

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

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, July 14, 2022 at Hudson Mills Metropark in the Park Office/Activity Center and via Zoom for public participation.

Commissioners Present:

Jaye Quadrozzi
Bernard Parker
Robert W. Marans
John Paul Rea
Stephen Pontoni (arrived at 12:47 p.m.)
Tiffany Taylor
Bill Bolin

Staff Officers Present:

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

Others:

Miller, Canfield, Paddock & Stone	Steve Mann
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1. Call to Order

Commissioner Quadrozzi called the meeting to order at 12:33 p.m.

2. Chairperson's Statement

None.

3. Public Participation

None

4. Approval – June 9, 2022 Work Session and Regular meeting minutes

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

Motion carried unanimously.

5. Approval – July 14, 2022 Full Agenda

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of Commissioners approve the June 9, 2022 full agenda as amended.

Director McMillan requested that item 8-C-1: Approval – Washtenaw County Road Commission Easement be removed from the agenda.

Motion carried unanimously.

6. Approval – July 14, 2022 Consent Agenda

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

- a. Approval – June 2022 Financial Statements
- b. Approval – June 2022 Appropriation Adjustments
- c. Report – Capital Project Fund Update
- d. Report – Major Maintenance Update
- e. Approval – Change Order for Boat Launch Building Architectural Services, Stony Creek
- f. Purchases

1. Report – Purchases over \$10,000
2. Total Spend and Vendor Location
3. John Deere Equipment – Lower Huron, Willow, Oakwoods, Hudson Mills
4. Utility Vehicle – Lake St. Clair

Motion carried unanimously.

Regular Agenda

7. **Closed Session** – to consider material exempt from discussion or disclosure by state or federal statute pursuant to Section 8(h) of the Open Meetings Act.

Motion by Commissioner Taylor support from Commissioner Rea that the Board of Commissioners adjourn the regular meeting and enter into a closed session to consider material exempt from discussion or disclosure by state or federal statute pursuant to Section 8(h) of the Open Meetings Act.

ROLL CALL VOTE

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

Voting no: None

Absent: Pontoni

Motion carried unanimously.

The regular meeting adjourned at 12:36 p.m.

Commissioner Quadrozzi reconvened the regular meeting at 1:20 p.m.

8. Reports

A. Financial Department

1. Report – Monthly Financial Review

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

Discussion: Chief of Finance Shedreka Miller updated the Board on revenue and expenditures for the month.

Commissioner Marans said the financial information was great news and that it could be attributed to weather and marketing efforts.

Commissioner Quadrozzi said she thinks the increase in attendance during the COVID pandemic helped to educate the public about how great the parks are, which is directly attributed to the staff and their hard work.

Motion carried unanimously.

B. Departmental Update

1. Report – Natural Resources Update

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

Discussion: Chief of Natural Resources and Regulatory Compliance Tyler Mitchell updated the Board on Natural Resources activities highlighting the archeological assessment at Lake Erie, trail safety and invasive species control.

Motion carried unanimously.

8. Reports

B. Departmental Update

2. Report – Planning and Development Update

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners receive and file the Planning and Development Department Monthly update as recommended by Interim Chief of Planning and Development Jay Bibby and staff.

Discussion: Interim Chief of Planning and Development Jay Bibby updated the Board on activities that took place in the Planning and Development department during the month highlighting the swim lesson program.

Commissioner Quadrozzi said she is really happy with the swim program and it was one of the initiatives she wanted to accomplish when she became chair.

Motion carried unanimously.

3. Report – Interpretive Services Update

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

Discussion: Chief of Interpretive Services Jennifer Jaworski updated the Board on activities highlighting activities that took place during the month and said the MOU with Detroit Public Schools was signed and staff is now waiting on background checks. She also highlighted the internship program and the Get Out and Play 2022 program. Ms. Jaworski also updated the Board on discussions with Ilitch Holdings regarding master planning and exhibits at Comerica Park.

Commissioner Quadrozzi asked what the next steps were with Detroit Public Schools. Ms. Jaworski said completing the background checks and having programming ready when school starts in the fall.

Commissioner Rea thanked staff for getting this program up and running.

Motion carried unanimously.

4. Report – DEI Update

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

Motion carried unanimously.

5. Report – Marketing Update

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

Discussion: Chief of Marketing and Communications Danielle Mauter updated the Board on activities during the month including increased brand recognition (up 11.9 percent in two years) and annual pass sales (lower than 2021, higher than 2020). She also reviewed the summer marketing campaign, ad placements and the new social media ambassador program.

Commissioner Quadrozzi said there are special interest groups that like to post about their area of interest (i.e. birders, mountain bikers etc.) and suggested staff reach out to these groups.

Motion carried unanimously.

8. Reports

C. Planning and Development Department

1. Approval – Washtenaw County Road Commission Easement

Removed from the agenda.

2. Approval – Lake St. Clair Master Plan Update

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of Commissioners approve the 2022 update to the Lake St. Clair Master Plan as recommended by Interim Chief of Planning and Development Jay Bibby and staff.

Discussion: Interim Chief of Planning and Development Jay Bibby updated the Board and said this was the five-year update to the 10-year Master Plan. He said the following sections were updated: revenue, visitation, demographic/socio-economic population data and community and supporting plan documents.

Commissioner Rea said he was pleased to see that the parking lot is still an important part of the update.

Commissioner Marans asked if the transportation program was still happening at Lake St. Clair. Mr. Bibby said he would double check that it was included in the updated plan.

Commissioner Parker asked when a decision on the Par 3 golf course would be made.

Director McMillan said the Par 3 course is used by a large group of people that may not be able to play a regulation course and that this was the only Par 3 course the Metroparks has.

Commissioner Parker asked if the course generates enough revenue to sustain keeping the course open. Ms. McMillan said she would send the Board information on revenue.

Motion carried unanimously.

3. Approval – Wolcott Mill Master Plan Update

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the 2022 update to the Wolcott Mill Master Plan as recommended by Interim Chief of Planning and Development Jay Bibby and staff.

Discussion: Interim Chief of Planning and Development Jay Bibby updated the Board and said staff identified and made changes to include additional improvements at Wolcott Mill.

Commissioner Rea said it was good to see that trail development ranked high on the list and thanked staff for their continued support.

Motion carried unanimously.

D. Engineering Department

1. Approval – Waterslide Purchase for Turtle Cove Aquatic Center, Lower Huron

Motion by Commissioner Marans, support from Commissioner Parker that the Board of Commissioners (1) approve a purchase order to Splashtacular for \$778,831 in accordance with the proposal dated June 28, 2022; and (2) approve the escrow agreement for the final payment as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Deputy Director Mike Lyons updated the Board and said staff has been progressing with designing the new waterslide feature for the Turtle Cove Aquatic Facility in conjunction with Water Technologies. Due to tight project timelines, it is necessary to purchase the waterslides now to enable timely manufacturing for installation in 2023.

Motion carried unanimously.

8. Reports

D. Engineering Department

2. Bids – Vault Latrine Replacement, Lake Erie, Hudson Mills

Motion by Commissioner Taylor, support from Commissioner Rea that the Board of Commissioners approve staff to issue a purchase order to CXT concrete buildings under Sourcewell contract #081721-CXT for the procurement of two (2) prefabricated concrete restrooms in the amount of \$144,500 as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Deputy Director Mike Lyons updated the Board and said purchase includes the fabrication, transportation, and selected options. Work includes demolition, site and utility work is not included by the manufacturer and will have to be procured separately. Authority wide there are existing vault latrines throughout the system that provide restroom facilities in remote areas that do not have access to utilities. The units are constructed from reinforced concrete, durable, long lasting, and are available with many options.

Motion carried unanimously.

9. Leadership Update

a. Drone Experimental Program

Director McMillan said ensuring our parks are both safe and welcoming to all park visitors is our first priority and the Metroparks Police Department is working to develop strategies to improve park safety. She said she is recommending Board approval for the purchase of one unmanned drone, drone batteries, launch pad and drone pilot training from Unmanned Vehicle Technologies for \$16,578. Ms. McMillan said each officer will receive approximately 16 hours of online training in preparation for the FAA test; the online test preparation is covered in the cost.

Commissioner Parker asked what district would use the drone. Ms. McMillan said the Eastern District.

Commissioner Parker asked when would staff have a recommendation if it was decided to purchase more drones. Ms. McMillan said during the 2023 budget process.

Motion by Commissioner Marans, support from Commissioner Bolin that the Board of Commissioners approve the purchase of one unmanned drone, drone batteries, launch pad and drone pilot training from Unmanned Vehicle Technologies for \$16,578 as recommended by Director McMillan and Chief of Police Michael Reese and staff.

Motion carried unanimously.

b. Life Jacket Loaner Station Pilot Program

Director McMillan updated the Board on the life jacket loaner program underway at the parks. She thanked staff for building the racks and doing the necessary research on which life jackets to use. Ms. McMillan also reviewed the park locations and accompanying signage for the loaner program. She also thanked Commissioner Parker for his idea and input for the program.

Juneteenth Celebration

c. Ms. McMillan updated the Board on the event and she is looking forward to continuing the program next year.

d. Swim Program

Ms. McMillan reviewed the swim schedule program and let her know if anyone would like to be included in the upcoming video shoots.

e. Miscellaneous

Ms. McMillan said a program committee has been formed to evaluate programs and events throughout the Metroparks. She also let everyone know she was going to be a guest speaker for the Detroit Riverfront Conservancy's Reading & Rhythm on the Riverfront.

10. Other Business

None.

11. Public Participation

None.

12. Commissioner Comments

None

13. Motion to Adjourn

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

The meeting adjourned at 2:28 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary