

Agenda

Huron-Clinton Metropolitan Authority

Board of Commission Meeting

October 12, 2023 – 1:00 p.m.

Wolcott Mill Metropark and via Zoom (for the public)

<https://us02web.zoom.us/j/85739678043?pwd=Vk4vcVoydjFabE9WWW5DcEJVam5BUT09>

Meeting ID: 857 3967 8043 / Passcode: 635122

Dial by your location: +1 646-931-3860 (US) / +1 301-715-8592 (Washington, D.C)

1. Call to Order
2. Chairman's Statement
3. Public Participation
4. Approval – September 14, 2023 Regular & Closed Meeting Minutes
5. Approval – October 12, 2023 Full Agenda

Consent Agenda

6. Approval – October 12, 2023 Consent Agenda

- A. Approval – September 2023 Financial Statements **pg. 9**
- B. Approval – September 2023 Appropriation Adjustments **pg. 68**
- C. Report – Major Maintenance **pg. 70**
- D. Report – Capital Project Fund **pg. 73**
- E. Purchases
 1. Report - Total spend and vendor locations report **pg. 76**
 2. Report - Purchases over \$10k/under \$25k report **pg. 78**
 3. Approval – Five Garbage Trucks **pg. 79**
 4. Approval - Metal Siding, Lake Erie Golf Storage Building **pg. 80**
- F. Department Updates
 1. Report – Natural Resources Update **pg. 81**
 2. Report – Planning and Development Update **pg. 88**
 3. Report – Interpretive Services Update **pg. 107**
 4. Report – DEI Update **pg. 116**
- G. Engineering
 1. Approval - Lake St Clair - Professional Services North Marina Design Services **pg. 125**
 2. Approval - Willow - Professional Services Golf Course EV Golf Cart Conversion **pg. 177**
 3. Approval – Kensington - Professional Services Maintenance Yard Storage Tank Close Out **pg. 183**
 4. Approval - Lower Huron and Oakwoods - Change Order Additional Paving **pg. 186**

Regular Agenda

7. Reports

A. Administrative Department

1. Approval – Tentative Labor Agreement Employee Association **pg. 188**
2. Report – IT Spotlight **pg. 436**
3. Report – Everyone in the Pool Summer Swim Lessons Report **pg. 445**
4. Approval – Everyone in the Pool 5-year Program Plan **pg. 456**
5. Report – Joint Data Report **pg. 480**
6. Approval – Climate Action Plan **pg. 524**

B. Financial Department

1. Report - Monthly Financial Report **pg. 599**

8. Public Participation

9. Other Business

10. Leadership Update

11. Commissioner Comments

12. Motion to Adjourn

The next regular Metroparks Board meeting will take place
Thursday, November 9, 2023 – 1:00 p.m.
[Metroparks Administrative Office](#)

**Huron-Clinton Metropolitan Authority
Board of Commission Meeting Minutes
September 14, 2023**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, September 14, 2023 at the Lake Erie Pool Area.

Commissioners Present:

Bernard Parker
Robert W. Marans
John Paul Rea
Stephen Pontoni
William Bolin

Staff Officers Present:

Director
Deputy Director
Interim Chief of Finance

Amy McMillan
Michael Lyons
Rebecca Baaki

Absent:

Commissioners

Jaye Quadrozzi
Tiffany Taylor

Others:

Miller, Canfield, Paddock & Stone

Steve Mann

1. Call to Order

Commissioner Parker called the meeting to order at 12:45pm.

2. Chairman's Statement

Commissioner Parker commented on the disaster in Morocco and Libya. He stated he hopes the country and families are able to recover.

Commissioner Parker proposed to move the BOC meetings to start at 1pm going forward. Commissioners Pontoni and Marans supports.

3. Public Participation

None.

4. Approval – August 10, 2023 Regular & Closed Meeting Minutes

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners approve the closed session and regular meeting minutes as submitted.

Motion carried unanimously.

5. Approval – September 14, 2023 Full Agenda

Motion by Commissioner Marans to support for Commissioner Rea that the Board of Commissioners approve the full agenda as submitted.

Motion carried unanimously.

6. Approval – September 14, 2023 Consent Agenda

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

Motion carried unanimously.

7. Closed Session - for the purpose of discussing negotiation strategy in connection with the negotiation of a collective bargaining agreement, pursuant to section 8(c) of the Open Meetings Act.

Motion by Commissioner Marans to convene in closed session for the purpose of discussing material exempt from discussion or disclosure by state of federal statute, supported by Commissioner Rea.

Roll Call Vote

Voting Yes: Parker, Marans, Rea, Bolin, Pontoni

Voting No: None

Absent: Taylor, Quadrozzi

Motion carried unanimously.

8. Reports

A. Administrative Department

1. Approval – 2023 BOC Retreat Agenda

Discussion: Selma Tucker presented the agenda outline for the 2023 BOC retreat agenda.

Commissioner Marans requested background information on presenters prior to the meeting.

Commissioner Parker asked if this meeting will include making changes to the strategic plan. Selma responded the meeting is focused on what is already written in the strategic plan.

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners approve the 2023 BOC Retreat Agenda Report as submitted.

Motion carried unanimously.

2. Approval – 2024 Golf Pricing

Discussion: Deputy Director, Mike Lyons presented the 2024 Golf Pricing Report.

Commissioner Parker asked why did we not use the same rate for all golf courses. Mike Lyons responded rate are based on local prices.

Commissioner Pontoni asked if golfers are required to pay park entry also. Director McMillan responded most players will have annual permit, also mentioned the trade in program that is available.

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the 2024 Golf Pricing Report as submitted.

Motion carried unanimously.

3. Approval – School Year Swim Lessons

Discussion: Chief of Marketing, Danielle Mauter presented the school year swim lessons report.

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners approve the school year swim lessons report as submitted.

Motion carried unanimously.

4. Report – Natural Resources Spotlight

Discussion: Chief of Natural Resources, Tyler Mitchell presented a Natural Resource Spotlight.

Commissioner Rea commented that he appreciates the efforts the department is putting into the green infrastructure programs, stormwater management, invasive species. Thank you to the crews that are out there every single day in the parks!

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the Natural Resources Spotlight as submitted.

Motion carried unanimously.

B. Financial Department

1. Report - Monthly Financial Report

Discussion: Director McMillan presented the August monthly financial report.

Commissioner Marans asked about the revenue trends across the parks. Have we performed any analyses? Director McMillan commented we will review and factor in weather.

Commissioner Parker asked why Wolcott attendance is so low. Director McMillan commented that Wolcott is smaller park and we do not toll; it is farm centered, trails usage is increasing. We do have car counters.

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners receive and file the Monthly Financial Report as submitted.

Motion carried unanimously.

C. Department Updates

1. Report – Planning and Development Update

Discussion: Chief of Planning and Development, Janet Briles presented the Planning and Development update.

Commissioner Marans asked about our relationship with Waste Management. HCMA has been participating in a pilot program. Starting in 2024 Waste Management will start taking mixed recycling.

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the Planning and Development Update as submitted.

Motion carried unanimously.

2. Report – Interpretive Services Update

Discussion: Chief of Interpretive Services, Jennifer Jaworski presented the Interpretive Services Update.

Commissioner Rea commented great progress on Get out and Play. Commissioner Rea also commented the working farm at Wolcott is critical in the north end of the county with connectivity to the agricultural heritage.

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners receive and file the Interpretive Services Update as submitted.

Motion carried unanimously.

3. Report – DEI Update

Discussion: Chief of DEI, Artina Carter presented a DEI Update.

Commissioner Parker commented it was a great speaker series today.

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the DEI Update as submitted.

Motion carried unanimously.

4. Report – Marketing Update

Discussion: Chief of Marketing, Danielle Mauter presented a Marketing Update.

Commissioner Parker commented the outstanding number of media mentions.

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners receive and file the Marketing Update as submitted.

Motion carried unanimously.

D. Planning & Development

1. Report – DNR Waterways Grant Agreement

Discussion: Chief of Planning and Development, Janet Briles presented the DNR Waterways Grant Agreement.

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners receive and file the DNR Waterways Grant Agreement as submitted.

Motion carried unanimously.

E. Engineering

1. Approval – Oakwoods Accessible Trail

Discussion: Chief of Engineering Services, Mike Henkel presented Oakwoods Accessible Trail project.

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the Oakwoods Accessible Trail as submitted.

Motion carried unanimously.

9. Public Participation

None.

10. Other Business

None.

11. Leadership Update

Director McMillan commented on the importance of staff taking a break and reminded staff to use vacation time.

12. Commissioner Comments

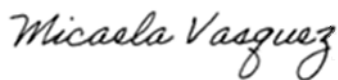
None.

13. Motion to Adjourn

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

The meeting adjourned at 2:29 pm.

Respectfully submitted,



Micaela Vasquez
Recording Secretary

HURON-CLINTON METROPOLITAN AUTHORITY

General Fund
Changes in Fund Balance

	Original 2023 Budget	Amended 2023 Budget	9/30/2023	Prior Year 09/30/2022	Difference	% Change	2023 Remaining Balance
Revenues							
Property taxes	\$ 36,508,782	\$ 36,758,801	\$ 36,758,801	\$ 34,797,815	\$ 1,960,987	5.64%	\$ -
Park operations	23,363,725	23,363,725	22,370,011	21,493,524	876,487	4.08%	993,714
Administrative Office operation:	153,885	153,885	114,960	76,625	38,335	50.03%	38,925
Grants	45,000	76,885	30,615	110,942	(80,327)	-72.40%	46,269
State Sources	639,000	639,000	24	1,215	(1,190)	-98.02%	638,976
Donations	6,610	9,983	62,204	105,261	(43,057)	-40.90%	(52,222)
Foundation Support	45,250	46,591	30,969	24,574	6,394	26.02%	15,622
Interest	100,000	100,000	651,361	111,058	540,303	486.51%	(551,361)
Sale of capital assets	125,000	125,000	-	-	-	0.00%	125,000
Transfer In	-	66,526	66,526	191	66,335	34719.45%	-
Total revenues	60,987,252	61,340,396	60,085,472	56,721,204	3,364,267	5.93%	\$ 1,254,924
Expenditures							
Capital	1,176,500	4,905,346	1,899,863	680,403	1,219,461	179.23%	3,005,482
Major maintenance	4,248,952	5,078,445	1,944,741	927,906	1,016,835	109.58%	3,133,704
Park operations	39,944,452	40,025,914	30,141,716	28,977,822	1,163,894	4.02%	9,884,198
Administrative office	17,200,107	17,539,428	12,129,043	7,658,023	4,471,020	58.38%	5,410,385
Transfer Out	5,764,288	6,185,977	5,951,726	7,844,648	(1,892,922)	-24.13%	234,251
Total expenditures	68,334,299	73,735,110	52,067,089	46,088,802	5,978,288	12.97%	21,433,769
Net changes in fund balance	\$ (7,347,047)	\$ (12,394,715)	\$ 8,018,382	\$ 10,632,403	\$ (2,614,020)	-24.59%	
Fund balance, beginning of year	48,684,569	48,684,569					
Fund balance, end of year	\$ 41,337,522	\$ 36,289,854	56,702,951		\$ (5,047,668)	-12.21%	

General Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type General Fund				
Fund 10 - General Fund				
ASSETS				
<i>ASSETS</i>				
<i>CASH</i>				
Comerica Bank/Park Acct (LSC)	22,462.45	10,172.01	12,290.44	120.83
PNC Bank (KMP)	54,213.79	26,783.52	27,430.27	102.41
PNC Bank (W/LH)	20,842.16	18,868.28	1,973.88	10.46
PNC Bank (HM/IS)	46,565.57	31,160.35	15,405.22	49.44
Huntington Banks Of Mich (SC)	40,480.07	27,379.34	13,100.73	47.85
Comerica Bank/Park Acct (LE)	27,585.03	15,692.02	11,893.01	75.79
Comerica Bank/Operating	4,945,877.58	2,524,140.30	2,421,737.28	95.94
Petty Cash	3,250.00	3,250.00	.00	.00
Change Funds	63,930.00	67,885.00	(3,955.00)	(5.83)
Comerica Flexible Spending Account	28,583.10	31,383.85	(2,800.75)	(8.92)
<i>CASH Totals</i>	<u>\$5,253,789.75</u>	<u>\$2,756,714.67</u>	<u>\$2,497,075.08</u>	<u>90.58%</u>
<i>INVESTMENTS</i>				
Money Market	3,059,492.37	.00	3,059,492.37	+++
Bank of Ann Arbor/CD	3,023,104.51	3,002,334.92	20,769.59	.69
Flagstar Bank/C.D.	2,592,364.13	3,529,281.95	(936,917.82)	(26.55)
Michigan First Credit Union/C.D.	2,036,835.51	4,029,816.34	(1,992,980.83)	(49.46)
Public Service Credit Union	14,413.83	.00	14,413.83	+++
CIBC Bank/C.D.	997,714.81	2,983,360.45	(1,985,645.64)	(66.56)
1St Independ Natl Bk/C.D.	1,001,300.97	1,000,750.86	550.11	.05
Comerica Bank Govt Fund	7,477,270.53	7,173,119.88	304,150.65	4.24
Comerica-Business Money Market	6,346,076.61	1,294,006.84	5,052,069.77	390.42
Horizon Bank CD	4,432,684.60	1,900,174.52	2,532,510.08	133.28
Huron Valley Bank CD	3,544,505.08	3,504,265.55	40,239.53	1.15
Liberty Bank CD	3,030,630.79	4,009,315.90	(978,685.11)	(24.41)
Horizon Bank Money Market	260,184.06	3,001,795.78	(2,741,611.72)	(91.33)
First Merchants Bank/CD	.00	500,378.17	(500,378.17)	(100.00)
U S TREASURY/AGENCIES	16,765,973.78	19,430,162.51	(2,664,188.73)	(13.71)
<i>INVESTMENTS Totals</i>	<u>\$54,582,551.58</u>	<u>\$55,358,763.67</u>	<u>(\$776,212.09)</u>	<u>(1.40%)</u>
<i>TAXES RECEIVABLE - COUNTIES</i>				
Livingston County	15,824.18	15,659.64	164.54	1.05
Macomb County	33,562.15	38,896.68	(5,334.53)	(13.71)
Oakland County	100,410.13	64,658.64	35,751.49	55.29

General Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type General Fund				
Fund 10 - General Fund				
ASSETS				
<i>ASSETS</i>				
<i>TAXES RECEIVABLE - COUNTIES</i>				
Washtenaw County	(26,296.62)	54,529.66	(80,826.28)	(148.22)
Wayne County	373,625.29	259,534.61	114,090.68	43.96
Next Year Tax Levy Recv All Counties	(135,287.49)	(.03)	(135,287.46)	(450,958,200.00)
<i>TAXES RECEIVABLE - COUNTIES Totals</i>	<u>\$361,837.64</u>	<u>\$433,279.20</u>	<u>(\$71,441.56)</u>	<u>(16.49%)</u>
<i>OTHER ASSETS</i>				
Long Term Receivable	3,689,921.00	.00	3,689,921.00	+++
Accounts Receivable-Other	49,511.63	11,093.09	38,418.54	346.33
Due From Other Funds	537,083.82	762,000.21	(224,916.39)	(29.52)
Prepaid Expenditures	44,655.59	.02	44,655.57	223,277,850.00
Self Insurance Retention Deposit	694,251.63	522,237.05	172,014.58	32.94
Warehouse Control	285,008.08	268,975.64	16,032.44	5.96
<i>OTHER ASSETS Totals</i>	<u>\$5,300,431.75</u>	<u>\$1,564,306.01</u>	<u>\$3,736,125.74</u>	<u>238.84%</u>
<i>ASSETS Totals</i>	<u>\$65,498,610.72</u>	<u>\$60,113,063.55</u>	<u>\$5,385,547.17</u>	<u>8.96%</u>
ASSETS TOTALS	<u>\$65,498,610.72</u>	<u>\$60,113,063.55</u>	<u>\$5,385,547.17</u>	<u>8.96%</u>
LIABILITIES AND FUND EQUITY				
LIABILITIES				
<i>LIABILITIES</i>				
<i>CURRENT LIABILITIES</i>				
Deferred Operating Revenue	124,855.34	124,027.99	827.35	.67
Current Liabilities	.00	5,207.87	(5,207.87)	(100.00)
Vouchers Payable	468,205.43	(141,908.90)	610,114.33	429.93
Deposits Payable	30,404.00	23,650.00	6,754.00	28.56
Acc Payroll/Benefits Pay	479,955.35	273,729.58	206,225.77	75.34
Court Ordered W/H Payable	.00	425.34	(425.34)	(100.00)
Due To	882,824.37	483,005.95	399,818.42	82.78
Federal Withhold Tax Pay	2.66	2.66	.00	.00
Deferred Compensation Payable	(33.44)	(33.44)	.00	.00
HMCP Foundation	(1,650.00)	.00	(1,650.00)	+++
State Sales Tax Payable	12,477.40	9,988.45	2,488.95	24.92
Deferred Revenue	3,598,536.45	30,448.25	3,568,088.20	11,718.53
Flexible Spending Account-Dep Care W/H	6,302.03	9,036.43	(2,734.40)	(30.26)
Flexible Spending Account-Health W/H	1,731.80	1,798.15	(66.35)	(3.69)

General Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type General Fund				
Fund 10 - General Fund				
LIABILITIES AND FUND EQUITY				
LIABILITIES				
<i>LIABILITIES</i>				
<i>CURRENT LIABILITIES</i>				
Emp DC Pension Contribution Payable	14.10	14.10	.00	.00
Voluntary Dependent Life	(78.90)	2,594.10	(2,673.00)	(103.04)
<i>CURRENT LIABILITIES Totals</i>	<u>\$5,603,546.59</u>	<u>\$821,986.53</u>	<u>\$4,781,560.06</u>	<u>581.71%</u>
<i>LIABILITIES Totals</i>	<u>\$5,603,546.59</u>	<u>\$821,986.53</u>	<u>\$4,781,560.06</u>	<u>581.71%</u>
LIABILITIES TOTALS	<u>\$5,603,546.59</u>	<u>\$821,986.53</u>	<u>\$4,781,560.06</u>	<u>581.71%</u>
FUND EQUITY				
<i>FUND BALANCE</i>				
<i>NONSPENDABLE FUND BALANCE</i>				
Inventory	303,873.00	287,199.46	16,673.54	5.81
Prepaid	324,229.09	363,076.92	(38,847.83)	(10.70)
<i>NONSPENDABLE FUND BALANCE Totals</i>	<u>\$628,102.09</u>	<u>\$650,276.38</u>	<u>(\$22,174.29)</u>	<u>(3.41%)</u>
<i>RESTRICTED FUND BALANCE</i>				
Lake St. Clair Marina Grant Reserve	529,272.61	468,668.45	60,604.16	12.93
Hudson Mills Canoe Livery Reserve	40,458.97	34,457.92	6,001.05	17.42
<i>RESTRICTED FUND BALANCE Totals</i>	<u>\$569,731.58</u>	<u>\$503,126.37</u>	<u>\$66,605.21</u>	<u>13.24%</u>
<i>ASSIGNED FUND BALANCE</i>				
Compensated Balances	3,175,385.20	3,603,139.24	(427,754.04)	(11.87)
Planned Use of Fund Balance	12,447,000.00	10,628,000.00	1,819,000.00	17.12
<i>ASSIGNED FUND BALANCE Totals</i>	<u>\$15,622,385.20</u>	<u>\$14,231,139.24</u>	<u>\$1,391,245.96</u>	<u>9.78%</u>
<i>COMMITTED FUND BALANCE</i>				
Land	4,686,129.25	4,686,129.25	.00	.00
Encumbrances	4,294,334.00	1,189,865.00	3,104,469.00	260.91
Reserve For Restricted Funds	667,718.50	735,395.50	(67,677.00)	(9.20)
<i>COMMITTED FUND BALANCE Totals</i>	<u>\$9,648,181.75</u>	<u>\$6,611,389.75</u>	<u>\$3,036,792.00</u>	<u>45.93%</u>
<i>UNASSIGNED FUND BALANCE</i>				
Reserve Future Contingen.	22,190,273.84	26,662,742.72	(4,472,468.88)	(16.77)
<i>UNASSIGNED FUND BALANCE Totals</i>	<u>\$22,190,273.84</u>	<u>\$26,662,742.72</u>	<u>(\$4,472,468.88)</u>	<u>(16.77%)</u>
<i>FUND BALANCE Totals</i>	<u>\$48,658,674.46</u>	<u>\$48,658,674.46</u>	<u>\$0.00</u>	<u>0.00%</u>
FUND EQUITY TOTALS Prior to Current Year Changes	<u>\$48,658,674.46</u>	<u>\$48,658,674.46</u>	<u>\$0.00</u>	<u>0.00%</u>
Prior Year Fund Equity Adjustment	(3,218,007.47)			

General Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type General Fund				
Fund Revenues	(60,085,471.63)			
Fund Expenses	52,067,089.43			
FUND EQUITY TOTALS	\$59,895,064.13	\$48,658,674.46	\$11,236,389.67	23.09%
LIABILITIES AND FUND EQUITY	\$65,498,610.72	\$49,480,660.99	\$16,017,949.73	32.37%
Fund 10 - General Fund Totals	\$0.00	\$10,632,402.56	(\$10,632,402.56)	(100.00%)
Fund Type General Fund Totals	\$0.00	\$10,632,402.56	(\$10,632,402.56)	(100.00%)
Fund Category Governmental Funds Totals	\$0.00	\$10,632,402.56	(\$10,632,402.56)	(100.00%)
Grand Totals	\$0.00	\$10,632,402.56	(\$10,632,402.56)	(100.00%)

General Fund Revenue Budget Performance

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund								
Function 2 - Transfer								
REVENUE								
<i>Revenue</i>								
6000	Transfer In - Capital Project Fund							
6000.80	Transfer In - Capital Project Fund	66,526.04	.00	.00	66,526.04	.00	100	191.06
	6000 - Transfer In - Capital Project Fund Totals	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
	<i>Revenue Totals</i>	<i>\$66,526.04</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$66,526.04</i>	<i>\$0.00</i>	<i>100%</i>	<i>\$191.06</i>
	REVENUE TOTALS	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
	Function 2 - Transfer Totals	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
Function 8 - Operations								
REVENUE								
<i>Revenue</i>								
4300	Revenue-Self Operated	22,872,804.00	2,162,253.45	.00	21,922,048.91	950,755.09	96	21,040,005.42
4301	Revenue-Concessionaire	139,461.00	49,529.72	.00	144,900.54	(5,439.54)	104	138,451.63
4302	Non-taxable Food/Sundry sales	429,070.00	49,152.29	.00	403,162.30	25,907.70	94	408,299.99
4399	Contra Revenue	(75,220.00)	(4,500.00)	.00	(100,101.00)	24,881.00	133	(93,233.00)
4450	Donations	9,982.63	(1,746.26)	.00	55,857.78	(45,875.15)	560	103,700.90
4460	Foundation Support	45,250.00	1,360.00	.00	21,322.52	23,927.48	47	18,172.56
	<i>Revenue Totals</i>	<i>\$23,421,347.63</i>	<i>\$2,256,049.20</i>	<i>\$0.00</i>	<i>\$22,447,191.05</i>	<i>\$974,156.58</i>	<i>96%</i>	<i>\$21,615,397.50</i>
	REVENUE TOTALS	\$23,421,347.63	\$2,256,049.20	\$0.00	\$22,447,191.05	\$974,156.58	96%	\$21,615,397.50
	Function 8 - Operations Totals	\$23,421,347.63	\$2,256,049.20	\$0.00	\$22,447,191.05	\$974,156.58	96%	\$21,615,397.50
Function 9 - Administration								
REVENUE								
<i>Revenue</i>								
4200	Property Tax-Current	36,660,857.90	(4,381.65)	.00	36,659,966.28	891.62	100	34,790,434.10
4210	Property Tax Prior	96,638.00	2,666.51	.00	98,835.02	(2,197.02)	102	7,380.61
4300	Revenue-Self Operated	153,885.00	81,044.45	.00	114,960.03	38,924.97	75	76,624.61
4400	Grant Revenue	76,884.55	4,000.00	.00	30,615.25	46,269.30	40	110,942.37
4410	State Sources	639,000.00	.00	.00	24.09	638,975.91	0	1,214.50
4450	Donations	.00	12.00	.00	6,346.61	(6,346.61)	+++	1,560.00
4460	Foundation Support	1,341.00	8,305.00	.00	9,646.00	(8,305.00)	719	6,401.58
4500	Interest Income	100,000.00	100,416.04	.00	651,361.26	(551,361.26)	651	111,058.07
5000	Sale of Capital Assets	125,000.00	.00	.00	.00	125,000.00	0	.00
	<i>Revenue Totals</i>	<i>\$37,853,606.45</i>	<i>\$192,062.35</i>	<i>\$0.00</i>	<i>\$37,571,754.54</i>	<i>\$281,851.91</i>	<i>99%</i>	<i>\$35,105,615.84</i>
	REVENUE TOTALS	\$37,853,606.45	\$192,062.35	\$0.00	\$37,571,754.54	\$281,851.91	99%	\$35,105,615.84

General Fund Revenue Budget Performance

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund								
	Function 9 - Administration Totals	\$37,853,606.45	\$192,062.35	\$0.00	\$37,571,754.54	\$281,851.91	99%	\$35,105,615.84
	Fund 10 - General Fund Totals	\$61,341,480.12	\$2,448,111.55	\$0.00	\$60,085,471.63	\$1,256,008.49		\$56,721,204.40
	Grand Totals	\$61,341,480.12	\$2,448,111.55	\$0.00	\$60,085,471.63	\$1,256,008.49		\$56,721,204.40

General Fund Revenue Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 2 - Transfer							
Location 100 - Administrative Office							
Activity 990 - General							
Category 70 - Other	66,526.04	.00	.00	66,526.04	.00	100	191.06
Activity 990 - General Totals	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
Location 100 - Administrative Office	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
Function 2 - Transfer Totals	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
Function 8 - Operations							
Location 100 - Administrative Office							
Activity 380 - Outside Lease/Rent							
Category 10 - Site Operations	212,323.00	13,822.45	.00	181,857.49	30,465.51	86	141,380.85
Activity 380 - Outside Lease/Rent Totals	\$212,323.00	\$13,822.45	\$0.00	\$181,857.49	\$30,465.51	86%	\$141,380.85
Activity 590 - Tolling							
Category 10 - Site Operations	615,150.00	6,665.00	.00	328,439.00	286,711.00	53	351,609.00
Activity 590 - Tolling Totals	\$615,150.00	\$6,665.00	\$0.00	\$328,439.00	\$286,711.00	53%	\$351,609.00
Activity 990 - General							
Category 30 - Sundry	.00	50.00	.00	463.15	(463.15)	+++	1.50
Activity 990 - General Totals	\$0.00	\$50.00	\$0.00	\$463.15	(\$463.15)	+++	\$1.50
Location 100 - Administrative Office	\$827,473.00	\$20,537.45	\$0.00	\$510,759.64	\$316,713.36	62%	\$492,991.35
Location 102 - Lake St. Clair							
Activity 531 - Pool							
Category 10 - Site Operations	240,000.00	22,543.00	.00	275,542.48	(35,542.48)	115	279,124.33
Category 20 - Food/Beverage	800.00	161.91	.00	1,423.47	(623.47)	178	867.33
Activity 531 - Pool Totals	\$240,800.00	\$22,704.91	\$0.00	\$276,965.95	(\$36,165.95)	115%	\$279,991.66
Activity 540 - Dockage/Boat Storage							
Category 10 - Site Operations	110,000.00	10,509.65	.00	125,886.22	(15,886.22)	114	115,988.96
Category 20 - Food/Beverage	3,500.00	217.72	.00	3,480.04	19.96	99	3,416.56
Category 30 - Sundry	300.00	165.07	.00	461.24	(161.24)	154	249.71
Activity 540 - Dockage/Boat Storage	\$113,800.00	\$10,892.44	\$0.00	\$129,827.50	(\$16,027.50)	114%	\$119,655.23
Activity 565 - Plaza Concession							
Category 10 - Site Operations	30,000.00	9,438.04	.00	37,287.64	(7,287.64)	124	29,554.29
Activity 565 - Plaza Concession Totals	\$30,000.00	\$9,438.04	\$0.00	\$37,287.64	(\$7,287.64)	124%	\$29,554.29
Activity 590 - Tolling							
Category 10 - Site Operations	2,044,970.00	154,155.50	.00	1,862,342.50	182,627.50	91	1,896,697.00
Activity 590 - Tolling Totals	\$2,044,970.00	\$154,155.50	\$0.00	\$1,862,342.50	\$182,627.50	91%	\$1,896,697.00

General Fund Revenue Budget by Organization

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 102 - Lake St. Clair							
Activity 630 - Activity Center Rental							
Category 10 - Site Operations	42,500.00	3,800.00	.00	66,425.00	(23,925.00)	156	130,220.00
Activity 630 - Activity Center Rental	\$42,500.00	\$3,800.00	\$0.00	\$66,425.00	(\$23,925.00)	156%	\$130,220.00
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	75,250.00	2,335.00	.00	110,550.50	(35,300.50)	147	117,136.33
Activity 640 - Shelter Reservations	\$75,250.00	\$2,335.00	\$0.00	\$110,550.50	(\$35,300.50)	147%	\$117,136.33
Activity 655 - Par 3/Foot Golf							
Category 10 - Site Operations	55,900.00	7,968.50	.00	61,389.32	(5,489.32)	110	54,197.00
Category 20 - Food/Beverage	850.00	257.51	.00	1,104.35	(254.35)	130	719.52
Category 30 - Sundry	900.00	238.09	.00	2,235.86	(1,335.86)	248	1,270.59
Activity 655 - Par 3/Foot Golf Totals	\$57,650.00	\$8,464.10	\$0.00	\$64,729.53	(\$7,079.53)	112%	\$56,187.11
Activity 660 - Disc/Adventure Golf							
Category 10 - Site Operations	43,000.00	4,261.00	.00	51,336.79	(8,336.79)	119	46,876.51
Activity 660 - Disc/Adventure Golf	\$43,000.00	\$4,261.00	\$0.00	\$51,336.79	(\$8,336.79)	119%	\$46,876.51
Activity 670 - Trackless Train							
Category 10 - Site Operations	1,000.00	286.00	.00	286.00	714.00	29	1,668.00
Activity 670 - Trackless Train Totals	\$1,000.00	\$286.00	\$0.00	\$286.00	\$714.00	29%	\$1,668.00
Activity 700 - Special Events							
Category 10 - Site Operations	52,000.00	14,065.00	.00	31,488.50	20,511.50	61	13,839.93
Activity 700 - Special Events Totals	\$52,000.00	\$14,065.00	\$0.00	\$31,488.50	\$20,511.50	61%	\$13,839.93
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	16,432.00	762.49	.00	33,591.76	(17,159.76)	204	19,582.07
Category 30 - Sundry	1,724.00	25.93	.00	849.27	874.73	49	604.82
Activity 880 - Interpretive Center/Mill	\$18,156.00	\$788.42	\$0.00	\$34,441.03	(\$16,285.03)	190%	\$20,186.89
Activity 990 - General							
Category 10 - Site Operations	3,000.00	.00	.00	15,667.12	(12,667.12)	522	26,860.95
Category 20 - Food/Beverage	.00	.00	.00	140.46	(140.46)	+++	153.24
Category 70 - Other	1,000.00	102.26	.00	651.25	348.75	65	6,721.00
Activity 990 - General Totals	\$4,000.00	\$102.26	\$0.00	\$16,458.83	(\$12,458.83)	411%	\$33,735.19
Activity 991 - Joint Government Maint							
Category 10 - Site Operations	179,135.00	.00	.00	179,134.85	.15	100	179,135.00
Activity 991 - Joint Government Maint	\$179,135.00	\$0.00	\$0.00	\$179,134.85	\$0.15	100%	\$179,135.00
Location 102 - Lake St. Clair Totals	\$2,902,261.00	\$231,292.67	\$0.00	\$2,861,274.62	\$40,986.38	99%	\$2,924,883.14

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Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 104 - Kensington							
Activity 535 - Sprayzone							
Category 10 - Site Operations	270,850.00	20,705.00	.00	266,566.14	4,283.86	98	260,766.66
Category 20 - Food/Beverage	.00	.00	.00	311.50	(311.50)	+++	298.40
Category 30 - Sundry	3,000.00	171.65	.00	3,138.28	(138.28)	105	3,229.32
Activity 535 - Sprayzone Totals	\$273,850.00	\$20,876.65	\$0.00	\$270,015.92	\$3,834.08	99%	\$264,294.38
Activity 538 - Beach							
Category 20 - Food/Beverage	148,000.00	10,240.48	.00	129,467.81	18,532.19	87	130,232.97
Activity 538 - Beach Totals	\$148,000.00	\$10,240.48	\$0.00	\$129,467.81	\$18,532.19	87%	\$130,232.97
Activity 540 - Dockage/Boat Storage							
Category 10 - Site Operations	75,000.00	.00	.00	71,698.25	3,301.75	96	75,078.23
Activity 540 - Dockage/Boat Storage Totals	\$75,000.00	\$0.00	\$0.00	\$71,698.25	\$3,301.75	96%	\$75,078.23
Activity 550 - Boat Rental							
Category 10 - Site Operations	226,715.00	14,832.48	.00	183,075.92	43,639.08	81	180,391.80
Category 20 - Food/Beverage	14,000.00	1,121.50	.00	16,270.58	(2,270.58)	116	12,877.80
Category 30 - Sundry	1,000.00	21.70	.00	751.13	248.87	75	733.20
Activity 550 - Boat Rental Totals	\$241,715.00	\$15,975.68	\$0.00	\$200,097.63	\$41,617.37	83%	\$194,002.80
Activity 560 - Excursion Boat							
Category 10 - Site Operations	41,200.00	3,092.00	.00	35,400.00	5,800.00	86	35,583.00
Activity 560 - Excursion Boat Totals	\$41,200.00	\$3,092.00	\$0.00	\$35,400.00	\$5,800.00	86%	\$35,583.00
Activity 580 - Cross Country Skiing							
Category 10 - Site Operations	12,212.00	.00	.00	7,536.00	4,676.00	62	16,644.00
Category 20 - Food/Beverage	450.00	.00	.00	65.10	384.90	14	9.90
Category 30 - Sundry	.00	.00	.00	3.78	(3.78)	+++	.00
Activity 580 - Cross Country Skiing Totals	\$12,662.00	\$0.00	\$0.00	\$7,604.88	\$5,057.12	60%	\$16,653.90
Activity 590 - Tolling							
Category 10 - Site Operations	3,029,495.00	155,698.00	.00	2,582,980.00	446,515.00	85	2,627,371.00
Activity 590 - Tolling Totals	\$3,029,495.00	\$155,698.00	\$0.00	\$2,582,980.00	\$446,515.00	85%	\$2,627,371.00
Activity 615 - Group Camping							
Category 10 - Site Operations	8,000.00	820.00	.00	6,840.00	1,160.00	86	8,160.00
Category 30 - Sundry	300.00	.00	.00	247.17	52.83	82	550.00
Activity 615 - Group Camping Totals	\$8,300.00	\$820.00	\$0.00	\$7,087.17	\$1,212.83	85%	\$8,710.00
Activity 635 - Mobile Stage							
Category 10 - Site Operations	3,000.00	.00	.00	5,625.00	(2,625.00)	188	3,000.00
Activity 635 - Mobile Stage Totals	\$3,000.00	\$0.00	\$0.00	\$5,625.00	(\$2,625.00)	188%	\$3,000.00

General Fund Revenue Budget by Organization

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 104 - Kensington							
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	103,500.00	5,000.00	.00	120,712.50	(17,212.50)	117	118,369.50
Activity 640 - Shelter Reservations	\$103,500.00	\$5,000.00	\$0.00	\$120,712.50	(\$17,212.50)	117%	\$118,369.50
Activity 650 - Golf Course							
Category 10 - Site Operations	1,007,000.00	147,134.33	.00	1,043,596.41	(36,596.41)	104	977,662.52
Category 20 - Food/Beverage	210,000.00	32,449.04	.00	223,666.44	(13,666.44)	107	201,381.65
Category 30 - Sundry	30,000.00	3,587.15	.00	30,216.52	(216.52)	101	31,548.12
Activity 650 - Golf Course Totals	\$1,247,000.00	\$183,170.52	\$0.00	\$1,297,479.37	(\$50,479.37)	104%	\$1,210,592.29
Activity 660 - Disc/Adventure Golf							
Category 10 - Site Operations	93,720.00	19,045.00	.00	91,707.50	2,012.50	98	84,343.00
Category 20 - Food/Beverage	1,000.00	1,970.33	.00	1,970.33	(970.33)	197	3,660.47
Category 30 - Sundry	10,000.00	15,615.10	.00	16,809.35	(6,809.35)	168	18,277.42
Activity 660 - Disc/Adventure Golf	\$104,720.00	\$36,630.43	\$0.00	\$110,487.18	(\$5,767.18)	106%	\$106,280.89
Activity 700 - Special Events							
Category 10 - Site Operations	17,690.00	2,500.00	.00	24,666.60	(6,976.60)	139	15,260.00
Category 20 - Food/Beverage	1,000.00	432.51	.00	5,576.37	(4,576.37)	558	2,402.67
Category 30 - Sundry	1,300.00	.00	.00	3,500.00	(2,200.00)	269	.00
Activity 700 - Special Events Totals	\$19,990.00	\$2,932.51	\$0.00	\$33,742.97	(\$13,752.97)	169%	\$17,662.67
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	17,870.00	3,753.90	.00	28,667.01	(10,797.01)	160	13,868.25
Category 20 - Food/Beverage	.00	.00	.00	.00	.00	+++	190.00
Category 30 - Sundry	6,000.00	272.58	.00	5,296.94	703.06	88	4,241.15
Activity 880 - Interpretive Center/Mill	\$23,870.00	\$4,026.48	\$0.00	\$33,963.95	(\$10,093.95)	142%	\$18,299.40
Activity 881 - Farm Learning Center							
Category 10 - Site Operations	92,240.00	8,082.97	.00	51,387.94	40,852.06	56	66,107.30
Category 20 - Food/Beverage	98,600.00	9,256.85	.00	79,575.25	19,024.75	81	84,552.34
Category 30 - Sundry	22,500.00	1,332.61	.00	13,639.77	8,860.23	61	15,241.39
Activity 881 - Farm Learning Center	\$213,340.00	\$18,672.43	\$0.00	\$144,602.96	\$68,737.04	68%	\$165,901.03
Activity 882 - Mobile Learning Center							
Category 10 - Site Operations	10,000.00	1,747.50	.00	17,852.75	(7,852.75)	179	12,939.98
Activity 882 - Mobile Learning Center	\$10,000.00	\$1,747.50	\$0.00	\$17,852.75	(\$7,852.75)	179%	\$12,939.98
Activity 990 - General							
Category 10 - Site Operations	15,000.00	(4,144.75)	.00	26,014.25	(11,014.25)	173	42,719.88
Category 20 - Food/Beverage	.00	.00	.00	711.96	(711.96)	+++ ^{19/617}	3,473.75

General Fund Revenue Budget by Organization

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Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 104 - Kensington							
Activity 990 - General							
Category 30 - Sundry	.00	.00	.00	.00	.00	+++	18.87
Category 70 - Other	20,000.00	240.00	.00	512.00	19,488.00	3	32,437.47
Activity 990 - General Totals	\$35,000.00	(\$3,904.75)	\$0.00	\$27,238.21	\$7,761.79	78%	\$78,649.97
Activity 991 - Joint Government Maint							
Category 10 - Site Operations	3,300.00	.00	.00	.00	3,300.00	0	.00
Activity 991 - Joint Government Maint	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0%	\$0.00
Location 104 - Kensington Totals	\$5,593,942.00	\$454,977.93	\$0.00	\$5,096,056.55	\$497,885.45	91%	\$5,083,622.01
Location 106 - Lower Huron/Will/Oakwoods							
Activity 531 - Pool							
Category 10 - Site Operations	80,000.00	5,339.11	.00	81,599.91	(1,599.91)	102	84,516.66
Category 20 - Food/Beverage	21,000.00	1,175.14	.00	18,749.33	2,250.67	89	17,214.13
Category 30 - Sundry	800.00	85.84	.00	1,054.57	(254.57)	132	1,001.94
Activity 531 - Pool Totals	\$101,800.00	\$6,600.09	\$0.00	\$101,403.81	\$396.19	100%	\$102,732.73
Activity 532 - Waterpark							
Category 10 - Site Operations	550,000.00	61,197.66	.00	651,173.34	(101,173.34)	118	497,939.16
Category 20 - Food/Beverage	32,000.00	3,812.85	.00	35,661.84	(3,661.84)	111	13,520.89
Category 30 - Sundry	6,500.00	287.74	.00	3,152.46	3,347.54	48	2,925.77
Activity 532 - Waterpark Totals	\$588,500.00	\$65,298.25	\$0.00	\$689,987.64	(\$101,487.64)	117%	\$514,385.82
Activity 550 - Boat Rental							
Category 10 - Site Operations	10,300.00	2,046.25	.00	8,858.40	1,441.60	86	9,911.62
Category 20 - Food/Beverage	150.00	.00	.00	112.98	37.02	75	84.96
Activity 550 - Boat Rental Totals	\$10,450.00	\$2,046.25	\$0.00	\$8,971.38	\$1,478.62	86%	\$9,996.58
Activity 590 - Tolling							
Category 10 - Site Operations	1,118,210.00	97,888.00	.00	996,158.00	122,052.00	89	969,138.00
Activity 590 - Tolling Totals	\$1,118,210.00	\$97,888.00	\$0.00	\$996,158.00	\$122,052.00	89%	\$969,138.00
Activity 610 - Family Camping							
Category 10 - Site Operations	40,500.00	5,050.00	.00	39,275.00	1,225.00	97	38,425.00
Category 30 - Sundry	2,700.00	336.60	.00	2,996.40	(296.40)	111	2,607.40
Activity 610 - Family Camping Totals	\$43,200.00	\$5,386.60	\$0.00	\$42,271.40	\$928.60	98%	\$41,032.40
Activity 615 - Group Camping							
Category 10 - Site Operations	2,400.00	255.00	.00	1,720.00	680.00	72	2,060.00
Category 30 - Sundry	100.00	23.58	.00	94.32	5.68	94	23.58
Activity 615 - Group Camping Totals	\$2,500.00	\$278.58	\$0.00	\$1,814.32	\$685.68	73%	\$2,083.58

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 106 - Lower Huron/Will/Oakwoods							
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	80,000.00	3,045.00	.00	99,750.00	(19,750.00)	125	95,600.00
Activity 640 - Shelter Reservations	\$80,000.00	\$3,045.00	\$0.00	\$99,750.00	(\$19,750.00)	125%	\$95,600.00
Activity 650 - Golf Course							
Category 10 - Site Operations	695,000.00	110,376.39	.00	772,042.17	(77,042.17)	111	690,298.22
Category 20 - Food/Beverage	150,000.00	25,276.41	.00	169,322.75	(19,322.75)	113	144,311.63
Category 30 - Sundry	16,250.00	2,383.25	.00	15,536.03	713.97	96	14,778.34
Activity 650 - Golf Course Totals	\$861,250.00	\$138,036.05	\$0.00	\$956,900.95	(\$95,650.95)	111%	\$849,388.19
Activity 660 - Disc/Adventure Golf							
Category 10 - Site Operations	5,000.00	397.00	.00	3,417.00	1,583.00	68	3,909.00
Activity 660 - Disc/Adventure Golf	\$5,000.00	\$397.00	\$0.00	\$3,417.00	\$1,583.00	68%	\$3,909.00
Activity 700 - Special Events							
Category 10 - Site Operations	2,100.00	1,010.00	.00	6,586.00	(4,486.00)	314	2,100.00
Category 20 - Food/Beverage	3,000.00	717.50	.00	5,144.07	(2,144.07)	171	3,720.95
Category 30 - Sundry	1,300.00	.00	.00	.00	1,300.00	0	.00
Activity 700 - Special Events Totals	\$6,400.00	\$1,727.50	\$0.00	\$11,730.07	(\$5,330.07)	183%	\$5,820.95
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	13,500.00	1,272.00	.00	12,210.65	1,289.35	90	10,529.00
Category 20 - Food/Beverage	150.00	.00	.00	22.84	127.16	15	6.50
Category 30 - Sundry	1,000.00	24.15	.00	656.70	343.30	66	516.89
Activity 880 - Interpretive Center/Mill	\$14,650.00	\$1,296.15	\$0.00	\$12,890.19	\$1,759.81	88%	\$11,052.39
Activity 882 - Mobile Learning Center							
Category 10 - Site Operations	10,000.00	1,200.00	.00	11,097.25	(1,097.25)	111	12,275.00
Activity 882 - Mobile Learning Center	\$10,000.00	\$1,200.00	\$0.00	\$11,097.25	(\$1,097.25)	111%	\$12,275.00
Activity 884 - Community Outreach Interpretive							
Category 10 - Site Operations	.00	.00	.00	1,108.00	(1,108.00)	+++	1,380.00
Activity 884 - Community Outreach	\$0.00	\$0.00	\$0.00	\$1,108.00	(\$1,108.00)	+++	\$1,380.00
Activity 990 - General							
Category 10 - Site Operations	.00	.00	.00	10.00	(10.00)	+++	1,321.32
Category 70 - Other	500.00	27.00	.00	2,063.70	(1,563.70)	413	91.90
Activity 990 - General Totals	\$500.00	\$27.00	\$0.00	\$2,073.70	(\$1,573.70)	415%	\$1,413.22
Location 106 - Lower	\$2,842,460.00	\$323,226.47	\$0.00	\$2,939,573.71	(\$97,113.71)	103%	\$2,620,207.86

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Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 108 - Hudson Mills/Dexter/Delhi							
Activity 550 - Boat Rental							
Category 10 - Site Operations	70,000.00	18,553.22	.00	55,226.81	14,773.19	79	55,272.51
Activity 550 - Boat Rental Totals	\$70,000.00	\$18,553.22	\$0.00	\$55,226.81	\$14,773.19	79%	\$55,272.51
Activity 590 - Tolling							
Category 10 - Site Operations	630,640.00	34,022.00	.00	451,231.00	179,409.00	72	514,152.00
Activity 590 - Tolling Totals	\$630,640.00	\$34,022.00	\$0.00	\$451,231.00	\$179,409.00	72%	\$514,152.00
Activity 615 - Group Camping							
Category 10 - Site Operations	2,900.00	505.00	.00	2,545.00	355.00	88	2,715.00
Category 30 - Sundry	1,175.00	141.48	.00	990.36	184.64	84	1,179.02
Activity 615 - Group Camping Totals	\$4,075.00	\$646.48	\$0.00	\$3,535.36	\$539.64	87%	\$3,894.02
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	31,000.00	800.00	.00	22,100.00	8,900.00	71	33,400.00
Activity 640 - Shelter Reservations	\$31,000.00	\$800.00	\$0.00	\$22,100.00	\$8,900.00	71%	\$33,400.00
Activity 650 - Golf Course							
Category 10 - Site Operations	642,000.00	96,558.73	.00	702,104.49	(60,104.49)	109	607,888.58
Category 20 - Food/Beverage	121,000.00	19,130.80	.00	135,736.28	(14,736.28)	112	114,167.32
Category 30 - Sundry	15,175.00	2,147.41	.00	17,915.32	(2,740.32)	118	15,117.11
Activity 650 - Golf Course Totals	\$778,175.00	\$117,836.94	\$0.00	\$855,756.09	(\$77,581.09)	110%	\$737,173.01
Activity 660 - Disc/Adventure Golf							
Category 10 - Site Operations	30,400.00	1,905.00	.00	27,223.00	3,177.00	90	26,230.98
Category 30 - Sundry	125.00	48.11	.00	336.77	(211.77)	269	66.97
Activity 660 - Disc/Adventure Golf	\$30,525.00	\$1,953.11	\$0.00	\$27,559.77	\$2,965.23	90%	\$26,297.95
Activity 700 - Special Events							
Category 10 - Site Operations	7,950.00	350.00	.00	5,904.00	2,046.00	74	5,817.00
Category 20 - Food/Beverage	600.00	.00	.00	.00	600.00	0	697.16
Activity 700 - Special Events Totals	\$8,550.00	\$350.00	\$0.00	\$5,904.00	\$2,646.00	69%	\$6,514.16
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	13,420.00	412.00	.00	15,552.00	(2,132.00)	116	8,994.50
Category 30 - Sundry	3,249.00	.00	.00	3,451.00	(202.00)	106	3,420.30
Activity 880 - Interpretive Center/Mill	\$16,669.00	\$412.00	\$0.00	\$19,003.00	(\$2,334.00)	114%	\$12,414.80
Activity 990 - General							
Category 10 - Site Operations	3,647.63	1,580.00	.00	5,122.25	(1,474.62)	140	18,405.00
Category 20 - Food/Beverage	8,900.00	631.81	.00	7,345.85	1,554.15	83	8,584.33
Category 30 - Sundry	550.00	23.57	.00	261.62	288.38	48	415.36

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Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 108 - Hudson Mills/Dexter/Delhi							
Activity 990 - General							
Category 70 - Other	4,850.00	100.00	.00	1,410.00	3,440.00	29	1,572.55
Activity 990 - General Totals	\$17,947.63	\$2,335.38	\$0.00	\$14,139.72	\$3,807.91	79%	\$28,977.24
Activity 991 - Joint Government Maint							
Category 10 - Site Operations	3,500.00	.00	.00	.00	3,500.00	0	.00
Activity 991 - Joint Government Maint	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%	\$0.00
Location 108 - Hudson	\$1,591,081.63	\$176,909.13	\$0.00	\$1,454,455.75	\$136,625.88	91%	\$1,418,095.69
Location 109 - Stony Creek							
Activity 537 - Ripslide							
Category 10 - Site Operations	136,000.00	8,584.00	.00	116,988.00	19,012.00	86	131,606.00
Activity 537 - Ripslide Totals	\$136,000.00	\$8,584.00	\$0.00	\$116,988.00	\$19,012.00	86%	\$131,606.00
Activity 538 - Beach							
Category 10 - Site Operations	85,200.00	8,059.75	.00	98,461.26	(13,261.26)	116	86,659.20
Category 20 - Food/Beverage	110,000.00	11,938.57	.00	145,945.57	(35,945.57)	133	89,704.64
Category 30 - Sundry	30,000.00	1,074.90	.00	13,290.63	16,709.37	44	24,043.67
Activity 538 - Beach Totals	\$225,200.00	\$21,073.22	\$0.00	\$257,697.46	(\$32,497.46)	114%	\$200,407.51
Activity 540 - Dockage/Boat Storage							
Category 10 - Site Operations	50,200.00	4,000.00	.00	44,500.00	5,700.00	89	40,929.00
Category 20 - Food/Beverage	.00	.00	.00	.00	.00	+++	9.00
Activity 540 - Dockage/Boat Storage	\$50,200.00	\$4,000.00	\$0.00	\$44,500.00	\$5,700.00	89%	\$40,938.00
Activity 550 - Boat Rental							
Category 10 - Site Operations	170,001.00	15,404.00	.00	145,799.15	24,201.85	86	162,925.63
Category 20 - Food/Beverage	7,001.00	469.00	.00	6,406.29	594.71	92	6,449.96
Category 30 - Sundry	2,000.00	20.74	.00	896.77	1,103.23	45	779.42
Activity 550 - Boat Rental Totals	\$179,002.00	\$15,893.74	\$0.00	\$153,102.21	\$25,899.79	86%	\$170,155.01
Activity 580 - Cross Country Skiing							
Category 10 - Site Operations	4,995.00	.00	.00	3,899.00	1,096.00	78	11,571.50
Category 20 - Food/Beverage	300.00	.00	.00	81.00	219.00	27	14.41
Activity 580 - Cross Country Skiing	\$5,295.00	\$0.00	\$0.00	\$3,980.00	\$1,315.00	75%	\$11,585.91
Activity 590 - Tolling							
Category 10 - Site Operations	2,629,997.00	175,849.00	.00	2,288,390.00	341,607.00	87	2,289,393.00
Activity 590 - Tolling Totals	\$2,629,997.00	\$175,849.00	\$0.00	\$2,288,390.00	\$341,607.00	87%	\$2,289,393.00
Activity 610 - Family Camping							
Category 10 - Site Operations	36,250.00	1,700.00	.00	40,061.80	(3,811.80)	111 ^{23/617}	36,649.64

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Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 109 - Stony Creek							
Activity 610 - Family Camping							
Category 20 - Food/Beverage	1,500.00	105.00	.00	970.00	530.00	65	1,243.50
Category 30 - Sundry	13,000.00	2,322.42	.00	11,286.19	1,713.81	87	9,897.24
Activity 610 - Family Camping Totals	\$50,750.00	\$4,127.42	\$0.00	\$52,317.99	(\$1,567.99)	103%	\$47,790.38
Activity 630 - Activity Center Rental							
Category 10 - Site Operations	.00	.00	.00	500.00	(500.00)	+++	.00
Activity 630 - Activity Center Rental	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)	+++	\$0.00
Activity 635 - Mobile Stage							
Category 10 - Site Operations	1,200.00	.00	.00	1,200.00	.00	100	1,200.00
Activity 635 - Mobile Stage Totals	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	100%	\$1,200.00
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	107,250.00	3,937.50	.00	114,689.50	(7,439.50)	107	117,920.00
Activity 640 - Shelter Reservations	\$107,250.00	\$3,937.50	\$0.00	\$114,689.50	(\$7,439.50)	107%	\$117,920.00
Activity 650 - Golf Course							
Category 10 - Site Operations	1,075,000.00	161,491.83	.00	1,134,164.26	(59,164.26)	106	1,005,111.56
Category 20 - Food/Beverage	235,000.00	35,252.26	.00	253,202.71	(18,202.71)	108	228,537.69
Category 30 - Sundry	19,000.00	2,419.70	.00	24,572.91	(5,572.91)	129	18,883.28
Activity 650 - Golf Course Totals	\$1,329,000.00	\$199,163.79	\$0.00	\$1,411,939.88	(\$82,939.88)	106%	\$1,252,532.53
Activity 660 - Disc/Adventure Golf							
Category 10 - Site Operations	42,400.00	3,987.00	.00	29,243.00	13,157.00	69	41,384.00
Category 20 - Food/Beverage	4,000.00	255.00	.00	2,342.25	1,657.75	59	4,147.62
Category 30 - Sundry	500.00	7.08	.00	427.52	72.48	86	394.19
Activity 660 - Disc/Adventure Golf	\$46,900.00	\$4,249.08	\$0.00	\$32,012.77	\$14,887.23	68%	\$45,925.81
Activity 700 - Special Events							
Category 10 - Site Operations	7,800.00	.00	.00	27,691.00	(19,891.00)	355	5,200.00
Category 20 - Food/Beverage	1,000.00	.00	.00	2,041.76	(1,041.76)	204	.00
Category 30 - Sundry	1,300.00	.00	.00	.00	1,300.00	0	.00
Activity 700 - Special Events Totals	\$10,100.00	\$0.00	\$0.00	\$29,732.76	(\$19,632.76)	294%	\$5,200.00
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	21,155.00	7,298.50	.00	39,233.51	(18,078.51)	185	33,561.80
Category 30 - Sundry	1.00	.00	.00	.00	1.00	0	.00
Activity 880 - Interpretive Center/Mill	\$21,156.00	\$7,298.50	\$0.00	\$39,233.51	(\$18,077.51)	185%	\$33,561.80
Activity 882 - Mobile Learning Center							
Category 10 - Site Operations	10,500.00	300.00	.00	12,525.50	(2,025.50)	119 ^{24/617}	3,587.50

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Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 109 - Stony Creek							
Activity 882 - Mobile Learning Center	\$10,500.00	\$300.00	\$0.00	\$12,525.50	(\$2,025.50)	119%	\$3,587.50
Activity 990 - General							
Category 10 - Site Operations	32,250.00	16,092.00	.00	65,809.00	(33,559.00)	204	69,960.00
Category 20 - Food/Beverage	100.00	.00	.00	71.38	28.62	71	67.32
Category 30 - Sundry	900.00	42.45	.00	611.45	288.55	68	.00
Category 70 - Other	.00	.00	.00	18,318.45	(18,318.45)	+++	8,569.28
Activity 990 - General Totals	\$33,250.00	\$16,134.45	\$0.00	\$84,810.28	(\$51,560.28)	255%	\$78,596.60
Activity 991 - Joint Government Maint							
Category 10 - Site Operations	18,260.00	.00	.00	.00	18,260.00	0	18,260.00
Activity 991 - Joint Government Maint Totals	\$18,260.00	\$0.00	\$0.00	\$0.00	\$18,260.00	0%	\$18,260.00
Location 109 - Stony Creek Totals	\$4,854,060.00	\$460,610.70	\$0.00	\$4,643,619.86	\$210,440.14	96%	\$4,448,660.05
Location 112 - Lake Erie							
Activity 540 - Dockage/Boat Storage							
Category 10 - Site Operations	205,000.00	32,395.00	.00	198,678.00	6,322.00	97	193,723.00
Category 20 - Food/Beverage	2,800.00	402.96	.00	2,408.87	391.13	86	3,129.35
Category 30 - Sundry	500.00	.00	.00	.00	500.00	0	394.25
Activity 540 - Dockage/Boat Storage Totals	\$208,300.00	\$32,797.96	\$0.00	\$201,086.87	\$7,213.13	97%	\$197,246.60
Activity 590 - Tolling							
Category 10 - Site Operations	576,800.00	36,130.00	.00	483,038.00	93,762.00	84	487,448.00
Activity 590 - Tolling Totals	\$576,800.00	\$36,130.00	\$0.00	\$483,038.00	\$93,762.00	84%	\$487,448.00
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	11,000.00	(100.00)	.00	11,750.00	(750.00)	107	11,000.00
Activity 640 - Shelter Reservations Totals	\$11,000.00	(\$100.00)	\$0.00	\$11,750.00	(\$750.00)	107%	\$11,000.00
Activity 650 - Golf Course							
Category 10 - Site Operations	680,000.00	99,142.72	.00	758,382.80	(78,382.80)	112	696,133.38
Category 20 - Food/Beverage	165,000.00	32,766.97	.00	213,634.21	(48,634.21)	129	172,457.25
Category 30 - Sundry	22,200.00	2,878.39	.00	22,901.37	(701.37)	103	21,303.50
Activity 650 - Golf Course Totals	\$867,200.00	\$134,788.08	\$0.00	\$994,918.38	(\$127,718.38)	115%	\$889,894.13
Activity 700 - Special Events							
Category 10 - Site Operations	.00	.00	.00	200.00	(200.00)	+++	.00
Category 20 - Food/Beverage	2,000.00	326.25	.00	1,766.69	233.31	88	1,999.54
Category 30 - Sundry	1,300.00	.00	.00	.00	1,300.00	0	.00
Activity 700 - Special Events Totals	\$3,300.00	\$326.25	\$0.00	\$1,966.69	\$1,333.31	60%	\$1,999.54

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Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 112 - Lake Erie							
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	14,400.00	540.00	.00	8,051.00	6,349.00	56	7,450.32
Category 20 - Food/Beverage	600.00	.00	.00	94.23	505.77	16	105.53
Category 30 - Sundry	2,600.00	4,290.50	.00	4,948.02	(2,348.02)	190	3,870.70
Activity 880 - Interpretive Center/Mill	<u>\$17,600.00</u>	<u>\$4,830.50</u>	<u>\$0.00</u>	<u>\$13,093.25</u>	<u>\$4,506.75</u>	<u>74%</u>	<u>\$11,426.55</u>
Activity 990 - General							
Category 10 - Site Operations	400.00	.00	.00	6,755.37	(6,355.37)	1689	986.00
Category 20 - Food/Beverage	200.00	.00	.00	.00	200.00	0	.00
Category 70 - Other	800.00	.00	.00	423.50	376.50	53	2,014.66
Activity 990 - General Totals	<u>\$1,400.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,178.87</u>	<u>(\$5,778.87)</u>	<u>513%</u>	<u>\$3,000.66</u>
Location 112 - Lake Erie Totals	<u>\$1,685,600.00</u>	<u>\$208,772.79</u>	<u>\$0.00</u>	<u>\$1,713,032.06</u>	<u>(\$27,432.06)</u>	<u>102%</u>	<u>\$1,602,015.48</u>
Location 113 - Wolcott							
Activity 590 - Tolling							
Category 10 - Site Operations	42,215.00	6,550.00	.00	38,977.00	3,238.00	92	35,666.00
Activity 590 - Tolling Totals	<u>\$42,215.00</u>	<u>\$6,550.00</u>	<u>\$0.00</u>	<u>\$38,977.00</u>	<u>\$3,238.00</u>	<u>92%</u>	<u>\$35,666.00</u>
Activity 615 - Group Camping							
Category 10 - Site Operations	7,050.00	650.00	.00	5,860.00	1,190.00	83	7,225.00
Activity 615 - Group Camping Totals	<u>\$7,050.00</u>	<u>\$650.00</u>	<u>\$0.00</u>	<u>\$5,860.00</u>	<u>\$1,190.00</u>	<u>83%</u>	<u>\$7,225.00</u>
Activity 630 - Activity Center Rental							
Category 10 - Site Operations	17,500.00	1,650.00	.00	22,975.00	(5,475.00)	131	13,225.00
Activity 630 - Activity Center Rental	<u>\$17,500.00</u>	<u>\$1,650.00</u>	<u>\$0.00</u>	<u>\$22,975.00</u>	<u>(\$5,475.00)</u>	<u>131%</u>	<u>\$13,225.00</u>
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	12,375.00	250.00	.00	7,800.00	4,575.00	63	18,435.00
Activity 640 - Shelter Reservations	<u>\$12,375.00</u>	<u>\$250.00</u>	<u>\$0.00</u>	<u>\$7,800.00</u>	<u>\$4,575.00</u>	<u>63%</u>	<u>\$18,435.00</u>
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	5,400.00	690.00	.00	3,623.96	1,776.04	67	895.00
Category 30 - Sundry	850.00	.00	.00	.00	850.00	0	.00
Activity 880 - Interpretive Center/Mill	<u>\$6,250.00</u>	<u>\$690.00</u>	<u>\$0.00</u>	<u>\$3,623.96</u>	<u>\$2,626.04</u>	<u>58%</u>	<u>\$895.00</u>
Activity 881 - Farm Learning Center							
Category 10 - Site Operations	98,900.00	7,577.05	.00	61,320.53	37,579.47	62	48,018.75
Category 20 - Food/Beverage	1,000.00	54.50	.00	388.41	611.59	39	402.40
Category 30 - Sundry	2,000.00	30.64	.00	739.55	1,260.45	37	19,109.96
Activity 881 - Farm Learning Center	<u>\$101,900.00</u>	<u>\$7,662.19</u>	<u>\$0.00</u>	<u>\$62,448.49</u>	<u>\$39,451.51</u>	<u>61%</u>	<u>\$67,531.11</u>

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Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 113 - Wolcott							
Activity 990 - General							
Category 10 - Site Operations	1,600.00	.00	.00	800.00	800.00	50	1,055.00
Category 70 - Other	.00	.00	.00	.00	.00	+++	1.00
Activity 990 - General Totals	<u>\$1,600.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800.00</u>	<u>\$800.00</u>	<u>50%</u>	<u>\$1,056.00</u>
Location 113 - Wolcott Totals	<u>\$188,890.00</u>	<u>\$17,452.19</u>	<u>\$0.00</u>	<u>\$142,484.45</u>	<u>\$46,405.55</u>	<u>75%</u>	<u>\$144,033.11</u>
Location 115 - Indian Springs							
Activity 590 - Tolling							
Category 10 - Site Operations	355,677.00	15,297.00	.00	311,435.00	44,242.00	88	327,887.00
Activity 590 - Tolling Totals	<u>\$355,677.00</u>	<u>\$15,297.00</u>	<u>\$0.00</u>	<u>\$311,435.00</u>	<u>\$44,242.00</u>	<u>88%</u>	<u>\$327,887.00</u>
Activity 630 - Activity Center Rental							
Category 10 - Site Operations	88,600.00	8,400.00	.00	138,100.00	(49,500.00)	156	171,950.00
Activity 630 - Activity Center Rental	<u>\$88,600.00</u>	<u>\$8,400.00</u>	<u>\$0.00</u>	<u>\$138,100.00</u>	<u>(\$49,500.00)</u>	<u>156%</u>	<u>\$171,950.00</u>
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	13,340.00	400.00	.00	11,575.00	1,765.00	87	14,950.00
Activity 640 - Shelter Reservations	<u>\$13,340.00</u>	<u>\$400.00</u>	<u>\$0.00</u>	<u>\$11,575.00</u>	<u>\$1,765.00</u>	<u>87%</u>	<u>\$14,950.00</u>
Activity 650 - Golf Course							
Category 10 - Site Operations	926,723.00	129,749.50	.00	999,843.73	(73,120.73)	108	900,044.17
Category 20 - Food/Beverage	189,000.00	27,703.09	.00	210,044.28	(21,044.28)	111	197,239.32
Category 30 - Sundry	25,605.00	2,134.85	.00	29,107.08	(3,502.08)	114	28,234.87
Activity 650 - Golf Course Totals	<u>\$1,141,328.00</u>	<u>\$159,587.44</u>	<u>\$0.00</u>	<u>\$1,238,995.09</u>	<u>(\$97,667.09)</u>	<u>109%</u>	<u>\$1,125,518.36</u>
Activity 883 - Environmental Disc Center							
Category 10 - Site Operations	16,930.00	269.00	.00	14,193.30	2,736.70	84	10,028.25
Category 20 - Food/Beverage	35.00	.00	.00	34.48	.52	99	31.44
Category 30 - Sundry	.00	.00	.00	.00	.00	+++	184.89
Activity 883 - Environmental Disc	<u>\$16,965.00</u>	<u>\$269.00</u>	<u>\$0.00</u>	<u>\$14,227.78</u>	<u>\$2,737.22</u>	<u>84%</u>	<u>\$10,244.58</u>
Activity 990 - General							
Category 20 - Food/Beverage	75.00	.00	.00	171.23	(96.23)	228	16.25
Category 70 - Other	.00	.00	.00	548.29	(548.29)	+++	463.47
Activity 990 - General Totals	<u>\$75.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$719.52</u>	<u>(\$644.52)</u>	<u>959%</u>	<u>\$479.72</u>
Location 115 - Indian Springs Totals	<u>\$1,615,985.00</u>	<u>\$183,953.44</u>	<u>\$0.00</u>	<u>\$1,715,052.39</u>	<u>(\$99,067.39)</u>	<u>106%</u>	<u>\$1,651,029.66</u>
Location 116 - Huron Meadows							
Activity 580 - Cross Country Skiing							
Category 10 - Site Operations	61,675.00	.00	.00	34,719.00	26,956.00	56	60,827.00
Category 20 - Food/Beverage	3,300.00	.00	.00	2,473.95	826.05	75	3,428.74

General Fund Revenue Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 8 - Operations							
Location 116 - Huron Meadows							
Activity 580 - Cross Country Skiing							
Category 30 - Sundry	50.00	.00	.00	.00	50.00	0	.00
Activity 580 - Cross Country Skiing	\$65,025.00	\$0.00	\$0.00	\$37,192.95	\$27,832.05	57%	\$64,255.74
Activity 590 - Tolling							
Category 10 - Site Operations	80,750.00	1,615.00	.00	46,154.00	34,596.00	57	67,965.00
Activity 590 - Tolling Totals	\$80,750.00	\$1,615.00	\$0.00	\$46,154.00	\$34,596.00	57%	\$67,965.00
Activity 640 - Shelter Reservations							
Category 10 - Site Operations	10,000.00	600.00	.00	7,900.00	2,100.00	79	10,000.00
Activity 640 - Shelter Reservations	\$10,000.00	\$600.00	\$0.00	\$7,900.00	\$2,100.00	79%	\$10,000.00
Activity 650 - Golf Course							
Category 10 - Site Operations	986,400.00	146,745.23	.00	1,071,474.13	(85,074.13)	109	917,212.55
Category 20 - Food/Beverage	164,000.00	28,107.41	.00	192,255.21	(28,255.21)	117	156,642.93
Category 30 - Sundry	13,420.00	1,248.79	.00	15,905.73	(2,485.73)	119	13,732.93
Activity 650 - Golf Course Totals	\$1,163,820.00	\$176,101.43	\$0.00	\$1,279,635.07	(\$115,815.07)	110%	\$1,087,588.41
Activity 990 - General							
Category 70 - Other	.00	.00	.00	.00	.00	+++	50.00
Activity 990 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$50.00
Location 116 - Huron Meadows Totals	\$1,319,595.00	\$178,316.43	\$0.00	\$1,370,882.02	(\$51,287.02)	104%	\$1,229,859.15
Function 8 - Operations Totals	\$23,421,347.63	\$2,256,049.20	\$0.00	\$22,447,191.05	\$974,156.58	96%	\$21,615,397.50
Function 9 - Administration							
Location 100 - Administrative Office							
Activity 700 - Special Events							
Category 10 - Site Operations	.00	175.00	.00	11,000.00	(11,000.00)	+++	.00
Activity 700 - Special Events Totals	\$0.00	\$175.00	\$0.00	\$11,000.00	(\$11,000.00)	+++	\$0.00
Activity 710 - Administrative							
Category 10 - Site Operations	885.00	.00	.00	.00	885.00	0	708.00
Activity 710 - Administrative Totals	\$885.00	\$0.00	\$0.00	\$0.00	\$885.00	0%	\$708.00
Activity 880 - Interpretive Center/Mill							
Category 10 - Site Operations	.00	8,305.00	.00	8,305.00	(8,305.00)	+++	6,105.79
Activity 880 - Interpretive Center/Mill	\$0.00	\$8,305.00	\$0.00	\$8,305.00	(\$8,305.00)	+++	\$6,105.79
Activity 990 - General							
Category 10 - Site Operations	.00	3,532.21	.00	6,346.61	(6,346.61)	+++	260.00

General Fund Revenue Budget by Organization

Through 09/30/23
 Prior Fiscal Year Activity Included
 Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
REVENUE							
Function 9 - Administration							
Location 100 - Administrative Office							
Activity 990 - General							
Category 70 - Other	37,852,721.45	179,963.14	.00	37,545,003.93	307,717.52	99	35,098,542.05
Activity 990 - General Totals	\$37,852,721.45	\$183,495.35	\$0.00	\$37,551,350.54	\$301,370.91	99%	\$35,098,802.05
Activity 991 - Joint Government Maint							
Category 10 - Site Operations	.00	87.00	.00	1,099.00	(1,099.00)	+++	.00
Activity 991 - Joint Government Maint	\$0.00	\$87.00	\$0.00	\$1,099.00	(\$1,099.00)	+++	\$0.00
Location 100 - Administrative Office	\$37,853,606.45	\$192,062.35	\$0.00	\$37,571,754.54	\$281,851.91	99%	\$35,105,615.84
Function 9 - Administration Totals	\$37,853,606.45	\$192,062.35	\$0.00	\$37,571,754.54	\$281,851.91	99%	\$35,105,615.84
REVENUE TOTALS	\$61,341,480.12	\$2,448,111.55	\$0.00	\$60,085,471.63	\$1,256,008.49	98%	\$56,721,204.40
Fund 10 - General Fund Totals	\$61,341,480.12	\$2,448,111.55	\$0.00	\$60,085,471.63	\$1,256,008.49		\$56,721,204.40
Grand Totals	\$61,341,480.12	\$2,448,111.55	\$0.00	\$60,085,471.63	\$1,256,008.49		\$56,721,204.40

General Fund Expense Budget Performance

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund								
Function 2 - Transfer								
EXPENSE								
<i>Expenditures</i>								
9965 Transfer Out - Capital Project Fund								
9965.80	Transfer Out - Capital Project Fund	6,185,977.31	.00	.00	5,951,726.00	234,251.31	96	7,844,648.36
9965 - Transfer Out - Capital Project Fund Totals		\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
<i>Expenditures Totals</i>		<i>\$6,185,977.31</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,951,726.00</i>	<i>\$234,251.31</i>	<i>96%</i>	<i>\$7,844,648.36</i>
EXPENSE TOTALS		\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
Function 2 - Transfer Totals		(\$6,185,977.31)	\$0.00	\$0.00	(\$5,951,726.00)	(\$234,251.31)	96%	(\$7,844,648.36)
Function 5 - Capital								
EXPENSE								
<i>Contractual Services</i>								
9130	Tools/Equipment	4,905,345.72	183,581.25	2,650,245.68	1,899,863.45	355,236.59	93	680,402.52
<i>Contractual Services Totals</i>		<i>\$4,905,345.72</i>	<i>\$183,581.25</i>	<i>\$2,650,245.68</i>	<i>\$1,899,863.45</i>	<i>\$355,236.59</i>	<i>93%</i>	<i>\$680,402.52</i>
EXPENSE TOTALS		\$4,905,345.72	\$183,581.25	\$2,650,245.68	\$1,899,863.45	\$355,236.59	93%	\$680,402.52
Function 5 - Capital Totals		(\$4,905,345.72)	(\$183,581.25)	(\$2,650,245.68)	(\$1,899,863.45)	(\$355,236.59)	93%	(\$680,402.52)
Function 7 - Major Maintenance								
EXPENSE								
<i>Personnel Services</i>								
9010	Full Time Wages	116,116.52	10,724.43	.00	88,057.59	28,058.93	76	54,467.40
9013	FT Benefits Pd to Emps	8,262.00	664.58	.00	6,188.62	2,073.38	75	3,675.39
9014	FT Benefits Pd for Emps	52,258.48	4,180.20	.00	38,926.51	13,331.97	74	27,333.04
9020	Part Time Wages	.00	.00	.00	.00	.00	+++	386.56
9024	PT Benefits Pd for Emps	.00	.00	.00	.00	.00	+++	40.51
<i>Personnel Services Totals</i>		<i>\$176,637.00</i>	<i>\$15,569.21</i>	<i>\$0.00</i>	<i>\$133,172.72</i>	<i>\$43,464.28</i>	<i>75%</i>	<i>\$85,902.90</i>
<i>Contractual Services</i>								
9420	Outside Services	2,079,293.04	.00	168,103.21	1,811,568.08	99,621.75	95	842,003.27
9990	Unallocated Budget	2,822,514.76	.00	.00	.00	2,822,514.76	0	.00
<i>Contractual Services Totals</i>		<i>\$4,901,807.80</i>	<i>\$0.00</i>	<i>\$168,103.21</i>	<i>\$1,811,568.08</i>	<i>\$2,922,136.51</i>	<i>40%</i>	<i>\$842,003.27</i>
EXPENSE TOTALS		\$5,078,444.80	\$15,569.21	\$168,103.21	\$1,944,740.80	\$2,965,600.79	42%	\$927,906.17
Function 7 - Major Maintenance Totals		(\$5,078,444.80)	(\$15,569.21)	(\$168,103.21)	(\$1,944,740.80)	(\$2,965,600.79)	42%	(\$927,906.17)
Function 8 - Operations								
EXPENSE								
<i>Personnel Services</i>								
9010	Full Time Wages	11,300,108.39	1,286,229.29	.00	7,973,590.68	3,326,517.71	71	7,676,520.26
9011	Full Time Overtime	497,499.14	56,228.12	.00	430,895.58	66,603.56	87	417,442.65
9013	FT Benefits Pd to Emps	1,034,185.66	117,650.53	.00	735,376.97	298,808.69	71	671,512.10

General Fund Expense Budget Performance

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund								
Function 8 - Operations								
EXPENSE								
<i>Personnel Services</i>								
9014	FT Benefits Pd for Emps	6,534,507.35	740,025.18	.00	4,625,542.94	1,908,964.41	71	4,993,963.31
9020	Part Time Wages	9,110,732.94	1,859,903.13	.00	7,173,789.42	1,936,943.52	79	6,772,952.73
9021	Part Time Overtime	89,264.34	10,056.52	.00	64,297.05	24,967.29	72	56,278.76
9023	PT Benefits Pd to Emps	4,890.00	381.24	.00	3,004.86	1,885.14	61	2,285.10
9024	PT Benefits Pd for Emps	734,731.07	107,962.55	.00	557,098.01	177,633.06	76	553,818.02
<i>Personnel Services Totals</i>		\$29,305,918.89	\$4,178,436.56	\$0.00	\$21,563,595.51	\$7,742,323.38	74%	\$21,144,772.93
<i>Contractual Services</i>								
9110	Operating Supplies	1,955,650.44	164,911.02	41,375.43	1,522,306.68	391,968.33	80	1,319,322.37
9120	Maintenance Materials	.00	.00	.00	.00	.00	+++	16.69
9130	Tools/Equipment	735,729.00	78,118.94	39,371.89	469,835.99	226,521.12	69	494,161.77
9140	Chemicals	456,013.00	30,052.33	.00	480,482.60	(24,469.60)	105	436,695.36
9150	Equipment Fuel	478,381.00	101,521.39	.00	516,476.14	(38,095.14)	108	644,314.57
9160	Uniforms	114,425.45	22,844.65	107.00	78,480.87	35,837.58	69	65,368.18
9170	Resale Merchandise	766,479.78	95,996.20	47.95	931,726.37	(165,294.54)	122	799,520.49
9420	Outside Services	3,412,895.00	429,672.94	258,960.77	2,197,546.98	956,387.25	72	1,858,151.01
9430	Insurances	571,948.03	.00	.00	571,948.03	.00	100	560,389.25
9440	Utilities	1,896,071.55	138,475.75	.00	1,596,544.92	299,526.63	84	1,483,513.47
9450	Rents/Leases	182,686.31	15,563.79	.00	125,643.49	57,042.82	69	111,203.37
9460	Postage/Shipping	4,256.00	107.11	.00	2,782.53	1,473.47	65	2,670.63
9510	Memberships	12,288.00	174.00	.00	4,569.00	7,719.00	37	3,122.48
9520	Employee Development	133,121.98	1,692.90	.00	80,884.65	52,237.33	61	53,010.08
9910	Over/Under	(450.00)	1,732.32	.00	(521.89)	71.89	116	1,589.33
9945	Inventory Gain/Loss on Adjustment	500.00	(585.68)	.00	(585.68)	1,085.68	-117	.00
<i>Contractual Services Totals</i>		\$10,719,995.54	\$1,080,277.66	\$339,863.04	\$8,578,120.68	\$1,802,011.82	83%	\$7,833,049.05
EXPENSE TOTALS		\$40,025,914.43	\$5,258,714.22	\$339,863.04	\$30,141,716.19	\$9,544,335.20	76%	\$28,977,821.98
Function 8 - Operations Totals		(\$40,025,914.43)	(\$5,258,714.22)	(\$339,863.04)	(\$30,141,716.19)	(\$9,544,335.20)	76%	(\$28,977,821.98)
Function 9 - Administration								
EXPENSE								
<i>Personnel Services</i>								
9010	Full Time Wages	4,803,124.47	533,314.99	.00	3,364,492.70	1,438,631.77	70	3,072,435.44
9011	Full Time Overtime	36,016.12	4,808.83	.00	28,488.55	7,527.57	79	34,410.68
9013	FT Benefits Pd to Emps	355,223.24	38,111.40	.00	236,801.70	118,421.54	67	211,025.46
9014	FT Benefits Pd for Emps	2,225,936.78	239,721.83	.00	1,489,489.06	736,447.72	67	1,569,373.97
9020	Part Time Wages	461,228.50	48,624.81	.00	260,059.82	201,168.68	56	263,398.21

General Fund Expense Budget Performance

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund								
Function 9 - Administration								
EXPENSE								
<i>Personnel Services</i>								
9021	Part Time Overtime	673.00	14.55	.00	292.29	380.71	43	516.77
9024	PT Benefits Pd for Emps	31,344.93	2,759.40	.00	16,824.61	14,520.32	54	18,511.40
<i>Personnel Services Totals</i>		<u>\$7,913,547.04</u>	<u>\$867,355.81</u>	<u>\$0.00</u>	<u>\$5,396,448.73</u>	<u>\$2,517,098.31</u>	<u>68%</u>	<u>\$5,169,671.93</u>
<i>Contractual Services</i>								
9110	Operating Supplies	264,322.37	15,035.63	.00	138,753.13	125,569.24	52	151,431.25
9130	Tools/Equipment	293,219.38	14,842.77	12,107.84	94,012.99	187,098.55	36	141,084.12
9140	Chemicals	4,539.00	248.99	.00	838.63	3,700.37	18	1,348.32
9150	Equipment Fuel	58,400.00	1,724.94	.00	15,027.04	43,372.96	26	12,551.43
9160	Uniforms	7,070.00	72.39	.00	4,485.51	2,584.49	63	1,177.44
9410	Professional Services	579,642.47	20,403.26	306,612.39	132,843.77	140,186.31	76	259,912.62
9420	Outside Services	7,880,782.10	306,724.05	398,952.04	5,972,245.82	1,509,584.24	81	1,619,940.51
9430	Insurances	167,925.77	.00	.00	167,925.77	.00	100	143,386.06
9440	Utilities	203,275.49	12,683.62	17,822.87	137,546.40	47,906.22	76	115,204.80
9450	Rents/Leases	1,820.00	105.00	.00	420.00	1,400.00	23	315.00
9460	Postage/Shipping	14,500.00	76.59	.00	10,369.34	4,130.66	72	9,869.90
9499	Miscellaneous	9,152.00	.00	.00	4,100.00	5,052.00	45	2,212.50
9510	Memberships	31,866.00	619.00	.00	19,767.68	12,098.32	62	14,025.54
9520	Employee Development	109,366.00	4,014.27	6,770.00	34,258.35	68,337.65	38	15,917.66
9940	Inventory Variance	.00	.01	.00	(.17)	.17	+++	(26.27)
<i>Contractual Services Totals</i>		<u>\$9,625,880.58</u>	<u>\$376,550.52</u>	<u>\$742,265.14</u>	<u>\$6,732,594.26</u>	<u>\$2,151,021.18</u>	<u>78%</u>	<u>\$2,488,350.88</u>
EXPENSE TOTALS		<u>\$17,539,427.62</u>	<u>\$1,243,906.33</u>	<u>\$742,265.14</u>	<u>\$12,129,042.99</u>	<u>\$4,668,119.49</u>	<u>73%</u>	<u>\$7,658,022.81</u>
Function 9 - Administration Totals		<u>(\$17,539,427.62)</u>	<u>(\$1,243,906.33)</u>	<u>(\$742,265.14)</u>	<u>(\$12,129,042.99)</u>	<u>(\$4,668,119.49)</u>	<u>73%</u>	<u>(\$7,658,022.81)</u>
Fund 10 - General Fund Totals		<u>\$73,735,109.88</u>	<u>\$6,701,771.01</u>	<u>\$3,900,477.07</u>	<u>\$52,067,089.43</u>	<u>\$17,767,543.38</u>		<u>\$46,088,801.84</u>
Grand Totals		<u>\$73,735,109.88</u>	<u>\$6,701,771.01</u>	<u>\$3,900,477.07</u>	<u>\$52,067,089.43</u>	<u>\$17,767,543.38</u>		<u>\$46,088,801.84</u>

General Fund Expense Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 2 - Transfer							
Location 100 - Administrative Office							
Activity 990 - General	6,185,977.31	.00	.00	5,951,726.00	234,251.31	96	7,844,648.36
Location 100 - Administrative Office	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
Function 2 - Transfer Totals	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
Function 5 - Capital							
Location 100 - Administrative Office							
Activity 100 - Director/Deputy Dir Dept	89,354.00	.00	39,354.00	.00	50,000.00	44	.00
Activity 180 - Natural Resources	37,285.83	.00	121,578.00	34,798.55	(119,090.72)	419	74,505.78
Activity 192 - Engineering	35,000.00	.00	.00	.00	35,000.00	0	.00
Location 100 - Administrative Office	\$161,639.83	\$0.00	\$160,932.00	\$34,798.55	(\$34,090.72)	121%	\$74,505.78
Location 102 - Lake St. Clair							
Activity 531 - Pool	6,045.00	.00	.00	6,071.00	(26.00)	100	.00
Activity 880 - Interpretive Center/Mill	11,062.77	.00	.00	11,062.77	.00	100	.00
Activity 990 - General	328,778.26	70,467.17	16,341.02	308,296.04	4,141.20	99	74,137.00
Location 102 - Lake St. Clair Totals	\$345,886.03	\$70,467.17	\$16,341.02	\$325,429.81	\$4,115.20	99%	\$74,137.00
Location 104 - Kensington							
Activity 650 - Golf Course	247,201.89	.00	23,400.00	219,608.03	4,193.86	98	19,660.00
Activity 730 - Police	.00	.00	.00	.00	.00	+++	33,429.00
Activity 881 - Farm Learning Center	38,691.36	.00	38,691.36	.00	.00	100	.00
Activity 990 - General	372,990.88	.00	152,703.69	220,287.19	.00	100	79,734.00
Location 104 - Kensington Totals	\$658,884.13	\$0.00	\$214,795.05	\$439,895.22	\$4,193.86	99%	\$132,823.00
Location 106 - Lower Huron/Will/Oakwoods							
Activity 650 - Golf Course	894,881.90	77,996.00	816,885.90	77,996.00	.00	100	5,991.17
Activity 730 - Police	158,910.00	.00	.00	121,410.00	37,500.00	76	67,313.00
Activity 990 - General	519,544.92	57.91	130,007.75	319,469.58	70,067.59	87	.00
Location 106 - Lower	\$1,573,336.82	\$78,053.91	\$946,893.65	\$518,875.58	\$107,567.59	93%	\$73,304.17
Location 108 - Hudson Mills/Dexter/Delhi							
Activity 650 - Golf Course	200,838.33	.00	59,326.89	91,511.44	50,000.00	75	.00
Activity 730 - Police	40,470.00	.00	.00	40,470.00	.00	100	.00
Activity 990 - General	46,646.00	.00	.00	.00	46,646.00	0	.00
Location 108 - Hudson	\$287,954.33	\$0.00	\$59,326.89	\$131,981.44	\$96,646.00	66%	\$0.00
Location 109 - Stony Creek							
Activity 650 - Golf Course	107,856.00	.00	57,856.00	.00	50,000.00	54	.00
Activity 730 - Police	.00	.00	.00	.00	.00	+++	33,429.00
Activity 990 - General	498,310.85	.00	83,643.82	292,645.61	122,021.42	76	69,175.40

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 5 - Capital							
Location 109 - Stony Creek Totals	\$606,166.85	\$0.00	\$141,499.82	\$292,645.61	\$172,021.42	72%	\$102,604.40
Location 112 - Lake Erie							
Activity 650 - Golf Course	92,099.77	.00	65,984.07	23,935.50	2,180.20	98	.00
Activity 880 - Interpretive Center/Mill	30,573.36	.00	30,573.36	.00	.00	100	.00
Activity 990 - General	84,563.68	.00	84,563.68	.00	.00	100	163,403.17
Location 112 - Lake Erie Totals	\$207,236.81	\$0.00	\$181,121.11	\$23,935.50	\$2,180.20	99%	\$163,403.17
Location 113 - Wolcott							
Activity 630 - Activity Center Rental	42,218.00	.00	42,218.00	.00	.00	100	.00
Activity 881 - Farm Learning Center	.00	.00	.00	.00	.00	+++	14,060.00
Activity 990 - General	37,340.30	.00	12,361.36	23,290.29	1,688.65	95	.00
Location 113 - Wolcott Totals	\$79,558.30	\$0.00	\$54,579.36	\$23,290.29	\$1,688.65	98%	\$14,060.00
Location 115 - Indian Springs							
Activity 650 - Golf Course	798,786.14	.00	781,892.14	16,894.00	.00	100	.00
Location 115 - Indian Springs Totals	\$798,786.14	\$0.00	\$781,892.14	\$16,894.00	\$0.00	100%	\$0.00
Location 116 - Huron Meadows							
Activity 650 - Golf Course	93,925.81	35,060.17	57,951.25	35,060.17	914.39	99	.00
Activity 990 - General	91,970.67	.00	34,913.39	57,057.28	.00	100	45,565.00
Location 116 - Huron Meadows Totals	\$185,896.48	\$35,060.17	\$92,864.64	\$92,117.45	\$914.39	100%	\$45,565.00
Function 5 - Capital Totals	\$4,905,345.72	\$183,581.25	\$2,650,245.68	\$1,899,863.45	\$355,236.59	93%	\$680,402.52
Function 7 - Major Maintenance							
Location 100 - Administrative Office							
Activity 192 - Engineering	43,464.28	.00	.00	.00	43,464.28	0	.00
Activity 710 - Administrative	.00	.00	.00	.00	.00	+++	17,957.00
Location 100 - Administrative Office Totals	\$43,464.28	\$0.00	\$0.00	\$0.00	\$43,464.28	0%	\$17,957.00
Location 102 - Lake St. Clair							
Activity 540 - Dockage/Boat Storage	3,501.03	1,089.31	.00	3,501.03	.00	100	494.90
Activity 990 - General	735,990.95	.00	.00	366,919.95	369,071.00	50	197,743.98
Location 102 - Lake St. Clair Totals	\$739,491.98	\$1,089.31	\$0.00	\$370,420.98	\$369,071.00	50%	\$198,238.88
Location 104 - Kensington							
Activity 535 - Sprayzone	97,399.09	.00	.00	97,399.09	.00	100	1,449.38
Activity 650 - Golf Course	60,360.50	.00	7,622.50	14,957.00	37,781.00	37	99,131.10
Activity 710 - Administrative	12,871.00	.00	.00	12,781.00	90.00	99	.00
Activity 990 - General	907,918.55	4,179.23	64,260.46	92,227.05	751,431.04	17	364,365.38
Location 104 - Kensington Totals	\$1,078,549.14	\$4,179.23	\$71,882.96	\$217,364.14	\$789,302.04	27%	\$464,945.86

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 7 - Major Maintenance							
Location 106 - Lower Huron/Will/Oakwoods							
Activity 532 - Waterpark	50,088.60	.00	9,779.80	41,050.64	(741.84)	101	109,379.96
Activity 590 - Tolling	75,306.70	.00	.00	75,305.94	.76	100	.00
Activity 990 - General	997,766.71	7,384.04	.00	560,625.05	437,141.66	56	29,339.96
Location 106 - Lower	\$1,123,162.01	\$7,384.04	\$9,779.80	\$676,981.63	\$436,400.58	61%	\$138,719.92
Location 108 - Hudson Mills/Dexter/Delhi							
Activity 650 - Golf Course	89,607.38	1,485.83	.00	89,607.38	.00	100	1,000.00
Activity 710 - Administrative	19,682.00	.00	.00	19,681.50	.50	100	.00
Activity 990 - General	175,375.00	.00	.00	.00	175,375.00	0	.00
Location 108 - Hudson	\$284,664.38	\$1,485.83	\$0.00	\$109,288.88	\$175,375.50	38%	\$1,000.00
Location 109 - Stony Creek							
Activity 538 - Beach	32,315.88	.00	.00	32,315.88	.00	100	.00
Activity 650 - Golf Course	48,587.00	.00	.00	43,052.02	5,534.98	89	27,250.00
Activity 990 - General	562,973.00	.00	64,260.45	71,287.40	427,425.15	24	517.58
Location 109 - Stony Creek Totals	\$643,875.88	\$0.00	\$64,260.45	\$146,655.30	\$432,960.13	33%	\$27,767.58
Location 112 - Lake Erie							
Activity 531 - Pool	159,039.93	.00	.00	159,039.93	.00	100	2,816.25
Activity 540 - Dockage/Boat Storage	1,253.77	1,253.77	.00	1,253.77	.00	100	8,906.00
Activity 650 - Golf Course	15,000.00	.00	12,680.00	.00	2,320.00	85	23,350.00
Activity 880 - Interpretive Center/Mill	37.72	37.72	.00	37.72	.00	100	1,695.25
Activity 990 - General	362,015.08	139.31	.00	67,607.82	294,407.26	19	15,632.21
Location 112 - Lake Erie Totals	\$537,346.50	\$1,430.80	\$12,680.00	\$227,939.24	\$296,727.26	45%	\$52,399.71
Location 113 - Wolcott							
Activity 881 - Farm Learning Center	.00	.00	.00	.00	.00	+++	9,279.22
Activity 990 - General	140,800.00	.00	.00	.00	140,800.00	0	.00
Location 113 - Wolcott Totals	\$140,800.00	\$0.00	\$0.00	\$0.00	\$140,800.00	0%	\$9,279.22
Location 115 - Indian Springs							
Activity 650 - Golf Course	115,036.66	.00	9,500.00	105,536.66	.00	100	11,700.00
Activity 883 - Environmental Disc	.00	.00	.00	.00	.00	+++	2,347.07
Activity 990 - General	281,500.00	.00	.00	.00	281,500.00	0	.00
Location 115 - Indian Springs Totals	\$396,536.66	\$0.00	\$9,500.00	\$105,536.66	\$281,500.00	29%	\$14,047.07
Location 116 - Huron Meadows							
Activity 650 - Golf Course	90,553.97	.00	.00	90,553.97	.00	100	3,550.93
Location 116 - Huron Meadows Totals	\$90,553.97	\$0.00	\$0.00	\$90,553.97	\$0.00	100%	\$3,550.93
Function 7 - Major Maintenance Totals	\$5,078,444.80	\$15,569.21	\$168,103.21	\$1,944,740.80	\$2,965,600.79	42%	\$927,906.17

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 8 - Operations							
Location 100 - Administrative Office							
Activity 380 - Outside Lease/Rent	35,098.00	.00	.00	35,097.27	.73	100	33,045.65
Activity 590 - Tolling	36,150.00	503.82	5,049.68	17,291.23	13,809.09	62	15,092.05
Activity 710 - Administrative	347,087.41	.00	.00	.00	347,087.41	0	.00
Activity 730 - Police	.00	24.27	.00	31.73	(31.73)	+++	.00
Location 100 - Administrative Office	\$418,335.41	\$528.09	\$5,049.68	\$52,420.23	\$360,865.50	14%	\$48,137.70
Location 102 - Lake St. Clair							
Activity 180 - Natural Resources	54,181.02	29,845.65	.00	52,027.78	2,153.24	96	63,880.90
Activity 531 - Pool	351,501.81	60,180.15	.00	297,202.79	54,299.02	85	315,542.04
Activity 535 - Sprayzone	14,373.24	808.15	.00	8,318.63	6,054.61	58	11,831.50
Activity 538 - Beach	22,151.76	1,939.99	5,348.00	12,030.20	4,773.56	78	16,298.83
Activity 540 - Dockage/Boat Storage	94,699.07	21,772.16	.00	75,646.71	19,052.36	80	64,196.79
Activity 565 - Plaza Concession	9,327.00	2,596.55	.00	3,942.21	5,384.79	42	.00
Activity 590 - Tolling	149,105.00	22,402.72	4,921.50	112,875.39	31,308.11	79	92,989.13
Activity 630 - Activity Center Rental	53,571.40	5,780.46	.00	30,926.41	22,644.99	58	43,155.83
Activity 640 - Shelter Reservations	1,000.00	.00	.00	.00	1,000.00	0	43.30
Activity 655 - Par 3/Foot Golf	134,283.39	20,196.04	.00	90,444.75	43,838.64	67	98,777.97
Activity 660 - Disc/Adventure Golf	25,163.32	3,785.78	.00	18,246.83	6,916.49	73	21,316.96
Activity 670 - Trackless Train	43,864.00	11,308.23	.00	37,645.95	6,218.05	86	23,635.93
Activity 700 - Special Events	83,480.52	9,302.65	.00	58,711.61	24,768.91	70	36,015.88
Activity 710 - Administrative	797,200.34	96,739.91	.00	576,146.08	221,054.26	72	567,043.14
Activity 730 - Police	818,007.24	87,833.35	.02	566,492.39	251,514.83	69	568,060.86
Activity 870 - Wildlife Management	25,200.00	1,742.00	5,226.00	11,552.00	8,422.00	67	11,802.00
Activity 880 - Interpretive Center/Mill	344,474.55	37,524.51	.00	254,272.32	90,202.23	74	261,938.01
Activity 940 - Heart Lab-LSC	.00	.00	.00	.00	.00	+++	75.13
Activity 990 - General	1,869,946.91	259,441.03	7,637.00	1,480,729.44	381,580.47	80	1,449,640.10
Activity 991 - Joint Government Maint	78,140.00	10,306.64	.00	40,177.48	37,962.52	51	25,390.07
Location 102 - Lake St. Clair Totals	\$4,969,670.57	\$683,505.97	\$23,132.52	\$3,727,388.97	\$1,219,149.08	75%	\$3,671,634.37
Location 104 - Kensington							
Activity 180 - Natural Resources	182,521.16	49,576.18	5,000.00	176,661.16	860.00	100	109,565.83
Activity 532 - Waterpark	.00	.00	.00	4.94	(4.94)	+++	.00
Activity 535 - Sprayzone	195,410.94	45,057.18	.00	171,626.64	23,784.30	88	171,140.17
Activity 538 - Beach	257,161.45	42,247.55	128.00	206,824.81	50,208.64	80	173,662.00
Activity 540 - Dockage/Boat Storage	3,817.28	27.19	.00	1,858.35	1,958.93	49	2,711.92
Activity 550 - Boat Rental	174,231.47	25,337.90	.00	125,877.08	48,354.39	72	117,127.39

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 8 - Operations							
Location 104 - Kensington							
Activity 560 - Excursion Boat	53,251.25	6,409.67	.00	29,744.35	23,506.90	56	31,078.86
Activity 580 - Cross Country Skiing	27,592.00	637.36	.00	11,244.34	16,347.66	41	14,025.41
Activity 590 - Tolling	363,144.21	70,966.54	10,620.64	285,606.23	66,917.34	82	304,042.94
Activity 615 - Group Camping	775.00	.00	.00	50.00	725.00	6	61.98
Activity 635 - Mobile Stage	4,801.00	.00	.00	.00	4,801.00	0	212.50
Activity 650 - Golf Course	830,243.13	130,467.89	96.20	712,809.32	117,337.61	86	721,080.43
Activity 660 - Disc/Adventure Golf	98,988.71	13,304.86	.00	67,748.52	31,240.19	68	52,063.98
Activity 700 - Special Events	83,196.00	4,465.52	.00	73,835.70	9,360.30	89	56,814.55
Activity 710 - Administrative	1,029,920.83	119,643.22	5,500.00	738,039.91	286,380.92	72	811,076.96
Activity 730 - Police	1,217,082.90	140,825.98	265.00	926,533.75	290,284.15	76	858,556.57
Activity 870 - Wildlife Management	46,526.00	1,495.00	4,485.00	41,431.65	609.35	99	31,460.75
Activity 880 - Interpretive Center/Mill	426,727.44	45,366.76	9,300.00	294,083.55	123,343.89	71	277,877.12
Activity 881 - Farm Learning Center	924,108.28	103,178.58	47.95	656,966.99	267,093.34	71	687,741.42
Activity 882 - Mobile Learning Center	209,712.41	24,645.30	.00	149,165.05	60,547.36	71	111,412.10
Activity 990 - General	2,268,881.44	314,721.56	16,790.00	1,872,812.76	379,278.68	83	1,856,739.29
Activity 991 - Joint Government Maint	31,806.00	746.12	.00	3,254.85	28,551.15	10	2,876.31
Location 104 - Kensington Totals	\$8,429,898.90	\$1,139,120.36	\$52,232.79	\$6,546,179.95	\$1,831,486.16	78%	\$6,391,328.48
Location 106 - Lower Huron/Will/Oakwoods							
Activity 180 - Natural Resources	144,921.70	10,319.38	39,190.00	104,988.62	743.08	99	42,138.29
Activity 531 - Pool	302,589.06	58,083.71	.00	306,854.87	(4,265.81)	101	301,383.39
Activity 532 - Waterpark	881,428.42	227,162.02	.00	850,965.80	30,462.62	97	739,314.88
Activity 550 - Boat Rental	3,956.00	313.89	.00	5,121.24	(1,165.24)	129	5,349.29
Activity 580 - Cross Country Skiing	.00	.00	.00	.00	.00	+++	44.28
Activity 590 - Tolling	297,207.51	65,876.00	2,890.66	237,055.39	57,261.46	81	237,500.78
Activity 610 - Family Camping	8,808.00	948.33	.00	5,250.80	3,557.20	60	3,342.24
Activity 615 - Group Camping	178.00	.00	.00	178.00	.00	100	178.00
Activity 650 - Golf Course	727,663.79	116,932.98	92.30	613,436.44	114,135.05	84	531,350.05
Activity 660 - Disc/Adventure Golf	6,300.00	.00	.00	.00	6,300.00	0	7,233.27
Activity 700 - Special Events	94,535.00	4,757.66	3,477.00	40,439.49	50,618.51	46	49,293.41
Activity 710 - Administrative	892,862.65	99,188.53	.00	645,760.33	247,102.32	72	615,223.61
Activity 730 - Police	981,643.72	140,626.98	23,825.00	705,478.43	252,340.29	74	576,589.41
Activity 870 - Wildlife Management	17,010.00	.00	.00	17,004.62	5.38	100	24,444.30
Activity 880 - Interpretive Center/Mill	326,759.34	39,053.38	.00	222,628.40	104,130.94	68	258,038.79
Activity 882 - Mobile Learning Center	201,941.00	20,427.73	.00	135,478.02	66,462.98	67	193,071.55

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Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 8 - Operations							
Location 106 - Lower Huron/Will/Oakwoods							
Activity 884 - Community Outreach	374,070.50	31,751.62	6,697.63	182,861.12	184,511.75	51	91,429.98
Activity 990 - General	2,312,800.58	267,731.09	.00	1,715,355.72	597,444.86	74	1,756,824.34
Location 106 - Lower	\$7,574,675.27	\$1,083,173.30	\$76,172.59	\$5,788,857.29	\$1,709,645.39	77%	\$5,432,749.86
Location 108 - Hudson Mills/Dexter/Delhi							
Activity 180 - Natural Resources	103,106.12	19,850.85	29,000.00	69,681.12	4,425.00	96	66,420.10
Activity 537 - Ripslide	.00	.00	.00	48.99	(48.99)	+++	.00
Activity 550 - Boat Rental	2,996.00	540.00	.00	1,350.00	1,646.00	45	6,812.12
Activity 580 - Cross Country Skiing	7,000.00	.00	.00	308.06	6,691.94	4	1,471.36
Activity 590 - Tolling	103,237.50	18,664.01	2,214.66	75,834.36	25,188.48	76	80,202.57
Activity 615 - Group Camping	640.00	.00	.00	38.99	601.01	6	29.98
Activity 650 - Golf Course	688,972.26	98,110.40	1,394.80	547,649.91	139,927.55	80	535,528.27
Activity 660 - Disc/Adventure Golf	13,596.00	818.31	.00	8,345.34	5,250.66	61	7,168.67
Activity 700 - Special Events	48,974.00	2,885.05	.00	27,611.39	21,362.61	56	5,302.49
Activity 710 - Administrative	596,565.36	63,914.01	.00	440,844.29	155,721.07	74	468,261.81
Activity 730 - Police	638,869.11	82,999.86	11,780.00	483,891.06	143,198.05	78	396,753.59
Activity 870 - Wildlife Management	13,757.00	.00	.00	9,578.23	4,178.77	70	11,610.71
Activity 880 - Interpretive Center/Mill	141,675.04	15,002.58	.00	102,119.14	39,555.90	72	100,040.93
Activity 990 - General	733,369.60	100,453.38	.00	591,103.26	142,266.34	81	583,398.22
Activity 991 - Joint Government Maint	19,393.00	2,372.07	.00	11,456.81	7,936.19	59	4,664.93
Location 108 - Hudson	\$3,112,150.99	\$405,610.52	\$44,389.46	\$2,369,860.95	\$697,900.58	78%	\$2,267,665.75
Location 109 - Stony Creek							
Activity 180 - Natural Resources	143,414.44	24,466.68	10,014.50	82,757.98	50,641.96	65	40,011.43
Activity 537 - Ripslide	41,591.00	3,591.20	.00	41,252.68	338.32	99	41,987.09
Activity 538 - Beach	356,252.07	73,253.23	128.00	357,851.25	(1,727.18)	100	306,957.67
Activity 540 - Dockage/Boat Storage	18,699.52	1,395.44	719.41	19,312.76	(1,332.65)	107	12,031.96
Activity 550 - Boat Rental	95,586.39	24,329.13	.00	93,586.12	2,000.27	98	93,121.07
Activity 580 - Cross Country Skiing	5,959.00	.00	.00	2,666.09	3,292.91	45	5,994.88
Activity 590 - Tolling	167,613.25	25,144.25	6,598.48	132,068.44	28,946.33	83	130,569.73
Activity 610 - Family Camping	20,962.75	3,832.20	.00	18,082.12	2,880.63	86	16,622.63
Activity 630 - Activity Center Rental	.00	.00	.00	.00	.00	+++	65.99
Activity 635 - Mobile Stage	2,000.00	.00	.00	1,921.75	78.25	96	.00
Activity 650 - Golf Course	899,193.05	141,035.02	92.30	839,354.94	59,745.81	93	752,915.28
Activity 660 - Disc/Adventure Golf	24,540.00	4,909.03	.00	17,552.26	6,987.74	72	30,410.47
Activity 700 - Special Events	80,134.00	7,945.73	3,000.00	68,984.35	8,149.65	90	38,926.42

General Fund Expense Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 8 - Operations							
Location 109 - Stony Creek							
Activity 710 - Administrative	864,668.52	112,406.37	.00	715,598.86	149,069.66	83	618,100.66
Activity 730 - Police	973,524.42	93,954.40	107.00	625,300.15	348,117.27	64	635,843.07
Activity 870 - Wildlife Management	32,165.00	1,300.00	3,900.00	23,255.53	5,009.47	84	16,808.12
Activity 880 - Interpretive Center/Mill	371,156.33	34,726.91	.00	262,913.08	108,243.25	71	274,339.00
Activity 882 - Mobile Learning Center	200,580.00	22,750.44	.00	142,402.49	58,177.51	71	117,145.20
Activity 990 - General	1,851,301.02	252,709.76	4,725.00	1,340,225.93	506,350.09	73	1,368,729.44
Activity 991 - Joint Government Maint	5,003.00	365.04	.00	2,873.34	2,129.66	57	3,201.41
Location 109 - Stony Creek Totals	\$6,154,343.76	\$828,114.83	\$29,284.69	\$4,787,960.12	\$1,337,098.95	78%	\$4,503,781.52
Location 112 - Lake Erie							
Activity 180 - Natural Resources	93,528.75	21,757.16	30,000.00	51,629.35	11,899.40	87	7,357.04
Activity 531 - Pool	58,136.55	4,363.14	.00	47,163.80	10,972.75	81	23,140.08
Activity 540 - Dockage/Boat Storage	121,592.04	17,599.90	.00	78,300.25	43,291.79	64	73,298.71
Activity 590 - Tolling	74,680.75	13,331.73	2,404.66	62,190.76	10,085.33	86	54,590.67
Activity 640 - Shelter Reservations	300.00	.00	.00	.00	300.00	0	.00
Activity 650 - Golf Course	739,883.10	138,775.61	92.30	674,525.66	65,265.14	91	561,914.85
Activity 700 - Special Events	47,350.00	1,315.31	.00	38,224.16	9,125.84	81	15,507.01
Activity 710 - Administrative	685,981.07	72,867.16	.00	478,612.48	207,368.59	70	478,713.00
Activity 730 - Police	784,192.40	71,526.91	.00	489,089.79	295,102.61	62	500,768.08
Activity 870 - Wildlife Management	5,500.40	.00	.00	6,425.58	(925.18)	117	12,266.50
Activity 880 - Interpretive Center/Mill	323,992.55	31,258.17	1,059.98	236,755.85	86,176.72	73	198,408.55
Activity 990 - General	1,200,882.62	148,364.01	4,423.70	875,920.72	320,538.20	73	905,596.82
Location 112 - Lake Erie Totals	\$4,136,020.23	\$521,159.10	\$37,980.64	\$3,038,838.40	\$1,059,201.19	74%	\$2,831,561.31
Location 113 - Wolcott							
Activity 180 - Natural Resources	42,208.30	4,240.50	13,704.00	23,521.90	4,982.40	88	5,224.36
Activity 590 - Tolling	9,446.00	1,285.91	601.66	4,255.71	4,588.63	51	10,797.64
Activity 615 - Group Camping	4,979.08	569.90	.00	4,540.21	438.87	91	4,437.74
Activity 630 - Activity Center Rental	26,247.28	1,409.87	.00	16,527.38	9,719.90	63	13,007.64
Activity 710 - Administrative	51,084.80	2,299.98	.00	29,734.98	21,349.82	58	26,688.47
Activity 730 - Police	152,573.20	9,160.63	.00	91,474.97	61,098.23	60	86,515.14
Activity 880 - Interpretive Center/Mill	81,278.80	14,438.81	.00	61,042.55	20,236.25	75	53,041.46
Activity 881 - Farm Learning Center	967,131.06	91,387.63	12,086.00	665,591.06	289,454.00	70	656,831.18
Activity 990 - General	267,736.83	29,440.72	.00	197,495.98	70,240.85	74	213,787.27
Location 113 - Wolcott Totals	\$1,602,685.35	\$154,233.95	\$26,391.66	\$1,094,184.74	\$482,108.95	70%	\$1,070,330.90

General Fund Expense Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 8 - Operations							
Location 115 - Indian Springs							
Activity 180 - Natural Resources	142,892.00	2,655.25	31,534.51	58,794.81	52,562.68	63	66,315.44
Activity 535 - Sprayzone	7,654.00	503.48	.00	5,565.89	2,088.11	73	11,962.25
Activity 580 - Cross Country Skiing	5,669.00	.00	.00	464.13	5,204.87	8	104.10
Activity 590 - Tolling	72,953.25	9,575.21	1,355.66	51,309.03	20,288.56	72	51,506.54
Activity 630 - Activity Center Rental	23,730.75	5,505.25	.00	18,905.02	4,825.73	80	31,270.88
Activity 650 - Golf Course	830,766.49	140,328.50	92.30	752,081.72	78,592.47	91	753,848.65
Activity 700 - Special Events	7,600.00	2,394.72	3,000.00	2,493.08	2,106.92	72	.00
Activity 710 - Administrative	303,513.69	26,955.86	.00	195,572.86	107,940.83	64	218,434.26
Activity 730 - Police	141,667.33	10,470.91	.00	29,466.95	112,200.38	21	73,852.32
Activity 870 - Wildlife Management	12,706.00	.00	.00	14,225.47	(1,519.47)	112	13,188.09
Activity 880 - Interpretive Center/Mill	.00	.00	.00	.00	.00	+++	91.00
Activity 883 - Environmental Disc	432,726.45	38,521.80	.00	327,714.78	105,011.67	76	292,894.34
Activity 990 - General	365,957.03	35,034.06	3,452.00	232,931.20	129,573.83	65	301,177.41
Location 115 - Indian Springs Totals	\$2,347,835.99	\$271,945.04	\$39,434.47	\$1,689,524.94	\$618,876.58	74%	\$1,814,645.28
Location 116 - Huron Meadows							
Activity 180 - Natural Resources	53,644.00	20,834.40	5,000.00	26,260.80	22,383.20	58	5,553.70
Activity 580 - Cross Country Skiing	73,268.00	2,343.13	702.24	47,288.54	25,277.22	66	52,880.11
Activity 590 - Tolling	2,140.00	.00	.00	.00	2,140.00	0	1,766.02
Activity 650 - Golf Course	714,328.53	106,319.16	92.30	654,420.18	59,816.05	92	561,238.12
Activity 700 - Special Events	10,000.00	180.00	.00	2,934.87	7,065.13	29	.00
Activity 710 - Administrative	80,820.71	7,405.77	.00	60,700.57	20,120.14	75	62,104.34
Activity 730 - Police	101,993.28	7,189.79	.00	43,391.06	58,602.22	43	34,098.39
Activity 870 - Wildlife Management	300.00	.00	.00	300.00	.00	100	.00
Activity 990 - General	243,803.44	27,050.81	.00	211,204.58	32,598.86	87	228,346.13
Location 116 - Huron Meadows Totals	\$1,280,297.96	\$171,323.06	\$5,794.54	\$1,046,500.60	\$228,002.82	82%	\$945,986.81
Function 8 - Operations Totals	\$40,025,914.43	\$5,258,714.22	\$339,863.04	\$30,141,716.19	\$9,544,335.20	76%	\$28,977,821.98
Function 9 - Administration							
Location 100 - Administrative Office							
Activity 100 - Director/Deputy Dir Dept	1,337,067.54	78,793.48	112,454.29	771,499.48	453,113.77	66	615,083.03
Activity 102 - Diversity, Equity &	658,582.40	52,799.61	6,000.00	389,440.12	263,142.28	60	261,320.82
Activity 110 - Finance Department	1,092,022.00	100,999.48	.00	820,554.94	271,467.06	75	743,373.57
Activity 120 - Human Resource	833,195.13	76,303.87	540.12	489,643.57	343,011.44	59	447,167.93
Activity 130 -	1,710,726.62	171,838.31	146,334.06	1,178,395.70	385,996.86	77	1,186,746.13
Activity 138 - Web Design Department	.00	(89.95)	.00	.00	.00	+++	89.95

General Fund Expense Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 10 - General Fund							
EXPENSE							
Function 9 - Administration							
Location 100 - Administrative Office							
Activity 140 - Information Technology	1,818,804.37	202,941.31	52,480.20	1,128,822.44	637,501.73	65	1,172,984.02
Activity 150 - Purchasing Department	271,476.00	32,075.19	.00	174,645.72	96,830.28	64	106,855.32
Activity 180 - Natural Resources	814,470.02	79,943.20	8,375.00	504,399.32	301,695.70	63	470,778.43
Activity 190 - Planning	1,069,000.00	63,059.08	224,176.89	494,218.86	350,604.25	67	637,957.97
Activity 192 - Engineering	1,363,720.68	109,601.21	95,990.71	644,749.04	622,980.93	54	769,040.46
Activity 700 - Special Events	15,000.00	.00	.00	14,524.51	475.49	97	.00
Activity 710 - Administrative	814,889.31	81,872.76	980.00	646,458.28	167,451.03	79	478,285.17
Activity 730 - Police	678,705.42	82,523.96	.00	517,659.58	161,045.84	76	482,888.74
Activity 880 - Interpretive Center/Mill	303,333.13	31,198.58	21,812.87	171,079.68	110,440.58	64	184,518.66
Activity 990 - General	.00	(229.00)	.00	.00	.00	+++	.00
Activity 991 - Joint Government Maint	4,758,435.00	80,275.24	73,121.00	4,182,951.75	502,362.25	89	100,932.61
Location 100 - Administrative Office	<u>\$17,539,427.62</u>	<u>\$1,243,906.33</u>	<u>\$742,265.14</u>	<u>\$12,129,042.99</u>	<u>\$4,668,119.49</u>	<u>73%</u>	<u>\$7,658,022.81</u>
Function 9 - Administration Totals	<u>\$17,539,427.62</u>	<u>\$1,243,906.33</u>	<u>\$742,265.14</u>	<u>\$12,129,042.99</u>	<u>\$4,668,119.49</u>	<u>73%</u>	<u>\$7,658,022.81</u>
EXPENSE TOTALS	<u>\$73,735,109.88</u>	<u>\$6,701,771.01</u>	<u>\$3,900,477.07</u>	<u>\$52,067,089.43</u>	<u>\$17,767,543.38</u>	<u>76%</u>	<u>\$46,088,801.84</u>
Fund 10 - General Fund Totals	<u>\$73,735,109.88</u>	<u>\$6,701,771.01</u>	<u>\$3,900,477.07</u>	<u>\$52,067,089.43</u>	<u>\$17,767,543.38</u>		<u>\$46,088,801.84</u>
Grand Totals	<u>\$73,735,109.88</u>	<u>\$6,701,771.01</u>	<u>\$3,900,477.07</u>	<u>\$52,067,089.43</u>	<u>\$17,767,543.38</u>		<u>\$46,088,801.84</u>

Suppl Maj Mnt Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type Special Revenue Funds				
Fund 20 - Supplemental Maj Mnt Fund				
ASSETS				
<i>ASSETS</i>				
<i>INVESTMENTS</i>				
Comerica Restricted Funds	5,342,761.92	5,125,436.10	217,325.82	4.24
<i>INVESTMENTS Totals</i>	\$5,342,761.92	\$5,125,436.10	\$217,325.82	4.24%
<i>ASSETS Totals</i>	\$5,342,761.92	\$5,125,436.10	\$217,325.82	4.24%
ASSETS TOTALS	\$5,342,761.92	\$5,125,436.10	\$217,325.82	4.24%
LIABILITIES AND FUND EQUITY				
LIABILITIES				
<i>LIABILITIES</i>				
<i>CURRENT LIABILITIES</i>				
Contract Retainage Payabl	(.01)	(.01)	.00	.00
<i>CURRENT LIABILITIES Totals</i>	(\$0.01)	(\$0.01)	\$0.00	0.00%
<i>LIABILITIES Totals</i>	(\$0.01)	(\$0.01)	\$0.00	0.00%
LIABILITIES TOTALS	(\$0.01)	(\$0.01)	\$0.00	0.00%
FUND EQUITY				
<i>FUND BALANCE</i>				
<i>UNASSIGNED FUND BALANCE</i>				
Reserve Future Contingen.	5,103,380.90	5,103,380.90	.00	.00
<i>UNASSIGNED FUND BALANCE Totals</i>	\$5,103,380.90	\$5,103,380.90	\$0.00	0.00%
<i>FUND BALANCE Totals</i>	\$5,103,380.90	\$5,103,380.90	\$0.00	0.00%
FUND EQUITY TOTALS Prior to Current Year Changes	\$5,103,380.90	\$5,103,380.90	\$0.00	0.00%
Prior Year Fund Equity Adjustment	(59,365.13)			
Fund Revenues	(180,015.90)			
Fund Expenses	.00			
FUND EQUITY TOTALS	\$5,342,761.93	\$5,103,380.90	\$239,381.03	4.69%
LIABILITIES AND FUND EQUITY	\$5,342,761.92	\$5,103,380.89	\$239,381.03	4.69%
Fund 20 - Supplemental Maj Mnt Fund Totals	\$0.00	\$22,055.21	(\$22,055.21)	(100.00%)
Fund Type Special Revenue Funds Totals	\$0.00	\$22,055.21	(\$22,055.21)	(100.00%)
Fund Category Governmental Funds Totals	\$0.00	\$22,055.21	(\$22,055.21)	(100.00%)
Grand Totals	\$0.00	\$22,055.21	(\$22,055.21)	(100.00%)

Supplemental Maj Mnt Fund Revenue Budget Performance

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 20 - Supplemental Maj Mnt Fund								
Function 9 - Administration								
REVENUE								
<i>Revenue</i>								
4500	Interest Income	.00	23,306.15	.00	180,015.90	(180,015.90)	+++	22,055.21
	<i>Revenue Totals</i>	\$0.00	\$23,306.15	\$0.00	\$180,015.90	(\$180,015.90)	+++	\$22,055.21
	REVENUE TOTALS	\$0.00	\$23,306.15	\$0.00	\$180,015.90	(\$180,015.90)	+++	\$22,055.21
	Function 9 - Administration Totals	\$0.00	\$23,306.15	\$0.00	\$180,015.90	(\$180,015.90)	+++	\$22,055.21
	Fund 20 - Supplemental Maj Mnt Fund Totals	\$0.00	\$23,306.15	\$0.00	\$180,015.90	(\$180,015.90)		\$22,055.21
	Grand Totals	\$0.00	\$23,306.15	\$0.00	\$180,015.90	(\$180,015.90)		\$22,055.21

Capital Project Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type Capital Projects Funds				
Fund 80 - Capital Projects Fund				
ASSETS				
ASSETS				
INVESTMENTS				
Flagstar Bank/C.D.	510,724.63	509,690.99	1,033.64	.20
Public Service Credit Union	2,567,109.03	2,569,486.38	(2,377.35)	(.09)
CIBC Bank/C.D.	2,048,314.47	2,016,112.73	32,201.74	1.60
Comerica Bank Govt Fund	9,188,626.03	6,842,759.95	2,345,866.08	34.28
INVESTMENTS Totals	\$14,314,774.16	\$11,938,050.05	\$2,376,724.11	19.91%
OTHER ASSETS				
Due From Other Funds	882,824.37	483,005.95	399,818.42	82.78
Due From Grants	25,000.00	1,255.42	23,744.58	1,891.37
OTHER ASSETS Totals	\$907,824.37	\$484,261.37	\$423,563.00	87.47%
ASSETS Totals	\$15,222,598.53	\$12,422,311.42	\$2,800,287.11	22.54%
ASSETS TOTALS	\$15,222,598.53	\$12,422,311.42	\$2,800,287.11	22.54%
LIABILITIES AND FUND EQUITY				
LIABILITIES				
LIABILITIES				
CURRENT LIABILITIES				
Due To	536,814.96	762,000.21	(225,185.25)	(29.55)
Deferred Revenue	25,000.00	.00	25,000.00	+++
CURRENT LIABILITIES Totals	\$561,814.96	\$762,000.21	(\$200,185.25)	(26.27%)
LIABILITIES Totals	\$561,814.96	\$762,000.21	(\$200,185.25)	(26.27%)
LIABILITIES TOTALS	\$561,814.96	\$762,000.21	(\$200,185.25)	(26.27%)
FUND EQUITY				
FUND BALANCE				
ASSIGNED FUND BALANCE				
Planned Use of Fund Balance	9,111,955.79	9,111,955.79	.00	.00
ASSIGNED FUND BALANCE Totals	\$9,111,955.79	\$9,111,955.79	\$0.00	0.00%
UNASSIGNED FUND BALANCE				
Reserve Future Contingen.	(9,111,955.79)	(9,111,955.79)	.00	.00
UNASSIGNED FUND BALANCE Totals	(\$9,111,955.79)	(\$9,111,955.79)	\$0.00	0.00%
FUND BALANCE Totals	\$0.00	\$0.00	\$0.00	+++
FUND EQUITY TOTALS Prior to Current Year Changes	\$0.00	\$0.00	\$0.00	+++
Prior Year Fund Equity Adjustment	(9,288,428.80)			
Fund Revenues	(7,986,436.92)			
Fund Expenses	2,614,082.15			

Capital Project Fund Balance Sheet

Through 09/30/23
Summary Listing

Classification	Current YTD Balance	Prior Year YTD Total	Net Change	Change %
Fund Category Governmental Funds				
Fund Type Capital Projects Funds				
FUND EQUITY TOTALS	\$14,660,783.57	\$0.00	\$14,660,783.57	+++
LIABILITIES AND FUND EQUITY	\$15,222,598.53	\$762,000.21	\$14,460,598.32	1,897.72%
Fund 80 - Capital Projects Fund Totals	\$0.00	\$11,660,311.21	(\$11,660,311.21)	(100.00%)
Fund Type Capital Projects Funds Totals	\$0.00	\$11,660,311.21	(\$11,660,311.21)	(100.00%)
Fund Category Governmental Funds Totals	\$0.00	\$11,660,311.21	(\$11,660,311.21)	(100.00%)
Grand Totals	\$0.00	\$11,660,311.21	(\$11,660,311.21)	(100.00%)

Capital Project Revenue Budget Performance

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 80 - Capital Projects Fund								
Function 2 - Transfer								
REVENUE								
<i>Revenue</i>								
6000	Transfer In - General Fund							
6000.10	Transfer In - General Fund	6,185,977.31	.00	.00	5,951,726.00	234,251.31	96	7,844,648.36
	6000 - Transfer In - General Fund	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
	<i>Revenue Totals</i>	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
	REVENUE TOTALS	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
	Function 2 - Transfer Totals	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$7,844,648.36
Function 9 - Administration								
REVENUE								
<i>Revenue</i>								
4400	Grant Revenue	6,456,165.29	882,824.37	.00	1,706,167.11	4,749,998.18	26	353,611.08
4460	Foundation Support	49,521.25	.00	.00	.00	49,521.25	0	.00
4500	Interest Income	.00	54,894.42	.00	328,543.81	(328,543.81)	+++	41,929.81
	<i>Revenue Totals</i>	\$6,505,686.54	\$937,718.79	\$0.00	\$2,034,710.92	\$4,470,975.62	31%	\$395,540.89
	REVENUE TOTALS	\$6,505,686.54	\$937,718.79	\$0.00	\$2,034,710.92	\$4,470,975.62	31%	\$395,540.89
	Function 9 - Administration Totals	\$6,505,686.54	\$937,718.79	\$0.00	\$2,034,710.92	\$4,470,975.62	31%	\$395,540.89
	Fund 80 - Capital Projects Fund Totals	\$12,691,663.85	\$937,718.79	\$0.00	\$7,986,436.92	\$4,705,226.93		\$8,240,189.25
	Grand Totals	\$12,691,663.85	\$937,718.79	\$0.00	\$7,986,436.92	\$4,705,226.93		\$8,240,189.25

Capital Project Revenue Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year Total
Fund 80 - Capital Projects Fund							
REVENUE							
Function 2 - Transfer							
Location 100 - Administrative Office							
Activity 990 - General	6,185,977.31	.00	.00	5,951,726.00	234,251.31	96	8,408,481.94
Location 100 - Administrative Office	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$8,408,481.94
Function 2 - Transfer Totals	\$6,185,977.31	\$0.00	\$0.00	\$5,951,726.00	\$234,251.31	96%	\$8,408,481.94
Function 5 - Capital							
Location 102 - Lake St. Clair							
Activity 538 - Beach	.00	.00	.00	.00	.00	+++	.00
Location 102 - Lake St. Clair Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function 5 - Capital Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function 9 - Administration							
Location 100 - Administrative Office							
Activity 990 - General	6,505,686.54	937,718.79	.00	2,034,710.92	4,470,975.62	31	1,445,616.93
Location 100 - Administrative Office	\$6,505,686.54	\$937,718.79	\$0.00	\$2,034,710.92	\$4,470,975.62	31%	\$1,445,616.93
Function 9 - Administration Totals	\$6,505,686.54	\$937,718.79	\$0.00	\$2,034,710.92	\$4,470,975.62	31%	\$1,445,616.93
REVENUE TOTALS	\$12,691,663.85	\$937,718.79	\$0.00	\$7,986,436.92	\$4,705,226.93	63%	\$9,854,098.87
Fund 80 - Capital Projects Fund Totals	\$12,691,663.85	\$937,718.79	\$0.00	\$7,986,436.92	\$4,705,226.93		\$9,854,098.87
Grand Totals	\$12,691,663.85	\$937,718.79	\$0.00	\$7,986,436.92	\$4,705,226.93		\$9,854,098.87

Capital Project Expense Budget Performance

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
Fund 80 - Capital Projects Fund								
Function 2 - Transfer								
EXPENSE								
<i>Expenditures</i>								
9965	Transfer Out - General Fund							
9965.10	Transfer Out - General Fund	66,526.04	.00	.00	66,526.04	.00	100	191.06
	9965 - Transfer Out - General Fund	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
	<i>Expenditures Totals</i>	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
	EXPENSE TOTALS	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
	Function 2 - Transfer Totals	(\$66,526.04)	\$0.00	\$0.00	(\$66,526.04)	\$0.00	100%	(\$191.06)
Function 5 - Capital								
EXPENSE								
<i>Personnel Services</i>								
9010	Full Time Wages	301,284.24	34,652.33	.00	221,446.53	79,837.71	74	309,443.75
9011	Full Time Overtime	27.47	.00	.00	27.47	.00	100	.00
9013	FT Benefits Pd to Emps	22,011.82	2,877.17	.00	16,600.35	5,411.47	75	21,001.78
9014	FT Benefits Pd for Emps	138,180.85	18,097.75	.00	104,417.57	33,763.28	76	156,188.74
9020	Part Time Wages	9,021.70	660.15	.00	9,021.70	.00	100	63.40
9024	PT Benefits Pd for Emps	313.79	59.50	.00	313.79	.00	100	6.00
	<i>Personnel Services Totals</i>	\$470,839.87	\$56,346.90	\$0.00	\$351,827.41	\$119,012.46	75%	\$486,703.67
<i>Contractual Services</i>								
9410	Professional Services	772,847.48	90,970.62	511,916.96	232,503.92	28,426.60	96	49,921.12
9420	Outside Services	21,089,831.29	372,704.69	3,214,419.84	1,963,224.78	15,912,186.67	25	3,731,924.66
	<i>Contractual Services Totals</i>	\$21,862,678.77	\$463,675.31	\$3,726,336.80	\$2,195,728.70	\$15,940,613.27	27%	\$3,781,845.78
	EXPENSE TOTALS	\$22,333,518.64	\$520,022.21	\$3,726,336.80	\$2,547,556.11	\$16,059,625.73	28%	\$4,268,549.45
	Function 5 - Capital Totals	(\$22,333,518.64)	(\$520,022.21)	(\$3,726,336.80)	(\$2,547,556.11)	(\$16,059,625.73)	28%	(\$4,268,549.45)
	Fund 80 - Capital Projects Fund Totals	\$22,400,044.68	\$520,022.21	\$3,726,336.80	\$2,614,082.15	\$16,059,625.73		\$4,268,740.51
	Grand Totals	\$22,400,044.68	\$520,022.21	\$3,726,336.80	\$2,614,082.15	\$16,059,625.73		\$4,268,740.51

