

Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, April 8, 2021

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, April 8, 2021. Due to state of Michigan Department of Health and Human Services Emergency Order under MCL 333.2253 and to minimize the spread of COVID-19, this meeting was held electronically, as permitted under Public Act 228 of 2020.

Commissioners Present: Robert W. Marans (*Remote – Ann Arbor, Washtenaw County, MI*)
Jaye Quadrozzi (*Remote – Beverly Hills, Oakland County, MI*)
Kurt Heise (*Remote – Plymouth Twp, Wayne County, MI*)
Bernard Parker (*Remote – Detroit, Wayne County, MI*)
Steve Williams (*Remote – Marine City, St. Clair County, MI*)
Timothy McCarthy (*Remote – Naples, Collier County, FL*)

Staff Officers Present:
Director Amy McMillan
Interim Deputy Director Michael Lyons
Chief of Finance Rebecca Franchock

Absent:
Commissioner John Paul Rea

Others:
Miller, Canfield, Paddock & Stone Steve Mann

1. Call to Order

Commissioner Marans called the meeting to order at 9:00 a.m.

2. Approval – Resolution Establishing Rules for Remote Meetings

Motion by Commissioner McCarthy, support from Commissioner Quadrozzi that the Board of Commissioners approve a resolution continuing rules for remote attendance by commissioners and members of the public at remote meetings due to locally declared state of emergency/disaster.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy
Voting no: None
Absent: Rea

Motion carried unanimously.

3. Chairman's Statement

None.

4. Approval – March 2021 Public Hearing, Regular and Special Meeting Minutes

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners approve the March 2021 public hearing, regular and special meeting minutes as submitted.

Motion carried unanimously.

5. Approval – April 8, 2021 Full Agenda

Motion by Commissioner Heise, support from Commissioner McCarthy that the Board of Commissioners approve the April 8, 2021 agenda as presented.

Discussion: Commissioner Parker said public comments should be at the beginning and the end of the meeting.

Commissioner Marans said the Board would discuss public comments at the end of the meeting.

Motion carried unanimously.

6. Approval – April 8, 2021 Consent Agenda

Motion by Commissioner Heise, support from Commissioner McCarthy that the Board of Commissioners approve the April 8, 2021 consent agenda as presented:

- a. Approval – March 2021 Financial Statements
- b. Approval – March 2021 Appropriation Adjustments
- c. Bids – Bike Trail Reconstruction and North Marina Walk Repair, Lake St. Clair
- d. Bids – Sanitary Sewer Filter Tanks, Stony Creek
- e. Bids – Bike Trail Reconstruction, Willow
- f. Report – Purchases over \$10,000
- g. Purchases
 1. Total Spend and Vendor Location, April 2021
 2. Garbage Truck
 3. Pickup with Liftgate
 4. Outdoor Park Furnishings
 5. Work Utility Vehicles (4)
 6. Heavy-Duty Work Utility Vehicles (2)
 7. Beach Sifter
 8. Cargo Van
 9. Dump Truck
 10. Pickup Trucks (3)
 11. Pump House Repairs
 12. Power Washer

Motion carried unanimously.

7. Reports

A. Administrative Department

1. Approval – Metroparks Branded TV/Video Commercial Production

Motion by Commissioner McCarthy, support from Commissioner Parker that the Board of Commissioners that the Board of Commissioners approve the Metroparks TV Production Estimate from Factory Detroit, Inc., in an amount not to exceed \$105,000 to include the video shoot, postproduction and contingency for a set of three video commercials as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Chief of Communications Danielle Mauter updated the Board on the project.

Commissioner Marans asked when the commercials would be ready. Ms. Mauter said by early summer.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy

Voting no: None

Absent: Rea

Motion carried unanimously.

2. Report – Marketing Update

Motion by Commissioner McCarthy, support from Commissioner Heise that the Board of Commissioners receive and file monthly marketing update as recommended by Chief of Marketing and Communications Danielle Mauter and staff.

Discussion: Chief of Marketing and Communications Danielle Mauter and Hilary Simmet, marketing and media specialist updated the Board on the progress of the Metroparks website redesign.

Commissioner McCarthy said it looks great and that its crucial to get the website done right instead of done quickly.

Commissioner Parker asked if a person clicks on the golf if it would be routed to the page to book tee times. Ms. Mauter said yes.

Commissioner Parker said the marketing report mentioned that staff would be reporting quarterly on attendance trends and asked when the next report would be. Ms. Mauter said a report would be given at the May meeting.

Commissioner Parker said he would like to see reports more frequently during the summer season.

Commissioner Marans said he liked that the photos will be frequently changed and asked if videos would be added to the website. Ms. Mauter said yes.

Motion carried unanimously.

7. Reports

A. Administrative Department

3. Report – DEI Update

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

Discussion: Chief of Chief of Diversity, Equity and Inclusion Carter updated the Board on DEI efforts and reviewed attendance for the recent Speaker Series event, thanked staff for their hard work in making the event a success and highlighted training efforts.

