

Agenda
Huron-Clinton Metropolitan Authority
Board of Commissioners
May 13, 2021 – 1:00 pm
Indian Springs Metropark – Environmental Discovery Center
and via Zoom

<https://us02web.zoom.us/j/9800687134?pwd=ak1WMTIPNUIUcEUycHpTWW95MTErUT09>

Meeting ID: 980 068 7134 / **Passcode:** HCMABOC

Dial by your location: +1 929 205 6099 US (New York) / +1 301 715 8592 US (Washington, D.C)

1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – April 8, 2021 regular meeting minutes
5. Approval – May 13, 2021 Full Agenda

Consent Agenda

6. Approval – May 13, 2021 Consent Agenda
 - a. Approval – April 2021 Financial Statements
 - b. Approval – April 2021 Appropriation Adjustments **pg. 1**
 - c. Approval – Change Order, Marshland Museum/Activities Bldg Roof Replacement, Lake Erie **pg. 3**
 - d. Report – Purchases over \$10,000 **pg. 5**
 - e. Purchases
 1. Total Spend and Vendor Location **pg. 6**
 2. Cargo Van **pg. 8**
 3. Diesel Tractor **pg. 9**
 4. Compact Utility Tractor **pg. 10**
 5. Large Pickup Truck with Service Body **pg. 11**

Regular Agenda

7. **Reports**
 - A. *Administrative Department***
 1. Report – Department of Environment, Great Lakes and Energy, PFAS Presentation **pg. 12**
 2. Report – Opening Aquatic Facilities **pg. 13**
 3. Report – Marketing Update **pg. 14**
 4. Report – DEI Update **pg. 26**
 5. Report – Interpretive Services Update **pg. 43**
 6. Report – Natural Resources Update **pg. 53**
 - B. *Financial Department***
 1. Report – Monthly Financial Review **pg. 61**
 2. Report – Monthly 2021 Capital Project Fund Update **pg. 74**
 3. Report – Monthly 2021 Major Maintenance Update **pg. 79**
 4. Approval – 2020 Pension Valuation, GASB 67/68, 2021 Contribution **pg. 83**
 5. Approval – 2020 Retiree Health Care Trust Valuation, GASB 74/75, 2021 Contribution **pg. 134**
 - C. *CAPRA Accreditation Progress***
 1. Report – Recreation Programming Plan Annual Review **pg. 170**
 2. Approval – Mission, Vision and Core Values Statements **pg. 184**
 3. Report – Media Policy **pg. 199**
 4. Report – Social Media Policy **pg. 203**

Regular Agenda

7. Reports

D. *Planning Department*

1. Report – Planning and Development Update **pg. 208**
2. Approval/Resolution – Launch and Picnic Area Renovation, Dexter-Huron **pg. 226**
3. Approval/Resolution – Iron Belle Trail Extension, Lower Huron **pg. 228**

E. *Engineering Department*

1. Approval – Change Order, Dome Polishing/Seal Replacement, Indian Springs (EDC) **pg. 230**
2. Approval – Marina Building Study, Lake Erie **pg. 233**
3. Approval – DTE Gas Line Easement, Willow Park Office **pg. 264**

8. Public Participation

9. Other Business

10. Staff Leadership Update

11. Commissioner Comments

12. Motion to Adjourn

Pension Committee and Retiree Health Care Trust Meeting
Thursday, May 13, 2021 – 10:30 a.m.
Indian Springs Metropark – Environmental Discovery Center

Board Photos and Luncheon
Thursday, May 13, 2021 – 12:00 p.m. – 1:00 p.m.
Indian Springs Metropark – Environmental Discovery Center

The next regular Metroparks Board meeting will take place
Thursday, June 10, 2021 – 1:00 p.m.
Oakwoods Metropark Nature Center



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Approval – April Appropriation Adjustments
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the April 2021 Appropriation Amendments 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 February, \$26,614 was transferred between general fund operation accounts and \$66,816 was transferred within capital project accounts. Tax adjustments resulted in a net increase in fund balance of \$39,274.

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

Attachment: Appropriation Adjustments

Huron-Clinton Metropolitan Authority
April 2021 Appropriation Transfer Summary

Expense Accounts	Location	Expense Increase/ Revenue Decrease	Expense Decrease/ Revenue Increase	Difference
Capital	Lake St. Clair	\$ 3,851	\$ -	\$ 3,851
	Indian Springs	-	3,851	(3,851)
	Total	\$ 3,851	\$ 3,851	\$ -
Major Maintenance	Kensington	17,385	17,385	-
	Total	\$ 17,385	\$ 17,385	\$ -
Operations	Kensington	400	400	-
	Hudson Mills	4,845	4,845	-
	Administrative Office	133	133	-
	Total	\$ 5,378	\$ 5,378	\$ -
Total General Fund Transfers		\$ 26,614	\$ 26,614	\$ -
Capital Project Fund	Administrative	-	66,816	(66,816)
	Lake St. Clair	2,620	-	2,620
	Kensington	9,914	-	9,914
	Lower Huron/Willow/Oakwoods	28,699	-	28,699
	Hudson Mills	3,081	-	3,081
	Stony Creek	21,330	-	21,330
	Lake Erie	1,172	-	1,172
	Wolcott	-	-	-
Total	\$ 66,816	\$ 66,816	\$ -	
Tax Adjustment		Revenue Decrease	Revenue Increase	Net
	Current	-	24,101	(24,101)
	Prior	-	15,173	(15,173)
	Total	-	39,274	(39,274)



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 712-19-126 and 712-19-127
Project Title: Approval – Roof Replacements Marshland Museum/ Activities Area Bldgs.
Project Type: Major Maintenance
Location: Lake Erie Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve a change order in the amounts of \$20,486.27 and an additional estimated amount of \$35,000 toward project Contracts 712-19-126 and 712-19-127 for the total amount of \$55,486.27; and (2) approve a fund transfer from the Kensington Major Maintenance project to replace the irrigation system at Maple Beach in the amount of \$55,487 as recommended by Chief of Engineering Services Mike Henkel and staff.

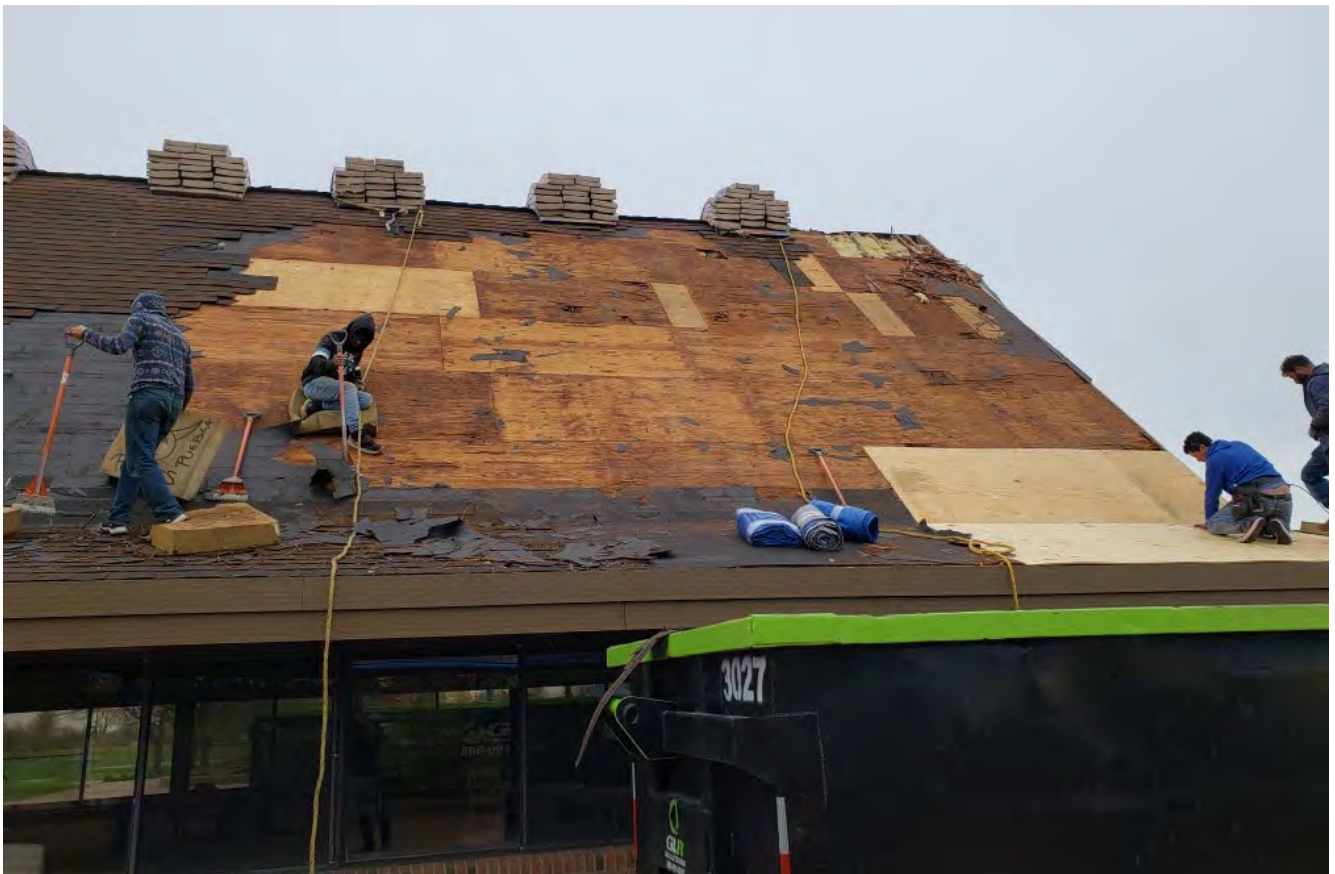
Fiscal Impact: The Maple Beach irrigation replacement project came in \$61,380.69 underbudget; this funding is available to cover the added costs for the Lake Erie roofing project.

Scope of Work: The work includes furnishing all additional labor, equipment and materials necessary to address issues with the current roof structure including removal and replacement of sheathing, trim, venting, flashing, and other incidental items of work necessary.

Background: At the December 2019 Board meeting, the combined projects to replace the roofs on five buildings at Lake Erie was approved.

The project replaces the roofs on the Lake Erie food bar, pool bathhouse, pool mechanical, Marshland Museum and the tot lot restroom building. The existing shingle roofs for the food concession and bathhouse were installed in 1999, the pool mechanical building in 1997, the Marshland Museum in 1994 and the tot lot restroom building in 1986. To date the Marshland Museum and bathhouse roofs have been replaced. In addition, columns were added to support the food bar roof structure to address the sagging of the large overhangs, additional soffit work was necessary on the bathhouse, and wood replacement was necessary in various locations.

In addition, the project timeline has been extended due to shutdowns due to supply shortages and exposure COVID-19. Up until this point, the additional project cost has totaled \$20,486.27. During the removal of the shingles on the food bar roof, the existing sheathing underneath was found to be rotted and needs to be replaced. The cost for full replacement of the sheathing is estimated at an additional \$35,000.





To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update – Purchases over \$10,000
Date: May 7, 2021

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. Traci Kim	Employee Training Diversity, Equity & Inclusion Department	\$11,250.00
2. Center Line Electric	Exterior Transformer Lake St. Clair Metropark	\$13,350.00
3. Go To Roofing	Farm Barn Roof Kensington Metropark	\$17,385.00
4. Michigan Mods dba J & L Motor Sports	Altoz Mower with Trax Lower Huron/Willow/Oakwoods Metroparks	\$22,520.00



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Purchases – Total Spent and Vendor Locations
Date: May 7, 2021

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the update for the Total Spent and Vendor Locations for May 2021 as submitted by Director Amy McMillan and staff.

Background: Each month Purchasing Department summarizes the total amount spent on Capital Equipment purchases, major maintenance and park projects and includes the location of vendors, either within or outside the Metroparks five-county region as well as the effect of DEI, living wage and the Metroparks local preference policy.

Attachment: Award Requests for May

Award Request for May 2021

Vendor	Vendor Location	Description	Park Location	Total Request	5-County Area	Greater Michigan	Outside Michigan	Effect of DEI, Living Wage & Local Preference Policy
Signature Ford-Lincoln	Owosso, MI	Cargo Van per ITB 2021-023	Stony Creek	\$33,069.00		\$33,069.00		Lowest local Vendor agreed to match low bid but could not place order by Ford's cut-off date.
Jorgensen Ford	Detroit, MI	Large Pickup Truck with Optional Service Body per ITB 2021-016	Kensington	\$42,017.00	\$42,017.00			Lowest local Vendor agreed to match low bid
Weingartz Supply	Utica, MI	Diesel Tractor per ITB 2021-029	Stony Creek	\$27,722.54	\$27,722.54			
Weingartz Supply	Utica, MI	Compact Utility Tractor per ITB 2021-031	Lake Erie	\$56,082.85	\$56,082.85			
Thomas Roberts Architect	Wyandotte, MI	Marina Building Use Evaluation Study	Lake Erie	\$28,000.00	\$28,000.00			
Totals				\$186,891.39	\$153,822.39	\$33,069.00		
Percent of Total Award Request					82.31%	17.69%		



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2021-023
Project Title: Purchase – Cargo Van
Location: Stony Creek Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners (1) rescind prior approval to purchase a 2021 Ford Transit 150 van from Jack Demmer Ford of Wayne, Michigan; and (2) approve the purchase of the same vehicle for a total amount of \$33,069 from Signature Ford-Lincoln of Owosso, Michigan as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2021 Capital Equipment budget, which allowed \$35,454 for the purchase of the vehicle. The purchase will total \$33,069; a difference of \$2,385 in favor of the budget.

Scope of Work: Furnish and deliver one (1) Ford Transit 150 van.

Background: The proposed purchase was competitively bid and the ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site which provided notice to 122 vendors, of which 17 vendors downloaded the ITB.

Per the Board’s approval on April 8, staff issued a purchase order to Jack Demmer Ford, a local vendor that matched the low bid offered by Signature Ford-Lincoln, a non-local vendor. However, upon receiving the PO and attempting to order the vehicle from Ford Motor Company, Jack Demmer Ford learned that the manufacturer’s cutoff date for ordering 2021 Transits had been changed from April 30 to March 31, leaving the vendor with no way of ordering the vehicle. Signature Ford-Lincoln has a 2021 Transit matching the Metroparks specifications already on order and staff recommend purchasing the vehicle from them.

The new vehicle replaces unit 855, a 2008 Ford F-250 truck with 117,000 miles, rust, body damage and peeling paint, which will be sold at auction.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Signature Ford-Lincoln	Owosso, MI	\$33,069.00*
Jack Demmer Ford	Wayne, MI	\$33,069.00**
Jorgensen Ford	Detroit, MI	\$42,158.35

() Indicates recommended award.*

*(**) Provided Vendor Verification Form to qualify as a local vendor and agreed to match low bid offered by non-local vendor.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2021-029
Project Title: Purchase – One Diesel Tractor
Location: Stony Creek Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of a diesel tractor for a total amount of \$27,772.54 from Weingartz Supply of Utica, Michigan, the low responsive, responsible bidder for ITB 2021-029 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2021 Capital Equipment budget, which allowed \$25,000 for the purchase. The price \$27,772.54 is \$2,772.54 over budget. The additional \$2,772.54 will come from savings realized from capital equipment purchases.

Scope of Work: Furnish and deliver one (1) Kubota L3560HST diesel tractor.

Background: The proposed purchase was competitively bid and the ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site which, provided notice to 39 vendors, of which 11 vendors downloaded the ITB.

One vendor, Weingartz Supply, offered bids on two different models.

The new equipment replaces unit 1783, a 2001 John Deere 4400 with 3796 hours. The outgoing unit will be sold at auction.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Weingartz Supply - offering Kubota L3560HST	Utica, MI	\$27,772.54*
Weingartz Supply - offering Kubota L4701HST	Utica, MI	\$29,635.57

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2021-031
Project Title: Purchase – Compact Utility Tractor
Location: Lake Erie Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of a compact utility tractor for a total amount of \$56,082.85 from Weingartz Supply of Utica, Michigan, the low responsive, responsible bidder for ITB 2021-031 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2021 Capital Equipment budget which, allowed \$60,000 for the purchase. The purchase will total \$56,082.85; a difference of \$3,917.15 in favor of the budget.

Scope of Work: Furnish and deliver one (1) Kubota L5460 HSTC compact utility tractor.

Background: The proposed purchase was competitively bid and the ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice to 39 vendors, of which 11 vendors downloaded the ITB. One bid was received.

The new equipment replaces unit 999, a 1987 Ford 4610SU tractor with 2716 hours which will be sold at auction.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Weingartz Supply	Utica, MI	\$56,082.85*

() Indicates recommended award.*



To: Board of Commissioners
From: Heidi Dziak, Senior Buyer
Project No: ITB 2021-016
Project Title: Purchase – One Pickup Truck with Service Body
Location: Kensington Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the purchase of a new Ford F-250 pickup truck with service body for a total amount of \$42,017 from Jorgensen Ford of Detroit, Michigan, the low responsive, responsible bidder for ITB 2021-016 as recommended by Senior Buyer Heidi Dziak and staff.

Fiscal Impact: Funds will come from the Board approved 2021 Capital Equipment budget, which allowed \$35,454 for the purchase. The price of \$42,017 is \$6,563 over budget; the additional \$6,563 will come from savings realized from capital equipment purchases.

Scope of Work: Furnish and deliver one (1) Ford F-250 pickup truck with service body.

Background: The proposed purchase of the truck was competitively bid and the ITB was posted on the Michigan Intergovernmental Trade Network (MITN) site, which provided notice to 165 vendors, of which 16 vendors downloaded the ITB.

The new vehicle replaces unit 711, a 2006 Ford F-150 pickup truck with 140,323 miles. The out-going unit will be sold at auction.

<u>Vendor</u>	<u>Location</u>	<u>Price</u>
Signature Ford-Lincoln	Owosso, MI	\$42,017.00
Jorgensen Ford	Detroit, MI	\$42,017.00* **
Jack Demmer Ford	Wayne, MI	\$42,840.56

() Indicates recommended award.*

*(**) Provided vendor verification form to qualify as a local vendor and agreed to match low bid offered by non-local vendor.*



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Report – PFAS Presentation
Date: May 7, 2021

Background: Representatives from the Department of Environment, Great Lakes and Energy (EGLE) will give a presentation and update the Board on PFAS at the May meeting.



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Report – Opening Aquatic Facilities
Date: May 7, 2021

Background: Due to state regulations for COVID-19, opening aquatic facilities for the season is in a state of flux. Staff will have up-to-date information regarding opening aquatic facilities at the May meeting.



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – April Marketing Update
Date: May 7, 2021

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file April 2021 Marketing update as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

**Attachment: Marketing Report
DRFC/Metroparks Communication Plan**



HURON-CLINTON METROPARKS MARKETING REPORT

April 2021

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



April Recap

During April, the Marketing Department moved forward with several pieces of summer campaign prep and major projects.

Summer Campaigns

Summer advertising campaigns will begin in May. The golf advertising campaign began in late April with digital and social media ads as well as radio campaigns. Golf social/digital ads are doing incredibly well. On social we have had over 3,700 clicks with a CTR of over 6% (average social CTR is 0.89%). Paid search ads have had 907 clicks with a CTR of 29.5% (average is 2-3%) and display ads had 1,076 clicks with a 0.53% CTR (average is around 0.46%).

On WCSX radio station, the Metroparks have a Putts with Ryan promotion running. DJ Ryan is known for being a golfer and in his Putts with Ryan promotion he will be visiting seven Metroparks golf courses and playing a round. While there he will be filming social media content and a putt where people guess whether he made the putt or not. They have a chance to win a gift card from us that they can spend on a twosome with cart at any course. The radio station is also running a series of commercials and on-air mentions. Our golf campaign on WJR radio will start in early June.

Summer TV and print ads will begin in late May, and digital/social ads will continue running and ramping up towards the end of May.

Summer Print Ads/Inserts

Marketing staff have been negotiating and preparing details for summer print ads to begin in late May. The print ad strategy of the Metroparks is to place in local publications and diverse publications to reach a variety of readers throughout the region. Ads will all be full color and branded to attract the eyes of our target market. Publications being used this summer include:

- Michigan Trails Magazine
- LaPrensa
- 5 Healthy Towns
- Michigan Chronicle
- Chaldean News
- Metro Times
- The Jewish News
- Washtenaw County Jewish News
- Latino Press
- Detroit Hub
- Sun times
- Arab American News
- Livingston Daily

Through our media partnership with Michigan Chronicle this year, we will be placing periodic print ads in the publication. We will also be placing 4 inserts in their publication throughout the year. The insert is 8-pages, full color, and is used to bring awareness to where the Metroparks are, what they are and the upcoming programs and events at each. A sample of the first of these inserts was sent to board members via email earlier in April.

Marketing staff are evaluating other local publications to try something similar as part of an insert campaign across the region. Print insertions vary in price from publication to publication, but typically are less expensive than every-door-direct mailings and allow us to get park and programming information into the hands of more households than our email subscribers and social followers alone. Inserts tend to also attract more attention because they “fall out” of a publication instead of relying on readers to notice a smaller ad alongside content. Marketing staff will experiment with placing QR codes on future print insert as a way of attempting to track views of these inserts. The first Michigan Chronicle insert did not have a QR code but will go out on May 5. Other publications that are being evaluated for a print insert campaign include:

- Macomb Daily
- Dearborn Press & Argus
- News Herald
- Oakland Press
- Sun Times
- Livingston Daily
- Metro Times
- Ann Arbor Observer
- Chaldean News
- Detroit Free Press (curious on pricing, but is likely out of budget)

Website Restage Project

The website restage project was presented to the Board at the April meeting. The project is moving along and is currently being built by Metroparks IT staff. Marketing and IT staff are meeting weekly to coordinate the project. Operations staff will begin proofing new park pages starting May 12. Full staged website will not be ready for review in May. Marketing staff will be reaching out to staff, commissioners and public partners to schedule future full site review dates as a more concrete date is available.

Update on DRFC Partnered Communications

Marketing and Communications teams from both the Metroparks and the Detroit Riverfront Conservancy have been collaborating together since the partnership was officially signed in November 2020. Some of that time was spent getting to understand the two teams and how they could best work together, but work has also been done on joint communications and the initial stages of planning a joint advertising and communications campaign for summer 2021. See attached progress update for more details.

Earned Media Ramping Up

May marks the start of the traditional busy season in the parks. It also marks the point at which earned media stories and storytelling pitches ramp up. Throughout the month of May, marketing staff will be writing, pitching and sharing stories with the media and the public about upcoming projects and initiative as well as what to expect in the parks on Memorial Day weekend. Media and followers will notice 1-3 stories coming out each week.

Update on Each of the 2021 Marketing Goals

1. Continue increasing awareness and understanding of the Metroparks brand and identity

Ongoing goal. Small signs of improvement can be seen by increases in attendance and engagement on social and mainstream media.

2. Maintain at least 20% of the attendance increase that was seen in 2020 as measured by overall car counts. This will result in a total of 3,028,358 vehicles through the gates in 2021.

This goal will be reported on quarterly. First quarter total vehicle count was 638,475. This is about 38% higher than first quarter 2020 and 53% higher than the three-year first quarter average.

3. Increase 2021 annual pass sales by 5% to a total of 199,511 2021 annual passes sold.

This goal will be reported on quarterly.

4. Collaborate with Planning and Development and Information Technology departments to establish regular reporting and evaluation of marketing performance data

Marketing is working on developing a joint report with Planning and Development and IT for the June board meeting with a review of first quarter attendance and ZIP code reports as well as the expectation for future reports.

5. Develop a more comprehensive understanding of the visitor experience of the Metroparks.

Marketing, DEI, IT, Planning and Interpretive departments as well as all park superintendents met virtually in February to discuss the creation and implementation of public evaluations. Evaluation tools for public programming and passive park use were finalized in March. All Eastern District programming participants began receiving automated emails through RecTrac starting April 1. These emails included links to the

surveys to provide feedback on every program. Other districts programming participants will begin receiving automated emails through RecTrac on May 1. This coincides with RecTrac implementation.

Teacher programming evaluations as well as evaluations from children and incentives to encourage survey completion will be discussed at a later date.

6. *Increasing attendance from City of Detroit Zip codes, increase community engagement within the city of Detroit and Other Marketing and Communication Goals Established with the Detroit Riverfront Conservancy Partnership*

See attached update about DRFC communications plan that provides brief update on the two organizations' communications teams.

6B. *Increase annual pass visits from city of Detroit zip codes by 20% as measured by annual pass scans.*

Marketing is working on developing a joint report with Planning and Development and IT for the June board meeting with a review of first quarter attendance and ZIP code reports as well as the expectation for future reports.

7. *Increase summer attendance from underserved, equity population zip codes (as measured by daily and annual pass scans) by at least 5% as compared to 2020.*

Marketing is working on developing a joint report with Planning and Development and IT for the June board meeting with a review of first quarter attendance and ZIP code reports as well as the expectation for future reports

8. *Use RecTrac and scanning data to establish a set of attendance baselines to measure against in future years.*

Marketing is working on developing a joint report with Planning and Development and IT for the June board meeting with a review of first quarter attendance and ZIP code reports as well as the expectation for future reports.

9. *Increase Family reunions/picnics/events booked in the parks by at least 3 percent from \$373,500 to at least \$384,705 by end of 2021 (when it is safe to do so)*

Campaign pieces for this communication effort began running on March 22. Our campaign thus far has been split into three main arms: Weddings, Family gatherings (reunions, etc.), and ½ off weekday rentals. For digital/social ads, we have had significant volume, primarily around weddings. On paid search, of the 814 clicks, 798 have been for

weddings and wedding ads have a 4.48% CTR vs 2.17% for other events. Display ads had 3,152 clicks and 1,138,608 impressions giving a 0.28% CTR. The display ads are much more evenly distributed with wedding being the least (1/2 off, family events then weddings). Social media was also heavier wedding with 1,795 of the 3,316 clicks going to wedding.

10. *Maintain at least 20% of the increase in golf rounds played in 2020. This would be a total of 201,371 rounds played in 2021.*

Golf promo of 2-for-1 coupons for early season golfers started 3/26. Radio, social media and digital campaigns around golf started April 1. 29,798 rounds of golf have been played since courses opened.

11. *Increase attendance at aquatic facilities through use of consistent messaging, special promotions, pop-up pricing and dynamic pricing (feasibility dependent on pandemic restrictions)*

Will be reported on during summer season. Cross departmental meeting to discuss preliminary details took place in March and campaign materials are being created.

12. *Increase Instagram followers by 50% over 2020 to 4,120 total*

Currently at 3,153 followers and growing.

13. *Increase Facebook followers by 20% over 2020 followers from 17,573 to 21,088 followers by end of 2021*

Currently at 19,488 followers and growing.

14. *Increase average Facebook engagement by 100% to 494,592 engagements by end of 2021*

Year to date we have had 49,524 daily engaged users with an average daily reach of 14,734.

15. *Increase Instagram engagement by 20% to 19,033 engagements by end of 2021*

Our reach in the last month is up 42.7% compared to the previous 30 days to 18,500 accounts reached April 3 – May 3. 1,053 accounts engaged with our content during that time.

16. *Improve marketing email metrics by cleaning up email lists, continually building utilizing RecTrac and sending more targeted and relevant messages.*

Year to date we have an open rate of 21% and a click through rate of 8%. Both of which are higher than industry averages.

17. *Maintain positive media relationships that were fostered during 2020 and continue building stronger and new relationships with media outlets.*

In April the Metroparks sent a media release about the search for the Chief of Finance position. Also worked with reporters on stories about birding in the parks and general spring activities. At the end of April a reporter worked with Gary Hopp and Nina Kelly on a story about Shelden trails and staff took photos and videos to share of the new handcycle accessible loop being used by hand cyclists for the first time. Many media releases and story telling pieces will come out in May.

18. *Continue building library of high quality owned images and videos utilizing a combination of local photographers and internal staff.*

Marketing staff working with park staff to schedule future photography dates to fill gaps in current photo library. Staff were on site at Stony Creek to capture photos and video of handcycles on the Shelden Trails handcycle accessible loop and obstacles.

19. *Outreach and relationship building – The Metroparks marketing department and/or Director will meet with at least one new group or organization per month (12 over the year). Additionally, marketing staff will bolster efforts of increasing attendance from the city of Detroit and underserved areas by creating or attending at least one additional community outreach opportunity in each of the five counties (5 in total) over the year (in addition to the previously mentioned efforts specifically with the Detroit Riverfront Conservancy).*

Danielle and Hilary attended a series of DMCVB trainings to create packaging partnerships with other CVB members to promote the region to tourists.

20. *Make coordination with Human Resources department and Chief of Diversity, Equity and Inclusion to create open position campaigns part of our normal ongoing operations. Continue increasing number of qualified applicants for both seasonal and full-time job applications.*

A press release and social posts were used to announce the posting of the Chief of Finance position. Continuing to work with HR to push out information about summer hiring as parks continue to fill open positions.

21. Continue working across departments to continue or complete multiple projects that were started in 2020.

This work is ongoing. A couple of projects to note include the website restage project detailed in the April overview above. Also, park maps and brochures are in process of being updated across the system and design work of all updated maps is scheduled to be complete by end of May.





Update on DRFC and Metroparks Communications Plan

Since the pilot partnership between the Metroparks and the Detroit Riverfront Conservancy was signed in November 2020, the marketing and communication teams at both organizations have been working together

Coordination between the two marketing and communications teams

Both teams meet on bi-weekly video calls to continue conversation and coordination. The teams also participate in quarterly meetings with the programming teams, Amy McMillan and Mark Wallace for full team coordination.

Media alerts and press releases

Both teams worked collaboratively to send joint press release about formation of partnership in November 2020 and then worked together to answer all media inquiries that resulted. The two teams are working on a communications plan for the new "Swim in the D" partnership program and a summer co-branded advertising and communications campaign that will begin in late May to highlight upcoming joint programs and the partnership. Details still being finalized as programming becomes more concrete.

Signage

This topic will be discussed closer to the completion of Ralph C. Wilson Centennial Park.

Website information

Partnership information was added to the websites of both organizations at the announcement of the partnership.

Social media and email blasts

Both teams worked to share video testimonials and original partnership announcement out on social media. Since then the two teams have worked to spread the word about voting on social media that resulted in the DRFC being named the number one Riverwalk in the country and have shared a Metroparks produced virtual programming video series created by Metroparks interpreters. Work will continue into summer to share information about joint programming and partnership education in fun ways.

Co-Branded Summer Ad Campaign

Communications teams at both organizations are collaborating on a co-branded advertising campaign to take place in summer 2021 that will initially include:

- Co-branded digital billboards along major highways as well as printed static billboards along surface streets in Detroit communities.
- Co-branded social media campaign with paid digital/social ads
- Potentially some print ads in targeted local publications
- Social media takeovers on each organization's Instagram accounts
- Joint email blasts to both organization's subscriber lists

Community Outreach

Communications teams have worked together to prepare presentations for Metroparks Director to give to boards and organizations to highlight the partnership and collaborated to create the presentation that Amy and Mark Wallace gave at the mParks annual conference in February 2021. Additional community outreach opportunities are being explored for summer season to incorporate a Metroparks promotion presence at Riverfront events if an interpretive or recreational partnership programming component is not already incorporated.

Attendance Goals

Will be reported on and included in the joint attendance and zip code report/presentation that Metroparks Marketing and Planning and Development staff will be presenting at June board meeting.



To: Board of Commissioners
From: Artina Carter, Chief of Diversity, Equity and Inclusion
Subject: Report – DEI Monthly Update
Date: May 7, 2021

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.

Background: Attached is the monthly DEI update and a collection of comments received in response to Livingston County Commissioner Nakagiri and DEI funding at the Metroparks.

**Attachment: DEI Update
Public Support for DEI
WHMI Article**

7-A-4-a



DEI BOARD REPORT

May 2021



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



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OVERVIEW

Greetings Commissioners,

The month of April has been a blur. We concluded the 2020-2021 training cycle by completing training for Tier 3. We trained **364** employees in Tier 3.

Now that training is complete, we are moving into reviewing the changes we have made over the past year including (but not limited to) hiring and interviewing, marketing and promotions, evaluations, and data collection; to begin the process of operationalizing these efforts, making them our new normal. As we do this, you should expect **storming** to increase.

As a reminder, the **Storming phase** begins when newly enacted processes from the Forming stage become operationalized and conflicts with the traditional way we do our work. Grievances and lawsuits are most common during this stage, as people fight to maintain fidelity of the traditional system. As stated in the DEI plan, **“This is the stage where most DEI processes fail.”**

Additionally, as our DEI work becomes more public the tempests of storming will grow. You may receive pushback from the communities you represent. There is no way to prevent storming, it is part of the growth process. However, we will not go into storming unprepared. We continue to work with legal counsel to ensure the legality of our work, as we push forward. To that end, I will leave you with what I share with Metroparks employees, at all levels, during training.

“When you start to feel anxiety, that is normal and absolutely okay; but don’t retreat back to your comfort zone. LEAN into the anxiety and push to learning and I promise we will get to growth together”

WE can do this...WE are the METROPARKS 😊



DEI DEPARTMENT

MISCELLANEOUS

- Completed Tier 3 training (364 employees)
- Attended “*Learning from our Past to create a Better Future*” with the Livingston County Diversity Council
- Launched the first Learning Experience and debrief for the DEI Advisory Team (a guided tour of the Jim Crow Museum of Racist Memorabilia at Ferris State University)
- Participated in interviews for the Deputy Director, Maintenance, and Police Officers
- Attended *ACORE Inclusiveness Summit*
- Attended *Increasing Diversity in Natural Resources* through the Hanover Forest School Seminar Series
- Continuing to investigate new DEI trainings for the Police Department

SPECIAL PROJECTS

- Continuing to work with Natural Resources on the Jr. Natural Resources Tech program

TRAINING

- Completed the DEI Training Cycle for 2020-2021

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.

ADMINISTRATION

- I've had several conversations with Michele Hodges, President, Belle Isle Conservancy, as a follow up to my presentation last month to the Belle Isle Park Advisory Committee. Our conversations have focused on expanding partnerships throughout the city of Detroit.
- Michele has followed through on her commitment to help us for connections with individuals and organizations doing work on the ground in the city of Detroit and I have several virtual meetings scheduled with them in the upcoming weeks.
- This week I had an opportunity to participate in the City Parks Alliance webinar "Parks as Catalysts for Inclusive Economic and Community Development" and to learn about some of the really fascinating work that is being done across the U.S. in this area. Some of the information will work its way into ongoing planning for program development and community engagement.
- As you will see elsewhere in this report, my presentation to the Livingston County Board of Commissioners drew significant attention to our DEI plan and program(s). Most recently, I have received questions regarding whether all of our restrooms will become "gender neutral."
- To clarify, when building future restroom facilities (i.e. at the Stony Creek boat launch), we will incorporate "family" bathrooms whenever possible, which are self-contained units and so are gender neutral by definition. Additionally, we have several vault toilets throughout the system that are single units and are not designated for use by gender. Portable toilets are not typically labeled for use by gender, although they are designated if they are barrier free.
- Within our existing restrooms that have multiple stalls / fixtures, although there is typically a side of the building identified for use by males and a side identified for use by females, we do not interpret such signage to specify cis-gendered men and women.

HUMAN RESOURCES

- Police Department interviews
- Seasonal employment hiring
- Building and Sustaining Collaborative Relationships team member

INTERPRETATIVE SERVICES

- Many staff participated in Tier III DEI training
- Victoria Sluder attended webinar: Getting the Apple Off the Tree: Career Pathways – Increasing Diversity in the Natural Resources, MSU Forestry Hanover Speaker Bruce Ross
- Kelsey attended webinar: Women’s Outdoor: "Female leaders in the outdoor industries give panels on topics related to outdoor recreation, allowing women to learn from one another. Heavy focus on DEI topics and gender discrimination in outdoor professions."
- Kim attended webinar: Candid Conversations: Untangling the Complexity of Inclusion, “presented by Karen Lai (Accessibility Planner for the City of Vancouver), Discussion with questions and stories to work towards inclusion of people with disabilities in the outdoors."
- Victoria participated on the DEI advisory team
- Michigan Activity Pass coordination along with DEI, Marketing, I.T. and Operations
- Michigan Access Pass (MAP) program lead

MARKETING AND COMMUNICATIONS

- DRFC partnership – will have a communications update over the weekend, but you were also on the group call this week where you heard the high level of what will be in that – working together on regular meetings; creating a co-branded advertising campaign for summer; working together on storytelling and media pieces for upcoming programs
- Continuing to work with HR and DEI to send out communications about hiring and cast that wide net. Parks are still trying to fill all their seasonal spots, so there is still time and opportunity to continue sharing that message with your networks.
- Continuing to support the work of Interpretative Services, DEI and IT on the Michigan Access Pass (MAP) program

NATURAL RESOURCES

- Working with DEI to develop opportunities to connect underrepresented young people to the work and careers in natural resources.

PLANNING AND DEVELOPMENT

- Moving forward on multiple accessible access projects 😊
- CAPRA (On-going)

PURCHASING

- Three staff have completed Tier 3 DEI training
- Effects of the DEI, Local Preference, and Living Wage changes to the Purchasing Policy since January 2020:
- Purchasing has received and processed 62 Vendor Verification Forms
 - 43 vendors qualified as Local
 - 29 vendors qualified as paying a Living Wage
 - 2 vendors qualified as having a DEI Plan (17 other vendors submitted DEI Plans that did NOT meet HCMA criteria)
- From Jan – April 2020, number of times when a Local vendor was within range and agreed to match low bid offered by non-local vendor: 2
- From Jan – April 2020, number of times when a Local vendor was within range and declined to match low bid offered by non-local vendor: 2
- Since January 2020, Purchasing has solicited for the following accessible and/or inclusive items or services:
 - 31 ADA accessible grills
 - 1 ADA accessible golf cart
 - 227 Universal access picnic tables
 - SE Michigan Swimming Program Development Plan (Planning and Development Dept)
 - Portable Toilets and Services
 - Lake St. Clair Metropark Transit Connectivity Project (Planning and Development Dept)
 - Woods Creek Playground Development at Lower Huron Metropark (Planning and Development Dept)



From: [Jessica Garcia](#)
To: [Shawn Athayde](#)
Cc: [Artina Carter](#)
Subject: Letter of Support for DEI
Date: Thursday, May 6, 2021 11:25:27 AM

Dear Commissioners McCarthy, Marans, Quadrozzi, Parker, Williams, Heise, and Rea,

I am writing to express my strong support for the Huron-Clinton Metroparks and your commitment to diversity, equity, and inclusion. Our family's love for the metroparks spans multiple generations and we were thrilled when you first announced this new initiative in 2018. I have followed this development with pride as you hired Arnita Sadler as your first Chief of Equity, Diversity, and Inclusion, established a DEI Advisory Team, and designed a robust strategic plan addressing internal and external constituents that you've shared openly with the public.

I was dismayed to read about County Commissioner Wes Nakagiri's recent criticism of HCMA's investment in DEI work. As a DEI consultant myself, I understand the significant resources required to create lasting, meaningful change in organizational culture and the long term effort required to build relationships and trust in marginalized communities. I also recognize how delicate this endeavor can be, especially when there are open calls to undermine this work from those in positions of leadership.

As a resident of Livingston County and regular visitor to the parks (now with my own child), the diversity I observe on the trails brings me tremendous joy. In truth, it is the most diverse area in our county. This diversity is a testament to your efforts to ensure that families of all backgrounds feel welcome and safe to enjoy these spaces together.

In her short time with HCMA, Sadler has already inspired significant gains and established inroads for the Metroparks into communities previously overlooked as potential employees and visitors to the park system. I urge you to stand strong against the resistance voiced by Commissioner Nakagiri and others who may feel emboldened by his recent remarks. There are many residents in our county who see the great work you are doing and could not be more pleased with the direction in which you are heading.

Thank you for your commitment to building a truly inclusive experience for everyone at the Metroparks.

Jessica Garcia

Jessica Garcia, Ph.D.
Hummingbird Solutions, LLC
DEI Manager | [College of Literature, Science, and the Arts](#) | [University of Michigan](#)
Office of the Dean | 500 S. State Street | LSA 2142 | Ann Arbor, MI | 48109 - 1382

Pronounced: JE-si-kuh GARR-shuh

Pronouns: She/Her

From: Jessica Garcia <jcgdei@umich.edu>
Sent: Monday, May 3, 2021 11:22 AM
To: Artina Carter <Artina.Sadler@metroparks.com>
Subject: Re: saying hello

Dear Artina,

I'm sorry we haven't had the chance to meet in person but I am so glad that my Uncle David connected us before he passed away. I am reaching out to you today regarding Wes Nakagiri's criticism of the great DEI work being done at the metroparks. I am planning to challenge his comments at the commissioner's board meeting next Monday. I am also considering an op-ed to the Livingston Post. I want to check with you directly on whether there is anything specifically you would like me to include in my statements. Additionally, I am connected to a lot of progressive activists in our county that are outraged this morning on your behalf. They are also wondering what more they can do to show their support beyond letters and pushing back on social media comments.

In solidarity,
Jessica

From: Jianna Taylor <jianna.taylor@wbsd.org>
Sent: Monday, May 3, 2021 11:47 AM
To: Artina Carter <Artina.Sadler@metroparks.com>
Subject: Thank you for the Metroparks DEI work

Hi Artina,

I almost never write emails or letters to people in this context, but I just saw an article online about someone from the Board of Commissioners who criticized the Metroparks' DEI initiatives and spending. As both a resident who benefits from the Metroparks (Indian Springs is right down the road) and as someone who is trying to do this work within a school system (I co-facilitate our DEI Committee), I appreciate you and support you. I was delighted to learn about and watch Heather McGhee's talk in March. I had recently purchased her book right before I got the email about the talk, so it was perfect timing!

As someone who has been on the receiving end of this kind of criticism, I just wanted to send off a brief positive note to let you know that there are indeed people who are happy with this work, even though we mostly hear from the angry people. Additionally, if you think there might be a way for us to partner, we would love to collaborate.

Jianna Taylor

Jianna Taylor

ELA, MTSS, & School Improvement Coordinator

West Bloomfield School District

248.865.6492 | jianna.taylor@wbsd.org

<http://www.oaklandschoolsliteracy.org/author/jiannataylor/>

Follow me on Twitter: [@jiannataylor](https://twitter.com/jiannataylor)

Currently reading:

--*Street Data: A Next-Generation Model for Equity, Pedagogy, and School Transformation* by Shane Safir & Jamila Dugan

--*Linguistic Justice: Black Language, Literacy, Identity, and Pedagogy* by April Baker-Bell

Just finished:

--*The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together* by Heather McGhee

--*Four Hundred Souls: A Community History of African America, 1619-2019* edited by Ibram X. Kendi and Keisha N. Blain

--*White Feminism: From Suffragettes to Influencers and Who They Leave Behind* by Koa Beck

Name Sarah D Neidert
Email sarahdneidert@gmail.com
Phone Number 8103551179

Comment(s)/Question(s)

I live in Livingston County, and enjoy Huron Meadows and Kensington Metroparks at least 2x/week. I'm sad to see the Livingston Board of Commissioners Chairman Wes Nakagiri's comments about the DEI initiatives the Parks are moving forward with. I value the efforts being made by the Metropark system around DEI, and wanted to write in support of that effort.

Thank you,
Sarah Neidert
9403 Summercress Dr.
Brighton, MI 48116

From: [marie joppich](#)
To: [Shawn Athayde](#)
Subject: Huron-Clinton Metroparks DEI
Date: Monday, May 3, 2021 6:04:43 PM

Dear Shawn

I have been going to the Huron Metroparks specifically Kensington Park since the 1970's. I actually had my wedding there in 1980

I believe your DEI program is awesome and the fact that you are working so hard to have such great inclusion and support education in this area is commendable.

It is important to bring acknowledgement to the racial issues we face today. By ignoring them and not bringing education to this area will continue to avoid the racial issues we face.

As a taxpayer and a person that buys a Pass for both of our cars to support your parks, i am very proud and i am happy to support your decisions in budgeting for the DEI program

thank you for all that you do. The Huron Parks are awesome and are a wonderful place for families to go to.

thank you
marie

Nakagiri Questions Metroparks Spending On DEI Programming

May 3, 2021

By Mike Kruzman / news@whmi.com

The Director of the Metroparks recently delivered a presentation to the Board of Commissioners on the economic benefits they bring, with concerns about their financials coming from the Board Chair.



Amy McMillan, Director of the Huron Clinton Metroparks, last week delivered her annual report on the benefits the 13-park system brings to their supportive communities. In normal years, the parks draw 7 million visitors, but through the pandemic they have seen car counts rise 28%, which she said left them surprised and delighted. Golf is up 125% with increased use of disc golf courses reported, as well. McMillan said the Metroparks bring \$90-million in direct value to the 5-county region, improve the health of residents and property values, and lower health care costs. Their tree canopies also help with pollution and stormwater drainage.

McMillan said roughly 80% of people in the region know of the Metroparks, and that Kensington is consistently the best known.

Following her presentation, Board of Commissioners Chairman Wes Nakagiri raised concerns he had about their finances, specifically their Diversity, Equity and Inclusion programming. He said while no money was spent on that in 2019, it went up to \$187,000 in 2020, and the projected 2021 budget is calling for roughly \$481,000. Nakagiri took exception to taxpayer money going there, saying "It's a program that different people are gonna have a different opinion on that. I am concerned on that program because, in large part, I view that as dividing our nation by race. When we have a program that points out white privilege and suggest that whites are racist in this society...systemically racist, I have a big problem with that. And to spend taxpayer dollars that should be going towards recreation on a political point of view is disturbing to me."

During her presentation, McMillan noted that one area Livingston County benefitted from in terms of equity, was the Metroparks making an investment through the library network to provide hot spots for kids without internet access. Nakagiri was also concerned about revenue going up almost 10% in the past 5 years, but expenses rising 18%. McMillan said their fund balance has grown substantially in her three years there, and that expenses have grown because they use their unassigned fund balance as a savings account for capital projects. Several projects were said to have been delayed a few years ago due to decreased revenue but have become a possibility again in the past three.

When asked afterward about Nakagiri's criticisms, McMillan told WHMI that "Although there is much work left to do, I am very proud of the work we are doing to make the Metroparks a more diverse, inclusive, and equitable organization," adding that they "work hard every day to bring the best outdoor education and recreation experiences to the residents of southeast Michigan and to be excellent stewards of the nearly 25,000 acres of natural resources entrusted to our care. We direct all of our resources to this effort and are proud of the outcomes we achieve, including securing grant dollars to leverage taxpayer dollars and providing the economic benefits to the region that are cited in the report by the Trust for Public Land."

Additional details about the Huron-Clinton Metroparks DEI programming can be found by [Clicking Here](#).



To: Board of Commissioners
From: Jennifer Jaworski, Chief of Interpretive Services
Subject: Report – Interpretive Services Department Monthly Update
Date: May 7, 2021

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file Interpretive Services Department Monthly Update as recommended by Chief of Interpretive Services Jennifer Jaworski and staff.

Background: The following are highlights of activities in the Interpretive Services Department for May.

Project/Initiative Implementation

- New: Internal Evaluation on public interpretive programs.
- Ongoing:
 - Deer Management Plan proposal: working in coordination with Natural Resources to review and update current plan.
 - Event and Programming survey initiative: worked in coordination with Planning and Development, IT, Marketing and DEI.
 - Interpretive Master Plans for 2021
 - Wolcott Mill Metropark Farm and Historic Centers
 - Oakwoods Metropark Nature Center
 - Kensington Metropark Farm Center

Community Engagement

- Ongoing:
 - Detroit Riverfront Conservancy: virtual programming and 2021 program schedule developed.
 - Huron River Committee: Interpretive signs are in place along the Huron River with prizes available for those who participate.

Programming

- New:
 - Get Out and Play 2021: Surveys sent to past participants.
 - QR codes used in spring programming.
 - New virtual Earth Day program partnered with Stellantis.
<https://byk2w.stellantis.com/earthday.html>
- Ongoing:
 - Synchronous and Asynchronous school programming continues.
 - In-person programming continues, including “pop-up” programs.
 - Virtual programming continues.

Grants

- Ongoing:
 - CMU and EPA grant partnership engaging students in water quality monitoring at Lake Erie Marshlands Museum.
 - Lake St. Clair Birding Trail, the Metroparks are supporting partner on this grant that is promoting the birding trail in St. Clair and Macomb counties.
 - Green Ribbon Initiative with the Nature Conservancy, this grant covers conducting programming that highlights Oak Openings and develop interpretive signage.

Attachment: Monthly Interpretive Services Department Report



HURON-CLINTON METROPARKS

INTERPRETIVE SERVICES MONTHLY REPORT

May 2021

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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



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PROGRAM/INITIATIVE IMPLEMENTATION

Project/Initiative Implementation

- New: Internal Evaluation on public interpretive programs.
- Ongoing:
 - Deer Management Plan proposal: working in coordination with Natural Resources and Regulatory Compliance to review and update current plan.
 - Event and Programming survey initiative: worked in coordination with Planning and Development, I.T., Marketing and DEI.
 - Interpretive Master Plans for 2021
 - Wolcott Mill Metropark Farm and Historic Centers
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 - Kensington Metropark Farm Center



COMMUNITY ENGAGEMENT

Community Engagement

- Ongoing:
 - Detroit Riverfront Conservancy: virtual programming and 2021 program schedule developed.
 - Huron River Committee: Interpretive signs are in place along the Huron River with prizes available for those who participate.



PROGRAMMING

Programming

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 - QR codes used in spring programming
 - New virtual Earth Day program partnered with Stellantis
- Ongoing:
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 - In-person programming continues, including “pop-up” programs
 - Virtual programming continues



GRANTS

Grants

- Ongoing:
 - CMU and EPA grant partnership engaging students in water quality monitoring at Lk. Erie Marshlands Museum
 - Lk. St. Clair Birding Trail, the Metroparks are supporting partner on this grant that is promoting the birding trail in St. Clair and Macomb Counties
 - Green Ribbon Initiative with the Nature Conservancy, this grant covers conducting programming that highlights Oak Openings and develop interpretive signage







To: Board of Commissioners
From: Tyler Mitchell, Chief of Natural Resources and Regulatory Compliance
Subject: Report – Monthly Natural Resources Update
Date: May 13, 2021

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the monthly Natural Resources Report as recommended by Chief of Natural Resources and Regulatory Compliance and staff.

Attachment: Monthly Natural Resources Report



NATURAL RESOURCES MONTHLY REPORT

MAY 2021

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

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SYSTEM-WIDE

ADMINISTRATIVE

Annual Lake Treatment planning

Lake Erie Shoreline Grant – Soil characterizations

Administration of Willow NFWF Grant, release of RFP for fish survey and shoreline work

NPDES Permit administration continues

Detroit Rouge Park planning and wayfinding

Goose control program permitting and reporting

Volunteer day planning and materials ordering

Hiring new technician staff for current vacancies



SOUTHERN DISTRICT

OAKWOODS METROPARK

Volunteer Day with staff to plant native plant plugs in prairie
Streambank assessments (ongoing)

WILLOW METROPARK

Streambank Restoration pre-construction monitoring
Washago Pond herbicide treatment

LOWER HURON METROPARK

Prescribed Fire – Bob White Wetland (Weather Permitting)



WESTERN DISTRICT

KENSINGTON METROPARK

Shoreline assessments for improvement of condition

Prescribed fire in tamarack swamp (weather permitting)

Kent Lake treatment

INDIAN SPRINGS METROPARK

Early season swallow-wort spray

HURON MEADOWS METROPARK

Invasive Shrub Removal – Maltby lake woodland and Fen continues



EASTERN DISTRICT

STONY CREEK METROPARK

Gypsy Moth Egg Mass treatment (weather permitting)

Stony Creek Lake Treatment

LAKE ST. CLAIR METROPARK

Shoreline assessment at Black Creek Marsh Shoreline site continues

Removal of several hazardous, dead, and dying cottonwood and willow trees



WHAT'S NEXT?

SYSTEM-WIDE

Volunteer Natural Resources workdays – Garlic Mustard Pulls

Aquatic Nuisance Plant Treatments

Rouge Park staff workdays – invasive species removal

SOUTHERN DISTRICT

Construction of Shoreline project at Lake Erie Metropark

Willow Big Bend Fish Survey

WESTERN DISTRICT

Prescribed Fire at Tamarac Swamp – Kensington Metropark

EASTERN DISTRICT

Garlic Mustard Removal – Stony Creek Nature Center Area

Prairie diversification at Stony Creek and Wolcott Mill



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – April Financial Review
Date: May 7, 2021

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the April Financial Review as submitted by Chief of Finance Rebecca Franchock and staff.

Attachment: Financial Review

7-B-1-a



HURON-CLINTON METROPARKS APRIL FINANCIAL RECAP

APRIL 2021

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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



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EXECUTIVE SUMMARY

APRIL 2021 FINANCIAL RESULTS

There is a reason I chose the fireworks image for this report. As of the end of April 2021, we are remarkably near the park operating revenue level typically produced by the end of June, fireworks season. Also, fireworks mean celebration to me and the park operating revenue generated so far this year is something to celebrate in that it reflects how many people have benefited from using the Metroparks so far this year.

Tax revenue collections in March reversed the lagging collections that we have experienced for most of the past year. April collections were also decent. At this time, 87% of anticipated tax revenue has been collected. Half of the outstanding amount is owed by Wayne County which has remitted just 75%.

2021 tolling and golf combined to produce 91% of April park operating revenue. Tolling generated \$1.1 million and golf added nearly an additional \$700,000. Shelter reservations, dockage/boat storage and disc/adventure golf revenue made up most of the remaining April revenue. Combined these three activities produced over \$100,000 to push April revenue over the \$2.0 million mark.

April weather was overall supportive of getting outside and enjoying the Metroparks however we continue to find that the demand for park use remains extremely strong even on days with marginal weather. Comparing back to a pre-pandemic year, the year-to-date daily permit sales in 2021 are 220% higher than 2019 and YTD



annual permit sales are up by 46% over 2019. Looking at 2021 annual permit sales from the beginning of November 2020 through the end of April, volume of sales is up by 63.9%. Focusing just on April, the annual permit sales are more in line with 2019, up just 4.3%. Whether this indicates that the year-to-date numbers are more of a shift with permits being purchased

earlier in the season or actual growth will remain to be seen. But the growth in daily permit sales is absolutely a positive indicator.

Overall, year-to-date general fund expenditures are up \$2.1 million or 13% over 2020. The largest growth is in park operations where expense totals have increase by \$1.2 million or 16%. This is primarily a reflection of both suppressed 2020 expenses and the calendar. The Metroparks have a bi-weekly payroll, which means that twice a year there will be a month with three paydays. In 2021 this occurred in April. In 2020 this didn't occur until May. Comparisons to 2019 and 2018 show growth but at a more reasonable level of approximately 3% annually.

Overall, four months into 2021, the outlook is positive. Work is progressing on major maintenance projects; the public continues to make great use of park resources and staff continues to find ways to support the region in body and spirit.

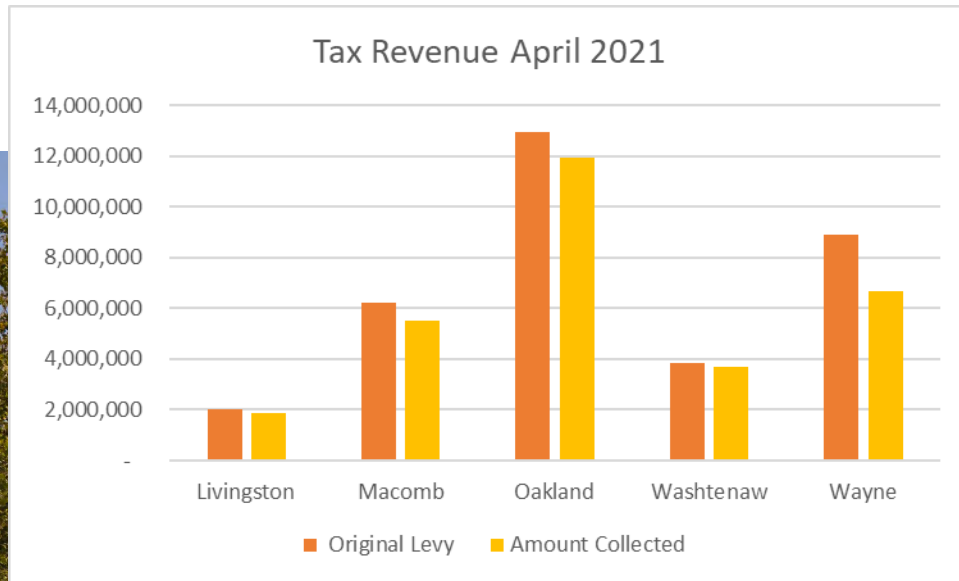


ADMINISTRATIVE REVENUE

Metroparks administrative revenue consists of all revenue sources that are not generated directly by park operations. Tax revenue accounts for the majority and the single largest source of revenue for the Metroparks.

2021 Property tax revenue is expected to increase by \$1.3 million from the prior year. As noted earlier collections are for the most part in line with expectations.

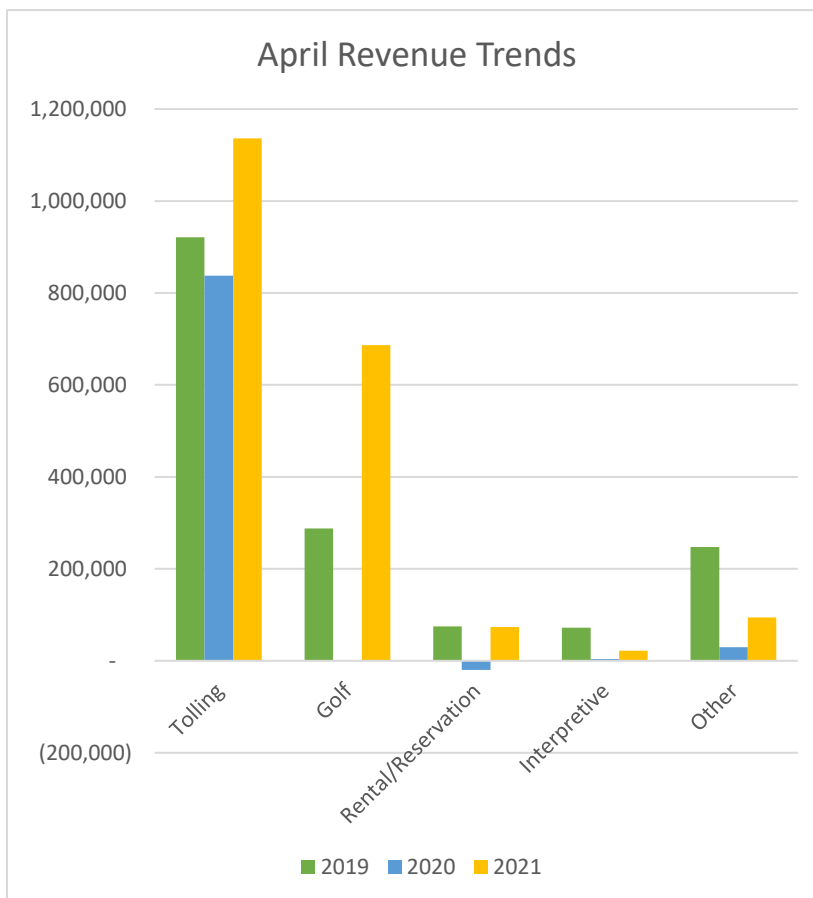
Interest revenue is clearly suppressed with renewal CD rates in the range of 10 to 33 basis points. Investments were made with several of the new institutions approve by the Board of Commissioners in April.



PARK OPERATING REVENUE

BY ACTIVITY

To make more sense of the data this month we will again be sharing comparisons for data from 2019, 2020 and 2021. This provides a pre-pandemic benchmark to compare to as well as comparing within different points of the pandemic between last year and this.



Parks generated over \$2.0 million revenue during April 2021 compared to just over \$1.6 million in 2019. 2020 April revenue was a little over \$850,000. This amount more than doubled April 2020 revenue and outpaced 2019 by twenty-five percent.

In April of 2020 recall that all golf courses were completely closed. In 2019 they produced \$288,000. 2020 revenue generated by the seven regulation courses totals nearly \$700,000. This is an increase of nearly \$400,000 over the pre-pandemic 2019.

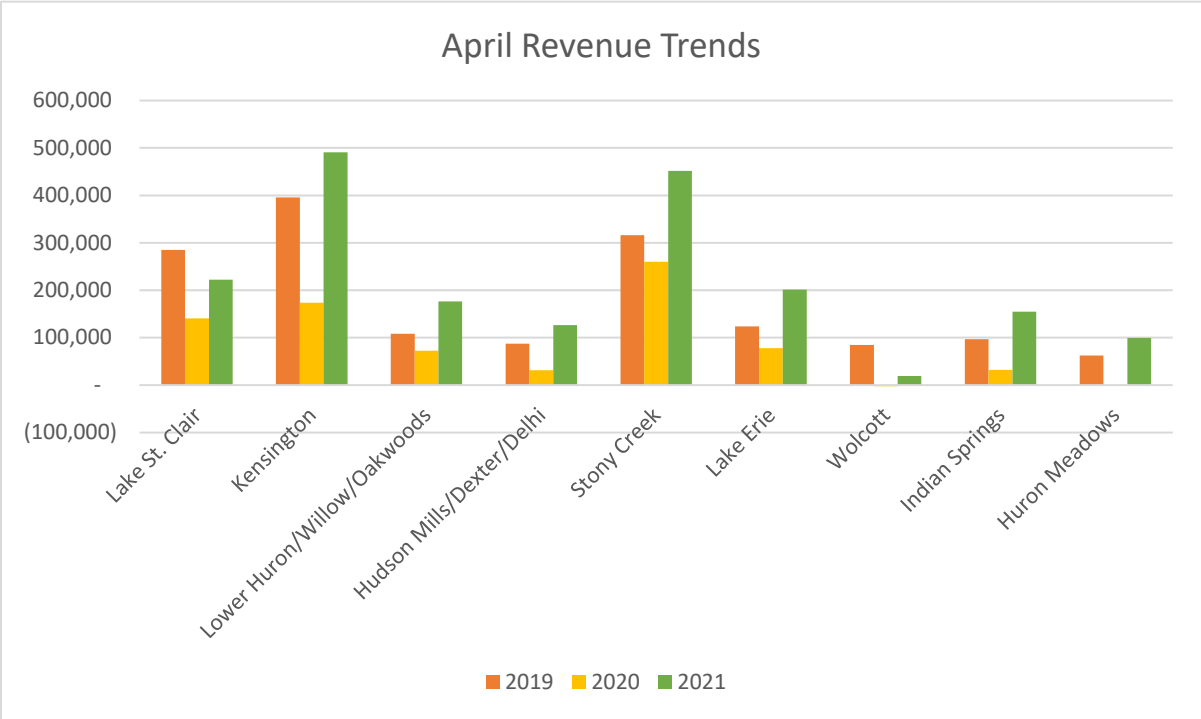
Tolling in 2021 also outpaced both pre-pandemic and early-pandemic periods. 2021 is nearly 20% higher than the revenue produced in 2020. When compared to 2019 it should be noted that 2019 toll fees were lower. Looking at the quantity of annual and daily permits sold in April of 2021 versus April of 2019, the number of annuals is nearly flat, however the number of dailies sold in April reflects an increase in quantity sold of 5,400 or a 44% increase over 2019.

Rental and reservation revenue is back nearly even with pre-pandemic times however interpretive and other revenue sources are unfortunately still lagging significantly behind both the early pandemic and the pre-pandemic periods. Fortunately, these are smaller, less significant sources of revenue for the Metroparks.

BY LOCATION

Examining park operating revenue by the location, it is interesting to note that just as the pandemic has had uneven impacts across activity types, it has also impacted each of the individual Metroparks locations differently as well.

Looking at the chart below, while all locations April revenue was negatively impacted in 2020, some felt it less than others. For example, Wolcott and Huron Meadows had virtually all their revenue eliminated, and Indian Springs and Hudson Mills were also severely hit.

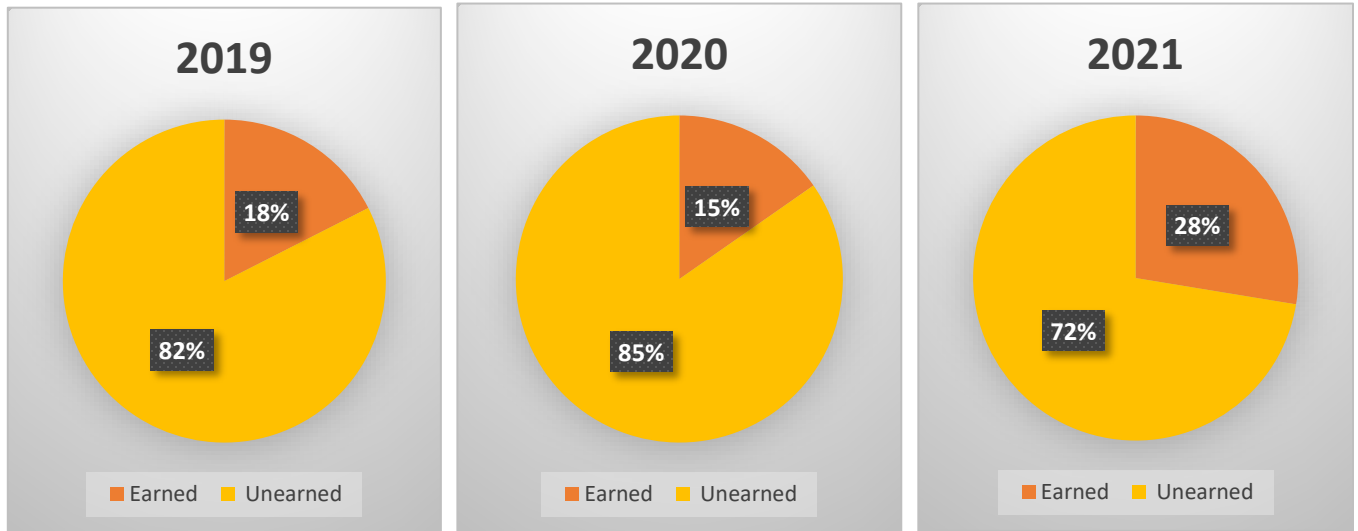


This is a result of the activities that each of these parks operates. As noted above both golf and interpretive revenue were essentially eliminated in April of 2020. These parks primary focus is directly related to these two activities. Moving ahead from the early pandemic to 2021, all three locations have recovered thanks to their golf courses which are now open and experiencing heavy use by the public. Wolcott which is still primarily an interpretive focused location has not seen the recovery and still lags far behind the pre-pandemic revenue levels.

Looking at a some of the larger parks, although their golf facilities also took a hit being closed during April of 2020, the ability of the parks to remain open and generate toll revenue somewhat mitigated the losses. Stony Creek is a really shining example of this. Their revenue only declined by 18% between pre-pandemic April and early-pandemic April, while significant this is nowhere near the declines of fifty to one-hundred percent experienced elsewhere in the system. Stony Creek’s April 2021 revenue also grew more than any other location when compared to pre-pandemic 2019, up by \$136,000.

Another outlier in trends is Lake St. Clair which is one of two parks that declined in revenue generation when comparing April 2021 to the pre-pandemic April 2019.

Looking at year-to-date revenue. As noted earlier, the parks are way ahead of a typical year in revenue generation. The pie charts below compare the amount of revenue earned at the end of April to the budgeted revenue not yet earned. At the end of April in pre-pandemic 2019 we were at 18% of operating revenue earned. The following year, the pandemic had caused a dip to 15% of revenue earned, with closure of golf and some early limits to toll revenue. This year, we sit at 28% of budgeted operating revenue earned. To say this is a strong start is more than an understatement.



It is still early in the year, and we have some significant unknowns. The status of and plan for opening our aquatic facilities is yet to be completely determined. With vaccination rates rising and this third wave of COVID-19 seeming to ebb as both daily cases and hospitalizations dropping we are cautiously hopeful that we will begin to be able to normalize some of the operations that have been negatively impacted.

Last month I noted that we were over \$1.0 million ahead of where we would typically expect to be. This month we are now over \$2.0 million ahead. We have been in uncharted waters for over a year now, both good ways and bad. One thing that we have learned is that we are fortunate to have a great deal of depth as an organization that has allowed us to pivot and respond to a dynamic environment. This ability to use our resources in a responsive and responsible way have helped the people of our region immensely and they have responded by voting with their visitation, here to their Metroparks.

EXPENSE

ADMINISTRATIVE OFFICE

Overall, year-to-date Administrative Office expenses are ahead of 2019 by just under \$100,000 and ahead of 2020 by \$270,000. The increase compared to 2020 makes some sense as noted earlier as there have been three payrolls in April of 2021 compared to April of 2020. In addition, in 2019 there were three pay periods in January. This means that both the monthly amounts for 2021 and the year-to-date amounts for both 2019 and 2020 have an additional payroll included when compared to 2020. This is a timing issue only which will even itself out as every year has twenty-six pay periods.

Year-to-Date Expense as of April			
Department	2019	2020	2021
Executive	\$ 295,377	\$ 307,738	\$ 229,364
Diversity, Equity & Inclusion	6,815	-	89,315
Finance	260,184	244,615	299,543
Human Resource	176,984	171,848	198,085
Marketing/Communications	285,666	234,238	337,872
Information Technology	408,387	438,986	534,554
Purchasing	49,291	49,338	59,277
Fund Development	53,061	51,969	234,246
Natural Resources	164,884	201,822	248,496
Planning	222,403	201,722	295,559
Engineering	341,658	489,123	166,202
Administrative	168,434	208,515	99,435
Police	126,447	138,387	51,735
Interpretive	48,403	49,558	-
Joint Government			36,024
	\$ 2,607,993	\$ 2,787,860	\$ 2,879,708

April Monthly Expense			
Department	2019	2020	2021
Executive	\$ 106,928	\$ 62,417	\$ 80,928
Diversity, Equity & Inclusion	-	692	29,058
Finance	86,997	97,708	116,821
Human Resource	66,061	43,369	60,472
Marketing/Communications	80,231	80,490	75,443
Information Technology	138,088	105,364	167,474
Purchasing	13,636	13,839	23,741
Fund Development	13,736	-	-
Natural Resources	49,324	42,540	86,677
Planning	61,063	59,802	89,458
Engineering	154,613	79,843	96,874
Administrative	101,545	35,230	54,254
Police	31,786	32,792	36,679
Interpretive	13,093	12,573	19,081
Joint Government	-	-	745
	\$ 917,103	\$ 666,659	\$ 937,705

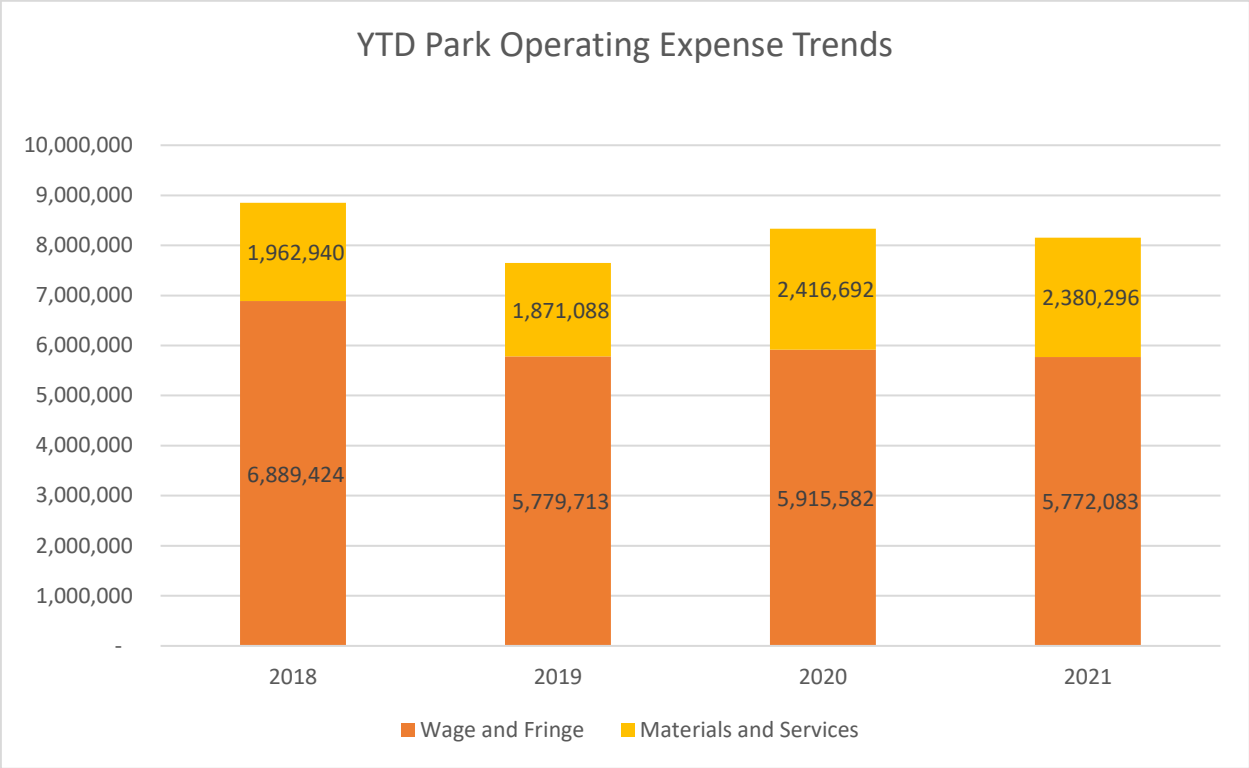
MAJOR MAINTENANCE AND CAPITAL

Work on major maintenance projects is primarily in the planning and contracting phase. Expenditures for the month were minimal.

April saw the receipt and payment for two pieces of capital equipment, a garbage packer truck at Kensington (\$116,000) and an all-terrain mower at Lower Huron (\$23,000). Although the Metroparks have not yet received and paid for a significant portion of our planned capital equipment purchases, eight-five percent of the equipment has been contracted for as of the end of April with delivery anticipated in the coming months.

PARK OPERATIONS

As noted above about the Administrative Office expense, both YTD and April monthly expenditures are up when compared to 2019. This is primarily the result of timing of payrolls in the calendar and variances between years.



Looking into YTD non-wage expense, contractual expenses are five percent higher than 2020, but nearly twenty percent lower than either 2019 or 2018. Within the non-wage expense accounts there is a lot of variance, for example the Tools/Equipment accounts at the end of April in 2020 totaled \$150,000, the previous year it had been more than three times that amount, this year and in 2018 it was around \$230,000. Utilities seem to have more consistency and so far, this year we seem to be around 3% above the average over the past three years. Resale merchandise accounts are up 28% above the average. These expenses should also result in increased revenue. The most significant trend currently appears to be an increase in chemicals. The April YTD expense is 32% above the three-year average. Which appears to be related to salt purchases early in the year.





To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – Monthly Capital Project Fund
Date: May 7, 2021

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 of Commissioners approved the creation of a capital project fund. To support the information provided on specific capital improvement projects Finance initially provided the following data:

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)

This information has now been augmented to include the original budget. In addition, a new page has been added which provides a more detailed description of the project as well as the current status of the project and the current estimate of what year the project will be completed. It is anticipated that this additional information will allow the Board as well as the general public to stay up-to-date on the capital project work underway throughout the Metroparks.

Expenditures during April 2021 were primarily related to staff time. The following projects had significant effort during the month:

- Lower Huron – North Fishing Site Redevelopment
- Stony Creek – Boat Launch Building Redevelopment
- Willow – Park Office Replacement

Attachment: April 2021 Capital Project Fund Update

April Capital Project Fund Report - Project Summary

<u>Location</u>	<u>Original Project Title</u>	<u>Project Description</u>	<u>Amended Budget</u>	<u>Available Grant Funding</u>	<u>Project Status</u>	<u>Estimated Completion Year</u>
Lake St Clair	Pump Station No. 1 Replacement-SAW Grant	Sewer pump station replacement near Nature Center	\$ 442,844		Substantially Completed	2021
Lake St Clair	Black Creek Marsh Wetland Filtration Enhancement	A natural shoreline project which will remove rip-rap, regrade slope and install native vegetation which will improved filtration of water entering the marsh and improve habitat as well as reducing erosion.	253,000	\$ 160,000	In Design	2022
Lake St Clair	Accessible Kayak Launch & Power Installation		50,000			
Lake St Clair	Backup Internet Fiber Installation	Comcast installation of underground fiber network	40,000		Complete	2021
Lake St Clair	Electrical Grid Replacement - Design in 2020	Assessments, cost estimates, and project development for future projects to address electrical power infrastructure upgrades and repairs.	801,728		Scope Assessment Complete - Project specifications in development	2026
Lake St Clair	Beach Restoration	Multi-year EGLE grant project through 2023. Plantings and bird deterrents installation to improve water quality funding includes follow up water quality monitoring.	402,314	292,167	Under Contract	2023
Lake St Clair	Michigan Coastal Management Program-Accessible Launch	Accessible Kayak Launch - grant application has been made to Michigan Coastal Management Program.	392,850	196,425	Awaiting grant award	2023
Kensington	Maple Beach Site Improvements	Construction of site and restroom facilities	1,087,372		Substantially Completed	2021
Kensington	Maple Beach - Universal Accessible Playground	Construction of a new playground at Maple Beach	552,955		Substantially Completed	2021
Kensington	West Boat Launch - Accessible Kayak Launch	Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at West Boat Launch.	315,694	154,000	In Design	2022
Kensington	Farm Center Sidewalk Replacement	Replacement of the looped walkway around the animal pens for the public	154,756		In Design	2021
Dexter-Delhi	Relocating Concessionaire Canoe Livery Building	Construction of a new building and use area for concessionaire operation within East Delhi. The expanded Border to Border trail development utilizes the former site. The project moves operations to Delhi to address current tolling and overflow parking issues.	94,615	5,000	Design Complete - Permitting Underway - Township Review	2021
Lower Huron	North Fishing Site Redevelopment	Land and Water Conservation Fund grant funded project to develop an accessible kayak launch and associated site amenities at the North Fishing Site.	288,639	144,400	Midway toward completion	2021
Lower Huron	Backup Internet Fiber Installation	Comcast installation of underground fiber network	185,362		In Construction	2021
Lower Huron	Woods Creek Playground Development	Space-themed regional playground near the Woods Creek picnic area on the former pool site.	1,301,645		Contract awarded	2021
Lower Huron	Toll Booth Replacement and Paving	Toll Booth replacement on existing pedestal at Oakwoods and Lower Huron - Beemis Road entrance.	30,000		Awaiting Quote from Sole Source Provider	2021
Lower Huron	Turtle Cove Crosswalk Path	Construction of a path and crosswalk from the Foxwoods parking lot to Turtle Cove	90,514		In Design	2021
Lower Huron	Iron Bell Trail Project	Michigan Natural Resources Trust Fund grant funded project to extend the Iron Bell trail from its current terminus to the north park entrance (Huron River Drive)	841,918	488,742	In Design	2022
Lower Huron	Walnut Grove Campground Improvements	Land and Water Conservation Fund grant funded project to improve accessibility and site amenities at the Walnut Grove Campground.	784,600	450,000	Awaiting Grant Agreement	2023
Lower Huron	Off Leash Dog Area Development	Land and Water Conservation Fund grant funded project to develop a new fenced in area for off leash dog activities	330,800	165,400	Awaiting Grant Agreement	2023

April Capital Project Fund Report - Project Summary

<u>Location</u>	<u>Original Project Title</u>	<u>Project Description</u>	<u>Amended Budget</u>	<u>Available Grant Funding</u>	<u>Project Status</u>	<u>Estimated Completion Year</u>
Hudson Mills	Backup Internet Fiber Installation	Comcast to install new fiber network lines. No construction costs at this location in contract with Comcast - funds may be needed at other locations	7,994		Cancel - funding available	
Hudson Mills	Rapids View area Development	Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at Rapids View	469,708	226,900	In Design	2022
Hudson Mills	Toll Booth Removal and Replacement	Toll Booth replacement on existing pedestal, unit delivered awaiting installation spring 2021.	80,000		In Construction	2021
Hudson Mills	Picnic Area Development at Canoe Launch	Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at Dexter-Huron	385,500	192,700	Awaiting Grant Agreement	2022
Stony Creek	Baypoint Beach Site Improvements	Construction of restroom and site work for support of Baypoint Beach	1,357,888		Substantially Completed	2021
Stony Creek	Shelden Trails Redevelopment	Redevelopment of the multi-use natural surface Shelden Trails system	863,549	50,000	In Construction	2021
Stony Creek	Boat Launch Building Redevelopment	Construction of a new restroom and shade structure at the boat launch facility	1,621,236	50,000	Out for Bid	2021
Stony Creek	Development of Off Leash Dog Area	Michigan Natural Resources Trust Fund grant funded project to develop a new fenced in area for off leash dog activities	144,318		In Design	2021
Stony Creek	Backup Internet Fiber Installation	Comcast installation of underground fiber network	80,000		Substantially Completed	2021
Stony Creek	Shore Fishing Vault Latrine Replacement	Replace Vault Latrine at Shore Fishing area	411			
Stony Creek	26 Mile Rd. Connector - Bike Path	Transportation Alternatives Program grant (obtained by Macomb County) funded project to connect into the park from 26 Mile Road	12,552		Design Complete - State is reviewing	2021
Stony Creek	Baypoint Beach Grinder Pump Installation	Installation of five septic tank filter systems to resolve the issue.	152,111		In Construction	2021
Stony Creek	Golf Course Pumphouse & Irrigation System Replacement	Replacement of intakes, pumps, controls, piping and heads. One year of design before construction.	1,000,000		Funded	2023
Willow	Park Office Replacement	Construction of a new park office building at the north end of Willow Metropark to replace the sub-standard legacy facility at Lower Huron Metroparks.	2,412,340		In Construction - Foundation work	2021
Willow	Main Park Road Culvert Replacements near Acorn Knoll	Replacement of failing culvert on main loop road.	40,000		Contract awarded	2021
Willow	Backup Internet Fiber Installation	Comcast to install new fiber network lines. Initial proposal - zero construction cost - now deemed unservable - IT reviewing options with Comcast	0		In Review	
Willow	Big Bend Shoreline Protection	National Fish and Wildlife Foundation SE MI Resilience Fund grant project to mitigate Huron River streambank erosion and improve habitat	502,545	250,000	Awaiting Grant Agreement	2023
Oakwoods	Nature Center Exhibit Design & lighting/electrical	Design, production and installation of interpretive exhibits. Includes updated flooring, lighting and electrical.	726,804		Nearing completion	2021
Oakwoods	Backup Internet Fiber Installation	Comcast to install new fiber network lines. Initial proposal - zero construction cost - now deemed unservable - IT reviewing options with Comcast	0		In Review	2021
Oakwoods	Accessible Nature Trail Development	Land and Water Conservation Fund grant funded project to develop an accessible nature trail and make associated site improvements	248,000	124,000	Awaiting Grant Agreement	2022
Lake Erie	Shoreline and Fish Habitat Restoration	This shoreline project will regrade the existing shoreline, install native vegetation as well as creating near-shore shoals. Channels and pools will also be created in the nearby marsh. This work will improve fish spawning habitat.	1,617,849	1,404,353	In Design	2022

April Capital Project Fund Report - Project Summary

<u>Location</u>	<u>Original Project Title</u>	<u>Project Description</u>	<u>Amended Budget</u>	<u>Available Grant Funding</u>	<u>Project Status</u>	<u>Estimated Completion Year</u>
Lake Erie	Boat Launch Fish Cleaning Station	Installation of an onsite fish cleaning station at the boat launch facility	45,000		Funded	2023
Lake Erie	Accessible Kayak Launch with Area Development	Land and Water Conservation Fund grant funded project to develop an accessible kayak launch and associated site amenities at the Boat Launch	245,133	122,500	Awaiting grant agreement	2023
Wolcott	Phase Two - Animal Pen Fencing Replacement	Replacement of deteriorated animal pen fencing	42,485		Complete	2021
Wolcott	Farm to Mill Trail Connector	Development of a connector trail from the Farm to the Mill. Multi year project design and construction	1,000,958		Funded	2024
Indian Springs	Backup Internet Fiber Installation	Comcast to install new fiber network lines. No construction costs at this location in contract with Comcast - funds may be needed at other locations	7,758		Cancel - funding available	2021
Huron Meadows	Backup Internet Fiber Installation	Comcast to install new fiber network lines. Initial proposal - zero construction cost - now deemed unservable - IT reviewing options with Comcast	0		In Review	2021
			\$ 21,505,744	\$ 4,476,587		

Capital Project Status Report
As of 4/30/2021

Location	Project Title	Original Budget	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Available Grant Funding
Lake St Clair	Pump Station No. 1 Replacement-SAW Grant	\$ 350,990	\$ 442,844	\$ (27,788)	\$ 366,085	\$ 58,355	\$ 18,404	
Lake St Clair	Black Creek Marsh Wetland Filtration Enhancement	253,000	253,000	-	-	-	253,000	160,000
Lake St Clair	Accessible Kayak Launch & Power Installation	50,000	50,000	-	-	-	50,000	
Lake St Clair	Backup Internet Fiber Installation	40,000	40,000	-	-	30,815	9,185	
Lake St Clair	Electrical Grid Replacement - Design in 2020	1,000,000	801,728	8,368	8,368	102,760	690,600	
Lake St Clair	Beach Restoration	400,000	402,314	13,743	24,400	251,875	126,039	292,167
Lake St Clair	Michiagn Coastal Management Program-Accessible Launch	392,850	392,850	-	-	-	392,850	196,425
Kensington	Maple Beach Site Improvements	820,396	1,087,372	40,743	1,067,531	-	19,841	
Kensington	Maple Beach - Universal Accessible Playground	525,000	552,955	(17,166)	387,517	78,169	87,269	
Kensington	West Boat Launch - Accessible Kayak Launch	308,000	315,694	3,388	7,694	-	308,000	154,000
Kensington	Farm Center Sidewalk Replacement	150,000	154,756	4,756	4,756	-	150,000	
Dexter-Delhi	Relocating Concessionaire Canoe Livery Building	75,000	94,615	20,758	38,364	-	56,251	5,000
Lower Huron	North Fishing Site Redevelopment	288,800	288,639	16,984	44,362	233,483	10,794	144,400
Lower Huron	Backup Internet Fiber Installation	205,000	185,362	-	150,000	33,702	1,660	
Lower Huron	Woods Creek Playground Development	1,300,000	1,301,645	1,645	1,645	1,394,030	(94,030)	
Lower Huron	Toll Booth Replacement and Paving	30,000	30,000	-	-	-	30,000	
Lower Huron	Turtle Cove Crosswalk Path	90,000	90,514	514	514	-	90,000	
Lower Huron	Iron Bell Trail Project	716,700	841,918	-	-	72,187	769,731	488,742
Lower Huron	Walnut Grove Campground Improvements	784,600	784,600	-	-	-	784,600	450,000
Lower Huron	Off Leash Dog Area Development	330,800	330,800	-	-	-	330,800	165,400
Hudson Mills	Backup Internet Fiber Installation	40,000	7,994	-	-	-	7,994	
Hudson Mills	Rapids View area Development	453,800	469,708	11,609	15,908	-	453,800	226,900
Hudson Mills	Toll Booth Removal and Replacement	80,000	80,000	-	12,346	-	67,654	
Hudson Mills	Picnic Area Development at Canoe Launch	385,500	385,500	-	-	-	385,500	192,700
Stony Creek	Baypoint Beach Site Improvements	847,736	1,357,888	72,762	1,155,199	110,599	92,090	
Stony Creek	Shelden Trails Redevelopment	182,689	863,549	(26,957)	298,496	96,062	468,992	50,000
Stony Creek	Boat Launch Building Redevelopment	1,750,000	1,621,236	39,919	133,541	4,193	1,483,503	50,000
Stony Creek	Development of Off Leash Dog Area	138,500	144,318	4,793	5,818	-	138,500	
Stony Creek	Backup Internet Fiber Installation	80,000	80,000	-	-	70,407	9,593	
Stony Creek	Shore Fishing Vault Latrine Replacement	-	411	411	411	-	-	
Stony Creek	26 Mile Rd. Connector - Bike Path	-	12,552	1,987	12,552	-	-	
Stony Creek	Baypoint Beach Grinder Pump Installation	150,000	152,111	2,111	2,111	83,250	66,750	
Stony Creek	Golf Course Pumphouse & Irrigation System Replacement	1,000,000	1,000,000	-	-	-	1,000,000	
Willow	Park Office Replacement	2,121,300	2,412,340	194,234	375,701	2,037,765	(1,125)	
Willow	Main Park Road Culvert Replacements near Acorn Knoll	40,000	40,000	-	-	-	40,000	
Willow	Backup Internet Fiber Installation	40,000	-	-	-	-	-	
Willow	Big Bend Shoreline Protection	501,593	502,545	952	952	-	501,593	250,000
Oakwoods	Nature Center Exhibit Design & lighting/electrical	720,000	726,804	9,474	627,138	99,666	-	
Oakwoods	Backup Internet Fiber Installation	40,000	-	-	-	-	-	
Oakwoods	Accessible Nature Trail Development	248,000	248,000	-	-	-	248,000	124,000
Lake Erie	Shoreline and Fish Habitat Restoration	1,600,000	1,617,849	12,662	128,569	67,701	1,421,580	1,404,353
Lake Erie	Boat Launch Fish Cleaning Station	45,000	45,000	-	-	-	45,000	
Lake Erie	Accessible Kayak Launch with Area Development	245,000	245,133	-	133	-	245,000	122,500
Wolcott	Phase Two - Animal Pen Fencing Replacement	30,000	42,485	6,981	12,485	-	30,000	
Wolcott	Farm to Mill Trail Connector	1,000,000	1,000,958	-	958	-	1,000,000	
Indian Springs	Backup Internet Fiber Installation	40,000	7,758	-	-	-	7,758	
Huron Meadows	Backup Internet Fiber Installation	80,000	-	-	-	-	-	
			<u>\$ 21,505,744</u>	<u>\$ 396,882</u>	<u>\$ 4,883,554</u>	<u>\$ 4,825,017</u>	<u>\$ 11,797,173</u>	<u>\$ 4,476,587</u>



To: Board of Commissioners
From: Rebecca Franchock, Chief of Finance
Subject: Report – Monthly Major Maintenance Project
Date: May 7, 2021

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Major Maintenance report as submitted by Chief of Finance Rebecca Franchock and staff.

Background: The Metroparks track the costs associated with periodic or infrequent repairs or maintenance that do not meet the criteria for capitalization in a function of our chart of accounts known as major maintenance. We utilize a project accounting system to budget, record and report these costs. To provide the Board and the public with improved information surrounding major maintenance projects we have developed a monthly Major Maintenance Status Report.

This report is modeled after the revised Capital Project Fund report that was shared at the April board meeting. The format includes the location, project title from the budget document, a brief description of the work, the original budget funding, the current amended budget, year-to-date transactions, life-to-date transactions, life-to-date encumbrance balance, the remaining budget and the project status.

Most major maintenance repairs are completed within one year. Occasionally projects require additional time to complete.

As of the end of April, there has been a lot of work contracted or started but year-to-date expenses are 10.7 percent of the total budget.

Attachment: April 2021 Major Maintenance Status Report

**Major Maintenance Status Report
As of 4/30/2021**

Location	Project Title	Project Description	Original Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status
AO	Window Replacement	Replace selected windows throughout the building to allow operable windows increasing external air flow into building.	\$ 115,000	\$ 103,764	\$ 10,572	\$ 10,572	\$ -	\$ 93,192	Under contract
Lake St Clair	North/South Marina Dock Electrical	Replace electrical conductors that feed the power to the pedestals for boaters at the North Marina rental slips. Current electrical has been damaged due to high water levels.	-	14,122	1,170	15,292	-	(1,170)	Funded as a carry-over from 2020
Lake St Clair	Boardwalk Decking & Replacement	Replaces a section of boardwalk decking on the east section of boardwalk. More phases will be need in subsequent years	150,000	129,664	95,071	95,071	47,701	(13,108)	In construction
Lake St Clair	Park Office Boiler Replacement	Replaces the second of two boilers in the LSC office and food bar building. The first was replaced in a previous project.	65,000	25,803	16,232	16,232	9,571	-	In construction
Lake St Clair	ADA Accessibility Improvements	This will bring three additional shelters up to ADA standards including 12 ADA accessible tables and one large ADA grill per shelter	20,000	-	-	-	-	-	Work is planned for fall of 2021
Lake St Clair	Spray Zone Pump Replacement	Facility utilizes two pumps for full pressure. One has currently failed and is planned for replacement	18,500	-	-	-	10,710	(10,710)	Under contract - work to be completed prior during May
Lake St Clair	Fishing Pier Repairs	Two fishing piers located on the point have experienced ice damage to support. One is still useable with damage. This project will lift and replace support allowing both to be functional again.	12,000	-	-	-	-	-	Funded
Lake St Clair	Adventure Golf Carpet Replacement	Approximately 1,000 yards of carpet to cover all 18 holes at course.	33,000	27,613	-	-	-	27,613	Scheduled for June installation
Lake St Clair	Pickle Ball Court Conversion	Converts an existing tennis court to pickle ball courts.	12,000	8,900	1,898	1,898	-	7,002	Under Contract
Lake St Clair	Hike Bike Trail Reconstruction at Park Entrance	The existing paved surface is failing and in poor condition, this project will resurface the existing bike trail from the entrance to the Nature Center	243,600	197,685	2,339	2,339	197,685	(2,339)	Out for Bid
Lake St Clair	Beach Soil/Containment Removal	In excess of 50,000 cubic yards of seaweed and other debris have accumulated from beach cleaning	50,000	-	-	-	-	-	Funded
Lake St Clair	Stormwater Drainage Repairs on Culverts	Replacement of deteriorated culverts throughout the park	45,000	-	-	-	-	-	Funded
Lake St Clair	Pool Slide Repair	This project will install a gel coating to cover the pool slides improving safety for park patrons	11,800	-	-	-	-	-	Targeted to start after the season
Lake St Clair	Sidewalk at North Marina Shore	This project has been incorporated with the bike trail entrance repairs, will replace the failing sidewalk along the North Marina	20,000	-	-	-	-	-	In construction
Kensington	Splash Pad Programming & Hardware Updates	Replaces the existing controls and programming for the operation of the Splash-n-Blast at Kensington	22,100	22,100	18,300	18,910	5,997	(2,807)	Contractor finishing work. Waiting for facility to open for final calibration
Kensington	Dam Concrete Work	Fix concrete spalling	100,000	-	370	370	-	(370)	Work targeted for the fall season when the waterlevels are lowered
Kensington	Maple Beach Irrigation Replacement	The project will install new irrigation lines and heads at Maple beach around the the restroom building	100,000	38,619	-	-	38,619	-	In construction expected completion mid-May
Kensington	Playground Mulch Installation	Annual mulch replenishment to meet safety requirements	-	13,134	13,134	13,134	-	-	Completed
Kensington	Historic Barn Roof Replacement	Replacing the deteriorated cedar shake roof.	21,000	17,385	-	-	17,385	-	Scheduled to start May 20
Kensington	Hike Bike Trail Reconstruction-Nature Center to West	Replaces the existing failing asphalt surface on the bike trail	-	215,722	2,926	2,926	215,722	(2,926)	In construction

**Major Maintenance Status Report
As of 4/30/2021**

Location	Project Title	Project Description	Original Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status
Kensington	Boat Launch Building & Seawall Repairs	Repairs to the steel on the existing seawall	30,000	-	-	-	-	-	In design - anticipate fall construction
Kensington	Trail Improvements - Playfield top of hill (Maple toward)	Replaces the existing failing asphalt surface on the bike trail. This project is combined with the Nature Center to West Boat Launch work	165,000	-	-	-	-	-	In construction
Kensington	Trail Improvements - Martindale North to Shore Fishing	Replaces the existing failing asphalt surface on the bike trail	427,000	-	-	-	-	-	Engineering is evaluating - anticipate fall construction
Lower Huron	Replacement of Starter Tub-Turtle Cove	Replacement of the starting tub for the Turtle Cove green tube slide. Located at the top of the slide tower, crane needed to assist in replacement.	17,392	19,417	222	9,098	17,392	(7,073)	Contractor looking to install in May
Lower Huron	Turtle Cove lazy river VFD panels Repairs	Awaiting DTE Power quality assessment to determine if repairs or replacements are needed. This is for the control boards for two lazy river turbine motors at Turtle Cove.	15,000	-	-	-	-	-	Funded
Lower Huron	Turtle Cove Slide Tower and Support Structure Painting	Body slide and tube slide tower structure at Turtle Cove. Necessary for integrity of structure to resist chemical damage and rust build up.	70,000	-	-	-	-	-	Project slated to start in the fall after the facility closes for the season.
Lower Huron	Lower Huron Upgrade Pump at Tulip Tree Comfort Station	Grinder pump upgrade for the comfort station that services both Tulip Tree and Walnut Grove Campground comfort stations.	15,000	-	-	-	-	-	Funded
Lower Huron	Lower Huron Replace Culvert on Bike Trail at LH South	Replace culvert under the hike bike trail located near the south entrance of Lower Huron Metropark.	30,000	-	-	-	-	-	In construction
Lower Huron	Washago Pond Dam Repairs	Diver assessment of dam repair needed at Washago pond dam. Anticipating a short term repair and assessment for a more permanent long term repair.	15,000	-	-	-	-	-	Project targeted to start early summer
Lower Huron	ADA Cement Pad for Grills	Continuation of ADA upgrades at Lower Huron/Willow shelters. Cement pads extension of shelter cement pad for ADA grill.	20,000	-	-	-	-	-	
Hudson Mills	Golf Starter Building Roof Replacement	Replacement of flat roof section	30,000	-	1,220	1,220	-	(1,220)	Bids came in high and project will be rebid next year.
Hudson Mills	Golf Course Pump Station Upgrades	Replacement pumps	67,700	66,000	-	-	66,000	-	Under contract
Hudson Mills	Hike Bike Trail Reconstruction	Reconstruction of a section of shared use trail	432,000	249,945	2,761	2,761	249,945	(2,761)	In construction
Stony Creek	ADA Accessibility Improvements	This will bring two additional shelters up to ADA standards including 12 ADA accessible tables and one large ADA grill per shelter	30,000	-	-	-	-	-	Scheduled for fall
Stony Creek	Playground Mulch Installation	Annual mulch replenishment to meet safety requirements	-	14,328	14,328	14,328	-	-	Project Complete
Stony Creek	Golf Course Culvert Installs for Water Drainage	Cut cart path and install culvert to eliminate wet areas	20,000	-	-	-	-	-	Funded
Stony Creek	Eastwood Beach Entrance Road Spot Repairs	Spot repairs to entrance drive	20,000	-	-	-	-	-	Funded
Stony Creek	Repaint Roadway & Hike Bike Paths	Address worst portions of trail and roadway	20,000	-	-	-	-	-	Funded
Stony Creek	Stormwater Drainage Repairs on Culverts	Replace existing deteriorated culverts	50,000	-	-	-	-	-	Funded
Willow	Hike Bike Trail Reconstruction-Oakwoods Connector to	Hike bike trail resurface and correct drainage issue between Oakwoods and Willow Metroparks.	151,000	138,215	5,824	5,824	122,195	10,196	In construction
Oakwoods	Oakwoods Drainage repair for Sky-Come-Down trail	Nature trail has been flooded due to unknown reasons. Assessment and work for drainage resolution to this area.	35,000	-	-	-	-	-	Funded - project may not be needed
Willow	Willow Replace Vinyl Siding at Carpenter Shop	Exterior siding replacement for the Carpenter shop building located at the Willow Maintenance Service yard.	20,000	-	-	-	-	-	Funded
Willow	Willow Replace Culvert at Southside of Park - Washago	Culvert repair/replacement located under the hike bike trail between the Willow pool and Washago Pond.	15,000	-	-	-	-	-	In construction

**Major Maintenance Status Report
As of 4/30/2021**

Location	Project Title	Project Description	Original Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status
Lake Erie	Replacement of Failing Culvert	Culvert repair/replacement located under the main park road between maintenance service drive and Cove Point area.	43,440	101,691	87,468	102,268	-	(577)	Funded
Lake Erie	Roof Replacements at 4 Various Buildings	Roof shingle replacement (and other roof repairs as required) for the Lake Erie Foodbar, Wet Shop/Bathhouse, Pool Mechanical and Tot Lot bathroom buildings.	139,960	175,574	(1,130)	66,945	139,960	(31,331)	In construction
Lake Erie	Boat Launch Road Culvert Replacements	Main culverts under the road to boat launch replaced. Road surfacing to be completed at a later date.	60,000	-	-	-	-	-	Project complete
Lake Erie	Wave Pool Plaza Cement Work	Various sections of cement around wave pool plaza; to include a section of the hike bike path behind pool mechanical building.	60,000	-	-	-	-	-	Funded - anticipate fall construction
Lake Erie	Golf Maintenance Building Repairs	Repair/replace a wall, window and exterior siding of the Lake Erie golf course maintenance building.	15,000	-	-	-	-	-	Funded
Lake Erie	Marcite Repair at Shallow End of Wave Pool	Total replacement of the Wave pool shallow end marcite; roughly 12,500 sq ft.	188,000	-	-	-	-	-	Target to start towards the end of summer
Wolcott	Replacement of Existing Pasture Fence	Replacement of animal pen fencing	23,792	82,832	23,792	82,832	-	0	Completed
Wolcott	Historic Mill Sprinkler System	Evaluation and possible repair of existing fire suppression system.	12,486	12,486	12,486	12,486	-	-	In review
Wolcott	Horse Barn Electrical Upgrades	Evaluation and repair of electrical system in horse barn	-	15,725	-	-	15,725	-	Completed
Wolcott	Fill in Raceway at Mill	Project to look at filling in the raceway beneath the Mill	80,000	-	-	-	-	-	Currently being evaluated
Indian Springs	Dome Polishing & Seal Replacement	Polishing and resealing of the interior and exterior surface of the underwater dome	50,161	226,954	51,237	177,879	3,078	45,997	Project substantially completed
Indian Springs	Splash Pad Programming & Hardware Updates	Replacement and upgrades to the control software and hardware for the splash pad	21,900	21,900	15,354	15,965	7,915	(1,980)	Work substantially complete. Final calibration once facility is up and running.
Indian Springs	EDC Flooring/Painting of Dome Area	Replacement carpeting and painting of concrete in the underwater dome	20,000	-	-	-	-	-	Work targeted to start in May
Huron Meadows	Golf Starter Building Roof Replacement	Replacement of the existing shingle roof on the starter building	75,000	-	1,184	-	-	-	In design
			<u>\$ 3,523,831</u>	<u>\$ 1,939,578</u>	<u>\$ 376,758</u>	<u>\$ 668,351</u>	<u>\$ 1,165,600</u>	<u>\$ 105,628</u>	



To: Board of Commissioners
From: Rebecca L. Franchock, Chief of Finance
Subject: Approval – 2020 Pension Valuation, GASB 67/68 and 2021 Contribution
Date: May 7, 2021

Action Requested: Motion to Receive and File / Approve Contribution

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.

Fiscal Impact: The 2021 General Fund Budget includes \$3.2 million for funding of the defined contribution Huron-Clinton Metropolitan Authority Employees' Retirement Plan. A contribution of \$2,645,500 will result in savings of \$474,052.

Background: The Pension Committee is expected to support making this recommendation at their meeting preceding the May Board meeting.

The actuarial valuation of the Authority's Pension Plan as of Dec. 31, 2020 was performed by Gabriel, Roeder, Smith & Company (GRS). To remain in compliance with Governmental Accounting Standards Board Statement (GASB) No. 67 and No. 68 additional work was completed. The reporting related to these statements is attached.

The actuarial valuation process calculates the required contribution to adequately fund the Authority's pension costs for the 118 active participants for the 2020 Pension Plan Year. Based on an update of employee census data for 2020 wage/service levels, plan benefits and asset values, GRS is recommending a contribution of \$2,725,948. This represents an increase of \$80,448 (3 percent) from the recommended contribution for the 12-month period ending Dec. 31, 2019 of \$2,645,500. With this contribution the Funded Ratio will increase to 76.5 percent, an increase of 0.7 percent.

During development of the 2021 general fund budget it was anticipated that the annual required contribution would be \$3.2 million. In keeping with our practice begun in 2020, we are 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.

In addition, active participants in the plan contribute 1 percent of covered wages to the pension plan. This amounts to approximately \$90,000 annually. Historically the Metroparks have not counted this amount as part of the annual required contribution and have instead treated it as additional funding.

Attachments: Employees' Retirement Plan Annual Actuarial Valuation GASB 67/ 68

Huron-Clinton Metropolitan Authority Employees' Retirement Plan

Annual Actuarial Valuation and GASB Statements No. 67
and No. 68 Plan Reporting and Accounting Schedules
December 31, 2020





May 4, 2021

Huron-Clinton Metropolitan Authority
Employees' Retirement Plan
Brighton, Michigan

**Re: Huron-Clinton Metropolitan Authority Employees' Retirement Plan Actuarial Valuation
as of December 31, 2020**

Ladies and Gentlemen:

The results of the December 31, 2020 Annual Actuarial Valuation of the Huron-Clinton Metropolitan Authority Employees' Retirement Plan are presented in this report.

This report was prepared at the request of the Authority and is intended for use by the Authority and those designated or approved by the Authority. This report may be provided to parties other than the Authority only in its entirety and only with the permission of the Authority. GRS is not responsible for unauthorized use of this report.

The purpose of the valuation is to measure the Plan's funding progress, to determine the employer contribution rate for the fiscal year ending December 31, 2021, and to provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) Statements. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The contribution rate in this report is determined using the actuarial assumptions and methods disclosed in Table 6 of this report. This report includes risk metrics on page 4 but does not include a more robust assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2020. The valuation was based upon information furnished by the Authority concerning Retirement Plan benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the Authority.

This report was prepared using assumptions adopted by the Board. All actuarial assumptions used in this report are reasonable for the purposes of this valuation. Additional information about the actuarial assumptions is included in Table 6 of this report.

This report was prepared using our proprietary valuation model and related software which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the Huron-Clinton Metropolitan Authority Employees' Retirement Plan as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, and with the Actuarial Standards of Practice issued by the Actuarial Standards Board.

James D. Anderson and Laura Frankowiak are experienced in performing valuations for public retirement systems, are Members of the American Academy of Actuaries (MAAA), and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

The signing actuaries are independent of the plan sponsor.

Gabriel, Roeder, Smith & Company will be pleased to review this valuation and report with the Retirement Board and to answer any questions pertaining to the valuation.

Respectfully submitted,



James D. Anderson, FSA, EA, FCA, MAAA



Laura Frankowiak, ASA, FCA, MAAA

JDA/LF:sc



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A. Basic Data

Data necessary for the valuation was provided to us by the Authority for employees who are covered under the Plan as of December 31, 2020. Table 4 sets forth a distribution of the 118 active employees. In addition, there are 171 retirees and beneficiaries and 17 terminated vested employees included in this valuation. This compares with 124 active participants, 167 retirees and beneficiaries, and 17 terminated vested employees valued in the previous valuation of December 31, 2019.

B. Plan Provisions

This valuation is based on the provisions of the Plan as of December 31, 2020 which are summarized in Table 5.

Plan funding is provided through a combination of Authority contributions and income from invested assets. The December 31, 2020 actuarial value of assets is developed in Table 2. The actuarial value of assets is \$66,503,363 as of the valuation date.

C. Valuation Results

The more detailed results of our valuation are presented in Table 1. In Section A of the table, we show the number of covered employees, total annual earnings, average annual pension for current retirees and beneficiaries, and actuarial accrued liability based on the Plan in effect on December 31, 2020.

Section B contains the calculation of the recommended contribution on a closed 30-year funding basis. This funding basis amortizes the effect of Plan improvements, gains and losses, and changes in assumptions over 30 years with 20.75 years remaining as of the valuation date. Gains and losses are not separately amortized. The recommended contribution based on the December 31, 2020 valuation is \$2,725,948, an increase of \$80,448 from the 2019 valuation result.

One way in which the Plan's experience impacts the cost is the effect on the unfunded accrued liability. This is referred to as the experience gain or loss for the year. There was a net gain to the plan of \$1,435,354, as shown in Table 3. The primary source of the gain was due to asset gains being phased in from 2017, 2019, and 2020 as well as less than assumed normal retirements. Partially offsetting the gain were: the removal of less retirees than expected, more disability retirements, and death while in service retirements than assumed.

This valuation reflects updated assumptions from the Experience Study dated February 5, 2021. The Pension Committee of the Huron-Clinton Metropolitan Authority Employees' Retirement Plan approved the changes under Assumption Set C on February 11, 2021. The updated assumptions increased measured Retirement Plan liabilities by \$3,426,470, as shown in Table 3.

For the plan year ending December 31, 2020, the return on the market value of assets was 9.99%. Asset gains or losses are not recognized immediately in the funding value of assets, but rather are spread equally over a 5-year period.

This report reflects the still-developing impact of COVID-19 through December 31, 2020. The pandemic is likely to influence demographic and economic experience, at least in the short term. We will continue to monitor these developments and their impact on the Retirement Plan. Actual experience will be reflected in each subsequent funding valuation, as experience emerges.



C. Valuation Results (Concluded)

Table 7 has been prepared to show a comparison of the December 31, 2020 valuation results with the results from the prior valuation. The recommended contribution developed in the December 31, 2019 valuation for the Fiscal Year ending December 31, 2020 was \$2,645,500. The recommended contribution for the Fiscal Year ending December 31, 2020 equals \$2,725,948. The funded status has increased from 75.78% last year to 76.45%.

The Pension Committee of the Huron-Clinton Metropolitan Authority Employees' Retirement Plan confirms that the Plan provides for payment of the required employer contribution as described in Section 20m of Michigan Public Act No. 728.

We also note that GASB Statement Nos. 67 and 68 are effective for the fiscal years beginning after June 15, 2013, and June 15, 2014. This information is shown in the Appendix of this report.

D. Actuarial Disclosure

The computed contribution shown on page 5 may be considered as a minimum contribution rate that complies with the Authority's funding objective. Users of this report should be aware that contributions made at the rate do not guarantee benefit security. Given the importance of benefit security to any retirement system, we suggest that contributions to the System in excess of those presented in this report be considered.

Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Contribution Risk** – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees, covered payroll, or other relevant contribution base;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.



Risk Commentary (Concluded)

PLAN MATURITY MEASURES

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Ratio of the market value of assets to total payroll	7.80	7.07	6.19	6.47
Ratio of actuarial accrued liability to payroll	9.84	9.17	8.98	8.51
Ratio of actives to retirees and beneficiaries	0.69	0.74	0.75	0.82
Ratio of net cash flow to market value of assets	-1.1%	-1.6%	-2.4%	-1.9%

RATIO OF MARKET VALUE OF ASSETS TO TOTAL PAYROLL

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 6.0 times the payroll, a return on assets 5% different than assumed would equal 30% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

RATIO OF ACTUARIAL ACCRUED LIABILITY TO PAYROLL

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

RATIO OF ACTIVES TO RETIREES AND BENEFICIARIES

A young plan with many active members and few retirees will have a high ratio of active to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

RATIO OF NET CASH FLOW TO MARKET VALUE OF ASSETS

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.

ADDITIONAL RISK ASSESSMENT

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.



Table 1

Summary of Results

A. Basic Data, Unfunded Actuarial Accrued Liability and Annual Normal Cost as of December 31, 2020

1. Active Participants	
(a) Number	118
(b) Total Annual Earnings	\$ 8,842,626
(c) Average Annual Earnings	\$ 74,938
2. Retired Participants	
(a) Number	171
(b) Average Annual Pension	\$ 26,706
3. Actuarial Accrued Liability	
(a) Active Participants	\$37,009,361
(b) Retirees	48,382,649
(c) Terminated with Vested Rights	1,596,397
(d) Total	86,988,407
4. Actuarial Value of Assets as of December 31, 2020*	\$66,503,363
5. Unfunded Actuarial Accrued Liability on December 31, 2020	\$20,485,044
6. Funded Ratio	76.5%

B. Determination of Recommended Contribution

1. Annual Normal Cost	\$ 957,060
2. Amortization Payment (20.75 years)	\$ 1,768,888
3. Recommended Contribution **	\$ 2,725,948

* See Table 2.

** Please note that this is the total recommended contribution and should be reduced by any expected member contributions to determine the amount of employer contribution.

Table 2

Development of Actuarial Value of Assets

Year Ended December 31:	2019	2020	2021	2022	2023	2024
A. Funding Value Beginning of Year	\$60,062,658	\$62,420,987				
B. Market Value End of Year	63,460,226	68,989,913				
C. Market Value Beginning of Year	55,796,909	63,460,226				
D. Non-Investment Net Cash Flow	(993,284)	(773,641)				
E. Investment Income						
E1. Market Total: B - C - D	8,656,601	6,303,328				
E2. Assumed Rate of Investment Return	6.75%	6.75%	6.50%			
E3. Amount for Immediate Recognition	4,020,706	4,187,306				
E4. Amount for Phased-in Recognition: E1 - E3	4,635,895	2,116,022				
F. Phased-In Recognition of Investment Income						
F1. Current Year: 0.20 x E4	927,179	423,204				
F2. First Prior Year	(1,340,348)	927,179	\$ 423,204			
F3. Second Prior Year	692,892	(1,340,348)	927,179	\$ 423,204		
F4. Third Prior Year	(34,213)	692,892	(1,340,348)	927,179	\$ 423,204	
F5. Fourth Prior Year	(914,603)	(34,216)	692,892	(1,340,349)	927,179	\$ 423,206
F6. Total Recognized Investment Gain	(669,093)	668,711	702,927	10,034	1,350,383	423,206
G. Funding Value End of Year: A + D + E3 + F6	62,420,987	66,503,363				
H. Difference Between Funding & Market Value	1,039,239	2,486,550	1,783,623	1,773,589	423,206	0
I. Recognized Funding Value Rate of Return	5.63%	7.83%				
J. Recognized Market Value Rate of Return	15.65%	9.99%				



Table 3 Derivation of Actuarial Gain (Loss)

Actual experience will usually not coincide exactly with assumed experience. It is expected that gains and losses will cancel each other over a period of years, but sizable year-to-year fluctuations are common. Detail on the derivation of the experience gain (loss) is shown below.

Year Ended December 31:	2020
(1) UAAL* at start of year (December 31, 2019)	\$ 19,950,698
(2) Employer normal cost from last valuation	927,311
(3) Actual employer contributions	3,639,226
(4) Interest accrual	1,255,145
(5) Expected UAAL before changes: (1) + (2) - (3) + (4)	18,493,928
(6) Change from benefit improvements	0
(7) Change from revised actuarial assumptions/methods	3,426,470
(8) Expected UAAL after changes: (5) + (6) + (7)	21,920,398
(9) Actual UAAL at end of year (December 31, 2020)	20,485,044
(10) Gain (loss): (8) - (9)	1,435,354
(11) Gain (loss) as percent of actuarial accrued liabilities at start of year (\$82,371,685)	1.7%

* *Unfunded actuarial accrued liability.*

Table 4
Distribution of Participants as of December 31, 2020

Attained Age	Years of Service to Valuation Date							Totals	
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.	Valuation Payroll
35-39			3					3	\$ 223,335
40-44			6	4	1			11	862,592
45-49			2	9	8	2		21	1,605,015
50-54			4	4	9	7	2	26	1,963,841
55-59				5	4	5	10	24	1,735,747
60		1		3	1	2	3	10	711,152
61			1		1	3	1	6	389,892
62				1	1		2	4	282,867
63		1			2		2	5	466,643
64			1		1	1	2	5	332,089
65					1		1	2	182,792
66							1	1	86,661
Totals	0	2	17	26	29	20	24	118	\$8,842,626

Average Age: 53.68
Average Age at Hire: 30.62
Approximate No. Fully Vested: 116

Percentage of Females in Total: 26%
Average Projected Retirement Age: 62.0

Table 4
Distribution of Participants as of December 31, 2020
(Concluded)

A. Retired Participants (and Beneficiaries)

<u>Age Group</u>	<u>Males</u>	<u>Females</u>	<u>Total</u>	<u>Annual Pension Being Paid</u>
Under 50	1	1	2	\$ 38,985
50-54	1	1	2	38,435
55-59	4	4	8	164,173
60-64	18	9	27	816,683
65-69	33	16	49	1,449,686
70-74	32	15	47	1,215,980
75-79	15	1	16	435,389
80-84	7	5	12	330,003
85-89	1	1	2	13,785
Over 89	3	3	6	63,602
Total	115	56	171	\$4,566,721

B. Terminated Vested Participants

<u>Age Group</u>	<u>Males</u>	<u>Females</u>	<u>Total</u>	<u>Annual Pension Being Paid at Age 65</u>
Under 50	2	0	2	\$ 43,145
50-54	1	2	3	56,291
55-59	5	2	7	108,230
60-64	2	2	4	46,219
65-69	1	0	1	1,055
Total	11	6	17	\$254,940

Table 5

Summary of Plan Provisions

- 1. Effective Date:** October 1, 1952 (as amended and restated effective January 1, 1998, and as of October 1, 2013).
- 2. Eligibility for Participation:** Full-time employees who have attained age 21 and completed one year of service become participants on the October 1 anniversary date following completion of these requirements. Seasonal Employees become participants on date of hire. The Plan was closed to new entrants effective January 1, 2013 and to Seasonal Employees effective January 1, 2014.
- 3. Normal Retirement:** Age 65. Monthly normal retirement benefit equal to 2.0% of highest consecutive five-year average August 1 monthly earnings in last 10 years times service. Effective January 1, 1998, accrual changed from 1.9% to 2.0%.

Benefits normally payable for life subject to the following:

 - (a) Minimum of \$279.41 per month, reduced by 1/25 for each year of service less than 25 at retirement.
 - (b) Maximum of 71% of final five-year average monthly earnings. Effective January 1, 1998, maximum percentage changed from 67% to 71%.
- 4. Delayed Retirement:** Employee may voluntarily delay Normal Retirement but not past age 70. Benefit is calculated the same as Normal Retirement.
- 5. Early Retirement:** Age 55, 10 years of service. Accrued benefit reduced ½ of 1% for each month prior to Normal Retirement. If employee has 25 or more years of service at Early Retirement, Accrued Benefit reduced by ½ of 1% for each month by which retirement precedes age 60. Early retirement reductions are applied prior to the 71% maximum.
- 6. Disability Retirement:** Accrued benefit (without actuarial reduction), but reduced by the amount of any benefits received through an insured LTD Plan.

Table 5 Summary of Plan Provisions (Continued)

7. Death Benefit: A death benefit equal to the 50% joint and survivor 10-year certain option has been added for employees with 25 years of credited service as of each October 1st. If the spouse dies before the expiration of the guaranteed period, such payment will be continued to a designated beneficiary who must be a legal dependent of the employee at the time of death. In the event there is not a spouse at time of death, a 50% benefit would be payable to a legal dependent for a period not to exceed 10 years or until the dependent reaches age 25, whichever comes first. Employees with 25 years of credited service as of October 1, 1994 had a one-time option of waiving this Pension Plan death benefit.

8. Joint and Survivor Option Increase: For employees who elect the joint annuity option, if the spouse dies before the retired employee, the joint annuity retirement benefit will revert to the life only option.

9. Vesting: Accrued Benefit payable at age 65 adjusted by the following vesting table:

Full Years of Continuous Service	Vested Interest in Accrued Benefit
Less than 1	None
1 but less than 2	10%
2 but less than 3	20
3 but less than 4	30
4 but less than 5	40
5 but less than 6	50
6 but less than 7	60
7 but less than 8	70
8 but less than 9	80
9 but less than 10	90
10 or more	100

10. Options: Prior to retirement or termination, a participant may elect an optional method of payment that is the actuarial equivalent of the Normal Benefit.

Table 5

Summary of Plan Provisions (Concluded)

- 11. Calculation of Lump Sums:** The lump sum option will be calculated based on the 1984 Unisex Pension Mortality Table and an interest rate of 8.0%. This provision was effective as contracts were approved by the bargaining units as follows:
- (a) Park Superintendent/Department Head and Police Officers Association of Michigan Units – February 10, 1994
 - (b) Supervisory and Professional Units – March 10, 1994
 - (c) Non-Supervisory Unit – July 14, 1994
- The calculation of seasonal employee lump sum benefits would also be calculated based on the Pension Plan's actuarial interest rate assumption.
- 12. Lump Sum Eligibility:** The lump sum option is not available for employees hired after January 1, 1994.
- 13. Significant Changes:** There are no significant changes in regular Plan provisions since the last valuation.

Table 6

Actuarial Assumptions, Methods and Data

- 1. Mortality:**
- Healthy Pre-Retirement:** Pub-2010 General Employee Mortality Tables, amount-weighted, and projected with mortality improvements using the fully generational MP-2020 projection scale from a base year of 2010.
- Healthy Post-Retirement:** Pub-2010 General Healthy Retiree Mortality Tables, amount-weighted, and projected with mortality improvements using the fully generational MP-2020 projection scale from a base year of 2010.
- Disability Retirement:** Pub-2010 General Disabled Retiree Mortality Tables, amount-weighted, and projected with mortality improvements using the fully generational MP-2020 projection scale from a base year of 2010.
- 2. Interest:** 6.50% compounded annually.
- 3. Expenses:** No loading; to be met directly.
- 4. Withdrawal:** The rates at the following illustrative ages indicate the withdrawal rates assumed:

Age	Rates of Withdrawal
	Male or Female
25	7.40%
35	3.40%
45	1.40%
55	0.20%
57	NIL

Table 6 Actuarial Assumptions, Methods and Data (Continued)

5. Salary Scale:

Final average earnings were estimated from present earnings based on the assumption that future compensation will increase by a base wage inflation of 3.25% per year, and a merit and seniority portion as shown in the table below:

<u>Service</u>	<u>% Increase</u>
1	3.75 %
2	3.75 %
3	3.38 %
4	3.00 %
5	2.63 %
6	2.25 %
7	1.88 %
8	1.50 %
9	1.13 %
10	0.75 %
11	0.38 %
12+	0.19 %

6. Retirement Age:

The rates at the following illustrative ages indicate the retirement rates assumed:

<u>Rates of Retirement</u>		
<u>Age</u>	<u>Less than 25 Years of Service</u>	<u>25 or More Years of Service</u>
55	1%	1%
56	1	5
57	1	10
58	1	10
59	5	20
60	12	20
61	12	20
62	12	30
63	20	40
64	25	50
65	60	60
66	30	30
67	30	30
68	30	30
69	30	30
70	100	100

Table 6

Actuarial Assumptions, Methods and Data (Concluded)

7. Rates of Disability:

Disability Rates were as follows:

Sample Ages	% of Active Members Becoming Disabled within Next Year
	Male or Female
25	0.00%
30	0.12%
35	0.16%
40	0.24%
45	0.46%
50	1.04%
55	2.14%
60	6.70%

8. Funding Method:

Individual Entry Age Actuarial Cost Method. Benefits are funded on a level dollar.

9. Asset Method:

Smoothed asset value that spreads market value gains and losses over a 5-year period.

10. Data:

This actuarial valuation has been prepared based upon employee data compiled by the Employer. The actuary has no reason to believe that this data is not complete and accurate and knows of no further information that is essential to the preparation of the actuarial valuation, although no independent audit of the data has been performed by the actuary.

11. Amortization of the Unfunded Actuarial Accrued Liability:

The unfunded actuarial accrued liability was amortized over a 20.75-year period, as a level dollar.

12. Loads for Optional Forms of Payment:

1.0% for pop-up options of current retirees electing a J&S option. 10.0% for non-spouse beneficiaries of a non-duty death participant.

13. Assumption Rationale:

The actuarial assumptions were based upon the results of an experience study for HCMA covering the period January 1, 2016 through December 31, 2020. A report dated February 5, 2021 presented the results of this study. The actuarial assumptions represent estimates of future experience.

Table 7
Comparison of 2019 and 2020 Results

Item for Comparison	2019 Results	2020 Results
1. Active Participants		
(a) Number	124	118
(b) Total Annual Earnings	\$ 8,981,404	\$ 8,842,626
(c) Average Annual Earnings	72,431	74,938
2. Retired Participants		
(a) Number	167	171
(b) Average Annual Pension	\$ 26,925	\$ 26,706
3. Actuarial Accrued Liability		
(a) Active Participants	\$34,549,347	\$37,009,361
(b) Retirees	46,439,262	48,382,649
(c) Terminated with Vested Rights	1,383,076	1,596,397
(d) Total	\$82,371,685	\$86,988,407
4. Actuarial Value of Assets	\$62,420,987	\$66,503,363
5. Actuarial Value of Assets as a Percentage of the Actuarial Accrued Liability	75.78%	76.45%
6. Unfunded Actuarial Accrued Liability*	\$19,950,698	\$20,485,044
7. Annual Normal Cost	\$ 927,311	\$ 957,060
8. Recommended Contribution on Funding Basis at the Beginning of the Plan Year	\$ 2,645,500	\$ 2,725,948

* UAAL amortized over 20.75 years this year, and 21.75 years last year.

Table 8

Present Value of Accrued Benefits as of December 31, 2020

Actives*	\$30,365,589
Retirees	48,382,649
Vested	<u>1,596,397</u>
 Total	 \$80,344,635

** Based on benefit service and salary as of the valuation date.*

Table 9
Schedule of Funding Progress

Valuation Date	Actuarial Value of Assets (AVA)	Actuarial Accrued Liability (AAL)	Unfunded Actuarial Accrued Liability (UAAL) (3) - (2)	Funded Ratio (2) / (3)	Annual Covered Payroll	UAAL as % of Payroll (4) / (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
October 1, 2011	\$42,456,045	\$60,578,588	\$18,122,543	70.08%	\$13,809,019	131.24%
October 1, 2012	43,992,245	64,836,490	20,844,245	67.85%	12,232,592	170.40%
October 1, 2013	45,492,667	66,307,795	20,815,128	68.61%	11,171,076	186.33%
December 31, 2014	50,712,814	68,503,084	17,790,270	74.03%	10,418,891	170.75%
December 31, 2015	54,429,972	69,050,692	14,620,720	78.83%	10,067,888	145.22%
December 31, 2016 ¹	56,383,307	77,029,545	20,646,238	73.20%	9,706,228	212.71%
December 31, 2017	58,900,828	78,844,190	19,943,362	74.71%	9,259,465	215.38%
December 31, 2018	60,062,658	80,962,998	20,900,340	74.19%	9,013,973	231.87%
December 31, 2019	62,420,987	82,371,685	19,950,698	75.78%	8,981,404	222.13%
December 31, 2020 ¹	66,503,363	86,988,407	20,485,044	76.45%	8,842,626	231.66%

¹ After changes in actuarial assumptions/methods.



Table 10

Schedule of Annual Required Contributions

<u>Fiscal Year Ending</u>	<u>Annual Required Contribution</u>	<u>Percentage Contributed*</u>
(1)	(2)	(3)
9/30/2012	\$2,315,472	100%
9/30/2013	2,579,654	100%
9/30/2014	3,029,289	100%
12/31/2014	757,322	100%
12/31/2015	2,717,265	100%
12/31/2016	2,449,953	100%
12/31/2017	2,996,208	100%
12/31/2018	2,655,734	100%
12/31/2019	2,707,763	100%
12/31/2020	2,645,500	100%
12/31/2021	2,725,948	

* 100% indicates at least 100%.

This information is presented in draft form for review by the Plan's auditor. Please let us know if there are any items that the auditor changes so that we may maintain consistency with the Plan's financial statements.

Table 10

Schedule of Annual Required Contributions (Concluded)

Valuation Date:	December 31, 2020
Actuarial Cost Method:	Entry Age
Amortization Method:	30-year, level dollar The unfunded actuarial accrued liability is amortized over an initial period of 30 years. Effective for the October 1, 2013 valuation, the amortization method is changed from level percent of payroll to level dollar amortization. Historically, the total unfunded actuarial accrued liability attributable to Early Retirement Windows have been amortized over a period of 5 years, declining to 0 years.
Remaining Amortization Period:	20.75 years
Asset Valuation Method:	Smoothed asset value that spreads the difference between the assumed return and the actual investment return over a 5-year period.
Actuarial Assumptions:	
<ul style="list-style-type: none"> • <i>Investment rate of return</i> • <i>Projected salary increases*</i> <li style="padding-left: 20px;">* Includes wage inflation at • <i>Cost-of-living adjustments</i> 	<p>6.50%</p> <p>3.44% - 7.00%</p> <p>3.25%</p> <p>None</p>

This information is presented in draft form for review by the Plan’s auditor. Please let us know if there are any items that the auditor changes so that we may maintain consistency with the Plan’s financial statements.

APPENDIX

ACCOUNTING DISCLOSURES

This information is presented in draft form for review by the Plan's auditor. Please let us know if there are any items that the auditor changes so that we may maintain consistency with the Plan's financial statements.

Information Required by GASB Statements No. 67 and No. 68

The Governmental Accounting Standards Board Statement No. 67 (GASB Statement No. 67) contains certain requirements regarding the accounting and disclosure of financial information. In addition to disclosing the plan's fiduciary net position, retirement systems are also required to disclose information regarding the plan's total pension liability, net pension liability, and change in net pension liability from the prior year. In actuarial terms, these are the plan's actuarial accrued liability and unfunded actuarial accrued liability on a market value of assets basis. Similarly, GASB Statement No. 68 establishes standards for state and local government employers (as well as non-employer contributing entities) to account for and disclose the net pension liability, pension expense, and other information associated with providing retirement benefits to their employees (and former employees) on their basic financial statements. This section of the report contains information that is part of the Retirement Plan's disclosure requirements under these accounting standards.

Determination of the Total Pension Liability

The total pension liability shown in this subsection is also shown as of the last date of the pension plan's fiscal year, December 31, 2020.

A Single Discount Rate of 6.50% was used to measure the total pension liability. This Single Discount Rate was based on the expected rate of return on pension plan investments of 6.50%. The projection of cash flows used to determine this Single Discount Rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Measurement Statement of Net Pension Liability

The net pension liability is to be measured as the total pension liability, less the amount of the pension plan's fiduciary net position. As of the plan year ending December 31, 2020, the net pension liability is \$17,998,494.



Executive Summary as of December 31, 2020

	2020
Actuarial Valuation Date	December 31, 2020
Measurement Date of the Net Pension Liability	December 31, 2020
Employer's Fiscal Year Ending Date (Reporting Date)	December 31, 2020

Membership

Number of	
- Retirees and Beneficiaries	171
- Inactive, Nonretired Members	17
- Active Members	118
- Total	306
Covered Payroll	\$ 8,842,626

Net Pension Liability

Total Pension Liability	\$ 86,988,407
Plan Fiduciary Net Position	68,989,913
Net Pension Liability	\$ 17,998,494
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	79.31%
Net Pension Liability as a Percentage of Covered Payroll	203.54%

Development of the Single Discount Rate

Single Discount Rate	6.50%
Long-Term Expected Rate of Investment Return	6.50%
Long-Term Municipal Bond Rate*	2.00%
Last year ending December 31 in the 2021 to 2120 projection period for which projected benefit payments are fully funded	2104

Total Pension Expense \$ 2,379,005

Deferred Outflows and Deferred Inflows of Resources by Source to be Recognized in Future Pension Expenses

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 72,487	\$ 615,942
Changes in assumptions	2,344,165	0
Net difference between projected and actual earnings on pension plan investments	2,597,109	5,371,571
Total	\$ 5,013,761	\$ 5,987,513

* Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-Year Municipal GO AA Index" as of December 31, 2020. In describing this index, Fidelity notes that the municipal curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax exempt securities.



Pension Expense Under GASB Statement No. 68

Fiscal Year Ended December 31, 2020

A. Expense

1. Service Cost	\$	927,311
2. Interest on the Total Pension Liability		5,439,048
3. Current-Period Benefit Changes		0
4. Employee Contributions (made negative for addition here)		(100,833)
5. Projected Earnings on Plan Investments (made negative for addition here)		(4,257,455)
6. Pension Plan Administrative Expense		0
7. Other Changes in Plan Fiduciary Net Position		0
8. Recognition of Outflow (Inflow) of Resources due to Liabilities		1,316,042
9. Recognition of Outflow (Inflow) of Resources due to Assets		(945,108)
10. Total Pension Expense	\$	2,379,005

Statement of Outflows and Inflows

Arising from the Current Reporting Period

Fiscal Year Ended December 31, 2020

A. Outflows (Inflows) of Resources Due to Liabilities

1. Difference between expected and actual experience of the Total Pension Liability (gains) or losses	\$ (662,407)
2. Assumption Changes (gains) or losses	\$ 3,426,470
3. Recognition period for Liabilities: Average of the expected remaining service lives of all employees {in years}	3.1659
4. Outflow (Inflow) of Resources to be recognized in the current pension expense for the difference between expected and actual experience of the Total Pension Liability	\$ (209,232)
5. Outflow (Inflow) of Resources to be recognized in the current pension expense for Assumption Changes	\$ 1,082,305
6. Outflow (Inflow) of Resources to be recognized in the current pension expense due to Liabilities	\$ 873,073
7. Deferred Outflow (Inflow) of Resources to be recognized in future pension expenses for the difference between expected and actual experience of the Total Pension Liability	\$ (453,175)
8. Deferred Outflow (Inflow) of Resources to be recognized in future pension expenses for Assumption Changes	\$ 2,344,165
9. Deferred Outflow (Inflow) of Resources to be recognized in future pension expenses due to Liabilities	\$ 1,890,990

B. Outflows (Inflows) of Resources Due to Assets

1. Net difference between projected and actual earnings on pension plan investments (gains) or losses	\$ (2,045,873)
2. Recognition period for Assets {in years}	5.0000
3. Outflow (Inflow) of Resources to be recognized in the current pension expense due to Assets	\$ (409,175)
4. Deferred Outflow (Inflow) of Resources to be recognized in future pension expenses due to Assets	\$ (1,636,698)



Statement of Outflows and Inflows

Arising from the Current and Prior Reporting Periods

Fiscal Year Ended December 31, 2020

A. Outflows and Inflows of Resources due to Liabilities and Assets to be Recognized in Current Pension Expense

	Outflows of Resources	Inflows of Resources	Net Outflows of Resources
1. Due to Liabilities	\$ 1,643,887	\$ 327,845	\$ 1,316,042
2. Due to Assets	1,298,554	2,243,662	(945,108)
3. Total	\$ 2,942,441	\$ 2,571,507	\$ 370,934

B. Outflows and Inflows of Resources by Source to be Recognized in Current Pension Expense

	Outflows of Resources	Inflows of Resources	Net Outflows of Resources
1. Differences between expected and actual experience	\$ 98,499	\$ 327,845	\$ (229,346)
2. Assumption Changes	1,545,388	-	1,545,388
3. Net Difference between projected and actual earnings on pension plan investments	1,298,554	2,243,662	(945,108)
4. Total	\$ 2,942,441	\$ 2,571,507	\$ 370,934

C. Deferred Outflows and Deferred Inflows of Resources by Source to be Recognized in Future Pension Expenses

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows of Resources
1. Differences between expected and actual experience	\$ 72,487	\$ 615,942	\$ (543,455)
2. Assumption Changes	2,344,165	-	2,344,165
3. Net Difference between projected and actual earnings on pension plan investments	2,597,109	5,371,571	(2,774,462)
4. Total	\$ 5,013,761	\$ 5,987,513	\$ (973,752)

D. Deferred Outflows and Deferred Inflows of Resources by Year to be Recognized in Future Pension Expenses

Year Ending December 31	Net Deferred Outflows of Resources
2021	\$ (47,380)
2022	731,897
2023	(1,249,096)
2024	(409,173)
2025	0
Thereafter	0
Total	\$ (973,752)



Recognition of Deferred Outflows and Inflows of Resources

Fiscal Year Ended December 31, 2020

Year Established	Initial Amount	Initial Recognition Period	Current Year Recognition	Remaining Recognition	Remaining Recognition Period
Deferred Outflow (Inflow) due to Differences Between Expected and Actual Experience on Liabilities					
2016	\$ (6,336)	4.3330	\$ (488)	\$ 0	0.0000
2017	(6,338)	4.2325	(1,497)	(350)	0.2325
2018	367,984	3.7359	98,499	72,487	0.7359
2019	(395,673)	3.3926	(116,628)	(162,417)	1.3926
2020	(662,407)	3.1659	(209,232)	(453,175)	2.1659
Total			\$ (229,346)	\$ (543,455)	
Deferred Outflow (Inflow) due to Assumption Changes					
2016	\$ 6,025,667	4.3330	\$ 463,083	\$ 0	0.0000
2017	0	4.2325	0	0	0.2325
2018	0	3.7359	0	0	0.7359
2019	0	3.3926	0	0	1.3926
2020	3,426,470	3.1659	1,082,305	2,344,165	2.1659
Total			\$ 1,545,388	\$ 2,344,165	
Deferred Outflow (Inflow) due to Differences Between Projected and Actual Earnings on Plan Investments¹					
2016	\$ (345,721)	5.0000	\$ (69,145)	\$ 0	0.0000
2017	(3,902,874)	5.0000	(780,575)	(780,574)	1.0000
2018	6,492,771	5.0000	1,298,554	2,597,109	2.0000
2019	(4,923,833)	5.0000	(984,767)	(2,954,299)	3.0000
2020	(2,045,873)	5.0000	(409,175)	(1,636,698)	4.0000
Total			\$ (945,108)	\$ (2,774,462)	

According to Paragraph 33 of GASB Statement No. 68, *differences between expected and actual experience* and *changes in assumptions* are recognized in pension expense using a systematic and rational method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan (active employees and inactive employees) determined as of the beginning of the measurement period.

At the beginning of the measurement period, the expected remaining service lives of all contributing members was 975 years. Additionally, the combined plan membership (active employees and inactive employees) was 308. As a result, the average of the expected remaining service lives for purposes of recognizing the applicable deferred outflows and inflows of resources established in the measurement period is 3.1659 years.

Additionally, *differences between projected and actual earnings on pension plan investments* should be recognized in pension expense using a systematic and rational method over a closed five-year period. For this purpose, the deferred outflows and inflows of resources are recognized in the pension expense as a level dollar amount over the closed period identified above.

¹ The 2019 deferred outflow (inflow) due to differences between projected and actual earnings on plan investments was revised since the previously published 12/31/2019 valuation report.



Schedule of Changes in the Net Pension Liability and Related Ratios

Current Period Fiscal Year Ended December 31, 2020

A. Total Pension Liability	
1. Service Cost	\$ 927,311
2. Interest on the Total Pension Liability	5,439,048
3. Changes of benefit terms	0
4. Difference between expected and actual experience	(662,407)
5. Changes of assumptions	3,426,470
6. Benefit payments, including refunds of employee contributions	(4,513,700)
7. Net change in Total Pension Liability	\$ 4,616,722
8. Total Pension Liability – Beginning	82,371,685
9. Total Pension Liability – Ending	<u><u>\$ 86,988,407</u></u>
B. Plan Fiduciary Net Position	
1. Contributions – employer	\$ 3,639,226
2. Contributions – employee	100,833
3. Net investment income	6,303,328
4. Benefit payments, including refunds of employee contributions	(4,513,700)
5. Pension Plan Administrative Expense	0
6. Other	0
7. Net change in Plan Fiduciary Net Position	\$ 5,529,687
8. Plan Fiduciary Net Position – Beginning	63,460,226
9. Plan Fiduciary Net Position – Ending	<u><u>\$ 68,989,913</u></u>
C. Net Pension Liability	<u><u>\$ 17,998,494</u></u>
D. Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	79.31%
E. Covered-Employee Payroll	\$ 8,842,626
F. Net Pension Liability as a Percentage of Covered-Employee Payroll	203.54%



Schedules of Required Supplementary Information

Schedule of Changes in the Employers' Net Pension Liability and Related Ratios Multiyear

Fiscal year ending December 31,	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Total Pension Liability										
Service Cost*	\$ 927,311	\$ 943,320	\$ 966,866	\$ 966,866	\$ 1,030,377	\$ 962,488	\$ 1,004,715			
Interest on the Total Pension Liability	5,439,048	5,345,489	5,205,391	5,089,192	4,899,597	4,862,474	4,726,571			
Benefit Changes	-	-	-	-	-	-	-			
Difference between expected and actual experience	(662,407)	(395,673)	367,984	(6,338)	(6,336)	(1,445,906)	109,029			
Assumption Changes	3,426,470	-	-	-	6,025,667	-	-			
Benefit Payments and Refunds	(4,513,700)	(4,484,449)	(4,421,433)	(4,235,075)	(3,970,452)	(3,831,448)	(4,057,900)			
Net Change in Total Pension Liability	4,616,722	1,408,687	2,118,808	1,814,645	7,978,853	547,608	1,782,415			
Total Pension Liability - Beginning	82,371,685	80,962,998	78,844,190	77,029,545	69,050,692	68,503,084	66,720,669			
Total Pension Liability - Ending (a)	\$ 86,988,407	\$ 82,371,685	\$ 80,962,998	\$ 78,844,190	\$ 77,029,545	\$ 69,050,692	\$ 68,503,084			
Plan Fiduciary Net Position										
Employer Contributions	\$ 3,639,226	\$ 3,400,000	\$ 3,000,000	\$ 2,996,209	\$ 2,700,000	\$ 4,500,000	\$ 3,100,000			
Employee Contributions	100,833	91,165	91,814	88,475	111,649	101,817	107,492			
Pension Plan Net Investment Income	6,303,328	8,938,142	(2,503,594)	7,487,987	4,008,761	(667,117)	2,225,505			
Benefit Payments and Refunds	(4,513,700)	(4,484,449)	(4,421,433)	(4,235,075)	(3,970,452)	(3,831,448)	(4,057,900)			
Pension Plan Administrative Expense**	-	(281,541)	(267,216)	(256,479)	(275,660)	(201,301)	(73,710)			
Other	-	-	-	-	-	-	-			
Net Change in Plan Fiduciary Net Position	5,529,687	7,663,317	(4,100,429)	6,081,117	2,574,298	(98,049)	1,301,387			
Plan Fiduciary Net Position - Beginning	63,460,226	55,796,909	59,897,338	53,816,221	51,241,923	51,339,972	50,038,585			
Plan Fiduciary Net Position - Ending (b)	\$ 68,989,913	\$ 63,460,226	\$ 55,796,909	\$ 59,897,338	\$ 53,816,221	\$ 51,241,923	\$ 51,339,972			
Net Pension Liability - Ending (a) - (b)	17,998,494	18,911,459	25,166,089	18,946,852	23,213,324	17,808,769	17,163,112			
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	79.31 %	77.04 %	68.92 %	75.97 %	69.86 %	74.21 %	74.95 %			
Covered-Employee Payroll	\$ 8,842,626	\$ 8,981,404	\$ 9,013,973	\$ 9,259,465	\$ 9,706,228	\$ 10,067,888	\$ 10,418,891			
Net Pension Liability as a Percentage of Covered-Employee Payroll	203.54 %	210.56 %	279.19 %	204.62 %	239.16 %	176.89 %	164.73 %			
Notes to Schedule: N/A										

* Beginning with the 2018 valuation, the beginning of year service cost is used.

** HCMA reported a change in reported administration expense after the issuance of the 2019 valuation report.



Schedules of Required Supplementary Information

Schedule of the Employers' Net Pension Liability

Multiyear

FY Ending December 31,	Total Pension Liability	Plan Net Position	Net Pension Liability	Plan Net Position as a % of Total Pension Liability	Covered Payroll	Net Pension Liability as a % of Covered Payroll
2011						
2012						
2013						
2014	\$68,503,084	\$51,339,972	\$17,163,112	74.95%	\$10,418,891	164.73%
2015	69,050,692	51,241,923	17,808,769	74.21%	10,067,888	176.89%
2016	77,029,545	53,816,221	23,213,324	69.86%	9,706,228	239.16%
2017	78,844,190	59,897,338	18,946,852	75.97%	9,259,465	204.62%
2018	80,962,998	55,796,909	25,166,089	68.92%	9,013,973	279.19%
2019	82,371,685	63,460,226	18,911,459	77.04%	8,981,404	210.56%
2020	86,988,407	68,989,913	17,998,494	79.31%	8,842,626	203.54%



Schedule of Contributions Multiyear

<u>FY Ending December 31,</u>	<u>Actuarially Determined Contribution*</u>	<u>Actual Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Actual Contribution as a % of Covered Payroll</u>
2011					
2012					
2013					
2014	\$ 3,029,289	\$ 3,100,000	\$ (70,711)	\$ 10,418,891	29.75%
2015*	3,474,587	4,500,000	(1,025,413)	10,067,888	44.70%
2016	2,449,953	2,700,000	(250,047)	9,706,228	27.82%
2017	2,996,208	2,996,209	(1)	9,259,465	32.36%
2018	2,655,734	3,000,000	(344,266)	9,013,973	33.28%
2019	2,707,763	3,400,000	(692,237)	8,981,404	37.86%
2020	2,645,500	3,639,226	(993,726)	8,842,626	41.16%

* Includes contributions for short plan year October 1, 2014 – December 31, 2014.

Schedule of Investment Returns Multiyear

<u>FY Ending December 31,</u>	<u>Annual Return¹</u>
2011	
2012	
2013	
2014	4.43 %
2015	(1.68)%
2016	7.33 %
2017	13.40 %
2018	(4.64)%
2019	15.53 %
2020	11.67 %

¹ Annual money-weighted rate of return, net of investment expenses.

Asset Allocation

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
US Large Cap Index	10.00%	8.00%
US Small Cap Equity	2.00%	10.15%
US Small/Mid Cap Equity Index	3.00%	8.00%
World Equity ex-US	16.00%	9.32%
Emerging Markets Equity	2.00%	9.67%
Global Low Beta Equities	5.00%	8.83%
Core Fixed Income	20.00%	6.54%
Limited Duration Bonds	12.00%	5.65%
US High Yield	2.00%	7.82%
Emerging Markets Debt	3.00%	8.75%
Diversified Short Term Fixed Income	4.00%	5.52%
Dynamic Asset Allocation	5.00%	10.32%
Multi-Asset	3.00%	6.46%
Structured Credit	3.00%	10.52%
Private Equity	5.00%	12.61%
Private Real Estate	5.00%	7.30%
Total	100.00%	

The figures in the above table were supplied by the Huron-Clinton Metropolitan Authority Employees' Retirement Plan's investment consultant and are based upon the investment manager's inflation assumption of 2.50%. Gabriel, Roeder, Smith & Company does not provide investment advice.

Sensitivity of the Net Pension Liability to the Single Discount Rate Assumption

Single Discount Rate

A Single Discount Rate of 6.50% was used to measure the total pension liability. This Single Discount Rate was based on the expected rate of return on pension plan investments of 6.50%. The projection of cash flows used to determine this Single Discount Rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Regarding the sensitivity of the net pension liability to changes in the Single Discount Rate, the following presents the plan's net pension liability, calculated using a Single Discount Rate of 6.50%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is one percent lower or one percent higher:

	1% Decrease 5.50%	Current Single Discount Rate Assumption 6.50%	1% Increase 7.50%
Total Pension Liability	\$ 96,800,629	\$ 86,988,407	\$ 78,646,707
Plan Fiduciary Net Position	68,989,913	68,989,913	68,989,913
Net Pension Liability/(Asset)	\$ 27,810,716	\$ 17,998,494	\$ 9,656,794

Calculation of the Single Discount Rate

GASB Statement No. 67 includes a specific requirement for the discount rate that is used for the purpose of the measurement of the Total Pension Liability. This rate considers the ability of the fund to meet benefit obligations in the future. To make this determination, employer contributions, employee contributions, benefit payments, expenses and investment returns are projected into the future. The Plan Net Position (assets) in future years can then be determined and compared to its obligation to make benefit payments in those years. As long as assets are projected to be on hand in a future year, the assumed valuation discount rate is used. In years where assets are not projected to be sufficient to meet benefit payments, the use of a “risk-free” rate is required, as described in the following paragraph.

The Single Discount Rate (SDR) is equivalent to applying these two rates to the benefits that are projected to be paid during the different time periods. The SDR reflects: (1) the long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits); and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Bond Buyer Index) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of this valuation, the expected rate of return on pension plan investments is 6.50%; the municipal bond rate is 2.00%; and the resulting SDR is 6.50%.

The tables in this section provide background for the development of the SDR.

The **Projection of Contributions** table shows the development of expected contributions in future years. Normal Cost contributions for future hires are not included (nor are their liabilities).

Expected Contributions are developed based on the following:

- Member Contributions for current members
- Normal Cost contributions for current members
- Unfunded Liability contributions for current and future members

The **Projection of Plan Fiduciary Net Position** table shows the development of expected asset levels in future years.

The **Present Values of Projected Benefit Payments** table shows the development of the SDR. It breaks down the benefit payments into present values for funded and unfunded portions and shows the equivalent total at the SDR.

Results in this section of the report are not rounded, and are shown as dollar amounts without the additional digits.

The projections in this section are strictly for the purpose of determining the GASB single discount rate and are different from a funding projection of the ongoing plan.



Single Discount Rate Development Projection of Contributions

Year	Payroll for Current Employees	Contributions from Current Employees	Normal Cost and Expense Contributions	UAL Contributions	Total Contributions
0	\$ 8,842,626				
1	8,478,534	\$ -	\$ 957,060	\$ 1,768,888	\$ 2,725,948
2	7,805,938	-	876,197	1,691,306	2,567,504
3	7,252,314	-	810,052	1,553,048	2,363,100
4	6,755,648	-	751,984	1,505,565	2,257,549
5	6,262,553	-	694,074	1,505,565	2,199,639
6	5,787,677	-	638,684	1,505,565	2,144,249
7	5,355,654	-	589,076	1,505,565	2,094,641
8	4,954,424	-	543,599	1,505,565	2,049,165
9	4,574,490	-	500,836	1,505,565	2,006,401
10	4,188,431	-	457,507	1,505,565	1,963,072
11	3,774,166	-	411,159	1,505,565	1,916,724
12	3,345,509	-	363,113	1,505,565	1,868,678
13	2,923,556	-	315,714	1,505,565	1,821,279
14	2,517,321	-	270,070	1,505,565	1,775,635
15	2,142,504	-	227,982	1,505,565	1,733,547
16	1,789,445	-	188,961	1,505,565	1,694,526
17	1,466,738	-	153,589	1,505,565	1,659,154
18	1,190,277	-	123,468	1,505,565	1,629,033
19	949,498	-	97,310	1,505,565	1,602,876
20	744,090	-	75,178	1,505,565	1,580,743
21	568,305	-	56,421	1,505,565	1,561,986
22	423,241	-	41,014	-	41,014
23	309,738	-	29,171	-	29,171
24	225,322	-	20,535	-	20,535
25	161,537	-	14,310	-	14,310
26	111,479	-	9,611	-	9,611
27	74,920	-	6,220	-	6,220
28	49,719	-	3,994	-	3,994
29	30,998	-	2,421	-	2,421
30	18,042	-	1,392	-	1,392
31	9,204	-	726	-	726
32	4,474	-	347	-	347
33	2,771	-	208	-	208
34	1,530	-	103	-	103
35	1,101	-	75	-	75
36	467	-	32	-	32
37	-	-	-	-	-
38	-	-	-	-	-
39	-	-	-	-	-
40	-	-	-	-	-
41	-	-	-	-	-
42	-	-	-	-	-
43	-	-	-	-	-
44	-	-	-	-	-
45	-	-	-	-	-
46	-	-	-	-	-
47	-	-	-	-	-
48	-	-	-	-	-
49	-	-	-	-	-
50	-	-	-	-	-



Single Discount Rate Development Projection of Contributions (Concluded)

Year	Payroll for Current Employees	Contributions from Current Employees	Normal Cost and Expense Contributions	UAL Contributions	Total Contributions
51	\$ -	\$ -	\$ -	\$ -	\$ -
52	-	-	-	-	-
53	-	-	-	-	-
54	-	-	-	-	-
55	-	-	-	-	-
56	-	-	-	-	-
57	-	-	-	-	-
58	-	-	-	-	-
59	-	-	-	-	-
60	-	-	-	-	-
61	-	-	-	-	-
62	-	-	-	-	-
63	-	-	-	-	-
64	-	-	-	-	-
65	-	-	-	-	-
66	-	-	-	-	-
67	-	-	-	-	-
68	-	-	-	-	-
69	-	-	-	-	-
70	-	-	-	-	-
71	-	-	-	-	-
72	-	-	-	-	-
73	-	-	-	-	-
74	-	-	-	-	-
75	-	-	-	-	-
76	-	-	-	-	-
77	-	-	-	-	-
78	-	-	-	-	-
79	-	-	-	-	-
80	-	-	-	-	-
81	-	-	-	-	-
82	-	-	-	-	-
83	-	-	-	-	-
84	-	-	-	-	-
85	-	-	-	-	-
86	-	-	-	-	-
87	-	-	-	-	-
88	-	-	-	-	-
89	-	-	-	-	-
90	-	-	-	-	-
91	-	-	-	-	-
92	-	-	-	-	-
93	-	-	-	-	-
94	-	-	-	-	-
95	-	-	-	-	-
96	-	-	-	-	-
97	-	-	-	-	-
98	-	-	-	-	-
99	-	-	-	-	-
100	-	-	-	-	-



Single Discount Rate Development Projection of Plan Fiduciary Net Position

Year	Projected Beginning		Projected Total	Projected Benefit	Projected	
	Plan Net Position	Plan Net Position			Investment	Ending Plan
	(a)	(b)	(c)	Earnings at 6.50%	(d)	(e)=(a)+(b)-(c)+(d)
1	\$ 68,989,913	\$ 2,725,948	\$ 4,763,743	\$ 4,419,159	\$ 71,371,277	
2	71,371,277	2,567,504	5,162,918	4,556,110	73,331,972	
3	73,331,972	2,363,100	5,483,582	4,666,759	74,878,249	
4	74,878,249	2,257,549	5,789,270	4,754,112	76,100,641	
5	76,100,641	2,199,639	6,066,315	4,822,853	77,056,817	
6	77,056,817	2,144,249	6,318,011	4,875,181	77,758,236	
7	77,758,236	2,094,641	6,526,210	4,912,527	78,239,194	
8	78,239,194	2,049,165	6,726,077	4,935,941	78,498,223	
9	78,498,223	2,006,401	6,935,718	4,944,704	78,513,609	
10	78,513,609	1,963,072	7,098,517	4,939,110	78,317,275	
11	78,317,275	1,916,724	7,243,508	4,920,228	77,910,718	
12	77,910,718	1,868,678	7,384,671	4,887,749	77,282,474	
13	77,282,474	1,821,279	7,519,014	4,841,100	76,425,840	
14	76,425,840	1,775,635	7,620,392	4,780,715	75,361,797	
15	75,361,797	1,733,547	7,697,429	4,707,742	74,105,658	
16	74,105,658	1,694,526	7,758,914	4,622,878	72,664,148	
17	72,664,148	1,659,154	7,777,062	4,527,468	71,073,707	
18	71,073,707	1,629,033	7,743,604	4,424,196	69,383,333	
19	69,383,333	1,602,876	7,674,590	4,315,692	67,627,310	
20	67,627,310	1,580,743	7,567,885	4,204,256	65,844,425	
21	65,844,425	1,561,986	7,445,644	4,091,679	64,052,447	
22	64,052,447	41,014	7,287,077	3,931,619	60,738,003	
23	60,738,003	29,171	7,092,586	3,722,023	57,396,611	
24	57,396,611	20,535	6,869,107	3,511,705	54,059,743	
25	54,059,743	14,310	6,623,229	3,302,475	50,753,299	
26	50,753,299	9,611	6,362,249	3,095,754	47,496,414	
27	47,496,414	6,220	6,088,664	2,892,699	44,306,670	
28	44,306,670	3,994	5,804,105	2,694,397	41,200,955	
29	41,200,955	2,421	5,515,067	2,501,722	38,190,031	
30	38,190,031	1,392	5,219,936	2,315,419	35,286,907	
31	35,286,907	726	4,929,014	2,136,001	32,494,620	
32	32,494,620	347	4,639,545	1,963,750	29,819,172	
33	29,819,172	208	4,349,450	1,799,121	27,269,051	
34	27,269,051	103	4,065,416	1,642,446	24,846,183	
35	24,846,183	75	3,788,044	1,493,831	22,552,046	
36	22,552,046	32	3,518,681	1,353,327	20,386,725	
37	20,386,725	-	3,257,633	1,220,931	18,350,023	
38	18,350,023	-	3,005,164	1,096,621	16,441,480	
39	16,441,480	-	2,761,923	980,347	14,659,904	
40	14,659,904	-	2,528,200	872,021	13,003,724	
41	13,003,724	-	2,304,228	771,534	11,471,030	
42	11,471,030	-	2,090,221	678,754	10,059,563	
43	10,059,563	-	1,886,414	593,528	8,766,677	
44	8,766,677	-	1,693,055	515,676	7,589,298	
45	7,589,298	-	1,510,436	444,988	6,523,850	
46	6,523,850	-	1,338,851	381,223	5,566,221	
47	5,566,221	-	1,178,545	324,105	4,711,781	
48	4,711,781	-	1,029,745	273,326	3,955,362	
49	3,955,362	-	892,625	228,545	3,291,282	
50	3,291,282	-	767,263	189,390	2,713,408	



Single Discount Rate Development

Projection of Plan Fiduciary Net Position (Concluded)

Year	Projected Beginning	Projected Total	Projected Benefit	Projected	Projected Ending Plan
	Plan Net Position	Contributions	Payments	Investment Earnings at 6.50%	Net Position
	(a)	(b)	(c)	(d)	(e)=(a)+(b)-(c)+(d)
51	\$ 2,713,408	\$ -	\$ 653,622	\$ 155,463	\$ 2,215,249
52	2,215,249	-	551,535	126,348	1,790,063
53	1,790,063	-	460,716	101,617	1,430,964
54	1,430,964	-	380,775	80,832	1,131,021
55	1,131,021	-	311,194	63,562	883,388
56	883,388	-	251,333	49,381	681,436
57	681,436	-	200,462	37,881	518,855
58	518,855	-	157,797	28,678	389,736
59	389,736	-	122,507	21,414	288,643
60	288,643	-	93,743	15,763	210,663
61	210,663	-	70,660	11,433	151,435
62	151,435	-	52,431	8,166	107,170
63	107,170	-	38,282	5,741	74,629
64	74,629	-	27,494	3,971	51,107
65	51,107	-	19,411	2,701	34,397
66	34,397	-	13,465	1,805	22,737
67	22,737	-	9,170	1,185	14,752
68	14,752	-	6,127	763	9,388
69	9,388	-	4,014	482	5,855
70	5,855	-	2,577	298	3,577
71	3,577	-	1,619	181	2,139
72	2,139	-	995	107	1,251
73	1,251	-	598	62	716
74	716	-	351	35	400
75	400	-	201	20	219
76	219	-	112	11	117
77	117	-	61	6	61
78	61	-	33	3	31
79	31	-	17	1	16
80	16	-	9	1	8
81	8	-	4	0	4
82	4	-	2	0	2
83	2	-	1	0	1
84	1	-	0	0	0
85	0	-	0	0	0
86	0	-	0	0	0
87	0	-	0	0	0
88	0	-	0	0	0
89	0	-	0	0	0
90	0	-	-	0	0
91	0	-	-	0	0
92	0	-	-	0	0
93	0	-	-	0	0
94	0	-	-	0	0
95	0	-	-	0	0
96	0	-	-	0	0
97	0	-	-	0	0
98	0	-	-	0	0
99	0	-	-	0	0
100	0	-	-	0	0



Single Discount Rate Development

Present Values of Projected Benefit Payments

Year	Projected		Unfunded Portion		Present Value of	Present Value of	Present Value of
	Beginning Plan Net Position	Projected Benefit Payments	Funded Portion of Benefit Payments	of Benefit Payments	Funded Benefit Payments using Expected Return Rate (v)	Unfunded Benefit Payments using Municipal Bond Rate (vf)	Benefit Payments using Single Discount Rate (sdr)
(a)	(b)	(c)	(d)	(e)	(f)=(d)*v^((a)-.5)	(g)=(e)*vf ^((a)-.5)	(h)=(c)/(1+sdr)^(a-.5)
1	\$ 68,989,913	\$ 4,763,743	\$ 4,763,743	\$ -	\$ 4,616,082	\$ -	\$ 4,616,082
2	71,371,277	5,162,918	5,162,918	-	4,697,544	-	4,697,544
3	73,331,972	5,483,582	5,483,582	-	4,684,792	-	4,684,792
4	74,878,249	5,789,270	5,789,270	-	4,644,085	-	4,644,085
5	76,100,641	6,066,315	6,066,315	-	4,569,322	-	4,569,322
6	77,056,817	6,318,011	6,318,011	-	4,468,457	-	4,468,457
7	77,758,236	6,526,210	6,526,210	-	4,333,997	-	4,333,997
8	78,239,194	6,726,077	6,726,077	-	4,194,109	-	4,194,109
9	78,498,223	6,935,718	6,935,718	-	4,060,877	-	4,060,877
10	78,513,609	7,098,517	7,098,517	-	3,902,531	-	3,902,531
11	78,317,275	7,243,508	7,243,508	-	3,739,195	-	3,739,195
12	77,910,718	7,384,671	7,384,671	-	3,579,403	-	3,579,403
13	77,282,474	7,519,014	7,519,014	-	3,422,085	-	3,422,085
14	76,425,840	7,620,392	7,620,392	-	3,256,549	-	3,256,549
15	75,361,797	7,697,429	7,697,429	-	3,088,704	-	3,088,704
16	74,105,658	7,758,914	7,758,914	-	2,923,358	-	2,923,358
17	72,664,148	7,777,062	7,777,062	-	2,751,358	-	2,751,358
18	71,073,707	7,743,604	7,743,604	-	2,572,320	-	2,572,320
19	69,383,333	7,674,590	7,674,590	-	2,393,798	-	2,393,798
20	67,627,310	7,567,885	7,567,885	-	2,216,446	-	2,216,446
21	65,844,425	7,445,644	7,445,644	-	2,047,554	-	2,047,554
22	64,052,447	7,287,077	7,287,077	-	1,881,641	-	1,881,641
23	60,738,003	7,092,586	7,092,586	-	1,719,644	-	1,719,644
24	57,396,611	6,869,107	6,869,107	-	1,563,812	-	1,563,812
25	54,059,743	6,623,229	6,623,229	-	1,415,808	-	1,415,808
26	50,753,299	6,362,249	6,362,249	-	1,277,014	-	1,277,014
27	47,496,414	6,088,664	6,088,664	-	1,147,512	-	1,147,512
28	44,306,670	5,804,105	5,804,105	-	1,027,120	-	1,027,120
29	41,200,955	5,515,067	5,515,067	-	916,404	-	916,404
30	38,190,031	5,219,936	5,219,936	-	814,426	-	814,426
31	35,286,907	4,929,014	4,929,014	-	722,100	-	722,100
32	32,494,620	4,639,545	4,639,545	-	638,209	-	638,209
33	29,819,172	4,349,450	4,349,450	-	561,788	-	561,788
34	27,269,051	4,065,416	4,065,416	-	493,053	-	493,053
35	24,846,183	3,788,044	3,788,044	-	431,374	-	431,374
36	22,552,046	3,518,681	3,518,681	-	376,243	-	376,243
37	20,386,725	3,257,633	3,257,633	-	327,071	-	327,071
38	18,350,023	3,005,164	3,005,164	-	283,307	-	283,307
39	16,441,480	2,761,923	2,761,923	-	244,485	-	244,485
40	14,659,904	2,528,200	2,528,200	-	210,137	-	210,137
41	13,003,724	2,304,228	2,304,228	-	179,832	-	179,832
42	11,471,030	2,090,221	2,090,221	-	153,173	-	153,173
43	10,059,563	1,886,414	1,886,414	-	129,801	-	129,801
44	8,766,677	1,693,055	1,693,055	-	109,386	-	109,386
45	7,589,298	1,510,436	1,510,436	-	91,632	-	91,632
46	6,523,850	1,338,851	1,338,851	-	76,265	-	76,265
47	5,566,221	1,178,545	1,178,545	-	63,036	-	63,036
48	4,711,781	1,029,745	1,029,745	-	51,716	-	51,716
49	3,955,362	892,625	892,625	-	42,093	-	42,093
50	3,291,282	767,263	767,263	-	33,973	-	33,973



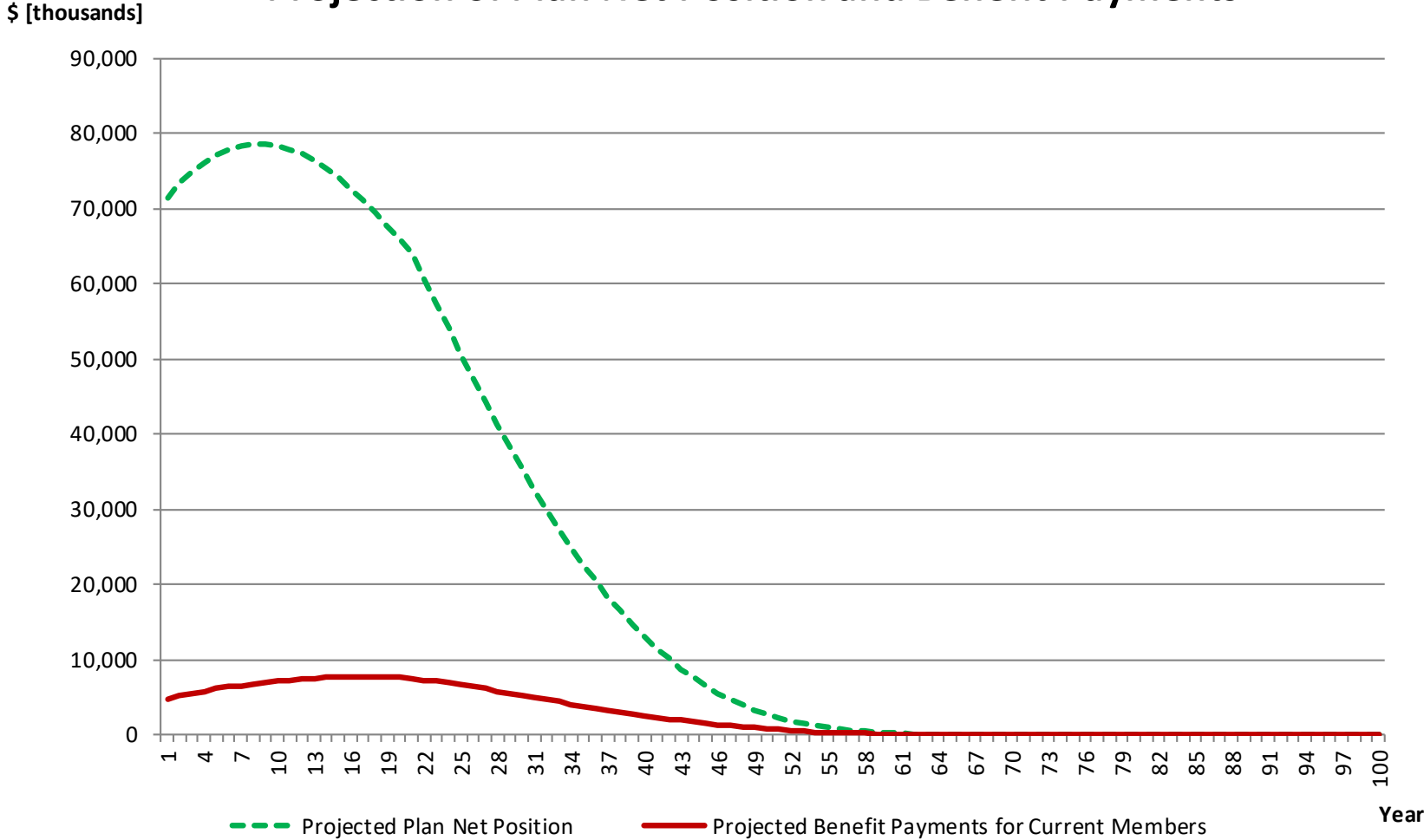
Single Discount Rate Development

Present Values of Projected Benefit Payments (Concluded)

Year	Projected Beginning Plan Net Position	Projected Benefit Payments	Funded Portion of Benefit Payments	Unfunded Portion of Benefit Payments	Present Value of Funded Benefit Payments using Expected Return Rate (v)	Present Value of Unfunded Benefit Payments using Municipal Bond Rate (vf)	Present Value of Benefit Payments using Single Discount Rate (sdr)
(a)	(b)	(c)	(d)	(e)	(f)=(d)*v ^{(a)-5}	(g)=(e)*vf ^{^(a)-5}	(h)=(c)/(1+sdr) ^{^(a)-5}
51	\$ 2,713,408	\$ 653,622	\$ 653,622	\$ -	\$ 27,175	\$ -	\$ 27,175
52	2,215,249	551,535	551,535	-	21,531	-	21,531
53	1,790,063	460,716	460,716	-	16,888	-	16,888
54	1,430,964	380,775	380,775	-	13,106	-	13,106
55	1,131,021	311,194	311,194	-	10,057	-	10,057
56	883,388	251,333	251,333	-	7,627	-	7,627
57	681,436	200,462	200,462	-	5,712	-	5,712
58	518,855	157,797	157,797	-	4,222	-	4,222
59	389,736	122,507	122,507	-	3,078	-	3,078
60	288,643	93,743	93,743	-	2,211	-	2,211
61	210,663	70,660	70,660	-	1,565	-	1,565
62	151,435	52,431	52,431	-	1,090	-	1,090
63	107,170	38,282	38,282	-	748	-	748
64	74,629	27,494	27,494	-	504	-	504
65	51,107	19,411	19,411	-	334	-	334
66	34,397	13,465	13,465	-	218	-	218
67	22,737	9,170	9,170	-	139	-	139
68	14,752	6,127	6,127	-	87	-	87
69	9,388	4,014	4,014	-	54	-	54
70	5,855	2,577	2,577	-	32	-	32
71	3,577	1,619	1,619	-	19	-	19
72	2,139	995	995	-	11	-	11
73	1,251	598	598	-	6	-	6
74	716	351	351	-	3	-	3
75	400	201	201	-	2	-	2
76	219	112	112	-	1	-	1
77	117	61	61	-	0	-	0
78	61	33	33	-	0	-	0
79	31	17	17	-	0	-	0
80	16	9	9	-	0	-	0
81	8	4	4	-	0	-	0
82	4	2	2	-	0	-	0
83	2	1	1	-	0	-	0
84	1	0	0	-	0	-	0
85	0	0	0	-	0	-	0
86	0	0	0	-	0	-	0
87	0	0	0	-	0	-	0
88	0	0	0	-	0	-	0
89	0	0	0	0	0	0	0
90	0	-	-	-	-	-	-
91	0	-	-	-	-	-	-
92	0	-	-	-	-	-	-
93	0	-	-	-	-	-	-
94	0	-	-	-	-	-	-
95	0	-	-	-	-	-	-
96	0	-	-	-	-	-	-
97	0	-	-	-	-	-	-
98	0	-	-	-	-	-	-
99	0	-	-	-	-	-	-
100	0	-	-	-	-	-	-
Totals					\$ 93,261,039	\$ -	\$ 93,261,039



Projection of Plan Net Position and Benefit Payments



State Reporting Assumptions

The Protecting Local Government Retirement and Benefits Act, Public Act 202 of 2017, was put into law effective December 20, 2017. One outcome of the law is the requirement for the local unit of government to provide select reporting disclosures to the State. Sec. 5(1) of the Act provides the State treasurer with the authority to annually establish uniform actuarial assumptions for purposes of developing the requisite disclosures. Below you will find information which may be used to assist the local unit of government with required reporting.

Uniform Assumptions, as applicable to the measurement and the required disclosures under uniform assumptions are denoted below. Additional discussion of PA 202 and uniform assumptions may be found on the State website in the *Public Act 202: Selection of the Uniform Assumptions for Fiscal Year 2020* memo dated October 21, 2019.

Uniform Assumption	PA 202	Valuation Assumption Used	Uniform Assumption Used
Investment Rate of Return Discount Rate	Maximum of 7.00%	6.50%	6.50%
Salary Increase	Minimum of 3.50% or based on experience study within last 5 years	3.25% + Merit and longevity (based on experience study issued February 5, 2021)	3.25% + Merit and longevity (based on experience study issued February 5, 2021)
Mortality	Version of Pub-2010 tables with generational mortality improvement using scale MP-2018 or based on experience study within last 5 years	A version of Pub-2010 with generational mortality improvement using scale MP-2020 (based on experience study issued February 5, 2021)	A version of Pub-2010 with generational mortality improvement using scale MP-2020 (based on experience study issued February 5, 2021)
Amortization of the Unfunded Accrued Actuarial Liability: Period	Maximum Period of 19 Years	20.75 years	19 years
Method	Closed Plans: Level Dollar Open Plans: Level Percent of Payroll or Level Dollar	Level Dollar	Level Dollar
Type	Closed	Closed	Closed

State Reporting

The following information has been prepared to provide some of the information necessary to complete the pension reporting requirements for the State of Michigan's Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available on the State website.

Line	Descriptive Information	
18	Actuarial Assumptions¹	
19	Actuarial assumed rate of investment return ²	6.50%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Dollar
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	20.75
22	Is each division within the system closed to new employees?	Yes
23	Uniform Assumptions³	
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	\$ 66,503,363
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	\$ 86,988,407
26	Funded ratio using uniform assumptions	76.5%
27	Actuarially Determined Contribution (ADC) using uniform assumptions ⁴	\$ 2,805,903
28	All systems combined ADC/Governmental fund revenues	Auto ⁵

¹ Information on lines 19-22 can be found on Tables 5 and 6 in this report.

² Net of administrative and investment expenses.

³ Information on lines 24-28 is based on assumption listed on the prior page.

⁴ Calculated as of December 31, 2020 applicable for fiscal year ending December 31, 2021.

⁵ Automatically calculated by State of Michigan Form 5572.

GASB Statement No. 67 Supplementary Information

Summary of Actuarial Methods and Assumptions Used to Determine Contribution Rates

The information presented in the required supplementary schedules was determined as part of the actuarial valuations at the dates indicated. Additional information as of the latest actuarial valuation is provided below:

Valuation Date: Actuarially determined contribution amounts for fiscal year 2020 are calculated based upon the results of the December 31, 2019 actuarial valuation

Methods and Assumptions Used to Determine Contribution Rates for the Fiscal Year Ending December 31, 2020:

Actuarial Cost Method	Entry-Age Normal
Amortization Method	Level Dollar
Remaining Amortization Period	21.75 years
Asset Valuation Method	5-Year Smoothed Market
Wage Inflation	3.50%
Salary Increases	3.69% to 7.25% including inflation
Investment Rate of Return	6.75% (net of administrative expenses)
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition.
Mortality	RP-2014 Generational Mortality Table for males and females, extended via cubic spline. This table is adjusted backwards to 2006 with the MP-2014 scale, resulting in a base year of 2006 with future mortality improvements assumed each year using scale MP-2015.

Other Information:

Notes An experience review, dated February 5, 2021, has been completed. Adopted assumptions are reflected in the December 31, 2020 funding valuation which determines employer contributions for the fiscal year ending December 31, 2021.



To: Board of Commissioners
From: Rebecca L. Franchock, Chief of Finance
Subject: Approval – 2020 Retiree Health Care Trust Valuation, GASB 74/75, 2021 Contribution
Date: May 7, 2021

Action Requested: Motion to Receive and File / Approve Contribution

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.

Fiscal Impact: \$1,250,000 was included in the general fund budget. A contribution of \$248,174 will result in savings of \$1,001,826.

Background: The Retiree Health Care Trust Board is expected to support making this recommendation at their meeting preceding the May Board meeting.

To remain in compliance with Governmental accounting standards, GRS performed the necessary work to produce GASB Statements No. 74 and 75 for the year ended Dec. 31, 2020.

Statement No. 74 is the accounting standard, which applies to other postemployment (non-pension) benefits that are administered through trusts or equivalent arrangements. GASB No. 75 establishes accounting and financial reporting requirements for state and local government employers that provide their employees with postemployment benefits other than pensions.

This report is not an appropriate measure for measuring sufficiency of plan assets or to assess the need for or amount of future employer contributions. It should be considered in conjunction with the actuarial valuation report.

The Retiree Health Care Trust valuation is performed every other year. The valuation performed for year ending Dec. 31, 2020 developed an actuarially computed employer contribution for fiscal year ending 2020 (\$248,174) and for fiscal year ending 2021 (\$216,310). The valuation was developed using the updated assumptions approved by the Board at the February 2020 meeting.

The valuation calculated a current funded ratio of 104.5 percent. This is the result of more favorable premiums than previously projected, more favorable asset experience during 2019 and 2020 and a decrease in population size (closed group). As noted above, the valuation utilized updated assumptions. Some of these partially offset the favorable factors. These are: updated mortality tables and other demographic assumptions; decreasing long-term rate of investment return from 6.75 percent to 6.5 percent and updated health care cost trend rates.

It is requested that the Board of Commissioners approve that \$248,174 of funding be contributed at this time. Should current revenue and expenditure trends continue, an additional contribution may be considered later in the year.

**Attachments: Retiree Health Care Plan GASB Statement No. 74 and 75
Retiree Health Care Plan Actuarial Valuation Report as of Dec. 31, 2020**

Huron-Clinton Metropolitan Authority
Retiree Health Care Plan
Actuarial Valuation Report
As of December 31, 2020



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May 6, 2021

Huron-Clinton Metropolitan Authority
Retiree Health Care Plan
Brighton, Michigan

**Re: Huron-Clinton Metropolitan Authority Retiree Health Care Plan Actuarial Valuation
as of December 31, 2020**

Ladies and Gentlemen:

The results of the December 31, 2020 Actuarial Valuation of the Huron-Clinton Metropolitan Authority Retiree Health Care Plan ("the Authority") are presented in this report.

This report was prepared at the request of the Authority and is intended for use by the Authority and those designated or approved by the Authority. This report may be provided to parties other than the Authority only in its entirety and only with the permission of the Authority. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the Plan's funding progress and to determine the Actuarially Determined Contributions for the fiscal years ending December 31, 2021 and December 31, 2022. This report should not be relied on for any purpose other than the purposes described herein. Determinations of the liability associated with the benefits described in this report for purposes other than those identified above may be significantly different. This report does not satisfy Governmental Accounting Standards Board (GASB) Statements No. 74 or No. 75.

The contributions in this report are determined using the actuarial assumptions and methods disclosed in Section F of this report.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2020. The valuation was based upon information furnished by the Authority, concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the Authority.

This report was prepared using assumptions adopted by the Board. All actuarial assumptions used in this report are reasonable for the purposes of this valuation. All actuarial assumptions and methods used in the valuation follow the guidance in the applicable Actuarial Standards of Practice. Additional information about the actuarial assumptions is included in the section of this report entitled Actuarial Cost Methods and Assumptions.

This report was prepared using our proprietary valuation model and related software which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

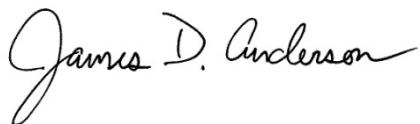
This report has been prepared by actuaries who have substantial experience valuing public employee retiree health plans. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the Huron-Clinton Metropolitan Authority Retiree Health Care Plan as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices and with the Actuarial Standards of Practice issued by the Actuarial Standards Board.

James D. Anderson and Laura Frankowiak are Members of the American Academy of Actuaries (MAAA) and meet the qualification standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

The signing actuaries are independent of the plan sponsor.

Gabriel, Roeder, Smith & Company will be pleased to review this valuation and report with the Retirement Board and to answer any question pertaining to the valuation.

Respectfully submitted,



James D. Anderson, FSA, EA, FCA, MAAA



Laura Frankowiak, ASA, FCA, MAAA

JDA/LF:rmn



EXECUTIVE SUMMARY

Executive Summary

Actuarially Determined Contribution and OPEB Cost

We have calculated the Actuarially Determined Contribution for the fiscal years ending December 31, 2021 and December 31, 2022 under an assumed long term rate of return of 6.50%. Below is a summary of the results. The Actuarially Determined Contributions and estimated premiums shown below include the impact of any implicit rate subsidy.

For additional details please refer to Section A, "Valuation Results."

Fiscal Year Ending	Actuarially Determined Contribution	Estimated Premiums Paid for Retirees
December 31, 2021	\$248,174	\$1,525,439
December 31, 2022	216,310	1,667,093

For additional details please see the Section titled "Valuation Results".

Liabilities and Assets – As of December 31, 2020

1. Present Value of Future Benefit Payments	\$34,084,415
2. Actuarial Accrued Liability	31,699,663
3. Plan Assets	33,134,721
4. Unfunded Actuarial Accrued Liability (2) – (3)	(1,435,058)
5. Funded Ratio (3)/(2)	104.5%

The Present Value of Future Benefit Payments (PVFB) is the present value of all benefits projected to be paid from the Plan for past and future service. The Actuarial Accrued Liability is the portion of the PVFB allocated to past service by the Plan's funding method (see the Section titled "Actuarial Cost Method and Actuarial Assumptions").



SECTION A

VALUATION RESULTS

Valuation Results as of December 31, 2020

A. Present Value of Future Benefits	
i) Retirees and Beneficiaries	\$18,092,646
ii) Vested Terminated Members	0
iii) Active Members	<u>15,991,769</u>
Total Present Value of Future Benefits	\$34,084,415
B. Present Value of Future Normal Costs	2,384,752
C. Actuarial Accrued Liability (A.-B.)	31,699,663
D. Actuarial Value of Assets	33,134,721
E. Unfunded Actuarial Accrued Liability (C.-D.)	(\$1,435,058)
F. Funded Ratio (D./C.)	104.5%
G. Fiscal Year Ending December 31, 2021	
i) Employer Normal Cost	\$ 372,092
ii) Amortization of UAAL*	<u>(\$123,918)</u>
Actuarially Determined Contribution	\$ 248,174
H. Fiscal Year Ending December 31, 2022	
Actuarially Determined Contribution	\$ 216,310

* *Unfunded actuarial accrued liabilities.*

The results above were calculated using an interest rate of 6.50%. The unfunded actuarial accrued liabilities (UAAL) were amortized as a level dollar amount over a period of 20.75 years for the fiscal year ending December 31, 2021 and 19.75 years for the following fiscal year. A 30-year amortization period for unfunded actuarial accrued liabilities is the maximum period that complies with the GASB requirements.



Actuarial Value of Assets

Year Ended December 31:	2018	2019	2020	2021	2022	2023	2024
A. Funding Value Beginning of Year	\$27,637,517	\$29,088,133	\$30,869,617				
B. Market Value End of Year	27,368,175	31,499,012	35,013,169				
C. Market Value Beginning of Year	28,911,807	27,368,175	31,499,012				
D. Non-Investment Net Cash Flow	(56,354)	(312,917)	(297,703)				
E. Investment Income							
E1. Market Total: B - C - D	(1,487,278)	4,443,754	3,811,860				
E2. Assumed Rate of Investment Return	6.75%	6.75%	6.75%	6.50%			
E3. Amount for Immediate Recognition	1,863,630	1,952,888	2,073,652				
E4. Amount for Phased-in Recognition: E1 - E3	(3,350,908)	2,490,866	1,738,208				
F. Phased-In Recognition of Investment Income							
F1. Current Year: 0.20 x E4	(670,182)	498,173	347,642				
F2. First Prior Year	333,726	(670,182)	498,173	\$ 347,642			
F3. Second Prior Year	(20,204)	333,726	(670,182)	498,173	\$ 347,642		
F4. Third Prior Year	0	(20,204)	333,726	(670,182)	498,173	\$ 347,642	
F5. Fourth Prior Year	0	0	(20,204)	333,724	(670,180)	498,174	\$ 347,640
F6. Total Recognized Investment Gain	(356,660)	141,513	489,155	509,357	175,635	845,816	347,640
G. Funding Value End of Year: A + D + E3 + F6	29,088,133	30,869,617	33,134,721				
H. Difference Between Funding & Market Value	(1,719,958)	629,395	1,878,448	1,369,091	1,193,456	347,640	0
I. Recognized Funding Value Rate of Return	5.46 %	7.24%	8.34%				
J. Recognized Market Value Rate of Return	(5.15)%	16.33%	12.16%				



Comments

COMMENT A: The liabilities and the Actuarially Determined Contribution have decreased since the last valuation. Factors contributing to the favorable experience include, but are not limited to:

- More favorable premiums than projected;
- More favorable asset experience than expected during 2019 and 2020; and
- A decrease in population size (closed group).

Partially offsetting these factors were liability increases due to:

- Assumption Changes:
 - Updating the mortality tables and other demographic assumptions;
 - Decreasing the long-term rate of investment return from 6.75% to 6.50%; and
 - Updating the health care cost trend rates.

The combined impact of the changes in assumptions increased the liability by approximately \$1.3 million. This increase is mostly due to resetting the retiree health care trend (which is analyzed/reviewed with each OPEB valuation) and the biennial timing of the valuation.

COMMENT B: One of the key assumptions used in any valuation of the cost of postemployment benefits is the rate of return on the assets that will be used to pay Plan benefits. Higher assumed investment returns will result in a lower Actuarially Determined Contribution. Lower returns will tend to increase the computed Actuarially Determined Contribution. We have calculated the liability and the resulting Actuarially Determined Contribution using an assumed annual rate of investment return of 6.50%.

COMMENT C: The Plan Sponsor is required by GASB to perform actuarial valuations at least biennially or more frequently if significant changes in the OPEB are made in the interim.

COMMENT D: The contribution rates shown include amortization of the unfunded actuarial accrued liability over 20.75 years for the fiscal year ending December 31, 2021, and decreasing by one each year thereafter.

COMMENT E: This valuation report shows the liabilities and expense for retiree health care benefits provided only to members hired prior to January 1, 2009 and liabilities associated with the Retiree Life Insurance Plan for members hired prior to January 1, 2013. Any expense or liability associated with benefits under the Retired Health Savings Plan offered to members hired on or after January 1, 2009 would be in addition to the amounts shown in this report.



Comments (Concluded)

COMMENT F: The GASB issued Statements Nos. 74 and 75 for OPEB valuations. GASB Statement No. 74 for the plan OPEB disclosures is effective for fiscal years beginning after June 15, 2016. GASB Statement No. 75 for employer OPEB disclosures is effective for employer fiscal years beginning after June 15, 2017. The GASB implementation guides for Statement No. 74 and No. 75 provide additional clarification related to the implementation of these Statements. It is our understanding that the Huron-Clinton Metropolitan Authority will need to comply with GASB Statement No. 74 and No. 75 for each future fiscal year ending December 31. The basis for the December 31, 2021 and December 31, 2022 GASB Statement No. 74 and No. 75 information is expected to be this valuation (as of December 31, 2020), where roll-forward techniques will be applied.

COMMENT G: The Michigan State Treasurer has established uniform actuarial assumptions as required by Public Act 202 (PA 202) of 2017 for use with the annual Form 5572 (Retirement System Annual Report). The use of the uniform assumptions for reporting purposes is required for the fiscal year ending December 31, 2020. We provided the Authority the necessary uniform assumption results as part of the December 31, 2020 GASB Statement No. 74 and No. 75 report.

COMMENT H: On December 20, 2019, the “Further Consolidated Appropriations Act of 2020,” H.R. 1865, was signed into law. The Act repeals the “Cadillac tax” which was a tax provision from the Affordable Care Act (ACA). As a result, any liability/provision analysis included as part of the prior funding valuation is no longer required. In addition, no further adjustments associated with the “Cadillac tax” are required. For purposes of the Huron-Clinton Metropolitan Authority Retiree Health Care Plan funding valuation, the repeal of the “Cadillac tax” does not have an impact on plan liabilities because no load was applied as part of the December 31, 2018 funding valuation.

COMMENT I: Unless otherwise indicated, a funded status measurement presented in this report is based upon the actuarial accrued liability and the actuarial value of assets. Unless otherwise indicated, with regards to any funded status measurements presented in this report:

- The measurement is inappropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan’s benefit obligations;
- The measure is inappropriate for assessing the need for or the amount of future employer contributions; and
- The measurement would produce a different result if the market value of assets were used instead of the actuarial value of assets, unless the market value of assets is used in the measurement.



SECTION B

BENEFIT PROJECTION

20-Year Benefit Projection

The column titled "Total" is the amount that we estimate can be applied to the funding of retiree life and health insurance premiums in various years. These results do not attempt to project premium amounts paid to an insurer on behalf of retirees. At least in the first few years, this amount may exceed the amount actually charged by your Health Care Provider for retirees because your Health Care Provider does not provide separate rates by age and sex. In our opinion, the difference can be applied to the normal active member portion of your Health Care Provider charges. This matter should be reviewed by the auditor and possibly legal counsel if a trust is involved.

Fiscal Year Ending December 31,	HCMA Provided Expected OPEB Payments on Behalf of Present		
	Retirees	Employees	Total
2021	\$1,457,608	\$ 67,831	\$1,525,439
2022	1,467,267	199,826	1,667,093
2023	1,460,398	327,977	1,788,375
2024	1,432,767	444,835	1,877,602
2025	1,450,422	550,041	2,000,463
2026	1,456,192	651,185	2,107,377
2027	1,413,248	742,129	2,155,377
2028	1,408,468	840,052	2,248,520
2029	1,420,335	928,846	2,349,181
2030	1,422,704	1,019,388	2,442,092
2031	1,411,253	1,128,964	2,540,217
2032	1,395,604	1,253,380	2,648,984
2033	1,383,476	1,358,839	2,742,315
2034	1,367,052	1,421,473	2,788,525
2035	1,346,309	1,508,330	2,854,639
2036	1,304,535	1,589,338	2,893,873
2037	1,261,320	1,633,542	2,894,862
2038	1,225,145	1,671,389	2,896,534
2039	1,184,664	1,696,645	2,881,309
2040	1,140,126	1,731,419	2,871,545



SECTION C

RETIREE PREMIUM RATE DEVELOPMENT

Retiree Premium Rate Development

Rate Development

Initial premium rates were developed for the two classes of retirees (pre-65 and post-65). The January 1, 2020 fully-insured rates provided by the Huron-Clinton Metropolitan Authority were utilized to determine the appropriate premium rates. The pre-65 fully-insured premiums are blended rates based on the combined experience of active and pre-65 retired members; therefore, there is an implicit employer subsidy for the non-Medicare eligible retirees since the average costs of providing health care benefits to retirees under age 65 is higher than the average cost of providing health care benefits to active employees. The true per capita cost for the pre-65 retirees is developed by adjusting the demographic differences between the active employees and retirees to reflect this implicit rate subsidy for the retirees. For the post-65 retirees, the fully-insured premium rate is used as the basis of the initial per capita cost without adjustments since the rate reflects the demographics of the post-65 retiree group.

The benefit options available to future retirees are different from current retirees. Future retirees go into suffix 0018 (Simply Blue HDHP) until they reach Medicare eligibility, at which point they go into a combined suffix 601 for Medicare Advantage. Suffix 601 is the medical coverage for Post-65 retirees. We have developed separate premium rates for future retirees in order to reflect the benefit differences.

All groups receive dental coverage through Delta Dental, and all groups receive vision coverage through EyeMed.

In a Medicare Advantage Program, the liability is based on the difference between the present value of future claims minus the present value of future reimbursements from CMS. CMS' reimbursement is based on a very competitive bid process and has resulted in recent Medicare Advantage premiums trending at low rates of increase. Previously, a margin has been added to Medicare Advantage rates to recognize that increases in CMS reimbursements may lag behind the trends for healthcare costs. For the near term, we believe this margin is no longer necessary and we will monitor the Medicare Advantage environment and revisit the need for an additional margin at the time of the next valuation.

Age graded and sex distinct premiums are utilized by this valuation. The premiums developed by the preceding process are appropriate for the unique age and sex distribution currently existing. Over the future years covered by this valuation, the age and sex distribution will most likely change. Therefore, our process "distributes" the average premium over all age/sex combinations and assigns a unique premium for each combination. The age/sex specific premiums more accurately reflect the health care utilization and cost at that age.



Retiree Premium Rate Development

The combined monthly one-person medical and drug premiums at select ages are shown below.

For Those Not Eligible for Medicare (Pre-65)				
Age	Future Retirees		Current Retirees	
	Male	Female	Male	Female
40	\$ 267.93	\$ 435.37	\$ 295.03	\$ 479.40
50	434.31	535.03	478.23	589.14
60	738.13	726.81	812.78	800.31
64	897.59	847.08	988.36	932.74

For Those Eligible for Medicare (Post-65)				
Age	Future Retirees		Current Retirees	
	Male	Female	Male	Female
65	\$ 355.30	\$ 335.12	\$ 355.30	\$ 335.12
75	415.70	405.63	415.70	405.63
85	439.58	444.75	439.58	444.75

We did not “age grade” the dental and vision premium rates for this valuation, since dental and vision claims do not vary significantly by age. The average monthly dental premium used in this valuation is \$39.77 per member per month. The monthly vision premium used in this valuation is \$4.87 per member per month.



Health Care Trend Assumption

The health care cost trend rate is the rate of change in per capita health care claims over time as a result of factors such as medical inflation, utilization of health care services, plan design, and technological improvements. It is a crucial economic assumption that is required for measuring retiree health care benefit obligations.

Retiree health care valuations use a health care cost trend assumption (trend vector) that changes over the years. The trend vector used in this valuation begins with a near-term trend assumption and declines over time to an ultimate trend rate. The near-term rates reflect the increases in the current cost of health care goods and services. The process of trending down to a lower ultimate trend relies on the theory that premium levels will moderate over the long term; otherwise, the healthcare sector would eventually consume the entire GDP. It is on this basis that projected premium rate increases continue to exceed wage inflation for the next 12 years, but by less each year until leveling off at an ultimate rate, assumed to be 3.50% in this valuation. See below for further details regarding the trend vector used in this valuation.

While experience is often the best starting point for future costs, GRS does not rely on a group's experience in setting the near-term trend assumptions since trends vary significantly from year to year and are not credible for most groups. Therefore, professional judgment, trends from GRS' book of business and industry benchmarks (e.g., trend reports from various Pharmacy Benefit Management (PBM) organizations and national healthcare benefit consulting firms) are used in conjunction with a group's historical experience to establish the trend assumptions.

Year after Valuation	Medical and Drug Trend Rates		
	Medical/Rx Pre-65	Medical/Rx Post-65	Dental & Vision
1	7.50%	6.25%	3.50%
2	7.25%	6.00%	3.50%
3	6.75%	5.75%	3.50%
4	6.50%	5.50%	3.50%
5	6.00%	5.25%	3.50%
6	5.75%	5.00%	3.50%
7	5.25%	4.75%	3.50%
8	5.00%	4.50%	3.50%
9	4.50%	4.25%	3.50%
10	4.25%	4.00%	3.50%
11	3.75%	3.75%	3.50%
12	3.50%	3.50%	3.50%
13	3.50%	3.50%	3.50%
14	3.50%	3.50%	3.50%
15	3.50%	3.50%	3.50%
16	3.50%	3.50%	3.50%
17+	3.50%	3.50%	3.50%




Actuarial Disclosures

The premium rates used in this valuation were developed using proprietary Excel models which in James E. Pranschke's professional judgment provide initial projected costs which are consistent with the purposes of the valuation. We perform tests to ensure that the models, in their entirety, reasonably represent that which is intended to be modeled.

Aging factors used in the premium development models were developed based on information and data from a 2013 study commissioned by the Society of Actuaries entitled "Health Care Costs – From Birth to Death".

James E. Pranschke is a Member of the American Academy of Actuaries (MAAA) and meets the Qualification Standards of the American Academy of Actuaries to certify the per capita retiree health care rates shown above.


James E. Pranschke, FSA, MAAA

SECTION D

SUMMARY OF BENEFITS

Summary of Plan Provisions

Employees Hired Prior to 3/14/1991

- | | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Benefit Eligibility | Retirement after 10 years continuous, full-time service with the Authority. Employees who elect to defer pension benefits are not eligible. |
| 2. Benefit Provisions | <p>Hospitalization (Blue Cross/Blue Shield):</p> <ul style="list-style-type: none">- Prior to Age 65: Retirees and eligible dependents are covered on the same basis as employees.- Age 65 or older: Retirees and eligible dependents are covered as a supplement to Medicare. <p>Dental: Retirees and eligible dependents are covered on the same basis as employees.</p> <p>Optical: Retirees and eligible dependents are covered on the same basis as employees.</p> <p>Group Life: Continued for lifetime of retiree in the amount of \$10,000.</p> |
| 3. Retiree Contributions | None. |
| 4. Spouse Coverage | Spouses of retirees are eligible to continue to receive benefits for three years following the death of the retiree except for hospitalization. |



Summary of Plan Provisions

Employees Hired 3/14/1991 to 12/31/2008

- | | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Benefit Eligibility | Retirement after 10 years continuous, full-time service with the Authority. Employees who elect to defer pension benefits are not eligible. |
| 2. Benefit Provisions | <p>Hospitalization (Blue Cross/Blue Shield):</p> <ul style="list-style-type: none">- Prior to Age 65: Under 25 years of service - full coverage for retiree only. Over 25 years of service - full coverage for retiree and spouse.- Age 65 or older: Retirees and eligible dependents are covered as a supplement to Medicare. <p>Dental: Under 25 years of service - no coverage. Over 25 years of service - Retirees and eligible dependents are covered on the same basis as employees.</p> <p>Optical: Under 25 years of service - no coverage. Over 25 years of service - Retirees and eligible dependents are covered on the same basis as employees.</p> <p>Group Life: Continued for lifetime of retiree in the amount of \$10,000.</p> |
| 3. Retiree Contributions | None. |
| 4. Spouse Coverage | Spouses of retirees are eligible to continue to receive benefits for three years following the death of the retiree except for hospitalization, which continues for life of spouse if over 25 years of service. |



Summary of Plan Provisions Employees Hired after 1/1/2009

Members hired on or after January 1, 2009 are not covered under retiree hospitalization, dental, or optical plans, but are covered under the Authority's Retirement Health Savings Plan. Liabilities and expenses associated with the Retirement Health Savings Plan are not included in this report. Retirees with over 25 years of service are covered by group life insurance in the amount of \$10,000.

Members hired on or after January 1, 2013 are not covered under retiree hospitalization, dental, or optical plans, but are covered under the Authority's Retirement Health Savings Plan. Liabilities and expenses associated with the Retirement Health Savings Plan are not included in this report. These members are not eligible for group life insurance.



SECTION E

SUMMARY OF PARTICIPANT DATA

Total Covered Active Members* as of December 31, 2020 by Age and Years of Service

Age	Years of Service to Valuation Date							Totals
	0-4	5-9	10-14	15-19	20-24	25-29	30 Plus	No.
35-39			3					3
40-44			6	4	1			11
45-49			2	9	8	2		21
50-54			4	4	9	7	2	26
55-59				5	4	5	10	24
60-64		2	2	4	6	6	10	30
65 & Over					1		2	3
Totals		2	17	26	29	20	24	118

While not used in the financial computations, the following group averages are computed and shown because of their general interest.

Age: 53.7
Service: 23.1

** Includes 4 individuals hired after 1/1/2009 who are eligible for retiree life insurance only. Individuals hired after 1/1/2013 are not included in the data.*

Total Covered Inactive Members as of December 31, 2020 by Age

Number of Retiree and Beneficiary Contracts

	Opt-Out/ Ineligible*	One-Person Coverage	Two-Person Coverage**	Total
Male	18	31	69	118
Female	10	42	5	57
Total	28	73	74	175

* Includes 18 members who only receive life insurance.

** Includes family coverage.

Age	Current Retirees
	Number of Those Covered
45-49	1
50-54	1
55-59	6
60-64	21
65-69	36
70-74	28
75-79	18
80-84	17
85-89	9
90-94	6
95 +	4
Totals	147

The number counts above only include those retirees who have elected to receive retiree health care coverage through the Huron-Clinton Metropolitan Authority Retiree Health Care Plan.

SECTION F

ACTUARIAL COST METHOD AND ACTUARIAL ASSUMPTIONS

Actuarial Methods as of December 31, 2020

Actuarial Cost Method. Normal cost and the allocation of benefit values between service rendered before and after the valuation date was determined using an **Individual Entry-Age Actuarial Cost Method** having the following characteristics:

- (i) The annual normal cost for each individual active member, payable from the date of employment to the date of retirement, is sufficient to accumulate the value of the member's benefit at the time of retirement; and
- (ii) Each annual normal cost is a constant percentage of the member's year by year projected covered pay.

Actuarial gains (losses), as they occur, reduce (increase) the Unfunded Actuarial Accrued Liability.

Financing of Unfunded Actuarial Accrued Liabilities. Unfunded Actuarial Accrued Liabilities (UAAL) (full funding credit if assets exceed liabilities) were amortized as a level dollar for the purposes of calculating the Actuarially Determined Contribution. The UAAL was determined using the actuarial value of assets and actuarial accrued liability calculated as of the valuation date.

Actuarial Value of Assets. Smoothed asset value that spreads market value gains or losses over a 5-year period.

Amortization Factors. The following amortization factors were used in developing the Actuarially Determined Contribution for the fiscal years shown:

6.50% Interest	Fiscal Year Ending December 31,	
	2021	2022
HCMA (Level Dollar)	11.5807	11.3013



Actuarial Assumptions as of December 31, 2020

The assumptions and methods are based, in part, on an experience study dated February 5, 2021 and approved by the Retiree Health Trust of the Huron-Clinton Metropolitan Authority on February 11, 2021. All assumptions are expectations of future experience, not market measures.

Current economic assumptions for the Plan are as follows:

Investment Return	6.50%
Wage Inflation	3.25%
Price Inflation	2.50%
Spread between Investment Return and Wage Inflation	3.25%
Spread between Investment Return and Price Inflation	4.00%

Disability Rates

Disability rates are used in the valuation to estimate the incidence of member disability in future years. These rates were first used in the December 31, 2016 valuation.

The assumed rates of disablement at various ages are shown below.

Sample Ages	% of Active Members Becoming Disabled within Next Year
	Male or Female
25	0.00%
30	0.12%
35	0.16%
40	0.24%
45	0.46%
50	1.04%
55	2.14%
60	6.70%



Actuarial Assumptions as of December 31, 2020 (Continued)

The mortality rates utilized are based upon the Pub-2010 amount-weighted General tables, and include a margin for future mortality improvements projected using a fully generational improvement scale. The tables used are as follows:

- **Healthy Pre-Retirement:** Pub-2010 General Employee Mortality Tables, amount-weighted, and projected with mortality improvements using the fully generational MP-2020 projection scale from a base year of 2010.
- **Healthy Post-Retirement:** Pub-2010 General Healthy Retiree Mortality Tables, amount-weighted, and projected with mortality improvements using the fully generational MP-2020 projection scale from a base year of 2010.
- **Disability Retirement:** Pub-2010 General Disabled Retiree Mortality Tables, amount-weighted, and projected with mortality improvements using the fully generational MP-2020 projection scale from a base year of 2010.

Sample Attained Ages	Healthy Pre-Retirement		Healthy Post-Retirement		Disabled Retirement	
	Future Life		Future Life		Future Life	
	Expectancy (Years)*		Expectancy (Years)*		Expectancy (Years)*	
	Men	Women	Men	Women	Men	Women
55	33.90	35.95	30.32	33.15	22.38	25.11
60	29.01	30.95	25.63	28.31	19.26	21.91
65	24.27	26.03	21.16	23.61	16.41	18.71
70	19.64	21.21	16.94	19.10	13.64	15.37
75	15.12	16.51	13.03	14.87	10.91	12.12
80	10.73	11.98	9.60	11.10	8.37	9.24

* Based on retirements in 2020. Retirements in future years will reflect improvements in life expectancy.



Actuarial Assumptions as of December 31, 2020 (Continued)

Retirement Rates

The following schedule of retirement rates is used to measure the probability of eligible members retiring during the next year.

Retirement Ages	Percent of Eligible Active Members Retiring Within Next Year	
	Less than 25 Years of Service	25 or More Years of Service
55	1%	1%
56	1%	5%
57	1%	10%
58	1%	10%
59	5%	20%
60	12%	20%
61	12%	20%
62	12%	30%
63	20%	40%
64	25%	50%
65	60%	60%
66	30%	30%
67	30%	30%
68	30%	30%
69	30%	30%
70	100%	100%



Actuarial Assumptions as of December 31, 2020 (Concluded)

Rates of withdrawal from active membership were as shown below (rates do not apply to members eligible to retire and do not include separation on account of death or disability). This assumption measures the probabilities of members remaining in employment.

Age	Rates of Withdrawal
	Male or Female
25	7.40%
35	3.40%
45	1.40%
55	0.20%
57	NIL

Miscellaneous and Technical Assumptions as of December 31, 2020

Administrative Expenses	No explicit assumption has been made for administrative expenses.
Decrement Operation	Disability does not operate during retirement eligibility.
Decrement Timing	Decrements of all types are assumed to occur mid-year.
Eligibility Testing	Eligibility for benefits is determined based upon the age nearest birthday and service nearest whole year on the date the decrement is assumed to occur.
Incidence of Contributions	Contributions are assumed to be received continuously throughout the year based upon the computed percent of payroll shown in this report, and the actual payroll payable at the time contributions are made.
Marriage Assumption	80% of males and 80% of females are assumed to be married at time of decrement. Male spouses are assumed to be three years older than female spouses for active member valuation purposes.
Medicare Coverage	Assumed to be available for all covered employees on attainment of age 65. Disabled retirees were assumed to be eligible for Medicare coverage at age 65.
Life Insurance Coverage	Lump Sum Death Benefit was valued.
Health Care Coverage at Retirement	The table below shows the assumed portion of future retirees electing one-person or two-person/family coverage, or opting-out of coverage entirely.

	One-Person	Two-Person/Family		Opt-Out
		Electing	Continuing	
Male	30%	60%	100%	10%
Female	30%	60%	100%	10%



APPENDIX

Glossary

Accrued Service. The service credited under the plan which was rendered before the date of the actuarial valuation.

Actuarial Accrued Liability. The difference between (i) the actuarial present value of future plan benefits, and (ii) the actuarial present value of future normal cost. Sometimes referred to as "accrued liability" or "past service liability."

Actuarial Assumptions. Estimates of future plan experience with respect to rates of mortality, disability, turnover, retirement, rate or rates of investment income and salary increases. Decrement assumptions (rates of mortality, disability, turnover and retirement) are generally based on past experience, often modified for projected changes in conditions. Economic assumptions (salary increases and investment income) consist of an underlying rate in an inflation-free environment plus a provision for a long-term average rate of inflation.

Actuarial Cost Method. A mathematical budgeting procedure for allocating the dollar amount of the "actuarial present value of future plan benefits" between the actuarial present value of future normal cost and the actuarial accrued liability. Sometimes referred to as the "actuarial funding method."

Actuarial Equivalent. A single amount or series of amounts of equal value to another single amount or series of amounts, computed on the basis of the rate(s) of interest and mortality tables used by the plan.

Actuarial Present Value. The amount of funds presently required to provide a payment or series of payments in the future. It is determined by discounting the future payments at a predetermined rate of interest, taking into account the probability of payment.

Actuarially Determined Contribution. The Actuarially Determined Contribution is the normal cost plus the portion of the unfunded actuarial accrued liability to be amortized in the current period. The Actuarially Determined Contribution is an amount that is actuarially determined in accordance with the requirements so that, if paid on an ongoing basis, it would be expected to provide sufficient resources to fund both the normal cost for each year and the amortized unfunded actuarial accrued liability.

Amortization. Paying off an interest-bearing liability by means of periodic payments of interest and principal, as opposed to paying it off with a lump sum payment.

Governmental Accounting Standards Board (GASB). GASB is the private, nonpartisan, nonprofit organization that works to create and improve the rules U.S. state and local governments follow when accounting for their finances and reporting them to the public.



Glossary

Implicit Rate Subsidy. It is common practice for employers to allow retirees to continue in the employer's group health insurance plan (which also covers active employees), often charging the retiree some portion of the premium charged for active employees. Under the theory that retirees have higher utilization of services, the difference between the true cost of providing retiree coverage and what the retiree is being charged is known as the implicit rate subsidy.

Medical Trend Rate (Health Care Inflation). The increase in the cost of providing health care benefits over time. Trend includes such elements as pure price inflation, changes in utilization, advances in medical technology, and cost shifting.

Normal Cost. The annual cost assigned, under the actuarial funding method, to current and subsequent plan years. Sometimes referred to as "current service cost." Any payment toward the unfunded actuarial accrued liability is not part of the normal cost.

Other Postemployment Benefits (OPEB). OPEB are postemployment benefits other than pensions. OPEB generally takes the form of health insurance, dental, vision, prescription drugs, life insurance or other health care benefits.

Reserve Account. An account used to indicate that funds have been set aside for a specific purpose and are not generally available for other uses.

Unfunded Actuarial Accrued Liability. The difference between the actuarial accrued liability and valuation assets. Sometimes referred to as "unfunded actuarial accrued liability."

Valuation Assets. The value of current plan assets recognized for valuation purposes.





To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Report – Recreation Programming Plan Presentation
Date: May 7, 2021

Action Requested: Motion to Receive and File

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.

Background: Planning and Development staff will present an overview of the recreation programming planning within the Metroparks and in coordination with partners for the remainder of 2021.

This presentation will also serve as the annual review of the Recreation Programming Plan, initially approved in January 2020, to satisfy the requirements of the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA).

Attachment: 2021 DRFC Programming Communication Work Plan

**2021 Programming & Communications Work Plans
Huron-Clinton Metropolitan Authority & The Detroit Riverfront Conservancy
May, 2021**

In November 2020, the Metropark's entered into a multi-year, pilot partnership with the Detroit Riverfront Conservancy. The partnership focuses on widening access to new programs and recreation for city and suburban families, and leverages the world-class parks, greenways and public spaces managed by the two organizations.

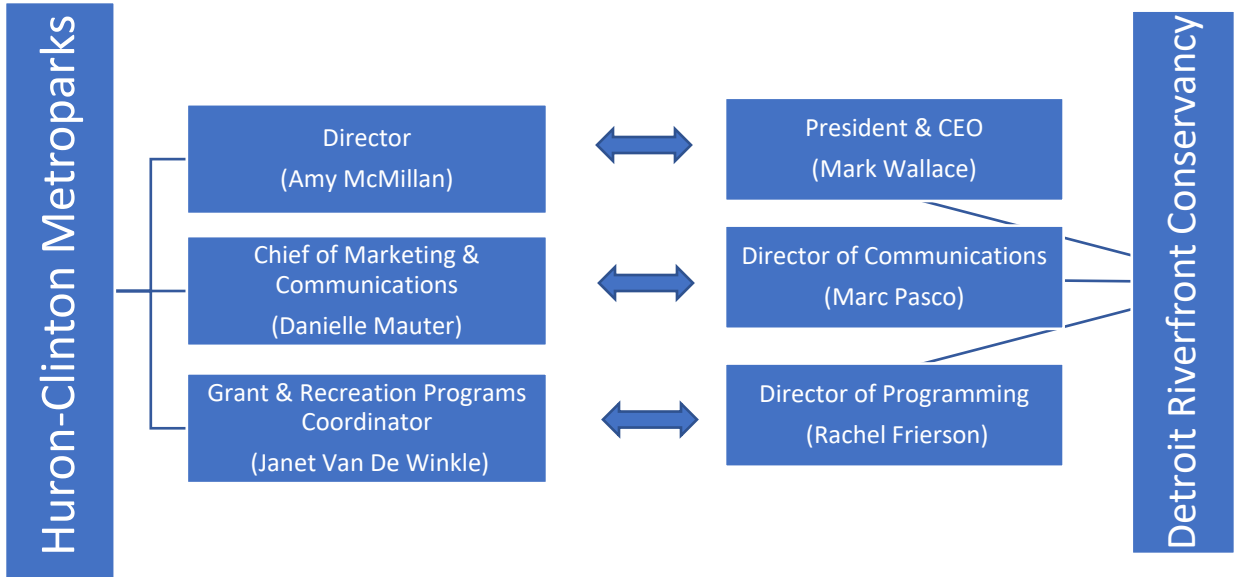
Through the partnership, the Metroparks will establish a physical presence in Detroit and contribute \$6 million over seven years to the Conservancy for expanded programs and operations at the future Ralph C. Wilson, Jr. Centennial Park on the West Riverfront.

Since forging an official working relationship, our two teams have been developing our first joint work plans for 2021. The work plan has two general arms; programming and communications. The outcomes of the work plan relate directly back to the goals in our signed partnership agreement.

Under programming, the work plan has been divided into quarters, under three activities; programming/swimming, community outreach, and interpretive. Swimming is the major theme for programming this year, as evident in our joint partnership with the City of Detroit to support "Swim in the D" to provide free swim lessons to 504 kids at Brennan Pool in Rouge Park. Activities under community outreach include opportunities for public engagement for several grant projects, outreach associated with swimming, and of course the Ralph C. Wilson Jr. Centennial Park. Meanwhile, the Metropark's Interpretive Department is offering regular programming at the Riverfront and helping to lead the Interpretive Programming Plan for the DRFC.

Under the communications arm, the two teams are working together to generate media alerts and releases, storytelling pieces, social media content and other communication pieces. As we draw near to the first summer season together, the team is creating a joint branded advertising campaign to bring awareness to the partnership and to the joint programming efforts the programming team is developing.

The following diagram shows how the two organizations work together, and the points of contact for Leadership, Marketing and Communications, and Programming. On the Metroparks team, the Grant & Recreation Programs Coordinator (Janet Van De Winkle) is supported by the Chief of Planning & Development (Nina Kelly) and the Chief of Interpretive Services (Jennifer Jaworski). Additionally, each level on the below chart meet biweekly to collaborate on efforts included in the work plan and the entire group meets quarterly to collaborate on all joint efforts and share information about what each other are working on.



Together, the Metroparks and the Detroit Riverfront Conservancy teams are bringing innovative solutions to shared concerns and creating exciting new programs that residents and visitors alike can enjoy. We all look forward to the coming season and having the opportunity to make this partnership a success.

Sincerely,

Amy McMillan, Director
Huron-Clinton Metroparks

Mark Wallace, President & CEO
Detroit Riverfront Conservancy



HURON-CLINTON METROPARKS

DRFC 2021 PROGRAMMING & COMMUNICATIONS WORK PLAN



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

2021 PROGRAMMING WORK PLAN

Programming Overview

In November of 2020, the Detroit Riverfront Conservancy (DRFC) and Huron-Clinton Metropolitan Authority (HCMA) signed a Partnership Agreement in efforts to increase public programming opportunities throughout the region and connect area residents to the numerous public assets in SE Michigan.

Programming Goals for the Partnership Agreement

- Connect DRFC's network of Detroit-based visitors to the Metroparks
- Collaborate on program design and public space management in both HCMA and DRFC managed properties
- Alter the narrative around swimming in Detroit, through high quality multi-generational swim instruction and staffing
- Connect on opportunities to utilize each organization's networks for community engagement
- HCMA to provide guidance and support to develop an interpretive programming masterplan

Interpretive Planning

Supported and guided by HCMA, the Detroit Riverfront Conservancy is crafting the Ralph C. Wilson Jr. Centennial Park (RCWJCP) Interpretive Plan. DRFC's main objective with the interpretive plan is to create a cohesive takeaway for visitors around Ralph C. Wilson Jr. Centennial Park and create a template for future educational programming with an emphasis on the Water Garden. The partnership between these organizations has allowed for HCMA to provide capacity and technical support to the Conservancy during the interpretive planning process. The plan is developed by assembling a small group of stakeholders to brainstorm thematic ideas of what the place will evoke and encourage patrons to do. From there these thematic groups are presented to the public as singular sentences and the public will provide input on which theme most compels them. After which the Conservancy will begin to build out robust programming in person and passive, that address the priority areas of the public and relates back to the overall vision of the park.

Swimming Program

HCMA and DRFC are partnering with the City of Detroit on an important initiative to provide free swim lessons to Detroiters during the Summer of 2021. The swim lessons will be primarily focused on school aged children, with the goal of reaching at least 504 unique participants. All participants will receive free co-branded "Swim in the D" gear. HCMA and DRFC will support the City's program by assisting with procurement of supplies, gear and uniforms for lifeguards and other safety equipment. HCMA will be helping with evaluations for the program, and both HCMA and DRFC will help to get the word out through marketing and outreach. This unique pilot partnership will be leveraged with a regional aquatic planning effort led by HCMA and its partners.

First Quarter (January – March)

Programming/Swimming

- a) HCMA/DRFC create annual work plan for programming with an evaluation component
- b) Collaboration to develop Request for Proposal for regional aquatic consultant
- c) Quarterly meetings scheduled with leadership, marketing, and programming teams
- d) Identify partnership connections for 2021
- e) Michigan Natural Resources Trust Fund Board Tour planning

Community Outreach

- a) Identify and schedule community engagement opportunities
- b) 2021 MNRTF/LWCF grants
- c) Thematic options for interpretive programming
- d) HCMA will supply DRFC with printed brochures of 5 county maps, as well as Lake St. Clair, Lower Huron/Willow/Oakwoods, and Lake Erie Metroparks.

Interpretive

- a) DRFC and HCMA begin Interpretive Programming planning process
- b) First brainstorm meeting scheduled for Jan 25
 - i. DRFC assembles a planning committee - DRFC staff, HCMA staff, DRFC Board Members, Community members and Community Engagement firm 313Creative.
- c) DRFC identify subthemes and write theme
- d) Interpretive - plans 2021 non RCWJP opportunities for DRFC and HCMA to collaborate
- e) Virtual programming offerings continue once per month

Second Quarter (April – June)

Programming/Swimming

- a) Begin working with aquatic consultant, helping to frame needs in SE MI
- b) DRFC and HCMA meet with current program providers in the areas of swim instruction
- c) Create a *Detroit Swimming Coalition*, to include stakeholders identified w/aquatic consultant.
- d) Work with City of Detroit to support swim lessons: HCMA and DRFC to procure supplies, uniforms, and equipment. HCMA to help with registration/evaluations, DRFC and HCMA will assist the City of Detroit with marketing and outreach.
- e) Planning for Michigan Natural Resources Trust Fund Board Tour
- f) Apply for NRPA's Resilient Park Access Grant

Community Outreach

- a) SEMCOG Transit Equity Grant
- b) Interpretive strategic planning
- c) NFWF Southeast Michigan Resilience Grant
- d) Outreach associated with swimming plan

Interpretive

- a) DRFC is hiring a staff person to focus on educational programming on the riverfront and will lead interpretive program design with HCMA
- b) Community conversations around thematic interpretive work
 - i. Survey for public input released

- c) Attend one Saturday per month.
 - i. To start, we will plan on the 2nd Saturday of the month. If there is an event that is scheduled on a different Saturday that would be more beneficial for us to attend (River Days, Touch-a-Truck) a determination will be made to either move dates, or attend both.
 - ii. Depending on the event, staff will be on-site for 2-4 hours, unless it is deemed necessary to be present longer. Staff will make determination as they see fit.
 - iii. If weather, or other unforeseen events inhibit staff from attending on a scheduled Saturday, another date will be scheduled that is suitable
- d) Begin to connect with youth and school age providers interested in expanding scope at RCWJP.
 - i. CMU/EPA grant about water quality will be explored

Third Quarter (July – September)

Programming/Swimming

- a) Begin creating a 5-year plan for developing lifeguard program, multi-generational swim program
- b) Collaborate on the development of a letter of interest to the William T. Grant Foundation to support the swim program development planning efforts
- c) Quarterly meeting for the Detroit Swimming Coalition group - establish goals for coalition and RCJWCP
- d) Swim in the D – Programs take place during July and August. Evaluation component will be developed jointly by partners for all participants, and an evaluation at the end of the season.
- e) Movies in the Park at Willow and LSC Metroparks (cross-promotion)
- f) Touch-a-truck (pending in the fall)
- g) River Days (pending in the fall)

Community Outreach

- a) Outreach associated with swimming plan
- b) RCJWP Community Outreach
- c) SEMCOG Transit Equity Grant
- d) NFWF Southeast Michigan Resilience Grant

Interpretive

- a) Interpretive programming planning continues - set September 2021 date of releasing 5-year interpretive programming plan
- b) 2021/2022 interpretive work to take place in other Riverfront parks. Attend one Saturday per month through October.
- c) DRFC Volunteers attend Metroparks workday

Fourth Quarter (October – December)

Programming/Swimming

- a) Create a “State of Swimming” in Detroit report to focus on both instruction and lifeguarding. Piece to include knowledge gained from meetings, national and state benchmarks, and SWOT.
- b) Quarterly meeting for the Detroit Swimming Coalition group
- c) Lifeguard recruitment for 2022, create aggressive marketing campaigns aimed at groups targeted by DRFC.

Community Outreach

- a) Analyze individual organizations 2021 lifeguard outreach and identify 2022 target communities.
- b) NFWF Southeast Michigan Resilience Grant
- c) Preliminary discussions about community outreach for HCMA’s updated Community Recreation Plan.

Interpretive

- a) Interpretive plan released
- b) DRFC Education team begins process of connecting with area educators on living classroom opportunities in 2023 and present master plan to networks
- c) DRFC team visit programming at Metroparks
- d) Plan for 2022 in-person joint interpretive programming
- e) Continue virtual programming

2022 and Beyond

- Continue work with Detroit Swimming Coalition 5-year plan for developing lifeguard program, multi-generational swim
- Begin recruitment campaign with targeted areas to increase application rates in HCMA parks
- Preparation for the opening of RCWJP
- Planning on more events, regular programming
- 2022 joint interpretive programming takes place on Riverfront and HCMA
- DRFC Educational programs pilot begins
- DRFC to create a cohort of school and after school groups to participate in in-person interpretive programming

Evaluation

- Evaluate first year of swimming pilot partnership “Swim in the D”
 - Swim instruction
 - logistics (registration, transportation, evaluations)
 - Outcomes
- Development of the “State of Swimming” report
- Creation of a 5-year plan for developing lifeguard program, multi-generational swim to improve the baseline conditions found in “State of Swimming” report.
- Development of Detroit Swims Coalition
- Identification of a pilot transit route to provide access to Lake St. Clair Metropark
- Recap successes and shortcomings of the partnership internally
- At least 3 joint email blasts to subscribers with articles, announcements, surveys, for either programming or community outreach
- At least a 20% increase in Detroit zip codes at Metroparks from 2020
 - Review attendance and identify strategies to get Detroit residents to the Metroparks through DRFC outreach
- At least 3 active community engagement sessions
- Viewing rate on virtual programming
- Develop DRFC Interpretive programming Plan
- Engage with 50 stakeholders during Master Planning process



2021 COMMUNICATIONS PLAN

Communications Overview

As the partnership between the Detroit Riverfront Conservancy (DRFC) and the Huron-Clinton Metroparks (HCMA) is established, the marketing and communications teams of both organizations have developed the following communications plan as a guiding outline to successfully work together and recognize both organizations' work through public facing and internal communication pieces.

Coordination between the two marketing and communications teams

- In addition to regular communication as needed, the marketing and communications teams from both organizations will establish monthly coordination calls to discuss relevant topics and to coordinate on partnership projects.
- This communications plan will be reviewed every six months by both organizations' teams and will be updated as necessary and reported back to leadership of both organizations.
- The two organizations will work together to develop a paid media strategy to promote the creation of this partnership. Prior to the completion of the water feature at Wilson Park, those joint media buys will focus on recognition of the partnership and joint programming efforts. After the completion of the water feature at Wilson Park those media buys will focus on the announcement of completion and invitation to visit, joint programming efforts and engaging local communities in the new space. The first paid media strategy will be created and presented to leadership by April 2021 to promote the 2021 summer season. The strategy will then be reviewed and updated and part of the communications plan review every six months going forward.

Media alerts and press releases

- A press release about the major accomplishments and joint programs that occur as a result of the partnership will be created and shared with key media outlets no less than three (3) times per year.
- The two organizations' marketing and communications teams will work together to create and proofread all partnership-related media alerts and press releases, and both organizations must approve before sending.
- Both organizations logos, boilerplate language and relevant contact information and web links will appear on all joint press releases.
- The marketing and communications teams from both organizations will coordinate to create a summary report of coverage and response from each joint media alert or press release that can be shared with the relevant staff and board members from both organizations.
- When media contacts reach out to one organization with questions pertaining to work done under the partnership, that organization's communication team will also share the

other partner's communications contact info with the media contact so they can include information from both sources in articles, publications, news clips, etc.

Signage

- At the completion of water feature at Wilson Park, at a minimum, entrance signage will be installed that prominently displays the HCMA logo and establishes a physical presence on the Riverfront.
- All signage within the water feature will be jointly developed between the two organizations giving recognition to both organizations within that park section.
- Interpretive signage will, at a minimum, be placed within the water feature and will be jointly developed with the HCMA interpretive staff to assist with educational content relevant to that natural area and to acknowledge the partnership between the two organizations.
- Wayfinding and placemaking signage within Wilson Park will be jointly developed between the two organizations and include logos and/or recognition of both organizations.
- Once the water feature at Wilson Park is complete, a minimum of one informational kiosk, in a high visibility area, with HCMA materials and acknowledgement of the partnership will be installed within the park.
- Both organizations logos will appear on uniform shirts of staff working in the water feature at Wilson Park and leading joint programs.

Website information

- Once the partnership is approved, information about its formation will be placed on both organization's websites with the logo of the other partner and a link back to their site.
- Information about major milestones in the partnership will be added to each organization's websites.

Social media and email blasts

- Both organizations will coordinate the timing for the partnership announcement on all social media channels using their owned accounts.
- Until the completion of the water feature at Wilson Park, both organizations will post to their social media accounts no less than 6 times per year with updates about the partnership, major milestones and/or joint programs related to the partnership.
- After the completion of the water feature at Wilson Park, both organizations will post to their social media accounts no less than once a month about the partnership, major milestones and/or joint programs related to the partnership.
- All social media posts relating to the partnership will recognize and tag both organizations' relevant social accounts.
- Both organizations will include articles and/or announcements about the partnership in their email blasts to subscribers no less than 3 times per year and will recognize both organizations with links to their websites. Examples will be shared between both organizations.

Community Outreach

- When attending community events with a display set up, both organizations will include an informational piece about the partnership to help draw awareness within the public. That informational piece will be jointly developed by the two organizations' marketing and communications teams.
- The HCMA team will work closely with the DRFC team to identify and target community events, local publications and speaking engagements that could lead to building awareness about the Metroparks within Detroit. Leveraging the community outreach strengths of the DRFC, the two organizations will work together to build at least four (4) new relationships per year between HCMA and Detroit neighborhood groups and organizations prior to the completion of the water feature at Wilson Park. At the completion of the water feature at Wilson Park, the two organizations would work together to foster at least eight (8) new relationships per year. This goal would be revisited every six months and adjusted as needed.
- The HCMA team will work closely with the DRFC team to leverage and learn from their strong connections with neighboring communities, neighborhoods and residents. The organizations will work together to create at least three (3) active engagement events each year directly with neighborhoods and residents to draw greater recognition of the Metroparks with those audiences.
- Both organizations' marketing and communications teams will work together to introduce each other to new media and community organizations and strengthen relationships they have not had in the past.
- HCMA will continue to have a presence at major DRFC events, such as River Days, Touch-A-Truck, etc., and will have a presence at new DRFC events as appropriate.
- DRFC will have a presence at HCMA events as needed and appropriate as determined by both organizations.

Brochures and Print Materials

- Both organizations will have printed brochures/marketing materials available at their locations for the other organization. HCMA will supply five county maps as well as Lake St. Clair, Lower Huron/Willow/Oakwoods and Lake Erie event rack cards until the water feature at Wilson Park is complete. Once the water feature at Wilson Park is complete, an informational kiosk with HCMA materials will be available within the park. The DRFC will provide HCMA with copies of its latest events and programming brochures.
- At the completion of the water feature at Wilson Park, its location will be added on to the five county map brochures for HCMA and the DRFC name, website, logo and brief description of the partnership will be added into the text content of the brochure.

Attendance Goals

- Currently, Conservancy records show that 1.2 million Riverfront visits each year are from city of Detroit residents visit the riverfront each year. At the completion of the water

feature at Wilson Park, the two organizations expect to see an increase of 1% (or 12,000 visitors) annually. No less than quarterly check-ins will be conducted with a goal to increase attendance by 1% each year.

- Prior to the completion of the water feature at RCWJWP, HCMA expects these efforts to result in a 1% increase in visitors each year (as measured by scanning) coming to the Metroparks from ZIP codes within the city of Detroit. After the completion of the water feature at Wilson Park, HCMA expects these efforts to result in a 3% increase in visitors each year (as measured by scanning) coming to the Metroparks from ZIP codes within the city of Detroit.
- Currently, Conservancy records show that 1.29 million people from southeastern Michigan visit the riverfront each year. Prior to the completion of the water feature at Wilson Park, DRFC expects to see an increase of 1% (or 12,900 visitors) annually from southeastern Michigan visitors. After the completion of the water feature at Wilson Park, DRFC expects these efforts to result in a 3% increase in visitors each year coming to the Riverfront from southeastern Michigan.
- As of January 1, 2021, HCMA's RecTrac and WebTrac point of sale implementation will require programming registration through that system. That will result in a baseline to measure programming attendance and ZIP codes against and will result in goals related to programming attendance (as measured by RecTrac) included in the next partnership communications plan update.







To: Board of Commissioners
From: Amy McMillan, Director
Subject: Approval – Mission, Vision and Core Values Statements
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the Mission, Vision and Core Values Statements as recommended by Director Amy McMillan and staff.

Background: Over the course of the past three years, we have purposefully focused on changing the way we do business at the Metroparks to better serve our region and beyond.

Early on we increased our no-mow zones to protect the biodiversity of our parks and address visitor concerns; we re-organized several functions to increase efficiencies and improve outcomes; we initiated a broad-ranging data collection program, which included polling throughout the region; we re-organized the budget to include a capital project fund and set (and exceeded!) goals for our unassigned fund balance; we overhauled our purchasing policies; we developed and launched a comprehensive marketing initiative; we developed a successful grant strategy that has resulted in over \$5 million in new programs and projects to date; we put body cams on our police officers; we developed new and impactful partnerships; and we developed a diversity, equity, and inclusion plan. And, we have exceeded all expectations in response to a global pandemic that was nowhere on our radar in 2018. It's not an exclusive list, but it's a pretty good snapshot of the foundation we have built to move the Metroparks into the future.

Although we have largely let our actions speak for themselves to build confidence and trust in our commitment to moving the Metroparks into the future, it's time to put that commitment into words, first with an update of our mission, vision, and core value statements, to replace the rather clunky one that has been in place for quite some time.

The proposed Mission, Vision, and Core Values statement(s) are the result of feedback from employees at all levels of the Metroparks and many hours of discussion and reflection during a department head retreat that took place over that course of several months.

Because the worst, most unwieldy, and difficult to remember mission, vision, and core values statements tend to be those created by committees, we tasked the professionals at Factory Detroit with the actual writing.

We sought feedback from employees at all level of the organization on the draft, with a request to focus on whether anything big and important was missing in the draft, rather than wordsmithing.

Although there were not dozens of employee responses, the majority were very supportive and agreed that the draft not only represented our mission and core values but would be easy to communicate to staff and the public. There were some thoughts about expanding an explanation of “stewardship” within the statement itself, but the majority felt the draft clearly articulated our values.

Next Steps

- Internal rollout of Mission, Vision and Core Values
- External Mission, Vision and Core Values
- New Strategic Plan

Attachments: **Proposed Mission, Vision, Core Value Statements**
 Correspondence to employees seeking feedback
 Results of employee survey
 Current Mission Statement



The Huron-Clinton Metroparks

One of America's leading regional park systems, featuring 13 parks that provide access to natural spaces, recreational facilities and educational opportunities for the communities of southeast Michigan.

Our Mission

To bring the benefits of parks and recreation to the people of southeast Michigan.
All the people. All their lives.

Our Vision

To be a unifying force – and indispensable resource – in southeast Michigan:
One Region. One Metroparks. Endless Experiences.

Our Values

Inclusion & Stewardship
Diversity & Equity
Leadership & Innovation

From: [Shawn Athayde](#) on behalf of [Amy McMillan](#)
To: [All Employees](#)
Subject: Staff input needed on the Metroparks' vision and mission
Date: Friday, February 12, 2021 2:07:33 PM

Hello Everyone!

If you regularly dial in to listen to our Tuesday and Thursday All Employee Calls, then you already know that department heads and district superintendents, picked up on the long-interrupted leadership retreat and began meeting again (virtually) in November to discuss both the challenges and opportunities we face as we work together to provide the very best service to our entire region and beyond.

Before the pandemic interrupted pretty much everything, one of the things I heard loud and clear from pretty much everyone here at the Metroparks is that we really need to have a clear, concise way to communicate what we do and why we do it because our current mission and vision are more than a little clunky.

And, I also heard that you would like a voice in this process, so we put together a survey that gives you an opportunity to share your thoughts. I know some of you may feel some kind of way about online surveys but I hope you will take the leap, click on the link and complete the survey so your voice can be heard.

The thoughts you share will also help as we develop our updated strategic plan this year. So, click, complete, and send.

<https://www.surveymonkey.com/r/HCMVisionandMission>



Amy McMillan (she, her, hers) | Director
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HCMA Vision and Mission Survey

Q3 In one sentence or less, describe who the Metroparks serve.

Answered: 102 Skipped: 3

HCMA Vision and Mission Survey

#	RESPONSES	DATE
1	All citizens of southeast lower Michigan.	2/22/2021 9:34 AM
2	Citizens of Wayne, Washtenaw, Maccomb, and Oakland counties	2/21/2021 11:09 AM
3	Mainly residents of the 5 counties in which they are located.	2/21/2021 10:01 AM
4	The Metroparks serve a diverse general public	2/20/2021 1:33 PM
5	awesome	2/20/2021 11:47 AM
6	The general public, all inclusively	2/20/2021 10:22 AM
7	Park patrons in the southern third of the state.	2/19/2021 1:21 PM
8	The general public from all areas.	2/19/2021 6:19 AM
9	The people of southeast Michigan.	2/19/2021 6:15 AM
10	Should serve the envirement around the Metroparks	2/18/2021 6:03 PM
11	Everyone	2/18/2021 4:33 PM
12	the people of southeast Michigan	2/18/2021 3:53 PM
13	A diverse community in southeast Michigan	2/18/2021 3:29 PM
14	the public- residents of southeast Michigan and visitors from other parts of the state/country	2/18/2021 3:17 PM
15	The general public of southeastern Michigan and beyond	2/18/2021 3:14 PM
16	Primarily those living within a 20 minute drive from a Metropark.	2/18/2021 2:28 PM
17	The citizens of SE Michigan	2/18/2021 2:22 PM
18	Our 5-county region and beyond	2/18/2021 1:59 PM
19	The people of southeast michigan	2/18/2021 1:50 PM
20	The people of SE MI.	2/18/2021 1:45 PM
21	5 County Region in Southeast Michigan	2/18/2021 1:42 PM
22	residents of the five counties	2/18/2021 1:41 PM
23	The Metroparks serves all people who enter our gates and attempts to make that a possibility for all.	2/18/2021 1:41 PM
24	the people	2/18/2021 1:41 PM
25	The general public in southeastern Michigan.	2/18/2021 1:38 PM
26	The metroparks serves the people of southeastern michigan	2/18/2021 1:37 PM
27	Everyone	2/18/2021 1:35 PM
28	The Metroparks serve the people of Southeast Michigan.	2/18/2021 11:40 AM
29	The people of Southeast Michigan	2/18/2021 11:13 AM
30	The Metroparks serve citizens of Southeast Michigan and other visitors from all over.	2/18/2021 8:26 AM
31	All residents of the 5 county Southeastern Michigan Area and others that purchase a vehicle sticker.	2/17/2021 3:40 PM
32	Southeastern Michigan Residents (and beyond) and their out of town guests	2/17/2021 3:23 PM
33	The residents of southeast Michigan	2/17/2021 11:39 AM
34	Communities in southeast Michigan	2/17/2021 9:16 AM
35	The general public and local communities that rely on our serve's.	2/17/2021 7:37 AM
36	The public...not only those that choose to use them, but those who are impacted by the Parks'	2/16/2021 4:11 PM

HCMA Vision and Mission Survey

	functions and opetations.	
37	The diverse population of the residents of southeast Michigan and beyond.	2/16/2021 3:16 PM
38	Primarily the residents of Southeast Michigan	2/16/2021 2:27 PM
39	The citizens of the 5 counties in SE Michigan	2/16/2021 1:33 PM
40	The residents of Southeast Michigan	2/16/2021 12:29 PM
41	HCMA serves the public.	2/16/2021 12:27 PM
42	Residents and visitors of SE Michigan	2/16/2021 9:48 AM
43	all	2/16/2021 9:47 AM
44	The people of Michigan	2/16/2021 8:49 AM
45	The patrons	2/15/2021 5:13 PM
46	The Metroparks serve everyone.	2/15/2021 2:32 PM
47	We serve the residents/taxpayers of the five counties we reside in as well as any visitors to the park system.	2/15/2021 1:10 PM
48	Citizens across se michigan and other neighboring areas	2/15/2021 12:54 PM
49	The public	2/15/2021 12:31 PM
50	The whole public: anyone who visits or doesn't visit	2/15/2021 11:49 AM
51	Employees who work in the parks serve the public; the AO employees think we serve them.	2/15/2021 11:35 AM
52	the public	2/15/2021 10:39 AM
53	Livingston, Macomb, Oakland, Washtenaw, and Wayne counties.	2/15/2021 9:46 AM
54	everyone in southeast Michigan	2/15/2021 8:56 AM
55	Whoever complains the loudest	2/15/2021 8:35 AM
56	Park patrons, the public.	2/15/2021 7:50 AM
57	The residents of the community of Southeastern Michigan.	2/15/2021 7:41 AM
58	everyone in southeast michigan	2/15/2021 6:22 AM
59	The Patrons of Southeastern Michigan	2/15/2021 5:54 AM
60	The Taxpayers of SouthEast Michigan	2/14/2021 12:48 PM
61	Specifically all current residents of the 5 metro-Detroit counties, peripherally the residents of the bordering counties, state and province, visitors and travelers from all other regions, remotely anyone with internet access across the globe, and future generations of all the same.	2/14/2021 12:28 PM
62	The people of the suburbs of Detroit	2/14/2021 10:42 AM
63	The Metroparks provide recreational opportunities and natural areas for the residents and visitors to S.E. Michigan, and future generations.	2/14/2021 10:41 AM
64	The Metroparks mainly serves Southeast Michigan, as well as individuals from all over the state, visitors from across the country and from abroad.	2/14/2021 10:37 AM
65	The entire public in the counties in which we are located.	2/14/2021 10:20 AM
66	the community	2/14/2021 10:07 AM
67	Only the full time employees	2/14/2021 10:01 AM
68	The communities in whichwe reside	2/14/2021 9:03 AM
69	We serve nature and the community who choose to come to our parks and recreate within them	2/13/2021 3:55 PM
70	Patrons in the state of Michigan	2/13/2021 2:34 PM

HCMA Vision and Mission Survey

71	People of Southeastern Michigan; may exclude people of some cities due to accessibility.	2/13/2021 1:27 PM
72	public	2/13/2021 1:14 PM
73	Residents of Southeast Michigan	2/13/2021 10:51 AM
74	All visitors, young and old.	2/13/2021 8:45 AM
75	the people of wayne, washtenaw, oakland, and macomb counties	2/13/2021 8:31 AM
76	The people of southeast michigan	2/13/2021 7:57 AM
77	The metro Detroit community	2/12/2021 8:39 PM
78	The public	2/12/2021 7:04 PM
79	All residents of South East Michigan	2/12/2021 6:32 PM
80	The Metroparks serves the recreational needs of residents in the suburbs outside of Detroit.	2/12/2021 4:36 PM
81	People who chose to attend.	2/12/2021 3:55 PM
82	the Metroparks serve the people who live near each metropark and those that live in the county surrounding them.	2/12/2021 3:43 PM
83	The public of Southeast Michigan.	2/12/2021 3:34 PM
84	The Metroparks serve the citizens of south east Michigan and anyone vacationing in the area.	2/12/2021 3:13 PM
85	The 5 county area - and all who visit our parks and programs.	2/12/2021 3:02 PM
86	We mainly serve the residents of southeastern Michigan.	2/12/2021 2:57 PM
87	Primarily the citizens of Wayne, Oakland, Macomb, Washtenaw and Livingston Counties and others	2/12/2021 2:56 PM
88	The people of southeast Michigan.	2/12/2021 2:56 PM
89	everyone	2/12/2021 2:53 PM
90	The public	2/12/2021 2:49 PM
91	All of our using public.	2/12/2021 2:41 PM
92	All residents (and visitors) to southeast Michigan (namely the 5-county area)	2/12/2021 2:38 PM
93	People in Southeast Michigan	2/12/2021 2:31 PM
94	The people of Southeastern Michigan	2/12/2021 2:29 PM
95	The Metroparks serve all the people living in southeast Michigan.	2/12/2021 2:22 PM
96	all people of SE Michigan and beyond	2/12/2021 2:22 PM
97	All people	2/12/2021 2:20 PM
98	The constituents of the five counties and the environment.	2/12/2021 2:20 PM
99	People of South East Michigan	2/12/2021 2:18 PM
100	A diverse community of Macomb and Wayne Counties	2/12/2021 2:15 PM
101	People in the 5 counties.	2/12/2021 2:13 PM
102	The metroparks serve the public who want to enjoy outdoor recreation and education	2/12/2021 2:12 PM

HCMA Vision and Mission Survey

Q9 What core value(s) is/are missing from the current list?

Answered: 62 Skipped: 43

HCMA Vision and Mission Survey

#	RESPONSES	DATE
1	More clear statements of what our "public service, stewardship, and programming" mean in a park setting	2/21/2021 11:09 AM
2	I think that although stewardship of the environment is mentioned, our actions in the recent past have not reflected that we are good stewards of our park environment.	2/21/2021 10:01 AM
3	none	2/20/2021 1:33 PM
4	quality, partnership	2/20/2021 11:47 AM
5	Natural Resources outreach/education and the promise to maintain such into the future.	2/20/2021 10:22 AM
6	0	2/19/2021 1:21 PM
7	Feels like the core values are covered.	2/19/2021 6:19 AM
8	Protecting the environment	2/18/2021 6:03 PM
9	none that I can think of	2/18/2021 3:17 PM
10	Year-round public service, stewardship, and programming.	2/18/2021 2:28 PM
11	DEI	2/18/2021 1:59 PM
12	excellence	2/18/2021 1:50 PM
13	Recreation	2/18/2021 1:45 PM
14	Servants to the community	2/18/2021 1:42 PM
15	?	2/18/2021 1:41 PM
16	none	2/18/2021 1:41 PM
17	Recreation	2/18/2021 1:38 PM
18	n/a	2/18/2021 1:35 PM
19	All the values are there, but some of them seem buried. I feel like it should be more concise to be written out as a mission statement.	2/18/2021 11:40 AM
20	Diversity, Equity, and Inclusion	2/18/2021 11:13 AM
21	Something needs to be added to Responsibility and Connectivity to reach/bring in the people without transportation, etc.	2/17/2021 3:40 PM
22	Safety in the park and amazing employment/career opportunities	2/17/2021 3:23 PM
23	Innovation	2/17/2021 11:39 AM
24	Economic responsibility	2/16/2021 4:11 PM
25	Making sure all visitors feel welcome and represented	2/16/2021 3:16 PM
26	Outreach: providing environmental, recreational, and educational opportunities	2/16/2021 2:27 PM
27	Committment	2/16/2021 1:33 PM
28	Equity	2/16/2021 9:48 AM
29	Innovation	2/16/2021 9:47 AM
30	"Connectivity to the places and people we serve" always seemed limited to me as if the people we serve are those who CURRENTLY use the parks. I think we need to say the Metroparks, as a valued asset for all people to enjoy now and always.	2/15/2021 2:32 PM
31	na	2/15/2021 12:54 PM
32	Accessibility	2/15/2021 11:49 AM
33	That's a question I am not able to answer.	2/15/2021 11:35 AM
34	Fun	2/15/2021 9:46 AM

HCMA Vision and Mission Survey

35	Diversity of experiences for all parkgoers in SE Michigan	2/15/2021 8:56 AM
36	I think the parks simply don't live up to these stated values in a meaningful way	2/15/2021 8:35 AM
37	Providing, what you need to relax.	2/15/2021 7:50 AM
38	none	2/15/2021 5:54 AM
39	HCMA does not follow through on Stewardship vs overdeveloping and planning of excessive "in vogue" recreation	2/14/2021 12:48 PM
40	meaningful innovation and proactive accountability	2/14/2021 12:28 PM
41	The core values as listed represent a responsible level of commitment for our organization.	2/14/2021 10:41 AM
42	none	2/14/2021 10:07 AM
43	I dunno	2/14/2021 10:01 AM
44	None	2/14/2021 9:03 AM
45	A commitment to being equitable to all as it relates to our product.	2/12/2021 4:36 PM
46	If we really do what's already stated; we're great!	2/12/2021 3:55 PM
47	protection of the environment	2/12/2021 3:43 PM
48	Inclusion	2/12/2021 3:34 PM
49	providing recreation	2/12/2021 2:56 PM
50	Reaching new audiences within the community	2/12/2021 2:56 PM
51	None, but I feel that we fail to meet those core values	2/12/2021 2:53 PM
52	Communication	2/12/2021 2:49 PM
53	Affordability for the places and people we serve.	2/12/2021 2:41 PM
54	Security - providing a safe, secure outdoor experience; Preservation - preserving natural communities and their associated flora & fauna; Personnel - equipping a diverse staff to function at the highest level	2/12/2021 2:38 PM
55	Diversity. Integrity.	2/12/2021 2:31 PM
56	Diversity, Equity and Inclusion	2/12/2021 2:22 PM
57	DEI, Teamwork, large regional vision	2/12/2021 2:22 PM
58	N/A	2/12/2021 2:20 PM
59	Customercentricity.	2/12/2021 2:20 PM
60	Diversity	2/12/2021 2:18 PM
61	Dedication to the communities we serve	2/12/2021 2:15 PM
62	Nothing in my opinion	2/12/2021 2:12 PM

HCMA Vision and Mission Survey

Q11 Is there anything else you would like to share?

Answered: 41 Skipped: 64

HCMA Vision and Mission Survey

#	RESPONSES	DATE
1	I believe the tenants of our mission statement are strong. However, Metroparks have not held true to these standards, and the public has become aware of this through various reported incidents (ex: racist comments to visitors by police officer, controversy over mowing/culling/development (need to better evaluate and explain management practices to the public, bad press over steep price increases- need to truly serve underprivileged communities and make the parks more affordable to all people). In short, I think the problem is less the wording of our Mission Statement and more the fidelity of the follow-through. The public does not trust us as an organization true to it's Mission, as we have shown in the recent past that we have not adhered to our own standards and mission.	2/21/2021 10:01 AM
2	i appreciate the chance to be apart of this survey	2/20/2021 11:47 AM
3	0	2/19/2021 1:21 PM
4	No, thank you for a wonderful place to work!	2/19/2021 6:19 AM
5	No	2/18/2021 4:33 PM
6	Curious what is in the works or what prompted the Metroparks to revisit this at this time.	2/18/2021 2:28 PM
7	no	2/18/2021 1:59 PM
8	It isn't always what you say (or do), it is just as important as how you do it. How you implement something matters.	2/18/2021 1:50 PM
9	Gooooo Metroparks!!!!	2/18/2021 1:45 PM
10	No	2/18/2021 1:41 PM
11	no	2/18/2021 1:37 PM
12	Natural resources, environmental sustainability, and connecting people to green spaces is our role. Whatever we do, it's important that we continue to preserve and care for the spaces that we are charged with stewarding so that generations from now people will still have the opportunity to recreate in many ways in our beautiful parks.	2/18/2021 11:40 AM
13	I appreciate the opportunity to provide input into the process.	2/18/2021 11:13 AM
14	Appreciation for the parks "always" being there for my family, friends and me throughout the years as a safe place to be and make memories. I am proud to be a Metroparks employee and am so very grateful! I look to the future with high hopes and an eagerness to help out any way I am needed.	2/17/2021 3:23 PM
15	Not at this time, thank you!	2/17/2021 7:37 AM
16	I believe the parks have continued on a right path toward achieving our goals and vision.	2/16/2021 2:27 PM
17	Not at this time.	2/16/2021 1:33 PM
18	I remain grateful for the people that conceptualized the Metroparks and sought to set land aside for future generations. Every time I'm in one of the parks, I imagine what the land/resources would be like today if not for those that protected it so long ago for generations to come. This is a shared heritage and responsibility.	2/15/2021 2:32 PM
19	The Metroparks has the distinct responsibility of protecting numerous high quality natural communities in Michigan. Some of our natural areas are referenced by Michigan Natural Features Inventory as being THE example of certain rare communities. The Metroparks also protects threatened and endangered plant and animal species on its land. In my opinion, the Metroparks does not do enough to acknowledge the presence of these rare communities and species, nor does it allocate sufficient resources to steward them effectively. Other organizations look to our parks as an example of what "high-quality" means, but we have been letting these communities degrade year after year. I think that the mission statement should clarify what we mean by "stewardship" and the Metroparks should be partnering with others and aspiring to lead in the natural resources field.	2/15/2021 11:49 AM
20	Nothing that I didn't already share in the last survey.	2/15/2021 11:35 AM
21	The word "stewards" I had never heard used in this context before working at the parks so it was confusing to me. I understand it now but others new to the park may feel the same way.	2/15/2021 9:46 AM

HCMA Vision and Mission Survey

To make more people feel welcome maybe we should use simpler terminology like "protectors" or something that will immediately register with not as many questions. Just a thought.

22	I find it hard to believe people i tell where i work (Huron Clinton Metroparks) and they say where is that. I say you know Kensington. then they pick up on it a little but most think that is separate from the other parks. No real association between the parks and Huron Clinton.	2/15/2021 7:50 AM
23	I am proud to be a member of the HCMA staff. Employees should be encouraged to promote our parks through discounted annual memberships - at least 4 per employee. This would go a long way to introducing families who might not utilize our parks.	2/15/2021 7:41 AM
24	no	2/15/2021 5:54 AM
25	Too much emphasis on noisy recreation. Quiet reflective places are so hard to find anywhere now with so many people wanting to do so many activities. HCMA needs to ENFORCE quiet, NO PETS, NO JOGGERS, nothing but quiet hiking in certain areas. Enforcement is non-existent due to lack of staff	2/14/2021 12:48 PM
26	I am glad this is being done. I look forward to a more succinct and poignant mission statement and the work it will inspire.	2/14/2021 12:28 PM
27	If the staff dont believe in the vision, you wont get there. If you want to be a world class organization, hire world class people and hold them accountable.	2/14/2021 10:42 AM
28	-	2/14/2021 10:41 AM
29	No	2/14/2021 10:01 AM
30	No	2/14/2021 9:03 AM
31	The Metroparks are turning into revenue machines as their expenditures exceed their tax revenue. Activities such as golf are priced @ a level which makes it cost prohibitive to many in the service area.	2/12/2021 4:36 PM
32	Well, I think it's embarrassing that HCMA does not pay many of its employees a living wage; but for the upper group compensation is quite sweet.	2/12/2021 3:55 PM
33	please stop wasting money on logos and uniforms, concentrate on serving the public and enrich their experiences outdoors. If you have happy employees and staff then they too will enhance each visitors experience!	2/12/2021 3:43 PM
34	Great survey, thank you.	2/12/2021 3:34 PM
35	I think we do an exceptional job!	2/12/2021 2:56 PM
36	To succeed, I believe we must have an absolute understanding of what we need to be, and how to best do what we need to do, and have a solid plan. In my opinion we cannot make a plan for the future when we are so stuck in the past. We need to focus on what is truly important. People will not remember what our logo was, or if we had the most up to date buildings, but they will always remember how we made them feel when they came through our gates. We must always serve the public, not ourselves.	2/12/2021 2:53 PM
37	While the parks are a great place to visit year round, I think that we could better listen to the public and their concerns and suggestions, being that they are our patrons. Also, communication within the parks and their staff, I feel, could always be improved.	2/12/2021 2:49 PM
38	Our mission should clearly separate us from other park systems, particularly State parks..	2/12/2021 2:38 PM
39	I love working for the Metroparks and am very excited to see our organization move forward. As a new(ish) employee here I get the impression that systems, policies, procedures "things" in general have been stagnant for a long time. Although this forward progress brings many challenges I believe it is vital to our success and sustainability in the future.	2/12/2021 2:31 PM
40	Not at this time- thanks	2/12/2021 2:20 PM
41	Excited to see how this will become a basis for the decision framework for moving forward. We need an energy and not just passion to move forward. Let this be a catalyst for our journey.	2/12/2021 2:20 PM

Current

Mission Statement

The Huron-Clinton Metropolitan Authority, a regional park system created in 1940 by the citizens of Southeast Michigan, provides excellent recreational and educational opportunities while serving as stewards of its natural resources. Our efforts are guided by the belief that the use of parks and exposure to natural environments enhance society's health and quality of life.



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Approval – Media Policy
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the Media Policy in order to meet CAPRA standards as recommended by Chief of Communications Danielle Mauter and staff.

Background: As part of the Metroparks CAPRA efforts, a revised Media Policy has been drafted. This policy meets the CAPRA standard in Chapter 3.4 which states:

Standard: The agency shall have approved policies that govern what information shall be released, when it should be released, and by whom it should be released and that demonstrate the agency's commitment to inform the community and news media of events involving the agency.

Attachment: Media Policy



HURON-CLINTON METROPOLITAN AUTHORITY ADMINISTRATIVE / EXECUTIVE ORDER

Prepared By: Danielle Mauter
Chief of Marketing and Communication

Effective Date: May 13, 2021
Supersedes Policy Dated: Sept. 14, 2017

MEDIA POLICY

PURPOSE

The Metroparks use a variety of public relations activities to engage and interact with the media. These activities include, but are not limited to, press releases, pitches, media features, interviews, press events, published articles on Metroparks owned channels, media meet-ups and relationship building.

The Metroparks will also respond to media requests. Media requests include any occurrence where someone intends to publish a story about the Metroparks. This could include recorded interviews, phone interviews, media photos, requests for questions and comments on related stories, attending programs and events with the intention of publishing a recap afterward, and any other instance where a staff person would be speaking on behalf of the organization for the purpose of sharing information with the public through published articles, videos, recordings, and stories.

Metroparks media and public relations efforts aim to build and maintain public trust through ongoing, engaging, consistent and accurate, storytelling in the media market. This policy is intended to outline how media interactions should be handled.

SCOPE

Earned Media Efforts

The Chief of Marketing and Communications will work with the Director, marketing and communications department staff, outside public relations firms, and other Metroparks staff, as needed, to develop and execute earned media plans. These plans will be included in the annual Marketing Plan and include:

- press releases
- media alerts
- pitches
- media features
- press events
- published articles on Metroparks owned channels
- media meet-ups
- media relationship building

The marketing and communications department shall write and release press releases and media alerts on an ongoing basis to announce Metroparks projects, events, programs, and efforts throughout the year.

The marketing and communications department shall build and maintain a media contact list and continually build and maintain media relationships. The marketing and communications department will also monitor and report media and social media coverage that mention the Metroparks.

Media Requests

All media requests should be directed to the Chief of Marketing and Communications, who will then evaluate the request and determine who should speak on behalf of the organization. The Chief of Marketing and Communications will obtain appropriate approvals from the Director for these decisions.

Once a speaker for a media request has been decided, the Chief of Marketing and Communications will coordinate details between Metroparks staff and the media. If the Chief of Marketing and Communications asks a staff person to speak to the press, it should be assumed the proper approvals have already been received and that the staff person has permission to do so. Until that point, staff should not speak to the media until approved by the Chief of Marketing and Communications or the Director.

If the Chief of Marketing and Communications is out of the office, on vacation, etc., media requests should be directed to the Director.

When staff is speaking to the media, they shall not express any personal opinions. They shall communicate professionally and represent the Metroparks in a way that is consistent with the brand. The Chief of Marketing and Communications will work with staff on a message hierarchy and talking points to ensure consistent messaging for all opportunities.

If a media request comes through for an issue related to a police incident, the Chief of Marketing and Communications will direct the media to the Metroparks Chief of Police.

Common Media Interactions and How to Handle Them

- If someone comes through a toll booth claiming to be from the media and has a station vehicle or a press ID of some kind, they should be let into the park for free during regular operating hours. The Metroparks do allow media into the parks to take photos and videos to cover editorial content.
- If someone with the media wants to come in and take pictures or video on a golf course, disc golf course, pool, or within another paid facility that requires an additional fee, the Metroparks allow media to access. They will need to have a press ID of some kind or vetted approval from the Chief of Marketing and Communications or Director. If they have a press ID, they should be let into the facility without paying during regular operating hours and asked to follow park rules and respect visitor's experience in the parks. If they do not have a press ID, they should be asked to contact the Chief of Marketing and Communications to obtain approval and be given the contact information.
- If the media, or someone staff suspect is working on writing a media-related story, is asking questions or asking for an interview, please politely tell them, "We appreciate your coverage of the Metroparks and want to help you as best we can, but the interview and media requests need to go through our marketing and communications department." Then give them the contact information for the Chief of Marketing and Communications. You can tell them that the Chief of Marketing and Communications checks for media requests on nights and weekends and will get back to them as quickly as possible.
- If someone in the parks is claiming to be media but does not have a press ID, staff may have to make the judgment call. If one individual and the publication name they give sounds legitimate, it is best to provide them with the benefit of the doubt and let them into the park/facility to cover the story they seek. This could help the Metroparks avoid a possible media issue by denying media access to the parks.

In all types of media requests and engagements, the Chief of Marketing and Communications will notify and work with staff in the parks if a request has come into that department ahead of time. If

the staff hasn't been notified of a media appearance from the Chief of Marketing and Communications, they should assume it is a new request and shall respond accordingly based on the above instructions. Staff should then notify the Chief of Marketing and Communications of the name and publication/channel/etc. in the parks. The Chief of Marketing and Communications will follow up with these media contacts to reinforce connections between them and the Metroparks.

Approved by Director: Amy McMillan

Signature: _____ Date: _____



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – Social Media Policy
Date: May 7, 2021

Action Requested: Motion to Receive and File

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.

Background: As part of the Metroparks CAPRA efforts, a revised Social Media Policy has been drafted. This policy meets the CAPRA standard in Chapter 3.4.3.2 as well as Chapter 4.1.14 which states:

3.4.3.2 Standard: An agency shall have a policy on the use of social media in their public relations and marketing efforts. The policy should include how social media is issued in both community relations and marketing programs, identification of social media platforms, types of content and designated person for management and operation of the platforms.

4.1.14 Standard: There shall be established policies and procedures regarding the use of social media by staff.

This policy was co-written by the Chief of Marketing and the Chief of Human Resources using suggestion from MMRMA and will be approved administratively.

Attachment: Social Media Policy



HURON-CLINTON METROPOLITAN AUTHORITY ADMINISTRATIVE / EXECUTIVE ORDER

Prepared By: Danielle Mauter
Chief of Marketing and Communication

Effective Date: May 13, 2021
Supersedes Policy Dated: N/A

SOCIAL MEDIA POLICY

PURPOSE

Social media continues to grow and be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

Additionally, social media continues to be an important component of any digital marketing strategy and continues to deliver high return and growth. It is also an important tool to create a personal connection between visitors and our organization and serve as a continual and constant communication touchpoint with the public.

The Metroparks Marketing Department will use social media in a variety of ways to support the organization's brand identity, increase engagement, provide customer service, increase attendance and increase revenue.

To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of both personal and organizational social media. This policy applies to all employees who work for the Huron-Clinton Metroparks.

SCOPE

Personal Social Media Use

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Metroparks, as well as any other form of electronic communication.

The same principles and guidelines found in Metroparks policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow co-workers, or otherwise adversely affects members of the public, contractors, people who work on behalf of the Metroparks, or Metroparks legitimate business interests may result in disciplinary action, up to and including termination.

Know and Follow the Rules

Carefully read these guidelines and related policies, including, but not limited to, Metroparks policies concerning ethics, harassment, discrimination, computer equipment uses, information systems, etc., to ensure that your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

Be Respectful

Always be fair and courteous to fellow coworkers, persons who serve on boards or commissions, elected and appointed officials, members of the public, contractors, or people who work on behalf of the Metroparks. Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage members of the public, co-workers, or contractors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or Metroparks policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Metroparks, fellow co-workers, members of the public, contractors, people working on behalf of the Metroparks, competitors, or others.

Post Only Appropriate and Respectful Content

Maintain the confidentiality of the Metroparks trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Express only your personal opinions. Never represent yourself as a spokesperson for the Metroparks. If the Metroparks is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Metroparks, fellow co-workers, citizens, contractors, or people working on behalf of the Metroparks. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Metroparks."

Be mindful that what you publish on the web will be in the public domain and likely will be out of your control. Once you hit "enter" or "send" or "post," you likely lose the opportunity to change your communication or message. From that point on, all you can do is explain, clarify, extend, or expand what was sent.

It should be clearly understood that employees or any others that represent the employer, including volunteers, must not comment on social media sites on anything related to confidential Human Resources matters, including corrective action or employee medical issues, etc.

Never comment on anything related to a legal or law enforcement matter, including litigation, any parties with which the employer is engaged in litigation, or any investigatory matter, without prior approval of the appropriate person or attorney.

The use of social media sites is meant to augment normal communications and outreach activities, not as a substitute for them.

Using Personal Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with Metroparks computer equipment use policy. Do not use Metroparks email addresses to register on social networks, blogs, or other online tools utilized for personal use. Any conduct pertaining to this policy that adversely affects job performance, the performance of a co-worker, or otherwise adversely affects members of the public, or those who work on behalf of or represent the Metroparks, may result in disciplinary action.

Retaliation is Prohibited

The Metroparks prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another co-worker for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Organizational Social Media Use

The Metroparks Marketing Department will use social media in a variety of ways to support the organization's brand identity, increase engagement, provide customer service, increase attendance and increase revenue.

The following social media platforms are intended to be used to represent the Metroparks as dictated annually in the board approved Marketing Plan. Content on all channels will be written to support the Metroparks brand identity and tone to reinforce that message and build consistency.

- Facebook
- Twitter
- YouTube
- Instagram
- LinkedIn
- Glassdoor
- Google business
- Snapchat (maybe in future)
- TikTok (maybe in future)

The Metroparks Marketing department will be responsible for managing all social media activities on behalf of the organization. This includes:

- Writing and scheduling all regular content.
- Creating and coordinating all paid advertising.
- Answering all questions, comments and messages, and contacting parks staff when unsure of an answer before answering.
- If a complaint comes through Facebook, Marketing staff will politely respond appropriately and will also pass the complaint on to the appropriate department, Director and Deputy Director.
- Creating and maintaining all Facebook event pages.
- Keeping social media profiles accurate and updated.
- Requesting assistance from other departments when creating content and posting live content.
- Working with manager and supervisors to post real time updates on closures and emergency announcements.

CONCLUSION

The Metroparks is dedicated to assuring an equitable and inclusive work environment free from discrimination, intimidation, humiliation, or insult. Each Metroparks employee is expected to support and required to uphold a work environment of courtesy, respect and dignity for each and every employee and guest of the Metroparks.

Approved by Director: Amy McMillan

Signature: _____ Date: May 13, 2021

NOTE: This policy is not intended as a contractual obligation. The Metroparks reserves the right to amend the policy from time to time.



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Report – Planning and Development Department Monthly Update
Date: May 7, 2021

Action Requested: 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.

Executive Summary: The following are highlights of the activities of the Planning and Development Department for May 2021:

General

- Hired Corey Fellabaum to fill the provisional position of GIS Technician. In this role, Corey will support not only Planning and Development, but also the Engineering and Natural Resource departments.

Project/Initiative Implementation

- ADA Transition Plan: Picnic shelter layout maps with table and grills sent to operations staff for review.
- Skips Livery Relocation: Site plan submitted and undergoing administrative review from Scio Township for pending approval.
- Penchura's playground design ("space" theme) at the Woods Creek playground at Lower Huron Metropark to begin construction in July
- Labyrinth kit on order for the Dave Kirbach Memorial at Kensington Metropark. SESC permit approved with construction anticipated in spring. Progress meeting with updates on the project with Elizabeth Kirbach.
- Sustainability Committee began working on CAPRA standards 7.8 and 7.9 related to sustainable policies and plans; to commemorate Earth Day, planted 100 bare root oak saplings at Farm Center in partnership with GM Proving Grounds: Million Trees Project.

Planning & Community Engagement

- Developed community stakeholder list and engagement strategy with consultant OHM for the Transit Planning for Access to LSC project. Scheduled first public meeting for Tuesday, May 25 at 5:00pm.
- Developed draft community engagement plan for the National Fish and Wildlife Foundation (NFWF) SE Michigan Resilience Fund project at the Big Bend area of Willow Metropark

Programming

- Earth Day clean-ups were held at Kensington, Indian Springs, Lake St. Clair and Lake Erie Metroparks the week of Earth Day, engaging more than 200 volunteers. COVID-19 precautions were taken, such as limiting group sizes, face masks and gloves being provided, and social distancing. Despite the rainy weather, families, scouts, individuals and school groups all pitched in to help clean-up litter and debris throughout the Metroparks. Park litter clean-ups will be scheduled throughout the season.
- Continued evaluation of programming, including for accessibility.

- Coordinated support efforts for the “Swim in the D” program with the City of Detroit and the Detroit Riverfront Conservancy.
- Kick-off meeting for Swim Program Development Plan with hired consultant Councilman-Hunsaker to assist in developing a strategy for swimming/water safety programming at pools within the Metroparks (Lake St. Clair, Willow, Lake Erie) and with partners at the regional scale.

Grants

- Submitted a 2021 NRPA Resilient Park Access Grant with partners Wyandot of Anderson Nation, TRU, and SMART with a focus on planning for transit infrastructure and operations to Lake Erie Metropark.
- Submitting another grant to REI for continuing improvements at Rouge Park, in coordination with the city of Detroit and the Friends of Rouge Park.
- Submitted full proposal to the National Fish and Wildlife Foundation (NFWF) Sustain Our Great Lakes program for green infrastructure projects at Lake Erie Metropark.
- Provided additional information for consideration by NOAA for the Michigan Coastal Management Program application for developing an accessible launch area at Lake St. Clair Metropark.

Attachment: Planning and Development Report



PLANNING AND DEVELOPMENT MONTHLY REPORT

May 2021






Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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

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



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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	May 2021 Actions
DISTRICT-WIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly
	Tollbooth scanning reports	Report		Monthly	Staff time	Will resume in May 2021
	Foundation administrative Tasks	Various		Ongoing	Staff time	Administrative tasks, preparation for 2020 audit
	Sign request processing/signage transition plans	Infrastructure/ Small Facilities		Ongoing	Actual cost	Administrative tasks
	CAPRA accreditation preparation/initiation	Report	Various	Ongoing	Staff time	Chapter 6 and 7 standards reviewed with actions performed for compliance.
	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, added Life Skills Center to the Coalition
	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
	Great Lakes Way advisory committee participation	Various		Ongoing	Staff time	Meeting attendance as necessary
	Playground mulch contract	Various		Ongoing	Staff time	Installation is complete. Indian Springs has requested 30 CY of additional mulch

SYSTEM-WIDE



Facility Concept Planning

Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
David Kirbach Memorial Site	Plan		5 months	Staff time	Labyrinth kit on order. Spring 2021 construction anticipated. SESC Permit in hand.

HCMA Studies/Initiatives





Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
Volunteer Management	Plan		Spring 2021	Staff time	Phase two re-engagement began with Earth Day clean-ups the weekend of April 24/25, 2021. First quarterly organization-wide meeting held in March. Updated remote volunteer opportunities and Natural Resources volunteer days posted.
Sustainability Plan projects coordination	Various		Ongoing	Various	100 oak saplings planted at Farm Center for Earth Day in partnership with GM Proving Grounds Million Trees Project
Trail Ambassador program	Report		April 2021	Staff time	Program in development and anticipated to begin May 2021, will be utilizing Survey123 as an option for capturing data.
ADA Transition Plan	Plan		Ongoing	Staff time	ADA webpage development and Programming Transition Plan programming evaluations continue. Picnic Shelter layouts with table and grills sent out to staff for review.
Visitor count program	Various		Ongoing	Staff time	Zoom meeting took place with WATS to discuss complementary counter programs
Rouge Park Partnership	Various		MOU through 2022	Staff time	Completed wayfinding signage plan for Prairie Pathway; working on recreation programming, volunteer, and NR project coordination.

Grants/Fundraising

Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
REI Grant - Rouge Park	Plan		Ongoing	Staff time	Spending funds on additional trail signage. Submitted new grant application.
Mobile Learning Center PNC Early Education Grant	Plan		Summer 2021	Staff time	PNC waiting to receive 2020 MF audit prior to final committee review.
EGLE Recycling Bin Grant	Plan	Various	May 2021	Staff time	Recycle Away bins delivered to parks with soft roll out. Official press release pending.

SYSTEM-WIDE

Recreation Programming



Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
2021 Recreation Programming	Various		On going	Staff time	Finalizing 2020 evaluation, 2021 planning and DRFC work plan.
DIA's Inside/Out program	Various		On going	Staff time	Installation agreements signed for 2021
Programming Evaluation	Various		On going	Staff time	Program evaluations began in early April with surveys sent out to all program participants.
Swim program development plan (SE Michigan region)	Plan & Program		Fall 2021	Consultant Report	Project kick-off meeting in late April with hired consultant Counsilman-Hunsaker.

SOUTHERN DISTRICT




SOUTHERN DISTRICT

Grants/Fundraising



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
LEF	2021 TF- Accessible Trail Development	Large Facilities		April 2021	Staff	Submitted DNR Trust Fund application for improvements to the Cherry Island Trail.
	2021 NRPA- Resilient Park Access Grant	Large Facilities		May 2021	Staff/Consultant	Submitted grant to NRPA for transit access to LE with partners (Wyandot of Anderdon Nation, TRU, SMART)
Willow	SE Michigan Resilience Fund	Large Facilities	Eng/NR	2021	Staff	Grant awarded for \$250,000. Anticipate project agreement soon. Section 106 application submitted to NOAA.
LHu	2020 TF - LHu Iron Belle Trail Connector	Documentation	Various	2021.	Staff time	Trust Fund grant recommended for funding. Entering Project Agreement phase. Design engineering bids came in and contractor (PEA Inc.) selected
	2020 LWCF - Walnut Grove Campground & Off-Leash Dog Area	Documentation	Various	2021	Staff time	LWCF grant recommended for funding. Entering Project Agreement phase.

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
LHu	2018 LWCF - LH North Fishing Site	Large Facilities		Ongoing	Staff time	Construction underway.
	2019 IBT funding	Design	Eng	Sept 2021	Completed design engineering	Design engineering with PEA Inc. underway for aforementioned Iron Belle Trail section as well as Huron River Drive crossing.
	Woods Creek Playground	Large Facilities	Various	2021 Completion	Construction	Projected awarded to Michigan Recreational Construction. Construction to begin in July.

SOUTHERN DISTRICT

Project Implementation/Oversight, cont.

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
OAK	2019 LWCF - Oakwoods Accessible Nature Trail	Large Facilities		Waiting on Project Agreement Execution	Staff time	SHPO submittals have received clearance letter.; DNR does not anticipate agreements executed until early 2021
LEr	2019 LWCF - Lake Erie Accessible Boat/Kayak Launch	Large Facilities		1 month	Staff time	SHPO response requested State file review (archaeological study by Commonwealth Heritage Group and submitted to SHPO for review.) Awaiting project agreement for execution.

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
WIL	Willow Acorn Knoll Disc Golf Course	Large Facilities		July	Contractor	Staff looking at 24-hole course redesigned to 18-holes due to wet conditions and relocation of starting hole closer to paved lot and vault latrines.

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
WIL	Accessible pathway crossing improvements at Huron River Dr. railroad	Small Facilities		March	Contractor	MDOT Office of Rail regulatory order form undergoing engineering estimates for ADA improvements.

WESTERN DISTRICT






Maple Beach Playground Construction Project





WESTERN DISTRICT

Administrative




	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
DELHI	Border-to-Border trail design and construction	Large Facilities		Ongoing	Estimated Cost	Washtenaw County leading design efforts; attendance at meetings as necessary
	Skip's Livery relocation	Large Facilities		Ongoing	Consultant fee	Submitted Skip's Livery relocation site plan for Township approval; administrative review underway.
KEN	Public art initiative for Maple Beach	Large Facilities		Ongoing	Staff time	Public art guidelines, RFP and evaluation criteria drafted; internal review with staff to be scheduled for spring.

Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
DHU	2020 TF – Dex-Huron Accessible Launch	Documentation	Various	2021	Staff time	Trust Fund recommended for funding. Entering Project Agreement phase.
DELHI	2021 TF – Accessible Takeout Development	Large Facilities		2021	Staff time	Submitted DNR Trust Fund application.
HMe	Feasibility study for connection between Huron Meadows & Island Lake Rec Area	Plan		May 2021	Staff time	Grant application submitted to CFSEM Ralph C. Wilson Fund- Design and Access Fund

WESTERN DISTRICT

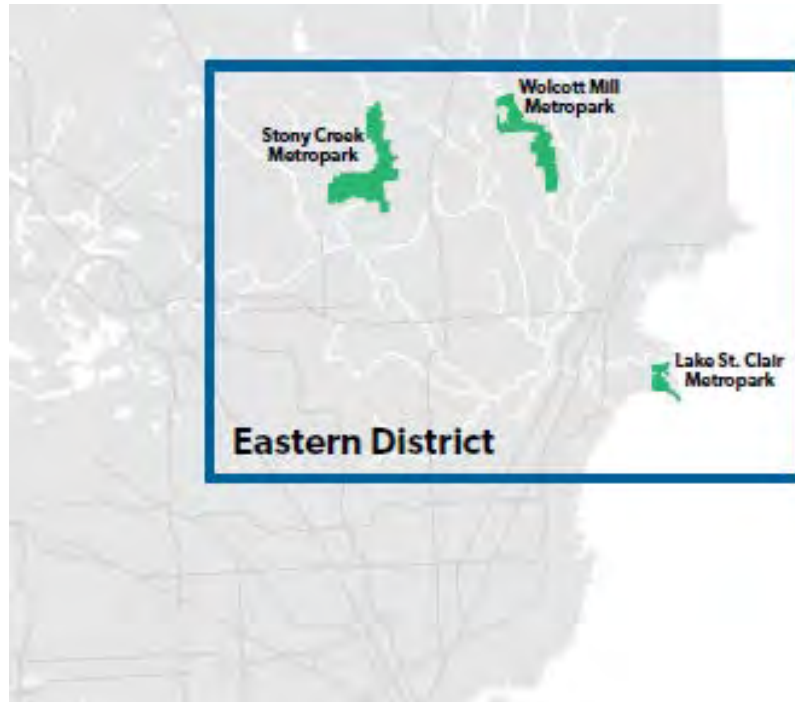
Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
KEN	Maple Beach Playground	Large Facilities		6 months	Staff time	Awaiting installation date for poured-in-place rubber surfacing.
HMIIIs	2019 TF West Boat Launch Accessible Launch Project	Large Facilities		Ongoing	Staff time	Project agreement executed; design underway
	2019 TF Rapids View Accessible Launch Project	Large Facilities		Ongoing	Staff time	Project agreement executed; design underway

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
	None beyond grant projects at this time.					

EASTERN DISTRICT





Lake St. Clair Marina






EASTERN DISTRICT



Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
WMIII	Schmidt Property Acquisition	Land Acquisition		Fall 2020	Acquisition	Working on demolition of deteriorated barns and other structures on site (Engineering)
LSC	Nona (S. River Road) Potential Property Acquisition	Land Acquisition		Fall 2020	Consultant fees	Appraisal complete, acquisition strategy in progress

Grants/Fundraising


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
LSC	Transit Planning for Access to LSC (SEMCOG)	Large Facilities		2021 Completion	Consultant/Staff	Client team kick-off meeting was held; engagement strategy established.
	2021 LWCF- Accessible Trail Development	Large Facilities		April 2021	Staff time	Submitted DNR Trust Fund application for improvements to the Reflection Trail.
SCR	Urban Community Forestry Grant	Application	Various	2021 Completion	Staff time	Grant received for 13 trees to be planted near the Stony Creek Starter Building
	2019 TF – Off-leash Dog Area Development	Large Facilities		Ongoing	Staff time	Project agreement executed; design underway

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
LSC	LSC Beach Restoration Project- Nonpoint Source Pollution Project (EGLE)	Large Facilities		2023 Completion	Staff time	Construction begun; signs ordered. Monitoring plan developed.
SCR	Shelden Trails Redevelopment	Large Facilities		Ongoing	Staff time	Permit is pending approval for northern connector bridge. Contractor back on site in April to restart construction.
	Shelden Trails Signage Plan	Small Facilities	Mkting	3 months	Staff time	Will implement additional signage as project progresses throughout 2021.

EASTERN DISTRICT

Recreation Programming

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
	Meet me on the Trail day planning committee	Programming		September	Staff time	Brainstorming and planning for Metroparks participation

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	May 2021 Actions
SCR	Redevelopment of banquet tent area	Conceptual Plan		April-May	Staff time	Began conceptual planning effort in coordination with Operations staff. Considering option to replace tent structure with large group rental shelter in 2022.

WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	Temporary and permanent Eco-Counter installations	Staff time/Contractor
	CAPRA documentation assembly	Staff time
	Draft Access & Encroachment Policy development	Staff time
	Swim Program Development Plan initiation	Consultant/Staff time
	Scan data reporting to begin in June	Staff time
EASTERN DISTRICT	Additional meetings with consultant for LSC transit access plan	Consultant/Staff time
	Programming Evaluations	Staff time
WESTERN DISTRICT	Programming Evaluations	Staff time
SOUTHERN DISTRICT	Programming Evaluations	Staff time
	LHU Iron Belle Trail design engineering	Consultant





To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval/Resolution – Launch and Picnic Area Renovation
Project Type: Capital
Location: Dexter-Huron Metropark
Date: May 6, 2021

Action Requested: Motion to approve

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.

Fiscal Impact: This is a reimbursement grant. The total cost of the project is estimated at \$385,500, of which, the Metroparks will be responsible for \$184,880 in cash outlay. This project was included on the list of 2021 projects budgeted in the capital project fund.

Background: In March 2020, the Board authorized staff to apply for an MNRTF grant to assist in the renovation of the launch and one of the picnic areas at Dexter-Huron Metropark. The project was recommended for award in December 2020 and staff has received notice from staff at the Department of Natural Resources (DNR) that the Project Agreement is forthcoming soon, as of late April 2021.

The project is on the National Huron River Water Trail and involves the following components: (1) parking lot expansion for designated trailer parking and increased accessible spaces; (2) new aggregate loading and unloading area; (3) launch renovations with new floating launch; (4) picnic shelter renovations; (5) concrete access walkways to launch, picnic shelter, and playground; (6) playground improvements; (7) picnic area improvements; and (8) additional landscaping features.

In order to move forward with accepting the grant funding, the Metroparks is required to submit the executed Project Agreement, Resolution, Boundary Map, and Property Description to the DNR. The project is anticipated for completion by the end of 2023.

Attachment: Board Resolution

ACCEPTANCE OF MDNR TRUST FUND GRANT FOR
DEXTER-HURON METROPARK – LAUNCH AND PICNIC AREA RENOVATION

Resolution No. 2021-05

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON MAY 13, 2021, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority (“Authority”) previously supported the submission of an application titled, Dexter-Huron Metropark – Launch and Picnic Area Renovation, to the Michigan Natural Resources Trust Fund grant program; and

WHEREAS, the Authority desires to redevelop the Dexter-Huron Metropark picnic and launch site to comprise: (1) parking lot expansion for designated trailer parking and increased accessible spaces; (2) new aggregate loading and unloading area; (3) launch renovations with new floating launch; (4) picnic shelter renovations; (5) concrete access walkways to launch, picnic shelter, and playground; (6) playground improvements; 7) picnic area improvements; and (8) additional landscaping features.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby accept the terms of the Agreement for TF20-0021 as received from the Michigan Department of Natural Resources (DEPARTMENT),

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$192,800 dollars (\$184,800 in cash outlay, \$8,000 in workforce labor) match for the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

AYES: Commissioners: _____

NAYS: Commissioners: _____

ABSTAIN: Commissioners: _____

ABSENT: Commissioners: _____

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Huron-Clinton Metropolitan Authority, on Thursday, May 13, 2021.

Shawn Athayde, Recording Secretary



To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Development
Project Title: Approval/Resolution – Iron Belle Trail Extension to Huron River Drive
Project Type: Capital Project
Location: Lower Huron Metropark
Date: May 7, 2021

Action Requested: Motion to approve

That the Board of Commissioners' approve the attached 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 Nina Kelly, Chief of Planning and Development, and staff.

Fiscal Impact: This is a reimbursement grant. The total cost of the project is estimated at \$716,766, of which the Metroparks will be responsible for \$80,433 (this is supplemented by an additional cash award of \$326,333 received from the Ralph C. Wilson, Jr. Foundation). This project was included on the list of 2021 projects budgeted in the capital project fund.

Background: In March 2020, The Board authorized staff to apply for an MNRTF grant to assist in the development of this trail segment. The project was recommended for award in December 2020, and staff has received notice from staff at the Department of Natural Resources (DNR) that the Project Agreement is forthcoming soon, as of late April 2021.

The project will involve the development of a half-mile section of the Iron Belle Trail to extend to E. Huron River Drive from further south within Lower Huron Metropark. The development will utilize universal design principles, and will include the following: (1) a half mile of 10-foot-wide paved trail, (2) a culvert, (3) a bench, (4) trailhead structure, (5) guardrail, (6) new signs and striping, and (7) native plantings.

In order to move forward with accepting the grant funding, the Metroparks is required to submit the executed Project Agreement, Resolution, Boundary Map, and Property Description to the DNR. The project is anticipated for completion by the end of 2023.

Attachment: Board Resolution

HURON-CLINTON METROPOLITAN AUTHORITY
13000 HIGH RIDGE DRIVE, BRIGHTON, MICHIGAN 48114

ACCEPTANCE OF MDNR TRUST FUND GRANT FOR
LOWER HURON METROPARK – IRON BELLE TRAIL EXTENSION TO HURON RIVER DRIVE

Resolution No. 2021-06

Motion made by: Commissioner _____

Supported by: Commissioner _____

AT A MEETING OF THE BOARD OF COMMISSIONERS OF THE HURON-CLINTON METROPOLITAN AUTHORITY HELD ON MAY 13, 2021, THE BOARD ADOPTED THE FOLLOWING RESOLUTION:

WHEREAS, the Huron-Clinton Metropolitan Authority (“Authority”) previously supported the submission of an application titled, Lower Huron Metropark – Iron Belle Trail Extension to Huron River Drive, to the Michigan Natural Resources Trust Fund grant program; and

WHEREAS, the Authority desires to develop a half-mile section of the Iron Belle Trail to extend to E. Huron River Drive from Lower Huron Metropark. The development will be entirely accessible using universal design principles, including: a half mile of 10-foot-wide paved trail, a culvert, a bench, trailhead, guardrail, new signs and striping, and native plantings; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huron-Clinton Metropolitan Authority does hereby accept the terms of the Agreement for TF20-0023 as received from the Michigan Department of Natural Resources (DEPARTMENT),

BE IT FURTHER RESOLVED that the Huron-Clinton Metropolitan Authority does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$416,766 dollars (\$326,333 in cash award received from the Ralph C. Wilson Jr. Foundation, \$80,433 in cash outlay, \$10,000 in workforce labor) match for the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

AYES: Commissioners: _____

NAYS: Commissioners: _____

ABSTAIN: Commissioners: _____

ABSENT: Commissioners: _____

I hereby certify that the above is a true and correct copy of the Resolution adopted by the Huron-Clinton Metropolitan Authority, on Thursday, May 13, 2021.

Shawn Athayde, Recording Secretary



To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 715-20-029
Project Title: Approval – Dome Polishing and Seal Replacement Change Order
Project Type: Major Maintenance
Location: Indian Springs Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

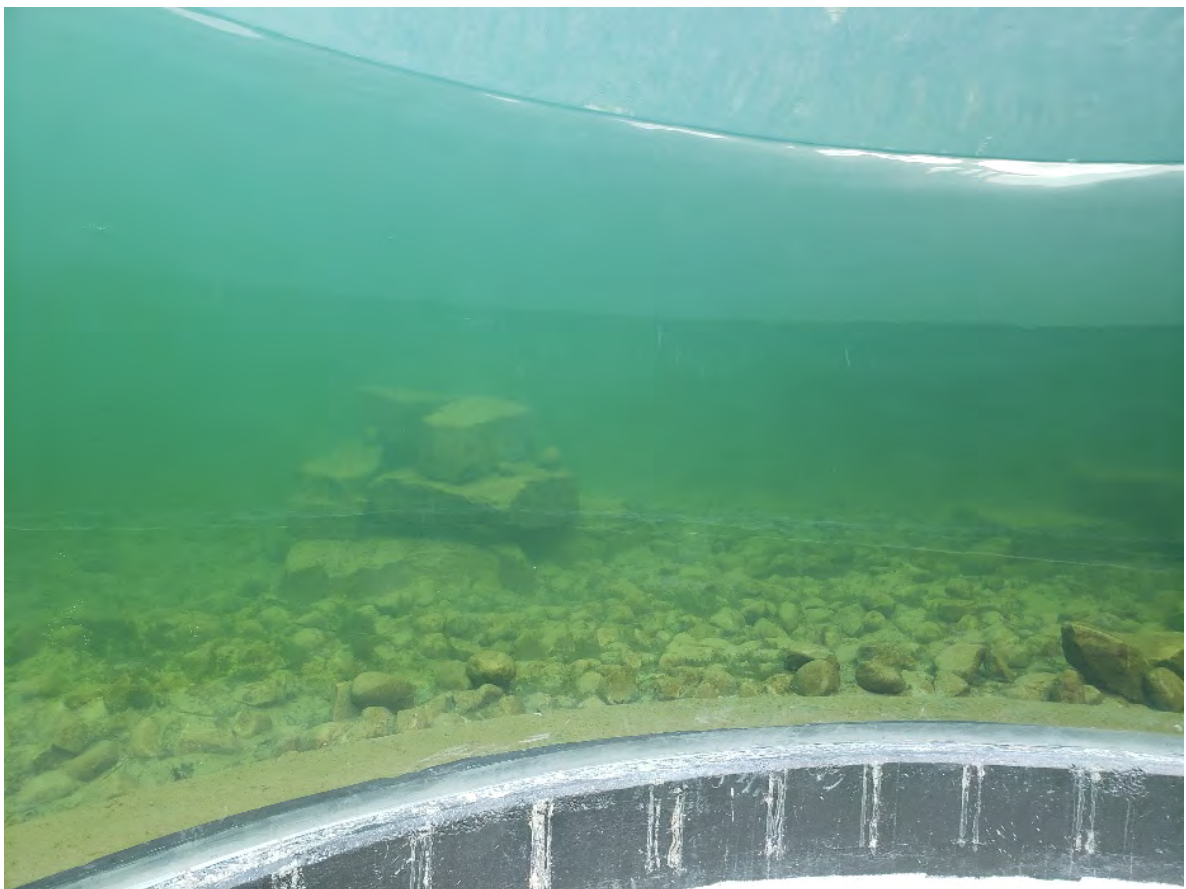
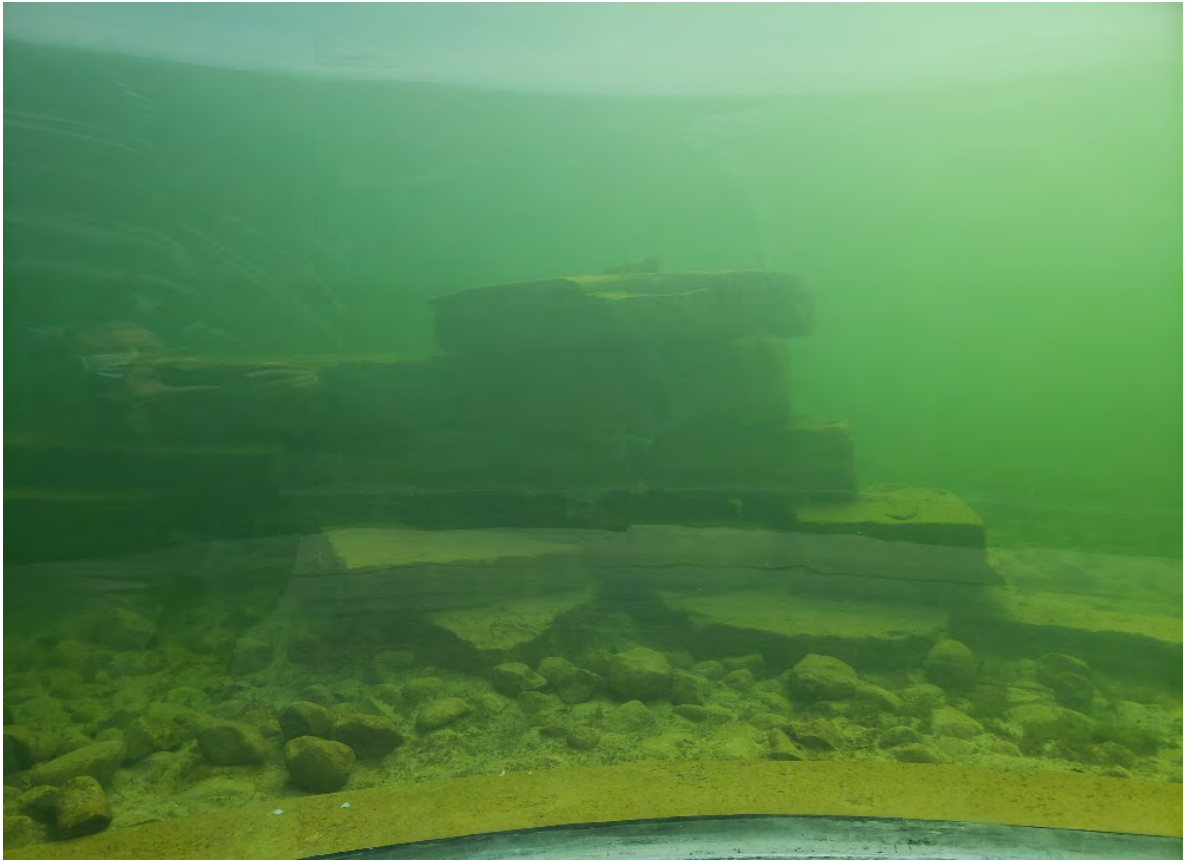
That the Board of Commissioners (1) approve an additional project cost to Contract 715-20-029 in the amount of \$74,592; and (2) approve the transfer of \$60,000 from the Major Maintenance projects 702-21-330 Lake St. Clair Hike Bike Trial Reconstruction and \$14,592 from 708-21-026 Hudson Mills Golf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

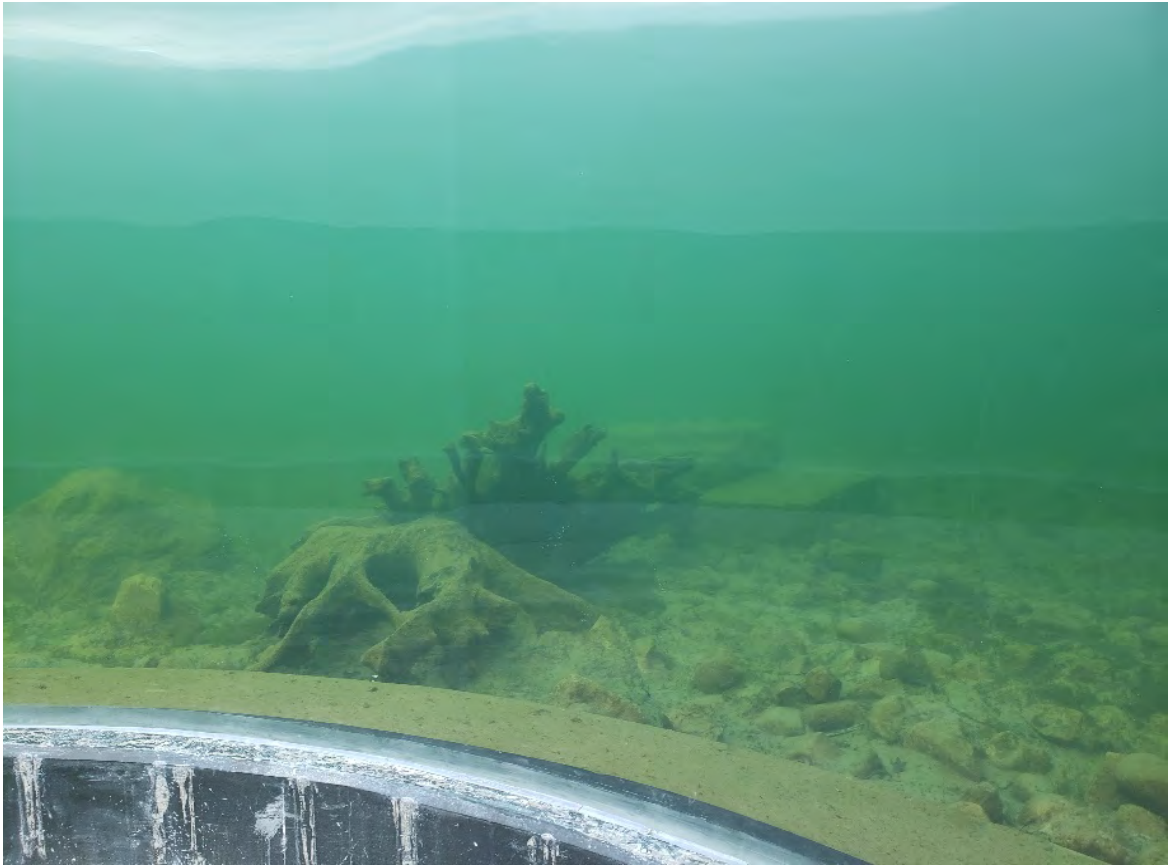
Fiscal Impact: There are \$74,592 in additional cost for this project. The Lake St. Clair Hike Bike Trail came in \$65,315 underbudget and the Hudson Mills Roof Replacement was budgeted at \$30,000 and will be rebid next year. The initial dome polishing project cost was \$89,235.

Scope of Work: Reynolds scope of work included, mobilization, polishing the inner and outer surfaces of the dome, and removing and replacing the existing seals. The work also included the dome and windows. The work was originally estimated to take 19 days billed and to date, work is at 28 days.

Background: 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. Thus far, the project has taken 28 days.

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.







To: Board of Commissioners
From: Nina Kelly, Chief of Planning and Mike Henkel, Chief of Engineering Services
Subject: Approval – Proposal Lake Erie Marina Building Study
Location: Lake Erie Metropark
Date: May 7, 2021

Action Requested: Motion to Approve

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.

Fiscal Impact: Funds were budgeted in the Engineering Professional Services account in the amount of \$30,000 for the study. Any additional work requested by the Metroparks will be based on the stated hourly rates as provided in the proposal.

Background: The Metroparks acquired the former Windjammer Marina in 1980 and began operating it as the Lake Erie Metropark Marina in 1981. It features more than 100 boat wells complete with water and electricity, daily transient docks, marina ice fishing, and a marina building with restrooms. In 2020, the Metroparks Planning and Development department led staff through a conceptual planning process for improvements to the marina as a whole.

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. The work will be divided as outlined below.

This study will be divided into two primary steps and will result in a set of options for the Metroparks to consider in a future budget cycle.

Step 1: Building Evaluation

At a minimum, the evaluation must address the following:

- Structural assessment of the existing building interior and exterior
- Accessibility (visitors and staff)
- Capacity (first floor and second floor)
- Utilities (Electrical, mechanical, sanitary, and water)
- Code compliance

Upon completion of the evaluation, an existing conditions report shall be developed for review by Metroparks staff.

Step 2: Concept Development

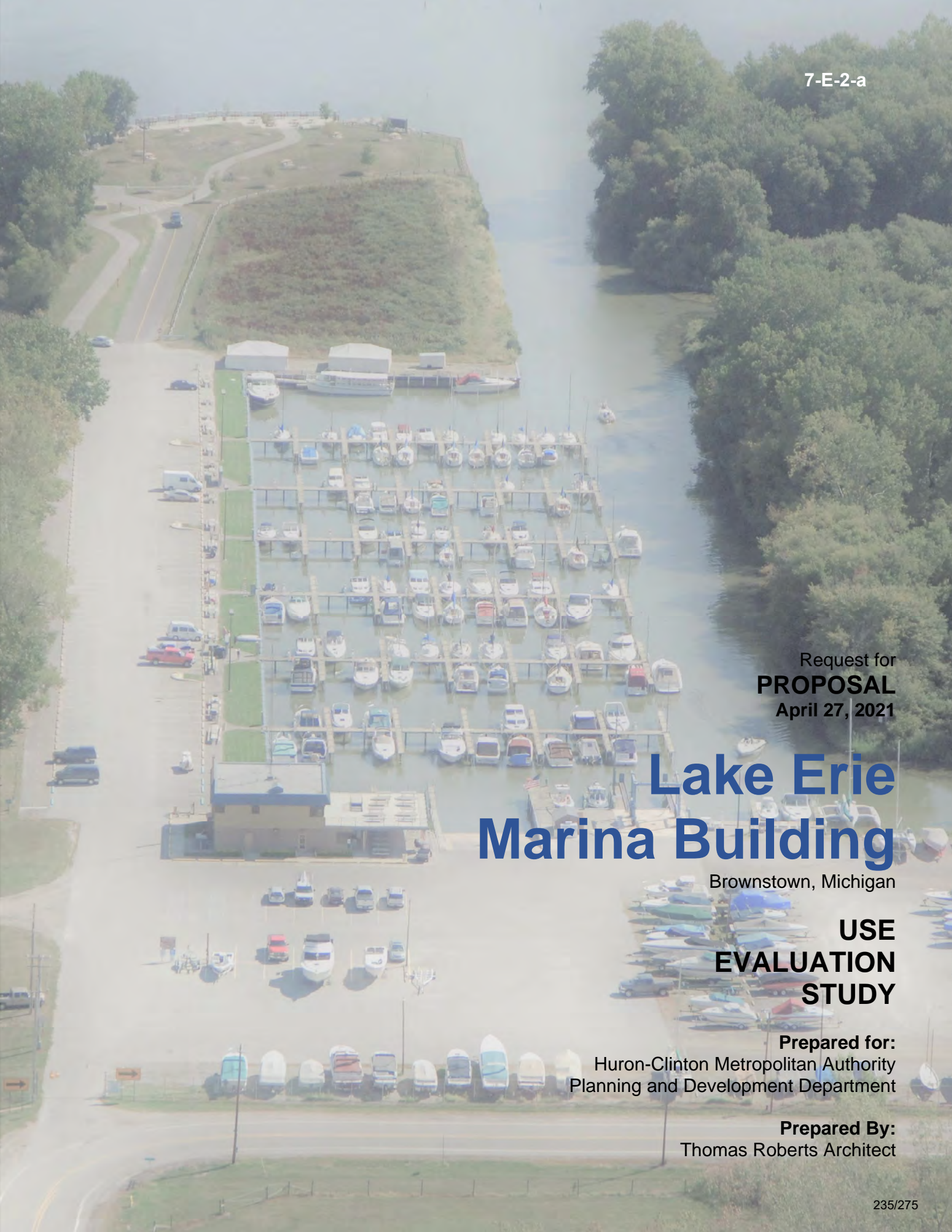
The Metroparks is seeking the development of conceptual plans based on the analysis of findings during the building evaluation. A minimum of three conceptual directions shall be developed. Each concept should include the following:

- A prioritized list of improvements to meet basic safety, code, and accessibility requirements
- Identification of opportunities for expanded recreational and educational (interpretive) programming
- Cost estimates for each component
- A phasing approach for incremental implementation

Additional proposals were received and evaluated by staff. Staff's selection was based on the vendors understanding of the project scope, multidisciplinary resources to complete the work, and past experience with similar facilities and objectives. The following firms submitted proposals for consideration.

<u>Vendor</u>	<u>Location</u>	<u>Amount</u>
Thomas Roberts Architect (TRA)	Wyandotte	\$28,000
Straub, Pettitt, Yaste	Clawson	\$30,000
NSA Architecture	Farmington Hills	\$26,300/\$8,000
Merritt Cieslak Design, PLC	Farmington	\$21,000/\$8,000
Sidock Group, Inc.	Wyandotte	\$26,948

Attachment: Proposal From TRA



Request for
PROPOSAL
April 27, 2021

Lake Erie Marina Building

Brownstown, Michigan

**USE
EVALUATION
STUDY**

Prepared for:
Huron-Clinton Metropolitan Authority
Planning and Development Department

Prepared By:
Thomas Roberts Architect

April 27, 2021

Ms. Nina Kelly
Chief of the Planning and Development Department
Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, MI 48114

RE: Lake Erie Marina Building
Use Evaluation Study

Dear Ms. Kelly:

We are pleased to respond to your request for professional qualifications and RFP regarding the Lake Erie Marina Building Use Evaluation Study. Recognizing the significance of the marina building, Thomas Roberts Architect has assembled a highly qualified multi-disciplinary team to serve you, your staff, and community – a team that has repeatedly demonstrated design sensitivity and skill in successfully evaluating sites and buildings.

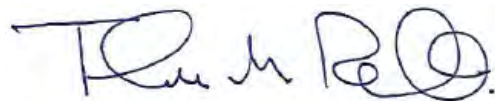
The master planning, restoration, management, existing condition assessment, and architectural expertise of Thomas Roberts Architect (TRA) will be combined with Systems Solution Engineering, mechanical, electrical, and plumbing engineers, Friendship Engineering, structural engineer, and Fairview Construction, cost estimates. The track record of the TRA Team with projects similar to the marina building will be an investment in quality assurance, functional and practical reliability, and cost control.

Our team's combined facility evaluation and master plan experience includes the following significant relevant buildings: Detroit Yacht Club, Detroit; Great Lakes Yacht Club, St. Claire Shores; and the Wyandotte Central Fire Station, Wyandotte. Equally significant is our working relationship with Wayne County Parks on sites and buildings at Elizabeth Park in Trenton and Hines Park including concession buildings, comfort stations, and interpretive exhibits at Nankin Mills.

We share the belief that the marina building should be renovated to the highest standard deserving of a community landmark. We anticipate a challenging and rewarding creative experience that will ultimately result in the viable master plan of the marina building for its staff and community. We believe the following proposal responds to all your questions and look forward to your favorable consideration.

If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas Roberts", with a stylized circular flourish at the end.

Thomas Roberts, AIA
Principal

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Appendix

Request for Proposal Standard Cost Form	
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PROJECT UNDERSTANDING

The goal of the Use Evaluation Study is to establish a “framework” or “road map” from which the Metroparks can strategically consider future renovations to the marina building to improve accessibility and expand programming opportunities. When completed and accepted, the Use Evaluation Study will be used by the Metroparks to evaluate the timing, sequence, and costs in order to prioritize the improvement of the marina building and property.

Elements of the study should include, but will not be limited to the following:

- Assessment of the buildings architectural systems including windows, doors, masonry, roofing, and interior finishes.
- Evaluations of existing mechanical, electrical, and plumbing systems for improvement, upgrade, or replacement.
- Assessment of the existing building structural loads to determine the extent of the upper-level usage.
- Planning and space improvements including, but not limited to, bathrooms, locker rooms, meeting rooms, and kitchen and support spaces.
- Evaluation of Handicap Accessibility (ADA), Life Safety improvements, and building capacity on the first and second floors.
- Site and landscaping improvements including new sidewalks and curbs, patio area with outdoor seating and trees, and potential relocation of the boat launch.
- Identification of opportunities for expanded recreational and educational (interpretive) programming.
- Consideration expansion of the marina building usage to allow for group activities within the building and possible utilization of all the existing upper levels of the building.
- Develop a phasing approach for use by the Metroparks to prioritize needs and develop short and long-term improvements.

PROJECT TEAM

Architect

Thomas Roberts Architect
2927 4th St.
Wyandotte, Michigan 48192
734.250.4032
tom@thomasrobertsarchitect.com
www.thomasrobertsarchitect.com

Tax Identification No. 80-0715180

Thomas Roberts Architect, LLC is a Limited Liability Corporation registered in the State of Michigan and is a Sole Proprietorship owned by Thomas Roberts, AIA.

Thomas Roberts, AIA is licensed Architect in the State of Michigan. License No. 1301051413

Thomas Roberts, AIA, Principal
Nichole McNamara AIA, Sr. Project Architect

Mechanical, Electrical & Plumbing Engineer

Systems Solution Engineers
3250 W. Big Beaver Rd., Suite 305
Troy, Michigan 48084

Mike Masic, PE, Principal
Aleks Inov, PE, Principal

Structural Engineer

Friendship Engineering Inc.
3717 Timbercrest Dr.
Troy, Michigan 48083

Luay Esho, PE, Principal

Cost Estimating

Fairview Construction Services
28339 Beck Road
Wixom, Michigan 48393

James P. Dixon, PE, President

FIRM PROFILE

Thomas Roberts Architect, LLC

Thomas Roberts Architect was established in 2009 by Thomas Roberts, AIA. Since its inception, the firm has selected its projects and clients carefully and collaborated closely with the region's foremost experts in the field. TRA provides excellence in architecture, planning, and historic preservation; working on a growing number of diverse projects including theatres, churches, schools, office, residential, hospitality, retail, community, and civic buildings.

The firm synthesizes urban design, historic preservation, adaptive reuse, and economic development strategies for both the redevelopment of stand-alone buildings, and the revitalization of entire downtown districts. Many projects at TRA begin with an urban design plan and redevelopment strategy that pinpoints key buildings to drive the revitalization of commercial districts. TRA transforms communities' liabilities into assets and creates future visions for those communities. Additionally, TRA is a pioneer in the community engagement process, educating the public on the importance of quality design and the critical need for investment in visionary and transformative public projects.

As one of the state's expert firms in preservation and knowledge of the federal historic tax credit program, TRA has worked to preserve dozens of nationally recognized historic structures and sites with a portfolio that includes some of the most significant historical preservation work across Michigan. TRA repeatedly demonstrates that restored local landmarks, once considered "white elephants," can become anchors and an actively contributing resource to traditional downtowns. TRA has also shown that this small-town philosophy can apply to larger cities like Detroit where TRA has completed dozens of projects in the downtown, midtown, and new center areas.

TRA intentionally maintains a small practice in order to develop personal relationships with clients and provide the best possible solutions and advice. TRA leads clients to understand their current and future needs working in tandem to create a vision that includes the funding, phasing, and redevelopment strategy to turn that vision into a reality. The hallmarks of the firm are the direct involvement of its leadership in all projects, commitment to design, preservation excellence, and attention to detail.



RESUME



Thomas Roberts, AIA

Tom has developed a diversified background over the past 25 years that includes historic preservation, interior design, urban planning and landscape architecture. He is an adjunct professor of design at the University of Detroit Mercy and has served on the board of the Michigan Historic Preservation Network. This breadth of experience enables Tom to contribute to the design of diverse project types.

Professional Education

BA, University of Detroit Mercy SOA, 1994

Professional Registration

Michigan, 2003-P, License Num. 1301051413
36CFR61 Certified Historic Architect, 2006-P

Teaching Experience

University of Detroit Mercy School of Architecture

Second Year Design Studio, 2006-2014
Masters Thesis Studio, 2003-2005
Second Year Design Studio, 2001-2003
Vertical Design Studio, 1999-2001

Project Experience

Alvah N. Belding Memorial Library, Belding MI

Argonaut Building, Detroit MI

Armory Arts Project, Jackson MI

Briggs House Apartments, Detroit MI

Chelsea Center for the Arts Master Plan, Chelsea MI

Christ Church Detroit, Detroit MI

Detroit Artists Market, Detroit MI

Detroit Golf Club, Detroit MI

Detroit Yacht Club Facility, Belle Isle MI

Fine Arts Building, Detroit MI

Franklin Hills Country Club, Franklin MI

Fyfe Building, Detroit MI

Gabriel Richard Building Adaptive Reuse, Detroit MI

Great Lakes Maritime Academy, Belle Isle MI

Hamtramck Façade Grant Program, Hamtramck MI

Holden Block Adaptive Reuse, Detroit MI

Howell Opera House, Howell MI

H.R. Finn Apartments, Detroit MI

Immaculate Heart of Mary Campus, Monroe MI

Lebowsky Center for the Arts, Owosso MI

Lindley Hall Hotel, Detroit MI

Loyola High School, Detroit MI

Marygrove College Theater, Detroit MI

Masonic Temple Arts Center, Wyandotte MI

McKinley School Redevelopment, Wyandotte MI

Mehlhose Ice Cream, Wyandotte MI

Michigan Theater Jackson, Jackson MI

Morris Performing Arts Center, South Bend IN

Owosso Façade Improvement Project, Owosso MI

Pewabic Pottery Campus, Detroit MI

Phillip House Apartments, Detroit MI

Roebuck Residential, Wyandotte MI
Saints Peter and Paul Jesuit Church, Detroit MI
Ste. Anne de Detroit, Detroit MI
Tibbits Opera House Façade Project, Coldwater MI
University of Detroit Mercy Lansing Reilly Hall, Detroit MI
University of Detroit Mercy School of Architecture,
Detroit MI
Vogue Theatre, Manistee MI
Water Works Park Museum, Detroit MI
Willow School House Restoration, Huron Township MI
Woolworth Building Redevelopment, Detroit MI
Wyandotte Bacon Memorial Library, Wyandotte MI

Bold indicates properties listed on the National Register of Historic Places or is a contributing resource in a National Historic District.

Lectures & Presentations

University of Detroit Mercy School of Architecture
Historic Preservation Technology Course, 2014-P
Friday's @ 5 Lecture Series, 2013

Michigan Historic Preservation Network
34th Annual Statewide Conference, *Michigan Place Matters*, Jackson, MI, 2014
33rd Annual Statewide Conference, *Ingredients of Place*, Marquette, MI, 2013

American Institute of Architects
Christopher Kelley Leadership Development Program, *Entrepreneurship and Firm Management*, 2018
Detroit Chapter Summer Lecture Series, *Restoration of Mehlhose Ice Cream*, 2017
Michigan Design Retreat, *Reconstruction of Tibbits Opera House Façade*, 2016

Memberships | Affiliations

City of Wyandotte Building Board, 2018-P
American Institute of Architects, 2003-P
National Trust for Historic Preservation, 1997-P
Michigan Historic Preservation Network, 2001-P

Service to the Community

Detroit Yacht Club Strategic Planning Committee, 2003
City of Wyandotte "Cool Cities" Co-Chair, 2004-2006
Michigan Historic Preservation Network Board, 2001-P

Awards / Recognition

AIA Detroit Young Architect, 2008
AIA Michigan Young Architect, 2009
Governor's Award for Historic Preservation, 2013
Copper in Architecture, 2014, Tibbits Opera House
CAM Magazine Project of the Year, 2014, UDM Law
MHPN Gem Award, 2013, Tibbits Opera House
AIA Detroit Honor Award, 2015, Tibbits Opera House
AIA Michigan Honor Award, 2016, Tibbits Opera House
MHPN Building Award, 2019, Mehlhose Ice Cream
APWA Michigan Project of the Year, 2019, Wyandotte Central Station

RESUME



Nichole McNamara, AIA

Nichole has 14 years of experience in the architecture field. During her time, she has fulfilled the titles of Project Architect and Studio Director. Nichole brings imagination and reliability, intellect and incisiveness to the Tom Roberts team. As a self-admitted perfectionist, she has the capacity for improving upon anything that takes her interest, including your projects. Her intuitive abilities and willingness to work create professional relationships characterized by stability and good communications.

Professional Education

MA, University of Detroit Mercy SOA, 2006
Christopher Kelley Leadership Development Program, 2019-2020

Professional Registration

Michigan, License No. 1301058252
36CFR61 Certified Historic Architect

Professional Experience

Thomas Roberts Architect, Wyandotte, 2018-P
Neumann Smith Architecture, Detroit, 2014-2018
Kraemer Design Group, Detroit, 2007-2014
The Architects Enterprise, Chicago, 2006-2007

Project Experience

Detroit Athletic Club, Detroit MI
Level One Bank Headquarters, Farmington Hills MI
The Albert, Detroit MI
The Beer Grotto, Dexter MI
City Hall Artspace Lofts & Connector, Dearborn MI
Granite City Food & Brewery Center, Detroit MI
Beaumont Rose Cancer Center, Royal Oak MI
Fourteen56 Woodward, Detroit MI
Clark Lofts - Capitol Park, Detroit MI
Animal Adoption & Education Center, Dearborn MI
Microsoft Technology Center, Detroit MI
Gabriel Richard Building, Detroit MI
Cabot Building Apartments, Detroit MI
Cristo Rey High School Cultural Center, Detroit MI
St. Columba Church & Parish Master Plan, Detroit MI
Alger Theater, Detroit MI
Hampshire & Cambridge Apartments, Detroit MI
Tibbits Historic Structures Report, Coldwater MI

Memberships | Affiliations

American Institute of Architects
Michigan Historic Preservation Network
National Council of Architectural Registration Boards
Leadership in Energy & Environmental Design Advanced Professional Credentials

Service to the Community

Guest Critic at Student Exhibitions
Architectural Registration Exam Preparation Workshops
Habitat for Humanity Builds

PROJECT EXPERIENCE



Arts & Culture

Water Works Park Museum, Detroit MI
Flint Institute of Arts, Flint MI
Michigan Lighthouse Museum, Mackinaw City MI
Detroit Artists Market, Detroit MI
The Armory Arts Project, Jackson MI
Masonic Temple Arts Center, Wyandotte MI
Lebowsky Center for the Arts, Owosso MI

Performing Arts

Morris Performing Arts Center, South Bend IN
Tibbits Opera House, Coldwater MI
Howell Opera House, Howell MI
Marygrove College Theater, Detroit MI
Vogue Theatre, Manistee MI
Open Book Theatre, Trenton MI

Education

Great Lakes Maritime Academy, Detroit MI
University of Detroit Mercy SOA, Detroit MI
UPA SMMS at the DSC, Detroit MI
UPA SMHS, Detroit MI
Children's Montessori Place, Brownstown MI

Mixed Use | Residential

The Lofts at Willow Tree, Wyandotte MI
Manzella Residence, Wyandotte MI
Roberts Residence, Wyandotte MI
Fine Arts Building, Detroit MI
Oak Street Plaza, Wyandotte MI
Skolnik Residence, Franklin MI
Briggs House Apartments, Detroit MI
H.R. Finn Apartments, Detroit MI
Roebuck Residential, Wyandotte MI

Historic Preservation

Hamtramck Façade Grant Program, Hamtramck MI
Christ Church Detroit, Detroit MI
Alvah N. Belding Memorial Library, Belding MI
Detroit Golf Club, Detroit MI
Franklin Hills Country Club, Franklin MI
Ste. Anne de Detroit, Detroit MI
Tibbits Opera House, Coldwater MI
Mehlhose Ice Cream, Wyandotte MI

Master Planning

Argonaut Building, Detroit MI
Michigan Theater Jackson, Jackson MI
Great Lakes Maritime Academy, Belle Isle MI
Detroit Yacht Club Facility, Belle Isle MI
Immaculate Heart of Mary Campus, Monroe MI
Pewabic Pottery Campus, Detroit MI
Detroit Golf Club, Detroit MI
Loyola High School, Detroit MI
Saints Peter and Paul Jesuit Church, Detroit MI

PROFESSIONAL SERVICES

Agency Review | Approval
Architecture
Code Review
Construction Administration
Cost Estimating
Design Guidelines
Facility Conditions Assessments
Feasibility Studies
Historic Preservation, Restoration and Rehabilitation Design
Historic Structures Reports
Historic Tax Credit Applications
Interior Architecture | Space Planning
Master Planning
National Register Nominations
Programming
Section 106 Review
Site Analysis | Design
Urban Design | Community Development

REFERENCES

Elizabeth Iszler, ASLA

Chief of Planning and Design
Wayne County Parks
33175 Ann Arbor Trail
Westland, Michigan 48185
734.261.4312
eiszler@waynecounty.com

Jeff Forster

Great Lakes Yacht Club
23900 Jefferson Ave.
St. Claire Shores, Michigan 48080
248.310.4122
jeffdfors@gmail.com

Alec Jerome

Director of Facilities Management
The Henry Ford
20900 Oakwood Blvd.
Dearborn, Michigan 48124
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alecj@thehenryford.org

Mark Kowalewski, PE

City Engineer (Retired)
City of Wyandotte
3200 Biddle Avenue, Suite 200
Wyandotte, Michigan 48192
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Mark3kowalewski@gmail.com

David Smith, President

Loyola High School Detroit
15235 Pinehurst
Detroit, Michigan 48238
313.861.2407
dsmith@loyolahsdetroit.org

Christine Delaney, Executive Director

Tibbits Opera House
14 S. Hanchett Street
Coldwater, Michigan 49036
517.278.6029
cdelaney@tibbits.org

RELEVANT PROJECTS

See the following pages for representative project examples of TRA. Project monographs include a written and visual communication of the scope of the project.

Great Lakes Yacht Club Master Plan
St. Claire Shores, Michigan



Founded in 1952, the Great Lakes Yacht Club provides a family-friendly private sail and power boat club with amenities. Since 1963, the club has been located on its harbor and beautiful park-like grounds which provide a relaxing atmosphere for cruising, sailing, racing, and social gatherings.

In 2020, TRA was commissioned to provide the GLYC with a master plan for future improvements. In terms of function, the priorities of the club were to renovate the primary multi-purpose room and create smaller adjacent spaces with flexibility for meeting, lounging, and dining. TRA's proposed plan was able to achieve these goals by maximizing the efficiency of space utilized for the kitchen, restrooms, and storage. In regard to form, the master plan also creates a more welcoming entrance experience by adding a two-story light filled foyer. Once inside, a wide hall for the display of historical and racing paraphernalia leads to the multi-purpose room whose roof has been lifted and angled to maximize daylight and views of the surrounding grounds.

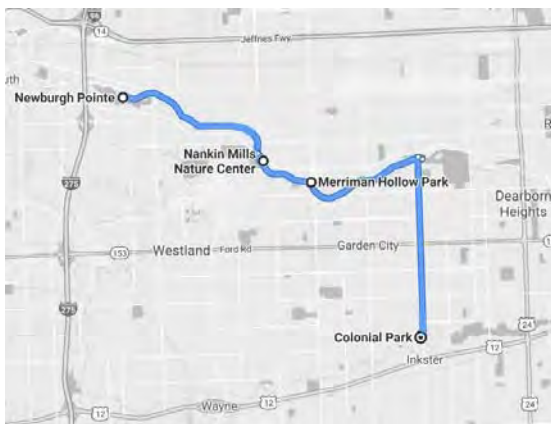
Owner: Great Lakes Yacht Club
Role: Planning, Architecture
Completion: 2022
Cost: \$2,000,000

Hines Park
Westland, Michigan



Nature created the area known as Hines Park as a flood plain of the Middle Rouge River, but Henry Ford deeded several of his properties in this area over to the County which devised a plan to adapt the land into a spectacular public park.

The comfort station renovation projects include historic Newburgh Pointe, Merriman Hollow Park, and Colonial Park. Newburgh Pointe is a beautiful area with two finger piers for fishing, a small boat launch, hiking trail, and bike path. Merriman Hollow Recreation Area features a colorful play structure, picnic shelter with a grill and a ball diamond. Colonial Park has been an active sports field area in the Lower Rouge Parkway since the 1940's. The renovations will provide ADA accessibility and modernized public restroom facilities as well as building stabilization and sitework.



The Nankin Mills Interpretive Center is part of the historic grist mill located in the heart of Hines Park. The center has three floors of public displays highlighting local history and is home to many live animal exhibits and interpretive programs. The museum renovation project will focus on updating and modernizing the public exhibits and administrative office.

Owner: Wayne County
Client: Wayne County Parks
Role: Planning, Architecture, Historic Preservation
Completion: Phased Construction
Cost: \$1,500,000

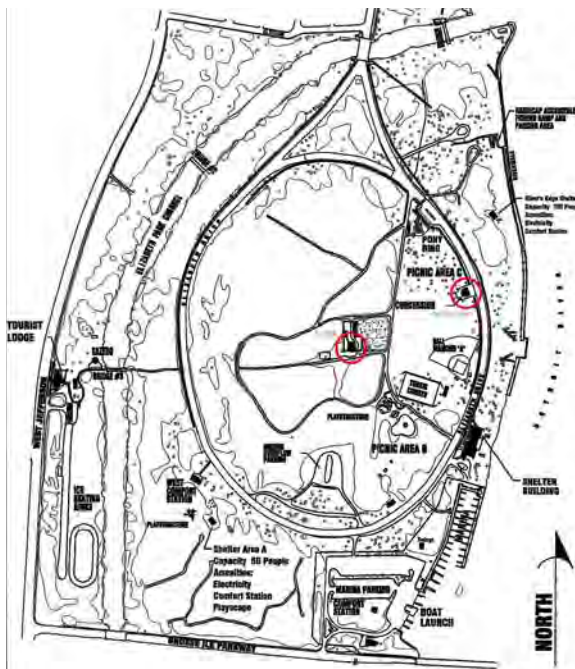
2927 4th Street
Wyandotte, MI 48192
734.250.4032

Elizabeth Park Concession and Stables Restoration
Trenton, Michigan



Elizabeth Park, the first County Park in the State of Michigan, is a 162-acre emerald jewel along the banks of the Detroit River, and features over 1,300 feet of river walk for fishing and river watching. There are two picnic areas with shelters, sports fields, playgrounds, and a 52-slip transient marina and boat launch.

The restroom renovation project consisted of converting an existing masonry single-story 720 square foot concessions building into public restrooms; including a vestibule with vending machines, men and women multi-stall restrooms, and maintenance/utility space. In addition, the existing shingled mansard roof will be replaced with a new flat roof with metal guardrail between brick piers as originally designed. Exterior openings will be modified to accommodate the new use, although new brick, doors, and windows will match the historic character of the existing elements. Site work includes the repair/replacement of select concrete paving and the replacement of the asphalt driveway with a restored lawn area.

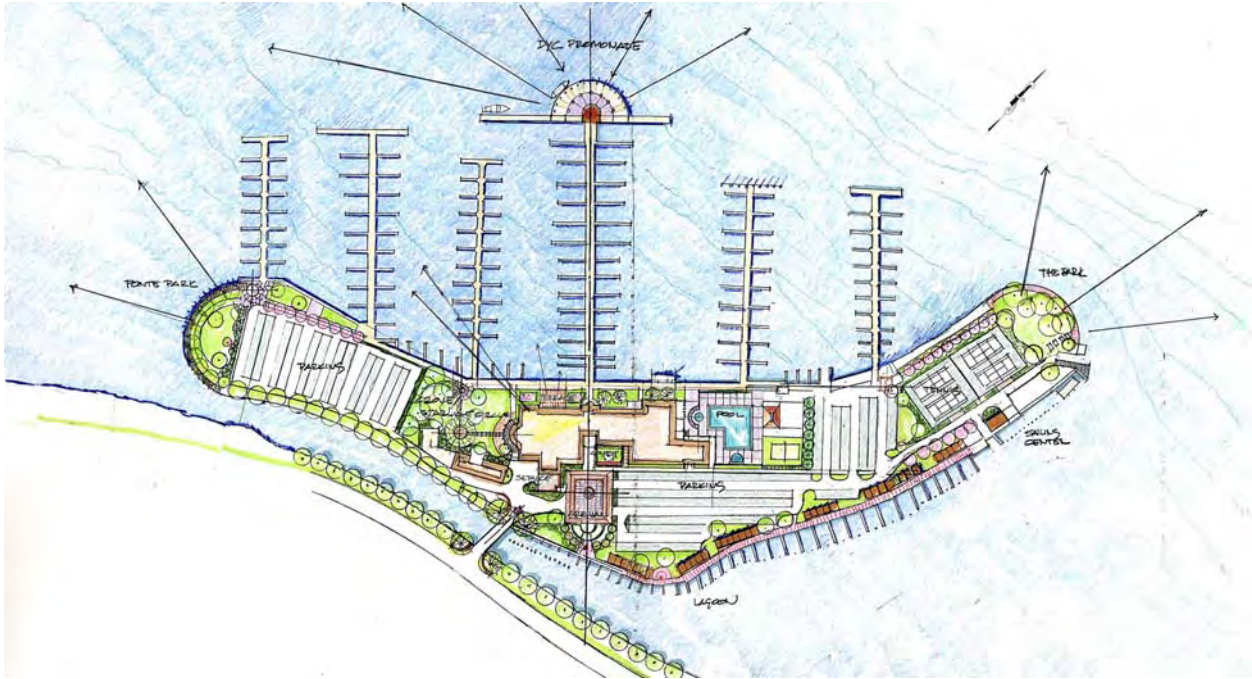


The stable was built in 1927. Its renovation will include site grading and fencing, new doors and restored windows, brick masonry and slate roofing repairs, new M.E.P. systems, and new pony stalls and restroom within its 1,200 square foot interior.

Owner: Wayne County
Client: Wayne County Parks
Role: Planning, Architecture, Historic Preservation
Completion: Summer 2021
Cost: \$550,000

2927 4th Street
Wyandotte, MI 48192
734.250.4032

Detroit Yacht Club Restoration Master Plan
Belle Isle, Michigan



The 94,000sf Detroit Yacht Club, one of the largest in the world, was built in 1923. The Architect for the clubhouse was George D. Mason the designer of the famed Grand Hotel on Mackinac Island. He borrowed Mediterranean design elements for this spacious stucco and red tiled roofed clubhouse. Little work has been done over the last 83 years to update building systems or adapt space to the needs and expectations of a multifaceted membership.

Recommendations for site development included respond to the axis proposed in the original site plan, new entry image design with a landscaped courtyard, park like development at each end of the island, efficient parking lot design, redesign of the Starlight Circle for weddings and celebrations, and establish a Watergate Promenade.

Building rehabilitation recommendations included the major renovation of the ground floor areas to serve the growing membership and the restoration of the second floor area to serve the DYC Banquet and Conference clientele.

The DYC is listed on the National Register of Historic Places.

Owner: Detroit Yacht Club
Architect: Gunn Levine Architects
Position: Project Designer
Completion: Phase over 10 yrs

**Thomas Roberts, AIA was an employee of GLA.*

2927 4th Street
Wyandotte, MI 48192
734.250.4032

Central Fire Station Restoration
Wyandotte, Michigan



The iconic Central Fire Station is located on a prominent corner in the downtown Wyandotte Central Business District. The two-story building was built in 1939 and has served the community for 80 years. Throughout this time the building received minimal maintenance and the infrastructure that once supported its crew members was falling into disrepair and in desperate need of crucial upgrades. Three seamless additions to the first floor fulfilled critical needs that were lacking, including an improved public entry with ADA access, meeting room, enlarged kitchen/dining area, workshop, and various storage rooms. The reconfigured second floor included shifting from large communal sleeping areas and bathrooms to partitioned sleeping areas and individual bathroom compartments, which increased privacy and provided accommodations for a mixed gender department. The historic character of the building was restored to include new windows to replicate the originals, new enlarged bi-fold apparatus bay doors, significant masonry tuckpointing, and new roofing. Site redesign provided the ability for 360-degree drive access as well as visitor and ADA parking.

Owner: City of Wyandotte
Role: Planning, Architecture, Historic Preservation, Interiors
Completion: Spring 2019
Cost: \$3,100,000

APWA Downriver Chapter, Project of the Year, 2018
APWA Michigan Chapter, Project of the Year, 2019
Firehouse Station Design Awards, Bronze, 2020
MHPN Government/Institution Award 2020

2927 4th Street
Wyandotte, MI 48192
734.250.4032

Loyola High School Detroit Campus Master Plan
Detroit, Michigan



The Loyola High School Detroit Campus Master plan concept provides a "framework" or "road map" for the community and school to evaluate a prioritized schedule of recommended actions for the near-term, mid-term and long-term maintenance and rehabilitation of the campus. The campus includes four primary structures; school building, rectory, gymnasium, and the chapel/church building. All four structures are generally in fair to good condition. The master plan envisions the complete renovation of the interior and exterior of the campus in a phased approach. The proposed Building and Site plan changes included the following: new secured visitor and staff entry and parking along Pinehurst; new secured entry courtyard; new student drop-off and pick-up at north end of the school building; demolition of rectory and construction of new addition and parking lot at the corner of Fenkell and Pinehurst; and a new artificial turf practice football field. There will also be an emphasis on infrastructure issues such as roofing and masonry Restoration.

Owner: Loyola High School Detroit
Architect: Thomas Roberts Architect
Position: Planning
Completion: Phased Construction
Cost: \$1,500,000

2927 4th Street
Wyandotte, MI 48192
734.250.4032

APPROACH | METHODOLOGY

The TRA Team’s approach to the Marina Building Use Evaluation Study project will be direct, open, and inclusive. It is based on combining the multi-disciplinary team’s diverse and extensive design experience and technical skills with the ability to listen and build consensus. The project team commits to working closely with the Metroparks staff and community stakeholders during each phase of this project to jointly establish a sustainable renovation plan of the site and buildings.

Fundamentally, our team’s process will consist of three activities. The following generally identifies the Consultant Team’s 3 Step Process and methodology.

Step 1 – Building Evaluation

Based on our knowledge of similar projects, TRA will filter relevant information so that we are prepared for the kick-off meeting. During the initial meeting we will prepare a preliminary list of issues and frame objectives for later discussions and we will develop as-built documents. During this step TRA will review current code and accessibility issues as well as occupancy loads. The TRA team will meet on site and assess the condition of the existing building systems and prepare an existing conditions report and present to Metroparks staff.

Step 2 – Concept Development

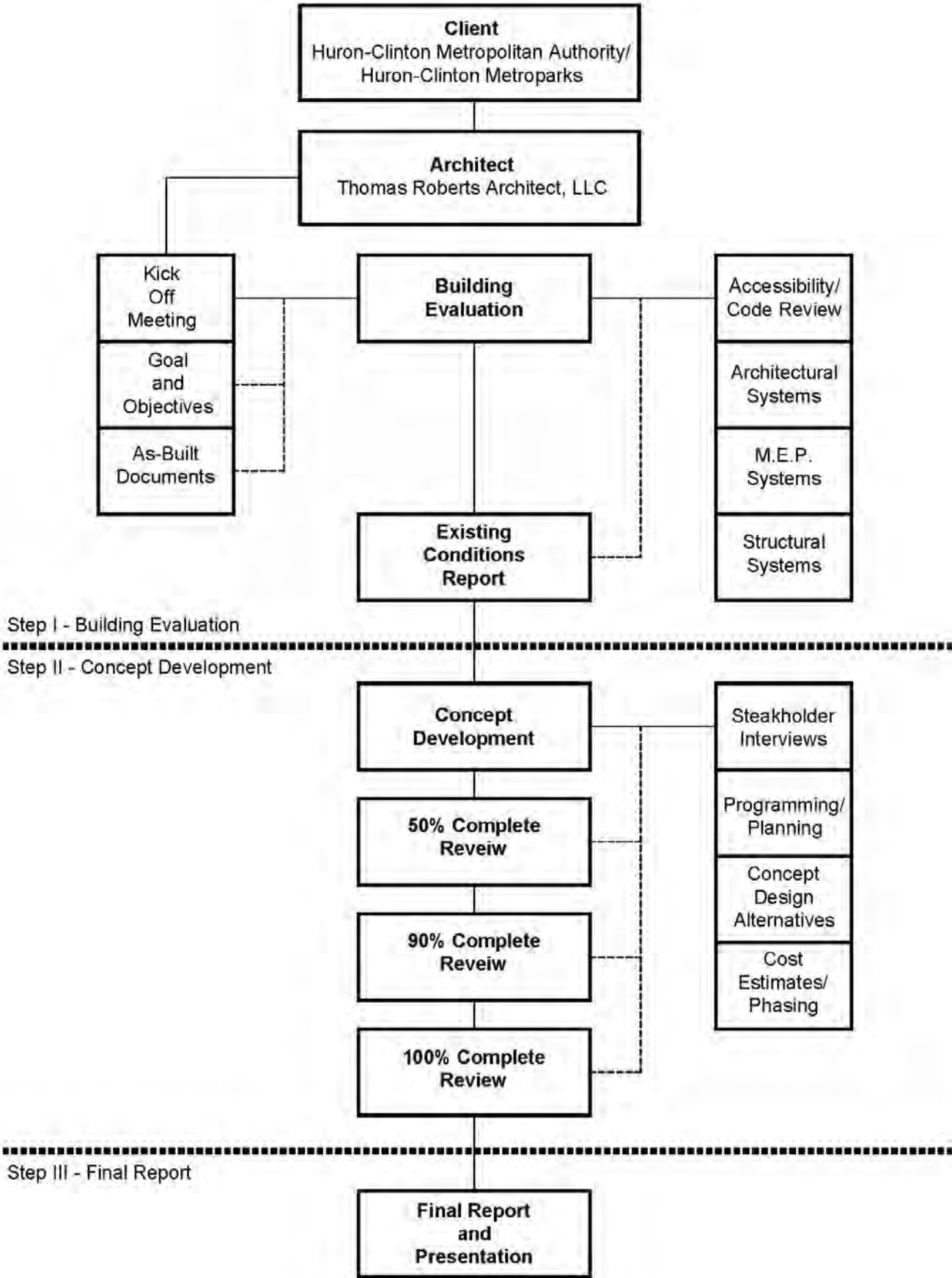
Based on the data collected in Step 1, the Architect will prepare a brief summary document and conduct interviews with selected individuals representing leadership, staff, and the community to gather additional information. The Architect will develop a minimum of (3) three design concepts along with cost estimates and phasing for each option for leadership review and analysis. The alternatives will be evaluated relative to the established Goal and Objectives. The alternative that best responds to the criteria will be further developed for presentation.

Step 3 – Final Study Report

The above items will be combined into a summary document entitled “Lake Erie Marina Building Use Evaluation Study”.

Project Work Plan

Detailed on the following page, the **Project Work Plan** depicts a generalized flow of services for the project. It will be used by the Client, Architect, and Consultant Team as a road map use evaluation study process.



SCOPE OF SERVICES

Based on previous experience with similar projects, the following professional architectural and engineering services are required to facilitate the Marina Building Use Evaluation Study. The TRA Team proposes to complete the tasks outlined below:

Architectural Management

The Architect will provide overall project management and will assist and coordinate the work of all consultants, maintain communications with all parties, provide quality control, and determine and maintain project implementation schedules. In addition, the Architect will complete the following tasks:

Project Goal and Objectives

The Architect, in dialogue with the Client, will jointly establish a clear and concise Project Goal Statement and a list of Objectives for the maintenance and renovation of the marina building.

Site Analysis

The Architect will analyze the marina building relative to the following: vehicle and pedestrian accessibility, physical assets and liabilities, expansion potential, parking, loading areas, utility services, existing park master plan considerations, design characteristics, and impact on adjacent site features.

Architectural Systems Evaluation

The Architect will observe existing architectural systems, i.e.: roofing, flashing, masonry, doors, windows, and interior finishes, etc. to establish their condition and need for rehabilitation, replacement, or maintenance and provide a summary document.

Mechanical & Electrical Systems Analysis

The MEP Engineer will complete a walk-through overview analysis of the existing mechanical, electrical and plumbing systems. Based on potential use and design criteria, the Engineer will make generalized recommendations relative to maintenance or replacement and provide a summary document.

Structural Systems Analysis

The Structural Engineer will complete a walk-through analysis of the structure with special attention directed to any areas of physical movement within the existing building. The Engineer will also assess the existing structure to determine allowable structural loads for utilization of all the upper levels of the building.

Code Overview

The Architect will analyze the marina building and its support spaces relative to Life Safety and ADA issues including egress, fire suppression, and building capacity.

Space Program

The Architect will develop a generalized conceptual space program required to meet the needs of the users.

Conceptual Space Planning

The Architect will test fit the Space Program within the existing facility in order to evaluate functional, programmatic, economic, and architectural impact. Conceptual sketch drawings will be prepared to illustrate the suitability of renovating the marina building along with any potential building additions. The Architect will develop a minimum of three conceptual directions.

Alternatives | Recommendations

Based on the information gathered and developed, the Architect and in dialogue with the Client shall develop alternative renovation and master plan strategies and develop a recommended course of action.

Schedule

The Architect and Contractor will prepare a project implementation timetable. The schedule will note critical tasks and the overall process of project development including recommendations for phased construction. Emphasis will be placed on phased construction work, to allow the Metroparks to perform incremental renovations as funding becomes available.

Estimate of Probable Cost

The Architect and Contractor will develop estimates of probable cost. Estimates will be provided to ensure budget and cost containment is established for maintenance projects, renovation projects, and new additions. Prioritization of projects will also be identified.

Graphics and Fundraising Materials

The Architect will provide graphic floor plans, exterior elevations, & 3D computer generated renderings to assist with communication of the Use Evaluation Study to project stakeholders.

DELIVERABLES

Use Evaluation Study

The above items will be combined into a summary document entitled "Lake Erie Marina Building Use Evaluation Study". There will be (3) copies of the final study delivered to the client at the final review meeting. The final study will also be submitted to the client in a "camera ready" and PDF format for reproduction. The final study shall be typed, single spaced format, in clean bound form and no larger than 8 ½"x11" in size and will include photographs documenting the existing conditions. The following is the recommended table of contents:

Table of Contents

- Executive Summary
- Acknowledgments
- Goal
- Objectives

Site Analysis

Building Conditions Analysis

- Site Plan, Floor Plans, Sections, and Elevations
- Architectural Systems Analysis
- MEP Systems Analysis
- Structural Systems Analysis
- Code and Accessibility Overview
- Space Program

Concept Design

- Descriptive Narrative
- Preliminary Plan Drawings
- Development | Phasing Schedule
- Estimate of Probable Construction Costs

Appendix

- Measured Drawings
- M.E.P. Report
- Structural Report
- Code and Accessibility Analysis

SCHEDULE

The combined workload, staffing and capabilities of the TRA Team enable us to begin professional services immediately. On this page is a graphic schedule establishing the general flow of services. We have assumed a start date, to proceed with professional services, on or around June 1, 2021 and for completion on or around December 1, 2021. Following authorization to proceed, we will, in concert with the Client prepare a detailed Project Development Schedule that considers all aspects to deliver the project most effectively on time and on budget. We anticipate that the scope of work will require approximately 24 weeks to complete.

TASK	2021																																			
	April				May				June				July				Aug.				Spet.				Oct.				Nov.				Dec.			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
RFP Issued (4.16.2021)	⊕																																			
RFP Due (4.27.2021)			⊕																																	
RFP Interview & Selection (5.11.2021)				⊕																																
Award Contract (5.18.2021)							⊕																													
Project Administration + Management																																				
Kick-Off Meeting								⊕																												
Goal & Objectives								■																												
As Built Documentation + Drawings								■																												
Step 1 - Building Evaluation																																				
Site Analysis												■																								
Building Condition Assessment												■																								
MEP Systems Evaluation												■																								
Structural Evaluation + Analysis												■																								
Code and Accessibility Analysis												■																								
Existing Conditions Report												●				■																				
Step 2 - Concept Development																																				
Stakeholder Interviews																■																				
Programming / Planning																■																				
Alternative Design Concepts																				■																
Preliminary Cost Estimate / Schedule																				●				■												
Phasing Approach																				●				■												
Milestones																																				
50 % Draft of Report (8.1.21)												■				▨																				
90% Draft of Report (10.1.21)																				■				▨												
100 % Draft of Report (11.1.21)																								■				▨								
Final Report (12.1.21)																																				
Owner Review Meetings Presentations												⊕				⊕				⊕				⊕				⊕								
Contingency Time																																				○

- ▨ Owner Review / Feedback
- Full Time Activity
- Part Time Activity
- ⊕ Milestone Date

COMPENSATION

Professional Service Fee

Based on previous experience with similar projects, the following compensation is required to complete the services identified. The total fixed fee price is **Twenty-Seven Thousand Five Hundred and no/100 dollars (\$27,500)**. The following is a breakdown of compensation per service:

As Built Documentation	\$2,000
Code and Accessibility Review	\$1,000
Site and Building System Assessment	\$4,000
M.E.P. Systems Analysis	\$2,500
Structural Systems Analysis	\$2,000
Master Planning Concept Design	\$12,000
Project Development Schedule/Phasing	\$2,000
Estimate of Probable Construction Cost	\$2,000
Total	\$27,500
Reimbursable Expenses (allowance)	\$500
Grand Total Contract	\$28,000

Retainer

A **Two Thousand and no/100 dollars (\$2,000)** retainer will be required for the project.

Reimbursable Expenses

Reimbursable expenses are in addition to the Professional Service fee indicated above and are estimated to be **Five Hundred and no/100 dollars (\$500)**. Reimbursable expenses include reproduction of documents, postage and courier delivery service, and presentation materials and would have a 10% mark up for administrative purposes.

Hourly Rates:

- Principal \$150.00
- Project Manager \$125.00
- Project Architect \$125.00
- Project Designer \$100.00
- Staff Designer \$75.00

APPENDIX
Request for Proposal Standard Cost Form



HURON-CLINTON metroparks

Administrative Office | 13000 High Ridge Drive | Brighton, MI 48114-9058
 1-800-477-2757 • www.metroparks.com

HURON CLINTON METROPOLITAN AUTHORITY REQUEST FOR PROPOSAL STANDARD COST FORM

(TO BE SUBMITTED WITH PROPOSAL PART II)

PROJECT TITLE: Lake Erie Marina Building

PARK NAME: Lake Erie Metropark

RFP No.: P-712-21-132

DUE DATE: April 27, 2021

PROJECT PHASE	ESTIMATED HOURS	ESTIMATED COST
Site Investigation, Data Collection, Records Research	16	2,000
- Geotechnical Investigation (if applicable)		
- Additional item		
- Additional item		
Project Development	--	--
50% Report Completion	92	11,500
90% Report Completion	112	14,000
100% Report Completion	16	2,000
Miscellaneous	--	--
- Meetings (approximatly 8 meetings)	24	3,000
- Code and Accessibility Review	8	1,000
- Site and Building System Assessment	32	4,000
- M.E.P Systems Analysis	20	2,500
- Structural Systems Analysis	16	2,000
- Master Plan / Concept Development	96	12,000
- Project Development Schedule / Phasing	16	2,000
- Estimate of Probable Construction Costs	16	2,000
-		
-		

Include estimated hours for all work performed except provided by subconsultant as lump sum.

\$27,500



HURON-CLINTON metroparks

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HURON CLINTON METROPOLITAN AUTHORITY REQUEST FOR PROPOSAL STANDARD COST FORM (SUBCONSULTANT INFORMATION)

Subconsultant: System Solution Engineers
Discipline: Mechanical, Electrical, Plumbing Engineers
Contact Information: Mike Masic, PE, Principal 734.645.0820 mike@sse-mep.com
3250 W. Big Beaver Rd., Suite 305
Troy, MI 48084
Subconsultant: Friendship Engineering
Discipline: Structural Engineer
Contact Information: Luay Esho, PE, Principal 248.246.6577 luayesho@gmail.com
3717 Timbercrest Dr.
Troy, MI 48083
Subconsultant: Fairview Construction
Discipline: Cost Estimates, Development Schedule, Phasing
Contact Information: James Dixon, PE, President 734.892.2184 jdixon@fairviewconstructionllc.com
28339 Beck Rd
Wixom, MI 48393
Subconsultant:
Discipline:
Contact Information:



To: Board of Commissioners
From: Chief of Engineering Services, Mike Henkel
Subject: Approval – DTE Gas Line Easement
Location: Willow Park Office / Service Building
Date: May 7, 2021

Action Requested: Motion to Approve

That the Board of Commissioners approve the DTE Gas Line Easement as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: None

Background: At the March 12, 2020 Board meeting, staff received approval for the installation of a 3-inch natural gas line to supply the new Willow park office building and the service building. The natural gas supply will replace the use of propane at the service building.

The easement required by DTE for gas service, addresses their rights to construct, repair, maintain, and limit construction and activities within a 10-foot width over the center line of the pipe. No buildings, structures, or planting of trees can occur within the 10-foot width. The actual alignment is based on in field installation, its approximate location is shown in the attached document.

**Attachments: Easement Agreement
DTE Gas Line Location**

EASEMENT

For good and valuable consideration, exempt under MCL 207.526(a) and MCL 207.505(a), receipt of which is hereby acknowledged,

Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, MI 48114

(Grantor) hereby grants to DTE Gas Company, a Michigan Corporation (Grantee), with its principal office at One Energy Plaza, Detroit, Michigan 48226, its successors and assigns, an easement to construct, test, reconstruct, renew, operate, maintain, inspect, alter, repair and remove a pipeline or pipelines for the transportation of gas, oil or other substances which can be transported through a pipeline or pipelines, and such mains, service laterals, drips, valves, regulators, fittings, meters and other equipment and appurtenances as may be necessary or convenient for its operations (collectively, "Grantee's Facilities"), over and through the following described real estate in the Township of Huron, Wayne County, State of Michigan, to wit:

REAL ESTATE DESCRIPTION: "See Exhibit A"

EASEMENT DESCRIPTION: A 10-foot-wide easement centered on the pipeline as constructed for the above described property with the right of ingress and egress at convenient points for such purposes, and with all rights necessary for the convenient enjoyment of the privileges herein granted.

THE PARTIES FURTHER AGREE THAT:

Structures and Trees: No buildings or other structures shall be erected or placed, and no trees shall be planted, on or in the above-described easement without the written consent of the Grantee. Additionally, Grantee may remove any vegetation, buildings, or structures placed within the above-described easement that Grantee believes could interfere with the safe and reliable construction, operation, maintenance and repair of Grantee's Facilities.

Additional Workspace: Additional workspace, contiguous to the easement may be used temporarily during construction, maintenance or removal of the pipeline or pipelines installed hereunder.

Ground Elevation: Grantee shall initially bury said pipeline or pipelines at a minimum depth of 24-inches. Grantor shall not materially alter the ground elevation within the above-described easement without a prior written agreement executed by Grantee allowing said alteration.

Damages/Restoration: Grantee shall pay reasonable damages to improvements occasioned by said installation or by any of its subsequent operations under this easement or shall replace the damaged area to its original condition as reasonably practical. Grantee shall replace in good workmanlike manner all tile cut in the construction of the pipeline or pipelines.

Assignment/Successors: Grantee's rights herein granted may be assigned in whole or in part. This easement runs with the land, and all rights, privileges and obligations created by this instrument shall inure to the benefit of, and be binding upon, the heirs, devisees, administrators, executors, successors, and assigns of the parties hereto.

Ownership: Grantor covenants that they are the lawful fee simple owner of the above-described property and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Exercise of Easement: Grantee's nonuse or limited use of this easement shall not preclude Grantee's later use of this easement to its full extent.

Indemnity: Grantee shall indemnify, defend, and hold Grantor harmless from and against all claims and liabilities for injury to persons or property, including without limitation, reasonable attorney's fees expended in defending against any such claims, to the extent caused by Grantee's willful or negligent acts or omissions in exercising the rights granted in this Easement.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

It is understood that the person securing this easement is without authority from Grantee to make any agreement in respect of the subject matter hereof not herein expressed.

Executed this _____ day of _____, 2021.

Huron-Clinton Metropolitan Authority

By: _____

Name: Amy McMillan, _____

Title: Director _____

ACKNOWLEDGMENT

STATE OF MICHIGAN

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by
_____, the _____ of Huron-Clinton Metropolitan Authority.

Notary Public _____ County, Michigan

Acting in _____ County, Michigan

My Commission Expires: _____

Prepared by and return to: Tyler Remington
DTE Gas Company
PO Box 279
Kalkaska, MI 49646

“Exhibit A”

Parcel 1 (PIN 75082990001000)

21E F G1 H1B2A J2A K2A PT OF SEC 21 T4S R9E DESC AS BEG AT CEN ¼ COR SEC 21 TH N89DEG 06M 13S W 947.78 FEET TH N40DEG 34M 12S E 1160.72FT TH N60DEG 25M 20S E 372.50FT TH SELY ALONG HURON RIVER BANK 816FT TH S45DEG 36M 40S W 676.79FT TH S55DEG 15M 20S E 26.74 TH S28DEG 31M 50S W 44.20FT TO POB ALSO E ½ OF SW ¼ SEC 21 ALSO NW ¼ OF SW ¼ SEC 21 EXC W 436FT THEREOF ALSO EXC TRIANG PT MEAS 28.93FT ON S LINE OF NW ¼ OF SW ¼ SEC 21 ALSO MEAS 134.76FT ON W LINE ALSO SW ¼ OF SW ¼ SEC 21 EXC W 436FT THEREOF ALSO EXC PT DESC AS BEG N89DEG 48M 22S E 436FT FROM SW COR SEC 21 TH N89DEG 48M 22S E 349.70FT TH N16DEG 34M 42S E 635.62FT TH ON A CURVE TO RIGHT RAD 7548.44FT ARC 705.46FT TH S89DEG 48M 22S W 28.93FT TH S 1DEG 04M 07S E 1295.92FT TO POB ALSO PT OF NW ¼ SEC 21 DESC AS BEG AT NW COR SEC 21 TH S0DEG 03M 50S E 2639.37FT TH N89DEG 04M 44S E 1283.80FT TH N42DEG 26M 37S E 1629.29FT TH N60DEG 25M 20S E 372.50FT TH NLY ALONG BANK OF HURON RIVER 1350FT TH N89DEG 42M 50S W 2520FT TO POB EXC N 922.5FT OF W 976.90FT THEREOF ALSO EXC W 436FT OF S 1716.72FT THEREOF ALSO EXC PT DESC AS BEG S1DEG 07M 57S E 922.65FT AND N89DEG 13M 19S E 436FT FROM NW COR SEC 21 TH N89DEG 13M 19S E 223.09FT TH S35DEG 53M 37S W 279.41FT TH S13DEG 14M 07S W 220.98FT TH S1DEG 07M 57S W 438.52FT TO POB ALSO EXC PT DESC AS BEG N89DEG 13M 19S E 976.90FT FROM NW COR SEC 21 TH N89DEG 13M 19S E 641.88FT TH S68DEG 57M 40S W 173.10FT TH S79DEG 21M 50S W 213.46FT TH S44DEG 13M 19S W 181.74FT TH S0DEG 46M 41S E 151.79FT TH S23DEG 13M 21S W 184.12FT TH S47DEG 13M 22S W 81.99FT TH N1DEG 14M 28S W 599.87FT TO POB 249.99 AC.

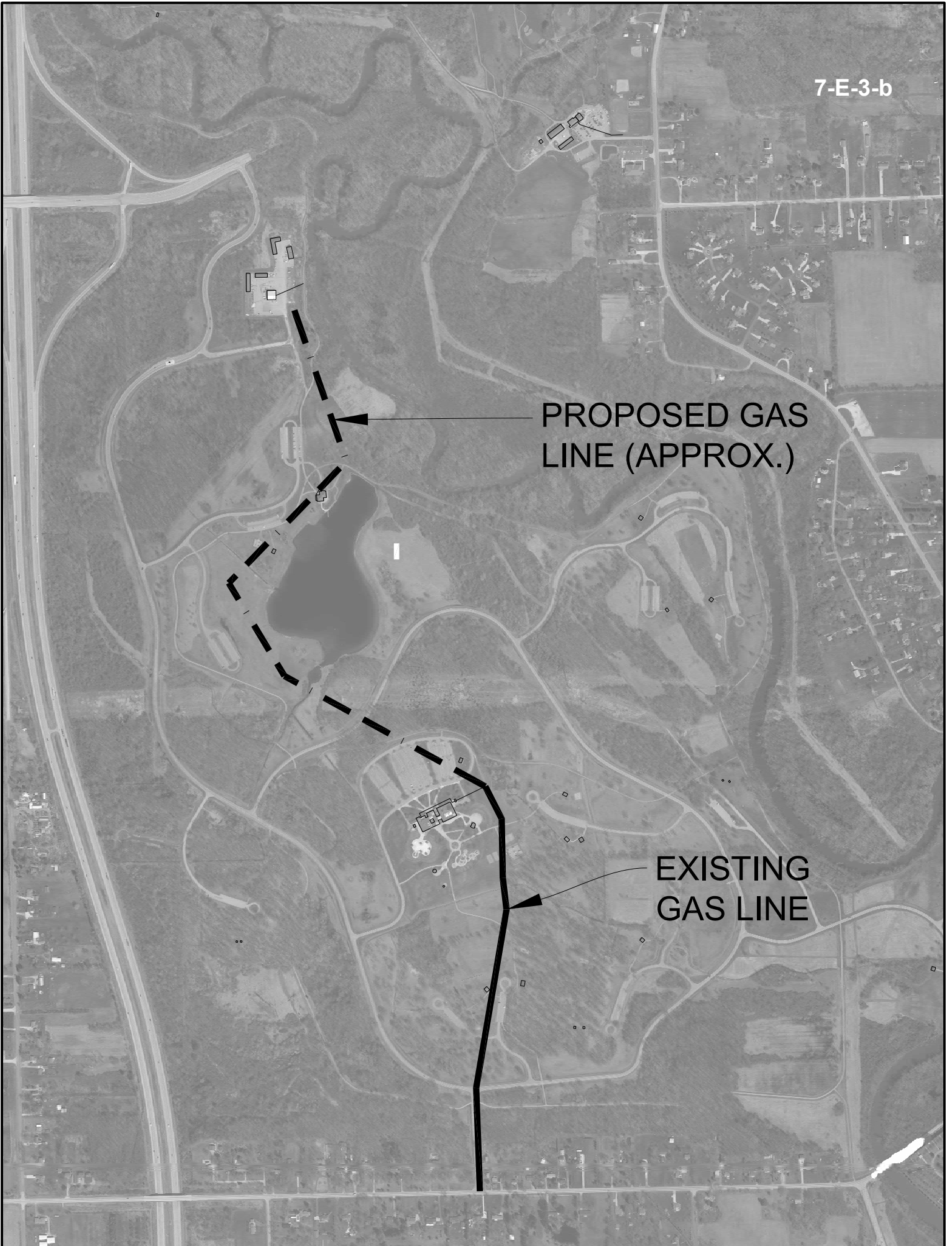
Parcel 2 (PIN 75084990001000)

21D1 L M N P 22M N P PT OF FRACL SEC 21 AND 22 DESC AS BEG AT CEN ¼ COR OF SEC 21 TH N27DEG 50M 40S E 446.20FT TH N55DEG 56M 30S W 26.74FT TH N44DEG 55M 30S E 676.79FT TH ELY AND SLY ALONG RIVER BANK S25DEG 02M 30S E 192.43FT AND S19DEG 49M 10S W 342.19FT AND S50DEG 02M 0S E 208.27FT AND N89DEG 24M 10S E 453.64FT AND N70DEG 18M 30S E 383.20FT AND S27DEG 34M E 557.24FT AND N70DEG 46M 30S E 167.46FT AND N54DEG 57M 50S E 794.82FT AND N49DEG 41M 50S E 452.61FT AND N37DEG 18M 50S E 318.33 FT AND N86DEG 33M 50S E 353.65FT AND S47DEG 23M 10S E 164.79FT AND S45DEG 45M W 629.84FT AND S18DEG 27M W 218.20FT AND S3DEG 44M 40S E 241.3FT AND S19DEG 51M 40S E 215.60FT AND S5DEG 27M 20S E 547.32FT AND S16DEG 55M 30S W 626.86FT TH SELY ALONG HURON RIVER BANK 1302.50FT TH N89DEG 59M W 1061.75FT N89DEG 11M 48S W 2705.65FT TH DUE N 2624.60FT TO POB EXC THAT PT DESC AS BEG DESC BEG DUE S 1557.60FT AND N89DEG 32M 23S E 2485.58FT FROM CEN ¼ COR SEC 21 TH N38DEG 33M 50S W 579.61FT TH N52DEG 15M 10S E 125FT TH S45DEG 33M 38S E 753.43FT TH S89DEG 32M 23S W 275.47FT TO POB 224.83 AC.

7-E-3-b

PROPOSED GAS
LINE (APPROX.)

EXISTING
GAS LINE



HURON-CLINTON METROPARKS MONTHLY STATISTICS

April, 2021

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	39,062	45,654	30,628	28%	\$ 193,135	\$ 137,675	\$ 121,430	59%
Wolcott Mill	4,283	1,426	4,278	0%	\$ 4,611	\$ 10	\$ 18,679	-75%
Stony Creek	56,875	65,972	43,594	30%	\$ 293,436	\$ 248,933	\$ 216,693	35%
Indian Springs	9,921	9,383	7,013	41%	\$ 53,996	\$ 32,060	\$ 34,313	57%
Kensington	72,929	74,861	64,900	12%	\$ 316,784	\$ 184,576	\$ 225,893	40%
Huron Meadows	10,300	8,855	7,431	39%	\$ 3,244	\$ -	\$ 3,873	-16%
Hudson Mills	22,255	24,113	19,034	17%	\$ 55,279	\$ 31,282	\$ 42,075	31%
Lower Huron/Willow/Oakwoods	64,380	55,619	46,250	39%	\$ 77,141	\$ 75,661	\$ 68,461	13%
Lake Erie	23,983	25,082	20,133	19%	\$ 93,414	\$ 73,883	\$ 73,765	27%
Monthly TOTALS	303,988	310,965	243,262	25%	\$ 1,091,040	\$ 784,080	\$ 805,182	36%

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	126,479	102,734	85,268	48%	\$ 594,837	\$ 304,675	\$ 305,563	95%
Wolcott Mill	13,204	5,949	9,967	32%	\$ 11,857	\$ 2,505	\$ 23,425	-49%
Stony Creek	168,229	143,741	112,279	50%	\$ 927,623	\$ 663,279	\$ 539,462	72%
Indian Springs	26,331	22,266	16,725	57%	\$ 148,822	\$ 85,970	\$ 77,619	92%
Kensington	252,112	205,919	183,799	37%	\$ 1,174,669	\$ 685,818	\$ 650,461	81%
Huron Meadows	35,847	22,345	19,794	81%	\$ 46,634	\$ 20,607	\$ 25,637	82%
Hudson Mills	77,177	64,476	50,807	52%	\$ 211,894	\$ 128,425	\$ 126,575	67%
Lower Huron/Willow/Oakwoods	182,425	154,217	137,362	33%	\$ 243,359	\$ 187,540	\$ 173,316	40%
Lake Erie	60,660	52,632	43,705	39%	\$ 264,655	\$ 200,521	\$ 183,886	44%
Monthly TOTALS	942,464	774,279	659,707	43%	\$ 3,624,350	\$ 2,279,340	\$ 2,105,944	72%

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	\$ 217,199	\$ 139,262	\$ 194,126	12%	\$ 809,701	\$ 458,617	\$ 518,753	56%
Wolcott Mill	\$ 14,260	\$ 2,408	\$ 44,854	-68%	\$ 52,974	\$ 25,539	\$ 84,230	-37%
Stony Creek	\$ 515,868	\$ 264,635	\$ 316,344	63%	\$ 1,265,014	\$ 742,848	\$ 707,654	79%
Indian Springs	\$ 169,233	\$ 32,095	\$ 66,728	154%	\$ 298,452	\$ 111,300	\$ 131,434	127%
Kensington	\$ 491,499	\$ 184,325	\$ 308,171	59%	\$ 1,527,075	\$ 768,863	\$ 836,581	83%
Huron Meadows	\$ 100,133	\$ 152	\$ 38,072	163%	\$ 212,136	\$ 45,170	\$ 83,964	153%
Hudson Mills	\$ 125,775	\$ 32,056	\$ 64,693	94%	\$ 306,695	\$ 143,086	\$ 170,764	80%
Lower Huron/Willow/Oakwoods	\$ 177,262	\$ 75,624	\$ 96,694	83%	\$ 361,805	\$ 209,141	\$ 230,457	57%
Lake Erie	\$ 191,277	\$ 77,968	\$ 107,845	77%	\$ 394,386	\$ 218,704	\$ 233,006	69%
Y-T-D TOTALS	\$ 2,002,506	\$ 808,524	\$ 1,237,526	62%	\$ 5,228,239	\$ 2,723,268	\$ 2,996,844	74%

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	307,912	252,424	207,514	48%	\$ 2,127,689	\$ 1,227,004	\$ 1,310,637	62%
Western	391,467	315,006	271,125	44%	\$ 2,344,358	\$ 1,068,419	\$ 1,222,743	92%
Southern	243,085	206,849	181,067	34%	\$ 756,191	\$ 427,845	\$ 463,463	63%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

April, 2021

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	3,436	29	993	246%	\$ 119,538	\$ 539	\$ 27,615	333%
Indian Springs	3,349	10	877	282%	\$ 97,473	\$ 15	\$ 23,699	311%
Kensington	4,575	25	1,581	189%	\$ 128,445	\$ 44	\$ 39,168	228%
Huron Meadows	3,241	11	1,308	148%	\$ 94,894	\$ 2	\$ 33,816	181%
Hudson Mills	2,651	1	797	233%	\$ 61,055	\$ -	\$ 15,386	297%
Willow	3,301	10	756	337%	\$ 89,834	\$ 118	\$ 19,958	350%
Lake Erie	3,314	1	864	283%	\$ 92,254	\$ 13	\$ 21,613	327%
Total Regulation	23,867	87	7,176	233%	\$ 683,493	\$ 731	\$ 181,254	277%
LSC Par 3	487	0	112	335%	\$ 4,448	\$ -	\$ 1,029	332%
LSC Foot Golf	15	0	7	105%	\$ 116	\$ -	\$ 51	127%
Total Golf	24,369	87	7,295	234%	\$ 688,057	\$ 731	\$ 182,335	277%

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	4,072	29	1,001	307%	\$ 127,107	\$ 539	\$ 27,830	357%
Indian Springs	3,843	10	882	336%	\$ 112,847	\$ 34	\$ 23,897	372%
Kensington	5,139	25	1,611	219%	\$ 141,133	\$ 44	\$ 39,917	254%
Huron Meadows	3,560	11	1,314	171%	\$ 108,660	\$ 2	\$ 33,950	220%
Hudson Mills	2,856	1	801	257%	\$ 69,126	\$ -	\$ 15,456	347%
Willow	3,607	10	765	371%	\$ 99,870	\$ 118	\$ 20,180	395%
Lake Erie	3,601	1	867	315%	\$ 101,096	\$ 13	\$ 21,705	366%
Total Regulation	26,678	87	7,241	268%	\$ 759,839	\$ 750	\$ 182,934	315%
LSC Par 3	487	0	112	335%	\$ 4,448	\$ -	\$ 1,029	332%
LSC Foot Golf	15	0	7	105%	\$ 116	\$ -	\$ 51	127%
Total Golf	27,180	87	7,360	269%	\$ 764,403	\$ 750	\$ 184,015	315%

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	-	\$ -	\$ -	\$ 1,000	-
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ -	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
TOTALS	0	0	0	-	\$ -	\$ -	\$ 1,000	-

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	0	0	0	-	\$ -	\$ 375	\$ 125	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ -	\$ 1,000	\$ 2,167	-
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ 67	-
Lake Erie	0	0	0	-	\$ -	\$ 75	\$ 25	-
TOTALS	0	0	0	-	\$ -	\$ 1,450	\$ 2,383	-

HURON-CLINTON METROPARKS MONTHLY STATISTICS

April, 2021

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	1	1	3	-67%	\$ 2,700	\$ 1,500	\$ 1,983	36%
Shelters	67	4	27	151%	\$ 14,090	\$ 1,125	\$ 5,892	139%
Boat Launches	564	97	81	593%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	0	0	4	-	\$ 1,250	\$ -	\$ 1,650	-24%
Stony Creek								
Disc Golf Daily	2,240	0	891	151%	\$ 7,552	\$ -	\$ 2,995	152%
Disc Golf Annual	26	0	26	0%	\$ 1,460	\$ -	\$ 1,502	-3%
Total Disc Golf	2,266	0	917	147%	\$ 9,012	\$ -	\$ 4,497	100%
Shelters	84	6	30	177%	\$ 18,863	\$ 1,238	\$ 6,813	177%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	57	49	46	25%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	2	0	4	-50%	\$ 1,200	\$ -	\$ 642	87%
Event Room	4	0	3	33%	\$ 11,000	\$ -	\$ 6,133	79%
Kensington								
Disc Golf Daily	3,667	0	1,327	176%	\$ 11,001	\$ -	\$ 3,982	176%
Disc Golf Annual	87	0	28	214%	\$ 5,160	\$ -	\$ 1,575	228%
Total Disc Golf	3,754	0	1,355	177%	\$ 16,161	\$ -	\$ 5,557	191%
Shelters	78	2	41	92%	\$ 15,700	\$ 450	\$ 9,192	71%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	11	1	2	560%	\$ 2,000	\$ 150	\$ 317	532%
Hudson Mills								
Disc Golf Daily	861	0	609	41%	\$ 2,583	\$ -	\$ 1,828	41%
Disc Golf Annual	11	0	23	-51%	\$ 640	\$ -	\$ 1,282	-50%
Total Disc Golf	872	0	632	38%	\$ 3,223	\$ -	\$ 3,110	4%
Shelters	36	0	7	391%	\$ 5,200	\$ -	\$ 1,467	255%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	180	0	77	134%	\$ 546	\$ -	\$ 231	136%
Disc Golf Annual	2	0	2	20%	\$ 100	\$ -	\$ 93	7%
Total Disc Golf	182	0	79	131%	\$ 646	\$ -	\$ 324	99%
Shelters	37	2	25	46%	\$ 7,300	\$ 300	\$ 5,483	33%
Lake Erie								
Shelters	6	0	7	-18%	\$ 1,200	\$ -	\$ 1,700	-29%
Boat Launches	2,206	1,687	2,430	-9%	\$ -	\$ -	\$ -	-
Marina	0	0	38	-	\$ 14,441	\$ 4,887	\$ 10,448	38%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

April, 2021

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	15	11	24	-38%	\$ 24,250	\$ 12,900	\$ 19,258	26%
Shelters	142	63	92	55%	\$ 21,500	\$ 17,023	\$ 23,074	-7%
Boat Launches	698	97	87	702%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Wolcott								
Activity Center	0	16	18	-	\$ 4,225	\$ 3,000	\$ 7,533	-44%
Stony Creek								
Disc Golf Daily	4,486	204	1,113	303%	\$ 14,781	\$ 644	\$ 3,678	302%
Disc Annual	102	15	56	83%	\$ 5,920	\$ 880	\$ 3,108	90%
Total Disc Golf	4,588	219	1,169	292%	\$ 20,701	\$ 1,524	\$ 6,786	205%
Shelters	177	74	103	72%	\$ 39,838	\$ 16,613	\$ 23,196	72%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	151	91	60	153%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	9	8	12	-23%	\$ 2,475	\$ 1,288	\$ 1,971	26%
Event Room	13	10	12	5%	\$ 26,900	\$ 19,300	\$ 21,967	22%
Kensington								
Disc Golf Daily	7,338	1,309	2,250	226%	\$ 26,494	\$ 3,927	\$ 6,751	292%
Disc Annual	237	68	101	135%	\$ 13,980	\$ 4,040	\$ 5,777	142%
Total Disc Golf	7,575	1,377	2,351	222%	\$ 40,474	\$ 7,967	\$ 12,528	223%
Shelters	181	113	153	18%	\$ 37,975	\$ 24,750	\$ 34,317	11%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	19	12	11	78%	\$ 3,500	\$ 2,150	\$ 2,050	71%
Hudson Mills								
Disc Golf Daily	2,201	518	1,121	96%	\$ 6,603	\$ 1,554	\$ 3,364	96%
Disc Annual	68	69	95	-29%	\$ 4,000	\$ 4,020	\$ 5,378	-26%
Total Disc Golf	2,269	587	1,217	86%	\$ 10,603	\$ 5,574	\$ 8,742	21%
Shelters	58	8	24	145%	\$ 9,300	\$ 1,450	\$ 5,150	81%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	589	131	249	137%	\$ 1,773	\$ 393	\$ 747	137%
Disc Annual	9	6	8	17%	\$ 500	\$ 340	\$ 430	16%
Total Disc Golf	598	137	257	133%	\$ 2,273	\$ 733	\$ 1,177	93%
LH Shelters	87	67	99	-12%	\$ 18,500	\$ 14,025	\$ 21,642	-15%
Lake Erie								
Shelters	14	18	21	-32%	\$ 3,000	\$ 4,100	\$ 4,600	-35%
Boat Launches	3,166	3,034	3,477	-9%	\$ -	\$ -	\$ -	-
Marina	0	0	38	-	\$ 34,455	\$ 13,887	\$ 20,504	68%

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	16,683	15,000	16,318	2%	39,548	39,350	37,997	4%
Wolcott Mill	5,079	1,426	2,666	91%	17,841	4,459	9,228	93%
Wolcott Farm	5,380	0	6,023	-11%	13,172	3,116	10,940	20%
Stony Creek	20,450	15,543	17,255	19%	51,092	47,441	48,514	5%
Eastern Mobile Center	397	0	1,115	-64%	529	1,072	1,945	-73%
Indian Springs	5,668	5,762	6,319	-10%	14,787	15,711	15,364	-4%
Kens NC	38,056	38,508	34,915	9%	131,612	106,220	105,056	25%
Kens Farm	26,164	0	18,894	38%	81,836	27,932	57,589	42%
Western Mobile Center	170	0	440	-61%	825	1,954	2,268	-64%
Hudson Mills	2,572	2,500	2,832	-9%	11,074	10,311	11,695	-5%
Oakwoods	13,389	17,808	15,241	-12%	45,054	46,575	43,633	3%
Lake Erie	18,181	21,046	17,989	1%	62,178	52,743	51,691	20%
Southern Mobile Center	1,978	0	1,000	98%	1,702	1,910	2,770	-39%
Totals	154,167	117,593	141,007	9%	471,250	358,794	398,691	18%

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	\$ 391	\$ -	\$ 1,253	-69%	\$ 1,107	\$ 6,056	\$ 6,049	-82%
Wolcott Mill	\$ -	\$ -	\$ 1,164	-	\$ 3,192	\$ 845	\$ 3,776	-15%
Wolcott Farm	\$ 778	\$ 190	\$ 18,973	-96%	\$ 1,634	\$ 2,249	\$ 23,035	-93%
Wagon Rides	\$ -	\$ -	\$ 857	-	\$ -	\$ -	\$ 1,165	-
Livestock/Produce	\$ 5,856	\$ 1,951	\$ 1,609	264%	\$ 15,360	\$ 9,831	\$ 15,553	-1%
FARM TOTAL	\$ 6,634	\$ 2,141	\$ 21,439	-69%	\$ 16,994	\$ 12,080	\$ 39,753	-57%
Stony Creek	\$ 659	\$ -	\$ 1,540	-57%	\$ 2,329	\$ 3,681	\$ 6,117	-62%
Eastern Mobile Center	\$ -	\$ 350	\$ 975	-	\$ -	\$ 3,013	\$ 5,167	-
Indian Springs	\$ 735	\$ 20	\$ 1,501	-51%	\$ 2,579	\$ 4,708	\$ 5,461	-53%
Kens NC	\$ 307	\$ -	\$ 1,088	-72%	\$ 1,264	\$ 3,966	\$ 5,734	-78%
Kens Farm	\$ 1,281	\$ 590	\$ 4,631	-72%	\$ 18,651	\$ 11,985	\$ 22,888	-19%
Wagon Rides	\$ 100	\$ -	\$ 1,920	-95%	\$ 150	\$ 3,051	\$ 4,666	-97%
Livestock/Produce	\$ -	\$ 400	\$ 293	-	\$ -	\$ 400	\$ 940	-
FARM TOTAL	\$ 1,381	\$ 990	\$ 6,845	-80%	\$ 18,801	\$ 15,436	\$ 28,493	-34%
Western Mobile Center	\$ -	\$ -	\$ 1,202	-	\$ -	\$ 4,050	\$ 8,073	-
Hudson Mills	\$ 442	\$ -	\$ 1,142	-61%	\$ 4,843	\$ 1,562	\$ 4,707	3%
Oakwoods	\$ 170	\$ -	\$ 897	-81%	\$ 2,004	\$ 1,763	\$ 3,182	-37%
Lake Erie	\$ 144	\$ -	\$ 580	-75%	\$ 1,356	\$ 1,168	\$ 2,191	-38%
Southern Mobile Center	\$ -	\$ -	\$ 700	-	\$ -	\$ 4,443	\$ 5,401	-
Totals	\$ 10,863	\$ 3,501	\$ 40,325	-73%	\$ 54,469	\$ 62,770	\$ 124,102	-56%

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	27	833	-	-	-	-	-	-
Wolcott Mill	-	-	-	-	-	-	-	-
Wolcott Farm	18	310	-	-	-	-	-	-
Stony Creek	29	450	18	43	-	-	-	-
Eastern Mobile Center					22	397	-	-
Indian Springs	21	739	2	20	-	-	-	-
Kens NC	33	1,060	-	-	-	-	-	-
Kens Farm	76	2,584	-	-	-	-	-	-
Western Mobile Center					8	170	-	-
Hudson Mills	7	72	-	-	-	-	-	-
Oakwoods	19	243	-	-	-	-	-	-
Lake Erie	16	152	-	-	-	-	-	-
Southern Mobile Center					6	276	-	-
Totals	246	6,443	20	63	36	843	-	-

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	15,850	15,000
Wolcott Mill	5,079	1,426
Wolcott Farm	5,070	-
Stony Creek	20,000	15,500
Indian Springs	4,929	5,742
Kens NC	36,996	38,508
Kens Farm	23,580	-
Hudson Mills	2,500	2,500
Oakwoods	13,146	17,808
Lake Erie	18,029	21,046
Totals	145,179	117,530

"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.