existing concept and development of the Turtle Cove Aquatic facility. As such, they have intimate knowledge of the existing mechanical and structural components of the facility. In addition, they have two of the original staff members that had worked on the existing facility, which will bring efficiency to the design components necessary for the installation of the new slide feature. He also said that Water Technology, Inc. also has extensive design knowledge of many aquatic facilities and are able to provide many in house staff to aid in the project's completion. In addition, Water Technology Inc (WTI) is partnering with the engineering and design firm of GRAEF to provide additional services. Key components of their design tasks will include site, building and aquatic components, cost estimates, utilities, development of bidding documents, and construction administration.

Motion carried unanimously.

E. Engineering Department

2. Bids – Iron Belle Trail, Lower Huron

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners (1) award contract 506-21-499 to AL's Asphalt Paving Company in the amount of \$749,277; and (2) approve the transfer of \$33,277 from fund balance 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 the project is part of the Iron Belle trail route. The project will enter at the entrance of Lower Huron Metropark continue along the park roadway and connect into the existing Metropark trails, which leads through Willow and Oakwoods Metropark.

Motion carried unanimously.

7. Reports

E. Engineering Department

3. Bids – Road Repairs, Kensington

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners award contract 704-22-376 to Asphalt Specialists, LLC. In the amount of \$395,065.00 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said the work includes roadway repairs to approximately 0.81 miles. The work includes edge removal, base material, patching, placement of a two-inch asphalt overlay, and restoration. The existing roadway surface has failed, and work is necessary to maintain usability. Full reconstruction will be necessary in the future, which will require shoreline erosion control, culvert installation, widening, base material and surfacing.

Motion carried unanimously.

4. Bids – Change Order, Willow Park Office

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners (1) approve a change order to the construction of the new Willow Park Office contract 510-17-311 in the amount of \$49,090.04 to cover additional contract general conditions costs; and (2) transfer \$42,935 from the Kensington Unallocated account and \$ 6,155.04 from Fund Balance to cover the cost as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said due to delays in the electrical service connection and building supply chain issues, the project completion date has been extended. The original completion date was Nov. 15, 2021 the new target date for completion is May 25, 2022. As a result, the contractor has incurred added costs for personnel and equipment usage that were over and above the scheduled completion date. The costs being requested are for wages for the superintendent, project manager, porta potty services, extended bond coverage and electrical generator usage.

Motion carried unanimously.

8. Leadership Update

Director McMillan said she had three swim program partnerships for 2022 for Board approval at \$25,000 each, (1) Macomb County through the YMCA, (2) the DNR for Belle Isle; and (3) the city of Ypsilanti for the Rutherford Municipal Pool.

Motion by Commissioner Parker, support from Commissioner Marans that the Board of Commissioners approve partnership agreements with the YMCA, Belle Isle and the city of Ypsilanti for \$25,000 each as recommended by Director Amy McMillan and staff.

Motion carried unanimously.

9. Other Business

None.

10. Public Participation

None.

11. Commissioner Comments

Commissioner Pontoni asked when the ribbon cutting ceremony for the Ralph C. Wilson, Jr. Centennial Park was. Ms. McMillan said May 10 at 1:30pm.

Commissioner Parker asked for a Juneteenth event update. Ms. McMillan said the first meeting with Wayne County was scheduled for April 22.

Commissioner Marans said Amy's presentation at Washtenaw County was well received.

12. Motion to Adjourn

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

The meeting adjourned at 2:47 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary