

**Minutes**  
**Huron-Clinton Metropolitan Authority**  
**Board of Commissioners**  
**Thursday, May 12, 2022**

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A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, May 12, 2022 at the Stony Creek Metropark Nature Center and via Zoom for public participation.

Commissioners Present:	Bernard Parker Robert W. Marans John Paul Rea Stephen Pontoni Bill Bolin (arrived at 1:34pm) Tiffany Taylor (participated via Zoom)
Staff Officers Present:	
Director	Amy McMillan
Deputy Director	Michael Lyons
Chief of Finance	Shedreka Miller
Others:	
Miller, Canfield, Paddock & Stone	Steve Mann
Absent:	
Commissioner	Jaye Quadrozzi

**1. Call to Order**

Commissioner Parker called the meeting to order at 1:07 p.m.

**2. Chairperson's Statement**

Commissioner Parker said he was chairing the meeting today since Commissioner Quadrozzi was unable to attend. He also said he attended the groundbreaking ceremony for the Ralph C. Wilson, Jr. Centennial Park and that the event was well attended.

**3. Public Participation**

None

**4. Approval – April 14, 2022 regular meeting minutes**

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

Motion carried unanimously.

**5. Approval – May 12, 2022 Full Agenda**

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners approve the May 12, 2022 full agenda as amended.

Director McMillan requested that the ETC presentation on the Community Recreation Plan 2022 Regional Survey be moved further down on the agenda and that the Natural Resources item be postponed to the June agenda.

Motion as amended carried unanimously.

**6. Approval – May 12, 2022 Consent Agenda**

Motion by Commissioner Rea, support from Commissioner Pontoni that the Board of Commissioners approve the May 12, 2022 consent agenda as presented.

- a. Approval – April 2022 Financial Statements
- b. Approval – April 2022 Appropriation Adjustments
- c. Report – Capital Project Fund Update
- d. Report – Major Maintenance Update
- e. Purchases
  1. Report – Purchases over \$10,000

2. Total Spend and Vendor Location
3. Bobcat Skid Steer, Kensington
4. 2023 Annual Permits

Motion carried unanimously.

## 8. Reports

### A. Administrative Department

#### 1. Report – Climate Action Plan Update, Dr. Perry

Item postponed to the June meeting.

#### 2. Report – HR Update

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the Metroparks the Human Resources report as recommended by the Chief of Human Resources and Labor Relations Randy Rossman and staff.

Discussion: Chief of Human Resources and Labor Relations Randy Rossman updated the Board on the benefits that have been added for employees since 2019.

Commissioner Bolin entered the meeting at 1:34 pm.

Commissioner Marans asked if this information was shared with all employees. Mr. Rossman said it would be shared with everyone after the Board meeting and at upcoming all employee meetings.

Commissioner Marans also said he would like to see these types of reports a couple of times a year to see how it helps with recruitment and retainment efforts.

Commissioner Parker asked if this information was discussed and approved with the Employee Association. Director McMillan said yes, staff worked in conjunction with the Employee Association.

Commissioner Taylor asked if the Metroparks had paternity leave. Ms. McMillan said leave was available for both women and men.

Commissioner Parker asked if there was bereavement leave for former employees or retirees. Ms. McMillan said yes, with the supervisor's approval.

Motion carried unanimously.

#### 3. Report – Shelden Trails Redevelopment Project

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners receive and file the Metroparks the Shelden Trails Redevelopment Project update as requested by Director Amy McMillan and staff.

Discussion: Director McMillan updated the Board on the project and a brief video was shown.

Commissioner Marans asked if the video would be available on the website. Chief of Marketing and Communications Danielle Mauter said yes.

Motion carried unanimously.

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

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

#### ROLL CALL VOTE

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

Voting no: None

Absent: Quadrozzi, Taylor

Motion carried unanimously.

The regular meeting adjourned at 2:10 p.m.

Commissioner Parker reconvened the regular meeting at 2:26 p.m.

Motion by Commissioner Bolin, support from Commissioner Rea that the Board of Commissioners approve the recommendation from legal counsel as it pertains to the Metroparks Rules and Regulations, Number 6, Firearms and Other Weapons, to remove the phrase “rifle, shotgun or other firearms.”

Motion carried unanimously.

**7. Report – Community Recreation Plan 2022 Regional Survey (moved down on the agenda)**

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the Metroparks regional survey report as recommended by the Interim Chief of Planning and Development Jay Bibby and staff.

Discussion: Interim Chief of Planning and Development Jay Bibby introduced Jason Morado with the ETC Institute. Mr. Morado reviewed the methodology, key findings of the survey and what’s important to people in the five-county region.

Commissioner Marans asked if the analysis was done by region or just by county. Mr. Bibby said staff has the raw data and the data can be extrapolated by region.

Commissioner Rea said the data is critical for programming and facilities moving forward.

Commissioner Parker said he was pleased to see that people wanted more concerts. He was surprised to see bird watching as a desired activity as well.

Motion carried unanimously.

**8. Reports**

**C. Departmental Update**

**1. Report – Natural Resources Update**

Moved to June meeting.

**2. Report – Planning and Development Update**

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

Motion carried unanimously.

**3. Report – Interpretive Services Update**

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

Discussion: Chief of Interpretive Services Jennifer Jaworski updated the Board highlighting activities that took place in the Interpretive Services department during the month including that the Metroparks will have a signed Memo of Understanding with Detroit Public School District by the end of the week.

Motion carried unanimously.

**4. Report – DEI Update**

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

Discussion: Chief of Diversity, Equity and Inclusion Artina Carter said she was looking forward to the DEI Conversation with Dr. Phillip Warsaw, Assistant Professor of Ecological Economics and

Environmental Justice at Michigan State University on May 18, and with Jessica Nordell, Author of The End of Bias on June 9.

Motion carried unanimously.

## 8. Reports

### C. Departmental Update

#### 5. Report – Marketing Update

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

*Discussion:* Chief of Marketing and Communications Danielle Mauter updated the Board on activities during the month highlighting the hiring push in the media and on social media, the summer campaigns were picking up ahead of the Memorial Day weekend and that the summer inserts have been circulated throughout the region.

Motion carried unanimously.

### D. Financial Department

#### 1. Report – Monthly Financial Review

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

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

Commissioner Pontoni said he was glad to see golf was doing so well.

Motion carried unanimously.

#### 2. Approval – Revenue Policy

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners Revenue Policy as presented by Chief of Finance Shedreka Miller and staff.

*Discussion:* Chief of Finance Shedreka Miller updated the Board and said the revenue policy is a requirement for CAPRA accreditation. The revenue policy provides guidance so that the Metroparks will strive to develop and maintain a diversified and reliable revenue stream to avoid becoming overly dependent on any single type of revenue. Overall, the policy provides standards for revenue goals, refunds, returned checks and program fees.

Motion carried unanimously.

#### 3. Approval – 2021 Pension Valuation, GASB 67/68, 2022 Contribution

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners (1) receive and file the Annual Actuarial Valuation and GASB Statement No. 67 and No. 68 Report; and (2) approve the 2022 Pension contribution at the annual required contribution amount of \$2,445,580 as recommended by Chief of Finance Shedreka Miller and staff.

*Discussion:* Chief of Finance Shedreka Miller updated the Board and said the 2022 General Fund Budget includes \$3.2 million for funding of the defined contribution Huron-Clinton Metropolitan Authority Employees' Retirement Plan. A contribution of \$2,445,580 will result in savings of \$754,420. She said the actuarial valuation process calculates the required contribution to adequately fund the Authority's pension costs for the 105 active participants for the 2021 Pension Plan Year. Based on an update of employee census data for 2021 wage/service levels, plan benefits and asset values, GRS is recommending a contribution of \$2,445,580. This represents a decrease of \$280,368 (10 percent) from the recommended contribution for the 12-month period ending Dec. 31, 2020 of \$2,725,948. With this contribution the Funded Ratio will increase to 80.2 percent, an increase of 3.7 percent.

Motion carried unanimously.

## 8. Reports

### D. Financial Department

#### 4. Approval – 2021 Retiree Health Care Trust Valuation, GASB 74/75, 2022 Contribution

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners (1) receive and file the Governmental Accounting Standards Board Statements (GASB) No. 74 and 75 and the Retiree Health Care Trust Valuation; and (2) approve making the annual required contribution in the amount of \$216,310 as recommended by Chief of Finance Shedreka Miller and staff.

*Discussion:* Chief of Finance Shedreka Miller updated the Board and said \$1,250,000 was included in the general fund budget. A contribution of \$216,310 will result in savings of \$1,033,690. She said the Retiree Health Care Trust valuation is performed every other year. The valuation performed for year ending Dec. 31, 2020 developed an actuarially computed employer contribution for fiscal year ending 2020 (\$248,174) and for fiscal year ending 2021 (\$216,310). The valuation was developed using the updated assumptions approved by the Board at the February 2020 meeting.

Motion carried unanimously.

#### 5. Approval – 2022 Pension Reimbursement

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners approve reimbursing the Huron-Clinton Metropolitan Authority Employees' Retirement Plan in the amount of \$24,215.20 as recommended by Chief of Finance Shedreka Miller.

*Discussion:* Director McMillan updated the Board and said There was a process in place for staff to routinely check the mortality report for active pension recipients. If a pension recipient's name is on the mortality report, then pension payments are stopped immediately. She said the mortality report was routinely checked, and Marlene Avery's name did not appear on the list. In January 2022, the Metroparks received a new mortality report distributed by a different vendor and Marlene Avery's name appeared on the report stating that she died in September 2018. The pension payments were stopped immediately.

Motion carried unanimously.

### E. Planning and Development Department

#### 1. Report – Detroit Public Schools Community District Physical Education Partnership

Motion by Commissioner Rea, support from Commissioner Bolin that the Board of Commissioners receive and file the Detroit Public Schools Community District (DPSCD) Physical Education Partnership update as presented by Interim Chief of Planning and Development Jay Bibby and staff.

*Discussion:* Interim Chief of Planning and Development Jay Bibby updated the Board on the DPSCD physical education partnership and said the next step is to formalize a Memo of Understanding.

Commissioner Parker asked if staff provided participants with park literature. Mr. Bibby said yes.

Commissioner Bolin asked if this program was open to the five counties. Mr. Bibby said the DPSCD approached the Metroparks, but that the program is open for everyone.

Motion carried unanimously.

## 8. Reports

### F. Engineering Department

#### 1. Approval – Change Order, Willow Park Office

Motion by Commissioner Marans, support from Commissioner Bolin that the Board of Commissioners (1) approve a change order for the construction of the new Willow Park Office contract 510-17-311 in the amount of \$31,739.31; and (2) approve the fund transfer from fund balance to cover additional construction costs as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said the additional cost of \$31,739.31 would come from the fund balance and be transferred to the project. The original contract for the park office was \$2,191,600. To date, total change orders represent approximately 6.6 percent of the original project cost.

Motion carried unanimously.

**8. Reports**

**G. Natural Resources Department**

**1. Report – Healing the Huron River Headwaters, Consumers Energy Foundation Grant Award**

Moved to June meeting.

**2. Approval – Project Funds Reallocation, Lake Erie Shoreline and Marsh Restoration project**

Moved to June meeting.

**9. Leadership Update**

Ms. McMillan thanked everyone that attended the Ralph C. Wilson, Jr. Centennial Park groundbreaking ceremony, gave an update on the Juneteenth Celebration, the controlled burn that took place at Rouge Park, and the swim programs that will take place in the five counties.

**10. Other Business**

None.

**11. Public Participation**

None.

**12. Commissioner Comments**


Commissioner Pontoni said after reviewing the survey results that the Metroparks should consider building a pool facility in Livingston County.

**13. Motion to Adjourn**

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

The meeting adjourned at 3:22 p.m.

Respectfully submitted,



Shawn M. Athayde  
Recording Secretary