Commissioner McCarthy said we are making progress but said the Metroparks can do more.

Commissioner Quadrozzi said she has heard from a lot of people and they said they were surprised the Metroparks were doing a DEI series.

Commissioner Marans asked if staff received any feedback. Ms. Carter said yes.

Commissioner Parker said it was a good presentation and agrees with Commissioner McCarthy in that there is more work to do.

Motion carried unanimously.

4. Report – Interpretive Services Update

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

Discussion: Chief of Interpretive Services Jennifer Jaworski updated the Board on various programs and initiatives that took place in March within the Interpretive Department.

Motion carried unanimously.

B. Financial Department

1. Report – Investment Policy

Motion by Commissioner McCarthy, support from Commissioner Heise that the Board of Commissioners approve the Investment Policy as presented by Chief of Finance Rebecca Franchock and staff.

Discussion: Commissioner Parker asked if the bank ratings were current. Ms. Franchock said yes, ratings for banking institutions are reviewed before funds are invested.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy

Voting no: None

Absent: Rea

Motion carried unanimously.

7. Reports

B. Financial Department

2. Report – Monthly Financial Review

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners receive and file the Monthly Financial Review as submitted by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock reviewed financials to date highlighting park revenue and expenses.

Commissioner Marans asked if shelter reservations were down. Ms. Franchock said reservations were down compared to what a typical year would be.

Motion carried unanimously.

3. Report – March 2021 Capital Project Fund Update

Motion by Commissioner McCarthy, support from Commissioner Williams that the Board of Commissioners receive and file the Capital Project Fund update as submitted by Chief of Finance Rebecca Franchock and staff.

Discussion: Ms. Franchock updated the Board on the status of capital projects to date and said staff tweaked the report to include a project description, current status and completion year.

Motion carried unanimously.

C. Planning Department

1. Report – Planning Department Monthly Update

Motion by Commissioner Heise, support from Commissioner Williams that the Board of Commissioners receive and file the Planning and Development Department Monthly Update as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on Planning and Development activities highlighting project initiative implantation, community engagement, programming and grants.

Motion carried unanimously.

2. Approval – Southeast Michigan Swimming Program Development Plan

Motion by Commissioner Quadrozzi, support from Commissioner Heise that the Board of Commissioners award RFP 2021-012 to Counsilman-Hunsaker and Associates, Inc. of St. Louis, Missouri for an amount of \$49,982 for the development of a plan to provide a swimming program across southeast Michigan as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board and said that Metroparks staff are alarmed by the systemic disparities in swim ability and water competence. To address these issues for Detroit and southeast Michigan, the Metroparks invited qualified consultants to submit proposals for the development of a programming plan, in coordination with partner recreation agencies, with the goal of improving swimming ability and water competence. This plan will focus on public swimming programs and facilities across the five-county region and will involve three key components: (1) existing conditions – “State of Swimming” Report; (2) development of swimming-related goals/objectives for the region; and (3) development of a programming action plan.

Commissioner Marans asked if the program can be done in-house. Ms. Kelly said it would be taxing on staff with the number of projects currently in the works and that it is good to have an outside perspective and expertise.

Commissioner Marans said staff may want to look at other areas for the future as the program evolves.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy
Voting no: None
Absent: Rea

Motion carried unanimously.

7. Reports

C. Planning Department

3. Approval – Woods Creek Playground Site Contract, Lower Huron

Motion by Commissioner Parker, support from Commissioner McCarthy that the Board of Commissioners award a contract to Michigan Recreational Construction, Inc. for an amount of \$519,677 for the construction of the Woods Creek Playground Development project as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board and said the work includes furnishing all labor, equipment and materials necessary to complete the construction of a large playground including concrete and asphalt removal, storm pipe removal, topsoil stripping and earthwork, reinforced concrete walks and concrete curbs, installation of 4-inch perforated drain tile, installation of 13,068 square feet of poured-in-place rubber surfacing, turf restoration, tree and shrub plantings, accessible parking space striping and signage, and all incidental construction. Ms. Kelly said the contractor will coordinate work on the playground project with Penchura LLC, who was awarded a separate contract in January 2021 for the purchase and installation of the “space” themed playground equipment and site furnishings for the project. That contract included playground equipment for ages 2-5, ages 5-12, picnic tables, benches, bike hoops, trash receptacles and a bike repair station.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy
Voting no: None
Absent: Rea

Motion carried unanimously.

4. Approval/Resolution – NFWF Sustain Our Great Lakes Grant, Lake Erie

Motion by Commissioner Heise support from Commissioner Williams that the Board of Commissioners approve a resolution for the National Fish and Wildlife Foundation (NFWF) Sustain Our Great Lakes grant program for the Green Stormwater Infrastructure Plan project at Lake Erie Metropark as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board and said the Green Storm Water Infrastructure Plan would implement green infrastructure projects within Lake Erie Metropark to capture storm water and improve the water quality and resiliency of this important coastal wetland. She said during the development of the 2019 Storm Water Management Plan, water quality issues in each park were identified through community outreach and GIS data analysis. Green infrastructure concept plans were then created to address these issues. Sites were initially chosen based on existing drainage patterns and infrastructure, land use, field reconnaissance (hired consultant), soil type, impact on water quality improvement with final input and approval from Metroparks Operations, Maintenance, Engineering, Natural Resources and the Planning and Development staff.

Motion carried unanimously.

D. Engineering Department

1. Approval – Window Replacement, Administrative Office

Motion by Commissioner Quadrozzi, support from Commissioner McCarthy that the Board of Commissioners award Contract No. 700-21-024 to the low responsive, responsible bidder, Commercial Glass, in the amount of \$103,764 as recommended by Chief of Engineering Services Mike Henkel and Staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board on the project and said the current windows in the administrative building cannot be opened and the existing air exchange for the building is integrated with the heating and air conditioning system. As such there is one fresh air intake for the building in which a percentage of outside air is mixed with the inside air and then redistributed back through the building. By providing operable windows with screens multiple point sources to outside fresh air will be achieved throughout the building.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy
Voting no: None
Absent: Rea

Motion carried unanimously.

7. Reports

E. Natural Resources Department

1. Report – Natural Resources Update

Motion by Commissioner Williams, support from Commissioner Quadrozzi that the Board of Commissioners receive and file the Natural Resources update as recommended by Chief of Natural Resources and Regulatory Compliance Tyler Mitchell and staff.

Discussion: Chief of Natural Resources and Regulatory Compliance Tyler Mitchell updated the Board on projects and highlighted activities in the Natural Resources department.

Motion carried unanimously.

2. Approval – Aerial Application for Treatment of Invasive Gypsy Moth

Motion by Commissioner Williams, support from Commissioner Heise that the Board of Commissioners approve the Metroparks opting into the Macomb County aerial spray program for the control of invasive gypsy moth, at the cost of \$19,358 as recommended by Chief of Natural Resources and Regulatory Compliance Tyler Mitchell and staff.

Discussion: Chief of Natural Resources and Regulatory Compliance Tyler Mitchell updated the Board on the project and said Macomb County conducts an annual program for the application of *Bacillus thuringiensis var. kurstaki*, commonly referred to as Bt or Btk. This is a naturally occurring bacterium that exists in soils and on plants, is not harmful to pets, birds, fish, plants, beneficial insects or humans. This bacterium is applied at a specific and vulnerable life stage of the gypsy moth and causes mortality in larval moths. He said as gypsy moth populations vary from year-to-year and do not require treatment on an annual basis, this treatment will cover roughly 120 acres at Stony Creek and 13 acres at Wolcott Mill.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Marans, Williams, McCarthy
Voting no: None
Absent: Rea

Motion carried unanimously.

8. Public Participation – public comments required to be submitted in writing and accepted through the end of the regular meeting.

None.

9. Other Business

Ms. McMillan congratulated Commissioner Marans on his recognition/award as a “Notable Non-Profit Board Member” from Crain’s Detroit Business magazine.

Ms. McMillan thanked Steve Vigneau with the Clinton River Area Mountain Bike Association (CRAMBA) for his leadership and as a valuable partner with the Metroparks. Mr. Vigneau said he was glad to keep the mountain biking project on track. Commissioner Quadrozzi thanked Mr. Vigneau for his efforts to keep the project moving forward.

10. Staff Leadership Update

Director McMillan updated the Board and said staff was reaching out to local agencies to work with regarding partnerships for the American Recovery Plan and funding with the assistance from Truscott Rossman. Staff continues to gather zip code data from patrons and that she had good conversations with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regarding potential funding opportunities.

Commissioner Marans asked Ms. McMillan to remind everyone why public comments were moved to the end of meetings. Ms. McMillan said the decision was made to give the public the opportunity to have precise comments read into, and a part of, the official meeting minutes.

Commissioner Marans asked if staff anticipated going back to the previous format. Ms. McMillan said yes, unless directed by the Board to do otherwise. She said an additional comment section can also be added.

Commissioner Parker said he would like two public comment sections.

Motion by Commissioner Parker, support from Commissioner Williams that the Board of Commissioners approve adding two public comments to the Board agendas – one at the beginning and one at the end of the meeting.

ROLL CALL VOTE

Voting yes: Quadrozzi, Parker, Heise, Williams, McCarthy
Voting no: Marans
Absent: Rea

Motion carried.

11. Commissioner Comments

Commissioner Parker said it was a good meeting and he was excited to see what the Metroparks has done during the COVID-19 pandemic. He also said he hopes staff can start doing in person outreach at schools. He also said he would like to see a recommendation for what the parks can do for Juneteenth Day celebrations.

Commissioner Marans thanked staff for the recognition with the Crain's award and also thanked Commissioner McCarthy for bringing it to his attention.

12. Motion to Adjourn

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

The meeting adjourned at 10:40 a.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary