

AGENDA
Huron-Clinton Metropolitan Authority
Board of Commissioners Work Session
December 8, 2022 – 11:00 a.m.

[Administrative Office and via Zoom \(for the public\)](#)

<https://us02web.zoom.us/j/81779689629?pwd=cEZPSmV5QmszSGlkZ3ZxdWVtSjNiQT09>

Meeting ID: 817 7968 9629 / **Passcode:** 869156

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

- 1. Call to Order**

- 2. Chairperson Statement**

- 3. Speaker Introduction**
Artina Carter, Chief of Diversity, Equity and Inclusion

- 4. Keynote Address**
Ellen Ochoa, history-making astronaut, and former director of the Johnson Space Center
 - a. Questions and Answers – Board of Commissioners**

- 5. Public Participation**

- 6. Motion to Adjourn**

PUBLIC HEARING – 2023 Budget

Huron-Clinton Metropolitan Authority
Board of Commissioners Meeting
December 8, 2022 – 12:30 p.m.

Administrative Office and via Zoom (for the public)

<https://us02web.zoom.us/j/88520055982?pwd=cnUzK0FpM3Q1NmhOMHYrb0tKUFdLQT09>

Meeting ID: 885 2005 5982 / **Passcode:** HCMA2022

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

1. Motion to Open Public Hearing
2. Chairperson Statement
3. Detroit Riverfront Conservancy Presentation – DRFC Chief Executive Officer Mark Wallace
4. 2023 Natural Resources Highlights – Chief of Natural Resources and Regulatory Compliance Tyler Mitchell
5. 2023 Budget Review – Director Amy McMillan and Chief of Finance Shedreka Miller
6. Public Participation
7. Motion to Close the Public Hearing

Note: Action on the 2023 Budget will be taken during the regular meeting of the Board of Commissioners following the public hearing.

Agenda
Huron-Clinton Metropolitan Authority
Board of Commissioners Meeting
December 8, 2022
Immediately Following Public Budget Hearing

Administrative Office and via Zoom (for the public)

<https://us02web.zoom.us/j/88520055982?pwd=cnUzK0FpM3Q1NmhOMHYrb0tKUFdLQT09>

Meeting ID: 885 2005 5982 / **Passcode:** HCMA2022

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

1. Call to Order
2. Chairperson's Statement
3. Public Participation
4. Approval – November 10, 2022 regular meeting minutes
5. Approval – December 8, 2022 Full Agenda
6. **Approval – December 8, 2022 Consent Agenda**
 - a. Approval – November 2022 Financial Statements
 - b. Approval – November 2022 Appropriation Adjustments **pg. 1**
 - c. Report – Monthly 2022 Capital Project Fund Update **pg. 4**
 - d. Report – Monthly 2022 Major Maintenance Update **pg. 10**
 - e. Approval – 2023 Worker's Compensation Insurance Renewal **pg. 14**
 - f. Approval – 2023 Fiduciary Liability Insurance Renewal **pg. 15**
 - g. Approval – 2023 Property and Liability Insurance Renewal **pg. 16**
 - h. Approval – Pollution Liability Insurance Renewal for 2023-2025 **pg. 17**
 - i. Approval – 2021 Tax Levy Adjustments **pg. 18**
 - j. Approval – Milford Trail Maintenance Agreement **pg. 19**
 - k. Approval – Food Concessionaire, Lake St. Clair Metropark **pg. 24**
 - l. Bids – Splash 'n' Blast Slide Painting, Kensington Metropark **pg. 25**
 - m. Purchases
 1. Report – Purchases over \$10,000 **pg. 26**
 2. Total Spend and Vendor Location **pg. 27**
 3. Heavy Duty Trucks, various locations **pg. 29**

Regular Agenda

7. **Approval/Resolution – 2023 Budget **pg. 30****
8. **Reports**
 - A. **Administrative Department**
 1. Report – Metroparks Climate Action Plan Update, Dr. Elizabeth Perry **pg. 37**
 2. Approval – Use of Blue Cross Blue Shield Rate Stabilization Surplus **pg. 38**
 3. Approval – Strategic Plan **pg. 39**
 4. Report – Draft Security Camera Project Policy **pg. 46**
 - B. **Financial Department**
 1. Approval – Designation of Fund Balance **pg. 49**
 2. Report – Monthly Financial Review **pg. 50**

8. Reports

C. Department Updates

1. Report – Natural Resources Update **pg. 63**
2. Report – Planning and Development Update **pg. 70**
3. Report – Interpretive Services Update **pg. 89**
4. Report – DEI Update **pg. 73**
5. Report – Marketing Update **pg. 76**

D. Planning and Development Department

1. Report – Draft 2022-2027 Community Recreation Plan **pg. 87**

9. Leadership Update

10. Other Business

11. Public Participation

12. Commissioner Comments

13. Motion to Adjourn

A work session/DEI speaker series will take place prior to the regular meeting
Thursday, December 8, 2022 – 11:00 a.m.
Administrative Office and via Zoom

The next regular Metroparks Board meeting will take place
Thursday, January 12, 2023 – 12:30 p.m.
Administration Office – Board Room



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Approval – Appropriation Adjustments
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the November 2022 Appropriation Adjustments as recommended by Chief of Finance Shedreka Miller and staff.

Background: The Metroparks ERP system provides a workflow 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 reviews the approved requests to verify that they do not negatively impact the fund balance.

For November, \$247,736 was transferred between general fund accounts. \$4,100 of the general fund expense budget increase was financed with the currently restricted fund balance. The restricted funds were used for necessary maintenance. In addition, \$431,000 of the major maintenance budget was transferred to the capital project fund. Transfers were also processed within the capital project fund totaling \$36,008. Tax adjustments resulted in a net increase in the fund balance of \$5,752.

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

Attachment: Appropriation Adjustments

**Huron-Clinton Metropolitan Authority
November 2022 Appropriation Transfer Summary**

Location	Expense Increase	Expense Decrease/ Revenue Increase	Difference
General Fund Transfers			
Capital			
Administrative Office	-	9,703	(9,703)
Kensington	6,815	-	6,815
Lower Huron/Willow	10,669	-	10,669
Stony Creek	16,083	-	16,083
Lake Erie	-	2,479	(2,479)
Wolcott	2,479	-	2,479
Total	\$ 36,046	\$ 12,182	\$ 23,864
Major Maintenance			
Administrative Office	-	5,418	(5,418)
Kensington	96,412	78,009	18,403
Lower Huron/Willow	11,743	22,412	(10,669)
Hudson Mills	-	40,000	(40,000)
Stony Creek	35,144	35,020	124
Lake Erie	256	-	256
Wolcott	848	-	848
Indian Springs	11,975	431,000	(419,025)
Huron Meadows	153	-	153
Total	\$ 156,532	\$ 611,859	\$ (455,327)
Operations			
Lake St. Clair	15,126	15,126	-
Kensington	1,901	10,984	(9,083)
Lower Huron/Willow	7,760	7,760	-
Hudson Mills	4,100	-	4,100
Stony Creek	16,935	3,277	13,658
Lake Erie	2,888	7,000	(4,112)
Wolcott	8,048	8,048	-
Total	\$ 56,758	\$ 52,195	\$ 4,563
Adminstrative	\$ 2,500	\$ 2,500	\$ -
Total	\$ 2,500	\$ 2,500	\$ -
Total General Fund Transfers	\$ 251,836	\$ 678,736	\$ (426,900)

**Huron-Clinton Metropolitan Authority
November 2022 Appropriation Transfer Summary**

Location	Expense Increase	Expense Decrease/ Revenue Increase	Difference
Capital Project Fund Transfers			
Administrative	-	36,008	(36,008)
Lake St. Clair	6,312	-	6,312
Lower Huron/Willow/Oakwoods	9,774	-	9,774
Hudson Mills	1,756	-	1,756
Stony Creek	14,188	-	14,188
Lake Erie	3,979	-	3,979
Indian Springs	431,000	-	431,000
Total	\$ 467,008	\$ 36,008	\$ 431,000

Tax Year	Revenue Decrease	Revenue Increase	Net
Tax Adjustment			
Current	-	4,742	(4,742)
Prior	-	1,010	(1,010)
Total	\$ -	\$ 5,752	\$ (5,752)



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Report – Monthly Capital Project Fund
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Capital Project Fund report as submitted by Chief of Finance 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 new page has been added which provides a more detailed description of the project as well as the current status of the project and the current estimate of what year the project will be completed. It is anticipated that this additional information will allow the Board of Commissioners as well as the general public to stay up-to-date on the capital project work underway throughout the Metroparks.

Expenditures during November 2022 were primarily related to payments for contracted work. The following projects had significant expenses during the month:

- Willow – Big Bend Shoreline Protection
- Lower Huron – Iron Bell Trail Project
- Stony Creek – Boat Launch Building Redevelopment

Attachment: November 2022 Capital Project Fund Update

November Capital Project Fund Report - Project Summary

Location	Original Project Title	Project Description	Amended Budget	Available Grant Funding	Project Status	Estimated Completion Year
Lake St Clair	Black Creek Marsh Wetland Filtration Enhancement	A natural shoreline project which will remove rip-rap, regrade slope and install native vegetation which will improved filtration of water entering the marsh and improve habitat as well as reducing erosion.	301,066	160,000	To finish in Fall	2022
Lake St Clair	Accessible Kayak Launch & Power Installation		56,151		In Design	2023
Lake St Clair	Backup Internet Fiber Installation	Comcast installation of underground fiber network	40,000		Complete	2022
Lake St Clair	Electrical Grid Replacement	Assessments, cost estimates, and project development for future projects to address electrical power infrastructure upgrades and repairs.	808,789		Currently finalizing alignment for phase I	2026
Lake St Clair	Beach Restoration	Multi-year EGLE grant project through 2023. Plantings and bird deterrents installation to improve water quality funding includes follow up water quality monitoring.	481,769	292,167	In Construction	2023
Lake St Clair	Michigan Coastal Management Program-Accessible Launch	Accessible Kayak Launch - grant application has been made to Michigan Coastal Management Program.	615,421	196,425	In Design	2023
Lake St Clair	Entrance/Office Road Reconstruction	Reconstruction of deteriorating Entrance Road, Office road	1,428,811		In Construction	2023
Lake St Clair	Wood Bridge near Interpretive Center Replacement	Replace 70'-long wood structure damaged over past 3 years due to high water. Requires permits.	62,413		Budgeted	2023
Lake St Clair	Upgrade 4th Tollbooth	Purchase new portable booth. Directional bore power to unit for RecTrac system.	27,538		Project Starting	2022
Kensington	West Boat Launch - Accessible Kayak Launch	Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at West Boat Launch.	438,487	154,000	In Construction	2022
Kensington	Accessible Path from N Hickory Shelter to Restroom	Pave 580 lf path from shelter to restrooms per the ADA Transition Plan.	66,273		Budgeted	2023
Kensington	Accessible Path from S Martindale Shelter to Vault & Beach	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.	85,954		Budgeted	2023
Kensington	Accessible Path from N Martindale Shelter to Beach	Pave 250 lf path section along parking lot to connect shelter with beach area, food bar, and bathhouse.	30,354		Budgeted	2023
Dexter	Delhi Launch & Take Out Renovations	Renovation of launch area at Delhi.	306,000	153,000	Budgeted	2023
Lower Huron	North Fishing Site Redevelopment	Land and Water Conservation Fund grant funded project to improve accessibility and site amenities at the Walnut Grove Campground.	297,399	144,400	Contruccion Completed-Awaiting Grant money	2022
Lower Huron	Backup Internet Fiber Installation	Comcast installation of underground fiber network	185,362		In Construction	2022
Lower Huron	Toll Booth Replacement and Paving	Toll Booth replacement on existing pedestal at Oakwoods and Lower Huron - Beemis Road entrance.	32,382		In Construction	2022
Lower Huron	Turtle Cove Crosswalk Path	Construction of a path and crosswalk from the Foxwoods parking lot to Turtle Cove	102,770		Completed	2022
Lower Huron	Iron Bell Trail Project	Michigan Natural Resources Trust Fund grant funded project to extend the Iron Bell trail from its current terminus to the north park entrance (Huron River Drive)	845,551	488,742	In Construction	2022
Lower Huron	Walnut Grove Campground Improvements	Land and Water Conservation Fund grant funded project to improve accessibility and site amenities at the Walnut Grove Campground.	784,600	450,000	Awaiting Grant Agreement	2023
Lower Huron	Off Leash Dog Area Development	Land and Water Conservation Fund grant funded project to develop a new fenced in area for off leash dog activities	330,800	165,400	Awaiting Grant Agreement	2023
Lower Huron	New Slide Structure at Turtle Cove	Install new slide at Turtle Cover water park.	1,637,349		Project Started	2023
Lower Huron	Accessible Path from Hawthorne Glade N Shelter to Turtle Cove	Pave 1,285 lf path from shelter to restrooms and Turtle Cove area per the ADA Transition Plan.	110,813		Budgeted	2023

November Capital Project Fund Report - Project Summary

Location	Original Project Title	Project Description	Amended Budget	Available Grant Funding	Project Status	Estimated Completion Year
Lower Huron	Accessible Path from Tulip Tree Shelter to Restrooms	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.	31,838		Budgeted	2023
Hudson Mills	Backup Internet Fiber Installation	Comcast installation of underground fiber network	7,994		Completed	2022
Hudson Mills	Rapids View area Development	Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at Rapids View	681,040	226,900	In Construction	2022
Hudson Mills	Picnic Area Development at Canoe Launch	Michigan Natural Resources Trust Fund grant funded project to develop an accessible kayak launch and associated site amenities at Dexter-Huron	404,915	192,700	Awaiting Grant Agreement	2023
Hudson Mills	UST Removal	Removal of underground storage tank at Golf Course	39,691		Near Completion	2022
Hudson Mills	Replace Vault Toilet with CXT	Replace curren vault toilet with CXT.	219,867		Budgeted	2022
Hudson Mills	Accessible Access to Activity Center Shelter	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.	40,212		Budgeted	2023
Hudson Mills	Convert Gas Storage Tanks for Above Ground	Conversion of gas storage tanks	127,273		In Design	2022
Stony Creek	Shelden Trails Redevelopment	Redevelopment of the multi-use natural surface Shelden Trails system	863,845	50,000	In Construction	2022
Stony Creek	Boat Launch Building Redevelopment	Construction of a new restroom and shade structure at the boat lauch facility	2,088,526	50,000	In Construction	2022
Stony Creek	Development of Off Leash Dog Area	Michigan Natural Resources Trust Fund grant funded project to develop a new fenced in area for off leash dog activities	271,286		Completed	2022
Stony Creek	Backup Internet Fiber Installation	Comcast installation of underground fiber network	80,000		Substantially Completed	2022
Stony Creek	26 Mile Rd. Connector - Bike Path	Transportation Alternatives Program grant (obtained by Macomb County) funded project to connect into the park from 26 Mile Road	45,240		In Construction	2022
Stony Creek	Golf Course Pumphouse & Irrigation System Replacement	Replacement of intakes, pumps, controls, piping and heads. One year of design before construction.	1,000,000		In Design	2023
Stony Creek	Accessible Path from Winter Cove N to Winter Cove S Shelters	Pave 625 lf in asphalt paths connecting both Wintercove shelters to lot, restroom and playground areas per the ADA Transition Plan.	187,218		Budgeted	2023
Stony Creek	Accessible Path from W Branch North Shelter to Restroom	Pave 310 lf asphalt paths from shelter to restroom per the ADA Transition Plan.	64,502		Completed	2023
Stony Creek	Develop Shelter in former Banquet Tent Area	Replace Banquet Tent with shelter.	500,000		Budgeted	2023
Stony Creek	Seawall Repair & Washington Twp Fire Dept Boat Pier	Repair the seawall at the Boat Launch / update parking lot lighting. Incorporate pier for Washington Twp. FD & Metroparks police boat.	573,878		Budgeted	2023
Stony Creek	Reflection Nature Trail Improvements	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.	931,483	465,600	Budgeted	2023
Stony Creek	Hike Bike Path & Bridge Replacement btwn Winter Cove & Mt Vernon	Replace with precast bridge between Wintercove and Mt. Vernon, original structure (15' x 40) is failing, uneven decking and enrty, exit points. Leading to injuries from cyclists and rollerbladers. It is no longer safe to plow during the winter. Requires permits.	80,496		Budgeted	2023
Willow	Park Office Replacement	Construction of a new park office building at the north end of Willow Metropark to replace the sub-standard legacy facility at Lower Huron Metroparks.	2,786,857		Substantially Completed	2022
Willow	Backup Internet Fiber Installation	Comcast installation of underground fiber network	0		In Review	2022

November Capital Project Fund Report - Project Summary

Location	Original Project Title	Project Description	Amended Budget	Available Grant Funding	Project Status	Estimated Completion Year
Willow	Big Bend Shoreline Protection	National Fish and Wildlife Foundation SE MI Resilience Fund grant project to mitigate Huron River streambank erosion and improve habitat	534,444	250,000	Design Started	2023
Willow	Washago Pond Restoration	Removal of that dam structure, sheet pile walls and docks and subsequent site restoration.	905,621		Budgeted	2023
Willow	Accessible Path from Fox Meadows N & S Shelters to Pool	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.	65,000		Budgeted	2023
Willow	Willow Park Office Communicaiton Conduit	Connectivity to new park office	33,808		In Construction	2022
Oakwoods	Backup Internet Fiber Installation	Comcast installation of underground fiber network	0		In Review	2022
Oakwoods	Accessible Nature Trail Development	Land and Water Conservation Fund grant funded project to develop an accessible nature trail and make associated site improvements	251,142	124,000	Grant Received, In Design	2023
Lake Erie	Shoreline and Fish Habitat Restoration	This shoreline project will regrade the existing shoreline, install native vegetation as well as creating near-shore shoals. Channels and pools will also be created in the nearby marsh. This work will improve fish spawning habitat.	1,643,461	1,404,353	In Construction	2023
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
Lake Erie	Accessible Kayak Launch with Area Development	Land and Water Conservation Fund grant funded project to develop an accessible kayak launch and associated site amenities at the Boat Launch	245,406		In Design	2023
Lake Erie	Cherry Island Nature Trail Improvements	Trail Improvements including aggregate trail from parking lot to new trail head and accessible amenities.	871,800	600,000	Grant Received, In Design	2023
Lake Erie	Cove Point Vault Toilet Replacements	Cove Point vaults -removal/replacement of 2 vaults with CXTs.	147,742		Budgeted	2023
Lake Erie	Sewer Line Replacement at Boat Launch Building	Install new sewer line to service Boat Launch building, including pump upgrades and controls.	156,930		Budgeted	2023
Lake Erie	Protecting Lake Erie Marsh with Green Infrastructure	Grant Project to protect marshland	361	0		
Wolcott	Farm to Mill Trail Connector	Development of a connector trail from the Farm to the Mill. Multi year project design and construction	1,000,958		Budgeted	2024
Indian Springs	Backup Internet Fiber Installation	Comcast installation of underground fiber network	7,758		Completed	2022
Indian Springs	Golf Course Pump House Upgrades	Upgrades to Golf Course pumhouse	431,000			2023
Huron Meadows	Backup Internet Fiber Installation	Comcast installation of underground fiber network	0		In Review	2022
			26,442,643	5,690,187		

**Capital Project Status Report
As of 11/30/2022**

Location	Project Title	Original Budget	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Available Grant Funding
Lake St Clair	Black Creek Marsh Wetland Filtration Enhancement	253,000	301,066	3,433	101,049	0	200,017	160,000
Lake St Clair	Accessible Kayak Launch & Power Installation	50,000	56,151	0	0	0	56,151	
Lake St Clair	Backup Internet Fiber Installation	40,000	40,000	0	0	30,815	9,185	
Lake St Clair	Electrical Grid Replacement	802,216	808,789	49,076	107,824	10,365	690,600	
Lake St Clair	Beach Restoration	400,000	481,769	72,681	375,544	93,677	12,548	292,167
Lake St Clair	Michigan Coastal Management Program-Accessible Launch	392,850	615,421	431,576	436,598	193,483	(14,661)	196,425
Lake St Clair	Entrance/Office Road Reconstruction	1,100,000	1,428,811	933,471	933,470	505,008	(9,668)	
Lake St Clair	Wood Bridge near Interpretive Center Replacement	62,000	62,413	413	413	0	62,000	
Lake St Clair	Upgrade 4th Tollbooth	27,500	27,538	38	38	17,295	10,205	
Kensington	West Boat Launch - Accessible Kayak Launch	308,000	438,487	428,286	444,743	0	(6,256)	154,000
Kensington	Accessible Path from N Hickory Shelter to Restroom	65,000	66,273	1,273	1,273	0	65,000	
Kensington	Accessible Path from S Martindale Shelter to Vault & Beach	85,000	85,954	954	954	0	85,000	
Kensington	Accessible Path from N Martindale Shelter to Beach	30,000	30,354	354	354	0	30,000	
Dexter	Delhi Launch & Take Out Renovations	306,000	306,000	0	0	0	306,000	153,000
Lower Huron	North Fishing Site Redevelopment	288,800	297,399	0	290,799	0	6,600	144,400
Lower Huron	Backup Internet Fiber Installation	205,000	185,362	0	150,000	18,627	16,735	
Lower Huron	Toll Booth Replacement and Paving	30,000	32,382	2,382	24,222	21,650	(13,490)	
Lower Huron	Turtle Cove Crosswalk Path	90,000	102,770	109,262	117,036	0	(14,265)	
Lower Huron	Iron Bell Trail Project	716,700	845,551	205,267	253,774	587,628	4,149	488,742
Lower Huron	Walnut Grove Campground Improvements	784,600	784,600	0	0	0	784,600	450,000
Lower Huron	Off Leash Dog Area Development	330,800	330,800	0	0	0	330,800	165,400
Lower Huron	New Slide Structure at Turtle Cove	1,600,000	1,637,349	216,399	216,399	789,831	631,119	
Lower Huron	Accessible Path from Hawthorne Glade N Shelter to Turtle Cove	110,000	110,813	813	813	0	110,000	
Lower Huron	Accessible Path from Tulip Tree Shelter to Restrooms	30,000	31,838	1,838	1,838	0	30,000	
Hudson Mills	Backup Internet Fiber Installation	40,000	7,994	650	650	0	7,344	
Hudson Mills	Rapids View area Development	453,800	681,040	654,320	691,750	0	(10,710)	226,900
Hudson Mills	Picnic Area Development at Canoe Launch	385,500	404,915	7,514	19,415	0	385,500	192,700
Hudson Mills	UST Removal	-	39,691	39,150	45,466	2,465	(8,240)	
Hudson Mills	Replace Vault Toilet with CXT	110,000	219,867	9,264	9,264	211,545	(942)	
Hudson Mills	Accessible Access to Activity Center Shelter	40,000	40,212	212	212	0	40,000	
Hudson Mills	Convert Gas Storage Tanks for Above Ground	150,000	127,273	0	0	0	127,273	
Stony Creek	Shelden Trails Redevelopment	182,689	863,845	0	837,360	0	26,485	50,000
Stony Creek	Boat Launch Building Redevelopment	1,750,000	2,088,526	1,221,894	1,679,006	342,336	67,183	50,000
Stony Creek	Development of Off Leash Dog Area	138,500	271,286	59,525	276,776	0	(5,490)	
Stony Creek	Backup Internet Fiber Installation	80,000	80,000	0	0	70,407	9,593	
Stony Creek	26 Mile Rd. Connector - Bike Path	-	45,240	59,178	81,042	2,738	(38,540)	
Stony Creek	Golf Course Pumphouse & Irrigation System Replacement	1,000,000	1,000,000	0	0	0	1,000,000	
Stony Creek	Accessible Path from Winter Cove N to Winter Cove S Shelters	55,000	187,218	23,287	23,287	166,177	(2,246)	
Stony Creek	Accessible Path from W Branch North Shelter to Restroom	35,000	64,502	63,792	63,792	0	710	
Stony Creek	Develop Shelter in former Banquet Tent Area	500,000	500,000	0	0	0	500,000	
Stony Creek	Seawall Repair & Washington Twp Fire Dept Boat Pier	570,000	573,878	3,878	3,878	0	570,000	
Stony Creek	Reflection Nature Trail Improvements	931,200	931,483	283	283	0	931,200	465,600
Stony Creek	Hike Bike Path & Bridge Replacement btwn Winter Cove & Mt Vernon	800,000	80,496	496	496	0	80,000	
Willow	Park Office Replacement	2,121,300	2,786,857	592,923	2,648,148	0	138,709	
Willow	Backup Internet Fiber Installation	40,000	0	0	0	0	0	
Willow	Big Bend Shoreline Protection	501,593	534,444	181,563	195,157	356,598	(17,311)	250,000
Willow	Washago Pond Restoration	903,697	905,621	1,923	5,621	0	900,000	
Willow	Accessible Path from Fox Meadows N & S Shelters to Pool	65,000	65,000	0	0	0	65,000	

**Capital Project Status Report
As of 11/30/2022**

Location	Project Title	Original Budget	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Available Grant Funding
Willow	Willow Park Office Communicaiton Conduit	-	33,808	33,808	33,808	0	0	
Oakwoods	Backup Internet Fiber Installation	40,000	0	0	0	0	0	
Oakwoods	Accessible Nature Trail Development	248,000	251,142	848	3,142	0	248,000	124,000
Lake Erie	Shoreline and Fish Habitat Restoration	1,600,000	1,643,461	473,541	681,423	708,169	253,869	1,404,353
Lake Erie	Boat Launch Fish Cleaning Station	45,000	45,000	0	0	0	45,000	
Lake Erie	Accessible Kayak Launch with Area Development	245,000	245,406	0	406	0	245,000	122,500
Lake Erie	Cherry Island Nature Trail Improvements	870,800	871,800	0	0	0	871,800	600,000
Lake Erie	Cove Point Vault Toilet Replacements	100,000	147,742	10,617	10,617	135,125	2,000	
Lake Erie	Sewer Line Replacement at Boat Launch Building	150,000	156,930	6,930	6,930	0	150,000	
Lake Erie	Protecting Lake Erie Marsh with Green Infrastructure	-	361	361	361	0	0	
Wolcott	Farm to Mill Trail Connector	1,000,000	1,000,958	0	958	0	1,000,000	
Indian Springs	Backup Internet Fiber Installation	40,000	7,758	0	0	0	7,758	
Indian Springs	Golf Course Pumphouse Upgrades	-	431,000	0	0	0	431,000	
Huron Meadows	Backup Internet Fiber Installation	80,000	0	0	0	0	0	
		<u>23,379,545</u>	<u>26,442,643</u>	<u>5,903,477</u>	<u>10,776,391</u>	<u>4,263,937</u>	<u>\$ 10,971,315</u>	<u>\$ 5,690,187</u>



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Report – Monthly Major Maintenance Project
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the Major Maintenance report as submitted by Chief of Finance 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 November, there has been a lot of work contracted or started but year-to-date expenses are 31.3 percent of the total budget.