Capital Project Expense Budget by Organization

Through 09/30/23
 Prior Fiscal Year Activity Included
 Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year Total
Fund 80 - Capital Projects Fund							
EXPENSE							
Function 2 - Transfer							
Location 100 - Administrative Office							
Activity 990 - General	66,526.04	.00	.00	66,526.04	.00	100	191.06
Location 100 - Administrative Office	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
Function 2 - Transfer Totals	\$66,526.04	\$0.00	\$0.00	\$66,526.04	\$0.00	100%	\$191.06
Function 5 - Capital							
Location 100 - Administrative Office							
Activity 192 - Engineering	115,299.27	.00	.00	.00	115,299.27	0	.00
Location 100 - Administrative Office	\$115,299.27	\$0.00	\$0.00	\$0.00	\$115,299.27	0%	\$0.00
Location 102 - Lake St. Clair							
Activity 538 - Beach	108,443.21	19,302.68	17,676.58	78,218.63	12,548.00	88	72,681.40
Activity 590 - Tolling	79,403.75	139.29	.00	19,198.75	60,205.00	24	38.19
Activity 880 - Interpretive Center/Mill	.00	.00	.00	.00	.00	+++	.00
Activity 940 - Heart Lab-LSC	.00	.00	.00	.00	.00	+++	.00
Activity 990 - General	1,589,360.40	27,931.64	256,893.02	285,725.02	1,046,742.36	34	1,763,438.52
Location 102 - Lake St. Clair Totals	\$1,777,207.36	\$47,373.61	\$274,569.60	\$383,142.40	\$1,119,495.36	37%	\$1,836,158.11
Location 104 - Kensington							
Activity 538 - Beach	.00	.00	.00	.00	.00	+++	.00
Activity 540 - Dockage/Boat Storage	.00	.00	.00	.00	.00	+++	.00
Activity 660 - Disc/Adventure Golf	.00	.00	.00	.00	.00	+++	.00
Activity 880 - Interpretive Center/Mill	.00	.00	.00	.00	.00	+++	.00
Activity 881 - Farm Learning Center	.00	.00	.00	.00	.00	+++	.00
Activity 990 - General	247,000.00	.00	.00	.00	247,000.00	0	430,866.96
Location 104 - Kensington Totals	\$247,000.00	\$0.00	\$0.00	\$0.00	\$247,000.00	0%	\$430,866.96
Location 106 - Lower Huron/Will/Oakwoods							
Activity 532 - Waterpark	1,347,869.84	.00	716,750.84	.00	631,119.00	53	398,741.80
Activity 610 - Family Camping	784,739.31	139.31	.00	139.31	784,600.00	0	.00
Activity 650 - Golf Course	630,952.38	961.70	.00	5,219.78	625,732.60	1	.00
Activity 880 - Interpretive Center/Mill	421,904.43	6,827.87	393,335.33	35,509.08	(6,939.98)	102	848.42
Activity 990 - General	2,494,522.75	157,284.97	434,043.89	286,448.83	1,774,030.03	29	2,063,022.32
Location 106 - Lower	\$5,679,988.71	\$165,213.85	\$1,544,130.06	\$327,317.00	\$3,808,541.65	33%	\$2,462,612.54
Location 108 - Hudson Mills/Dexter/Delhi							
Activity 590 - Tolling	.00	.00	.00	.00	.00	+++	.00
Activity 650 - Golf Course	.00	.00	.00	.00	.00	+++	42,776.67
Activity 990 - General	1,038,381.84	85,201.24	83,004.50	94,839.34	860,538.00	17	741,171.60
Location 108 - Hudson	\$1,038,381.84	\$85,201.24	\$83,004.50	\$94,839.34	\$860,538.00	17%	\$783,948.27

Capital Project Expense Budget by Organization

Through 09/30/23
Prior Fiscal Year Activity Included
Summary Listing

Organization	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year Total
Fund 80 - Capital Projects Fund							
EXPENSE							
Function 5 - Capital							
Location 109 - Stony Creek							
Activity 538 - Beach	.00	.00	.00	.00	.00	+++	.00
Activity 540 - Dockage/Boat Storage	254,339.25	2,147.21	.00	216,548.39	37,790.86	85	1,481,446.10
Activity 590 - Tolling	20,000.00	.00	.00	.00	20,000.00	0	.00
Activity 650 - Golf Course	1,008,544.38	31,988.74	.00	222,693.03	785,851.35	22	414.88
Activity 990 - General	2,341,045.92	42,848.26	135,666.06	170,505.95	2,034,873.91	13	371,233.83
Location 109 - Stony Creek Totals	\$3,623,929.55	\$76,984.21	\$135,666.06	\$609,747.37	\$2,878,516.12	21%	\$1,853,094.81
Location 112 - Lake Erie							
Activity 531 - Pool	4,001,009.29	31,254.55	312,448.03	31,811.26	3,656,750.00	9	.00
Activity 650 - Golf Course	.00	.00	.00	.00	.00	+++	.00
Activity 990 - General	3,056,660.25	100,621.51	629,972.32	1,040,800.87	1,385,887.06	55	887,660.79
Location 112 - Lake Erie Totals	\$7,057,669.54	\$131,876.06	\$942,420.35	\$1,072,612.13	\$5,042,637.06	29%	\$887,660.79
Location 113 - Wolcott							
Activity 880 - Interpretive Center/Mill	.00	.00	.00	.00	.00	+++	.00
Activity 881 - Farm Learning Center	1,150,075.43	.00	.00	75.43	1,150,000.00	0	.00
Activity 990 - General	.00	.00	.00	.00	.00	+++	.00
Location 113 - Wolcott Totals	\$1,150,075.43	\$0.00	\$0.00	\$75.43	\$1,150,000.00	0%	\$0.00
Location 115 - Indian Springs							
Activity 650 - Golf Course	933,878.89	9,083.77	45,251.45	49,767.44	838,860.00	10	.00
Activity 990 - General	710,088.05	4,289.47	701,294.78	10,055.00	(1,261.73)	100	.00
Location 115 - Indian Springs Totals	\$1,643,966.94	\$13,373.24	\$746,546.23	\$59,822.44	\$837,598.27	49%	\$0.00
Location 116 - Huron Meadows							
Activity 650 - Golf Course	.00	.00	.00	.00	.00	+++	.00
Activity 990 - General	.00	.00	.00	.00	.00	+++	.00
Location 116 - Huron Meadows Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function 5 - Capital Totals	\$22,333,518.64	\$520,022.21	\$3,726,336.80	\$2,547,556.11	\$16,059,625.73	28%	\$8,254,341.48
EXPENSE TOTALS	\$22,400,044.68	\$520,022.21	\$3,726,336.80	\$2,614,082.15	\$16,059,625.73	28%	\$8,254,532.54
Fund 80 - Capital Projects Fund Totals	\$22,400,044.68	\$520,022.21	\$3,726,336.80	\$2,614,082.15	\$16,059,625.73		\$8,254,532.54
Grand Totals	\$22,400,044.68	\$520,022.21	\$3,726,336.80	\$2,614,082.15	\$16,059,625.73		\$8,254,532.54

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269189	09/07/2023	Open			Accounts Payable	2 MOMs and a MOP	1,820.00	
269190	09/07/2023	Open			Accounts Payable	AccordWare LLC	947.00	
269191	09/07/2023	Open			Accounts Payable	Allie Brothers, Inc	292.94	
269192	09/07/2023	Open			Accounts Payable	Allied Incorporated	320.00	
269193	09/07/2023	Open			Accounts Payable	Applied Concepts, Inc.	1,120.75	
269194	09/07/2023	Open			Accounts Payable	Applied Innovation	292.82	
269195	09/07/2023	Open			Accounts Payable	AquaLyfe Swim School	2,100.00	
269196	09/07/2023	Open			Accounts Payable	Aventric Technologies	1,436.00	
269197	09/07/2023	Open			Accounts Payable	Carleton Equipment Co	142.56	
269198	09/07/2023	Open			Accounts Payable	Carter, Corby	500.00	
269199	09/07/2023	Open			Accounts Payable	CMP Distributors Inc	619.00	
269200	09/07/2023	Open			Accounts Payable	Consumers Energy Company	61.95	
269201	09/07/2023	Open			Accounts Payable	Creative Montessori Academy	450.00	
269202	09/07/2023	Open			Accounts Payable	Dell Marketing LP	4,866.00	
269203	09/07/2023	Open			Accounts Payable	Detroit Association of Black Organizations	7,600.00	
269204	09/07/2023	Open			Accounts Payable	DTE Energy	3,395.18	
269205	09/07/2023	Open			Accounts Payable	DTE Energy	542.81	
269206	09/07/2023	Open			Accounts Payable	E-Z-GO Textron	78.85	
269207	09/07/2023	Open			Accounts Payable	Effectv	4,151.20	
269208	09/07/2023	Open			Accounts Payable	Fidelity Security Life Insurance Co.	1,837.27	
269209	09/07/2023	Open			Accounts Payable	Flat Rock Automotive, Inc	92.85	
269210	09/07/2023	Open			Accounts Payable	Fraser Mechanical, Inc.	20,861.41	
269211	09/07/2023	Open			Accounts Payable	Gayles, Monique	500.00	
269212	09/07/2023	Open			Accounts Payable	GolfNow	1,300.00	
269213	09/07/2023	Open			Accounts Payable	Gorno Ford	60,547.00	
269214	09/07/2023	Open			Accounts Payable	Green Arbor Supply	745.80	
269215	09/07/2023	Open			Accounts Payable	Green Oak Tire, Inc	90.00	
269216	09/07/2023	Open			Accounts Payable	Heritage Crystal Clean, LLC	517.39	
269217	09/07/2023	Open			Accounts Payable	Herkimer Radio Service	482.50	
269218	09/07/2023	Open			Accounts Payable	Home City Ice Company	1,164.55	
269219	09/07/2023	Open			Accounts Payable	Huron Valley Guns LLC	137.50	
269220	09/07/2023	Open			Accounts Payable	Hutson Inc of Michigan	134.60	
269221	09/07/2023	Open			Accounts Payable	Iversons Lumber Company	556.50	
269222	09/07/2023	Open			Accounts Payable	John's Sanitation Inc.	5,191.30	
269223	09/07/2023	Open			Accounts Payable	Kennedy Industries Inc	9,333.00	
269224	09/07/2023	Open			Accounts Payable	Kush Paint Company	215.80	

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269225	09/07/2023	Open			Accounts Payable	Lansing Sanitary Supply	897.70	
269226	09/07/2023	Open			Accounts Payable	Leonard's Syrups	964.85	
269227	09/07/2023	Open			Accounts Payable	Lower Huron Supply Co.	56.04	
269228	09/07/2023	Open			Accounts Payable	Lower Huron Supply Co.	7,647.22	
269229	09/07/2023	Open			Accounts Payable	MAEOE	35.00	
269230	09/07/2023	Open			Accounts Payable	Major Group, The	2,000.00	
269231	09/07/2023	Open			Accounts Payable	Midtown Detroit, Inc.	2,500.00	
269232	09/07/2023	Open			Accounts Payable	Motor City Truck Collision	7,326.23	
269233	09/07/2023	Open			Accounts Payable	Navia Benefit Solutions	95.00	
269234	09/07/2023	Open			Accounts Payable	NBTutors LLC	1,500.00	
269235	09/07/2023	Open			Accounts Payable	Oakland Co Parks & Recreation	18,186.36	
269236	09/07/2023	Open			Accounts Payable	Outfront Media Inc.	1,920.00	
269237	09/07/2023	Open			Accounts Payable	Painting With A Twist - Farmington	925.00	
269238	09/07/2023	Open			Accounts Payable	Parks, Darrell	25.00	
269239	09/07/2023	Open			Accounts Payable	Pepsi-Cola Company	7,548.94	
269240	09/07/2023	Open			Accounts Payable	Quest Diagnostics	86.60	
269241	09/07/2023	Open			Accounts Payable	R&R Products, Inc.	139.44	
269242	09/07/2023	Open			Accounts Payable	RKA Petroleum Co's	48,354.72	
269243	09/07/2023	Open			Accounts Payable	RTI Laboratories Inc	562.00	
269244	09/07/2023	Open			Accounts Payable	ServicePro	620.00	
269245	09/07/2023	Open			Accounts Payable	Southern Truck Equipment Inc	1,500.00	
269246	09/07/2023	Open			Accounts Payable	Spartan Distributors Inc	5,991.33	
269247	09/07/2023	Open			Accounts Payable	Sterling Office Systems	813.08	
269248	09/07/2023	Open			Accounts Payable	Suburban Sewer & Septic Tank	700.00	
269249	09/07/2023	Open			Accounts Payable	Superior Invasive Plant Solutions, LLC	8,066.25	
269250	09/07/2023	Open			Accounts Payable	Tire Wholesalers Company Inc	1,127.38	
269251	09/07/2023	Open			Accounts Payable	Tri-County Supply, Inc	7,067.72	
269252	09/07/2023	Open			Accounts Payable	Truck & Trailer Specialties	1,389.08	
269253	09/07/2023	Open			Accounts Payable	US Foods	21,737.00	
269254	09/07/2023	Open			Accounts Payable	Van Buren Township	3,058.05	
269255	09/07/2023	Open			Accounts Payable	Washington Elevator Co Inc	694.50	
269256	09/07/2023	Open			Accounts Payable	Wildtype Design Native Plants	986.00	
269257	09/07/2023	Open			Accounts Payable	Williams, Kevin	100.00	
269258	09/14/2023	Open			Accounts Payable	3Sixty Interactive, Inc	25,920.00	
269259	09/14/2023	Open			Accounts Payable	4imprint, Inc	3,073.44	
269260	09/14/2023	Open			Accounts Payable	ABC Home & Commercial Services	145.00	

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269261	09/14/2023	Open			Accounts Payable	Acee Deucee Porta Can Div	1,610.00	
269262	09/14/2023	Open			Accounts Payable	American Awards & Engraving	10.50	
269263	09/14/2023	Open			Accounts Payable	American Garage Door LLC	365.00	
269264	09/14/2023	Open			Accounts Payable	Andersen, David	1,216.00	
269265	09/14/2023	Open			Accounts Payable	Applied Innovation	210.63	
269266	09/14/2023	Open			Accounts Payable	Aqua-Weed Control, Inc.	64,355.00	
269267	09/14/2023	Open			Accounts Payable	Aspen Outdoors	7,669.00	
269268	09/14/2023	Open			Accounts Payable	Association of Chinese Americans, Inc	1,500.00	
269269	09/14/2023	Open			Accounts Payable	Audacy Operations, Inc	1,090.88	
269270	09/14/2023	Open			Accounts Payable	Audacy Operations, Inc	4,363.52	
269271	09/14/2023	Open			Accounts Payable	Baker's Gas & Welding Supplies	1,022.34	
269272	09/14/2023	Open			Accounts Payable	BBC Distributing	1,199.50	
269273	09/14/2023	Open			Accounts Payable	Beasley Media Group, LLC	3,250.00	
269274	09/14/2023	Open			Accounts Payable	Bridgestone Golf Inc	1,541.90	
269275	09/14/2023	Open			Accounts Payable	Brighton Analytical Inc.	125.00	
269276	09/14/2023	Open			Accounts Payable	Brokers Network USA, Inc	5,000.00	
269277	09/14/2023	Open			Accounts Payable	Brown City Elevator, Inc	1,817.67	
269278	09/14/2023	Open			Accounts Payable	CardConnect	3,150.00	
269279	09/14/2023	Open			Accounts Payable	Carey and Paul Group	1,150.00	
269280	09/14/2023	Open			Accounts Payable	Carquest Auto Parts Stores	3,810.47	
269281	09/14/2023	Open			Accounts Payable	Caruso Oil Change/Valvoline Express Care	287.75	
269282	09/14/2023	Open			Accounts Payable	Cedar Crest Dairy Inc	1,293.71	
269283	09/14/2023	Open			Accounts Payable	CentralStar Cooperative	536.38	
269284	09/14/2023	Open			Accounts Payable	Chelsea, City of	420.00	
269285	09/14/2023	Open			Accounts Payable	Cintas First Aid & Safety	553.18	
269286	09/14/2023	Open			Accounts Payable	City Electric Supply Co	963.88	
269287	09/14/2023	Open			Accounts Payable	Comcast	188.35	
269288	09/14/2023	Open			Accounts Payable	Comcast	609.70	
269289	09/14/2023	Open			Accounts Payable	CXT Incorporated	148,339.00	
269290	09/14/2023	Open			Accounts Payable	Dean Marine & Excavating Inc.	4,800.00	
269291	09/14/2023	Open			Accounts Payable	Dearborn Public Schools	200.00	
269292	09/14/2023	Open			Accounts Payable	Detroit Parent Network	356.50	
269293	09/14/2023	Open			Accounts Payable	E-Z-GO Textron	106.35	
269294	09/14/2023	Voided	Incorrect	09/15/2023	Accounts Payable	Eby Services, LLC Blue Heron Electric	175.00	
269295	09/14/2023	Open			Accounts Payable	Edgewater Resources LLC	8,946.82	
269296	09/14/2023	Open			Accounts Payable	Ellsworth Industries, Inc	1,364.75	

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269297	09/14/2023	Open			Accounts Payable	Environmental Consulting & Technology	17,206.12	
269298	09/14/2023	Open			Accounts Payable	Falker, Mark R	900.00	
269299	09/14/2023	Open			Accounts Payable	Ferguson Enterprises, Inc	151.78	
269300	09/14/2023	Open			Accounts Payable	Ferry Farms	520.00	
269301	09/14/2023	Open			Accounts Payable	FleetPride	28.46	
269302	09/14/2023	Open			Accounts Payable	Fraser Mechanical, Inc.	190.00	
269303	09/14/2023	Open			Accounts Payable	Gordon Food Service	6,657.38	
269304	09/14/2023	Open			Accounts Payable	Graph-X Signs and Designs, Inc	298.00	
269305	09/14/2023	Open			Accounts Payable	Guernsey Dairy Stores, Inc.	1,477.85	
269306	09/14/2023	Open			Accounts Payable	GZA Michigan, Inc	2,027.00	
269307	09/14/2023	Open			Accounts Payable	Harrell's LLC	15,862.46	
269308	09/14/2023	Open			Accounts Payable	Herkimer Radio Service	1,745.84	
269309	09/14/2023	Open			Accounts Payable	Hesco Group, Inc.	2,500.00	
269310	09/14/2023	Open			Accounts Payable	Highland Wash Management LLC	56.00	
269311	09/14/2023	Voided	Cancel invoice	09/15/2023	Accounts Payable	Home Depot	209.27	
269312	09/14/2023	Open			Accounts Payable	Hubbell, Roth & Clark, Inc.	39,658.55	
269313	09/14/2023	Open			Accounts Payable	Jamestown Advanced Products Co	20,232.05	
269314	09/14/2023	Open			Accounts Payable	Jay S. Witherell, Ph.D.	800.00	
269315	09/14/2023	Open			Accounts Payable	Kennedy Industries Inc	2,095.00	
269316	09/14/2023	Open			Accounts Payable	Kerrigan, Taylor	225.00	
269317	09/14/2023	Open			Accounts Payable	Knight's Auto Supply Inc	1,109.16	
269318	09/14/2023	Open			Accounts Payable	Kone Inc.	241.29	
269319	09/14/2023	Open			Accounts Payable	Kowalski, Katie	434.56	
269320	09/14/2023	Open			Accounts Payable	Kronos SaaShr, Inc.	3,214.72	
269321	09/14/2023	Open			Accounts Payable	KVM Door Systems	260.00	
269322	09/14/2023	Open			Accounts Payable	Lake St Clair Guide	630.00	
269323	09/14/2023	Open			Accounts Payable	Leonard's Syrups	1,126.00	
269324	09/14/2023	Open			Accounts Payable	Lowe's	329.59	
269325	09/14/2023	Open			Accounts Payable	Lower Huron Supply Co.	2,374.46	
269326	09/14/2023	Open			Accounts Payable	Lyden Oil Company	875.20	
269327	09/14/2023	Open			Accounts Payable	Macomb County Treasurer	548.35	
269328	09/14/2023	Open			Accounts Payable	McEuen, Jacob	500.00	
269329	09/14/2023	Open			Accounts Payable	Midwest Golf & Turf	619.13	
269330	09/14/2023	Open			Accounts Payable	Motorola	27,664.00	
269331	09/14/2023	Open			Accounts Payable	Mr. C's Car Wash #4 LLC	48.00	
269332	09/14/2023	Open			Accounts Payable	Muchmore Harrington Smalley and	5,000.00	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269333	09/14/2023	Open			Accounts Payable	Nature's Brush Studio LLC	1,120.00	
269334	09/14/2023	Open			Accounts Payable	ODP Business Solutions. LLC	1,063.71	
269335	09/14/2023	Open			Accounts Payable	P & W Golf Supply, LLC dba Wittek Golf	298.29	
269336	09/14/2023	Open			Accounts Payable	PEA Group	2,251.00	
269337	09/14/2023	Open			Accounts Payable	Pepsi-Cola Company	6,696.66	
269338	09/14/2023	Open			Accounts Payable	Petty Cash-Hudson Mills	151.14	
269339	09/14/2023	Open			Accounts Payable	Quality Incentive Company	350.00	
269340	09/14/2023	Open			Accounts Payable	Rice, Troy	200.00	
269341	09/14/2023	Open			Accounts Payable	RKA Petroleum Co's	26,579.47	
269342	09/14/2023	Open			Accounts Payable	Roberts Co.	940.00	
269343	09/14/2023	Open			Accounts Payable	Roberts Dairy Service, Inc	431.71	
269344	09/14/2023	Open			Accounts Payable	Samco Facilities Maintenance	609.72	
269345	09/14/2023	Open			Accounts Payable	Sidock Group, Inc.	39,975.48	
269346	09/14/2023	Open			Accounts Payable	Spartan Distributors Inc	4,279.27	
269347	09/14/2023	Open			Accounts Payable	Street Cop Training, LLC	498.00	
269348	09/14/2023	Open			Accounts Payable	Sunbelt Rentals, Inc.	233.00	
269349	09/14/2023	Open			Accounts Payable	T Mobile	2,682.74	
269350	09/14/2023	Open			Accounts Payable	Target Specialty Products	1,484.80	
269351	09/14/2023	Open			Accounts Payable	Titleist Golf Division	486.11	
269352	09/14/2023	Open			Accounts Payable	Town & Country Pools, Inc.	4,092.50	
269353	09/14/2023	Open			Accounts Payable	Uline Shipping Supplies	527.48	
269354	09/14/2023	Open			Accounts Payable	United Custom Distribution	336.00	
269355	09/14/2023	Open			Accounts Payable	US Bank Equipment Finance	710.49	
269356	09/14/2023	Open			Accounts Payable	Vance Outdoors, Inc.	5,184.20	
269357	09/14/2023	Open			Accounts Payable	Volvik USA Inc	196.10	
269358	09/14/2023	Open			Accounts Payable	Waste Mgmt - East	16,881.74	
269359	09/14/2023	Open			Accounts Payable	Waterford Chamber of Commerce	225.00	
269360	09/14/2023	Open			Accounts Payable	WDIV	5,175.00	
269361	09/14/2023	Open			Accounts Payable	Webster & Garner Inc.	778.89	
269362	09/14/2023	Open			Accounts Payable	WHMI	1,870.00	
269363	09/14/2023	Open			Accounts Payable	WJBK TV	2,500.00	
269364	09/14/2023	Open			Accounts Payable	WXYZ WMYD	3,333.32	
269365	09/21/2023	Open			Accounts Payable	Amerinet	36,169.37	
269366	09/21/2023	Open			Accounts Payable	Blue Care Network of Michigan	17,767.31	
269367	09/21/2023	Open			Accounts Payable	Blue Cross/Blue Shield Of Mich	199,367.65	
269368	09/21/2023	Open			Accounts Payable	BMC Software, INC	31,597.64	

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Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269369	09/21/2023	Open			Accounts Payable	Bolin Jr, William Jackson	250.00	
269370	09/21/2023	Open			Accounts Payable	Brownstown Township Water Dept	2,074.04	
269371	09/21/2023	Open			Accounts Payable	Conney Safety Products, LLC	1,822.50	
269372	09/21/2023	Open			Accounts Payable	Consumers Energy Company	3,480.16	
269373	09/21/2023	Open			Accounts Payable	Delta Dental	17,164.22	
269374	09/21/2023	Open			Accounts Payable	Digicom Global Inc	22,577.28	
269375	09/21/2023	Open			Accounts Payable	DTE Energy	8,306.23	
269376	09/21/2023	Open			Accounts Payable	DTE Energy	9,572.87	
269377	09/21/2023	Open			Accounts Payable	DTE Energy	294.91	
269378	09/21/2023	Open			Accounts Payable	DTE Energy	2,892.00	
269379	09/21/2023	Open			Accounts Payable	DTE Energy	4,060.64	
269380	09/21/2023	Open			Accounts Payable	Enzo's Cleaning Solutions, LLC	4,130.00	
269381	09/21/2023	Open			Accounts Payable	Foster, Imani	1,000.00	
269382	09/21/2023	Open			Accounts Payable	Gordon Food Service	5,356.36	
269383	09/21/2023	Open			Accounts Payable	Grainger Inc	1,948.40	
269384	09/21/2023	Open			Accounts Payable	Graph-X Signs and Designs, Inc	1,398.00	
269385	09/21/2023	Open			Accounts Payable	Hartford , The	28,385.87	
269386	09/21/2023	Open			Accounts Payable	Heritage Crystal Clean, LLC	1,959.46	
269387	09/21/2023	Open			Accounts Payable	Home Depot	477.23	
269388	09/21/2023	Open			Accounts Payable	Identity Source, The	1,703.11	
269389	09/21/2023	Open			Accounts Payable	Jax Kar Wash	218.00	
269390	09/21/2023	Open			Accounts Payable	Latouf, Lawrence	500.00	
269391	09/21/2023	Open			Accounts Payable	Marans, Robert W	250.00	
269392	09/21/2023	Open			Accounts Payable	Merlin's Cleaning LLC	276.00	
269393	09/21/2023	Open			Accounts Payable	Nature's Brush Studio LLC	56.00	
269394	09/21/2023	Open			Accounts Payable	nexVortex, Inc	4,898.54	
269395	09/21/2023	Open			Accounts Payable	OSC Inc.	994.40	
269396	09/21/2023	Open			Accounts Payable	Overhead Door Co Whitmore Lake	2,199.25	
269397	09/21/2023	Open			Accounts Payable	Parker, Jr, Bernard	250.00	
269398	09/21/2023	Open			Accounts Payable	Peter's True Value Hardware	2,233.47	
269399	09/21/2023	Open			Accounts Payable	Petty Cash-Stony Creek	446.31	
269400	09/21/2023	Open			Accounts Payable	Phillips, Allison	312.36	
269401	09/21/2023	Open			Accounts Payable	Pontoni, Stephen Vincent	250.00	
269402	09/21/2023	Open			Accounts Payable	Progress Software Corporation	6,230.00	
269403	09/21/2023	Open			Accounts Payable	RKA Petroleum Co's	35,232.43	
269404	09/21/2023	Open			Accounts Payable	Saline High School	10.00	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269405	09/21/2023	Open			Accounts Payable	Simple Adventures	5,530.00	
269406	09/21/2023	Open			Accounts Payable	Steen, Jeremiah	1,000.00	
269407	09/21/2023	Open			Accounts Payable	Theut Products Inc.	1,209.48	
269408	09/21/2023	Open			Accounts Payable	Verizon Wireless	40.01	
269409	09/28/2023	Open			Accounts Payable	Absopure Water Company	471.75	
269410	09/28/2023	Open			Accounts Payable	Acee Deucee Porta Can Div	1,360.00	
269411	09/28/2023	Open			Accounts Payable	Advance Auto Parts	509.96	
269412	09/28/2023	Open			Accounts Payable	Advanced Safe and Lock	180.00	
269413	09/28/2023	Open			Accounts Payable	Advanced Turf Solutions	518.00	
269414	09/28/2023	Open			Accounts Payable	Aflac Group Insurance	10,100.90	
269415	09/28/2023	Open			Accounts Payable	Allen's Bowling & Trophy	60.00	
269416	09/28/2023	Open			Accounts Payable	Allie Brothers, Inc	259.95	
269417	09/28/2023	Open			Accounts Payable	Andersen, David	500.00	
269418	09/28/2023	Open			Accounts Payable	Applied Innovation	1,163.67	
269419	09/28/2023	Open			Accounts Payable	Aquatic Source	2,194.50	
269420	09/28/2023	Open			Accounts Payable	Arrowhead Upfitters Inc.	11,820.00	
269421	09/28/2023	Open			Accounts Payable	AT&T	19,943.14	
269422	09/28/2023	Open			Accounts Payable	AT&T	2,430.46	
269423	09/28/2023	Open			Accounts Payable	AT&T Mobility	7,418.02	
269424	09/28/2023	Open			Accounts Payable	Aventric Technologies	1,200.00	
269425	09/28/2023	Open			Accounts Payable	Battle, Kristen	322.38	
269426	09/28/2023	Open			Accounts Payable	BBC Distributing	1,465.80	
269427	09/28/2023	Open			Accounts Payable	Beasley Media Group, LLC	5,141.00	
269428	09/28/2023	Open			Accounts Payable	Bostwick Braun Company	141.48	
269429	09/28/2023	Open			Accounts Payable	Bottiglia Hoof Care	494.00	
269430	09/28/2023	Open			Accounts Payable	Bridgestone Golf Inc	184.80	
269431	09/28/2023	Open			Accounts Payable	Brighton Ford Inc.	295.63	
269432	09/28/2023	Open			Accounts Payable	Broner	1,809.00	
269433	09/28/2023	Open			Accounts Payable	Builders FirstSource	284.99	
269434	09/28/2023	Open			Accounts Payable	Callaway Golf Co	1,487.04	
269435	09/28/2023	Open			Accounts Payable	CDW Government	14,488.41	
269436	09/28/2023	Open			Accounts Payable	Cintas First Aid & Safety	601.77	
269437	09/28/2023	Open			Accounts Payable	City of Detroit GSD Parks and Rec	25,000.00	
269438	09/28/2023	Open			Accounts Payable	Comcast	159,157.60	
269439	09/28/2023	Open			Accounts Payable	Consumers Energy Company	103.90	
269440	09/28/2023	Open			Accounts Payable	Crest Ford	82.91	87/617

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269441	09/28/2023	Open			Accounts Payable	Cummins Inc	437.09	
269442	09/28/2023	Open			Accounts Payable	Deere & Company	35,060.17	
269443	09/28/2023	Open			Accounts Payable	Detroit Riverfront Conservancy, Inc.	1,890.00	
269444	09/28/2023	Open			Accounts Payable	DeWolf and Associates	275.00	
269445	09/28/2023	Open			Accounts Payable	DTE Energy	453.48	
269446	09/28/2023	Open			Accounts Payable	DTE Energy	21,049.50	
269447	09/28/2023	Open			Accounts Payable	DTE Energy	60.29	
269448	09/28/2023	Open			Accounts Payable	Eby Services, LLC	175.00	
269449	09/28/2023	Open			Accounts Payable	Ehrlich	1,239.06	
269450	09/28/2023	Open			Accounts Payable	Empire Printing	935.40	
269451	09/28/2023	Open			Accounts Payable	Factory Detroit, Inc.	2,400.00	
269452	09/28/2023	Open			Accounts Payable	Ferguson Enterprises, Inc	19.07	
269453	09/28/2023	Open			Accounts Payable	Fischer Skis US, LLC	2,343.13	
269454	09/28/2023	Open			Accounts Payable	Fraser Mechanical, Inc.	13,960.88	
269455	09/28/2023	Open			Accounts Payable	Gallagher Fire Equip. Co.	1,612.74	
269456	09/28/2023	Open			Accounts Payable	GEI Consultants of Michigan, P.C.	38,197.00	
269457	09/28/2023	Open			Accounts Payable	GFL Environmental USA, Inc	113.95	
269458	09/28/2023	Open			Accounts Payable	Giffels Webster	15,365.75	
269459	09/28/2023	Open			Accounts Payable	Goose Busters of Michigan LLC	4,537.00	
269460	09/28/2023	Open			Accounts Payable	Gordon Food Service	5,194.24	
269461	09/28/2023	Open			Accounts Payable	Grainger Inc	1,850.44	
269462	09/28/2023	Open			Accounts Payable	Graph-X Signs and Designs, Inc	16,354.50	
269463	09/28/2023	Open			Accounts Payable	Green Oak Tire, Inc	20.00	
269464	09/28/2023	Open			Accounts Payable	Guernsey Dairy Stores, Inc.	593.15	
269465	09/28/2023	Open			Accounts Payable	GZA Michigan, Inc	5,316.00	
269466	09/28/2023	Open			Accounts Payable	Harrison Township	37,173.94	
269467	09/28/2023	Open			Accounts Payable	HCMA Employee Association	1,099.00	
269468	09/28/2023	Open			Accounts Payable	Heritage Crystal Clean, LLC	76.19	
269469	09/28/2023	Open			Accounts Payable	Herkimer Radio Service	972.43	
269470	09/28/2023	Open			Accounts Payable	Home City Ice Company	527.75	
269471	09/28/2023	Open			Accounts Payable	Home Depot	526.39	
269472	09/28/2023	Open			Accounts Payable	Hornungs Pro Golf Sales, Inc.	392.59	
269473	09/28/2023	Open			Accounts Payable	Howell Area Parks and Recreation Authority	537.50	
269474	09/28/2023	Open			Accounts Payable	Huron Valley Ambulance	549.50	
269475	09/28/2023	Open			Accounts Payable	Huron Valley Guns LLC	69.99	
269476	09/28/2023	Open			Accounts Payable	Identity Source, The	1,196.25	58/617

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269477	09/28/2023	Open			Accounts Payable	Jamestown Advanced Products Co	9,024.45	
269478	09/28/2023	Open			Accounts Payable	John's Sanitation Inc.	4,424.00	
269479	09/28/2023	Open			Accounts Payable	Kent Matthew Koller	650.00	
269480	09/28/2023	Open			Accounts Payable	Kitch Drutchas Wagner Valitutti &	90.00	
269481	09/28/2023	Open			Accounts Payable	Knight's Auto Supply Inc	785.95	
269482	09/28/2023	Open			Accounts Payable	Kush Paint Company	795.95	
269483	09/28/2023	Open			Accounts Payable	Leonard, Nikki	500.00	
269484	09/28/2023	Open			Accounts Payable	Leslie Tire	346.00	
269485	09/28/2023	Open			Accounts Payable	LimnoTech Inc	4,145.00	
269486	09/28/2023	Open			Accounts Payable	Linde Gas & Equipment Inc.	165.16	
269487	09/28/2023	Open			Accounts Payable	Link, Tom	544.00	
269488	09/28/2023	Open			Accounts Payable	Livingston County Treasurer	289.39	
269489	09/28/2023	Open			Accounts Payable	Lowe's	739.16	
269490	09/28/2023	Open			Accounts Payable	Lower Huron Supply Co.	6,576.20	
269491	09/28/2023	Open			Accounts Payable	Lyden Oil Company	2,505.75	
269492	09/28/2023	Open			Accounts Payable	Macomb County Department of Roads	227.47	
269493	09/28/2023	Open			Accounts Payable	Macomb County Treasurer	1,256.58	
269494	09/28/2023	Open			Accounts Payable	Macomb Intermediate School District	268.28	
269495	09/28/2023	Open			Accounts Payable	Mechanical Heating and Cooling	119.00	
269496	09/28/2023	Open			Accounts Payable	Messina Trucking, Inc.	1,968.00	
269497	09/28/2023	Open			Accounts Payable	Michigan Axe Trailer, LLC	3,300.00	
269498	09/28/2023	Open			Accounts Payable	Michigan Cat	805.62	
269499	09/28/2023	Open			Accounts Payable	Midwest Golf & Turf	1,232.45	
269500	09/28/2023	Open			Accounts Payable	Mike's Farm Tractor Repair LLC	285.00	
269501	09/28/2023	Open			Accounts Payable	Milford Glass Incorporated	469.00	
269502	09/28/2023	Open			Accounts Payable	Miller, Canfield, Paddock &	26,658.00	
269503	09/28/2023	Open			Accounts Payable	Moment Strategies	11,000.00	
269504	09/28/2023	Open			Accounts Payable	Monroe Plumbing & Heating Co	7,105.00	
269505	09/28/2023	Open			Accounts Payable	MOSS Audio Corporation	1,020.00	
269506	09/28/2023	Open			Accounts Payable	Motion & Control Enterprises LLC	396.15	
269507	09/28/2023	Open			Accounts Payable	Munsell Farms	800.00	
269508	09/28/2023	Open			Accounts Payable	NAEYC	69.00	
269509	09/28/2023	Open			Accounts Payable	NBTutors LLC	1,498.50	
269510	09/28/2023	Open			Accounts Payable	Oakland County	60.00	
269511	09/28/2023	Open			Accounts Payable	Occupational Health Centers of MI	718.00	
269512	09/28/2023	Open			Accounts Payable	ODP Business Solutions. LLC	731.45	

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269513	09/28/2023	Open			Accounts Payable	Osburn Industries Inc	1,862.96	
269514	09/28/2023	Open			Accounts Payable	Oscar W Larson Co	715.91	
269515	09/28/2023	Open			Accounts Payable	Outfront Media Inc.	9,520.00	
269516	09/28/2023	Open			Accounts Payable	Parks Maintenance Inc	520.78	
269517	09/28/2023	Open			Accounts Payable	PEA Group	3,625.56	
269518	09/28/2023	Open			Accounts Payable	Pepsi-Cola Company	5,603.83	
269519	09/28/2023	Open			Accounts Payable	Petoskey Plastics	1,299.75	
269520	09/28/2023	Open			Accounts Payable	Pinckney Auto Wash LLC	80.00	
269521	09/28/2023	Open			Accounts Payable	Pitney Bowes	680.54	
269522	09/28/2023	Open			Accounts Payable	Pitney Bowes	105.00	
269523	09/28/2023	Open			Accounts Payable	PlantWise	58,000.00	
269524	09/28/2023	Open			Accounts Payable	PLM Lake & Land Management Corp	24,000.00	
269525	09/28/2023	Open			Accounts Payable	Police Officers Association	320.72	
269526	09/28/2023	Open			Accounts Payable	Police Officers Labor Council	2,469.55	
269527	09/28/2023	Open			Accounts Payable	Pomp's Tire Service, Inc.	676.80	
269528	09/28/2023	Open			Accounts Payable	PPCT Management Systems, Inc.	473.27	
269529	09/28/2023	Open			Accounts Payable	PRAT International LLC	650.00	
269530	09/28/2023	Open			Accounts Payable	ProPump & Controls, Inc.	1,144.32	
269531	09/28/2023	Open			Accounts Payable	Ray Wiegand's Nursery Inc	71.49	
269532	09/28/2023	Open			Accounts Payable	Redford Lock Security Solutions	180.00	
269533	09/28/2023	Open			Accounts Payable	Reginaldo, Marissa	500.00	
269534	09/28/2023	Open			Accounts Payable	RKA Petroleum Co's	8,183.50	
269535	09/28/2023	Open			Accounts Payable	Roberts Co.	150.00	
269536	09/28/2023	Open			Accounts Payable	Roseville Glass Co., LLC	672.07	
269537	09/28/2023	Open			Accounts Payable	RTI Laboratories Inc	562.00	
269538	09/28/2023	Open			Accounts Payable	Russ Milne Ford Inc.	751.83	
269539	09/28/2023	Open			Accounts Payable	Schoolcraft College	50.00	
269540	09/28/2023	Open			Accounts Payable	SEI Private Trust Company	8,024.54	
269541	09/28/2023	Open			Accounts Payable	SEMCO Energy	204.91	
269542	09/28/2023	Open			Accounts Payable	Shelby, Charter Township Of	6,831.30	
269543	09/28/2023	Open			Accounts Payable	Simple Adventures	2,000.00	
269544	09/28/2023	Open			Accounts Payable	SiteOne Landscape Co	390.11	
269545	09/28/2023	Open			Accounts Payable	Spartan Distributors Inc	95,118.11	
269546	09/28/2023	Open			Accounts Payable	Stantec	2,400.39	
269547	09/28/2023	Open			Accounts Payable	Sterling Office Systems	761.77	
269548	09/28/2023	Open			Accounts Payable	Suburban Sewer & Septic Tank	2,670.00	

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type Check								
269549	09/28/2023	Open			Accounts Payable	Sullivan, Jason	500.00	
269550	09/28/2023	Open			Accounts Payable	SupplyDen	14.76	
269551	09/28/2023	Open			Accounts Payable	Swank Motion Pictures, Inc.	750.00	
269552	09/28/2023	Open			Accounts Payable	Tapp, Quinn	269.24	
269553	09/28/2023	Open			Accounts Payable	Taylor Sluder, Victoria	145.93	
269554	09/28/2023	Open			Accounts Payable	TaylorMade Golf Company	659.69	
269555	09/28/2023	Open			Accounts Payable	Team Golf	159.98	
269556	09/28/2023	Open			Accounts Payable	Tire Wholesalers Company Inc	2,899.22	
269557	09/28/2023	Open			Accounts Payable	TireHub, LLC	421.44	
269558	09/28/2023	Open			Accounts Payable	Town & Country Pools, Inc.	2,765.00	
269559	09/28/2023	Open			Accounts Payable	Tri-County Supply, Inc	193.10	
269560	09/28/2023	Open			Accounts Payable	Tri-State Industrial Supply	1,079.28	
269561	09/28/2023	Open			Accounts Payable	Trinity Transportation	592.68	
269562	09/28/2023	Open			Accounts Payable	Trinity Turf, Inc.	248.99	
269563	09/28/2023	Open			Accounts Payable	Uline Shipping Supplies	309.61	
269564	09/28/2023	Open			Accounts Payable	UPS	178.30	
269565	09/28/2023	Open			Accounts Payable	US Foods	13,664.55	
269566	09/28/2023	Open			Accounts Payable	US Geological Survey	19,000.00	
269567	09/28/2023	Open			Accounts Payable	Vermont Systems Inc (VSI)	3,703.09	
269568	09/28/2023	Open			Accounts Payable	Washington Elevator Co Inc	100.80	
269569	09/28/2023	Open			Accounts Payable	Washtenaw County Treasurer	1,686.64	
269570	09/28/2023	Open			Accounts Payable	WDIV	3,700.00	
269571	09/28/2023	Open			Accounts Payable	Webster & Garner Inc.	1,094.92	
269572	09/28/2023	Open			Accounts Payable	Wildtype Design Native Plants	636.00	
269573	09/28/2023	Open			Accounts Payable	Wilson Sporting Goods Company	2,240.51	
269574	09/28/2023	Open			Accounts Payable	Wristband Resources	507.00	
269575	09/28/2023	Open			Accounts Payable	WTA Architects, Inc	30,801.97	
269576	09/28/2023	Open			Accounts Payable	YMCA of Metropolitan Detroit-Macomb	25,000.00	
Payment Type Check Totals 388 Payments							\$2,277,578.43	
Payment Type EFT								
5378	09/01/2023	Open			Accounts Payable	Equitable - Individual	5,850.00	
5379	09/01/2023	Open			Accounts Payable	HCMA Flexible Spending	721.54	
5380	09/01/2023	Open			Accounts Payable	Health Equity Employer Services	14,370.51	
5381	09/01/2023	Open			Accounts Payable	Michigan , State of	44,094.31	
5382	09/01/2023	Open			Accounts Payable	MISDU	2,872.21	
5383	09/01/2023	Open			Accounts Payable	United States Treasury	266,955.00	81/617

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type EFT								
5384	09/01/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	7,929.96	
5385	09/01/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	24,466.03	
5386	09/01/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	24,924.64	
5387	09/01/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	13,997.89	
5401	09/25/2023	Open			Accounts Payable	Fifth Third Bank	129,892.76	
5402	09/05/2023	Open			Accounts Payable	Fintech	122.64	
5403	09/05/2023	Open			Accounts Payable	Floral City Beverage, Inc	252.60	
5404	09/01/2023	Open			Accounts Payable	O&W, INC.	470.20	
5405	09/01/2023	Open			Accounts Payable	Premium Dist Of Michigan	225.50	
5406	09/01/2023	Open			Accounts Payable	Premium Dist Of Michigan	267.70	
5407	09/01/2023	Open			Accounts Payable	Rave Associates	361.20	
5408	09/01/2023	Open			Accounts Payable	Petitpren Inc.	130.25	
5409	09/01/2023	Open			Accounts Payable	Tri-County Beverage	247.50	
5410	09/01/2023	Open			Accounts Payable	O&W, INC.	605.40	
5411	09/01/2023	Open			Accounts Payable	Michigan , State of	153.00	
5412	09/01/2023	Open			Accounts Payable	Michigan , State of	153.00	
5413	09/01/2023	Open			Accounts Payable	Tri-County Beverage	174.00	
5414	09/01/2023	Open			Accounts Payable	Premium Dist Of Michigan	221.20	
5415	09/07/2023	Open			Accounts Payable	Tri-County Beverage	408.00	
5416	09/05/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	206.80	
5417	09/01/2023	Open			Accounts Payable	O&W, INC.	539.20	
5418	09/05/2023	Open			Accounts Payable	Rave Associates	677.30	
5419	09/05/2023	Open			Accounts Payable	Rave Associates	293.55	
5420	09/01/2023	Open			Accounts Payable	O&W, INC.	453.10	
5421	09/01/2023	Open			Accounts Payable	Michigan , State of	255.60	
5422	09/01/2023	Open			Accounts Payable	Michigan , State of	703.20	
5423	09/01/2023	Open			Accounts Payable	Rave Associates	378.40	
5424	09/01/2023	Open			Accounts Payable	O&W, INC.	439.20	
5425	09/06/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	235.65	
5426	09/06/2023	Open			Accounts Payable	Rave Associates	296.00	
5427	09/08/2023	Open			Accounts Payable	Michigan , State of	153.00	
5428	09/02/2023	Open			Accounts Payable	Michigan , State of	204.00	
5429	09/12/2023	Open			Accounts Payable	West Side Beer Distributing	312.20	
5430	09/07/2023	Open			Accounts Payable	Fabiano Bros. Inc	198.75	
5431	09/05/2023	Open			Accounts Payable	Michigan , State of	314.40	
5432	09/07/2023	Open			Accounts Payable	Premium Dist Of Michigan	192.00	

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Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type EFT								
5433	09/11/2023	Open			Accounts Payable	Health Equity Employer Services	8,750.00	
5434	09/11/2023	Open			Accounts Payable	Michigan , State of	411.03	
5435	09/11/2023	Open			Accounts Payable	United States Treasury	3,785.57	
5436	09/12/2023	Open			Accounts Payable	Michigan , State of	18,280.47	
5437	09/15/2023	Open			Accounts Payable	Equitable - Individual	5,850.00	
5438	09/15/2023	Open			Accounts Payable	HCMA Flexible Spending	721.54	
5439	09/15/2023	Open			Accounts Payable	Health Equity Employer Services	14,205.54	
5440	09/15/2023	Open			Accounts Payable	Michigan , State of	61,883.12	
5441	09/15/2023	Open			Accounts Payable	MISDU	2,509.28	
5442	09/15/2023	Open			Accounts Payable	United States Treasury	369,374.62	
5443	09/15/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	7,830.66	
5444	09/15/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	24,568.43	
5445	09/15/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	24,965.68	
5446	09/15/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	25,197.30	
5447	09/14/2023	Open			Accounts Payable	O&W, INC.	312.00	
5448	09/14/2023	Open			Accounts Payable	O&W, INC.	651.90	
5449	09/14/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	(19.20)	
5450	09/14/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	(24.00)	
5451	09/14/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	(16.80)	
5452	09/01/2023	Open			Accounts Payable	O&W, INC.	(97.50)	
5453	09/14/2023	Open			Accounts Payable	O&W, INC.	(60.00)	
5454	09/14/2023	Open			Accounts Payable	Michigan , State of	315.22	
5455	09/14/2023	Open			Accounts Payable	Tri-County Beverage	227.85	
5456	09/14/2023	Open			Accounts Payable	Premium Dist Of Michigan	263.50	
5457	09/14/2023	Open			Accounts Payable	Petitpren Inc.	112.95	
5458	09/14/2023	Open			Accounts Payable	Great Lakes Wine & Spirits LLC	54.90	
5459	09/14/2023	Open			Accounts Payable	O&W, INC.	497.20	
5460	09/14/2023	Open			Accounts Payable	West Side Beer Distributing	169.20	
5461	09/14/2023	Open			Accounts Payable	Rave Associates	164.00	
5462	09/14/2023	Open			Accounts Payable	O&W, INC.	549.20	
5463	09/15/2023	Open			Accounts Payable	Rave Associates	311.00	
5464	09/15/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	193.00	
5465	09/01/2023	Open			Accounts Payable	Rave Associates	550.40	
5466	09/15/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	(72.00)	
5467	09/14/2023	Open			Accounts Payable	Floral City Beverage, Inc	392.00	
5468	09/14/2023	Open			Accounts Payable	O&W, INC.	737.95	

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Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference
Bank Account 1-Comerica - Comerica Bank Checking								
Payment Type EFT								
5469	09/14/2023	Open			Accounts Payable	Rave Associates	98.40	
5470	09/14/2023	Open			Accounts Payable	Floral City Beverage, Inc	440.60	
5471	09/14/2023	Open			Accounts Payable	O&W, INC.	806.95	
5472	09/14/2023	Open			Accounts Payable	Rave Associates	229.20	
5473	09/14/2023	Open			Accounts Payable	O&W, INC.	747.55	
5474	09/19/2023	Open			Accounts Payable	West Side Beer Distributing	264.60	
5475	09/19/2023	Open			Accounts Payable	O&W, INC.	189.20	
5476	09/01/2023	Open			Accounts Payable	O&W, INC.	632.70	
5477	09/13/2023	Open			Accounts Payable	Premium Dist Of Michigan	359.00	
5478	09/01/2023	Open			Accounts Payable	Tri-County Beverage	261.85	
5479	09/01/2023	Open			Accounts Payable	O&W, INC.	(144.00)	
5480	09/21/2023	Open			Accounts Payable	Rave Associates	167.60	
5481	09/21/2023	Open			Accounts Payable	Rave Associates	66.15	
5482	09/21/2023	Open			Accounts Payable	Imperial Beverage	276.70	
5483	09/21/2023	Open			Accounts Payable	M4 C.I.C., LLC	541.00	
5484	09/21/2023	Open			Accounts Payable	O&W, INC.	778.85	
5485	09/21/2023	Open			Accounts Payable	O&W, INC.	576.65	
5486	09/22/2023	Open			Accounts Payable	Floral City Beverage, Inc	384.80	
5487	09/22/2023	Open			Accounts Payable	O&W, INC.	558.00	
5488	09/22/2023	Open			Accounts Payable	Petitpren Inc.	83.50	
5489	09/22/2023	Open			Accounts Payable	Tri-County Beverage	595.50	
5490	09/25/2023	Open			Accounts Payable	Daniel L Jacob & Co., Inc	110.10	
5491	09/25/2023	Open			Accounts Payable	O&W, INC.	285.80	
5492	09/25/2023	Open			Accounts Payable	O&W, INC.	295.40	
5493	09/26/2023	Open			Accounts Payable	Rave Associates	213.60	
5494	09/21/2023	Open			Accounts Payable	Fabiano Bros. Inc	76.60	
5495	09/21/2023	Open			Accounts Payable	Fabiano Bros. Inc	277.15	
5496	09/26/2023	Open			Accounts Payable	Premium Dist Of Michigan	219.35	
5497	09/18/2023	Open			Accounts Payable	Rave Associates	328.00	
5498	09/21/2023	Open			Accounts Payable	Tri-County Beverage	262.45	
5499	09/26/2023	Open			Accounts Payable	O&W, INC.	237.20	
5500	09/26/2023	Open			Accounts Payable	West Side Beer Distributing	362.85	
5501	09/22/2023	Open			Accounts Payable	Michigan , State of	446.40	
5502	09/22/2023	Open			Accounts Payable	Rave Associates	213.00	
5503	09/29/2023	Open			Accounts Payable	Equitable - Individual	5,850.00	
5504	09/29/2023	Open			Accounts Payable	Health Equity Employer Services	13,189.18	64/617

Payment Register

Payment Dates 09/01/23 - 09/30/23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Difference	
Bank Account 1-Comerica - Comerica Bank Checking									
Payment Type EFT									
5505	09/29/2023	Open			Accounts Payable	Michigan , State of	35,668.52		
5506	09/29/2023	Open			Accounts Payable	MISDU	2,815.26		
5507	09/29/2023	Open			Accounts Payable	United States Treasury	232,999.74		
5508	09/29/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	7,814.22		
5509	09/29/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	24,379.22		
5510	09/29/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	2,831.18		
5511	09/29/2023	Open			Accounts Payable	HCMA Flexible Spending	721.54		
5512	09/28/2023	Open			Accounts Payable	Vantagepoint Transfer Agents	24,510.86		
5513	09/27/2023	Open			Accounts Payable	O&W, INC.	294.40		
Payment Type EFT Totals							123 Payments	\$1,481,582.22	
Bank Account 1-Comerica - Comerica Bank Checking Totals							511 Payments	\$3,759,160.65	

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Payment Dates 09/01/23 - 09/30/23

Bank Account **PR - Comerica Bank Payroll**

Payment Type **Check**

<u>Status</u>	<u>Count</u>	<u>Transaction Amount</u>	<u>Reconciled Amount</u>
Open	475	333,750.36	.00
Voided	2	1,515.47	.00
Stopped	0	.00	.00
Totals	477	\$335,265.83	\$0.00

Payment Type **EFT**

<u>Status</u>	<u>Count</u>	<u>Transaction Amount</u>	<u>Reconciled Amount</u>
Open	2691	2,552,167.04	\$0.00
Voided	1	\$210.00	\$0.00
Totals	2,692	\$2,552,377.04	\$0.00

Bank Account **PR - Comerica Bank Payroll** Totals

<u>Status</u>	<u>Count</u>	<u>Transaction Amount</u>	<u>Reconciled Amount</u>
Open	3166	2,885,917.40	.00
Voided	3	1,725.47	.00
Stopped	0	.00	.00
Totals	3,169	\$2,887,642.87	\$0.00

Bernard Parker
Chairman

Amy McMillan
Director

HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Approval – April Appropriation Amendments
Date: October 3, 2023

Action Requested: Motion to Approve

That the Board of Commissioners' approve the September 2023 Appropriation Amendments as recommended by Shedreka Miller, Chief of Finance.

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 September, \$1,891,843 was transferred between general fund accounts. In addition, \$462 of general fund expense budget increases resulted in a direct decrease to fund balance restricted for canoe livery improvements. Transfers were also processed within the capital project fund totaling \$59,969. Tax adjustments resulted in a net decrease in fund balance of \$1,715.

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

Huron-Clinton Metropolitan Authority
September 2023 Appropriation Transfer Summary

Location	Expense Increase	Expense Decrease/Revenue Increase	Difference
General Fund Transfers			
Capital			
Lake St. Clair	-	4,400	(4,400)
Lower Huron/Willow	5,250	-	5,250
Hudson Mills	-	11,000	(11,000)
Stony Creek	11,000	5,250	5,750
Total	\$ 16,250	\$ 20,650	\$ (4,400)

Major Maintenance

Administrative Office	-	15,569	(15,569)
Lake St. Clair	1,089	-	1,089
Kensington	10,014	5,835	4,179
Lower Huron/Willow	25,179	17,795	7,384
Hudson Mills	1,486	-	1,486
Lake Erie	22,993	21,563	1,431
Total	\$ 60,762	\$ 60,762	\$ -

Operations

Administrative Office	16,148	562,923	(546,775)
Lake St. Clair	205,985	126,677	79,308
Kensington	250,570	45,835	204,735
Lower Huron/Willow	288,374	159,024	129,350
Hudson Mills	194,450	67,940	126,510
Stony Creek	291,270	255,407	35,863
Lake Erie	296,925	237,867	59,058
Wolcott	39,009	20,570	18,439
Indian Springs	43,793	59,885	(16,092)
Huron Meadows	45,813	65,983	(20,170)
Total	\$ 1,672,337	\$ 1,602,111	\$ 70,227

Administrative

Total	142,956	208,320	(65,365)
Total	\$ 142,956	\$ 208,320	\$ (65,365)

Total General Fund Transfers

Total	\$ 1,892,305	\$ 1,891,843	\$ 462
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Capital Project Fund Transfers

Administrative	-	59,969	(59,969)
Lake St. Clair	8,765	-	8,765
Lower Huron/Willow/Oakwoods	13,073	-	13,073
Hudson Mills	9,112	-	9,112
Stony Creek	7,319	-	7,319
Lake Erie	14,707	-	14,707
Indian Springs	6,992	-	6,992
Total	\$ 59,969	\$ 59,969	\$ (0)

Tax Year	Revenue Decrease	Revenue Increase	Net
Tax Adjustment			
Current	4,382	-	4,382
Prior	-	2,667	(2,667)
Total	\$ 4,382	\$ 2,667	\$ 1,715

HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Report – Monthly Major Maintenance Project
Date: October 2, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Major Maintenance report as submitted by Shedreka Miller 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 of Commissioners and the broader 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. 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 September, quite a few projects have been contracted or started with year-to-date expenses at 47.8% of the total budget.

Attachment: September 2023 Major Maintenance Status Report

Major Maintenance Status Report											
9/30/2023											
Location	Project Title	Project Description	Original Budget Funding	Carry Over Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status	
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	150,000	-	19,260	3,501	19,495	0	(234)		
Lake St Clair	East Boardwalk Resurface replacement - Phase 3	Continuation of decking Replacement and Repairs	350,000	-	380,089	366,920	372,210	0	7,879		
Lake St Clair	Stormwater Drainage Repairs on Culverts	Replacement of deteriorated culverts throughout the park	45,000	-	0	0	0	0	0		
Lake St Clair	Culvert Replacemet (CUL-LSC-002, 009, 029)	Replacement of old deteriorated culverts-part of plan	26,191	-	0	0	0	0	0		
Lake St Clair	Replace Surfside Shelter with Accessible Shelter	Replace Surfside with accessible shelter	85,000	-	0	0	0	0	0		
Lake St Clair	Hike/Bike Path crack repairs throughout Park	Hike / Bike path crack repairs	55,000	-	0	0	0	0	0		
Kensington	Dam Concrete Work	Fix concrete spalling	247,000	-	3,698	0	3,698	0	0		
Kensington	Restripe roadways/crosswalks parkwide, accessible parking	Replacement of faded pavement markings	-	24,543	38,075	32,345	38,075	0	(0)		
Kensington	Repainting of Sprayzone towers and fence (at Martindale)	Painting of steel structures and fencing	-	88,600	101,522	97,399	101,522	0	(0)		
Kensington	Golf Course Cart Path Milling	Grind Cart Path	-	37,781	37,781	0	2,219	0	35,562		
Kensington	Golf Course Supplemental Irrigation Well	Replace well that supplies water to irrigate golf course	-	22,580	22,580	14,957	14,957	7,623	0		
Kensington	Park Office Well Repair	Unexpected repair of Well at the Park office	-	-	12,871	12,781	12,781	0	90	Completed	
Kensington	East Boat Launch Pump 2 Repair	Unexpected repair of Pump at East Boat Launch	-	-	13,995	13,995	13,995	0	0		
Kensington	Mulch Installation	Mulch installation parkwide	21,450	-	23,563	23,563	23,563	0	0	Completed	
Kensington	East Boat Launch Pump 1 repair	Emergency Repair to Pump at East Boat Launch	-	-	22,325	22,325	22,325	0	0		
Kensington	Dam Safety Logs	Aluminum Stop Logs for Dam Safety	92,500	-	64,261	0	0	64,261	(1)		
Kensington	Trail Improvement - Martindale north to Shore Fishing	Replaces the existing failing asphalt surface on the bike trail	427,000	-	0	0	0	0	0		
Kensington	Boat Launch Building & Seawall Repairs	Repairs to the steel on the existing seawall	30,000	-	0	0	0	0	0		
Kensington	Replace culverts (CUL-Ken-041,85,89)	Replacement of old deteriorated culverts	17,000	-	0	0	0	0	0		
Kensington	Upgrades to Kensington Park Office	Upgrade Kensington Park Office	20,000	-	7,129	0	0	0	7,129		
Lower Huron	Turtle Cove UV Light Replacement	Replacement of ultraviolet disinfestation for pool	-	14,299	14,299	5,261	5,261	9,780	(742)		
Lower Huron	Lower Huron North End Parkway Resurfacing	Roadway surface repairs	650,000	-	607,409	560,625	560,625	0	46,784		
Lower Huron	Pump Motor Replacemet at Turtle Cove	Replace pumps motor at Turtle Cove	-	-	35,790	35,790	35,790	0	0	Completed	
Lower Huron	Lower Huron Drainage/Culvert Replacement CUL LH 564 Camp Dr	Replacement of old deteriorated culverts	12,090	-	0	0	0	0	0		
Lower Huron	Turtle Cove Marcite Repairs - Replace remainder of Lazy River	Replace the marcite in remainder of lazy river at Turtle Cove	300,000	-	0	0	0	0	0		
Willow	Upgrades Signage for new Park Office	New Signs for park office located at Willow	15,000	-	0	0	0	0	0		
Hudson Mills	Golf Starter Building Roof Replacement	Replacement of flat roof section	-	80,000	92,406	89,607	92,336	0	69		
Hudson Mills	Well Replacement at Park Office/Activity Center	Emergency replacement of well	-	-	19,682	19,682	19,682	0	0	Completed	
Hudson Mills	Replace Siding & Roofs at Golf Course Shop, Chem Bldg & Cart Barn	replace old t1-11 siding with steel siding and fix roof leak around windows	160,000	-	0	0	0	0	0		
Hudson Mills	Replace Outfalls (SDC-HUD-001, 009, 016) per Storm Mgmt Plan	Replacement of stormwater discharge culvert (SDC) outfalls	14,000	-	0	0	0	0	0		
Stony Creek	Restriping of park roads, hike-bike paths & crosswalks	Restriping of pavement markings	-	35,020	35,337	35,050	35,367	0	(30)	Completed	
Stony Creek	Small Well Replacement	New well and controller for supplemental water well	30,000	-	290	0	290	0	0		
Stony Creek	Eastwood Beach-Boiler Replacement	Repalce Boiler at Eastwood Beach	40,000	-	32,316	32,316	32,316	0	0	Completed	
Stony Creek	Trail Maintenance throughout Park	Trail Maintenance throughout Park	25,000	-	25,000	25,000	25,000	0	0	Completed	
Stony Creek	Mulch Installation	Mulch installation parkwide	10,230	-	11,238	11,238	11,238	0	0	Completed	
Stony Creek	Golf Course Bunker Repairs	Bunkers have failed, need to rebuild	15,000	-	15,000	9,466	9,466	0	5,534		
Stony Creek	Dam Safety Logs	Aluminum Stop Logs for Dam Safety	92,500	-	64,261	0	0	64,261	0		
Stony Creek	Golf Course Water Drainage Phase 3	Cut cart path/install culverts as needed - Phase 3	40,000	-	33,586	33,586	33,586	0	(0)	Completed	
Stony Creek	Bikepath Bridge between Winter Cove & MT Vernon	Repair bridge on bike path	80,000	-	0	0	0	0	0		
Stony Creek	Stormwater Drainage Repairs on Culverts	Replacement of deteriorated culverts	50,000	-	0	0	0	0	0		

9/30/2023			Original	Carry Over	Amended	Year to Date	Life to Date	Life to Date	Remaining	Project
Location	Project Title	Project Description	Budget Funding	Budget Funding	Budget	Transactions	Transactions	Encumbrance	Budget	Status
Stony Creek	Replace Water Line to Eastwood Beach Restrooms	Current water lines are at the end of lifespan	60,000		0	0	0	0	0	
Stony Creek	Electrical Upgrades at Eastwood Beach from Transformer	Repairs made in the past, replacement of line needs to be done	120,000		0	0	0	0	0	
Stony Creek	Update Signage throughout Park	Update Signage	15,000		0	0	0	0	0	
Stony Creek	Installation of Generator at Park Office	Install generator at park office	30,000		0	0	0	0	0	
Oakwoods	Tollbooth Electrical	Electical connection to tollbooth	-	40,470	76,523	75,306	76,522	0	0	Completed
Lake Erie	Boat Launch Sanitary Updates	Replacement of nonfunctioning sewer line and pumps	-		66,102	66,000	66,102	0	0	Completed
Lake Erie	Dredge Marina Channel and Relocate Spoils pile	Dredging and moving of previous spoils piles	150,000		67,756	1,608	20,983	0	46,773	
Lake Erie	Museum Wall Repair	Repair of leaning pation retaining wall	-	100,000	1,640	38	1,639	0	0	
Lake Erie	Nature trail boardwalk repairs of Northern Trapper run	Repalcement of deteriorated wooded boardwalk	35,000		0	0	0	0	0	
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. New Vendor-replaces 71221.136	-	118,492	159,040	159,040	159,040	0	0	Completed
Lake Erie	Golf Couse Maintenance Building - Complete Siding	Complete last side of building. Three-quarters were completed in 2021	15,000	-	15,000	0	0	12,680	2,320	
Lake Erie	Replace electric wiring at Marina boat docks	Upgrade existing wiring to marina pedestals	50,000		1,254	1,254	1,254	0	0	
Lake Erie	SWMP Projects-Drainage/Culvert Replacement-LE036, 005, 006, 015	Replacement of deteriorated culverts	16,354		0	0	0	0	0	
Lake Erie	Golf Course Storage Bulding Siding Replacement	Reside with metal siding , current wood siding is rotting	60,000		0	0	0	0	0	
Lake Erie	Relocate Spoils Pile at Marina	Relocate to restricted covenant area	60,000		0	0	0	0	0	Combined with 71221.134
Wolcott	Fill in Raceway at Mill	Project to look at filling in the raceway beneath the Mill	-	80,000	0	0	0	0	0	
Wolcott	Funace Replacement at Cow Barn	Two failing furnaces, no longer able to find repair parts	20,000		10,800	0	0	0	10,800	Moved to Opearations, under \$10k
Wolcott	Demo & Cleanup of new aquired Wolcott Property	Demolish existing structures on newly acquired Wolcott property	50,000		0	0	0	0	0	
Indian Springs	Replace Irrigation Head control system at Golf Course	Replacement of irrigation head control system	-	105,537	105,537	105,537	105,537	0	0	
Indian Springs	Install Irrigation Head control system at Golf Course	Install Irrigation Controllers	15,000	-	9,500	0	0	9,500	0	
Indian Springs	Replace Pump intakes, Electric Panel & Connections at Golf Course	Replace pump intakes, electric panel, and connections	260,000		0	0	0	0	0	
Indian Springs	Replace Culverts (CUL-IND-22,29,34)	Repalce deteriorated culverts	16,000		0	0	0	0	0	
Huron Meadows	Golf Starter Building Roof Replacement	Replacement of the existing shingle roof on the starter building	-	83,270	129,218	90,554	120,645	0	8,573	Completed
			\$ 4,072,315		\$ 2,376,129	\$ 1,944,741	\$ 2,037,517	\$ 168,104	\$ 170,506	

HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Report – Monthly Capital Project Fund
Date: October 2, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the Capital Project Fund report as submitted by Shedreka Miller and staff.

Background: In 2018, the Board of Commissioners approved the creation of a capital project fund. To improve the information provided on specific capital improvement projects Finance is working on developing a monthly performance report.

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 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 of Commissioners as well as the general public to stay up-to-date on the capital project work underway throughout the Metroparks.

Expenditures during September 2023 were primarily related to design & construction costs of projects. The following projects had significant amounts of contracted expenses during the month:

- Hudson Mills & Lake Erie – Vault Latrine Replacements
- Stony Creek – Golf Course Pumphouse & Irrigation Improvements
- Stony Creek – Reflection Nature Trail Improvements

Attachment: September 2023 Capital Project Fund Update

September Capital Project Fund Report - Project Summary

Location	Original Project Title	Project Description	Amended Budget	Available Grant Funding	Project Status	Estimated Completion Year
		A natural shoreline project which will remove rip-rap, regrade slope and install native vegetation which will improve filtration of water entering the marsh and improve habitat as well as reducing erosion.			To finish in Fall	2023
Lake St Clair	Black Creek Marsh Wetland Filtration Enhancement		327,103	160,000		
Lake St Clair	Accessible Kayak Launch & Power Installation	Accessible Kayak Launch & Power Installation	56,151		Completed	2023
Lake St Clair	Backup Internet Fiber Installation	Comcast installation of underground fiber network	40,000		Completed	2023
		Assessments, cost estimates, and project development for future projects to address electrical power infrastructure upgrades and repairs.			In Design	2026
Lake St Clair	Electrical Grid Replacement		809,154			
		Multi-year EGLE grant project through 2023. Plantings and bird deterrents installation to improve water quality funding includes follow up water quality monitoring.			In Construction	2023
Lake St Clair	Beach Restoration		483,988	292,167		
		Accessible Kayak Launch - grant application has been made to Michigan Coastal Management Program.			In Construction	2023
Lake St Clair	Michigan Coastal Management Program-Accessible Launch		631,384	196,425		
Lake St Clair	Entrance/Office Road Reconstruction	Reconstruction of deteriorating Entrance Road, Office road	152,837		In Construction	2023
		Replace 70'-long wood structure damaged over past 3 years due to high water. Requires permits.			In Design	2023
Lake St Clair	Wood Bridge near Interpretive Center Replacement		64,950			
		Purchase new portable booth. Directional bore power to unit for RecTrac system.			In Construction	2023
Lake St Clair	Upgrade 4th Tollbooth		27,538			
		Install a unistrut assembly with the associated disconnects and then make the necessary hookups			In Design	2024
Lake St Clair	Rework Electrical for Permanent Tollbooths to Connect to 4th		51,904			
Lake St Clair	Greening the Parking Lot	Grant Funded Project for Parking Lot Improvements	488	0	In Design	2026
		Pave 580 lf path from shelter to restrooms per the ADA Transition Plan.			In Design	2023
Kensington	Accessible Path from N Hickory Shelter to Restroom		66,273			
		Pave 950 lf path from shelter to restrooms and beach area per the ADA Transition Plan. Include concrete work needed for access mat across beach sand.			In Design	2023
Kensington	Accessible Path from S Martindale Shelter to Vault & Beach		85,954			
		Pave 250 lf path section along parking lot to connect shelter with beach area, food bar, and bathroom.			In Design	2023
Kensington	Accessible Path from N Martindale Shelter to Beach		30,354			
Kensington	Install EV Charging Station	Install EV Charging Station at Kensington Golf Course	67,000		Budgeted	2024
Dexter	Delhi Launch & Take Out Renovations	Renovation of launch area at Delhi.	306,000	153,000	In Design	2024
Dexter	Backup Internet Fiber Installation	Comcast installation of underground fiber network	300,000		In Construction	2023
Lower Huron	Backup Internet Fiber Installation	Toll Booth replacement on existing pedestal at Oakwoods and Lower Huron - Beemis Road entrance.			In Construction	2023
Lower Huron	Toll Booth Replacement and Paving		51,038			
		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)			In Construction	2023
Lower Huron	Iron Bell Trail Project		953,434	488,742		
		Land and Water Conservation Fund grant funded project to improve accessibility and site amenities at the Walnut Grove Campground.			Awaiting Grant Agreement	2023
Lower Huron	Walnut Grove Campground Improvements		784,739	450,000		
		Land and Water Conservation Fund grant funded project to develop a new fenced in area for off leash dog activities			Awaiting Grant Agreement	2023
Lower Huron	Off Leash Dog Area Development		330,800	165,400		
Lower Huron	New Slide Structure at Turtle Cove	Install new slide at Turtle Cove water park.	1,637,349		Project on hold	2024
		Pave 1,285 lf path from shelter to restrooms and Turtle Cove area per the ADA Transition Plan.			Budgeted	2023
Lower Huron	Accessible Path from Hawthorne Glade N Shelter to Turtle Cove		813			
		Pave 330 lf path from shelter to restrooms per the ADA Transition Plan; this area is not included in the Walnut Grove campground LWCF grant project.			Budgeted	2023
Lower Huron	Accessible Path from Tulip Tree Shelter to Restrooms		1,838			
Lower Huron	Iron Bell Trail Guardrail Addition	Addition of guardrail on Iron Bell Trail	139			
		Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at Rapids View			Project Completed, awaiting grant money	2023
Hudson Mills	Rapids View area Development		696,025	226,900		
		Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at Dexter-Huron			Awaiting Grant Agreement	2023
Hudson Mills	Picnic Area Development at Canoe Launch		417,836	192,700		
Hudson Mills	Replace Vault Toilet with CXT	Replace curren vault toilet with CXT.	242,188		In Construction	2023
		Pave 320 lf path from bike trail to AC shelter to make it ADA compliant. Include accessible tables/grill & concrete pad as part of project.			Budgeted	2024
Hudson Mills	Accessible Access to Activity Center Shelter		40,212			
Hudson Mills	Convert Gas Storage Tanks for Above Ground	Conversion of gas storage tanks	127,273		In Construction	2023
		Construction of a new restroom and shade structure at the boat lauch facility			Substantially Completed	2023
Stony Creek	Boat Launch Building Redevelopment		2,192,898			
Stony Creek	Backup Internet Fiber Installation	Comcast installation of underground fiber network	80,000		Completed	2023
		Replacement of intakes, pumps, controls, piping and heads. One year of design before construction.			In Design	2023
Stony Creek	Golf Course Pumphouse & Irrigation System Replacement		1,008,959			
		Pave 625 lf in asphalt paths connecting both Wintercove shelters to lot, restroom and playground areas per the ADA Transition Plan.			In Design	2023
Stony Creek	Accessible Path from Winter Cove N to Winter Cove S Shelters		215,864			
Stony Creek	Develop Shelter in former Banquet Tent Area	Replace Banquet Tent with shelter.	500,000		Budgeted	2023
		Repair the seawall at the Boat Launch / update parking lot lighting. Incorporate pier for Washington Twp. FD & Metroparks police boat.			In Design	2023
Stony Creek	Seawall Repair & Washington Twp Fire Dept Boat Pier		583,875			
		Removal and realignment of 1/2 mile of 6' wide asphalt path, 284 lf of 8' wide boardwalk, replacement of three existing footbridges, a 400sf overlook structure and pond dipping platform.			Budgeted	2026
Stony Creek	Reflection Nature Trail Improvements		940,390	465,600		
		Replace with precast bridge between Wintercove and Mt. Vernon, original structure (15' x 40') is failing, uneven decking and entry, exit points. Leading to injuries from cyclists and rollerbladers. It is no longer safe to plow during the winter. Requires permits.			Budgeted	2023
Stony Creek	Hike Bike Path & Bridge Replacement btwn Winter Cove & Mt Vernor		84,015			
Stony Creek	Install Electricity at 4th Tollbooth	Directional bore power to unit for RecTrac system.	20,000		Budgeted	2024
Stony Creek	Install EV Charging Station	Install EV Charging Station at Stony Creek Golf Course	67,000		Budgeted	2024
		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.			Completed	2023
Willow	Park Office Replacement		2,802,201			
		National Fish and Wildlife Foundation SE MI Resilience Fund grant project to mitigate Huron River streambank erosion and improve habitat			Design Started	2023
Willow	Big Bend Shoreline Protection		624,052	250,000		
		Removal of that dam structure, sheet pile walls and docks and subsequent site restoration.			Budgeted	2023
Willow	Washago Pond Restoration		912,154			
		Pave 650 lf asphalt paths connecting both Fox Meadows shelters to the restroom and to the pool activity area/playground per the ADA Transition Plan.			Budgeted	2023
Willow	Accessible Path from Fox Meadows N & S Shelters to Pool		65,000			
		Needed upgrades for the pumphouse to work efficiently for the course irrigation (Control system, VFD's, lift pipes/pumps)			In Design	2024
Willow	Golf Course Pumphouse Upgrades		264,387			
Willow	Roof Replacement at Golf Course Clubhouse	Clubhouse Roof Replacement	70,000		Budgeted	2024
Willow	UST Fuel Pump Removal & Replacement at Golf Course	Removal/replacement of current WGC UST Fuel pumps	230,000		Budgeted	2024

Willow	Salt Storage Curtain Closure	Add curtain to the salt storage area	20,000		Budgeted	2023
Willow	Install EV Charging Station	Install EV Charging Station at either Willow Golf Course	66,566		Budgeted	2024
		Land and Water Conservation Fund grant funded project to develop an accessible nature trail and make associated site improvements			Grant Received, In Design	2023
Oakwoods	Accessible Nature Trail Development		425,047	124,000		
Oakwoods	Flat Rock Dam Study	Grant Project to Study area associated with Flat Rock Dam	762,811	730,000	In Construction	2025
		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.			In Construction	2023
Lake Erie	Shoreline and Fish Habitat Restoration		1,687,935	1,404,353		
Lake Erie	Boat Launch Fish Cleaning Station	Installation of an onsite fish cleaning station at the boat launch facility	45,000	122,500	Budgeted	2023
		Land and Water Conservation Fund grant funded project to develop an accessible kayak launch and associated site amenities at the Boat Launch			In Design	2023
Lake Erie	Accessible Kayak Launch with Area Development		245,546			
		Trail Improvements including aggregate trail from parking lot to new trail head and accessible amenities.			Grant Received, In Design	2023
Lake Erie	Cherry Island Nature Trail Improvements		893,516	600,000		
Lake Erie	Cove Point Vault Toilet Replacements	Cove Point vaults -removal/replacement of 2 vaults with CXTs.	163,873		In Construction	2023
		Install new sewer line to service Boat Launch building, including pump upgrades and controls.			Completed	2023
Lake Erie	Sewer Line Replacement at Boat Launch Building		15,629			
Lake Erie	Protecting Lake Erie Marsh with Green Infrastructure	Grant Project to protect marshland	801,159	483,500	Budgeted	2024
Lake Erie	Wave Pool Mertha Liner and Updates	Wave Pool Mertha Liner and updates	4,001,009	1,000,000	Budgeted	2024
Lake Erie	Resurface Outdoor Courts with Sport Tile	Two courts needing surfacing near Pool Complex	60,070		Budgeted	2023
		Development of a connector trail from the Farm to the Mill. Multi year project design and construction			Budgeted	2024
Wolcott	Farm to Mill Trail Connector		1,001,033			
Wolcott	Replace Roof on Mile Barn	Replace / repair roof	150,000		Budgeted	2023
Indian Springs	Golf Course Pump House Upgrades	Upgrades to Golf Course pumhouse	433,900		Budgeted	2023
Indian Springs	Playground Redevelopment at Meadow Lark	Redevelopment of Meadow Lark Playground	600,209		Budgeted	2024
		Convert building electric for electric golf carts and add generator hook up to run essential equipment			In Construction	2023
Indian Springs	Electrical Conversion at Golf Building		251,149			
Indian Springs	UST Removal at Golf Course	Remove underground fuel tank	200,000		Budgeted	2023
Indian Springs	Healing the Huron River Headwaters-Tree Planting & Restoration	Grant Funded Restoration work at Huron River Headwaters	100,000	100,000	Grant Received, In Design	2023
			31,370,005	7,605,287		



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Purchases – Total Spent and Vendor Locations
Date: October 5, 2023

Action Requested: Receive and File

That the Board of Commissioners receive and file the update for total spent and vendor locations as submitted by Director Amy McMillan and staff.

Background: Each month the 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

Award Requests for October 2023

Vendor	Vendor Location	Description	Park Location	Total Request	Five-County	Greater Michigan	Outside Michigan	Effect of DEI, Living Wage, and Local Preference Policies
Bell Equipment Company	Lake Orion, MI	Five Garbage Trucks	Kensington, Hudson Mills, Stony Creek, Lake Erie, and Willow Metroparks	\$ 858,000.00	\$ 858,000.00			
Royal West Roofing	Brighton, MI	Storage Building Metal Siding	Lake Erie Metropark	\$ 74,400.00	\$ 74,400.00			
Alpine	Novi	Land Surveying	Lower Huron	\$ 12,000.00	\$ 12,000.00			
Edgewater	St. Joseph	Engineering Services	Lake St. Clair	\$ 24,000.00		\$ 24,000.00		

Totals:	\$968,400.00	\$944,400.00	\$24,000.00	\$0.00
Percent of Total Award Request:		97.52%	2.48%	0.00%



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update - Purchases over \$10,000
Date: October 5th, 2023

Action Requested: Receive and File

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. Hubbell Roth & Clark Inc.	LSC Toll Both Electrical Feed	\$16,500.00
3. Bostick Truck Center LLC.	Dump body with drop sides hitch pack	\$19,450.00
4. Southern Truck Equipment	Under tailgate salt spreader	\$13,723.00



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Neil Eby, Buyer
Project No: RFP 2023-018
Project Title: Five Garbage Trucks
Location: Kensington, Hudson Mills, Stony Creek, Lake Erie, and Willow Metroparks
Date: October 5, 2023

Action Requested: Motion to Approve

That the Board of Commissioners approve the award of RFP 2023-018 to Bell Equipment Company of Lake Orion, MI for the purchase of five garbage trucks for use at Kensington (\$190,000), Hudson Mills (\$190,000), Stony Creek (\$145,000), Lake Erie (\$143,000), and Willow (\$190,000) Metroparks for a total cost of \$858,000, as recommended by Neil Eby, Buyer, and staff.

Fiscal Impact: Funds for the Stony Creek garbage truck will come from the board approved 2023 capital equipment budget as amended, which allowed \$200,000 for this purchase. Funds for the other four trucks will come from the proposed 2024 capital equipment budget, which included \$800,000 for that equipment. Staff will amend the 2023 capital equipment budget through a General Fund Balance transfer in the amount of \$717,000 to cover the early 2024 purchases. This results in a total savings of \$138,000 with \$55,000 being allocated in 2023 and \$83,000 in 2024.

Scope of Work: Bell Equipment Company will be responsible for the furnishing and delivery of five garbage trucks, as specified in their proposal, to the Kensington Metropark Warehouse, located at 2240 West Buno Rd., in Milford, MI.

Process: HCMA posted RFP 2023-018 on the Michigan Intergovernmental Trade Network (MITN) site on August 3rd, 2023, which provided notice to 140 vendors. 19 vendors downloaded the request for proposal documents and three provided proposals.

The three proposals were evaluated in depth by an evaluation committee consisting of Maintenance Managers representing the Eastern, Western, and Southern districts, as well as Equipment Maintenance and Inventory Managers. After completing the evaluation process, the evaluation committee reached consensus that Bell Equipment Company submitted the most responsive and responsible proposal.



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Neil Eby, Buyer
Project No: ITB 2023-019
Project Title: Storage Building Metal Siding
Location: Lake Erie Metropark
Date: October 5, 2023

Action Requested: Motion to Approve

That the Board of Commissioners approve the award of ITB 2023-019 to Royal West Roofing & Sheet Metal of Brighton, MI for the installation of metal siding at the Lake Erie Metropark Golf Course for a total, not-to-exceed cost of \$74,400 as recommended by Neil Eby, Buyer, and staff.

Fiscal Impact: Funds will come from the board approved 2023 major maintenance budget, which allowed \$60,000 for this project. Additionally, \$14,400 will be used from unallocated funds within Stony Creek’s major maintenance budget.

Scope of Work: The project will remain exclusive to the storage building located at the Lake Erie Metropark Golf Course. The project includes installation of new metal siding and all other tasks associated with installation and removal of debris associated with the job, as specified in ITB 2023-019.

Process: HCMA posted ITB 2023-019 on the Michigan Intergovernmental Trade Network (MITN) site on August 16, 2023, which provided notice to 247 vendors. 25 vendors downloaded the bid documents and two provided bids, as summarized in the following table:

Bidder	Grand Total Bid
Royal West Roofing & Sheet Metal	\$74,400.00*
Structure Tec Restoration	\$81,189.42

**Indicates recommended bid award*

Royal West Roofing & Sheet Metal was found to have submitted the lowest responsive and responsible bid.



**HURON-CLINTON METROPOLITAN
AUTHORITY**

To: Board of Commissioners
From: Tyler Mitchell, Chief of Natural Resources and Regulatory Compliance
Subject: Natural Resources Monthly Report
Date: October 3, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file September 2023 Natural Resources Report as recommended by Chief of Natural Resources and Regulatory Compliance, Tyler Mitchell, and staff.

NATURAL RESOURCES MONTHLY REPORT

SEPTEMBER 2023

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

SYSTEM-WIDE

ADMINISTRATIVE

- Cooperative Beech Leaf Disease (BLD) survey at multiple parks, beginning to test varied strategies to protect Beech trees, and slow the spread of BLD.
- Preparing for fall 2023 prescribed fire projects, preparing burn prescriptions for work to be conducted this fall at Kensington, and Oakwoods Metroparks.
- Continued updating of management plans and units for late 2023 and early 2024 work, including at Rouge Park, and newly restored areas. Work coincides with goals being developed in the Climate Action Plan.



Figure 1: Researchers with the Lake St. Clair CISMA (Cooperative Invasive Species Management Area), partner with HCMA Natural Resources staff to survey for and inventory occurrences of Beech Leaf Disease (BLD) at Stony Creek Metropark. This disease causes stress and death of mature beech trees integral to Michigan's forests.

SOUTHERN DISTRICT

LAKE ERIE METROPARK

- Developing and installing signage at the shoreline restoration site.
- Planning for final restoration of sledding hill to include additional topsoil and grass seed application.

LOWER HURON METROPARK

- Summer storms created a number of impassable sections of the river throughout the southern district. The Natural Resources Crew worked to clear the river of these obstacles and open the resource up for safe paddling.

WILLOW METROPARK

- Facilitated continued archaeological work at Willow Metropark in cooperation with researchers at Eastern Michigan University. Natural Resources Staff lent support with an excavator and operator to help researchers perform trench surveys.



Figure 2: Natural Resources Crew members prepare to remove a downed tree from a section of the Huron River through Lower Huron Metropark. This work ensures the river remains safe for paddlers, and reduces the risk factor and frequency of rescue calls performed by local municipal emergency services.

WESTERN DISTRICT

KENSINGTON METROPARK

- Preparing fall burn unit at the Milford road grassland.
- Assessing lake for invasive aquatic plant treatment success, and planning for 2024 season.

INDIAN SPRINGS METROPARK

- Finalizing Eastern Massasauga Rattlesnake study for 2023 season, planning for 2024 continued work to determine population and habitat health.
- Continued work to restore Huron River headwaters habitat in the Huron Swamp.

HURON MEADOWS METROPARK

- Invasive species control targeting priority habitats, with a focus on tree-of-heaven, an invasive species and preferred host of the recently detected Spotted Lanternfly, a pest with the potential to impact native forests and agricultural crops.



Figure 3: HCMA hosted a conference for natural resources professionals around the state working on Eastern Massasauga Rattlesnake(EMR) species recovery at Indian Springs Metroparks. This conference allowed professionals from around the state to collaborate, share recent advances, and tour EMR habitat at the Metroparks.

EASTERN DISTRICT

STONY CREEK METROPARK

- Summer storms created a number of impassible trails at Stony Creek Metropark. The Natural Resources crew worked with park operations staff to ensure safe and accessible trails were restored as quickly as possible.

LAKE ST. CLAIR METROPARK

- Designing final grant signage for shoreline restoration for install in Fall 2023.
- Volunteer day at the park helped weed some of the planted beds at the beach. These beds were installed as pollinator habitat, and to deter geese and gulls from utilizing the beach.

WOLCOTT MILL METROPARK

- Planning for restoration of the former golf course grounds, to include plans for strategic mowing, seeding, and prescribed burning of management units.



Figure 4: Natural Resources staff work alongside volunteers to remove weedy plants and invasive species from the planted wildflower and grass beds at the beach at Lake St. Clair Metropark. Many small cottonwood trees began to grow in the beds and were removed to ensure success of desired species. These beds provide habitat and serve as a physical barrier to deter geese and gull from occupying the beach.

WHAT'S NEXT?

SYSTEM-WIDE

- Post-construction monitoring data and reporting to be completed for a number of restoration sites, at Lake Erie, Willow, and Lake St. Clair Metroparks.
- Partnership with the City of Detroit parks staff continues, with upcoming work to be informed by plans currently under development and review.
- Stormwater and water quality improvement planning with internal staff and partners, cooperation with consultant. Review of partner input sessions forthcoming.

SOUTHERN DISTRICT

- Native tree plantings at the shoreline restoration area at Lake Erie Metropark
- Raingarden kits to be packaged and provided to master raingardeners at Lake Erie and surrounding Wayne County communities.

WESTERN DISTRICT

- Tree plantings at Kensington and Indian Springs Metroparks.
- Prescribed fire in grassland units.

EASTERN DISTRICT

- Installation of camera and monitoring equipment at wildlife tunnel crossing at Lake St. Clair Metropark.
- Continued conversion of underutilized turf areas to grow zones. These areas provide habitat for pollinator species, filter stormwater, and reduce cost of maintenance for park staff. Follow up work will continue in fall to enhance partially restored areas, and treat any turfgrass remaining in these sites.

HURON-CLINTON METROPOLITAN AUTHORITY



To: Board of Commissioners
 From: Janet Briles, Chief of Planning and Development
 Project Title: Planning and Development Department Monthly Update
 Date: October 12, 2023

Action Requested: Receive and file

That the Board of Commissioners receive and file the Planning & Development Department Monthly Update as recommended by Chief of Planning and Development Janet Briles and staff.

Executive Summary

The following are highlights of the activities of the Planning & Development Department for September 2023:

Project/Initiative Implementation

- GLRI grant project at Lake Erie Metropark: Metroparks staff (Jay Bibby) and Wyandot of Anderdon Nation did a joint presentation on 9/21 for City Beautiful Movement's Quarterly Meeting, to share the news about the DIY rain garden program. Once the Quality Assurance Project Plan is approved, ECT will begin preparing 30% design that will be shared with staff and stakeholders for feedback. *Supports Strategic Plan Goal: Maintain & Invest.*
- HCMA had to complete the drawings for the contractor, Tim Phillips did an excellent job on short notice, to keep the project on schedule. A change order was included to complete rubber repair on the surfacing of the hillside slide. Pre-construction meeting happened on 9/22. Construction on going through October. *Supports Strategic Plan Goal: Maintain & Invest.*
- Working with Livingston County Road Commission to get RFP ready for advertisement following MDOT requirements. *Supports Strategic Plan Goal: Maintain & Invest.*

Planning & Community Engagement

- Updating Recreation Programming Plan in coordination with Marketing, Interpretive, and DEI departments to meet CAPRA Chapter 6 requirements. *Supports Strategic Plan Goal: Listen & Connect.*
- Metroparks Connector Project – Public engagement on-going through October. Press release did very well, and press coverage has been great. *Supports Strategic Plan Goal: Listen & Connect.*
- ADA Transition Plan Update – Ongoing work in coordination with DEI to update our 2019 ADA Transition Plan. Update requires completing checklists for each park. *Supports Strategic Plan Goal: Maintain & Invest.*

Attachment: Planning & Development Department Monthly Update which includes Monthly Grant Updates



PLANNING AND DEVELOPMENT MONTHLY REPORT

October 2023






Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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

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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	Oct 2023 Actions
SYSTEM-WIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly, grant monthly updates
	Tollbooth scanning reports	Report		Seasonally	Staff time	Summer Report for Oct. Board Meeting
	Foundation administrative tasks	Various		Ongoing	Staff time	990 worksheet completed, help to set up funding from donor will
	Sign request processing/signage transition plans	Infrastructure/ Small Facilities		Ongoing	Actual cost	Administrative tasks
	CAPRA Programming Ch. 6	Various		Ongoing	Staff time	Updating Recreation Programming Plan
	CAPRA Planning Ch. 2	Report		Ongoing	Staff time	Documentation assembly
	Commemorative trees and benches	Various		Ongoing	Staff time	Administrative tasks
	Grant Applications and Administration	Various		Ongoing	Staff time	Lead multi-department effort to track and maintain grant associated tasks
	Assisting finance with single audit for 2022	Various	Finance	September	Staff time	Provide documentation to auditors

SYSTEM-WIDE

HCMA Studies/Initiatives





Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
Sustainability Plan projects coordination	Various		Ongoing	Various	CAPRA Sub-Committee working on sustainability policy standards
ADA Transition Plan	Plan		October 2024	Staff time	On-site checklists on-going in order to update ADA Transition plan in Fall 2024
Stormwater Management Plan	Plan	Various	Ongoing	Staff Time	Meeting at Kensington Farm Center: 8/31
Visitor count program	Various	Various	Ongoing	Staff time	Evaluating Eco-Counter quote for automatic data transmission dashboard service. Preparing Joint Visitation Data Report
Transit Access in Parks	Various	Various	Ongoing	Staff time	Evaluate regional services and evaluate parks for future connection/services
Climate Action Plan	Plan	Various	Ongoing	Staff Time	In final review
ESRI ArcGIS Administration	Various	Various	Ongoing	Staff time	Working with IT to upgrade in-house platform

Grants/Fundraising

Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
Electric Vehicle and Charging Infrastructure Grants	Various		June 2023	Staff time	Submitted DOT grant for funds to install EV charging infrastructure in selected parks
DTE E-Fleet Program	Plan		Ongoing	Staff time	E-Fleet on hold until EVs are purchased
Russell Family Foundation - Teacher Training Workshops	Plan		July 2023	Staff time	Grant submitted in July; anticipate October decision
Tasers	Plan	Police	Sept. 2023	Staff time	MMRMA RAP grant request
PNC Early Education Programs	Plan		Sept. 2023	Staff time	Grant submitted; early October decision
PNC Teacher Training w/DZS	Plan		Sept./Oct. 2023	Staff time	Early educator training in Macomb Co.

SYSTEM-WIDE

Project Implementation/Oversight


Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
EGLE Recycling Bin Grant	Plan	Various	Dec 2023	Staff time	Monitor waste diversion during summer months for final report. Met onsite at LSC: Discussed 2024 mixed recycling
Metroparks Trail Connectors	Plan	Various	Dec 2023	Staff time	Conducting public outreach
MISGP Spotted Lanternfly Survey at IS, Ken, SC, & Wol	Planning		Ongoing	Staff time	Selection of contractor; solicit DNR approval
Livingston Co. Trail Connectors – Engineering Design	Plan	Various	Ongoing	Staff time	RFP has been drafted and shared with MDOT and LCRC
Early Learner Education Programming	Plan		Ongoing	Staff time	Program complete; final reporting underway
GOAL Education Programming	Plan		Ongoing	Staff time	Preparing final reports to foundations
NEEF Beach Wheelchairs	Plan		Ongoing	Staff time	Straps and replacement chairs arrived; remaining funds for Martindale picnic area accessible projects

SOUTHERN DISTRICT



SOUTHERN DISTRICT

Grants/Fundraising




	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
LEF	Great Wave Pool Spark Grant	Large Facility	Eng, Op, Maint	June	Staff Time	Resubmitted application with supplemental information
WFI	Willow Big Bend Fishing Area Renovation	Large Facilities		Ongoing	Staff time	Submitted application to DNR Trust Fund; passed administrative review; scoring in fall

Project Implementation/Oversight


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
WII	SE Michigan Resilience Fund-Big Bend Area Restoration	Large Facilities	Eng/NR	Ongoing	Staff time	One year extension received; follow-up fish survey completed, monitoring to continue; open house schedule for Sept. 23
WII	Willow Metropark Signage	Signage	Various	2023	Staff time	Updates to facility and wayfinding signage
LHu	2020 LWCF - Walnut Grove Campground	Documentation	Various	To be completed by 6/30/25	Staff time	Design phase underway
LHu	2020 LWCF - Off-Leash Dog Area	Documentation	Various	To be completed by 6/30/25	Staff time	Design phase underway following project agreement signed
Oak	NOAA Dam Removal Feasibility Study	Large Facilities		2023	Consultant	Public meeting #1 was on 8/23. Project page has been updated with recorded meeting, and emails have been sent out to participants. Public input summary report underway.
	Basketball Courts near the Great Wave Pool	Small Facilities	Various	2023	Staff time	Recommended improvements within budget, bid work.
LEF	2021 TF- Cherry Island Trail Improvements	Large Facilities		Ongoing	Staff time	Design phase underway
	2021 GLRI-EPA Nonpoint Source Grant	Large Facilities		Ongoing	Staff time	QAPP ready for EPA submission and approval. Design underway for GI improvements, City Beautiful Movement quarterly meeting speaking engagement with Metroparks/Wyandot of Anderdon Nation for project outreach.

SOUTHERN DISTRICT



Project Implementation/Oversight, cont.

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
Oak	2019 LWCF - Oakwoods Accessible Nature Trail	Large Facilities		Ongoing	Staff time	Contractor approved by DNR; work to commence
LEr	2019 LWCF - Lake Erie Accessible Boat/Kayak Launch	Large Facilities		Deadline 6/1/2024	Staff time	DNR project agreement executed, engineering design next step
WIL	Acorn Knoll Disc Golf	Large Facility		Ongoing	Staff	Closed holes #18-22 for the time being as MDOT reviews property line

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
LEr	Lake Erie Shoreline Restoration Project	Construction	Ops . NR	October	Staff time	Work underway near completion
LEr	Hike-Bike Trail / Great Lakes Way Trail	Plan	Various	2024	Staff Time	Working w/Brownstown Twp and Wayne County Roads to submit TAP application by Feb, 2024
LH	Adaptive Ballfield Concept Plan	Plan		2023	Staff time	Conceptual planning process phase on hold

HCMA Studies/Initiatives







	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
LEr	Marina building study	Large Facilities		2023	Consultant	Included as a potential long-term waterways grant project in 5-Year Rec Plan
	Wayne County GIS property assessment for stormwater management	Large Facilities		2023	Consultant/Six Rivers Conservancy	Meeting with consultants GIS project team

WESTERN DISTRICT




WESTERN DISTRICT

Administrative




	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
Del	Border-to-Border trail design and construction	Large Facilities		Ongoing	Estimated Cost	Washtenaw to coordinate construction activities with park
MISC	Livingston County Parks and Open Space Advisory Committee	Partnership		Ongoing	Staff time	Attendance at regular POSAC meetings
	Friends of the Lakelands Trail Steering Committee	Partnership		Ongoing	Staff time	Represent HCMA as a participating steering committee member that meet monthly
	Huron Valley Trail quarterly meeting	Partnership		Ongoing	Staff time	Represent HCMA as a participating partner
DHu	Van Curler Property	Coordination		Ongoing	Staff time	Comments provided to community for consideration and future coordination
	Title IV Plaza B2B Trail	Coordination		Ongoing	Staff time	Comments provided for SESC Plan review; construction planned for fall season

Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
Del	Launch/Take-out Renovation	Large Facilities		Ongoing	Staff time	Signed project agreement submitted to DNR for final approval

WESTERN DISTRICT

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
DHu	2020 TF – Dex-Huron Accessible Launch	Large Facilities		Ongoing	Staff time	Finalizing design; ready to request permits; will need to request 2 nd extension in Oct.
Ken	Impact 100 – Seeding a Green Future	Plan		Ongoing	Staff time	Helping teachers to prepare science lab to house hydroponic equipment
	Fitness Trail Development for East Boat Launch area	Plan	Multiple	Ongoing	Staff time	Purchase order developed for fitness equipment
HMIll	DNR Community Forestry Grant	Planting	Maint. Ops	Spring 2023	Staff time	Completed project close-out
ISp	CE Headwaters Restoration	Partnership		Ongoing	Staff time	Late summer invasive species removal

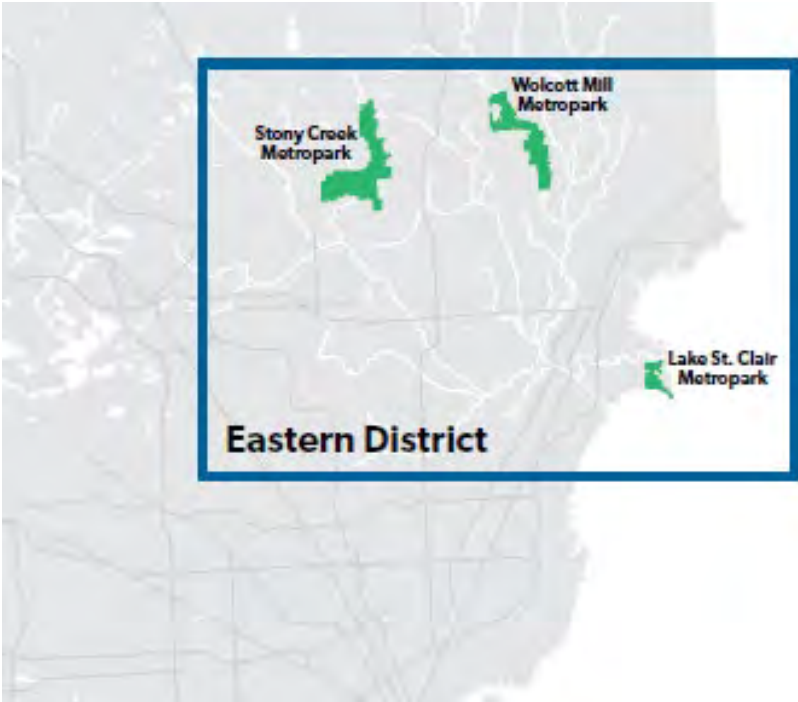
Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
IS	New playground for 5-12 year olds	Small Facility	Various	2023	Staff time	Pre-con meeting scheduled for 9/15

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
HMIll	Northwest Passage Feasibility Study Review	Plan	Various	Ongoing	Staff time	Discussed at kick-off meeting with non-motorized trail gap feasibility study to be considered as a connector trail
Ken	Equestrian Staging and Group Camp Improvements	Large Facilities	Various	2023	Staff time	Reviewed Equestrian Group comments and will proceed with park-wide evaluation of equestrian facilities

EASTERN DISTRICT





EASTERN DISTRICT


Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
	Erb Foundation – DZS Partnership Workshop	Plan	Various	Ongoing	Staff Time	Developing next steps for continued collaborations

Grants/Fundraising



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
LSC	EGL High Water Grant: Greening the Parking Lot	Large Facilities		June 2025	Staff time	Set up project meeting after Labor Day
LSC	DNR Waterways Grant: Engineering for LSC North Marina	Large Facilities	Various	Ongoing	Staff time	RFP is currently being advertised
LSC	'23 TF Daysail Area Trail	Small Facilities		Ongoing	Staff time	DNR '23 grant application submitted

Project Implementation/Oversight


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
LSC	Transit Planning for Access to LSC	Large Facilities		Ongoing	Staff time	Service days increase to include Friday and Mondays for a long weekend; marketing strategy and surveys under development
LSC	LSC Beach Restoration Project- Nonpoint Source Pollution Project	Large Facilities	Various	2023 Completion	Staff time	Bird counts on going, USGS conducting 3 rd and final year of monitoring

EASTERN DISTRICT

Project Implementation/Oversight, Cont.

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
SC	2022 LWCF Stony Creek Reflection Trail Accessible Trail Development	Small Facilities		Through 2026	Staff time	Design and permitting underway
LSC	2022 LWCF- West Boardwalk Accessibility Improvements	Large Facilities		6/30/2026	Staff time	Project agreement finalized

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
	Art in the Park	Small Facilities		2023/2024	Staff Time	Develop program for art installations within parks

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	Oct 2023 Actions
SC	Eastwood Beach and Landing Trail Connection	Plan		2024	Staff Time	Study link between the Landing and Eastwood beach along lakeshore

WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	Metroparks Connectors – Public Outreach	Staff/consultants
	Comprehensive look at action plan items and project summaries	Staff
	ADA Transition Plan Update	Staff
	CAPRA Chapters	Staff
	Transit Access Evaluation	Staff
	Climate Action Plan Finalization and Implementation	Staff
	EGLE Grant 2024 Potential Composting Pilot Project	Staff
EASTERN DISTRICT	DZS and HCMA Strategic Partnership Plan	Staff
	Art in the park initiative and agency policy guidelines	Staff
SOUTHERN DISTRICT	FY23 Community Project Funding through DOT/MDOT for US 23 non-motorized trail alignment detailed engineering. Develop RFP for design services	Staff/consultants
	NOAA Dam Feasibility Study Stakeholder public meeting #2	Staff time
	Big Bend Restoration – Open House planning underway (display boards, public education outreach partners, marketing strategy)	Staff time



Grant Updates - October 2023

In Progress

Grant program		JB/MN	Project/Park	Amount	Match	Due Date	Applicant	Notes
Anonymous Family Foundation		MN	GOAL	\$10,000	-	ASAP	MF	
PNC Foundation		MN	Teacher Education w/DZS	\$36,620	-	10/31/2023	MF	Waiting on PNC invitation to apply; LOI submitted
MMRMA RAP grant		MN	Police Tasers	\$10,000	-	1/10/2024	HCMA	Need executed purchase agreement with application
RCWJ Foundation/Metroparks Connectors		JB	Trail Connectors/SEMTAT	TBD	TBD	TBD	MF	Community outreach underway
MDOT TAP		JB	Lake Erie Connector Trail	TBD	TBD	2/1/2024	HCMA	Shared Lee Rd concept w/Brownstown Twp. Next step: Community outreach

Grant Applications Awaiting Response

Grant program	Project #	JV/MN	Project/Park	Request	Match	Submitted	Applicant	Notes
MDNR Trust Fund		MN	Willow Fishing Platform	\$300,000	\$462,000	4/1/2023	HCMA	Supplemental info provided; final scores available in November
Russell Family Foundation		MN	Teacher Training Workshops	\$46,100	-	7/24/2023	MF	Anticipate a mid-fall decision; training for Wayne Co. teachers in lower-income schools
PNC Foundation		MN	MLC - Early Education Programs	\$7,500	-	8/31/2023	MF	Anticipate a decision by early October
AAACF - Knight Foundation		MN	Stormwater Education - HMi	\$5,180	-	9/25/2023	MF	Decision by EOY
Four County Community Foundation		MN	Field Trips at SC & WM	\$24,470	-	9/29/2023	MF	Anticipate decision by end of October
LWCF		JB	LSC Daysail Area Trail	\$500,000	\$500,000	4/1/2023	HCMA	Actual project cost estimate is \$1,027,097. Supplemental info provided
Sen Peters Appropriations		JB	LSC Electrical Grid	\$3,000,000	\$1,000,000	3/15/2023	HCMA	
Federal Highway Admin - Community Charging		JB	EV Charging stations	\$500,000	\$125,000	6/13/2023	HCMA	submitted on 6/12
DNR Spark Grant		JB	LE Great Wave Pool	\$1,000,000	\$3,000,000	6/26/2023	HCMA	Update coming mid-October

Grant Administration

Grant program	Project #	Mgmt	Park/Project	Award Amt	Match	Deadline	Applicant	Updates
Impact 100 - Oakland Co. '18		MN/PB	KFC Seeding Green Future	\$90,000	-	11/18/2023	MF	Final purchases for program closeout
LWCF '19	51120.114	MN/AC	Oak Access. Nature Trails	\$124,000	\$124,000	2/29/2024	HCMA	Contractor beginning work; in-house items on order
LWCF '20	50621.500	MN/JK	LH Walnut Grove Campground	\$300,000	\$150,000	6/30/2025	HCMA	Engineering design to begin this fall; survey quotes
MNRTF '20	50821.221	MN/JK	DxH Accessible Launch	\$192,700	\$192,800	11/30/2023	HMCA	Preparing 2nd extension request
NFWF-SEMRF '21	51021.319	MN/TM	Wil Big Bend Area Restoration	\$250,000	\$177,859	6/30/2023	HCMA	Spring prairie seeding; possible burn
Ford Volunteer Corps '21		MN/KK	Wolcott Raised Garden Beds	\$7,500	-	11/30/2021	MF	Project complete w/exception of new signage and recognition plaque
NEEF-Toyota '21	90021.1156	MN/KK	Beach Wheelchairs	\$20,000	-	10/31/2023	HCMA	All items received; remaining \$\$ used for N. Martindale picnic accessibility improvements
DNR TF '21	51222.244	MN/AC	LE Cherry Island Trail	\$300,000	\$192,500	7/31/2024	HCMA	Eng. design in progress
Consumers Energy Found.	90022.1159	MN	IS Headwater Restoration	\$100,000	-	5/31/2024	HCMA	Phragmites treatment in fall; tree planting in October
GLRI-EPA Nonpoint Source	51222.247	MN	LE Green Infrastructure & Six Points	\$483,500	-	4/30/2025	HCMA	ECT working on QAPP for EPA; annual MBE/WBE report due
NOAA GLs Fish Habitat Restor.	51123.117	MN/MH	Flat Rock Dam Removal Feasibility	\$745,000	\$25,000	9/30/2024	GLFC	Analysis ongoing; 1st public meeting held; information sharing on website planned
Anonymous Foundation		MN/JJ	Get Out and Learn (GOAL)	\$10,000	-	7/15/2023	MF	Project complete; working on Final Report and Foundation invoicing
Towsley Foundation		MN/JJ	Get Out and Learn (GOAL)	\$5,000	-	7/15/2023	MF	Project complete; working on Final Report and Foundation invoicing
DNR TF '22		MN/?	DEL Take-out Renovation	\$300,000	\$302,600	8/31/2025	HCMA	Project agreement executed
Fed. Community Project via DOT		MN/JB	Liv. Co. Connector Trails Design	\$900,000	-	9/30/2026	HCMA	Coordinating RFP through Livingston Co. Road Commission & MDOT
Mi Invasive Species Grant Program	90023.1172	MN/TM	IS, KEN, SC, WOL	\$30,000	-	4/30/2026	HCMA	Ongoing survey work; interim report due
MMRMA - Risk Avoidance Program		MN/RR	SC Beach Security Camera System	\$12,500	50%	7/31/2023	HCMA	Reimbursement request submitted
CFSEM RCWJr Legacy Fund for Youth Sports	90023.1166	MN	Summer Swim in Liv., Oak., Wash. Co	\$25,000	-	4/26/2024	MF	Programs wrapping up
Erb Family Foundation		MN	Wayne Co. SW Mgmt Assessment	\$45,000	-	3/31/2024	MF	Working with Six Rivers and HRC to collect and define data for analysis
mParks/PlayCore		MN	KEN Outdoor Fitness Stations	\$5,104	\$8,336	12/31/2023	HCMA	Ordered equipment including 2 accessible pieces; park installation
LWCF '19	51220.241	JB	LE Kayak Launch	\$122,500	\$122,500	6/1/2024	HCMA	Recommended that this project is withdrawn
TAP Grant		JB	SC 26-Mile Connector Trail	\$214,455	\$43,000	12/31/2021	Macomb Co	Liquidated damages letter sent to contractor
Ralph C. Wilson Jr. Foundation		JB	Southern District	\$2,682,755	-	6/15/2023	MF	Island Lake's grant will be extended through 2025
EGLE Non point source	50220.696	JB	LSC Beach	\$300,000	\$100,000	12/31/2023	HCMA	USGS Monitoring complete - wrapping up project
EGLE - Recycling		JB	Western & Southern Districts	\$48,816	\$12,204	9/29/2023	HCMA	4th quarterly report submitted
MNRTF '20	50621.499	JB	LH IBT	\$300,000	\$416,766	6/1/2023	HCMA	Close out
LWCF '20	506-21-501	JB	LH Off-Leash Dog Area	\$165,400	\$165,400	6/30/2025	HCMA	Ready for design
NOAA/Great Lakes Commission		JB/TM	Lake Erie Shoreline Restoration	\$1,449,609	\$135,194	extended	HCMA	Post monitoring
Renew MI - DRFC		JB	DRFC	\$1,000,000	N/A	4/30/2022	HCMA	Fourth quarterly report submitted
LWCF 2022		JV	LSC West Boardwalk	\$500,000	\$500,000	6/30/2026	HCMA	Grant agreement completed
LWCF 2022		JV	Stony Creek Reflection Trail	\$500,000	\$500,000	2025ish	HCMA	Design underway
DNR Waterways		JB	North Marina - Engineering	\$294,000	\$306,000	4/3/2023	HCMA	Selected consultant on October BOC agenda
State Appropriation		JB	North Marina - Construction	\$5,000,000	\$1,000,000	TBD	HCMA	Drafting project agreement
EGLE High Water Infrastructure		JB	LSC Parking lot	\$1,500,000	\$375,000	6/30/2025	HCMA	Project Agreement signed



**HURON-CLINTON METROPOLITAN
AUTHORITY**

To: Board of Commissioners
From: Jennifer Jaworski, Chief of Interpretive
Subject: Services Interpretive Services Monthly Report
Date: October 5, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file October 2023 Interpretive Services Report as recommended by Chief of Interpretive Services, Jennifer Jaworski and staff.



HURON-CLINTON METROPARKS

INTERPRETIVE SERVICES MONTHLY REPORT

October 2023

Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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



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COMMUNITY ENGAGEMENT

Michigan Activity Pass

- The Michigan Activity Pass (MAP) program gives library card holders free and discounted access to museums and cultural amenities throughout the state. You can check out a daily Metroparks pass like you would a library book and redeem one MAP pass per week with your library card and have 7 days to use it after it's been checked out.
 - 875 passes were checked out in September 2023
 - 430 redeemed in September 2023.
 - To compare to 2022 data
 - 730 were checked out in September.
 - 365 redeemed in September.



Diversity Day at Kensington



Macomb ISD Opening Day

COMMUNITY ENGAGEMENT

Community Outreach Programming

Below is a summary of the Community Outreach programming for the month of September.

Date	Event Name	Event Times start/end	Organization	City	County	Zip Code	Participants	Brief Description of Event
9/16/2023	Stroller Roll	9am-11am	Little Guide Detroit	Detroit	Wayne	48207	387	Participants touched pelts and took maps, pens, and stickers
9/9/2023	Hike with a Naturalist	10am-Noon	Canton Leisure Services	Canton	Wayne	48188	43	Participants interacted with animal furs, live reptiles and amphibians and plants that were found along the trail in Flodin Park in Canton
9/20/2023	Rouge River Water Festival- All the Water in the World	10am-12:30pm	Cranbrook Institute of Science	Bloomfield Hills	Oakland	48304	104	Students engaged in a STEM activity to determine the amount of fresh water on earth and learned about the role wetlands play in Michigan's environment.
9/22/2023	Rouge River Water Festival- All the Water in the World	10am-12:30pm	Cranbrook Institute of Science	Bloomfield Hills	Oakland	48304	116	Students engaged in a STEM activity to determine the amount of fresh water on earth and learned about the role wetlands play in Michigan's environment.
9/23/2023	Palmer Park Harvest Festival	1pm-4pm	People for Palmer Park	Detroit	Wayne	48203	395	Participants learned about and had an opportunity to touch Michigan reptiles. Participants also interacted with animal furs and viewed taxidermy of mammals and birds of southeast Michigan
9/20/2023	Cranbrook Rouge River Water Fest- Amazing Amphibians	10am-12:30pm	Partnership with Rouge River Water Festival	Bloomfield Hills	Oakland	48304	107	Participants learned about Michigan Amphibians
9/22/2023	Cranbrook Rouge River Water Fest- Amazing Amphibians	10am-12:30pm	Partnership with Rouge River Water Festival	Bloomfield Hills	Oakland	48304	100	Participants learned about Michigan Amphibians
9/29/2023	Opening Day	11am-2:30pm	Macomb Intermediate School District	Clinton Township	Macomb	48038	1100	Teachers learned about Metropark field trips and outreach for students of all abilities.



Detroit Riverfront Conservancy



Macomb ISD Opening Day

PROGRAMMING

Below highlights the programming hours held at each of the Interpretive Centers as well as programming conducted by the Community Outreach Interpretive staff.

School Programming at Interpretive Center

Number of school programs hours: 87

Number of students: 2,169 students

Public Programming

Number of programs hours: 145

Number of participants: 5,530 participants

Out of Park Programming

Number of programs hours: 9

Number of participants: 786 participants

Scout Programming

Number of programs hours: 6

Number of participants: 85 participants

Senior Programs:

Number of program hours: 11

Number of participants: 179 participants

Outreach Programming

School Programs

Number of school programs hours: 19

Number of students per hour: 535 students

Events

Number of event hours: 39

Number of participants: 5,411

TOTAL Programs Hours: 316

TOTAL Participants: 14,695

PROGRAMMING

As an added resource for the teachers at John R. King Academy and Performing Arts, as part of the supplemental science lessons we created a cross curriculum workbook. This workbook incorporates, geography, math, and english while highlighting the Metroparks.

We are going to give these to the 4th and 5th graders in Detroit Public School and Community District partnership with our supplemental science lessons. We wanted to start small with intention and be able to provide the teachers with a resource that can blend core curriculums while inspiring students to travel around the state and including the Metroparks. An example of one of the pages is listed below.

Name _____ Date _____

explore 13 HURON - CLINTON

METROPARKS

First, choose 10 different colors. & shade in the circles at the bottom. Then, FIND points 1-5 on your map. shade in the matching color. & write the coordinate (x,y). After, use the coordinates & your colors to PLOT the remaining destinations. Last, label locations.

with TRAVELING MISS T.

(__, __) ① ← Delhi Metropark → ← Dexter-Huron Metropark → ○ (-8, -6)

(__, __) ② ← Lower Huron Metropark → ← Wolcott Mill Metropark → ○ (9, 5)

(__, __) ③ ← Indian Springs Metropark → ← Lake St. Clair Metropark → ○ (11.5, 0)

(__, __) ④ ← Willow Metropark → ← Hudson Mills Metropark → ○ (-9, -4)

(__, __) ⑤ ← Stony Creek Metropark → ← Lake Erie Metropark → ○ (4, -12)





To: Board of Commissioners
From: Artina Carter, Chief of Diversity, Equity and Inclusion
Subject: Report – DEI Monthly Update
Date: October 3, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the October 2023 DEI report as recommended by Chief of Diversity, Equity and Inclusion Artina Carter and staff.

Attachment: DEI Report



HURON-CLINTON METROPARKS

DEI MONTHLY REPORT

October 2023

Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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



October 6 AT 12 PM

**DEI Culture Awareness Series Presentation:
“Indian Immigrants in the Metro Detroit Area: A Socio-Cultural Profile”**



We invite you to join us virtually to hear **Dr. Arifa Javed** discuss immigrant experiences, culture, and stereotypes/myths about Indian American communities in the Metro Detroit Area.

Dr. Arifa Javed is a Sociologist and Documentarian. Her research interests have been in areas of social transformation and minorities and ethnicity focusing the interplay of faith, race and culture in the formation and reformation of one’s social identity. After moving to the United States, her focus broadened to include the role immigration, acculturation and changing family dynamics play as a cause or an effect in the overall social transformation of immigrant minorities and ethnic groups.

Friday, October 6, 2023

Time: Noon-1:00 pm

Cost: Free!

Location: Zoom <https://metroparks.zoom.us/j/81443429421>

DEI DEPARTMENT

MISCELLANEOUS

- There were 34 virtual attendees and 23 in person attendees at our first live panel for the September Speaker Series on Gen Z in the Workplace.
- Artina presented on the topic “Why DEI” at the North Central U.S. region of the National Conservation District Employees Association (NCDEA)
- Attended Robert Wood Johnson Foundation Change Programs Midwest/Southwest Regional Leadership Institute
- Closed Seasonal Employee Survey with 190 responses, final data and analysis will be shared in November.
- Began working on the 3rd iteration of the Metroparks Climate Survey (not to be confused with the CAP)
- Organizing and analyzing seasonal employee survey data to develop recruitment strategy per the 2023-2026 DEI plan.
- Started development of 2024 training schedule and content
- Hosted Advisory Team Meetings
- Attended Operations meeting

COMMUNITY COLLABORATIONS

- Met with partners at the Howell Carnegie District Library and Livingston Diversity Council for event planning of 2024 MLK 101
- Confirmed date and theme with PCS Ensemble

DEI DEPARTMENT

CROSS-DEPARTMENT COLLABORATIONS

- Met with Planning to discuss ADA Transition Plan updates and standards
- Finalized logistics for the Implicit Bias training audit
- Attended meetings for the Program Steering Committee
 - Program team
 - Advisory team
- Collaborated with Marketing, Interpretive Services and IT on Park Visitation Data Report
- Participated in interview panels
 - Police
- Hosted an accessibility tour with Planning and Development Department for DZS' DEI team at LSC.
- Received committee assignments for the 2025 Special Park District Forum
 - Maria-Inclusion and Accessibility
 - Artina-Sessions and Programs
- Attended CAPRA meetings for chapters 6 and 10

COMING EVENTS



CULTURE AWARENESS SERIES: NATIVE AMERICAN HISTORY IN MICHIGAN

DEI Culture Awareness Series Presentation: Native American History in Michigan

- Date/Time: Friday, November 2nd at 12 pm
- Location: Zoom Webinar, <https://metroparks.zoom.us/j/83831900251>

We invite you to join us to hear **Eric Hemenway** give a presentation titled “Native History in Michigan: Untold Stories in the Wolverine State”. His talk will look at how Michigan’s tribes helped shape Michigan and American history.

Eric Hemenway is an Anishnaabe/Odawa from Cross Village, Michigan. He is the Director of Repatriation, Archives and Records for the Little Traverse Bay Bands (LTBB) of Odawa Indian, a federally recognized tribe in northern Michigan. Hemenway works to collect and preserve historical information for LTBB Odawa. That information is used to support the LTBB government and create educational materials on Odawa history, such as: exhibits, signage, publications, presentations, curriculums, and media.





HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
 From: Mike Henkel, Chief of Engineering Services
 Project No: 502-23-702
 Subject: North Marina Renovation Design Services
 Location: Stony Creek Metropark, Macomb County
 Date: October 2, 2023

Action Requested: Motion to Approve

That the Board of Commissioners approve the proposal dated September 21, 2023 from Edgewater Resources in the amount of \$367,060.00 as recommended by Chief of Engineering Services, Mike Henkel and staff.

Fiscal Impact: The project has funding through a Federal Community Project Grant up to the amount of \$500,000.00 dollars.

Background: The existing seawall at the North Marina in Lake St. Clair Metropark is failing and needs replacement. The wall was originally constructed in the 1970's. The existing electrical which resides on the front face of the wall is no longer operational due to water intrusion into the conduits and connections. The walkways are cracking and uneven due to loss of material through the wall. During high water events the wall is overtopped. The facility on many occasions has been unusable. This design effort will address all work necessary to develop drawings and specifications for replacement of the seawall, restroom building, accessible walkways, utilities, pedestals, installation of a floating dock system, and supporting structures. Design considerations will include high and low water fluctuations, updating electrical supply to current codes, upgrading infrastructure for future electric boats, and configuration of use area. Targeted date for design and final construction is the summer of 2025. Staff will work in conjunction with the consultant to design and develop bidding documents to complete the work. Design firms were ranked and scored on the following; project team and disciplines, qualifications of personnel and subconsultants, understanding of project tasks, work plan and schedule, relevant experience, references, budget review, adherence to cost proposal guidelines. The following firms submitted responses to our request for proposals.

Edgewater	1409 hours	\$367,060.00
Hubble Roth and Clark, Inc.	2228 hours	\$332,220.00

Attachment: proposal Edgewater Resources, preliminary concept plan

Bids were advertised on MITN(Michigan Inter-governmental Trade Network (bidnet direct.



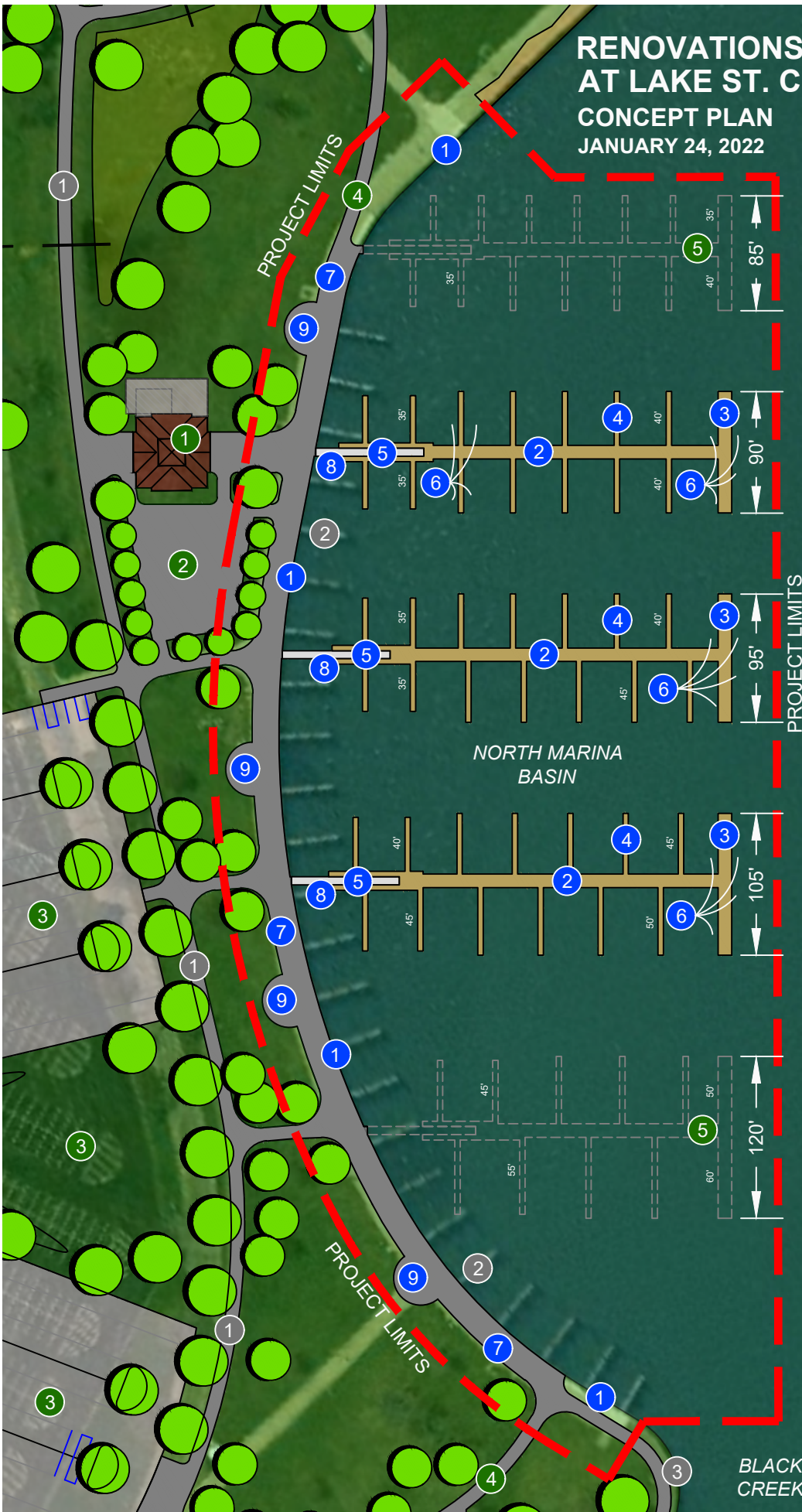




RENOVATIONS OF THE NORTH MARINA AT LAKE ST. CLAIR METROPARK

CONCEPT PLAN

JANUARY 24, 2022



EXISTING SITE FEATURES

- ① HIKE-BIKE TRAIL
- ② FINGER PIERS TO BE REMOVED
- ③ SEAWALL TO REMAIN

PROPOSED SITE FEATURES

- ① SEAWALL REPLACEMENT
- ② 10' WIDE DOCKS
- ③ 10' END DOCKS
- ④ FINGER PIERS & UTILITY PEDESTALS
- ⑤ GANGWAYS, WIDER DOCKS
- ⑥ ADA SLIPS
- ⑦ CONCRETE PROMENADE, 20' WIDE
- ⑧ UTILITY UPGRADES FOR FLOATING MARINA SLIPS
- ⑨ SMALL GATHERING AREAS LOCATED ADJACENT TO PROMENADE WALK

FUTURE SITE FEATURES

- ① NORTH MARINA BOATER SERVICES BUILDING
- ② LARGE GATHERING AREA
- ③ PAVEMENT REDUCTIONS AND PARKING LOT MODIFICATIONS
- ④ CONCRETE / ASPHALT WALKS
- ⑤ FUTURE SLIPS & DOCKS

NORTH



PROPOSAL

NORTH MARINA RENOVATION DESIGN SERVICES

Lake St. Clair Metropark

September 21, 2023

PRESENTED TO:



PREPARED BY:



September 21, 2023

Jason Kulongowski, P.E.
Design Engineer | Project Representative
Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, Michigan 48114
jason.kulongowski@metroparks.com
engineering.bids@metroparks.com

Subject: Huron-Clinton Metropolitan Authority Request for Proposal
North Marina Renovation Design Services

Dear Mr. Kulongowski:

Thank you for the opportunity to submit this proposal to Huron-Clinton Metropolitan Authority (HCMA) for the North Marina Renovation Design Services project. Edgewater is thrilled for the potential opportunity to continue working with the HCMA at Lake St. Clair Metropark.

We believe that we are particularly qualified to work with you and the HCMA in making the North Marina Renovation project vision a reality. In addition to our passion and proven track record in designing and building award winning marinas across the Great Lakes and around the world, we have experience with similar project timelines during our extensive history working on similar facilities including DNR State Harbor and Grant-In-Aid marinas throughout the State of Michigan. As a firm that specializes in marina and waterfront projects, Edgewater and our team understand the importance of having a complete and functional marina in time for the limited boating season in our area and are fully prepared to work with the HCMA in achieving a successful marina opening for the 2025 boating season.

All of us on the Edgewater Resources team love what we do. Our practice is focused entirely on waterfront marinas and communities, and we are passionate about creating great waterfronts for everyone. We look forward to the opportunity to continue working with the HCMA on this exciting project.

Sincerely,



Gregory Weykamp, ASLA, LEED AP, BD+C
Principal | President
gweykamp@edgewaterresources.com

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Proponent Name:

Edgewater Resources, LLC
518 Broad Street
Suite 200
St. Joseph, Michigan 49085

Federal ID:

300108951

Licensing:

Licensed and authorized to operate as a Michigan Limited Liability Company

A - General Information and Project Team

Edgewater Resources was founded with the goal of enhancing communities and their waterfronts, with a focus on planning, design, and development solutions based on economic reality. Our team includes licensed professionals including landscape architects, planners, architects, and engineers focusing on civil, coastal, marine, and structural specialties. With a team of twenty-seven professionals responsible for the completion of hundreds of waterfront projects across the country and around the world, our team has the experience to assist the Huron Clinton Metropolitan Authority (HCMA) with this marina renovation effort.

Greg Weykamp, ASLA, LEED AP, BD+C, President and Principal of Edgewater Resources, will direct the entire marina renovation project for the HCMA team. As a principal landscape architect, Greg is widely recognized and sought after for his ability to provide understandable and simple pragmatic explanations that bridge between the hard technical language of engineering and understandable layman's terminology. Colin Hassenger, PE, will lead the team as Project Manager. Colin is intimately familiar with the North Marina site as he, and the Edgewater team, have been working with HCMA for the past 2 years.

The project will be managed out of Edgewater's St. Joseph, Michigan office, with support from our team subconsultants Century, A&E, Soils & Structures, Inc., and Maffett Loftis Engineering, LLC.

Century A&E (Century) joins the project team and will provide mechanical, electrical, and plumbing design for building structures. Century was established in 2000 and has performed design and construction management on hundreds of projects. Their engineering and design group has extensive experience in projects ranging from consulting on applicable industry codes, construction drawing review, systems design, to large multi-disciplinary projects.

Soils & Structures, Inc. (S&S) is a Michigan-based consulting engineering firm specializing in geotechnical and structural engineering, construction material testing, and geotechnical drilling. Founded in 1974, the company has expanded to three offices with over seventy professionals that include geotechnical and structural engineers, steel detailers, draftsmen, engineering technicians, and geotechnical drillers. S&S will provide all geotechnical engineering services for this project.

Maffett Loftis Engineering, LLC (MLE) is a full-service mechanical, electrical, and plumbing engineering firm. MLE specializes in marina electrical design, fire protection, and electrical engineering. Gary Loftis, PE, MLE's Principal, has the knowledge and experience of marina electrical systems required to ensure that electrical code requirements are effective, practical, and economically feasible. MLE will provide all site and marina electrical work for this project.

We have included a project team organizational chart in Section D illustrating all team members who will work on this project.



B - Understanding of Project and Tasks

It is our understanding that the HCMA is seeking a professional consultant to provide turn-key design services, drawings, and technical specifications for Lake St. Clair Metropark's North Marina renovation project. We understand that the marina is currently closed due to the deterioration of the utilities caused by fluctuating water levels and ice damage. Edgewater is very familiar with this site and the marina from our work with HCMA on previous phases of this project.

HCMA's goal is to develop a comprehensive design, with options, for the renovation of the marina and to develop a new ADA-accessible restroom building to replace the existing dilapidated building. This renovation project will include the replacement of the dated seawall, updating and relocating utilities to the current electrical code, replacement of existing fixed piers with a floating dock-age system, a new promenade walkway, and ADA accessibility improvements. Additionally, a new restroom/shower facility will be designed with a similar exterior look as the existing restroom building at the adjacent South Marina facility. The scope of work herein outlines our proposed work plan to assist the HCMA in the successful renovation of the North Marina. Our tasks align with HCMA's goals and begin with project initiation including collection of background information and inventory of the existing conditions, to architectural and marina design, through bidding and construction administration assistance.

We also understand that the current goal of the project is for the North Marina to be reopened in the 2025 boating season. As a firm that specializes in marina and waterfront projects, Edgewater and our team understand the importance of having a complete and functional marina in time for the limited boating season in our area. We have experience with similar project timelines during our extensive history working on similar DNR State Harbor and Grant-In-Aid facilities throughout the State of Michigan.





C. Management Summary, Work Plan, and Schedule

TASK ONE – PROJECT INITIATION

Task 1.1 Project Initiation

Core members of the Edgewater Resources project team will meet with the Huron-Clinton Metropark Authority (HCMA) Stakeholders shortly after notice to proceed to meet at the site, develop a detailed project schedule, define goals and priorities for site, marine, and building programs, and establish a series of milestones to measure progress. We will work collaboratively with the HCMA Stakeholder group to identify all regulatory agencies, procedures, and any other partners to consult throughout the planning and design effort. Subsequent meetings will take place either via Teams or in person on site if needed.

Task 1.2 Data Collection

We will collect any available or additional background information from the HCMA Stakeholders at this time, including but not limited to:

- Existing Survey Data including Property Boundaries, Bathymetric and Topographic surveys, and legal descriptions
- Existing Master Plans, Drawings, and Documents
- Historic photos
- Programming Information
- Demographic and Use data
- Permitting requirements, Local Zoning Ordinances, and relevant Michigan Building Codes
- Parking data
- Utility Data
- Environmental / Geotechnical reports

Task 1.3 Inventory of Existing Physical Conditions

Based on the data provided, our prior experience working with HCMA on previous phases of this project, and information gained on the site tour, Edgewater Resources will identify and coordinate the procurement of additional data needs through a site survey, topographic and bathymetric survey of the project areas, geotechnical investigation/soil borings. Documenting these existing conditions will provide a sound informational and analytical base for decision-making throughout the rest of the process.

Deliverables:

- Kickoff Meeting attendance
- List of project data needs to the Metropark
- Topographic and Bathymetric surveys within the identified project area
- Geotechnical Investigation to support replacement seawall and proposed building foundation design



- Site plan of existing conditions, Zoning regulations, benchmarks any site elements of interest
- Hazardous Materials Survey and Report for demolition of the existing restroom building
- Field confirmation of preferred building location and orientation

TASK TWO – ARCHITECTURAL DESIGN SERVICES

Task 2.1 – Schematic Design (SD)

Edgewater site and building design services are organized into the tasks needed for the implementation of a new Restroom and Shower Building along with the surrounding site. This process is a sequential series of design services including Schematic Design, Design Development, Construction Documents, and Construction Administration.

Based on the information gathered in Task I, we will define the Building Program and prepare up to three (3) design concepts that explore alternative strategies for achieving the desired program. Specific elements will include:

- Schematic Design Floor Plans and Exterior Elevations for owner review
- Schematic design owner and architect meetings at 50% and 90% SD completion
- Provide 3D digital model views as needed for design clarification and visualization
- Local Zoning Ordinance and Michigan Building Code review including ADA design requirements and the Michigan Energy Code review for compliance.
- Initial Site requirement considerations – Master plan considerations, ADA compliant parking and pedestrian pathways, user connections to green spaces and docks and exterior lighting for safety and ambience
- Utility Considerations, including Potential Renewable Energy Generation Strategies
- Final schematic design meeting with stakeholders for Schematic Design approval
- Facilitate Site Plan Approval meetings and plans for submittal with the local municipality if needed

Deliverables:

- Building Program of uses space sizes and scale
- Schematic design (30%) completion site design and architectural plans
- Graphics required for specific presentations
- Opinion of Cost at the Schematic Design completion
- Meeting Agendas and Minutes

Task 2.2 – Design Development (DD)

The Design Development phase of work will refine and advance the approved Schematic Design to include selection options for materials, fixtures, components, and mechanical, electrical, and plumbing systems to be incorporated into the project. Building sections, construction types for assembly and





structural systems are developed, including development of the character for exterior elevations to coordinate with the South Marina restroom building. Specific tasks will include:

- Approved Schematic Design plans are developed into an electronic working format to provide a base of communication with the following design disciplines:
 - Civil engineering, site drainage, parking and utility connections, landscape design
 - Structural system design
 - Mechanical, Electrical, and Plumbing systems coordination
- Design development and revisions including but not limited to:
 - Site Plan, Utility, Landscape plan development
 - Foundation and Framing structural systems. building sections for assembly are developed
 - Integration and design of Mechanical, Electrical and Plumbing systems
 - Exterior Elevations and Spaces are studied for material choices and details
 - Interior space planning design in collaboration with proposed users
 - Door, Window, Hardware, and Interior finish design and schedules initiated
- 3D model views as needed for clarification and presentation
- Michigan Building Code, ADA, Permitting and local Zoning review is documented
- (2) Progress meetings at 50% and 90% DD completion
- Budget estimate incorporating design development priorities
- Final Design Development plan review Meeting with Building Committee
- 50% Written Specification
- 50% complete Cost Estimate based on MDOT standards
- Quality Assurance/Quality Control project review and coordination
- Building Committee sign off and approval to proceed to the next documentation stage.

Deliverables:

- Design Development full set of plans
- 3D digital model images for design clarity as needed
- Meeting Minutes

Task 2.3 – Site Master Plan and Architecture Construction Documents

This phase of work will advance the approved design development documents into construction documents suitable for the construction of a complete and functional project. The construction documents will have the necessary specifications, details, and information to be issued for permitting, bidding, and construction. All documents will be comprehensive and well-coordinated between disciplines. The work will be completed to the standard of care utilizing professional skills and judgment which can be reasonably expected of licensed architects and engineers performing similar services.



Drawings will be sealed by licensed professionals as required by the State of Michigan for a commercial building.

Deliverables:

- Bid Documents and Construction/Building Permit acquisition plans to include:
 - o Cover Sheet of municipality required information and project location
 - o Site plans sealed and signed by an engineer licensed in the State of Michigan
 - Existing Site Conditions and Demolition plan
 - Proposed dimensioned site plan with all property, zoning, topography information within the limits of the identified project area
 - Proposed Civil infrastructure including Utilities, Stormwater management, Zoning requirements, Site access and circulation within the limits of the identified project area and connections to surrounding areas of the park
 - Existing and Proposed hardscape, landscape, lighting, and site furnishing plans within the limits of the identified project area
 - o Architectural Building plans, sealed and signed by an architect licensed in the state of Michigan
 - Foundation plan and details coordinated with the Structural Engineer
 - Structural framing plans in coordination with Structural Engineer as needed
 - Main floor plan
 - Roof Plans
 - (4) Building Elevations with material selections and colors
 - (2) Building sections, wall sections, and required details
 - Interior elevations and details
 - Reflected ceiling plan if required
 - Finish schedule with material selections, colors, and details
 - Window, Door, and Hardware schedules and details
 - Mechanical, Electrical, and Plumbing plans in coordination with professional consultants
 - Technology , Data, Security integration coordination as required
 - Compliance with all local and state building codes, zoning, permitting, and ADA guidelines
 - Written Specifications
- Up to four (4) HCMA and Architect meetings for progress review at 50% and 90% plan completion and final reviews
- Updated cost estimate per meeting
- Meeting Agendas and Minutes



TASK THREE – MARINA DESIGN AND ENGINEERING

Task 3.1 – Preliminary Engineering and Permitting

Using the record plan information, site information collected, and our prior knowledge of this site, Edgewater Resources will initiate engineering design of the replacement seawall, new walkway, and new floating dockage layout and associated utilities. Engineering and Design will be advanced to the appropriate level of information required to submit a joint-permit application to the U.S. Army Corps of Engineers (USACE) and Michigan Department of Environment, Great Lakes, and Energy (EGLE) as soon as possible in the process given the significant review periods by these agencies.

Specific Tasks will include:

- Marine engineering concept consideration:
 - Review of the preferred marina layout previously developed by Edgewater and the HCMA
 - ADA considerations for marina accessibility
 - Design and integration of dock Electrical and Plumbing systems
 - Replacement seawall design and engineering
 - New upland walkway/promenade design considerations
- Draft Permit Plans for HCMA Stakeholder review with revisions as needed for approval (Approximate 25% level of design completion)
- Up to (2) Progress meetings with the HCMA and Engineer at approximate 50% and 90% intervals of permit drawing development
- Preparation and submittal of a joint - permit application for agency review
- Edgewater Resources will lead the permit application review process, as the HCMA Stakeholder representative, by reviewing and replying to any revision requests and/or questions while keeping HCMA informed of all agency correspondence
- Edgewater will make all reasonable attempts to meet the agency's requirements, however, permit issuance will be subject to the agency's jurisdictional determination and discretion.

Deliverables:

- 8½" x 11" format engineering drawings suitable for agency permitting
- Completed joint-permit application via EGLE online portal
- Response to agency requests with up to two (2) revisions included
 - Additional agency revisions will be reviewed and approved with the HCMA, prior to completion and invoiced at our normal hourly rates
- Up to two (2) HCMA and Engineer meetings
- Written Report (per RFP requirements) for the Owner and DNR Waterways including:
 - Procedure used to verify the feasibility of the HCMA's approved conceptual plan
 - Existing conditions site plan (noted in Task 1)



- o Plan for soil boring locations, soil boring log, and report
- o Soundings as included in the Bathymetry survey
- o Plans for the proposed scope of work, including sections and elevations as needed
- o Preliminary cost estimates as noted at each design phase
- Meeting Agendas and Minutes

Exclusions:

The base scope of work does not include any of the following:

- Outside costs for permit application fees due to state and federal agencies
- Fees for obtaining records
- Costs incurred due to timeline delays from directed stoppages in work
- Special technical studies or testing that may be needed or required by the permitting agencies. Special studies could be but are not limited to:
 - o Riparian Interest Survey
 - o Draft and or final environmental impact study preparation
 - o Permit revisions beyond what is stated previously
 - o Permit modifications after permit is issued
 - o Letters of permission for site access on adjacent parcels
 - o Floodway/floodplain studies/erosion studies
 - o Water quality certification needs
 - o Threatened and endangered species studies
 - o Wetland delineation/mitigation
 - o Historic/archeological studies
 - o Supplemental soil sampling or environmental testing
 - o Other, as required by the agencies or special interest groups
 - o Water circulation and wave climate study

Task 3.2 – Final Engineering

Upon the initial submission of the permit drawings for agency approval, Edgewater Resources will continue engineering efforts in tandem with permitting processing. This will include further development of the replacement seawall and floating dockage design in order to develop the technical specifications and engineering plans appropriate for bidding and construction of the project. Specific tasks include:

- Engineered design of the proposed seawall and new promenade walkway and construction details including anchorage and connections. Wall elevations will consider existing grades and long-term water levels of the adjacent water way
- Engineered plans and performance specifications for the approved marina boat docks including required dimensions, anchorage, amenities, and layout. It is assumed that a pre-qualification process will be required for the floating dock systems to ensure system comply with the performance specifications and MDNR Harbor Standards given the MDNR funding assistance provided to this project
- Marina Electrical and Plumbing system engineering design plans and details





- including connections to the upland utility systems and feeds. These new utility systems will include all upland utility systems, landward of the new promenade as requested by HCMA. The electrical system will include 30A/50A shorepower receptacles in the new pedestals, 20A GFCI maintenance receptacles, provisions for inclusion of EV boat charging, and ground fault protection systems in compliance with current NEC requirements for marinas. The water system will be designed for seasonal drainage and include ADA-compliant lead-free hose bibs at the pedestals
- Floating dockage system pre-qualification package for dock manufacturer pre-qualification
 - Cost estimates at the approximate 50% and 90% design progress levels
 - Bid documents, plans, and technical specifications, prepared and sealed by an engineer licensed in the State of Michigan

Deliverables:

- 50% and 90% complete plans and details
- 50% and 90% completion cost estimates
- 50% and 90% completion of written technical specifications
- Floating dockage manufacturer pre-qualification package
- Final bid documents including plans, details, and written specifications, sealed and signed by an engineer licensed in the State of Michigan
- (2) two HCMA and Engineer meetings at 50% and 90% completion plans and details
- Meeting Agendas and Minutes

TASK FOUR – BIDDING ASSISTANCE

We understand that the HCMA Stakeholder Committee will administer the bidding process. We plan to assist the process by providing appropriate technical construction documents and written specifications for bidding the work, as described in Task 3, to initiate the bidding process. Throughout bidding, our team will provide formal responses and clarifications to the HCMA for any specific questions received from bidders. Specific tasks will include:

- Attend the pre-bid meeting.
- Approve or deny material substitutions, respond to contractor RFI questions, issue addenda to the HCMA as needed
- Review received bids and provide an Award Recommendation

Deliverables:

- Attendance at one (1) pre-bid meeting
- Attendance at one (1) internal bid review meeting
- Response to RFI's
- Attendance at Post-bid/ Best Value Interviews, as requested
- Bid Award Recommendation

TASK FIVE – CONSTRUCTION ADMINISTRATION

We will support the construction process by acting as your representative





observing the progress of the work during construction for conformance with the drawings, permits, and specifications as requested. Our Team will review construction submittals and maintain submittal logs. We will provide clarifications to the drawings through the RFI process and provide bulletins as needed for the Contractor to price changes to the work for your consideration. This proposal anticipates a construction period of 6-8 months, during which we will make periodic site visits as requested and attend progress meetings. The project team will stay involved and be available to answer questions and solve problems via calls and MS Teams meetings throughout construction. This task will be dependent upon the final project scope established in Task Four. Following substantial completion of the marina electrical system, our team will provide an electrical commissioning site visit to verify the operation of the marina electrical system including compliance with NEC and Technical Specifications including GFPE trip levels and trip timing. This electrical testing effort will be led by Gary Loftis of Maffett Loftis Engineering who has extensive experience in the design and testing of these systems and also is a member of the NEC code-making panel for Article 555 Marinas and Boatyards. Tasks include but are not limited to:

- Attendance at one (1) Pre-Construction Meeting
- Attend construction progress meetings either in person or online via Teams, monthly at a minimum
- Respond to RFI's, Create Bulletins, Review Shop Drawings, Change orders, and Punch list close out
- Attend one (1) Punch List meeting on site
- Marina electrical commissioning and report
- Meeting Agendas and Minutes





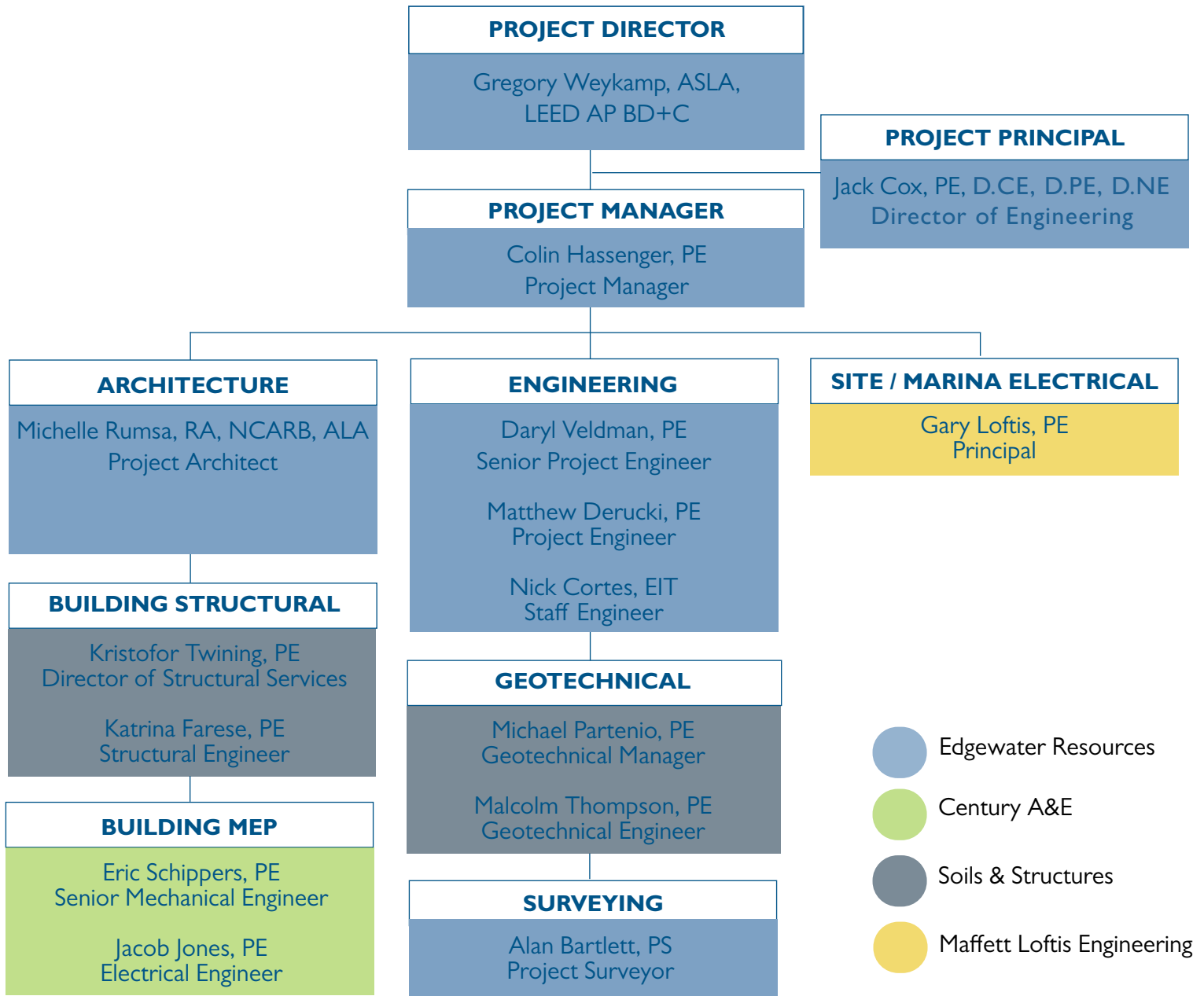
PROPOSED SCHEDULE

We are ready to commence work on the project immediately and expect the scope of work outlined above will be completed within the schedule set at the Project Initiation Kick off meeting accommodating the design process and owner/ contractor reviews and approvals for a completed project in the spring of 2025.

Proposal Due Date	9/21/2023
Award/ Authorization to Proceed	10/12/2023
Kick Off Meeting	10/2023
Marina Permitting	12/2023
Schematic Design (30%) Restroom/Shower building	2/2024
HCMA Building Grant submittal	3/2024
Design Phases to Final plans	10/2023 – 4/2024
Bid Package	4/2024
Contractor Award	5/2024
Building Permit	6/2024
Demo and Construction Phase	6/2024 – 4/2025
Marina and New Building Opening	5/2025



D. Personnel





GREGORY WEYKAMP

ASLA, LEED AP
PRESIDENT | PRINCIPAL

EAST TAWAS STATE HARBOR REDEVELOPMENT PLAN

The State of Michigan engaged Edgewater Resources in the condition assessment, market analysis, boater survey, and master planning of the expansion of the existing state harbor facility in East Tawas, Michigan. Following the successful completion of the initial planning process, Mr. Weykamp oversaw the design of construction Phase One, including a new pedestrian promenade, fuel system, and floating dock and wave attenuator infrastructure for 48 new slips was completed. Construction of Phase One began in 2016 and opened summer of 2017. Mr. Weykamp then managed the design, bidding, contracting, and implementation of Phase Two which included the demolition of over SF of fixed and floating piers along with their replacement with modern floating dockage with code-compliant utilities. Phase 2 was completed in Summer 2018 in its entirety and under budget. Mr. Weykamp also led the design team for Phase Three improvements in Spring 2019.

LEXINGTON STATE HARBOR REDEVELOPMENT PLAN

The Lexington State Harbor project includes the condition assessment, marina market analysis, boater survey, and initial planning and design for the renovation and expansion of the 120-slip marina for the Michigan Department of Natural Resources. As Principal of the design team, Mr. Weykamp led the planning and final design of all aspects of the project.

ADELAIDE POINTE MARINA AND WATERFRONT DEVELOPMENT

The Adelaide Pointe project includes a 200-slip marina, 400 units of mixed use residential, commercial, and hospitality program elements. Services included comprehensive master planning, permitting, entitlements, coastal engineering, marine engineering and marina design, upland civil engineering, landscape architecture, survey, and architecture. Edgewater Resources served as the lead design, planning, and engineering consultant for the project.

31ST STREET HARBOR

Mr. Weykamp served as the Principal in Charge, leading the combined design and engineering team in the development of a new 1000-slip harbor for the Chicago Park District. The design included a green roof covered parking area providing heated winter boat storage below and expanded park space above. Additionally, the marina project was leveraged to create a new regional destination play area and a new 1.5-acre park space offshore in Lake Michigan, providing views of the Chicago skyline. Key elements include improved pedestrian and bicycle safety by realigning the Lakefront Trail and the integration of extensive sustainable design strategies including green roof-covered parking, bioswales, bio-infiltration, materials selection, habitat creation, alternative energy generation, boat wash, and LEED Certified structures.

Greg Weykamp has over thirty-one years of experience in the planning and design of the public realm, with an emphasis on implementation of sustainable built landscapes and urban waterfront environments. His project experience spans waterfront parks, marinas, master planned communities, urban revitalization, streetscapes, parks and recreation facilities, medical and university campuses, and military installations.

EDUCATION

Bachelor of Landscape Architecture
Michigan State University, 1992

REGISTRATIONS

Registered Landscape Architect
State of Illinois
State of Indiana
State of Michigan
State of Ohio
State of New York
State of Wisconsin
CLARB Certified
Council of Landscape Architecture
Registration Boards
LEED Accredited Professional Building
Design & Construction

HONORS & AWARDS

Great Lakes Sea Grant Network "Great
Lakes Outreach Programming Award,"
Sustainable Small Harbors Project
2013 President's Award, American Society
of Landscape Architects, Illinois Chapter,
31st Street Harbor, Chicago, Illinois
ISS Fabien Cousteau Blue Award
31st Street Harbor, Chicago, Illinois
AIA Chicago SustainABILITY Leadership





JACK COX

P.E., D.CE, D.PE, D.NE

PRINCIPAL | DIRECTOR OF ENGINEERING

Mr. Cox is Principal and Director of Engineering for Edgewater Resources. He is triple board certified in Coastal, Port and Navigation Engineering by the Academy of Coastal, Ocean, Port and Navigation Engineers. He possesses internationally recognized credentials in research, engineering, and design of projects involving nearshore hydrodynamics, harbor tranquility, breakwaters, fixed and floating marine structures, vessel navigation and berthing, dredge material disposal, shore protection, port planning, marina design, and risk analysis. Mr. Cox is also Principal author and lecturer for the ASCE Manual 50 for Planning and Design of Small Craft Harbors and the PIANC Marina Design Guidelines Manual and the International Marina Designer Training Program.

EDUCATION

Bachelor of Engineering Science
Purdue University

Master of Engineering Science
Purdue University

Post-graduate Studies in Geophysical Fluid
Dynamics, University of Chicago

PhD in Coastal Engineering
University of Delaware

REGISTRATIONS

Registered Professional Engineer in the state of Alaska, Delaware, Florida, Illinois, Indiana, Louisiana, Maryland, Michigan, Mississippi, New York, New Jersey, Ohio, Rhode Island, South Carolina, Washington, Wisconsin, and Texas

ADELAIDE POINT MARINA

Directed modeling and analysis of shoreline processes and harbor agitation. Performed engineering of rock arm or erosion protection, floating wave attenuator wave defense systems, panel breakwalls, and bio-engineered shoreline stabilization. Analyzed wind wave and boat wake scenarios and basin water quality and circulation behavior. Computed ice loading and ride up and harbor and shoreline structures.

SOUTH BAY MARINA

Directed analysis of alternative harbor entrance designs to both mitigate inner basin agitation and dock damage and to reduce shoaling of navigation approaches. Reconfigured dockage layout to accommodate a larger boat mix including analysis of interior vessel maneuvering capabilities. Explored both harbor entrance relocation and entrance orientation to minimize wave penetration into the harbor and create a sustainable natural breakwater toe and edge for a range of water levels and ice conditions.

OGDEN DUNES SHORE PROTECTION

Conducted shoreline change forecasting using GENESIS model to assess down drift erosion caused by the Burns Harbor Complex. Directed a MIKE21 Boussinesq modeling effort to determine the effect of existing harbor structures on the nearshore wave climate. Evaluated the local littoral processes and wave impingement on a mile-long community seawall. Performed forensic analysis of failing wall sections and forecasted pending failures. Developed a design of a wave absorbing berm style revetment to serve as emergency buttressing of the seawall. Assessed run-up and over-topping of old and new shoreline works. Developed design of a permanent revetment defense to be entombed into a coastal dune. Provided permitting support and expert services during litigation actions.

ILLINOIS BEACH STATE PARK SHORELINE STABILIZATION

Led design development of a six-mile shoreline stabilization project to protect and enhance a highly eco-sensitive coastline on Lake Michigan. Employed a design approach to minimize any structural contact with the beach by using tuned offshore structures and introducing the concept of virtual shorelines. The plan integrated a system of properly oriented, configured, and detailed detached structures, submerged reefs, and beach reconstruction using offshore mining. Successful approaches to achieving shoreline resilience and sustainability were accomplished by introducing new geometric elements such as fishtail spurs to induce reverse sediment transport, triggering the self-healing of beaches. The design was specifically formulated to passively increase resilience of the shoreline. Directed numerical shoreline change modeling and large-scale physical model testing to confirm/refine design. Integrated habitat enhancing features into breakwater design to create living shoreline.





COLIN HASSENGER PE

PROJECT MANAGER

EAGLE HARBOR MARINA

Eagle Harbor State Marina sits at the most northern tip of Michigan. Owned and operated by the Michigan Department of Natural Resources, the facilities and harbor have not been updated since the 1970s. This design-bid-build project will renovate the existing buildings and marina on site as well as add 3,650 sf of new crib-pier docks. Edgewater was retained to conduct an overall existing conditions assessment and feasibility analysis on improving the state harbor. Mr. Hassenger acted as Project Engineer

EAST TAWAS STATE HARBOR MARINA EXPANSION

Following the successful completion of the initial planning process, Mr. Hassenger led the detailed design of construction Phase One as Project Engineer/Project Manager, including a new pedestrian promenade, fuel system, floating dock, and wave attenuator infrastructure for 48 new slips. Mr. Hassenger then led the design, bidding, contracting, and implementation of Phase Two which included the demolition of over SF of fixed and floating piers with modern floating dockage and code compliant utilities.

PORT OF ROCHESTER MARINA

The Port of Rochester Marina project includes the transformation of an underutilized asphalt parking lot and ship loading area into a new 180 slips marina serving both seasonal and transient boaters. As part of the overall project design team, Mr. Hassenger, acting as Project Engineer, performed the design and implementation oversight of the marine-based elements of the project along with coordinating their connectivity to the surrounding site infrastructure. The facility opened Spring of 2016 and remained fully functional during the record high Lake Ontario water levels of 2017.

DISCOVERY CENTER GREAT LAKES MARINA

The Discovery Center Great Lakes is home to a range of community and non-profit organizations interpreting historic shipping and boating on the Great Lakes. Mr. Hassenger served as Project Engineer. This project created the master plan for a completely renovated waterfront and marina to provide homes for a number of historic tall ships, wooden sailing vessels, and the Traverse Area Community Sailing program.

NELSON PARK MARINA

The Nelson Park Marina project involved the replacement of existing functional obsolete municipal slips with a new durable system with modern utilities (electricity and potable water) along with a public promenade and gathering area. Mr. Hassenger served as Engineer during this project which was Phase I of the greater Nelson Park Master Plan which includes the revitalization of the 180-acre Nelson Park and adjacent parkland along the shores of Lake Decatur in Decatur, Illinois, with the fundamental goal of achieving both financial stability for the park and spurring economic growth within the greater Decatur Economy.

Colin Hassenger has an array of experience ranging from survey field work to shoreline protection design, marina design and construction oversight. Mr. Hassenger joined Edgewater Resources in 2011 and has since been extensively involved in numerous marina and waterfront projects. Mr. Hassenger has led the design and implementation of numerous waterfront projects ranging from private residential shorelines to 100+ vessel municipal marinas.

EDUCATION

Bachelor of Science, Civil Engineering
Michigan State University, 2011

REGISTRATIONS

Registered Professional Engineer
State of Florida
State of Idaho
State of Indiana
State of Michigan
State of New York
State of Ohio
State of Wisconsin

PUBLICATIONS & LECTURES

“St. Joseph Coastal Study” FEMA Great Lakes Coastal Flood Study, 2012 & NOAA Great Lakes Coastal Resiliency Planning Guide, 2013
“Design & Construction of a Modern Floating Dock Facility” MSPE, Muskegon Chapter, 2015





MICHELLE RUMSA

RA, NCARB, ALA
PROJECT MANAGER | ARCHITECT

MICHIGAN MARITIME MUSEUM

Edgewater Resources was retained to develop the first phase of a campus-wide Master Plan for the Michigan Maritime Museum in South Haven, MI. Michelle led our team as project manager and principal architect. The scope of work included architecture, civil and marina engineers, and landscape architects, with improvements to parking, site utilities, landscape design, marina, and public waterfront access. A new 17,000 square foot, two-story Heritage Center building replaced the small visitors center with accommodations for exhibits, education, research, and several event and meeting spaces.

LEXINGTON STATE HARBOR

The state of Michigan retained Edgewater Resources to develop a Master Plan for the Lexington State Harbor. Included in the master plan was the renovation and addition to the Marina Bath House. Michelle provided design services for the interior renovation of the 1,754 square foot restroom and shower building a new construction addition. The proposed 700 square foot south addition includes a new boater's lounge, staff office, breakroom, and a covered porch overlooking the marina. The total project updated the building for ADA accessibility compliance and the Michigan Uniform Energy Code requirements. The project was completed in November 2022.

EAST TAWAS STATE HARBOR

The State of Michigan engaged Edgewater Resources in the condition assessment, market analysis, boater survey, and master planning of the expansion of the existing state harbor facility in East Tawas, Michigan. Michelle was responsible for the architecture and Interior design of a 465 square foot addition and interior renovation for the state harbor bathhouse building. The program included renovation of the bathhouse and an addition of a boater's lounge, offices, new laundry, and a covered porch complete with Adirondack chairs overlooking the marina. The project was completed in June 2020.

MICHIGAN MARITIME MUSEUM PHASE 2

Michelle provided lead architectural design services for the Michigan Maritime Museum's second phase of construction. This phase expanded the campus to include the newly purchased Jensen buildings with improved connections with landscape design, new docks, and architectural design services for the new, 3,000 sf, two-story Lookout Point building which overlooks the Black River and Lake Michigan and functions as the reception area for the museum's On the Water experiences, concessions, restrooms museum exhibits and staff spaces. Completion is scheduled for spring 2024.

Michelle has more than 21 years of architectural design experience. Her projects include residential, hospitality, commercial clients for both new construction and renovation. She is experienced in all phases of architectural design with extensive experience in building codes, zoning ordinances, barrier free and energy code compliance, municipal text amendments, and developing residential deed and covenant design guidelines. She is an advocate for appropriate design solutions to meet each unique client need and budget.

EDUCATION

Master of Architecture
University of Illinois, Champaign-Urbana,
1993
L'Ecole de Architecture et d'Urbanism de
Versailles 1991
Bachelor of Fine Arts - Scene Design,
Technical Theatre and Piano minor
Central Michigan University, 1984

REGISTRATIONS

Registered Architect:
State of Michigan
State of New York
NCARB registered
Association of Licensed Architects

PROFESSIONAL AFFILIATIONS

Harbor Habitat for Humanity - Architect
St Joseph Public Schools Foundation –
Board Member
Berrien Artists Guild/Box Factory for the
Arts – Board Member





DARYL VELDMAN PE

PROJECT MANAGER | CIVIL ENGINEER

Daryl Veldman, PE has more than 35 years of experience providing professional civil engineering / project management expertise for municipal, industrial, commercial, residential and private development clients. His experience includes land development / site planning and design; water system upgrades; road reconstruction; water and sewer extensions; storm water management; sanitary sewer upgrades; county drain projects; streetscape / city beautification projects; subdivisions, planned unit developments and new business development.

EDUCATION

Bachelor of Science, Civil Engineering
University of Michigan, Ann Arbor, MI,
1986

Bachelor of Science, Letters and Engineering
Calvin College, Grand Rapids, MI, 1984

REGISTRATIONS

State of Michigan
State of Illinois
State of Indiana

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Michigan Water Environment Association
American Water WA
National Society of Professional Engineers
Michigan Society of Professional Engineers

BROOKLYN BRIDGE PARK MARINA

New York Harbor's newest luxury marina is in Brooklyn Bridge Park, in Brooklyn, New York. The project involved the creation of a new marina facility with full accommodations for vessels from small sailing dinghies through 200'+ super yachts. The project site is a former industrial shipping pier that has been partially removed and repurposed into public park space, creating a unique set of challenges and design constraints. Due to its size and location, the project required detailed utility routing analysis and coordination with the surrounding public park to ensure compatibility with the current layout along with the park's proposed future improvements.

LEXINGTON STATE HARBOR

The Lexington State Harbor project includes the condition assessment, marina market analysis, boater survey, and initial planning and design for the renovation and expansion of the 120-slip marina for the Michigan Department of Natural Resources. The site needed to be modified to accommodate the building footprint and elevation.

MICHIGAN MARITIME MUSEUM

The Michigan Maritime Museum project includes the condition assessment and planning and design for the renovation and expansion of the Michigan Maritime Museum campus. The scope of work includes a complete campus master plan, site civil engineering, landscape architecture, and architectural services for an \$8 million new museum building, and marine engineering for all harbor elements for the Museum fleet, as well as visiting boats. Challenges for the site included floodplain analysis, stormwater management, site grading and utility extensions.

SOUTH BEACH RESTROOM AREA IMPROVEMENTS

Broad goals for consideration include improving public access, addressing safety and accessibility challenges, addressing the impacts of constantly changing lake levels at the channel edge, and enhancing visitor amenities for South Beach Park and the newly installed city splash pad. The site visit was conducted to identify the existing physical characteristics, current condition, and aging elements of the restroom and pavilion structures. This site review includes the 728 square foot single story, concrete block and timber truss restroom, and the 728 square foot open picnic shelter structures built in 1995. The immediate area around these structures includes the temporary structures for concessions and beach shop, site furniture, condition of the concrete deck, donor bricks, historic flag post, utilities, railings, planter areas, and high-water ponding patterns.





MATTHEW DERUCKI PE

PROJECT ENGINEER

Matthew is a licensed civil engineer and project manager for Edgewater Resources. He graduated from Michigan Technological University with a Bachelor of Engineering degree. His current work includes civil infrastructure design, coastal engineering, permitting, surveying, and construction administration. Matthew has previously worked with a number of environmental and geotechnical design firms creating innovative and resilient infrastructure for local Michigan communities and those across America.

EDUCATION

Bachelor of Science, Civil Engineering
Michigan Technological University, 2014

REGISTRATIONS

Professional Engineer - Michigan

ADELAIDE POINTE MARINA

Edgewater is currently providing planning, conceptual design, schematic design, and construction administration for a sustainable mixed-use waterfront development in Muskegon, Michigan. The project includes commercial retail, condominiums, apartments, boater services buildings, and boat storage. Matthew assisted in developing site civil infrastructure plans for the upland facilities and marina. He reviewed the redesign of Hartshorn Village, where improvements to a public boat launch facility will increase ADA accessibility, capacity, and introduce dry storage for long-term and winter boat storage.

BLACK RIVER DEVELOPMENT MASTER PLAN

Edgewater Resources was retained to provide site master planning to redevelop several residential sites along Black River in South Haven, Michigan. Matthew provided preliminary and final civil engineering, design development, as well as permitting coordination services with the City of South Haven.

MICHIGAN MARITIME MUSEUM PHASE 2

Edgewater was retained to continue the phased construction of the Michigan Maritime Museum. This was the second phase of implementation of the original master plan, which was also developed by Edgewater Resources. Matthew assisted with civil engineering and design for the upland "Lookout Point" and storage buildings. He also oversaw and assisted with the construction specifications package.

SYLVAN SHORES SHORELINE REDEVELOPMENT

The Lake Sylvan homeowner's association retained Edgewater Resources to perform a preliminary site evaluation and feasibility analysis to restore a stretch of shoreline that has receded to the point of endangering several residential houses. Matthew provided preliminary site engineering and permit application services to restore the bluff edge and protect it from further damage caused by the rising Lake Michigan water levels. He also designed stairs, to replace the existing set, as well as preliminary design of a funicular system for future development.

ELKHART, INDIANA MAIN STREET IMPROVEMENTS

Design plans included full reconstruction of the existing road transitioning from four travel lanes to two with an auxiliary lane, wider sidewalks, and a shared-use lane on one side. The challenging part of this project was having elevation constraints on either side of the road in the form of existing buildings, while still having to meet design and ADA standards.





NICHOLAS CORTES EIT

STAFF ENGINEER

Nick Cortes is an EIT for Edgewater Resources. He is responsible for engineering design, calculations, modeling, and quality control of Edgewater's various waterfront projects. He primarily focuses on structural analysis and design for steel, reinforced concrete, and timber infrastructure. As an avid sailor, he combines practical experience in the boating industry to engineering work at Edgewater.

EDUCATION

Bachelor of Science, Civil Engineering
Minor in Economics
Michigan Technological University, 2019

MICHIGAN MARITIME MUSEUM

The Michigan Maritime Museum project includes the condition assessment and planning and design for the renovation and expansion of the Michigan Maritime Museum campus. The scope of work includes a complete campus master plan, site civil engineering, landscape architecture, and architectural services for an \$8 million new museum building, and marine engineering for all harbor elements for the Museum fleet, as well as visiting boats. Mr. Cortes completed structural design for a concrete abutment and wood dock system for site engineering and currently (2022) is completing structural design for a steel/timber boardwalk and vessel mooring area at the site.

SOUTH HAVEN NORTHSIDE MARINA RENOVATIONS

Mr. Cortes completed marine engineering for the complete renovation of this 108-slip marina located in South Haven, Michigan. The impetus for the project was responding to record high water levels that caused extensive flood damage to the facility and electrical safety concerns. The new facility was constructed through a design-build process using several innovative strategies to minimize costs and speed construction while achieving the highest level of marine electrical safety. The project was completed ahead of schedule and under budget. This included structural analysis of the existing fixed timber structure, adding additional structure to raise the deck elevation, and reinforcing new structural elements with additional timber beams and stringers.

DISCOVERY CENTER GREAT LAKES

The Discovery Center Great Lakes is home to a range of community and non-profit organizations interpreting historic shipping and boating on the Great Lakes. This project created the master plan for a completely renovated waterfront and marina to provide berths for several historic tall ships, wooden sailing vessels, and the Traverse Area Community Sailing program. Several seasonal and transient slips will be made available for lease to help fund non-profit activities and offset the cost of construction. Mr. Cortes designed modifications to the original seawalls to raise the cap elevation; this included analyzing the existing steel wall and presenting options to the client in both reinforced concrete and steel. Additional design work included floating dock support piles, gangway platforms, and structural connections throughout the site.

NAVY PIER MARINA

The Navy Pier Marina project includes the design and development of a new transient marina located at the heart of Chicago's waterfront at Navy Pier. The facility will provide 120 new transient slips on a combination of fixed and floating dock infrastructure. Mr. Cortes performed calculations of site-specific loads, including wind and wave loading, and completed design in structural steel for fixed piers and a pile-supported boaters-services building.





Alan has 35 years of professional experience in surveys for engineering, construction, and architectural services. His work ranges from boundary surveys for site development to civil engineering construction surveys for large structural construction projects.

EDUCATION

Bachelor of Science, Land Surveying
Ferris State University, Big Rapids, MI 1986

REGISTRATIONS

Professional Land Surveyor
State of Illinois #035003923, 2014
State of Indiana: #2000008, 2000
State of Michigan: #35988, 1990

PROFESSIONAL SOCIETIES

G Member – Michigan Society of
Professional Surveyors

ALAN BARTLETT^{PS} PROFESSIONAL SURVEYOR

BATHYMETRIC SURVEYS

St. Joseph River – Emergency Federal Channel Survey of Outer Harbor
State of Michigan Emergency Dredge Project – Seven State Harbors
Michigan City, Indiana – Trail Creek Marina
Brooklyn, New York – East River basin for Brooklyn Bridge Park Marina
Morris, Illinois – Illinois River – Barge Fleet Terminal
Saugatuck/Douglas, Michigan – Kalamazoo Lake study
Harsen's Island – Lake St. Clair – Sunset Harbor
Saint Clair Shores – Lake St. Clair – Emerald City Harbor

SHORELINE IMPROVEMENT/DEVELOPMENT

Grand Beach, Michigan – Warwick Condominium Association
Ferrysburg, Michigan – Spring Lake Yacht Club
New Buffalo, South Haven, Stevensville, Grand Beach – Private beach/
bluff revetment repairs
Saint Joseph, Michigan – Saint Joseph River – Harbor Shores Marina

PLATTING/ SUBDIVISIONS/ CONDOMINIUMS

South Bend, Indiana – Plat of Boulder Bay
New Buffalo, Michigan – Biddle Street Townhouses
Galien, Michigan – The Crossings at Galien
Saint Joseph, Michigan – Harbor Village at Harbor Shores

CIVIL/CONSTRUCTION PROJECTS

Covert, Michigan – Covert Steam Generator Plant (subcontract)
Westville, Indiana – Red Mill Pond County Park – Army Corps of
Engineers
Hammond, Indiana – Little Calumet River Stage 8 – Army Corps of
Engineers
Benton Harbor – M-63 Bridge and Interchange – Michigan Department of
Transportation
Benton Harbor – Fairplain Plaza and Plaza Drive



Kristofor Twining, P.E.

ktwining@soilsandstructures.com • soilsandstructures.com

POSITION: Director of Structural Services
Structural Engineer

SPECIALIZATION: Structural Design
Structural Evaluation
Connection Design
Steel Shop Drawing Checking

QUALIFICATIONS: Bachelor of Science Civil Engineering
Trine University (Formerly Tri-State)
Angola, Indiana

REGISTRATION: Professional Engineer: MI, OH, VA, OK, MA

EXPERIENCE: Intern – Fairfield Engineering
2000 to 2002 – Paul J. Ford and Company
2002 to Present – Soils & Structures, Inc.

PROJECT EXPERIENCE: Harbor West Yacht Club
Structural Engineering
Traverse City, Michigan

South Fox Island Harbor
Structural Engineering
Leelanau Township, Michigan

East Tawas State Harbor
Structural Investigation
East Tawas, Michigan

White Pigeon Compressor Station
Structural Design
White Pigeon, Michigan

University of Michigan – Taubman Library
Connection Design/Checking
Ann Arbor, Michigan

Michigan State University – Breslin Center
Connection Design/Checking
Lansing, Michigan

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SOILS & STRUCTURES



Katrina Farese, P.E.

kfarese@soilsandstructures.com • soilsandstructures.com

POSITION: Structural Engineer

SPECIALIZATION: Structural Design
Connection Design
Construction Engineering

QUALIFICATIONS: Case Western Reserve University
Bachelor of Science in Civil Engineering
Cleveland, Ohio

EXPERIENCE: Intern – Minnesota Department of Transportation
2018 to Present, Soils & Structures

PROJECT EXPERIENCE:

- Fab-Lite
PEMB Foundation Design
Manistee, MI
- Meijer 158 Building Addition
Masonry and Steel Structure Design
Grand Rapids, MI
- University of Michigan – New Dance Building
Steel Connection & Stair Design
Ann Arbor, MI
- Occidental Chemical Company – D Dryer
Column and Cross Member Shoring & Repair
Ludington, MI
- Junior Achievement of the Michigan Great Lakes
Steel Connection Design
Grand Rapids, MI
- Detroit Edison Company – Chestnut Substation
Foundation Design
Madison Heights, MI

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SOILS & STRUCTURES



Michael Partenio, P.E.

mpartenio@soilsandstructures.com • soilsandstructures.com

POSITION: Geotechnical Department Manager

SPECIALIZATION: Geotechnical Engineering

QUALIFICATIONS: Bachelor of Science in Civil Engineering – 2015
University of Michigan, Ann Arbor
Master of Science in Civil Engineering - 2016
University of Michigan, Ann Arbor

REGISTRATION: Professional Engineer: Michigan

EXPERIENCE: 2016 – Somat Engineering, Inc.
2017 to 2018 – CTI and Associates, Inc.
2018 to Present – Soils & Structures, Inc.

PROJECT EXPERIENCE:

- Port Austin State Harbor**
Block and Sheet Pile Retaining Wall Design
Port Austin, Michigan
- Safe Harbor – Detroit River**
Geotechnical Investigation & Engineering
Detroit, Michigan
- Gull Lake Marina**
Geotechnical Investigation & Engineering
South Haven, Michigan
- Safe Harbor – Tower Marine**
Geotechnical Investigation & Engineering
Douglas, Michigan
- Discovery Pier**
Geotechnical Investigation & Engineering
Traverse City, Michigan

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SOILS & STRUCTURES



Malcolm Thompson, P.E.

mthompson@soilsandstructures.com

POSITION: Geotechnical Engineer, P.E.

SPECIALIZATION: Geotechnical Engineering

QUALIFICATIONS: Bachelor of Science in Civil Engineering- 2018
University of Michigan
Master of Science in Civil Engineering- 2019
University of Michigan

REGISTRATION: Professional Engineer: Michigan

EXPERIENCE: 2019 to Present – Soils & Structures, Inc.

PROJECT EXPERIENCE:

- Dollar General – Cooks**
Geotechnical Investigation and Engineering
Cooks, Michigan
- Blue Photon**
Geotechnical Investigation and Engineering
Norton Shores, Michigan
- Butternut Multi-Family**
Geotechnical Investigation and Engineering
Park Township, Michigan
- Packaging Corporation of America**
Pile Inspection and Pile Load Test
Manistee, Michigan

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GARY LOFTIS, PE
Principal Engineer

Mr. Loftis is a registered professional electrical engineer with over 30 years of experience in the electrical field. He specializes in marina electrical design throughout the nation. He is a principal member and senior electrical engineer for Maffett Loftis Engineering, LLC located in Cookeville, TN. In 1992, Loftis earned his Bachelor of Science degree in Electrical Engineering from Tennessee Technological University. He is a principal member of the NEC Technical Committee that oversees the marina electrical code. He is a certified Deputy Electrical Inspector with the State of Tennessee, is a member of the International Association of Electrical Inspectors (IAEI) and has served as president of the TN Chapter, is a member of the National Fire Protection Association (NFPA), and is a member of the Tennessee and Kentucky Marina Associations (TMA, KMA). He holds a certification from the American Boat & Yacht Council (ABYC) for Marine Electrical. He has also served as an expert witness for marinas. Mr. Loftis speaks at numerous marina trade shows, training classes, and conferences throughout the country. Additionally, he is foremost concerned about marina safety. He has the knowledge and experience of marina electrical systems required to ensure that electrical code requirements are effective, practical, and economically feasible.

EDUCATION

Tennessee Technological University
BS – Electrical Engineering

REGISTRATIONS

Registered Professional Engineer
Tennessee
Florida
Kentucky
California
Maine
Michigan
Arizona

PROFESSIONAL AFFILIATIONS

- National Council of Examiners for Engineering & Surveying (NCEES)
- National Fire Protection Association (NFPA)
- Tennessee Association of Electrical Inspectors
- International Association of Electrical Inspectors (IAEI)
- Tennessee Marina Associations (TMA)
- Kentucky Marina Associations (KMA)
- Putnam County Chamber of Commerce
- ABYC Certified Marine Technician

PUBLICATIONS

Marina Dock Age: Technical Bulletin -
“2017 NEC Changes for Marinas”
Marina Dock Age: Technical Bulletin -
“More Electrical Change in Marina Code”

EXPERIENCE

2008 – present Maffett Loftis Engineering, LLC, Cookeville, Tennessee

- Owner and Principal Engineer
- Responsible for electrical, lighting, fire alarm, low voltage, fuel, and generator systems design
- Engineering and forensic studies and research
- Expert and technical witness for various cases
- Specializing in marina design and inspection
- Loss control analysis for insurance company based out of Dallas, Texas, representing over 300 marinas

2006 – 2008 Maffett Engineering, LLC, Cookeville, Tennessee

- Electrical Engineering Designer (specialized in marina electrical design)
- Responsible for all electrical, lighting, fire alarm and low voltage design
- Partnered with Brian D. Maffett, PE and changed name of design firm to Maffett Loftis Engineering.

2004 - 2021 Certified Deputy Electrical Inspector, State of Tennessee

- Met qualifications set by Tennessee State Fire Marshal, Electrical Section to become an electrical inspector to include minimal five years of field wiring experience, passing of certification test through National Certification Program for Construction Code Inspectors (NCPCCI) (One-Two Family Dwelling and Electrical General), passing of state interview process, and demonstrated extensive knowledge of National Electrical Code NFPA 70.
- Responsible for performing electrical inspections on electrical installation ranging from residential to large commercial to health

Marina Dock Age: Technical Bulletin -
"Understanding AC Leakage Current"

care to ensure proper installation according to the National Electrical Code and Tennessee Regulations.

- Inspection jurisdictions include: City of Cookeville, Putnam County, and Overton County.

1995 – 2005 PLM Corporation, Cookeville, Tennessee

- Owner and Principal Electrical Designer
- Responsibilities included: project quotation, machine concept, machine design (mechanical, electrical, and controls), machine-shop work, assembly, testing and debug, customer interface, machine installation, business finance, advertising, and employee management.
- Specializing in marina electrical design.
- Engineering-In-Training (EIT)

1993 - 1994 Architect and Engineers Inc., Cookeville, Tennessee

- Part time employee as an EIT
- Responsibilities included: drafting building systems, architectural layout and details, and upkeep of computer systems and software.
- Taught AutoCAD classes to Architect's and draftsmen that were designed specifically to fit the needs for Architect's and Engineer's.

1986 – 1995 PLM Corporation, Cookeville, Tennessee

- Employment began as a junior in high school with a title of technician.
- Having taken two years of electronics in high school, I already had a good basic understanding of electrical design. I quickly became involved and played a major role in electrical design, machine design, quotation, parts procurement, prototype layouts, assembly, and customer relations.
- Paid 100% of college expenses by working part time during college.

Professional Biography

Eric J. Schippers, P.E.

Partner | Senior Mechanical Engineer

Professional Registrations

Professional Engineer - Michigan

Education

B.S., Mechanical Engineering 2000

Calvin University, Grand Rapids, Michigan

With Honors



Professional Affiliations

American Society of Heating, Refrigerating and
Air-Conditioning Engineers (ASHRAE)

Professional Summary

Eric's 26 years' experience in the construction industry includes 3D drafting and coordination of a 7-story hospital and 20-story hotel, leading the mechanical commissioning for a large convention center, as well as project estimating and various aspects of mechanical design. His 22 years of engineering experience include pharmaceutical and manufacturing HVAC and plumbing design, steam systems, chilled water systems, and comfort HVAC in universities and offices. He has participated in the design-build process from the contractor and engineering sides.

Fields of Competence

Engineering Analysis & Design of:

- AutoCAD Design and Drafting (AutoCAD 2020)
- Heating, Ventilating, and Air Conditioning Design
- Hot Water and Steam Boiler Systems and Associated Piping
- Chiller Systems and Associated Piping and Auxiliaries Design
- Plumbing Design and Layout
- Energy Usage Studies
- Heating and Cooling Load Analysis
- Process Piping Design and Layout
- Multi-Discipline Construction Documents
- Equipment Layout
- Process Heating & Cooling
- 3-D AutoCAD 2020
- Carrier E20-II HAP

Key Projects**Community / Municipal / Restroom Buildings****CITY OF GRAND RAPIDS****Grand Rapids Parking Services***Office Renovations***CITY OF TRAVERSE CITY****Medalie Park***Restroom Building Renovations***DISCOVERY CENTER (TRAVERSE CITY, MI) - In contract with Edgewater Resources***New Bath House***NOBLE DEVELOPMENT - In contract with Edgewater Resources****Harbor Club Pool (South Haven, MI)***Pool and Bath House***STATE OF MICHIGAN****Department of Corrections***Thumb Correctional Kitchen Make-up Air Unit and Library Air Conditioning Replacement***Department of Health and Human Services***Walter Reuther Psychiatric Hospital Anti-Ligature and Life Safety Remediation***Department of Natural Resources***Camp Tuhsmeheeta Activity Center Building**Holland State Park Bath House Renovation - Working alongside Edgewater Resources**Lexington Harbor Master Building Renovation - In contract with Edgewater Resources***Department of Technology, Management, and Budget***Horatio S. Earle Learning Center Air Handling Unit Replacement**Secondary Complex Chilled Water System Study**Site Maintenance & Equipment Center Heating System Replacement**Thermal Ice Storage System Expansion**Traverse City Office Building - Boiler Replacement***Department of Transportation***MDOT Parking and Repair Garage HVAC Renovations - 12 Locations***GRAND VALLEY STATE UNIVERSITY****Eberhard Center***Chiller Replacement - 450 Tons***Lake Huron Hall***Classroom Building Renovations***Performing Arts Center***HVAC System Renovations***PORT SHELDON TOWNSHIP****Windsnest Park***New Restroom Building*

Professional Registrations

Professional Engineer (P.E.)
Michigan

Education

B.S., Electrical Engineering 2016
Michigan State University, East Lansing, Michigan

Professional Affiliations

Michigan Society of Professional Engineers (MSPE)



Professional Summary

Jacob has seven years' experience in the design of power distribution, lighting, control, and instrumentation systems for municipal, industrial, institutional, and commercial facilities. He is particularly familiar with the design requirements for facilities that contain areas of hazardous classifications. Projects include electrical power distribution, lighting, and control systems design for industrial facilities such as pharmaceutical, food processing, automotive, wastewater, and general manufacturing, and institutional facilities such as hospitals, mental healthcare, corrections, and higher education. Jacob has designed numerous backup power generation, fire alarm, security, and communication systems, in addition to having performed a variety of electrical system studies. He has also completed numerous park, landscape and streetscape lighting projects.

Fields of Competence

Engineering and Design of:

- Low/Medium Voltage Power Systems
- Power Quality Correction Systems
- Power Generating Systems
- Exterior & Interior Lighting Systems
- Grounding/Lightning Protection Systems
- Controls & Instrumentation
- Communication Systems
- Security Systems
- Fire Protection & Alarm Systems

Engineering Studies and Reports:

- Electrical Distribution System Root Problem Investigations
- Short Circuit, Arc Flash, & Motor Starting Analysis
- Protective Device Coordination
- Electrical Energy & Code Studies
- Engineering Economics & Cost Studies
- Facility Electrical Utility Planning and Engineering

Key Projects

STREETSCAPE LIGHTING

Completed several streetscape lighting projects for campuses, industrial parks, and municipalities. Design includes completion of lighting performance calculations, light trespass studies, electrical site lighting plans, pole and base details, lighting control system cabinets, etc.

City of Muskegon: Provided the electrical distribution, lighting, and lighting controls design for the streetscape improvements for downtown Muskegon Lakeshore Drive thoroughfare street and flag lighting.

Grand Traverse County: Designed new pedestrian walkway and bridge lighting, landscape features, and parking lot for Medalie Park.

City of Ludington: Designed new electrical distribution and lighting design for pedestrian plaza and restroom facility for downtown Ludington Legacy Plaza.

KVCC Business Park: Designed lighting system upgrades to upgrade existing luminaires to LED and modify existing power distribution to accommodate new entrance roadway luminaires.

E. Budget Review

We have reviewed the proposed budget for this project and feel that it is reasonable and appropriate for the intended design scope as presented in the RFP.



F. References

We have included detailed project examples on the pages to follow. References for these projects are below.

East Tawas State Harbor
Bruce Watkins, Project Director
517 242 7882
WatkinsBI@michigan.gov

Lexington State Harbor
Bruce Watkins, Project Director
517 242 7882
WatkinsBI@michigan.gov

Eagle Harbor Feasibility Study
Tom Pawlowski, Project Director
517 242 0973
Pawlowskit@michigan.gov

Northside Municipal Marina
Kate Hosier, City Manager (City of South Haven)
269 637 0750
khosier@southhavenmi.gov

Ottawa Beach Marina
Curt TerHaar, Coordinator of Park Planning & Development
616 738 4656
cterhaar@miottawa.org

Michigan Maritime Museum
Patti Montgomery Reinert, Executive Director
269 637 8078
Email: patti@mimaritime.org

31st Street Harbor
Rob Rejman, Director of Construction
312 446 4143
Email: rob.rejman@ascentpgm.com

Port of Rochester
Mark Gregor, Manager (retired)
585 943 0765
MGregor34@gmail.com





CLIENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES

LOCATION
EAGLE HARBOR, MICHIGAN

EAST TAWAS STATE HARBOR

Edgewater has provided full life-cycle services for the East Tawas State Harbor project from initial assessment and feasibility studies to construction administration during completion. Initially, we provided an improvement plan which assessed the physical condition of East Tawas State Harbor, analyzed the current marina market in the region, identified market trends, and presented stakeholder feedback. The information collected guided the preparation of a development plan for East Tawas State Harbor.

The goals of this project are to guide the future development of the harbor, provide modern boating amenities, improve accessibility, respond to boater preferences, and integrate the harbor more closely with the community of East Tawas. We created a financially realistic phasing plan that allowed the client to see the vision through to implementation. Completion of phases I & II of the proposed improvements outlined in the concept improvements plan was achieved in the early summer of 2017 and 2018 respectively.

The East Tawas Phase III design is complete and has been approved by both DTMB and LARA. Phase III of the project includes the renewal of obsolete dockage and exterior building addition. This project was completed in the fall of 2019.





CLIENT
MICHIGAN DTMB

LOCATION
LEXINGTON, MICHIGAN

LEXINGTON STATE HARBOR

The Lexington State Harbor building renovation is the first phase of renovating this State of Michigan-owned Marina and shoreline on Lake Huron. The original masonry and brick building was constructed in 1978. The structure has weathered well, maintaining structural integrity, and will continue its lifespan with this renovation.

The program includes an interior renovation to the existing men's and women's restrooms, creating a larger plumbing alley, a new boater's laundry, and staff storage within the exterior walls, foundation, and roof framing. The brown brick will be painted to match a new addition and the roof will be blue, standing seam metal which is a State of Michigan Harbor Standard. Solar tubes will be installed on the roof to bring in natural light, reducing energy costs, and lighting the interior space without adding windows.

The wood-framed, single story, addition expands site amenities by adding a boater's lounge with soft seating high-top tables and a media entertainment center. Views are directed toward the park and marina with large windows and a covered porch of Adirondack chairs. A new staff office and a staff break room are also in the addition. The addition is wood framed with a vaulted ceiling in the lounge and prefinished wood lap siding.

Site improvements to accommodate the addition include new parking, additional site drainage, and a new trash enclosure.

Future phases for the marina renovation, wave attenuation protection and site development to improve circulation and parking will follow this renovation.





CLIENT
MICHIGAN DTMB

LOCATION
EAGLE HARBOR, MICHIGAN

EAGLE HARBOR FEASIBILITY

This study was conducted to evaluate the existing conditions and identify potential future improvements for the marina facility at Eagle Harbor State Harbor. The boat launch is heavily used in the summer by fishermen and recreational boaters. However, the marina experiences infrequent use by both seasonal and transient vessels. At one time, the marina offered fueling and pump-out services that have since been eliminated. The marina is now operated remotely by Michigan DNR staff based in Copper Harbor. Elements of the existing facility are outdated and in need of evaluation to determine how the site should be improved to be compliant with current standards and meet the current demand. Edgewater was retained to conduct an overall existing conditions assessment and feasibility analysis on improving the state harbor. The following services were performed:

- Inspection and analysis of the steel sheet pile walls
- Replacement plan for existing drainage including soil borings
- Evaluation and testing of existing water supply
- Replacement plan for electrical, water, and sanitary utilities
- Removal plan for existing pump-out and fueling facilities
- Renovation plan for the existing Harbor Master's building
- ADA compliance improvements
- Design guidelines for a code-compliant fire suppression system
- Design guidelines for any steel sheet pile wall improvements
- Bathymetric Survey to document existing water depths
- Boundary and Topographic Survey to note existing conditions
- Preparation of cost estimates of proposed work





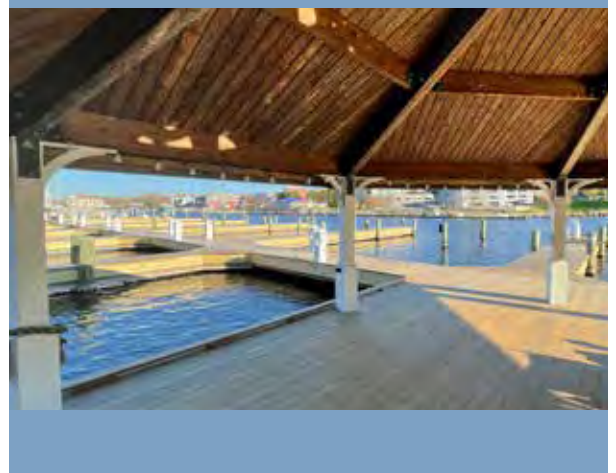
CLIENT
CITY OF SOUTH HAVEN

LOCATION
SOUTH HAVEN, MICHIGAN

NORTHSIDE MUNICIPAL MARINA

With record-high water levels on Lake Michigan submerging the docks and creating unsafe electrical conditions, the City of South Haven was forced to close Northside Marina for the 2020 boating season, displacing nearly 100 seasonal boaters. To re-open the marina as soon as possible, the City engaged Edgewater Resources to prepare a Master Plan for raising the docks and replacing the marina utilities as quickly as possible. Edgewater and the City collaborated with the State of Michigan to secure \$1.5 million in emergency flood damage grant funding and proceeded with a Design Build strategy within weeks to complete marina improvements in time for the 2021 season.

This effort included constructing a new timber dock system that utilized the existing piles and framing structures for support, and the existing decking as a base for the new utility channels. Over 16,000sf of new timber docks were installed, with a new marina utility system that incorporated a state-of-the-art ground fault protection systems to minimize the risk of Electric Shock Drowning. The dock raising design process also required an evaluation of the marina's compliance with the current ADA which resulted in a new compliant accessible route to be included in the project to access the redesigned docks. The project was completed on schedule and under budget.





CLIENT
**OTTAWA COUNTY PARKS &
RECREATION COMMISSION**

LOCATION
HOLLAND, MICHIGAN

HISTORIC OTTAWA BEACH MARINA

On a year-by-year basis for over thirty years, the Ottawa County Parks and Recreation Commission (OCPRC) has leased segments of its Historic Ottawa Beach Parks area along Lake Macatawa to a privately owned and operated marina. Recognizing the potential for improving the land's function, aesthetics, and financial viability, as well as increasing public access to the waterfront, OCPRC retained Edgewater Resources to evaluate the possible redevelopment of the marina area.

Several concepts and construction cost estimates were developed to illustrate marina configuration alternatives and their relationships with non-park shoreline property and riparian rights. Local and regional market studies were completed to assess demand and to support the formulation of recommendations for slip mix, rate structure, and amenities. The preferred concepts were identified and financial plans were prepared to show revenue projections, funding options, and operations options.

Edgewater Resources was charged with securing all required permits for the planned improvements and production of Construction Documents. MC Smith was the lead architect for the Boater Services Building. The project's grand opening took place in the summer of 2019.





CLIENT
MICHIGAN MARITIME MUSEUM

LOCATION
SOUTH HAVEN, MICHIGAN

MICHIGAN MARITIME MUSEUM

The Michigan Maritime Museum is a museum and research library located in South Haven, Michigan. The harborfront museum is located adjacent to Lake Michigan on the Black River, and specializes in the maritime history and education of the Great Lakes. The museum retained Edgewater Resources to develop a Campus master plan preserving the current traditions and future legacy of this interactive experiential hands-on museum. Improvements include:

- Preservation of the harbor by redesigning the landscape to expand year round operations and the “On the Water” events by creating terraced, accessible walks, boardwalk, green lawn and, outdoor boat exhibit areas.
- New marina, docks, and board walks to accommodate a growth in membership, larger events, and guests of all ages.
- New two-story 17,000 sf Heritage Center completed in 2022 with state-of-the-art technology, expanded research and education capabilities, fully accessible exhibit, education, and ships store with event and meeting spaces.
- Design-Build team delivery approach to successfully manage the well-defined budget and fixed off-season construction schedule.
- Recent acquisition of the historic Jensen property, doubling the museum campus and extending the boundary to the Black River.
- Phase Two design planning is underway with improvements including new pedestrian pathways, an event lawn, new docks, and a new two-story, 3,000 sf Lookout Building.





CLIENT
CHICAGO PARK DISTRICT

LOCATION
CHICAGO, ILLINOIS

31ST STREET HARBOR

The 31st Street Harbor project is a \$103 million, 1,015-slip marina and waterfront park just south of downtown Chicago. The project includes the creation of a 1.5-acre waterfront park integrated into a 2,200-foot-long stone revetment structure in Lake Michigan. The project opened in May of 2012 and created significant waterfront and traffic calming/pedestrian circulation improvements to the area, including the elimination of all four conflicts between the Lakefront Trail and vehicular traffic.

Renovation of the existing concrete revetment shoreline protection system into a softer and greener edge will create a more welcoming waterfront promenade interface between the new green roof-covered parking facility and the water's edge. Construction of a new regional playground, picnic areas, and reconfigured regional bike paths integrate the project into the community and ensure that all members of the community benefit from the project.

The project received the ISS Fabien Cousteau Blue Award, recognizing the achievement of the highest standards of harbor sustainability, as well as LEED Gold Certification; the President's Award, American Society of Landscape Architects, Illinois Chapter; AIA Chicago SustainABILITY Leadership Merit Award; and First Place, Engineering News Record Midwest "Best Projects" 2012.





CLIENT
CITY OF ROCHESTER

LOCATION
ROCHESTER, ILLINOIS

PORT OF ROCHESTER

The Port of Rochester Marina opened in the spring of 2016, converting acres of underutilized, impervious asphalt parking and ferry loading areas into a new active public waterfront with a new park, public promenade, and a 158-slip marina serving both seasonal and transient boaters. Excavation of the marina basin removed 98,000 cubic yards of regulated fill and incorporated energy reduction solutions including pervious paving, bioinfiltration, sustainable keel decking, and individual metering. The project also provided the final link to complete the seven-mile public pedestrian promenade linking downtown Rochester to Lake Ontario and spur reinvestment into the former Terminal building.

The original master plan vision for a marina in this location was proposed in 1965, and over five decades, a number of subsequent master plans proposed the construction of the marina as a key public amenity for the neighborhood. The key to building broad public support and moving forward with the marina in 2012 was the completion of a marina market analysis that showed strong demand, identified accurate slip sizing and mix, and an understanding of the potential impact of a new public marina on nearby private facilities. The analysis identified a demand for larger slips (60'-80') than currently offered in the local market. In its first year of operation, the marina was 56% occupied at slip leasing rates more than 20% higher than those initially recommended in the study.



PART II - COST PROPOSAL

A. Cost Proposal

PROPOSED PROJECT BUDGET AND FEES

We propose to complete the services outlined above on a not to exceed basis for the fees outlined below, including expenses. Customary expenses for printing and postage will be reimbursed at the cost incurred without additional markup. Reimbursable travel expenses are included in Tasks per the RFP.

Task One – Project Initiation	
Task 1.1 Project initiation	\$ 17,930
Task 1.2 Inventory of Existing Conditions	
Task Two – Architecture and Site Master Plan Design	
Task 2.1 Schematic Design	\$ 19,900
Task 2.2 - Design Development	\$ 30,000
Task 2.3 – Construction Documents	\$ 39,200
Task Three – Marina Design and Engineering	
Task 3.1 Preliminary Engineering and Permitting	\$ 30,030
Task 3.2 Final Engineering	\$ 49,540
Task Four – Bidding	\$ 7,880
Task Five – Construction Administration	\$ 53,930
Subtotal	\$248,410
Engineering Sub Contractors	
Soils and Structures	
Geotechnical investigation (4 borings at max 40' and Report	\$ 9,850
Structural Engineer	\$ 24,500
Maffett Loftis - Marina Electrical Engineer	\$ 37,400
Century AE – Building MEP Engineers	\$ 37,700
Hazardous Materials Research and Report	\$ 5,200
Subtotal	\$ 114,650
Reimbursable Expenses and Start-up Budget	\$ 4,000
Project Total	\$ 367,060



PART II - COST PROPOSAL



**THEY'RE YOUR METROPARKS.
TAKE A WALK ON OUR WILD SIDE.**
Administrative Office | 13400 High Ridge Drive, Brighton MI 48116-9654 | 800-227-2257 | metroparks.com

**HURON CLINTON METROPOLITAN AUTHORITY
REQUEST FOR PROPOSAL STANDARD COST FORM**
(TO BE SUBMITTED WITH PROPOSAL PART II)

PROJECT TITLE: North Marina Renovation Design Services
PARK NAME: Lake St. Clair Metropark
502-23-702-D
DUE DATE: 9/21/2023

PROJECT PHASE (LAKE ST. CLAIR METROPARK)	ESTIMATED HOURS	ESTIMATED COST
Site Investigation, Schematic Design, Records Research	233	\$ 37,830
- Geotechnical Investigation (as needed) (see Sub Consultants)		
- Design Survey (included)		
(Note: Topo and Bath Surveys included in Site Investigation)		
Design Development and Construction Documents		
50% Design Completion -Seawall, Marina & Utilities	256	\$ 22,900
50% Design Completion - Restroom Building	138	\$ 20,800
90% Design Completion - Seawall, Marina & Utilities	261	\$ 44,200
90% Design Completion - Restroom Building	276	\$ 41,480
100% Design Completion - Seawall, Marina & Utilities	48	\$ 7,610
100% Design Completion - Restroom Building	46	\$ 6,920
- In-person Meetings (Consultant)	6 Meetings	Included per Phase
- Permit Preparation and Applications	30	\$ 4,860
Additional Phases/Task As Proposed		
	55	
Bidding Assistance (Allowance)	16 hours	\$ 7,880
RFP No.: 502-23-702-D		
REQUEST FOR PROPOSAL STANDARD COST FORM (Cont'd)	ESTIMATED HOURS	ESTIMATED COST
Construction Administration - Consultant (Allowance)	40 hours	\$ 53,930
- In-Person Meetings Allowance (Consultant)	4 Meetings	Included in CA
Additional Phases/Task As Proposed		
Engineering Sub Consultants as noted in the Proposal		\$ 114,650
Project Start-up (Allowance)	10 hours	\$ 1,540
Printing and Postage Reimbursible		\$ 2,460

Include estimated hours for all work performed except provided by subconsultant as lump sum.

Proposal Cost (Not to Exceed)
\$ 367,060



PART II - COST PROPOSAL

B. Compensation Information

BASIS OF COMPENSATION

The compensation of Edgewater Resources, LLC for professional services is based upon hourly rates as indicated below.

TITLE	RATE
Sr. Principal	\$188
Principal Engineer	\$188
Principal	\$180
Sr. Engineer	\$174
Sr. Landscape Architect	\$152
Sr. Architect	\$174
Development Director	\$155
Project Engineer	\$152
Surveyor	\$152
Staff Engineer	\$130
Landscape Designer	\$130
Sr. Engineering Designer	\$120
Communications	\$110
Project Administration	\$105
Professional Intern	\$95

Please Note:

Expenses connected with the work such as travel, vehicle rental, equipment rental, subsistence, lodging, etc., will be charged at cost.

Vehicle mileage will be charged at the standard, federal, per mile rate.

Printing expenses will be charged as follows: standard b/w format prints /copies @ \$0.20/page; large format b/w prints/copies @ \$0.30/sq.ft.

Large format color prints/copies range from \$5-15 / l.f. for non-mounted/non-laminated b&w or color prints.

Drone services will be charged at \$20 per hour, or \$100 per day.

Wave sensor usage will be charged at \$100 per week, or \$300 per month.

Any labor expended in support or performance of expert services and litigation activities shall be 1.5 times the above standard hourly rates.



RFP Form

HURON-CLINTON METROPOLITAN AUTHORITY NOTICE OF REQUEST FOR PROPOSALS (RFP)

Design Project Title: North Marina Renovation Design Services
Park Name: Lake St. Clair Metropark
Park Address: 31300 Metro Parkway, Harrison Twp, MI 48045
RFP No.: 502-23-702-D
Issue Date: August 23, 2023
Response Date: September 21, 2023
PROPOSAL DUE TIME: By 2:00 PM (local time)

LOCATION: Return Proposal Via E-mail: engineering.bids@metroparks.com

DESCRIPTION: The Huron-Clinton Metropolitan Authority is issuing a Request for Proposal (RFP) to qualified professional consulting firms to perform services as detailed in Attachment A, Statement of Work. Partial Funding for Design Services for the North Marina Renovation provided by Department of Natural Resources Waterways Grant.

INDEX: Included in this RFP are the following:

- RFP Form (this form)
- Attachment A – Statement of Work (and attachments, if any)
- Attachment B – Standard Authority Professional Services Agreement form (for information only)

- A copy of the complete RFP is available from the Michigan Inter-governmental Trade Network (MITN) website: www.mitn.info

Proponents responding to this RFP are strongly encouraged to carefully read the entire RFP

Direct inquiries regarding this RFP to Jason Kulongowski, P.E., Project Representative,
of the Engineering Department, at (Phone)810-494-6018; Email: jason.kulongowski@metroparks.com

This Proposal is Offered By: Name: Gregory Weykamp, ASLA, LEED AP, Edgewater Resources
Address: 518 Broad Street, Suite 200
City, State: St. Joseph, Michigan Zip: 49085
Phone: 269-408-6562 Email: gweykamp@edgewaterresources.com



MI Department of Licensing and Regulatory Affairs License



This is to Certify That
EDGEWATER RESOURCES, LLC

was validly authorized on August 16 , 2002, as a Michigan DOMESTIC LIMITED LIABILITY COMPANY, and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



Sent by electronic transmission
Certificate Number: 18098051620

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 19th day of September , 2018.

Julia Dale, Director
Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.





HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Subject: Proposal Willow Golf Course Electrical Design Services
Location: Willow Metropark
Date: October 4, 2023

Action Requested: Motion to Approve

That the Board of Commissioners approve the Proposal dated September 22, 2023 from Hubble, Roth and Clark, Inc., Inc. in the amount \$43,500.00 as recommended by Chief of Engineering Services, Mike Henkel and staff.

Fiscal Impact: Funding is available in the engineering professional services account.

Background: The design work will convert the existing golf cart storage building to support an electric fleet. Willow golf course currently uses gas golf carts. This work is in response to the recent approval for electric carts for the Willow golf course due to favorable costs that became available due to the procurement of the replacement fleet at Indian Springs. Delivery of the new carts for Willow will be late this year resulting in the need to expedite the work to have power available for the 2024 golf season. Staff approached the consultant and inquired about completing the work at the same hourly rates as previously agree upon for Indian Springs. The consultant agreed to provide the services. The design effort is similar in scope that was approved for the Indian Springs golf course. The work will address the electrical system upgrades needed to facilitate the charging of the carts, incorporate a backup generator connection, provide a solar study for possible future inclusion, and provide electrical vehicle charging stations. The solar study will look at the roof area and cost to benefits of a possible solar array. Once complete a separate project will address removing the existing underground fuel storage tank which will be replaced with a smaller above ground tank for maintenance equipment.

Attachment: Hubble, Roth, and Clark proposal

September 22, 2023

Huron-Clinton Metroparks
13000 High Ridge Drive
Brighton, MI 48114

Attn: Mr. Jason Kulongowski, P.E., Design Engineer

Re: Willow Metropark Golf Course
Electric Golf Cart Retrofit

HRC Job No. 20230723

Dear Mr. Kulongowski:

Per your request for quotation on 8/29/23, and our subsequent field visit on 9/6/23, HRC is pleased to present this proposal for electrical design services to prepare plans and specifications for the electrical renovations necessary to support the upgrade of Willow Metropark's fleet of golf carts from gasoline engines to electric motors. The golf carts and associated chargers have been ordered and will be arriving within the next few months. HCMA desires to have the golf carts operational for the 2024 golf season. This will require designing electrical service upgrades to the cart storage building as well as implementing a connection point for a future generator (whether portable or permanent).

In addition to the electric service upgrades to the cart storage building, new LED lighting will be designed for the storage area, as the existing lights are fluorescent and will likely have to be removed and/or relocated for the new cable trays to serve the cart chargers.

HCMA also wishes to explore implementing renewable energy at the Metropark. HRC will perform a solar study to review the feasibility of adding solar panels on the cart storage roof to help offset some of the energy requirements of the electric carts. HRC will also prepare a design for an Electric Vehicle Charging station at the parking lot.

HRC has recently completed a design for a similar scope at Indian Springs Metropark. That project is currently under construction.

Scope of Services

We have provided separate scopes of services for the base scope design (Electric Cart Service Upgrades), Solar study, and Electric Vehicle charging station design.

Task 1 – Electric Cart Service Upgrades

Design

- ≡ Perform kickoff meeting with HCMA to discuss project goals, schedule, information needed.
- ≡ Field visit to review existing conditions, building loads, and locations of equipment.
- ≡ Review the existing service from DTE Energy to determine if the supply is adequate for the additional electrical load. HRC will contact and discuss with DTE should a transformer upgrade be necessary.
- ≡ Prepare electrical design plans and specifications for the necessary upgrades to the power distribution system at the Cart Storage Building, as well as the design of the power distribution system to the cart chargers.
- ≡ Provide provisions for future portable generator connection to feed service.
- ≡ Provide new lighting layout, photometrics, and specifications for the Cart Storage Building.
- ≡ Prepare technical specifications and assist HCMA in revising contract “front-end” specifications as necessary for this project.

- ≡ Provide design deliverable for review at the 90% and 100% levels of completion. Deliverable will include plans, specifications, and a construction cost estimate.
- ≡ Following acceptance of the 100% set of plans and specifications, HRC will prepare the Bid Set of plans and specifications for HCMA.

Bidding Assistance

It is our understanding that HCMA will administer the bidding and procurement process, including any required public notifications, bid openings, and board recommendation letters and meeting. HRC proposes to provide limited bidding assistance inclusive of the following:

- ≡ Attendance at Pre-Bid meeting.
- ≡ Provide responses to Contractor Requests for Information (RFIs).
- ≡ Issue Addenda to the plans and specifications as necessary.

Construction Administration

It is our understanding that HCMA will provide construction layout, observation/inspection, and application for payment/waiver reviews/approvals. HRC proposed to provide limited construction assistance inclusive of the following:

- ≡ Attend the onsite Pre-Construction Meeting.
- ≡ Review Construction submittals/maintain submittal logs.
- ≡ Respond to Requests for Information (RFIs).
- ≡ Issue Bulletins/Change Orders as necessary.
- ≡ As needed site reviews, Create project punchlist.

Task 2 – Solar Study for Cart Storage Building

As a separate task, HRC proposes to perform the following as a part of the solar study for the cart storage building:

- ≡ Review 12-months of DTE Energy utility bills
- ≡ Layout solar panels on roof and calculate approximate energy produced.
- ≡ Review available tax credits/rebates.
- ≡ Prepare report, cost estimate, and calculate payback on solar panel addition.
- ≡ HRC will comment on the feasibility of installation.

Task 3 –Electric Vehicle Charging Equipment

As a separate task, HRC proposed to perform the following electric vehicle charging station design:

- ≡ Designate (2) spaces for Electric Vehicle (EV) charging stations.
- ≡ Specify dual-port EV Charging Station.
- ≡ Design charging station foundation, conduit, and circuits necessary to supply a dual-port EV Charger.

Budget

HRC proposes the following budgets for each task:

- ≡ Task 1 – Electric Cart Service Upgrades. HRC will provide the above scope of services on a time and materials basis, not-to-exceed **\$31,800** in accordance with our current rate table with HCMA (attached). See following breakdown:

Design:	\$21,500
Bidding Assistance:	\$3,300
Construction Administration:	<u>\$7,000</u>
Total Task 1 (Not-to-Exceed):	\$31,800

- ≡ Task 2 – Solar Study for Cart Storage Building. HRC will provide the above scope of services on a time and materials basis not to exceed **\$5,500**, in accordance with our current rate table with HCMA.
- ≡ Task 3 – Electric Vehicle Charging Equipment. HRC will provide the above scope of services on a time and materials basis not to exceed **\$6,200**, in accordance with our current rate table with HCMA.

Project Plan/Schedule

- ≡ HRC is available to start immediately upon receiving the notice to proceed. We are presenting a schedule assuming proceeding on 10/9/23. Should the notice to proceed be received on a different date, the schedule may be adjusted accordingly.
 - Kickoff Meeting/Site Review: Week of 10/9/23
 - 90% Design Submittal: Week of 11/20/23
 - 90% Review Meeting: Week of 11/27/23
 - 100% Design Submittal: Week of 12/18/23
 - 100% Review Meeting: Week of 1/1/24
 - Issued for Bid Set: Week of 1/15/24
- ≡ The solar study and EV Charging Design will be implemented into the schedule accordingly, if approved, as needed. Our focus will be to complete the electric cart design in an expeditious manner.

Clarifications

- ≡ We intend to utilize existing survey/site plan/aerial data. Additional site survey is not included.
- ≡ Bidding assistance and construction administration is limited to the items listed in the scope of services. It is our understanding that HCMA staff engineers will oversee the work.
- ≡ Solar study does not include any design services. Should HCMA wish to proceed with a solar installation/design, HRC will provide a separate proposal at that time.
- ≡ Note that DTE is currently impacted by the nationwide transformer shortage, and lengthy lead times for a new service, if necessary, should be expected.

We appreciate the opportunity to assist HCMA with this project. We will await your approval and acceptance to proceed with the project.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, PE
Principal/Vice President



Michael J. Roskelley, P.E.
Electrical Department Manager

pc: HCMA; L. Martin, M. Henkel
HRC; File

Attachment – 2023 Rate Table

Accepted By:

Signature: _____

Written Name: _____

Title: _____

Dated: _____

Hubbell, Roth & Clark, Inc.

2023 Hourly Rate Schedule

Prepared for:

Huron Clinton Metropolitan Authority (HCMA)

<u>Category</u>	<u>Billable Rates</u>	
Principal	150.00	- 206.00
Sr. Associate/Managing Engineer	168.00	- 206.00
Associate/Managing Engineer	134.00	- 172.00
Manager	119.00	- 168.00
Supervisor	104.00	- 144.00
Sr. Project Engineer/Architect/Surveyor	135.00	- 167.00
Project Engineer/Architect/Surveyor	113.00	- 150.00
Staff Engineer/Architect/Surveyor	108.00	- 114.00
Senior Project Analyst	128.00	- 149.00
Project Analyst	102.00	- 115.00
Staff Analyst	99.00	- 106.00
Graduate Engineer/Architect I/II	78.00	- 110.00
Technical Specialist	111.00	- 152.00
Sr Designer	128.00	- 137.00
Designer	120.00	- 132.00
Cadd Technician	60.00	- 121.00
Sr. Survey Office Technician	112.00	- 112.00
Survey Party Chief	87.00	- 127.00
Survey - Field Technician	65.00	- 69.00
Project Representatives	104.00	- 147.00
Sr. Construction Observer	75.00	- 102.00
Construction Observer I/II	59.00	- 83.00
Construction - Office Technician	75.00	- 84.00
Testing Coordinator	89.00	- 89.00
Testing Technician	60.00	- 76.00
Administrative Support**	60.00	- 133.00

Rates will remain firm for years 2023 and 2024

Billable rates for Hubbell, Roth & Clark, Inc. include Unemployment and Payroll taxes, contributions for Social Security, Retirement benefits, Medical and Life insurance benefits, normal printing cost, telephones, fax, computer time, mileage, other overhead costs and profit.

** This Category includes Computer, Reproduction and Administrative Staff.





HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project Title: Kensington Service Garage storage tank final closure report
Location: Kensington Metropark
Date: October 4, 2023

Action Requested: Motion to Approve

That the Board of Commissioners issue a purchase order in the amount of \$28,000.00 to Fishbeck as recommended by Chief of Engineering Services Mike Henkel and Staff.

Fiscal Impact: The project is budgeted in the engineering professional services account at \$30,000.00 and is \$2,000.00 underbudget.

Scope of Work: The scope of work includes meeting with State regulators, testing, and completing a closure report.

Background: Fishbeck provided engineering testing services in 2010 to do soil testing for the removal of the Kensington Service garage underground storage tanks. The tanks were being removed as part of overall decision to remove underground storage tanks system wide and install aboveground tanks. The tanks that were being removed were installed in 1984 and during the removal no visible cracks or holes were observed. Some soil staining was found beneath the dispensers and piping. Excavation was done to remove the underlying soils, however additional over the limit testing readings were found on site from a location where historical tanks once resided. More excavation took place, but due to the depth of the excavation and associated proximity to nearby structures excavation was halted. Monitoring wells were put in place to define the area and depth and to verify whether groundwater was impacted. The test confirmed no impact, and this is primarily due to the thickness of the soil layer between the bottom of the contamination and the groundwater depth. Over the last 10 years of sampling no impact has been detected. Now that there has been 10 years of non-detect monitoring results a final sample will be tested, a closure report will be filed, and a restricted covenant will be registered for that area. This proposal will finalize this work.

Attachments: Fishbeck proposal

August 17, 2023

Mike Henkel
Chief of Engineering Services
Huron-Clinton Metropolitan Authority
13000 High Ridge Drive
Brighton, MI 48114-9058

Proposal for Closure Related Activities — Kensington Metro Park Maintenance Facility, Milford, Michigan

In March 2020, Fishbeck submitted a proposal to the Huron-Clinton Metropolitan Authority (HCMA) for Final Assessment reporting related activities. The primary exposure pathway preventing closure for this site was the Volatilization to Indoor Air Pathway (VIAP). Earlier this year, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) made significant changes to the way this pathway is evaluated. Fishbeck reviewed our original proposal with respect to these new interpretations, and we believe that closure may now be possible at this facility.

In order to move forward to closure, we are recommending the following:

- Task 1 – Summary Work Plan and Meeting with EGLE
- Task 2 – Groundwater Monitoring
- Task 3 – Preparation of Closure Report

This proposal includes the scope of services to complete Tasks 1 through 3, as described in the following sections.

Scope of Services

Task 1 – Summary Work Plan and Meeting with EGLE

Prior to conducting the groundwater monitoring and preparing the Closure Report, we recommend a meeting be conducted with the parties involved (HCMA, EGLE, and Fishbeck). The changes to the VIAP program have been fairly significant, and application of the assessment procedures is relatively new. We are therefore recommending this meeting to make sure that all parties are in concurrence before investing in the closure activities described below. We have budgeted for an in-person, preferably onsite, meeting with EGLE. If alternate meeting methods, such as video conferencing, are acceptable to EGLE, costs will be reduced.

As part of this meeting, a short work plan outlining our approach will be prepared for presentation to EGLE staff. The material prepared for this work plan will be developed in a manner that allows us to move the information directly into the closure report at a later time to reduce costs.

Task 2 – Groundwater Monitoring

Fishbeck will collect groundwater samples using low-flow/minimal drawdown methods from monitoring wells MW-1 through MW-5 to provide a final “snapshot” of water quality at the site. Static water levels will be measured to the nearest 0.01 foot, using an electric water level indicator, in all onsite monitoring wells.

The groundwater samples will be analyzed for benzene, toluene, ethylbenzene, and xylenes (BTEX); trimethylbenzenes (TMBs); and polynuclear aromatic compounds. Duplicate and matrix-spike/matrix-spike-duplicate samples will be collected for analysis. One trip blank will be submitted for analysis of BTEX and TMBs to verify that cross contamination between the samples did not occur while stored in the cooler during transportation to the laboratory.

Task 3 – Preparation of Closure Report

Assuming that the groundwater sampling results are favorable, Fishbeck will prepare a Closure Report for submittal to EGLE. The report will be submitted to the HCMA for review and approval, and upon the HCMA’s approval, a final report will be submitted to EGLE.

The Closure Report will include the completion of a Restrictive Covenant.

Cost Estimate

Task 1 – Summary Work Plan and Meeting with EGLE

Fishbeck Professional Services	\$ 7,100
Equipment and Expenses	\$ 400
Subtotal	\$ 7,500

Assumptions:

- Soil gas sampling will not be required to obtain closure.

Task 2 – Groundwater Sampling

Fishbeck Professional Services	\$ 2,700
Laboratory Analysis.....	\$ 1,600
Equipment and Expenses	\$ 950
Subtotal	\$ 5,250

Assumptions:

- Standard delivery (ten business days) of the laboratory’s analytical data.
- Investigative derived waste disposal costs are not included in this proposal.

Task 3 – Closure Report

Fishbeck Professional Services	\$ 15,150
Equipment and Expenses	\$ 100
Subtotal	\$ 15,250

Total Cost Estimate **\$ 28,000**

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Shelby Senkewitz (ssenkewitz@fishbeck.com).

This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 269.544.6950 or dbohan@fishbeck.com.

Sincerely,



David Bohan

Senior Hydrogeologist

Attachments

By email

Copy: Alisa Lindsay, PE – Fishbeck
Todd Campbell, CPG – Fishbeck



HURON-CLINTON METROPOLITAN AUTHORITY

To: Board of Commissioners
From: Mike Henkel, Chief of Engineering Services
Project No: 511-20-114
Project Title: Accessible Nature Trail Development
Project Type: Capital
Location: Oakwoods Metropark, Wayne County
Date: October 4, 2023

Action Requested: Motion to Approve

That the Board of Commissioners approve a change order to contract 511-20-114 KAB Enterprises, Inc. in the amount of \$60,000.00 and transfer \$60,000 from the Lake St Clair unallocated major maintenance account to cover the cost of the project as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: Funding is available from two Lake St. Clair major maintenance projects, Hike / Bike path crack repairs in the amount of \$55,000.00 and Culvert Replacements-CUL-LSC-002, 029, 009) in the amount of \$26,191.00. These projects can be re-budgeted and completed at a later date.

Scope of Work: The work includes pavement applied to the front isle of the Oakwoods Nature Center parking lot, as well as needed asphalt repairs to the shared use trail at Lower Huron Metropark.

Background: The Oakwoods nature trail project will be under construction very soon. After further assessment, the condition of the parking lot and in particular the front row of the parking surface is in need of repair. It is being proposed to add a layer of pavement to the section of the lot that abuts the walkway work. In addition, the Lower Huron shared use trail is in need of repairs to alleviate safety concerns. There are three sections along the trail that require attention. The proximity and similar scope of work at Oakwoods allows us the opportunity to accomplish the repairs along the trail before the asphalt plants close which is usually the second week of November.



Oakwoods Nature Center Parking Lot



Lower Huron Shared use Trail



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources & Labor Relations
Subject: Approval – Tentative Labor Agreement Employee Association
Date: October 12, 2023

Action Requested: Motion Approve

That the Board of Commissioners approve the tentative agreement with the Employee Association representing full-time, Non-Supervisory, Supervisory, Professional & Superintendent/Department Head employees. The agreement was ratified by the Association Employees on October 3, 2023.

Fiscal Impact: There is no 2023 budget impact. The estimated wage impact for 2024 with this agreement is \$641,851 and will be incorporated into the final 2024 budget.

Background: On Wednesday September 27, 2023, a tentative agreement was reached and then ratified by the Association employees on October 3, 2023. These agreements will become final upon approval from the Board of Commissioners.

Attached for your consideration is a summary of the agreements and a copy of the complete agreements for your consideration.

It is recommended that the Board approve the tentative agreement and authorize the necessary amendments to the plan document for the defined contribution program and the retirement health savings (RHS) program. The changes include increasing the employer match on the 401(a) from 6% to 9% and changing the RHS vesting from a 10-year cliff to a 5-year graded vesting schedule.



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources & Labor Relations
Subject: Review – Tentative Labor Agreement Employee Association Summary of Changes
Date: October 12, 2023

Action Requested: Motion Approve

That the Board of Commissioners review the below summary of changes for the tentative agreement with the Employee Association representing full-time, Non-Supervisory, Supervisory, Professional & Superintendent/Department Head employees. The agreement was ratified by the Association Employees on October 3, 2023.

ASSOCIATION TENTATIVE AGREEMENT

SUMMARY of CHANGES

1. A 3-year contract - January 1, 2024 through December 31, 2026
1. Agreed to the following as to wages:
 - a. Effective January 1, 2024 4% wage increase. After the application of the aforementioned wage increase, create a new step at the top of the classification scale that is 2% above the maximum step. Those employees that are at the max step as of December 31, 2023, will achieve the step increase on January 1, 2024.
 - i. Employees that are not at the max step will continue to move to the next step on the anniversary date of their hire.
 - b. Effective Jan. 1, 2025 – 3% across the board wage increase
 - c. Effective Jan. 1, 2026 – 3% across the board wage increase
 - d. All January 1 pay raises will be effective the first pay period of each year.
2. Incorporated various MOUs, LOUs, MOAs, and LOAs into 2024-2026 contract.
3. Increase employer contribution to 401(a) program (defined contribution) by 3%.
4. RHS vesting change from 10-year cliff to a 5-year graded schedule.
5. Medical insurance coverage starts with first day of employment.
6. Tuition reimbursement increased to \$5,000 per year.
7. Added a Parental Leave Policy

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AGREEMENT

This Agreement is made between the HURON-CLINTON METROPOLITAN AUTHORITY (hereinafter called the "Authority" or "Employer") and the HURON-CLINTON METROPOLITAN AUTHORITY EMPLOYEES ASSOCIATION (hereinafter called the "Association").

ARTICLE 1 RECOGNITION

The Authority recognizes the Association as the exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, certain fringe benefits, hours of employment and other conditions of employment for the **Professional Employees' Bargaining Unit (hereinafter called "Bargaining Unit") of the Authority, which is comprised of employees assigned to the classifications as listed in Appendix 2 excludes all Superintendent/Department Head, Non-Supervisory and Supervisory employees; Law Enforcement Officers, Sergeants and Lieutenants; all seasonal and part-time employees; the Executive Assistant to the Director; all Human Resources employees, Director, Deputy Director, Chief of Marketing, Chief of DEI, Chief of Information Technology Services, Chief of Finance; and all other employees.**

~~which is comprised of employees assigned to the following classifications: Civil Engineer, Planner, Accountant/ Internal Auditor, Food Service Administrator, Community Relations Administrator, Graphic Designer, Information Systems Specialist, Interpreter and Farm Interpreter/Animal Care Specialist and excludes all Superintendent/Department Head, supervisory and non supervisory employees; Law Enforcement Officers, Corporals, Sergeants and Lieutenants; all seasonal and part time employees; the Administrative Office Support Specialist (Ex), Human Resources /Benefits Administrator, Director, Deputy Director, Executive Secretary to the Board, Controller and Administrative Services Manager; and all other employees.~~

ARTICLE 2 NON-DISCRIMINATION

There shall be no discrimination as to religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, height, weight, marital status, political affiliation, or union affiliation. ~~age, race, sex, color, creed or country of origin, handicap or disability, political affiliation or union affiliation.~~—The Employees Association and Bargaining Unit shall share equally with the Employer responsibility for applying this provision.

ARTICLE 3 MANAGEMENT RIGHTS

Except as expressly and specifically limited by the provisions of this Agreement, the Authority retains and reserves all rights of management, which shall be exercised by the Authority in its sole discretion. Such rights include, by way of example but not limitation, the rights to the executive management and administrative control of the Authority, its properties and facilities and the activities of its employees; to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to determine the equipment and facilities to be used; to affect changes in methods, operations, facilities, systems and equipment; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason; to maintain efficiency and order, including the right to establish and enforce reasonable work rules and rules of conduct for all employees; to determine the locations of the Authority's parks, offices and other facilities.

{TOP}

ARTICLE 4
SICK LEAVE & SICK LEAVE BANK/SHORT TERM INCOME REPLACEMENT

Section 1: Definitions

Short Term Income Replacement (STIR) - HCMA short term disability program. Sick Leave - annual allotment of 96 hours of leave.

Sick Leave Bank - remaining balance of sick leave accumulated prior to 12/31/2012, for those employees not enrolled in the STIR program. Hours in the Sick Leave Bank do not accrue additional leave and the bank will only be reduced.

Non Cash Value (NCV) Sick Bank - ~~One-Time~~ Allotment of ~~up to 20 sick days~~ (160 hours)

Section 2: Sick Leave and Sick Leave Banks

Effective January 1, 2013, all employees shall be covered under Short Term Income Replacement and shall receive ninety (96) hours of Sick Leave per year. Employees shall be eligible on the first of the month following 90 days of employment to receive a pro-rata share of up to ninety (96) hours of Sick Leave based upon their date of hire. Each January 1st thereafter, they shall be eligible for ninety-six (96) hours of Sick Leave to be available during the payroll year.

Unused Sick Leave at the end of a payroll year shall not be carried over to the next year.

Sick Leave Banks in effect as of December 31, 2012 shall be capped and must be used after the annual allotment of 96 hours of Sick Leave has been exhausted. Sick Leave Banks must be used to supplement Short Term Income Replacement benefits and must be exhausted before Long Term Disability benefits are paid.

Section 3: Non-Cash Value (NCV) Sick Bank

Employees shall be eligible after 90 days of employment to receive 160 hours to be put in their NCV Sick Bank.

Each January 1st thereafter, each employee who has zero (0) hours left in their NCV Sick Bank will be renewed to the 160 hours. Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the NCV renewal delayed until January 1st following the date that they return to active duty and released from STIR or LTD.

All hours in the NCV Sick Bank are capped at 160 hours and do not accrue additional leave hours.

~~**New Section: NCV Sick Bank~~

~~Now employees hired after 04/13/2019, after 90 days of employment, shall receive a One-Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

{TOP}

~~Current employees hired prior to 04/13/2019 will receive a One Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

~~All hours in the NCV Sick Bank are capped and do not accrue additional leave hours. This bank will only be reduced.~~ NCV Sick Banks can only be used after the annual allotment of 96 hours of Sick Leave and Sick Leave Bank have been exhausted. NCV Sick Bank hours must be used to supplement short-term income replacement benefits and must be exhausted before Long- Term Disability benefits are paid.

NCV Sick Bank hours have no cash value for payout upon termination of employment and are not included in the calculation of the Termination Sick Leave Bonus payout.

Section 43: Use of Sick Leave, Sick Leave Banks and NCV Sick Banks

Sick Leave / Sick Leave Banks/NCV Sick Leave Banks with pay are intended to cover incapacity due to personal illness and certain other specific absences (listed in the "Allowable Periods" Section below). It is not intended to cover personal malingering; and any suspicion of such will require the employee to produce a medical certificate justifying the reason for such absence.

- A. To receive authorization for the use of Sick Leave or Sick Leave Bank or NCV Sick Leave Bank hours, an employee must submit a request through the time and attendance system.
- B. Approved Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours are considered work hours. Holidays falling within a period of Sick Leave/Sick Leave Bank/NCV Sick Leave shall be paid, including and during Short-Term income replacement.
- C. Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours may be taken in increments of one quarter (1/ 4) hour.
- D. Other leave will not be authorized to cover Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours or an absence listed in the "Allowable Periods" Section until all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted.
- E. Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.
- F. Sick Leave Bank hours are capped and must be used after Sick Leave is exhausted.
- G. NCV Sick Leave Bank hours must be used after Sick Leave and Sick Leave Bank is exhausted.
- H. Once all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours have been exhausted, up to two (2) days of Vacation Leave per calendar year may be used as "Sick Time" with a physician certification required only if the leave is on a scheduled work Holiday or Special Event.

Section 54: Allowable Periods

Absences from work chargeable to Sick Leave/Sick Leave Bank/NCV Sick Leave Bank are listed as follows:

- A. Personal illness or physical incapacity caused by factors over which the employee has no control. Management may require the provision of evidence for any illness or injury, such as a physician's statement.

{TOP}

- B. Exposure to contagious disease in which the health of others would be endangered. Written verification by proper medical authority may be required.
- C. Physical examination, medical treatment or other medical procedures relating to disability pensions, etc., by the Veteran's Administration, Draft Board or any branch of the Armed Forces.
- D. Illness of an immediate family member who requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean spouse, parent, grandparent, child, brother or sister of the employee or a member of the employee's household.

Section 65: Worker's Compensation

An employee injured in an accident arising out of and in the course of employment with the Authority shall have the option to supplement worker's compensation with any available paid leave, the combination thereof, not to exceed 100% of base pay. After all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted, other banked leave may be used to supplement worker's compensation, at the discretion of the employee.

A job-related injury must be reported to an employee's supervisor immediately after the occurrence of said injury. In accord with workers' compensation law, an employee, if applicable, must treat with HCMA physician for the first 28 days following a work-related injury unless otherwise authorized.

Section 76: Prolonged Illness

After short term disability benefits are exhausted an employee with an extended illness shall first use all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, then the employee may continue on the payroll through the use of all other accumulated leave banks. Once all leave has been exhausted, the employee may be eligible for long-term disability benefits or may be placed on Unpaid Leave of Absence.

Section 87: Short Term Income Replacement

Effective January 1, 2013, all full-time employees shall be eligible on the first of the month following 90 days of employment for Short Term Income Replacement.

Benefits begin after 14 calendar days of continuous disability and are payable for up to 26 weeks. The Short-Term Income Replacement benefit is equal to 66½% of base weekly earnings.

Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, PTO, Personal, Compensatory Time, Holiday Earned and Vacation hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.

Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the sick, vacation, PTO and personal leave January 1st banks renewal delayed until the date that they return to active duty and released from STIR or LTD.

The plan is subject to the conditions of the Short-Term Income Replacement Plan, with benefits as defined in the current plan.

Section 98: Sick Leave Bonus

Fifty percent of the unused sick leave at the end of a payroll year will be paid out as a bonus. There is no carryover of the remaining sick leave to the following year.

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Section 109: Termination Sick Leave Bonus

As a reward for faithful service, the Authority has authorized a cash payment of fifty percent (50%) of a maximum of sixteen hundred (1,600) of all earned/unused Sick Leave and Sick Leave Bank hours at an employee's current rate of pay upon retirement or death.

Upon termination of employment, after ten (10) years of service, an employee in good standing will be paid fifty percent (50%) of all of their accumulated earned/unused Sick Leave and Sick Leave Bank hours at their current rate of pay, subject to the 1,600 hour limit.

Employees have the option of receiving fifty percent (50%) of their Termination Sick Leave Bonus in the first year of retirement and fifty percent (50%) in the second year of their retirement.

NOTE: NCV Sick Leave Bank hours carry no cash value and are not a part of this program.

~~Section 10: Transfer of Sick or Vacation Leave~~

~~When an employee requests to transfer sick or vacation leave to an employee that is ill, such transfer of leave shall be subject to the conditions listed below:~~

- ~~A. Said employee receiving the transferred sick or vacation leave shall have exhausted all leave.~~
- ~~B. The circumstances are such that it is likely that the employee will return to duty.~~
- ~~C. The employee receiving said leave is a full time employee.~~
- ~~D. Leave shall not be transferred to an employee known to be considering retirement or resignation or whom disciplinary action is pending.~~
- ~~E. No employee who has been warned in writing of possible abuse of sick leave within the past twelve (12) months shall be eligible to receive a transfer of sick leave.~~
- ~~F. Sick leave transferred shall be treated as if they were used by the employee for purpose of bonus computation.~~
- ~~A.~~

ARTICLE 5
VACATION LEAVE

Section 1: Schedule of Benefits

Employees shall have the number of Vacation Leave days credited the first payroll of the year according to the following schedule:

Less than 5 years of service:	(13 days/ 104 hrs/year)	2.0 hrs per week
Over 5 years but less than 10 years:	(16.25 days/130 hrs/year)	2.5 hrs per week
Over 10 years but less than 15 years:	(19.5 days/156 hrs/year)	3.0 hrs per week
Over 15 but less than 20 years:	(22.75 days/182 hrs/year)	3.5 hrs per week
Over 20 years of service:	(26 days/208 hrs/year)	4.0 hrs per week

Section 2: Annual Vacation Leave Allotment

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The annual vacation leave allotment days shall be credited the first payroll of the year.

- A. The employees credited years of employment for placement on the schedule of benefits is based on years of service at the beginning of the new year.
- B. Adjusted mid-year increase in vacation leave allotment: If an employee reaches their years of service that moves them higher on the schedule of benefits during the current year then their vacation allotment is pro-rated and increased as follows: Example: a full-time employee start date is 3/22/2014; on the first payroll of the 2019 year a total of 13 days or 104 hours is the vacation allotment credited. After 3/22/2019 the employee is credited with a pro-rated increase of vacation allotment as follows: from the start of the payroll year to 3/22/19 = 12 weeks x 2 hrs per week = 24 hours earned, this leaves 40 weeks remaining in the 2019 payroll year x 2.5 hrs per week = 100 hours, (24 + 100 = 124) or 15.5 days will be the credited allotment.
- C. New Employees: Vacation leave is pro-rated with their start date of employment. Pro-ration based on start date, number of weeks remaining in current payroll year, times hours per week earned.

Section 3: Vacation Leave Pay-out Option

Each November, eligible employees shall have the option of receiving a pay-out of Vacation Leave in accordance with the following schedule:

Less than 5 years of service:	No pay-out
Over 5 years but less than 10 years:	1.5 days (12 hrs) pay-out
Over 10 years but less than 15 years:	3 days (24 hrs) pay-out
Over 15 years but less than 20 years:	4.5 days (36 hrs) pay-out
Over 20 years of service:	6.5 days (52 hrs) pay-out

Pay-out of vacation leave days shall be made at the regular straight time rate (as of November 1 of the current year) payable the last payroll in November.

Requests for Vacation Leave pay-out must be received no later than November 1st of each year on the form provided by HCMA. No pay-out shall be made for requests received after November 1st.

At the time of the Vacation Leave pay-out, if an employee has a Vacation Leave balance less than the eligible pay-out hours, they will receive a pay-out of the lesser (balance) hours only.

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Section 4: Termination

- A. Should an employee resign, be discharged, or die, payment for their earned accumulated Vacation Leave shall be made either to the employee or their estate as the case may be.
- B. Termination vacation payout will include a vacation allotment adjustment: Example: Using an employee with less than 5 years of full-time seniority terminates employment. The payout at termination of the current years vacation allotment will be pro-rated as follows: Employee rolls over 20 vacation days/160 hours for the new year, and receives 13 vacation days/104 hours for the annual allotment, for a total of 33 days/264 hours of combined earned and allotment time ($160 + 104 = 264$). Employee terminates employment after 20 weeks worked in the new year earning 5 days/40 hours of the vacation allotment ($20 \text{ weeks} \times 2 \text{ hrs per week} = 40 \text{ hours earned}$). Vacation allotment reduced by 8 days/64 hours ($104 - 40 = 64$) for a new total of vacation earned of 25 days/200 hours ($264 - 64 = 200$). Employee used 10 days/80 hours of vacation time in the new year. The 10 days/80 hours is reduced from the total 25 days/200 hours of earned vacation leave. This will leave 15 days/120 hours for payout ($200 - 80 = 120$).

Section 5: General Provisions

- A. Vacation Leave, although earned, shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.
- B. Vacation Leave shall not accrue during leaves of absence without pay or when an employee is on Long Term Disability.
- C. Vacation Leave may be accumulated in an amount not to exceed 400 hours (as of the second pay in January, except as stated in Section 5, item H). Fifty percent of the unused vacation leave exceeding 400 hours will be paid out as a bonus. There is no carryover of any vacation leave over 400 hours to the following year.
- D. To receive authorization for the use of Vacation Leave, an employee must submit an Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.
- E. Holidays falling within a period of Vacation Leave shall not be charged to Vacation Leave.
- F. Vacation Leave may be taken in increments of one quarter ($1/4$) hour.
- G. In cases of extended illness, Vacation Leave may be authorized after all accumulated Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been used.
- H. Denial of Vacation Leave must be provided in writing and must include the reason for the denial. Leave requests of 40 hours or more must be submitted at least 14 calendar days prior to the first day of the leave and shall be approved or denied within one week of the request. Once written authorization for Vacation Leave has been given, it shall not be revoked by the Authority except in exigent circumstances. If an employee receives three written denials in a calendar year they will be permitted to carry-over up to 40 hours of Vacation Leave beyond the 400 hour limit per year as of the second pay in January of each year.

Section 6: Prolonged Illness

Should an employee be placed on "Absent on Leave Without Pay" after exhausting all accumulated

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Leave due to extended illness or disability, said employee will be credited with the applicable Vacation Leave accrual based on years of service, for their final pay period if they have been on the payroll for at least sixty-four (64) hours of that pay period.

ARTICLE 6 ADMINISTRATIVE LEAVE

Administrative Leave may be used by employees to attend meetings, seminars, workshops and conferences.

Administrative Leave may be used when, in the opinion of the Director or his designate, it is necessary to allow employees to report late or leave their work stations early because of inclement weather.

ARTICLE 7 BEREAVEMENT LEAVE

Leave may be granted without loss of pay not to exceed five (5) days for absences for funeral or other estate matters related to the death of the following relatives: employee's parent, child, grandparent, grandchild, brother, sister, or current step-parent, step-child, spouse, son-in-law, daughter-in-law, mother-in-law, father-in-law; or any person who resides permanently within and as a member of the employee's household.

Leave may be granted without loss of pay not to exceed two (2) days for absences for funeral or other estate matters related to the death of the following relatives: employee's blood aunt, uncle, niece, or nephew; brother or sister's spouse or spouse's brother or sister; or current step grandparent, step grandchild, step-brother, step-sister, step-son-in-law, step daughter-in-law, step father-in-law, step-mother-in-law, or spouse's grandparents.

Leave may be granted without loss of pay not to exceed four (4) hours to attend the funeral of a fellow current employee or retiree of the Metroparks, with supervisor approval and provided such absence from duty will not interfere with normal operations of the Metroparks.

The Metroparks understands that families can come in all types of shapes and sizes. This can create scenarios that are not covered under this policy. If there is a special circumstance of the passing of someone that affects the employee in a very personal way i.e. significant other, ex-spouse, then a request can be made through the employee's Department Head/Superintendent for bereavement day(s) to be applied. This request will need approval of the Director.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available leave time. Employees under discipline for attendance may be required to provide documentation with regard to their bereavement leave.

Leave hours may be taken in increments of one quarter (1/4) hour.

The Employer, in its discretion, may request verification from the employee if abuse of bereavement leave is suspected.

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ARTICLE 8
LEAVES OF ABSENCE

Section 1: Military Leave

Military leave will be granted in accordance with federal and state statutes. In addition, any employee who is a member of a reserve component of the Armed Services may be granted time off, not to exceed one hundred twenty (120) hours in any one fiscal year, when called for training with said reserve component, with prior approval of the Director.

The pay rate of the employee during such time off shall be the difference between the employee's regular pay and the total amount of compensation less any and all allowances received by the employee for such military training. Time off for such military training shall not be charged against the employee's accumulated vacation leave.

Upon return from such military duty, the employee shall furnish official proof of pay received during the employee's tour of duty.

Section 2: Unpaid Leave

Employees may be eligible for unpaid leaves of absence after their probationary period is completed. Leaves of absence for a limited period, not to exceed six months, may be granted by the Employer for a reasonable purpose; and such leaves may be extended or renewed by the Employer for a reasonable period. Fringe benefits shall be continued for unpaid leaves of one month or less. Employees may elect to maintain benefits during unpaid leave in excess of one month by reimbursing the Authority for the cost of benefits to the extent required by law or as allowed by the in-force insurance carrier. At the expiration date of an unpaid leave of absence, if an employee wishes to return, they will be returned to a job of like classification, pay and location if agreed to in writing prior to commencement of leave. If not agreed, the employee will be given the next available vacancy of like classification, pay and seniority.

Section 3: Pregnancy Disability

Pregnancy disability leave will be given in accordance with state and federal statutes.

Section 4: Family and Medical Leave

Family and Medical leave may be granted to an employee who requests it in accordance with the Family and Medical Leave Act.

ARTICLE 9
JURY DUTY

Section 1:

Any employee who is called to and reports for jury duty shall be paid by the Authority for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Authority and does not work, an amount equal to the difference between:

- A. The employee's regular rate, exclusive of any premiums for the number of hours up to ~~ten~~ (10) straight-time hours that they otherwise would have been scheduled to work; and

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- B. The daily jury duty fee paid by the court (not including travel allowance or reimbursement of expenses).

Section 2:

In order to receive payment under the above section, an employee must give the Authority, within one week, notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

Section 3:

The provisions of this Article are not applicable to an employee who, without being summoned, volunteers for jury duty.

ARTICLE 10

INSURANCE BENEFIT CERTIFICATES/BOOKLETS

Employees shall be provided updated certificates and/or benefit booklets regarding all insurance benefits.

ARTICLE 11

LONG TERM DISABILITY BENEFIT

Section 1:

Employees are eligible for this insurance if they are employed for a period of at least one thousand forty (1,040) straight time hours.

Section 2:

Long Term Disability is a monthly benefit which provides income security in the event of a sickness or injury which totally disables an employee over a continuous 180-day period of time.

Section 3: Accidents Covered

An employee is covered on and off the job.

Section 4: Benefit Payment

Monthly benefit will be (A) minus (B):

- A. Sixty-six and two-thirds percent (66⅔%) of an employee's monthly earnings at the date of disability, subject to a maximum benefit of eleven eight-thousand dollars (\$~~118~~,000) per month-, less any benefits payable under the Social Security Act as the result of an employee's disability (including benefits for dependents).
- B. The benefit determined in (A) above shall be offset by the following:
 - 1. Earnings continuation from the Authority, including, but not limited to sick, vacation and compensatory leave.
 - 2. Other group insurance disability benefits.
 - 3. Retirement benefits provided by the government.
 - 4. Other benefits payable under any government disability plan.
 - 5. Benefits payable under any Worker's Compensation Act.
 - 6. Benefits payable under any group or individual no-fault plan or -

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automobile insurance.

Section 5: Definition of Total Disability

Total disability means that an employee is unable because of illness or accidental bodily injury to perform any and every duty of any occupation for which an employee is reasonably fitted by training, education or experience. However, during the first twenty-four (24) months of payments, an employee will be considered totally disabled if they are unable to perform the duties of their own occupation.

Section 6: Commencement of Benefits

Benefits start after a qualifying period of one-hundred eighty (180) days from the commencement of total disability, provided proof of disability is submitted within six (6) months following the qualifying period.

Section 7: Maximum Benefit Period

Once an employee has satisfied the qualifying period, one hundred eighty (180) days from onset of the total disability, injury or illness, they will receive a monthly income until the earliest of the following events:

- A. The date that total disability ceases.
- ~~B.~~ The date that age 65 or the maximum benefit period is reached as per the Long Term Disability policy ~~in effect at 5/1/2010.~~
- ~~B.C.~~ The date of failure to submit to an examination by the Authority's disability insurance medical advisors.
- ~~C.D.~~ The date that the employee is not under continuing medical supervision and treatment is considered satisfactory by the Authority's disability insurance company.
- ~~D.E.~~ The date of the employee's death ~~expires.~~
- ~~E.F.~~ The date the employee is not working in any rehabilitation employment considered appropriate by the Authority's disability insurance company.
- ~~F.G.~~ Authority retirement.

Section 8: Limitations

Benefits are not payable for the following:

- A. A disability where an employee is not under continuing medical supervision and treatment considered satisfactory by the Authority or the Authority's disability insurance company.
- B. A disability caused by self-inflicted injuries or illness.

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ARTICLE 12
CONTINUATION OF BENEFITS

The Authority will continue coverage on the following benefits for a period not to exceed six (6) months when an employee has exhausted all leave banks due to illness or disability, providing the employee reimburses the Authority the appropriate employee contributions set by this agreement:

- A. Medical/Rx ;
- B. Vision Insurance;
- C. Dental Insurance;
- D. Long Term Disability Insurance;
- E. Life Insurance.

ARTICLE 13
MEDICAL/Rx

Section 1: Eligibility

~~New employees are eligible the first day of employment with health insurance. Employees are eligible the first day of the month following the completion of sixty (60) days of service. A new employee is eligible their first day of employment if they had group coverage at their previous place of employment.~~

Section 2

The Authority agrees, subject to Section 34, to pay premiums for medical coverage for eligible employees and dependents ~~with an equivalent plan design as the currently offered plan. to the Simply Blue High Deductible Health Plan~~ outlined below:

SIMPLY BLUE HIGH DEDUCTIBLE HEALTH PLAN DEDUCTIBLES, CO-INSURANCE AND CO-PAYS		
	IN NETWORK	OUT OF NETWORK
Deductible	\$1,250/\$2,500	\$2,500/\$5,000
Co-Insurance	Prescription only: \$10/\$40/\$80	20% for Medical
Out of Pocket Max-Co-pays	\$1,000/\$2,000	\$2000/\$4,000
Maximum with Deductible	\$2,250/\$2,500	\$6,500/\$9,000
Office Visit Co-Pay	Covered at 100% after deductible.	Covered at 80% after deductible.
Chiropractic Co-Pay	Covered at 100% after deductible. Max visits for chiropractor is 12 per year	Covered at 80% after deductible. Max visits for chiropractor is 12 per year.
ER Co-Pay	Covered at 100% after deductible	Covered at 80% after deductible

Section 3: Employee Contributions

HCMA has adopted the hard cap rule under Michigan Public Act 152. Should premiums exceed the maximum allowed under Public Act 152, HCMA agrees to meet with the Employee Association to discuss options prior to assessing any premium to the employee.

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Section 4: HEALTHWISE

~~The parties recognize that controllable lifestyle factors greatly contribute to health care claims and resulting health care premium increases. Employees and dependents that maintain or change their lifestyles to reduce risk factors and improve their health and their lives will be a benefit to both themselves and the employer.~~

~~To encourage healthier lifestyle choices, HCMA may make available to employees a voluntary health and wellness program that will provide incentives for participation.~~

Section 45:

No Huron-Clinton Metropolitan Authority employee shall be a dependent under another Huron-Clinton Metropolitan Authority employee's health plan with the exception of a married couple with children who both are employed by Huron-Clinton Metropolitan Authority. In such cases, one employee may be designated as the subscriber and the other employee and children as dependents.

Section 56: Family Continuation Coverage

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

Section 67:

Recognizing the industry trend to inordinate cost increases in health care, the Employees Association agrees to participate and work with the Authority toward health care cost containment.

Section 78: Opt Out

Employees who verify they are covered by an alternate hospitalization program may opt-out of the Huron-Clinton Metropolitan Authority plan and shall be compensated at \$60.00 per pay period (\$1,560.00 per year). Employees electing this option may only resume health insurance with Huron-Clinton Metropolitan Authority during the annual open enrollment period or at any time if their coverage elsewhere is terminated.

ARTICLE 14
GROUP LIFE INSURANCE

Section 1: Basic Coverage

The Authority has made available a Group Life Insurance Policy for the benefit of all employees. This plan provides life insurance coverage in the amount of ten thousand dollars (\$10,000), with a double indemnity clause in the event of accidental death.

Section 2: Eligibility

Employees shall be covered upon completion of ~~three (3) months~~ 90 days of service regardless of age and without physical examination.

In the case of returning servicemen who had coverage prior to entering service, the waiting period is waived and reinstatement is made immediately upon request with a presentation of a copy of the discharge paper.

Section 3: Supplemental Coverage

In addition to the aforementioned Group Life Insurance, the Authority will provide supplemental Group Life Insurance coverage for full-time employees after completion of 90 days of

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continuous full-time employment.

~~Employees with less than 25 years credited service shall receive coverage equal to two and one half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000. Employees with 25 years or greater credited service shall receive coverage equal to one and one half (1½) times the employee's annual base salary.~~

Employees shall receive coverage equal to two-and-one half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000.

Amounts of insurance coverage will be updated whenever a change in salary occurs.

Benefits cover employees on and off the job.

ARTICLE 15
VISION INSURANCE

The Employer agrees to provide and pay the premium for a vision care program equivalent to Blue Vision (VSP) equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 16
DENTAL INSURANCE

The Employer agrees to provide and pay the premium for a dental care program equivalent to Delta Dental Group Policy Number 7428 equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 17
TUITION REIMBURSEMENT

Tuition reimbursement is available for employees subject to the following requirements:

- A. Applicant must have one year continuous full time employment at the beginning and be actively employed at the completion of the class.
- B. Subject must be recommended for approval by the Department Head/District Park Superintendent and approved by the Director or his designate as being directly related to the employee's present position or a position for which the employee is otherwise eligible at the time of application.
- C. Employee must complete a Tuition Reimbursement Form and receive approval prior to enrollment in a class.

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- D. Class must be taken at an accredited educational institution or agency acceptable by the HCMA.
- E. Reimbursement will be based on tuition fee only; and the tuition must not be paid by other means such as scholarships or grants.
- F. Employee must submit written proof of tuition payment and successful completion of the class to the Human Resources Office within thirty (30) days after the class is over in order to receive tuition reimbursements.
- G. Employee must submit a report from the school that he has completed the class with a grade of "C" or better or **“pass”** in a pass/fail course.

H. Employee will be reimbursed **hundred percent (100%) for a “pass” in a pass/fail course or grade of “C” or better in a graded course.** The amount of reimbursement shall be no more than \$~~53~~,000 for any calendar year.

~~I. Employee shall reimburse Employer cost of tuition reimbursed if they resign employment within 36 months of course.~~

ARTICLE 18 RETIREMENT/PENSION PLAN

Section 1: Pension

Employees hired prior to January 1, 2013 shall be covered under the HCMA Employees’ Retirement and Trust Agreement as established by the Board of Commissioners. The benefits provided under the plan are in addition to any benefits the employee may receive under the Social Security Pension Program. Effective January 1, 2013, employees shall contribute on a pre-tax basis, 1% of base pay into the pension plan.

Employees hired on or after January 1, 2013 shall be covered under a mandatory defined contribution pension program. HCMA will contribute ~~96~~% of base wages into the plan and the employee shall contribute, on a pre-tax basis, 1% of base pay into the plan. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service.

Detailed information regarding the Authority Pension Plan is covered in the Pension Booklet. The Trust Agreement dated January 1, 1997 as last amended ~~January 1, 2021~~ ~~September 14, 2000~~ is incorporated into this Agreement by reference.

Section 2: Re-Employment

Retired individuals may be re-employed on a seasonal, part-time or consulting basis.

ARTICLE 19 GROUP BENEFITS FOR RETIREES

Retirees must report their status once each year to the Human Resources office annually to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Should an employee marry within the **five-year period prior to the employee’s date of retirement**, spouse and eligible dependent hospitalization coverage shall be continued only for the life of the retiree plus three years thereafter.

Section 1:

Employees with ten years continuous, full time service with the Authority and hired prior to March 14, 1991 are eligible for the following group benefits:

A. Medical/Rx

Coverage after retirement will be provided for eligible retirees, spouses and eligible dependents. Medical/Rx benefits will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program. The employer, at its discretion, may offer

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retirees a higher benefit than current employees.

- B. Group Life Insurance
Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
- D. Dental Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.

Section 2:

Employees hired on or after March 14, 1991 through December 31, 2008 are eligible for the following group benefits:

- A. Medical/Rx
 - 1. Retirees with 25 years continuous, full time, service with the Authority are eligible for medical/Rx benefits as follows:
 - 2. Coverage after retirement shall be provided for eligible retirees, spouses and eligible dependents. Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 - 3. Retirees with 10 years but less than 25 years continuous, full time service with the Authority are eligible for medical/Rx benefits as follows:
Coverage after retirement shall be provided for eligible retirees only (no spouse or dependent coverage). Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 - 4. Retirees with less than 10 years of continuous, full time service with the Authority shall not be eligible for medical/Rx benefits.
 - 5. The Employer, at its discretion, may offer retirees a higher benefit than active employees.
- B. Group Life Insurance
For retirees with ten years continuous full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
 - 1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
 - 2. Retirees with less than 25 years continuous, full time service shall not be eligible for vision benefits.
- D. Dental Insurance
 - 1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
 - 2. Retirees with less than 25 years continuous, full time service shall not be eligible for dental benefits.

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Section 3:

Employees hired on or after January 1, 2009 through December 31, 2012 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. ~~Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. This matching contribution and subsequent earnings on the matching contribution are subject to a 10 year cliff vesting provision.~~

B. Group Life Insurance:

For retirees with 25 years continuous, full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).

Section 4:

Employees hired on or after January 1, 2013 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. ~~Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. This matching contribution and subsequent earnings on the matching contribution are subject to a 10 year cliff vesting provision.~~

Section 5:

Employees who elect to defer pension benefits are not eligible for group benefits.

Section 6:

If eligible to receive health care benefits, an employee, upon retirement, may elect to receive a one-time payment in the lieu of any and all retiree health care coverage in the amount of \$10,000. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The employee (retiree) must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. An employee (retiree) shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

If a retiree does not opt-out permanently, then alternately, a retiree eligible for health care will have the option to opt out of health care coverage on an annual basis. Payment will be made in the total sum of \$1,560.00 payable in two (2) equal semi-annual installments of \$780.00 each. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The retiree must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. A retiree shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

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ARTICLE 20

GROUP BENEFITS FOR SURVIVING SPOUSE & DEPENDENTS

The group benefits described below shall be provided for the term specified or until remarriage, whichever comes first.

The spouse must report their status annually to the Human Resources office to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Section 1: Surviving Dependents of Retiree

- A. Medical/Rx coverage will be provided for eligible surviving spouse and dependents of retiree in accordance with the Group Benefits for Retirees Article.
- B. Dental and vision insurance coverage will be provided for eligible surviving spouse and dependents for three (3) years following the death of the retiree.

Section 2: Surviving Dependents of Employee

- A. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of an employee.
- B. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents of an employee killed in the line of duty for HCMA until the end of the **year that the employee's youngest dependent reaches 19 years of age or for ten (10) years** following the death of the employee, whichever is later.
- C. Dental and vision insurance coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of the employee.

ARTICLE 21

HEALTH CARE & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS

The Authority agrees to establish a Health Care Flexible Spending Account and a Dependent Care Flexible Spending Account for employees in accordance with applicable federal law and IRS guidelines. These accounts allow you to set aside a portion of your salary before taxes to pay for eligible out-of-pocket health care and dependent care expenses that would otherwise have to be paid with after-tax dollars, thereby reducing your taxable income.

The Health Care Flexible Spending Account covers eligible out-of-pocket health care expenses, such as doctor office co-pays, dental and medically needed orthodontia co-pays, prescription co-pays, health insurance deductibles, vision expenses not covered by insurance, and some over-the-counter drugs such as cold and allergy medications, pain relievers and antacids.

Employees may contribute pre-tax dollars into the individual Health Care Flexible Spending Account up to a maximum of \$2,500.

{TOP}

Employees who sign up for a Health Care Flexible Spending Account have the option to receive a Health Care Flexible Spending Account debit card. The Health Care Flexible Spending Account debit card can be used at the point of sale for prescriptions and eligible health products and **services. The funds will be taken directly from the employee's Health Care Flexible Spending Account.** The Health Care Flexible Spending Account debit card is not a credit card and its use is restricted to eligible health services and purchases as governed by IRS regulations.

The Dependent Care Flexible Spending Account can be used to pay for childcare expenses for children under the age of 13, a disabled spouse, or a dependent parent when such care enables an employee to work.

Employees may contribute pre-tax dollars into the individual Dependent Care Flexible Spending Account up to a maximum of \$5,000.

ARTICLE 22 CLASSIFICATION AND PAY PLAN

Section 1: Plan Provisions

The Board of Commissioners approves a Classification and Pay Plan (Appendix 2) which establishes: (1) the relative scale of pay in accordance with the various position classifications; and (2) the number of pay raises possible within the wage level for the classification. The plan is adopted by the Board of Commissioners following ratification by both parties.

Section 2: Performance Appraisal

Employees progress annually from one step to the next in their pay level provided they have clearly demonstrated the necessary skills, knowledge and abilities required of the position. Work performance must be of sufficient level to merit a pay increase and not just adequate for retention of the job. Performance appraisals shall be administered to measure these qualifications.

- A. All employees shall receive an annual performance appraisal.
- B. Employees not at the top step of the pay level shall receive a performance appraisal six months prior to their review date. The purpose is to provide feedback to the employee to identify areas of performance where improvement is needed and to set objectives which must be attained to progress to the next step.

Immediately prior to the review date, employees will receive a second performance appraisal.

Employees receiving a successful performance appraisal shall be promoted to the next step within the pay level, effective the pay period nearest the review date.

Failure to receive a successful performance appraisal shall be cause to defer an increase.

- C. If an employee is denied a step increase and the employee considers the denial to be improper, the matter shall be referred to Human Resources. If the employee is not satisfied with this meeting, the employee may file a grievance according to the Grievance Article of this Agreement.

{TOP}

- D. The review date shall be defined as the date the employee has completed one year of full and continuous service following either hire date, date transferred into the pay level, or the last step increase date.

Section 3: New Appointments

New appointments shall normally be made at the minimum step of the appropriate position classification pay range. However, appointments under special conditions and subject to the approval of the Director may be made above the minimum rate when such action is determined to be in the best interest of the Authority.

ARTICLE 23 JOB VACANCIES

Section 1:

"Promotion from within" is a fundamental principle of the Authority. As such, the Authority shall attempt to cultivate management training opportunities to be made available on a competitive basis to provide equal opportunity for each employee to advance to any position for which they are best qualified by skill, knowledge and aptitude. It is understood, however, that the Authority retains the right to select outside candidates subject to the provisions of this Article.

In addition to posting vacancies on bulletin boards, postings shall be emailed and Employee Association Representatives, as provided by the Employee Association, shall be contacted by Human Resources to confirm receipt of the posting. To assure consideration, interested employees and external applicants shall apply within the posting period.

Section 2: Selection Procedures

The Authority agrees to promulgate selection procedures. It is understood that these procedures may be amended by the Authority but only after consultation with the Bargaining Unit subject to the Special Conference Article and with 14 calendar days notice. It is also understood that such selection procedures are subject to the provisions of this Article.

Section 3: Posting

Each vacancy to be filled within the Professional unit shall be posted for a period of 14 calendar days on bulletin boards in each facility. The posting shall include the job classification, a brief description of the job, minimum qualifications, location and pay level. Special conditions shall also be noted on the posting.

The position may also be posted simultaneously in whatever outside media the Authority chooses.

Applications may be accepted until a vacancy is filled. However, to assure consideration, interested employees shall apply within the posting period.

Section 4: Selection

Selection shall be made on the basis of ability and qualifications as determined by the Employer. The best qualified applicant from within the Bargaining Unit will be given the transfer or promotion.

In the event that the qualifications of two or more candidates are judged to be essentially equal, preference may be given to Park and/or Authority seniority.

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Section 5: Appeal

In the event a senior employee is not selected for promotion, they shall, upon request, be notified in writing reasons thereof. If not satisfied with these reasons and if the position is within the Bargaining Unit, the senior employee may refer the matter to the grievance procedure through the Appeal of Grievance Committee Decision step.

Section 6: Voluntary Transfers

In the event an employee voluntarily transfers or changes classification to one of lower or equal pay (lateral) then said employee shall not subsequently be allowed to transfer or change classification to one of lower or equal pay (lateral) for a period of one year. It is understood said employee shall retain the right to apply for promotional opportunities. Exceptions shall be made only at the Employer's discretion.

The provision listed above is suspended for the life of this contract, 1/1/20~~24~~¹³ - 12/31/20~~25~~¹⁵, and is to be reviewed at the end of this contract for possible use in future contracts. **

The following provisions shall apply to voluntary transfers during the life of this agreement when the number of employees in a classification exceeds the number of employees listed in the organizational chart approved by the Board and in effect at the time a position becomes vacant

- Seniority: For purposes of this transfer procedure only, seniority shall be defined as HCMA full-time seniority based on either the date the employee was hired as a full-time employee or the date the employee was promoted to full-time status. The amount of time an employee has been in a job classification shall not be a factor considered for purposes of transfer.
- If an employee is transferring to an opening, he/she must meet the minimum qualifications for the position.
- Temporary Transfers: Temporary transfers (assignments) will continue to be governed by ~~Section~~^{Article} 7 - Temporary Assignment of the collective bargaining agreement.
- Permanent Transfers: Permanent transfers shall be defined as a change in work location, either park-to-park or district-to-district, and shall be made in accordance with the following:
 - Transfers must be within the same job group or classification.
 - The transfer shall be posted for a minimum of 14 calendar days during which time all employees shall be eligible to apply for voluntary transfer.
 - The restrictions listed in the collective bargaining agreements under **“Voluntary Transfer”** shall be waived until such time as HCMA hires new full-time employees.
 - Employees applying for voluntary transfer shall be interviewed and selection to the transferred position shall be made based upon the best person for the position that meets the minimum qualifications.

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- If special training or certification is needed for the job, it is agreed that said training or certification can be obtained through on-the-job training or education after the transfer providing that the employee meets the minimum qualifications for the position. If the employee cannot obtain certification or is unable to perform the job after proper training, then the employee may be disqualified. If disqualified, the employee shall return to his/her original assignment and location if available.
- If there are no employees interested or qualified for a voluntary transfer, then the transfer shall be made as follows:
 1. The least senior employee in the classification within the district in which the opening exists shall be transferred to the open position; or if none,
 2. The least senior employee in the classification in which the opening exists on an Authority wide shall basis be transferred to the open position.
- Bumping: Employees required to transfer shall have the right to bump less senior employees within their job classification but may not transfer or bump into another classification. Employees exercising their right to bump must meet the minimum qualifications for the position as determined by HCMA. Example: A **mechanic required to transfer to another location as a mechanic may not 'bump'** into a park maintenance position at his/her current location even if he/she has more seniority than the park maintenance worker. However, a park maintenance worker (grounds or building) required to transfer to another location could **'bump'** another park maintenance worker (grounds or building) at his/her current location providing he/she has more seniority and meets the minimum qualifications for the position.
- As transfer is not considered a lay-off, the option of bumping into another previously held classification shall not be allowed. Example: A foreman required to transfer from the Western District to the Southern District does not have the option of bumping a less senior, non-supervisory maintenance employee in the Western District but may bump a less senior foreman in any District.
- Any potential move will be reviewed with the effected parties (Association representatives from each park, the Association President, the District Park Managers and Human Resources) prior to the transfer and other options may be considered at that time.
- If an employee fails or refuses to report to the transferred assignment, he/she will be terminated. The action will not be considered a lay-off and the provisions in the collective bargaining agreement regarding lay-off shall not apply.
- The Authority has the right to move an employee within the Authority as needed based upon seniority.

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Section 7: Temporary Assignments

The Employer reserves the right to temporarily assign employees to the same, lesser or higher rated classification at any time and at its sole discretion.

If open position is due to an illness and the ~~Should such~~ temporary assignment be to a higher rated classification and such assignment is in excess of ~~1020~~ consecutive workdays, then the employee shall be paid the rate of said higher classification retroactive to the first day of assignment (retroactive pay shall be limited to ~~1020~~ workdays).

If open position is due to termination/retirement/voluntary resignation, then the employee shall be paid the rate of said higher classification on the first day of the assignment.

Should such temporary assignment be to a lesser-rated classification, the employee shall receive no loss of pay or benefit.

Once a temporary assignment has ended, the employee shall revert to their former classification.

Section 8: Definitions

- A. Transfer is defined as a change in work location (park-to-park) within the same job classification.
- B. Promotion is defined as a change in job classification requiring increased training, experience and/or responsibility with a corresponding increase in pay level.

ARTICLE 24
COMPENSATORY LEAVE

The parties agree and recognize that at the present time employees of this Bargaining Unit are exempt from overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state or federal law.

Should an employee promote from a classification which is eligible for overtime pay, any accumulated compensatory leave shall be paid at the rate of the previously held classification.

ARTICLE 25
SENIORITY

Section 1:

Seniority shall mean the length of full and continuous service an employee has worked, dating with the employee's most recent first full day of regular work.

Seniority shall accrue during periods of absence due to service with the Armed Forces and other authorized absences of thirty (30) days or less.

Seniority shall not be lost but shall not accrue during periods of absence with official permission if in excess of thirty (30) days.

Employees absent due to lengthy illness or injury, where sick and vacation leave has been exhausted shall be considered to be absent with official permission.

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Section 2: Probationary Period

Employees shall serve a probationary period of twelve (12) months, during which time they will be termed "Probationary Employees." Probationary employees may be disciplined or terminated by the Authority at its sole discretion and neither the employee nor the Bargaining Unit shall have recourse to the grievance procedure over such action.

Upon satisfactory completion of twelve (12) months full and continuous service, the employee's name shall be placed on the appropriate seniority list.

Section 3:

An employee's seniority shall entitle them only to such rights as are expressly provided for in this Agreement.

Section 4: Layoff and Recall

In the event of a layoff, affected employees may displace (bump) less senior employees in any Employees Association Bargaining Unit under the following procedure provided they meet the minimum qualifications and are able to perform all aspects of the position. An affected employee may bump:

- A. The least senior employee in their classification in their District/Department; or if none,
- B. Any vacancy Authority-wide in same classification; or if none,
- C. The least senior employee in their classification Authority-wide; or if none,
- D. The least senior employee in an equal, lower, or formerly held classification in their District/Department; or if none,
- E. The least senior employee in an equal, lower, or formerly held classification Authority-wide.

Employees on layoff shall be recalled in inverse order of layoff subject to the same conditions of layoff providing they meet the minimum qualifications and are able to perform all aspects of the available work.

Notice of recall will be sent by certified or registered mail. The Employee shall give notice of their intent and return to work within five (5) working days after receipt of the Employer's notice or their employment shall be terminated without recourse to this agreement.

Employees on layoff shall be considered for other vacancies which may occur within the Authority.

During the initial notification period of a layoff, as determined by the Metroparks, senior employees in the classification and District/Department, or senior employees who have been identified by the Metroparks to be laid off, shall be given the opportunity to accept a voluntary layoff under the following guidelines:

- A. Length of the voluntary layoff will be for a period not greater than 30 calendar days.
- B. Employees accepting the voluntary layoff will be expected to return to work after 30 calendar days, or sooner if the period of layoff ends.

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- C. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses not to return after 30 days, the employee is placed on layoff and will be recalled in accordance with recall rules.
- D. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses to return to work, they may bump a less senior employee and return to work in accordance with the provisions of this policy.

The voluntary layoff must be approved by **the employee's supervisor and Human Resources.**

During a period of layoff, the Employer shall not increase its provisional or seasonal staff in the same job classification in the same District/Department from which full time layoffs have occurred.

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ARTICLE 26
LOSS OF SENIORITY

An employee's seniority and employment shall be terminated if the employee:

- A. quits;
- B. is discharged and it is not reversed by the Grievance Procedure;
- C. fails to return to work within five working days after receipt of the Employer's notice of recall by certified mail to the last-known address of such employee as shown by the Employer's records. It shall be the responsibility of the employee to provide the Employer with a current address;
- D. overstays a leave of absence without advising the Employer of a reason acceptable to the Employer;
- E. has made a settlement for total disability; has been off work due to illness/injury for 9 continuous months -or has made a settlement for total disability, whichever occurs first.
- F. is laid off for a continuous period exceeding the length of their seniority;
- G. is retired;
- H. converts to other than full time employment unless the employee has received a leave of absence approved by the Director or their designate;
- I. is absent for three consecutive working days without authorization, the employee shall have quit and have vacated their position except in cases where circumstances are beyond the employee's control.

Provided that with respect to subsection E, if an employee is terminated on account of the length of the employee's absence and the employee later becomes fit to return to work, then the employee shall be free to apply for then open and available positions for which the employee is qualified. The employee shall be required to provide medical verification of his/her fitness to return to duty. To the extent seniority is a factor in the selection of candidates for the position under this Agreement, the employer shall consider the returning employee's previously accrued seniority as if it had not been lost due to this Article. If the former employee is rehired, then his/her previous seniority shall be bridged. This provision shall apply only if the former employee seeks rehire within one year of termination under Subsection E.

ARTICLE 27
REPRESENTATION

Section 1:

There shall be one representative and one alternate chosen from among the members of the Bargaining Unit.

Section 2:

The representative, in conjunction with the Bargaining Unit President, shall be authorized to present and resolve grievances on behalf of such employees.

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Section 3:

The Bargaining Unit shall certify in writing the name of each representative annually. The Bargaining Unit further agrees to designate in writing to the Authority all officers of the Bargaining Unit.

Section 4:

The representative shall be allowed time to investigate, without loss of time or pay, any grievance occurring within their respective area of representation upon making a request and explaining the nature of said grievance to the District Park Superintendent/ Department Head. Permission and arrangements shall be made within a reasonable period of time, but not later than the next regular working day. This privilege is extended to representatives with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused. Total time utilized by representatives for this purpose shall not exceed one hour per week. Additional time, as needed, may be approved by the District Park Superintendent/Department Head.

Section 5:

Neither the Association or the Bargaining Unit, nor its representatives shall conduct any Association activity during the working hours other than as provided by law.

ARTICLE 28
SPECIAL CONFERENCES

Section 1:

Special conferences may be arranged between the Bargaining Unit President and Human Resources. Such meetings shall be between up to three representatives of the Bargaining Unit and three representatives of the Employer.

Section 2:

An agenda of matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda.

Section 3:

The members of the Bargaining Unit shall not lose time or pay for time spent in such special conferences during their regular shift.

ARTICLE 29
GRIEVANCES

Employees shall have the right to present grievances in accordance with the procedure provided herein. The informal resolution of disputes is strongly urged. Every effort should be made to resolve the disputes at the lowest possible level.

Section 1 - Oral:

In the event an employee has a complaint, difficulty, disagreement, dispute or grievance they shall discuss the matter with their immediate supervisor, within ten (10) workdays of the occurrence, with or without the presence of a Bargaining Unit representative. The parties shall discuss the matter in a friendly manner and shall make every effort to reach a satisfactory settlement at this point. The employee shall have the right to discuss the matter with a Bargaining Unit representative in accordance with the Representation article.

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Section 2 - Written

Step 1 - Written:

A grievance submitted but not resolved in Section 1 may be submitted in written form to the District Park Superintendent/Department Head by the Grievant or their Bargaining Unit representative within ten (10) workdays of discussion with immediate supervisor (within 20 workdays of occurrence). The written grievance shall set forth the name(s) and signature(s) of the employee or employees involved so far as diligent efforts will allow; the provision(s) of this Agreement that the grievant claims have been violated; dates of occurrence; and the remedy proposed. The District Park Superintendent/Department Head shall give their written response to the grievance within ten (10) workdays of the receipt of the grievance.

Class grievances involving more than one representation district shall be signed by the Bargaining Unit president and shall be submitted directly to Human Resources at Step 2.

Step 2 - Pre-Grievance Committee Meeting:

If the District Park Superintendent/Department Head's written response is not satisfactory to the Grievant, the Bargaining Unit president may request a meeting with Human Resources in an attempt to settle the matter before proceeding to a Grievance Committee.

Step 3 - Grievance Committee:

If the grievance is not settled in Steps 1 or 2, the grievance may be forwarded Human Resources for submission to a grievance committee. This shall be done within ten (10) workdays of the receipt of the District Park Superintendent/Department Head written response.

The Director of the Authority shall call a Grievance Committee consisting of the President of the Bargaining Unit; three employees-at-large, mutually agreed upon, and chosen at the occurrence of each grievance; and an Authority representative designated by the Director of the Authority. Prior to the Grievance Committee meeting, a written submission agreement defining the issue of the grievance, signed by both parties, shall be prepared for submittal to the Grievance Committee. If no submission agreement can be reached, both parties shall submit separate issue statements of the grievance.

A hearing shall be held by the Grievance Committee within ten (10) workdays from the time of receipt of the grievance by Human Resources. In conducting the hearing, the Grievance Committee may proceed in an informal manner and shall not be bound by the procedure of rules of evidence observed in courts of record. Either party shall be entitled to appear personally, call witnesses and to produce evidence at the grievance hearing. Further, the Grievance Committee shall not have the authority to add to or subtract from the agreement. The findings and decision of the Grievance Committee shall be certified and presented in writing to the Director and the Grievant.

Step 4 - Appeal of Grievance Committee's Decision:

Appeal of the Grievance Committee's decision may be made by either party to the Director of the Authority within ten (10) workdays of receipt of the Grievance Committee's decision. The Director, within ten (10) workdays of the filing of appeal may then affirm, modify or revoke the determination of the Grievance Committee and shall submit in writing that decision to the Grievant with a copy to the President of the Bargaining Unit.

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Step 5 - Appeal to the Board of Commissioners:

The Director's determination may be appealed to the Board of Commissioners for the Authority, within ten (10) workdays of receipt of the Director's decision. The Board of Commissioners, or an appointed sub-committee of Commissioners, shall hear all such appeals within thirty (30) calendar days of the filing of the notice of appeal with the Board. The decision of the Board of Commissioners shall be final.

Section 3: Appeal of Discharge

Any grievance regarding the discharge of an employee that has been properly and timely processed through Step 4 of the Grievance Procedure and not resolved by the parties may be appealed to arbitration by the Association. The Association must serve written notice upon the Employer of its intent to pursue binding arbitration within ten (10) workdays of the Step 4 response. If notice is not filed within such time period, the grievance will be considered **resolved on the basis of the Employer's last response.**

Upon receipt of written notice of intent to arbitrate a case involving the discharge of an employee, the Employer and the Association shall have ten (10) calendar days with which to agree to the selection of an ad-hoc arbitrator. In the event the parties have not been able to agree on such ad-hoc selection the Association shall file a notice of intent to arbitrate the grievance with the American Arbitration Association (AAA) or Federal Mediation and Conciliation Service (FMCS). The parties shall select an arbitrator and the arbitration hearing shall be held in accordance with the rules of the AAA or FMCS as the case may be. The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the determination of whether or not the discharge was for just cause. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions in the Agreement. Any back pay award made by the arbitrator shall be limited to the amount of wages that the employee would otherwise have earned, less any premium pay, overtime pay, unemployment **compensation, or workers' compensation.** The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the Employer and the Association.

The fees of the AAA or FMCS and the fees and expenses of the arbitrator shall be shared equally by the Employer and the Association otherwise each party shall bear its own arbitration expense.

Section 4:

Grievances shall proceed from step-to-step within time limits prescribed. Any grievance upon which a disposition is not made by the Employer within time limits prescribed, or an extension agreed upon in writing, may be referred to the next step within the prescribed time limits. Any grievance not carried to the next step by the Grievant within prescribed time limits shall be considered closed upon the Employer's last disposition. Any appeal not carried to the next step by either party within the prescribed time limits shall be considered closed upon the last disposition rendered.

The Grievant shall be entitled to have the President of the Bargaining Unit present at any step of the grievance. Grievances shall be submitted in writing at each formal step of the grievance and shall be signed by the Grievant.

A grievance may be withdrawn by the Grievant without prejudice at any time.

It is understood that where specific position titles have been identified, either party may use designates (HCMA employees) at that party's sole discretion.

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ARTICLE 30
LONGEVITY

Section 1:

Employees shall be entitled to Longevity Bonus payments for full and continuous employment (as defined in the "Seniority" Article) according to the following schedule:

Over 5 years but less than 10 years	-	2%
Over 10 years but less than 15 years	-	4%
Over 15 years but less than 20 years	-	6%
Over 20 years but less than 25 years	-	8%
Over 25 years	-	10%

Maximum Bonus - Limited to the percentage applied to \$20,000 of Annual Pay.

Section 2:

The Longevity Bonus will be paid on the last payroll of each November based on years of service through December 31 of that year and the employee's base wage rate as of November 1st.

Overtime or any other fringe benefit will not be used in such computation.

Section 3:

In the year an employee terminates employment for reason of retirement or death, the bonus payment will be pro-rated using the employee's current rate, to the fraction of a month as follows: 1st through 7th - no credit; 8th through 20th - half credit; 21st through 31st - full credit.

In the case of death, payment will be made to the estate.

Employees on approved leave of absence shall receive a pro-rated benefit calculated to the nearest fraction of a month as follows:

1st through 7th of month - no credit beginning month/full credit return month;

8th through 20th of month - half credit beginning or return month;

21st through 31st of month - full credit beginning month/no credit return month.

In the year an employee terminates employment for reason other than retirement or death no Longevity Bonus will be paid.

Section 4:

~~Employees are further recognized for service through the issuance of lapel buttons or pins:~~

~~A. After completion of one year of service, an employee shall be recognized with the HCMA triangle pin.~~

~~B. After the completion of fifteen years of service, an employee will be recognized with the HCMA triangle pin with sapphire jewel.~~

~~C. After completion of twenty five years of service, an employee will be recognized with the HCMA triangle pin with diamond jewel.~~

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ARTICLE 31
HOLIDAY LEAVE

Section 1:

Employees shall be entitled to the following holidays with pay:

New Year's Day	Veteran's Day
Martin Luther King Day {observed}	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth {June 19 th }	Christmas Eve
Independence Day	Christmas Day
Election Day - {1st Tuesday in November	New Year's Eve

The Employer will allow employees to observe religious days or holidays other than those listed above by agreeing to work one of the listed paid holidays at straight time. Requests must be in writing indicating the days to be exchanged and must be approved by the employee's District Park Superintendent/Department Head.

Section 2:

~~Should the ~~the official~~ holiday listed in Section 1 fall on an employee's scheduled day off, the holiday will be observed on the next closest scheduled work day in the discretion of the Employer, with consultation with the Union. ~~Saturday, the Friday before shall be designated as the day of observance. Should the official holiday fall on Sunday, then the Monday following shall be designated as the day of observance.~~~~

~~In addition, should the designated holiday as listed above fall on a Monday or Friday that has already been assigned as a holiday, HCMA and HCMA EA will mutually agree on a new designated holiday date.~~

Section 3:

~~A. — Should the designated date not be a scheduled work day the employee shall be paid for the holiday.~~

~~B.A. Holidays will be counted as eight (8) hours of work for employees regularly scheduled on five (5) eight (8) hour shifts and ten (10) hours of work for employees regularly scheduled on four (4) ten (10) hour shifts, with the following exception: The employee has an approved regularly scheduled work week of 10 hours per day 4 days per week. Then the holiday will be counted as (10) hours of work. Holidays for all other regularly scheduled full time work schedules will be counted as (8) hours of work.~~

~~C.B. Taking Vacation Leave the day before or after the designated holiday without 24 hours prior written approval of the District Park Superintendent or Department Head shall constitute forfeiture of the holiday pay.~~

~~D.C. The District Park Superintendent or Department Head may waive the required 24-hour notice in the event of an emergency.~~

Section 4:

~~Should an employee be scheduled to work the holiday then the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year.~~

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~~A. Park Personnel: Should an employee be required to work the actual holiday (versus the designated holiday), the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year.~~

~~B. Administrative Office Personnel: Should an employee be required to work the designated holiday, the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year.~~

ARTICLE 32
PAID TIME OFF (PTO) LEAVE

NEW PTO LEAVE

Paid Time Off (PTO) leave time has been created by transferring 3 previously observed holidays Presidents Day, Columbus Day and Labor Day along with adding 3 additional PTO days for a total of six (6) days (48 hours). The purpose of this new leave bank is to free up time that was previously restricted and give additional time off for personal use. Employees can now have the opportunity to freely choose if they want to use PTO to observe the 3 holidays listed above, to observe other religious days and holidays or for any reason the employee deems important.

Employees shall be entitled to six (6) Paid Time Off (PTO) days (48 hours) each payroll year.

The PTO leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. PTO leave days shall not be cumulative.

New employees will receive a pro-rated share of PTO leave hours based on their start date of employment. Taking of PTO leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

To receive authorization for the use of PTO Leave, an employee must submit an "Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.

PTO leave hours may be taken in increments of one quarter (1/4) hour.

PTO leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

PTO leave shall have no cash value.

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ARTICLE ~~33~~
SUPPLEMENTAL EMPLOYMENT

The Authority does not necessarily find supplemental employment objectionable. However, employees shall not engage in such employment where there is a conflict of interest.

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ARTICLE ~~343~~
RETURN OF EQUIPMENT

Employees shall have the responsibility of turning in all Authority equipment and property at termination of employment. The employee shall be charged for all items not returned.

ARTICLE ~~354~~
PROFESSIONAL LICENSES/MEMBERSHIPS

The Authority agrees to reimburse employees annually to a maximum of \$200.00 for authorized professional membership(s), license(s) and/or certification(s).

ARTICLE ~~365~~
USE OF FACILITIES

Employees are encouraged to use all HCMA facilities of Authority parks during off hours. All employees and immediate family members may use all facilities free of charge during low-use periods by following current facility use procedures.

During peak periods, employees shall be treated as any other park patron.

ARTICLE ~~376~~
PERSONAL LEAVE

Employees not eligible to receive overtime compensation shall be entitled to two (2) personal leave days (16 hours) each payroll year.

The personal leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. Personal leave days shall not be cumulative.

New employees will receive a pro-rated share of personal leave hours based on their start date of employment. Taking of personal leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

Personal leave hours may be taken in increments of one quarter (1/4) hour.

Personal leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

Personal leave shall have no cash value.

ARTICLE ~~387~~
EMPLOYEE AWARDS AND RECOGNITION

HCMA will hold an annual Award and Recognition dinner to honor new employees, retirees and current employees for their performance and dedication. The Authority will contribute up to a maximum of \$8,000 toward the cost of the event.

The HCMAEA shall annually select two (2) members as "outstanding employees". Recipients may or may not be from this Bargaining Unit. A two-hundred dollar (\$200) savings bond and a commemorative gift will be awarded by the Authority to the outstanding employees.

{TOP}

Employees with one, 15, 25 and 40 years of service will receive recognition awards. Employees will receive retirement recognition gifts at the time of retirement.

HCMA will provide a \$250 annual stipend per administrative and park unit for annual employee picnics.

HCMA may, upon approval of the Director, implement safety incentive, customer service incentive or other incentive programs with the goal of improving service to park patrons. Said incentive programs may include monetary awards or awards of merchandise to employees with awards based on employee performance. Total expenditures for incentive programs may not exceed \$2,500 per calendar year.

~~ARTICLE 39~~
ASSOCIATION DUES CHECK OFF

Limit of Authority's Liability

The Authority shall not be liable to the Association nor Bargaining Unit by reason of the requirements of this Agreement for the remittance or payment of any sums other than those constituting actual deductions made from wages earned by employees.

The Association and Bargaining Unit will protect and save harmless the Authority from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Authority for the purpose of complying with this Article.

Payroll Deduction

The Authority and Association agree that as a condition of employment, all employees in the bargaining unit shall either pay Association membership dues, if an Association member, or a service fee, which represents a non-**Association employee's fair share of the financial support** determined by the Association as necessary for the negotiation and administration of this Collective Bargaining Agreement. In no event will the service fee be greater than dues uniformly charged to employees who are members of the Association or exceed those amounts permitted by law. The parties recognize that the above provision is currently unenforceable and neither party will seek to enforce it. However, should the status of the law change, and such a provision become enforceable, it shall become enforceable 30 days after the change in the law that results in the provision becoming enforceable.

During the life of this Agreement, the Authority agrees to deduct membership dues or service fees each payroll from all employees of the bargaining unit who execute a valid dues deduction authorization. If received on or before the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, deductions shall be deducted from the first (1st) pay of such month and monthly thereafter unless terminated pursuant to the terms of the dues deduction authorization. The Association shall notify the Authority of the amount of ~~membership dues or service~~ fees to be deducted from each payroll. All membership dues and service fees deducted shall be remitted monthly to the **Association's Treasurer with an itemized statement.**

~~ARTICLE 39~~
~~COST OF LIVING BONUS~~

~~Section 1:~~

~~There shall be no Cost of Living Bonus payments for the term of this Agreement. It is agreed that COLA (in accordance with Section 3 below) shall become effective January 1, 2013 for May~~
{TOP}

~~payment if no working agreement has been reached by that date. However, if a May COLA payment is made, there shall be no retroactive wage adjustments. It is understood this provision can be altered by mutual agreement.~~

~~Section 2: Eligibility~~

~~To be eligible for the full amount of the bonus, the employee must be on the active payroll at the end of the period that forms the work base.~~

{TOP}

~~New employees must work one thousand forty (1,040) straight time hours before becoming eligible to receive a pro-rated Cost of Living Bonus in accordance with the provisions of Section 4.~~

~~Should an employee leave employment in advance of the end of the work base period, the Cost of Living Bonus shall be based on the index used in the previous work base period and pro-rated on the number of straight time hours actually worked in the period they terminate employment.~~

~~Section 3: Computation~~

~~The Cost of Living Bonus will be computed as follows for January 1, 2013 to December 31, 2013:~~

~~A. Based on the U. S. Department of Labor Bureau of Labor Statistics Consumer Price Index for all Urban Consumers (CPI-U) Detroit Ann Arbor Flint, MI "All Items" Expenditure Category (1967 = 100) at the rate of \$.01 per hour (regular hours only) for each 0.4 index change to the nearest \$.01. The base factor for this computation will be the index figure for August 2012. The index figure for the last month of each work base period will be compared with August 2012 figure to establish the adjustment for the next succeeding period, up or down, except no adjustment will be made should the index fall below the August 2012 index figure.~~

~~B. In no event shall the total January 1, 2013 to December 31, 2013 incremental change in the Cost of Living Bonus be greater than the total growth experienced in 2012. The 2008 growth will be computed by comparing the August 2008 index figure with the August 2007 index figure.~~

~~Unless otherwise agreed, effective January 1, 2014 the entire Cost of Living Bonus computed under Section 3 A will be folded into the base rate of each employee.~~

~~The cap shall be computed on the same basis as the bonus except that in no event shall the cap be less than zero.~~

~~C. It is agreed that the continuance of the Cost of Living Bonus is dependent upon the availability of the Bureau of Labor Statistics CPI-U in its present form.~~

~~Section 4: Payment~~

~~Payment is based on the regular hours of the current period and the previous ending period C.P.I. reading. Payment schedules are as follows:~~

<u>Work Base Period</u>	<u>Payments In</u>	<u>Index</u>
January through April	May	December
May through August	September	April
September through December	January	August

~~Payments shall be made with the first full payroll following the work base period unless unusual circumstances arise.~~

~~Due to the timing difference between "payroll" ending dates and "calendar" ending dates, it shall be assumed employees work six hundred ninety three (693) straight time hours each work base period even though some periods they may work more or less. Employees who work less than the full number of straight time hours in a "payroll work base period" will have the COLA Bonus based on six hundred ninety three (693) hours less the number of straight time hours short of the normal hours worked in the "payroll work base period."~~

{TOP}

~~New employees must work one thousand forty (1,040) hours before becoming eligible to receive fifty percent (50%) of the COLA Bonus and will receive a pro-rated amount of the bonus, based on the actual straight time hours worked in the work base period, after serving the required qualification period.~~

~~Said employees must work a total of two thousand eighty (2,080) hours before becoming eligible to receive one hundred percent (100%) of the earned bonus and will receive a pro-rated amount of the bonus, based on the actual hours worked in the work base period, after serving the required qualification period.~~

~~The payment for the work base period September through December will take into account the actual number of straight time hours worked in the calendar year. This may be two thousand eighty eight (2,088) or two thousand ninety six (2,096) hours.~~

ARTICLE 40
COMPLETE AGREEMENT

It is understood and agreed that this contract contains the complete Agreement between the parties hereto and supersedes all prior Agreements.

No additions, waivers, deletions, changes or amendments shall be made during the life of this Agreement except by mutual consent in writing of the parties hereto.

ARTICLE 41
DURATION

This Agreement shall become effective as of this date, January 1, 20~~24~~¹³ and shall continue in full force and in effect until midnight December 31, 20~~26~~¹⁵ when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than one-hundred-twenty (120) days prior to expiration. Upon such notification the parties shall begin negotiations the second (2nd) Monday of September unless otherwise agreed.

{TOP}

MEMORANDUM OF UNDERSTANDING

The Huron-Clinton Metropark Authority (“HCMA” or “Employer”) and the Huron Clinton Metropark Authority Employees Association (“HCMAEA” or “Union”) hereby agree to the following Memorandum of Understanding regarding paid release time for bargaining unit members for a successor contract.

The Employer shall provide paid release time to up to twelve employees that are members of the union bargaining team for a successor collective bargaining agreement. The twelve employees designated by the Union shall be compensated for the time that they spend at the bargaining table and in preparations to bargain. This shall include making the employee whole for the time that they missed work to attend bargaining sessions, and up to 1 additional hour per bargaining session. The release time will not result in the payment of overtime.

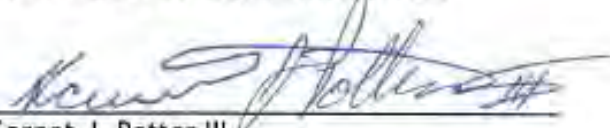
The Union will provide the names of the twelve bargaining team members to be granted paid release time **in advance of negotiations and 24 hours’ notice of a union representative unavailability** and the name of an alternate, if necessary.

The MOU shall not restrict the ability of the union members to attend bargaining sessions and to use accrued vacation, compensatory time or PTO to do so.

{TOP}

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 6th day of June, 2013.

FOR THE EMPLOYEES' ASSOCIATION:




Garnet J. Potter III
President, Employees' Association



Michael Brahm-Henkel
President, HCMA Professional Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY:



Anthony Marocco
Chairman



George Phifer
Ex Secretary to the Board/Chief of Police

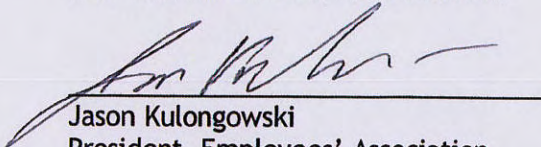
Lisa Dolan
Controller



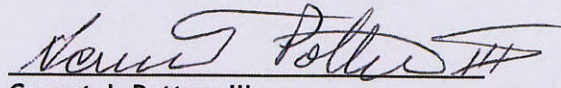
Carol Stone
Administrative Services Mgr

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 12th day of October 2023.

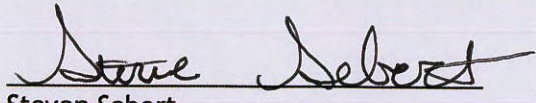
FOR THE EMPLOYEES' ASSOCIATION:



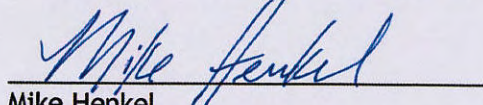
Jason Kulongowski
President, Employees' Association



Garnet J. Potter, III
Vice President, HCMA Non-Supervisory Bargaining Unit



Steven Sebert
President, HCMA Supervisory Bargaining Unit



Mike Henkel
President, HCMA Superintendent/Department Head Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY

Bernard Parker
Chairman

Amy McMillan
Director

Randy Rossman
Chief of Human Resources & Labor Relations

Mike Lyons
Deputy Director

Holly Bialczak
Senior Human Resources Generalist

APPENDIX 1

DUES/SERVICE FEE CHECK-OFF FORM

HURON-CLINTON METROPOLITAN AUTHORITY **EMPLOYEES'** ASSOCIATION

BY:

Last Name First Name MI

Park Group

TO: Huron-Clinton Metropolitan Authority

Effective _____, I hereby request and authorize you to deduct from my earnings the current rate of \$1.00 bi-weekly for the purpose of Association dues, or equivalent Service Fee. The **amount deducted shall be paid to the treasurer of the Employees' Association of** the Huron-Clinton Metropolitan Authority. This authorization shall remain in effect unless terminated by me upon thirty (30) days advance written notice to the Authority and the Association or upon termination of my employment.

Signature

Date

APPENDIX 2 - CLASSIFICATIONS

Any changes to position classifications shall be discussed and mutually agreed upon with the Employee Association prior to implementation, provided that the Employee Association’s agreement shall not be unreasonably withheld. If the Employer believes that the Employee Association is unreasonably withholding an agreement, it may request a mediator from the Michigan Employment Relations Commission to render a binding resolution to the matter through an informal process.- HCMA retains its right to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason.

~~Professional Bargaining Unit – Job Classifications~~

Level	Position / Title
PROF-06	Buyer
	Community Outreach Interpreter - Science Project Facilitator Community Relations Specialist
	District Community Outreach Interpreter
	Graphic Designer
	Grant Writer & Foundation Coordinator
	Interpreter Interpreter / Farm & Animal Care Specialist
	System Planner
PROF-08	Accountant
	Business Applications Specialist
	Business Systems Analyst
	Buyer -
	Civil Engineer Community Outreach Interpreter - Science Project Facilitator
	Community Relations Specialist
	District Community Outreach Interpreter
	Graphic Designer
	Grant Writer & Foundation Coordinator
	Information Systems Specialist
	Interpreter Interpreter / Farm & Animal Care Specialist
	Webmaster/ Information Systems Technician
	Natural Resources Coordinator

	Park Planner
	System Planner
PROF-10	Accountant
	Civil Engineer Grant Writer & Foundation Coordinator
	Network Infrastructure Engineer
	Marketing/Media Relations Specialist
	Park Planner System Planner
	Senior Buyer
	Business Applications Specialist
	Business Systems Analyst
	Information Systems Specialist
	Webmaster/Information Systems Technician

APPENDIX 3
PAY SCHEDULE 2024 - 2026

YEAR	% +	PAYGRADE		A	B	C	D	E	F	G	H
PROFESSIONAL BARGAINING UNIT											
2023	--	PROF-06	RATE	2,390.27	2,435.10	2,483.85	2,534.54	2,584.24			
2024	4.0%	PROF-06	HOURLY	31.0735	31.6563	32.2900	32.9490	33.5951	34.2670		
			BI-WKLY	2,485.88	2,532.50	2,583.20	2,635.92	2,687.61	2,741.36		
			ANNUAL	64,633	65,845	67,163	68,534	69,878	71,275		
2025	3.0%	PROF-06	HOURLY	32.0058	32.6060	33.2588	33.9375	34.6030	35.2950		
			BI-WKLY	2,560.46	2,608.48	2,660.70	2,715.00	2,768.24	2,823.60		
			ANNUAL	66,572	67,820	69,178	70,590	71,974	73,414		
2026	3.0%	PROF-06	HOURLY	32.9659	33.5841	34.2565	34.9556	35.6411	36.3539		
			BI-WKLY	2,637.27	2,686.73	2,740.52	2,796.45	2,851.29	2,908.31		
			ANNUAL	68,569	69,855	71,254	72,708	74,134	75,616		
2023	--	PROF-08	RATE	2,841.60	2,898.13	2,959.54	3,016.09	3,076.52			
2024	4.0%	PROF-08	HOURLY	36.9408	37.6758	38.4740	39.2091	39.9948	40.7946		
			BI-WKLY	2,955.26	3,014.06	3,077.92	3,136.73	3,199.58	3,263.57		
			ANNUAL	76,837	78,366	80,026	81,555	83,189	84,853		
2025	3.0%	PROF-08	HOURLY	38.0490	38.8060	39.6283	40.3854	41.1946	42.0185		
			BI-WKLY	3,043.92	3,104.48	3,170.26	3,230.83	3,295.57	3,361.48		
			ANNUAL	79,142	80,716	82,427	84,002	85,685	87,398		
2026	3.0%	PROF-08	HOURLY	39.1905	39.9701	40.8171	41.5969	42.4305	43.2790		
			BI-WKLY	3,135.24	3,197.61	3,265.37	3,327.75	3,394.44	3,462.32		
			ANNUAL	81,516	83,138	84,900	86,522	88,255	90,020		
2023	--	PROF-09	RATE				3,258.82				
2024	4.0%	PROF-09	HOURLY				42.3646	43.2120			
			BI-WKLY				3,389.17	3,456.96			
			ANNUAL				88,118	89,881			
2025	3.0%	PROF-09	HOURLY				43.6356	44.5084			
			BI-WKLY				3,490.85	3,560.67			
			ANNUAL				90,762	92,577			
2026	3.0%	PROF-09	HOURLY				44.9448	45.8436			
			BI-WKLY				3,595.58	3,667.49			
			ANNUAL				93,485	95,355			

YEAR	% +	PAYGRADE		A	B	C	D	E	F	G	H
PROFESSIONAL BARGAINING UNIT											
2023	--	PROF-10	RATE	3,297.81	3,364.09	3,432.34	3,499.59	3,569.80	3,641.93		
2024	4.0%	PROF-10	HOURLY	42.8715	43.7331	44.6204	45.4946	46.4074	47.3451	48.2920	
			BI-WKLY	3,429.72	3,498.65	3,569.63	3,639.57	3,712.59	3,787.61	3,863.36	
			ANNUAL	89,173	90,965	92,810	94,629	96,527	98,478	100,447	
2025	3.0%	PROF-10	HOURLY	44.1576	45.0451	45.9590	46.8595	47.7996	48.7655	49.7408	
			BI-WKLY	3,532.61	3,603.61	3,676.72	3,748.76	3,823.97	3,901.24	3,979.26	
			ANNUAL	91,848	93,694	95,595	97,468	99,423	101,432	103,461	
2026	3.0%	PROF-10	HOURLY	45.4824	46.3965	47.3378	48.2653	49.2336	50.2285	51.2330	
			BI-WKLY	3,638.59	3,711.72	3,787.02	3,861.22	3,938.69	4,018.28	4,098.64	
			ANNUAL	94,603	96,505	98,463	100,392	102,406	104,475	106,565	
2023	--	PROF-11	RATE						3,892.45		
2024	4.0%	PROF-11	HOURLY						50.6019	51.6139	
			BI-WKLY						4,048.15	4,129.11	
			ANNUAL						105,252	107,357	
2025	3.0%	PROF-11	HOURLY						52.1199	53.1623	
			BI-WKLY						4,169.59	4,252.98	
			ANNUAL						108,409	110,577	
2026	3.0%	PROF-11	HOURLY						53.6835	54.7571	
			BI-WKLY						4,294.68	4,380.57	
			ANNUAL						111,662	113,895	

APPENDIX 4 PAID PARENTAL LEAVE POLICY

Purpose

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, newly adopted or newly placed child. Additionally, this policy allows employees to balance their work responsibilities with the demands of personal and family life. This is critical for the Metroparks to achieve its goals of diversity and maintain competitiveness in the successful recruitment and retention of the brightest and best employees.

Scope

This policy covers all regular, full-time exempt and non-exempt employees except employees whose terms and conditions of employment with the Metroparks are negotiated through a collective bargaining agreement (CBA) Should the policy outlined herein conflict with any provisions of the Collective Bargaining Agreement (CBA) for any bargaining unit, the CBA shall prevail. Bargaining unit employees should refer to the appropriate CBA for any applicable provision(s).

The Metroparks will provide up to six work weeks (30 days/240 hours maximum) of paid parental leave once in a 12-month period, at 100 percent of the employee's current, straight-time weekly pay, to an eligible employee during the first six (6) months to care for her or his newborn child, newly adopted child, newly obtained legal guardianship for a child 17 years of age or younger, or new foster care child.

Paid Parental Leave may be taken within the first six (6) months following the date of birth, adoption or placement of foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave. Generally, parental leave should be taken on a continuous basis and should not be taken intermittently or on a reduced schedule. However, in certain circumstances, intermittent parental leave or a reduced schedule may benefit departments and supervisors as well as the employee. Where this is the case, supervisors, in consultation with the HR, may work with the employee to determine when the parental leave will be taken to ensure operational needs of the Metroparks are not unduly hampered.

Procedure

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee shall follow up the request for Paid Parental Leave in writing and complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

If the employee is requesting intermittent or reduced schedule Paid Parental Leave, the employee's supervisor and department head must approve the request.

The employee may utilize Paid Parental Leave once during a rolling 12-month period based on the date of the birth, or the placement of a child with an employee in connection with the adoption, guardianship, or foster care of the child by the employee.

Paid parental leave does not apply to employees who want paid time off to care for an eligible sick family member or recover from their own serious medical condition. Unpaid leave for those circumstances remains available under FMLA.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Metroparks for at least 12 months (the 12 months do not need to be

- consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time employee (seasonal, provisional, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). **The adoption of a new spouse's child is excluded from this policy.**
- An employee who is a legal parent of a newborn or newly adopted child. A legal parent is one whose name appears on the child's birth certificate, a legal document establishing paternity, or a legal document establishing adoption.
- Where two eligible employees are parents of the same child and work in the same department, they may take the parental leave concurrently or at separate times. Employees are expected to work with their supervisors to determine when the parental leave will be taken. The Metroparks may require the employees in this situation to stagger a portion of their Paid Parental Leave to meet operational needs.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame. Note that the "rolling" 12-month period continues to run whether or not the eligible employee is working.
- This Parental Leave policy is effective on the date of ratification of the contract by the applicable bargaining unit.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Use of paid parental leave is reserved for periods when an employee is acting in a parental role and engaged in activities directly related to the care of the child whose birth or placement triggered the leave entitlement. Thus, by way of example, should the child already be in daycare or being cared for outside the home, then the employee is not eligible for leave under this policy.
- Approved paid parental leave may be taken at any time during the six (6) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six (6) month time frame. Any unused paid parental leave will be forfeited at the end of the six (6) month time frame.
- In the event of a female employee who herself has given birth; the six (6) weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee **for the employee's own medical recovery following childbirth.**
- An employee must consult with his or her supervisor and make a reasonable effort to schedule intermittent or reduced schedule Paid Parental Leave so as not to unduly disrupt the department's operations.
- **Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.**
- Paid parental leave hours shall not count as hours of work for overtime calculations.
- Parental Leave cannot be used prior to the birth or legal placement of a child for related medical issues or placement-related legal appointments.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Metroparks will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation leave or paid sick leave.
- If a paid holiday occurs while the employee is on paid parental leave, such days will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Nothing in this policy modifies affects or diminishes any rights provided to employees under an existing CBA.

Return to Work

HR or the relevant department may require an employee to report periodically on his/her status and intent to return to work while the employee is out on paid parental leave.

An employee needs to notify HR in writing of return-to-work date at least two business days in advance but does not need to provide a note from a health care provider.

Employees who do not return to work after using all of their paid parental leave and exhausting any other paid time off benefits will be subject to disciplinary action, including but not limited to termination, unless additional leave has been requested and granted. Employees should submit a written request for an extension of leave to their supervisor and HR. This written request should be made as soon as the employee knows that he or she will not be able to return on the original return date.

Documentation

An employee is required to furnish appropriate medical documentation for the birth of a child. Since Paid Parental Leave runs concurrently with FMLA, medical certification requirements for FMLA govern. The medical documentation should be completed and signed by the appropriate health care provider. If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to the HR department prior to or upon returning to work.

For paid parental leave due to foster care, employees may provide one of the following documents:

- Foster care placement record
- Other documentation from the foster care agency confirming the placement and date of placement.
- Foster care placement letter issued by the relevant department of social services or authorized voluntary foster care agency.

For paid parental leave due to adoption, employees may provide one of the following documents:

- Documentation provided by the adoption agency confirming the placement and date of placement
- Letter signed by the parent's/parents' attorney confirming the placement and date of placement
- Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
- Adoptive placement agreement

For paid parental leave due to legal guardianship of a child, employees may provide one of the following documents:

- Court order from the probate or juvenile court indicating full (not temporary) appointment of legal guardianship over a child.

Conclusion

This policy is in place to promote a successful work/life experience and retention of employees.

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

~~October 30, 2018~~

~~To: Jason Kulongowski, President HCMA Employee Association
Garnet Potter, Vice President HCMA Employee Association~~

~~From: Randy Rossman, Human Resources Manager Re: Position~~

~~level changes~~

~~Looking at the restructuring our IT department and to ensure equity and competitiveness for retention and hiring, additionally an equity issue in our Planning Department between two similar positions that carry the same qualifications of each other. The following salary levels have been adjusted within the professional bargaining group positions.~~

Title

Old Levels

New Levels

System Planner	6,8	6,8 & 10
Park Planner	8 & 10	6,8 & 10
Business Application Specialist	8	8 & 10
Business Systems Analyst	8	8 & 10
Information Systems Specialist	8	8 & 10

~~The signatures below signify acknowledgement and acceptance of the salary levels as listed above.~~

~~For HCMA _____ For HCMA Employee Association~~

~~_____
Amy McMillan, Director~~

~~_____
Jason Kulongowski
Executive Committee President Professional Group
Representative~~

~~_____
David Kirbach, Deputy Director~~

~~_____
Garnett Potter
Executive Committee Vice President Non-Supervisory
Group Representative~~

~~_____
Randy Rossman, Chief of HR & Labor Relations~~

~~Randy,
The vote to add a level 10 pay scale to the webmaster position passed.~~

~~Thanks, _____
Jason~~

{TOP}

Memorandum of Understanding

~~This agreement is entered into on this 9th day of February, 2017 by and between the Huron-Clinton Metropolitan Authority and the Huron-Clinton Metropolitan Authority Employee Association.~~

It is hereby agreed as follows:

~~1. The collective bargaining agreements will be extended through December 31, 2023 with all provisions remaining in full effect unless otherwise stipulated in this agreement.~~

~~2. Wages shall increase as follows:~~

~~a. 2020: 3%~~

~~b. 2021: 3%~~

~~c. **2022: 3%**~~

~~d. 2023: 2%~~

~~3. Health Insurance: Extension of previous agreement to include the calendar years 2020, 2021, 2022 & 2023. As stated in the previous agreement, in the event that the Metroparks actual insurance premium increase exceeds the projected increase of 8% on a compound basis, HCMA EA and POAM will agree to pursue one of the following options.~~

~~a. HCMA EA and POAM employees agree to pay 50% of any increase in excess of 8% based on the difference between the actual medical premium and the compounded medical premium calculated as illustrated in the example contained herein. HCMA reserves the right to decline the employee contribution if the per pay employee contribution is less than an amount defined by HCMA; or~~

~~b. HCMA, HCMA EA and POAM will mutually agree on an adjustment to the medical benefit level that would reduce the total premium increase to 8% or less; or~~

~~c. HCMA, HCMA EA and POAM will mutually agree to move the medical plan to another carrier that would keep the current benefit level but would reduce the total premium increase to 8% or less; or~~

~~d. HCMA, HCMA EA and POAM will mutually agree on another, alternative option to reduce the total premium amount; or~~

~~e. HCMA, HCMA EA and POAM will mutually agree to any combination of the above options.~~

~~f. If HCMA, HCMA EA and POAM collectively are unable to reach agreement on any of the options, HCMA, at its discretion, shall implement the cost sharing defined in option 3a or other option deemed preferred by the majority of the employees.~~

~~g. The parties understand that should premiums exceed the hard cap under Michigan PA 152 of 2011, an employee premium contribution may be required. If mutually agreed upon, any of the above options may be implemented in order to comply with MI PA 152.~~

YEAR	%	PAYGRADE		A	B	C	D	E	F	G
PROFESSIONAL BARGAINING UNIT										
2019	—	PROF-10	RATE	2,958.79	3,018.26	3,079.49	3,139.83	3,202.81	3,267.52	
2020	3.0%	PROF-10	HOURLY	38.09	38.86	39.65	40.43	41.24	42.07	
			BI-WKLY	3,047.55	3,108.81	3,171.87	3,234.02	3,298.89	3,365.55	
			ANNUAL	79,236	80,829	82,469	84,085	85,771	87,504	
2021	3.0%	PROF-10	HOURLY	39.24	40.03	40.84	41.64	42.47	43.33	
			BI-WKLY	3,138.98	3,202.07	3,267.03	3,331.04	3,397.86	3,466.52	
			ANNUAL	81,613	83,254	84,943	86,607	88,344	90,130	
2022	3.0%	PROF-10	HOURLY	40.41	41.23	42.06	42.89	43.75	44.63	
			BI-WKLY	3,233.15	3,298.13	3,365.04	3,430.97	3,499.80	3,570.52	
			ANNUAL	84,062	85,757	87,497	89,205	90,995	92,834	
2023	2.0%	PROF-10	HOURLY	41.22	42.05	42.90	43.74	44.62	45.52	
			BI-WKLY	3,297.81	3,364.09	3,432.34	3,499.59	3,569.80	3,641.93	
			ANNUAL	85,743	87,466	89,241	90,989	92,815	94,690	
2019	—	PROF-11	RATE						3,492.30	
2020	3.0%	PROF-11	HOURLY						44.96	
			BI-WKLY						3,597.07	
			ANNUAL						93,524	
2021	3.0%	PROF-11	HOURLY						46.31	
			BI-WKLY						3,704.98	
			ANNUAL						96,329	
2022	3.0%	PROF-11	HOURLY						47.70	
			BI-WKLY						3,816.13	
			ANNUAL						99,219	
2023	2.0%	PROF-11	HOURLY						48.66	
			BI-WKLY						3,892.45	
			ANNUAL						101,204	

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AGREEMENT

This Agreement is made between the HURON-CLINTON METROPOLITAN AUTHORITY (hereinafter called the "Authority" or "Employer") and the HURON-CLINTON METROPOLITAN AUTHORITY EMPLOYEES ASSOCIATION (hereinafter called the "Association").

ARTICLE 1
RECOGNITION

The Authority recognizes the Association as the exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, certain fringe benefits, hours of employment and other conditions of employment for the **Non-Supervisory Employees' Bargaining Unit (hereinafter called "Bargaining Unit") of the Authority, which is comprised of employees assigned to the classifications as listed in Appendix 2 excludes all Superintendent/Department Head, Professional and Supervisory employees; Law Enforcement Officers, Sergeants and Lieutenants; all seasonal and part-time employees; the Executive Assistant to the Director; all Human Resources employees, Director, Deputy Director, Chief of Marketing, Chief of DEI, Chief of Information Technology Services, Chief of Finance; following classifications: Park Maintenance Trainee/Worker/Specialist, Natural Resource Trainee/Worker/Specialist, Golf Course Maintenance Trainee/ Worker/ Specialist, Equipment Maintenance Trainee/Worker/Specialist, Farm Maintenance Trainee/Worker/ Specialist, Interpreter Assistant, , Engineering Technician, Public Relations Specialist, Secretary, Park Secretary, Account Clerk, Payroll Systems Coordinator, Park Operations Clerk, Warehouse Clerk Trainee, Warehouse Clerk, Senior Warehouse Clerk and excludes all Superintendent/Department Head, Professional and Supervisory employees; Law Enforcement Officers, Corporals, Sergeants and Lieutenants; all seasonal and part time employees; the Administrative Office Support Specialist (Ex), Human Resources/Benefits Administrator, Director, Deputy Director, Executive Secretary to the Board, Controller and Administrative Services Manager**; and all other employees.

ARTICLE 2
NON-DISCRIMINATION

There shall be no discrimination as to religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, height, weight, marital status, political affiliation, or union affiliation. age, race, sex, color, creed or country of origin, handicap or disability, political affiliation or union affiliation. The Employees Association and Bargaining Unit shall share equally with the Employer responsibility for applying this provision.

ARTICLE 3
MANAGEMENT RIGHTS

Except as expressly and specifically limited by the provisions of this Agreement, the Authority retains and reserves all rights of management, which shall be exercised by the Authority in its sole discretion. Such rights include, by way of example but not limitation, the rights to the executive management and administrative control of the Authority, its properties and facilities and the activities of its employees; to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to determine the equipment and facilities to be used; to affect changes in methods, operations, facilities, systems and equipment; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason; to maintain efficiency and order, including the right to establish and enforce reasonable work rules and rules of conduct for all employees; to determine the locations of the Authority's parks, offices and other facilities.

{TOP}

ARTICLE 4
SICK LEAVE & SICK LEAVE BANK/SHORT TERM INCOME REPLACEMENT

Section 1: Definitions

Short Term Income Replacement (STIR) - HCMA short term disability program. Sick Leave - annual allotment of 96 hours of leave.

Sick Leave Bank - remaining balance of sick leave accumulated prior to 12/31/2012, for those employees not enrolled in the STIR program. Hours in the Sick Leave Bank do not accrue additional leave and the bank will only be reduced.

Non Cash Value (NCV) Sick Bank - ~~One Time~~ Allotment of ~~up to 20 sick days~~ (160 hours.)

Section 2: Sick Leave and Sick Leave Banks

Effective January 1, 2013, all employees shall be covered under Short Term Income Replacement and shall receive ninety (96) hours of Sick Leave per year. Employees shall be eligible on the first of the month following 90 days of employment to receive a pro-rata share of up to ninety (96) hours of Sick Leave based upon their date of hire. Each January 1st thereafter, they shall be eligible for ninety-six (96) hours of Sick Leave to be available during the payroll year.

Unused Sick Leave at the end of a payroll year shall not be carried over to the next year.

Sick Leave Banks in effect as of December 31, 2012 shall be capped and must be used after the annual allotment of 96 hours of Sick Leave has been exhausted. Sick Leave Banks must be used to supplement Short Term Income Replacement benefits and must be exhausted before Long Term Disability benefits are paid.

Section 3: Non-Cash Value (NCV) Sick Bank

Employees shall be eligible after 90 days of employment to receive 160 hours to be put in their NCV Sick Bank.

Each January 1st thereafter, each employee who has zero (0) hours left in their NCV Sick Bank will be renewed to the 160 hours. Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the NCV renewal delayed until January 1st following the date that they return to active duty and released from STIR or LTD.

All hours in the NCV Sick Bank are capped at 160 hours and do not accrue additional leave hours.

**New Section: NCV Sick Bank

~~New employees hired after 04/13/2019, after 90 days of employment, shall receive a One Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

~~Current employees hired prior to 04/13/2019 will receive a One Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

~~All hours in the NCV Sick Bank are capped and do not accrue additional leave hours. This bank will only be reduced.~~ NCV Sick Banks can only be used after the annual allotment of 96 hours of Sick Leave and Sick Leave Bank have been exhausted. NCV Sick Bank hours must be used to supplement short-term income replacement benefits and must be exhausted before Long- Term Disability benefits are paid.

NCV Sick Bank hours have no cash value for payout upon termination of employment and are not included in the calculation of the Termination Sick Leave Bonus payout.

Section 43: Use of Sick Leave, Sick Leave Banks and NCV Sick Banks

Sick Leave / Sick Leave Banks/NCV Sick Leave Banks with pay are intended to cover incapacity due to personal illness and certain other specific absences (listed in the "Allowable Periods" Section below). It is not intended to cover personal malingering; and any suspicion of such will require the employee to produce a medical certificate justifying the reason for such absence.

- A. To receive authorization for the use of Sick Leave or Sick Leave Bank or NCV Sick Leave Bank hours, an employee must submit a request through the time and attendance system.
- B. Approved Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours are considered work hours. Holidays falling within a period of Sick Leave/Sick Leave Bank/NCV Sick Leave shall be paid, including and during Short-Term income replacement.
- C. Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours may be taken in increments of one quarter (1/ 4) hour.
- D. Other leave will not be authorized to cover Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours or an absence listed in the "Allowable Periods" Section until all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted.
- E. Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.
- F. Sick Leave Bank hours are capped and must be used after Sick Leave is exhausted.
- G. NCV Sick Leave Bank hours must be used after Sick Leave and Sick Leave Bank is exhausted.
- H. Once all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours have been exhausted, up to two (2) days of Vacation Leave per calendar year may be used as "Sick Time" with a physician certification required only if the leave is on a scheduled work Holiday or Special Event.

Section 54: Allowable Periods

Absences from work chargeable to Sick Leave/Sick Leave Bank/NCV Sick Leave Bank are listed as follows:

- A. Personal illness or physical incapacity caused by factors over which the employee has

no control. Management may require the provision of evidence for any illness or injury, such as a physician's statement.

- B. Exposure to contagious disease in which the health of others would be endangered. Written verification by proper medical authority may be required.
- ~~C.~~ Physical examination, medical treatment or other medical procedures relating to disability pensions, etc., by the Veteran's Administration, Draft Board or any branch of the Armed Forces.
- ~~C.~~
- D. Illness of an immediate family member who requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean spouse, parent, grandparent, child, brother or sister of the employee or a member of the employee's household.

Section 65: Worker's Compensation

An employee injured in an accident arising out of and in the course of employment with the Authority shall have the option to supplement worker's compensation with any available paid leave, the combination thereof, not to exceed 100% of base pay. After all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted, other banked leave may be used to supplement worker's compensation, at the discretion of the employee.

A job-related injury must be reported to an employee's supervisor immediately after the occurrence of said injury. In accord with workers' compensation law, an employee, if applicable, must treat with HCMA physician for the first 28 days following a work-related injury unless otherwise authorized.

Section 76: Prolonged Illness

After short term disability benefits are exhausted an employee with an extended illness shall first use all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, then the employee may continue on the payroll through the use of all other accumulated leave banks. Once all leave has been exhausted, the employee may be eligible for long-term disability benefits or may be placed on Unpaid Leave of Absence.

Section 87: Short Term Income Replacement

Effective January 1, 2013, all full-time employees shall be eligible on the first of the month following 90 days of employment for Short Term Income Replacement.

Benefits begin after 14 calendar days of continuous disability and are payable for up to 26 weeks. The Short-Term Income Replacement benefit is equal to 66½% of base weekly earnings.

Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, PTO, Personal, Compensatory Time, Holiday Earned and Vacation hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.

Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the sick, vacation, PTO and personal leave January 1st banks renewal delayed until the date that they return to active duty and released from STIR or LTD.

The plan is subject to the conditions of the Short-Term Income Replacement Plan, with benefits as defined in the current plan.

Section 98: Sick Leave Bonus

Fifty percent of the unused sick leave at the end of a payroll year will be paid out as a bonus. There is no carryover of the remaining sick leave to the following year.

Section 109: Termination Sick Leave Bonus

As a reward for faithful service, the Authority has authorized a cash payment of fifty percent (50%) of a maximum of sixteen hundred (1,600) of all earned/unused Sick Leave and Sick Leave Bank hours at an employee's current rate of pay upon retirement or death.

Upon termination of employment, after ten (10) years of service, an employee in good standing will be paid fifty percent (50%) of all of their accumulated earned/unused Sick Leave and Sick Leave Bank hours at their current rate of pay, subject to the 1,600 hour limit.

Employees have the option of receiving fifty percent (50%) of their Termination Sick Leave Bonus in the first year of retirement and fifty percent (50%) in the second year of their retirement.

NOTE: NCV Sick Leave Bank hours carry no cash value and are not a part of this program.

~~Section 10: Transfer of Sick or Vacation Leave~~

~~When an employee requests to transfer sick or vacation leave to an employee that is ill, such transfer of leave shall be subject to the conditions listed below:~~

- ~~A. Said employee receiving the transferred sick or vacation leave shall have exhausted all leave.~~
- ~~B. The circumstances are such that it is likely that the employee will return to duty.~~
- ~~C. The employee receiving said leave is a full time employee.~~
- ~~D. Leave shall not be transferred to an employee known to be considering retirement or resignation or whom disciplinary action is pending.~~
- ~~E. No employee who has been warned in writing of possible abuse of sick leave within the past twelve (12) months shall be eligible to receive a transfer of sick leave.~~
- ~~F. Sick leave transferred shall be treated as if they were used by the employee for purpose of bonus computation.~~
- ~~G. NCV Sick Leave Bank hours carry no cash value and are not a part of this program.~~

Employees shall have the number of Vacation Leave days credited the first payroll of the year according to the following schedule:

Less than 5 years of service:	(13 days/104 hrs/year)	2.0 hrs per week
Over 5 years but less than 10 years:	(16.25 days/130 hrs/year)	2.5 hrs per week
Over 10 years but less than 15 years:	(19.5 days/156 hrs/year)	3.0 hrs per week
Over 15 but less than 20 years:	(22.75 days/182 hrs/year)	3.5 hrs per week
Over 20 years of service:	(26 days/208 hrs/year)	4.0 hrs per week

Section 2: Annual Vacation Leave Allotment

The annual vacation leave allotment days shall be credited the first payroll of the year.

- A. The employees credited years of employment for placement on the schedule of benefits is based on years of service at the beginning of the new year.
- B. Adjusted mid-year increase in vacation leave allotment: If an employee reaches their years of service that moves them higher on the schedule of benefits during the current year then their vacation allotment is pro-rated and increased as follows: Example: a full-time employee start date is 3/22/2014; on the first payroll of the 2019 year a total of 13 days or 104 hours is the vacation allotment credited. After 3/22/2019 the employee is credited with a pro-rated increase of vacation allotment as follows: from the start of the payroll year to 3/22/19 = 12 weeks x 2 hrs per week = 24 hours earned, this leaves 40 weeks remaining in the 2019 payroll year x 2.5 hrs per week= 100 hours, (24 + 100 = 124) or 15.5 days will be the credited allotment.
- C. New Employees: Vacation leave is pro-rated with their start date of employment. Pro-ration based on start date, number of weeks remaining in current payroll year, times hours per week earned.

Section 3: Vacation Leave Pay-out Option

Each November, eligible employees shall have the option of receiving a pay-out of Vacation Leave in accordance with the following schedule:

Less than 5 years of service:	No pay-out
Over 5 years but less than 10 years:	1.5 days (12 hrs) pay-out
Over 10 years but less than 15 years:	3 days (24 hrs) pay-out
Over 15 years but less than 20 years:	4.5 days (36 hrs) pay-out
Over 20 years of service:	6.5 days (52 hrs) pay-out

Pay-out of vacation leave days shall be made at the regular straight time rate (as of November 1 of the current year) payable the last payroll in November.

Requests for Vacation Leave pay-out must be received no later than November 1st of each year on the form provided by HCMA. No pay-out shall be made for requests received after November

1st•

At the time of the Vacation Leave pay-out, if an employee has a Vacation Leave balance less than the eligible pay-out hours, they will receive a pay-out of the lesser (balance) hours only.

Section 4: Termination

- A. Should an employee resign, be discharged, or die, payment for their earned accumulated Vacation Leave shall be made either to the employee or their estate as the case may be.
- B. Termination vacation payout will include a vacation allotment adjustment:
Example: Using an employee with less than 5 years of full-time seniority terminates employment. The payout at termination of the current years vacation allotment will be pro-rated as follows: Employee rolls over 20 vacation days/160 hours for the new year, and receives 13 vacation days/104 hours for the annual allotment, for a total of 33 days/264 hours of combined earned and allotment time ($160 + 104 = 264$). Employee terminates employment after 20 weeks worked in the new year earning 5 days/40 hours of the vacation allotment ($20 \text{ weeks} \times 2 \text{ hrs per week} = 40 \text{ hours earned}$). Vacation allotment reduced by 8 days/64 hours ($104 - 40 = 64$) for a new total of vacation earned of 25 days/200 hours ($264 - 64 = 200$). Employee used 10 days/80 hours of vacation time in the new year. The 10 days/80 hours is reduced from the total 25 days/200 hours of earned vacation leave. This will leave 15 days/120 hours for payout ($200 - 80 = 120$).

Section 5: General Provisions

- A. Vacation Leave, although earned, shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.
- B. Vacation Leave shall not accrue during leaves of absence without pay or when an employee is on Long Term Disability.
- C. Vacation Leave may be accumulated in an amount not to exceed 400 hours (as of the second pay in January, except as stated in Section 5, item H). Fifty percent of the unused vacation leave exceeding 400 hours will be paid out as a bonus. There is no carryover of any vacation leave over 400 hours to the following year.
- D. To receive authorization for the use of Vacation Leave, an employee must submit an "Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.
- E. Holidays falling within a period of Vacation Leave shall not be charged to Vacation Leave.
- F. Vacation Leave may be taken in increments of one quarter (1/4) hour.
- G. In cases of extended illness, Vacation Leave may be authorized after all accumulated Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been used.
- H. Denial of Vacation Leave must be provided in writing and must include the reason for the denial. Leave requests of 40 hours or more must be submitted at least 14 calendar days prior to the first day of the leave and shall be approved or denied within one week of the request. Once written authorization for Vacation Leave has been given, it shall not be revoked by the Authority except in exigent circumstances. If an employee

receives three written denials in a calendar year they will be permitted to carry-over up to 40 hours of Vacation Leave beyond the 400 hour limit per year as of the second pay in January of each year.

Section 6: Prolonged Illness

Should an employee be placed on "Absent on Leave Without Pay" after exhausting all accumulated Leave due to extended illness or disability, said employee will be credited with the applicable Vacation Leave accrual based on years of service, for their final pay period if they have been on the payroll for at least sixty-four (64) hours of that pay period.

ARTICLE 6 ADMINISTRATIVE LEAVE

Administrative Leave may be used by employees to attend meetings, seminars, workshops and conferences.

Administrative Leave may be used when, in the opinion of the Director or his designate, it is necessary to allow employees to report late or leave their work stations early because of inclement weather.

ARTICLE 7 BEREAVEMENT LEAVE

Leave may be granted without loss of pay not to exceed five (5) days for absences for funeral or other estate matters related to the death of the following relatives: employee's parent, child, grandparent, grandchild, brother, sister, or current step-parent, step-child, spouse, son-in-law, daughter-in-law, mother-in-law, father-in-law; or any person who resides permanently within and as a member of the employee's household.

Leave may be granted without loss of pay not to exceed two (2) days for absences for funeral or other estate matters related to the death of the following relatives: employee's blood aunt, uncle, niece, or nephew; brother or sister's spouse or spouse's brother or sister; or current step grandparent, step grandchild, step-brother, step-sister, step-son-in-law, step daughter-in-law, step father-in-law, step-mother-in-law, or spouse's grandparents.

Leave may be granted without loss of pay not to exceed four (4) hours to attend the funeral of a fellow current employee or retiree of the Metroparks, with supervisor approval and provided such absence from duty will not interfere with normal operations of the Metroparks.

The Metroparks understands that families can come in all types of shapes and sizes. This can create scenarios that are not covered under this policy. If there is a special circumstance of the passing of someone that affects the employee in a very personal way i.e. significant other, ex-spouse, then a request can be made through the employee's Department Head/Superintendent for bereavement day(s) to be applied. This request will need approval of the Director.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available leave time. Employees under discipline for attendance may be required to provide documentation with regard to their bereavement leave.

Leave hours may be taken in increments of one quarter (1/4) hour.

The Employer, in its discretion, may request verification from the employee if abuse of bereavement leave is suspected.

ARTICLE 8
LEAVES OF ABSENCE

Section 1: Military Leave

Military leave will be granted in accordance with federal and state statutes. In addition, any employee who is a member of a reserve component of the Armed Services may be granted time off, not to exceed one hundred twenty (120) hours in any one fiscal year, when called for training with said reserve component, with prior approval of the Director.

The pay rate of the employee during such time off shall be the difference between the employee's regular pay and the total amount of compensation less any and all allowances received by the employee for such military training. Time off for such military training shall not be charged against the employee's accumulated vacation leave.

Upon return from such military duty, the employee shall furnish official proof of pay received during the employee's tour of duty.

Section 2: Unpaid Leave

Employees may be eligible for unpaid leaves of absence after their probationary period is completed. Leaves of absence for a limited period, not to exceed six months, may be granted by the Employer for a reasonable purpose; and such leaves may be extended or renewed by the Employer for a reasonable period. Fringe benefits shall be continued for unpaid leaves of one month or less. Employees may elect to maintain benefits during unpaid leave in excess of one month by reimbursing the Authority for the cost of benefits to the extent required by law or as allowed by the in-force insurance carrier. At the expiration date of an unpaid leave of absence, if an employee wishes to return, they will be returned to a job of like classification, pay and location if agreed to in writing prior to commencement of leave. If not agreed, the employee will be given the next available vacancy of like classification, pay and seniority.

Section 3: Pregnancy Disability

Pregnancy disability leave will be given in accordance with state and federal statutes.

Section 4: Family and Medical Leave

Family and Medical leave may be granted to an employee who requests it in accordance with the Family and Medical Leave Act.

ARTICLE 9
JURY DUTY

Section 1:

Any employee who is called to and reports for jury duty shall be paid by the Authority for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Authority and does not work, an amount equal to the difference between:

- A. The employee's regular rate, exclusive of any premiums for the number of hours up to ~~ten~~ ~~eight~~ (10~~8~~) straight-time hours that they otherwise would have been scheduled to work; and
- B. The daily jury duty fee paid by the court (not including travel allowance or reimbursement of expenses).

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Section 2:

In order to receive payment under the above section, an employee must give the Authority, within one week, notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

Section 3:

The provisions of this Article are not applicable to an employee who, without being summoned, volunteers for jury duty.

ARTICLE 10

INSURANCE BENEFIT CERTIFICATES/BOOKLETS

Employees shall be provided updated certificates and/or benefit booklets regarding all insurance benefits.

ARTICLE 11

LONG TERM DISABILITY BENEFIT

Section 1:

Employees are eligible for this insurance if they are employed for a period of at least one thousand forty (1,040) straight time hours.

Section 2:

Long Term Disability is a monthly benefit which provides income security in the event of a sickness or injury which totally disables an employee over a continuous 180-day period of time.

Section 3: Accidents Covered

An employee is covered on and off the job.

Section 4: Benefit Payment

Monthly benefit will be (A) minus (B):

- A. Sixty-six and two-thirds percent (66 $\frac{2}{3}$ %) of an employee's monthly earnings at the date of disability, subject to a maximum benefit of eleven~~eight~~ thousand dollars (\$11~~\$18~~,000) per month, less any benefits payable under the Social Security Act as the result of an employee's disability (including benefits for dependents).
- B. The benefit determined in (A) above shall be offset by the following:
 1. Earnings continuation from the Authority, including, but not limited to sick, vacation and compensatory leave.
 2. Other group insurance disability benefits.
 3. Retirement benefits provided by the government.
 4. Other benefits payable under any government disability plan.
 5. Benefits payable under any Worker's Compensation Act.
 6. Benefits payable under any group or individual no-fault plan or automobile insurance.

Section 5: Definition of Total Disability

Total disability means that an employee is unable because of illness or accidental bodily injury to perform any and every duty of any occupation for which an employee is reasonably fitted by training, education or experience. However, during the first twenty-four (24) months of payments, an employee will be considered totally disabled if they are unable to perform the duties of their own occupation.

Section 6: Commencement of Benefits

Benefits start after a qualifying period of one-hundred eighty (180) days from the commencement of total disability, provided proof of disability is submitted within six (6) months following the qualifying period.

Section 7: Maximum Benefit Period

Once an employee has satisfied the qualifying period, one hundred eighty (180) days from onset of the total disability, injury or illness, they will receive a monthly income until the earliest of the following events:

- A. The date that total disability ceases.
- B. The date that age 65 or the maximum benefit period is reached as per the Long Term Disability policy ~~in effect at 5/1/2010.~~
- C. The date of failure to submit to an examination by the Authority's disability insurance medical advisors.
- D. The date that the employee is not under continuing medical supervision and treatment is considered satisfactory by the Authority's disability insurance company.
- E. The date of the employee's ~~death expires.~~
- F. The date the employee is not working in any rehabilitation employment considered appropriate by the Authority's disability insurance company.
- G. Authority retirement.

Section 8: Limitations

Benefits are not payable for the following:

- A. A disability where an employee is not under continuing medical supervision and treatment considered satisfactory by the Authority or the Authority's disability insurance company.
- B. A disability caused by self-inflicted injuries or illness.

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ARTICLE 12
CONTINUATION OF BENEFITS

The Authority will continue coverage on the following benefits for a period not to exceed six (6) months when an employee has exhausted all leave banks due to illness or disability, providing the employee reimburses the Authority the appropriate employee contributions set by this agreement:

- A. Medical/Rx (;
- B. Vision Insurance;
- C. Dental Insurance;
- D. Long Term Disability Insurance;
- E. Life Insurance.

ARTICLE 13
MEDICAL/Rx

Section 1: Eligibility

~~New employees are eligible the first day of employment with health insurance. Employees are eligible the first day of the month following the completion of sixty (60) days of service. A new employee is eligible their first day of employment if they had group coverage at their previous place of employment.~~

Section 2

The Authority agrees, subject to Section 34, to pay premiums for medical coverage for eligible employees and dependents with an -equivalent plan design as the currently offered plan. ~~to the Simply Blue High Deductible Health Plan outlined below:~~

SIMPLY BLUE HIGH DEDUCTIBLE HEALTH PLAN DEDUCTIBLES, CO-INSURANCE AND CO-PAYS		
	IN NETWORK	OUT OF NETWORK
Deductible	\$1,250/\$2,500	\$2,500/\$5,000
Co-Insurance	Prescription only: \$10/\$40/\$80	20% for Medical
Out of Pocket Max Co-pays	\$1,000/\$2,000	\$2000/\$4,000
Maximum with Deductible	\$2,250/\$2,500	\$6,500/\$9,000
Office Visit Co-Pay	Covered at 100% after deductible.	Covered at 80% after deductible.
Chiropractic Co-Pay	Covered at 100% after deductible. Max visits for chiropractor is 12 per year	Covered at 80% after deductible. Max visits for chiropractor is 12 per year.
ER Co-Pay	Covered at 100% after deductible	Covered at 80% after deductible

Section 3: Employee Contributions

HCMA has adopted the hard cap rule under Michigan Public Act 152. Should premiums exceed the maximum allowed under Public Act 152, HCMA agrees to meet with the Employee Association to discuss options prior to assessing any premium to the employee.

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Section 4: HEALTHWISE

~~The parties recognize that controllable lifestyle factors greatly contribute to health care claims and resulting health care premium increases. Employees and dependents that maintain or change their lifestyles to reduce risk factors and improve their health and their lives will be a benefit to both themselves and the employer.~~

~~To encourage healthier lifestyle choices, HCMA may make available to employees a voluntary health and wellness program that will provide incentives for participation.~~

Section 45:

No Huron-Clinton Metropolitan Authority employee shall be a dependent under another Huron-Clinton **Metropolitan Authority employee's health plan with the exception of a married couple with children** who both are employed by Huron-Clinton Metropolitan Authority. In such cases, one employee may be designated as the subscriber and the other employee and children as dependents.

Section 56: Family Continuation Coverage

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

Section 67:

Recognizing the industry trend to inordinate cost increases in health care, the Employees Association agrees to participate and work with the Authority toward health care cost containment.

Section 78: Opt Out

Employees who verify they are covered by an alternate hospitalization program may opt-out of the Huron-Clinton Metropolitan Authority plan and shall be compensated at \$60.00 per pay period (\$1,560.00 per year). Employees electing this option may only resume health insurance with Huron-Clinton Metropolitan Authority during the annual open enrollment period or at any time if their coverage elsewhere is terminated.

ARTICLE 14
GROUP LIFE INSURANCE

Section 1: Basic Coverage

The Authority has made available a Group Life Insurance Policy for the benefit of all employees. This plan provides life insurance coverage in the amount of ten thousand dollars (\$10,000), with a double indemnity clause in the event of accidental death.

Section 2: Eligibility

Employees shall be covered upon completion of ~~three (3) months~~ 90 days of service regardless of age and without physical examination.

In the case of returning servicemen who had coverage prior to entering service, the waiting period is waived and reinstatement is made immediately upon request with a presentation of a copy of the discharge paper.

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Section 3: Supplemental Coverage

In addition to the aforementioned Group Life Insurance, the Authority will provide supplemental Group Life Insurance coverage for full-time employees after completion of 90 days of continuous full-time employment.

~~Employees with less than 25 years credited service shall receive coverage equal to two and one half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000. Employees with 25 years or greater credited service shall receive coverage equal to one and one half (1½) times the employee's annual base salary.~~

Employees shall receive coverage equal to two-and-one half (2½) times the **employee's annual base salary** subject to a maximum benefit of \$250,000.

Amounts of insurance coverage will be updated whenever a change in salary occurs.

Benefits cover employees on and off the job.

ARTICLE 15
VISION INSURANCE

The Employer agrees to provide and pay the premium for a vision care program ~~equivalent to Blue Vision (VSP) equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties~~ for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 16
DENTAL INSURANCE

The Employer agrees to provide and pay the premium for a dental care program ~~equivalent to Delta Dental Group Policy Number 7428 equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties~~ for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 17
TUITION REIMBURSEMENT

Tuition reimbursement is available for employees subject to the following requirements:

- A. Applicant must have one year continuous full time employment at the beginning and be actively employed at the completion of the class.
- B. Subject must be recommended for approval by the Department Head/District Park Superintendent and approved by the Director or his designate as being directly related to the employee's present position or a position for which the employee is otherwise eligible at the time of application.
- C. Employee must complete a Tuition Reimbursement Form and receive approval prior to enrollment in a class.
- D. Class must be taken at an accredited educational institution or agency acceptable by the

HCMA.

- E. Reimbursement will be based on tuition fee only; and the tuition must not be paid by other means such as scholarships or grants.
- F. Employee must submit written proof of tuition payment and successful completion of the class to the Human Resources Office within thirty (30) days after the class is over in order to receive tuition reimbursements.

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- G. Employee must submit a report from the school that he has completed the class with a **grade of "C" or better or "pass" in a pass/fail course.**
- H. **Employee will be reimbursed hundred percent (100%) for a "pass" in a pass/fail course or grade of "C" or better** in a graded course. The amount of reimbursement shall be no more than \$~~53~~,000 for any calendar year.
- ~~I. Employee shall reimburse Employer cost of tuition reimbursed if they resign employment within 36 months of course.~~

ARTICLE 18 RETIREMENT/PENSION PLAN

Section 1: Pension

Employees hired prior to January 1, 2013 **shall be covered under the HCMA Employees' Retirement and Trust Agreement** as established by the Board of Commissioners. The benefits provided under the plan are in addition to any benefits the employee may receive under the Social Security Pension Program. Effective January 1, 2013, employees shall contribute on a pre-tax basis, 1% of base pay into the pension plan.

Employees hired on or after January 1, 2013 shall be covered under a mandatory defined contribution pension program. HCMA will contribute ~~96~~% of base wages into the plan and the employee shall contribute, on a pre-tax basis, 1% of base pay into the plan. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service.

Detailed information regarding the Authority Pension Plan is covered in the Pension Booklet. The Trust Agreement dated January 1, 1997 as last amended ~~September 14, 2000~~ January 1, 2021 is incorporated into this Agreement by reference.

Section 2: Re-Employment

Retired individuals may be re-employed on a seasonal, part-time or consulting basis.

ARTICLE 19 GROUP BENEFITS FOR RETIREES

Retirees must report their status annually to the Human Resources office to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Should an employee marry within the five-**year period prior to the employee's date of retirement**, spouse and eligible dependent hospitalization coverage shall be continued only for the life of the retiree plus three years thereafter.

Section 1:

Employees with ten years continuous, full time service with the Authority and hired prior to March 14, 1991 are eligible for the following group benefits:

- A. Medical/Rx
Coverage after retirement will be provided for eligible retirees, spouses and eligible dependents. Medical/Rx benefits will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program. The employer, at its discretion, may offer retirees a higher benefit than current employees.

- B. Group Life Insurance
Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
- D. Dental Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.

Section 2:

Employees hired on or after March 14, 1991 through December 31, 2008 are eligible for the following group benefits:

- A. Medical/Rx
 - 1. Retirees with 25 years continuous, full time, service with the Authority are eligible for medical/Rx benefits as follows:
 - 2. Coverage after retirement shall be provided for eligible retirees, spouses and eligible dependents. Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 - 3. Retirees with 10 years but less than 25 years continuous, full time service with the Authority are eligible for medical/Rx benefits as follows:

Coverage after retirement shall be provided for eligible retirees only (no spouse or dependent coverage). Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 - 4. Retirees with less than 10 years of continuous, full time service with the Authority shall not be eligible for medical/Rx benefits.
 - 5. The Employer, at its discretion, may offer retirees a higher benefit than active employees.
- B. Group Life Insurance
For retirees with ten years continuous full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
 - 1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
 - 2. Retirees with less than 25 years continuous, full time service shall not be eligible for vision benefits.
- D. Dental Insurance
 - 1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
 - 2. Retirees with less than 25 years continuous, full time service shall not be eligible for dental benefits.

Section 3:

Employees hired on or after January 1, 2009 through December 31, 2012 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. ~~Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. This matching contribution and subsequent earnings on the matching contribution are subject to a 10-year cliff vesting provision.~~

B. Group Life Insurance:

For retirees with 25 years continuous, full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).

Section 4:

Employees hired on or after January 1, 2013 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. ~~Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. This matching contribution and subsequent earnings on the matching contribution are subject to a 10-year cliff vesting provision.~~

Section 5:

Employees who elect to defer pension benefits are not eligible for group benefits.

Section 6:

If eligible to receive health care benefits, an employee, upon retirement, may elect to receive a one-time payment in the lieu of any and all retiree health care coverage in the amount of \$10,000. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The employee (retiree) must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. An employee (retiree) shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

If a retiree does not opt-out permanently, then alternately, a retiree eligible for health care will have the option to opt out of health care coverage on an annual basis. Payment will be made in the total sum of \$1,560.00 payable in two (2) equal semi-annual installments of \$780.00 each. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The retiree must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. A retiree shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

ARTICLE 20

GROUP BENEFITS FOR SURVIVING SPOUSE & DEPENDENTS

The group benefits described below shall be provided for the term specified or until remarriage, whichever comes first.

The spouse must report their status annually to the Human Resources office to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Section 1: Surviving Dependents of Retiree

- A. Medical/Rx coverage will be provided for eligible surviving spouse and dependents of retiree in accordance with the Group Benefits for Retirees Article.
- B. Dental and vision insurance coverage will be provided for eligible surviving spouse and dependents for three (3) years following the death of the retiree.

Section 2: Surviving Dependents of Employee

- A. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of an employee.
- B. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents of an employee killed in the line of duty for HCMA until the end of the year that the **employee's youngest dependent reaches 19 years of age or for ten (10) years following** the death of the employee, whichever is later.
- C. Dental and vision insurance coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of the employee.

ARTICLE 21

HEALTH CARE & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS

The Authority agrees to establish a Health Care Flexible Spending Account and a Dependent Care Flexible Spending Account for employees in accordance with applicable federal law and IRS guidelines. These accounts allow you to set aside a portion of your salary before taxes to pay for eligible out-of-pocket health care and dependent care expenses that would otherwise have to be paid with after-tax dollars, thereby reducing your taxable income.

The Health Care Flexible Spending Account covers eligible out-of-pocket health care expenses, such as doctor office co-pays, dental and medically needed orthodontia co-pays, prescription co-pays, health insurance deductibles, vision expenses not covered by insurance, and some over-the-counter drugs such as cold and allergy medications, pain relievers and antacids.

Employees may contribute pre-tax dollars into the individual Health Care Flexible Spending Account up to a maximum of \$2,500.

Employees who sign up for a Health Care Flexible Spending Account have the option to receive a Health Care Flexible Spending Account debit card. The Health Care Flexible Spending Account debit card can be used at the point of sale for prescriptions and eligible health products and services. **The funds will be taken directly from the employee's Health Care Flexible Spending Account. The Health Care Flexible Spending Account debit card is not a credit card and its use is restricted to eligible health services and purchases as governed by IRS regulations.**

The Dependent Care Flexible Spending Account can be used to pay for childcare expenses for children under the age of 13, a disabled spouse, or a dependent parent when such care enables an employee to work.

Employees may contribute pre-tax dollars into the individual Dependent Care Flexible Spending Account up to a maximum of \$5,000.

ARTICLE 22 CLASSIFICATION AND PAY PLAN

Section 1: Plan Provisions

The Board of Commissioners approves a Classification and Pay Plan (Appendix 2) which establishes: (1) the relative scale of pay in accordance with the various position classifications; and (2) the number of pay raises possible within the wage level for the classification. The plan is adopted by the Board of Commissioners following ratification by both parties.

Section 2: Performance Appraisal

Employees progress annually from one step to the next in their pay level provided they have clearly demonstrated the necessary skills, knowledge and abilities required of the position. Work performance must be of sufficient level to merit a pay increase and not just adequate for retention of the job. Performance appraisals shall be administered to measure these qualifications.

- A. All employees shall receive an annual performance appraisal.
- B. Employees not at the top step of the pay level shall receive a performance appraisal six months prior to their review date. The purpose is to provide feedback to the employee to identify areas of performance where improvement is needed and to set objectives which must be attained to progress to the next step.

Immediately prior to the review date, employees will receive a second performance appraisal.

Employees receiving a successful performance appraisal shall be promoted to the next step within the pay level, effective the pay period nearest the review date.

Failure to receive a successful performance appraisal shall be cause to defer an increase.

- C. If an employee is denied a step increase and the employee considers the denial to be improper, the matter shall be referred to Human Resources. If the employee is not satisfied with this meeting, the employee may file a grievance according to the Grievance Article of this Agreement.

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- D. The review date shall be defined as the date the employee has completed one year of full and continuous service following either hire date, date transferred into the pay level, or the last step increase date.

Section 3: New Appointments

New appointments shall normally be made at the minimum step of the appropriate position classification pay range. However, appointments under special conditions and subject to the approval of the Director may be made above the minimum rate when such action is determined to be in the best interest of the Authority.

Section 4: Promotions

Promotions shall be made in such a manner that the employee involved receives an increase in pay of at least 2%, regardless of which step in the new pay level may be indicated.

Section 5: Licenses

Employees who are at Level 6~~FE~~ may, based on job requirements for licenses/certifications, be eligible to be reclassified to Level 6~~FE~~1 (1% increase in base pay) or 6~~FE~~2 (2% increase in base pay). Licenses/certifications eligible for reclassification include:

- Commercial Pesticide License
- Commercial Driver's License (CDL)**
- Aquatic Facility Operator
- Certified Playground Equipment Inspector

Reclassification to Level 6~~FE~~1 will require one license/certification and Level 6~~FE~~2 will require two licenses/certifications. Determination of eligibility and job requirement for licenses/certifications shall be made by HCMA in consultation with the Employee Association.

Employees shall be responsible for maintaining license(s) and must provide evidence of such during **the first pay period of each year. Should an employee's CDL or applicator's license expire or otherwise be forfeited, it shall be the employee's responsibility to immediately notify their immediate supervisor. In such cases, the employee's** rate of pay shall revert to the appropriate pay level effective the pay period closest to the date the license was expired or forfeited.

If CDL B license is required, equipment will be made available for testing.

ARTICLE 23 JOB VACANCIES

Section 1:

"Promotion from within" is a fundamental principle of the Authority. As such, the Authority shall attempt to cultivate management training opportunities to be made available on a competitive basis to provide equal opportunity for each employee to advance to any position for which they are best qualified by skill, knowledge and aptitude. It is understood, however, that the Authority retains the right to select outside candidates subject to the provisions of this Article.

In addition to posting vacancies on bulletin boards, postings shall be emailed and Employee Association Representatives, as provided by the Employee Association, shall be contacted by Human Resources to confirm receipt of the posting. To assure consideration, interested employees and external applicants shall apply within the posting period.

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Section 2: Selection Procedures

The Authority agrees to promulgate selection procedures. It is understood that these procedures may be amended by the Authority but only after consultation with the Bargaining Unit subject to the Special Conference Article and with 14 calendar days notice. It is also understood that such selection procedures are subject to the provisions of this Article.

Section 3: Posting

Each vacancy to be filled within the Non-Supervisory unit shall be posted for a period of 14 calendar days on bulletin boards in each facility. The posting shall include the job classification, a brief description of the job, minimum qualifications, location and pay level. Special conditions shall also be noted on the posting.

The position may also be posted simultaneously in whatever outside media the Authority chooses.

Applications may be accepted until a vacancy is filled. However, to assure consideration, interested employees shall apply within the posting period.

Section 4: Selection

Selection shall be made on the basis of ability and qualifications as determined by the Employer. The best qualified applicant from within the Bargaining Unit will be given the transfer or promotion.

In the event that the qualifications of two or more candidates are judged to be essentially equal, preference may be given to Park and/or Authority seniority.

Section 5: Appeal

In the event a senior employee is not selected for promotion, they shall, upon request, be notified in writing reasons thereof. If not satisfied with these reasons and if the position is within the Bargaining Unit, the senior employee may refer the matter to the grievance procedure through the Appeal of Grievance Committee Decision step.

Section 6: Voluntary Transfers

**In the event an employee voluntarily transfers or changes classification to one of lower or equal pay (lateral) then said employee shall not subsequently be allowed to transfer or change classification to one of lower or equal pay (lateral) for a period of one year. It is understood said employee shall retain the right to apply for promotional opportunities. Exceptions shall be made only at the Employer's discretion.

** The provision listed above is suspended for the life of this contract, 1/1/20~~24~~¹³ - 12/31/20~~26~~¹⁵, and is to be reviewed at the end of this contract for possible use in future contracts.**

The following provisions shall apply to voluntary transfers during the life of this agreement when the number of employees in a classification exceeds the number of employees listed in the organizational chart approved by the Board and in effect at the time a position becomes vacant:

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- Seniority: For purposes of this transfer procedure only, seniority shall be defined as HCMA full-time seniority based on either the date the employee was hired as a full-time employee or the date the employee was promoted to full-time status. The amount of time an employee has been in a job classification shall not be a factor considered for purposes of transfer.
- If an employee is transferring to an opening, he/she must meet the minimum qualifications for the position.
- Temporary Transfers: Temporary transfers (assignments) will continue to be governed by [Section Article 7](#) - Temporary Assignment of the collective bargaining agreement.
- Permanent Transfers: Permanent transfers shall be defined as a change in work location, either park-to-park or district-to-district, and shall be made in accordance with the following:
 - Transfers must be within the same job group or classification.
 - The transfer shall be posted for a minimum of 14 calendar days during which time all employees shall be eligible to apply for voluntary transfer.
 - The restrictions listed in the collective bargaining agreements under “Voluntary Transfer” shall be waived until such time as HCMA hires new full-time employees.
 - Employees applying for voluntary transfer shall be interviewed and selection to the transferred position shall be made based upon the best person for the position that meets the minimum qualifications.
 - If special training or certification is needed for the job, it is agreed that said training or certification can be obtained through on-the-job training or education after the transfer providing that the employee meets the minimum qualifications for the position. If the employee cannot obtain certification or is unable to perform the job after proper training, then the employee may be disqualified. If disqualified, the employee shall return to his/her original assignment and location if available.
 - If there are no employees interested or qualified for a voluntary transfer, then the transfer shall be made as follows:
 1. The least senior employee in the classification within the district in which the opening exists shall be transferred to the open position; or if none,
 2. The least senior employee in the classification in which the opening exists on an Authority wide shall basis be transferred to the open position.

Bumping: Employees required to transfer shall have the right to bump less senior employees within their job classification but may not transfer or bump into another classification. Employees exercising their right to bump must meet the minimum qualifications for the position as determined by HCMA. Example: A mechanic required to transfer to another location as a mechanic may not **‘bump’ into a park maintenance position at his/her current location even if he/she has more seniority than the park maintenance worker.** However, a park maintenance worker (grounds or building) required to transfer to another location could **‘bump’ another park maintenance worker** (grounds or building) at his/her current location providing he/she has more seniority and meets the minimum qualifications for the position.

- As transfer is not considered a lay-off, the option of bumping into another previously held classification shall not be allowed. Example: A foreman required to transfer from the Western District to the Southern District does not have the option of bumping a less

senior, non-supervisory maintenance employee in the Western District but may bump a less senior foreman in any District.

- Any potential move will be reviewed with the effected parties (Association representatives from each park, the Association President, the District Park Managers and Human Resources) prior to the transfer and other options may be considered at that time.
- If an employee fails or refuses to report to the transferred assignment, he/she will be terminated. The action will not be considered a lay-off and the provisions in the collective bargaining agreement regarding lay-off shall not apply.
- The Authority has the right to move an employee within the Authority as needed based upon seniority.

Section 7: Temporary Assignments

The Employer reserves the right to temporarily assign employees to the same, lesser or higher rated classification at any time and at its sole discretion.

If open position is due to an illness and the ~~Should such~~ temporary assignment be to a higher rated classification and such assignment is in excess of ~~20~~10 consecutive workdays, then the employee shall be paid the rate of said higher classification retroactive to the first day of assignment (retroactive pay shall be limited to ~~20~~10 workdays).

If open position is due to termination/retirement/voluntary resignation, then the employee shall be paid the rate of said higher classification on the first day of the assignment.

Should such temporary assignment be to a lesser-rated classification, the employee shall receive no loss of pay or benefit.

Once a temporary assignment has ended, the employee shall revert to their former classification.

Section 8: Definitions

- A. Transfer is defined as a change in work location (park-to-park) within the same job classification.
- B. Promotion is defined as a change in job classification requiring increased training, experience and/or responsibility with a corresponding increase in pay level.

ARTICLE 24 HOURS OF WORK

A normal work week shall commence at 12:01 a.m. Saturday and shall end at 12:00 midnight Friday. Said work week shall consist of forty (40) hours, based on five (5) eight (8) hour workdays or four (4) ten (10) hour workdays and two (2) consecutive days off. Employees may be required to work more than eight (8) hours per day or forty (40) hours per week.

The normal work day for office personnel shall be eight (8) hours including two paid breaks of 10 minutes and a paid lunch break of 45 minutes. In the event of overtime, the normal work day shall be eight (8) hours including a paid morning break of 15 minutes and a paid lunch break of 30 minutes.

The normal work day for field personnel shall be eight (8) hours including a paid morning break of 15 minutes and a paid lunch break of 30 minutes.

Subject to minimum requirements covered by this Agreement, specific work schedules shall be determined by the supervisor.

ARTICLE 25
OVERTIME

The Authority has the right to schedule overtime work as required in a manner most advantageous to the Authority.

Scheduled overtime for traditional maintenance work will be offered to full time employees before offering overtime to provisional or seasonal employees.

Overtime shall be paid for all hours worked over forty (40) in the regular work week at the rate of one and one-half (1½) times the employee's regular hourly rate.

All overtime must be approved by the employee's supervisor prior to performing the overtime work. Any unapproved overtime may result in disciplinary action.

ARTICLE 26
COMPENSATORY LEAVE

An employee, in lieu of receiving overtime pay, may elect to receive compensatory leave off in accordance with the following provisions:

- A. Compensatory leave shall accumulate at the rate of one and one-half (1½) hours for each overtime hour worked.
- B. Compensatory leave earned in any payroll year may not exceed 80 hours (120 hours extended).
- C. Compensatory leave earned in any payroll year shall be used by the first pay period ending after May 1 of the following year. Employees who have not used all the previous year's accumulated compensatory leave by the first pay period ending after May 1, shall be paid the balance in the next full pay period at the employee's rate at that time. Carryovers may be allowed if authorized by the District Park Superintendent and Human Resources
- D. Any employee receiving a promotion shall be paid for all accumulated compensatory leave at the rate of the previously held classification.
- E. In cases of extended illness, use of compensatory leave may be authorized after all accumulated Sick and Vacation Leave days have been used.
- F. Compensatory leave shall be used at the discretion of the District Park Superintendent or Department Head.
- G. Compensatory leave shall not be earned in pay weeks where leave is utilized unless leave was previously scheduled; exceptions may be allowed for valid emergencies.

H. Compensatory leave hours may be taken in increments of one quarter (1/4) hour.

I. Should an employee resign, be discharged, or die, payment for their earned accumulated compensatory leave shall be made either to the employee or their estate as the case may be.

ARTICLE 27
PREMIUM PAY

A premium of ~~60~~75¢ per hour shall be paid for hours worked after 4:00 p.m. and before 6:00 a.m. and all hours worked on Saturdays and Sundays.

Leave time and holiday pay are not actual work hours and are not subject to premium pay.

ARTICLE 28
CALL IN

Should an employee be off work and called in to work, the employee shall be guaranteed a minimum of three (3) hours pay. If the work for which the employee was called is completed in less than three (3) hours, the employee may be assigned other duties for the balance of the three (3) hours.

If the employee is allowed to leave prior to the 3 hour paid call-in period and is called back into work for any reason during the initial 3 hour period, there will be no additional call-in pay except for hours worked beyond the initial 3 hour period.

If the employee is allowed to leave prior to the 3 hour paid call-in period and is called back into work for any reason after the initial 3 hour paid call-in period has expired, they will be guaranteed another minimum of 3 hours of pay.

This section does not apply to scheduled overtime or when the work is contiguous to an employee's normal work shift.

ARTICLE 29
SENIORITY

Section 1:

Seniority shall mean the length of full and continuous service an employee has worked, dating with the employee's most recent first full day of regular work.

Seniority shall accrue during periods of absence due to service with the Armed Forces and other authorized absences of thirty (30) days or less.

Seniority shall not be lost but shall not accrue during periods of absence with official permission if in excess of thirty (30) days.

Employees absent due to lengthy illness or injury, where sick and vacation leave has been exhausted shall be considered to be absent with official permission.

Section 2: Probationary Period

Employees shall serve a probationary period of twelve (12) months, during which time they will be termed "Probationary Employees." Probationary employees may be disciplined or terminated by the

Authority at its sole discretion and neither the employee nor the Bargaining Unit shall have recourse to the grievance procedure over such action.

Upon satisfactory completion of twelve (12) months full and continuous service, the employee's name shall be placed on the appropriate seniority list.

Section 3:

An employee's seniority shall entitle them only to such rights as are expressly provided for in this Agreement.

Section 4: Layoff and Recall

In the event of a layoff, affected employees may displace (bump) less senior employees in any Employees Association Bargaining Unit under the following procedure provided they meet the minimum qualifications and are able to perform all aspects of the position. An affected employee may bump:

- A. The least senior employee in their classification in their District/Department; or if none,
- B. Any vacancy Authority-wide in same classification; or if none,
- C. The least senior employee in their classification Authority-wide; or if none,
- D. The least senior employee in an equal, lower, or formerly held classification in their District/Department; or if none,
- E. The least senior employee in an equal, lower, or formerly held classification Authority-wide.

Employees on layoff shall be recalled in inverse order of layoff subject to the same conditions of layoff providing they meet the minimum qualifications and are able to perform all aspects of the available work.

Notice of recall will be sent by certified or registered mail. The Employee shall give notice of their intent and return to work within five (5) working days after receipt of the Employer's notice or their employment shall be terminated without recourse to this agreement.

Employees on layoff shall be considered for other vacancies which may occur within the Authority.

During the initial notification period of a layoff, as determined by the Metroparks, senior employees in the classification and District/Department, or senior employees who have been identified by the Metroparks to be laid off, shall be given the opportunity to accept a voluntary layoff under the following guidelines:

- A. Length of the voluntary layoff will be for a period not greater than 30 calendar days.
- B. Employees accepting the voluntary layoff will be expected to return to work after 30 calendar days, or sooner if the period of layoff ends.
- C. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses not to return after 30 days, the employee is placed on layoff and will be recalled in accordance with recall rules.
- D. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses to return to work, they may bump a less senior employee and return to work in accordance with the provisions of this policy.
- E. **The voluntary layoff must be approved by the employee's supervisor and Human Resources.**

During a period of layoff, the Employer shall not increase its provisional or seasonal staff in the same job classification in the same District/Department from which full time layoffs have occurred. 285/617

ARTICLE 30
LOSS OF SENIORITY

An employee's seniority and employment shall be terminated if the employee:

- A. quits;
- B. is discharged and it is not reversed by the Grievance Procedure;
- C. fails to return to work within five working days after receipt of the Employer's notice of recall by certified mail to the last-known address of such employee as shown by the Employer's records. It shall be the responsibility of the employee to provide the Employer with a current address;
- D. overstays a leave of absence without advising the Employer of a reason acceptable to the Employer;
- E. has made a settlement for total disability; has been off work due to illness/injury for 9 continuous months -or has made a settlement for total disability, whichever occurs first.
- F. is laid off for a continuous period exceeding the length of their seniority;
- G. is retired;
- H. converts to other than full time employment unless the employee has received a leave of absence approved by the Director or their designate;
- I. is absent for three consecutive working days without authorization, the employee shall have quit and have vacated their position except in cases where circumstances are beyond the employee's control.

Provided that with respect to subsection E, if an employee is terminated on account of the length of the employee's absence and the employee later becomes fit to return to work, then the employee shall be free to apply for then open and available positions for which the employee is qualified. The employee shall be required to provide medical verification of his/her fitness to return to duty. To the extent seniority is a factor in the selection of candidates for the position under this Agreement, the employer shall consider the returning employee's previously accrued seniority as if it had not been lost due to this Article. If the former employee is rehired, then his/her previous seniority shall be bridged. This provision shall apply only if the former employee seeks rehire within one year of termination under Subsection E.

ARTICLE 31
REPRESENTATION

Section 1:

There shall be one representative chosen from among seniority members of the Bargaining Unit at each park and the Administrative Office.

Section 2:

The representative, in conjunction with the Bargaining Unit President, shall be authorized to present and resolve grievances on behalf of such employees.

Section 3:

The Bargaining Unit shall certify in writing the name of each representative annually. The Bargaining Unit further agrees to designate in writing to the Authority all officers of the Bargaining Unit.

Section 4:

One representative of the Bargaining Unit shall be permitted to attend monthly meetings of the HCMA Board of Commissioners with no loss of time or pay. No overtime or mileage will be paid for attendance at Board meetings.

Section 54:

The representative shall be allowed time to investigate, without loss of time or pay, any grievance occurring within their respective area of representation upon making a request and explaining the nature of said grievance to the District Park Superintendent/ Department Head. Permission and arrangements shall be made within a reasonable period of time, but not later than the next regular working day. This privilege is extended to representatives with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused. Total time utilized by representatives for this purpose shall not exceed one hour per week. Additional time, as needed may be approved by the District Park Superintendent/Department Head.

Section 65:

Neither the Association or the Bargaining Unit, nor its representatives shall conduct any Association activity during the working hours other than as provided by law.

ARTICLE 32
SPECIAL CONFERENCES

Section 1:

Special conferences may be arranged between the Bargaining Unit President and Human Resources. Such meetings shall be between up to three representatives of the Bargaining Unit and three representatives of the Employer.

Section 2:

An agenda of matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda.

Section 3:

The members of the Bargaining Unit shall not lose time or pay for time spent in such special conferences during their regular shift.

ARTICLE 33
GRIEVANCES

Employees shall have the right to present grievances in accordance with the procedure provided herein. The informal resolution of disputes is strongly urged. Every effort should be made to resolve the disputes at the lowest possible level.

Section 1 - Oral:

In the event an employee has a complaint, difficulty, disagreement, dispute or grievance they shall discuss the matter with their immediate supervisor, within ten (10) workdays of the occurrence, with or without the presence of a Bargaining Unit representative. The parties shall discuss the matter in a friendly manner and shall make every effort to reach a satisfactory settlement at this point. The employee shall have the right to discuss the matter with a Bargaining Unit representative in accordance with the Representation article.

Section 2 - Written:

Step 1 - Written:

A grievance submitted but not resolved in Section 1 may be submitted in written form to the District Park Superintendent/Department Head by the Grievant or their Bargaining Unit representative within ten (10) workdays of discussion with immediate supervisor (within 20

workdays of occurrence). The written grievance shall set forth the name(s) and signature(s) of the employee or employees involved so far as diligent efforts will allow; the provision(s) of this Agreement that the grievant claims have been violated; dates of occurrence; and the remedy proposed. The District Park Superintendent/Department Head shall give their written response to the grievance within ten (10) workdays of the receipt of the grievance.

Class grievances involving more than one representation district shall be signed by the Bargaining Unit president and shall be submitted directly to Human Resources at Step 2.

Step 2 - Pre-Grievance Committee Meeting:

If the District Park Superintendent/Department Head's written response is not satisfactory to the Grievant, the Bargaining Unit president may request a meeting with Human Resources in an attempt to settle the matter before proceeding to a Grievance Committee.

Step 3 - Grievance Committee:

If the grievance is not settled in Steps 1 or 2, the grievance may be forwarded to Human Resources for submission to a grievance committee. This shall be done within ten (10) workdays of the receipt of the District Park Superintendent/Department Head written response.

The Director of the Authority shall call a Grievance Committee consisting of the President of the Bargaining Unit; three employees-at-large, mutually agreed upon, and chosen at the occurrence of each grievance; and an Authority representative designated by the Director of the Authority. Prior to the Grievance Committee meeting, a written submission agreement defining the issue of the grievance, signed by both parties, shall be prepared for submittal to the Grievance Committee. If no submission agreement can be reached, both parties shall submit separate issue statements of the grievance.

A hearing shall be held by the Grievance Committee within ten (10) workdays from the time of receipt of the grievance by Human Resources. In conducting the hearing, the Grievance Committee may proceed in an informal manner and shall not be bound by the procedure of rules of evidence observed in courts of record. Either party shall be entitled to appear personally, call witnesses and to produce evidence at the grievance hearing. Further, the Grievance Committee shall not have the authority to add to or subtract from the agreement. The findings and decision of the Grievance Committee shall be certified and presented in writing to the Director and the Grievant.

Step 4 - Appeal of Grievance Committee's Decision:

Appeal of the Grievance Committee's decision may be made by either party to the Director of the Authority within ten (10) workdays of receipt of the Grievance Committee's decision. The Director, within ten (10) workdays of the filing of appeal may then affirm, modify or revoke the determination of the Grievance Committee and shall submit in writing that decision to the Grievant with a copy to the President of the Bargaining Unit.

Step 5 - Appeal to the Board of Commissioners:

The Director's determination may be appealed to the Board of Commissioners for the Authority, within ten (10) workdays of receipt of the Director's decision. The Board of Commissioners, or an appointed sub-committee of Commissioners, shall hear all such appeals within thirty (30) calendar days of the filing of the notice of appeal with the Board. The decision of the Board of Commissioners shall be final.

Section 3: Appeal of Discharge:

Any grievance regarding the discharge of an employee that has been properly and timely processed through Step 4 of the Grievance Procedure and not resolved by the parties may be appealed to arbitration by the Association. The Association must serve written notice upon the Employer of its intent to pursue binding arbitration within ten (10) workdays of the Step 4 response. If notice is not filed

within such time period, the grievance will be considered resolved on the basis of the Employer's last response.

Upon receipt of written notice of intent to arbitrate a case involving the discharge of an employee, the Employer and the Association shall have ten (10) calendar days with which to agree to the selection of an ad-hoc arbitrator. In the event the parties have not been able to agree on such ad-hoc selection the Association shall file a notice of intent to arbitrate the grievance with the American Arbitration Association (AAA) or Federal Mediation and Conciliation Service (FMCS). The parties shall select an arbitrator and the arbitration hearing shall be held in accordance with the rules of the AAA or FMCS as the case may be. The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the determination of whether or not the discharge was for just cause. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions in the Agreement. Any back pay award made by the arbitrator shall be limited to the amount of wages that the employee would otherwise have earned, less any premium pay, overtime pay, unemployment compensation, or workers' compensation. **The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the Employer and the Association.**

The fees of the AAA or FMCS and the fees and expenses of the arbitrator shall be shared equally by the Employer and the Association otherwise each party shall bear its own arbitration expense.

Section 4:

Grievances shall proceed from step-to-step within time limits prescribed. Any grievance upon which a disposition is not made by the Employer within time limits prescribed, or an extension agreed upon in writing, may be referred to the next step within the prescribed time limits. Any grievance not carried to the next step by the Grievant within prescribed time limits shall be considered closed upon the Employer's last disposition. Any appeal not carried to the next step by either party within the prescribed time limits shall be considered closed upon the last disposition rendered.

The Grievant shall be entitled to have the President of the Bargaining Unit present at any step of the grievance. Grievances shall be submitted in writing at each formal step of the grievance and shall be signed by the Grievant.

A grievance may be withdrawn by the Grievant without prejudice at any time.

It is understood that where specific position titles have been identified, either party may use designates (HCMA employees) at that party's sole discretion.

~~ARTICLE 34 COST OF LIVING BONUS~~

~~Section 1:~~

~~There shall be no Cost of Living Bonus payments for the term of this Agreement. It is agreed that COLA (in accordance with Section 3 below) shall become effective January 1, 2013 for May payment if no working agreement has been reached by that date. However, if a May COLA payment is made, there shall be no retroactive wage adjustments. It is understood this provision can be altered by mutual agreement.~~

~~Section 2: Eligibility~~

~~To be eligible for the full amount of the bonus, the employee must be on the active payroll at the end of the period that forms the work base.~~

~~New employees must work one thousand forty (1,040) straight time hours before becoming eligible to receive a pro-rated Cost of Living Bonus in accordance with the provisions of Section 4.~~

~~Should an employee leave employment in advance of the end of the work base period, the Cost of Living Bonus shall be based on the index used in the previous work base period and pro-rated on the number~~

~~of straight time hours actually worked in the period they terminate employment.~~

Section 3: Computation

~~The Cost of Living Bonus will be computed as follows for January 1, 2013 to December 31, 2013:~~

- ~~A. Based on the U. S. Department of Labor Bureau of Labor Statistics Consumer Price Index for all Urban Consumers (CPI U) – Detroit Ann Arbor Flint, MI – **“All Items” Expenditure Category (1967 = 100)** at the rate of \$.01 per hour (regular hours only) for each 0.4 index change to the nearest \$.01. The base factor for this computation will be the index figure for August 2012. The index figure for the last month of each work base period will be compared with August 2012 figure to establish the adjustment for the next succeeding period, up or down, except no adjustment will be made should the index fall below the August 2012 index figure.~~
- ~~B. In no event shall the total January 1, 2013 to December 31, 2013 incremental change in the Cost of Living Bonus be greater than the total growth experienced in 2012. The 2008 growth will be computed by comparing the August 2008 index figure with the August 2007 index figure.~~
- ~~Unless otherwise agreed, effective January 1, 2014 the entire Cost of Living Bonus computed under Section 3-A will be folded into the base rate of each employee.~~
- ~~The cap shall be computed on the same basis as the bonus except that in no event shall the cap be less than zero.~~
- ~~C. It is agreed that the continuance of the Cost of Living Bonus is dependent upon the availability of the Bureau of Labor Statistics CPI U in its present form.~~

Section 4: Payment

~~Payment is based on the regular hours of the current period and the previous ending period C.P.I. reading. Payment schedules are as follows:~~

Work Base Period	Payments In	Index
January through April	May	December
May through August	September	April
September through December	January	August

~~Payments shall be made with the first full payroll following the work base period unless unusual circumstances arise.~~

~~Due to the timing difference between "payroll" ending dates and "calendar" ending dates, it shall be assumed employees work six hundred ninety three (693) straight time hours each work base period even though some periods they may work more or less. Employees who work less than the full number of straight time hours in a "payroll work base period" will have the COLA Bonus based on six hundred ninety three (693) hours less the number of straight time hours short of the normal hours worked in the "payroll work base period."~~

~~New employees must work one thousand forty (1,040) hours before becoming eligible to receive fifty percent (50%) of the COLA Bonus and will receive a pro-rated amount of the bonus, based on the actual straight time hours worked in the work base period, after serving the required qualification period.~~

~~Said employees must work a total of two thousand eighty (2,080) hours before becoming eligible to receive one hundred percent (100%) of the earned bonus and will receive a pro-rated amount~~

~~bonus, based on the actual hours worked in the work base period, after serving the required qualification period.~~

~~The payment for the work base period September through December will take into account the actual number of straight time hours worked in the calendar year. This may be two thousand eighty-eight (2,088) or two thousand ninety-six (2,096) hours.~~

ARTICLE 3~~4~~~~5~~
LONGEVITY

Section 1:

Employees shall be entitled to Longevity Bonus payments for full and continuous employment (as defined in the "Seniority" Article) according to the following schedule:

Over 5 years but less than 10 years	-	2%
Over 10 years but less than 15 years	-	4%
Over 15 years but less than 20 years	-	6%
Over 20 years but less than 25 years	-	8%
Over 25 years	-	10%

Maximum Bonus - Limited to the percentage applied to \$20,000 of Annual Pay.

Section 2:

The Longevity Bonus will be paid on the last payroll of each November based on years of service through December 31 of that year and the employee's base wage rate as of November 1st.

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Overtime or any other fringe benefit will not be used in such computation.

Section 3:

In the year an employee terminates employment for reason of retirement or death, the bonus payment will be pro-rated using the employee's current rate, to the fraction of a month as follows: 1st through 7th - no credit; 8th through 20th - half credit; 21st through 31st - full credit.

In the case of death, payment will be made to the estate.

Employees on approved leave of absence shall receive a pro-rated benefit calculated to the nearest fraction of a month as follows:

1st through 7th of month - no credit beginning month/full credit return month;

8th through 20th of month - half credit beginning or return month;

21st through 31st of month - full credit beginning month/no credit return month.

In the year an employee terminates employment for reason other than retirement or death no Longevity Bonus will be paid.

Section 4:

~~Employees are further recognized for service through the issuance of lapel buttons or pins.~~

~~A. After completion of one year of service, an employee shall be recognized with the HCMA triangle pin.~~

~~B. After the completion of fifteen years of service, an employee will be recognized with the HCMA triangle pin with sapphire jewel.~~

~~C. After completion of twenty five years of service, an employee will be recognized with the HCMA triangle pin with diamond jewel.~~

ARTICLE ~~35~~~~6~~
HOLIDAY LEAVE

Section 1:

Employees shall be entitled to the following holidays with pay:

New Year's Day
Martin Luther King Day (observed)
Memorial Day
Juneteenth (June 19th)
Independence Day
Election Day - ~~(1st Tuesday in~~ November)

Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

The Employer will allow employees to observe religious days or holidays other than those listed above by agreeing to work one of the listed paid holidays at straight time. Requests must be in writing indicating the days to be exchanged and must be approved by the employee's District Park Superintendent/Department Head.

Section 2:

~~Should the the official holiday listed in Section 1 fall on an employee's scheduled day off, the holiday will be observed on the next closest scheduled work day in the discretion of the Employer, with consultation with the Union. Saturday, the Friday before shall be designated as the day of observance. Should the official holiday fall on Sunday, then the Monday following shall be designated as the day of observance.~~

~~In addition, should the designated holiday as listed above fall on a Monday or Friday that has already been assigned as a holiday, HCMA and HCMA- EA will mutually agree on a new designated holiday date.~~

Section 3:

~~A. Should the designated date not be a scheduled work day the employee shall be paid for the holiday.~~

~~B.A. Holidays will be counted as eight (8) hours of work for employees regularly scheduled on five (5) eight (8) hour shifts and ten (10) hours of work for employees regularly scheduled on four (4) ten (10) hour shifts. with the following exception: The employee has an approved regularly scheduled work week of 10 hours per day 4 days per week. Then the holiday will be counted as (10) hours of work. Holidays for all other regularly scheduled full time work schedules will be counted as (8) hours of work.~~

~~C.B. Taking Vacation Leave the day before or after the designated holiday without 24 hours prior written approval of the District Park Superintendent or Department Head shall constitute forfeiture of the holiday pay.~~

~~D.C. The District Park Superintendent or Department Head may waive the _____ required 24 hour notice in the event of an emergency.~~

Section 4:

A. ~~Park Personnel:~~ Should a holiday fall on an employee's scheduled work day, and the employee is be required to work the actual holiday (versus the designated holiday), the employee shall have the option of receiving either one day's holiday pay or compensatory leave in addition to holiday pay subject to the "Compensatory Leave" Article of this Agreement in addition to wages for the day worked.

~~B. Administrative Office Personnel: Should an employee be required to work the designated holiday, the employee shall have the option of pay or compensatory leave in addition to holiday pay subject to the "Compensatory Leave" Article of this Agreement.~~

ARTICLE 36
PAID TIME OFF (PTO) LEAVE

****NEW** PTO LEAVE**

Paid Time Off (PTO) leave time has been created by transferring 3 previously observed holidays Presidents Day, Columbus Day and Labor Day along with adding 3 additional PTO days for a total of six (6) days (48 hours). The purpose of this new leave bank is to free up time that was previously restricted and give additional time off for personal use. Employees can now have the opportunity to freely choose if they want to use PTO to observe the 3 holidays listed above, to observe other religious days and holidays or for any reason the employee deems important.

Employees shall be entitled to six (6) Paid Time Off (PTO) days (48 hours) each payroll year.

The PTO leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. PTO leave days shall not be cumulative.

New employees will receive a pro-rated share of PTO leave hours based on their start date of employment. Taking of PTO leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

To receive authorization for the use of PTO Leave, an employee must submit an "Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.

PTO leave hours may be taken in increments of one quarter (1/4) hour.

PTO leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

PTO leave shall have no cash value.

ARTICLE 37
UNIFORM ALLOWANCE

Employees required to furnish uniforms, including special crews such as the Natural Resource Crew, shall receive a three hundred dollar (\$300) annual uniform allowance.

Eligibility shall be certified by the District Park Superintendent and Human Resources.

Uniform Allowance shall be paid with the first payroll ending in March. New employees shall be paid the payroll following 40 working days of service.

ARTICLE 38
TOOL ALLOWANCE

Equipment Maintenance Workers/Specialists shall receive a two-hundred dollar (\$200) annual tool allowance for the purchase of required tools.

Eligibility shall be certified by the District Park Superintendent and Human Resources.

Tool Allowance shall be paid with the first payroll ending in March. New employees shall be paid the payroll following 40 working days of service.

ARTICLE 39
SAFETY

The Bargaining Unit and the Authority recognize a correlative duty in maintaining a safe and healthy work environment. The parties therefore agree to cooperate in promoting safety and health matters.

Section 1:

The Authority's Safety Committee shall include one employee performing maintenance work selected by the Non-Supervisory Bargaining Unit.

Section 2:

The Park Bargaining Unit representative, as defined in the Representation Article of this Agreement, shall be present at all semi-annual safety worksite inspections and at all accident investigations where discipline may be forthcoming.

Section 3:

A monthly safety meeting of up to 30 minutes in duration shall be held at each park on an inclement weather day which will include:

- A. a report on accidents, causes and inspections since the last safety meeting;
- B. a safety educational topic;
- C. general comments from employees regarding equipment, safety and safety procedures.

ARTICLE 40
SUPPLEMENTAL EMPLOYMENT

The Authority does not necessarily find supplemental employment objectionable. However, employees shall not engage in such employment where there is a conflict of interest.

ARTICLE 41
RETURN OF EQUIPMENT

Employees shall have the responsibility of turning in all Authority equipment and property at termination of employment. The employee shall be charged for all items not returned.

ARTICLE 42
PROFESSIONAL LICENSES/MEMBERSHIPS

The Authority agrees to reimburse employees annually to a maximum of \$200.00 for authorized

professional membership(s), license(s) and/or certification(s).

ARTICLE 43
USE OF FACILITIES

Employees are encouraged to use all HCMA facilities of Authority parks during off hours. All employees and immediate family members may use all facilities free of charge during low-use periods by following current facility use procedures.

During peak periods, employees shall be treated as any other park patron.

ARTICLE 44
EMPLOYEE AWARDS AND RECOGNITION

HCMA will hold an annual Award and Recognition dinner to honor new employees, retirees and current employees for their performance and dedication. The Authority will contribute up to a maximum of \$8,000 toward the cost of the event.

The HCMAEA shall annually select two (2) members as "outstanding employees". Recipients may or may not be from this Bargaining Unit. A two-hundred dollar (\$200) savings bond and a commemorative gift will be awarded by the Authority to the outstanding employees. Employees with one, 15, 25 and 40 years of service will receive recognition awards. Employees will receive retirement recognition gifts at the time of retirement.

HCMA will provide a \$250 annual stipend per administrative and park unit for annual employee picnics.

HCMA may, upon approval of the Director, implement safety incentive, customer service incentive or other incentive programs with the goal of improving service to park patrons. Said incentive programs may include monetary awards or awards of merchandise to employees with awards based on employee performance. Total expenditures for incentive programs may not exceed \$2,500 per calendar year.

ARTICLE 45
ASSOCIATION DUES CHECK OFF

Payroll Deduction

The Authority and Association agree that as a condition of employment, all employees in the bargaining unit shall either pay Association membership dues, if an Association member, or a service fee, which represents a non-**Association employee's fair share** of the financial support determined by the Association as necessary for the negotiation and administration of this Collective Bargaining Agreement. In no event will the service fee be greater than dues uniformly charged to employees who are members of the Association or exceed those amounts permitted by law. The parties recognize that the above provision is currently unenforceable and neither party will seek to enforce it. However, should the status of the law change, and such a provision become enforceable, it shall become enforceable 30 days after the change in the law that results in the provision becoming enforceable.

During the life of this Agreement, the Authority agrees to deduct membership dues or service fees each payroll from all employees of the bargaining unit who execute a valid dues deduction authorization. If received on or before the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, deductions shall be deducted from the first (1st) pay of such

month and monthly thereafter unless terminated pursuant to the terms of the dues deduction authorization. –The Association shall notify the Authority of the amount of ~~membership dues or service~~ fees to be deducted from each payroll. All membership dues and service fees deducted **shall be remitted monthly to the Association’s Treasurer with an itemized statement.**

Limit of Authority's Liability

The Authority shall not be liable to the Association nor Bargaining Unit by reason of the requirements of this Agreement for the remittance or payment of any sums other than those constituting actual deductions made from wages earned by employees.

The Association and Bargaining Unit will protect and save harmless the Authority from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Authority for the purpose of complying with this Article.

ARTICLE 46
COMPLETE AGREEMENT

It is understood and agreed that this contract contains the complete Agreement between the parties hereto and supersedes all prior Agreements.

No additions, waivers, deletions, changes or amendments shall be made during the life of this Agreement except by mutual consent in writing of the parties hereto.


ARTICLE 47
DURATION

This Agreement shall become effective as of this date, January 1, ~~2024~~~~2013~~ and shall continue in full force and in effect until midnight December 31, 20~~26~~~~15~~ when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than one-hundred-twenty (120) days prior to expiration. Upon such notification the parties shall begin negotiations the second (2nd) Monday of September unless otherwise agreed.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 6th day of June, 2013.

FOR THE EMPLOYEES' ASSOCIATION:


Garnet J. Potter III
President, Employees' Association


Robert Whitman
Vice President, HCMA Non-Supervisory Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY:


Anthony Marocco
Chairman

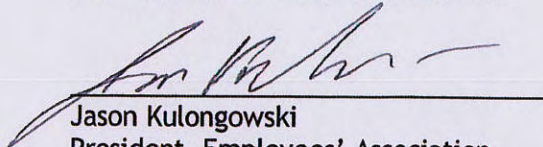

George Phifer
Ex Secretary to the Board/Chief of Police

Lisa Dolan
Controller

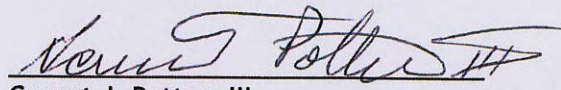

Carol Stone
Administrative Services Mgr

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 12th day of October 2023.

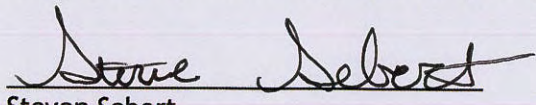
FOR THE EMPLOYEES' ASSOCIATION:



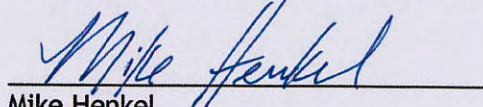
Jason Kulongowski
President, Employees' Association



Garnet J. Potter, III
Vice President, HCMA Non-Supervisory Bargaining Unit



Steven Sebert
President, HCMA Supervisory Bargaining Unit



Mike Henkel
President, HCMA Superintendent/Department Head Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY

Bernard Parker
Chairman

Amy McMillan
Director

Randy Rossman
Chief of Human Resources & Labor Relations

Mike Lyons
Deputy Director

Holly Bialczak
Senior Human Resources Generalist

~~MEMORANDUM OF AGREEMENT~~

~~LUMP SUM PAYMENTS~~

~~It is understood and agreed that each employee who is a member of the Non-Supervisory Association will receive a lump sum payment accordingly:~~

January 1, 2013	—————	\$800
January 1, 2014	—————	\$200
January 1, 2015	—————	\$200

MEMORANDUM OF UNDERSTANDING

The Huron-Clinton Metropark Authority (“HCMA” or “Employer”) and the Huron Clinton Metropark Authority Employees Association (“HCMAEA” or “Union”) hereby agree to the following Memorandum of Understanding regarding paid release time for bargaining unit members for a successor contract.

The Employer shall provide paid release time to up to twelve employees that are members of the union bargaining team for a successor collective bargaining agreement. The twelve employees designated by the Union shall be compensated for the time that they spend at the bargaining table and in preparations to bargain. This shall include making the employee whole for the time that they missed work to attend bargaining sessions, and up to 1 additional hour per bargaining session. The release time will not result in the payment of overtime.

The Union will provide the names of the twelve bargaining team members to be granted paid release time in advance of negotiations and 24 hours’ notice of a union representative unavailability and the name of an alternate, if necessary.

The MOU shall not restrict the ability of the union members to attend bargaining sessions and to use accrued vacation, compensatory time or PTO to do so.

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APPENDIX 1

DUES/SERVICE FEE CHECK-OFF FORM

HURON-CLINTON METROPOLITAN AUTHORITY EMPLOYEES' ASSOCIATION

BY:

Last Name

First Name

MI

Park Group

TO: Huron-Clinton Metropolitan Authority

Effective _____, I hereby request and authorize you to deduct from my earnings the current rate of \$1.00 bi-weekly for the purpose of Association dues, or equivalent Service Fee. **The amount deducted shall be paid to the treasurer of the Employees' Association of the Huron-Clinton Metropolitan Authority.** This authorization shall remain in effect unless terminated by me upon thirty (30) days advance written notice to the Authority and the Association or upon termination of my employment.

Signature

Date

APPENDIX 2 - CLASSIFICATIONS

Any changes to position classifications shall be discussed and mutually agreed upon with the Employee Association prior to implementation, provided that the Employee Association's agreement shall not be unreasonably withheld. If the Employer believes that the Employee Association is unreasonably withholding an agreement, it may request a mediator from the Michigan Employment Relations Commission to render a binding resolution to the matter through an informal process. HCMA retains its right to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason.

LEVEL	CLASSIFICATION
LEVEL 2	Customer Service Receptionist
LEVEL 4	Account Clerk Admin Office Support Specialist Customer Service Receptionist DEI Support Specialist Engineering Technician Equipment Maintenance Worker Farm Maintenance Worker Golf Course Maintenance Worker Graphic Design/Special Events Assistant Marketing Support Specialist <u>Specialist</u> Natural Resources Worker Park Maintenance Worker Park Support Specialist

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APPENDIX 2 - CLASSIFICATIONS

LEVEL	CLASSIFICATION
LEVEL 6	Account Clerk Specialist Admin Office Support Specialist DEI Support Specialist Engineering Technician Equipment Maintenance Specialist Farm Maintenance Specialist Golf Course Maintenance Specialist Graphic Design/Special Events Specialist Marketing Support Specialist Natural Resources Specialist Park Maintenance Specialist Park Support Specialist
LEVEL 6 EE WITH LICENSES	Equipment Maintenance Specialist Farm Maintenance Specialist Golf Course Maintenance Specialist Natural Resources Specialist Park Maintenance Specialist
LEVEL 7	Park Maintenance Specialist X**

** Grandfathered ee positions

{TOP}

APPENDIX 3
 PAY SCHEDULE 20~~24~~13 - 20~~26~~15 (2013 & 2014 ONLY)

NON SUPERVISORY BARGAINING UNIT							
PAYGRADE		A	B	C	D	E	
NONSUP-02	HOURLY	14.97	15.32	15.63	15.94	16.27	
	BI-WKLY	1,197.60	1,225.60	1,250.40	1,275.20	1,301.60	
	ANNUAL	31,138	31,866	32,510	33,155	33,842	
NONSUP-04	HOURLY	19.65	20.04	20.42	20.85	21.28	
	BI-WKLY	1,572.00	1,603.20	1,633.60	1,668.00	1,702.40	
	ANNUAL	40,872	41,683	42,474	43,368	44,262	
NONSUP-06	HOURLY	24.27	24.75	25.26	25.77	26.28	
	BI-WKLY	1,941.60	1,980.00	2,020.80	2,061.60	2,102.40	
	ANNUAL	50,482	51,480	52,541	53,602	54,662	
6E1	HOURLY					26.54	
	BI-WKLY					2,123.20	
	ANNUAL					55,203	
6E2	HOURLY					26.81	
	BI-WKLY					2,144.80	
	ANNUAL					55,765	
NONSUP-07	HOURLY	26.57	27.11	27.65	28.21	28.78	
	BI-WKLY	2,125.60	2,168.80	2,212.00	2,256.80	2,302.40	
	ANNUAL	55,266	56,389	57,512	58,677	59,862	

2024-2026~~2X~~ WORKING AGREEMENT – NON-SUPERVISORY

YEAR	% +	PAYGRADE		A	B	C	D	E	F	G	H
NON-SUPERVISORY BARGAINING UNIT											
2023	--	NONSUP-02	RATE	18.24	18.67	19.05	19.42	19.83			
2024	4.0%	NONSUP-02	HOURLY	18.97	19.42	19.81	20.20	20.62	21.04		
			BI-WKLY	1,517.60	1,553.60	1,584.80	1,616.00	1,649.60	1,683.20		
			ANNUAL	39,458	40,394	41,205	42,016	42,890	43,763		
2025	3.0%	NONSUP-02	HOURLY	19.54	20.00	20.40	20.81	21.24	21.67		
			BI-WKLY	1,563.20	1,600.00	1,632.00	1,664.80	1,699.20	1,733.60		
			ANNUAL	40,643	41,600	42,432	43,285	44,179	45,074		
2026	3.0%	NONSUP-02	HOURLY	20.13	20.60	21.01	21.43	21.88	22.32		
			BI-WKLY	1,610.40	1,648.00	1,680.80	1,714.40	1,750.40	1,785.60		
			ANNUAL	41,870	42,848	43,701	44,574	45,510	46,426		
2023	--	NONSUP-04	RATE	23.94	24.42	24.88	25.41	25.94			
2024	4.0%	NONSUP-04	HOURLY	24.90	25.40	25.88	26.43	26.98	27.52		
			BI-WKLY	1,992.00	2,032.00	2,070.40	2,114.40	2,158.40	2,201.60		
			ANNUAL	51,792	52,832	53,830	54,974	56,118	57,242		
2025	3.0%	NONSUP-04	HOURLY	25.65	26.16	26.66	27.22	27.79	28.35		
			BI-WKLY	2,052.00	2,092.80	2,132.80	2,177.60	2,223.20	2,268.00		
			ANNUAL	53,352	54,413	55,453	56,618	57,803	58,968		
2026	3.0%	NONSUP-04	HOURLY	26.42	26.94	27.46	28.04	28.62	29.20		
			BI-WKLY	2,113.60	2,155.20	2,196.80	2,243.20	2,289.60	2,336.00		
			ANNUAL	54,954	56,035	57,117	58,323	59,530	60,736		
2023	--	NONSUP-06	RATE	29.57	30.16	30.77	31.41	32.01			
2024	4.0%	NONSUP-06	HOURLY	30.75	31.37	32.00	32.67	33.29	33.96		
			BI-WKLY	2,460.00	2,509.60	2,560.00	2,613.60	2,663.20	2,716.80		
			ANNUAL	63,960	65,250	66,560	67,954	69,243	70,637		
2025	3.0%	NONSUP-06	HOURLY	31.67	32.31	32.96	33.65	34.29	34.98		
			BI-WKLY	2,533.60	2,584.80	2,636.80	2,692.00	2,743.20	2,798.40		
			ANNUAL	65,874	67,205	68,557	69,992	71,323	72,758		
2026	3.0%	NONSUP-06	HOURLY	32.62	33.28	33.95	34.66	35.32	36.03		
			BI-WKLY	2,609.60	2,662.40	2,716.00	2,772.80	2,825.60	2,882.40		
			ANNUAL	67,850	69,222	70,616	72,093	73,466	74,942		

2023	--	6F1	RATE					32.33			
2024	1% above NONSUP-06E	6F1	HOURLY						34.30		
			BI-WKLY						2,744.00		
			ANNUAL						71,344		
2025	1% above NONSUP-06E	6F1	HOURLY						35.33		
			BI-WKLY						2,826.40		
			ANNUAL						73,486		
2026	1% above NONSUP-06E	6F1	HOURLY						36.39		
			BI-WKLY						2,911.20		
			ANNUAL						75,691		
2023	--	6F2	RATE					32.65			
2024	2% above NONSUP-06E	6F2	HOURLY						34.64		
			BI-WKLY						2,771.20		
			ANNUAL						72,051		
2025	2% above NONSUP-06E	6F2	HOURLY						35.68		
			BI-WKLY						2,854.40		
			ANNUAL						74,214		
2026	2% above NONSUP-06E	6F2	HOURLY						36.75		
			BI-WKLY						2,940.00		
			ANNUAL						76,440		

{TOP}

Memorandum
of
Understanding

This agreement is entered into on this ~~9th~~ day of ~~February~~, 2017 by and between the Huron Clinton Metropolitan Authority and the Huron Clinton Metropolitan Authority Employee Association.

It is hereby agreed as follows:

1. The collective bargaining agreements will be extended through December 31, 2023 with all provisions remaining in full effect unless otherwise stipulated in this agreement.

2. Wages shall increase as follows:

- a. 2020: 3%
- b. 2021: 3%
- c. 2022: 3%
- d. 2023: 2%

3. Health Insurance: Extension of previous agreement to include the calendar years 2020, 2021, 2022 & 2023. As stated in the previous agreement, in the event that the Metroparks actual insurance premium increase exceeds the projected increase of 8% on a compound basis, HCMA- EA and POAM will agree to pursue one of the following options.

a. HCMA- EA and POAM employees agree to pay 50% of any increase in excess of 8% based on the difference between the actual medical premium and the compounded medical premium calculated as illustrated in the example contained herein. HCMA reserves the right to decline the employee contribution if the per pay employee contribution is less than an amount defined by HCMA; or

b. HCMA, HCMA- EA and POAM will mutually agree on an adjustment to the medical benefit level that

~~would reduce the total premium increase to 8% or less; or~~

- ~~c. HCMA, HCMA EA and POAM will mutually agree to move the medical plan to another carrier that would keep the current benefit level but would reduce the total premium increase to 8% or less; or~~
- ~~d. HCMA, HCMA EA and POAM will mutually agree on another, alternative option to reduce the total premium amount; or~~
- ~~e. HCMA, HCMA EA and POAM will mutually agree to any combination of the above options.~~
- ~~f. If HCMA, HCMA EA and POAM collectively are unable to reach agreement on any of the options, HCMA, at its discretion, shall implement the cost sharing defined in option 3a or other option deemed preferred by the majority of the employees.~~
- ~~g. The parties understand that should premiums exceed the hard cap under Michigan PA 152 of 2011, an employee premium contribution may be required. If mutually agreed upon, any of the above options may be implemented in order to comply with M1 PA 152.~~

APPENDIX 4
PAID PARENTAL LEAVE POLICY

Purpose

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, newly adopted or newly placed child. Additionally, this policy allows employees to balance their work responsibilities with the demands of personal and family life. This is critical for the Metroparks to achieve its goals of diversity and maintain competitiveness in the successful recruitment and retention of the brightest and best employees.

Scope

This policy covers all regular, full-time exempt and non-exempt employees except employees whose terms and conditions of employment with the Metroparks are negotiated through a collective bargaining agreement (CBA) Should the policy outlined herein conflict with any provisions of the Collective Bargaining Agreement (CBA) for any bargaining unit, the CBA shall prevail. Bargaining unit employees should refer to the appropriate CBA for any applicable provision(s).

The Metroparks will provide up to six work weeks (30 days/240 hours maximum) of paid parental leave once in a 12-month period, **at 100 percent of the employee's current, straight-time weekly pay**, to an eligible employee during the first six (6) months to care for her or his newborn child, newly adopted child, newly obtained legal guardianship for a child 17 years of age or younger, or new foster care child.

Paid Parental Leave may be taken within the first six (6) months following the date of birth, adoption or placement of foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave. Generally, parental leave should be taken on a continuous basis and should not be taken intermittently or on a reduced schedule. However, in certain circumstances, intermittent parental leave or a reduced schedule may benefit departments and supervisors as well as the employee. Where this is the case, supervisors, in consultation with the HR, may work with the employee to determine when the parental leave will be taken to ensure operational needs of the Metroparks are not unduly hampered.

Procedure

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee shall follow up the request for Paid Parental Leave in writing and complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

If the employee is requesting intermittent or reduced schedule Paid Parental Leave, the employee's supervisor and department head must approve the request.

The employee may utilize Paid Parental Leave once during a rolling 12-month period based on the date of the birth, or the placement of a child with an employee in connection with the adoption, guardianship, or foster care of the child by the employee.

Paid parental leave does not apply to employees who want paid time off to care for an eligible sick family member or recover from their own serious medical condition. Unpaid leave for those circumstances remains available under FMLA.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Metroparks for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time employee (seasonal, provisional, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- An employee who is a legal parent of a newborn or newly adopted child. A legal parent is one whose name appears on the child's birth certificate, a legal document establishing paternity, or a legal document establishing adoption.
- Where two eligible employees are parents of the same child and work in the same department, they may take the parental leave concurrently or at separate times. Employees are expected to work with their supervisors to determine when the parental leave will be taken. The Metroparks may require the employees in this situation to stagger a portion of their Paid Parental Leave to meet operational needs.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame. Note that the "rolling" 12-month period continues to run whether or not the eligible employee is working.
- This Parental Leave policy is effective on the date of ratification of the contract by the applicable bargaining unit.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Use of paid parental leave is reserved for periods when an employee is acting in a parental role and engaged in activities directly related to the care of the child whose birth or placement triggered the leave entitlement. Thus, by way of example, should

the child already be in daycare or being cared for outside the home, then the employee is not eligible for leave under this policy.

- Approved paid parental leave may be taken at any time during the six (6) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six (6) month time frame. Any unused paid parental leave will be forfeited at the end of the six (6) month time frame.
- In the event of a female employee who herself has given birth; the six (6) weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- An employee must consult with his or her supervisor and make a reasonable effort to schedule intermittent or reduced schedule Paid Parental Leave so as not to unduly disrupt the department's operations.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- Paid parental leave hours shall not count as hours of work for overtime calculations.
- Parental Leave cannot be used prior to the birth or legal placement of a child for related medical issues or placement-related legal appointments.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Metroparks will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation leave or paid sick leave.
- If a paid holiday occurs while the employee is on paid parental leave, such days will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Nothing in this policy modifies affects or diminishes any rights provided to employees under an existing CBA.

Return to Work

HR or the relevant department may require an employee to report periodically on his/her status and intent to return to work while the employee is out on paid parental leave.

An employee needs to notify HR in writing of return-to-work date at least two business days in advance but does not need to provide a note from a health care provider.

Employees who do not return to work after using all of their paid parental leave and exhausting any other paid time off benefits will be subject to disciplinary action, including but not limited to termination, unless additional leave has been requested and granted. Employees should submit a written request for an extension of leave to their supervisor and HR. This written request should be made as soon as the employee knows that he or she will not be able to return on the original return date.

Documentation

An employee is required to furnish appropriate medical documentation for the birth of a child. Since Paid Parental Leave runs concurrently with FMLA, medical certification requirements for FMLA govern. The medical documentation should be completed and signed by the appropriate health care provider. If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to the HR department prior to or upon returning to work.

For paid parental leave due to foster care, employees may provide one of the following documents:

- Foster care placement record
- Other documentation from the foster care agency confirming the placement and date of placement.
- Foster care placement letter issued by the relevant department of social services or authorized voluntary foster care agency.

For paid parental leave due to adoption, employees may provide one of the following documents:

- Documentation provided by the adoption agency confirming the placement and date of placement
- Letter signed by the parent's/parents' attorney confirming the placement and date of placement
- Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
- Adoptive placement agreement

For paid parental leave due to legal guardianship of a child, employees may provide one of the following documents:

- Court order from the probate or juvenile court indicating full (not temporary) appointment of legal guardianship over a child.

Conclusion

This policy is in place to promote a successful work/life experience and retention of employees.

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

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AGREEMENT

This Agreement is made between the HURON-CLINTON METROPOLITAN AUTHORITY (hereinafter called the "Authority" or "Employer") and the HURON-CLINTON METROPOLITAN AUTHORITY EMPLOYEES ASSOCIATION (hereinafter called the "Association").

ARTICLE 1
RECOGNITION

The Authority recognizes the Association as the exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, certain fringe benefits, hours of employment and other conditions of employment for the Park Superintendent/Department Head Employees' Bargaining Unit (hereinafter called "Bargaining Unit") of the Authority, which is comprised of employees assigned to the classifications as listed in Appendix 2 excludes all Professional, Non-Supervisory and Supervisory employees; Law Enforcement Officers, Sergeants and Lieutenants; all seasonal and part-time employees; the Executive Assistant to the Director; all Human Resources employees, Director, Deputy Director, Chief of Marketing, Chief of DEI, Chief of Information Technology Services, Chief of Finance; and all other employees.

~~which is comprised of employees assigned to the following classifications: District Park Superintendent, Chief Planner, Manager of Assets and Development, Communications Manager, Manager of Natural Resources & Regulatory Compliance, Chief of Police, and Information Systems Manager and excludes all Supervisory, Professional and Non-Supervisory employees; Law Enforcement Officers, Sergeants and Lieutenants; all seasonal and part-time employees; the Administrative Office Support Specialist (Ex), Human Resources/Benefits Administrator, Director, Deputy Director, Executive Secretary to the Board, Controller and Administrative Services Manager; and all other employees.~~

ARTICLE 2
NON-DISCRIMINATION

There shall be no discrimination as to religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, height, weight, marital status, political affiliation, or union affiliation. ~~age, race, sex, color, creed or country of origin, handicap or disability, political affiliation or union affiliation.~~ The Employees Association and Bargaining Unit shall share equally with the Employer responsibility for applying this provision.

ARTICLE 3
MANAGEMENT RIGHTS

Except as expressly and specifically limited by the provisions of this Agreement, the Authority retains and reserves all rights of management, which shall be exercised by the Authority in its sole discretion. Such rights include, by way of example but not limitation, the rights to the executive management and administrative control of the Authority, its properties and facilities and the activities of its employees; to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to determine the equipment and facilities to be used; to affect changes in methods, operations, facilities, systems and equipment; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason; to maintain efficiency and order, including the right to establish and enforce reasonable work rules and rules of conduct for all employees; to determine the locations of the Authority's parks, offices and other facilities.

ARTICLE 4
SICK LEAVE & SICK LEAVE BANK/SHORT TERM INCOME REPLACEMENT

Section 1: Definitions

Short Term Income Replacement (STIR) - HCMA short term disability program.

Sick Leave - annual allotment of 96 hours of leave.

Sick Leave Bank - remaining balance of sick leave accumulated prior to 12/31/2012, for those employees not enrolled in the STIR program. Hours in the Sick Leave Bank do not accrue additional leave and the bank will only be reduced.

Non Cash Value (NCV) Sick Bank - ~~One Time~~ Allotment of ~~up to 20 sick days (160 hours.)~~

Section 2: Sick Leave and Sick Leave Banks

Effective January 1, 2013, all employees shall be covered under Short Term Income Replacement and shall receive ninety (96) hours of Sick Leave per year. Employees shall be eligible on the first of the month following 90 days of employment to receive a pro-rata share of up to ninety (96) hours of Sick Leave based upon their date of hire. Each January 1st thereafter, they shall be eligible for ninety-six (96) hours of Sick Leave to be available during the payroll year.

Unused Sick Leave at the end of a payroll year shall not be carried over to the next year.

Sick Leave Banks in effect as of December 31, 2012 shall be capped and must be used after the annual allotment of 96 hours of Sick Leave has been exhausted. Sick Leave Banks must be used to supplement Short Term Income Replacement benefits and must be exhausted before Long Term Disability benefits are paid.

Section 3: Non-Cash Value (NCV) Sick Bank

Employees shall be eligible after 90 days of employment to receive 160 hours to be put in their NCV Sick Bank.

Each January 1st thereafter, each employee who has zero (0) hours left in their NCV Sick Bank will be renewed to the 160 hours. Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the NCV renewal delayed until January 1st following the date that they return to active duty and released from STIR or LTD.

All hours in the NCV Sick Bank are capped at 160 hours and do not accrue additional leave hours.

~~**New Section: NCV Sick Bank~~

~~New employees hired after 04/13/2019, after 90 days of employment, shall receive a One Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

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~~Current employees hired prior to 04/13/2019 will receive a One Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

~~All hours in the NCV Sick Bank are capped and do not accrue additional leave hours. This bank will only be reduced.~~ NCV Sick Banks can only be used after the annual allotment of 96 hours of Sick Leave and Sick Leave Bank have been exhausted. NCV Sick Bank hours must be used to supplement short-term income replacement benefits and must be exhausted before Long- Term Disability benefits are paid.

NCV Sick Bank hours have no cash value for payout upon termination of employment and are not included in the calculation of the Termination Sick Leave Bonus payout.

Section 43: Use of Sick Leave, Sick Leave Banks and NCV Sick Banks

Sick Leave / Sick Leave Banks/NCV Sick Leave Banks with pay are intended to cover incapacity due to personal illness and certain other specific absences (listed in the "Allowable Periods" Section below). It is not intended to cover personal malingering; and any suspicion of such will require the employee to produce a medical certificate justifying the reason for such absence.

- A. To receive authorization for the use of Sick Leave or Sick Leave Bank or NCV Sick Leave Bank hours, an employee must submit a request through the time and attendance system.
- B. Approved Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours are considered work hours. Holidays falling within a period of Sick Leave/Sick Leave Bank/NCV Sick Leave shall be paid, including and during Short-Term income replacement.
- C. Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours may be taken in increments of one quarter (1/ 4) hour.
- D. Other leave will not be authorized to cover Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours or an absence listed in the "Allowable Periods" Section until all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted.
- E. Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.
- F. Sick Leave Bank hours are capped and must be used after Sick Leave is exhausted.
- G. NCV Sick Leave Bank hours must be used after Sick Leave and Sick Leave Bank is exhausted.
- H. Once all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours have been exhausted, up to two (2) days of Vacation Leave per calendar year may be used as "Sick Time" with a physician certification required only if the leave is on a scheduled work Holiday or Special Event.

Section 54: Allowable Periods

Absences from work chargeable to Sick Leave/Sick Leave Bank/NCV Sick Leave Bank are listed as follows:

- A. Personal illness or physical incapacity caused by factors over which the employee has no control. Management may require the provision of evidence for any illness or injury, such as a physician's

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statement.

- B. Exposure to contagious disease in which the health of others would be endangered. Written verification by proper medical authority may be required.
- ~~C.~~ Physical examination, medical treatment or other medical procedures relating to disability pensions, etc., by the Veteran's Administration, Draft Board or any branch of the Armed Forces.
- ~~C.~~
- D. Illness of an immediate family member who requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean spouse, parent, grandparent, child, brother or sister of the employee or a member of the employee's household.

Section ~~65~~: Worker's Compensation

An employee injured in an accident arising out of and in the course of employment with the Authority shall have the option to supplement worker's compensation with any available paid leave, the combination thereof, not to exceed 100% of base pay. After all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted, other banked leave may be used to supplement worker's compensation, at the discretion of the employee.

A job-related injury must be reported to an employee's supervisor immediately after the occurrence of said injury. In accord with workers' compensation law, an employee, if applicable, must treat with HCMA physician for the first 28 days following a work-related injury unless otherwise authorized.

Section ~~76~~: Prolonged Illness

After short term disability benefits are exhausted an employee with an extended illness shall first use all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, then the employee may continue on the payroll through the use of all other accumulated leave banks. Once all leave has been exhausted, the employee may be eligible for long-term disability benefits or may be placed on Unpaid Leave of Absence.

Section ~~87~~: Short Term Income Replacement

Effective January 1, 2013, all full-time employees shall be eligible on the first of the month following 90 days of employment for Short Term Income Replacement.

Benefits begin after 14 calendar days of continuous disability and are payable for up to 26 weeks. The Short-Term Income Replacement benefit is equal to 66½% of base weekly earnings.

Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, PTO, Personal, Compensatory Time, Holiday Earned and Vacation hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.

Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the sick, vacation, PTO and personal leave January 1st banks renewal delayed until the date that they return to active duty and released from STIR or LTD.

The plan is subject to the conditions of the Short-Term Income Replacement Plan, with benefits as defined in the current plan.

Section ~~98~~: Sick Leave Bonus

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Fifty percent of the unused sick leave at the end of a payroll year will be paid out as a bonus. There is no carryover of the remaining sick leave to the following year.

Section 109: Termination Sick Leave Bonus

As a reward for faithful service, the Authority has authorized a cash payment of fifty percent (50%) of a maximum of sixteen hundred (1,600) of all earned/unused Sick Leave and Sick Leave Bank hours at an employee's current rate of pay upon retirement or death.

Upon termination of employment, after ten (10) years of service, an employee in good standing will be paid fifty percent (50%) of all of their accumulated earned/unused Sick Leave and Sick Leave Bank hours at their current rate of pay, subject to the 1,600 hour limit.

Employees have the option of receiving fifty percent (50%) of their Termination Sick Leave Bonus in the first year of retirement and fifty percent (50%) in the second year of their retirement.

NOTE: NCV Sick Leave Bank hours carry no cash value and are not a part of this program.

~~Section 10: Transfer of Sick or Vacation Leave~~

~~When an employee requests to transfer sick or vacation leave to an employee that is ill, such transfer of leave shall be subject to the conditions listed below:-~~

- ~~A. Said employee receiving the transferred sick or vacation leave shall have exhausted all leave.~~
- ~~B. The circumstances are such that it is likely that the employee will return to duty.~~
- ~~C. The employee receiving said leave is a full time employee.~~
- ~~D. Leave shall not be transferred to an employee known to be considering retirement or resignation or whom disciplinary action is pending.~~
- ~~E. No employee who has been warned in writing of possible abuse of sick leave within the past twelve (12) months shall be eligible to receive a transfer of sick leave.~~
- ~~A. Sick leave transferred shall be treated as if they were used by the employee for purpose of bonus computation.~~

ARTICLE 5
VACATION LEAVE

Section 1: Schedule of Benefits

Employees shall have the number of Vacation Leave days credited the first payroll of the year according to the following schedule:

Less than 5 years of service:	(13 days/104 hrs/year)	2.0 hrs per week
Over 5 years but less than 10 years:	(16.25 days/130 hrs/year)	2.5 hrs per week
Over 10 years but less than 15 years:	(19.5 days/156 hrs/year)	3.0 hrs per week
Over 15 but less than 20 years:	(22.75 days/182 hrs/year)	3.5 hrs per week
Over 20 years of service:	(26 days/208 hrs/year)	4.0 hrs per week

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Section 2: Annual Vacation Leave Allotment

The annual vacation leave allotment days shall be credited the first payroll of the year.

- A. The employees credited years of employment for placement on the schedule of benefits is based on years of service at the beginning of the new year.
- B. Adjusted mid-year increase in vacation leave allotment: If an employee reaches their years of service that moves them higher on the schedule of benefits during the current year then their vacation allotment is pro-rated and increased as follows: Example: a full-time employee start date is 3/22/2014; on the first payroll of the 2019 year a total of 13 days or 104 hours is the vacation allotment credited. After 3/22/2019 the employee is credited with a pro-rated increase of vacation allotment as follows: from the start of the payroll year to 3/22/19 = 12 weeks x 2 hrs per week = 24 hours earned, this leaves 40 weeks remaining in the 2019 payroll year x 2.5 hrs per week = 100 hours, (24 + 100 = 124) or 15.5 days will be the credited allotment.
- C. New Employees: Vacation leave is pro-rated with their start date of employment. Pro-ration based on start date, number of weeks remaining in current payroll year, times hours per week earned.

Section 3: Vacation Leave Pay-out Option

Each November, eligible employees shall have the option of receiving a pay-out of Vacation Leave in accordance with the following schedule:

Less than 5 years of service:	No pay-out
Over 5 years but less than 10 years:	1.5 days (12 hrs) pay-out
Over 10 years but less than 15 years:	3 days (24 hrs) pay-out
Over 15 years but less than 20 years:	4.5 days (36 hrs) pay-out
Over 20 years of service:	6.5 days (52 hrs) pay-out

Pay-out of vacation leave days shall be made at the regular straight time rate (as of November 1 of the current year) payable the last payroll in November.

Requests for Vacation Leave pay-out must be received no later than November 1st of each year on the form provided by HCMA. No pay-out shall be made for requests received after November 1st.

At the time of the Vacation Leave pay-out, if an employee has a Vacation Leave balance less than the eligible pay-out hours, they will receive a pay-out of the lesser (balance) hours only.

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Section 4: Termination

- A. Should an employee resign, be discharged, or die, payment for their earned accumulated Vacation Leave shall be made either to the employee or their estate as the case may be.
- B. Termination vacation payout will include a vacation allotment adjustment: Example: Using an employee with less than 5 years of full-time seniority terminates employment. The payout at termination of the current years vacation allotment will be pro-rated as follows: Employee rolls over 20 vacation days/160 hours for the new year, and receives 13 vacation days/104 hours for the annual allotment, for a total of 33 days/264 hours of combined earned and allotment time (160 + 104 = 264). Employee terminates employment after 20 weeks worked in the new year earning 5 days/40 hours of the vacation allotment (20 weeks x 2 hrs per week = 40 hours earned). Vacation allotment reduced by 8 days/64 hours (104 - 40 = 64) for a new total of vacation earned of 25 days/200 hours (264 - 64 = 200). Employee used 10 days/80 hours of vacation time in the new year. The 10 days/80 hours is reduced from the total 25 days/200 hours of earned vacation leave. This will leave 15 days/120 hours for payout (200 - 80 = 120).

Section 5: General Provisions

- A. Vacation Leave, although earned, shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.
- B. Vacation Leave shall not accrue during leaves of absence without pay or when an employee is on Long Term Disability.
- C. Vacation Leave may be accumulated in an amount not to exceed 400 hours (as of the second pay in January, except as stated in Section 5, item H). Fifty percent of the unused vacation leave exceeding 400 hours will be paid out as a bonus. There is no carryover of any vacation leave over 400 hours to the following year.
- D. To receive authorization for the use of Vacation Leave, an employee must submit an Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.
- E. Holidays falling within a period of Vacation Leave shall not be charged to Vacation Leave.
- F. Vacation Leave may be taken in increments of one quarter (1/4) hour.
- G. In cases of extended illness, Vacation Leave may be authorized after all accumulated Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been used.
- H. Denial of Vacation Leave must be provided in writing and must include the reason for the denial. Leave requests of 40 hours or more must be submitted at least 14 calendar days prior to the first day of the leave and shall be approved or denied within one week of the request. Once written authorization for Vacation Leave has been given, it shall not be revoked by the Authority except in exigent circumstances. If an employee receives three written denials in a calendar year they will be permitted to carry-over up to 40 hours of Vacation Leave beyond the 400 hour limit per year as of the second pay in January of each year.

Section 6: Prolonged Illness

Should an employee be placed on "Absent on Leave Without Pay" after exhausting all

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accumulated Leave due to extended illness or disability, said employee will be credited with the applicable Vacation Leave accrual based on years of service, for their final pay period if they have been on the payroll for at least sixty-four (64) hours of that pay period.

ARTICLE 6
ADMINISTRATIVE LEAVE

Administrative Leave may be used by employees to attend meetings, seminars, workshops and conferences.

Administrative Leave may be used when, in the opinion of the Director or his designate, it is necessary to allow employees to report late or leave their work stations early because of inclement weather.

ARTICLE 7
BEREAVEMENT LEAVE

Leave may be granted without loss of pay not to exceed five (5) days for absences for funeral or other estate matters related to the death of the following relatives: employee's parent, child, grandparent, grandchild, brother, sister, or current step-parent, step-child, spouse, son-in-law, daughter-in-law, mother-in-law, father-in-law; or any person who resides permanently within and as a member of the employee's household.

Leave may be granted without loss of pay not to exceed two (2) days for absences for funeral or other estate matters related to the death of the following relatives: employee's blood aunt, uncle, niece, or nephew; brother or sister's spouse or spouse's brother or sister; or current step grandparent, step grandchild, step-brother, step-sister, step-son-in-law, step daughter-in-law, step father-in-law, step-mother-in-law, or spouse's grandparents.

Leave may be granted without loss of pay not to exceed four (4) hours to attend the funeral of a fellow current employee or retiree of the Metroparks, with supervisor approval and provided such absence from duty will not interfere with normal operations of the Metroparks.

The Metroparks understands that families can come in all types of shapes and sizes. This can create scenarios that are not covered under this policy. If there is a special circumstance of the passing of someone that affects the employee in a very personal way i.e. significant other, ex-spouse, then a request can be made through the employee's Department Head/Superintendent for bereavement day(s) to be applied. This request will need approval of the Director.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available leave time. Employees under discipline for attendance may be required to provide documentation with regard to their bereavement leave.

Leave hours may be taken in increments of one quarter (1/4) hour.

The Employer, in its discretion, may request verification from the employee if abuse of bereavement leave is suspected.

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ARTICLE 8
LEAVES OF ABSENCE

Section 1: Military Leave

Military leave will be granted in accordance with federal and state statutes. In addition, any employee who is a member of a reserve component of the Armed Services may be granted time off, not to exceed one hundred twenty (120) hours in any one fiscal year, when called for training with said reserve component, with prior approval of the Director.

The pay rate of the employee during such time off shall be the difference between the employee's regular pay and the total amount of compensation less any and all allowances received by the employee for such military training. Time off for such military training shall not be charged against the employee's accumulated vacation leave.

Upon return from such military duty, the employee shall furnish official proof of pay received during the employee's tour of duty.

Section 2: Unpaid Leave

Employees may be eligible for unpaid leaves of absence after their probationary period is completed. Leaves of absence for a limited period, not to exceed six months, may be granted by the Employer for a reasonable purpose; and such leaves may be extended or renewed by the Employer for a reasonable period. Fringe benefits shall be continued for unpaid leaves of one month or less. Employees may elect to maintain benefits during unpaid leave in excess of one month by reimbursing the Authority for the cost of benefits to the extent required by law or as allowed by the in-force insurance carrier. At the expiration date of an unpaid leave of absence, if an employee wishes to return, they will be returned to a job of like classification, pay and location if agreed to in writing prior to commencement of leave. If not agreed, the employee will be given the next available vacancy of like classification, pay and seniority.

Section 3: Pregnancy Disability

Pregnancy disability leave will be given in accordance with state and federal statutes.

Section 4: Family and Medical Leave

Family and Medical leave may be granted to an employee who requests it in accordance with the Family and Medical Leave Act.

ARTICLE 9
JURY DUTY

Section 1:

Any employee who is called to and reports for jury duty shall be paid by the Authority for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Authority and does not work, an amount equal to the difference between:

- A. The employee's regular rate, exclusive of any premiums for the number of hours up to ~~teneight~~ (108) straight-time hours that they otherwise would have been scheduled to work; and
- B. The daily jury duty fee paid by the court (not including travel allowance or

reimbursement of expenses).

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Section 2:

In order to receive payment under the above section, an employee must give the Authority, within one week, notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

Section 3:

The provisions of this Article are not applicable to an employee who, without being summoned, volunteers for jury duty.

ARTICLE 10

INSURANCE BENEFIT CERTIFICATES/BOOKLETS

Employees shall be provided updated certificates and/or benefit booklets regarding all insurance benefits.

ARTICLE 11

LONG TERM DISABILITY BENEFIT

Section 1:

Employees are eligible for this insurance if they are employed for a period of at least one thousand forty (1,040) straight time hours.

Section 2:

Long Term Disability is a monthly benefit which provides income security in the event of a sickness or injury which totally disables an employee over a continuous 180-day period of time.

Section 3: Accidents Covered

An employee is covered on and off the job.

Section 4: Benefit Payment

Monthly benefit will be (A) minus (B):

- A. Sixty-six and two-thirds percent (66⅔%) of an employee's monthly earnings at the date of disability, subject to a maximum benefit of ~~eleven~~^{eight} thousand dollars (\$~~118~~,000) per month, less any benefits payable under the Social Security Act as the result of an employee's disability (including benefits for dependents).
- B. The benefit determined in (A) above shall be offset by the following:
 - 1. Earnings continuation from the Authority, including, but not limited to sick, vacation and compensatory leave.
 - 2. Other group insurance disability benefits.
 - 3. Retirement benefits provided by the government.
 - 4. Other benefits payable under any government disability plan.
 - 5. Benefits payable under any Worker's Compensation Act.

Benefits payable under any group or individual no-fault plan or automobile insurance.

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Section 5: Definition of Total Disability

Total disability means that an employee is unable because of illness or accidental bodily injury to perform any and every duty of any occupation for which an employee is reasonably fitted by training, education or experience. However, during the first twenty-four (24) months of payments, an employee will be considered totally disabled if they are unable to perform the duties of their own occupation.

Section 6: Commencement of Benefits

Benefits start after a qualifying period of one-hundred eighty (180) days from the commencement of total disability, provided proof of disability is submitted within six (6) months following the qualifying period.

Section 7: Maximum Benefit Period

Once an employee has satisfied the qualifying period, one hundred eighty (180) days from onset of the total disability, injury or illness, they will receive a monthly income until the earliest of the following events:

- A. The date that total disability ceases.
- ~~B.~~ B. The date that age 65 or the maximum benefit period is reached as per the Long Term Disability policy ~~in effect at 5/1/2010.~~
- C. The date of failure to submit to an examination by the Authority's disability insurance medical advisors.
- D. The date that the employee is not under continuing medical supervision and treatment is considered satisfactory by the Authority's disability insurance company.
- E. The date of the employee's death ~~expires.~~
- F. The date the employee is not working in any rehabilitation employment considered appropriate by the Authority's disability insurance company.
- G. Authority retirement.

Section 8: Limitations

Benefits are not payable for the following:

- A. A disability where an employee is not under continuing medical supervision and treatment considered satisfactory by the Authority or the Authority's disability insurance company.
- B. A disability caused by self-inflicted injuries or illness.

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ARTICLE 12
CONTINUATION OF BENEFITS

The Authority will continue coverage on the following benefits for a period not to exceed six (6) months when an employee has exhausted all leave banks due to illness or disability, providing the employee reimburses the Authority the appropriate employee contributions set by this agreement:

- A. Medical/Rx ;
- B. Vision Insurance;
- C. Dental Insurance;
- D. Long Term Disability Insurance;
- E. Life Insurance.

ARTICLE 13
MEDICAL/Rx

Section 1: Eligibility

~~New employees are eligible the first day of employment with health insurance. Employees are eligible the first day of the month following the completion of sixty (60) days of service. A new employee is eligible their first day of employment if they had group coverage at their previous place of employment.~~

Section 2

The Authority agrees, subject to Section 34, to pay premiums for medical coverage for eligible employees and dependents with an equivalent plan design as the currently offered plan. ~~to the Simply Blue High Deductible Health Plan outlined below:~~

SIMPLY BLUE HIGH DEDUCTIBLE HEALTH PLAN DEDUCTIBLES, CO-INSURANCE AND CO-PAYS		
	IN- NETWORK	OUT-OF NETWORK
Deductible	\$1,250/\$2,500	\$2,500/\$5,000
Co-Insurance	Prescription only: \$10/\$40/\$80	20% for Medical
Out-of-Pocket Max Co-pays	\$1,000/\$2,000	\$2000/\$4,000
Maximum with Deductible	\$2,250/\$2,500	\$6,500/\$9,000
Office-Visit Co-Pay	Covered at 100% after deductible.	Covered at 80% after deductible.

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Chiropractic Co-Pay	Covered at 100% after deductible - Max visits for chiropract or is 12 per year	Covered at 80% after deductible - Max visits for chiropract or is 12 per year.
ER Co-Pay	Covered at 100% after deductible	Covered at 80% after deductible

Section 3: Employee Contributions

HCMA has adopted the hard cap rule under Michigan Public Act 152. Should premiums exceed the maximum allowed under Public Act 152, HCMA agrees to meet with the Employee Association to discuss options prior to assessing any premium to the employee.

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Section 4: HEALTHWISE

~~The parties recognize that controllable lifestyle factors greatly contribute to health care claims and resulting health care premium increases. Employees and dependents that maintain or change their lifestyles to reduce risk factors and improve their health and their lives will be a benefit to both themselves and the employer.~~

~~To encourage healthier lifestyle choices, HCMA may make available to employees a voluntary health and wellness program that will provide incentives for participation.~~

Section 45:

No Huron-Clinton Metropolitan Authority employee shall be a dependent under another Huron-Clinton Metropolitan Authority employee's health plan with the exception of a married couple with children who both are employed by Huron-Clinton Metropolitan Authority. In such cases, one employee may be designated as the subscriber and the other employee and children as dependents.

Section 56: Family Continuation Coverage

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

Section 67:

Recognizing the industry trend to inordinate cost increases in health care, the Employees Association agrees to participate and work with the Authority toward health care cost containment.

Section 78: Opt Out

Employees who verify they are covered by an alternate hospitalization program may opt-out of the Huron-Clinton Metropolitan Authority plan and shall be compensated at \$60.00 per pay period (\$1,560.00 per year). Employees electing this option may only resume health insurance with Huron-Clinton Metropolitan Authority during the annual open enrollment period or at any time if their coverage elsewhere is terminated.

ARTICLE 14
GROUP LIFE INSURANCE

Section 1: Basic Coverage

The Authority has made available a Group Life Insurance Policy for the benefit of all employees. This plan provides life insurance coverage in the amount of ten thousand dollars (\$10,000), with a double indemnity clause in the event of accidental death.

Section 2: Eligibility

Employees shall be covered upon completion of ~~three (3) months~~ 90 days of service regardless of age and without physical examination.

In the case of returning servicemen who had coverage prior to entering service, the waiting period is waived and reinstatement is made immediately upon request with a presentation of a copy of the discharge paper.

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Section 3: Supplemental Coverage

In addition to the aforementioned Group Life Insurance, the Authority will provide supplemental Group Life Insurance coverage for full-time employees after completion of 90 days of continuous full-time employment.

~~Employees with less than 25 years credited service shall receive coverage equal to two-and-one-half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000. Employees with 25 years or greater credited service shall receive coverage equal to one and one-half (1½) times the employee's annual base salary.~~

Employees shall receive coverage equal to two-and-one half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000.

Amounts of insurance coverage will be updated whenever a change in salary occurs.

Benefits cover employees on and off the job.

ARTICLE 15
VISION INSURANCE

The Employer agrees to provide and pay the premium for a vision care program ~~equivalent to Blue Vision (VSP) equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties~~ for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 16
DENTAL INSURANCE

The Employer agrees to provide and pay the premium for a dental care program ~~equivalent to Delta Dental Group Policy Number 7428 equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties~~ for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 17
TUITION REIMBURSEMENT

Tuition reimbursement is available for employees subject to the following requirements:

- A. Applicant must have one year continuous full time employment at the beginning and be actively employed at the completion of the class.
- B. Subject must be recommended for approval by the Department Head/District Park Superintendent and approved by the Director or his designate as being directly

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related to the employee's present position or a position for which the employee is otherwise eligible at the time of application.

- C. Employee must complete a Tuition Reimbursement Form and receive approval prior to enrollment in a class.
- D. Class must be taken at an accredited educational institution or agency acceptable by the HCMA.
- E. Reimbursement will be based on tuition fee only; and the tuition must not be paid by other means such as scholarships or grants.
- F. Employee must submit written proof of tuition payment and successful completion of the class to the Human Resources Office within thirty (30) days after the class is over in order to receive tuition reimbursements.

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- G. Employee must submit a report from the school that he has completed the class with a grade of "C" or better or "pass" in a pass/fail course.
- H. **Employee will be reimbursed hundred percent (100%) for a "pass" in a pass/fail course or grade of "C" or better in a graded course.** The amount of reimbursement shall be no more than \$~~53~~,000 for any calendar year.
- ~~I. Employee shall reimburse Employer cost of tuition reimbursed if they resign employment within 36 months of course.~~

ARTICLE 18 RETIREMENT/PENSION PLAN

Section 1: Pension

Employees hired prior to January 1, 2013 shall be covered under the HCMA Employees' Retirement and Trust Agreement as established by the Board of Commissioners. The benefits provided under the plan are in addition to any benefits the employee may receive under the Social Security Pension Program. Effective January 1, 2013, employees shall contribute on a pre-tax basis, 1% of base pay into the pension plan.

Employees hired on or after January 1, 2013 shall be covered under a mandatory defined contribution pension program. HCMA will contribute ~~96~~% of base wages into the plan and the employee shall contribute, on a pre-tax basis, 1% of base pay into the plan. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service.

Detailed information regarding the Authority Pension Plan is covered in the Pension Booklet. The Trust Agreement dated January 1, 1997 as last amended ~~January 1, 2021~~~~September 14, 2000~~ is incorporated into this Agreement by reference.

Section 2: Re-Employment

Retired individuals may be re-employed on a seasonal, part-time or consulting basis.

ARTICLE 19 GROUP BENEFITS FOR RETIREES

Retirees must report their status once each year to the Human Resources office annually to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Should an employee marry within the **five-year period prior to the employee's date of retirement**, spouse and eligible dependent hospitalization coverage shall be continued only for the life of the retiree plus three years thereafter.

{TOP}

Section 1:

Employees with ten years continuous, full time service with the Authority and hired prior to March 14, 1991 are eligible for the following group benefits:

- A. Medical/Rx
Coverage after retirement will be provided for eligible retirees, spouses and eligible dependents. Medical/Rx benefits will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program. The employer, at its discretion, may offer retirees a higher benefit than current employees.
- B. Group Life Insurance
Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
- D. Dental Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.

Section 2:

Employees hired on or after March 14, 1991 through December 31, 2008 are eligible for the following group benefits:

- A. Medical/Rx
 1. Retirees with 25 years continuous, full time, service with the Authority are eligible for medical/Rx benefits as follows:
 2. Coverage after retirement shall be provided for eligible retirees, spouses and eligible dependents. Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 3. Retirees with 10 years but less than 25 years continuous, full time service with the Authority are eligible for medical/Rx benefits as follows:
Coverage after retirement shall be provided for eligible retirees only (no spouse or dependent coverage). Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 4. Retirees with less than 10 years of continuous, full time service with the Authority shall not be eligible for medical/Rx benefits.
 5. The Employer, at its discretion, may offer retirees a higher benefit than active employees.
- B. Group Life Insurance
For retirees with ten years continuous full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
 1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and ^{TOP}

eligible dependents are covered by this insurance on an equivalent basis as employees.

2. Retirees with less than 25 years continuous, full time service shall not be eligible for vision benefits.

D. Dental Insurance

1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
2. Retirees with less than 25 years continuous, full time service shall not be eligible for dental benefits.

Section 3:

Employees hired on or after January 1, 2009 through December 31, 2012 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. This matching contribution and subsequent earnings on the matching contribution are subject to a 10 year cliff vesting provision.

B. Group Life Insurance:

For retirees with 25 years continuous, full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).

Section 4:

Employees hired on or after January 1, 2013 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. This matching contribution and subsequent earnings on the matching contribution are subject to a 10 year cliff vesting provision.

Section 5:

Employees who elect to defer pension benefits are not eligible for group benefits.

Section 6:

If eligible to receive health care benefits, an employee, upon retirement, may elect to receive a one-time payment in the lieu of any and all retiree health care coverage in the amount of \$10,000. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The employee (retiree) must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. An employee (retiree) shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

If a retiree does not opt-out permanently, then alternately, a retiree eligible for health care will have the option to opt out of health care coverage on an annual basis. Payment will be made in the total sum of \$1,560.00 payable in two (2) equal semi-annual installments of \$780.00 each. Such election, if made, shall be subject to any applicable local, state and

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Federal taxes. The retiree must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. A retiree shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

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ARTICLE 20

GROUP BENEFITS FOR SURVIVING SPOUSE & DEPENDENTS

The group benefits described below shall be provided for the term specified or until remarriage, whichever comes first.

The spouse must report their status annually to the Human Resources office to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Section 1: Surviving Dependents of Retiree

- A. Medical/Rx coverage will be provided for eligible surviving spouse and dependents of retiree in accordance with the Group Benefits for Retirees Article.
- B. Dental and vision insurance coverage will be provided for eligible surviving spouse and dependents for three (3) years following the death of the retiree.

Section 2: Surviving Dependents of Employee

- A. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of an employee.
- B. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents of an employee killed in the line of duty for HCMA until the end of the year that the **employee's youngest dependent reaches 19 years of age or for ten (10) years** following the death of the employee, whichever is later.
- C. Dental and vision insurance coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of the employee.

ARTICLE 21

HEALTH CARE & DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS

The Authority agrees to establish a Health Care Flexible Spending Account and a Dependent Care Flexible Spending Account for employees in accordance with applicable federal law and IRS guidelines. These accounts allow you to set aside a portion of your salary before taxes to pay for eligible out-of-pocket health care and dependent care expenses that would otherwise have to be paid with after-tax dollars, thereby reducing your taxable income.

The Health Care Flexible Spending Account covers eligible out-of-pocket health care expenses, such as doctor office co-pays, dental and medically needed orthodontia co-pays, prescription co-pays, health insurance deductibles, vision expenses not covered by insurance, and some over-the-counter drugs such as cold and allergy medications, pain relievers and antacids.

Employees may contribute pre-tax dollars into the individual Health Care Flexible Spending Account up to a maximum of \$2,500.

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Employees who sign up for a Health Care Flexible Spending Account have the option to receive a Health Care Flexible Spending Account debit card. The Health Care Flexible Spending Account debit card can be used at the point of sale for prescriptions and eligible health products and **services. The funds will be taken directly from the employee's Health Care Flexible Spending Account.** The Health Care Flexible Spending Account debit card is not a credit card and its use is restricted to eligible health services and purchases as governed by IRS regulations.

The Dependent Care Flexible Spending Account can be used to pay for childcare expenses for children under the age of 13, a disabled spouse, or a dependent parent when such care enables an employee to work.

Employees may contribute pre-tax dollars into the individual Dependent Care Flexible Spending Account up to a maximum of \$5,000.

ARTICLE 22
CLASSIFICATION AND PAY PLAN

The Board of Commissioners approves a Classification and Pay Plan (Appendix 2) which establishes: (1) the relative scale of pay in accordance with the various position classifications; and (2) the number of pay raises possible within the wage level for the classification. The plan is adopted by the Board of Commissioners following ratification by both parties.

ARTICLE 23
COMPENSATORY LEAVE

The parties agree and recognize that at the present time employees of this Bargaining Unit are exempt from overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state or federal law.

Should an employee promote from a classification which is eligible for overtime pay, any accumulated compensatory leave shall be paid at the rate of the previously held classification.

ARTICLE 24
SENIORITY

Section 1:

Seniority shall mean the length of full and continuous service an employee has worked, dating with the employee's most recent first full day of regular work.

Seniority shall accrue during periods of absence due to service with the Armed Forces and other authorized absences of thirty (30) days or less.

Seniority shall not be lost but shall not accrue during periods of absence with official permission if in excess of thirty (30) days.

Employees absent due to lengthy illness or injury, where sick and vacation leave has been exhausted shall be considered to be absent with official permission.

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Section 2: Probationary Period

Employees shall serve a probationary period of twelve (12) months, during which time they will be termed "Probationary Employees." Probationary employees may be disciplined or terminated by the Authority at its sole discretion and neither the employee nor the Bargaining Unit shall have recourse to the grievance procedure over such action.

Upon satisfactory completion of twelve (12) months full and continuous service, the employee's name shall be placed on the appropriate seniority list.

Section 3:

An employee's seniority shall entitle them only to such rights as are expressly provided for in this Agreement.

Section 4: Layoff and Recall

In the event of a layoff, affected employees may displace (bump) less senior employees in any Employees Association Bargaining Unit under the following procedure provided they meet the minimum qualifications and are able to perform all aspects of the position. An affected employee may bump:

- A. The least senior employee in their classification in their District/Department; or if none,
- B. Any vacancy Authority-wide in same classification; or if none,
- C. The least senior employee in their classification Authority-wide; or if none,
- D. The least senior employee in an equal, lower, or formerly held classification in their District/Department; or if none,
- E. The least senior employee in an equal, lower, or formerly held classification Authority-wide.

Employees on layoff shall be recalled in inverse order of layoff subject to the same conditions of layoff providing they meet the minimum qualifications and are able to perform all aspects of the available work.

Notice of recall will be sent by certified or registered mail. The Employee shall give notice of their intent and return to work within five (5) working days after receipt of the Employer's notice or their employment shall be terminated without recourse to this agreement.

Employees on layoff shall be considered for other vacancies which may occur within the Authority.

During the initial notification period of a layoff, as determined by the Metroparks, senior employees in the classification and District/Department, or senior employees who have been identified by the Metroparks to be laid off, shall be given the opportunity to accept a voluntary layoff under the following guidelines:

- A. Length of the voluntary layoff will be for a period not greater than 30 calendar days.
- B. Employees accepting the voluntary layoff will be expected to return to work after 30 calendar days, or sooner if the period of layoff ends.

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C. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses not to return after 30 days, the employee is placed on layoff and will be recalled in accordance with recall rules.

D. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses to return to work, they may bump a less senior employee and return to work in accordance with the provisions of this policy.

~~D.~~

The voluntary layoff must be approved by the employee's supervisor and Human Resources.

During a period of layoff, the Employer shall not increase its provisional or seasonal staff in the same job classification in the same District/Department from which full time layoffs have occurred.

ARTICLE 25
LOSS OF SENIORITY

An employee's seniority and employment shall be terminated if the employee:

- A. quits;
- B. is discharged and it is not reversed by the Grievance Procedure;
- C. fails to return to work within five working days after receipt of the Employer's notice of recall by certified mail to the last-known address of such employee as shown by the Employer's records. It shall be the responsibility of the employee to provide the Employer with a current address;
- D. overstays a leave of absence without advising the Employer of a reason acceptable to the Employer;
- E. has been off work due to illness/injury for 9 continuous months -or has made a settlement for total disability, whichever occurs first. ~~has made a settlement for total disability.~~
- F. is laid off for a continuous period exceeding the length of their seniority;
- G. is retired;
- H. converts to other than full time employment unless the employee has received a leave of absence approved by the Director or their designate;
- I. is absent for three consecutive working days without authorization, the employee shall have quit and have vacated their position except in cases where circumstances are beyond the employee's control.

Provided that with respect to subsection E, if an employee is terminated on account of the length of the employee's absence and the employee later becomes fit to return to work, then the employee shall be free to apply for then open and available positions for which the employee is qualified. The employee shall be required to provide medical verification of his/her fitness to return to duty. To the extent seniority is a factor in the selection of candidates for the position under this Agreement, the employer shall consider the returning employee's previously accrued seniority as if it had not been lost due to this Article. If the former employee is rehired, then his/her previous seniority shall be bridged. This provision shall apply only if the former employee seeks rehire within one year of termination under Subsection E.

ARTICLE 26
REPRESENTATION

Section 1:

There shall be one representative and one alternate chosen from among the members of the Bargaining Unit.

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Section 2:

The representative, in conjunction with the Bargaining Unit President, shall be authorized to present and resolve grievances on behalf of such employees.

Section 3:

The Bargaining Unit shall certify in writing the name of each representative annually. The Bargaining Unit further agrees to designate in writing to the Authority all officers of the Bargaining Unit.

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Section 4:

The representative shall be allowed time to investigate, without loss of time or pay, any grievance occurring within their respective area of representation upon making a request and explaining the nature of said grievance to the District Park Superintendent/ Department Head. Permission and arrangements shall be made within a reasonable period of time, but not later than the next regular working day. This privilege is extended to representatives with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused. Total time utilized by representatives for this purpose shall not exceed one hour per week.

Section 5:

Neither the Association or the Bargaining Unit, nor its representatives shall conduct any Association activity during the working hours other than as provided by law.

ARTICLE 27
GRIEVANCES

Employees shall have the right to present grievances in accordance with the procedure provided herein. The informal resolution of disputes is strongly urged. Every effort should be made to resolve the disputes at the lowest possible level.

Section 1 - Oral:

In the event an employee has a complaint, difficulty, disagreement, dispute or grievance they shall discuss the matter with their immediate supervisor, within ten (10) workdays of the occurrence, with or without the presence of a Bargaining Unit representative. The parties shall discuss the matter in a friendly manner and shall make every effort to reach a satisfactory settlement at this point. The employee shall have the right to discuss the matter with a Bargaining Unit representative in accordance with the Representation article.

Section 2 - WrittenStep 1 - Written:

A grievance submitted but not resolved in Section 1 may be submitted in written form to the District Park Superintendent/Department Head by the Grievant or their Bargaining Unit representative within ten (10) workdays of discussion with immediate supervisor (within 20 workdays of occurrence). The written grievance shall set forth the name(s) and signature(s) of the employee or employees involved so far as diligent efforts will allow; the provision(s) of this Agreement that the grievant claims have been violated; dates of occurrence; and the remedy proposed. The District Park Superintendent/Department Head shall give their written response to the grievance within ten (10) workdays of the receipt of the grievance.

Class grievances involving more than one representation district shall be signed by the Bargaining Unit president and shall be submitted directly to Human Resources at Step 2.

Step 2 - Pre-Grievance Committee Meeting:

If the District Park Superintendent/Department Head's written response is not satisfactory to the Grievant, the Bargaining Unit president may request a meeting with Human Resources in an attempt to settle the matter before proceeding to a Grievance Committee.

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Step 3 - Grievance Committee:

If the grievance is not settled in Steps 1 or 2, the grievance may be forwarded to Human Resources for submission to a grievance committee. This shall be done within ten (10) workdays of the receipt of the District Park Superintendent/Department Head written response.

The Director of the Authority shall call a Grievance Committee consisting of the President of the Bargaining Unit; three employees-at-large, mutually agreed upon, and chosen at the occurrence of each grievance; and an Authority representative designated by the Director of the Authority. Prior to the Grievance Committee meeting, a written submission agreement defining the issue of the grievance, signed by both parties, shall be prepared for submittal to the Grievance Committee. If no submission agreement can be reached, both parties shall submit separate issue statements of the grievance.

A hearing shall be held by the Grievance Committee within ten (10) workdays from the time of receipt of the grievance by Human Resources. In conducting the hearing, the Grievance Committee may proceed in an informal manner and shall not be bound by the procedure of rules of evidence observed in courts of record. Either party shall be entitled to appear personally, call witnesses and to produce evidence at the grievance hearing. Further, the Grievance Committee shall not have the authority to add to or subtract from the agreement. The findings and decision of the Grievance Committee shall be certified and presented in writing to the Director and the Grievant.

Step 4 - Appeal of Grievance Committee's Decision:

Appeal of the Grievance Committee's decision may be made by either party to the Director of the Authority within ten (10) workdays of receipt of the Grievance Committee's decision. The Director, within ten (10) workdays of the filing of appeal may then affirm, modify or revoke the determination of the Grievance Committee and shall submit in writing that decision to the Grievant with a copy to the President of the Bargaining Unit.

Step 5 - Appeal to the Board of Commissioners:

The Director's determination may be appealed to the Board of Commissioners for the Authority, within ten (10) workdays of receipt of the Director's decision. The Board of Commissioners, or an appointed sub-committee of Commissioners, shall hear all such appeals within thirty (30) calendar days of the filing of the notice of appeal with the Board. The decision of the Board of Commissioners shall be final.

Section 3: Appeal of Discharge

Any grievance regarding the discharge of an employee that has been properly and timely processed through Step 4 of the Grievance Procedure and not resolved by the parties may be appealed to arbitration by the Association. The Association must serve written notice upon the Employer of its intent to pursue binding arbitration within ten (10) workdays of the Step 4 response. If notice is not filed within such time period, the grievance will be considered **resolved on the basis of the Employer's last response.**

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Upon receipt of written notice of intent to arbitrate a case involving the discharge of an employee, the Employer and the Association shall have ten (10) calendar days with which to agree to the selection of an ad-hoc arbitrator. In the event the parties have not been able to agree on such ad-hoc selection the Association shall file a notice of intent to arbitrate the grievance with the American Arbitration Association (AAA) or Federal Mediation and Conciliation Service (FMCS). The parties shall select an arbitrator and the arbitration hearing shall be held in accordance with the rules of the AAA or FMCS as the case may be. The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the determination of whether or not the discharge was for just cause. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions in the Agreement. Any back pay award made by the arbitrator shall be limited to the amount of wages that the employee would otherwise have earned, less any premium pay, overtime pay, unemployment **compensation, or workers' compensation**. The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the Employer and the Association.

The fees of the AAA or FMCS and the fees and expenses of the arbitrator shall be shared equally by the Employer and the Association otherwise each party shall bear its own arbitration expense.

Section 4:

Grievances shall proceed from step-to-step within time limits prescribed. Any grievance upon which a disposition is not made by the Employer within time limits prescribed, or an extension agreed upon in writing, may be referred to the next step within the prescribed time limits. Any grievance not carried to the next step by the Grievant within prescribed time limits shall be considered closed upon the Employer's last disposition. Any appeal not carried to the next step by either party within the prescribed time limits shall be considered closed upon the last disposition rendered.

The Grievant shall be entitled to have the President of the Bargaining Unit present at any step of the grievance. Grievances shall be submitted in writing at each formal step of the grievance and shall be signed by the Grievant.

A grievance may be withdrawn by the Grievant without prejudice at any time.

It is understood that where specific position titles have been identified, either party may use designates (HCMA employees) at that party's sole discretion.

ARTICLE 28 HOLIDAY LEAVE

Section 1:

Employees shall be entitled to the following holidays with pay:

New Year's Day	Veteran's Day
Martin Luther King Day {observed}	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth {June 19 th }	Christmas Eve
Independence Day	Christmas Day
Election Day - {1st Tuesday in November	New Year's Eve

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The Employer will allow employees to observe religious days or holidays other than those listed above by agreeing to work one of the listed paid holidays at straight time. Requests must be in **writing indicating the days to be exchanged and must be approved by the employee's Supervisor.**

Section 2:

~~Should the official holiday listed in Section 1 fall on an employee's scheduled day off, the holiday will be observed on the next closest scheduled work day in the discretion of the Employer, with consultation with the Union. Saturday, the Friday before shall be designated as the day of observance. Should the official holiday fall on Sunday, then the Monday following shall be designated as the day of observance.~~

In addition, should the designated holiday as listed above fall on a Monday or Friday that has already been assigned as a holiday, HCMA and HCMA-EA will mutually agree on a new designated holiday date.

Section 3:

~~A. — Should the designated date not be a scheduled work day the employee shall be paid for the holiday.~~

~~B.A. Holidays will be counted as eight (8) hours of work for employees regularly scheduled on five (5) eight (8) hour shifts and ten (10) hours of work for employees regularly scheduled on four (4) ten (10) hour shifts. with the following exception: The employee has an approved regularly scheduled work week of 10 hours per day 4 days per week. Then the holiday will be counted as (10) hours of work. Holidays for all other regularly scheduled full-time work schedules will be counted as (8) hours of work.~~

~~C.B. Taking Vacation Leave the day before or after the designated holiday without 24 hours prior written approval of the District Park Superintendent or Department Head shall constitute forfeiture of the holiday pay.~~

~~D.C. The District Park Superintendent or Department Head may waive the required 24 hour notice in the event of an emergency.~~

Section 4:

~~Should an employee be scheduled to work the holiday then the employee shall be entitled to equal time off by the first pay period following May 1st on the subsequent year.~~

~~A. — Park Personnel: Should an employee be required to work the actual holiday (versus the designated holiday), the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year.~~

~~B. — Administrative Office Personnel: Should an employee be required to work the designated holiday, the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year.~~

NEW PTO LEAVE

ARTICLE 29

PAID TIME OFF (PTO) LEAVE

Paid Time Off (PTO) leave time has been created by transferring 3 previously observed holidays Presidents Day, Columbus Day and Labor Day along with adding 3 additional PTO days for a total of

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six (6) days (48 hours). The purpose of this new leave bank is to free up time that was previously restricted and give additional time off for personal use. Employees can now have the opportunity to freely choose if they want to use PTO to observe the 3 holidays listed above, to observe other religious days and holidays or for any reason the employee deems important.

Employees shall be entitled to six (6) Paid Time Off (PTO) days (48 hours) each payroll year.

The PTO leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. PTO leave days shall not be cumulative.

New employees will receive a pro-rated share of PTO leave hours based on their start date of employment. Taking of PTO leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

To receive authorization for the use of PTO Leave, an employee must submit an "Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.

PTO leave hours may be taken in increments of one quarter (1/4) hour.

PTO leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

PTO leave shall have no cash value.

ARTICLE ~~3029~~

SUPPLEMENTAL EMPLOYMENT

The Authority does not necessarily find supplemental employment objectionable. However, employees shall not engage in such employment where there is a conflict of interest.

ARTICLE ~~310~~

RETURN OF EQUIPMENT

Employees shall have the responsibility of turning in all Authority equipment and property at termination of employment. The employee shall be charged for all items not returned.

ARTICLE ~~324~~

PROFESSIONAL LICENSES/MEMBERSHIPS

The Authority agrees to reimburse employees annually to a maximum of \$200.00 for authorized professional membership(s), license(s) and/or certification(s).

ARTICLE ~~332~~

USE OF FACILITIES

Employees are encouraged to use all HCMA facilities of Authority parks during off hours. All employees and immediate family members may use all facilities free of charge during low-use periods by following current facility use procedures.

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During peak periods, employees shall be treated as any other park patron.

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ARTICLE 343
PERSONAL LEAVE

Employees not eligible to receive overtime compensation shall be entitled to two (2) personal leave days (16 hours) each payroll year.

The personal leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. Personal leave days shall not be cumulative.

New employees will receive a pro-rated share of personal leave hours based on their start date of employment. Taking of personal leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

Personal leave hours may be taken in increments of one quarter (1/4) hour.

Personal leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

Personal leave shall have no cash value.

ARTICLE 354
EMPLOYEE AWARDS AND RECOGNITION

HCMA will hold an annual Award and Recognition dinner to honor new employees, retirees and current employees for their performance and dedication. The Authority will contribute up to a maximum of \$8,000 toward the cost of the event.

The HCMAEA shall annually select two (2) members as "outstanding employees". Recipients may or may not be from this Bargaining Unit. A two-hundred dollar (\$200) savings bond and a commemorative gift will be awarded by the Authority to the outstanding employees.

Employees with one, 15, 25 and 40 years of service will receive recognition awards. Employees will receive retirement recognition gifts at the time of retirement.

HCMA will provide a \$250 annual stipend per administrative and park unit for annual employee picnics.

HCMA may, upon approval of the Director, implement safety incentive, customer service incentive or other incentive programs with the goal of improving service to park patrons. Said incentive programs may include monetary awards or awards of merchandise to employees with awards based on employee performance. Total expenditures for incentive programs may not exceed \$2,500 per calendar year.

ARTICLE 365
ASSOCIATION DUES CHECK OFF

Limit of Authority's Liability

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The Authority shall not be liable to the Association nor Bargaining Unit by reason of the requirements of this Agreement for the remittance or payment of any sums other than those constituting actual deductions made from wages earned by employees.

{TOP}

The Association and Bargaining Unit will protect and save harmless the Authority from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Authority for the purpose of complying with this Article.

Payroll Deduction

The Authority and Association agree that as a condition of employment, all employees in the bargaining unit shall either pay Association membership dues, if an Association member, or a service fee, which represents a non-**Association employee's fair share of the financial support** determined by the Association as necessary for the negotiation and administration of this Collective Bargaining Agreement. In no event will the service fee be greater than dues uniformly charged to employees who are members of the Association or exceed those amounts permitted by law. The parties recognize that the above provision is currently unenforceable and neither party will seek to enforce it. However, should the status of the law change, and such a provision become enforceable, it shall become enforceable 30 days after the change in the law that results in the provision becoming enforceable.

During the life of this Agreement, the Authority agrees to deduct membership dues or service fees each payroll from all employees of the bargaining unit who execute a valid dues deduction authorization. If received on or before the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, deductions shall be deducted from the first (1st) pay of such month and monthly thereafter unless terminated pursuant to the terms of the dues deduction authorization. The Association shall notify the Authority of the amount of ~~membership dues or service~~ fees to be deducted from each payroll. All membership dues and service fees deducted shall be remitted monthly to the **Association's Treasurer with an** itemized statement.

ARTICLE ~~37~~ COMPLETE AGREEMENT

It is understood and agreed that this contract contains the complete Agreement between the parties hereto and supersedes all prior Agreements.

No additions, waivers, deletions, changes or amendments shall be made during the life of this Agreement except by mutual consent in writing of the parties hereto.

ARTICLE ~~38~~ DURATION

This Agreement shall become effective as of this date, January 1, 20~~24~~~~13~~ and shall continue in full force and in effect until midnight December 31, 20~~26~~~~15~~ when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than one-hundred-twenty (120) days prior to expiration. Upon such notification the parties shall begin negotiations the second (2nd) Monday of September unless otherwise agreed.

{TOP}

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 6th day of June, 2013.

FOR THE EMPLOYEES' ASSOCIATION:



Garnet J. Potter III
President, Employees' Association



Nolan Clark
President, HCMA Park Superintendent / Department Head Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY:



Anthony Marocco
Chairman



George Phifer
Ex Secretary to the Board / Chief of Police

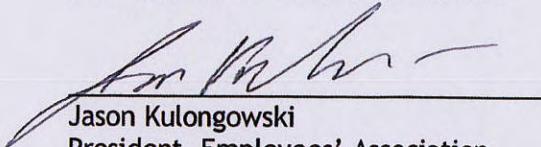
Lisa Dolan
Controller



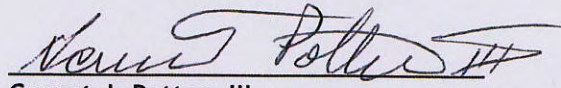
Carol Stone
Administrative Services Mgr

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 12th day of October 2023.

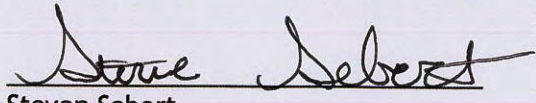
FOR THE EMPLOYEES' ASSOCIATION:



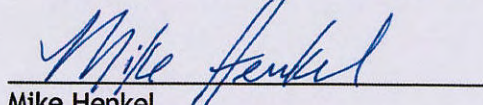
Jason Kulongowski
President, Employees' Association



Garnet J. Potter, III
Vice President, HCMA Non-Supervisory Bargaining Unit



Steven Sebert
President, HCMA Supervisory Bargaining Unit



Mike Henkel
President, HCMA Superintendent/Department Head Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY

Bernard Parker
Chairman

Amy McMillan
Director

Randy Rossman
Chief of Human Resources & Labor Relations

Mike Lyons
Deputy Director

Holly Bialczak
Senior Human Resources Generalist

MEMORANDUM OF UNDERSTANDING

The Huron-Clinton Metropark Authority (“HCMA” or “Employer”) and the Huron Clinton Metropark Authority Employees Association (“HCMAEA” or “Union”) hereby agree to the following Memorandum of Understanding regarding paid release time for bargaining unit members for a successor contract.

The Employer shall provide paid release time to up to twelve employees that are members of the union bargaining team for a successor collective bargaining agreement. The twelve employees designated by the Union shall be compensated for the time that they spend at the bargaining table and in preparations to bargain. This shall include making the employee whole for the time that they missed work to attend bargaining sessions, and up to 1 additional hour per bargaining session. The release time will not result in the payment of overtime.

The Union will provide the names of the twelve bargaining team members to be granted paid release time in advance of negotiations and 24 hours’ notice of a union representative unavailability and the name of an alternate, if necessary.

The MOU shall not restrict the ability of the union members to attend bargaining sessions and to use accrued vacation, compensatory time or PTO to do so.

APPENDIX 1

DUES/SERVICE FEE CHECK-OFF FORM

HURON-CLINTON METROPOLITAN AUTHORITY **EMPLOYEES'** ASSOCIATION

BY:

Last Name First Name MI

Park Group

TO: Huron-Clinton Metropolitan Authority

Effective _____, I hereby request and authorize you to deduct from my earnings the current rate of \$1.00 bi-weekly for the purpose of Association dues, or equivalent Service Fee. The amount deducted shall be paid to the treasurer of the **Employees' Association of the Huron-Clinton Metropolitan Authority**. This authorization shall remain in effect unless terminated by me upon thirty (30) days advance written notice to the Authority and the Association or upon termination of my employment.

Signature

Date

APPENDIX 2 - CLASSIFICATIONS

Any changes to position classifications shall be discussed and mutually agreed upon with the Employee Association prior to implementation provided that the Employee Association's agreement shall not be unreasonably withheld. If the Employer believes that the Employee Association is unreasonably withholding an agreement, it may request a mediator from the Michigan Employment Relations Commission to render a binding resolution to the matter through an informal process.- HCMA retains its right to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason.

Dept Head / Superintendent Bargaining Unit - Job Classifications

Level	Position / Title
SUPTDH-12	Chief of Natl Res & Regulatory Compliance
SUPTDH-13X	Chief of Engineering Services**
	Chief of Planning and Development
SUPTDH-14	Chief of Interpretive Services
	Chief of Police
	District Park Superintendent

*** Grandfathered ee positions*

~~June 11, 2018~~

~~To: Jason Kulongowski, President HCMA Employee Association
Garnet Potter, Vice President HCMA Employee Association
From: Randy Rossman, Human Resources Manager
Re: Department Head Position Title Changes~~

~~As discussed and approved by the HCMA Employee Association and HCMA Administration, the following position titles have been changed within the Park Superintendent / Department Head Bargaining Agreement.~~

Current Title New Title

~~Manager of Engineering Manager of
Interpretive Services Manager of
Planning~~

~~Chief of Engineering~~

~~Chief of Interpretive Services Chief of Planning
& Development~~

~~Manager of Natl Res & Regulatory Compliance Chief of Natl Res & Regulatory Compliance~~

~~The signatures below signify acknowledgement and acceptance of the above changes.~~

Memorandum of Understanding

~~This agreement is entered into on this 9th day of February, 2017 by and between the Huron-Clinton Metropolitan Authority and the Huron-Clinton Metropolitan Authority Employee Association.~~

~~It is hereby agreed as follows:~~

~~1. The collective bargaining agreements will be extended through December 31, 2023 with all provisions remaining in full effect unless otherwise stipulated in this agreement.~~

~~2. Wages shall increase as follows:~~

- ~~a. 2020: 3%~~
- ~~b. 2021: 3%~~
- ~~c. **2022: 3%**~~
- ~~d. 2023: 2%~~

~~3. Health Insurance: Extension of previous agreement to include the calendar years 2020, 2021, 2022 & 2023. As stated in the previous agreement, in the event that the Metroparks actual insurance premium increase exceeds the projected increase of 8% on a compound basis, HCMA-EA and POAM will agree to pursue one of the following options.~~

- ~~a. HCMA-EA and POAM employees agree to pay 50% of any increase in excess of 8% based on the difference between the actual medical premium and the compounded medical premium calculated as illustrated in the example contained herein. HCMA reserves the right to decline the employee contribution if the per pay employee contribution is less than an amount defined by HCMA; or~~
- ~~b. HCMA, HCMA-EA and POAM will mutually agree on an adjustment to the medical benefit level that would reduce the total premium increase to 8% or less; or~~
- ~~c. HCMA, HCMA-EA and POAM will mutually agree to move the medical plan to another carrier that would keep the current benefit level but would reduce the total premium increase to 8% or less; or~~
- ~~d. HCMA, HCMA-EA and POAM will mutually agree on another, alternative option to reduce the total premium amount; or~~
- ~~e. HCMA, HCMA-EA and POAM will mutually agree to any combination of the above options.~~
- ~~f. If HCMA, HCMA-EA and POAM collectively are unable to reach agreement on any of the options, HCMA, at its discretion, shall implement the cost sharing defined in option 3a or other option deemed preferred by the majority of the employees.~~
- ~~g. The parties understand that should premiums exceed the hard cap under Michigan PA 152 of 2011, an employee premium contribution may be required. If~~

~~mutually agreed upon, any of the above options may be implemented in order to comply with MI PA 152.~~

YEAR	%±	PAYGRADE		A	B	C	D	E	F	G
SUPERINTENDENT / DEPARTMENT HEAD BARGAINING UNIT										
2019	-	SUPTDH-12	RATE	3,384.73	3,469.33	3,556.09	3,644.97	3,736.09	3,829.51	3,925.25
2020	3.0%	SUPTDH-12	HOURLY	43.58	44.67	45.78	46.93	48.10	49.31	50.54
			BI-WKLY	3,486.27	3,573.41	3,662.77	3,754.32	3,848.17	3,944.40	4,043.01
			ANNUAL	90,643	92,909	95,232	97,612	100,052	102,554	105,118
2021	3.0%	SUPTDH-12	HOURLY	44.89	46.01	47.16	48.34	49.55	50.78	52.05
			BI-WKLY	3,590.86	3,680.61	3,772.65	3,866.95	3,963.62	4,062.73	4,164.30
			ANNUAL	93,362	95,696	98,089	100,541	103,054	105,631	108,272
2022	3.0%	SUPTDH-12	HOURLY	46.23	47.39	48.57	49.79	51.03	52.31	53.62
			BI-WKLY	3,698.59	3,791.03	3,885.83	3,982.96	4,082.53	4,184.61	4,289.23
			ANNUAL	96,163	98,567	101,032	103,557	106,146	108,800	111,520
2023	2.0%	SUPTDH-12	HOURLY	47.16	48.34	49.54	50.78	52.05	53.35	54.69
			BI-WKLY	3,772.56	3,866.85	3,963.55	4,062.62	4,164.18	4,268.30	4,375.01
			ANNUAL	98,087	100,538	103,052	105,628	108,269	110,976	113,750
2019	-	SUPTDH-13X	RATE	3,609.58	3,775.67	3,852.63	3,931.35	4,011.82	4,094.04	
2020	3.0%	SUPTDH-13X	HOURLY	47.63	48.61	49.60	50.62	51.65	52.71	
			BI-WKLY	3,810.57	3,888.94	3,968.21	4,049.29	4,132.17	4,216.86	
			ANNUAL	99,075	101,112	103,173	105,282	107,436	109,638	
2021	3.0%	SUPTDH-13X	HOURLY	49.06	50.07	51.09	52.13	53.20	54.29	
			BI-WKLY	3,924.89	4,005.61	4,087.26	4,170.77	4,256.14	4,343.37	
			ANNUAL	102,047	104,146	106,269	108,440	110,660	112,928	
2022	3.0%	SUPTDH-13X	HOURLY	50.53	51.57	52.62	53.70	54.80	55.92	
			BI-WKLY	4,042.64	4,125.78	4,209.88	4,295.89	4,383.82	4,473.67	
			ANNUAL	105,109	107,270	109,457	111,693	113,979	116,315	
2023	2.0%	SUPTDH-13X	HOURLY	51.54	52.60	53.68	54.77	55.89	57.04	
			BI-WKLY	4,123.49	4,208.30	4,294.08	4,381.81	4,471.50	4,563.14	
			ANNUAL	107,211	109,416	111,646	113,927	116,259	118,642	
2019	-	SUPTDH-14	RATE	3,609.58	3,792.08	3,886.87	3,984.05	4,083.63	4,185.74	4,290.38
2020	3.0%	SUPTDH-14	HOURLY	47.63	48.82	50.04	51.29	52.58	53.89	55.24
			BI-WKLY	3,810.57	3,905.84	4,003.48	4,103.57	4,206.14	4,311.31	4,419.09
			ANNUAL	99,075	101,552	104,090	106,693	109,360	112,094	114,896
2021	3.0%	SUPTDH-14	HOURLY	49.06	50.29	51.54	52.83	54.15	55.51	56.90
			BI-WKLY	3,924.89	4,023.02	4,123.58	4,226.68	4,332.32	4,440.65	4,551.66
			ANNUAL	102,047	104,599	107,213	109,894	112,640	115,457	118,343
2022	3.0%	SUPTDH-14	HOURLY	50.53	51.80	53.09	54.42	55.78	57.17	58.60
			BI-WKLY	4,042.64	4,143.71	4,247.29	4,353.48	4,462.29	4,573.87	4,688.21
			ANNUAL	105,109	107,736	110,430	113,190	116,020	118,921	121,893
2023	2.0%	SUPTDH-14	HOURLY	51.54	52.83	54.15	55.51	56.89	58.32	59.77
			BI-WKLY	4,123.49	4,226.58	4,332.24	4,440.55	4,551.54	4,665.35	4,781.97
			ANNUAL	107,211	109,891	112,638	115,454	118,340	121,299	124,331

APPENDIX 3
PAY SCHEDULE 2024 - 2026

YEAR	% +	PAYGRADE		A	B	C	D	E	F	G	H
SUPERINTENDENT / DEPARTMENT HEAD BARGAINING UNIT											
2023	--	SUPTDH-12	RATE	3,772.56	3,866.85	3,963.55	4,062.62	4,164.18	4,268.30	4,375.01	
2024	4.0%	SUPTDH-12	HOURLY	49.0433	50.2690	51.5261	52.8140	54.1344	55.4879	56.8751	58.0126
			BI-WKLY	3,923.46	4,021.52	4,122.09	4,225.12	4,330.75	4,439.03	4,550.01	4,641.01
			ANNUAL	102,010	104,560	107,174	109,853	112,600	115,415	118,300	120,666
2025	3.0%	SUPTDH-12	HOURLY	50.5145	51.7771	53.0719	54.3984	55.7584	57.1525	58.5814	59.7530
			BI-WKLY	4,041.16	4,142.17	4,245.75	4,351.87	4,460.67	4,572.20	4,686.51	4,780.24
			ANNUAL	105,070	107,696	110,390	113,149	115,977	118,877	121,849	124,286
2026	3.0%	SUPTDH-12	HOURLY	52.0299	53.3305	54.6640	56.0304	57.4311	58.8671	60.3389	61.5456
			BI-WKLY	4,162.39	4,266.44	4,373.12	4,482.43	4,594.49	4,709.37	4,827.11	4,923.65
			ANNUAL	108,222	110,927	113,701	116,543	119,457	122,444	125,505	128,015
2023	--	SUPTDH-13X	RATE	4,123.49	4,208.30	4,294.08	4,381.81	4,471.50	4,563.14		
2024	4.0%	SUPTDH-13X	HOURLY	53.6054	54.7079	55.8230	56.9635	58.1295	59.3209	60.5073	
			BI-WKLY	4,288.43	4,376.63	4,465.84	4,557.08	4,650.36	4,745.67	4,840.58	
			ANNUAL	111,499	113,792	116,112	118,484	120,909	123,387	125,855	
2025	3.0%	SUPTDH-13X	HOURLY	55.2135	56.3491	57.4978	58.6724	59.8734	61.1005	62.3225	
			BI-WKLY	4,417.08	4,507.93	4,599.82	4,693.79	4,789.87	4,888.04	4,985.80	
			ANNUAL	114,844	117,206	119,595	122,039	124,537	127,089	129,631	
2026	3.0%	SUPTDH-13X	HOURLY	56.8699	58.0396	59.2226	60.4325	61.6696	62.9335	64.1921	
			BI-WKLY	4,549.59	4,643.17	4,737.81	4,834.60	4,933.57	5,034.68	5,135.37	
			ANNUAL	118,289	120,722	123,183	125,700	128,273	130,902	133,520	
2023	--	SUPTDH-14	RATE	4,123.49	4,226.58	4,332.24	4,440.55	4,551.54	4,665.35	4,781.97	
2024	4.0%	SUPTDH-14	HOURLY	53.6054	54.9455	56.3191	57.7271	59.1700	60.6495	62.1656	63.4089
			BI-WKLY	4,288.43	4,395.64	4,505.53	4,618.17	4,733.60	4,851.96	4,973.25	5,072.71
			ANNUAL	111,499	114,287	117,144	120,072	123,074	126,151	129,305	131,890
2025	3.0%	SUPTDH-14	HOURLY	55.2135	56.5939	58.0088	59.4590	60.9451	62.4690	64.0306	65.3111
			BI-WKLY	4,417.08	4,527.51	4,640.70	4,756.72	4,875.61	4,997.52	5,122.45	5,224.89
			ANNUAL	114,844	117,715	120,658	123,675	126,766	129,936	133,184	135,847
2026	3.0%	SUPTDH-14	HOURLY	56.8699	58.2918	59.7490	61.2428	62.7735	64.3431	65.9515	67.2705
			BI-WKLY	4,549.59	4,663.34	4,779.92	4,899.42	5,021.88	5,147.45	5,276.12	5,381.64
			ANNUAL	118,289	121,247	124,278	127,385	130,569	133,834	137,179	139,923

APPENDIX 4 PAID PARENTAL LEAVE POLICY

Purpose

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, newly adopted or newly placed child. Additionally, this policy allows employees to balance their work responsibilities with the demands of personal and family life. This is critical for the Metroparks to achieve its goals of diversity and maintain competitiveness in the successful recruitment and retention of the brightest and best employees.

Scope

This policy covers all regular, full-time exempt and non-exempt employees except employees whose terms and conditions of employment with the Metroparks are negotiated through a collective bargaining agreement (CBA). Should the policy outlined herein conflict with any provisions of the Collective Bargaining Agreement (CBA) for any bargaining unit, the CBA shall prevail. Bargaining unit employees should refer to the appropriate CBA for any applicable provision(s).

The Metroparks will provide up to six work weeks (30 days/240 hours maximum) of paid parental leave once in a 12-month period, at 100 percent of the employee's current, straight-time weekly pay, to an eligible employee during the first six (6) months to care for her or his newborn child, newly adopted child, newly obtained legal guardianship for a child 17 years of age or younger, or new foster care child.

Paid Parental Leave may be taken within the first six (6) months following the date of birth, adoption or placement of foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave. Generally, parental leave should be taken on a continuous basis and should not be taken intermittently or on a reduced schedule. However, in certain circumstances, intermittent parental leave or a reduced schedule may benefit departments and supervisors as well as the employee. Where this is the case, supervisors, in consultation with the HR, may work with the employee to determine when the parental leave will be taken to ensure operational needs of the Metroparks are not unduly hampered.

Procedure

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee shall follow up the request for Paid Parental Leave in writing and complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

If the employee is requesting intermittent or reduced schedule Paid Parental Leave, the employee's supervisor and department head must approve the request.

The employee may utilize Paid Parental Leave once during a rolling 12-month period based on the date of the birth, or the placement of a child with an employee in connection with the adoption, guardianship, or foster care of the child by the employee.

Paid parental leave does not apply to employees who want paid time off to care for an eligible sick family member or recover from their own serious medical condition. Unpaid leave for those circumstances remains available under FMLA.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Metroparks for at least 12 months (the 12 months do not need to be

consecutive).

- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time employee (seasonal, provisional, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). **The adoption of a new spouse's child is excluded from this policy.**
- An employee who is a legal parent of a newborn or newly adopted child. A legal parent is one whose name appears on the child's birth certificate, a legal document establishing paternity, or a legal document establishing adoption.
- Where two eligible employees are parents of the same child and work in the same department, they may take the parental leave concurrently or at separate times. Employees are expected to work with their supervisors to determine when the parental leave will be taken. The Metroparks may require the employees in this situation to stagger a portion of their Paid Parental Leave to meet operational needs.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame. **Note that the "rolling" 12-month period continues to run whether or not the eligible employee is working.**
- This Parental Leave policy is effective on the date of ratification of the contract by the applicable bargaining unit.
- Each week of paid parental leave is compensated at **100 percent of the employee's regular, straight-time weekly pay.** Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Use of paid parental leave is reserved for periods when an employee is acting in a parental role and engaged in activities directly related to the care of the child whose birth or placement triggered the leave entitlement. Thus, by way of example, should the child already be in daycare or being cared for outside the home, then the employee is not eligible for leave under this policy.
- Approved paid parental leave may be taken at any time during the six (6) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six (6) month time frame. Any unused paid parental leave will be forfeited at the end of the six (6) month time frame.
- In the event of a female employee who herself has given birth; the six (6) weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee **for the employee's own medical recovery following childbirth.**
- An employee must consult with his or her supervisor and make a reasonable effort to schedule intermittent or reduced **schedule Paid Parental Leave so as not to unduly disrupt the department's operations.**
- **Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.**
- Paid parental leave hours shall not count as hours of work for overtime calculations.
- Parental Leave cannot be used prior to the birth or legal placement of a child for related medical issues or placement-related legal appointments.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Metroparks will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation leave or paid sick leave.
- If a paid holiday occurs while the employee is on paid parental leave, such days will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Nothing in this policy modifies affects or diminishes any rights provided to employees under an existing CBA.

Return to Work

HR or the relevant department may require an employee to report periodically on his/her status and intent to return to work while the employee is out on paid parental leave.

An employee needs to notify HR in writing of return-to-work date at least two business days in advance but does not need to provide a note from a health care provider.

Employees who do not return to work after using all of their paid parental leave and exhausting any other paid time off benefits will be subject to disciplinary action, including but not limited to termination, unless additional leave has been requested and granted. Employees should submit a written request for an extension of leave to their supervisor and HR. This written request should be made as soon as the employee knows that he or she will not be able to return on the original return date.

Documentation

An employee is required to furnish appropriate medical documentation for the birth of a child. Since Paid Parental Leave runs concurrently with FMLA, medical certification requirements for FMLA govern. The medical documentation should be completed and signed by the appropriate health care provider. If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to the HR department prior to or upon returning to work.

For paid parental leave due to foster care, employees may provide one of the following documents:

- Foster care placement record
- Other documentation from the foster care agency confirming the placement and date of placement.
- Foster care placement letter issued by the relevant department of social services or authorized voluntary foster care agency.

For paid parental leave due to adoption, employees may provide one of the following documents:

- Documentation provided by the adoption agency confirming the placement and date of placement
- Letter signed by the parent's/parents' attorney confirming the placement and date of placement
- Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
- Adoptive placement agreement

For paid parental leave due to legal guardianship of a child, employees may provide one of the following documents:

- Court order from the probate or juvenile court indicating full (not temporary) appointment of legal guardianship over a child.

Conclusion

This policy is in place to promote a successful work/life experience and retention of employees.

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

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AGREEMENT

This Agreement is made between the HURON-CLINTON METROPOLITAN AUTHORITY (hereinafter called the "Authority" or "Employer") and the HURON-CLINTON METROPOLITAN AUTHORITY EMPLOYEES ASSOCIATION (hereinafter called the "Association").

ARTICLE 1
RECOGNITION

The Authority recognizes the Association as the exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, certain fringe benefits, hours of employment, and other conditions of employment for the **Supervisory Employees' Bargaining Unit (herein after called "Bargaining Unit") of the Authority, - which is comprised of employees assigned to the classifications as listed in Appendix 2 excludes all Superintendent/Department Head, Non-Supervisory and Professional employees; Law Enforcement Officers, Sergeants and Lieutenants; all seasonal and part-time employees; the Executive Assistant to the Director; all Human Resources employees, Director, Deputy Director, Chief of Marketing, Chief of DEI, Chief of Information Technology Services, Chief of Finance; and all other employees.**

~~which is comprised of employees assigned to the following classifications: Building Maintenance Foreman, Grounds Maintenance Foreman, Natural Resource Foreman, Equipment Maintenance Foreman, Golf Course Superintendent, Inventory Coordinator/Central Stores Supervisor, Park Maintenance General Foreman, Park Operations Supervisor, Natural Resource General Foreman, Survey Chief, Supervising Interpreter, Assistant Park Superintendent, Park Maintenance Supervisor, Police Commander, Police Lieutenant, Chief Accountant, Supervising Park Planner, Supervising Engineer and Supervising Graphic Designer and excludes all Superintendent/Department Head, professional, and non-supervisory employees; all Law Enforcement Officers, Corporals and Sergeants; all seasonal and part-time employees; the Administrative Office Support Specialist (Ex), Human Resources/Benefits Administrator, Director, Deputy Director, Executive Secretary to the Board, Controller and Administrative Services Manager, and all other employees.~~

ARTICLE 2
NON-DISCRIMINATION

There shall be no discrimination as to religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, disability, height, weight, marital status, political affiliation, or union affiliation. ~~age, race, sex, color, creed or country of origin, handicap or disability, political affiliation or union affiliation.~~ The Employees Association and Bargaining Unit shall share equally with the Employer responsibility for applying this provision.

ARTICLE 3
MANAGEMENT RIGHTS

Except as expressly and specifically limited by the provisions of this Agreement, the Authority retains and reserves all rights of management, which shall be exercised by the Authority in its sole discretion. Such rights include, by way of example but not limitation, the rights to the executive management and administrative control of the Authority, its properties and facilities and the activities of its employees; to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to determine the equipment and facilities to be used; to affect changes in methods, operations, facilities, systems and equipment; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason; to maintain efficiency and order,

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including the right to establish and enforce reasonable work rules and rules of conduct for all employees; to determine the locations of the Authority's parks, offices and other facilities.

ARTICLE 4
SICK LEAVE & SICK LEAVE BANK/SHORT TERM INCOME REPLACEMENT

Section 1: Definitions

Short Term Income Replacement (STIR) - HCMA short term disability program. Sick Leave - annual allotment of 96 hours of leave.

Sick Leave Bank - remaining balance of sick leave accumulated prior to 12/31/2012, for those employees not enrolled in the STIR program. Hours in the Sick Leave Bank do not accrue additional leave and the bank will only be reduced.

Non Cash Value (NCV) Sick Bank - ~~One Time Allotment of up to 20 sick days (160 hours)~~

Section 2: Sick Leave and Sick Leave Banks

Effective January 1, 2013, all employees shall be covered under Short Term Income Replacement and shall receive ninety (96) hours of Sick Leave per year. Employees shall be eligible on the first of the month following 90 days of employment to receive a pro-rata share of up to ninety (96) hours of Sick Leave based upon their date of hire. Each January 1st thereafter, they shall be eligible for ninety-six (96) hours of Sick Leave to be available during the payroll year.

Unused Sick Leave at the end of a payroll year shall not be carried over to the next year.

Sick Leave Banks in effect as of December 31, 2012 shall be capped and must be used after the annual allotment of 96 hours of Sick Leave has been exhausted. Sick Leave Banks must be used to supplement Short Term Income Replacement benefits and must be exhausted before Long Term Disability benefits are paid.

Section 3: Non-Cash Value (NCV) Sick Bank

Employees shall be eligible after 90 days of employment to receive 160 hours to be put in their NCV Sick Bank.

Each January 1st thereafter, each employee who has zero (0) hours left in their NCV Sick Bank will be renewed to the 160 hours. Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the NCV renewal delayed until January 1st following the date that they return to active duty and released from STIR or LTD.

All hours in the NCV Sick Bank are capped at 160 hours and do not accrue additional leave hours.

**New Section: NCV Sick Bank

~~New employees hired after 04/13/2019, after 90 days of employment, shall receive a One Time Allotment of 20 sick days (160 hours) to be put in their NCV Sick Bank.~~

~~Current employees hired prior to 04/13/2019 will receive a One Time Allotment of 20 sick days (160~~

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~~hours) to be put in their NCV Sick Bank.~~

~~All hours in the NCV Sick Bank are capped and do not accrue additional leave hours. This bank will only be reduced.~~ NCV Sick Banks can only be used after the annual allotment of 96 hours of Sick Leave and Sick Leave Bank have been exhausted. NCV Sick Bank hours must be used to supplement short-term income replacement benefits and must be exhausted before Long- Term Disability benefits are paid.

NCV Sick Bank hours have no cash value for payout upon termination of employment and are not included in the calculation of the Termination Sick Leave Bonus payout.

Section 43: Use of Sick Leave, Sick Leave Banks and NCV Sick Banks

Sick Leave / Sick Leave Banks/NCV Sick Leave Banks with pay are intended to cover incapacity due to personal illness and certain other specific absences (listed in the "Allowable Periods" Section below). It is not intended to cover personal malingering; and any suspicion of such will require the employee to produce a medical certificate justifying the reason for such absence.

- A. To receive authorization for the use of Sick Leave or Sick Leave Bank or NCV Sick Leave Bank hours, an employee must submit a request through the time and attendance system.
- B. Approved Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours are considered work hours. Holidays falling within a period of Sick Leave/Sick Leave Bank/NCV Sick Leave shall be paid, including and during Short-Term income replacement.
- C. Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours may be taken in increments of one quarter (1/ 4) hour.
- D. Other leave will not be authorized to cover Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours or an absence listed in the "Allowable Periods" Section until all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted.
- E. Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.
- F. Sick Leave Bank hours are capped and must be used after Sick Leave is exhausted.
- G. NCV Sick Leave Bank hours must be used after Sick Leave and Sick Leave Bank is exhausted.
- H. Once all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank hours have been exhausted, up to two (2) days of Vacation Leave per calendar year may be used as "Sick Time" with a physician certification required only if the leave is on a scheduled work Holiday or Special Event.

Section 54: Allowable Periods

Absences from work chargeable to Sick Leave/Sick Leave Bank/NCV Sick Leave Bank are listed as follows:

- A. Personal illness or physical incapacity caused by factors over which the employee has no control. Management may require the provision of evidence for any illness or injury, such as a physician's statement.
- B. Exposure to contagious disease in which the health of others would be endangered. Written verification by proper medical authority may be required.

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- C.** Physical examination, medical treatment or other medical procedures relating to disability pensions, etc., by the Veteran's Administration, Draft Board or any branch of the Armed Forces.
- D.** Illness of an immediate family member who requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean spouse, parent, grandparent, child, brother or sister of the employee or a member of the employee's household.

Section 65: Worker's Compensation

An employee injured in an accident arising out of and in the course of employment with the Authority shall have the option to supplement worker's compensation with any available paid leave, the combination thereof, not to exceed 100% of base pay. After all Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been exhausted, other banked leave may be used to supplement worker's compensation, at the discretion of the employee.

A job-related injury must be reported to an employee's supervisor immediately after the occurrence of said injury. In accord with workers' compensation law, an employee, if applicable, must treat with HCMA physician for the first 28 days following a work-related injury unless otherwise authorized.

Section 76: Prolonged Illness

After short term disability benefits are exhausted an employee with an extended illness shall first use all Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, then the employee may continue on the payroll through the use of all other accumulated leave banks. Once all leave has been exhausted, the employee may be eligible for long-term disability benefits or may be placed on Unpaid Leave of Absence.

Section 87: Short Term Income Replacement

Effective January 1, 2013, all full-time employees shall be eligible on the first of the month following 90 days of employment for Short Term Income Replacement.

Benefits begin after 14 calendar days of continuous disability and are payable for up to 26 weeks. The Short-Term Income Replacement benefit is equal to 66½% of base weekly earnings.

Any available Sick Leave/Sick Leave Bank/NCV Sick Leave Bank, PTO, Personal, Compensatory Time, Holiday Earned and Vacation hours must be used to supplement Short Term Income Replacement and must be exhausted before Long Term Disability benefits are paid.

Employees on Short Term Income Replacement (STIR) or Long Term Disability (LTD) Leave will have the sick, vacation, PTO and personal leave January 1st banks renewal delayed until the date that they return to active duty and released from STIR or LTD.

The plan is subject to the conditions of the Short-Term Income Replacement Plan, with benefits as defined in the current plan.

Section 98: Sick Leave Bonus

Fifty percent of the unused sick leave at the end of a payroll year will be paid out as a bonus. There is no carryover of the remaining sick leave to the following year.

Section 109: Termination Sick Leave Bonus

As a reward for faithful service, the Authority has authorized a cash payment of fifty percent (50%) of a maximum of sixteen hundred (1,600) of all earned/unused Sick Leave and Sick Leave Bank hours at an employee's current rate of pay upon retirement or death.

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Upon termination of employment, after ten (10) years of service, an employee in good standing will be paid fifty percent (50%) of all of their accumulated earned/unused Sick Leave and Sick Leave Bank hours at their current rate of pay, subject to the 1,600 hour limit.

Employees have the option of receiving fifty percent (50%) of their Termination Sick Leave Bonus in the first year of retirement and fifty percent (50%) in the second year of their retirement.

NOTE: NCV Sick Leave Bank hours carry no cash value and are not a part of this program.

Section 10: Transfer of Sick or Vacation Leave

~~When an employee requests to transfer sick or vacation leave to an employee that is ill, such transfer of leave shall be subject to the conditions listed below:~~

- ~~A. Said employee receiving the transferred sick or vacation leave shall have exhausted all leave.~~
- ~~B. The circumstances are such that it is likely that the employee will return to duty.~~
- ~~C. The employee receiving said leave is a full time employee.~~
- ~~D. Leave shall not be transferred to an employee known to be considering retirement or resignation or whom disciplinary action is pending.~~
- ~~E. No employee who has been warned in writing of possible abuse of sick leave within the past twelve (12) months shall be eligible to receive a transfer of sick leave.~~
- ~~F. Sick leave transferred shall be treated as if they were used by the employee for purpose of bonus computation.~~

~~A.~~

ARTICLE 5
VACATION LEAVE

A

Section 1: Schedule of Benefits

Employees shall have the number of Vacation Leave days credited the first payroll of the year according to the following schedule:

Less than 5 years of service:	(13 days/104 hrs/year)	2.0 hrs per week
Over 5 years but less than 10 years:	(16.25 days/130 hrs/year)	2.5 hrs per week
Over 10 years but less than 15 years:	(19.5 days/156 hrs/year)	3.0 hrs per week
Over 15 but less than 20 years:	(22.75 days/182 hrs/year)	3.5 hrs per week
Over 20 years of service:	(26 days/208 hrs/year)	4.0 hrs per week

Section 2: Annual Vacation Leave Allotment

The annual vacation leave allotment days shall be credited the first payroll of the year.

- A. The employees credited years of employment for placement on the schedule of

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benefits is based on years of service at the beginning of the new year.

- B. Adjusted mid-year increase in vacation leave allotment: If an employee reaches their years of service that moves them higher on the schedule of benefits during the current year then their vacation allotment is pro-rated and increased as follows: Example: a full-time employee start date is 3/22/2014; on the first payroll of the 2019 year a total of 13 days or 104 hours is the vacation allotment credited. After 3/22/2019 the employee is credited with a pro-rated increase of vacation allotment as follows: from the start of the payroll year to 3/22/19 = 12 weeks x 2 hrs per week = 24 hours earned, this leaves 40 weeks remaining in the 2019 payroll year x 2.5 hrs per week = 100 hours, (24 + 100 = 124) or 15.5 days will be the credited allotment.
- C. New Employees: Vacation leave is pro-rated with their start date of employment. Pro-ration based on start date, number of weeks remaining in current payroll year, times hours per week earned.

Section 3: Vacation Leave Pay-out Option

Each November, eligible employees shall have the option of receiving a pay-out of Vacation Leave in accordance with the following schedule:

Less than 5 years of service:	No pay-out
Over 5 years but less than 10 years:	1.5 days (12 hrs) pay-out
Over 10 years but less than 15 years:	3 days (24 hrs) pay-out
Over 15 years but less than 20 years:	4.5 days (36 hrs) pay-out
Over 20 years of service:	6.5 days (52 hrs) pay-out

Pay-out of vacation leave days shall be made at the regular straight time rate (as of November 1 of the current year) payable the last payroll in November.

Requests for Vacation Leave pay-out must be received no later than November 1st of each year on the form provided by HCMA. No pay-out shall be made for requests received after November 1st.

At the time of the Vacation Leave pay-out, if an employee has a Vacation Leave balance less than the eligible pay-out hours, they will receive a pay-out of the lesser (balance) hours only.

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Section 4: Termination

- A. Should an employee resign, be discharged, or die, payment for their earned accumulated Vacation Leave shall be made either to the employee or their estate as the case may be.
- B. Termination vacation payout will include a vacation allotment adjustment: Example: Using an employee with less than 5 years of full-time seniority terminates employment. The payout at termination of the current years vacation allotment will be pro-rated as follows: Employee rolls over 20 vacation days/160 hours for the new year, and receives 13 vacation days/104 hours for the annual allotment, for a total of 33 days/264 hours of combined earned and allotment time ($160 + 104 = 264$). Employee terminates employment after 20 weeks worked in the new year earning 5 days/40 hours of the vacation allotment (20 weeks x 2 hrs per week = 40 hours earned). Vacation allotment reduced by 8 days/64 hours ($104 - 40 = 64$) for a new total of vacation earned of 25 days/200 hours ($264 - 64 = 200$). Employee used 10 days/80 hours of vacation time in the new year. The 10 days/80 hours is reduced from the total 25 days/200 hours of earned vacation leave. This will leave 15 days/120 hours for payout ($200 - 80 = 120$).

Section 5: General Provisions

- A. Vacation Leave, although earned, shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.
- B. Vacation Leave shall not accrue during leaves of absence without pay or when an employee is on Long Term Disability.
- C. Vacation Leave may be accumulated in an amount not to exceed 400 hours (as of the second pay in January, except as stated in Section 5, item H). Fifty percent of the unused vacation leave exceeding 400 hours will be paid out as a bonus. There is no carryover of any vacation leave over 400 hours to the following year.
- D. To receive authorization for the use of Vacation Leave, an employee must submit an Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.
- E. Holidays falling within a period of Vacation Leave shall not be charged to Vacation Leave.
- F. Vacation Leave may be taken in increments of one quarter (1/4) hour.
- G. In cases of extended illness, Vacation Leave may be authorized after all accumulated Sick Leave/Sick Leave Bank/NCV Sick Leave Banks have been used.
- H. Denial of Vacation Leave must be provided in writing and must include the reason for the denial. Leave requests of 40 hours or more must be submitted at least 14 calendar days prior to the first day of the leave and shall be approved or denied within one week of the request. Once written authorization for Vacation Leave has been given, it shall not be revoked by the Authority except in exigent circumstances. If an employee receives three written denials in a calendar year they will be permitted to carry-over up to 40 hours of Vacation Leave beyond the 400 hour limit per year as of the second pay in January of each year.

Section 6: Prolonged Illness

Should an employee be placed on "Absent on Leave Without Pay" after exhausting all accumulated

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Leave due to extended illness or disability, said employee will be credited with the applicable Vacation Leave accrual based on years of service, for their final pay period if they have been on the payroll for at least sixty-four (64) hours of that pay period.

ARTICLE 6
ADMINISTRATIVE LEAVE

Administrative Leave may be used by employees to attend meetings, seminars, workshops and conferences.

Administrative Leave may be used when, in the opinion of the Director or his designate, it is necessary to allow employees to report late or leave their work stations early because of inclement weather.

ARTICLE 7
BEREAVEMENT LEAVE

Leave may be granted without loss of pay not to exceed five (5) days for absences for funeral or other estate matters related to the death of the following relatives: employee's parent, child, grandparent, grandchild, brother, sister, or current step-parent, step-child, spouse, son-in-law, daughter-in-law, mother-in-law, father-in-law; or any person who resides permanently within and as a member of the employee's household.

Leave may be granted without loss of pay not to exceed two (2) days for absences for funeral or other estate matters related to the death of the following relatives: employee's blood aunt, uncle, niece, or nephew; brother or sister's spouse or spouse's brother or sister; or current step grandparent, step grandchild, step-brother, step-sister, step-son-in-law, step daughter-in-law, step father-in-law, step-mother-in-law, or spouse's grandparents.

Leave may be granted without loss of pay not to exceed four (4) hours to attend the funeral of a fellow current employee or retiree of the Metroparks, with supervisor approval and provided such absence from duty will not interfere with normal operations of the Metroparks.

The Metroparks understands that families can come in all types of shapes and sizes. This can create scenarios that are not covered under this policy. If there is a special circumstance of the passing of someone that affects the employee in a very personal way i.e. significant other, ex-spouse, then a request can be made through the employee's Department Head/Superintendent for bereavement day(s) to be applied. This request will need approval of the Director.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available leave time. Employees under discipline for attendance may be required to provide documentation with regard to their bereavement leave.

Leave hours may be taken in increments of one quarter (1/4) hour.

The Employer, in its discretion, may request verification from the employee if abuse of bereavement leave is suspected.

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ARTICLE 8
LEAVES OF ABSENCE

Section 1: Military Leave

Military leave will be granted in accordance with federal and state statutes. In addition, any employee who is a member of a reserve component of the Armed Services may be granted time off, not to exceed one hundred twenty (120) hours in any one fiscal year, when called for training with said reserve component, with prior approval of the Director.

The pay rate of the employee during such time off shall be the difference between the employee's regular pay and the total amount of compensation less any and all allowances received by the employee for such military training. Time off for such military training shall not be charged against the employee's accumulated vacation leave.

Upon return from such military duty, the employee shall furnish official proof of pay received during the employee's tour of duty.

Section 2: Unpaid Leave

Employees may be eligible for unpaid leaves of absence after their probationary period is completed. Leaves of absence for a limited period, not to exceed six months, may be granted by the Employer for a reasonable purpose; and such leaves may be extended or renewed by the Employer for a reasonable period. Fringe benefits shall be continued for unpaid leaves of one month or less. Employees may elect to maintain benefits during unpaid leave in excess of one month by reimbursing the Authority for the cost of benefits to the extent required by law or as allowed by the in-force insurance carrier. At the expiration date of an unpaid leave of absence, if an employee wishes to return, they will be returned to a job of like classification, pay and location if agreed to in writing prior to commencement of leave. If not agreed, the employee will be given the next available vacancy of like classification, pay and seniority.

Section 3: Pregnancy Disability

Pregnancy disability leave will be given in accordance with state and federal statutes.

Section 4: Family and Medical Leave

Family and Medical leave may be granted to an employee who requests it in accordance with the Family and Medical Leave Act.

ARTICLE 9
JURY DUTY

Section 1:

Any employee who is called to and reports for jury duty shall be paid by the Authority for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Authority and does not work, an amount equal to the difference between:

- A. The employee's regular rate, exclusive of any premiums for the number of hours up to ~~ten~~ (108) straight-time hours that they otherwise would have been scheduled to work; and
- B. The daily jury duty fee paid by the court (not including travel allowance or reimbursement of expenses).

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Section 2:

In order to receive payment under the above section, an employee must give the Authority, within one week, notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

Section 3:

The provisions of this Article are not applicable to an employee who, without being summoned, volunteers for jury duty.

ARTICLE 10
INSURANCE BENEFIT CERTIFICATES/BOOKLETS

Employees shall be provided updated certificates and/or benefit booklets regarding all insurance benefits.

ARTICLE 11
LONG TERM DISABILITY BENEFIT

Section 1:

Employees are eligible for this insurance if they are employed for a period of at least one thousand forty (1,040) straight time hours.

Section 2:

Long Term Disability is a monthly benefit which provides income security in the event of a sickness or injury which totally disables an employee over a continuous 180-day period of time.

Section 3: Accidents Covered

An employee is covered on and off the job.

Section 4: Benefit Payment

Monthly benefit will be (A) minus (B):

- A. Sixty-six and two-thirds percent (66 $\frac{2}{3}$ %) of an employee's monthly earnings at the date of disability, subject to a maximum benefit of ~~eleven~~eight thousand dollars (\$~~118~~,000) per month, less any benefits payable under the Social Security Act as the result of an employee's disability (including benefits for dependents).
- B. The benefit determined in (A) above shall be offset by the following:
 1. Earnings continuation from the Authority, including, but not limited to sick, vacation and compensatory leave.
 2. Other group insurance disability benefits.
 3. Retirement benefits provided by the government.
 4. Other benefits payable under any government disability plan.
 5. Benefits payable under any Worker's Compensation Act.
 6. Benefits payable under any group or individual no-fault plan or automobile insurance.

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Section 5: Definition of Total Disability

Total disability means that an employee is unable because of illness or accidental bodily injury to perform any and every duty of any occupation for which an employee is reasonably fitted by training, education or experience. However, during the first twenty-four (24) months of payments, an employee will be considered totally disabled if they are unable to perform the duties of their own occupation.

Section 6: Commencement of Benefits

Benefits start after a qualifying period of one-hundred eighty (180) days from the commencement of total disability, provided proof of disability is submitted within six (6) months following the qualifying period.

Section 7: Maximum Benefit Period

Once an employee has satisfied the qualifying period, one hundred eighty (180) days from onset of the total disability, injury or illness, they will receive a monthly income until the earliest of the following events:

- A. The date that total disability ceases.
- ~~B.~~ B. The date that age 65 or the maximum benefit period is reached, as per the Long Term Disability policy ~~in effect at 5/1/2010.~~
- C. The date of failure to submit to an examination by the Authority's disability insurance medical advisors.
- D. The date that the employee is not under continuing medical supervision and treatment is considered satisfactory by the Authority's disability insurance company.
- E. The date of the employee's death ~~expires.~~
- F. The date the employee is not working in any rehabilitation employment considered appropriate by the Authority's disability insurance company.
- G. Authority retirement.

Section 8: Limitations

Benefits are not payable for the following:

- A. A disability where an employee is not under continuing medical supervision and treatment considered satisfactory by the Authority or the Authority's disability insurance company.
- B. A disability caused by self-inflicted injuries or illness.

ARTICLE 12
CONTINUATION OF BENEFITS

The Authority will continue coverage on the following benefits for a period not to exceed six (6) months when an employee has exhausted all leave banks due to illness or disability, providing the employee reimburses the Authority the appropriate employee contributions set by this agreement:

- A. Medical/Rx;
- B. Vision Insurance;
- C. Dental Insurance;
- D. Long Term Disability Insurance;
- E. Life Insurance.

ARTICLE 13
MEDICAL/Rx

Section 1: Eligibility

~~New employees are eligible the first day of employment with health insurance. Employees are eligible the first day of the month following the completion of sixty (60) days of service. A new employee is eligible their first day of employment if they had group coverage at their previous place of employment.~~

Section 2

The Authority agrees, subject to Section 34, to pay premiums for medical coverage for eligible employees and dependents with an equivalent plan design as the currently offered plan. ~~to the Simply Blue High Deductible Health Plan outlined below:~~

SIMPLY BLUE HIGH DEDUCTIBLE HEALTH PLAN DEDUCTIBLES, CO-INSURANCE AND CO-PAYS		
	IN-NETWORK	OUT-OF-NETWORK
Deductible	\$1,250/\$2,500	\$2,500/\$5,000
Co-Insurance	Prescription only: \$10/\$40/\$80	20% for Medical
Out of Pocket Max Co-pays	\$1,000/\$2,000	\$2000/\$4,000
Maximum with Deductible	\$2,250/\$2,500	\$6,500/\$9,000
Office Visit Co-Pay	Covered at 100% after deductible.	Covered at 80% after deductible.
Chiropractic Co-Pay	Covered at 100% after deductible. Max visits for chiropractor is 12 per year	Covered at 80% after deductible. Max visits for chiropractor is 12 per year.
ER Co-Pay	Covered at 100% after deductible	Covered at 80% after deductible

Section 3: Employee Contributions

HCMA has adopted the hard cap rule under Michigan Public Act 152. Should premiums exceed the maximum allowed under Public Act 152, HCMA agrees to meet with the Employee Association to discuss options prior to assessing any premium to the employee.

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Section 4: HEALTHWISE

~~The parties recognize that controllable lifestyle factors greatly contribute to health care claims and resulting health care premium increases. Employees and dependents that maintain or change their lifestyles to reduce risk factors and improve their health and their lives will be a benefit to both themselves and the employer.~~

~~To encourage healthier lifestyle choices, HCMA may make available to employees a voluntary health and wellness program that will provide incentives for participation.~~

Section 45:

No Huron-Clinton Metropolitan Authority employee shall be a dependent under another Huron-Clinton Metropolitan Authority employee's health plan with the exception of a married couple with children who both are employed by Huron-Clinton Metropolitan Authority. In such cases, one employee may be designated as the subscriber and the other employee and children as dependents.

Section 56: Family Continuation Coverage

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

Section 67:

Recognizing the industry trend to inordinate cost increases in health care, the Employees Association agrees to participate and work with the Authority toward health care cost containment.

Section 78: Opt Out

Employees who verify they are covered by an alternate hospitalization program may opt-out of the Huron-Clinton Metropolitan Authority plan and shall be compensated at \$60.00 per pay period (\$1,560.00 per year). Employees electing this option may only resume health insurance with Huron-Clinton Metropolitan Authority during the annual open enrollment period or at any time if their coverage elsewhere is terminated.

ARTICLE 14
GROUP LIFE INSURANCE

Section 1: Basic Coverage

The Authority has made available a Group Life Insurance Policy for the benefit of all employees. This plan provides life insurance coverage in the amount of ten thousand dollars (\$10,000), with a double indemnity clause in the event of accidental death.

Section 2: Eligibility

Employees shall be covered upon completion of ~~three (3) months~~ 90 days of service regardless of age and without physical examination.

In the case of returning servicemen who had coverage prior to entering service, the waiting period is waived and reinstatement is made immediately upon request with a presentation of a copy of the discharge paper.

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Section 3: Supplemental Coverage

In addition to the aforementioned Group Life Insurance, the Authority will provide supplemental Group Life Insurance coverage for full-time employees after completion of 90 days of continuous full-time employment.

~~Employees with less than 25 years credited service shall receive coverage equal to two and one half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000. Employees with 25 years or greater credited service shall receive coverage equal to one and one half (1½) times the employee's annual base salary.~~

Employees shall receive coverage equal to two and one half (2½) times the employee's annual base salary subject to a maximum benefit of \$250,000.

Amounts of insurance coverage will be updated whenever a change in salary occurs.

Benefits cover employees on and off the job.

ARTICLE 15
VISION INSURANCE

The Employer agrees to provide and pay the premium for a vision care program equivalent to Blue Vision (VSP) equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 16
DENTAL INSURANCE

The Employer agrees to provide and pay the premium for a dental care program equivalent to Delta Dental Group Policy Number 7428 equivalent to coverage on 1/1/2023 subject to annual review and change with mutual agreement by the parties for eligible employees and dependents.

Eligible dependents will be covered at no additional cost to the employee until the end of the calendar year in which the dependent turns 26.

ARTICLE 17
TUITION REIMBURSEMENT

Tuition reimbursement is available for employees subject to the following requirements:

- A. Applicant must have one year continuous full time employment at the beginning and be actively employed at the completion of the class.
- B. Subject must be recommended for approval by the Department Head/District Park Superintendent and approved by the Director or his designate as being directly related to the employee's present position or a position for which the employee is otherwise eligible at the time of application.
- C. Employee must complete a Tuition Reimbursement Form and receive approval prior to enrollment in a class.
- D. Class must be taken at an accredited educational institution or agency acceptable

by the HCMA.

- E. Reimbursement will be based on tuition fee only; and the tuition must not be paid by other means such as scholarships or grants.
- F. Employee must submit written proof of tuition payment and successful completion of the class to the Human Resources Office within thirty (30) days after the class is over in order to receive tuition reimbursements.

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- G. Employee must submit a report from the school that he has completed the class with a grade of "C" or better or **"pass"** in a pass/fail course.
- H. **Employee will be reimbursed hundred percent (100%) for a "pass" in a pass/fail course or grade of "C" or better in a graded course.** The amount of reimbursement shall be no more than \$~~53~~,000 for any calendar year.
- ~~I. Employee shall reimburse Employer cost of tuition reimbursed if they resign employment within 36 months of course.~~

ARTICLE 18 RETIREMENT/PENSION PLAN

Section 1: Pension

Employees hired prior to January 1, 2013 shall be covered under the HCMA Employees' Retirement and Trust Agreement as established by the Board of Commissioners. The benefits provided under the plan are in addition to any benefits the employee may receive under the Social Security Pension Program. Effective January 1, 2013, employees shall contribute on a pre-tax basis, 1% of base pay into the pension plan.

Employees hired on or after January 1, 2013 shall be covered under a mandatory defined contribution pension program. HCMA will contribute ~~96~~% of base wages into the plan and the employee shall contribute, on a pre-tax basis, 1% of base pay into the plan. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service.

Detailed information regarding the Authority Pension Plan is covered in the Pension Booklet. The Trust Agreement dated January 1, 1997 as last amended January 1, 2021 ~~September 14, 2000~~ is incorporated into this Agreement by reference.

Section 2: Re-Employment

Retired individuals may be re-employed on a seasonal, part-time or consulting basis.

ARTICLE 19 GROUP BENEFITS FOR RETIREES

Retirees must report their status once each year to the Human Resources office annually to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Should an employee marry within the **five-year period prior to the employee's date of retirement**, spouse and eligible dependent hospitalization coverage shall be continued only for the life of the retiree plus three years thereafter.

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Section 1:

Employees with ten years continuous, full time service with the Authority and hired prior to March 14, 1991 are eligible for the following group benefits:

- A. Medical/Rx
Coverage after retirement will be provided for eligible retirees, spouses and eligible dependents. Medical/Rx benefits will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program. The employer, at its discretion, may offer retirees a higher benefit than current employees.
- B. Group Life Insurance
Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
- D. Dental Insurance
Retirees, spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.

Section 2:

Employees hired on or after March 14, 1991 through December 31, 2008 are eligible for the following group benefits:

- A. Medical/Rx
 1. Retirees with 25 years continuous, full time, service with the Authority are eligible for medical/Rx benefits as follows:
 2. Coverage after retirement shall be provided for eligible retirees, spouses and eligible dependents. Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 3. Retirees with 10 years but less than 25 years continuous, full time service with the Authority are eligible for medical/Rx benefits as follows:
Coverage after retirement shall be provided for eligible retirees only (no spouse or dependent coverage). Medical/Rx will be continued on an equivalent basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
 4. Retirees with less than 10 years of continuous, full time service with the Authority shall not be eligible for medical/Rx benefits.
 5. The Employer, at its discretion, may offer retirees a higher benefit than active employees.
- B. Group Life Insurance
For retirees with ten years continuous full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).
- C. Vision Insurance
 1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and

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eligible dependents are covered by this insurance on an equivalent basis as employees.

2. Retirees with less than 25 years continuous, full time service shall not be eligible for vision benefits.

D. Dental Insurance

1. Retirees who have 25 years continuous, full time service with the Authority and their spouse and eligible dependents are covered by this insurance on an equivalent basis as employees.
2. Retirees with less than 25 years continuous, full time service shall not be eligible for dental benefits.

Section 3:

Employees hired on or after January 1, 2009 through December 31, 2012 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. ~~This matching contribution and subsequent earnings on the matching contribution are subject to a 10 year cliff vesting provision.~~

B. Group Life Insurance:

For retirees with 25 years continuous, full time service with the Authority, the Basic Group Life Insurance will be continued during the lifetime of the retiree in the amount of ten thousand dollars (\$10,000).

Section 4:

Employees hired on or after January 1, 2013 are eligible for the following group benefits:

A. Retirement Health Savings Plan:

The Retirement Savings Plan is used to cover medical, dental and vision expenses in retirement years. Employees must contribute 1% of their wages during their employment with HCMA. The Authority will provide an additional 1% matching contribution. Employer contributions shall vest at 20% per year with 100% vesting upon completion of 5 years of service. ~~This matching contribution and subsequent earnings on the matching contribution are subject to a 10 year cliff vesting provision.~~

Section 5:

Employees who elect to defer pension benefits are not eligible for group benefits.

Section 6:

If eligible to receive health care benefits, an employee, upon retirement, may elect to receive a one-time payment in the lieu of any and all retiree health care coverage in the amount of \$10,000. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The employee (retiree) must provide verification of other coverage by an alternate hospitalization plan to be eligible for this option. An employee (retiree) shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

If a retiree does not opt-out permanently, then alternately, a retiree eligible for health care will have the option to opt out of health care coverage on an annual basis. Payment will be made in the total sum of \$1,560.00 payable in two (2) equal semi-annual installments of \$780.00 each. Such election, if made, shall be subject to any applicable local, state and Federal taxes. The retiree must provide verification of other coverage by an alternate

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hospitalization plan to be eligible for this option. A retiree shall not be eligible to opt-out and remain on HCMA coverage as in the case of marriage to another HCMA employee.

ARTICLE 20

GROUP BENEFITS FOR SURVIVING SPOUSE & DEPENDENTS

The group benefits described below are provided for the term specified or until remarriage, whichever comes first.

The spouse must report their status annually to the Human Resources office to assure continued coverage.

To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Section 1: Surviving Dependents of Retiree

- A. Medical/Rx coverage will be provided for eligible surviving spouse and dependents of retiree in accordance with the Group Benefits for Retirees Article.
- B. Dental and vision insurance coverage will be provided for eligible surviving spouse and dependents for three (3) years following the death of the retiree.

Section 2: Surviving Dependents of Employee

- A. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of an employee.
- B. Medical/Rx coverage will be provided for the surviving spouse and eligible dependents of an employee killed in the line of duty for HCMA until the end of the **year that the employee's youngest dependent reaches 19 years of age or for ten (10) years** following the death of the employee, whichever is later.
- C. Dental and vision insurance coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of the employee.

ARTICLE 21

HEALTH CARE AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS

The Authority agrees to establish a Health Care Flexible Spending Account and a Dependent Care Flexible Spending Account for employees in accordance with applicable federal law and IRS guidelines. These accounts allow you to set aside a portion of your salary before taxes to pay for eligible out-of-pocket health care and dependent care expenses that would otherwise have to be paid with after-tax dollars, thereby reducing your taxable income.

The Health Care Flexible Spending Account covers eligible out-of-pocket health care expenses, such as doctor office co-pays, dental and medically needed orthodontia co-pays, prescription co-pays, health insurance deductibles, vision expenses not covered by insurance, and some over-the-counter drugs such as cold and allergy medications, pain relievers and antacids.

Employees may contribute pre-tax dollars into the individual Health Care Flexible Spending Account up to a maximum of \$2,500.

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Employees who sign up for a Health Care Flexible Spending Account have the option to receive a Health Care Flexible Spending Account debit card. The Health Care Flexible Spending Account debit card can be used at the point of sale for prescriptions and eligible health products and services. The funds will be taken **directly from the employee's Health Care Flexible Spending Account**. The Health Care Flexible Spending Account debit card is not a credit card and its use is restricted to eligible health services and purchases as governed by IRS regulations.

The Dependent Care Flexible Spending Account can be used to pay for childcare expenses for children under the age of 13, a disabled spouse, or a dependent parent when such care enables an employee to work.

Employees may contribute pre-tax dollars into the individual Dependent Care Flexible Spending Account up to a maximum of \$5,000.

ARTICLE 22 CLASSIFICATION AND PAY PLAN

Section 1: Plan Provisions

The Board of Commissioners approves a Classification and Pay Plan (Appendix 2) which establishes: (1) the relative scale of pay in accordance with the various position classifications; and (2) the number of pay raises possible within the wage level for the classification. The plan is adopted by the Board of Commissioners following ratification by both parties.

Section 2: Performance Appraisal

Employees progress annually from one step to the next in their pay level provided they have clearly demonstrated the necessary skills, knowledge and abilities required of the position. Work performance must be of sufficient level to merit a pay increase and not just adequate for retention of the job. Performance appraisals shall be administered to measure these qualifications.

- A. All employees shall receive an annual performance appraisal.
- B. Employees not at the top step of the pay level shall receive a performance appraisal six months prior to their review date. The purpose is to provide feedback to the employee to identify areas of performance where improvement is needed and to set objectives which must be attained to progress to the next step.

Immediately prior to the review date, employees will receive a second performance appraisal.

Employees receiving a successful performance appraisal shall be promoted to the next step within the pay level, effective the pay period nearest the review date.

Failure to receive a successful performance appraisal shall be cause to defer an increase.

- C. If an employee is denied a step increase and the employee considers the denial to be improper, the matter shall be referred to Human Resources. If the employee is not satisfied with this meeting, the employee may file a grievance according to the Grievance Article of this Agreement.

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- D. The review date shall be defined as the date the employee has completed one year of full and continuous service following either hire date, date transferred into the pay level, or the last step increase date.

Section 3: New Appointments

New appointments shall normally be made at the minimum step of the appropriate position classification pay range. However, appointments under special conditions and subject to the approval of the Director may be made above the minimum rate when such action is determined to be in the best interest of the Authority.

Section 4: Promotions

Promotions shall be made in such a manner that the employee involved receives an increase in pay of at least 2%, regardless of which step in the new pay level may be indicated.

ARTICLE 23 JOB VACANCIES

Section 1:

"Promotion from within" is a fundamental principle of the Authority. As such, the Authority shall attempt to cultivate management training opportunities to be made available on a competitive basis to provide equal opportunity for each employee to advance to any position for which they are best qualified by skill, knowledge and aptitude. It is understood, however, that the Authority retains the right to select outside candidates subject to the provisions of this Article.

In addition to posting vacancies on bulletin boards, postings shall be emailed and Employee Association Representatives, as provided by the Employee Association, shall be contacted by Human Resources to confirm receipt of the posting. To assure consideration, interested employees and external applicants shall apply within the posting period.

Section 2: Selection Procedures

The Authority agrees to promulgate selection procedures. It is understood that these procedures may be amended by the Authority but only after consultation with the Bargaining Unit subject to the Special Conference Article and with 14 calendar days notice. It is also understood that such selection procedures are subject to the provisions of this Article.

Section 3: Posting

Each vacancy to be filled within the Supervisory unit shall be posted for a period of 14 calendar days on bulletin boards in each facility. The posting shall include the job classification, a brief description of the job, minimum qualifications, location and pay level. Special conditions shall also be noted on the posting.

The position may also be posted simultaneously in whatever outside media the Authority chooses.

Applications may be accepted until a vacancy is filled. However, to assure consideration, interested employees shall apply within the posting period.

Section 4: Selection

Selection shall be made on the basis of ability and qualifications as determined by the Employer. The best qualified applicant from within the Bargaining Unit will be given the transfer or

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promotion.

In the event that the qualifications of two or more candidates are judged to be essentially equal, preference may be given to park and/or Authority seniority.

Section 5: Appeal

In the event a senior employee is not selected for promotion, they shall, upon request, be notified in writing reasons thereof. If not satisfied with these reasons and if the position is within the Bargaining Unit, the senior employee may refer the matter to the grievance procedure through the Appeal of Grievance Committee Decision step.

Section 6: Voluntary Transfers

In the event an employee voluntarily transfers or changes classification to one of lower or equal pay (lateral) then said employee shall not subsequently be allowed to transfer or change classification to one of lower or equal pay (lateral) for a period of one year. It is understood said employee shall retain the right to apply for promotional opportunities. Exceptions shall be made only at the Employer's discretion.

The provision listed above is suspended for the life of this contract, 1/1/20~~24~~²³ - 12/31/20~~25~~²⁴, and is to be reviewed at the end of this contract for possible use in future contracts.**

The following provisions shall apply to voluntary transfers during the life of this agreement when the number of employees in a classification exceeds the number of employees listed in the organizational chart approved by the Board and in effect at the time a position becomes vacant

- Seniority: For purposes of this transfer procedure only, seniority shall be defined as HCMA full-time seniority based on either the date the employee was hired as a full-time employee or the date the employee was promoted to full-time status. The amount of time an employee has been in a job classification shall not be a factor considered for purposes of transfer.
- If an employee is transferring to an opening, he/she must meet the minimum qualifications for the position.
- Temporary Transfers: Temporary transfers (assignments) will continue to be governed by Section Article 7 - Temporary Assignment of the collective bargaining agreement.
- Permanent Transfers: Permanent transfers shall be defined as a change in work location, either park-to-park or district-to-district, and shall be made in accordance with the following:
 - Transfers must be within the same job group or classification.
 - The transfer shall be posted for a minimum of 14 calendar days during which time all employees shall be eligible to apply for voluntary transfer.
 - The restrictions listed in the collective bargaining agreements under **“Voluntary Transfer”** shall be waived until such time as HCMA hires new full-time employees.
 - Employees applying for voluntary transfer shall be interviewed and selection to the transferred position shall be made based upon the best person for the position that meets the minimum qualifications.

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- If special training or certification is needed for the job, it is agreed that said training or certification can be obtained through on-the-job training or education after the transfer providing that the employee meets the minimum qualifications for the position. If the employee cannot obtain certification or is unable to perform the job after proper training, then the employee may be disqualified. If disqualified, the employee shall return to his/her original assignment and location if available.
- If there are no employees interested or qualified for a voluntary transfer, then the transfer shall be made as follows:
 1. The least senior employee in the classification within the district in which the opening exists shall be transferred to the open position; or if none,
 2. The least senior employee in the classification in which the opening exists on an Authority wide shall basis be transferred to the open position.
- Bumping: Employees required to transfer shall have the right to bump less senior employees within their job classification but may not transfer or bump into another classification. Employees exercising their right to bump must meet the minimum qualifications for the position as determined by HCMA. Example: A **mechanic required to transfer to another location as a mechanic may not 'bump'** into a park maintenance position at his/her current location even if he/she has more seniority than the park maintenance worker. However, a park maintenance worker (grounds or building) required to transfer to another location could **'bump'** another park maintenance worker (grounds or building) at his/her current location providing he/she has more seniority and meets the minimum qualifications for the position.
- As transfer is not considered a lay-off, the option of bumping into another previously held classification shall not be allowed. Example: A foreman required to transfer from the Western District to the Southern District does not have the option of bumping a less senior, non-supervisory maintenance employee in the Western District but may bump a less senior foreman in any District.
- Any potential move will be reviewed with the effected parties (Association representatives from each park, the Association President, the District Park Managers and Human Resources) prior to the transfer and other options may be considered at that time.
- If an employee fails or refuses to report to the transferred assignment, he/she will be terminated. The action will not be considered a lay-off and the provisions in the collective bargaining agreement regarding lay-off shall not apply.
- The Authority has the right to move an employee within the Authority as needed based upon seniority.

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Section 7: Temporary Assignments

The Employer reserves the right to temporarily assign employees to the same, lesser or higher rated classification at any time and at its sole discretion.

~~Should such~~ If open position is due to an illness and the temporary assignment be to a higher rated classification and such assignment is in excess of 1020 consecutive workdays, then the employee shall be paid the rate of said higher classification retroactive to the first day of assignment (retroactive pay shall be limited to 1020 workdays).

If open position is due to termination/retirement/voluntary resignation, then the employee shall be paid the rate of said higher classification on the first day of the assignment.

Should such temporary assignment be to a lesser-rated classification, the employee shall receive no loss of pay or benefit.

Once a temporary assignment has ended, the employee shall revert to their former classification.

Section 8: Definitions

- A. Transfer is defined as a change in work location (park-to-park) within the same job classification.
- B. Promotion is defined as a change in job classification requiring increased training, experience and/or responsibility with a corresponding increase in pay level.

ARTICLE 24
COMPENSATORY LEAVE

The parties agree and recognize that at the present time employees of this Bargaining Unit are exempt from overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state or federal law.

Should an employee promote from a classification which is eligible for overtime pay, any accumulated compensatory leave shall be paid at the rate of the previously held classification.

ARTICLE 25
SENIORITY

Section 1:

Seniority shall mean the length of full and continuous service an employee has worked, dating with the employee's most recent first full day of regular work.

Seniority shall accrue during periods of absence due to service with the Armed Forces and other authorized absences of thirty (30) days or less.

Seniority shall not be lost but shall not accrue during periods of absence with official permission if in excess of thirty (30) days.

Employees absent due to lengthy illness or injury, where sick and vacation leave has been exhausted shall be considered to be absent with official permission.

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Section 2: Probationary Period

Employees shall serve a probationary period of twelve (12) months, during which time they will be termed "Probationary Employees." Probationary employees may be disciplined or terminated by the Authority at its sole discretion and neither the employee nor the Bargaining Unit shall have recourse to the grievance procedure over such action.

Upon satisfactory completion of twelve (12) months full and continuous service, the employee's name shall be placed on the appropriate seniority list.

Section 3:

An employee's seniority shall entitle them only to such rights as are expressly provided for in this Agreement.

Section 4: Layoff and Recall

In the event of a layoff, affected employees may displace (bump) less senior employees in any Employees Association Bargaining Unit under the following procedure provided they meet the minimum qualifications and are able to perform all aspects of the position. An affected employee may bump:

- A. The least senior employee in their classification in their District/Department; or if none,
- B. Any vacancy Authority-wide in same classification; or if none,
- C. The least senior employee in their classification Authority-wide; or if none,
- D. The least senior employee in an equal, lower, or formerly held classification in their District/Department; or if none,
- E. The least senior employee in an equal, lower, or formerly held classification Authority-wide.

Employees on layoff shall be recalled in inverse order of layoff subject to the same conditions of layoff providing they meet the minimum qualifications and are able to perform all aspects of the available work.

Notice of recall will be sent by certified or registered mail. The Employee shall give notice of their intent and return to work within five (5) working days after receipt of the Employer's notice or their employment shall be terminated without recourse to this agreement.

Employees on layoff shall be considered for other vacancies which may occur within the Authority.

During the initial notification period of a layoff, as determined by the Metroparks, senior employees in the classification and District/Department, or senior employees who have been identified by the Metroparks to be laid off, shall be given the opportunity to accept a voluntary layoff under the following guidelines:

- A. Length of the voluntary layoff will be for a period not greater than 30 calendar days.
- B. Employees accepting the voluntary layoff will be expected to return to work after 30 calendar days, or sooner if the period of layoff ends.

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- C. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses not to return after 30 days, the employee is placed on layoff and will be recalled in accordance with recall rules.
- D. If the period of layoff is still in effect and an employee who accepted the voluntary layoff chooses to return to work, they may bump a less senior employee and return to work in accordance with the provisions of this policy.
- E. **The voluntary layoff must be approved by the employee's supervisor and Human Resources.**

During a period of layoff, the Employer shall not increase its provisional or seasonal staff in the same job classification in the same District/Department from which full time layoffs have occurred.

ARTICLE 26 LOSS OF SENIORITY

An employee's seniority and employment shall be terminated if the employee:

- A. quits;
- B. is discharged and it is not reversed by the Grievance Procedure;
- C. fails to return to work within five working days after receipt of the Employer's notice of recall by certified mail to the last-known address of such employee as shown by the Employer's records. It shall be the responsibility of the employee to provide the Employer with a current address;
- D. overstays a leave of absence without advising the Employer of a reason acceptable to the Employer;
- E. has made a settlement for total disability; has been off work due to illness/injury for 9 continuous months -or has made a settlement for total disability, whichever occurs first.
- F. is laid off for a continuous period exceeding the length of their seniority;
- G. is retired;
- H. converts to other than full time employment unless the employee has received a leave of absence approved by the Director or their designate;
- I. is absent for three consecutive working days without authorization, the employee shall have quit and have vacated their position except in cases where circumstances are beyond the employee's control.

Provided that with respect to subsection E, if an employee is terminated on account of the length of the employee's absence and the employee later becomes fit to return to work, then the employee shall be free to apply for then open and available positions for which the employee is qualified. The employee shall be required to provide medical verification of his/her fitness to return to duty. To the extent seniority is a factor in the selection of candidates for the position under this Agreement, the employer shall consider the returning employee's previously accrued seniority as if it had not been lost due to this Article. If the former employee is rehired, then his/her previous seniority shall be bridged. This provision shall apply only if the former employee seeks rehire within one year of termination under Subsection E.

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ARTICLE 27
REPRESENTATION

Section 1:

There shall be one representative chosen from among seniority members of the Bargaining Unit at each park and the Administrative Office.

Section 2:

The representative, in conjunction with the Bargaining Unit President, shall be authorized to present and resolve grievances on behalf of such employees.

Section 3:

The Bargaining Unit shall certify in writing the name of each representative annually. The Bargaining Unit further agrees to designate in writing to the Authority all officers of the Bargaining Unit.

Section 4:

One representative of the Bargaining Unit shall be permitted to attend monthly meetings of the HCMA Board of Commissioners with no loss of time or pay. No overtime or mileage will be paid for attendance at Board meetings.

Section 4:

The representative shall be allowed time to investigate, without loss of time or pay, any grievance occurring within their respective area of representation upon making a request and explaining the nature of said grievance to the District Park Superintendent/ Department Head. Permission and arrangements shall be made within a reasonable period of time, but not later than the next regular working day. This privilege is extended to representatives with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused. Total time utilized by representatives for this purpose shall not exceed one hour per week. Additional time, as needed, may be approved by the District Park Superintendent/Department Head.

Section 5:

Neither the Association or the Bargaining Unit, nor its representatives shall conduct any Association activity during the working hours other than as provided by law.

ARTICLE 28
SPECIAL CONFERENCES

Section 1:

Special conferences may be arranged between the Bargaining Unit President and Human Resources. Such meetings shall be between up to three representatives of the Bargaining Unit and three representatives of the Employer.

Section 2:

An agenda of matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda.

Section 3:

The members of the Bargaining Unit shall not lose time or pay for time spent in such special conferences during their regular shift.

ARTICLE 29
GRIEVANCES

Employees shall have the right to present grievances in accordance with the procedure provided herein. The informal resolution of disputes is strongly urged. Every effort should be made to resolve the disputes at the lowest possible level.

Section 1 - Oral:

In the event an employee has a complaint, difficulty, disagreement, dispute or grievance they shall discuss the matter with their immediate supervisor, within ten (10) workdays of the occurrence, with or without the presence of a Bargaining Unit representative. The parties shall discuss the matter in a friendly manner and shall make every effort to reach a satisfactory settlement at this point. The employee shall have the right to discuss the matter with a Bargaining Unit representative in accordance with the Representation article.

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Section 2 - Written

Step 1 - Written:

A grievance submitted but not resolved in Section 1 may be submitted in written form to the District Park Superintendent/Department Head by the Grievant or their Bargaining Unit representative within ten (10) workdays of discussion with immediate supervisor (within 20 workdays of occurrence). The written grievance shall set forth the name(s) and signature(s) of the employee or employees involved so far as diligent efforts will allow; the provision(s) of this Agreement that the grievant claims have been violated; dates of occurrence; and the remedy proposed. The District Park Superintendent/Department Head shall give their written response to the grievance within ten (10) workdays of the receipt of the grievance.

Class grievances involving more than one representation district shall be signed by the Bargaining Unit president and shall be submitted directly to Human Resources at Step 2.

Step 2 - Pre-Grievance Committee Meeting:

If the District Park Superintendent/Department Head's written response is not satisfactory to the Grievant, the Bargaining Unit president may request a meeting with Human Resources in an attempt to settle the matter before proceeding to a Grievance Committee.

Step 3 - Grievance Committee:

If the grievance is not settled in Steps 1 or 2, the grievance may be forwarded to Human Resources for submission to a grievance committee. This shall be done within ten (10) workdays of the receipt of the District Park Superintendent/Department Head written response.

The Director of the Authority shall call a Grievance Committee consisting of the President of the Bargaining Unit; three employees-at-large, mutually agreed upon, and chosen at the occurrence of each grievance; and an Authority representative designated by the Director of the Authority. Prior to the Grievance Committee meeting, a written submission agreement defining the issue of the grievance, signed by both parties, shall be prepared for submittal to the Grievance Committee. If no submission agreement can be reached, both parties shall submit separate issue statements of the grievance.

A hearing shall be held by the Grievance Committee within ten (10) workdays from the time of receipt of the grievance by Human Resources. In conducting the hearing, the Grievance Committee may proceed in an informal manner and shall not be bound by the procedure of rules of evidence observed in courts of record. Either party shall be entitled to appear personally, call witnesses and to produce evidence at the grievance hearing. Further, the Grievance Committee shall not have the authority to add to or subtract from the agreement. The findings and decision of the Grievance Committee shall be certified and presented in writing to the Director and the Grievant.

Step 4 - Appeal of Grievance Committee's Decision:

Appeal of the Grievance Committee's decision may be made by either party to the Director of the Authority within ten (10) workdays of receipt of the Grievance Committee's decision. The Director, within ten (10) workdays of the filing of appeal may then affirm, modify or revoke the determination of the Grievance Committee and shall submit in writing that decision to the Grievant with a copy to the President of the Bargaining Unit.

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Step 5 - Appeal to the Board of Commissioners:

The Director's determination may be appealed to the Board of Commissioners for the Authority, within ten (10) workdays of receipt of the Director's decision. The Board of Commissioners, or an appointed sub-committee of Commissioners, shall hear all such appeals within thirty (30) calendar days of the filing of the notice of appeal with the Board. The decision of the Board of Commissioners shall be final.

Section 3: Appeal of Discharge

Any grievance regarding the discharge of an employee that has been properly and timely processed through Step 4 of the Grievance Procedure and not resolved by the parties may be appealed to arbitration by the Association. The Association must serve written notice upon the Employer of its intent to pursue binding arbitration within ten (10) workdays of the Step 4 response. If notice is not filed within such time period, the grievance will be considered **resolved on the basis of the Employer's last response.**

Upon receipt of written notice of intent to arbitrate a case involving the discharge of an employee, the Employer and the Association shall have ten (10) calendar days with which to agree to the selection of an ad-hoc arbitrator. In the event the parties have not been able to agree on such ad-hoc selection the Association shall file a notice of intent to arbitrate the grievance with the American Arbitration Association (AAA) or Federal Mediation and Conciliation Service (FMCS). The parties shall select an arbitrator and the arbitration hearing shall be held in accordance with the rules of the AAA or FMCS as the case may be. The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the determination of whether or not the discharge was for just cause. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions in the Agreement. Any back pay award made by the arbitrator shall be limited to the amount of wages that the employee would otherwise have earned, less any premium pay, overtime pay, unemployment compensation, or workers' compensation. The arbitrator shall not hear or decide more than one (1) grievance without the mutual consent of the Employer and the Association.

The fees of the AAA or FMCS and the fees and expenses of the arbitrator shall be shared equally by the Employer and the Association otherwise each party shall bear its own arbitration expense.

Section 4:

Grievances shall proceed from step-to-step within time limits prescribed. Any grievance upon which a disposition is not made by the Employer within time limits prescribed, or an extension agreed upon in writing, may be referred to the next step within the prescribed time limits. Any grievance not carried to the next step by the Grievant within prescribed time limits shall be considered closed upon the Employer's last disposition. Any appeal not carried to the next step by either party within the prescribed time limits shall be considered closed upon the last disposition rendered.

The Grievant shall be entitled to have the President of the Bargaining Unit present at any step of the grievance. Grievances shall be submitted in writing at each formal step of the grievance and shall be signed by the Grievant.

A grievance may be withdrawn by the Grievant without prejudice at any time.

It is understood that where specific position titles have been identified, either party may use designates (HCMA employees) at that party's sole discretion.

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ARTICLE 30
LONGEVITY

Section 1:

Employees shall be entitled to Longevity Bonus payments for full and continuous employment (as defined in the "Seniority" Article) according to the following schedule:

Over 5 years but less than 10 years	-	2%
Over 10 years but less than 15 years	-	4%
Over 15 years but less than 20 years	-	6%
Over 20 years but less than 25 years	-	8%
Over 25 years	-	10%

Maximum Bonus - Limited to the percentage applied to \$20,000 of Annual Pay.

Section 2:

The Longevity Bonus will be paid on the last payroll of each November based on years of service through December 31 of that year and the employee's base wage rate as of November 1st.

Overtime or any other fringe benefit will not be used in such computation.

Section 3:

In the year an employee terminates employment for reason of retirement or death, the bonus payment will be pro-rated using the employee's current rate, to the fraction of a month as follows: 1st through 7th - no credit; 8th through 20th - half credit; 21st through 31st - full credit.

In the case of death, payment will be made to the estate.

Employees on approved leave of absence shall receive a pro-rated benefit calculated to the nearest fraction of a month as follows:

1st through 7th of month - no credit beginning month/full credit return month;

8th through 20th of month - half credit beginning or return month;

21st through 31st of month - full credit beginning month/no credit return month.

In the year an employee terminates employment for reason other than retirement or death no Longevity Bonus will be paid.

Section 4:

~~Employees are further recognized for service through the issuance of lapel buttons or pins:~~

~~A. After completion of one year of service, an employee shall be recognized with the HCMA triangle pin.~~

~~B. After the completion of fifteen years of service, an employee will be recognized with the HCMA triangle pin with sapphire jewel.~~

~~C. After completion of twenty five years of service, an employee will be recognized with the HCMA triangle pin with diamond jewel.~~

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ARTICLE 31
HOLIDAY LEAVE

Section 1:

Employees shall be entitled to the following holidays with pay:

- | | |
|---|------------------------|
| New Year's Day | Veteran's Day |
| Martin Luther King Day {observed} | Thanksgiving Day |
| Memorial Day | Day After Thanksgiving |
| Juneteenth {June 19 th } | Christmas Eve |
| Independence Day | Christmas Day |
| Election Day - {1st Tuesday in November | New Year's Eve |

The Employer will allow employees to observe religious days or holidays other than those listed above by agreeing to work one of the listed paid holidays at straight time. Requests must be in writing indicating the days to be exchanged and must be approved by the employee's Park Superintendent/Department Head.

Section 2:

~~Should the official holiday listed in Section 1 fall on an employee's scheduled day off, the holiday will be observed on the next closest scheduled work day in the discretion of the Employer, with consultation with the Union. Saturday, the Friday before shall be designated as the day of observance. Should the official holiday fall on Sunday, then the Monday following shall be designated as the day of observance.~~

~~In addition, should the designated holiday as listed above fall on a Monday or Friday that has already been assigned as a holiday, HCMA and HCMA EA will mutually agree on a new designated holiday date.~~

Section 3:

- ~~A. Should the designated date not be a scheduled work day the employee shall be paid for the holiday.~~
- B.A. Holidays will be counted as eight (8) hours of work for employees regularly scheduled on five (5) eight (8) hour shifts and ten (10) hours of work for employees regularly scheduled for four (4) ten (10) hour shifts. with the following exception: The employee has an approved regularly scheduled work week of 10 hours per day 4 days per week. Then the holiday will be counted as (10) hours of work. Holidays for all other regularly scheduled full-time work schedules will be counted as (8) hours of work.
- ~~C.~~
- B. Taking Vacation Leave the day before or after the designated holiday without 24 hours prior written approval of the District Park Superintendent or Department Head shall constitute forfeiture of the holiday pay.
- ~~D.~~
- E.C. The District Park Superintendent or Department Head may waive the required 24-hour notice in the event of an emergency.

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Section 4:

- ~~A. Park Personnel: Should an employee be required to work the actual holiday (versus the designated holiday), the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year. Should an employee be scheduled to work the holiday, then the employee shall be entitled to either equal time off by the first pay period following May 1 of the subsequent, or one day of holiday pay in addition to regular salary earned in the holiday week.~~

- ~~B. Administrative Office Personnel: Should an employee be required to work the designated holiday, the employee shall be entitled to equal time off by the first pay period following May 1st of the subsequent year.~~

~~**NEW**~~ PTO LEAVE

ARTICLE 32

PAID TIME OFF (PTO) LEAVE

Paid Time Off (PTO) leave time has been created by transferring 3 previously observed holidays Presidents Day, Columbus Day and Labor Day along with adding 3 additional PTO days for a total of six (6) days (48 hours). The purpose of this new leave bank is to free up time that was previously restricted and give additional time off for personal use. Employees can now have the opportunity to freely choose if they want to use PTO to observe the 3 holidays listed above, to observe other religious days and holidays or for any reason the employee deems important.

Employees shall be entitled to six (6) Paid Time Off (PTO) days (48 hours) each payroll year.

The PTO leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. PTO leave days shall not be cumulative.

New employees will receive a pro-rated share of PTO leave hours based on their start date of employment. Taking of PTO leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

To receive authorization for the use of PTO Leave, an employee must submit an "Request for Leave" at least 24 hours prior to the beginning of the leave through the time and attendance system. The 24-hour prior notice requirement may be waived in an emergency.

PTO leave hours may be taken in increments of one quarter (1/4) hour.

PTO leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

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PTO leave shall have no cash value.

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~~ARTICLE 32~~
~~LIEUTENANT PROVISIONS~~

~~Assault and/or Battery Disability:~~

~~A Lieutenant who is temporarily disabled as a result of an assault and/or battery sustained directly in the performance of work for the Authority, without provocation by said employee, may be granted disability leave with full pay from the first day of disability without charge to accrued annual compensation or such leave subject to these provisions:~~

~~A. The Director shall designate a physician for determination and certification of temporary disability cases and physical abilities to return to normal or restricted duty.~~

~~B. The eligibility for disability leave considering the job-relationship of the injury and/or provocation by the employee shall be determined by the review board appointed by the Director.~~

~~C. The injury must be a temporary total disability as provided under the **Worker's Compensation Law of the State of Michigan.**~~

~~D. A Lieutenant who is restricted from regular employment duties may be given other duties for the period of recuperation. Refusal to accept reasonable assignment of work as directed by the Park Superintendent will result in the employee being ruled ineligible for disability leave for the time involved.~~

~~E. Grants of disability leave are contingent upon the **employee reimbursing the Authority all Worker's Compensation checks for the period disability (i.e., the Authority shall pay only the difference between the employee's regular full pay and the amount of money received under Worker's Compensation Law of the State of Michigan).**~~

~~F. Accrual of sick leave shall be suspended when an employee is on disability leave.~~

~~G. Grants of disability leave shall not exceed one hundred twenty (120) days.~~

~~Uniform Cleaning/Equipment Allowance:~~

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~~Lieutenants shall receive a uniform cleaning/equipment allowance of \$500 per year payable in January for the preceding year.~~

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ARTICLE 33
SUPERVISOR PROVISIONS

Job classifications included:
Building Maintenance Supervisor
Grounds Maintenance Supervisor
Park Maintenance Supervisor

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Golf Course Maintenance Supervisor
Natural Resource ~~Crew~~ Supervisor
Natural Resource ~~Crew Leader~~ General
Supervisor
Equipment Maintenance ~~Foreman~~
Supervisor
Inventory Coordinator/~~Buyer~~ Central
Stores Supervisor

Hours of Work:

A standard work week shall commence at 12:01 am Saturday and shall end at 12:00 midnight Friday. Standard work week shall consist of forty (40) hours based on five (5) eight (8) hour work days or four (4) ten (10) hour work days with two (2) consecutive days off.

At the request of the employee and with the approval of the District Maintenance Manager, alternative non-standard work schedules may be implemented. Non-standard work schedules may include the following:

- Two (2) four hour work days with one (1) eight hour day off taken during the work week.
- Two non-consecutive days off during the work week.

Employees working a non-standard work schedule may return to the standard schedule with one week written notice to the District Maintenance Manager. The District Maintenance Manager may terminate a non-standard work schedule with two weeks written notice to the employee.

Overtime:

The Authority has the right to schedule overtime work as required in a manner most advantageous to the Authority.

Overtime work shall be on a voluntary basis except where an unexpected emergency arises or it is impractical to seek volunteers.

Overtime shall be paid for all hours worked over forty (40) in the regular work week at the rate of **one-and-one-half (1½) times the employee's regular hourly rate, excluding all forms** of premium pay.

Compensatory Leave:

An employee, in lieu of receiving overtime pay, may elect to receive compensatory leave off in accordance with the following provisions:

- A. Compensatory leave shall accumulate at the rate of one and one-half (1½) hours for each overtime hour worked.
- B. Compensatory leave earned in any payroll year may not exceed 80 hours (120 hours extended).
- C. Compensatory leave earned in any payroll year shall be used by the first pay period ending after May 1 of the following year. Employees who have not used all the previous year's accumulated compensatory leave by the first pay period ending after May 1, shall be paid the balance in the next full pay period at the employee's rate at that time. Carryovers may be

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allowed if authorized by the District Park Superintendent and Human Resources

- D. Any employee receiving a promotion shall be paid for all accumulated compensatory leave at the rate of the previously held classification.
- E. In cases of extended illness, use of compensatory leave may be authorized after all accumulated Sick and Vacation Leave days have been used.
- F. Compensatory leave shall be used at the discretion of the District Park Superintendent or Department Head.
- G. Compensatory leave shall not be earned in pay weeks where leave is utilized unless leave was previously scheduled; exceptions may be allowed for valid emergencies.

H. Compensatory leave hours may be taken in increments of one quarter (1/4) hour.

G-I. Should an employee resign, be discharged, or die, payment for their accumulated compensatory leave shall be made either to the employee or their estate as the case may be.

~~H.~~

Premium Pay:

A premium of 75¢ per hour shall be paid for hours worked after 6:00 p.m. and before 6:00 a.m. and all hours worked on Saturdays and Sundays.

~~A. Premium pay is not allowed for work being paid at overtime rates.~~

~~B-A.~~ Leave time and holiday pay are not actual work hours and are not subject to premium pay.

Call In:

Should an employee be off work and called in to work, the employee shall be guaranteed a minimum of three (3) hours pay. If the work for which the employee was called is completed in less than three (3) hours, the employee may be assigned other duties for the balance of the three (3) hours.

~~If the employee is allowed to leave prior to the 3-hour paid call-in period and is called back into work for any reason during the initial 3 hour period, there will be no additional call-in pay except for hours worked beyond the initial 3 hour period.~~

~~If the employee is allowed to leave prior to the 3-hour paid call-in period and is called back into work for any reason after the initial 3 hour paid call-in period has expired, they will be guaranteed another minimum of 3 hours of pay.~~

This section does not apply to scheduled overtime or when the work is contiguous to an **employee's** normal work shift.

Holiday Leave:

Section 1:

Employees shall be entitled to the following holidays with pay:

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New Year's Day	Veteran's Day
Martin Luther King Day (observed)	Thanksgiving Day
President's Day (observed)	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day Juneteenth (June 19)	Christmas Day
Labor Day Independence Day	New Year's Eve
Columbus Day Election Day (November)	

The Employer will allow employees to observe religious days or holidays other than those listed above by agreeing to work one of the listed paid holidays at straight time. Requests must be in writing indicating the days to be exchanged and must be approved by the employee's District Park Superintendent/Department Head.

Section 2:

Should the ~~official~~ holiday listed in Section 1 fall on an employee's scheduled day off, the holiday will be observed on the next closest scheduled workday in the discretion of the Employer, with consultation with the Union. ~~Saturday, the Friday before shall be designated as the day of observance. Should the official holiday fall on Sunday, then the Monday following shall be designated as the day of observance.~~

Section 3:

~~A. Should the designated date not be a scheduled work day, the employee shall be paid for the holiday.~~

~~B.A.~~ Holidays will be counted as eight (8) hours of work for employees regularly scheduled on five (5) eight (8) hour shifts and ten (10) hours of work for employees regularly scheduled for four (4) ten (10) hour shifts.

~~C.B.~~ Taking vacation leave the day before or after the designated holiday without 24 hours prior written approval of the Park Superintendent or Department Head shall constitute forfeiture of the holiday pay.

~~D.C.~~ The District Park Superintendent or Department Head may waive the required 24 hour notice in the event of an emergency when they believe circumstances so warrant.

~~E.D. Park Personnel:~~ Should a holiday fall on an employee's scheduled work day, and the employee is ~~be~~ required to work the actual holiday ~~(versus the designated holiday)~~, the employee shall have the option of receiving either one day's holiday pay or compensatory leave in addition to holiday pay subject to the "Compensatory Leave" Article of this Agreement in addition to wages for the day worked.

~~F. Administrative Office Personnel: Should an employee be required to work the designated holiday, the employee shall have the option of pay or compensatory leave in addition to holiday pay subject to the "Compensatory Leave" Article of this Agreement.~~

Uniform Allowance:

Employees required to furnish uniforms, including special crews such as the Natural Resource Crew, shall receive a three hundred-dollar (\$300) annual uniform allowance. Eligibility shall be certified by the District Park Superintendent and Human Resources.

Uniform Allowance shall be paid with the first payroll ending in March. New employees shall be paid the payroll following 40 working days of service.

Tool Allowance:

Equipment Maintenance Supervisors shall receive a two-hundred dollar (\$200) annual tool allowance for the purchase of required tools. Eligibility shall be certified by the District Park Superintendent and Human Resources.

Tool Allowance shall be paid with the first payroll ending in March. New employees shall be paid the payroll following 40 working days of service.

ARTICLE 34
SUPPLEMENTAL EMPLOYMENT

The Authority does not necessarily find supplemental employment objectionable. However, employees shall not engage in such employment where there is a conflict of interest.

ARTICLE 35
RETURN OF EQUIPMENT

Employees shall have the responsibility of turning in all Authority equipment and property at termination of employment. The employee shall be charged for all items not returned.

ARTICLE 36
PROFESSIONAL LICENSES/MEMBERSHIPS

The Authority agrees to reimburse employees annually to a maximum of \$200.00 for authorized professional membership(s), license(s) and/or certification(s).

ARTICLE 37
USE OF FACILITIES

Employees are encouraged to use all HCMA facilities of Authority parks during off hours. All employees and immediate family members may use all facilities free of charge during low-use periods by following current facility use procedures.

During peak periods, employees shall be treated as any other park patron.

ARTICLE 38
PERSONAL LEAVE

Employees not eligible to receive overtime compensation shall be entitled to two (2) personal leave days (16 hours) each payroll year.

The personal leave days shall be credited the first payroll of the year and must be utilized by the first pay period ending after May 1 of the subsequent year. Personal leave days shall not be cumulative.

New employees will receive a pro-rated share of personal leave hours based on their start date of employment. Taking of personal leave hours shall be allowed only after an employee has completed three (3) months of service; no leave time being allowed if the employee is terminated prior to three (3) months of service.

Personal leave hours may be taken in increments of one quarter (1/4) hour.

Personal leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

Personal leave shall have no cash value.

ARTICLE 39
EMPLOYEE AWARDS AND RECOGNITION

HCMA will hold an annual Award and Recognition dinner to honor new employees, retirees and current employees for their performance and dedication. The Authority will contribute up to a maximum of \$8,000 toward the cost of the event.

The HCMAEA shall annually select two (2) members as "outstanding employees". Recipients may or may not be from this Bargaining Unit. A two-hundred dollar (\$200) savings bond and a commemorative gift will be awarded by the Authority to the outstanding employees.

Employees with one, 15, 25 and 40 years of service will receive recognition awards. Employees will receive retirement recognition gifts at the time of retirement.

HCMA will provide a \$250 annual stipend per administrative and park unit for annual employee picnics.

HCMA may, upon approval of the Director, implement safety incentive, customer service incentive or other incentive programs with the goal of improving service to park patrons. Said incentive programs may include monetary awards or awards of merchandise to employees with awards based on employee performance. Total expenditures for incentive programs may not exceed \$2,500 per calendar year.

ARTICLE 40 ASSOCIATION DUES CHECK OFF

Limit of Authority's Liability

The Authority shall not be liable to the Association nor Bargaining Unit by reason of the requirements of this Agreement for the remittance or payment of any sums other than those constituting actual deductions made from wages earned by employees.

The Association and Bargaining Unit will protect and save harmless the Authority from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Authority for the purpose of complying with this Article.

Payroll Deduction

The Authority and Association agree that as a condition of employment, all employees in the bargaining unit shall either pay Association membership dues, if an Association member, or a service fee, which represents a non-**Association employee's fair share of the financial support** determined by the Association as necessary for the negotiation and administration of this Collective Bargaining Agreement. In no event will the service fee be greater than dues uniformly charged to employees who are members of the Association or exceed those amounts permitted by law. The parties recognize that the above provision is currently unenforceable and neither party will seek to enforce it. However, should the status of the law change, and such a provision become enforceable, it shall become enforceable 30 days after the change in the law that results in the provision becoming enforceable.

During the life of this Agreement, the Authority agrees to deduct membership dues or service fees each payroll from all employees of the bargaining unit who execute a valid dues deduction authorization. If received on or before the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, deductions shall be deducted from the first (1st) pay of such month and monthly thereafter unless terminated pursuant to the terms of the dues deduction authorization. The Association shall notify the Authority of the amount of ~~membership dues or service~~ fees to be deducted from each payroll. All membership dues and service fees deducted shall be remitted monthly to the **Association's Treasurer with an itemized statement.**

~~ARTICLE 41~~ ~~COST OF LIVING BONUS~~

~~Section 1:~~

~~There shall be no Cost of Living Bonus payments for the~~

~~term of this Agreement. It is agreed that COLA (in accordance with Section 3 below) shall become effective January 1, 2013 for May payment if no working agreement has been reached by that date. However, if a May COLA payment is made, there shall be no retroactive wage adjustments. It is understood this provision can be altered by mutual agreement.~~

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Section 2: Eligibility

To be eligible for the full amount of the bonus, the employee must be on the active payroll at the end of the period that forms the work base.

New employees must work one thousand forty (1,040) straight time hours before becoming eligible to receive a pro-rated Cost of Living Bonus in accordance with the provisions of Section 4.

Should an employee leave employment in advance of the end of the work base period, the Cost of Living Bonus shall be based on the index used in the previous work base period and pro-rated on the number of straight time hours actually worked in the period they terminate employment.

Section 3: Computation

The Cost of Living Bonus will be computed as follows for January 1, 2013 to December 31, 2013:

A. Based on the U. S. Department of Labor Bureau of Labor Statistics Consumer Price Index for all Urban Consumers (CPI-U) - Detroit-Ann Arbor-Flint, MI - **"All Items"** Expenditure Category (1967 = 100) at the rate of \$.01 per hour (regular hours only) for each 0.4 index change to the nearest \$.01. The base factor for this computation will be the index figure for August 2012. The index figure for the last month of each work base period will be compared with August 2012 figure to establish the adjustment for the next succeeding period, up or down, except no adjustment will be made should the index fall below the August 2012 index figure.

B. In no event shall the total January 1, 2013 to December 31, 2013 incremental change in the Cost of Living Bonus be greater than the total growth experienced in 2012. The 2008 growth will be computed by comparing the August 2008 index figure with the August 2007 index figure.

Unless otherwise agreed, effective January 1, 2014 the entire Cost of Living Bonus computed under Section 3 A will be folded into the base rate of each employee.

The cap shall be computed on the same basis as the bonus except that in no event shall the cap be less than zero.

C.A. It is agreed that the continuance of the Cost of Living Bonus is dependent upon the availability of the Bureau of Labor Statistics CPI U in its present form.

Section 4: Payment

Payment is based on the regular hours of the current period and the previous ending period C.P.I. reading. Payment schedules are as follows:

<u>Work Base Period</u>	<u>Payments In</u>	<u>Index</u>
January through April	May	December
May through August	September	April
September through December	January	August

Payments shall be made with the first full payroll following the work base period unless unusual circumstances arise.

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~~Due to the timing difference between "payroll" ending dates and "calendar" ending dates, it shall be assumed employees work six hundred ninety three (693) straight time hours each work base period even though some periods they may work more or less. Employees who work less than the full number of straight time hours in a "payroll work base period" will have the COLA Bonus based on six hundred ninety three (693) hours less the number of straight time hours short of the normal hours worked in the "payroll work base period."~~

~~New employees must work one thousand forty (1,040) hours before becoming eligible to receive fifty percent (50%) of the COLA Bonus and will receive a pro-rated amount of the bonus, based on the actual straight time hours worked in the work base period, after serving the required qualification period.~~

~~Said employees must work a total of two thousand eighty (2,080) hours before becoming eligible to receive one hundred percent (100%) of the earned bonus and will receive a pro-rated amount of the bonus, based on the actual hours worked in the work base period, after serving the required qualification period.~~

~~The payment for the work base period September through December will take into account the actual number of straight time hours worked in the calendar year. This may be two thousand eighty eight (2,088) or two thousand ninety six (2,096) hours.~~

ARTICLE 4~~12~~
COMPLETE AGREEMENT

It is understood and agreed that this contract contains the complete Agreement between the parties hereto and supersedes all prior Agreements.

No additions, waivers, deletions, changes or amendments shall be made during the life of this Agreement except by mutual consent in writing of the parties hereto.


ARTICLE 4~~23~~
DURATION

This Agreement shall become effective as of this date, January 1, 20~~24~~¹³ and shall continue in full force and in effect until midnight December 31, 20~~26~~¹⁵ when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than one-hundred-twenty (120) days prior to expiration. Upon such notification the parties shall begin negotiations the second (2nd) Monday of September unless otherwise agreed.

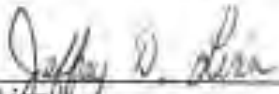
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IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 6th day of June, 2013.

FOR THE EMPLOYEES' ASSOCIATION:




Garnet J. Potter III
President, Employees' Association



Jeffrey Lira
President, HCMA Supervisory Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY:



Anthony Marocco
Chairman



George Phifer
Ex Secretary to the Board / Chief of Police

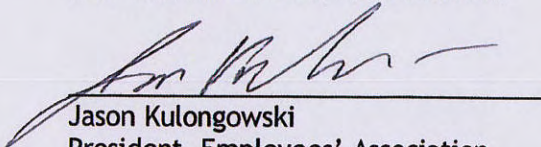
Lisa Dolan
Controller



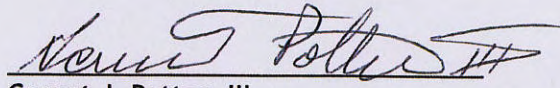
Carol Stone
Administrative Services Mgr

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 12th day of October 2023.

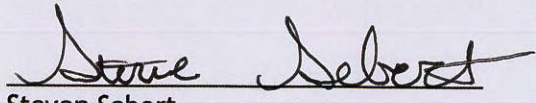
FOR THE EMPLOYEES' ASSOCIATION:



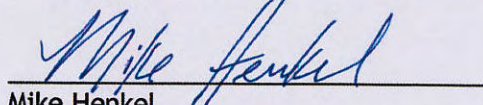
Jason Kulongowski
President, Employees' Association



Garnet J. Potter, III
Vice President, HCMA Non-Supervisory Bargaining Unit



Steven Sebert
President, HCMA Supervisory Bargaining Unit



Mike Henkel
President, HCMA Superintendent/Department Head Bargaining Unit

FOR THE HURON-CLINTON METROPOLITAN AUTHORITY

Bernard Parker
Chairman

Amy McMillan
Director

Randy Rossman
Chief of Human Resources & Labor Relations

Mike Lyons
Deputy Director

Holly Bialczak
Senior Human Resources Generalist

MEMORANDUM OF UNDERSTANDING
FOR TRANSFER RIGHTS

Employees in a Level 11 classification affected by the amended Vehicle Use Policy (effective 1/1/2009) will be given preferential transfer rights for the term of this agreement.

Transfer request must be for a vacant position of equal or lesser pay, and the employee must **be qualified to perform the duties of the position and be in “good standing”**. If more than one employee requests a transfer for the same open position, seniority in the classification will be the determinate factor.

MEMORANDUM OF UNDERSTANDING

The Huron-Clinton Metropark Authority (“HCMA” or “Employer”) and the Huron Clinton Metropark Authority Employees Association (“HCMAEA” or “Union”) hereby agree to the following Memorandum of Understanding regarding paid release time for bargaining unit members for a successor contract.

The Employer shall provide paid release time to up to twelve employees that are members of the union bargaining team for a successor collective bargaining agreement. The twelve employees designated by the Union shall be compensated for the time that they spend at the bargaining table and in preparations to bargain. This shall include making the employee whole for the time that they missed work to attend bargaining sessions, and up to 1 additional hour per bargaining session. The release time will not result in the payment of overtime.

The Union will provide the names of the twelve bargaining team members to be granted paid release time in advance of negotiations and 24 hours’ notice of a union representative unavailability and the name of an alternate, if necessary.

The MOU shall not restrict the ability of the union members to attend bargaining sessions and to use accrued vacation, compensatory time or PTO to do so.

APPENDIX 1

DUES/SERVICE FEE CHECK-OFF FORM

HURON-CLINTON METROPOLITAN AUTHORITY **EMPLOYEES'** ASSOCIATION

BY:

Last Name

First Name

MI

Park Group

TO: Huron-Clinton Metropolitan Authority

Effective _____, I hereby request and authorize you to deduct from my earnings the current rate of \$1.00 bi-weekly for the purpose of Association dues, or equivalent Service Fee. **The amount deducted shall be paid to the treasurer of the Employees' Association** of the Huron-Clinton Metropolitan Authority. This authorization shall remain in effect unless terminated by me upon thirty (30) days advance written notice to the Authority and the Association or upon termination of my employment.

Signature

Date

APPENDIX 2 - CLASSIFICATIONS

Any changes to position classifications shall be discussed and mutually agreed upon with the Employee Association prior to implementation, provided that the Employee Association's agreement shall not be unreasonably withheld. If the Employer believes that the Employee Association is unreasonably withholding an agreement, it may request a mediator from the Michigan Employment Relations Commission to render a binding resolution to the matter through an informal process. HCMA retains its right to hire, assign, schedule, promote and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be performed and whether required work will be performed by Bargaining Unit employees or by others; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason.

Supervisory Bargaining Unit - Job Classifications

Level	Position / Title
SUPV-08	Building Maintenance Supervisor
	Equipment Maintenance Supervisor
	Golf Course Maintenance Supervisor
	Golf Services Superintendent
	Grounds Maintenance Supervisor
	Inventory Coordinator /Central Stores Supervisor
	Natural Resources Supervisor
	Park Maintenance Supervisor
	Volunteer & Recreation Services Supervisor
SUPV-08X	Park Operations Supervisor
SUPV-09	Multimedia Design Supervisor
	Natural Resources General Supervisor
SUPV-10	Community Outreach Interpretive Services Supervisor
	District Interpretive Services Supervisor
	Supervising Interpreter - Farm
	Survey Chief
	Volunteer & Recreation Services Supervisor
<u>SUPV-10X</u>	<u>Purchasing Supervisor</u>
SUPV-11	District Maintenance Manager
	Park Operations Manager

SUPV-12	IT Applications Manager
	Supervisor of Accounting
	Supervisor of Budgeting and Payroll
	Supervising Engineer

Memorandum of Understanding

~~This agreement is entered into on this 9th day of February, 2017 by and between the Huron-Clinton Metropolitan Authority and the Huron-Clinton Metropolitan Authority Employee Association.~~

~~It is hereby agreed as follows:~~

~~1. The collective bargaining agreements will be extended through December 31, 2023 with all provisions remaining in full effect unless otherwise stipulated in this agreement.~~

~~2. Wages shall increase as follows:~~

- ~~a. 2020: 3%~~
- ~~b. 2021: 3%~~
- ~~c. **2022: 3%**~~
- ~~d. 2023: 2%~~

~~3. Health Insurance: Extension of previous agreement to include the calendar years 2020, 2021, 2022 & 2023. As stated in the previous agreement, in the event that the Metroparks actual insurance premium increase exceeds the projected increase of 8% on a compound basis, HCMA-EA and POAM will agree to pursue one of the following options.~~

- ~~a. HCMA-EA and POAM employees agree to pay 50% of any increase in excess of 8% based on the difference between the actual medical premium and the compounded medical premium calculated as illustrated in the example contained herein. HCMA reserves the right to decline the employee contribution if the per pay employee contribution is less than an amount defined by HCMA; or~~
- ~~b. HCMA, HCMA-EA and POAM will mutually agree on an adjustment to the medical benefit level that would reduce the total premium increase to 8% or less; or~~
- ~~c. HCMA, HCMA-EA and POAM will mutually agree to move the medical plan to another carrier that would keep the current benefit level but would reduce the total premium increase to 8% or less; or~~
- ~~d. HCMA, HCMA-EA and POAM will mutually agree on another, alternative option to reduce the total premium amount; or~~
- ~~e. HCMA, HCMA-EA and POAM will mutually agree to any combination of the above options.~~
- ~~f. If HCMA, HCMA-EA and POAM collectively are unable to reach agreement, any~~

~~of the options, HCMA, at its discretion, shall implement the cost sharing defined in option 3a or other option deemed preferred by the majority of the employees.~~

~~g. The parties understand that should premiums exceed the hard cap under Michigan PA 152 of 2011, an employee premium contribution may be required. If mutually agreed upon, any of the above options may be implemented in order to comply with MI PA 152.~~

SUPERVISORY BARGAINING UNIT										-
2019	-	SUPV-08	RATE	31.58	32.22	32.87	33.52	34.15	-	-
2020	3.0%	SUPV-08	HOURLY	32.53	33.19	33.86	34.53	35.17	-	-
			BI-WKLY	2,602.40	2,655.20	2,708.80	2,762.40	2,813.60	-	-
			ANNUAL	67,662	69,035	70,429	71,822	73,154	-	-
2021	3.0%	SUPV-08	HOURLY	33.51	34.19	34.88	35.57	36.23	-	-
			BI-WKLY	2,680.80	2,735.20	2,790.40	2,845.60	2,898.40	-	-
			ANNUAL	69,701	71,115	72,550	73,986	75,358	-	-
2022	3.0%	SUPV-08	HOURLY	34.52	35.22	35.93	36.64	37.32	-	-
			BI-WKLY	2,761.60	2,817.60	2,874.40	2,931.20	2,985.60	-	-
			ANNUAL	71,802	73,258	74,734	76,211	77,626	-	-
2023	2.0%	SUPV-08	HOURLY	35.21	35.92	36.65	37.37	38.07	-	-
			BI-WKLY	2,816.80	2,873.60	2,932.00	2,989.60	3,045.60	-	-
			ANNUAL	73,237	74,714	76,232	77,730	79,186	-	-
2019	-	SUPV-08X	RATE	2,549.48	2,600.18	2,655.29	2,706.03	2,760.25	Pk Ops Supv	-
2020	3.0%	SUPV-08X	HOURLY	32.8245	33.4774	34.1869	34.8401	35.5383	-	-
			BI-WKLY	2,625.96	2,678.19	2,734.95	2,787.21	2,843.06	-	-
			ANNUAL	68,275	69,633	71,109	72,467	73,920	-	-
2021	3.0%	SUPV-08X	HOURLY	33.8093	34.4818	35.2125	35.8854	36.6044	-	-
			BI-WKLY	2,704.74	2,758.54	2,817.00	2,870.83	2,928.35	-	-
			ANNUAL	70,323	71,722	73,242	74,642	76,137	-	-
2022	3.0%	SUPV-08X	HOURLY	34.8235	35.5163	36.2689	36.9619	37.7025	-	-
			BI-WKLY	2,785.88	2,841.30	2,901.51	2,956.95	3,016.20	-	-
			ANNUAL	72,433	73,874	75,439	76,881	78,421	-	-
2023	2.0%	SUPV-08X	HOURLY	35.5200	36.2266	36.9943	37.7011	38.4565	-	-
			BI-WKLY	2,841.60	2,898.13	2,959.54	3,016.09	3,076.52	-	-
			ANNUAL	73,882	75,351	76,948	78,418	79,990	-	-
2019	-	SUPV-09	RATE	34.10	34.79	35.48	36.20	36.93	-	-
2020	3.0%	SUPV-09	HOURLY	35.12	35.83	36.54	37.29	38.04	-	-
			BI-WKLY	2,809.60	2,866.40	2,923.20	2,983.20	3,043.20	-	-
			ANNUAL	73,050	74,526	76,003	77,563	79,123	-	-
2021	3.0%	SUPV-09	HOURLY	36.17	36.90	37.64	38.41	39.18	-	-
			BI-WKLY	2,893.60	2,952.00	3,011.20	3,072.80	3,134.40	-	-
			ANNUAL	75,234	76,752	78,291	79,893	81,494	-	-
2022	3.0%	SUPV-09	HOURLY	37.26	38.01	38.77	39.56	40.36	-	-
			BI-WKLY	2,980.80	3,040.80	3,101.60	3,164.80	3,228.80	-	-
			ANNUAL	77,501	79,061	80,642	82,285	83,949	-	-
2023	2.0%	SUPV-09	HOURLY	38.01	38.77	39.55	40.35	41.17	-	-
			BI-WKLY	3,040.80	3,101.60	3,164.00	3,228.00	3,293.60	-	-

			ANNUAL	79,061	80,642	82,264	83,928	85,634	-	-
SUPERVISORY BARGAINING UNIT										
2019	-	SUPV 10	RATE	2,930.81	2,989.40	3,048.87	3,110.10	3,172.19	3,236.04	-
2020	3.0%	SUPV 10	HOURLY	37,7341	38,4885	39,2543	40,0425	40,8420	41,6640	-
			BI WKLY	3,018.73	3,079.08	3,140.34	3,203.40	3,267.36	3,333.12	-
			ANNUAL	78,487	80,056	81,649	83,288	84,951	86,661	-
2021	3.0%	SUPV 10	HOURLY	38,8661	39,6431	40,4319	41,2438	42,0673	42,9139	-
			BI WKLY	3,109.29	3,171.45	3,234.55	3,299.50	3,365.38	3,433.11	-
			ANNUAL	80,842	82,458	84,098	85,787	87,500	89,261	-
2022	3.0%	SUPV 10	HOURLY	40,0321	40,8324	41,6449	42,4811	43,3293	44,2013	-
			BI WKLY	3,202.57	3,266.59	3,331.59	3,398.49	3,466.34	3,536.10	-
			ANNUAL	83,267	84,931	86,621	88,361	90,125	91,939	-
2023	2.0%	SUPV 10	HOURLY	40,8328	41,6490	42,4778	43,3308	44,1959	45,0853	-
			BI WKLY	3,266.62	3,331.92	3,398.22	3,466.46	3,535.67	3,606.82	-
			ANNUAL	84,932	86,630	88,354	90,128	91,927	93,777	-
2019	-	SUPV 11	RATE	3,132.84	3,195.80	3,259.65	3,324.37	3,390.85	3,459.05	-
2020	3.0%	SUPV 11	HOURLY	40,3354	41,1459	41,9680	42,8013	43,6573	44,5353	-
			BI WKLY	3,226.83	3,291.67	3,357.44	3,424.10	3,492.58	3,562.82	-
			ANNUAL	83,898	85,583	87,293	89,027	90,807	92,633	-
2021	3.0%	SUPV 11	HOURLY	41,5454	42,3803	43,2270	44,0853	44,9670	45,8713	-
			BI WKLY	3,323.63	3,390.42	3,458.16	3,526.82	3,597.36	3,669.70	-
			ANNUAL	86,414	88,151	89,912	91,697	93,531	95,412	-
2022	3.0%	SUPV 11	HOURLY	42,7918	43,6516	44,5238	45,4078	46,3160	47,2474	-
			BI WKLY	3,423.34	3,492.13	3,561.90	3,632.62	3,705.28	3,779.79	-
			ANNUAL	89,007	90,795	92,609	94,448	96,337	98,275	-
2023	2.0%	SUPV 11	HOURLY	43,6476	44,5246	45,4143	46,3159	47,2424	48,1924	-
			BI WKLY	3,491.81	3,561.97	3,633.14	3,705.27	3,779.39	3,855.39	-
			ANNUAL	90,787	92,611	94,462	96,337	98,264	100,240	-
2019	-	SUPV 12	RATE	3,333.99	3,401.34	3,468.68	3,537.78	3,609.50	3,682.08	-
2020	3.0%	SUPV 12	HOURLY	42,9251	43,7923	44,6593	45,5489	46,4724	47,4068	-
			BI WKLY	3,434.01	3,503.38	3,572.74	3,643.91	3,717.79	3,792.54	-
			ANNUAL	89,284	91,088	92,891	94,742	96,663	98,606	-
2021	3.0%	SUPV 12	HOURLY	44,2129	45,1060	45,9990	46,9154	47,8665	48,8290	-
			BI WKLY	3,537.03	3,608.48	3,679.92	3,753.23	3,829.32	3,906.32	-
			ANNUAL	91,963	93,820	95,678	97,584	99,562	101,564	-
2022	3.0%	SUPV 12	HOURLY	45,5393	46,4591	47,3790	48,3229	49,3025	50,2939	-
			BI WKLY	3,643.14	3,716.73	3,790.32	3,865.83	3,944.20	4,023.51	-
			ANNUAL	94,722	96,635	98,548	100,512	102,549	104,611	-
2023	2.0%	SUPV 12	HOURLY	46,4500	47,3883	48,3266	49,2894	50,2885	51,2998	-
			BI WKLY	3,716.00	3,791.06	3,866.13	3,943.15	4,023.08	4,103.98	-
			ANNUAL	96,616	98,568	100,519	102,522	104,600	106,703	-

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APPENDIX 3
PAY SCHEDULE 2024 - 2026

YEAR	% +	PAYGRADE		A	B	C	D	E	F	G	H
SUPERVISORY BARGAINING UNIT											
2023	--	SUPV-08	RATE	35.21	35.92	36.65	37.37	38.07			
2024	4.0%	SUPV-08	HOURLY	36.62	37.36	38.12	38.86	39.59	40.38		
			BI-WKLY	2,929.60	2,988.80	3,049.60	3,108.80	3,167.20	3,230.40		
			ANNUAL	76,170	77,709	79,290	80,829	82,347	83,990		
2025	3.0%	SUPV-08	HOURLY	37.72	38.48	39.26	40.03	40.78	41.59		
			BI-WKLY	3,017.60	3,078.40	3,140.80	3,202.40	3,262.40	3,327.20		
			ANNUAL	78,458	80,038	81,661	83,262	84,822	86,507		
2026	3.0%	SUPV-08	HOURLY	38.85	39.63	40.44	41.23	42.00	42.84		
			BI-WKLY	3,108.00	3,170.40	3,235.20	3,298.40	3,360.00	3,427.20		
			ANNUAL	80,808	82,430	84,115	85,758	87,360	89,107		
2023	--	SUPV-08X	RATE	2,841.60	2,898.13	2,959.54	3,016.09	3,076.52		Pk Ops Supervisor X	
2024	4.0%	SUPV-08X	HOURLY	36.9408	37.6758	38.4740	39.2091	39.9948	40.7946		
			BI-WKLY	2,955.26	3,014.06	3,077.92	3,136.73	3,199.58	3,263.57		
			ANNUAL	76,837	78,366	80,026	81,555	83,189	84,853		
2025	3.0%	SUPV-08X	HOURLY	38.0490	38.8060	39.6283	40.3854	41.1946	42.0185		
			BI-WKLY	3,043.92	3,104.48	3,170.26	3,230.83	3,295.57	3,361.48		
			ANNUAL	79,142	80,716	82,427	84,002	85,685	87,398		
2026	3.0%	SUPV-08X	HOURLY	39.1905	39.9701	40.8171	41.5969	42.4305	43.2790		
			BI-WKLY	3,135.24	3,197.61	3,265.37	3,327.75	3,394.44	3,462.32		
			ANNUAL	81,516	83,138	84,900	86,522	88,255	90,020		
2023	--	SUPV-09	RATE	38.01	38.77	39.55	40.35	41.17			
2024	4.0%	SUPV-09	HOURLY	39.53	40.32	41.13	41.96	42.82	43.67		
			BI-WKLY	3,162.40	3,225.60	3,290.40	3,356.80	3,425.60	3,493.60		
			ANNUAL	82,222	83,866	85,550	87,277	89,066	90,834		
2025	3.0%	SUPV-09	HOURLY	40.72	41.53	42.36	43.22	44.10	44.98		
			BI-WKLY	3,257.60	3,322.40	3,388.80	3,457.60	3,528.00	3,598.40		
			ANNUAL	84,698	86,382	88,109	89,898	91,728	93,558		
2026	3.0%	SUPV-09	HOURLY	41.94	42.78	43.63	44.52	45.42	46.33		
			BI-WKLY	3,355.20	3,422.40	3,490.40	3,561.60	3,633.60	3,706.40		
			ANNUAL	87,235	88,982	90,750	92,602	94,474	96,366		

YEAR	% +	PAYGRADE		A	B	C	D	E	F	G	H
SUPERVISORY BARGAINING UNIT											
2023	--	SUPV-10	RATE	3,266.62	3,331.92	3,398.22	3,466.46	3,535.67	3,606.82		
2024	4.0%	SUPV-10	HOURLY	42.4660	43.3150	44.1769	45.0640	45.9638	46.8886	47.8265	
			BI-WKLY	3,397.28	3,465.20	3,534.15	3,605.12	3,677.10	3,751.09	3,826.12	
			ANNUAL	88,329	90,095	91,888	93,733	95,605	97,528	99,479	
2025	3.0%	SUPV-10	HOURLY	43.7400	44.6145	45.5021	46.4159	47.3426	48.2953	49.2613	
			BI-WKLY	3,499.20	3,569.16	3,640.17	3,713.27	3,787.41	3,863.62	3,940.90	
			ANNUAL	90,979	92,798	94,644	96,545	98,473	100,454	102,463	
2026	3.0%	SUPV-10	HOURLY	45.0523	45.9529	46.8673	47.8084	48.7629	49.7441	50.7391	
			BI-WKLY	3,604.18	3,676.23	3,749.38	3,824.67	3,901.03	3,979.53	4,059.13	
			ANNUAL	93,709	95,582	97,484	99,441	101,427	103,468	105,537	
2023	--	SUPV-10X	RATE	3,297.81	3,364.09	3,432.34	3,499.59	3,569.80	3,641.93		
2024	4.0%	SUPV-10X	HOURLY	42.8715	43.7331	44.6204	45.4946	46.4074	47.3451	48.2920	
			BI-WKLY	3,429.72	3,498.65	3,569.63	3,639.57	3,712.59	3,787.61	3,863.36	
			ANNUAL	89,173	90,965	92,810	94,629	96,527	98,478	100,447	
2025	3.0%	SUPV-10X	HOURLY	44.1576	45.0451	45.9590	46.8595	47.7996	48.7655	49.7408	
			BI-WKLY	3,532.61	3,603.61	3,676.72	3,748.76	3,823.97	3,901.24	3,979.26	
			ANNUAL	91,848	93,694	95,595	97,468	99,423	101,432	103,461	
2026	3.0%	SUPV-10X	HOURLY	45.4824	46.3965	47.3378	48.2653	49.2336	50.2285	51.2330	
			BI-WKLY	3,638.59	3,711.72	3,787.02	3,861.22	3,938.69	4,018.28	4,098.64	
			ANNUAL	94,603	96,505	98,463	100,392	102,406	104,475	106,565	
2023	--	SUPV-11	RATE	3,491.81	3,561.97	3,633.14	3,705.27	3,779.39	3,855.39		
2024	4.0%	SUPV-11	HOURLY	45.3935	46.3056	47.2309	48.1685	49.1321	50.1201	51.1225	
			BI-WKLY	3,631.48	3,704.45	3,778.47	3,853.48	3,930.57	4,009.61	4,089.80	
			ANNUAL	94,418	96,316	98,240	100,190	102,195	104,250	106,335	
2025	3.0%	SUPV-11	HOURLY	46.7553	47.6948	48.6478	49.6135	50.6061	51.6238	52.6561	
			BI-WKLY	3,740.42	3,815.58	3,891.82	3,969.08	4,048.49	4,129.90	4,212.49	
			ANNUAL	97,251	99,205	101,187	103,196	105,261	107,377	109,525	
2026	3.0%	SUPV-11	HOURLY	48.1579	49.1256	50.1071	51.1019	52.1243	53.1725	54.2358	
			BI-WKLY	3,852.63	3,930.05	4,008.57	4,088.15	4,169.94	4,253.80	4,338.86	
			ANNUAL	100,168	102,181	104,223	106,292	108,418	110,599	112,810	
2023	--	SUPV-12	RATE	3,716.00	3,791.06	3,866.13	3,943.15	4,023.08	4,103.98		
2024	4.0%	SUPV-12	HOURLY	48.3080	49.2838	50.2598	51.2610	52.3000	53.3518	54.4188	
			BI-WKLY	3,864.64	3,942.70	4,020.78	4,100.88	4,184.00	4,268.14	4,353.50	
			ANNUAL	100,481	102,510	104,540	106,623	108,784	110,972	113,191	
2025	3.0%	SUPV-12	HOURLY	49.7573	50.7623	51.7675	52.7989	53.8690	54.9523	56.0514	
			BI-WKLY	3,980.58	4,060.98	4,141.40	4,223.91	4,309.52	4,396.18	4,484.11	
			ANNUAL	103,495	105,585	107,676	109,822	112,048	114,301	116,587	
2026	3.0%	SUPV-12	HOURLY	51.2500	52.2851	53.3205	54.3829	55.4851	56.6009	57.7329	
			BI-WKLY	4,100.00	4,182.81	4,265.64	4,350.63	4,438.81	4,528.07	4,618.63	
			ANNUAL	106,600	108,753	110,907	113,116	115,409	117,730	120,084	

Purpose

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, newly adopted or newly placed child. Additionally, this policy allows employees to balance their work responsibilities with the demands of personal and family life. This is critical for the Metroparks to achieve its goals of diversity and maintain competitiveness in the successful recruitment and retention of the brightest and best employees.

Scope

This policy covers all regular, full-time exempt and non-exempt employees except employees whose terms and conditions of employment with the Metroparks are negotiated through a collective bargaining agreement (CBA). Should the policy outlined herein conflict with any provisions of the Collective Bargaining Agreement (CBA) for any bargaining unit, the CBA shall prevail. Bargaining unit employees should refer to the appropriate CBA for any applicable provision(s).

The Metroparks will provide up to six work weeks (30 days/240 hours maximum) of paid parental leave once in a 12-month period, at 100 percent of the employee's current, straight-time weekly pay, to an eligible employee during the first six (6) months to care for her or his newborn child, newly adopted child, newly obtained legal guardianship for a child 17 years of age or younger, or new foster care child.

Paid Parental Leave may be taken within the first six (6) months following the date of birth, adoption or placement of foster care. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave. Generally, parental leave should be taken on a continuous basis and should not be taken intermittently or on a reduced schedule. However, in certain circumstances, intermittent parental leave or a reduced schedule may benefit departments and supervisors as well as the employee. Where this is the case, supervisors, in consultation with the HR, may work with the employee to determine when the parental leave will be taken to ensure operational needs of the Metroparks are not unduly hampered.

Procedure

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee shall follow up the request for Paid Parental Leave in writing and complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

If the employee is requesting intermittent or reduced schedule Paid Parental Leave, the employee's supervisor and department head must approve the request.

The employee may utilize Paid Parental Leave once during a rolling 12-month period based on the date of the birth, or the placement of a child with an employee in connection with the adoption, guardianship, or foster care of the child by the employee.

Paid parental leave does not apply to employees who want paid time off to care for an eligible sick family member or recover from their own serious medical condition. Unpaid leave for those circumstances remains available under FMLA.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Metroparks for at least 12 months (the 12 months do not need to be consecutive).

- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time employee (seasonal, provisional, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). **The adoption of a new spouse's child is excluded from this policy.**
- An employee who is a legal parent of a newborn or newly adopted child. A legal parent is one whose name appears on the child's birth certificate, a legal document establishing paternity, or a legal document establishing adoption.
- Where two eligible employees are parents of the same child and work in the same department, they may take the parental leave concurrently or at separate times. Employees are expected to work with their supervisors to determine when the parental leave will be taken. The Metroparks may require the employees in this situation to stagger a portion of their Paid Parental Leave to meet operational needs.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame. **Note that the "rolling" 12-month period continues to run whether or not the eligible employee is working.**
- This Parental Leave policy is effective on the date of ratification of the contract by the applicable bargaining unit.
- Each week of paid parental leave is compensated **at 100 percent of the employee's regular, straight-time weekly pay.** Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Use of paid parental leave is reserved for periods when an employee is acting in a parental role and engaged in activities directly related to the care of the child whose birth or placement triggered the leave entitlement. Thus, by way of example, should the child already be in daycare or being cared for outside the home, then the employee is not eligible for leave under this policy.
- Approved paid parental leave may be taken at any time during the six (6) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six (6) month time frame. Any unused paid parental leave will be forfeited at the end of the six (6) month time frame.
- In the event of a female employee who herself has given birth; the six (6) weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee **for the employee's own medical recovery following childbirth.**
- An employee must consult with his or her supervisor and make a reasonable effort to schedule intermittent or reduced **schedule Paid Parental Leave so as not to unduly disrupt the department's operations.**
- **Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.**
- Paid parental leave hours shall not count as hours of work for overtime calculations.
- Parental Leave cannot be used prior to the birth or legal placement of a child for related medical issues or placement-related legal appointments.

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Metroparks will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation leave or paid sick leave.
- If a paid holiday occurs while the employee is on paid parental leave, such days will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Nothing in this policy modifies affects or diminishes any rights provided to employees under an existing CBA.

Return to Work

HR or the relevant department may require an employee to report periodically on his/her status and intent to return to work while the employee is out on paid parental leave.

An employee needs to notify HR in writing of return-to-work date at least two business days in advance but does not need to provide a note from a health care provider.

Employees who do not return to work after using all of their paid parental leave and exhausting any other paid time off benefits will be subject to disciplinary action, including but not limited to termination, unless additional leave has been requested and granted. Employees should submit a written request for an extension of leave to their supervisor and HR. This written request should be made as soon as the employee knows that he or she will not be able to return on the original return date.

Documentation

An employee is required to furnish appropriate medical documentation for the birth of a child. Since Paid Parental Leave runs concurrently with FMLA, medical certification requirements for FMLA govern. The medical documentation should be completed and signed by the appropriate health care provider. If Paid Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to the HR department prior to or upon returning to work.

For paid parental leave due to foster care, employees may provide one of the following documents:

- Foster care placement record
- Other documentation from the foster care agency confirming the placement and date of placement.
- Foster care placement letter issued by the relevant department of social services or authorized voluntary foster care agency.

For paid parental leave due to adoption, employees may provide one of the following documents:

- Documentation provided by the adoption agency confirming the placement and date of placement
- Letter signed by the parent's/parents' attorney confirming the placement and date of placement
- Immigrant visa for the child issued by U.S. Citizenship and Immigration Services
- Adoptive placement agreement

For paid parental leave due to legal guardianship of a child, employees may provide one of the following documents:

- Court order from the probate or juvenile court indicating full (not temporary) appointment of legal guardianship over a child.

Conclusion

This policy is in place to promote a successful work/life experience and retention of employees.

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



To: Board of Commissioners
From: Sanjay Khunger, Chief of Information Technology
Subject: Report – IT Spotlight
Date: October 6, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the October 2023 IT Spotlight report as recommended by Chief of Information Technology, Sanjay Khunger.

Attachment: IT Spotlight

INFORMATION & TECHNOLOGY

WHAT DOES IT DEPARTMENT DO AT METROPARKS?

Manage the overall IT environment

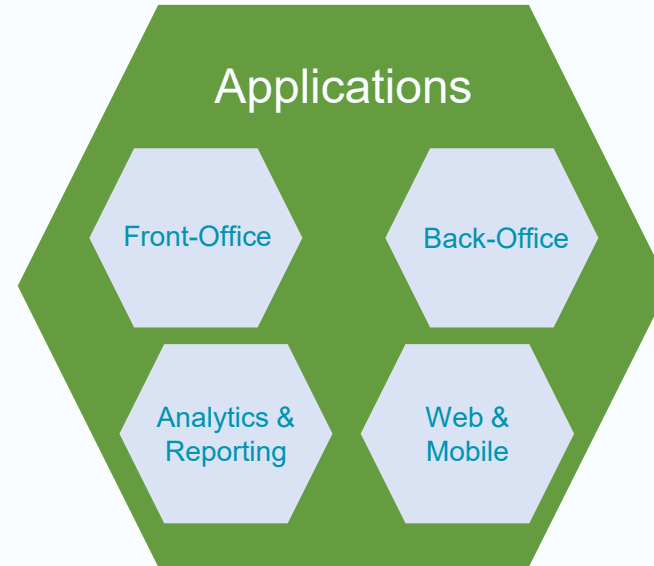
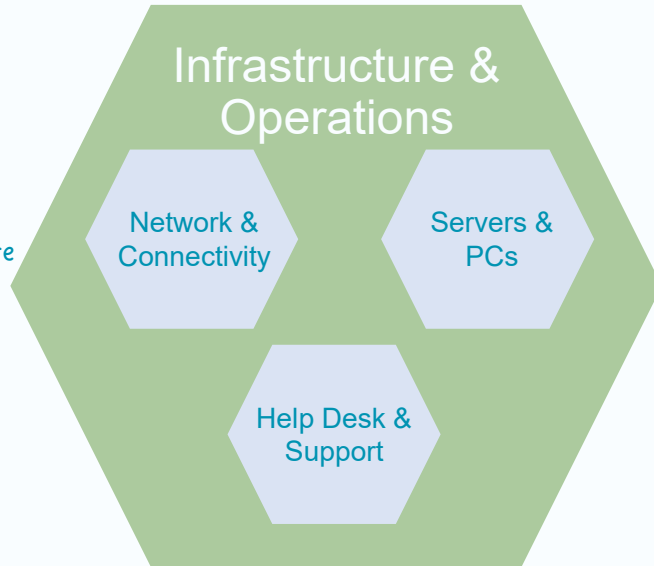
Troubleshoot issues that arise with systems

Provide technical support to users

Configure and update infrastructure software, employee devices, servers, and other IT infrastructure

Monitor performance of all IT systems

Protect systems and networks against cyber threats

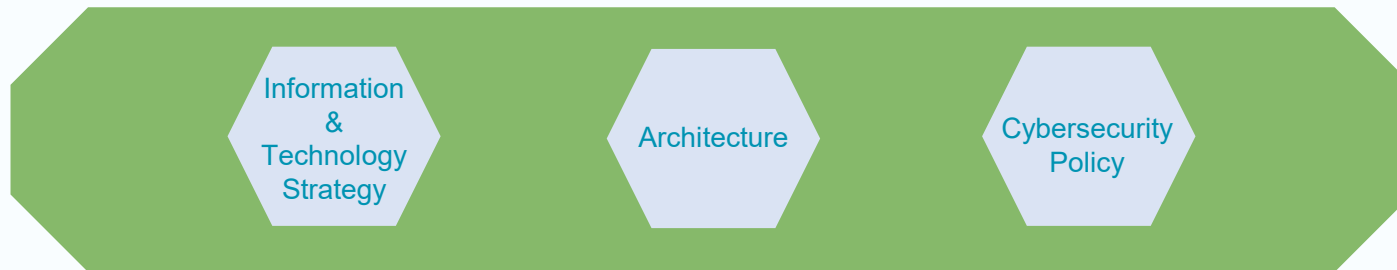


Deliver and manage employee facing and customer facing business applications

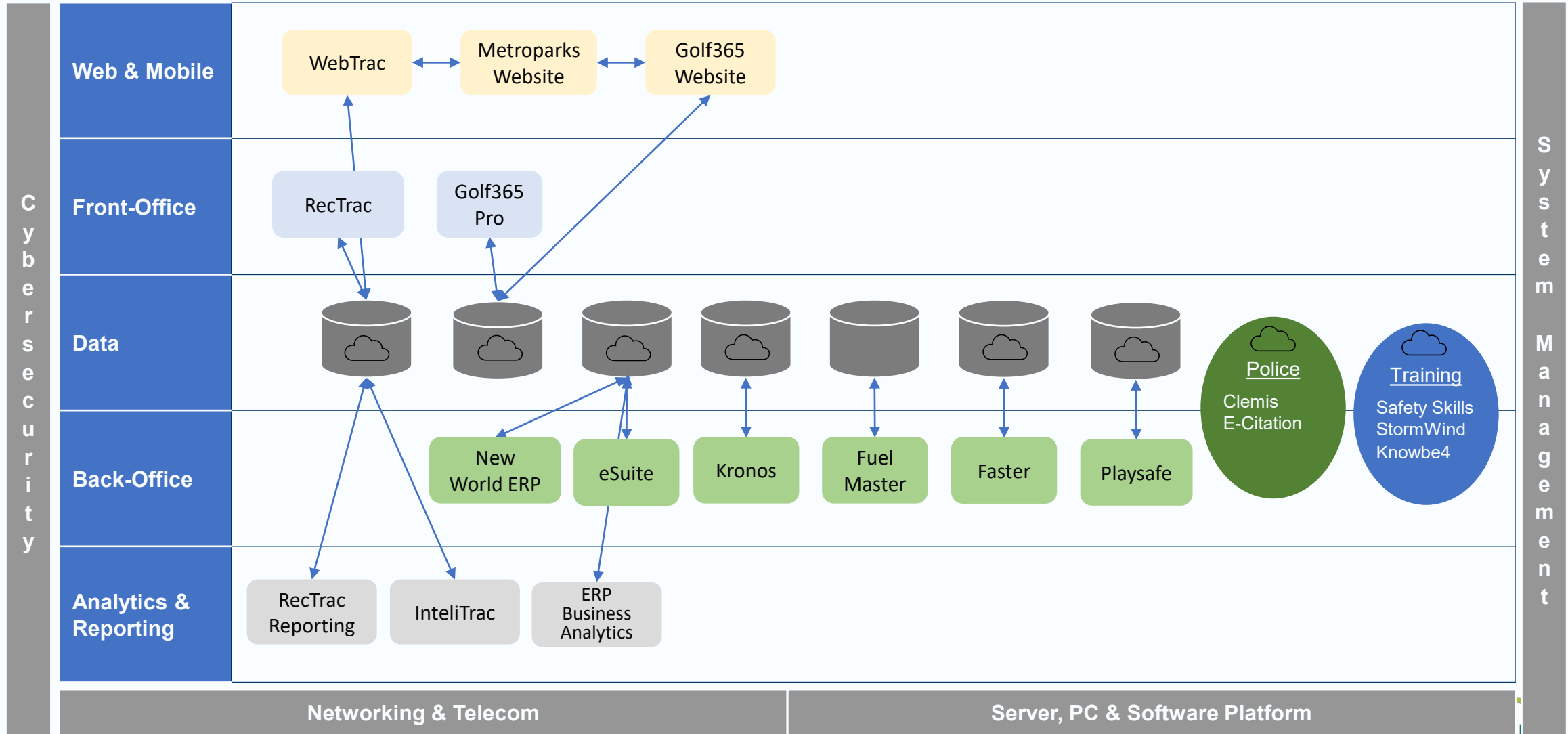
Configure and update all business applications and databases

Front office applications manage customer interactions

Back-office applications perform tasks that are essential to a company's operations



IT IS RESPONSIBLE TO MONITOR AND MANAGE THE INFRASTRUCTURE AND BUSINESS APPLICATIONS



IN 2023, IT HAS MADE SIGNIFICANT OPERATIONAL IMPROVEMENTS ACROSS THE SYSTEM

Infrastructure & Operations

- 99% uptime of critical applications with redundant internet and application bug fixes
- Golf food bar tablets replaced with PCs for better customer service
- Additional Toll Booths setup at Lake St Clair and Stony Creek
- Increased security with Stony Creek Security Cameras
- Better visitor and employee connectivity with additional WiFi access points throughout the parks
- Enhanced Help Desk support with upgraded helpdesk software
- Improved IT Asset Management with new asset management software
- Improved PC reliability with regular Windows updates and service packs
- More reliable email and calendar with moving from on-premise to cloud

Applications

- RecTrac database fix to achieve near-zero application downtime
- RecTrac Credit Card readers updated to accept TouchPay / Apple Pay
- Golf System (Golf365Pro) updated to newest version
- Data entry for all programs in RecTrac and WebTrac
- Better visitor experience with website enhancements
- Improved data collection in RecTrac for visitation and pass sales
- Pilot rollout of InteliTrac

IT IS ON A MISSION TO ENABLE THE METROPARKS MISSION

METROPARKS MISSION

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

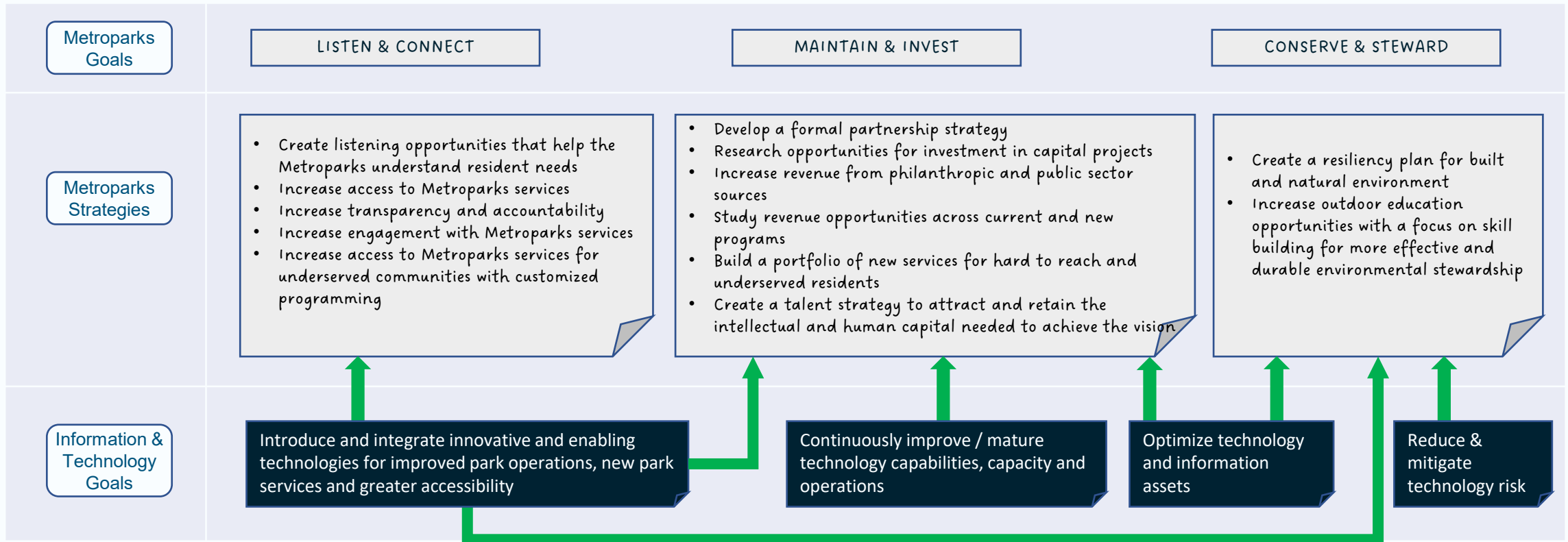
IT MISSION

Deliver innovative robust and resilient information and technology solutions
with agility, quality and reliability
to enable bringing the benefits of parks and recreation to all the people of southeast Michigan, in their daily lives

IT VISION

To be a recognized leader and enabling resource for all information and technology for smart connected Metroparks.

IT GOALS ALIGN WITH AND ENABLE METROPARKS STRATEGIC PLAN



IT STRIVES TO ENABLE GROWTH AND TRANSFORMATION ACROSS THE METROPARKS

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		<p><i>Mobile Apps for Park Visitors</i></p> <p><i>Park Asset tracking & management</i></p>	<p><i>Toll Booth of the Future</i></p>
<p><i>Communication & Collaboration Tools</i></p> <p><i>Emergency Notification capability</i></p> <p><i>Standard PC configuration by role</i></p> <p><i>Simplify / Automate RecTrac Activity management</i></p>	<p><i>Single Sign-on (SSO) & Multi-factor Authentication (MFA)</i></p> <p><i>Team skills & knowledge growth</i></p> <p><i>Business Intelligence & Advanced Analytics Capability</i></p>	<p><i>Front-office & back-office application and process integration</i></p>	<p><i>Contract management</i></p>
<p><i>Full staffing levels</i></p> <p><i>All servers & software upgraded to current supported versions</i></p>	<p><i>Reduce on-premise compute and storage footprint</i></p> <p><i>IT metrics & KPIs</i></p> <p><i>Network & Connectivity enhancements & optimization</i></p>	<p><i>RecTrac User Interface (UI) and Experience (UX) improvements</i></p> <p><i>IT Asset tracking & management</i></p>	<p><i>Cybersecurity Policies</i></p>



NOW
(3-6 months)

NEAR
(6-12 months)

FAR
(2-3 years)

THANK YOU





To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Everyone in the Pool Summer Swim Lessons Report
Date: 10/5/2023

Action Requested: Motion to Receive and File

That the Board of Commissioners' receive and file the *Everyone in the Pool* Summer Swim lessons Report as recommended by Chief of Marketing and Communications, Danielle Mauter, and staff.



EVERYONE IN THE POOL PROGRAM SUMMER 2023 REPORT

Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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

SUPPORTING OUR STRATEGIC PLAN

The *Everyone in the Pool* program delivered swim lessons through the summer of 2023 supported the Metroparks Strategic Plan in the following ways.

Listen & Connect

Under the Strategic Plan goal of Listen & Connect, the *Everyone in the Pool* program utilized data and input from our communities to create innovative programs that meet the needs of our five counties. This work supports ALL of the Strategic Plan Objectives under that goal:

- Create listening opportunities that help the Metroparks understand resident needs
- Increase access to Metroparks services for Wayne County and City of Detroit with customized programming
- Increase transparency and accountability for progress against goals and objectives through master and departmental plans that benchmark and measure progress
- Increase engagement with Metroparks services
- Increase access to Metroparks services for underserved communities with customized programming



INTRODUCTION

In 2021, the Huron-Clinton Metroparks collaborated with the consulting firm Counsilman-Hunsaker to conduct a regional survey aimed at identifying the barriers to swim instruction and gaps in water safety. The findings revealed a multitude of barriers, with the most significant obstacle being the prohibitively high fees associated with swim lessons. This financial burden posed a challenge, especially for families of color and residents of Detroit, where studies indicated that a substantial 70 percent of children had limited to no swim experience.

To begin addressing this cost barrier, the Metroparks initiated support for free water safety and swim lesson programs at partnered locations. The pilot program, conducted in partnership with the Detroit Riverfront Conservancy and City of Detroit Parks & Recreation's "Swim in the D" program, offered lessons at Adams Butzel Complex and Macomb Family YMCA offered free swim lessons at the Lake St. Clair Metropark pool in 2021.

In 2022, the Metroparks expanded their collaboration with regional organizations. The aim was, and continues to be, ensuring that all children in our five-county area could safely enjoy the pools, lakes, rivers, and ponds that make Michigan summers so delightful. Through these partnerships, more than 1,000 youth were taught to swim during the summer of 2022.

In 2023, the Metroparks sought to expand free swim lessons extending into the school year. Partnerships were further expanded for summer swim lesson programming, successfully providing free water safety and swim lessons to 1,344 participants across Livingston, Oakland, Macomb, Wayne, and Washtenaw counties at eight partnered locations.

Working under the framework of the **Strategic Plan's goal of listen and connect**, the Metroparks collected the community feedback from surveys and created customized partnership programs that deliver services in underserved communities and beyond. All while giving participants a life-long, lifesaving skill.

Summer 2023 Everyone in the Pool Partnerships

Location	County	Partner(s)
Birkett Lake	Livingston	Ann Arbor YMCA
Howell Highlander Aquatic & Fitness Center	Livingston	Howell Highlander Aquatic & Fitness Center
Macomb Family YMCA	Macomb	YMCA Metropolitan Detroit
Waterford Oaks	Oakland	Oakland County Parks, Oakland County Sherriff PAL
Rutherford Pool	Washtenaw	Friends of Rutherford Pool & Washtenaw County Parks
Belle Isle Beach	Wayne	Michigan Department of Natural Resources
Brennan Pool	Wayne	City of Detroit Parks & Recreation, Detroit Riverfront Conservancy
Wayne County Family Aquatic Center at Chandler Park	Wayne	Wayne County Parks

The 2023 summer *Everyone in the Pool* program included new partnerships in 2023 with the Ann Arbor YMCA, the Department of Natural Resources- Youth Engagement & Employment program, the City of Pontiac - Parks & Recreation division, as well as expanding the number of free swim lessons at Belle Isle, the City of Detroit's 'Swim in the D' program, and Oakland County Parks and Recreation Commission- Waterford Oaks.

The 2023 summer program also received grant funding of \$25,000 from the Community Foundation of Southeast Michigan's Ralph C. Wilson Jr. Legacy Fund provided additional financial support for the lessons in Livingston, Oakland, and Washtenaw counties.

The demand and interest for free swim lessons remain high, as evidenced by registration for each of the sites filling up quickly, typically within 24 hours of opening to the public. The Metroparks continues to improve the process for registration and implemented a text message reminder and waitlist process to help reduce absences and no-shows and maximize attendance at full capacity of the water safety and free swim lesson program. As a result, we were able to achieve high class participation in 2023 at locations where we experienced high rates of no-shows in 2022.

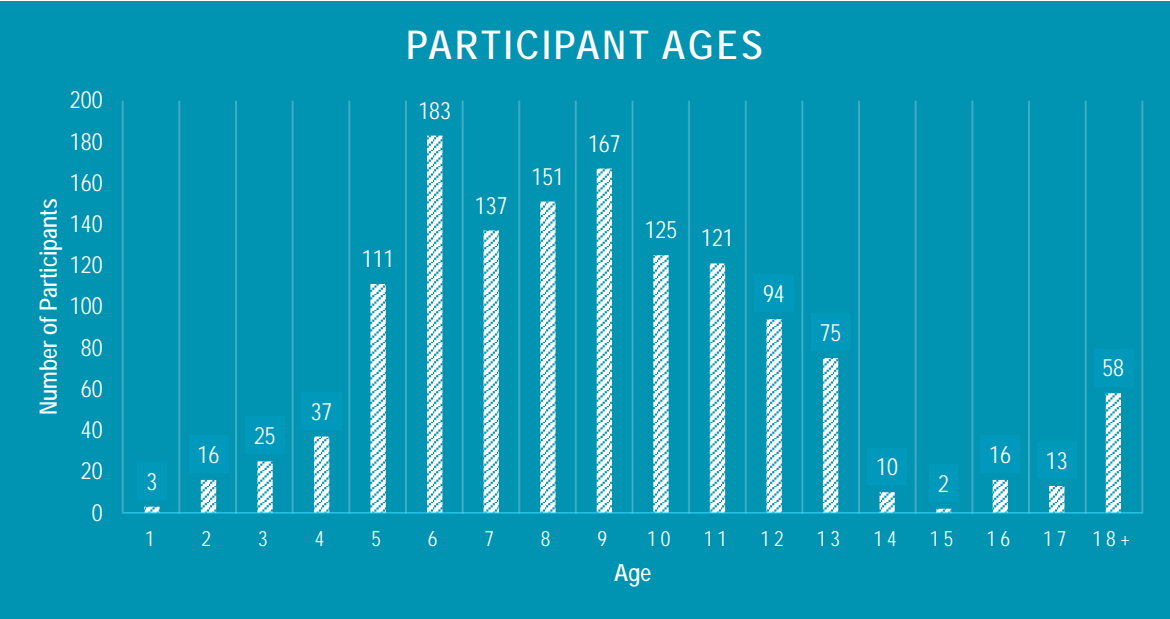
To determine the impact and skill progression of the participants, swim instructors utilized a standard form to collect pre-lesson and post-lesson assessments for each swimmer beginning in the summer of 2023. This was the first time we have been able to consistently gather this data since the start of swim lesson partnerships in 2021. This data is helpful to show the effectiveness of the swim lessons, as well as identify areas for improvement in future programs.

2023 SUMMER DATA

Total number of students: 1,344 registered participants. 34.4% increase compared to 2022.

The 2023 summer swim lessons began June and continued through August at multiple partnered locations. Both Waterford Oaks and Rutherford pool locations had increased capacity and participation as compared to 2022. Due to changes in instructors and scheduling conflicts, the following locations had reduced capacity as compared to 2022: Belle Isle, Macomb Family YMCA and Howell Highlander (-52 at Belle Isle, -25 at Macomb Family YMCA, -33 at Howell Highlander).

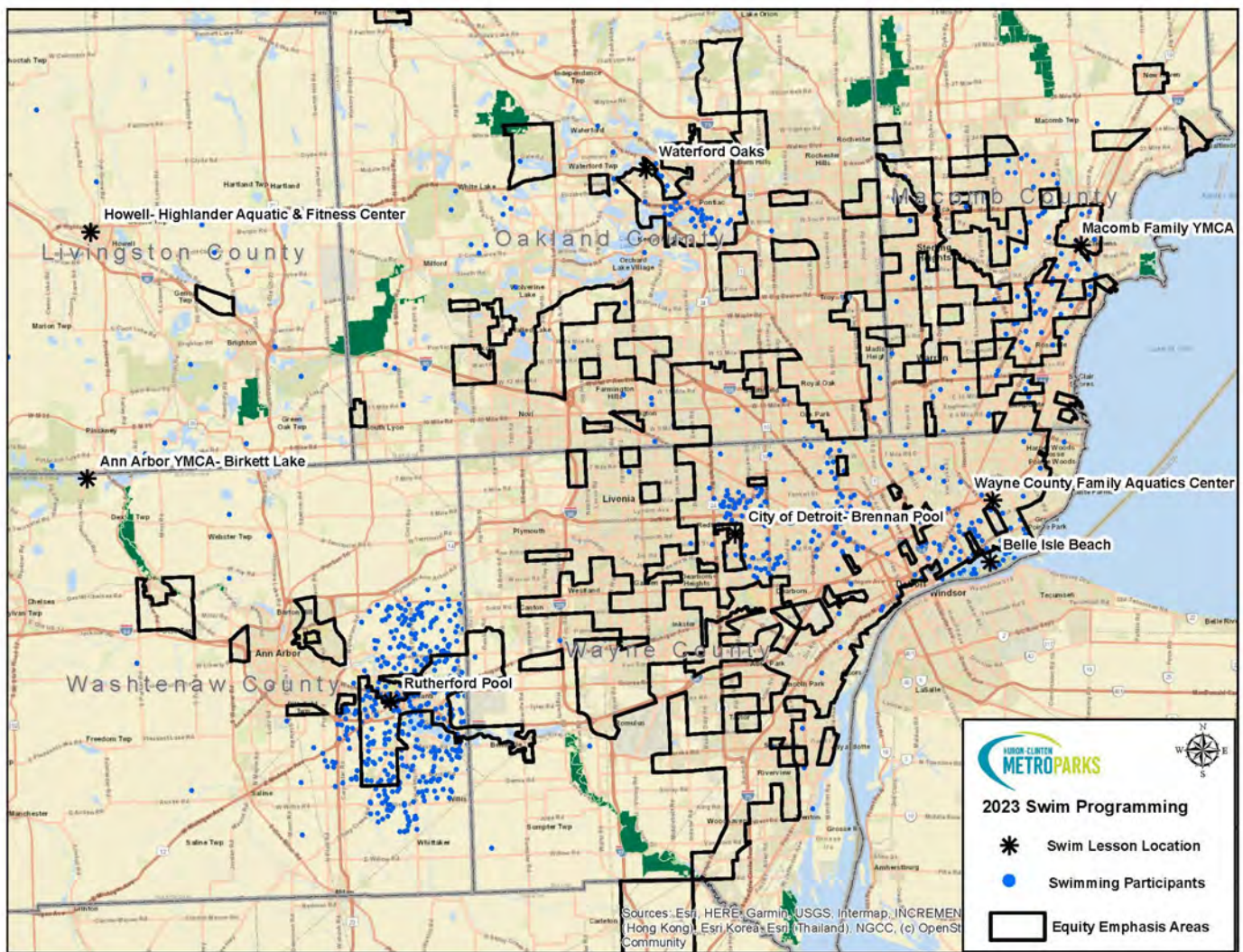
Summer 2023 Partnered Locations	Number of registered participants
Birkett Lake (Ann Arbor YMCA)	12
Belle Isle Beach (DNR)	98
Wayne County Family Aquatic Center at Chandler Park	83
Brennan pool (City of Detroit- Swim in the D)	350
Rutherford Pool in Ypsilanti	471
Howell-Highlander Aquatic Center	15
Macomb Family YMCA	150
Waterford Oaks (Oakland County Parks)	165
TOTAL	1,344



Note on ages: Rutherford location held classes for toddler aged students, all other locations focused on ages 5–13-year-olds with the understanding older students were welcome to participate.

Zip Code Analysis

We collected zip codes from every registered participant in all partnered locations. Below is a map that visually represents where participants came from. You will notice they are primarily concentrated around lesson locations, which supports the swim study finding that travel distance is a barrier to participation. Additionally, you will notice that participation is concentrated in multiple equity emphasis zip code areas. This supports the Strategic Plan objectives of delivering customized programming to underserved communities through its Listen and Connect goal by meeting the following objectives: creating listening opportunities that help the Metroparks understand resident needs; increase access to Metroparks services for Wayne County and the City of Detroit with a physical presence and customized programming; increase engagement with Metroparks services; and, increase access to Metroparks services for underserved communities with customized programming.



ASSESSMENT ANALYSIS

In order to demonstrate the skill development of our participants and provide insight into the overall impact of the Everyone in the Pool program, we gathered both pre-lesson and post-lesson skill assessments for every swimmer. The pre-lesson assessments were filled out by the parent or guardian of each participant, while the post-lesson assessments were completed by the swim instructor. Our skill analysis is grounded in the American Red Cross (ARC) Swim Skills at level 1, forming the foundation of our evaluation process.

The first dataset below includes 435 complete assessments across multiple partnered locations analyzed for swim skill progression. A complete assessment includes **both** a pre-lesson and post-lesson assessment for each participant.

This dataset does not include the 471 students at Rutherford Pool who used a different assessment tool, 207 students who only had *either* a pre assessment or post assessment, and any students who did not end up attending or had multiple registrations. The 471 students from Rutherford Pool are reported in a separate assessment chart. Future water safety and swim lessons will continue to improve completion rate and accuracy of these assessments.

SWIM SKILL	% of students starting with Average or High Skill Level	% of students leaving with Average or High Skill Level
Enter Independently	83%	95%
Exit Independently	82%	93%
Blow bubbles	51%	87%
Bob 5x	46%	83%
Retrieve Submerged Object	23%	69%
Front Glide	12%	77%
Back Float	32%	76%

Key Analysis from Assessments

- The data shows significant improvements in students' mastery of critical water safety and swimming skills. **The ability to back float**, a critical component of water safety, has **increased by 46%**. This skill is a vital component of water safety as it allows children to keep their heads above the water and float to safety.
- **The percentage of students who can bob five times increased by 37%**. This swim skill teaches them to breathe under unexpected or accidental submersion by exhaling underwater and inhaling after they emerge.
- **Breath control, taught through the practice of blowing bubbles, saw an increase in mastery by 36%**. This swim skill helps alleviate the fear of face submersion and is critical to water safety to properly learn to inhale through your mouth when your face is above water and exhale through your mouth or nose with your face is underwater as opposed to holding your breath or aspirate.
- **Retrieving submerged objects had a 46% increase in successful students**, a skill that practices longer breath-holding and overcoming the fear of putting their face underwater.
- Finally, **students' ability to perform a front glide increased by 65%**. This swim skill plays a significant role as it a foundational skill in learning the front crawl stroke.

Ypsilanti - Rutherford Pool Assessment Analysis

Total registered participants at this location: 471

Starting level	# of students in that level	Ending Level	# of students in that level
Toddler	37	Toddler	23
Beginner	145	Beginner	106
Beginner 2	127	Beginner 2	100
Intermediate	84	Intermediate	94
Advanced	68	Advanced	77
Swim Team	0	Swim Team	34

Rutherford Pool has a long-standing swim lesson program and utilized their own assessment tool to track swim skill progression of their participants in 2023. In their assessment tool, swimmers are required to demonstrate mastery of the skills from the preceding level in order to advance to the next class level. This summer, **197 students mastered their starting class skill level** and can advance to the next class level.

Beginner swimmers need to be comfortable in the water and able to follow instructions. Beginner II/Advanced Beginner swimmers must also be able to float on their front and back. Intermediate swimmers must be able to swim the front crawl, float on their front and back, and be comfortable in water over their head. Advanced swimmers should be comfortable in the deep end, swim front and back crawl, and improve their diving and stroke techniques.



TESTIMONIALS

I want to extend a HUGE thank you to all those involved in making these swim lessons possible. Learning to swim is such a critical skill to safely activate the joy of water in this region. Your staff is always tremendously welcoming and wonderful with the children.

Super grateful for all of you and look forward to building these partnerships throughout the year. Please keep Sheriff PAL in mind for future programs and events

- Lauren Fuller, Director, Oakland County Sheriff PAL

I just wanted to email and let you know what a great time we had with the swim lessons at Waterford Oaks.

Everything was run really nicely, and the instructors (Avery & Savannah) were fabulous. We definitely had a positive experience and look forward to more programs like this in the future. Thanks again and have a great Summer.

- Elizabeth Felix

Thank you so much for everything today, Candice! Celia was SUPER excited to tell her dad all about it and she feels very proud of herself for what she has accomplished 🎉 See you Thursday!

- Celia attended swim lessons at Belle Isle State Park Beach

I know I have said this before, but I am so grateful for the experience that we had at Waterford Oaks for our swim lessons. The manager, Brad, was so kind to us and his staff was amazing! The swim instructors were all so compassionate and patient with the kids. My kids left lessons with smiles and positive attitudes. They learned a lot, but most importantly, confidence from the encouragement of their instructors. I have been a teacher for 16 years, and the instructors, even though they are young, show so much potential as a teacher. Even after they were done instructing, they made those personal connections. They would come up and high five the kids and compliment their efforts during that lesson. They would also let me know how they did and quietly tell me things the kids could work on at home, even in the tub. They never let the kids hear their criticisms, which was so kind of them. We loved having the same instructors each class, as well. I could go on and on about all the positives of this experience and this program. Thank you so much for giving us this opportunity and experience. I hope it continues on for next year and is at the same location. Being in a pool to learn to swim was more relaxing to the kids.

- Nichole Johns



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Everyone in the Pool 5-year Program Plan
Date: 10/5/2023

Action Requested: Approval

That the Board of Commissioners' approve the *Everyone in the Pool* 5-year program plan as recommended by Chief of Marketing and Communications, Danielle Mauter, and staff.



EVERYONE IN THE POOL

5-YEAR PLAN

GOALS & OBJECTIVES

2024-2028

Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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



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BACKGROUND

Michigan, often affectionately called the 'Great Lakes State,' is renowned for its breathtaking natural landscapes and the boundless aquatic opportunities it offers. Nonetheless, recent studies have unveiled a concerning statistic: a staggering 79% of children residing in households with incomes below \$50,000 possess limited to no swimming proficiency. Furthermore, a substantial 70% of Detroit's youth lack substantial swim experience.

In 2021, the Metroparks, recognizing the gravity of this regional issue, collaborated with an external consultant to delve into the challenges hindering swim instruction and the gaps in water safety across the five-county region they serve, encompassing Livingston, Oakland, Macomb, Washtenaw, and Wayne counties. Insights gathered from community members across southeast Michigan revealed a striking consensus: the cost of swim lessons poses a significant obstacle, preventing many families, particularly those of color and Detroit residents, from accessing these crucial programs. This financial barrier emerged as a primary impediment to expanding swimming knowledge and fostering a sense of water safety among the population.

For an in-depth exploration of the Swimming Program Development Plan, complete with survey data results, please refer to the provided link: [Huron-Clinton Metroparks Swim Program Study Report](#)

Some of the main findings from this regional study were:

KEY TAKEAWAYS

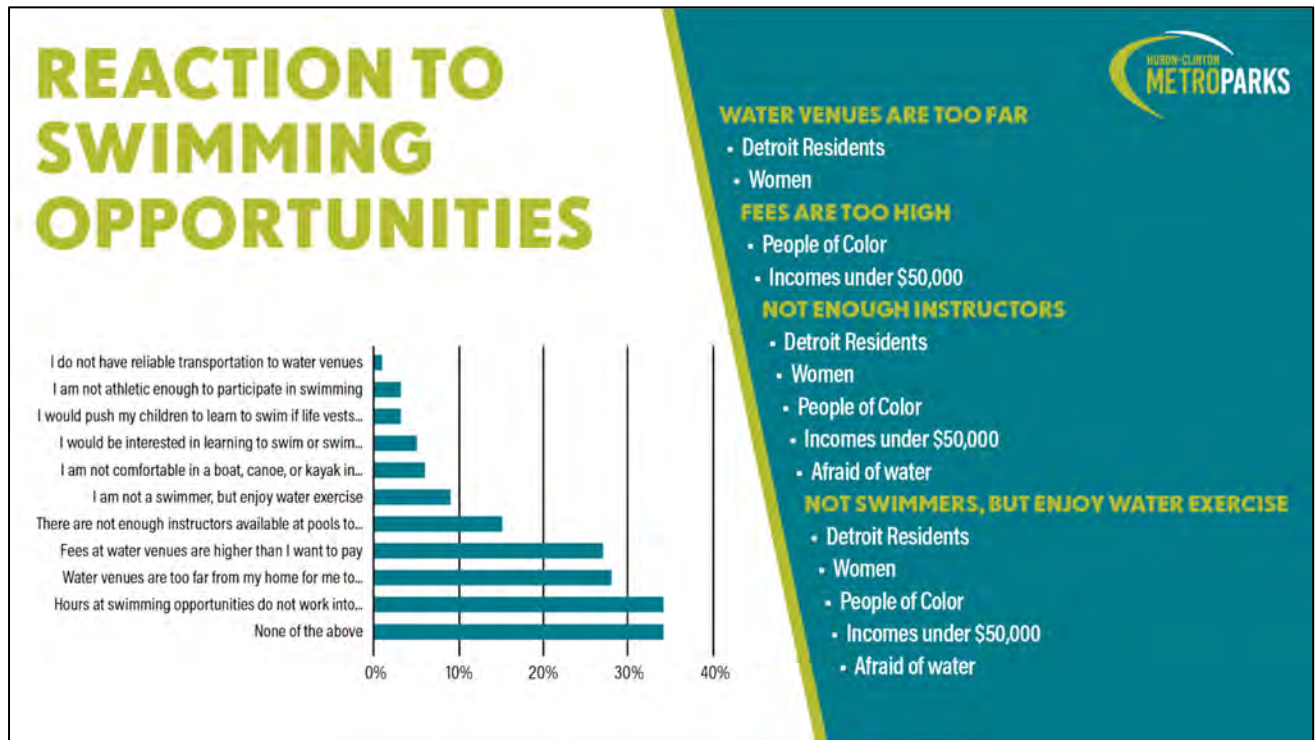


Age Group	Can enter and exit the water on their own	Can put their entire head under the water on their own	Can stop, turn around and swim towards the exit of the water	Can float on their stomach or back, or tread water for about 1 minute	Can swim the length of a 25 yard pool without a life jacket	None of the above
<4	55%	40%	15%	10%	10%	40%
4-5	70%	55%	30%	25%	10%	25%
6-9	80%	70%	60%	50%	10%	10%
10-13	80%	75%	70%	70%	10%	5%
14-17	85%	80%	75%	75%	10%	5%
18+	85%	80%	75%	75%	10%	5%

- Detroit residents and people of color self report that they are less proficient swimmers than others.
- Detroit residents, people of color are more interested in learning to swim.
- Swimming proficiency appears to increase as children get older.
- People who are afraid of the water state swimming provides a pleasant way to cool down & spend time with family.

The Metroparks are committed to serving all the people, all their lives and removing barriers to recreation and parks whenever possible to better serve southeast Michigan. Upon reviewing the findings of the swim study and actively engaging with the communities we serve, we identified an initial avenue for our involvement: the removal of cost barriers and providing funding to support and grow the commendable initiatives already underway by regional partners. Our aim is to enhance the accessibility and equity of swim lessons throughout the entire region. Through these efforts, the Metroparks aligns with its strategic plan, striving to expand access in underserved communities through tailored partnerships that directly address the barriers highlighted by the community.

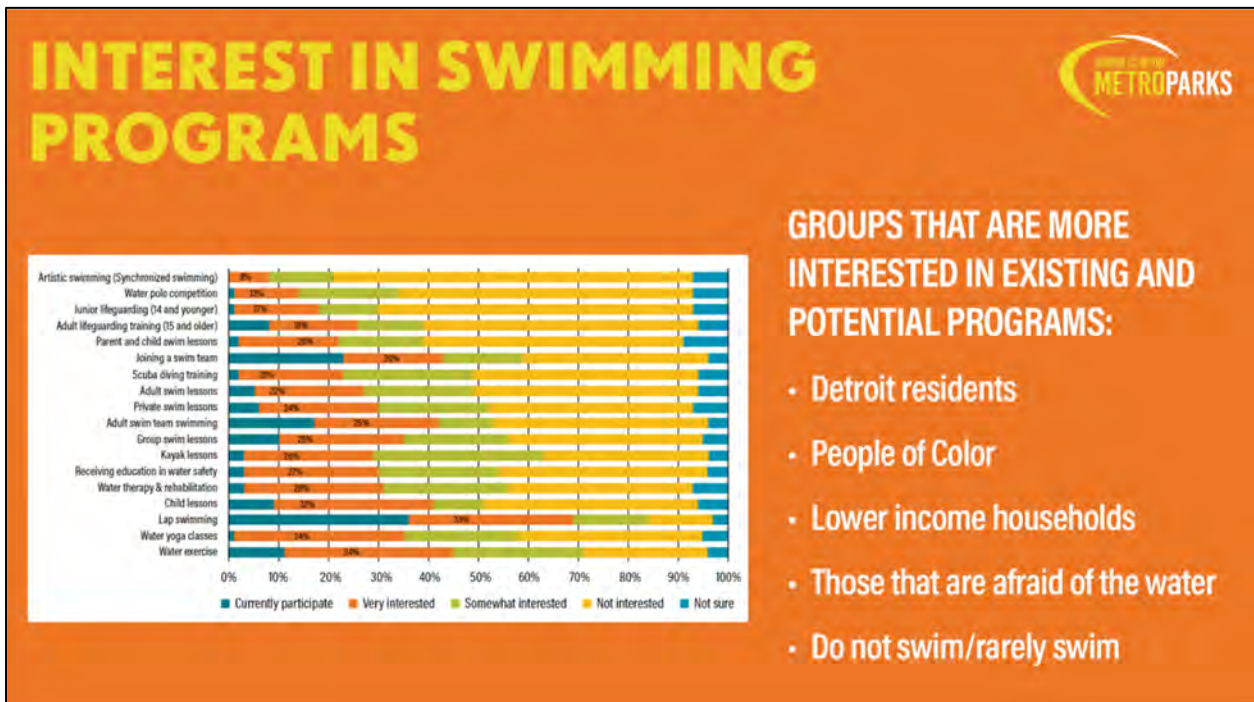
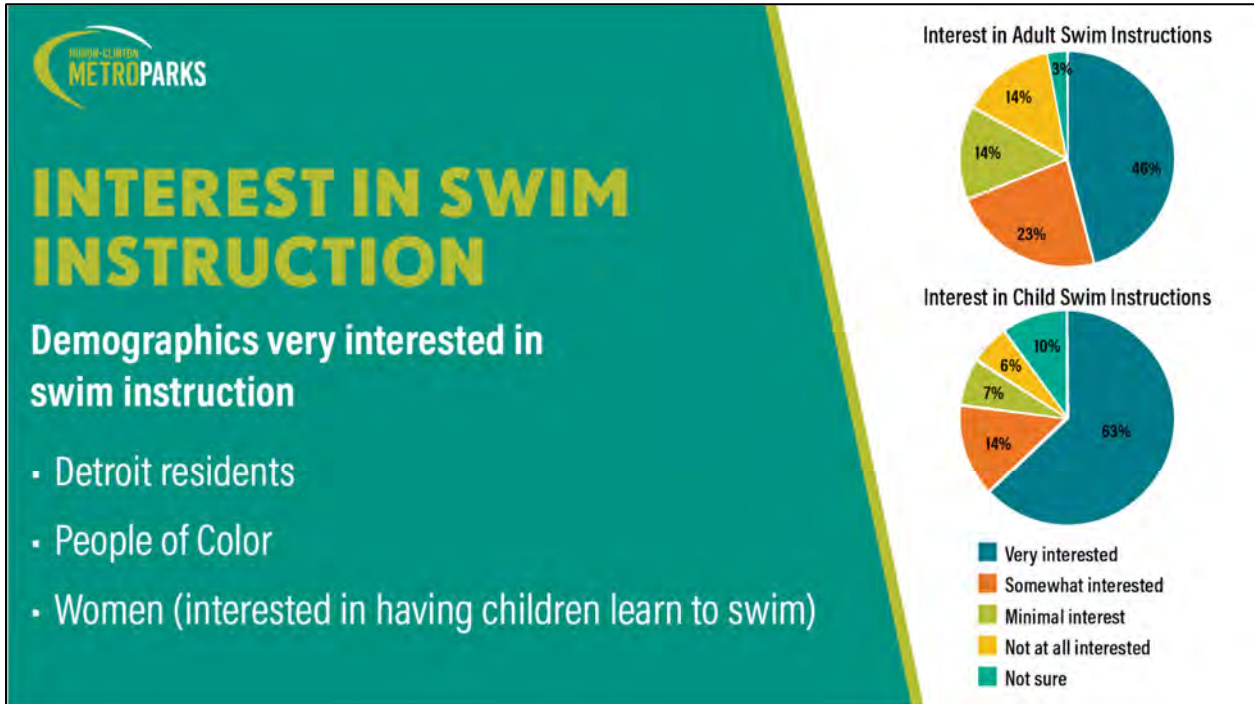
The swim study chart below highlights the reported obstacles, including the geographical availability of swim lessons, the financial constraints associated with them, and the scarcity of swim instructors, all of which contribute to the challenges faced by our community.



Here the swim study showed varying levels of comfort at different swim facilities.



Digging even deeper into the data, we find a notable surge in interest, particularly in swim instruction programs, spanning both adults and children. Furthermore, the data reveals a spectrum of interest in various forms of aquatic programming. This underscores the enduring and robust demand within the community. These insights signal the necessity of crafting innovative solutions to fulfill these demands effectively.



In addition to the swim study, in 2022, the Metroparks worked with ETC institute to conduct a regional Community Needs Assessment Survey at a 95% level of confidence across all five counties. The survey and its results are utilized to guide the Metroparks in taking a resident-driven approach to making decisions that will enrich the future of the community and positively affect the lives of all residents in southeast Michigan, and to establish and prioritize improvements to the parks system and programming. The Community Needs Survey can be found [here](#).

In this survey, it was discovered that:

- Out of a list of 25 different facility types, respondents ranked outdoor pools third highest in the list of unmet needs.
- When asked directly, 50% of respondents all thought warm water pools for swim lessons or therapy were strongly needed in the community.
- Out of 25 different program types, respondents ranked water fitness programs 12th and swim lessons 16th in the list of unmet program needs.
- When drilling into the data from this survey by county, the priority for water fitness and swim lesson programs were ranked a “high priority” in Wayne County, signifying an even greater need there than the other four counties.

Based on the findings from both studies, Huron-Clinton Metroparks remains committed to improving water safety so that more Michiganders in our region can safely and confidently enjoy the pools, lakes and rivers our state has to offer. With drowning being among the top three causes of unintentional death for persons 29 years old and younger¹, teaching children this life-saving skill is essential to decreasing the likelihood of water-related injuries and deaths. This supports the Metroparks’ strategic plan priorities by listening to the community and connecting the work we do with those who need it, as well as the initiatives of the Metroparks Diversity, Equity, and Inclusion five year plan goal of increasing the Metroparks services in equity emphasis area zip codes, and DEI-focused community collaborations

The Metroparks' overarching aspiration in the realm of water safety and swim instruction is to ensure that every child residing in southeast Michigan not only learns to swim but also acquires the vital skill of water safety for a lifetime. To achieve this vision, the Metroparks identified a strategic approach: forging partnerships with organizations across the region and injecting funding to amplify the commendable efforts already in progress. This collaborative endeavor aims to increase the availability of free swim lessons for residents in southeast Michigan, thereby making a substantial initial impact, and to continue growing from there.

¹ https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6319a2.htm?s_cid=mm6319a2_w#tab

SUPPORTING OUR STRATEGIC PLAN

This Everyone in the Pool program plan was written to support the Metroparks Strategic Plan in the following ways.

Listen & Connect

Under the Strategic Plan goal of Listen & Connect, the Everyone in the Pool 5-year program plan will utilize data and input from our communities to create innovative programs that meet the needs of our five counties. This work will support ALL of the Strategic Plan Objectives under that goal:

- Create listening opportunities that help the Metroparks understand resident needs
- Increase access to Metroparks services for Wayne County and City of Detroit with customized programming
- Increase transparency and accountability for progress against goals and objectives through master and departmental plans that benchmark and measure progress
- Increase engagement with Metroparks services
- Increase access to Metroparks services for underserved communities with customized programming

Maintain & Invest

Additionally, under the Strategic Plan goal of Maintain & Invest, the Everyone in the Pool 5-year program plan will seek to secure outside funding to support the program and work to grow future lifeguard training programs. By doing so, we will be working towards the following objectives under this goal:

- Increase revenue from philanthropic and public sector sources
- Study revenue opportunities across current and new programs
- Create a talent strategy to attract and retain the intellectual and human capital needed to achieve the vision

2021-2023 PROGRAMMING

The Metroparks recognized the need for creative solutions to overcome barriers preventing individuals from accessing swim lessons. Rather than tackling these challenges alone, we took a collaborative approach to work with community partners to address these issues regionally as opposed to in silos. We initiated partnerships with local community organizations, including both municipal and non-profit organizations, to provide free water safety and swim lesson locations within zip codes that have been identified as areas of inequity, referred to as 'equity emphasis area zip codes' ². Within these designated equity emphasis area zip codes, we strategically joined forces with local organizations to establish free swim lessons, giving rise to the *Everyone in the Pool* program. This approach ensures the ready availability of lessons within close proximity to those who require them most, effectively eliminating the transportation distance barrier. In doing so, we aligned our efforts with the strategic plan's goal of "Listen & connect," as we attentively addressed resident needs and devised tailored programming to serve underserved communities.

In 2021, the Metroparks *Everyone in the Pool* program was launched in partnership with the City of Detroit Parks & recreation and Detroit Riverfront Conservancy, through providing funding towards "Swim in the D" and by offering free swim lessons at Lake St. Clair Metropark in partnership with the Macomb Family YMCA.

In 2022, the program expanded to 8 locations within Livingston, Macomb, Oakland, Wayne, Washtenaw counties, giving considerations to having location partners in each county and emphasizing equity emphasis area zip codes when possible. Each partnership was, and continues to be, unique based on the needs in that community.



2

https://maps.semcog.org/EquityEmphasisAreas/?tiles=popage65andup_21,popage0_17_21,popminority_21,householdsinpoverty_21,hh_limitedenglish_21,hh_transitdependent_21,femalenosponsehh_21,popdisability_21&project=Transportation%20Equity

In 2022, The Metroparks partnered with local public and non-profit organizations to support 1,236 free water safety and swim lessons (1,063 - Summer, 175 - Fall) with the following organizations:

- Howell-Highlander Fitness & Aquatic Center (Livingston County) [48 lessons]
- Macomb Family YMCA (Macomb County) [175 lessons]
- Oakland County Parks- Waterford Oaks (Oakland County) [40 lessons]
- Department of Natural Resources- Pontiac Lake beach (Oakland County) [90 lessons]
- Rutherford Pool (Washtenaw County) [363 lessons]
- City of Detroit Parks & Recreation and Detroit Riverfront Conservancy, "Swim in the D" at Brennan pool (outdoor) Adams Butzel, Heilmann, & Patton Recreation Centers (indoor) (Wayne County) [350 lessons]
- Department of Natural Resources- Belle Isle beach (Wayne County) [90 lessons]
- Wayne County Family Aquatic Center (Wayne County)[80 lessons]

In 2023, the *Everyone in the Pool* program continued to expand by increasing opportunities and working with new community partners.

During the winter and spring, 863 free water safety and swim lessons were supported at the following locations:

- City of Detroit Parks & Recreation, "Swim in the D" - Adams Butzel, Heilmann, & Patton Recreation Centers (Wayne County) [350 lessons]
- Detroit Public Schools Community District - Marcus Garvey Academy (Wayne County) [100 lessons]
- Detroit Public Schools Community District - Northwestern High School (Wayne County) [100 lessons]
- YMCA of Metropolitan Detroit, "Detroit Swims" at Center Line High School (Macomb County) [175 lessons]
- Howell-Highlander Fitness & Aquatic Center (Livingston County) [88 lessons]

In the **Summer, 1,344 free water safety and swim lessons** were supported at the following locations:

- Ann Arbor YMCA at Birkett Lake (Livingston County) [12 lessons]
- Howell-Highlander Fitness & Aquatic Center (Livingston County) [48 lessons]
- Macomb Family YMCA (Macomb County) [150 lessons]
- Oakland County Parks- Waterford Oaks (Oakland County) [160 lessons]
- Rutherford Pool (Washtenaw County) [451 lessons]
- City of Detroit Parks & Recreation, "Swim in the D" at Brennan Pool (Wayne County) [350 lessons]
- Department of Natural Resources at Belle Isle beach (Wayne County) [93 lessons]
- Wayne County Family Aquatic Center (Wayne County) [80 lessons]

The *Everyone in the Pool* program will continue to be supported for the **2023-2024 school year to 1,023 participants** during January – May 2024 at the following locations:

- Howell-Highlander Fitness & Aquatic Center (Livingston County) [48 lessons]
- YMCA of Metropolitan Detroit, “Detroit Swims” at Center Line High School (Macomb County) [175 lessons]
- Ann Arbor YMCA (Washtenaw County) [175 lessons]
- Detroit Public Schools Community District – Mumford High School (Wayne County) [175 lessons]
- City of Detroit Parks & Recreation, “Swim in the D” at Brennan pool (outdoor) Adams Butzel, Heilmann, & Patton Recreation Centers (Wayne County) [350 lessons]
- Adult-only swim classes at multiple YMCA locations in southeast Michigan [100 lessons]:
 - Macomb Family YMCA (Mount Clemens)
 - Birmingham Family YMCA
 - South Oakland Family YMCA (Royal Oak)
 - Boll Family YMCA (Detroit)
 - Farmington Family YMCA
 - Downriver Family YMCA (Southgate)

After three years and 4,616 of students who have learned basic swim skills, it is time to plan for the future of *Everyone in the Pool* and continuing to increase access to Metroparks services for underserved communities with customized programming.



FUTURE INITIATIVES & GOALS

GOAL: Expand the *Everyone in the Pool* program to support at least 6,000 swim lessons annually by 2028. This expansion is part of our broader regional effort to reverse the existing statistic, striving towards a future in which 70% of residents in southeast Michigan possess essential swimming skills.

Drowning is among the top three causes of unintentional death for persons 29 years old and younger³. 79 percent of children in households with annual incomes less than \$50,000 do not know how to swim⁴ and studies have shown that 70 percent of Detroit children have little to no swimming ability. The alarming reality is that Southeast Michigan has a multitude of opportunities to enjoy both natural and constructed water activities, but the disparities in swim ability and water competence lead to a higher risk of drownings in the region.

In swimming pools, Black children aged 5-19 are 5.5 times as likely as white children in the same age group to die from drowning; among ages 11-12, this rate increases to 10 times as likely⁵. The Metroparks are committed to being a part of the solution and finding the best ways to work with partners and communities to reverse the staggering statistic so that 70% of southeast Michigan residents *know* how to swim.

Objective 1: Increase the amount of free swim lessons regionally by working with additional partners and supporting additional sessions of lessons.

The Metroparks will expand the *Everyone in the Pool* program by supporting an additional 1,000 lessons each year (minimum) to reach 6,000 free swim lessons offered annually by 2028.

2024	3,100
2025	4,100
2026	5,100
2027	6,100
2028	6,100+

³ https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6319a2.htm?s_cid=mm6319a2_w#tab

⁴ <https://www.usaswimming.org/parents/learn-to-swim>

⁵ https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6319a2.htm?s_cid=mm6319a2_w#tab

The Metroparks have fostered robust partnerships with numerous public and private organizations to enhance the accessibility of free water safety and introductory swim lessons. Central to these collaborative endeavors is a commitment to amplifying opportunities across various locations. The Metroparks will further expand these opportunities throughout the region by forging additional partnerships with organizations, aimed at delivering free water safety and swim lessons tailored to youth (ages 5-13). Simultaneously, we will augment the range of class options available, by expanding into supporting lessons for adults, tots and teenagers. This expansion hinges on optimizing the capacity of partner organizations and crafting innovative solutions that not only complement but also expand upon existing capacity through collaboration. The expansion is also dependent on the success of the goal to secure additional funding outlined later in this plan.

Objective 2: Expand the number of school year swim lessons the Metroparks support by at least 20% yearly in each of the five counties

As part of the growth outlined in objective 1, the Metroparks will focus on increasing support for free swim lessons offered during the school year. Currently the Metroparks is providing support for swim lessons during the school year in Macomb and Wayne County, and in 2024 will be providing support to lessons targeted for January-May 2024 in Livingston, Macomb, Oakland, Washtenaw, and Wayne counties. This objective would focus on establishing additional partnerships with local school districts to offer more free water safety and swim lessons for students as part of their physical education curriculum and after-school extracurricular activities at school and community pools. This initiative will promote water safety awareness and swimming skills among school-aged children, while addressing access barriers such as location and transportation challenges. We will start first in equity emphasis zip codes as a way to increase engagement with underserved communities.

To bolster the effectiveness of our efforts in expanding school year swim lessons, we recognize the importance of conducting additional research into the availability and capacity of pools within and in close proximity to schools. The insights gleaned from this research will serve as the foundation for crafting more refined and innovative collaborations that harness the potential of our partners and the communities we intend to support.

Lessons Supported During School Year (represents 20% annual growth)

Year	Livingston County	Macomb County	Oakland County	Washtenaw County	Wayne County
2024	48	190	30	175	557
2025	58	228	36	210	668
2026	69	273	43	252	801
2027	82	327	51	302	961
2028	98	392	61	362	1153

Objective 3: Establish a formal data collection and reporting process for all free water safety and swim lessons organized through the *Everyone in the Pool* program

In 2023, the Metroparks created and implemented a standard skill assessment evaluation for consistent use during the summer water safety and swim lessons. The participant data was collected from each session of free water safety and swim lessons.

The participant data includes a pre-lesson and post-lesson skill assessment, the skill analysis is based on American Red Cross (ARC) Swim Skills (level 1). The participants can track their progress using a free ARC swim app, which is also accessible by desktop.

In addition to skill data, we gathered demographic information including zip codes and ages, along with satisfaction surveys for further in-depth analysis. We are committed to conducting an annual review of our data collection process, making necessary revisions as needed.

To maintain transparency and accountability, our annual report of the *Everyone in the Pool* program will be presented annually at the October Metroparks Board of Commissioner's meeting along with annual summer swim reports (October) and school year swim reports (July).

As part of our ongoing commitment, we will continue to formalize and strengthen this process, ensuring the reliable and consistent use of assessments and data collection in the future.



GOAL: Increase the number of certified lifeguards and swim instructors in southeast Michigan so that by 2028 Metroparks facilities and partner swim lesson facilities remain fully staffed all summer long.

In recognition of the pressing shortage of lifeguards in our region, coupled with the identified deficit in certified lifeguard trainers, the Metroparks will embark on a collaborative initiative with our partners. The aim is to establish and grow lifeguard training programs across the five counties in southeast Michigan. This strategic endeavor seeks to create a more substantial lifeguard talent pipeline for our region.

Through this collaboration, we will explore opportunities to expand the availability of lifeguard certification classes throughout the region, ensuring consistent opportunities for certification, and explore ways to reduce the cost for participants interested in pursuing certification. This concerted effort will alleviate the strain imposed by the regional lifeguard shortage while also fostering a deeper appreciation for careers in recreation and water safety.

Objective 1: Launch Pilot collaborative Lifeguard Training Program with YMCA in Wayne County

Acknowledging the pressing need for lifeguards to ensure the smooth operation of our Metroparks facilities, particularly in Wayne County, we're launching an initial collaborative lifeguard training pilot program right here in Wayne County. This program will provide certified lifeguards able to support locations like Willow pool, Turtle Cove, and YMCA-Southgate.

It's important to note that the lifeguard shortage isn't just limited to our region; it's a nationwide issue. There are a variety of factors contributing to this shortage, such as a dwindling interest in lifeguard careers, the lasting impacts of the COVID-19 pandemic, and the temporary closure of many public swimming venues. These closures not only reduced the availability of lifeguard certification courses but also led certified lifeguards and potential ones to explore alternative job opportunities during the pandemic, and some have chosen not to return to lifeguard work.⁶

In Michigan, there is a limited number of trainers for Lifeguards (LGI-T) who are qualified to certify Lifeguard Instructors (LGI). LGI's can certify lifeguards and conduct recertifications (required every 2 years). Expanding the number of both LGI-T and LGI's will allow for more opportunities to certify lifeguards in the region.

⁶ <https://americanlifeguardassociation.com/the-reasons-for-the-lifeguard-shortage-and-how-to-address-the-472617>

Objective 2: Expand lifeguard training program pilot to include all five counties we serve and explore program opportunities for junior lifeguarding and ongoing career opportunities.

By 2025, the Metroparks aims to expand the reach of our lifeguarding training program to three counties, and by 2026 expand lifeguard training programs to all five counties.

Furthermore, we're actively exploring prospective aquatics programs and partners that aim to cultivate a multi-year pathway for lifelong engagement in aquatics where participants engage in swim lessons and go on to participate on swim teams, junior lifeguarding and lifeguard certification. These endeavors enforce a lifelong love of the water and possible employment opportunities.

To achieve this goal, we will partner with organizations to:

- offer free water safety and swim lessons to teenagers and young adults who are active in summer employment programs with a focus on outdoor recreation.
- develop junior lifeguard programs for kids 11-14 to help build a foundation of knowledge, attitudes, and skills for future lifeguards, be introduced to lifesaving skills and allow participants to shadow lifeguards in order to gain a real sense of the job.
- Identify and provide transportation options to ensure accessibility for all participants where possible.



GOAL: Increase Water Fitness Programs at the Metroparks by 20% yearly through 2028.

The results from both the Councilman-Hunsaker swim survey and the Community Need Assessment survey clearly indicate a strong enthusiasm for swim programming and water fitness classes. These water fitness classes play a pivotal role in promoting health and wellness among individuals spanning different age groups and abilities, offering an inclusive and highly effective avenue for physical activity. Presently, we offer water fitness programming at both Lake St. Clair Metropark and Lower Huron Metropark to cater to these interests and needs.

In 2023, the Metroparks Recreation Programming Committee initiated two water fitness programs at Lake St. Clair Metropark and 2 programs at Lower Huron Metropark based on the community needs assessment survey results. Building upon a relatively successful first year, our objective is to further enhance this initiative by delving into additional water fitness programs, forging new partnerships, and addressing evolving needs. In line with this goal, we plan to expand our water fitness programs to encompass the water facilities at Lower Huron, Willow, Lake St. Clair, and Lake Erie Metroparks, as well as the beaches at Kensington and Stony Creek Metroparks.

Throughout these efforts we will identify additional water fitness instructors on staff and identify partners that could offer additional types of water fitness programs for multiple age groups such as paddleboard yoga, beach water aerobics, etc.



GOAL: Secure external funding of at least \$500,000 annually by 2028 to expand free *Everyone in the Pool* Program and regional lifeguard training programs.

By securing external funding, the Metroparks can solidify the long-term sustainability and effectiveness of the *Everyone in the Pool* program. As we persist in our collaborative efforts with partner organizations and explore innovative solutions to expand the program, external funding and the shared use of resources play a pivotal role in championing these initiatives.

Moreover, these funds will enable us to invest in the necessary staff infrastructure, thereby ensuring a lasting and meaningful impact on water safety education within our community. It's worth noting that the average cost of the lessons we currently support stands at approximately \$100 per student per session. Our ambitious goal is to provide free water safety and swim lessons to a 6,000 students annually.

Proposed Timeline to Secure External Funding:

2024

- Establish a strategic funding partner communication plan that leverages our data and previous program experience
- Work with our Public Relations/Strategic Communications firm to secure outside funding
- Identify and secure initial \$100,000 in grant, corporate and philanthropic funding to support the *Everyone in the Pool* program. Complemented by Metroparks funding to reach program goals.

2025

- Revise and continue with fundraising and strategic partnership building through communications and the assistance of our Public Relations/Strategic Communications firm to secure outside funding.
- Identify and secure \$200,000 in grant, corporate and philanthropic funding to support the *Everyone in the Pool* program. Complemented by Metroparks funding to reach program goals.

2026

- Identify and secure \$300,000 in external funding. Complemented by Metroparks funding to reach program goals.

2027

- Identify and secure \$400,000 in external funding. Complemented by Metroparks funding to reach program goals.

2028

- Identify and secure \$500,000 in external funding. Complemented by Metroparks funding to reach program goals.

GOAL: Create a Southeast Michigan Swim and Water Safety Coalition by end of 2025

The Metroparks will lead an initiative to unite existing partners into a dedicated coalition focused on addressing regional water safety and swim lesson challenges. Within this coalition, the Metroparks will work collaboratively to develop the coalition's mission and evaluation metrics. We will actively seek new partners, funders, and stakeholders who are interested in participating in this coalition. Together, we will find innovative solutions to address regional swim and water safety challenges and determine the best way to articulate the importance of these efforts through compelling messaging and storytelling.

As part of our collaborative approach, we will develop a mapped network of sites that offer free or low-cost swim opportunities for residents. This tool will be accessible to the public and will help the coalition convey a compelling narrative to our community and identify gaps in service that need attention.

In line with the Metroparks' Strategic Plan, the coalition will prioritize listening to and engaging with our community stakeholders when it comes to regional water safety and swim lessons. This collaborative approach ensures that our coalition's efforts align with the needs and interests of the people we serve.



REPORTING PROGRESS

Progress against this plan will be reported back to the Metroparks Board of Commissioners on an annual basis in October. Annual reports will include updates about total number of lessons supported, updates on efforts regarding lifeguard training and development, updates on external funding and data around swim lesson skills assessments.

This reporting period will allow staff to include data from both school year and summer swim lessons in a more complete way.



APPENDIX & RESOURCES

Baumgaertner, E. (2023b, July 8). Drowning is No. 1 killer of young children. U.S. efforts to fix it are lagging. *The New York Times*.

https://www.nytimes.com/2023/07/08/health/children-drowning-deaths.html?unlocked_article_code=tJeoFGhe6RsQiCM7ITvYsi3l8E69WVSRVsrMXiwCuz43PO2LGO_8BJ3E1AQBQt5cbSVDKMib4ulAlwxslvbeyQK9Gj1ENQJxLgot2vqnyAZjq8b-pzwf3O2awM5z32s41lx2AtjiQTGIAYtC_ImvDw1pK-UUCEei7sOAAIzC8WaSVQbuWmiP4mPKkMNds66HYLbk-5j706XTSK7SHpSQf4-5MSVAoHNT9zfCabsHt4KHQUZFGQNH-9G8IL4xEZ-AUii1PoH3vFHjvBRn2KiODIRv_zGHR9p09FZtF7WutyTxgVRTCZ2VvaZNmzrdjNGeuiZTBcZSG7Hi9HZaMPOqCk&smid=em-share

Detroit Swims – YMCA of Metropolitan Detroit. (n.d.). YMCA of Metropolitan Detroit.

<https://ymcadetroit.org/initiatives/detroitswims/>

Learn To Swim. (n.d.). <https://www.usaswimming.org/parents/learn-to-swim>

Racial/Ethnic Disparities in Fatal Unintentional Drowning Among Persons Aged ≤29 Years – United States, 1999–2010. (2014, May 16).

https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6319a2.htm?s_cid=mm6319a2_w#tab







To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications,
Janet Briles, Chief of Planning and Development
Sanjay Khunger, Chief of Information Technology
Jennifer Jaworski, Chief of Interpretive Services
Artina Carter, Chief of Diversity, Equity, and Inclusion
Project Title: Report – Joint Visitation Data Review
Date: October 12, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Joint Visitation Data Review as presented by Chief of Marketing and Communications Danielle Mauter, Chief of Planning and Development Janet Briles, Chief of Information Technology, Sanjay Khunger, Chief of Interpretive Services, Jennifer Jaworski, and Chief of Diversity, Equity, and Inclusion, Artina Carter.

Summary: Staff will give a joint presentation to the Board highlighting visitor pass scan data and trends from Summer 2023.

The Data Review will reflect the goals laid out in the Strategic Plan. The presentation will cover how the Metroparks are achieving the following goals under “Listen & Connect”:

- *Increase access to Metroparks services for Wayne County and City of Detroit with a physical presence and customized programming*
- *Increase engagement with Metroparks services*
- *Increase access to Metroparks services for underserved communities with customized programming*

Story Map: <https://storymaps.arcgis.com/stories/0c76cfebadfb40f3ba04ad69bf2ca80c>



JOINT VISITATION & PROGRAMMING DATA REPORT

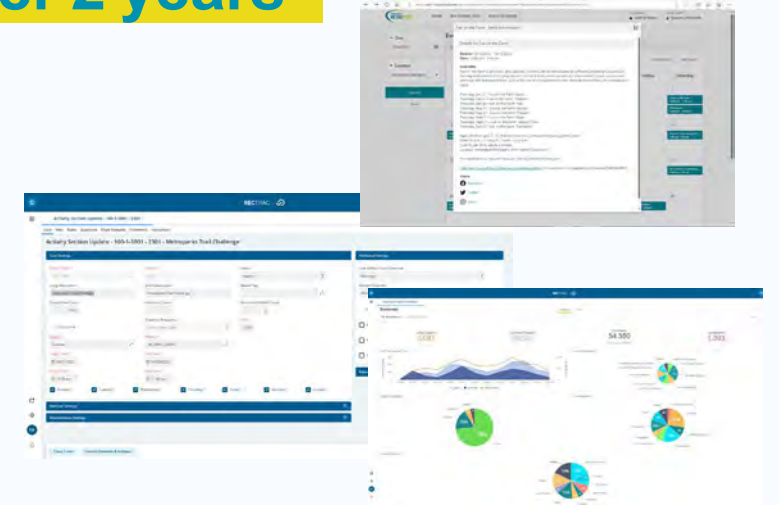
Janet Briles, Chief of Planning & Development
Sanjay Khunger, Chief of Information & Technology
Danielle Mauter, Chief of Marketing & Communication
Artina Carter, Chief of Diversity, Equity, and Inclusion
Jennifer Jaworski, Chief of Interpretive Services

October 2023

Caveats for Visitation Data from RecTrac

RecTrac has been fully live authority wide for just over 2 years

- RecTrac was rolled out throughout 2021
- 2022 was the first full year of data in RecTrac
- 2022 data has been adjusted to fit the same date range as the 2023 data so that direct comparisons can be made in this report



Maps can only show data that is mappable

- Approximately 20% of daily passes have erroneous / invalid zip codes, often due to patrons not sharing their zip code

More work is needed to obtain complete visitation data

Caveats for Visitation Data due to Toll Booth Operations

Not all parks have toll booth attendants daily, weekly, year- round

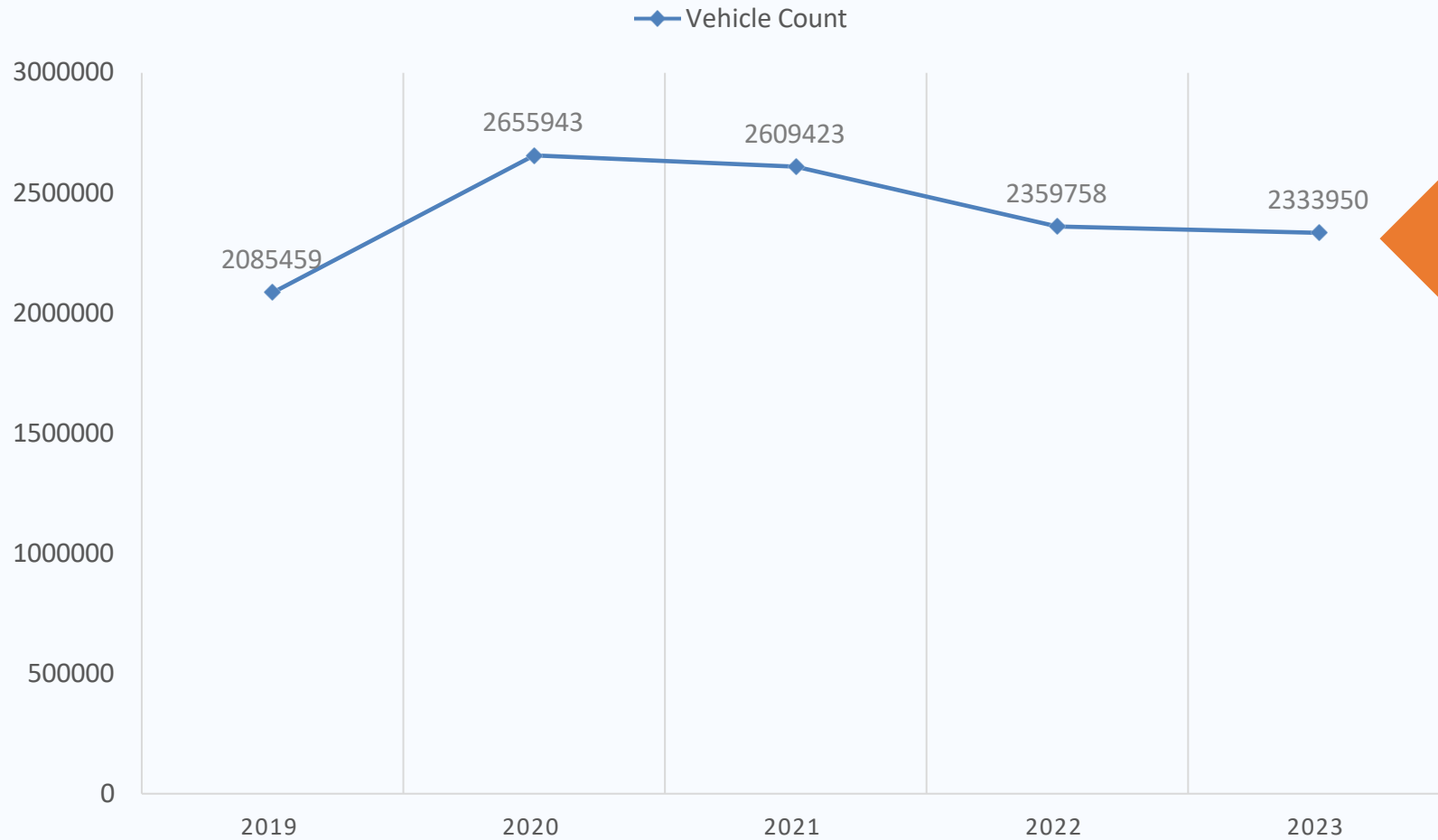
- Pass scanning is done during working hours only.
- In 2021 and 2022 pass scanning was suspended for an average of 18 days for each park that regularly staffs toll booths.
- In 2023, pass scanning was suspended for average of 4 days for each park. Most suspensions were very short.

Factors that affect pass scan data

- Holidays
- Weather
- Staffing Shortage / Seasonal-Need
- Power Outages
- Events
- Technical Difficulties

VISITATION OVER 5 YEARS

TOTAL VEHICLE COUNTS JANUARY 1 – AUGUST 31



2023 counts are up 11.9% from Pre-Pandemic figures

SCANNING DATA

EVALUATING ANNUAL & DAILY PASS SCANS

INTERACTIVE STORY MAPS

Maps for your reference

- Annual 2022 vs. 2023
 - Daily 2022 vs. 2023
 - Park specific scan data
-
- Access the online interactive StoryMap through the link provided in your Agenda Packet or here: <https://metroparks.maps.arcgis.com/apps/mapviewer/index.html?webmap=b42d179f126d4c79817b02a8f5919f05>



STRATEGIC PLAN

THEY'RE YOUR METROPARKS. WELCOME TO OUR STRATEGIC PLAN.

Hardwork, dedication, care and heaps of planning is what it takes for us to fulfill our mission. Read on to learn more about our three year vision.

[OVERVIEW](#) | [LISTEN & CONNECT](#) | [MAINTAIN & INVEST](#) | [CONSERVE & STEWARD](#)

VISION 2026: THREE YEARS OF PLANNING & PROGRESS

As the summer of 2026 ends, the Metroparks is celebrating with the people of Southeast Michigan. From pool parties to community picnics residents are using the Metroparks resources in ways that are applicable to them. Partner organizations deeply embedded in neighborhoods and small towns are hosting events and recording stories from residents. Their stories are joyful and easy—they express the tangible and intangible benefits of a world-class park system tailored for their community's needs. As a result, resident engagement with Metroparks services are experiencing double digit growth.

- Each slide with visitation and programming data will have banners at the bottom to show which area and goals of the strategic plan it addresses.

Increase engagement with Metroparks services



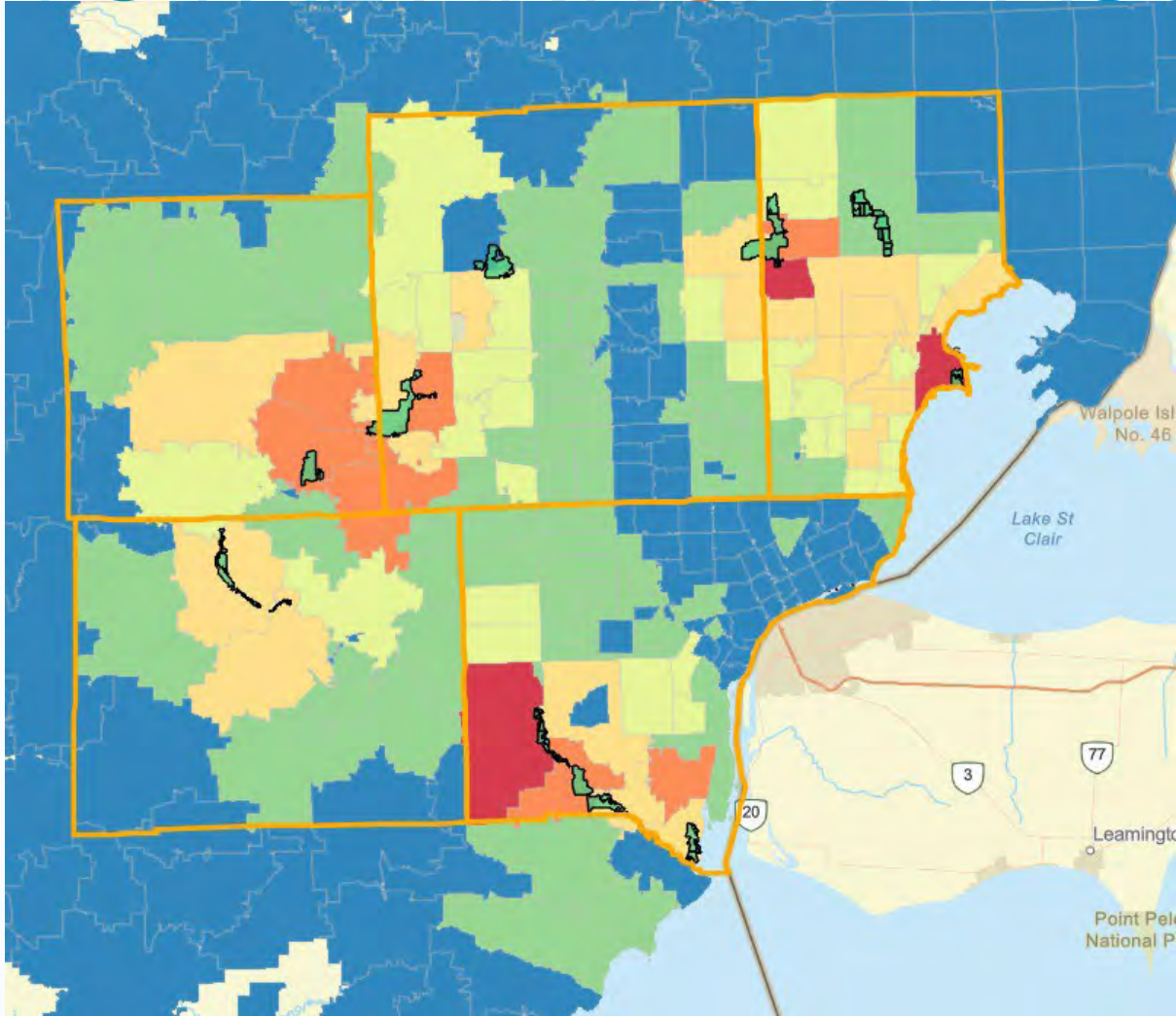
Increase access to Metroparks services for Wayne County and City of Detroit with a physical presence and customized programming



Increase access to Metroparks services for underserved communities with customized programming



SUMMER 2023 TOTAL ANNUAL PASS SCANS

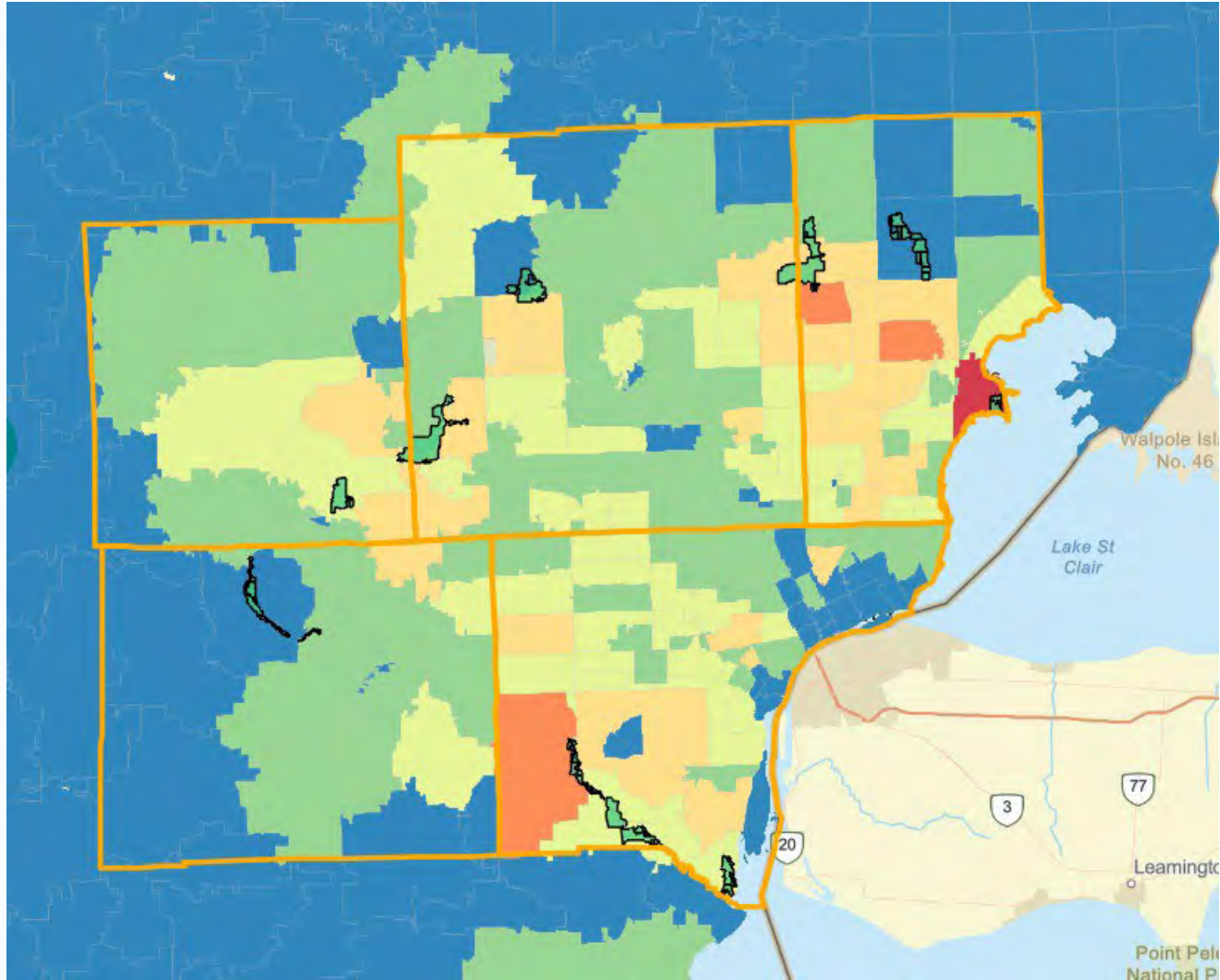


- May 15 – September 6
- Highest annual pass sales in Shelby Township, Harrison Township, Van Buren Township, Huron Township and Sumpter Township.
- Total annual pass scans = 580,909 down 1.8% from 2022.



SUMMER 2023

TOTAL DAILY PASS SCANS



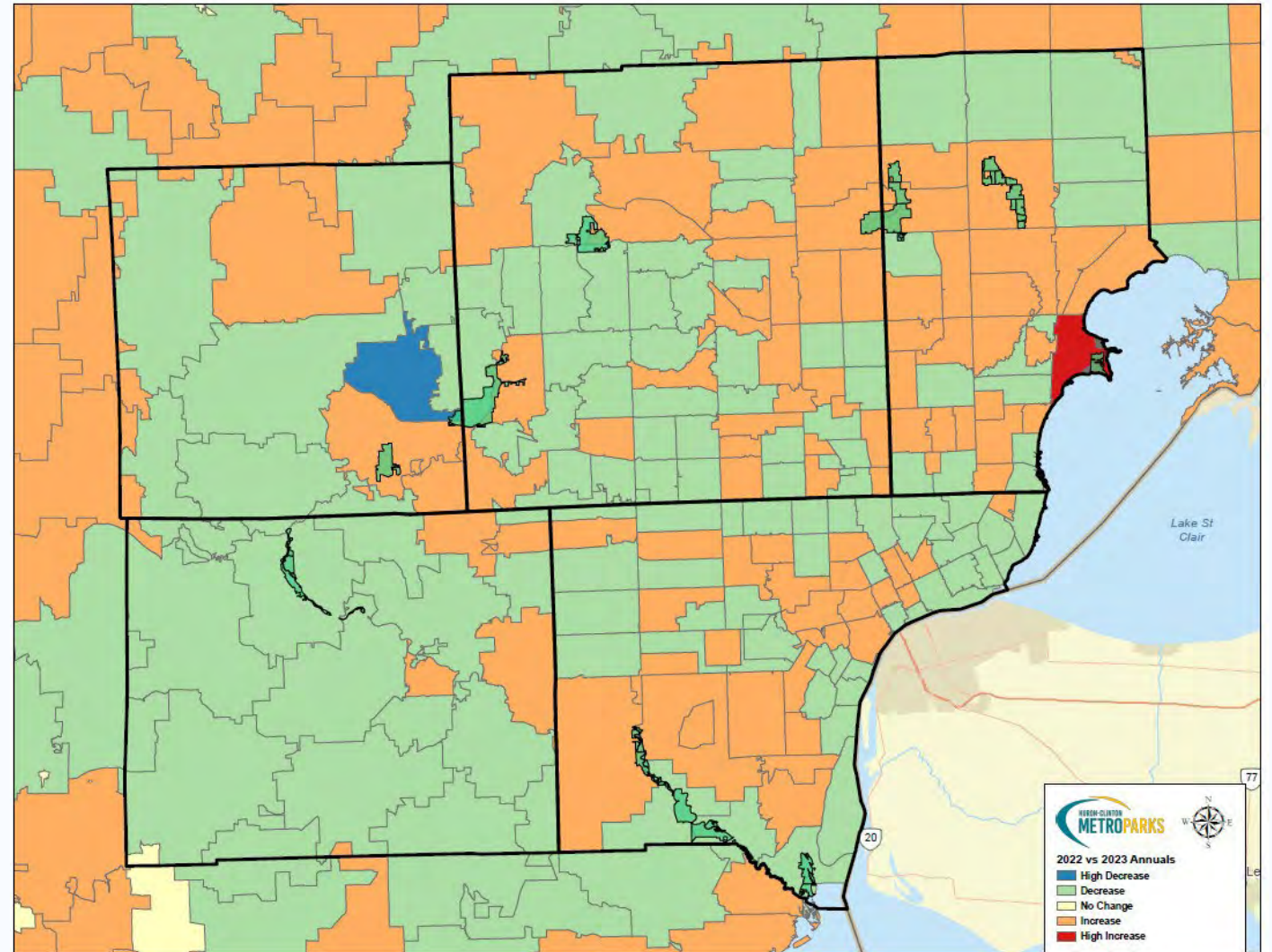
- May 15 – September 6
- Total Daily pass scans = 232,595. Up from 204,891 scans in 2022 (+13.5%).
- Daily pass users cover a wider geographical area compared to annual pass holders.
- 2021 to 2022 had a decrease of daily scans of 12%



ANNUAL PASS SCANS

2023 VS 2022

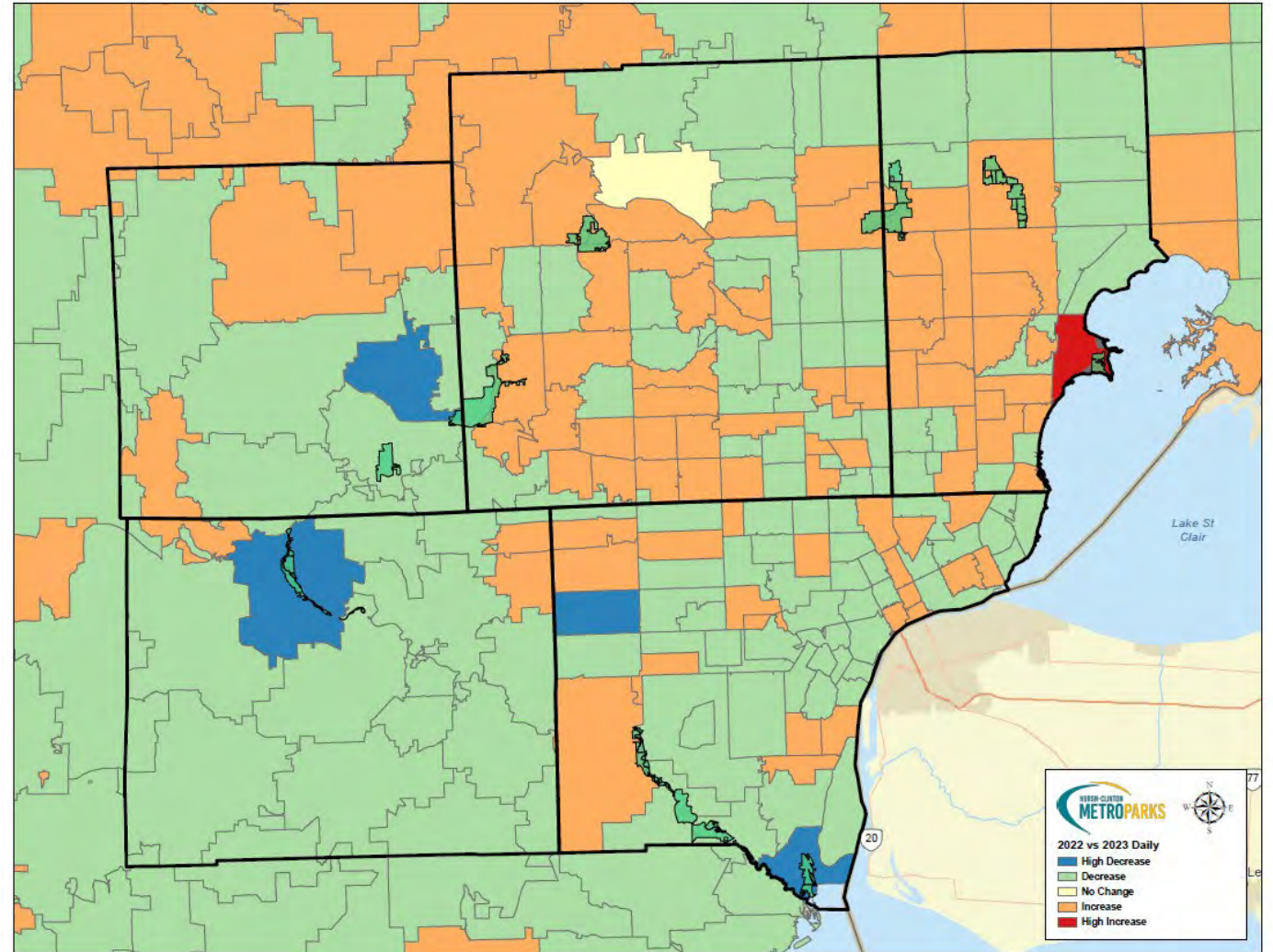
- May 15 – September 6
- The zip code that covers a lot of Harrison Township showed a high increase in annual pass sales
- The zip code that covers a lot of Brighton Township showed a high decrease – we are reviewing the data set for discrepancies



DAILY PASS SCANS

2023 VS 2022

- May 15 – September 6
- Most notable decreases surrounding Lake Erie Metropark and Hudson Mills Metropark.
- Lower daily pass scans from 48130 (down 86% from 2022) could be attributed to bad zip code data.



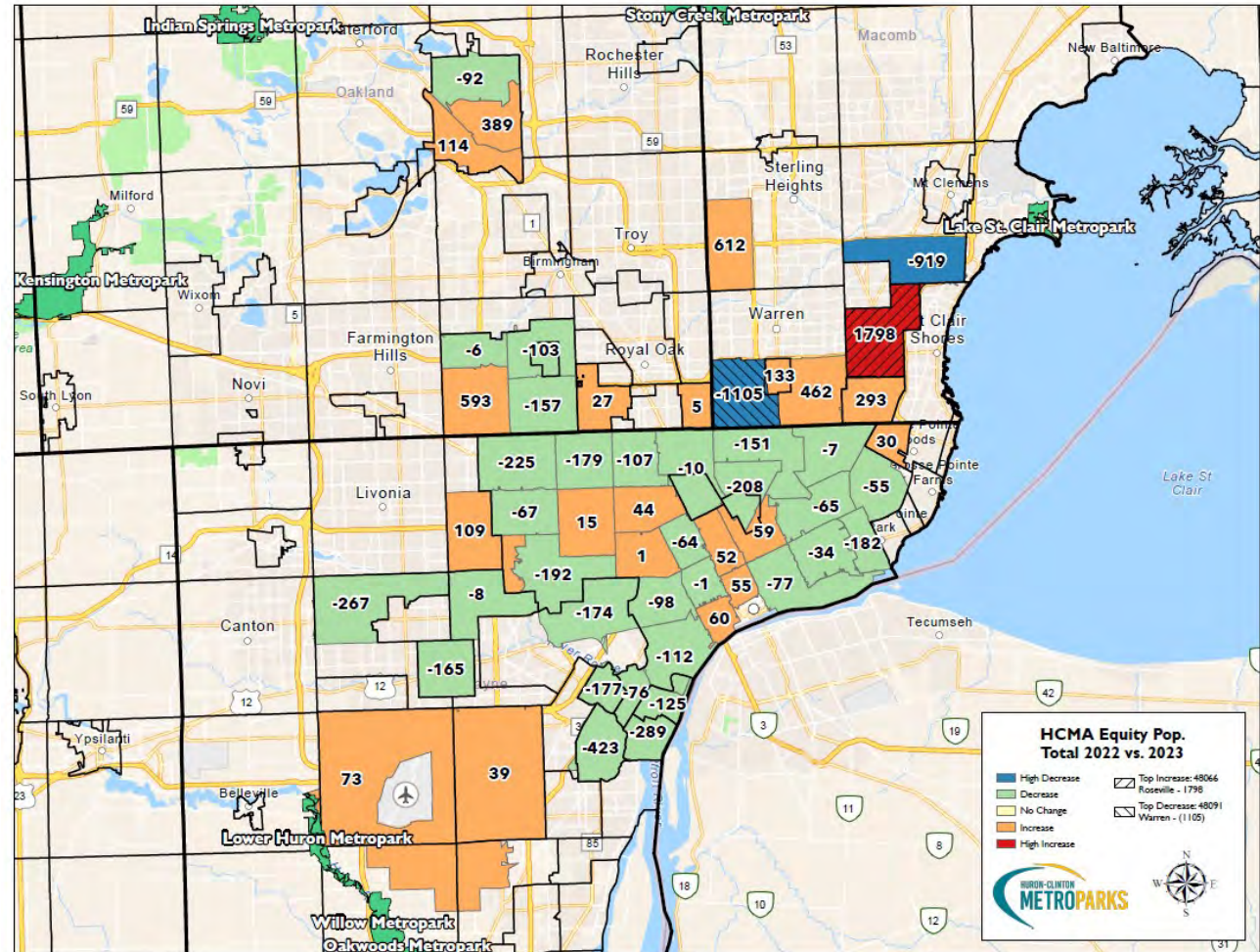
EQUITY EMPHASIS AREAS

Methodology

In order to analyze the Metroparks interaction with equity populations within the 5 county area, we utilized an analysis developed by SEMCOG; which focuses on locations with concentrations of people in these groups:

- Child Population
- Low-income Households
- Minority Populations
- Senior Population
- Transit-Dependent Households

	Very High	High
Total 2022	18,196	69,333
Total 2023	16,105	70,467
Difference	-2091	1,134



Increase access to Metroparks services for Wayne County and City of Detroit with a physical presence and customized programming

Increase access to Metroparks services for underserved communities with customized programming

PROGRAMMING & EVENTS DATA

DATA CAVEATS FOR PROGRAMMING

PROGRAM DATA REPRESENTS JANUARY 1 – SEPTEMBER 6

- There are many types of programming and events the Metroparks facilitate. They are each reported slightly differently depending on needs and logistics as defined on the following slides.
- Data reported represent only **registered** participants. Events and programs that do not require registration do not have attendance data recorded in RecTrac, and therefore participation data at those are not seen in these charts and maps.
- Staff are currently performing a large amount of RecTrac clean up in data fields to lead to greater accuracy and consistency in 2024 and beyond.
- These programming numbers can **not** be accurately compared against historical programming numbers. In the past, programming numbers were reported based on programming hours and RecTrac reports on total number of programs and participants regardless of length of time of program occurrence.
- These numbers can not be compared to the interpretive programming numbers in the board stats summary at the end of board packets each month. They are not directly reflective of what is being reported there.

PROGRAM DEFINITIONS

School Programming

All school programming conducted at interpretive centers and off-site at schools.

Community Groups that Request the Metroparks

All community groups and organizations that requested programming conducted at interpretive centers and off-site or at community events.

Outside events hosted at the Metroparks

Organized public and private events held inside the Metroparks in which Metropark staff did not plan and/or organize.



PROGRAM DEFINITIONS CONTINUED

Public Programs & Events

Recreational: Activity or event that supports leisure, rest, relaxation, entertainment, mental and/or physical health through athletics, sports, outdoor pursuits, and/or the arts primarily in an outdoor or natural setting.

(compiled from National Recreation and Parks Association, Outdoor Industry Association)

Interpretive: Applying the principles of interpretation (see definition below) to activities, presentations, publications, audio-visual media, signs, and exhibits.

(Adapted from National Association of Interpretation)

Recreational Interpretive: A program that applies the principles of interpretation to offer opportunities for people to deepen their understanding of outdoor experiences (i.e., how to correctly pack a backpack; snowshoeing, Leave No Trace, Tread Lightly).

(adapted from National Association of Interpretation)

Partnership: This is a program where an individual, group, organization or business shares the investment and responsibility with the Metroparks Execution Team of the event and the promotion of it. Typically require a signed MOU that outlines specific work, roles, and responsibilities of each partner.



SCHOOL PROGRAMMING

All school programming conducted at interpretive centers and off-site at schools.

- Total number of school programs delivered: 814
- Total number of schools served: 457
- Total number of students served: 31,362

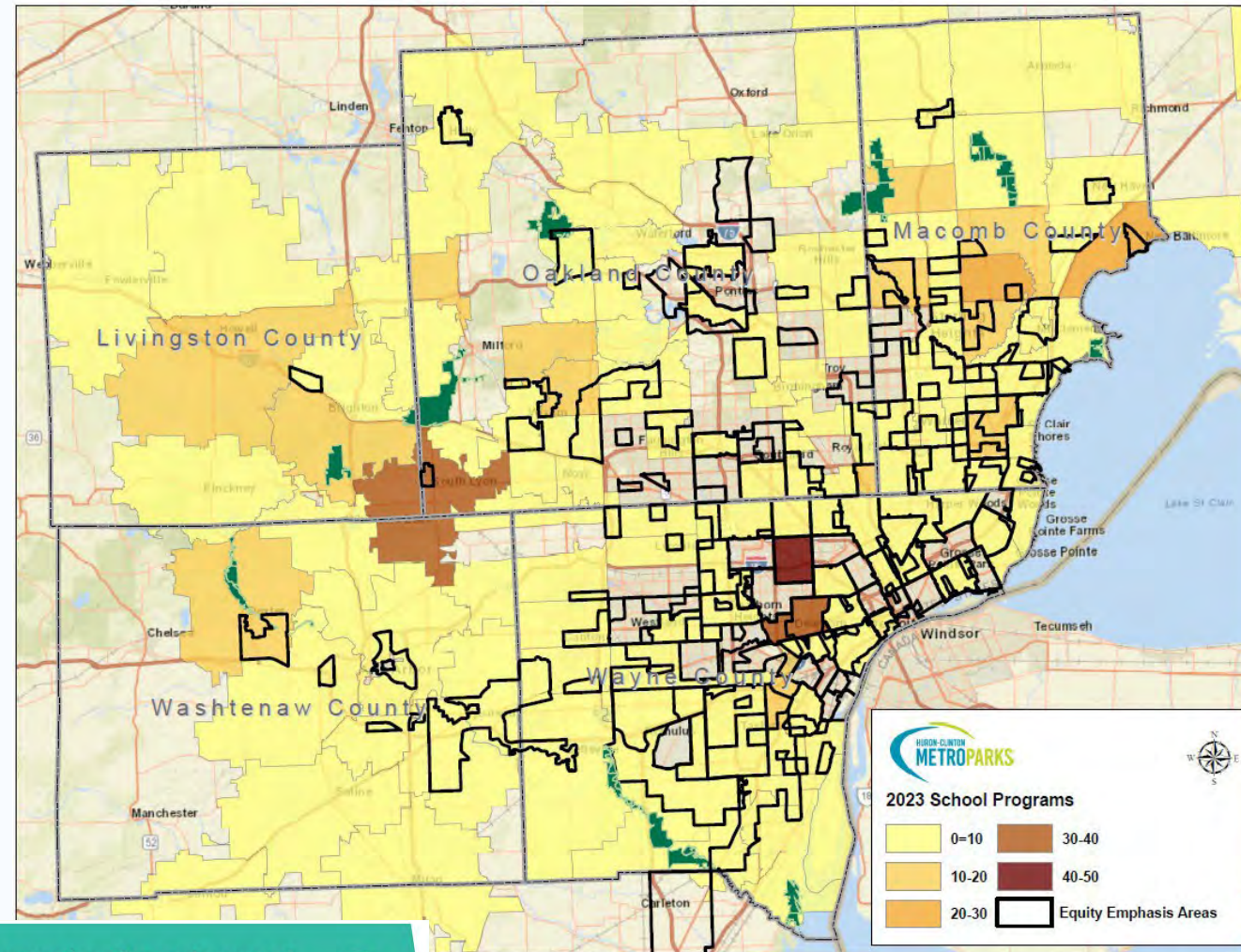
Breakdown of School Programming

At interpretive centers	500 programs	17,447 students
At schools	314 programs	13,915 students

Increase access to Metroparks services for Wayne County and City of Detroit with a physical presence and customized programming



Increase access to Metroparks services for underserved communities with customized programming



SUPPLEMENTAL SCIENCE PROGRAMS

Programs are designed to have student involvement on a weekly basis, with multiple and repeat visits throughout the school year.

J R King Academic and Performing Arts Academy

Grades: 4th, 5th, and 8th

Total enrolled students: **426**

Total visits 2022-2023 school year: **59**

Total programs 2022-2023 school year: **192**

Total student engagement hours 2022-2023 school year: **3,980 hours**

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Increase access to Metroparks services for underserved communities with customized programming





AFTER SCHOOL SCIENCE CLUBS

Riverside West Academy, Dearborn
Weston Charter Academy, Detroit

Middle and High School students

Total students: **39**

Total visits 2022-2023 school year: **40**

Total programs 2022-2023 school year: **68**

Total student engagement hours 2022-2023 school year: **817 hours**

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Increase access to Metroparks services for underserved communities with customized programming

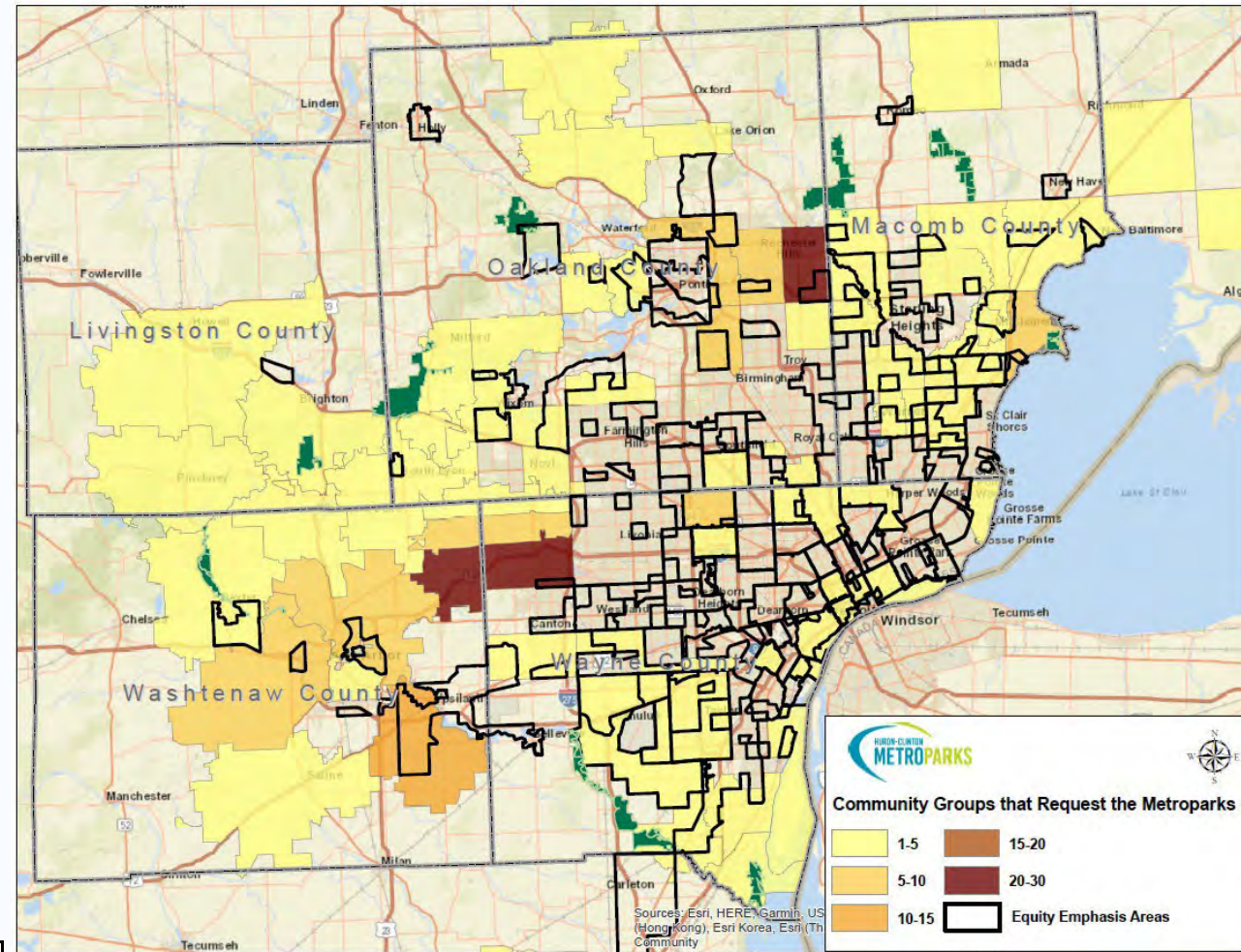
499/617

COMMUNITY GROUPS THAT REQUEST PROGRAMS

All community groups and organizations that requested programming conducted at interpretive centers or off-site or at community events.

- Total number of community programs: **305**
- Total number of community groups: **151**
- Participants served: **21,799**

At interpretive centers	106 programs	1,704 participants
At community organizations	199 programs	20,095 participants



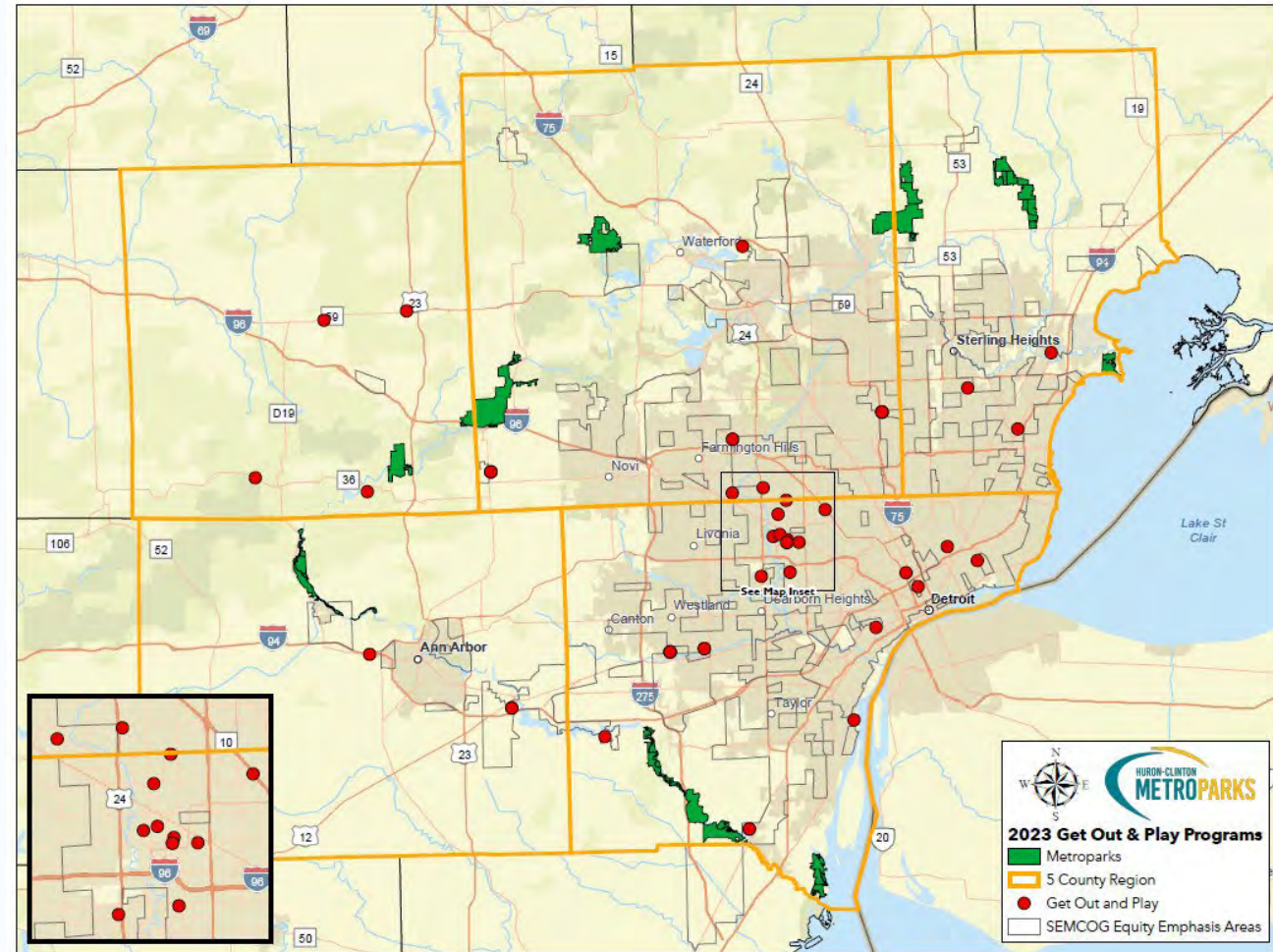
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Increase access to Metroparks services for underserved communities with customized programming
500/617

GET OUT AND PLAY

Get Out and Play Programs By Experience	2023	2022
Get Out & Play: Juneteenth	3	0
Get Out & Play: Kensington Island Queen	10	10
Get Out & Play: Kensington Splash 'n' Blast	10	14
Get Out & Play: Lake St. Clair	9	13
Get Out & Play: On the Road	10	6
Get Out & Play: Willow	6	10
TOTALS:	48	53

Get Out and Play Programs Participants	2023	2022
Youth	550	1003
Seniors	300	303
Community Group	498	479
Families	260	192
Early Childhood	323	80
TOTALS:	1931	2057



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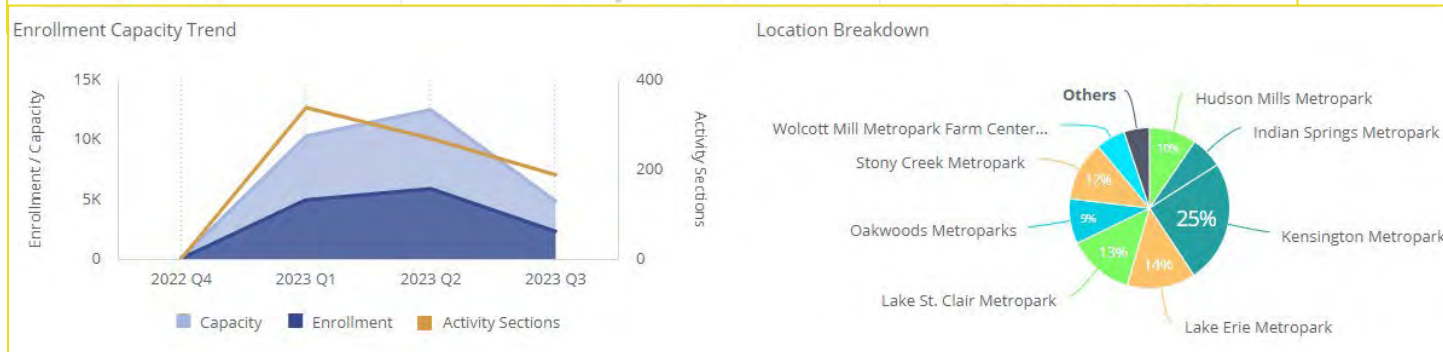
Increase access to Metroparks services for underserved communities with customized programming



DRILLING DEEPER INTO RECTRAC DATA

Public Programs & Events

Total average enrollment rate for programs that required registration Jan 1 – Sep 6, 2023 was **47.56%**
2023 Marketing Plan, the goal was to hit a **75%** Enrollment rate by the end of 2023.

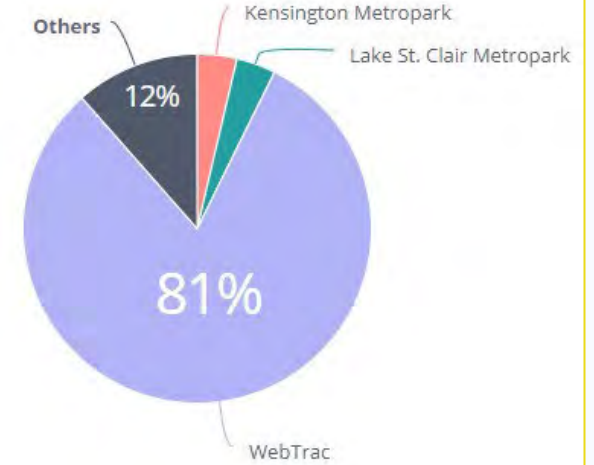


LOOKING AT REGISTERED PARTICIPANTS

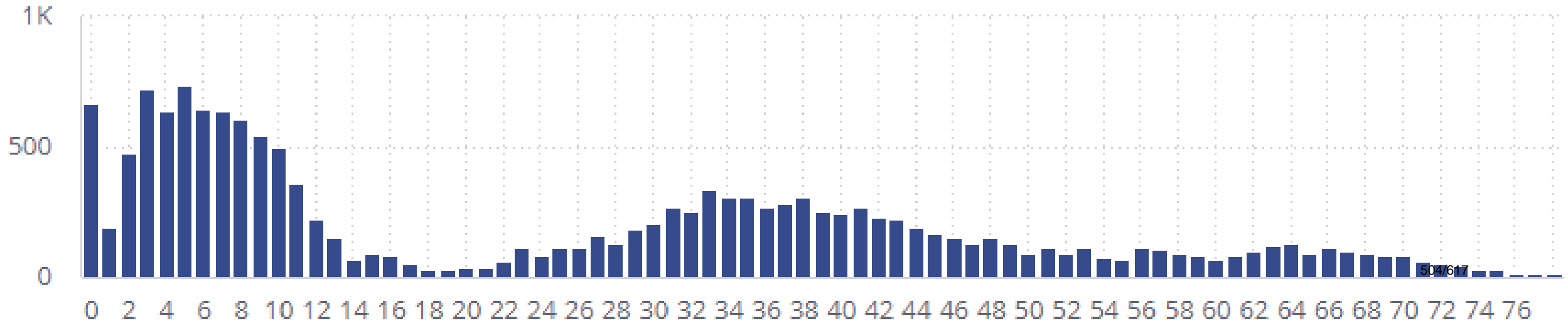
Public Programs & Events

- We see the majority of program registrations are occurring online (WebTrac)
- Unsurprisingly, we see highest participation by younger age groups and their accompanying parent age groups

Enrollments by Transaction Location



Enrollments by Patron Age



RECREATIONAL PROGRAM COMMITTEE

- New effort in 2023 with a committee of staff from each district and multiple departments.
- Committee looked at Community Needs Assessment Survey data and recommended recreation programs and event to fill gaps based on community feedback.
- These were approved by the board during the 2023 budget process.
- **Note: Some of these attendance numbers are also included in numbers on previous slides because they required registration.**

Event	Date	Location	Attendance Goal	Actual Registered	Estimated Attendance
MetroBarks: Paws, Pose & Play	29-Apr-23	Huron Meadows	250+ for overall event 50 for dog photos	71 registered (photo portion only)	200
MetroBarks: Paws, Pose & Play	30-Apr-23	Stony Creek	250+ for overall event 50 for dog photos	144 registered	500
Trail Challenge	May 1 - September 30	All Metroparks	500	446 public/ 52 staff=498 total	498
Kids Fishing Tournament: Lake Erie	20-May-23	Lake Erie	100	112	300
Water Aerobics: Session 1	May 30 - June 29	Lake St. Clair	25	7	7
Learn to Camp: Camping Basics	4-Jun-23	Lake Erie	20	0	0
Learn to Camp: Campfire Cooking	4-Jun-23	Lake Erie	20	0	0
Learn to Camp: Hiking Basics	4-Jun-23	Lake Erie	20	0	0
Family Campout: Hudson Mills	10-Jun-23	Hudson Mills	20 campsites	17 campsites	66
Movies in the Parks: New Center Park	16-Jun-23	Detroit	200-1000	no registration required	200
Family Campout: Kensington	June 16 - 18	Kensington	32 campsites	32 campsites	137
Family Campout: Lake Erie	June 16 - 18	Lake Erie	75 campsites	9 campsites	60
River Walker Seasonal Pass	June 19 - August 3	Lower Huron	50	5	85 (includes multiple visits)
Art Factory Workshop: Palmer Park	June, July, August	Palmer Park	45 (15 per session)	11 (3, 5, 3)	11
Food & Tunes	24-Jun-23	Willow	150	no registration required	85
Art Factory Workshop: Rouge Park	July, August	Detroit	90 (15 per session)	30	30
Water Aerobics: Session 2	July 18 - August 17	Lake St. Clair	25	19	19
Jit Festival	29-Jul-23	Detroit	2500	no registration required	
Kids Fishing Tournament: Lake St. Clair	30-Jul-23	Lake St. Clair	150	150	300
Camping: Lake St. Clair	August 2 - August 15	Lake St. Clair	25 campsites (daily)	113	484
Music & Moves for Kids	5-Aug-23	Hudson Mills	1500	no registration required	664
Race the Rapids 5K	Augsut 12	Lower Huron	100	100	88
Family Campout: Stony Creek	12-Aug-23	Stony Creek	45 campsites	45 campsites	220
Family Campout: Historic Fort Wayne **includes learn to camp components	19-Aug-23	Detroit	20 campsites	20 campsites	505/6100
Food & Tunes	19-Aug-23	Willow	150	no registration required	350
Blue Moon on the Beach	26-Aug-23	Kensington	200	no registration required	450

SOME HIGHLIGHTS FROM NEW RECREATIONAL PROGRAM COMMITTEE PROGRAMS

DETROIT POP UP EVENTS



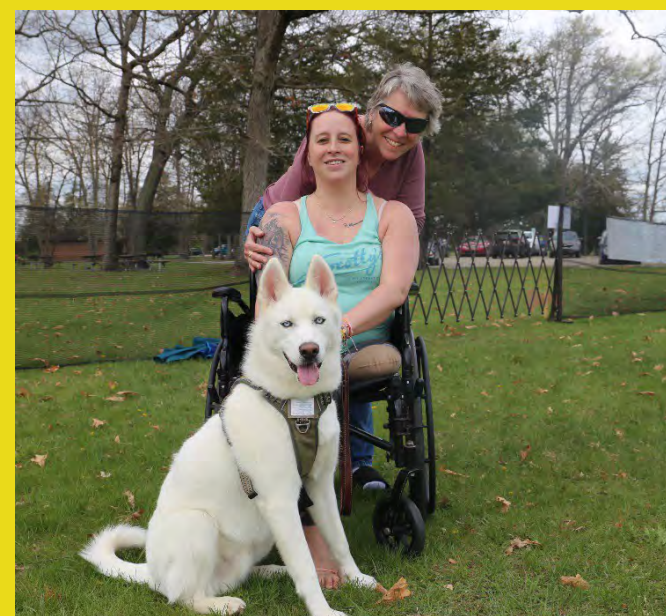
Recommended as a way to reach deeper into Detroit and underserved communities. Programs were delivered across libraries, communities and other Detroit locations

Partner Organizations
Sidewalk Detroit
Friends of Rouge Park
MI DNR
Detroit Public Libraries
Detroit Zoological Society
Detroit Public Libraries
Detroit Riverfront Conservancy
Friends of the Rouge
Wayne County Parks
Inkster Taskforce
People of Palmer Park

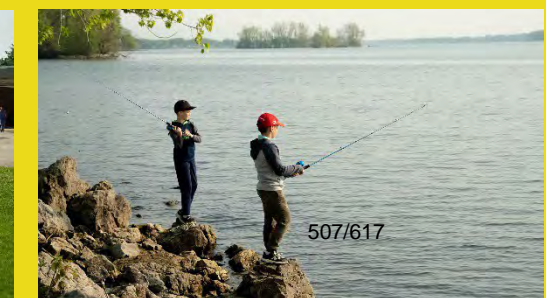
# of Events	# of Participants
26	3,125

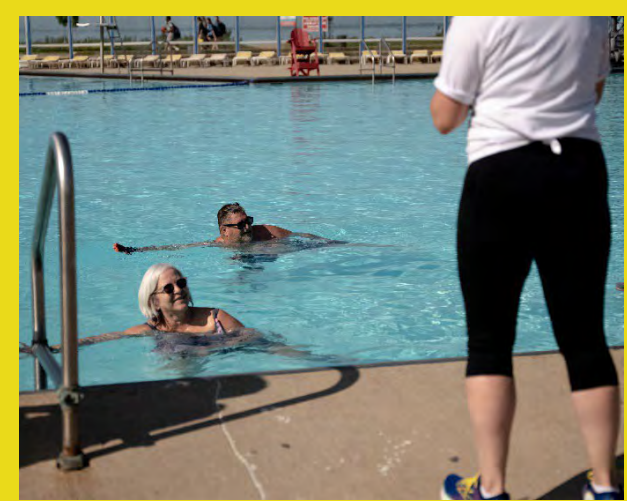
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Increase access to Metroparks services for underserved communities with customized programming



Photos From Recreational Program Committee Events





Photos From Recreational Program Committee Events

DEI PROGRAMMING SERIES

Goal= Increase the number of DEI-focused community collaborations to a minimum of one per county in our service area

MLK 101

Partnership with Livingston Diversity Council and Howell Carnegie Library

226 attendees total for 4 of the following programs:

- Original Play-King Crusader
- Film Screening and Discussion of *I am MLK Jr.*
- Virtual Presentation featuring Tiffany Gill
- MLK and Civil Rights Musical Tribute Concert featuring PCS Ensemble

DEI Conversation on Wokeness: 52 attendees

DEI Speaker Series

Anthony Jack - **26 virtual attendees**

Gen Z panel - **57 total attendees**

Partnership with Bloom Transformation Center

Sound Bath presentation featuring Dr. Rose Moten:

14 attendees

Sound Bath Meditation Healing at Lake Erie:

15 attendees



Total Attendees for DEI Programming = 390

Increase access to Metroparks services for underserved communities with customized programming

ADAPTIVE RECREATION PROGRAMS

Event name	Location	Attendance Goal	Actual Attendance Estimate
DiversAbility Day	Lower Huron	100	5
DiversAbility Day	Lake St. Clair	200	220
DiversAbility Day	Kensington	200	53
Adaptive Paddle Clinic	Kensington	16	16
Adaptive Paddle Clinic	Lake St. Clair	16	16
Adaptive Paddle Clinic	Stony Creek	16	16
Adaptive Sports Clinics: Softball & Handcycle (July 20)	Lower Huron	20	3
Adaptive Sports Clinics: Softball & Handcycle (Sept 14)	Lower Huron	20	0



“It’s the Metroparks so I expected it to be great, but this is just incredible” – Kate Crawley of UMAISE at the adaptive kayak clinic, referring to the accessible boat launch and the great design features, and the cleanliness of the park.




COMBINED IMPACT

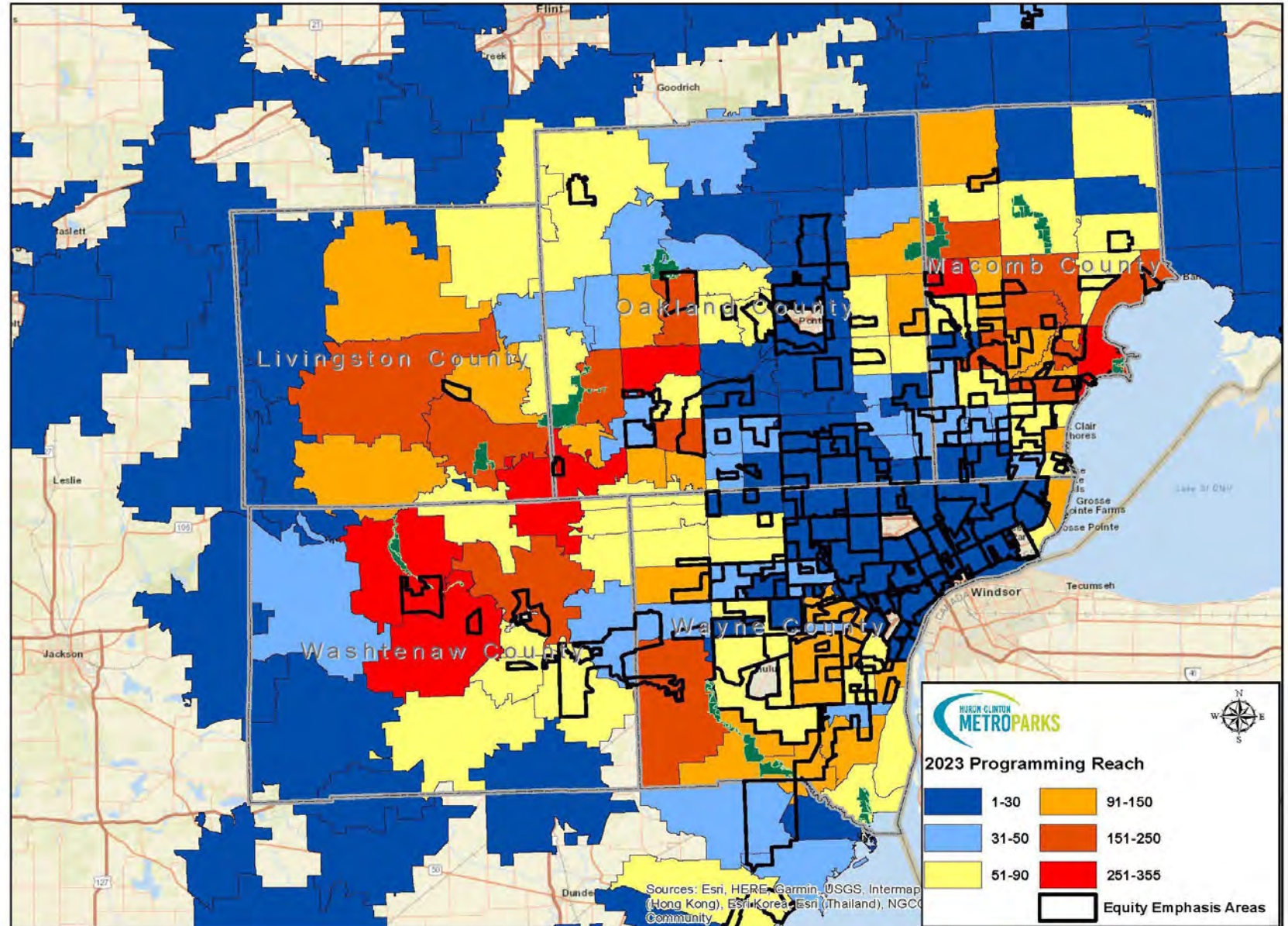
This map serves to demonstrate the combined programming impact the Metroparks have on the region.

Touching almost every zip code through a combination of school, public, and requested programming.

Increase engagement with Metroparks services 

Increase access to Metroparks services for underserved communities with customized programming 

Increase access to Metroparks services for Wayne County and City of Detroit with a physical presence and customized programming 



OUTSIDE EVENTS HOSTED AT THE METROPARKS

- The Metroparks play host to a variety of events, 5K runs, tournaments, reunions, etc. that take place in the parks
- Staff play no role in planning or promoting them. The Metroparks primary role in these events is serving as a host site and space for them the organization or individual to have a successful event.
- Some are public, some are private.
- They do result in attendance through toll booths, coordination with operations staff and reduced capacity for space within parks on those days.

Park	Total # of Public Events Booked by Outside orgs	Total # of Private Events Booked by Outside individuals/Groups	Total of all events booked
Delhi	7	34	41
Dexter-Huron	0	32	32
Hudson Mills	25	45	70
Huron Meadows	10	36	46
Indian Springs	4	103	107
Kensington	24	583	607
Lake Erie	12	56	68
Lake St. Clair	17	432	449
Lower Huron	4	296	300
Oakwoods	5	6	11
Stony Creek	35	550	585
Willow	59	138	197
Wolcott Mill	0	81	81
TOTAL	202	2,392	2,594

OUTSIDE EVENTS HIGHLIGHTS Western District

- **Rowing Tournaments: Kensington Metropark**
 - 5 races (Mitten Racing Series x 3, State Champs, Midwest Champs)
 - 65 different teams (with 50 teams at Midwest Championships)
 - 8 different states represented
 - 3,000 athletes across all teams and 10,000 spectators
- **Discraft Great Lakes Open: Kensington & Hudson Mills**
 - 2023 had record attendance
 - 107 Professional players & 813 amateur players
 - 6,600 spectators across 4 days





OUTSIDE EVENTS HIGHLIGHTS

Southern District

- Willow Time Trial – Michigan State Championship
 - Saw approximately 70 cyclists
- PEAC - Summer Cycling Program: Willow Metropark
 - PEAC empowers individuals with disabilities through cycling, active transportation, and self-advocacy education.
 - Tuesday & Thursdays – all summer
 - Summer Cycling is open to anyone ages 5 or older. Our course is especially geared towards beginners.
- Multiple Myeloma Research Foundation Walk/Run: Willow Metropark
 - Second year for this event at Willow.
 - Over 160 participants
 - 2022 Provisional Employee of the year, Madison Hernandez and her family participated with her father, Larry.

OUTSIDE EVENTS HIGHLIGHTS

Eastern District

Volleyball Leagues – Lake St. Clair

- Tuesdays are through Harrison Township. Thursday are through Social Sports Detroit.
- Both Leagues were full with about 40 players per league.

Sprint and Splash – Lake St. Clair

- In partnership with Macomb County.
- Capped at 250 participants.
- Proceeds donated to the park for improvements.

Foam Glow – Stony Creek

- 3,600 participants arrived on race night for this foam / neon glow fun run.
- Participants walked or ran through the 5K trail enjoying neon foam and face paint.





OUTSIDE EVENTS HIGHLIGHTS

Eastern District Continued

- Book Break Storytimes in partnership with Harrison Township Public Library: Lake St. Clair
 - Total of 249 kids attended with 147 caregivers, for a total of 396 happy visitors!
 - The nature center was able to provide co-programming at all but one Book Breaks this year.
- Girls on the Run: Lake St. Clair
 - About 3000 Middle School Girls participating in a 5K
 - The goal of the program is to unleash confidence through accomplishment while establishing a lifetime appreciation of health and fitness.
- Mammoth March: Stony Creek
 - Long distance hike that drew 1,154 hikers.
 - 910 people finished.
 - 89% of participants are interested in participating again.
- Terrain Race: Stony Creek
 - 2,600 participants
 - Obstacle course 5K.

MARKETING & BRANDING DATA

MARKETING CAMPAIGNS DATA

Email Marketing

- The Marketing Plan outlined new changes to email marketing.
- Saw an increase in open rate and clicks.
- Brings us above industry average open rate.
- Have heard from interpretive staff in certain centers that program registrations are filling to capacity shortly after sends in new format, where in the past programs wouldn't fill.
- Surprisingly, we've seen engagement with our emails increase on desktop.

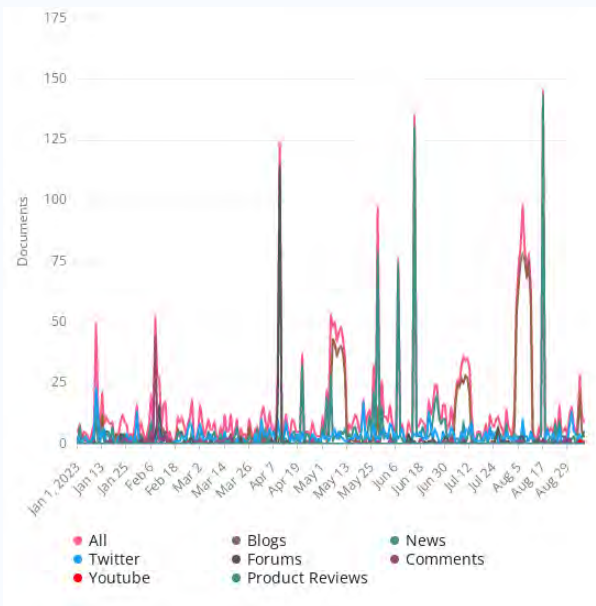


MARKETING CAMPAIGNS DATA

Media Mentions

January 1 – September 6, 2023

2023	2022
3,650 media mentions	2,030 media mentions
2.89 Billion total estimated reach	2.86 Billion total estimated reach



MARKETING CAMPAIGNS DATA

New Campaign Reporting Structure Pilot

- Created new campaign reporting structure for new recreational program committee events
- Created tracking URLs to report on campaign success based on placement type and generated web traffic
- Added unique QR codes to print ads and signage when used to measure performance of these mediums.

Some key takeaways we learned collectively:

- According to visitor evaluations, social media, email and website are the 3 main ways people are learning about programs. There were a few outliers like Family Campouts where people did cite word of mouth and in-park signage in the top 3.
- We increased digital and social spending this year, so results are not surprising, but do support moving further in this direction.
- QR code data showed low engagement with print ads and flyers, further supporting focus on digital and social efforts.

MARKETING GOAL PROGRESS

(as it relates to data presented in this report)

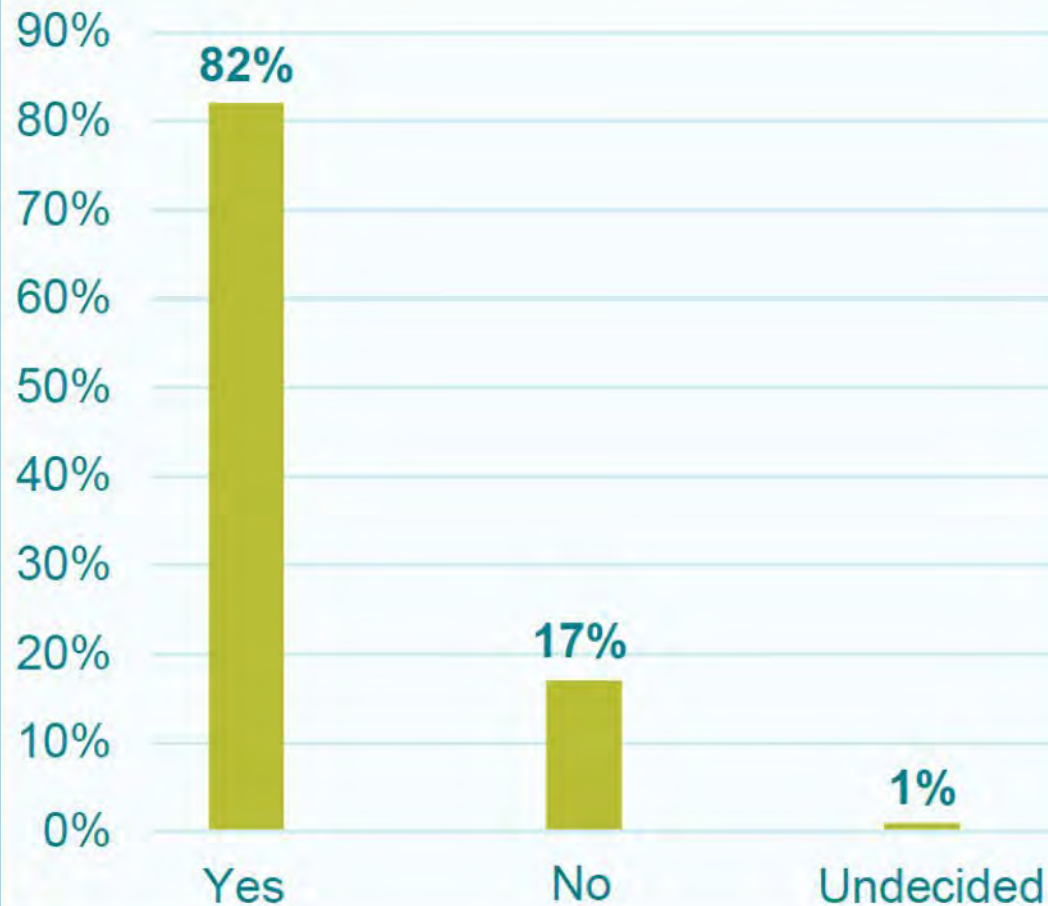
- All efforts continue to support growing brand recognition (goal 1)
- We are still seeing strong attendance numbers as compared to pre-pandemic. Progress towards our attendance goal can be measured after fourth quarter (goal 2)
- We have not seen the public programming enrollment rate overall increase to 75% as intended. We have seen success in certain event campaigns and will continue to work towards those successes with programs as a whole (goal 4)
- Overall, the campaigns around new recreational programming committee events were successful. There were a few that did not meet their goals, but collectively we will learn from those successes. (goal 5)
- Visitor evaluations were used to make marketing decisions this year and we have seen some of that reflected in results. We will continue these efforts in 2024. (goal 8)

BRAND RECOGNITION INCREASED

Public Needs Assessment Survey asked same question in 2022 as 2019 poll and showed an **11.9%** increase in 2.5 years

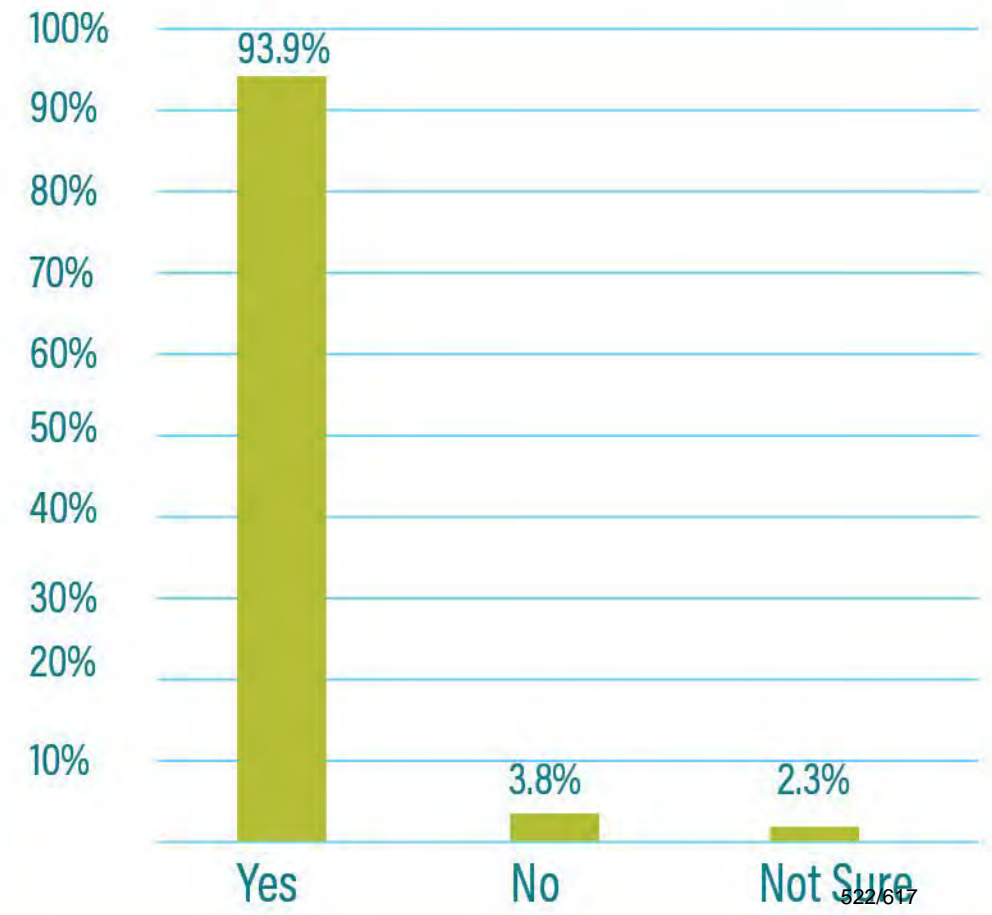
2019 Polling:

Have you ever heard of Huron-Clinton Metroparks?



2022 Needs Assessment Survey:

Have you ever heard of Huron-Clinton Metroparks?





Thank you to all departments involved:
Operations, IT,
Marketing & Communications, Interpretive
Services,
DEI, Planning & Development

Total hours to compile the maps, report, and
presentation: **190**

Looking ahead:

- Caveats we're working to address: separating zip code "withholders" from errors
- Showing a snapshot of how we are connecting people to programming information



To: Board of Commissioners
From: Jennifer Jaworski, Chief of Interpretive Services
Subject: Approval – Climate Action Plan
Date: October 5, 2023

Action Requested: Motion to Approve

That the Board of Commissioners approve the Climate Action Plan as recommended by Chief of Interpretive Services, Jennifer Jaworski and the Climate Action Plan Committee.

Background: As part of the 2021 DEI Speaker Series, Dr. Elizabeth (Bess) Perry from Michigan State University spoke on the subject of climate change and the role public park systems play in preserving the environment through stewardship of ecosystems. Her presentation enumerated the benefits of engaging community partners, visitors, and local residents (including non-visitors), along with an emphasis on diversity, equity and inclusion. Dr. Perry's presentation sparked considerable conversation with the Board and staff about the benefits of working with her to develop a researched based climate plan specific to the Metroparks. The Board continued this discussion at its October retreat, developing a goal of creating a sustainable environment that could become a model of other regional park systems across the United States.

In January 2022, the Board approved the contract for a research study conducted by Dr. Elizabeth Perry from Michigan State University for a Metroparks Climate Action Plan.

Throughout the development of the Climate Action Plan, staff and community members engaged in the process. Dr. Perry presented several updates as well as presented the draft Climate Action Plan at the August 2023 board meeting.

Attachment: Climate Action Plan



HURON-CLINTON METROPARKS CLIMATE ACTION PLAN

October 2023



METROPARKS.COM



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LAND ACKNOWLEDGEMENT

The Metroparks acknowledge that our parks are located on the ancestral, traditional, and contemporary lands of the Fox, Kickapoo, Ojibwa, Potawatomi, Sac, and Wyandot Nations.

We acknowledge the sovereignty of Michigan's Indigenous nations and the historic communities that have inhabited this land, both present and those who were forcibly displaced from their original territories.

We would like to express our gratitude and appreciation to the Indigenous peoples who have lived on and cared for this land from time immemorial, and who continue to be an integral part of this place.

We embrace the environmental stewardship practices rooted in the traditions of the Indigenous nations, recognizing their importance in fulfilling the mission of the Metroparks.

FROM THE DIRECTOR



More than 80 years ago, a visionary group of individuals imagined a connected network of parks that would offer residents of Wayne, Washtenaw, Oakland, Macomb, and Livingston counties the opportunity to engage with nature through activities such as swimming, hiking, biking, paddling, boating, and learning about the environment. Today, these parks, known as the Huron-Clinton Metroparks, have conserved nearly 25,000 acres of natural areas, educated countless children and families about the environment, improved air quality, managed stormwater, fought

against invasive species, and protected endangered plants and animals in the region. In many ways, the Metroparks can be seen as the original Climate Action Plan for southeastern Michigan.

As weather events in our corner of the region become more extreme, air and water quality become increasingly worrisome, and the residents of our region become interested in actively combatting the impact of climate change on our daily lives, it's time for the Metroparks to act with intention and focus. To lead where we are best positioned to lead and to partner with public and private organizations that are already doing impressive work in this arena.

Our first formal Climate Action Plan is centered on addressing the needs of our region, both within our park boundaries and in the communities we serve. To ensure that our goals align with the concerns and interests of our region, we actively sought input from residents and partners. We listened to their concerns, needs, and ideas.

Over the next five years, we will concentrate on five key areas that reflect our region's priorities and leverage our organizational strengths: Education and Engagement, Preservation and Conservation, Water Quality, Transportation, and Waste Management, Recycling, and Composting. We are committed to providing regular progress reports to keep you informed of our achievements.

While the Huron-Clinton Metroparks may not have all the answers to the challenges posed by climate change in southeastern Michigan and beyond, we are dedicated to taking every possible action to mitigate its impact on our region. We invite you to join us in our efforts as we continue to serve the people of southeastern Michigan.

Amy McMillan, Director

EXECUTIVE SUMMARY

This Climate Action Plan ('CAP') is the Huron-Clinton Metroparks' formal plan for explicitly focusing on climate impacts the Metroparks have and how we will work toward a climate-positive future. This document is structured to lead a reader through the reasoning behind creating a CAP, the climate actions the Metroparks will take, and additional resources. Specifically, the content sections address: context, vision, methods, goals and actions, updates, involvement, resources and supplemental information.

THE NEED

In the recent years, Michiganders have experienced climate events unlike ever before. Memorable examples include experiencing flooding and heavy rain events, where 3-5 inches fall across the region in less than 24 hours. In August 2023, more rain fell in the metro Detroit area in one day than what is normally seen throughout the entire month. This concentrated rainfall causes sewer overflows and backups into household basements, and water run-off into streets and parking lots. Shifts in winter weather are also causing unexpected changes and damage. In February 2023, a major ice storm in southeast Michigan caused infrastructure damage and power outages across the region, while high winds and ice interrupted the winter holiday in 2022. We are experiencing forest fires in the state and also combatting bad air quality concerns from major fires happening across Canada. July 2023 was the hottest July on record. We present this plan with these events in recent memory and knowing that these types of events have become increasingly common across our region.

Our communities and the Metroparks are both experiencing these events and concerned about the threat they pose to our state. Community members have shared these concerns with us – concerns of how to plan for the weather uncertainty being experienced; concerns for the health of themselves and loved ones; and concerns about being unable to enjoy beloved activities regularly such as hiking, cross country skiing, or swimming due to seasonal changes.

The Metroparks are a part of the southeast Michigan community, and are experiencing similar challenges as our neighbors, including flooding, infrastructure damage, health concerns, and disruptions to everyday activities. Although we face similar challenges, the Metroparks are also able to take action to increase resilience and protect our region from the uncertain changes ahead. Climate action is difficult, yet necessary, and takes strength and commitment to create change and ensure a healthy future.

We are taking action to protect our communities and strengthen our region to navigate an uncertain future. This action does not just protect our parks, but protects our communities and the people who live and thrive within them. The Metroparks were always envisioned as a conservation response to current needs. At the time of their creation, landscape-level changes necessitated the parks' creation to preserve land from development, protect flora and fauna, provide public access to nature, and teach people about the natural world. This CAP, recognizing the landscape-level climate changes we are experiencing and moves us to climate action for the future, as our needs for addressing climate changes and impacts becomes more urgent.

Indeed, climate action is central to fulfilling our mission of bringing the benefits of parks and recreation to all the people of southeast Michigan for all their lives. We live in a time of climatic

uncertainty, with changes to our resources, both globally and locally, and how we interact with them. To maintain the benefits of the Metroparks during climate change long-term, for people and for the integrity of the ecosystems our parks protect, we must adapt our organization's practices. This CAP provides a roadmap of goals, objectives, actions, and metrics of success for specific adaptations over the next five years (2023-2028).

THE CONTENT

Our goals and actions reflect our strengths in topics of education, natural resources and biodiversity conservation, stormwater management and water conservation, transportation, waste management and recycling. Collectively, our climate actions within these topics also speak to embedded aspects of the Metroparks related to parks and green spaces management; sustainable land use; facilities, amenities, and infrastructure; equipment; recreation; public health and safety; partnerships; economic development; and internal governance. This set of goals and actions speaks to the critical themes of providing and enhancing park benefits in our mission. They also provide other regional parks systems and similar entities an example of pursuing action on the complex issue of climate change.

We prioritized five goals for this plan. Each is detailed below, with two key action highlights per goal, along with the impact of this goal for the Metroparks and the region. This is followed by a listing of the specific objectives within each goal.

Education and Engagement. Increase and embed climate action education across all areas of the Metroparks through sharing of knowledge, engaging with others, collaborating with partners, and forming connections with stakeholders, to make real world difference across the Metroparks and throughout our region.

- **Action Highlights:** Providing communication about climate change and climate actions internally and externally; Building a strong base of climate literacy and action
- **Metroparks Impact:** Channels the strength of the Metroparks' interpretation and education programming toward climate literacy, action, and inspiration
- **Regional Impact:** Provides knowledge and information for others in the region, highlighting the capacity of the Metroparks to do so and speaking to visitor and community members' concerns

Preservation and Conservation of Natural Resources. Protect and enhance natural resources to ensure longevity of important ecosystems in a changing climate, to preserve these resources for the benefit of future generations.

- **Action Highlights:** Learning about and adopting best management practices and climate-adaptive management strategies; Recognizing the Metroparks' natural resources as unique and valued regionally
- **Metroparks Impact:** Centers preservation and conservation as vital to protecting the Metroparks' resources, which is a top concern for visitors and partnering organizations
- **Regional Impact:** Sustains the benefits of the Metroparks in the region and its residents into the future, which is a top concern for visitors, community members, and partnering organizations

Water Quality. Enhance built and natural stormwater infrastructure in preparation for increasingly intense storms and promote the protection of water quality.

- **Action Highlights:** Engaging in collaborative, regional stormwater management; Learning about and providing complementary climate change-informed water quality planning efforts
- **Metroparks Impact:** Capitalizes on the Metroparks' green and gray stormwater infrastructure to encourage water quality in the parks and speaks to a key concern for visitors
- **Regional Impact:** Enhances the role of the Metroparks as a stormwater collaborator, fulfilling a needed and visible role to benefit the region and speaking to a key concern for community members

Transportation. Reduce carbon emissions associated with transportation vehicle miles traveled and provide equitable transportation options to and within the Metroparks to help mitigate the impacts of climate change.

- **Action Highlights:** Exploring the viability of electric vehicles in the Metroparks' fleet and implementing infrastructure for visitors' EV use; Examining and enhancing connectivity (especially non-motorized) to and within the parks with partnering organizations
- **Metroparks Impact:** Addresses a key area of visitor and partnering organization feedback
- **Regional Impact:** Focuses on the Metroparks within a transportation network and strengthening the equitable and climate-friendly attributes of these networks

Waste Management, Recycling, and Composting. Decrease the amount of waste going to landfills by increasing efforts internally and with the public to refuse, reduce, reuse, repurpose, and recycle materials.

- **Action Highlights:** Examining ways to refuse, reduce, reuse, repurpose, and recycle that speaks to the Metroparks as living, learning laboratories; Detailing lifespan analyses and related actions
- **Metroparks Impact:** Speaks to staff concerns and a primary area for internal education and process efforts
- **Regional Impact:** Reduces the Metroparks' climate footprint and in the region through intentional waste stream analysis

In total, these five goals contain 24 objectives and 130 specific actions. We will accomplish 89 of these actions over the timeline of this CAP (near-term), and make progress on the other 41 actions (long-term). This CAP acknowledges the financial landscape of the Metroparks and of climate-related work. Each goal contains rationale for its selection (including relevant data points) and associated diversity, equity, and inclusion (DEI) considerations. Near-term actions, which will be accomplished over the next five years, are accompanied by metrics of success to evaluate achievement and ensure accountability. We recognize the time and financial commitments for this CAP's efforts overall and within each goal. Overall, financial commitments will be examined and detailed early in the plan's timeline, and will be a continual check-in point for action prioritization and feasibility studies. We are taking a general approach of climate progress and curiosity with this CAP, centering learning, feasibility analyses, pilot areas, and ensuing actions / redirections as we implement actions and learn about their interactions.

CLIMATE ACTION PLAN GOALS AND OBJECTIVES AT-A-GLANCE

Goal 1. Education and Engagement: Increase and embed climate action education across all areas of the Metroparks through sharing of knowledge, engaging with others, collaborating with partners, and forming connections with stakeholders, to make real world difference across the Metroparks and throughout our region.

Objective 1.	Beginning in 2024, provide annual education to all Metroparks staff on issues of climate resilience, climate equity, stewardship, and adaptation.
Objective 2.	Beginning in 2024, provide collective engagement tools across every department within the Metroparks on issues of climate resilience, climate equity, stewardship, and adaptation on an annual basis.
Objective 3.	Integrate concepts of climate change into existing and new programs at the Metroparks and throughout our region.
Objective 4.	By 2028, host an Interpretive Regional Climate Action Conference, encouraging Interpreters and educators from across the region to attend and present on climate-related programming that they conduct. This would introduce staff to potentially new, innovative ways of presenting climate programming.

Goal 2. Preservation and Conservation of Natural Resources: Protect and enhance natural resources to ensure longevity of important ecosystems in a changing climate, to preserve these resources for the benefit of future generations.

Objective 5.	Protect important natural resources elements, including threatened and endangered species, and preserve biodiversity of ecosystems facing the pressures of climate change.
Objective 6.	Integrate our land management best practices to align with the changing climate and adapt habitat management strategies and plans for on-the-ground work consistent with best management practices
Objective 7.	Enhance, expand, and restore natural areas and strengthen the ability of ecosystems to combat pressures of climate change.
Objective 8.	Protect existing and acquire additional undeveloped lands as a resource to buffer ecosystems and infrastructure from the pressures of surrounding land use and effects of climate change. Consider divestment of undesired parcels and reinvestment in acquisition of critical parcels
Objective 9.	Build strategies into all “existing and future” plans to incorporate climate adaptation resilience.
Objective 10.	Increase capacity for carbon storage in natural areas and pursue projects for the intentional storage of carbon

Goal 3. Water Quality: Enhance built and natural stormwater infrastructure in preparation for increasingly intense storms, and support the protection of water quality.

Objective 11.	Beginning in 2024, provide annual education opportunities to staff on issues of stormwater management and water conservation.
Objective 12.	Adopt innovative strategies to capture and manage stormwater in preparation for more severe storms and educate the public about these efforts.
Objective 13.	Become a prominent stormwater management partner in the region.
Objective 14.	Adopt a practice of strategic water usage that minimizes stress on and protects regional water resources.
Objective 15.	Monitor and protect quality of water resources adjacent to and in close proximity to the Metroparks from pollution, erosion, contamination, and other detrimental effects exacerbated (i.e., accelerated or increased) by climate change.
Objective 16.	Partner with regional organizations, including government agencies, watershed councils, non-profits, and corporate and philanthropic organizations to identify alignment and advance mutual goals of water quality protection in a changing climate.
Objective 17.	Advocate for the protection of water resources.

Goal 4. Transportation: Reduce carbon emissions associated with transportation vehicle miles traveled and provide equitable transportation options to and within the Metroparks to help mitigate the impacts of climate change.

Objective 18.	Identify and evaluate efforts to reduce the vehicle miles traveled by Metroparks staff and reduce current levels of carbon emissions emitted.
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Objective 19.	Explore the viability of using an EV fleet and developing EV charging infrastructure by 2033.
Objective 20.	Increase connectivity within our parks.
Objective 21.	Increase access to the Metroparks by centering environmental justice through every transit investment.
Objective 22.	Create internal EV transit system within the Metroparks that have the highest vehicle counts.
Objective 23.	Explore the viability of micro-mobility modes of transportation within Metroparks.
Goal 5. Waste Management, Recycling, and Composting: Decrease the amount of waste going to landfills by increasing efforts internally and with the public to refuse, reduce, reuse, repurpose, and recycle materials.	
Objective 24.	Increase waste diversion rates internally, including vendors, through reducing, reusing, and recycling.

THE APPROACH

This plan builds on many efforts and voices. In considering all the potential climate actions, we focused this plan on those that were feasible and appropriate, representing different levels of challenge, different themes within Metroparks management, and different timelines for achievement. Working as a collaborative team representing multiple Metroparks departments, leadership, and research assistance from Michigan State University – Department of Community Sustainability, we engaged in 18 months of work sessions and community input to:

- Understand the content and approaches in other climate plans across southeast Michigan and from park systems nationwide;
- Gather perspectives from southeast Michigan residents, Metroparks Board of Commissioners, staff, visitors, and partnering organizations; and
- Refine possible areas for climate action in this initial plan into a concise set of final goals and actions.

We examined current climate action plans from across the region and other park systems similar to the Metroparks, to see how climate actions have (and have not) been framed and started to examine the roles that we might fill. From initial findings on main themes, we then sought input from Metroparks visitors, Metroparks staff, partnering organizations, and residents from across the region. Through focus groups and region-wide surveys, we gathered input on the benefits visitors and residents receive from and would like preserved in the Metroparks, climate changes they have noticed and are concerned about in the region and the Metroparks, and (for staff) specifically where they would like to see and engage with Metroparks' actions.

This CAP is a “living document,” meaning that adjustments are expected and encouraged as the work progresses and we learn how to refine our efforts in future plan versions. This plan is meant to be flexible and amenable to the uncertainty of climate change in the years to come. We will monitor progress on these actions and toward these goals with continuous tracking, re-evaluation, and updates. Progress on Metroparks staffs' overall climate-positive awareness, engagement, and behaviors will be assessed as well. Financial metrics and considerations will be tracked annually and considered in action updates. In 2027, a progress report and evaluation will be compiled to inform the direction of the 2028 Climate Action Plan,

and to identify any changes or needed shifts in major areas of focus. The CAP will be updated every five years (e.g., 2028, 2033, 2038), aligning with planning standards set by the National Recreation and Park Association's Commission for Accreditation of Park and Recreation Agencies (CAPRA).

Climate action¹: Efforts taken to combat climate change and its impacts. These efforts involve reducing greenhouse gas emissions (climate mitigation) and/or taking action to prepare for and adjust to both the current effects of climate change and the predicted impacts in the future (climate adaptation).

Climate change²: Long-term shifts in temperatures and weather patterns. Such shifts can be natural, due to changes in the sun's activity or large volcanic eruptions. However, scientific evidence points to rapid changes happening due to human influence, such as burning of fossil fuels and the release of greenhouse gasses into the atmosphere.



INTRODUCTION

THE ISSUE

Weather refers to the atmospheric conditions that we experience day to day². Weather changes quickly over the short term, including changes in temperature, precipitation, wind, humidity, and cloud cover.

Climate refers to weather patterns over long periods of time². While the weather changes hour by hour, climate changes are not so easily noticed and happen over time spans of 30 or 40 years.

Climate change is the set of long-term changes in the Earth's climate, which happens globally, regionally, and locally. Climate change is a natural phenomenon, and scientific evidence has pointed to climate variability throughout Earth's history. Despite this natural process, climate change is now happening at a faster pace³. This is largely due to human activities including the burning of **fossil fuels** and the release of concentrated **greenhouse gas** emissions.

The **greenhouse effect** is a natural phenomenon in Earth's atmosphere that makes our planet habitable. The atmosphere traps a portion of the heat that is reflected or released from the Earth's surface to keep the planet at a temperature to sustain human life⁴. **Greenhouse gasses** are the collection of gasses in the atmosphere that make this phenomenon possible and include water vapor (H₂O), carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). Since the start of the Industrial Revolution (mid-1800s), the burning of **fossil fuels (e.g., coal, oil, natural gas)** has rapidly increased the amount of greenhouse gasses being emitted and the heat that is being trapped in the atmosphere⁴.

*Greenhouse gasses⁴: Gasses that trap heat in the atmosphere. These collections of gasses create the greenhouse effect, which is the phenomenon that ensures Earth is habitable. There are four main greenhouse gasses (GHGs): water vapor (H₂O), carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). Greenhouse gasses are naturally occurring, and essential to life on the planet, though due to human activity the levels of greenhouse gasses in the atmosphere are drastically increasing. This increase is causing rapid warming (**global warming**) of Earth, creating dangerous and severe impacts.*

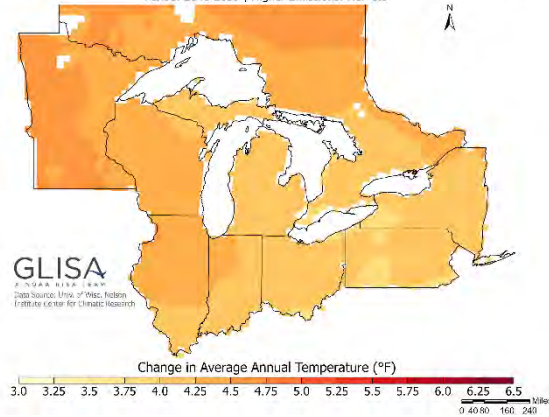
Over the last 150 years, the global average temperature has risen about 2°F, and the 10 warmest years ever recorded have occurred in the last two decades³. These rising temperatures impact more than the air and surface temperature. They also influence

precipitation patterns impacting growing seasons, habitats, and much more. A warmer atmosphere means a more energetic atmosphere, creating stronger, larger, and more unpredictable storm systems (e.g., winter storms, hurricanes, derechos, tornadoes).

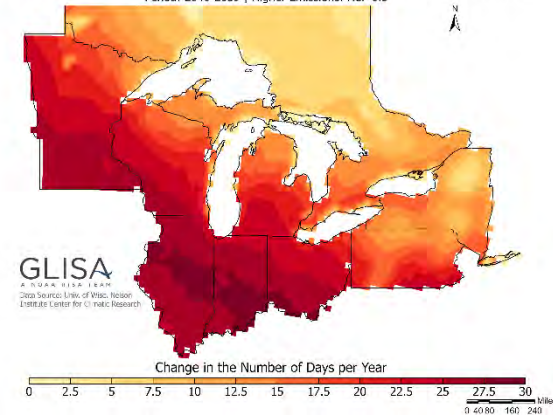
What These Changes Mean

These climate changes are creating varied impacts globally, including sea level rise, less access to freshwater, agricultural concerns, increasing public health concerns, and increasing temperatures. In Michigan, specifically southeast Michigan, we are seeing increasing temperatures and changes in precipitation events. Overall, the average annual temperatures across the state have risen 3°F since 1900⁵. The number of days over 90°F (**extreme heat events**) is also increasing drastically. In southeast Michigan, the Great Lakes Integrated Sciences and Assessments (GLISA) projects that by 2050, the region will be seeing an estimated 20 more days with temperatures reaching over 90 °F⁵.

Projected Change in Average Annual Temperature by Mid-Century
Period: 2040-2059 | Higher Emissions: RCP 8.5



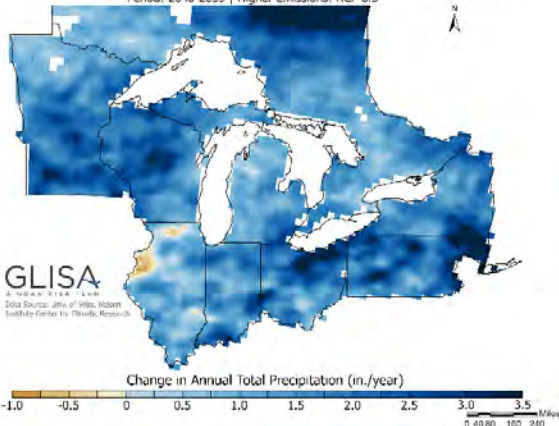
Projected Change in the Number of Days over 90°F by Mid-Century
Period: 2040-2059 | Higher Emissions: RCP 8.5



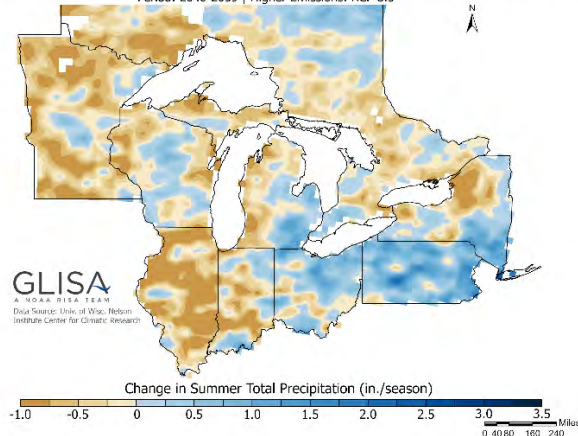
Regional maps on projected changes to average annual temperatures (left) and days above 90°F (right), produced by the Great Lakes Integrated Sciences and Assessments (glisa.umich.edu) using data from the University of Wisconsin Nelson Institute Center for Climatic Research⁵.

The state is also experiencing increases in **heavy precipitation events**. According to GLISA, these events have risen by 14% since 1951⁵. **Heavy precipitation events** are defined by days that received precipitation (rain, snow, sleet, etc.) of 2-inches or more⁵. These are expected to become more frequent, causing threats for increased flooding, **stormwater management** concerns, and public health issues.

Projected Change in Annual Total Precipitation by Mid-Century
Period: 2040-2059 | Higher Emissions: RCP 8.5



Projected Change in Summer Total Precipitation by Mid-Century
Period: 2040-2059 | Higher Emissions: RCP 8.5



Regional maps on projected changes to annual precipitation (left) and summer-specific precipitation (right), produced by the Great Lakes Integrated Sciences and Assessments (glisa.umich.edu) using data from the University of Wisconsin Nelson Institute Center for Climatic Research⁵.

In metro-Detroit, flooding has become a major issue and concern for residents across the region. Community members face sewer back-ups into basements and backyards, and stormwater overflows through neighborhood streets and infrastructure^{6,7}. This change in rain patterns alongside temperature increases also creates potential concerns for the agricultural industry, a prominent one across Michigan. These combined climate changes could potentially alter growing seasons, the types of crops able to be sustained, and pest and disease management issues⁸.

Habitat and water quality is at risk too, due to these changes. With changing temperatures, **invasive, non-native species** are able to thrive and overcome native species. Some of these species are more drought resistant or do not die off in the winter months, due to the lack of snow cover or freezing temperatures⁹. Water quality is also impacted, allowing for algae and aquatic weeds to thrive in increasing temperatures, while fluctuating water levels create infrastructure and habitat concerns.

***Invasive species**¹⁰: An organism that is not indigenous or native to a particular area. Invasive species can cause economic and environmental harm to the new area.*

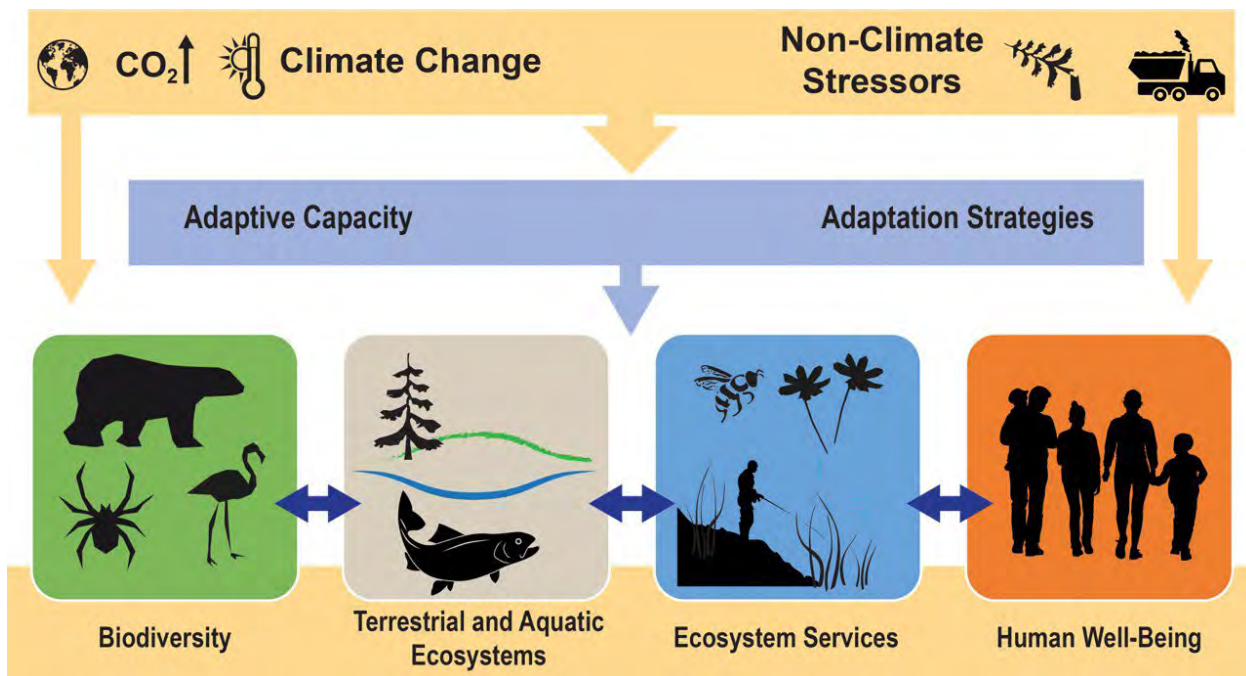
THE ROLE OF PARKS

Parks and green spaces play an essential role in mitigating the effects of climate change¹¹. Tree canopy and water bodies offer important resources for **carbon sequestration**, or the absorption of CO₂ from the atmosphere^{12,13}. These natural resources also create cool zones in urban areas, mitigating impacts from the **urban heat island effect**¹⁴. Parks, especially in urban areas or densely populated regions, are essential for conserving sensitive species' populations and functioning as resources that help manage the effects of climate change.

Parks are also facing climate change impacts and have an important role to play in mitigating these impacts. With changing temperatures and climate patterns, increasing visitor use and different types of recreation are being recorded^{15,16}. In urban spaces, parks can provide a sense of relief in everyday life from increasing temperatures and can filter pollutants and particulates in the air¹⁷. As traditional seasons shift, so will the recreation seasons. This can result in longer periods of time visitors will be able to recreate outdoors and changes in recreation activities¹. For example, the conditions for traditional summer activities (e.g., bicycling, picnicking, swimming, ball sports) may be available earlier in the spring and later in the fall than they have been previously, while the conditions for traditional winter activities (e.g., ice skating, cross-country skiing, sledding) may be available for only a portion of what it had been previously. Participation in water activities in rivers, lakes, pools, and splash pads is expected to increase, as seasonal shifts lengthen the amount of time that water is accessible and hotter days and nights make such access more desirable. These changes in park

recreation have implications such as considering changes in seasonal staffing, resource protection, managing conflict and crowding, and maintaining accessibility.

Beyond recreation, parks provide many other benefits. The above examples showcase some of these benefits and how they are at risk with climate change. Other benefits of parks include their roles in conserving vital functions of the environment (e.g., the carbon cycle), regulating disturbances (e.g., buffers to manage flooding), providing goods and products (e.g., firewood, maple syrup), and in serving as a place to create and enhance our connections with the environment and each other. These benefits are collectively called ecosystem services¹⁸. The Ecosystem Services framework provides checkpoints for ensuring that benefits are considered, maintained, and enhanced in decision-making when managing places like parks and/or when responding to a threat like climate change. For more information on the Ecosystem Services framework and its applicability to this CAP, see Appendix A.



Relationships among the environment, people, climate change, and other stressors. These relationships are present generally and in the Metroparks. Figure publicly available from U.S. Global Change Research Program, 2018¹⁹.

THE ROLE OF THE METROPARKS IN SOUTHEAST MICHIGAN

Southeast Michigan is home to almost half of the entire state’s population, as well as the US’s tenth largest metro area, Detroit²⁰. The Huron-Clinton Metroparks, located strategically around this major metro center, provide 25,000 acres of green space to over 7 million visitors annually. As a regional park system, a vast array of recreational opportunities exist within their borders, including nature trails, picnic areas, educational programming, swimming and boating, winter recreation, and biking or mountain biking. Established in 1940, the Metroparks are beloved and have been an impactful place for generations of Michiganders²¹.

The Metroparks are of increasing importance as the effects of climate change worsen in the region. With an increasing number of extreme heat events, the Metroparks can provide relief to residents, whether through the 14 miles of access to Great Lake shoreline, 3,634 acres of inland lakes, or the multiple pools and splash pads. The valuable green space and trees provide shade and natural cooling microclimates, providing relief to the region that is otherwise heavily developed. The Metroparks act as natural filters and can assist with the stormwater management issues with which the region is struggling. With the high number of green spaces and their acreage, the parks naturally absorb precipitation to reduce runoff and inland flooding. These important roles played by the Metroparks create not just ecological benefits, but community-wide mental and public health benefits as well.

WHAT WE'RE DOING AND WHY

The Metroparks continues to aim toward more complementary and inclusive planning efforts. The work presented in this plan builds on work already underway. In the near-term, multiple planning projects will complement and support one another in accomplishing goals and necessary action steps for the preservation and enhancement of the Metroparks.

Metroparks Plan / Initiative	Published Date
Mowing Plan	August 2018
Sustainability at the Metroparks	November 2018
Park Access Plan	July 2020
Deer Herd and Ecosystem Management Plan 2022-2026	December 2021
2023-2027 Community Recreation Plan	January 2023
Diversity, Equity, and Inclusion Plan 2023-2026	April 2023
Strategic Plan 2023-2026	December 2022
<i>In Development:</i>	<i>Projected Completion:</i>
Comprehensive Stormwater Management Plan	Spring 2024

ENVISIONING THE FUTURE OF THE METROPARKS

The vision for this CAP aligns with how Metroparks visitors, partnering organizations, staff, and residents of the counties we serve also envision a climate-positive future of the Metroparks. As a part of the CAP planning process, these stakeholders were encouraged to participate in focus groups and a survey (see “Creating the Climate Action Plan” and Appendix D). This provided an opportunity for them to provide input, express concerns, and share their values about the Metroparks. Two areas of questioning in particular – what they treasure most within the Metroparks and what they envision for the future of the Metroparks – helped to guide the overall vision for this CAP.

What are the most treasured experiences in the Metroparks? The most common responses were opportunities to recreate or enjoy leisure time activities. These included activities such

as walking, biking, kayaking/canoeing, and swimming. Beyond recreation, a wealth of responses illustrated Metroparks connections. These inform us of benefits to maintain.

- Out of 118 participants in *focus groups*, the top 5 most common treasured experience was:
 - Recreation / Leisure Time (59.9%)
 - Building / Strengthening Social Relationships (16.8%)
 - Appreciation of Beauty (9.0%)
 - Education (7.4%)
 - Sense of Place (6.9%)
- Out of 4,220 responses in *surveys*, the top 5 most common treasured experience was:
 - Recreation / Leisure Time (26.9%)
 - Mental Health Benefits (23.3%)
 - Appreciation of Beauty (23.2%)
 - Satisfying Knowledge that the Metroparks are Protected (14.8%)
 - Conservation for Future Generations (11.8%)

What is envisioned as the future of the Metroparks? Participants shared their visions for the Metroparks of 2073, and what they would like to see preserved. Visitors have been recreating in the Metroparks for generations. One of the top desired visions is that future generations will also be able to enjoy the parks to their fullest extent. This CAP steers toward that aim. We embrace these visions for the future of the Metroparks and situate this CAP as progress toward these broader goals.

- Out of 118 participants in *focus groups*, the top 5 most common vision was:
 - Recreation / Leisure Time (30.9%)
 - Education (20.1%)
 - Satisfying Knowledge that the Metroparks are Protected (16.5%)
 - Building / Strengthening Social Relationships (12.9%)
 - Miscellaneous (10.8%)
- Out of 4,220 responses in *surveys*, the top 5 most common vision was:
 - Conservation for Future Generations (23.4%)
 - Recreation / Leisure Time (22.7%)
 - Physical / Mental Health Benefits (18.6%)
 - Satisfying Knowledge that the Metroparks are Protected (18.1%)
 - Appreciation of Beauty (17.3%)

Comments from focus group participants further elaborated on these visions, such as:

- “[I like the idea of]...parks as a garden. A place where kids can find species not necessarily in their own backyards, and realize the importance of taking care of the garden and responsibility.”
- “[I would continue to]...enjoy family activities while still being able to include nature trails and centers. [We can] continue to learn about plants and animals native to the area, as well as weather and climate.”
- “[Even though] things are going to change, [I] hope the Metroparks will continue to expand while offering the same opportunities...”

“[I want to] still experience everything! [I would like] to still enjoy the things we enjoy today.”

CREATING THE CLIMATE ACTION PLAN

This CAP represents a collaborative effort between the Huron-Clinton Metroparks and Michigan State University (the “CAP Team”). The content of this plan was informed by the needs and capacities of the Metroparks and framed with a community-engaged research approach^{16,22,23}. A team was assembled representing leadership in the different departments of the Metroparks (20 personnel) and researchers in Michigan State University’s Department of Community Sustainability (a faculty member and a graduate student). Within this, a core team of six department heads lead the conversations between the researchers and other Metroparks staff. This team was periodically assisted by additional Metroparks staff, a facilitation consultant, and Michigan State University graduate and undergraduate research assistants.

Together, we collaboratively created and implemented an 18-month series of work sessions to:

- Understand the content and approaches in other climate plans across southeast Michigan and from park systems nationwide;
- Gather perspectives from southeast Michigan residents and Metroparks Board of Commissioners, staff, partnering organizations, and visitors; and
- Refine possible areas for climate action in this initial plan into a concise set of final goals and actions.

Throughout this work, we refer to “southeast Michigan” as our general region. Southeast Michigan is typically understood as the region encompassing Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Saint Clair, Washtenaw, and Wayne counties. Within this general region, we explicitly included voices from those within the counties where one or more of our 13 parks are located: Livingston, Macomb, Oakland, Washtenaw, and Wayne counties. Because of this, our descriptions of southeast Michigan mainly relate to our service area of these five counties in particular.

CLIMATE PLANS LITERATURE REVIEW

To understand how the Metroparks’ CAP might support existing climate actions, and complement these existing climate actions with park-specific ones, we examined 35 publicly available climate plans. These were from cities across southeast Michigan, similar park systems nationwide, and National Park Service units. Each plan contained localized framing, goals, and actions that helped the CAP Team identify common CAP components. A full list of plans reviewed can be found in Appendix B. We analyzed the content of these plans’ climate actions, synthesizing main themes to provide information about others’ current climate actions for the Metroparks’ inspiration. This highlighted 43 common themes.

We discussed these 43 themes within the CAP Team and then engaged in an internal collaborative process of making sense of them for the Metroparks’ particular resources and concerns. Concurrently, we conducted a staff survey, in which 108 staff lent perspectives on what the Metroparks’ internal and regional responsibilities are regarding climate change.

From these efforts, a final list of 16 themes was created and defined (see Appendix C), representing key areas for climate action consideration. We then reexamined the climate plans, grouping the climate actions under these 16 themes as appropriate, to provide examples and inspiration for climate action. Though a primary theme was identified for each action, other secondary themes were often present, indicating the interrelationships among them.

“Water” provides a specific example of how this review informed the CAP. Water resources and related climate actions were discussed in the majority of climate plans generally as a public utility, and perhaps not detailed to the extent that might be expected in such a water-defined geography such as southeast Michigan¹¹. This allowed the CAP Team to focus explicitly on addressing a need for “water quality” climate action that encompassed multiple water ecosystem benefits and capitalized on the strengths of the Metroparks as a park system in this region.

INCORPORATING MULTIPLE AUDIENCES’ PERSPECTIVES

After this literature review, the CAP Team gathered perspectives from multiple interested audiences about climate change impacts and desired Metroparks actions. Appendix D provides further details on those research efforts – summaries, methods, and results. In brief, we held focus groups (online and in-person) with Metroparks visitors, staff, and partnering organizations (fall 2022); conducted online surveys for Metroparks visitors, Metroparks staff, and southeast Michigan residents (winter 2022/2023); and engaged in listening sessions with Metroparks Board of Commissioners members (fall 2022). As a CAP Team, we co-defined all approaches and content to maximize scientific structure and planning utility.

The 18 focus groups (2-2.5 hours each) engaged 203 participants in total: 118 community members (110 visitors and 8 partnering organizations) and 85 staff. All community members received a 2023 Metroparks pass in appreciation of their attendance. Sessions began with an interpretive program by Metroparks staff about climate change in the Metroparks. This provided additional value to participants for attending and eased them into the climate-focused sessions with place-based storytelling about climate change, providing a segue for participants to start considering the details of their own experiences. Questions in each session then asked about these details, focusing on personal, treasured experiences in the Metroparks and climate-related changes participants 1) have observed and 2) are concerned about in the region and specifically in the Metroparks. A final, “visioning” question concluded the sessions: visitors were asked what they would like to see preserved, maintained, and/or enhanced in the Metroparks in 50 years; partnering organizations were asked what climate actions they were currently taking or plan to take and how the Metroparks might assist them with these actions; and staff were asked what climate-related actions they would be enthused to take a personal role in at the Metroparks.

The survey effort yielded 4,220 responses: 2,385 via invitations sent to the Metroparks’ email list; 1,684 via a purchased panel of residents within the Metroparks’ five counties (Livingston, Macomb, Oakland, Washtenaw, and Wayne), including a Detroit-specific quota; and 151 via email requests to Metroparks employees for participation. The purchased panel of residents had certain considerations placed on it to ensure a representative sample of southeast Michiganders were surveyed. These included race, income, and gender. The community

survey questions asked about recreation use, demographics, ecosystem services, place attachments, and – following the themes reported in the focus groups – climate-related changes participants 1) have observed and 2) are concerned about in the region and specifically in the Metroparks. Place attachment questions related to the emotional bonds that visitors hold with the Metroparks or recreational opportunities within them. Questions were generally close-ended (e.g., checkboxes, response scales). The staff survey did not include the recreation use questions and added open-ended questions on climate-related actions they would both support and personally engage with in their work with the Metroparks.

Optional one-on-one listening sessions were held with members of the Board of Commissioners. Commissioners participated in independent conversations with the members of the CAP Team about climate action planning, the role of the Metroparks regarding climate action and responsibilities to the people and places of southeast Michigan, desirable goals and actions, and external sources of information and guidance.

Following the collections in the fall and winter of 2022 – 2023, these extensive data sets were discussed and refined. This included ensuring research protocols and good practices were closely followed for qualitative and quantitative data analysis and reporting. In workshops in winter 2022/2023, the CAP Team further refined the data presentations to a useful format for meaning-making and prioritization to define actions and goals.

CREATING GOALS, OBJECTIVES AND ACTIONS

Based on the 16 themes, the results from the data collections from multiple audiences, and CAP Team conversations and workshops, we determined a set of five goals in spring 2023. This process involved examining which themes might be overarching priorities for this plan, and which other themes could be acknowledged through specific objectives/actions within these goals. Once determined, the CAP Team worked with specific resources (data points, inspiration from other plans, etc.) relevant to each goal. Metroparks staff, led by members of the CAP Team, worked internally as goal-specific project teams to list and define objectives, actions, timelines, and metrics of success within each goal. The CAP Team provided check-ins and guidance to the drafting of these details, as everyone worked toward a suite of actions that accomplished distinct yet interrelated goals, incorporated a variety of levels of challenge for the Metroparks, and considered a breadth of ecosystem services.



CONSIDERATIONS

DIVERSITY, EQUITY, AND INCLUSION (DEI)

Diversity, Equity, and Inclusion (DEI) is vital to the Metroparks. Our Board of Commissioners considers it a priority and it is deeply embedded in our guiding documents such as our mission, vision, and core values. Consequently, it is the responsibility of every Metroparks employee to uphold these principles.

In relation to the CAP, we acknowledge that climate change disproportionately affects under-resourced and historically marginalized communities. We believe that we have a role to play in mitigating these impacts. In this plan, we focus on the following areas:

Impact Management: As a park system, we recognize the importance of undertaking certain processes to benefit park ecosystems. However, some activities may have direct and indirect effects on the communities we serve. Therefore, the Metroparks is committed to carefully considering these impacts and exploring alternatives whenever possible before engaging in such activities.

Communication: Communication helps bridge the gap between scientific research and public understanding. Climate science can be complex and technical, but by translating scientific findings into accessible language, we can empower individuals to make informed decisions and support evidence-based climate policies and practices. The Metroparks is committed to providing climate information that is factual, relevant, and accessible.

Education: Internal and external education are vital components of this CAP. Educating staff about environmental sustainability and educating the public about the necessary steps and actions needed to achieve climate resilience are critical to the success of this plan. We are committed to providing educational content that not only focuses on climate-related topics but also highlights our strategies for and dedication to justice, equity, and mitigating community-based impacts.

By emphasizing impact management, communication, and education, we will address the challenges posed by climate change and ensure that our efforts are inclusive and equitable for the communities we serve. Together, we can accelerate progress toward a more just, equitable, sustainable, and resilient future for the Metroparks.

FINANCIAL

The financial impacts of the Metroparks' climate actions are being considered across the suite of efforts, as well as for individual actions. However, significant financial considerations and detailing are needed both in this initial stage and over the five years of climate action outlined in this plan. We recognize this and will act on four main areas of financial planning to support the work of this plan in an intentional manner. These efforts will be led by the Finance Department.

First, we aim to build the capacity of the Finance department to support the CAP goals. This will include seeking training on financing climate actions and educating Metroparks staff on the connections between climate action innovation and financing.

Second, we will create a financial plan for the CAP, in winter 2023/2024. This will be based on a detailed review of the goals and actions and the estimated costs of implementing them. Doing so may highlight groups of actions within each timeline that can be supported together. These types of considerations will be communicated to the CAP Team, Metroparks governance, and staff as appropriate, for adjustments and prioritizations in implementing the actions. Budgeting efforts will be identified in support of this financial plan, such as reserving allotted amounts for climate goals, evaluating capital and major maintenance impacts resulting from this plan, and evaluating the savings/additional costs regarding climate actions to determine the net costs. Within this financial plan, we recognize the ongoing impacts of climate change and will try to account for these. For example, longer summers and shorter winters will change the needs and operating dates of facilities. We will consider the impact that changing seasons have on operations when budgeting staff and material expenses and operating revenues each year.

Third, we will explore alternate sources of funding for our climate actions. At this initial stage of exploration, examples of those sources might be revenue bonds and/or grants. It also includes evaluating the potential for subsidizing climate actions with funding from revenue-generating projects. We will consider in what ways the Metroparks might pursue alternate sources of income to offset tolling losses with increased public transportation. We will also assess investments and financial institutions for climate-related risks and take steps to mitigate those risks.

Fourth, we will revise the Metroparks' purchasing policy. This will include updates to incorporate our climate goals, partnerships in support of these, and incentives for companies with a climate-smart practice. When purchasing, we will consider and promote climate-friendly options, taking into consideration climate impacts, waste generated, and per unit costs. For example, we will encourage buying in bulk, buying low packaging options, and buying green options.

As the work of the CAP progresses and these financial steps are taken and evaluated, we will look toward longer-term goals. For example, buildings are a large source of expense at the Metroparks, and further thought needs to be given on how and when we replace or improve buildings in climate-responsive and proactive ways. This includes discussion on and plans for historic buildings, the climate tradeoffs between preservation and restoration of these structures, and when we opt for targeted and intentional preservation versus full restoration of structures (e.g., The Mill). Because climate work with buildings is a large and complex inquiry, it exemplifies the type of ongoing conversation we will be having as an organization in addition to the known actions listed in this CAP. Our aim is to consider what would be needed for a set of goals and actions for buildings and then prioritize areas for action now and in the next version of the CAP.

WHAT WE PLAN TO DO

This CAP contains a suite of goals, objectives, and actions. Each goal may be read as an independent effort. Yet, this CAP is structured to recognize the relationships among efforts and work toward the vision of a climate-responsive park system. This plan builds on many actions and initiatives already present in the Metroparks. Appendix E contains a list of all current actions, plans, and initiatives that contribute to climate action as related to the following five goals. Below are some of the overarching elements across the goals, followed by the goals, objectives, and actions themselves.

HOW THE CLIMATE GOALS ARE ORGANIZED

The climate goals and their associated objectives and actions are detailed in a common format. The CAP Team determined checkpoints within and across the goals, as described below.

Each goal relates to a primary theme, which is named in the goal and described beneath it as a statement about desired conditions. Though each goal has a distinct focus and justification based on the need for this focus, each also ties into other climate-related themes. These connections illustrate how, collectively, the five goals cover all 16 themes of the Metroparks' climate work. Though the prioritization effort is never easy, the current five goals efficiently integrate many themes.

DEI considerations for each goal are also described. Broadly, these considerations regard impact management, communication, and education. Specifically, they relate to 11 key areas: accessibility, affordability, awareness and education, community engagement, cultural relevance, environmental justice and advocacy, equity, inclusivity, partnerships and collaboration, safety, and traditional knowledge and indigenous perspectives.

The five goals each then have an "About" section. This details the definitions used for the goal and the relevance and importance of the goal to the Metroparks' work and broader concerns (e.g., environmental protections, access for all). Each goal also includes compelling points from the data collections, which were used to consider what to prioritize for this plan. Together, this suite of information provides more context for why these goals and their objectives and actions were chosen for inclusion.

At the more specific "objective" level, the relevance of each objective for inclusion in this plan is provided and the actions related to each objective are listed. Each goal contains 1-7 objectives, and each objective contains 1-11 actions.

This plan contains 130 actions we will undertake to address climate change. Actions are specific tasks or activities that need to be completed to achieve the objective, goal, and ultimately, climate adaptation and mitigation progress. Our actions listed are ones that can be tracked and evaluated, have a deadline for completion, and list responsible parties as appropriate to complete or lead progress on the action.

Actions are grouped by timeline (near or long-term) and represent a range of time commitments. Near-term actions (89 actions) are slated to be accomplished within the five-year planning period. Actions indicated as long-term (41 actions) will be *started* within the next five years, and be the first to be revisited and finalized in the following five-year period (2028-2033).

Near-term actions are accompanied by metrics of success. Metrics of success provide clarity on when we will know that an action has had progress or has been attained. Metrics of success have been drafted with our best knowledge from within the Metroparks and in considering similar goals in others' climate plans. They represent a range of levels of challenge, as we have crafted this plan in both ambitious and accomplishable terms.



GOAL 1. EDUCATION & ENGAGEMENT

Increase and embed climate action education across all areas of the Metroparks through sharing of knowledge, engaging with others, collaborating with partners, and forming connections with stakeholders, to make real world difference across the Metroparks and throughout our region.

Themes Integrated

Partnerships, Education

DEI Considerations

- **Accessibility:** Providing inclusive materials and offering alternative formats for individuals with different needs.
- **Inclusivity:** Featuring diverse voices and perspectives in educational materials, incorporating stories and experiences from different cultures, and promoting a sense of belonging for all visitors.
- **Equity:** Addressing, through climate education, the unequal impacts of climate change on different communities. This involves acknowledging and addressing systematic inequalities, such as socioeconomic, racial and gender disparities and environmental injustice.
- **Cultural Relevance:** Tailoring climate education to the local context and cultural backgrounds of park visitors to enhance engagement and understanding.
- **Community Engagement:** Involving community members in the planning and development of educational programs, seeking input and feedback, and fostering partnerships to ensure that the education provided aligns with the needs and aspirations of the community.

Stakeholder¹: An individual, organization, or group of people who would participate in, be affected by, benefit from, or be burdened by a system, process, or decision.

ABOUT GOAL 1. EDUCATION AND ENGAGEMENT

Education is the process of training and developing knowledge, skill, mind, and character, through formal and informal learning; teaching; and/or training. **Engagement** is the interaction and collaboration between the Metroparks and all parts of the wider community (local, regional, national, and global) for the collectively beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

It is also important to model the kind of change we want others to embrace and develop an emotional connection with the environment that will eventually lead staff and visitors alike to action. This can be accomplished by connecting staff, facilities, visitors, and participants to environmental education with a climate action focus. Additionally, as we form collaborative partnerships with regional organizations, the Metroparks can help to provide environmental education to southeast Michigan stakeholders with emphasis on equity zone districts.

Education and engagement were fundamental themes within the data collections supporting this CAP's creation. For example, in imagining the future of the Metroparks and what is important to preserve, strengthen, or develop, 29.5% of focus group responses pertained to education and engagement. On average, survey respondents "agreed" to "strongly agreed" that it is important to maintain/enhance opportunities for learning about the Metroparks and their environmental processes. Beyond these explicit themes, many other responses were built on education and engagement, such as facilitating connections to these settings. Quotes exemplifying facilitation of climate education and engagement in the Metroparks include:

- "[Having opportunities] to enjoy family activities while still being able to access nature trails and centers, and to continue to learn about plants and animals native to the area, as well as weather and climate."
- "We really enjoy the programs that teach the kids about nature, and the issues it's facing, but it also leaves them without knowing much of WHAT to do about it. Having more programs centered around the kids getting together to figure out what they can do, groups to write to organizations, setting up clean up groups, etc. I think the parks are a perfect place to have that be where they can meet up to do that."

Objective 1: Beginning in 2024, provide an annual education to all Metroparks staff on issues of climate resilience, climate equity, stewardship, and adaptation.

Importance/Relevance

To understand climate action, we must be educated about it. We must recognize how climate is impacting the lands entrusted to us and consider solutions that will ensure these lands will be accessible to southeast Michigan for generations to come. The Metroparks is committed to ensuring our staff has access to the most current and innovative information available. We will dedicate the resources necessary to ensure our staff remain on the cutting edge of climate resilience, and thus climate action.

Near-term Actions

- Action 1.1: Identify topics and trainers for staff training.
- Action 1.2: Offer in-house training in collaboration with partners, opportunities to attend webinars or other local conferences, and access to climate education resources for the purpose of expanding knowledge to incorporate into daily work.
- Action 1.3: Hold workshops for staff and speaker series to educate why climate smart practices are implemented.

Metrics of Success

- Four educational workshops (speaker series) will be provided about climate initiatives, conducted by industry leaders, and aimed to increase the knowledge of Metroparks staff, regardless of job classification.
- Metroparks staff will participate in at least one workshop/webinar/continuing education seminar with a climate initiative focus that pertains to their department. Training will be selected by departmental lead or designated committees.
- By 2025, two Learning Management System (LMS) trainings will be identified and made available for staff.

Objective 2: Beginning in 2024, provide collective engagement tools across every department within the Metroparks on issues of climate resilience, climate equity, stewardship, and adaptation on an annual basis.

Importance/Relevance

Collective engagement fosters participation. It enables the exchange of ideas, knowledge, and expertise between different stakeholders. By centering this engagement strategy, we can harness the collective wisdom and creativity necessary to develop innovative solutions for mitigating and adapting to climate change at the Metroparks.

Near-term Actions

- Action 2.1: Create storytelling pieces around why the Metroparks have adopted a CAP, to be shared on all communication channels. Example engagement tools include public events in underrepresented communities, blogs, surveys, story maps, and social media and traditional communication strategies. These will incorporate stories/engagements from the public and be developed by every department.
- Action 2.2: Collaborate with other departments, partners, and the community to create an annual story collection process about topics including but not limited to: Ozone Action Days, prescribed burns, burning tree debris, environmental justice, mental health and wellness, composting/food waste, recycling, Leave No Trace campaigns, and reducing energy and fuel consumption.

Metrics of Success

- Collaboratively create a monthly engagement, combined annually as a story collection (12 stories).
- Provide four educational workshops or speaker series events about climate initiatives, conducted by industry leaders, aimed to increase the knowledge of Metroparks staff and visitors.

Objective 3: Integrate concepts of climate change into existing and new programs at the Metroparks and throughout our region.

Importance/Relevance

Climate education plays a vital role in this plan. It encompasses various projects that explore the evolving climate and the outdoor environment. The objective is to connect these topics to educational standards and utilize students' engagement with the natural world to foster learning across different subject areas. These programs will also address climate justice concerns, including the disproportionate social impacts of environmental issues. The ultimate goal is to contribute to the development of pro-environmental attitudes over time.

Near-term Actions

- Action 3.1: Increase Green School participants across the five-county region by 10% by 2028.
- Action 3.2: Increase teacher training opportunities by 10% by 2028, by offering accredited continuing professional development to improve teachers' personal understanding and ability to incorporate current data and science of our changing climate and its impacts into classroom instruction.

- Action 3.3: Collaboratively develop new programs by 2025, that allow students to research climate change effects (e.g., green-up/green-down, water quality, invasive species).
- Action 3.4: Beginning in 2024, address climate action in exhibits and programs.
- Action 3.5: Beginning in 2024, create an images-based community science project.
- Action 3.6: Beginning in 2024, staff will consider climate action best practices when planning and implementing programming.

Exhibits and programs will examine complex, hidden, non-linear relationships. Non-linear relationship examples include ecology, which focuses on understanding the distribution and abundance of life on Earth and is a complex, nonlinear science. If environmental education is linear (e.g., teaching that recycling one beer bottle will save “x” gallons of water), people will not have the foundation to think about linkages or nonlinear relationships.

Metrics of Success

- Number of Green School participants increased by 10%.
- Number of teacher education programming offered by 10%, and feedback received from participants.
- Internal audit conducted of interpretive programs and displays for climate relevant messaging.
- Conducted 50% programs annually as part of the center repertoire of public offerings.
- Climate change messaging incorporated in new interpretive exhibits as the feature of the exhibit or as a supplement to the core message.
- Photo station installed and activated, for visitors to take images within the parks over time.

Objective 4: By 2028, host an Interpretive Regional Climate Action Conference, encouraging Interpreters and educators from across the region to attend and present on climate-related programming that they conduct. This would introduce staff to potentially new, innovative ways of presenting climate programming.

Importance/Relevance

Increase educational opportunities for staff that could, in turn, be used to educate the public, while emerging as a leader in the region on climate change-related programming. Potential partners include National Association for Interpretation, Association of Nature Center Administrators, regional nature centers, and local colleges and universities. Hosting a regional climate action conference can be a powerful way for the Metroparks to enhance its climate actions. Such activities have the potential to bring together stakeholders from various sectors, including government, businesses, academia, and non-profit organizations, to exchange knowledge, share best practices, and collaborate on climate initiatives.

Near-term Actions

- Action 4.1: Work with partnering organizations to host a Climate Action Conference for formal and informal educators by 2028.

Metrics of Success

- Executed partner agreements that include the date(s), time, specific location of the conference, and the roles and contribution of each partner.
- Host climate action conference by 2028.
- Conference evaluation conducted.

Long-term Actions

- Action 4.2: Expand/ramp up Climate Action Conference based on feedback from previous conference to increase effectiveness and ensure learning-outcomes are up to date.

GOAL 2. PRESERVATION AND CONSERVATION OF NATURAL RESOURCES

Protect and enhance natural resources to ensure longevity of important ecosystems in a changing climate, to preserve these resources for the benefit of future generations.

Themes Integrated

Sustainable Land Use, Transportation, Partnerships, Internal Governance (policy), Biodiversity, Education, Equipment, Recreation, Natural Resources, Parks and Green Spaces, Public Health and Safety

DEI Considerations

- **Environmental Justice and Advocacy:** Recognizing that marginalized communities often bear a disproportionate burden of environmental degradation and prioritizing the equitable distribution of benefits and mitigation of environmental harms.
- **Traditional Knowledge and Indigenous Perspectives:** Acknowledging, respecting, and incorporating Indigenous perspectives and practices to enhance the effectiveness of preservation and conservation efforts.

ABOUT GOAL 2. PRESERVATION AND CONSERVATION OF NATURAL RESOURCES

Natural resources are resources present in nature, including soil, vegetation, wildlife, and natural waters and wetlands. **Preservation** focuses on maintaining the park's original state, protecting ecosystems, habitats, and historical features. This ensures that future generations can enjoy the park's unique beauty and learn from its historical significance. **Conservation** emphasizes sustainable use and management of park resources, balancing human activities with the park's long-term health. This includes responsible tourism, wildlife management, and promoting environmentally-friendly practices.

Preservation and conservation are essential for parks to maintain their natural beauty and protect them for future generations. By valuing and caring for our parks, we ensure their long-

term existence and the benefits they bring to people and the environment. Here are a few reasons why preservation and conservation are important for parks:

- *Biodiversity Protection*: Parks contain diverse plant and animal species. Preservation and conservation safeguard these ecosystems, protecting endangered species and maintaining a balanced environment.
- *Ecological Balance*: Preserving and conserving parks maintains ecological balance and prevents the loss of habitats, allowing plants and animals to thrive.
- *Cultural and Historical Significance*: Parks hold cultural and historical value with archeological sites and landmarks. Preservation efforts protect these features, connecting us with our past and heritage.
- *Recreation and Education*: Parks offer outdoor recreation and educational experiences. Preserving and conserving these areas allows us to continue activities like hiking and camping while learning about nature and conservation.
- *Climate Change Mitigation*: Parks act as carbon sinks and preserve habitats that store carbon, helping mitigate climate change. Protecting and conserving parks contributes to global efforts against climate change.

Preservation and conservation of natural resources emerged repeatedly as both a climate-related concern and an area of unique Metroparks climate action contribution. Across the public data collections, the presence and integrity of natural resources was stressed as a highlight of the Metroparks and where actions could be taken that have outsized positive impact across the region. Common themes in the focus groups related to noticing and being concerned about the impacts of climate change on:

- plants (e.g., more non-native or invasive species, changes in plant species compositions, shifting growing seasons, increased dead and downed trees);
- wildlife (e.g., changes in bird species presence and migratory patterns, changes in wildlife behavior, increases in human-wildlife conflict, more disease prevalence); and
- pest species, particularly mosquitoes, ticks, and invasive aquatic species.

Together, these resources were a top climate concern regionally (33.7% of focus group responses; 25.0% of survey responses) and in the Metroparks (30.8% of focus group responses; 29.7% of survey responses). Staff responses were similar to those of visitors and community members.

Importantly, preservation and conservation of natural resources was repeatedly mentioned in what visitors and community members would like maintained in the Metroparks in the future. These mentions centered specifics such as clean air and water, biodiversity, green space conservation, and sound natural resources management. They were also prioritized for maintaining / enhancing, second only to outdoor leisure and beauty (which rely in part on preservation and conservation of natural resources). Specific, highly valued cultural connections (averaging a response between “agree” to “strongly agree”) included knowing that these resources are protected and conserved for future generations and promoting habitat connectivity. The relationships among these resources and with others in the environment were repeatedly emphasized in the long-term vision of opportunities the Metroparks should provide. This is illustrated through expressions shared such as:

- “Tick situation controlled responsibly so we can hike and swim. A lot to hope for with maintaining what we have now!”
- “Parks have more focus on a diverse natural community – prairies, savannahs, etc. – diversity in the broad sense. We need diverse natural communities to withstand the issues climate change presents.”

- “I’d like to see connectedness throughout the parks, with a focus on the habitat and wildlife in the interconnectedness between parks.”
- “I really like the idea of no-mow zones.”

Partnering organizations also emphasized ways in which they would appreciate the Metroparks’ collaboration on conservation and preservation of natural resources across the region. In particular, they saw benefit in Metroparks climate actions that would align or co-create natural resource programs regionally, protect additional lands to increase the extent of intact ecosystems, increase native vegetation (especially near water bodies), and reduce mowing.

Objective 5: protect important natural resources elements, including threatened and endangered species, and preserve biodiversity of ecosystems facing the pressures of climate change.

Importance/Relevance

Protection of ecosystems and the biodiversity they contain is core to the Metroparks mission of providing the benefits of parks and recreation to the people of southeast Michigan. Protecting natural resources and biodiversity within parks benefits current park visitors and future generations, safeguards rare and endangered species, and provides people with opportunities to experience nature that can inspire conservation. As such, maintaining the ecological integrity of the Metroparks through resource stewardship and protection should remain a top priority for park managers and the public alike.

Near-term Actions

- Action 5.1: Identify important habitats and determine which ecosystem types are most threatened by climate change. Habitats will be identified and ranked by 2028.
- Action 5.2: Create a formal review process for the Natural Resources Department to assess the impact of trails and development on natural areas with multi-departmental review, to be implemented on new developments, repair work, etc., by 2028.
- Action 5.3: Identify specific tree species that are vulnerable to a changing climate and select suitable replacements (for all new plantings) that will preserve ecosystem integrity under changing conditions. These trees should be used in all landscaping, project design, and restoration efforts by 2028.

Metrics for Success

- A ranked list of important habitats, vulnerable to climate threat by 2028.
- Formal review process for trail development established by 2028.
- All landscaping, project design, and restoration efforts are utilizing suitable tree species by 2028.

Long-term Actions

- Action 5.4: Create an “eyes-in-the-field” type app or program, to document presence of endangered species, by crowdsourcing data collection and helping educate staff and the public. This would include a portal for invasive species identification and reporting, similar to the Midwest Invasive Species Information Network. Target pilot app or program for internal use and testing by 2028, and release for public use by 2033.
- Action 5.5: Develop habitat or species management plan for critical threatened and endangered species identified within the Metroparks, with a section devoted to climate

change pressures and strategies to mitigate them by 2028. We will begin to address species of special concern by 2033. Each plan will be reviewed and approved by the Board of Commissioners. Actions will be identified and integrated into relevant park master plans, and budgeted on a prioritized annual basis.

Objective 6: integrate our land management best practices to align with the changing climate and adapt habitat management strategies and plans for on-the-ground work consistent with best management practices.

Importance/Relevance

As the climate changes, practices for the maintenance of Metroparks natural resources must change also. These practices must be evaluated and updated, to ensure that our resource management is sustainable in the long term. Habitat management in parks aims to preserve and enhance the natural habitats that support biodiversity, wildlife populations, and ecosystem functions. Parks provide refuge for nature, but still require active management practices (e.g., controlled burns, removal of invasive species, replanting of native species) to maintain healthy habitats and resist threats, ensuring that future generations can experience and value natural areas. Through sound habitat management, parks can fulfill their mission of conserving ecosystems and the wildlife that depend on them.

Near-term Actions

- Action 6.1: Identify staff training needs associated with this objective.
- Action 6.2: Create and enact an Early Detection and Rapid Response (EDRR) survey protocol, to detect and respond to emerging invasive species threats, specific to each Metropark by 2028.
- Action 6.3: Develop and implement a framework for assessing and reviewing fieldwork, monitoring ecosystems, and identifying the need to adjust practices based on climate changes by 2028.
- Action 6.4: Seek training opportunities for Metroparks staff to learn about climate change and how it affects their fieldwork. Training will include suitable native species selection for landscaped areas.
- Action 6.5: Use community partnerships and volunteer workdays to educate the public on changing best management practices and share lessons learned.
- Action 6.6: Develop a policy of mowing reduction on Ozone Action Days, to include as an update to the established mowing plan. This policy should identify and suggest the mowing of select critical areas, as needed, on Ozone Action Days, forgo regular mowing during these days, and communicate to the public why mowing may be reduced in certain areas.

Early Detection and Rapid Response (EDRR): A coordinated set of actions to find and eradicate potential invasive species in a specific location before they spread and cause harm.

Metrics of Success

- EDRR survey protocol specific to each Metropark created.
- Framework for assessing fieldwork and adjusting practices based on climate threats developed.
- Identified staff will attend three climate-related training sessions by 2028.
- Host volunteer days specific to educating the public on the reasons for changing best management practices for ecosystem management in a changing climate.
- Policy regarding mowing on Ozone Action Days created and implemented.
- Development of a communication strategy with the Marketing Department to communicate park actions (or non-actions) to the public.

Long-term Actions

- Action 6.7: Evaluate potential changes in equipment, reduction of 2-cycle engines, and guidance on more restrictive emission standards (e.g., California's).
- Action 6.8: Identify ways to address these changes in purchasing policy and vendor offers.
- Action 6.9: Seek grant funding to assist in this conversion.

Objective 7: Enhance, expand, and restore natural areas and strengthen the ability of ecosystems to combat pressures of climate change.

Importance/Relevance

In a changing climate, certain ecosystems may face greater pressures and require additional support to thrive. The Metroparks must review important habitats and identify habitats that have the highest priority for protection, or can be enhanced to improve climate resiliency. Enhancing, expanding, and restoring natural areas within the Metroparks provides a wide range of benefits that improve the environment, health, and quality of life for residents. As urban areas continue to grow, it is important for communities to prioritize protecting and improving natural areas within local parks, to ensure future generations can enjoy and benefit from access to nature. With careful planning, design, and stewardship, natural areas can thrive within the Metroparks and offer lasting value for the community for years to come.

Near-term Actions

- Action 7.1: Improve forest health and increase tree canopy cover to create healthy habitat, improve air filtration, and increase carbon storage in the Metroparks.
- Action 7.2: Review known sensitive habitats, and identify the habitats with the most potential for improvement. Update ranking system and prioritize three management units per district for targeted restoration by 2028.
- Action 7.3: Enhance selected no-mow zones with pollinator-friendly grassland and savanna species.

Metrics of Success

- Expanded softened shoreline along inland lakes by 5% by 2028, up to 90% total natural shoreline makeup.
- Met a 10% increase in natural shoreline cover through restoration of great lakes shoreline by 2028, and 20% by 2033.
- Converted 100 acres of no-mow area to pollinator-friendly grassland and savanna habitats by 2028, and 200 acres by 2033.

- Updated habitat ranking system, with three management units per district prioritized for targeted restoration by 2028.

Long-term Actions

- Action 7.4: Restoration efforts ongoing to target 2033.

Objective 8: protect existing and acquire additional undeveloped lands as a resource to buffer ecosystems and infrastructure from the pressures of surrounding land use and effects of climate change. Consider divestment of undesired parcels and reinvestment in acquisition of critical parcels.

Importance/Relevance

The Metroparks has an existing property acquisition and divestment policy. This policy should be updated to review acquisition and divestment of properties through a lens of climate resilience. The Metroparks are in the position to acquire properties for the purpose of buffering ecosystems and infrastructure and mitigating pressures of surrounding land use in a changing climate. The acquisition of property through purchase, donation, or other means is critical for establishing and maintaining parks that meet communities' needs. By securing the land and space that we require, the Metroparks can then develop recreational and conservation amenities that improve quality of life for residents long-term.

Near-term Actions

- Action 8.1: Review the current land acquisition/divestment policy (conducted by the Natural Resources Department leadership), and update if needed.
- Action 8.2: Identify adjacent land managers and coordinate conservation of buffer ecosystems across boundaries, to be included in all ecosystem management plans by 2028.
- Action 8.3: Acquire an additional 1000 acres, preferring in contiguous parcels, by 2028, for the specific purpose of maintaining as undeveloped land.
- Action 8.4: Identify areas totaling 200 acres within currently developed lands that can be converted back to undeveloped areas by 2028.
- Action 8.5: Identify properties within Metroparks' ownership that are underutilized and good candidates for divestment, according to established acquisition and divestment strategy plan.
- Action 8.6: Prioritize climate resiliency of parcel acquisition.

Metrics of Success

- Review current land acquisition/divestment policy, with policy recommendation for Board of Commissioners consideration (if needed).
- List developed of adjacent land managers and conservation of buffer ecosystems.
- 1000 acres of land acquired for preservation by 2028.
- 200 acres of land converted from developed to undeveloped by 2028.
- Acres of mowed turf decreased.

Long-term Actions

- Action 8.7: Decrease regularly mowed areas within the Metroparks by 5% by 2033.
- Action 8.8: Implement a cover crop planting policy, field rotation, and no till farming; seek equipment needed and training for staff; and identify best management practices for staff and conditions for leased land.

- Action 8.9: Identify potential locations for solar, wind, and other green energy generation installations.
- Action 8.10: Implement conversion of developed land back to undeveloped.

Objective 9: Build strategies into all “existing and future” plans to incorporate climate adaptation resilience.

Importance/Relevance

The Metroparks has a variety of standing plans and strategies that will include climate adaptation and resilience as they are updated. Climate adaptation is crucial for the Metroparks to ensure we remain resilient and continue providing benefits to our region. As climate change brings higher temperatures, sea level rise, and more extreme weather events, parks face threats like habitat loss, invasive species, and infrastructure damage. The strategies may vary by park and threat, but the overarching goal is the same: to ensure the Metroparks can continue fulfilling their vital roles for people and nature in a warming world.

Near-term Actions

- Action 9.1: Develop a policy with standards for selecting vegetation or trees for planting, selecting native species that are hardy or resilient to climate pressures by 2024.
- Action 9.2: Advocate for local climate monitoring efforts, to incorporate future climate models and projections into climate resilience planning beginning in 2023. Examples of climate monitoring data sources to be used include FEMA’s Hazard Mitigation Plan, the EPA, USGS, and the State Senate.
- Action 9.3: Create regional partnerships to define mutual goals for integrating climate resilience plans and identifying funding sources by 2025.

Metrics of Success

- Development of policy with standards for selecting vegetation or trees for planting and presented to the Board of Commissioners for consideration.
- If adopted by the Board of Commissioners, policy implemented on all internal and contracted projects by 2028.
- All lands leased by the Metroparks will hold lessee to internal standards according to the CAP by 2028.
- Development of a database of regional partners and mutual goals for integrating climate resiliency plans and funding strategies.

Long-term Actions

- Action 9.4: Incorporate climate resilience and impact analysis into infrastructure development and maintenance planning.
- Action 9.5: Review all current natural resources plans and incorporate specific strategies to combat climate change.

Objective 10: Increase capacity for carbon storage in natural areas and pursue projects for the intentional storage of carbon.

Importance/Relevance

Natural areas generally provide capacity for carbon storage, but some ecosystems provide a higher capacity to store carbon. The Metroparks should identify low potential storage or fallow

lands and enhance capacity for carbon storage through intentional projects, or by increasing passive capacity. Vegetation (trees, shrubs, and grasses) in parks and green spaces serves as a low-cost, natural solution to help mitigate the impacts of excess carbon dioxide in urban environments. With proper care and management, the Metroparks can continue to provide important carbon benefits for cities for many years.

Near-term Actions

- Action 10.1: Identify a consultant and/or partner to assess the level of carbon currently stored in the Metroparks.
- Action 10.2: Develop policy governing composting practices in internal operations by 2028.
- Action 10.3: Identify the education necessary to support innovative carbon storage solutions.
- Action 10.4: Partner to plant 10,000 native trees across the Metroparks' five-county area by 2028 (2,000 bare root saplings per year).
- Action 10.5: Incorporate fuel assessment and carbon release into planning related to prescribed fire and burning of tree debris. Provide education and rationale internally and broadly to Metropark visitors on these practices.

Metrics of Success

- Create and finalize a report on current carbon levels stored in the Metroparks.
- Completed employee training(s) on carbon storage issues and strategies within the Metroparks.
- Composting policy created by 2028.
- 10,000 trees planted.
- Prescribed fire and burning plans updated by 2028.

Long-term Actions

- Action 10.6: Engage in carbon offsetting, provide sink for vehicles or other emissions.
- Action 10.7: Protect, expand, and improve tree canopy coverage.
- Action 10.8: Evaluate forestry management practices to selectively develop and harvest stands of timber for carbon storage initiative funding.
- Action 10.9: Address procurement policies, local sources, food operations, and materials, in an effort to reduce transportation carbon costs and footprints.
- Action 10.10: Evaluate opportunity to purchase, or provide, Regional Carbon Banking or Credits.

Carbon footprint²: The total amount of greenhouse gasses that are emitted into the atmosphere each year by a person, family, building, organization, or company.

GOAL 3. WATER QUALITY

Enhance built and natural stormwater infrastructure in preparation for increasingly intense storms, and promote the protection of water quality.

Themes Integrated

Stormwater Management, Natural Resources, Education, Partnerships, Water Conservation, Facilities/Amenities/Infrastructure, Internal Governance

DEI Considerations

- **Accessibility:** Requires that access to clean water in parks is equitable, meaning it should be available to all individuals, regardless of their race, ethnicity, socioeconomic status, or ability. This includes drinking water and water features such as beaches, splash pads, and pools.
- **Awareness and Education:** Efforts should include educational initiatives that raise awareness about the importance of water quality and its impact on public health. These programs should be designed in ways that are inclusive and culturally sensitive, taking into account the diverse backgrounds and languages spoken within our service region.
- **Community Engagement:** Actively engaging with the community to understand their specific water quality concerns and needs. By learning from the communities most impacted, we can better understand the specific challenges and support efforts to develop solutions that meet the needs in our service region.
- **Environmental Justice and Advocacy:** Advocating against environmental injustices that disproportionately affect under-resourced communities. This includes disparities in water quality, such as contaminated water sources or inadequate infrastructure, that may exist in historically marginalized neighborhoods.
- **Partnerships and Collaboration:** Advocacy efforts are strengthened through partnerships with community organizations, local government agencies, and environmental advocacy groups. Collaborative approaches can help address water quality issues in the Metroparks and in communities through collective advocacy from multiple perspectives and expertise for more effective decision-making.

ABOUT GOAL 3. WATER QUALITY

Stormwater management refers to efforts to capture, filter, and store rainwater through a combination of natural and constructed elements. This management ensures protection of water quality by mitigating pollution runoff, absorbing storm events, and facilitating the local water cycle.

There are many approaches to stormwater management, which include both gray (built) and green (natural) infrastructure used in cities and/or parks. **Gray stormwater infrastructure** refers to human-constructed systems that help to collect and channel stormwater to prevent flooding and erosion²⁴. Examples include storm drains, retention ponds, and underground storage tanks. **Green stormwater infrastructure** mimics or uses natural landscape features to absorb rainfall and slow the rate and amount of stormwater runoff⁶. Examples include wetlands, bioswales, and rain gardens. These techniques also act as natural filtration

systems to lakes and streams, absorbing chemicals or unwanted materials out of the water before it reaches our waterways.

Together, these built and natural stormwater infrastructure components provide a comprehensive approach to managing stormwater. By capturing and controlling stormwater, they help mitigate the impacts of intensifying storms and protect the park and surrounding areas from effects such as flooding, erosion, and other damage. This also helps to protect the health of neighboring water resources. Michigan benefits from an abundance of healthy water resources for drinking, irrigation, recreation, etc. The Metroparks are situated along the Huron and Clinton Rivers and are responsible for 14 miles of Great Lakes shoreline and 3,634 acres of inland lakes. Protecting the water resources of southeast Michigan is one of our essential responsibilities, and with a changing climate this is becoming increasingly dire. By enhancing our stormwater infrastructure systems and water quality, we are ensuring the overall sustainability and resilience of the park ecosystem.

During the data collections supporting the creation of this CAP, water quality was a priority for visitors, regional residents, partnering organizations, and Metroparks staff alike. For example, many have observed “more intense rain when it happens” and its impacts in southeast Michigan. Issues with stormwater/flooding and water quality (and associated recreation) were prominent too. These were repeatedly discussed in relationship to issues with stormwater management and related infrastructure. They also centered the negative impacts poor water quality has on the environment and recreation opportunities (e.g., algal blooms, beach closures, flooded and inaccessible trails). Water quality and stormwater management issues were listed as a top climate concern – regionally and in the Metroparks. In the focus groups, 29.1% of the top concerns regionally and 24.0% of the top concerns in the Metroparks were related to water quality and stormwater management. Survey respondents answered similarly, with 25.6% noting water quality or stormwater management issues as a top concern regionally and 24.2% noting either as a top concern of theirs in the Metroparks.

Algal blooms²⁵: Sudden spurts of algal growth, which can affect water quality adversely and indicate potentially hazardous changes in local water chemistry.

Erosion²⁵: The wearing away of the land surface by wind or water. Erosion occurs naturally from weather or runoff but is often intensified by humans’ land-clearing practices.

Filtering stormwater: The process of passing stormwater through natural or built green infrastructure. Filtering captures, temporarily stores, and treats stormwater through this process before the water moves into a storm drainage system or the environment

Green infrastructure⁶: a technique to help control and manage stormwater. These practices filter and absorb stormwater, and assist in mitigating flooding and other damages. Examples of green infrastructure are rain gardens, green roofs, permeable pavement, and bioswales. This is contrary to gray infrastructure, which is the more traditional built environment made of surfaces that increase runoff and do not allow water to be absorbed into the ground, but rather channel it away²⁴. Examples of gray infrastructure include storm drains and ditches.

Irrigation²⁵: Applying water or wastewater to land areas to supply the water and nutrient needs of plants.

Objective 11: Beginning in 2024, provide annual education opportunities to staff on issues of stormwater management and water conservation.

Importance/Relevance

Education on stormwater management and water conservation is crucial for park staff. Understanding stormwater management is essential to prevent flooding and erosion within the parks. By learning about effective drainage systems, Metroparks staff can implement measures to capture and divert stormwater runoff, reducing the risk of damage to park infrastructure and habitats.

Education on water conservation helps Metroparks staff make informed decisions about water usage. By understanding the importance of water conservation, staff can implement strategies such as using efficient irrigation systems, reducing water waste, and promoting water-saving practices among visitors. This helps to protect the environment and also contributes to cost savings and sustainability. Having knowledge about stormwater management and water conservation allows Metroparks staff to act as advocates and educators for visitors. By sharing information and raising awareness about these topics, staff can encourage visitors to adopt responsible water usage practices and contribute to the overall conservation efforts in the parks and beyond.

Near-term Actions

- Action 11.1: Develop methods of communication with and for Metroparks staff related to stormwater management and water conservation.
- Action 11.2: Offer staff in-house training, opportunities to attend webinars or other local conferences, and access to water quality resources for the purpose of expanding knowledge to incorporate into daily work.

Metrics of Success

- Four educational experiences provided by Natural Resources Department for staff across the Metroparks, in coordination with education goals/objectives about climate initiatives, conducted by industry leaders, and aimed to increase the knowledge of Metroparks staff, regardless of job classification.

- Metroparks staff have participated in at least one workshop/webinar/continuing education seminar with a climate initiative focus that pertains to their department. Training will be selected by departmental lead or designated committees.
- Staff can demonstrate learning by incorporating it into their work responsibilities (i.e., transfer of knowledge).
- By 2025, two Learning Management System trainings will be identified and scheduled for staff participation.

Long-term Actions

- Action 11.3: Demonstration projects for long-term living labs.

Objective 12: Adopt innovative strategies to capture and manage stormwater in preparation for more severe storms and educate the public about these efforts.

Importance/Relevance

Adopting innovative strategies to capture and manage stormwater is crucial in preparation for more severe storms. As our climate continues to change, the frequency and intensity of storms are predicted to increase. By implementing innovative stormwater management techniques, we can minimize the adverse impacts of these storms on our communities and the environment.

One of the primary reasons for adopting these strategies is to prevent flooding and reduce the risk of property damage. Severe storms often result in excessive rainfall, which can overwhelm traditional stormwater systems and lead to flooding. By capturing and managing stormwater effectively, we can reduce the burden on existing infrastructure and mitigate the risk of floods.

In addition to flood prevention, innovative stormwater management strategies can help protect water quality. During storms, rainwater picks up pollutants such as oil, chemicals, and debris as it flows over surfaces and into traditional storm drains. This polluted stormwater is then discharged into local water bodies, causing harm to aquatic ecosystems. By implementing innovative techniques, such as green infrastructure and permeable surfaces, we can filter stormwater before it enters natural waterways, improving water quality and protecting the environment.

Educating the public about these efforts is equally important. By raising awareness about the need for stormwater management and the benefits of innovative strategies, we can foster a sense of responsibility and encourage individuals to take action. Public education can help promote behaviors such as reducing runoff, conserving water, and adopting sustainable landscaping practices. When the public is informed and actively involved, the collective impact of stormwater management efforts is amplified, leading to more resilient communities and ecosystems.

Near-term Actions

- Action 12.1: Identify internal education needs related to stormwater management, including financial considerations.

- Action 12.2: Work with partners and/or consultants to identify options and determine the viability of each.
- Action 12.3: Based on the findings, develop a pilot project utilizing innovative strategies (e.g., green roof, permeable pavement, bioswales, increase culverts).
- Action 12.4: Create a list of 5-10 projects where innovative strategies might be employed, including financial analysis.
- Action 12.5: Present pilot project to the Board of Commissioners.

Metrics of Success

- Provision of stormwater management education to all Metropark staff.
- Connected with partners and/or consultants to assist in the identification of suitable options.
- Development of a list of innovative stormwater management strategies.
- Strategy list presented to and approved by the Board of Commissioners.
- Development of stormwater management pilot project and assessment of efficacy.

Long-term Actions

- Action 12.6: Plan an additional five projects with potential to innovate and provide information to the public.
- Action 12.7: Result of pilot projects communicated to public and partner agencies.

Objective 13: Become a prominent stormwater management partner in the region.

Importance/Relevance

The Metroparks must become a prominent partner in stormwater management in the region; as we are a large land steward and manager of green and blue space in southeast Michigan, and with much of it located along the corridor of two major rivers and Great Lake shoreline. By partnering with similar organizations, the Metroparks can advance the adoption of innovative strategies to manage stormwater in a changing climate across the region.

Near-term Actions

- Action 13.1: Identify important stormwater corridors, documenting and providing staff with locations, jurisdictions, and responsibilities by 2028. This documentation includes description of the opportunities, challenges, and possible solutions.
- Action 13.2: Actively research and identify innovative global and regional strategies for stormwater treatment methods, and adapt to the Metroparks system. These strategies should be incorporated into all stormwater partnerships.
- Action 13.3: Share at least 20 articles or blog posts with the public related to stormwater climate action by 2028.

Metrics of Success

- An internal document created that identifies stormwater corridors and related responsibilities.
- Regional standard policy created for engineering standards.
- Stormwater management partnerships created, joined, or facilitated.

Long-term Actions

- Action 13.4: Identify existing local and regional stormwater partnerships and how the Metroparks can collaborate. Identify stormwater management gaps in the region and partnerships that need to be created to address these gaps in stormwater leadership.
- Action 13.5: Create an internal policy establishing a regional Metroparks standard for stormwater management, adhering to or exceeding individual county engineering standards.
- Action 13.6: Develop plans or recommendations for maintenance of stormwater corridors by 2033, implementing them (e.g., resolving conflicts and reroutes) after 2033.

Objective 14: Adopt a practice of strategic water usage that minimizes stress on and protects regional water resources.

Importance/Relevance

Southeast Michigan and the Metroparks benefit from an abundance of healthy water resources, which will be under increased pressure as the climate changes. Many communities in southeast Michigan rely on underground aquifers for drinking water, but a shift to reliance on surface water (e.g., lakes, rivers, streams) may occur as the climate changes. The protection of these resources from overuse and pollution will ensure that these services remain available for communities.

Near-term Actions

- Action 14.1: Determine the current level of water use in the Metroparks, including golf courses, water features, buildings, etc.
- Action 14.2: Identify innovative strategies and the financial viability to reduce water usage.
- Action 14.3: Create an inventory of water usage (the draw of water on natural or municipal water resources) within facilities, buildings, bathrooms, splash pads, pools, etc., and install sub-meters to monitor and actively manage water usage rates by 2028.
- Action 14.4: Collect rainwater runoff from buildings and store rainwater to irrigate landscaped areas.
- Action 14.5: Establish targets for water use reduction.
- Action 14.6: Reduce irrigation of landscapes, implementing resilient plantings and identifying areas to reduce turf.
- Action 14.7: Evaluate potential for irrigation with gray water using cisterns, rain barrels, and other local stormwater storage elements.
- Action 14.8: Install timer and motion sensor faucets, waterless or low volume urinals and toilets, dual flush valves (low versus full volume flush), and other water use reduction equipment on all new facilities by 2028.

Gray water²⁴: Untreated wastewater that has not come into contact with toilet waste. Graywater includes wastewater from bathtubs, showers, bathroom wash basins, clothes washing machines, laundry tubs, or an equivalent discharge.

Metrics of Success

- Create and measure inventory of metered water usage.
- Development of water use reduction strategies, each including a financial analysis.
- Implementation of pilot projects to collect rainwater runoff from buildings to be reused onsite;
- Installation of water saving equipment in new facilities.
- Policies created to address water usage.

Long-term Actions

- Action 14.9. Dedicate staff and resources to maintain water utility installations and hardware. Evaluate potential for retrofit on existing facilities by 2033.
- Action 14.10: Evaluate splash pads and other aquatic facilities' ability to capture, filter, and reuse water in operation. In new facilities or infrastructure, show preference on design of systems with reuse of water.
- Action 14.11: Develop 1) a policy to use compressed air to blow grass clippings off mowing equipment and golf carts and 2) best management practices of washing equipment off into turf areas, where water can infiltrate rather than being conveyed into storm or municipal sewer.

Retrofit²⁶: To furnish something (e.g., computer, airplane, building) with new or modified parts or equipment not available or considered necessary at the time of manufacture.

Objective 15: Monitor and protect quality of water resources adjacent to and in close proximity of the Metroparks from pollution, erosion, contamination, and other detrimental effects exacerbated (i.e., accelerated or increased) by climate change.

Importance/Relevance

A changing climate is expected to exert additional stress on local water resources as temperatures climb, seasons become more variable, and weather events become more extreme. It will be essential for the Metroparks to monitor these resources to identify emerging concerns and provide climate resilient solutions.

Near-term Actions

- Action 15.1: Actively monitor and treat algal blooms, identify trends, and establish survey protocol and areas at Kent and Stony Lakes by 2028.
- Action 15.2: Identify and evaluate potential training for staff to have certification for soil erosion and sedimentation control authority over Metroparks projects to ease administration of stormwater improvement projects.
- Action 15.3: Identify and design stormwater green infrastructure that will capture or filter an additional 10 million gallons annually by 2028.
- Action 15.4: Create public education pieces surrounding nutrient pollution (e.g., *Escherichia coli* or *E. coli*), related closures and reasons for closures, and methods the Metroparks are pursuing to reduce nutrient loads and keep lakes open.

Nutrient pollution²⁵: Contamination of water resources by excessive inputs of nutrients. In surface waters, excess algal production is a major concern.

Metrics of Success

- Community monitoring plan for algal blooms created.
- Benchmark current stormwater capture using the EPA National Stormwater Calculator.
- Increase the gallons of stormwater treated or captured annually, including increased storage based on pre and post-construction capacity on stormwater projects.
- Published blog and/or social media posts educating about nutrient pollution and the Metroparks' efforts to reduce it.
- Based on analysis, installed and/or retrofitted stormwater infrastructure to best manage stormwater within the Metroparks.

Long-term Actions

- Action 15.5: Address critically eroded shoreline areas identified in the Stormwater Management Plan, restoring 30% of these areas by 2028, and 60% of these areas by 2033.
- Action 15.6: Create a stormwater plan element that identifies and prioritizes facilities and proposes to capture 100% of rainfall of a two-year, 24-hour storm event in all developed areas of the parks. Target 10 projects within this element to be installed by 2033.

Objective 16: Partner with regional organizations, including government agencies, watershed councils, non-profits, and corporate and philanthropic organizations to identify alignment and advance mutual goals of water quality protection in a changing climate.

Importance/Relevance

As a regional organization invested in protection of water quality, the Metroparks must identify or create pathways to partner with outside groups to further mutual goals, advocate and provide input on issues of water quality and climate change where possible.

Near-term Actions

- Action 16.1: Identify regional organizations who share mutual goals of water quality protection and establish meaningful partnerships centered on water quality in each of our service counties.
- Action 16.2: Participate in professional groups, to meet potential partners and collaborate on water quality issues.
- Action 16.3: Identify funding opportunities that support partnerships around water quality.
- Action 16.4: Seek to be included or represented on boards pertaining to matters of water quality.

Metrics of Success

- Form a minimum of one partnership per county in the Metroparks service region focused of water quality.
- Identified and pursued funding opportunities to enhance partnerships.

Long-term Actions

- Action 16.5: Create a Strategic Partnership Matrix that identifies high, medium, and low priority partners in this work. Then create the plan to engage and nurture those partnerships.
- Action 16.6: Engage with the Metroparks' lobbying firm to connect with existing and potential partnerships.

Objective 17: Advocate for the protection of water resources.

Importance/Relevance

As a large land manager and important stakeholder in regional water quality, the Metroparks should thoughtfully advocate for changes in legislation, funding resources, and other concerns.

Near-term Actions

- Action 17.1: Work with our Lobbying firm to engage and inform the Metroparks Caucus on pursuing action on Metropark priorities concerning water quality.

Metrics of Success

- Annual Metroparks Caucus letter issued.

Long-term Actions

- Action 17.2: Seek Board of Commissioners resolutions that support goals pertaining to water quality protection, formalizing Metroparks support for internal and external water quality initiatives.



GOAL 4. TRANSPORTATION

Reduce carbon emissions associated with transportation vehicle miles traveled and provide equitable transportation options to and within the Metroparks to help mitigate the impacts of climate change.

Themes Integrated

Transportation, Recreation, Economic Development, Facilities/Amenities/Infrastructure, Partnerships, Public Health and Safety

DEI Considerations

- **Accessibility:** Parks are often located outside urban areas, and transportation provides a means for people to reach them easily. By having reliable transportation options, such as roads, public transit, or bike paths, parks become more accessible to all individuals, regardless of their location or physical abilities. Additionally, parks should provide transportation options that are accessible to individuals with differing levels of ability. This includes wheelchair accessible vehicles, ramps, and lifts and ensuring that pathways and routes are designed to accommodate a variety of mobility needs whenever and wherever possible.
- **Affordability:** Transportation options within the Metroparks should be affordable for visitors.
- **Inclusivity:** Transportation services within the Metroparks should be designed considering the diverse needs of visitors. Providing multilingual information and signage and training staff to be culturally sensitive and inclusive can help create a welcoming environment.
- **Safety:** Safety is a fundamental consideration in transportation within parks. This includes well-maintained vehicles, clear signage, and proper training for staff.
- **Partnerships and Collaboration:** Efforts can be strengthened through partnerships with community organizations, local government agencies, and environmental advocacy groups. Collaborative approaches can help address transportation issues in parks, ensuring that multiple perspectives and expertise are considered.

ABOUT GOAL 4. TRANSPORTATION

Transportation is the movement of goods and persons from place to place and the various means by which such movement is accomplished. By eliminating reliance on fuel consuming vehicles and providing alternative transportation options, the Metroparks can reduce carbon emissions. By forging collaborative partnerships with regional transportation providers, the Metroparks can help to provide equitable access for all.

In the data collections and discussions supporting the creation of this CAP, transportation emerged as an important focus. Two-thirds (67.1%) of the community survey respondents use a personal vehicle to access the Metroparks. Considerable attention was given to developing capacity for electric vehicle (EV) charging stations, given this primary mode of access with a personal vehicle, as well as developing strategies for more public forms of access to the parks and considering incentives for more climate-friendly modes of transportation by visitors and staff. Related sentiments by community members expressed the desire for EV charging stations, such as “We should be able to drive there, hike, play,

swim while our cars charge, and thus impact the climate less and hopefully prevent furthering some of the major issues.” Staff in particular highlighted issues with work travel within the organization and their commutes. Two main areas of staff suggestions emerged in the focus groups and on the survey: converting the Metroparks’ fleet to EV and extending possibilities for remote work and/or virtual meeting attendance across park offices.

Partnering organizations discussed related areas as desirable for Metroparks collaboration. In particular, partners expressed that their goals and the Metroparks’ could be co-promoted with Metroparks climate actions broadening trail network access, encouraging non-motorized transportation connectivity, and establishing an EV charging station network. These desired places for action were represented in quotes such as:

- “Outside of a few main locations, you really must drive to get into the parks. I think there’s opportunity in some areas for local trails that are more connected into those communities.”
- “When you look at the statistics, around 60% of the population is interested but concerned about riding bikes and non-motorized vehicles on our streets. If the infrastructure is there and maintained, I think there’s an opportunity to promote and facilitate not having to drive to the park.”

Objective 18: Identify and evaluate efforts to reduce the vehicle miles traveled by Metroparks staff and reduce current levels of carbon emissions emitted.

Importance/Relevance

The Metroparks should use the nexus between transportation and park planning to mitigate its share of carbon emissions. The influence of transportation actions can be mitigated with tools and strategies for travel to and within the Metroparks with vehicle miles traveled effect by internal combustion engine vehicles and mowers.

Near-term Actions

- Action 18.1: Establish the current carbon emissions baseline and provide recommendations on ways to reduce it.
- Action 18.2: Advocate, promote, and incentivize alternatives to autocentric development patterns through close coordination between state, county, and local governments.
- Action 18.3: Calculate emissions reductions made by creating new no-mow areas.

Metrics of Success

- Complete carbon emissions assessment and share results with staff and public.
- Set carbon emissions reduction metrics based on assessment data.
- Decrease carbon emissions based on the established benchmarks.

Long-term Actions

- Action 18.4: Revise parking requirements, including reduction of parking and consideration of options for reducing reliance on single-occupancy vehicles and switching to climate-friendly travel options.
- Action 18.5: Support and participate in state, regional, and local infrastructure planning with a unified approach to planning for transportation investments.

Objective 19: Explore the viability of using an EV fleet and developing EV charging infrastructure by 2033.

Importance/Relevance

Reducing dependency on internal combustion engines and building a system of energy efficient modes of transportation and the infrastructure to support it will reduce carbon emissions at the Metroparks.

Near-term Actions

- Action 19.1: Pilot program with two EVs with EV infrastructure and collect usage data.
- Action 19.2: Conduct an analysis to understand barriers to moving to electric, unexpected costs or savings, and expected carbon emission reductions.
- Action 19.3: Replace internal combustion engine equipment such as mowers and golf carts with electric options as equipment ages out.
- Action 19.4: Provide EV charging infrastructure for public use.

Metrics of Success

- Initial EV usage data collected.
- Completed EV infrastructure analysis.
- All internal combustion engine equipment have been replaced with electric options as equipment ages out.
- EV charging infrastructure in place for public use in at least one location per district by 2028.

Long-term Actions

- Action 19.5: Act on the findings of the pilot program, such as installing EV infrastructure for the public in all parks by 2033.
- Action 19.6: After evaluation of pilot program, transition Metroparks fleet (police, maintenance, operations, and administrative vehicles) to EV.

Objective 20: Increase connectivity within our parks.

Importance/Relevance

Providing supportive infrastructure, such as trails, for visitors and staff to move between and within the Metroparks, which will reduce the carbon emission footprint within the park.

Near-term Actions

- Action 20.1: Based on a trail gap study, identify connectivity options between disconnected Metroparks by 2024.
- Action 20.2: Identify partners to address trail gaps by 2024.

Metrics for Success

- Development of a non-motorized infrastructure funding strategy by 2025.
- Development of a trail connectivity plan that includes partners' input by 2024.

Long-term Actions

- Action 20.3: Complete at least one trail gap identified by 2033.

- Action 20.4: Continue to expand the length of trail networks (hike-bike, nature, and rustic trails) to increase ability for non-motorized movement within Metroparks.
- Action 20.5: Complete all trail gaps identified by 2050, and all Metroparks are connected via non-motorized trails.

Objective 21: Increase access to the Metroparks by centering environmental justice through every transit investment.

Importance/Relevance

Access to parks and green spaces should be a right available to everyone, regardless of income, ability, or neighborhood. Parks improve the mental, physical, and social health of community members when access is increased. Additionally, increasing access is an investment in the future of the Metroparks, as it helps to increase the number of potential stewards who will care for these natural spaces.

Near-term Actions

- Action 21.1: Partner with existing public transit agencies to develop efficient and equitable transportation to the Metroparks by 2026.
- Action 21.2: Identify locations to support public transit, including strategically placed destination/origin points by 2028.
- Action 21.3: Explore viability for public transit discounts to and from the Metroparks, including a financial impact analysis by 2028.

Metrics of Success

- Establishment of Public Transportation Service partnerships or Circulator or Commuter service in all three park districts by 2030.
- 100% of equity population zip codes within the Metroparks' five counties have access to transit service within a 10-minute walk to visiting Metroparks by 2030.
- Transit incentive programs increase visitation from community members living in equity zones by 25% by 2030.

Equity Population²⁷: High concentrations of various vulnerable groups in the region based on socioeconomic indicators of residences representing older adults, minority, transit dependent households, youth, and persons in poverty.

Objective 22: Create an internal EV transit system within the Metroparks that have the highest vehicle counts.

Importance/Relevance

Providing the opportunity for visitors to move throughout the Metroparks with zero emissions is important to promote climate-positive travel options, including emerging technologies as part of transit system design. Examples include autonomous vehicles and micro-mobility options.

Near-term Actions

- Action 22.1: Partner with existing public transit agencies to develop alternative vehicle transit opportunities for visitors to travel within the Metroparks by 2028.
- Action 22.2: Pilot circulator services at Kensington and Stony Creek Metroparks by 2028.

Metrics of Success

- Establishment of Public Transportation Service partnerships with EV transit.
- Pilot project implemented and completed.
- Infrastructure (bus stops, charging stations, and staff) available to support an internal EV transit system.

Objective 23: Explore the viability of micro-mobility modes of transportation within Metroparks.

Importance/Relevance

Micro-mobility modes like bikes and e-scooters can be helpful additions to park transportation systems, including first/last mile travel options that do not require automobiles, such as walking, bicycles, scooters, and other micro-mobility options. They provide convenient, low-impact options for visitors to travel to and within the Metroparks.

Micro-mobility²⁸: Transportation using small, low-speed vehicles such as bicycles or scooters, especially electric ones.

Near-term Actions

- Action 23.1: Conduct an assessment on the viability of micro-mobility options, including a financial analysis, including our own bike-rental facilities by 2025.
- Action 23.2: Identify other areas in the Metroparks where it could be feasible to expand our bike-rentals by 2025.
- Action 23.3: Where the Metroparks do not have bike-rental facilities, if viable, partner with e-scooters, e-bikes, and other micro-mobility vendors to provide access for a more affordable mode of transportation within the Metroparks.

Metrics for Success

- Expanded bike-rental facilities (Metroparks owned or through vendors) throughout the Metroparks by 2028.
- 10% increase in micro-mobility rentals by 2028.

GOAL 5. WASTE MANAGEMENT, RECYCLING, AND COMPOSTING

Decrease the amount of waste going to landfills by increasing efforts internally and with the public to refuse, reduce, reuse, repurpose, and recycle materials.

Themes Integrated

Waste Management & Recycling, Education, Internal Governance (purchasing policy), Partnerships

DEI Consideration

- **Awareness and Education:** Raising awareness and providing education about proper waste disposal and recycling practices. This includes providing information in multiple languages, using culturally appropriate communication methods, and considering the specific needs and preferences of diverse communities.

ABOUT GOAL 5. WASTE MANAGEMENT, RECYCLING, AND COMPOSTING

Waste management is the strategy an organization uses to dispose, reduce, reuse, and prevent waste. Recycling is the action or process of converting waste into reusable material. Waste management and recycling are crucial for maintaining clean and sustainable parks for visitor enjoyment. Parks generate large amounts of waste from visitors and daily operations. Improper waste management can negatively impact the environment, wildlife, and visitor experiences. Waste also contributes to global greenhouse gas emissions. Landfills release methane, the greenhouse gas that traps the most heat in the atmosphere²⁹. Recycling properly, or composting food and yard waste, can help to limit the amount of trash that is sent to a landfill. This ultimately lowers our carbon footprint and total greenhouse gas emissions.

The efforts of the CAP Team identified waste management as a critical goal to the Metroparks. This internal goal to the Metroparks' organization was not a theme within visitor or community responses, given their focus on regional and experiential elements of climate change and the parks. However, it was a repeated mention within the Metroparks staff focus groups, and on the staff survey where respondents were asked to list climate-related actions that they would like to see implemented and be enthused to support. Major themes of these responses were about recycling program improvements and easier-to-understand instructions, greater knowledge about waste streams and areas of action within these (e.g., paper use, single use plastics), and implementation of a composting program. These proposed actions were considered for the CAP.

Composting³⁰: A natural process to recycle organic matter, such as food scraps, leaves, or yard waste, into fertilizer that can be used in soils and gardens.

Objective 24: Increase waste diversion rates internally, including vendors, through reducing, reusing, and recycling.

Importance/Relevance

Reducing and reusing are the most important steps to scale back our carbon footprint as it relates to waste management. The Metroparks must create a baseline of waste rates to show progress. Actions start from understanding the baseline, reducing, reusing, and lastly, recycling.

Near-term Actions

- Action 24.1: Determine current levels of waste as a baseline by year-end 2024, and provide options for reduction with potential financial impacts.
- Action 24.2: Educate and/or share resources with staff on waste management strategies and solicit suggestions to get input across levels and departments by 2025.
- Action 24.3: Reduce dependency on single use products:
 - a. Increase the number of water bottle filling stations in the Metroparks by 20% by 2028. Ensure that staff have reasonable access to filling stations to avoid plastic water bottle usage (e.g., filling station needed at Kensington boat rental) by 2028.
 - b. Reduce the purchasing of paper by 10% annually through 2028.
 - c. Adopt a plan for recycling of batteries for the Metroparks fleet of EVs, equipment, etc., by 2028.
- Action 24.4: Encourage staff to identify areas where material can be reused and work with the Metroparks' farm centers to identify best management practices and opportunities to better manage waste by 2025.
- Action 24.5: Create new recycling opportunities to reduce waste by adding recycling for aluminum by 2028.
- Action 24.6: Update purchasing policies to improve the sustainability of purchased products:
 - a. When purchasing giveaway items, consider our options. Look for items that are low waste, recycled, recyclable, or reusable such as reusable straws, made from recycled plastic, carbon neutral deliveries, etc.
 - b. By 2025, 90% of paper products purchased should be recycled paper, and/or carbon-friendly paper products.
 - c. Aligned with the purchasing policy, encourage the use of sustainable construction materials and divert 100% of demolition waste from landfills.
 - d. Revisit the Metroparks' green food packaging efforts through the Purchasing Department and update for compostable food packaging and bulk purchasing.

Metrics of Success

- Completed assessment and benchmarking of current waste and recycling.
- Vendors encouraged to use more sustainable products by sharing purchasing power, with the goal of reducing waste going to a landfill by 20% by 2028.
- Increased recycling rates. Use baselines from the 2020-2023 recycling program, with a goal of increasing recycling rates 10% every year from 2024-2028.
- Have attend or provided recycling resources/bins to at least five outreach events with our community partners by 2028 (e.g., events at Detroit Riverfront Conservancy, Detroit Zoological Society, and Detroit Parks & Recreation).
- Staff from at least two departments have attended recycling or sustainability-related conferences annually.

- Staff from at least two departments have contributed to at least five blog posts related to waste management and recycling by 2028.
- Contamination rates in recycling have been reduced by at least 10% annually.
- Landfill waste has been reduced by 20% by 2028. This is the ultimate metric of success to show the above actions are working.

Long-term Actions

- Action 24.7: Create at least one regulated composting facility in each district, to ensure composting opportunities are an asset for park operations.
- Action 24.8: Add compost bins for capturing food waste by concession areas by 2030.



MONITORING AND REVISING

This CAP is a “living document,” meaning that adjustments are expected and encouraged as the work progresses and we learn how to refine our efforts in future versions of this plan. For example, actions seen now as easily accomplishable may require more concentrated efforts than anticipated. Others seen now as large challenges may prove otherwise and thus free up capacity for a new metric of success or further work on other actions. Because this plan is wide-reaching across the breadth of the Metroparks and the benefits they provide, we may also learn along the way that actions and goals have more connections and impacts to each other than originally thought. This may mean that priorities are adjusted to account for these synergies, or ripple effects, among efforts. Finally, within the five-year timeline of this plan, changes may occur that impact the Metroparks, the region and residents they serve. We write this plan in the spirit of flexibility to our dynamic world and our current knowledge about climate change.

This has been a departments-wide, parks-wide effort, and responsibility for accomplishing goals is integrated throughout our organization. Department Heads will lead the implementation of many of these actions, while capacity-building early in the timeline will encourage all staff members to understand how this plan impacts them, and how they can assist in the implementation of appropriate actions. We will report annually and at the end of this CAP’s timeline about our achievements on each of the actions. Financial metrics and considerations will be tracked annually and considered in action updates.

The CAP will be updated every five years (e.g., 2028, 2033, 2038), aligning with planning standards set by the National Recreation and Park Association’s Commission for Accreditation of Park and Recreation Agencies (CAPRA). Similarly, to other Metroparks plans, this CAP will be continually tracked, re-evaluated, and updated in the coming years.

This is the first version of these actions, objectives, and goals and will be re-evaluated in five years. From 2023-2028, we, as an organization and park system, will work toward accomplishing our goals through a set metrics of success. This implementation strategy is important in staying accountable and confident in the success and impact of our climate goals. In 2027, a progress report and evaluation will be compiled to inform the direction of the 2028 Climate Action Plan, and to identify any changes in major areas of focus.

HOW YOU CAN BE ENGAGED

If you would like to be further engaged in the work and progress of this CAP, here are a few ideas:

- Join our email list and follow us on social media to stay updated with our progress;
- Volunteer on activities announced in relation to climate goals; and/or
- Attend Metroparks programming to learn about specific efforts in the parks, and how you can adapt/bring them into your daily life.

CLOSING

This plan serves as a “living” document to guide us as we move into an uncertain future. This set of goals, objectives, and actions will allow us to take meaningful action to combat the effects of climate change that 4.8 million Michiganders are experiencing across southeast Michigan. Collectively, we are experiencing flooding, heat waves, wind events, changes in snowfall, and other climatic shifts throughout our state that we have not seen before. This document sets forth how we will assist and strengthen existing climate action throughout the region with Metroparks-specific work.

The Metroparks protect and conserve over 25,000 acres of green space that act as essential buffers to mitigate many of the climate effects being experienced. This plan helps ensure that we continue to offer these refuges and work toward more expansive protections of our valuable resources. Currently, residents are able to visit any Metropark to escape the heat, breathe clean air, or experience wellbeing and solitude. With this plan, we hope to expand and maintain opportunities, access, and experiences for our visitors - present and future. We are committed to Michiganders and our state. The Metroparks are not alone in taking this action, as we add our efforts to those by the City of Detroit, City of Ann Arbor, University of Michigan, and the State of Michigan, among others, in setting crucial goals to alleviate and mitigate the effects of climate change. Collectively, we aim to protect and enhance our livelihoods in the face of climate uncertainties and associated effects.

As the effects of climate change evolve, so too will this plan and our responses within it. This CAP acts as a first step to ensure the Metroparks stay responsive and attentive to southeast Michigan and our visitors’ needs. The Metroparks have been beloved for generations, and this plan aims to ensure that we continue to be a safe, healthy space for our community and the resources we steward.

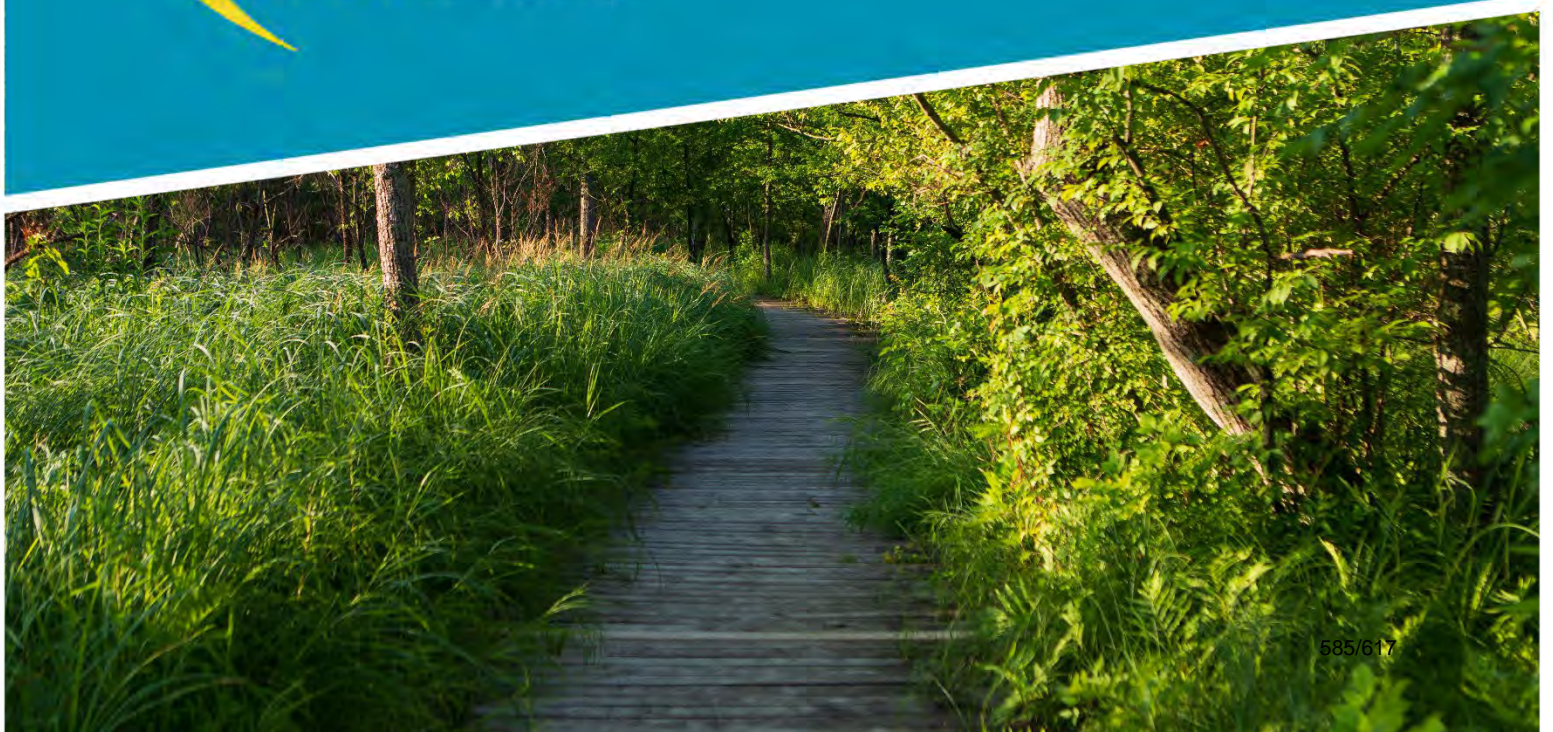
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APPENDIX A: PARK BENEFITS – THE ECOSYSTEMS SERVICES FRAMEWORK

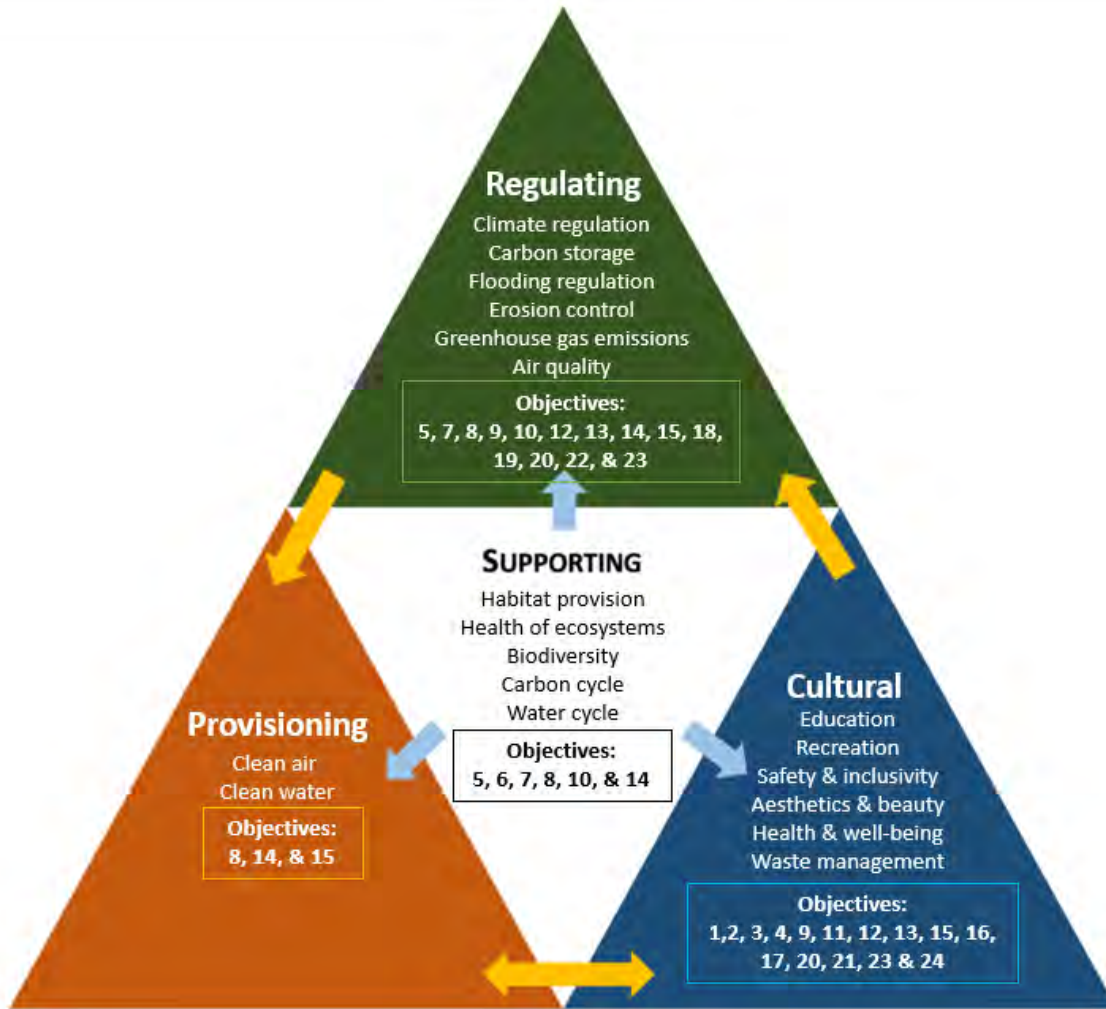


The Ecosystem Services framework is an established way of thinking about how an ecosystem, or the community of living things and their environment, benefits people¹⁸. We used this framework for checkpoints about what types of benefits are highlighted in this CAP and how the Metroparks might specifically highlight the role and continuity of parks' benefits through its climate actions. Throughout this effort, the Ecosystem Services framework provided a structure to the engagements and analyses. There are four main types of these benefits:

- **Provisioning services** are products provided to people (e.g., food, water, timber).
- **Regulating services** are benefits provided by adjusting and balancing different parts of the environment (e.g., flood control, climate regulation, pollination).
- **Cultural services** are the intangible and non-material benefits provided to people (e.g., recreation, spiritual enrichment, aesthetics/beauty, learning).
- **Supporting services** are the benefits provided that allow all the other environmental interactions and services to function (e.g., nutrient cycling, soil formation).

These services are interrelated, and interdependent. Climate change alters ecosystem services, and ultimately impacts the benefits people receive from their local and regional environments. The Ecosystem Services framework assists climate action adaptation and mitigation planning by providing guidance for planning teams to think about action across multiple areas of the environment, rather than concentrating action solely in a few parts. Using the Ecosystem Services framework throughout the Metroparks' CAP creation process resulted in a well-rounded approach to climate action in Michigan.

While all ecosystem services were represented across the five goals and 24 objectives, some were more impactful to certain ecosystem services, while others captured a wider range of the four services. The following figure illustrates the relationships between the 24 objectives and the ecosystem services to which they are related. In total, 15 objectives are working toward maintaining / enhancing cultural services, 14 objectives toward regulating services, six toward supporting services, and three toward provisioning services. The attention to all four ecosystem services shows a thoughtful and intentional approach toward the Metroparks' CAP that will continue on into future versions and adaptations.



The four ecosystem services (triangles) and their relationships (arrows) as defined by the Millennium Ecosystem Assessment. Metroparks CAP objectives and examples are detailed for each. In parks, provisioning is generally less represented and supporting examples are fewer but broader in scope. Figure adapted from Tiltonell et al. (2021)³³.

APPENDIX B:
FULL LIST OF THE 35
CLIMATE ACTION
PLANS INCLUDED IN
LITERATURE REVIEW



Southeast Michigan / Nearby (10 plans)	Park Systems (11 plans)	National Park Service (14 plans)
<p>Michigan MI Healthy Climate Plan</p> <p>Ann Arbor Living Carbon Neutrality Plan</p> <p>Detroit Climate Action Plan (2017)</p> <p>Detroit Sustainability Agenda (2019)</p> <p>Northville Sustainability Plan</p> <p>Royal Oak Sustainability and Climate Action Plan</p> <p>University of Michigan Planet Blue Campus</p> <p>Ypsilanti Climate Action Plan</p> <p>Toledo Go Green, Sustainability Plan</p> <p>Windsor Corporate Climate Action Plan</p>	<p>Forest Preserves of Cook County Sustainability & Climate Resilience Plan</p> <p>Minneapolis Recreation Board Ecological Systems Plan</p> <p>NYC Parks Sustainable Parks Plan</p> <p>Park District of Oak Park Sustainability Plan</p> <p>Pennsylvania DCNR Climate Change Adaptation and Mitigation Plan</p> <p>Schaumburg Park District Green Light Sustainability Plan</p> <p>Tacoma Metro Parks</p> <p>Three Rivers Park District Sustainability Plan</p> <p>Urbana Park District CARES Plan</p> <p>Washington State Parks Adaptation Plan</p> <p>Westerville Park District Sustainability Plan</p>	<p>Boston Harbor Islands National Recreation Area</p> <p>Channel Islands National Park</p> <p>Chesapeake & Ohio Canal National Historical Park</p> <p>Cuyahoga Valley National Park</p> <p>Delaware Water Gap National Recreation Area</p> <p>Fire Island National Seashore</p> <p>Gateway National Recreation Area</p> <p>George Washington Memorial Parkway</p> <p>Golden Gate National Recreation Area</p> <p>Harpers Ferry National Historical Park</p> <p>Lake Mead National Recreation Area</p> <p>National Capital East</p> <p>Pictured Rocks National Lakeshore</p> <p>Rock Creek Park</p>

APPENDIX C: THE 16 INITIAL CLIMATE ACTION PLAN THEMES



These themes were sourced by examining the topics in other climate plans' actions and grouping and defining them in ways meaningful to the Metroparks and the context of this CAP in particular. All 16 themes are in this CAP – five as goals and 11 as supports/connections within those goals.

- **Biodiversity:** The variety of life including animals, plants, fungi, and microorganisms in our natural world or particular habitat or ecosystem.
- **Economic Development:** Creating the conditions and activities for the improved quality of life in our surrounding communities. This includes individuals and businesses in support of their innovation, skills, and investments.
- **Education:** The process of training and developing the knowledge, skill, mind, character, etc., especially by formal and informal schooling; teaching; training.
- **Equipment:** Tangible items such as tools, machines, clothing, etc. that are needed to complete a particular job or activity.
- **Facilities/Amenities/Infrastructure:** *Facility:* Something that is built, installed, or established to serve a particular purpose. *Amenity:* Something that helps to provide comfort, convenience, or enjoyment. *Infrastructure:* Related to the critical physical structures that support park operations and visitor experiences.
- **Internal Governance:** The Metroparks' formal set of structures, communication lines, procedures, and rules.
- **Natural Resources:** Resources present in nature, including soil, vegetation, wildlife, and natural waters and wetlands.
- **Parks and Green Spaces:** *Parks:* Areas of land, either naturally or semi-naturally established for the enjoyment of visitors rest and recreation. *Green spaces:* Intentional areas of land partly or completely covered with grass, trees, shrubs, or other vegetation with the purpose of improving air quality, reduction of noise, or enhancing biodiversity.
- **Partnerships:** Coordinated and collaborative efforts between Metroparks and external agencies.
- **Public Health and Safety:** *Public health:* Provide, protect, and improve the conditions for safe access in our community. *Safety:* The condition of being protected from or unlikely to cause danger, risk, or injury.
- **Recreation:** Any activity that refreshes, satisfies, and brings enjoyment to people, in which they engage on a voluntary basis during leisure (non-work / non-obligated) time.
- **Stormwater Management:** The effort to reduce water runoff and assistance in precipitation events and water quality.
- **Sustainable Land Use:** Best management practices toward stewardship of land, water, biodiversity, and other environmental resources for current and future use.
- **Transportation:** The movement of goods and persons from place to place and the various means by which such movement is accomplished.
- **Waste Management and Recycling:** *Waste management:* the strategy an organization uses to dispose, reduce, reuse, and prevent waste. *Recycling:* The action or process of converting waste into reusable material.
- **Water Conservation:** The preservation, control, and development of water resources, both surface and groundwater, and prevention of pollution.

APPENDIX D:
SUMMARIES OF DATA
COLLECTED IN
SUPPORT OF THIS
PLAN'S
DEVELOPMENT



Summaries of the focus group and survey data gathered in support of this plan are linked on Google Drive, as well as summary notes from the individual listening sessions with Board of Commissioners' members. Descriptions of the five documents are as follows:

- Document 1 – Research overview and description of methods
- Document 2 – Brief overview of key findings, referencing major themes and data tables
- Document 3 – Results from listening sessions with Board of Commissioners' members
- Document 4 – Results from the focus groups, organized into six sections:
 - Section 1 – All attendee characteristics
 - Section 2 – Community responses overall and by Metroparks District
 - Section 3 – Metroparks staff responses
 - Section 4 – Community and staff response comparisons for key questions
 - Section 5 – Partner responses
 - Section 6 – Full data and illustrative quotes
- Document 5 – Results from the surveys, organized into three sections:
 - Section 7 – Community responses overall and by visitor status
 - Section 8 – Community responses by county of residence
 - Section 9 –Metroparks staff responses

Link:

<https://drive.google.com/drive/folders/1iDhzuAIVwVffUDfeIP1wMnxERJCC76a4>

APPENDIX E:
CURRENT
METROPARKS
ACTIONS SUPPORTING
EACH CLIMATE
ACTION PLAN GOAL



Goal 1. Education and Engagement

- Climate-related school and summer camp programming
- Education on Shoreline Restoration Project
- Educational programming on stormwater topics
- Interpretive Center Master Plans
- Kids' cottage demonstration "green" building
- Monarch wayfinding garden
- Participation in the Environmental Stewardship Program Pollinator gardens
- School and outreach programming
- Sustainability messaging in newsletter/social media
- Teacher workshops
- Wild Wednesdays and Water quality blog
- Virtual programming

Goal 2. Preservation and Conservation of Natural Resources

- Adhere to regulatory requirements and best practices for construction in floodplains
- Beach restoration, native plantings, *E. coli* study
- Best management practices with Engineering, Planning, and Natural Resources
- Big Bend Restoration
- Biodiversity Enhancement via Plugs and Seeds
- Biological research/deer herd & ecosystem management
- Buffer zones around the wetlands and creeks to help filter contaminants
- Cherry Island trail improvements
- Conversion of annual grass maze to perennial wildflower and switchgrass prairie
- Deer Herd and Ecosystem Management Program/Plan
- Green food packaging and products
- Invasive species removal
- Kids cottage demonstrating "green" building
- Livestock management practices
- Managing everyday waste streams of trash, metal, tires, wood, concrete, etc.
- Managing hazardous waste in the parks and ensure proper disposal
- Memorial tree program
- Michigan Agricultural Environmental Assurances Program reverification
- Monarch wayfinding gardens
- Mowing reduction program
- Native plants in ornamental building plantings
- NOAA Feasibility Dam Removal Study
- Participation in the Environmental Stewardship Program
- Pet waste stations
- Pilot project SEMCOG EV Infrastructure Grant
- Pollinator gardens
- Pond water temperature monitoring
- Prescribed Fire
- Proper chemical and fertilizer selections as well as reduced usage where applicable
- Proper storage of equipment and materials in the parks to avoid contamination
- Rinse/load pads for spray equipment
- Savanna Ecosystem restoration
- Seasonal closures of lower use areas to reduce plowing and salting
- Shoreline softening

- Sustainable sugar bush management plan
- Utilizing Integrated Pest Management for monitoring and action thresholds
- Vegetation surveys
- Wellhead protection

Goal 3. Water Quality

- Adhere to regulatory requirements and best practices for construction in floodplains
- Adhere to current regulatory requirements and best management practices for stormwater
- Beach restoration, native plantings, *E. coli* study
- Being mindful of salt usage in parks
- Big Bend restoration
- Buffer zones around the wetlands and creeks to help filter contaminants
- Educational programming on stormwater topics
- GLRI Nonpoint source run-off
- Incorporating stormwater best management practices into designs
- Management of irrigation systems and water usage
- NOAA Feasibility Dam Removal Study
- Parking lot bioswales
- Pond water temperature monitoring
- Proper storage of equipment and materials in the parks to avoid contamination
- Proper chemical and fertilizer selections and reduced usage where applicable
- Rain barrels
- Replace hot water heaters with on demand heaters
- Seasonal closures of lower use areas to reduce plowing and salting
- Shoreline softening
- Well designed and well places equipment wash stations
- Wellhead protection

Goal 4. Transportation

- Bike repair centers (amenities to promote biking)
- Conducting meetings via Teams/Zoom
- Consolidating trips to parks
- MDOT recycled asphalt products standards
- Percentage of recycled pavement material in asphalt mixes for roadway and hike-bike trails
- Pilot transit initiative with SMART
- Pilot project E-Fleet DTE program
- Pilot project SEMCOG EV Infrastructure Grant
- Reduced idling of park equipment and vehicles
- Regional non-motorized connections
- Transit access (LSC/SMART)
- Transitioning from fuel to electric golf carts at Huron Meadows (Indian Springs 2023/2024)
- Working remote when possible

Goal 5. Waste Management, Recycling, and Composting

- Animal waste composter
- Coordinate efforts with peers and local agencies
- Ecolab for chemical distribution; reducing plastic bottles and large non-recyclable drums
- Green food packaging and products
- Livestock management program
- Managing everyday waste streams of trash, metal, tires, wood, concrete, etc.
- Managing hazardous waste in the parks and ensure proper disposal
- MDOT recycle asphalt products standards
- Percentage of recycled pavement material in asphalt mixes for roadway and hike-bike trails
- Recycling program for waste oil and oil filters
- Recycle toner and used ink cartridges
- Recycle bins for plastic bottles
- Recycling program for lightbulbs, electronics, aerosol cans, paint cans
- Recycling program for all batteries
- Replace hot water heaters with on demand heaters
- Rinse/load pads for spray equipment
- Use trash bags that are made with the highest amount of recycled plastic
- Used tires sent to recycling plant





To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: September Financial Review
Date: October 6, 2023

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the September 2023 Financial Review report as recommended by Chief of Finance, Shedreka Miller.

Attachment: September Financial Review



HURON-CLINTON METROPARKS SEPTEMBER FINANCIAL RECAP

OCTOBER 2023

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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



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EXECUTIVE SUMMARY

SEPTEMBER 2023 FINANCIAL RESULTS

For the month of September 2023, operating revenue increased by \$370,548 or 19.6% and vehicle entries increased 3.7% in comparison to 2022. The year-to-date park operating revenue of \$22.4 million is \$831,794 higher compared to 2022 and \$4.5 million higher compared to the 5-year average. Interest revenue in administrative revenue is \$540,303 higher than last September.

Tolling increased for daily sales and decreased for annual sales in comparison to 2022. September daily permit sales are 4.5% higher than 2022. September annual permit sales are 20% lower than 2022. Year-to-date tolling revenue is \$178,182 or 2% lower than 2022 figures.

Tolling and golf are the largest contributors to operating park revenue in September 2023. Combined, tolling and golf made up 80% of park operating revenue. Tolling generated \$638,870 and golf added an additional \$1.1 million. All other park operating activities produced over \$463,500.

Overall, year-to-date general fund expenditures are up \$5.9 million or 13.0% compared to 2022.

The Metroparks implemented a graduated summer bonus for seasonal employees again this year. Year-to-date, seasonal employees have earned over \$563,000 in bonus funds.

In summary, the Metroparks continue to be well positioned financially. Revenues remain strong, are higher than the 5-year average, and expenditures remain within planned budgets.



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 is the single largest source of revenue for the Metroparks.

At the end of September, total tax revenue recognized by Metroparks increase from 2022 by \$1.8 million, State reimbursements for lost personal property tax revenue is budgeted at \$639,000. These funds have not yet been received but are expected.

Interest rates continue to significantly increase, which has resulted in higher interest income. We have already exceeded the original budget of \$100,000 by 500%.

The annual auction of surplus equipment and materials is planned for November using the on-line platform. We fully expect to hit budget target for both the sale of capital assets and the miscellaneous revenue associated with this event.



PARK OPERATING REVENUE

BY ACTIVITY

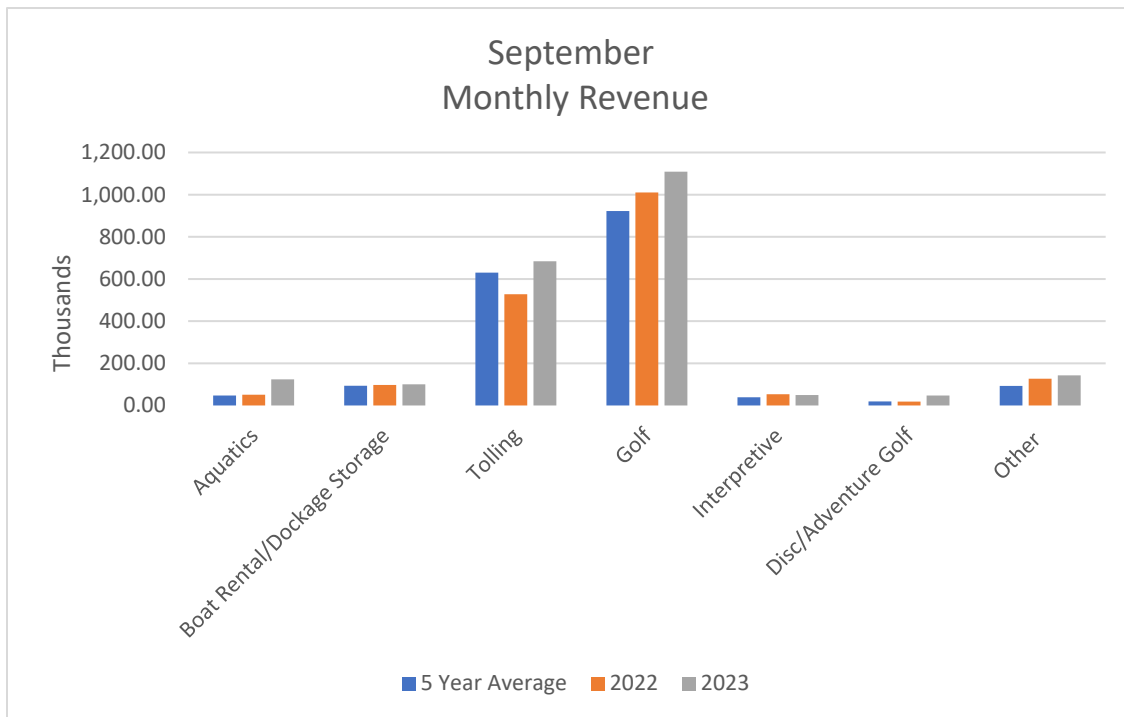
The parks generated \$2.25 million in revenue during September 2023 compared to \$1.8 million in 2022. The 5-year average for operating revenue is \$1.8 million.

September park operating revenue increased \$370,548 or 19.7% compared to 2022 and increased \$411,717 or 22.3% compared to the 5-year average.



Breaking down park operating revenue by the activity, the most significant source of revenue is golf. The \$1.1 million generated was higher than 2022 by \$98,444 or 9.7% and higher by the 5-year average by \$186,646 or 20.2%.

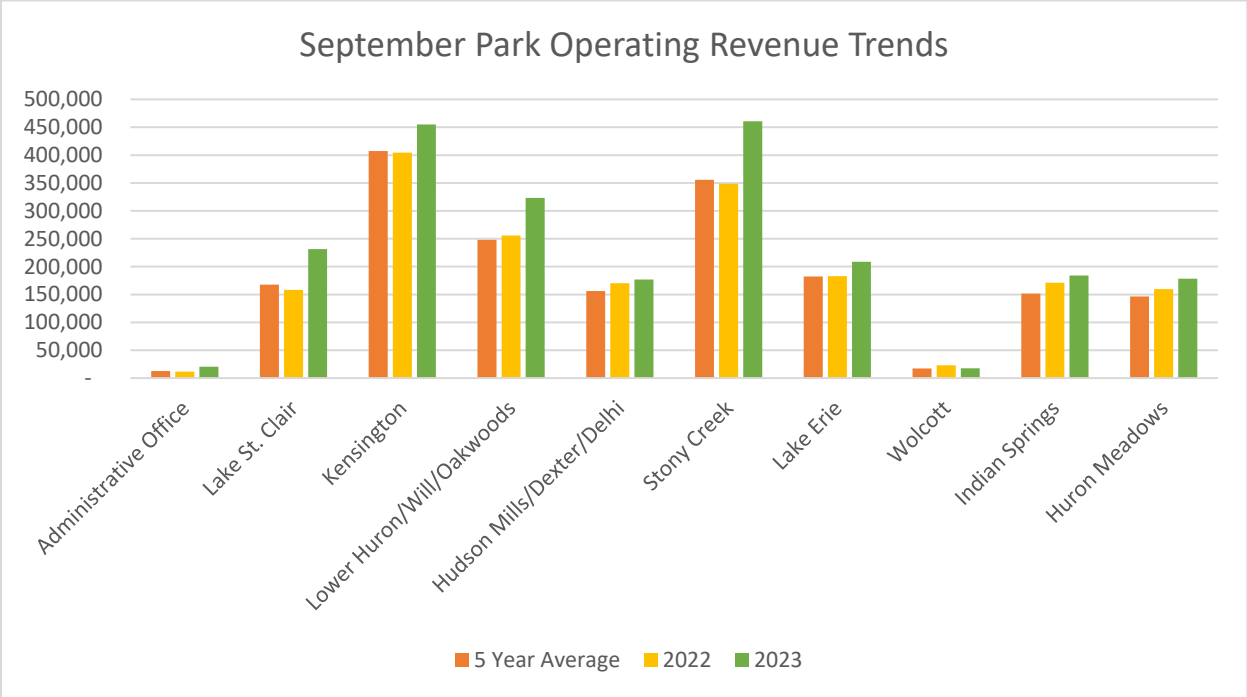
The tolling and other categories were the second and third largest sources of operating revenue for the month. The other category consists of special events, camping, shelter reservations, facility rentals, and any additional leases/rentals. Tolling revenue was \$155,859 or 30% higher than 2022 and \$102,410 or 16% lower than the 5-year average. Other operating revenue was \$15,915 or 12% higher than 2022 and \$49,907 or 54% higher than the 5-year average.



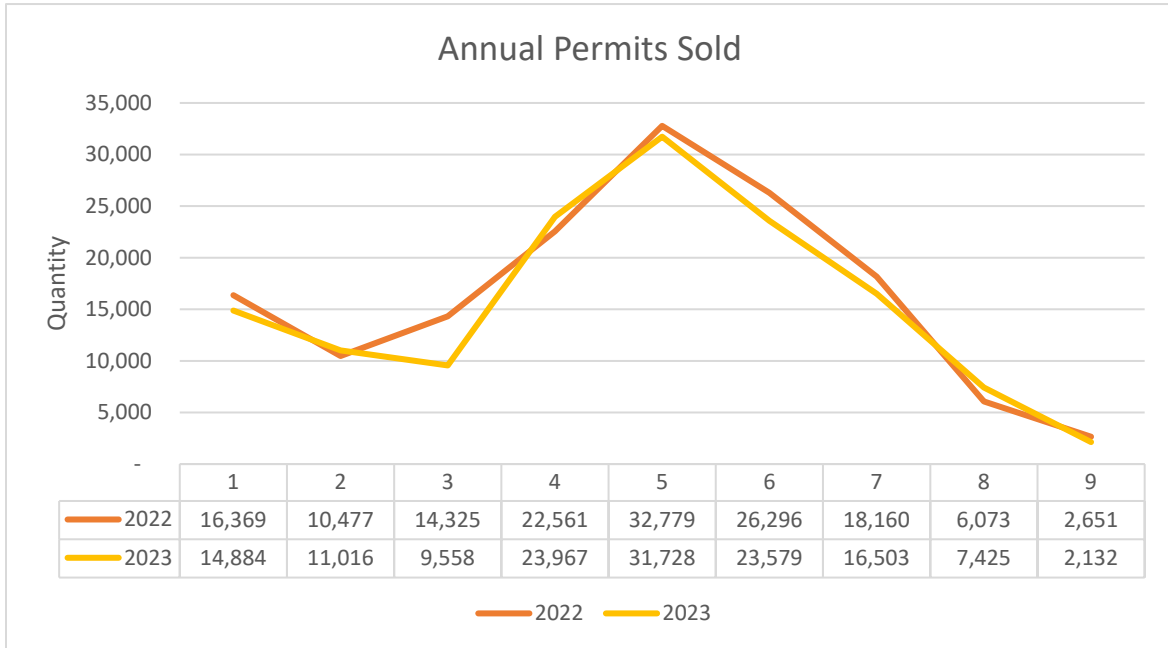
BY LOCATION

September 2023 operating revenue in total increased compared to September 2022 by \$370,548 or 19.6% and increased compared to the 5-year average by \$410,717 or 22.3%. Kensington, Stony Creek, and Lower Huron/Willow/Oakwoods generated the most revenue for September 2023. September operating revenue for Kensington, Stony Creek, and Lower Huron/Willow/Oakwoods was \$454,978, \$460,611, and \$323,226.

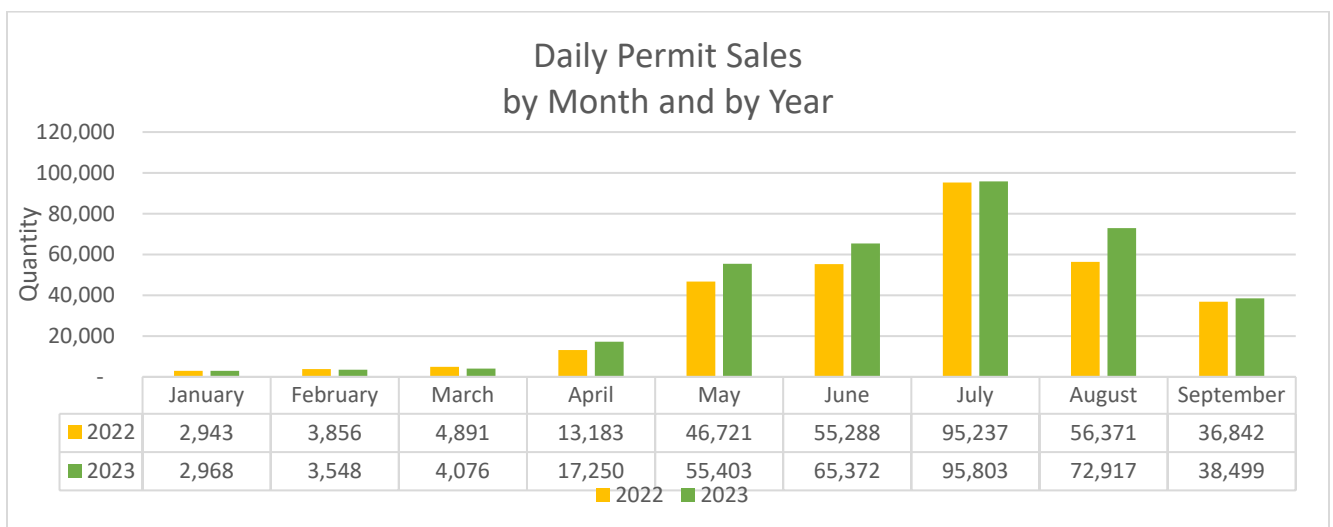
In the chart below, the variance between 2023 and 2022 figures range between an increase of \$112,053 and a decrease of \$5,660. The variance between 2023 and the 5-year average ranges between an increase of \$407,191 and an increase of 12,732. The changes are reflected in the chart below:



The following charts graphically represent the trends and shifts in annual and daily permit sales. Year-to-date annual permit sales for 2023 are down 5.94% from 2022. Annual permit sales for September 2023 decreased 6.0% compared to 2022.

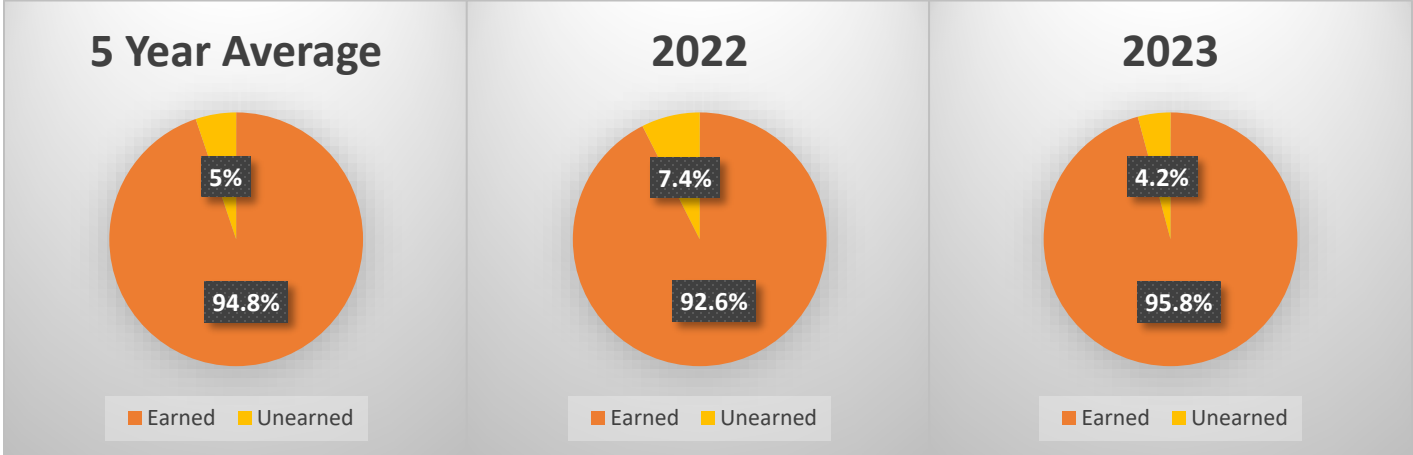


Daily permit sales in September increased 4.5% compared to 2022.



Considering year-to-date revenue, the \$22.4 million generated in \$831,793 higher than the 2022 and \$2.7 million higher than the 5-year average.

The pie charts below reflect the revenue earned at the end of September compared to the budgeted revenue not yet earned.



At the end of September 2023, we have generated 95.8% of budgeted operating revenue earned. We were around 92.6% and 94.8% for 2022 and the 5-year average.

EXPENDITURES

ADMINISTRATIVE OFFICE

Overall, year-to-date Administrative Office expenditures are ahead of 2022 by \$4.4 million or 58%. \$4.0 million of this increase is related to the naming rights of Ralph Wilson Park.

MAJOR MAINTENANCE AND CAPITAL

Approximately 93% percent of planned capital equipment and land acquisition purchases have been either paid for or encumbered. Payments during the month of September totaled \$183,581 or 3.7% of the budget.

As of the end of September, 58% of major maintenance projects have been either received or contracted for. September payments for major maintenance totaled 15,569 or 0.4% of the annual major maintenance budget.

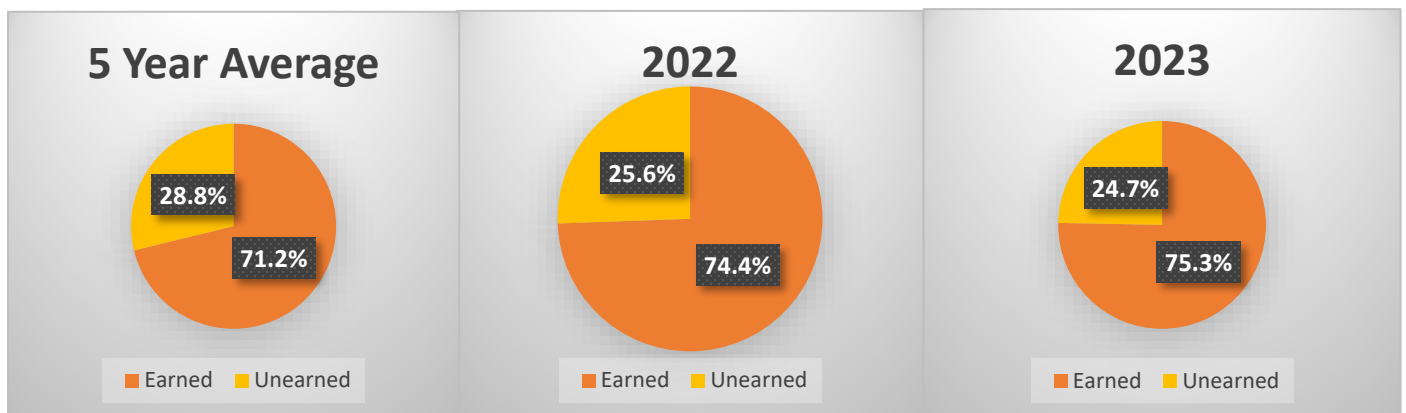
PARK OPERATIONS

Overall, year-to-date park operation expenditures are \$1.1 million or 4.0% higher than the 2022 year-to-date level. Approximately \$418,823 or 36% of this variance is related to wage/benefits.

Looking at individual parks for the month of September, the variance in operating expenditures between 2023 and 2022 ranges between an increase of \$101,153 and a decrease of \$48,886.



At the end of September, we have used 75.3% of the annual budget, the amount was 74.4% for 2022 and 71.2% for the 5-year average.



HURON-CLINTON METROPARKS MONTHLY STATISTICS

September, 2023

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	55,392	47,950	51,268	8%	\$ 154,914	\$ 104,316	\$ 92,741	67%
Wolcott Mill	4,275	3,465	3,967	8%	\$ 6,540	\$ 1,337	\$ 2,367	176%
Stony Creek	67,931	57,692	64,659	5%	\$ 175,038	\$ 117,149	\$ 115,453	52%
Indian Springs	10,551	10,260	11,197	-6%	\$ 15,517	\$ 14,543	\$ 15,440	0%
Kensington	74,702	77,800	84,522	-12%	\$ 155,678	\$ 145,454	\$ 152,174	2%
Huron Meadows	11,111	10,832	12,763	-13%	\$ 1,615	\$ 7,113	\$ 5,573	-71%
Hudson Mills	21,009	22,038	26,736	-21%	\$ 34,382	\$ 25,605	\$ 37,900	-9%
Lower Huron/Willow/Oakwoods	51,519	55,702	63,993	-19%	\$ 98,518	\$ 80,851	\$ 72,562	36%
Lake Erie	21,304	20,646	21,700	-2%	\$ 36,370	\$ 23,537	\$ 24,654	48%
Monthly TOTALS	317,794	306,385	340,807	-7%	\$ 678,572	\$ 519,905	\$ 518,863	31%

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	419,196	493,321	474,937	-12%	\$ 1,852,360	\$ 1,914,808	\$ 1,889,589	-2%
Wolcott Mill	37,767	37,727	31,329	21%	\$ 39,137	\$ 34,566	\$ 26,187	49%
Stony Creek	554,094	502,152	592,250	-6%	\$ 2,287,438	\$ 2,291,284	\$ 2,573,956	-11%
Indian Springs	81,456	81,598	88,146	-8%	\$ 306,863	\$ 321,745	\$ 329,715	-7%
Kensington	665,424	649,939	720,741	-8%	\$ 2,583,000	\$ 2,626,714	\$ 2,811,860	-8%
Huron Meadows	89,019	89,780	95,106	-6%	\$ 46,244	\$ 68,358	\$ 53,394	-13%
Hudson Mills	184,493	188,120	216,405	-15%	\$ 456,031	\$ 518,874	\$ 560,585	-19%
Lower Huron/Willow/Oakwoods	450,060	449,128	476,967	-6%	\$ 1,007,075	\$ 978,327	\$ 881,419	14%
Lake Erie	170,235	174,378	186,634	-9%	\$ 492,318	\$ 493,424	\$ 538,248	-9%
Monthly TOTALS	2,651,744	2,666,143	2,882,515	-8%	\$ 9,070,466	\$ 9,248,100	\$ 9,664,954	-6%

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	\$ 223,656	\$ 153,054	\$ 138,395	62%	\$ 2,709,037	\$ 2,763,136	\$ 2,579,578	5%
Wolcott Mill	\$ 14,323	\$ 12,211	\$ 9,569	50%	\$ 92,420	\$ 96,213	\$ 96,672	-4%
Stony Creek	\$ 431,037	\$ 353,866	\$ 369,942	17%	\$ 4,636,978	\$ 4,435,039	\$ 4,658,280	0%
Indian Springs	\$ 177,340	\$ 165,452	\$ 164,673	8%	\$ 1,568,265	\$ 1,507,740	\$ 1,369,038	15%
Kensington	\$ 462,046	\$ 400,107	\$ 413,089	12%	\$ 5,062,445	\$ 5,026,866	\$ 5,031,304	1%
Huron Meadows	\$ 176,998	\$ 159,666	\$ 164,674	7%	\$ 1,361,466	\$ 1,226,117	\$ 1,112,492	22%
Hudson Mills	\$ 175,237	\$ 170,336	\$ 180,504	-3%	\$ 1,446,863	\$ 1,398,412	\$ 1,375,376	5%
Lower Huron/Willow/Oakwoods	\$ 322,879	\$ 253,292	\$ 240,329	34%	\$ 2,925,783	\$ 2,598,586	\$ 2,170,662	35%
Lake Erie	\$ 208,432	\$ 179,370	\$ 184,027	13%	\$ 1,705,573	\$ 1,602,481	\$ 1,602,445	6%
Y-T-D TOTALS	\$ 2,191,948	\$ 1,847,354	\$ 1,865,203	18%	\$ 21,508,831	\$ 20,654,590	\$ 19,995,847	8%

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	1,011,057	1,033,200	1,098,516	-8%	7,438,436	7,294,388	7,334,530	1%
Western	1,020,392	1,009,437	1,120,398	-9%	9,439,039	9,159,135	8,888,210	6%
Southern	620,295	623,506	663,601	-7%	4,631,356	4,201,067	3,773,107	23%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

September, 2023

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	5,943	5,002	5,348	11%	\$ 191,999	\$ 144,185	\$ 171,419	12%
Indian Springs	5,018	4,728	4,783	5%	\$ 152,588	\$ 146,399	\$ 146,439	4%
Kensington	5,615	5,361	5,583	1%	\$ 183,911	\$ 178,071	\$ 181,329	1%
Huron Meadows	5,480	4,586	4,941	11%	\$ 174,983	\$ 152,203	\$ 158,792	10%
Hudson Mills	4,164	3,878	4,251	-2%	\$ 117,165	\$ 99,158	\$ 106,531	10%
Willow	4,633	4,249	4,532	2%	\$ 137,516	\$ 109,606	\$ 126,885	8%
Lake Erie	4,504	4,316	4,565	-1%	\$ 134,491	\$ 129,216	\$ 133,819	1%
Total Regulation	35,357	32,120	34,002	4%	\$ 1,092,653	\$ 958,838	\$ 1,025,213	7%
LSC Par 3	728	762	929	-22%	\$ 7,752	\$ 6,738	\$ 7,467	4%
LSC Foot Golf	34	51	74	-54%	\$ 286	\$ 414	\$ 584	-51%
Total Golf	36,119	32,933	35,005	3%	\$ 1,100,691	\$ 965,990	\$ 1,033,264	7%

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	39,050	34,910	33,582	16%	\$ 1,362,506	\$ 1,191,752	\$ 1,134,346	20%
Indian Springs	33,916	33,438	30,381	12%	\$ 1,187,945	\$ 1,082,009	\$ 953,477	25%
Kensington	38,107	36,198	35,056	9%	\$ 1,298,029	\$ 1,209,997	\$ 1,142,236	14%
Huron Meadows	37,765	33,071	30,869	22%	\$ 1,277,747	\$ 1,087,589	\$ 1,005,297	27%
Hudson Mills	31,080	27,436	26,429	18%	\$ 853,596	\$ 736,603	\$ 685,477	25%
Willow	29,838	27,684	26,706	12%	\$ 944,534	\$ 771,612	\$ 774,089	22%
Lake Erie	32,080	30,644	29,422	9%	\$ 994,623	\$ 891,844	\$ 849,058	17%
Total Regulation	241,836	223,381	212,445	14%	\$ 7,918,980	\$ 6,971,405	\$ 6,543,979	21%
LSC Par 3	6,176	5,409	6,014	3%	\$ 46,626	\$ 47,924	\$ 50,672	-8%
LSC Foot Golf	341	523	616	-45%	\$ 2,367	\$ 4,455	\$ 4,907	-52%
Total Golf	248,353	229,313	219,075	13%	\$ 7,967,973	\$ 7,023,784	\$ 6,599,558	21%

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	4,374	1,734	1,538	184%	\$ 22,719	\$ 8,864	\$ 7,509	203%
Stony Creek Rip Slide	1,582	689	463	242%	\$ 8,584	\$ 3,954	\$ 2,725	215%
KMP Splash	3,068	1,348	1,681	83%	\$ 20,877	\$ 9,082	\$ 9,993	109%
Lower Huron	5,604	2,611	1,800	211%	\$ 65,298	\$ 25,908	\$ 18,174	259%
Willow	1,404	409	477	194%	\$ 6,600	\$ 2,078	\$ 2,330	183%
Lake Erie	0	0	0	-	\$ -	\$ -	\$ -	-
TOTALS	16,032	6,791	5,959	169%	\$ 124,078	\$ 49,886	\$ 40,731	205%

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	53,048	56,601	39,560	34%	\$ 274,482	\$ 279,492	\$ 188,287	46%
Stony Creek Rip Slide	20,280	22,678	17,122	18%	\$ 116,988	\$ 131,606	\$ 97,077	21%
KMP Splash	39,057	39,568	43,780	-11%	\$ 269,732	\$ 263,987	\$ 251,915	7%
Lower Huron	59,592	51,437	28,616	108%	\$ 689,988	\$ 512,378	\$ 282,039	145%
Willow	16,879	22,148	17,501	-4%	\$ 101,751	\$ 103,755	\$ 78,809	29%
Lake Erie	0	0	0	-	\$ -	\$ -	\$ 25	-
TOTALS	188,856	192,432	146,579	29%	\$ 1,452,941	\$ 1,291,218	\$ 898,151	62%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

September, 2023

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	3	2	3	13%	\$ 3,800	\$ 5,600	\$ 5,842	-35%
Shelters	6	19	13	-54%	\$ 2,435	\$ 6,540	\$ 4,472	-46%
Boat Launches	693	297	444	56%	\$ -	\$ -	\$ -	-
Marina	560	486	372	50%	\$ 3,979	\$ 2,994	\$ 2,925	36%
Mini-Golf	1,005	775	1,059	-5%	\$ 4,585	\$ 3,477	\$ 4,814	-5%
Wolcott								
Activity Center	0	3	2	-	\$ 500	\$ -	\$ 617	-19%
Stony Creek								
Disc Golf Daily	1,329	1,386	1,855	-28%	\$ 4,268	\$ 4,158	\$ 5,978	-29%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ -	-
Total Disc Golf	1,329	1,386	1,855	-28%	\$ 4,268	\$ 4,158	\$ 5,978	-29%
Shelters	72	0	18	300%	\$ 3,938	\$ 5,433	\$ 5,849	-33%
Boat Rental	128	1,061	1,862	-93%	\$ 15,434	\$ 9,997	\$ 19,174	-20%
Boat Launches	27	17	79	-66%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	3	1	1	200%	\$ 400	\$ 325	\$ 208	92%
Event Room	3	1	1	350%	\$ 8,400	\$ 2,900	\$ 1,933	334%
Kensington								
Disc Golf Daily	1,796	2,198	2,705	-34%	\$ 5,729	\$ 6,334	\$ 8,028	-29%
Disc Golf Annual	1	0	0	200%	\$ 40	\$ -	\$ 20	100%
Total Disc Golf	1,797	2,198	2,705	-34%	\$ 5,769	\$ 6,334	\$ 8,048	-28%
Shelters	24	23	33	-27%	\$ 5,225	\$ 5,045	\$ 6,652	-21%
Boat Rental	882	795	1,576	-44%	\$ 15,734	\$ 13,556	\$ 23,692	-34%
Huron Meadows								
Shelters	2	2	2	0%	\$ 400	\$ 400	\$ 333	20%
Hudson Mills								
Disc Golf Daily	635	581	740	-14%	\$ 1,905	\$ 1,743	\$ 2,221	-14%
Disc Golf Annual	0	0	1	-	\$ -	\$ -	\$ 40	-
Total Disc Golf	635	581	741	-14%	\$ 1,905	\$ 1,743	\$ 2,261	-16%
Shelters	7	12	12	-40%	\$ 800	\$ 2,200	\$ 2,100	-62%
Canoe Rental	0	1,011	1,316	-	\$ -	\$ 38,149	\$ 29,139	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	119	198	312	-62%	\$ 357	\$ 594	\$ 935	-62%
Disc Golf Annual	1	0	0	-	\$ 40	\$ -	\$ -	-
Total Disc Golf	120	198	312	-61%	\$ 397	\$ 594	\$ 935	-58%
Shelters	17	20	18	-4%	\$ 3,075	\$ 2,600	\$ 3,150	-2%
Lake Erie								
Shelters	1	2	1	-25%	\$ (100)	\$ 400	\$ 267	-138%
Boat Launches	1,585	1,341	1,339	18%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 32,798	\$ 22,065	\$ 23,383	40%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

September, 2023

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	33	33	29	15%	\$ 41,900	\$ 75,300	\$ 55,975	-25%
Shelters	360	403	376	-4%	\$ 96,035	\$ 104,974	\$ 88,146	9%
Boat Launches	5,389	2,937	6,491	-17%	\$ -	\$ -	\$ -	-
Marina	2,736	2,754	1,955	40%	\$ 23,199	\$ 21,737	\$ 19,694	18%
Mini-Golf	8,658	10,052	8,984	-4%	\$ 52,135	\$ 46,789	\$ 41,015	27%
Wolcott								
Activity Center	0	8	15	-	\$ 250	\$ 4,380	\$ 7,102	-96%
Stony Creek								
Disc Golf Daily	7,541	11,419	13,500	-44%	\$ 25,436	\$ 38,144	\$ 45,219	-44%
Disc Annual	108	124	96	12%	\$ 6,460	\$ 7,286	\$ 5,655	14%
Total Disc Golf	7,649	11,543	13,596	-44%	\$ 31,896	\$ 45,430	\$ 50,874	-37%
Shelters	508	460	457	11%	\$ 103,591	\$ 108,621	\$ 104,426	-1%
Boat Rental	6,017	102,651	51,358	-88%	\$ 145,830	\$ 169,879	\$ 234,972	-38%
Boat Launches	423	382	605	-30%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	85	101	79	8%	\$ 10,350	\$ 13,950	\$ 10,459	-1%
Event Room	19	29	26	-27%	\$ 54,300	\$ 79,650	\$ 65,217	-17%
Kensington								
Disc Golf Daily	17,421	18,793	22,703	-23%	\$ 57,148	\$ 61,770	\$ 75,837	-25%
Disc Annual	260	235	252	3%	\$ 15,140	\$ 13,860	\$ 14,793	2%
Total Disc Golf	17,681	19,028	22,955	-23%	\$ 72,288	\$ 75,630	\$ 90,630	-20%
Shelters	501	473	520	-4%	\$ 108,788	\$ 103,945	\$ 110,168	-1%
Boat Rental	11,233	11,107	16,788	-33%	\$ 199,662	\$ 193,411	\$ 245,311	-19%
Huron Meadows								
Shelters	49	50	48	2%	\$ 6,400	\$ 9,600	\$ 8,383	-24%
Hudson Mills								
Disc Golf Daily	6,487	6,570	7,376	-12%	\$ 19,461	\$ 19,710	\$ 22,129	-12%
Disc Annual	140	118	126	11%	\$ 8,360	\$ 6,880	\$ 7,367	13%
Total Disc Golf	6,627	6,688	7,502	-12%	\$ 27,821	\$ 26,590	\$ 29,496	-6%
Shelters	162	181	135	20%	\$ 21,300	\$ 32,100	\$ 23,633	-10%
Canoe Rental	0	11,904	11,983	-	\$ -	\$ 55,272	\$ 56,674	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	839	1,023	1,442	-42%	\$ 2,130	\$ 3,369	\$ 4,427	-52%
Disc Annual	16	10	8	92%	\$ 900	\$ 540	\$ 460	96%
Total Disc Golf	855	1,033	1,450	-41%	\$ 3,030	\$ 3,909	\$ 4,887	-38%
Shelters	412	373	350	18%	\$ 88,980	\$ 84,775	\$ 70,758	26%
Lake Erie								
Shelters	55	52	62	-11%	\$ 10,950	\$ 10,600	\$ 13,017	-16%
Boat Launches	16,015	13,127	13,756	16%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 201,039	\$ 196,638	\$ 201,281	0%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

September, 2023

INTERPRETIVE FACILITIES								
PARK	Monthly Patrons Served				YTD Patrons Served			
	<i>(total program participants and non-program visitors)</i>				<i>(total program participants and non-program visitors)</i>			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	12,455	10,558	11,772	6%	133,932	118,734	124,811	7%
Wolcott Mill	6,426	1,673	4,359	47%	31,905	13,158	28,715	11%
Wolcott Farm	4,725	3,835	4,337	9%	51,463	38,735	43,759	18%
Stony Creek	16,478	16,295	18,560	-11%	130,874	129,158	144,574	-9%
Eastern Mobile Center	3,021	356	1,484	104%	13,426	14,419	10,573	27%
Indian Springs	4,546	5,782	5,079	-11%	41,744	43,750	41,284	1%
Kens NC	23,690	22,320	24,012	-1%	242,951	243,211	257,327	-6%
Kens Farm	18,060	16,077	18,303	-1%	186,868	200,075	193,965	-4%
Western Mobile Center	1,017	661	950	7%	8,734	7,160	6,571	33%
Hudson Mills	3,632	3,601	3,594	1%	33,025	31,958	31,096	6%
Oakwoods	14,450	14,884	13,630	6%	121,342	117,766	116,695	4%
Lake Erie	19,004	16,888	16,721	14%	134,251	130,768	136,693	-2%
Southern Mobile Center	1,762	1,218	1,405	25%	15,981	14,037	11,948	34%
Totals	129,266	114,148	124,208	4%	1,146,496	1,102,929	1,148,012	0%

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	\$ 788	\$ 1,609	\$ 1,421	-45%	\$ 35,223	\$ 6,098	\$ 11,973	194%
Wolcott Mill	\$ -	\$ 954	\$ 438	-	\$ 1,828	\$ 4,467	\$ 3,232	-43%
Wolcott Farm	\$ 3,176	\$ 517	\$ 1,140	179%	\$ 22,018	\$ 8,074	\$ 23,804	-8%
Wagon Rides	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
Livestock/Produce	\$ 2,212	\$ 766	\$ 1,389	59%	\$ 26,941	\$ 36,398	\$ 35,449	-24%
FARM TOTAL	\$ 5,388	\$ 1,283	\$ 2,529	113%	\$ 48,959	\$ 44,472	\$ 59,254	-17%
Stony Creek	\$ 411	\$ 800	\$ 926	-56%	\$ 10,395	\$ 4,704	\$ 8,331	25%
Eastern Mobile Center	\$ 300	\$ 250	\$ 308	-3%	\$ 12,077	\$ 1,650	\$ 4,809	151%
Indian Springs	\$ 436	\$ 587	\$ 744	-41%	\$ 8,803	\$ 4,341	\$ 9,850	-11%
Kens NC	\$ 4,689	\$ 1,913	\$ 1,502	212%	\$ 33,466	\$ 9,963	\$ 14,258	135%
Kens Farm	\$ 3,407	\$ 4,760	\$ 4,015	-15%	\$ 45,355	\$ 31,123	\$ 33,040	37%
Wagon Rides	\$ 1,919	\$ 3,403	\$ 2,601	-26%	\$ 11,359	\$ 5,499	\$ 8,547	33%
Livestock/Produce	\$ 3,200	\$ 3,963	\$ 2,267	41%	\$ 6,714	\$ 7,444	\$ 5,618	20%
FARM TOTAL	\$ 8,525	\$ 12,126	\$ 8,883	-4%	\$ 63,428	\$ 44,066	\$ 47,205	34%
Western Mobile Center	\$ 1,748	\$ 597	\$ 866	102%	\$ 10,590	\$ 3,071	\$ 8,676	22%
Hudson Mills	\$ 412	\$ 135	\$ 445	-7%	\$ 18,155	\$ 7,560	\$ 6,934	162%
Oakwoods	\$ 1,092	\$ 906	\$ 789	38%	\$ 6,295	\$ 4,268	\$ 7,800	-19%
Lake Erie	\$ 4,785	\$ 1,194	\$ 1,907	151%	\$ 11,927	\$ 4,117	\$ 5,679	110%
Southern Mobile Center	\$ 675	\$ -	\$ 400	69%	\$ 8,163	\$ -	\$ 5,794	41%
Totals	\$ 29,249	\$ 22,353	\$ 21,158	38%	\$ 269,309	\$ 138,777	\$ 193,794	39%

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	21	893	17	488	4	305	-	-
Wolcott Mill	-	-	1	16	-	-	-	-
Wolcott Farm	15	273	13	318	1	30	1	40
Stony Creek	28	421	25	259	-	57	-	36
Eastern Mobile Center					6	3,021	10	356
Indian Springs	6	301	6	286	-	-	-	-
Kens NC	43	1,028	6	144	-	-	-	-
Kens Farm	70	711	75	732	-	-	-	-
Western Mobile Center					15	1,017	2	661
Hudson Mills	5	132	7	101	-	-	-	-
Oakwoods	13	198	15	213	5	465	1	26
Lake Erie	27	3,738	47	1,839	1	36	1	24
Southern Mobile Center					33	1,762	27	1,218
Totals	228	7,695	212	4,396	65	6,693	42	2,361

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	11,257	10,070
Wolcott Mill	6,426	1,657
Wolcott Farm	4,422	3,477
Stony Creek	16,000	16,000
Indian Springs	4,245	5,496
Kens NC	22,662	22,176
Kens Farm	17,349	15,345
Hudson Mills	3,500	3,500
Oakwoods	13,787	14,645
Lake Erie	15,230	15,025
Totals	114,878	107,391

"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.