Attachment: November 2022 Major Maintenance Status Report

Major Maintenance Status Report
as of 11/30/2022

Location	Project Title	Project Description	Original Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status
Administrative Office	Interior/Exterior Door Replacement	Replace Doors	-	17,957	17,957	17,957	0	0	Project completed
Administrative Office	Interior/Exterior Door Replacement	Replace Doors	20,000	17,951	0	0	0	17,951	Project brought over with 2021 funds
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	16,021	495	16,021	0	0	
Lake St Clair	Pool Slide Pump Conduit & Conductor Replacement	Replace pump on pool slide	-	171,122	0	171,122	0	0	Complete-2/14/22
Lake St Clair	Fishing Pier Replacements	Donation Funded project	-	208,825	206,709	152,371	0	56,454	Completed
Lake St Clair	Beach Soil/Containment Removal	In excess of 50,000 cubic yards of seaweed and other debris have accumulated from beach cleaning	-	50,000	49,250	49,250	0	750	Completed-1/24/22
Lake St Clair	Boardwalk Re-Surface of Remaining 1,100 ft	Continuation of decking Replacement and Repairs	150,000	2,100	2,100	2,100	0	0	
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 Replacement (CUL-LSC-002, 009, 029)	Replacement of old deteriorated culverts-part of plan	26,191	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	25,000	2,972	2,972	2,972	0	0	
Kensington	Repainting of Sprayzone towers and fence (at Martindale)	Painting of steel structures and fencing	100,000	2,793	2,793	2,793	0	0	
Kensington	Island Road repairs	Roadway Edge and Surface Repairs	438,000	412,005	321,534	321,534	0	90,471	Completed-8/22/22
Kensington	Spring Hill Swing Set Replacement	Replacement of old play equipment	30,000	21,525	21,525	21,525	0	0	Completed
Kensington	Golf Course Pump Control Panels	Emergency repair of pump house control panels due to flooding	-	99,132	99,131	99,131	0	0	Completed
Kensington	Roadway Overbanding	Overbanding on Roadways throughout the park	-	19,840	19,840	19,840	0	0	Complete-6/21/22
Kensington	Service Yard Tile Field Replacement	Replace Tile at Service Yard	-	1,186	1,186	1,186	0	0	
Kensington	Golf Course Cart Path Milling	Grind Cart Path	-	40,000	0	0	0	40,000	
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	Shore Line Restoration (SLR-KEN-002/003)	Shoreline erosion mitigation	73,000	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	
Lower Huron	Replacement of Starter Tub-Turtle Cove	Replacement of the starting tub for the Turtle Cove green tube slide. Located at the top of the slide tower, crane needed to assist in replacement.	-	58,424	56,082	65,181	0	(6,757)	Completed -- 8/4/22
Lower Huron	Woods Creek Restroom Furnace	Install furnace in restroom closest to new Playground	-	11,265	11,265	11,265	0	0	Complete-2/3/22
Lower Huron	Turtle Cove UV Light Replacement	Replacement of ultraviolet disinfection for pool	25,000	14,299	0	0	14,299	0	In Progress
Lower Huron	Turtle Cove - Marcite Annual Repairs	General annual surface repairs	15,000	0	0	0	0	0	
Lower Huron	Turtle Cove Splash Pad Resurfacing	Splash area concrete surface coating	30,000	19,750	19,750	19,750	0	0	Complete-6/10/22
Lower Huron	Rebudget - Turtle Cove VFD Panels Replacement	Control panel variable speed drive controller replacements	35,000	33,547	33,547	33,547	0	(0)	Completed-7/6/22
Lower Huron	Lower Huron North End Parkway Resurfacing	Roadway surface repairs	650,000	0	0	0	0	0	

Major Maintenance Status Report
as of 11/30/2022

Location	Project Title	Project Description	Original Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status
Lower Huron	Lower Huron Drainage/Culvert Replacement CUL LH 564 Camp Dr	Replacement of old deteriorated culverts	12,090	0	0	0	0	0	
Hudson Mills	Golf Starter Building Roof Replacement	Replacement of flat roof section	80,000	1,508	1,508	1,508	0	0	
Hudson Mills	Golf Course Pump Station Upgrades	Replacement pumps	-	66,000	1,000	66,000	0	0	Completed-8/9/22
Hudson Mills	Cart Path Repairs	Asphalt cart path surface repairs	40,000	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	Golf Course Culvert Installs for Water Drainage	Cut cart path and install culvert to eliminate wet areas	40,000	27,250	27,250	27,250	0	0	Completed-9/21/22
Stony Creek	Pavement Markings	Address worst portions of trail and roadway	-	18,950	0	15,010	0	3,940	Open
Stony Creek	Restriping of park roads, hike-bike paths & crosswalks	Restriping of pavement markings	35,000	35,356	336	336	35,020	0	
Stony Creek	Small Well Replacement	New well and controller for supplemental water well	30,000	305	305	305	0	0	
Stony Creek	Stormwater Drainage Repairs on Culverts	Replacement of deteriorated culverts	50,000	31,000	39,920	39,920	0	(8,920)	Complete by year end
Willow	Hike Bike Trail Reconstruction-Oakwoods Connector to Chestnut Rd	Hike bike trail resurface and correct drainage issue between Oakwoods and Willow Metroparks.	-	157,331	16,353	151,262	0	6,069	Completed-2/1/22
Willow	Hike Bike Trail CSX Crossing Accessibility Improvements	Trail Improvements	-	1,722	1,076	1,076	0	647	
Willow	Willow Woods creek Trailhead Relocation	Installation of new trailhead signage	15,000	0	0	0	0	0	Carry over
Oakwoods	Tollbooth Electrical	Electrical connection to tollbooth	-	41,607	1,137	1,137	40,470	(0)	
Lake Erie	Marina Building Use Evaluation	Marina Building Use Evaluation	-	30,000	0	20,500	7,500	2,000	In Progress
Lake Erie	Boat Launch Sanitary Updates	Replacement of nonfunctioning sewer line and pumps	-	102	0	102	0	0	
Lake Erie	Dredge Marina Channel and Relocate Spoils pile	Dredging and moving of previous spoils piles	150,000	5,583	15,632	18,670	0	(13,087)	In Design
Lake Erie	Marcite Repair at Shallow End of Wave Pool	Total replacement of the Wave pool shallow end marcite; roughly 12,500 sq ft.	-	321,852	0	67,067	0	254,785	Carry Over
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.	-	14,467	2,778	18,103	0	(3,636)	Project closed. New one opened
Lake Erie	Museum Wall Repair	Repair of leaning patio retaining wall	100,000	1,695	1,695	1,695	0	0	
Lake Erie	Golf Maintenance Building Repairs	Repair/replace a wall, window and exterior siding of the Lake Erie golf course maintenance building.	-	23,350	23,350	23,350	0	0	Completed-5/5/22
Lake Erie	Marina Boiler Vent Stack Repair	Repair of existing heating vent stack on the marina building	-	23,906	8,906	23,906	0	0	Complete
Lake Erie	Nature trail boardwalk repairs of Northern Trapper run	Replacement 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	-	118,786	294	294	0	118,492	
Lake Erie	Replace electric wiring at Marina boat docks	Upgrade existing wiring to marina pedestals	50,000	0	0	0	0	0	
Lake Erie	SWMP Projects-Drainage/Culvert Replacement-LE036, 005, 006, 015	Replacement of deteriorated culverts	16,354	0	0	0	0	0	
Wolcott	Fill in Raceway at Mill	Project to look at filling in the raceway beneath the Mill	-	80,000	0	0	0	80,000	
Wolcott	Door Replacement for Dairy Barn	Replace deteriorated doors	37,800	51,504	43,930	43,930	2,834	4,740	
Indian Springs	Dome Polishing & Seal Replacement. Carpet Replacement	Polishing and resealing of the interior and exterior surface of the underwater dome	-	271,873	2,347	265,728	(1,920)	8,066	Completed-2/4/22

Major Maintenance Status Report
as of 11/30/2022

Location	Project Title	Project Description	Original Budget Funding	Amended Budget	Year to Date Transactions	Life to Date Transactions	Life to Date Encumbrance	Remaining Budget	Project Status
Indian Springs	Steel Beam Repair	Steel Beam at Repair at Golf Course	-	11,700	11,700	11,700	0	0	Completed-2/14/22
Indian Springs	Replace Irrigation Head control system at Golf Course	Replacement of irrigation head control system	85,000	105,537	0	0	105,537	0	Carry Over
Indian Springs	Storage Building Asbestos Abatement	Storage Building Asbestos Abatement	0	11,975	0	0	11975	0	
Indian Springs	Replace Culverts (CUL-IND-22,29,34)	Replace 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	75,000	87,623	4,353	29,929	0	57,694	
			<u>\$ 3,414,435</u>	<u>\$ 2,765,394</u>	<u>\$ 1,070,009</u>	<u>\$ 1,840,024</u>	<u>\$ 215,714</u>	<u>\$ 709,656</u>	



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources and Labor Relations
Subject: Approval – 2023 Worker’s Compensation Insurance Renewal
Date: December 2, 2022

Action Requested: Motion Approve

That the Board of Commissioners approve renewal of the Worker’s Compensation insurance policy provided by the Michigan Counties Workers’ Compensation Fund (MCWCF) for 2023 for the estimated annual premium in the amount of \$480,125.79 as recommended by the Chief of Human Resources and Labor Relations Randy Rossman and staff.

Fiscal Impact: The 2023 renewal premium has been included in the 2023 budgeted fringe benefit calculation used in development of the 2023 General Fund Budget. The experience modification factor and rates are the same as the 2022 premium.

Background: Since January 1, 2013 the Metroparks have participated in the Michigan Counties Workers’ Compensation Self-Insured Fund (MCWCF). Full statutory coverage for workers’ disability compensation and employers’ liability is guaranteed by the Fund through authority granted by the state of Michigan under Chapter 6, Section 418.611, and Paragraph (2) of the Workers’ Disability Compensation Act of 1969, as amended.

The premium for 2023 is based on budgeted hours. It will be audited for actual hours worked and a final payment or return of premium will occur at that time.

It should be noted, as members of the MCWCF, the Metroparks are eligible to receive dividend refunds in the year following the completed audit of results. For the plan year 2021, \$54,031 was received in September 2022.



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources & Labor Relations
Subject: Approval – 2023 Fiduciary Liability Insurance Renewal
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the fiduciary liability insurance renewal with the Chubb Insurance Company for a premium amount of \$13,524 for 2023 as recommended by the Chief of Human Resources and Labor Relations Randy Rossman and staff.

Fiscal Impact: The 2023 renewal premium has been included in the development of the 2023 budget.

Background: Since Jan. 1, 2013 the Metroparks have participated in a self-insured risk pool for property and liability insurance with the Michigan Municipal Risk Management Authority (MMRMA). However, the program does not provide fiduciary liability coverage. To obtain the needed coverage, the Metroparks' MMRMA agent sought proposals from the marketplace in 2017 through Johnston Lewis Associates of Troy, Michigan.

The renewal rates for 2023 came in with an annual premium of \$13,524. This is a \$400 increase from the \$13,124 premium in 2022 or 3 percent increase.

The basic purpose of fiduciary liability insurance is to protect plan sponsors, fiduciaries, trustees and other employees for the defense costs and penalties if they are sued as a result of fiduciary decisions they have made in the context of their responsibilities with the Metroparks. Generally, this includes any violation of responsibilities, obligations, or duties imposed on the fiduciaries as well as acts, errors, or omissions involved in plan administration. This includes the Board of Commissioners, staff, and members of the Pension Committee and Retiree Health Care Trust Board.



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources and Labor Relations
Subject: Approval – 2023 Property and Liability Insurance Renewal
Date: December 8, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the suggested renewal for the 2023 property and liability insurance with the Michigan Municipal Risk Management Authority (MMRMA) as recommended by Chief of Human Resources and Labor Relations Randy Rossman and staff.

Fiscal Impact: The renewal premium is included in the 2023 recommended budget.

Background: Since Jan. 2, 2013, the Metroparks have participated in a self-insured risk pool for property and liability insurance with the Michigan Municipal Risk Management Authority (MMRMA). The program provides for a \$15,000,000 liability coverage limit with a \$75,000 per claim self-insured retention level, a \$15,000 per vehicle/\$30,000 per occurrence on vehicle physical damage, property and crime deductible of \$1,000 and an annual cap on deductible expenses of \$255,000.

Based on the results of MMRMA's assessment of Metroparks operations and claims exposure, renewal rates for 2023 came in with an annual premium of \$704,022 including \$255,000 stop loss coverage. This is a \$34,396 increase from the \$669,626 premium in 2022 or a 5.1 percent increase.

The Metroparks are also required to deposit an additional \$50,000 into the Member Self Insured Retention (SIR) Fund. These funds, which earn interest, are used to pay deductibles and losses that fall within the self-insured retention layer.

As MMRMA members, the Metroparks participates in the MMRMA's member net asset distribution program. The Metroparks received a payment from the distribution program in the amount of \$124,749 in December 2021. Staff expects a payment in the amount of \$334,230 in December 2022.

In addition, the Metroparks participates in the MMRMA Risk Avoidance Program (RAP). RAP provides grants for reimbursement of 50 percent of expenses up to \$50,000 for employee training, projects, equipment and services that reduce liability exposure.

MMRMA staff also provides safety inspections and direction to staff on loss prevention initiatives and policies.



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Approval – Pollution Liability Insurance Renewal for 2023-2025
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve a three-year Pollution Liability insurance policy provided by Ironshore, a Liberty Mutual company for the period from January 1, 2023 to January 1, 2026 for the premium amount of \$66,150 as recommended by Chief of Finance Shedreka Miller and staff.

Fiscal Impact: The cost of the policy will be allocated over the three-year term. The 2023 general fund budget as proposed contains an estimated \$22,050 for Pollution Insurance coverage.

The official quote is still outstanding, and the recommended amount is an estimated 8 percent increase to the 2020 quote.

Background: The Metroparks current Pollution Liability coverage, which is written on a three-year basis, ends Dec. 31, 2022. This \$5 million policy had been written through Ironshore, a Liberty Mutual Company.

The policy provides coverage for all the Metroparks above-ground storage tanks and includes a separation date between pre and new coverage back to Jan. 15, 1996.



To: Board of Commissioners
 From: Shedreka Miller, Chief of Finance
 Subject: Approval – 2021 Tax Levy Adjustments
 Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners (1) approve the 2021 Tax Levy Adjustments to decrease the current year receivable balance; and (2) approve staff to write-off 2016 Delinquent Personal Property tax receivable balances as requested by Chief of Finance Shedreka Miller and staff.

Fiscal Impact: As a result of this review the tax levy receivable and associated budgeted revenue will be decreased. The net fiscal impact is an expected decrease in fund balance of \$40,097.09.

Background: At the start of each budget year, the Metroparks establishes a receivable account for the current year's tax levy. Since 2008, Metroparks has been estimating the amount of taxes that will be captured locally under various tax abatement programs or adjusted downward by Board of Reviews. For the 2022 Budget, the Metroparks initial levy was \$35,642,523 with estimated captured taxes of \$1,000,000 producing a "net" tax receivable balance of \$34,642,523. As tax payments are received during the year, they are applied to reduce the tax receivable balance.

Prior to year end, it is necessary to reconcile the differences between Metroparks and County accounting records. During the past several months, staff has been working with various representatives of the five county Treasurer's offices to obtain information on the many 2021 tax levy adjustments from local tax abatement programs, Board of Reviews, Tax Tribunals, etc. In total, the actual tax levy adjustments reported by county Treasurer's offices are \$1,040,097 compared to Metroparks estimated adjustments of \$1,000,000. This results in a net tax levy receivable decrease or write-down of \$40,097.09 as summarized below.

County	Estimated Tax Adjustments	Actual Tax Adjustments	Net Tax Write Up/(Down)
Livingston	\$20,000.00	27,408.67	\$(7,408.67)
Macomb	35,000.00	41,499.86	(6,499.86)
Oakland	350,000.00	381,848.88	(31,848.88)
Washtenaw	70,000.00	70,000.00	-
Wayne	525,000.00	519,339.68	5,660.32
Totals	\$1,000,000.00	\$1,040,097.09	\$(40,097.09)

At this time, it is appropriate to reduce the Metroparks tax receivable balances for uncollected delinquent 2016 personal property taxes as collection of these taxes are very unlikely. Macomb and Oakland counties have sent Circuit Court Judgements striking these taxes from the tax rolls. Although staff does not receive copies of circuit court judgements from Livingston, Washtenaw, or Wayne Counties, it is consistent to also write off their 2016 receivable balances as well. The total tax receivable balances to write-off for all five counties is \$11,314.56.

Between the 2021 tax levy adjustment due to the current year reconciliations and the write off of the 2016 and the prior year's personal delinquent balances, the net decrease to the Metroparks tax receivable balance totals \$51,411.65. The net impact of these tax levy adjustments is a decrease to the Metroparks Fund Balance.



To: Board of Commissioners
From: Mike Lyons, Deputy Director
Project Title: Approval – Trail Maintenance and Repair Agreement, Milford Township
Location: Kensington Metropark
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the Trail Maintenance and Repair Agreement with the Charter Township of Milford for grass cutting, sweeping, garbage pick-up and the removal of tree limbs and debris from the trail, which is in and is contiguous to Kensington Metropark for a period of one-year (Jan. 1, 2023 through Dec. 31, 2023) with the option for two additional two-year periods with mutual written consent as recommended by Deputy Director Mike Lyons and staff.

Background: The Trail Maintenance Agreement between the Metroparks and the Charter Township of Milford has been in effect since 2007. The parties agree that when maintenance work is performed, the cost share will be two-thirds for the Township and one-third for the Metroparks. The Charter Township of Milford will reimburse the Authority for the services listed in the agreement against the Authority's invoice for each year of the Agreement. Winter snow removal is not covered under this agreement and not performed by the Metroparks.

Attachment: 2023 Trail Maintenance and Repair Agreement, Milford Township

**TRAIL MAINTENANCE AND REPAIR AGREEMENT
CHARTER TOWNSHIP OF MILFORD
HURON-CLINTON METROPOLITAN AUTHORITY**

THIS AGREEMENT, made and entered into this 1st day of January, 2023 by and between the CHARTER TOWNSHIP OF MILFORD, a Michigan municipal corporation, whose address is 1100 Atlantic, Milford, Michigan 48381 (the "Township") and the HURON-CLINTON METROPOLITAN AUTHORITY, a Michigan public body corporate organized and operating under the provisions of Act 147, Public Acts of Michigan, 1939, as amended, whose address is 13000 High Ridge Drive, Brighton, Michigan, 48114 ("HCMA").

Recitals:

WHEREAS, the Township and HCMA have entered into an agreement entitled the "Repair & Maintenance Agreement – Milford Kensington Trail" (the "Agreement"), dated May 10, 2007; and

WHEREAS, the Township is the owner of a non-motorized trail located in HCMA's Kensington Metropark, Milford Township, Oakland County, Michigan, referred to as the "Milford-Kensington Trail" in the Agreement (the "Trail"); and

WHEREAS, HCMA owns, operates and maintains Kensington Metropark (the "Metropark") which is contiguous to the Trail; and

WHEREAS, the Agreement contemplates the negotiation of a separate Annual Trail Maintenance and Repair Contract ("Contract") by the HCMA and the Township, and HCMA is adequately staffed and equipped to provide trail maintenance and repair services and is willing to do so upon certain conditions;

NOW, THEREFORE, the parties hereto agree as follows. The services provided by HCMA shall be in accordance with standards applied throughout Kensington Metropark,

1. During the term of this contract, HCMA agrees to provide the following maintenance services (the "Services") on the path:
 - a. Grass cutting on the trail margins.
 - b. Brooming/sweeping of the trail.
 - c. Weekly garbage pick-up.
 - d. Removal of tree limbs, blockages, and debris from the trail.
 - e. Other minor maintenance and repair including pavement marking, crack filling, asphalt patching, shoulder repairs and minor repairs to trail structures.
 - f. When minor repairs are estimated to exceed \$5,000, HCMA will notify and consult with the Township before proceeding with repairs.
 - g. Patrolling of the trail south of General Motors Road including and not limited to Public Service Attendants and Metropark Police Officers. Response to emergency calls, participants should call the Livingston County Sheriff Department Central dispatch at 517-546-4620. This arrangement does not exclude the right of the Township to provide similar or supplemental public safety services.

Note: The performance of winter grooming is not a task covered by this agreement and will not be carried out by HCMA staff under this agreement.

2. The Township agrees to maintain the insurance coverages described below and to indemnify and hold harmless HCMA, its Commissioners, officers, officials, agents, volunteers and employees against any and all claims, suits, losses (including attorneys' fees), damage or injury to persons or property of whatever kind or nature, whether direct or indirect, arising out of or in connection with performance of the Services or otherwise in connection with performance of the Services or otherwise in connection with this Contract for the entire calendar year. The Township shall procure at its own expense Comprehensive General Liability Insurance coverage, including personal injury liability and property damage liability coverage, together with Broad Form Contractual Insurance coverage sufficient to protect the Township and HCMA, its Commissioners, officers, agents and employees from

any claims for damage to property and for personal injuries which may arise in connection with performance of the Services or otherwise in connection with this Contract.

A Certificate or Certificates of Insurance describing the coverages required hereunder must be furnished to HCMA by the Township showing all premiums paid prior to the provision of any Services by HCMA. The Certificate of Insurance must name HCMA as an "Addition Insured" in relation to the maintenance of the Trail. The insurance policy or policies that contain an endorsement providing for furnishing HCMA thirty (30) days' written notice prior to any material change, termination or cancellation of the insurance policy or policies.

The Township shall provide Comprehensive General Liability insurance with the following limits of liability:

<i>Bodily Injury Liability</i>	<i>\$1,000,000 each occurrence</i> <i>\$1,000 000 aggregate</i>
<i>Property Damage Liability</i>	<i>\$100,000 each occurrence</i> <i>\$100,000 aggregate</i>

The Broad Form Contractual Insurance shall provide coverage in the amount of \$1,000,000.

It is expressly understood and agreed by and between the parties that the liability of the Township hereunder shall not be limited to the aforementioned insurance coverage.

3. This Contract shall become effective upon execution by the duly authorized agents of the parties, and shall remain in effect from January 13, 2023 through December 31, 2023 unless and until thirty (30) days after either party shall notify the other party in writing of its election to terminate. Upon expiration of the term of this Agreement, this agreement may be renewed for two additional two (2) year periods by the parties with mutual agreement.
4. It is further agreed that the Township will reimburse HCMA for the services listed below against the Authority's invoice for the period beginning January 1, 2023 and ending the last day of December 2023.

5. If the Township and HCMA mutually agree to extend the contract beyond 2023, then wage rates will be based on the newly established HCMA pay rate scale.

The fees are based on the following rates:

	<u>2023</u>
Full-Time Maintenance	\$63.90
Part-Time Seasonal Maintenance	\$20.35
Full-Time Police	\$66.10
Part-Time Police	\$30.35
Public Safety Attendant	\$13.12

- Equipment rates at \$200.00 per day
- Material, supplies or contract services at best available prices

The parties agree that when maintenance work is done for the township, the cost share will be two-thirds for the Township and one-third for HCMA. Further, the parties agree that the cost share for patrolling the portion of the trail south of General Motors Road will be half for the Township and half for HCMA.

IN WITNESS WHEREOF, the parties have caused these presents to be executed and delivered by their duly authorized officers on the date first given above.

HURON-CLINTON METROPOLITAN AUTHORITY

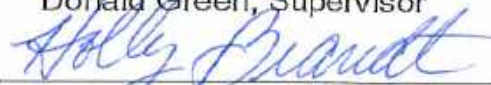
CHARTER TOWNSHIP OF MILFORD

By: _____
Jaye Quadrozzi, Chair

By: _____
John Paul Rea, Secretary

By: _____
Amy McMillan, Director

By: 
Donald Green, Supervisor

By: 
Holly Brandt, Clerk



To: Board of Commissioners
From: Travis Grubb, Senior Buyer
Project No: RFP 2022-030
Project Title: Approval - Food Concessionaire
Location: Lake St. Clair Metropark
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the award of RFP 2022-030 for food and beverage concessions services at Lake St. Clair Beachside Grill to Simple Adventures of Auburn Hills, Michigan as recommended by Senior Buyer Travis Grubb and staff.

Fiscal Impact: The Metroparks will receive revenue through monthly commission payments (20 percent on gross sales) from the selected vendor.

Scope of Work: Services include providing staff, purchasing food, beverages, and all other supplies needed for the preparation and sale of food and beverages to the public out of the Lake St. Clair Beachside Grill.

Background: The solicitation documents were posted on the Michigan Intergovernmental Trade Network (MITN) website, which provided notice to 56 vendors, of which 11 vendors downloaded the solicitation and two submitted a proposal.

The proposals were evaluated in depth by an evaluation committee consisting of the deputy director, the eastern district superintendent, and various staff. After completing the evaluation process, the evaluation committee reached consensus that Simple Adventures submitted the most responsive and responsible proposal.



To: Board of Commissioners
 From: Mike Henkel Chief of Engineering Services
 Project No: 704-22-375
 Project Title: Bids – Slide Tower and Support Structure Painting
 Project Type: Major Maintenance
 Location: Kensington Metropark
 Date: December 2, 2022

Bids Opened: Tuesday, November 29, 2022 at 2:00 p.m.

Action Requested: Motion to Approve

That the Board of Commissioners award Contract No. 704-22-375 to the low responsive, responsible bidder, General Painting Co. LLC in the amount of \$\$88,600 as recommended by Chief of Engineering Services Mike Henkel and staff.

Fiscal Impact: The project was budgeted at \$100,000 and is \$11,400 under budget.

Scope of Work: The work includes cleaning and coating metal surfaces of the existing slide tower structure, columns, stairs and stair structure, railings, bracing, support arms and slide support structure including support arms, bracing and other support members, and containing, storing, and properly disposing of spent material, and all incidental construction.

Background: The slide tower structure is exposed to large amounts of chlorinated water throughout the season. Minerals and chlorine build up on the steel structure and deteriorate the protective coating and can start to rust the steel structure. Periodic cleaning and painting are necessary to protect the structure. This is the first painting of the slide support structure which was constructed in 2007 to 2008.

<u>Contractor</u>	<u>City</u>	<u>Amount</u>
General Painting CO. LLC DEI <input type="checkbox"/> Local <input checked="" type="checkbox"/> Wage <input checked="" type="checkbox"/>	Rochester Hills	\$ 88,600.00
Niles Construction Services DEI <input type="checkbox"/> Local <input type="checkbox"/> Wage <input type="checkbox"/>	Flint	\$102,597.00
Northstar Painting DEI <input type="checkbox"/> Local <input checked="" type="checkbox"/> Wage <input checked="" type="checkbox"/>	Birmingham	\$112,450.00
Blastek LLC DEI <input type="checkbox"/> Local <input type="checkbox"/> Wage <input type="checkbox"/>	Shelbyville	\$122,713.00
Industrial Painting Contractors, Inc. DEI <input type="checkbox"/> Local <input checked="" type="checkbox"/> Wage <input checked="" type="checkbox"/>	Taylor	\$126,250.00
Budget for Contract Services - Slide Tower and Support Structure Painting		\$100,000.00
Work Order Amount (Contract Amount) - General Painting Co. LLC - Contract Administration o Total Proposed Work Order Amount (Rounded)		\$100,000.00 \$ 6,000.00 \$106,000.00

This project was reported and publicly advertised in the following construction reporting outlets: Michigan Inter-governmental trade network, MITN; Construction Association of Michigan, Construction Connect, Washtenaw Contractors Association, Builders Exchange of Lansing and Central Michigan.



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Update – Purchases over \$10,000
Date: December 2, 2022

Action Requested: Motion to 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>
Unmanned Vehicle Technology	DJI Matrice 30T Drone Combo	\$16,042.99



To: Board of Commissioners
From: Amy McMillan, Director
Project Title: Purchases – Total Spent and Vendor Locations
Date: December 2, 2022

Action Requested: Motion to 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 November 2022

Vendor	Vendor Location	Description	Park Location	Total Request	Five-County	Greater Michigan	Outside Michigan	Effect of DEI, Living Wage, and Local Preference Policies
Gorno Ford	Woodhaven, MI	Heavy Duty Ford Trucks	Lower Huron/Willow, Hudson Mills, Stony Creek, Lake St. Clair	\$ 371,993.00	\$ 371,993.00			
Simple Adventures	Auburn Hills, MI	Food & Beverage Concessions	Lake St. Clair Beachside Grill	N/A - Revenue	N/A - Revenue			
General Painting	Rochester Hills, MI	Splash 'n' Blast Painting	Kensington (Maple Beach)	\$ 88,600.00	\$ 88,600.00			
Totals:				\$460,593.00	\$460,593.00	\$0.00	\$0.00	
Percent of Total Award Request:					100.00%	0.00%	0.00%	



To: Board of Commissioners
From: Travis Grubb, Senior Buyer
Project No: MiDeal #071B7700181
Project Title: Approval – Cooperative Purchase of Heavy-Duty Ford Trucks
Location: Lower Huron/Willow, Hudson Mills, Stony Creek, Lake St. Clair
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the cooperative purchase of three (3) 2023 Ford F-250s, one (1) 2023 Ford F-350, one (1) 2023 Ford F-450, and one (1) 2023 Ford F-550 for a total price of \$372,143 from Gorno Ford of Woodhaven, Michigan through the state of Michigan’s MiDeal cooperative contract #071B7700181 as recommended by Senior Buyer Travis Grubb and staff.

Fiscal Impact: Funds will come from the Board approved 2022 Capital Equipment budget (as amended), which allowed \$314,000 for these purchases. The total price of \$372,143 is \$58,143 over budget. The additional funding will come from forgoing the purchase of two vehicles that were scheduled for replacement in 2023.

Scope of Work: Furnish and deliver three (3) 2023 Ford F-250s, one (1) 2023 Ford F-350, one (1) 2023 Ford F-450, and one (1) 2023 Ford F-550 as specified.

Background: The Metroparks is eligible to participate in the state of Michigan’s MiDeal cooperative contract program. MiDeal cooperative contract #071B7700181 was selected following a pricing review. Through the state’s contract with Gorno Ford, the Metroparks was able to secure the most competitive pricing available and also reserved a spot in line for the model year 2023 production of heavy-duty trucks.

The new trucks will replace existing equipment in the Metroparks fleet (units 1962, 1002, 1744, 852, 1339, and 800), which will be sold through the first available auction after delivery of the new trucks.



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Approval – 2023 General Fund Budget and Resolution
Date: December 5, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the 2023 General Fund Budget and Resolution as recommended by Chief of Finance Shedreka Miller and staff.

Fiscal Impact: The 2023 general fund budget as submitted makes planned use of \$7.3 million of fund balance.

Background: The proposed 2023 general fund budget requested for approval has been revised from the preliminary proposed numbers reviewed at the November Board of Commissioners meeting. On the revenue side, park operations budgeted revenue has decreased by \$286,000, and administration budgeted revenue increased \$25,000. On the expense side, general fund expenditures increase overall by \$2.3 million. This reflects a decrease in capital equipment and park operations of \$1.5 million and \$158,000. There is also an increase in the administrative office of \$3.9 million. Overall revenue has been scheduled to reach \$61.0 million and proposed expenditures total \$68.3 million. The net result is the planned use of \$7.3 million of fund balance.

The numbers presented have been reviewed and are recommended by staff. Additional adjustments to these numbers may be discussed based on input from Board members. Detail and full impact on these potential changes will be presented at the December budget hearing based on direction from Board members.

Overall Trends: Total revenue for the Metroparks is planned to increase when compared to the 2022 projected revenue of \$59.7 million. It is estimated that revenue will increase by \$1.3 million (2 percent) in 2023. This is primarily the net result of a \$1.7 million increase in property tax revenue, which is offset by a \$244,000 and \$170,000 decrease in park operating and other revenue.

Budgeted expenditures are scheduled to increase by \$7.8 million from the 2022 estimated expenditure total of \$60.5 million to \$68.3 million. The increase is related to the following sources:

- Park operations up \$1.6 million (4.2%)
- Administrative Office up \$6.0 million (54.0%)
- Major Maintenance up \$2.2 million (106.8%)
- Capital Equipment up \$496,000 (72.8%)
- Capital Projects down \$2.5 million (30.3%)

While these are significant increases, it is important to note that comparisons to 2022 estimated figures are, in some cases, distorted by the following factors:

- Capital equipment orders were delayed due to supply chain issues
- Major maintenance projects were postponed due to high costs and supply chain issues

Capital Equipment funding, at \$1.2 million, is 72.8 percent above the 2022 projected amount. Keep in mind that the 2022 projected amount is significantly lower because most of the items ordered in 2022 will be received in 2023. As a result, the expense for these items will be realized in 2023 as well.

The budget to provide funding to the Capital Project Fund (\$5.8 million) is lower when compared to the 2022 amount of \$8.3 million. This amount is the net result of \$8.0 million of newly funded capital projects netted against \$2.2 million in anticipated grant funding.

The chart below summarizes major budget categories and the impact on fund balance from the proposed 2023 general fund budget:

<u>BUDGETED REVENUES</u>	<u>2021 Actual</u>	<u>2022 Amended Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>
ADMINISTRATIVE				
PROPERTY TAX LEVY	\$33,693,345	\$34,808,384	\$34,797,815	\$36,508,782
GRANT REVENUE	89,548	52,500	113,099	45,000
ADMINISTRATIVE DEVELOPMENT SUPPORT	425	125,000	6,402	-
INTEREST INCOME	118,192	100,000	111,058	100,000
SALE OF CAPITAL ASSETS	149,650	100,000	140,400	125,000
STATE SOURCES REVENUE	645,395	645,000	645,000	639,000
OTHER	684,828	226,447	217,170	153,885
PARK OPERATIONS				
PARK OPERATING REVENUE	24,338,250	23,324,092	23,635,903	23,370,335
PARK DEVELOPMENT SUPPORT	53,356	40,000	24,104	45,250
TOTAL BUDGETED REVENUES - 2023	\$ 59,772,987	\$ 59,421,423	\$ 59,690,951	\$ 60,987,252
 <u>BUDGETED EXPENDITURES</u>				
PARK OPERATIONS				
PARK OPERATIONS	\$36,203,966	\$38,950,348	\$38,321,301	\$39,944,452
ADMINISTRATIVE OFFICE	10,096,921	12,712,901	11,171,599	17,200,107
MAJOR MAINTENANCE	2,387,447	3,935,508	2,054,514	4,248,952
CAPITAL				
EQUIPMENT	1,769,466	5,281,311	680,702	1,176,500
LAND ACQUISITION	789,638	-	-	-
CAPITAL PROJECT FUND				
IMPROVEMENT PROJECT FUNDING	5,141,398	8,275,648	8,275,648	5,764,288
TOTAL BUDGETED EXPENDITURES - 2023	\$ 56,388,835	\$ 69,155,716	\$ 60,503,764	\$ 68,334,299
 NET INCREASE (USE) OF FUND BALANCE	 \$ 3,384,152	 \$ (9,734,292)	 \$ (812,813)	 \$ (7,347,047)

OVERALL REVENUE: As noted above, the total 2023 general fund budgeted revenue is planned at \$61 million. Tax revenue continues to provide the overwhelming majority of Metroparks funding at \$36.5 million, with park operating revenue expected to generate most of the remainder at \$23.4 million.

Tax Revenue: Property tax revenue is the source of just over 60 percent of all Metroparks funding, resulting in \$36.5 million in expected revenue.

Operating Revenue: Total park operating revenue planned for 2023 is \$23.4 million. This is a decrease of \$244,000 compared to 2022 estimated park operating revenue of \$23.7 million. There aren't any user fee increases in the 2023 revenue budget.

The most significant variances are in the areas of Golf and Tolling. Golf revenue is budgeted \$334,000 less than the 2022 estimated amount and Tolling is budgeted \$240,000 higher than the 2022 estimated figures.

	2022 Projected	2023 Proposed	Change	%
	Actual	Budget		
Aquatic Facilities	1,293,011	1,340,950	47,939	3.7%
Boat Rental/Dockage Storage	906,267	948,467	42,200	4.7%
Tolling	10,884,387	11,123,904	239,517	2.2%
Golf	7,721,829	7,387,773	(334,056)	-4.3%
Interpretive	373,949	362,705	(11,244)	-3.0%
Facility/Stage/Shelter Rental	724,461	596,515	(127,946)	-17.7%
Other	1,756,103	1,655,271	(100,832)	-5.7%
	23,660,007	23,415,585	(244,422)	-1.0%

Grant Revenue: Most of the 2023 budgeted grants are related to Capital Improvement Projects and are reflected in the Capital Project Fund. As additional operating grants develop during the year, the budget will be amended to recognize them.

Other Revenue Sources: It is estimated that the 2023 interest revenue will remain at \$100,000. The estimated MMRMA distribution remains at \$25,000, which is the same as 2022. It is unknown whether the Metroparks will receive a rate surplus payment from Blue Cross Blue Shield. As a result, it was not included in the 2023 budget. Sale of capital and non-capital surplus equipment is expected based on history.

OVERALL EXPENDITURES: As previously indicated, total 2023 general fund budgeted expenditures are planned at \$68.3 million. This is a 12.9 percent increase over 2022 estimated expenditures. It is worth noting that it represents a 1.2 percent decrease over the 2022 budget amount of \$69.2 million. Major maintenance, capital project funding, park operations and administrative office are the main sources of the \$7.8 million variance compared to the 2022 estimated figures. Major maintenance is primarily increased reflecting a thoughtful, strategic plan to address infrastructure maintenance. The administrative office department increases are related to new initiatives for the year and additional full-time positions. Capital equipment expenditures are 72.8 percent higher and capital project funding is 30.3 percent lower than the 2022 estimated amount. There are no funds scheduled for land acquisition. Should the Board determine that acquisition of land is beneficial or needed there are funds committed in fund balance that could be used for this purpose.

Capital Project Funding: All capital improvement projects are budgeted and tracked in the Capital Project Fund (CPF). Funds remain in the CPF unless the Board of Commissioners approve a transfer back to the general fund. For 2023, seventeen new projects have been identified. These projects total \$8.0 million. An additional \$2.2 million is expected to be available from various granting agencies leaving the net funding needed from the General Fund at \$5.8 million.

Significant projects include:

<i>Location</i>	<i>Project</i>	<i>Project Cost</i>	<i>Grant Funding</i>	<i>Net Funding</i>
Oakwoods	Flat Rock Dam	\$ 755,000	\$ 730,000.00	\$ 25,000
Lake Erie	Wave Pool Mertha Liner and Updates	4,000,000	1,000,000	3,000,000
Willow	Pumphouse Upgrades	260,000		260,000
Willow	Roof Replacement	70,000		70,000
Willow	Salt Storage Closure	20,000		20,000
Lake Erie	Resurface Outdoor Courts with Outdoor Sport Tile	60,000		60,000
Indian Springs	Playground Redevelopment	600,000		600,000
Wolcott	Replace Milk Barn Roof	150,000		150,000
Lake Erie	Protecting Lake Erie Marsh with Green Infrastructure	657,743	483,500	174,243
Willow	GC UST Fuel Pump Removal/Replacement	230,000		230,000
Indian Springs	UST Removal	200,000		200,000
Indian Springs	Building Conversion to Support Electric Golf Carts and Generator	230,000		230,000
Stony Creek	Install Electricity at 4th Toll Booth	20,000		20,000
Lake St. Clair	Rework Electric for Permanent Toll Booths	50,000		50,000
Stony Creek	Install EV Charging Station	67,000		67,000
Kensington	Install EV Charging Station	67,000		67,000
Lower Huron	Install EV Charging Station	66,000		66,000

Capital Expenditures: Capital equipment and land acquisition continue to be planned for and tracked within the general fund. The budget for capital equipment increased significantly compared to the 2022 estimated expenditures by \$496,000 (72.8 percent).

Some of the more significant items planned to be purchased include:

- Refuse Truck (2) \$310,000
- Pickup Truck (3) \$160,000
- Vehicle (4) \$155,000
- Police Vehicle (2) \$150,000
- Mower (5) \$120,000
- Golf/Utility Cart (10) \$112,000
- Air Compressor (3) \$40,000
- Utility Vehicle (1) \$40,000

Major Maintenance: 2023 Major Maintenance budget includes 44 projects totaling \$4.2 million. This represents a modest increase compared to the work accomplished in 2022. There were 18 projects that could not be completed due to unforeseen circumstances. Those projects will be completed in 2023 and have been added to the budget.

Significant projects included on the list are:

- Lower Huron - North End Parkway Resurfacing \$650,000
- Kensington - Martindale North to Shore Fishing Trail Improvement 427,000
- Lake St. Clair - East Boardwalk Resurface Replacement - Phase 3 350,000
- Lower Huron - Turtle Cove Marcite Repairs - Lazy River 300,000
- Huron Meadows - Replace Pump Intakes, Electric Panel and Connections 260,000
- Kensington - Dam Concrete Work 247,000
- Hudson Mills - Replace Siding/Roofs at Golf Course Shop and Cart Barn 160,000
- Lake St. Clair - North/South Marina Dock Electrical and Water 150,000
- Lake Erie - Dredge Marina Channel and Relocate Spoils Pile 150,000
- Stony Creek - Electrical Upgrades at Eastwood Beach 120,000

Park Operations Our goal is to continue to work toward a budget that is based on realistic expectations while maintaining a conservative approach to avoid overstating expenditures.

The chart below summarized park operating expenditure trends. Outside services are significantly higher due to the additional funding for equipment fuel (\$315,000), new recreation programming and events (\$250,000), and the part-time graduated seasonal bonus (\$200,000).

PARK OPERATING EXPENDITURES				
	2022 Projected	2023 Proposed		
	Actual	Budget	Change	%
Personnel Services				
Full-Time Wages	11,139,006.00	11,633,721.12	494,715	4.4%
Full-Time Fringes	7,857,617.00	7,538,108.96	(319,508)	-4.1%
Part-Time Wages	8,255,388.00	8,852,504.00	597,116	7.2%
Part-Time Fringes	714,104.00	735,293.00	21,189	3.0%
Total Personnel Services	27,966,115	28,759,627	793,512	2.8%
Materials and Services				
Operating Supplies	1,806,383	1,766,219	(40,164)	-2.2%
Minor Equipment	736,825	708,472	(28,353)	-3.8%
Other	1,671,494	1,651,247	(20,247)	-1.2%
Fuel	766,229	476,923	(289,306)	-37.8%
Outside Services	2,802,770	4,099,635	1,296,865	46.3%
Insurance	560,400	577,593	17,193	3.1%
Utilities	2,011,085	1,904,736	(106,349)	-5.3%
Total Materials and Services	10,355,186	11,184,825	829,639	8.0%
Total Park Operating Expenditure	\$ 38,321,301	\$ 39,944,452	\$ 1,623,151	4.2%

Administrative Office: The total administrative office is budgeted to increase by more than \$6.0 million or 54.0 percent compared to the 2022 projected amount. The 2023 budget of \$17.2 million is \$4.5 million higher than the 2022 budget. As noted earlier, the administrative office increase reflects new initiatives along with the addition of new positions for 2023. Four unused provisional positions were eliminated to create the three new full-time positions.

Notable new initiatives and positions are:

- Naming rights for water garden at Ralph C. Wilson Park 4,000,000
- Board approved swim lessons 345,000
- Storm water consultant 125,000
- Surveying services 130,000
- HR Generalist, DEI Support Specialist and Buyer positions 248,000
- Climate consultant 200,000

The following chart summarized expenditures trends at the administrative office by account.

ADMINISTRATION OFFICE OPERATING EXPENDITURES				
	2022 Projected Actual	2023 Proposed Budget	Change	%
Personnel Services				
Full-Time Wages	4,325,460.00	4,897,967.40	572,507	13.2%
Full-Time Fringes	2,477,371.00	2,635,885.60	158,515	6.4%
Part-Time Wages	350,018.00	483,202.00	133,184	38.1%
Part-Time Fringes	24,719.00	37,204.00	12,485	50.5%
Total Personnel Services	7,177,568	8,054,259	876,691	12.2%
Materials and Services				
Operating Supplies	220,892	258,725	37,833	17.1%
Minor Equipment	203,176	285,456	82,280	40.5%
Other	113,534	185,272	71,738	63.2%
Fuel	31,343	61,800	30,457	97.2%
Outside Services	2,680,200	7,576,811	4,896,611	182.7%
Professional Services	441,258	415,000	(26,258)	-6.0%
Insurance	143,584	162,260	18,676	13.0%
Utilities	160,044	200,524	40,480	25.3%
Total Materials and Services	3,994,031	9,145,848	5,151,817	129.0%
Total Park Operating Expenditure	\$ 11,171,599	\$ 17,200,107	\$ 6,028,508	54.0%

2023 BUDGET RESOLUTION

7-a

MOVED BY: Commissioner
SUPPORTED BY: Commissioner
DATE: December 8, 2022

In accordance with the provisions of Public Act 621 of 1978, the Uniform Local Budgeting Act, Public Act 147 of 1939, the incorporation of the Huron-Clinton Metropolitan Authority and the By-Laws of the Huron-Clinton Metropolitan Authority, the Board of Commissioners, after due deliberation with the Director and her staff, does hereby adopt the 2023 General Fund Budget.

BE IT RESOLVED: That the 2023 revenues for the Huron-Clinton Metropolitan Authority are detailed in the Revenue section of the Budget and are summarized as follows:

Property Tax Levy	\$36,508,782
Park Operating Revenues	23,370,335
State Sources	639,000
Interest Income	100,000
Sale of Capital Assets	125,000
Grants	45,000
Donation & Development Support	45,250
Miscellaneous	153,885
	\$60,987,252
	\$60,987,252

AND BE IT RESOLVED: That the 2023 expenditures for the Huron-Clinton Metropolitan Authority are hereby appropriated on an overall category basis.

BE IT FURTHER RESOLVED: That all sections of the 2023 Huron-Clinton Metropolitan Authority Budget document be approved as submitted.

BE IT FURTHER RESOLVED: That the Director of the Huron-Clinton Metropolitan Authority is hereby authorized to make budgetary transfers within the appropriation centers established throughout this Budget, and that all such transfers will be subsequently presented to the Board of Commissioners for further action, in conformance with the provisions of the Michigan Uniform Budgeting Act.

AYES: Commissioners

NAYS:

ABSENT:

I, Amy McMillan, the duly appointed and qualified Director of the Huron-Clinton Metropolitan Authority, do hereby certify that the foregoing resolution was adopted by the Board of Commissioners at the regular scheduled meeting held in Brighton, Michigan on December 8, 2022.

Amy McMillan, Director



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Report – Metroparks Climate Action Plan Update
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioner receive and file the Metroparks Climate Action Plan update as requested by Director Amy McMillan and staff.

Background: Dr. Elizabeth Perry from Michigan State University will update the Board (via Zoom) on the progress of the Climate Action Plan, which was approved by the Board at the January 2022 meeting.



To: Board of Commissioners
From: Randy Rossman, Chief of Human Resources & Labor Relations
Subject: Approval – 2023 Use of Blue Cross Blue Shield Rate Stabilization Surplus
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the use of a portion of Fund Balance Committed for Rate Stabilization to be paid in January 2023 to full-time employees enrolled in a Metroparks Medical/Rx Plan. Payment amounts will be as follows for employees selecting Metroparks 2023 BCBS medical insurance for employees with single coverage \$1,000 and for employees with two person/family coverage \$2,000. This request is in accordance with the Board of Commissioners previous actions and is recommended by Chief of Human Resources and Labor Relations Randy Rossman.

Fiscal Impact: Funding for this payment will come from the Fund Balance Committed for Rate Stabilization in the amount of \$281,000.

Background: Each year our medical/prescription insurance carrier, Blue Cross Blue Shield of Michigan (BCBSM), reviews our current claims and the current claim trends for groups of similar size. This results in development of a Rate Stabilization Reserve Account, which is used as a cushion for large claims.

In June 2015, the Board of Commissioners approved using a portion of the rate-stabilization funds to mitigate the impact of the high deductible plan on employees, where financially feasible.

The Board has previously approved the use of funds from the rate stabilization fund:

Plan Type	Year	Single Coverage	Two Person / Family Coverage
All Plans	2016	\$700	\$1,400
All Plans	2017	\$700	\$1,400
All Plans	2018	\$700	\$1,400
All Plans	2019	\$1,000	\$2,000
All Plans	2020	\$1,500	\$3,000
All Plans	2021	\$1,000	\$2,000
PPO Plan	2022	\$1,000	\$2,000
HMO Plan	2022	\$700	\$1,400
All Plans	2023	\$1,000	\$2,000

The current amount in the Fund Balance Committed for Rate Stabilization is \$667,718.50. Approval will help mitigate some of the additional costs for covered employees. Staff anticipates this payment will bring the Fund Balance Committed for Rate Stabilization to \$386,718.50.



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Report – Draft Strategic Plan
Date: December 2, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the Strategic Plan as recommended by Director Amy McMillan and staff.

Background: Comments and suggestions received from Commissioners have been integrated into the Strategic Plan, which is attached for review.

Attachment: Strategic Plan



METROPARKS **STRATEGIC PLAN**

A Three Year Vision
(DRAFT)

WHO WE ARE. WHAT WE DO.

OUR MISSION

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

WHAT WE ASPIRE TO BE.

OUR VISION

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

WHAT IS IMPORTANT TO US.

OUR VALUES

ACCESS | COMMITMENT | DIVERSITY | EQUITY | LEADERSHIP | STEWARDSHIP

Details below:

ACCESS: Make the Metroparks available to all in the region, regardless of race, age, income, gender or ability.

COMMITMENT: Treat all employees, constituents and stakeholders as partners in our shared mission to enhance the well-being of all southeast Michigan residents.

DIVERSITY: Embrace and reflect the region's richness — both its natural environment and the communities within it.

EQUITY: Create a system that more fairly serves all individuals, families and communities across the region.

LEADERSHIP: Provide innovative programs, valuable educational offerings and proactive community engagement.

STEWARDSHIP: Responsibly manage our natural resources and maintain financial stability to protect the public's investment.



VISION 2026:

(DRAFT)

THREE YEARS OF PLANNING & PROGRESS

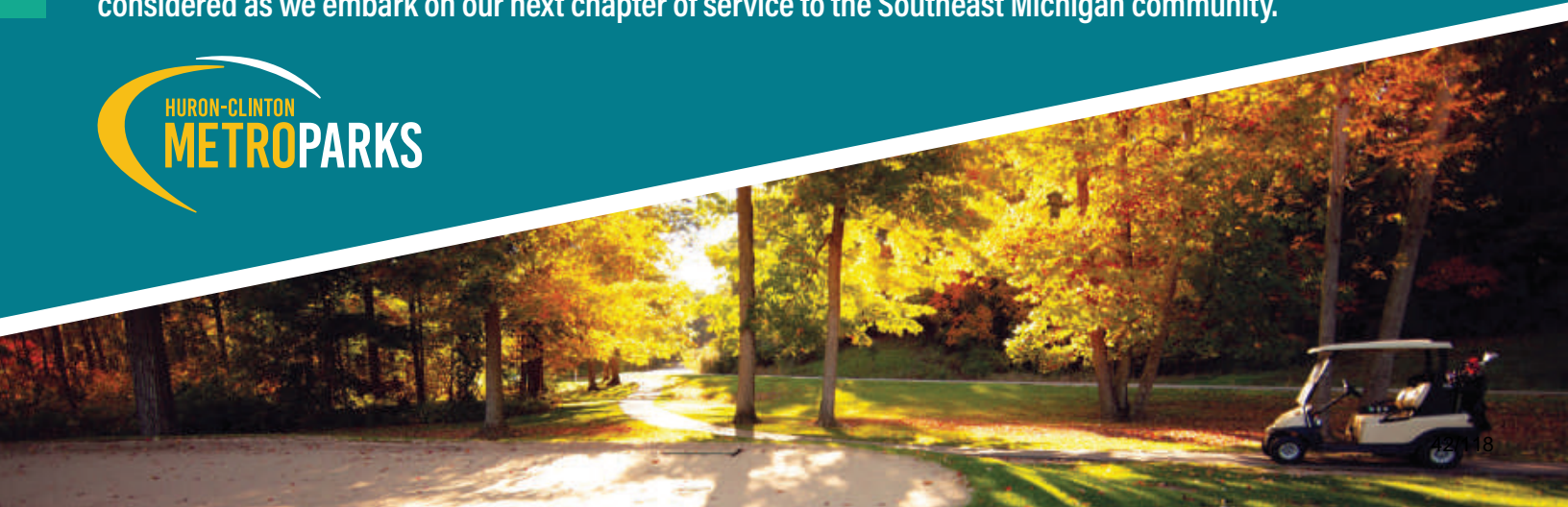
As the summer of 2026 ends, the Metroparks is celebrating with the people of Southeast Michigan. From pool parties to community picnics residents are using the Metroparks resources in ways that are applicable to them. Partner organizations deeply embedded in neighborhoods and small towns are hosting 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.

The big uptick in engagement is because the Metroparks services have become much easier to access in the last few years. Thanks to our intentional effort to develop partnerships with grassroots organizations focused on hyper-local listening and outreach, our collective impact is experiencing a multiplier effect throughout the region because of our customized services. Residents from rural areas like Cohoctah and Ray are making use of programs that were created because of their input and their needs. Detroiters are enjoying easier access to swimming lessons and spaces that help them connect with nature and community. Tales come in from every corner of our five-county region about the learning, the joys and the connections made because of something the Metroparks supports.

The Metroparks' ability to further our mission of bringing the benefits of parks and recreation to the people of southeast Michigan—all the people all their lives—has earned high praise from major state and national publications. Our new programs have drawn attention and investment from philanthropy and the public sector because of the creativity used adapting to ever-changing community needs.

We're thrilled that our innovations are recognized with investment. Energized and inspired by our values of access, commitment, diversity, equity, leadership and stewardship, the Metroparks have graduated from managing resources to growing them for greater impact today and tomorrow. As a result, values-based improvements are present in every aspect of our operation, including our rich natural resources, physical infrastructure, financial position and workforce.

As we celebrate the learning and the progress made over the last three years, we humbly take stock of our accomplishments. We are heartened by the stories of residents who are just learning about the Metroparks and finding usefulness and unexpected delight in the interaction. Their stories and experiences are celebrated and considered as we embark on our next chapter of service to the Southeast Michigan community.



THE PATH TO VISION 2026: GOALS & OBJECTIVES

1. LISTEN & CONNECT

The Metroparks leads by listening to the communities we serve and connecting them to our mission in ways that are useful and equitable.

- Create 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 transparency and accountability for progress against goals and objectives through master and departmental plans that benchmark and measure progress (See Appendix)
- Increase engagement with Metroparks services
- Increase access to Metroparks services for underserved communities with customized programming



2. MAINTAIN & INVEST

The Metroparks grow by maintaining a healthy financial position that invests in the organization's relevancy to community members and resulting marketability to funders.

- Develop a formal partnership strategy using collective impact to amplify our resources and investments in Southeast Michigan and beyond
- Research opportunities for investment in capital projects
- Increase revenue from philanthropic and public sector sources
- Study revenue opportunities across current and new programs
- Build a portfolio of new services for hard to reach and underserved residents
- Create a talent strategy to attract and retain the intellectual and human capital needed to achieve the vision



3. CONSERVE & STEWARD

The Metroparks conserves natural resources and actively stewards our impact on and relationship with the environment

- Create a resiliency plan for built and natural environment by December of 2023
- Increase outdoor education opportunities with a focus on skill building for more effective and durable environmental stewardship



STAYING ACCOUNTABLE & REPORTING PROGRESS

Once approved, The Metroparks will develop a web-based dashboard to publish this strategic plan and make it accessible to all staff and the public. The web dashboard will also serve as a continual collection of updates against the progress of each of these goals and objectives with current status and success indicators clearly defined.

TRANSPARENCY & ACCOUNTABILITY APPENDIX

(DRAFT)

The Metroparks strategic plan is ambitious. Understanding our progress against the wide-reaching goals and objectives requires a thoughtful approach to measurement that honors the quantitative and qualitative components of the plan. In addition, our approach to measurement needs to be as efficient and sustainable as it is accessible for internal and external audiences. To achieve these outcomes, staff will be utilizing a reporting framework that builds on existing internal plans and systems while expanding our subsequent internal and external communications.

At the base of the framework is our suite of existing and future departmental plans. These plans organize all the major priorities for the Metroparks by department and organize current and future project action items. They hold relevant data and analysis leadership needs to make decisions. For example, the marketing plan is where staff benchmark and measure resident engagement, attendance goals and brand awareness. The plans are updated at a high frequency, and we report progress at Commission meetings. The departmental plans are the work horse of our benchmarking, measurement, tracking and task management efforts within the strategic plan's transparency and accountability objective. See Figure 1 for a full accounting of departmental plans.

Figure 1

CURRENT METROPARKS PLANS			
DEPARTMENT	CURRENT PLANS	STAGE OF DEVELOPMENT	BOARD APPROVAL REQUIRED
PLANNING & DEVELOPMENT	10-Year Park Master Plans (13 plans)	On-going	Y
	Five-Year Community Recreation Plan	Public Comment Phase	Y
	Metroparks Sustainability Plan	Complete	Y
	ADA Transition Plan	Complete	Y
	Storm Water Management Plan	Complete	Y
	Swim Development Plan	Complete	Y
	Trail Connection Feasability Study	Complete	Y
	EV Charging Stations Analysis	In progress	Y
MARKETING	Marketing Plan	Approved Annually	Y
ENGINEERING	Land Divestiture and Acquisitions Plan	Complete	Y
	Roadsoft Plan for Pavement Asset Management	On-going	N
	Overall Dam Study	In progress	Y

CURRENT METROPARKS PLANS CONTINUED (DRAFT)

DEPARTMENT	CURRENT PLANS	STAGE OF DEVELOPMENT	BOARD APPROVAL REQUIRED
DIVERSITY, EQUITY & INCLUSION	DEI Plan	Update in Progress	Y
NATURAL RESOURCES	Mowing Plan	Complete	Y
	Deer Herd and Ecosystem Management Plan	Complete	Y
	Flat Rock Dam Feasibility Study	In progress	Y
	Eastern Massasauga Rattlesnake Conservation Plan	Complete	Y
INTERPRETIVE SERVICES	Equine Retirement Plan	In progress	N
	Interpretive Services Plan (2023 and beyond)	In progress	N
	Draft Wolcott Mill Farm and Historic Center Interpretive Master Plan	In progress	N
	Draft Kensington Farm Center Interpretive Master plan	In progress	N
	Draft Oakwoods Nature Center Interpretive Master plan	In progress	N
ADMINISTRATIVE	Strategic Plan	In progress	Y
	Climate Action Plan	In progress	Y
	Recreational Programning Plan	Complete for 2023	N
	COVID Return to Work Plan	Complete	N

Some of these plans are also published externally on our website. The public can find and read plans on our Diversity, Equity and Inclusion, Natural Resources and Planning and Development pages of the website. They are published here as point of transparency for stakeholders and residents.

As the strategic plan progresses, all these existing plans will continue to be updated accordingly on their scheduled review frequency whether that is annual, every five years or some other increment, and the strategic plan will guide their specific goals and metrics. For example, the Diversity, Equity, and Inclusion plan will be renewed in 2023 with a focus on supporting the strategic plan's goals and objectives.

Finally, our forthcoming strategic plan web dashboard will be used to highlight learnings and achievements at the objectives level. Using immersive storytelling, this dashboard will be the central place where residents and stakeholders, including funders, can follow our story as it progresses. It will be summative in nature and provide detail and highlights on small and major milestones found both in the departmental plans and strategic plan. We expect the dashboard to be updated quarterly.

This accountability and transparency framework ensures we can connect with our various audiences and bring them on this journey with us. Our departmental plans serve as the base for our quantitative and task management work, but the strategic plan makes space for the story that runs through and connects it all together. And our strategic plan dashboard allows us to publicly highlight that story for everyone.



To: Board of Commissioners
From: Amy McMillan, Director
Subject: Report – Draft Security Camera Project Policy
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners (1) provide staff feedback on the Security Camera Project Policy; and (2) receive and file the report as provided by Director Amy McMillan and staff.

Background: A draft security camera project policy is attached for review. Staff will bring the policy back to the Board in January 2023 for approval.

Attachment: Draft Security Camera Project Policy

SECURITY CAMERA TECHNOLOGY POLICY

I. Permissible Purposes and Authorized Uses for Surveillance Technology

- a. The goal of this Policy is to balance the capacity of Security Camera Technology to improve the safety of individuals utilizing the Metroparks with the importance of maintaining individuals' rights to privacy.
- b. The Huron-Clinton Metropolitan Authority (the "HCMA") plans to install surveillance technology in the form of security cameras at various public locations throughout its parks system. The intent of the cameras includes, but is not limited to, monitoring Eastwood and Baypoint Beaches at Stoney Creek Metropark for one or more of the following reasons: (i) for security purposes, (ii) to protect the physical integrity of HCMA infrastructure and resources, and (iii) ensure public safety.
- c. The HCMA intends to use this technology to assist in providing safe and secure parks for public use and enjoyment. If criminal activity does occur on camera, the footage will be made available to law enforcement as authorized by law.

II. Prohibited uses

- a. Surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.
- b. Surveillance equipment shall not be utilized to conduct personal business of any type.
- c. Individuals may only access live surveillance footage and recorded footage consistent with this Policy.
- d. Images or footage may not be duplicated, distributed, posted, or transmitted except in accordance with this Policy.
- e. Surveillance equipment shall not be used to monitor individuals based on characteristics of race, gender, religion, ethnicity, national origin, sexual orientation, or disability.

III. Signage

- a. Conspicuous public signage must be displayed at common surveillance locations. The signage should state:

THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND RECORDING FOR SECURITY PURPOSES, UNDER THE AUTHORITY OF THE HURON-

CLINTON MATROPOLICAN AUTHORITY DEPARTMENT.

IV. Storage

- a. Where will recordings be stored? For how long? Who can access them and how?
- b. Stored recording should be password protected. All logins, video access and other actions taken in the system software is placed in an audit trail log that is reviewable by *person.*

V. Records retention

- a. Images and footage captured by the surveillance cameras shall be retained in compliance with the Metroparks Police record retention policies.

VI. Data Access

- a. Access to the live video feed or stored data under this policy shall be limited to members of the Macomb County Sheriff's Office and HCMA staff for the permissible business purposes listed in Section I.
- b. With written approval of the Metroparks Chief of Police or written designee, it shall be permissible for HCMA to share recordings with other law enforcement agencies if the data show activities that appears to be unauthorized, improper, illegal, or in furtherance of illegal activity.
- c. HCMA will also share recordings with prosecutors' offices in furtherance of investigating or prosecuting crimes.
- d. Public record requests for recordings shall be processed in accordance with the Freedom of Information Act, 442 Public Acts, 1976, as amended, and HCMA's FOIA Procedures and Guidelines.

VII. Management/Oversight

- a. *Individual* shall oversee compliance with this Policy with respect to HCMA staff member's use of the surveillance system.
- b. Any HCMA employee found to have violated this Policy shall be subject to possible discipline, up to and including termination. Violations of this Policy shall be reviewed by the HCMA Director.
- c. The Metroparks Chief of Police shall oversee periodically auditing the surveillance system and data storage system to ensure they are operating as intended and are in compliance with these policies.



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Approval – 2023 Designation of Fund Balance
Date: December 5, 2022

Action Requested: Motion to Approve

That the Board of Commissioners approve the Fund Balance Commitments and Assignments for 2023 in accordance with Governmental Accounting Standards Board Statement No. 54 as recommended by Chief of Finance Shedreka Miller and staff.

Background: In March 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund-type Definitions. The objective of the statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that comprise a hierarchy based primarily on the extent to which a governmental entity is bound to observe constraints imposed on the use of the resources.

- Restricted fund balance results from externally imposed constraints put on resources.
- Committed fund balance represents amounts that have been formally set aside by the Board of Commissioners for use for specific purposes. Commitments are made and can be rescinded only via resolution of the Board.
- Assigned fund balance represents an intent to spend resources on specific purposes expressed by the Board of Commissioners or a person authorized by the Board to make those assignments. An assignment is less restrictive than a commitment.

The following are estimated amounts recommended for the 2023 designation of Restricted, Committed and Assigned Fund Balance as required under GASB 54.

Restricted Fund Balance:

- Lake St. Clair Marina (grant requirement) \$516,800
- Hudson Mills Canoe Livery (contract requirement) 34,500

Committed Fund Balance:

- Land 4,686,000
- Rate Stabilization Fund 667,700

Assigned Fund Balance:

- River Front Conservancy Project 4,800,000
- Planned Use of Fund Balance 7,347,000
- Compensated Absences (sick and vacation) 3,600,000
- Encumbrances 3,800,000



To: Board of Commissioners
From: Shedreka Miller, Chief of Finance
Subject: Report – Monthly Financial Review
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the monthly Financial Review as submitted by Chief of Finance Shedreka Miller and staff.

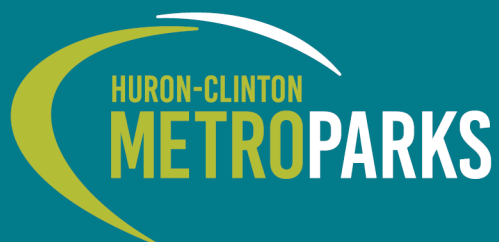
Attachment: Monthly Financial Review



HURON-CLINTON METROPARKS NOVEMBER FINANCIAL RECAP

DECEMBER 2022

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

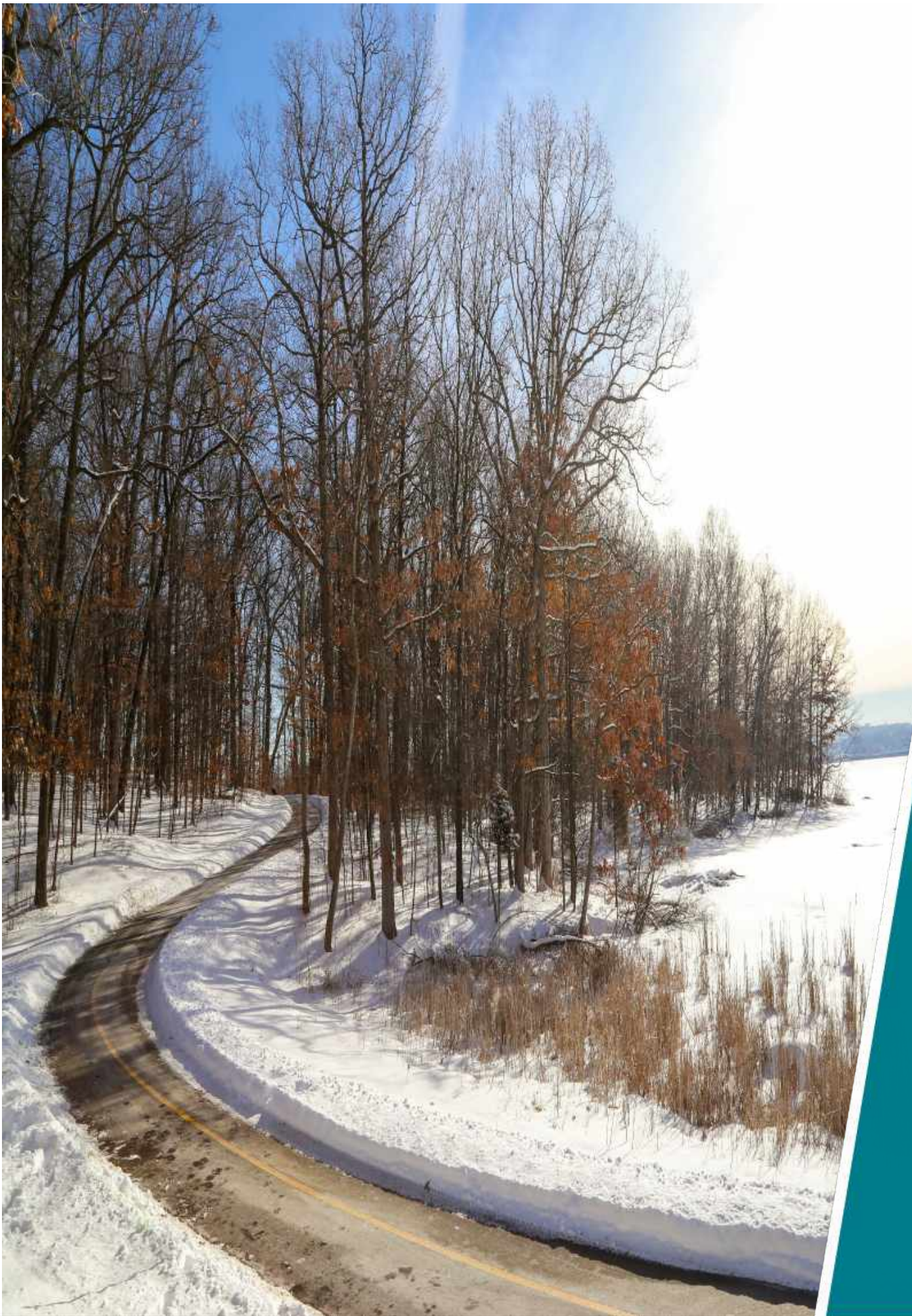


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EXECUTIVE SUMMARY

NOVEMBER 2022 FINANCIAL RESULTS

For the month of November 2022, operating revenue increased \$104,894 or 11.8 percent and vehicle entries decreased 0.4 percent in comparison to 2021. The year-to-date park operating revenue of \$23.8 million is \$123,373 lower compared to 2021 and \$3.3 million higher compared to the five-year average. No significant changes to administrative revenue took place during November.

Tolling increased for both daily and annual sales in comparison to 2021. November daily permit sales are 6 percent higher than 2021. November annual permit sales are 37.6 percent higher than 2021. Year-to-date tolling revenue is \$628,284 or 8 percent lower than 2021 figures.

Tolling and golf are the largest contributors to operating park revenue in November 2022. Combined, tolling and golf made up 87 percent of park operating revenue. Tolling generated \$669,526 and golf added an additional \$195,621. All other park operating activities produced over \$127,000.

Overall, year-to-date general fund expenditures are up \$4.4 million or 8.9 percent over 2021. There was a \$3.4 million increase in expenditures related to Capital Improvement Projects compared to 2021.

In summary, the Metroparks continue to be well positioned financially. Revenues remain strong, are higher than the five-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.

2022 Property tax revenue is expected to increase by \$1.7 million from the prior year. State reimbursements for lost personal property tax revenue is budgeted at \$645,000. These funds have not yet been received but are expected.

Interest rates continue to rise, which has resulted in higher interest income. We have already exceeded the original budget of \$100,000 by 89 percent.

Finally, We have received \$54,031 from Michigan Association of Counties related to our general liability and workman's compensation coverage. We are also expecting to receive funds from the Michigan Municipal Risk Management Association.

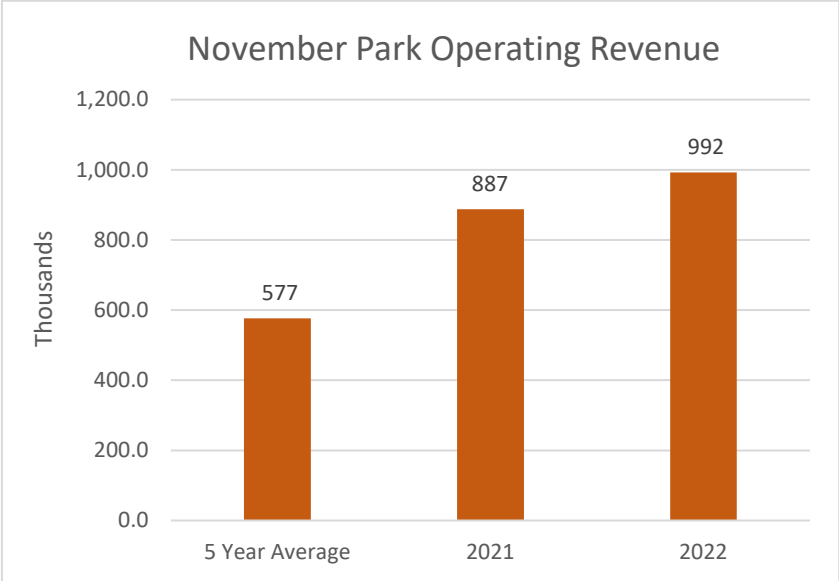


PARK OPERATING REVENUE

BY ACTIVITY

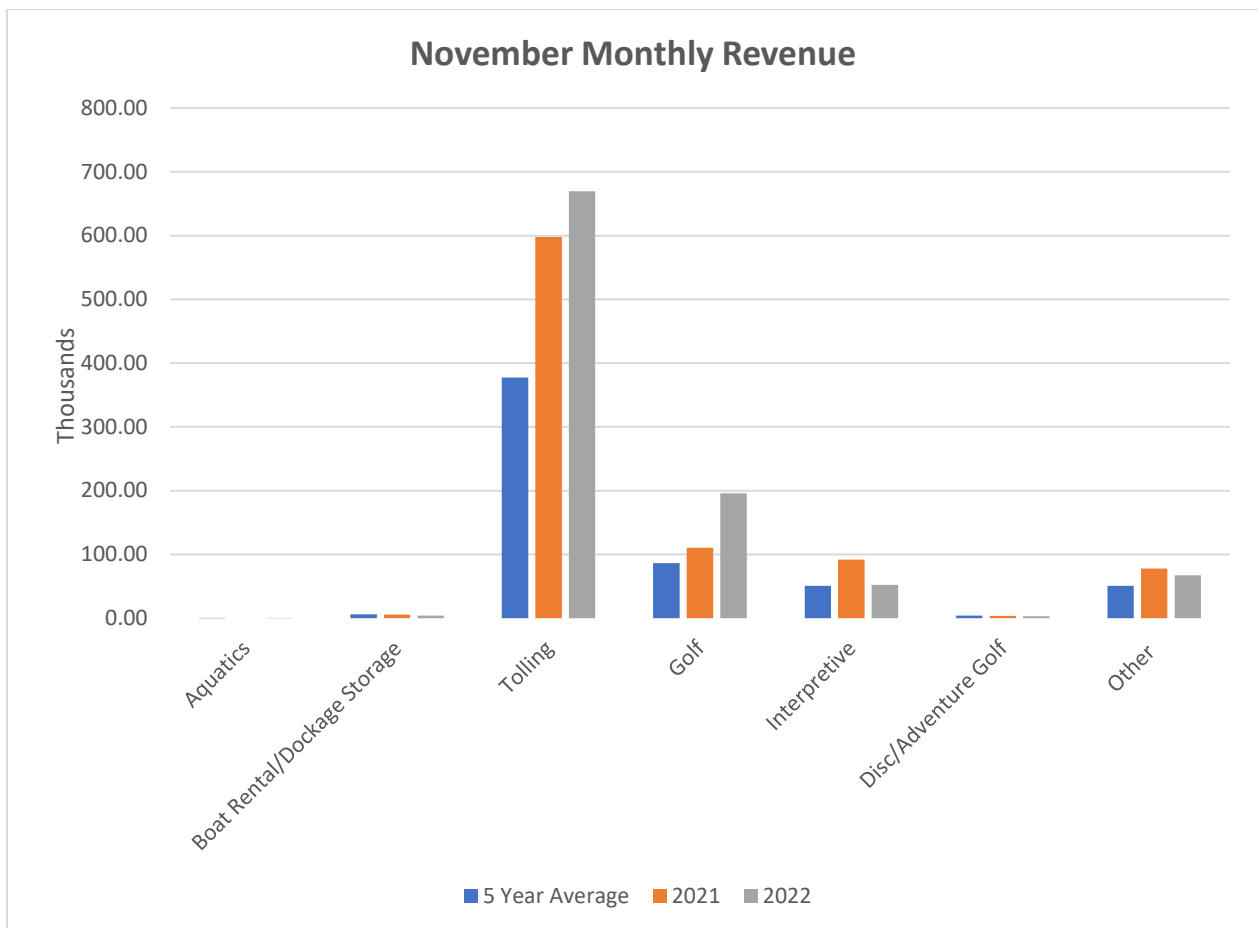
The parks generated \$992,314 in revenue during November 2022 compared to \$887,420 in 2021. The five-year average for operating revenue is \$576,512.

November park operating revenue increased \$104,894 or 11.8 percent compared to 2021 and \$415,803 or 72.1 percent compared to the five-year average.



Breaking down park operating revenue by the activity, the most significant source of revenue is tolling. The \$669,526 generated was higher than 2021 and the five-year average by \$71,656 or 12 percent and \$291,995 or 77 percent.

The golf 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. Golf revenue was higher than 2021 and the five-year average by \$84,927 or 77 percent and \$109,086 or 126 percent. Other operating revenue was \$10,430 or 13 percent lower than 2021 and \$16,643 or 33 percent higher than the five-year average.

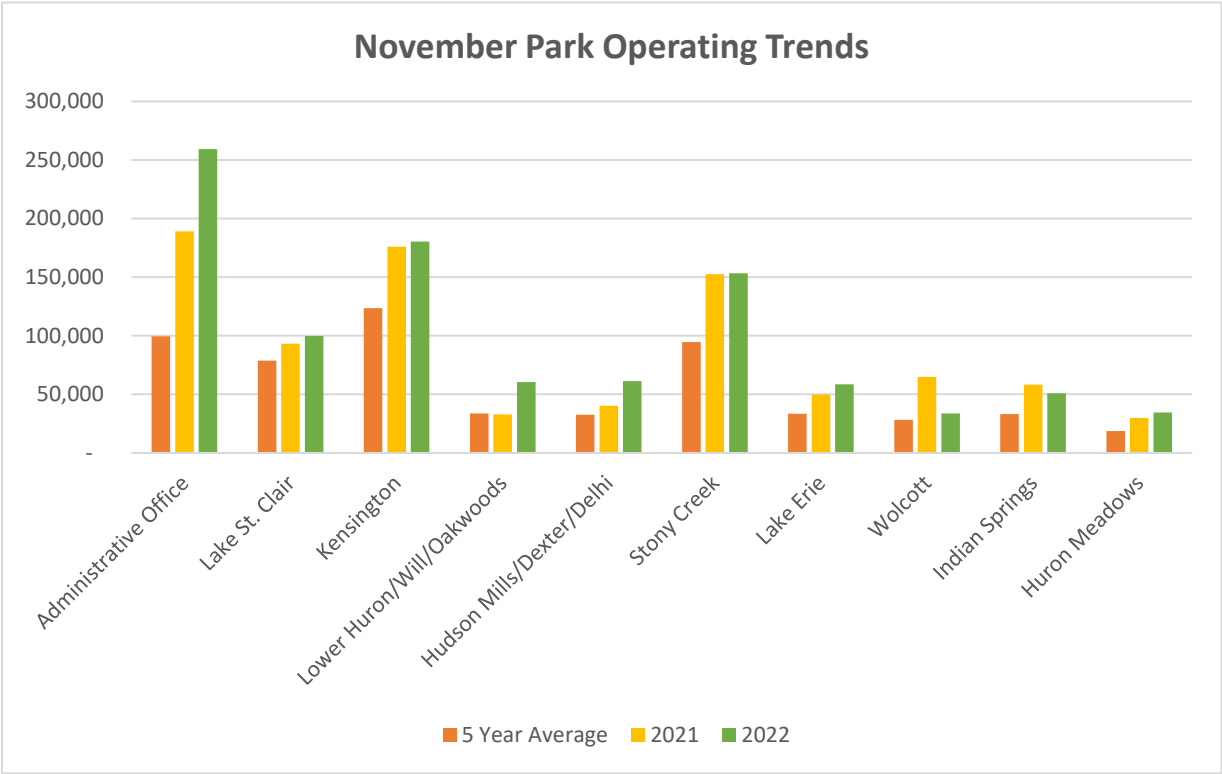


BY LOCATION

November 2022 park operating revenue increased compared to 2021 and the five-year average. The parks generated \$992,314 in operating revenue during November 2022 compared to \$887,420 in 2021 and \$576,512 for the five-year average.

November 2022 operating revenue in total increased compared to November 2021 and the five-year average by \$104,894 or 11.8 percent and \$415,803 or 72.1 percent. The Administrative Office, Kensington, and Stony Creek generated the most revenue for November 2022. November operating revenue for the Administrative Office, Kensington, and Stony Creek, was \$259,280, \$180,279, and \$153,453.

In the chart below, the variance between 2022 and 2021 figures range between an increase of \$70,019 and a decrease of \$31,305. The variance between 2022 and the five-year average ranges between an increase of \$159,641 and \$5,389. The changes are reflected in the chart below:



The following charts graphically represent the trends and shifts in annual and daily permit year-to-date annual permit sales for 2022 are down 5.2 percent from 2021. Annual permit sales for November 2022 increased 37.6 percent compared to 2021.

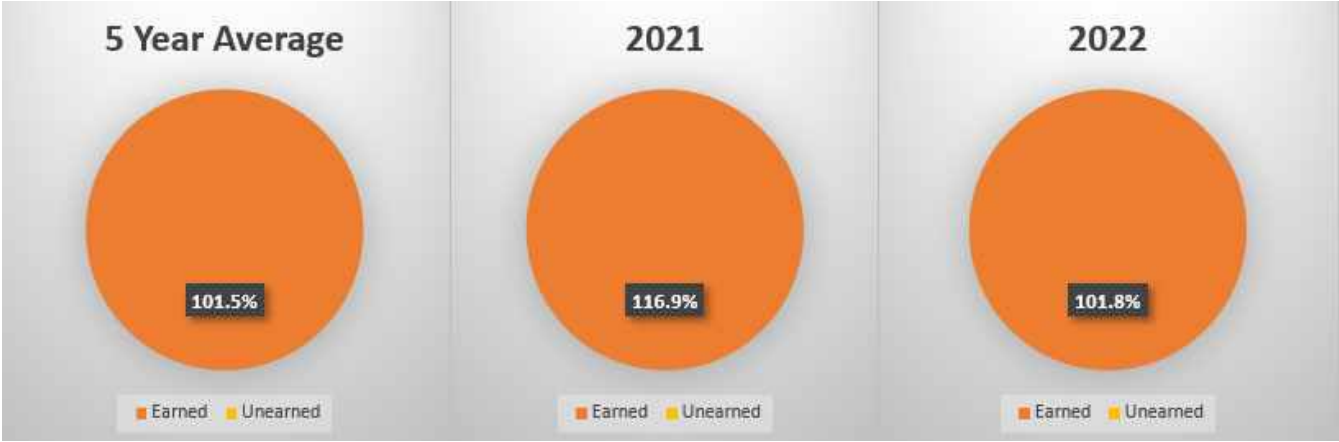


Year-to-date daily permit sales for 2022 are down 10 percent from 2021. Daily permit sales in November increased 6 percent compared to 2021.



Considering year-to-date revenue, the parks show a slight decline in revenue compared to the prior year. Year to date revenue is still higher than the five-year average. The pie charts below reflect the revenue earned at the end of November compared to the budgeted revenue not yet earned.

At the end of November 2022, we have generated 101.8 percent of budgeted operating revenue earned. We were around 116.9 percent and 101.5 percent for 2021 and the five-year average.



EXPENDITURES

ADMINISTRATIVE OFFICE

Overall, year-to-date Administrative Office expenditures are ahead of 2021 by \$717,314 or 8.5 percent. Increases in full-time wages/benefits make up 50.3 percent of the total variance. A portion of the remaining variance is related to the five-year community recreation plan study, and various engineering surveys/studies.

MAJOR MAINTENANCE AND CAPITAL

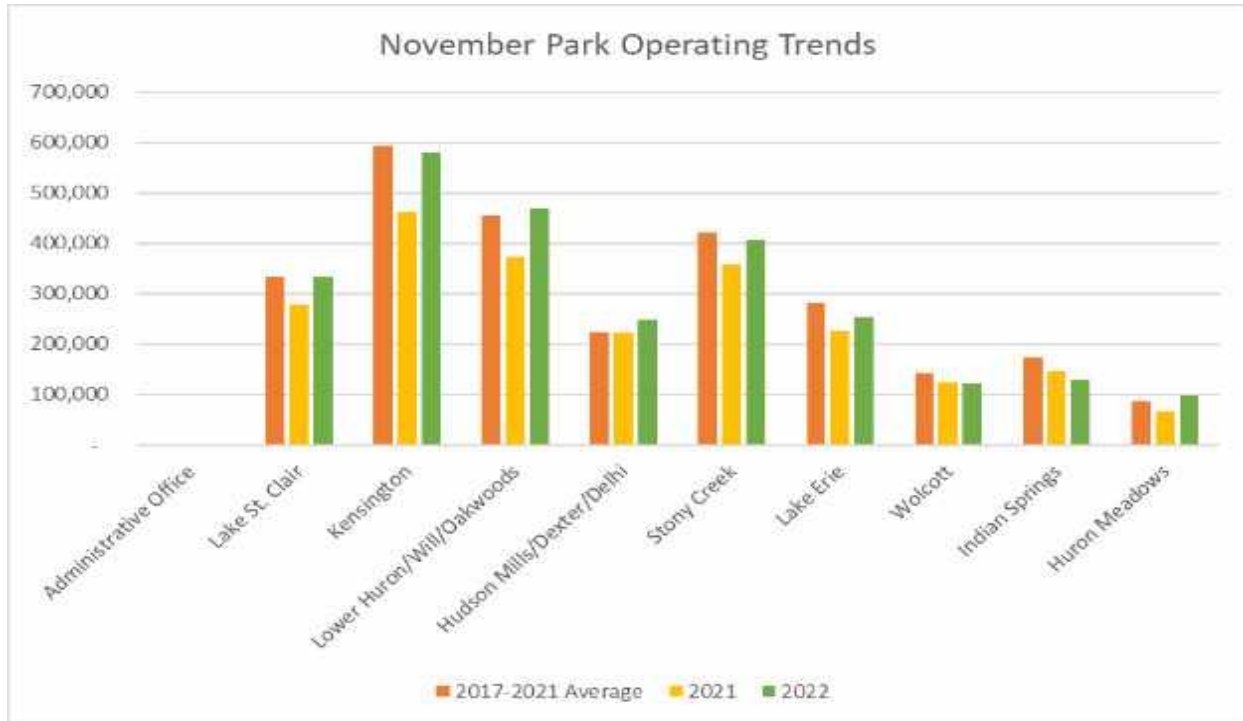
Approximately 73 percent of planned capital equipment and land acquisition purchases have been either paid for or encumbered. The 2022 budget was amended in August 2022 by \$2.7 million to order equipment for 2023. Payments during the month of November totaled \$211,881 or 4.0 percent of the budget.

As of the end of November, 33 percent of major maintenance projects have been either received or contracted for. November payments for major maintenance totaled over \$34,998 or 0.9 percent of the annual major maintenance budget.

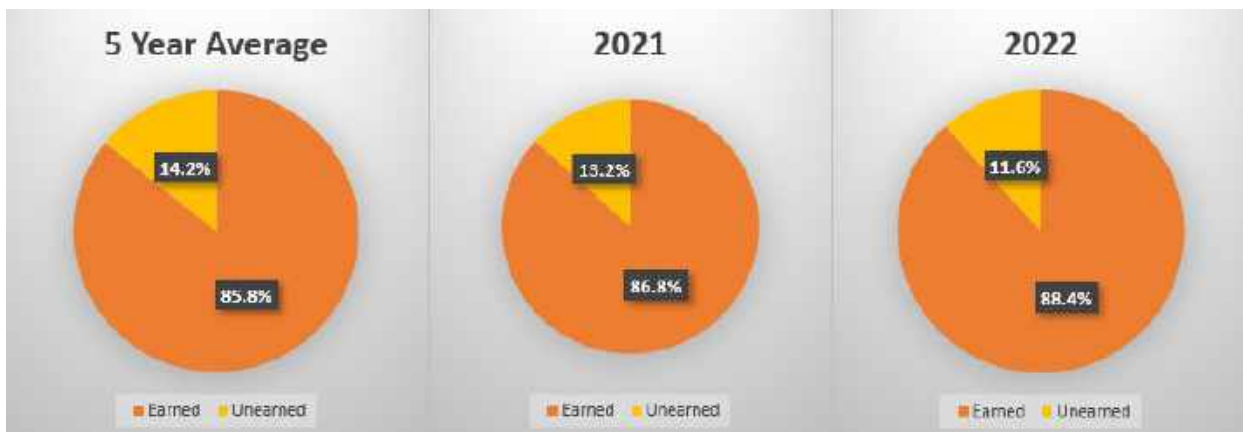
PARK OPERATIONS

Overall, year-to-date park operation expenditures are \$2.5 million or 8.0 percent higher than the 2021 year-to-date level. Increases in employee wages/benefits make up \$1.4 million or 55 percent of the variance. Increases in utilities and equipment fuel make up 33 percent of the remaining variance.

Looking at individual parks for the month of November, the variance in operating expenditures between 2022 and 2021 ranges between an increase of \$117,355 and a decrease of \$17,907.



At the end of November, we have used 88.4 percent of the annual budget, the amount was 86.8 percent for 2021 and 85.8 percent for the five-year average.





To: Board of Commissioners
From: Tyler Mitchell, Chief of Natural Resources and Regulatory Compliance
Subject: Report – Monthly Natural Resources Update
Date: December 2, 2022

Action Requested: Motion to Receive and File

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

Attachment: Monthly Natural Resources Report



NATURAL RESOURCES MONTHLY REPORT

DECEMBER 2022

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

SYSTEM-WIDE

ADMINISTRATIVE

- Preparing for prescribed fire at several locations in Detroit parks.
- Finalization of annual shrub and vine control projects and administration.
- Final administration for Black Creek shoreline restoration.
- Grant reporting and administration for several ongoing grant projects, at Lake Erie, Lake St. Clair, Willow, Indian Springs continues.
- Preparing RFP (Request for Proposal) for green infrastructure project at Lake Erie, and 2023 annual invasive shrub and vine control contracts.



Figure 1: At Lake St. Clair Metropark, Natural Resources staff completes finish grading and preparation for seeding at the shoreline restoration project site. This site will be seeding in December 2022.

SOUTHERN DISTRICT

LAKE ERIE METROPARK

- Marsh enhancement dredging project completed.
- Phase 1 shoreline restoration project to begin in mid-December.
- Phase 2 of project to follow immediately after.

OAKWOODS METROPARK

- Prescribed fire unit burned; monitoring continues.
- Grant project to alleviate flooding on nature trails.

WILLOW METROPARK

- Big Bend restoration project nearing completion. Shoreline protection and restoration to occur in spring 2023, with grading and seeding of new prairie grass area.



Figure 2: Restoration of the North Marsh at Lake Erie Metropark accomplished through dredging displays the marsh retaining water during seasonal low-level conditions.

WESTERN DISTRICT

KENSINGTON METROPARK

- Survey and treatment for Oak Wilt candidate trees throughout the park. Vibratory plow trenching may occur in later December or January if warranted.

INDIAN SPRINGS METROPARK

- Continuing preparation for kick-off of Healing the Huron Headwaters grant project, to include invasive species removal and restoration of trees in the Huron Swamp and West Wetland Complex.
- Working with Michigan Nature Association as a project partner.

HUDSON MILLS METROPARK

- Survey of prescribed fire units to be contracted in 2023 continues.



Figure 3: Natural Resources Volunteers work with staff to remove invasive species at Kensington Metropark in late November 2022.

EASTERN DISTRICT

STONY CREEK METROPARK

- Administrative staff surveying and planning for potential grant opportunity to restore part of Stony Lake shoreline and enhance fish habitat.

LAKE ST. CLAIR METROPARK

- Final grading and seeding of shoreline project to occur in October and November 2022.
- Native prairie seed will be laid by staff, and erosion protection blankets will be secured. Duck-nesting habitat will also be installed in winter of 2022.

WOLCOTT MILL METROPARK

- Prescribed fire planning for 2023 units, with ground assessments will be done in late fall 2022.
- Assessment of parcel for potential acquisition along the Clinton River.



Figure 4: Natural Resources staff survey areas for prescribed fire in 2023 at Stony Creek.

WHAT'S NEXT?

SYSTEM-WIDE

- Preparation for 2023 wildlife programs
- Preparation for 2023 ITB/RFP issue, and prescribed fire planning.
- Stormwater and water quality improvement planning with internal staff and partners, cooperation with consultant.

SOUTHERN DISTRICT

- Shoreline restoration project breaking ground in late December.
- Culvert repair at Oakwoods to improve drainage on nature trails.
- Eastern Prairie Fringed Orchid survey results and habitat management recommendations, anticipated finalization January 2023.

WESTERN DISTRICT

- Oak wilt survey and testing of candidate trees.
- Eastern Massasauga Rattlesnake population study design and planning.

EASTERN DISTRICT

- Shoreline restoration grading and seeding at Lake St. Clair.
- Lake St. Clair Groundwater study conducted by USGS for beach restoration grant, results available in spring 2023.
- Tree plantings in grant project areas.



To: Board of Commissioners
From: Sarah Plumer, Chief of Planning and Development
Project Title: Report – Planning and Development Department Monthly Update
Date: December 2, 2022

Action Requested: Motion to Receive and file

That the Board of Commissioners receive and file the Planning and Development Department Monthly Update as recommended by Chief of Planning and Development Sarah Plumer and staff.

Background: The following are highlights of the activities of the Planning & Development Department for December 2022:

Project/Initiative Implementation

- NOAA Dam Removal Feasibility Study RFP draft reviewed with Great Lakes Fisheries Commission (project partner).
- Kick-off meeting for Metroparks Trail Connection.

Planning & Community Engagement

- FAIR Play Coalition meeting to discuss accessibility for development projects
- Community Recreation Plan draft presentation to the Board of Commissioners and approval to release for public review period (35 days)

Land Issues/Opportunities

- Attendance at the Southeast Michigan Regional Trails Summit.

Grants

- Erb Family Foundation grant submitted by partner Detroit Zoological Society to develop strategic partnership over three-day workshop.
- GLRI-EPA Nonpoint Source grant project team meeting to discuss stakeholder meeting one, rain garden program, and design/contractor RFP development.
- SE Michigan Resilience Fund Big Bend Area Restoration grant stakeholder meeting four and public meeting two.
- High-water infrastructure grants for both LSC North Marina design engineering/permitting and parking lot phase 3 improvements.
- MDNR Trust Fund Willow Fishing Platform with accessible amenities to replace East Bend Fishing Pier.

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



PLANNING AND DEVELOPMENT MONTHLY REPORT

December 2022






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	December 2022 Actions
SYSTEMWIDE	Planning and Development monthly reports	Report		Monthly	Staff time	Report assembly, grant monthly updates
	Tollbooth scanning reports	Report		Monthly	Staff time	Ongoing
	Foundation administrative tasks	Various		Ongoing	Staff time	Administrative tasks, Form 990 has been submitted.
	Sign request processing/signage transition plans	Infrastructure/ Small Facilities		Ongoing	Actual cost	Administrative tasks
	CAPRA accreditation preparation	Report	Various	Ongoing	Staff time	P&D support provided for all Chapter Chairs
	CAPRA Programming Ch. 6	Various		Ongoing	Staff time	Documentation assembly
	CAPRA Planning Ch. 2	Report		Ongoing	Staff time	Documentation assembly
	Commemorative trees and benches	Various		Ongoing	Staff time	Administrative tasks, developed policy for bench and tree removals.

SYSTEM-WIDE

HCMA Studies/Initiatives

Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
Community Recreation Plan	Plan		Ongoing	Staff time	Draft plan presented to BOC for receive and file and public 35-day review period
Sustainability Plan projects coordination	Various		Ongoing	Various	CAPRA Sub-Committee working on sustainability policy standards
ADA Transition Plan	Plan		Ongoing	Staff time	Updates ongoing
Visitor count program	Various		Ongoing	Staff time	Summer 2022 raw data visitor count completed Oct. 16 th received from Rec Trac. Joint department presentation to be prepared for January BOC. Bike/ped temporary counters decommissioned
Visitation data documentation and analysis	Report		Ongoing	Staff time	MSU grad student assistance with data analysis
Interpretive Master Plan demographic and other data analysis	Report		Ongoing	Staff time	Support for Interpretive Services staff for interpretive plan development being planned (GIS demographics)

Grants/Fundraising

Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
REI Grant Rouge Park	Plan		Ongoing	Staff time	REI provided another \$8000 in 2022. Materials are being ordered for prairie
GOAL- Various grant opportunities	Plan		Spring '23	Staff time	Applications and Letters of Inquiry (11) in support of '22 –'23 school year GOAL program
RCWJ Foundation	Plan		Ongoing	Staff time	RFP Regional Non-Motorized Gap Feasibility Study kick-off meeting
DTE E-Fleet Program	Plan		Ongoing	Staff time	E-Fleet budgeting for 2023 in process
Livingston Co. Trail Connectors – Engineering Design	Plan		Ongoing	Staff time	Funded in House appropriations; waiting on Senate budget reconciliation to see if it remains funded
Bulletproof Vests for Police Dept.	Plan		Ongoing	Staff time	Funds approved through US Dept. of Justice via State Police office
Early Learner Education Programming	Plan		Ongoing	Staff time	Program funding requested through PNC and 2 Michigan-based foundations
NEEF Beach Wheelchairs	Plan		Ongoing	Staff time	Beach wheelchairs delivered; project extension granted

SYSTEM-WIDE

Project Implementation/Oversight



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
	EGLE Recycling Bin Grant	Plan	Various	May 2021	Staff time	4 th quarterly report submitted
	ESRI ArcGIS Administration	Documentation	Various	Ongoing	Staff time	ESRI credit usage and ArcGIS enterprise proposed for 2023 budget

SOUTHERN DISTRICT




SOUTHERN DISTRICT

Grants/Fundraising



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
LEF	2021 TF- Cherry Island Trail Improvements	Large Facilities		April 2021	Staff	Design phase underway following project agreement signed
	2021 GLRI-EPA Nonpoint Source Grant	Large Facilities		Ongoing	Staff time	Project team meeting to review stakeholder meeting #1 summary and rain garden program updates

Project Implementation/Oversight


	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
LHu	Accessible railroad crossing along hike-bike trail	Small Facilities	Eng	2022 Completion	Construction	Meeting with grant coordinator to discuss Ralph C. Wilson design and access funding 2023 project
Wil	SE Michigan Resilience Fund- Big Bend Area Restoration	Large Facilities	Eng/NR	Ongoing	Staff	Stakeholder meeting #4 and public meeting #2 scheduled
LHu	2020 LWCF - Walnut Grove Campground	Documentation	Various	To be completed by 6/30/25	Staff time	Design phase underway following project agreement signed
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	RFP draft reviewed by GLFC.

SOUTHERN DISTRICT

Project Implementation/Oversight, cont.

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
LEr	2019 LWCF - Oakwoods Accessible Nature Trail	Large Facilities		Ongoing	Staff time	Project Agreement executed by DNR/NPS; design work being scheduled with engineering dept. began design in Oct. 2022
	2019 LWCF - Lake Erie Accessible Boat/Kayak Launch	Large Facilities		Needs to be completed by 6/1/2024	Staff time	DNR project agreement executed, engineering design next step

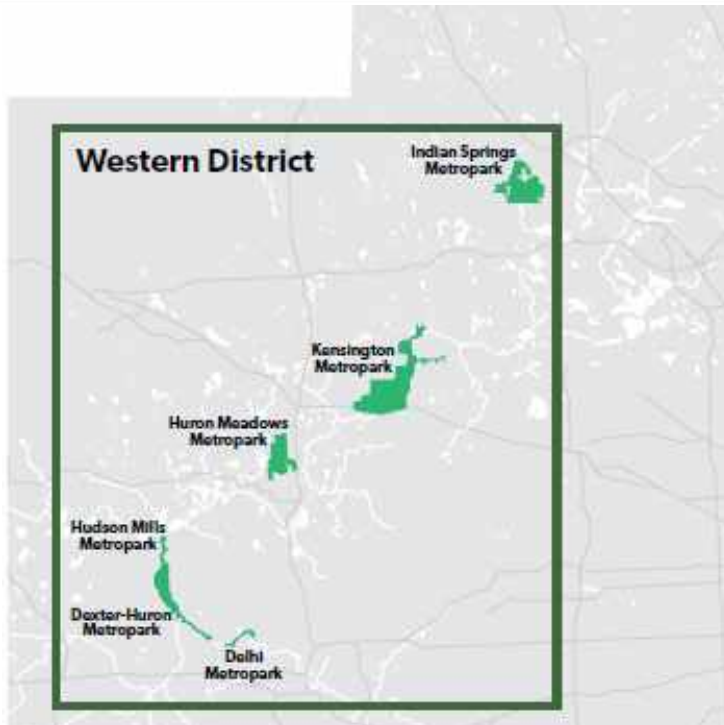
Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
LEr	Lake Erie Shoreline Restoration Project	Spoil Pile Location	Ops . NR	October	Staff time	Phase 2 bidding on MITN, dredging underway
	Adaptive Ballfield Concept Plan	Plan		2022	Staff time	Conceptual planning process phase

HCMA Studies/Initiatives





	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
LEr	Marina building study	Large Facilities		2022	Consultant	Master planning concept design 75% completed by architect

WESTERN DISTRICT




WESTERN DISTRICT

Administrative






	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
Del	Border-to-Border trail design and construction	Large Facilities		Ongoing	Estimated Cost	Construction began on B2B segment Zeeb Rd. to Delhi Metropark.
MISC	Livingston County Parks and Open Space Advisory Committee	Partnership		Ongoing	Staff time	Attendance at regular POSAC meetings. Trail counter in place at Fillmore County Park. Data downloaded monthly
	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.

Grants/Fundraising

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
Del	Launch/Take-out Renovation	Large Facilities		Ongoing	Staff time	Final scoring in December

WESTERN DISTRICT

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
Ken	2019 TF West Boat Launch Accessible Launch Project	Large Facilities		Ongoing	Staff time	Project completed, performing close out documentation
HMills	2019 TF Rapids View Accessible Launch Project	Large Facilities		Ongoing	Staff time	Construction completed; Waiting on minor trailhead sign; fall plantings
DHu	2020 TF – Dex-Huron Accessible Launch	Large Facilities		Ongoing	Staff time	Engineering design resumed
Ken	Impact 100 – Seeding a Green Future	Plan		Ongoing	Staff time	Extension approved – trying to achieve modified educational goals post-COVID closures
	DNR Community Forestry Grant	Plan	Maint. Ops	Fall 2022	Staff time	Received grant to plant trees at Hudson Mills and Wolcott Mill.
ISp	CE Headwaters Restoration	Partnership		Ongoing	Staff time	MOU with MNA and RFP for invasive control and planting

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
	Playground conceptual site plan	Plan	Various	2022	Staff time	Site Plan concept for RFP playground design competition

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
HMills	Northwest Passage Feasibility Study Review	Plan	Various	2022	Staff time	Discussed at kick-off meeting with non-motorized trail gap feasibility study

EASTERN DISTRICT








EASTERN DISTRICT

Administrative

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
WMIII	Site visit of potential private property acquisition at Wolcott Mill	Land Acquisition		Winter 2023	Acquisition	Planning study ongoing (memo deliverable)

Grants/Fundraising



	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
SCR	2022 LWCF/MNRTF- Stony Creek Reflection Trail Accessible Trail Development	Small Facilities		Ongoing	Staff time	Full cost is \$1.2. TF grant is \$300k, LWCF grant is 500k. Cash match is \$826k, \$626k respectively w/30k in-kind engineering
LSC	Michigan Coastal Management Program Grant – Accessible Kayak Launch	Large Facilities	Various	Ongoing	Staff time	Construction underway
	Macomb County Birding Platform	Small Facilities		March 2022	Staff time	Potential site location at nature trails, weir maintenance completed to lower water levels inundating trails.
	2022 LWCF- West Boardwalk Accessibility Improvements	Small Facilities		April 2021	Staff time	Expect higher project cost; match reduced to 50%, supplemental material provided, reduced scope items
LSC	'23 TF Day sail Area Trail	Small Facilities		Ongoing	Staff time	Preparing application for DNR '23 grant
LSC	DNR Community Forestry grant for 100 trees	Small Facilities		Spring 23	Staff time	Grant awarded
	EGLE State High Water Infrastructure	Large facilities	Various	Due 11/30/22	Staff time	Applying for both LSC North Marina and the parking lot project
LSC	Green Macomb (subrecipient)	Plan	Maint. Ops.	Fall 2022	Staff time	Received grant to plant 25 trees at LSC and 20 trees at Stony Creek
	Erb Foundation – DZS Partnership Workshop	Plan	Various	Winter 2022-2023	Staff Time	Applied for Erb Foundation Grant to fund Partnership workshop.

Project Implementation/Oversight

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
LSC	Transit Planning for Access to LSC	Large Facilities		Ongoing	Consultant/Staff	Strategy in progress with SMART for continued marketing efforts and data reporting/analysis for 2023 summer season

EASTERN DISTRICT

Project Implementation/Oversight, Cont.

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
scr	Shelden Trails Signage Plan	Small Facilities	Mkting	3 months	Staff time	Mapping and signing of ski trails and intersection numbers completed
	26 Mile Connector Trail TAP Grant	Large Facilities		2022 Completion	Staff time	Liquidated damages letter sent to contractor
	Mound Rd. north of fire station sidewalk easement	Small Facilities		2022 Completion	Staff time	Project delayed until spring 2023.
	4CCF Educational field trips at Wolcott and SC	Plan	Various	Ongoing	Staff time	Checks received; website & promotions; program registrations begun

HCMA Studies/Initiatives

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
scr	None					

Facility Concept Planning

	Description	Action Type	Dept. Input	Timing	Implementation Indicator	December 2022 Actions
	None					

WHAT'S NEXT?

	Description	Action Type
SYSTEM WIDE	5-County Regional Non-Motorized Gap Kick-off Meeting	Staff/consultants
	Community Recreation Plan Public Hearing Meeting	Staff
	Zip code data joint department presentation	Staff
EASTERN DISTRICT	Meeting with Detroit Zoological Society on sustainability initiatives	Staff time
WESTERN DISTRICT	EPA-GLRI RFP design/build	Staff time
SOUTHERN DISTRICT	NOAA Dam Feasibility Study grant RFP out to bid	Staff time



Grant Updates - December 2022

Grant program	JV/MN	Project/Park	In Progress			Applicant	Notes
			Amount	Match	Due Date		
CFSEM RCWJr Legacy Fund for Design & Access	MN	LH - IBT, CSX Crossing	~\$50,000	-	12/12/2022	MF	To construct the accessible railroad crossing on IBT at Willow
CFSEM RCWJr Legacy Fund for Youth Sports	MN	Summer Swim Program	\$25,000	-	12/12/2022	MF	To expand Summer Swim program in Livingston, Oakland, and Washtenaw counties
MDNR Trust Fund	MN	Willow Fishing Platform	TBD	TBD	4/1/2023	HCMA	Fishing platform & accessible amenities to replace E. Bend Fishing pier loss
DNR TF or LWCF	MN	LSC Daysail Area Trail	TBD	TBD	4/1/2023	HCMA	Extends hike/bike trail from W. Boardwalk to Daysail and north to lot A
RCWJ Foundation/Metroparks Connectors	JB	Trail Connectors/SEMTAT	TBD	TBD	TBD	MF	PEA contract on Nov BOC meeting, preparing vision document for RCWJ
EGL High Water Infrastructure	JB	LSC North Marina	\$240,000	\$60,000	11/30/2022	HCMA	Submitting on 11/30
EGL High Water Infrastructure	JB	LSC Parking lot	\$1,500,000	\$375,000	11/30/2022	HCMA	Submitting on 11/30
DTE	JB	Efleet	TBD	TBD	TBD	HCMA	Need a PO or budget to show purchase of Evs for fleet - wait til Dec.
MDOT TAP	JB	Lake Erie Connector Trail	TBD	TBD	4/1/2023	HCMA	May apply under MDOT TAP
DNR Spark Grant	JB	LE Great Wave Pool	\$1,000,000	\$3,000,000	12/19/2022	HCMA	Starting to develop concept for pool liner, deck, and bathhouse

Grant Applications Awaiting Response								
Grant program	Project #	JV/MN	Project/Park	Award Amt	Match	Submitted	Applicant	Notes
DNR TF '22		MN	DEL Take-out Renovation	\$300,000	\$302,600	3/30/2022	HCMA	Received final score of 410; DNR funding decision on 12/14
Fed. Community Project via DOT		MN	Liv. Co. Connector Trails Design	\$900,000	-	4/22/2022	HCMA	Funded in House THUD appropriations bill 7/20; in Senate reconciliation
GOAL		MN	Interpretive Centers	\$3K - \$10K	-	Early Sept.	MF	Still waiting on one application and a few LOIs
DNR Community Forestry Grant		MN	LSC Tree Plantings	\$25,000	50%	9/23/2022	HCMA	Project to add 100 new native trees in 5 areas of LSC
Mi Invasive Species Grant Program		MN	IS, KEN, SC, WOL	\$30,000	-	11/1/2022	HCMA	Survey for spotted lanternfly & control of tree-of-heaven; staff match of \$23K
Erb Family Foundation		MN	Partnership w/DZS across staff areas	\$89,810	-	11/23/2022	DZS	Grant submitted by DZS, to develop a strategic partnership plan over 3-day workshop
Fed. Community Project		JV	LSC North Marina	\$500,000	-	4/14/2022	HCMA	Appropriations request submitted to Lisa McLain for engineering
Macomb Appropriations		JV	LSC North Marina	\$5,000,000	\$1,000,000	5/17/2022	HCMA	Appropriations request for phase 1
LWCF 2022		JV	LSC West Boardwalk	\$500,000	\$500,000	4/1/2022	HCMA	Decision will be made on 12/14 if funded
LWCF & MNRTF 2022		JV	Stony Creek Reflection Trail	See notes	See notes	4/1/2022	HCMA	Decision will be made on 12/14 if funded

Grant Administration								
Grant program	Project #	Mgmt	Park/Project	Award Amt	Match	Deadline	Applicant	Updates
GLRI-FS '18	50219.688	MN/TM	LSC Black Cr Shoreline	\$160,211	-	3/31/2023	HCMA	Need to finish grading, seeding, planting plugs
Impact 100 - Oakland Co. '18		MN/PB	KFC Seeding Green Future	\$90,000	-	11/18/2023	MF	Programming at Thompson Acad. in Southfield focused on aquaculture & hydroponics
MNRTF '19	50820.218	MN/JK	HMI Rapids View Launch	\$226,400	\$226,900	8/31/2022	HCMA	Grant closed; waiting for reimbursement
LWCF '19	51120.114	MN/?	Oak Access. Nature Trails	\$124,000	\$124,000	2/29/2024	HCMA	Project Agreement executed; design to begin in November
LWCF '20	50621.500	MN/?	LH Walnut Grove Campground	\$300,000	\$150,000	6/30/2025	HCMA	Project Agreement executed; waiting for engineering design
MNRTF '20	50821.221	MN/KE	DxH Accessible Launch	\$192,700	\$192,800	5/31/2023	HMCA	Anticipate design completion by end of year
Ford Volunteer Corps '20		MN/KK	Oak Prairie Plantings	\$4,000	-	11/30/2021	MF	Plugs planted in September; purchasing additional seeds for dispersal in Spring
NFWF-SEMRF '21	51021.319	MN/TM	Wil Big Bend Area Restoration	\$250,000	\$177,859	6/30/2023	HCMA	Surface removals complete; river restoration still to receive bank plantings in spring
Ford Volunteer Corps '21		MN/KK	Wolcott Raised Garden Beds	\$7,500	-	11/30/2021	MF	Project complete w/exception of new sign; to be produced & delivered in early '23
NEEF-Toyota '21		MN/KK	Beach Wheelchairs	\$20,000	~\$5,000	10/31/2023	HCMA	Beach wheelchairs delivered; project extension granted
DNR TF '21	5122-224	MN/AC	LE Cherry Island Trail	\$300,000	\$192,500	7/31/2024	HCMA	Project agreement executed
Consumers Energy Foundation	90022.1159	MN	IS Headwater Restoration	\$100,000	-	5/31/2024	HCMA	RFP submitted, anticipate Dec. Board approval; winter shrub control planned
GLRI-EPA Nonpoint Source	51222.247	MN	LE Green Infrastructure & Six Points	\$483,500	-	4/30/2025	HCMA	Waiting on SHPO study; design/build/QAPP via contract to be developed for bid
NOAA GLs Fish Habitat Restor.	511-22-116	MN/MH	Flat Rock Dam Removal Feasibility	\$745,000	\$25,000	9/30/2024	GLFC	RFP in development
Four County Community Found.	11322.1169	MN	Wolcott Mill Farm Center	\$8,000	-	6/29/2022	MF	Programming taking place
Four County Community Found.	10922.1168	MN	Stony Creek Nature Center	\$9,350	-	6/29/2022	MF	Microscopes purchased; programming taking place
Anonymous Foundation		MN	Get Out and Learn (GOAL)	\$10,000	-	7/15/2023	MF	Support for GOAL for 2022-23 school year
PNC and Young Foundation		MN	Early Childhood Ed. - W. Mobile Center	\$7,500	-	9/30/2023	MF	Funds of \$5K from PNC & \$2.5K from Young Found. (to increase same school programs)
US DOJ Bulletproof Vest Partnership		MN	Police Department	\$3,520	50%	8/31/2024	HCMA	Funds approved by DOJ via MSP

Grant Updates - December 2022

DNR Iron Belle Trail	50529.126	JB/MH	LH IBT Design Engineering	\$82,075	\$23,400	9/1/2023	HCMA	Extension received for field engineering
MNRTF '19	50420.112'	JB	Ken West Boat Launch Dev	\$154,000	\$154,000	8/31/2022	HCMA	Project completed - conducting project close out
LWCF '19	51220.241	JB	LE Kayak Launch	\$122,500	\$122,500	6/1/2024	HCMA	Project Agreement Signed
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	-	??	MF	Sent project agreement for LE Cherry Island Trail - received \$300k check
EGLE Non point source	50220.696	JB	LSC Beach	\$300,000	\$100,000	12/31/2023	HCMA	Woody vegetation volunteer event on 9/29.
EGLE - Recycling		JB	Western & Southern Districts	\$48,816	\$12,204	9/29/2023	HCMA	4th quarterly report submitted
MNRTF '20		JB	LH IBT	\$300,000	\$416,766	6/1/2023	HCMA	Under construction
LWCF '20	506-21-501	JB	LH Off-Leash Dog Area	\$165,400	\$165,400	6/30/2025	HCMA	Ready for design
Healthy Catalyst		JB	Adaptive Kayak equipment	\$2,950	\$0	10/30/2020	HCMA	\$166 left to spend. Trained Kensington staff on 8/6
NOAA/Great Lakes Commission		JB/TM	Lake Erie Shoreline Restoration	\$1,449,609	\$135,194	extended	HCMA	Contractor selected
Renew MI - DRFC		JB	DRFC	\$1,000,000	N/A	4/30/2022	HCMA	Third quarterly report submitted
MCMP		JB	LSC Accessible Launch	\$194,863	\$194,863	12/31/2022	HCMA	Construction underway, quarterly report submitted
Green Macomb (sub recipient)		JB	20 Trees at Stony Creek	\$3,000		12/31/2022	HCMA	Reimbursable at \$150/tree. Gary/Steve to develop plan
Green Macomb (sub recipient)		JB	LSC Tree Plantings	\$3,750	in-kind	9/12/2022	HCMA	Reimbursement for \$150/tree, for 25 trees.
DTE Foundation	90022.1151	JB	Tree plantings at HMI & WMI	\$4,000	\$4,000	6/17/2022	HCMA	Grant agreement signed. Need to substitute some Sugar Maples



To: Board of Commissioners
From: Jennifer Jaworski, Chief of Interpretive Services
Subject: Report – Interpretive Services Department Monthly Update
Date: December 2, 2022

Action Requested: Motion to Receive and File

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

Attachment: Monthly Interpretive Services Department Update



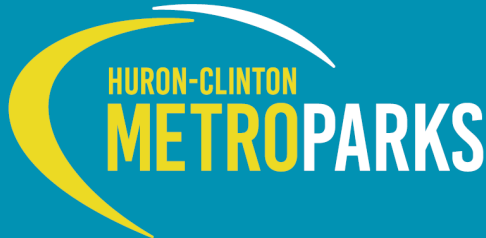
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HURON-CLINTON METROPARKS

INTERPRETIVE SERVICES MONTHLY REPORT

December 2022

Administrative Office
13000 High Ridge Drive
Brighton, MI 48114



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

Program/Initiative Implementation

Ongoing:

- Supplemental science curriculum with DPSCD
- Science Clubs led by Community Outreach Interpreter



8th grade ecosystem study



4th grade soil study

Community Engagement

New:

- Oak Opening Science Summit as part of the Green Ribbon Initiative

Ongoing:

- Continued School Outreach programming



Pre-K, Crawling Cuties

3rd grade, French and Fur Trade



Programming

Ongoing:

- **Get Out and Learn scholarships**
 - Started again during the 2022-2023 school year
- **In-person, Synchronous and Asynchronous school programming continues**
 - Senior programming
 - Fall field trips are being scheduled
- **In-person outdoor programming continues, including “pop-up” programs**
 - Staff is utilizing the data in the survey and identifying which programs offered to meet the most need within communities. This data will be utilized for 2023 program planning
- **Virtual/Social Media programming continues**
 - Continuing with Bird of the Week
 - Climate, water, and wildlife Wednesdays
 - Building from Washtenaw County Water Commission messaging
 - Creating blogs and videos around water quality, restoration, and wetlands.



Wolcott Farm Center, Halloween

Grants

New:

- **PNC: Growing Excitement for Science in Early Learners**

The Metroparks educational outreach project, “Growing Excitement for Science in Early Learners,” provides these engaging, active, and experiential learning experiences in science topics and support the Michigan Science Standards for education. The project uses children’s natural curiosity about the world as a springboard for learning about natural environmental processes. Children are engaged through all their senses and asked questions that help them explore ideas and consider alternatives.

Teachers will receive a pre-visit video to prepare students for the classroom visit and a post-visit packet of follow-up activities and resources. In the video the presenter will introduce themselves and read a book that establishes the program theme selected by the teacher. The book will be referenced during the in-class visit through songs that reinforce concepts, related gross-motor activities, compelling puppetry, natural artifacts (skulls, pelts, antlers, and feathers) or live animals for sensory experiences. Program topics include: insect characteristics in “Crawling Cuties”; animals’ physical and behavioral adaptations in both “Outstanding Owls” and “Mammals are Marvelous”; winter survival adaptations in “Life When It’s Snowy”; animal lifecycles in “When I Was a Baby”; pond ecosystems in “We’re Fond of Ponds”; and reptiles and amphibian behaviors in “Shells, Scales and Pollywog Tails.” These programs help prepare students for early learning expectations of Observation and Inquiry and Living and Nonliving Things as outlined in the Michigan Early Childhood Standards of Quality for Prekindergarten.

Based on teacher evaluations, a new topic was developed to help children understand food origins, titled “The Plants We Eat.” Students will learn about plants that are part of their everyday diet and how plants are able to travel from place to place. Children will act out ways that seeds are dispersed, discover which parts of plants that are made into food, and learn about the different animals and their jobs that make it all possible. This program will leave students with a greater understanding of the food chain and farm to table connections.

The success of the project will be evaluated upon whether program goals are met. A quantitative goal is to provide an average of 2 - 3 programs per week during the school year to under-resourced schools in the Metroparks service area (Livingston, Macomb, Oakland, Washtenaw, and Wayne counties) to achieve 56 programs per year. At this level the Mobile Learning Center will reach approximately 1,100 children with programs, assuming class sizes of about 20 students based on last year’s program numbers (which have been smaller since the pandemic). Historical visit data shows that the majority of visits will take place in Wayne County which also contains the largest number of qualifying schools. Based on a four-year average, program visits were 46% Wayne, 19% Oakland, 15% Macomb, 11% Livingston, and 9% Washtenaw counties (Detroit was 20% of visits).

For qualitative goals, teachers or group leaders will receive an electronic evaluation form to critique the programming and to give the Mobile Learning Center Interpreter feedback on the effectiveness of the experience and its relevancy to the curriculum. Evaluations will be analyzed and used for future program improvements.

- **Young Foundation: Growing Excitement for Science in Early Learners**
This grant complements the PNC funding to allow for multiple classrooms from the same school to receive programs.

Ongoing:

- **Four County Community Foundation
Experiential Learning with Wolcott Mill - 2022/2023**

The goal of this project is to increase children's understanding and application of science and social studies concepts through hands-on, experiential learning of agriculture, nature, and cultural history, and in association with their school curriculum. This project provides unique educational opportunities for Four County Community Foundation's service area schoolchildren by providing program and transportation funds to schools for field trips to Wolcott Mill Metropark, led by Metroparks interpreters. It takes children out of the classroom and into the outdoors, allowing them to discover curriculum concepts through hands-on, enrichment experiences that provide real world context and give new meaning to their study of concepts related to science and history. For schools unable to take field trips due to pandemic restrictions, new outreach programs to the schools will be made available. The project will run the duration of the 2022 - 2023 school year or until all funds have been designated for use.

Experiential Learning with Stony Creek - 2022/2023

The project goal is to increase children's understanding and application of science and social studies concepts through hands-on, experiential learning of ecosystems, natural processes, and cultural history, in association with their school curriculum. This project provides unique educational opportunities for 4CCF's service area schoolchildren by providing program and transportation funds to schools for field trips to Stony Creek Metropark, led by Metroparks interpreters. For schools unable to take field trips due to pandemic restrictions, new outreach programs to the schools will be made available. The project will run the duration of the 2022 - 2023 school year or until all funds have been designated for use.





To: Board of Commissioners
From: Artina Carter, Chief of Diversity, Equity and Inclusion
Subject: Report – DEI Monthly Update
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the December 2022 DEI report as recommended by Chief of Diversity, Equity and Inclusion Artina Carter and staff.

Attachment: DEI Report



DEI BOARD REPORT

December 2022



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

DEI DEPARTMENT

MISCELLANEOUS

- Data collection and development of the second draft of the 2023-2026 DEI Plan
- DEI Advisory Team meetings and book discussions
- LGBTQIA+ DEI Conversation led by Danielle Macon
- Completed 2023 budget review process
- Speaker Series Pre-Meeting
- Attended Accessibility Design Summit

COLLABORATIONS

- Collaborating with the Howell Carnegie Library and the Livingston County Diversity Council on MLK Jr. activities
- Negotiating the contract with Black and Brown theatre RE: one man-show
- Climate Action Plan: coordination of and participation in focus groups
- Program Steering Committee participation

CROSS-DEPARTMENT SUPPORT

- Active membership on the Program Steering Committee
- Serve on the DZS partnership team
- Participate in the DZS Conservation and Sustainability discussion
- Climate Action Plan (CAP)
 - Coordination with Core Team and Marketing on invitations and logistics for focus groups
 - Facilitated In person meeting to organize current actions
 - Coordinated Glossary development for CAP Plan
- Coordinated DEI Police Training with Darnell Blackburn
- Coordinating DEI Training for Middle Managers and Supervisors
- Served on Interview panel for Southern District Maintenance position



To: Board of Commissioners
From: Danielle Mauter, Chief of Marketing and Communications
Subject: Report – November/December Marketing Report
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the November/December 2022 Marketing Report as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Attachment: Marketing Update



HURON-CLINTON METROPARKS MARKETING REPORT

November/ December 2022

Administrative Office
13000 High Ridge Drive
Brighton, MI 48814



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

NOV/DEC 2022

November Recap

Time in November was spent closing out and analyzing 2022 campaigns, budgeting and planning for 2023 campaigns and promoting 2023 annual passes and 2022 holiday programs. Annual Passes went on sale on Nov. 1 and with that was the launch of the communications and advertising campaign to promote sales of them. It's exciting to note that during the first three weeks of annual pass sales, online sales were about 61 percent higher than the same time period last year and in-person sales were about 7 percent higher than the same time period last year.

Sales Nov 1-21:

Online Sales	Sales in 2021	Sales in 2022	Percentage change
Annual Regular Vehicle Active	1600	2433	52%
Annual Senior Vehicle Active	1623	2866	77%
Annual Oakland County/Metropark Active	217	254	17%
Annual Boat Active	4	6	50%
Annual Senior Boat Active	12	18	50%
Annual Vehicle/Boat Combo Active	13	15	15%
Annual Senior Vehicle/Boat Combo Active	19	32	68%
TOTAL	3488	5624	61%

In-Person Sales	2021	2022	Percentage change
Annual Regular Vehicle Active	2513	2476	-1%
Annual Senior Vehicle Active	4241	4779	13%
Annual Oakland County/Metropark Active	103	98	-5%
Annual Boat Active	7	1	-86%
Annual Senior Boat Active	17	22	29%
Annual Vehicle/Boat Combo Active	17	15	-12%
Annual Senior Vehicle/Boat Combo Active	36	51	42%
TOTAL	6934	7442	7%

As the year winds to an end, it is the time to look back on progress to our initial marketing goals. Here are some preliminary results:

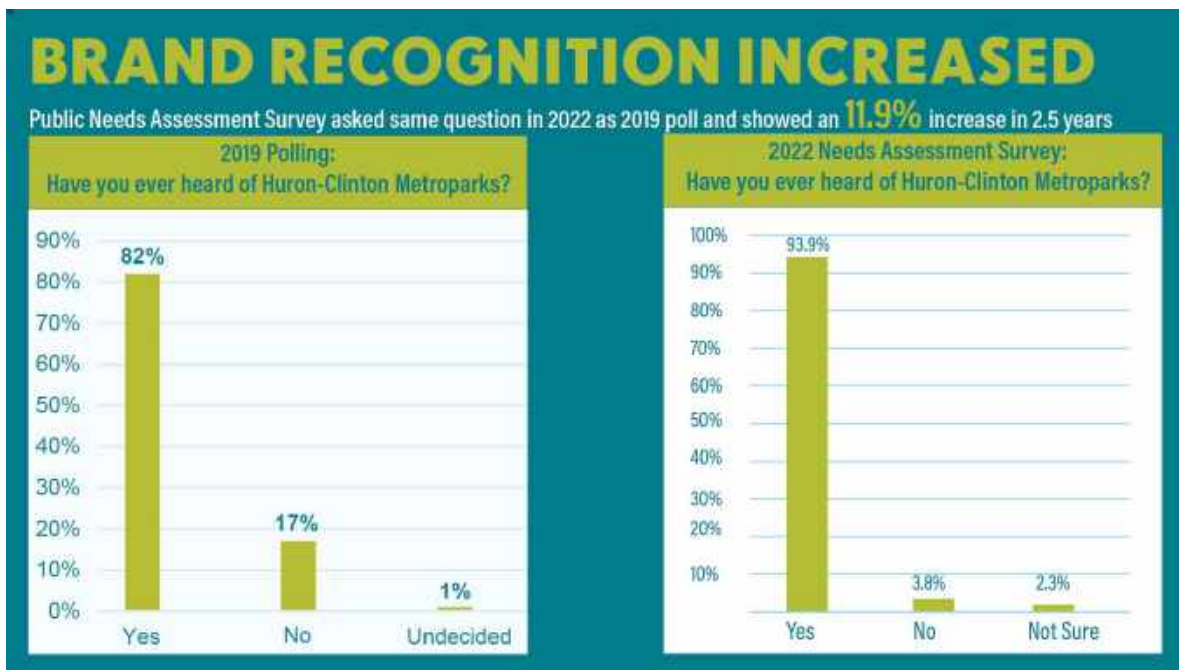
1. **Continue increasing awareness and understanding of the Metroparks brand and identity**

Earlier this year the Metroparks collected responses on their community needs assessment survey as part of the five-year master plan process. Questions were included in that survey

similar to what was asked in 2019 public polling about the Metroparks brand identity. This allowed us to take a look at measurable changes over the last few years.

First the results from the public poll in 2019 showed that 82 percent of respondents answered yes they had heard of Huron-Clinton Metroparks.

In 2022 when asked the exact same question as part of the needs assessment survey, 93.9 percent of respondents said yes. This is an increase of 11.9 percent in just 2.5 years. There are some shifts in the percentages of visitation to particular parks since the 2019 poll, but the survey in 2022 also showed that 67.8 percent of respondents were aware of the difference between Metroparks and state parks or other parks, but that still leaves 31.9 percent who responded they were not aware of the difference and 0.3 percent who didn't respond to the question. There is still room to grow that understanding, but it is still good to see a fairly large increase in general awareness over a relatively short period of time.



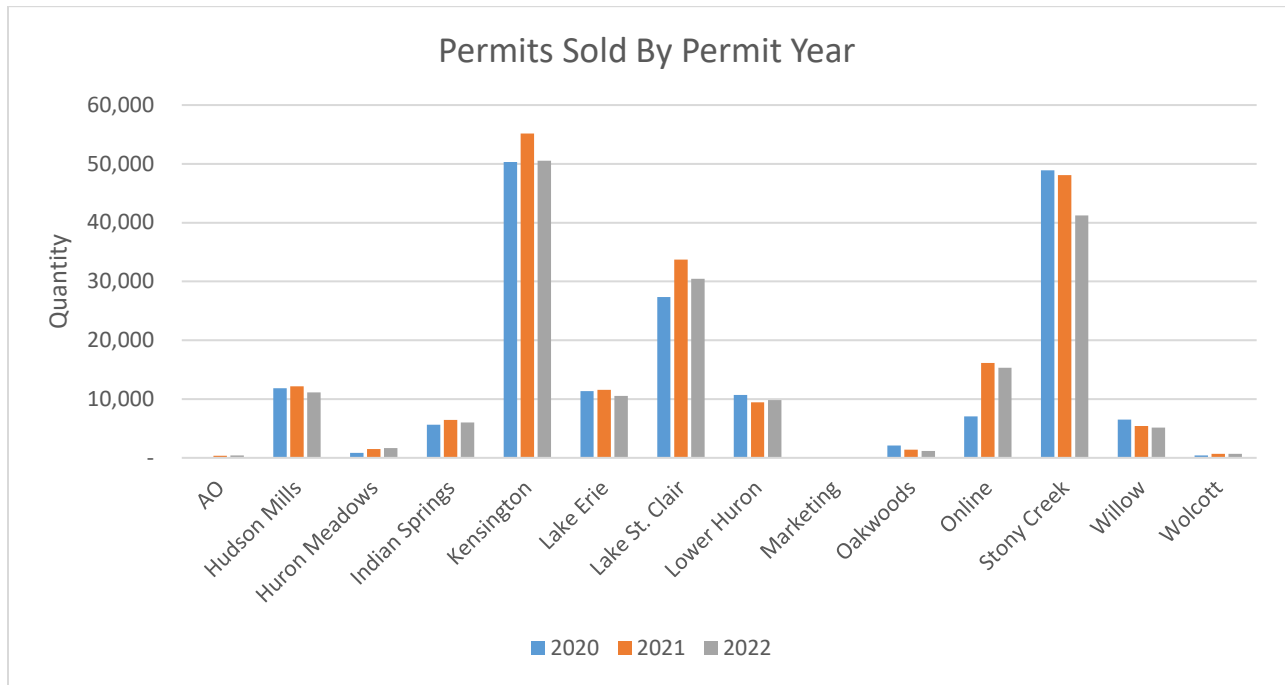
2. Achieve a vehicle count that is at least 10% higher than the three-year average as measured by overall vehicle counts. This will result in a total of 3,729,181 vehicles through the gates in 2022

At the end of November, the year to date vehicle count was at 3,107,055. That was 4 percent lower than the three-year average. We are still pushing holiday programs and have one month of attendance left in the year, but we are currently seeing YTD vehicle counts trending lower than the three-year average as opposed to higher. This goal was not met.

3. Maintain the growth in annual pass sales that 2021 saw.

In the first half of the year, we saw sales that were lower than 2021 yet higher than 2020. Marketing staff put more emphasis on annual pass messaging through the remainder of the year to attempt to increase those sales numbers utilizing increased social and digital ads as well as

TikTok and reels promotions. Final sales numbers resulted in a total of 184,176 annual passes sold. A decrease of 8.9 percent as compared to 2021, but small increase (0.56 percent) over 2020 sales. This goal was not met, but 2023 annual pass sales are off to a really strong start – trending 61 percent higher than last year in online sales so far.



4. Create a stronger Marketing team through hiring, training and leveraging the diverse talents of existing and new staff.

Since January, we have filled a new full-time position in the marketing department by where a previously part-time provisional employee was hired into that role (April). That position has a huge role in campaign coordination that includes ad booking and reporting as well as assisting in social media and digital efforts. In May, we also successfully backfilled the then vacant part-time position. This part time position is primarily responsible for Metroparks social media activity. Unfortunately, that part-time position will soon be vacant again and posting has already begun to fill that role.

We have also restructured the types of projects each department member works on and how we all have a role in reporting and data analysis as it relates to marketing efforts.

Lastly, we changed the format of our team meetings in 2022. It is vitally important that marketing team members have firsthand knowledge and experience about the parks and amenities we are promoting. This allows the messaging to be more authentic and marketing staff to have a better understanding of the needs to get the correct message across. Because of that, we have team meetings once a month and they are in-person out in the parks. Each month is a different park location. The first part of the meeting is more traditional review of projects, reports, brainstorming, team conversations, etc. but the second half is part team building part fun where marketing staff actually participate in an activity at that park location to experience it firsthand.

5. Execute a successful internal and external rollout of new mission, vision and core values statements.

This work is ongoing. The new mission/vision/core values has been added to the Metroparks website, posted in staff areas and shared in spring all employee calls and meetings. In early 2023 there are plans to install permanent signage in public lobbies and select other locations as well as to reinforce at staff meetings and in future staff communications. The concepts of the new mission/vision/core values is, and will continue to be, woven into everything the Metroparks do including the new strategic plan as it is rolled out.

6. Collaborate with Information Technology, Planning and Development and other departments to establish a reporting process to make more informed decisions.

Objective 1 was to fill open positions in the organizations that serve integral roles to this. This objective was complete with recent IT hiring and the start of our new Chief of Planning and Development.

Objective 2 was marketing department starting to use scanning data trends to book ad buys in summer 2022. This objective was started and continues to take places as we review and make adjustments for the 2023 marketing plan and campaigns. Marketing is working closely with IT and Planning to look at scanning and RecTrac data and mapping to make more informed decisions.

Objective 3 involved bringing department heads together in Quarter 2 to discuss reporting frustration, existing reports and future possibilities. These discussions were started and resulted in some changed reports including the monthly system-wide events and programs report.

Objective 4 was to create and test some automated reports from that objective 3 discussion through the third quarter. The first of those reports is a system wide events and programs report which was distributed to all staff in early July to start testing. Work is ongoing.

Objective 5 revolved around the marketing team exploring ways to make performance data and marketing data work together by September 2022. Marketing staff have been working closely with IT and Planning to look at scanning and RecTrac data and mapping to make more informed decisions for 2023. This work wasn't complete by September but is still being actively worked on and refined to find the best and most feasible and useful way to continually use this data.

Objective 6 was to refine and improve and as it implies is ongoing.

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

ALL public programs that require pre-registration are receiving automated digital evaluation surveys at the conclusion of the program. We are seeing responses to those and starting to analyze those results to inform marketing and programming decisions going forward. There is still room to increase the response rate at which people complete these surveys.

8. Work closely with the Planning and Development Department to achieve response rate set in the ETC contract for the five-year master plan survey.

This survey was complete in early 2022 led by the Planning and Development Department with a total of 2,899 responses. This surpasses the original goal and results were presented to the board earlier this year.

9. Marketing and Communication Goals Established with the Detroit Riverfront Conservancy Partnership

Metroparks Chief of Marketing and Communications has regular bi-weekly calls with the communications team at the Detroit Riverfront Conservancy. From those they share information and have been sharing each other's social media posts occasionally on each organization's accounts. Additionally, communications staff have worked together on a co-branded Live in the D segment on WDIV highlighting the partnership, placed information in the summer program and event guides about the partnership, worked together on media mentions for the Ralph C. Wilson Jr. Centennial Park groundbreaking media announcements that mentioned Metroparks and completed a co-branded summer billboard campaign in late summer.

10. Increase both annual AND daily pass summer visits from city of Detroit zip codes by 20 percent.

This is being analyzed and will be presented in the joint data report at the January board meeting. Marketing staff are focusing some efforts on reaching messaging deeper and more frequently into the city of Detroit in order to increase attendance from those areas.

11. Increase summer attendance from underserved, equity population zip codes by at least 5 percent as compared to 2021.

This is being analyzed and will be presented in the joint data report at the January board meeting.

12. Increase revenue from shelters booked in the parks by at least 3 percent from the three-year average of 2018, 2019 and 2021.

Through Nov. 30, 2022 the Metroparks had shelter revenue about 1.39 percent lower than that time period in 2021 and about 18.06 percent higher than the average of 2018, 2019 and 2021. This goal has been met and exceeded.

	2017	2018	2019	2020	2021	2022
Shelter Revenue	353,310	407,577	437,237	282,389	561,081	553,276

Staff are working with finance to check in on this goal and can have numbers at the board meeting. They needed to be pulled after the full month of November revenue was recorded and available.

13. Maintain at least 20 percent of the increase in golf rounds played in 2021. This would be a total of 236,792 rounds played in 2022.

With an extremely wet spring, came a slower start to golf than was seen in 2021. However, it has still been a great year for the activity. Year to date rounds played in the Metroparks through May 31, 2022 totaled 52,476 which is approximately 20.41 percent lower than 2021 but still 24 percent higher than the three-year average. At the end of October, rounds were up 13 percent from the three-year average with 249,881. We surpassed the 2022 goal by the end of October and still had 13 strong days of golf in November.

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

The summer season ended with aquatics numbers up 18 percent from the three-year average and revenue from those operations up 17 percent from the three-year average. This is even with Lake Erie Wave Pool closed the entire season. We ended the season with 192,432 patrons at aquatic facilities.

15. Increase public programming enrollment rate to 45 percent by end of 2022.

Overall, for Jan. 1 through Nov. 27 there were 20,444 spots available for programs, and 9,349 total people registered for an overall enrollment rate of 46 percent. This goal has been met, but there is a lot of room for further improvement.

16. Collaborate with the Interpretive and DEI Departments to publicly share the story of the new educational programming initiatives.

Marketing staff are currently working on a series of media releases and storytelling related to the efforts Metroparks make with engaging both students and teachers in hands-on learning. These pieces started in late summer and so far have a total of six stories that have been pitched to the media and posted to our website here <https://www.metroparks.com/category/education/>. More stories are planned for the coming month to keep this storyline going.

17. Increase Instagram Followers by 50 percent over 2021 goal to 6,180 total followers.

Year to date through November 27 followers are at 5,723. There is still a lot of room for growth and we haven't quite met our goal yet.

18. Increase Facebook followers by 20 percent over the 2020 goal from 21,088 to 25,305 followers by end of 2022

Year to date through June 16 Facebook followers are at 21,741. There is still room for growth and we are not likely to hit our goal.

19. Increase social media engagement – increase both Facebook and Instagram engagement by 30 percent by the end of 2022 and increase YouTube views by 30 percent by the end of 2022.

The landscape of social media reporting and the numbers that each social media network allows profiles to see is ever-changing. It has generated difficulties with pulling these numbers consistently and being able to see year over year comparisons. We will be taking a harder look at what relevant data and numbers can be used here as a comparison in the future.

In the month of November our Instagram account saw 1.5K engagements which was up from the previous month. Our Facebook account saw 2.5K engagements which was slightly lower than the previous month. Additionally, staff are starting to look more closely at top performing posts each month to watch for trends in content types.

20. Maintain positive media relationships and continue building stronger and new relationships with media outlets.

Marketing has been providing monthly updates to the board on major earned media pieces and media relations throughout the year. Swim safety continues to be the topic this year that has seen the most, and longest, engagement from traditional media. Overall, the Metroparks have fostered positive working relationships with major media outlets in the region and as a result have been averaging three - five media requests per week during the summer, and one - three media requests per week since Labor Day. This has resulted in a relatively positive news pattern for the Metroparks with mentions occurring on a very regular basis.

21. Continue building library of high-quality owned images and videos that represent the diversity of the region and the parks utilizing a combination of local photographers and internal staff.

This work is ongoing with all marketing department staff playing a role. Marketing staff have scheduled days where staff attend events and programs as well as just general park use and capture both photos and videos that can be used in future communication pieces. This year a much heavier focus is being paid to video – as the library of still images has become pretty robust. Additionally, staff are focusing on also capturing vertical video that can be used in the newest social trend of reels and TikTok. Lastly, staff will occasionally work with professional photographers and videographers on high profile projects that require more support than marketing staff alone can accomplish. The soon-to-be-vacant part time position within the department was retitled to focus on content creation and will serve a big role in this area of our efforts.

22. Focus more on strategic grassroots marketing through continued relationship building – Chambers, CVBs, Strategic Partners and targeted activations.

These efforts have not gotten off to a heavy start yet as they took a lower priority to other projects and relationships. They will continue to be an area of focus in 2023, but in 2022 we did foster growing relationships with the Detroit Riverfront Conservancy, mom blogs, DABO and others and have been working closely on the growing partnership with the Detroit Zoological Society in the later part of 2022.

23. Continue increasing number of qualified applicants for both seasonal and full-time job applications.

2022 was and continues to be a tough year for hiring in all organizations. In anticipation of summer seasonal hiring, Marketing worked collaboratively with HR on several pieces that were used to help promote hiring opportunities within the Metroparks. Those pieces included:

- Press release was sent on April 29 to promote new benefits and bonus for seasonal and part-time staff. It included mentions also of free lifeguard certification courses. It was picked up by Crains and Fox 2 and some smaller local publications.
- new email signature options that included options that mention we are hiring and link to our hiring page.
- Flyers with a QR code to our hiring page that were shared with schools and partners to display in areas people might be looking for information on summer jobs. Other staff were encouraged to share these flyers with their own networks as well and help us reach new people and find great summer team members.
- Digital/social ads that started running the beginning of March
- Emails blasts were sent on March 11 to our subscribers and those who completed our hiring barriers survey. Email blast were sent again first week of May to promote new benefits added for seasonal and part-time staff
- Organic social media posts throughout March, April and May.
- HR placed a series of print ads in local publications with artwork that matches our digital/social ones.
- Amy and a handful of other staff attended a live broadcast and mini hiring event at DABO on April 2 to attract more application from Detroit audiences.
- Banners and signage placed at toll booths and select park entrances.

24. Complete multiple major projects in 2022.

- *First integrated winter branding campaign*
 - Completed successfully and ran TV, video, radio, social, digital, billboards and print through January and February to promote winter activities in the parks.
- *Phase 2 website projects*
 - Still in progress

- *CAPRA accreditation – Chapter 3 chair*
 - Still in progress
- *Five-county map/brochure completion*
 - Completed and put in distribution in May. Updates and reorder occurring in early 2023.
- *Establishing a regular schedule of review for all park maps and website content.*
 - Completed and being implemented. Website review prior to summer season (and during). Map review began in September and is ongoing currently.
- *60-second video about the year-round offerings of Metroparks*
 - Complete
- *Additional video projects*
 - Started and underway. This spring we completed a video project on the Sheldon Trails Redevelopment Project, one was completed to tell the story of our swim lessons partnerships and many smaller ones have been recorded throughout summer.
- *Social first marketing campaigns*
 - In progress with room for improvement as we hire a new staff person and shift priorities in 2023.
- *Establishing goals for signature events and water facilities*
 - Discussing for 2023
- *Update signage request form and process for signage graphics creation and ordering*
 - Not yet started
- *Publishing updates of major park projects*
 - Underway and revamping for 2023.
- *Assisting with communication of DEI speaker series*
 - Ongoing.



To: Board of Commissioners
From: Sarah Plumer, Chief of Planning and Development
Project Title: Report – Draft 2022-2027 Community Recreation Plan
Date: December 2, 2022

Action Requested: Motion to Receive and File

That the Board of Commissioners receive and file the draft 2023-2027 Community Recreation Plan as presented by Chief of Planning and Development Sarah Plumer and staff.

Background: The current Metroparks Community Recreation Plan is scheduled to expire on Dec. 31, 2022. The Planning and Development Department began the data-gathering process for the plan update in 2021 with five-year updates to the 10-year master plans for each of the 13 Metroparks along with the initiation of the 2022 Community Needs Assessment. The Metroparks hired the ETC Institute to conduct a survey in the five-county Metroparks service area to develop this assessment, and the results were presented to the Board at the May 12, 2022 meeting. The public input process also included three Metroparks district-wide focus group meetings with municipal stakeholders and recreation partners, with three virtual meetings in November 2022.

Per the requirements listed in the Michigan Department of Natural Resources (MDNR) Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans, the draft plan must be available for a minimum of 30 days in advance of the public hearing wherein the governing body adopts the plan. The draft plan will be posted on the Metroparks website for a 35-day public review and comment period to complete the public input process. The Planning and Development Department proposed to open the public comment period on Dec. 9, 2022 and closing on Jan. 12, 2023.

Notification of the draft plan for comment will be sent via email to surrounding local governments, state and regional agencies and non-profit partner organizations. A printed version will be available at the Metroparks Administrative Office at 13000 High Ridge Drive in Brighton. Printed drafts will also be distributed to each park office throughout the Metroparks system. Posting of the plan's availability will also be made via social media. In addition, per MDNR requirements, a formal notice will be made in at least one newspaper with general circulation at least one week before the public hearing anticipated to occur immediately before the scheduled Jan. 12, 2023 Board meeting.

Following the public hearing, staff will request the Board adopt a resolution approving the plan.

Attachment: [Link for Draft 2023-2027 Community Recreation Plan](#)

HURON-CLINTON METROPARKS MONTHLY STATISTICS

November, 2022

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	20,341	17,635	19,637	4%	\$ 83,462	\$ 65,348	\$ 78,016	7%
Wolcott Mill	2,529	3,094	2,261	12%	\$ 3,706	\$ 2,127	\$ 3,178	17%
Stony Creek	29,180	27,309	30,274	-4%	\$ 100,837	\$ 81,410	\$ 85,292	18%
Indian Springs	4,767	4,213	4,675	2%	\$ 14,926	\$ 14,994	\$ 13,002	15%
Kensington	47,509	46,190	46,908	1%	\$ 105,746	\$ 111,481	\$ 105,007	1%
Huron Meadows	4,618	5,715	5,506	-16%	\$ 1,780	\$ 6,370	\$ 2,404	-26%
Hudson Mills	13,405	15,374	15,247	-12%	\$ 34,197	\$ 21,571	\$ 21,176	61%
Lower Huron/Willow/Oakwoods	29,350	36,106	48,799	-40%	\$ 28,882	\$ 28,640	\$ 26,502	9%
Lake Erie	10,095	6,752	9,254	9%	\$ 34,305	\$ 22,107	\$ 21,659	58%
Monthly TOTALS	161,794	162,388	182,561	-11%	\$ 407,841	\$ 354,048	\$ 356,235	14%

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	544,714	514,545	478,780	14%	\$ 2,034,418	\$ 1,991,843	\$ 1,842,349	10%
Wolcott Mill	47,599	41,094	33,792	41%	\$ 42,031	\$ 32,738	\$ 46,971	-11%
Stony Creek	580,214	670,583	652,027	-11%	\$ 2,466,952	\$ 2,665,182	\$ 2,663,225	-7%
Indian Springs	95,054	101,664	97,929	-3%	\$ 348,779	\$ 362,379	\$ 333,952	4%
Kensington	773,985	861,137	830,548	-7%	\$ 2,849,481	\$ 3,029,015	\$ 2,917,690	-2%
Huron Meadows	105,654	121,665	107,827	-2%	\$ 78,486	\$ 90,853	\$ 71,014	11%
Hudson Mills	226,657	264,318	246,797	-8%	\$ 584,988	\$ 637,900	\$ 575,793	2%
Lower Huron/Willow/Oakwoods	530,808	581,246	579,221	-8%	\$ 1,048,423	\$ 919,690	\$ 920,402	14%
Lake Erie	202,370	216,068	208,343	-3%	\$ 550,519	\$ 588,315	\$ 601,397	-8%
Monthly TOTALS	3,107,055	3,372,320	3,235,264	-4%	\$ 10,004,077	\$ 10,317,915	\$ 9,972,793	0%

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	\$ 92,037	\$ 91,958	\$ 88,677	4%	\$ 2,927,344	\$ 2,858,134	\$ 2,540,551	15%
Wolcott Mill	\$ 21,766	\$ 62,182	\$ 25,576	-15%	\$ 141,523	\$ 198,366	\$ 187,086	-24%
Stony Creek	\$ 148,824	\$ 110,953	\$ 120,612	23%	\$ 4,780,363	\$ 5,113,550	\$ 4,668,577	2%
Indian Springs	\$ 50,068	\$ 44,395	\$ 38,355	31%	\$ 1,663,469	\$ 1,585,106	\$ 1,319,293	26%
Kensington	\$ 158,853	\$ 161,490	\$ 149,810	6%	\$ 5,469,332	\$ 5,759,117	\$ 5,173,582	6%
Huron Meadows	\$ 34,606	\$ 29,449	\$ 23,455	48%	\$ 1,361,610	\$ 1,384,626	\$ 1,111,193	23%
Hudson Mills	\$ 61,186	\$ 39,892	\$ 38,618	58%	\$ 1,564,019	\$ 1,581,189	\$ 1,372,614	14%
Lower Huron/Willow/Oakwoods	\$ 60,484	\$ 31,652	\$ 41,152	47%	\$ 2,768,439	\$ 2,342,460	\$ 2,351,997	18%
Lake Erie	\$ 57,872	\$ 37,851	\$ 35,651	62%	\$ 1,773,084	\$ 1,861,829	\$ 1,748,987	1%
Y-T-D TOTALS	\$ 685,695	\$ 609,822	\$ 561,905	22%	\$ 22,449,183	\$ 22,684,377	\$ 20,473,879	10%

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	1,172,527	1,226,222	1,164,599	1%	7,849,230	8,170,051	7,396,214	6%
Western	1,201,350	1,348,784	1,283,101	-6%	10,058,430	10,310,038	8,976,682	12%
Southern	733,178	797,314	787,564	-7%	4,541,523	4,204,289	4,100,984	11%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

November, 2022

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	980	783	904	8%	\$ 30,191	\$ 14,516	\$ 18,403	64%
Indian Springs	1,351	877	897	51%	\$ 28,027	\$ 16,771	\$ 17,785	58%
Kensington	1,488	1,213	1,141	30%	\$ 30,060	\$ 25,146	\$ 23,026	31%
Huron Meadows	1,245	1,149	1,076	16%	\$ 32,826	\$ 23,099	\$ 20,752	58%
Hudson Mills	1,088	689	785	39%	\$ 22,554	\$ 12,506	\$ 14,023	61%
Willow	1,083	66	594	82%	\$ 20,875	\$ 984	\$ 11,669	79%
Lake Erie	962	684	700	37%	\$ 21,874	\$ 13,046	\$ 13,804	58%
Total Regulation	8,197	5,461	6,096	34%	\$ 186,407	\$ 106,068	\$ 119,462	56%
LSC Par 3	2	3	1	100%	\$ 134	\$ 48	\$ 16	738%
LSC Foot Golf	0	0	0	-	\$ -	\$ -	\$ -	-
Total Golf	8,199	5,464	6,097	34%	\$ 186,541	\$ 106,116	\$ 119,478	56%

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	39,190	38,213	34,598	13%	\$ 1,314,246	\$ 1,304,330	\$ 1,103,113	19%
Indian Springs	38,041	35,819	30,224	26%	\$ 1,193,429	\$ 1,084,951	\$ 894,447	33%
Kensington	40,955	41,866	37,631	9%	\$ 1,334,637	\$ 1,332,336	\$ 1,162,800	15%
Huron Meadows	37,666	36,712	32,474	16%	\$ 1,212,954	\$ 1,230,801	\$ 1,001,323	21%
Hudson Mills	30,850	30,133	26,929	15%	\$ 813,107	\$ 792,964	\$ 660,227	23%
Willow	31,133	28,630	27,492	13%	\$ 839,196	\$ 857,844	\$ 793,510	6%
Lake Erie	34,080	34,641	30,099	13%	\$ 984,401	\$ 1,021,146	\$ 839,664	17%
Total Regulation	251,915	246,014	219,448	15%	\$ 7,691,970	\$ 7,624,373	\$ 6,455,084	19%
LSC Par 3	5,613	6,176	6,191	-9%	\$ 48,219	\$ 50,775	\$ 49,936	-3%
LSC Foot Golf	552	618	732	-25%	\$ 4,484	\$ 4,746	\$ 5,325	-16%
Total Golf	258,080	252,808	226,371	14%	\$ 7,744,673	\$ 7,679,894	\$ 6,510,345	19%

AQUATICS THIS MONTH	PATRONS THIS MONTH				MONTHLY REVENUE			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair	0	0	0	-	\$ 80	\$ -	\$ -	-
Stony Creek Rip Slide	0	0	0	-	\$ -	\$ -	\$ -	-
KMP Splash	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron	0	0	0	-	\$ -	\$ -	\$ -	-
Willow	0	0	0	-	\$ -	\$ -	\$ 432	-
Lake Erie	0	0	0	-	\$ -	\$ -	\$ 15	-
TOTALS	0	0	0	-	\$ 80	\$ -	\$ 447	-82%

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	56,601	49,526	35,488	59%	\$ 279,572	\$ 234,936	\$ 168,944	65%
Stony Creek Rip Slide	22,678	28,687	17,153	32%	\$ 131,606	\$ 159,624	\$ 92,957	42%
KMP Splash	39,568	54,233	43,602	-9%	\$ 263,987	\$ 338,000	\$ 255,880	3%
Lower Huron	51,437	34,412	38,993	32%	\$ 512,378	\$ 333,740	\$ 426,884	20%
Willow	22,148	20,624	16,610	33%	\$ 103,755	\$ 89,126	\$ 74,883	39%
Lake Erie	0	0	10,557	-	\$ -	\$ -	\$ 86,604	-
TOTALS	192,432	187,482	162,403	18%	\$ 1,291,298	\$ 1,155,426	\$ 1,106,151	17%

HURON-CLINTON METROPARKS MONTHLY STATISTICS

November, 2022

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	9	3	-10%	\$ 5,725	\$ 20,900	\$ 7,233	-21%
Shelters	4	6	3	20%	\$ 980	\$ 1,218	\$ 898	9%
Boat Launches	58	36	79	-27%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ -	\$ -	\$ -	-
Mini-Golf	0	0	0	-	\$ 148	\$ -	\$ -	-
Wolcott								
Activity Center	0	6	5	-	\$ (450)	\$ 1,000	\$ 333	-235%
Stony Creek								
Disc Golf Daily	0	171	278	-	\$ -	\$ 642	\$ 913	-
Disc Golf Annual	0	1	1	-	\$ -	\$ 60	\$ 40	-
Total Disc Golf	0	172	279	-	\$ -	\$ 702	\$ 953	-
Shelters	4	6	4	-8%	\$ 788	\$ 1,350	\$ 975	-19%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Boat Launches	20	9	14	46%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	0	0	0	-	\$ -	\$ -	\$ 67	-
Event Room	1	4	3	-67%	\$ 2,900	\$ 11,800	\$ 6,400	-55%
Kensington								
Disc Golf Daily	707	707	1,026	-31%	\$ 2,174	\$ 2,130	\$ 3,082	-29%
Disc Golf Annual	2	1	2	-14%	\$ 120	\$ 40	\$ 280	-57%
Total Disc Golf	709	708	1,029	-31%	\$ 2,294	\$ 2,170	\$ 3,362	-32%
Shelters	9	10	9	-4%	\$ 2,475	\$ 1,800	\$ 2,138	16%
Boat Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Huron Meadows								
Shelters	0	0	0	-	\$ -	\$ -	\$ 67	-
Hudson Mills								
Disc Golf Daily	211	226	245	-14%	\$ 633	\$ 678	\$ 735	-14%
Disc Golf Annual	8	8	3	167%	\$ 400	\$ 380	\$ 147	173%
Total Disc Golf	219	234	248	-12%	\$ 1,033	\$ 1,058	\$ 882	17%
Shelters	0	1	1	-	\$ 200	\$ 200	\$ 133	50%
Canoe Rental	0	0	0	-	\$ -	\$ -	\$ -	-
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	45	56	75	-40%	\$ 135	\$ 168	\$ 224	-40%
Disc Golf Annual	0	0	0	-	\$ -	\$ -	\$ 20	-
Total Disc Golf	45	56	75	-40%	\$ 135	\$ 168	\$ 244	-45%
Shelters	2	1	3	-25%	\$ 500	\$ 250	\$ 600	-17%
Lake Erie								
Shelters	0	1	1	-	\$ -	\$ 200	\$ 133	-
Boat Launches	403	295	349	15%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 406	\$ 1,692	\$ 701	-42%

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	38	49	40	-6%	\$ 82,025	\$ 95,100	\$ 56,183	46%
Shelters	411	438	353	16%	\$ 107,539	\$ 94,147	\$ 82,409	30%
Boat Launches	3,242	7,027	7,038	-54%	\$ -	\$ -	\$ -	-
Marina	2,938	1,661	1,862	58%	\$ 22,507	\$ 21,459	\$ 18,846	19%
Mini-Golf	10,052	9,467	8,768	15%	\$ 46,937	\$ 43,495	\$ 36,857	27%
Wolcott								
Activity Center	11	23	36	-69%	\$ 4,430	\$ 12,925	\$ 15,143	-71%
Stony Creek								
Disc Golf Daily	12,107	15,792	14,228	-15%	\$ 40,208	\$ 53,154	\$ 47,592	-16%
Disc Annual	124	123	90	37%	\$ 7,286	\$ 7,180	\$ 5,220	40%
Total Disc Golf	12,231	15,915	14,318	-15%	\$ 47,494	\$ 60,334	\$ 52,812	-10%
Shelters	472	562	450	5%	\$ 111,209	\$ 126,194	\$ 101,157	10%
Boat Rental	102,651	19,786	22,738	351%	\$ 169,879	\$ 230,148	\$ 237,592	-28%
Boat Launches	417	385	781	-47%	\$ -	\$ -	\$ -	-
Indian Springs								
Shelters	102	87	70	46%	\$ 14,150	\$ 11,850	\$ 9,400	51%
Event Room	32	42	30	7%	\$ 90,950	\$ 108,400	\$ 64,700	41%
Kensington								
Disc Golf Daily	22,262	29,094	24,648	-10%	\$ 74,894	\$ 100,733	\$ 82,108	-9%
Disc Annual	237	343	234	1%	\$ 13,980	\$ 20,000	\$ 13,853	1%
Total Disc Golf	22,499	29,437	24,883	-10%	\$ 88,874	\$ 120,733	\$ 95,962	-7%
Shelters	499	624	551	-9%	\$ 109,683	\$ 132,033	\$ 117,840	-7%
Boat Rental	11,107	15,332	18,728	-41%	\$ 193,411	\$ 266,579	\$ 258,296	-25%
Huron Meadows								
Shelters	50	59	42	20%	\$ 9,600	\$ 9,900	\$ 7,183	34%
Hudson Mills								
Disc Golf Daily	7,176	9,154	7,619	-6%	\$ 21,528	\$ 27,462	\$ 22,857	-6%
Disc Annual	126	100	133	-5%	\$ 7,280	\$ 5,780	\$ 7,773	-6%
Total Disc Golf	7,302	9,254	7,752	-6%	\$ 28,808	\$ 33,242	\$ 30,630	-6%
Shelters	182	158	102	78%	\$ 32,500	\$ 28,400	\$ 18,350	77%
Canoe Rental	11,904	12,609	10,750	11%	\$ 70,707	\$ 67,580	\$ 59,643	19%
Lower Huron / Willow / Oakwoods								
Disc Golf Daily	1,238	1,894	1,640	-25%	\$ 4,014	\$ 5,688	\$ 4,923	-18%
Disc Annual	10	9	8	30%	\$ 540	\$ 500	\$ 440	23%
Total Disc Golf	1,248	1,903	1,648	-24%	\$ 4,554	\$ 6,188	\$ 5,363	-15%
Shelters	390	483	336	16%	\$ 88,575	\$ 86,150	\$ 65,825	35%
Lake Erie								
Shelters	54	85	72	-25%	\$ 10,900	\$ 18,100	\$ 15,417	-29%
Boat Launches	14,534	13,431	15,369	-5%	\$ -	\$ -	\$ -	-
Marina	0	0	0	-	\$ 215,554	\$ 238,790	\$ 202,801	6%

PARK	Cross Country Ski Rental this Month				Cross Country Ski Rental Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Stony Creek	\$ -	\$ -	\$ -	-	\$ 11,691	\$ 17,305	\$ 7,733	51%
Kensington	\$ -	\$ -	\$ -	-	\$ 16,698	\$ 15,812	\$ 10,296	62%
Huron Meadows	\$ -	\$ -	\$ 239	-	\$ 60,534	\$ 53,486	\$ 31,867	90%
Hudson Mills	\$ -	\$ -	\$ 15	-	\$ -	\$ 90	\$ 1,694	-

PARK	Winter Sports this Month				Winter Sports Y-T-D			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St. Clair								
XC Skiers	0	0	0	-	83	30	10	730%
Ice Skaters	0	0	0	-	343	481	212	62%
Sledders	0	0	0	-	883	636	264	234%
Ice Fishermen	0	0	0	-	5,275	2,251	2,108	150%
Stony Creek								
XC Skiers	0	0	10	-	1,106	3,198	1,397	-21%
Ice Skaters	0	0	0	-	24	93	50	-52%
Sledders	0	0	50	-	999	3,735	2,072	-52%
Ice Fishermen	0	0	0	-	358	425	279	28%
Indian Springs								
XC Skiers	0	0	1	-	145	258	128	14%
Sledders	0	15	23	-	828	861	427	94%
Kensington								
XC Skiers	0	0	0	-	1,641	1,868	1,374	19%
Ice Skaters	0	0	0	-	74	8	6	1133%
Sledders	0	20	7	-	4,179	7,714	3,827	9%
Ice Fishermen	0	0	0	-	255	247	101	152%
Huron Meadows								
XC Skiers	0	80	110	-	7,201	7,385	4,710	53%
Ice Fishermen	0	0	0	-	0	0	0	-
Hudson Mills								
XC Skiers	0	40	36	-	585	1,210	874	-33%
Willow								
XC Skiers	0	0	0	-	68	67	30	129%
Sledders	0	30	10	-	3,016	1,966	763	295%
Lake Erie								
XC Skiers	0	0	0	-	25	3	5	369%
Sledders	0	0	0	-	193	94	39	399%
Ice Fishing	0	0	0	-	5,453	941	894	510%

INTERPRETIVE FACILITIES

PARK	Monthly Patrons Served				YTD Patrons Served			
	(total program participants and non-program visitors)				(total program participants and non-program visitors)			
	Current	Previous	Prev 3 Yr Avg	Change from Average	Current	Previous	Prev 3 Yr Avg	Change from Average
Lake St Clair	2,992	5,836	4,705	-36%	131,068	135,477	135,774	-3%
Wolcott Mill	1,858	1,658	1,746	6%	16,663	44,036	26,040	-36%
Wolcott Farm	1,921	1,923	2,318	-17%	48,758	49,796	42,809	14%
Stony Creek	13,297	18,856	17,511	-24%	163,303	213,011	188,828	-14%
Eastern Mobile Center	261	165	142	84%	15,513	4,271	6,952	123%
Indian Springs	3,531	3,516	3,470	2%	53,452	52,084	52,715	1%
Kens NC	21,260	21,564	27,498	-23%	300,753	335,135	342,871	-12%
Kens Farm	9,132	9,564	11,089	-18%	235,591	227,157	213,041	11%
Western Mobile Center	337	474	412	-18%	8,466	4,390	5,397	57%
Hudson Mills	2,639	2,561	2,567	3%	38,351	34,438	35,261	9%
Oakwoods	12,716	10,122	12,123	5%	146,655	132,964	145,767	1%
Lake Erie	14,271	13,214	14,293	0%	159,742	173,016	171,119	-7%
Southern Mobile Center	535	744	521	3%	21,716	13,913	12,665	71%
Totals	84,750	90,197	98,396	-14%	1,340,031	1,419,688	1,379,239	-3%

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	\$ 1,508	\$ 1,343	\$ 1,168	29%	\$ 20,966	\$ 8,819	\$ 14,063	49%
Wolcott Mill	\$ -	\$ -	\$ -	-	\$ -	\$ 4,467	\$ 3,921	-
Wolcott Farm	\$ 2,974	\$ 1,410	\$ 1,227	142%	\$ 30,513	\$ 16,368	\$ 30,589	0%
Wagon Rides	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
Livestock/Produce	\$ 14,663	\$ 56,486	\$ 20,113	-27%	\$ 52,522	\$ 95,976	\$ 62,615	-16%
FARM TOTAL	\$ 17,637	\$ 57,896	\$ 21,340	-17%	\$ 83,035	\$ 112,344	\$ 93,204	-11%
Stony Creek	\$ 1,816	\$ 1,409	\$ 825	120%	\$ 24,484	\$ 9,734	\$ 11,681	110%
Eastern Mobile Center	\$ 425	\$ 700	\$ 459	-7%	\$ 3,509	\$ 2,725	\$ 5,977	-41%
Indian Springs	\$ 4,215	\$ 830	\$ 1,101	283%	\$ 15,624	\$ 6,554	\$ 12,777	22%
Kens NC	\$ 1,635	\$ 1,789	\$ 2,102	-22%	\$ 20,818	\$ 13,539	\$ 18,180	15%
Kens Farm	\$ 7,058	\$ 7,451	\$ 5,211	35%	\$ 75,504	\$ 48,078	\$ 48,311	56%
Wagon Rides	\$ 993	\$ 979	\$ 675	47%	\$ 20,491	\$ 14,282	\$ 15,156	35%
Livestock/Produce	\$ 320	\$ -	\$ 325	-2%	\$ 9,268	\$ 7,444	\$ 6,071	53%
FARM TOTAL	\$ 8,371	\$ 8,430	\$ 6,211	35%	\$ 105,263	\$ 69,804	\$ 69,537	51%
Western Mobile Center	\$ 997	\$ 2,475	\$ 1,746	-43%	\$ 11,905	\$ 5,546	\$ 11,035	8%
Hudson Mills	\$ 979	\$ 1,273	\$ 652	50%	\$ 15,644	\$ 9,441	\$ 8,369	87%
Oakwoods	\$ 293	\$ 1,046	\$ 1,197	-76%	\$ 3,708	\$ 7,882	\$ 10,738	-65%
Lake Erie	\$ 1,287	\$ 806	\$ 864	49%	\$ 11,711	\$ 5,654	\$ 7,190	63%
Southern Mobile Center	\$ 1,178	\$ 325	\$ 315	274%	\$ 11,653	\$ 575	\$ 6,556	78%
Totals	\$ 40,340	\$ 78,322	\$ 37,981	6%	\$ 328,320	\$ 257,083	\$ 273,227	20%

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	20	310	16	342	-	-	-	-
Wolcott Mill	-	-	-	-	-	-	-	-
Wolcott Farm	2	25	5	126	-	-	-	-
Stony Creek	27	617	39	856	-	180	-	-
Eastern Mobile Center					4	85	5	165
Indian Springs	7	258	16	420	-	-	-	-
Kens NC	19	554	13	195	-	-	-	-
Kens Farm	33	319	43	417	4	26	-	-
Western Mobile Center					16	337	21	474
Hudson Mills	9	139	4	61	-	-	-	-
Oakwoods	25	406	21	409	-	-	-	-
Lake Erie	17	181	9	94	-	-	-	-
Southern Mobile Center					18	535	27	744
Totals	159	2,809	166	2,920	42	1,163	53	1,383

BREAKDOWN OF ATTENDANCE	OTHER VISITORS (Non-programs)	
	Current	Previous
Lake St Clair	2,682	5,494
Wolcott Mill	1,858	1,658
Wolcott Farm	1,896	1,797
Stony Creek	12,500	18,000
Indian Springs	3,273	3,096
Kens NC	20,706	21,369
Kens Farm	8,787	9,147
Hudson Mills	2,500	2,500
Oakwoods	12,310	9,713
Lake Erie	14,090	13,120
Totals	80,602	85,894

"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.